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

Connecticut State Department of Education

October 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

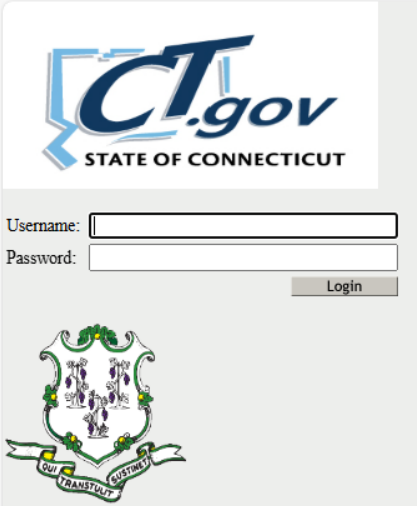
- An account in Directory Manager (DM) with a K3LA role assigned.
  - Your username and password are sent in two separate emails when you are first added to Directory Manager by your LEA Security Manager.
  - Usernames and passwords should NOT be shared, as each is unique to the assigned individual.

## 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 a person, contact your LEA Security Manager. For a list of LEA Security Managers, please visit EdSight and filter by 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.

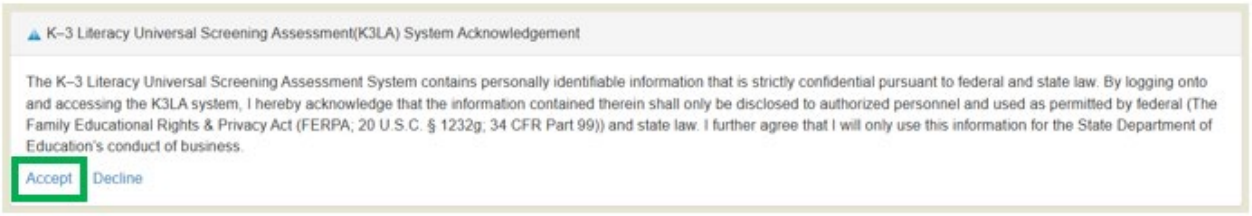
## Step 3

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.
- 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.
        - 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**

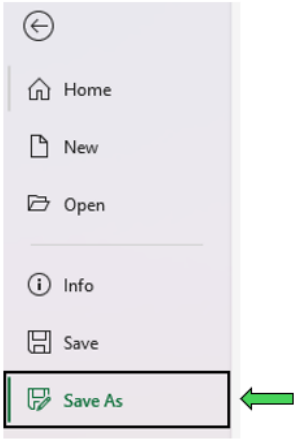
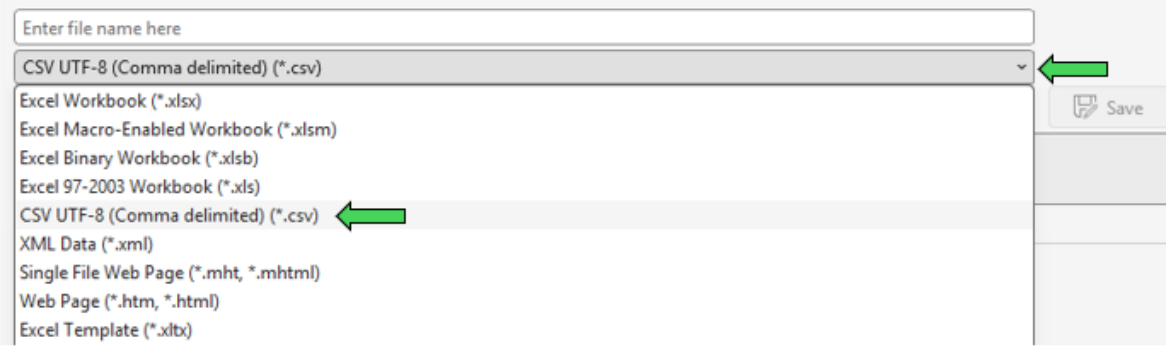



