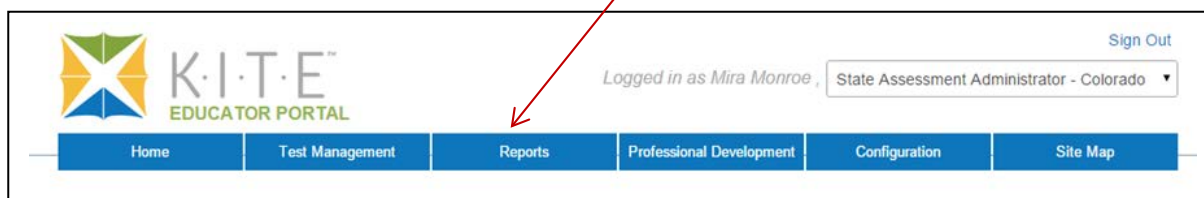




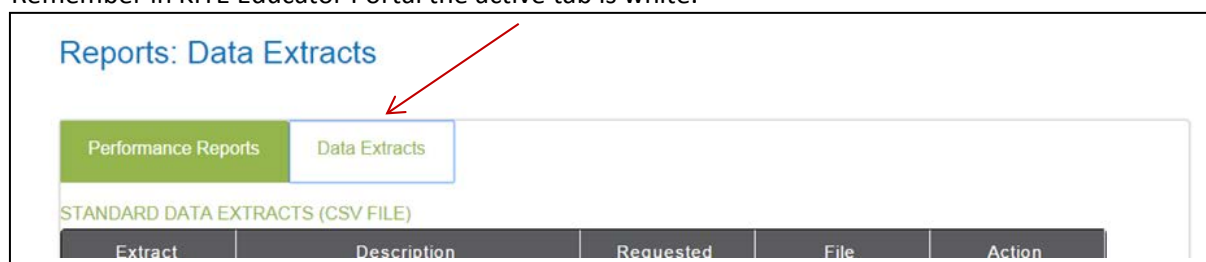
Instructions for generating a test record report in Educator Portal.

1. Select the Reports tab.



2. Select the Data Extracts tab.

Remember in KITE Educator Portal the active tab is white.



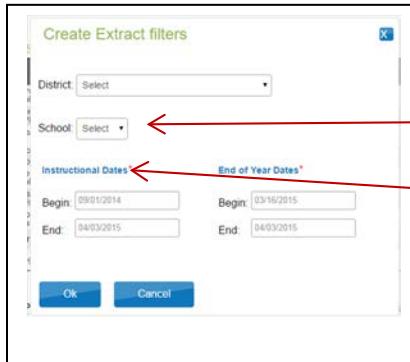
3. Select the New File button for the report to be created.

DLM Test Administration Monitoring.

STANDARD DATA EXTRACTS (CSV FILE)

Extract	Description	Requested	File	Action
Current Enrollment	Student enrollment information. File may also be used to upload enrollment information.	03/12/2015 03:10:27 PM	CSV	New File
Accessibility Profile	Student Personal Needs Profile (PNP) for students with any PNP selections.			New File
Roster	Student assignment specific to educator and subject.			New File
Users	Educator Portal users and their role(s) by organization.	03/24/2015 10:18:34 AM	CSV	New File
Test Records	Current Test records for students. File may also be used to upload Test, Exit and Clear records.			New File
DLM Test Administration Monitoring	Testlets assigned and completed in a subject, per student. Used to monitor testlet administration.	03/24/2015 10:07:11 AM	CSV	New File
Accessibility Profile Summary	Student counts by organization for supports selected in Personal Needs Profile (PNP).	03/24/2015 10:17:56 AM	CSV	New File
Test Administration	Test administration status by student and subject.	04/03/2015 11:15:01 AM	CSV	New File
Test Tickets	Student login and ticket information for tests.			New File

4. Complete the extract filters.



The dialog box titled "Create Extract filters" contains the following fields:

- District: Select (dropdown menu)
- School: Select (dropdown menu)
- Instructional Dates:
 - Begin: 09/01/2014
 - End: 04/03/2015
 - Begin: 03/16/2015
 - End: 04/03/2015

Buttons: Ok, Cancel

Leave blank for district report.

Do not change instructional dates






5. Select "Yes" for the pop-up.

6. Select the CSV icon to download the report.

Performance Reports

Data Extracts

STANDARD DATA EXTRACTS (CSV FILE)

Extract	Description	Requested	File	Action
Current Enrollment	Student enrollment information. File may also be used to upload enrollment information.	03/12/2015 03:10:27 PM		New File
Accessibility Profile	Student Personal Needs Profile (PNP) for students with any PNP selections.			New File
Roster	Student assignment specific to educator and subject.			New File
Users	Educator Portal users and their role(s) by organization.	03/24/2015 10:18:34 AM		New File
Test Records	Current Test records for students. File may also be used to upload Test, Exit and Clear records.			New File
DLM Test Administration Monitoring	Testlets assigned and completed in a subject, per student. Used to monitor testlet administration.	04/03/2015 01:17:20 PM		New File
Accessibility Profile Summary	Student counts by organization for supports selected in Personal Needs Profile (PNP).	03/24/2015 10:17:56 AM		New File
Test Administration	Test administration status by student and subject.	04/03/2015 11:15:01 AM		New File
Test Tickets	Student login and ticket information for tests.			New File

Note:

Student data extracts include **Personally Identifiable Information (PII)**, so please take the appropriate precautions to **protect** saved files.

7. Open the file.

Column	Data	Column	Data	Column	Data
A	Subject (ELA or Math)	G	Educator Last Name	M	Local ID
B	State	H	Educator First Name	N- Q	N/A for Colorado
C	District	I	Grade Level	R	Number of Testlets NOT started
D	School ID	J	Student Last Name	S	Number of Testlets In Progress
E	School Name	K	Student First Name	T	Number of Testlets Completed
F	Educator ID	L	SASID	U	Number of Testlets Required