KSLDS FAQs

1. **How do I access the KSLDS?**
   The KSLDS is located at https://www.kslds.education.ky.gov. Users must be on the KETS network at KDE or a school or district location or connected to KETS VPN in order to access the KSLDS website. Users must also have a valid KETS ID and password to log into the site. At this time, access is limited to Superintendents, DACs, DTCs and principals. For more detailed instructions, please see the document titled "Authenticating to KSLDS.doc" on the KDE website; KSLDS page.

   Use the same username and password you use to login to your computer each day.

   If you get a second login screen, REMOVE the KETS\ and then enter the same username and password.
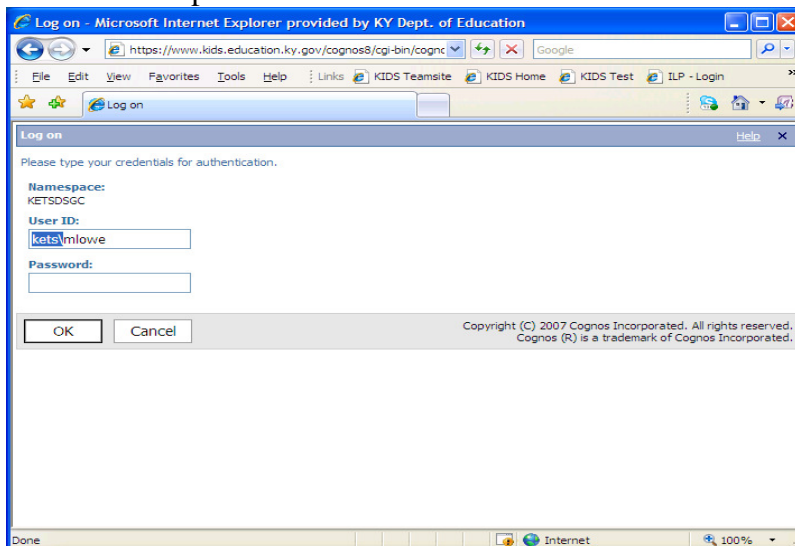
2. **What reports are available in KSLDS?**
    Numerous reports for users of various skill-levels have been developed for the KSLDS. Many of these reports have been temporarily deactivated due to recent revelations surrounding the ability to identify students in reports previously released from the KDE. The KSLDS implementation team will be releasing additional reports which have been modified to take this into account and reflecting 2008-2009 assessment data over time, so the list of available reports may change from day to day.

3. **Who do I contact if data in the KSLDS appears incorrect?**
    Data in the KSLDS comes directly from source systems such as MUNIS or KCCT data. Should data not appear correct, please contact your normal point of contact for that type of data. For example, for KCCT data questions, your DAC is the point of contact within each district. DACs should contact their OAA representative with questions. Questions on data of other types, such as financial data, should be posed to your normal point of contact as well.

4. **Who do I contact for login issues?**
    If a user is locked out or has forgotten their password, they should follow the same process currently in place for KETS login issues. If the userID/password combination is correct and active, email KSLDSfeedback@education.ky.gov.

    KSLDS uses the KETS Active Directory login. Logins must be entered in the format of domain\userid. Be sure the user is using the "\" and not the "/" when entering their ID.

5. **Who has access to the system?**
    Superintendents, DACs, and DTCs will be granted access in a rolling wave starting on October 26. Assuming this initial wave is successful, Principals will be provided access in a second wave beginning before the end of 2009. Once the first two waves are complete, additional district users can be provided access based upon the DAC's approval. To request additional user access, the DAC should email KSLDSfeedback@education.ky.gov to request access for specific users.

6. **What is available in the KSLDS?**
    The KSLDS is being developed as the single reporting interface and repository for all education data within Kentucky. New ways to view data such as geographic mapping, prompts to slice and dice data, and the ability to view financial data, performance data and staff data via a single location are some of the capabilities being made available on 10/19/09.

    In future releases, additional analytic capabilities will be released including the availability of student level data to authorized individuals, ad hoc analysis and expanded data sets will be made available.

7. **What do the icons within the KSLDS mean?**
   The following table defines the most common icons in the KSLDS.

Icon Name	Icon	Function
Save Report View		Saves the view of the report currently displayed.
Run		Returns to the prompt page where you can re-run the report with different parameters.
Drill Down		Drills down to a lower level of the report.
Drill Up		Drills up to a higher level of the report.
Go To		Allows you to choose the page to drill up or down to when there are more than once page available.
HTML Format		Default format. Click on this drop-down to select a different format.
PDF Format		Outputs the report in a PDF file.
Excel Format		Outputs the report in an Excel file.
XML Format		Outputs the report in an XML file.
Previous Report		Returns to the report from which link was selected.
Add this report		Saves selected options to My Reports view or bookmarks a report.