**Figure 5. Select CSV UTF-8 (Comma delimited) (*.csv)**

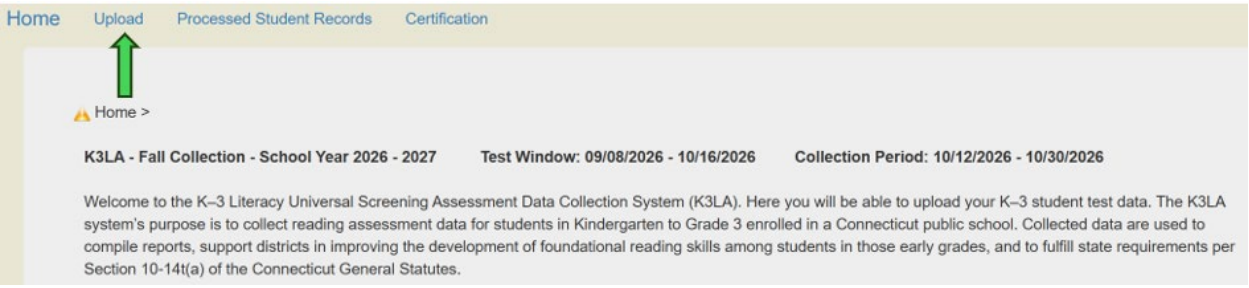


## How to Upload the Data File

### Step 1

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

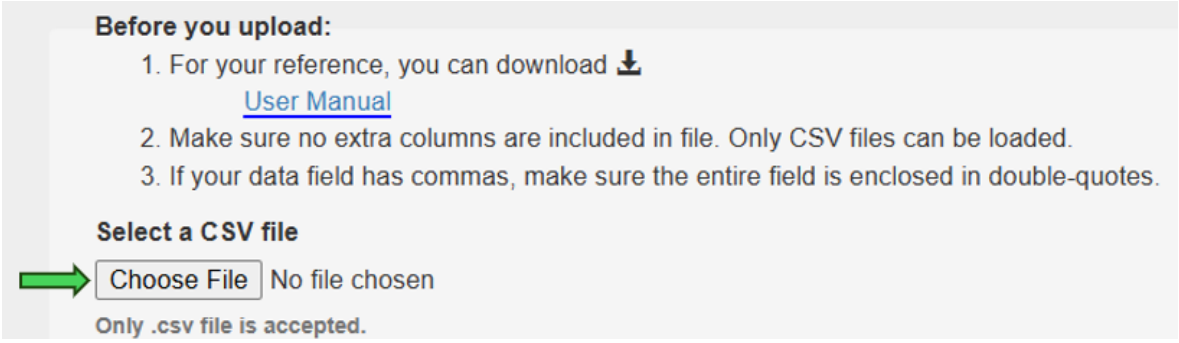
**Figure 6. Upload**




### Step 2

On the Upload page, click **Choose File** (Figure 7).

