

Chapter 4: Students

For existing student records, you can view student details to see if the correct information is reported in KITE. You are able to view students' information such as name and identification number as well as the educator to whom the student is assigned. If the student has a personal needs profile (PNP), you can enter or view this information also. Some users are able to modify individual students' information.

Note: Depending on your access privileges, you may or may not see all students in a building. For example, a teacher can only view students associated to them by a roster, but a district-level user can view all the students in a building.

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Viewing a Student

To view a student's information, perform the following steps.

1. Log in to Educator Portal.
2. Click the Settings menu.



3. Click the Students tab.



4. In the Select Action drop-down menu, choose View Students.
5. Choose the organizational information.

Select Action*:

SELECT ORGANIZATION
Specify organization level and click on search

STATE:*

DISTRICT:*

SCHOOL:

State ID	First Name	Last Name	Current School Year	Local Id

Page 0 of 0 10 No records to view

6. Click Search.
7. To view a student, click on the student's ID number.

State ID	First Name	Last Name	Current School Year	Local Id
99z123456				

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8. Review the student's information.

View Student Record - [REDACTED] X

Student [Edit](#)

Demographic

Student State ID: [REDACTED] Date of Birth: [REDACTED]

Gender: [REDACTED] Comprehensive Race: [REDACTED]
 First Language: [REDACTED] Hispanic Ethnicity: [REDACTED]

Profile

Primary Disability: [REDACTED] Access Profile (PNP): [Custom](#)
 Assessment Program: [REDACTED] First Contact Survey: [Complete](#)

School Enrollment

District: [REDACTED]	Student Local ID: [REDACTED]	AYP School ID: [REDACTED]	Gifted Student: [REDACTED]
State Entry: [REDACTED]	School Entry: [REDACTED]	District Entry: [REDACTED]	
Subject	Course	Educator	Roster
English Language Arts	[REDACTED]	[REDACTED]	[REDACTED]

Hint: You can open the student's Access Profile (PNP) or First Contact Survey (FCS) (if applicable) from the View Student Record window.

Uploading Student Information Using a CSV File

Two different CSV files contain student information: the Enrollment CSV and the TEC (Test, Exit, Clear) CSV. Depending upon the procedures in use by your organization, you may use none, one, or both of these files.

- Enrollment CSV – used to load detailed information about each student including their legal name, birth date, school, and other identifying information.
- TEC CSV – used to assign a student to a summative test, exit a student from a district, or clear the student's assignment to a test.

Enrollment CSV File Format

Note: This file format was updated for the August 2015 release of Educator Portal. Be sure you are using the correct template.

In many cases, your organization will have a system in place to load multiple student records into KITE. Check with your organization and/or the Help Desk for your organization's specific system.

All column headings are required, but Educator Portal does not require data in every column. The "CSV Col" column is included to help you organize your CSV file. The data can be included in any order, but using the order shown below will make data entry easier.

Note: The "Data Req?" column indicates whether or not the spreadsheet must have data in a particular column.

CSV Col.	Column Heading	Data Req?	Format or Valid Entries	Definition
A	AYP_School_Identifier	N	Numeric	The number assigned to the school building for tracking adequate yearly progress (AYP) for the No Child Left Behind Act (NCLB) of 2001.
B	Attendance_District_Identifier	Y	Alphanumeric	Identification code assigned by the state (or other organization) that indicates the location where the student resides. Note: The entry must match an entry in Educator Portal for your organization, or the file upload will fail. <div style="border: 1px dashed black; padding: 5px;"> Hint: This column was formerly Residence_District_Identifier. </div>
C	Student_Legal_Last_Name	Y	Alphanumeric	The student's last name.
D	Student_Legal_First_Name	Y	Alphanumeric	The student's first name.
E	Student_Legal_Middle_Name	N	Alphanumeric	The student's middle name.

CSV Col.	Column Heading	Data Req?	Format or Valid Entries	Definition
F	Generation_Code	N	Jr., Jr, Sr., Sr, II, III, IV, V	Part of the student's name used to denote the generation in his/her family. Hint: The values are not case-sensitive.
G	Gender	Y	0 1	The student's biological gender. Note: Any values other than 0 or 1 will cause the file upload to fail. 0 = Female 1 = Male
H	Date_of_Birth	Y	MM/DD/YYYY	The date on which the student was born.
I	Current_Grade_Level	Y	1-12 (inclusive)	The grade level (or primary instructional level) for a student during the current academic year.
J	Local_Student_Identifier	N	Numeric	The student's state or school ID number.
K	State_Student_Identifier	Y	Numeric	The student's state identification number.
L	Current_School_Year	Y	YYYY	The four-digit ending year of the current school year (e.g., for the 2014–2015 school year, you would enter 2015).
M	Attendance_School_Program_Identifier	Y	Alphanumeric	Identification code assigned by the state (or other organization) that indicates the location where the student attends school. Note: The entry must match an entry in Educator Portal for your organization, or the file upload will fail.

