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.**

Chapter Contents

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.

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

8. Review the student's information.

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.** Hint: This column was formerly Residence_ District_Identifier.
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. **Note:** **If the student leaves and then re-enrolls, use the most recent enrollment date.**
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. **Note:** **The number three (3) is not used.** 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). **Note:** **See the Primary Disability Code table for valid entries.**
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.**

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8. Open the CSV file.
9. Click Upload.
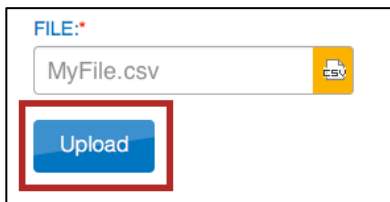
Hint: When the upload is completed, you can download a file with any error messages.

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	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.**
D	School_Year	Y	YYYY	The school year for which the change is effective.
E	Exit_Reason	*	Numeric	**Note:** **See the Exit_Reason field table for entries.**
				The reason code for removing the student from the school or district.
				Note: **This field is required if the Record_Type is EXIT.**
F	Exit_Date	*	MM/DD/YYYY	The date on which the change is effective.
				Note: **This field is required if the Record_Type is EXIT.**
G	Test_Type	*	Varies by organization.	Indicates the type of test.
				Note: **This field is required if the Record_Type is TEST or CLEAR.**
H	Subject	*	Varies by organization.	The subject code for the assessment.
				Note: **This field is required if the Record_Type is TEST or CLEAR.**

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.**

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

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

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.

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

> 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.

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

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.**

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.**

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.**

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.

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.
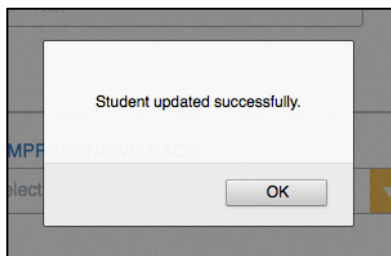
12. Close the Edit Student Record window.

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.

8. Click Continue.

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

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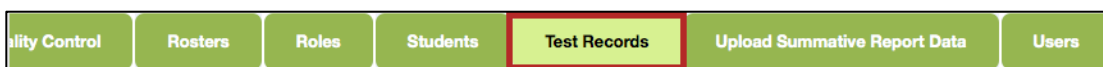
4. From Select Action, choose Create Test Record.
5. Select the organizational information.

6. Click Search.

7. Select one or more students.

8. Click Next.
9. Select the Subject.
10. Select the Test Type.


11. 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.
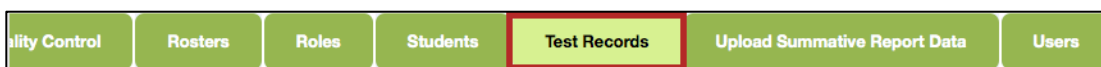
4. From Select Action, choose Clear Test Record.
5. Select the organizational information.
6. Select the test record information.

7. Click Search.

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

10. Click Yes.

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.

[🏠 | SETTINGS | TEST MANAGEMENT | REPORTS]

3. Click the Test Records tab.

[...lity Control | Rosters | Roles | Students | **Test Records** | Upload Summative Report Data | Users]
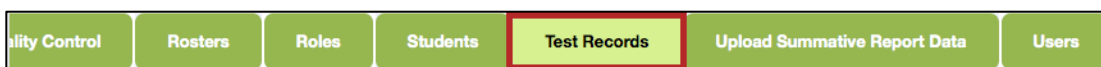
4. From Select Action, choose View Test Record.
5. From View Type, choose View Students by Test Record.
6. Select the organizational information.
7. Select the test record information.
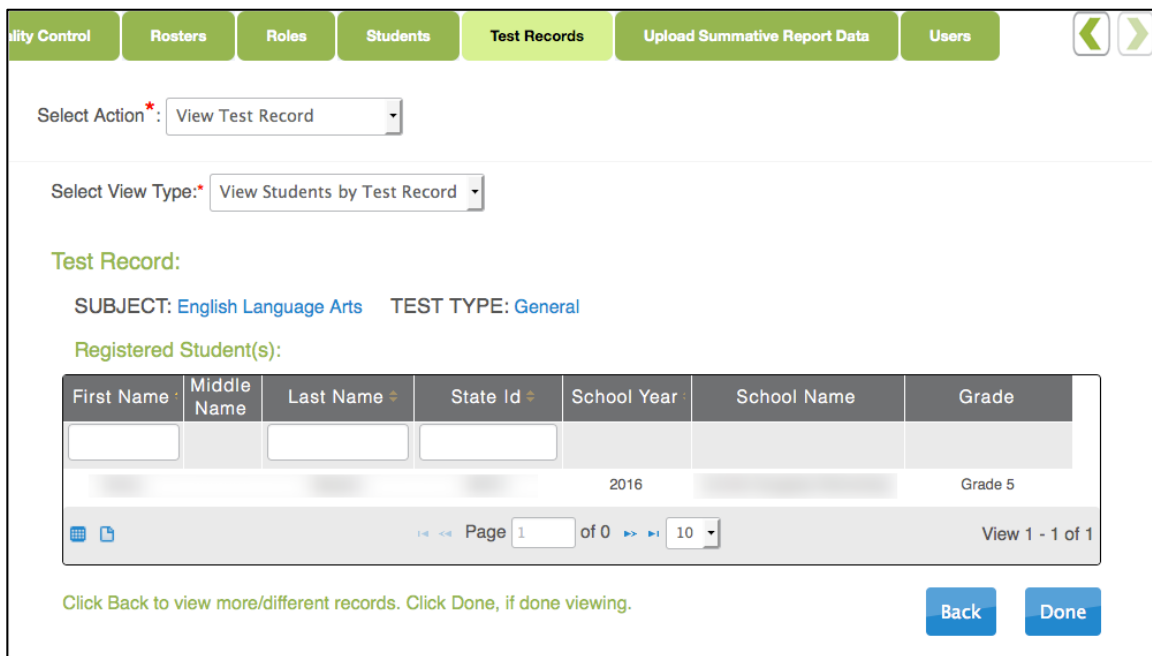
8. Click Search.

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

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

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

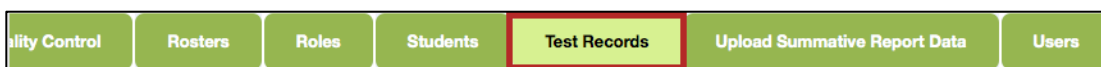## *Viewing Test Records – Test Records by Student*

> **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.

7. Click Search.

8. From the list, select a student.

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

> 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