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OVERVIEW

The Kite® Suite is used to deliver summative, predictive interim, and interim mini-tests developed for the Kansas Assessment Program (KAP). There are two 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.

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

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

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 Guides – Each guide provides instructions on installing an LCS in a particular operating system.

Technology 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.
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 AND DATA
Every effort was made to assure the graphics in this manual 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. All data displayed in this manual was created using fictitious student and administrator information and was intended for training use only.

VERSION INFORMATION
This manual provides documentation for Kite system releases through August 2020. Any additions or changes will be noted in the change log.

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 since the last major release of the documentation.

<table>
<thead>
<tr>
<th>Change Logged</th>
<th>Page in Manual</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/2020</td>
<td>n/a</td>
<td>Initial Publication</td>
</tr>
</tbody>
</table>
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.

WHEN CONTACTING THE SERVICE DESK:

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 test the students are taking (ELA, math, science, predictive interim, mini-test) and the error or concern you are reporting regarding the test taker.

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

The Kansas Assessment Program (KAP) features three different forms of assessments: summative, interim predictive and interim mini-tests (formative tools).

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.

INTERIM PREDICTIVE

KAP provides predictive interim assessments in ELA and mathematics at three times during the school year. These assessments help predict future performance on the Kansas summative assessments administered at the end of the 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.

Interim predictive assessments are available during three two-week testing windows throughout the school year. Each test should take one class period. The interim predictive assessments are administered online via the Kite Student Portal. Each interim predictive 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.

INTERIM MINI-TESTS

The KAP mini-tests are designed to be used frequently during the course of instruction to provide feedback to help students, to evaluate students’ learning, and to aid teachers in adjusting instruction.

KANSAS ASSESSMENT PROGRAM WEBSITE

Visit www.ksassessments.org to learn more about the Kansas Assessment Program.
ACCESSING 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/kite.

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

- An EP-supported browser. Find the supported browsers list at https://ksassessments.org/kite
- 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

OBTAINING 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 district test coordinators must contact Lee Jones with the Kansas State Department of Education at ljones@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

LOGGING INTO EDUCATOR PORTAL

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

1. Open a supported web browser.
3. In the USERNAME field, type your username (usually your email address).
4. In the PASSWORD field, type your password. Passwords are case sensitive.
5. Click Sign In.
ALL USERS ONE TIME SECURITY PASSWORD RESET

New security updates require all returning users to reset your password after 07/31/2020. Use the Forget Password? Link next to the sign in button. A notice is located on the login page to remind users.

FORGOTTEN PASSWORD

Returning Users

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

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

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 of Educator Portal, the options you have available depend on your role. For example, teachers have a different level of access than district test coordinators. The specific roles available to you have been determined by your school district. See the Roles and Permissions section below for more information about role permissions. Most of the screenshots in this manual use the role of district test coordinator.

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 switch between them using the drop-down menus.

   If you have more than one role or assessment program in Educator Portal, the procedures 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 home page vary by role. The menus include:
   - **Home** – This house icon returns you to the home page of Educator Portal.
   - **Settings** – Used by administrators to add students, upload rosters, assign and change roles.
   - **Manage Tests** – Allows you to view predictive and summative test sessions, monitor tests, and print test tickets in addition to viewing overall systemwide testing projections with the ability to set our own testing or scoring schedules.
   - **Scoring** – Manually score KELPA tests that are not machine-scored. Test coordinators can also assign scorers and monitor the scoring process.
   - **Interim** – Allows you to create and assign interim mini tests and view 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, and 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 District Test Coordinator (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 quickly update your displayed name and your password.

5. **QUICK LINKS**
   The Quick Links section of the home page allows you to quickly access several areas of the system.
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. Editing your display name,
2. Changing your password,
3. Changing your default role,
4. Reading and responding to the security agreement, and
5. Reviewing the renewal and expiration dates of the security agreement.

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

Both new and returning users must read, agree to, and sign the security agreement annually in My Profile. The security agreement expires each year during the first week of August and must be renewed through Educator Portal.

To sign the security agreement,

1. Log in to Educator Portal.
2. Click on My Profile.
3. Click on the Security Agreement tab.
4. Read the security agreement and select the radio button that says, “I have read this security agreement and agree to follow the standards.”
5. Type your full name in the space provided.
6. Click Save.
## 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.

