



Dynamic Learning Maps

CREATE A USER FILE

This is a required procedure for new users to EP. Returning users may access EP using their username and password from previous years.

To create a user file, follow these steps:

1. Download the User Upload CSV Template from your state's DLM webpage.

Hint: Always begin by downloading the template to ensure you have the current file.

2. Open the User Upload CSV Template in a spreadsheet program that saves data in the CSV format. The template **MUST** be uploaded as a CSV file format.

3. When using the data upload template, make sure all fields are formatted as text. This will preserve leading zeroes (an apostrophe may also be placed before the leading zeroes). After saving the file as CSV and reopening it, reset the format to text to ensure the leading zeroes remain and resave the file.

4. Using a new line (row) for each user, type the information for each new user into the CSV file.

5. Complete all required fields and non-required fields as possible for the best results.

6. Verify that all column headings appear in the file, even for fields left blank.

7. Save the file as a CSV file. The system will only load files saved in CSV format. Leave the file open on your screen. If the file is closed, formatting changes may be lost and have to be reformatted such as the added apostrophe for a leading zero(s).

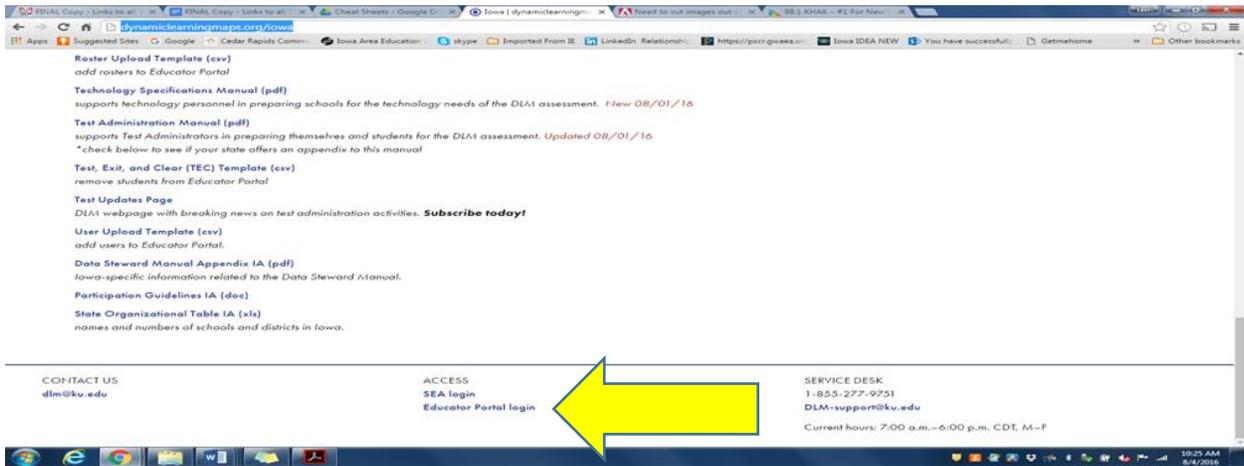
8. Save the file in an easily accessible location.

HINT: Data managers may save the original file as an .xls file to preserve all of the information for later use, but prior to an upload, the file must be opened and saved as a CSV (comma delimited) file or it will not upload. This is true for all file templates.



CVS File Upload

Access Educator Portal at: www.dynamiclearningmaps.org



Click Settings:



Click Users:



Adapted from the Data Management User Manual 2016: Dynamic Learning Maps pgs: 16-26
www.dynamiclearningmaps.org

From the Select Action drop-down menu, click **Upload Users and Apply Filters**



Select Action : Upload Users

SELECT ORGANIZATION
select file and organization level, click on Upload

STATE:*

DISTRICT:*

SCHOOL:

FILE:*

Upload

Click to find the CSV file on your computer. A browser window appears.



FILE:*

Upload

Locate the CSV file you created.

Click the file name to select it.

Click **Open**. The filename appears in the File field.

Click **Upload**. The confirmation message indicates the number of records uploaded and if applicable, the number of records rejected.



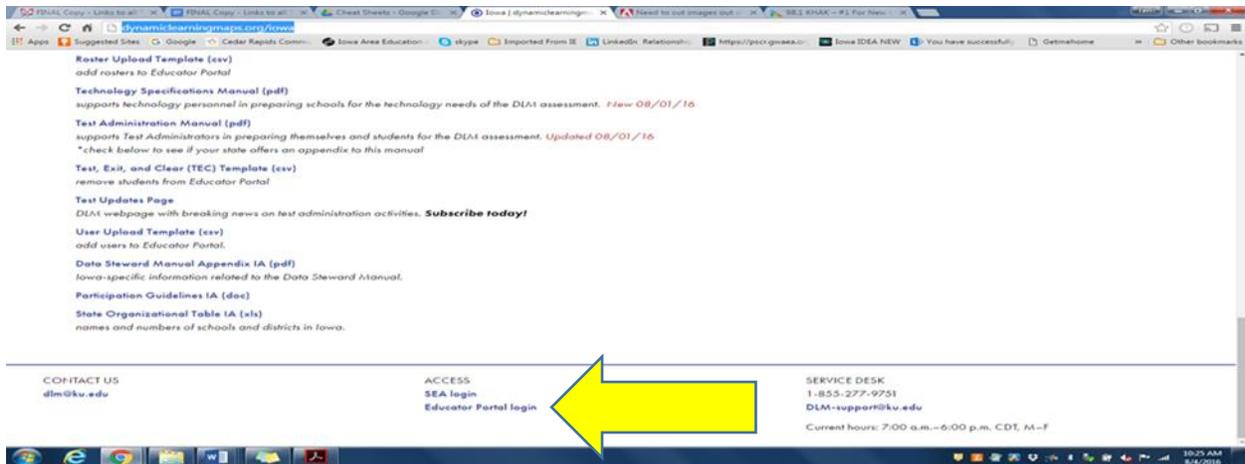
Date	Time	Status	File
12/02/2015	04:01:52 PM	Completed: Records Created/Updated: 2 Rejected: 2 Alerts: 0	
12/02/2015	02:14:10 PM	FAILED	

