

2025-2026



MAST ROSTERING STUDENTS


FOCUSED SUPPORT VIDEO



MODULE OBJECTIVE

Roster students for test assignment, monitoring, and reporting

- Understand the purpose of rostering and impacts on reporting
- Ensure teachers are added to the Kite Educator Portal
- Create a roster assigned to a teacher
- Assign every student to a math and ELA roster



Rostering ad hoc
coming soon!



MAST TESTING TASKS

The WHY: Successful administration of the MAST.

Kite Educator Portal

- **Before Testing**
 - Train & Prepare Staff
 - User Management
 - Roster Students
 - Enter PNPs
 - Print Student Tickets & DACs
- **During/After Testing**
 - Administer Testlets
 - Monitor Completion
 - Make-Up Testing
 - Access & Sharing Score Reports

Kite Student Portal

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

Parents/Guardians

- **Before Testing**
 - Notify Families of Testing
- **After Testing**
 - Provide guidance to parents/guardians on score report access & interpretation



ROSTERING OVERVIEW

Why Do All Students Need to Be Rostered?

- Rostering connects a student to the teacher that will have access to their testlet and through-year score reports
- Rostering ensures the correct testlets are assigned to each student

Who Should Students Be Rostered To?

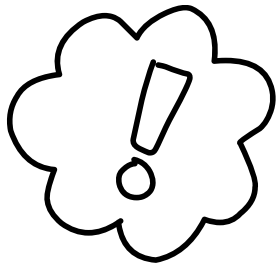
- Students should be rostered to their primary instruction provider for math and ELA (these can be different teachers).
- A student can only be rostered to one teacher per subject area.



ROSTERING STUDENTS

Rostering Students

- DTC, DU, BTC, or BU users in the Kite Platform have the capabilities to roster students to teachers that will administer MAST testlets.
- A reminder that a student can only be rostered to *one teacher* per subject area and must be rostered in both math and ELA.
- Rostering can either be done manually or with an CSV upload.



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.



ROSTERING STUDENTS

MANUAL METHOD TO ROSTER STUDENTS

This method is best for rostering a small number of students and rostering new 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.
9. After selecting the appropriate students, select Save.

The screenshot shows the 'Create Roster: Select Criteria' interface. At the top, there are three tabs: 'View Roster', 'Create Roster' (highlighted with a red circle 3), and 'Upload Roster'. Below the tabs, the form is titled 'Create Roster: Select Criteria'. It contains several input fields and dropdown menus: 'ROSTER NAME:' with the value 'Smith-ELA' (circled 4), 'SUBJECT:' with the value 'Mathematics', 'COURSE:' with a 'Select' dropdown, 'STATE:' with the value 'Kansas', 'DISTRICT:' with the value 'Sunflower District', and 'SCHOOL:' with the value 'Meadowlark School' (circled 5). There are 'Search' and 'Clear' buttons (circled 6). Below these is the 'SELECT EDUCATOR:' section with a dropdown menu showing 'Smith, Sean (4596621778) - Active' (circled 7). The 'SELECT STUDENTS:' section features a table with columns: State Student Identifier, Last Name, First Name, Middle Name, and Gender. The table has five rows. The second, third, and fourth rows are highlighted in blue, and the checkboxes in the first column of these rows are checked (circled 8). The rows are: 298207, Anetts, Kakalina, Carley, Male; 826051, Artis, Marcelia, Peta, Male; 634874, Basham, Kenna, Lyn, Male; 272279, F... , M... , M... , F... ; and 439811, Braga, Marie-jeanne, Kore, Male. At the bottom, there is a 'Save' button (circled 9), a pagination bar showing 'Page 1 of 5' and '10 per page', and a link to '1-10 of 50 items'.

| State Student Identifier | Last Name | First Name | Middle Name | Gender |
|--------------------------|-----------|--------------|-------------|--------|
| 298207 | Anetts | Kakalina | Carley | Male |
| 826051 | Artis | Marcelia | Peta | Male |
| 634874 | Basham | Kenna | Lyn | Male |
| 272279 | F... | M... | M... | F... |
| 439811 | Braga | Marie-jeanne | Kore | Male |

