

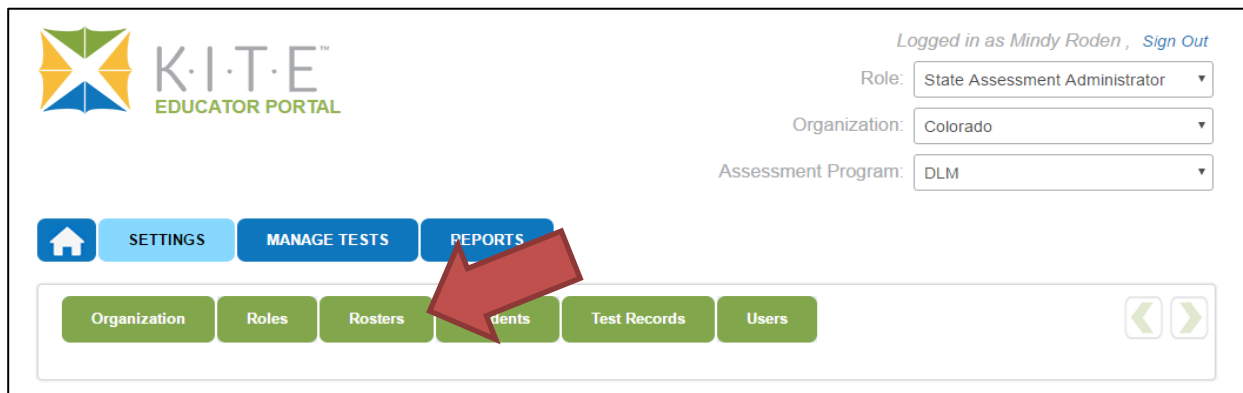
## Instructions for creating rosters in Educator Portal manually

The following instructions are for creating a roster in Educator Portal manually via the user interface. If you need to create multiple rosters, it may be faster to use the Roster Upload template found at [Roster Upload Template](#). Please see section Manage Roster Data in the *Data Management Manual* located at [DLM Data Management Manual](#) for specific directions.

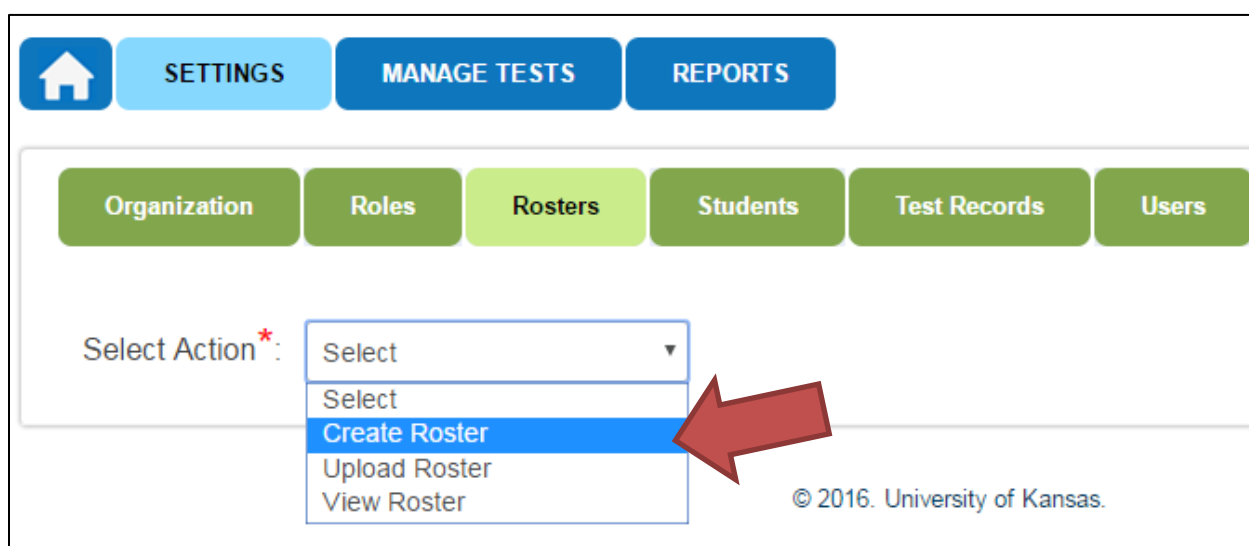


The screenshot displays the KITE Educator Portal interface. At the top left is the KITE logo and 'EDUCATOR PORTAL' text. On the top right, it shows the user is logged in as 'Mindy Roden' with a 'Sign Out' link. Below this are dropdown menus for 'Role: State Assessment Administrator', 'Organization: Colorado', and 'Assessment Program: DLM'. A navigation bar contains buttons for 'HOME', 'SETTINGS', 'MANAGE TESTS', and 'REPORTS'. A red arrow points to the 'SETTINGS' button. The main content area is divided into sections: 'ANNOUNCEMENTS' with two entries dated 06/21/2016 and 08/02/2016; a large image of a teacher and students; 'MY PROFILE' with a placeholder for a user profile picture; and 'QUICK LINKS' with icons and text for 'Students', 'Rosters', 'Monitor Session', and 'Extracts'.

