KITE EDUCATOR PORTAL MANUAL FOR TEST COORDINATORS

2022-2023

TABLE OF CONTENTS

OVERVIEW

The Kite® Suite is used to deliver Summative, Predictive Interim, and Instructional Interim (Mini-Tests) developed for the Kansas Assessment Program (KAP). There are three main components of the Kite Suite:

- Kite Educator Portal – Used by administrators to assign and monitor tests, manage data, and print score reports.
- Kite Student Portal – Used by students to take assessments.
- Kite Parent Portal – Used by parents to view student score reports.

This manual contains procedures for using Kite Educator Portal to manage students, users, and parents.

For more information about the Kite system, refer to the other manuals listed below on the KAP website.

Kite Student Portal Manual for Test Administrators – An overview of Kite Student Portal software, including how to navigate through a test and descriptions of tools available during testing.

Kite Student Portal Installation Guides – Each guide provides instructions on installing Student Portal on a particular type of machine or operating system.

Local Caching Server (LCS) Installation Guides – Each guide provides instructions on installing an LCS in a particular operating system.

Practice Test Guide for Educators – Introduces students to the testing environment they will experience during Interim and Summative tests using practice test questions.

Interim Guide for Educators and Test Administrators – Provides teachers with a way to gauge their students' learning progress by administering formal tests periodically throughout the school year.

Kite Parent Portal User Guide – Provides parents/guardians with step-by-step instructions on how to use the Parent Portal to view their child's assessment score reports.

EDUCATOR PORTAL MANUAL FOR TEST COORDINATORS

A NOTE ABOUT ROLES

This manual's procedures and graphics expect the reader to have the role of District Test Coordinator in Educator Portal. If you have another role and you do not see a function, it is unavailable to you.

A NOTE ABOUT GRAPHICS

Every effort was made to assure the graphics in this guide match what the users will see when using Educator Portal. In some cases, however, graphics vary depending on role or have been edited to allow you to view more information or to obscure personal details.

A NOTE ABOUT NAMES AND DATA

All names and organizations used in this document are fictitious. No identification with actual persons (living or deceased), places, and organizations is intended or should be inferred. All data including scores and identification numbers are randomly generated.

DISCLAIMER

Kite® and the Kite logo are trademarks of The University of Kansas. All other trademarks referenced in this guide belong to their respective owners.

CHANGE LOG

The following table lists the changes made to this manual since the last major release of the documentation.

Change Logged	Page(s)	Description of Change
9/2022	27	Added steps to deactivate user through User upload process.
9/2022	30-40	Described Parent Portal append feature for adding parents to existing parent-to-student connections.
9/2022	42-54	Added more detail regarding how to manage PNP settings using both manual entry and upload process.

KITE SERVICE DESK

The Kite Service Desk provides support for Educator Portal and Student Portal. Service Desk representatives are available to assist you from 7am to 5pm Central time weekdays (closed on state holidays). The Service Desk is unavailable during the week of Christmas through New Year's Day.

Phone:	**855-277-9752**
Email:	**kap-support@ku.edu**
Live Chat:	**Link found on the Educator Portal website footer**

WHEN CONTACTING THE SERVICE DESK

Do not send any Personally Identifiable Information (PII) for a student via email or Live Chat. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes such information as a student's name, building name, or district name.

Do send the student ID number, the test the students are taking (ELA, math, science, Predictive Interim, Instructional Interim (Mini-Tests) and the error or concern you are reporting regarding the test taker.

LIVE CHAT

Live Chat may be used to contact the Kite Service Desk during normal business hours. To use Live Chat, follow the process outlined below:

1. Log in to Educator Portal and select the **Live Chat** link in the footer to begin messaging with a Kite Service Desk representative.
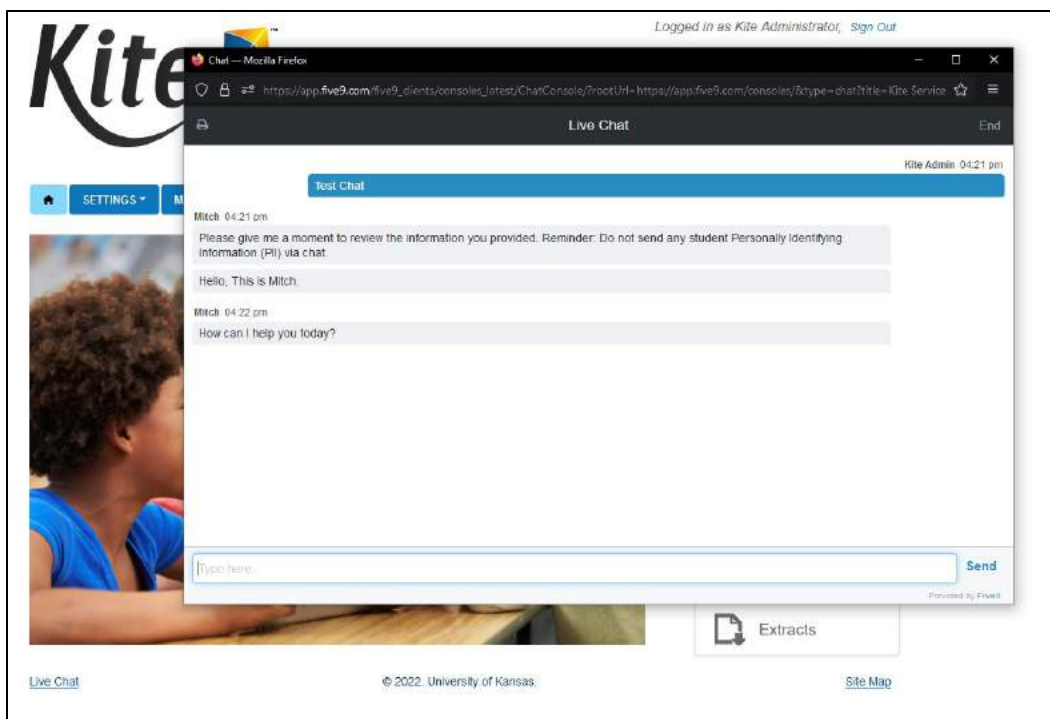

Note: Live Chat is available from any screen within Educator Portal.

2. Provide your name, email address, state, and a brief description of your problem in the popup window.
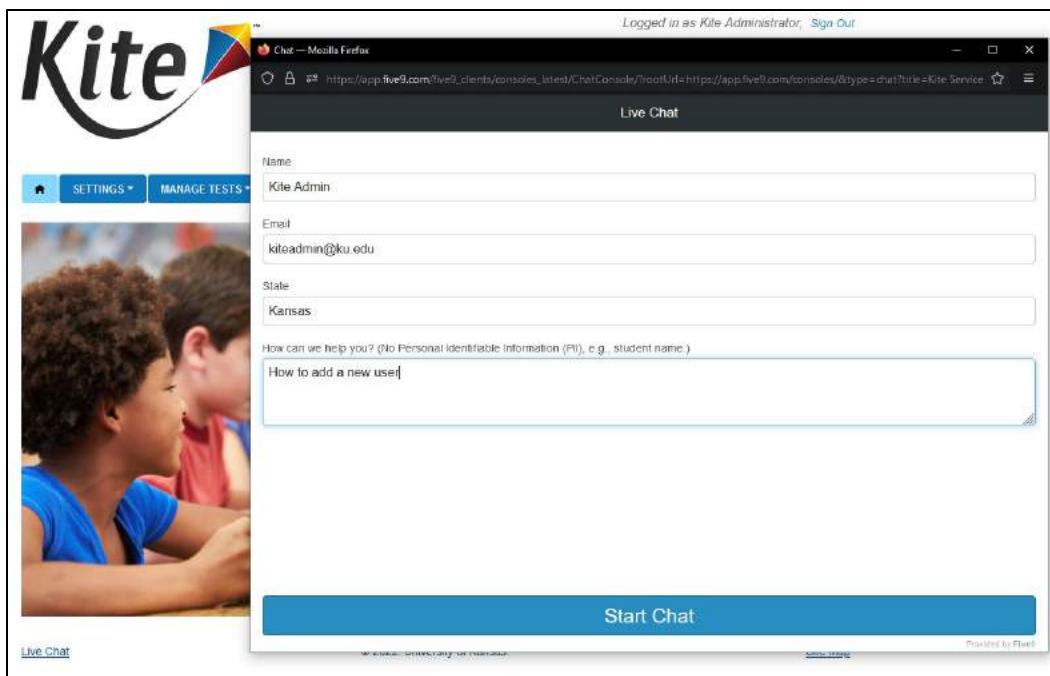
3. Select Start chat.
4. A new window appears and you will be connected to the next available representative.

5. When finished, close the window using the 'X' on the top of your window.

ASSESSMENT OVERVIEW

KAP features different forms of content area assessments including **Summative**, **Predictive Interim** and **Instructional Interim (Mini-Tests)**. Information related to these assessments is included in this manual.

KAP also includes the **Dynamic Learning Maps® (DLM®) Alternate Assessment** to test students with the most significant cognitive disabilities. See the DLM Data Management Manual for more information.

KAP also includes the **Kansas English Language Proficiency Assessment** (**KELPA**) and the **KELPA Screener** to measure English language proficiency in four domains: listening, reading, writing, and speaking. See the KELPA Examiner's Manual and KELPA Screener Manual for more information.

SUMMATIVE

KAP Summative assessments measure student knowledge and skills against the Kansas standards in ELA, mathematics, and science. Summative assessments are taken at the end of the school year, are entirely computer based, and are used in the state accountability system.

PREDICTIVE INTERIM

KAP provides Predictive Interim assessments in ELA and mathematics at three times during the school year. They allow educators to evaluate students' knowledge and skills relative to a specific set of academic goals and can inform decisions at the classroom, school, or district level. These assessments help predict future performance on the Kansas Summative assessments administered at the end of the year.

Predictive Interim assessments are available during three two-week testing windows throughout the school year. Each test should take one class period. The Predictive Interim assessments are administered online via the Kite Student Portal. Each Predictive Interim English language arts or mathematics assessment includes test questions that parallel the Summative assessment, including traditional and technology-enhanced/technology-enabled items, and cover more depth of knowledge levels.

INSTRUCTIONAL INTERIM (MINI-TESTS)

The KAP Instructional Interim (Mini-Tests) are designed to be used frequently alongside instruction to provide feedback to help students, evaluate students' learning, and aid teachers in adjusting instruction.

To learn more about the Kansas Assessment Program, visit the KAP website.

ACCESS EDUCATOR PORTAL

Educator Portal is a secure, web-based application designed to aid teachers and administrative users in the administration of assessments, including student enrollment and monitoring/tracking results. It may be accessed using any supported web browser. For more Educator Portal and Kite-related information, please visit https://ksassessments.org/technology-coordinators.

REQUIRED SOFTWARE

To effectively use Educator Portal, your machine should have the following software:

- A supported browser
- Find a list of supported browsers at https://ksassessments.org/technology-coordinators
- A PDF viewer such as Adobe Acrobat that allows you to open and print PDF files
- A spreadsheet program such as Microsoft Excel to create comma-separated values (CSV) files in order to upload information

OBTAIN AN EDUCATOR PORTAL ACCOUNT

NEW USERS

Users new to Educator Portal should contact their Building Test Coordinator (BTC) or District Test Coordinator (DTC), as appropriate. User accounts can only be created by a user with a higher level of access than the account to be created.

New DTCs must contact Julie Ewing with the Kansas State Department of Education at jewing@ksde.org to obtain an account.

Users will receive an email to register their account and set a password.

From: <kite-support@ku.edu>
Date: Thu, Jul 16, 2020 at 11:01 AM
Subject: Activate your Account for Kite Assessment Administration
To: <kitetrainer@school.org>

Your account has been approved for access to Kite Educator Portal.
Your username is your email address with all lowercase letters.
To activate your account and set up your password click on the following link.

https://stage-educator.kiteaai.org/AART/activate.htm?an=ca7407fd9b23-c3c85518479c

Please contact your local Assessment Coordinator or administrator if you did not request this account or are uncertain why you are receiving this email. This link to activate your account will expire in 20 days.

PASSWORDS

Your password will expire every 180 days. Passwords cannot be reused within one year (365 days). Passwords must meet the following guidelines:

- Eight to thirty-two (8-32) characters in length
- At least one special character
- At least one uppercase letter
- At least one lowercase letter
- At least one number

Passwords are set during one of the following:

- Initial account creation
- When the user selects Forgot Password on the login screen
- When the user accesses the Change Password tab under My Profile
- When the previous password expires

LOG IN TO EDUCATOR PORTAL

To log in to Educator Portal, perform the following steps.

1. Open a supported web browser.
2. Navigate to https://educator.kiteaai.org.
3. In the USERNAME field, type your username (your email address).
4. In the PASSWORD field, type your password. Passwords are case sensitive.
5. Select Sign In.

FORGOT PASSWORD

If you are a returning user and do not remember your Educator Portal password, select the Forgot Password? Link next to Sign In.

Enter your username in the space provided and select Submit. You should receive an email with instructions for changing your password.

Note: **DTCs can request a password reset on behalf of their staff members. Perform the steps described above with the returning staff member's email address.**

EDUCATOR PORTAL HOMEPAGE

On the homepage, the options available depend on your role. For example, teachers have a different level of access than DTCs. The specific roles available to you are determined by your school district. See the Roles and Permissions section for more information.

Note: Most screenshots in this manual use the role of DTC.

1. **Login Name**

    Your login name displays on the upper right side of the screen after the phrase "Logged in as."