ROSTERING STUDENTS

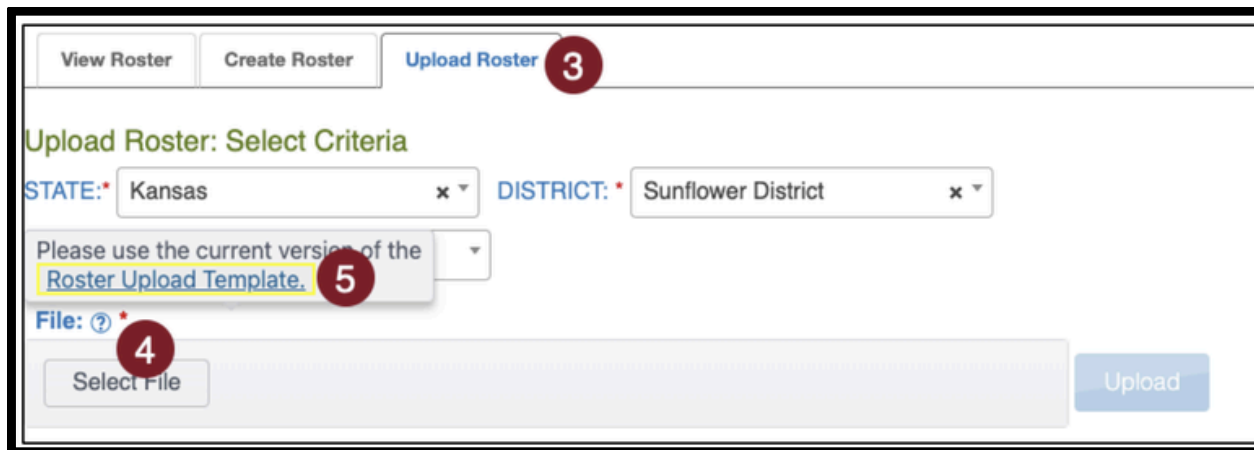
UPLOAD METHOD TO ROSTER STUDENTS

This method is best for initial rostering of a large group of students.

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 a web interface for uploading a roster. 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 it. 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 'File:' label is a 'Select File' button. To the right of the 'Select File' button is 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.



ROSTERING STUDENTS

UPLOAD METHOD: 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* to override previously created file.
 - a. Building-level users can assist with uploading by downloading at the school level
4. Once the CSV icon generates, click to download to computer.

The screenshot shows the Kite Educator Portal interface. The top navigation bar includes 'SETTINGS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. The 'REPORTS' tab is selected, and a red circle '1' highlights the 'Data Extracts' link. Below the navigation bar, the 'Data Extracts' section is visible, with a note: 'Data extracts may include Personally Identifiable Information (PII), take appropriate precautions'. A table lists various data extracts, including 'Current Enrollment', 'PNP Setting Counts', 'PNP Settings', 'PNP Settings (Abridged)', 'Parents', 'Roster', and 'Student Login Usernames/Passwords'. A 'Create Extract' modal is open, showing filters for 'Assessment Program' (TestNetx), 'District' (Select), and 'School' (Select). A red circle '3' highlights the 'District' dropdown. To the right of the modal, a table shows the 'Current Enrollment' extract with a 'New File' button (red circle '2') and a 'CSV' icon (red circle '4').

| Extract | Description | File | Action |
|-----------------------------------|---|------|----------|
| Current Enrollment | Current enrollment information | CSV | New File |
| PNP Setting Counts | Student PNP setting counts by | CSV | New File |
| PNP Settings | Personal Needs and Preferen | CSV | New File |
| PNP Settings (Abridged) | Personal Needs and Preferen | CSV | New File |
| Parents | Parent details for active paren | | New File |
| Roster | Student assignment by educator and subject. | CSV | New File |
| Student Login Usernames/Passwords | Student login usernames and passwords by assessment program and organization. | CSV | New File |

ROSTERING STUDENTS

UPLOAD METHOD: FIELDS IN THE 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 |

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)

ROSTERING STUDENTS

UPLOAD METHOD: FIELDS IN THE 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. The Educator's email address will suffice.*

ROSTERING STUDENTS

UPLOAD METHOD: FIELDS IN THE 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. <hr/> NOTE: A roster can also be removed manually using the user interface. <hr/> | 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.