CSV Col.	Column Heading	Data Req?	Format or Valid Entries	Definition
N	School_Entry_Date	Y	MM/DD/YYYY	Date the student enrolls and begins to receive instructional services in a school. <hr/> Note: If the student leaves and then re-enrolls, use the most recent enrollment date. <hr/>
O	District_Entry_Date	N	MM/DD/YYYY	Date the student enrolls and/or begins to receive instructional services in a school district.
P	State_Entry_Date	N	MM/DD/YYYY	Date the student enrolls and begins to receive instructional services in the state.
Q	Comprehensive_Race	Y	1 2 4 5 6 7 8	The general racial category that most clearly reflects the individual's recognition of his or her racial background. <hr/> Note: The number three (3) is not used. <hr/> 1 = White 2 = African American 4 = Asian 5 = American Indian 6 = Alaska Native 7 = Two or more races 8 = Native Hawaiian or Pacific Islander
R	Primary_Disability_Code	N	Alphanumeric	The primary disability under which the student receives services for an active Individual Education Plan (IEP) under the Individuals with Disabilities Education Act (IDEA, Part B). <hr/> Note: See the Primary Disability Code table for valid entries. <hr/>
S	Gifted_Student	N	YES NO <blank>	Indicates whether or not the student has an active Individual Education Plan (IEP) for giftedness.

CSV Col.	Column Heading	Data Req?	Format or Valid Entries	Definition
T	Hispanic_Ethnicity	Y	YES NO	Indicates whether or not the student is of Hispanic ethnicity.
U	First_Language	N	Numeric	Code for the primary language or dialect (not ethnicity) of the student. Note: See the First Language Field table for valid entries.
V	ESOL_Participation_Code	Y	0 1 2 3 4 5 6	The code explains whether a student is eligible for, monitored for, or receives ESOL services, including funding sources. 0 = Neither eligible for nor monitored for ESOL services 1 = Receives ESOL services, Title III Funding 2 = Receives ESOL services, State ESOL/Bilingual Funding 3 = Receives ESOL services, Both Title III and State ESOL/Bilingual Funding 4 = Monitored for ESOL services (previously received services) 5 = Not receiving ESOL services, but eligible for ESOL 6 = Receives ESOL services, not funded with Title III or State ESOL
W	Assessment_Program_1	Y	varies	Each student must be associated with at least one assessment program. Use the abbreviation for the assessment program, e.g., AMP, CPASS, DLM, KAP, etc.
X	Assessment_Program_2	N	varies	If the student is associated with a second assessment program, enter the program in this column.
Y	Assessment_Program_3	N	varies	If the student is associated with a third assessment program, enter the program in this column.

First_Language Field

Code	Definition	Code	Definition
1	Chinese – including Mandarin and Cantonese	24	Hindi
2	Dinka (Sudan)	25	Urdu
3	French	26	Swahili
4	High German	27	Nepali
5	Hmong	28	American Sign Language (ASL)
6	Khmer (Cambodia)	29	Serbian
7	Korean	30	Croatian
8	Lao or Laotian	31	Turkish
9	n/a	32	Karen languages, including Sgaw, Pwo, and Pa'o (Burma/Myanmar)
10	Filipino or Tagalog (Philippines)	33	Haitian Creole (Haiti)
11	Russian	34	Gujarati
13	Spanish	35	Punjabi
14	Vietnamese	36	Pashto
15	Arabic	37	Dari (Afghanistan)
16	Other	38	Quiché or K'iche'
17	Somali	39	Mam
18	Thai	40	Ilokano
19	Portuguese	41	Visaya
20	Farsi or Persian (Iran)	42	Low German
21	Micronesian, including Chuukes and Ebon (Chuuk, Marshall Islands)	43	Other Signed Language
22	Bosnian	44	English with another language background – ESOL
23	Burmese	45	Native American Languages

Primary_Disability_Code Field

Note: If this field is left blank, the default value is “none”.

Code	Definition
AM	Autism
DB	Deaf/blindness
DD	Developmentally delayed (as defined by the individual state)
ED	Emotional disturbance
HI	Hearing impairment
LD	Specific learning disability
MD	Multiple disabilities
ND	No Disability
ID	Intellectual disability
OH	Other health impairment
OI	Orthopedic impairment
SL	Speech/language disability
TB	Traumatic brain injury
VI	Visual impairment
WD	Documented Disability

Uploading an Enrollment File

To load an enrollment file, perform the following steps.

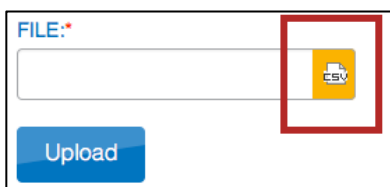
1. Log in to Educator Portal.
2. Click the Settings menu.



3. Click the Students tab.



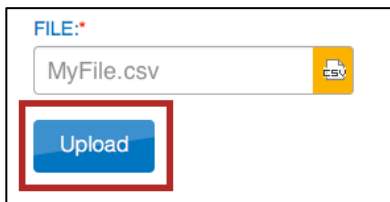
4. From Select Action, select Upload Enrollment.
5. Select the organizational information.
6. In the File field, click the CSV button.



