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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.

PARENT PORTAL OVERVIEW

Welcome to Kite® Parent Portal!

Parent Portal was designed to give access to view your child’s current and historical reports from assessments taken in Kite Student Portal. Kite Student Portal is used by students to complete predictive interim (fall, winter, and spring) and summative (spring) assessments developed for the Kansas Assessment Program (KAP) as well as the Dynamic Learning Maps® (DLM®) alternate assessment and Kansas English Language Proficiency Assessment (KELPA).

This user guide contains procedures to help you log in and navigate through the site to access your student’s available reports.

SOFTWARE REQUIREMENTS

Parent Portal can be accessed from both desktop computers and mobile devices. You will need to use a web browser like Chrome, Firefox, Edge, or Safari on your device. You will also need the ability to view PDF documents. This functionality is built into most browsers, but may require installation of additional software, such as Adobe Acrobat Reader.
## ASSESSMENT REPORTS AVAILABLE IN PARENT PORTAL

Depending on participation, your child may have current and historical assessment reports available in any of the assessment programs and subjects listed in the table below.

<table>
<thead>
<tr>
<th>Assessment Program</th>
<th>Subjects/Domains Tested</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAP Predictive Interim</td>
<td>English Language Arts</td>
<td>3-8, 10</td>
</tr>
<tr>
<td>KAP Predictive Interim</td>
<td>Mathematics</td>
<td>3-8</td>
</tr>
<tr>
<td>KAP Summative</td>
<td>English Language Arts, Mathematics</td>
<td>3-8, 10</td>
</tr>
<tr>
<td>KAP Summative</td>
<td>Science</td>
<td>5, 8, 11</td>
</tr>
<tr>
<td>KELPA</td>
<td>Reading, Speaking, Writing, Listening</td>
<td>K-12</td>
</tr>
<tr>
<td>DLM alternate assessment</td>
<td>English Language Arts, Mathematics</td>
<td>3-8, 10</td>
</tr>
<tr>
<td>DLM alternate assessment</td>
<td>Science</td>
<td>5, 8, 11</td>
</tr>
</tbody>
</table>
LOGGING IN TO KITE PARENT PORTAL

Access Kite Parent Portal at https://parentportal.kiteaai.org/

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.

![Parent Portal Access Login]

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

![Kite Parent Portal]

6. Select Let's Go.
LOGIN HELP

EMAIL ADDRESS FOR PARENT PORTAL
Please use the email address you have previously provided to your child’s school district for communication. If you do not remember the email address you provided or need help logging in to Parent Portal, please contact your child’s school district for assistance. The Kite Service Desk cannot add or update your email address in Parent Portal.

ACCESS CODES
All access codes used to enter the site are randomly generated and are valid for 24 hours. You can use the same access code multiple times within a 24-hour period to enter Parent Portal. If you wish log in again after that period, a new access code will be emailed to you.

If you do not receive an email, please check your junk or spam folder. If you did not receive or forget your access code, select the Resend Access Code button to request a new code.
NAVIGATING THE SITE

The homepage provides a brief overview of Kite Parent Portal as well as report details for assessments in which your child has available reports.

Note: Parent Portal provides assessment reports for KAP assessments, the KELPA assessment, and the DLM alternate assessment. If your child participated in more than one assessment, you will see report details for each assessment on the homepage.
To view all available reports, select **View Reports** under the child’s name.

![View Reports](image)

**NAVIGATION MENU AND USER OPTIONS**
After selecting View Reports on the homepage, use the menu options to navigate through each available assessment and each available student. Only the assessments your child has participated in will display in the navigation menu, so your options may vary from the example below.

**DESKTOP VIEW**

![Desktop View](image)

**MOBILE VIEW**

![Mobile View](image)

1. Navigation menu for assessment(s) with available reports.
2. Choose an assessment in the menu.
3. Choose a subject.
5. Choose a student.
REPORT PAGES

Additional details on each assessment are located on the report pages. The image below is an example of a KAP Predictive Interim – English Language Arts report page. The summary text and data in the table will vary depending on the assessment program selected.

1. **Navigation Menu**: Use the menu to select the assessment program and subject.
   
   **Note**: Select the Help tab for additional assistance and contact information for the Kite Service Desk.

2. **Assessment Description**: A brief description of the assessment program shown.
3. **Scoring Report Guides**: Links to score report guides and other helpful information.
4. **Report Subject**: The specific report subject in the table below.
5. **Report Table**: Student and report data, including the report year, school, grade level, and the downloadable report PDF.
6. **Report PDF**: Select the icon to download a PDF of your child’s report.
7. **Student Selection**: The name of the selected student.

   **Note**: Select the arrow next to the assessment program, subject, or student to see available options.
SORT AND FILTER RESULTS

Data in all tables can be sorted and filtered to tailor results based on your needs. Select anywhere in the desired column header to sort the data from A-Z. Select again to reverse the sort from Z-A.

To filter results, follow the process outlined below.

1. Select the stacked dots in the desired column header.
2. Choose your filter criteria using the check boxes based on the options provided.

REPORT WALKTHROUGH

KAP Summative score reports (Year 2021 and above) in all subjects include a built-in score report walkthrough. This tool explains key elements of the score report. As sections are explained, a green box will appear around the relevant section. Use the buttons to the left of the score report to control the report walkthrough.

1. Play button – select to begin audio playback
2. Stop button – select to stop audio playback
3. Download button – select to download report

Note: Selecting Stop will return the audio to the start.