SAAR Application KDE User Guide 2022-2023

Kentucky Department of Education
Jason Glass, Commissioner

KDE Contact

Laura Loman
Kentucky Department of Education
300 Sower Building, Fourth Floor
Frankfort, Kentucky 40601
Telephone: (502)564-5279, ext. 4485

Email: laura.loman@education.ky.gov

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SAAR Application Overview

The SAAR application will now serve as the main control center for all Kentucky school districts for ALL three reporting cycles – Growth Factor, January Growth Factor, and SAAR. Included in this document are training for all three cycles and the application itself. There are two user functionalities for the KDE console:
- ✓ **KDE Administrator** – This user has access to all functionalities in the KDE console, including opening and editing a SAAR cycle as well as adding and editing users (KDE or District)
- ✓ **KDE User** – This user has read-only access to the KDE console. This person can access all SAAR district data but cannot add or edit users and cannot open or close a cycle

KDE Dashboard

The KDE Administration Dashboard is the home screen for the SAAR application. From this home screen, you can access:
1) *Home* – KDE users landing page.
2) *Administration* – Access all administrator functions
3) *Reports Manager* – Access the reports from all cycles by years
4) *Data Extractions* - Access data extraction requested by other areas of KDE.
   Note – this used to be the **old David Curd** report.
5) Lists your login and assigned role
6) Lists the current open cycle and year
   Note - The most prominent use from the home screen will be Submissions.

KDE Home Tab

Submission Overview

- This screen shows the KDE User/Administrator the submission progress by year and cycle. See below:
    - ✓ **Not submitted** – Lists all the District that have not submitted a file
    - ✓ **Waiting for the District to Resolve Issues** – Lists all the districts that submitted a file, but the file had issues that need correction from the District. The file will stay in this status until someone from the District corrects the issue and moves the file forward
    - ✓ **Waiting KDE Review** – Lists all districts that have processed their file and need KDE's first approval
    - ✓ **Waiting District Review** – Lists all the districts which files were approved by KDE (1st approval) and need final District's approval
    - ✓ **Waiting KDE to Complete** – Lists all the districts that were approved by the District (last District approval)
    - ✓ **Complete** – Lists all the districts that their submission process has been completed and have received KDE's final approval
    - ✓ **Denied** – Lists of the District which file has been Denied at some point during their submission process
    Note – When a district file is Denied, the district user needs to start the file submission process from the beginning
- The district names are links that allow the KDE User or Administrator to access the District's details, such as:
    - ✓ **Details** – Lists the district demographic details such as address and phone number

✓ **Users** – Lists all District's allowed users

District Details

Information

District: 001 - Adair County

| Details | Users - (3) | Communication Activity - (0) | Submissions - (14) |

First Name	Last Name	Role	Username	Active	
Robbie	Harmon	District User	robbie.harmon@adair.kyschools.us	Yes	Edit...
Renae	Smith	Finance Officer	Renae.Smith@Adair.kyschools.us	Yes	Edit...
Pamela	Stephens	Superintendent	pamela.stephens@adair.kyschools.us	Yes	Edit...

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✓ **Communication Activity** – Lists all the messages between the District and KDE

District Details

Information

District: 001 - Adair County

| Details | Users - (3) | Communication Activity - (0) | Submissions - (14) |

Report type	Activity	User	Role	Created	Comment	Attachment(s)
			No activity has been posted.			

|◄ ◄ 0 ► ►|

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✓ **Submissions** – Submission overview by cycle. To access more Submission details, click on the **Details** link on the right column of the screen.

District Details

Information

District: 001 - Adair County

| Details | Users - (3) | Communication Activity - (0) | Submissions - (14) |

| Growth Factor - (7) | January Growth Factor - (0) | SAAR - (7) |

District	School Year	Status	Date Submitted	Active Issues	Resolved Issues	
Adair County	2020 - 2021	Completed	10/01/2020	0	0	Details...
Adair County	2019 - 2020	Completed	10/01/2020	0	0	Details...
Adair County	2018 - 2019	Completed	10/01/2019	0	0	Details...
Adair County	2017 - 2018	Completed	10/01/2018	0	0	Details...
Adair County	2016 - 2017	Completed	10/01/2017	0	0	Details...
Adair County	2015 - 2016	Completed	10/01/2016	0	0	Details...
Adair County	2014 - 2015	Completed	10/01/2015	0	0	Details...