2. **Login Role, Organization, and Assessment Program**

    Your role, organization, and assessment program appear in three drop-down menus under your name. If you have more than one role, organization, and/or assessment program, you can use the drop-down menus to switch. The functions available to you may change depending on the selected role/program. If you do not see a menu or tab you usually see, check your role and assessment program.

3. **Menus**

   The menus that display on the homepage vary by role. The menus include:
   - **Home** – This house icon returns you to the homepage.
   - **Settings** – Used to view students and rosters, upload parents, assign and change user roles.
   - **Manage Tests** – Allows you to view Predictive Interim and Summative test sessions, monitor tests, print test tickets, get Daily Access Codes, and view overall systemwide testing projections with the ability to set your own testing or scoring schedules.
   - **Scoring** – Manually score KELPA test questions that are not machine-scored. Administrators can also assign scorers and monitor the scoring process.
   - **Interim** – Allows you to create and assign Instructional Interim (Mini-Tests), manage Predictive Interim assessments, and view the interim results.
   - **Reports** – Contains the reports available in Educator Portal, including data extracts and score reports.
   - **Dashboard** – Displays summaries of testing, scoring, reactivations, testing outside hours, short duration testing, and Kite error messages.
   - **Help** – Contains answers to frequently asked questions about Educator Portal. The Help tab also contains secure materials that are available for individuals with the role of DTC.

4. **My Profile**

   The My Profile section of the home screen contains a button used to reach the My Profile window where you can update your displayed name, change your password, and view information about security.

5. **Quick Links**

   The Quick Links section of the homepage allows you to quickly access several areas of the system.

6. **Live Chat**

   The Live Chat link in the footer allows users to contact a Kite Service Desk representative using the chat feature instead of by phone or email.

EDITING YOUR PROFILE

You can edit information connected with your user account such as your displayed name, password, and default role. The procedures are available on each corresponding tab in My Profile.

1. Edit your display name.
2. Change your password.
3. Change your default role.
4. Read and respond to the security agreement.
5. Review the renewal and expiration dates of the security agreement.

Note: **Each time you log in to Educator Portal, you will be logged in with your default role. If you have multiple roles in Educator Portal, you can change your default role in the Change Default Role tab.**

SECURITY AGREEMENT

Before accessing Educator Portal, both new and returning users must read and agree to the security agreement. The security agreement expires each year at the end of July and must be renewed through Educator Portal.

To complete the annual security agreement, follow these steps:

1. Log in to Educator Portal.
2. The Security Agreement window will show up automatically. Read the security agreement and select the checkbox next to "I have read this security agreement and agree to follow the standards."
3. Select Save.
4. Exit the window by selecting the X in the upper right corner.

SORT AND FILTER GRIDS

All grids and tables in Educator Portal can be customized in order to suit each individual user's specific needs when viewing and creating data. Select and drag a column header left or right to reorder the columns in the grid.

Use the ellipsis in the column headers to sort a column in ascending or descending order, choose which columns will be displayed in the grid, and filter a column by certain words or text.

ROLES AND PERMISSIONS

Educator Portal Roles define the level of access a user has to data and certain functions in the system. A user's role and organization determine the information a user can access and the tasks a user can perform.

The following table lists the permissions available to each role.

EP CATEGORIES	District Test Coordinator	District User	Building Test Coordinator	Building User	Teacher
	DTC	DUS	BTC	BUS	TEA
USERS					
View Users	Y	Y	Y	Y	
Add Users – (Create)	Y	Y	Y	Y	
Upload Users	Y	Y	Y	Y	
Edit Users	Y	Y	Y	Y	
Activate Users	Y	Y	Y		
Claim Users	Y	Y	Y		
Deactivate Users	Y	Y	Y		
STUDENTS					
View Students	Y	Y	Y	Y	Y
Create PNP	Y	Y	Y	Y	Y
Edit PNP	Y	Y	Y	Y	Y
View PNP	Y	Y	Y	Y	Y
Upload PNP	Y	Y	Y	Y	Y
KELPA Screener Registration	Y	Y	Y	Y	
PARENTS					
Parent Management	Y	Y			
ROSTER					
View Roster	Y	Y	Y	Y	Y
Search Roster	Y	Y	Y	Y	Y

	DTC	DUS	BTC	BUS	TEA
TEST RECORDS					
View Test Record	Y	Y	Y	Y	
MANAGE TESTS					
View Tests	Y	Y	Y		
Apply SC Code (Summative window only)	Y	Y	Y		
Approve SC Code (KSDE Only)					
End Student Test Session	Y	Y	Y		
Monitor Test Session	Y	Y	Y	Y	
Reactivate Student Test Session	Y	Y	Y		
View Test Session	Y	Y	Y	Y	
View Daily Access Codes	Y	Y	Y		
PROJECTED TESTING					
View Projected Testing (Summary)	Y	Y	Y	Y	
View Projected Testing (Detailed)	Y	Y	Y	Y	
View Projected Scoring (Detailed)	Y	Y	Y	Y	
Edit Projected Testing (Detailed)	Y	Y	Y	Y	
INTERIM TESTS					
Build or Copy a Test	Y	Y	Y	Y	Y
View Groups	Y	Y	Y	Y	Y
Create Groups	Y	Y	Y	Y	Y
Assign Tests	Y	Y	Y	Y	Y
Manage Tests	Y	Y	Y	Y	Y
View Results	Y	Y	Y	Y	Y

	DTC	DUS	BTC	BUS	TEA
ORGANIZATION					
View Organization	Y	Y	Y	Y	
SCORING (KELPA)					
Assign Scorers	Y	Y	Y	Y	
Monitor Scoring	Y	Y	Y	Y	
Score Items	Y	Y	Y	Y	Y
Upload Scores	Y	Y	Y	Y	
Edit Scores	Y	Y	Y		
REPORTS					
All Student Reports for Student	Y	Y			
Year End Student (Individual) Reports	Y	Y	Y	Y	
Year End Students (Bundled) Reports	Y	Y	Y	Y	
Year End Building Reports	Y	Y	Y	Y	
Year End District Reports	Y	Y			
EXTRACTS					
Current Enrollment	Y	Y	Y	Y	Y
KAP Student Scores Current Students	Y	Y	Y		
KAP Student Scores Specified Student	Y	Y	Y		
KAP Student Scores Tested Students	Y	Y	Y		
KAP Test Administration Monitoring	Y	Y	Y	Y	
Monitor Scoring	Y	Y	Y		
Parents	Y	Y			
PNP Setting Counts	Y	Y	Y	Y	
PNP Settings (Abridged)	Y	Y	Y	Y	Y
Roster	Y	Y	Y	Y	Y
Student Login Usernames/Passwords	Y	Y	Y	Y	

	DTC	DUS	BTC	BUS	TEA
EXTRACTS					
Test Records	Y	Y	Y	Y	
Test Tickets	Y	Y	Y	Y	
Testing Readiness	Y	Y	Y		
Users	Y	Y	Y	Y	
DASHBOARDS					
Testing Summary	Y	Y	Y	Y	
Scoring Summary	Y	Y	Y	Y	
Reactivations	Y	Y	Y	Y	
Testing Outside Hours	Y	Y	Y	Y	
Short Duration Testing	Y	Y	Y		
Kite Error Messages	Y	Y	Y		
Parent Activity	Y	Y			
MAP PORTAL					
View Maps	Y	Y	Y	Y	Y

USERS

Information can be created or edited in Educator Portal either by making individual user changes on screens or by uploading information using a CSV template.

It is the responsibility of the testing coordinator to ensure that all users are up to date in Educator Portal.

ADD USER MANUALLY

Follow these steps to add a user manually.

1. Select Settings.
2. Select Users.
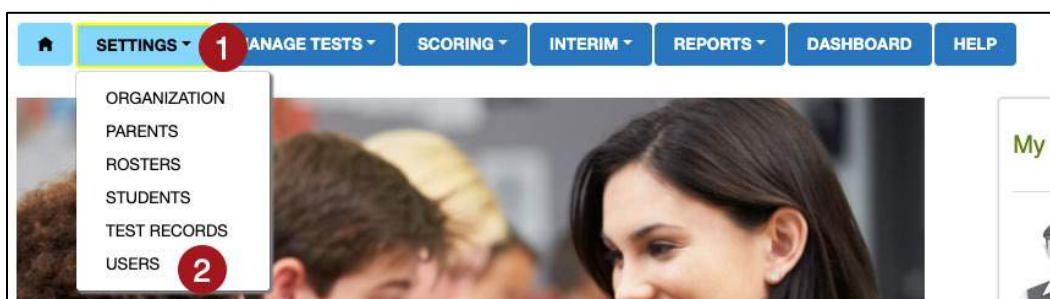
3. Select the Add User tab.
4. Enter the user's first name, last name, and email address.

Note: **The Educator Identifier field is required when Teacher is selected as role.**

---

5. Choose the appropriate organization and role for the new user.
6. Select Add. The table will populate below.

Note: **If adding more than one role to a user's account, repeat steps 5 and 6.**

---

7. Select Save.

UPLOAD MULTIPLE USERS USING A CSV FILE

The user upload creates or updates users in Educator Portal. The user upload also assigns 1-2 roles to a user (one is required).

A CSV file template is available on the Upload Users tab in Educator Portal. You will need to complete the CSV file using software such as Microsoft Excel outside of Educator Portal. All users (educators, test coordinators, etc.) can be included in one CSV file.

1. To upload multiple users using a CSV file, perform the following steps. Select Settings.
2. Select USERS.
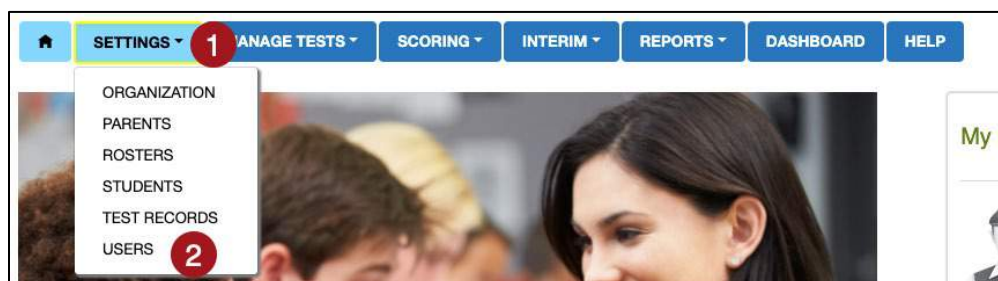
3. Select the Upload Users tab.
4. Select the organization information.

Note: Fields marked with a red asterisk are required.

5. In the File field, select Select File.
6. Select the appropriate CSV file from your computer.
7. Select Open.
8. Select Upload.

Note: Users will be in Pending status until the user responds to the invitation email.

Kite® | Educator Portal Manual for Test Coordinators
© 2022-23 The University of Kansas

Kite Service Desk: 855-277-9752
or kap-support@ku.edu

USER CSV FILE FORMAT

All column headings are required, but if the user is not a teacher, the Educator_Identifier column field may be left blank. The CSV Col column is included to help you organize your CSV file.

Note: The Data Req? column indicates whether or not the spreadsheet must have data.

Column	Column Heading	Data Req?	Format of Valid Entries	Definition
A	Legal_First_Name	Y	Alphanumeric	The user's first name.
B	Legal_Last_Name	Y	Alphanumeric	The user's last name.
C	Educator_Identifier	N	Alphanumeric	If the user is a teacher, enter an identification number.
D	Email	Y	Alphanumeric	The user's email address. This email address will be the user's login. The email address must be valid because information about creating a password will be sent to the address.
E	Organization	Y	Alphanumeric	The organization identifier in Educator Portal. (Ex: D0123)
F	Organization_Level	Y	DT SCH	The user's initial access level. A user should have the lowest appropriate level of access. For example, most educators would have school-level access (SCH), not district-level (DT).
G	Primary_Role	Y	BTC BUS DUS TEA	The primary role is the user's default role, or the role that will be selected when the user first logs in to Educator Portal. The role must be one that is valid for the organization.
H	Secondary_Role	N	BTC BUS DUS TEA	If a user has a second role in Educator Portal, enter that role in this column. For example, a building test coordinator might also be a teacher.
I	Primary_Assessment_ Program	Y	KAP	At least one assessment program must be associated with a user when their information is uploaded.
J	Deactivate_User	N	Deactivate, [blank]	Enter 'Deactivate' to deactivate the user. Leave blank to keep the user active.

REVIEW USER FILE UPLOAD

The final step to uploading a user file is to verify records uploaded successfully. The brackets ([ ]) indicate that information about your upload or testing program will be displayed in the message.

Status Message	Description
Failed	The CSV file failed to upload. Select the CSV file under the file column to understand why they failed.
Rejected: [value]	Records were not created and were rejected. Rejected column represents number of records that failed validation. Select the CSV file under the file column to understand why they were rejected.
Created/ Updated: [value]	Records were created successfully.
Alerts: [value]	Records were created but there are alerts that should be reviewed. Select the CSV file under the file column to view the issue.

USER CSV UPLOAD MESSAGES

If you received an error message after completing your upload, the table below indicates which column heading (field) is generating the message and the most common correction associated with the message. If the provided solution does not solve the issue, contact the Service Desk.

The brackets ([ ]) indicate that information specific to your upload, testing program, or state will be displayed in the message.

Messages are continually reviewed and updated, so some variation from the messages listed below should be expected.

The table is ordered alphabetically by the Column to Correct column. Note that this is not the order columns appear on the template.

