



KITE EDUCATOR PORTAL MANUAL FOR TEST COORDINATORS

2023-2024



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OVERVIEW

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

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

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

For more information about the Kite system, refer to the other manuals listed below on the [KAP website](#).

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

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

Local Caching Server (LCS) Installation Guide – Provides instructions on installing an LCS in a particular operating system.

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

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

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

EDUCATOR PORTAL MANUAL FOR TEST COORDINATORS

A NOTE ABOUT ROLES

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

A NOTE ABOUT GRAPHICS

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

A NOTE ABOUT NAMES AND DATA

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

DISCLAIMER

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

CHANGE LOG

The following table lists the changes made to this manual.

Change Logged	Page(s)	Description of Change
8/20/2023	18	Process for adding organization addresses and contact information for schools and districts. Addresses are used for ordering special forms.
8/20/2023	19	Process for ordering special forms (e.g., large print).
8/20/2023	Various	New screenshots showing updated user interface appearance.
8/20/2023	27	Ability to Remove a user from Educator Portal.
1/25/2024	71	Setting School/District Daily Access Code start and end times.

KITE SERVICE DESK

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

Phone: 855-277-9752

Email: kap-support@ku.edu

Live Chat: Link found on the [Educator Portal](#) website footer

WHEN CONTACTING THE SERVICE DESK

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

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

LIVE CHAT

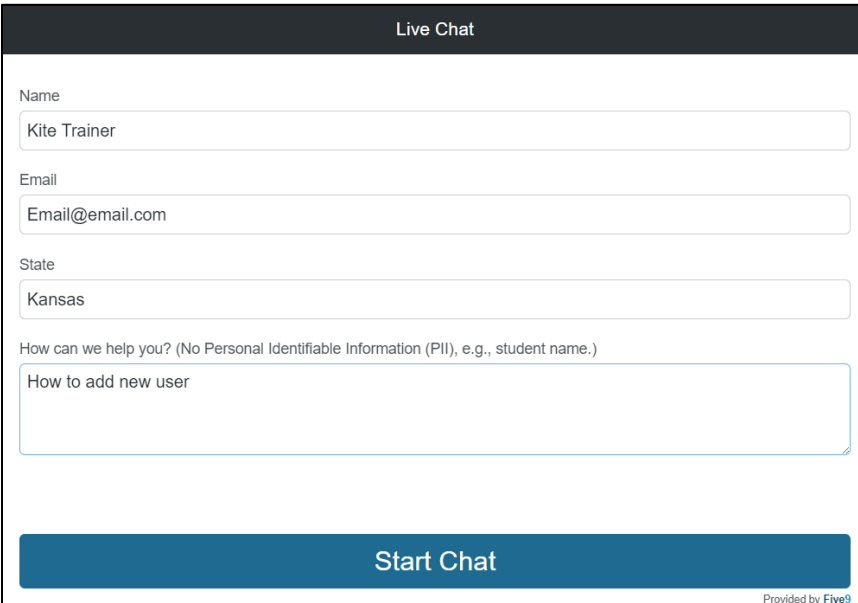
Live Chat may be used to contact the Kite Service Desk during normal business hours. To use Live Chat, follow the process outlined below:

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



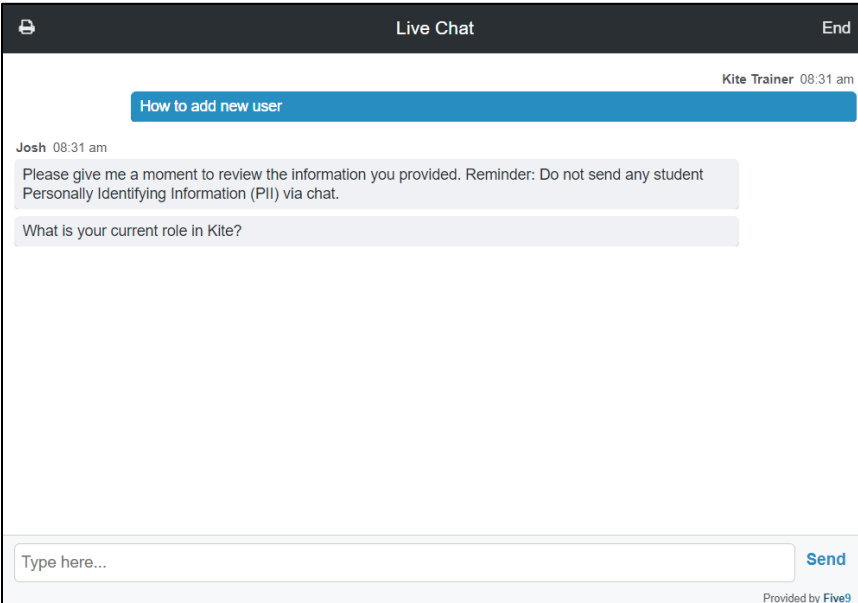
Note: Live Chat is available from any screen within Educator Portal.

2. Provide your name, email address, state, and a brief description of help needed.



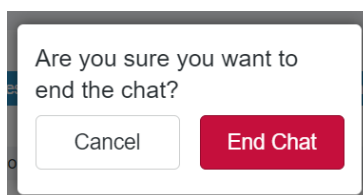
A screenshot of a 'Live Chat' form. The form has a dark header with the text 'Live Chat'. Below the header are four input fields: 'Name' with the value 'Kite Trainer', 'Email' with the value 'Email@email.com', 'State' with the value 'Kansas', and a larger text area for 'How can we help you? (No Personal Identifiable Information (PII), e.g., student name.)' with the value 'How to add new user'. At the bottom of the form is a large blue button labeled 'Start Chat'. In the bottom right corner, there is small text that says 'Provided by Five9'.

3. Select Start chat.
4. A new window appears and you will be connected to the next available representative.



A screenshot of a 'Live Chat' window. The window has a dark header with the text 'Live Chat' and an 'End' button in the top right corner. The chat history shows a message from 'Kite Trainer' at 08:31 am: 'How to add new user'. Below this, a message from 'Josh' at 08:31 am is displayed in a light gray box: 'Please give me a moment to review the information you provided. Reminder: Do not send any student Personally Identifying Information (PII) via chat. What is your current role in Kite?'. At the bottom of the window is a text input field with the placeholder 'Type here...' and a blue 'Send' button. In the bottom right corner, there is small text that says 'Provided by Five9'.

5. When finished, select End in the top-right. Select End Chat in the pop up. Close the window using the 'X' on the top right.



ASSESSMENT OVERVIEW

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

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

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

SUMMATIVE

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

PREDICTIVE INTERIM

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

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

INSTRUCTIONAL INTERIM (MINI-TESTS)

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

To learn more about the Kansas Assessment Program, visit the [KAP website](#).

ACCESS EDUCATOR PORTAL

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

REQUIRED SOFTWARE

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

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

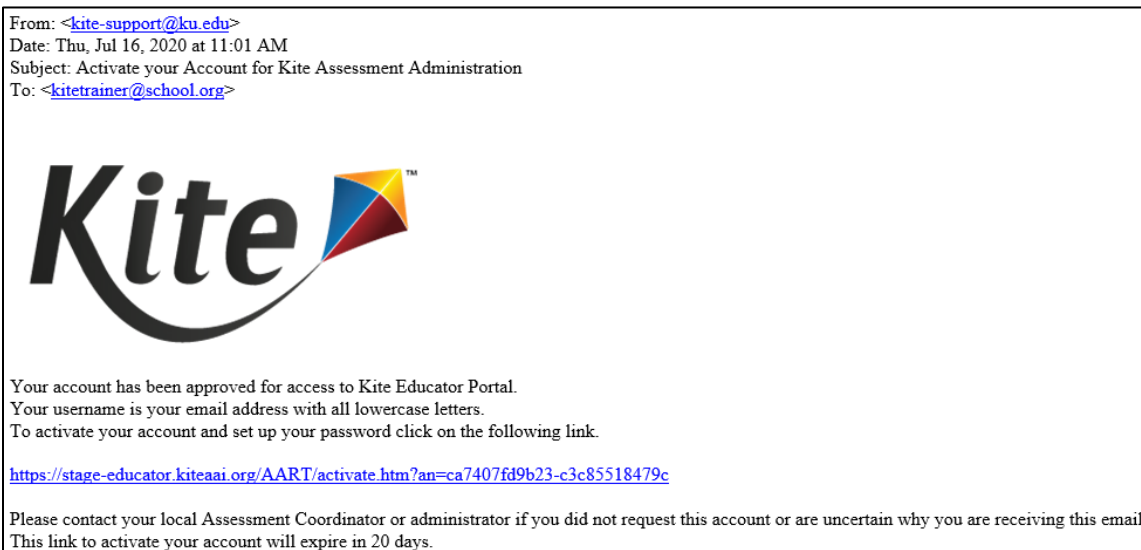
OBTAIN AN EDUCATOR PORTAL ACCOUNT

NEW USERS

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

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

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



PASSWORDS

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

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

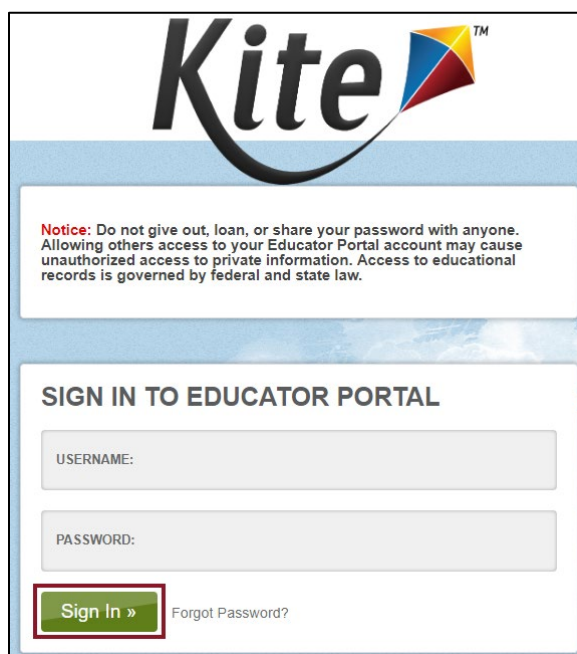
Passwords are set during one of the following:

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

LOG IN TO EDUCATOR PORTAL

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

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



The screenshot shows the Kite Educator Portal login interface. At the top is the Kite logo. Below it is a notice box with a red header and black text. The main section is titled 'SIGN IN TO EDUCATOR PORTAL' and contains two input fields: 'USERNAME:' and 'PASSWORD:'. Below these fields is a green 'Sign In »' button and a link for 'Forgot Password?'.

Kite

Notice: Do not give out, loan, or share your password with anyone. Allowing others access to your Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

SIGN IN TO EDUCATOR PORTAL

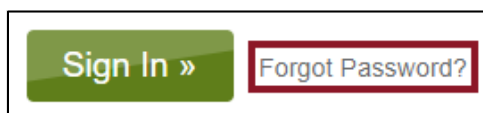
USERNAME:

PASSWORD:

Sign In » [Forgot Password?](#)

FORGOT PASSWORD

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



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

A screenshot of the 'FORGOT PASSWORD?' form. The title 'FORGOT PASSWORD?' is at the top. Below it is the instruction: 'Enter your username and we will send you an email with the instructions for changing your password.' There is a text input field with the placeholder 'USERNAME: |'. At the bottom left is a green 'Submit »' button, and at the bottom right is a link that says 'Back To Login'.

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

EDUCATOR PORTAL HOMEPAGE

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

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



1. Login Name

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

2. Login Role, Organization, and Assessment Program

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

3. Menus

The menus that display on the homepage vary by role. The menus include:

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

4. My Profile

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

5. Quick Links

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

6. Live Chat

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

EDITING YOUR PROFILE

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

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

My Profile

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

FIRST NAME: Kite
 LAST NAME: Trainer
 DISPLAY NAME: Kite Trainer
 USER NAME: dtc@district.org
 ORGANIZATION(S): Kansas
 ROLE(S): Building Test Coordinator, District Test Coordinator, Teacher
 ASSESSMENT PROGRAM(S): Career Pathways Collaborative, KAP, KELPA, Dynamic Learning Maps

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

SECURITY AGREEMENT

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

To complete the annual security agreement, follow these steps:

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

My Profile

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

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

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

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

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

Save

SORT AND FILTER GRIDS

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

<input type="checkbox"/>	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment
<input type="checkbox"/>	Active	Trainer	KAP	0123456789	kap_trainer@school.org	KAP, K
<input type="checkbox"/>	Active	Trainer	Kite	9876543210	kite_trainer@school.org	CPASS, K
<input type="checkbox"/>	Pending	Trainer	KELPA	4321098765	kelpa_trainer@school.org	KELPA

☐ Send Activation Email
 ☐ View
 ☐ Edit
 ☐ Activate
 ☐ Deactivate

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

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

<input type="checkbox"/>	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Pr
<input type="checkbox"/>	Active	Trainer	↑ Sort Ascending	0123456789	kap_trainer@school.org	KAP, K
<input type="checkbox"/>	Active	Trainer	↓ Sort Descending	9876543210	kite_trainer@school.org	CPASS, KA
<input type="checkbox"/>	Pending	Trainer	Columns		kelpa_trainer@school.org	KA

☐ Send Activation Email
 ☐ View
 ☐ Filter

☒ Status
☒ Last Name
☒ First Name
☒ Educator Identifier
☒ Email
☒ Assessment Program(s)
☐ Role(s)

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

Live Chat
 © 2021
 Site Map

ROLES AND PERMISSIONS

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

The following table lists the permissions available to each role.