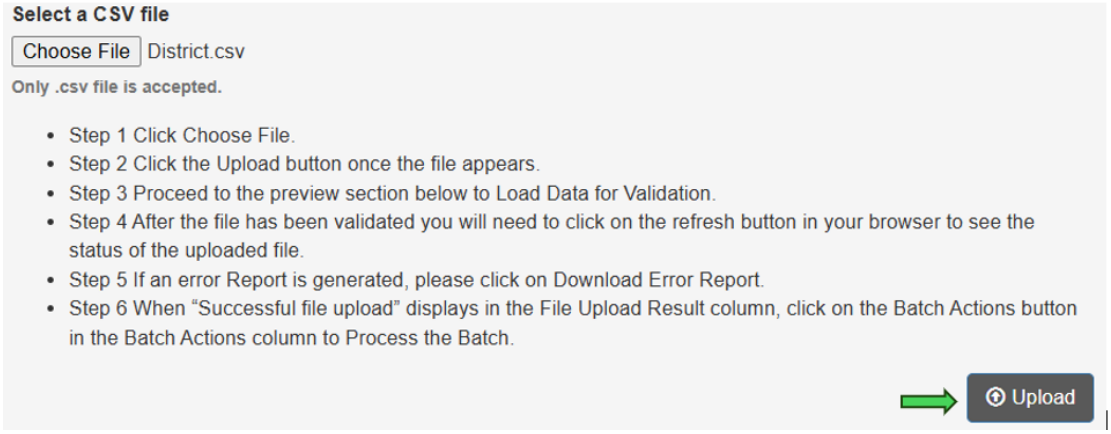
**Figure 7. Choose File**




### Step 3

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

**Figure 8. Upload**



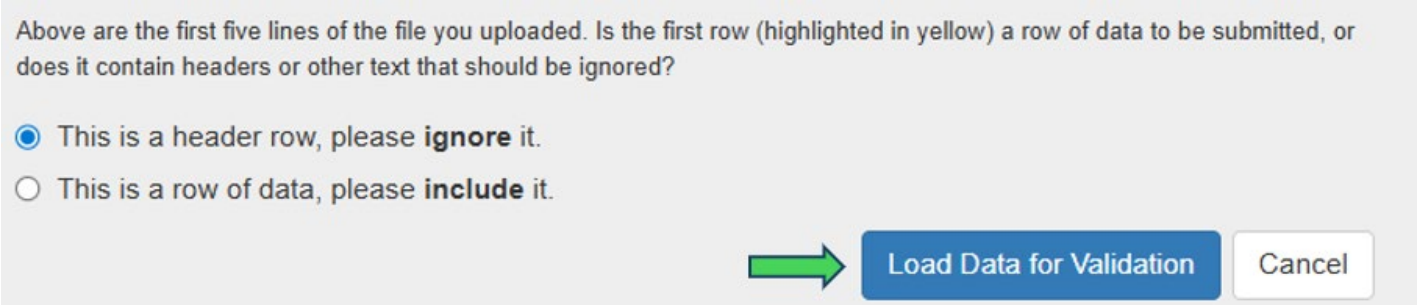
### Step 4

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.

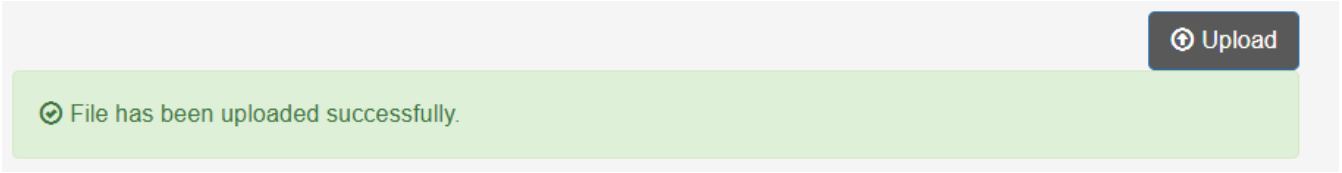
If the first row in the file contains the field names, it is a header row. If it contains student data it is a row of data; not a header row. Select the appropriate response, then click **Load Data for Validation** (Figure 9).

**Figure 9. Load Data for Validation**




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

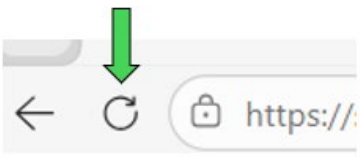
**Figure 10. File has been uploaded successfully**




