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INTERIM GUIDE FOR EDUCATORS AND TEST COORDINATORS

This guide is designed to support Kansas educators in using the interim system.

A NOTE ABOUT ROLES
This guide’s procedures and graphics expect the reader to have the role of Teacher in Educator Portal. If you have another role and you do not see a function, it is unavailable to you.

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

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

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

CHANGE LOG
The following table lists the changes made to this guide since the last major release of the documentation.

<table>
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<th>Change Logged</th>
<th>Page(s)</th>
<th>Description of Change</th>
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<tr>
<td>8/2021</td>
<td>–</td>
<td>Changes in this guide reflect the updated Interim user interface in Educator Portal as well as the ability to now have multiple rosters for students.</td>
</tr>
<tr>
<td>9/8/2021</td>
<td>7-8</td>
<td>Added callout and updated screens to highlight the new print feature available for Interim Mini-Tests</td>
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ACCESSING EDUCATOR PORTAL

Kite Educator Portal is a web-based application, so you will need to be connected to the Internet to access the system.

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

- A supported browser. A list of supported browsers list can be found on the KAP website’s Kite Technology page.
- PDF viewer such as Adobe Acrobat that allows you to open and print PDF files.
- Spreadsheet program such as Microsoft Excel to create comma-separated values (CSV) files if you need to upload information.

SERVICE DESK
The Kite Service Desk provides support for Educator Portal and Student Portal. Service Desk representatives are available to assist you from 7:00 a.m. to 5:00 p.m. Central time on weekdays. During the testing season when the assessment window is open, the Service Desk has extended hours of operation from 6:00 a.m. to 6:00 p.m. Central. The Service Desk is closed on state holidays and unavailable during the week of Christmas through New Year’s Day.

Phone: 855-277-9752
Email: kap-support@ku.edu
Live Chat: Educator Portal
PREDICTIVE INTERIM OVERVIEW

Interim assessments are traditional tests used periodically throughout the school year to measure students' understanding of concepts and mastery of particular skills. Interim assessments are sometimes referred to as benchmark or predictive assessments.

Along with summative and formative assessment processes, interim assessments constitute an integral part of a robust assessment system. Well-implemented interim assessment helps ensure that students and teachers remain engaged in a feedback loop that not only measures students’ success in mastering material but also provides schools with information that allows them to make within-year programmatic decisions to help improve student achievement.

KAP provides predictive interim assessments in English Language Arts (ELA) and mathematics three times during the school year and are aligned to state curriculum standards that help predict future performance on the Kansas summative assessments. 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. Student progress can be monitored in real time with several reports available for educators to view and download.

Predictive interim assessments are available during three two-week testing windows during the school year. This years’ predictive interim windows are:

- Window 1: 9/20 – 10/01
- Window 2: 12/06 – 12/17
- Window 3: 1/31 – 2/11

Each predictive interim assessment:

- has between 17–25 questions and is administered online via Kite Student Portal,
- comprises ELA or mathematics test questions, including traditional and technology-enhanced/technology-enabled items that parallel the summative assessment,
- provides items that include a range of depth-of-knowledge levels, and
- covers approximately one half of the content standards assessed on the Kansas summative assessment.

If all three predictive interim assessments are administered, a student would be exposed to all content standards of the summative test.
INTERIM MINI-TESTS (FORMATIVE)

Formative assessment is the process (not a test!) by which teachers plan and continually adapt their instruction to respond to their students’ academic progress; formative assessment does not necessarily include traditional tests or quizzes, nor is it necessarily graded.

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

In its most helpful form, the formative assessment uses classroom activities and discussions that require students to not simply answer questions but also reveal their reasoning that led to those answers. In turn, teachers can immediately analyze their observations of these activities to determine individual students’ strengths and weaknesses so that they might help students address the specific mistakes they may be making or misconceptions they may hold.

KAP provides instructional tools, including ELA and mathematics mini-tests, which Kansas educators may use throughout the school year to check their students’ skills and comprehension.

Several features of the formative assessment include providing educators with the ability to:

- Build tests using mini-tests created by Accessible Teaching, Learning, and Assessment Systems (ATLAS), a center within the Achievement & Assessment Institute (AAI) at the University of Kansas, that mirror summative assessment items.
- Assign mini-tests to students and schedule tests.
- Copy tests created by staff within their own building/district.
- Administer mini-tests aligned to state curriculum standards.
- See immediate results from students’ tests.
LOADING STUDENTS TO EDUCATOR PORTAL

Before assigning interim tests, a district must submit a TASC record through KIDS to roster students to teachers.

