

2025-2026



MONTANA OFFICE OF PUBLIC INSTRUCTION

MAST KITE PARENT PORTAL

ASSESSMENT FOCUSED SUPPORT VIDEO



opi.mt.gov

MAST ADMINISTRATION TASKS

TEST ADMINISTRATORS

The WHY: Successful administration of the MAST.

Before Testing

- Schedule Testlets
- Train & Prepare Staff
- Prepare Student Testing Devices
- Notify Families of Testing
- User Management

- Roster Students & Enter PNPs
- Print Student Tickets & DACs
- Prepare Students to Test

During Testing

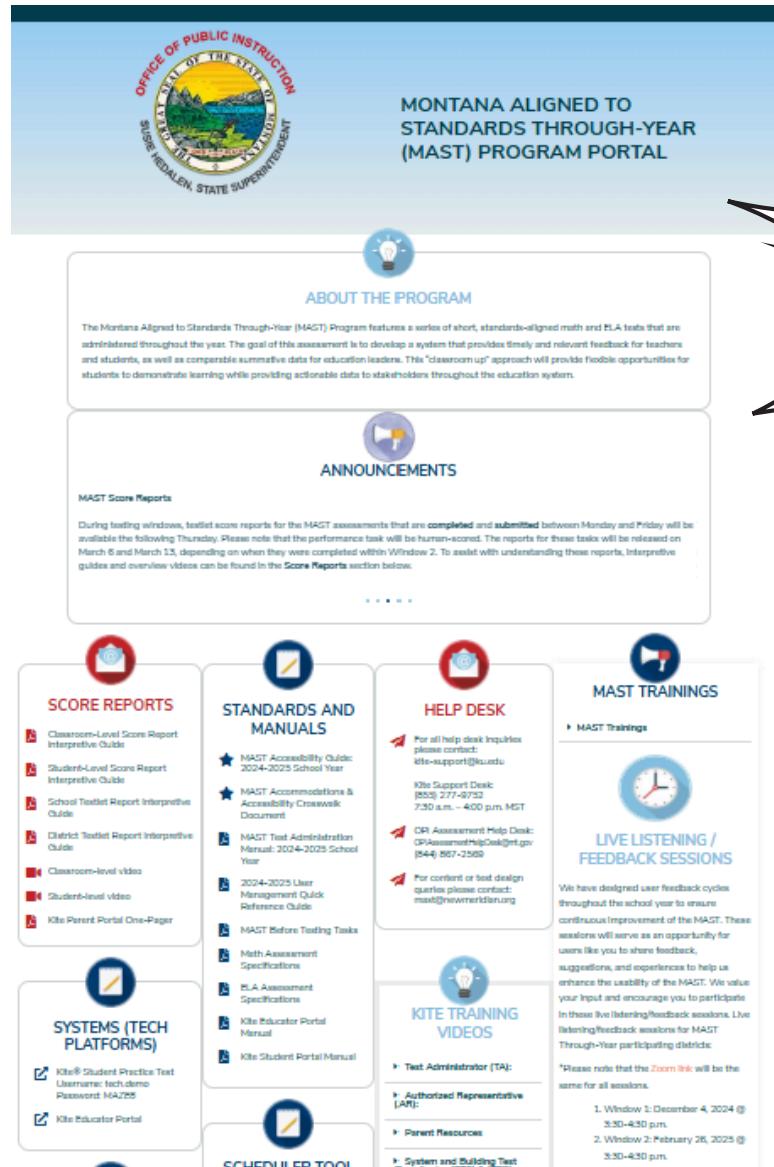
- Administer Testlets
- Monitor Testlet Completion
- Make-Up Testing
- Access & Share Student Score Reports

After Testing

- Access & Share Student Score Reports
- Reflect on the successes and challenges of administration



