

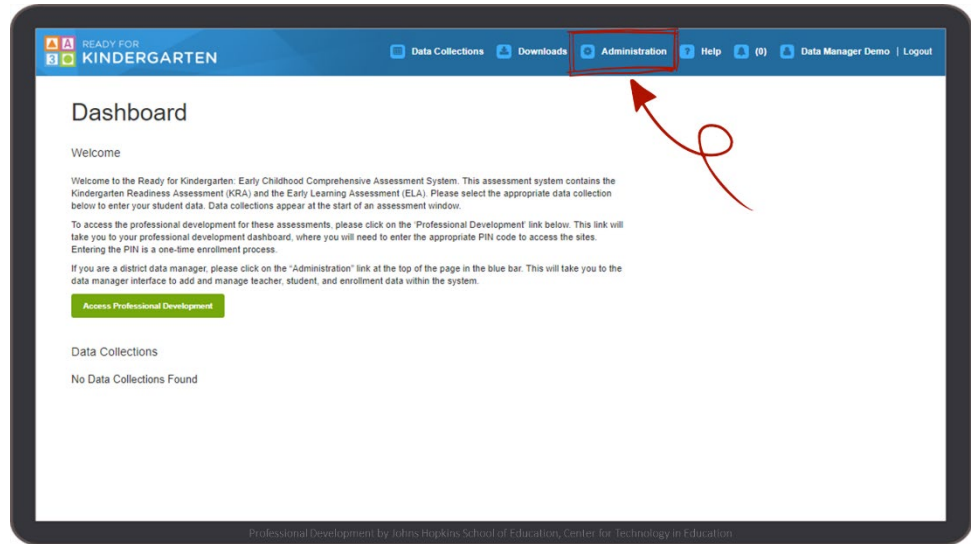


KRA ISR Zip File

for Data Managers/District Administrators

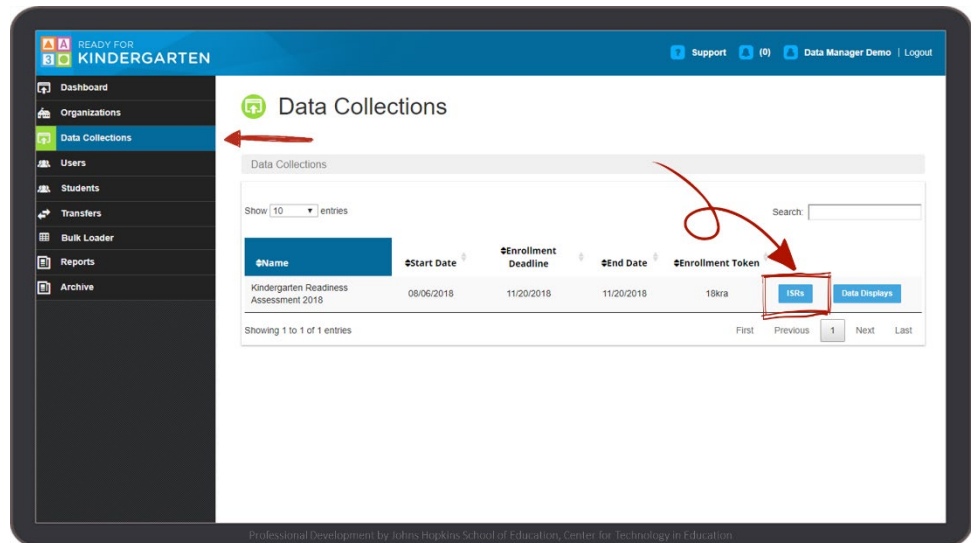
How to Access All ISRs in Your District or Schools as a Zip File