EP CATEGORIES	DTC	DUS	BTC	BUS	TEA
	District Test Coordinator	District User	Building Test Coordinator	Building User	Teacher
USERS					
View Users	Y	Y	Y	Y	
Add Users – (Create)	Y	Y	Y	Y	
Upload Users	Y	Y	Y	Y	
Edit Users	Y	Y	Y	Y	
Activate Users	Y	Y	Y		
Claim Users	Y	Y	Y		
Deactivate Users	Y	Y	Y		
Remove Users	Y				
STUDENTS					
View Students	Y	Y	Y	Y	Y
Create PNP	Y	Y	Y	Y	Y
Edit PNP	Y	Y	Y	Y	Y
View PNP	Y	Y	Y	Y	Y
Upload PNP	Y	Y	Y	Y	Y
KELPA Screener Registration	Y	Y	Y	Y	
Delete KELPA Screener Student	Y	Y	Y	Y	
PARENTS					
Manage Parents	Y	Y			
Manage Parent-Student Connections	Y	Y			

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

EP CATEGORIES	DTC	DUS	BTC	BUS	TEA
ORGANIZATION					
View Organization	Y	Y	Y	Y	
Set Daily Access Code Start/End Times	Y		Y		
Set Organization Address	Y	Y			
Order Test Forms and Materials	Y	Y			
SCORING (KELPA)					
Assign Scorers	Y	Y	Y	Y	
Monitor Scoring	Y	Y	Y	Y	
Score Items	Y	Y	Y	Y	Y
Upload Scores	Y	Y	Y	Y	
Edit Scores	Y	Y	Y		
REPORTS					
All Student Reports for Student	Y	Y			
Year End Student (Individual) Reports	Y	Y	Y	Y	
Year End Students (Bundled) Reports	Y	Y	Y	Y	
Year End Building Reports	Y	Y	Y	Y	
Year End District Reports	Y	Y			
EXTRACTS					
Current Enrollment	Y	Y	Y	Y	Y
KAP Student Scores Current Students	Y	Y	Y		
KAP Student Scores Specified Student	Y	Y	Y		
KAP Student Scores Tested Students	Y	Y	Y		
KAP Test Administration Monitoring	Y	Y	Y	Y	
Monitor Scoring	Y	Y	Y		
Parents	Y	Y			
PNP Setting Counts	Y	Y	Y	Y	

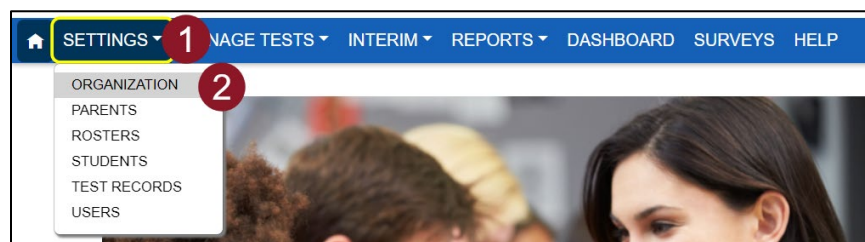
EP CATEGORIES	DTC	DUS	BTC	BUS	TEA
PNP Settings (Abridged)	Y	Y	Y	Y	Y
Roster	Y	Y	Y	Y	Y
Student Login Usernames/Passwords	Y	Y	Y	Y	
EXTRACTS (cont.'d)					
Test Records	Y	Y	Y	Y	
Test Tickets	Y	Y	Y	Y	
Testing Readiness	Y	Y	Y		
Users	Y	Y	Y	Y	
DASHBOARDS					
Testing Summary	Y	Y	Y	Y	
Scoring Summary	Y	Y	Y	Y	
Reactivations	Y	Y	Y	Y	
Testing Outside Hours	Y	Y	Y	Y	
Short Duration Testing	Y	Y	Y		
Kite Error Messages	Y	Y	Y		
Parent Activity	Y	Y			
MAP PORTAL					
View Maps	Y	Y	Y	Y	Y

ORGANIZATION MAILING, SHIPPING, BILLING ADDRESS

School and district contact information is needed to deliver special forms. It is the responsibility of the testing coordinator to ensure that all address and contact information is updated.

ADD SCHOOL AND DISTRICT ADDRESS AND CONTACT INFORMATION

1. Select the Settings menu.
2. Select Organization.



3. Select the Edit Organization Address tab.
4. Select a district or school from the dropdowns and select Search.
5. Select the row of the district or school.
6. Select Edit

 A screenshot of the 'Edit Organization Address' form. At the top, the 'Edit Organization Address' tab is selected (3). Below it, search criteria are set: STATE: Kansas, DISTRICT: Andover, and SCHOOL: Select. A 'Search' button (4) is next to the dropdowns. Below the search criteria is a table with columns: Name, Level, Mailing Address, Shipping Address, and Billing Address. The first row, 'Meadowlark Elementary' (5), is highlighted. Below the table, there are 'View' and 'Edit' (6) buttons. At the bottom, there is a pagination bar showing 'Page 1 of 3' and '10 per page'.

7. Select the Mailing Address, Shipping Address, and Billing Address tabs to update.

 A screenshot of the 'Edit Organization Addresses' form for 'Abilene High School'. The 'Mailing Address' tab is selected (7). The form contains fields for: RECIPIENT (Abilene High School), STREET ADDRESS, STREET ADDRESS 2, CITY, STATE, and ZIP. There are checkboxes for 'Shipping Address: Same as Mailing' and 'Billing Address: Same as Mailing'. At the bottom, there are 'Save' (8), 'Reset', and 'Cancel' buttons. Below these are fields for 'Shipping Contact' including NAME, EMAIL, WORKPHONE, and CELLPHONE.

8. Select Save.

ORDERING SPECIAL TEST FORMS AND MATERIALS

1. Select the Settings menu.
2. Select Organization.
3. Select the Order Materials tab.
4. Enter a Purchase Order Number.
5. Select a school if needed.
6. Confirm the shipping address.

NOTE: if no shipping address appears, update the address on the Edit Organization Address tab.

7. Select Next

8. Select a line item (row) from the available materials grid.
9. Select Edit
10. Update the quantity, add a comment if needed, and select Save.
11. Select Next to Confirm your order.

12. Verify and confirm the order, then Select Submit Order.

Note: Contact the service desk to update, cancel, or inquire about an order.

USERS

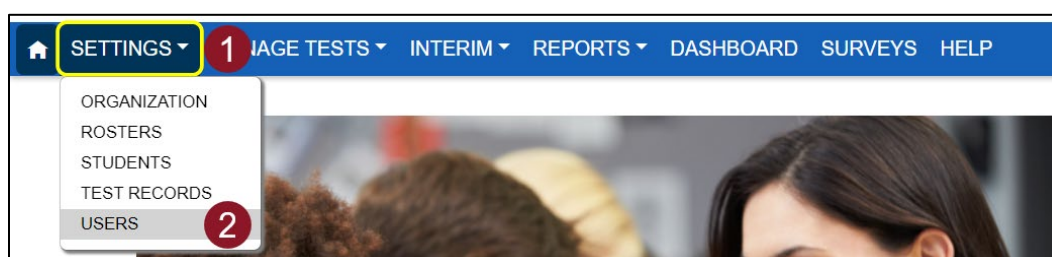
Information can be created or edited in Educator Portal either by making individual user changes on screens or by uploading information using a CSV template.

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

ADD USER MANUALLY

Follow these steps to add a user manually.

1. Select Settings.
2. Select Users.



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

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

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

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

7. Select Save.

View Users

Add User

Upload Users

Claim Users

User Information

Save

FIRST NAME: *

LAST NAME: *

EMAIL ADDRESS: *

Kite

Trainer

trainer@school.org

EDUCATOR IDENTIFIER:

K0729S2021

Organization & Roles

STATE: *

ASSESSMENT PROGRAM: *

ROLE: *

DISTRICT: *

SCHOOL: *

Kansas

KAP

Teacher

Sunflower District

Meadowlark School

Add

Default

State

Assessment Progr...

Role

District

School

No records available.

Page 0 of 0

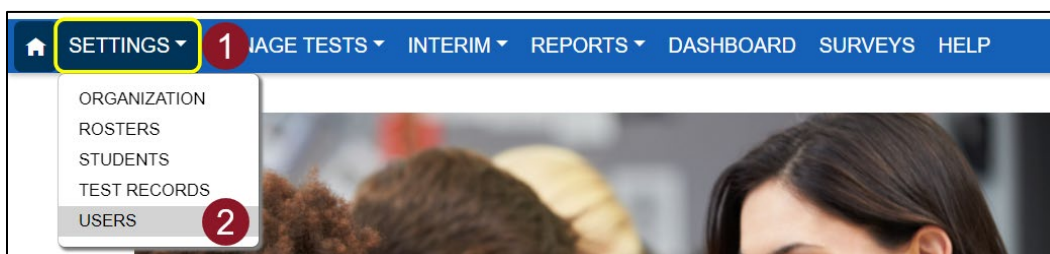
No items to display

UPLOAD MULTIPLE USERS USING A CSV FILE

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

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

1. To upload multiple users using a CSV file, perform the following steps. Select Settings.
2. Select USERS.



3. Select the Upload Users tab.
4. Select the organization information.

Note: Fields marked with a red asterisk are required.

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

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

USER CSV FILE FORMAT

























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

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

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

REVIEW USER FILE UPLOAD

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

Status Message	Description																								
Failed	<p>The CSV file failed to upload.</p> <p>Select the CSV file under the file column to understand why they failed.</p>																								
<table><tr><th>Uploaded</th><th>Status</th><th>Created/Updated</th><th>Rejected</th><th>Alerts</th><th>File</th></tr><tr><td>Monday, June 22, 2020 3:10:21 PM</td><td>COMPLETED</td><td>4</td><td>0</td><td>0</td><td></td></tr><tr><td>Monday, June 22, 2020 3:07:10 PM</td><td>COMPLETED</td><td>2</td><td>2</td><td>0</td><td></td></tr><tr><td>Monday, June 22, 2020 2:49:28 PM</td><td>FAILED</td><td>0</td><td>0</td><td>0</td><td></td></tr></table> <div><div>⏪ ⏩</div>Page <input type="text" value="1"/> of 1<div>⏪ ⏩</div></div>		Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
Uploaded	Status	Created/Updated	Rejected	Alerts	File																				
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Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0																					
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					
Rejected: [value]	<p>Records were not created and were rejected. Rejected column represents number of records that failed validation.</p> <p>Select the CSV file under the file column to understand why they were rejected.</p>																								
<table><tr><th>Uploaded</th><th>Status</th><th>Created/Updated</th><th>Rejected</th><th>Alerts</th><th>File</th></tr><tr><td>Monday, June 22, 2020 3:10:21 PM</td><td>COMPLETED</td><td>4</td><td>0</td><td>0</td><td></td></tr><tr><td>Monday, June 22, 2020 3:07:10 PM</td><td>COMPLETED</td><td>2</td><td>2</td><td>0</td><td></td></tr><tr><td>Monday, June 22, 2020 2:49:28 PM</td><td>FAILED</td><td>0</td><td>0</td><td>0</td><td></td></tr></table> <div><div>⏪ ⏩</div>Page <input type="text" value="1"/> of 1<div>⏪ ⏩</div></div>		Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
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Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					
Created/ Updated: [value]	<p>Records were created successfully.</p>																								
<table><tr><th>Uploaded</th><th>Status</th><th>Created/Updated</th><th>Rejected</th><th>Alerts</th><th>File</th></tr><tr><td>Monday, June 22, 2020 3:10:21 PM</td><td>COMPLETED</td><td>4</td><td>0</td><td>0</td><td></td></tr><tr><td>Monday, June 22, 2020 3:07:10 PM</td><td>COMPLETED</td><td>2</td><td>2</td><td>0</td><td></td></tr><tr><td>Monday, June 22, 2020 2:49:28 PM</td><td>FAILED</td><td>0</td><td>0</td><td>0</td><td></td></tr></table> <div><div>⏪ ⏩</div>Page <input type="text" value="1"/> of 1<div>⏪ ⏩</div></div>		Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
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Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0																					
Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0																					
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					
Alerts: [value]	<p>Records were created but there are alerts that should be reviewed.</p> <p>Select the CSV file under the file column to view the issue.</p>																								
<table><tr><th>Uploaded</th><th>Status</th><th>Created/Updated</th><th>Rejected</th><th>Alerts</th><th>File</th></tr><tr><td>Monday, June 22, 2020 3:10:21 PM</td><td>COMPLETED</td><td>4</td><td>0</td><td>0</td><td></td></tr><tr><td>Monday, June 22, 2020 3:07:10 PM</td><td>COMPLETED</td><td>2</td><td>2</td><td>2</td><td></td></tr><tr><td>Monday, June 22, 2020 2:49:28 PM</td><td>FAILED</td><td>0</td><td>0</td><td>0</td><td></td></tr></table> <div><div>⏪ ⏩</div>Page <input type="text" value="1"/> of 1<div>⏪ ⏩</div></div>		Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	2		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
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Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					

