

# Guide to Downloading DLM Individual Student Reports

2015-16 DLM Individual Student Reports (ISR) are now available for download in KITE Educator Portal. The instructions below are also included in the [Educator Portal User Guide](#), beginning on page 78. Please note that only the educator portal roles of District Superintendent, District Test Coordinator, and Building Test Coordinator are able to access these reports for download. Once a district has downloaded the ISR, they should be shared with teachers and parents as soon as possible. DPI has created a [Sample Letter and Guide to Understanding DLM Reports](#), should you choose to use it.

## Directions for Locating Reports in Educator Portal and Downloading

Users with the appropriate access, as mentioned above, should follow the procedures below in KITE Educator Portal.

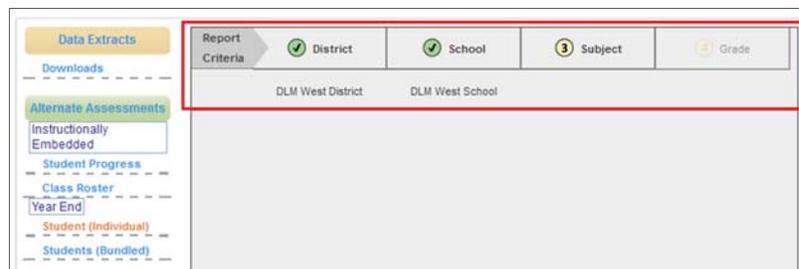
1. Click Reports.



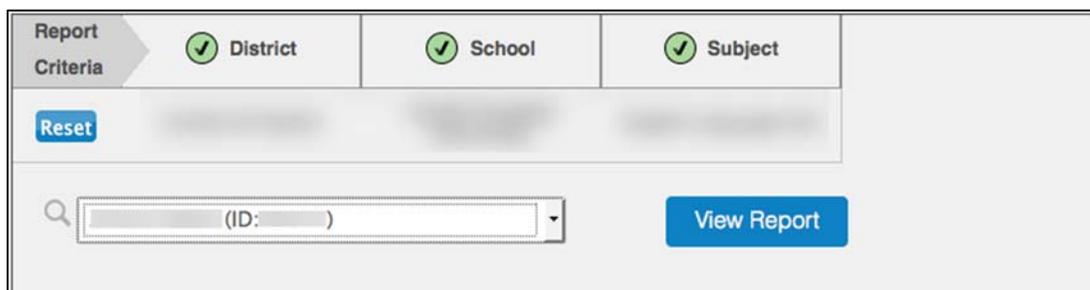
2. Under Alternate Assessments and Year End, select either Student (Individual) or Students (Bundled). These selections will only be visible to those who have access.



3. From the drop-down menus, select the District, School, Subject, and Grade.



4. For individual student reports, choose the student's name and click View Report.



For bundled student reports, select the district and school from the drop-down menus to gain access to PDF files for individual grades, which can then be saved locally.