7. Locate the CSV file you need.

Note: Verify that the file has a .csv file extension. Filenames with extensions ending in .xls or .xlsx will be rejected.

8. Open the CSV file.
9. Click Upload.



Hint: When the upload is completed, you can download a file with any error messages.

SELECT ORGANIZATION
select file and organization level, click on Upload


STATE:*
Alaska

DISTRICT:
Select

SCHOOL:
Select

FILE:*

Upload

Date	Time	Status	File
08/03/2015	01:47:46 PM	FAILED	

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TEC (Test, Exit, Clear) CSV File Format

Before using a TEC CSV, check with your organization and/or the Help Desk to be sure your organization uses a TEC File. The TEC (Test, Exit and Clear) file has three purposes:

- TEST – to assign a student to a summative assessment,
- EXIT – to remove a student from a district or school,
- CLEAR – to remove a student’s assignment to an assessment.

Note: Using the CSV file template is recommended.

All column headings are required, and all rows must include data in the four columns: Record_Type, State_Student_Identifier, Attendance_School_Program_Identifier, and School_Year. Depending on the entry in the Record_Type column, the other columns may or may not require data. For example, an EXIT record must include an Exit_Reason and Exit_Date, but other record types do not. In addition to the first four columns,

- TEST records require a Test_Type and Subject,
- EXIT records require an Exit_Reason and Exit_Date, and
- CLEAR records require a Test_Type and Subject.

Note: An asterisk (*) in the “Data Req?” column indicates the field is required for only some Record Types. Those Record Types are listed in the Definition column of the table.

CSV Col.	Column Heading	Data Req?	Format or Valid Entries	Definition
A	Record_Type	Y	TEST EXIT CLEAR	Indicates the type of information being uploaded for each line of the CSV file. TEST = Assigns a student to an assessment (test). EXIT = Removes a student from a district. CLEAR = Removes a student’s assignment to an assessment.
B	State_Student_Identifier	Y	Numeric	The student’s state identification number.

CSV Col.	Column Heading	Data Req?	Format or Valid Entries	Definition
C	Attendance_School_Program_Identifier	Y	Alphanumeric	<p>Identification code assigned by the state (or other organization) that indicates the location where the student attends school.</p> <hr/> <p>Note: The entry must match an entry in Educator Portal for your organization, or the file upload will fail.</p>
D	School_Year	Y	YYYY	The school year for which the change is effective.
E	Exit_Reason	*	Numeric	<p>Note: See the Exit_Reason field table for entries.</p> <hr/> <p>The reason code for removing the student from the school or district.</p> <hr/> <p>Note: This field is required if the Record_Type is EXIT.</p>
F	Exit_Date	*	MM/DD/YYYY	<p>The date on which the change is effective.</p> <hr/> <p>Note: This field is required if the Record_Type is EXIT.</p>
G	Test_Type	*	Varies by organization.	<p>Indicates the type of test.</p> <hr/> <p>Note: This field is required if the Record_Type is TEST or CLEAR.</p>
H	Subject	*	Varies by organization.	<p>The subject code for the assessment.</p> <hr/> <p>Note: This field is required if the Record_Type is TEST or CLEAR.</p>

Exit_Reason Field

Note: For reason codes 01-09, the leading zero (0) is required.

Code	Definition	Code	Definition
01	Transfer to public school, same district	13	Reached maximum age for services
02	Transfer to public school, different district, same state	14	Discontinued schooling
03	Transfer to public school, different state	15	Transfer to accredited or non-accredited juvenile correctional facility—educational services provided
04	Transfer to an accredited private school	16	Moved within the United States, not known to be enrolled in school
05	Transfer to a non-accredited private school	17	Unknown educational services provided
06	Transfer to home schooling	18	Student data claimed in error/never attended
07	Matriculation to another school	19	Transfer to an adult education facility (i.e., for GED completion)
08	Graduated with regular diploma	20	Transfer to a juvenile or adult correctional facility—no educational services provided
09	Completed school with other credentials (e.g., district-awarded GED)	21	Student moved to another country, may or may not be continuing enrollment
10	Student death	98	Unresolved exit
11	Student illness	99	Undo a previously submitted exit record
12	Student expulsion (or long-term suspension)		

Uploading a TEC File

To load a TEC file, perform the following steps.

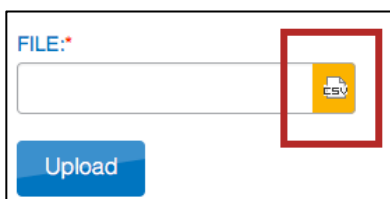
1. Log in to Educator Portal.
2. Click the Settings menu.



3. Click the Students tab.



4. In the Select Action drop-down menu, choose Upload TEC.
5. Select the organizational information.
6. In the File field, click the CSV Browse button.



