



# TESTLET KITE STUDENT PORTAL MANUAL

2022-23

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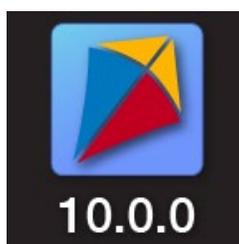
## WELCOME TO TESTLET KITE STUDENT PORTAL

Testlet Kite® Student Portal (also referred to as Student Portal) is used by students to take Testlet assessments. Student Portal covers the full screen of the assessment-taking machine, preventing students from accessing outside information during the assessment.

This manual is for test administrators who will be administering assessments and/or training other school staff to help students access Student Portal during an assessment session.

For information about installing Student Portal, refer to the Installation Guides for your device type.

The Testlet Kite Student Portal application icon is shown below:



This guide is divided into chapters to help you access information as easily as possible.

- The **Quick Start chapter** includes the procedures associated with logging into Student Portal, using the assessment environment, and logging off. The instructions are written so that an educator can use them to give students an overview. The procedures are not written directly to students.
- The **Assessment Tools chapter** includes specific details about each of the tools available to students within the Student Portal software.
- The **Technology Practice Test Guide** in Appendix A includes information about taking practice tests in Student Portal.

## A NOTE ABOUT GRAPHICS

Every effort was made to ensure the graphics in this guide match what the users will see when using Student Portal. Expect some slight differences depending on the computers and operating systems used to access Student Portal.

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## 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.

## REQUIRED SOFTWARE

Before students can take assessments, Testlet Kite Student Portal must be downloaded and installed on each supported assessment device. For more information about installing Student Portal, refer to the installation guide for the operating system or device being used.

Installation guides are available for the following devices: include: **Windows®**, **Mac®**, **iPad®**, and **Chromebook®**.

## KITE SERVICE DESK

The Kite Service Desk provides support for Educator Portal and Student Portal. Service Desk representatives are available to assist you from 7:30am to 5:00pm CST weekdays during non-testing season with extended hours of operation from 7:30am to 5:30pm CST weekdays during the assessment window (closed on state holidays). The Service Desk is unavailable during the week of Christmas through New Year's Day.

If you need additional help, call, or email the Kite Service Desk.

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**Phone:** 855-277-9752

**Email:** [Kite-support@ku.edu](mailto:Kite-support@ku.edu)

**Live Chat:** Link found on the [Educator Portal](#) website footer

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### WHEN CONTACTING THE SERVICE DESK:

**Do not send** any Personally Identifiable Information (PII) for a student via email or Live Chat. This is a federal violation of the Family Education Rights and Privacy Act (FERPA).

**Do not send** any information about the content of the test, such as the question or answer choices on a particular item. Information about items must remain secure.

**Do send** applicable student ID numbers, the tests students are taking (English Language Arts (ELA), math, science, predictive interim, mini-test), and the error or concern you are reporting regarding the test taker.

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## QUICK START

The Quick Start chapter of this guide includes the procedures for students to start taking assessments. The procedures are written in a step-by-step format, but the information is primarily for educators or people who will be helping students log into Testlet Kite Student Portal and navigate through an assessment. This section includes the following procedures:

- Running Student Portal
- Logging in
- Starting an assessment
- Navigating through Student Portal
- Ending an assessment

If you need to print tickets or perform other activities related to setting up an assessment, refer to the Testlet Kite Educator Portal Manual.

## TESTLET KITE STUDENT PORTAL

The process for opening and running Testlet Kite Student Portal varies depending upon the operating system or hardware in use. It is important to review the section that matches the equipment your students will be using.

Testlet Kite Student Portal should be installed and configured on each assessment device before beginning administration of assessments. For more information, refer to the installation guide for the device being used.

Student Portal should be used on a PC or Mac with a single monitor.

After Student Portal is opened on a device, the assessment environment is standardized across operating systems and hardware, with the exception that an iPad user will touch the screen instead of using a mouse.

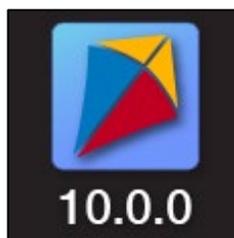
Should Student Portal lock or display an error message on any device, you may need to quit the application by entering Cmd+Q on a Mac device or Ctrl+Q on a PC and then entering the quit password. To obtain the most current quit password, please contact the Kite Service Desk. Chromebooks and iPads will need to be reset or rebooted.

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## OPENING TESTLET KITE STUDENT PORTAL (MAC OR WINDOWS)

To open the app on a Mac or Windows device, the student should perform the following steps.

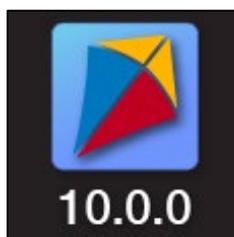
1. Double-click the Kite icon on the desktop.



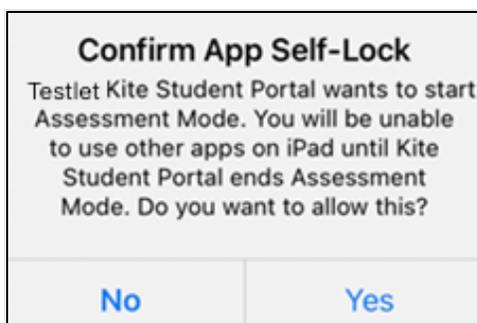
## OPENING TESTLET KITE STUDENT PORTAL (IPAD)

To open the app on an iPad, the student should perform the following steps.

1. Tap the Kite icon.



2. The following pop-up message will appear. Tap Yes.

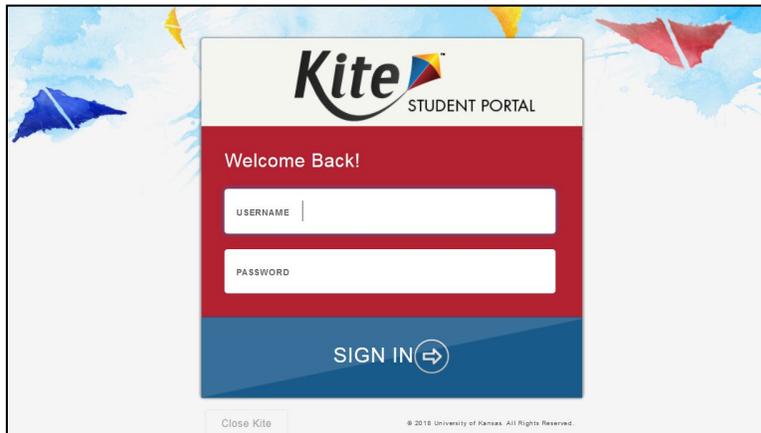


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**NOTE: If you tap No, a No Kiosk Mode Available pop-up will appear. Tap Retry to Confirm App Self-Lock.**

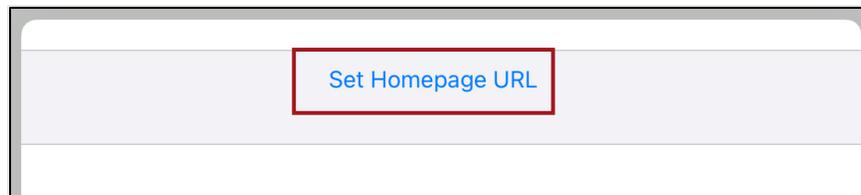
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3. Enter the student credentials on the login screen.

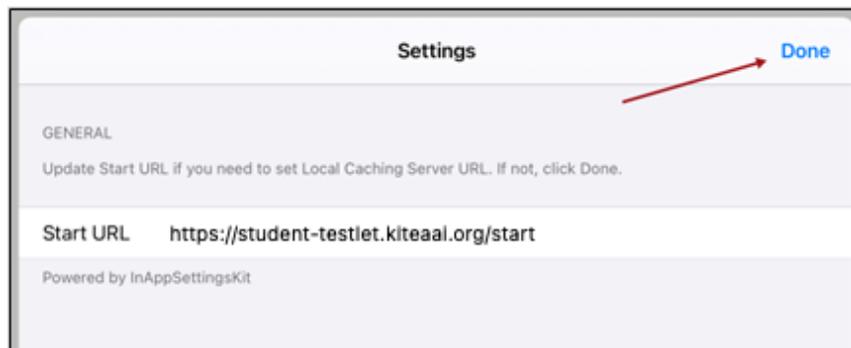


**NOTE: If this is the first time that Testlet Kite Student Portal has been launched, the following steps should be taken.**

**The following popup will appear. Tap Set Homepage URL.**



**The correct Start URL will be displayed. Tap Done.**



## OPENING TESTLET KITE STUDENT PORTAL (MANAGED CHROMEBOOK)

To open the Kite Student Portal app in Managed mode, the student should perform the following steps:

