Kansas Assessment Program

Test Coordinator Manual

KELPA SUMMATIVE

2024-2025

Table of Contents

About the Kansas English Language Proficiency Assessment

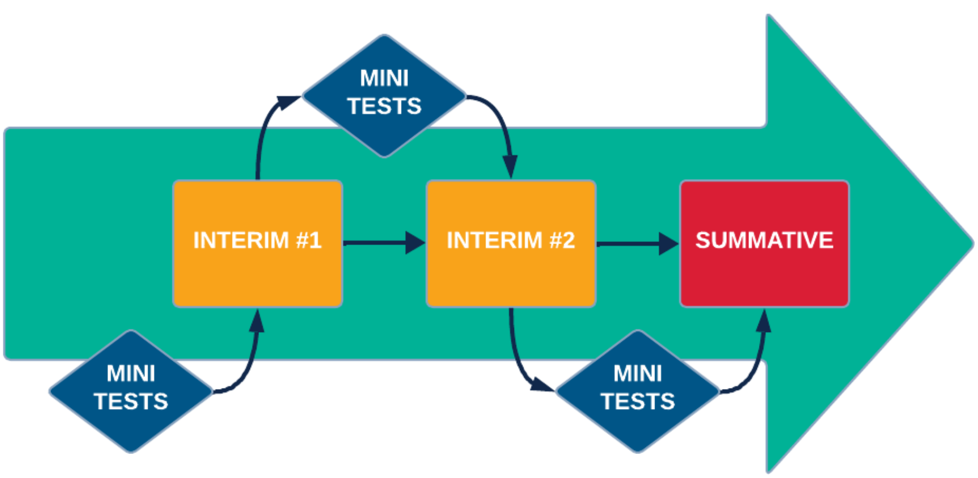
The Kansas English Language Proficiency Assessment (KELPA) is part of the federal elementary and secondary education legislation for English learners (ELs). KELPA measures English language proficiency in four domains: listening, reading, writing, and speaking. The grade bands assessed include Kindergarten, 1, 2–3, 4–5, 6–8, and 9–12. KELPA assessments are delivered through Kite Student Portal.

The KELPA assessment:

- measures specific claims related to the Kansas Standards for ELs in grades K-12,
- reports individual student scores along with each student's performance levels, and
- provides domain scores and an overall proficiency score that can be used with local assessment scores to assist in improving student learning.

The KELPA is part of the Kansas Assessment Program (KAP), which also includes KAP Summative, KAP Interim, KAP Instructional Mini Tests, Grade 2 Reading, 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 KELPA Test Coordinator Manual (TCM) supports Test Coordinators (TCs) in the administration of KELPA Summative assessments. 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 KELPA TCM outlines the necessary activities for coordinating the KELPA Summative assessment and provides detailed instructions for completing each task. A checklist of these activities is provided at the front of this manual.

The manual is divided into three sections: Before the Assessment, During the Assessment, and After the Assessment.

> **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	Change
1/17/25	15	Added information about the Proficient Students Not Rostered screen
1/17/25	71-74	Edited information about PNP Upload process

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

[1]The 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.

#	Title	Topic
8	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
- A 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)
- 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 annually at in-person training events. ***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
- Securely returning, storing, and destroying secure test materials
- Reactivating 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 within SP that signals an irregularity
- Timing data—Tests taken and/or submitted after school hours

Consequences

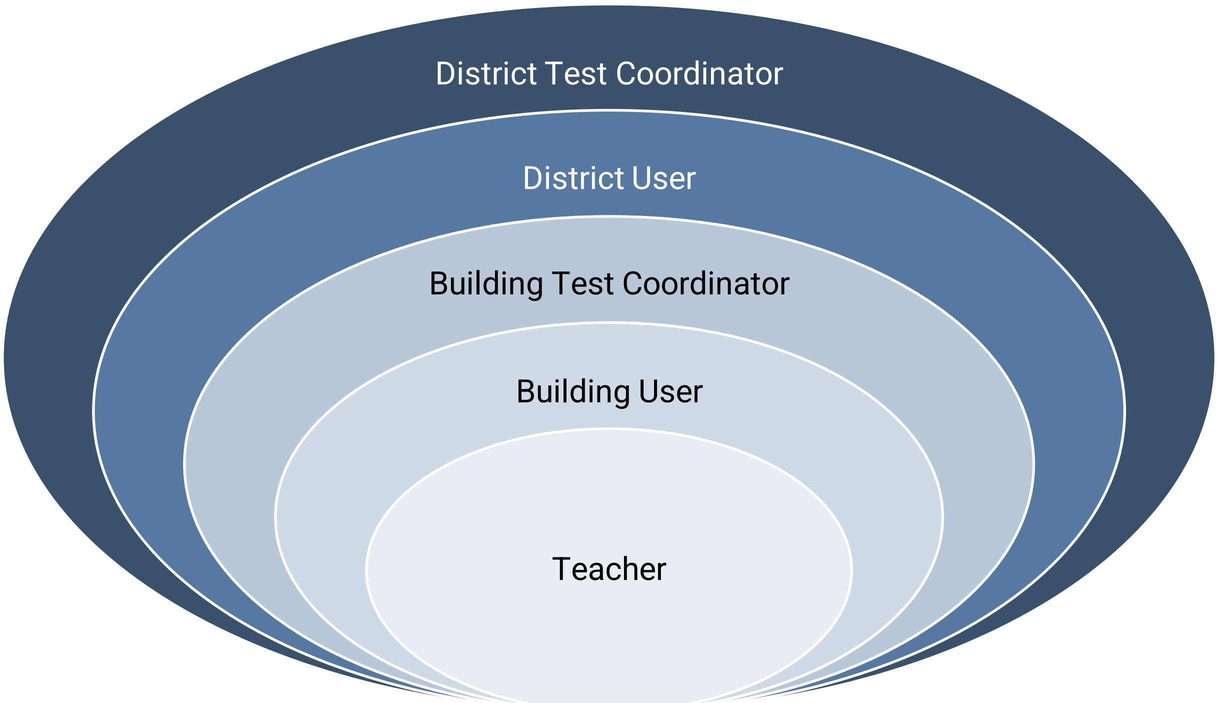
In consultation with staff from KSDE, appropriate consequences will be put in place at the district level upon breach of security. Because each case is unique, a variety of steps could take place but are not limited to the following:

- 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. A DTC can score KELPA Summative assessments for any student enrolled in their district.

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. A DU can score KELPA Summative assessments for any student enrolled in their district.

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. A BTC can score KELPA Summative assessments for any student enrolled in their building.

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. A BU can score KELPA Summative assessments for any student enrolled in their building.

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

Teacher (TEA)

The Teacher role (TEA) is needed by those who administer and score the KELPA Summative assessment. TEAs must be a certified educator in the state of Kansas with an Educator ID. A TEA can score KELPA Summative assessments for any student rostered to them.

KELPA Summative

Before the Assessment

- ☐ Manage Users
- ☐ Register Students with KIDS: TEST Record
- ☐ Check the Proficient Students not Rostered screen
- ☐ Set Student PNPs
- ☐ Install Kite Student Portal on Devices
- ☐ Train Teachers/Proctors
- ☐ Complete Rater Training (ALL Scorers)
- ☐ Determine District Scoring Processes
- ☐ Set Daily Access Codes (DACs) Valid Times
- ☐ Gather Student Usernames/Passwords
- ☐ Download and Print Writing Booklets (Grades K, 1)
- ☐ Prepare Testing Environment

During the Assessment

- ☐ Distribute DACs to Test Administrators
- ☐ Monitor Test Completion
- ☐ Reactivate Test Sessions (if needed)
- ☐ Enter Special Circumstance Codes
- ☐ Check Data Extracts
- ☐ Track Dashboard Activities

After the Assessment

- ☐ Score Speaking & Writing Items
- ☐ Upload Student Writing Booklets
- ☐ Access Student Scores
- ☐ Create roster, school, and district reports

Before the Assessment

The KELPA Summative assessment requires 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
- Accessing Student Login Information

Users

Educators that will be administering the KELPA Summative assessment 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.

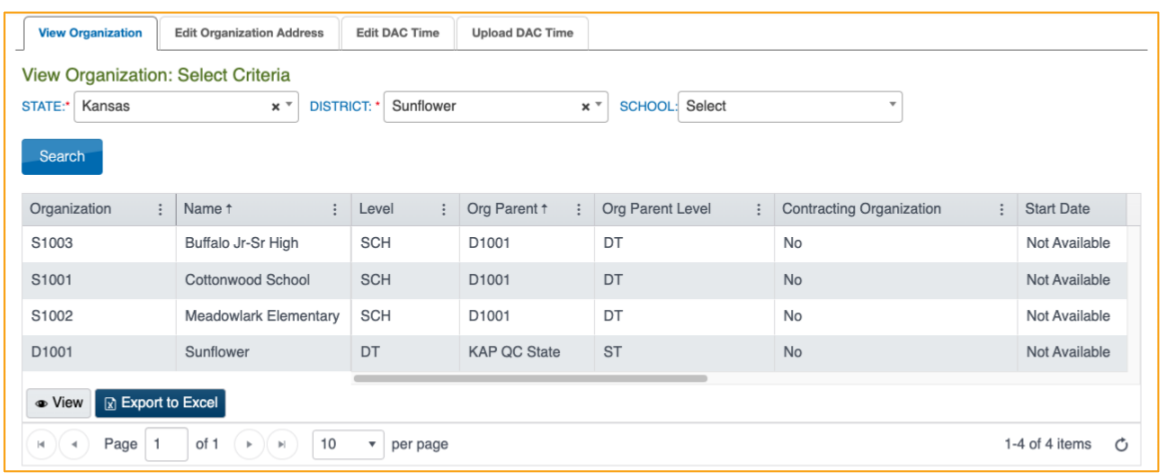
New Users & Account Activation

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.



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 the KELPA Summative assessment through **KIDS** (Kansas Individual Data on Students). **TEST** records must be submitted for students participating in the KELPA Summative assessment.

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.

Proficient Students Not Rostered

Students who score an Overall Proficiency: Level 3 on the previous year's KELPA Summative assessment should not take the KELPA Summative assessment. It is important that you check to see if you have any proficient students rostered to take the KELPA Summative before the KELPA Summative window opens.

To determine if you have rostered any students that have already achieved proficiency, perform the following steps.

1. Select **Settings.**
2. Select **Rosters.**
3. Select the **Proficient Rostered** tab.
4. Select **Search.** Students that are rostered to take the KELPA Summative but have received an Overall Proficiency rating of Level 3 will be displayed in the table.
5. To export the data, select **Export to Excel**.

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 Single Switch support. 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.

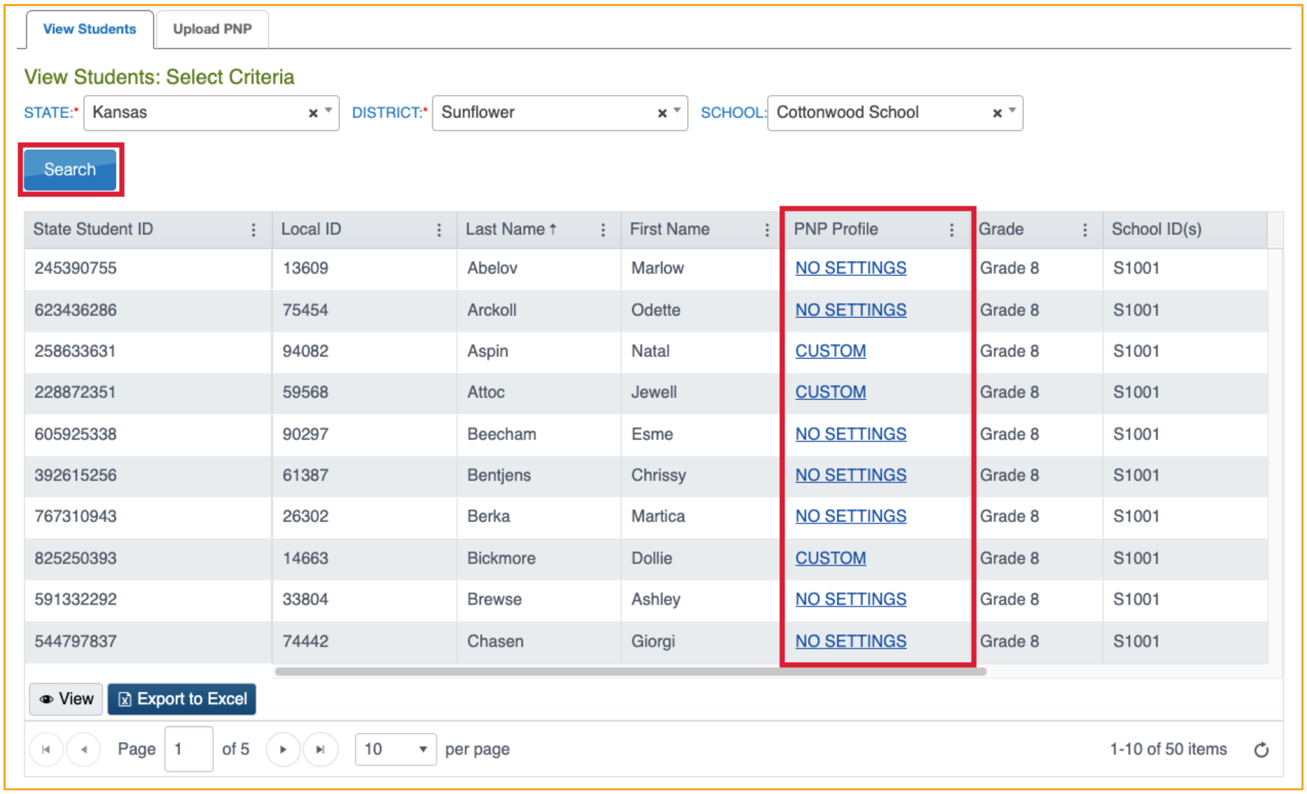
For additional information about accessibility, accommodations, and PNPs, please see the Kansas Accessibility Manual and the Kite Accessibility Manual.

Setting a Student PNP Manually

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

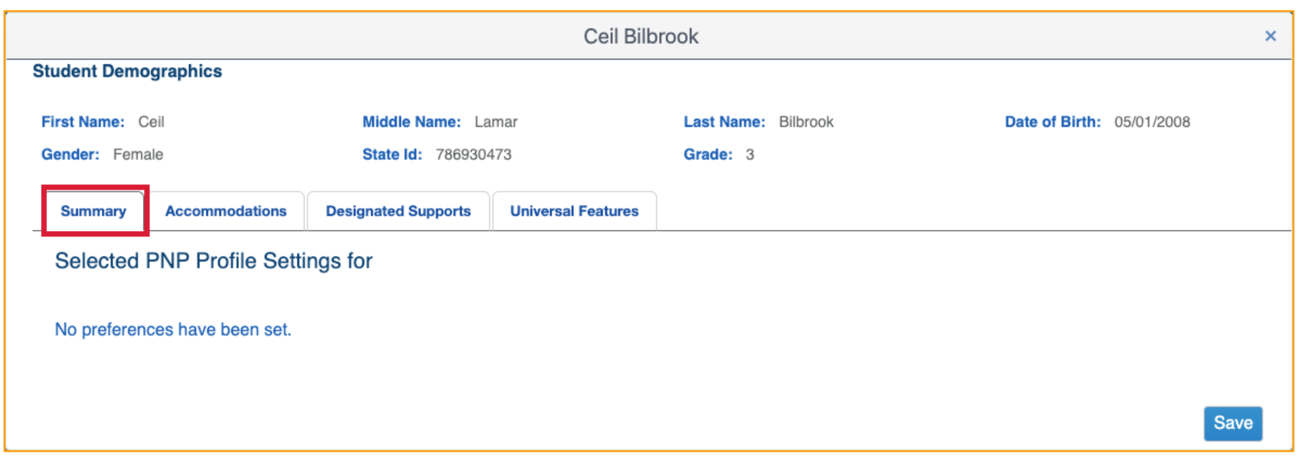
1. Select **Settings**.
2. Select **Students**. Enter filters.
3. Select **Search**.

4. Find a student, then select the link in the **PNP Profile** column. *Custom* is displayed for students with PNP settings.



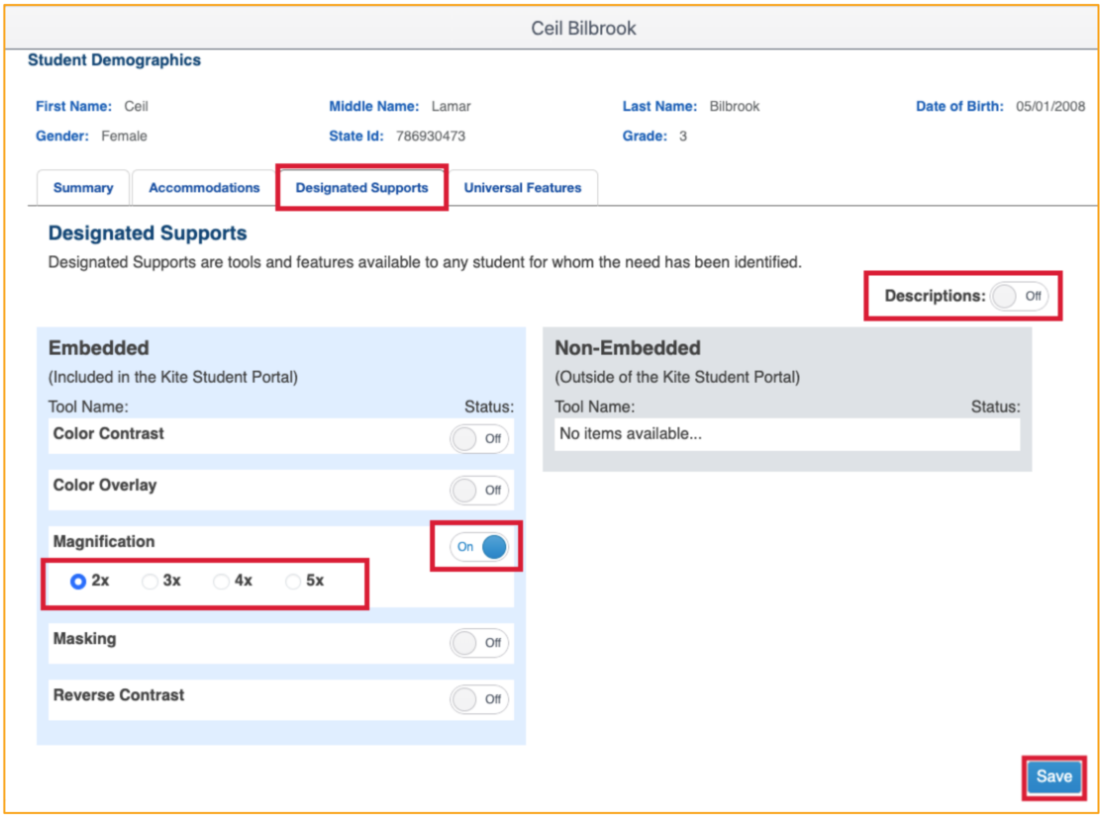
State Student ID	Local ID	Last Name ↑	First Name	PNP Profile	Grade	School ID(s)
245390755	13609	Abelov	Marlow	NO SETTINGS	Grade 8	S1001
623436286	75454	Arckoll	Odette	NO SETTINGS	Grade 8	S1001
258633631	94082	Aspin	Natal	CUSTOM	Grade 8	S1001
228872351	59568	Attoc	Jewell	CUSTOM	Grade 8	S1001
605925338	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	Brewse	Ashley	NO SETTINGS	Grade 8	S1001
544797837	74442	Chasen	Giorgi	NO SETTINGS	Grade 8	S1001

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.

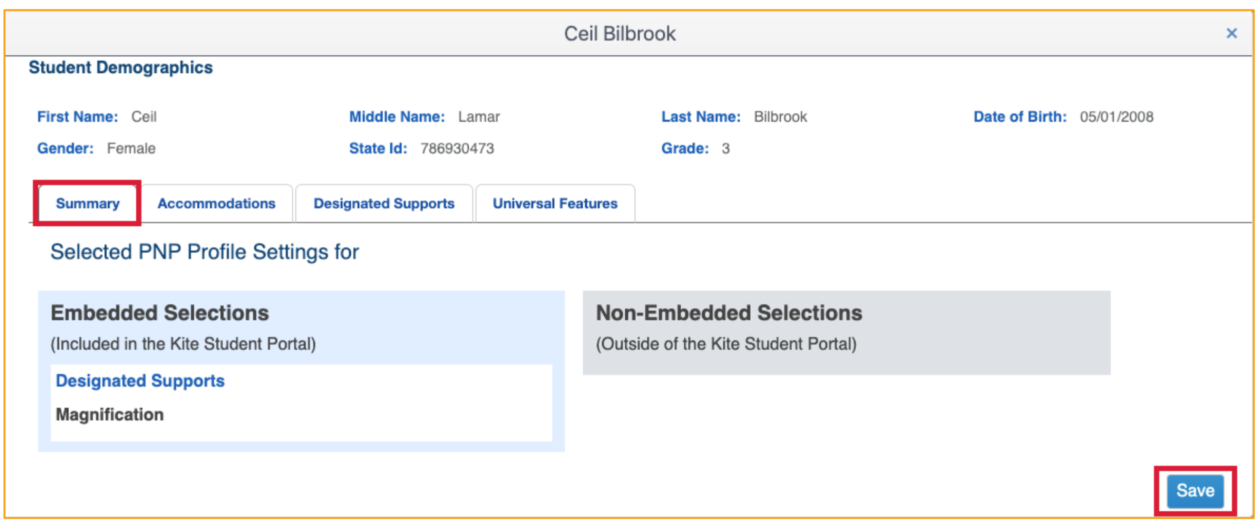


PNP settings are divided into the following categories: Accommodations, Designated Supports, or Universal Features. Refer to the Kansas Accessibility Manual and Kite Accessibility Manual and use the PNP Planning Tool Worksheet (on the KAP Website) to collect information about which settings should be applied for your students.

6. The following screen shows a student that has Magnification: 2x selected. The Descriptions for the tools can be displayed.



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



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.

Student Logins

To keep KAP assessments secure, students must have a unique username and password. Student usernames and passwords are consistent among all KAP assessments and KELPA 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. To access these credentials, download the Student Login 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 test tickets (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.

Required Rater Training

All educators that will be scoring KELPA Speaking or Writing items must be trained using the KELPA Rater Training Materials. These materials are available in the **Help** tab of Educator Portal.

> **Note:** If your district chooses the Simultaneous scoring method, this training must be done before student testing begins.

Scoring Processes

Before the window opens, it is important to decide how your district will score speaking items. There are two options:

- **Deferred** – students record their speaking response in Student Portal and scorer(s) access this file at a later time to score the response.
- **Simultaneous** – students record their speaking response in Student Portal and scorer(s) determine the score in real-time as the student is testing.

Additionally, you should determine if scorers will score individually or as a group. This information is required when you score each item.

