GKIDS 2016-2017 Quick Reference Guide and Frequently Asked Questions

Who are the contact personnel for GKIDS?

Georgia Department of Education (GaDOE)
Bobbie Bable, Assessment Administration Division, BBable@doe.k12.ga.us
(404) 657-6168

Georgia Center for Assessment (GCA)
Toll free: (888) 392-8977

What is the web address of the GKIDS Data Entry and Reporting Website?
https://gkids.tsars.uga.edu/start

GKIDS Reminders for the 2016-17 School Year

A. There are two options for adding students to the GKIDS database.

- Teachers can manually add students to the database when the website goes online for all schools on August 1, 2016.
- Beginning September 20, 2016, teachers may select students from a listing (specific to their school) of students that will be pre-populated in the GKIDS website.

B. Districts should decide whether teachers will manually add students at the beginning of the year or wait until September 20 to select students from the pre-populated school list.

Key Dates to Remember

August 1, 2016	GKIDS website goes online; teachers may add students manually to the GKIDS database.
September 12, 2016	GKIDS website goes offline to upload student demographic information from Pre-ID Cycle 1.
September 20, 2016	GKIDS website goes back online; pre-population feature is available for selecting students from a class list.

May 12, 2017	Deadline for entering student assessment data.
June 9, 2017	GKIDS website closes for the 2016-2017 school year.

How do I obtain a GKIDS account?

GKIDS accounts are generally created and managed by testing coordinators at the local school or system level.

- If you are a *teacher* who needs a new account, please contact the testing coordinator at your school to create the account.

- If you are a *school coordinator* who needs an account, please contact the system coordinator to create one.

- If you are a *system coordinator* who needs an account, please contact GCA.

What if I forget my password?

Passwords in the GKIDS system are encrypted and must be reset based on roles and permissions.

- If you are a *teacher*, please contact your school coordinator to reset your password.

- If you are a *school coordinator*, please contact your system coordinator to reset your password.

- If you are a *system coordinator*, please contact GCA or Bobbie Bable, GaDOE, to reset your password.

How do I add a student to GKIDS?

There are several ways to add students to GKIDS:

- Enter a student manually if the student is not already in the GKIDS database.

- Select a student from the pre-population list (available September 20, 2016, after GaDOE publishes the Pre-ID Cycle 1 data).

- Use the release/acquire mechanism of GKIDS for students who transfer from one class or school to another.

These three options are described in the GKIDS Administration Manual.

How do I treat students who were retained from the previous year?

Students who were retained from the previous year should be entered into the GKIDS database just as all other new students are entered. Data associated with students from a previous year is not available in the tool.

How do I add a student who has transferred from another Georgia county or school?

This task requires the release of the student by the previous teacher from his/her class roster.

Assuming this has been done, you, as the new teacher, can click on "Manage | Students" in the GKIDS menu and choose "Student Search" to search for a student. Enter the student information and, if the student is found, indicating he or she has been released in the database, click the "Acquire" link beside the student name. The student will be added to your class roster.

If the student is not found, indicating the student has not been released, double check the search information you entered. If the student is found but does not have the "Acquire" link, the student is still active on the previous teacher's roster. Please contact the teacher to coordinate the release of the student from the previous roster.

What if a student has the same GTID as another student?

If the same GTID has officially been assigned to more than one student, then please contact GaDOE for resolution. Otherwise, there are two scenarios.

If a teacher manually adds a student to the roster and the GTID is accidently entered incorrectly, the teacher should edit the student's profile, enter the correct GTID (and the confirmation of the GTID field as well) and make the change.

If it appears that another teacher at another school has incorrectly entered the GTID for a student that is on a class roster, then you will need to contact that school/teacher or GaDOE to have the GTID changed. The Georgia Center for Assessment (GCA) does not change GTIDs unless directed by GaDOE.

What if I entered the wrong GTID for a student?

Student demographic information, including GTIDs, can be edited on the student profile. Be sure to enter the GTID in the confirmation field as well. Forgetting to confirm the GTID will result in the change not being applied.

I received an error message when entering student information. What should I do?

Most errors are detailed at the top of the webpage. If that information is not helpful, please contact the GCA Helpdesk for further assistance.

How do I move teachers from a previous school to their current school?

Please contact the GCA Helpdesk with the teacher name, previous school and current school. Please note that if the teacher currently has students on his/her roster at the previous school, those students will need to be "acquired" by the newly assigned teacher.

If the students need to be assigned to a new teacher there are two options:

- An entire class roster can be assigned to a new teacher by contacting GCA with the updated information.

- If students need to be distributed among multiple classes, then the school/teacher will need to release the students in question and the new teachers will need to acquire the particular students.

How do I remove a teacher from my school?

Contact the GCA Helpdesk for assistance with this task.

Can a teacher have accounts at more than one school?

Yes, but teachers are required to have unique login names for each account. Also, remember that each account will have its own password. Passwords are not shared across accounts.

Can a system coordinator create teacher accounts?

No, only users with school coordinator permissions can create teacher accounts at a school.

How do I add a new system or school coordinator?

System testing coordinators can use the "Manage | Users" menu item to create or edit system and school coordinator accounts. School testing coordinators can use the "Manage | Users" menu item to create or edit school coordinator accounts.

How do I add / remove / update a school list?

Contact the GCA Helpdesk for assistance with this task.

How do I generate reports?

Click the "Reports" menu item and choose the type of report you would like to generate. Available reports include summaries at the class, school, and system level. Teachers can generate reports at the student level by skill/element, strand, and standard.

Is there a Spanish version of the parent guide for GKIDS?

Yes, there is now a Spanish version of the parent brochure.