



## DLM<sup>®</sup> Monitoring the Assessment Using Extracts Helplet Transcript

Several extracts are available in Kite<sup>®</sup> Educator Portal to help monitor various aspects of the assessment. Extracts are particularly helpful to district- and building-level users. Teachers will also find extracts convenient to monitor assessment information for multiple students. Teachers who assess only a few students may find the MANAGE TESTS tab in Educator Portal sufficient for their monitoring needs.

Log in to Educator Portal and select the REPORTS tab. Then, select DATA EXTRACTS from the drop-down menu.

A list of available extracts will display. The list will vary depending on the user's role. The amount of data in the extracts will also vary depending on the user's role.

Select the New File button in the Action column to the right of the desired extract's name to access the extract. If the extract has been accessed previously, a pop-up message will explain that the previous extract will be deleted. To proceed with the request, select the Yes button.

Once generated, which may take a few minutes depending on the amount of data involved, the extract will appear as a downloadable CSV file in the File column. CSV files are like Microsoft Excel spreadsheets and can be filtered and sorted as desired.

Downloaded extracts must be securely saved or deleted since they contain private information. Follow state and district test security policies and procedures.

Consult the EDUCATOR PORTAL USER GUIDE for detailed information about each extract.