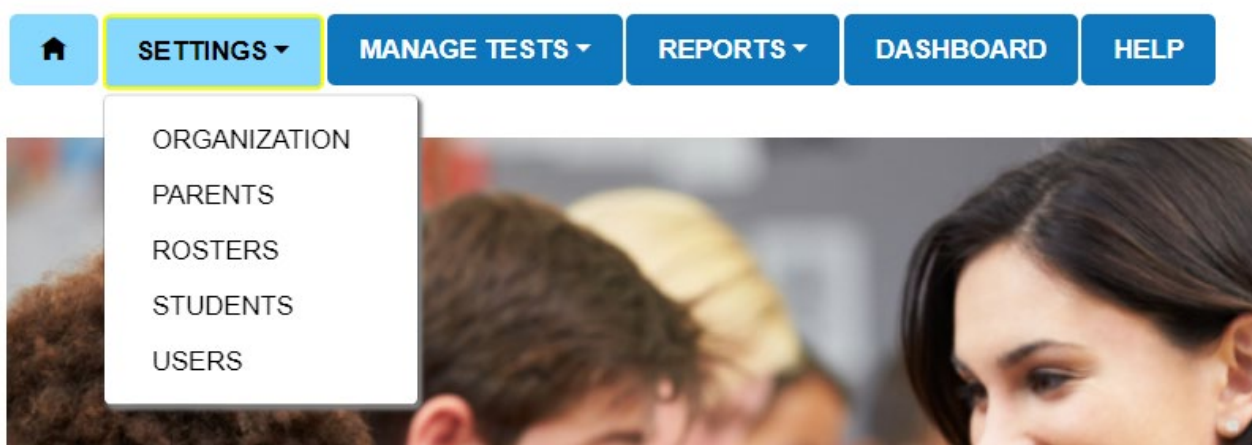


DLM - Add a Student Record Manually



inStudents can be manually enrolled to DLM on Educator Portal, as long as, the student has not already been uploaded with a TASC or TEST upload to Educator Portal. If a student is already appearing in KAP a DLM upload enrollment template must be used to move the student to the DLM. Refer to the [Data Management Manual](#) for using the upload enrollment template.

1. On Educator Portal (DLM), Click **Settings** then **Students**.



2. Select **Add Student**. Type the 10-digit SSID and click **Add**.

Add Student: Enter State Student Identifier

STATE STUDENT IDENTIFIER: *

3. An orange box may appear with 1 of 2 messages. If the student has previously been in the system, an orange box will appear asking if you would like to activate the student. Select yes. If the student is already active in another program, an upload enrollment template will need to be completed in order to move the student from the KAP to the DLM.

DLM- Add a Student Record Manually



- All fields with a red asterisk are required. Fill in as many fields as possible. However, the Gifted field must say NO. If the student is accountable to a different district and building make sure to enter that information.

Student		
LEGAL FIRST NAME:*	LEGAL MIDDLE NAME:	LEGAL LAST NAME:*
GENERATION: Select		
Demographic		
GENDER:*	DATE OF BIRTH:*	FIRST LANGUAGE:
Select	mm/dd/yyyy	Select
COMPREHENSIVE RACE:*	HISPANIC ETHNICITY:*	
Select	Select	
Profile		
PRIMARY DISABILITY CODE:*	GIFTED STUDENT:	ASSESSMENT PROGRAM:*
Select	Select	Dynamic Learning Maps-
ESOL PARTICIPATION CODE:*	ESOL ENTRY DATE:	USA ENTRY DATE:
Select	mm/dd/yyyy	mm/dd/yyyy
School Enrollment for 2021		
DISTRICT:*	SCHOOL:*	GRADE:*
Select	Select	Select
ACCOUNTABILITY DISTRICT:	ACCOUNTABILITY SCHOOL:	LOCAL STUDENT IDENTIFIER:
Select	Select	
STATE ENTRY DATE:	DISTRICT ENTRY DATE:	SCHOOL ENTRY DATE:*
mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Save Reset		

- Select **Save**.
- A message will appear. **This student record has successfully saved.** However, if each required field is not entered, a message in red will appear under any unfilled required field.

For more information, contact:

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