

DYNAMIC[™]
LEARNING MAPS

GUIDE TO UPDATING
USERS IN EDUCATOR
PORTAL 2016-2017



Revision Date: November 4, 2016

Version 4.0

DYNAMIC LEARNING MAPS CONSORTIUM
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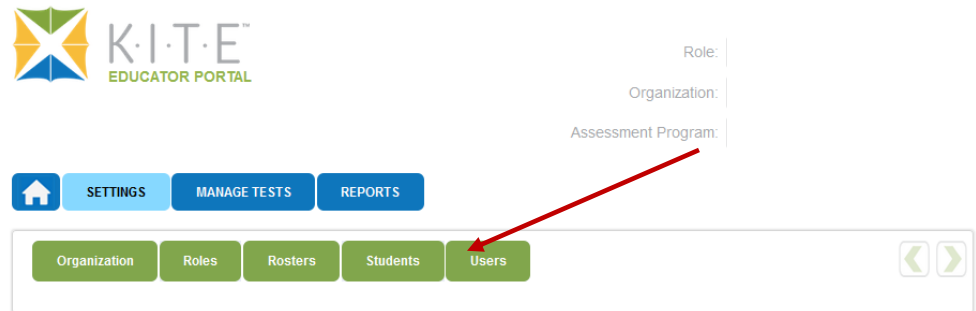
Updating Users

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

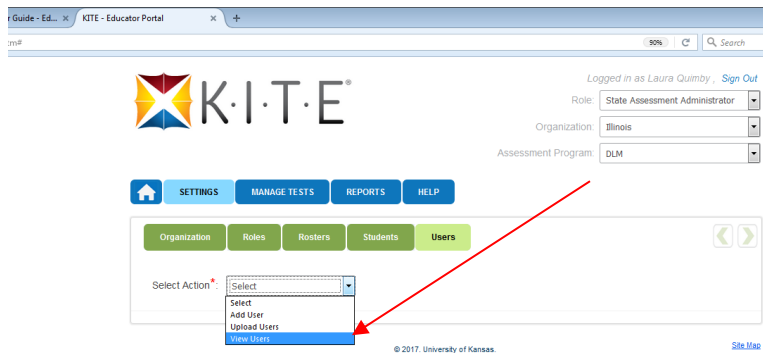
1. Click **Settings**.



2. Click **Users**.



3. In the **Select Action** drop-down menu, select **View Users**.



4. Select your District

Navigation: Home, SETTINGS, MANAGE TESTS, REPORTS, HELP

Organization: Roles, Rosters, Students, **Users**

Select Action*: View Users

SELECT ORGANIZATION
Specify organization level and click on search!

STATE*: Illinois

DISTRICT: Select

SCHOOL: Select

Include Inactive Users

Search

Status	Educator Identifier	First Name	Last Name	Email
All				

Page 1 of 0 90 No records to view

5. Select your School.

Navigation: Home, SETTINGS, MANAGE TESTS, REPORTS, HELP

Organization: Roles, Rosters, Students, **Users**

Select Action*: View Users

SELECT ORGANIZATION
Specify organization level and click on search!

STATE*: Illinois

DISTRICT: Select

SCHOOL: Select

Include Inactive Users

Search

Status	Educator Identifier	First Name	Last Name	Email
All				

Page 1 of 0 90 No records to view

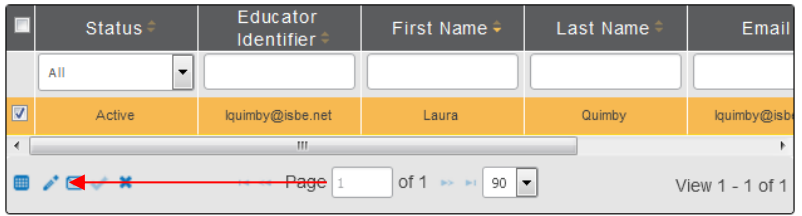
6. Click Search.

