KITE STUDENT PORTAL
MANUAL FOR TEST ADMINISTRATORS
2020-21
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Welcome to Kite Student Portal

Kite® Student Portal is used by students to take assessments. Kite Student Portal covers the full screen of the assessment-taking machine, preventing students from accessing outside information during the assessment.

This manual is for test administrators who will be administering assessments and/or training other school staff to help students access Kite Student Portal during an assessment session.

For more information about the Kite assessment platform, refer to the other manuals listed below at www.ksassessments.org.

- **Kite Educator Portal Manual for Test Coordinators** – An overview of Kite Educator Portal, including how to manage both users and students in the system.

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

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

- **Practice Tests Guide for Educators** – Allows students explore the assessment environment, practice manipulating different question types, and experience subject content in the context of Kite technology in preparation for interim and summative assessments.

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

The Kite Student Portal application icon is shown below:

![Kite Student Portal Icon](image-url)
Kite Student Portal Manual for Test Administrators

This guide is divided into chapters to help you access information as easily as possible.

- The Quick Start chapter includes the procedures associated with logging into Kite Student Portal, using the assessment environment, and logging off. The instructions are written so that an educator can use them to give students an overview. The procedures are not written directly to students.
- The Assessment Tools chapter includes specific details about each of the tools available to students within the Kite Student Portal software.

A Note about Graphics

Every effort was made to assure the graphics in this guide match what the users will see when using the Kite Student Portal. Expect some slight differences depending on the computers and operating systems used to access Kite Student Portal.

Version Information

This manual provides documentation for Kite Student Portal as of September 2020.

Disclaimer

Kite®, the Kite logo, Dynamic Learning Maps®, DLM®, the DLM logo, cPass®, and the cPass logo are trademarks of The University of Kansas. All other trademarks referenced in this guide belong to their respective owners.

Required Software

Before students can take assessments, Kite Student Portal must be downloaded and installed on each supported assessment device. For more information about installing Kite Student Portal, refer to the installation guide for the operating system or device being used. Installation guides and a list of supported devices and operating systems can be found on https://ksassessments.org/kite.

Installation guides include:

- Kite Student Portal Installation Instructions for Windows® Computers
- Kite Student Portal Installation Instructions for Mac® Computers
- Kite Student Portal Installation Instructions for iPad® Tablets
- Kite Student Portal Installation Instructions for Chromebook® Computers
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 during non-testing season with extended hours of operation from 6am to 6pm Central time weekdays during the assessment window (closed on state holidays). The Service Desk is unavailable during the week of Christmas through New Year’s Day.

Do not send any Personally Identifiable Information (PII) for a student via email. 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 assessment the students are taking (ELA, math, science, predictive interim, mini-test) and the error or concern you are reporting regarding the assessment taker.

If you need additional help, call or email the Kite Service Desk.

| Phone: | 855-277-9752 |
| Email: | kap-support@ku.edu |

Changes to the Guide

The following table lists the changes made to this guide since the last major release of the documentation. The Page column indicates the page number of the current guide where the change appears.

<table>
<thead>
<tr>
<th>Change Logged</th>
<th>Page</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/2020</td>
<td></td>
<td>Updated for Kite summer release</td>
</tr>
</tbody>
</table>
Quick Start

The Quick Start chapter of this guide includes the procedures for students to get started taking an assessment. The procedures are written in a step-by-step format, but the information is primarily for educators or people who will be helping students log into Kite Student Portal and navigate through an assessment. This section includes the following procedures:

- Running Kite Student Portal
- Logging in
- Starting an assessment
- Navigating through Kite Student Portal
- Ending an assessment

If you need to print tickets or perform other activities related to setting up an assessment, refer to the Kite Educator Portal Manual for Test Coordinators.

Opening Kite Student Portal

The process for opening and running Kite Student Portal varies somewhat depending upon the operating system or hardware in use. It is important to review the section that matches the equipment your students will be using.

Kite Student Portal should be installed and configured on each assessment machine before beginning administration of assessments. For more information, refer to the installation guide for the desktop, laptop, or table computer being used.

After the Kite Student Portal is opened on a machine, the assessment environment is standardized across operating systems and hardware, with the exception that an iPad user will touch the screen instead of using a mouse.

Opening the Kite Student Portal (Mac or Windows)

To open the Kite Student Portal on a desktop computer, the student should perform the following steps.