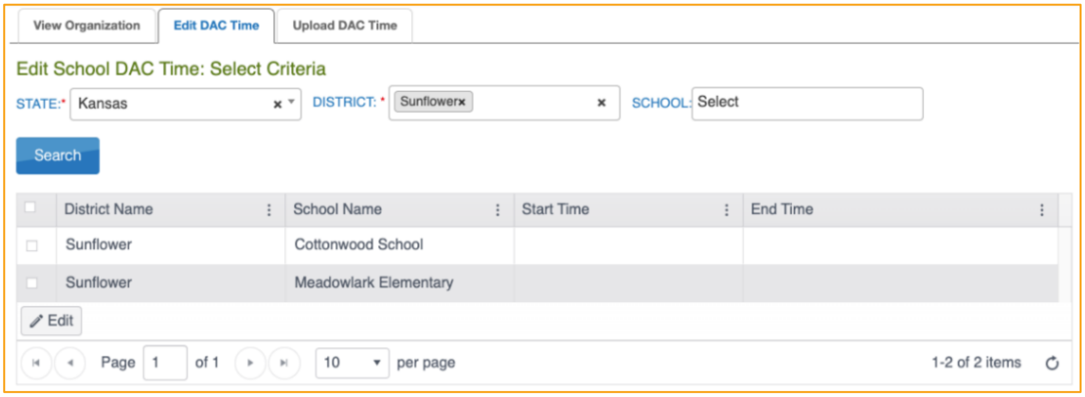
Daily Access Code Valid Time Setup

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.

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.

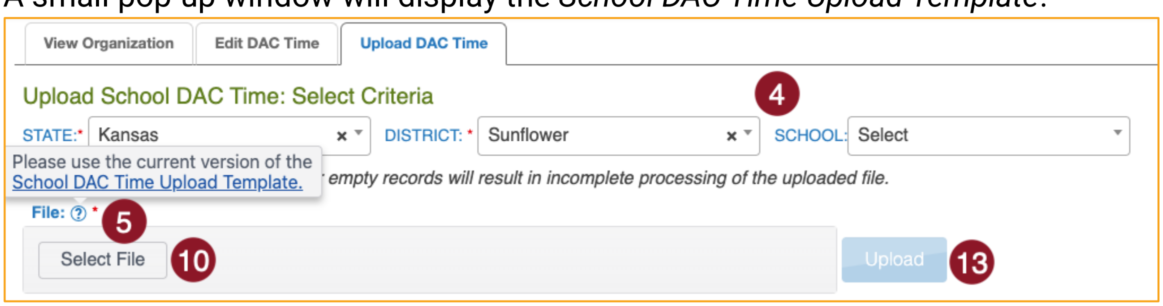
1. Select **Settings**, then **Organization**.
2. Select the **Edit DAC Time** tab.
3. Select **Search**.



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

Column	Column Heading	Description	Format/Acceptable Values
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**.

During the Assessment

DAC Codes

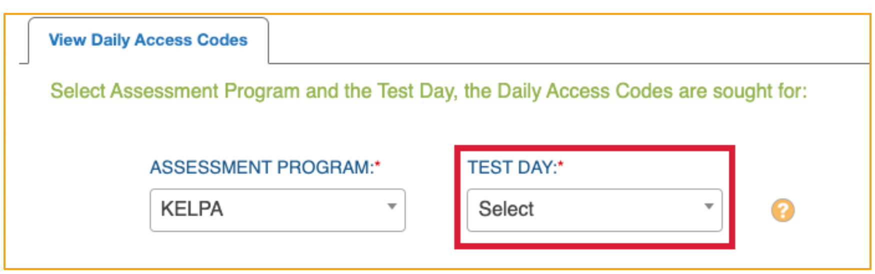
Students taking the KELPA Summative assessment must enter a Daily Access Code (DAC) in addition to their student username and password. TCs should determine a process to share these secure codes with the rest of their staff each day. DACs must be shared securely. We recommend distributing the DACs through 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 domain and grade. All selected domains 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.

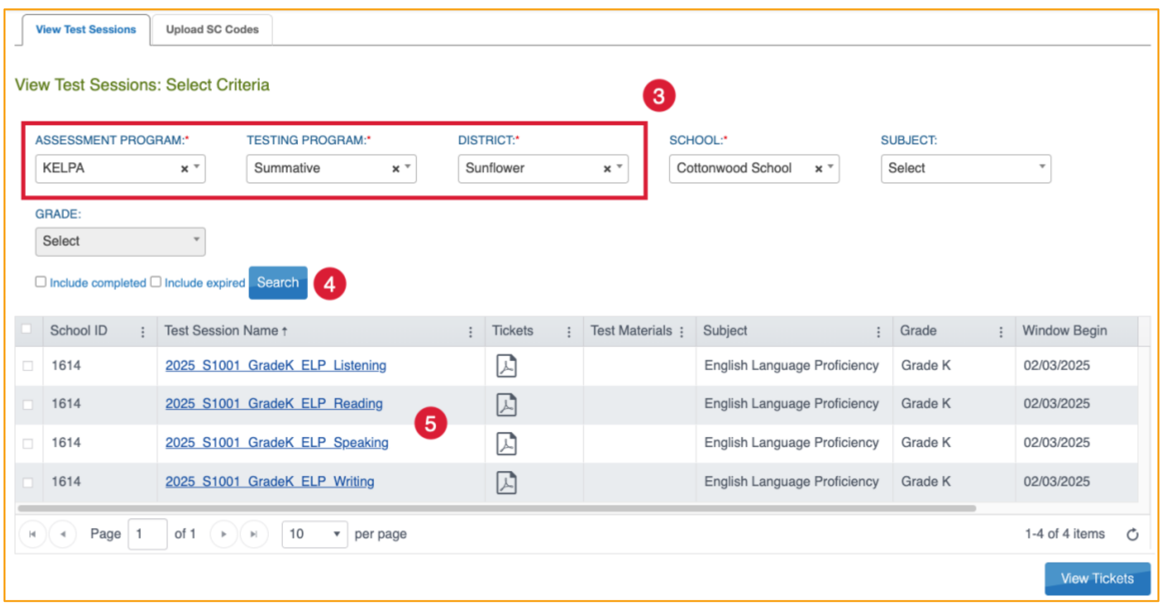
Monitoring Test Completion

EP allows educators to monitor and 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 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.

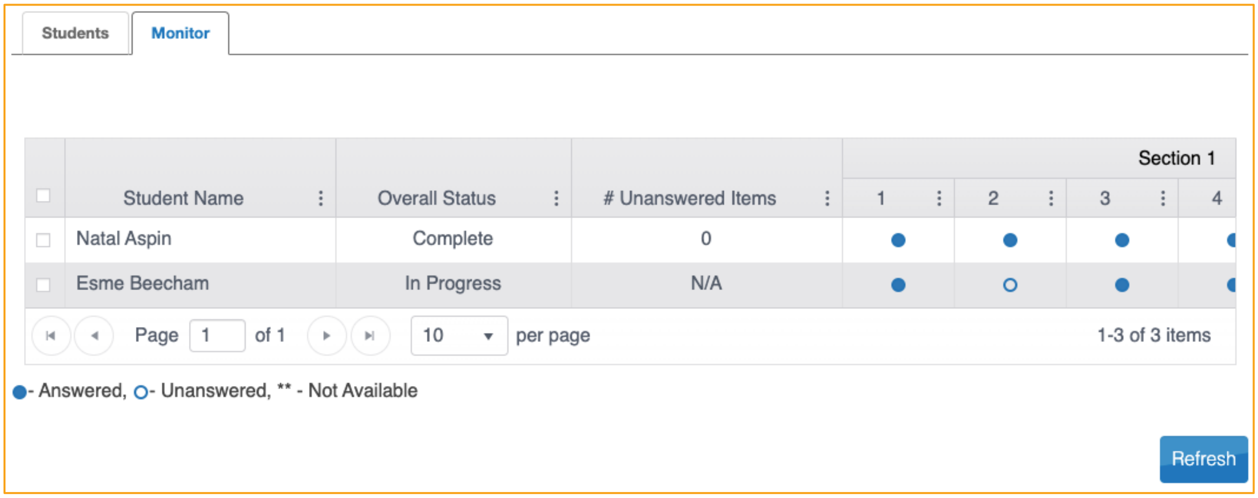
When monitoring tests, users can see which students have started the test, and which items have been answered. To monitor a test session, perform the following steps.

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.



6. Select the **Monitor** tab.

7. Review the information on the screen.



- 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.

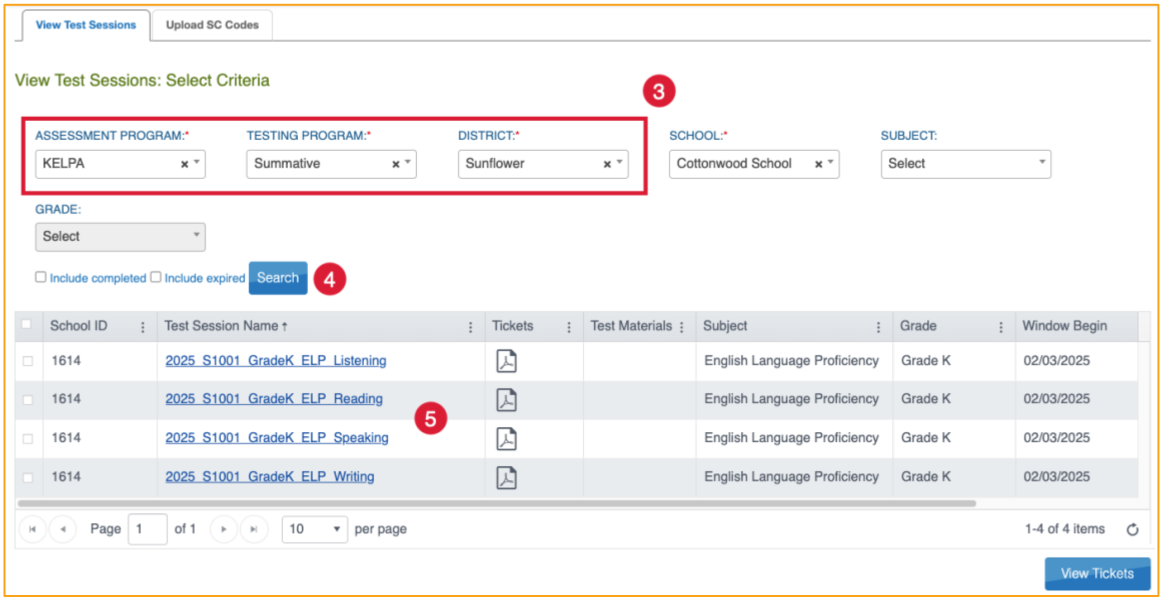
Pause and Resume Tests

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.

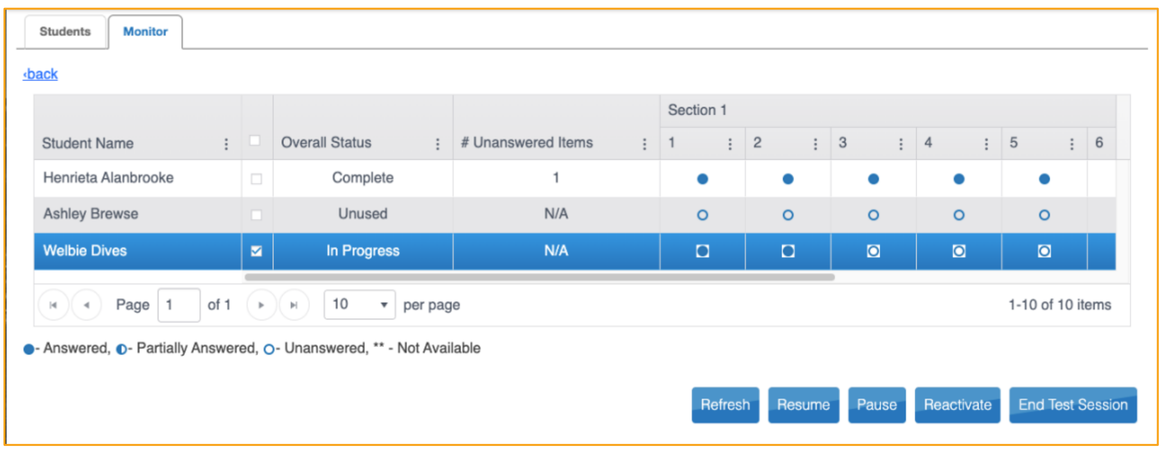
To pause or resume student tests, perform the following steps.

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.



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.

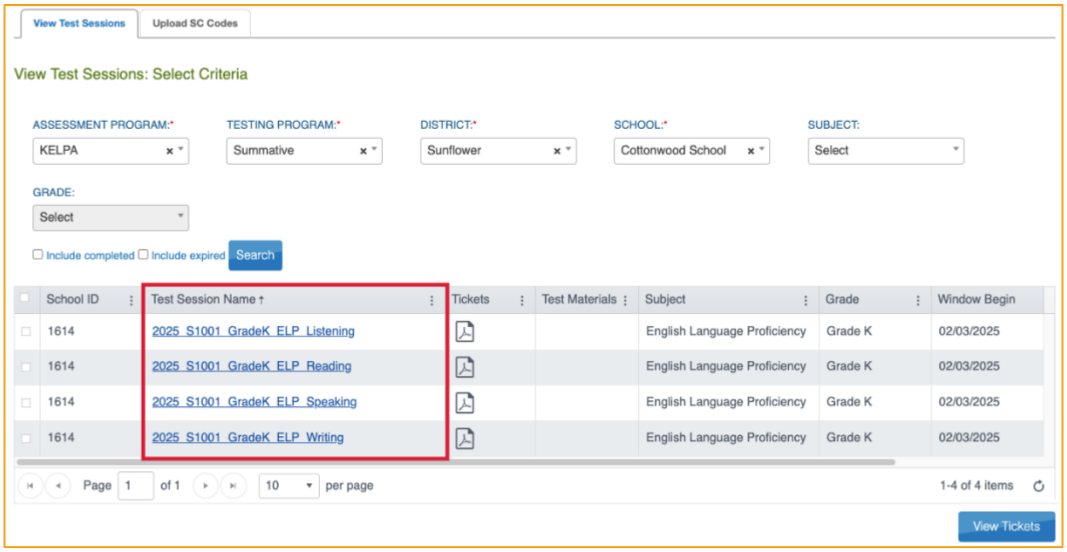


End and Reactivate Tests

If a student's test session ends before the student is finished, the student may reuse the username, password, and DAC to log in again within 90 minutes of the original login. After 90 minutes have passed, the student's test session must be reactivated.

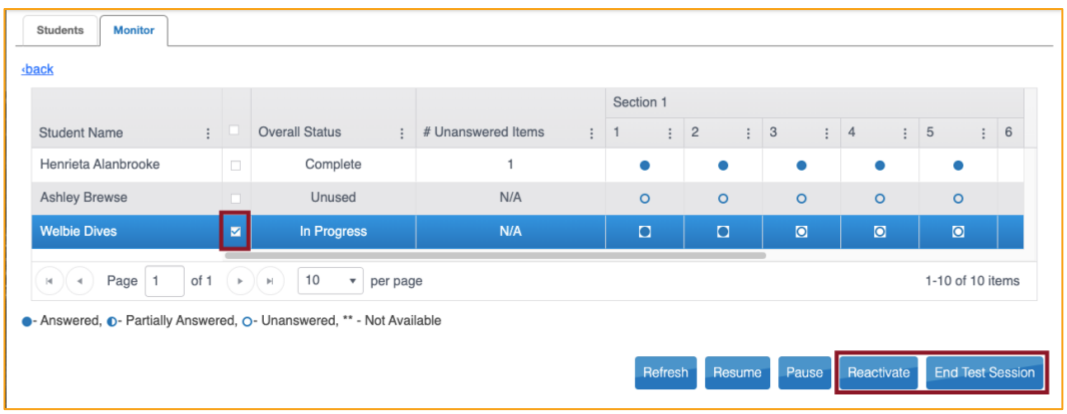
Before reactivating a test, you must end the student's test session. Only tests that show as "Complete" can be reactivated. Tests in the "In Progress Timed Out" status will automatically be available when the student logs in to SP.

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.



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.



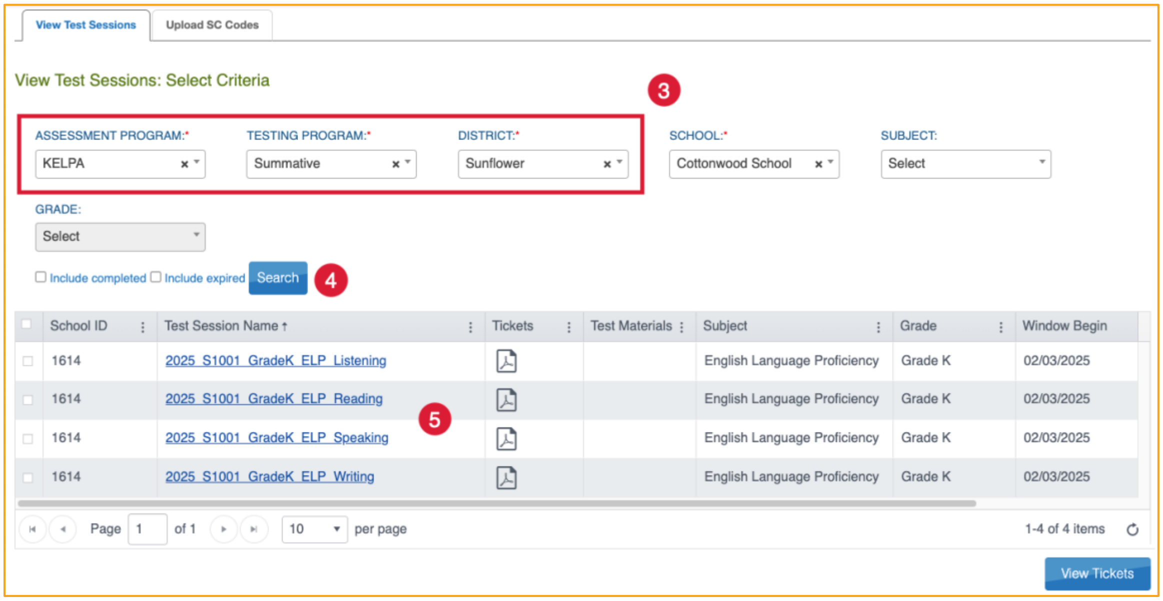
9. Select **Ok** to confirm.

Enter a Special Circumstance Code

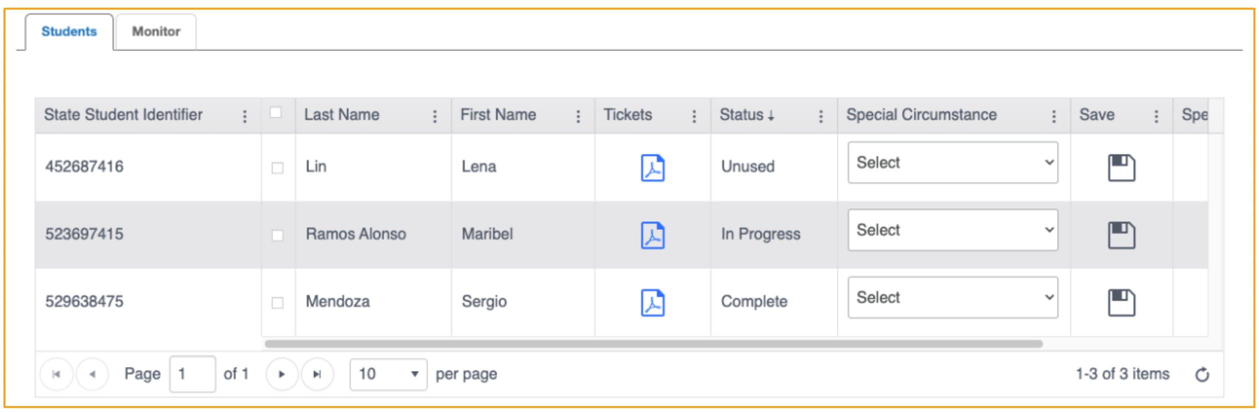
Special circumstance codes (SC codes) are used if a student cannot complete a summative assessment.

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.



6. Select the appropriate student.
7. In the **Special Circumstance** column, select the applicable circumstance from the drop-down menu. See Appendix E for the codes used for KAP Summative assessments.



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 KELPA Summative, we recommend that you:

- Use the **KELPA Test Administration Monitoring** extract to see student progress – how many students are In Progress, Completed, or haven't started testing yet.
- Use the **KELPA Special Circumstances** extract to generate a file that lists all special circumstance codes that have been entered for your students.
- Use the **Monitor Scoring** extract to monitor scoring assignment status by student and domain.

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 KELPA Summative, 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.

After the Assessment

Scoring Speaking and Writing Items

All items in the speaking domain and some items in the writing domain require hand scoring locally by educators. Specific guidance for item scoring at each grade band and domain are in the *Rubrics for KELPA and KELPA Screener* and *KELPA Rater Training Materials*, all of which can be downloaded from the Help tab in EP. These documents are confidential and secure and must be shredded after testing is complete.

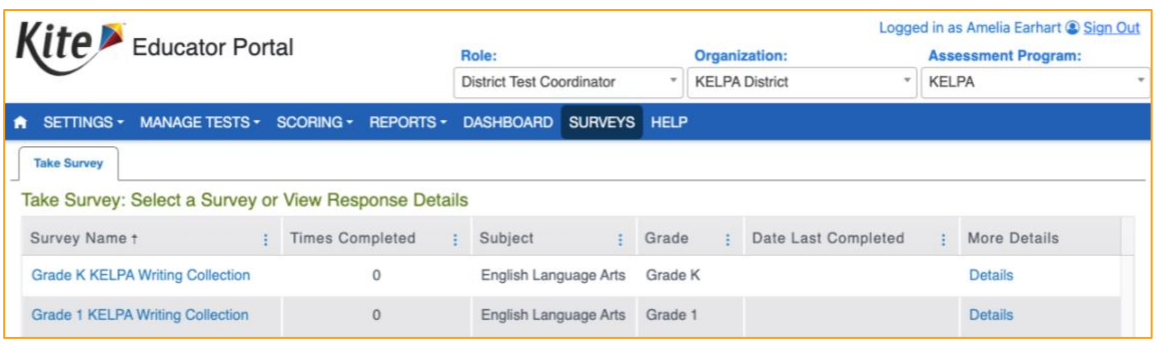
For more information specific to scoring, please use Appendix J.

Upload Student Writing Booklets

All Grade K and Grade 1 student writing booklets must be uploaded into EP. Writing booklets must be uploaded annually before the close of the scoring window. Users with the roles of DTC, DU, BTC, and BU may upload KELPA writing booklets into EP.

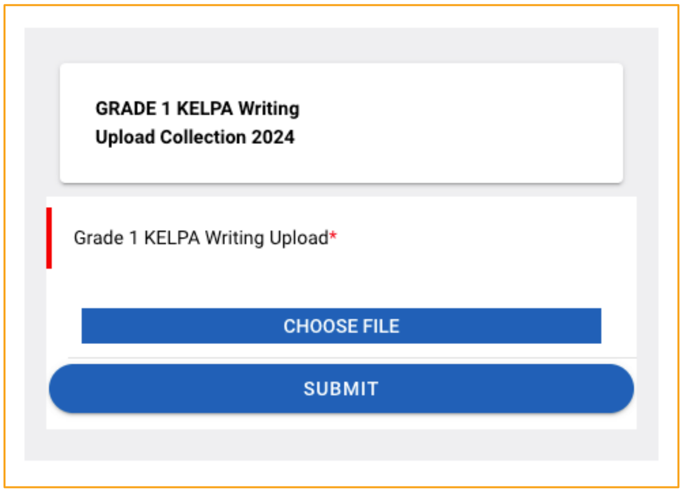
To upload student writing booklets, perform the following steps.

