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Interim Manual

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

A Note about Roles

This manual’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 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 or to obscure personal details.

Version Information

This manual provides documentation for Kite system releases through October 2018.

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</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/01/2018</td>
<td>N/A</td>
<td>Original publication.</td>
</tr>
<tr>
<td>3/19/2019</td>
<td>18</td>
<td>Note added.</td>
</tr>
</tbody>
</table>

Note: The Page column indicates the page number of the current manual where the change appears.
Accessing Educator Portal

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.

- Supported browser: Mozilla Firefox, Google Chrome, or Internet Explorer
- PDF viewer – software that allows you to open and print PDF files
- Spreadsheet program to create comma-separated values (CSV) files if you need to upload information

**Service Desk**

The Service Desk provides help with the Educator Portal and Student Portal. Personnel are available to assist you from 7am to 5pm Central time weekdays (closed on state holidays). The Service Desk will be unavailable from December 24 through January 1.

<table>
<thead>
<tr>
<th>Phone:</th>
<th>855-277-9752</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:kap_support@ku.edu">kap_support@ku.edu</a></td>
</tr>
</tbody>
</table>
Assessment Overview

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

**Summative**

Summative assessments are traditional tests typically administered near the end of a school year or course. Though they are scored, summative assessments typically do not affect students’ grades; rather, they are designed to help judge the effectiveness of a curriculum and to inform adjustments to future instruction. Summative assessments also help ensure that schools meet federal and state accountability standards.

Summative assessments provide information about the depth and breadth of what students have learned. Because summative assessments are given at the end of a course of study, they do not directly affect students’ learning; rather, they can aid in reviewing curriculum and instruction to improve future students’ learning. Summative assessment information can also illustrate program strengths and help identify areas where professional development can help improve teaching and learning.

KAP summative assessments measure student knowledge 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.

This year’s summative assessment window is March 11, 2019 through April 26, 2019.

**Interim Predictive**

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

Along with summative assessment 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 ELA and mathematics at three times during the school year. These assessments 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.

Based on revised curriculum standards for mathematics, only three predictive assessments will be available in grades 3-7 during the 2018-2019 school year. Grade 8 will only have two predictive assessments and Grade 10 will not have any predictive assessments during the 2018-2019 school year.
Interim predictive assessments are available during three two-week testing windows during the school year. This year’s predictive interim windows are:

- October 08, 2018-October 19, 2018
- December 03, 2018-December 14, 2018
- February 04, 2019-February 15, 2019

Each interim predictive is composed of 25 test questions. 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.

Each interim predictive assessment is designed to cover approximately one-half of the content standards assessed on the Kansas summative test. If all three interim predictive assessments are administered, a student will have been exposed to approximately one and one-half the content of the summative test.

**Interim Mini-tests (Formative)**

Formative assessment refers to the ongoing process of assessing what students have and have not learned for the express purpose of adjusting current instruction in the classroom to meet each student’s needs.

The 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.

**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.

- 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 English language arts (ELA) and mathematics mini-tests, which Kansas educators may use throughout the school year to check their students’ skills and comprehension.
Interim Assessment Actionable Features for School and District Staff

Features include the ability for educators to accomplish the following:

- Administer interim predictive assessments in English language arts and mathematics aligned to state curriculum standards.
- View and download results from interim predictive assessments, including student reports.
- Administer mini-tests aligned to state curriculum standards.
- Build tests using mini-tests created by the Center for Educational Testing and Evaluation (CETE) that mirror summative assessment items.
- Copy tests created by staff within their own building/district.
- Assign mini-tests to students and schedule tests.
- See immediate results from students’ tests.
Setting Personal Needs Profiles

Students’ Personal Needs Profiles (PNPs) should be created before beginning any type of assessment. PNPs can be entered manually or through an upload process.