1. Double-click the Kite icon on the computer desktop.
Opening the Kite Student Portal App (iPad)

To open the Kite Student Portal app on an iPad, the student should perform the following steps:

1. Tap the Kite icon.

2. Tap Get Started.

Opening the Kite Student Portal App (Managed Chromebook)

To open the Kite Student Portal app in Managed mode, the student should perform the following steps:

1. Open the Chrome App Launcher.
2. Open the Kite Student Portal App.

To maximize the screen, click the maximize button in the upper right part of the screen.
Logging into Kite Student Portal

Note: If a student is using an iPad, the student should tap whenever the instructions direct the student to click.

Before students log in to Kite Student Portal, they should have a student username and password for the assessment. See the Student Usernames and Passwords section of the Kite Educator Portal User Manual for Test Coordinators for more information.

To log in to Kite Student Portal, the student should perform the following steps.

1. Enter the username in the USERNAME field.
2. Enter the password in the PASSWORD field.
3. Click Sign In.
**Starting an Assessment**

To start an assessment, the student should perform the following steps.

3. Click **TAKE A TEST**.

![Welcome back, Student!](image)

**Note:** Practice assessments are only available using the logins provided in the Technology Practice Guide for Educators. Individual student logins are not needed.

4. Next to the appropriate assessment, click **Take Test**.

![Practice test selection](image)
Note: KAP summative assessments require a Daily Access Code (DAC) in order to access the assessment. DACs are located in Kite Educator Portal, a secure site where test administrators manage student data. When the following screen displays, the students should type the DAC in the ACCESS CODE field and click LET’S GO.

5. Read the instructions. Some assessments have more instructions than others do. Scroll to read all of the instructions.
6. Click BEGIN (or NEXT).

Note: The green button will say either BEGIN or NEXT.
Navigating through Kite Student Portal

Several features are available to help students gauge their progress while taking an assessment. This section briefly describes features that you may want to point out to your students. The section contains graphics from the general user interface.

**Main Assessment Window**

An example of the main assessment window is shown below. The Navigation Bar is at the top of the screen. The Toolbox is on the left side of the screen. The text-to-speech (TTS) player and the navigation buttons are on the bottom of the screen. A help icon and a flag that the student can use to mark a question for review before finishing the assessment are located at the upper right side of the screen.

![Main Assessment Window](image)

**Note:** The TTS buttons are activated by the student’s PNP in Educator Portal, so they will not display unless required. (In some cases, an assessment may be designed to display the buttons for all students.

**Note:** The Help icon will only display if help exists for the particular assessment question.

Sometimes, particularly in ELA assessments, the screen displays a passage of text with several questions that are related to that passage. In these cases, the student has additional choices for displaying the assessment question. See the Passages with Related Questions section for more information.
**Toolbox**

The TOOLBOX slides out from the left side of the screen when the user clicks the white arrow icon in the left margin. Depending on the assessment settings, different selectable tool options display in the TOOLBOX. (For a description of tools, see the Assessment Tools section of this manual.)

Move the cursor over the arrow icon in the left margin and click to open. Labels and tool icons appear to describe each tool. Click the arrow icon again to close the TOOLBOX.

<table>
<thead>
<tr>
<th>Closed Toolbox</th>
<th>Open Toolbox</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Closed Toolbox Image" /></td>
<td><img src="image2.png" alt="Open Toolbox Image" /></td>
</tr>
</tbody>
</table>
Navigation Bar

The navigation bar at the top of the window shows the number for each question on the assessment. Each end of the bar has an arrow to help students move through the questions in an assessment. Students can click a number to go to a specific question.

The number of the open question appears on a white background with a triangle pointing downward.

Answered questions appear on a white background with a blue border and a blue dot below the number.

Flagged questions that are answered appear on a white background with a blue border and a blue flag with a small dot below the number.

Flagged questions that are unanswered appear on a white background with a red border and a red flag below the number.
Flagging a Question – Mark for Review

Students can click the flag icon at the upper right side of the main window to mark a question for later review within the assessment session.

Flagged questions are also marked on the review page at the end of the assessment.
**Help**

The help button displays when additional information is available for the assessment question.

When a student clicks on the help button, a window displays additional information. Click the blue X to close the help window.
American Sign Language

The American Sign Language (ASL) button displays when ASL videos are available for the assessment question.