USER CSV UPLOAD MESSAGES

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

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

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

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

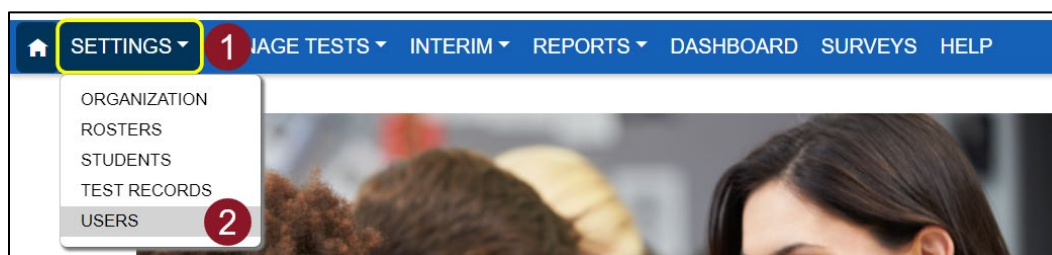
Message	Column to Correct	Common Corrections
Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]	n/a	This message indicates that the upload completed. If any records rejected or had alerts, select the CSV icon under File to see the associated error.
File Format not correct.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

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

CLAIM USERS

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

1. Select Settings.
2. Select Users.



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

Status	Educator Ident...	First Name	Last Name ↑	Email	Assessment Program(s)	Role(s)
Active				ats_kite_messages@ku.edu	DLM, KAP	Teacher

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

New Teacher

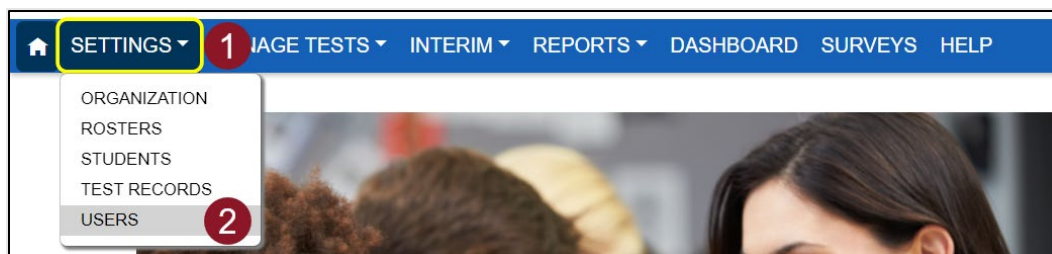
This user is currently active in the following district(s):
[KAP School District]

Send a request to deactivate this user in the above district(s).

[Send E-mail](#) [Cancel](#)

VIEW USERS

1. Select Settings.
2. Select Users.



3. Select any drop-down filters necessary.
4. Select Search.

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

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.

View Users: Select Criteria

STATE * Kansas x DISTRICT [dropdown] x SCHOOL [dropdown] 3

☐ Include Inactive Users ☐ Include Removed Users

Search 4

<input type="checkbox"/>	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Program(s)
<input type="checkbox"/>	Active	[blurred]	[blurred]	[blurred]	ats_kite_messages@ku.edu	DLM, KAP, KELPA
<input type="checkbox"/>	Active	[blurred]	[blurred]	[blurred]	ats_kite_messages@ku.edu	KAP
<input type="checkbox"/>	Pending	[blurred]	[blurred]	[blurred]	ats_kite_messages@ku.edu	KAP
<input type="checkbox"/>	Active	[blurred]	[blurred]	[blurred]	ats_kite_messages@ku.edu	KAP
<input type="checkbox"/>	Active	[blurred]	[blurred]	[blurred]	ats_kite_messages@ku.edu	KAP, KELPA
<input type="checkbox"/>	Active	[blurred]	[blurred]	[blurred]	ats_kite_messages@ku.edu	DLM, KAP, KELPA
<input type="checkbox"/>	Active	[blurred]	[blurred]	[blurred]	ats_kite_messages@ku.edu	KAP
<input type="checkbox"/>	Active	[blurred]	[blurred]	[blurred]	ats_kite_messages@ku.edu	KAP
<input type="checkbox"/>	Pending	[blurred]	[blurred]	[blurred]	ats_kite_messages@ku.edu	KAP
<input type="checkbox"/>	Pending	[blurred]	[blurred]	[blurred]	ats_kite_messages@ku.edu	KAP

☒ Send Activation Email
 ☐ View
 ☐ Edit
 ☒ Activate
 ☐ Deactivate
 ☐ Remove
 ☒ Export to Excel 5

Page 1 of 23 10 per page 1-10 of 222 items

MANAGE USERS

Test coordinators and other roles can take several actions with user accounts. These actions are available after finding user(s) in EP using the View Users procedure on the previous page.

DEACTIVATE OR REMOVE A USER

To deactivate or remove a user, select the user, then select the Deactivate or Remove icon.

Note: ONLY USE REMOVE TO PERMENANTLY REMOVE A USER. Removed users do not appear in grids or extracts. Only a Kite Service Desk agent or the state can recover removed users.

Note: ONLY the DTC may remove a user.

✓	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Program(s)
<input checked="" type="checkbox"/>	Pending	LastName3A	Sue	KSDEDEMO3A	sue555111@gmail.com	KAP
<input type="checkbox"/> Send Activation Email <input type="checkbox"/> View <input type="checkbox"/> Edit <input checked="" type="checkbox"/> Activate <input checked="" type="checkbox"/> Deactivate <input checked="" type="checkbox"/> Remove <input type="checkbox"/> Export to Excel						
Page 1 of 1 <input type="button" value="10"/> per page 1-1 of 1 items						

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

ACTIVATE AN INACTIVE USER

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

NOTE: To activate a removed user, contact KSDE.

[View Users](#)
[Add User](#)
[Upload Users](#)
[Claim Users](#)
[Upload PD Training Results](#)

View Users: Select Criteria

STATE: DISTRICT: SCHOOL:

☒ Include Inactive Users

<input type="checkbox"/>	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Program(s)
<input type="checkbox"/>	Inactive				ats_kite_messages@ku.edu	KAP
<input type="checkbox"/>	Active				ats_kite_messages@ku.edu	DLM, KAP, KELPA
<input type="checkbox"/>	Inactive				ats_kite_messages@ku.edu	DLM, KAP
<input type="checkbox"/>	Inactive				ats_kite_messages@ku.edu	DLM, KAP
<input checked="" type="checkbox"/>	Inactive				ats_kite_messages@ku.edu	KAP
<input type="checkbox"/>	Removed				ats_kite_messages@ku.edu	KAP

☐ Send Activation Email
 ☐ View
 ☐ Edit
 ☒ Activate
 ☐ Deactivate
 ☐ Remove
 ☐ Export to Excel

Page 1 of 42
 per page
 1-10 of 412 items

RE-SEND ACTIVATION EMAIL

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

✓	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Program(s)
<input checked="" type="checkbox"/>	Pending	LastName3A	Sue	KSDEDEMO3A	sue555111@gmail.com	KAP
<input checked="" type="checkbox"/> Send Activation Email <input type="checkbox"/> View <input type="checkbox"/> Edit <input type="checkbox"/> Activate <input type="checkbox"/> Deactivate <input type="checkbox"/> Remove <input type="checkbox"/> Export to Excel						
Page 1 of 1 10 per page 1-1 of 1 items						

EDIT USERS MANUALLY

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

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

✓	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Program(s)
<input checked="" type="checkbox"/>	Active	LastName3A	Sue	KSDEDEMO3A	sue555111@gmail.com	KAP
<input type="checkbox"/> Send Activation Email <input type="checkbox"/> View <input checked="" type="checkbox"/> Edit <input type="checkbox"/> Activate <input type="checkbox"/> Deactivate <input type="checkbox"/> Remove <input type="checkbox"/> Export to Excel						
Page 1 of 1 10 per page 1-1 of 1 items						

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

Edit User : Enter User Information

User Information

FIRST NAME: *

KAP

LAST NAME: *

Trainer

EMAIL ADDRESS: *

kap_trainer@school.org

EDUCATOR IDENTIFIER:

0123456789.

Organization & Roles

STATE: *

Kansas

ASSESSMENT PROGRAM: *

Select

ROLE: *

Select

Add

Save

Cancel

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

Edit User : Enter User Information

Organization & Roles

STATE:*

ASSESSMENT PROGRAM:*

ROLE:* **4**

DISTRICT:*

SCHOOL:*

5

	Default	State	Assessment Program	Role	District	Sc
<input type="checkbox"/>	<input type="radio"/>	Kansas	KAP	Teacher	Sunflower District	

Page 1 of 1 1-1 of 1

6

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

	Default	State	Assessment Program	Role	District	Sc
<input type="checkbox"/>	<input type="radio"/>	Kansas	KAP	Teacher	Sunflower District	
<input type="checkbox"/>	<input type="radio"/>	Kansas	KAP	Building Test Coordinator	Sunflower District	O

Page 1 of 1 1-2 of 2

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

EDIT USERS USING A CSV FILE

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

PARENT PORTAL SETUP

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

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

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

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

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

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

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

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

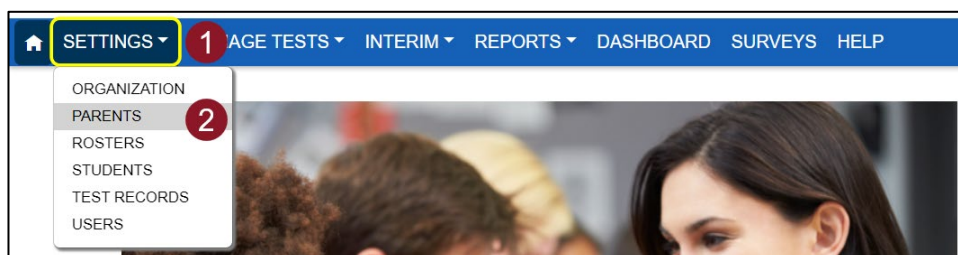
For a school level upload, only students enrolled in Educator Portal may be uploaded.

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

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

To upload the template, perform the following steps:

1. Select Settings.
2. Select Parents.

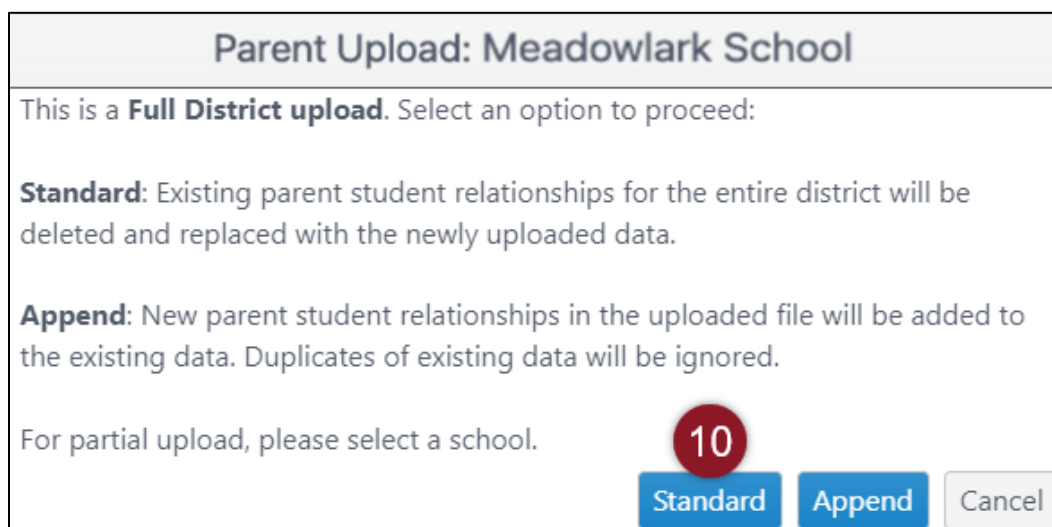


3. Select the Upload Parent tab.
4. Select the District.
5. If applicable, select the School.

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

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

10. Choose Standard (overwrites).



Parent Upload: Meadowlark School

This is a **Full District upload**. Select an option to proceed:

Standard: Existing parent student relationships for the entire district will be deleted and replaced with the newly uploaded data.