<table>
<thead>
<tr>
<th>EP CATEGORIES</th>
<th>District Test Coordinator</th>
<th>District User</th>
<th>Building Test Coordinator</th>
<th>Building User</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DTC</td>
<td>DUS</td>
<td>BTC</td>
<td>BUS</td>
<td>T</td>
</tr>
<tr>
<td>USERS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Users</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Add Users - (Create)</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Upload Users</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Edit Users</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Activate Users</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Claim Users</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Deactivate Users</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STUDENTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Students</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Create PNP</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Edit PNP</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>View PNP</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Upload PNP</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>ROSTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Roster</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Search Roster</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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</table>
### TEST RECORDS

<table>
<thead>
<tr>
<th></th>
<th>DTC</th>
<th>DUS</th>
<th>BTC</th>
<th>BUS</th>
<th>T</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Test Record</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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</table>

### MANAGE TESTS

<table>
<thead>
<tr>
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<th>DUS</th>
<th>BTC</th>
<th>BUS</th>
<th>T</th>
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</thead>
<tbody>
<tr>
<td>View Tests</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apply SC Code</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approve SC Code (KS Only)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Summative Test Session</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor Test Session</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Reactivate Summative Test Sessions</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Test Session</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>View Daily Access Codes</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
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</table>

### PROJECTED TESTING

<table>
<thead>
<tr>
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<th>BTC</th>
<th>BUS</th>
<th>T</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Projected Testing (Summary)</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>View Projected Testing (Detailed)</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>View Projected Scoring (Detailed)</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Edit Projected Testing (Detailed)</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
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</table>

### ORGANIZATION

<table>
<thead>
<tr>
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<th>BTC</th>
<th>BUS</th>
<th>T</th>
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</thead>
<tbody>
<tr>
<td>View Organization</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>DASHBOARDS</td>
<td>DTC</td>
<td>DUS</td>
<td>BTC</td>
<td>BUS</td>
<td>T</td>
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<tr>
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</tr>
<tr>
<td>Testing Summary</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Scoring Summary</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Reactivations</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Testing Outside Hours</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Short Duration Testing</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kite Error Messages</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>REPORTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>All Student Reports for Student</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<tr>
<td>Year End Student (Individual) Reports</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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</tr>
<tr>
<td>Year End Students (Bundled) Reports</td>
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<td>Y</td>
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</tr>
<tr>
<td>Year End District Reports</td>
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<tr>
<td>Year End Building Reports</td>
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<tr>
<td>EXTRACTS</td>
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</tr>
<tr>
<td>Roster Extract</td>
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<td>Enrollment Extract</td>
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<td>Student Login Extract</td>
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<td>Student PNP Extract</td>
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<td>PNP Summary Extract</td>
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<td>Test Records Extract</td>
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<td></td>
<td>DTC</td>
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<tr>
<td>Testing Readiness Extract</td>
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<tr>
<td>Test Administration Data Extract</td>
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<td>KAP Student Score Data Extract</td>
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<td>Y</td>
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<tr>
<td>User Data Extract</td>
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<td>Y</td>
<td>Y</td>
<td>Y</td>
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</tr>
<tr>
<td><strong>MAP PORTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>View Maps</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
</tbody>
</table>
USER MANAGEMENT

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

INDIVIDUAL UPDATES AND CSV UPLOADS
Information can be created or edited in Educator Portal either by making individual changes on screens or by uploading a batch of information using a CSV template.

UPLOADING MULTIPLE USERS USING A CSV FILE
The two main upload templates used by KAP are:

User_Upload_Template.csv – 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 KAP website as well as on the user upload page in Educator Portal. You will need to complete the CSV file using software outside of Educator Portal. All users (educators, test coordinators, etc.) can be included in one CSV file.
ADDING USER MANUALLY

Follow these steps to add a user manually.

1. Click Settings.
2. Click Users.
3. Click 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. Click Add. The table will populate below.

**Note:** If adding more than one role to a user’s account, complete steps 5 and 6 again.

7. Click Save.
UPLOADING A USER FILE

1. Click Settings.
2. Click Users.
3. Click Upload Users.
4. Select the organization information.

Note: Fields marked with a red asterisk are required.

5. In the File field, click Select File.
6. Select the appropriate CSV file from your computer.
7. Click Open.
8. Click 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 in a particular column.

