
Chapter 7: Data Extracts and Reports

Note: Most of these reports include Personally Identifiable Information (PII), so please take appropriate precautions to protect saved files.

Educator Portal can produce different types of reports. The reports that are available to you will depend on your role in Educator Portal and your organization. For example, to create district-level reports, the user's role must be district-level or higher. In addition, some reports are only available at certain times of the year, for example, after summative, high stakes testing has been completed and scores have been processed.

Note: For help interpreting reports, refer to your organization's publications.

This chapter includes a procedure for creating a data extract, descriptions of several data extracts, and a procedure for printing reports.

Note: Progress reports (for ITI) and professional development extracts are described in the DLM® Appendix.

Note: Test ticket and student login extracts are described in the KAP Appendix.

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Data Extracts

Data extracts are CSV files that contain a copy of the information currently loaded into Educator Portal. Some of these extracts can be used to upload information into Educator Portal. All of the data extracts described in this chapter are created on the same screen. In fact, you use the same procedure to create each data extract; the main difference is choosing the New File button on a particular line of the screen.

The following pages contain a procedure for creating a data extract, followed by highlights of the information contained in each data extract.

Creating a Data Extract

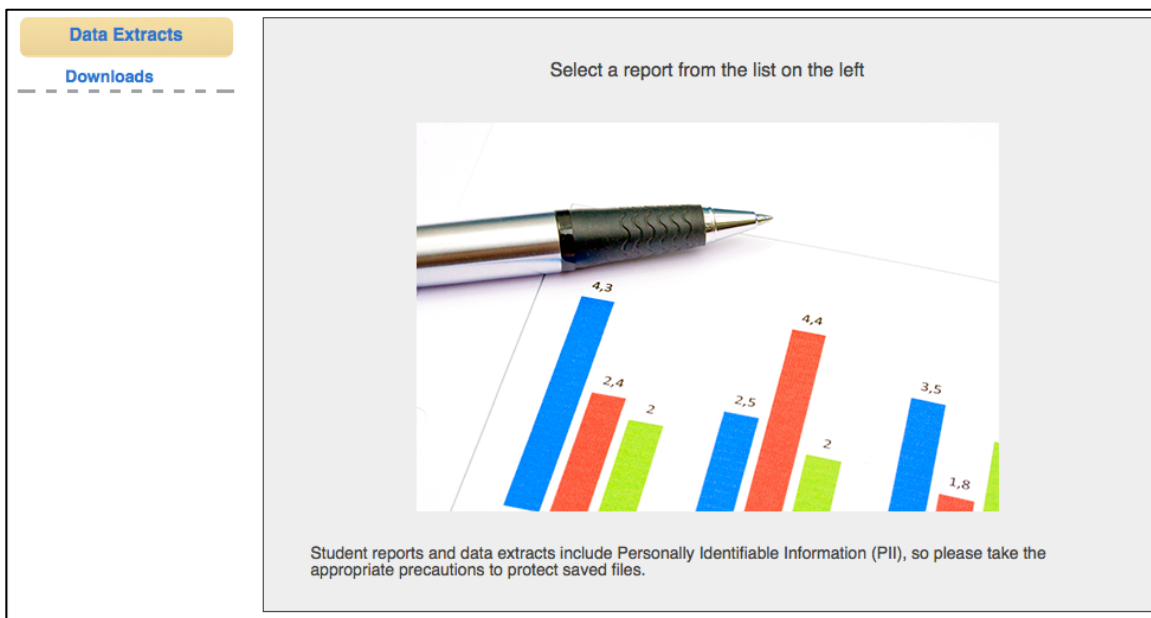
To create a data extract, perform the following steps.

Note: Each time a data extract is created, the older file will be unavailable. If you need to refer to the older file, save it before creating a new data extract.

1. Login to Educator Portal.
2. Click the Reports menu.



3. Under Data Extracts, click Downloads.



4. Locate the line for the file you wish to create.

- In the Action column, click the New File button.

