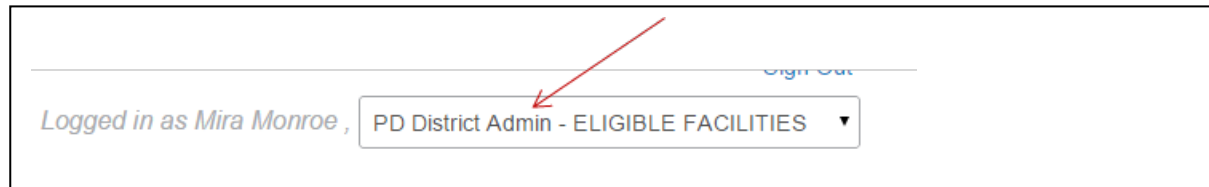




### Instructions for generating a district professional development report in Educator Portal.

1. Switch the user role to PD District Admin from the drop down menu.

If this role is not an option, contact CDE Assessment Unit.

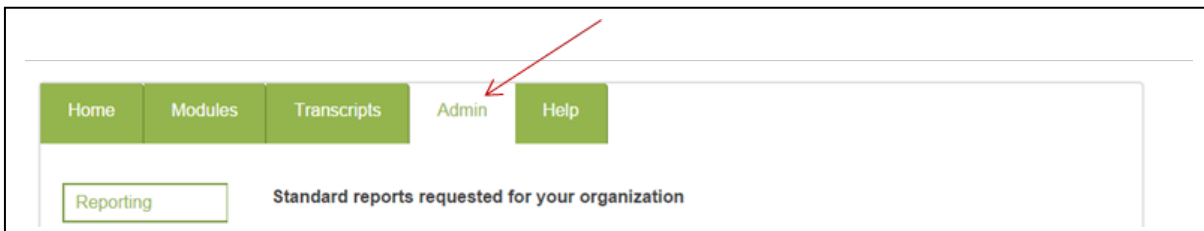


2. Select the Professional Development tab.

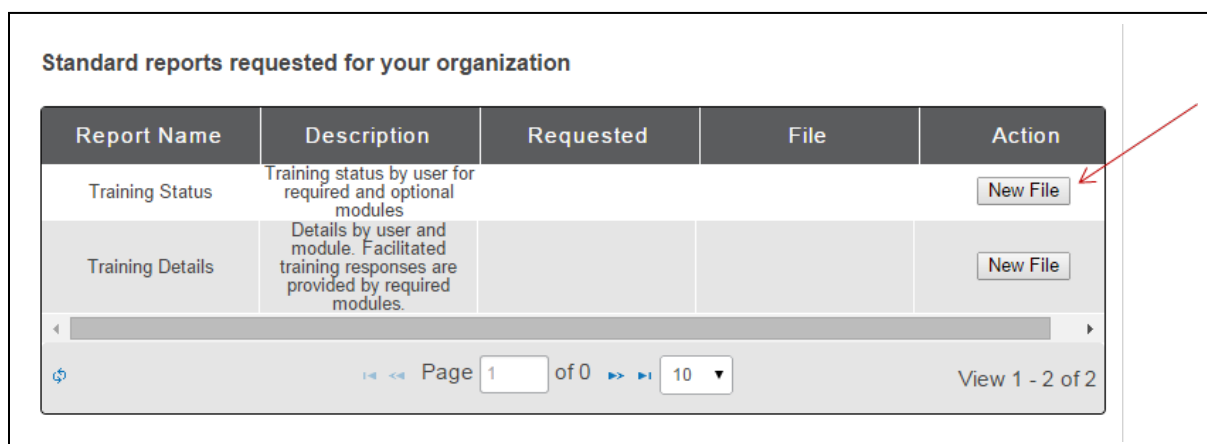


3. Select the Admin tab.


Remember in KITE Educator Portal the active tab is white.



4. Select the New File button for the report to be created.



## 5. Select the CSV icon to download the report.

Report Name	Description	Requested	File	Action
Training Status	Training Status by user for required and optional modules.	03/19/2015 9:48:30		<a href="#">New File</a>
Training Details	Details by user and module. Facilitated training responses are provided by required modules.			<a href="#">New File</a>

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## 6. Open the file.

The first sample is from the Training Status report.

Jill Jackson is the only user who has completed all the required modules (column I) and is ready to input Personal Needs and Preferences (PNP) and First Contact Survey information.

Jose Jenkins has completed 3 of the required modules (column I).

Julie Johanson has enrolled in all the required modules (column J) but has not completed any.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
State	District	School ID	School Name	User Status	Educator ID	First Name	Last Name	# Required	# Required	# Required	# Optional	# Optional	# Optional	Modules
Colorado	ELIGIBLE	1E+08	SAMPLE	Pending	12345	Joan	Jett	0	0	7	0	0	0	
Colorado	ELIGIBLE	1E+08	SAMPLE	Active	22345	Jill	Jackson	0	0	7	0	0	0	
Colorado	ELIGIBLE	1E+08	SAMPLE	Active	32345	Jose	Jenkins	7	7	7	0	0	0	
Colorado	ELIGIBLE	1E+08	SAMPLE	Pending	42345	Jamal	Jones	0	0	7	0	0	0	
Colorado	ELIGIBLE	1E+08	SAMPLE	Active	52345	Julie	Johanson	0	7	7	0	0	0	

The second sample is from the Training Details report.

The details show status of the required modules by user.

Jose has passed the quiz for modules 1, 2 and 4. He has attempted the quiz for modules 3 and 4. Jose has started training on modules 5 and 7.

State	District	School ID	School Name	User Status	Educator ID	First Name	Last Name	Module	Required	Module Status	Training for	Facilitated	Facilitator
Colorado	ELIGIBLE	1E+08	SAMPLE	Active	32345	Jose	Jenkins	Required Training Module 1: Ov Required	Passed	Self-Directed			
Colorado	ELIGIBLE	1E+08	SAMPLE	Active	32345	Jose	Jenkins	Required Training Module 2: DL Required	Passed	Self-Directed			
Colorado	ELIGIBLE	1E+08	SAMPLE	Active	32345	Jose	Jenkins	Required Training Module 3: Ac Required	Attempted	Self-Directed			
Colorado	ELIGIBLE	1E+08	SAMPLE	Active	32345	Jose	Jenkins	Required Training Module 4-YE: Required	Attempted	Self-Directed			
Colorado	ELIGIBLE	1E+08	SAMPLE	Active	32345	Jose	Jenkins	Required Training Module 5: Pri Required	In Progress	Self-Directed			
Colorado	ELIGIBLE	1E+08	SAMPLE	Active	32345	Jose	Jenkins	Required Training Module 6: Co Required	Passed	Self-Directed			
Colorado	ELIGIBLE	1E+08	SAMPLE	Active	32345	Jose	Jenkins	Required Training Module 7: Te Required	In Progress	Self-Directed			