1. Make a PDF, by grade, of all writing responses that will be uploaded. A single PDF should be limited to no more than 250 writing booklets.
2. In EP, select **Surveys**.
3. Select **Take Survey**.



4. Select **Grade K KELPA Writing Collection** or **Grade 1 KELPA Writing Collection** in the Survey Name column.

5. The system will launch the upload application, called Kite Collector, in a new tab.



6. Select **Choose File** and find the PDF you created.
7. Select **Submit**.

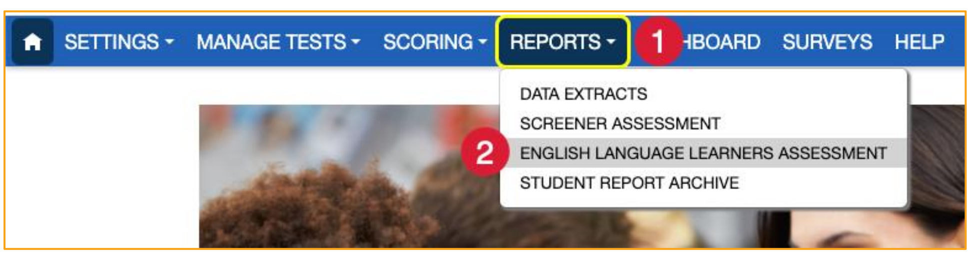
Access Student Scores

The reports in EP are created after Summative testing ends and all scores are processed and recorded. Reports available for district-level users include Student (Individual), Students (Bundled), School Summary, and District Summary. Building-level users have access to these reports as well, apart from the School Summary report.

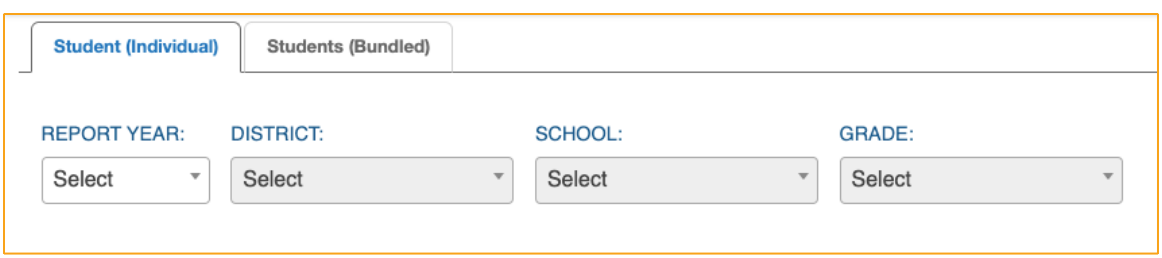
Print Reports

To print a report, take the following steps.

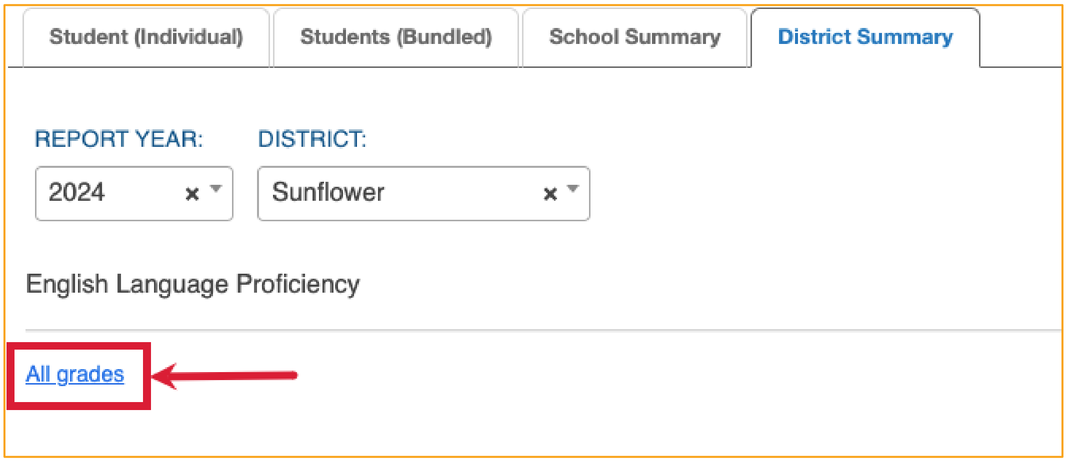
1. Select **Reports**.
2. Select **English Language Learners Assessment**.



3. Select the desired report tab.
4. Use the dropdowns to select the report criteria. Some drop-down menus auto-populate.



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

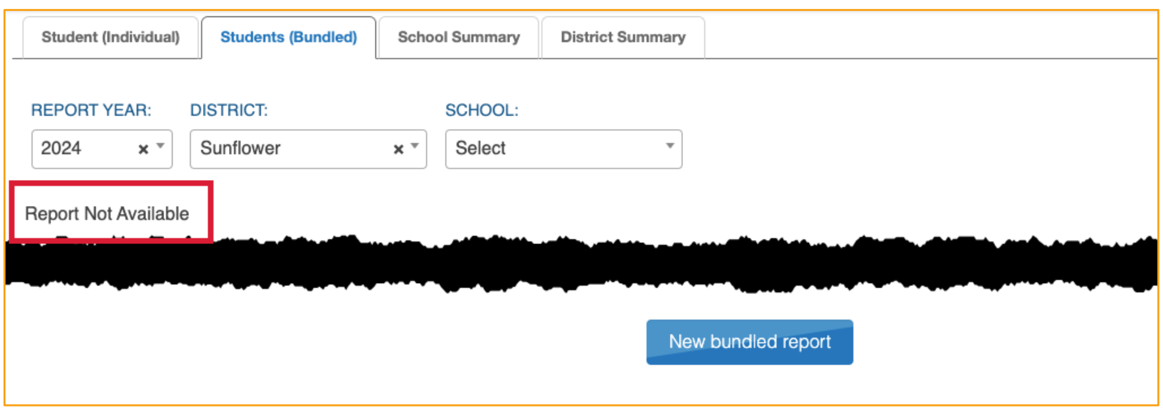


Creating Report Bundles

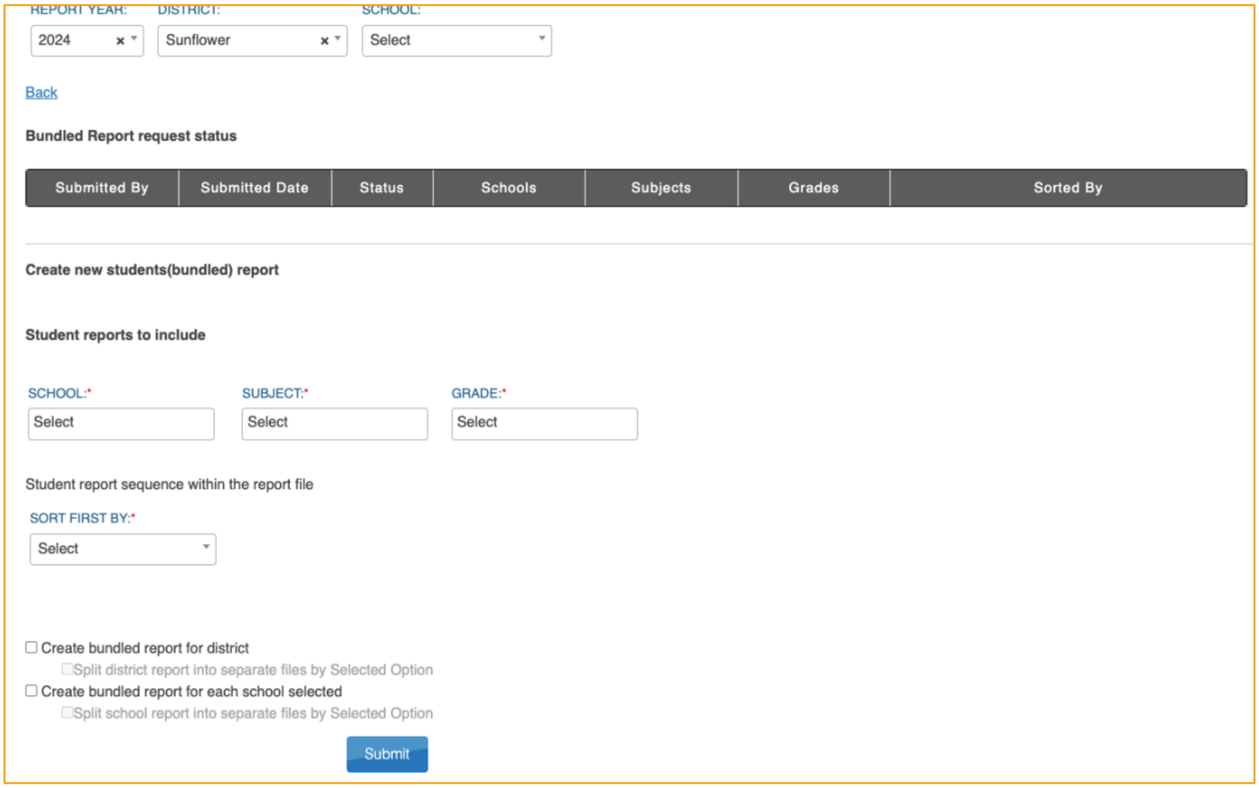
In addition to accessing student reports individually, TCs can create bundles of student reports. Student reports can be bundled as an entire district, entire school, or entire grade and can be sorted according to your needs.

When you first access the Students (Bundled) tab, you will see a “Report Not Available” message. To create the bundle, perform the following steps.

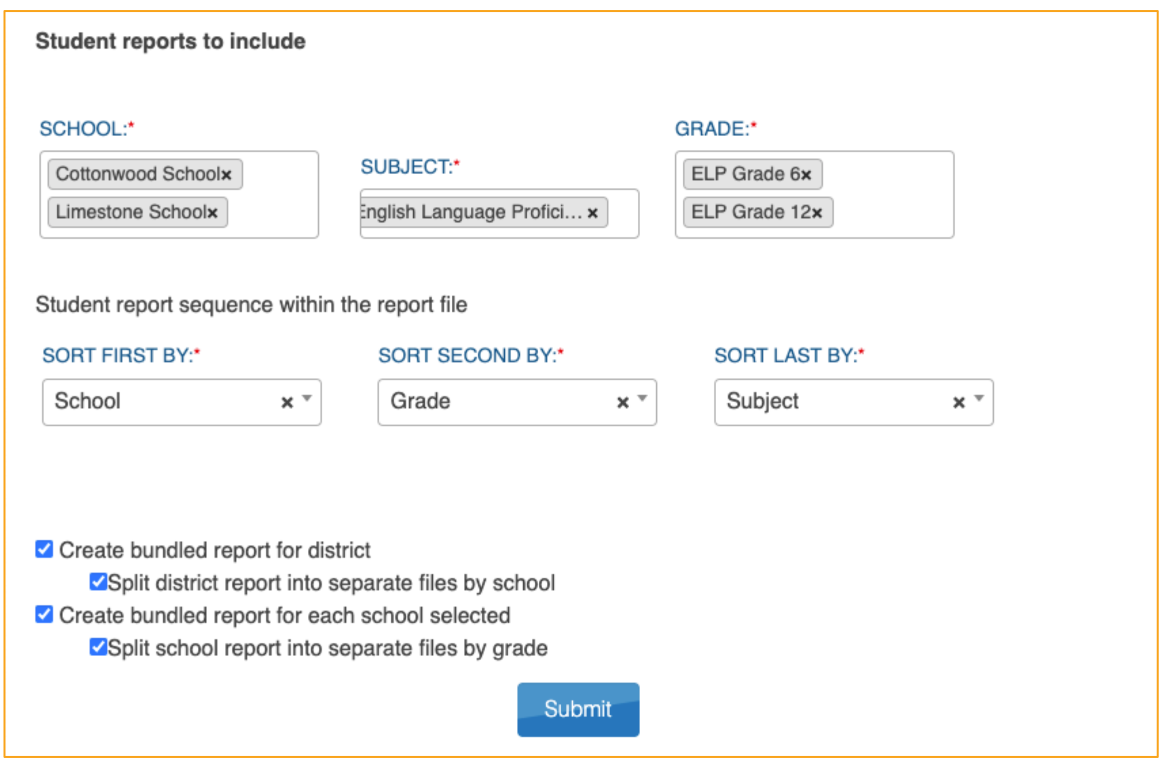
1. Select **New bundled report**.



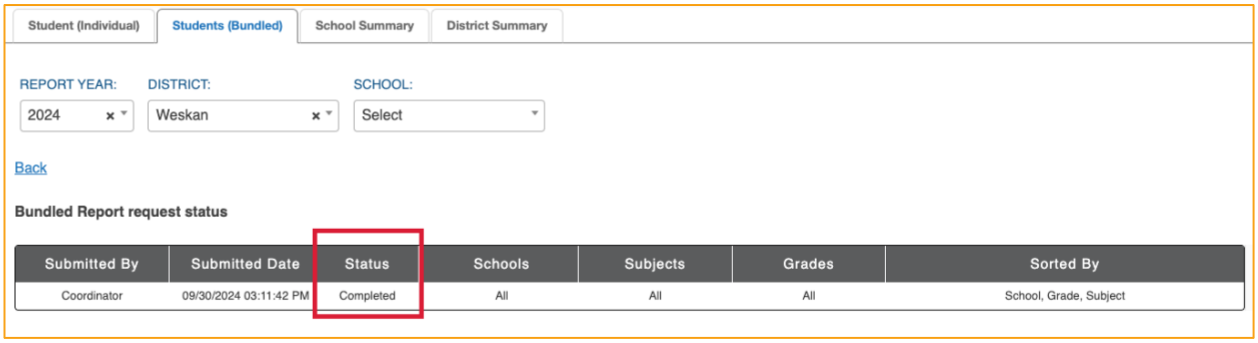
2. Enter the school(s), subject (English Language Proficiency), and grade(s) that you want included in the bundle.



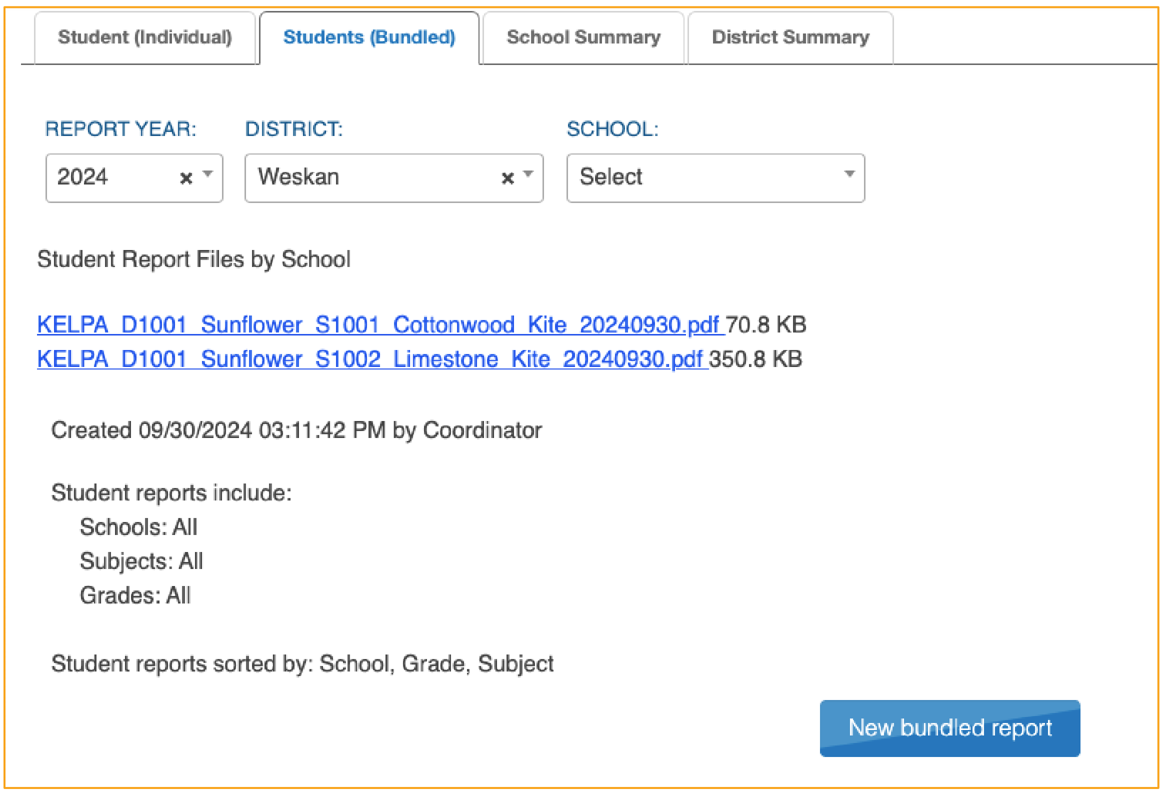
3. In the Sort First By drop-down menu, select how you want the bundles to be sorted. You can sort by School, Subject, and/or Grade.



4. Select **Submit**.
5. The bundled report file(s) will display in the Bundled Report request status table and show as In Queue. Once the file(s) are generated, the status will show as Completed.



6. Once the file(s) are completed, select **Back**. A link is shown for each of the reports generated. Select a link to download the file.



If you want to bundle your student reports differently, simply select **New bundled report** and complete the process again.

Note: If you do create a new bundled report, the old files will no longer be available.

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 be displayed 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.

Appendix A: Basics of Educator Portal

Required Software

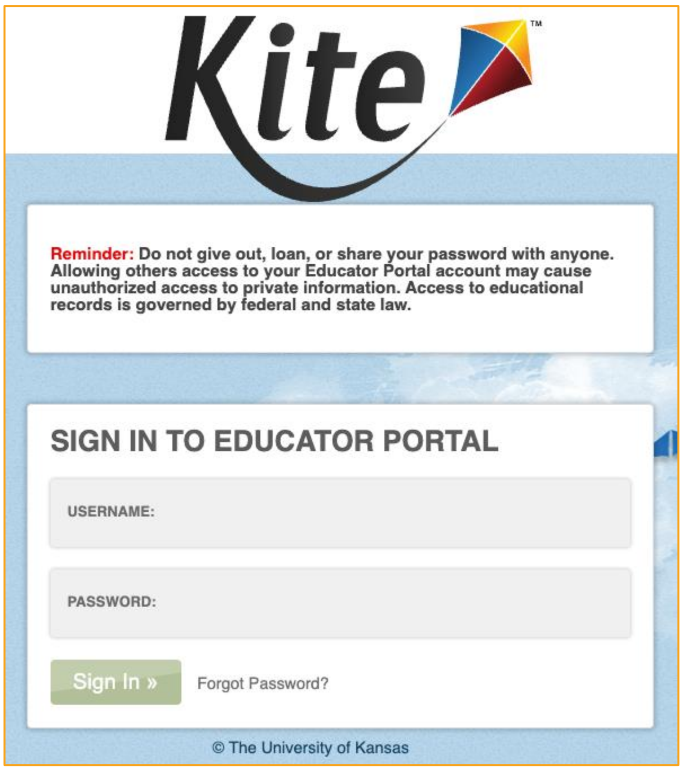
To use EP, your machine should have:

- a supported browser (i.e., Mozilla Firefox, Google Chrome, Microsoft Edge, or Safari)
- a PDF viewer such as Adobe Acrobat
- 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.



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.

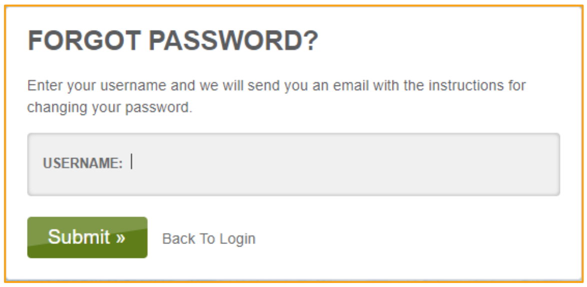
Passwords

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 (!, @, $, %, ^, &, *, #, etc.)
- 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.



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

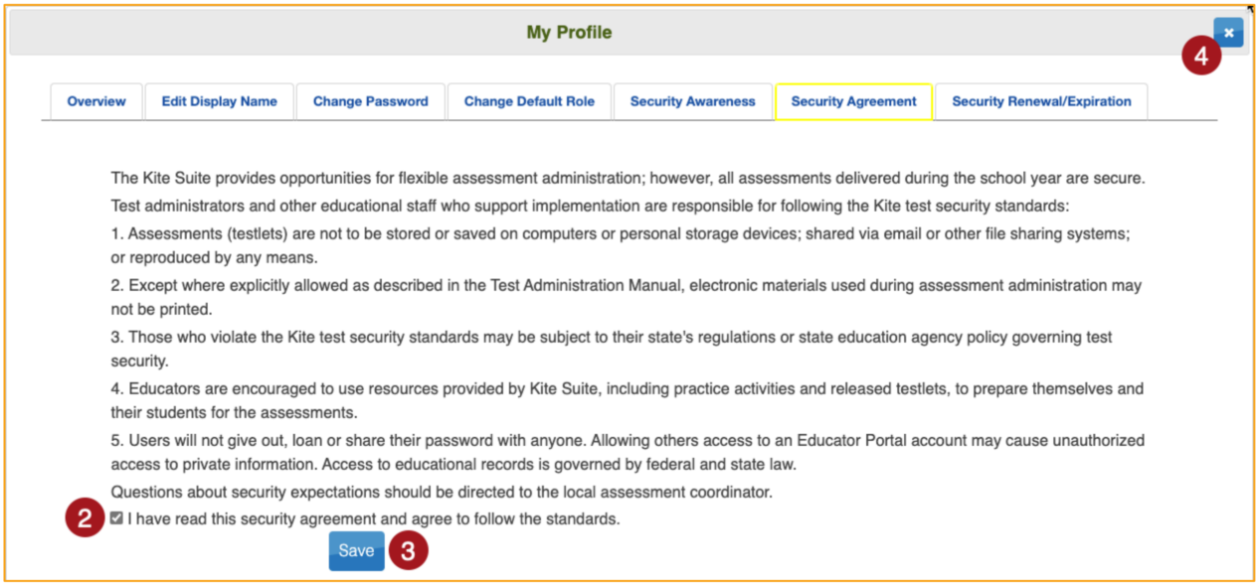
A user with a higher role (such as a DTC or BTC) can unlock the account of a user with a lower-level role (such as a TEA).

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 KELPA users that use KAP or DLM, you will have to read and agree to the security agreement for each assessment program.

