

MAST Rostering: Upload Method

OPI Assessment Unit 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

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MAST Portal

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MAST Portal

The screenshot displays the MAST Portal homepage with a dark teal header containing 'OUR APPROACH' and 'OUR SOLUTIONS'. The main content area is divided into several sections:

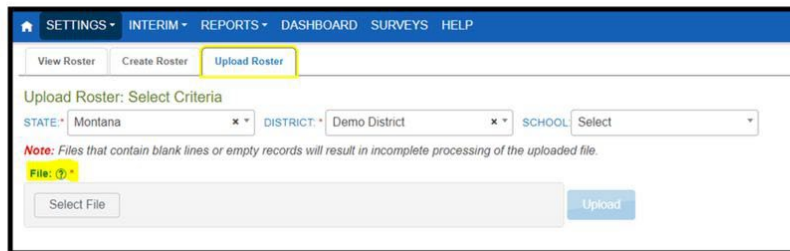
- Left Column:**
 - Links to 'Kite Educator Portal' and 'Kite Sandbox'.
 - RESOURCES FOR TEACHERS** (with a magnifying glass icon):
 - ★ MAST Install Links, Whitelisting & Training Videos
 - 📄 Montana MAST ELA Testlet Timing Document
 - 📄 Montana MAST Math Testlet Timing Document
 - 📄 MGA ELA Writing Scoring Rubric G3
 - 📄 MGA ELA Writing Scoring Rubric G4-5
 - 📄 MGA ELA Writing Scoring Rubric G6-8
 - RESOURCES FOR PARENTS** (with a magnifying glass icon):
 - 📄 Math Standards Blueprint
 - 📄 ELA Standards Blueprint
 - 📄 MAST Scheduler Tool Training Recording
 - 🔗 MAST Scheduler Individual Appointment Link
- Center Column:**
 - STANDARDS AND MANUALS** (with a magnifying glass icon):
 - ★ MAST Accessibility Guide: 2024-2025 School Year
 - ★ MAST Accommodations & Accessibility Crosswalk Document
 - 📄 MAST Test Administration Manual: 2024-2025 School Year
 - 📄 2024-2025 User Management Quick Reference Guide
 - 📄 Math Assessment Specifications
 - 📄 ELA Assessment Specifications
 - 📄 Kite Educator Portal Manual
 - 📄 Kite Student Portal Manual
- Right Column:**
 - Contact information: 'For content or test design queries please contact: mast@newmeridiancorp.org' and 'KITE Support Desk: (855) 277-9752 7:30 a.m. - 4:00 p.m. MST'.
 - LIVE LISTENING / FEEDBACK SESSIONS** (with a clock icon):
 - Schedule section with four administration windows:
 - Administration Window #1: October 14 - November 22, 2024
 - Administration Window #2: January 13 - February 21, 2025
 - Administration Window #3: March 24 - May 2, 2025
 - Administration Window #4: May 5 - May 23, 2025
 - Text: 'We have designed user feedback cycles throughout the school year to ensure continuous improvement of the MAST. These sessions will serve as an opportunity for users like you to share feedback, suggestions, and experiences to help us enhance the usability of the MAST. We value your input and encourage you to participate in these live listening/feedback sessions. Live listening/feedback sessions for MAST Through-Year participating districts: TBD'.

[Kite Educator Portal Manual](#)

Preparing Rostering Upload

Materials Needed

- Roster Upload Template
SETTINGS > ROSTERS > Upload Roster >



The screenshot shows the MAST Rostering interface. At the top, there is a navigation bar with tabs: SETTINGS, INTERIM, REPORTS, DASHBOARD, SURVEYS, and HELP. Below this, there are three buttons: View Roster, Create Roster, and Upload Roster. The Upload Roster button is highlighted with a yellow box. Below the buttons, the text "Upload Roster: Select Criteria" is displayed. There are three dropdown menus: STATE (set to Montana), DISTRICT (set to Demo District), and SCHOOL (set to Select). Below these, a note 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 upload section with a "File:" label, a "Select File" button, and an "Upload" button.