KITE EDUCATOR PORTAL ACCESS



The screenshot shows the homepage of the MAST Program Portal. At the top is the official seal of the State of Montana. Below the seal, the text "MONTANA ALIGNED TO STANDARDS THROUGH-YEAR (MAST) PROGRAM PORTAL" is displayed. The page is divided into several sections: "ABOUT THE PROGRAM" (with a lightbulb icon), "ANNOUNCEMENTS" (with a megaphone icon), "MAST Score Reports" (with a bar chart icon), "SCORE REPORTS" (with a document icon), "STANDARDS AND MANUALS" (with a clipboard icon), "HELP DESK" (with a phone icon), "MAST TRAININGS" (with a video camera icon), "LIVE LISTENING / FEEDBACK SESSIONS" (with a clock icon), "KITE TRAINING VIDEOS" (with a lightbulb icon), and "SYSTEMS (TECH PLATFORMS)" (with a computer monitor icon). Each section contains a list of links or resources.

Access the Kite Educator Portal through the MAST Portal.

Googling "Kite" and selecting from the search results may bring you to a different state's portal

Kite Educator Portal



Sharing Data with Families

Why do individual student testlet score reports need to be distributed to families?

Sharing student score reports with parents/guardians helps support student learning and success in the classroom. It's important to help parents and families understand data and encourage them to talk with their student about strengths and areas of growth.



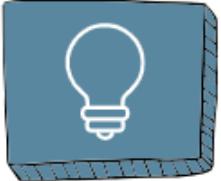
Sharing Data with Families

What results need to be shared for the MAST?

- **Student Testlet Results** (*throughout the year*)
 - Parent Testlet Score Report Parent Template Letter
 - Interpretive Guide & Video
 - Possible Methods: Kite Parent Portal, hard copy, utilize new Progress Reports
- **Student Through-Year Summative Results** (*end of year*)
 - Through-Year Score Report Parent Template Letter
 - Interpretive Guide & Overview
 - Required Methods: hard copy, save copy in student cumulative file



ACCESS & SHARE SCORE REPORTS



MAST Overview

The MAST assessment is Montana's statewide assessment students take in Grades 3-8 for Math and English Language Arts. The MAST is a "through year" assessment that satisfies federal testing requirements and better aligns assessment with instruction.

Statewide assessments provide only one measure of student learning, but when combined with grades, classroom activities, unit quizzes and tests, and district-level assessments, statewide assessments can complete the picture of a child's abilities and help him/her down a path toward academic success in reaching Montana's Content Standards.

Resources

- [Six Things Stakeholders Should Know About Participation and Testing in Montana](#)

MAST

Montana Aligned to Standards Through-Year

Parent Resources



Accessing Your Child(ren)'s MAST Score Reports

Student reports are available weekly after completion of each testlet within window. If your child's district has set up the Kite Parent Portal, you will be able to access individual testlet results by logging into the Kite Parent Portal with the email address you have on file with the school.

Resources

(found on [MAST Portal](#))

- [Parent Portal Manual & Tutorial](#)
- [Kite Parent Portal](#) log in page



Understanding MAST Score Reports

Each score report provides a snapshot of academic performance on a small set of related standards. Score reports should be considered alongside other information.

Resources

(found on [MAST Portal](#))

- [Student Interpretive Guide](#)
- [Math and ELA Blueprint](#) documents
- [Math and ELA Assessment Specifications](#)



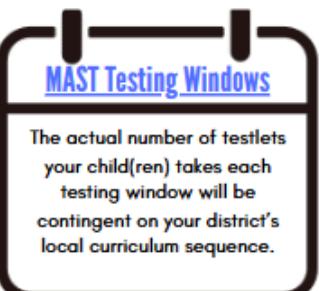
Thank you for supporting your child in their learning.



Talking to my child about their MAST results

Talking about your child's score report helps support student learning and success in the classroom. It's important to understand your child's data and talk with your child about their strengths and areas of growth.

- What do you think you did well?
- What would you like to improve?
- Goals/next steps



MAST Testing Windows

The actual number of testlets your child(ren) takes each testing window will be contingent on your district's local curriculum sequence.



Click on image to access live links

SHARING DATA WITH FAMILIES

1.What is the **Kite Parent Portal**?

