Instructions for retrieving TIPs in Educator Portal

Teacher

Retrieve Testlet Information Page (TIPs)

1. Select the Test Management tab.



1. Select the Test Management tab.

Remember in KITE Educator Portal the active tab is white.



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

The District drop-down may not be available to all users.

The Subject and Grade fields are optional.



1. Select search.



1. Select the desired Test Session Name.

Look for the student’s last name and content. DLM-Smithe-YE M 7.1 T-TA-1122829



1. Scroll right and select the PDF icon under test information.



1. **View the Testlet Information Page (TIP).**

TIPs may be printed and treated as secure materials. Printed TIPs must be securely destroyed locally.

