

# School User Manual

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## **Kindergarten Inventory**

## Accessing the System

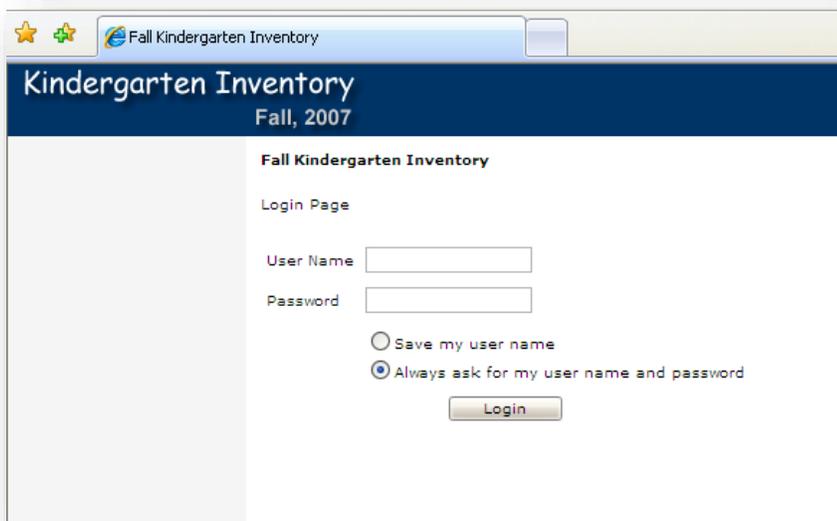
You can access the system by visiting: <https://www.ctksurvey.org>

 *Go ahead and add the site to your favorites for easy access each time you visit!*

## Logging in to the system:

Using the school username and password that was provided to you by your district contact person, enter your username and password in the boxes and click **LOGIN**.

 *You may choose to click the button titled 'Save my user name' to have the system remember your username each time you visit.*



Kindergarten Inventory  
Fall, 2007

Fall Kindergarten Inventory  
Login Page

User Name

Password

Save my user name  
 Always ask for my user name and password

Login

## Fill in your district contact person's information below:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

 *If you are having trouble accessing the system, please contact your district liason.*

## The student listing

Once you log in, the system will list the students in your school. The list is sorted alphabetically by last name then first name. **To quickly locate a student**, you may enter their first or last name in the search box and click the SEARCH button. Use the **SHOW ALL** link to reset the list to all students.

You can also **SORT** the list by clicking on any heading at the top of each column.

The screenshot shows the 'Kindergarten Inventory' page for Fall, 2007. It includes a search bar with a 'Search (\*)' button and radio buttons for 'Exact phrase', 'All words', and 'Any word'. Below the search bar is a table of students with columns for Last Name, First Name, Middle Name, Birthdate, Gender, Status, and Enrollment Status. Each row has 'View' and 'Add PL's' links. At the bottom, there is a pagination control showing 'Page 1 of 1' and 'Records Per Page 20'.

Last Name (*)	First Name (*)	Middle Name	Birthdate	Gender	Status (*)	Enrollment Status		
Appleseed	Johnny	s	11/30/1999	Male	Complete	Enrolled	<a href="#">View</a>	Done
GIGLIO	AUTUMN	ROSE	09/01/2002	Female	Incomplete	<a href="#">Enrolled</a>	<a href="#">View</a>	<a href="#">Add PL's</a>
Schenking	Thomas	A	12/23/1969	Male	Incomplete	<a href="#">Enrolled</a>	<a href="#">View</a>	<a href="#">Add PL's</a>
Smith	John	M	11/30/1999	Male	Incomplete	<a href="#">Enrolled</a>	<a href="#">View</a>	<a href="#">Add PL's</a>
VALDIVIEZO	JESSICA	ELIZABETH	10/22/2000	Female	Incomplete	<a href="#">Enrolled</a>	<a href="#">View</a>	<a href="#">Add PL's</a>
VELAZQUEZ	OLIVIA	RUTH	11/26/2002	Female	Incomplete	<a href="#">Enrolled</a>	<a href="#">View</a>	<a href="#">Add PL's</a>
WATERS	RYAN	VINCENT	06/25/2002	Male	Incomplete	<a href="#">Enrolled</a>	<a href="#">View</a>	<a href="#">Add PL's</a>
WORTHINGTON	KRYSTAL	PAMELA	07/17/2002	Female	Incomplete	<a href="#">Enrolled</a>	<a href="#">View</a>	<a href="#">Add PL's</a>
ZIMMERMAN	SANDER	IVES	03/18/2002	Male	Complete	Not enrolled	<a href="#">View</a>	Done

## Enrollment Status

**Enrollment:** If a student appears on the list, but is no longer enrolled in your school, click the 'Enrolled' link next to their name and change their enrollment to 'Not enrolled'. You will need to confirm the change of enrollment.

 *Once you change a student's enrollment status, you may not change it back, nor can you enter in any Performance Levels. You must contact your district liaison to reset any changes to enrollment.*

The screenshot shows the 'Kindergarten Inventory' page for Fall, 2007, with the enrollment update form for student ID 78. The form includes fields for Last Name (Schenking), First Name (Thomas), and Middle Name (A). The Enrollment status is currently set to 'Enrolled' (radio button selected), with 'Not enrolled' as an option. There are 'Submit' and 'Cancel and Go Back' buttons.

id	78
Last Name *	Schenking
First Name *	Thomas
Middle Name *	A
Enrollment *	<input type="radio"/> Enrolled <input checked="" type="radio"/> Not enrolled

Change the enrollment and click **SUBMIT**; you will then need to confirm your change by clicking **CONFIRM**.