Message	Column to Correct	Common Corrections
Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]	n/a	This message indicates that the upload completed. If any records rejected or had alerts, select the CSV icon under File to see the associated error.
File Format not correct.	n/a	Check the CSV file to ensure that you are using the template and that the file is being saved as a CSV file.
The record is rejected because Educator Identifier with value [value] is not valid.	Educator_Identifier	Check that the associated field matches the approved format (i.e. Alphanumeric).
The record is rejected because Email with value [value] is not valid.	Email	Check that the associated field matches the approved format (i.e., Alphanumeric).
The record is rejected because First Name with value [value] is not valid.	Legal_First_Name	Check that the associated field matches the approved format (i.e., Alphanumeric).
The record is rejected because First Name with value is not valid.	Legal_First_Name	Fill in the associated field.
The record is rejected because Last Name with value [value] is not valid.	Legal_Last_Name	Check that the associated field matches the approved format (i.e., Alphanumeric).
The record is rejected because Last Name with value is not valid.	Legal_Last_Name	Fill in the associated field.
The record is rejected because Display Identifier with value [value] is not valid.	Organization	Check that the associated field matches the approved format (i.e., Alphanumeric).
The record is rejected because Display Identifier with value [value] is not found.	Organization	The associated field must match a value in Educator Portal. Check associated field against program information.

Message	Column to Correct	Common Corrections
The record is rejected because Display Identifier with value is not valid.	Organization	Fill in the associated field.
The record is rejected because Organization Type Code with value is not valid.	Organization_Level	Fill in the associated field.
The record is rejected because Organization Type Code with value [value] is not found.	Organization_Level	The associated field must match a value in Educator Portal. Check associated field against program information.
Primary Role is required.	Primary_Role	Fill in the associated field.
The record is rejected because Primary_Role with value [value] is not valid.	Primary_Role	Check that the associated field matches the approved format.

CLAIM USERS

This process is used to claim a user who has an inactive Educator Portal account in a different district.

1. Select Settings.
2. Select Users.
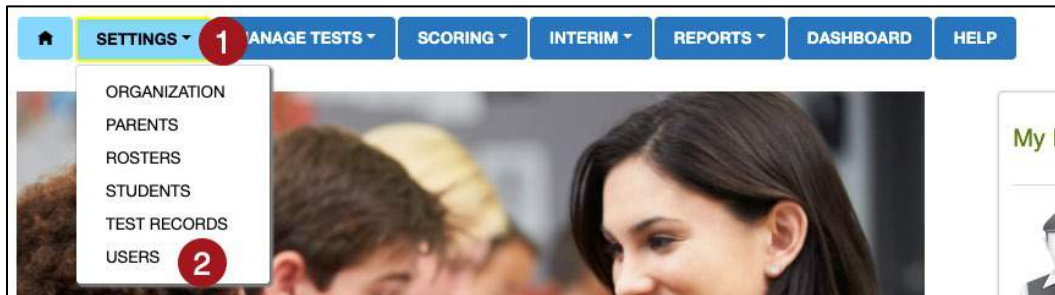
3. Select Claim Users.
4. Enter first and last name or Educator Identifier.
5. Select Search.
6. Select user.
7. Select Claim User icon.

Note: If the user is still active in another district, you are prompted to have EP send an email to the user's district testing coordinator requesting an account deactivation.
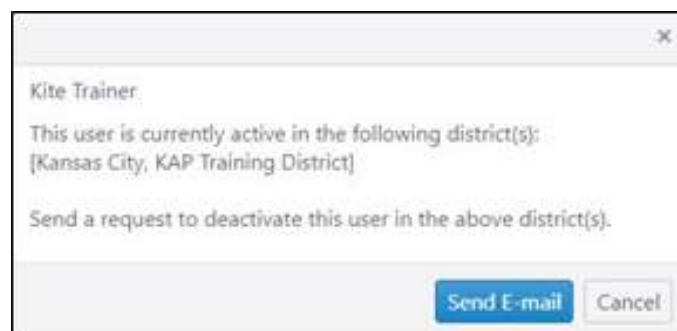
VIEW USERS

1. Select Settings.
2. Select Users.
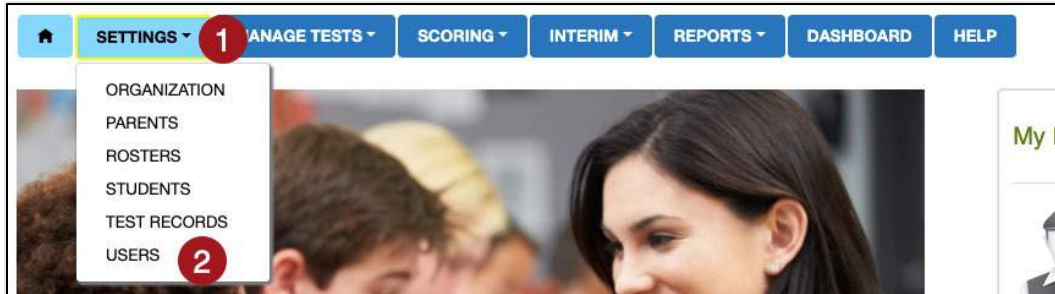
3. Select any drop-down filters necessary.
4. Select Search.

Hint: Inactive users will only display if the "Include Inactive Users" box is checked.

MANAGE USERS

Test coordinators and others responsible for data can take several actions with user accounts. These actions are available after finding user(s) in EP using the Viewing Users procedure on the previous page.

DEACTIVATE A USER

To deactivate a user, select the check box next to the user, then select the Deactivate icon.

Note: Users can also be deactivated through the User Upload.

REACTIVATE AN INACTIVE USER

Inactive users only appear if the "Include Inactive Users" box is checked when using the View User function. To activate an inactive user, select the check box next to the inactive user, then select the Activate button.

RE-SEND ACTIVATION EMAIL

To re-send the activation email, select the check box next to the user, then select the Send Activation Email button.

EDIT USERS MANUALLY

To edit a user's information such as their first name, last name, email, educator ID, or add/remove any roles and organizations, perform the following steps.

1. Select the user from the table that you wish to modify.
2. Select the Edit icon.

3. On the Edit User screen, edit the applicable user information, then select Save.

4. To add a new organization or role to a user, complete all required drop-down fields.
5. Select Add. You will see the user's new role/organization listed in the table below.
6. Select Save.

7. To delete an organization or role from a user's account, select the trash icon next to the desired row in the Organization & Roles table.

8. When you have finished making changes, select Save.

EDIT USERS USING A CSV FILE

The User_Upload_Template.csv file can also be used to edit users. A CSV download of system users is available in the Data Extracts (see Data Extracts for download instructions). Once downloaded, you can edit and then upload the CSV file using the Uploading Multiple Users process.

PARENT PORTAL SETUP

Parents can access their child's assessment score reports using Kite Parent Portal. It is the responsibility of the district administrators to establish and maintain all parent-to-student connections through Kite Educator Portal. Only district-level users can add and edit parent-to-student connections.

Note: **IMPORTANT—it is the district's responsibility to ensure that parents are tied to the correct student in the Parent Upload Template file. We recommend using a SIS to download parent email addresses with State Student IDs to avoid errors.**

The **initial set up** of parent-to-student connections is completed with the Standard Upload with Parent Upload Template process. There are **three ways to add** parent-to-student connections (Manual, Append Upload with Parent Upload Template, and Standard Upload with Parent Extract or Initial Parent Upload Template). There are **two ways to edit/update** parent-to-student connections (Manual and Standard Upload with Parent Extract or Initial Parent Upload Template).

Note: **Standard Upload process selection overwrites/replaces all data with the data in the upload file. Append Upload process selection adds new data in the upload file to existing data after the system checks for any duplicate parent-to-student connections.**

INITIAL PARENT-TO-STUDENT CONNECTIONS: STANDARD UPLOAD WITH PARENT UPLOAD TEMPLATE

The initial parent-to-student connections are made with the Standard Upload process using a completed Parent Upload Template. Multiple parents can be connected to a single student and multiple students to a single parent.

Note: **At the end of the school year, parent-to-student connections are removed from Kite Educator Portal. District administrators must upload new parent-to-student connections each year to allow parents to continue viewing student score reports.**

Uploads can occur at the district or school level. For a district upload, students that are not scheduled to take an assessment may be uploaded. Include all students in the district, even those not enrolled in Educator Portal for the current year (e.g., grade 12), as historical score reports will be available for those students.

For a school level upload, only students enrolled in Educator Portal may be uploaded.

Note: **A CSV file template is available by clicking the ? icon on the Upload Parent tab.**

Note: **To prepare the template file in advance, skip to steps 6 below.**

To upload the template, perform the following steps:

1. Select Settings.
2. Select Parents.
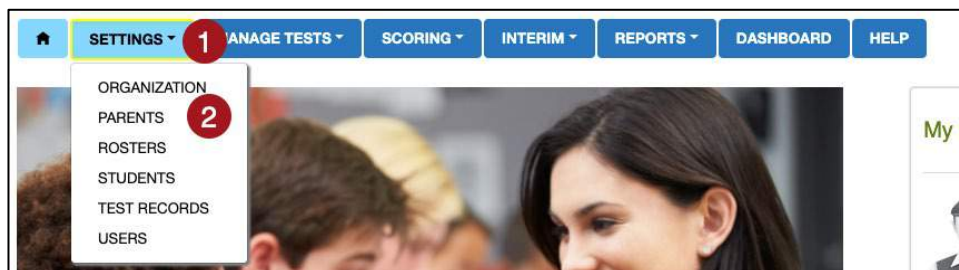
3. Select the Upload Parent tab.
4. Select the District.
5. If applicable, select the School.

Note: **To upload a district file, do not select a school.**

6. Select the question mark icon (File: ?) to download the Parent Upload Template.
   a. Complete the template (see Parent CSV File Format below).
   b. Rename the file as needed.
   c. Save the file as a CSV (comma-delimited) file.
7. Select the Select File button.
8. Select the appropriate CSV file from your computer and select Open.
9. Select Upload.
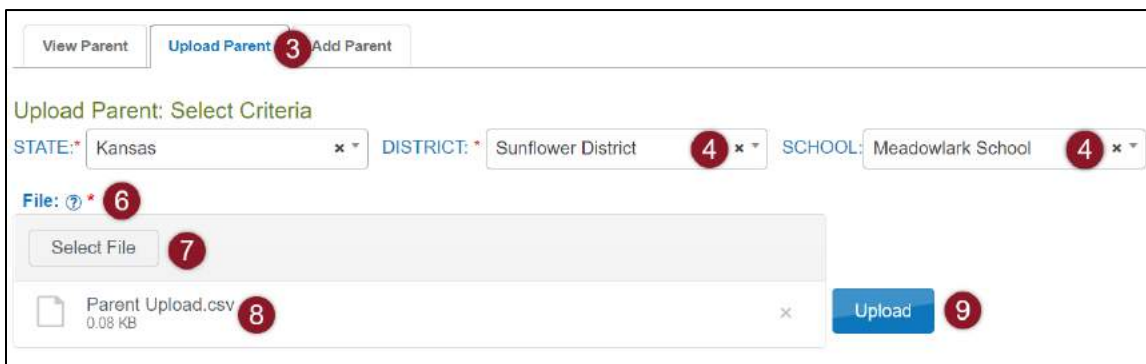
10. Choose Standard (overwrites).

Figure above: upload process selection window for full upload

Figure above: upload process selection for partial upload

The upload status will be Pending until all records are processed. Once the file is processed, the status will change to Completed.

Note: The upload status will be Pending until all records process, then changes to Completed.

Note: Select Append when adding (not overwriting) a parent-to-student connection.

PARENT CSV FILE FORMAT

All column headings are required. The table below is included to help organize your file.

Note: The Data Req? column indicates if the spreadsheet must have data in the column.

Column	Column Heading	Data Req?	Format of Valid Entries	Definition
A	Parent_Email	Y	Alphanumeric	The parent's email address. **Note: One email per line.** **Note: One parent email can be connected to more than one student with multiple lines.**
B	State_Student_Identifier	Y	Alphanumeric	The student's State Student Identifier. **Note: For building/school uploads, the student must be enrolled in Educator Portal via a KIDS upload (TASC or TEST).**
C	District_Identifier	Y	Alphanumeric	The district's organization ID. (Ex: D1001) **Note: Must include leading zeros. See the DLM Data Management Manual for instructions.** **Note: School ID cannot be used in place of District ID.** **Note: Find the District ID in Educator Portal > Settings > Organization > Parent Organization column.**
D	Electronic_Opt_In	N	Alphanumeric	Yes or No. (If blank, default is No) **Note: Currently, this field has no functionality. In future development, this field will allow electronic-opt-in selection to reduce the quantity of reports generated in bundled reports.**

REVIEW PARENT FILE UPLOAD

The final step to uploading a parent file is to verify that all records uploaded successfully. Brackets ([value]) indicate that information specific to your upload or testing program will be displayed in the message.

Status Message	Description
Failed	The CSV file failed to upload. Select the CSV file under the file column to understand why they failed.
Rejected: [value]	Records were not created and were rejected. Rejected column represents number of records that failed validation. Select the CSV file under the file column to understand why they were rejected.
Created/ Updated: [value]	Records were created successfully.
Alerts: [value]	Records were created but there are alerts that should be reviewed. Select the CSV file under the file column to view the issue.

PARENT CSV UPLOAD MESSAGES

If you received an error message after completing your upload, the table below indicates which column heading (field) is generating the message and the most common correction associated with the message. If the provided solution does not solve the issue, contact the Service Desk. Messages are continually reviewed and updated, so some variation from the messages listed below should be expected.