STANDARD DATA EXTRACTS (CSV FILE)

Extract	Description	Requested	File	Action
Current Enrollment	Student enrollment information. File may also be used to upload enrollment information.			New File
Accessibility Profile	Student Personal Needs Profile (PNP) for students with any PNP selections.			New File
Roster	Student assignment specific to educator and subject.			New File
Users	Educator Portal users and their role(s) by organization.			New File
				New File
				New File
				New File
				New File

Note: Student data extracts include **Personally Identifiable Information (PII)**, so please take the appropriate precautions to **protect** saved files.

- If a window displays, use the drop-down menus to select information.

Note: Depending on your role, the data extract may or may not require you to select additional filters.

Hint: Fields marked with a red asterisks are required.

- Click OK.

Note: If an older version of the file exists, you will see a message asking you to confirm replacing the existing file. Click Yes.

- When the file is generated, click the CSV icon.

Requested	File	Action
	CSV	New File

- Open or save the CSV file.

Accessibility Profile (PNP)

Accessibility Profile creates a CSV file that lists the accessibility (PNP) settings for the students enrolled in a particular school. Only students who have PNP settings are included in the file. The file contains a column for every possible PNP setting and indicates if that setting has been chosen for a student.

Name of the File

When you save the Accessibility Profile download, the file will have the following name:

Educator_Portal_PNP_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
 UserID is your user identification number.
 MM-DD-YY is the month, day, and year the file was created.
 HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes information about a student's PNP settings. Each of the possible PNP settings is included in the file. See the example below.

	D	E	P	Q	R	S
1	Student Last Name	Student First Name	Display - Overlay Color	Display - Overlay Color Activate by Default	Display - Overlay Color Code	Display - Overlay Color Desc
2	Sample1	One	Not Selected	N/A	N/A	N/A
3	Sample2	Two	Selected	Selected	#87cffd	Light Sky Blue
4	Sample3	Three	Selected	Selected	#5f2a4	Pale Goldenrod

The file indicates whether or not an accommodation has been selected for a student, and, if an accommodation has multiple settings, the details of those settings are listed. For example, the overlay color can be set to one of several pre-determined colors. The file lists the hexadecimal value of the color selected (e.g., #87cffd) as well as the description of the color (e.g., Light Sky Blue). You may also see the following results in columns:

- N/A – indicates that the accommodation has not been selected, either because the selection depends upon another item being checked or because the accommodation is not available for your organization.
- Not Selected – appears when an accommodation has been selected, but “Activate by Default” has not been selected.
- Selected – indicates that the accommodation has been selected on the student's PNP.

Some columns on the file that may be of particular interest are described in the table below.

Column Name	Description
Last Modified Time	Lists the date and time that the PNP settings were last modified. The format used is MM/DD/YYYY HH:MM AM/PM and time zone.
Last Modified By	The name of the person who made the last change to the PNP settings.

Accessibility Profile Summary

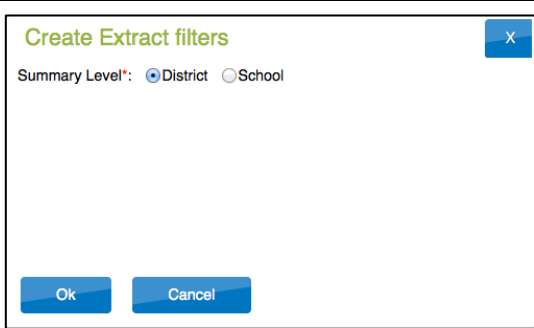
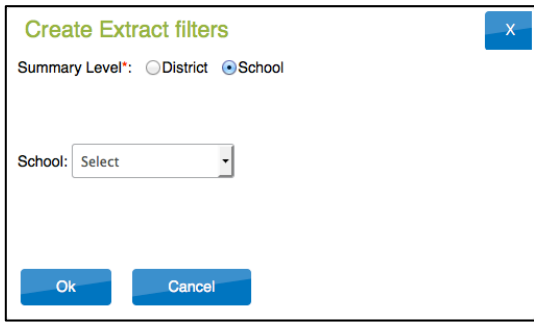
Accessibility Profile Summary creates a CSV file that lists the total number of students who have a particular setting on their Access Profile (PNP). The students are counted in two categories: DLM and General Assessment, so a CSV file will contain a minimum of two lines.

