

## Checklist for new KEDS Online Administrators

- Contact KEDS [keds-tech@lsv.uky.edu](mailto:keds-tech@lsv.uky.edu) to have KEDS Online preschool coordinator account created
- Participate in preschool coordinator online overview
- Print and distribute KEDS Online User Guide
- If needed, contact KEDS for teacher online overview [keds-tech@lsv.uky.edu](mailto:keds-tech@lsv.uky.edu)

## Before each Data Collection Point

See KDE KEDS Timeline for due dates

- All students receiving preschool services entered and enrolled in a classroom in STI/IC
- Assessment data finalized
- Assessment data sent to KEDS (see **Assessment** tab in KEDS Online for directions)
- Create teacher accounts
- Student demographics updated in KEDS Online

## Questions about KEDS? Who to contact...

- Setting up KEDS accounts, submitting assessment data, technical problems, online questions [keds-tech@lsv.uky.edu](mailto:keds-tech@lsv.uky.edu)
- Using assessment instruments, general KEDS questions [keds@lsv.uky.edu](mailto:keds@lsv.uky.edu)
- Policy questions, abiding by timelines [paula.goff@education.ky.gov](mailto:paula.goff@education.ky.gov)