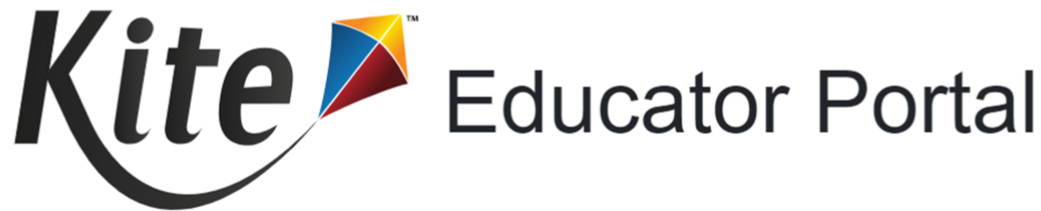


MAST: User Management

OPI Assessment Unit Focused Support Video

Kite Educator Portal



Portal for preparing, administering, and monitoring completion of MAST testlets

- **Before Testing:** Training Videos, User Management, Rostering, Entering PNPs, Printing Student Tickets & DACs
- **During & After Testing:** Administering & Monitoring Testlet Completion, Accessing Student Score Reports

OPI Assessment Unit - MontCAS Focused Support Video

Click on the blue arrows to navigate to each resource.

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

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 the pilot is to create a system that provides test feedback for teachers and students, as well as comparable summative data for education leaders. This "formative" approach will provide flexible opportunities for students to demonstrate learning while providing valuable data to stakeholders throughout the education system.

The program, which is entering its second year, often demands a re-evaluation of the foundation of assessment design, including the values and unique needs of our educators and students throughout the 2024-2025 school year. Participating districts will be the first to preview and pilot the system and have opportunities to provide ongoing feedback that will influence refinements to the design. This is a unique opportunity to shape the future of assessment in partnership with OPI and to create a system that set students learning for all students.

GEARING UP FOR 2024-2025 MAST

The OPI Assessment Unit's April Processed Webinar features information regarding the 2024-2025 MAST implementation. The April "Getting Up for 2024-2025 MAST" recording, slide deck, and Q&A document are now available on the [MontCAS Site Intranet](#) webpage or the [MT OPI Assessment YouTube Channel](#).

SYSTEMS (TECH PLATFORMS)

- ✔ OPI's Student Practice Test (Accessible) (no calculator)
- ✔ OPI's Practice Portal
- ✔ OPI's Sitemaps

HELP DESK

- ✔ For all help desk inquiries please contact: [help@opimontana.gov](#)
- ✔ For account or test design queries please contact: [help@opimontana.gov](#)
- ✔ OPI Support Desk: 888.379.9125 (7:30 a.m. - 4:00 p.m. MST)

ANNOUNCEMENTS

RESOURCES FOR TEACHERS

- ✔ MAST Tested Lines, Understanding & Training Videos
- ✔ Sample Score Report
- ✔ Score Interpretation Guide
- ✔ MDA ELA Writing Scoring Rubric: OS
- ✔ MDA ELA Writing Scoring Rubric: OAS
- ✔ MDA ELA Writing Scoring Rubric: OAS-S

TRANSLATED TEST DIRECTIONS

- ✔ Arabic Version of Written Test Directions
- ✔ French Version of Written Test Directions
- ✔ Spanish Version of Written Test Directions
- ✔ Urdu Version of Written Test Directions
- ✔ Vietnamese Version of Written Test Directions
- ✔ Simplified Chinese Version of Written Test Directions
- ✔ Traditional Chinese Version of Written Test Directions
- ✔ ACU Version of Testing Instructions with Calculator
- ✔ ACU Version of Testing Instructions without Calculator

RESOURCES FOR PARENTS

- ✔ Parent Center
- ✔ Sample Score Report
- ✔ Score Interpretation Guide
- ✔ OPI Parent Portal
- ✔ Parent Portal Manual

