

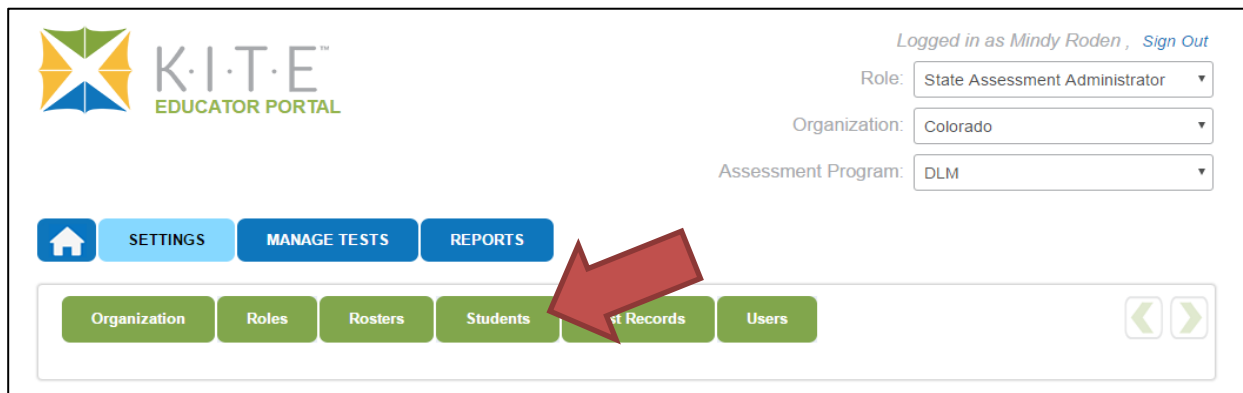


Instructions for enrolling students in Educator Portal manually

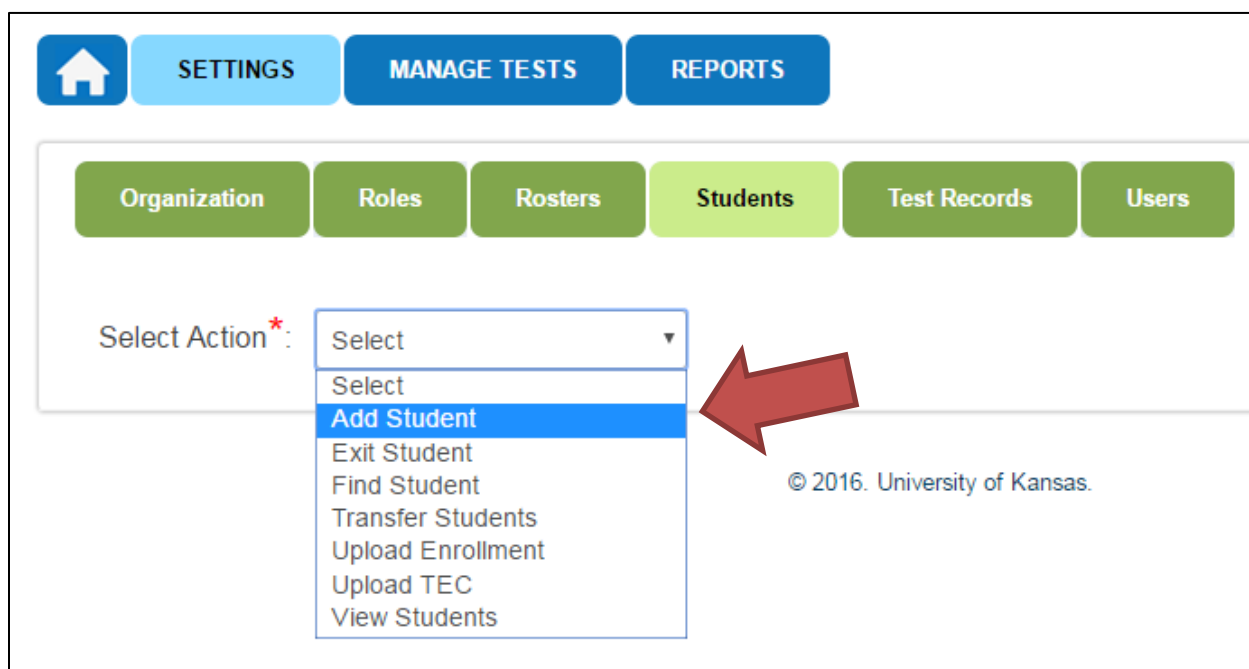
The following instructions are for entering a student into Educator Portal manually via the user interface. If you need to enroll multiple students, it may be faster to use the User Upload template found at [Enrollment Upload Template](#). Please see section Manage Enrollment Data in the *Data Management Manual* located at [DLM Data Management Manual](#) for specific directions.