ROSTERING STUDENTS

UPLOAD METHOD: FIELDS IN THE TEMPLATE FILE

The screenshot shows a web interface for uploading a roster. At the top, there are three tabs: 'View Roster', 'Create Roster', and 'Upload Roster'. The 'Upload Roster' tab is selected and highlighted with a red circle containing the number 3. 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, a message says 'Please use the current version of the Roster Upload Template.' with a red circle containing the number 5. At the bottom, there is a 'File: ?' label with a red circle containing the number 4, a 'Select File' button, and an 'Upload' button.

Navigate to:

1. Settings
2. Rosters
3. Upload Roster tab
4. Click on *Select File*.
5. Click on *Upload*.

Refer to the ***Kite Educator Portal Manual*** for more guidance should you have any uploading errors.

ROSTERING STUDENTS

EDITING AN EXISTING ROSTER

Navigate to:

1.SETTINGS > ROSTERS

- Select the district/school from the drop-down menu, and click on *Search*.

2.All previously created rosters will display. Select the desired roster to edit/delete.

3. The View/Edit Roster screen will automatically display. The following edits can be made to a roster on this screen:

- a. Change the Roster Name.
- b. Change the educator connected to the roster by choosing another educator from those available in the Select Educator drop-down menu.
- c. Change the students connected to the roster. This includes adding and removing students from the roster.
- d. Delete the roster by deselecting all students from the roster.

The screenshot shows the 'Create Roster: Select Criteria' interface. At the top, there are tabs for 'View Roster', 'Create Roster' (highlighted with a red circle 3), and 'Upload Roster'. Below the tabs, the form includes fields for 'ROSTER NAME' (Smith-ELA, with a red circle 4), 'SUBJECT' (Mathematics), 'COURSE' (Select), 'STATE' (Kansas), 'DISTRICT' (Sunflower District), and 'SCHOOL' (Meadowlark School, with a red circle 5). There are 'Search' and 'Clear' buttons (with a red circle 6 on 'Search'). Below these is the 'SELECT EDUCATOR' section, showing 'Smith, Sean (4596621778) - Active' (with a red circle 7). The 'SELECT STUDENTS' section features a table with columns: State Student Identifier, Last Name, First Name, Middle Name, and Gender. The table lists several students, with 'Artis Marcella Peta' and 'Basham Kenna Lyn' highlighted in blue (with a red circle 8). At the bottom, there is a 'Save' button (with a red circle 9) and a pagination bar showing 'Page 1 of 5' and '10 per page'.

Once all desired edits from the available choices are made, scroll to the bottom of the screen, and select SAVE.



ROSTERING QUESTIONS

What about students receiving additional services?

- Students should be rostered to the teacher providing their primary instruction.
- Specialists that see multiple students can be assigned BU roles to access student score reports and monitor students across rosters.

We only have one grade level ELA/math teacher that teaches multiple classes. Can we put all students in one roster?

- Yes, but keep in mind classroom reports and monitoring will put all those students together.

We have one teacher across multiple grade levels. Does each grade need a separate roster?

- No, multiple grades can be rostered together as long as they have the same teacher. Students just need to be on a math AND ELA roster.



MODULE FOUR RESOURCES

- MAST Before Testing Tasks
- Kite Educator Portal (unique MT login)
- Kite Educator Portal Manual
- Rostering Focused Support Video
- Kite Tutorial Video
 - Students and Rosters
 - Rostering

All MAST-related resources can be found on the MAST Portal



?? Questions? ??

OPI ASSESSMENT HELP DESK:

1-844-867-2569

OPIASSESSMENTHELPDESK@MT.GOV