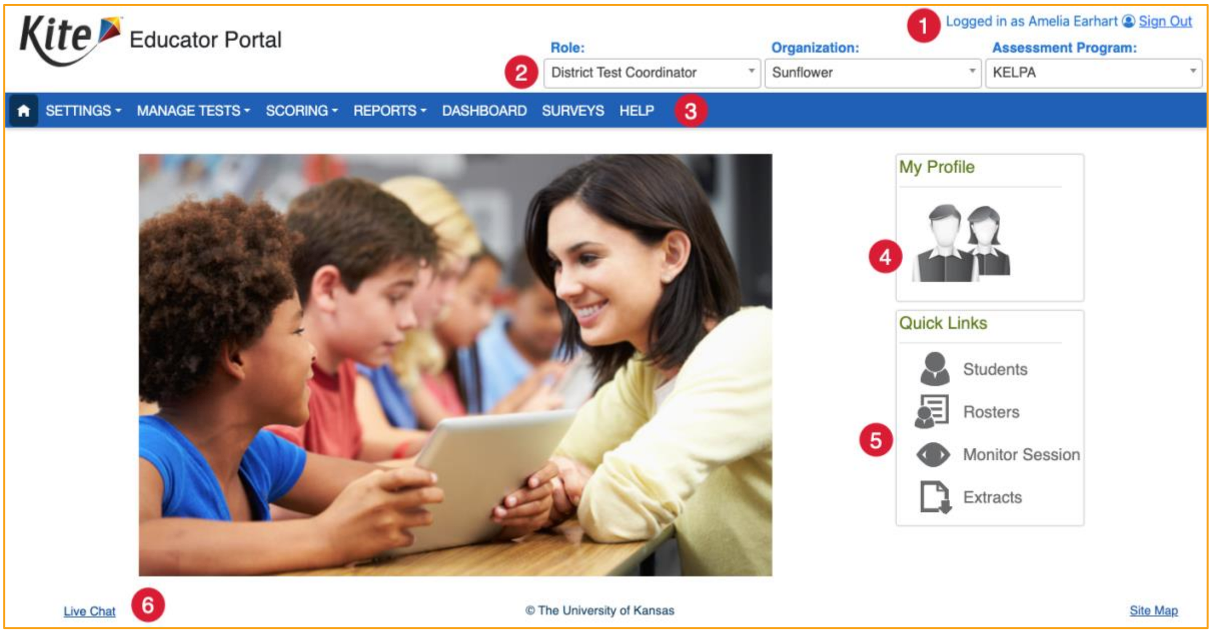


1. Log in to EP.
2. The Security Agreement window will show up automatically. Read the security agreement and select the checkbox next to “I have read this security agreement and agree to follow the standards.”
3. Select **Save**.
4. Exit the window by selecting the X in the upper right corner.

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

Homepage

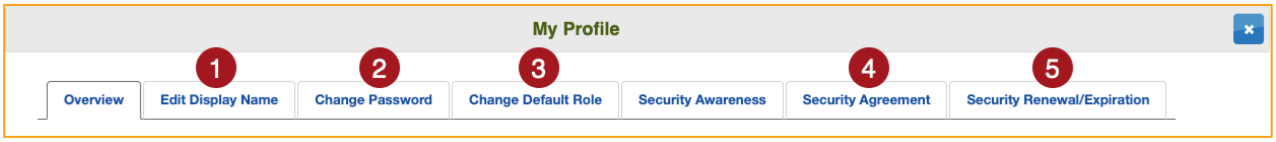
Homepage options depend on a user's role. A DTC has menu options that are different than other roles in EP. The EP homepage shown below depicts a DTC's view.



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 are displayed 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

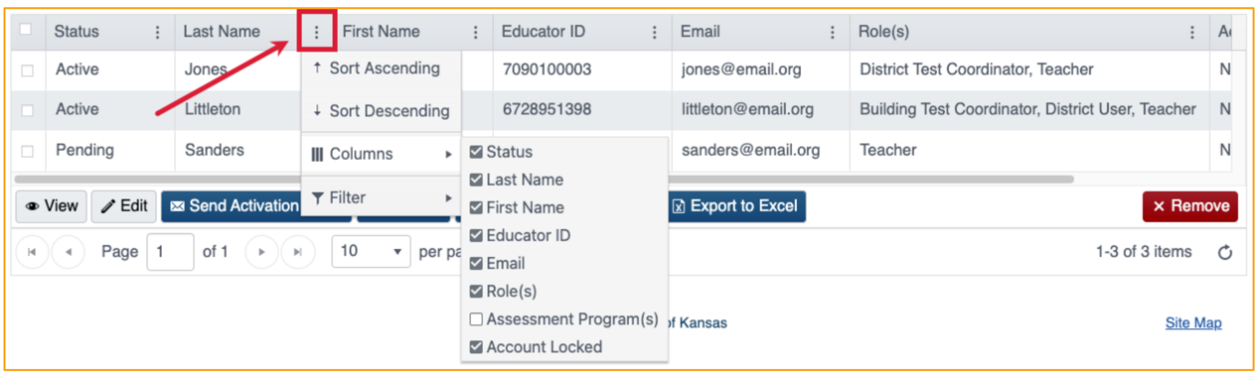
Users can modify their own account and sign the annual security agreement from the **My Account** quick link on the EP home page.



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.

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

The following table lists the permissions available to each role 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/Deactivate Users	Y	Y	Y		
Claim 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	
KELPA SCREENER					
Manage Screener Students	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		

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

EP CATEGORIES	DTC	DUS	BTC	BUS	TEA
PROJECTED TESTING					
Manage Projected Testing	Y	Y	Y	Y	
INTERIM TESTS					
Build or Copy a Test	Y	Y	Y	Y	Y
View Groups	Y	Y	Y	Y	Y
Create Groups	Y	Y	Y	Y	Y
Assign Tests	Y	Y	Y	Y	Y
Manage Tests	Y	Y	Y	Y	Y
View Results	Y	Y	Y	Y	Y
ORGANIZATION					
View Organization	Y	Y	Y	Y	
Set DAC Start/End Times	Y		Y		
SCORING					
Assign Scorers	Y	Y	Y	Y	
Monitor Scoring	Y	Y	Y	Y	
Score Items	Y	Y	Y	Y	Y
Upload Scores	Y	Y	Y	Y	
Edit Scores	Y	Y	Y		
REPORTS (KELPA)					
Individual Student Reports (Current Year)	Y	Y	Y	Y	
School Summary Report	Y	Y	Y	Y	
District Summary Report	Y	Y			
Previous Year Reports	Y	Y	Y	Y	
EXTRACTS					
Current Enrollment	Y	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	
KELPA Special Circumstances	Y				
KELPA Student Score Current Students	Y	Y	Y	Y	
KELPA Test Administration Monitoring	Y	Y	Y	Y	Y
Monitor Scoring	Y	Y	Y		
Test Records	Y	Y	Y	Y	
Testing Readiness	Y	Y	Y		
School DAC Time	Y		Y		
Users	Y	Y	Y	Y	
DASHBOARDS					
Testing Summary	Y	Y	Y	Y	
Scoring Summary	Y	Y	Y	Y	

EP CATEGORIES	DTC	DUS	BTC	BUS	TEA
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			

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):

❑ District Test Coordinator	❑ Building Test Coordinator	❑ Teacher / Proctor
❑ District User	❑ Building User	❑ 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.

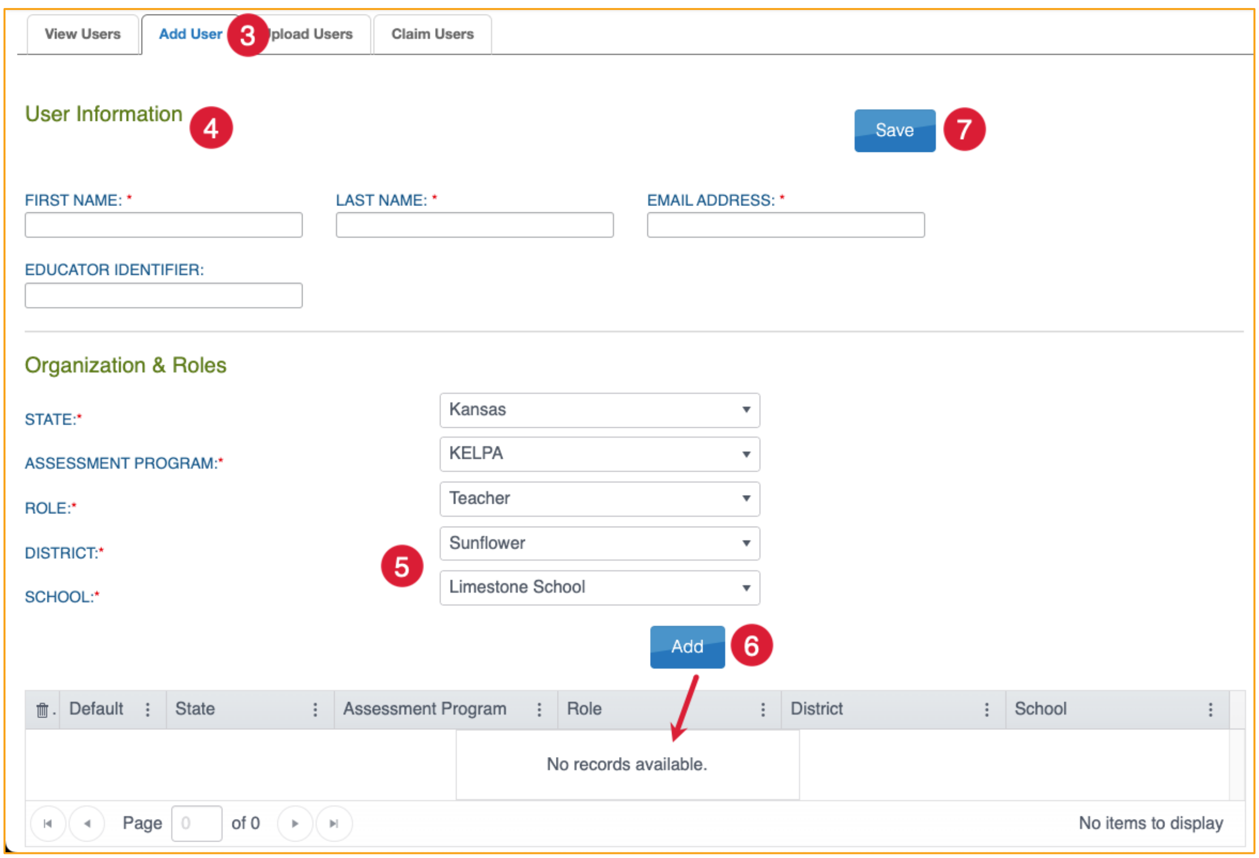
1. Select **Settings**.
2. Select **Users**.
3. Select the **Add User** tab.
4. Enter the user's first name, last name, and email address.

> **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

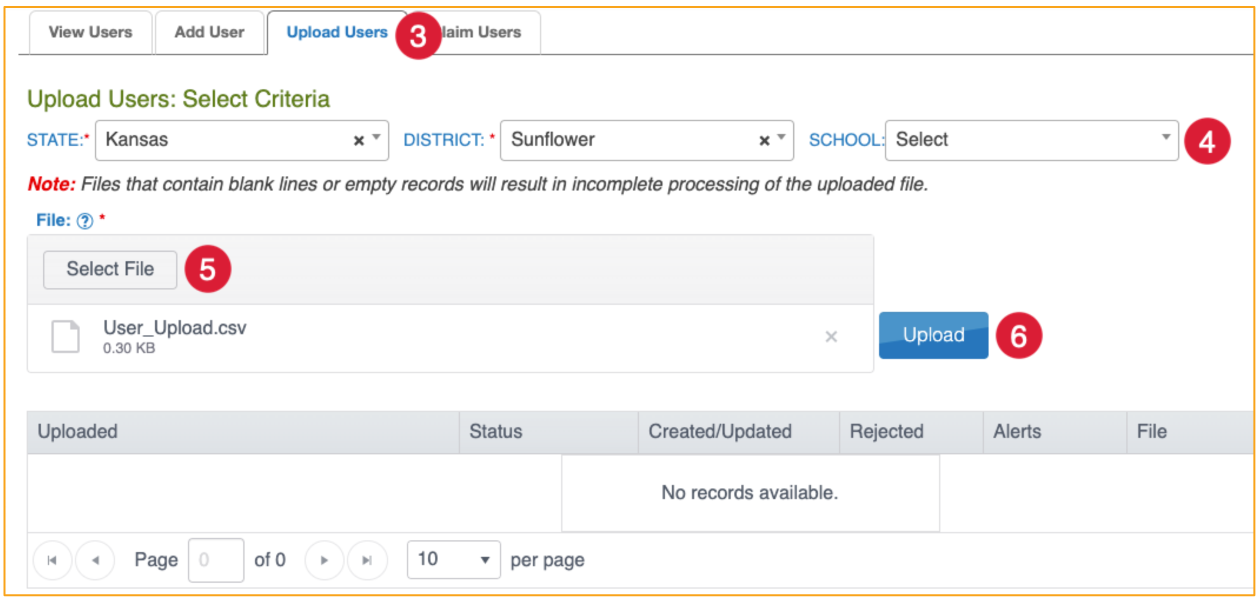
The user upload process creates or updates users in EP. This is also where you can assign up to two roles to a user (at least one is required).

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.

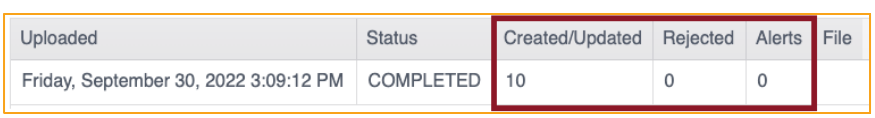
To upload multiple users using a CSV file, perform the following steps.

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**: A message about a file row, e.g., a user already exists in the state using this Educator ID.

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	CSV

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.	KELPA
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.

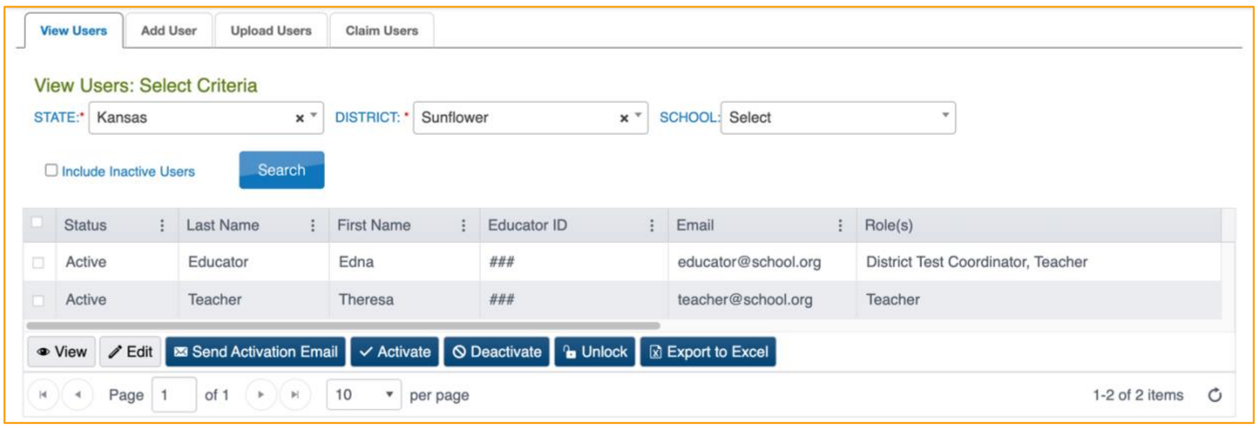
Review User File Upload

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.



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

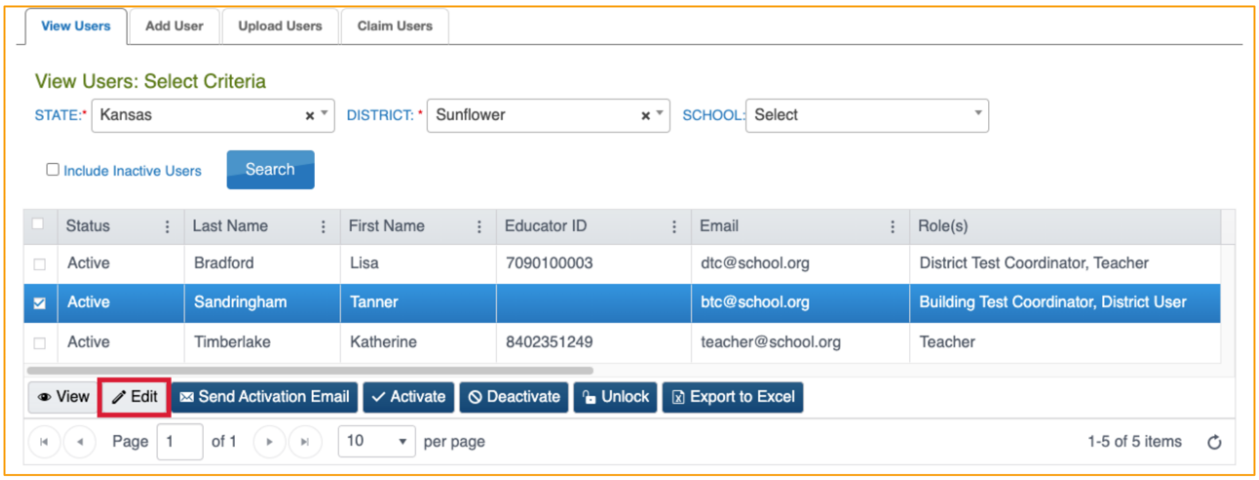
Select the **Claim Users** tab. Enter the user's First Name and Last Name OR the user's Educator ID. Select **Search**. Select the user and then select **Claim User**.

> **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

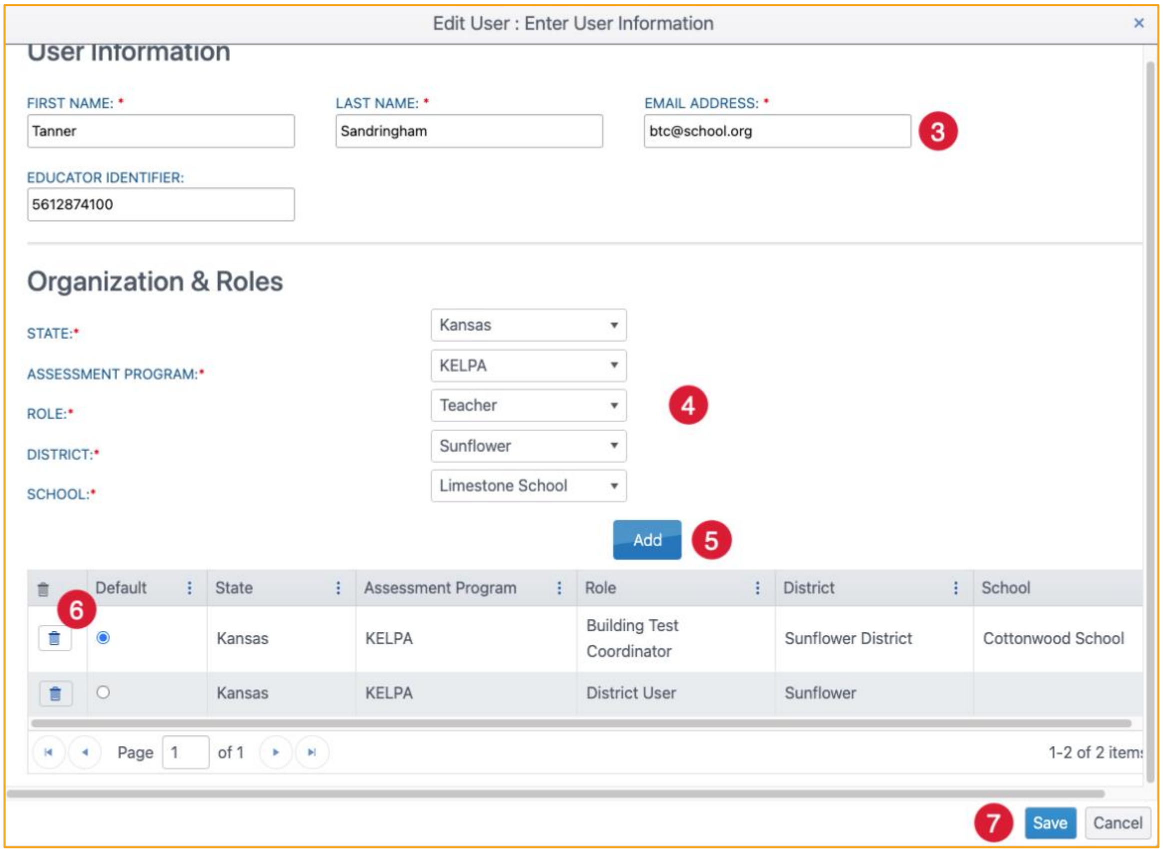
To edit a user's information such as their first name, last name, email, educator ID, or add/remove any roles and organizations, perform the following steps.

6. Select the user from the grid that you wish to modify.
7. Select **Edit**.



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

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



11. 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.

12. 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 window closes, notify your

SC Code	Category	Situation	Description	Testing Requirements, ESSA Implications, Notes
			calculator portions of the assessment.	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.

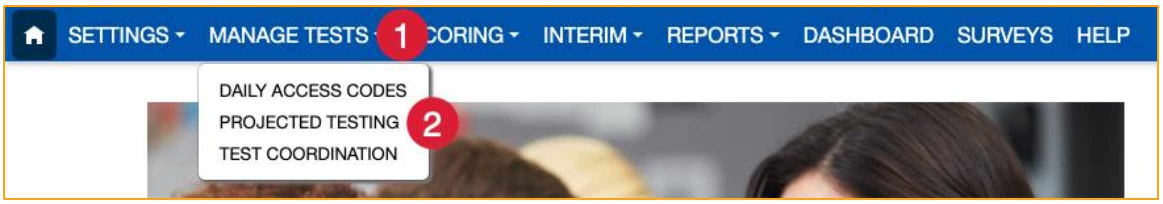
Appendix F: Projected Testing

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

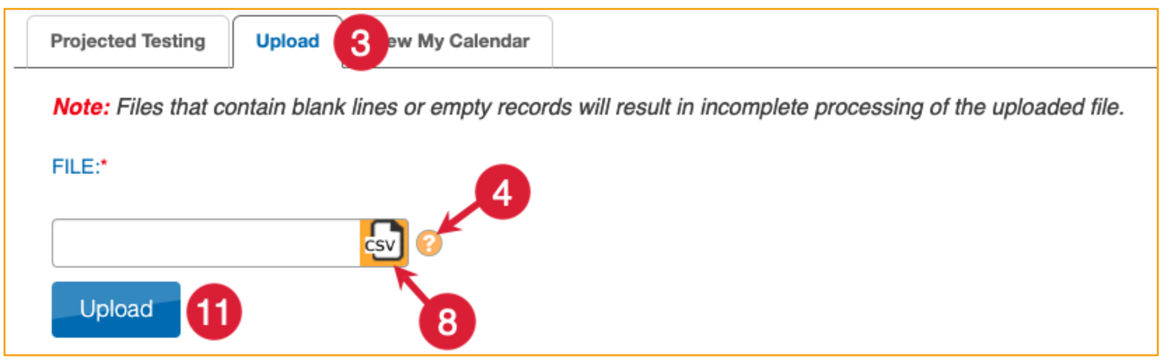
Upload Projected Testing

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

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



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



3. Open the Projected Testing Upload Template in a spreadsheet program, such as Microsoft Excel or Google Sheets.
4. Using the field definitions below, fill out the projected testing schedule according to your school's testing schedule.
5. Save as a CSV file.
6. In the File field, select the **CSV icon**.
7. Select the appropriate CSV file and verify that the file has a .csv file extension.
8. Select **Open**.
9. 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	KELPA	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 OR scoring	The type of event; either students testing or educators scoring
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.