<table>
<thead>
<tr>
<th>CSV Col.</th>
<th>Column Heading</th>
<th>Data Req?</th>
<th>Format of Valid Entries</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Legal_First_Name</td>
<td>Y</td>
<td>Alphanumeric</td>
<td>The user’s first name.</td>
</tr>
<tr>
<td>B</td>
<td>Legal_Last_Name</td>
<td>Y</td>
<td>Alphanumeric</td>
<td>The user’s last name.</td>
</tr>
<tr>
<td>C</td>
<td>Educator_Identifier</td>
<td>N</td>
<td>Alphanumeric</td>
<td>If the user is a teacher, enter an identification number.</td>
</tr>
<tr>
<td>D</td>
<td>Email</td>
<td>Y</td>
<td>Alphanumeric</td>
<td>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.</td>
</tr>
<tr>
<td>E</td>
<td>Organization</td>
<td>Y</td>
<td>Alphanumeric</td>
<td>The organization identifier in Educator Portal.</td>
</tr>
<tr>
<td>F</td>
<td>Organization_Level</td>
<td>Y</td>
<td>DT SCH</td>
<td>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).</td>
</tr>
<tr>
<td>G</td>
<td>Primary_Role</td>
<td>Y</td>
<td>BTC BUS DUS TEA</td>
<td>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.</td>
</tr>
<tr>
<td>H</td>
<td>Secondary_Role</td>
<td>N</td>
<td>See values for Primary_Role.</td>
<td>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.</td>
</tr>
<tr>
<td>I</td>
<td>Primary_Assessment_Program</td>
<td>Y</td>
<td>KAP</td>
<td>At least one assessment program must be associated with a user when their information is uploaded.</td>
</tr>
</tbody>
</table>
ABBREVIATIONS FOR ROLES FOR UPLOAD TEMPLATE

<table>
<thead>
<tr>
<th>Role Abbreviation</th>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTC</td>
<td>Building Test Coordinator</td>
</tr>
<tr>
<td>BUS</td>
<td>Building User</td>
</tr>
<tr>
<td>DUS</td>
<td>District User</td>
</tr>
<tr>
<td>TEA</td>
<td>Teacher</td>
</tr>
</tbody>
</table>

REVIEWING USER FILE UPLOAD

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

<table>
<thead>
<tr>
<th>Status Message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failed</td>
<td>The CSV file failed to upload. Click the CSV file under the file column to understand why they failed.</td>
</tr>
<tr>
<td>Rejected: [value]</td>
<td>Records were created but they were rejected. Click the CSV file under the file column to understand why they failed.</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>Message</th>
<th>Column to Correct</th>
<th>Common Corrections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]</td>
<td>n/a</td>
<td>This message indicates that the upload completed. If any records rejected or had alerts, click on the CSV icon under File to see the associated error.</td>
</tr>
<tr>
<td>File Format not correct.</td>
<td>n/a</td>
<td>Check the CSV file to ensure that you are using the template and that the file is being saved as a CSV file.</td>
</tr>
<tr>
<td>The record is rejected because Educator Identifier with value [value] is not valid.</td>
<td>Educator_Identifier</td>
<td>Check that the associated field matches the approved format (i.e. Alphanumeric).</td>
</tr>
<tr>
<td>The record is rejected because Email with value [value] is not valid.</td>
<td>Email</td>
<td>Check that the associated field matches the approved format (i.e. Alphanumeric).</td>
</tr>
<tr>
<td>The record is rejected because First Name with value [value] is not valid.</td>
<td>Legal_First_Name</td>
<td>Check that the associated field matches the approved format (i.e. Alphanumeric).</td>
</tr>
<tr>
<td>The record is rejected because First Name with value is not valid.</td>
<td>Legal_First_Name</td>
<td>Fill in the associated field.</td>
</tr>
<tr>
<td>The record is rejected because Last Name with value [value] is not valid.</td>
<td>Legal_Last_Name</td>
<td>Check that the associated field matches the approved format (i.e. Alphanumeric).</td>
</tr>
<tr>
<td>The record is rejected because Last Name with value is not valid.</td>
<td>Legal_Last_Name</td>
<td>Fill in the associated field.</td>
</tr>
<tr>
<td>The record is rejected because Display Identifier with value [value] is not valid.</td>
<td>Organization</td>
<td>Check that the associated field matches the approved format (i.e. Alphanumeric).</td>
</tr>
<tr>
<td>The record is rejected because Display Identifier with value [value] is not found.</td>
<td>Organization</td>
<td>The associated field must match a value in Educator Portal. Check associated field against program information.</td>
</tr>
<tr>
<td>The record is rejected because Display Identifier with value is not valid.</td>
<td>Organization</td>
<td>Fill in the associated field.</td>
</tr>
<tr>
<td>The record is rejected because Organization Type Code with value is not valid.</td>
<td>Organization_Level</td>
<td>Fill in the associated field.</td>
</tr>
<tr>
<td>The record is rejected because Organization Type Code with value [value] is not found.</td>
<td>Organization_Level</td>
<td>The associated field must match a value in Educator Portal. Check associated field against program information.</td>
</tr>
<tr>
<td>Primary Role is required.</td>
<td>Primary_Role</td>
<td>Fill in the associated field.</td>
</tr>
<tr>
<td>The record is rejected because Primary_Role with value [value] is not valid.</td>
<td>Primary_Role</td>
<td>Check that the associated field matches the approved format.</td>
</tr>
</tbody>
</table>
CLAIMING USERS

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

1. Click Settings.
2. Click Users.
3. Click Claim User.
4. Enter first and last name or Educator Identifier.
5. Click Search.
6. Select user.
7. Click Claim User icon (checkmark icon).
Note: If the user is active in another district, you are prompted to have EP send an email to the user’s district testing coordinator requesting an account deactivation.
VIEWING USERS

1. Click Settings.
2. Click Users.
3. Select any drop down filters necessary.
4. Click Search.

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

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

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.
MANAGING USERS

Test coordinators and others responsible for data can take several actions with user accounts. These actions are available after finding user(s) in EP using the Viewing Users procedure on the previous page.