Note: **The brackets ([ ]) indicate that information specific to your upload, testing program, or state will be displayed in the message.**

Message	Column to Correct	Common Corrections
Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]	n/a	This message indicates that the upload completed. If any records rejected or had alerts, select on the CSV icon under File to see the associated error.
File Format not correct	n/a	Check the CSV file to ensure that you are using the correct template, you have not altered the template headings, and that the file is being saved as a CSV file.
Duplicate parent student relation for the district	All	There is a duplicate parent student relationship for the district.
User trying to upload parent outside district	District_Identifier	Check that the District_Identifier matches the district in which you are a user.
Parent email	Parent_Email	The parent's email is required and was blank in the upload
State student identifier is required	State_Student_Identifier	The SSID is required and was blank in the upload.
SSID value too long	State_Student_Identifier	The SSID entered is longer than the maximum length.
Was not found in the specified organization	State_Student_Identifier	The SSID entered was not found in the specified organization.

VIEW PARENTS

To view parents that have been uploaded in Educator Portal, follow the process outlined below:

1. Select Settings.
2. Select Parents.
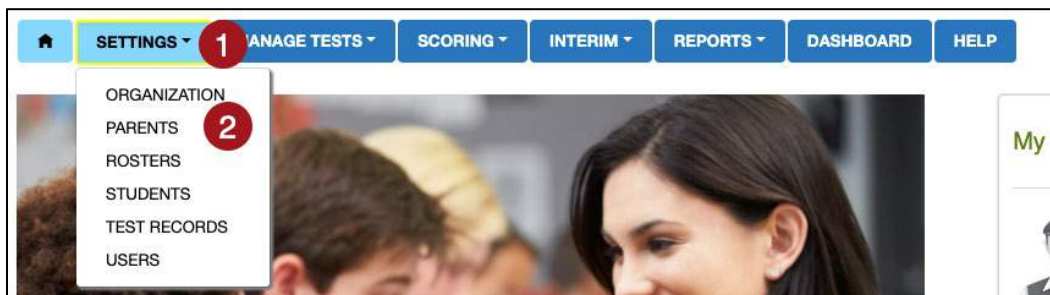
3. Select the necessary criteria from the available dropdowns.

Note: **Fields marked with a red asterisk are required.**

4. Select Search.

PARENT EXTRACT

A parents' extract is available under the Reports tab in Educator Portal. The Parent Extract can be modified and reuploaded to add or edit/update parent-to-student connections. The extract will have all parent-to-student connections that are in Parent Portal at the time the extract is accessed. It includes all data entered for each parent-to-student connection. The Parent Extract also includes the student's first and last name and the district name.

ADD PARENT-TO-STUDENT CONNECTIONS

There are **three ways to add** parent-to-student connections (Manual, Append Upload with Parent Upload Template, and Standard Upload with Parent Extract or Initial Parent Upload Template).

ADD: MANUAL

Users can manually add a parent-to-student connection. To manually add a parent-to-student connection, perform the following steps:

1. Select Settings in the navigation menu.
2. Select Parents.
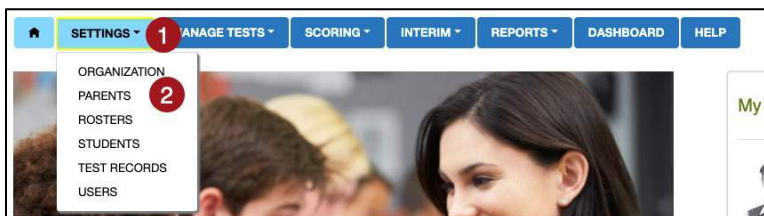
3. Select the Add Parent tab.

4. Enter the Parent Email.
5. Select Add.
6. In the popup window, enter the student's SSID in the text box.
7. Select Submit. Successful parent-to-student connection displays a message. Select OK.

Note: Electronic Opt In is future development, selection has no functionality at this time.

8. To add additional students, enter a new SSID and select Submit. Continue until all SSIDs that should be connected to the parent email are entered.

ADD: APPEND UPLOAD WITH PARENT UPLOAD TEMPLATE

Users can upload a new Parent Upload Template to add a parent-to-student connection by selecting Append to upload. To upload a new file with one or more new parent-to-student connections (adding to the existing connections), follow the instructions in the section above titled *Initial Parent-to-Student Connections: Standard Upload with Parent Upload Template*. **Select the Append process**.

Note: **Do not select Standard if intending to add connection(s) to existing connections.**

ADD: STANDARD UPLOAD WITH PARENT EXTRACT OR INITIAL PARENT UPLOAD TEMPLATE

Use the Parent Extract or the initial Parent Upload Template file to add parent-to-student connections. When a file is uploaded with the Standard Upload process, the records in the new file **overwrite all** previously uploaded records.

To use the Parent Extract, download the Parent Extract from the Reports menu, Data Extracts. Make any necessary additions to parent-to-student connections and keep all records that are correct. Remove all columns except Parent_Email, State_Student_ID, District_Identifier, and Electronic_Opt_In. Save the spreadsheet in a CSV format.

	A	B	C	D	C	F	D	H
1	Parent_Ema	State_Stude	Student_Leg	Student_Leg	District_Iden	District_Nam	Electronic_R	eport_Opt_In
2	yaspin@gma	258633631	Aspin	Natal	D1001	Sunflower Di	No	
3	dennett@co	232986471	Dennett	Mike	D1001	Sunflower Di	Yes	
4	prbeecham@	957183413	Keyse	Codie	D1001	Sunflower Di	No	
5								

To use the initial Parent Upload Template, use the Parent Upload Template file that was previously used, make any needed additions, and keep all records that are correct.

Finally, reupload either the extract or template file by following the instructions in the section above titled *Initial Parent-to-Student Connections: Standard Upload with Parent Upload Template*. **Select the Standard process**.

EDIT PARENT-TO-STUDENT CONNECTIONS

There are **two ways to edit/update** parent-to-student connections (Manual and Standard Upload with Parent Extract or Initial Parent Upload Template).

EDIT: MANUAL

On the View Parent tab, you can manually edit a parent's email address, remove students from the parent record, or add one or more students to the parent record. To edit a parent record from the View Parent tab, perform following steps.

1. Select Settings.
2. Select Parents. The View Parent tab is shown by default.

3. The state and district will autofill with the district-level user's organization. To narrow the search to a particular school, use the drop-down arrow to select a school.
4. Select Search to view records.
5. Locate and select the parent record that needs edited and select on Edit.
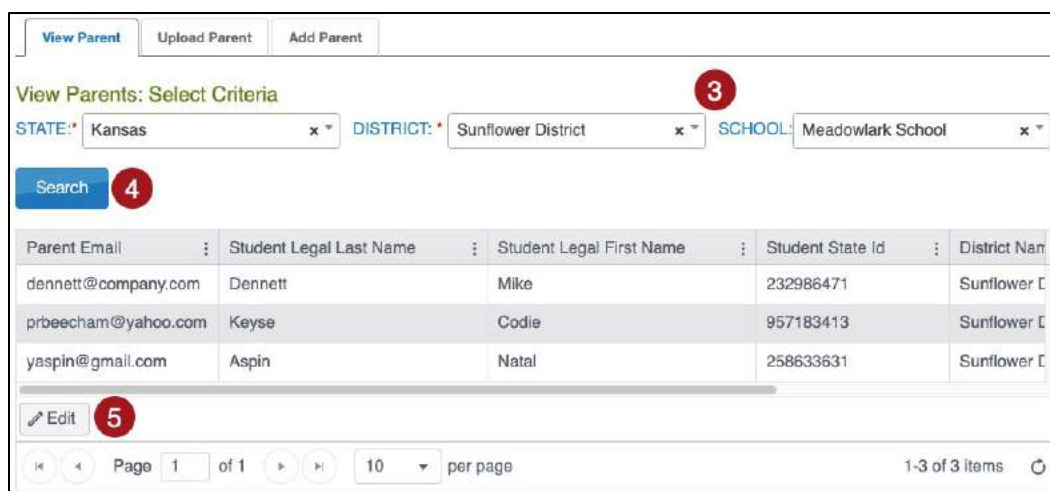
6. To edit the parent email address, make changes in the Email Address text box. Select Save when finished.
7. To delete a student from the parent record, select the trash can icon. A pop-up window will ask you to confirm the deletion of the Parent Student Relation row. After confirmation, select Save.
8. To add a student to a parent record, select Add Student. A new window will pop up.

9. Enter the student's SSID in the SSID text box.
10. Select Submit.

Note: Electronic Opt In is future development, selection has no functionality at this time.

EDIT: STANDARD UPLOAD WITH PARENT EXTRACT OR INITIAL PARENT UPLOAD TEMPLATE FILE

Use the Parent Extract or the initial Parent Upload Template file to edit/update parent-to-student connections. When a file is uploaded with the Standard Upload process, the records in the new file **overwrite all** previously uploaded records.

To use the Parent Extract, download the Parent Extract from the Reports menu, Data Extracts. Make any necessary changes to parent-to-student connections and keep all records that are correct. Remove all columns except Parent_Email, State_Student_ID, District_Identifier, and Electronic_Opt_In. Save the spreadsheet in a CSV format.

To use the initial Parent Upload Template, use the Parent Upload Template file that was previously used, make any needed edits and keep all records that are correct.

Finally, reupload either the extract or template file by following the instructions in the section above titled *Initial Parent-to-Student Connections: Standard Upload with Parent Upload Template*. **Select the Standard process**.

PARENT ACCESS TO KITE PARENT PORTAL

Provide the following to parents once the connections are established in Educator Portal.

EMAIL PARENTS

The following is an example letter to send to parents to notify them that they can access Parent Portal to view student score reports.

Dear Parent or Guardian:

<Greeting>

We are excited to provide your child's Kansas assessment score reports through a secure website called Kite Parent Portal! Kite Parent Portal allows you to access your child's score reports from all assessments administered through the Kansas Assessment Program.

To get started, please watch this introductory video to learn about Parent Portal: https://vimeo.com/498441421

When ready, access Parent Portal at https://parentportal.kiteaai.org. Use this email account to log in. You will then be emailed an access code that is valid for 24 hours.

Additional resources can be found at https://ksassessments.org/families. Here you will find the *Parent Portal User Guide* and guides to student score reports.

As always, if you have any questions, feel free to contact your student's teacher(s) or <insert contact information here>.

Thank you for using Kite Parent Portal!

<Salutation>

LOGGING IN TO KITE PARENT PORTAL

To log in to Kite Parent Portal, follow the processes outlined below.

1. Open your web browser and visit https://parentportal.kiteaai.org/
2. Enter your email address you previously registered with your child's school district in the Email Address field.
3. Select Get Started!
4. An email will be sent from the Kite Service Desk to the registered email address with a temporary access code.
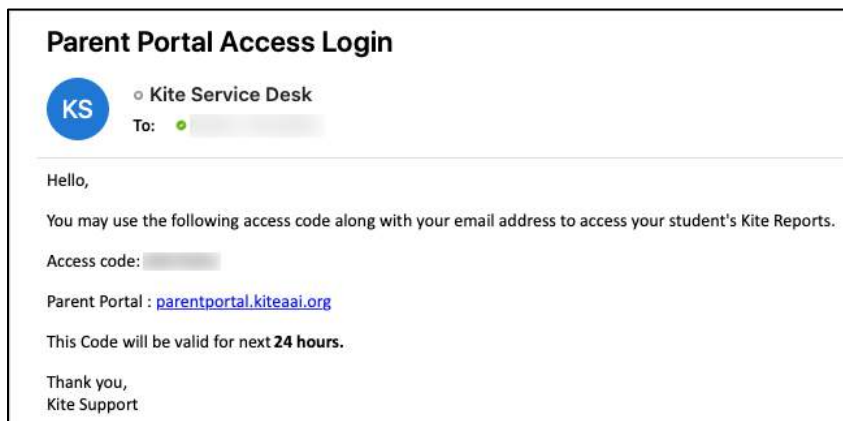
5. Paste or enter the access code in the area provided on the login screen.

6. Select Let's Go.

PARENT PORTAL USER GUIDE

The Kite Parent Portal User Guide is available on the KAP website and can be displayed in over 45 languages. PDFs in English and Spanish can be downloaded. This guide provides parents with additional information about how to access score reports for their students.

PERSONAL NEEDS PROFILE (PNP) SETUP

Some students require additional supports during test administration. The Kite system allows for educators to identify those supports that are used in the classroom and enter them into the Personal Needs Profile (PNP). PNPs should be set 24-hours before beginning an assessment for accommodations such as Braille or Spoken Audio (TTS). Other settings such as Color Overlay and Magnification can be set shortly before beginning an assessment. PNPs can be entered manually or through an upload. For additional information, refer to the KSDE website and KAP website.

CREATE A PNP MANUALLY

Complete the following steps to create a PNP manually:

1. Select Settings in the navigation menu.
2. Select Students.
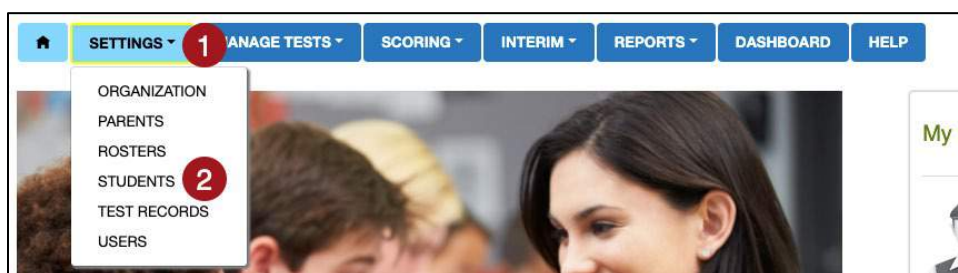
3. Enter any required filters.
4. Select Search.
5. Select on the State Student Identifier to highlight the row for the selected student.
6. Select the View button in the bottom left of the table.

