Ready for Kindergarten: An Early Childhood Comprehensive Assessment System

Ready for Kindergarten Online: SFTP Option

Overview
In addition to uploading files through the web interface, an SFTP interface is also available at upload.kready.org.

Using the same templates available at http://dataguidelines.kready.org, district data managers may upload or have their student information systems upload their data for them.

Each data manager is able to access upload.kready.org using the same data manager credentials used to sign in at either http://maryland.kready.org or http://ohio.kready.org. Please be sure to select SFTP and the Port should be 22.

The file names should always be the following (teachers.csv, students.csv, enrollments.csv). **Please do not rename the file names or add your district ID or name to them. The file names should be in all lowercase.**

Upload Recommendations
Because the enrollments.csv is dependent on the data from the teachers.csv and students.csv, the recommended procedure is to stagger the upload of the files in order to reduce or eliminate validation errors caused by missing student or teacher records.

Example upload schedule:
12:00 AM
Upload teachers.csv and students.csv

4:00 AM
Upload enrollments.csv

The staggered upload will give the system more time to process the teachers.csv and students.csv. If all dependent student and teacher data is current and accurate, the enrollments.csv will be able to process without validation errors.

It is possible but not recommended to upload all three files at one time. If this is done, there is a likely chance that the enrollments.csv will not validate the first time it's processed, as the required records needed from teachers.csv, and students.csv may not be in the system yet.

The system processes all .csv files found on the SFTP location at the same time. Because the enrollments file will be looking for data created by the teachers.csv and students.csv, it will likely create validation errors for enrollments of teachers and students not yet in the system.

If this does happen, the next time the system updates from the SFTP the validation errors will be fixed in the enrollments, if the students and teachers csv files have completed processing and the enrollments can match the updated students and teachers.

Processing
Files are processed on a first come, first serve basis, and must wait in a queue to be processed. Processing times will be entirely dependent on your place in queue, but are typically no longer than a few hours off peak. You will need to log into your Ready for Kindergarten Online system account to view and manage any errors.