K–3 Literacy Universal Screening Assessment (K3LA) Data System User Guide

CONNECTICUT
Education

# How to Access the Kindergarten to Grade 3 Literacy Universal Screening Assessment (K3LA) Data System

Prerequisite 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.

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
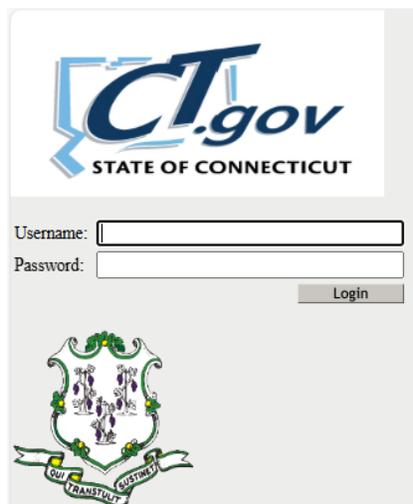
Step 2

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 K3LA 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.
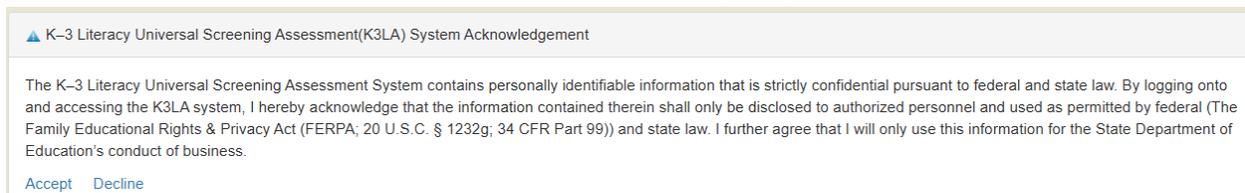
Step 3

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

⚠ K–3 Literacy Universal Screening Assessment(K3LA) System Acknowledgement

The K–3 Literacy Universal Screening Assessment System contains personally identifiable information that is strictly confidential pursuant to federal and state law. By logging onto and accessing the K3LA system, I hereby acknowledge that the information contained therein shall only be disclosed to authorized personnel and used as permitted by federal (The Family Educational Rights & Privacy Act (FERPA; 20 U.S.C. § 1232g; 34 CFR Part 99)) and state law. I further agree that I will only use this information for the State Department of Education's conduct of business.
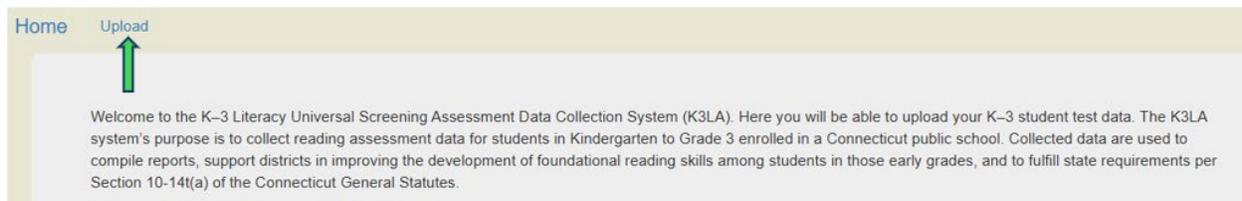
Accept   Decline

How to Upload the Data File

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 that 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 this collection.
- Districts should utilize the Excel workbook (below) that is associated with their assessment to compile student results in the data template (tab 1):
  - [Acadience](#)
  - [aimswebPlus](#)
  - [DIBELS 8th Edition (paper)](#)
  - [mCLASS](#)
- The data template within the Excel workbook must be saved as a Comma Separated Value (CSV) file before submission. The naming convention for the file should be your 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.

