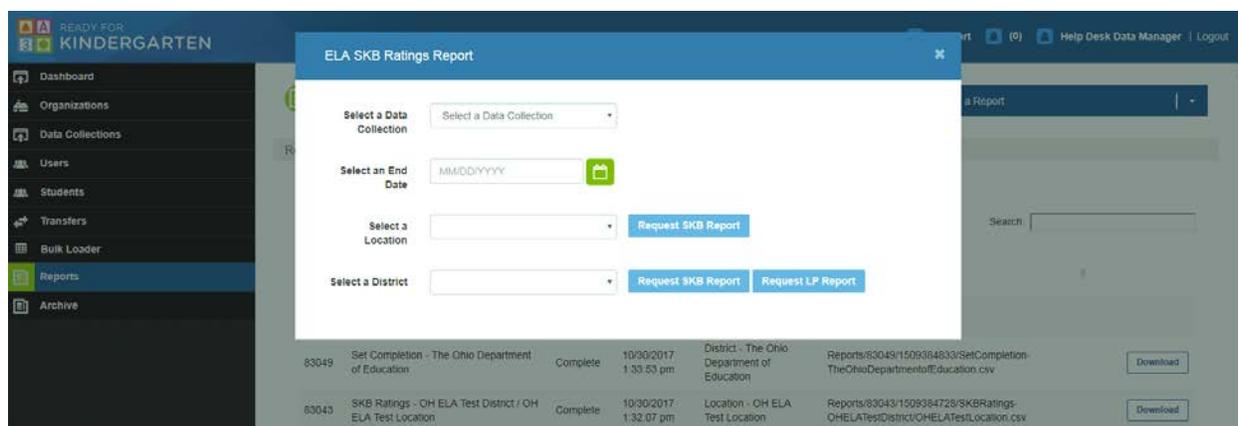


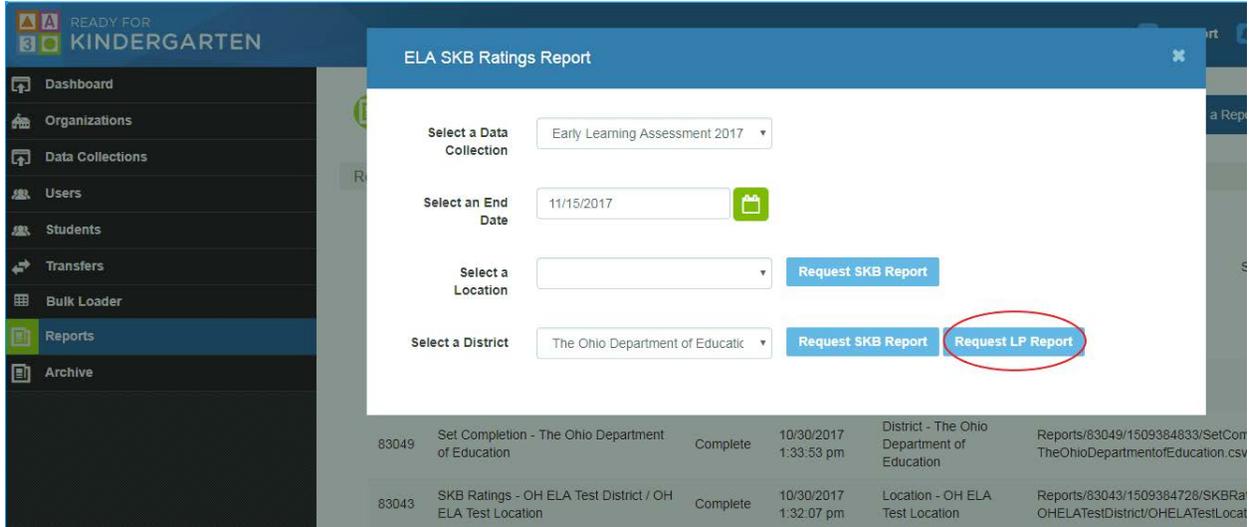
ELA Learning Progression Report

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 'ELA SKB Ratings Report'.



- 5) Complete the following fields in the ELA SKB Ratings Report window:
 - Select a Data Collection – select the appropriate ELA data collection
 - Select an End Date – select the appropriate end date for the administration window
 - Select a Location – leave this field blank for the Learning Progression report. Do not select anything for this field.
 - Select a District – select the appropriate district
- 6) Select the 'Request LP Report' button next to the Select a District field.



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.