STANDARDS AND MANUALS

- ✔ 2024-2025 Documents will be available once they have been finalized
- ✔ MAST Accessibility Guide: 2024-2025 School Year
- ✔ MAST Accommodations & Accessibility Checklist Document
- ✔ MAST Scheduling Guide & FAQs for Test Administrators

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 opportunity for users like you to share feedback, suggestions, and experiences to help us enhance the quality 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 are hosted by districts. [TOD](#)

Kite Educator Portal

User Management Quick Reference Guide

OPI Assessment Unit - MontCAS Focused Support Video

Kite Educator Portal

 Educator Portal

Role:

District Test Coordinator

Organization:

Demo District

Assessment Program:

Testlet

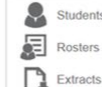
[SETTINGS](#) [MANAGE TESTS](#) [INTERIM](#) [REPORTS](#) [DASHBOARD](#) [SURVEYS](#) [HELP](#)



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Quick Links



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 administrations and materials options. However, all assessments, if applicable, delivered during the school year are secure.

Test administrators and other educational staff who support implementation and reporting are responsible for following the Kite test security standards.

1. Assessments and secure testing materials, including student reports, 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 Test Administrative Manuals and supporting User Guides, electronic materials used during an assessment administration are not to be printed. Please adhere to your state's security policy regarding the distribution of scored student reports.
3. Those who violate the Kite security standards may be subject to their state's regulations or state education policy governing test and data security.
4. Educators are encouraged to use resources provided by Kite Suite, including practice activities and released test materials, to prepare themselves and their students for the assessments, when applicable.
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

opi.mt.gov



Kite Educator Portal Before Testing

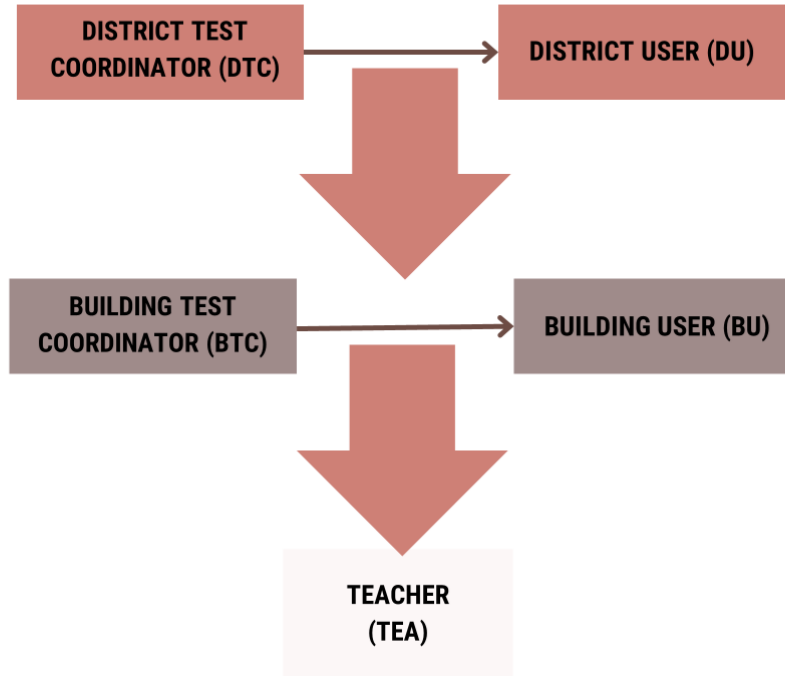
Training Videos

The screenshot shows the Kite Educator Portal interface. At the top left is the Kite logo and 'Educator Portal'. To the right are dropdown menus for 'Role', 'Organization' (set to Montana), and 'Assessment Program' (set to Testlet). Below this is a navigation bar with links for 'SETTINGS', 'MANAGE TESTS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. A red circle with the number '1' and an arrow points to the 'HELP' link. The main content area has a welcome message: 'Welcome to the help content screen. This screen can be used to find answers to frequently asked questions. Choose a topic below.' There are four topic cards: 'Training Videos' (with a red circle '2' and arrow), 'Math Reference Sheets', 'Daily Access Code Manual', and 'Rostering'. At the bottom left is a 'Live Chat' link, and at the bottom center is the copyright notice '© 2024 The University of Kansas'.

