

# KITE<sup>®</sup> EDUCATOR PORTAL MANUAL: TESTLET

2023-24 | LOUISIANA



**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

Kite® and the Kite logo are trademarks of The University of Kansas. All other trademarks referenced in this guide belong to their respective owners.

### CHANGE LOG

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

Change Logged	Page(s)	Description of Change
8/20/2023	2	Added list of Help video titles available in Educator Portal
8/20/2023	Various	Updated screenshots of new Educator Portal user interface.

## 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), Building/School Test Coordinator (BTC), 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 [Kite Educator Portal](#) under the Help menu.

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

## REQUIRED SOFTWARE

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

- A supported browser 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: Managing Users* for instructions on how to add and edit users.

## 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](mailto: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](mailto: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

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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**.

**Kite**™

**Notice:** Do not give out, loan, or share your password with anyone. Allowing others access to your Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

**SIGN IN TO EDUCATOR PORTAL**

USERNAME:

PASSWORD:

**Sign In »** [Forgot Password?](#)

## 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**.

**Sign In »** [Forgot Password?](#)

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

**FORGOT PASSWORD?**

Enter your username and we will send you an email with the instructions for changing your password.

USERNAME:

**Submit »** [Back To Login](#)

**NOTE:** District Test Coordinators (DTCs) can request a password reset on behalf of staff members. Perform the steps described above using the staff member's email address.

## 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* for more information.



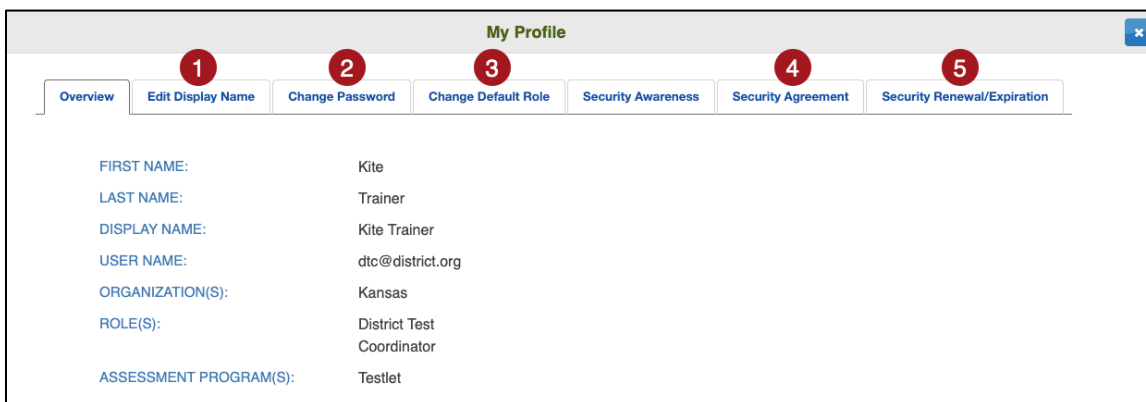
1. **Login Name:** Username displays in the upper right after the phrase “Logged in as.”
2. **Login Role, Organization, and Assessment Program:** A user's role, organization, and assessment program appear in three drop-down menus under username. If a user has more than one role, use the drop-down to switch.
3. **Menus:** The menus that display on the homepage vary by role. The menus include:
  - a. **Home** – returns the user to the homepage.
  - b. **Settings** – manage students, rosters, users, and organization settings.
  - c. **Manage Tests > Test Coordination** – get daily access codes for students to enter test by day, subject, and grade.
  - d. **Interim** – manage Testlet assessments and view results.
  - e. **Reports** – Contains the reports and data extracts.
  - f. **Help** – frequently asked questions (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 displayed 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.

**My Profile** ✕ 4

Overview Edit Display Name Change Password Change Default Role Security Awareness **Security Agreement** Security Renewal/Expiration

The Kite Suite provides opportunities for flexible assessment administration; however, all assessments delivered during the school year are secure. Test administrators and other educational staff who support implementation are responsible for following the Kite test security standards:

1. Assessments (testlets) 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 the Test Administration Manual, electronic materials used during assessment administration may not be printed.
3. Those who violate the Kite test security standards may be subject to their state's regulations or state education agency policy governing test security.
4. Educators are encouraged to use resources provided by Kite Suite, including practice activities and released testlets, to prepare themselves and their students for the assessments.
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. 2

Save 3

## 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.

<input type="checkbox"/>	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Program(s)
<input type="checkbox"/>	Active	Trainer	↑ Sort Ascending	0123456789	kite_trainer@sc...	TESTLET
<input type="checkbox"/>	Active	Trainer	↓ Sort Descending	9876543210	school_trainer...	TESTLET
<input type="checkbox"/>	Active	Workshop	Columns		kite_workshop...	TESTLET

Status  
 Last Name  
 First Name  
 Educator Identifier  
 Email  
 Assessment Program(s)  
 Role(s)

Send Activation Email     View   

Page 1 of 1    20 per page    1-3 of 3 items

[Live Chat](#)    © 2023    [Site Map](#)

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.

<input type="checkbox"/>	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Program(s)
<input type="checkbox"/>	Active	Trainer	↑ Sort Ascending	0123456789	kite_trainer@sc...	TESTLET
<input type="checkbox"/>	Active	Trainer	↓ Sort Descending	9876543210	school_trainer...	TESTLET
<input type="checkbox"/>	Active	Workshop	Columns		kite_workshop...	TESTLET

Status  
 Last Name  
 First Name  
 Educator Identifier  
 Email  
 Assessment Program(s)  
 Role(s)

Send Activation Email     View   

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[Live Chat](#)    © 2023    [Site Map](#)

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## STUDENTS: ENROLLING, ROSTERING, AND LOGINS

The Kite Suite is designed for flexibility supporting multiple methods for enrolling, rostering, and transferring students. For the Testlet program, students are enrolled and rostered through the user interface or by uploading CSV files. Students may be added at the district- and/or building/school-level.

Once student enrollment and roster data is 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 Profile (PNP) settings 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 student's assessment to appear in Kite Student Portal.

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NOTE: Students receive usernames and passwords to login to Kite Student Portal and Daily Access Codes to enter a Testlet.

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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. Educators access the codes in Educator Portal and share with students just before beginning an assessment.

For Students, please see *Appendix B: Managing Students* for detailed instructions on how to add, edit, and exit students.

For Rosters, please see *Appendix C: Managing Rosters* for detailed instructions on how to add, edit, and remove rosters.

## STUDENT USERNAMES AND PASSWORDS

Students must have a username and password to access tests in 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.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	04/30/2017 09:11 AM	CSV	New File
PNP Setting Counts	Student PNP setting counts by organization.	04/30/2017 09:00 AM	CSV	New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	08/11/2023 12:29 PM	CSV	New File
Parents	Parent details for active parent student relation.			New File
Roster	Student assignment by educator and subject.	08/09/2022 10:10 AM	CSV	New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	03/13/2018 11:10 AM	CSV	New File

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).

