



TESTLET KITE® EDUCATOR PORTAL MANUAL: MAST

2023-24 | MONTANA



**Assessment & Technology
Solutions**

TABLE OF CONTENTS

OVERVIEW	1
A Note about Graphics	1
A Note About Names and Data.....	1
Disclaimer	1
Change Log	1
KITE EDUCATOR PORTAL BASICS.....	2
Help Videos.....	2
Required Software	2
USERS: MY ACCOUNT	2
New Users.....	3
Passwords & Unlock User Account.....	3
Log In to Kite Educator Portal	4
Forgot Password	4
Kite Educator Portal Homepage	5
Editing Your Profile	6
Security Agreement	7
Sort and Filter Grids	8
DATA MANAGEMENT OVERVIEW	9
STUDENT USERNAMES AND PASSWORDS	10
DAILY ACCESS CODES (DACs).....	11
Set Start/End Time for District and/or School Daily Access Codes (DACs)	11
Print One Daily Access code.....	13
Print Multiple Daily Access codes.....	14
PERSONAL NEEDS PROFILE (PNP) AND SPANISH VERSION	15
Set or Update a PNP Manually.....	15
DATA EXTRACTS.....	21
Create a Data Extract.....	21
Available Data Extracts.....	22
Current Enrollment.....	22
PNP Setting Counts.....	22
PNP Settings (Abridged)	22
Roster.....	22
Student Login Usernames/Passwords	22
Users	22
MANAGE TESTLETS.....	23
Monitoring Testlets	24
Pause/Resume Testlets	24
End/Reactivate a Testlet	25
Accessing Student Usernames and Passwords (Tickets)	25
TAKING TESTLETS	26
ASSESSMENT RESULTS	27
Testlet Reports.....	27
Testlet Predictive Interim Report Sample Preview	28
KITE SERVICE DESK	29
When Contacting the Service Desk	29
Live Chat	29
APPENDIX A: MANAGE USERS	31

Roles and Permissions	31
Add User Manually	32
Upload Multiple Users Using a CSV File	33
User CSV File Format	34
Review User File Upload.....	35
User CSV Upload Messages	36
View Users	38
View Users	39
Manage Users.....	39
Deactivate or Remove a User	39
Reactivate an Inactive User	39
Re-send Activation Email	39
Unlock a Locked User Account	39
Edit Users Manually	40
Edit Users Using a CSV File	41
APPENDIX B: MANAGE STUDENTS	42
APPENDIX C: MANAGE ROSTERS.....	43
Rostering Using Upload Method	44
Access Roster Upload Template File	44
Enter Roster Information into Template File	45
Upload the Edited Template File	47
Rostering Manually Through User Interface	48
Creating a New Roster.....	48
Editing an Existing Roster	49
Editing a Roster Using the Roster Extract	50
APPENDIX D: ADD/EDIT PNP SETTINGS THROUGH CSV UPLOAD.....	51
Create a PNP Using an Upload.....	51
Download the PNP Extract.....	51
Edit the PNP Extract for Upload	52
Upload PNP Settings.....	55
Review the PNP File Upload.....	56
APPENDIX E: PARENT PORTAL	57
Initial Parent-to-Student Connections: Standard Upload with Parent Upload Template	57
Parent CSV File Format.....	60
Review Parent File Upload	60
Parent CSV Upload Messages	61
View Parents.....	62
Parent Extract.....	62
Add Parent-To-Student Connections	63
Add: Manual.....	63
Add: Append Upload With Parent Upload Template	64
Add: Standard Upload With Parent Extract or Initial Parent Upload Template	64
Edit Parent-To-Student Connections.....	65
Edit: Manual	65
Edit: Standard Upload With Parent Extract or Initial Parent Upload Template File	66
Parent Access to Kite Parent Portal.....	67
Email Parents	67
Logging in to Kite Parent Portal	68
Parent Portal User Guide	68

OVERVIEW

A NOTE ABOUT GRAPHICS

Every effort was made to assure the graphics in this guide match what the users will see when using Kite 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.

Change Logged	Page(s)	Description of Change
8/20/2023	2	Added list of Help video titles available in Educator Portal
8/20/2023	Various	Updated screenshots of new Educator Portal user interface.
8/20/2023	2	Added table of Help Videos in Kite Educator Portal help menu.
8/20/2023	3	Added new steps to unlock user accounts after 5 failed login attempts.
11/16/2023	5, 9, 11-12	Added new steps for Daily Access Codes. Retrieve codes from Educator Portal for students to enter a specific testlet in Student Portal.
01/25/2024	5	Homescreen image updated to show Dashboard.
01/25/2024	11-12	Daily Access Code Start/End times now configurable at the district/school levels.
01/25/2024	57-68	Parent Portal user information now available in Appendix E.

KITE EDUCATOR PORTAL BASICS

Kite Educator Portal is the test management platform where educators manage student and assessment data. It is a secure web-based application that runs on dedicated infrastructure as a service in AWS. The Kite system has built-in functions designed to aid teachers and administrators in managing assessments, including enrollment, rostering, assignment, and monitoring. Users are assigned a role and a specific organization. Typical user roles include State User, District Test Coordinator (DTC), Building Test Coordinator, and Teacher. Through Kite Educator Portal, assessment window dates are set and batch processing is used to assign students Testlets based on their PNP settings.

HELP VIDEOS

The training video titles listed below are available in [Kite Educator Portal](#) under the Help menu.

1. Intro to Kite Suite
2. Getting Started in Kite Educator Portal (MT)
3. User Management
4. Students and Rosters (MT)
5. Student PNP Settings
6. Testlet Administration (MT)
7. Intro to Kite Student Portal (MT)
8. Dashboards
9. Data Extracts

REQUIRED SOFTWARE

To use Kite Educator Portal, your machine should have the following software:

- A supported browser Mozilla Firefox, Google Chrome, Microsoft Edge, or Safari.
- A PDF viewer such as Adobe Acrobat to open and print PDF files.
- A spreadsheet program (e.g., Excel) for comma-separated values (CSV) files.

USERS: MY ACCOUNT

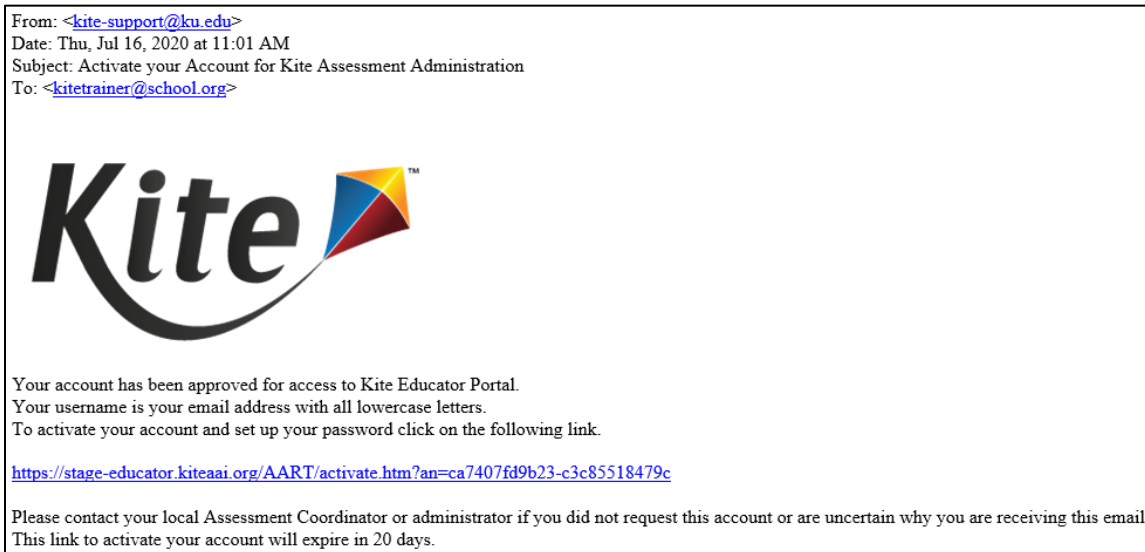
Information about users can be created or edited in Kite Educator Portal either by making manual changes to individual user accounts on screen in the system or by uploading information about users into the system using a CSV template.

Kite Educator Portal uses role-based access control to maintain strict separation of privileges. All users have a unique identity and must be securely authenticated before they have access to any data or functionality. The system does not allow default, generic, or anonymous access.

Please see *Appendix A: Managing Users* for instructions on how to add and edit users.

NEW USERS

User accounts are created by a user with a higher level of access than the account to be created. New users will receive an email to register their account and set a password.



PASSWORDS & UNLOCK USER ACCOUNT

Your password will expire every 180 days. Passwords cannot be reused within one year (365 days). Passwords must meet the following guidelines:

- Eight to thirty-two (8-32) characters in length
- At least one special character
- At least one uppercase letter
- At least one lowercase letter
- At least one number

Passwords are set during one of the following:

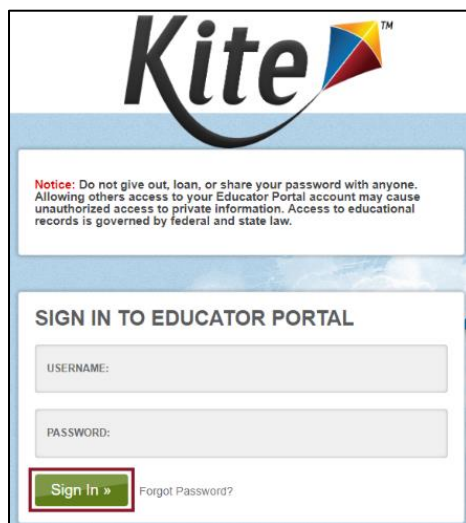
- Initial account creation
- When the user selects Forgot Password on the login screen
- When the user accesses the Change Password tab under **My Profile**
- When the previous password expires

Note: if locked out after 5 unsuccessful login attempts, a test coordinator must unlock your account.

LOG IN TO KITE EDUCATOR PORTAL

To log in to Kite Educator Portal, perform the following steps.

1. Open a supported web **browser**.
2. Navigate to <https://educator-testlet.kiteaai.org>.
3. In the USERNAME field, type your **username** (your email address).
4. In the PASSWORD field, type your **password**. Passwords are case sensitive.
5. Select **Sign In**.



Kite™

Notice: Do not give out, loan, or share your password with anyone. Allowing others access to your Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

SIGN IN TO EDUCATOR PORTAL

USERNAME:

PASSWORD:

Sign In » [Forgot Password?](#)

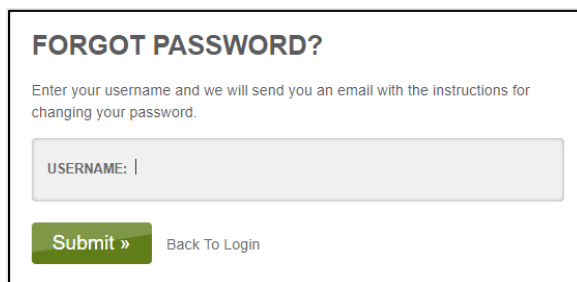
FORGOT PASSWORD

If you are a returning user and do not remember your Kite Educator Portal password, select the **Forgot Password?** link next to **Sign In**.



Sign In » [Forgot Password?](#)

Enter your username in the space provided and select **Submit**. You should receive an email with instructions for changing your password.



FORGOT PASSWORD?

Enter your username and we will send you an email with the instructions for changing your password.

USERNAME:

Submit » [Back To Login](#)

NOTE: District Test Coordinators (DTCs) can request a password reset on behalf of staff members. Perform the steps described above using the staff member's email address.

KITE EDUCATOR PORTAL HOMEPAGE

On the homepage, the options available depend on the user's role, e.g., teachers have a different level of access than DTCs. The user roles assigned are determined by organization policy and a user with a higher level of access. See the *Roles and Permissions* section in *Appendix A* for more information.



1. **Login Name:** username displays in the upper right after the phrase “Logged in as.”
2. **Login Role, Organization, and Assessment Program:** view role, organization, and assessment program in three drop-down menus under username. If a user has more than one role, use the drop-down to switch.
3. **Menus:** menus that display on the homepage vary by role.
4. **Home** – return to the homepage.
5. **Settings** – manage students, rosters, users, and organization settings including setting Daily Access Code start/end times for each school.
6. **Manage Tests > Test Coordination** – get daily access codes for students to enter test by day, subject, and grade.
7. **Interim** – manage Testlet assessments and view results.
8. **Reports** – access score reports and data extracts.
9. **Dashboard** – for specific user roles, view current assessment data in tables.
10. **Help** – access videos, math reference sheets, quick guides, and FAQs.
11. **My Profile:** update display name, change password, and view information about security.
12. **Quick Links:** quickly access several areas of the system.
13. **Live Chat:** contact a Kite Service Desk representative using the chat.

EDITING YOUR PROFILE

You can edit information connected with your user account such as your displayed name, password, and default role. The procedures are available on each corresponding tab in **My Profile**.

1. Edit your display name.
2. Change your password.
3. Change your default role.
4. Read and respond to the security agreement.
5. Review the renewal and expiration dates of the security agreement.