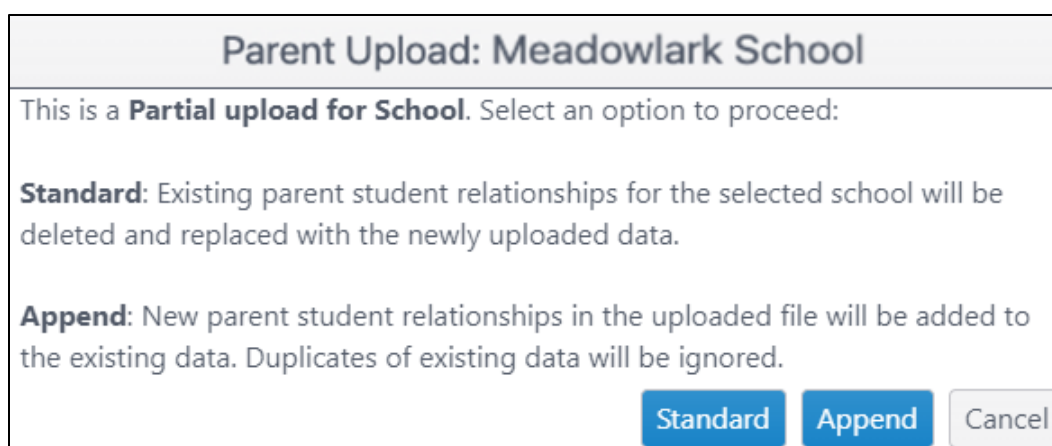
Append: New parent student relationships in the uploaded file will be added to the existing data. Duplicates of existing data will be ignored.

For partial upload, please select a school.

10

Standard **Append** **Cancel**

Figure above: upload process selection window for full upload



Parent Upload: Meadowlark School

This is a **Partial upload for School**. Select an option to proceed:

Standard: Existing parent student relationships for the selected school will be deleted and replaced with the newly uploaded data.

Append: New parent student relationships in the uploaded file will be added to the existing data. Duplicates of existing data will be ignored.

Standard **Append** **Cancel**

Figure above: upload process selection for partial upload

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

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

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

PARENT CSV FILE FORMAT

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

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

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

REVIEW PARENT FILE UPLOAD

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

To view the status messages, go to Review User File Upload on page 24.

PARENT CSV UPLOAD MESSAGES

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

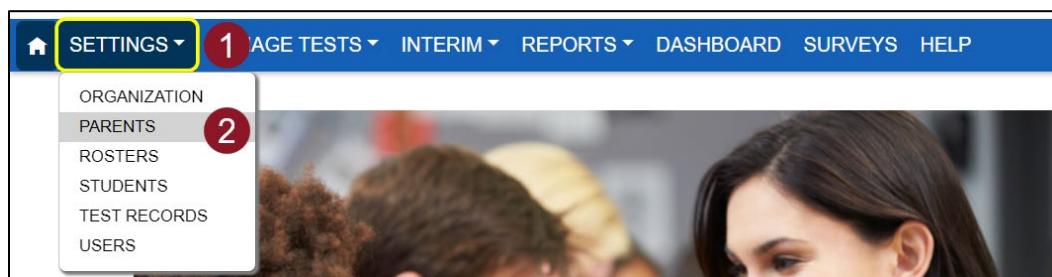
Note: The brackets ([]) indicate that information specific to your upload, testing program, or state will be displayed in the message.

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

VIEW PARENTS

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

1. Select Settings.
2. Select Parents.



3. Select the necessary criteria from the available dropdowns.

Note: Fields marked with a red asterisk are required.

4. Select Search.

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

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

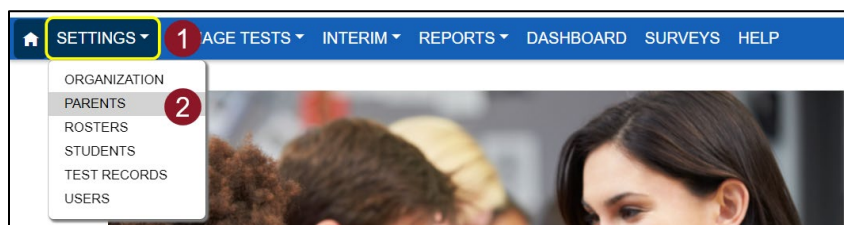
ADD PARENT-TO-STUDENT CONNECTIONS

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

ADD: MANUAL

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

1. Select Settings in the navigation menu.
2. Select Parents.



3. Select the Add Parent tab.

 A screenshot of the 'Add Parent' form. At the top, there are three tabs: 'View Parent', 'Upload Parent', and 'Add Parent' (highlighted with a red circle with the number 3). Below the tabs, the heading 'Add Parent: Select Criteria' is displayed. There are two dropdown menus: 'STATE:' with 'Kansas' selected (marked with a red circle with the number 4) and 'DISTRICT:' with 'Sunflower District' selected. Below these is a text input field for 'PARENT EMAIL:'. At the bottom left is a blue 'Add' button (marked with a red circle with the number 5).

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.

 A screenshot of a popup window titled 'Add New Parent Student Relation'. It contains the following fields: 'Parent Email: parent@example.org', 'District: Sunflower District', 'SSID:' followed by a text input field (marked with a red circle with the number 6), and 'Electronic Opt In: ☐'. At the bottom left is a blue 'Submit' button (marked with a red circle with the number 7).

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

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

ADD: APPEND UPLOAD WITH PARENT UPLOAD TEMPLATE

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

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

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

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

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

	A	B	C	D	C	F	D	H
1	Parent_Ema	State_Stude	Student_Leg	Student_Leg	District_Ide	District_Nam	Electronic_Report_Opt_In	
2	yaspin@ga	258633631	Aspin	Natal	D1001	Sunflower Di	No	
3	dennett@co	232986471	Dennett	Mike	D1001	Sunflower Di	Yes	
4	orbeechem@	957183413	Keyse	Codie	D1001	Sunflower Di	No	
5								

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

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

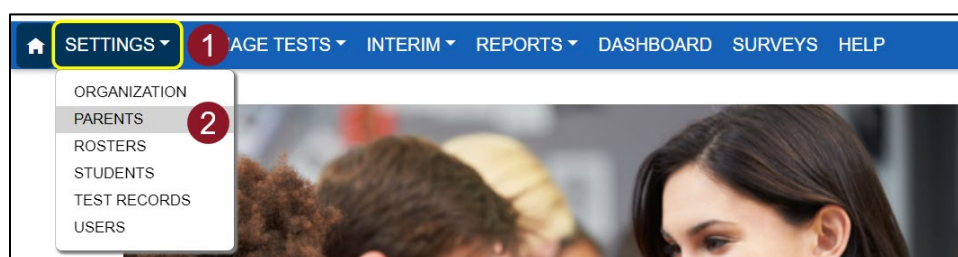
EDIT PARENT-TO-STUDENT CONNECTIONS

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

EDIT: MANUAL

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

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



3. The state and district will autofill with the district-level user's organization. To narrow the search to a particular school, use the drop-down arrow to select a school.
4. Select Search to view records.
5. Locate and select the parent record that needs edited and select on Edit.

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

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.

EMAIL ADDRESS: *

dennett@company.com 6

Parent Student Relation Information

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

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

8 Add Student Save

9. Enter the student's SSID in the SSID text box.

10. Select Submit.

Add New Parent Student Relation

Parent Email: dennett@company.com SSID: 9

District: Meadowlark School Electronic Opt In: ☐

Submit 10

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

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

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

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

	A	B	C	D	C	F	D	H
1	Parent_Email	State_Student_ID	Student_Identifier	Student_Identifier	District_Identifier	District_Name	Electronic_Report_Opt_In	
2	yaspin@gmail.com	258633631	Aspin	Natal	D1001	Sunflower District	No	
3	dennett@company.com	232986471	Dennett	Mike	D1001	Sunflower District	Yes	
4	prabeecham@gmail.com	957183413	Keyse	Codie	D1001	Sunflower District	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>.

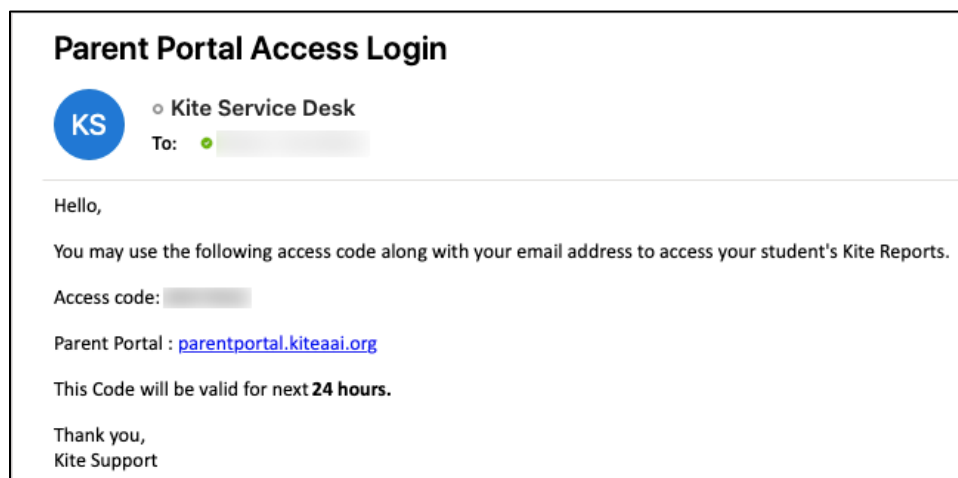
Thank you for using Kite Parent Portal!

<Salutation>

LOGGING IN TO KITE PARENT PORTAL

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

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



5. Paste or enter the access code in the area provided on the login screen.

A screenshot of the login screen. At the top, it says "Enter Access Code Below." Below this is a text input field labeled "Access Code". Underneath the field is a blue button labeled "Let's Go". At the bottom, it says "Didn't get an access code? Request a new one [here](\"#\")."

6. Select Let's Go.

PARENT PORTAL USER GUIDE

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

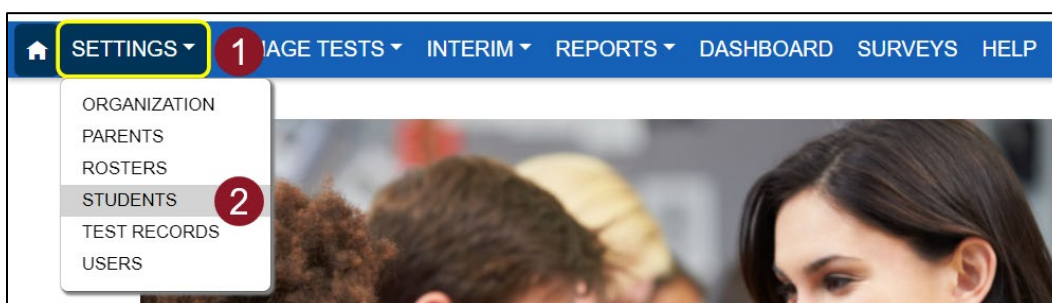
PERSONAL NEEDS PROFILE (PNP) SETUP

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

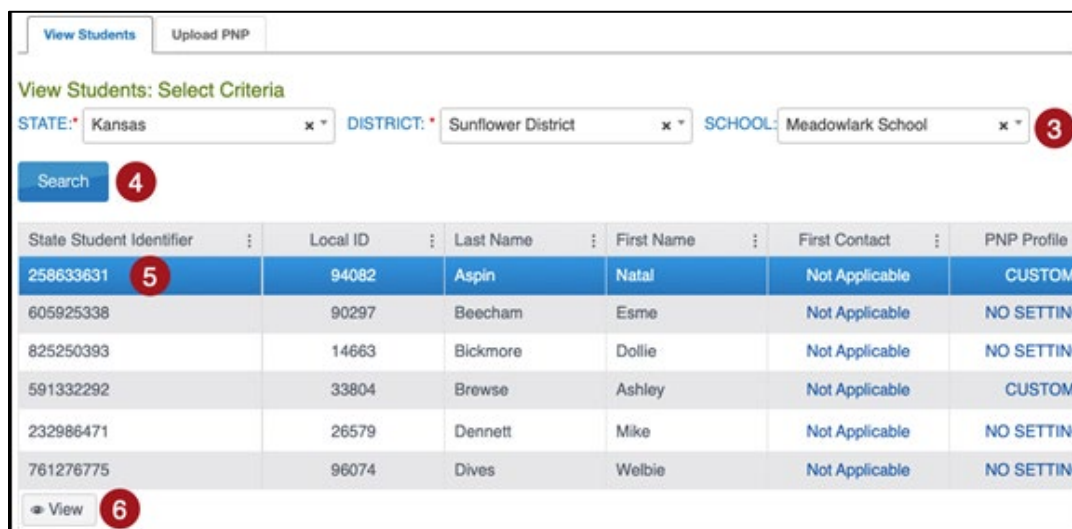
CREATE A PNP MANUALLY

Complete the following steps to create a PNP manually:

1. Select Settings in the navigation menu.
2. Select Students.



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



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

7. Select the link next to PNP Profile.

View Student Record - Esme Andreas Beecham

Student

Student State ID: 605925338
Date of Birth: 11/11/2006

Demographic

Gender: Male
Comprehensive Race: White
First Language:
Hispanic Ethnicity: Yes

Profile

Primary Disability: No Disability
PNP Profile [No Settings](#)
Assessment Program: KAP - KAP
First Contact Survey: Not Applicable

School Enrollment

- Sunflower District (D1001) / Meadowlark School (1001) Grade 8, School Year 2021
Accountability: Sunflower District (D1001) / Meadowlark School (1001)
Student Local ID: 90297
Gifted Student:
State Entry: 08/01/2010
District Entry: 08/01/2010
School Entry: 08/01/2010