6. Select **Ok**.

**Create Extract** ✕

**Filters**

Assessment Program:

School:

Grade:  4

Subject:

Download as:  CSV  PDF 5

\* = Required 6

## DAILY ACCESS CODES

Daily Access Codes are alphanumeric values generated in Educator Portal that, along with student login usernames and passwords, allow students access 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 session. Daily Access Codes are available for the current testing day and next testing day after 2:30 PM. Monday's Daily Access Codes will be available Sunday at 2:30 PM.

### PRINT ONE DAILY ACCESS CODE

To print a Daily Access Code, perform the following steps.

1. Select **Manage Tests** in the navigation menu.
2. Select **Test Coordination**.
3. Select the **View Daily Access Codes** tab.
4. Select the appropriate **Assessment Program** and **Test Day**.

View Test Sessions | **View Daily Access Codes** 3

Select Assessment Program and the Test Day, the Daily Access Codes are sought for:

ASSESSMENT PROGRAM:\* TEST DAY:\*

Testlet 4 Select ?

5. In the Daily Access Codes column, select either the **PDF** or **CSV** icon to open the file.
6. Select **Done** once you have finished viewing the Daily Access Codes.

View Test Sessions | **View Daily Access Codes**

Select Assessment Program and the Test Day, the Daily Access Codes are sought for:

ASSESSMENT PROGRAM:\* TEST DAY:\*

Testlet Friday 09/09/2022 ?

Subject	Grade	Daily Access Codes
<input type="checkbox"/> Mathematics	Grade 5	5 PDF CSV
<input type="checkbox"/> Mathematics	Grade 7	PDF CSV

Page 1 of 1 10 per page 1-2 of 2 items

To bundle multiple Subjects/Grades in one file, select the associated checkbox(es) or select all, and click View Access Codes in PDF or CSV format: View Access Codes PDF View Access Codes CSV

For security purposes, when finished viewing access codes, click Done to close the window: Done 6

## PRINT MULTIPLE DAILY ACCESS CODES

To print multiple Daily Access Codes, perform the following steps.

1. Select **Manage Tests** in the navigation menu.
2. Select **Test Coordination**.
3. Select the **View Daily Access Codes** tab.
4. Select the appropriate **test day**.
5. Use the checkboxes to select **multiple Daily Access Codes** you would like to print.
6. Select the **View Access Codes** button for your preferred file type.
7. Select **Done**.

Select Assessment Program and the Test Day, the Daily Access Codes are sought for:

ASSESSMENT PROGRAM:\*  TEST DAY:\*

<input type="checkbox"/>	Subject	Grade	Daily Access Codes
<input type="checkbox"/>	Mathematics	Grade 5	
<input type="checkbox"/>	Mathematics	Grade 7	

Page 1 of 1 10 per page 1-2 of 2 items

To bundle multiple Subjects/Grades in one file, select the associated checkbox(es) or select all, and click View Access Codes in PDF or CSV format:

[View Access Codes](#)  [View Access Codes](#)  [Done](#)

For security purposes, when finished viewing access codes, click Done to close the window:

8. The file automatically downloads. **Save** the file.

## PERSONAL NEEDS PROFILE (PNP) AND SPANISH VERSION

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. Other settings such as Color Overlay and Magnification can be set shortly before beginning an assessment. PNPs can be entered manually or through an upload (for uploads, see *Appendix D: Add/Edit PNP Settings Through CSV Upload*).

NOTE: Some tools are available to all students, but can be set to activate by default, with specific setting selections, for students needing specific PNP settings.

Students needing the Spanish-language Testlet are identified in the PNP 24-hours prior to testing by selecting Key Word Translation Display under the Language & Braille tab.

### CREATE A PNP MANUALLY

Complete the following steps to create a PNP manually:

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**.

State Student Identifier	Local ID	Last Name	First Name	First Contact	PNP Profile
258633631	94082	Aspin	Natal	Not Applicable	CUSTOM
605925338	90297	Beecham	Esmé	Not Applicable	NO SETTINGS
825250393	14663	Bickmore	Dollie	Not Applicable	NO SETTINGS
591332292	33804	Browse	Ashley	Not Applicable	CUSTOM
232986471	26579	Dennett	Mike	Not Applicable	NO SETTINGS
761276775	96074	Dives	Welbie	Not Applicable	NO SETTINGS

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



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

View Student Record - Esme Andreas Beecham ×

---

**Student**

**Student State ID:** 605925338      **Date of Birth:** 11/11/2006

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**Demographic**

**Gender:** Male      **Comprehensive Race:** White  
**First Language:**      **Hispanic Ethnicity:** Yes

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**Profile**

**Primary Disability:** No Disability      **PNP Profile:** No Settings  
**Assessment Program:** KAP - KAP      **First Contact Survey:** Not Applicable

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**School Enrollment**

- Sunflower District (D1001) / Meadowlark School (1001) Grade 8, School Year 2021  
**Accountability:** Sunflower District (D1001) / Meadowlark School (1001)  
**Student Local ID:** 90297      **Gifted Student:**  
**State Entry:** 08/01/2010      **District Entry:** 08/01/2010      **School Entry:** 08/01/2010

Subject:	Course	Educator	Roster
English Language Arts		Lisa Braun	KAP_Roster_123

8. Select **Edit Settings** or one of the tabs to go directly to that section.

Esme Beecham ×

Summary
Display Enhancements 9
Language & Braille 10
Audio & Environment Support 11
Other Supports 12

**Student Demographics**

**FIRST NAME:** Esme  
**MIDDLE NAME:** Andreas  
**LAST NAME:** Beecham  
**STATE ID:** 605925338  
**GRADE:** Grade 8  
**GENDER:** Male  
**DATE OF BIRTH:** 11/11/2006

**Current Profile Settings**

No accessibility preferences have been set

8 [Edit Settings](#)

9. Select the **Display Enhancements** tab to review and select desired options.

NOTE: “Activate by Default” indicates that the feature will be activated as soon as a student passes the instructions screen in Kite Student Portal.

Options	Action and Description
Magnification (Available to all students)	By selecting this option, screen magnification is provided during testing, with options of 2x, 3x, 4x, or 5x magnification. Students using higher levels of magnification will need to scroll up and down and right and left on their device to view items in their entirety and to navigate the screen options. Select Activate by Default to set an initial magnification level.
Masking (Available to all students)	Masking places a shaded box on the student’s screen which can be resized and moved around the screen. Leave all settings unselected. This tool is enabled for all students.
Overlay Color (Available to all students)	The overlay color is the background color of the test. The default color is white. Students will have the option to choose between five colors. Leave all settings unselected. This tool is enabled for all students.
Contrast Color (Available to all students)	The contrast color allows users to choose from several background and text colors. Leave all settings unselected. This tool is enabled for all students.
Invert Color Choice (Available to all students)	The invert color choice will cause the test background to appear black with white lettering. Leave all settings unselected. This tool is enabled for all students.