My Profile	
Overview	1 Edit Display Name
	2 Change Password
	3 Change Default Role
	4 Security Agreement
	5 Security Renewal/Expiration
FIRST NAME:	Kite
LAST NAME:	Trainer
DISPLAY NAME:	Kite Trainer
USER NAME:	dtc@district.org
ORGANIZATION(S):	Kansas
ROLE(S):	District Test Coordinator
ASSESSMENT PROGRAM(S):	Testlet

NOTE: Each time you log in to Kite Educator Portal, you will be logged in with your default role. If you have multiple roles in Kite Educator Portal, you can change your default role in the Change Default Role tab.

SECURITY AGREEMENT

Before accessing Kite Educator Portal, users must read and agree to the security agreement. The security agreement expires each year at the end of July and must be renewed through Kite Educator Portal.

To complete the annual security agreement, follow these steps:

1. Log in to Kite Educator Portal.
2. The Security Agreement window will show up automatically. **Read** the security agreement and **select the checkbox** next to “I have read this security agreement and agree to follow the standards.”
3. Select **Save**.
4. Exit the window by selecting the **X** in the upper right corner.

My Profile

Overview Edit Display Name Change Password Change Default Role Security Awareness **Security Agreement** Security Renewal/Expiration

The Kite Suite provides opportunities for flexible assessment administration; however, all assessments delivered during the school year are secure. Test administrators and other educational staff who support implementation are responsible for following the Kite test security standards:

1. Assessments (testlets) are not to be stored or saved on computers or personal storage devices; shared via email or other file sharing systems; or reproduced by any means.
2. Except where explicitly allowed as described in the Test Administration Manual, electronic materials used during assessment administration may not be printed.
3. Those who violate the Kite test security standards may be subject to their state's regulations or state education agency policy governing test security.
4. Educators are encouraged to use resources provided by Kite Suite, including practice activities and released testlets, to prepare themselves and their students for the assessments.
5. Users will not give out, loan or share their password with anyone. Allowing others access to an Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

Questions about security expectations should be directed to the local assessment coordinator.

I have read this security agreement and agree to follow the standards.

Save

SORT AND FILTER GRIDS

All grids and tables in Kite Educator Portal can be customized to suit each individual user's specific needs when viewing and creating data. Select and drag a column header left or right to reorder the columns in the grid.

<input type="checkbox"/>	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Program(s)
<input type="checkbox"/>	Active	Trainer	↑ Sort Ascending	0123456789	kite_trainer@sc...	TESTLET
<input type="checkbox"/>	Active	Trainer	↓ Sort Descending	9876543210	school_trainer...	TESTLET
<input type="checkbox"/>	Active	Workshop	Columns		kite_workshop...	TESTLET

Send Activation Email View Filter

Page 1 of 1 20 per page 1-3 of 3 items

[Live Chat](#) © 2023 [Site Map](#)

Use the three vertical dots in the column headers to sort a column in ascending or descending order, choose which columns will be displayed in the grid, and filter a column by certain words or text.

DATA MANAGEMENT OVERVIEW

The Kite Suite is designed for flexibility supporting multiple methods for enrolling, rostering, and transferring students. For the MAST Testlet program, students are enrolled, edited, managed, exited, and moved by the state. Rostering is done locally through the user interface or by uploading CSV files.

Once student enrollment and roster data is entered, view and access records by navigating to the Settings menu and selecting the Students or Rosters tab. Here, apply organization filters to display a table of data. Within a table view, users can select which data columns to display, in what order, and filter and sort to review and check the data for accuracy.

Users can open a single student record to view all associated details including demographic, enrollment, and associated roster details. Access to a student's Personal Needs and Preferences Profile (PNP) settings can be located from the table or the individual student record.

If a student is added to Educator Portal, on a roster, and assigned an assessment during a test window, it may take up to 24-hours for the new student's assessment to appear in Kite Student Portal.

NOTE: Students receive usernames and passwords to login to Kite Student Portal and Daily Access Codes to enter a Testlet.

The secure student login process consists of two parts. First, students are provided easy, reusable, system-generated usernames and short word passwords from Educator Portal. Once a student logs in, the system displays the student's assigned Testlets. Second, when a student selects a Testlet, a pop-up box displays where students enter the Daily Access Code (DAC). DACs are short alphanumeric values. Each code is for a specific date, subject, and grade. Districts set the DAC start/end times for each school. Educators access the codes in Educator Portal and share with students just before beginning an assessment.

For Students, please see *Appendix B: Managing Students* for detailed instructions on how to add, edit, and exit students.

For Rosters, please see *Appendix C: Managing Rosters* for detailed instructions on how to add, edit, and remove rosters.

STUDENT USERNAMES AND PASSWORDS

Students must have a username and password to access tests in Kite Student Portal. The same login will be used for each test window.

Complete these steps to download the Student Login Usernames/Passwords extract:

1. Select **Reports** in the navigation menu.
2. Select **Data Extracts**.
3. From the Student Information tab, select **New File** on Student Login Usernames/Passwords row.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	04/30/2017 09:11 AM	csv	New File
PNP Setting Counts	Student PNP setting counts by organization.	04/30/2017 09:00 AM	csv	New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	08/11/2023 12:29 PM	csv	New File
Parents	Parent details for active parent student relation.			New File
Roster	Student assignment by educator and subject.	08/09/2022 10:10 AM	csv	New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	03/13/2018 11:10 AM	csv	New File

4. Set **filters** (optional).
5. Select whether you want to download the extract as a **CSV** file or a **PDF**.

NOTE: The PDF version of this extract will create a printable sheet of tickets (6 per page).

6. Select **Ok**.

Create Extract ✕

Filters

Assessment Program:

School:

Grade: 4

Subject:

Download as: CSV PDF 5

* = Required 6

DAILY ACCESS CODES (DACs)

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

A DAC PDF contains the date and times the DACs are usable, the subject and grade, and the access code. DACs are available daily for the current day and for the next day after 2:30 PM. Monday's DACs are available Sunday at 2:30 PM.

SET START/END TIME FOR DISTRICT AND/OR SCHOOL DAILY ACCESS CODES (DACs)

Districts should set the time that DACs are valid at the school level. By default, DACs are valid from 4:00 AM through 9:00 PM local time. **To improve the security of assessments,** please update start/end times to align with local schedules.

To set the time parameters for DACs, perform the following steps.

1. Select SETTINGS > ORGANIZATION > Edit DAC Time
2. Select Search

The screenshot shows the 'Edit School DAC Time: Select Criteria' interface. At the top, there are tabs for 'View Organization', 'Edit DAC Time', and 'Upload DAC Time'. Below the tabs, the title is 'Edit School DAC Time: Select Criteria'. There are three search filters: 'STATE' set to 'Kansas', 'DISTRICT' set to 'Sunflower', and 'SCHOOL' set to 'Select'. A 'Search' button is located below the filters. Below the search results, there is a table with columns: District Name, School Name, Start Time, and End Time. The table contains two rows: one for 'Sunflower' with 'Cottonwood School' and another for 'Sunflower' with 'Meadowlark Elementary'. Below the table, there is an 'Edit' button. At the bottom of the interface, there are pagination controls showing 'Page 1 of 1' and '10 per page', and a '1-2 of 2 items' indicator.

3. The schools display in a table. Select the checkbox next to the school(s) needing set and then select Edit.
4. Enter Start Time and End Time in the format HH:MM AM/PM (Example: 07:00 AM)
5. Select Save.

The screenshot shows the 'Edit DAC Time' modal window. It has a title bar with 'Edit DAC Time' and a close button. Below the title bar, there are two input fields: 'START TIME:*' and 'END TIME:*', both with placeholder text 'HH:MM AM/PM'. At the bottom of the modal, there are two buttons: 'Save' and 'Cancel'.

6. The Start Time and End Time will now display in the table.

For districts with many schools, a CSV file upload may be preferable to the manual process described above. To upload DAC times for multiple schools, perform the following steps.

1. Select Settings.
2. Select Organization.
3. Select the Upload DAC Time tab.

NOTE: Fields marked with a red asterisk are required.

4. Select the organization information.
5. Select the question mark symbol next to the word File.
6. A small pop-up window will display the Organization DAC Time Upload Template.

7. Select the link and open the Organization DAC Time Upload Template file in a spreadsheet program that can save data in CSV (comma-delimited) format, such as Microsoft Excel. The file can only be uploaded using CSV format.
8. Use the table below to complete the spreadsheet.

Col.	Column Title	Description	Acceptable Values
A*	School	The School ID	Alphanumeric
B*	Start_Time	Local time when DACs become valid	HH:MM AM/PM
C	End-Time	Local time when DACs become invalid	HH:MM AM/PM

9. Once you have completed your spreadsheet, save it on your computer in CSV format.
10. In the File field, choose Select File.
11. Select the appropriate CSV file from your computer.
12. Select Open.
13. Select Upload.

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**.

View Test Sessions | **View Daily Access Codes** 3

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

ASSESSMENT PROGRAM:* TEST DAY:*

Testlet 4 Select ?

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.

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

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

ASSESSMENT PROGRAM:* TEST DAY:*

Testlet Friday 09/09/2022 ?

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

Page 1 of 1 10 per page 1-2 of 2 items

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: 6 Done

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 **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.
7. Select **Done**.

View Test Sessions
View Daily Access Codes

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

ASSESSMENT PROGRAM:*

TEST DAY:*

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

Page 1 of 1
10 per page

1-2 of 2 items

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

8. The file automatically downloads. **Save** the file.

PERSONAL NEEDS PROFILE (PNP) AND SPANISH VERSION

For students requiring additional supports during testing, the Kite system allows educators to identify those supports and enter them into the Personal Needs Profile (PNP). PNPs should be set 24-hours before beginning an assessment for accommodations to appear. Other settings such as Color Overlay and Magnification can be set shortly before beginning an assessment. PNPs can be entered manually or through an upload (for uploads, see *Appendix D: Add/Edit PNP Settings Through CSV Upload*).

NOTE: Some tools are available to all students, but can be set to activate by default, with specific setting selections, for students needing specific PNP settings.

Students needing the Spanish-language Testlet are identified in the PNP 24-hours prior to testing by selecting Key Word Translation Display under the Language & Braille tab.

SET OR UPDATE A PNP MANUALLY

Complete the following steps to set a PNP manually:

1. Select **Settings** in the navigation menu.
2. Select **Students**.
3. Enter any required filters.
4. Select **Search**.
5. Select the **State Student Identifier** to highlight the row for the selected student.
6. Select **View**.

The screenshot shows the 'View Students' interface with the following elements:

- Buttons: 'View Students' and 'Upload PNP'.
- Section: 'View Students: Select Criteria'.
- Filters: STATE: Kansas, DISTRICT: Sunflower District, SCHOOL: Meadowlark School.
- Search button with a red circle '4' next to it.
- Table with columns: State Student Identifier, Local ID, Last Name, First Name, First Contact, and PNP Profile.
- Table rows:

State Student Identifier	Local ID	Last Name	First Name	First Contact	PNP Profile
258633631	94082	Aspin	Natal	Not Applicable	CUSTOM
605925338	90297	Beecham	Esmé	Not Applicable	NO SETTINGS
825250393	14663	Bickmore	Dollie	Not Applicable	NO SETTINGS
591332292	33804	Browse	Ashley	Not Applicable	CUSTOM
232986471	26579	Dennett	Mike	Not Applicable	NO SETTINGS
761276775	96074	Dives	Welbie	Not Applicable	NO SETTINGS
- 'View' button with a red circle '6' next to it.

NOTE: Alternatively, select the status/link in the PNP Profile column to go directly to the PNP.

7. Select the **No Settings** link next to PNP Profile, or **Custom** if previously set.

View Student Record - Esme Andreas Beecham ×

Student

Student State ID: 605925338 **Date of Birth:** 11/11/2006

Demographic

Gender: Male **Comprehensive Race:** White
First Language: **Hispanic Ethnicity:** Yes

Profile

Primary Disability: No Disability **PNP Profile:** No Settings
Assessment Program: KAP - KAP **First Contact Survey:** Not Applicable

School Enrollment

- Sunflower District (D1001) / Meadowlark School (1001) Grade 8, School Year 2021
Accountability: Sunflower District (D1001) / Meadowlark School (1001)

Student Local ID: 90297 **Gifted Student:**
State Entry: 08/01/2010 **District Entry:** 08/01/2010 **School Entry:** 08/01/2010

Subject:	Course	Educator	Roster
English Language Arts		Lisa Braun	KAP_Roster_123

8. Select Edit Settings or one of the tabs to go directly to that section.

Esme Beecham ×

Summary
Display Enhancements 9
Language & Braille 10
Audio & Environment Support 11
Other Supports 12

Student Demographics

FIRST NAME: Esme
MIDDLE NAME: Andreas
LAST NAME: Beecham
STATE ID: 605925338
GRADE: Grade 8
GENDER: Male
DATE OF BIRTH: 11/11/2006

Current Profile Settings

No accessibility preferences have been set

8 [Edit Settings](#)

9. Select the Display Enhancements tab to review and select desired options.

NOTE: “Activate by Default” indicates that the feature will be activated as soon as a student passes the instructions screen in Kite Student Portal.

