Kite™ EDUCATOR PORTAL

TESTLET KITE® **EDUCATOR PORTAL** MANUAL: MAST SCIENCE PILOT

2025–26 | MONTANA

KU ACHIEVEMENT & ASSESSMENT INSTITUTE
The University of Kansas

Assessment & Technology Solutions

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OVERVIEW

A NOTE ABOUT GRAPHICS

Every effort was made to assure the graphics in this guide match what the users will see when using Kite Educator Portal. In some cases, however, graphics vary depending on role or have been edited to allow you to view more information or to obscure personal details.

A NOTE ABOUT NAMES AND DATA

All names and organizations used in this document are fictitious. No identification with actual persons (living or deceased), places, and organizations is intended or should be inferred. All data including scores and identification numbers are randomly generated.

DISCLAIMER

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CHANGE LOG

The following table lists the changes made to this guide since the last major release.

Change Logged	Page(s)	Description of Change

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KITE EDUCATOR PORTAL BASICS

Kite Educator Portal is the test management platform where educators manage student and assessment data. It is a secure web-based application that runs on dedicated infrastructure as a service in AWS. The Kite system has built-in functions designed to aid teachers and administrators in managing assessments, including enrollment, rostering, assignment, and monitoring. Users are assigned a role and a specific organization. User roles include District Test Coordinator (DTC), District User (DU), Building/School Test Coordinator (BTC), Building User (BU), and Teacher (TEA). Through Kite Educator Portal, assessment window dates are set and batch processing is used to assign students Testlets based on their PNP settings.

HELP VIDEOS

The training video titles listed below are available in Testlet Kite Educator Portal under the Help menu.

1. Intro to Kite Suite
2. Intro to Kite Educator Portal (MT)
3. Intro to Kite Student Portal (MT)
4. Testlet Administration (MT)
5. Student PNP Settings
6. Dashboards
7. Data Extracts
8. User Management
9. Students and Rosters (MT)

REQUIRED SOFTWARE

To use Kite Educator Portal, your machine should have the following software:

- A supported browser like Mozilla Firefox, Google Chrome, Microsoft Edge, or Safari.
- A PDF viewer such as Adobe Acrobat to open and print PDF files.
- A spreadsheet program such as Microsoft Excel to create comma-separated values (CSV) files.

USERS: MY ACCOUNT

Information about users can be created or edited in Kite Educator Portal either by making manual changes to individual user accounts on screen in the system or by uploading information about users into the system using a CSV template.

Kite Educator Portal uses role-based access control to maintain strict separation of privileges. All users have a unique identity and must be securely authenticated before they have access to any data or functionality. The system does not allow default, generic, or anonymous access.

Please see Appendix A: Manage Users for instructions on how to add and edit users.

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NEW USERS

User accounts are created by a user with a higher level of access than the account to be created. New users will receive an email to register their account and set a password.

From: <kite-support@ku.edu>
Date: Thu, Jul 16, 2020 at 11:01 AM
Subject: Activate your Account for Kite Assessment Administration
To: <kitetrainer@school.org>

Your account has been approved for access to Kite Educator Portal.
Your username is your email address with all lowercase letters.
To activate your account and set up your password click on the following link.

https://stage-educator.kiteaai.org/AART/activate.htm?an=ca7407fd9b23-c3c85518479c

Please contact your local Assessment Coordinator or administrator if you did not request this account or are uncertain why you are receiving this email.
This link to activate your account will expire in 20 days.

PASSWORDS

Your password will expire every 180 days. Passwords cannot be reused within one year (365 days). Passwords must meet the following guidelines:

- Eight to thirty-two (8-32) characters in length
- At least one special character
- At least one uppercase letter
- At least one lowercase letter
- At least one number

Passwords are set during one of the following:

- Initial account creation
- When the user selects Forgot Password on the login screen
- When the user accesses the Change Password tab under **My Profile**
- When the previous password expires

NOTE: If locked out after 5 unsuccessful login attempts, a test coordinator must unlock your account.

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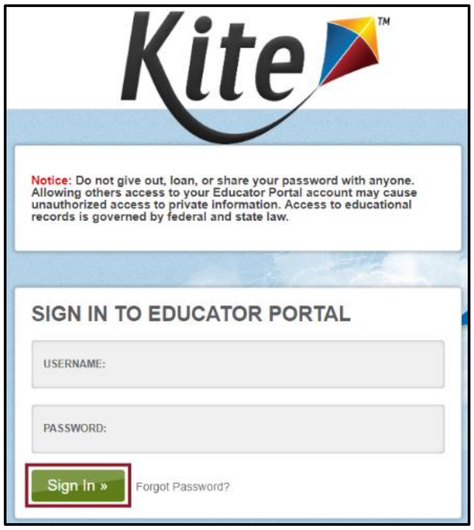
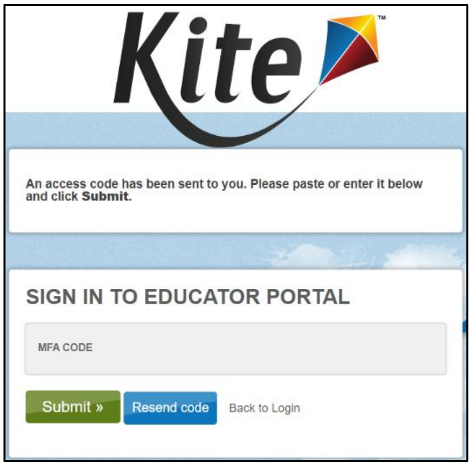
LOG IN TO KITE EDUCATOR PORTAL

To log in to Kite Educator Portal, perform the following steps.

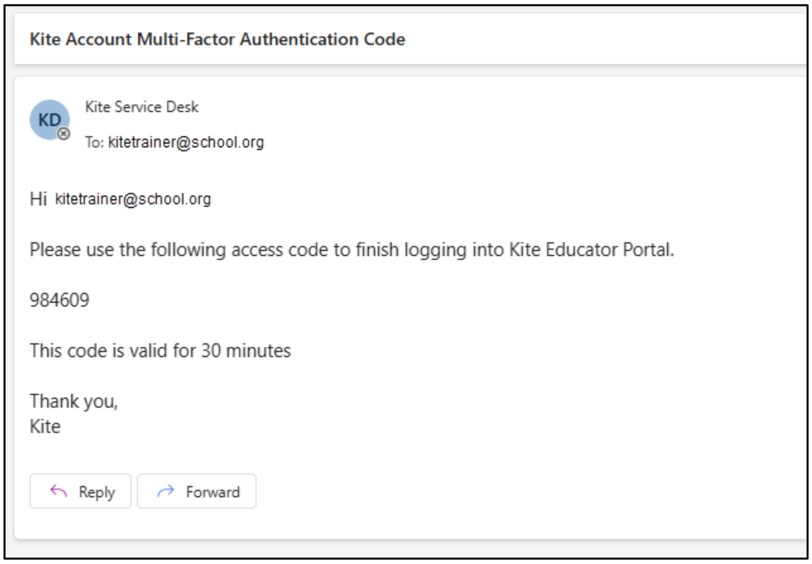
1. Open a supported web browser.
2. Navigate to https://educator-testlet.kiteaai.org.
3. In the USERNAME field, type your **username** (your email address).
4. In the PASSWORD field, type your **password**. Passwords are case sensitive.
5. Select **Sign In**.



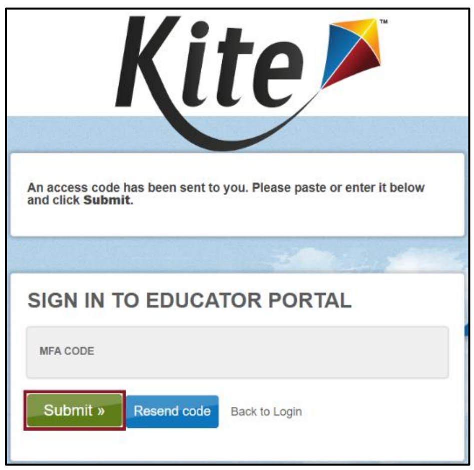
6. After the user selects **Sign In**, for additional security, the system will prompt a multi-factor authentication (MFA) access code to be sent to the user's email address.



7. The code is valid for 30 minutes.



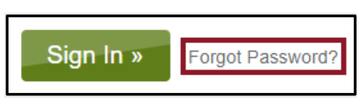
8. Enter the code and select **Submit**.



NOTE: If you sign out and sign back in within 30 minutes, you'll need to use the same MFA code you received earlier. A new code will not be sent unless the original one expires or you use the "Resend code" button.

FORGOT PASSWORD

If you are a returning user and do not remember your Kite Educator Portal password, select the **Forgot Password?** link next to Sign In.



Enter your username in the space provided and select **Submit**. You should receive an email with instructions for changing your password.

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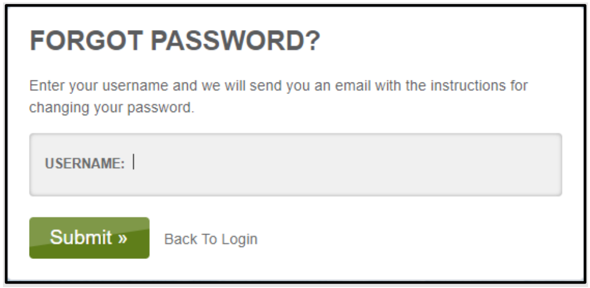

NOTE: DTCs and DUs can request a password reset on behalf of staff members. Perform the steps described above using the staff member's email address.

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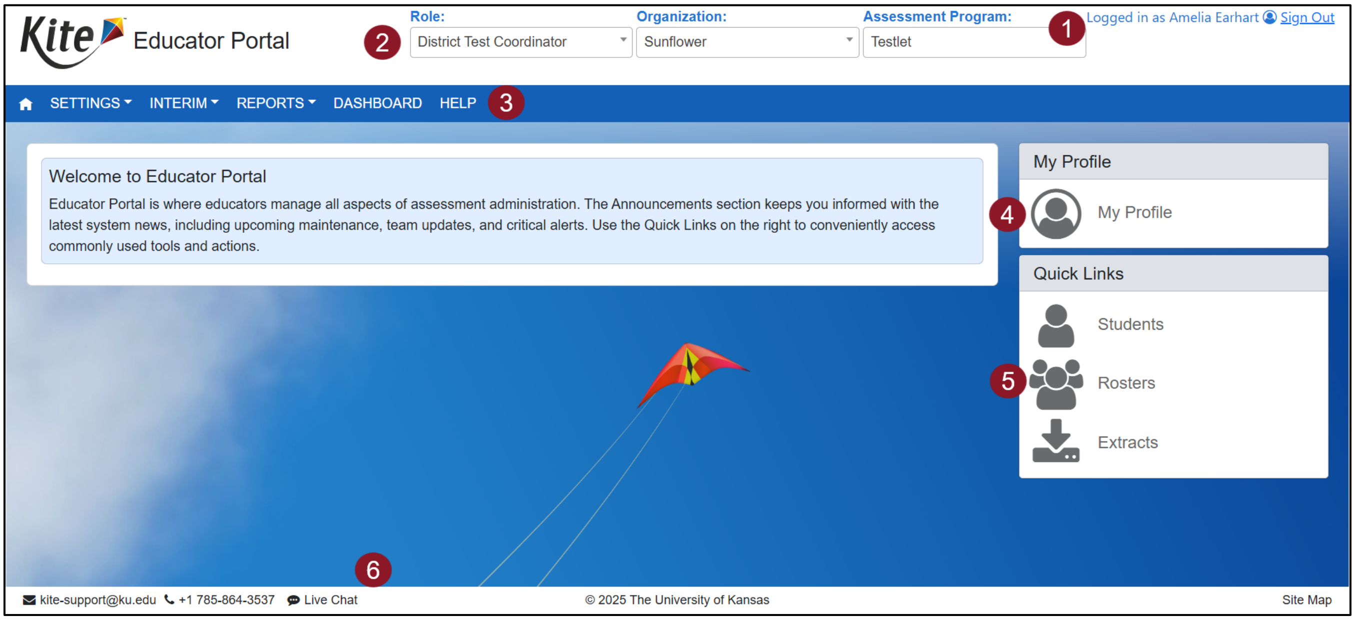
KITE EDUCATOR PORTAL HOMEPAGE

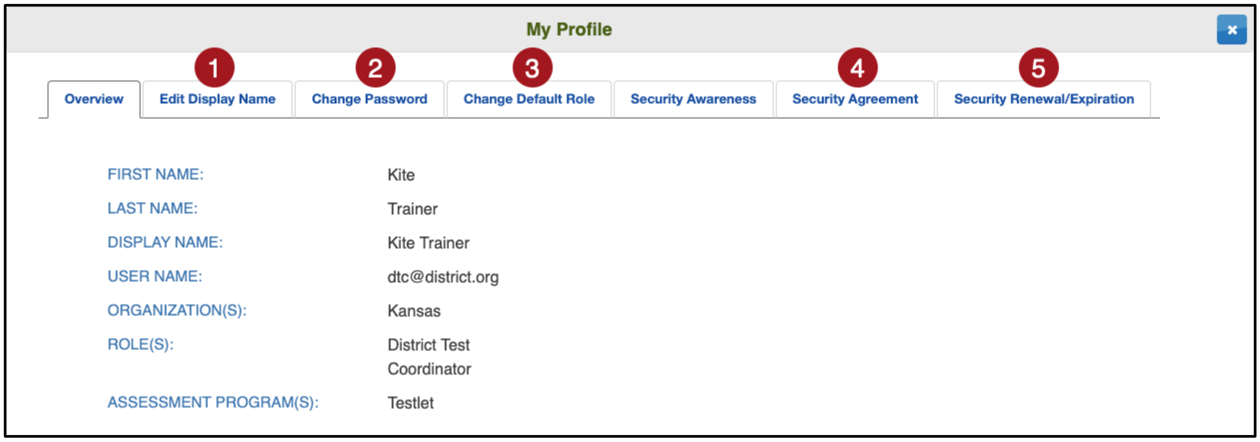
On the homepage, the options available depend on the user's role, e.g., teachers have a different level of access than DTCs. The user roles assigned are determined by organization policy and a user with a higher level of access. See the Roles and Permissions section in Appendix A: Manage Users for more information.



1. **Login Name**: Username displays in the upper right after the phrase "Logged in as."
2. **Login Role, Organization, and Assessment Program**: A user's role, organization, and assessment program in three drop-down menus under username. If a user has more than one role, use the drop-down to switch.
3. **Menus**: The menus that display on the homepage vary by role. The menus include:
    a. **Home** – return to the homepage.
    b. **Settings** – manage students, rosters, users, and organization settings.
    c. **Interim** – manage Testlet assessments and view results.
    d. **Reports** – access score reports and data extracts.
    e. **Dashboard** – view current assessment data in tables.
    f. **Help** – access videos, quick guides, and FAQs.
4. **My Profile**: The My Profile section of the home screen contains a button used to reach the My Profile window where you can update your display name, change your password, and view information about security.
5. **Quick Links**: The Quick Links section of the homepage allows you to quickly access several areas of the system.
6. **Live Chat**: The Live Chat link in the footer allows users to contact a Kite Service Desk representative using the chat feature instead of by phone or email.

EDITING YOUR PROFILE

You can edit information connected with your user account such as your displayed name, password, and default role. The procedures are available on each corresponding tab in **My Profile**.



1. Edit your display name.
2. Change your password.
3. Change your default role.
4. Read and respond to the security agreement.
5. Review the renewal and expiration dates of the security agreement.

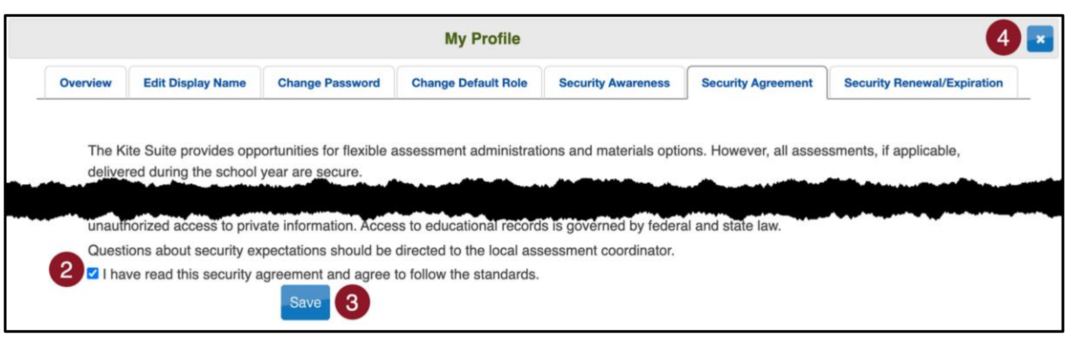
NOTE: Each time you log in to Kite Educator Portal, you will be logged in with your default role. If you have multiple roles in Kite Educator Portal, you can change your default role in the Change Default Role tab.

SECURITY AGREEMENT

Before accessing Kite Educator Portal, users must read and agree to the security agreement. The security agreement expires each year at the end of July and must be renewed through Kite Educator Portal.

To complete the annual security agreement, follow these steps:

1. Log in to Kite Educator Portal.
2. The Security Agreement window will show up automatically. **Read** the security agreement and **select the checkbox** next to "I have read this security agreement and agree to follow the standards."
3. Select **Save**.
4. Exit the window by selecting the **X** in the upper right corner.