10. Select the **Language & Braille** tab to review and select desired options.

Kakalina Anetts

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Summary
Display Enhancements
Language & Braille
Audio & Environment Support
Other Supports

**Braille**

**Braille File Type**

EBAE

UEB with Nemeth

**Keyword Translation Display**

Activate By Default

Default(Spanish-(SPA)) ▾

Save

Options	Action and Description
Braille	<p>The Braille options are EBAE, UEB with Nemeth, or UEB Math/Science.</p> <hr/> <p>NOTE: Braille booklets are not available for the 2022-23 school year.</p> <hr/>
Keyword Translation Display (Spanish Version)	<p>The Keyword Translation Display serves as a way to select a Spanish-language Testlet for the student. Only available for mathematics.</p> <hr/> <p>NOTE: Please allow 10-15 minutes for the system to assign the Spanish-language Testlet for the student.</p> <hr/>

11. Select the **Audio & Environment** Support tab to review and select desired options.

Kakalina Anetts

Summary
Display Enhancements
Language & Braille
Audio & Environment Support
Other Supports

**Spoken Audio**

Voice Source

Synthetic

Spoken Preference

Text & Graphics

Save

Options	Action and Description
Spoken Audio	<p>The Spoken Audio, or Text-to-Speech (TTS) option highlights the words or graphics on the screen in yellow as the synthetic voice reads them.</p> <p>Under Spoken Preferences, Text and Graphics is the default.</p>

12. Select the **Other Supports** tab to review and select desired options.

Kakalina Anetts

Summary
Display Enhancements
Language & Braille
Audio & Environment Support
Other Supports

**Supports Provided By Alternate Form**

Alternate Form - Visual Impairment

Alternate Form - Large print booklet

Alternate Form - Paper and Pencil

**Supports Provided Outside the System**

Test admin enters responses for student

Options	Action and Description
Supports Provided By Alternate Form	Alternate form – Paper and Pencil: Select this option if the student cannot test on a device. A paper and pencil form will be provided.
Supports Provided Outside the System	<b>Test administrator enters responses for student:</b> If students are unable to select their response options independently and accurately, they may indicate their selected responses through their normal response types or forms of communication, such as eye gaze. Then, on the student’s behalf, the test administrator may enter those responses.

13. When you are finished selecting PNP settings, select **Save**.

## 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 **line for the file** you wish to create.
4. In the Action column, select the **New File** button.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	04/30/2017 09:11 AM	CSV	New File
PNP Setting Counts	Student PNP setting counts by organization.	04/30/2017 09:00 AM	CSV	New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	09/02/2022 11:06 AM	XLSX	New File
Parents	Parent details for active parent student relation.			New File
Roster	Student assignment by educator and subject.	08/09/2022 10:10 AM	CSV	New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	03/13/2018 11:10 AM	CSV	New File

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 be 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. Open or save the file.

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

---

## 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.

---

### PNP SETTINGS (ABRIDGED)

The PNP Settings (Abridged) extract is a CSV extract that lists the accessibility (PNP Profile) settings for the students enrolled in a user's organization. The extract contains a column for every possible PNP Profile setting and indicates if that setting has been chosen for a student. If a support has multiple options, the details of those settings are listed. Users can use this extract to update student PNP settings through upload. See *Appendix D: Add/Edit PNP Settings through CSV Upload* for details.

---

### 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 *Editing an Existing Roster* in *Appendix C*.

---

### 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. See *Student Usernames and Passwords* under *Enrolling and Rostering Students*.

---

### 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 (School) Test Coordinator and a Teacher. The extract will display an X in each applicable column.

## 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. Enter one or more **types** to filter.
2. Enter one **subject** to filter.
3. Enter one **grade** to filter.
4. Select **Search**.

The screenshot shows the 'Manage Tests' interface. At the top, there are tabs for 'Assign Tests' and 'Manage Tests'. Below the tabs, the title is 'Manage Tests: Select Criteria'. There are four input fields with red circles indicating the steps: 1. 'TYPE:' with a dropdown menu showing 'Testletx'; 2. 'SCHOOL:' with a dropdown menu showing 'Meadowlark School'; 3. 'SUBJECT:' with a dropdown menu showing 'Mathematics'; 4. 'GRADE:' with a dropdown menu showing 'Grade 7'. Below these fields is a blue 'Search' button. Underneath the search criteria is a table with the following data:

Test Name	Subject	Allow Responses	Students Assigned	Students Attempted	Students C
Fall_Math	Mathematics	Yes	34	12	14

Below the table are several action buttons: 'Assign', 'Start', 'Stop', 'Monitor', 'Tickets', and 'Delete'. At the bottom, there is a pagination control showing 'Page 1 of 1', '20 per page', and '1-1 of 1 items'.

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. If changes to a student's accommodations result in a different assigned test, the system will automatically inactivate the current test and assign a new test that matches the accommodations.



## 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.

ELA_Test2	English Language Arts	Yes	4	0	0
Writing G3	English Language Arts	Yes	4	1	1

Page 1 of 1    20 per page    1-4 of 4 items

On the Monitor Test Session overlay screen, the Overall Status column indicates whether or not 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.

## 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.

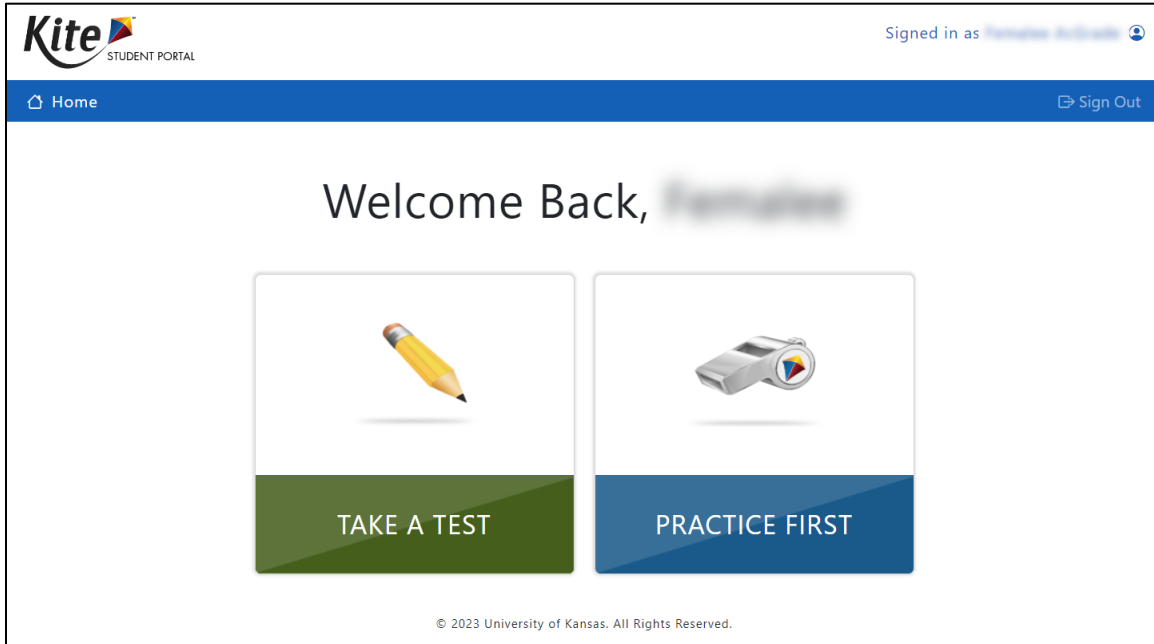
Test Name	Subject	Allow Responses	Students Assigned	Students Attempted
Math, Grade 7, Administration 2	Mathematics	Yes	41	0
Reading, Grade 7, Administration 2	English Language Arts	Yes	41	0
Math, Grade 7, Administration 1	Mathematics	Yes	41	37
Reading, Grade 7, Administration 1	English Language Arts	Yes	41	37