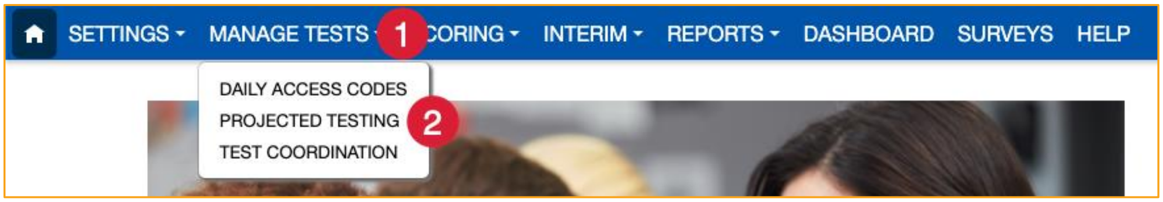
Review Projected Testing File Upload

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.

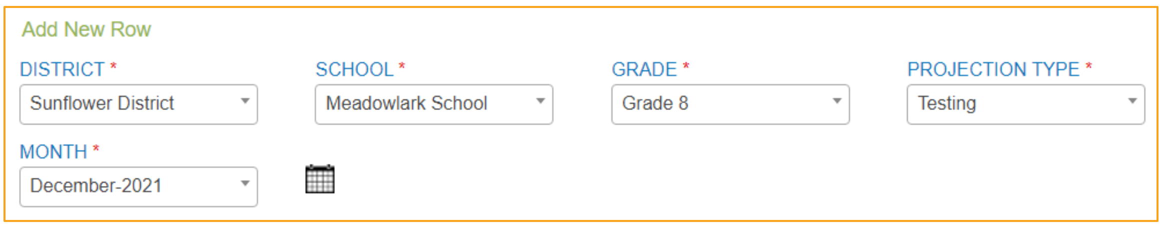
Add Projected Testing Manually

To manually add projected testing, perform the following steps.

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

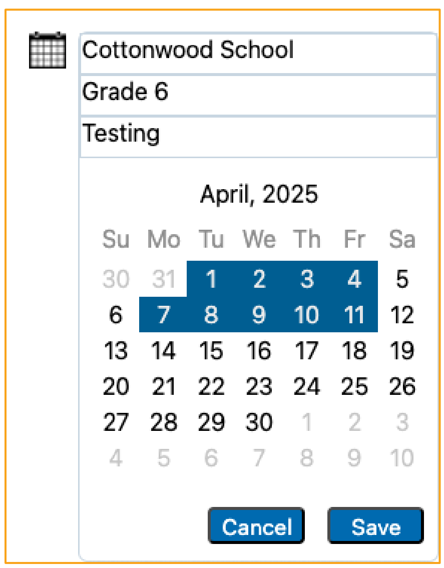


3. Select the **View My Calendar** tab.
4. To add projected testing dates, complete the required fields under “Add New Row.”



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

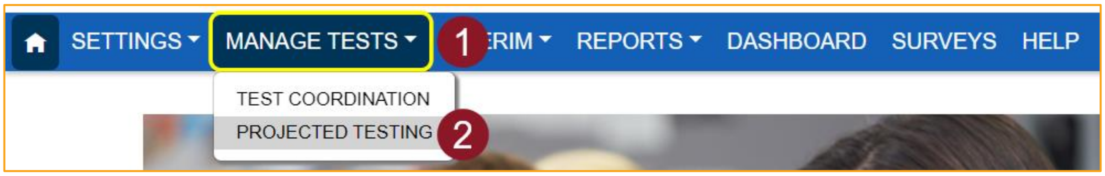
5. Select the **calendar icon** to select the desired date(s).
6. Select **Save**.



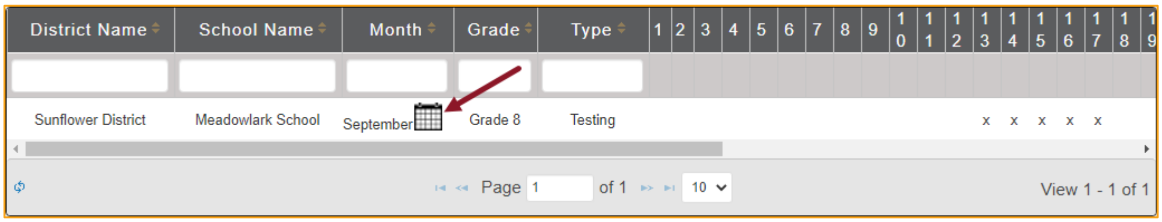
Edit Projected Testing

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

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



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

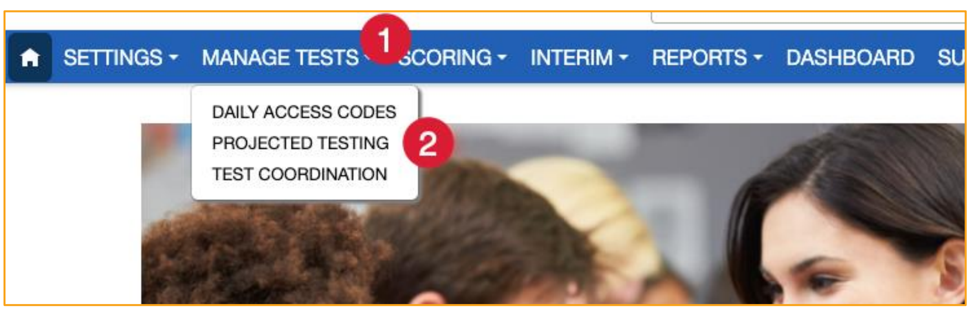


4. Select the testing date or dates to select/deselect.
5. Select **Save**.

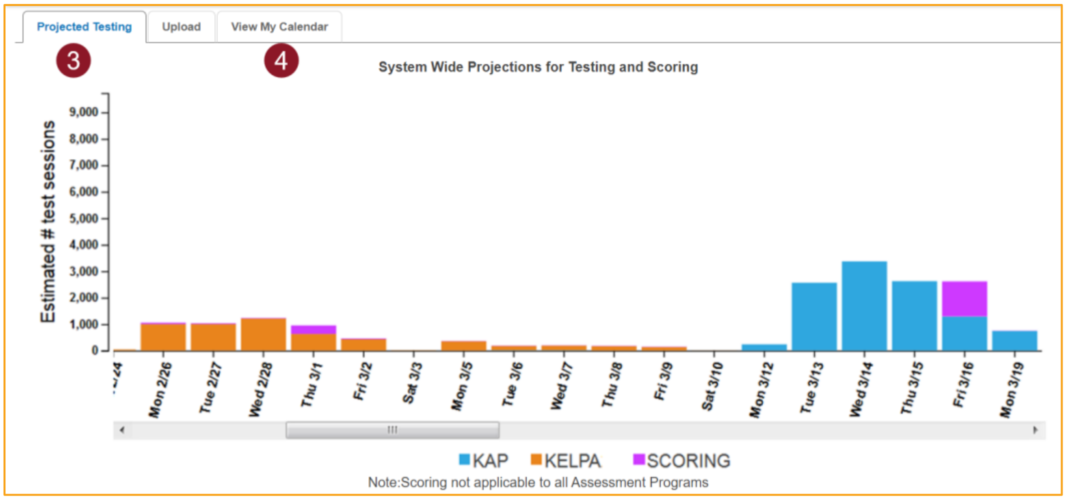
View Projected Testing

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

Select **Manage Tests**.
Select **Projected Testing**.



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.

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.

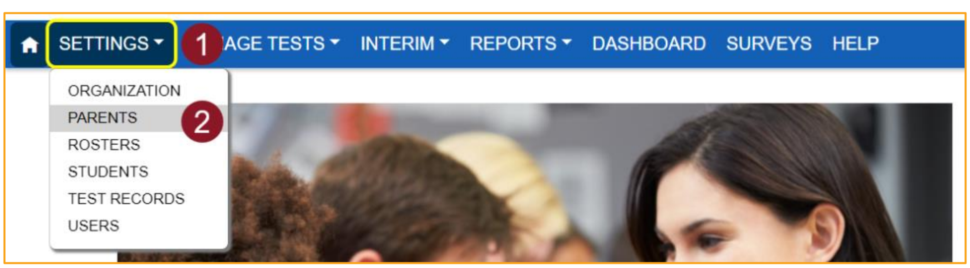
Uploads can occur at the district or school level. For a district upload, students that are not scheduled to take an assessment may be uploaded. Include all students in the district, even those not enrolled in Educator Portal for the current year (e.g., grade 12), as historical score reports will be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

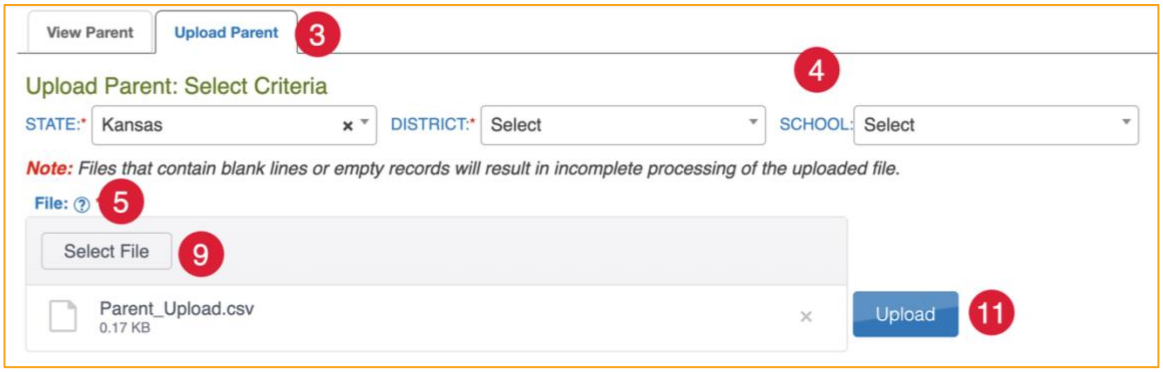
1. Select **Settings**.
    16. Select **Parents**.



2. Select the **Upload Parent** tab.
3. Select the **District**. If applicable, select the **School**.

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

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



11. Select Standard (overwrites).

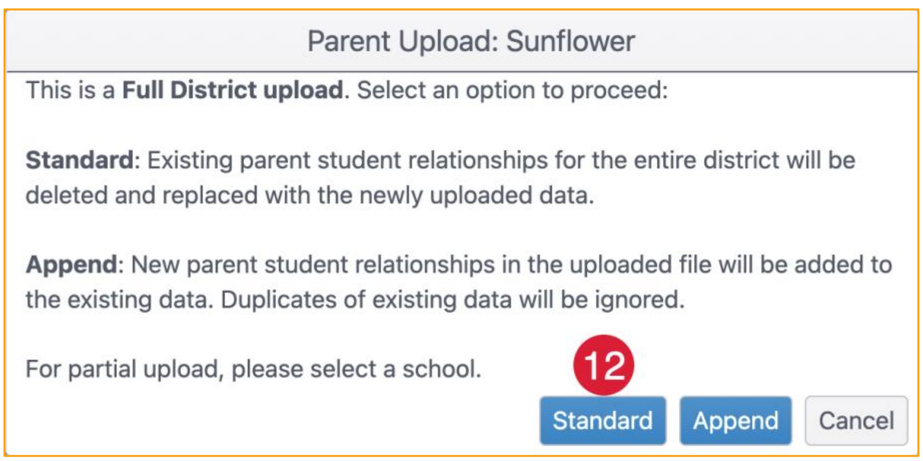


Figure above: upload process selection window for full district upload

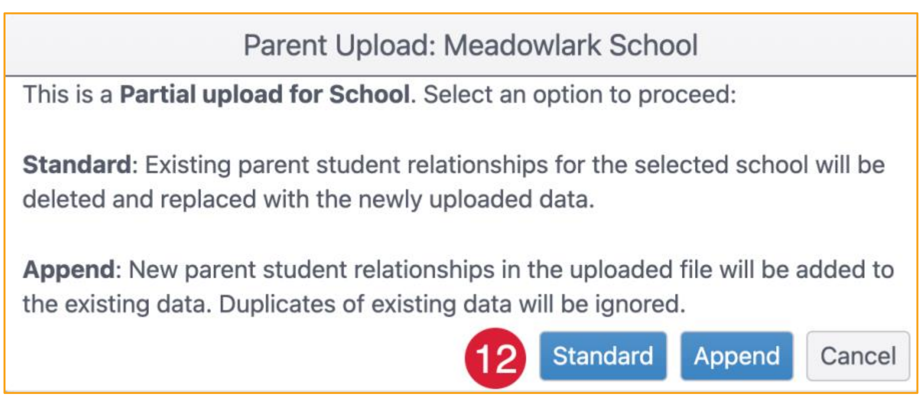


Figure above: upload process selection for partial upload

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

Note: 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.

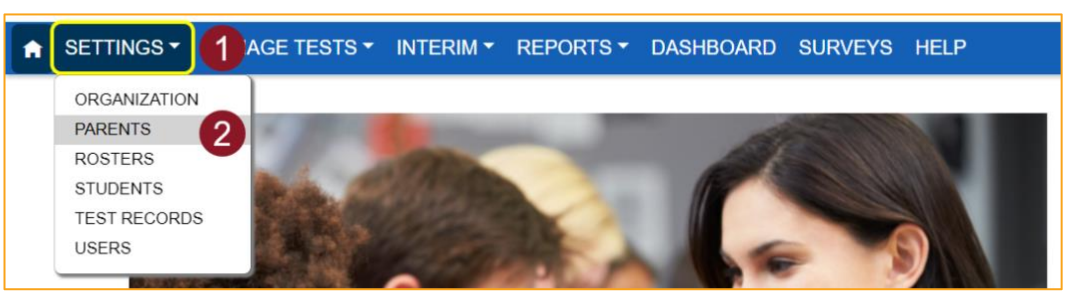
Review Parent File Upload

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:

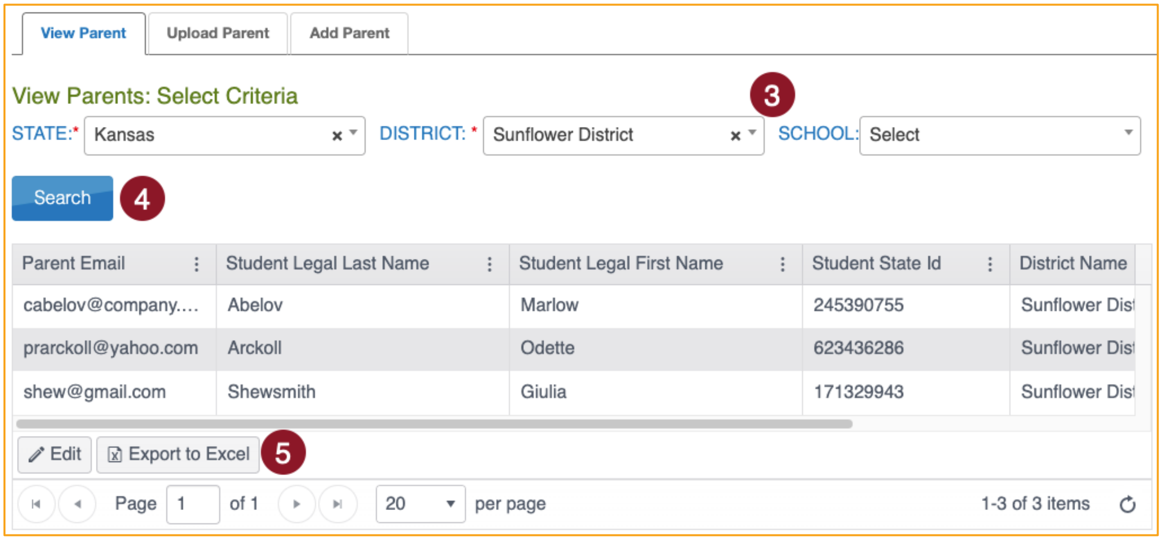
1. Select **Settings**.
2. Select **Parents**.



3. Select the necessary criteria from the available dropdowns.

Note: Fields marked with a red asterisk are required.

4. Select **Search**.



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.

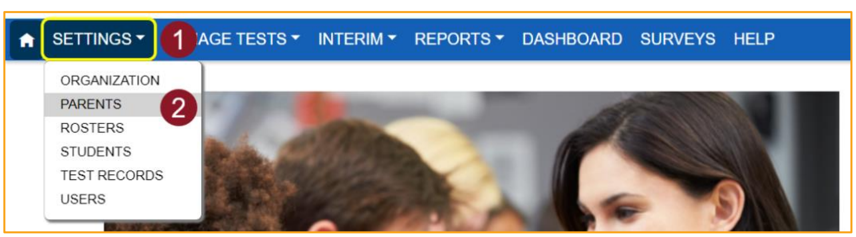
Add Parent-To-Student Connections

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).

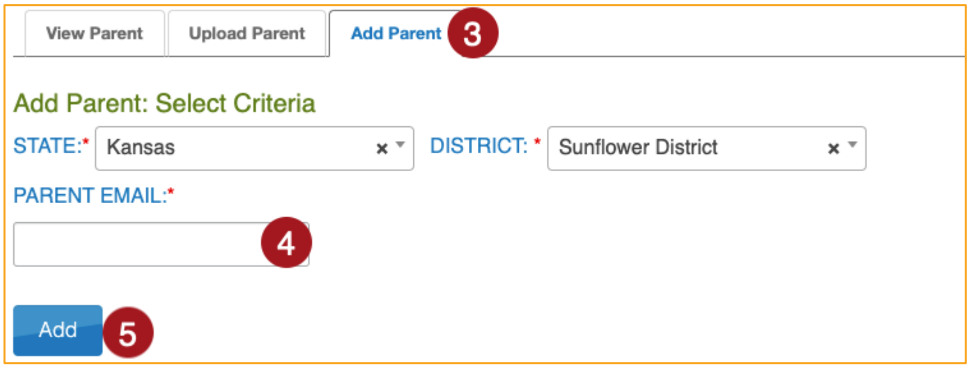
Add: Manual

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

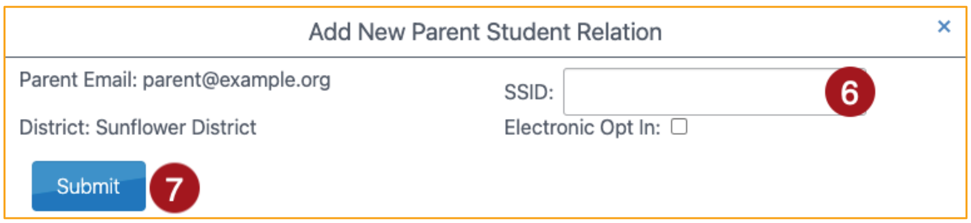
1. Select **Settings**.
2. Select **Parents**.



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

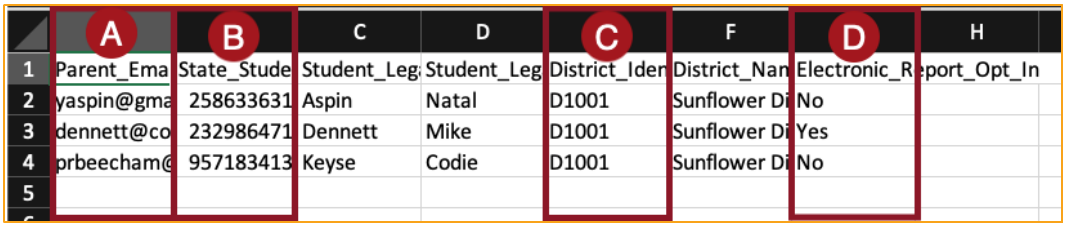
Users can upload a new Parent Upload Template to add a parent-to-student connection by selecting Append to upload. To upload a new file with one or more new parent-to-student connections (adding to the existing connections), follow the instructions in the section above titled *Initial Parent-to-Student 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_Iden	District_Nan	Electronic_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 additions, and keep all records that are correct.

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

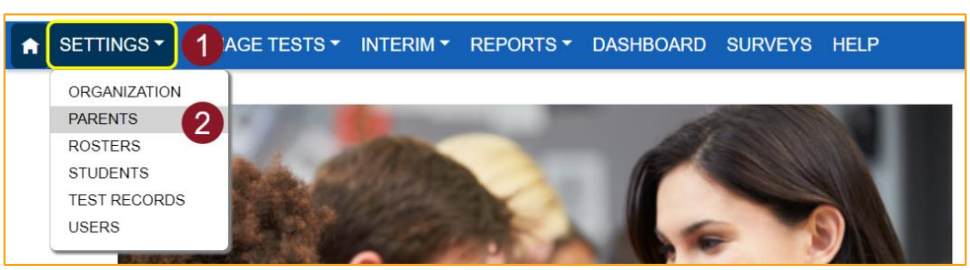
Edit Parent-To-Student Connections

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

Edit: Manual

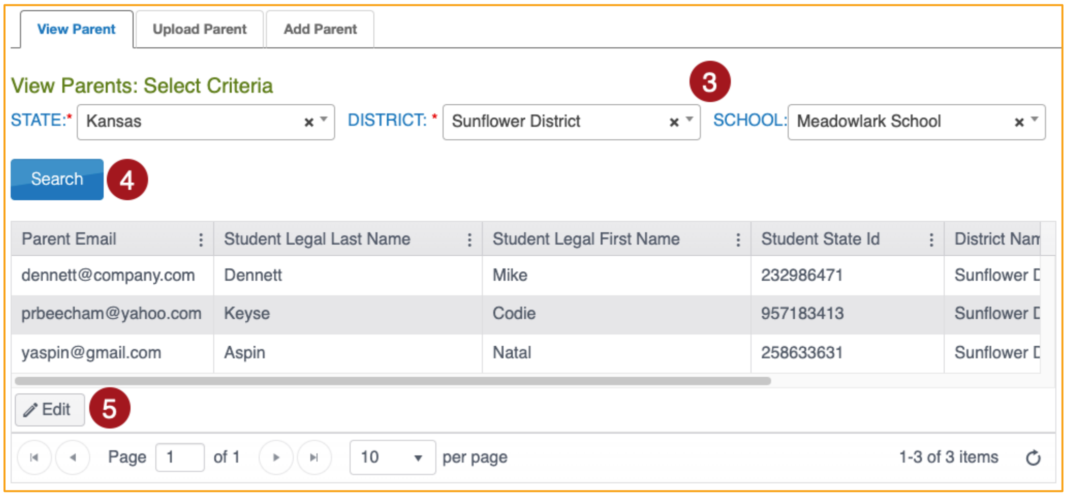
On the View Parent tab, you can manually edit a parent's email address, remove students from the parent record, or add one or more students to the parent record. To edit a parent record from the View Parent tab, perform following steps.