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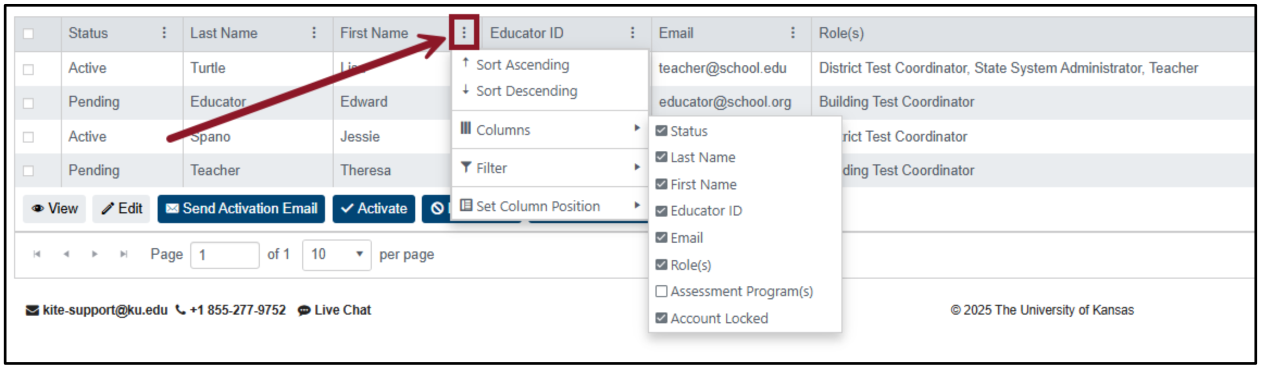
SORT AND FILTER GRIDS

All grids and tables in Kite Educator Portal can be customized to suit each individual user's specific needs when viewing and creating data. Select and drag a column header left or right to reorder the columns in the grid.



Use the three vertical dots in the column headers to sort a column in ascending or descending order, choose which columns will be displayed in the grid, and filter a column by certain words or text.

DATA MANAGEMENT OVERVIEW

The Kite Suite is designed for flexibility supporting multiple methods for enrolling, rostering, and transferring students. For the MAST Testlet program, students are enrolled, edited, managed, exited, and moved by the state. Rostering is done locally through the user interface or by uploading CSV files.

Once student enrollment and roster data are entered, view and access records by navigating to the Settings menu and selecting the Students or Rosters tab. Here, apply filters to display a table of data. Within the table, users can select which data columns to display, reorder columns, and filter and sort to review and check the data for accuracy.

Open a single student record to view all associated details including demographics, enrollment, and associated rosters. Open a student's Personal Needs and Preferences (PNP) profile from the table or the individual student record.

If a student is added to Educator Portal, on a roster, and assigned an assessment during a test window, it may take up to 24 hours for the new student's assessment to appear in Kite Student Portal.

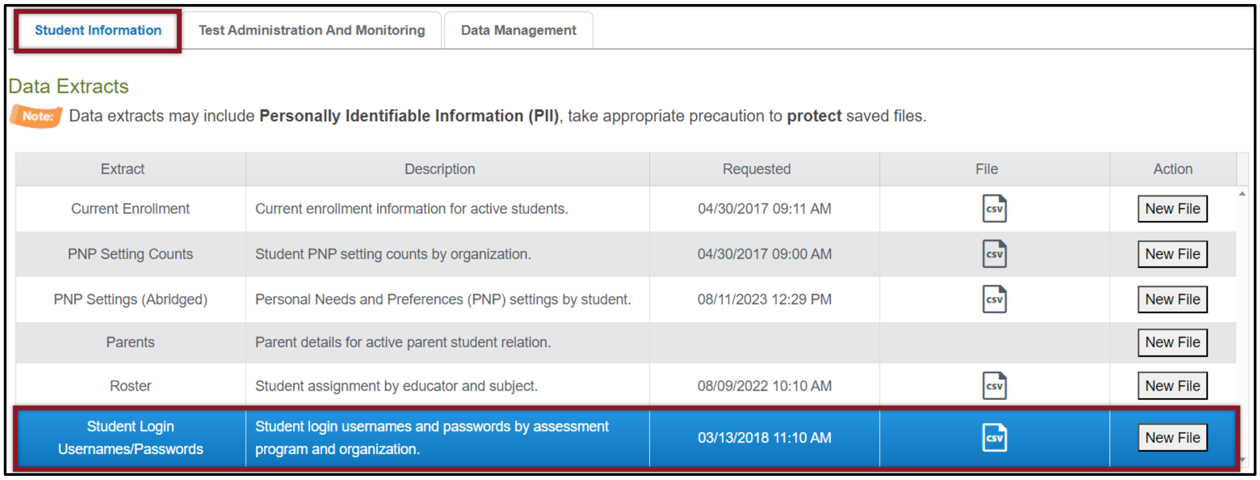
The secure student login process consists of two parts. First, students are provided easy, reusable, system-generated usernames and short word passwords from Educator Portal. Once a student logs in, the system displays the student's assigned Testlets. Second, when a student selects a Testlet, a pop-up box displays where students enter the Daily Access Code (DAC). DACs are short alphanumeric values. Each code is for a specific date, subject, and grade. Districts can set the DAC start/end times for each school. Educators access the codes in Educator Portal and share with students just before beginning an assessment.

STUDENT USERNAMES AND PASSWORDS

Students must have a username and password to access tests in Testlet Kite Student Portal. The same login will be used for each test window.

Complete these steps to download the Student Login Usernames/Passwords extract:

1. Select **Reports** in the navigation menu.
2. Select **Data Extracts.**
3. From the Student Information tab, select **New File** on Student Login Usernames/Passwords row.



4. Set **filters** (optional).
5. Select whether you want to download the extract as a **CSV** file or a **PDF**.

NOTE: The PDF version of this extract will create a printable sheet of tickets (6 per page).

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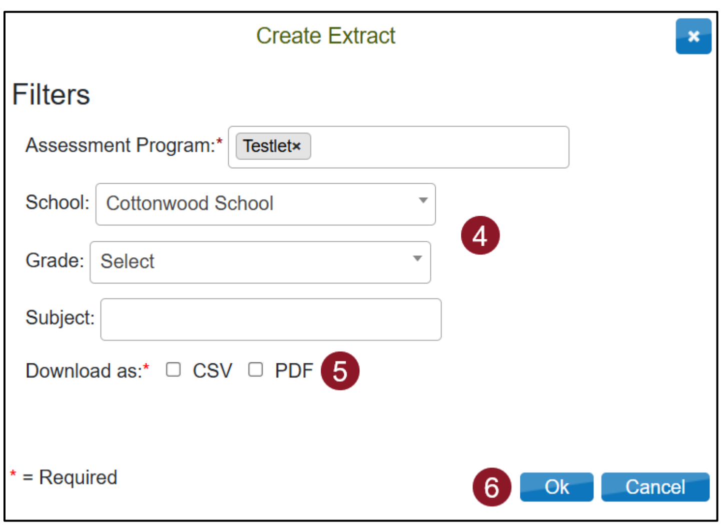
6. Select **Ok**.



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DAILY ACCESS CODES (DACS)

Daily Access Codes are alphanumeric values generated in Educator Portal that, along with student login usernames and passwords, allow students access to testlets.

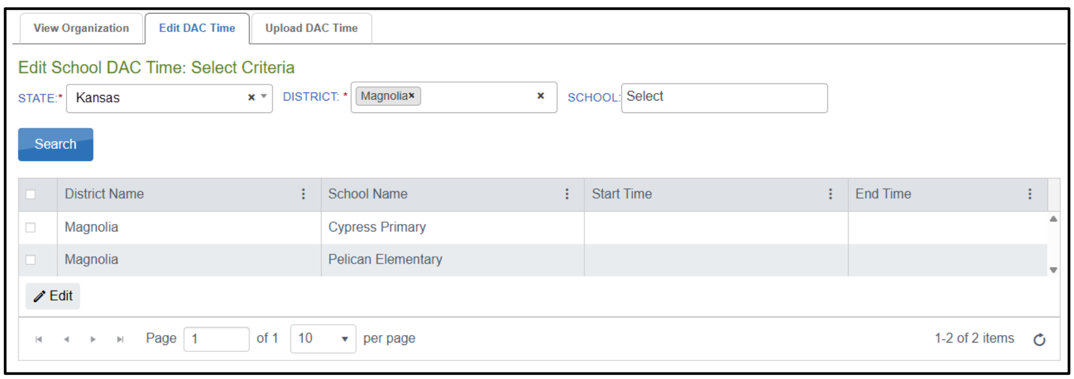
The Daily Access Codes PDF contains information on the date and times the Daily Access Codes are usable, the subject and grade, and the access code for each of the test sessions. Daily Access Codes are available for the current testing day and next testing day after 2:30 p.m. Monday's Daily Access Codes will be available Sunday at 2:30 p.m.

SET START/END TIME FOR DISTRICT AND/OR SCHOOL DAILY ACCESS CODES (DACS)

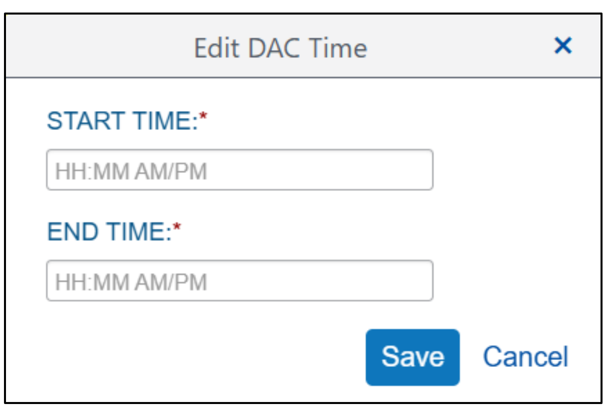
The state establishes the default validity period for DAC times, extending beyond the standard school day to accommodate before- and after-school make-up testing. However, **to improve security**, please adjust the start and end times to align with local schedules.

To set the time parameters for DACs, perform the following steps.

1. Select **Settings** > **Organization** > **Edit DAC Time**.
2. Select **Search**.



3. The schools display in a table. Select the checkbox next to the school(s) needing set and then select **Edit**.
4. Enter Start Time and End Time in the format HH:MM AM/PM (Example: 07:00 AM)
5. Select **Save**.



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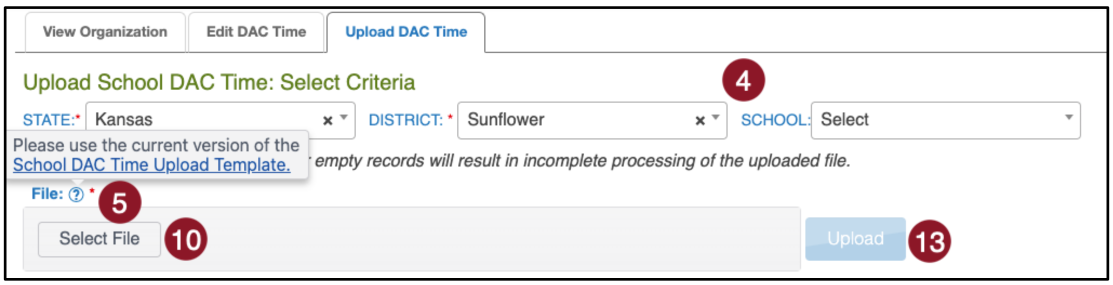
6. The Start Time and End Time will now display in the table.

For districts with many schools, a CSV file upload may be preferable to the manual process described above. To upload DAC times for multiple schools, perform the following steps.

1. Select **Settings**.
2. Select **Organization**.
3. Select the **Upload DAC Time** tab.

NOTE: Fields marked with a red asterisk are required.

4. Select the organization information.
5. Select the question mark symbol next to the word File.
6. A small pop-up will display the Organization DAC Time Upload Template.



7. Select the link and open the Organization DAC Time 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.
8. Use the table below to complete the spreadsheet.

Col.	Column Title	Description	Acceptable Values
A*	School	The School Identification codes assigned by the state (or other organization) that indicate where the student attends school.	Alphanumeric
B*	Start_Time	Local time when DACs become valid	HH:MM AM/PM
C	End_Time	Local time when DACs become invalid	HH:MM AM/PM

9. Once you have completed your spreadsheet, save it on your computer in CSV format.
10. In the File field, choose **Select File**.
11. Select the appropriate CSV file from your computer.
12. Select **Open**.
13. Select **Upload**.

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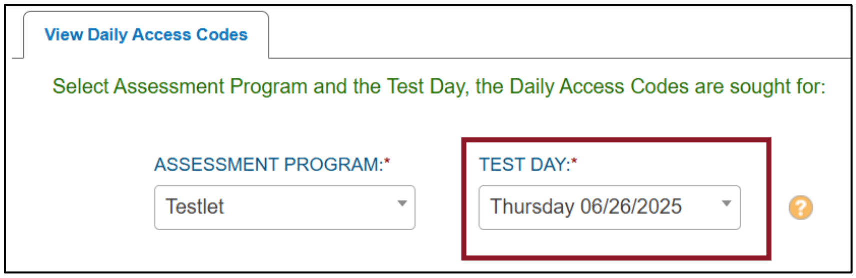
PRINT DAILY ACCESS CODES

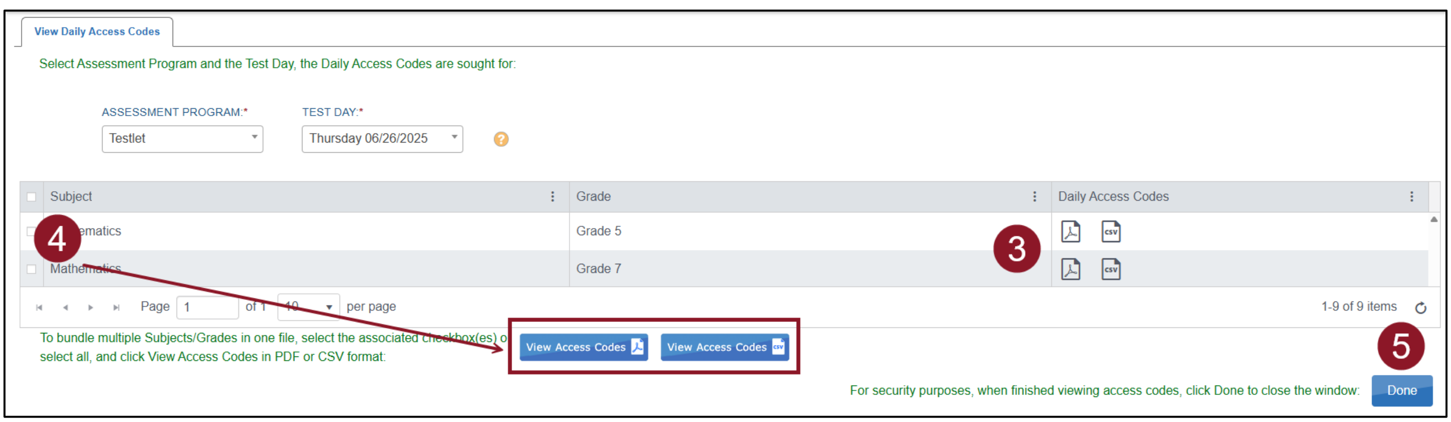
To print Daily Access Codes, perform the following steps.

1. Select **Interim** in the navigation menu, then select **Daily Access Codes**. The **View Daily Access Codes** tab displays.
2. Select the **Test Day**. All available DACs for that test day display in a grid.



NOTE: Daily Access Codes are unique to each grade and session. All sessions are included in the PDF or CSV.

3. To download the DACs for one grade, select either the **PDF or CSV icon** to download the file.
4. To download the DACs for more than one grade, use the **checkboxes** to select all grades you would like to print. Then, select **View Access Codes** in either a PDF or CSV format. The file will automatically download to your computer.
5. Select **Done** once you have finished viewing the Daily Access Codes grid.



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PERSONAL NEEDS PROFILE (PNP)

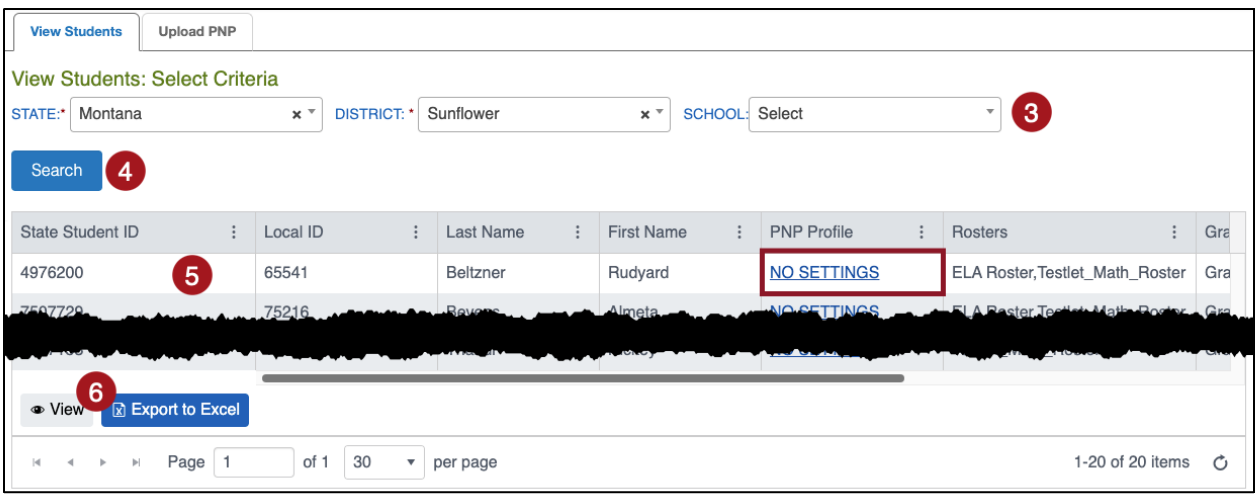
For students requiring additional supports during testing, the Kite system allows educators to identify those supports and enter them into the Personal Needs Profile (PNP). PNPs should be set 24-hours before beginning an assessment for accommodations to appear.

NOTE: Some tools are available to all students while others are only available to students with an IEP, 504 plan, EL Plan, or other documented student need.

SET OR UPDATE A PNP

Complete the following steps to set a PNP.

1. Select **Settings** in the navigation menu.
2. Select **Students**.
3. Enter any required filters.
4. Select **Search**.
5. Select the **State Student Identifier** to highlight the row for the selected student.
6. Select **View**.



NOTE: Alternatively, select the links in the PNP Profile column to go directly to the PNP.

