

# MAST

# Monitoring Testlet Completion

OPI Assessment Unit Focused Support Video

# OPI Assessment Unit - MontCAS Focused Support Video

## MAST Monitoring Testlet Completion Assessment Focused Support Video

### OBJECTIVES

Learn about the...

#### Kite Educator Portal

- **Before Testing**
  - Schedule Math Testlets
  - Training
  - User Management
  - Rostering
  - Entering PNPs
  - Printing Student Tickets & DACs
- **During/After Testing**
  - Administering Testlets
  - **Monitoring Completion**
  - Make-Up Testing
  - Accessing Score Reports

#### Kite Student Portal

- **Before Testing**
  - Prepare Student Testing Devices
  - Student Practice Test
  - Kite Student Toolbox

#### Kite Parent Portal

- Make the Student-Parent Connection in Educator Portal
- Provide Guidance to Parents/Guardians

# OPI Assessment Unit - MontCAS Focused Support Video

## MAST Portal



### MONTANA ALIGNED TO STANDARDS THROUGH-YEAR (MAST) PROGRAM PORTAL

**MAST Portal**  
The landing page for all MAST  
resources



#### ABOUT THE PROGRAM

The Montana Aligned to Standards Through-Year (MAST) Program features a series of short, standards-aligned math and ELA tests that are administered throughout the year. The goal of this assessment is to develop a system that provides timely and relevant feedback for teachers and students, as well as comparable summative data for education leaders. This "classroom up" approach will provide flexible opportunities for students to demonstrate learning while providing actionable data to stakeholders throughout the education system.



#### ANNOUNCEMENTS

##### GEARING UP FOR 2024-2025 MAST

The OPI Assessment Unit's April Focused Webinar features information regarding the 2024-2025 MAST implementation. The April "Gearing Up for 2024-2025 MAST" [recording](#), [slide deck](#), and [links document](#) are now available on the [MontCAS Stay Informed webpage](#) or the MT OPI Assessment [YouTube channel](#).

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#### SYSTEMS (TECH PLATFORMS)

- Kite® Student Practice Test  
Username: tech demo  
Password: MAZES
- Kite Educator Portal
- Kite Sandbox



#### SCHEDULER TOOL

- MAST Scheduling Guide & FAQs for Test Coordinators
- Scheduler Tool User Manual
- Math Standards Blueprint
- ELA Standards Blueprint
- MAST Scheduler Tool Training Recording



#### HELP DESK

- For all help desk inquiries please contact:  
[kite-support@ku.edu](mailto:kite-support@ku.edu)
- For content or test design queries please contact:  
[mast@newmeridiancorp.org](mailto:mast@newmeridiancorp.org)
- KITE Support Desk:  
(855) 277-9752  
7:30 a.m. - 4:00 p.m. MST



#### UPCOMING TRAININGS

- ▶ MAST Trainings
- ▶ MAST Office Hours
- ▶ Road Show



#### LIVE LISTENING / FEEDBACK SESSIONS

We have designed user feedback cycles throughout the school year to ensure continuous improvement of the MAST. These sessions will serve as an



#### RESOURCES FOR TEACHERS

- ★ MAST Install Links, Whitelisting & Training Videos
- ★ Montana MAST ELA Testlet Timing Document



#### STANDARDS AND MANUALS

- ★ 2024-2025 Documents will be available once they have been



#### SCHEDULE

- 📅 Administration Window #1:  
October 14 - November 22, 2024

## Kite Educator Portal



[opi.mt.gov](https://opi.mt.gov)

# OPI Assessment Unit - MontCAS Focused Support Video

## Kite Educator Portal During Testing

MAST Monitoring Testlet Completion  
Assessment Focused Support Video

## Monitoring Testlet Completion

USING THE DASHBOARD

Testlet completion should be monitored at the District level to ensure at least **95% testlet completion** is achieved.

1. DASHBOARD
2. View by **school** or by **district**.
3. **Download Extract** if needed.

Dashboard: View Testing Summary

View by district | Back to state

As of: Thursday 2/15/2024 12:09 PM CST

District	Subject	Test Sessions Completed			School Year 2023-2024					Test Sessions Reactivated	
		Today 2/15	Prior Day 2/14	School Year 2023-2024	Students Assigned	Students All Sessions Unused	Students All Sessions In-progress	Students All Sessions Complete	Students Percent Complete	Prior Day 2/14	School Year 2023-2024
Testlet	English Language Arts	0	0	424	214	2	0	212	99.1%	n/a	n/a
	Mathematics	0	0	422	214	2	2	212	99.1%	n/a	n/a

Data updated twice daily - approximately noon and midnight Central Time.

Download Extract

Link Chat

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Site Map

# Kite Educator Portal

## During Testing

MAST Monitoring Testlet Completion  
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[MAST Dashboards Tutorial](#)

## Monitoring Testlet Completion

USING THE DASHBOARD METHOD



# OPI Assessment Unit - MontCAS Focused Support Video

## Kite Educator Portal During Testing

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### Monitoring Testlet Completion

USING THE TEST ADMINISTRATION MONITORING DATA EXTRACT

Navigate to:

1. REPORTS > DATA EXTRACTS
2. Select the Test Administration and Monitoring tab.
3. Click on New File.
4. Once the file has loaded, click on the csv icon to download a document that will list testlets assigned, in progress, and completed by subject and student.