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

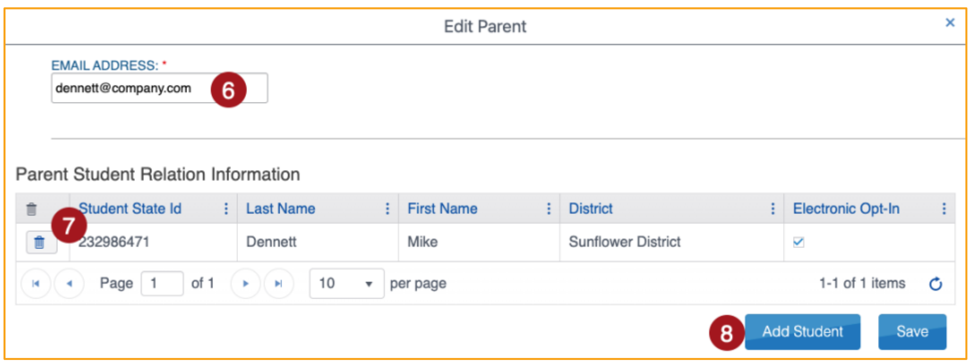


3. The state and district will autofill with the district-level user's organization. To narrow the search to a particular school, use the drop-down arrow to select a school.
4. Select **Search** to view records.

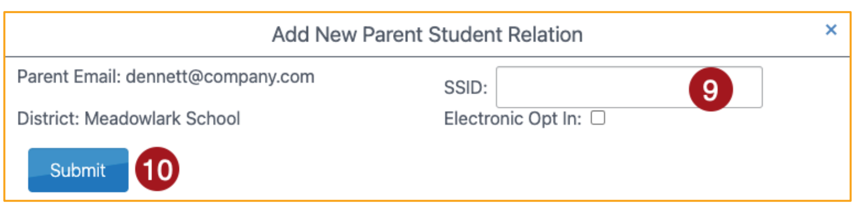
5. Locate and select the parent record that needs edited and select **Edit**.



6. To edit the parent email address, make changes in the Email Address text box. Select **Save** when finished.
7. To delete a student from the parent record, select the trash can icon. A pop-up window will ask you to confirm the deletion of the Parent Student Relation row. After confirmation, select **Save**.
8. To add a student to a parent record, select **Add Student**. A new window will pop up.



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

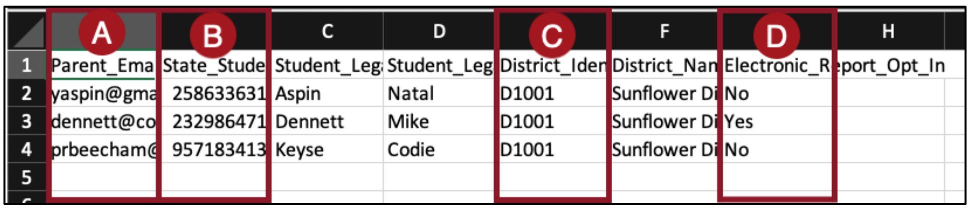


Note: Electronic Opt In has no system functionality currently.

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	E	F	G	H
1	Parent_Ema	State_Stude	Student_Leg	Student_Leg	District_Ider	District_Nan	Electronic_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

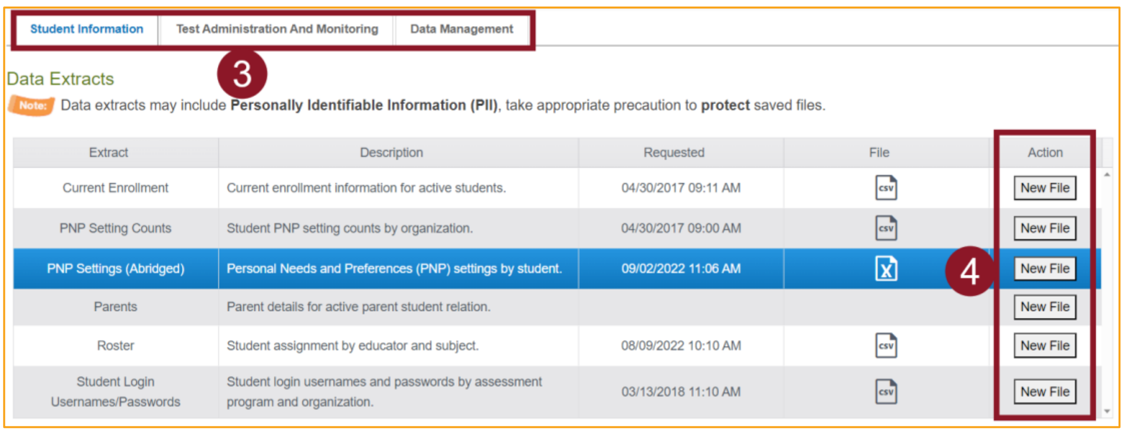
Kite Educator Portal offers a variety of data extracts that are invaluable for coordinating KAP assessments. Some of these extracts can be reused for data updates via CSV uploads. Additionally, dashboards are available, providing a snapshot of testing information to aid DTCs in the coordination of KAP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

Data Extracts

Create a Data Extract

To create a data extract, perform the following steps.

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



4. Set filters if prompted. Filters with a red asterisk are required, those without are optional.
5. 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.
6. 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.
7. When the file is generated, select the CSV, XLSX, or PDF icon in the File column.
8. 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

Current Enrollment: 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.

PNP Settings Counts: 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.

PNP Settings (Abridged): 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.

> **Note:** Some options for KAP do not appear on this extract: ASL Interpreter, Scribe, or Specialized Calculator. See **Download the PNP Settings (Abridged) Data Extract** for more information.

Parents: Lists all parent-student connections that have been entered into the system.

Roster: Roster records for a user's organization, including the student's teacher and subject.

Student Login Usernames/Passwords: 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

Test Tickets: Student login and ticket information for assigned tests.

Monitoring: Status of all student tests, indicating when tests are Unused, In Progress, or Complete.

KELPA Student Scores Current Students: Year to year student scores for currently enrolled students.

Testing Readiness: 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

School DAC Time: Schools with DAC time data set, including the start and end time.

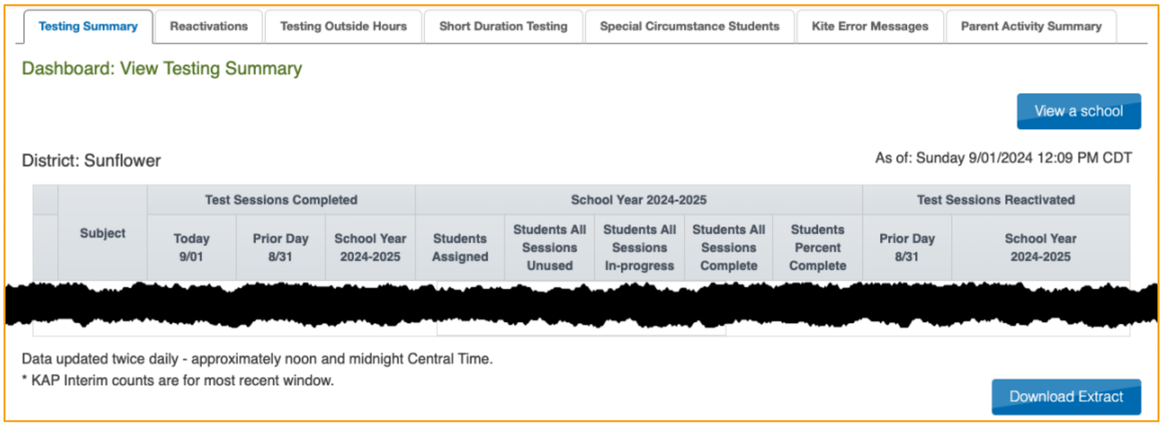
Users: EP users in the selected organization. The extract includes information about the roles assigned to a user. All the user's assigned roles for a particular organization appear on a single line of the CSV extract. One user can have more than one role, i.e., a Building (School) Test Coordinator and 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.

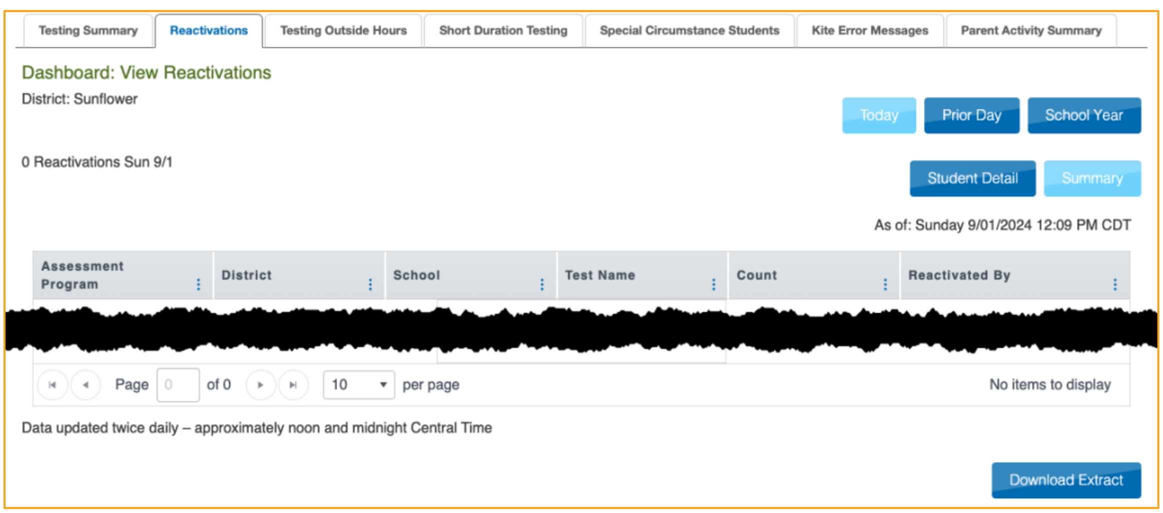
Testing Summary

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.



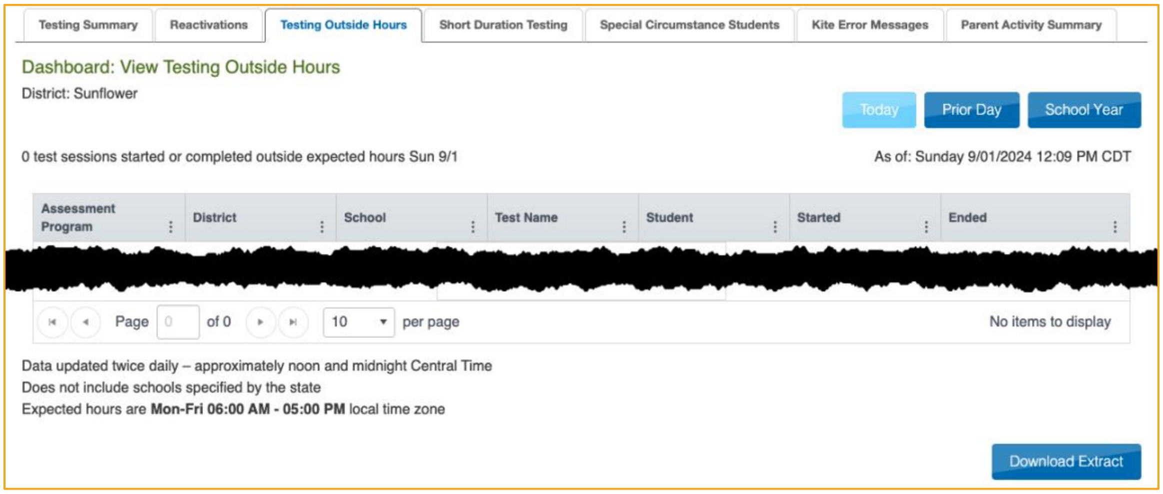
Reactivations

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 Outside Hours

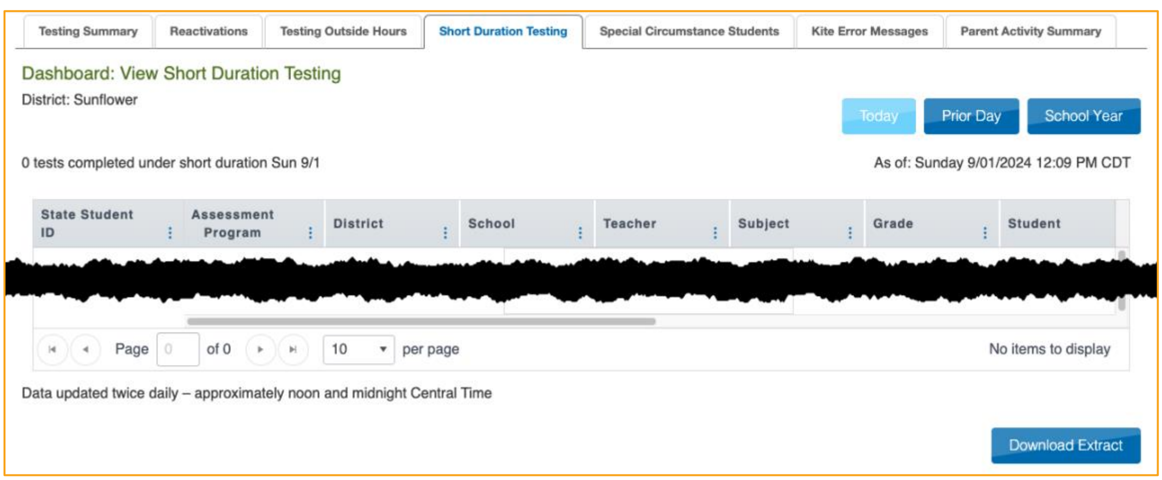
The **Testing Outside Hours** dashboard provides a snapshot of students who accessed a test outside of regular school hours. Results can be filtered by current day, prior day, and school year. Select **Download Extract** below the grid to generate a CSV file of this information.



Short Duration Testing

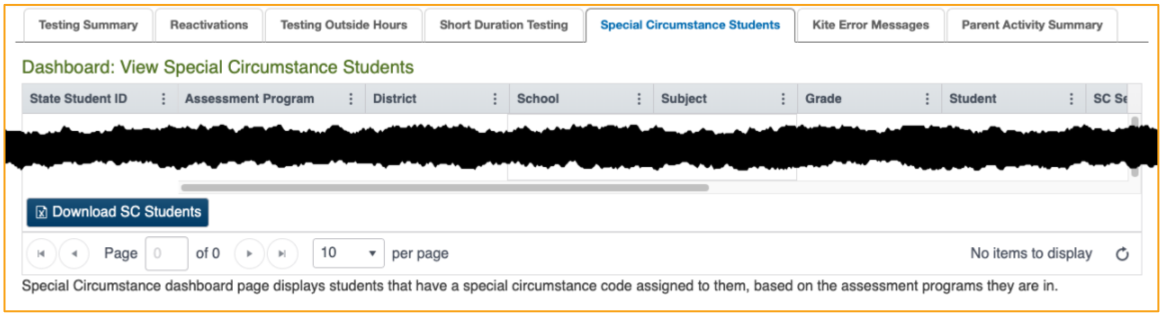
The **Short Duration Testing** dashboard tracks tests completed in a short period of time. The grid details whether the student got every answer correct as well as the exact timespan in which the test was completed.

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.



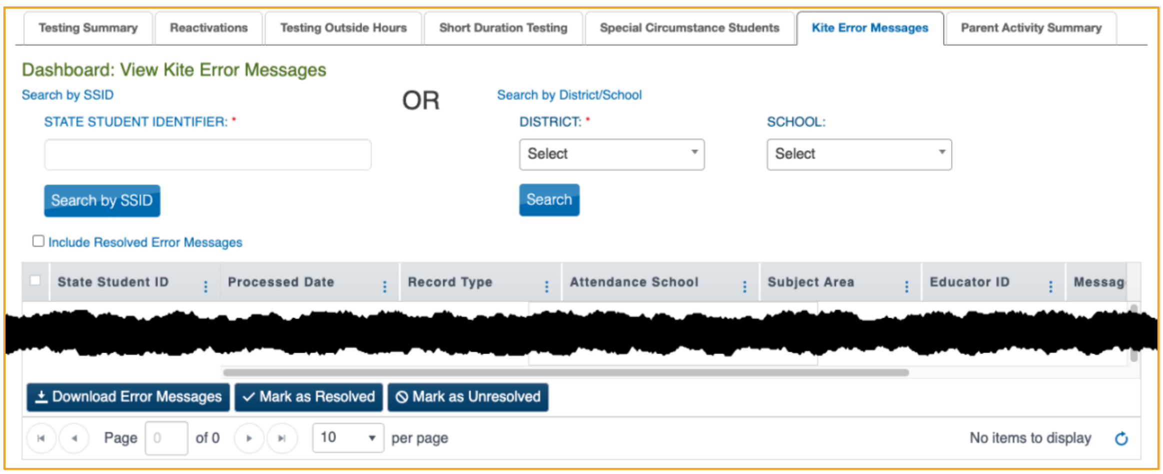
Special Circumstance Students

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.



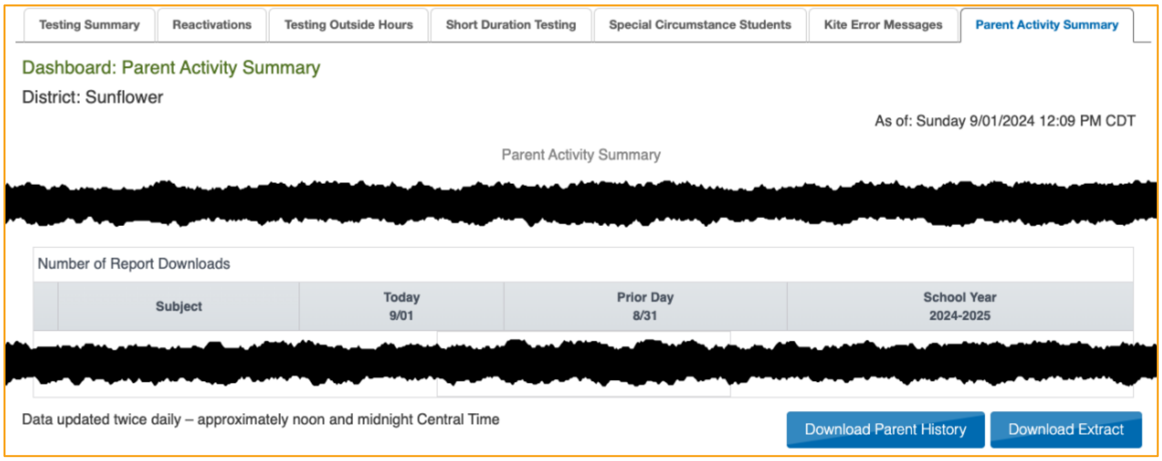
Kite Error Messages

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.



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.



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.

> **Note:** Some non-embedded PNP settings cannot be set using an upload. They must be set manually.

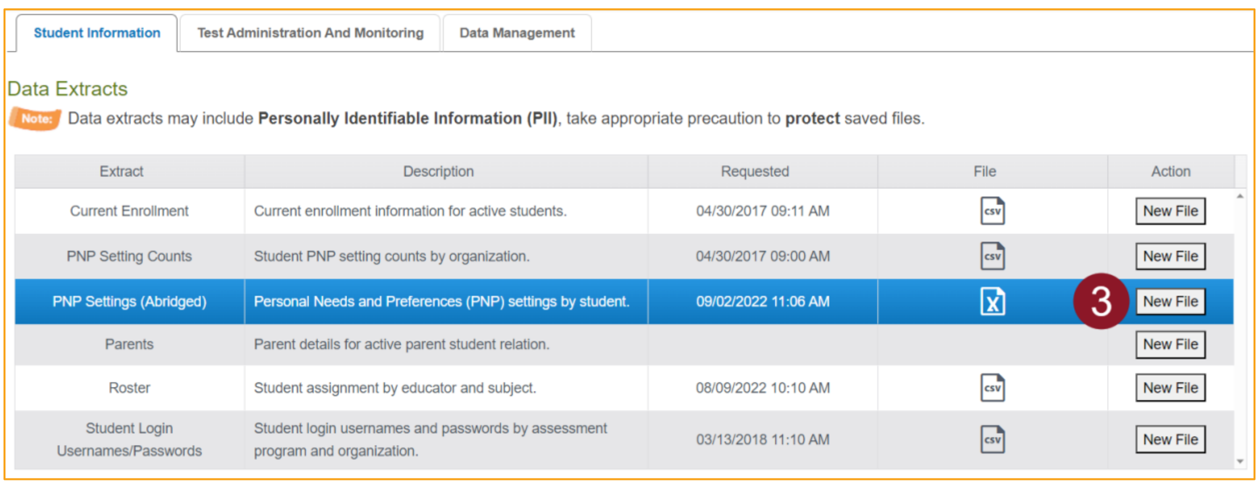
To set student PNPs via upload, complete the following steps.

Download the PNP Settings (Abridged) Data Extract

To download the PNP Settings extract:

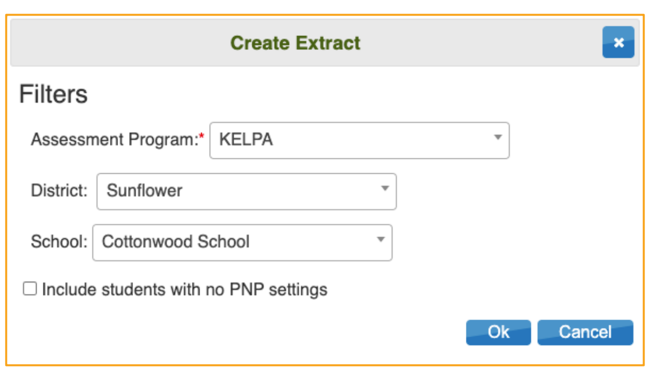
1. Select **Reports**.
2. Select **Data Extracts**.

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



Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	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	X	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

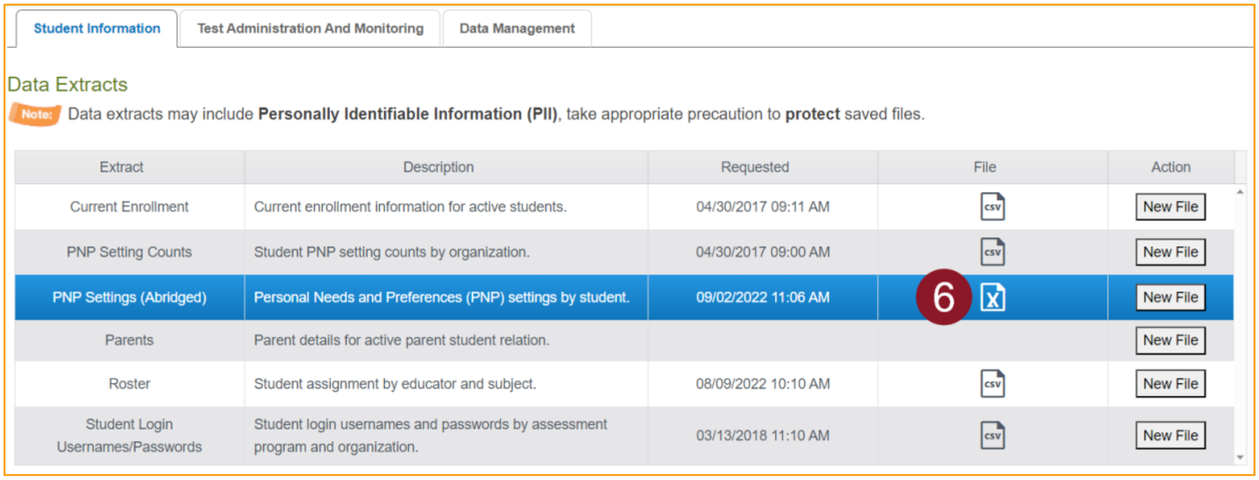
4. Add desired filters. If you are completing an initial upload, we recommend **selecting one school** at a time and **including students with no PNP settings**.



