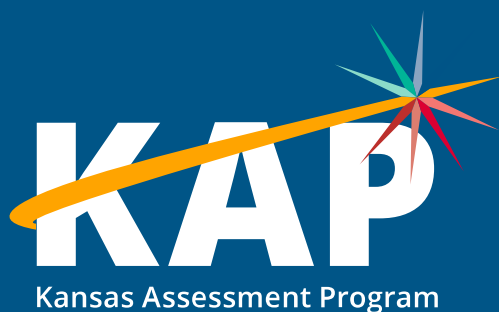


Kansas Assessment Program

Test Coordinator Training Webinar

October 16, 2025



Welcome KAP Test Coordinators!

Joining us for today's webinar:



KSDE – Chelsea Pelfrey, Julie Ewing, Cary Rogers (DLM)



ATS – Susan Martin, Lisa Braun, Matt Copeland, Erin Minor, Katherine Kocen, Mitch Montague, Drew Jarrett



ATLAS – Aletra Johnson



Today's Agenda

- Welcome and General Updates
- KAP updates
- KELPA updates
- Kite® Technology updates
- Dynamic Learning Maps® (DLM®) updates



KAP Test Coordinator Webinars

- Use the following calendar invites to add to your personal calendar
- Each invite includes the Zoom link

August	<u>Add to Calendar</u>
September	<u>Add to Calendar</u>
October	<u>Add to Calendar</u>
November	<u>Add to Calendar</u>
December	<u>Add to Calendar</u>
January	<u>Add to Calendar</u>
February	<u>Add to Calendar</u>
March	<u>Add to Calendar</u>
April	<u>Add to Calendar</u>
May	<u>Add to Calendar</u>



Reminders

- 2025-2026 Assessment Overview Calendar
 - [KSDE Assessments page](#)
 - [Kansas Assessment Program Website](#)
- New DTCs
 - Email [Chelsea Pelfrey](#)
 - Be sure to include the previous DTC's name and, if they're still in your district, what their new default role needs should be.





DTC Roles and Responsibilities

- Communication
- Update roles in Kite Educator Portal
- Complete Annual Test Security and Ethics Training
 - Train all staff involved with testing before the window opens
- Test Coordinator Roles and Responsibilities



Security and Ethics Training

- All District Test Coordinators must complete *in-person* Security and Ethics training held by KSDE and train staff before testing.
- All *in-person district training* must be completed by **January 5, 2026** for anyone administering a **KELPA** assessment
- All *in-person district training* must be completed by **March 13, 2026** for anyone administering a **KAP** assessment in ELA, Math, Science, and/or cPass.



Regional Test Coordinator Trainings

Date	Location
September 16	Bishop Learning Center - Topeka
September 17	Bishop Learning Center - Topeka
October 3	FULL! Maize Performing Arts and Aquatic Center - Maize
October 21	Southwest Plains Service Center - Sublette
October 22	Northwest Kansas Educational Service Center - Oakley
October 30	Fort Scott Community College - Fort Scott
November 13	USD 305 Board Office - Salina
November 14	USD 305 Board Office - Salina
November 20	Bishop Learning Center - Topeka

- Required in-person training for **at least one test coordinator per district**, preferably the DTC.
- 9:00am – 2:00pm
- Click the link to register
- Lunch is provided!



Personal Needs Profiles

- Can be set now
- Will be applied to Instructional Minis and Interims
- Make sure that accommodations set in the PNP match what is being done in the classroom.



Ordering Braille Booklets

- Request braille booklets through the Personal Needs Profile (PNP) in Educator Portal.
- Booklets will be ordered for students who have "Braille" selected on the "Language & Braille" tab of their PNP.

Assessment	PNP Must Be Selected in Educator Portal by:
Fall and Spring Interim	September 19
Summative	November 21

- **If any changes are made to your orders after these dates or if you have questions, please contact KAPaccommodations@ku.edu**



What questions do you have?





KELPA

Kansas English Language Proficiency Assessment



KELPA Screener

- Resources found in the Help tab in Educator Portal
 - Checklist, writing booklets (Grade K & 1), scoring rubrics, administration and scoring directions
 - FAQ document
- Verify testing progress
 - Reports > Data Extracts > Test Administration and Monitoring > KELPA Screener Status
- Reports are found
 - Reports > Screener Assessment



What questions do you have?



