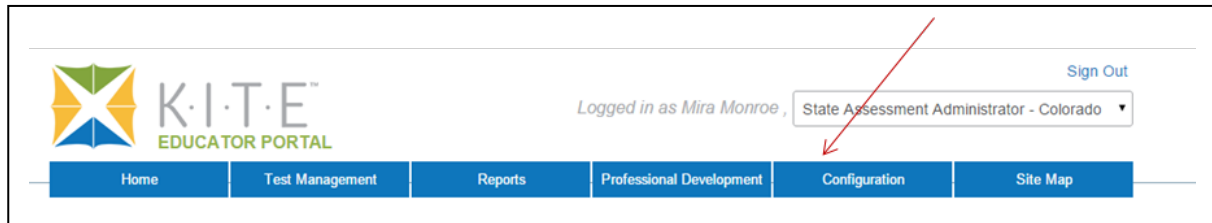




Instructions for Creating Rosters (Groups) in KITE Educator Portal

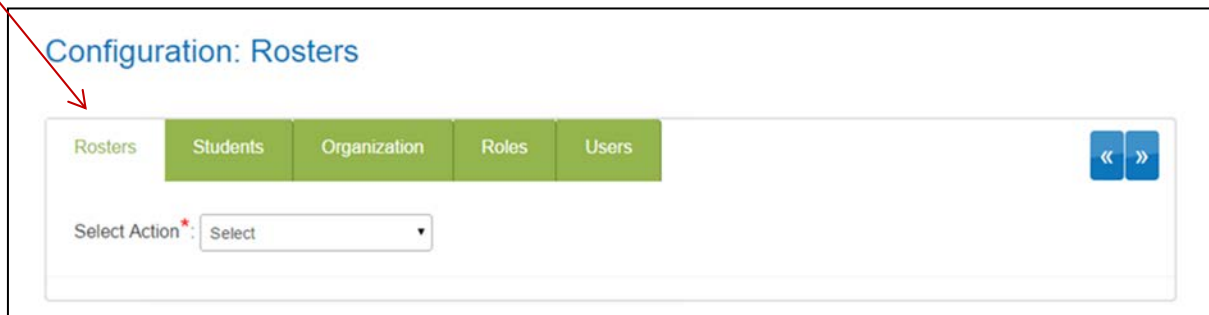
Rosters connect students to teachers.

1. Select the Configuration tab.

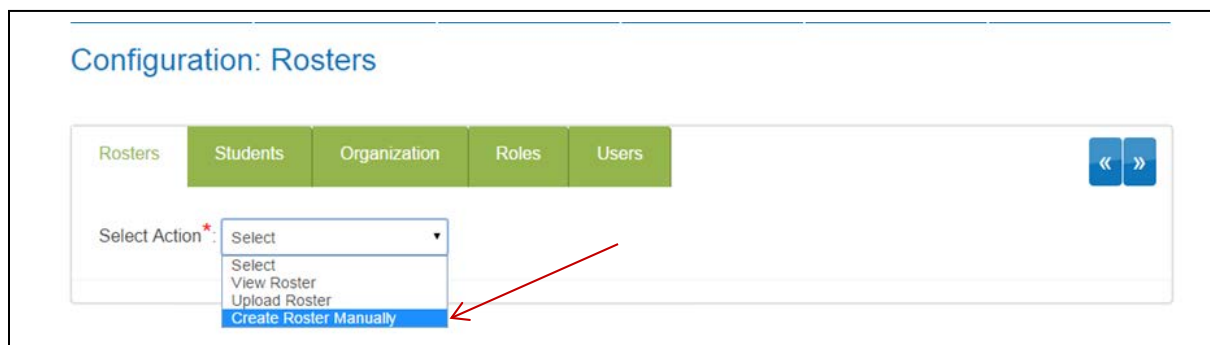


2. Select the Rosters tab.

Remember in KITE Educator Portal the active tab is white.



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



4. Select State, District and School from the drop down menus.

District and School drop down menus will appear after Colorado is selected.

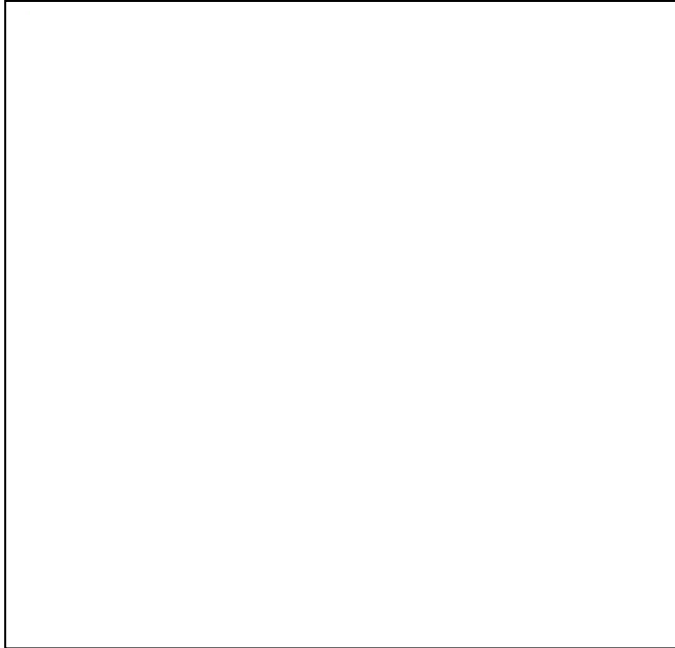


5. Select Search.

Search

A list of educators and students assigned to that school will appear.

Educators must have an associated Educator Identifier to be connected with students.



6. Enter a Roster Name.

It is recommended the roster (group) name includes the content area.

ROSTER NAME:*

ROSTER NAME:*

7. Select Subject from the drop down menu.

Either English Language Arts or Mathematics

ROSTER NAME:*

SUBJECT:*

English Language Arts
Select
Agriculture, Food, and Natural Resources
Architecture & Construction
Business Management and Administration
Career and Technical Education
Education and Training
English Language Arts
Foundational
General Knowledge and Skills
General Knowledge and Skills
Manufacturing
Mathematics
Other

SELECT EDUCATOR*

	First Name	Last Name
<input type="checkbox"/>	Daniela	Allatt
<input type="checkbox"/>	Phineas	Arguile

8. Select a checkbox next to the teacher for this roster.

Only one educator may be selected per group.

SELECT EDUCATOR*

	First Name	Last Name	Educator Identifier	Status	Em
<input type="checkbox"/>	Joan	Jett	12345	Active	jjett@s
<input type="checkbox"/>	Jill	Jackson	22345	Pending	jjackson
<input checked="" type="checkbox"/>	Jose	Jenkins	32345	Active	jjenkins
<input type="checkbox"/>	Jamal	Jones	42345	Active	jjones@

9. Select the checkboxes to add students to the roster.

Multiple students may be added at the same time.

SELECT STUDENTS*

	Student Identifier	First Name	Middle Name	Last Name	Gender
<input type="checkbox"/>	1234567890	Daniela		Allatt	FEMALE
<input checked="" type="checkbox"/>	2345678901	Phineas		Arguile	MALE
<input checked="" type="checkbox"/>	3456789012	Damian		Aristide	MALE
<input type="checkbox"/>	4567890123	Brody		Brachell	MALE
<input type="checkbox"/>	5678901234	Jayda		Campbell-Dunlop	FEMALE
<input type="checkbox"/>	6789012345	Hanna		Copyn	FEMALE
<input checked="" type="checkbox"/>	7890123456	Frank		Croino	MALE

10. Save.