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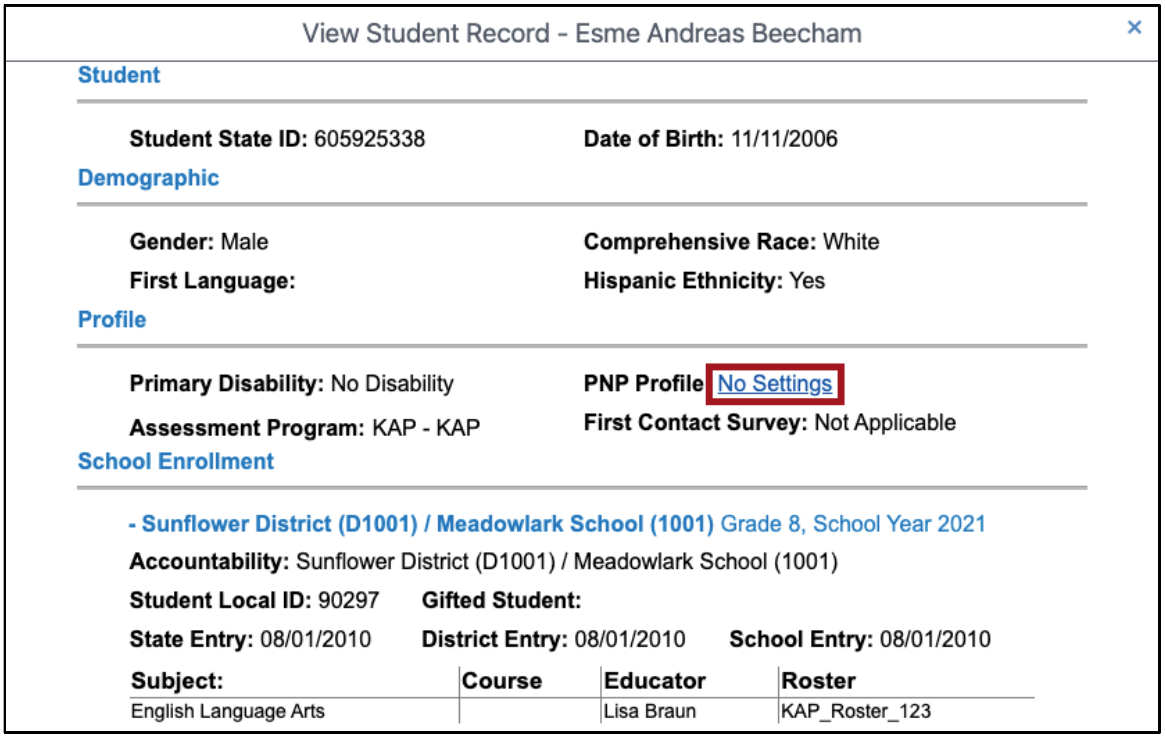
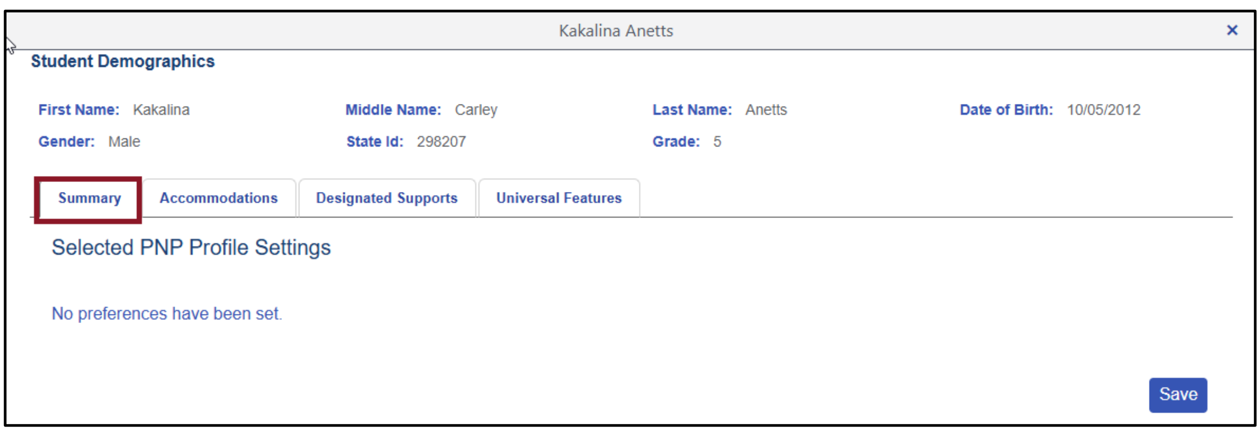
7. Select the **No Settings** link next to PNP Profile, or **Custom** if previously set.



8. The PNP settings popup window displays. At the top of the screen, student demographic data including full name, date of birth, gender, state student ID, and grade display. A summary of current settings (if any) is displayed in the center of the window. The Save button is located at the bottom of the window.



9. PNP settings are divided into the following categories: Accommodations, Designated Supports, or Universal Features. Select the tab to see available options. Refer to the *MAST Accessibility Manual* on the MAST portal to determine which settings should be applied for your students.

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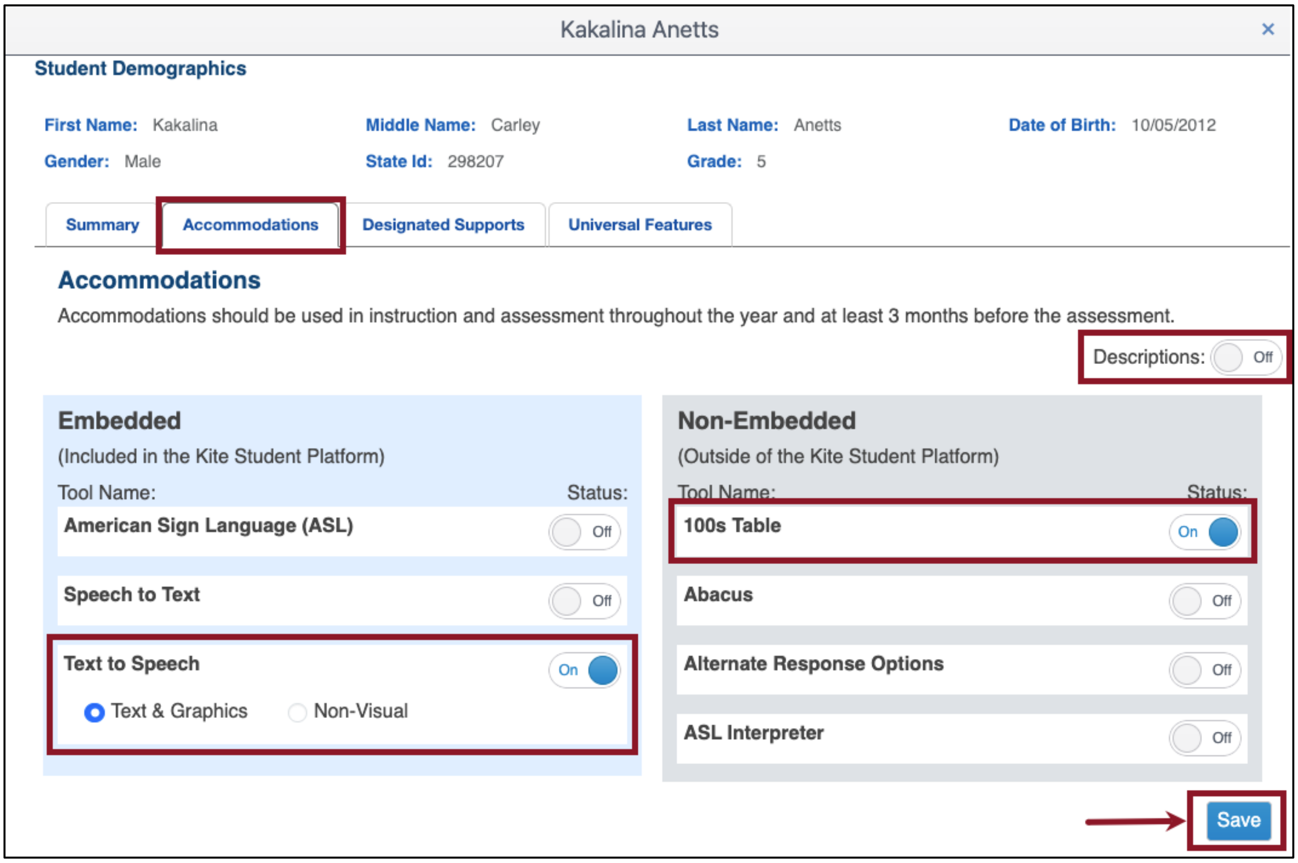
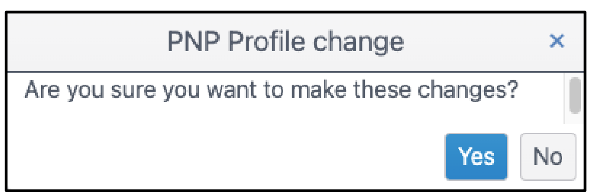
10. The following screen shows a student that has Text to Speech: Text & Graphics and 100s Table selected. The **Descriptions** for each of the tools can be displayed by toggling on the switch.



11. Select **Save** when you have entered all student PNP settings. A confirmation message will display. Select **Yes** to save your changes. You then can view the settings you selected on the Summary tab.



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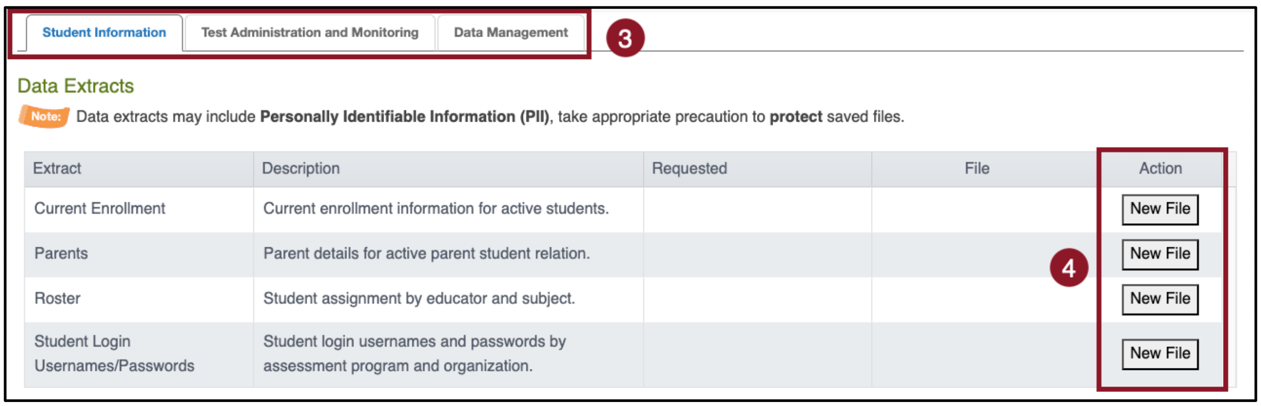
DATA EXTRACTS

Data extracts are files that contain information currently loaded into Kite Educator Portal. Some of these extracts can also be used to upload information into Kite Educator Portal.

CREATE A DATA EXTRACT

To create a data extract, perform the following steps.

1. Select **Reports** in the navigation menu.
2. Select Data Extracts.
3. From the Student Information tab, locate the row for the file you wish to create.
4. In the Action column, select the **New File** button.



5. Set filters if prompted. Filters with a red asterisk are required, those without are optional.
6. Select **OK**. If an older version of the file exists, you will see a message asking you to confirm replacing the existing file. Select **Yes**. Each time a data extract is created, the older file will become unavailable. If you need to refer to the older file, save it before creating a new data extract.
7. The status in the extract grid's File column will change to "In Queue." Wait approximately 45 seconds (depending on file size) until the note displays a CSV, XLSX, or PDF icon.
8. When the file is generated, select the CSV, XLSX, or PDF icon in the File column.
9. The file will download to your device. Open or save the file.

NOTE: Refresh your browser if the status of the extract does not change from In Queue.

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AVAILABLE DATA EXTRACTS

The following extracts are available in Kite Educator Portal:

CURRENT ENROLLMENT

The Current Enrollment extract includes all records for students who are enrolled in the user's organization. This extract is large and contains the demographic information for each student. Students will have only one row of data.

PNP SETTING COUNTS

The PNP Settings Counts extract is a CSV extract that lists the total number of students per organization who have a support selected on their PNP Profile. Each column will display the number of students that an administrator selected for the support.

PARENTS

The Parents extract is a CSV extract that lists all parent-student connections that have been entered into the system.

ROSTER

The Roster extract is a CSV extract that lists all roster records for a user's organization. The extract includes the student's teacher and subject. Users can use this extract to update roster information. See *Appendix B: Manage Rosters*.

STUDENT LOGIN USERNAMES/PASSWORDS

The Student Login Usernames/Passwords extract is an extract that includes login information for each student rostered in a user's organization. The extract includes the student's username and password, which will be the same for each testlet administered. Users can select either a CSV or PDF download.

USERS

The Users extract includes all records for Educator Portal users in the user's organization. The extract includes information about the roles assigned to a user. All the user's assigned roles for a particular organization appear on a single line of the CSV extract. One user can have more than one role, i.e., a Building Test Coordinator and a Teacher. The extract will display an X in each applicable column.

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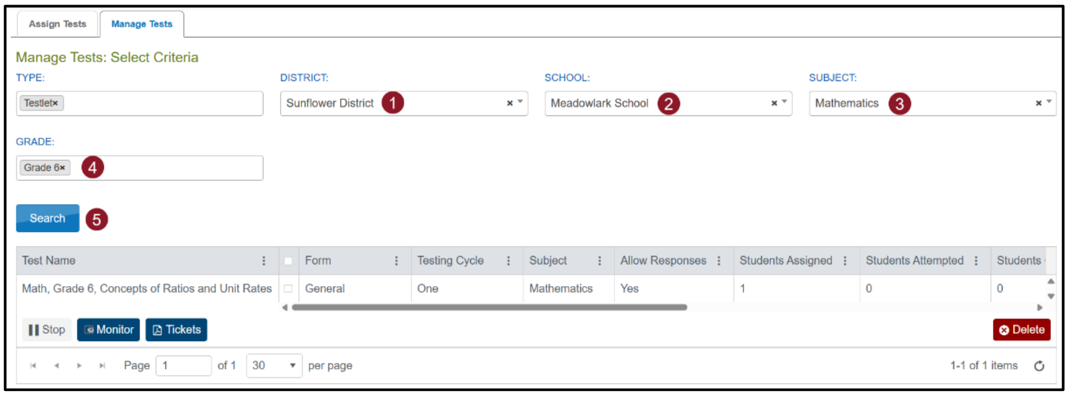
MANAGE TESTLETS

Users can view Testlet details such as the number of students assigned to a test, how many students have attempted and completed a test, when a test was created, and more from the **Interim menu > My Tests > Manage Tests tab**.

1. Select one **district** to filter.
2. Select one **school** to filter.
3. Select one **subject** to filter.
4. Select one **grade** to filter.
5. Select **Search**.

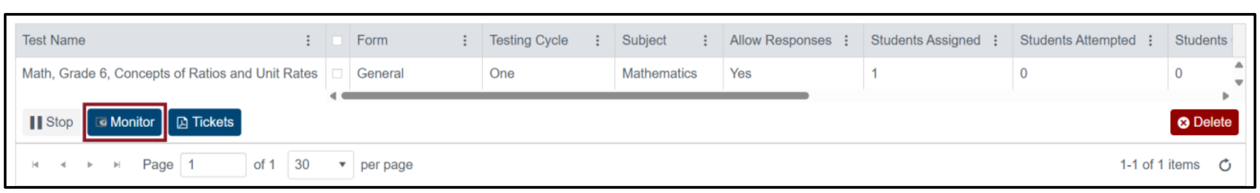


Test settings, including but not limited to demographics, accommodations and support, can be added or updated at any point throughout the testing cycle through the user interface and uploads.

MONITORING TESTLETS

Kite Educator Portal monitoring screens allows educators to track student test status (e.g., assigned, in progress, completed) as well as real-time monitoring of item-level completion. You will be able to see which students have started the test and whether they have completed various sections of the test. You will not be able to view any student answers.

To monitor a test session, select the Monitor button at the bottom of the table.



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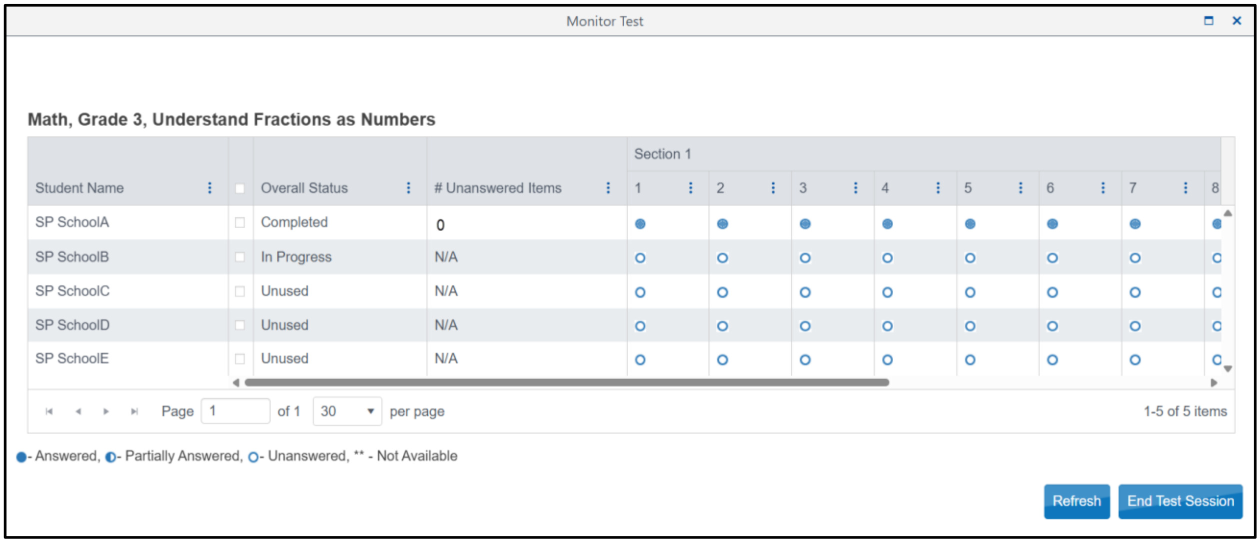
On the Monitor Test Session overlay screen, the Overall Status column indicates whether the student has started a test. Each numbered column corresponds to a question on the test. Solid blue circles indicate that the student has completed the question. An empty circle indicates that the student has not completed the question.