Page 1 of 1    10 per page    1-4 of 4 items

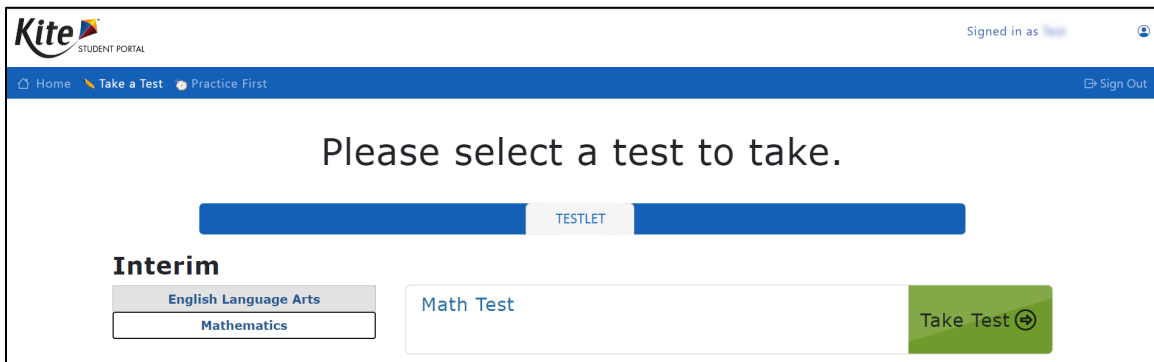
To access the same student usernames and passwords from Data Extracts, see above, *Student Usernames and Passwords* under *Students: Enrolling, Rostering, and Passwords*.

## TAKING TESTLETS

Assigned testlets are available to students in the Testlet Kite Student Portal application. After logging in, select TAKE A TEST



Select a subject and then select Take Test.



## 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 7:00am to 5:00pm Central time weekdays (closed on state holidays). 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](mailto: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/school name, or district name.

**Do send** the student ID number, the test the students are taking (subject and grade), and the error or concern you are reporting regarding the test taker.

## 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 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.

Logged in as Kite Administrator, [Sign Out](#)

Chat — Mozilla Firefox  
[https://app.five9.com/five9\\_clients/consales\\_latest/ChatConsole/rootURI=https://app.five9.com/consales/&type=chat&title=Kite Service](https://app.five9.com/five9_clients/consales_latest/ChatConsole/rootURI=https://app.five9.com/consales/&type=chat&title=Kite%20Service)

**Live Chat**

Name

Email

State

How can we help you? (No Personal Identifiable Information (PII), e.g., student name.)

[Start Chat](#)

Live Chat

Provided by Five9

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

Logged in as Kite Administrator, [Sign Out](#)

Chat — Mozilla Firefox  
[https://app.five9.com/five9\\_clients/consales\\_latest/ChatConsole/rootURI=https://app.five9.com/consales/&type=chat&title=Kite Service](https://app.five9.com/five9_clients/consales_latest/ChatConsole/rootURI=https://app.five9.com/consales/&type=chat&title=Kite%20Service)

**Live Chat** End

**Test Chat** Kite Admin 04:21 pm

Mitch 04:21 pm  
 Please give me a moment to review the information you provided. Reminder: Do not send any student Personally Identifying Information (PII) via chat.

Hello, This is Mitch.

Mitch 04:22 pm  
 How can I help you today?

[Send](#)

Extracts

Live Chat

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[Site Map](#)

Provided by Five9

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)
- District Test Coordinator (DTC)

A DTC may add a DTC, BTC, or TEA. A BTC may add a BTC 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, and email address.

---

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

---

5. Choose the appropriate **organization** and **role** for the new user.

---

NOTE: Only select DTC, BTC, or TEA. Do not select any other roles.

---

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**.

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

- Navigation:** View Users, **Add User** (highlighted with a red circle 3), Upload Users.
- User Information:**
  - FIRST NAME: \*
  - LAST NAME: \*
  - EMAIL ADDRESS: \*
  - EDUCATOR IDENTIFIER:
- Organization & Roles:**
  - STATE: \* (Kansas)
  - ASSESSMENT PROGRAM: \* (TESTLET)
  - ROLE: \* (Teacher) (highlighted with a red circle 5)
  - DISTRICT: \* (Sunflower District)
  - SCHOOL: \* (Meadowlark School)
- Buttons:** Add (highlighted with a red circle 6), Save (highlighted with a red circle 7).
- Table:**

Default	State	Assessment Program	Role	District	School
No records available.					
- Footer:** Page 0 of 0, No items to display.

## 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.

---

The screenshot displays the 'Upload Users' interface in the Kite Educator Portal. At the top, there are three tabs: 'View Users', 'Add User', and 'Upload Users' (highlighted with a red circle 3). Below the tabs, the heading is 'Upload Users: Select Criteria'. There are three dropdown menus for selection: 'STATE:' (set to Kansas, marked with a red asterisk and a red circle 4), 'DISTRICT:' (set to Sunflower District, marked with a red asterisk and a red circle 4), and 'SCHOOL:' (set to Meadowlark School, marked with a red asterisk and a red circle 4). Below these is a 'File:' section with a red asterisk and a red circle 5. It contains a 'Select File' button (red circle 5) and a file preview for 'Sunflower\_User\_Upload.csv' (0.96 KB). To the right of the file preview is an 'Upload' button (red circle 8). At the bottom, there is a table with columns: 'Uploaded', 'Status', 'Created/Updated', 'Rejected', 'Alerts', and 'File'. The table is empty, showing 'No records available.' and a pagination control at the bottom indicating 'Page 0 of 0' and '20 per page'.

