CAREER READY DATABASE

User Guide

SCHOOL YEAR 2023-2024

Contents

General Information

Students participating in the alternative high school diploma course of study or alternate assessment who are working toward Career Readiness status, under the Postsecondary Readiness component within Kentucky's Accountability System, are required to meet the benchmarks and requirements of two measures. The Career Ready Database (CRD) is designed to gather data for those measures, the Employability Skills Attainment Record (ESAR) and the Career Work Experience Certification (CWEC).

The CRD system facilitates user registration, student registration, the entry of student ESAR scores, and the entry of CWEC completion status. The system is available for District Assessment Coordinators (DACs); teachers responsible for entering data; any registered Director of Special Education (DoSE), personnel from the Kentucky Department of Education, (KDE) and database administrators.

User Access Levels

Only registered users can save data to the database. Each registered user will log in using a password to view information appropriate for their assigned level of access. DACs have access to more levels on the database dashboard than other users. Teachers must be Qualified ESAR Administrators (QEAs) and Qualified CWEC Administrators (QCAs) to access the CRD. Specific levels of access will be discussed on subsequent pages throughout the manual.

Getting Started

The CRD is housed on the Kentucky Alternate Assessment Program (KAAP) website. Before being granted access to the CRD users must first self-register in the KAAP Online Training System (OTS), housed on the same website. Login credentials are synchronized between the OTS and the CRD. The same username and password are used to access both systems. User profile information is transferred within the system from the OTS to the CRD.

Directions for OTS New User Registration

1. From the left side menu bar select *Register* under the *Members Area*.
2. Complete the information on the *Registration* page. District personnel must provide a **district e-mail address** to register as an OTS user. Other users should provide work email addresses.
3. Select *Register* to submit the information.
4. Once registered, teachers must successfully complete the Employability Skills Attainment Record quiz and the Career Work Experience quiz to become Qualified ESAR Administrators (QEAs) and Qualified CWEC Administrators (QCAs). Teachers must be QEAs and QCAs to gain access to the Student Roster. See Teacher Roster on page 6.
   a. NOTE: for the Spring 2024 assessment window: any teacher/user who has been granted access in the SRD and has passed the ESAR and CWEC will be activated in the CRD.
   b. Upon activation, the user and the DAC will receive an email indicating the account has been activated in the CRD.

Any previously registered user who has not utilized the Online Training System (OTS) this year will not be listed in the CRD and is considered a new user. Follow the registration directions for OTS New User Registration listed within this document.

CRD System Login

1. From the left side menu bar select *Career Ready Database (CRD)* under the *Systems* menu.
2. On the *Login* page enter the same username and password as registered in the OTS.

Forgotten Password

To reset a password, return to the initial *Login* page and select the *Forgot Password* link. Enter the email address associated with the account and select *Reset Password*. The current password will be e-mailed.

Navigation

Each interface or page within the system has the title *Career Ready Database (CRD)* at the top. The CRD launches with a *Welcome* page where announcements are posted. The CRD System Menu, detailed in the next section, is included on the left side of the page. Selecting any system menu title links the user to that specific page. When the page changes the links on the left side remain. The user can select one of the links and navigate to a different page at any time and from any location. It is not necessary to proceed in sequence through the links.

The user's location in the system is shown between the system title at the top of each page and the page content, on the left side of the page. *Logout* can be accessed within the same area at the top right-hand corner of the page.

Also included within the system title area are links to the Kentucky Department of Education, the Inclusive Large-Scale Standards and Assessment group (ILLSA), the National Alternate Assessment Center (NAAC), and MSD1Stop, the Kentucky Multiple and Severe Disabilities Portal.

CRD System Menu

The menu along the left side of each page includes the following:
- Home
- Student Roster
- Student Registration (DAC level access only)
- Teacher Roster (DAC level access only)
- CRD User's Manual
- Printable ESAR

Student Roster

Select *Student Roster* to gain access to student lists. For DACs or users having DAC level access, all students within the district's registered schools are available. For Teacher level access (QEAs and QCAs), only students for their registered school are obtainable.