Kite Educator Portal Before Testing

User Management

ROLES IN THE KITE PLATFORM



OPI Assessment Unit - MontCAS Focused Support Video

Kite Educator Portal Before Testing

District Level

CAPABILITIES IN THE KITE PLATFORM

DISTRICT TEST COORDINATOR (DTC)

Assigned to Authorized Representative (ARs) & System Test Coordinators (STCs) by the OPI

At the district level, DTCs:

- Manage Users: Add/modify DUs, BTCs, BUs, and TEAs
- Roster Students to Teachers
- Add/Modify Student PNPs
- Administer & Monitor Testlet Completion
- Set Up Kite Parent Portal: Add/Modify Student-Parent Connection
- View Student Score Reports

Assigns
Building &
Classroom
Roles

Assigns

DISTRICT USER (DU)

Assigned to District Coordinators assisting with MAST tasks

At the district level, DUs:

- Manage Users: Add/modify BTCs, BUs, and TEAs
- All other Kite capabilities are the same as the DTC

Assigns
Building &
Classroom
Roles

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Kite Educator Portal Before Testing

School Level

CAPABILITIES IN THE KITE PLATFORM

BUILDING TEST COORDINATOR (BTC)

Assigned to Building Principals or other Building Coordinators

At the building level, BTCs:

- Manage Users: add/modify BUs and TEAs across the school.
- Roster Students to Teachers
- Add/Modify Student PNPs
- Administer & Monitor Testlet Completion
- View student score reports of all students within the school.

Assigns

BUILDING USER (BU)

Assigned to Special Education teachers/specialists that will administer testlets & access student score reports across multiple grade levels

At the building level, BUs:

- Same Kite capabilities as a BTC except unable to add/modify users.

Assigns
Classroom Roles

Kite Educator Portal Before Testing

Classroom Level

CAPABILITIES IN THE KITE PLATFORM

TEACHER (TEA)

Assigned to Test Administrators.

At the building level, TEAs:

- Verify Student Information Prior to Testing (Rosters & PNPs)
- Provide Opportunities for Students to Utilize the Kite Practice Test
- Administer & Monitor Testlet Completion
- View Student Score Reports

OPI Assessment Unit - MontCAS Focused Support Video

Kite Educator Portal Before Testing

Detailed instructions can be found in the [Kite Educator Portal Manual](#).

User Management

METHODS TO ADDING/MODIFYING USERS

MANUAL METHOD TO ADD USERS

The screenshot shows the 'Add User' form with the following fields and annotations:

- 3**: 'Add User' button
- 4**: 'User Information' section containing:
 - FIRST NAME *
 - LAST NAME *
 - EMAIL ADDRESS *
 - EDUCATOR IDENTIFIER
- 7**: 'Save' button
- 5**: 'Organization & Roles' section containing:
 - STATE * (Kansas)
 - ASSESSMENT PROGRAM * (TESTLET)
 - ROLE * (Teacher)
 - DISTRICT * (Sunflower District)
 - SCHOOL * (Meadowlark School)
- 6**: 'Add' button

At the bottom, there is a table with columns: Default, State, Assessment Program, Role, District, School. The table is currently empty with the message 'No records available.' and a pagination bar showing 'Page 0 of 0'.

UPLOAD METHOD TO ADD USERS

The screenshot shows the 'Upload Users' interface with the following elements and annotations:

- 1**: 'Upload Users' button
- 2**: 'File' field with a file icon
- 3**: 'Select File' button
- 4**: 'Upload' button

The 'Upload Users: Select Criteria' section includes dropdown menus for:

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

Below the file selection, a table header is visible with columns: Uploaded, Status, Created/Updated, Rejected, Alerts, File. The table content is empty with the message 'No records available.' and a pagination bar showing 'Page 0 of 0' and '20 per page'.



Questions?

PROGRAM & PRODUCT DESIGN QUESTIONS:

opipilot@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