## 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
<b>A*</b>	Legal_First_Name	The user's first name.	Alphanumeric
<b>B*</b>	Legal_Last_Name	The user's last name.	Alphanumeric
<b>C</b>	Educator_Identifier	If the user is a teacher, enter an identification number.	Alphanumeric
<b>D*</b>	Email	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
<b>E*</b>	Organization	The organization identifier in Kite Educator Portal. (Ex: D0123)	Alphanumeric
<b>F*</b>	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
<b>G*</b>	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 BTC DTC
<b>H</b>	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 (school test coordinator) might also be a teacher.	TEA BTC DTC
<b>I*</b>	Primary_Assessment_Program	At least one assessment program must be associated with a user when their information is uploaded.	TESTLET
<b>J</b>	Deactivate_User	Enter 'Deactivate' to deactivate the user. Leave blank to keep the user active.	Deactivate, [blank]

\*Indicates this field is required.



## REVIEW USER FILE UPLOAD

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

Status Message	Description																								
Failed	The CSV file failed to upload. Select the CSV file under the file column to understand why they failed.																								
	<table border="1"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>0</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
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Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					
Rejected: [value]	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.																								
	<table border="1"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
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Created/ Updated: [value]	Records were created successfully.																								
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Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0																					
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					
Alerts: [value]	Records were created but there are alerts that should be reviewed. Select the CSV file under the file column to view the issue.																								
	<table border="1"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td style="border: 2px solid red;">2</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	2		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
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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
<b>Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]</b>	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.
<b>File Format not correct.</b>	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.
<b>The record is rejected because Educator Identifier with value [value] is not valid.</b>	Educator_Identifier	Check that the associated field matches the approved format (i.e. Alphanumeric).
<b>The record is rejected because Email with value [value] is not valid.</b>	Email	Check that the associated field matches the approved format (i.e., Alphanumeric).
<b>The record is rejected because First Name with value [value] is not valid.</b>	Legal_First_Name	Check that the associated field matches the approved format (i.e., Alphanumeric).
<b>The record is rejected because First Name with value is not valid.</b>	Legal_First_Name	Fill in the associated field.
<b>The record is rejected because Last Name with value [value] is not valid.</b>	Legal_Last_Name	Check that the associated field matches the approved format (i.e., Alphanumeric).
<b>The record is rejected because Last Name with value is not valid.</b>	Legal_Last_Name	Fill in the associated field.

<b>The record is rejected because Display Identifier with value [value] is not valid.</b>	Organization	Check that the associated field matches the approved format (i.e., Alphanumeric).
<b>The record is rejected because Display Identifier with value [value] is not found.</b>	Organization	The associated field must match a value in Kite Educator Portal. Check associated field against program information.
<b>The record is rejected because Display Identifier with value is not valid.</b>	Organization	Fill in the associated field.
<b>The record is rejected because Organization Type Code with value is not valid.</b>	Organization_Level	Fill in the associated field.
<b>The record is rejected because Organization Type Code with value [value] is not found.</b>	Organization_Level	The associated field must match a value in Kite Educator Portal. Check associated field against program information.
<b>Primary Role is required.</b>	Primary_Role	Fill in the associated field.
<b>The record is rejected because Primary_Role with value [value] is not valid.</b>	Primary_Role	Check that the associated field matches the approved format.

## VIEW USERS

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

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

View Users
Add User
Upload Users

View Users: Select Criteria

STATE: \* Kansas x ▾ DISTRICT: \* Sunflower District x ▾ SCHOOL: Select ▾ 3

Include Inactive Users Search 4

<input type="checkbox"/>	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Program(s)
<input type="checkbox"/>	Active	Trainer	Kite	0123456789	kite_trainer@sc...	TESTLET
<input type="checkbox"/>	Active	Trainer	School	9876543210	school_trainer...	TESTLET
<input type="checkbox"/>	Active	Workshop	Kite	4569870123	kite_workshop...	TESTLET

Send Activation Email
 View
 Edit
 Activate
 Deactivate

⏪ ⏩ Page 1 of 1 ⏪ ⏩
20 ▾ per page
1-3 of 3 items ↻

## 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

To deactivate a user, select the check box next to the user, then select the Deactivate button.

The screenshot shows the 'View Users' interface with the following details:

- Buttons: View Users, Add User, Upload Users
- Section: View Users: Select Criteria
- Filters: STATE: Kansas, DISTRICT: Sunflower District, SCHOOL: Select
- Checkbox:  Include Inactive Users
- Table of users:

<input type="checkbox"/>	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Program(s)
<input type="checkbox"/>	Active	Trainer	Kite	0123456789	kite_trainer@sc...	TESTLET
<input type="checkbox"/>	Active	Trainer	School	9876543210	school_trainer...	TESTLET
<input checked="" type="checkbox"/>	Active	Workshop	Kite	4569870123	kite_workshop...	TESTLET

Buttons below the table: Send Activation Email, View, Edit, Activate, Deactivate (highlighted with a red box).

Page 1 of 1, 20 per page, 1-3 of 3 items

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 when using the View User function. To activate an inactive user, select the check box next to the inactive user, then select the Activate button.

The screenshot shows the 'View Users' interface with the following details:

- Buttons: View Users, Add User, Upload Users
- Section: View Users: Select Criteria
- Filters: STATE: Kansas, DISTRICT: Sunflower District, SCHOOL: Select
- Checkbox:  Include Inactive Users
- Table of users:

<input type="checkbox"/>	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Program(s)
<input checked="" type="checkbox"/>	Inactive	Trainer	Kite	0123456789	kite_trainer@sc...	TESTLET
<input type="checkbox"/>	Active	Trainer	School	9876543210	school_trainer...	TESTLET
<input type="checkbox"/>	Active	Workshop	Kite	4569870123	kite_workshop...	TESTLET

Buttons below the table: Send Activation Email, View, Edit, Activate (highlighted with a red box), Deactivate.

Page 1 of 1, 20 per page, 1-3 of 3 items

## RE-SEND ACTIVATION EMAIL

To re-send the activation email, select the check box next to the user, then select the Send Activation Email button.

<input type="checkbox"/>	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Program(s)
<input type="checkbox"/>	Inactive	Trainer	Kite	0123456789	kite_trainer@sc...	TESTLET
<input checked="" type="checkbox"/>	Pending	Trainer	School	9876543210	school_trainer...	TESTLET
<input type="checkbox"/>	Active	Workshop	Kite	4569870123	kite_workshop...	TESTLET

Send Activation Email
  View
  Edit
  Activate
  Deactivate

Page 1 of 1
  per page
 1-3 of 3 items

## MERGE MULTIPLE ACCOUNTS

If multiple accounts were created for an individual user, best practice is to have those accounts merged into one account. Only a Service Desk agent has the level of permission in Kite Educator Portal to merge multiple accounts.

To prepare for the call to the Service Desk, determine which account to retain and use. If the user has the Kite Educator Portal role of Teacher, choose the account associated with the Required Test Administrator Training. Ask the Service Desk agent to make any needed edits while working with the accounts, i.e., ensuring the email address is correct.