When a student clicks the ASL button, a window displays for the video. The window is resizable using the lower right side of the window.
Save

The Save button allows a student to save their answers without submitting the assessment. The student can return to complete the assessment at another time.

Your responses will be saved but not submitted and you will be logged out of the test. Do you want to continue?

YES  NO
**Text-to-Speech Player**

The text-to-speech (TTS) player plays audio files that correspond to the content on the screen. Content sections highlights on the screen as it is read by a synthesized voice.

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**Note:** For most assessments, the TTS player is enabled by the settings on a student’s PNP in Educator Portal. For some assessments, the TTS player is enabled for all students.

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Click the green play button to listen and click the black parallel lines to pause the TTS. Skip to the beginning or end of an audio segment using the double arrows.

---
Navigation Buttons

Buttons at the bottom of the screen can be used to return to the previous question or screen, clear an answer, go forward to the next question, save, or review and end the assessment. To return to the directions, navigate to the first question and click the Back button.
**Passages with Related Questions**

Sometimes, particularly in ELA assessments, the screen displays a passage of text with several questions related to that passage. The student can choose how the passage and related questions display.

The default setting, Passage and Questions with View All, displays the passage on the left and all questions associated with that passage on the right. The bold black line dividing the passage on the left from questions on the right is centered.

The three buttons at the lower left change the display to Passage Only or Questions Only.

On the upper right side of the screen, above the questions, click View One or View All to change the display of the questions. Clicking View All displays a border for every question, but only one question at a time is expands (i.e., showing possible answers).

The bold black dividing line shifts left or right by clicking and dragging the line. This allows the passage or questions to occupy more screen space. The balance resets when moving between items.

**NOTE:** The draggable dividing line is not available on iPads.
**Keyword Translation**

The Keyword Translation feature displays when keyword translation is selected in PNP and keyword translations are available for the assessment question.

**Note:** On iPads, keyword translation is triggered by tapping on the word. On all other platforms, keyword translation is triggered by hovering over the word.
Extended Responses and Save Button

On some assessments, students encounter extended response questions, i.e., questions that ask the student to type more than a few words to answer the question. In the general user interface, those questions will display a save button in the formatting bar. It is a good practice to use this save button regularly.
**KELPA Speaking Assessments**

**Note:** The speaking domain-assessment must be completed on a desktop or laptop computer and students must have headphones and a microphone in order to record their responses.

KELPA speaking assessments require students to provide responses by speaking into a microphone. A prompt at the beginning of the assessment will instruct the student to test recording and sound levels prior to completing the speaking assessment.

A KELPA speaking assessment example question is shown below.

![Microphone check prompt](image-url)
To record a response, perform these steps:

1. Read or listen to the instructions on the page. To listen to a recording of the instructions on the page, click the Play button on the media player.

2. To record a response, click the microphone. The audio meter will fluctuate based on the sound level being picked up from the microphone.

3. When finished, click the Stop button.

4. Press the Play button to hear the recording.

5. To redo a recording, simply click the microphone again and record the new response.
Ending an Assessment

Ending an assessment is two-step process. First, the students use the review screen to see if they have entered an answer for each question. After reviewing for completeness, the students end their assessment by clicking on END.

Using the Review Screen

When an assessment is finished, click Review and End at the bottom of the screen to display the review screen. On the Review screen, students review which questions they have answered or marked for review. The Review screen does not show the answers the student entered.

Students can click the red or blue box beneath a number to return to that question. Students can also click “Go Back” to return to the assessment.
**Soft Breaks**

Students at grade 6 and above are allowed to use calculators on some, but not all mathematics assessment questions. A "soft break" is used to separate questions where calculators can and cannot be used.

1. **Directions:** These directions explain that the student will not be able to return to these questions after choosing the Continue button.

2. **Continue Button:** When this button is selected, a window will pop up saying, "You will not be able to return to this section once you leave. Are you sure you want to move to the next section?" Selecting "Continue" will end the assessment section and take the student to the directions page of the next section of the assessment.
**Ending an Assessment**

After reviewing answers, the student ends the assessment by performing the following steps.

8. On the Confirmation screen, click YES.

9. Click Sign Out.

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**Note:** The students should always use the Sign Out button when finished. If the student uses a Mac or Windows desktop machine, click “Close Kite” at the end.
Assessment Tools

Kite Student Portal includes a number of tools that students can use while taking an assessment. These tools are available on the left side of the screen below the Kite logo.