Kite™



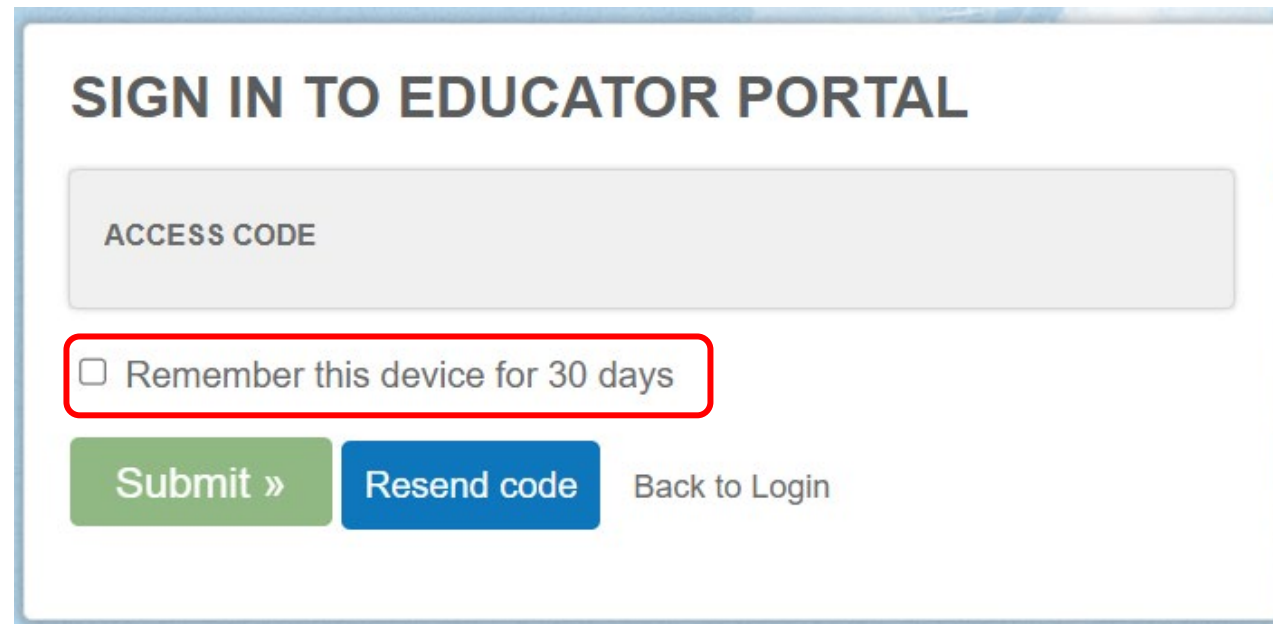
Kite Student Portal Updates

- 2025 – 26: Kite Student Portal remains **version 11.0.0**
- Quit Passwords
 - Remain the same as the previous year for each device type
- [Student Portal Support Updates for 2026](#)
 - Essential updates for the Chromebook and Windows devices
 - Chromebook – Changes are needed in Google Admin Console
 - Windows 10 – Is **no** longer supported after October 14, 2025
 - Windows 11 – Windows configuration changes are needed



Multifactor Authentication – Update!

- Option to "Remember this device for 30 days" - **Available!**
 - Device and browser specific
 - Clearing Cookies within the 30 days or using Private browser will require the MFA code to be entered



SIGN IN TO EDUCATOR PORTAL

ACCESS CODE

Remember this device for 30 days

Submit » Resend code Back to Login



TASC Records and Rosters

- **Reminder:** Students can be on multiple rosters of the same subject
- **Reminder:** Students can be manually removed from rosters created with a TASC record
 - Students can be removed from any subject roster but must remain on at least one for the subject
 - For example: Student is on 3 ELA rosters, they can be removed from 2 of them
 - Students can only be added to KAP rosters through KIDS with a TASC record
 - **How to remove a student from a roster?**
 - Settings > Rosters > Enter Search Criteria > Select Search > Select the Roster > uncheck the box next to the student you wish to remove > Select Save



Interim Test Window

- Fall Interim Test Window: October 6 – October 31, 2025
- Individual Student Reports are available within 15 min of student completing the test

New for Fall Interim!