Note: **Alternatively, select the link in the PNP Profile column to go into that student's PNP.**

---

7. Select the link next to PNP Profile.

8. Select Edit Settings.

9. Select the Display Enhancements tab to review and select desired options.

Note: **"Activate by Default" indicates that the feature will be activated as soon as a student passes the instructions screen in Kite Student Portal.**

Options	Action and Description
Magnification	By selecting this option, screen magnification is provided during testing, with options of 2×, 3×, 4×, or 5× magnification. Students using higher levels of magnification will need to scroll up and down and right and left on their device to view items in their entirety and to navigate the screen options.
Masking	Masking will place a black box over certain parts of the student's screen. Choose between Answer Masking (all response options are masked) or Custom Masking (single black box placed center screen).
Overlay Color	The overlay color is the background color of the test. The default color is white. Users may choose a different color by selecting the small arrow in the bottom-right corner of the color box.
Contrast Color	The contrast color section allows users to choose from several background and text color schemes.
Invert Color Choice	The invert color choice will cause the test background to appear black with white lettering. Users can change the display to a different color scheme.

10. Select the Language & Braille tab to review and select desired options.

Options	Action and Description
Signing Type	The Signing Type will provide students with ASL video of assessment content. This feature is only available for mathematics and science.
Braille	The Braille options are EBAE or UEB with Nemeth. See Ordering Braille Booklets for more information about Braille settings. Selected test forms are available in UEB with Nemeth.
Keyword Translation Display	The Keyword Translation feature allows students to view Spanish translations of certain words. This feature is only available in mathematics and science.

11. Select the Audio & Environment Support tab to review and select desired options.

Options	Action and Description
Auditory Background	The Auditory Background provides relaxing, peaceful music that can play while the student takes the test. Students have options of what music to play.
Spoken Audio	The Spoken Audio, or Text-to-Speech (TTS) option highlights the words on the screen in yellow as the synthetic voice reads them. Under Spoken Preferences, Text and Graphics is the default. For more information about TTS, please see the Accommodations Manual.
Single Switches	The Single Switches feature allows students to interact with the assessments using a single or double switch/key instead of a mouse.

12. Select the Other Supports tab to review and select desired options.

Options	Action and Description
Supports Requiring Additional Tools	**Two-switch system:** Two-switch scanning does not require activation in the PNP Profile. The Kite Student Portal automatically supports two-switch step scanning, with one switch set up to emulate the Tab key to move between choices and the other switch set up to emulate the Enter key to select the choice when highlighted.
Supports Provided Outside the System	**Sign interpretation:** For students whose primary mode of receptive communication is sign language, test administrators may sign the assessment to the student using American Sign Language, Exact English, or a student's personalized sign systems. Sign language interpreters should use the alternate text provided in the last several pages of the TIP for descriptions of pictures and graphics. **Test administrator enters responses for student:** If students are unable to select their response options independently and accurately, they may indicate their selected responses through their normal response types or forms of communication, such as eye gaze. Then, on the student's behalf, the test administrator may enter those responses.

13. Select Save.

CREATE A PNP USING AN UPLOAD

DOWNLOAD THE PNP EXTRACT

Complete the following steps to download the PNP Settings extract:

1. Select Reports in the navigation menu.
2. Select Data Extracts.

3. Select New File in the Action column on the PNP Settings (Abridged) row.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.			New File
KAP Student Scores Current Students	Year to year student scores by subject for currently enrolled students.			New File
KAP Student Scores Specified Student	Year to year student scores by subject for specified student state ID.			New File
KAP Student Scores Tested Students	Year to year student scores by subject for students tested in the most current report year.			New File
KAP Test Administration Monitoring	Test administration status by student and subject.	04/10/2018 10:34 AM	csv	New File
Monitor Scoring	Scoring assignments status by student, subject and stage.	10/15/2018 08:52 AM	csv	New File
PNP Setting Counts	Student PNP setting counts by organization.			New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.			New File
Roster	Student assignment by educator and subject.			New File
Student Login	Student login usernames and passwords by assessment	04/10/2018 10:43 AM	csv	New File

4. Add desired filters and select file type (CSV or Excel).

5. Select Ok.

Note: **You can select PNP settings from drop-down menus in the Excel file.**

6. Select the CSV or XLSX file icon in the File column.

Extract	Description	Requested	File	Action
KAP Student Scores Specified Student	Year to year student scores by subject for specified student state ID.			New File
KAP Student Scores Tested Students	Year to year student scores by subject for students tested in the most current report year.			New File
KAP Test Administration Monitoring	Test administration status by student and subject.	04/10/2018 10:34 AM	csv	New File
Monitor Scoring	Scoring assignments status by student, subject and stage.	10/15/2018 08:52 AM	csv	New File
PNP Setting Counts	Student PNP setting counts by organization.			New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	06/22/2020 02:34 PM	csv	New File
Roster	Student assignment by educator and subject.			New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	04/10/2018 10:43 AM	csv	New File
Test Records	Student test types and subjects.			New File
Test Tickets	Student login and ticket information for tests.			New File
Testing Readiness	Student login, test records and PNP settings.			New File

7. Save the file to your computer.

Note: **If you have previously generated a file for a particular extract and want to generate a new, updated file, simply select New File again, complete all desired drop-down filters, then select Ok. A warning will display alerting you that the existing report request and file will be deleted. To remove that file and replace it with an updated version, select Yes when prompted.**

EDIT THE PNP EXTRACT FOR UPLOAD

Student PNP profiles can be created or edited all at once or in smaller groups using the PNP settings upload. The following table displays the file's columns, a description, and acceptable values.

Column	Column Title	Description	Acceptable Column Values
A	State	Student's state.	[blank]
B	District Name	Student's district.	[blank]
C	District ID	Student's district identifier.	[blank]
D	School Name	Student's school name.	[blank]
E	School ID	Student's school ID.	[blank]
F	Student Last Name	Student's last name.	[blank]
G	Student First Name	Student's first name.	[blank]
H	State Student ID	Student's state student ID.	[blank]
I	Last Modified Time	Date and time the student's PNP last saved.	[blank]
J	Last Modified By	Person who last saved the student's PNP.	[blank]
K	Magnification	Enter **any acceptable value** to make available. Students may select any magnification degree.	2x, 3x, 4x, 5x
L	Magnification – Activate by Default	Enter **Yes** to turn on entered value automatically. Students can change or turn off values.	Yes, No, [blank]
M	Overlay Color	Enter **any acceptable value** to make available. Students may select any color.	White, Blue, Yellow, Purple, Pink, Green
N	Overlay Color – Activate by Default	Enter **Yes** to turn on entered value automatically. Students can change or turn off values.	Yes, No, [blank]
O	Invert Color Choice	Enter **Yes** to make available.	Yes, No, [blank]
P	Invert Color Choice – Activate by Default	Enter **Yes** to turn on automatically.	Yes, No, [blank]
Q	Masking	Enter **any acceptable value** to make available. Students can reshape, move, or remove masks. • Answer Masking – covers response options for multiple choice • Custom Masking – student to select what to mask.	Answer Masking Custom Masking

R	Masking - Activate by Default	Enter **Yes** to turn on entered value automatically.	Yes, No, [blank]
S	Contrast Color	Enter **any acceptable value** to make available. Students may select any color combinations. Gray/Black = Gray text on a black background	Gray/Black Yellow/Black Green/White Red/White
T	Contrast Color - Activate by Default	Enter **Yes** to turn on entered value automatically. Students can change or turn off values.	Yes, No, [blank]
U	Signing Type	Enter **any acceptable value** to make available.	ASL Signed English
V	Signing Type – Activate by Default	Enter **Yes** to turn on entered value automatically. Students see the video player on each item without selecting the icon.	Yes, No, [blank]
W	Braille	Enter **any acceptable value** to request a braille form. See Ordering Braille Booklets on the KAP website.	EBAE UEB with Nemeth
X	Braille Usage	N/A leave **blank**.	[blank]
Y	Braille – Activate by Default	N/A leave **blank**.	[blank]
Z	Keyword Translation	Enter **Spanish** to make available (only for mathematics and science).	Spanish
AA	Keyword Translation – Activate by Default	N/A leave **blank**.	[blank]
AB	Auditory Background	Enter **Yes** to make available.	Yes, No, [blank]
AC	Auditory Background – Activate by Default	Enter **Yes** to turn on automatically. Students can change, start, and stop the music.	Yes, No, [blank]
AD	Spoken Audio	Enter **Synthetic** to make available.	Synthetic
AE	Spoken Audio – Activate by Default	N/A leave **blank**.	[blank]
AF	Spoken Audio – Read At Start	N/A leave **blank**.	[blank]

AG	Spoken Audio – Spoken Preferences	Enter **any acceptable value** (Text and Graphics is the default) • Text and Graphics – reads items and alternate text for graphics. • Nonvisual – reads items and ELA passages	Text and Graphics Nonvisual
AH	Spoken Audio – Directions Only	N/A leave **blank**.	[blank]
AI	Switches – Scan Speed	Enter **any acceptable value** to make available (2 is the default).	# [in seconds]
AJ	Switches – Automatic Scan – Initial Delay	Enter **any acceptable value** to delay scan start (5 is the default). Manual Override – Student selects switch to initiate scanning.	# [in seconds] Manual Override
AK	Switches – Automatic Scan - Frequency	Enter **any acceptable value** for the number of scan cycles.	1, 2, 3, 4, 5, Infinity
AL	Supports Requiring Additional Tools - Two Switch System	Enter **Yes** if using two switches.	Yes, No, [blank]
AM	Provided Outside System – Sign Interpretation	Enter **Yes** if provided.	Yes, No, [blank]

UPLOAD PNP SETTINGS

After adding or removing PNP settings for your students, it can be uploaded using the following steps. The upload will update any changed fields on existing student profiles and will create profiles for students who did not have entries previously but now do.

1. Select Settings in the navigation menu.
2. Select Students.
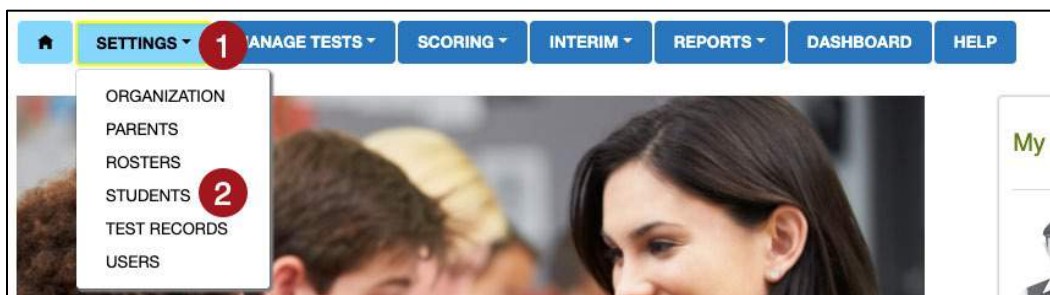
3. Select the Upload PNP tab.
4. Select all required organization information.
5. In the File field, select Select File.
6. Select the appropriate CSV or Excel file from your computer.
7. Select Open.
8. Select Upload.

REVIEW THE PNP FILE UPLOAD

The final step to uploading a PNP settings file is to verify that all records uploaded successfully.

Status Message	Description
Failed	*The CSV file failed to upload.* Select the CSV file under the file column to understand why they failed.
Rejected: [value]	Records were not created and were rejected. Rejected column represents number of records that failed validation. Select the CSV file under the file column to understand why they were rejected.
Created/ Updated: [value]	*Records were created successfully.*
Alerts: [value]	Records were created but there are alerts that should be reviewed. Select the CSV file under the file column to view the issue.

LOAD STUDENTS INTO EDUCATOR PORTAL

TASC UPLOAD

Before assigning interim tests, a district must submit a TASC record through KIDS to roster students with teachers. Refer to KIDS information provided by KSDE if necessary.

Teachers should have active accounts in EP prior to the TASC upload. If a teacher is not in EP and is included in a TASC upload with an email address and Educator Identifier, an inactive user account will be created in EP. A Building or District Test Coordinator will need to manually activate the teacher's account.

TEST UPLOAD

Districts must upload a TEST record to KIDS for Summative assessment assignment. Refer to KIDS information provided by KSDE if necessary.

DATA EXTRACTS

Data extracts are files that contain a copy of the information currently loaded into Educator Portal. Some of these extracts can also be used to upload information into Educator Portal.

AVAILABLE DATA EXTRACTS

The following extracts are available in Educator Portal:

- **Current Enrollment** – Current enrollment information for active students.
- **KAP Student Scores Current Students** – Year to year student scores by subject for currently enrolled students.
- **KAP Student Scores Specified Student** – Year to year student scores by subject for specified student state ID.
- **KAP Student Scores Tested Students** – Year to year student scores by subject for students tested in the most current report year.
- **KAP Test Administration Monitoring** – Test administration status by student and subject.
- **Monitor Scoring** – Scoring assignment status by student, subject, and session.
- **PNP Setting Counts** – Student PNP setting counts by organization.
- **PNP Settings (Abridged)** – Personal Needs and Preferences (PNP) settings by student.
- **Parents** – Parent details for active parent student relation.
- **Roster** – Student assignment by educator and subject.
- **Student Login Usernames/Passwords** – Student login usernames and passwords by assessment program and organization.
- **Test Records** – Student test types and subjects.
- **Test Tickets** – Student login and ticket information for tests.
- **Testing Readiness** – Student login, test records and PNP settings.
- **Users** – Educator Portal users and their associated role(s).

CREATE A DATA EXTRACT

To create a data extract, perform the following steps.