1. Open the Chrome App Launcher from the sign in screen.
2. Open the Kite Student Portal App.

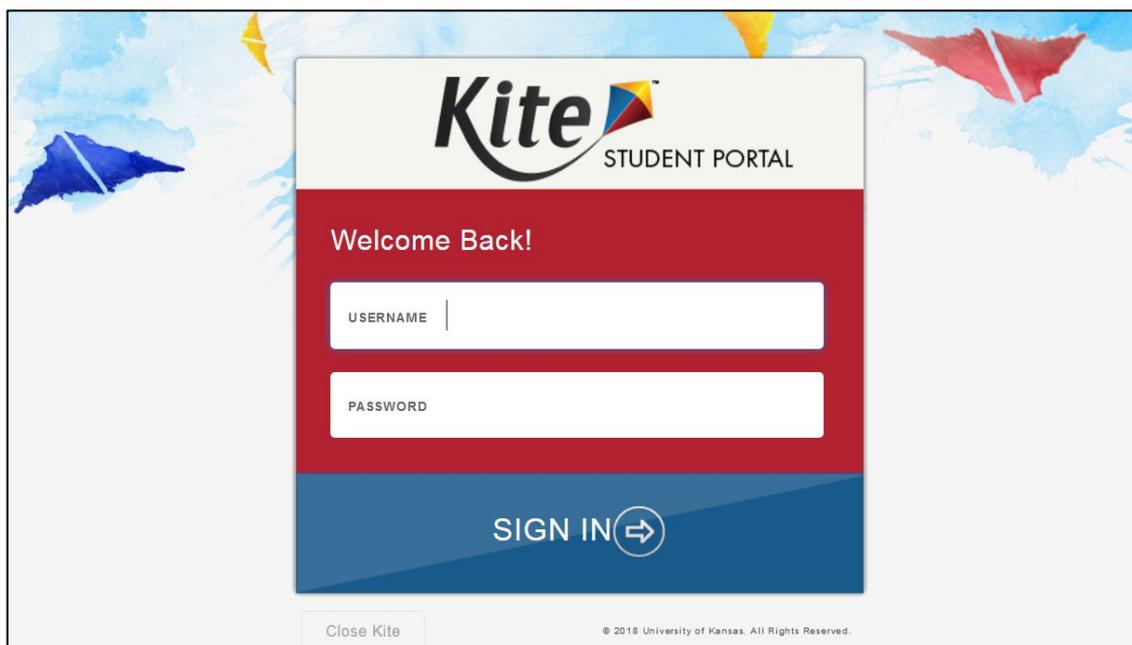
To maximize the screen, select the maximize button in the upper right part of the screen.

## LOGGING INTO TESTLET KITE STUDENT PORTAL

Before students log in to Testlet Kite Student Portal, they should have a student username and password for the assessment. See the Student Usernames and Passwords section of the Testlet Kite Educator Portal Manual for more information.

To log in to, the student should perform the following steps.

1. Enter the username in the USERNAME field.
2. Enter the password in the PASSWORD field.
3. Select SIGN IN.

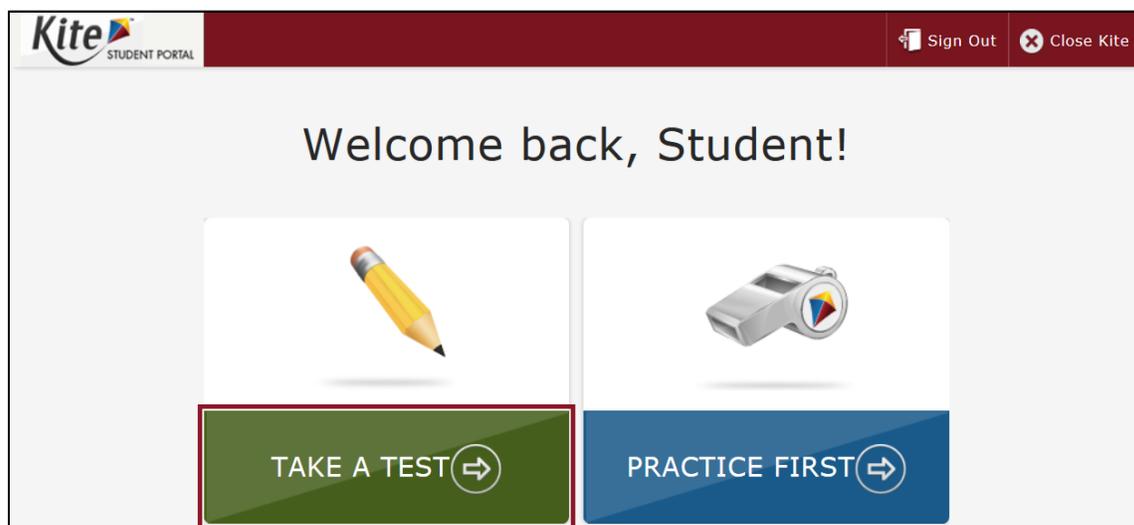


The screenshot shows the Kite Student Portal login interface. At the top, the 'Kite' logo is displayed next to 'STUDENT PORTAL'. Below this is a red banner with the text 'Welcome Back!'. There are two input fields: 'USERNAME' and 'PASSWORD'. At the bottom is a blue button labeled 'SIGN IN' with a right-pointing arrow icon. A 'Close Kite' button is visible at the bottom left, and a copyright notice '© 2018 University of Kansas. All Rights Reserved.' is at the bottom right.

## STARTING AN ASSESSMENT

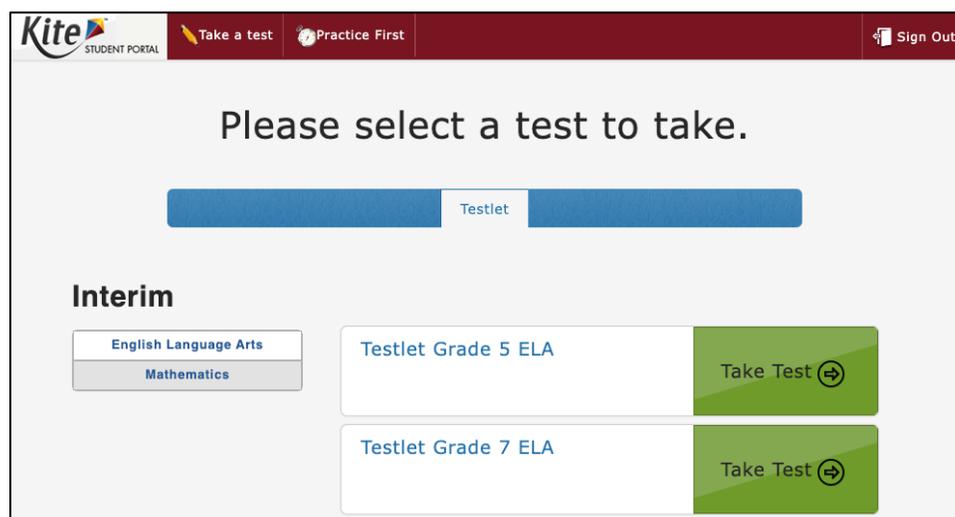
To start an assessment, the student should perform the following steps.

1. Select TAKE A TEST.



**NOTE: Practice assessments under PRACTICE FIRST are only available using logins provided in Appendix A: Technology Practice Test Guide.**

2. Next to the appropriate assessment, select Take Test.



3. Read the instructions. Some assessments have more instructions than others do. Scroll to read all the instructions.
4. Select BEGIN (or NEXT).

## Testlet Grade 5 ELA

You will be taking an assessment in Reading. You will read short literary or informational passages and then answer questions. You should read each question and do your best to answer it. If necessary, you may use the scroll bar to view the passage and to view the entire question and the response area. Reading passages are presented on the left side of the screen with each question on the right. Some questions may ask you to read more than one passage. These reading passages will have more than one tab. You may click on the tabs above the passage to navigate between tabs and move from one passage to another.

If you don't know an answer, make your best guess. When you finish with a question, use the **Next** button to continue. You may use the **Back** button to return to a previous question.

The question numbers are listed at the top of the screen. A **gray** question number shows you have **not** answered the question yet. A question number with a **blue** dot shows you have answered the question. At any time during the test, you may click on a question number to move to that question.



READ



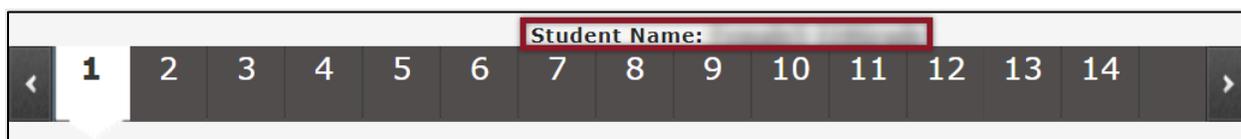
**NOTE: The green button will say either BEGIN or NEXT.**

## NAVIGATING TESTLET KITE STUDENT PORTAL

Several features are available to help students gauge their progress while taking an assessment. This section briefly describes features that you may want to point out to students. The section contains graphics from the general user interface.

