



How-To Guide, Spring 2016

Accessing Student Usernames and Passwords

Enrolled students will be assigned a username and password by Educator Portal. Student usernames remain the same while they are enrolled in an Alaska school district; passwords are updated yearly.

Usernames and passwords are required to login to the KITE Client (student testing interface) for both the interim testlets and the summative assessment. The AMP Summative test also requires a Daily Access Code (DAC).

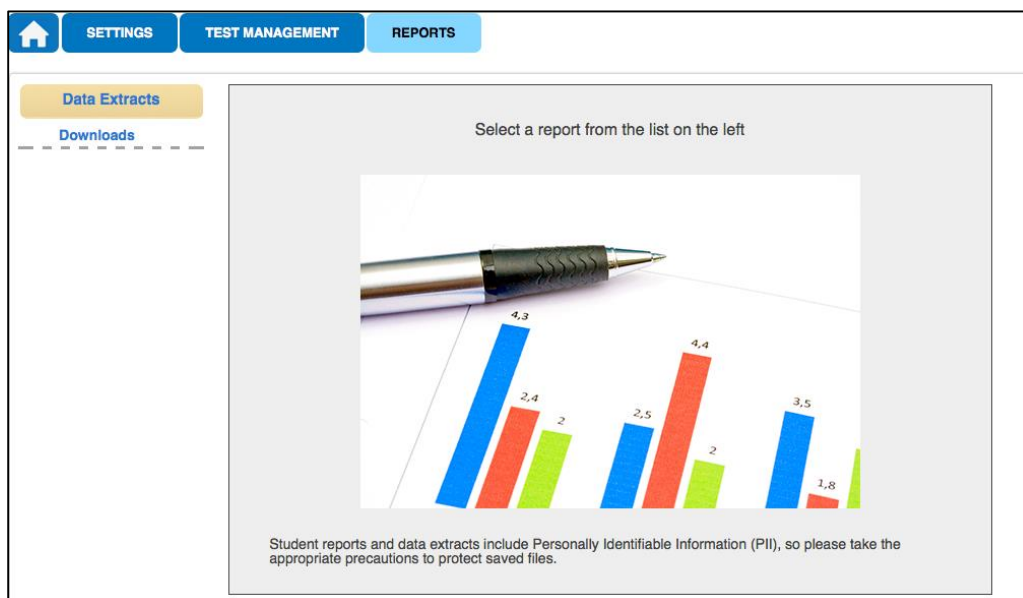
Note: Users with the role of DTC, BTC, Building Principal, Building user, and teachers with students rostered to them can access student usernames and passwords.

To access all student usernames and passwords, perform the following steps.

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



3. On the left side of the Reports screen under Data Extracts, click Downloads.



4. Locate the line for Student Login Usernames/Password.

STANDARD DATA EXTRACTS (CSV FILE)

Extract	Description	Requested	File	Action
			CSV	New File
			CSV	New File
			CSV	New File
			CSV	New File
			CSV	New File
				New File
			CSV	New File
			CSV	New File
			CSV	New File
Student Login Usernames/Passwords	Student login usernames and passwords by district, school, grade, subject and groupings, if applicable.	02/19/2016 12:07:27 PM	CSV	New File

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

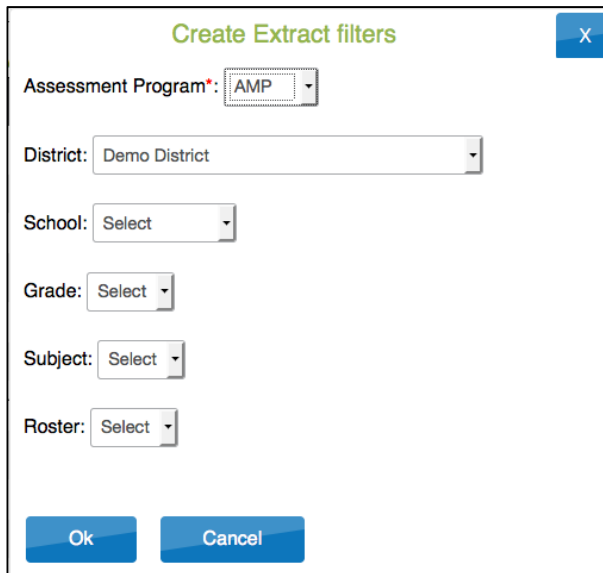
5. In the Action column, click the New File button.
6. Select AMP from the drop-down and click OK.

Create Extract filters X

Assessment Program*: AMP

Ok Cancel

7. Use the other drop-down menus to filter the extract based on your needs.



Create Extract filters

Assessment Program*: AMP

District: Demo District

School: Select

Grade: Select

Subject: Select

Roster: Select

Ok Cancel

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

Hint: To create an extract for an entire school, grade, etc, leave the dropdown as "Select."

8. 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.

9. When the file is generated, click the CSV link.



10. Open or save the CSV file.

Note: CSV files contain student usernames and passwords for several students. Keep this information secure and follow all policies and procedures related to handling secure student and test information.

Using the Usernames and Passwords Extract

An unfiltered extract will show all students in the organization, along with all of the rosters a student is assigned to. Students who are not assigned to rosters will also appear in the extract.

Use Excel or another spreadsheet program to manipulate the file to meet your needs. Some ideas include:

- sorting students by grade or roster and giving teachers master lists
- using mail merge to create stickers
- using mail merge to print on perforated business card templates
- keeping usernames and passwords on index cards for students to access as needed throughout the year