1. Select the “Settings” tab.



2. Select the “Students” tab.



3. Select “Add Student” from the drop down menu.

STATE:* Colorado	DISTRICT:* Training District	SCHOOL:* High School
LEGAL FIRST NAME:* M	LEGAL MIDDLE NAME: 	LEGAL LAST NAME:* Roden
GENERATION: Select	DATE OF BIRTH:* 08/01/2016	GENDER:* Female
CURRENT SCHOOL YEAR:* 2017	CURRENT GRADE:* Grade 3	AYP SCHOOL IDENTIFIER:
ATTENDANCE DISTRICT IDENTIFIER: 00000000	ATTENDANCE SCHOOL IDENTIFIER: 0003	COMPREHENSIVE RACE:* White
HISPANIC ETHNICITY:* No	FIRST LANGUAGE: Select	STATE STUDENT IDENTIFIER:* 1010101010
LOCAL STUDENT IDENTIFIER: 	GIFTED STUDENT: Select	STATE ENTRY DATE: mm/dd/yyyy
SCHOOL ENTRY DATE:* 08/02/2016	DISTRICT ENTRY DATE: mm/dd/yyyy	PRIMARY DISABILITY CODE:* Documented Disability
ASSESSMENT PROGRAM:* Dynamic Learning Maps	ESOL PARTICIPATION CODE:* Not Eligible [0]	

4. Complete the information requested. Fields marked with a red asterisk are required. Once you select your district and school, the attendance district and attendance school fields will auto-populate.

Special Notes:

- Use **“Not eligible”** for the ESOL participation code for **ALL** students. The codes used by DLM do not correspond to codes used in Colorado.
- Carefully check the accuracy of the students SSAID.

ASSESSMENT PROGRAM:*
 Dynamic Learning Maps

ESOL PARTICIPATION CODE:*
 Select

USA ENTRY DATE:
 mm/dd/yyyy

Save Reset

5. Select the “Save” button to save the information. If you leave this page or close your browser without saving, the information will be lost.

Home SETTINGS MANAGE TESTS REPORTS

Organization Roles Rosters Students Test Records Users

Select Action*:
 View Students

SELECT ORGANIZATION
 Specify organization level search

STATE*:
 Colorado

DISTRICT*:
 Select

SCHOOL:
 Select

Search

View Students
 Select
 Add Student
 Exit Student
 Find Student
 Transfer Students
 Upload Enrollment
 Upload TEC
 View Students

Student ID First Name Last Name

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6. You can verify that the system saved the student by returning to the drop down menu under the “Student” tab. Select “View Students” to verify that the student was added.

Home SETTINGS MANAGE TESTS REPORTS

Organization Roles Rosters **Students** Test Records Users

Select Action*: View Students

SELECT ORGANIZATION
Specify organization level and click on search

STATE*: Colorado

DISTRICT*: Training District

SCHOOL: Select

Search

State ID	First Name	Last Name	Current School Year	Local Id
1010101010	M	Roden	2017	

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- The student will appear in the list of students. Remember to scroll to the right to see all of the information including the PNP and First Contact Survey status.

Select Action*: Add Student

Student already exists with same state student identifier.

STATE*: Colorado

DISTRICT*: Training District

SCHOOL*: Middle School

LEGAL FIRST NAME*: Mel

LEGAL MIDDLE NAME:

LEGAL LAST NAME*: Roden

GENERATION: Select

DATE OF BIRTH*: 08/16/2010

GENDER*: Male

- If the student with the same SSAID was already enrolled as a student in the Educator Portal system, either in the current district or in a previous district, you will not be able to add the student via the user interface. You will need to use the Enrollment Upload template to add the student. If the student name, gender, birthdate, etc. are different, the system will not enroll the student because it matches on SSAID.

Home SETTINGS MANAGE TESTS REPORTS

Organization Roles Rosters **Students** Test Records Users

Select Action*: Find Student

FIND STUDENT RECORD

STATE STUDENT IDENTIFIER: *

1010101010 Search

9. You may select “Find Student” from the drop down menu in order to search for the student by SSAID. You must enter the entire SSAID.