1. Select Reports in the navigation menu.
2. Select Data Extracts.

3. Locate the line for the file you wish to create.
4. In the Action column, select the New File button.

5. Set filters if prompted. Filters with a red asterisk are required, those without are optional.
6. Select OK. If an older version of the file exists, you will see a message asking you to confirm replacing the existing file. Select Yes. Each time a data extract is created, the older file will be unavailable. If you need to refer to the older file, save it before creating a new data extract.
7. The status in the extract grid's File column will change to "In Queue." Wait approximately 45 seconds (depending on file size) until the note displays a CSV, XLSX, or PDF icon.
8. When the file is generated, select the CSV, XLSX, or PDF icon in the File column.
9. Open or save the file.

Note: **Refresh your browser if the status of the extract does not change from In Queue.**

STUDENT USERNAMES AND PASSWORDS

Students must have a username and password to access tests in Kite Student Portal. Use the same login for each test (Summative, Predictive Interim and Instructional Interim (Mini-Tests)).

Complete the following steps to download the student username and password settings extract:

1. Select Reports in the navigation menu.
2. Select Data Extracts.

3. Select New File on Student Login Usernames/Passwords row.

4. Set filters (optional).
5. Select whether you want to download the extract as a CSV file or a PDF.

Note: The PDF version of this extract will create a printable sheet of tickets (6 per page).

6. Select Ok.

TEST TICKETS

Another way to access student usernames and passwords is through the Test Tickets extract.
Complete the steps below to access test tickets for students in your district or for a specific school:

1. Select Reports in the navigation menu.
2. Select Data Extracts.

3. Select New File on the Test Tickets row.
4. Select a specific school in the dropdown (if applicable).
5. Select Ok.
6. Select the CSV icon.

MAP PORTAL

The Map Portal is an interactive tool that provides learning map information and resources based on Kansas ELA and Math standards in order to aid instruction. Map Portal can be accessed from the Quick Links section on the Educator Portal homepage for registered EP users.

Note: **Users that do not have an account in Educator Portal but need access to view the Map Portal must contact their local assessment coordinator and request a Map Portal account. The coordinator will then need to contact the Kite Service Desk and request an account on behalf of the user. Coordinators will not be able to assign the Map Portal Only role through the Educator Portal interface.**

VIEWING THE MAP PORTAL
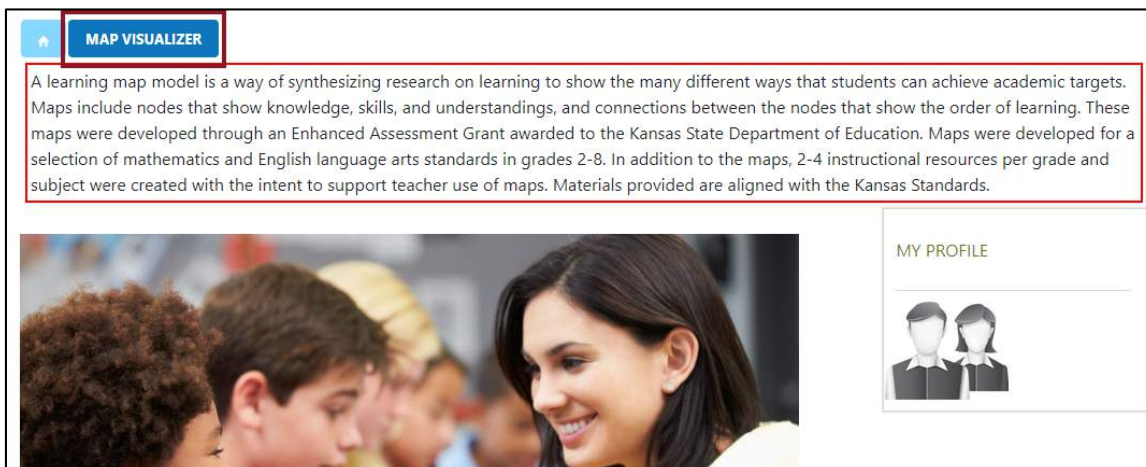
To review the content standards and mapped nodes, perform the following steps:

1. If you already have an Educator Portal account and are logged in, Select the Map Portal link in the Quick Links section on the Educator Portal homepage.

HINT: Map Portal Only users will visit https://mapportal.kiteaai.org/

---

2. Select the Map Visualizer tab.

3. Choose a subject to locate content standards with mapped nodes and resources. All other fields are optional.

4. Select View Maps.

5. Select the specific content framework title to view the map. The interactive map for the selected content framework will display.
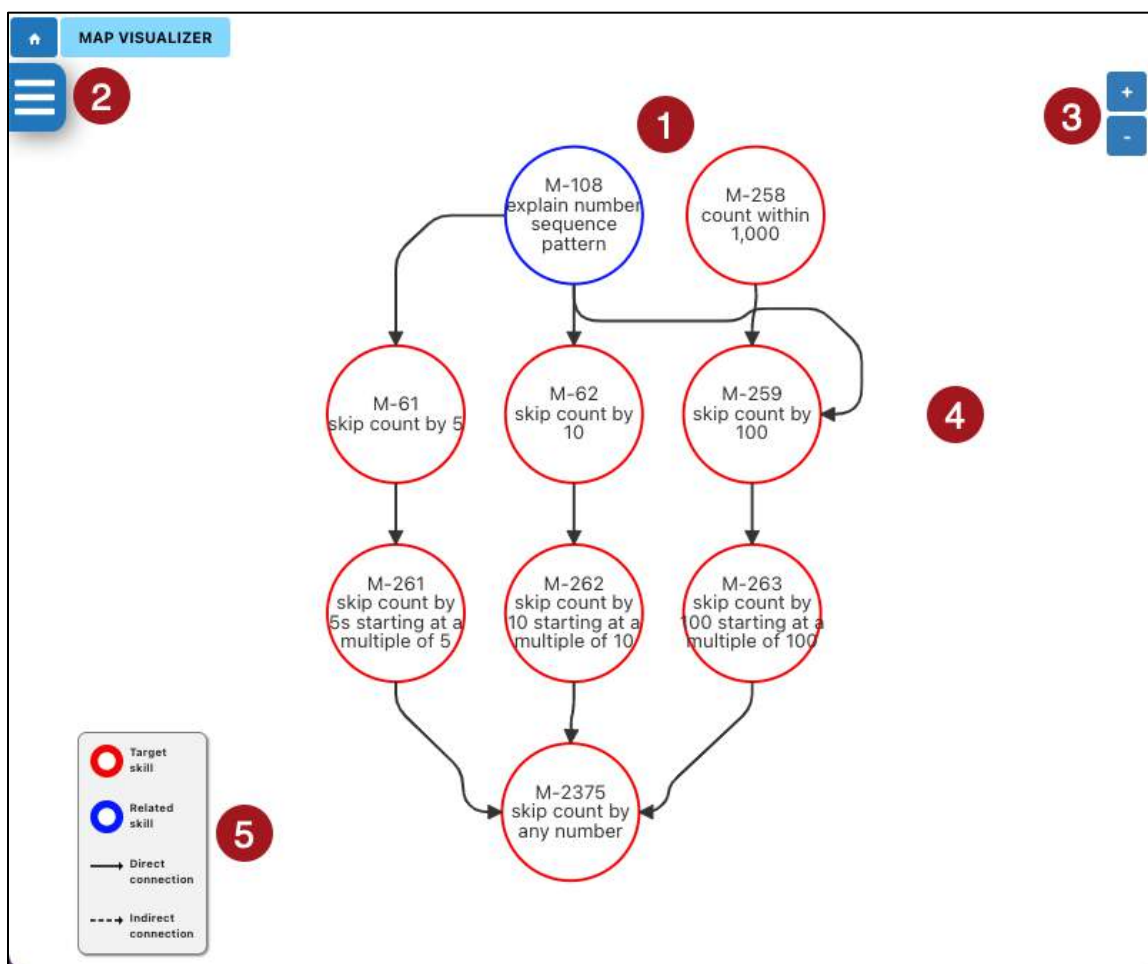
Standards

Choose a subject to locate content standards with mapped nodes and resources

Subject *   **Grade**

| Math   ⌄ | | --Select Grade--   ⌄ | | View Maps |

Domain

| --Select Domain--   ⌄ |

2.G.1	**2.G.2**	**2.G.3**	**2.MD.1**
Recognize and draw shapes having specified attributes, such as a given number of angles or a given number of equal faces. Identify triangles, quadrilaterals, pentagons, hexagons, and cubes.	Partition a rectangle into rows and columns of same-size squares and count to find the total number of them.	Partition circles and rectangles into two, three, or four equal shares, describe the shares using the words halves, thirds, half of, a third of, etc., and describe the whole as two halves, three thirds, four fourths. Note: fraction notation 1/2,1/3,1/4 is not expected at this grade level. Recognize that equal shares of identical wholes need not have the same shape.	Measure the length of an object by selecting and using appropriate tools such as rulers, yardsticks, meter sticks, and measuring tapes.
2.MD.10	**2.MD.11**	**2.MD.2**	**2.MD.3**
Generate measurement data by measuring lengths of several objects to the nearest whole unit, or by making repeated measurements by making a line plot, where the horizontal scale is marked off in whole-number units.	Draw a picture graph and a bar graph (with single-unit scale) to represent a data set with up to four categories. Solve simple put-together, take-apart, and compare problems using information presented in a bar graph.	Measure the length of an object twice, using length units of different lengths for the two measurements; describe how the two measurements relate to the size of the unit chosen.	Estimate lengths using whole units of inches, feet, centimeters, and meters.

	Field or Button	Action/Description
1	Interactive Node Map	The interactive map of nodes, including all target skills, related skills, and their direct and indirect connections.
2	Map View Info Menu/ Return to Search	The menu provides information on the map, including the map title and description, options to print or download the entire map, a list of the standards, a node table, and any additional resources. It also includes the option to return to the search to select a different subject, grade, and/or domain.

3	Increase/Decrease Map Size	Use the +/- buttons to zoom in and out of the map. You can also use the scroll wheel on your mouse to move in and out of the map.
4	Drag Icon	Select and drag a node to move it to a different location on the map.
5	Map Legend	A red circle indicates a target skill, a blue circle indicates a related skill, a solid line indicates a direct connection, and a dotted line indicates an indirect connection.

6. To return to the search and select a different subject, grade, and/or domain, select the hamburger menu, then select Return to Search.
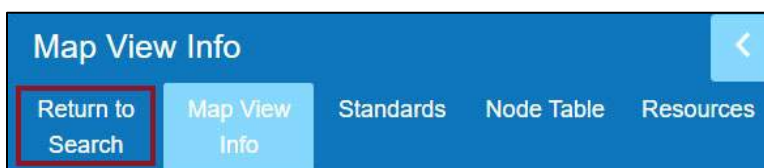
Note: To exit Map Portal you must log out.

PROJECTED TESTING

The projected testing section of the manage tests menu provides assessment coordinators the ability to view projected testing volume system wide and to upload and manage their own testing schedule. It also helps manage testing volume at the state level.

VIEW PROJECTED TESTING

To view your projected testing calendar, perform the following steps.

1. Select Manage Tests in the navigation menu.
2. Select Projected Testing.
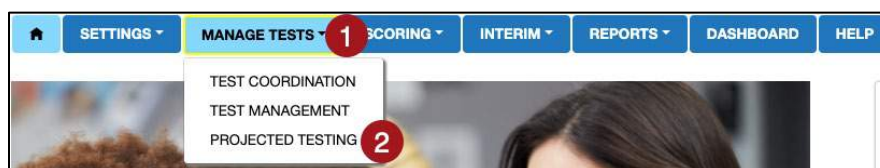
3. View system-wide projections
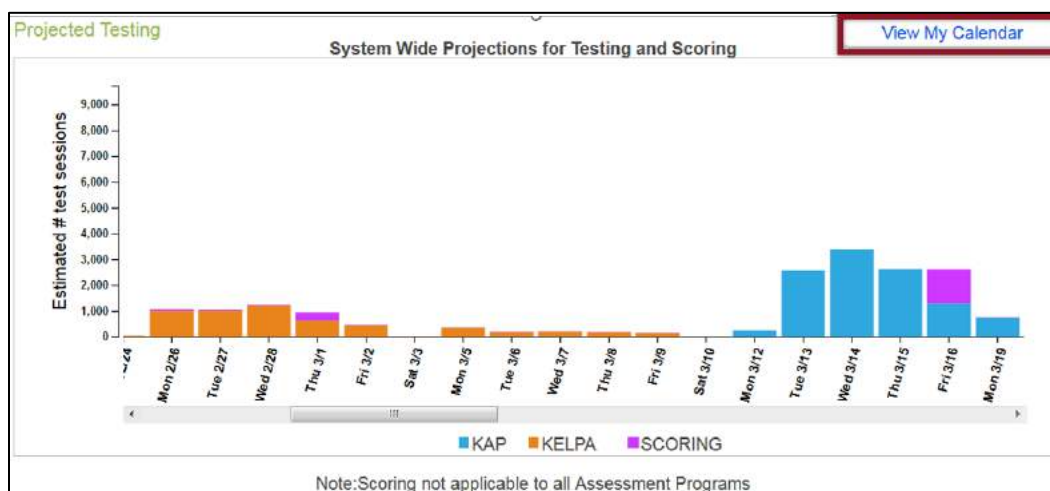
4. Select View My Calendar.

Note: An 'x' indicates the school is testing the grade marked on that date.

Building and District level users can upload a projected testing schedule using a CSV file available from the testing Upload tab in EP.

PROJECTED TESTING CSV FILE FORMAT

All column headings are required, but some columns do not require data. The table below is included to help you organize your CSV file.

Note: The Data Req? column indicates if the spreadsheet must have data in a particular column.

