



K–3 Literacy Universal Screening Assessment (K3LA)

Data System User Manual

Connecticut State Department of Education

June 2026

The [K3LA Data Submission Quick Guide](#) is available as a companion to this User Manual.

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Accessing the Kindergarten to Grade 3 Literacy Universal Screening Assessment (K3LA) Data System

Prerequisites for Accessing the K3LA Data System

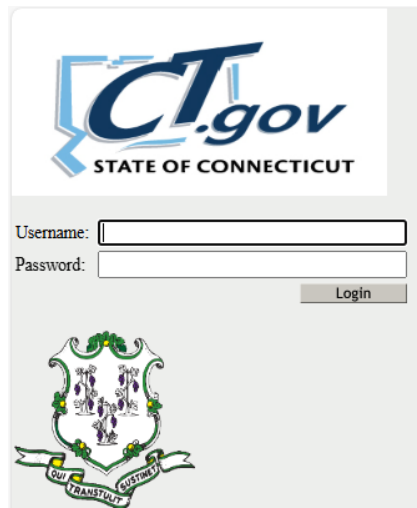
- An account in Directory Manager (DM) with a K3LA role assigned.
 - Your username and password are sent in two separate emails when you are first added to Directory Manager by your LEA Security Manager.
 - Usernames and passwords should NOT be shared, as each is unique to the assigned individual.

How to Access the K3LA Data System

Step 1

Using Microsoft Edge or Chrome, go to the <https://csde.ct.gov> website. The system displays the State of Connecticut Login screen ([Figure 1](#)).

Figure 1. State of Connecticut Login

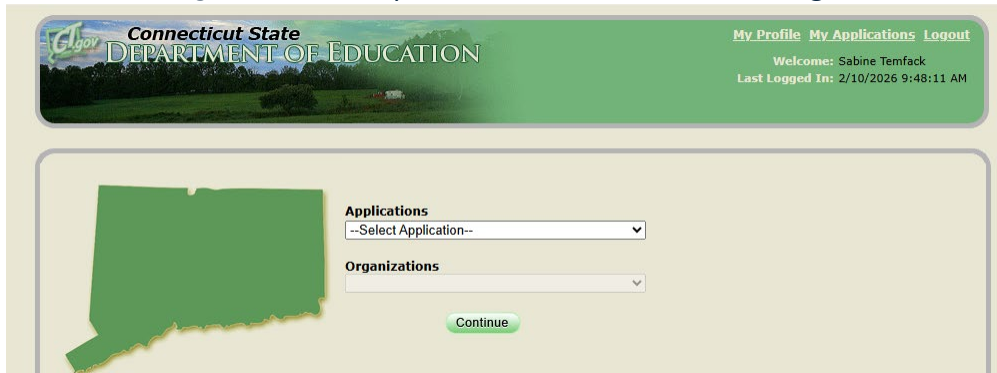


Step 2

Enter your Username and Password and select **Login**.

- If you only have access to the K3LA application, the system displays the K–3 Literacy Universal Screening Assessment Data Collection Home screen - Go to [Step 4](#).
- If you have access to more than one application, the system displays the State Department of Education Home Page ([Figure 2](#)).

Figure 2. State Department of Education Home Page



Note:

- If you do not have access to the K3LA Data Collection System or need to add an additional person, contact your LEA Security Manager. For a list of LEA Security Managers, please visit [EdSight](#) and filter on your district and the LEA Security Manager.
- If you are the LEA Security Manager and you need access to the K3LA application, you will need to contact the CSDE as you will not be able to assign yourself to this role. To facilitate the process, please request access via an email to Laura.Guerrera@ct.gov or Raymond.Martin@ct.gov and include (carbon copy) your Superintendent.

