



Kansas Assessment Program

Test Coordinator Manual

KAP INSTRUCTIONAL MINI TESTS

KAP INTERIM

KAP SUMMATIVE

CPASS

GRADE 2 READING

2024-2025



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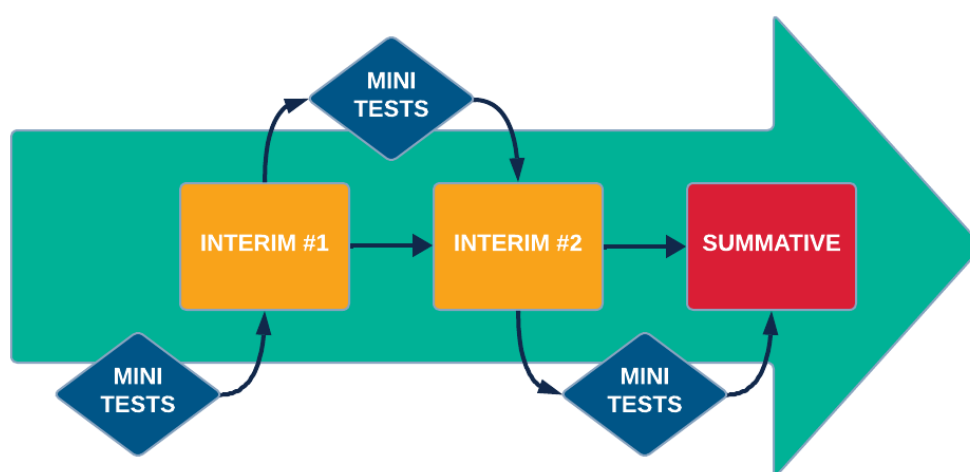
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About the Kansas Assessment Program

The Kansas Assessment Program (KAP), a program of the Kansas State Department of Education (KSDE), fulfills a mandate from the Kansas legislature. KAP assessments include: KAP Summative, KAP Interim, KAP Instructional Mini Tests, Grade 2 Reading, KELPA (Kansas English Language Proficiency Assessment) Summative, KELPA Screener, and cPass (Career Pathways Assessment).

Each of these assessments plays a role in realizing the KSDE vision of a Balanced Assessment System (BAS). This system is characterized by a cohesive, comprehensive, and continuous approach where assessments at different levels work together seamlessly. The BAS integrates formative, interim, and summative methods and strategies tailored to diverse student and educator needs. A properly structured BAS facilitates the seamless exchange of information among state, district, school, and classroom assessments, informing educational decisions throughout.



KAP Assessments serve as a cornerstone in both state and federal accountability frameworks, holding significant weight in meeting legislative requirements such as those outlined in the Every Student Succeeds Act (ESSA). The KAP and KELPA Summative assessments specifically address these mandates, ensuring compliance with rigorous educational standards. Beyond their regulatory function, KAP assessments also play a pivotal role in transparency and public engagement. By making assessment results publicly accessible, families are empowered to make informed decisions about the education of their children.

About Kite, AAI, and ATS

The Kite® Suite is developed by the Assessment and Technology Solutions (ATS), which is a center under the Achievement and Assessment Institute (AAI). AAI is a service and research entity within the School of Education and Human Sciences at the University of Kansas.

The Kite Suite consists of these main components (i.e., portals):

- **Kite Content Portal (CP)** – Used by assessment professionals to create engaging test items including technology-enhanced (TE) items mapped to national and state standards.
- **Kite Educator Portal (EP)** – Used by test coordinators and test administrators to manage data, monitor test completion, and access reports.

- **Kite Student Portal (SP)** – Used by students to take assessments.
- **Kite Scoring Portal (ScP)** – Used by educators and scoring professionals to score human-scored items such as open-ended or audio-capture items.
- **Kite Parent Portal (PP)** – Used by parents to view student score reports.

About this Manual

The KAP Test Coordinator Manual (TCM) supports Test Coordinators (TCs) in the administration of KAP Instructional Mini Tests, KAP Interim, Grade 2 Reading, cPass, and KAP Summative. TCs coordinate assessments through EP. TCs have the role of District Test Coordinator (DTC), District User (DU), Building Test Coordinator (BTC), or Building User (BU). TCs oversee the assessment process and serve as the main point of contact for district and building educators, KSDE assessment administrators, and the Kite Service Desk.

The KAP TCM outlines the necessary activities for coordinating KAP assessments and provides detailed instructions for completing each task. The “Before the Assessment” section contains universal guidelines applicable to all assessments, with distinctions highlighted as needed. The manual is then divided into three chapters, addressing activities “During the Assessment” and “After the Assessment” for the following: KAP Instructional Mini Tests and Interim Assessments, KAP Grade 2 Reading Assessment, and KAP Summative and cPass Assessments.

Note: If you are a new test coordinator, we recommend reviewing Appendix A: Basics of Educator Portal to gain a better understanding of the system.

For additional information about administering KAP assessments, please refer to the other manuals listed below, all of which are available on the KAP website.

- ☐ **Kite Accessibility Manual** assists educators in selecting appropriate accommodations and designated supports for students in EP.
- ☐ **Test Administration Manuals (TAMs)** assist test administrators (TAs) in administration guidelines and administering assessments in SP, where students take assessments. TAMs are available for all Interim and Summative assessments.
- ☐ **Kite Student Portal Installation Guides** provide instructions on installing SP on supported devices (Chromebook, iPad, Mac, and Windows).
- ☐ **Practice Test Guide** provides login information and details about using SP to practice taking assessments.
- ☐ **Kite Parent Portal User Guide** provides parents/guardians with step-by-step instructions on how to use Kite Parent Portal to view their student’s assessment score reports.

Note: The Kite Suite is also used for the Dynamic Learning Maps® (DLM®) alternate assessments. Refer to the DLM website for more information about the DLM.

A Note about Roles

This guide’s procedures and graphics expect the reader to have the role of District Test Coordinator (DTC), District User (DU), Building Test Coordinator (BTC), or Building User (BU) 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

All names and organizations used in this are fictitious. No identification with actual persons (living or deceased), places, and organizations is intended or should be inferred.

A Note About Software

To perform the duties described in this manual, you will need the following applications:

- a modern web browser such as Mozilla Firefox, Google Chrome, Microsoft Edge, or Safari,
- a PDF viewer such as Adobe Acrobat or Preview, and
- a spreadsheet program such as Google Sheets or Microsoft Excel.

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 guide since the last major release of the documentation.

Date	Page(s)	Change
9/23/24	47	Corrected field for Primary_Role & Secondary_Role for Users CSV Upload file.
11/5/24	23-28	Updated information about KAP Interim Reports
11/14/24	25	Added clarity to the Area Performance Report (Interim Interactive)
1/13/25	23-28	Interim Question Reprot and updates to Interim Interactive Reports
1/17/25	80-82	Edited information about PNP Upload process
3/28/25	33	Clarified that cPass does not use DACs

What's New for 2024–2025

The Kansas State Department of Education is delighted to announce significant updates to the Kansas Assessment Program. Our assessments across all subjects and grades have been reimagined and realigned to better meet the needs of our students and the demands of an ever-evolving world. These state-provided assessments, together with district-defined measures, will support your school in establishing a Balanced Assessment System, enabling educators to gain a clear understanding of each student's requirements to become a successful Kansas high school graduate.

Key Changes and Continuities

KAP comprises summative and interim assessments in English Language Arts (ELA), Math, and Science, as well as standards-based Instructional Mini Tests for classroom use. Summative assessments are conducted over five weeks each spring, with a two-week testing window for remote students. Interim assessments are administered twice a year, in fall and spring. The newly expanded Instructional Mini Tests, offering standards-based blocks for use within instructional units, are available throughout the school year. Additionally, an optional Grade 2 Reading assessment is provided during the summative assessment window.

Assessment	Subject(s)	Grade(s)	Windows
Instructional Mini Tests	ELA	3–10	Year-Round
	Math	3–10	
	Science	3–12	
Interim	ELA	3–8, 10	Fall and Spring
	Math	3–8, 10	
	Science	5, 8	
Summative	ELA	3–8, 10	Spring
	Math	3–8, 10	
	Science	5, 8, 11	
Reading (Optional)	ELA	2	Spring

Enhanced Test Content

In recent years, assessment developers from the University of Kansas have collaborated with KSDE content specialists to develop new assessment content, including reading passages, science phenomena, **questions**, and responses. Kansas educators reviewed and refined this content for grade-level appropriateness, bias, and fairness. Any questionable content was flagged, refined, or discarded. Following field testing, KU psychometricians analyzed the results for content difficulty across all sub-groups. If necessary, Kansas educators further refined the content to ensure the highest quality of assessment. The thorough review process supports the excellence of the content.

Engaging Item Types

We have incorporated more engaging item types by increasing the use of technology-enhanced items while reducing the number of multiple-choice items. Students will encounter more drag-and-drop, ordering, drop-down menus, matching, and other interactive item types.



Improved Reporting


Our reporting capabilities have significantly improved. Many reports will provide student data at the standards level, and a new reporting engine within Kite Educator Portal will display aggregate data by school, roster, or subgroup for both the interim and summative assessments. For instance, you can now view how all fourth and fifth graders in your district performed on a specific reading standard in the fall interim assessment. The Individual Score Reports for KAP summative assessments have also been redesigned to provide educators and families with actionable information geared toward improving student learning.

We trust that you will find great value in these updates to the KAP assessments. We extend our sincere gratitude to all the educators across Kansas who contributed to this process. The Kansas Assessment Program is greatly enhanced because of your efforts!

Getting Help

Common tasks are described in this manual, but if you require additional assistance, please do not hesitate to contact us.

Program Resources

Resource	Location
Phone	855-277-9752
Email	kap-support@ku.edu
Kite Educator Portal & Live Chat	https://educator.kiteaai.org
Hours ¹	7:00 AM – 5:00 PM CT, M-F (July – February) 6:00 AM – 6:00 PM CT, M-F (March – June)
Kite Student Portal Homepage URL	https://student.kiteaai.org
Kite Student Portal Icon	
Program Website	https://ksassessments.com
Kite Status Page	https://ksassessments.com/kite

¹The Kite Service Desk is closed the week after Christmas and on major US Holidays.

Live Chat

Live Chat in EP may be used to contact the Kite Service Desk during normal business hours. To access, select the Live Chat link at the bottom of any page within EP.

Personally Identifiable Information (PII)

Do not send any Personally Identifiable Information (PII) (e.g., first name, last name, date of birth, and social security) for a student via email or Live Chat. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII information may also include combinations of data such as a student ID and school name.

Do send the state student ID (SSID) number only and the error or concern you are reporting regarding the test taker.



Help Videos

The training video titles listed below are available on the KAP website and under the Help tab in EP.

#	Title	Topic
1	Intro to Kite Suite	An introduction to the Kite Suite.
2	Intro to Kite Student Portal	An overview of Kite Student Portal, installation, navigation, and testing.
3	Getting Started in Kite Educator Portal	An introduction to Kite Educator Portal, where districts and schools manage data, monitor tests, and view reports.
4	User Management	How to manage educator accounts in EP.
5	Student PNP Settings	How to verify and set accommodations.
6	Data Extracts	An overview of common data extracts used by DTCs.
7	KAP Dashboards	An overview of the available dashboards in EP.
8	KAP Instructional Mini Tests	An overview on how to build, assign, administer and view results from the Instructional Mini Tests.
9	KAP Reporting	How to access Individual Score Reports and School/District Summary reports within EP.

Test Security

Test security is essential to obtain reliable and valid scores for accountability purposes. Accordingly, the Kansas State Department of Education (KSDE) must ensure the security and confidentiality of state assessment materials. Everyone who is involved in student testing, communicates results, and manages testing information is responsible for test security.

DTCs oversee test security for their entire district. DTCs must establish and implement test security and ethics procedures for their district. DTCs must keep all documentation related to test security on file. This includes

- documentation of which individuals have received training on the KSDE Test Security Guidelines, including when the training was provided and how the training was provided.
- record of acknowledgments signed by local personnel, confirming that they have received training on and agree to adhere to the KSDE Test Security Guidelines (see Appendix C: Test Security & Ethics Agreement (Example)).
- reactivation logs which must include the student's name, SSID, grade, subject and test session being reactivated, date and time of reactivation, and the reason for the reactivation.
- documentation of accommodations and designated supports to be provided to students.

Annual Training

KSDE will provide DTC Test Security & Ethics training, covering the KSDE Test Security Guidelines, by November 30 each year. **Attendance is mandatory for all DTCs.** After completing this training, DTCs are required to train their district and building staff using a train-the-trainer model. Each DTC must sign an acknowledgment form to confirm that they have received the training and agree to adhere to the KSDE Test Security Guidelines.

Training Local Staff

Before local testing begins, DTCs must train other local personnel on the KSDE Test Security Guidelines and other district protocols.



Note: Local personnel include any staff member who administers a state assessment, such as administrators, educators, and paraeducators, and proctors. Parents and school volunteers may not administer a state assessment.

DTCs should establish district procedures for

- activating new users (DUs, BTCs, BUs, and Teachers) in EP,
- distributing test administration materials including Test Administration Manuals (TAMs) and Daily Access Codes (DACs),
- reporting testing irregularities,
- entering student accommodation information into EP,
- distributing and returning braille booklets (if needed),
- securely returning, storing, and destroying secure test materials, and
- reactivation of students by district- and building-level users.

Upon completion of this training, local personnel must sign an acknowledgment confirming that they have received training on and agree to adhere to the KSDE Test Security Guidelines. Materials will be provided by KSDE and may be customized to meet district needs.

Testing Irregularities

Report any breach of test security, loss of materials, or any other deviation to Chelsea Pelfrey, Assessment Coordinator, KSDE, 785-296-0040.

While it is technically the responsibility of the superintendent to report testing irregularities, DTCs play a vital role in making sure this is done successfully. Reports must be made in writing and be submitted as soon as the violation is identified. Use the following guidelines in your report:

- Include the SSID only; do not include the student's name, building, or district.
- Review email signatures for sensitive data (e.g., building or district details).
- Provide content area (subject) of the test, for example, ELA, mathematics, or science.
- Provide the session number and, if applicable, the specific item number.
- Do not include any information about item content (passage, item stem, response choices) or narrative descriptions of the item in writing. Remember, these are live, secure test items.
- Do not take or send pictures of the item.

During each testing window, AAI will provide data to KSDE that facilitates the examination of testing irregularities. The following data are reported during the testing window:

- Test reactivations—frequency of reactivations
- Click history—reports specific student behavior withing SP that signals an irregularity
- Timing data—Tests taken and/or submitted after school hours

Consequences

In consultation with staff from KSDE, appropriate consequences will be put in place at the district level upon breach of security. Because each case is unique, a variety of steps could take place but are not limited to the following:

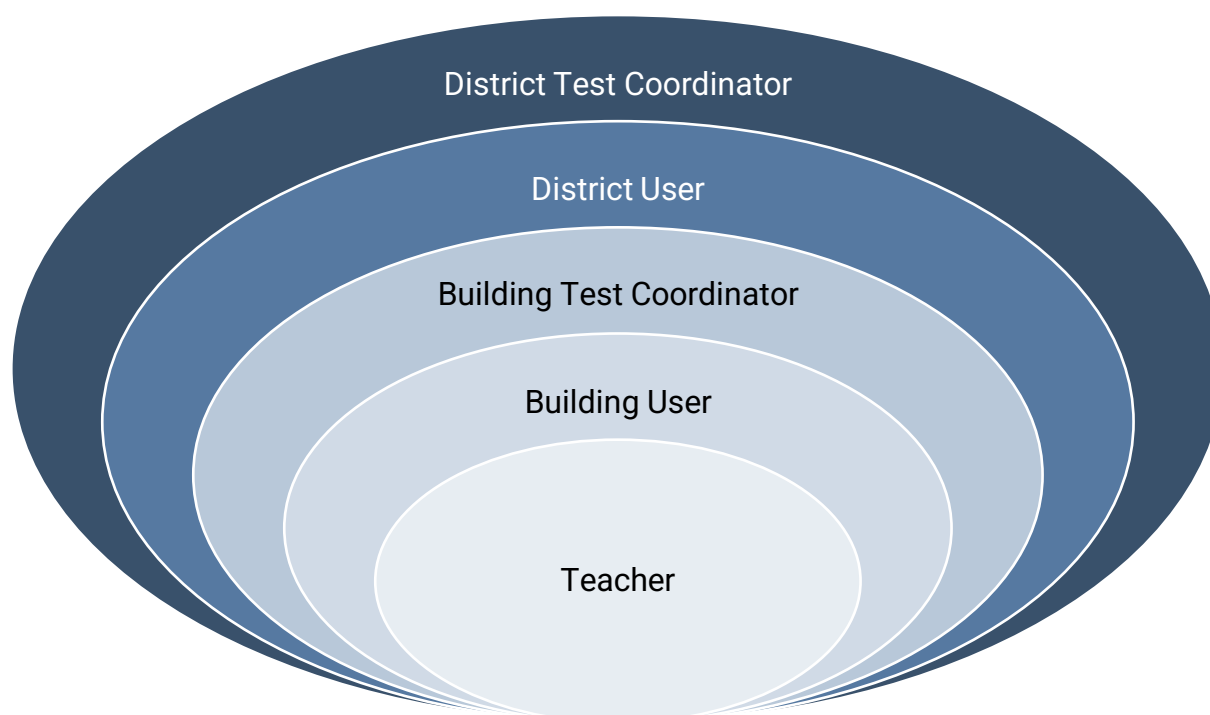
- No action taken—discussion with KSDE indicated the breach was not severe enough to warrant any action
- KSDE action—written letter or phone call to superintendent and DTC stating concerns and processing of action steps

- Retesting of students
- Removal of test proctors from testing rooms
- KSDE monitor visit will perform a follow-up visit the next testing year to verify that changes to inappropriate practices have been made

Roles and Responsibilities

Educator Portal features a hierarchical structure where DTCs are assigned the highest level of permissions within the application. DUs have similar permissions to DTCs, followed by BTCs, BUs, and TEAs. For details about the permissions of each role, see Appendix B: Roles & Permissions.