The Kite Parent Portal is part of the Kite Suite that connects parents/guardians to their child(ren)'s individual **testlet** results within year. The student-parent connection is completed by a building or district-level user.

2.Why use the **Kite Parent Portal**?

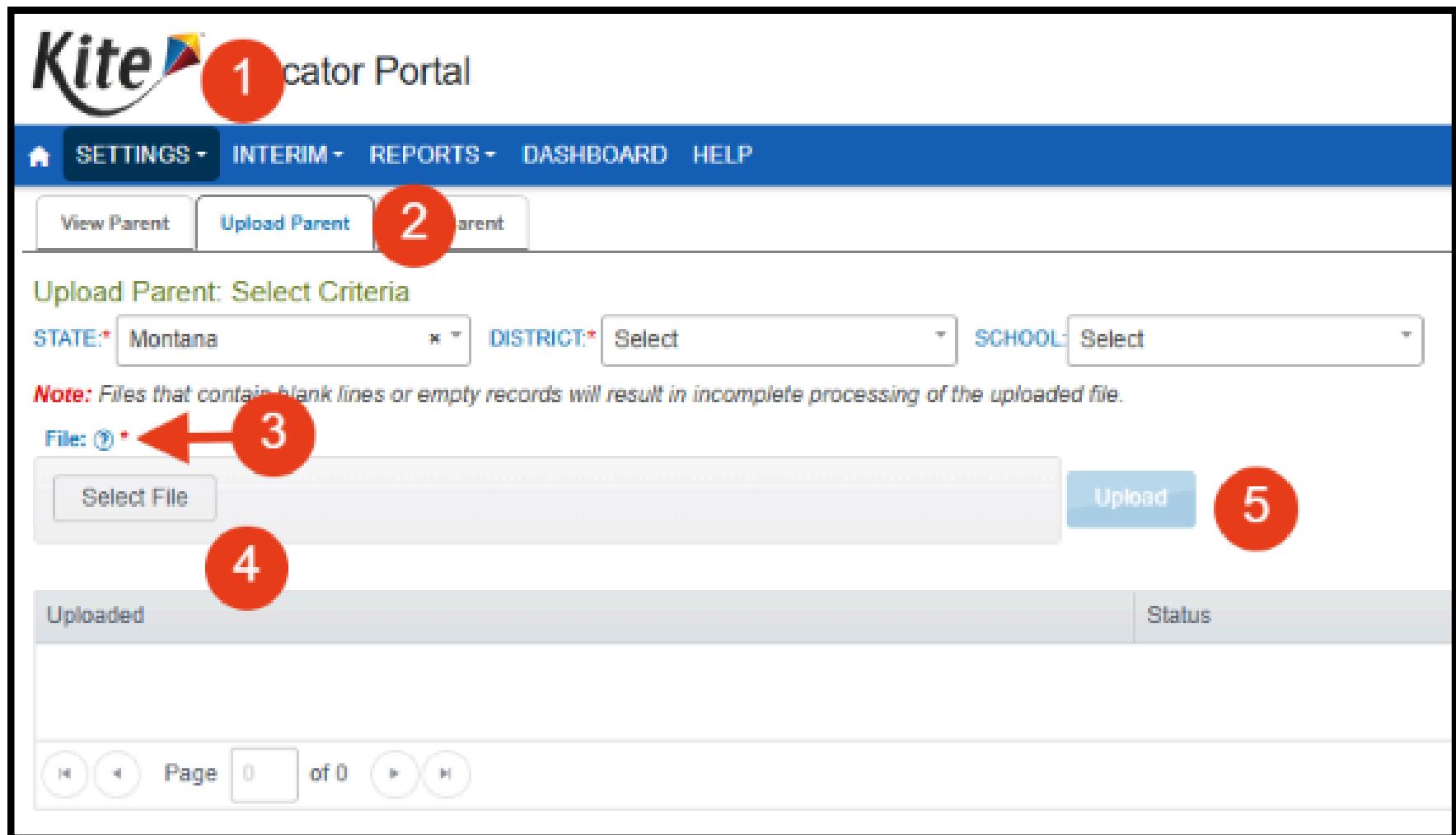
Parents/Guardians receive timely and relevant feedback regarding how their child(ren) are performing on grade-level standards. Student reports are available weekly after completion of each **testlet** within window. Each score report provides a snapshot of academic performance on a small set of related standards. Score reports are considered alongside other information to better understand their child(ren)'s learning. Talking about a child's score report helps support student learning and success in the classroom.

