

## Guided Tour of the COR for Kindergarten Online Assessment System

Following is a set of instructions that will guide you through the online COR for Kindergarten system and show you its basic functions. You may want a copy of these instructions by your side as you tour the online demonstration site. **NOTE:** This demonstration site shows both the teacher and administration side of the online website and offers examples of how teachers completed the assessment over a school year.

1. Using any browser, enter the URL: [www.onlineker.net](http://www.onlineker.net)
2. Enter the user name: Colorado
3. Enter the password: 123
4. On the first screen of the website, you will see five tabs across the top of the screen: MANAGE, ASSESSMENT, REPORTS, RESOURCES, and the name Jeff Beal.
5. Click on MANAGE — here is where you add and remove students from the classrooms. If you click on *Add Student*, the information fields appear on the right.
6. Click on ASSESSMENT — here is where you enter student scores for each item. (In the demo site, a teacher has entered all of the scores, so all of the boxes are green on the assessment progress page. If the teacher had scored two of three items, the box would be blue, and if the teacher had not scored any of the items, the box would be white.) The PROGRESS SUMMARY page provides a quick way to see the progress made toward assessing all children on all items. Clicking on the dropdown arrow for Classroom (upper left corner) will show all of the classrooms enrolled. Clicking the dropdown arrow for Checkpoint will show four checkpoints and their accompanying dates for this demo site. Clicking on any of the green boxes will show the scores the teacher gave each child in the class.
7. Click on REPORTS. On the left side of your screen there is a black menu bar. Hover over the bar and it will expand. Here you can choose the type of report — Child Reports or Classroom Reports. Click on the type of report you want and use the dropdown menus to choose the Classroom, School Year, Student, and Checkpoint. Click on *Update Report*; the updated report will appear on the left side of the screen. If you want to export it as a PDF, click on the *Export to PDF* button and a PDF version will appear on the screen.
8. Click on Resources — here you will find all of the resources available for COR for Kindergarten, from the Test Blueprint to the Progress Monitoring Record to helpful tools for teachers.
9. Click on the name Jeff Beal and then click on *Switch to Admin* in the dropdown menu. You can create site and district level reports here. (From here, you can also manage sites and teachers by clicking on the MANAGE tab.) To create the Kindergarten School Readiness report, click on the + sign on the TOGGLE TREE located on the left side of the screen. This will open it up to the district level. First, click on District 1 and then click on the REPORTS tab. Choose *Kindergarten School Readiness*, click *Update Report*, and the report will appear on the right. (You can create Organizational reports by following the same procedure after clicking *Group Summary*.)
10. If you experience any problems, email Jeff Beal at [jbeal@highscope.org](mailto:jbeal@highscope.org).