The screenshot shows the 'Display Enhancements' tab for user Esme Beecham. The settings are as follows:

- Magnification:** Activate by Default, 2x
- Overlay Color:** Activate by Default, White color box
- Invert Color Choice:** Activate by Default
- Masking:** Activate by Default, Answer Masking selected, Custom Masking unselected
- Contrast Color:** Activate by Default, Black background with yellow text selected
- Background Color Hex:** [Empty field]
- Foreground Color Hex:** [Empty field]
- Save:** [Save button]

Options	Action and Description
Magnification	By selecting this option, screen magnification is provided during testing, with options of 2x, 3x, 4x, or 5x magnification. Students using higher levels of magnification will need to scroll up and down and right and left on their device to view items in their entirety and to navigate the screen options.
Masking	Masking will place a black box over certain parts of the student’s screen. Choose between Answer Masking (all response options are masked) or Custom Masking (single black box placed center screen).
Overlay Color	The overlay color is the background color of the test. The default color is white. Users may choose a different color by selecting the small arrow in the bottom-right corner of the color box.
Contrast Color	The contrast color section allows users to choose from several background and text color schemes.
Invert Color Choice	The invert color choice will cause the test background to appear black with white lettering. Users can change the display to a different color scheme.

10. Select the **Language & Braille** tab to review and select desired options.

Kakalina Anetts

Summary
Display Enhancements
Language & Braille
Audio & Environment Support
Other Supports

Braille

Braille File Type

EBAE

UEB with Nemeth

UEB Math/Science

Keyword Translation Display

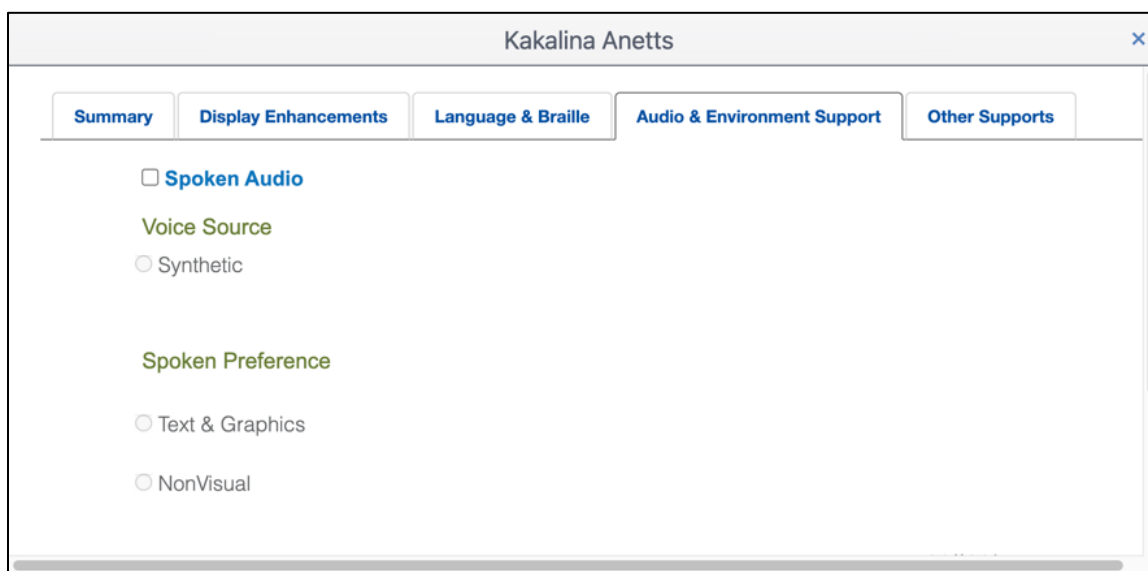
Activate By Default

Default(Spanish-(SPA)) ▾

Save

Options	Action and Description
Braille	<p>The Braille options are EBAE, UEB with Nemeth, or UEB Math/Science.</p> <hr/> <p>NOTE: Braille booklets are not available for the current year.</p> <hr/>
Keyword Translation Display (Spanish Version)	<p>The Keyword Translation Display serves as a way to select a Spanish-language Testlet for the student only available for mathematics.</p>

11. Select the Audio & Environment Support tab to review and select desired options.



Options	Action and Description
Spoken Audio	<p>The Spoken Audio, or Text-to-Speech (TTS) option highlights the words or graphics on the screen in yellow as the synthetic voice reads them.</p> <p>Under Spoken Preferences, Text and Graphics is the default.</p> <ul style="list-style-type: none"> • Text and Graphics reads questions, responses, and graphics (NOT ELA passages). • NonVisual reads questions, responses, graphics, and ELA passages.

12. Select the Other Supports tab to review and select desired options.

Kakalina Anetts

Summary
Display Enhancements
Language & Braille
Audio & Environment Support
Other Supports

Supports Provided By Alternate Form

Alternate Form - Visual Impairment

Alternate Form - Large print booklet

Alternate Form - Paper and Pencil

Supports Provided Outside the System

Test admin enters responses for student

Options	Action and Description
Supports Provided By Alternate Form	Alternate form – Paper and Pencil: Select this option if the student cannot test on a device. A paper and pencil form will be provided.
Supports Provided Outside the System	Test administrator enters responses for student: If students are unable to select their response options independently and accurately, they may indicate their selected responses through their normal response types or forms of communication, such as eye gaze. Then, on the student’s behalf, the test administrator may enter those responses.

13. When you are finished selecting PNP settings, select **Save**.

DATA EXTRACTS

Data extracts are files that contain information currently loaded into Kite Educator Portal. Some of these extracts can also be used to upload information into Kite Educator Portal.

CREATE A DATA EXTRACT

To create a data extract, perform the following steps.

1. Select **Reports** in the navigation menu.
2. Select Data Extracts.
3. From the Student Information tab, locate the **row for the file** you wish to create.
4. In the Action column, select the **New File** button.

Data Extracts

Note: Data extracts may include **Personally Identifiable Information (PII)**, take appropriate precaution to **protect** saved files.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	04/30/2017 09:11 AM	csv	New File
PNP Setting Counts	Student PNP setting counts by organization.	04/30/2017 09:00 AM	csv	New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	09/02/2022 11:06 AM	XLSX	New File
Parents	Parent details for active parent student relation.			New File
Roster	Student assignment by educator and subject.	08/09/2022 10:10 AM	csv	New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	03/13/2018 11:10 AM	csv	New File

5. Set filters if prompted. Filters with a red asterisk are required, those without are optional.
6. Select **OK**. If an older version of the file exists, you will see a message asking you to confirm replacing the existing file. Select **Yes**. Each time a data extract is created, the older file will be unavailable. If you need to refer to the older file, save it before creating a new data extract.
7. The status in the extract grid's File column will change to "In Queue." Wait approximately 45 seconds (depending on file size) until the note displays a CSV, XLSX, or PDF icon.
8. When the file is generated, select the CSV, XLSX, or PDF icon in the File column.
9. The file will download to your device. Open or save the file.

NOTE: Refresh your browser if the status of the extract does not change from In Queue.

AVAILABLE DATA EXTRACTS

The following extracts are available in Kite Educator Portal:

CURRENT ENROLLMENT

The Current Enrollment extract includes all records for students who are enrolled in the user's organization. This extract is large and contains the demographic information for each student. Students will have only one row of data.

PNP SETTING COUNTS

The PNP Settings Counts extract is a CSV extract that lists the total number of students per organization across the state who have a support selected on their PNP Profile. Each column will display the number of students that an administrator selected for the support.

PNP SETTINGS (ABRIDGED)

The PNP Settings (Abridged) extract is a CSV extract that lists the accessibility (PNP Profile) settings for the students enrolled in a user's organization. The extract contains a column for every possible PNP Profile setting and indicates if that setting has been chosen for a student. If a support has multiple options, the details of those settings are listed. Users can use this extract to update student PNP settings through upload. See *Appendix D: Add/Edit PNP Settings through CSV Upload* for details.

ROSTER

The Roster extract is a CSV extract that lists all roster records for a user's organization. The extract includes the student's teacher and subject. Users can use this extract to reformat, update, and reupload roster information. See *Editing an Existing Roster* in *Appendix C*.

STUDENT LOGIN USERNAMES/PASSWORDS

The Student Login Usernames/Passwords extract is an extract that includes login information for each student rostered in a user's organization. The extract includes the student's username and password, which will be the same for each testlet administered. Users can select either a CSV or PDF download. See *Student Usernames and Passwords* under *Enrolling and Rostering Students*.

USERS

The Users extract includes all records for Educator Portal users in the user's organization. The extract includes information about the roles assigned to a user. All the user's assigned roles for a particular organization appear on a single line of the CSV extract. One user can have more than one role, i.e., a Building Test Coordinator and a Teacher. The extract will display an X in each applicable column.

MANAGE TESTLETS

Users can view Testlet 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 **Interim menu > My Tests > Manage Tests tab**.

1. Enter Predictive as the **type** to filter.
2. Enter one **subject** to filter.
3. Enter one **grade** to filter.
4. Select **Search**.

[Manage Tests](#)

Manage Tests: Select Criteria

TYPE: **1**
 SCHOOL:
 SUBJECT: **2**
 GRADE: **3**

4

Test Name	Subject	Allow Responses	Students Assigned	Students Attempted	Students C
ELA_Listening	English Language Arts	Yes	4	0	0
ELA_Test_1	English Language Arts	Yes	4	0	0
ELA_Test2	English Language Arts	Yes	4	0	0
Writing G3	English Language Arts	Yes	4	1	1

1-4 of 4 items

Test settings, including but not limited to demographics, accommodations and support, can be added or updated at any point throughout the testing cycle through the user interface and uploads. If changes to a student's accommodations result in a different assigned test, the system will automatically inactivate the current test and assign a new test that matches the accommodations. Expect the test to be assigned overnight and ready the following day.

MONITORING TESTLETS

Kite Educator Portal monitoring screens allows educators to track student test status (e.g., assigned, in progress, completed) as well as real-time monitoring of item-level completion. You will be able to see which students have started the test and whether they have completed various sections of the test. You will not be able to view any student answers.

To monitor a test session, select the Monitor button at the bottom of the table.

The top screenshot shows a table with the following data:

Test Name	Subject	Status	# Assigned	# Started	# Completed
ELA_Test2	English Language Arts	Yes	4	0	0
Writing G3	English Language Arts	Yes	4	1	1

Below the table are buttons for 'Monitor' and 'Tickets'. The bottom screenshot shows the 'Monitor' overlay screen with the following table:

Student Name	Overall Status	# Unanswered Items	Section 1			
			1	2	3	4
Natal Aspin	Complete	0	●	●	●	●
Esme Beecham	In Progress	N/A	●	○	●	●

On the Monitor Test Session overlay screen, the Overall Status column indicates if a student has started the test, are in progress testing or has completed the 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.

PAUSE/RESUME TESTLETS

Educators can pause and resume test sessions that are started or in progress from within Educator Portal. When an educator selects pause, the student cannot advance to the next question or navigate out of the test until the educator resumes the test session. If a test session is in paused status until midnight (the end of the day), the pause is lifted and the student can log in and resume the test the next day.

1. Select Interim > My Tests > Manage Tests.
2. Select criteria and select Search.
3. Select the name of the test session.
4. Select the Monitor tab.
5. Select the checkbox next to the student's name whose test needs to be paused or resumed.
6. Select Pause or Resume or End Test Session.

Note: Only use End Test Session in extreme circumstances where the student will not return to test.

Note: The Pause and Resume buttons only displays when a student is selected.

Note: Reactivations may only be made by calling the Kite Service Desk.

<input type="checkbox"/>	Student Name	Overall Status	# Unanswered Items	1	2	3
<input type="checkbox"/>	Kyle Curran	Complete	0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Curran	In Progress	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 of 1 10 per page 1-2 of 2 items

● - Answered, ○ - Unanswered, ** - Not Available

Refresh Resume Pause End Test Session

END/REACTIVATE A TESTLET

Contact the Kite Service Desk to Reactivate a test. A test should be reactivated if the student accidentally Ended the test or the extreme circumstance that had prevented the student from testing is resolved and the student is able to continue testing.

ACCESSING STUDENT USERNAMES AND PASSWORDS (TICKETS)

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 select the Tickets button at the bottom of the table.