8. **How long does it take a report to run?**
   Report execution time varies by report and even the criteria selected for a given report. Most reports execute within 5-30 seconds during normal system usage. Some reports take longer to execute and you may notice longer execution times across all reports during periods of high usage.

9. **Can I save or export reports?**
   Reports can be exported and saved in HTML, PDF and multiple version of Excel.

10. **What do I do if "export to Excel" does not work within a report?**
    Some users may encounter a problem the first time they try to save a report in Excel format. Following are the instructions to resolve the most common issue.
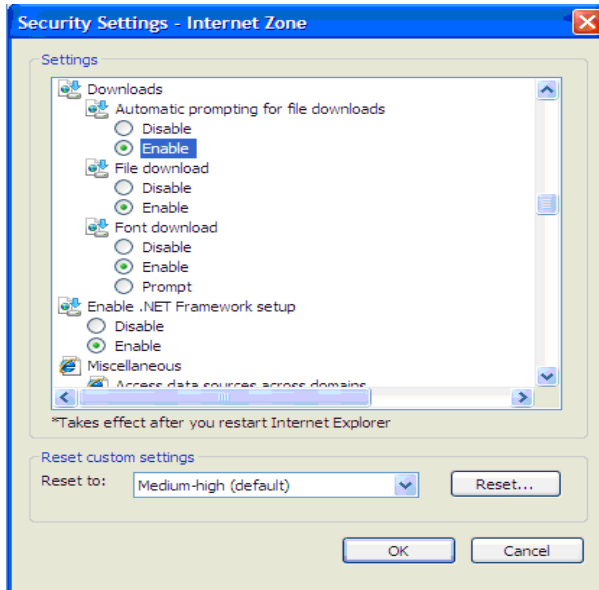
A. Open Internet Explorer and select "Tools" from the menu bar. If you don't see a menu bar you may need to press the ALT key first. From the "Tools" menu select "Internet Options"
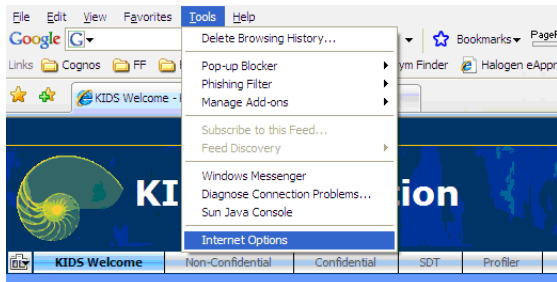
B. Click on the security tab and then the "Custom Level" button
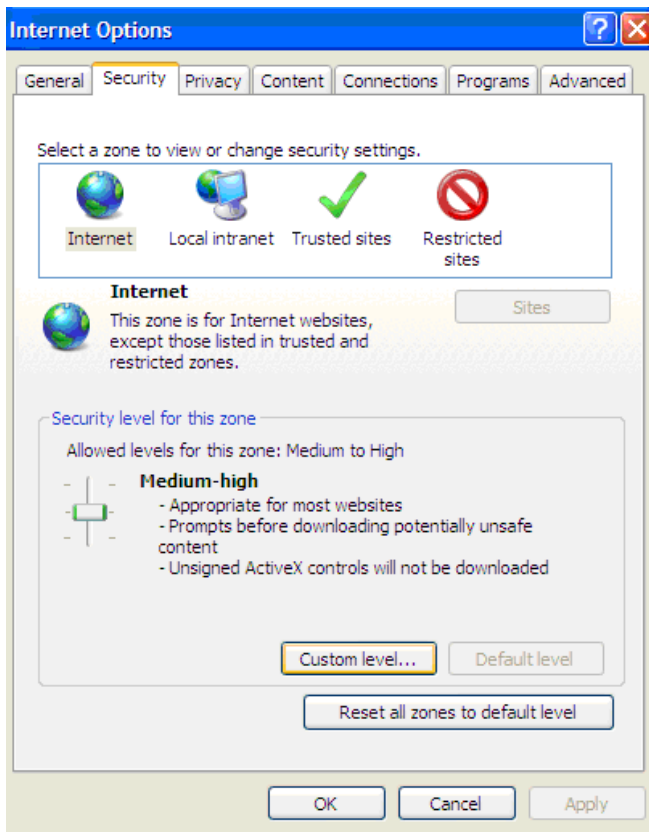
C. Scroll down to "Downloads" and make sure everything is set to "Enable"

11. **What is the effective date of the data in the KSLDS?**
    Notations within each report will identify the effective date and source of the data. As data is updated over time, these notations will be updated as well. In general, data are updated in the KSLDS as they are updated in the source system. For instance, KCCT data are updated once every year, but staff information are updated several times.

12. **When I select a grade level, does it represent the grade level the student was in at the time they took the test or the grade level of the assessment?**
    At this time, the grade level represents the grade level of the assessment taken.

NOTE: This document will be stored on the KSLDS page of the KDE website and updated as new questions arise.