3.How to use the **Kite Parent Portal**?

Resources such as the Parent Portal Manual and Parent Portal URL can be found in the [MAST Parent One-Pager](#) to help support families in accessing and utilizing MAST student results.



SETTING UP THE KITE PARENT PORTAL



The screenshot shows the Kite Indicator Portal interface. At the top, there is a navigation bar with a home icon, 'SETTINGS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. Below the navigation bar, there are two buttons: 'View Parent' and 'Upload Parent'. The 'Upload Parent' button is highlighted with a red circle and the number '2'. The main content area is titled 'Upload Parent: Select Criteria'. It includes three dropdown menus: 'STATE' (Montana), 'DISTRICT' (Select), and 'SCHOOL' (Select). A note below the dropdowns states: 'Note: Files that contain blank lines or empty records will result in incomplete processing of the uploaded file.' Below the note, there is a 'File' input field with a question mark icon, a 'Select File' button, and an 'Upload' button. A red circle with the number '3' is placed over the 'File' input field, and a red arrow points to it from the left. A red circle with the number '4' is placed over the 'Select File' button. A red circle with the number '5' is placed over the 'Upload' button. At the bottom of the page, there is a table with two columns: 'Uploaded' and 'Status'. The 'Uploaded' column shows a large empty area, and the 'Status' column shows a large empty area. At the very bottom, there are navigation icons for 'Page', '0', 'of 0', and 'Search'.

Download the **Parent Upload Template** by clicking on the blue question mark. An *ad hoc report* can be generated out of Infinite Campus to help populate this template file.



FIELDS IN THE STUDENT-PARENT CONNECTION TEMPLATE FILE

Col.	Column Title	Description	Acceptable Values
A*	Parent_Email	<p>The parent's email address.</p> <hr/> <p>Note: One email per line.</p> <hr/> <p>Note: One parent email can be connected to more than one student with multiple lines.</p>	Alphanumeric
B*	State_Student_Identifier	<p>The student's State Student Identifier.</p> <hr/> <p>Note: For building/school uploads, the student must be enrolled in Educator Portal</p>	Alphanumeric
C*	District_Identifier	<p>The district's organization ID. (Ex: D1001)</p> <hr/> <p>Note: School ID cannot be used in place of District ID.</p> <p>Note: Find the District ID in Educator Portal > Settings > Organization > Parent Organization column.</p>	Alphanumeric
D	Electronic_Opt_In	<p>Yes or No. (If blank, default is No)</p> <hr/> <p>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.</p>	Alphanumeric

*Indicates this field is required.

Column A: **Parent Email**.

Column B: **Student State Identifier**

Column C: **District Identifier** (Can be found in Settings > Organization. Use the number associated with district organization.)

Column D: **Electronic Opt-In** (Not required.)



PREPARE THE UPLOAD TEMPLATE

UTILIZE THE INFINITE CAMPUS AD HOC REPORT



Once in the Ad Hoc Query Wizard.

Column A: Parent Email Student > Census > Student Contacts > email

Column B: Student State Identifier Student > Demographics > stateID

Column C: District Identifier Student > District > number

Column D: Electronic Opt-In (Not required but do not delete the column header in the template file.)