SETTINGS • MANAGE TESTS • INTERIM • **REPORTS** • DASHBOARD • HELP

Student Information | Test Administration and Monitoring | Comments

**Data Extracts**

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

Extract	Description	Requested	File	Action
Testlet Test Administration Monitoring	Testlets assigned, in progress, and completed by subject and student.	04/04/2024 07:57 AM		<b>3</b> New File

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## Kite Educator Portal During Testing

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## Monitoring Testlet Completion

### USING THE TEST MONITOR SCREEN

Testlet completion can also be monitored by grade level and testlet using filtering options in the INTERIM > My Tests section of the Kite Educator Portal. Individual students can be identified for testlet completion to ensure at least **95% testlet completion** is achieved.

1. INTERIM > My Tests
2. Fill out organizational information in the drop-down menus.
3. Select the three dots to filter to see the appropriate testing window.
4. Compare "Students Completed" to "Students Attempted".
5. Select the testlets that are not completed. *Multiple testlets can be monitored. You can select up to 4.*
6. Select Monitor button.

The screenshot shows the 'My Tests' interface with the following components:

- 1**: 'MY TESTS' tab selected in the top navigation bar.
- 2**: 'DISTRICT' and 'SCHOOL' dropdown menus.
- 3**: Three dots icon next to the 'Test Name' column header for filtering.
- 4**: Red arrows pointing to the 'Students Attempted' and 'Students Completed' columns.
- 5**: Red arrows pointing to the checkboxes in the 'Test Name' column for selecting testlets.
- 6**: 'Monitor' button at the bottom left of the table.

Test Name	Form	Testing Cycle	Subject	Test Materials	Allow Responses	Students Attempted	Students Completed
Reading, Grade 6, Informational Textlet 2	General	Three	English Language Arts	Yes	8	7	7
Reading, Grade 6, Literary Textlet 2	General	Three	English Language Arts	Yes	8	8	8
Grade 4, Survey	General	Three	Mathematics	Yes	11	10	10
Grade 4, Survey	General	Three	Mathematics	Yes	13	12	12
Grade 5, Survey	General	Three	Mathematics	Yes	18	14	13
Grade 6, Survey	General	Three	Mathematics	Yes	8	8	8
Math, Grade 3, Solve Area Problems	General	Three	Mathematics	Yes	11	10	9
Math, Grade 3, Find Squares and Square Units	General	Three	Mathematics	Yes	10	8	7
Math, Grade 4, Real-World Problems and Patterns	General	Three	Mathematics	Yes	13	10	10
Math, Grade 4, Solve Measurement Problems	General	Three	Mathematics	Yes	13	10	9

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### USING THE TEST MONITOR SCREEN

Once in the Monitor Screen:

1. Select the three dots to filter in the "Overall Status" column. Choose Sort Descending.
2. This will pull testlets to the top that are "Unused" (student has not started), "In Progress" (student has started but hasn't completed), or "Paused" (student has not completed).
3. Look to the associated Student Name for which students still need to complete testlets.
4. Repeat steps #1-3 for the other testlets in the Monitor Screen.

Math, Grade 3, Unit Squares and Square Units

Student Name	Overall Status	# Unanswered Items	Section 1	1	2	3	4	5	6	7	8	9	10
	Unused	1 Sort Ascending											
	Unused	Sort Descending											
	Unused	Columns											
	In Progress	Filter											
	Complete	0											
	Complete	0											
	Complete	0											
	Complete	0											
	Complete	0											
	Complete	0											
	Complete	0											

Page 1 of 2 10 per page

Math, Grade 3, Multiply and Divide Within 100

Student Name	Overall Status	# Unanswered Items	Section 1	1	2	3	4	5	6	7	8	9	10
	Complete	0											
	Complete	0											
	Complete	0											
	Complete	0											





**Kite Educator Portal**  
During Testing

## Monitoring Testlet Completion

USING THE TEST MONITOR SCREEN

[MAST Test Administration  
Tutorial](#)



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#### GENERAL & SUPPORT OUTREACH

General and Support Outreach are ways to help support districts in meeting federally-mandated standardized testing completion guidelines. Districts are expected to assess all eligible students at a participation rate of at least 95% in accordance with section 1111(c)(4)(E)(iii).



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## Questions?

### PROGRAM & PRODUCT DESIGN QUESTIONS:

[MAST@NEWMERIDIANCORP.ORG](mailto:MAST@NEWMERIDIANCORP.ORG)

### KITE PLATFORM INQUIRIES:

KITE SUPPORT DESK: (855) 277-9752

7:30 a.m. – 4:00 p.m. MST

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

### OPI Assessment Help Desk:

1-844-867-2569

[opiassessmenthelpdesk@mt.gov](mailto:opiassessmenthelpdesk@mt.gov)



[opi.mt.gov](http://opi.mt.gov)

Questions?

Contact the OPI Assessment Unit:  
[opiassessmenthelpdesk@mt.gov](mailto:opiassessmenthelpdesk@mt.gov)

844.867.2569