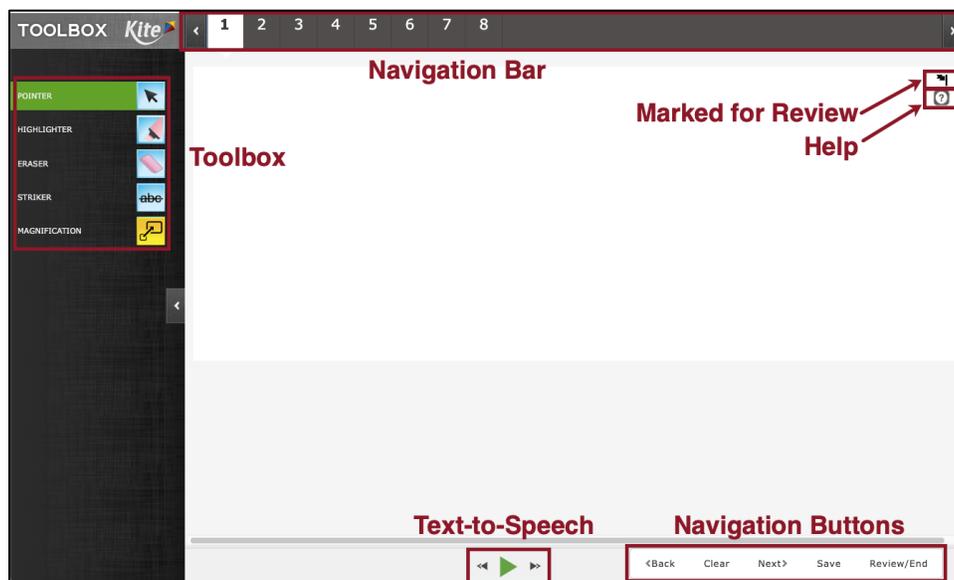
### STUDENT NAME DISPLAYS IN TOP BORDER

The student's name displays above the navigation bar. Students and Test Administrators can confirm that the correct Student Portal account has been accessed.



### MAIN ASSESSMENT WINDOW

An example of the main assessment window is shown below. The Navigation Bar is at the top of the screen. The Toolbox is on the left side of the screen. The text-to-speech (TTS) player and the navigation buttons are on the bottom of the screen. A help icon and a flag that the student can use to mark a question for review before finishing the assessment are located at the upper right side of the screen.



**NOTE:** The TTS buttons are activated by the student's PNP in Educator Portal, so they only display if TTS is set.

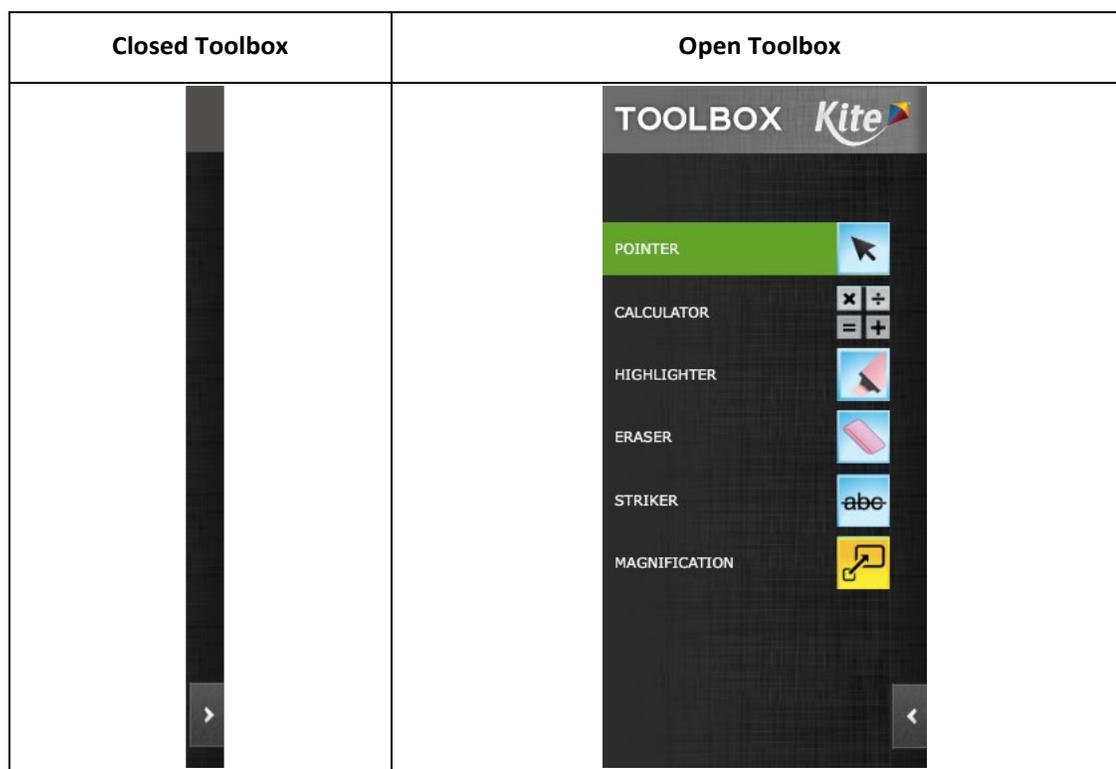
**NOTE:** The Help icon will only display if help exists for the particular assessment question.

Sometimes, particularly in ELA assessments, the screen displays a text passage with questions that are related to that passage. In these cases, the student has additional choices for displaying the assessment questions. See the *Passages with Related Questions* section for more information.

## TOOLBOX

The TOOLBOX slides out from the left side of the screen when the user selects the white arrow icon in the left margin. Depending on the assessment settings, different selectable tool options display in the TOOLBOX. (For a description of tools, see the Assessment Tools section of this manual.)

Move the cursor over the arrow icon in the left margin and select to open. Available labels and tool icons appear to describe each tool. Select the arrow icon again to close the TOOLBOX.



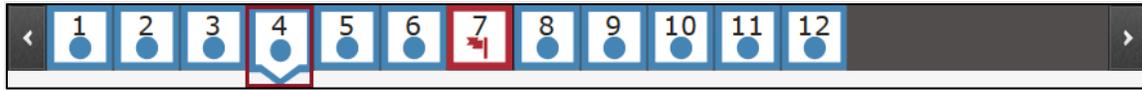
## NAVIGATION BAR

The navigation bar at the top of the window shows the number for each question on the assessment. Students can select a number to go to a specific question.

The number of the open question appears on a white background with a triangle pointing downward.



Answered questions appear on a white background with a blue border and a blue dot below the number.



Flagged questions that are **answered** appear on a white background with a blue border and a blue flag with a small dot below the number.

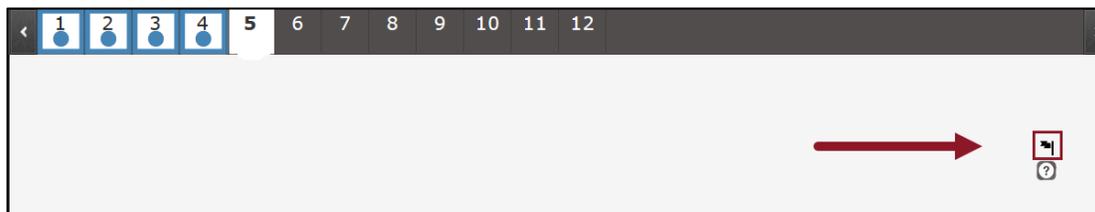


Flagged questions that are **unanswered** appear on a white background with a red border and a red flag below the number.

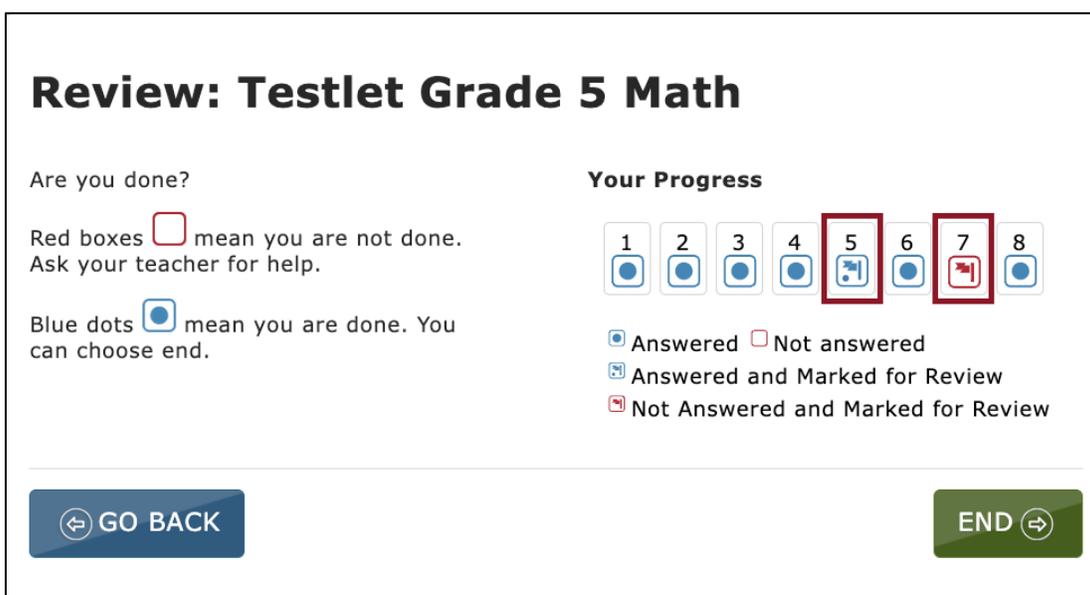


## FLAGGING A QUESTION – MARK FOR REVIEW

Students can select the flag icon at the upper right side of the main window to mark a question for later review within the assessment session.