Once selected, many of the tools open a window that the student uses to perform a particular task. Each of these windows can be closed by clicking the circled X on the upper left side of the tool window.

Some tools, such as invert color or magnification, change how the screen displays. To turn off these changes, click the tool a second time.

Other tools, such as the highlighter and strikethrough, change the cursor from a pointer arrow to another icon. To remove the highlighting or strikethrough marks, use the eraser tool. To turn off the tools, click the tool a second time or click the pointer tool.

The tools that are available for a particular question (or section or assessment) are determined when the assessment is developed. Most assessments will not use every tool listed in this chapter.
**Tool Icons and Descriptions**

Kite Student Portal contains many tools. Access tools in the toolbox pop out by clicking the arrow icon along the left margin of the assessment screen. Then click on a specific tool icon. When activated, some tools display a movable pop-up window. It may initially cover part of the content, but can be moved by clicking and dragging. These windows are shown in the detailed description of each tool below. The tools are described in alphabetical order.

Some tools are available throughout a specified assessment. Other tools are only available for a question section. Some tools only function with specific types of content. For example, the Tags tool is only used with text passages, but it may be displayed during an entire assessment. Some tools are activated based on an individual student’s needs as indicated via a PNP completed in Educator Portal.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool Name</th>
<th>Activated with PNP</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Auditory Calming (Background Noise)" /></td>
<td>Auditory Calming (Background Noise)</td>
<td>Yes</td>
</tr>
<tr>
<td><img src="image" alt="Calculator – Basic" /></td>
<td>Calculator – Basic</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Depending on assessment settings, the basic calculator icon will display either the basic calculator or the TI-108 Emulator.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Calculator – Graphing" /></td>
<td>Calculator – Graphing</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Depending on assessment settings, the graphing calculator icon will display either the graphing calculator or the TI-84 Emulator.</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Calculator – Scientific" /></td>
<td>Calculator – Scientific</td>
<td>No</td>
</tr>
<tr>
<td><img src="image" alt="Color Contrast" /></td>
<td>Color Contrast</td>
<td>Yes</td>
</tr>
<tr>
<td><img src="image" alt="Color Overlay" /></td>
<td>Color Overlay</td>
<td>Yes</td>
</tr>
<tr>
<td><img src="image" alt="Reverse Contrast" /></td>
<td>Reverse Contrast</td>
<td>Yes</td>
</tr>
<tr>
<td>Icon</td>
<td>Tool Name</td>
<td>Activated with PNP</td>
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<tr>
<td>------</td>
<td>--------------------------</td>
<td>--------------------</td>
</tr>
<tr>
<td>🗑️</td>
<td>Eraser</td>
<td>No</td>
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<tr>
<td>📐</td>
<td>Guide Line</td>
<td>No</td>
</tr>
<tr>
<td>✍️</td>
<td>Highlighter</td>
<td>No</td>
</tr>
<tr>
<td>🕵️</td>
<td>Magnification</td>
<td>Varies</td>
</tr>
<tr>
<td>🦵</td>
<td>Masking</td>
<td>Yes</td>
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<td>📝</td>
<td>Note – Original</td>
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</tr>
<tr>
<td>📝</td>
<td>Note – Enhanced</td>
<td>No</td>
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<tr>
<td>Icon</td>
<td>Tool Name</td>
<td>Activated with PNP</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Strikethrough</td>
<td>No</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Tags</td>
<td>No</td>
</tr>
</tbody>
</table>
Tools Enabled in the PNP

The following tools must be selected and enabled in a student’s Personal Needs and Preferences (PNP) profile prior to assessment in order to be available in Student Portal.

**Auditory Calming (Background Noise)**

The auditory calming tool allows a student to activate background music while taking the assessment. The student can change the volume of the background music, stop (or pause) the music, and select from other auditory tracks.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><img src="image" alt="Tool" /></td>
</tr>
</tbody>
</table>

Note: To expand the tool, click the Change button.

Hint: The expanded tool allows the student to change the background music.
**Color Contrast**

The color contrast tool allows a student to change the color of the assessment font and the background. The upper (left) portion of the circle indicates text color, while the lower (right) portion of the circle indicates background color.

The color contrast tool and reverse contrast tool are mutually exclusive. The color contrast tool allows the student to select one of several preset color pairs. The reverse contrast tool allows the student to select either black text on a white background OR white text on a black background.