## 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 the **Edit** button.

<input type="checkbox"/>	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Program(s)
<input type="checkbox"/>	Active	Trainer	Kite	0123456789	kite_trainer@sc...	TESTLET
<input type="checkbox"/>	Active	Trainer	School	9876543210	school_trainer...	TESTLET
<input checked="" type="checkbox"/>	Active	Workshop	Kite	4569870123	kite_workshop...	TESTLET

Send Activation Email
  View
  Edit
  Activate
  Deactivate

Page 1 of 1
  per page
 1-3 of 3 items

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

Edit User : Enter User Information ×

### User Information

FIRST NAME: \*  LAST NAME: \*  EMAIL ADDRESS: \*  3

EDUCATOR IDENTIFIER:

---

### Organization & Roles

STATE: \*  ASSESSMENT PROGRAM: \*  4

ROLE: \*  4

DISTRICT: \*

SCHOOL: \*

Add 5

	Default	State	Assessment Program	Role	District	School
<input checked="" type="radio"/>		Kansas	TESTLET	Teacher	Sunflower District	Meadowlark School

Page 1 of 1 1-6 of 6 items

6 Save Cancel

- 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.

	Default	State	Assessment Program	Role	District	School
<input checked="" type="radio"/>		Kansas	Testlet	Building User	Sunflower District	Buffalo School
<input type="radio"/>		Kansas	Testlet	Building User	Sunflower District	Meadowlark School
<input type="radio"/>		Kansas	Testlet	Teacher	Sunflower District	Buffalo School
<input type="radio"/>		Kansas	Testlet	Teacher	Sunflower District	Meadowlark School

Page 1 of 1 1-4 of 4 items

8 Save Cancel

**NOTE:** When deleting a role, you may have to specify a new Default role for the user.

- 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 users. A CSV download of system users is available in the Data Extracts (see *Data Extracts* for download instructions). Once downloaded, you can edit and then upload the CSV file using the Uploading Multiple Users process.



## APPENDIX B: MANAGE STUDENTS

Students may be added to EP manually or by CSV upload.

### ADD STUDENT: UPLOAD

This is the optimal procedure for initial setup uploading multiple students into EP. Use the tables on the next several pages to compile enrollment information. Some of the fields with limited or complex entry structures are explained at the end of this section.

#### CREATE AND UPLOAD ENROLLMENT UPLOAD TEMPLATE

Uploading an Enrollment Upload Template file is the most efficient method for adding (i.e., enrolling/activating) multiple students to Kite Educator Portal.

In the Enrollment Upload Template file, each row with a new State Student Identifier adds a unique student record. Rows with existing or previously added State Student Identifiers overwrite and update the previous record.

NOTE: Up to 5,000 records at a time is permissible. Large files may load slowly and be difficult to troubleshoot. Loading 100 records or fewer is recommended to expedite troubleshooting.

1. Select **Settings**.
2. Select **Students** from the drop-down menu.
3. Select the **Upload Enrollment** tab.
4. Select the **district/school** from the drop-down menu if needed.
5. Select the **question mark ?\*** icon next to the word File to download the Current Enrollment Upload Template file.

NOTE: Always start by downloading a new template to ensure the correct layout.


6. Enter enrollment **data** in the file for all students for the current school year. Each row in the enrollment file is for one student record. See *Enrollment Upload Template File Fields and Descriptions* below for details.
7. Save the file as a **CSV** (comma-delimited) file but **leave the file open** to preserve formatting, i.e., leading zeros. File formatting may be lost if the file is closed.
8. Use the **Select File** button to choose the saved Enrollment Upload Template file.

9. Locate and select the saved Enrollment Upload Template **file** that contains the updated data for the new school year. Verify that the saved file has a CSV (comma-delimited) file extension. File names with extensions ending in XLS or XLSX will be rejected.
10. Select **Open**. The file name will then appear in the File field.
11. Select the **Upload** button.

**Upload Enrollment: Select Criteria**

STATE: \*  x ▾ DISTRICT: \*  x ▾ SCHOOL:  ▾

File: 📎 \*


 Sunflower\_Enrollment\_Upload.csv 1.64 KB x  11

12. The **confirmation message** indicates the number of records uploaded and the number of records rejected, if applicable. In the following example, 10 records was uploaded (Completed/Updated) without an error.

Uploaded	Status	Created/Updated	Rejected	Alerts	File
Friday, September 30, 2022 3:09:12 PM	COMPLETED	10	0	0	

13. The following information will display for each upload.

- **Uploaded:** Date and Time of the upload
- **Status:** Completed or Rejected
- **Created/Updated:** Number of records uploaded successfully
- **Rejected:** Number of records with errors
- **Alerts:** A message about a file row, i.e., a student already exists for this record in the state using this State Student Identifier and a different date of birth
- **File:** A CSV icon will display if the file has errors. The example following shows a file that was rejected because of errors.

Uploaded	Status	Created/Updated	Rejected	Alerts	File
Thursday, October 13, 2022 2:44:46 PM	COMPLETED	2	3	1	

14. Select the **CSV file icon** to open the file and read the error messages related to each line in the upload that was rejected. Make corrections and upload again, following the upload steps previously outlined.

NOTE: Alerts notify users that the student is also enrolled in another school. Clarify where the student is currently enrolled or if another student's SSID was added by mistake to a student with the same name, birth date, and gender.

## PREVENT DUPLICATE ENROLLMENTS

---

System validation helps prevent duplicate enrollments within an organization. If a student's last name, first name, gender, and birth date match another student's, the data manager will receive this alert in the error file (upload) or popup message (manual):

“Another student in your state is already enrolled who has matching first name, last name, gender, and date of birth, but a different state ID. If you think this is an error, contact your State Assessment Administrator for direction.”

The alert **DOES NOT prevent both records from being added**. One or both students can be edited or removed manually (see *Add Student: Manually*).

---

NOTE: *Remove or edit a duplicate* student before an assessment window opens to prevent the student from logging in and taking assessments in the wrong or both Student Portal accounts.

NOTE: If a window is open and a *student has already tested on both accounts*, only the Kite Service Desk can reconcile the two accounts before removing the incorrect account. Contact them as soon as possible.

NOTE: If the student *transfers to another building* within the district, district-level users can transfer to buildings within their district (see *Management of Student Moves and Transfers*).

NOTE: If the student *transfers to another district*, exit the student (see *Exit a Student from Kite Educator Portal*) or contact the Kite Service Desk to transfer a student from one district to another.

---

## EDIT STUDENT DATA

To edit a student record, prepare a new Enrollment Upload Template file with edits to the SSID row and repeat the upload steps outlined above (see *Upload and Enrollment Upload Template File*). The new record will be matched to the previous record using the State\_Student\_Identifier field. The new record overwrites and updates the previous record.

## ADD OR EDIT STUDENT DATA USING THE CURRENT ENROLLMENT EXTRACT

The Current Enrollment extract includes all records for students who were uploaded into the user's organization. The records include those uploaded via an Enrollment Upload Template file, the manual user interface, or a web service like OneRoster. The Current Enrollment extract is a valuable resource for reviewing, editing, and then later using for uploads.