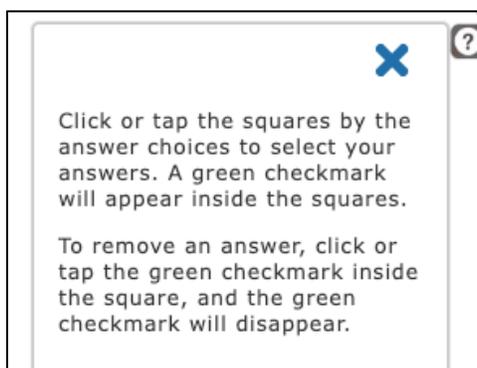


Flagged questions are also marked on the Review/End screen at the end of the assessment.



## HELP

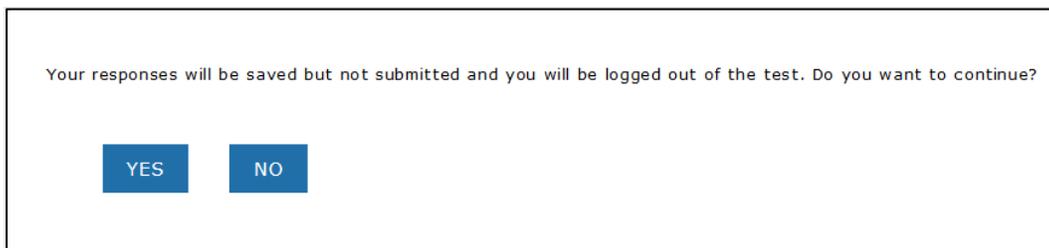
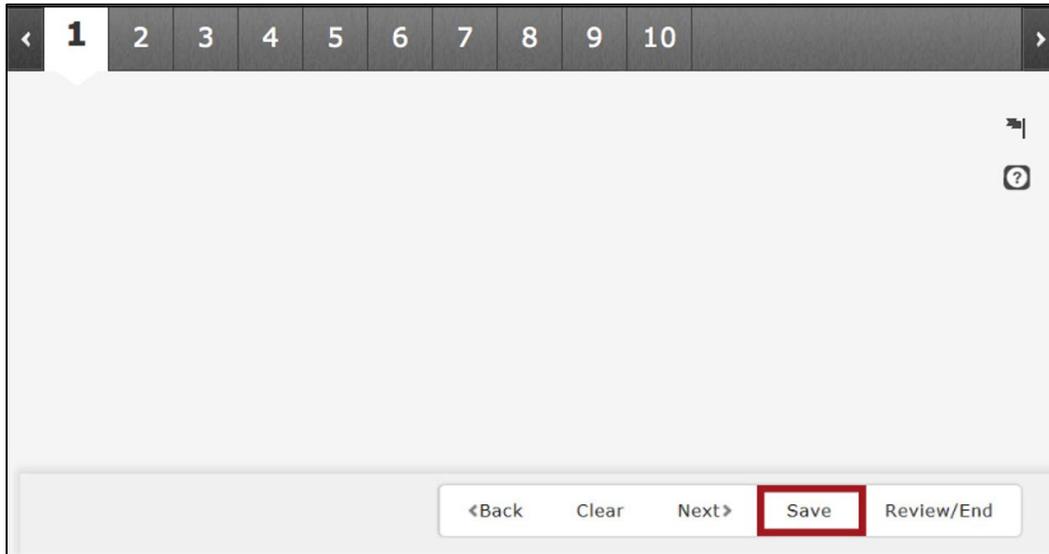
The help button displays additional information about how to manipulate and respond to the particular question type, not the content. When a student selects the help button, a window displays additional information. Select the blue X to close the help window.



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## SAVE

The Save button allows a student to save their answers without submitting the assessment. The student can return to complete the assessment at another time.



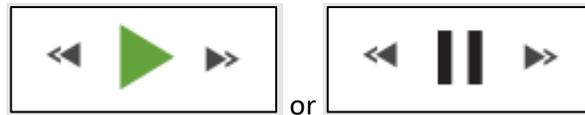
## TEXT-TO-SPEECH PLAYER

The text-to-speech (TTS) player plays audio files that correspond to the content on the screen. Content sections highlight on the screen as it is read by a synthesized voice.

**NOTE: The TTS player is enabled by the settings on a student's PNP in Educator Portal.**

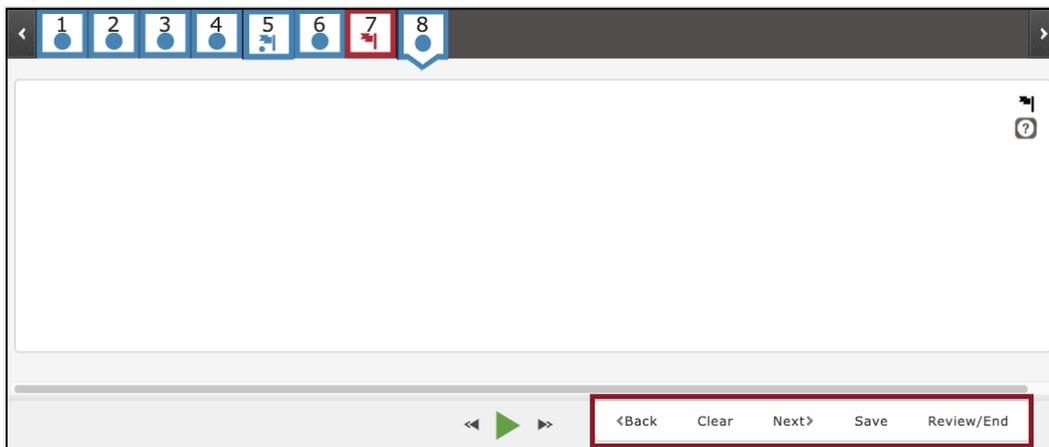


Select the green play button to listen and select the black parallel lines to pause the TTS. Skip forward or back to the beginning of an audio segment using the double arrows.



## NAVIGATION BUTTONS

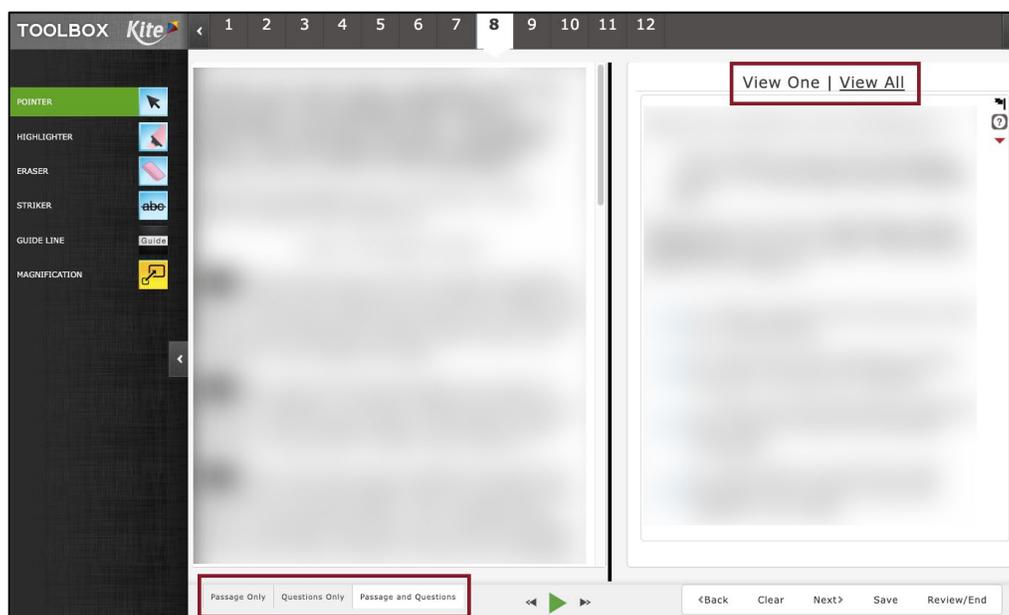
Buttons at the bottom of the screen can be used to return to the previous question or screen, clear an answer, go forward to the next question, save, or review and end the assessment. To return to the directions, navigate to the first question and select the Back button.



## PASSAGES WITH RELATED QUESTIONS

Sometimes, particularly in ELA assessments, the screen displays a passage of text with several questions related to that passage. The student can choose how the passage and related questions display (this may vary depending on device type).

The default setting, Passage and Questions with View One, displays the passage on the left and one question associated with that passage on the right. The bold black line dividing the passage on the left from question on the right is centered.



The three buttons at the lower left change the display to Passage Only or Questions Only.



On the upper right side of the screen, above the questions, select View One or View All to change the display of the questions. Selecting View One displays only one question at a time on the right side of the screen. Selecting View All displays every question, but only one question at a time expands (i.e., showing possible answers).



The bold black dividing line moves left or right by selecting and dragging the line. This allows the passage or questions to occupy more screen space. The balance resets when moving between items.