In the example below, the colors would change to yellow text on a black background.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Color Contrast Icon" /></td>
<td><img src="image2.png" alt="Select a contrast" /></td>
</tr>
</tbody>
</table>

**Color Overlay**

The color overlay tool allows a student to change the background color of the assessment. The standard background color is white. In the example below, the background color of all the assessment screens would change to blue.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image3.png" alt="Color Overlay Icon" /></td>
<td><img src="image4.png" alt="Select a color overlay" /></td>
</tr>
</tbody>
</table>
Reverse Contrast

The reverse contrast tool allows a student to change the assessment background to black and the text to white.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>The reverse contrast tool does not open a separate window; instead, it changes the text and background colors.</td>
</tr>
</tbody>
</table>

**Note:** The reverse contrast tool and color contrast tool are mutually exclusive. The reverse contrast tool allows the student to select either black text on a white background OR white text on a black background. The color contrast tool allows the student to select one of several preset color pairs.

Magnification

**Note:** This tool is available only to certain programs. Depending upon the program, the tool may be enabled via a PNP.

The magnification tool allows a student to enlarge the screen during an assessment. Students can click on a magnification level (i.e., 2.0X, 3.0X, etc.) or use the magnifying glasses to zoom in and out.
**Masking**

The masking tool PNP set to Custom allows a student to mask, or cover, parts of the assessment. After a student clicks the masking button, a black box appears. The student can move the masking box by dragging it to different areas of the screen.

**Note:** Each time the student clicks the masking icon, another masking box displays.

The masking tool PNP set to Answer automatically shows each answer options as masked as shown in the second image below.

To close or remove the masked areas, click the X for each box.
Standard Assessment Tools

The following tools are standard assessment tools used in Kite Student Portal. A PNP does not need to be created for a student to have access to the following tools.

**Calculator – Basic**

The basic calculator tool allows students to perform simple mathematical calculations.

---

**Note:** Depending on the assessment settings, the basic calculator icon will display either the basic calculator or the TI-108 emulator.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Diagram of calculator" /></td>
<td><img src="image.png" alt="Image of calculator tool" /></td>
</tr>
</tbody>
</table>
Calculator – Basic (TI-108 Emulator)

The basic calculator tool allows students to perform simple mathematical calculations.

Note: Depending on the assessment settings, the basic calculator icon will display either the basic calculator or the TI-108 emulator.
**Calculator – Graphing (TI-84 Emulator)**

**Note:** Depending on the assessment settings, the students may have access to a graphing calculator that emulates the TI-84.

The TI-84 Emulator functions like a physical TI-84 graphing calculator.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
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</thead>
<tbody>
<tr>
<td><img src="image" alt="TI-84 Emulator Icon" /></td>
<td><img src="image" alt="TI-84 Emulator Tool" /></td>
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</tbody>
</table>
**Calculator – Scientific (TI-30XS Emulator)**

The TI-30XS Emulator functions like a physical TI-30XS scientific calculator.

<table>
<thead>
<tr>
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<th>Tool</th>
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<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><img src="image" alt="TI-30XS MultiView" /></td>
</tr>
</tbody>
</table>

The TI-30XS Emulator is a digital version of the physical TI-30XS scientific calculator, allowing users to perform a wide range of mathematical calculations. It includes features such as trigonometric functions, logarithms, and advanced scientific calculations, making it a versatile tool for students and professionals alike. The emulator is designed to be user-friendly, with a layout similar to the physical calculator, ensuring a seamless transition for users familiar with the physical model.
**Eraser**

The eraser tool allows the student to remove highlighter and strikethrough effects from selected text passages. To switch off from using the eraser, click the eraser icon or the pointer tool.

---

**Note:** This tool changes the cursor from an arrow or marker to a pencil eraser.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
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</thead>
<tbody>
<tr>
<td><img src="image" alt="Eraser Icon" /></td>
<td><img src="image" alt="Eraser Tool" /></td>
</tr>
</tbody>
</table>
Guide Line

The guide line tool displays a yellow line that the student can move horizontally through a text passage. To switch off from using the guide line, click the guide line icon or the pointer in the toolbar.

Note: This tool changes the cursor from an arrow to a yellow line.
**Highlighter**

*Note: The highlighter tool is intended for use with text passages only.*

The highlighter tool allows a student to select and highlight text within an assessment question. The student can drag the highlighter to highlight a word or area. The highlighting remains on the screen until the student removes it using the eraser tool.