Test Name	Subject	Allow Responses	Students Assigned	Students Attempted
Math, Grade 7, Administration 2	Mathematics	Yes	41	0
Reading, Grade 7, Administration 2	English Language Arts	Yes	41	0
Math, Grade 7, Administration 1	Mathematics	Yes	41	37
Reading, Grade 7, Administration 1	English Language Arts	Yes	41	37

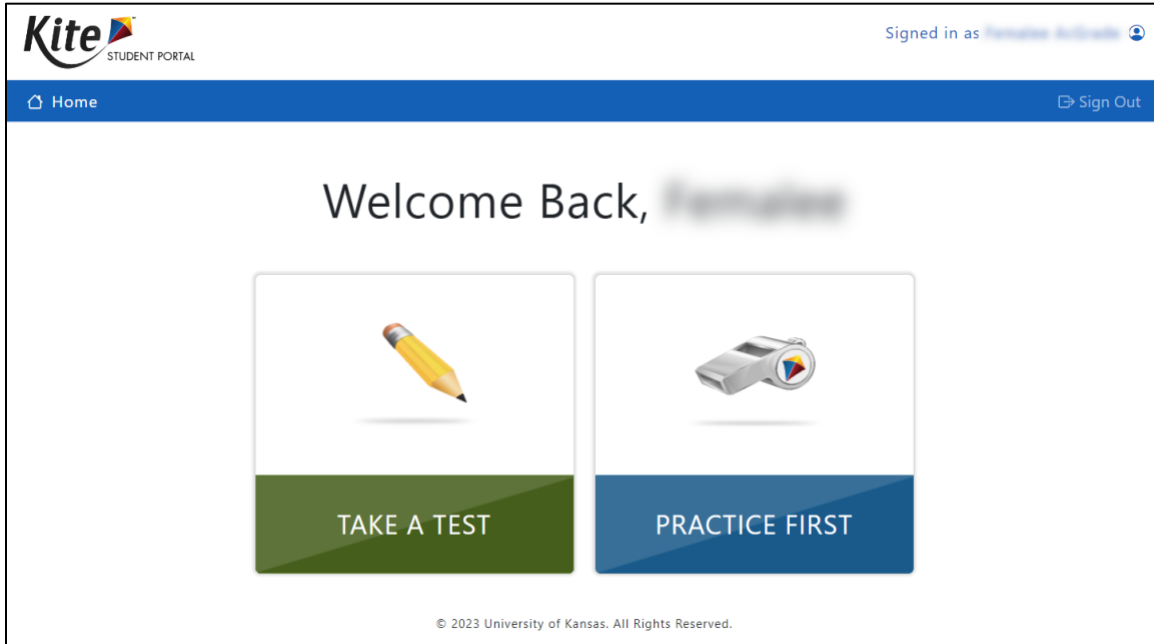
Monitor Tickets

Page 1 of 1 10 per page 1-4 of 4 items

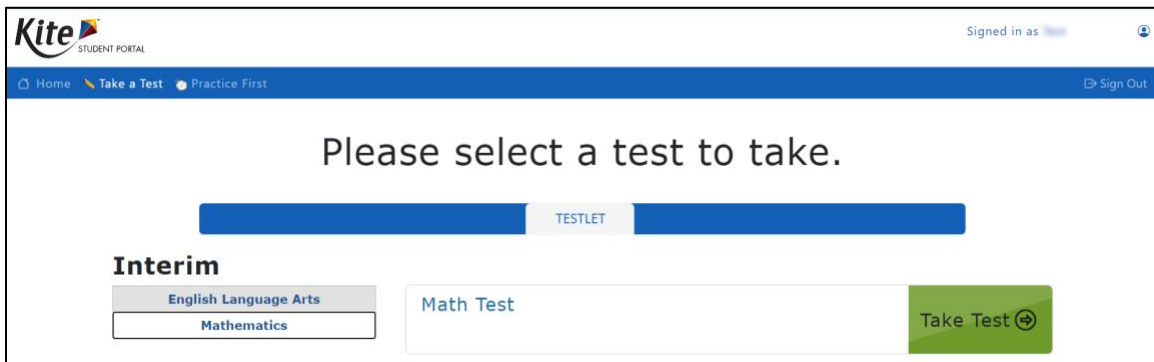
To access the same student usernames and passwords from Data Extracts, see *Student Usernames and Passwords* under *Students: Enrolling, Rostering, and Passwords*.

TAKING TESTLETS

Assigned testlets are available to students in Testlet Kite Student Portal. After logging in, select TAKE A TEST



Select a subject and then select Take Test.



ASSESSMENT RESULTS

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

1. Select the **Interim** menu.
2. Select **View Results**.
3. Select the **Predictive Report** tab.
4. Select all required criteria for the desired report to view details.

NOTE: The available reports may vary based on your role in Kite Educator Portal.

TESTLET REPORTS

Available Reports include the following:

1. **Student Reports:** Individual reports for each student that attempted the test.
2. **Student Bundled Reports:** A bundle of all individual student reports in one PDF file.
 - a. **Question CSV:** A CSV file containing student performance on each question. Responses are listed as 'I' (no credit) 'C' (credit) or 'PC' (partial credit).

The screenshot shows the Kite Educator Portal interface. At the top, there is a navigation bar with 'SETTINGS', 'INTERIM', 'REPORTS', and 'HELP'. Below this, there are two tabs: 'Predictive Student Score' and 'Predictive Report'. The 'Predictive Report' tab is selected and highlighted with a yellow box. A dropdown menu is open under 'Predictive Report', showing 'Student Reports' and 'Student Bundled Reports'. Below the tabs, there are search filters: 'REPORT YEAR: *' (2023), 'SUBJECT: *' (Alberton School), 'GRADE: *' (Mathematics), and 'TEST CYCLE: *' (Two). There is also a checkbox for 'Only display my rosters' and a 'Search' button. At the bottom, the search results are displayed: 'Math, Grade 5, Administration 2 (January)' with links for 'Bundled Student Reports' (PDF icon) and 'Question CSV' (CSV icon).

TESTLET PREDICTIVE INTERIM REPORT SAMPLE PREVIEW

Student Report (Page 1 of 2-3)*

STUDENT REPORT: Williams, Jeremy
 GRADE: 7 Mathematics / STATE ID: 1234567890
 SCHOOL: Meadowlark School
 DISTRICT: Sunflower District / #D1001
 COMPLETION: November 2022

GRADE: 7 Equations

This chart shows how your student performed on each question that appeared on the assessment. The Credit Earned column provides a symbol indicating whether the student received full, partial, or no credit for the question or that the question was not answered.

Your Student's Results

Key: ✔ No Credit Earned ⊖ Partial Credit Earned ● Full Credit Earned ○ Question Unanswered

	Skill Description	CCSS Code	Credit
1	Represent real-world context with $px-q=r$ and arithmetically, whole numbers	7.EE.B.4.a	✔
2	Represent real-world context with $p(x+q)=r$, whole numbers	7.EE.B.4.a	✔
3	Solve 2-step, real-world problem, decimals and negative numbers	7.EE.B.4.a	✔
4	Solve 2-step, real-world problem, decimals and negative numbers	7.NS.A.1	✔
5	Solve 2-step, real-world problem, decimals and negative numbers	7.NS.A.2	✔
6	Solve 2-step, real-world problem, decimals and negative numbers	7.NS.A.3	✔
7	Solve 2-step, real-world problem, fractions and negative numbers	7.EE.B.4.a	✔
8	Solve 2-step, real-world problem, fractions and negative numbers	7.NS.A.1	✔
9	Solve 2-step, real-world problem, fractions and negative numbers	7.NS.A.2	✔
10	Solve 2-step, real-world problem, fractions and negative numbers	7.NS.A.3	✔
11	Solve one-variable, multi-step equation, decimals and negative numbers	7.EE.B.4.a	✔
12	Solve one-variable, multi-step equation, decimals and negative numbers	7.NS.A.1	✔
13	Solve one-variable, multi-step equation, decimals and negative numbers	7.NS.A.2	✔
14	Solve one-variable, 2-step equation, fractions and negative numbers	7.EE.B.4.a	✔
15	Solve one-variable, 2-step equation, fractions and negative numbers	7.NS.A.1	✔
16	Solve one-variable, 2-step equation, fractions and negative numbers	7.NS.A.2	✔
17	Represent a real-world, one-variable, multi-step problem, integers	7.EE.B.4	✔
18	Solve real-world, one-variable, multi-step problem, integers	7.EE.B.4.a	✔
19	Solve real-world, one-variable, multi-step problem, integers	7.NS.A.1	✔
20	Solve real-world, one-variable, multi-step problem, integers	7.NS.A.2	✔
21	Solve real-world, one-variable, multi-step problem, integers	7.NS.A.3	✔
22	Solve multi-step real-world problem involving unit rate, fractions, and decimals	7.EE.B.4.a	✔
23	Solve multi-step real-world problem involving unit rate, fractions, and decimals	7.NS.A.1	✔
24	Solve multi-step real-world problem involving unit rate, fractions, and decimals	7.NS.A.2	✔
25	Solve multi-step real-world problem involving unit rate, fractions, and decimals	7.NS.A.3	✔
26	Solve multi-step real-world problem involving unit rate, fractions, and decimals	7.RP.A.2.b	✔

© 2022 The University of Kansas

Student Bundled Reports*

STUDENT REPORT: Williams, Jeremy
 GRADE: 7 Mathematics / STATE ID: 1234567890
 SCHOOL: Meadowlark School
 DISTRICT: Sunflower District / #D1001
 COMPLETION: November 2022

GRADE: 7 Equations

This chart shows how your student performed on each question that appeared on the assessment. The Credit Earned column provides a symbol indicating whether the student received full, partial, or no credit for the question or that the question was not answered.

Your Student's Results

Key: ✔ No Credit Earned ⊖ Partial Credit Earned ● Full Credit Earned ○ Question Unanswered

	Skill Description	CCSS Code	Credit
1	Represent real-world context with $px-q=r$ and arithmetically, whole numbers	7.EE.B.4.a	✔
2	Represent real-world context with $p(x+q)=r$, whole numbers	7.EE.B.4.a	✔
3	Solve 2-step, real-world problem, decimals and negative numbers	7.EE.B.4.a	✔
4	Solve 2-step, real-world problem, decimals and negative numbers	7.NS.A.1	✔
5	Solve 2-step, real-world problem, decimals and negative numbers	7.NS.A.2	✔
6	Solve 2-step, real-world problem, decimals and negative numbers	7.NS.A.3	✔

Question CSV*

A	B	C	D	E	F	G	H	I	J		
Student	First Student	Last Student	Stat	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
				Know	presen	Understand	Understand	Establish the Use	precise,	Use linking	Identify com
Giulia	Shewsmith	171329943	I	I	I	C	I	I	I	I	C
Odette	Keyse	957183413	C	I	C	C	I	I	I	I	C
Jacinthe	Arckoll	623436286	C	C	I	C	C	I	C	I	C
Christy	Duckett	230498077	C	C	C	C	I	C	I	C	I
Chris	Bentjens	392615256	C	C	C	I	C	C	C	C	C
Marlow	Abelov	245390755	C	C	I	C	C	C	C	C	C
Evey	Wane	721673180	I	C	C	C	C	I	C	C	C
Roger	Cowderay	183019325	C	C	C	C	C	I	I	I	I
Jewell	Attoc	228872351	I	I	I	I	I	I	I	I	I
Harry	Ties	251202570	I	C	I	C	I	I	I	C	C
Rob	Maequer	836005245	C	I	I	C	C	I	C	C	C
Roseanne	Cogreave	870001443	C	C	C	I	I	I	C	C	C
Meade	Kingswold	100376039	I	C	C	C	C	C	I	C	I
Sabina	Mandfield	503543957	I	I	C	I	I	C	I	C	C

*Report examples above may be different from actual report.

KITE SERVICE DESK

The Kite Service Desk provides year-round support to educators through phone calls, live chat, and email. Educators have a toll-free number and email address to use when contacting the Kite Service Desk. In addition to phone calls and email inquiries, real-time live chat is available in Kite Educator Portal application when the Kite Service Desk is open.

Kite Service Desk representatives are available to assist you from 7:30am to 5:00pm Central time weekdays (closed on state holidays) and 7:30am to 5:30pm Central time during the assessment window. The Service Desk is unavailable during the week between Christmas Day and New Year's Day.

Phone: 855-277-9752

Email: kite-support@ku.edu

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

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). PII includes such information as a student's name, building name, or district name.

Call if an issue requires communicating the student ID number or the test the students are taking.

LIVE CHAT

Live Chat may be used to contact the Kite Service Desk during normal business hours. To use Live Chat, follow the process outlined below:

1. Log in to Kite Educator Portal and select the **Live Chat** link in the footer to begin messaging with a Kite Service Desk representative.



NOTE: Live Chat is available from any screen within Kite Educator Portal.

2. Provide your name, email address, state, and a brief description of your problem in the popup window.

Logged in as Kite Administrator. [Sign Out](#)

Kite

Chat — Mozilla Firefox
https://app.five9.com/five9_clients/consales_latest/ChatConsole/?rootUrl=https://app.five9.com/consales/&type=chat Title: Kite Service

Live Chat

Name

Email

State

How can we help you? (No Personal Identifiable Information (PII), e.g., student name.)

Start Chat

Live Chat

Provided by Five9

3. Select Start chat.
4. A new window appears and you will be connected to the next available representative.

Logged in as Kite Administrator. [Sign Out](#)

Kite

Chat — Mozilla Firefox
https://app.five9.com/five9_clients/consales_latest/ChatConsole/?rootUrl=https://app.five9.com/consales/&type=chat Title: Kite Service

Live Chat End

Test Chat Kite Admin 04:21 pm

Mitch 04:21 pm
 Please give me a moment to review the information you provided. Reminder: Do not send any student Personally Identifying Information (PII) via chat.

Hello, This is Mitch.

Mitch 04:22 pm
 How can I help you today?