NOTE: The table does not refresh automatically. Select **Refresh** to update.

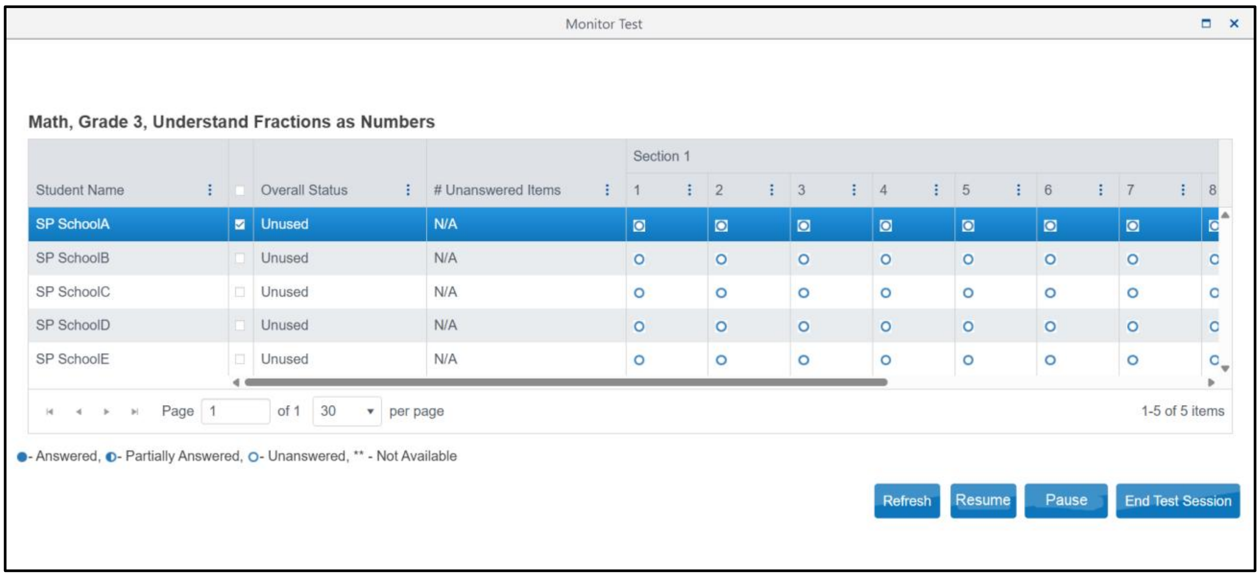


PAUSE/RESUME TESTLETS AND END TESTLET SESSION

Educators can pause and resume test sessions that are started or in progress from within Educator Portal. When an educator selects pause, the student cannot advance to the next question or navigate out of the test until the educator resumes the test session. If a test session is in paused status until midnight (the end of the day), the pause is lifted and the student can log in and resume the test the next day.

1. Select Interim > My Tests > Manage Tests.
2. Select criteria and select **Search**.
3. Select the name of the test session.
4. Select the **Monitor** tab.
5. Select the checkbox next to the student's name whose test needs to be paused or resumed.
6. Select Pause or Resume.

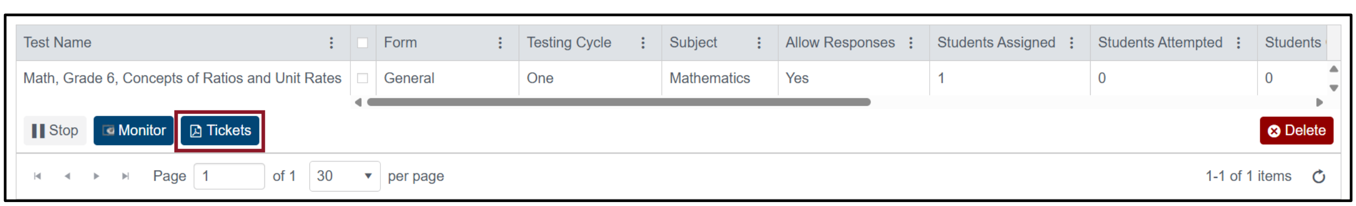
NOTE: The Pause and Resume buttons only displays when a student is selected.



Once submitted, a student's testlet cannot be reactivated in Kite Educator Portal. If reactivation is needed, please contact the Montana Office of Public Instruction at OPIAssessmentHelpDesk@mt.gov or (844) 867-2569.

ACCESSING STUDENT USERNAMES AND PASSWORDS (TICKETS)

To download a PDF of student usernames and passwords when a student is ready to test in Kite Student Portal, select the desired test and select the Tickets button at the bottom of the table.



To access the same student usernames and passwords from Data Extracts, see *Student Usernames and Passwords*.

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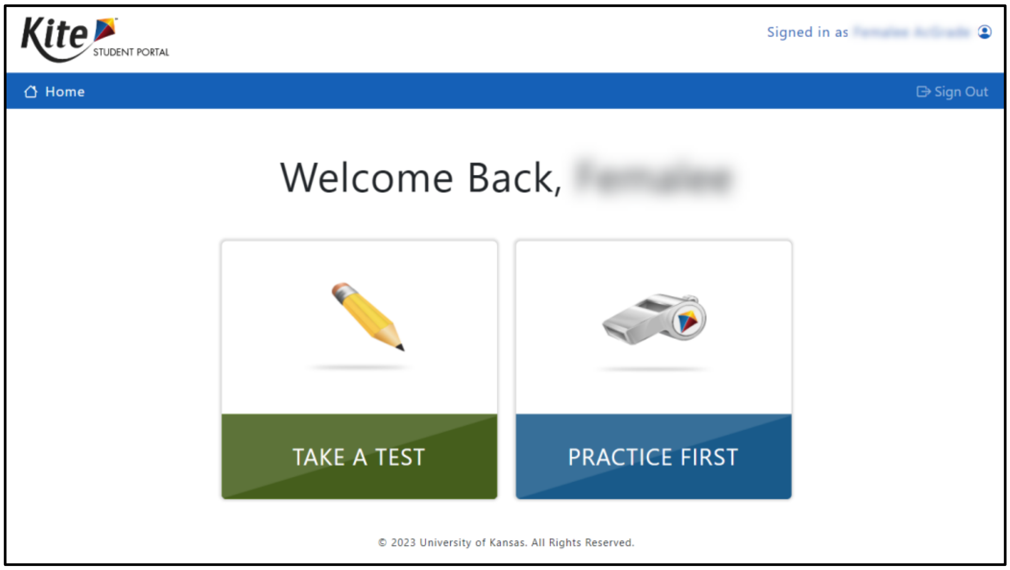
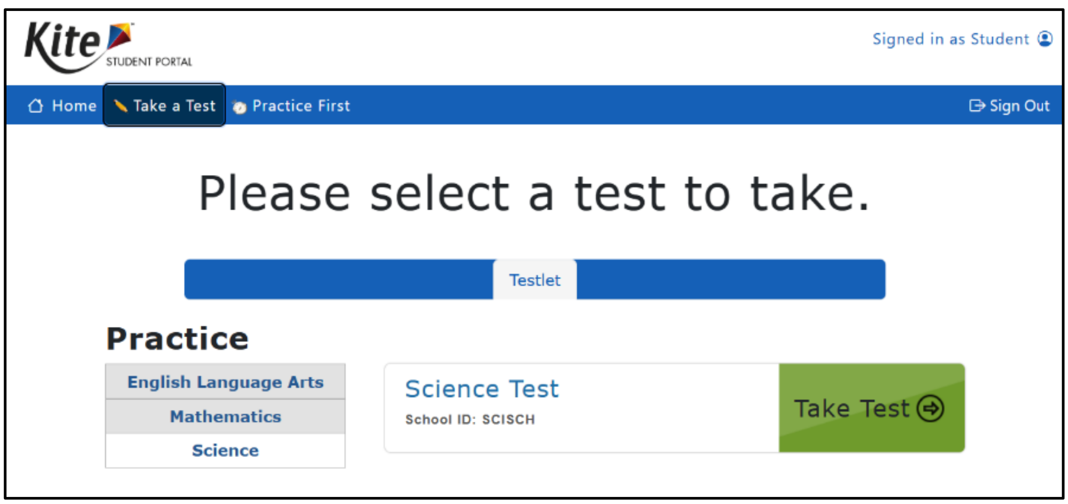
TAKING TESTLETS

Assigned testlets are available to students in Testlet Kite Student Portal. After logging in, select **Take A Test.**



Select a subject and then select **Take Test**.



ASSESSMENT RESULTS

To view results from an assigned Testlet completed by a student, perform the following steps:

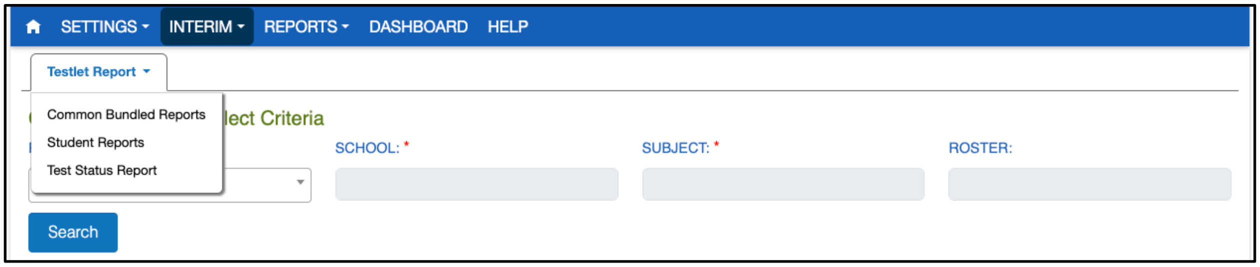
1. Select the **Interim** menu.
2. Select **View Results**.
3. Select the **Testlet Report** tab to see the list of available reports.
4. Select all required criteria for the desired report to view details.

NOTE: The available reports may vary based on your role in Kite Educator Portal.

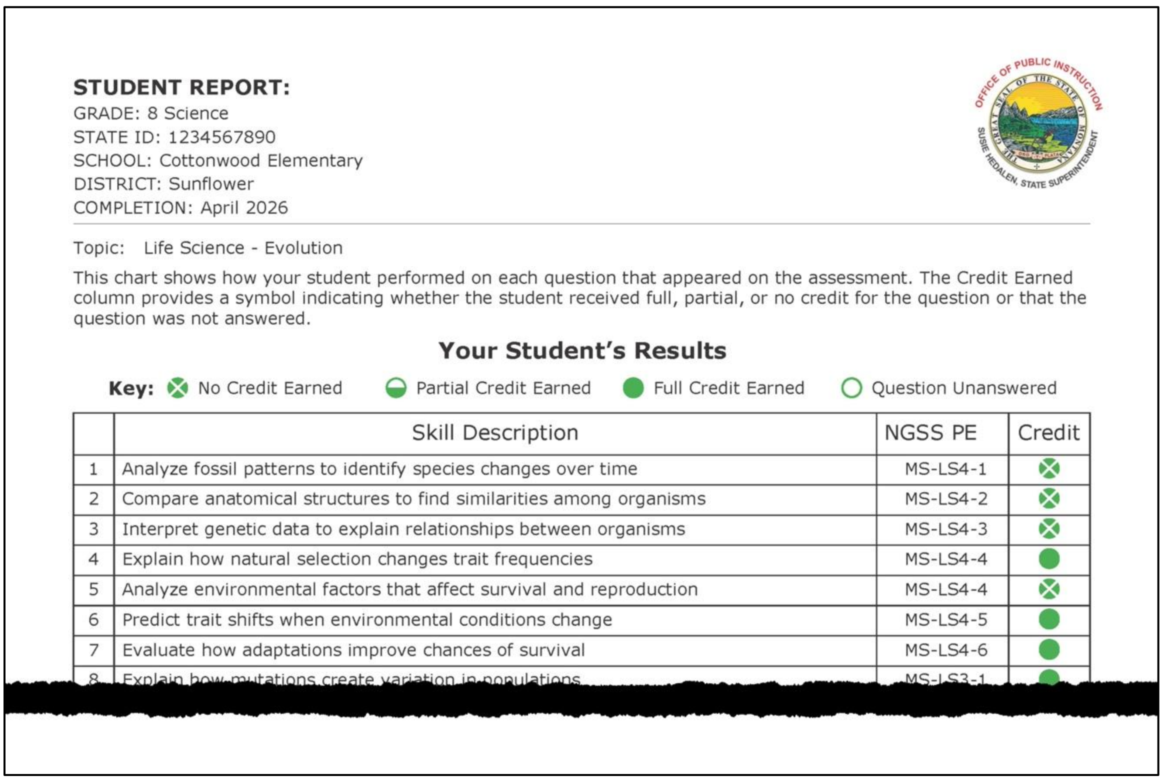
TESTLET REPORTS

This year, the available reports for Science include the following:

- **Student Reports**: Individual reports for each student that attempted the test.
- **Common Bundled Reports**: A bundle of all individual student reports in one PDF file.
- **Test Status Report**: Table displays test and report status for each student by testlet.



STUDENT REPORTS (SCIENCE)



STUDENT REPORT:
GRADE: 8 Science
STATE ID: 1234567890
SCHOOL: Cottonwood Elementary
DISTRICT: Sunflower
COMPLETION: April 2026

Topic: Life Science - Evolution

This chart shows how your student performed on each question that appeared on the assessment. The Credit Earned column provides a symbol indicating whether the student received full, partial, or no credit for the question or that the question was not answered.

Your Student's Results

Key: No Credit Earned · Partial Credit Earned · Full Credit Earned · Question Unanswered

	Skill Description	NGSS PE	Credit
1	Analyze fossil patterns to identify species changes over time	MS-LS4-1	No Credit Earned
2	Compare anatomical structures to find similarities among organisms	MS-LS4-2	No Credit Earned
3	Interpret genetic data to explain relationships between organisms	MS-LS4-3	No Credit Earned
4	Explain how natural selection changes trait frequencies	MS-LS4-4	Full Credit Earned
5	Analyze environmental factors that affect survival and reproduction	MS-LS4-4	No Credit Earned
6	Predict trait shifts when environmental conditions change	MS-LS4-5	Full Credit Earned
7	Evaluate how adaptations improve chances of survival	MS-LS4-6	Full Credit Earned
8	Explain how mutations create variation in populations	MS-LS3-1	Full Credit Earned

*Student reports should be used in conjunction with the MAST Student Report Interpretation Guide, found on the MAST portal.

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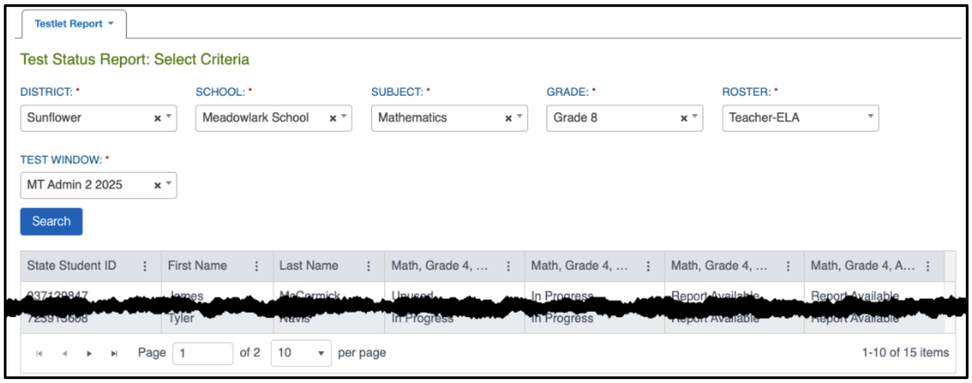
TEST STATUS REPORT

The Test Status Report displays the status of selected testlets. Rows display each student on a selected roster. Columns display each testlet in a selected window. There are three statuses that may show:

- **Unused** – the student did not attempt the testlet
- **In Progress** – the student attempted the testlet but did not complete the testlet
- **Report Available** – the student completed the testlet and a student report is available
- **N/A** – the student completed the testlet at a previous district in a previous testing window

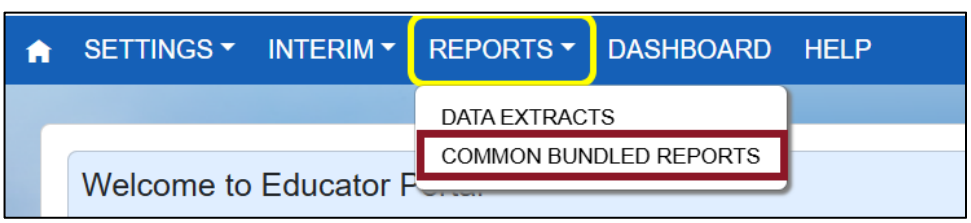


COMMON BUNDLED REPORTS

Users have access to Common Bundled Reports under the Reports tab in EP. Common Bundled Reports are PDF files that contain Individual Student Reports where a combination of subjects, grades and test cycles can be selected and generated in one file. The reports can further be sorted by school, subject, grade, student last name and test cycle.

> **Warning**: Creating Common Bundles that involve more than 200 students may take several minutes to generate. For this reason, we recommend bundling in small bundles rather than creating one large bundle.

1. Select **Reports**.
2. Select Common Bundled Reports.



3. The **View Common Bundled Reports** table displays previously generated bundled reports. You can sort and filter this table to see if a bundle with your specifications has already been created.
4. To generate a new bundle, select **Create New Bundled Report**.
5. The **In Progress Bundled Reports** table displays any reports that are currently in progress, if any.
6. Select the **Report Type**, **Report Year**, **District**, **School**, **Subject**, **Grade** and **Window**. You can choose more than one school, subject, grade, or window, if desired. The more options selected, the longer the file will take to generate.

