

Subject CBT Update - NYSAA Exports
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From: Kathleen Moorhead
To: "A statewide discussion list used to communicate about computer-based testing (CBT)."
Date: 01/21/2016 05:01 PM

District and Building Test Coordinators can export reports out of the KITE Educator Portal system for all user, enrollment and roster data that has been submitted to date.

Here's how to extract the reports:

Users

- Once logged in, go to the blue REPORTS tab and then select "Downloads" on the left.
- Select "New File" in the 'Action' column for the 'Users' Extract. In the pop-ups, select your district (if not already populated) and leave the school field blank for a list of all district users. Select a school for a school-specific report.
- Click on "OK".
- Once the report is generated, a date stamp will replace "in queue" in the 'File' column. You'll then be able to click the CSV link to download it.

Enrollment (students)

- Once logged in, go to the blue REPORTS tab and then select "Downloads" on the left.
- Select "New File" for the 'Current Enrollment' Extract. In the pop-ups, select your district (if not already populated) and leave the school field blank for a list of all district enrollment. Select a school for a school-specific report.
- Click on "OK".
- Once the report is generated, a date stamp will replace "in queue" in the 'File' column. You'll then be able to click the CSV link to download it.

Rosters

- Once logged in, go to the blue REPORTS tab and then select "Downloads" on the left.
- Select "New File" for the 'Roster' Extract. In the pop-ups, select your district (if not already populated) and leave the school field blank for a list of all district rosters. Select a school for a school-specific report.
- Click on "OK".
- Once the report is generated, a date stamp will replace "in queue" in the 'File' column. You'll then be able to click the CSV link to download it.

If you need assistance, please contact the DLM Service Desk at 1-855-277-9751 (toll-free) or DLM-support@ku.edu.

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