DEACTIVATE A USER

To deactivate a user, click the check box next to the user, then click the Deactivate icon.

REACTIVATE 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, click the check box next to the inactive user, then click the Activate button.
RE-SEND ACTIVATION EMAIL

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. Click the Edit icon.
3. On the Edit User screen, edit the applicable user information, then click Save.

4. To add a new organization or role to a user, complete all required drop down fields.
5. Click Add. You will see the user’s new role/organization listed in the table below.
6. Click Save.
7. To delete an organization or role from a user’s account, click the trash icon next to the desired row in the Organization & Roles table.

8. When you have finished making changes, click Save.
SETTING PERSONAL NEEDS PROFILES

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). Students’ Personal Needs Profiles (PNPs) should be created before beginning any type of assessment. PNPs can be entered manually or through an upload process. For additional information refer to the KSDE website as well as https://ksassessments.org/.

CREATING A PNP MANUALLY

Complete the following steps to create a PNP manually:

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

Note: Alternatively, you can click the link in the PNP Profile column to go directly into that student’s PNP.
7. Click the link next to PNP Profile.

![View Student Record - Kyle Curran](image)

8. Click Edit Settings.

![ Kyle Curran](image)

9. Enter all appropriate accommodations on the tabs provided.

10. Click Save.
DOWNLOADING THE PNP EXTRACT

Complete the following steps to download the PNP Settings extract:

1. Click Reports menu.
2. Click Data Extracts.
3. Click New File in the Action column on the PNP Settings (Abridged) row.
4. Add desired filters and select file type (CSV or Excel).
5. Click Ok.

Note: You can select PNP settings from drop-down menus in the XLSX file.
6. Click the CSV or XLSX file icon in the File column.

7. Save the file to your computer.

NOTE: If you have previously generated a file for a particular extract and want to generate a new, updated file, simply click New File again, complete all desired drop down filters, then click 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, click Yes when prompted.
EDITING THE PNP EXTRACT FOR UPLOAD

Student PNP profiles can be created or edited in groups or all together using the PNP settings upload. The following table displays the file’s column titles and acceptable values for those column entries, along with notes about the acceptable column values.

