DATA MANAGEMENT FAQ

EDUCATOR PORTAL PROCEDURES

Resources
- EDUCATOR PORTAL USER GUIDE
- DATA MANAGEMENT MANUAL

How do we get into Educator Portal?
To get to Educator Portal, go to https://educator.cete.us. If you do not have an account, contact your State Education Agency to request an account.

What is my username and password for Educator Portal?
Once your account has been created, you will receive an activation email from Educator Portal. Please follow the instructions in the email. Your username should be your professional email address.

Who will create Educator Portal accounts for district assessment coordinators, technology personnel and data managers?
District Test Coordinators (DTCs) should contact their State Education Agency and request an Educator Portal account. Once the DTC account is activated, then the DTC can upload other district accounts. In all cases, no account in educator portal can create a parallel or higher account, e.g. a DTC cannot assign another DTC.

What templates will we need to use to upload users and students into Educator Portal?
To upload users and students into EP, you will need three .CSV templates: the user template, enrollment template, and roster template. The user template allows you to upload teachers/test administrators and district staff. The enrollment template allows you to upload student data. The roster template ties the student to the teacher.

What order is recommended for uploading the .CSV files? Does it matter?
Upload files in this order: user file, enrollment file, and finally roster file. Uploading the files in a different order leads to system errors. Once the user file template is

uploaded and any errors are corrected, then the enrollment file template can be uploaded and so on to the roster file template.

What is a .CSV file and do I have to use it? Does it matter?

CSV stands for Comma-Separated Value. In computing, a comma-separated values (CSV) file stores tabular data (numbers and text) in plain text. Each line of the file is a data record. Each record consists of one or more fields separated by commas. The use of the comma as a field separator is the source of the name for this file format. In the choices in the drop-down menu when saving a .CSV file, a data manager will find three choices. The .CSV must be saved as the comma delimited format. It does matter and must be used in the format or the upload will not work.

What do I use as the educator identifier?

The educator identifier is a unique identifier that matches the student with the test administrator on the roster file template. Some states already have an educator identifier in place for each teacher and may be the teacher's certificate number. Other states do not have this unique identifier. For those states, the data manager may use the teacher's official school email address in that field. NEVER use a teacher's social security number. Ask your district assessment coordinator what identifier should be used.

Can you complete a student upload by district instead of school?

Yes, you may upload students by district instead of individual school.

Do individual rosters have to be uploaded by school?

No, rosters can be uploaded by district rather than by school.

Who is responsible for removing users in Educator Portal?

A data manager or anyone with the correct permissions in Educator Portal, e.g., the district superintendent or a district user, can inactivate users in Educator Portal. See Active or Deactivate a User in the DATA MANAGEMENT MANUAL.

I set up an account, but do not have all the tabs I need. How do we get access to the whole district, not just the individual schools?

District staff should contact their local data manager to correct roles. The data manager should contact their State Education Agency to add the correct role.

Can a user update their own information in Educator Portal?

A user can change their own display name and the default role that appears upon

login (if the user has more than one role). A user's information can be edited in Educator Portal, e.g., add an educator identifier or add an additional role. However, a user cannot edit or change the roles in their own account. Someone with a role higher in the district can edit the user's account. Please see the EDUCATOR PORTAL USER GUIDE to learn how to edit user information.

Can multiple people have the same roles per district and school?

In many situations, multiple people may have the same role in a district or school. However, role capabilities for district and building test coordinators may vary by state, so contact your SEA if you have questions.

How do you delete a teacher that is no longer with your school?

Please inactivate the teacher in Educator Portal. See Active or Deactivate a User in the DATA MANAGEMENT MANUAL.

Do returning users access Educator Portal with the same username and password from last year?

Yes, if the returning user has the same email address as last year, they can access Educator Portal using the same username and password from last year.

How do you change district testing coordinators?

To change district test coordinators, contact your State Education Agency.

Is there a way to manually inactivate or remove a student?

Students can be removed using the User Interface, Student tab, and the dropdown function to Exit a Student. If many students need to be exited at one time, a Test, Clear, Exit (TEC) file can be used.

If someone was subscribed to Test Updates, and their email address has changed, will they still receive Test Update emails?

An individual with an email change should sign up for Test Updates using their new email address. http://dynamiclearningmaps.org/content/test-updates