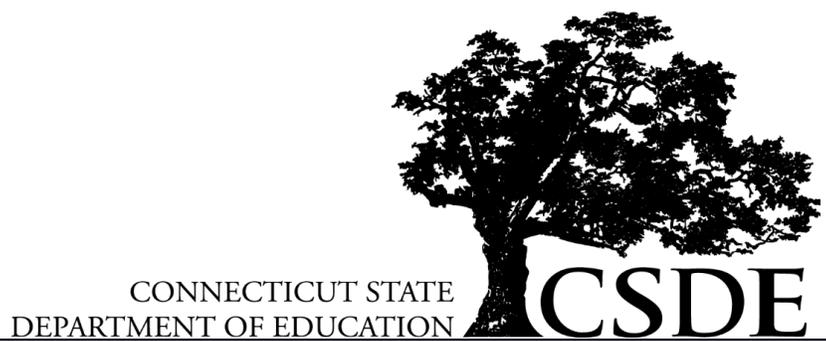




# District Coordinator User Manual

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## 2021 Kindergarten Inventory



## Accessing the System

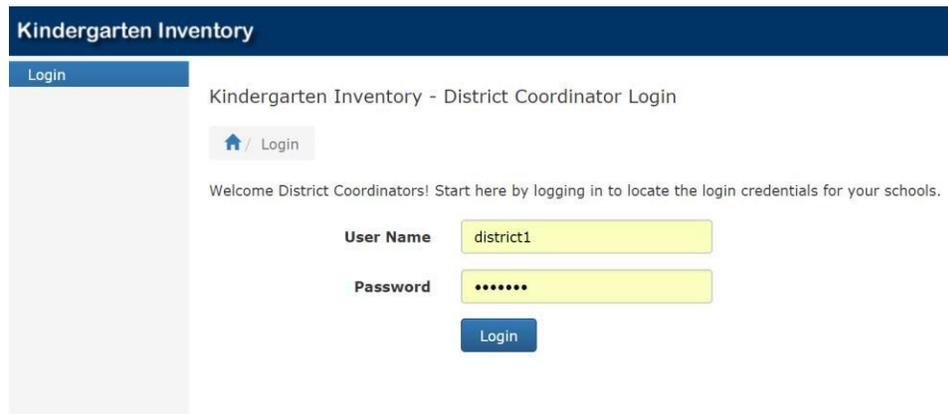
You can access the system by visiting: <https://www.ctksurvey.org/district>

 The URL above is for district coordinators only. The URL for teacher access is <https://www.ctksurvey.org>.

## Logging in to the System:

Using the district username and password that was provided to you, enter your username and password in the boxes and click **LOGIN**. **Note: The district login always starts with the word 'district.'**

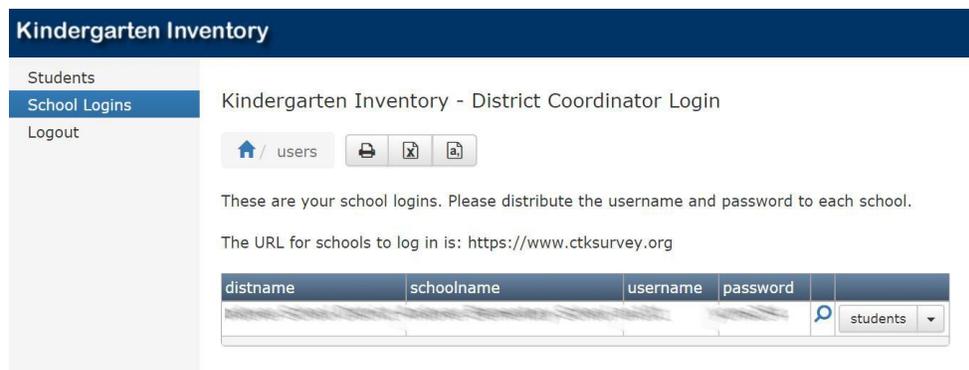
**IMPORTANT: The district username and password is for the district coordinators exclusive use. Do not distribute the district login to schools and teachers. The usernames and passwords for each school can be found once you log in to the district coordinator site.**



The screenshot shows the login page for Kindergarten Inventory. The page title is "Kindergarten Inventory - District Coordinator Login". There is a navigation menu on the left with "Login" selected. The main content area has a welcome message: "Welcome District Coordinators! Start here by logging in to locate the login credentials for your schools." Below this is a form with two input fields: "User Name" containing "district1" and "Password" containing six dots. A "Login" button is positioned below the password field.