### Step 5

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

**Figure 11. Refresh Button**

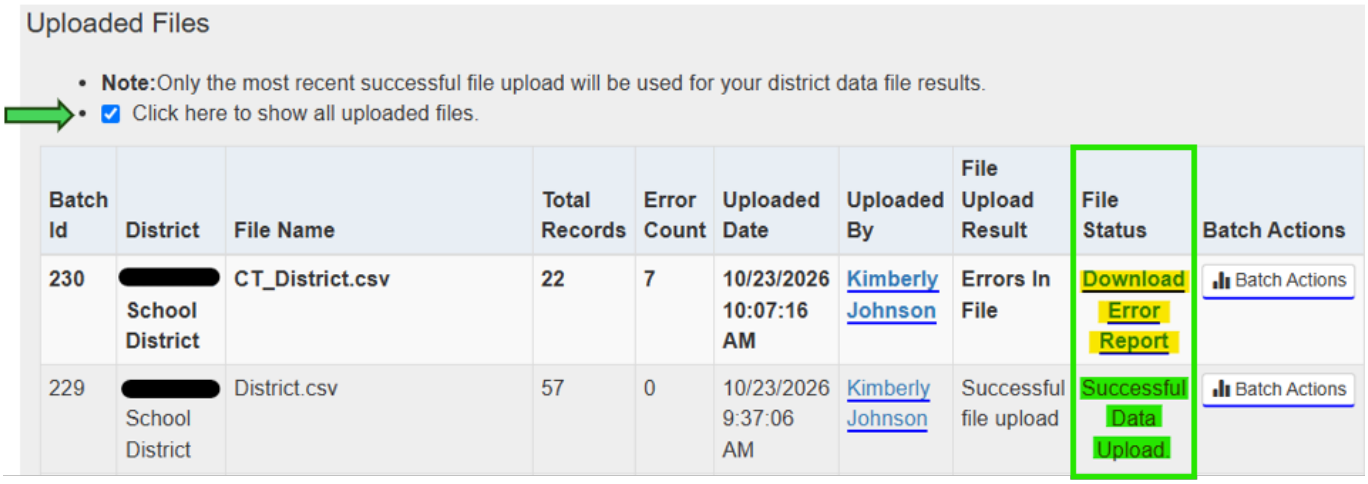


## Step 6

If the File Status column displays:

- **Download Error Report** (Figure 12): There are errors in the file. The file will need to be reviewed, corrected, and uploaded again. Proceed to Step 7.
- **Successful Data Upload** (Figure 12): The data file upload was validated without errors. This indicates that your upload was successful. Proceed to Step 9.
- To display all uploaded files, click on the checkbox (Figure 12) next to "Click here to show all uploaded files.", within the Uploaded Files section.

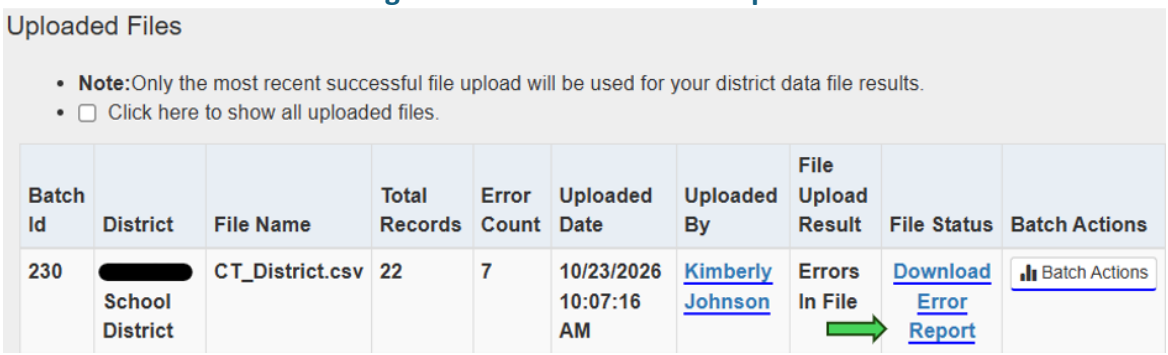
**Figure 12. The Show All Uploaded Files Option and File Status Indicators**




## Step 7

If there are errors in the file, click **Download Error Report** (Figure 13) to open and review the error report and amend your original data file as needed.