SETTING UP THE KITE PARENT PORTAL

Common Troubleshooting:

- Do not change column headers.
- Be sure to save template file in CSV format.
- Be sure your cells are formatted to hold leading zeros in numbers such as the District Identifier field.
- Use students' state identifier and not a local identifier

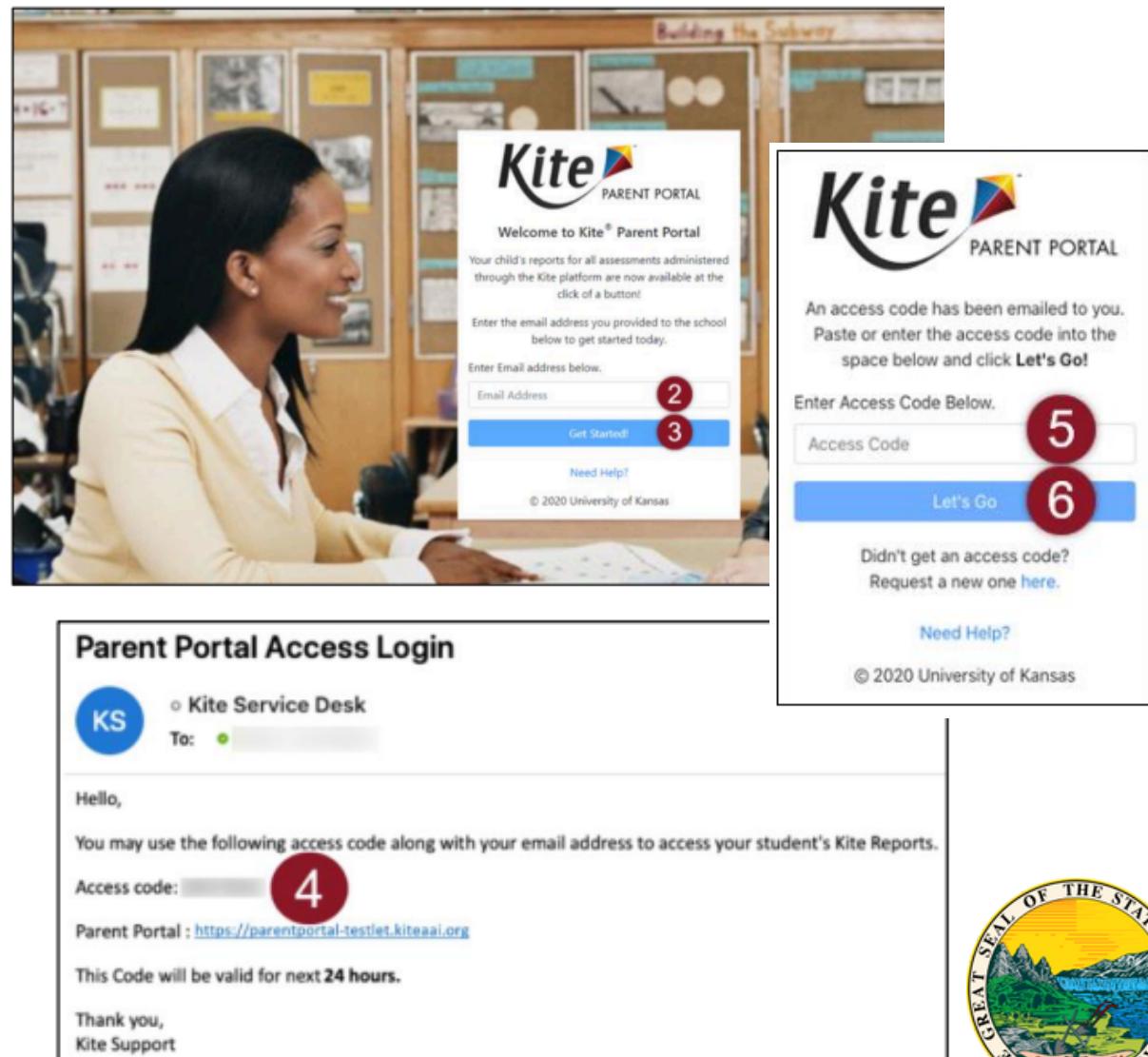


KITE PARENT PORTAL

PARENTS LOGGING IN TO THE KITE PARENT PORTAL

Steps for parents/guardians to log in:

1. Open a **web browser** and visit <https://parentportal-testlet.kiteaai.org/>.
2. Enter their **email address** registered with their child's school district in the Email Address field.
3. Select **Get Started**.
4. A **temporary access code** will be sent to their email address.
5. The **access code is entered** in the area provided on the login screen.
6. Select **Let's Go**.



