

DYNAMIC[™]
LEARNING MAPS

**GUIDE TO ROSTER
STUDENTS IN EDUCATOR
PORTAL 2015-16**



Revision Date: January 5, 2016

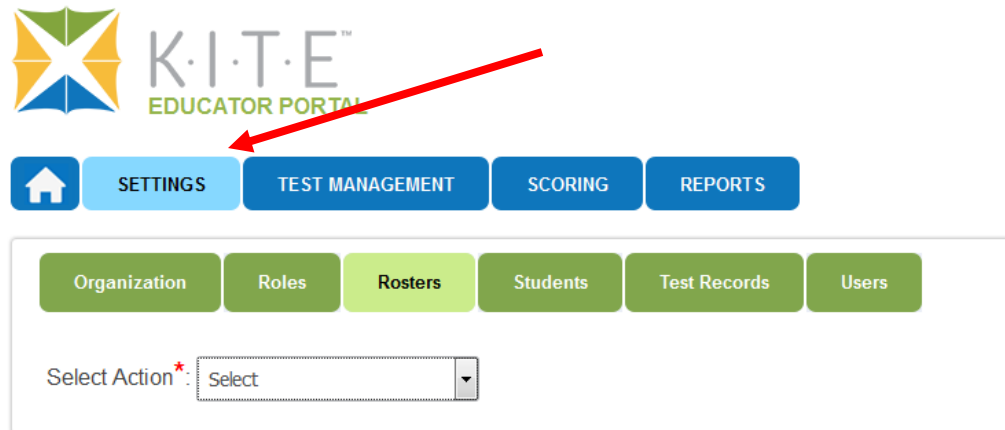
Version 3.0

DYNAMIC LEARNING MAPS CONSORTIUM
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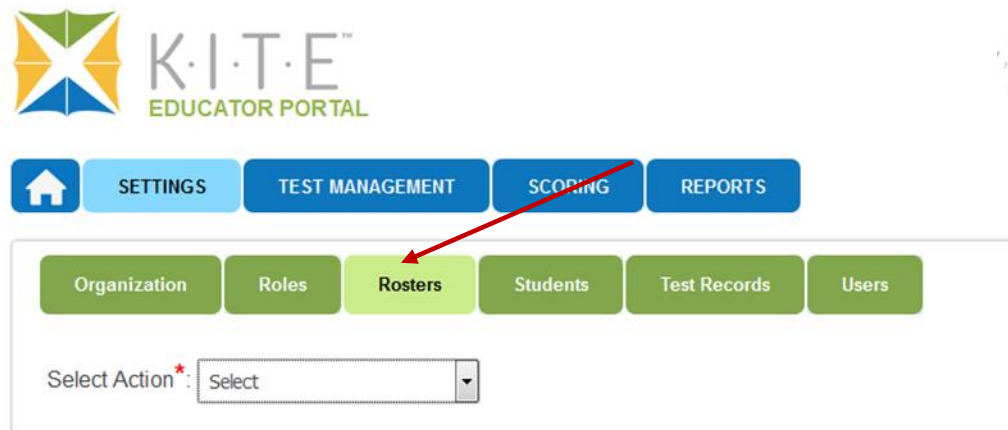
Create a Roster Manually

To create a roster manually using the Educator Portal interface, follow these steps.