7. In the **Sort First By** drop-down menu, select either School, Subject, Grade, Student Last Name, or Window. If you choose any option except Student Last Name, you may choose a second or even third sort option.

NOTE: The Sort First By option describes what order the PDF files will be placed. Choose this option based on how the reports need to be bundled for distribution. For example, if you need to distribute reports to each grade level in a school, select Grade. If you need to distribute reports to teachers of a particular subject, select Subject. If the sort order does not matter, we recommend choosing Student Last Name.

8. Select other options, as needed:
    a. **Create bundled report for district**: Generates a separate file that includes all schools in the district (regardless of what was selected above) and includes the subject(s), grade(s), and window(s) that were selected above.
        i. **Split district report into separate files by ___**: Generates separate files for each sort option selected from the drop-down menus (school, subject, grade, or window).
    b. **Create bundled report for each school selected**: Generates a separate file for each of the schools selected from the drop-down menu above.
        i. **Split school report into separate files by ___**: Generates a separate file for each sort option (subject, grade, or window).

NOTE: We recommend only selecting a split option if you need to have separate files to download rather than on file that can be downloaded and divided as needed.

9. Select **Submit**. Enter a name for your bundle. This bundle will be available for all users in your district that have the same level or higher role as you. For example, bundles generated by DTCs can be seen by DUs. Bundles generated by BTCs can be accessed by other BTCs and BUs as well as the DTC and DUs.

NOTE: If you try to bundle another report with the same parameters as one that has already been created, a warning message will display alerting you to this fact. If you choose to replace the new bundle, it will remove all files associated with the old bundle.

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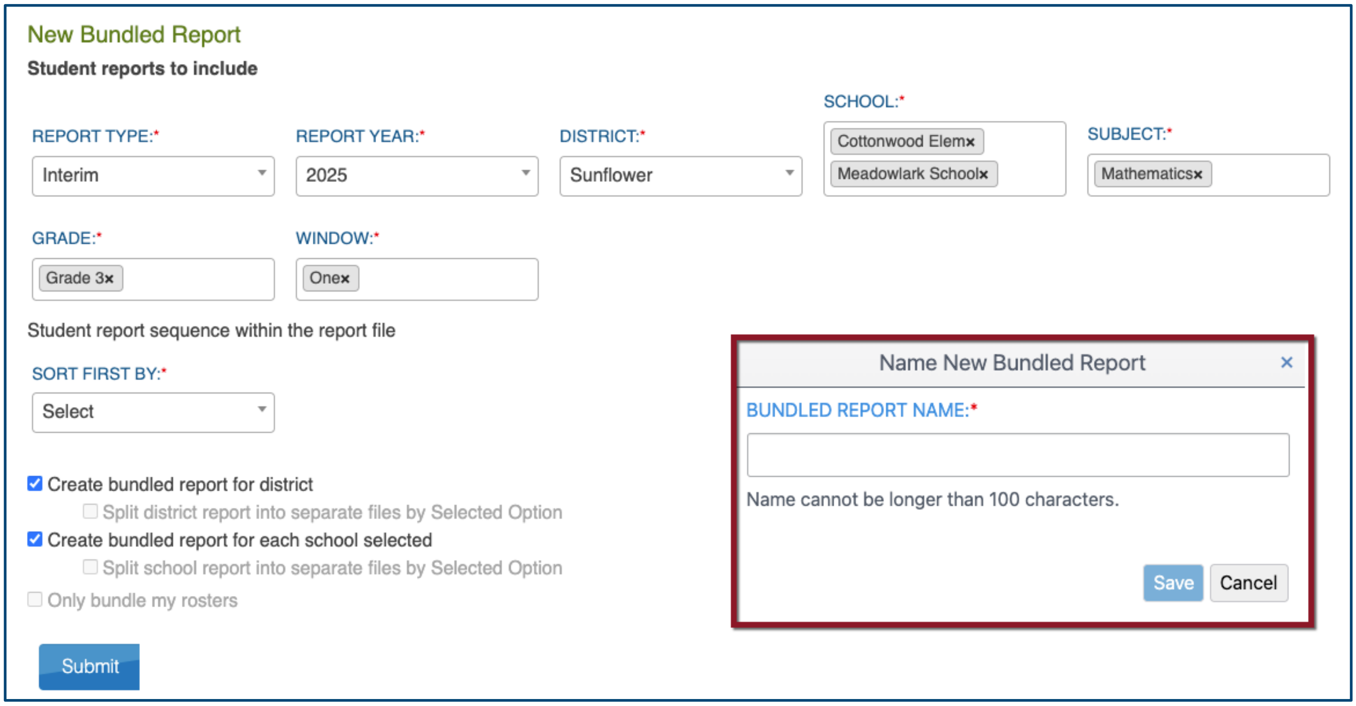

10. The newly created bundle will display in the **In Progress Bundled Reports** table. The status column will change from In Queue to In Progress. When prepared, the report will move to the **View Common Bundled Reports** table at the top of the screen.

11. If you do not want to create a new bundle, select **Back** at any time. This will clear all selections.

NOTE: Use the Refresh button (the circular arrow in the lower right of the In Progress table) to refresh the table and see the most current status of your bundled report.

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KITE SERVICE DESK

The Kite Service Desk provides year-round support to educators through phone calls, live chat, and email. Educators have a toll-free number and email address to use when contacting the Kite Service Desk. In addition to phone calls and email inquiries, real-time live chat is available in Kite Educator Portal application when the Kite Service Desk is open.

Kite Service Desk representatives are available to assist you from 7:30 a.m. to 5:00 p.m. Central time weekdays (closed on state holidays) and 7:30 a.m. to 5:30 p.m. Central time during the assessment window. The Service Desk is unavailable during the week between Christmas Day and New Year's Day.

Phone:	855-277-9752
Email:	kite-support@ku.edu
Live Chat:	Link found on the Kite Educator Portal website footer.

WHEN CONTACTING THE SERVICE DESK

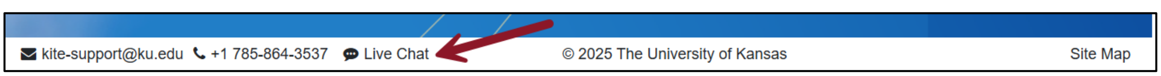
Do not send any Personally Identifiable Information (PII) for a student via email or Live Chat. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes such information as a student's name, building name, or district name.

Call if an issue requires communicating the student ID number or the test the students are taking.

LIVE CHAT

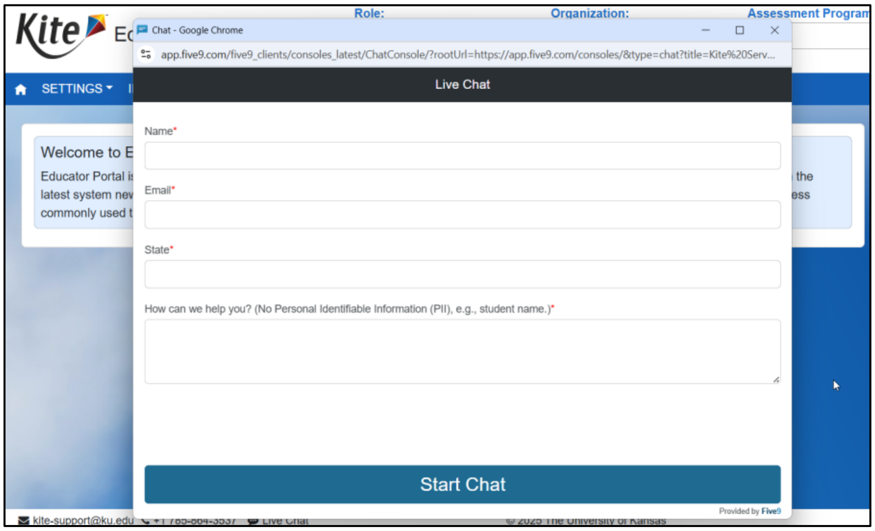
Live Chat may be used to contact the Kite Service Desk during normal business hours. To use Live Chat, follow the process outlined below:

1. Log in to Testlet Kite Educator Portal and select the **Live Chat** link in the footer to begin messaging with a Kite Service Desk representative.

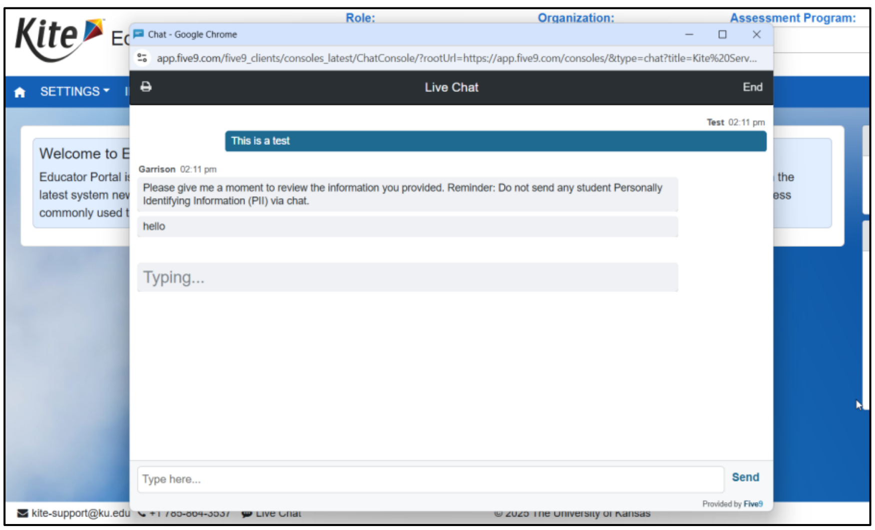


NOTE: Live Chat is available from any screen within Kite Educator Portal.

2. Provide your name, email address, state, and a brief description of your problem in the popup window.



3. Select Start chat.
4. A new window displays and you will be connected to the next available representative.



5. When finished, close the window using the 'X' on the top of your window.

APPENDIX A: MANAGE USERS

Information can be created or edited in Kite Educator Portal either by making individual user changes on screens or by uploading information using a CSV template.

ROLES AND PERMISSIONS

Kite Educator Portal roles define the level of access a user has to data and certain functions in the system. A user's role and organization determine the information a user can access and the tasks a user can perform. The following roles are available for the Testlet Program:

- Teacher (TEA)
- Building Test Coordinator (BTC)
- Building User (BU)
- District Test Coordinator (DTC)
- District User (DU)

A DTC may add a DU, BTC, BU, or TEA. A BTC may add a BU or TEA. A TEA cannot add users.

ADD USER MANUALLY

Follow these steps to add a user manually.

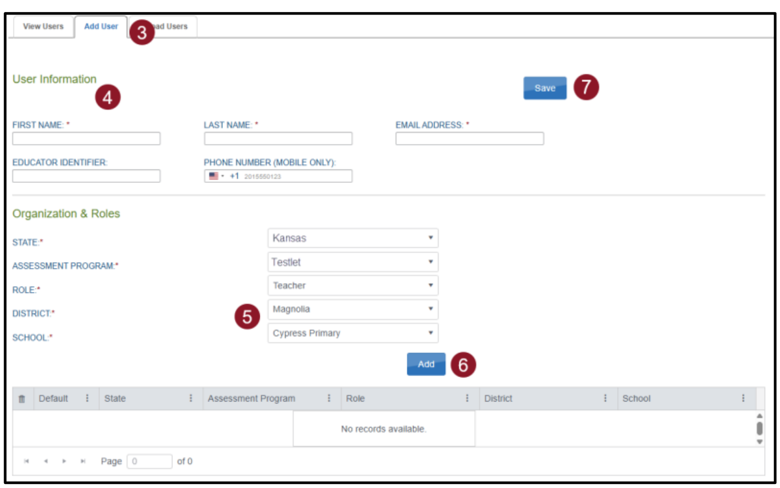
1. Select **Settings**.
2. Select **Users**.
3. Select the **Add User** tab.
4. Enter the user's first name, last name, email address and mobile number.

NOTE: The Educator Identifier field is required when Teacher is selected as role.

5. Choose the appropriate **organization** and **role** for the new user.
6. Select **Add**. The table will populate below.

NOTE: If adding more than one role to a user's account, repeat steps 5 and 6.

7. Select **Save**.



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UPLOAD MULTIPLE USERS USING A CSV FILE

The user upload creates or updates users in Kite Educator Portal. The user upload also assigns 1-2 roles to a user (one is required).

A CSV file template is available on the Upload Users tab in Kite Educator Portal. You will need to complete the CSV file using software such as Microsoft Excel outside of Kite Educator Portal. All users (teachers, test coordinators, etc.) can be included in one CSV file.

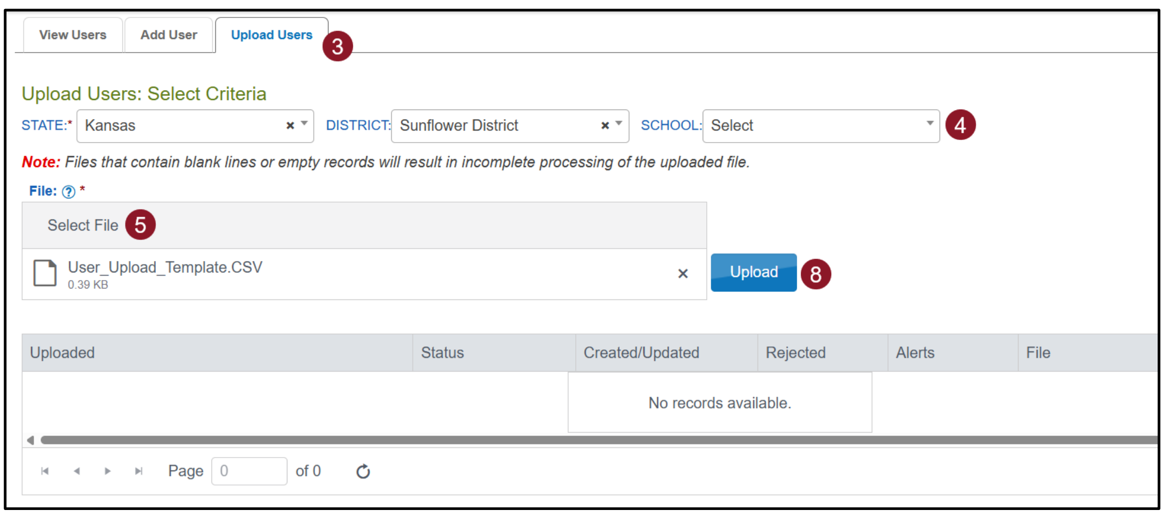
To upload multiple users using a CSV file, perform the following steps.

1. Select **Settings**.
2. Select **Users**.
3. Select the **Upload Users** tab.
4. Select the **organization** information.

NOTE: Fields marked with a red asterisk are required.

5. In the File field, choose **Select File**.
6. Select the appropriate **CSV file** from your computer.
7. Select **Open**.
8. Select **Upload**.

NOTE: Users will be in Pending status until the user responds to the activation email.



USER CSV FILE FORMAT

All column headings must be retained in the file. The CSV Col column is included to help you organize your CSV file.

Col.	Column Title	Description	Acceptable Values
A*	Educator_Legal_First_Name	The user's first name.	Alphanumeric
B*	Educator_Legal_Last_Name	The user's last name.	Alphanumeric
C	State_Educator_Identifier	If the user is a teacher, enter an identification number.	Alphanumeric
D*	Educator_Email_Address	The user's email address. This email address will be the user's login. The email address must be valid because information about creating a password will be sent to the address.	Alphanumeric
E	Educator_Mobile_Number	The user's mobile phone number. The mobile number must be valid. **NOTE**: The mobile phone number is optional at this time.	Numeric
F*	Organization_ID	The organization identifier in Kite Educator Portal. (Ex: D0123) **NOTE**: Organization IDs can be found under Settings > Organizations > View Organizations	Alphanumeric
G*	Organization_Level	The user's initial access level. A user should have the lowest appropriate level of access. For example, most educators would have school-level access (SCH), not district-level (DT).	DT SCH
H	Primary_Role	The primary role is the user's default role, or the role that will be selected when the user first logs in to Kite Educator Portal. The role must be one that is valid for the organization.	TEA BUS BTC DUS DTC
I*	Secondary_Role	If a user has a second role in Kite Educator Portal, enter that role in this column. For example, a building test coordinator might also be a teacher.	TEA BUS BTC DUS DTC
J	Primary_Assessment_Program	At least one assessment program must be associated with a user when their information is uploaded.	TESTLET
K	Deactivate_User	Enter 'Deactivate' to deactivate the user. Leave blank to keep the user active.	Deactivate, [blank]
L	Remove_Role	Enter 'True' to remove the role that is entered in column H, the Primary_Role, from a user.	True, [blank]

*Indicates this field is required.

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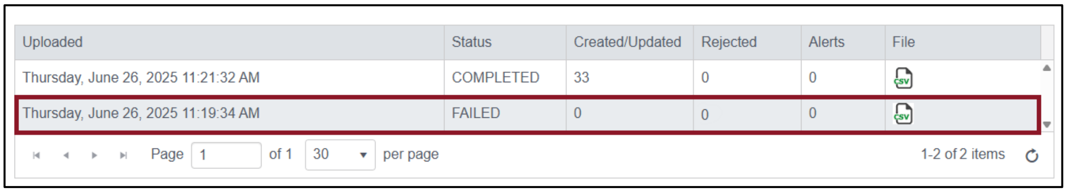
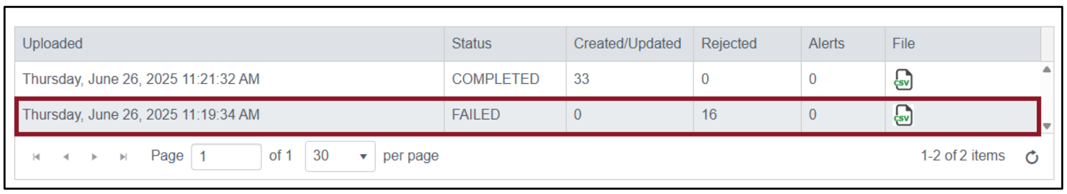
REVIEW USER FILE UPLOAD

The final step to uploading a user file is to verify records **uploaded** successfully.