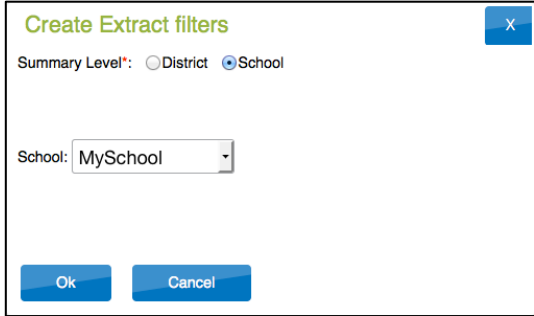
Depending upon your organization and role, you can retrieve summary data in several configurations. If you have district-level or state-level access, you will need to select filters for the file.

Note: If you have school-level access to Educator Portal (i.e., you access the data for one school), you will not need to select any filters. The CSV file will have two lines of data, summarizing the PNP settings for your school.

District-Level Access

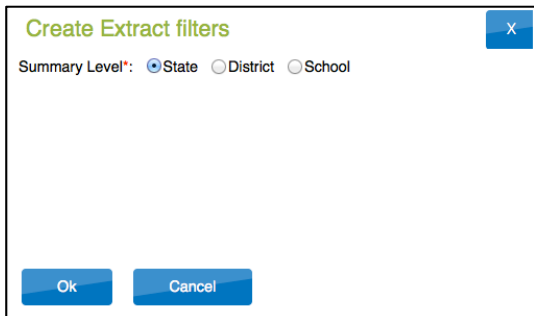
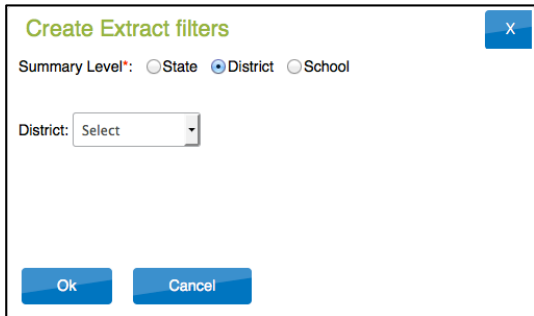
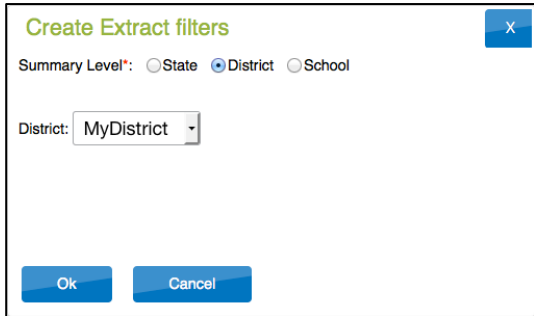
The district-level filter window displays a choice of two summary levels: District or School and three possible combinations for selecting the data to be included in the CSV file.

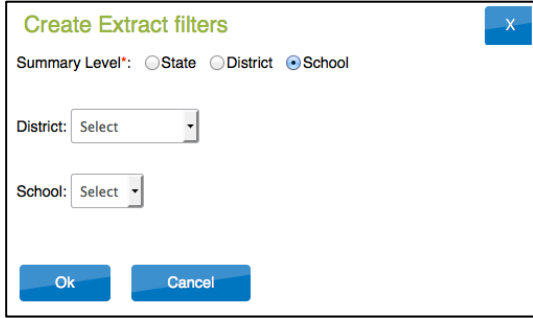
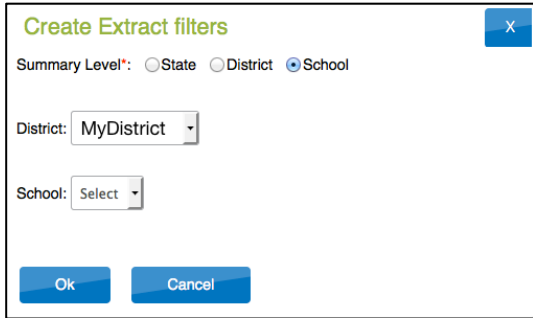
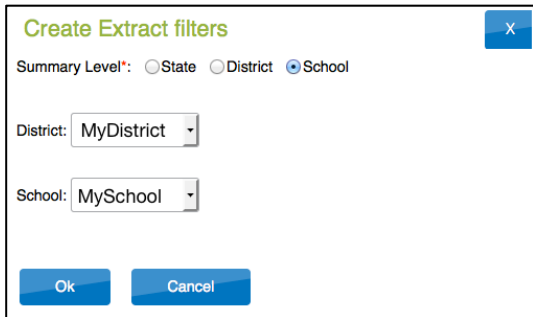
Settings	Filter	CSV Contents
District Summary Level		CSV file contains two lines of data – PNP counts summarized for the district.
School Summary Level		CSV file contains multiple lines of data – two lines for each of the schools in the district.