7. Locate the CSV file you need.


Note: Verify that the file has a .csv file extension. Filenames with extensions ending in .xls or .xlsx will be rejected.

8. Open the CSV file.
9. Click Upload.



Hint: When the upload is completed, you can download a file with any error messages.

The screenshot shows the KITE upload interface. On the left, there are dropdown menus for 'STATE:' (set to 'Alaska'), 'DISTRICT:', and 'SCHOOL:', and a 'FILE:' field with a file icon and a question mark. An 'Upload' button is at the bottom. On the right, a table is highlighted with a red border, showing a single row with the following data:

Date	Time	Status	File
08/03/2015	01:47:46 PM	FAILED	

Below the table, there is a pagination control showing 'Page 1 of 1' and a dropdown menu set to '10'.

Creating or Editing an Access Profile or PNP

An access profile (or Personal Needs Profile (PNP)) is the part of a student's record that controls the types of tools and accommodations that will be available when the student takes a test. You can edit an access profile by viewing a student.

Note: Access profile options are organization-specific. This chapter provides only an overview of options that may be available.

Before you set an access profile, you should understand the Graphic User Interfaces (GUIs) that exist within KITE Client: the general user interface and the alternate user interface. Depending on the GUI that the student will use, some accommodations are not available or might function differently.

The general interface is the one in which most student assessments are delivered. This interface includes a toolbar that a student may use to access various tools, including masking, auditory background, spoken, magnify, color overlay, invert color, and color contrast.

Note: If the student uses the general interface, you will choose whether a tool appears automatically (Activate by Default) or when selected by a student.

The alternate interface is designed for students who are part of the Dynamic Learning Maps (DLM) program.

Note: The alternate interface does not include a toolbar. All accommodations that a student needs should be marked as Activate by Default.

To create or edit a student's access profile, perform the following steps.

1. Log in to Educator Portal.
2. Click the Settings menu.



3. Click the Students tab.



4. In the Select Action drop-down menu, choose View Students.
5. Select the organizational information.
6. Click Search.

7. In the list of students click the State ID for the student.

State ID	First Name	Last Name	Current School Year	Local Id
99z123456				

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8. On the View Student Record window, click the link next to Access Profile (PNP).

View Student Record - [blurred] X

Student [Edit](#)

Demographic

Student State ID: [blurred] Date of Birth: [blurred]

Gender: [blurred] Comprehensive Race: [blurred]

First Language: [blurred] Hispanic Ethnicity: [blurred]

Profile

Primary Disability: [blurred] Access Profile (PNP): [Custom](#)

Assessment Program: [blurred] First Contact Survey: [Complete](#)

School Enrollment

District: [blurred]	Student Local ID: [blurred]	AYP School ID: [blurred]	Gifted Student: [blurred]
State Entry: [blurred]	School Entry: [blurred]	District Entry: [blurred]	
Subject: English Language Arts	Course: [blurred]	Educator: [blurred]	Roster: [blurred]

Hint: If you are creating a PNP, the link will say No Settings. If you are editing a PNP, the link will say Custom.

9. Click Edit Settings.

The screenshot shows a web interface with two tabs: 'Student Demographics' and 'Current Profile Settings'. The 'Current Profile Settings' tab is active and displays the text 'No accessibility preferences have been set'. On the right side of the interface, there is a blue button labeled 'Edit Settings' which is highlighted with a red rectangular box. On the left side, under the 'Student Demographics' tab, there are several input fields: FIRST NAME, MIDDLE NAME, LAST NAME, STATE ID, GRADE, GENDER, and DATE OF BIRTH.

Hint: If you are editing a PNP, the window will display the accommodations currently selected.

This screenshot shows the same interface as above, but with the 'Current Profile Settings' tab selected. The text 'No accessibility preferences have been set' is replaced by two sections of selected accommodations: 'Magnification' with a value of '2x' and 'Contrast Color' with a value of 'ABC'. The 'Edit Settings' button on the right is highlighted with a red rectangular box. The 'Student Demographics' fields remain visible on the left.

Note: As you move through the tabs, be sure to Save.

Display Enhancements Tab

Note: Access Profile options are organization-specific. The example below may vary from what you see in the system.

Magnification

Activate by Default

2x

Overlay Color

Activate by Default

Invert Color Choice

Activate by Default

Masking

Activate by Default

Answer Masking

Custom Masking

Contrast Color

Activate by Default

ABC


ABC

ABC

ABC

Background Color Hex

Foreground Color Hex

Accommodation	Format or Valid Entries	Definition
Magnification	2x, 3x, 4x, 5x	Increases the size of everything on the screen in the KITE Client during testing.
Overlay Color	White, Blue, Yellow, Gray, Red, Green	Changes the background color of the test. The default background color is white, and the hexadecimal colors appear as you hover the mouse over the choices.
Invert Color Choice		Changes the background color of the test to black with white lettering.
Masking	Answer Masking Custom Masking	Allows the student to hide parts of the test, either the answers or custom areas. Note: General UI Only
Contrast Color		Changes the background and text colors for the test to one of the four preset choices or to custom colors. If you use custom colors, enter the hexadecimal values for the colors.