Hierarchy of Roles in EP



District Test Coordinator (DTC)

The DTC serves as the primary liaison between their district and Kite. As such, EP only allows one DTC per district. KSDE must approve and manage the DTC role for each district. The DTC is the primary source of assessment information for staff, parents, and the community. It is the DTC's responsibility to keep their district informed about current assessment policy and changes and to provide teachers with available resources for content area assessments.

District User (DU)

Users with the DU role are appointed at the local level. No involvement from KSDE is necessary. The DU role has many of the same permissions in EP as a DTC and can therefore assist the DTC with many of their responsibilities.

Building Test Coordinator (BTC)

BTCs are also appointed at the local level. The BTC's point of contact for matters relating to assessment is the DTC or DU. BTCs are responsible for assessment activities at the building level. In some smaller districts, the DTC may also serve as BTC for one or more schools in the district.

Building User (BU)

BUs are also appointed at the local level. The BU role has many of the same permissions in EP as a BTC and can therefore assist the DTC with many of their responsibilities.

Note: This manual uses the term “test coordinator” (TC) to include DTCs, DUs, BTCs, and BUs.

Teacher (TEA)

The Teacher role is needed by those who administer the assessment to the students. Users with the teacher role must be a certified educator in the state of Kansas with an Educator ID.

Before the Assessment

All KAP assessments require TCs to perform basic set up before students can access the assessment. Tasks include:

- Managing EP Users
- Registering Students through KIDS
- Setting Student PNPs
- Setting DAC Valid Times (Summative only)
- Ordering Braille Forms (if needed)
- Accessing Student Login Information

Users

Educators that will be administering KAP Instructional Mini Tests, KAP Interim, KAP Summative, KELPA Summative, Grade 2 Reading, or cPass should have a user account in EP. **Users should never share or exchange account information.**

As a TC, it is important that you establish procedures to determine who has access to information in EP and determine role assignments in the district. By the end of each September, you should deactivate users in EP who have left the district or changed roles with the district.

User accounts can be created and modified in EP manually or by CSV upload with a template. For details on the process to create or modify users, please use Appendix D: Manage Users.

New Users & Account Activation

User accounts are created by a higher-level user role. Once created, users receive an email to activate their account and set their own password. The email will come from the Kite Service Desk.

Organizations

District and school IDs are often needed to complete CSV files. Organization addresses are needed to deliver special forms. It is the responsibility of the TC to ensure that all organizations, addresses, and contact information are updated.

1. Select the **Settings** menu.
2. Select **Organization**.
3. The **View Organization** tab displays.
4. Organization IDs and Names are shown in the grid.

View Organization: Select Criteria

STATE: Kansas x DISTRICT: Sunflower x SCHOOL: Select

Search

Organization	Name ↑	Level	Org Parent ↑	Org Parent Level	Contracting Organization	Start Date
S1003	Buffalo Jr-Sr High	SCH	D1001	DT	No	Not Available
S1001	Cottonwood School	SCH	D1001	DT	No	Not Available
S1002	Meadowlark Elementary	SCH	D1001	DT	No	Not Available
D1001	Sunflower	DT	KAP QC State	ST	No	Not Available

View Export to Excel

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

Note: Organization names and IDs may not be edited directly within EP. If you believe an edit is necessary, please contact KSDE.

Students

Students are enrolled and rostered for KAP assessments through **KIDS** (Kansas Individual Data on Students). **TASC** records must be submitted for students participating in KAP Instructional Mini Tests, KAP Interim, and Grade 2 Reading assessments. **TEST** records must be submitted for students participating in KAP Summative and cPass assessments.

Note: Talk to your district's KIDS liaison for information about submitting KIDS records. All enrollments, rosters, exits, and transfers must be processed through KIDS.

Once your KIDS records have been submitted and processed, student information will appear in EP within 24 hours.

Removing Students from a Roster

If you need to remove a student from a roster, submit a TASC record with Course Status = 99. If a TASC record is submitted to move a student to a different building or district, the student will be automatically removed from all rosters.

Personal Needs and Preferences (PNP) Profiles

Note: Student PNPs settings have changed significantly in 2024-2025. Please refer to the [Kansas Accessibility Manual](#) and [Kite Accessibility Manual](#) for guidance.

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 student's Personal Needs & Preferences (PNP) profile. PNPs should be set 24 hours before beginning an assessment for accommodations such as Braille or Text to Speech. Other supports 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 about accessibility, accommodations, and PNPs, please see the [Kansas Accessibility Manual](#) and the [Kite Accessibility Manual](#).

Setting a Student PNP Manually

To set a student's PNP, perform the following steps.

1. Select **Settings**.
2. Select **Students**. Enter filters.
3. Select **Search**.
4. Find a student, then select the link in the **PNP Profile** column. *No Settings* is displayed for students that *do not* have any PNP settings entered. *Custom* is displayed for students with PNP settings.

[View Students](#)
[Upload PNP](#)

View Students: Select Criteria

STATE: Kansas x DISTRICT: Sunflower x SCHOOL: Cottonwood School x

[Search](#)

State Student ID	Local ID	Last Name ↑	First Name	PNP Profile	Grade	School ID(s)
245390755	13609	Abelov	Marlow	NO SETTINGS	Grade 8	S1001
623436286	75454	Arckoll	Odette	NO SETTINGS	Grade 8	S1001
258633631	94082	Aspin	Natal	CUSTOM	Grade 8	S1001
228872351	59568	Attoc	Jewell	CUSTOM	Grade 8	S1001
605925338	90297	Beecham	Esme	NO SETTINGS	Grade 8	S1001
392615256	61387	Bentjens	Chrissy	NO SETTINGS	Grade 8	S1001
767310943	26302	Berka	Martica	NO SETTINGS	Grade 8	S1001
825250393	14663	Bickmore	Dollie	CUSTOM	Grade 8	S1001
591332292	33804	Browse	Ashley	NO SETTINGS	Grade 8	S1001
544797837	74442	Chasen	Giorgi	NO SETTINGS	Grade 8	S1001

[View](#)
[Export to Excel](#)

Page 1 of 5
 10 per page
 1-10 of 50 items

5. The PNP settings popup window displays. At the top of the screen, student demographic data including full name, date of birth, gender, state student ID, and grade display. A summary of current settings (if any) is displayed in the center of the window. The Save button is located at the bottom of the window.

Marlow Abelov

Student Demographics

First Name: Marlow Middle Name: Onfroi Last Name: Abelov Date of Birth: 06/20/2007
 Gender: Male State Id: 245390755 Grade: 8

Summary Accommodations Designated Supports Universal Features

Selected PNP Profile Settings for

No preferences have been set.

Save

6. PNP settings are divided into the following categories: Accommodations, Designated Supports, or Universal Features. Refer to the [Kansas Accessibility Manual](#) and [Kite Accessibility Manual](#) and use the [PNP Planning Tool Worksheet](#) (on the KAP Website) to collect information about which settings should be applied for your students, which settings should be applied for your students.
7. The following screen shows a student that has Text to Speech: Text & Graphics and Specialized Calculator selected. The Descriptions for the tools can be displayed.

Marlow Abelov

Student Demographics

First Name: Marlow Middle Name: Onfroi Last Name: Abelov Date of Birth: 06/20/2007
 Gender: Male State Id: 245390755 Grade: 8

Summary Accommodations Designated Supports Universal Features

Descriptions: ☐ Off

Embedded
 (Included in the Kite Student Portal)

Tool Name: Status:

American Sign Language (ASL) ☐ Off

Keyword Translation ☐ Off

Single Switch ☐ Off

Text to Speech ☒ On

☒ Questions & Responses (ELA)
☐ Passages & Graphics

Non-Embedded
 (Outside of the Kite Student Portal)

Tool Name: Status:

ASL Interpreter ☐ Off

Braille Form ☐ Off

Scribe ☐ Off

Specialized Calculator ☒ On

Save

8. Select **Save** when you have entered all student PNP settings. A confirmation message will display. Select **Yes** to save your changes. You then can view the settings you selected on the Summary tab.

Marlow Abelov

Student Demographics

First Name: Marlow Middle Name: Onfroi Last Name: Abelov Date of Birth: 06/20/2007

Gender: Male State Id: 245390755 Grade: 8

Summary Accommodations Designated Supports Universal Features

Selected PNP Profile Settings for

Embedded Selections
(Included in the Kite Student Platform)

- Accommodations
- Text to Speech
- Designated Supports
- Auditory Background

Non-Embedded Selections
(Outside of the Kite Student Platform)

- Accommodations
- Specialized Calculator

Save

Setting a Student PNP Using an Upload

Student PNP profiles can also be created or edited using the PNP settings upload. For detailed instructions on setting student PNP Profiles via upload, please see Appendix I: PNP Upload Process.

Braille

Braille booklets are available for all KAP Interim and KAP Summative assessments as well as Subject Practice Tests. DTCs must select the Braille accommodation in the student's PNP and then contact KAPaccommodation@ku.edu to order the booklet(s). Booklets are shipped 1-2 weeks before the testing window opens. See the Assessment Calendar on the KAP website for ordering deadlines.

Note: Braille booklets should be ordered at least six weeks before the start of the assessment window, if possible.

Student Logins

To keep KAP assessments secure, students must have a unique username and password. Student usernames and passwords are consistent among KAP Instructional Mini Tests, KAP Interim, and KAP Summative assessments. Student login information can be obtained and distributed before the testing window opens, as soon as students are enrolled and rostered in EP.

Student logins and passwords can be obtained from the Student Usernames/Passwords data extract.

Student Login Usernames/Passwords Data Extract

The Student Login Usernames/Passwords data extract can be used to obtain student login information in either PDF or CSV format. The PDF generated contains student login information in the

form of a test ticket (6 tickets per page). The CSV file generated contains student login and demographic information.

See Appendix H: Data Extracts and Dashboards for more information about how to access.

Projected Testing

DTCs are asked to manage their projected testing schedule within EP. This schedule is used by KSDE to plan monitoring visits as well as by the Kite team to plan for system resources.

Projected testing schedules are created either manually or via CSV upload. For information about setting the projected testing schedule, see Appendix F: Projected Testing.



KAP Instructional Mini Tests & KAP Interim Assessments

BEFORE THE ASSESSMENT

- ☐ Manage Users
- ☐ Register Students with KIDS: TASC Record
- ☐ Set Student PNPs
- ☐ Install Kite Student Portal on Devices
- ☐ Train Teachers/Proctors
- ☐ Gather Student Usernames/Passwords
- ☐ Prepare Testing Environment

DURING THE ASSESSMENT

- ☐ Monitor Test Completion
- ☐ Check Data Extracts
- ☐ Track Dashboard Activities

AFTER THE ASSESSMENT

- ☐ Access Student Scores
- ☐ Create roster, school, and district reports
- ☐ Set up Parent Portal

Interim & Mini Tests: During the Assessment

Manage Testing Sessions

One of the biggest responsibilities of a TC is to oversee testing sessions. For KAP Interim assessments, this entails monitoring student progress, pausing and resuming test sessions, reactivating test sessions, and terminating test sessions that should not be continued. For KAP Instructional Mini Tests, teachers play this pivotal role. They are responsible for assigning test sessions, monitoring test completion, pausing and resuming test sessions, and concluding the test session upon completion. See the [KAP Instructional Mini Test Guide](#) for more.

Note: You cannot Reactivate KAP Instructional Mini Tests. If a student needs to take the assessment again, simply re-assign the test. See the [KAP Instructional Mini Test Guide](#) for details on test assignment.

To access test management screens, perform the following steps.

1. Select **Interim**.
2. Select **My Tests**.
3. Select the **Manage Tests** tab.
4. Use the drop-down menus to filter and show the test sessions you need to manage.
5. Select **Search**.

Assign Tests
Manage Tests

Manage Tests: Select Criteria

TYPE:

Instructional
Interim

DISTRICT:

Select district
▼

SCHOOL:

Select school
▼

SUBJECT:

GRADE:

Search

Test Name	<input type="checkbox"/>	Form	Testing Cycle	Subject	Test Materials	Allow Responses
G6 - ELA - Spring Interim	<input type="checkbox"/>	General	Spring	English Language Arts		Yes
G7 - ELA - Spring Interim	<input type="checkbox"/>	General	Spring	English Language Arts		Yes
G8 - ELA - Spring Interim	<input type="checkbox"/>	General	Spring	English Language Arts		Yes
G6 - Math - Spring Interim	<input checked="" type="checkbox"/>	General	Spring	Mathematics		Yes
G7 - Math - Spring Interim	<input type="checkbox"/>	General	Spring	Mathematics		Yes
G8 - Math - Spring Interim	<input type="checkbox"/>	General	Spring	Mathematics		Yes
G6 - Science - Spring Interim	<input type="checkbox"/>	General	Spring	Science		Yes
G7 - Science - Spring Interim	<input type="checkbox"/>	General	Spring	Science		Yes
G8 - Science - Spring Interim	<input type="checkbox"/>	General	Spring	Science		Yes
Teacher_Assigned ELA_Mini_Test	<input type="checkbox"/>	General	N/A	English Language Arts		Yes

Assign
Start
Stop
Monitor
Tickets

Delete

Page 1 of 150
10 per page

1-10 of 1492 items

Note: Scroll to the far right in the table to see additional information about the test session.

6. Identify the test session in question and select the corresponding row.
7. Once a test session is selected, you can:

8. **Assign***: Add students to this test session

Note: Students can be assigned from this screen only if the To Specified Student(s) assignment method was used initially.

- Start/Stop***: Start or stop the test session, preventing all student access
 - Monitor**: See student progress, reactivate test sessions (see below)
 - Tickets**: Access student username and password information
- *Available for Instructional Mini Tests only

Monitor Test Sessions

When monitoring tests, you will be able to see which students have started the test and whether they have completed various sections of the test. You will not be able to view any student answers.

When you select a test session and then select Monitor, the Monitor Test Session popup window displays.

Student Name	Overall Status	# Unanswered Items	1	2	3	4	5
[Redacted]	Complete	0	●	●	●	●	●
[Redacted]	In Progress	N/A	●	●	◐	●	●
[Redacted]	In Progress	N/A	◐	◐	●	◐	◐
[Redacted]	Unused	N/A	○	○	○	○	○

Page 1 of 18 10 per page 1-10 of 178 items

● - Answered, ◐ - Partially Answered, ○ - Unanswered, ** - Not Available

Refresh Resume Pause Reactivate End Test Session

The Overall Status column indicates whether the student's test session is Complete, In Progress, or Unused.

Note: "In Progress-Timed Out" status indicates that the student began the test but was unable to complete it due to an interruption in the test session. The student will have the opportunity to log back into the test when they are ready.

Each numbered column of the monitor test table corresponds to a question on the test. Solid blue circles indicate that the student has completed the question. A half-filled circle indicates that the student has partially completed the question (used with multi-part questions). An empty circle indicates that the student has not completed the question.

Buttons at the bottom of the table:

- Refresh:** Updates the table with the latest information.
- Resume:** Allows the student to continue a test that has been paused.
- Pause:** Prevents the student from moving on to the next question.
- Reactivate:** Resets access to a student's test session when it is in complete status.
- End Test Session:** Ends a student's test session and removes their access.

Note: The Resume, Pause, Reactivate, and End Test Session buttons are not available until a student row is selected.

Data Extracts

Common data extracts should be used to help monitor testing data and make sure that all your information is correct in the system.

For Interim and Instructional Mini Tests, we recommend that you:

- Use the Users extract to ensure that all TCs and teachers in your district have appropriate accounts in EP.
- Use the Roster extract to determine if all your students are correctly enrolled and rostered to a teacher.
- Use the PNP Settings (Abridged) extract to make sure your students needing accommodations or designated supports are appropriately set.
- Use the Student Login Usernames/Passwords to distribute.
- Use the KAP Test Administration Monitoring extract to see student progress – how many students are In Progress, Completed, or haven't started testing yet.