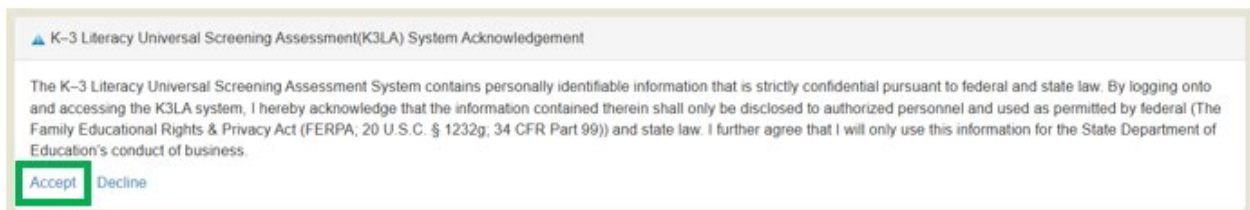
Step 3

Select K3LA from the Applications drop-down menu ([Figure 2](#)) and click **Continue**.

Step 4

The system displays the K–3 Literacy Universal Screening Assessment (K3LA) System Acknowledgement page ([Figure 3](#)), click **Accept**.

Figure 3. K–3 Literacy Universal Screening Assessment (K3LA) System Acknowledgement page



The Data File Upload Process

Prerequisites for Uploading Student Assessment Data

- Ensure that testing has been completed within the CSDE-established assessment window and that all required information is ready to be entered into the upload file.
Please note:
 - Test results should only be entered for assessments that were administered within the [assessment window](#).
 - Only one file should be uploaded per district.
- Refer to the [K-3 Literacy Universal Screening Assessment Data Submission Quick Guide](#) for additional information and helpful tips related to submitting data.
- Districts should utilize the Excel workbook (below) that is associated with their assessment to compile student results in the data template, which is in the first tab of the workbook:
 - [Acadience](#)
 - [aimswebPlus](#)
 - [DIBELS 8th Edition \(paper\)](#)
 - [mCLASS](#)
- The data template within the Excel workbook:
 - Must be saved as a **CSV UTF-8 (Comma delimited) (*.csv)** file using the following naming convention: DistrictName.csv.
 - An MS Excel pop-up may appear when converting the file to alert you that the file type does not support workbooks with multiple sheets; click the OK button to accept this when saving the file as a CSV.

How to Save the Data File

1. Open the file in Excel.
2. Select **File** from the navigation tabs at the top of the Excel spreadsheet.
3. Select **Save As** ([Figure 4](#)) from the drop-down menu.
4. Under the file "Format" or "Save as type" drop-down list ([Figure 5](#)), select **CSV UTF-8 (Comma delimited) (*.csv)**.

Figure 4. File – Save As

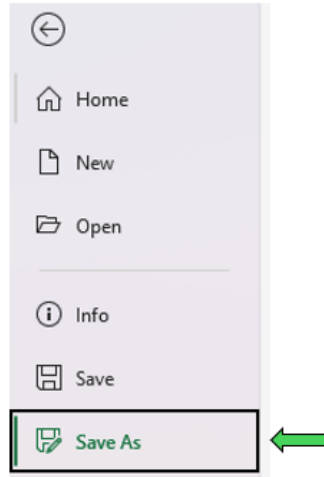
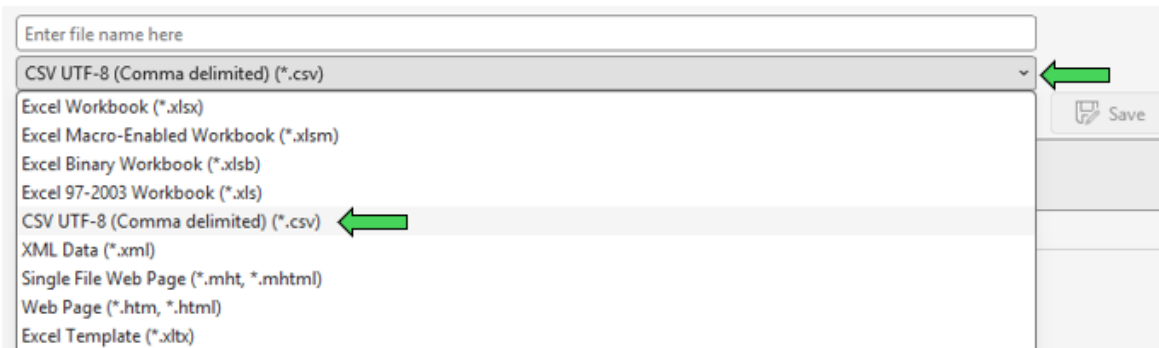