**PLEASE CONFIRM this change of enrollment.**

Once you mark this student as "Not enrolled", you can not change it back!

## Adding a student

If you cannot find a currently enrolled student in the list, click the **ADD A STUDENT** link (above the listing of students) 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, you can enter their performance levels. (*See the section "Entering Performance Levels"*)

The screenshot shows a web form titled "Kindergarten Inventory" for "Fall, 2007". On the left, there are navigation links: "Student Listing", "View all incomplete", "Edit this session", and "Logout". The main form area is titled "Fall Kindergarten Inventory" and includes the text "Add to TABLE: Student Listing" and a "Go Back" link. The form contains several input fields: "Last Name" (required), "First Name" (required), "Middle Name" (optional), "Birthdate" (required, with a date picker showing 11/30/1999), "Gender" (required, with radio buttons for "Male" and "Female"), and "Enrollment Status" (required, with a dropdown menu showing "Enrolled"). An "Add" button is located at the bottom of the form.

## Entering Performance Levels

To enter a student's performance levels, click the **ADD PL's** link on the row of the student. Select either PL1, PL2, or PL3 under each of the six domains and click the SUBMIT button at the bottom. You must select a PL for each domain; otherwise you will not be able to submit the entry.

After you submit, you can review your entries, and if everything looks ok, click the **CONFIRM** button. If you want to make changes before submitting, click the **CANCEL** button.

Kindergarten Inventory  
Fall, 2007

[Student Listing](#)  
[View all incomplete](#)  
[Edits this session](#)  
[Logout](#)

**Fall Kindergarten Inventory**  
Edit TABLE: Student Listing  
[Go Back](#)

<b>id</b>	61
<b>Last Name *</b>	GIGLIO
<b>First Name *</b>	AUTUMN
<b>Middle Name *</b>	ROSE
<b>Language Skills *</b>	<p><b>At what level does the student:</b></p> <ul style="list-style-type: none"> <li>Participate in conversations</li> <li>Retell information from a story read to him/her</li> <li>Follow simple two-step verbal directions</li> <li>Speak using sentences of at least 5 words</li> <li>Communicate feelings and needs</li> <li>Listen attentively to a speaker</li> </ul> <p><input type="radio"/> PL1 <input checked="" type="radio"/> PL2 <input type="radio"/> PL3</p>
<b>Literacy Skills *</b>	<p><b>At what level does the student:</b></p> <ul style="list-style-type: none"> <li>Hold a book and turn pages from the front to the back</li> <li>Understand that print conveys meaning</li> <li>Explore books independently</li> <li>Recognize printed letters, especially in their name and familiar printed words</li> <li>Match/connect letters and sounds</li> <li>Identify some initial sounds</li> <li>Demonstrate emergent writing</li> </ul> <p><input checked="" type="radio"/> PL1 <input type="radio"/> PL2 <input type="radio"/> PL3</p>
<b>Numeracy Skills *</b>	<p><b>At what level does the student:</b></p> <ul style="list-style-type: none"> <li>Count to 10</li> </ul>

## Reports/Printing your session information

Every time you add a student, change a student's enrollment, or enter Performance levels, the system will track your activity in a report that you can access by clicking the 'Edits this session' link at the left.

 *Be sure to select this link and print the screen prior to logging out. If you log out without printing the report, all of the information you entered is saved, but you will not have a hard copy of the students you edited during that session.*

Kindergarten Inventory  
Fall, 2007

[Student Listing](#)  
[View all incomplete](#)  
[Edits this session](#)  
[Logout](#)

**Fall Kindergarten Inventory**  
Report: Edits this session

attend	Last Name	First Name	Middle Name	Birthdate	Gender	Language Skills	Literacy Skills	Numeracy Skills
<b>Enrolled</b>	WORTHINGTON	KRYSTAL	PAMELA	07/17/2002	Female	PL1	PL1	PL1
<b>Not enrolled</b>	Schenking	Thomas	A	12/23/1969	Male			
Grand Total (2 Detail Records)								

Use the **'View all incomplete'** link to view a quick report of all students in the school who are currently listed as ENROLLED but do not have any Performance Level's entered yet.

Kindergarten Inventory					
Fall, 2007					
<a href="#">Student Listing</a>	<b>Fall Kindergarten Inventory</b>				
<a href="#">View all incomplete</a>	Report: View all incomplete				
<a href="#">Edits this session</a>					
<a href="#">Logout</a>					
Status	Last Name	First Name	Middle Name	Birthdate	Gender
Incomplete	GIGLIO	AUTUMN	ROSE	05/01/2002	Female
Incomplete	Smith	John	M	11/30/1999	Male
Incomplete	VALDIVIEZO	JESSICA	ELIZABETH	10/22/2000	Female
Incomplete	VELAZQUEZ	OLIVIA	RUTH	11/26/2002	Female
Incomplete	WATERS	RYAN	VINCENT	06/25/2002	Male
Grand Total (5 Detail Records)					