See Appendix H: Data Extracts and Dashboards for details.

Dashboards

Dashboards provide key metrics to state and district stakeholders during testing. Daily monitoring of the dashboard by TCs is essential. Each tab on the Dashboard allows you download an extract for your school and/or district.

For Interim and Instructional Mini Tests, we recommend that you:

- Use the Testing Summary tab to monitor test sessions completed.
- Use the Reactivations tab to monitor which student test sessions have been reactivated and by whom. (Interim Only)
- Use the Testing Outside Hours and Short Duration Testing tabs to identify testing anomalies.
- Use the Kite Error Messages tab to identify instances where a teacher was submitted through a KIDS TASC record but that teacher did not have an account in EP.

See Appendix H: Data Extracts and Dashboards for details.

Interim & Mini Tests: After the Assessment

After testing, score reports and data files are generated in EP and can be accessed from multiple places within EP. For Interim and Instructional Mini Tests, most results can be found in the Interim menu.

To view results from an assigned interim test completed by a student, perform the following steps:

1. Select **Interim**.
2. Select **View Results**.



Instructional Mini Test Reports

Available reports are displayed in tabs within the View Results menu.

For more information on what these reports are and how to use them, please see the [KAP Instructional Mini Test Manual](#).

Interim Reports

Note: The available reports vary based on your role in Educator Portal.

Standards Based Report

The Standards Based Report displays student performance on test items related to a cluster or standard. Items on both Interim and Instructional Mini Tests are included. Because the Standards Based Report pulls information from across all administered Instructional Mini Tests and Interim Assessments, a user can see how students' performance has changed over the course of the school year and track progress toward learning goals.

To access, select the **Standards Based Report** tab and complete each required drop-down menu. Then, select **Search**.

Student Activity Report **Standards Based Report** Interim Report Instructional Report

View Standards Based Report: Select Criteria

SCHOOL: * Cottonwood School x

SUBJECT: * English Language Arts x

GRADE: * Grade 8 x

ROSTER: * ELA Roster x

CLUSTER: * ELA.8.RI.CS - Craft and Structure x

STANDARD: Select standard

Search

Cluster	Standard	Edgeson	Beryle Flaws	Marillin Galliard	Mary Jones
ELA.8.RI.CS	ELA.8.RI.CS.6	✓	✓	✓	
ELA.8.RI.CS	ELA.8.RI.CS.4	✓	✓	✓	
ELA.8.RI.CS	ELA.8.RI.CS.5	✗	✗	✗	
ELA.8.RI.CS	ELA.8.RI.CS.5	✓	✓	✗	

Export to Excel

	Total 100% Correct: 3 out of 4 Percentage: 75.00%	Total 100% Correct: 3 out of 4 Percentage: 75.00%	Total 100% Correct: 2 out of 4 Percentage: 50.00%	Total 100% Correct: 2 out of 4 Percentage: 50.00%

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

KEY

All Correct ✓ Partially Correct Unanswered / No Response None Correct ✗

A table displays all items administered to the selected roster that are linked to the chosen cluster or standard. Each row represents an item and includes the test name, the administration date, the number and percentage of students who answered correctly, the item's domain and subdomain. Where applicable, passage Lexile measure and Text Complexity level are also reported. Each student on the roster has their own column, and the item performance status is marked with a green check (correct), a red "X" (incorrect), a white circle (partially correct), or blank (not administered).

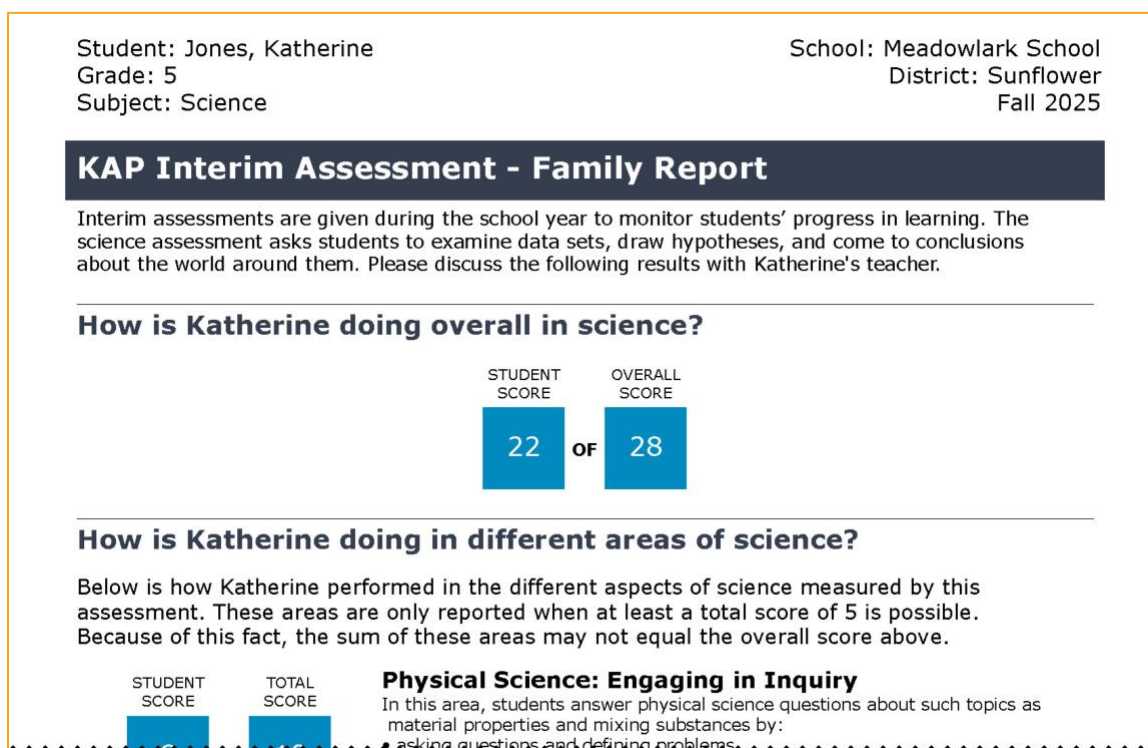
The bottom row of the table shows the number of items each student answered correctly with a 100% score, out of the total number of items they attempted for a particular cluster or standard. It also provides the percentage of items that were answered correctly.

The data from this table can be exported as an Excel file containing the report details by selecting **Export** at the bottom of the table.

Individual Student Reports (KAP Interim Assessment – Family Report)

The Interim Report tab includes individual reports that can be shared with families. The KAP Interim Assessment – Family Report gives an overall score and details a student's performance on specific areas of the assessment. The score that is shown within each area is the raw score of how many items a student answered correctly in each area. Next to the score, a list of expected outcomes is listed. On the last page of the report, a table displays each item on the interim assessment, a description of the item, and how the student performed on each item (correct, partially correct, incorrect, or unanswered).

An example report is shown below.



Note: The KAP Interim assessment is not predictive of the KAP Summative assessment.

From the Interim Report tab, you can download a single student's report or download a single, bundled PDF that contains the student reports of an entire school.

The screenshot shows the 'Interim' tab selected in the top navigation bar. Below it, the 'View Student Report' dropdown menu is open, showing two options: 'Student Reports' (highlighted) and 'Student Bundled Reports'. The main form area includes fields for 'REPORT YEAR:', 'SUBJECT:', and 'GRADE:', each with a dropdown menu. There is also a 'TEST CYCLE:' field and a checkbox for 'Only display my rosters'. A 'Search' button is at the bottom left.

Interim Question Report

The Interim Question Report contains student performance on each question. The report is a CSV file that can be downloaded. Rows are organized by student last name and columns represent the questions on the Interim assessments. Student responses are listed as 'I' (no credit) 'C' (credit), 'PC' (partial credit), or 'n/a' (unanswered). An example is shown below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	Student First Name	Student Last Name	Student State ID	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16
2				Identify	Identify	Determine	Use sent	Analyze	Determine	Correct	Select p	Identify	Determine	Clarify t	Determine	Convert	Determine	Evaluate	Cl
3	Ceil	Bilbrook	786930473	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
4	Alvis	Blowick	527365425	C	I	I	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
5	Finn	Bovis	934869294	I	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	I	n/a	n/a
6	Ardelis	Buxy	488839280	I	PC	I	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
7	Libbey	Castiglione	240034616	C	PC	I	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
8	Arabella	Combe	936675027	C	n/a	n/a	n/a	n/a	I	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
9	Justen	Debell	921915365	C	PC	I	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
10	Naoma	Geill	690413824	I	PC	I	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
11	Kali	Hay	460227213	I	PC	I	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
12	Franchot	Kimberley	888426590	C	I	I	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
13	Farrel	Lexa	888185509	I	PC	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	I	n/a	n/a
14	Valdemar	Lumm	451563592	I	PC	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	C	n/a	n/a	I	n/a	n/a
15	Titos	Lurriman	269798397	C	PC	I	I	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
16	Garald	McAdam	646020512	I	PC	I	I	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
17	Myriam	Minerdo	163481500	I	PC	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	I	n/a	n/a	C	n/a

Interactive District and School Reports

There are three reports available that break down Interim assessment results by groupings chosen by the user. Each report contains headers that can be sorted or filtered.

Area Performance

The Area Performance tab displays data for the average student performance both overall and for each reportable area of the assessment, including cluster and domain, and allows the user to compare their roster's performance across the school, district, and state averages. The headings in each column display the number of students (N) with valid scores. This area performance information can help educators diagnose what skills a roster of students appears to have well at hand, which may need some additional practice, and which may perhaps need more robust remediation, helping them to plan their whole-class instruction and future learning activities.

The average score among all students in a group
 "N = X" identifies the number of students who started the assessment.

Name	Grade	Subject	Test Cycle	ELA-T.Eacher TASC N = 96 (Fall) N = 25 (Spring)	Meadowlark School N = 98 (Fall) N = 25 (Spring)	Sunflower District N = 98 (Fall) N = 25 (Spring)	Kansas N = 16347 (Fall) N = 21487 (Spring)
Fall: Writing (6 Points)	Grade 8	English Language Arts	Fall	3.2	3.2	3.2	3.1
Fall: Reading: Craft & Structure (7 Points)	Grade 8	English Language Arts	Fall	3.7	3.7	3.7	3.5
Fall: Language in Reading (5 Points)	Grade 8	English Language Arts	Fall	2.9	2.9	2.9	2.6
Fall: Reading Literature: Key Ideas & Details (5 Points)	Grade 8	English Language Arts	Fall	2.9	2.9	2.9	2.5
Fall: Reading Informational Text: Key Ideas & Details (5 Points)	Grade 8	English Language Arts	Fall	3	2.9	2.9	2.8
Spring: Writing (6 Points)	Grade 8	English Language Arts	Spring	0.4	0.4	0.4	0.3
Spring: Reading Literature: Key Ideas & Details (5 Points)	Grade 8	English Language Arts	Spring	0.8	0.8	0.8	0.7
Spring: Reading Information: Key Ideas & Details (5 Points)	Grade 8	English Language Arts	Spring	0.3	0.3	0.3	0.2
Spring: Reading Information: Integration of Knowledge and Ideas (5 Points)	Grade 8	English Language Arts	Spring	0.4	0.4	0.4	0.4

[Export to Excel](#)

Note: The overall and area scores are raw scores. Areas that contain less than five points are not provided as an area score but are represented in the overall score. A score of 0 indicates the student either did not answer any questions in that area or did not answer any questions in that area correctly.

Selecting one of the Areas in the Name column will display an Area Description window which contains information about the area, which standards are measured in this area, and the average roster, school, district, and state performance on each question related to this area. Teachers might consider using this item-level information to construct small groups of students for additional instruction or remediation around specific topics. Comparing the performance of students on their roster to building, district, and state averages provides a relative gauge for how students are performing in these areas.

Area Description ×

Writing

In this area, students are asked to show their understanding of:

- writing arguments and supporting claims with clear reasons and evidence,
- writing explanatory texts to examine a topic and convey ideas and information,
- writing narratives to describe experiences or events using details and sequence,
- standard English grammar and usage, and
- standard English capitalization, punctuation, and spelling.

Standard(s) Measured

ELA.8.W.LW.10e
 ELA.8.W.LW.11b
 ELA.8.W.TTP.2a
 ELA.8.W.TTP.2b
 ELA.8.W.TTP.2c
 ELA.8.W.TTP.2f

Items Measuring This Area

The percentage of students who answered the question and earned full or partial credit

Question	Grouping	Test Cycle	ELA-T.Eacher TASC N = 96 (Fall)	Meadowlark School N = 98 (Fall)	Sunflower District N =
Q3 Use varied transitions to create cohesion among ideas.	Writing	Fall	93%	93%	93%
Q6 Recognize inappropriate shifts in verb voice and mood.	Writing	Fall	67%	65%	65%
Q11 Select a sentence to develop a topic in an informative text.	Writing	Fall	51%	51%	51%
Q13 Select a sentence to conclude an informative text.	Writing	Fall	71%	70%	70%
Q14 Select a sentence to add an introduction to an informative text.	Writing	Fall	51%	52%	52%
Q17 Use an ellipsis to indicate an omission.	Writing	Fall	18%	18%	18%

[Export to Excel](#)

Page 1 of 1 10 per page 1-6 of 6 items

Item Performance

The Item Performance tab shows similar data for individual rosters, buildings, district, and the state but details the percentage of students who received full or partial credit for each item appearing on the Interim assessment. This information can help educators examine and draw insight from student performance that can help identify strengths and areas of opportunity for future growth. Using the ordering functionality in given columns presents educators with the opportunity to consider the possible grouping of students within a class. These small groups constructed around similar performance might enable opportunities for additional instruction or remediation as needed.

Item Performance Results

The percentage of students who answered the question and earned full or partial credit
 Note that the overall score includes both items aligned to the clusters listed below as well as items that are aligned to other clusters.
 N = X identifies the number of students who started the assessment.

Question	Grouping †	Test Cycle	ELA-T.Eacher TASC N = 96 (Fall) N = 25 (Spring)	Meadowlark School N = 98 (Fall) N = 25 (Spring)	Sunflower District N = 98 (Fall) N = 25 (Spring)	Kansas N = 16347 (Fall) N = 29 (Spring)
Q19 Evaluate how an image supports a particular idea in an informational text.		Fall	46%	46%	46%	38%
Q2 Identify phrases that help a reader understand the meaning of a particular word in context.		Spring	72%	72%	72%	62%
Q28 Analyze the humorous effect of a character having a different perspective than the reader.		Spring	4%	4%	4%	3%

[Export to Excel](#)

Page 1 of 6 10 per page 1-10 of 59 items

Individual Student

The individual Student tab allows a user to see the complete results for each student. In this table the student information is listed in the first few columns on the left and the score information detailed in the columns on the right. For each student, raw scores are reported for the assessment overall and for each area. In the headers, on the right, detailing the score information users will see the total possible points available for the overall score and for each area of the assessment. With this functionality a user might choose to group students for re-teaching or remediation, either based on the overall score or one or more area scores. By sorting scores in ascending or descending order, the educator could create their own groupings based on the unique classroom and student needs, rather than seeing a one-size-fits-few label that attempts to cover all contexts and situations.

English Language Arts Grade 8 Interim Classroom Area Results

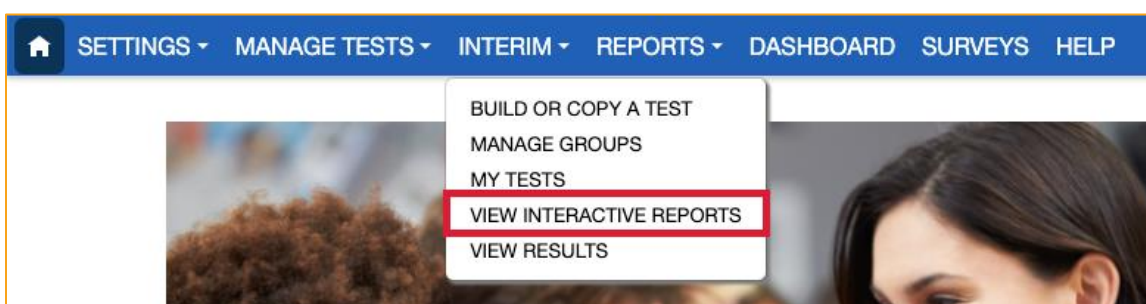
This table shows the area mastery status for each student taking the interim assessment in your class.

State Student ID	First Name †	Last Name †	Grade	Subject	Fall					
					Overall Score (29 Points)	Writing (6 Points)	Reading: Craft... (7 Points)	Language in... (5 Points)	Reading Literature: Key... (5 Points)	Reading Information... (5 Points)
742848191	Yorker	Betteney	Grade 8	English Language Arts	25	5	6	5	4	4
747282088	John	Copello	Grade 8	English Language Arts	18	4	4	4	4	1
514768933	Fonz	Edgeson	Grade 8	English Language Arts	21	4	4	5	4	3
288719281	Beryle	Flaws	Grade 8	English Language Arts	28	6	6	5	5	5
827434075	Marillin	Galliard	Grade 8	English Language Arts	14	5	3	2	2	2
606529130	Brandice	Lindenman	Grade 8	English Language Arts	13	1	2	4	2	4

[Export to Excel](#)

To access these reports, perform the following steps.

