

DAILY ACCESS CODES

Daily Access Codes (DACs) are alphanumeric values generated in Educator Portal that, along with student login usernames and passwords, allow students access to testlets.

The DAC PDF contains information on the date and times the DACs are usable, the subject and grade, and the access code for each of the test session. DACs are available for the current testing day and next testing day after 2:30 PM. Monday's Daily Access Codes will be available Sunday at 2:30 PM.

PRINT ONE DAILY ACCESS CODE

To print a Daily Access Code, perform the following steps:

1. Select **Manage Tests** in the navigation menu.
2. Select **Test Coordination**.
3. Select the **View Daily Access Codes** tab.
4. Select the appropriate **Assessment Program** and **Test Day**.

5. In the Daily Access Codes column, select either the **PDF** or **CSV** icon to open the file.
6. Select **Done** once you have finished viewing the Daily Access Codes grid.

NOTE: The file automatically downloads to your computer to open and print or save.

PRINT MULTIPLE DAILY ACCESS CODES

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

1. Select **Manage Tests** in the navigation menu.
2. Select **Test Coordination**.
3. Select the **View Daily Access Codes** tab.
4. Select the appropriate **Assessment Program** and **Test Day**.
5. Use the checkboxes to select **multiple Daily Access Codes** you would like to print.
6. Select the **View Access Codes** button for your preferred file type **PDF** or **CSV**.
7. Select **Done** once you have finished viewing the Daily Access Codes grid.

View Test Sessions | **View Daily Access Codes**

Select Assessment Program and the Test Day, the Daily Access Codes are sought for:

ASSESSMENT PROGRAM:* Testlet TEST DAY:* Friday 09/09/2022

Subject	Grade	Daily Access Codes
<input type="checkbox"/> Mathematics	Grade 5	
<input type="checkbox"/> Mathematics	Grade 7	

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To bundle multiple Subjects/Grades in one file, select the associated checkbox(es) or select all, and click View Access Codes in PDF or CSV format:

View Access Codes View Access Codes

For security purposes, when finished viewing access codes, click Done to close the window: Done

NOTE: The file automatically downloads to your computer to open and print or save.

KITE STUDENT PORTAL: DAC ENTRY

1. After a student selects “Take Test” in Student Portal,

Kite STUDENT PORTAL Signed in as [user]

Home Take a Test Practice First Sign Out

Please select a test to take.

TESTLET

Interim

English Language Arts Mathematics Math Test

Take Test

2. Type the DAC in the ACCESS CODE field and select LET’S GO.

Welcome to Math, Grade 5, Administration 1 -- Section 1

Please use the activation key that your teacher has given you. If you do not have one or have misplaced yours, please notify your teacher right away. Good luck!

ACCESS CODE

LET'S GO