<table>
<tr><th>Status Message</th><th>Description</th></tr>
<tr><td>Failed</td><td>The CSV file failed to upload.
Select the CSV file under the file column to understand why they failed.</td></tr>
<tr><td></td><td>
<table>
<tr><th>Uploaded</th><th>Status</th><th>Created/Updated</th><th>Rejected</th><th>Alerts</th><th>File</th></tr>
<tr><td>Thursday, June 26, 2025 11:21:32 AM</td><td>COMPLETED</td><td>33</td><td>0</td><td>0</td><td>csv</td></tr>
<tr><td>Thursday, June 26, 2025 11:19:34 AM</td><td>FAILED</td><td>0</td><td>0</td><td>0</td><td>csv</td></tr>
</table>
Page 1 of 1 30 per page 1-2 of 2 items</td></tr>
<tr><td>Rejected: [value]</td><td>Records were not created and were rejected. Rejected column represents number of records that failed validation.
Select the CSV file under the file column to understand why they were rejected.</td></tr>
<tr><td></td><td>
<table>
<tr><th>Uploaded</th><th>Status</th><th>Created/Updated</th><th>Rejected</th><th>Alerts</th><th>File</th></tr>
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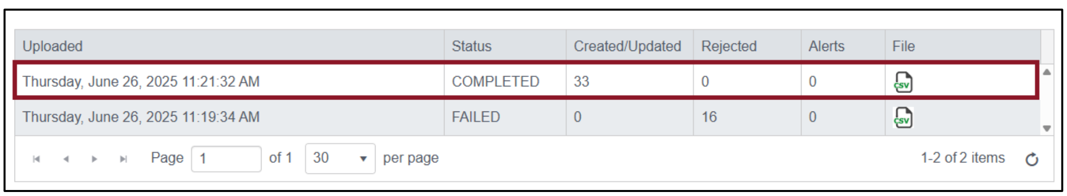
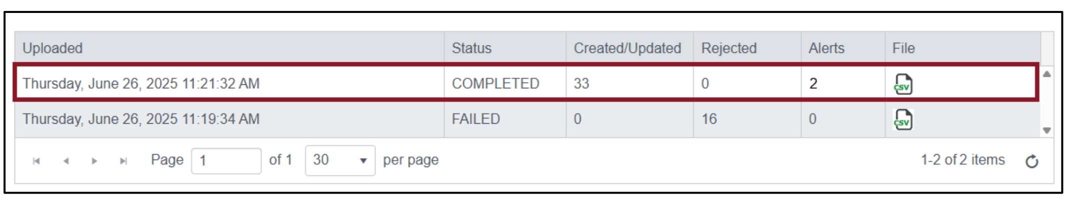
<tr><td>Thursday, June 26, 2025 11:19:34 AM</td><td>FAILED</td><td>0</td><td>16</td><td>0</td><td>csv</td></tr>
</table>
Page 1 of 1 30 per page 1-2 of 2 items</td></tr>
<tr><td>Created/
Updated: [value]</td><td>Records were created successfully.</td></tr>
<tr><td></td><td>
<table>
<tr><th>Uploaded</th><th>Status</th><th>Created/Updated</th><th>Rejected</th><th>Alerts</th><th>File</th></tr>
<tr><td>Thursday, June 26, 2025 11:21:32 AM</td><td>COMPLETED</td><td>33</td><td>0</td><td>0</td><td>csv</td></tr>
<tr><td>Thursday, June 26, 2025 11:19:34 AM</td><td>FAILED</td><td>0</td><td>16</td><td>0</td><td>csv</td></tr>
</table>
Page 1 of 1 30 per page 1-2 of 2 items</td></tr>
<tr><td>Alerts: [value]</td><td>Records were created but there are alerts that should be reviewed.
Select the CSV file under the file column to view the issue.</td></tr>
<tr><td></td><td>
<table>
<tr><th>Uploaded</th><th>Status</th><th>Created/Updated</th><th>Rejected</th><th>Alerts</th><th>File</th></tr>
<tr><td>Thursday, June 26, 2025 11:21:32 AM</td><td>COMPLETED</td><td>33</td><td>0</td><td>2</td><td>csv</td></tr>
<tr><td>Thursday, June 26, 2025 11:19:34 AM</td><td>FAILED</td><td>0</td><td>16</td><td>0</td><td>csv</td></tr>
</table>
Page 1 of 1 30 per page 1-2 of 2 items</td></tr>
</table>

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USER CSV UPLOAD MESSAGES

If you received an error message after completing your upload, the table below indicates which column heading (field) is generating the message and the most common correction associated with the message. If the provided solution does not solve the issue, contact the Service Desk.

The brackets ([ ]) indicate that information specific to your upload, testing program, or state will be displayed in the message. Messages are continually reviewed and updated, so some variation from the messages listed below should be expected. The table is ordered alphabetically by the Column to Correct column. Note that this is not the order columns appear on the template.

Message	Column to Correct	Common Corrections
Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]	n/a	This message indicates that the upload completed. If any records rejected or had alerts, select the CSV icon under File to see the associated error.
File Format not correct.	n/a	Check the CSV file to ensure that you are using the template and that the file is being saved as a CSV file.
The record is rejected because State Educator Identifier with value [value] is not valid.	State_Educator_Identifier	Check that the associated field matches the approved format (i.e. Alphanumeric).
The record is rejected because Email with value [value] is not valid.	Educator_Email_Address	Check that the associated field matches the approved format (i.e., Alphanumeric).
The record is rejected because First Name with value [value] is not valid.	Legal_First_Name	Check that the associated field matches the approved format (i.e., Alphanumeric).
The record is rejected because First Name with value is not valid.	Legal_First_Name	Fill in the associated field.
The record is rejected because Last Name with value [value] is not valid.	Legal_Last_Name	Check that the associated field matches the approved format (i.e., Alphanumeric).
The record is rejected because Last Name with value is not valid.	Legal_Last_Name	Fill in the associated field.
The record is rejected because Display Identifier with value [value] is not valid.	Organization_ID	Check that the associated field matches the approved format (i.e., Alphanumeric).
The record is rejected because Display Identifier with value [value] is not found.	Organization_ID	The associated field must match a value in Kite Educator Portal. Check associated field against program information.
The record is rejected because Display Identifier with value is not valid.	Organization_ID	Fill in the associated field.
The record is rejected because Organization Type Code with value is not valid.	Organization_Level	Fill in the associated field.
The record is rejected because Organization Type Code with value [value] is not found.	Organization_Level	The associated field must match a value in Kite Educator Portal. Check associated field against program information.
Primary Role is required.	Primary_Role	Fill in the associated field.
The record is rejected because Primary_Role with value [value] is not valid.	Primary_Role	Check that the associated field matches the approved format.
The record is rejected because an invalid Mobile Number.	Educator_Mobile_Number	Check that the associated field matches the approved format (i.e., Numeric).

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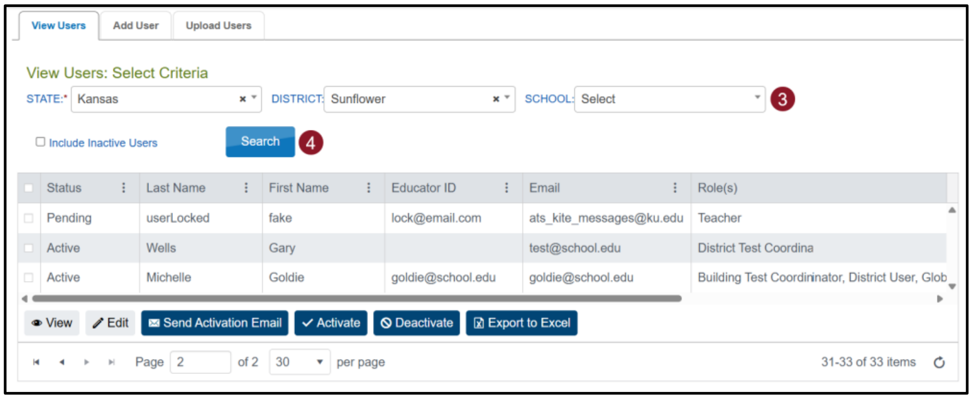
VIEW USERS

1. Select **Settings**.
2. Select **Users**. The **View Users** tab displays.
3. Select any drop-down **filters** necessary.
4. Select **Search**.

NOTE: Inactive users will only display if the "Include Inactive Users" box is checked.



MANAGE USERS

Test coordinators and others responsible for data can take several actions with user accounts. These actions are available after finding user(s) in EP using the Viewing Users procedure on the previous page.

DEACTIVATE A USER

Select the user, then select **Deactivate**.

NOTE: Users can also be deactivated through the User Upload.

REACTIVATE AN INACTIVE USER

Inactive users only appear if the "Include Inactive Users" box is checked. To activate an inactive user, select the user, then select Activate.

RE-SEND ACTIVATION EMAIL

Select the user, then select the **Send Activation Email** button.

UNLOCK A LOCKED USER ACCOUNT

Select the user, then select **Unlock**.

CLAIM A USER FROM ANOTHER DISTRICT

Select the **Claim Users** tab. Enter the user's First Name and Last Name **OR** the user's Educator ID. Select **Search**. Select the user and then select **Claim User**.

NOTE: A user must be Inactive to be claimed. This means that their former district must have deactivated them.

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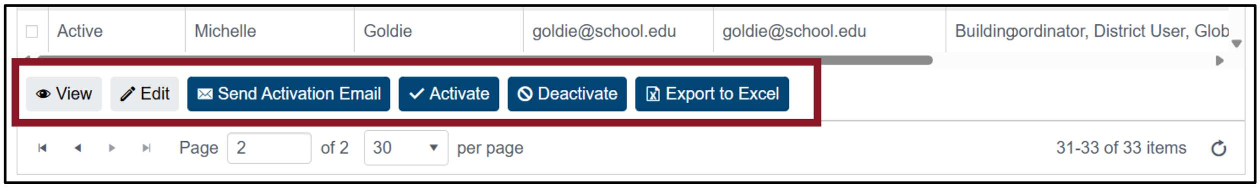
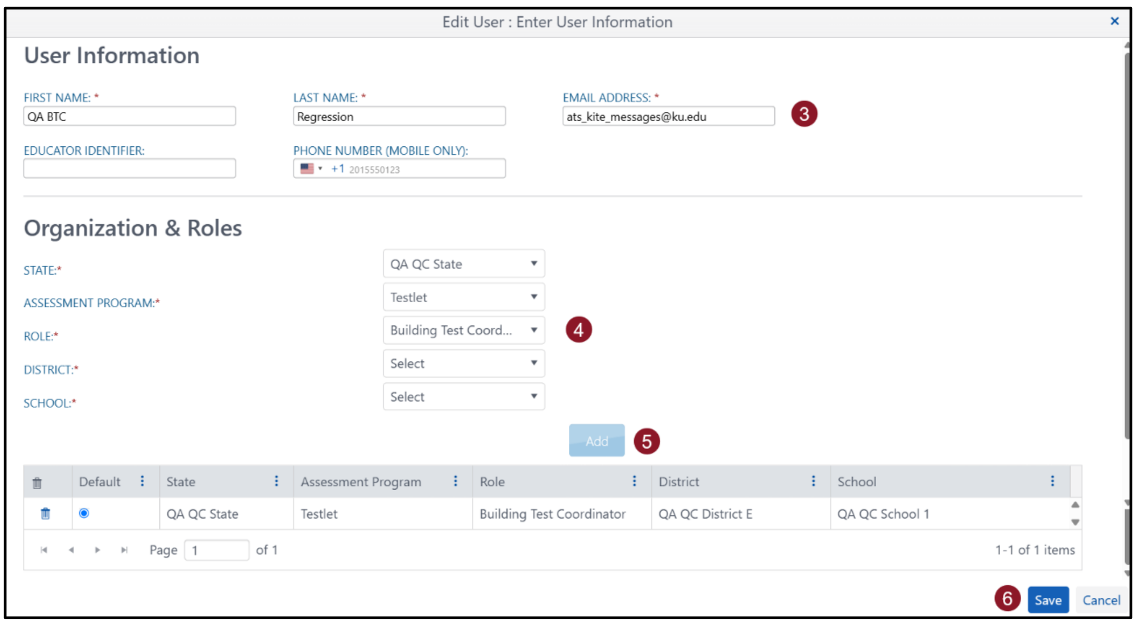
EDIT USERS MANUALLY

To edit a user's information such as their first name, last name, email, educator ID, or add/remove any roles and organizations, perform the following steps.

1. Select the user from the table that you wish to modify.
2. Select **Edit**.



3. On the Edit User screen, edit the applicable user information.
4. Select Organization & Roles drop-down fields to add an organization or role.
5. Select **Add**. You will see the user's new role/organization listed in the table below.
6. Select **Save**.



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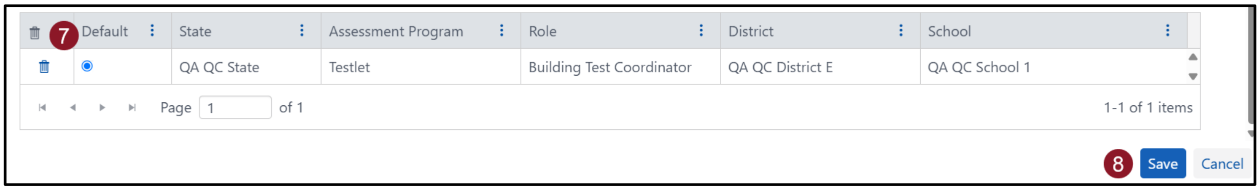
7. To **delete an organization or role** from a user's account, select the trash icon next to the desired row in the Organization & Roles table.



NOTE: When deleting a role, you may have to specify a new Default role for the user by making a selection in the Default column.

8. When you have finished making changes, select **Save**.

EDIT USERS USING A CSV FILE

The 'User_Upload_Template.csv' file can also be used to edit by overwriting any user data field (data contained in the upload file will overwrite the existing data in Kite), except the email address.

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APPENDIX B: MANAGE ROSTERS

Each row in the Roster Upload Template file connects one teacher to one student for one subject, thus creating one roster. Each roster can connect several students from various grades for the same subject to the same teacher.

The data manager must keep in mind the following:

- One student for one subject cannot be connected to more than one teacher.
- One student can be connected to the same teacher twice if the subjects are different.
- Students must be rostered for each subject in which they will be testing in the current school year.
- Students can only be rostered in the subjects and grades available for testing.
- A district-level user can create rosters for teachers from several schools across their district with a single upload.
- A building-level user can create rosters for all teachers in their school with a single upload.

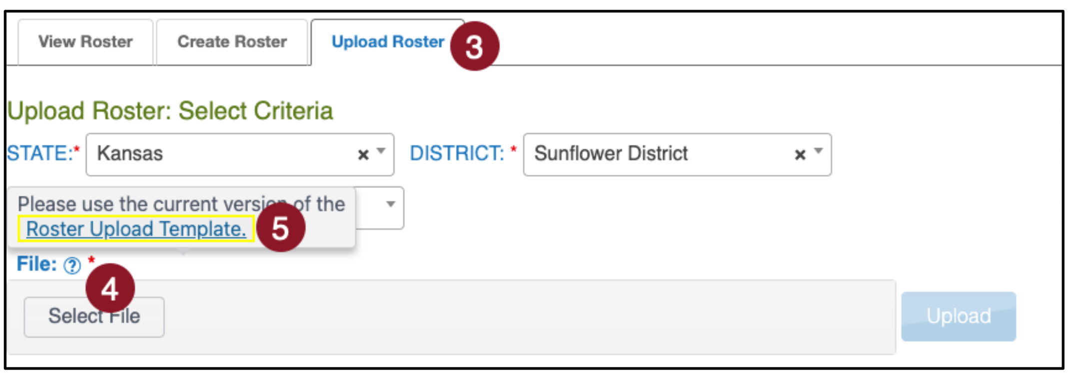
There are two methods to create rosters: uploading a CSV file or manually entering information through the user interface.

ROSTERING USING UPLOAD METHOD

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**.



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.

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ENTER ROSTER INFORMATION INTO TEMPLATE FILE

Enter the roster data into the CSV file. Use a new row for each student and for each subject being assessed. A student can be entered more than once with a different subject and a different teacher. Students in other grades can be entered for the same subject and teacher.

Remember to save your file in CSV format. The upload will fail if any other file format is used.

Use the table below for guidance on what to enter in each column.

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.	Sci = Science
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.	2026
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_Middle_Name	The student's middle name, if applicable.	Alphanumeric
J*	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
K*	State_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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Col.	Column Title	Description	Acceptable Values
L*	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
M*	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
N	Remove_From_Roster	To remove a student from a roster, type REMOVE in column N. Otherwise, the field should remain blank. **NOTE**: A roster can also be removed manually using the user interface.	REMOVE [BLANK]

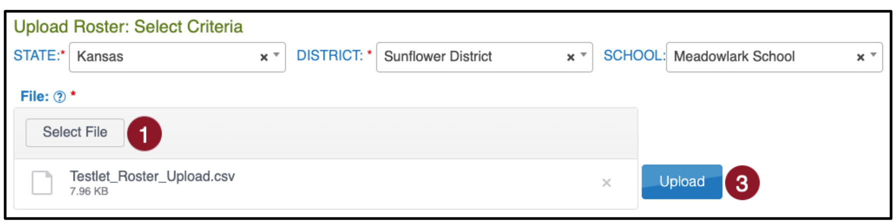
*Indicates this field is required.