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.



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, select New File again, complete all desired drop-down filters, then select Ok. A warning will be displayed alerting you that the existing report request and that the previous file will be deleted. To 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.

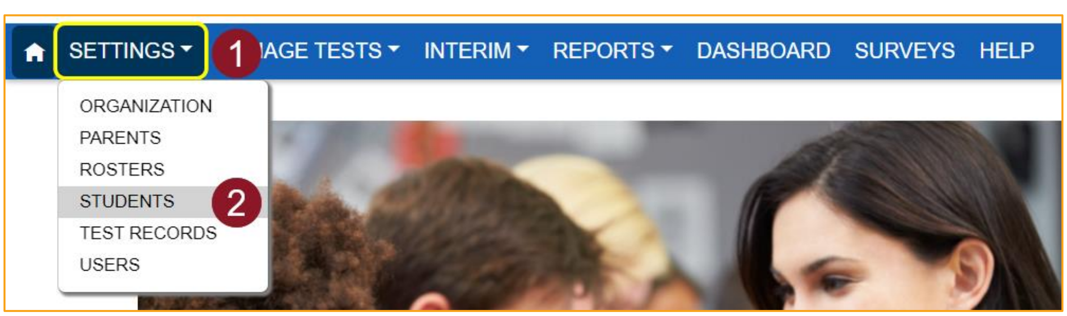
For more information about each tool, see the Kite Accessibility Manual.

Upload PNP Settings

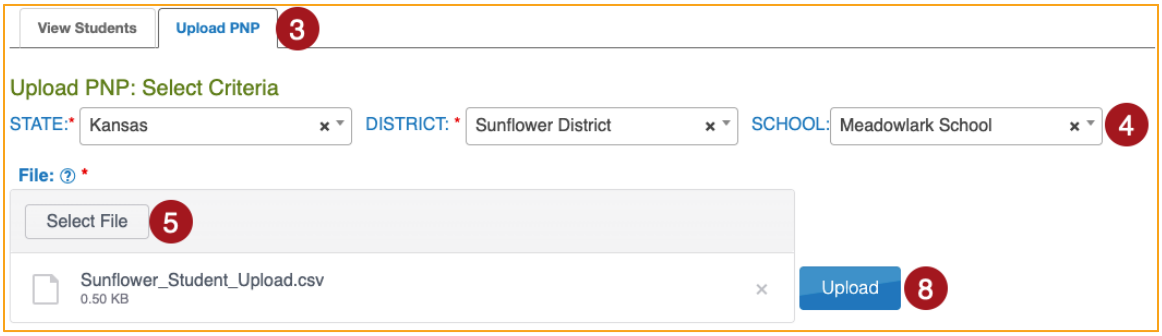
After editing the PNP Settings (Abridged) extract, the file can be uploaded. The upload will update any changed fields on existing student profiles and will create profiles for students who did not have entries previously but now do.

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**.



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 why. Update your file accordingly and try again.

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

Appendix J: Hand Scoring Items

Items in speaking domain-assessments and some items in writing domain-assessments require hand scoring locally by educators.

Specific guidance and rubrics for item scoring at each grade band/level and domain assessment are in the *Rubrics for KELPA and KELPA Screener* and *KELPA Rater Training Materials*, which may be downloaded from the Help tab in EP. These documents are confidential and secure.

The table below lists the number of items by grade and domain-assessment that require hand scoring. All items are scored using holistic rubrics.

GRADE BAND	SPEAKING	WRITING
K	10	4
1	10	4
2-3	10	4
4-5	10	4
6-8	10	3
9-12	10	3

Educators must complete rater training prior to scoring KELPA items and must have accounts in EP. The educator should be assigned the role of Teacher in EP. Educators associated with the student's TEST record will be assigned as the Primary Scorer.

A sample of students from schools with 10 or more students per grade/grade band will be chosen to have their speaking and writing scores double scored. See *Second Rater Scoring* for more information.

Scoring may begin immediately after the KELPA Summative window opens. KSDE does ***not*** recommend waiting to begin scoring until after the KELPA window closes.

Speaking items may be scored in person as students are recording responses (simultaneous scoring) or items may by be scored individually after the student has recorded all responses in Kite Student Portal (deferred scoring). Each district should determine which scoring option to use **before** the start of testing. **All** students are required to record speaking items regardless of the scoring option chosen.

For educators who will score multiple student writing and speaking responses, spreadsheets of scores may be compiled and then uploaded into EP. Data in each file for upload must be composed of a single grade and a domain assessment (for example, Grade 3 Speaking).

See *Upload Scoring Results* for more information.

> **Note:** Only TCs can upload scores in EP.

TCs may monitor scoring progress in order to send reminders to educators who are assigned to score and ensure on-time completion.

Maintain security of rubrics and scoring documents at all times.

After scoring, all paper/pencil writing responses for grades K and 1 must be scanned and uploaded into EP.

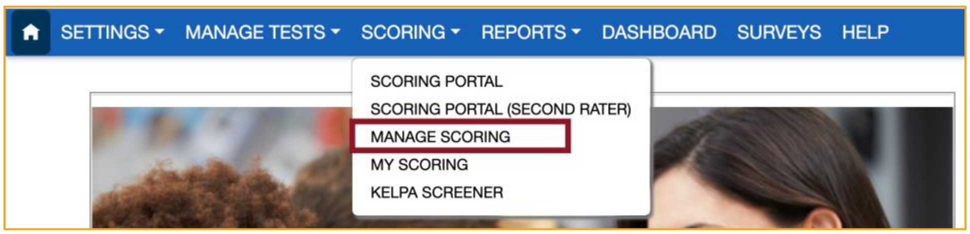
Initial Scoring Assignment

The KIDS TEST upload creates the initial scoring assignment for each student. The proctor listed on the TEST record is the educator to whom the students will be rostered. This educator will be the initial, or primary, scorer by default.

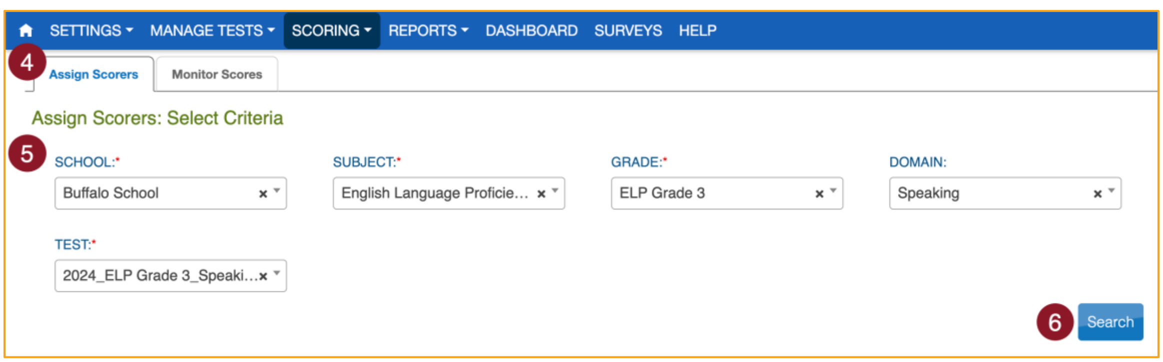
Assign Additional Scorers

TCs can assign users within their organization to score student responses. Once assigned, scorers can be used as a primary or secondary scorer of students. To assign scorers in EP, perform the following steps:

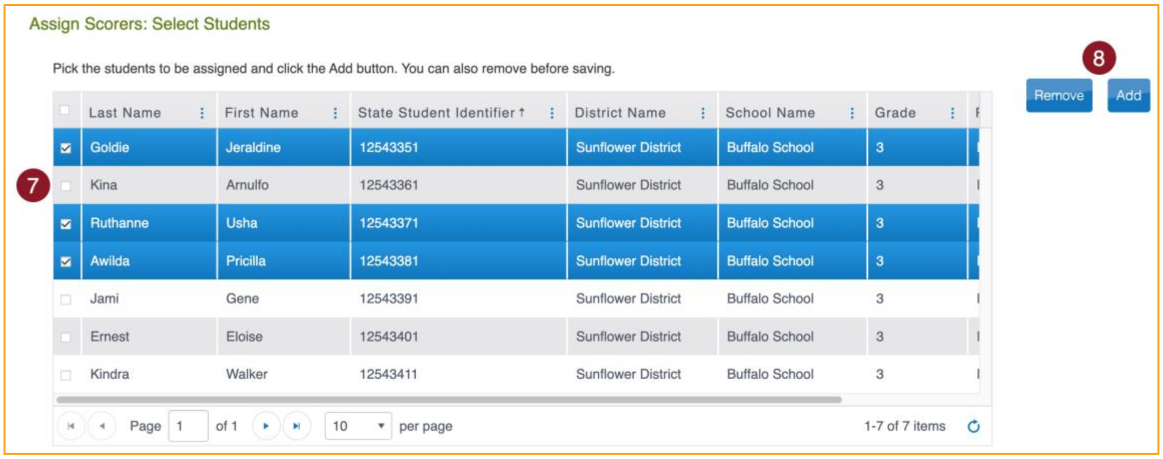
1. Log in to EP.
2. Select Scoring.
3. Select Manage Scoring.



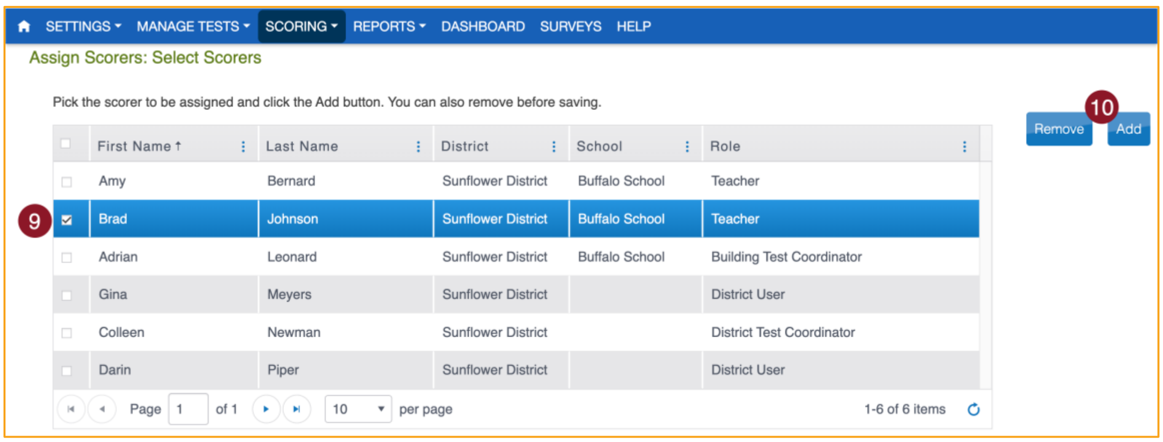
4. Select the Assign Scorers tab.
5. Complete the required fields.
6. Select **Search**.



7. Note: Fields marked with red asterisks are required.
8. Select the student(s) to be scored.
9. Select **Add**.



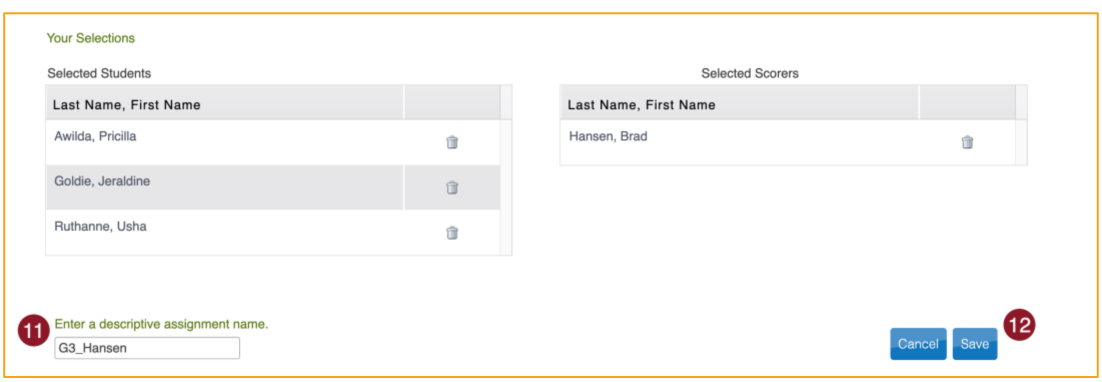
10. Select the scorer(s).
11. Select **Add**.



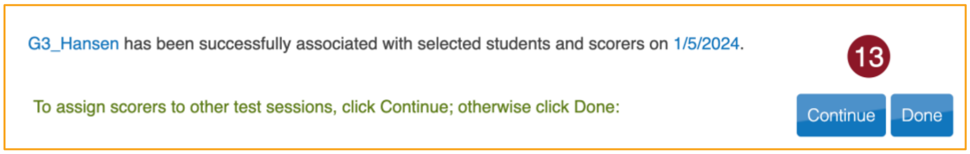
The student(s) and scorer(s) you selected will populate the tables at the bottom of the page. Next, enter a name for the scoring assignment.

Note: Students and scorers can be removed by selecting the trash can icon.

12. Select **Save**.



13. Select **Continue** or **Done**.

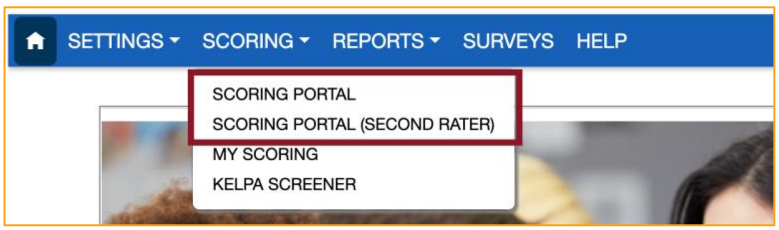


Note: Once a scoring assignment is created, manually or automatically, it cannot be deleted. If it was created in error, there is no harm in leaving it in the system.

Scoring Responses

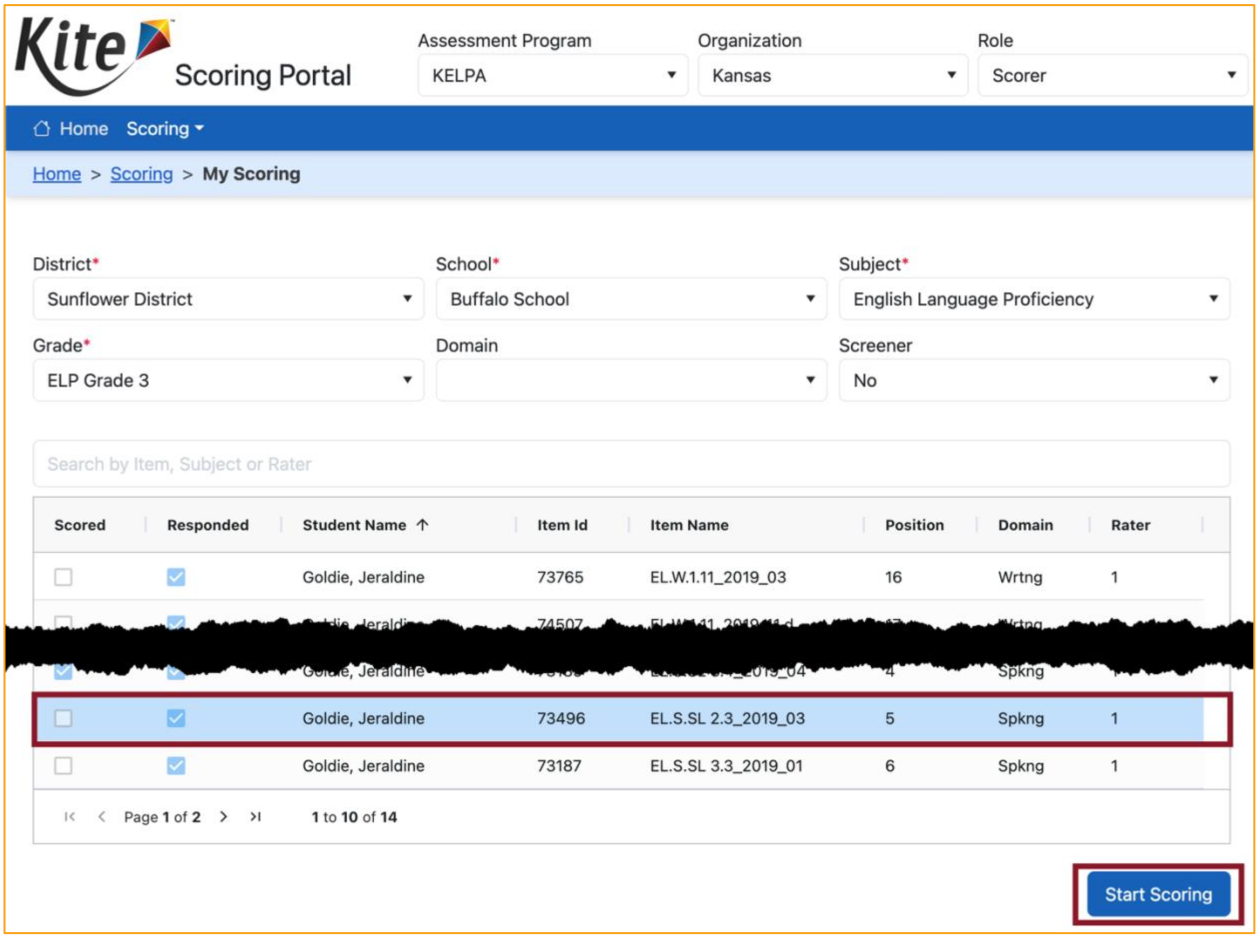
Educator Portal users with the role of DTC, DU, BTC, and BU, and Teacher can score student responses. To score responses, perform the following steps:

1. Select **Scoring**.
2. Select Scoring Portal or Scoring Portal (Second Rater).



3. A new tab will open in your browser, and you will be logged in to Kite Scoring Portal. The My Scoring page is displayed.
4. Select the filters at the top of the page to filter and display the items that need to be scored.
5. The table will show all items that must be scored. The **Scored column** indicates whether the item has already been scored. The **Responded column** indicates whether the item has a student response available for scoring.

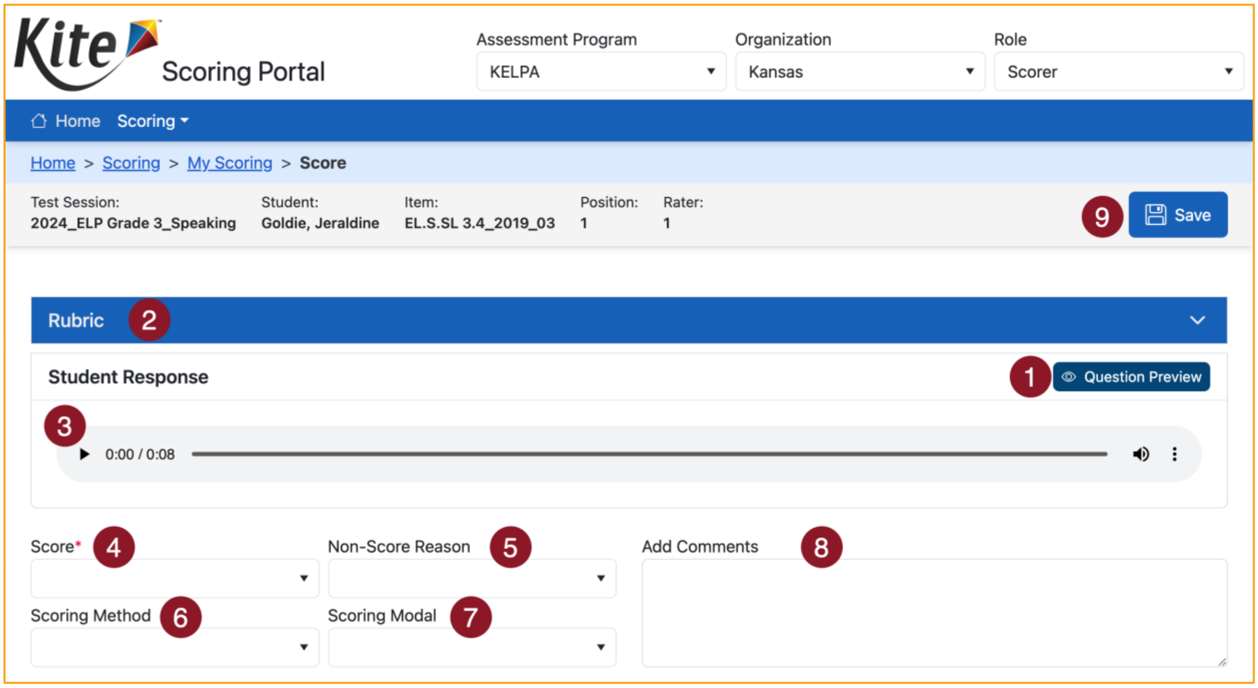
6. To score an item, select the item row, then select **Start Scoring**.



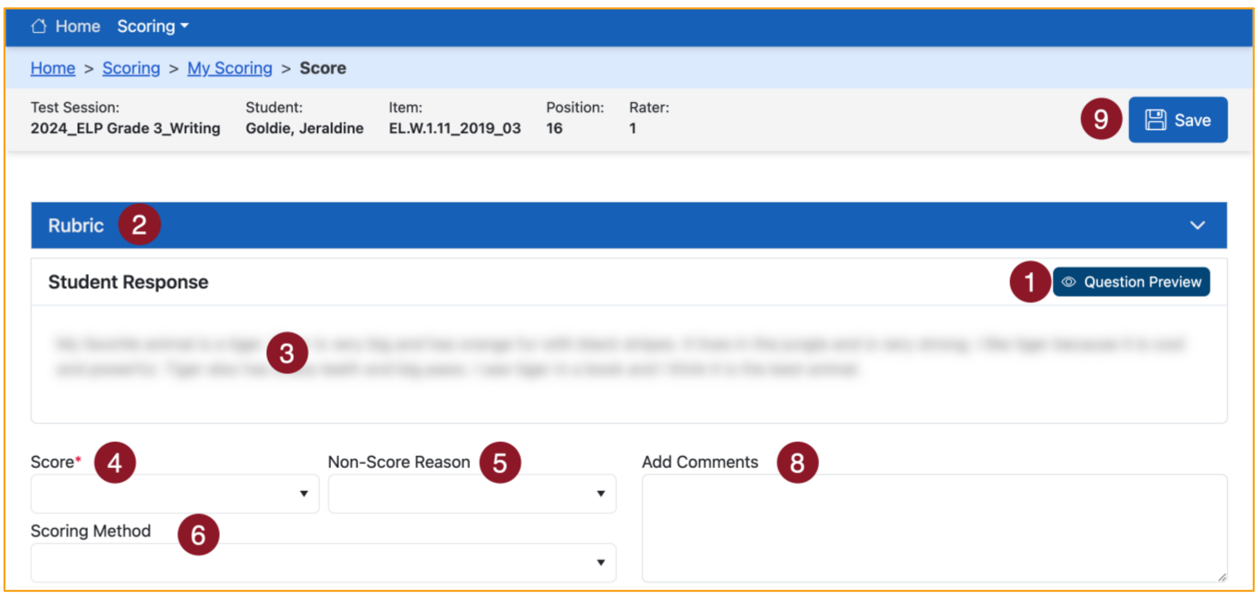
7. Complete the fields according to the descriptions below.

