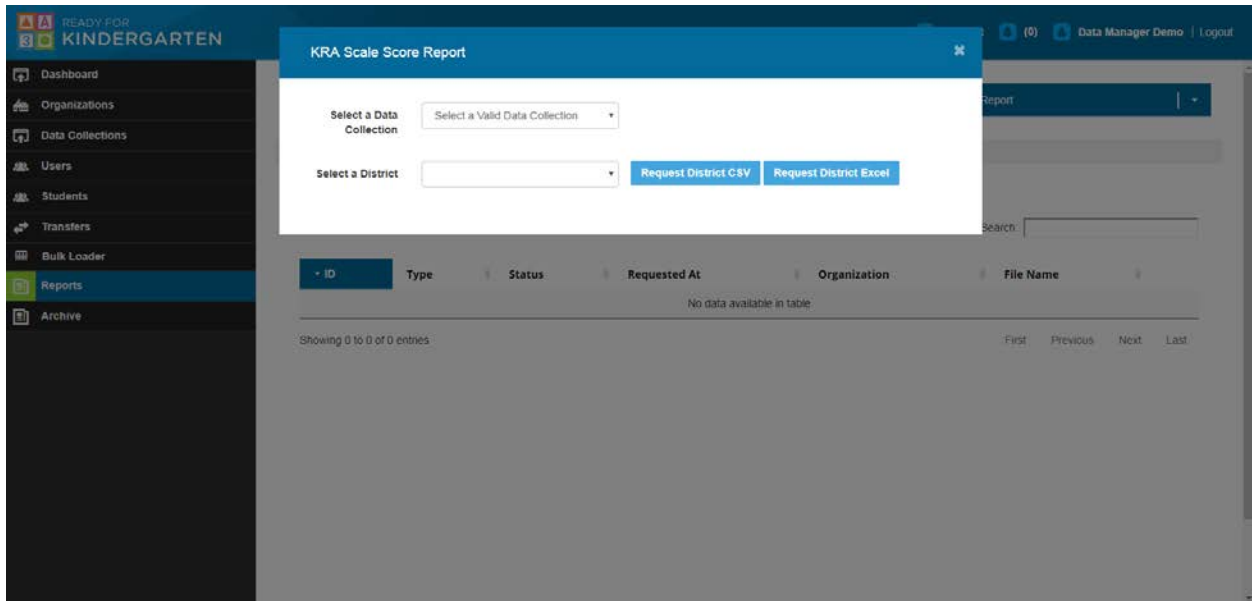


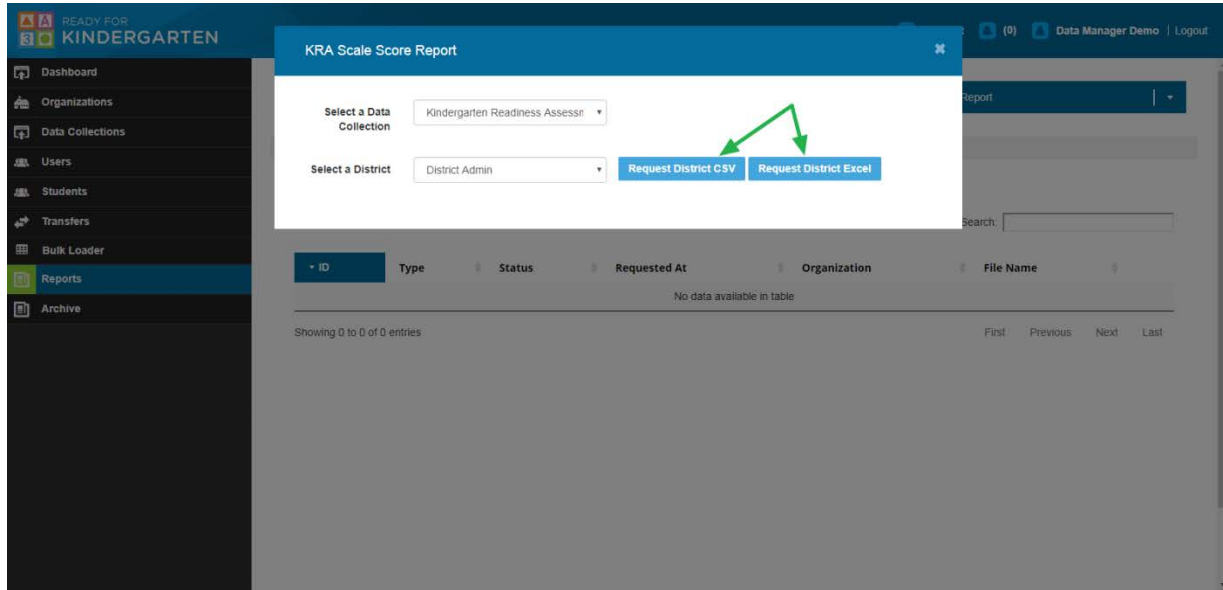
# KRA Scale Score Report for Data Managers/District Administrators

- 1) Log into your Ready for Kindergarten Online system account and select the 'Administration' link in the top, blue bar.
- 2) Select the 'Reports' page in the left-hand navigation.
- 3) Select the 'Create a Report' drop down menu.
- 4) Select 'KRA Scale Score Report'.



- 5) Complete the following fields in the KRA Scale Score Report window:
  - Select a Data Collection – select the appropriate KRA administration year
  - Select a District – select the appropriate district
- 6) Select either the 'Request District CSV' or 'Request District Excel' button next to the Select a District field depending on what format you want the report to be in.

# Ready for Kindergarten: Early Childhood Comprehensive Assessment System Kindergarten Readiness Assessment



7) 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.