- Option for your district to complete testing early
 - Why?
 - Final results for your district prior to Oct 31st
 - Reports generated for students left in progress
 - How?
 - DTC must contact the Kite Service Desk and let them know the desired end date for the district



Interim Reports

- Individual Student Report - Family Report
 - PDF Report provides an overall score and details a student's performance on specific areas of the assessment
- Common Bundled Report
 - Custom Individual Student Report bundled reports
- Interim Interactive Report
 - Area Performance, Item Performance and Individual Student Performance tabs
- Interim Question Report
 - CSV displaying Student Performance on each question, where student responses are listed as 'I' (no credit) 'C' (credit), 'PC' (partial credit), or 'n/a' (unanswered)
- Standard Based Report
 - Displays student performance on test items related to a cluster or standard. Items on both Interim and Instructional Mini Tests are included



Interim Interactive Report

- Available during the Fall Interim test window
- Roster, School, District and State data will continue to update through the Interim test window
 - If your district opts to complete testing early and provide an end date to the Kite Service Desk, the roster, school and district data will become final at that date.

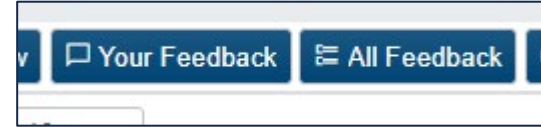
Area Performance Results

The average score among all students in a group
"N = X" identifies the number of students who started the assessment.

Content Area	Grade	Subject	Test Cycle	Sample Roster N = 2 (Fall)	Demo School N = 6 (Fall)	Demo District N = 7 (Fall)	Demo Kansas State N = 8 (Fall)
Fall: Operations & Algebraic Thinking (22 Points)	Grade 3	Mathematics	Fall	11	6.7	6.3	5.5
Fall: Number & Operations (10 Points)	Grade 3	Mathematics	Fall	5	2	1.7	1.5
Fall: Measurement & Data (14 Points)	Grade 3	Mathematics	Fall	7	3.7	3.4	3

Instructional Mini Test Feedback

- Leave feedback on Instructional Mini Tests
 - Interim > Build a Test
 - Your Feedback – Allows users to leave feedback and view feedback you have already left on that test
 - All Feedback – Displays feedback submitted by Kansas educators
- Leave feedback on all three subjects!



Educator Feedback for "Reading Info: Tornado Safety" ✕

These questions applied skills practiced in the classroom. *

Strongly agree

Agree

Neither agree nor disagree

Disagree

Strongly disagree

These questions will provide information that I can use to improve student learning. *

Strongly agree

Agree

Neither agree nor disagree

Disagree

Strongly disagree

Please rate this assessment: * ☆ ☆ ☆ ☆ ☆

Do you have any other thoughts or comments on this set of items?

PRISM Grant

- **P**artnership to **R**evise and **I**mprove **S**tudent Performance via Multiple **M**easures
- The U.S. Department of Education awarded Kansas a federal grant as part of the 2024 Competitive Grants for State Assessments (CGSA) competition.



PRISM Grant

- PRISM Goals
 - Support classroom teachers via new instructional resources, an expanded Mini Test bank, and new Kite technology.
 - Help educators utilize Kite technology and reports to provide timely and actionable information to educators, students, and their families
- Over 4 years, we will collaborate with 3rd grade teachers across the state of Kansas from multiple districts.
 - For this initial year, districts were invited based on usage of Instructional Mini Tests, school size, and geographic location.