**Figure 13. Download Error Report**



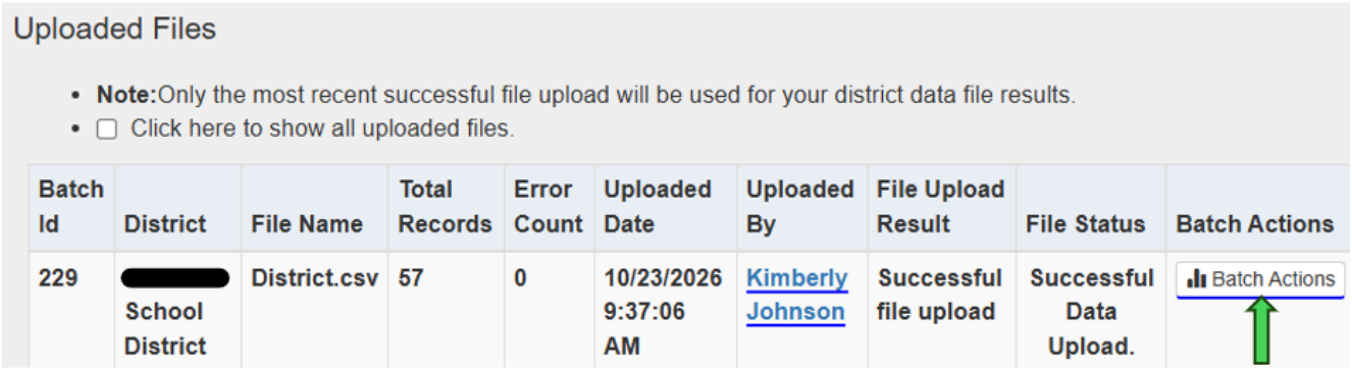
### Step 8

Upload the corrected data file by repeating the process listed in Steps 1 through 6.

### Step 9

Click on the **Batch Actions** button that is located to the right of **Successful Data Upload**; this will advance the page to the Batch Actions screen. Please note that the **Batch Actions** (Figure 14) button is only available from the Upload page.

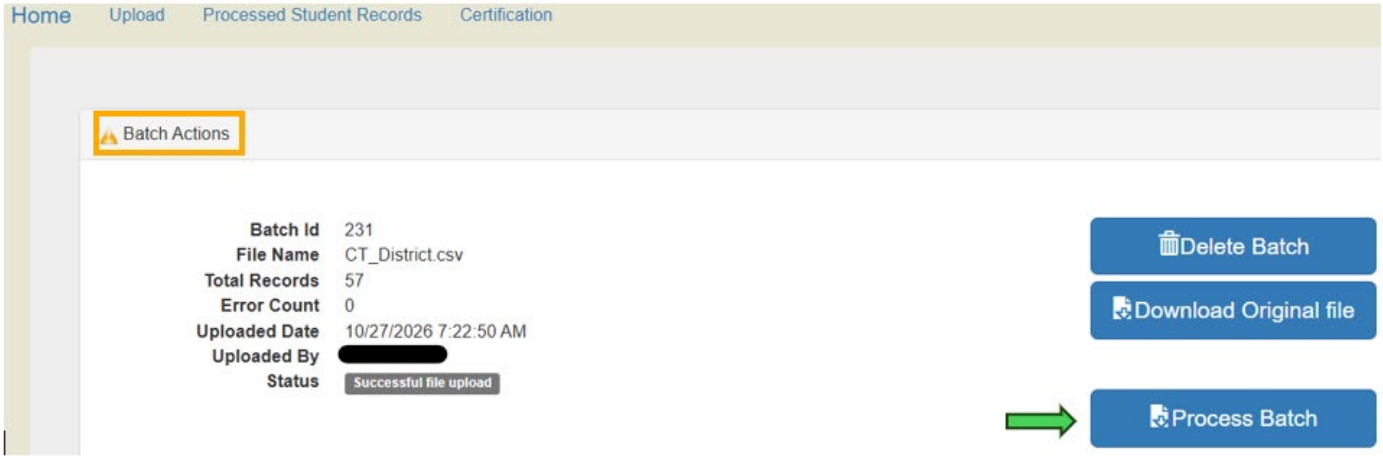
**Figure 14. Batch Actions**




### Step 10

Click on **Process Batch** (Figure 15).