**NOTE: The draggable line is not available on iPads.**

## ENDING AN ASSESSMENT

Ending an assessment is two-step process. First, students use the Review/End screen to confirm an answer was entered for each question. After reviewing for completeness, the students select END to end an assessment.

### USING THE REVIEW/END SCREEN

Select Review/End at the bottom of the screen to display the review screen. Students review which questions are answered or marked for review. It does not show the answers the students entered.

Students can navigate to the Review/End screen and return to the questions at any time during the assessment. Students select the question number to return to that question or select "GO BACK" to return to the first question in the assessment.

## Review: Testlet Grade 5 Math

Are you done?

Red boxes  mean you are not done. Ask your teacher for help.

Blue dots  mean you are done. You can choose end.

**Your Progress**

1

2

3

4

5

6

7

8

- Answered  Not answered
- Answered and Marked for Review
- Not Answered and Marked for Review

← GO BACK

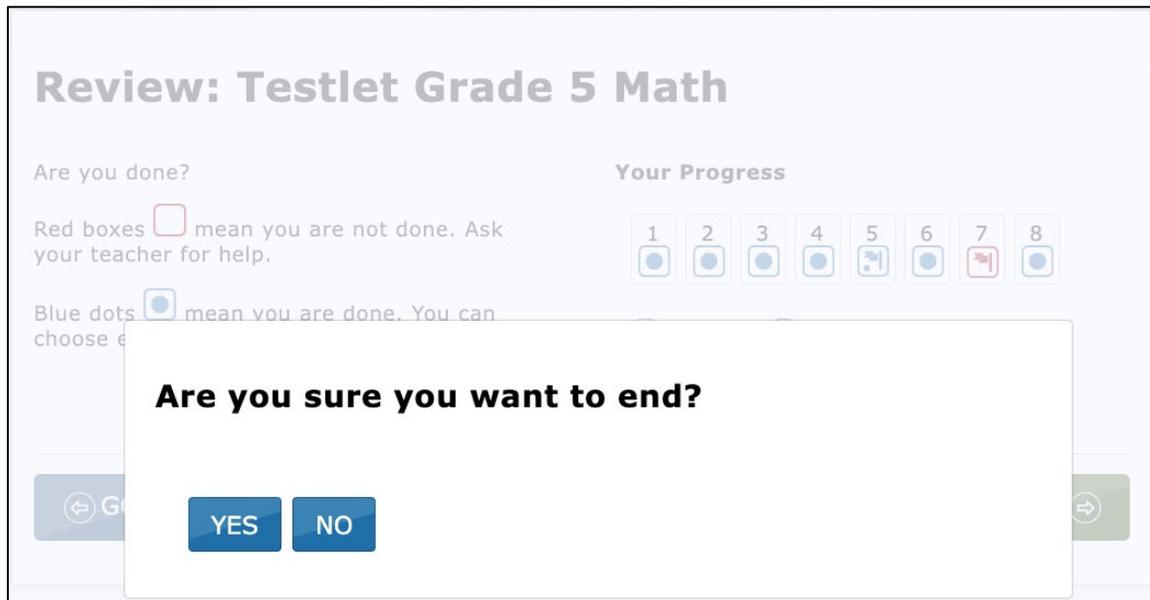
END →

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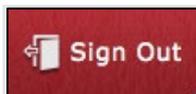
## ENDING AN ASSESSMENT

After reviewing answers, the student ends the assessment by performing the following steps.

1. On the Review/End screen, select END.
2. On the Confirmation message, select YES.



3. Select Sign Out at the top of the screen.



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**NOTE: The students should always use the Sign Out button when finished. If the student uses a Mac or Windows device, select “Close Kite” at the end.**

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## ASSESSMENT TOOLS

Testlet Kite Student Portal includes many tools that students can use while taking an assessment.

**To access tools**, students select the arrow icon along the left margin of the assessment screen that expands the toolbox. Select a tool name and icon to access functionality.

**To manipulate tools**, such as reverse contrast, select the tool a second time to turn it off. Other tools, such as the highlighter and strikethrough, change the cursor to the tool icon. To remove highlighting and strikethrough marks, use the eraser tool. To turn off these tools, select the tool a second time or select the pointer tool. Some tools display a movable pop-up window. These tools may cover part of the content, but can be moved by dragging. Select the circled X in the upper left corner to close.

**Tool availability** is determined when the assessment is developed and the following conditions.

- Some are standard and available to all students.
- Some are activated based on an individual student's needs as indicated via a Personal Needs and Preferences (PNP) profile completed in Kite Educator Portal.
- Some are available throughout a specified assessment.
- Some are only available for a section within a session.
- Some only function with specific types of content. For example, the Guide Line tool is only used with text passages, but it may be displayed during an entire assessment.

## STANDARD ASSESSMENT TOOLS

The following tools are standard assessment tools used in Testlet Kite Student Portal. A PNP does not need to be created for a student to have access to the following tools.

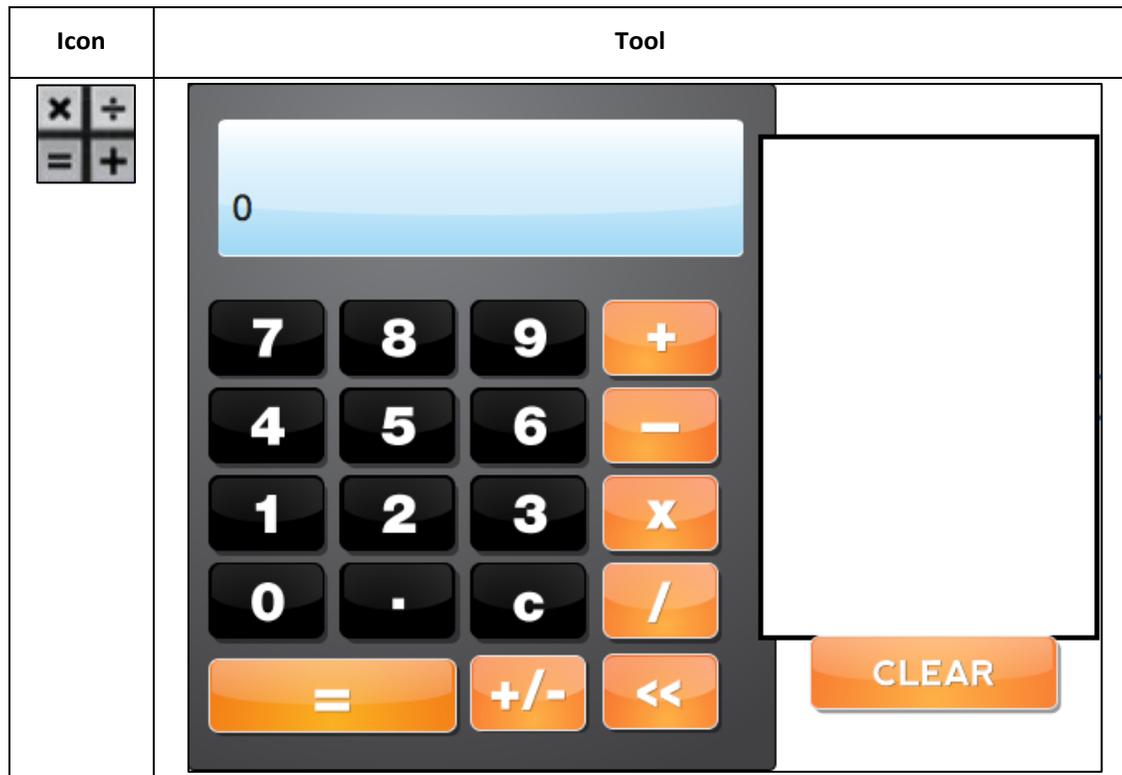
TOOLS AVAILABLE TO ALL STUDENTS AS NEEDED BY SUBJECT		
Icon	Tool	Description
	Calculator – Basic <sup>1</sup>	Perform the basic four functions: addition, subtraction, multiplication and division.
	Eraser	Remove highlighting and striker marks from the screen.
	Guide Line	Follows the pointer and lightly highlights the text of a reading passage line by line. On iPads, drag an icon attached to the highlight line through the passage.
	Help	Help text bubble explaining how to answer the question based on the question type.
	Highlighter	Select text on the screen and highlight the selected text with a pink background.
	Mark for Review	Marks a question for later review.
	Mark for Review Unanswered	The question is marked for review but unanswered, changes the item number at the top of the screen to red with a flag graphic.
	Mark for Review Answered	The question marked for review and answered, changes the item number at the top of the screen to blue with a flag graphic and a blue dot.
	Pointer	Select content in the assessment.
	Striker	Place a line through a multiple-choice answer choice that is not desired.
	Help Video	If a Help Video is available (i.e., practice tests) it displays a video demonstrating how to answer the item.
	Whole Screen Magnification	Magnify (Zoom) the screen 2.0X, 3.0X, 4.0X or 5.0X.

<sup>1</sup> Only available on select Grade 7 Math testlets.