Note: TCs also have access to edit scores entered by another user.

Speaking Responses



Writing Responses



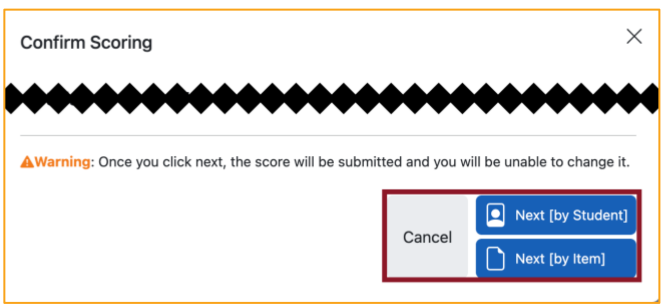
The screen to score responses is shown above. Fields marked with red asterisks are required.

1. **Question Preview** – A new tab opens and displays the item stem and prompt
2. **Rubric** – The accordion expands to display the scoring rubric
3. **Student Response** – On writing responses, displays the student response. On speaking responses, displays an audio bar to play student response
4. **Score** – Select the score from the drop-down menu
5. **Non-Score Reason** – Select the non-score reason, if applicable (see table below)

Non-Score Reason Options	Code
The response is blank.	BL
The response is harmful to self and/or others.	HSO
The response does not include enough student writing to score.	IS
The response is unrelated to the resources and/or prompt.	OT
The response is in a language other than English.	RNE

Note: Only "The response is harmful to self and/or others." may have a non-zero score given. Other Non-Score Reasons automatically assign a score of 0.

6. **Scoring Method** – Select either Individual Scoring or Paired/Group Scoring
7. **Scoring Modal** – Select either Deferred Speaking Scoring or Simultaneous Speaking Scoring (only used for Speaking items)
8. **Add Comments** – Enter any comments
9. **Save** – Confirm the information entered and proceed to the next item
10. **Next [by student]** – directs you to the next item for the same student; use this when you are scoring a student's entire test
11. **Next [by item]** – directs you to the same item for the next student; use this when you are scoring the same item for all students
12. **Cancel** – close the confirmation pop-up and return to scoring the item



13. Once you have scored all items, you will be returned to the My Scoring page.

Second Rater Scoring

To meet federal reporting requirements, the KELPA program is required to obtain second rater scores for some students. Schools with 10 or more EL (English Learner) students at a grade/grade band will be randomly selected for double scoring. Students selected will be double scored independently, depending on the scoring methods used in each individual school district. The scoring method for writing and speaking items should be determined prior to administering the KELPA.

DTCs should assign scorers according to the following guidelines:

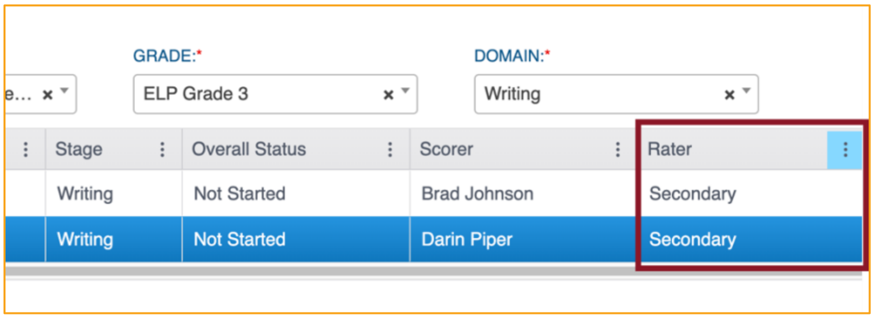
- Student responses selected for double scores need to have two scores that are independent of each other. That is, the two scores for a given item response need to be assigned by two independent scorers.
- Scorers who participate in a pair/group scoring calibration activity and share their thoughts on their scores assigned to a student response should NOT be considered as two independent scores.

- Assign scorers using the same scoring method for the two scores. For speaking items, deferred scoring is recommended for both scores.
- If your district chooses to upload scores into EP, two scores for each selected student will show on your template. See Upload Scoring Results below for more information.

Note: Students needing to be double scored are automatically prepopulated in EP by the system.

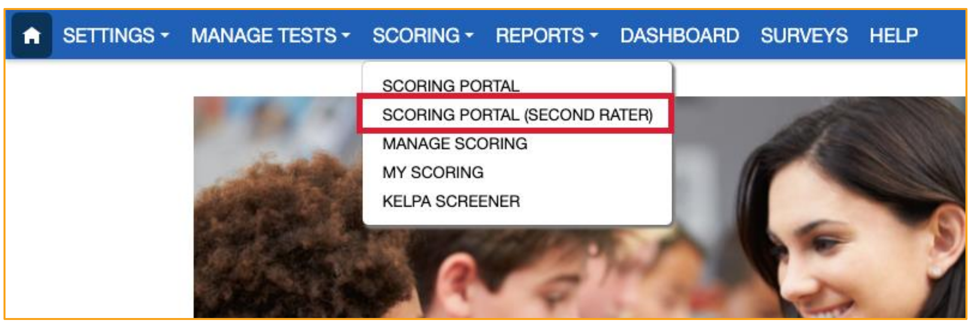
To see the students requiring Second Rater scoring, perform the following steps:

1. Select **Scoring**.
2. Select **Manage Scoring**.
3. Select the **Monitor Scores** tab.
4. Select all appropriate filters. Fields marked with red asterisks are required.
5. Select **Search**.
6. Students requiring Second Rater scoring will show “Secondary” in the Rater column.



To score second rater responses, perform the following steps:

1. Select **Scoring** menu.
2. Select **Scoring Portal (Second Rater)**.

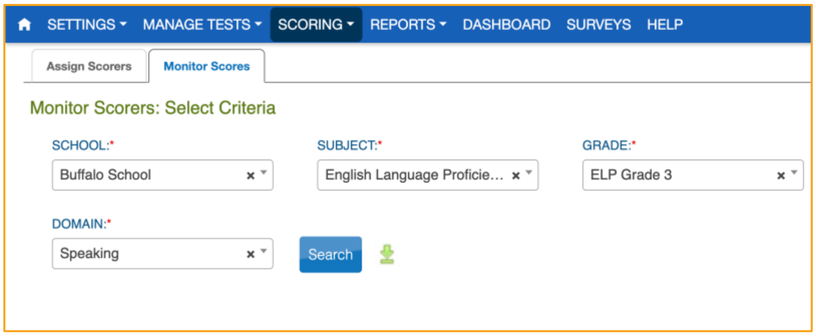


3. Complete scoring using the same scoring method and follow the same steps as the primary scorer outlined above. Alternatively, second-rater scoring can be done offline and then uploaded using the spreadsheet upload process described below.

Monitor Scoring Completion

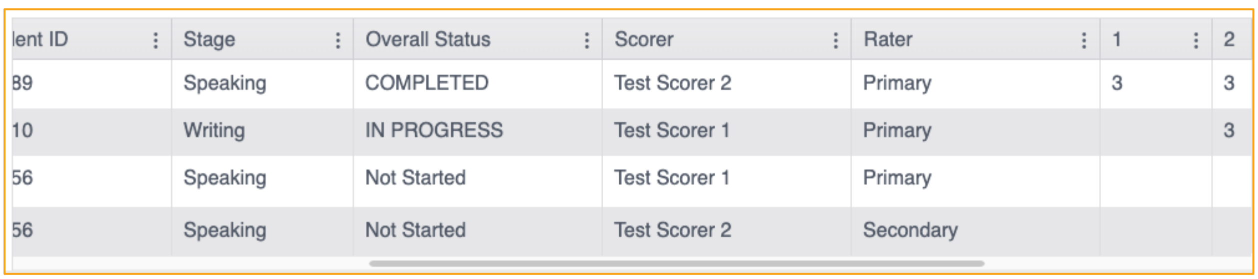
TCs can monitor scoring completion in EP. To monitor scoring completion, perform the following steps:

1. Select **Scoring**.
2. Select **Manage Scoring**.
3. Select the **Monitor Scores** tab.
4. Complete the appropriate fields. Fields marked with red asterisks are required.
5. Select **Search**.



Note: After selecting Search, you can download a CSV file for the grade and domain by using the green download icon next to the search button.

6. Select the test session you need to monitor. Scroll to the right to view scores.



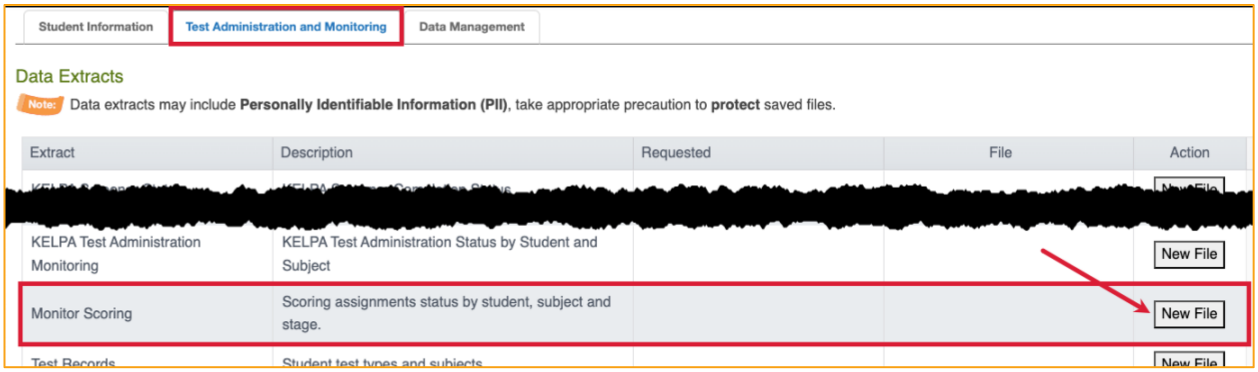
lent ID	Stage	Overall Status	Scorer	Rater	1	2
89	Speaking	COMPLETED	Test Scorer 2	Primary	3	3
10	Writing	IN PROGRESS	Test Scorer 1	Primary		3
56	Speaking	Not Started	Test Scorer 1	Primary		
56	Speaking	Not Started	Test Scorer 2	Secondary		

In addition to this method of monitoring scoring completion, DTCs, DUs, BTCs, and BUs have access to the Monitor Scoring data extract and the Scoring Summary tab on the dashboard.

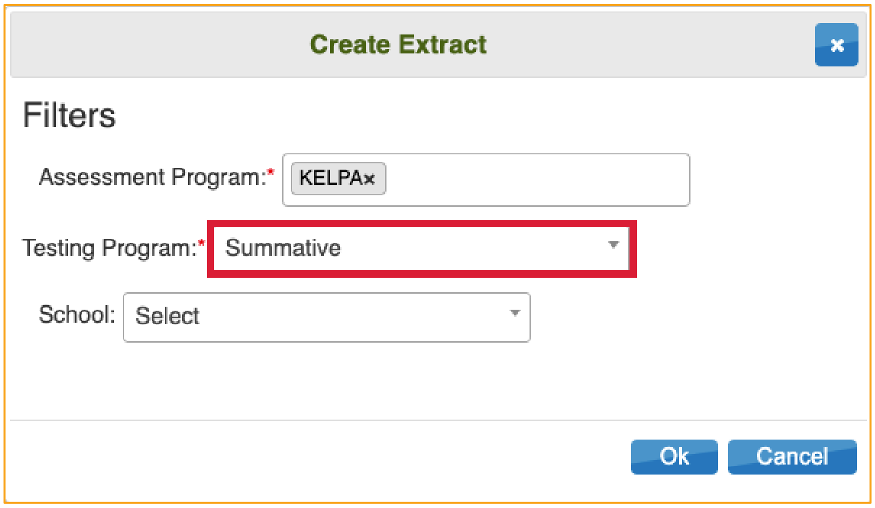
Monitor Scoring Data Extract

To access the Monitor Scoring data extract, perform the following steps:

1. Select **Reports**.
2. Select **Data Extracts**.
3. Select the **Test Administration and Monitoring** tab and locate the **Monitor Scoring** row.
4. In the Action column, select **New File**.



5. Select **Summative** from the Testing Program drop-down. Select a school, if desired.



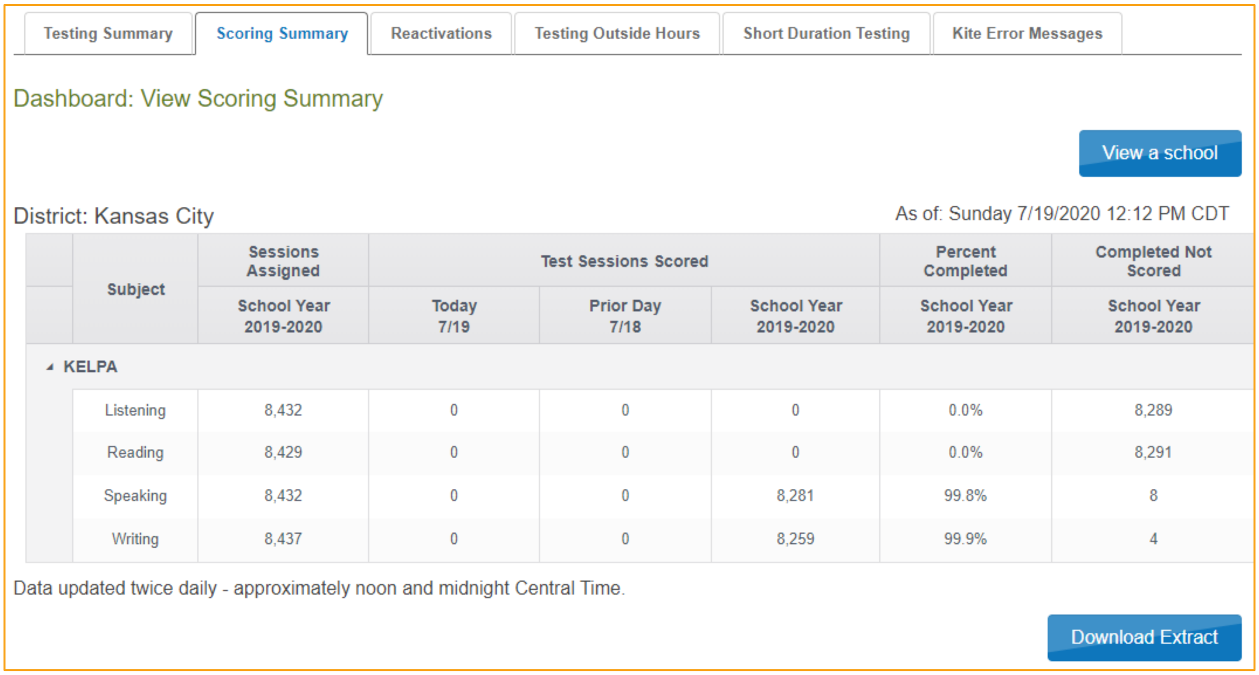
6. Select **OK**. If an older version of the file exists, you will see a message asking you to confirm replacing the existing file. Select **Yes**. Each time a data extract is created, the older file will be removed. If you need to refer to the older file, save it before creating a new data extract.
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 icon.
8. When the file is generated, select the CSV icon in the **File** column.
9. Open or save the file.

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

Scoring Summary Dashboard

The Scoring Summary tab provides a snapshot of test sessions that have been scored. To access the Scoring Summary dashboard, perform the following steps.

1. Select the **Dashboard** menu.
2. Select the **Scoring Summary** tab.



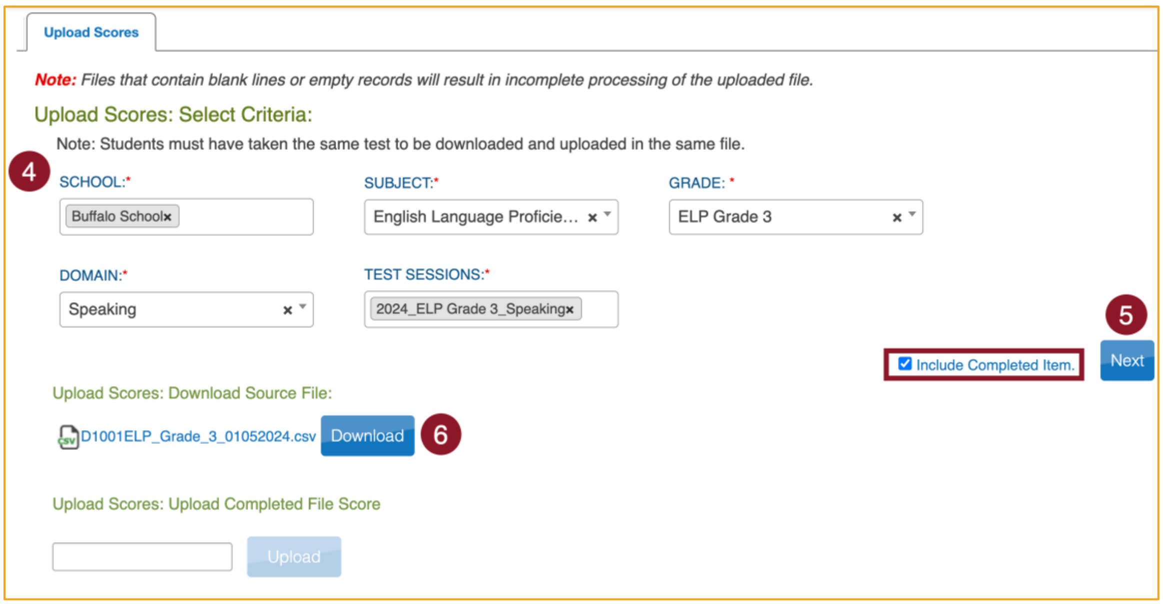
Subject	Sessions Assigned	Test Sessions Scored			Percent Completed	Completed Not Scored
	School Year 2019-2020	Today 7/19	Prior Day 7/18	School Year 2019-2020	School Year 2019-2020	School Year 2019-2020
KELPA						
Listening	8,432	0	0	0	0.0%	8,289
Reading	8,429	0	0	0	0.0%	8,291
Speaking	8,432	0	0	8,281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

Upload Scoring Results

Educator Portal users with the role of DTC, DU, BTC, and BU can upload scores. To upload scores, perform the following steps:

1. Select the **Scoring** menu.
2. Select **My Scoring**.
3. The **Upload Scores** tab is displayed.
4. Complete the appropriate fields. DTCs can select more than one school in their district but are limited to a single grade and domain assessment (i.e., Grade 3 Speaking).

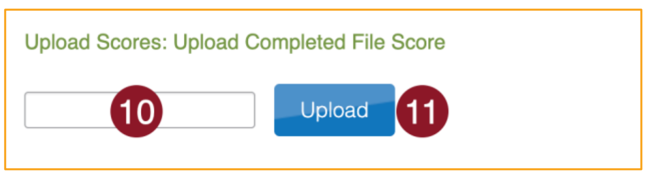
> **Note:** Fields marked with red asterisks are required. If you would like to include previously scored items in your download, check the box next to **Include Completed Item**.



5. Select **Next**.
6. Select **Download**.
7. The downloaded file will auto-fill columns A-N and any completed items (if selected). The remaining cells should be filled out according to the table below.

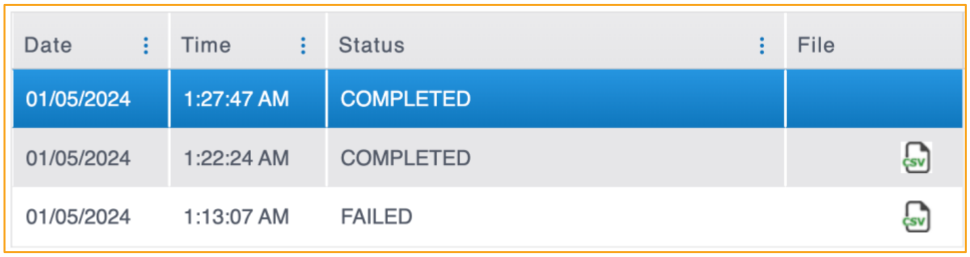
Column Heading	Possible Entries	Required?	Description
(Number)	0, 1, 2, 3 C	Yes	**0,1,2,3** – Score for this item **C** – Clears the score for this item **Note:** Changed scoring values overwrite any previously entered scores.
(Number)-Non Score Reason	BL, HSO, IS, OT, RNE	No	See the **Non-Score Reason Options** table above for details about these codes
Scorer Email	[Email address]	Yes	Enter the email address associated with the EP account of the person that scored this item.
Scoring method	Individual Paired/Group	Yes	**Individual** – One scorer determined score **Paired/Group** – More than one scorer determined score collaboratively
Speaking Scoring (Speaking Only)	Deferred Simultaneous	Yes	**Deferred** – Scoring done from recording **Simultaneous** – Scoring done live

8. Save CSV file locally.
9. Navigate back to EP.
10. Select inside the text box next to Upload. Choose the CSV file you saved locally.
11. Select **Upload**.



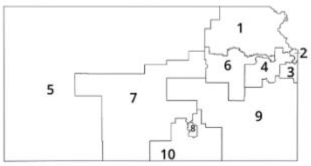
Review the Scoring File Upload

The last step to uploading a score file is to verify that all reports uploaded successfully. Information on error messages can be found in the system-generated CSV file. The following table includes a description for each available status message.



Status Message	Description
COMPLETED (without File)	All records were created successfully.
COMPLETED (with File)	File validation was successful, but not all records were uploaded successfully due to inaccurate data. Select the CSV file in the file column to understand why some failed and how to fix any inaccuracies.
FAILED	Records were not created due to failed file validation. Select the CSV file in the file column to understand why the file failed validation. This is typically caused by a missing or altered column heading.

900 S.W. Jackson Street, Suite 600
Topeka, Kansas 66612-1212
(785) 296-3203
www.ksde.org/board



Kansas State Board of Education

BOARD MEMBERS

DISTRICT 1

Danny Zeck
Vice Chair
Danny.Zeck@ksde.gov

DISTRICT 2

Melanie Haas
Melanie.Haas@ksde.gov

DISTRICT 3

Michelle Dombrosky
Michelle.Dombrosky@ksde.gov

DISTRICT 4

Connie O'Brien
Connie.O'brien@ksde.gov

DISTRICT 5

Cathy Hopkins
Chair
Cathy.Hopkins@ksde.gov

DISTRICT 6

Dr. Beryl A. New
Beryl.New@ksde.gov

DISTRICT 7

Dennis Hershberger
Dennis.Hershberger@ksde.gov

DISTRICT 8

Betty Arnold
Betty.Arnold@ksde.gov

DISTRICT 9

Jim Porter
Jim.Porter@ksde.gov

DISTRICT 10

Debby Potter
Debby.Potter@ksde.gov

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

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.

MOTTO

Kansans Can

COMMISSIONER OF EDUCATION

Dr. Randy Watson
Randy.Watson@ksde.gov

DEPUTY COMMISSIONER
Division of Fiscal and Administrative Services

Dr. Frank Harwood
Frank.Harwood@ksde.gov

DEPUTY COMMISSIONER
Division of Learning Services

Dr. Ben Proctor
Ben.Proctor@ksde.gov

Kansas leads the world in the success of each student.

Jan. 25, 2025

Kansans CAN