**Figure 15. Process Batch**



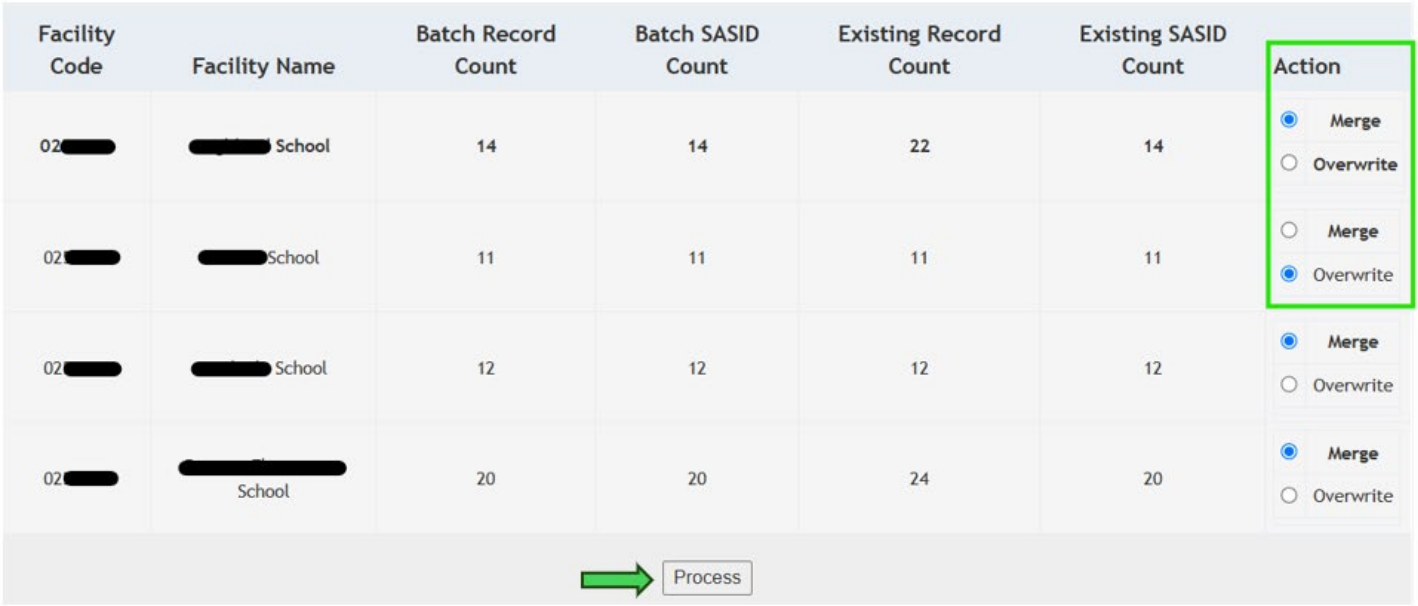

### Step 11

The following summary of the Batch that you have loaded for processing will be displayed (Figure 16) on the Process screen.

- **Facility Code**: Seven-digit code associated with the school.
- **Facility Name**: Name of school.
- **Batch Record Count**: The number of records in the current Batch (file).
- **Batch SASID Count**: The number of individual SASIDs (students) in the current Batch (file).

- **Existing Record Count**: The total number of records that have already been processed and are awaiting certification.
- **Existing SASID Count**: The total number of SASIDs (students) that have already been processed and are pending certification.

**Figure 16: Batch Summary to be Processed**




1. Review the record and SASID (student) counts for accuracy and select one of the following actions:
   - **Merge** will append new records from the current Batch (data file) into the existing Collection. It will also update the values for any records that have already been processed. For example, duplicated information will not be added to the file, however, changes to an existing record that has previously been processed will be updated.
   - **Overwrite WILL DELETE ALL** existing records for the associated facility that have already been processed within the existing collection and will replace them with new records from the current Batch.
2. Click **Process** (Figure 16) to add the Batch to the Collection and advance to the Certification screen.
   - Please note that if Process is not selected, the batch will still be available for processing on the Upload page, and the File Status will remain as Successful Data Upload (Figure 17).

**Figure 17. File Status**

| Batch Id | District | File Name | Total Records | Error Count | Uploaded Date | Uploaded By | File Upload Result | File Status | Batch Actions |
|---|---|---|---|---|---|---|---|---|---|
| 232 | [redacted] School District | District.csv | 57 | 0 | 10/27/2026 7:23:20 AM | Kimberly Johnson | Successful file upload | Successful Data Upload. | Batch Actions |

### Step 12

From the Certification page:

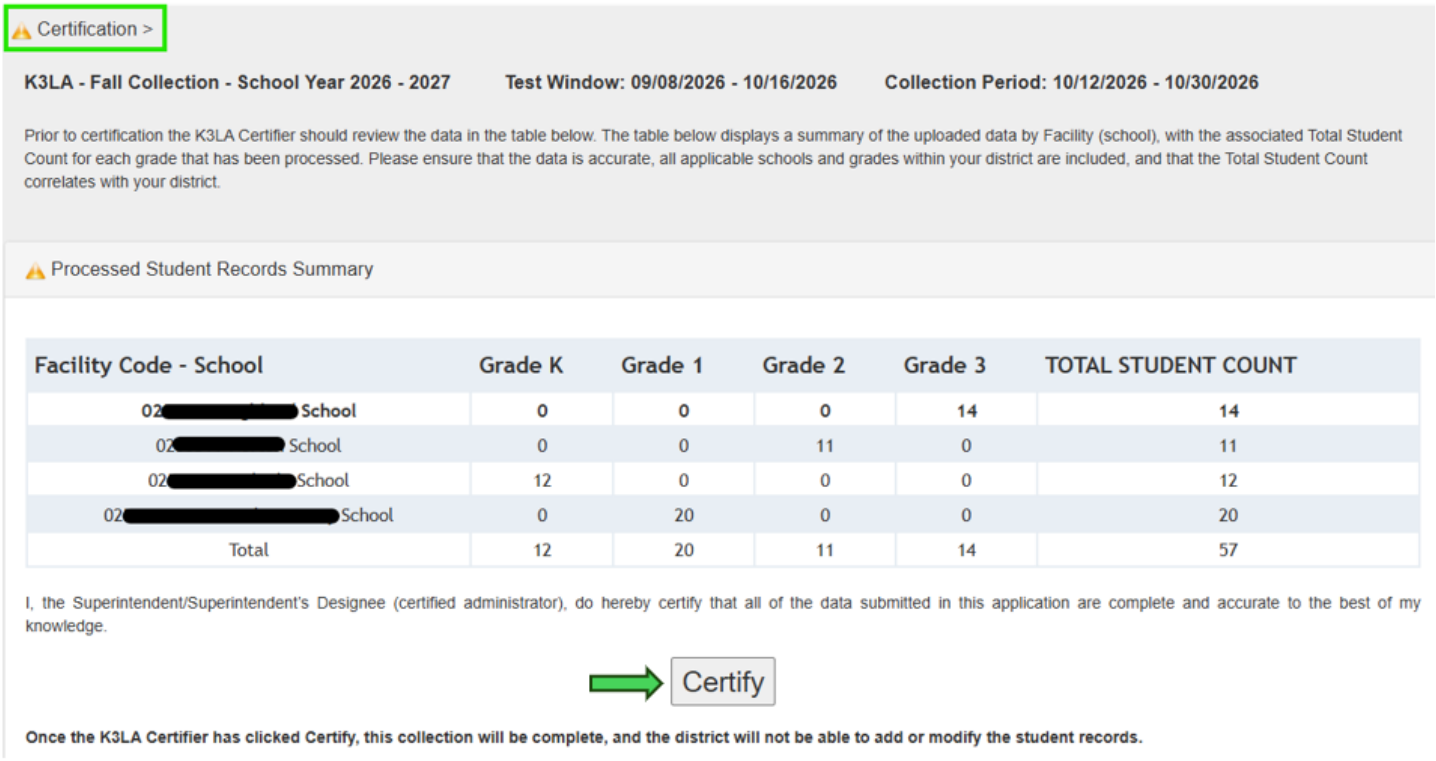
- If additional batches need to be uploaded, return to the Upload page and repeat the process.
- If all batches have been uploaded for the district, move on to Step 13.

### Step 13

The final step is Certification. The Certification page (Figure 18) displays a summary of the data that has been processed for the district.

1. Please review this information to ensure that the student counts are correct for each facility, grade level, and the district for the given Test Window (benchmark period).
2. Click Certify to submit all district data for the Test Window.

**Figure 18. Certification Page**




Please note that once the Certification button is clicked the data is considered complete and additional uploads will not be permitted. Additionally, certified data may only be amended within the K3LA Collection Period.

## Support

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