Creating PNPs Manually

Complete the following steps to create a PNP manually:

1. Click Settings menu.
2. Click Students.
3. Click Search.
4. Click on State ID.
5. Click No Settings.

6. Click Edit Settings.

7. Enter accommodations.

8. Click Save.
**Downloading PNP Extract**

Complete the following steps to download the PNP settings extract:

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

**Note:** You can select PNP settings from drop-down menus in the XLSX file.

6. Click CSV or XLSX.
7. Save file.
**Editing 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.

*Note: You can select PNP settings from drop-down menus in the XLSX file.*

<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></td>
<td>Purple</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pink</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Green</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Options</td>
<td>Default settings</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------------------------</td>
<td>-----------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Overlay Color –</td>
<td>Yes, No, [blank]</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td>Invert Color Choice</td>
<td>Yes, No, [blank]</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td>Invert Color Choice –</td>
<td>Yes, No, [blank]</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td>Masking</td>
<td>Answer Masking, Custom Masking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masking - Activate by Default</td>
<td>Yes, No, [blank]</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td>Contrast Color</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>Contrast Color –</td>
<td>Yes, No, [blank]</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td>Signing Type</td>
<td>ASL, Signed English</td>
<td>Default is ASL</td>
<td></td>
</tr>
<tr>
<td>Signing Type – Activate by Default</td>
<td>Yes, No, [blank]</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td>Braille</td>
<td>EBAE, UEB</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keyword Translation</td>
<td>Spanish, English, German, Vietnamese</td>
<td>Current default (Spanish(SPA))</td>
<td></td>
</tr>
<tr>
<td>Keyword Translation – Activate by Default</td>
<td>Yes, No, [blank]</td>
<td>Blank also means “No”</td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Value</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------------</td>
<td>-------------------------</td>
<td></td>
</tr>
<tr>
<td>Auditory Background</td>
<td>Yes/No/Blank</td>
<td>Blank also means &quot;No&quot;</td>
<td></td>
</tr>
<tr>
<td>Auditory Background – Activate by Default</td>
<td>Yes/No/Blank</td>
<td>Blank also means &quot;No&quot;</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/No/Blank</td>
<td>Blank also means &quot;No&quot;</td>
<td></td>
</tr>
<tr>
<td>Spoken Audio – Read At Start</td>
<td>Yes/No</td>
<td>Blank also means &quot;No&quot;</td>
<td></td>
</tr>
<tr>
<td>Spoken Audio – Spoken Preferences</td>
<td>Text Only/TextOnly, Text and Graphics, Nonvisual</td>
<td></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, 2, 3, 4, 5, Infinity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supports Requiring Additional Tools - Two Switch System</td>
<td>Yes/No/Blank</td>
<td>Blank also means &quot;No&quot;</td>
<td></td>
</tr>
</tbody>
</table>
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.

Note: Fields marked with a red asterisk are required.

4. In the File field, click the CSV icon.
5. Select the appropriate file.
6. Click Open.
7. Click Upload.
# Reviewing 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>
<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.</td>
<td><img src="image1.png" alt="Failed CSV File" /></td>
</tr>
<tr>
<td>Created/Updated: [value]</td>
<td>Records were created successfully.</td>
<td><img src="image2.png" alt="Created/Updated CSV File" /></td>
</tr>
<tr>
<td>Rejected: [value]</td>
<td>Records were rejected. Click the CSV file under the file column.</td>
<td><img src="image3.png" alt="Rejected CSV File" /></td>
</tr>
<tr>
<td>Alerts: [value]</td>
<td>Records were created successfully, but another issue exists. Click the CSV file under the file column.</td>
<td><img src="image4.png" alt="Alerts CSV File" /></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.
Interim Mini-tests

Building a-Mini-test

To create an interim test, perform the following steps:

1. Log in to Educator Portal at educator.kiteai.org.
2. Click the Interim menu.
3. Click Build or Select a Test.
4. Select Build test using existing tests.
5. Select a subject: English Language Arts or Math.
6. Select grade.
7. Click Search.
8. Click the icon to preview a specific test.

**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.
9. Click the × in the upper right corner of the Preview screen to exit.

10. Click the + icon next to the test(s) you want to select.

**Note:** A “test” can consist of one or more mini-tests compiled into a single test.

11. To remove a test, click × under Selected Tests.
12. Name the test (provide an optional description if desired).
13. Click Save.