Teachers should have active accounts in EP prior to the TASC upload. If a teacher does not have an Educator Portal account 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 then need to manually activate the teacher’s account. More information on activating accounts can be found in the Kite Educator Portal Manual for Test Coordinators.

ROSTERING STUDENTS TO MORE THAN ONE TEACHER THROUGH A TASC UPLOAD

Students can now be rostered to more than one teacher within the same building through a TASC record upload, providing multiple educators with the ability to assign mini-tests and monitor student progress. For more information on how to submit a TASC record, please refer to KIDS documentation provided by KSDE.

REMOVING STUDENTS FROM A ROSTER

If you need to remove a student from a roster in their enrolled building, you will need to submit a TASC record with Course Status = 99. In the event a student moves to a different building or district, the student will be automatically removed from all rosters.

INTERIM MINI-TESTS

BUILDING A MINI-TEST

To create an interim mini-test, perform the following steps:

1. Sign in to Educator Portal.
2. Click Interim in the menu.
3. Click Build or Copy a Test.
4. Select the subject: English Language Arts or Math.
5. Select the grade.
6. Click Search.
7. Select one or multiple tests from the Available Tests table.
8. Click the Content Assessed icon to view details about each selected test, if desired.
9. Click the Preview icon to preview a specific test, if desired. The test preview will open in a pop up. Click the X in the upper right corner of the Preview screen to exit.

**Note:** The preview screen allows the educator to view critical information about the test, including the number of questions, the actual questions and answers, and specific information about the mini-test. Only one test can be previewed at a time.

10. Click the Print icon to print the selected test(s), if desired.

**Note:** It is recommended that you only print one mini-test at a time. Tests will be printed in landscape mode by default, with one test question per page.
11. Click + Add to add the test(s) to the Selected Tests table.

12. To remove a test from the Selected Tests table, select the specific test(s) and click – Remove.
13. When finished, click Save.
14. Name the test and, if desired, provide a test description.
15. Click Save.

Saved tests can be assigned to students from the My Tests page, accessible from the Interim menu drop down.

Note: DTCs and BTCs can view tests and reports created by teachers in their district or building, but cannot edit the tests. DTCs and BTCs can also create and assign their own tests to students in their district or building.

COPYING A MINI-TEST CREATED WITHIN MY DISTRICT

1. Sign in to Educator Portal.
2. Click Interim in the menu.
3. Click Build or Copy a Test.
4. Click the Copy a Test tab.

   **HINT:** The system defaults to the Build a Test tab. Be sure you have clicked on Copy a Test.

5. Select the subject: English Language Arts or Math.
6. Select the grade.
7. Click Search.
8. Select a test from the Available Tests table to copy.

   **HINT:** You can view the content assessed as well as a preview of the test here, just like you can when building a test.

9. Click Copy.
10. Enter a test name.
11. Provide a test description (optional).
12. Click Copy.

CREATE AND MANAGE GROUPS
Educators can create their own student groups to facilitate future test assignment. These student groups can be saved and used for faster test assigning. To create a student group, follow the steps below.

1. Click Interim in the menu.
2. Click Manage Groups.
3. Click the Create Group tab.
4. Click Search.
5. Select the desired roster.
6. Select one or multiple students to add to a group.
7. Click Save.
8. Enter a name for the group.
9. Click Save.

Your created groups are located on the View Group tab. You can add or remove students from an existing group or choose to only show students currently in the group.
ASSIGNING INTERIM MINI-TESTS

Mini-tests can be assigned to an entire roster, a specific grade, or to specific students. To assign a test, perform the following steps listed below:

Note: Students added to a roster/grade after the test was originally assigned will automatically get assigned to the test.

1. Click Interim in the menu.
2. Click My Tests.
3. Select/confirm the district and school on the Assign Tests tab, then click Search.

ASSIGNING TESTS AUTOMATICALLY TO ROSTER(S)

To assign a test automatically to one or more rosters, perform the following steps:

1. Select the test you want to assign from the table.
2. Click Automatically to Roster(s).
3. Select one or more available rosters from the list.
4. Click Assign.
ASSIGNING TESTS AUTOMATICALLY TO GRADE(S)
To assign a test automatically to one or more grades, perform the following steps:

1. Select the test you want to assign from the table.
2. Click Automatically to Grade(s).
3. Select one or more available grades from the list.
4. Click Assign.