Step 1

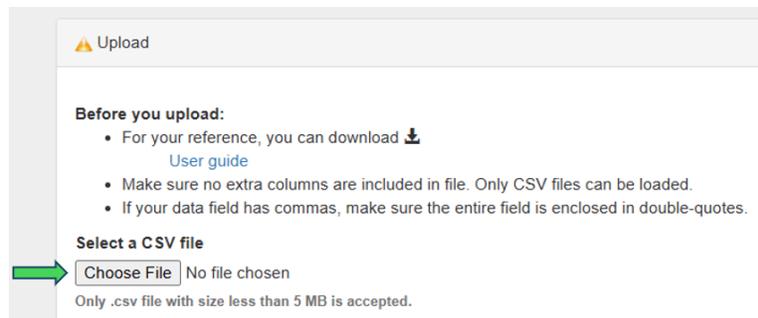Using the navigation menu at the top of the screen click the **Upload** option ([Figure 4](#)).

Figure 4. Upload

Welcome to the K–3 Literacy Universal Screening Assessment Data Collection System (K3LA). Here you will be able to upload your K–3 student test data. The K3LA system's purpose is to collect reading assessment data for students in Kindergarten to Grade 3 enrolled in a Connecticut public school. Collected data are used to compile reports, support districts in improving the development of foundational reading skills among students in those early grades, and to fulfill state requirements per Section 10-14t(a) of the Connecticut General Statutes.

Step 2

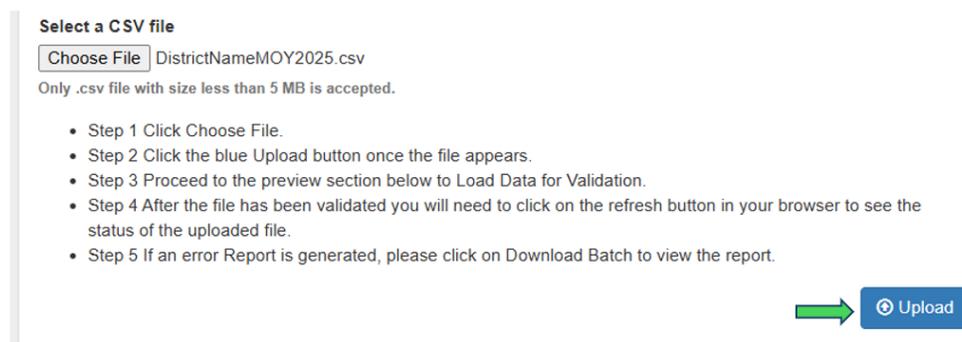On the Upload page click **Choose File** ([Figure 5](#)).

Figure 5. Choose File

Step 3

Click **Upload** ([Figure 6](#).) when the file appears.

Figure 6. Upload

Step 4

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

- o This is a header row, please **ignore** it.
- o 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 7](#).).

Figure 7. Load Data for Validation

Above are the first five lines of the file you uploaded. Is the first row (highlighted in yellow) a row of data to be submitted, or does it contain headers or other text that should be ignored?

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

[Load Data for Validation] [Cancel]

When the file has been validated a green banner will present the message: *File has been uploaded successfully* ([Figure 8](#).).

Figure 8. File has been uploaded successfully

⊕ Upload

⊘ File has been uploaded successfully.

Step 5

Click the refresh button (circular arrow) 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 read *Work table load complete* ([Figure 9](#).). This indicates that your data upload was successful, no further action is required.

Figure 9. Uploaded Files Status

Uploaded Files

Note: Only the latest successfully processed file is used for verification ☐ Show all uploaded files

Batch Id	File Name	Total Records	Error Count	Uploaded Date	Status		
36	DistrictName_MOY_2025.csv	29	0	2/25/2026 11:42:13 AM	Work table load complete		Delete Batch

Step 6

Click **Download Batch** ([Figure 10](#).) 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 related to data conversions when opening the batch file.

Figure 10. Download Batch

Step 7

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

- The **Delete Batch** link ([Figure 11](#).) will remove the file in the associated row.
- To *Show all uploaded files* click on the check box ([Figure 11](#).) in the *Uploaded Files* section.

Figure 11. The Delete Batch and the Show All Uploaded Files Options