Column	Column Heading	Data Req?	Format of Valid Entries	Definition
A	Assessment Program	Y	Alphanumeric	The abbreviation for the assessment program, e.g., CPASS, DLM, KAP, etc.
B	State	Y	Alphanumeric	The two-letter state abbreviation, e.g., KS, CO, etc.
C	DistrictID	Y	Alphanumeric	Identification code assigned by the state (or other organization) that indicates the district. The entry must match an entry in Educator Portal.
D	DistrictName	N	Alphanumeric	The name of the district.
E	SchoolID	Y	Alphanumeric	Identification code assigned by the state (or other organization) that indicates the school. The entry must match an entry in Educator Portal.
F	SchoolName	N	Alphanumeric	The name of the school.
G	Month	Y	Alphanumeric	Testing month(s). Months may be written entirely or as three-letter abbreviations.
H	Grade	Y	Alphanumeric	Grade level: K, 1, 2, 3, etc. **Note: Use one row for each grade**
I	Projection Type	Y	testing scoring	Input values "testing" for testing and "scoring" for scoring
J-AN	1-31	N	X, x, Y, y	Each number corresponds with a calendar date. Enter 'X', 'x', 'Y', or 'y' to indicate a testing date.

UPLOAD PROJECTED TESTING

The projected testing upload creates and updates the system-wide (all assessment programs) projected testing schedule.

To load a projected testing file, perform the following steps.

1. Select Manage Tests in the navigation menu.
2. Select Projected Testing.
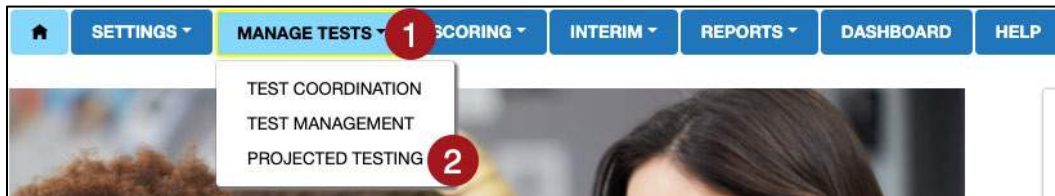
3. Select the Upload tab.
4. In the File field, select the CSV icon.

Note: A Projected Testing Upload Template is available by hovering over the ? symbol.

5. Select the appropriate CSV file and verify that the file has a .csv file extension.
6. Select Open.
7. Select Upload.

REVIEW PROJECTED TESTING FILE UPLOAD

The final step to uploading a user file is to verify that all records uploaded successfully. The brackets ([ ]) indicate that information specific to your upload or testing program will be displayed in the message.

Status Message	Description
Failed	*The CSV file failed to upload.* Select the CSV file under the file column to understand why they failed.
Rejected: [value]	*Records were not created and were rejected. Rejected column represents number of records that failed validation.* Select the CSV file under the file column to understand why they were rejected.
Created/ Updated: [value]	*Records were created successfully.*
Alerts: [value]	*Records were created, but there are alerts that should be reviewed.* Select the CSV file under the file column to view the issue.

ADD PROJECTED TESTING MANUALLY

To manually add projected testing, perform the following steps.

1. Select Manage Tests in the navigation menu.
2. Select Projected Testing.
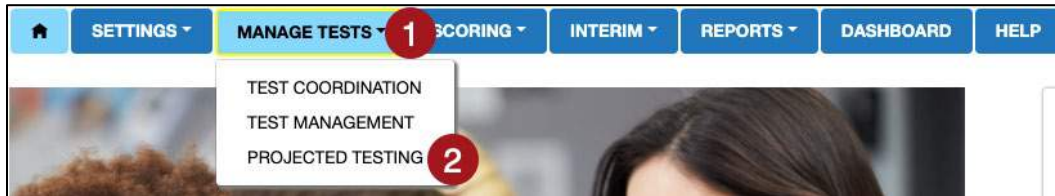
3. Select the View My Calendar tab.
4. To add projected testing dates, complete the required fields under "Add New Row."

5. Select the calendar icon to select the desired date(s).
6. Select Save.
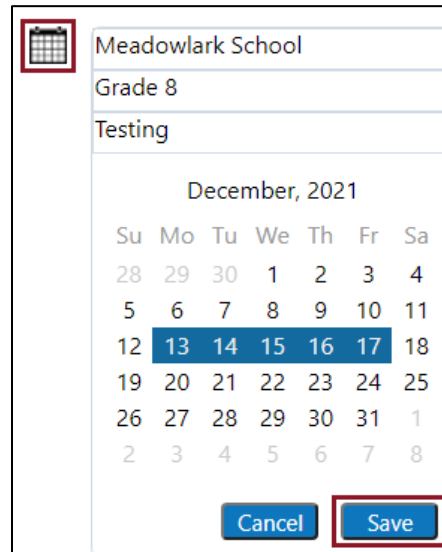
EDIT PROJECTED TESTING

To edit your projected testing calendar, perform the following steps.

1. Select Manage Tests in the navigation menu.
2. Select Projected Testing.
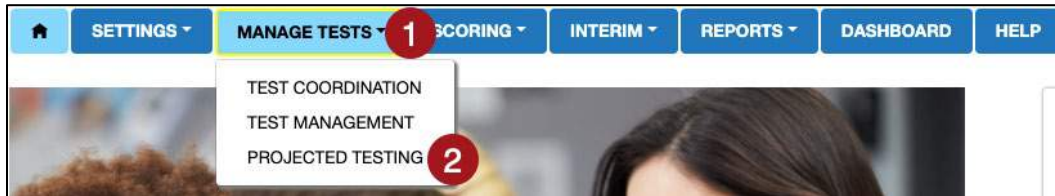
3. Select View My Calendar.
4. Select on the calendar icon for the calendar line you wish to edit.
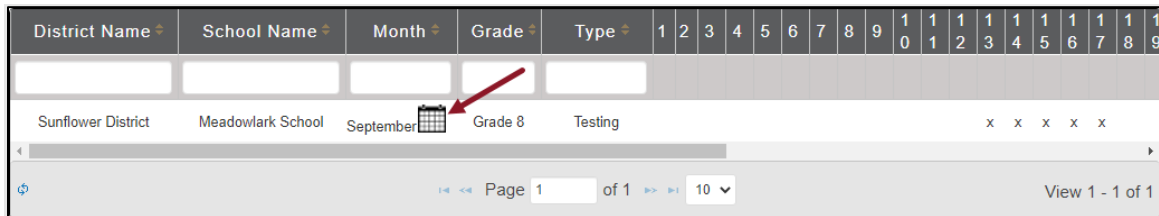
5. Select the testing date or dates to select/deselect.
6. Select Save.
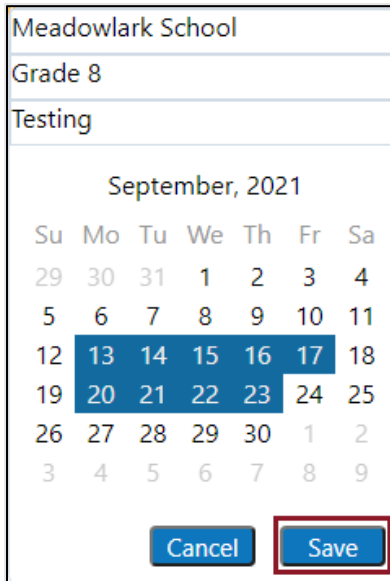
DAILY ACCESS CODES

Daily Access Codes are alphanumeric values generated in Educator Portal that, along with student login usernames and passwords, allow students access to high-stakes, Summative testing.

Note: **The use of Daily Access Codes also requires use of students' login usernames and passwords for Kite Student Portal. See the Student Usernames and Passwords section for instructions.**

The Daily Access Codes PDF contains information on the date and times the Daily Access Codes are usable, the subject and grade, and the access code for each of the test session. Daily Access Codes are available for the current testing day and next testing day after 2:30 PM. Monday's Daily Access Codes will be available Sunday at 2:30 PM.

PRINT ONE DAILY ACCESS CODE

To print a Daily Access Code, perform the following steps.

1. Select Manage Tests in the navigation menu.
2. Select Test Coordination.
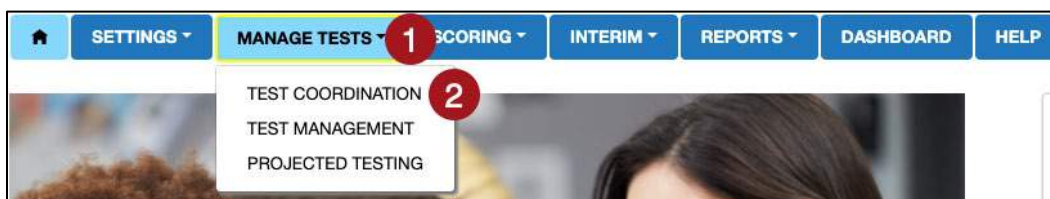
3. Select the View Daily Access Codes tab.
4. Select the appropriate Assessment Program and Test Day.

5. In the Daily Access Codes column, select either the PDF or CSV icon to open the file.
6. Select Done once you have finished viewing the Daily Access Codes.

PRINT MULTIPLE DAILY ACCESS CODES

To print multiple Daily Access Codes, perform the following steps.

1. Select Manage Tests in the navigation menu.
2. Select Test Coordination.
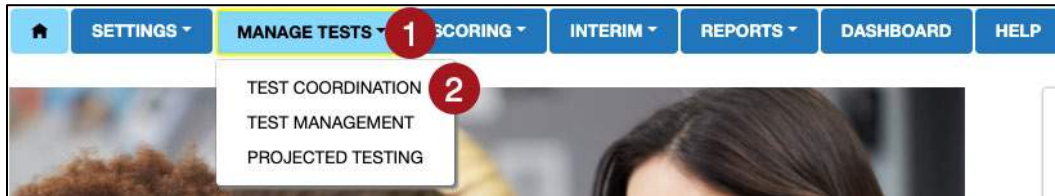
3. Select the View Daily Access Codes tab.
4. Select the appropriate test day.
5. Use the checkboxes to select multiple Daily Access Codes you would like to print.
6. Select the View Access Codes button for your preferred file type.
7. Select Done.
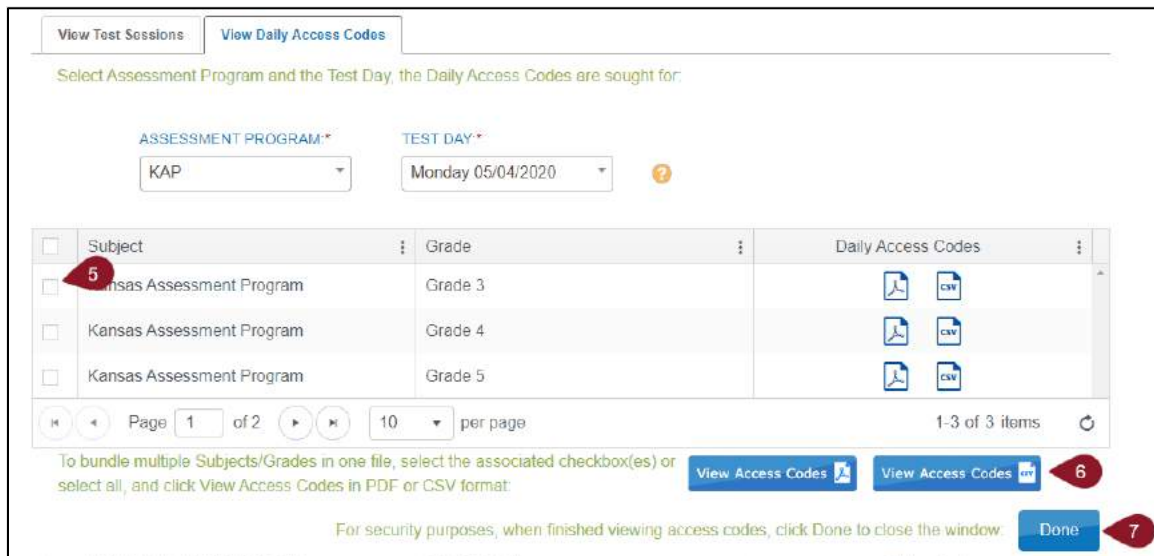
8. Save the file.

MONITOR TESTS

When monitoring tests, you will not be able to view any student answers. Instead, you will be able to see which students have started the test and if they have completed various sections of the test. To monitor a test session, perform the following steps.

1. Select Manage Tests in the navigation menu.
2. Select Test Coordination.

3. Complete all fields in the Select Criteria section.
4. Select Search.

5. In the Test Session Name column, select the hyperlinked session name.

6. Select the Monitor tab.
7. Review the information on the screen.

Overall Status: Indicates whether the student has started a test, completed the test or testing is in progress.

 # Unanswered Items: Represents the number of items that were not answered after a student completed the test.

Section:
- Each numbered column corresponds to a question on the test.
- The solid blue circles indicate that the student has completed the question.
- An empty circle indicates that the student has not completed the question.
- Two asterisks (**) indicate that the student was not assigned the question.

END AND REACTIVATE TESTS

Before reactivating a test, you must end the test session for the student. Only tests that are showing as "Complete" need to be reactivated. Tests in the "In Progress Timed Out" status will automatically be accessible when the student logs in to the Kite Student Portal.

To reactivate a test, perform the following steps.

1. Select Manage Tests in the navigation menu.
2. Select Test Coordination.

3. Fill in the appropriate fields in the Select Criteria section.
4. Select Search.
5. In the Test Session Name column, select the name of the test session you want to end.

6. Select the Monitor tab.
7. Select the checkbox next to the student's name whose test needs to be ended and end the test session.
8. If a student's test needs to be reactivated, reactivate the test instead.