Subject:	Course	Educator	Roster
English Language Arts		Lisa Braun	KAP_Roster_123

8. Select Edit Settings.

Esme Beecham

9
10
11
12

Summary
Display Enhancements
Language & Braille
Audio & Environment Support
Other Supports

Student Demographics
Current Profile Settings

FIRST NAME: Esme
MIDDLE NAME: Andreas
LAST NAME: Beecham
STATE ID: 605925338
GRADE: Grade 8
GENDER: Male
DATE OF BIRTH: 11/11/2006

No accessibility preferences have been set

8 Edit Settings

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

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

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

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

Esme Beecham

Summary
Display Enhancements
Language & Braille
Audio & Environment Support
Other Supports

Save

☒ **Signing Type**
☐ Activate By Default

Default(American Sign Language) ▾

☒ **Braille**

Braille File Type
☐ EBAE
☐ UEB with Nemeth

☒ **Keyword Translation Display**

Default(Spanish-(SPA)) ▾

Save

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

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

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

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

Esme Beecham

Summary

Display Enhancements

Language & Braille

Audio & Environment Support

Other Supports

Supports Requiring Additional Tools

Supports Provided Outside the System

☐ Two switch system

☐ Sign interpretation

☐ Test admin enters responses for student

Save

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

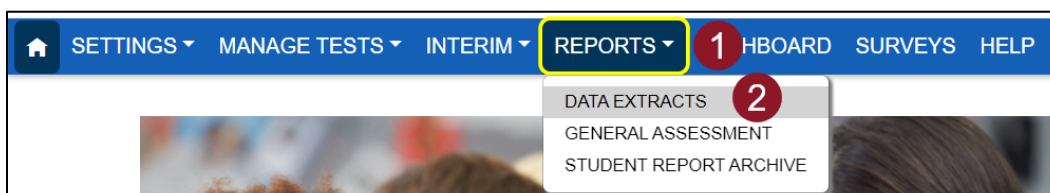
13. Select Save.

CREATE A PNP USING AN UPLOAD

DOWNLOAD THE PNP EXTRACT

Complete the following steps to download the PNP Settings extract:

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



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

Student Information

Test Administration And Monitoring

Data Management

Data Extracts

Note:

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

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	04/30/2017 09:11 AM	<div>csv</div> <div>New File</div>	
PNP Setting Counts	Student PNP setting counts by organization.	04/30/2017 09:00 AM	<div>csv</div> <div>New File</div>	
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	09/02/2022 11:06 AM	<div>xlsx</div> <div>3</div> <div>New File</div>	
Parents	Parent details for active parent student relation.		<div></div> <div>New File</div>	
Roster	Student assignment by educator and subject.	08/09/2022 10:10 AM	<div>csv</div> <div>New File</div>	
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	03/13/2018 11:10 AM	<div>csv</div> <div>New File</div>	

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

Create Extract

Filters

Assessment Program:*

KAP

School:

Select

File Type:

☒ CSV
 ☐ Excel

☐ Include students with no PNP settings






Ok

Cancel

5. Select Ok.

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

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

<div> <div>Student Information</div> <div>Test Administration And Monitoring</div> <div>Data Management</div> </div>				
Data Extracts Note: Data extracts may include Personally Identifiable Information (PII) , take appropriate precaution to protect saved files.				
Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	04/30/2017 09:11 AM		<button>New File</button>
PNP Setting Counts	Student PNP setting counts by organization.	04/30/2017 09:00 AM		<button>New File</button>
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	09/02/2022 11:06 AM	6 	<button>New File</button>
Parents	Parent details for active parent student relation.			<button>New File</button>
Roster	Student assignment by educator and subject.	08/09/2022 10:10 AM		<button>New File</button>
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	03/13/2018 11:10 AM		<button>New File</button>

7. Save the file to your computer.

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

EDIT THE PNP EXTRACT FOR UPLOAD

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

Column	Column Title	Description	Acceptable Column Values
A	State	Student's state.	[blank]
B	District Name	Student's district.	[blank]
C	District ID	Student's district identifier.	[blank]
D	School Name	Student's school name.	[blank]
E	School ID	Student's school ID.	[blank]
F	Student Last Name	Student's last name.	[blank]
G	Student First Name	Student's first name.	[blank]
H	State Student ID	Student's state student ID.	[blank]
I	Last Modified Time	Date and time the student's PNP last saved.	[blank]
J	Last Modified By	Person who last saved the student's PNP.	[blank]
K	Magnification	Enter any acceptable value to make available. Students may select any magnification degree.	2x, 3x, 4x, 5x
L	Magnification – Activate by Default	Enter Yes to turn on entered value automatically. Students can change or turn off values.	Yes, No, [blank]
M	Overlay Color	Enter any acceptable value to make available. Students may select any color.	White, Blue, Yellow, Purple, Pink, Green
N	Overlay Color – Activate by Default	Enter Yes to turn on entered value automatically. Students can change or turn off values.	Yes, No, [blank]
O	Invert Color Choice	Enter Yes to make available.	Yes, No, [blank]
P	Invert Color Choice – Activate by Default	Enter Yes to turn on automatically.	Yes, No, [blank]
Q	Masking	Enter any acceptable value to make available. Students can reshape, move, or remove masks. <ul style="list-style-type: none"> Answer Masking – covers response options for multiple choice Custom Masking – student to select what to mask. 	Answer Masking Custom Masking

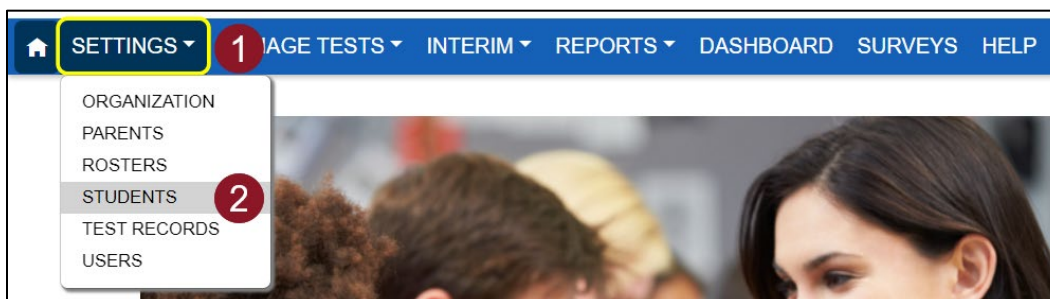
R	Masking - Activate by Default	Enter Yes to turn on entered value automatically.	Yes, No, [blank]
S	Contrast Color	Enter any acceptable value to make available. Students may select any color combinations. Gray/Black = Gray text on a black background	Gray/Black Yellow/Black Green/White Red/White
T	Contrast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

AG	Spoken Audio – Spoken Preferences	Enter any acceptable value (Text and Graphics is the default) <ul style="list-style-type: none"> Text and Graphics – reads items and alternate text for graphics. Nonvisual – reads items and ELA passages 	Text and Graphics Nonvisual
AH	Spoken Audio – Directions Only	N/A leave blank .	[blank]
AI	Switches – Scan Speed	Enter any acceptable value to make available (2 is the default).	# [in seconds]
AJ	Switches – Automatic Scan – Initial Delay	Enter any acceptable value to delay scan start (5 is the default). Manual Override – Student selects switch to initiate scanning.	# [in seconds] Manual Override
AK	Switches – Automatic Scan - Frequency	Enter any acceptable value for the number of scan cycles.	1, 2, 3, 4, 5, Infinity
AL	Supports Requiring Additional Tools - Two Switch System	Enter Yes if using two switches.	Yes, No, [blank]
AM	Provided Outside System – Sign Interpretation	Enter Yes if provided.	Yes, No, [blank]

UPLOAD PNP SETTINGS

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

1. Select Settings in the navigation menu.
2. Select Students.



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

 A screenshot of the 'Upload PNP: Select Criteria' form. At the top, there are two tabs: 'View Students' and 'Upload PNP', with 'Upload PNP' selected and marked with a red circle '3'. The form contains three dropdown menus: 'STATE' (set to 'Kansas'), 'DISTRICT' (set to 'Sunflower District'), and 'SCHOOL' (set to 'Meadowlark School'), with the 'SCHOOL' dropdown marked with a red circle '4'. Below these is a 'File' section with a 'Select File' button marked with a red circle '5'. A file named 'Sunflower_Student_Upload.csv' (0.50 KB) is shown in the selection area. To the right of the file is an 'Upload' button marked with a red circle '8'. At the bottom, there is a table with columns: 'Uploaded', 'Status', 'Created/Updated', 'Rejected', 'Alerts', and 'File'. The table body contains the text 'No records available.' Below the table is a pagination bar showing 'Page 0 of 0', '10 per page', and 'No items to display'.

REVIEW THE PNP FILE UPLOAD

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

To view the status messages, go to Review User File Upload on page 24.

LOAD STUDENTS INTO EDUCATOR PORTAL

TASC RECORD UPLOAD

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

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

TEST RECORD UPLOAD

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

DATA EXTRACTS

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

AVAILABLE DATA EXTRACTS

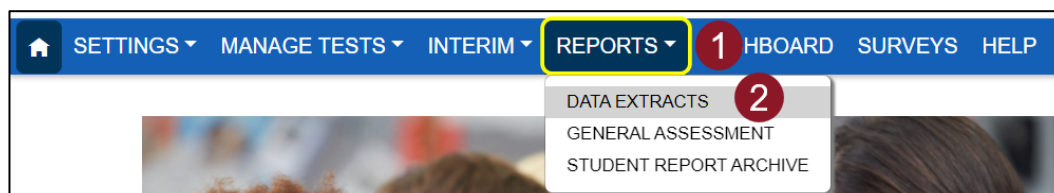
The following extracts are available in Educator Portal:

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

ACCESS A DATA EXTRACT

To create a data extract, perform the following steps.

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



3. Select a tab (Student Information, Test Administration and Monitoring, or Data Management) and Locate the line for the file you wish to create.
4. In the Action column, select the New File button.

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

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

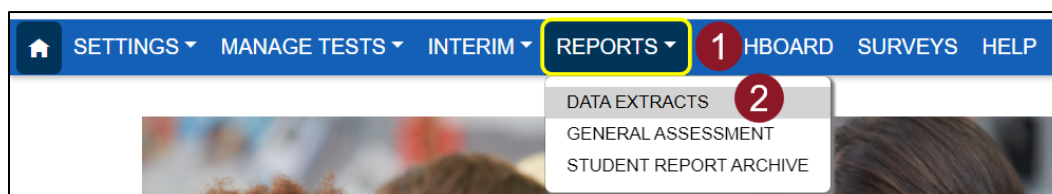
Note: Refresh your browser if the status of the extract does not change from In Queue.

STUDENT USERNAMES AND PASSWORDS

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

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

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



3. From the Student Information tab, select New File on Student Login Usernames/Passwords row.

Student Information

Test Administration And Monitoring

Data Management

Data Extracts

Note:

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

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	04/30/2017 09:11 AM	CSV	New File
PNP Setting Counts	Student PNP setting counts by organization.	04/30/2017 09:00 AM	CSV	New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	08/11/2023 12:29 PM	CSV	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. Set filters (optional).
5. Select whether you want to download the extract as a CSV file or a PDF.

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

6. Select Ok.

Create Extract

Filters

Assessment Program: KAPx
School: Meadowlark School
Grade: Select
Subject:

Download as: ☐ CSV ☐ PDF

* = Required

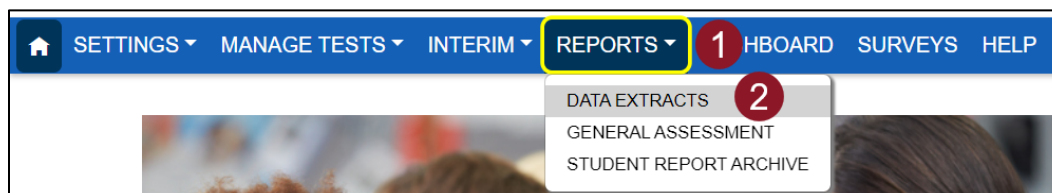
Ok

Cancel

TEST TICKETS

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

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



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

MAP PORTAL

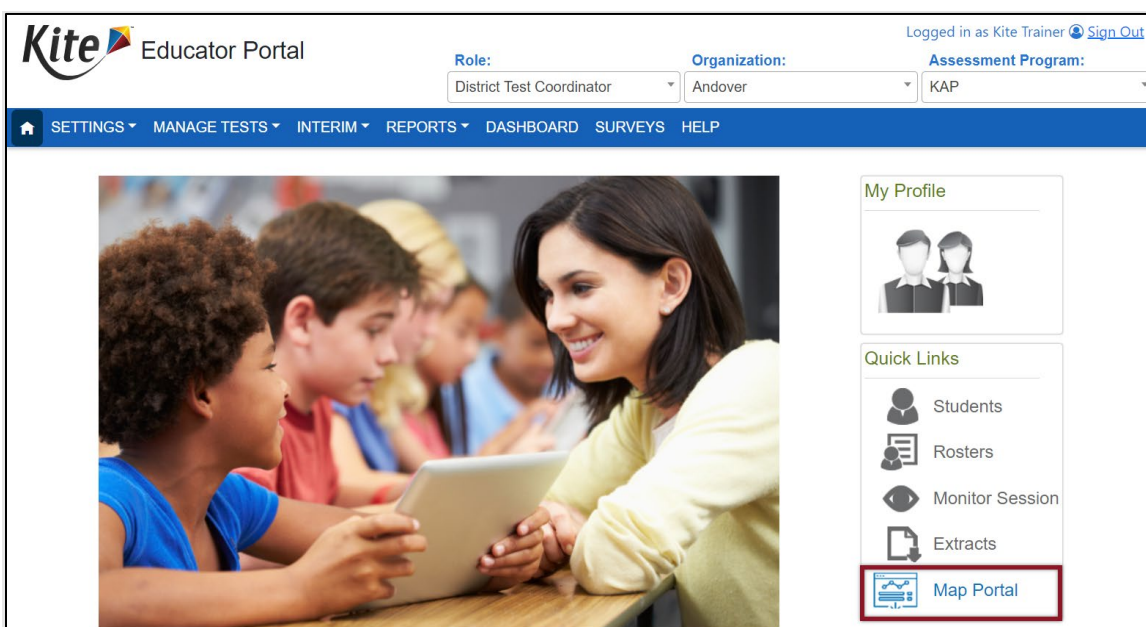
The Map Portal is an interactive tool that provides learning map information and resources based on Kansas ELA and Math standards in order to aid instruction. Map Portal can be accessed from the Quick Links section on the Educator Portal homepage for registered EP users.

