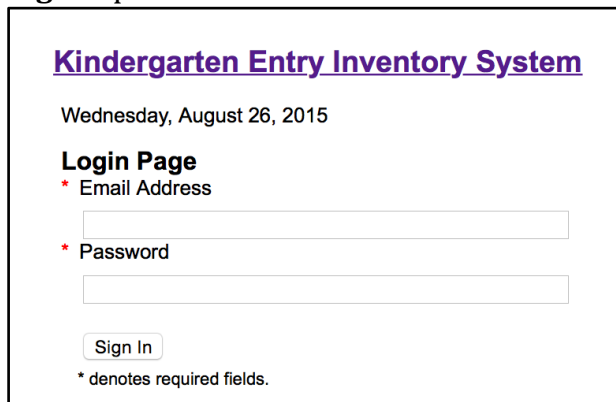# How to Enter Inventory Information on a Student Record

To enter Inventory information on a student, use the following steps:

1. Using you browser software (Internet Explorer, Safari, Chrome, etc.), type in the following address: http://data.kei-pa.org

2. You will then be taken to the Kindergarten Entry Inventory System **Login Page** as pictured below:

3. Enter in your **Email Address** and your **Password**.

HINT: You should have received your password in an email message from csiutghelp@csiu.org.

4. Then click the **Sign In** button.

5. After clicking Sign In, you will be taken to the "**Welcome**" screen as pictured below:

Kindergarten Entry Inventory System

Wednesday, August 26, 2015   Signed in as: Jeff Kay (jkay@csiu.org) | Sign Out

Welcome to the Pennsylvania Kindergarten Entry Inventory (KEI) Software

Teachers MUST have completed the training protocol and obtained a certificate of completion of the proficient user assignment before they will be provided access to the KEI software.

Student skill levels may be entered at any point during the 45 calendar day collection period.

Student outcomes should be finalized no later than 60 calendar days from the start of the school year.

If you have questions or need support in software use, contact the KEI support team at:
csiutghelp@csiu.org
570-523-1155
Jeff, ext. 2137
Linda, ext. 2293

Please follow the link below to go to your assigned school building for entry:

Go to Your Dashboard

Kindergarten Entry Inventory
Email: csiutghelp@csiu.org - Phone: 570-523-1155 Ext 2137
© 2014-2015, Central Susquehanna Intermediate Unit.

6. On the "**Welcome**" screen, Click on the "Go to Your Dashboard" link at the bottom of the welcome message.

Please follow the link below to go to your assigned school building for entry:

Go to Your Dashboard

7. You will then be taken to your **Teacher Dashboard** screen.

Kindergarten Entry Inventory System

Wednesday, August 26, 2015   Signed in as: Joshua Kay (jckay@ptd.net) | Sign Out

Teacher Dashboard
School District: Danville Area SD (116471803) **IU:** Central Susquehanna IU 16
Building Name: Danville Primary Sch (116471803-8201) **Address:** 604 Walnut Street, Danville, PA 17821

Classroom List (2)

Actions	Classroom Name	Start Date	Period	Student Count
[add new student] [view classroom data]	Jade Thompson Room 23	Aug 24, 2015	Full Day	0
[add new student] [view classroom data]	Joshua Kay Room 22	Aug 24, 2015	Full Day	0

Student List

There are currently no students linked to your classroom(s).

Contact List

There are currently no contacts entered for this building.

Kindergarten Entry Inventory
Email: csiutghelp@csiu.org - Phone: 570-523-1155 Ext 2137
© 2014-2015, Central Susquehanna Intermediate Unit.

NOTE: If you do not see your classroom(s) listed on your **Teacher Dashboard**, it means that the person responsible for adding your Classroom has not completed this task yet. In order to add student data to your classroom, this will need to be completed. Please contact the Person of Contact assigned to your district or KEI Support staff for assistance.

8. If your Classroom is listed, you will be able to add or edit student records as well as student inventory.

9. To add or edit information to a Student's Inventory record, click on the edit inventory link next to the Student's name you wish to work on.

Classroom Name: Amanda Woolslayer AM (AM; Teachers Linked: Amanda Woolslayer)

Please select a single indicator... ⌄	Enter for Classroom			
[enter inventory] [edit] [remove]		Jan 25, 2010	30 / 30	Complete
[enter inventory] [edit] [remove]		Jul 22, 2010	30 / 30	Complete
[enter inventory] [edit] [remove]	Rocco	Aug 21, 2009	22 / 30	Incomplete
[enter inventory] [edit] [remove]		May 11, 2010	20 / 30	Incomplete
[enter inventory] [edit] [remove]		Jan 23, 2010	16 / 30	Incomplete
[enter inventory] [edit] [remove]		Jul 19, 2010	21 / 30	Incomplete

10. By clicking on the edit inventory link, you will be taken to the student's complete Inventory screen:

Kindergarten Entry Inventory System

Thursday, October 22, 2015   Signed in as: Jeff Kay (jkay@csiu.org) | Account | Sign Out