Note: **The Reactivate button only displays when a student is selected.**

9. A message asks you to confirm the reactivation.
10. Select OK.

ENTER A SPECIAL CIRCUMSTANCE CODE

If a student cannot take or complete a high-stakes, Summative assessment, you will need to enter the special circumstance code (SC code). A list of available special circumstance codes can be found in the Kansas Assessment Examiner's Manual (KAEM).

To enter the special circumstance for a student, perform the following steps.

1. Select Manage Tests in the navigation menu.
2. Select Test Coordination.

3. Complete the appropriate fields.
4. Select Search.
5. In the Test Session Name column, select the name of the test session you need to update.

6. Select the appropriate student.
7. In the Special Circumstance column, select the applicable circumstance from the dropdown.

> Hint: You may need to scroll to the right to locate the column.

8. In the save column, select the Save icon.

Note: Some special circumstances require state-level approval. Those will display a dialog box when you save them. Justification for these special circumstances requires you to report additional information to KSDE for approval.

DASHBOARDS

The Dashboard provides key metrics that are critical to state and district stakeholders during testing. Daily monitoring of the dashboard by DTCs and BTCs is essential. Each tab on the Dashboard allows you download an extract for your school and/or district.

TESTING SUMMARY

The Testing Summary provides a list of test sessions completed, by subjects comparing it to the number of students who are expected to complete the test. It also indicates the number of test sessions that have been reactivated.

Subject	Test Sessions Completed			Students Assigned	Students All Sessions Complete	Students Percent Complete	Test Sessions Reactivated	
	Today 7/16	Prior Day 7/15	School Year 2020-2021	School Year 2020-2021	School Year 2020-2021	School Year 2020-2021	Prior Day 7/15	School Year 2020-2021
KAP								
English Language Arts	0	0	224	112	112	100.0%	0	1
Mathematics	0	0	222	112	110	98.2%	0	0
Science	0	0	86	43	43	100.0%	0	0
KAP Interim Instructional								
English Language Arts	0	0	77	17	n/a	n/a	n/a	n/a
Mathematics	0	0	8	17	n/a	n/a	n/a	n/a
KAP Interim Predictive								
English Language Arts	0	0	82	107	82	76.6%	0	0
Mathematics	0	0	49	53	49	92.5%	0	0

Data updated twice daily - approximately noon and midnight Central Time.
* KAP Interim Predictive counts are for most recent window.

SCORING SUMMARY

The Scoring Summary tab provides a snapshot of test sessions that have been scored.

		Testing Summary	Scoring Summary	Reactivations	Testing Outside Hours	Short Duration Testing	Kite Error Messages	

Dashboard: View Scoring Summary

View a school

District: Kansas City   As of: Sunday 7/19/2020 12:12 PM CDT

Subject	Sessions Assigned	Test Sessions Scored			Percent Completed	Completed Not Scored
	School Year 2019-2020	Today 7/19	Prior Day 7/18	School Year 2019-2020	School Year 2019-2020	School Year 2019-2020
▲ KELPA						
Listening	8,432	0	0	0	0.0%	8,289
Reading	8,429	0	0	0	0.0%	8,291
Speaking	8,432	0	0	8,281	99.8%	8
Writing	8,437	0	0	8,259	99.9%	4

Data updated twice daily - approximately noon and midnight Central Time.

Download Extract

REACTIVATIONS

The Reactivations tab provides the ability to view the number of test reactivations. These can be filtered by current day, prior day, school year and can be narrowed down to the student level.

Testing Summary	Scoring Summary	Reactivations	Testing Outside Hours	Short Duration Testing	Kite Error Messages

Dashboard: View Reactivations

District: Training District

[Today] [Prior Day] [School Year]

19 Reactivations this school year

[Student Detail] [Summary]

As of: Sunday 7/19/2020 12:12 PM CDT

Assessment Program	District	School	Test Name	Count	Reactivated By
KAP	Training District	Training School	G3 - Math - Fall 2020	2	Kite Trainer
KAP	Training District	Training School 2	G4 - ELA - Fall 2020	1	Lauren Elizabeth
KAP	Training District	Training School 2	G4 - Math - Fall 2020	16	Kite Trainer

|◀ ◀ Page 1 of 1 ▶ ▶| 10 ▼ per page   1-3 of 3 items

Data updated twice daily – approximately noon and midnight Central Time

[Download Extract]

TESTING OUTSIDE HOURS

The Testing Outside Hours tab provides a snapshot of students who accessed a test outside of regular school hours. Results can be filtered by current day, prior day, and school year.

SHORT DURATION TESTING

The Short Duration Testing tab tracks tests completed in a short period of time. The table details whether the student got every answer correct as well as the exact timespan in which the test was completed.

There are numerous columns in the table. Scroll to the right to view more details such as Student Name, Test Name, Item Count, or All Correct. Use the ellipsis in each column to sort, filter, and choose which columns appear in the table.

Note: Time thresholds are set individually for each tested subject.

| Testing Summary | Scoring Summary | Reactivations | Testing Outside Hours | **Short Duration Testing** | Kite Error Messages |

Dashboard: View Short Duration Testing
District: Training District

[Today] [Prior Day] [School Year]

4 tests completed under short duration this school year   As of: Sunday 7/19/2020 12:12 PM CDT

Assessment Program	District	School	Teacher	Subject	Grade	State Stu Identif
KAP	Training District	Training School		English Language Arts	5	12355
KAP	Training District	Training School		English Language Arts	4	32456
KAP	Training District	Training School		English Language Arts	4	34554
KAP	Training District	Training School		English Language Arts	4	45584

Page 1 of 1   10 ▼ per page   1 of 4 of 4 items

Data updated twice daily – approximately noon and midnight Central Time

[Download Extract]

KITE ERROR MESSAGES

The Kite Error Messages tab displays error messages generated by KIDS TEST sends and TASC records, with details for each instance.

Testing Summary	Scoring Summary	Reactivations	Testing Outside Hours	Short Duration Testing	Kite Error Messages

Dashboard: View Kite Error Messages

Search by SSID

STATE STUDENT IDENTIFIER: * [_____] [Search by SSID]

OR

Search by District/School

SCHOOL:

[Select ▾]

[Search]

Processed Date	SSID	Record Type	Attendance School	Subject Area	Educa:
11/06/2019 01:35 PM	2306324564	TASC	Training School	ELA	661
10/03/2019 05:06 PM	5038592056	TASC	Training School 2		392
10/07/2019 01:20 PM	2054911045	EXIT	Training School		
01/31/2020 01:37 PM	2023406541	TASC	Training School 2	ELA	456
09/12/2019 03:06 PM	2031120455	TASC	Training School 2		377

⬇ Download Error Messages

|◄ ◄ Page 1 of 1 ► ►| 10 ▾ per page   1-5 of 5 items ↻

Select the Download Error Messages button in the bottom left of the table to download all error messages in an Excel spreadsheet

PARENT ACTIVITY SUMMARY

The Parent Activity Summary tab provides key metrics involving Parent Portal logins and report downloads. A pie chart displays the distribution of parent activity such as logging in, downloading reports, and not logging in at all. Below the pie chart is a table displaying parent activity for the current day, previous day, and the current school year. Select Download Extract below the table to generate a CSV file of this information.

Select Download Parent History for an extract that lists the students and corresponding parents that performed each activity (did not log in, logged in but did not download a student report, or downloaded a student report), disaggregated by school, if desired.
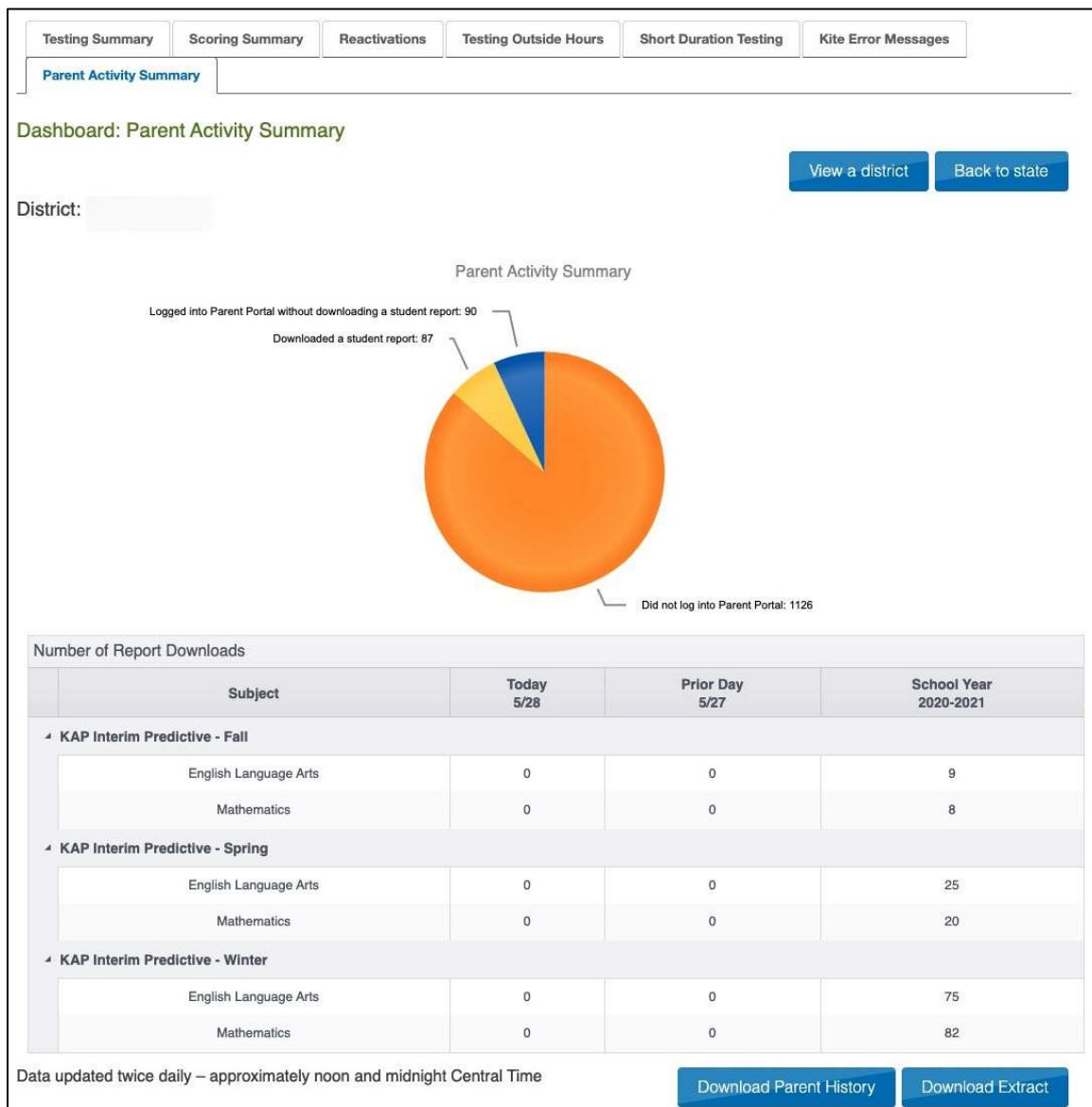
REPORTS (SUMMATIVE)

The reports in Educator Portal are created after Summative testing ends and the scores are processed and recorded. Reports available for district-level users include Student (Individual), Students (Bundled), School Summary, and District summary.

PRINT REPORTS

To print a report, perform the following steps.

1. Select Reports in the navigation menu.
2. Select General Assessment.
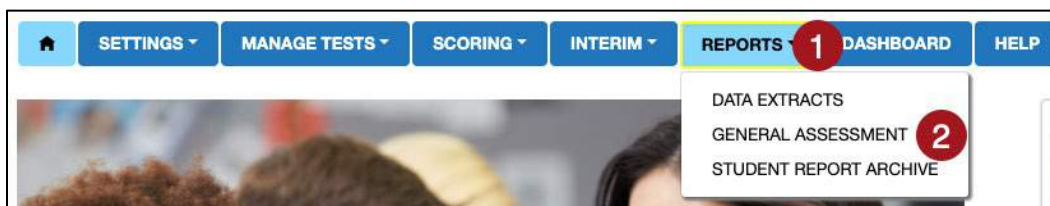
3. Select the desired report tab.
4. Use the dropdowns to select the report criteria.

5. After all criteria have been selected, select a link to open a PDF of the selected report. The links will vary depending upon the type of report.

ACCESS A STUDENT REPORT ARCHIVE

A student report archive contains KAP, KELPA, and DLM score reports ranging from 2015 to the present school year. An administrator with the organization the student is currently enrolled at can access a student's entire report history. Administrators with an organization where the student was previously tested can access reports for those years the student tested at the organization.

1. Select Reports in the navigation menu.
2. Select Student Report Archive.
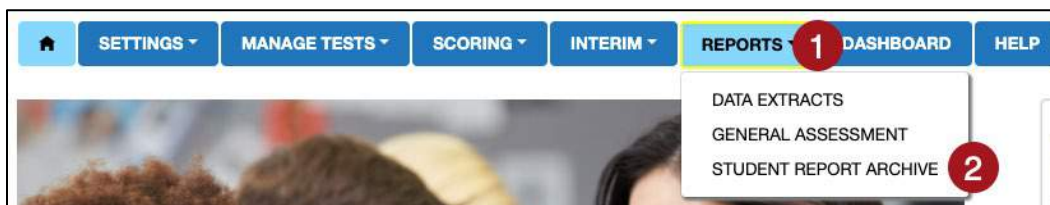
3. Enter the student's last name or Student State ID.
4. Select Search.
5. Select the student.

6. Select the desired report to view.