Type here... **Send**

Live Chat

© 2022 University of Kansas

Site Map

Extracts

Provided by Five9

5. When finished, close the window using the 'X' on the top of your window.

APPENDIX A: MANAGE USERS

Information can be created or edited in Kite Educator Portal either by making individual user changes on screens or by uploading information using a CSV template.

ROLES AND PERMISSIONS

Kite Educator Portal roles define the level of access a user has to data and certain functions in the system. A user's role and organization determine the information a user can access and the tasks a user can perform. The following roles are available for the Testlet Program:

- Teacher (TEA)
- Building Test Coordinator (BTC)
- District Test Coordinator (DTC)

A DTC may add a BTC or TEA. A BTC may add a TEA. A TEA cannot add users.

ADD USER MANUALLY

Follow these steps to add a user manually.

1. Select **SETTINGS**.
2. Select **USERS**.
3. Select the **Add User** tab.
4. Enter the user's first name, last name, and email address.

NOTE: The Educator Identifier field is required when Teacher is selected as role.

5. Choose the appropriate **organization** and **role** for the new user.
6. Select **Add**. The table will populate below.

NOTE: If adding more than one role to a user's account, repeat steps 5 and 6.

7. Select **Save**.

The screenshot shows the 'Add User' form with the following elements:

- Navigation:** 'View Users', 'Add User' (highlighted with a red circle 3), and 'Upload Users' tabs.
- User Information:**
 - Section header: 'User Information' (highlighted with a red circle 4).
 - Fields: 'FIRST NAME: *', 'LAST NAME: *', 'EMAIL ADDRESS: *', and 'EDUCATOR IDENTIFIER:'.
 - Buttons: 'Save' (highlighted with a red circle 7).
- Organization & Roles:**
 - Section header: 'Organization & Roles'.
 - Fields: 'STATE: *' (Kansas), 'ASSESSMENT PROGRAM: *' (TESTLET), 'ROLE: *' (Teacher, highlighted with a red circle 5), 'DISTRICT: *' (Sunflower District), and 'SCHOOL: *' (Meadowlark School).
 - Button: 'Add' (highlighted with a red circle 6).
- Table:**
 - Columns: Default, State, Assessment Program, Role, District, School.
 - Content: 'No records available.'
 - Footer: 'Page 0 of 0' and 'No items to display'.

UPLOAD MULTIPLE USERS USING A CSV FILE

The user upload creates or updates users in Kite Educator Portal. The user upload also assigns 1-2 roles to a user (one is required).

A CSV file template is available on the Upload Users tab in Kite Educator Portal. You will need to complete the CSV file using software such as Microsoft Excel outside of Kite Educator Portal. All users (teachers, test coordinators, etc.) can be included in one CSV file.

To upload multiple users using a CSV file, perform the following steps.

1. Select **Settings**.
2. Select **Users**.
3. Select the **Upload Users** tab.
4. Select the **organization** information.

NOTE: Fields marked with a red asterisk are required.

5. In the File field, choose **Select File**.
6. Select the appropriate **CSV file** from your computer.
7. Select **Open**.
8. Select **Upload**.

NOTE: Users will be in Pending status until the user responds to the activation email.

USER CSV FILE FORMAT

























All column headings must be retained in the file. The CSV Col column is included to help you organize your CSV file.

Col.	Column Title	Description	Acceptable Values
A*	Legal_First_Name	The user's first name.	Alphanumeric
B*	Legal_Last_Name	The user's last name.	Alphanumeric
C	Educator_Identifier	If the user is a teacher, enter an identification number.	Alphanumeric
D*	Email	The user's email address. This email address will be the user's login. The email address must be valid because information about creating a password will be sent to the address.	Alphanumeric
E*	Organization	The organization identifier in Kite Educator Portal. (Ex: D0123) <hr/> NOTE: Organization IDs can be found under Settings > Organizations > View Organizations <hr/>	Alphanumeric
F*	Organization_Level	The user's initial access level. A user should have the lowest appropriate level of access. For example, most educators would have school-level access (SCH), not district-level (DT).	DT SCH
G*	Primary_Role	The primary role is the user's default role, or the role that will be selected when the user first logs in to Kite Educator Portal. The role must be one that is valid for the organization.	BTC TEA
H	Secondary_Role	If a user has a second role in Kite Educator Portal, enter that role in this column. For example, a building test coordinator might also be a teacher.	BTC TEA
I*	Primary_Assessment_Program	At least one assessment program must be associated with a user when their information is uploaded.	TESTLET
J	Deactivate_User	Enter 'Deactivate' to deactivate the user. Leave blank to keep the user active.	Deactivate, [blank]

*Indicates this field is required.

REVIEW USER FILE UPLOAD

The final step to uploading a user file is to verify records uploaded successfully.

Status Message	Description																								
Failed	<p>The CSV file failed to upload.</p> <p>Select the CSV file under the file column to understand why they failed.</p>																								
	<table border="1"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>0</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
Uploaded	Status	Created/Updated	Rejected	Alerts	File																				
Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0																					
Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0																					
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					
Rejected: [value]	<p>Records were not created and were rejected. Rejected column represents number of records that failed validation.</p> <p>Select the CSV file under the file column to understand why they were rejected.</p>																								
	<table border="1"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
Uploaded	Status	Created/Updated	Rejected	Alerts	File																				
Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0																					
Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0																					
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					
Created/ Updated: [value]	Records were created successfully.																								
	<table border="1"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
Uploaded	Status	Created/Updated	Rejected	Alerts	File																				
Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0																					
Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0																					
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					
Alerts: [value]	<p>Records were created but there are alerts that should be reviewed.</p> <p>Select the CSV file under the file column to view the issue.</p>																								
	<table border="1"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td style="border: 2px solid red;">2</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	2		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
Uploaded	Status	Created/Updated	Rejected	Alerts	File																				
Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0																					
Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	2																					
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					

USER CSV UPLOAD MESSAGES

If you received an error message after completing your upload, the table below indicates which column heading (field) is generating the message and the most common correction associated with the message. If the provided solution does not solve the issue, contact the Service Desk.

The brackets ([]) indicate that information specific to your upload, testing program, or state will be displayed in the message.

Messages are continually reviewed and updated, so some variation from the messages listed below should be expected.

The table is ordered alphabetically by the Column to Correct column. Note that this is not the order columns appear on the template.

Message	Column to Correct	Common Corrections
Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]	n/a	This message indicates that the upload completed. If any records rejected or had alerts, select the CSV icon under File to see the associated error.
File Format not correct.	n/a	Check the CSV file to ensure that you are using the template and that the file is being saved as a CSV file.
The record is rejected because Educator Identifier with value [value] is not valid.	Educator_Identifier	Check that the associated field matches the approved format (i.e. Alphanumeric).
The record is rejected because Email with value [value] is not valid.	Email	Check that the associated field matches the approved format (i.e., Alphanumeric).
The record is rejected because First Name with value [value] is not valid.	Legal_First_Name	Check that the associated field matches the approved format (i.e., Alphanumeric).
The record is rejected because First Name with value is not valid.	Legal_First_Name	Fill in the associated field.
The record is rejected because Last Name with value [value] is not valid.	Legal_Last_Name	Check that the associated field matches the approved format (i.e., Alphanumeric).
The record is rejected because Last Name with value is not valid.	Legal_Last_Name	Fill in the associated field.

The record is rejected because Display Identifier with value [value] is not valid.	Organization	Check that the associated field matches the approved format (i.e., Alphanumeric).
The record is rejected because Display Identifier with value [value] is not found.	Organization	The associated field must match a value in Kite Educator Portal. Check associated field against program information.
The record is rejected because Display Identifier with value is not valid.	Organization	Fill in the associated field.
The record is rejected because Organization Type Code with value is not valid.	Organization_Level	Fill in the associated field.
The record is rejected because Organization Type Code with value [value] is not found.	Organization_Level	The associated field must match a value in Kite Educator Portal. Check associated field against program information.
Primary Role is required.	Primary_Role	Fill in the associated field.
The record is rejected because Primary_Role with value [value] is not valid.	Primary_Role	Check that the associated field matches the approved format.

VIEW USERS

1. Select **Settings**.
2. Select **Users**.
3. Select any drop-down **filters** necessary.
4. Select **Search**.

NOTE: Inactive users will only display if the “Include Inactive Users” box is checked.

View Users
Add User
Upload Users

View Users: Select Criteria

STATE: * Kansas x ▾ DISTRICT: * Sunflower District x ▾ SCHOOL: Select ▾ 3

Include Inactive Users Search 4

<input type="checkbox"/>	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Program(s)
<input type="checkbox"/>	Active	Trainer	Kite	0123456789	kite_trainer@sc...	TESTLET
<input type="checkbox"/>	Active	Trainer	School	9876543210	school_trainer...	TESTLET
<input type="checkbox"/>	Active	Workshop	Kite	4569870123	kite_workshop...	TESTLET

Send Activation Email
 View
 Edit
 Activate
 Deactivate

Page 1 of 1

20
per page

1-3 of 3 items

VIEW USERS

1. Select Settings > Users > View Users.
2. Select any drop-down **filters** necessary.
3. Select **Search**.

NOTE: Inactive users will only display if the “Include Inactive Users” box is checked.

View Users: Select Criteria

STATE: Kansas DISTRICT: Select SCHOOL: Select

Include Inactive Users **Search**

Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Program(s)	Account Locked
<input type="checkbox"/> Pending	DemoTestDog	DemoTestCat	484512368	ats_kite_messages@ku.edu	KAP	No
<input type="checkbox"/> Active	McTesterson	Test	tehcharles@gmail.com	ats_kite_messages@ku.edu	DLM, KAP	No
<input type="checkbox"/> Pending	Testingson	Tester	test@testingson.com	ats_kite_messages@ku.edu	KAP	No

Send Activation Email
 View
 Edit
 Activate
 Deactivate
 Unlock
 Export to Excel

Page 1 of 1 10 per page 1-3 of 3 items

MANAGE USERS

Test coordinators and others responsible for data can take several actions with user accounts. These actions are available after finding user(s) in EP using the Viewing Users procedure on the previous page.

DEACTIVATE OR REMOVE A USER

Select the user, then select Deactivate or Remove.

Note: ONLY USE REMOVE TO PERMENANTLY REMOVE A USER. Removed users do not appear in grids or extracts. Only a Kite Service Desk agent or the state can recover removed users.

Note: ONLY the DTC may remove a user.

Note: Users can also be deactivated through the User Upload.

REACTIVATE AN INACTIVE USER

Inactive users only appear if the “Include Inactive Users” box is checked. To activate an inactive user, select the user, then select Activate.

RE-SEND ACTIVATION EMAIL

Select the user, then select the Send Activation Email button.

UNLOCK A LOCKED USER ACCOUNT

Select the user, then select Unlock.

EDIT USERS MANUALLY

To edit a user's information such as their first name, last name, email, educator ID, or add/remove any roles and organizations, perform the following steps.

1. Select the user from the table that you wish to modify.
2. Select the Edit button.

<input type="checkbox"/>	Pending	Testingson	Tester	test@testing.com	ats_kite_messages@ku.edu
<div style="border: 2px solid red; padding: 2px;"> ✉ Send Activation Email 👁 View ✎ Edit ✓ Activate ⏏ Deactivate 🔓 Unlock 📄 Export to Excel </div>					
<div style="display: flex; align-items: center; gap: 10px;"> ⏪ ⏩ Page 1 of 1 10 per page </div>					

3. On the Edit User screen, **edit** the applicable user information.
4. Select **Organization & Roles drop-down fields** to add an organization or role.
5. Select **Add**. You will see the user's new role/organization listed in the table below.
6. Select **Save**.

Edit User : Enter User Information
✕

User Information

FIRST NAME: *

LAST NAME: *

EMAIL ADDRESS: *

3

EDUCATOR IDENTIFIER:

Organization & Roles

STATE: *

ASSESSMENT PROGRAM: *

ROLE: *

4

DISTRICT: *

SCHOOL: *

Add 5






	Default	State	Assessment Program	Role	District	School
✎	☑	Kansas	TESTLET	Teacher	Sunflower District	Meadowlark School

⏪ ⏩ Page 1 of 1

1-6 of 6 items

6
Save
Cancel

7. To **delete an organization or role** from a user's account, select the trash icon next to the desired row in the Organization & Roles table.

	Default	State	Assessment Program	Role	District	School
 7	<input checked="" type="radio"/>	Kansas	Testlet	Building User	Sunflower District	Buffalo Schoo
	<input type="radio"/>	Kansas	Testlet	Building User	Sunflower District	Meadowlark S
	<input type="radio"/>	Kansas	Testlet	Teacher	Sunflower District	Buffalo Schoo
	<input type="radio"/>	Kansas	Testlet	Teacher	Sunflower District	Meadowlark S

Page 1 of 1 1-4 of 4 items

8 Save Cancel

NOTE: When deleting a role, you may have to specify a new Default role for the user.

8. When you have finished making changes, select **Save**.

EDIT USERS USING A CSV FILE

The 'User_Upload_Template.csv' file can also be used to edit by overwriting any user data field (data contained in the upload file will overwrite the existing data in Kite), except the email address.

APPENDIX B: MANAGE STUDENTS

Only state-level users can manage students.