Individual Student Entry Form

School District: Pittsburgh SD (102027451) **IU:** Pittsburgh-Mt Oliver IU 2
Building Name: Pittsburgh Montessori K-5 (0351) **Address:** 201 S Graham St, Pittsburgh, PA 15206 **Start Date:** Sep 1, 2015
Classroom Name: Debra Schafers Rm0104 (Full Day) **Classroom Start Date:** Sep 3, 2015
Student's Name: ▓▓▓▓▓▓▓▓▓ **D.O.B.:** Jun 25, 2010 **Entry Date:** Sep 3, 2015

Go to Statewide Dashboard Go to District Dashboard Go to Building Dashboard Go to Classroom Dashboard

Domain Legend: **Response Legend:**
☐ Social and Emotional Development   NYE - Not Yet Evident
☐ Language and Literacy Development   Em - Emerging
☐ Mathematics   Ev - Evident
☐ Approaches to Learning through Play   Ex - Exceeds
☐ Health, Wellness and Physical Development   UTD - Undetermined

☐ Click here to complete data entry for this student and access reports
[Save Assessment]

	NYE Em Ev Ex Evidence (optional):	UTD If UTD, please give reason:
Ind 01. Emotional Regulation	○ ○ ○ ○	○
Ind 02. Self Awareness	○ ○ ○ ○	○
Ind 03. Conflict Resolution	○ ○ ○ ○	○
Ind 04. Behavior Regulation	○ ○ ○ ○	○
Ind 05. Print Concepts/ Letters	○ ○ ○ ○	○
Ind 06. Print Concepts/ Words	○ ○ ○ ○	○

11. There are a total of 30 indicators to complete for each student. You can use one of the five (5) radio buttons to indicate your responses for each of the Indicators listed.

12. The five available responses are listed in the Response Legend at the right hand side of the Assessment list:

Response Legend:
NYE - Not Yet Evident
Em - Emerging
Ev - Evident
Ex - Exceeds
UTD - Undetermined

13. Simply click on radio button underneath the response you wish to record for each of the 30 indicators. If you select one response, and wish to change your response, simply click on the radio button underneath the correct response to make the change from one to another.

14. If you select either **NYE** (Not Yet Evident), **Em** (Emerging), **Ev** (Evident), or **Ex** (Exceeds), you have the option to add **Evidence** in the text box next to the selected response:

15. If you select **UTD** (Undetermined), you must enter a reason in the text box to the left of the **UTD** radio button:

16. The goal is to complete all 30 indicators for each child's assessment. However, you do not have to complete all 30 indicators in order to save a child's assessment record. You can complete as many or as little as you want and then save the assessment at any time. You may then return to the assessment to continue adding to the assessment by clicking the enter inventory link next to the student's name.

To mark Assessment information on a student as Completed, use the following steps:

1. Once you have completed all 30 indicators for a child's assessment, the next step will be to "mark" the assessment as completed. To complete this, click the **"Click here to complete data entry for this student and access reports"** checkbox at the top of the assessment screen and then click the **Save Assessment** button.

☑ Click here to complete data entry for this student and access reports

[Save Assessment]

	NYE	Em	Ev	Ex	Evidence (optional):
Ind 01. Emotional Regulation	○	○	●	○	
Ind 02. Self Awareness	○	○	●	○	
Ind 03. Conflict Resolution	○	○	●	○	
Ind 04. Behavior Regulation	○	○	○	●	
Ind 05. Print Concepts/ Letters	○	●	○	○	

2. Upon clicking the Save Assessment button, the software will review all data entered to insure that all 30 indicators have been completed correctly. If any of the indicator items are not completed or a **UTD** reason needs to be competed, the software will highlight the areas of needed attention in red:

A selection is required for "Ind 09. Text Analysis".
A selection is required for "Ind 11. Stages of Writing".
A selection is required for "Ind 12. Writing Process".
A selection is required for "Ind 13. Expressive Language".
A selection is required for "Ind 15. Collaborative Communication".

	NYE	Em	Ev	Ex	
Ind 08. Phonics *	○	○	○	○	
Ind 09. Text Analysis *	○	○	○	○	
Ind 10. Text Structure *	○	●	○	○	
Ind 11. Stages of Writing *	○	○	○	○	
Ind 12. Writing Process *	○	○	○	○	
Ind 13. Expressive Language *	○	○	○	○	

3. If all 30 indicators have been completed correctly, you will be taken back to your **Classroom** dashboard. The completed assessment will then be changed from **Incomplete** to **Complete**, showing that all 30 indicators have been finished.

: Amanda Woolslayer AM (AM; Teachers Linked: Amanda Woolslayer)				
ngle indicator... ⌄ Enter for Classroom				
[edit] [remove]		Jan 25, 2010	30 / 30	Complete
[edit] [remove]		Jul 22, 2010	30 / 30	Complete
[edit] [remove]	Rocco	Aug 21, 2009	22 / 30	Incomplete
[edit] [remove]		May 11, 2010	20 / 30	Incomplete
[edit] [remove]		Jan 23, 2010	16 / 30	Incomplete

4. Once you have completed all of the Student assessments in your classroom, the final step will be to **Finalize** your classroom. The steps for **Finalizing your Classroom** will be addressed in a separate document.