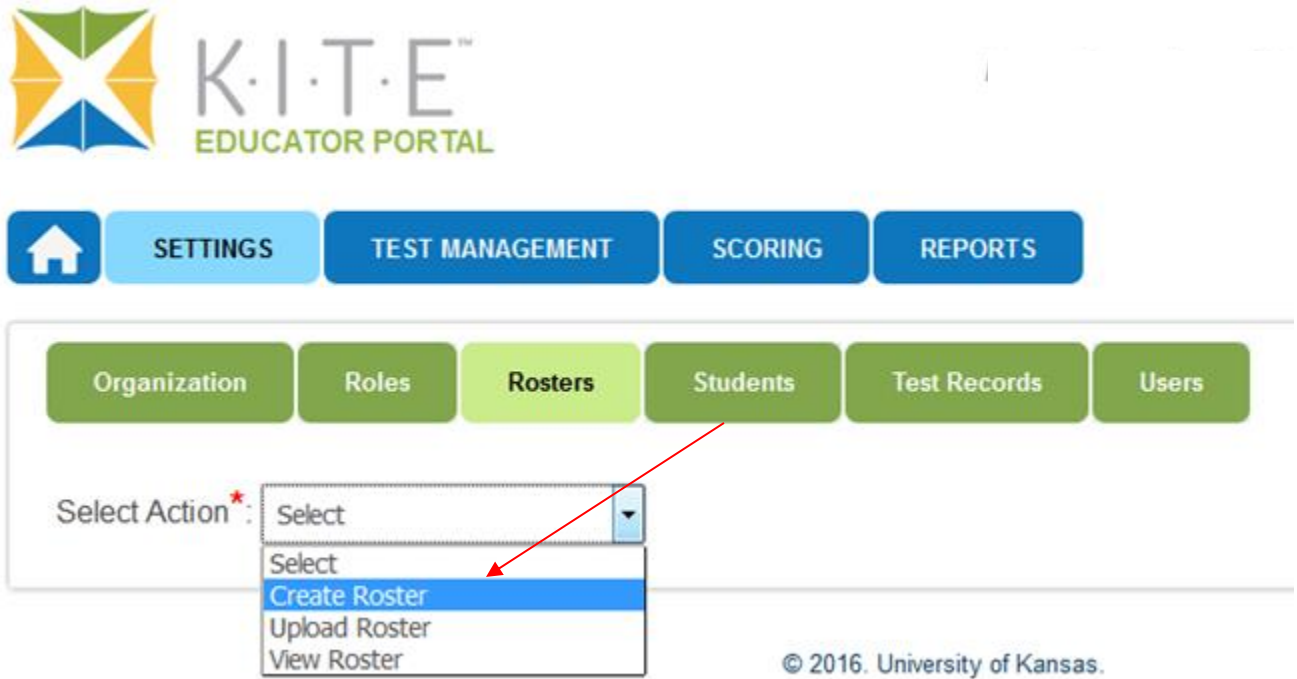
1. Click **Settings**.



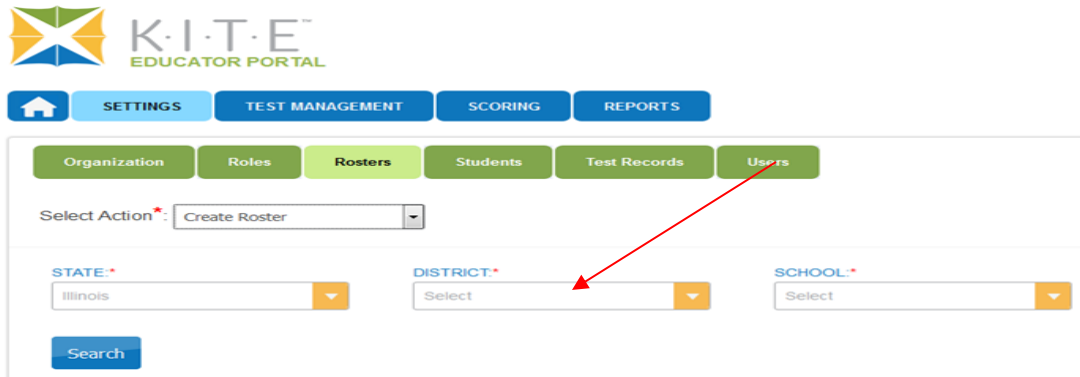
2. Click **Rosters**.