1. Select **Interim**.
2. Select **View Interactive Reports**.



3. Select the **Area Performance**, **Item Performance**, or **Individual Student** tab.
4. Select criteria from the drop-down menus. Menus with a red asterisk are required.
5. Select **Search**. An example of an Area Performance report is shown below.

View Area Performance Report: Select Criteria

DISTRICT: * Sunflower x

SCHOOL: * Cottonwood School x

SUBJECT: * English Language Arts x

GRADE: * Grade 8 x

ROSTER: KAP_ELA_Roster x

TEST CYCLE: Fall x

AREA: Select

Search

Area Performance Results
The average score among all students in a group

Name	Grade	Subject	Test Cycle	KAP_ELA_Roster	Cottonwood S
Fall: Writing (6 Points)	Grade 8	English Language Arts	Fall	4.2	2.5
Fall: Reading: Craft & Structure (7 Points)	Grade 8	English Language Arts	Fall	4.2	2.4
Fall: Language in Reading (5 Points)	Grade 8	English Language Arts	Fall	4.2	2.6
Fall: Reading Literature: Key Ideas & Details (5 Points)	Grade 8	English Language Arts	Fall	3.5	2.3
Fall: Reading Informational Text: Key Ideas & Details (5 Points)	Grade 8	English Language Arts	Fall	3.2	2

Export to Excel

Page 1 of 1 10 per page 1-5 of 5 items

6. The results table will be displayed. If you are viewing the Area Performance report, select the Area name to display a pop-up window showing the items that were included in the report.
7. To export the report, select **Export to Excel**.

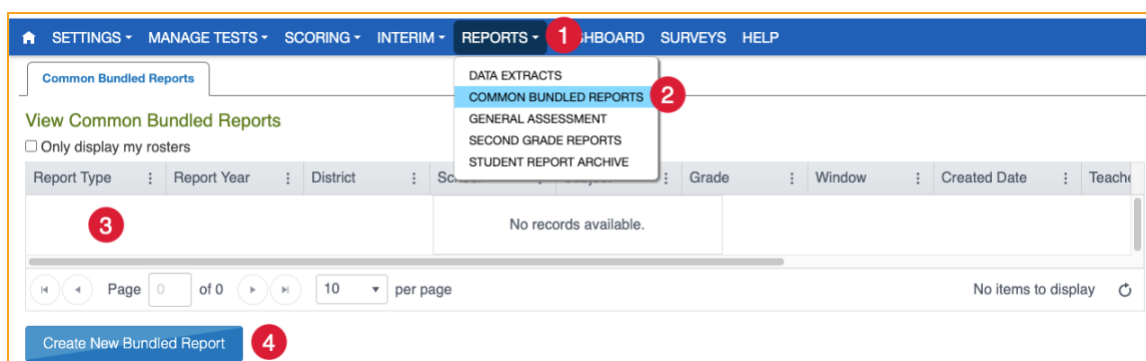
Common Bundled Reports

TCs have access to Common Bundled Reports under the Reports tab in EP. Common Bundled Reports are PDF files that contain Individual Student Reports where a combination of subjects, grades and test cycles can be selected and generated in one file. The reports can further be sorted by school, subject, grade, student last name and test cycle.

Warning: Creating Common Bundles that involve more than 200 students may take several minutes to generate. For this reason, we recommend bundling in small bundles rather than creating one large bundle.

1. Select **Reports**.

2. Select **Common Bundled Reports**.
3. The **View Common Bundled Reports** table displays previously generated bundled reports. You can sort and filter this table to see if a bundle with your specifications has already been created.
4. To generate a new bundle, select **Create New Bundled Report**.



5. The **In Progress Bundled Reports** table displays any reports that are currently in progress, if any.
6. Select the **Report Type, Report Year, District, School, Subject, Grade** and **Window**. You can choose more than one school, subject, grade, or window, if desired. The more options selected, the longer the file will take to generate.
7. In the **Sort First By** drop-down menu, select either School, Subject, Grade, Student Last Name, or Window. If you choose any option except Student Last Name, you may choose a second or even third sort option.

Note: The Sort First By option describes what order the PDF files will be placed. Choose this option based on how the reports need to be bundled for distribution. For example, if you need to distribute reports to each grade level in a school, select **Grade**. If you need to distribute reports to teachers of a particular subject, select **Subject**. If the sort order does not matter, we recommend choosing **Student Last Name**.

8. Select other options, as needed:
 - a. **Create bundled report for district:** Generates a separate file that includes all schools in the district (regardless of what was selected above) and includes the subject(s), grade(s), and window(s) that were selected above.
 - i. **Split district report into separate files by ____:** Generates separate files for each sort option selected from the drop-down menus (school, subject, grade, or window).
 - b. **Create bundled report for each school selected:** Generates a separate file for each of the schools selected from the drop-down menu above.
 - i. **Split school report into separate files by ____:** Generates a separate file for each sort option (subject, grade, or window).

Note: We recommend only selecting a split option if you need to have separate files to download rather than one file that can be downloaded and divided as needed.

9. Select **Submit**. Enter a name for your bundle. This bundle will be available for all users in your district that have the same level or higher role as you. For example, bundles generated by DTCs can be seen by DUs. Bundles generated by BTCs can be accessed by other BTCs and BUs as well as the DTC and DUs.

Note: If you try to bundle another report with the same parameters as one that has already been created, a warning message will display alerting you to this fact. If you choose to create the new bundle, it will replace the old bundle and the old bundle will no longer be available to you.

10. The newly created bundle will display in the **In Progress Bundled Reports** table. The status column will change from In Queue to In Progress. When prepared, the report will move to the **View Common Bundled Reports** table at the top of the screen.

Note: Use the Refresh button (the circular arrow in the lower right of the In Progress table) to refresh the table and see the most current status of your bundled report.

11. If you do not want to create a new bundle, select **Back** at any time. This will clear all selections.

[Back](#) **11**

In Progress Bundled Reports

Submitted By	Submitted Date	Status	Report Type	Schools	Subjects	Grades	Window	Teacher
No records available.								

5

Page 0 of 0 10 per page No items to display

New Bundled Report

Student reports to include

REPORT TYPE:* Interim
 REPORT YEAR:* 2025
 DISTRICT:* Sunflower
 SCHOOL:* Select
 SUBJECT:* Select

GRADE:* Select
 WINDOW:* Select

6

Student report sequence within the report file

SORT FIRST BY:* Select

7

☐ Create bundled report for district
☐ Split district report into separate files by Selected Option
☐ Create bundled report for each school selected
☐ Split school report into separate files by Selected Option
☐ Only bundle my rosters

8

Submit 9

(Historical) Predictive Interim Reports

Educator Portal users with a TC role (DTC, DU, BTC, BU) have access to historical reports that are unavailable to users with only a Teacher role in EP. TCs can view historical Predictive Interim reports dating back to 2018.

1. Select **Interim**.
2. Select **View Results**.
3. Select the **Interim Report** tab and select **Student Reports**.
4. Select the school year in the **Report Year** drop-down menu. Use the drop-down menus to select the district, school, subject, grade, and test cycle (Fall, Winter, or Spring).

The screenshot shows a web form titled "View Student Report: Select Criteria". On the left, there is a dropdown menu labeled "Select report year" with a list of years from 2020 to 2025. The year 2025 is currently selected and highlighted in blue. To the right of the dropdown are four input fields: "SCHOOL:", "SUBJECT:", "GRADE:", and "TEST CYCLE:". Each field has a red asterisk next to its label, indicating it is a required field. The "SCHOOL:", "SUBJECT:", and "GRADE:" fields are currently empty. The "TEST CYCLE:" field is also empty. At the bottom center of the form, there is a pagination control showing "Page 1 of 1" with left and right arrow buttons.

5. Select **Search**. Available reports display. Select a link to download the report.



KAP Summative & cPass Assessments

BEFORE THE ASSESSMENT

- ☐ Complete Test Security & Ethics Training
- ☐ Manage Users
- ☐ Set Valid Times for Daily Access Codes
- ☐ Register Students with KIDS: TEST Record
- ☐ Check Enrollment & Rosters
- ☐ Set Student PNPs
- ☐ Install Kite Student Portal on Devices
- ☐ Train Teachers/Proctors
- ☐ Gather Student Usernames/Passwords
- ☐ Prepare Testing Environment

DURING THE ASSESSMENT

- ☐ Access & Distribute Daily Access Codes
- ☐ Monitor Test Completion
- ☐ Check Data Extracts
- ☐ Track Dashboard Activities

AFTER THE ASSESSMENT

- ☐ Access Student Score Reports
- ☐ Create roster, school, and district reports
- ☐ Set up Parent Portal

KAP Summative: Before the Assessment

For KAP Summative, one other “Before” step is required: setting up the times at which Daily Access Codes (DACs) are valid for your district and school(s).

Daily Access Code Valid Time Setup

Daily Access Codes (DACs) are alphanumeric values generated in Educator Portal that, along with student login usernames and passwords, allow students access to high-stakes, summative assessments. DACs are specific to a subject, grade, and session number. DACs are available for the duration of the current testing day and next testing day after 2:30 PM local time. Monday’s Daily Access Codes are available on Sunday at 2:30 PM.

Note: DACs are only used on KAP Summative assessments.

DTCs can set the time that DACs are valid at the school level. By default, DACs are valid from 4:00 AM to 9:00 PM local time. However, DTCs should set DACs based on their schedules.

To set the time parameters for DAC validity, perform the following steps.

1. Select **Settings**, then **Organization**.
2. Select the **Edit DAC Time** tab.
3. Select **Search**.

District Name	School Name	Start Time	End Time
Sunflower	Cottonwood School		
Sunflower	Meadowlark Elementary		

4. The School DAC Timetable displays. Select the checkbox next to the school(s) needing set and then select **Edit**.
5. Enter the Start Time and End Time in this format: **HH:MM AM/PM** (Example: 07:00 AM)
6. Select **Save**.
7. The Start Time and End Time will now appear in the School DAC Timetable.

For districts that have multiple schools, a CSV file upload may be preferable to the manual process described above. To upload DAC times for multiple schools, perform the following steps.

1. Select **Settings**.
2. Select **Organization**.
3. Select the **Upload DAC Time** tab.
4. Your district name will appear in the drop-down menu. Do not select a School.
5. Select the question mark symbol next to the word File.

6. A small pop-up window will display the *School DAC Time Upload Template*.

7. Select the link and open the School DAC Time Upload Template file.
8. Use this table below to complete the spreadsheet.

Column	Column Heading	Description	Format/Acceptable Values
A*	School	The School ID.	Alphanumeric
B*	Start_Time	Local time when DACs become valid	HH:MM AM/PM
C	End_Time	Local time when DACs become invalid	HH:MM AM/PM

*This field is required.

9. Once you have completed your spreadsheet, save it on your computer in CSV format.

Note: The file can only be uploaded using CSV format, so make sure you save the file as a CSV.

10. In the File field, choose **Select File**.
11. Select the appropriate CSV file from your computer.
12. Select **Open**.
13. Select **Upload**.

Summative & cPass: During the Assessment

DAC Codes

Students taking **KAP Summative assessments** must enter a Daily Access Code (DAC) in addition to their student username and password. TCs should determine a process to share these secure codes with the rest of their staff each day. DACs must be shared securely. We recommend distributing the DACs through a secure, shared folder in your district's file management system, such as Google Drive, Microsoft SharePoint, or Apple iCloud.

DACs are available in either CSV or PDF format for secure transmission.

Print Daily Access Codes

To print Daily Access Codes, perform the following steps.

1. Select **Manage Tests > Daily Access Codes**.

2. Select the appropriate Test Day. All available DACs for that test day display in a grid.

Note: Daily Access Codes are unique to each subject, grade, and session. All selected sessions are included in the PDF or CSV.

3. To download the DACs for one grade, select either the PDF or CSV icon to download the file.
4. To download the DACs for more than one grade, use the checkboxes to select all grades you would like to print.
5. Select **View Access Codes**. You can download a PDF or CSV file. The file will automatically download.

End and Reactivate Tests

Before reactivating a test, you must end the student's test session. Only tests that show as "Complete" can be reactivated. Tests in the "In Progress Timed Out" status will automatically be available when the student logs in to SP.

1. Select **Manage Tests**.
2. Select **Test Coordination**.
3. Use the drop-down menus to **Select Criteria**.
4. Select **Search**.
5. Select a **Test Session Name** to open the Test Session window.

School ID	Test Session Name	Tickets	Test Materials	Subject	Grade	Window Begin
S1001	2025_KAP_Grade_3_ELA_Session1			ELA	Grade 3	03/24/25
S1001	2025_KAP_Grade_3_ELA_Session2			ELA	Grade 3	03/24/25
S1001	2025_KAP_Grade_3_Math_Session1			Mathematics	Grade 3	03/24/25
S1001	2025_KAP_Grade_3_Math_Session2			Mathematics	Grade 3	03/24/25
S1001	2025_KAP_Grade_4_ELA_Session1			ELA	Grade 4	03/24/25
S1001	2025_KAP_Grade_4_ELA_Session2			ELA	Grade 4	03/24/25

6. Select the **Monitor** tab.
7. If a student's test needs to be ended, select the student, and select **End Test Session**.

8. If a student's test needs to be reactivated, select the student(s), and select **Reactivate**. Follow the prompts on the window to reactivate only the current session and/or subsequent sessions.

Note: The Reactivate button only displays when a student is selected. It can only be used when the Overall Status is Complete.

Student Name	Overall Status	# Unanswered Items	Section 1					
			1	2	3	4	5	6
Henrieta Alanbrooke	Complete	1	●	●	●	●	●	
Ashley Brewse	Unused	N/A	○	○	○	○	○	
Welbie Dives	In Progress	N/A	□	□	□	□	□	

Page 1 of 1 10 per page 1-10 of 10 items

● - Answered, ○ - Partially Answered, □ - Unanswered, ** - Not Available

Refresh Resume Pause Reactivate End Test Session

9. Select **Ok** to confirm.

Monitoring Test Completion

EP monitoring screens allow educators to track student test status (e.g., assigned, in progress, completed) as well as real-time monitoring of item-level completion. You will be able to see which students have started the test and whether they have completed various sections of the test. You will not be able to view any student answers.

On the Monitor Test Session overlay screen, the Overall Status column indicates whether the student has started a test. Each numbered column corresponds to a question on the test. Solid blue circles indicate that the student has completed the question. An empty circle indicates that the student has not completed the question. A half empty circle indicates the student only answered one part of a two-part question.

When monitoring tests, users can see which students have started the test, and which items have been answered. To monitor a test session, perform the following steps.

1. Select the **Manage Tests** menu.
2. Select **Test Coordination**.
3. Use the drop-down menus to **Select Criteria**.
4. Select **Search**.

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

View Test Sessions | Upload SC Codes

View Test Sessions: Select Criteria

ASSESSMENT PROGRAM: KAP x TESTING PROGRAM: Summative x SCHOOL: Cottonwood School x SUBJECT: Select

GRADE: Select

☐ Include completed ☐ Include expired Search

School ID	Test Session Name	Tickets	Subject	Grade	Window Begin
S1001	2025_S1001_Grade5_SCI_Session_1		Science	Grade 5	03/24/2025
S1001	2025_S1001_Grade5_SCI_Session_2		Science	Grade 5	03/24/2025
S1001	2025_S1001_Grade8_SCI_Session_1		Science	Grade 8	03/24/2025
S1001	2025_S1001_Grade8_SCI_Session_2		Science	Grade 8	03/24/2025

Page 1 of 1 10 per page 1-4 of 4 items View Tickets

6. Select the **Monitor** tab.

7. Review the information on the screen.

Students | Monitor

	Student Name	Overall Status	# Unanswered Items	Section 1			
				1	2	3	4
<input type="checkbox"/>	Natal Aspin	Complete	0	●	●	●	●
<input type="checkbox"/>	Esme Beecham	In Progress	N/A	●	○	●	●

Page 1 of 1 10 per page 1-3 of 3 items

● - Answered, ○ - Unanswered, ** - Not Available

Refresh

- Overall Status: Indicates whether the test session is unused, in progress, or complete.
- # Unanswered Items: Represents the number of items that were not answered upon completion.
- 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.

Note: The Monitor table does not update automatically. Use the Refresh button in the bottom right to reload the data in this table.

Pause and Resume Tests

Educators can pause and resume test sessions that are started or in progress from within EP. When an educator selects pause, the student cannot advance to the next question or navigate out of the test until the educator resumes the test session. If a test session is in paused status until midnight (the end of the day), the pause is lifted and the student can log in and resume the test the next day, using the DAC for that day, grade, and session.

To pause or resume student tests, perform the following steps.

