

### Resources

- EDUCATOR PORTAL USER GUIDE
- DATA MANAGEMENT MANUAL

## EDUCATOR PORTAL

What is Educator Portal?

Educator Portal (EP) is the portion of the KITE<sup>®</sup> suite used for uploading and editing test administrators, students, and roster data. Data managers will become very familiar with this interface, and will have the primary responsibilities of collecting and uploading student, teacher, and roster information. Users with the role of teacher in Educator Portal may use EP to view their rosters and student data, complete the Access Profile (personal needs and preferences) and First Contact survey information, and access student login information.

### How do I get access to Educator Portal?

To get to Educator Portal, go to <https://educator.cete.us>. If you do not have an account, contact your assessment coordinator to request one.

### What is my username and password for Educator Portal?

Once your account has been created, you will immediately receive an activation email from Educator Portal. Please follow the instructions in the email. Your username should be your professional email address. If you do not see the email, check your junk mail. You may need to ask your technology staff to whitelist the address so that you can receive the email.

### Who will create Educator Portal accounts for district assessment coordinators, technology personnel, and data managers in Educator Portal?

The role of District Test Coordinator (DTC) role must be created by the state assessment administrator. Once the DTC account has been created, the DTC has the permissions to create other district accounts such as the District User. Once the data manager has been set up, then the data manager will upload the other users such as the building level accounts. NOTE: A user cannot set up a role with a higher or parallel permissions, e.g., a DTC cannot set up another DTC role.

**What templates should be used to upload users and students into Educator Portal?**

Three .CSV templates are used: the user template, enrollment template, and roster template. The user template is used to upload district, building staff, and teachers/test administrators. The enrollment template is used to upload student data. The roster template is used to roster a student to a test administrator/teacher.

**What order is recommended for uploading the .CSV files? Does it matter?**

The order of the uploads does matter. Upload files in this order: user file, enrollment file, and finally, roster file. Uploading the files in a different order can lead to system errors.

**What do I use as the educator identifier?**

The educator identifier is a required field for users with the role of Teacher. The educator identifier can be a teaching certificate number or it can be the teacher's official school email address. Your state assessment administrator can provide state specific information for this field. Never use a social security number for this field.

**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 a District Test Coordinator role in Educator Portal can inactivate users in Educator Portal.

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

The district user with the role of District Test Coordinator can correct the role assigned to the district staff who is responsible for data management.

**Can a user update their information in Educator Portal?**

User information can be updated. However, a user may have to contact the district data manager or DTC to update some of the fields, e.g., a user with the role of Teacher cannot update their own email address. 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. The number of staff in each role may vary by state. The state assessment administrator assigns the role of District Test Coordinator and provides direction for district and building roles.

### **How do you delete a teacher who 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 a previous 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?**

The state assessment administrator is responsible to change district test coordinators.

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

Yes, a student can be exited one at a time using the User Interface or multiple students can be exited using the Test, Exit, Clear (TEC) file template. See the EDUCATOR PORTAL USER GUIDE for instructions on how to remove a student.

### **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>