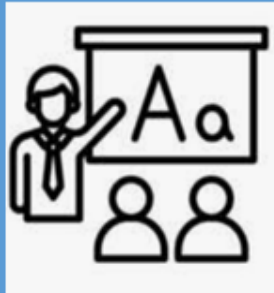


Scenarios on Using the Minis

BASELINE



PRE INSTRUCTION



MID INSTRUCTION

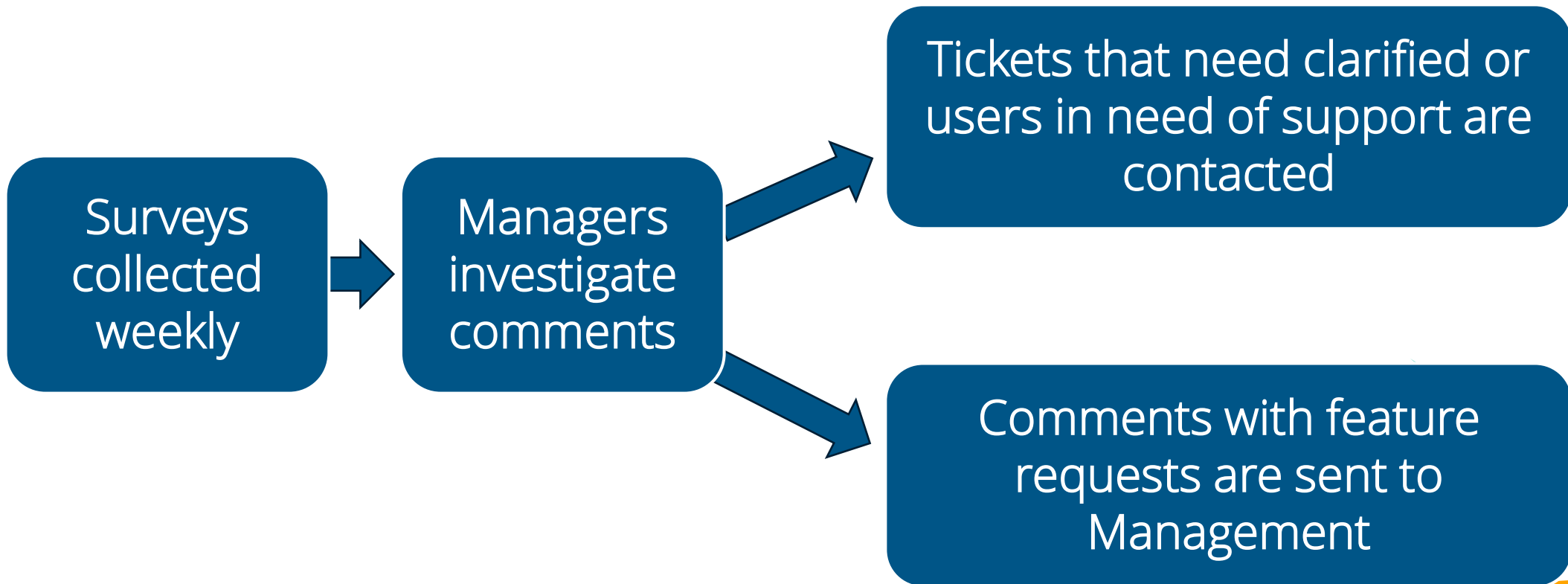


POST INSTRUCTION



Feedback from Users/Surveys

- Surveys are sent for every interaction with the service desk
- How we use this information?



Feedback from Users/Surveys

- Tickets that need clarified or users in need of support are contacted
- Examples:
 - Would a manual have better provided an explanation or more information?
 - Does the survey indicate that our agent misunderstood the ask?
 - Nobody's Perfect!
 - Mistakes can happen, surveys flag us to help make it right **AND** help add to our FAQ and Service Desk Trainings



Feedback from Users/Surveys

- Comments with feature requests are sent to ATS Management
- Examples:
 - ✓ Additional pages/context for Interim Reports
 - ✓ MFA changes to "remember" you
 - ✓ Increased chat "timeout" time
 - ✓ KAP Special Circumstances File during the summative window
 - ✓ SD Contact Number/Email displayed on EP
 - ✓ More video tutorials on using EP
 - ✓ More control over bundling – Common Bundle Process

SIGN IN TO EDUCATOR PORTAL

ACCESS CODE

Remember this device for 30 days

Submit »

Resend code

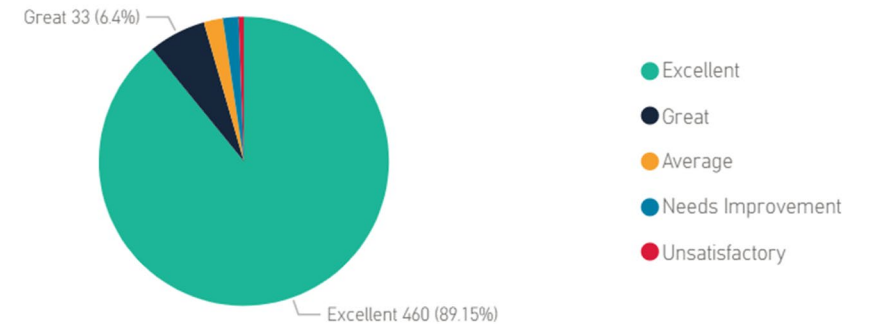
Back to Login

✉ kap-support@ku.edu ☎ +1 855-277-9752 💬 Live Chat

Feedback from Users/Surveys

- And, of course, general feedback and metrics for agents and reviews
- Of Survey Responses:
 - 516 Surveys (24-25 SY) (Only Kansas)
 - 90% Resolve rate on first contact
 - 96% Rate their representative as **very friendly**
 - 89% Rate the overall quality of the service desk as being **excellent**

Question 7: Overall, how would you rate the Kite Service Desk customer Service?