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✓ **Note** – On this screen, a KDE admin (Only) can also Deny a Completed submissions

KDE Administrative Tab

Report Cycle

- Under the Administration drop-down menu, the Report Cycle Tab is where the KDE Administrator can open and edit a Report Cycle.

- Below find the use for the following buttons:
  - ✓ The **Invite Districts** button becomes active when a KDE administrator first opens a cycle. After opening a cycle, the KDE Administrator needs to click on the Invite Districts button so that the District Users get the notification via email that a cycle has been opened
    Note – After the KDE Administrator uses the "Invite District" button to notify the districts, the button becomes inactive
  - ✓ The **Remind Districts** button is used after the Invite has been sent to remind districts that a cycle has been opened and they need to submit their file
  - ✓ The **Save** button is to save the criteria for the Current Cycle

User Maintenance

- The User Maintenance Tab, under the Administration drop-down menu, can be used to add or edit users for school districts and KDE.
  Note – KDE administrators can make users active or inactive. The KDE Administrator cannot delete users, which keeps past user actions available in the SAAR application.

Email Maintenance

Edit Email Groups

- From this tab, a KDE administrator can edit who receives the various levels of email communication.

- ✓ **Submission Auditor** – The users in this group will receive notification via email when the Invite Districts and Remind Districts buttons have been used
- ✓ **Submission Messages** – The users in this group will receive notifications when a District User uses the Messages Tab in their user's platform
- ✓ **Submission Review** – The users in this group will receive a notification when a submission moves status.

Note – As a best practice, KDE has decided to only have active in the Submission groups the <u>Attendance@Education.ky.gov</u> email address. If a user does not have access to the email address above, ask your department's manager to obtain access.

Status Changes

- A KDE administrator can edit the body of emails sent throughout a reporting process for each cycle from this tab.
  Note - the wording of these emails has been carefully crafted to auto-fill pertinent district information. Never edit the wording without consulting the technical team.

Contact Information

This tab allows the KDE Administrator to edit the KDE contact information. The KDE contact listed will show in all the email notifications the districts receive.

KDE Reports Manager Tab

This tab allows the KDE Administrator/User to access the District and the State Level reports by cycle and year.
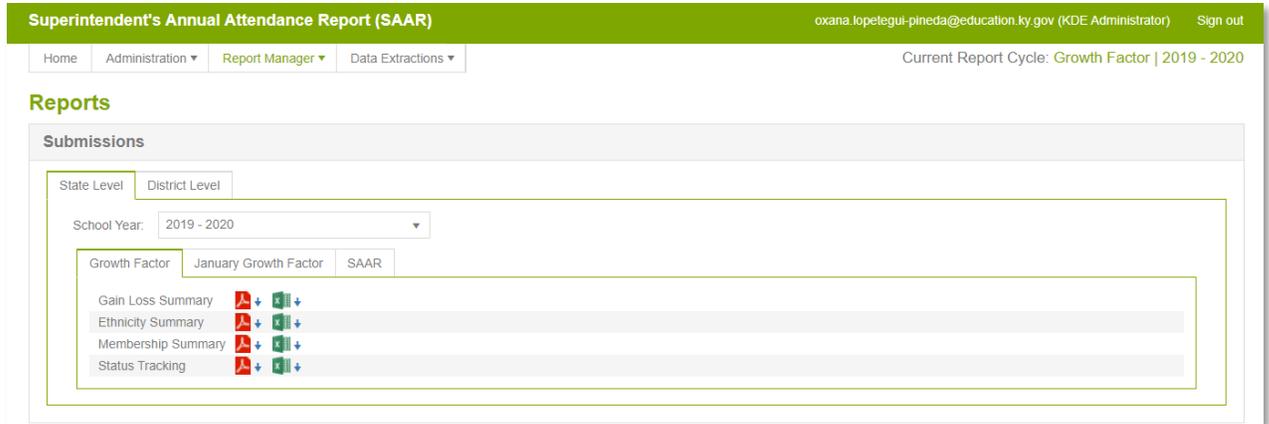
KDE Data Extraction Tab

This tab lists the data extractions used by KDE. As of September 2021, KDE only had two data extractions called the "David Curd" report in the past. See them below:

- Growth Factor – OAA Ethnicity (Record 1)

- SAAR - OAA Aggregate Counts (Record 7)