APPENDIX C: MANAGE ROSTERS

Each row in the Roster Upload Template file connects one teacher to one student for one subject, thus creating one roster. Each roster can connect several students from various grades for the same subject to the same teacher.

The data manager must keep in mind the following:

- One student for one subject cannot be connected to more than one teacher.
- One student can be connected to the same teacher twice if the subjects are different.
- Students must be rostered for each subject in which they will be testing in the current school year.
- Students can only be rostered in the subjects and grades available for testing.
- A district-level user can create rosters for teachers from several schools across their district with a single upload.
- A building-level user can create rosters for all teachers in their school with a single upload.

There are two methods to **create rosters**: 1) uploading a CSV file or 2) manually entering information through the user interface.

There are two methods to **edit rosters**: 1) manually in the user interface or 2) by downloading the roster extract, reformatting columns, and updating data.

ROSTERING USING UPLOAD METHOD

ACCESS ROSTER UPLOAD TEMPLATE FILE

To roster students by uploading a CSV file, following these steps:

1. Select **Settings**.
2. Select **Rosters**.
3. Select the **Upload Roster** tab.
4. Select the question mark symbol next to the word File.
5. A small pop-up window will display the **Roster Upload Template**.

The screenshot shows the 'Upload Roster' interface. At the top, there are three tabs: 'View Roster', 'Create Roster', and 'Upload Roster'. The 'Upload Roster' tab is selected and has a red circle with the number '3' next to it. Below the tabs, the heading 'Upload Roster: Select Criteria' is displayed. There are two dropdown menus: 'STATE:' with 'Kansas' selected and 'DISTRICT:' with 'Sunflower District' selected. Below these, there is a message: 'Please use the current version of the Roster Upload Template.' with a red circle and the number '5' next to the link 'Roster Upload Template.'. At the bottom, there is a 'File:' label with a question mark icon and a red circle with the number '4' next to it. Below the label is a 'Select File' button and an 'Upload' button.

6. Select the link and open the Roster Upload Template file in a spreadsheet program that can save data in CSV (comma-delimited) format, such as Microsoft Excel. The file can only be uploaded using CSV format.

ENTER ROSTER INFORMATION INTO TEMPLATE FILE

Enter the roster data into the CSV file. Use a new row for each student and for each subject being assessed. A student can be entered more than once with a different subject and a different teacher. Students in other grades can be entered for the same subject and teacher.

Remember to save your file in CSV format. The upload will fail if any other file format is used.

Use the table below for guidance on what to enter in each column.

Col.	Column Title	Description	Acceptable Values
A*	Roster_Name	The name for the roster (see Best Practices for Naming Rosters below)	Alphanumeric
B*	Subject	Use only the acceptable subject values. No other abbreviations will be accepted.	M = Mathematics ELA = English language arts
C	Course	This field is not applicable for the Testlet assessment. Please leave blank.	[BLANK]
D*	Attendance_School_Identifier	Identification codes assigned by the state (or other organization) that indicate where the student attends school. The School Identifier code entered in the Roster Upload Template file must match exactly a School Identifier code in the state organizational table. If the codes do not match exactly, the upload will fail. To view School Identifiers, go to Settings > Organization.	Alphanumeric
E*	School_Year	The four-digit year that concludes the current school year.	YYYY
F*	State_Student_Identifier	The State Student Identifier (SSID) must match exactly a SSID in a student's enrollment record in Kite Educator Portal. If the two do not match exactly, the roster record will fail to upload.	Numeric
G	Local_Student_Identifier	If entered, a Local Student Identifier file must match exactly a Local Student Identifier in a student's enrollment record in Kite Educator Portal. If the two do not match exactly, the record will fail to upload.	Numeric
H*	Student_Legal_First_Name	A student's first name in the Roster Upload Template file must match exactly a student's first name in a student's	Alphanumeric

		enrollment record in Kite Educator Portal. If the two do not match exactly, the record will fail to upload.	
I*	Student_Legal_Last_Name	A student's last name in the Roster Upload Template file must match exactly a student's last name in a student's enrollment record in Kite Educator Portal. If the two do not match exactly, the record will fail to upload.	Alphanumeric
J*	Educator_Identifier	This is a required field for a user with the Kite Educator Portal role of Teacher. A teacher's Educator Identifier in the Roster Upload Template file must match exactly an Educator Identifier in an educator's account in Kite Educator Portal. If the two do not match exactly, the record will fail to upload.	Alphanumeric
K*	Educator_Legal_First_Name	The educator's first name entered in the Roster Upload Template file must match exactly the educator's first name in the educator's account in Kite Educator Portal. If the two do not match exactly, the record will fail to upload.	Alphanumeric
L*	Educator_Legal_Last_Name	The educator's last name entered in the Roster Upload Template file must match exactly the educator's last name in the educator's account in Kite Educator Portal. If the two do not match exactly, the record will fail to upload.	Alphanumeric
M	Remove_From_Roster	To remove a student from a roster, type REMOVE in column M. Otherwise, the field should remain blank. NOTE: A roster can also be removed manually using the user interface.	REMOVE [BLANK]

*Indicates this field is required.

BEST PRACTICES FOR NAMING ROSTERS

Consider defining a standard naming convention for rosters, which can make sorting and finding a specific roster easier later. For example, if the teacher last name is followed by the subject to create the roster name, rosters appear neatly grouped when sorted alphabetically.

UPLOAD THE EDITED TEMPLATE FILE

1. From the Upload Roster tab, select the **Select File** button.
2. Find the saved Roster Upload Template file. Select **Open**.
3. The file name appears in the file field. Select the blue **Upload** button.

4. Once the upload completes, a confirmation message will appear, indicating the number of records uploaded and the number of records rejected, if applicable. Select the SCV file icon in the File column to read the error messages related to the upload. The error file will display the line number for the record that has the error.
5. Fix the lines in the file that had errors, remove the lines that uploaded successfully, and follow the previous steps to upload again.

Uploaded	Status	Created/Updated	Rejected	Alerts	File
Friday, September 09, 2022 3:44:26 PM	COMPLETED	1	0	0	
Friday, September 09, 2022 3:40:32 PM	COMPLETED	32	1	0	
Friday, September 09, 2022 10:05:34 AM	FAILED	0	33	0	

Page 1 of 1 10 per page 1-3 of 3 items

NOTE: If a student is incorrectly rostered for a subject in a state that does not test the grade in which the student is enrolled, an error message will convey that information. Correct the roster and upload again.

ROSTERING MANUALLY THROUGH USER INTERFACE

The user interface is an efficient tool when rostering a small number of students or editing an existing roster by adding or removing students.

CREATING A NEW ROSTER

1. Select **Settings**.
2. Select **Rosters** from the drop-down menu.
3. Select the **Create Roster** tab.
4. Create the roster name and select the subject and course (if applicable) for this roster.
5. Select the district/school from the drop-down menu.
6. Select **Search**.
7. Choose the educator from the Select Educator drop-down menu.
8. Choose the students to roster by selecting the checkbox in the Select Student grid.

View Roster **Create Roster** Upload Roster

Create Roster: Select Criteria

ROSTER NAME: * SUBJECT: * COURSE:

STATE: * DISTRICT: * SCHOOL: *

SELECT EDUCATOR *

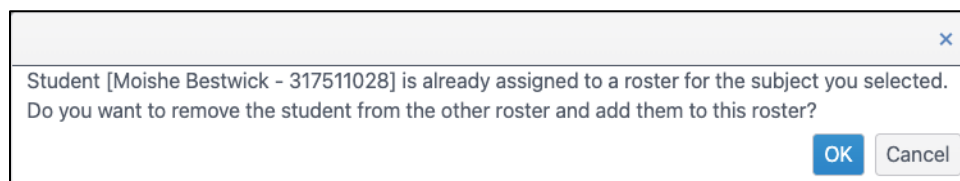
SELECT STUDENTS *

State Student Identifier		Last Name ↑	First Name	Middle Name	Gender
298207	<input type="checkbox"/>	Anetts	Kakalina	Carley	Male
826051	<input checked="" type="checkbox"/>	Artis	Marcelia	Peta	Male
634874	<input checked="" type="checkbox"/>	Basham	Kenna	Lyn	Male
202209	<input type="checkbox"/>	Francis	Martina	Martina	Female
439811	<input type="checkbox"/>	Braga	Marie-jeanne	Kore	Male

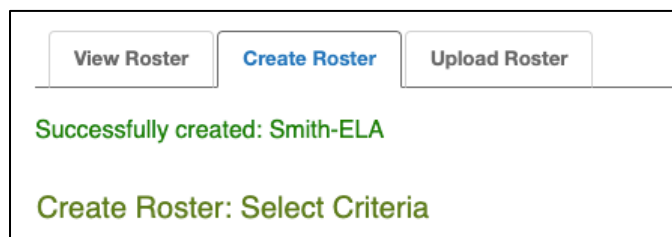
Page 1 of 5 10 per page 1-10 of 50 items

9. After selecting the appropriate students, select **Save**.

10. If a student is already rostered in the subject chosen, a pop-up message will appear. Select **OK** to remove the student from the first roster and add the student to the new roster. Select **Cancel** to return to the list of students.



11. Once the students have been added to the roster, a Success message will display a message that the new roster was successfully created.



EDITING AN EXISTING ROSTER

To change roster data or remove a roster, follow these steps:

1. Select **Settings**.
2. Select **Rosters** from the drop-down menu.
3. Select the district/school from the drop-down menu.
4. Select **Search**.
5. All previously created rosters will display. Select the desired roster to edit/delete.
6. The View/Edit Roster screen will automatically display. The following edits can be made to a roster on this screen:
 - Change the Roster Name.
 - Change the educator connected to the roster by choosing another educator from those available in the Select Educator drop-down menu.
 - Change the students connected to the roster. This includes adding and removing students from the roster.
 - Delete the roster by deselecting all students from the roster.
7. Once all desired edits from the available choices are made, scroll to the bottom of the screen, and select **Save**.

NOTE: The subject and course fields are not editable. If either of these fields must change, a new roster must be created for the correct subject and course. Select the new teacher and the students. This moves them from the incorrect roster to the correct roster. Once all students are removed from the incorrect roster, the incorrect roster is automatically deleted.

EDITING A ROSTER USING THE ROSTER EXTRACT

For users that have a large number of changes to their rostering data and for which editing the roster manually would be cumbersome, a CSV upload can be used to edit existing roster data. The process will involve downloading the Roster Extract, editing the roster information, and then uploading this information.

1. To edit a roster using this method, perform the following steps.
2. Download a new Roster extract for your organization (see above).
3. Remove the first 11 columns of data (Extract_State through Extract_Educator_Email_Address).
4. Keep rows of information that require correction. Delete rows of information that do not require correction.
5. Make any needed corrections to your data.
6. Ensure the column headings EXACTLY match the Roster Upload Template file. You should only have columns A through M (Roster_Name through Remove_From_Roster).
7. Upload the file using the process described in the **Error! Reference source not found.** section.

APPENDIX D: ADD/EDIT PNP SETTINGS THROUGH CSV UPLOAD

CREATE A PNP USING AN UPLOAD

DOWNLOAD THE PNP EXTRACT

Complete the following steps to download the PNP Settings extract:

1. Select **Reports** in the navigation menu.
2. Select Data Extracts.
3. Select New File in the Action column on the PNP Settings (Abridged) row.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.			New File
PNP Setting Counts	Student PNP setting counts by organization.	10/17/2022 09:02 AM	csv	New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.			New File
Roster	Student assignment by educator and subject.			New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.			New File
Users	Educator Portal users and their associated role(s).			New File

4. Add desired filters and select file type (CSV or Excel). Select the checkbox to include students with no PNP settings.
5. Select Ok.

NOTE: You can select PNP settings from drop-down menus in the Excel file.

6. Select the CSV or XLSX file icon in the File column.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.			New File
PNP Setting Counts	Student PNP setting counts by organization.	10/17/2022 09:02 AM	csv	New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	10/18/2022 10:52 AM	X	New File
Roster	Student assignment by educator and subject.			New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.			New File
Users	Educator Portal users and their associated role(s).			New File

7. Save the file to your computer.

NOTE: If you have previously generated a file for a particular extract and want to generate a new, updated file, simply select New File again, complete all desired drop-down filters, then select Ok. A warning will display alerting you that the existing report request and file will be deleted. To remove that file and replace it with an updated version, select Yes when prompted.

EDIT THE PNP EXTRACT FOR UPLOAD

Student PNP profiles can be created or edited all at once or in smaller groups using the PNP settings upload. The following table displays the file's columns, a description, and acceptable values. Fields that are Prepopulated **cannot** be edited.