<table>
<thead>
<tr>
<th>Column Title</th>
<th>Acceptable Column Values</th>
<th>Notes</th>
<th>Ignored by Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>[student’s state]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Name</td>
<td>[student’s district]</td>
<td></td>
<td>Ignored</td>
</tr>
<tr>
<td>District ID</td>
<td>[district identifier]</td>
<td>alphanumeric</td>
<td></td>
</tr>
<tr>
<td>School Name</td>
<td>[student’s school]</td>
<td></td>
<td>Ignored</td>
</tr>
<tr>
<td>School ID</td>
<td>[school identifier]</td>
<td>alphanumeric</td>
<td></td>
</tr>
<tr>
<td>Student Last Name</td>
<td>[last name]</td>
<td>Alphanumeric, allows same special characters that EP allows</td>
<td>Ignored</td>
</tr>
<tr>
<td>Student First Name</td>
<td>[first name]</td>
<td>Alphanumeric, allows same special characters that EP allows</td>
<td>Ignored</td>
</tr>
<tr>
<td>Student State ID</td>
<td>[numbers]</td>
<td>Alphanumeric</td>
<td></td>
</tr>
<tr>
<td>Last Modified Time</td>
<td>--</td>
<td></td>
<td>Ignored</td>
</tr>
<tr>
<td>Last Modified By</td>
<td>--</td>
<td></td>
<td>Ignored</td>
</tr>
<tr>
<td>Magnification</td>
<td>2x</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3x</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4x</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Magnification –Activate by Default</td>
<td>Yes</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>[blank]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overlay Color</td>
<td>White</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blue</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yellow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Options</td>
<td>Default</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------------------------</td>
<td>--------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Overlay Color</strong></td>
<td>Purple, Pink, Green</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td><strong>Invert Color Choice</strong></td>
<td>Yes, No</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td><strong>Invert Color Choice</strong></td>
<td>Yes, No</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td><strong>Masking</strong></td>
<td>Answer, Custom</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td><strong>Masking - Activate by Default</strong></td>
<td>Yes, No</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td><strong>Contrast Color</strong></td>
<td>Gray/Black, Yellow/Black, Green/White, Red/White</td>
<td>[Gray/Black = Gray text on a black background]</td>
<td></td>
</tr>
<tr>
<td><strong>Contrast Color - Activate by Default</strong></td>
<td>Yes, No</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td><strong>Signing Type</strong></td>
<td>ASL, Signed English</td>
<td>Default is ASL</td>
<td></td>
</tr>
<tr>
<td><strong>Signing Type - Activate by Default</strong></td>
<td>Yes, No</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td><strong>Braille</strong></td>
<td>EBAE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>UEB</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Keyword Translation</td>
<td>Spanish English</td>
<td>Current default (Spanish(SPA))</td>
<td></td>
</tr>
<tr>
<td>Keyword Translation – Activate by Default</td>
<td>Yes</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td>Keyword Translation – Activate by Default</td>
<td>No</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td>Keyword Translation – Activate by Default</td>
<td>[blank]</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td>Auditory Background</td>
<td>Yes</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td>Auditory Background – Activate by Default</td>
<td>No</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td>Auditory Background – Activate by Default</td>
<td>[blank]</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td>Spoken Audio</td>
<td>Synthetic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spoken Audio – Activate by Default</td>
<td>Yes</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td>Spoken Audio – Activate by Default</td>
<td>No</td>
<td>Blank also means &quot;No&quot;</td>
<td></td>
</tr>
<tr>
<td>Spoken Audio – Activate by Default</td>
<td>[blank]</td>
<td>Blank also means &quot;No&quot;</td>
<td></td>
</tr>
<tr>
<td>Spoken Audio – Read At Start</td>
<td>Yes</td>
<td>Blank also means &quot;No&quot;</td>
<td></td>
</tr>
<tr>
<td>Spoken Audio – Read At Start</td>
<td>No</td>
<td>Blank also means &quot;No&quot;</td>
<td></td>
</tr>
<tr>
<td>Spoken Audio – Spoken Preferences</td>
<td>Text Only/TextOnly</td>
<td>Text and Graphics</td>
<td></td>
</tr>
<tr>
<td>Spoken Audio – Spoken Preferences</td>
<td>Text and Graphics</td>
<td>Nonvisual</td>
<td></td>
</tr>
<tr>
<td>Switches – Scan Speed</td>
<td># [in seconds]</td>
<td>Numeric value only</td>
<td></td>
</tr>
<tr>
<td>Switches – Automatic Scan – Initial Delay</td>
<td># [in seconds]</td>
<td>Manual Override</td>
<td></td>
</tr>
<tr>
<td>Switches – Automatic Scan - Frequency</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Switches – Automatic Scan - Frequency</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Switches – Automatic Scan - Frequency</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Switches – Automatic Scan - Frequency</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Switches – Automatic Scan - Frequency</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Switches – Automatic Scan - Frequency</td>
<td>Infinity</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Supports Requiring Additional Tools - Two Switch System

| Yes | No | Blank also means “No” |

**UPLOADING 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. Click Settings menu.
2. Click Students.
3. Click Upload PNP tab.
4. Select all required organization information.
5. In the File field, click Select File.
6. Select the appropriate CSV file from your computer.
7. Click Open.
8. Click Upload.

![Screenshot of Kite Educator Portal showing steps for uploading PNP settings](image)
## REVIEWING THE PNP FILE UPLOAD

The final step to uploading a PNP settings file is to verify that all records uploaded successfully.

<table>
<thead>
<tr>
<th>Status Message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failed</td>
<td>The CSV file failed to upload. Click the CSV file under the file column to understand why they failed.</td>
</tr>
<tr>
<td>Rejected: [value]</td>
<td>Records were created but they were rejected. Click the CSV file under the file column to understand why they were rejected.</td>
</tr>
<tr>
<td>Created/Updated: [value]</td>
<td>Records were created successfully.</td>
</tr>
<tr>
<td>Alerts: [value]</td>
<td>Records were created successfully, but another issue exists. Click the CSV file under the file column to view the issue.</td>
</tr>
</tbody>
</table>
LOADING STUDENTS TO EDUCATOR PORTAL

TASC 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 testing coordinator will need to manually activate the teacher’s account.

TEST 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 CSV files that contain a copy of the information currently loaded into Educator Portal. Some of these extracts can 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 stage.

**PNP Setting Counts** – Student PNP setting counts by organization.

**PNP Settings (Abridged)** – Personal Needs and Preferences (PNP) settings by student.

**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.

**Testing Readiness** – Student login, test records and PNP settings.

**Users** – Educator Portal users and their associated role(s).

CREATING A DATA EXTRACT

To create a data extract, perform the following steps.