The Student Roster contains the following data organized in columns:
- CRDID – the unique identifier generated in the CRD
- SSID – the student's KY SSID number
- Student Information - First Name, Last Name, Birthdate, Gender, Ethnicity, District, School, and Grade
- ESAR – active link to access the student's ESAR

- CWEC – active link to access the student's CWEC verification of coursework completion

Sort Student Roster Data

Student Roster data, except for ESAR and CWEC columns, can be sorted to view data quickly and in the manner desired. To sort data, complete the following steps:

1. Hover the cursor over the column title, i.e., CRDID, First Name, Gender. An underline will appear.
2. Click the underlined title.
3. The data, whether numerical or alphabetical, will be sorted in ascending and descending order.
4. Click the column title again to return the data to the default setting.

The roster data will also return to the default setting upon logout from the system.

Student Registration (DACs Only)

The *Student Registration* link is available to DACs for the purpose of registering a new student in the CRD. Grade 12 and Grade 14 students identified as working towards career readiness in alternate high school diploma course of study or alternate assessment are entered in the CRD by KAAP personnel. A Grade 11 student eligible for early ESAR administration will not be automatically loaded in the CRD but may be added manually.

When this link is activated, empty data fields appear that must be completed to add the student. Student registration can be completed through May 24, 2024.

To add a student to the CRD student roster complete the following steps:

1. Select *Student Registration.*
2. Type and select relevant information using keyboard and drop-down menus.
3. Nine (9) of the first ten (10) fields (through *Grade)* <u>must</u> be completed. Middle Name is not required.
4. After entering the information select *Register Student* at the bottom of the student registration interface.
5. The system will request any missing required information. Registration is not complete until all nine (9) fields are complete.

The student information entered in the CRD must mirror the information entered in Infinite Campus. In the event of a data issue, i.e., student SSID already exists, the user will be prompted to contact Darrell Mattingly, Career Ready Database Administrator at darrell.mattingly@uky.edu.

Once a student is registered in the CRD, the student record is automatically added to the system and can be opened to enter the ESAR scores and CWEC status.

Add ESAR Scores

The QEA reports the scores for the ESAR. For each student in the database the link to the ESAR score submission is color coded. Gray indicates *Not Required*, red *Not Started*, orange *Incomplete,* and green means the score submission is *Complete*.

For initial score entry complete the following steps:

1. Find the student's name in the roster.

2. Access the red ESAR link for initial score entry in Personal Qualities and People Skills, the first score entry page (ESAR sub-area).
   a. The linked category title, Personal Qualities and People Skills, will be highlighted in dark blue.
   b. There are nine (9) items to complete in Personal Qualities and People Skills.
3. Enter student scores by clicking the appropriate radio button per ESAR item. The choices include:
   a. Does not demonstrate – 0
   b. Developing/Supported – 1
   c. Independent/Mastered – 2
4. To save full or partial completion in the sub-area select the *Save* link.
   a. If *Save* is selected:
      i. Scores entered on the first page, Personal Qualities and People Skills, will be saved in the CRD, but NOT SUBMITTED.
      ii. When any rating in a student record has been <u>saved</u>, the ESAR link will appear in orange (Incomplete) in the Student Roster.
5. Navigate to the second page, Foundational Academic Skills, using the blue linked category title at the top of the score entry field.
   a. The sub-area includes seven (7) items.
   b. Continue recording student responses.
   c. Save the full or partial completion in the sub-area by selecting the *Save* link.
6. Navigate to the third page, Workplace Knowledge Skills, using the blue linked category title at the top of the score entry field.
   a. The Workplace Knowledge Skills sub-area includes fourteen (14) items to complete.
   b. Continue recording student responses.
   c. Save the full or partial completion in the sub-area by selecting the *Save* link.
7. Return to any saved page to add additional ratings by using the blue linked category titles.