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Click **View Details** to see error messages related to the upload.

Manual Upload

Access Educator Portal at: www.dynamiclearningmaps.org



The screenshot shows the Dynamic Learning Maps website. The main content area lists several resources: Roster Upload Template (.csv), Technology Specifications Manual (.pdf), Test Administration Manual (.pdf), Test, Exit, and Clear (TEC) Template (.csv), Test Updates Page, User Upload Template (.csv), Data Steward Manual Appendix IA (.pdf), Participation Guidelines IA (.doc), and State Organizational Table IA (.xls). The footer contains contact information for the service desk and a yellow arrow pointing to the 'ACCESS' link, which includes 'SEA login' and 'Educator Portal login'.

Click on **Settings**:



Click on **USERS**



From **Select Action**, choose **Add User Manually**.



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The screenshot shows a navigation bar with four tabs: a home icon, 'SETTINGS', 'TEST MANAGEMENT', and 'REPORTS'. Below this is a secondary navigation bar with five green buttons: 'Organization', 'Rosters', 'Roles', 'Students', and 'Users'. A 'Select Action' dropdown menu is open, showing options: 'Select', 'View Users', 'Upload Users', and 'Add User Manually'. A mouse cursor is pointing at 'Add User Manually'. A red asterisk is next to the 'Select Action' label. In the bottom right corner, there is a copyright notice: '© 2015. University of Kansas.'

Complete the fields:

- First Name
- Last Name
- Email Address (will be used as the login ID)
- Educator Identifier (If the user is an educator, this field is required to allow students to be rostered to them.)
- Assessment Program



[Home](#)
[SETTINGS](#)
[TEST MANAGEMENT](#)
[REPORTS](#)

[Organization](#)
[Rosters](#)
[Roles](#)
[Students](#)
[Users](#)

Select Action*:

[Save](#)

USER INFORMATION

FIRST NAME:*
LAST NAME:*
EMAIL ADDRESS:*

EDUCATOR IDENTIFIER:
ASSESSMENT PROGRAM:*

SELECT ORGANIZATION TO ASSOCIATE

Select the desired state.
 Accept the pre-populated choices, or select choices for the fields.



SELECT ORGANIZATION & ASSIGN ROLES

STATE:*
Oklahoma

DISTRICT:
Select

SCHOOL:
Select

Default Organization *

Add Organization

ROLES:*

Available Roles	Default Role
<input type="checkbox"/> Building Principal	<input type="radio"/>
<input type="checkbox"/> Building Test Coordinator	<input type="radio"/>
<input type="checkbox"/> Building User	<input type="radio"/>
<input type="checkbox"/> Consortium Assessment Program Administrator	<input type="radio"/>
<input type="checkbox"/> District Superintendent	<input type="radio"/>
<input type="checkbox"/> District Test Coordinator	<input type="radio"/>
<input type="checkbox"/> District User	<input type="radio"/>

Note: Enter all known information to be sure the user is assigned the correct access level. All fields with a red asterisk are required.

Select the checkbox to the left of each desired role listed under **Available Roles**.

ROLES:*

Available Roles	Default Role
<input type="checkbox"/> School Test Coordinator	<input type="radio"/>
<input type="checkbox"/> Scorer	<input type="radio"/>
<input type="checkbox"/> State Assessment Administrator	<input type="radio"/>
<input type="checkbox"/> System Administrator	<input type="radio"/>
<input checked="" type="checkbox"/> Teacher	<input checked="" type="radio"/>
<input type="checkbox"/> Technology Director	<input type="radio"/>
<input type="checkbox"/> Test Administrator	<input type="radio"/>

Choose one Default Role.



Hint: Use the scroll bars to see all roles. For example, the Teacher role is near the bottom of the list.

ROLES:*

	Available Roles	Default Role
<input type="checkbox"/>	All Users	<input type="radio"/>
<input type="checkbox"/>	Building Test Coordinator	<input type="radio"/>
<input type="checkbox"/>	Building User	<input type="radio"/>
<input type="checkbox"/>	District Superintendent	<input type="radio"/>
<input type="checkbox"/>	District Test Coordinator	<input type="radio"/>
<input type="checkbox"/>	District User	<input type="radio"/>
<input type="checkbox"/>	Organization Assessment Administrator	<input type="radio"/>

Click **Save**.

Receive a confirmation message.

OrganizationRostersRolesStudents**Users**

Select Action* :

Successfully created User.

