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

PD District Admin

Training Status and Training Details Reports

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.

1. Select the Professional Development tab.



1. Select the Admin tab.

Remember in KITE Educator Portal the active tab is white.



1. Select the New File button for the report you want populated.



1. Select the CSV icon to download the report.



1. 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.



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.