Col.	Column Title	Description	Acceptable Values
A	State	Student's state.	[Prepopulated]
B	District Name	Student's district.	[Prepopulated]
C	District ID	Student's district identifier.	[Prepopulated]
D	School Name	Student's school name.	[Prepopulated]
E	School ID	Student's school ID.	[Prepopulated]
F	Student Last Name	Student's last name.	[Prepopulated]
G	Student First Name	Student's first name.	[Prepopulated]
H	State Student ID	Student's state student ID.	[Prepopulated]
I	Last Modified Time	Date and time the student's PNP last saved.	[Prepopulated]
J	Last Modified By	Person who last saved the student's PNP.	[Prepopulated]
K	Magnification	Enter any acceptable value to make available. Students may select any magnification degree.	2x, 3x, 4x, 5x
L	Magnification – Activate by Default	Enter Yes to turn on entered value automatically. Students can change or turn off values.	Yes, No, [blank]
M	Overlay Color	Enter any acceptable value to make available. Students may select any color.	White, Blue, Yellow, Purple, Pink, Green
N	Overlay Color – Activate by Default	Enter Yes to turn on entered value automatically. Students can change or turn off values.	Yes, No, [blank]
O	Invert Color Choice	Enter Yes to make available.	Yes, No, [blank]

P	Invert Color Choice – Activate by Default	Enter Yes to turn on automatically.	Yes, No, [blank]
Q	Masking	Enter any acceptable value to make available. Students can reshape, move, or remove masks. <ul style="list-style-type: none"> Answer Masking – covers response options for multiple choice Custom Masking – student to select what to mask. 	Answer Masking Custom Masking
R	Masking - Activate by Default	Enter Yes to turn on entered value automatically.	Yes, No, [blank]
S	Contrast Color	Enter any acceptable value to make available. Students may select any color combinations. Gray/Black = Gray text on a black background	Grey/Black Yellow/Black Green/White Red/White
T	Contrast Color - Activate by Default	Enter Yes to turn on entered value automatically. Students can change or turn off values.	Yes, No, [blank]
U	Braille*	N/A leave blank .	[blank]
V	Braille Usage*	N/A leave blank .	[blank]
W	Braille – Activate by Default*	N/A leave blank .	[blank]
X	Keyword Translation	Enter Spanish to make available.	Spanish
Y	Keyword Translation – Activate by Default	N/A leave blank .	[blank]
Z	Breaks	N/A leave blank .	[blank]
AA	Additional Testing Time	N/A leave blank .	[blank]
AB	Additional Testing Time – Activate by Default	N/A leave blank .	[blank]
AC	Spoken Audio	Enter Synthetic.	Synthetic

AD	Spoken Audio – Activate by Default	N/A leave blank .	[blank]
AE	Spoken Audio – Read At Start	N/A leave blank .	[blank]
AF	Spoken Audio – Spoken Preferences	Enter Text and Graphics – reads questions, responses, and graphics (NOT ELA passages) Enter Nonvisual – reads questions, responses, graphics, and ELA passages	Text and Graphics Nonvisual
AG	Spoken Audio – Directions Only	N/A leave blank .	[blank]

*Braille booklets are not available for the current school year.

UPLOAD 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. Select **Settings** in the navigation menu.
2. Select **Students**.
3. Select the **Upload PNP** tab.
4. Select all required organization information.
5. In the File field, choose **Select File**.
6. Select the appropriate CSV or Excel **file** from your computer.
7. Select **Open**.
8. Select **Upload**.

The screenshot shows the 'Upload PNP' interface. At the top, there are two tabs: 'View Students' and 'Upload PNP', with a red circle '3' next to the latter. Below the tabs, the title 'Upload PNP: Select Criteria' is displayed. There are three dropdown menus: 'STATE:' with 'Kansas' selected, 'DISTRICT:' with 'Sunflower District' selected, and 'SCHOOL:' with 'Meadowlark School' selected, each with a red circle '4' next to it. Below these is a 'File:' section with a 'Select File' button and a red circle '5'. A file named 'Sunflower_Student_Upload.csv' (0.50 KB) is shown with a red circle '8' next to the 'Upload' button. At the bottom, there is a table with columns: 'Uploaded', 'Status', 'Created/Updated', 'Rejected', 'Alerts', and 'File'. The table is empty, with the text 'No records available.' in the center. At the very bottom, there is a pagination bar showing 'Page 0 of 0', '10 per page', and 'No items to display'.

REVIEW THE PNP FILE UPLOAD

The final step to uploading a PNP settings file is to verify that all records uploaded successfully.

Status Message	Description																								
Failed	<p>The CSV file failed to upload.</p> <p>Select the CSV file under the file column to understand why they failed.</p>																								
	<table border="1"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>0</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
Uploaded	Status	Created/Updated	Rejected	Alerts	File																				
Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0																					
Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0																					
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					
Rejected: [value]	<p>Records were not created and were rejected. Rejected column represents number of records that failed validation.</p> <p>Select the CSV file under the file column to understand why they were rejected.</p>																								
	<table border="1"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
Uploaded	Status	Created/Updated	Rejected	Alerts	File																				
Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0																					
Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0																					
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					
Created/ Updated: [value]	<p>Records were created successfully.</p>																								
	<table border="1"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
Uploaded	Status	Created/Updated	Rejected	Alerts	File																				
Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0																					
Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0																					
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					
Alerts: [value]	<p>Records were created but there are alerts that should be reviewed.</p> <p>Select the CSV file under the file column to view the issue.</p>																								
	<table border="1"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td style="border: 2px solid red;">2</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	2		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
Uploaded	Status	Created/Updated	Rejected	Alerts	File																				
Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0																					
Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	2																					
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					

APPENDIX E: PARENT PORTAL

Parents can access their child’s assessment score reports using Kite Parent Portal. It is the responsibility of the district administrators to establish and maintain all parent-to-student connections through Kite Educator Portal. Only district-level users can add and edit parent-to-student connections.

Note: IMPORTANT—it is the district’s responsibility to ensure that parents are tied to the correct student in the Parent Upload Template file. We recommend using a SIS to download parent email addresses with State Student IDs to avoid errors.

The **initial set up** of parent-to-student connections is completed with the Standard Upload with Parent Upload Template process. There are three ways to add parent-to-student connections (Manual, Append Upload with Parent Upload Template, and Standard Upload with Parent Extract or Initial Parent Upload Template). There are two ways to edit/update parent-to-student connections (Manual and Standard Upload with Parent Extract or Initial Parent Upload Template).

Note: Standard Upload process selection overwrites/replaces all data with the data in the upload file. Append Upload process selection adds new data in the upload file to existing data after the system checks for any duplicate parent-to-student connections.

INITIAL PARENT-TO-STUDENT CONNECTIONS: STANDARD UPLOAD WITH PARENT UPLOAD TEMPLATE

The initial parent-to-student connections are made with the Standard Upload process using a completed Parent Upload Template. Multiple parents can be connected to a single student and multiple students to a single parent.

Note: At the end of the school year, parent-to-student connections are removed from Kite Educator Portal. District administrators must upload new parent-to-student connections each year to allow parents to continue viewing student score reports.

Uploads can occur at the district or school level. For a district upload, students that are not scheduled to take an assessment may be uploaded. Include all students in the district, even those not enrolled in Educator Portal for the current year (e.g., grade 12), as historical score reports will be available for those students.

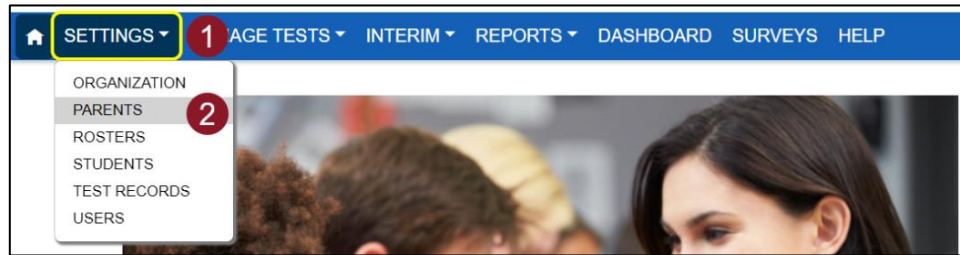
For a school level upload, only students enrolled in Educator Portal may be uploaded.

Note: A CSV file template is available by clicking the ? icon on the Upload Parent tab.

Note: To prepare the template file in advance, skip to steps 6 below.

To upload the template, perform the following steps:

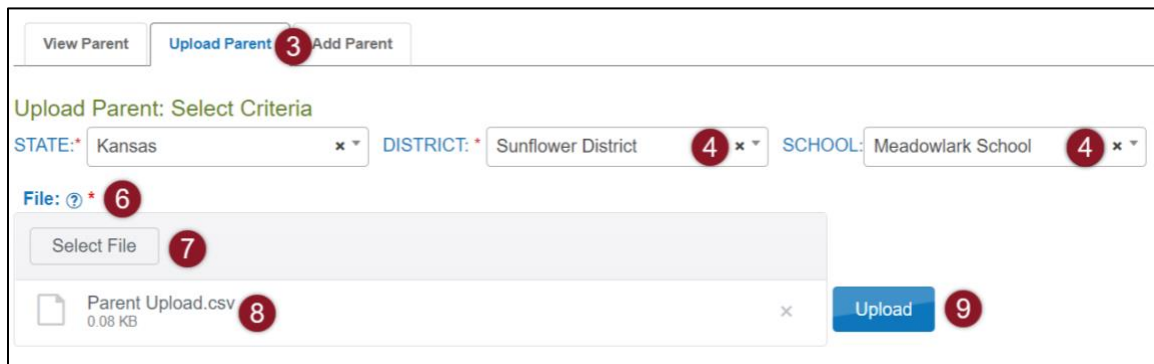
1. Select Settings.
2. Select Parents.



3. Select the Upload Parent tab.
4. Select the District.
5. If applicable, select the School.

Note: To upload a district file, do not select a school.

6. Select the question mark icon (File: ?) to download the Parent Upload Template.
7. Complete the template (see Parent CSV File Format below).
8. Rename the file as needed.
9. Save the file as a CSV (comma-delimited) file.
10. Select the Select File button.
11. Select the appropriate CSV file from your computer and select Open.
12. Select Upload.



13. Choose Standard (overwrites). The first figure below shows the upload process selection window for **full upload**. The second figure below shows the upload process selection window for **partial upload**.

Parent Upload: Meadowlark School

This is a **Full District upload**. Select an option to proceed:

Standard: Existing parent student relationships for the entire district will be deleted and replaced with the newly uploaded data.

Append: New parent student relationships in the uploaded file will be added to the existing data. Duplicates of existing data will be ignored.

For partial upload, please select a school.

10

Parent Upload: Meadowlark School

This is a **Partial upload for School**. Select an option to proceed:

Standard: Existing parent student relationships for the selected school will be deleted and replaced with the newly uploaded data.

Append: New parent student relationships in the uploaded file will be added to the existing data. Duplicates of existing data will be ignored.

The upload status will be Pending until all records are processed. Once the file is processed, the status will change to Completed.

Note: The upload status will be Pending until all records process, then changes to Completed.

Note: Select Append when adding (not overwriting) a parent-to-student connection.

PARENT CSV FILE FORMAT

All column headings are required. The table below is included to help organize your file.

Col.	Column Title	Description	Acceptable Values
A*	Parent_Email	The parent's email address. Note: One email per line. Note: One parent email can be connected to more than one student with multiple lines.	Alphanumeric
B*	State_Student_Identifier	The student's State Student Identifier. Note: For building/school uploads, the student must be enrolled in Educator Portal	Alphanumeric
C*	District_Identifier	The district's organization ID. (Ex: D1001) Note: Must include leading zeros. See the DLM Data Management Manual for instructions. Note: School ID cannot be used in place of District ID. Note: Find the District ID in Educator Portal > Settings > Organization > Parent Organization column.	Alphanumeric
D	Electronic_Opt_In	Yes or No. (If blank, default is No) Note: Currently, this field has no functionality. In future development, this field will allow electronic-opt-in selection to reduce the quantity of reports generated in bundled reports.	Alphanumeric

*Indicates this field is required.

REVIEW PARENT FILE UPLOAD

The final step to uploading a parent file is to verify records uploaded successfully. The brackets ([]) indicate that information about your upload or testing program will be displayed in the message. Go to *Review User File Upload* to see status messages.

PARENT CSV UPLOAD MESSAGES

If you received an error message after completing your upload, the table below indicates which column heading (field) is generating the message and the most common correction associated with the message. If the provided solution does not solve the issue, contact the Service Desk. Messages are continually reviewed and updated, so some variation from the messages listed below should be expected.

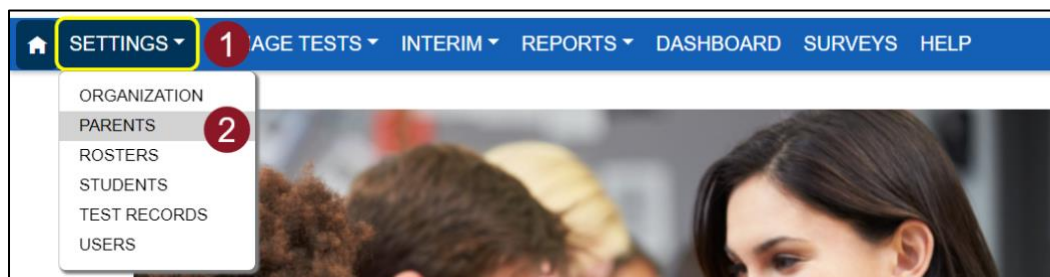
Note: The brackets ([]) indicate that information specific to your upload, testing program, or state will be displayed in the message.