- Kite Educator Portal Manual
- Enrollment Data Extract
REPORTS > DATA EXTRACTS > Student Information tab > Current Enrollment > New File

Prepare Upload Template

Download Roster Upload Template File

Navigate to:

1. SETTINGS > ROSTERS
2. Select *Upload Roster* tab.
3. Click on small question mark to download the *Roster Upload Template*.

The screenshot shows the MontCAS Rostering interface. The top navigation bar includes 'SETTINGS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. The left sidebar has a dropdown menu with 'ORGANIZATION', 'PARENTS', 'ROSTERS', 'STUDENTS', and 'USERS'. The 'ROSTERS' dropdown is open, showing 'Roster' and 'Upload Roster' tabs. The 'Upload Roster' tab is selected. Below the tabs, there are filters for 'District' and 'School'. A 'File' section contains a 'Select File' button and an 'Upload' button. A 'Note' states: 'Files that contain blank lines or empty records will result in incomplete processing of the uploaded file.' Below the 'File' section, there is a table with columns: 'Uploaded', 'Status', 'Created/Updated', 'Rejected', 'Alerts', and 'File'. The table is empty, and a message 'No records available.' is displayed. At the bottom, there is a pagination bar showing 'Page 1 of 0'.

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Prepare Student Data

CURRENT ENROLLMENT DATA EXTRACT FROM KITE EDUCATOR PORTAL

Navigate to:

1. REPORTS > DATA EXTRACTS
2. Select *New File* for "Current Enrollment"
3. Fill out organizational dropdowns. Click *Ok* then select *Yes* to override previously created file.
4. Once the CSV icon generates, click to download to computer.

The screenshot shows the Kite Educator Portal interface. At the top, there is a navigation bar with 'SETTINGS', 'INTERIM', 'REPORTS', '1 HBOARD', and 'HELP'. Below this, there are tabs for 'Student Information', 'Test Administration and Monitoring', and 'Data Management'. The 'Data Extracts' section is active, displaying a table of available extracts. A 'Create Extract' modal is open, showing filters for 'Assessment Program' (set to 'Testlet'), 'District', and 'School'. The modal has 'OK' and 'Cancel' buttons. To the right of the modal, there is a table with columns 'File' and 'Action'. The 'File' column contains CSV icons, and the 'Action' column contains 'New File' buttons. Red circles with numbers 2, 3, and 4 are overlaid on the interface to indicate the steps: 2 points to the 'New File' button for 'Current Enrollment', 3 points to the 'District' dropdown in the 'Create Extract' modal, and 4 points to the CSV icon for 'Current Enrollment' in the table.

Extract	Description	File	Action
Current Enrollment	Current enrollment information	CSV icon (4)	New File (2)
PNP Setting Counts	Student PNP setting counts by	CSV icon	New File
PNP Settings	Personal Needs and Preferences student	CSV icon	New File
PNP Settings (Abridged)	Personal Needs and Preferences student	CSV icon	New File
Parents	Parent details for active parent	CSV icon	New File
Roster	Student assignment by educator and subject	CSV icon	New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization	CSV icon	New File

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Prepare Upload Template

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Fields in Template File

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 enrollment record in Kite Educator Portal. If the two do not match exactly, the record will fail to upload.	Alphanumeric
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

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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

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

Field B: **Subject** M = Mathematics or ELA = English Language Arts

Field C: **Course** *not required*

Field D: **Attendance School Identifier** School Code associated with school that the student attends (can be found in SETTINGS > ORGANIZATION or in the Kite Student Enrollment Data Extract).