**Note:** Parentheses () in the Name field may prevent saving if other special characters are present (e.g., &, or +). If you are unable to save, remove parentheses and try again.
14. EP automatically redirects to Assign Test.

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

Copying a Mini-test Created within my District.

1. Select Copy Existing Interim Test.
2. Select a subject: English Language Arts or Math.
3. Select the appropriate grade.
4. Click Search.
5. Click the icon to preview a specific test.

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.
6. Click the ✗ in the upper right of the Preview screen to exit.

7. Click the + icon next to the test you want to select.

   **Hint:** The chosen test will appear under Selected Tests on the right side of the page.

8. To remove a test, click ✗ under Selected Tests; the test is removed.

9. Click Save.

10. EP automatically redirects to Assign Test.
Assigning Interim Mini-tests

Educators can assign tests to students rostered to them via KIDS TASC records and are able to create their own student groups to facilitate future assignment. These student groups can be saved and used for faster test assigning.

Assigning Tests by Roster

To assign a test to a certain grade of students, perform the following steps listed below:

1. On the Assign Test screen, click on AutoAssign to roster.

   ![Assign Test Screen]

2. Choose Subject. Multiple rosters may be assigned at one time.
3. Click Assign/Submit.
4. Click Ok.

   ![Test Assigned]

Note: Students added to roster/grade after the test was originally assigned will automatically get assigned to the test.
Assigning Tests by Student
To assign a test to specific students, perform the following steps:

1. Click Select Specific Students.

2. Select roster and grade (or group).
3. Click Search.
4. Select students.
5. Click Assign Now.
6. Answer prompt.

![Group Creation dialog box]

Would you like to create a Student Group? Creating a Student Group means that you can reuse this group of students later without selecting them individually.

Yes  No

7. (Optional) Name group.
8. Click Save.

![Name group dialog box]

Name: Student Group Name
Save  Cancel

9. Click Ok.

![Confirmation dialog box]

The test assigned successfully
Ok
Managing Tests

To manage tests, perform the following steps:

1. Click Interim menu.
2. Click My Tests.
3. Click action icon.
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 or not they have completed various sections of the test. To monitor a test session, perform the following steps.

To manage tests, perform the following steps:

1. Click Interim menu.
2. Click My Tests.
3. Click Monitor icon.

4. Review the information on the screen.

On the Monitor Test Session screen, the Status column indicates whether the student has started a test. 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.
Predictive Interims

Interim predictive assessments are available during three two-week testing windows during the school year. Interim predictive assessments are automatically system-assigned to students who have been uploaded to KIDS on a TASC record.

You can monitor predictive interim assessments using the steps outlined in the preceding section. Students will need only their usernames and passwords to access Kite Student Portal for interim predictive assessments—Daily Access Codes are not used.

Accessing Student Usernames and Passwords

To access student usernames and passwords as pdf files, perform the following steps:

1. Click Interim menu.
2. Click My Tests.
3. Click Student usernames and passwords icon.
4. Print or save file.
Taking the Test

The assigned interim tests are available to students in Kite Student Portal in the Interim category. Interim Predictive 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.

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

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

1. Click Interim menu.
2. Click View Results.

3. Click the appropriate report.
Interim Mini-test Reports

There are four reports available for interim mini tests.

1. Student Activity Report: Summary of all testing within my organization.
2. Test Summary: Data for each student’s score per item and for the test.
3. Item Report: Data for each item with aggregated student response analysis.
4. Student Report: More comprehensive data for each student’s performance on each item (ideal for sharing with student).
View each report type in a table on screen or click “Export CSV” to download and open a CSV export.

**Student Activity Report: Screen and CSV Export**

![Student Activity Report](image)

**Test Summary: Screen and CSV Export**

![Test Summary](image)
**Item Report: Screen and CSV Export**

![Item Report](image1)

**Student Report: Screen and CSV Export**

![Student Report](image2)
Accessing Predictive Interim Results

Predictive interim results are accessible on the same screen as Interim mini-test results.

Predictive Student Score Report: Screen and CSV Export