Settings	Filter	CSV Contents
School Summary Level School selected		CSV file contains two lines of data – PNP counts summarized for a single school.

State-Level Access

The state-level filter window displays a choice of three summary levels: State, District, or School and six possible combinations for selecting the data to be included in the CSV file.

Settings	Filter	CSV Contents
State Summary Level		CSV file contains two lines of data – PNP counts summarized for the entire state.
District Summary Level		CSV file contains multiple lines of data – two lines for each of the districts in the state.
District Summary Level District selected		CSV file contains two lines of data – PNP counts summarized for a single district.

Settings	Filter	CSV Contents
School Summary Level		CSV file contains multiple lines of data – two lines for each of the schools in the state.
School Summary Level District selected		CSV file contains multiple lines of data – two lines for each of the schools in the selected district.
School Summary Level District Selected School selected		CSV file contains two lines of data – PNP counts summarized for a single school.

Name of the File

When you save the Accessibility Profile Summary download, the file will have the following name:

Summary_Accessibility_Profile_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
 UserID is your user identification number.
 MM-DD-YY is the month, day, and year the file was created.
 HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes information about the PNP settings in use. Unlike the Accessibility Profile file, PNP settings are summarized by category. See the example below.

E	F	G	H
Display - Magnification	Display - Overlay Color	Display - Invert Color Choice	Display - Masking
1	2	2	1
0	0	0	0

As you can see in the example, the file provides a count of the total number of students who have the accommodation selected in their PNP.

Current Enrollment

Current Enrollment creates a CSV file listing the students enrolled in a particular school.

Note: If your program will use the file to maintain enrollment records, be sure to delete the first five columns in the file (state, district, school, modified time, and modified by) before uploading the CSV.

Name of the File

When you save the Current Enrollment download, the file will have the following name:

KITE_Enrollment_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
UserID is your user identification number.
MM-DD-YY is the month, day, and year the file was created.
HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes information about each student. With the addition of Extract_State, Extract_District, Extract_School, Extract_Last_Modified_Time, and Extract_Last_Modified_By, the columns are the same as those in the Enrollment CSV described in Chapter 4: Students.

Roster

Roster creates a CSV file that lists the students and teachers on every roster in a particular school.

Note: If your program will use the file to maintain rosters, be sure to delete the first five columns in the file (state, district, school, modified time, and modified by) before uploading the CSV.

Name of the File

When you save the Roster download, the file will have the following name:

KITE_Roster_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
UserID is your user identification number.
MM-DD-YY is the month, day, and year the file was created.
HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes information about rosters. With the addition of Extract_State, Extract_District, Extract_School, Extract_Last_Modified_Time, Extract_Last_Modified_By Assessment Program 1, Assessment Program 2, Assessment Program 3, and Assessment Program 4, the columns are the same as those in the Roster CSV described in Chapter 5: Rosters.

Test Records

Test Records creates a CSV file that lists the test type(s) and subject(s) in which a student is currently enrolled.

Note: If your program uses the TEC CSV and plans to use the Test Record file to upload test information, be sure to delete the first three columns in the file (state, district, and school) before uploading the CSV.