ASSIGNING TESTS TO SPECIFIC STUDENTS
To assign a test to specific students, perform the following steps:

1. Select the test you want to assign from the table.
2. Click To Specific Student(s).
3. Select the roster where the student is assigned from the available list (if applicable).
4. Select the student’s grade(s) from the available list (if applicable).
5. Select the group (if applicable).
6. Select one or more students from the available table.
7. Click Assign.
Note: Assigning a test to a specific set of students will allow you to manually add students later using the 'Assign' function but will not automatically assign students if rosters are modified.

MANAGE TESTS
Users can view interim test details such as the number of students assigned to a test, how many students have attempted and completed a test, when a test was created, and more from the Manage Tests tab on the Interim – My Tests page.
Note: You may not have permission to perform certain operations related to managing tests. If not, a message will display alerting you that the specific operation is not available.

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 whether they have completed various sections of the test.

To monitor a test session, click the Monitor button at the bottom of the table.
On the Monitor Test Session overlay screen, the Overall Status column indicates whether or not the student has started a test. Each numbered column corresponds to a question on the test. Solid blue circles indicate that the student has completed the question. An empty circle indicates that the student has not completed the question. Two asterisks (**) indicate that the student was not assigned the question.
ACCESSING STUDENT USERNAMES AND PASSWORDS

To download a PDF of student usernames and passwords when a student is ready to test in Kite Student Portal, select the desired test and click the Tickets button at the bottom of the table.

You can also access student usernames and passwords from an extract on the Data Extracts page. To download the extract to your computer, follow the steps below.

1. Click on Reports in the navigation menu.
2. Click Data Extracts.
3. Find the Student Login Usernames/Passwords extract.
4. Click New File in the Actions column.
5. On the Create Extract overlay, select all desired filters.
6. Select Download as a CSV.
7. Click Ok.
Once the extract request has processed, a CSV icon will appear in the row along with the date in which the extract was requested.

8. Click the CSV icon to download the extract.

## TAKING THE TEST

Assigned interim tests are available to students in Kite Student Portal in the Interim category. Predictive interim tests will only be available in Kite Student Portal during the fall, winter, and spring predictive test windows. Interim instructional (formative mini-tests) will be available through the end of the year as long as the tests are assigned to the students in Educator Portal.

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**Note:** Students will be able to select “Save” for interim if they haven’t completed the test and want to continue taking it later.

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### VIEWING INTERIM RESULTS

To view results from an assigned interim test completed by a student, perform the following steps:

1. Click the Interim tab in the menu.
2. Click View Results.
Each available report is displayed in tabs below the menu. Select all required criteria for the desired report to view details.

**Note:** The available reports may vary based on your role in Educator Portal.

**STUDENT ACTIVITY REPORT**

Student Activity Report includes a summary of testing within the user’s organization, including total points and total percent correct for each student’s test session.

The data can also be exported as a CSV file containing the report details by clicking the Export icon at the bottom of the table.
PREDICTIVE STUDENT SCORE (DISTRICT & BUILDING LEVEL)
The Predictive Student Score is available at the district and building level. This report details the student’s score range on each predictive interim assessment taken in the current school year. The report is divided by subject.

After the summative assessment is complete, the report will indicate the student’s level.

PREDICTIVE REPORT
Predictive Reports include the following:

1. **Student Reports**: Individual reports for each student that attempted the test.
2. **Student Bundled Reports**: A bundled PDF of all student reports in a school, subject, grade, or test cycle.
3. **School Report (Available at Building and District Level)**: Summary showing how students in the school performed on each question.
4. **District Report (District Level)**: Summary showing how students in the district performed on each question.
VIEWING HISTORICAL PREDICTIVE REPORTS

As mentioned above, Educator Portal users with the role of Building Test Coordinator, Building User, District Test Coordinator, or District User have access to reports that are unavailable to teachers. District personnel can also view historical predictive reports dating back to 2018 by selecting the specific school year in the Report Year dropdown.

INSTRUCTIONAL REPORTS

Available Instructional Reports include the following:

1. **Student Test**: Comprehensive data of a student’s performance on each item (ideal for sharing with student).
2. **Test Summary**: Data for each student’s score per item and for the test.
3. **Test Items**: Data for each item with aggregated student response analysis.