1. Select the **Manage Tests** menu.
2. Select **Test Coordination**.
3. Use the drop-down menus to **Select Criteria**.
4. Select **Search**.
5. In the **Test Session Name** column, select the name of the test session you want to end.

View Test Sessions: Select Criteria

ASSESSMENT PROGRAM: KAP x TESTING PROGRAM: Summative x SCHOOL: Cottonwood School x SUBJECT: Select

GRADE: Select

☐ Include completed ☐ Include expired **Search**

School ID	Test Session Name	Tickets	Subject	Grade	Window Begin
S1001	2025_S1001_Grade5_SCI_Session_1		Science	Grade 5	03/24/2025
S1001	2025_S1001_Grade5_SCI_Session_2		Science	Grade 5	03/24/2025
S1001	2025_S1001_Grade8_SCI_Session_1		Science	Grade 8	03/24/2025
S1001	2025_S1001_Grade8_SCI_Session_2		Science	Grade 8	03/24/2025

Page 1 of 1 10 per page 1-4 of 4 items View Tickets

6. Select the **Monitor** tab.
7. Select the checkbox next to the student's name with an In Progress Overall Status.
8. Select **Pause** or **Resume**, according to what needs to happen.

Students Monitor

[back](#)

Student Name	Overall Status	# Unanswered Items	Section 1					
			1	2	3	4	5	6
Henrieta Alanbrooke	Complete	1	●	●	●	●	●	
Ashley Brewse	Unused	N/A	○	○	○	○	○	
Welbie Dives	In Progress	N/A	□	□	□	□	□	

Page 1 of 1 10 per page 1-10 of 10 items

● Answered, ● Partially Answered, ○ Unanswered, ** - Not Available

Refresh Resume Pause Reactivate End Test Session

Enter a Special Circumstance Code

Special circumstance codes (SC codes) are used if a student cannot complete a summative assessment.

1. Select the **Manage Tests** menu.
2. Select **Test Coordination**.
3. Use the drop-down menus to **Select Criteria**.
4. Select **Search**.
5. In the **Test Session Name** column, select the name of the test session you need to update.

The screenshot shows the 'View Test Sessions' interface. At the top, there are tabs for 'View Test Sessions' and 'Upload SC Codes'. Below the tabs, the text 'View Test Sessions: Select Criteria' is displayed. A red box labeled '3' highlights the filter section, which includes three dropdown menus: 'ASSESSMENT PROGRAM:' (set to 'KAP'), 'TESTING PROGRAM:' (set to 'Summative'), and 'SCHOOL:' (set to 'Cottonwood School'). To the right of these is a 'SUBJECT:' dropdown menu set to 'Select'. Below the filter section is a 'GRADE:' dropdown menu set to 'Select'. There are also checkboxes for 'Include completed' and 'Include expired', followed by a blue 'Search' button labeled '4'. Below the search section is a table with columns: School ID, Test Session Name, Tickets, Subject, Grade, and Window Begin. The table contains four rows of data. A red box labeled '5' highlights the 'Test Session Name' column. At the bottom of the table, there is a pagination bar showing 'Page 1 of 1' and '10 per page'. To the right of the pagination bar, it says '1-4 of 4 items' and there is a 'View Tickets' button.

School ID	Test Session Name	Tickets	Subject	Grade	Window Begin
S1001	2025_S1001_Grade5_SCI_Session_1		Science	Grade 5	03/24/2025
S1001	2025_S1001_Grade5_SCI_Session_2		Science	Grade 5	03/24/2025
S1001	2025_S1001_Grade8_SCI_Session_1		Science	Grade 8	03/24/2025
S1001	2025_S1001_Grade8_SCI_Session_2		Science	Grade 8	03/24/2025







6. Select the appropriate student.

In the **Special Circumstance** column, select the applicable circumstance from the drop-down menu. See

7. Appendix E: Special Circumstance Codes for the codes used for KAP Summative assessments.

Students

Monitor

State Student Identifier		Last Name	First Name	Tickets	Status	Special Circumstance	Save	Spe
452687416	<input type="checkbox"/>	Lin	Lena		Unused	<div>Select</div>		
523697415	<input type="checkbox"/>	Ramos Alonso	Maribel		In Progress	<div>Select</div>		
529638475	<input type="checkbox"/>	Mendoza	Sergio		Complete	<div>Select</div>		

⏪

⏩

Page 1 of 1

10 per page

1-3 of 3 items

Note: 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. When you save an SC code that requires approved, the Special Circumstance Status column will display "Pending."

Data Extracts

Data extracts are files that contain data currently in EP. Some extracts can also be reused to upload information into EP. Common data extracts should be used to help monitor testing data and make sure that all your information is correct in the system.

For KAP Summative and cPass, we recommend that you:

Use the **KAP Test Administration Monitoring** extract to see student progress – how many students are In Progress, Completed, or haven't started testing yet.

Use the **KAP Special Circumstances** extract to generate a file that lists all special circumstance codes that have been entered for your students.

See Appendix H: Data Extracts and Dashboards for details.

Dashboards

Dashboards provide key metrics to state and district stakeholders during testing. Daily monitoring of the dashboard by TCs is essential. Each tab on the Dashboard allows you download an extract for your school and/or district.

For KAP Summative and cPass, we recommend that you:

Use the **Testing Summary** tab to monitor test sessions completed.

Use the **Reactivations** tab to monitor which student test sessions have been reactivated and by whom.

Use the **Testing Outside Hours** and **Short Duration Testing** tabs to identify testing anomalies.

See Appendix H: Data Extracts and Dashboards for details.

KSDE Monitor Visits

To monitor test security, KSDE staff and members of the Kansas Assessment Advisory Council (KAAC) will annually visit 5–10% of Kansas schools during test administration. DTCs must provide accurate testing schedules (see Appendix F: Projected Testing) through EP.

DTCs should be prepared to share the test-security related documentation with the monitor team.

Two methods will be used to conduct monitor visits:

- Schools and districts may volunteer to receive a monitor visit. A monitor team will be assigned to that district. The team will select the date they will conduct the visit based on the testing schedule provided by the school. The district will not be informed of the specific date selected.
- Unannounced visits for a random sample of schools: Schools will be chosen from the list of districts and schools that did not volunteer. The DTC will be alerted to potential visits and will share test schedules for the purpose of facilitating monitor visits.

Note: A random sample includes consideration of board member districts, district size, rural or urban, previous violations, and previous monitor visits.

KSDE will use a monitoring checklist to evaluate testing sessions.

Summative & cPass: After the Assessment

Note: Information about the 2024-2025 KAP Summative reports will be added to this document when available. A new, interactive reporting system is currently under development, along with new Individual Student Reports.

Student Report Archive

The student report archive contains score reports from previous years. A TC at a student's current school/district can access a student's entire report history (even if the student was enrolled in another school/district). A TC at a student's former school/district can access reports only for the years the student tested at the former TCs school/district.

To access student reports from previous years, perform the following steps.

1. Select **Reports**.
2. Select **Student Report Archive**.
3. Enter the student's last name or SSID. Select **Search**.
4. If a student with that last name or SSID is available, report information will display in a table. Reports can be downloaded by selecting the **PDF icon** in the Report column.

Parent Portal

Parents can access student 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 your SIS to download parent email addresses with State Student IDs to avoid errors.

See Appendix G: Parent Portal Setup for more information on setting up and using Parent Portal.







KAP Grade 2 Reading Assessment

BEFORE THE ASSESSMENT

- ☐ Manage Users
- ☐ Register Students with KIDS: TASC Record
- ☐ Check Enrollment & Rosters
- ☐ Set Student PNPs
- ☐ Install Kite Student Portal on Devices
- ☐ Train Teachers/Proctors
- ☐ Gather Student Usernames/Passwords
- ☐ Prepare Testing Environment

DURING THE ASSESSMENT

- ☐ Monitor Test Completion
- ☐ Check Data Extracts
- ☐ Track Dashboard Activities

AFTER THE ASSESSMENT

- ☐ Access Student Score Reports

KAP Grade 2 Reading: During the Assessment

Monitoring Test Completion

Teachers and test coordinators can monitor test completion to ensure that all students complete testing. To access the monitoring screen, perform the following steps.

1. Select **Manage Tests**.
1. Select Test Coordination.
2. Select your District and School.
3. Select **Summative** in the Testing Program menu.
4. Select **English Language Arts** from the Subject menu.
5. Select **Grade 2** from the Grade menu.
6. Select **Search**.
7. Select the Test Session name. This will open a new window.
8. Select the **Monitor** tab. A key is shown that indicates if students have answered all questions.
9. Select **Refresh** to update the table periodically.

KAP Grade 2 Reading: After the Assessment

Retrieving Reports

The reports in Educator Portal are created shortly after the test window closes. For district-level users, the reports available include Student (Individual), Students (Bundled), School Summary, and District summary.

To access reports, perform the following steps.

1. Select **Reports** from the navigation menu.
2. Select **Second Grade Reports**.
3. Select the desired report tab. You can download student reports individually or download all reports at once in a bundle.
4. Select the year, your district, and your school from the drop-down menus.
5. **English Language Arts** will be chosen from the Subject menu and **Grade 2** will be chosen from the Grade menu.
6. After selecting all criteria, select a link to open a PDF report.

Appendix A: Basics of Educator Portal

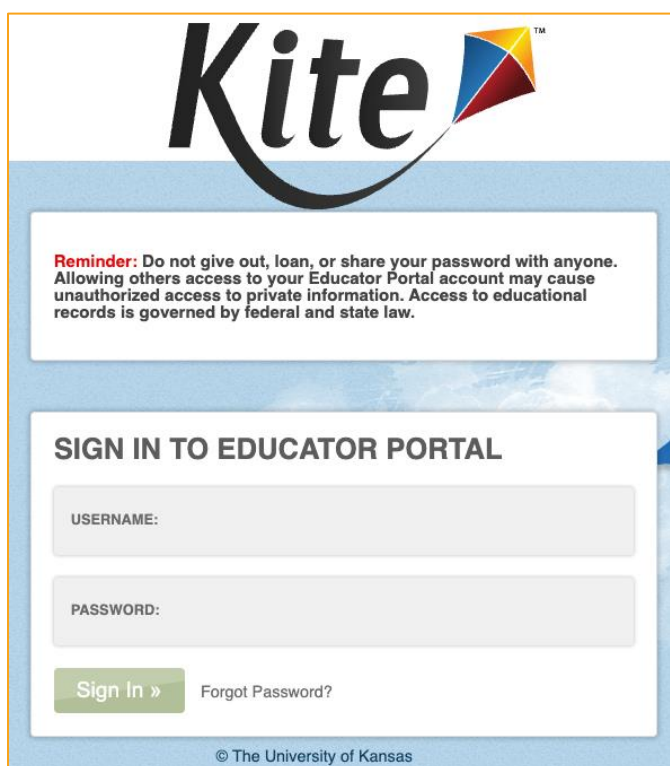
Required Software

To use EP, your machine should have a supported browser (i.e., Mozilla Firefox, Google Chrome, Microsoft Edge, or Safari), a PDF viewer such as Adobe Acrobat, and a spreadsheet program such as Microsoft Excel to create comma-separated values (CSV) files.

Logging In

To log in to EP, perform the following steps.

1. Open a supported web browser.
2. Navigate to the EP URL shown in the [Program Resources table](#).

The screenshot shows the Kite Educator Portal login interface. At the top is the 'Kite' logo with a colorful kite icon. Below the logo is a white box containing a red 'Reminder' text: 'Do not give out, loan, or share your password with anyone. Allowing others access to your Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.' Underneath this is a white box titled 'SIGN IN TO EDUCATOR PORTAL'. It contains two input fields: 'USERNAME:' and 'PASSWORD:'. Below the password field is a green 'Sign In »' button and a link for 'Forgot Password?'. At the bottom of the page, it says '© The University of Kansas'.

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.

Note: If locked out after 5 unsuccessful login attempts, a test coordinator must unlock your account.

Passwords

Passwords expire every 180 days and cannot be reused within 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

Forgot Password

1. Select the **Forgot Password?** link next to Sign In.
2. Enter a username in the space provided and select **Submit** to receive a reset password email.

FORGOT PASSWORD?

Enter your username and we will send you an email with the instructions for changing your password.

USERNAME:

[Back To Login](#)

Note: A TC can request a password reset on a user's behalf by following the steps above with the user's email.

Unlock a Locked Account

A user with a higher role (such as a DTC or BTC) can unlock the account of a user with a lower-level role (such as a TEA).

1. Select **Settings > Users > View Users**.
2. Scroll to the right of the table to show the Account Locked column. Select the user with the locked account showing "Yes" in the "Account Locked" column.
3. Select **Unlock**.
4. Select **OK**.

Note: Once unlocked, EP does NOT notify the user that the account has been unlocked.

Security Agreement

Before accessing EP, users must read and agree to the security agreement. It expires each year at the end of July and must be renewed in EP. Users must read and agree to the security agreement for each assessment program in which they participate. For KAP users that use KELPA or DLM, you will have to read and agree to the security agreement for each assessment program.

My Profile

Overview Edit Display Name Change Password Change Default Role Security Awareness **Security Agreement** Security Renewal/Expiration

The Kite Suite provides opportunities for flexible assessment administration; however, all assessments delivered during the school year are secure. Test administrators and other educational staff who support implementation are responsible for following the Kite test security standards:

1. Assessments (testlets) are not to be stored or saved on computers or personal storage devices; shared via email or other file sharing systems; or reproduced by any means.
2. Except where explicitly allowed as described in the Test Administration Manual, electronic materials used during assessment administration may not be printed.
3. Those who violate the Kite test security standards may be subject to their state's regulations or state education agency policy governing test security.
4. Educators are encouraged to use resources provided by Kite Suite, including practice activities and released testlets, to prepare themselves and their students for the assessments.
5. Users will not give out, loan or share their password with anyone. Allowing others access to an Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

Questions about security expectations should be directed to the local assessment coordinator.

2 ☒ I have read this security agreement and agree to follow the standards.

3 Save

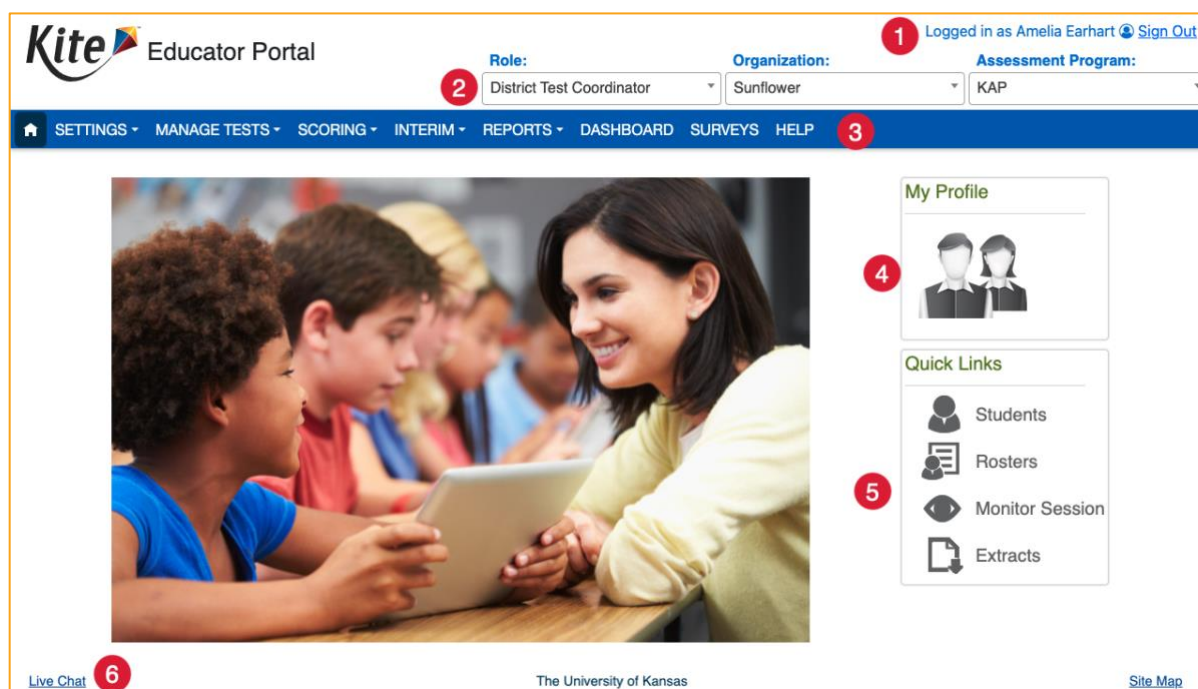
4

1. Log in to EP.
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.

Note: You cannot access EP until you agree to the Security Agreement and Save your response.

Homepage

Homepage options depend on a user's role. A DTC has menu options that are different than other roles in EP. The EP homepage shown below depicts a DTC's view.