1. Select the “Settings” tab.



2. Select the "Rosters" tab.



3. Select "Create Roster" from the drop down menu.

Select Action\*:

STATE\*:

DISTRICT\*:

SCHOOL\*:

ROSTER NAME\*:

SUBJECT\*:

COURSE\*:

SELECT EDUCATOR\*

	First Name	Last Name	Educator Identifier	Status	Email
<input type="checkbox"/>	Brandon	Teacher	B Teacher		bteacher@trainingdistrict.c

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SELECT STUDENTS\*

	Student Identifier	First Name	Middle Name	Last Name	Gender
<input type="checkbox"/>	1010101010	M			FEMALE

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4. Complete the information for the district and school. Select “Search” and a list of teachers associated with that school will appear.
5. Name the roster. Use a unique name to eliminate confusion at schools with more than one teacher. CDE recommends that the following naming convention is used:
  - Teacher last name\_subject  
(Roden\_ELA or Roden\_math)

STATE:\* Colorado      DISTRICT:\* Training District      SCHOOL:\* High School

**Search**

ROSTER NAME:\* Teacher\_ELA      SUBJECT:\* Select      COURSE: Leave blank

**SELECT EDUCATOR\***

First Name	Last Name	Status	Email
Brandon		Pending	bteacher@train

**SELECT STUDENTS\***

Student Identifier	First Name	Last Name	Grade

**Subject Dropdown Menu:**

- Select
- Agriculture, Food, and Natural Resources
- Architecture & Construction
- Business Management and Administration
- Career and Technical Education
- Education and Training
- Elementary Interim
- English Language Arts**
- English Language Proficiency
- Foundational
- General Knowledge and Skills
- General Knowledge and Skills
- Manufacturing
- Mathematics
- Other
- Science
- Social Studies
- Survey

- Select the appropriate subject from the drop down menu.
- Do NOT choose a course in the course drop down menu. This must remain blank in order for the system to generate a testlet.

**Special Note:** Colorado only uses **English Language Arts** and **Mathematics**. Do NOT create a roster for Science or another subject. The CoAlt Science and Social Studies tests are not administered through the DLM system and remain a paper test.

Select Action\*: Create Roster

STATE\*: Colorado DISTRICT\*: Training District SCHOOL\*: High School

**Search**

ROSTER NAME\*: Teacher\_ELA SUBJECT\*: English Language Arts COURSE\*: Leave blank

SELECT EDUCATOR\*

	First Name	Last Name	Educator Identifier	Status	Email
<input checked="" type="checkbox"/>	Brandon	Teacher	B Teacher	Pending	bteacher@trainingdistrict.

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SELECT STUDENTS\*

	Student Identifier	First Name	Middle Name	Last Name	Gender
<input checked="" type="checkbox"/>	10101010	M		Roden	FEMALE

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**Save**

- Select the appropriate teacher and any students who should be associated with the teacher. You may select multiple students at the same time.
- Select "Save" in order to create and save the roster.

Home | SETTINGS | **MANAGE TESTS** | REPORTS

Organization | Roles | **Rosters** | Students | Test Records | Users

Select Action\*: Create Roster

Successfully created: Teacher\_ELA

STATE\*: Colorado

DISTRICT\*: Training District

SCHOOL\*: High School

Search

ROSTER NAME\*:

SUBJECT\*: Select

COURSE: Select

SELECT EDUCATOR\*

SELECT STUDENTS\*

Save

10. You will be redirected to a fresh page after you select the save button. A message will appear indicating that the roster was created.

Home | SETTINGS | **MANAGE TESTS** | REPORTS

Organization | Roles | **Rosters** | **Students** | Test Records | Users

Select Action\*: View Roster

SELECT ORGANIZATION  
Specify organization level and click on search

STATE\*: Colorado

DISTRICT\*: Training District

SCHOOL: Select

Search

Roster Name	Educator Identifier	First Name	Last Name	Subject
Teacher_ELA	B Teacher	Brandon	Teacher	English Language A

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11. You can verify your roster by choosing “View Roster” from the drop down menu. Complete the field for district. You may select the school in order to narrow your results (this step is not required). The rosters associated with the district and/or school will appear.