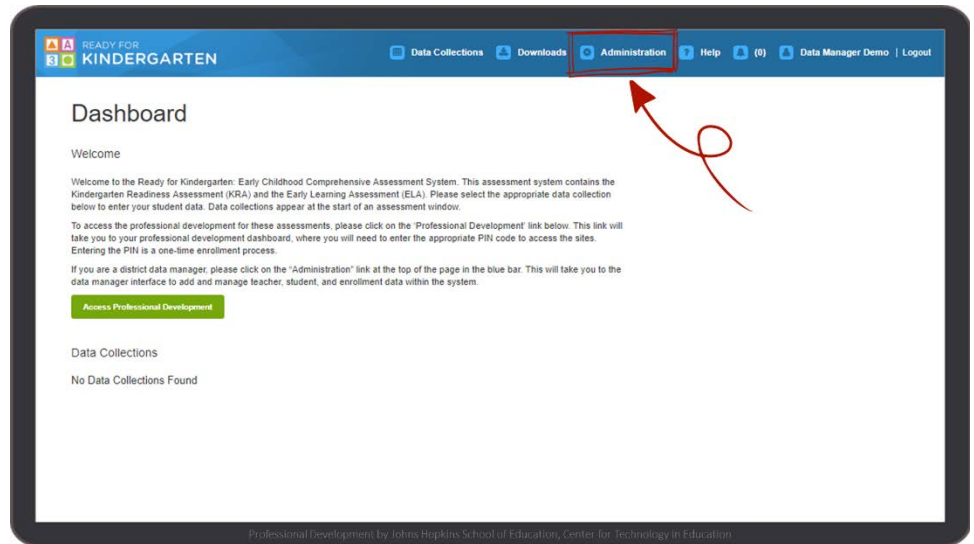




ELA Learning Progression Report (For EMIS) for Data Managers/District Administrators

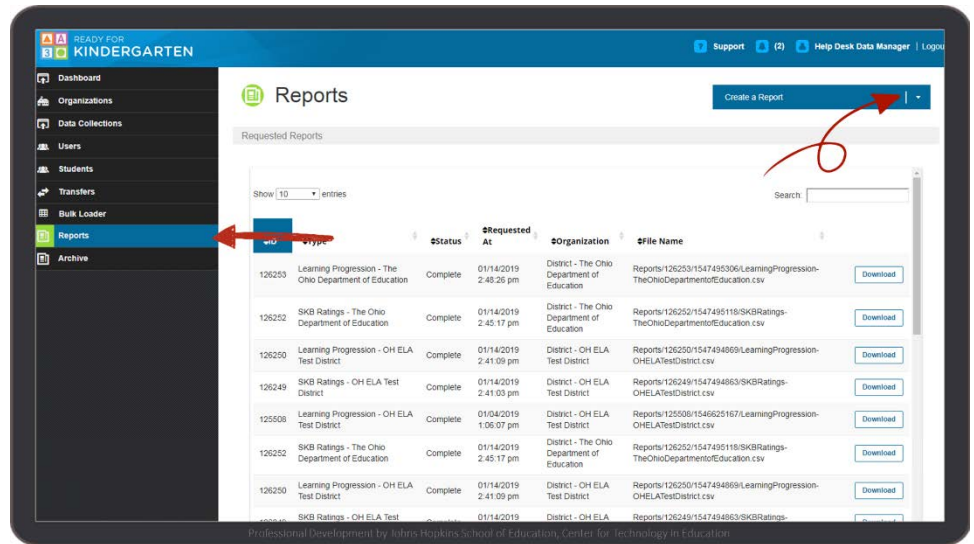
How to Access the ELA Learning Progression Report for Your District

1. Log into the Ready for Kindergarten Online system and select the **Administration** button in the top, blue bar.



2. Select the **Reports** tab on the left column.

3. From the **Create a Report** drop down menu, select the **ELA Learning Progression Report (For EMIS)**.



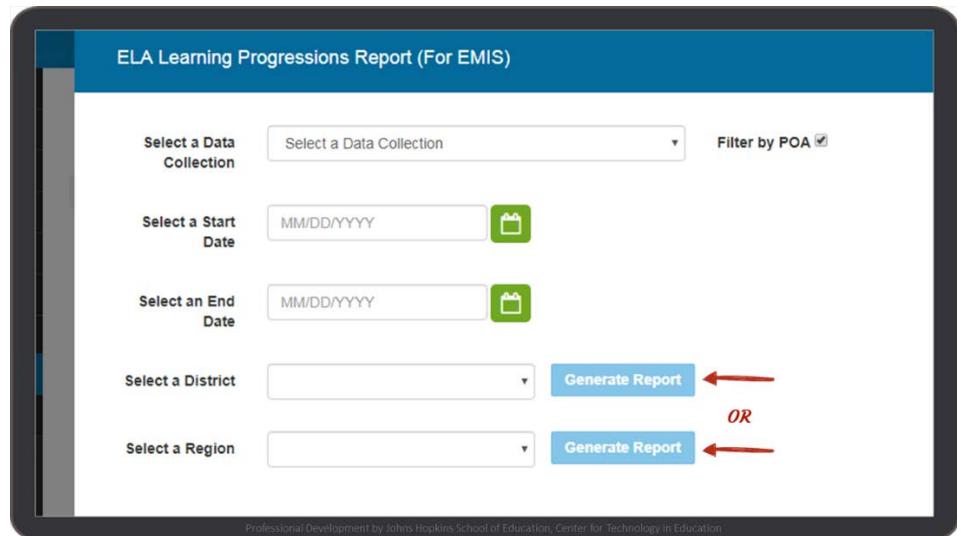
4. Complete the following fields in the ELA Learning Progressions Report (For EMIS) popup window:

- **Select a Data Collection** – select the appropriate ELA data collection
- **Select a Start Date** – select the appropriate start date for the administration window
- **Select an End Date** – select the appropriate end date for the administration window

Complete one of the following fields, depending on which data you would like to view in the report.

- **Select a District** – select the appropriate district
- **Select a Region** – select the appropriate region. This option allows you to view data for more than one district in one report, if you have admin permission to multiple districts.

5. Select the **Generate Report** button next to the **Select a District** field or the **Select a Region** field, depending on which field you populated in the step above.



6. Reports run on a queue. The Status column on the Reports page will indicate where in the process your request is.

Once your request is done processing, the status will indicate Complete and there will be a **Download** button to open and view the report.