1. Log into the Ready for Kindergarten Online system and select the **Administration** button in the top, blue bar.



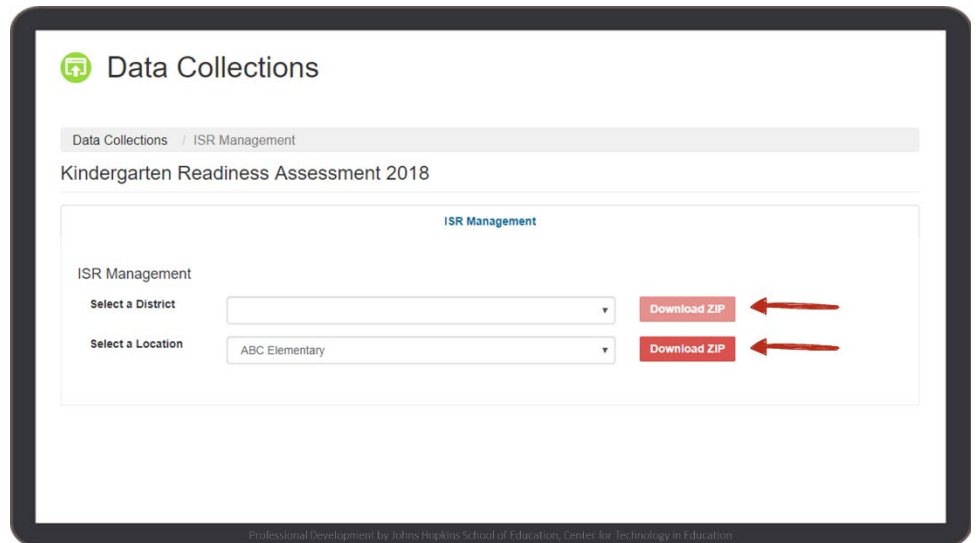
2. Select the **Data Collections** tab on the left column.

3. Locate the Kindergarten Readiness Assessment data collection and click the blue **ISRs** button.



4. Select a district or a school from either the **Select a District** drop down menu or the **Select a Location** drop down menu.

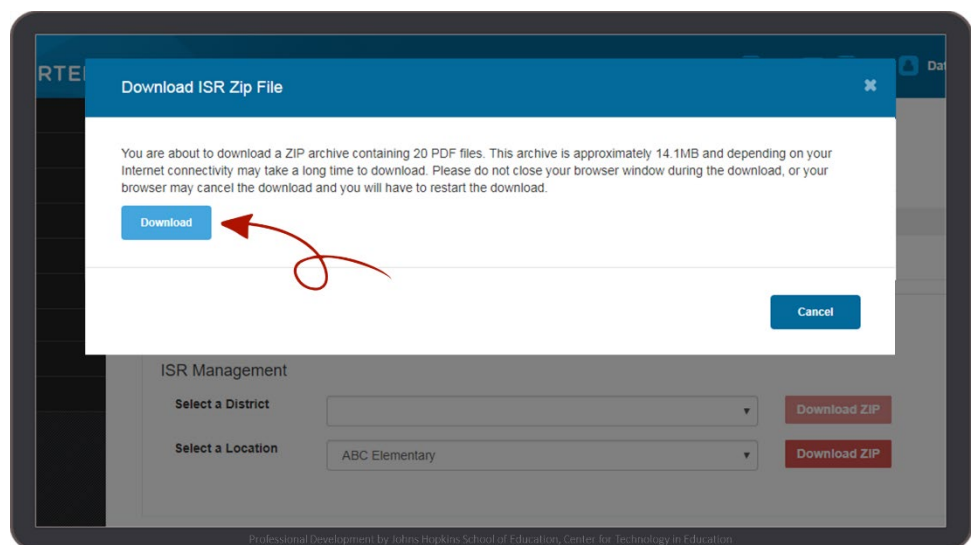
5. Click the red **Download ZIP** button next to either the Select a District or Select a Location drop down menu, depending on which field you selected.



6. A popup will appear indicating that you are about to download a zip file containing a specific number of PDF ISR files. The message also indicates the size of the zip file and that depending on your internet connectivity may take a long time to download.

Click the blue **Download** button to begin the process of downloading the ISRs.

NOTE: Please do not close your browser window during the download, or your browser may cancel the download and you will have to restart the download.



7. Once the download is finished, the zip file will appear that can then be opened and/or saved.

8. To unzip files using Windows, follow these steps:

- Right-click on the zip file and then select **Extract All**.
- In the pop-up window, select a folder to save the files in and then click **Extract**.
- Access the ISR files in the folder you specified in the previous step.

To unzip files using a Mac, follow these steps:

- Double click the zip file.
- The files will be automatically extracted into the same folder as the zip file.
- Access the ISR files by clicking the appropriate icons.