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

VIEWING THE MAP PORTAL

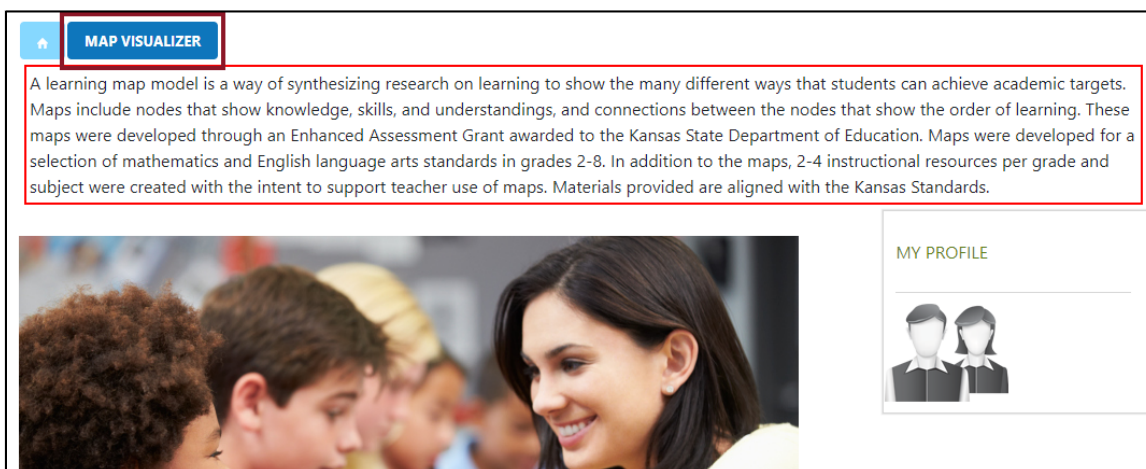
To review the content standards and mapped nodes, perform the following steps:

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



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

2. Select the Map Visualizer tab.

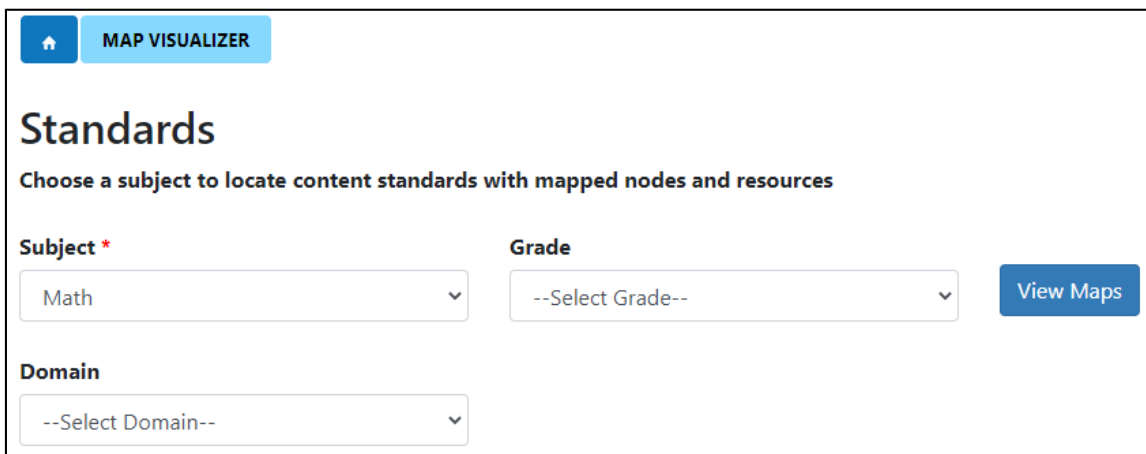


MAP VISUALIZER

A learning map model is a way of synthesizing research on learning to show the many different ways that students can achieve academic targets. Maps include nodes that show knowledge, skills, and understandings, and connections between the nodes that show the order of learning. These maps were developed through an Enhanced Assessment Grant awarded to the Kansas State Department of Education. Maps were developed for a selection of mathematics and English language arts standards in grades 2-8. In addition to the maps, 2-4 instructional resources per grade and subject were created with the intent to support teacher use of maps. Materials provided are aligned with the Kansas Standards.

MY PROFILE

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



MAP VISUALIZER

Standards

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

Subject * **Grade**

Math --Select Grade-- **View Maps**

Domain

--Select Domain--

4. Select View Maps.

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

Standards

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

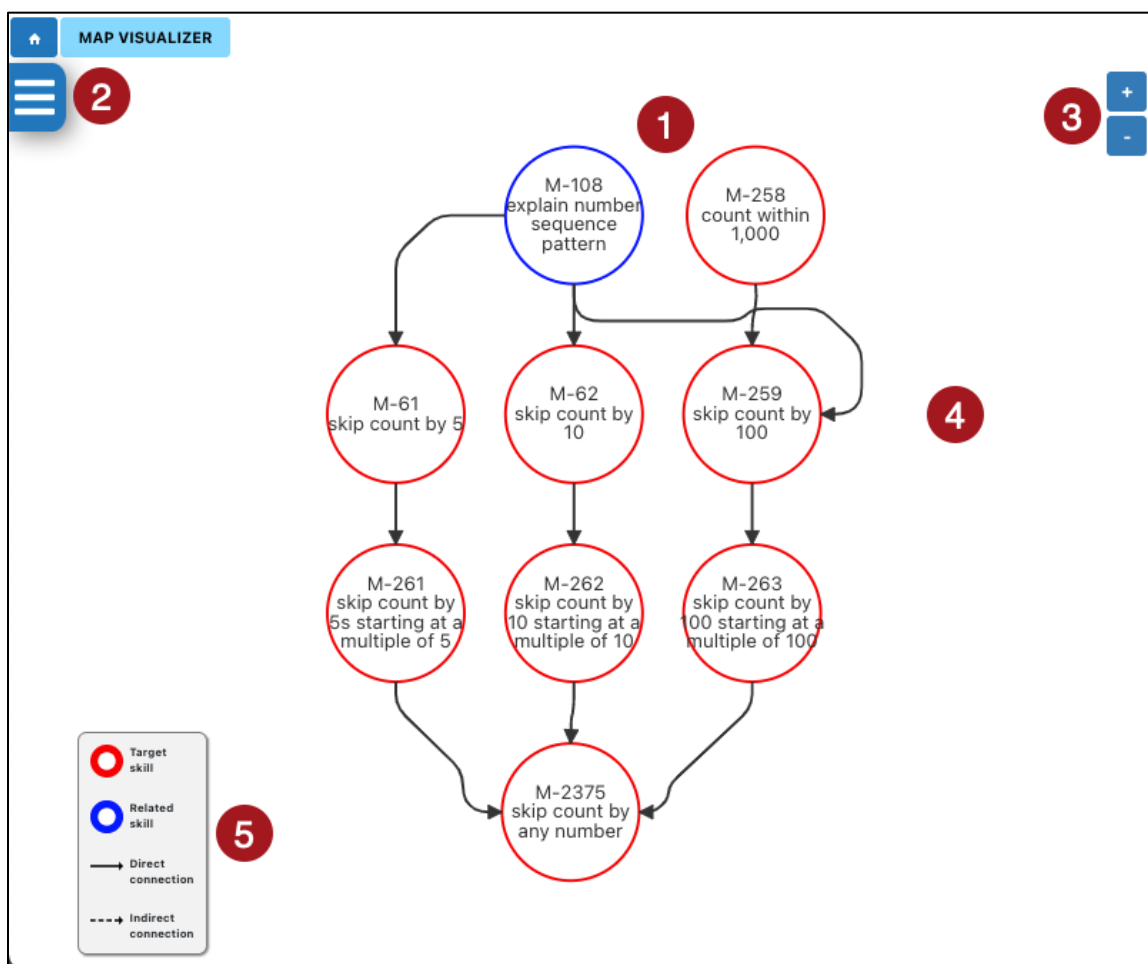
Subject *
Math

Grade
--Select Grade--


View Maps

Domain
--Select Domain--

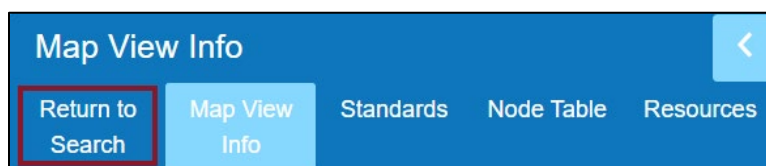
2.G.1 Recognize and draw shapes having specified attributes, such as a given number of angles or a given number of equal faces. Identify triangles, quadrilaterals, pentagons, hexagons, and cubes.	2.G.2 Partition a rectangle into rows and columns of same-size squares and count to find the total number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



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

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

6. To return to the search and select a different subject, grade, and/or domain, select the hamburger menu, then select Return to Search.



Note: To exit Map Portal you must log out.

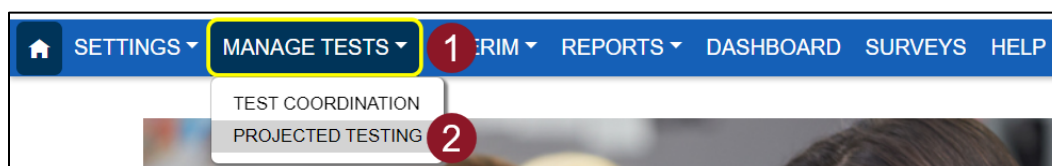
PROJECTED TESTING

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

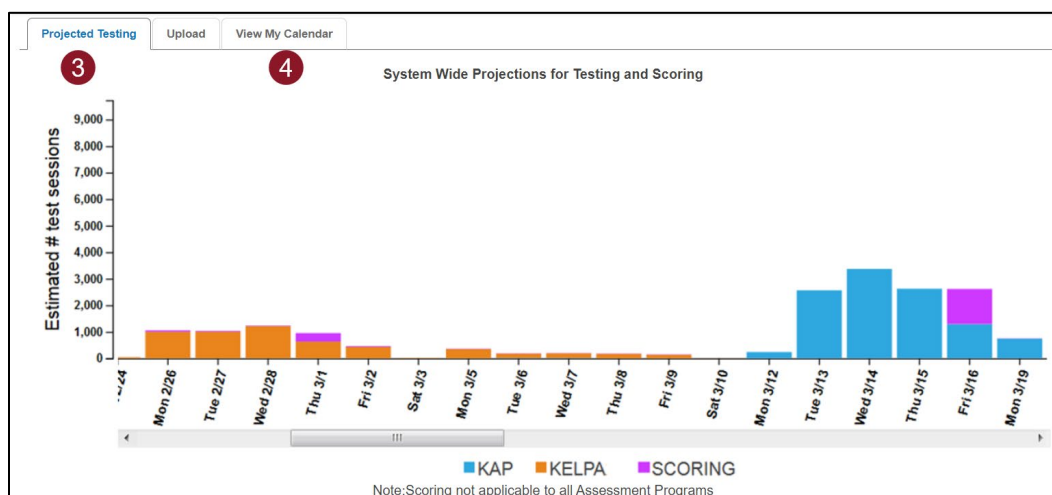
VIEW PROJECTED TESTING

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

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



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



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

My Projected Testing Calendar

Assessment Program: KAP

District Name	School Name	Month	Grade	Type	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9
Demo	Trainer School	November	Grade 6	Testing																					

