

2013- 2014 CRDC Webcast Q&A

1. Q: Should we not correct/enter any data until after the review period is over?

A: Yes, use the review period to validate the data that KDE loaded. If an issue arises that requires KDE to reload data, any data entered by districts will be overwritten unless the district has opted out.

2. Q: Can we go ahead and enter data and then opt out of the reload if our data appears correct?

A: It is best to opt out first and then go ahead and enter the data. This way if there is a reload of the data, locally entered data won't be overwritten.

3. Q: So we can enter on the CRDC site?

A: Yes, the CRDC site is now open.

4. Q: None of my schools are loaded...the screen says it is loading data but none ever appear.

A: Try to log off the CRDC site and log back in. Also, you may want to try a different browser. We have heard of users needing to switch from Internet Explorer to Chrome or Firefox. If this still does not work you may be experiencing technical difficulties and would need to contact the CRDC Partner Support Center at (844) 338-2732 or CRDC@SANAMETRIX.COM

5. Q: Should all % required cells be filled 100%?

A: All cells won't be 100% based on the data KDE loaded; remaining data must be entered locally. All percentages must be filled to 100% before completion of the CRDC.

6. Q: My data has a lot of blanks? Should we fill in with 0?

A: Blanks in your data mean that KDE did not pre-populate that data and the field needs to be answered.

7. Q: So, if we did not opt out. We should not be entering data?

A: If you did not opt out you should be reviewing your data. Enter data only after the review period or after opting out.

8. Q: Do the warnings need to be cleared also?

A: No, the warnings do not have to be cleared but all errors do. Warnings bring your attention to data that does not agree with prior data or data supplied elsewhere. The data may not be incorrect, just different. Data provided is as of a specific point in time, this may result in slight differences.

9. Q: What's the purpose of the 2015-2016 columns on the KDE Excel spreadsheet? Is that just giving us a heads up that it will be included next year?

A: Yes, the purpose of the 2015 – 2016 columns on the excel spreadsheet is to inform you on what data will need to be included for the 2015 – 2016 year.

10. Q: We did not opt out but our staff has been verifying the KDE loaded data but they have also been answering the other questions. Is that ok?

A: It's fine, however if there is a second upload of the data, all data that was entered previously into the CRDC system will be overridden. Opt out now to protect data that's been entered locally.

11. Q: Once I log into the CRDC site, where do I go to access the loaded data?

A: Once you log into the CRDC site, you will click on either District Form Submission or School Form Submissions. Once you click on the corresponding submission heading you will be able to see your data.

12. Q: Any preference on which web browser we should be using for the application?

A: There is no preference for web browsers however depending upon which browser you use the display of the pages may be slightly different. If it doesn't load or seem correct, try logging out and switching browsers.

13. Q: I am reviewing the data that KDE has input but the data the schools collected is off in numbers? Which should I use?

A: Small variances in numbers may be a result of when the data was pulled. Districts should verify data and change if needed. It is ultimately the responsibility of the districts to submit this data.

14. Q: Please review specific instructions on how to Opt-Out of a further CRDC data upload. I do not see the option on the website.

A: There is a slide presentation on the KDE [CRDC webpage](#) with specific instructions on how to Opt-Out.

15. Q: What is the procedure for "opting out?" Do we contact someone specifically at KDE?

A: If you would like to "opt-out" there are instructions located on the KDE CRDC webpage that can assist you with the opting-out procedure. Please see question 14 for the link. If you are still experiencing issues with "opting-out" please contact CRDC PSC Support at (844) 338-2732 or CRDC@SANAMETRIX.COM

16. Q: Can KDE push all of the Ad hocs into the state ad hoc field?

A: KDE has already pushed out state created ad-hoc filters. These are available under the "State Published" ad hocs in Infinite Campus.

17. Q: Since data such as overall enrollment or enrollment in specific areas such as Section 504 can change from day to day, if the loaded data is close, should be determine it to be correct?

A: Yes, but once again it is the districts responsibility to be confident in what is submitted. It may not be exact, but close.

18. Q: I emailed CRDC to opt-out and haven't heard from them. Will they do that for me?

A: They will not do it for you, but will instruct you how to opt-out. Specifics on how are now available on the KDE [CRDC webpage](#).

19. Q: How do I give access when setting up users?

A: Click the ADMIN tab at the top right of the screen. On this page you will be able to add users and then give them access to certain schools within your district.

20. Q: Shouldn't our data be the same as your Infinite Campus pull? Why the validation?

A: They will be the same as long as no changes were made to the district's IC between the KDE pull and now. The ad-hocs are to validate that KDE did a correct pull of data and placed the correct data into your district.

21. Q: What's up with the second load?

A: As of right now, there will not be a second data load. If an issue arises this week, we will let you know exactly when the second load will happen.

22. Q: When will the CRDC close?

A: We do not know a closing date but have been told it will be the end of July. Once we receive the information an email will be sent out along with the information being posted on the [CRDC webpage](#)

23. Q: Can the data that KDE uploaded be changed?

A: Yes, if any data that KDE has uploaded is incorrect you can go into the CRDC system and change it.

24. Q: Should my principal have a username and password to enter in the CRDC system?

A: The original login and passwords were sent to Superintendents. They have access to the entire district and can set up other users. To set up any other users you must login using the original district password. For your principal to have access, someone must give them access through the district login. Once set up is complete, the principal will receive confirmation and a password via email

25. Q: Who is responsible for giving out the username and password to the districts?

A: The Superintendents were emailed the original username and password. Contact your Superintendent or his or her designee for that information.

26. Q: How do I opt-out?

A: There is a slide presentation on the KDE [CRDC webpage](#) that can assist with opting-out.