The composite image illustrates the six steps for parents to log in to the Kite Parent Portal. Step 1 shows a teacher in a classroom. Step 2 shows a mobile device displaying the Kite Parent Portal login screen with an 'Email Address' field. Step 3 shows the 'Get Started' button being selected. Step 4 shows the access code being entered on the mobile device. Step 5 shows the access code being entered on a computer screen. Step 6 shows the 'Let's Go' button being selected on the computer screen.

Parent Portal Access Login

KS

○ Kite Service Desk
To: [redacted]

Hello,

You may use the following access code along with your email address to access your student's Kite Reports.

Access code: **4** [redacted]

Parent Portal : <https://parentportal-testlet.kiteaai.org>

This Code will be valid for next 24 hours.

Thank you,
Kite Support

5

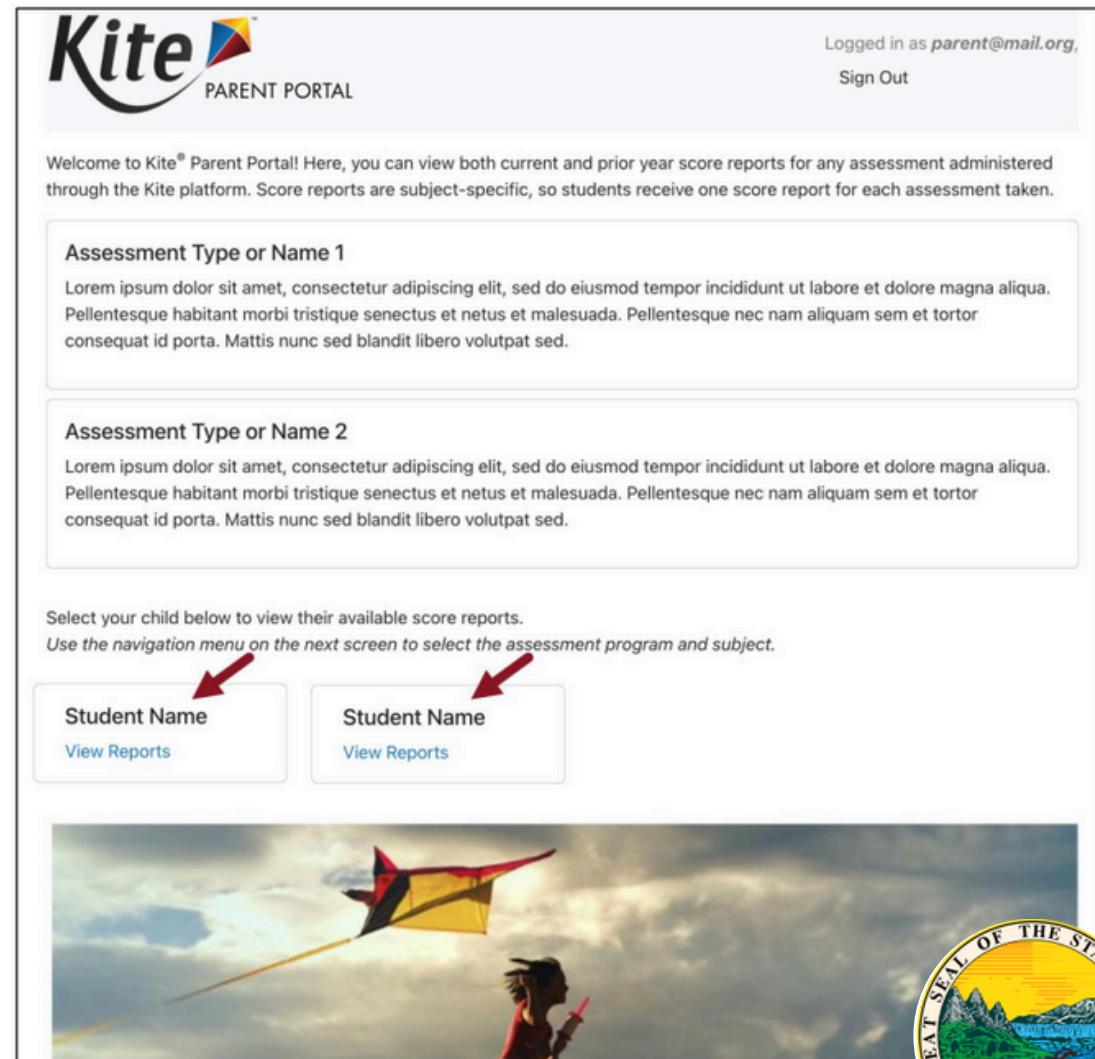
6



PARENTS LOGGING IN TO THE KITE PARENT PORTAL

The homepage provides a brief overview of Kite Parent Portal as well as report details for assessments in which your child has available reports.

To view all available reports, select **View Reports** under the child's name.



Logged in as *parent@mail.org*
Sign Out

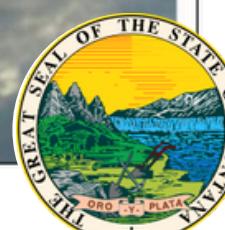
Welcome to Kite® Parent Portal! Here, you can view both current and prior year score reports for any assessment administered through the Kite platform. Score reports are subject-specific, so students receive one score report for each assessment taken.

Assessment Type or Name 1
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Pellentesque habitant morbi tristique senectus et netus et malesuada. Pellentesque nec nam aliquam sem et tortor consequat id porta. Mattis nunc sed blandit libero volutpat sed.

