Instructions for Removing Students from the District in KITE Educator Portal

The Test, Exit and Clear (TEC) File allows students to be unenrolled from a district.

1. **Download the template from the dynamiclearningmaps.org/colorado.**
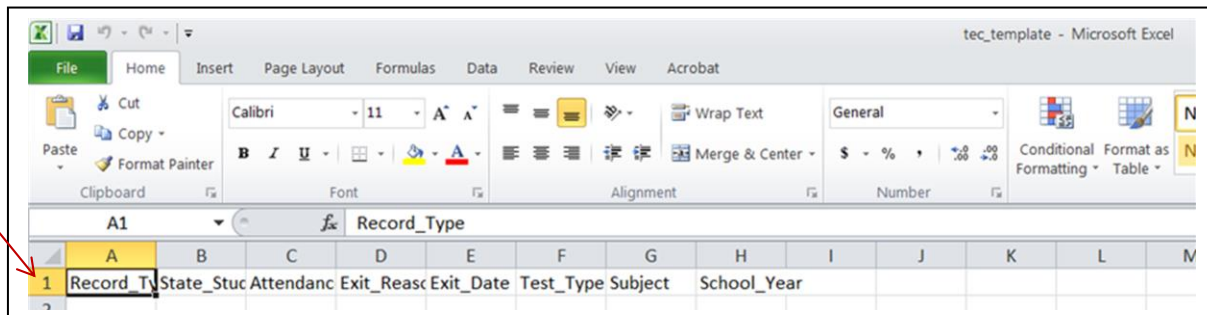
> Test Administration Manual (pdf)
> supports Test Administrators in preparing themselves and students for the DLM assessment **Updated 5/6**
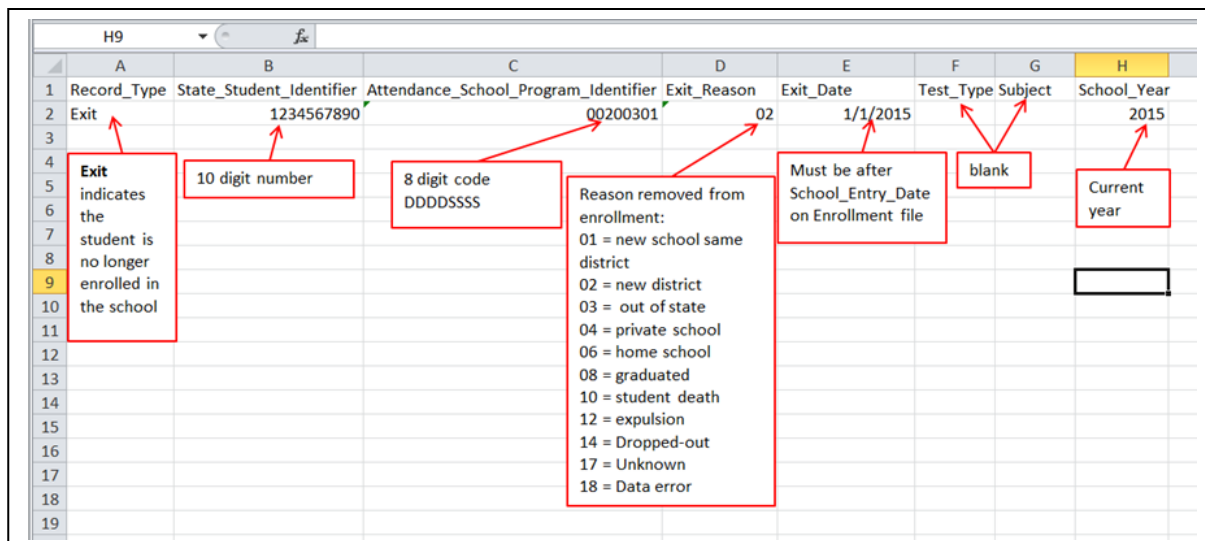>
> Test, Exit, and Clear (TEC) Template (csv)
> remove students from Educator Portal
>
> Test Updates Page