BEST PRACTICES FOR NAMING ROSTERS

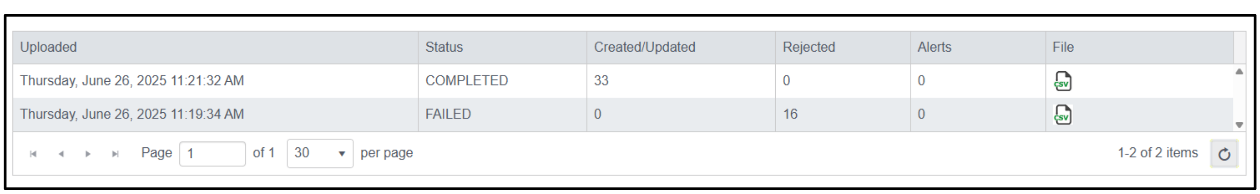
Consider defining a standard naming convention for rosters, which can make sorting and finding a specific roster easier later. For example, if the teacher’s last name is followed by the subject to create the roster name, rosters appear neatly grouped when sorted alphabetically.

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.



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 CSV 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.



NOTE: If a student is incorrectly rostered for a subject in a state that does not test the grade in which the student is enrolled, an error message will convey that information. Correct the roster and upload again.

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ROSTERING MANUALLY THROUGH USER INTERFACE

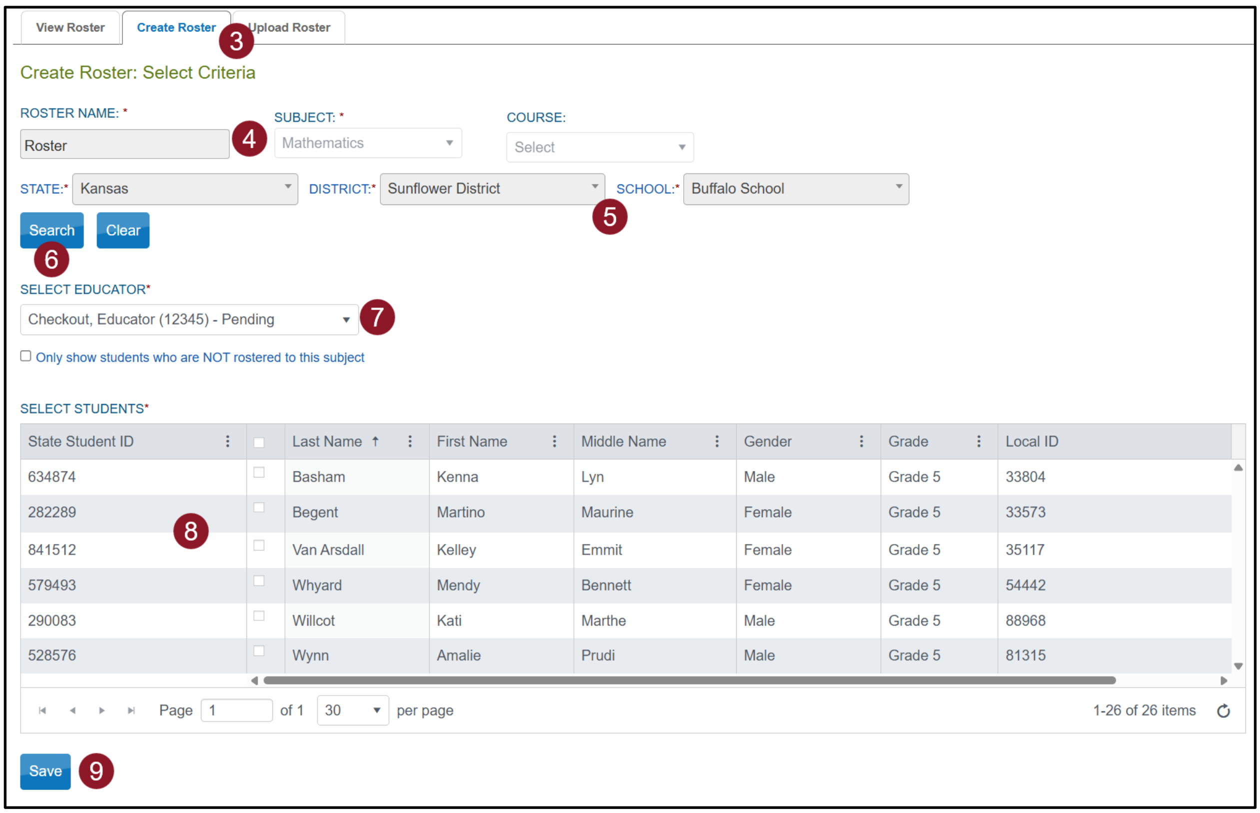
The user interface is an efficient tool when rostering a small number of students or editing an existing roster by adding or removing students.

CREATING A NEW ROSTER

1. Select **Settings**.
2. Select **Rosters** from the drop-down menu.
3. Select the **Create Roster** tab.
4. Enter the roster name and select the subject and 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.

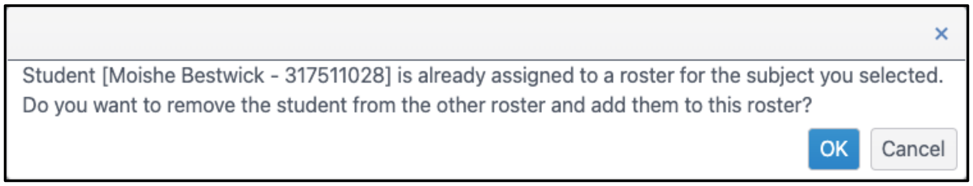
NOTE: The drop-down menu will show all users that have a Teacher role in the selected school.

8. Choose the students to roster by selecting the checkbox in the Select Student grid.

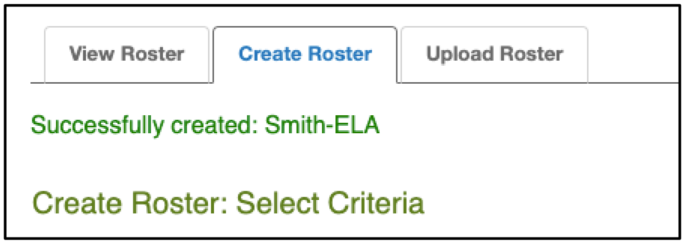


9. After selecting the appropriate students, select **Save**.

10. If a student is already rostered in the subject chosen, a pop-up message will appear. Select **OK** to remove the student from the first roster and add the student to the new roster. Select **Cancel** to return to the list of students.



11. Once the students have been added to the roster, a Success message will display a message that the new roster was successfully created.



EDITING AN EXISTING ROSTER

To change roster data or remove a roster, follow these steps:

1. Select **Settings**.
2. Select **Rosters** from the drop-down menu.
3. Select the district/school from the drop-down menu.
4. Select **Search**.
5. All previously created rosters will display. Select the desired roster to edit/delete.
6. The View/Edit Roster screen will automatically display. The following edits can be made to a roster on this screen:
   - Change the Roster Name.
   - Change the educator connected to the roster by choosing another educator from those available in the Select Educator drop-down menu.
   - Change the students connected to the roster. This includes adding and removing students from the roster using the checkbox next to the student’s state identifier.
   - Delete the roster by deselecting all students from the roster.
7. Once all desired edits from the available choices are made, scroll to the bottom of the screen, and select **Save**.

NOTE: The subject and course fields are not editable. If either of these fields must change, a new roster must be created for the correct subject and course. Select the new teacher and the students. This moves them from the incorrect roster to the correct roster. Once all students are removed from the incorrect roster, the incorrect roster is automatically deleted.

EDITING A ROSTER USING THE ROSTER EXTRACT

For users that have a large number of changes to their rostering data and for which editing the roster manually would be cumbersome, a CSV upload can be used to edit existing roster data. The process will involve downloading the Roster Extract, editing the roster information, and then uploading this information.

1. To edit a roster using this method, perform the following steps.
2. Download a new Roster extract for your organization (see above).
3. Remove the first 10 columns of data (Extract_State through Extract_Educator_Email_Address).
4. Keep rows of information that require correction. Delete rows of information that do not require correction.
5. Make any needed corrections to your data.
6. Ensure the column headings EXACTLY match the Roster Upload Template file. You should only have columns A through N (Roster_Name through Remove_From_Roster).
7. Upload the file using the process described in *Rostering Using Upload Method*.

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APPENDIX C: PARENT PORTAL

Parents can access their child's assessment score reports using Kite Parent Portal. It is the responsibility of the district administrators to establish and maintain all parent-to-student connections through Kite Educator Portal. Only district-level users can add and edit parent-to-student connections.

NOTE: IMPORTANT—it is the district's responsibility to ensure that parents are tied to the correct student in the Parent Upload Template file. We recommend using a SIS to download parent email addresses with State Student IDs to avoid errors.

The **initial set up** of parent-to-student connections is completed with the Standard Upload with Parent Upload Template process. There are three ways to add parent-to-student connections (Manual, Append Upload with Parent Upload Template, and Standard Upload with Parent Extract or Initial Parent Upload Template). There are two ways to edit/update parent-to-student connections (Manual and Standard Upload with Parent Extract or Initial Parent Upload Template).

NOTE: Standard Upload process selection overwrites/replaces all data with the data in the upload file. Append Upload process selection adds new data in the upload file to existing data after the system checks for any duplicate parent-to-student connections.

INITIAL PARENT-TO-STUDENT CONNECTIONS: STANDARD UPLOAD WITH PARENT UPLOAD TEMPLATE

The initial parent-to-student connections are made with the Standard Upload process using a completed Parent Upload Template. Multiple parents can be connected to a single student and multiple students to a single parent.

NOTE: At the end of the school year, parent-to-student connections are removed from Kite Educator Portal. District administrators must upload new parent-to-student connections each year to allow parents to continue viewing student score reports.

Uploads can occur at the district or school level. For a district upload, students that are not scheduled to take an assessment may be uploaded. Include all students in the district, even those not enrolled in Educator Portal for the current year (e.g., grade 12), as historical score reports will be available for those students.

For a school level upload, only students enrolled in Educator Portal may be uploaded.

NOTE: A CSV file template is available by clicking the File(?) icon on the Upload Parent tab.

NOTE: To prepare the template file in advance, skip to steps 6 below.

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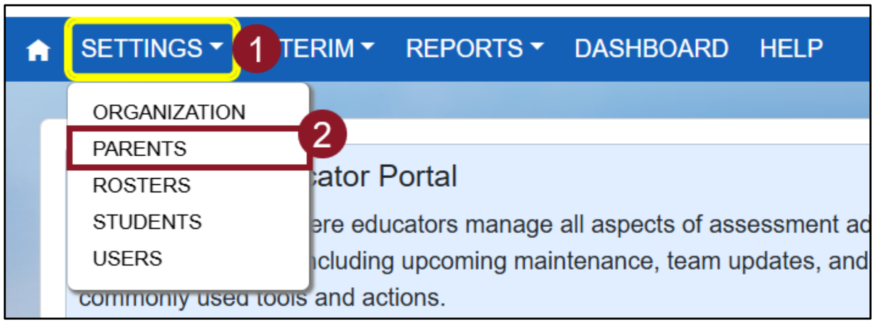
To upload the template, perform the following steps:

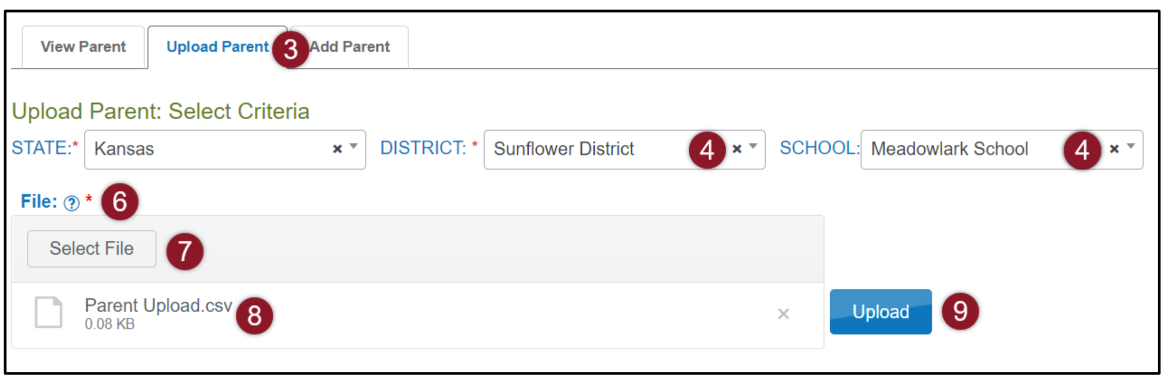
1. Select **Settings**.
2. Select **Parents**.



3. Select the Upload Parent tab.
4. Select the District.
5. If applicable, select the School.

NOTE: To upload a district file, do not select a school.

6. Select the question mark icon (File: ?) to download the Parent Upload Template.
7. Complete the template (see Parent CSV File Format below).
8. Rename the file as needed.
9. Save the file as a CSV (comma-delimited) file.
10. Select the **Select File** button.
11. Select the appropriate CSV file from your computer and select Open.
12. Select **Upload**.



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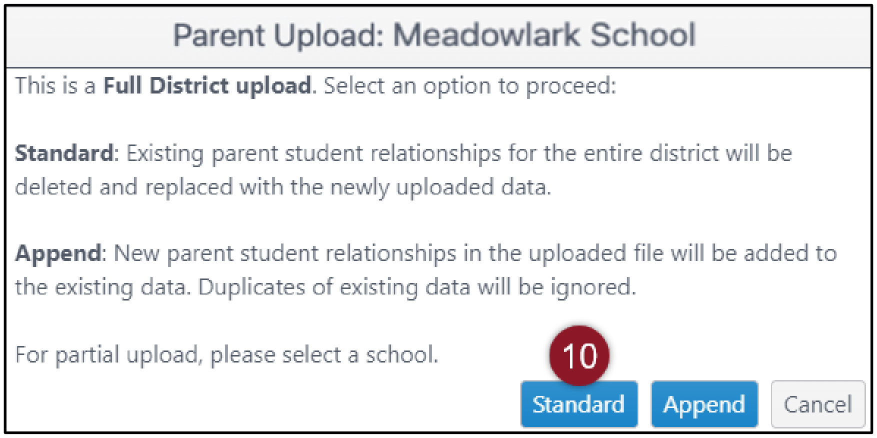
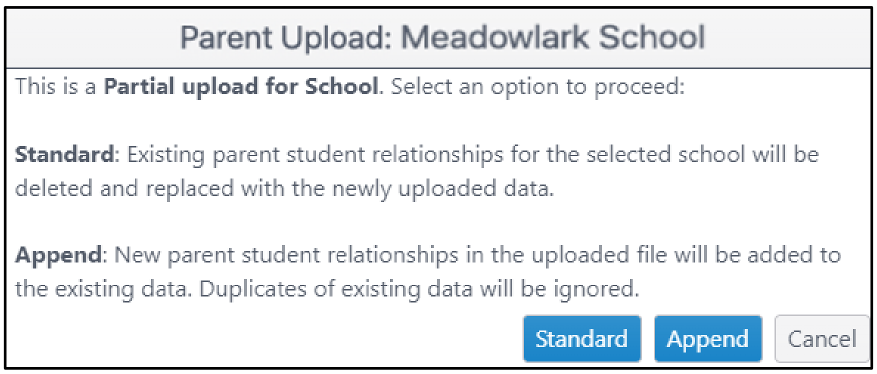
13. Choose **Standard** (overwrites). The first figure below shows the upload process selection window for **full upload**. The second figure below shows the upload process selection window for **partial upload**.





The upload status will be Pending until all records are processed. Once the file is processed, the status will change to Completed.

NOTE: Select Append when adding (not overwriting) a parent-to-student connection.

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PARENT CSV FILE FORMAT

All column headings are required. The table below is included to help organize your file.

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

*Indicates this field is required.

REVIEW PARENT FILE UPLOAD

The final step to uploading a parent file is to verify records uploaded successfully. The brackets ([ ]) indicate that information about your upload or testing program will be displayed in the message. Go to *Review User File Upload* to see status messages.

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PARENT CSV UPLOAD MESSAGES

If you received an error message after completing your upload, the table below indicates which column heading (field) is generating the message and the most common correction associated with the message. If the provided solution does not solve the issue, contact the Service Desk. Messages are continually reviewed and updated, so some variation from the messages listed below should be expected.

NOTE: The brackets ([ ]) indicate that information specific to your upload, testing program, or state will be displayed in the message.

Message	Column to Correct	Common Corrections
Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]	n/a	This message indicates that the upload completed. If any records rejected or had alerts, select on the CSV icon under File to see the associated error.
File Format not correct	n/a	Check the CSV file to ensure that you are using the correct template, you have not altered the template headings, and that the file is being saved as a CSV file.
Duplicate parent student relation for the district	All	There is a duplicate parent student relationship for the district.
User trying to upload parent outside district	Attendance_District_Identifier	Check that the Attendance_District_Identifier matches the district in which you are a user.
Parent email	Parent_Email	The parent's email is required and was blank in the upload
State student identifier is required	State_Student_Identifier	The SSID is required and was blank in the upload.
SSID value too long	State_Student_Identifier	The SSID entered is longer than the maximum length.
Was not found in the specified organization	State_Student_Identifier	The SSID entered was not found in the specified organization.