Figure 5. Select CSV UTF-8 (Comma delimited) (*.csv)

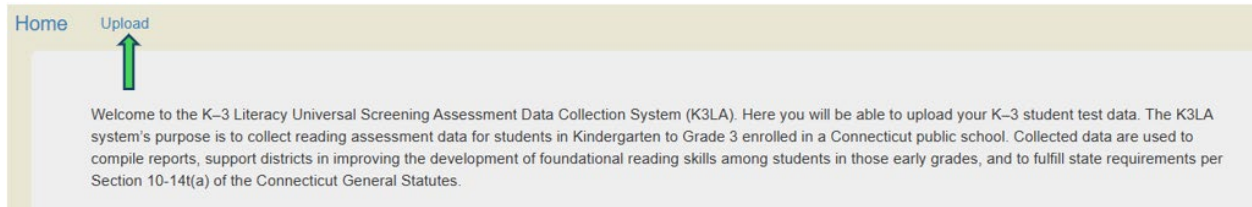


How to Upload the Data File

Step 1

Using the navigation menu at the top of the screen, click the **Upload** option ([Figure 6](#)).

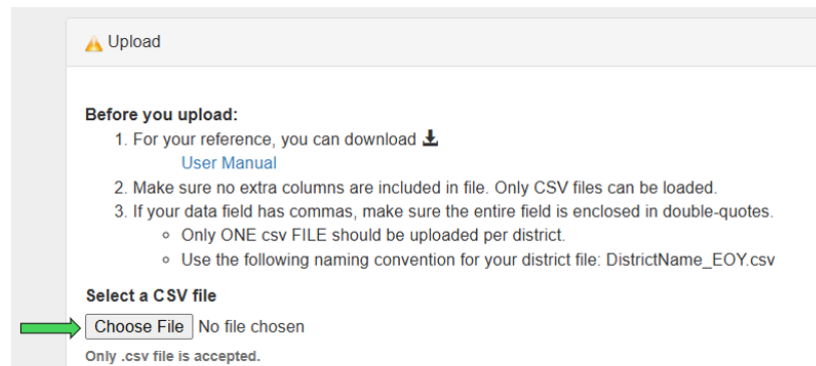
Figure 6. Upload



Step 2

On the Upload page click **Choose File** ([Figure 7](#)).

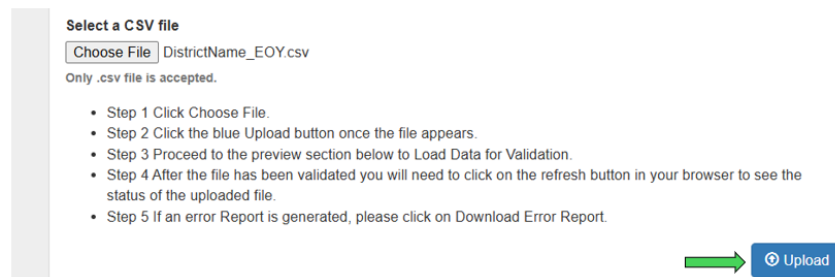
Figure 7. Choose File



Step 3

Click **Upload** ([Figure 8](#)) when the file appears.