Language & Braille Tab

Note: Access Profile options are organization-specific. The example below may vary from what you see in the system.

<input type="checkbox"/> Item Translation Display <input type="checkbox"/> Activate By Default Default(Spanish-(SPA))	<input type="checkbox"/> Signing Type <input type="checkbox"/> Activate By Default Default(American Sign Language)	<input type="checkbox"/> Braille <input type="checkbox"/> Activate By Default Braille Usage Preferred
<input type="checkbox"/> Keyword Translation Display <input type="checkbox"/> Activate By Default Default(Spanish-(SPA))	<input type="checkbox"/> Tactile <input type="checkbox"/> Activate By Default Audio File	Braille Grade Type <input checked="" type="radio"/> Contracted <input type="radio"/> Uncontracted Braille Mark <input type="checkbox"/> Highlight <input type="checkbox"/> Italic <input type="checkbox"/> Bold <input type="checkbox"/> Strikeout <input type="checkbox"/> Underline <input type="checkbox"/> Color
		Braille Status Cell Type <input checked="" type="radio"/> Off <input type="radio"/> Left <input type="radio"/> Right Braille Dot Pressure
		Number Of Braille Cells Number Of Braille Dots Default(6)

Accommodation	Definition
Item Translation Display	Translates items into the selected language, when available.
Keyword Translation Display	Translates keywords into the selected language, when available.
Signing Type	Indicates the signing type used by the student.
Tactile	Used to select supports for the tactile accommodation, when available.
Braille	Used to indicate Braille preferences.

Audio & Environment Support Tab

Note: Access Profile options are organization-specific. The example below may vary from what you see in the system.

<p>Auditory Background</p> <p><input type="checkbox"/> Activate by Default</p> <p>Breaks</p> <p>Additional Testing Time</p> <p><input type="checkbox"/> Activate by Default</p> <p><input type="radio"/> Unlimited</p> <p><input type="radio"/> Specify Time Multiplier</p> <input type="text"/>	<p><input type="checkbox"/> Spoken Audio</p> <p><input type="checkbox"/> Activate by Default</p> <p>Voice Source</p> <p><input type="radio"/> Human</p> <p><input type="radio"/> Synthetic</p> <p>Read at Start</p> <p><input type="radio"/> True</p> <p><input type="radio"/> False</p> <p>Spoken Preference</p> <p><input type="radio"/> TextOnly</p> <p><input type="radio"/> Text & Graphics</p> <p><input type="radio"/> GraphicsOnly</p> <p><input type="radio"/> NonVisual</p>	<p><input type="checkbox"/> Single Switches</p> <p><input type="checkbox"/> Activate by Default</p> <p>Scan Speed (seconds) <input type="text"/></p> <p>Automatic Scan - Initial delay</p> <p><input type="radio"/> Value in seconds <input type="text"/></p> <p><input type="radio"/> Manual Override</p> <p>Automatic Scan Repeat Frequency</p> <p><input type="radio"/> 1 <input type="radio"/> 4</p> <p><input type="radio"/> 2 <input type="radio"/> 5</p> <p><input type="radio"/> 3 <input type="radio"/> infinity</p>
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Accommodation	Definition
Auditory Background	Allows the computer to play background music/noise during the test. Note: General UI Only
Breaks	Indicates that breaks are allowed.
Additional Testing Time	Indicates that additional testing time is allowed.
Spoken Audio	Enables text-to-speech if it is available for the test. Indicate the preferences for when spoken audio should be used.
Single Switches	Enables the use of a switch. Use the default settings or make adjustments to scan speed, initial delay and repeat frequency.

Other Supports Tab

The Other Supports tab lists accommodations that are made outside of KITE Client. Selections made on this tab are important for reporting and for ensuring alternate test forms are assigned when needed.

Note: Access Profile options are organization-specific. See your organization's publications for available options.

Making Changes to Individual Students

Many organizations only enter student information into Educator Portal using CSV upload templates and/or an automatic data feed. Depending upon your organization and level of access to the system, you may not be able to perform the procedures in this section of the chapter.

Creating a Student Manually

Note: Many organizations do not allow this procedure. If the action does not display in the drop-down menu, the procedure is not allowed.

To add a student manually, perform the following steps.

1. Log in to Educator Portal.
2. Click the Settings menu.



3. Click the Students tab.



4. In the Select Action drop-down menu, choose Add Student.
5. Select the organizational information.
6. Use the table that follows to complete the fields on the screen.

Field Name	Req?	Notes
State	Y	The student's state organization.
District	Y	The student's district organization.
School	Y	The student's school organization.
Legal First Name	Y	Student's first name.
Legal Middle Name	N	Student's middle name.
Legal Last Name	Y	Student's last name.
Generation	N	Part of the student's name used to denote the generation in his/her family, e.g., Jr., Sr., III, etc.
Date of Birth	Y	Date on which the student was born (MM/DD/YYYY).
Gender	Y	Female or Male
Current School Year	Y	Select from the list.
Current Grade	Y	Select from the list.