Page 1 of 1

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

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

PROJECTED TESTING CSV FILE FORMAT

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

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

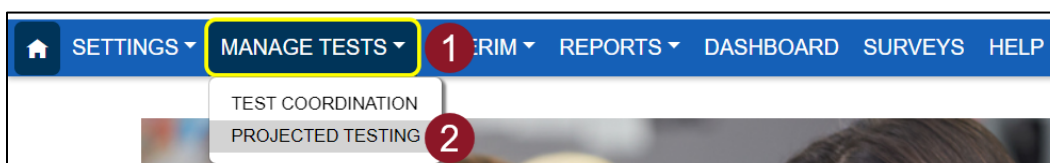
Column	Column Heading	Data Req?	Format of Valid Entries	Definition
A	Assessment Program	Y	Alphanumeric	The abbreviation for the assessment program, e.g., CPASS, DLM, KAP, etc.
B	State	Y	Alphanumeric	The two-letter state abbreviation, e.g., KS, CO, etc.
C	DistrictID	Y	Alphanumeric	Identification code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

UPLOAD PROJECTED TESTING

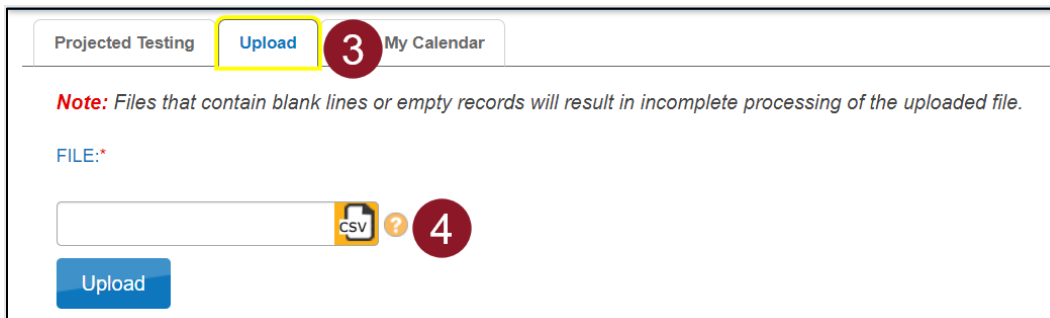
The projected testing upload creates and updates the system-wide (all assessment programs) projected testing schedule.

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

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



3. Select the Upload tab.
4. In the File field, select the CSV icon.



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

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

REVIEW PROJECTED TESTING FILE UPLOAD

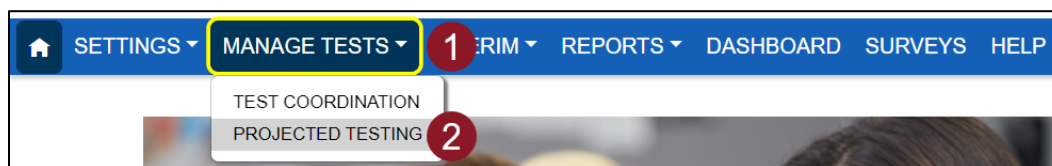
The final step to uploading a parent file is to verify records uploaded successfully. The brackets ([]) indicate that information about your upload or testing program will be displayed in the message.

To view the status messages, go to Review User File Upload on page 24.

ADD PROJECTED TESTING MANUALLY

To manually add projected testing, perform the following steps.

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

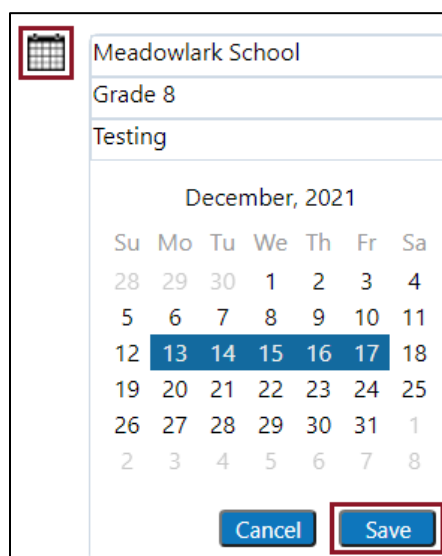


3. Select the View My Calendar tab.
4. To add projected testing dates, complete the required fields under "Add New Row."

Add New Row

DISTRICT *	SCHOOL *	GRADE *	PROJECTION TYPE *
Sunflower District	Meadowlark School	Grade 8	Testing
MONTH *			
December-2021			

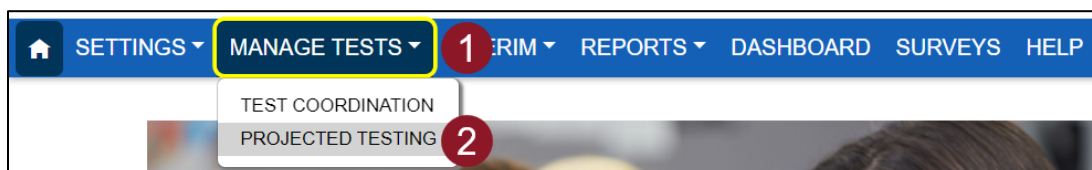
5. Select the calendar icon to select the desired date(s).
6. Select Save.



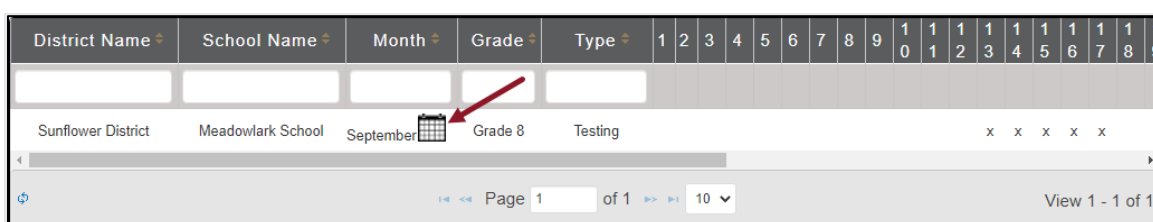
EDIT PROJECTED TESTING

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

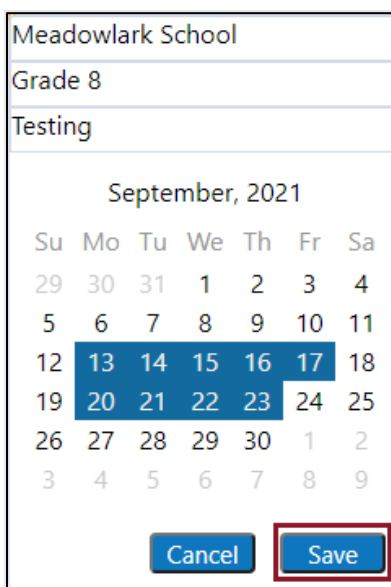
1. Select Manage Tests in the navigation menu.
2. Select Projected Testing.



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



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



DAILY ACCESS CODES

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

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

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

EDIT DAILY ACCESS CODE TIME

Districts 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, organizations should set DACs based on their schedules.

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

1. Select SETTINGS > ORGANIZATION > Edit DAC Time
2. Select Search.

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

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

6. The Start Time and End Time will now appear in the School DAC Time table.

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.

NOTE: Fields marked with a red asterisk are required.

4. Select the organization information.
5. Select the question mark symbol next to the word File.
6. A small pop-up window will display the Organization DAC Time Upload Template.

7. Select the link and open the Organization DAC Time Upload Template file in a spreadsheet program that can save data in CSV (comma-delimited) format, such as Microsoft Excel. The file can only be uploaded using CSV format.
8. Use this table below to complete the spreadsheet.
9. Once you have completed your spreadsheet, save it on your computer in CSV format.

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

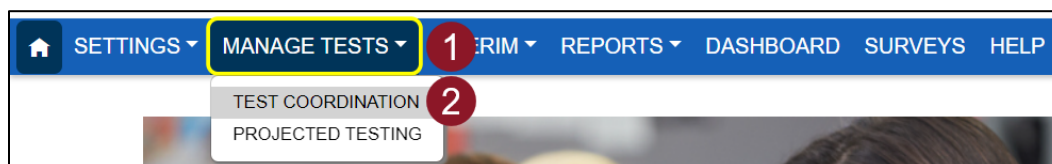
*Field is required.

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

PRINT ONE DAILY ACCESS CODE

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

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



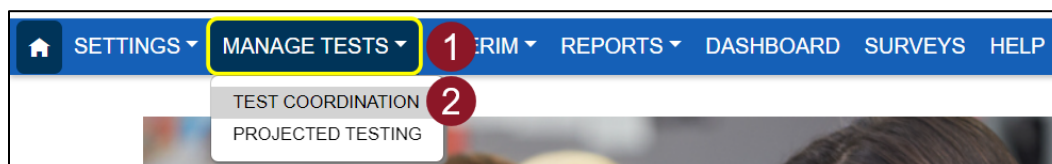
3. Select the View Daily Access Codes tab.
4. Select the appropriate Assessment Program and Test Day.

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

PRINT MULTIPLE DAILY ACCESS CODES

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

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



3. Select the View Daily Access Codes tab.
4. Select the appropriate test day.
5. Use the checkboxes to select multiple Daily Access Codes you would like to print.
6. Select the View Access Codes button for your preferred file type.
7. Select Done.

Select Assessment Program and the Test Day, the Daily Access Codes are sought for:

ASSESSMENT PROGRAM:* KAP TEST DAY:* Monday 05/04/2020

<input type="checkbox"/>	Subject	Grade	Daily Access Codes
<input type="checkbox"/>	Kansas Assessment Program	Grade 3	
<input type="checkbox"/>	Kansas Assessment Program	Grade 4	
<input type="checkbox"/>	Kansas Assessment Program	Grade 5	

Page 1 of 2 10 per page 1-3 of 3 items

To bundle multiple Subjects/Grades in one file, select the associated checkbox(es) or select all, and click View Access Codes in PDF or CSV format:

View Access Codes PDF View Access Codes CSV

For security purposes, when finished viewing access codes, click Done to close the window:

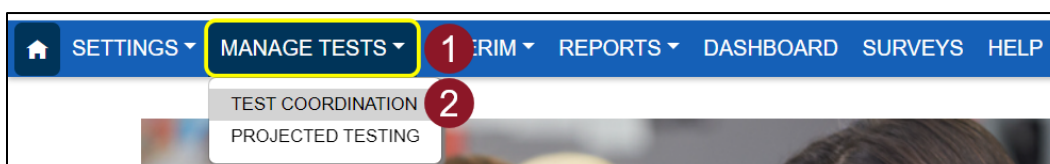
Done

8. Save the file.

MONITOR TESTS

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

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



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

View Test Sessions | View Daily Access Codes

View Test Sessions: Select Criteria

3

ASSESSMENT PROGRAM: * KAP x

TESTING PROGRAM: * Summative x

SCHOOL: * Meadowlark School x

SUBJECT: Select

GRADE: Select

☐ Include completed ☐ Include expired

4 Search

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

<input type="checkbox"/>	School ID	Test Session Name ↑	Tickets	Test Materials	Subject	Grade
<input type="checkbox"/>	1001	Reading - Grade 8 5			English Language Arts	Grade 8

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

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

[back](#)

Test Coordination : KAP_MA_Gr8_123 - Monitor

Students **Monitor**

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

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

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

[Refresh](#)

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

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

Section:

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

PAUSE AND RESUME INTERIM TESTS

Educators can pause and resume test sessions that are started or in progress from within Educator Portal. 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.

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

3. Fill in the appropriate fields in the Select Criteria section.
4. Select Search.

- In the Test Session Name column, select the name of the test session you want to end.

View Test Sessions View Daily Access Codes

View Test Sessions: Select Criteria

ASSESSMENT PROGRAM:* KAP x TESTING PROGRAM:* Summative SCHOOL:* Meadowlark School x SUBJECT: Select

GRADE: Select

☐ Include completed ☐ Include expired Search

<input type="checkbox"/>	School ID	Test Session Name ↑	Tickets	Test Materials	Subject	Grade	Window Begin
<input type="checkbox"/>	1001	KAP_MA_Gr8_123			Mathematics	Grade 8	09/08/2020
<input type="checkbox"/>	1001	KAP_ELA_Gr8_123			English Language Arts	Grade 8	09/08/2020

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

- Select the Monitor tab.
- Select the checkbox next to the student's name whose test needs to be paused or resumed.
- If a student's test needs to be paused, select Pause.
- If a student's test needs to be resumed, select Resume.

Note: The Pause and Resume buttons only displays when a student is selected.

Students Monitor 6

<input type="checkbox"/>	Student Name	Overall Status	# Unanswered Items	1	2	3
<input type="checkbox"/>	Kyle Curran	Complete	0			
<input checked="" type="checkbox"/> 7	Curran	In Progress	1			

Page 1 of 1 10 per page 1-2 of 2 items

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

9 8

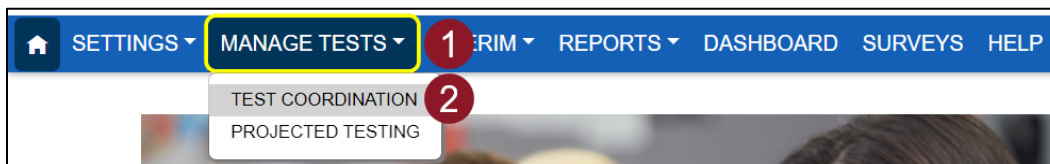
Refresh Resume Pause Reactivate End Test Session

END AND REACTIVATE TESTS

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

To reactivate a test, perform the following steps.