1. **Display Name:** User's display name is shown in the upper right after the phrase "Logged in as."
2. **Login Role, Organization, and Assessment Program:** A user's role, organization, and assessment program appear in three drop-down menus under username. If a user has more than one role, organization, or assessment program, use the drop-down menu to switch.
3. **Menus:** The menus that display on the homepage vary by role and include:
 - a. **Home** – Return to the homepage.
 - b. **Settings** – Manage students, rosters, users, and organization settings.
 - c. **Manage Tests** – Get daily access codes, monitor student progress, record projected testing schedule.
 - d. **Scoring** – View and score student responses to open-ended science Instructional Mini Tests items.
 - e. **Reports** – Access assessment reports and data extracts.
 - f. **Dashboard** – View data related to test administration.
 - g. **Help** – Frequently asked questions (FAQs) and testing resources.
4. **My Profile:** Opens the My Profile window where you can update your display 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.

My Profile

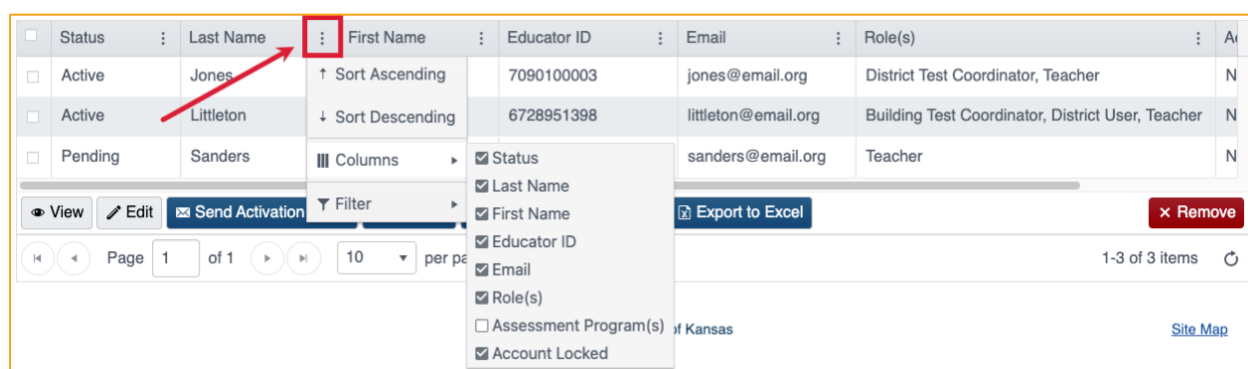
Users can modify their own account and sign the annual security agreement from the **My Account** quick link on the EP home page.



1. **Edit Display Name.** This is the name displayed in the upper right corner of EP.
2. **Change Password.** Change your current password. Minimum requirements listed above.
3. **Change Default Role.** If you have multiple roles in EP, choose the role you want to view each time you log in to EP.
4. **Security Agreement.** Read and respond to the annual security agreement.
5. **Security Renewal/Expiration.** Review the renewal and expiration dates of your security agreement.

Sort and Filter Grids

All grids in EP can be customized 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 three vertical dots in the column headers to sort a column in ascending or descending order, choose which columns to display, and filter a column by words, text, or numbers.

Appendix B: Roles & Permissions

EP 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 for the KAP Assessment Program.

EP CATEGORIES	DTC	DUS	BTC	BUS	TEA
USERS					
View Users	Y	Y	Y	Y	
Add Users	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	
Edit PNP	Y	Y	Y	Y	
View PNP	Y	Y	Y	Y	Y
Upload PNP	Y	Y	Y	Y	
PARENTS					
Manage Parents	Y	Y			
Manage Parent-Student Connections	Y	Y			
ROSTER					
View Roster	Y	Y	Y	Y	Y
Search Roster	Y	Y	Y	Y	Y
TEST RECORDS					
View Test Record	Y	Y	Y	Y	
MANAGE TESTS					
View Tests	Y	Y	Y		
Apply SC Code (KAP Summative only)	Y	Y	Y		
End Student Test Session	Y	Y	Y		
Monitor Test Session	Y*	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	

EP CATEGORIES	DTC	DUS	BTC	BUS	TEA
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
ORGANIZATION					
View Organization	Y	Y	Y	Y	
Set Daily Access Code Start/End Times	Y		Y		
REPORTS					
Coming Soon					
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	
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	
Test Administration Monitoring	Y	Y	Y	Y	Y
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	
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			

*Monitoring Test Sessions can be done from the Test Coordination menu. Instructional Mini Test and Interim test sessions can also be monitored within the My Tests > Manage Tests screen.

Appendix C: Test Security & Ethics Agreement (Example)

This agreement outlines the responsibilities and ethical obligations of test administrators involved in the Kansas Assessment Program (KAP). By signing this agreement, you affirm your commitment to maintaining the integrity and security of the testing process and acknowledge your reception of district-provided test security and ethics training.

- I will not view test content or student responses except if necessary to administer certain accommodations.
- I will not reproduce test content or student responses in any way (e.g., photographing, copying by hand, typing, texting from cell phone, or photocopying).
- I will not reveal or discuss test content or student responses before, during, or after testing.
- I will not engage in any activity that adversely affects the validity, security, or fairness of the test.
- I will promptly report any testing irregularities or concerns to my test coordinator.
- I will follow the procedures specified in the Test Administration Manual regarding the disposition of all test materials.
- I have completed training and understand the test security and administration policies and procedures for my district.
- I will always keep test materials under my supervision, and I will not leave them unattended.
- I will prepare the testing room so that no student can view another student's test materials or computer screen, and so that inappropriate visual aids are removed or covered before testing.
- I will always supervise the students and focus my full attention on the testing environment, and
 - Not allow students to talk, pass notes, cause disturbances, or communicate with each other in any way during testing.
 - Not play music in the classroom.
 - Not allow students to access cell phones or other unapproved electronic devices during testing.
 - Not allow students to access notes, books, or any instructional materials during testing.
 - Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.
 - Not coach students in any way or do anything to enhance, alter, or interfere with their responses.
- I will keep secure all test materials and return them when finished testing.
- Some testing accommodations require a Test Administrator to view or transcribe test content or student responses. If I am administering such an accommodation, I will not disclose any test content that I view while providing the accommodation.
- I will follow all security policies and test administration protocols described in the TAM.

Role (select all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> District Test Coordinator | <input type="checkbox"/> Building Test Coordinator | <input type="checkbox"/> Teacher / Proctor |
| <input type="checkbox"/> District User | <input type="checkbox"/> Building User | <input type="checkbox"/> Other: _____ |

Name (Print)

Signature

Date



Appendix D: Manage Users

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

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 grid 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 process creates or updates users in EP. This is also where you can assign up to two roles to a user (at least one is required).

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

To upload multiple users using a CSV file, perform the following steps.

1. Select **Settings**.
2. Select **Users**.
3. Select the **Upload Users** tab.
4. Use the drop-down menus to **Select Criteria**.
5. In the File field, choose **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 activation email.

The confirmation message indicates the number of records created and/or rejected. In the following example, 10 records were uploaded (Completed/Updated) without errors.

Uploaded	Status	Created/Updated	Rejected	Alerts	File
Friday, September 30, 2022 3:09:12 PM	COMPLETED	10	0	0	

- a. **Uploaded:** Date and Time of the upload.
- b. **Status:** Completed or Rejected.
- c. **Created/Updated:** Number of records uploaded successfully.
- d. **Rejected:** Number of records with errors.
- e. **Alerts:** Message about a file row, e.g., user with this Educator ID already exists in the state.
- f. **File:** A CSV icon displays if the file has errors to view specific errors.

Uploaded	Status	Created/Updated	Rejected	Alerts	File
Thursday, October 13, 2022 2:44:46 PM	COMPLETED	2	3	1	

9. Select the CSV file icon to open the file and read the error messages related to each line in the upload that was rejected. Make corrections and upload again, following the upload steps previously outlined.

User CSV File Format

All column headings must be retained in the file. The CSV Col column is included to help you organize your CSV file.

Col.	Column Title	Description	Acceptable Values
A*	Legal_First_Name	The user's first name.	Alphanumeric
B*	Legal_Last_Name	The user's last name.	Alphanumeric
C	Educator_Identifier	If the user is a teacher, enter an identification number.	Alphanumeric
D*	Email	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.	Alphanumeric
E*	Organization	The organization identifier in EP. (Ex: D0123)	Alphanumeric
F*	Organization_Level	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).	DT SCH
G*	Primary_Role	The primary role is the user's default role, or the role that will be selected when the user first logs in to EP. The role must be one that is valid for the organization.	TEA BUS BTC DUS
H	Secondary_Role	If a user has a second role in EP, enter that role in this column. For example, a building test coordinator (school test coordinator) might also be a teacher.	TEA BUS BTC DUS
I*	Primary_Assessment_Program	At least one assessment program must be associated with a user when their information is uploaded.	KAP
J	Deactivate_User	Enter 'Deactivate' to deactivate the user. Leave blank to keep the user active.	Deactivate, [blank]
K	Remove_Role	Enter 'True' to remove the role that is entered in column G, the Primary_Role, from a user.	True, [blank]

*Indicates this field is required.

Review User File Upload

The final step to uploading your file is to verify records uploaded successfully. A message will appear in the Status column once the record is uploaded and processed. If records were rejected, download the error file to learn why. Update your template file accordingly and try again.

View Users

1. Select **Settings**.
2. Select **Users**.
3. Use the drop-down menus to **Select Criteria**.
4. Select **Search**.

Note: Inactive users will only display if the “Include Inactive Users” box is checked.

The screenshot shows the 'View Users' interface. At the top, there are tabs: 'View Users' (selected), 'Add User', 'Upload Users', and 'Claim Users'. Below the tabs, the heading 'View Users: Select Criteria' is followed by three dropdown menus: 'STATE: Kansas', 'DISTRICT: Sunflower', and 'SCHOOL: Select'. There is a checkbox for 'Include Inactive Users' and a 'Search' button. Below the search area is a table with columns: Status, Last Name, First Name, Educator ID, Email, and Role(s). The table contains two rows of data. Below the table is a row of action buttons: View, Edit, Send Activation Email, Activate, Deactivate, Unlock, and Export to Excel. At the bottom, there is a pagination bar showing 'Page 1 of 1', '10 per page', and '1-2 of 2 items'.

Status	Last Name	First Name	Educator ID	Email	Role(s)
Active	Educator	Edna	###	educator@school.org	District Test Coordinator, Teacher
Active	Teacher	Theresa	###	teacher@school.org	Teacher

Manage Users

Test coordinators and others responsible for data can take several actions with user accounts from the **View Users** tab. These actions are available after finding user(s) in EP.

Deactivate a User

Select the user, then select Deactivate.

Reactivate an Inactive User

Inactive users only appear if the “**Include Inactive Users**” box is checked. To activate an inactive user, select the user, then select **Activate**.

Re-send Activation Email

Select the user, then select the **Send Activation Email** button. User must be in Pending status.

Unlock a Locked User Account

The Unlock User function is only available to users with a higher-level user role. If you are a DTC and get locked out of your account, you must contact KSDE to have your account unlocked.

To unlock a user, select the user, then select **Unlock**.

Note: Once unlocked, EP does NOT notify the user that their account is no longer locked.

Claim a User from Another District

Select the **Claim Users** tab. Enter the user's First Name and Last Name OR the user's Educator ID. Select **Search**. Select the user and then select **Claim User**.

Note: A user must be **Inactive** to be claimed. This means that their former district must have deactivated them previously.

Edit Users & Assign Roles 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 grid that you wish to modify.
2. Select **Edit**.

The screenshot shows the 'View Users' interface. At the top, there are tabs for 'View Users', 'Add User', and 'Upload Users'. Below the tabs, there are filters for 'STATE' (New Mexico), 'DISTRICT' (Sunflower District), and 'SCHOOL' (Select). There is a checkbox for 'Include Inactive Users' and a 'Search' button. Below the filters is a table with columns: Status, Last Name, First Name, Educator Identifier, Email, Assessment Program(s), and Action. The table contains three rows of users. The second row, for 'Mark Sandringham', is highlighted in blue. Below the table, there are buttons for 'Send Activation Email', 'View', 'Edit' (highlighted with a red box), 'Activate', 'Deactivate', and 'Export to Excel'. At the bottom, there is a pagination bar showing 'Page 1 of 1' and '10 per page'.

Status	Last Name	First Name	Educator Identifier	Email	Assessment Program(s)	Action
Active	Bradford	Lisa	7090100003	dlc@school.org	DLM, NM-ASR	No
Active	Sandringham	Mark		btc@school.org	DLM, NM-ASR	No
Active	Timberlake	Theresa	672892351398	teacher@schoo...	NM-ASR	No

3. On the Edit User screen, edit the applicable user information.
4. Select **Organization & Roles** from drop-down menus to add an organization or role.

5. Select **Add**. You will see the user's new role/organization listed in the grid below.

Edit User : Enter User Information

User Information

FIRST NAME: * LAST NAME: * EMAIL ADDRESS: * **3**

EDUCATOR IDENTIFIER:

Organization & Roles

STATE: * ASSESSMENT PROGRAM: * ROLE: * **4**

DISTRICT: * SCHOOL: *

Add **5**

	Default	State	Assessment Program	Role	District	School
6	<input checked="" type="radio"/>	New Mexico	NM-ASR	Teacher	Sunflower District	Buffalo School
	<input type="radio"/>	New Mexico	NM-ASR	Building Test Coordinator	Sunflower District	Buffalo School

Page 1 of 1 1-2 of 2 items

7 **Save** **Cancel**

6. To delete an organization or role from a user, select the **trashcan icon** in the desired row.

Note: When deleting a role, you may have to specify a new Default role for the user.

7. When you finish making changes, select **Save**.

Appendix E: Special Circumstance Codes

If a student cannot take or complete a high-stakes, summative assessment, the Test Coordinator at the building or district level will need to enter the Special Circumstance (SC) code in Educator Portal.

SC Code	Category	Situation	Description	Testing Requirements, ESSA Implications, Notes
01	Suspension	Long-term suspension	Student is suspended more than 4 weeks, overlapping the testing window.	Student does not need to be tested. This does not count against school for participation.
04	Truancy	Paperwork has been filed for Child in Need of Care	Student is truant at beginning of local testing window and has unexcused absences for greater than 2 consecutive weeks at the time of testing.	Student does not need to be tested. This does not count against school for participation.
05	Truancy	No truancy paperwork filed with county attorney	Student is truant at beginning of local testing window, but no paperwork has been filed.	Student is required to be tested. If the student is not assessed, this will count against the school for participation.
07	Absences	Chronic absences	Excessive and intermittent absences throughout the state testing window.	Student is required to be tested. If the student is not assessed, this will count against the school for participation.
08	Absences	Catastrophic illness or accident	Student has been seriously disabled by accident or illness.	Student does not need to be tested. This does not count against school for participation. Must be approved by KSDE.
11	KELPA	Student is unable to complete one domain in KELPA due to a disability	Student has a documented disability that prevents completing of one domain in KELPA.	Student does not need to be tested in specific domain and will complete other 3 domains. This does not count against school for participation. Must be approved by KSDE.
16	Private, non-accredited, or home school	Homeschooled for Assessed Subjects (ELA, math, science)	Student is enrolled in a private, non-accredited school or is home schooled AND attends a public school.	Student does not need to be tested. This does not count against school for participation if student is not enrolled in assessed subjects (math, ELA, and/or science). Refer to KIDS documentation for appropriate enrollment and TEST codes.

SC Code	Category	Situation	Description	Testing Requirements, ESSA Implications, Notes
24	In jail in Adult Facility	Incarceration in an adult facility	If student is incarcerated in an adult facility, USDOE says the student need not be tested.	Student does not need to be tested. This does not count against school for participation.
25	Special center (long-term placement)	Student is in a special treatment center or residential care center (long-term placement)	Student is in a substance abuse, mental, or behavioral treatment center.	Student is required to be tested. If the student is not assessed, this will count against the school for participation.
26	Special center (short-term placement)	Student is in a special detention center (short-term placement facility)	Student is in a juvenile detention center, a substance abuse, mental, or behavioral treatment center.	Student does not need to be tested. This does not count against school for participation.
27	Parent refusal	Parent refusal	Parent refuses to allow student to be assessed.	Student should not be tested. This will count against school for participation.
28	Cheating	Student is cheating	Student is observed to be engaged in some inappropriate testing practice.	Notify your district test coordinator, who will call KSDE about possibly giving another form of the test. Test is invalid and the student is counted as not tested. This will count against school for participation.
31	Homebound	Student is receiving homebound instruction	General education or IEP student is receiving homebound services.	Student is required to be tested. If the student is not assessed, this will count against the school for participation.
32	Foreign exchange student	Foreign exchange student	Student is required to be tested.	Student is required to be tested. If the student is not assessed, this will count against the school for participation.
34	Prohibited practices	English Language Arts	English language arts assessment PASSAGE was read to student.	Student counts as not tested. If this is discovered before the test window closes, notify your district test coordinator, who will notify KSDE.
35	Prohibited practices	English Language Arts	Student was not approved for text-to-speech but used it for the ELA passages.	Student counts as not tested and will count against the school for participation.
36	Prohibited practices	Math	Student used a calculator on the non-	Student counts as not tested. If discovered before the test

SC Code	Category	Situation	Description	Testing Requirements, ESSA Implications, Notes
			calculator portions of the assessment.	window closes, notify your district test coordinator, who will notify KSDE.
37	Prohibited practices	Math	Student used either a teacher-generated or a student-generated math journal.	Student counts as not tested. If this is discovered before the test window closes, notify your district test coordinator, who will notify KSDE.
39	Other	Other reason for ineligibility	Contact your district test coordinator, who will notify KSDE.	Student does not need to be tested. This does not count against school for participation. Must be approved by KSDE.
41	Moved during testing	Student moved during testing window	The student took one assessment at school and then moved before taking all the required assessments.	Student is not tested on this assessment at this school. This does not count against this school for participation.
98	Mis-administration of assessment	Teacher incorrectly or unethically administered assessment	Teacher or student engaged in inappropriate testing practices.	Student counts as not tested. Notify your district test coordinator, who will notify KSDE.