Field Name	Req?	Notes
AYP School Identifier	N	Unique number assigned to the school building by the state.
Attendance District Identifier	Y	Unique number that has been assigned to the district by the state that identifies the parent organization for a school.
Attendance School Identifier	N	Unique number that has been assigned to the school by the state.
Comprehensive Race	Y	Select from the list.
Hispanic Ethnicity	Y	Select from the list.
First Language	N	Select from the list.
State Student Identifier	Y	Student's state ID number.
Local Student Identifier	N	Unique alphanumeric code assigned to the student by the school or local education agency.
Gifted Student	N	Select from the list.
State Entry Date	Y	Date on which the student enrolls and begins to receive instructional services in the state. If the student leaves the state and then re-enrolls, this date should reflect the most recent enrollment date (MM/DD/YYYY).
School Entry Date	N	Date on which the student enrolls and begins to receive instructional services in a school. If the student leaves the school and then re-enrolls, this date should reflect the most recent enrollment date (MM/DD/YYYY).
District Entry Date	N	Date on which the student enrolls and begins to receive instructional services in a school district (MM/DD/YYYY).
Primary Disability Code	N	Select from the list.
Assessment Program	Y	Select one or more from the list.
ESOL Participation Code	Y	Select from the list.
ESOL Entry Date	N	Date ESOL participation began (MM/DD/YYYY).
USA Entry Date	N	Date of entry into the USA (MM/DD/YYYY).

Hint: Click Reset to clear all fields.

7. Click Save.

Editing an Individual Student's Information

Note: Most users do not have sufficient access privileges to edit student information using this procedure.

To edit student information, perform the following steps.

1. Log in to Educator Portal.
2. Click the Settings menu.



3. Click the Students tab.



4. From Select Action, choose View Students.
5. Select the organizational information.
6. Click Search.
7. Click on the student's ID number.

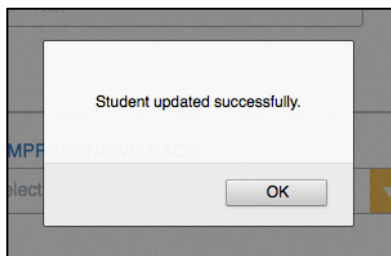
State ID	First Name	Last Name	Current School Year	Local Id
99z123456				

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8. On the View Student Record window, click Edit.

Note: If you do not see the link to edit the student, you do not have sufficient access privileges to make this change.

9. On the Edit Student Record window, make the necessary changes.
 10. Click Save.
 11. On the window that displays, click OK.



12. Close the Edit Student Record window.

Exiting a Student Manually

Note: Depending upon your level of access, you may not be able to exit students manually.

To remove one student from a school, perform the following steps.

1. Login to Educator Portal.
2. Click the Settings menu.



3. Click the Students tab.



4. From Select Action, choose Exit Student.
5. Select the organizational information.
6. Click Search.
7. Select one student.

Select Action*:

SELECT ORGANIZATION
Specify organization level and click on search

STATE:*

DISTRICT:*

SCHOOL:*

Select a student and click :

State ID	First Name	Last Name	Current School Year	Local Id

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8. Click Continue.

9. On the next screen, type or select the exit date.

Select Date and Reason, then Click Exit Student X

Student's Exit date, the date on which the change is effective:

Reason for Removing Student:
 ▼

Exit Student

Student Record - [REDACTED]

Student

Student State ID: [REDACTED] **Date of Birth:** 01/01/2003

Demographic

Gender: Male **Comprehensive Race:** Two or More Races
First Language: English **Hispanic Ethnicity:** No

Profile

Access Profile (PNP): [Custom](#)
Assessment Program: [REDACTED] **First Contact Survey:** [In Progress](#)

School Enrollment

District: [REDACTED]	Student Local ID: [REDACTED]	AYP School ID: [REDACTED]	Gifted Student: No
State Entry: [REDACTED]	School Entry: 06/01/2015		District Entry: [REDACTED]
Subject	Course	Educator	Roster
English Language Arts	[REDACTED]	[REDACTED]	[REDACTED]

10. Select the Reason for Removing Student (exit reason).
 11. Click Exit Student.

Note: The Exit Student button is unavailable until both an exit date and reason are selected.

Creating Test Records Manually

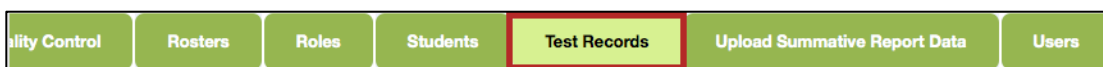
Note: Depending upon your level of access, you may not be able to perform this function. Use the TEC Upload Template instead.

To create a test record manually, perform the following steps.