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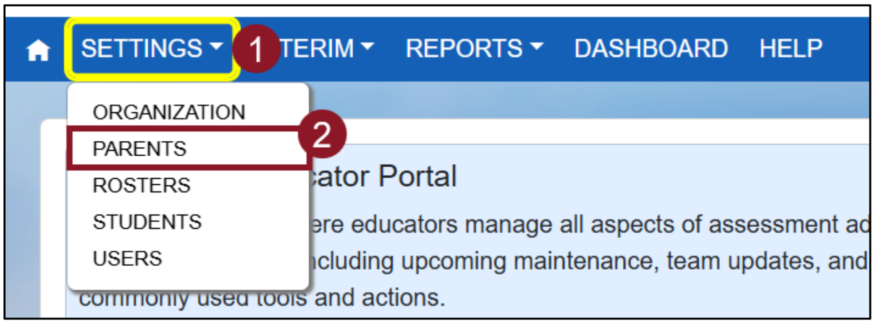
VIEW PARENTS

To view parents uploaded to Educator Portal, follow the process outlined below:

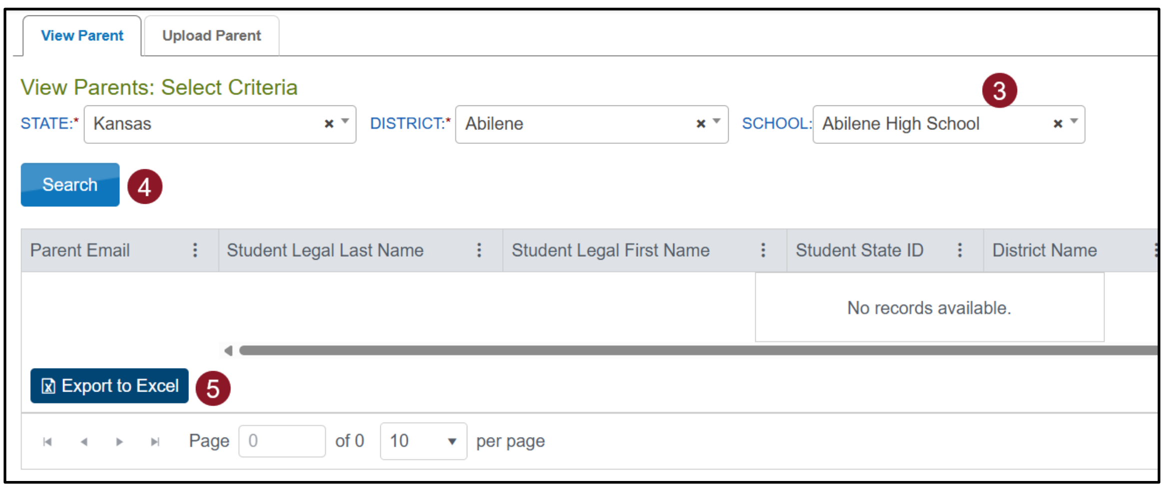
1. Select **Settings**.
2. Select **Parents**.



3. Select the necessary criteria from the available dropdowns.

NOTE: Fields marked with a red asterisk are required.

4. Select **Search**.



5. Select **Export to Excel** to download an .XLSX file containing the information shown in the table. Show, hide, or filter columns in the table to add or remove data from the export file.

PARENT EXTRACT

A parents' extract is available under the Reports tab in Educator Portal. The Parent Extract can be modified and reuploaded to add or edit/update parent-to-student connections. The extract will have all parent-to-student connections that are in Parent Portal at the time the extract is accessed. It includes all data entered for each parent-to-student connection. The Parent Extract also includes the student's first and last name and the district name.

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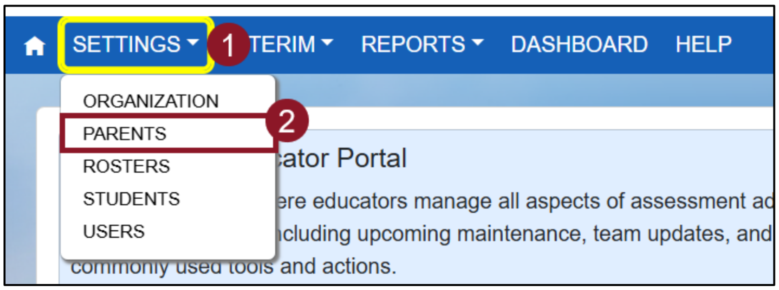
ADD PARENT-TO-STUDENT CONNECTIONS

There are three ways to add parent-to-student connections (Manual, Append Upload with Parent Upload Template, and Standard Upload with Parent Extract or Initial Parent Upload Template).

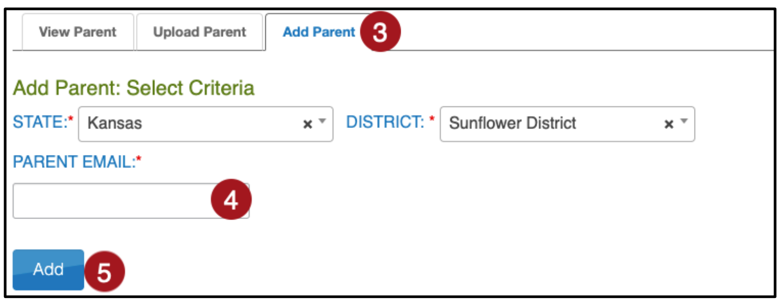
ADD: MANUAL

Users can manually add a parent-to-student connection. To manually add a parent-to-student connection, perform the following steps:

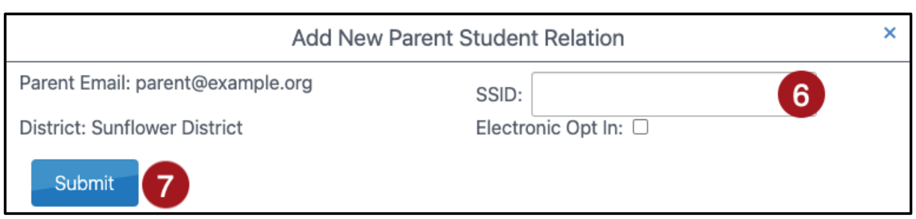
1. Select **Settings** in the navigation menu.
2. Select **Parents**.



3. Select the **Add Parent** tab.



4. Enter the Parent Email.
5. Select **Add**.
6. In the popup window, enter the student's SSID in the text box.
7. Select **Submit**. Select **OK** in the successful parent-to-student connection pop up.



NOTE: Electronic Opt In is future development, selection has no functionality at this time.

8. To add additional students, enter a new SSID and select **Submit**. Continue until all SSIDs that should be connected to the parent email are entered.

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ADD: APPEND UPLOAD WITH PARENT UPLOAD TEMPLATE

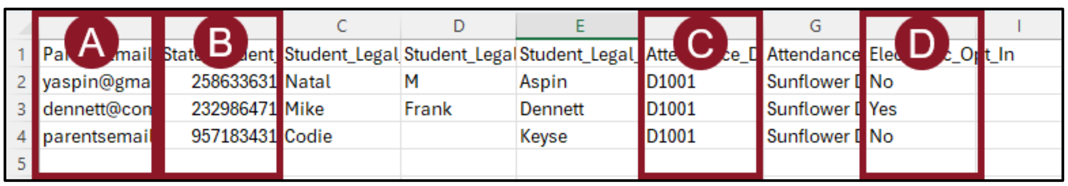
Users can upload a new Parent Upload Template to add a parent-to-student connection by selecting Append to upload. To upload a new file with one or more new parent-to-student connections (adding to the existing connections), follow the instructions in the section above titled Initial Parent-to-Student Connections: Standard Upload with Parent Upload Template. Select the Append process.

> **NOTE**: Do not select Standard if intending to add connection(s) to existing connections.

ADD: STANDARD UPLOAD WITH PARENT EXTRACT OR INITIAL PARENT UPLOAD TEMPLATE

Use the Parent Extract or the initial Parent Upload Template file to add parent-to-student connections. When a file is uploaded with the Standard Upload process, the records in the new file overwrite all previously uploaded records.

To use the Parent Extract, download the Parent Extract from the Reports menu, Data Extracts. Make any necessary additions to parent-to-student connections and keep all records that are correct. Remove all columns except Parent_Email, State_Student_Identifier, Attendance_District_Identifier, and Electronic_Opt_In. Save the spreadsheet in a CSV format.



To use the initial Parent Upload Template, use the Parent Upload Template file that was previously used, make any needed additions, and keep all records that are correct.

Finally, reupload either the extract or template file by following the instructions in the section above titled *Initial Parent-to-Student Connections: Standard Upload with Parent Upload Template*. **Select the Standard process**.

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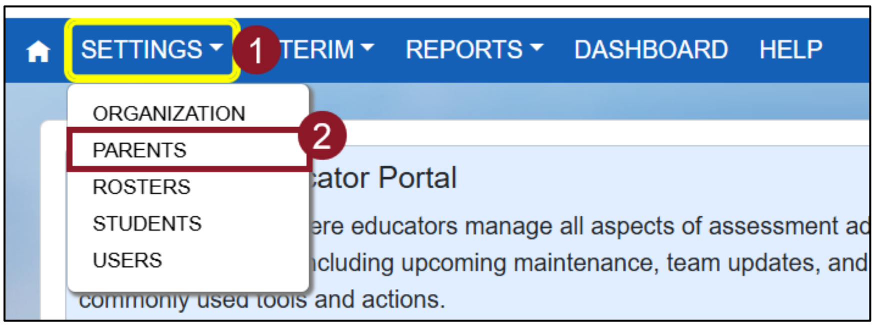
EDIT PARENT-TO-STUDENT CONNECTIONS

There are two ways to edit/update parent-to-student connections (Manual and Standard Upload with Parent Extract or Initial Parent Upload Template).

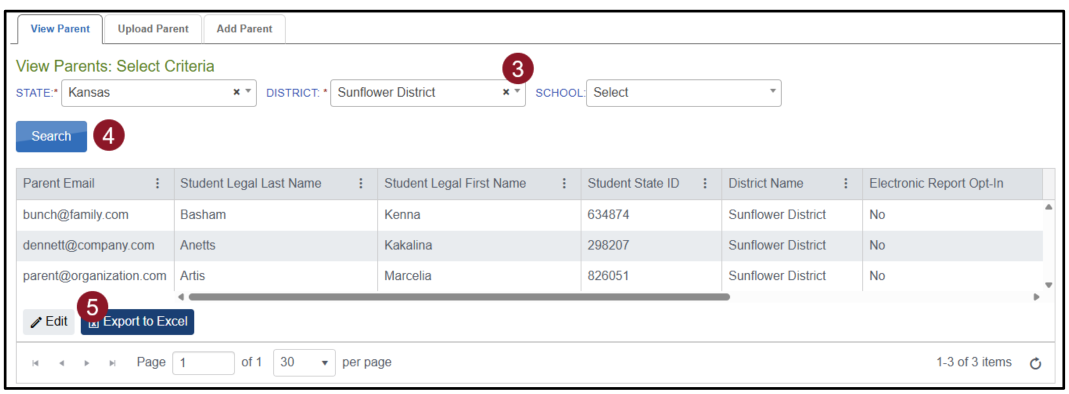
EDIT: MANUAL

On the View Parent tab, you can manually edit a parent's email address, remove students from the parent record, or add one or more students to the parent record. To edit a parent record from the View Parent tab, perform following steps.

1. Select **Settings**.
2. Select **Parents**. The View Parent tab is shown by default.

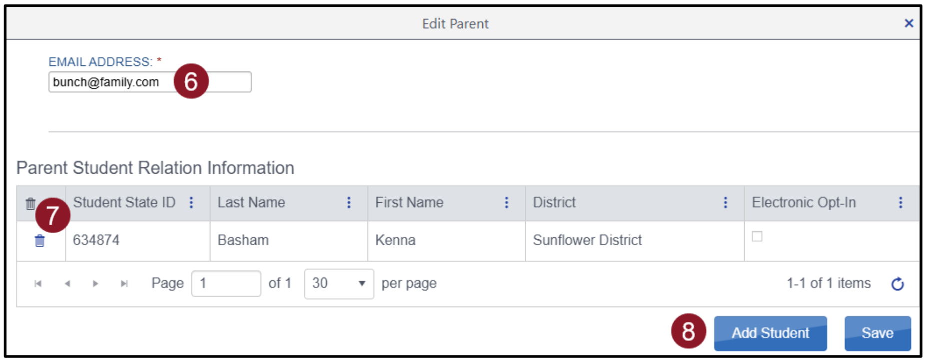


3. The state and district will autofill with the district-level user's organization. To narrow the search to a particular school, use the drop-down arrow to select a school.
4. Select **Search** to view records.
5. Locate and select the parent record that needs edited and select **Edit**.

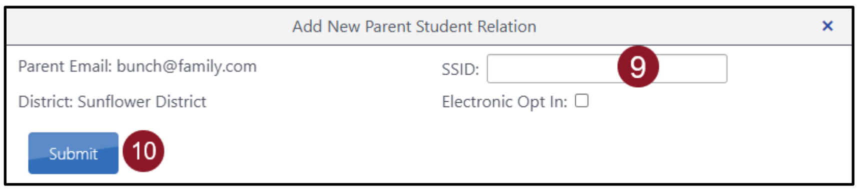


6. To edit the parent email address, make changes in the Email Address text box. Select **Save** when finished.
7. To delete a student from the parent record, select the trash can icon. A pop-up window will ask you to confirm the deletion of the Parent Student Relation row. After confirmation, select Save.

8. To add a student to a parent record, select **Add Student**. A new window will pop up.



9. Enter the student's SSID in the SSID text box.
10. Select **Submit**.

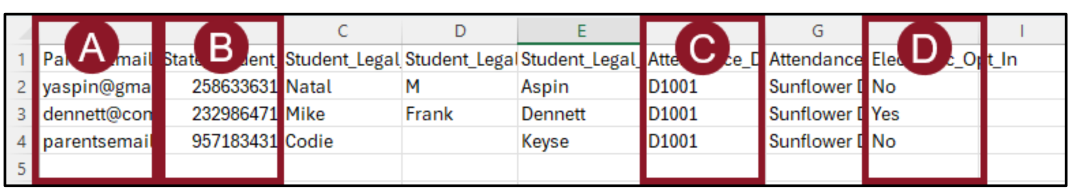


NOTE: Electronic Opt In is future development, selection has no functionality at this time.

EDIT: STANDARD UPLOAD WITH PARENT EXTRACT OR INITIAL PARENT UPLOAD TEMPLATE FILE

Use the Parent Extract or the initial Parent Upload Template file to edit/update parent-to-student connections. When a file is uploaded with the Standard Upload process, the records in the new file overwrite all previously uploaded records.

To use the Parent Extract, download the Parent Extract from the Reports menu, Data Extracts. Make any necessary changes to parent-to-student connections and keep all records that are correct. Remove all columns except Parent_Email, State_Student_Identifier, Attendance_District_Identifier, and Electronic_Opt_In. Save the spreadsheet in a CSV format.



To use the initial Parent Upload Template, use the Parent Upload Template file that was previously used, make any needed edits and keep all records that are correct.

Finally, reupload either the extract or template file by following the instructions in the section above titled *Initial Parent-to-Student Connections: Standard Upload with Parent Upload Template*. **Select the Standard process**.

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PARENT ACCESS TO KITE PARENT PORTAL

Provide the following to parents once the connections are established in Educator Portal.

EMAIL PARENTS

The following is an example letter to send to parents to notify them that they can access Parent Portal to view student score reports.

Dear Parent or Guardian:

<Greeting>

We are excited to provide your child's score reports through a secure website called Kite® Parent Portal! Kite Parent Portal allows you to access your child's score reports from all assessments administered through the Kite Student Portal.

To get started, please watch this introductory video to learn about Parent Portal: https://vimeo.com/905694120

When ready, access Parent Portal at https://parentportal-testlet.kiteaai.org. Use this email account to log in. You will then be emailed an access code that is valid for 24 hours.

Additional resources can be found at <insert website>. Here you will find the Testlet Kite Parent Portal Manual: Mast and guides to student score reports.

As always, if you have any questions, feel free to contact your student's teacher(s) or <insert contact information here>.

Thank you for using Kite Parent Portal!

<Salutation>

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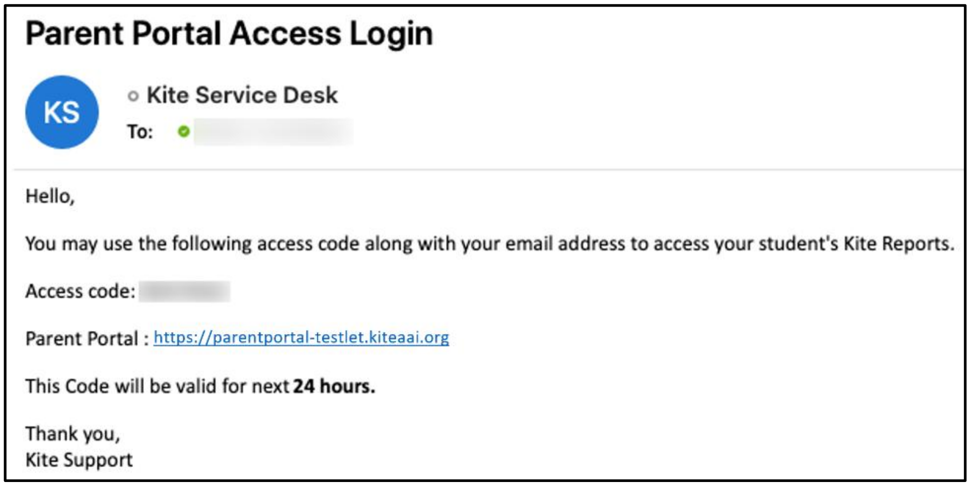
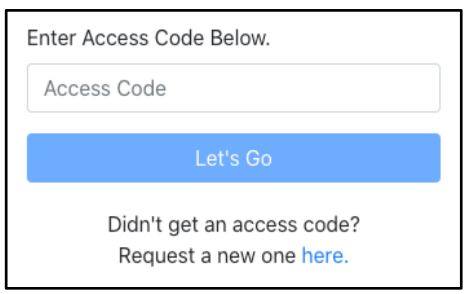
LOGGING IN TO KITE PARENT PORTAL

To log in to Kite Parent Portal, follow the processes outlined below.

1. Open your web browser and visit https://parentportal-testlet.kiteaai.org
2. Enter your email address you previously registered with your child's school district in the Email Address field.
3. Select Get Started!
4. An email will be sent from the Kite Service Desk to the registered email address with a temporary access code.



5. Paste or enter the access code in the area provided on the login screen.



6. Select **Let's Go**.

PARENT PORTAL USER GUIDE

The Testlet Kite Parent Portal User Manual: MAST is a guide that provides parents with information about how to access score reports for their students.

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