EP HELP tab - FAQ updates

What should the HELP tab be for?

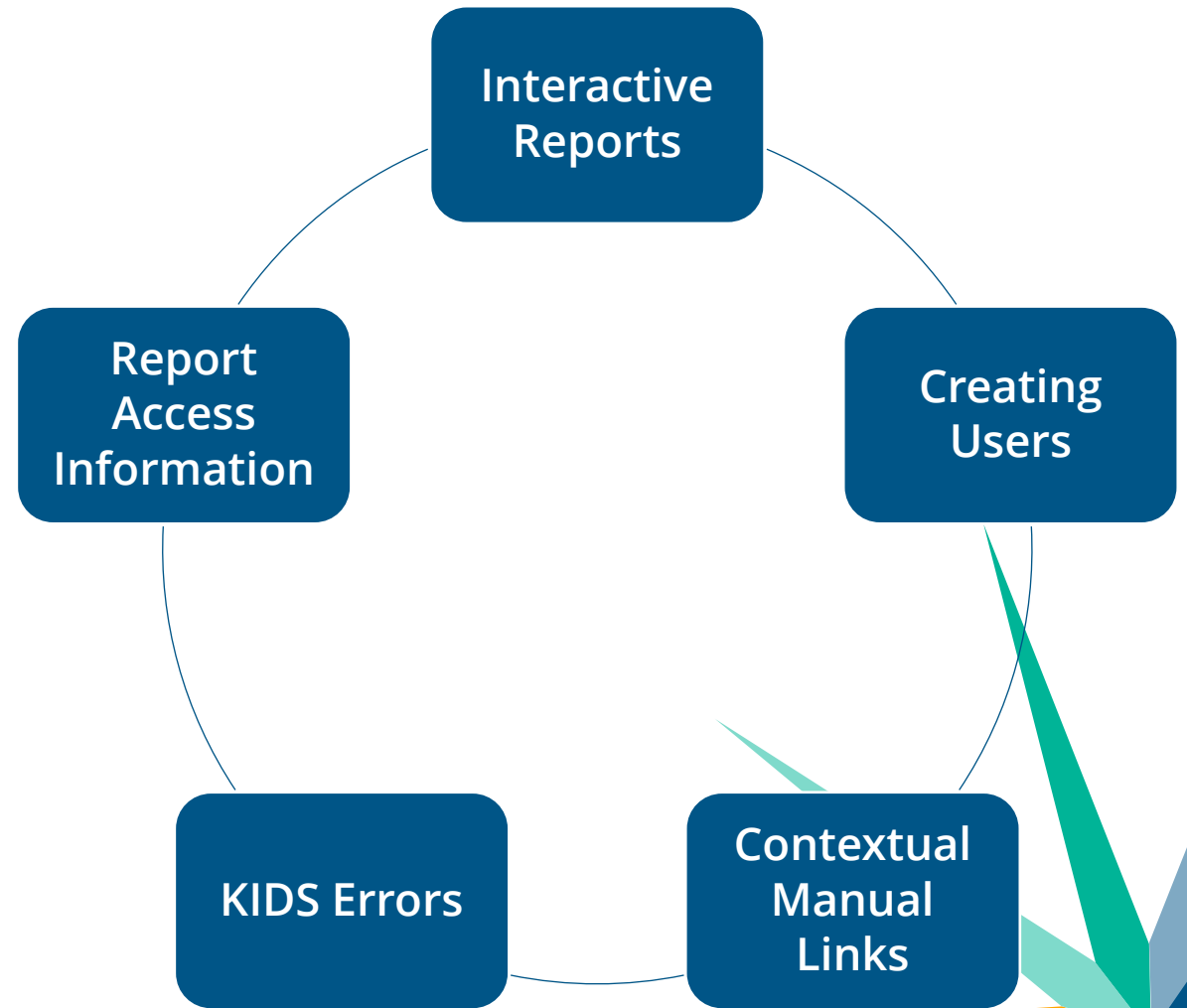
- Obviously, help and support!

What Changes?