1. Login to Educator Portal.
2. Click the Settings menu.



3. Click the Test Records tab.



4. From Select Action, choose Create Test Record.
5. Select the organizational information.

 A screenshot of the 'Test Records' page. At the top, the 'Test Records' tab is highlighted. Below the navigation tabs, there is a 'Select Action *' dropdown menu with 'Create Test Record' selected. Underneath, a heading reads 'Select Organization and Assessment Program, then click Search:'. This is followed by four dropdown menus: 'STATE: *', 'DISTRICT: *', 'SCHOOL:', and 'ASSESSMENT PROGRAM: *'. Each dropdown menu has a 'Select' option visible. A blue 'Search' button is located to the right of the 'ASSESSMENT PROGRAM:' dropdown.

6. Click Search.

- Select one or more students.

Select Action*:

Select Student(s), then click Next: Next

	First Name	Middle Name	Last Name	State Id	School Year
<input checked="" type="checkbox"/>					2016
<input type="checkbox"/>					2016
<input type="checkbox"/>					2016
<input type="checkbox"/>					2016
<input type="checkbox"/>					2016
<input type="checkbox"/>					2016

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- Click Next.
- Select the Subject.
- Select the Test Type.

Select Action*:

Select Test Record:

SUBJECT*:

TEST TYPE*:

Register selected student to selected test record: Yes Cancel

- Click Yes.

Clearing Test Records Manually

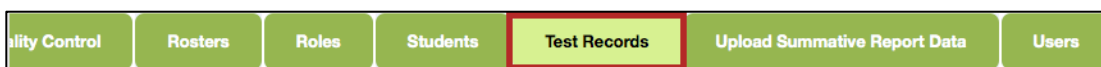
Note: Depending upon your level of access, you may not be able to perform this function. Use the TEC Upload Template instead.

To clear a test record manually, perform the following steps.

1. Login to Educator Portal.
2. Click the Settings menu.



3. Click the Test Records tab.



4. From Select Action, choose Clear Test Record.
5. Select the organizational information.
6. Select the test record information.

 A screenshot of the 'Clear Test Record' form. At the top, a navigation bar shows 'Test Records' as the active tab. Below it, a dropdown menu is set to 'Clear Test Record'. The form is titled 'Select Organization, Assessment Program and Test Record, then click Search:'. It contains several dropdown menus: 'STATE', 'DISTRICT', 'SCHOOL', 'ASSESSMENT PROGRAM', 'SUBJECT' (with 'English Language Arts' selected), and 'TEST TYPE' (with 'General' selected). A blue 'Search' button is located at the bottom right of the form.

7. Click Search.

8. Select one or more students to clear their test record.
9. Click Next.

Ability Control | Rosters | Roles | Students | **Test Records** | Upload Summative Report Data | Users

Select Action*:

Test Record:
 SUBJECT: English Language Arts TEST TYPE: General

Select Student(s) to remove from the test record, then click Next:

<input type="checkbox"/>	First Name	Middle Name	Last Name	State Id	School Year
<input checked="" type="checkbox"/>					2016

10. Click Yes.

Ability Control | Rosters | Roles | Students | **Test Records** | Upload Summative Report Data | Users

Select Action*:

Test Record:
 SUBJECT: English Language Arts TEST TYPE: General

Remove selected student(s) from the test record:

Viewing Test Records – Students by Test Record

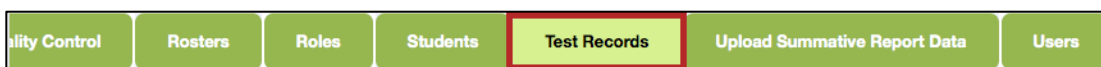
Note: Depending upon your level of access, you may not be able to perform this function. Use the Test Records data extract instead.

To view a test record, perform the following steps.

1. Login to Educator Portal.
2. Click the Settings menu.



3. Click the Test Records tab.



4. From Select Action, choose View Test Record.
5. From View Type, choose View Students by Test Record.
6. Select the organizational information.
7. Select the test record information.

Select Action*:

Select View Type*:

Select Organization, Assessment Program and Test Record, then click Search:

Organization:

STATE*:

DISTRICT*:

SCHOOL:

ASSESSMENT PROGRAM*:

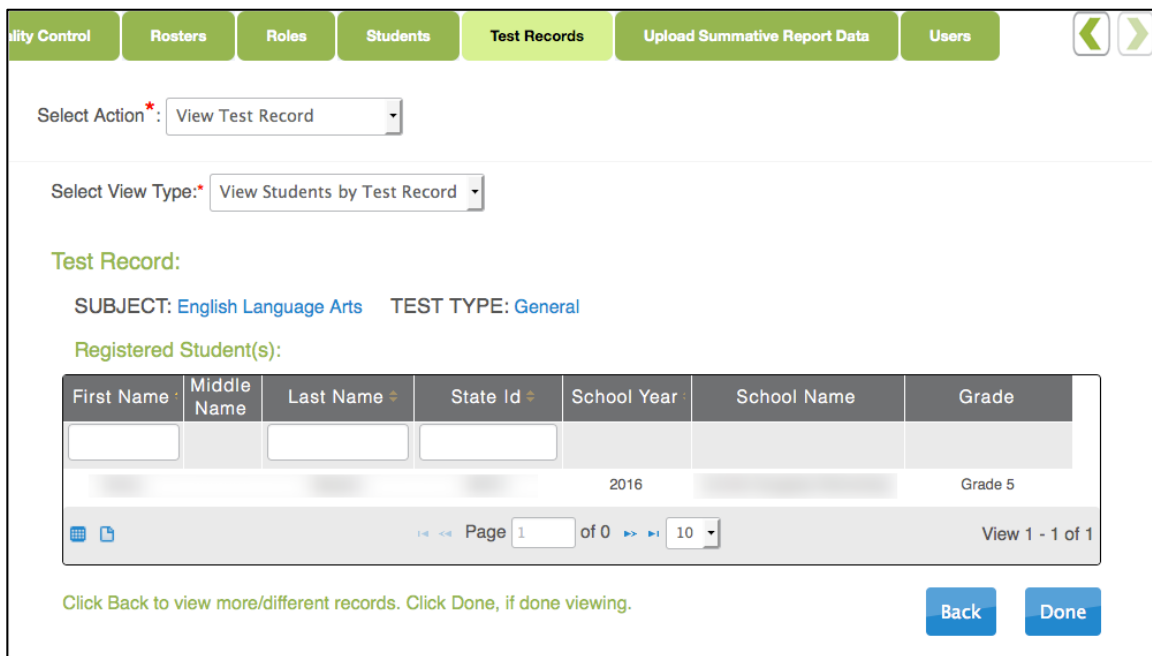
Test Record:

SUBJECT*:

TEST TYPE*:

8. Click Search.

9. Review the list of students associated with the selected test.



Select Action*: View Test Record

Select View Type*: View Students by Test Record

Test Record:
 SUBJECT: English Language Arts TEST TYPE: General

Registered Student(s):

First Name	Middle Name	Last Name	State Id	School Year	School Name	Grade
				2016		Grade 5

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Click Back to view more/different records. Click Done, if done viewing.

Back Done

Hint: To view another list of students, click Back.

10. When you have finished viewing the list, click Done.

Viewing Test Records – Test Records by Student

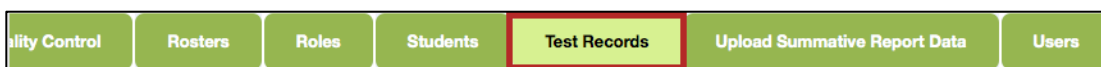
Note: Depending upon your level of access, you may not be able to perform this function. Use the Test Records data extract instead.

To view a test record, perform the following steps.

1. Login to Educator Portal.
2. Click the Settings menu.



3. Click the Test Records tab.



4. From Select Action, choose View Test Record.
5. From View Type, choose View Test Records by Student
6. Select the organizational information.

 A screenshot of the Test Records search interface. At the top, there are navigation tabs: 'Ability Control', 'Rosters', 'Roles', 'Students', 'Test Records', 'Upload Summative Report Data', and 'Users'. The 'Test Records' tab is active. Below the tabs, there are two dropdown menus: 'Select Action*' with 'View Test Record' selected, and 'Select View Type*' with 'View Test Records by Student' selected. Below these is a heading: 'Select Organization and Assessment Program, then click Search:'. Under this heading, there are four dropdown menus: 'STATE:', 'DISTRICT:', 'SCHOOL:', and 'ASSESSMENT PROGRAM:'. The 'SCHOOL:' dropdown has 'Select' as the current selection. A blue 'Search' button is located at the bottom right of the form.

7. Click Search.

8. From the list, select a student.

Select View Type:

Select a student, then click Next: Next

First Name	Middle Name	Last Name	State Id	School Year	School Name	Grade
				2016		Grade 5
				2016		Grade 5
				2016		Grade 5
				2016		Grade 5
				2016		Grade 5

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9. Click Next.
10. Review the list of tests associated with the student.

Activity Control: Rosters Roles Students Test Records Upload Summative Report Data Users

Select Action:

Select View Type:

Student:

Name:

State Student ID:

Test Record(s) registered to:

Subject	Test Type	School Year
		2016

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Click Back to view more/different records. Click Done, if done viewing. Back Done

Hint: To view another student's tests, click Back.

11. When you have finished viewing the list, click Done.

Changes to the Chapter

The following table lists the changes made to this chapter since the last major release of the documentation.

Note: The Page column indicates the page number of the current manual where the change appears.

Change Logged	Page	Description of Change
10/29/2015	4.10	Added two disability codes (ND and WD).
10/29/2015	4.21, 4.22, 4.23	Updated the note.
10/29/2015	4.25, 4.29	Updated the procedure.
10/29/2015	4.31	Added Creating Test Records Manually.
10/29/2015	4.33	Added Clearing Test Records Manually.
10/29/2015	4.35	Added Viewing Test Records – Students by Test Record.
10/29/2015	4.37	Added Viewing Test Records – Test Records by Student