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**CALCULATOR – BASIC**

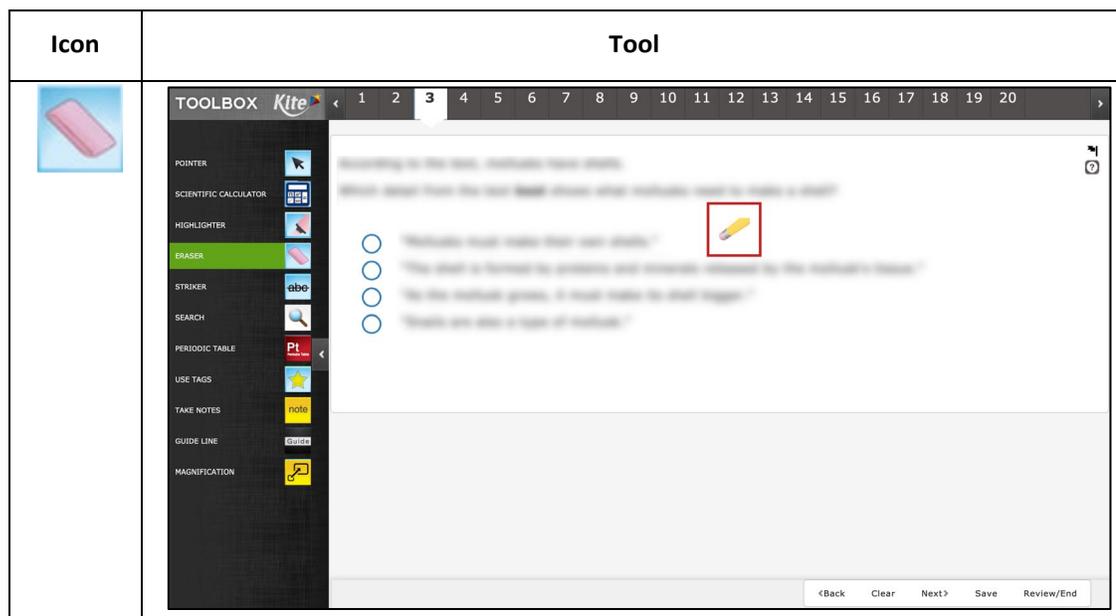
The basic calculator tool allows students to perform simple mathematical calculations.



## ERASER

The eraser tool allows the student to remove highlighter and strikethrough effects. To switch off from using the eraser, select the eraser icon or the pointer tool.

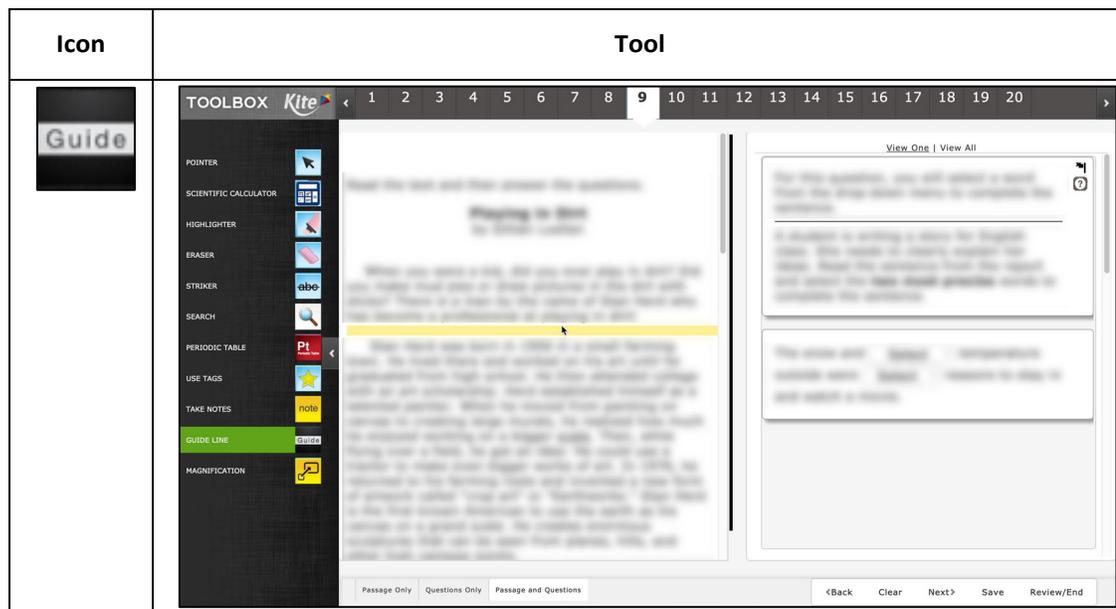
**NOTE: This tool changes the cursor from an arrow or marker to a pencil eraser.**



## GUIDE LINE

The guide line tool displays a yellow line that the student can move horizontally through a text passage. To switch off from using the guide line, select the guide line icon or the pointer in the toolbar.

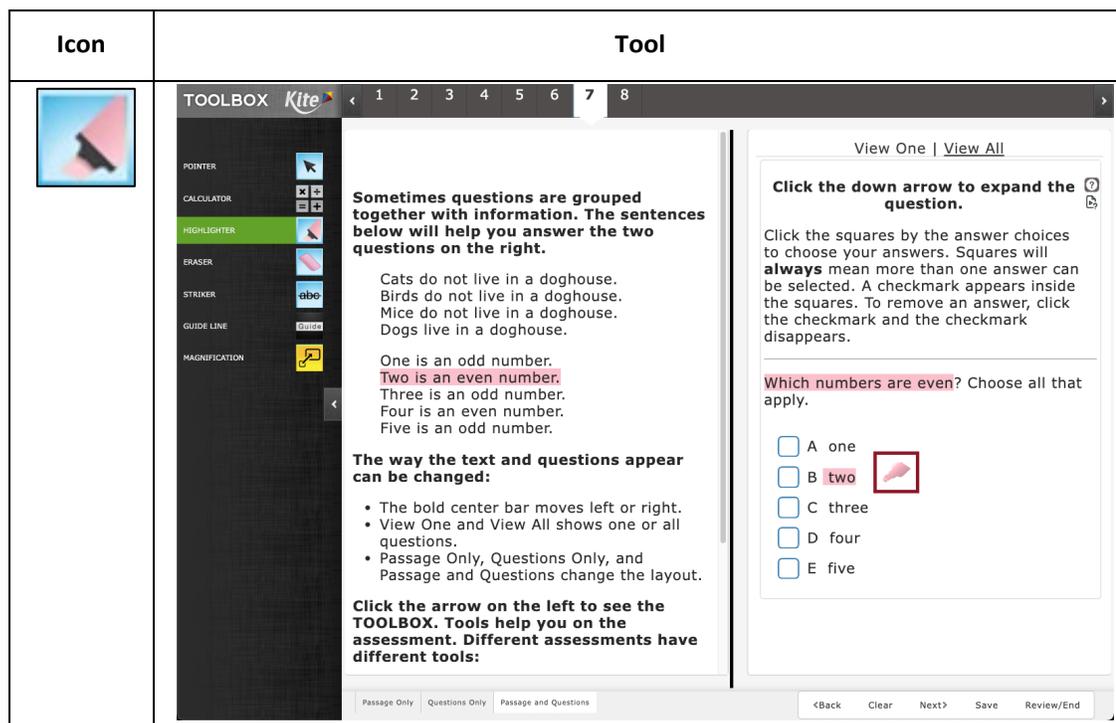
**NOTE: This tool changes the cursor from an arrow to a yellow line.**



## HIGHLIGHTER

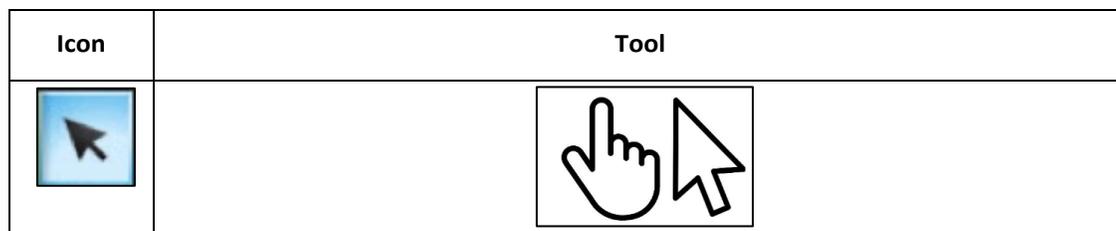
The highlighter tool allows a student to select and highlight text. The student can drag the highlighter to highlight a word or area. Highlighting can be removed by using the eraser tool.