Field E: **School Year** (i.e. SY 2024-2025 would be entered 2025)

Prepare Upload Template

Field D: Attendance School Identifier

- SETTINGS > ORGANIZATION OR
- CURRENT ENROLLMENT DATA EXTRACT

Kite Educator Portal

SETTINGS MANAGE TESTS INTERIM REPORTS DASHBOARD HELP

ORGANIZATION PARENTS ROSTERS STUDENTS USERS

1

Select Criteria

ST District State DISTRICT District LE0005 SCHOOL Select

Search

2

Organization	Name	Level	Org Parent	Org Parent Level	Contract
SC	School 3	SCH	DTLE0005	DT	Not Available
SC	School 4				
			District LE0005		

File Home Insert Draw Page Layout Formulas Data Review

3

The screenshot shows the Microsoft Excel ribbon with the 'Home' tab selected. The ribbon is divided into several groups: Clipboard, Font, Paragraph, Alignment, Number, Styles, and Conditional Formatting. The Font group is currently active, displaying options for font face (Aptos Narrow), font size (11), bold (B), italic (I), underline (U), text color, and background color. The Paragraph group shows bullet points, numbered lists, and indentation. The Alignment group shows text alignment (left, center, right, justified), wrap text, and merge & center. The Number group shows currency, percentage, and decimal options. The Styles group shows conditional formatting, format as table, and cell styles. The ribbon is set to the 'Attendance_School_Identifier' worksheet.

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Prepare Upload Template

FIELDS IN TEMPLATE FILE

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 enrollment record in Kite Educator Portal. If the two do not match exactly, the record will fail to upload.	Alphanumeric
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

Field F: **Student's State Identifier.** *(Pull from Kite Enrollment Data Extract)*

Field G: *not required*

Field H: **Student First Name** *(Pull from Kite Enrollment Data Extract)*

Field I: **Student Last Name** *(Pull from Kite Enrollment Data Extract)*

Field J: **Educator Identifier** 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. *Best practice is to use the Educator's SEID number when creating teacher roles. This value must be unique to the Educator.*

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Field J: Educator Identifier

CAN BE FOUND IN:

- SETTINGS > USERS

Best practice for choosing an Educator ID when creating Teacher roles is to use the Educator's SEID number. The Educator ID must be unique to the educator.

The screenshot displays the MAST Rostering interface. At the top, a navigation bar contains links for SETTINGS, INTERIM, REPORTS, DASHBOARD, SURVEYS, and HELP. Below this, a sidebar menu shows options for ORGANIZATION, PARENTS, ROSTERS, STUDENTS, and USERS, with 'USERS' currently selected. The main content area is titled 'Upload Users' and features a 'Criteria' dropdown menu. Below the dropdown, there are input fields for 'DISTRICT' (set to 'Demo District') and 'SCHOOL' (set to 'Select'). A checkbox labeled 'Include Inactive Users' is also present. A blue 'Search' button is located below the input fields. At the bottom, a table header is visible with columns for Status, Last Name, First Name, Educator ID, and Email. Red numbered callouts are used to highlight specific features: 1 points to the 'USERS' menu item, 2 points to the 'Criteria' dropdown, 3 points to the 'Search' button, and 4 points to the 'Educator ID' column header in the table.

SY24-25 Testlet Scheduling

Prepare Upload Template

FIELDS IN TEMPLATE FILE

Col.	Column Title	Description	Acceptable Values
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]

Field K: **Educator's First Name**

Field L: **Educator's Last Name**

Field M: To remove a student from a roster, type REMOVE in this column otherwise leave this field blank. Students can be removed manually using the user interface as well.

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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.

Upload Roster: Select Criteria

STATE: * Kansas * DISTRICT: * Sunflower District * SCHOOL: * Meadowlark School *




File: ? *

Select File **1**

Testlet_Roster_Upload.csv
7.96 KB

Upload **3**

4. Once the upload completes, a confirmation message will appear, indicating the number of records updated 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	 ..

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Questions?

PROGRAM & PRODUCT DESIGN QUESTIONS:

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

OPI Assessment Help Desk:

1-844-867-2569

opiassessmenthelpdesk@mt.gov



opi.mt.gov

Questions?

Contact the OPI Assessment Unit:
opiassessmenthelpdesk@mt.gov

844.867.2569