3. In the **Select Action** drop-down menu, select **Create Roster**.



4. Select your **District**



5. Select your **School**.

K.I.T.E. EDUCATOR PORTAL

SETTINGS TEST MANAGEMENT SCORING REPORTS

Organization Roles **Rosters** Students Test Records Users

Select Action*: Create Roster

STATE* Illinois DISTRICT* Select SCHOOL* Select

Search

6. Click **Search**.

K.I.T.E. EDUCATOR PORTAL

SETTINGS TEST MANAGEMENT SCORING REPORTS

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Select Action*: Create Roster

STATE* Illinois DISTRICT* Select SCHOOL* Select

Search

7. Type a **Roster Name**. This can be anything to identify the teacher to the student and subject area (ex. Roberts Math or Roberts ELA)

K.I.T.E. EDUCATOR PORTAL Logged in as Laura Quimby State Assessment Administrator - Illinois

SETTINGS TEST MANAGEMENT SCORING REPORTS

Organization Roles **Rosters** Students Test Records Users

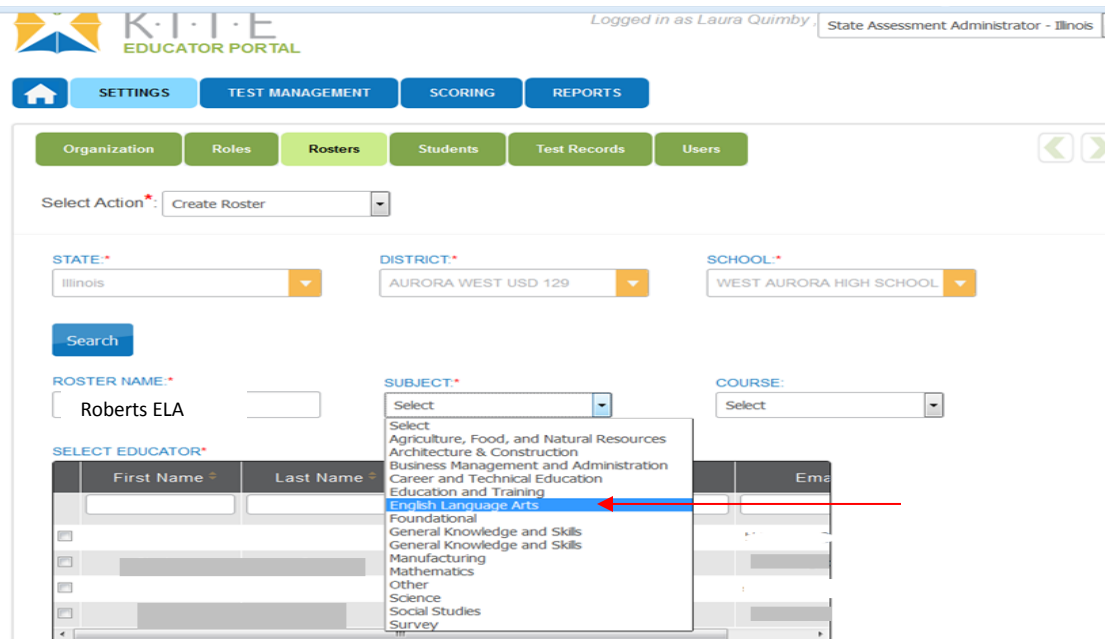
Select Action*: Create Roster

STATE* Illinois DISTRICT* AURORA WEST USD 129 SCHOOL* WEST AURORA HIGH SCHOOL

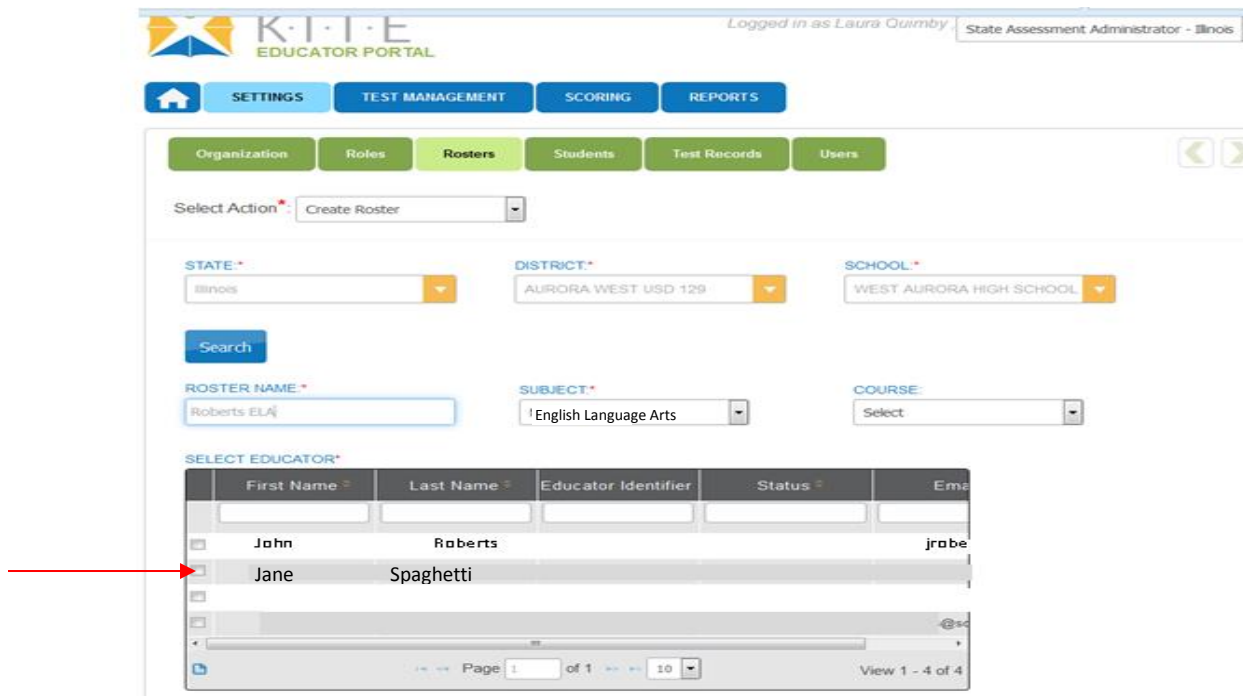
Search

ROSTER NAME* Roberts ELA SUBJECT* COURSE: Select

8. Select a **Subject**. Select only ELA and Mathematics



9. Click the checkbox next to one Educator.



Hint: You may only select one educator.

10. Select or clear the check boxes to remove or add students to the roster.

ROSTER NAME* SUBJECT* COURSE:

SELECT EDUCATOR*