If the Current Enrollment extract was downloaded and saved before the annual Kite Educator Portal data rollover the last week of July, the extract can be used to update enrollment records for the upcoming school year. Follow these steps.

1. **Delete** the following first five columns in the extract.
  - Extract\_State
  - Extract\_District
  - Extract\_School\_Name
  - Extract\_Last\_Modified\_Time
  - Extract\_Last\_Modified\_By
2. Ensure columns and names **EXACTLY match** the Enrollment Upload Template file.
3. **Add or edit** student records as needed.
4. **Upload** the file (see Upload an Enrollment Upload Template File).

---

NOTE: SSIDs cannot be edited, editing an SSID will result in a new student record.

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## ENROLLMENT UPLOAD TEMPLATE FILE FIELDS AND DESCRIPTIONS

Col.	Column Title	Description	Acceptable Values; Character Limit
A	Accountability_District_Identifier	The unique code assigned to the district in which the student is included for accountability purposes. The District ID can be found in the Organization screen under Settings. The Accountability District Identifier only becomes required if the Accountability School Identifier code is entered in column B.	Alphanumeric; 30

<b>B</b>	Accountability_School_Identifier	The unique code assigned to the school in which the student is included for accountability purposes. The School ID can be found in the Organization screen under Settings.	Alphanumeric; 30
<b>C*</b>	Attendance_District_Identifier	The unique code assigned to the district in which the student is physically located and attends class.	Alphanumeric; 30
<b>D*</b>	Attendance_School_Identifier	The unique code assigned to the school in which the student is physically located and attends class.	Alphanumeric; 10
<b>E*</b>	School_Year	Ending year of the current school year (e.g., enter 2023 for the 2022–2023 school year).	YYYY; 4
<b>F*</b>	State_Student_Identifier	Unique number assigned to a student by the state education system. <u>NOTE: Include leading zeroes when applicable.</u>	Numeric; 10
<b>G</b>	Local_Student_Identifier	Unique code assigned to the student by the school or district. <u>NOTE: Include leading zeroes when applicable.</u>	Alphanumeric; 10
<b>H*</b>	Student_Legal_First_Name	Student's first name.	Alphanumeric; 60
<b>I*</b>	Student_Legal_Last_Name	Student's last name.	Alphanumeric; 60
<b>J</b>	Student_Legal_Middle_Name	Student's middle name. If entered, it will appear on the Score Report.	Alphanumeric; 60
<b>K</b>	Generation_Code	Suffix, if any, used to denote the students' generation in the student's family (e.g., Jr. Sr., and III). If entered, will appear on the Score Report.	Alphanumeric; 10
<b>L*</b>	Gender	Student's gender.	Numeric; 1 0 = Female 1 = Male 2 = Nonbinary/undesigned
<b>M*</b>	Date_of_Birth	Student's birth date	MM/DD/YYYY; 10
<b>N*</b>	Current_Grade_Level	Student's grade level. Do NOT use a zero in single number grades, e.g., 3.	Numeric; 2 3–12

<b>O*</b>	School_Entry_Date	The date (month, day, and year) on which the student enrolls and begins to receive instructional services in a school. If the student leaves and then reenrolls, this date is to reflect the most recent enrollment date.	MM/DD/YYYY; 10
<b>P</b>	District_Entry_Date	The date (month, day, and year) on which the student enrolls and begins to receive instructional services in a school district .	MM/DD/YYYY; 10
<b>Q</b>	State_Entry_Date	The date (month, day, and year) on which the student enrolls and begins to receive instructional services in the state. If the student leaves the state and then reenrolls in school, this date is to reflect the most recent enrollment date.	MM/DD/YYYY; 10
<b>R*</b>	Comprehensive_Race	General racial category (or categories) that most clearly reflects the individual's recognition of their racial background.  A table of potential values is provided below.	Numeric; 1
<b>S*</b>	Primary_Disability_Code	Indicates whether the student has an active IEP under the Individuals with Disabilities Education Act (IDEA—Part B).  Tables of potential values are provided below.	Alpha; 2 letters for each code
<b>T</b>	Gifted_Student	Indicates whether the student has an active IEP for giftedness.	Alpha; 5 TRUE or FALSE
<b>U*</b>	Hispanic_Ethnicity	The code that reflects the individual's recognition of their Hispanic ethnicity background (Yes or No).	Alphanumeric
<b>V</b>	First_Language	The code for the primary language or dialect (not ethnicity) of the student.  Tables of potential values are provided below.	Alphanumeric; 1 or 2
<b>W*</b>	ESOL_Participation_Code	The number entered identifies the type of English for Speakers of Other Languages (ESOL) program in which the student participates.  A table of potential values is provided on below.	Numeric; 1 number only
<b>X*</b>	Assessment_Program_1	TESTLET	Alphanumeric; 30
<b>Y</b>	Assessment_Program_2	[blank]	Alphanumeric; 30
<b>Z</b>	Assessment_Program_3	[blank]	Alphanumeric; 30

\*Indicates this field is required.

**COMPREHENSIVE RACE**

<b>Entry</b>	<b>Definition</b>
1	White
2	African American
4	Asian
5	American Indian
6	Alaska Native
7	Two or more races
8	Native Hawaiian or Pacific Islander

**PRIMARY DISABILITY CODE**

<b>Entry</b>	<b>Definition</b>
AM	Autism
CD	Cognitive Disability
DB	Deaf/blindness
DD	Developmentally delayed (ages 3–9 only)
ED	Emotional disturbance
HI	Hearing impairment
ID	Intellectual disability
LD	Specific learning disability
MD	Multiple disabilities
EL	Eligible individual
DA	Decline to answer
ND	No disability
OH	Other health impairment
OI	Orthopedic impairment
SL	Speech or language impairment
TB	Traumatic brain injury
VI	Visual impairment

**FIRST LANGUAGE**

Entry	Definition
0	English
1	Chinese (Mandarin or Cantonese)
2	Dinka (Sudanese)
3	French
4	High German
5	Hmong
6	Khmer (Cambodian)
7	Korean
8	Lao
10	Filipino or Tagalog (Philippines)
11	Russian
13	Spanish
14	Vietnamese
15	Arabic
16	Other
17	Somali
18	Thai
19	Portuguese
20	Farsi (Iranian)
21	Chuukese (e.g., Marshall Island, Micronesian)
22	Bosnian
23	Burmese
24	Hindi

Entry	Definition
25	Urdu
26	Swahili
27	Nepali
28	American Sign Language (ASL)
29	Serb
30	Croatian
31	Turkish
21	Karen languages (e.g., Burma, Myanmar)
33	Haitian/Haitian Creole
34	Gujarati
35	Punjabi
36	Pashto
37	Dari
38	Quiche
39	Mam
40	Ilokano
41	Visayan
42	Low German
43	Other signed language
44	English – with other language background
45	Native American languages
46	Japanese
47	Amharic