**NOTE: This tool changes the cursor to a pink highlighter.**



## POINTER

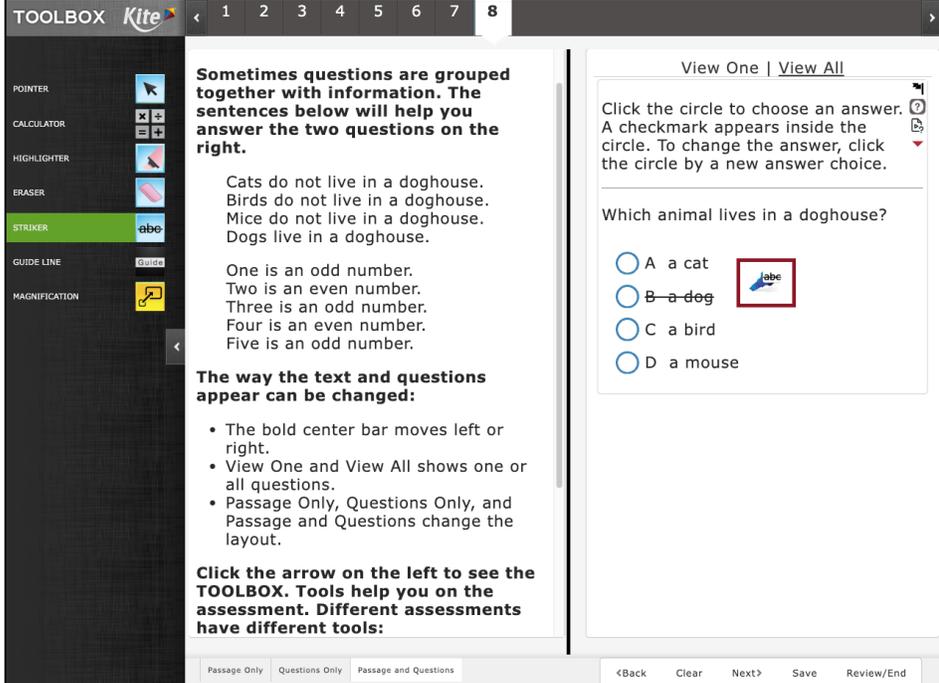
The pointer tool is the tool that students use most. The pointer allows a student to select content in an assessment.



## STRIKER

The striker tool allows a student to mark a line through multiple choice response options. Strikethrough lines are removed with the striker tool, the eraser, or by navigating away from the item.

**NOTE: The strikethrough tool changes the cursor from an arrow to a blue marker. If used on a graphic, the graphic will fade.**

Icon	Tool
	 <p>The screenshot shows the Kite assessment interface. On the left is a dark 'TOOLBOX' with icons for Pointer, Calculator, Highlighter, Eraser, Striker (highlighted in green), Guide Line, and Magnification. The main content area displays a passage and a question. The passage text includes: 'Sometimes questions are grouped together with information. The sentences below will help you answer the two questions on the right.' followed by three sentences about doghouses and a list of numbers. The question asks 'Which animal lives in a doghouse?' with four radio button options: A a cat, B a dog, C a bird, and D a mouse. A red box highlights the 'B a dog' option, and a blue arrow cursor is positioned over it. The interface also shows a 'View One   View All' toggle, a bottom navigation bar with 'Passage Only', 'Questions Only', and 'Passage and Questions' tabs, and a footer with '&lt;Back', 'Clear', 'Next&gt;', 'Save', and 'Review/End' buttons.</p>

## TOOLS ENABLED IN THE PNP

The following tools must be selected and enabled in a student’s PNP profile prior to assessment in order to be available in Student Portal.

ACCOMMODATIONS (AVAILABLE ONLY WHEN SELECTED IN THE PNP) FOR STUDENTS WHO HAVE AN IEP, 504, EL PLAN, OR STATEMENT OF STUDENT NEED		
Icon	Tool	Description
	Color Contrast	Sets a text color (foreground) and background color with foreground/background options for grey/black, yellow/black, green/white, and red/black.
	Reverse Contrast	Sets the text color to white and the background color to black.
	Color Overlay	Displays a light color background on the screen behind content with options for blue, yellow, grey, red, and green.
	Masking: student controlled or presented by default	Mask or cover parts of an assessment. A black box displays to move and resize over areas of the screen.
	Text to Speech (TTS) <sup>2,3</sup> Audio – test items	A synthetic voice reads assessment content including instructions, passages, response options, and explanations of visuals, like pictures and graphs.
	Whole Screen Magnification	Magnify the screen with default or selectable 2.0X, 3.0X, 4.0X or 5.0X zoom.

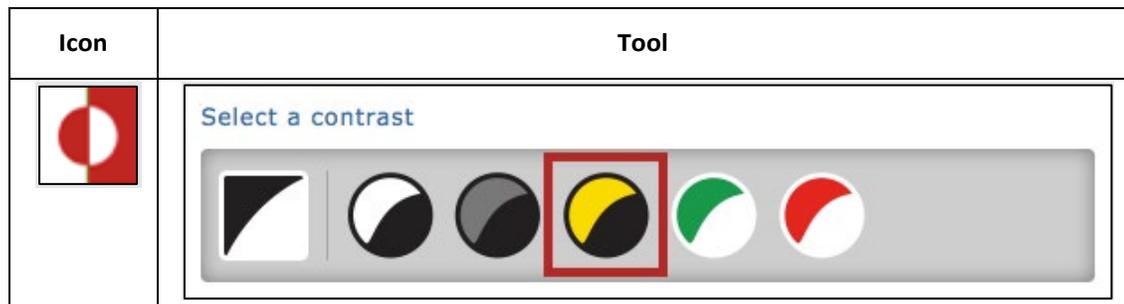
<sup>2</sup> Requires speakers or headsets.

<sup>3</sup> See *Text-to-Speech Player* under *Navigating Testlet Kite Student Portal*.

## COLOR CONTRAST

The color contrast tool allows a student to change the color of the assessment font and the background. The upper (left) portion of the circle indicates text color, while the lower (right) portion of the circle indicates background color.

The color contrast tool and color overlay tool cannot be applied simultaneously. In the example below, the colors would change to yellow text on a black background.



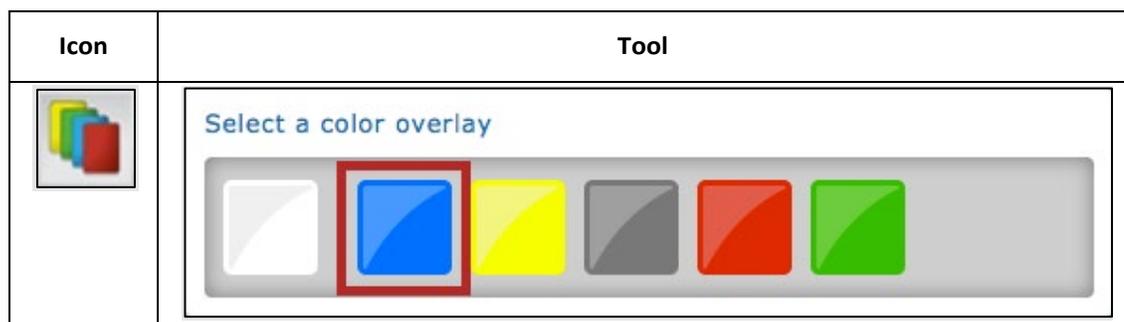
## REVERSE CONTRAST

The reverse contrast tool allows a student to change the assessment background to invert the background color and foreground color. The reverse contrast tool allows a student to invert the background color from white to black and the foreground color from white to black. If a color contrast other than black and white is selected, those colors will be inverted.

Icon	Tool
	<p>The reverse contrast tool does not open a separate window; instead, it changes the text and background colors.</p>

## COLOR OVERLAY

The color overlay tool allows a student to change the background color of the assessment. The standard background color is white. In the example below, the background color of all the assessment screens would change to blue.



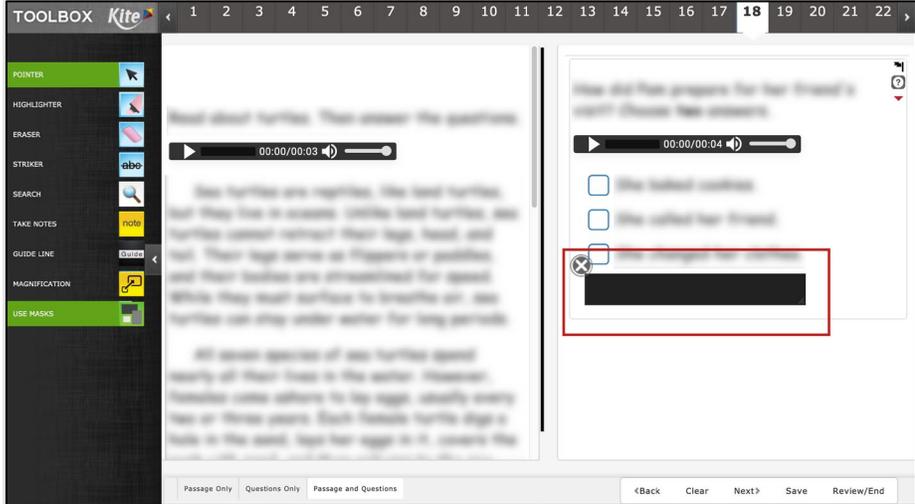
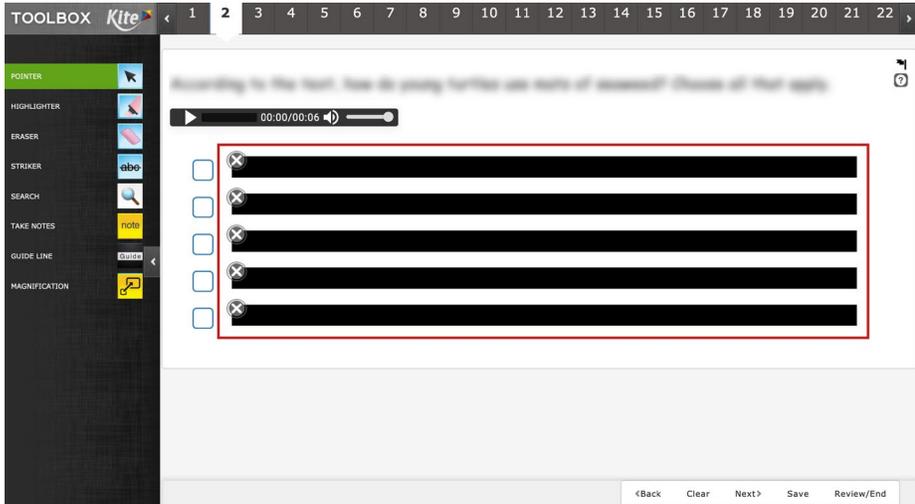
## MASKING

The masking tool PNP set to Custom allows a student to mask, or cover, parts of the assessment. After a student selects the masking button, a black box appears. The student can move the masking box by dragging it to different areas of the screen.