Appendix F: Projected Testing

TCs can create their projected testing schedule using a CSV upload or manually from the Projected Testing screen.

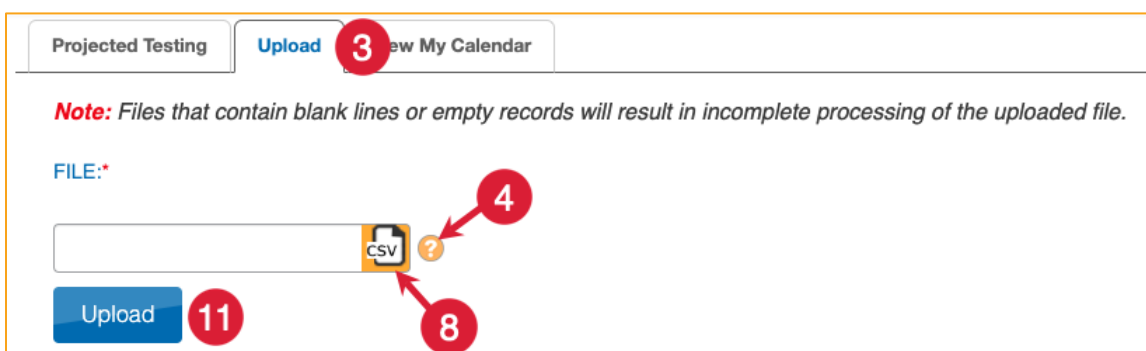
Upload Projected Testing

To upload your projected testing schedule, you must first create an upload file and then upload the CSV file to EP.

10. Select **Manage Tests**.
11. Select **Projected Testing**.



12. Select the **Upload** tab.
13. Hover over the **? symbol** and select the link to the Projected Testing Upload Template. This will download the file to your computer.



14. Open the Projected Testing Upload Template in a spreadsheet program, such as Microsoft Excel or Google Sheets.
15. Using the field definitions below, fill out the projected testing schedule according to your school's testing schedule.
16. Save as a CSV file.
17. In the File field, select the **CSV icon**.
18. Select the appropriate CSV file and verify that the file has a .csv file extension.
19. Select **Open**.
20. Select **Upload**.

Projected Testing Field Definitions

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?	Valid Entries	Definition
A	Assessment Program	Y	KAP or CPASS	The abbreviation for the assessment program
B	State	Y	KS	The two-letter state abbreviation, e.g., KS, CO, etc.
C	DistrictID	Y	Alphanumeric	Identification code that indicates the district.
D	DistrictName	N	Alphanumeric	The name of the district.
E	SchoolID	Y	Alphanumeric	Identification code that indicates the school.
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.
I	Projection Type	Y	testing	Input "testing"
J to 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.

*Use one line for each grade and each month.

Review Projected Testing File Upload

The final step to uploading your CSV file is to verify records uploaded successfully. A message will appear in the Status column once the record is uploaded and processed. If records were rejected, download the error file to learn why. Update your template file accordingly and try again.

Add Projected Testing Manually

To manually add projected testing, perform the following steps.

1. Select **Manage Tests**.
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.”


Add New Row

DISTRICT *

SCHOOL *

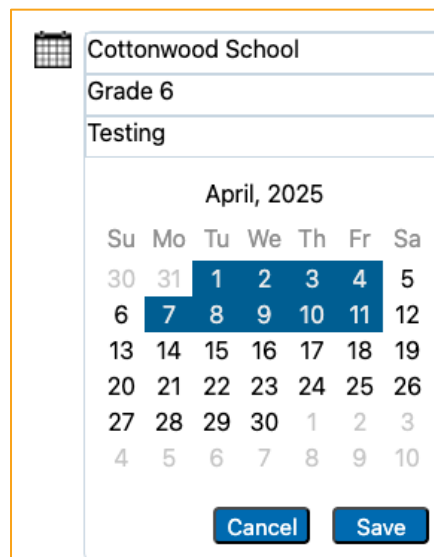
GRADE *

PROJECTION TYPE *

MONTH * 

Note: Select **Testing** in the Projection Type.

5. Select the **calendar icon** to select the desired date(s).
6. Select **Save**.



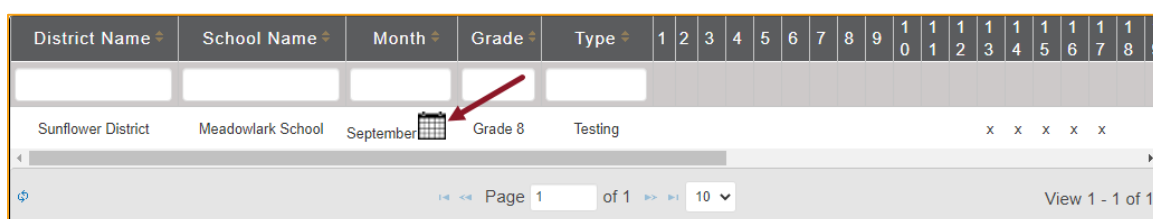
Edit Projected Testing

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

1. Select **Manage Tests** in the navigation menu.
2. Select Projected Testing.



3. Select the **View My Calendar** tab.
4. Select the **calendar icon** for the calendar line you wish to edit.

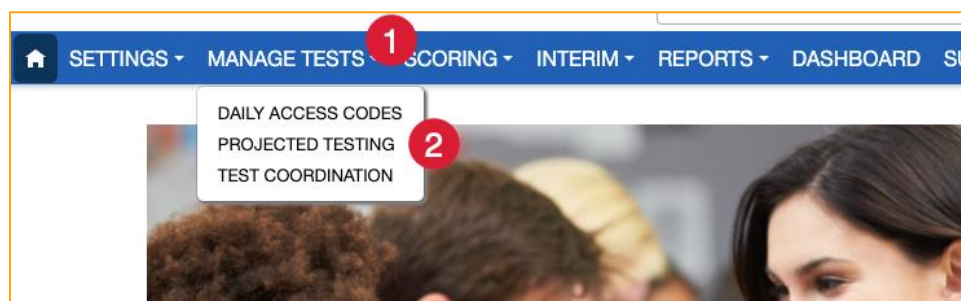


5. Select the testing date or dates to select/deselect.
6. Select **Save**.

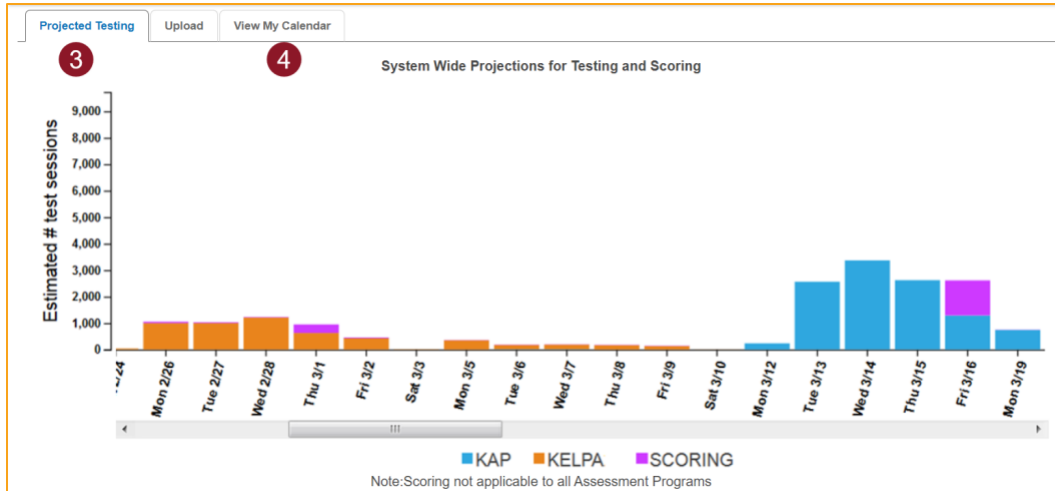
View Projected Testing

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

1. Select **Manage Tests**.
2. Select **Projected Testing**.



3. From the **Projected Testing** tab, view system-wide projections.



Note: The Projected Testing tab displays a graph that shows system-wide projections, not just your own district or school.

4. Select the **View My Calendar** tab, view your organization's projected test days.

My Projected Testing Calendar

Assessment Program: KAP

District Name	School Name	Month	Grade	Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
Sunflower	Cottonwood School	March	Grade 3	Testing		x	x	x	x	x											x	x	x	
Sunflower	Cottonwood School	March	Grade 4	Testing			x	x	x	x	x			x	x	x	x	x						
Sunflower	Cottonwood School	March	Grade 5	Testing			x	x	x	x	x							x	x			x	x	x

Page 1 of 1

10

View 1 - 3 of 3

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

Appendix G: Parent Portal Setup

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.

Create 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.

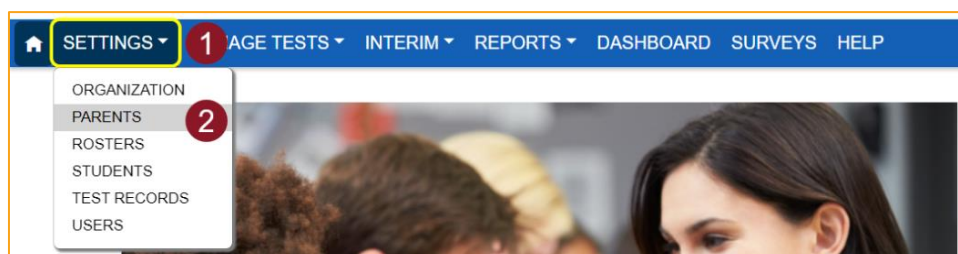
For a school level upload, only students enrolled in Educator Portal may be uploaded.

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**. If applicable, select the **School**.

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

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

The screenshot shows the 'Upload Parent' tab in a web application. At the top, there are two tabs: 'View Parent' and 'Upload Parent' (callout 3). Below the tabs, the heading is 'Upload Parent: Select Criteria' (callout 4). There are three dropdown menus: 'STATE:' with 'Kansas' selected, 'DISTRICT:' with 'Select' selected, and 'SCHOOL:' with 'Select' selected. A red note states: 'Files that contain blank lines or empty records will result in incomplete processing of the uploaded file.' Below the note, there is a 'File:' label with a question mark icon (callout 5). A 'Select File' button (callout 9) is visible. Below the button, a file named 'Parent_Upload.csv' (0.17 KB) is listed. To the right of the file list is an 'Upload' button (callout 11).

12. Select Standard (overwrites).

The screenshot shows a window titled 'Parent Upload: Sunflower'. It contains the text: 'This is a **Full District upload**. Select an option to proceed:'. Below this, there are two options: **Standard**: Existing parent student relationships for the entire district will be deleted and replaced with the newly uploaded data. and **Append**: New parent student relationships in the uploaded file will be added to the existing data. Duplicates of existing data will be ignored. At the bottom, it says 'For partial upload, please select a school.' and has three buttons: 'Standard' (callout 12), 'Append', and 'Cancel'.

Figure above: upload process selection window for full district upload

The screenshot shows a window titled 'Parent Upload: Meadowlark School'. It contains the text: 'This is a **Partial upload for School**. Select an option to proceed:'. Below this, there are two options: **Standard**: Existing parent student relationships for the selected school will be deleted and replaced with the newly uploaded data. and **Append**: New parent student relationships in the uploaded file will be added to the existing data. Duplicates of existing data will be ignored. At the bottom, there are three buttons: 'Standard' (callout 12), 'Append', and 'Cancel'.

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: 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	Description / Notes
A	Parent_Email	Y	Alphanumeric	The parent's email address. One email per line. 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). School ID cannot be used in place of District ID. 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) 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.

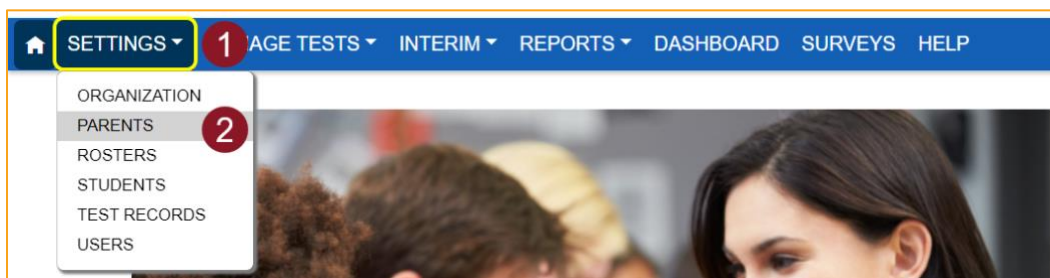
Review Parent File Upload

The final step to uploading your file is to verify records uploaded successfully. A message will appear in the Status column once the record is uploaded and processed. If records were rejected, download the error file to learn why. Update your template file accordingly and try again.

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**.

View Parents: Select Criteria

STATE: Kansas x DISTRICT: Sunflower District x SCHOOL: Select

Search 4

Parent Email	Student Legal Last Name	Student Legal First Name	Student State Id	District Name
cabelov@company...	Abelov	Marlow	245390755	Sunflower Dis
prarckoll@yahoo.com	Arckoll	Odette	623436286	Sunflower Dis
shew@gmail.com	Shewsmith	Giulia	171329943	Sunflower Dis

Edit Export to Excel 5

Page 1 of 1 20 per page 1-3 of 3 items

5. Select **Export to Excel** to download an .XLSX file containing the information shown in the table. Show, hide, or filter columns in the table to add or remove data from the export file.

Parent Extract

A Parents data 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.

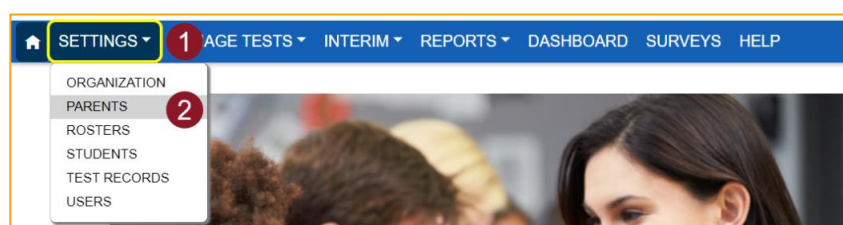
Add Parent-To-Student Connections

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).

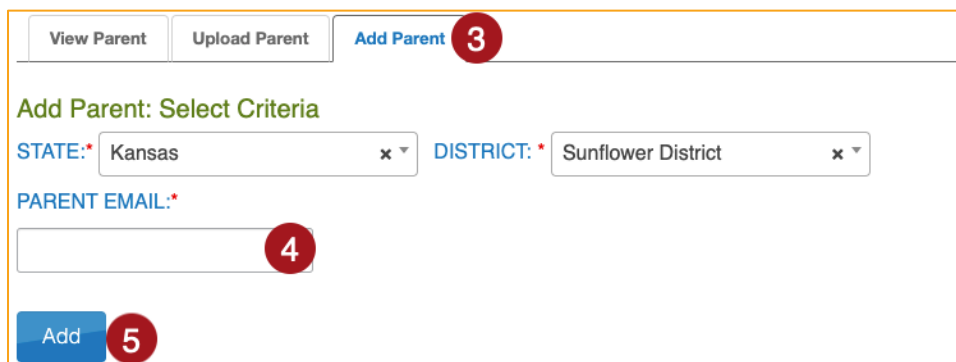
Add: Manual

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

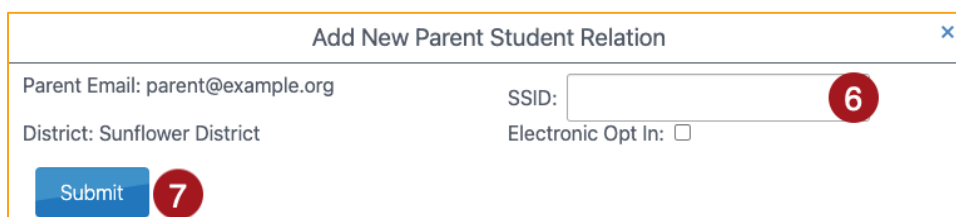
1. Select **Settings**.
2. Select **Parents**.