Message	Column to Correct	Common Corrections
Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]	n/a	This message indicates that the upload completed. If any records rejected or had alerts, select on the CSV icon under File to see the associated error.
File Format not correct	n/a	Check the CSV file to ensure that you are using the correct template, you have not altered the template headings, and that the file is being saved as a CSV file.
Duplicate parent student relation for the district	All	There is a duplicate parent student relationship for the district.
User trying to upload parent outside district	District_Identifier	Check that the District_Identifier matches the district in which you are a user.
Parent email	Parent_Email	The parent's email is required and was blank in the upload
State student identifier is required	State_Student_Identifier	The SSID is required and was blank in the upload.
SSID value too long	State_Student_Identifier	The SSID entered is longer than the maximum length.
Was not found in the specified organization	State_Student_Identifier	The SSID entered was not found in the specified organization.

VIEW PARENTS

To view parents uploaded to Educator Portal, follow the process outlined below:

1. Select Settings.
2. Select Parents.



3. Select the necessary criteria from the available dropdowns.

Note: Fields marked with a red asterisk are required.

4. Select Search.

Parent Email	Student Legal Last Name	Student Legal First Name	Student State Id	District Name
cabelov@company...	Abelov	Marlow	245390755	Sunflower Dist
prarckoll@yahoo.com	Arckoll	Odette	623436286	Sunflower Dist
shew@gmail.com	Shewsmith	Giulia	171329943	Sunflower Dist

5. Select Export to Excel to download an .XLSX file containing the information shown in the table. Show, hide, or filter columns in the table to add or remove data from the export file.

PARENT EXTRACT

A parents' extract is available under the Reports tab in Educator Portal. The Parent Extract can be modified and reuploaded to add or edit/update parent-to-student connections. The extract will have all parent-to-student connections that are in Parent Portal at the time the extract is accessed. It includes all data entered for each parent-to-student connection. The Parent Extract also includes the student's first and last name and the district name.

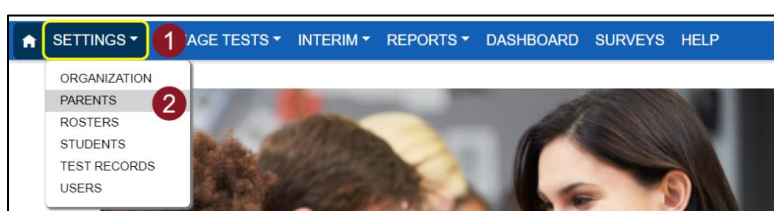
ADD PARENT-TO-STUDENT CONNECTIONS

There are three ways to add parent-to-student connections (Manual, Append Upload with Parent Upload Template, and Standard Upload with Parent Extract or Initial Parent Upload Template).

ADD: MANUAL

Users can manually add a parent-to-student connection. To manually add a parent-to-student connection, perform the following steps:

1. Select Settings in the navigation menu.
2. Select Parents.



3. Select the Add Parent tab.

 A screenshot of the 'Add Parent' form. At the top, there are three tabs: 'View Parent', 'Upload Parent', and 'Add Parent', with 'Add Parent' selected and marked with a red circle '3'. Below the tabs, the form is titled 'Add Parent: Select Criteria'. It contains two dropdown menus: 'STATE' set to 'Kansas' (marked with a red circle '4') and 'DISTRICT' set to 'Sunflower District'. Below these is a text input field for 'PARENT EMAIL' (marked with a red circle '4'). At the bottom left is a blue 'Add' button (marked with a red circle '5').

4. Enter the Parent Email.
5. Select Add.
6. In the popup window, enter the student's SSID in the text box.
7. Select Submit. Select OK in the successful parent-to-student connection pop up.

 A screenshot of a popup window titled 'Add New Parent Student Relation'. It contains two rows of information: 'Parent Email: parent@example.org' and 'District: Sunflower District'. To the right, there is an 'SSID' input field (marked with a red circle '6') and an 'Electronic Opt In' checkbox. At the bottom left is a blue 'Submit' button (marked with a red circle '7').

Note: Electronic Opt In is future development, selection has no functionality at this time.

8. To add additional students, enter a new SSID and select Submit. Continue until all SSIDs that should be connected to the parent email are entered.

ADD: APPEND UPLOAD WITH PARENT UPLOAD TEMPLATE

Users can upload a new Parent Upload Template to add a parent-to-student connection by selecting Append to upload. To upload a new file with one or more new parent-to-student connections (adding to the existing connections), follow the instructions in the section above titled Initial Parent-to-Student Connections: Standard Upload with Parent Upload Template. Select the Append process.

Note: Do not select Standard if intending to add connection(s) to existing connections.

ADD: STANDARD UPLOAD WITH PARENT EXTRACT OR INITIAL PARENT UPLOAD TEMPLATE

Use the Parent Extract or the initial Parent Upload Template file to add parent-to-student connections. When a file is uploaded with the Standard Upload process, the records in the new file overwrite all previously uploaded records.

To use the Parent Extract, download the Parent Extract from the Reports menu, Data Extracts. Make any necessary additions to parent-to-student connections and keep all records that are correct. Remove all columns except Parent_Email, State_Student_ID, District_Identifier, and Electronic_Opt_In. Save the spreadsheet in a CSV format.

	A	B	C	D	C	F	D	H
1	Parent_Ema	State_Stude	Student_Leg	Student_Leg	District_Ide	District_Nam	Electronic_Report_Opt_In	
2	yaspin@gma	258633631	Aspin	Natal	D1001	Sunflower Di	No	
3	dennett@co	232986471	Dennett	Mike	D1001	Sunflower Di	Yes	
4	prbeechem@	957183413	Keyse	Codie	D1001	Sunflower Di	No	
5								

To use the initial Parent Upload Template, use the Parent Upload Template file that was previously used, make any needed additions, and keep all records that are correct.

Finally, reupload either the extract or template file by following the instructions in the section above titled *Initial Parent-to-Student Connections: Standard Upload with Parent Upload Template*. **Select the Standard process.**

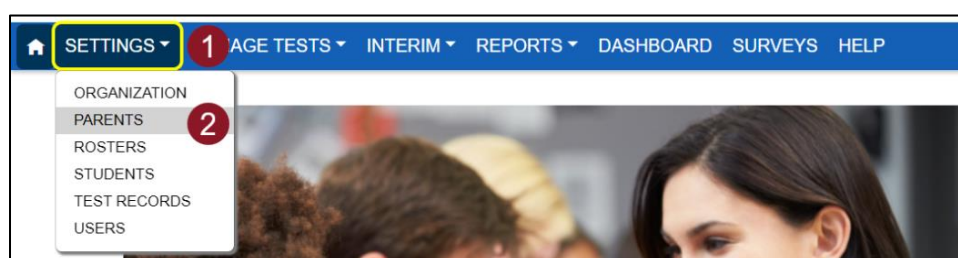
EDIT PARENT-TO-STUDENT CONNECTIONS

There are two ways to edit/update parent-to-student connections (Manual and Standard Upload with Parent Extract or Initial Parent Upload Template).

EDIT: MANUAL

On the View Parent tab, you can manually edit a parent's email address, remove students from the parent record, or add one or more students to the parent record. To edit a parent record from the View Parent tab, perform following steps.

1. Select Settings.
2. Select Parents. The View Parent tab is shown by default.



3. The state and district will autofill with the district-level user's organization. To narrow the search to a particular school, use the drop-down arrow to select a school.
4. Select Search to view records.
5. Locate and select the parent record that needs edited and select on Edit.

Parent Email	Student Legal Last Name	Student Legal First Name	Student State Id	District Name
dennett@company.com	Dennett	Mike	232986471	Sunflower C
prbeecham@yahoo.com	Keyse	Codie	957183413	Sunflower C
yaspin@gmail.com	Aspin	Natal	258633631	Sunflower C

6. To edit the parent email address, make changes in the Email Address text box. Select Save when finished.
7. To delete a student from the parent record, select the trash can icon. A pop-up window will ask you to confirm the deletion of the Parent Student Relation row. After confirmation, select Save.

8. To add a student to a parent record, select Add Student. A new window will pop up.

9. Enter the student's SSID in the SSID text box.
10. Select Submit.

Note: Electronic Opt In is future development, selection has no functionality at this time.

EDIT: STANDARD UPLOAD WITH PARENT EXTRACT OR INITIAL PARENT UPLOAD TEMPLATE FILE

Use the Parent Extract or the initial Parent Upload Template file to edit/update parent-to-student connections. When a file is uploaded with the Standard Upload process, the records in the new file overwrite all previously uploaded records.

To use the Parent Extract, download the Parent Extract from the Reports menu, Data Extracts. Make any necessary changes to parent-to-student connections and keep all records that are correct. Remove all columns except Parent_Email, State_Student_ID, District_Identifier, and Electronic_Opt_In. Save the spreadsheet in a CSV format.

	A	B	C	D	C	F	D	H
1	Parent_Ema	State_Stude	Student_Leg	Student_Leg	District_Ide	District_Nam	Electronic_Report_Opt_In	
2	ypaspin@gma	258633631	Aspin	Natal	D1001	Sunflower D	No	
3	dennett@co	232986471	Dennett	Mike	D1001	Sunflower D	Yes	
4	prbeecham@	957183413	Keyse	Codie	D1001	Sunflower D	No	
5								

To use the initial Parent Upload Template, use the Parent Upload Template file that was previously used, make any needed edits and keep all records that are correct.

Finally, reupload either the extract or template file by following the instructions in the section above titled *Initial Parent-to-Student Connections: Standard Upload with Parent Upload Template*. **Select the Standard process.**

PARENT ACCESS TO KITE PARENT PORTAL

Provide the following to parents once the connections are established in Educator Portal.

EMAIL PARENTS

The following is an example letter to send to parents to notify them that they can access Parent Portal to view student score reports.

Dear Parent or Guardian:

<Greeting>

We are excited to provide your child's score reports through a secure website called Kite[®] Parent Portal! Kite Parent Portal allows you to access your child's score reports from all assessments administered through the Kite Student Portal.

To get started, please watch this introductory video to learn about Parent Portal:

<https://vimeo.com/905694120>

When ready, access Parent Portal at <https://parentportal-testlet.kiteaai.org>. Use this email account to log in. You will then be emailed an access code that is valid for 24 hours.

Additional resources can be found at <insert website>. Here you will find the [Testlet Kite Parent Portal Manual: Mast](#) and guides to student score reports.

As always, if you have any questions, feel free to contact your student's teacher(s) or <insert contact information here>.

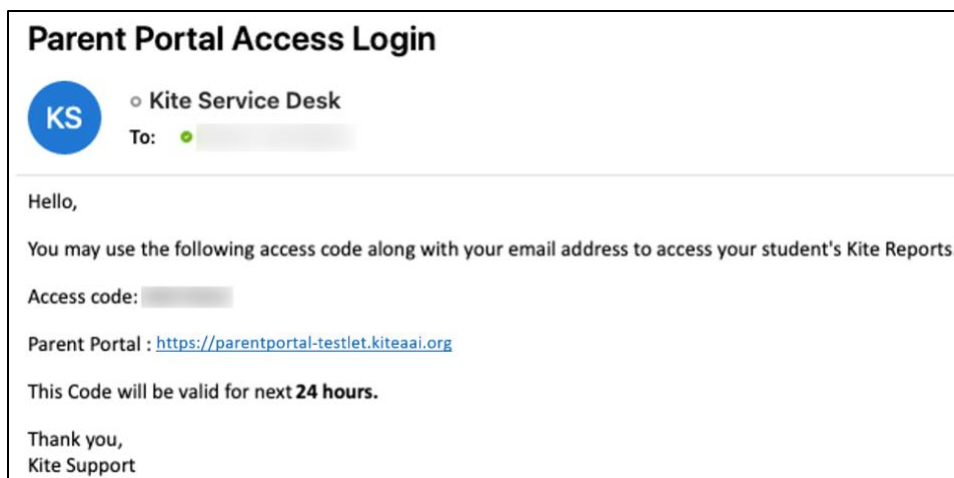
Thank you for using Kite Parent Portal!

<Salutation>

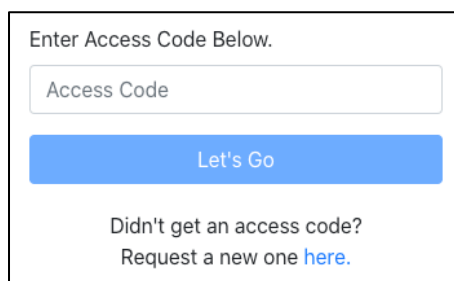
LOGGING IN TO KITE PARENT PORTAL

To log in to Kite Parent Portal, follow the processes outlined below.

1. Open your web browser and visit <https://parentportal-testlet.kiteaai.org>
2. Enter your email address you previously registered with your child's school district in the Email Address field.
3. Select Get Started!
4. An email will be sent from the Kite Service Desk to the registered email address with a temporary access code.



5. Paste or enter the access code in the area provided on the login screen.



Enter Access Code Below.

Access Code

Let's Go

Didn't get an access code?
Request a new one [here](#).

6. Select Let's Go.

PARENT PORTAL USER GUIDE

The [Testlet Kite Parent Portal User Manual: MAST](#) is a guide that provides parents with information about how to access score reports for their students.