SAVE and SUBMIT
   a. If *Save and Submit* is chosen on any page (i.e., Personal Qualities and People Skills) the responses will be saved in the CRD permanently.
   b. ANY ITEM that does not have a selection (no response selected) will default to zero (0).
   c. IMPORTANT: Scores that have been saved and submitted on a page (ESAR sub-area) cannot be changed and the page can no longer be accessed.
   d. When responses in a student record have been <u>saved and submitted</u> for one or two pages (ESAR sub-areas), the ESAR link will appear in orange (Incomplete) in the Student Roster.

Incomplete Submission
   a. If student records **do not** have scores saved and submitted <u>for all three (3) pages</u>, system alerts will direct the user to the next page (ESAR sub-area).
   b. System alert messaging will provide support contact information.

Final Response Submission
When responses have been saved and submitted for the thirty (30) ESAR items (all pages), the system will alert the user that scores have been finalized and provide support contact information. The ESAR link in the student roster will appear in green (Completed).

Add CWEC Verification

The QCA reports the status of student attainment of the CWEC in the CRD. The QCA indicates either *Yes (Y)* the student completed the CWEC, *or No (N),* the student did not complete the CWEC. *"Yes"* indicates the student completed all four CWEC courses and requirements leading to the certification. The courses must be documented on the student transcript.

For each student in the database, the link to the CWEC verification submission is color coded. Gray indicates *Not Required*, red *Not Started*, orange *Incomplete,* and green means the status submission is *Complete*. The CWEC link is red when the student's CWEC status has not yet been started or is missing.

For CWEC verification complete the following steps:
1. Find the student's name in the roster.
2. Access the certification verification by clicking on the CWEC red link.
3. Select the appropriate radio button to the CWEC certification response, either *Yes* or *No* (the student has successfully completed the CWEC).
4. Enter the following CWEC data:
    CWEC WBL Hours Completed
    a. Select the type of CWEC WBL completed:
        i. Face-to-Face
        ii. Virtual
        iii. Combination of Face-to-Face
    b. Enter the total number of CWEC WBL hours completed (TOTAL of all four CWEC courses):
        i. Total of all CWEC WBL hours
        ii. Number of hours Face-to-Face
        iii. Number of hours Virtual
5. Responses saved and submitted cannot be changed. Upon selecting *Save and Submit* a warning will appear stating that once submitted the response cannot be edited. The user will be asked whether to continue.
    a. To change the response, select *No, cancel submission*.
    b. To permanently record the response, select *Yes, save and submit response*.
6. The CWEC link in Student Roster with a response option selected, but not saved and submitted, will appear in orange (Incomplete).
7. The CWEC link in Student Roster with the *Saved and Submit* selected will appear in green (Completed).

Teacher Roster (CRD Administrator and DACs Only)

User profile information is transferred from the OTS to the CRD. The Teacher Roster page is available for the purpose of activating users in the CRD. The page has links to activate or delete current registered users.

The DAC/DoSE or district CRD Administrator must activate the Teacher account in the CRD before a Teacher level user can gain access to student information. Before activation, the DAC/DoSE or district CRD Administrator determines if the teacher successfully completed the ESAR and CWEC quizzes and has been granted access to the Student Registration Database (SRD). If a teacher has successfully completed both the ESAR and CWEC quizzes prior to being activated in the SRD, then the activation will transfer over; otherwise, the DAC will need to activate the user in the CRD.

If a teacher has not been activated in the SRD, the district CRD Administrator will contact the DAC to verify if the teacher is permitted to enter ESAR scores or CWEC status for the district or school. Upon DAC confirmation the user will be activated.

After Teacher account activation, the CRD system will email the teacher and copy the DAC to provide notification of CRD access.

If there are users listed who are no longer in the district, the DAC may delete the teacher from the roster.

CRD User's Manual

A PDF copy of the CRD User Guide can be accessed through this link.

Printable ESAR

A PDF copy of the ESAR can be accessed through this [link](#).

Logout

The logout link at the top right-hand corner of the page will exit the user from the current page of the CRD and return to the initial login page.