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



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

[View Test Sessions](#) [View Daily Access Codes](#)

View Test Sessions: Select Criteria

ASSESSMENT PROGRAM:

TESTING PROGRAM:

SCHOOL:

SUBJECT:

GRADE:

☐ Include completed ☐ Include expired

<input type="checkbox"/>	School ID	Test Session Name	Tickets	Test Materials	Subject	Grade	Window Begin
<input type="checkbox"/>	1001	KAP_MA_Gr8_123			Mathematics	Grade 8	09/08/2020
<input type="checkbox"/>	1001	KAP_ELA_Gr8_123			English Language Arts	Grade 8	09/08/2020

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

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

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

The screenshot shows the 'Monitor' tab selected. The table below lists students and their test status:

Student Name	Overall Status	# Unanswered Items	1	2	3
Kyle Curran	Complete	0	●	●	●
<input checked="" type="checkbox"/> Curran	In Progress	1	□	□	□

At the bottom, there are buttons: Refresh, Resume, Pause, Reactivate (highlighted with a red circle '9'), and End Test Session (highlighted with a red circle '8').

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

ENTER A SPECIAL CIRCUMSTANCE CODE

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

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

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

The screenshot shows the navigation menu with 'MANAGE TESTS' selected (highlighted with a red circle '1'). The dropdown menu shows 'TEST COORDINATION' (highlighted with a red circle '2') and 'PROJECTED TESTING'.

3. Complete the appropriate fields.
4. Select Search.

5. In the Test Session Name column, select the name of the test session you need to update.

View Test Sessions View Daily Access Codes

View Test Sessions: Select Criteria

ASSESSMENT PROGRAM.* KAP x

TESTING PROGRAM.* Summative x

SCHOOL.* KAP Training School x

SUBJECT: Select

GRADE: Select

☒ Include completed ☒ Include expired Search

<input type="checkbox"/>	School ID	Test Session Name	Tickets	Test Materials	Subject
<input checked="" type="checkbox"/>	TrainingSchool	2020_TrainingSchool_Grade 3_English Language Arts_Stage 1			English Language Arts
<input type="checkbox"/>	TrainingSchool	2020_TrainingSchool_Grade 3_English Language Arts_Stage 2			English Language Arts
<input checked="" type="checkbox"/>	TrainingSchool	2020_TrainingSchool_Grade 6_English Language Arts_Stage 1			English Language Arts
<input type="checkbox"/>	TrainingSchool	2020_TrainingSchool_Grade 6_English Language Arts_Stage 2			English Language Arts

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

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

First Name	Last Name	Test ID	Status	Special Circumstance	Save	Special Circumstance
Kyle	Curran	1111	In Progress	Select		
Lauren	Elizabeth	2222	Complete	Homebound		

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

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

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

DASHBOARDS

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

TESTING SUMMARY

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

[Testing Summary](#)
[Scoring Summary](#)
[Reactivations](#)
[Testing Outside Hours](#)
[Short Duration Testing](#)
[Kite Error Messages](#)

[Parent Activity Summary](#)

Dashboard: [View Testing Summary](#)

[View a school](#)

District: Deerfield As of: Friday 7/16/2021 12:56 PM CDT

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

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

[Download Extract](#)

SCORING SUMMARY

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

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

Dashboard: View Scoring Summary

View a school

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

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

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

Download Extract

REACTIVATIONS

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

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

Dashboard: View Reactivations

District: Training District

Today
Prior Day
School Year

19 Reactivations this school year

Student Detail
Summary

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

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

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

Data updated twice daily - approximately noon and midnight Central Time

Download Extract

TESTING OUTSIDE HOURS

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

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

Parent Activity Summary

Dashboard: View Testing Outside Hours

State: Kansas

Today
Prior Day
School Year

3 test sessions started or completed outside expected hours Wed 8/25

As of: Thursday 8/26/2021 12:09 AM CDT

Assessment Program	District	School	Test Name	Student	Started	Ended
KELPA	Training District	Training School	KELPA - Grades 9-12: Reading	Kyle Curran	08/25/2021 - 10:00:23 AM CDT	08/25/2021 - 10:01:32 AM CDT
KAP	Training District	Training School	G3 - Math - Fall Interim 2021-2022	Rickie Woods	08/25/2021 - 09:39:52 AM CDT	08/25/2021 - 09:40:10 AM CDT
KAP	Training District	Training School	English Language Arts Grade 3: Session 1	Nora James	08/25/2021 - 03:12:47 PM CDT	08/25/2021 - 03:13:47 PM CDT

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

Data updated twice daily – approximately noon and midnight Central Time
Does not include schools specified by the state
Expected hours are **Mon-Fri 11:00 AM - 02:00 PM** local time zone

Download Extract

SHORT DURATION TESTING

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

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

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

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

Dashboard: View Short Duration Testing

District: Training District

Today
Prior Day
School Year

4 tests completed under short duration this school year

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

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

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

Data updated twice daily – approximately noon and midnight Central Time

Download Extract

KITE ERROR MESSAGES

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

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

Dashboard: View Kite Error Messages

Search by SSID

STATE STUDENT IDENTIFIER: * Search by SSID

OR

Search by District/School

SCHOOL:

Search

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

[Download Error Messages](#)

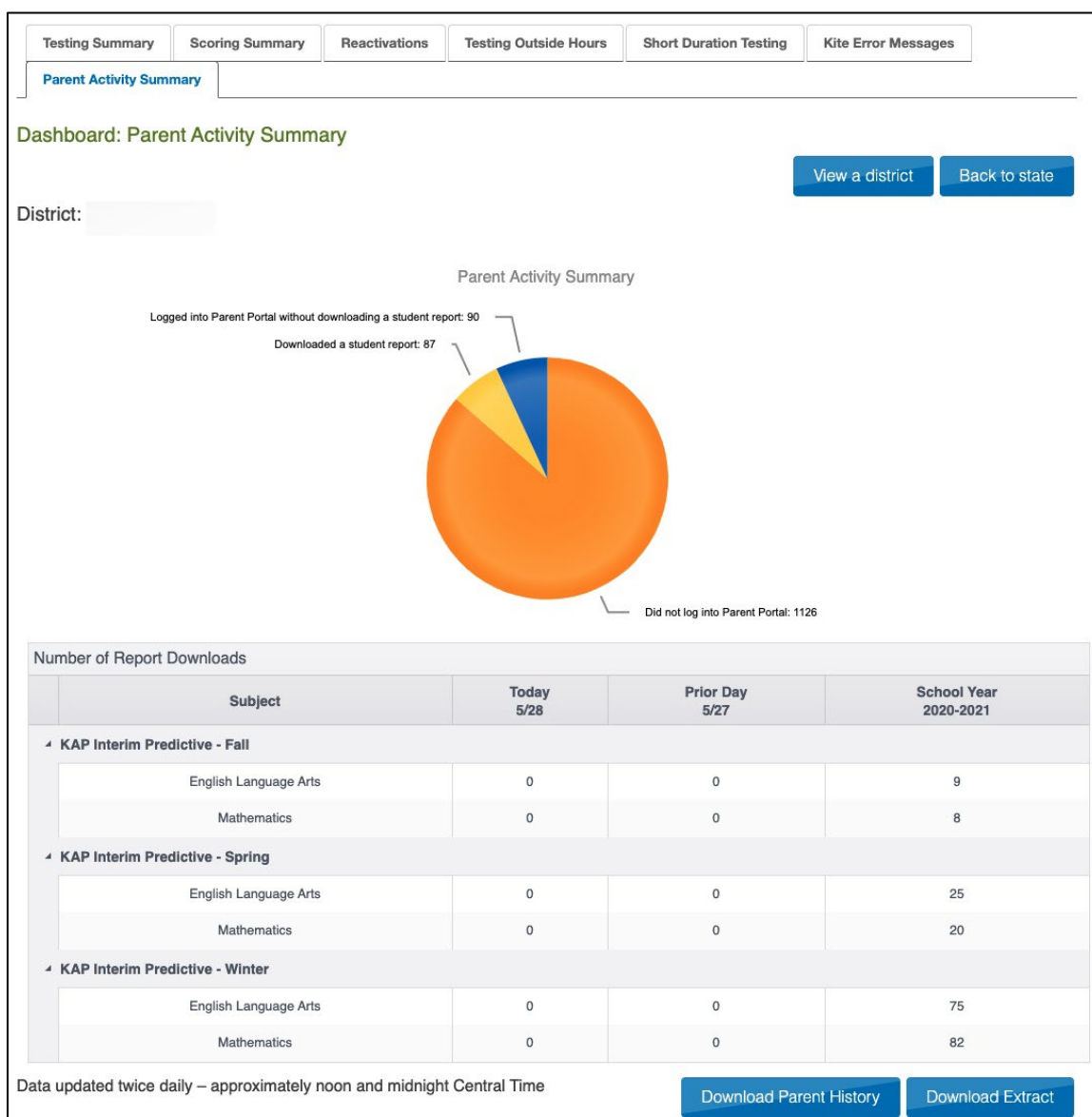
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Page 1 of 1
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⏩
10 per page
1-5 of 5 items

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

PARENT ACTIVITY SUMMARY

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

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



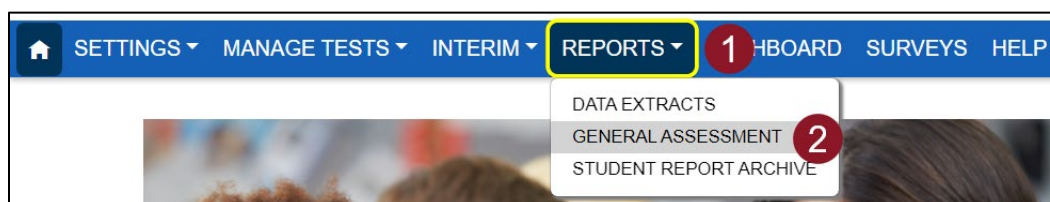
REPORTS (SUMMATIVE)

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

PRINT REPORTS

To print a report, take the following steps.

1. Select Reports in the navigation menu.
2. Select General Assessment.



3. Select the desired report tab.
4. Use the dropdowns to select the report criteria.

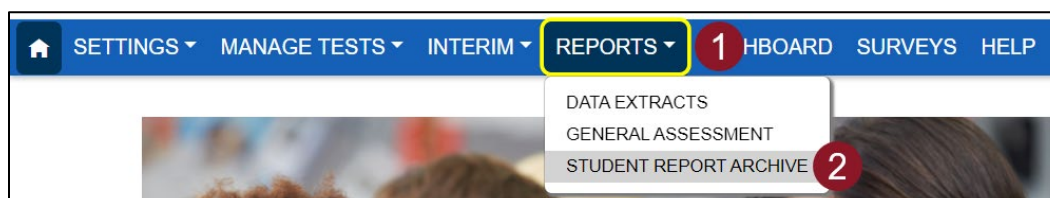
5. After all criteria have been selected, select a link to open a PDF of the selected report. The links will vary depending upon the type of report.

Report File Name	File Size
1001 MeadowlarkSchool 8 Kite 2021 20210504.pdf	3.8 MB
1001 MeadowlarkSchool 7 Kite 2021 20210504.pdf	2.5 MB
1001 MeadowlarkSchool 6 Kite 2021 20210504.pdf	4.0 MB
Kite 2021 1001 MeadowlarkSchool 20210504.zip	0.0 KB

ACCESS A STUDENT REPORT ARCHIVE

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

1. Select Reports in the navigation menu.
2. Select Student Report Archive.



3. Enter the student's last name or Student State ID.
4. Select Search.
5. Select the student.

Student Report Archive: Enter Criteria

STUDENT LAST NAME or STATE STUDENT IDENTIFIER

Last Name Search Results

Last Name	First Name	Middle Name	State ID	Current Grade	Current School
Beecham	Esme	Andreas	605925338	8	Meadowlark School

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

6. Select the desired report to view.

Student Report Archive: Enter Criteria

STUDENT LAST NAME or STATE STUDENT IDENTIFIER

Beecham, Esme (ID: 605925338)

Kansas Assessment Program

Year	School	Subject	Grade	Score	Level	Report
2019	Meadowlark School	English Language Arts	6	315	3	
2019	Meadowlark School	Mathematics	6	326	3	
2021	Meadowlark School	English Language Arts	8	300	3	
2021	Meadowlark School	Mathematics	8	301	3	

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

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

SUCCESS DEFINED

A successful Kansas high school graduate has the

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

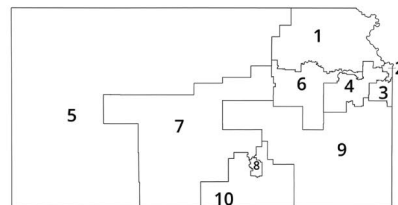
to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

OUTCOMES

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



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Jan. 13, 2023