Figure 8. Upload

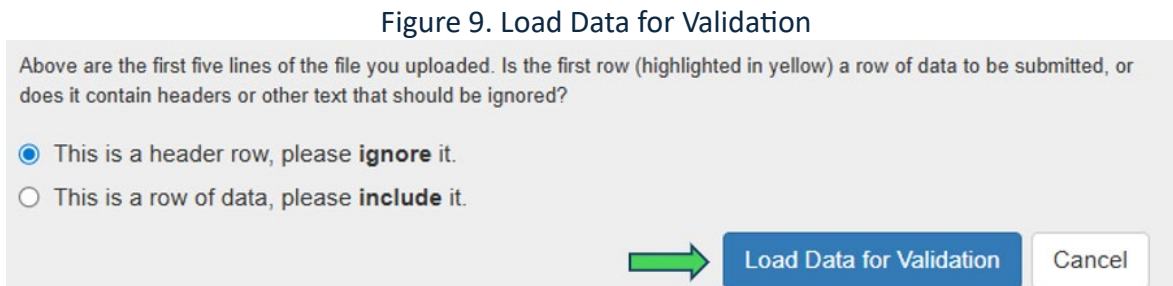


Step 4

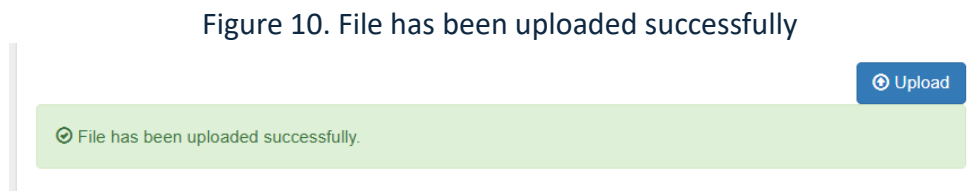
A preview of the data file will be presented. You will be given two options:

- This is a header row, please **ignore** it.
- This is a row of data, please **include** it.

If the first row in the file contains the field names, it is a header row. If it contains student data it is a row of data; not a header row. Select the appropriate response, then click **Load Data for Validation** ([Figure 9](#)).



When the file has been validated, a green banner will display the message: "File has been uploaded successfully" ([Figure 10](#)).



Step 5

Click the refresh button ([Figure 11](#)) on the page to see the status of the file in the Uploaded Files section.

- If there are errors in the file, proceed to [Step 6](#).
- If the data file upload was validated without errors, the Status column will display Successful Data Upload. Submission Complete. ([Figure 12](#)) This indicates that your upload was successful; no further action is required.

Figure 11. Refresh Button



Figure 12. Uploaded File Status

Uploaded Files

- **Note:** Only the most recent successful file upload will be used for your district data file results.
- Click here to show all uploaded files.

Batch Id	District	File Name	Total Records	Error Count	Uploaded Date	Uploaded By	File Upload Result	File Status	Delete
109	CSDE	DistrictName_EOY_2026.csv	9162	0	5/19/2026 2:35:44 PM	Kimberly Johnson	Successful file upload	Successful Data Upload. Submission Complete.	Delete Batch

Step 6


If there are errors in the file, click **Download Error Report** ([Figure 13](#)) to open and review the error report and amend your data file as needed. Please note that the **Don't Convert** option should be selected if you receive an MS Excel pop-up ([Figure 14](#)) related to data conversions when opening the error report.

Figure 13. Download Error Report

Batch Id	District	File Name	Total Records	Error Count	Uploaded Date	Uploaded By	File Upload Result	File Status	Delete
112	CSDE	DistrictName_EOY_2026.csv	9162	1	5/20/2026 8:22:16 AM	Kimberly Johnson	Errors In File	Download Error Report	Delete Batch

Figure 14. Excel Pop-up

Microsoft Excel

 By default, Excel will perform the following data conversions in this file:

- Remove leading zeros

Do you want to permanently keep these conversions?

Don't notify me about default conversions in .csv or similar files.

Step 7

Repeat Steps 3 through 5 to submit the corrected data template file.

- To show all uploaded files, click on the check box ([Figure 15](#)) next to Click here to show all uploaded files, in the Uploaded Files section.
- The **Delete Batch** link ([Figure 15](#)) will remove the file in the associated row.

Figure 15. The Delete Batch and the Show All Uploaded Files Options

Uploaded Files

- **Note:** Only the most recent successful file upload will be used for your district data file results.
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Batch Id	District	File Name	Total Records	Error Count	Uploaded Date	Uploaded By	File Upload Result	File Status	Delete
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Support

For support and technical questions, please email Kimberly.Johnson@ct.gov or ctstudentassessment@ct.gov.