2. **Open the file in EXCEL or similar program.**

3. **Use a new row for each student and complete the information.**
   (Note: if the school and district code begin with a "0" the cell will need to be a "text" field so the "0" stays.)
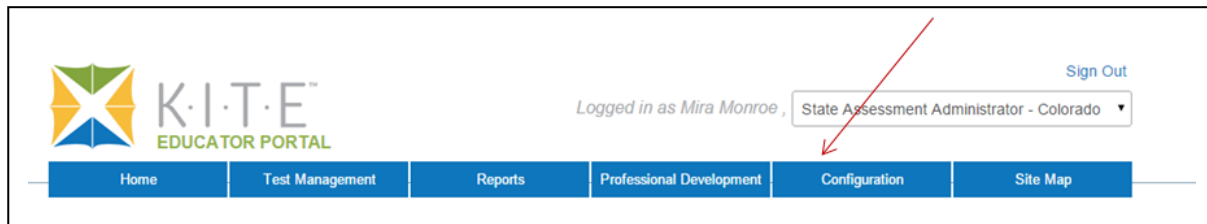
4. Save As a CSV file.

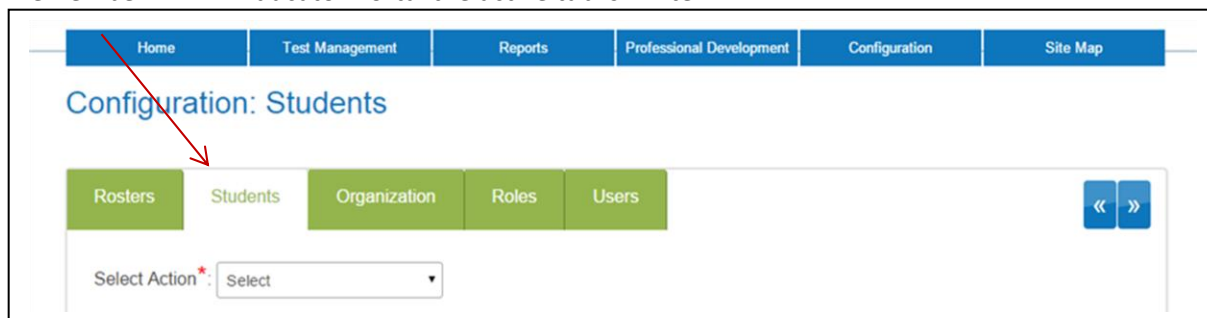| File name:	SampleSchool_051815_JonesRemove
Save as type:	CSV (Comma delimited)

5. Sign in to Educator Portal.

6. Select the Configuration tab.

7. Select the Students tab.

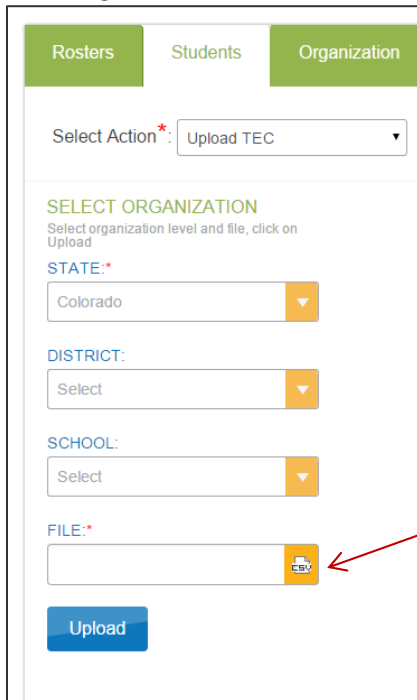Remember in KITE Educator Portal the active tab is white.

8. Select Upload TEC from the drop-down menu.

9. Complete the fields from the drop-down menus.

Selecting the CSV icon will allow for a search of the saved file from step 4.

10.   Select Upload.

11.   Verify that the correct number of records was updated.