## School User Names and Passwords

After you log in, the system will list the usernames and passwords for each school in your district. Please distribute these usernames and passwords to the respective schools. Each kindergarten teacher at each school will use the same login. Please instruct them to only add performance levels for their own students. If they accidentally add performance levels for students in other classes, they must contact you to unlock the record. *See the section **Unlocking a student record** for more information.*



The screenshot shows the "School Logins" page in Kindergarten Inventory. The page title is "Kindergarten Inventory - District Coordinator Login". The navigation menu on the left has "School Logins" selected. The main content area has a message: "These are your school logins. Please distribute the username and password to each school." Below this is the URL for schools to log in: <https://www.ctksurvey.org>. At the bottom, there is a table with columns for "distname", "schoolname", "username", and "password". The table is currently empty. There is a search icon and a dropdown menu labeled "students" to the right of the table.

## Listing Students in Each School

You can click on the STUDENTS button to the right of the school name to see all kindergarten students in this school. You can sort the list by clicking the column name headings at the top of the list.

**To quickly locate a student**, you may enter their first or last name in the search box and click the SEARCH button.

Kindergarten Inventory - District Coordinator Login

Home / users / students

distname: [School District]  
schoolname: [Elementary School]  
username: [username]  
password: [password]

Search [ ] Search

SASID	School	Last Name	First Name	DOB	Gender	Status	Enrollment	
00000001	Andrew Elementary School	SMITH	JOHN	02/07/2011	M	Complete	Not enrolled	
00000002	Andrew Elementary School	SMITH	JANE	09/09/2011	M	Complete	Enrolled	
00000003	Andrew Elementary School	SMITH	JANE	03/08/2011	F	Complete	Enrolled	
00000004	Andrew Elementary School	SMITH	JANE	12/13/2011	M	Complete	Enrolled	
00000005	Andrew Elementary School	SMITH	JANE	04/16/2011	M	Complete	Enrolled	
00000006	Andrew Elementary School	SMITH	JANE	08/16/2011	M	Complete	Enrolled	
00000007	Andrew Elementary School	SMITH	JANE	04/01/2011	F	Complete	Enrolled	
00000008	Andrew Elementary School	SMITH	JANE	11/03/2011	M	Complete	Enrolled	
00000009	Andrew Elementary School	SMITH	JANE	04/11/2011	M	Complete	Enrolled	

## Editing Student Records

As a district coordinator, you are able to modify certain fields in each student record. These include: SASID, name, DOB, gender, status and enrollment. To edit a record, click the pencil icon (highlighted just below).

SASID	School	Last Name	First Name	DOB	Gender	Status	Enrollment	
00000001	Andrew Elementary School	SMITH	JOHN	02/07/2011	M	Complete	Not enrolled	

## Unlocking a Student Record

If a teacher needs to re-enter performance levels, or a student was accidentally marked not enrolled, you can unlock a record so the teacher may access it again to modify performance levels, etc. To unlock a record, find the student by clicking on STUDENTS in the left menu, the search for them using the search box. Once found, click the pencil icon to the right of the student record, and change the status to **INCOMPLETE**.

Status \*

Enrollment \*

recordtype Manual

## Adding a Student to the System

Students can only be added to the system using the school login. If a teacher cannot find a currently enrolled student in the list, instruct them to click the **ADD** link (above the listing) to add a student to the database. All fields (except middle name) are required, and the birthdate must be entered as mm/dd/yyyy. Click **ADD**, then click **CONFIRM** to add the student to the database. Once they are added to the database, the teacher can enter their performance levels.

## Teacher Manual

Teachers can download the teacher's manual by logging in and clicking the INSTRUCTIONS link on the top of the left menu.

## Technical Support

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## Contact

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## Deadline

**Snapshot Date:** October 18, 2021- Teachers will capture a snapshot for each of their kindergarten students **enrolled in their class on October 18, 2021.**

**Submission Due Date:** October 18—December 9, 2021 (teachers submit ratings into <https://www.ctksurvey.org>)