1. Click the Reports menu.
2. Click Data Extracts.
3. Locate the line for the file you wish to create.
4. In the Action column, click the New File button.

5. Set filters if prompted. Filters with a red asterisk are required, those without are optional.
6. Click OK. If an older version of the file exists, you will see a message asking you to confirm replacing the existing file. Click 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, click the CSV, XLSX, or PDF icon in the File column.
9. Open or save the file.

**Note:** If the status if the extract has not changed from “In Queue” after a few minutes, refresh your browser window.
STUDENT USERNAMES AND PASSWORDS

Students must have a username and password to access tests in Kite Student Portal. Students use the same username and password for each test (summative, interim predictive and interim mini-tests).

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

1. Click Reports menu.
2. Click Data Extracts.
3. Click New File on Student Login Usernames/Passwords row.
4. Set filters (optional).
5. Select whether you want to download the extract as a CSV file or a PDF.
6. Click Ok.

![Create Extract filters](image)

**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. Click Reports menu.
2. Click Data Extracts.
3. Click New File on the Test Tickets row.
4. Select a specific school in the dropdown (if applicable).
5. Click Ok.
6. Click the CSV icon.
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**

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, click the Map Portal link in the Quick Links section on the EP homepage.

   **HINT:** Map Portal Only users will visit [https://mapportal.kiteaai.org/](https://mapportal.kiteaai.org/)
2. Click the Map Visualizer tab.

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

4. Click View Maps.
5. Click the specific content framework title to view the map. The interactive map for the selected content framework will display.

```
<table>
<thead>
<tr>
<th>Subject *</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>--Select Grade--</td>
</tr>
</tbody>
</table>

## 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 1/2, 1/3, 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.
```
<table>
<thead>
<tr>
<th>Field or Button</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Interactive Node Map</td>
<td>The interactive map of nodes, including all target skills, related skills, and their direct and indirect connections.</td>
</tr>
<tr>
<td>2 Map View Info Menu/ Return to Search</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>3</td>
<td>Increase/Decrease Map Size</td>
</tr>
<tr>
<td>4</td>
<td>Drag Icon</td>
</tr>
<tr>
<td>5</td>
<td>Map Legend</td>
</tr>
</tbody>
</table>

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

VIEWING PROJECTED TESTING

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

1. Click the Manage Tests menu.
2. Click Projected Testing.

Note: System-wide testing projections appear here.
3. Click on View My Calendar.

![Image of a projected testing calendar]

**Hint:** 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. You will need to complete the CSV file using software outside of Educator Portal.

**PROJECTED TESTING CSV FILE FORMAT**

All column headings are required, but some columns do not require data. The CSV Col column 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.

<table>
<thead>
<tr>
<th>CSV Col.</th>
<th>Column Heading</th>
<th>Data Req?</th>
<th>Format of Valid Entries</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Assessment Program</td>
<td>Y</td>
<td>Alphanumeric</td>
<td>The abbreviation for the assessment program, e.g., CPASS, DLM, KAP, etc.</td>
</tr>
<tr>
<td>B</td>
<td>State</td>
<td>Y</td>
<td>Alphanumeric</td>
<td>The two-letter state abbreviation, e.g., KS, CO, etc.</td>
</tr>
<tr>
<td>C</td>
<td>DistrictID</td>
<td>Y</td>
<td>Alphanumeric</td>
<td>Identification code assigned by the state (or other organization) that indicates the district. The entry must match an entry in Educator Portal.</td>
</tr>
<tr>
<td>D</td>
<td>DistrictName</td>
<td>N</td>
<td>Alphanumeric</td>
<td>The name of the district.</td>
</tr>
<tr>
<td>CSV Col.</td>
<td>Column Heading</td>
<td>Data Req?</td>
<td>Format of Valid Entries</td>
<td>Definition</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------</td>
<td>-----------</td>
<td>-------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>E</td>
<td>SchoolID</td>
<td>Y</td>
<td>Alphanumeric</td>
<td>Identification code assigned by the state (or other organization) that indicates the school. The entry must match an entry in Educator Portal.</td>
</tr>
<tr>
<td>F</td>
<td>SchoolName</td>
<td>N</td>
<td>Alphanumeric</td>
<td>The name of the school.</td>
</tr>
<tr>
<td>G</td>
<td>Month</td>
<td>Y</td>
<td>Alphanumeric</td>
<td>Testing month(s). Months may be written entirely or as three-letter abbreviations.</td>
</tr>
<tr>
<td>H</td>
<td>Grade</td>
<td>Y</td>
<td>Alphanumeric</td>
<td>K-12</td>
</tr>
<tr>
<td>I</td>
<td>Projection Type</td>
<td>Y</td>
<td>Alphanumeric</td>
<td>Input values “testing” for testing and “scoring” for scoring</td>
</tr>
<tr>
<td>J-AN</td>
<td>1-31</td>
<td>N</td>
<td>Alphanumeric</td>
<td>Each number corresponds with a calendar date. Enter ‘X’, ‘x’, ‘Y’, or ‘y’ to indicate a testing date.</td>
</tr>
</tbody>
</table>
UPLOADING PROJECTED TESTING