**NOTE: Each time the student selects the masking icon, another masking box displays.**

If the masking tool is set in the student's PNP to 'Answer,' it automatically shows each multiple choice response option as masked as shown in the second image below.

To close or remove the masked areas, select the X for each box.

Icon	Tool
	
	

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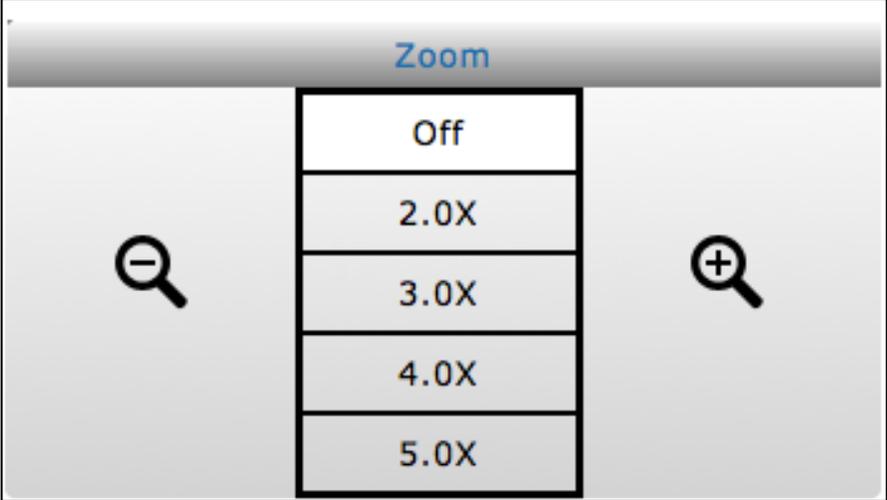
## MAGNIFICATION

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**NOTE: This tool is available only to certain programs. Depending upon the program, the tool may be enabled via a PNP.**

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The magnification tool allows a student to enlarge the screen during an assessment. Students can select a magnification level (i.e., 2.0X, 3.0X, etc.) or use the magnifying glasses to zoom in and out.

Icon	Tool
	

## APPENDIX A: TECHNOLOGY PRACTICE TEST GUIDE

The Technology Practice Tests help students gain confidence navigating assessments and question types. Students practice with simple questions, successful manipulation of each question type, and tools. Question instructions, video demonstrations, and pop-up coaching messages are included.

Login from home or school (an app or browser). Help videos and instructions on each question demonstrate how to answer. A pop-up message tells students the answer is correct or incorrect.

### ACCESS KITE STUDENT PORTAL (TWO OPTIONS FOR PRACTICE TESTS)

1. Install Testlet Kite Student Portal on your computer, or;
2. Enter <https://student-testlet.kiteaai.org> in a browser (e.g., Firefox, Chrome, Edge, Safari).

**NOTE: Browser access for Student Portal is for Practice Tests only.**

### ACCESS PRACTICE TESTS

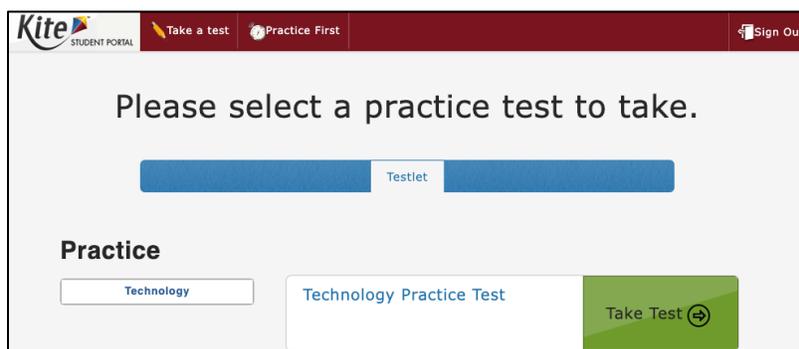
1. Open Testlet Kite Student Portal using one of the methods shown above.
2. Enter the username and password from the table shown.

Username	Password
tech.demo	MAZE8

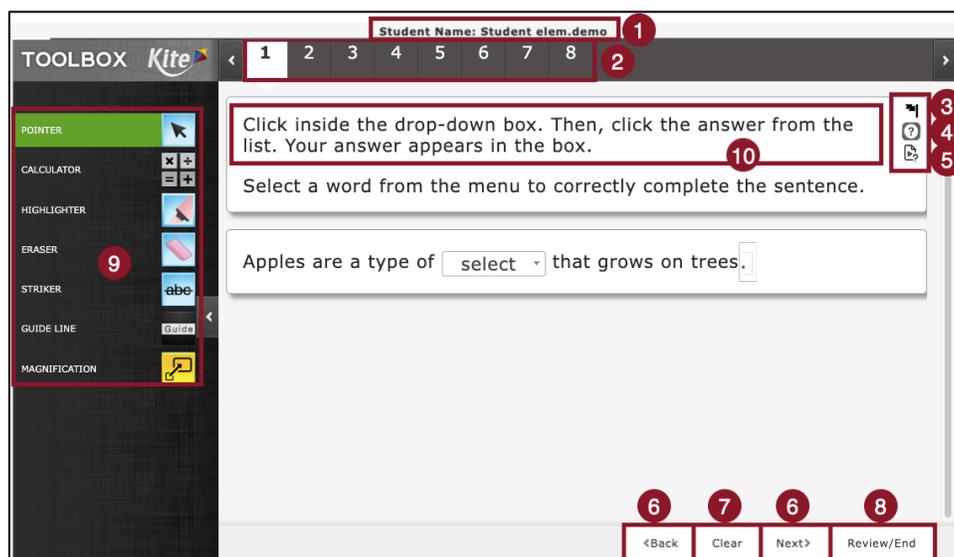
3. Choose "SIGN IN."
4. Choose "PRACTICE FIRST" on the welcome screen.
5. Choose Technology.
6. Choose "Take Test."

### ASSESSMENT SELECTION & DIRECTIONS SCREEN

After logging in, students select PRACTICE FIRST and click Take Test. Students encounter the directions screen first. The test name is displayed at the top of the screen. GO BACK takes the student to the test selection screen. BEGIN takes the student to the first question.



## QUESTION SCREEN



1. **Student Name:** View the student's name displayed as a fake practice student.
2. **Top Navigation Bar:** Select any number to go to the corresponding question.
3. **Flag Icon:** Select this icon to indicate this is an item to return to later. When selected:
 

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  - A flagged question that is **unanswered** appears on a white background with a **red** border and a **red** flag below the number.
  - A flagged question that has been **answered** appears on a white background with a **blue** border and a **blue** flag with a small dot below the number

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4. **Help Icon:** Select for directions about answering a question type.
5. **Help Video Icon:** Select to play a video showing how to answer correctly.
6. **Back and Next Buttons:** Select to advance backward or forward an item at a time. If students click "Back" on the first question students are brought back to the directions page.
7. **Clear Button:** This button clears responses to a question and removes any highlighting the student has made on technology-enhanced questions.
8. **Review/End Button:** This button will take a student directly to the review screen at the end of the test. See the Review/End Screen section in this document for additional information.
9. **Tools:** The "TOOLBOX" displays available tools. Select the caret icon on the left side of the screen to expand the TOOLBOX.
10. **Instructions:** Text at the top of each question explains how to answer each item type.

## ABOUT QUESTION TYPES

In addition to multiple-choice, students encounter more complex and cognitively challenging types of questions. Technology Enhanced Items (TEI's), ask students to graph, categorize, label, match, order, and construct answers. For example, students select objects on the screen to move, connect objects on the screen, choose words or phrases from a body of text, or provide multiple answers for one question.

*Reminders on how to answer an item type are available via the Help or Help Video Icons.*



## ABOUT PROMPTS ON PRACTICE TESTS

Most practice tests include instructions and/or purpose-setting statements above each question explaining how to answer that question type. Instructions may begin with the words, "For this question, you will...," or "Click or tap and hold...," to inform students about what action is required to answer. The TPTs include Help Videos showing students how to correctly respond. Instructions and Help Videos are only on TPTs.