# DLM- Add a Student Record Manually

Students can be manually enrolled in Kite Educator Portal if their IEP indicates they will be assessed with the alternate assessment. The OSDE does a bulk upload in the fall. This method of adding a student should be utilized after the bulk upload has been completed.

1. In Kite Educator Portal, select Settings then Students.

2. Select Add Students. Type in the STN for the student.
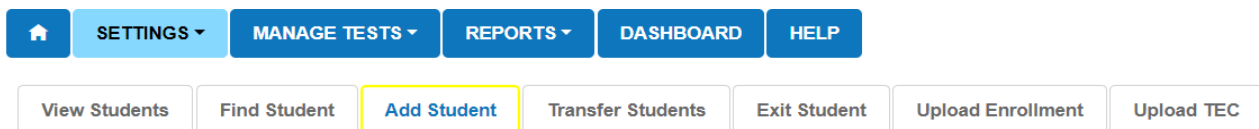
Add Student: Enter State Student Identifier

STATE STUDENT IDENTIFIER:*

Add

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 district, please reach to the contacts listed at the bottom of this document to assist in transferring the student.

4. All fields with a red asterisk are required. Please fill in as many fields as possible.

5. Select Save. A message will appear to indicate the student record was successfully saved.

If you have any questions, please reach out to Caroline Misner at caroline.misner@sde.ok.gov or Kristen Coleman at kristen.coleman@sde.ok.gov.