Projected_Testing_Upload_Template.csv – 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. Click the Manage Tests menu.
2. Click Projected Testing
3. Click the Upload tab.
4. In the File field, click the CSV icon.
5. Select the appropriate CSV file and verify that the file has a .csv file extension.
6. Click Open.
7. Click Upload.
**REVIEWING PROJECTED TESTING FILE UPLOAD**

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

<table>
<thead>
<tr>
<th>Status Message</th>
<th>Description</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failed</td>
<td>The CSV file failed to upload. Click the CSV file under the file column to understand why they failed.</td>
<td>![Table Image]</td>
</tr>
<tr>
<td>Rejected: [value]</td>
<td>Records were created but they were rejected. Click the CSV file under the file column to understand why they were rejected.</td>
<td>![Table Image]</td>
</tr>
<tr>
<td>Created/Updated: [value]</td>
<td>Records were created successfully.</td>
<td>![Table Image]</td>
</tr>
<tr>
<td>Alerts: [value]</td>
<td>Records were created but another issue exists. Click the CSV file under the file column to view the issue.</td>
<td>![Table Image]</td>
</tr>
</tbody>
</table>
ADDITION PROJECTED TESTING MANUALLY

To manually add projected testing, perform the following steps.

1. Click the Manage Tests menu.
2. Click Projected Testing.
3. Click on View My Calendar tab.
4. Select organization information, grade, projection type (scoring or testing), and testing month.
5. Click on the calendar icon.
6. Click on the testing date or dates.
7. Click Save.
EDITING PROJECTED TESTING

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

1. Click the Manage Tests menu.
2. Click Projected Testing.

3. Click on View My Calendar tab.

4. Click on the calendar icon for the line you wish to edit.

5. Click on the testing date or dates to select/deselect.
6. Click Save.
DAILY ACCESS CODES

Daily Access Codes are alphanumeric values that, along with student login usernames and passwords, allow students access to high-stakes, summative testing. Daily Access Codes are generated in Educator Portal and can be accessed by clicking: Manage Tests – Test Coordination – View Daily Access Codes.

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 2:00 PM.

PRINTING ONE DAILY ACCESS CODE

To print a daily access code, perform the following steps.

1. Click the Manage Tests menu.
2. Click Test Coordination.
3. Click View Daily Access Codes tab.
4. Select the appropriate Assessment Program and Test Day.
5. In the Daily Access Codes column, click either the PDF or CSV icon. The Daily Access Code will open on your computer.
6. Save the file.
7. Click Done once you have finished viewing the Daily Access Codes.

PRINTING MULTIPLE DAILY ACCESS CODES

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

1. Click the Manage Tests menu.
2. Click Test Coordination.
3. Click 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. Click the View Access Codes button for your preferred file type.
7. Click Done.

8. Save the file.
MONITORING 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. Click the Manage Tests menu.
2. Click Test Coordination.
3. Fill in the appropriate fields in the Select Criteria section.
4. Click Search.
5. In the Test Session Name column, click the name of the test session you need to monitor.
6. Click the Monitor tab.
7. Review the information on the screen.

Status Column: On the Monitor Test Session screen, the Status column indicates whether the student has started a test, completed the test or testing is in progress.

# Unanswered Items: This column 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.
ENDING AND REACTIVATING 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. Click the Manage Tests menu.
2. Click Test Coordination.
3. Fill in the appropriate fields in the Select Criteria section.
4. Click Search.
5. In the Test Session Name column, click the name of the test session you need to end.
6. Click the Monitor tab.
7. Click the checkbox next to the student’s name whose test needs to be ended.
8. Click End Test Session.
9. If a student’s test needs to be reactivated, click the Reactivate button instead.

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

10. A message asks you to confirm the reactivation.
11. Click OK.

### ENTERING A SPECIAL CIRCUMSTANCE

In the event that a student cannot take or complete a high-stakes, summative assessment, you will need to enter the special circumstance. 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. Click the Manage Tests menu.
2. Click Test Coordination.
3. Complete the appropriate fields.
4. Click Search.
5. In the Test Session Name column, click the name of the test session you need to update.