- Use cases for Interactive Reports
- Managing users
- Links with specific locations in manuals
- Types of KIDS message errors and common answers

Scope

- Continually updated with questions asked by users to the Service Desk



Custom Instructional Mini Tests

- You can now build your own Instructional Mini Test combining items from multiple existing Mini Tests
- Download & complete the Excel Spreadsheet from the HELP Tab in EP
- Email the completed document to ats_management_dl@ku.edu
 - Kite will build your Mini Test and alert you once it is available in EP
- Reminders!
 - Must be from the same subject
 - Cannot combine ELA, Math and Science items
 - Must be from the same grade
 - Cannot combine different grade levels
 - Group Math items by Calculator Status



What questions do you have?





DYNAMIC[®]
LEARNING MAPS



DLM Dates

DLM Dates	Date open	Date closed
Required training	August 5, 2025	April 24, 2026
Fall testing window	September 8, 2025	December 19, 2025
Spring testing window	February 3, 2026	April 24, 2026



Test Coordinator Checklist – DLM

- This is an important time for DLM with several tasks that need to be completed prior to the test window opening on September 8th.
- There is a [DLM Test Administrator Checklist](#) for teachers administering the DLM.

September 8 – December 19, 2025

✓	Task	Resource
	Manage student moves as needed	<i>Data Management Manual (pdf)</i> page 113 of manual
	Manage data verification and revisions (changes to user, enrollment, and roster data) promptly	<i>Data Management Manual (pdf)</i>
	Monitor blueprint completion using the data extract: DLM instructionally embedded monitoring. All students rostered to the subject should be at 100)	<i>Educator Portal</i>



DLM Monitoring

- Dashboard
 - First Contact Survey Status: not started, in progress, Ready to Submit, and Completed
 - Testing Outside Hours
 - Short Duration Testing
- Reports – Data Extracts – Test Administration and Monitoring
 - DLM Instructionally Embedded Monitoring - Monitor this extract to ensure blueprint requirements are met for both ELA and Math
 - TIP Access – This extract identifies if the teacher accessed the testlet information page prior to administering the testlet. This is required.



Data Extract – DLM Instructionally Embedded Monitoring

State	District	School ID	School Name	Grade	Student Last Name	Student First Name	Student State ID	Window	ELA Educator Last Name	Blueprint Requirement ELA % Met	Total Number of ELA Testlets Taken	ELA Blueprint Requirement 1	ELA Blueprint Requirement 2	ELA Blueprint Requirement 3	ELA Blueprint Requirement 4	Math Educator Last Name	Blueprint Requirement Math % Met	Total Number of Math Testlets Taken	Math Blueprint Requirement 1	Math Blueprint Requirement 2	Math Blueprint Requirement 3	Math Blueprint Requirement 4	Science Educator Last Name	Science Testlets Completed
Kansas				6				Fall Window		50	4	Met	Not Met	Not Met	Met		25	3	Not Met	Not Met	Not Met	Met	NA	NA
Kansas				8				Fall Window		100	7	Met	Met	Met	Met		100	7	Met	Met	Met	Met		0
Kansas				8				Fall Window		100	7	Met	Met	Met	Met		100	7	Met	Met	Met	Met		0



DLM Webinar Schedule

Date	Topic
August 21, 2025	What do I need to do to get ready for the fall test window? (Vimeo) / Slides (PDF)
September 4, 2025	How do I write instructional plans? (pre-recorded) (Vimeo) / Slides (PDF)
October 9, 2025	DLM resources - How do I prepare my students for the DLM? (TASN registration)
December 11, 2025	DLM fall test window wrap-up What needs to be finished by Dec 20th?
February 5, 2026	DLM spring window
April 9, 2026	DLM wrap-up What needs to be finished by April 24th?

[Click to register for the entire 2025-26 Webinar Series](#)

Content is subject to change at any time due to current events



DLM Test Updates and KAA Listserv

- [Subscribe to DLM test updates](#)
 - Enter first name, last name, and email into form, then submit.
- To sign up for the KAA listserv, email this information to cary.rogers@ksde.gov
 - **Subject Line:** KAA Listserv
 - **Body:** Email address, First Name, Last Name, USD Number, USD Name



What questions do you have?



Webinar Wrap Up



A PDF copy of the slides and a recording of this webinar will be available on the KAP website's [Test Coordinator Training page](#) by the Friday following the webinar.



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