Name of the File

When you save the Test Records download, the file will have the following name:

KITE_TEC_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
UserID is your user identification number.
MM-DD-YY is the month, day, and year the file was created.
HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes information about a student's test type(s) and subject(s). With the addition of Extract State, Extract District, Extract School Name, and Grade, the columns are the same as those in the TEC CSV described in Chapter 4: Students.

Note: The test type codes and subjects are program-specific.

Users

Note: Depending upon your organization and role, you may not be able to access this function. If the row does not display, the procedure is not allowed.

Users creates a CSV file that lists the users and their role(s) in a particular school. When you create the file, you must select the school. The file contains a column for all of the roles available in Educator Portal and indicates if that role has been assigned to the user.

Name of the File

When you save the Users download, the file will have the following name:

KITE_User_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Hint: OrgID is the organization identifier for your school or district.
 UserID is your user identification number.
 MM-DD-YY is the month, day, and year the file was created.
 HH-MM-SS is the hour, minute, and second the file was created.

Fields in the File

The file includes information about the roles assigned to a user. You can see the user's name, educator ID (if applicable), email address, and each organization to which the user belongs. If a user is assigned to more than one organization, they will appear on multiple lines in the CSV. For example, if an educator works in more than one school, they would appear on a line for each school in the CSV.

All of the roles that the user is assigned for a particular organization appear on a single line of the CSV. For example, if the user is a Building Test Coordinator and a Building Principal, you would see an X in each column.

	B	C	D	H	J	N	O	AE
1	Legal First Name	Legal Last Name	Educator Identifier	Organization Name	User Status	Building Principal	Building Test Coordinator	Teacher
2	Educator	LastName		MySchool	Pending	x		
3	FirstName	LastName		MySchool	Active		x	X

Reports

The reports in Educator Portal are created after summative testing has completed in a state and the scores have been processed and recorded. Depending upon your assessment program and role you may or may not have access to these reports.

Note: These reports contain data about summative assessments. The information contained in the report is available at certain times of the year. If you cannot access the reports, check with your organization to see if the reports are currently available.

To print a report, perform the following steps.

1. Log in to Educator Portal.
2. Click the Reports menu.



3. On the left side of the screen, click the report name.

Note: The choices available to you will vary depending upon your role in Educator Portal, your assessment program(s), and the data available after testing.

Hint: KAP reports are under General Assessments. DLM reports are under Alternate Assessments. cPass reports are under Career Pathways Assessments.

Data Extracts

Downloads

General Assessments

Student (Individual)

Student (Bundled)

School Summary

District Summary

Alternate Assessments

Instructionally Embedded

Student Progress

Class Roster

Student (Individual)

Student (Bundled)

Career Pathways Assessments

Student (Individual)

Student (Bundled)

School Detail

Select a report from the list on the left

Student reports and data extracts include Personally Identifiable Information (PII), so please take the appropriate precautions to protect saved files.

4. Use the menus to select the report criteria.

The screenshot shows a 'Report Criteria' dropdown menu with four items: 'District' (checked with a green checkmark), 'School' (with a circled '2'), 'Subject' (with a circled '3'), and 'Grade' (with a circled '4'). Below the menu is a large text input field labeled 'District Name'.

Note: Reports contain between one and four search criteria that must be selected. When a criterion has been selected, the number next to it will change to a green checkmark.

5. After all criteria have been selected, click a link to open a PDF of the report.

The screenshot shows the 'Report Criteria' menu with all four options (District, School, Subject, Grade) checked with green checkmarks. Below the menu are four columns: 'District Name', 'School Name', 'Subject', and 'Grade'. A list of 'StudentName (IDNumber)' entries is displayed, with the third entry highlighted by a red box.

Note: The links will vary depending upon the type of report.

Hint: For information on interpreting the results in the report, see your organization's publications.

Changes to the Chapter

The following table lists the changes made to this chapter since the last major release of the documentation.

Note: The Page column indicates the page number of the current manual where the change appears.

Change Logged	Page	Description of Change
3/3/17	N/A	No significant changes since the last release.