6. Select the appropriate student.

7. In the Special Circumstance column, select the applicable circumstance from the dropdown.

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

**Note:** Some special circumstances require additional state-level approval. Those circumstances will display the following dialog box when you save them. Justification for these special circumstances require 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 to 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.
SCORING SUMMARY

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

<table>
<thead>
<tr>
<th>Subject</th>
<th>Sessions Assigned</th>
<th>Test Sessions Scored</th>
<th>Percent Completed</th>
<th>Completed Not Scored</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Year 2019-2020</td>
<td>Today 7/19</td>
<td>Prior Day 7/18</td>
<td>School Year 2019-2020</td>
<td>School Year 2019-2020</td>
</tr>
<tr>
<td>Listening</td>
<td>8,432</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Reading</td>
<td>8,429</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Speaking</td>
<td>8,432</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Writing</td>
<td>8,437</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
</tbody>
</table>

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

REACTIVATIONS

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

<table>
<thead>
<tr>
<th>Assessment Program</th>
<th>District</th>
<th>School</th>
<th>Test Name</th>
<th>Count</th>
<th>Reactivated By</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAP</td>
<td>Training District</td>
<td>Training School</td>
<td>G3 - Math - Fall 2020</td>
<td>2</td>
<td>Kite Trainer</td>
</tr>
<tr>
<td>KAP</td>
<td>Training District</td>
<td>Training School 2</td>
<td>G4 - ELA - Fall 2020</td>
<td>1</td>
<td>Lauren Elizabeth</td>
</tr>
<tr>
<td>KAP</td>
<td>Training District</td>
<td>Training School 2</td>
<td>G4 - Math - Fall 2020</td>
<td>16</td>
<td>Kite Trainer</td>
</tr>
</tbody>
</table>

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

The Testing Outside Hours tab provides a snapshot of students who accessed a test outside of regular school hours.

![Dashboard: View Testing Outside Hours](image)

- **3 test sessions started or completed outside expected hours this school year**
- **As of Sunday 7/19/2020 12:12 PM CDT**

<table>
<thead>
<tr>
<th>Assessment Program</th>
<th>District</th>
<th>School</th>
<th>Test Name</th>
<th>Student</th>
<th>Started</th>
<th>Ended</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAP</td>
<td>Training</td>
<td>Training School</td>
<td>G4 - Math - Spring Interim 2019</td>
<td>Kyle Curran</td>
<td>05/06/2020 - 08:03:36 PM CDT</td>
<td>05/06/2020 - 08:06:39 PM CDT</td>
</tr>
<tr>
<td>KAP</td>
<td>Training</td>
<td>Training School</td>
<td>G4 - ELA - Spring Interim 2019</td>
<td>Rickie Woods</td>
<td>05/09/2020 - 02:31:45 PM CDT</td>
<td>05/09/2020 - 02:36:30 PM CDT</td>
</tr>
<tr>
<td>KAP</td>
<td>Training</td>
<td>Training School 2</td>
<td>Gk - Math Practice 2019</td>
<td>Nora Janae</td>
<td>05/09/2020 - 02:36:40 PM CDT</td>
<td>05/09/2020 - 02:41:46 PM CDT</td>
</tr>
</tbody>
</table>

Data updated twice daily – approximately noon and midnight Central Time
Does not include schools specified by the state
Expected hours are **Mon-Fri 6:00 AM - 5:00 PM local time zone**

Download Extract
SHORT DURATION TESTING

The Short Duration Testing tab tracks all tests that were completed in a short period of time. The table also 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 so scroll to the right to view more details such as Student Name, Test Name, Item Count, All Correct, and more. You can also 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.
KITE ERROR MESSAGES

The Kite Error Messages tab gives you the ability to see error messages generated by KIDS TEST sends and TASC records. Again, there are numerous columns in the table so scroll to the right to view more details such as Educator ID, Message Type, and Error Message.

If you would like to download all error messages in an Excel spreadsheet, click the Download Error Messages button in the bottom left of the table.
REPORTS

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

PRINTING REPORTS

To print a report, perform the following steps.

1. Click the Reports menu.
2. Click General Assessment.
3. Click the desired report tab.
4. Use the dropdowns to select the report criteria.
5. After all criteria have been selected, click a link to open a PDF of the selected report. The links will vary depending upon the type of report.
ACCESSING A STUDENT REPORT ARCHIVE

A student report archive contains reports ranging from 2015 to the present school year. An administrator with the organization the student is currently enrolled at can access all of the student’s 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. Click the Reports menu.
2. Click Student Report Archive.
3. Enter the student’s last name or Student State ID.
4. Click Search.
5. Select the student.
6. Select the report to view.