

FAQ Document Sampling

To assist Jefferson Co. Skills U instructors and other staff in more effectively accessing and utilizing KAERS data, the Data Roles Team will be creating a “Frequently Asked Questions” document. The information included in the document will be based upon comments recorded in the initial Data Survey, additional questions submitted by staff, and any other key information points as needed. The Data Roles team will complete this document in the next school year. The Team has also recommended that any staff who have not yet trained and/or would benefit from additional training in KAERS do so.

Following is a “sampling” of some of the questions to be included in the FAQ document::

“What is the purpose of testing hours and where are they located in KAERS?”

“What is the difference between testing hours and attendance hours?”

“How are testing hours calculated?”

“How do I locate TABE test scores in KAERS? GED Ready scores?... GED scores?”

“How can I tell when a student has achieved a gain, when so many of the TABE test scores are identified as ‘progress’?”

“Can I locate information on a student from previous years? If so, how do I do this?”

“Are each student’s classes listed in KAERS? If so, where can I find that information?”

“How do I create reports in KAERS? What types of reports are available?”

“Is there a difference between what full-time staff can see in KAERS, compared to part-time staff?”

“How do I request a Ready test voucher in KAERS?”

“Can I update information in KAERS, or is that only available to certain people?”

“Where do I look in KAERS to see if a student has reached their goal(s)?”

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