Assessment Type or Name 2
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Pellentesque habitant morbi tristique senectus et netus et malesuada. Pellentesque nec nam aliquam sem et tortor consequat id porta. Mattis nunc sed blandit libero volutpat sed.

Select your child below to view their available score reports.
Use the navigation menu on the next screen to select the assessment program and subject.

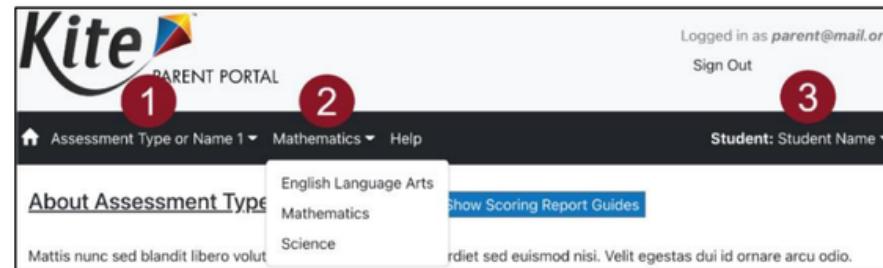
Student Name [View Reports](#) Student Name [View Reports](#)



KITE PARENT PORTAL

PARENTS LOGGING IN TO THE KITE PARENT PORTAL

1. Choose an assessment.
2. Choose a subject.
3. Choose a student.



4. Assessment Description shares a brief description of the assessment program.
5. View and read the Scoring Report Guides: Links to score report guides and other helpful information.
6. Choose a report and click on the PDF icon to download the report.

Year	School Name	Grade	Proficiency Level	Download Report
2023	Sunflower Elem	5	2	
2022	Sunflower Elem	4	3	
2021	Sunflower Elem	3	2	

1 - 3 of 3 items



PARENTS LOGGING IN TO THE KITE PARENT PORTAL

Common Troubleshooting:

- **Access codes** used to enter the site are randomly generated and are valid for 24 hours. *The same access code can be used multiple times within a 24-hour period to enter Parent Portal. After 24 hours, a new access code will need to be generated.*
- If you do not receive an email, **check your junk or spam** folder. If you did not receive or forgot your access code, select the Resend Access Code button





OPI ASSESSMENT HELP DESK:

1-844-867-2569

OPIASSESSMENTHELPDESK@MT.GOV