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 has no system functionality currently.

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_Ide	District_Nam	Electronic_Report_Opt_In	
2	yaspin@gmail	258633631	Aspin	Natal	D1001	Sunflower Di	No	
3	dennett@co	232986471	Dennett	Mike	D1001	Sunflower Di	Yes	
4	prbeechem@	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.**

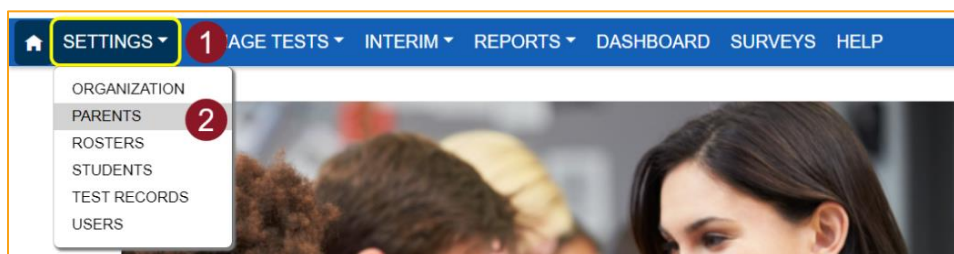
Edit Parent-To-Student Connections

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 the 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 **Edit**.

View Parents: Select Criteria

STATE: Kansas DISTRICT: Sunflower District SCHOOL: Meadowlark School

Search

Parent Email	Student Legal Last Name	Student Legal First Name	Student State Id	District Name
dennett@company.com	Dennett	Mike	232986471	Sunflower District
prbeecham@yahoo.com	Keyse	Codie	957183413	Sunflower District
yaspin@gmail.com	Aspin	Natal	258633631	Sunflower District

Edit

Page 1 of 1 10 per page 1-3 of 3 items

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.

Edit Parent

EMAIL ADDRESS: dennett@company.com

Parent Student Relation Information

	Student State Id	Last Name	First Name	District	Electronic Opt-In
	232986471	Dennett	Mike	Sunflower District	<input checked="" type="checkbox"/>

Page 1 of 1 10 per page 1-1 of 1 items

Add Student Save

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

. There is an empty SSID text box and a 'Submit' button. Red circles with numbers 9 and 10 mark the SSID box and the 'Submit' button respectively."/>

Add New Parent Student Relation

Parent Email: dennett@company.com SSID:

District: Meadowlark School Electronic Opt In: ☐

Submit

Note: Electronic Opt In has no system functionality currently.

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.

	A	B	C	D	C	F	D	H
1	Parent_Ema	State_Stude	Student_Leg	Student_Leg	District_Ide	District_Nam	Electronic_R	Report_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 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>

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.

Appendix H: Data Extracts and Dashboards

Kite Educator Portal offers a variety of data extracts that are invaluable for coordinating KAP assessments. Some of these extracts can be reused for data updates via CSV uploads. Additionally, dashboards are available, providing a snapshot of testing information to aid DTCs in the coordination of KAP assessments.

Data Extracts

Create a Data Extract

To create a data extract, perform the following steps.

1. Select the **Reports** menu.
2. Select **Data Extracts**.
3. Locate the line for the file you wish to create. Switch tabs, if needed.
4. In the **Action** column, select **New File**.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	04/30/2017 09:11 AM	CSV	New File
PNP Setting Counts	Student PNP setting counts by organization.	04/30/2017 09:00 AM	CSV	New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	09/02/2022 11:06 AM	XLSX	New File
Parents	Parent details for active parent student relation.			New File
Roster	Student assignment by educator and subject.	08/09/2022 10:10 AM	CSV	New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	03/13/2018 11:10 AM	CSV	New File

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 be asked to confirm replacing the existing file. Select **Yes**. Each time a data extract is created, the older file will be removed. 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 locally.

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

Available Data Extracts

Data Extracts are categorized by Student Information, Test Administration and Monitoring, and Data Management. Data extracts are files that contain a copy of the information currently loaded into EP. Some of these extracts can also be used to upload information into EP. The following extracts are available:

Student Information

The **Current Enrollment** extract includes all records for students who are enrolled in the user's organization. This extract is large and contains the demographic information for each student. Each student will have only one row of data.

The **PNP Settings Counts** extract is a CSV extract that lists the total number of students per organization who have a support selected on their PNP Profile. Each column will display the number of students that an administrator selected for the support.

The **PNP Settings (Abridged)** extract is a CSV extract that lists the accessibility (PNP Profile) settings for the students enrolled in a user's organization. The extract contains a column for every PNP Profile setting and indicates if that setting has been chosen for a student. If a support has multiple options, the details of those settings are listed.

The **Parents** extract is a CSV extract that lists all parent-student connections that have been entered into the system.

The **Roster** extract is a CSV extract that lists all roster records for a user's organization. The extract includes the student's teacher and subject.

The **Student Login Usernames/Passwords** extract is an extract that includes login information for each student rostered in a user's organization. The extract includes the student's username and password, which will be the same for each test administered. Users can select either a CSV or PDF download.

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

Test Administration and Monitoring

The **Test Tickets** extract includes student login and ticket information for assigned tests.

The **Monitoring** extract includes status of all student tests, indicating when tests are Unused, In Progress, or Complete.

The **KAP Student Scores Current Students** extract includes year to year student scores for currently enrolled students.

The **KAP Student Scores Specified Student** extract includes year to year student scores for a specified state student ID.

The **KAP Student Scores Tested Students** extract includes year to year student scores for students tested in the most current report year.

The **Testing Readiness** extract includes the student login information, test records and PNP settings. This extract can be used to verify students are set to take the Summative assessment.

Data Management

The **School DAC Time** extract includes schools with DAC time data set, including the start and end time.

The **Users** extract includes all records for EP users in the selected organization. The extract includes information about the roles assigned to a user. All the user's assigned roles for a particular organization appear on a single line of the CSV extract. One user can have more than one role, i.e., a Building (School) Test Coordinator and a Teacher. The extract will display an X in each applicable column.

Dashboards

Dashboards are available in EP by selecting **Dashboard** from the navigation menu.

Testing Summary

The **Testing Summary** dashboard 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. Select **Download Extract** below the grid to generate a CSV file of this information.

Testing Summary
Reactivations
Testing Outside Hours
Short Duration Testing
Special Circumstance Students
Kite Error Messages
Parent Activity Summary

Dashboard: View Testing Summary

District: Sunflower

As of: Sunday 9/01/2024 12:09 PM CDT

Subject	Test Sessions Completed			School Year 2024-2025					Test Sessions Reactivated	
	Today 9/01	Prior Day 8/31	School Year 2024-2025	Students Assigned	Students All Sessions Unused	Students All Sessions In-progress	Students All Sessions Complete	Students Percent Complete	Prior Day 8/31	School Year 2024-2025
[Redacted Data]										

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

Download Extract

Reactivations

The **Reactivations** dashboard 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. Select **Download Extract** below the grid to generate a CSV file of this information.

Testing Summary
Reactivations
Testing Outside Hours
Short Duration Testing
Special Circumstance Students
Kite Error Messages
Parent Activity Summary

Dashboard: View Reactivations

District: Sunflower

0 Reactivations Sun 9/1

Today Prior Day School Year

Student Detail Summary

As of: Sunday 9/01/2024 12:09 PM CDT

Assessment Program	District	School	Test Name	Count	Reactivated By
[Redacted Data]					

Page 0 of 0 10 per page No items to display

Data updated twice daily - approximately noon and midnight Central Time

Download Extract

Testing Outside Hours

The **Testing Outside Hours** dashboard 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. Select **Download Extract** below the grid to generate a CSV file of this information.

Testing Summary | Reactivations | **Testing Outside Hours** | Short Duration Testing | Special Circumstance Students | Kite Error Messages | Parent Activity Summary

Dashboard: View Testing Outside Hours

District: Sunflower

Today | Prior Day | School Year

0 test sessions started or completed outside expected hours Sun 9/1

As of: Sunday 9/01/2024 12:09 PM CDT

Assessment Program	District	School	Test Name	Student	Started	Ended
[Redacted]						

Page 0 of 0 | 10 per page | No items to display

Data updated twice daily – approximately noon and midnight Central Time
Does not include schools specified by the state
Expected hours are **Mon-Fri 06:00 AM - 05:00 PM** local time zone

[Download Extract](#)

Short Duration Testing

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

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 grid. Select **Download Extract** below the grid to generate a CSV file of this information.

Testing Summary | Reactivations | Testing Outside Hours | **Short Duration Testing** | Special Circumstance Students | Kite Error Messages | Parent Activity Summary

Dashboard: View Short Duration Testing

District: Sunflower

Today | Prior Day | School Year

0 tests completed under short duration Sun 9/1

As of: Sunday 9/01/2024 12:09 PM CDT

State Student ID	Assessment Program	District	School	Teacher	Subject	Grade	Student
[Redacted]							

Page 0 of 0 | 10 per page | No items to display

Data updated twice daily – approximately noon and midnight Central Time

[Download Extract](#)

Special Circumstance Students

The Special Circumstance Students dashboard displays a table of students that have a Special Circumstance code applied for one or more test sessions. Select **Download SC Students** below the grid to generate a CSV file of this information.

Testing Summary | Reactivations | Testing Outside Hours | Short Duration Testing | **Special Circumstance Students** | Kite Error Messages | Parent Activity Summary

Dashboard: View Special Circumstance Students

State Student ID	Assessment Program	District	School	Subject	Grade	Student	SC Se
[Redacted]							

[Download SC Students](#)

Page 0 of 0 | 10 per page | No items to display

Special Circumstance dashboard page displays students that have a special circumstance code assigned to them, based on the assessment programs they are in.

Kite Error Messages

The **Kite Error Messages** dashboard displays notifications and errors generated by KIDS TEST and TASC records, with details for each instance. Select **Download Error Messages** below the grid to generate a CSV file of this information. Users can also mark messages as Resolved / Unresolved.

Testing Summary | Reactivations | Testing Outside Hours | Short Duration Testing | Special Circumstance Students | **Kite Error Messages** | Parent Activity Summary

Dashboard: View Kite Error Messages

Search by SSID OR Search by District/School

STATE STUDENT IDENTIFIER: *
[Text Input]

DISTRICT: *
[Select]

SCHOOL: *
[Select]

[Search by SSID](#) [Search](#)

☐ Include Resolved Error Messages

State Student ID	Processed Date	Record Type	Attendance School	Subject Area	Educator ID	Message
[Redacted]						

[Download Error Messages](#) [Mark as Resolved](#) [Mark as Unresolved](#)

Page 0 of 0 | 10 per page | No items to display

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 grid 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.


Testing Summary
Reactivations
Testing Outside Hours
Short Duration Testing
Special Circumstance Students
Kite Error Messages
Parent Activity Summary

Dashboard: Parent Activity Summary

District: Sunflower

As of: Sunday 9/01/2024 12:09 PM CDT

Parent Activity Summary



Number of Report Downloads			
Subject	Today 9/01	Prior Day 8/31	School Year 2024-2025
[Redacted Data]			

Data updated twice daily – approximately noon and midnight Central Time

Download Parent History
Download Extract

Appendix I: PNP Upload Process

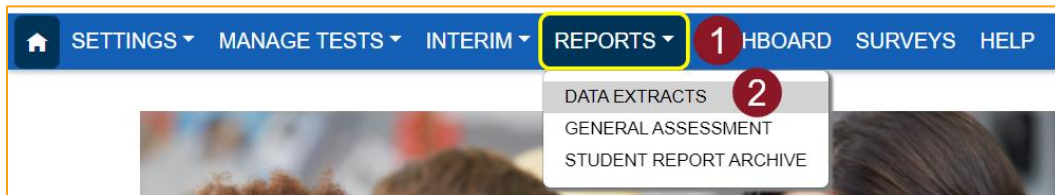
Student PNPs can be created or edited using an upload. This is particularly useful for TCs that need to set many student PNPs at once.

To set student PNPs via upload, complete the following steps.

Download the PNP Settings (Abridged) Data Extract

To download the PNP Settings extract:

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



3. From the Student Information tab, select New File in the Action column on the PNP Settings (Abridged) row.

<div> <div>Student Information</div> <div>Test Administration And Monitoring</div> <div>Data Management</div> </div>				
Data Extracts <small>Note:</small> Data extracts may include Personally Identifiable Information (PII) , take appropriate precaution to protect saved files.				
Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	04/30/2017 09:11 AM	CSV	New File
PNP Setting Counts	Student PNP setting counts by organization.	04/30/2017 09:00 AM	CSV	New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	09/02/2022 11:06 AM	XLS	New File
Parents	Parent details for active parent student relation.			New File
Roster	Student assignment by educator and subject.	08/09/2022 10:10 AM	CSV	New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	03/13/2018 11:10 AM	CSV	New File

4. Add desired filters. If you are completing an initial upload, we recommend **selecting one school at a time** and **including students with no PNP settings**.

Create Extract

Filters

Assessment Program: KAP

District: Sunflower

School: Cottonwood School

☐ Include students with no PNP settings

Ok

Cancel

5. Select **Ok**.

Note: In the Excel file, the cells for PNP Settings are drop-down menus which include only valid entries. This ensures you only enter settings that are acceptable for your file upload.

6. Select the **XLSX file icon** in the File column.

Student Information Test Administration And Monitoring Data Management

Data Extracts

Note: Data extracts may include **Personally Identifiable Information (PII)**, take appropriate precaution to **protect** saved files.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	04/30/2017 09:11 AM	CSV	New File
PNP Setting Counts	Student PNP setting counts by organization.	04/30/2017 09:00 AM	CSV	New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	09/02/2022 11:06 AM	6 XLSX	New File
Parents	Parent details for active parent student relation.			New File
Roster	Student assignment by educator and subject.	08/09/2022 10:10 AM	CSV	New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	03/13/2018 11:10 AM	CSV	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

Columns A – J are demographic/informational in nature and should not be changed. Editing these columns will not update a student's record.

Choose the appropriate PNP settings for each student. Then, save the updated file.

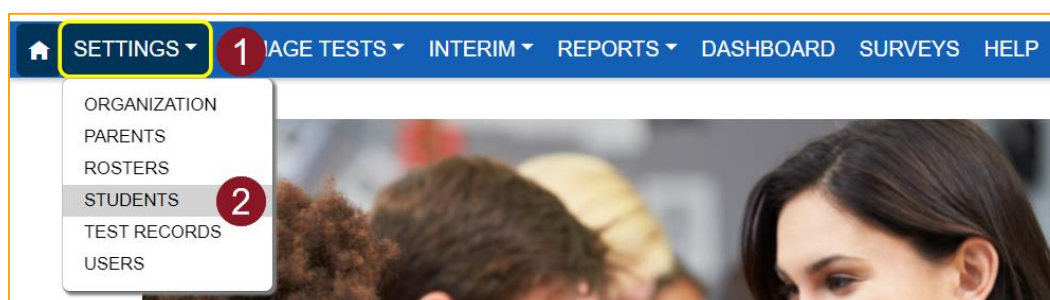
For more information about each tool, see the [Kite Accessibility Manual](#).

Upload PNP Settings

After creating or editing PNP settings for your students, the file can be uploaded. 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.

To upload the PNP Settings file, complete the following steps.

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, choose **Select File**.
6. Select the appropriate Excel file from your computer.
7. Select **Open**.
8. Select **Upload**.

The screenshot shows the 'Upload PNP' interface. At the top, there are two tabs: 'View Students' and 'Upload PNP', with a red circle containing the number 3 next to the 'Upload PNP' tab. Below the tabs, the text 'Upload PNP: Select Criteria' is displayed. There are three dropdown menus: 'STATE:' with 'Kansas' selected, 'DISTRICT:' with 'Sunflower District' selected, and 'SCHOOL:' with 'Meadowlark School' selected. A red circle containing the number 4 is next to the 'SCHOOL:' dropdown. Below these dropdowns, there is a 'File:' label with a question mark icon and a red asterisk. Underneath, there is a 'Select File' button with a red circle containing the number 5. Below the button, a file named 'Sunflower_Student_Upload.csv' (0.50 KB) is listed with a close icon (x) to its right. To the right of the file list is a blue 'Upload' button with a red circle containing the number 8.

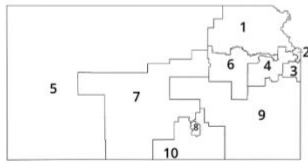
Review the PNP File Upload

The final step to uploading your file is to verify records uploaded successfully. A message will appear in the Status column once the record is uploaded and processed. If records were rejected, download the error file to learn about why. Then, update your file accordingly and try again.

If you have any problems uploading PNP Settings, please contact the Kite Service Desk.



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SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES

- Social-emotional growth
- Kindergarten readiness
- Individual Plan of Study
- Civic engagement
- Academically prepared for postsecondary
- High school graduation
- Postsecondary success



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MISSION

To prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents.

VISION

Kansas leads the world in the success of each student.

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Jan. 25, 2025