Instructions for generating a test record report in Educator Portal.

District Admin

Monitoring Student Completion

1. Select the Reports tab.



1. Select the Data Extracts tab.

Remember in KITE Educator Portal the active tab is white.



1. Select the New File button for the report to be created.

DLM Test Administration Monitoring.



1. Complete the extract filters.



Leave blank for district report.

Do not change instructional dates

1. Select “Yes” for the pop-up.
2. Select the CSV icon to download the report.



1. Open the file.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Column | Data | Column | Data | Column | Data |
| A | Subject (ELA or Math) | G | Educator Last Name | M | Local ID |
| B | State | H | Educator First Name | N- Q | N/A for Colorado |
| C | District | I | Grade Level | R | Number of Testlets NOT started |
| D | School ID | J | Student Last Name | S | Number of Testlets In Progress |
| E | School Name | K | Student First Name | T | Number of Testlets Completed |
| F | Educator ID | L | SASID | U | Number of Testlets Required |