*Note: This tool changes the cursor to a pink highlighter.*

<table>
<thead>
<tr>
<th>Icon</th>
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</thead>
<tbody>
<tr>
<td><img src="image" alt="Highlighter Icon" /></td>
<td><img src="image" alt="Highlighter Tool" /></td>
</tr>
</tbody>
</table>
**Note – Original**

The original note tool allows students to make notes about an assessment question. Student notes are not saved. The student can delete a note by clicking the X in the top left corner.

**Hint:** Click the minus symbol (next to the X) to minimize the note. A minimized displays as a paperclip icon. Click the paperclip to reopen the note.
**Note – Enhanced**

The enhanced note tool allows students to format the notes they take about an assessment question. The formatting options include bold, italics, underline, bullets, and numbering. Depending upon the design of an assessment, these notes can be saved in one section of an assessment and reopened in another; however, the notes are not stored as part of the student’s answer. To save the note, click the Save button in the toolbar header.

<table>
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</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><img src="image" alt="Tool" /></td>
</tr>
</tbody>
</table>

**Bold**

**Italics**

**Underline**

1. Number 1
2. Number 2

- Bullet
- Bullet
**Periodic Table**

The periodic table tool displays the periodic table of the elements. Click on a specific element for detailed information such as the element name, symbol, atomic number, and more.

<table>
<thead>
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<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Periodic Table Icon" /></td>
<td>The periodic table tool displays the periodic table of the elements. Click on a specific element for detailed information such as the element name, symbol, atomic number, and more.</td>
</tr>
</tbody>
</table>

**Pointer**

The pointer tool is the tool that students use most. The pointer allows a student to select items and click to answer questions.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Pointer Icon" /></td>
<td>The pointer tool allows students to select items in the assessment.</td>
</tr>
</tbody>
</table>
Resource Library

The resource library tool displays information that can be used during assessments such as documents or pictures to use when answering questions. The library tool window can be resized using the lower right corner.

<table>
<thead>
<tr>
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<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>When the library window opens, click on a choice from the drop-down menu. The resource will display below the selection.</td>
</tr>
</tbody>
</table>

### Resource Sheet

#### Metric Conversions

- 1 kilometer = 1000 meters
- 1 meter = 100 centimeters
- 1 centimeter = 10 millimeters
- 1 kilogram = 1000 grams
- 1 liter = 1000 milliliters

#### Standard Conversions

- 1 mile = 5,280 feet
- 1 yard = 3 feet
- 1 foot = 12 inches
- 1 ton = 2,000 pounds
- 1 pound = 16 ounces
- 1 gallon = 4 quarts
- 1 quart = 2 pints
- 1 pint = 2 cups
- 1 cup = 8 fluid ounces

#### Time Conversions

- 1 week = 7 days

### Grade 7

#### Formulas

- $A = bh$
- $A = lw$
- $A = s^2$
- $A = \frac{1}{2}bh$
- $A = \frac{1}{2}h(b_1 + b_2)$
- $A = \frac{1}{2}(d_1 \cdot d_2)$
- $A = \pi r^2$
- $SA = 2B + Ph$
- $C = 2\pi r$
- $V = lwh$
- $V = Bh$
Search

The search tool allows a student to search for keywords or phrases within the question and answer choices that are currently displayed. Type the search term(s) in the search field and click Search. Click CLEAR to remove the search terms from the search field.

<table>
<thead>
<tr>
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<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Search Icon" /></td>
<td><img src="image" alt="Search Tool" /></td>
</tr>
</tbody>
</table>

**Strikethrough**

The strikethrough tool allows a student to select a portion of text and mark a line through the middle of that text. The strikethrough line remains on the screen until removed using the eraser tool.

**Note:** The strikethrough tool changes the cursor from an arrow to a blue marker.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Strikethrough Icon" /></td>
<td><img src="image" alt="Strikethrough Tool" /></td>
</tr>
</tbody>
</table>
**Tags**

The tags tool allows a student to use various tags (or labels) within a reading passage. The student can insert multiple tags in an assessment passage, and each tag can be moved on the screen.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Tag Icon" /></td>
<td><strong>Please select a tag:</strong> CLEAR ALL</td>
</tr>
</tbody>
</table>

**Note:** Tags remain in the passage until the student clicks CLEAR ALL.