	First Name	Last Name	Educator Identifier	Status	Email
<input type="checkbox"/>	John	Roberts			jrobe
<input type="checkbox"/>	Jane	Spaghetti			
<input type="checkbox"/>					@sc

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SELECT STUDENTS*

<input type="checkbox"/>	Student Identifier	First Name	Middle Name	Last Name	Gender
<input type="checkbox"/>	1235846	Meghan	D	Doe	

Page 1 of 0 No records to view

Hint: You may select more than one student.

11. Click **Save**.

SELECT STUDENTS*

<input type="checkbox"/>	Student Identifier	First Name	Middle Name	Last Name	Gender
<input type="checkbox"/>					

Page 1 of 0 No records to view

12. To close the roster, click **X**.

HELP DESK

For questions regarding the online testing system or for additional assistance, please contact the Service Desk at 1-855-277-9751 (toll-free) or DLM-support@ku.edu.

- The Service Desk is open Monday through Friday from 8:00 a.m. to 7:00 p.m. Central Time.
- During your state's spring testing window, the Service Desk is open from 7:00 a.m. to 7:00 p.m. Central Time.
- The Service Desk is closed in observance of the following holidays.

Labor Day	Monday, September 7, 2015
Veterans Day	Wednesday, November 11, 2015
Thanksgiving Day	Thursday, November 26, 2015 & Friday, November 27, 2015
Christmas & New Year's break	Thursday, December 24, 2015 (half day) through Friday, January 1, 2016
Martin Luther King, Jr. Day	Monday, January 18, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016