7. Select the user by checking the box.

Status	Educator Identifier	First Name	Last Name	Email	
All					
<input checked="" type="checkbox"/>	Active	lquimby@isbe.net	Laura	Quimby	lquimby@isb

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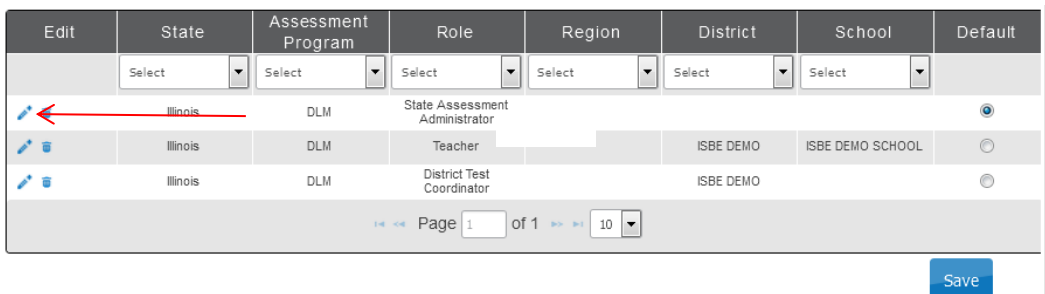
8. Click on the pencil icon.



A screenshot of a user list table. The table has columns for Status, Educator Identifier, First Name, Last Name, and Email. The first row is highlighted in orange and contains the text: Active, lquimby@isbe.net, Laura, Quimby, lquimby@isbe.net. Below the table is a pagination bar showing "Page 1 of 1" and "View 1 - 1 of 1". A red arrow points to a pencil icon in the bottom left corner of the table area.

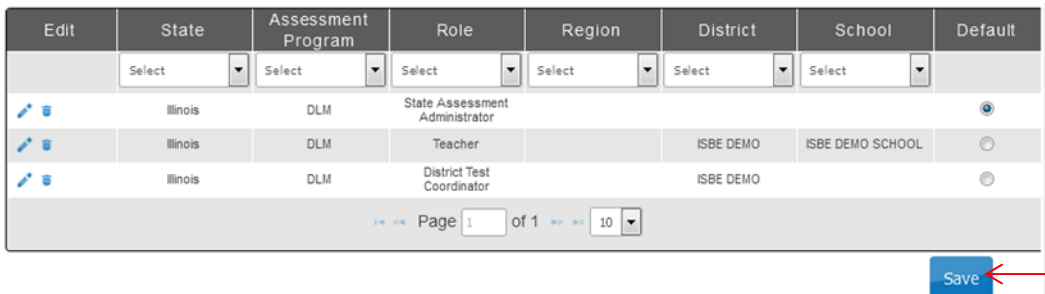
9. Edit the information that needs to be updated (last name, email address, educator identifier).

10. To edit the organization or role, click the pencil icon next to the row that needs to be updated.



A screenshot of a table with columns: Edit, State, Assessment Program, Role, Region, District, School, and Default. The table contains three rows of data. The first row is highlighted in grey and has a pencil icon next to it, with a red arrow pointing to it. The second row is highlighted in orange and has a pencil icon next to it. The third row is highlighted in grey and has a pencil icon next to it. Below the table is a pagination bar showing "Page 1 of 1" and "10". A blue "Save" button is located at the bottom right of the table area.

11. When all updates are completed, click Save.



A screenshot of the same table as in the previous image. The table contains three rows of data. The first row is highlighted in grey and has a pencil icon next to it. The second row is highlighted in orange and has a pencil icon next to it. The third row is highlighted in grey and has a pencil icon next to it. Below the table is a pagination bar showing "Page 1 of 1" and "10". A blue "Save" button is located at the bottom right of the table area, with a red arrow pointing to it.

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	September 5, 2016
Veterans Day	November 11, 2016
Thanksgiving Day	November 24-25, 2016
Christmas & New Year's break	December 24, 2016-January 3, 2016
Martin Luther King, Jr. Day	January 16, 2017
Memorial Day	May 29, 2017
Independence Day	July 4, 2017