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**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL\_PARTICIPATION\_CODE)**

Entry	Definition
0	Neither an ESOL-eligible student nor an ESOL-monitored student
1	Title III Funded
2	State ESOL/bilingual funded
3	Both Title III and state ESOL/bilingual funded
4	Monitored ESOL student
5	Eligible for ESOL program based on an English language proficiency test but not currently receiving ESOL program services, example: a child's parent/guardian waived them out of ESOL services, but the district is still obligated to provide ESOL support
6	Receives ESOL services and not funded with Title III and/or state ESOL funding

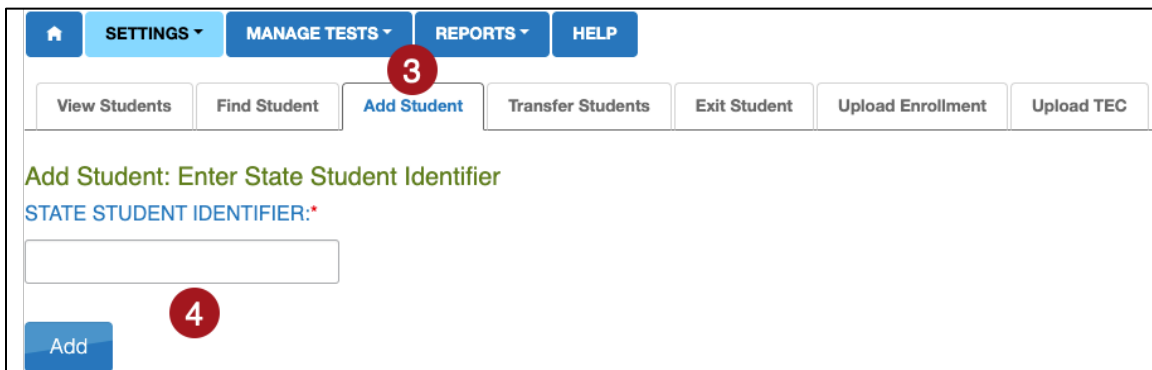
## ADD STUDENT: MANUALLY

This procedure is most helpful when adding only a few students, typically five or fewer. Using the manual process enrolls students one at a time.

To add a student manually, follow these steps:

1. Select **Settings**.
2. Select **Students** from the drop-down menu.
3. Select the **Add Student** tab.
4. Enter the State Student Identifier and Select **Add**.

NOTE: Include leading zeroes when applicable.



The screenshot shows the 'Add Student' manual process interface. At the top, there is a navigation bar with buttons for 'HOME', 'SETTINGS', 'MANAGE TESTS', 'REPORTS', and 'HELP'. Below this is a row of tabs: 'View Students', 'Find Student', 'Add Student', 'Transfer Students', 'Exit Student', 'Upload Enrollment', and 'Upload TEC'. The 'Add Student' tab is selected and highlighted with a red circle containing the number '3'. Below the tabs, the page title is 'Add Student: Enter State Student Identifier'. There is a label 'STATE STUDENT IDENTIFIER:' followed by a text input field. Below the input field is a blue 'Add' button, which is highlighted with a red circle containing the number '4'.

5. Complete as many **fields** as possible (fields with a red asterisk are required).

Student		
LEGAL FIRST NAME:* <input type="text"/>	LEGAL MIDDLE NAME: <input type="text"/>	LEGAL LAST NAME:* <input type="text"/>
GENERATION: <input type="text" value="Select"/>		
Demographic		
GENDER:* <input type="text" value="Select"/>	DATE OF BIRTH:* <input type="text" value="month/day/year"/>	FIRST LANGUAGE: <input type="text" value="Select"/>
COMPREHENSIVE RACE:* <input type="text" value="Select"/>	HISPANIC ETHNICITY:* <input type="text" value="Select"/>	
Profile		
PRIMARY DISABILITY CODE:* <input type="text" value="Select"/>	GIFTED STUDENT: <input type="text" value="Select"/>	ASSESSMENT PROGRAM:* <input type="text" value="Testletx"/>
ESOL PARTICIPATION CODE:* <input type="text" value="Select"/>	ESOL ENTRY DATE: <input type="text" value="month/day/year"/>	USA ENTRY DATE: <input type="text" value="month/day/year"/>
School Enrollment for 2023		
DISTRICT:* <input type="text" value="D1001 - Sunflower District"/>	SCHOOL:* <input type="text" value="1001 - Meadowlark School"/>	GRADE:* <input type="text" value="Select"/>
ACCOUNTABILITY DISTRICT: <input type="text" value="Select"/>	ACCOUNTABILITY SCHOOL: <input type="text" value="Select"/>	LOCAL STUDENT IDENTIFIER: <input type="text"/>
STATE ENTRY DATE: <input type="text" value="month/day/year"/>	DISTRICT ENTRY DATE: <input type="text" value="month/day/year"/>	SCHOOL ENTRY DATE:* <input type="text" value="month/day/year"/>
		<input type="button" value="Save"/> <input type="button" value="Reset"/>

6. Select **Save**.

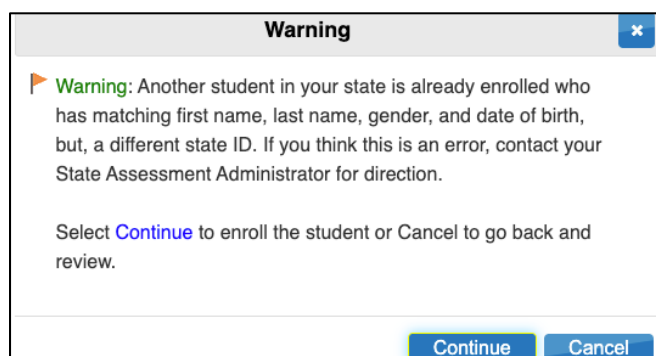
7. A **message** displays, "This student record was successfully saved." If a required field was left blank, a message in red displays under the field.

8. System **validations** are applied to manual enrollments like they are to the enrollment uploads. The State Student Identifier is validated first. If another student is already in the system for the school year with the same identifier, a message displays letting the data manager know that another student has the same identifier. The data manager will need to edit the identifier and select the Add button again. In the case where a student will be enrolled in two different schools at the same time, the data manager will need to use the Enrollment Upload Template

file to accomplish this special enrollment. The student will have a line for each organization in which they are enrolled.

A student with the entered State Student Identifier already exists and is active for this school year. To make changes, please use the upload, edit or transfer functions.

9. If no matching State Student Identifier is found, the system continues the next **validation** of the student’s legal first name, legal last name, gender, and date of birth. If all four of these fields match an existing student, the data manager will receive the following warning message:



## ADD STUDENT MANUAL FIELDS

Field Name	Description
<b>Legal First Name*</b>	Displays on Score Report. NOTE: Best practice is to use upper- and lowercase letters. Accent marks and hyphens can be used.
<b>Legal Middle Name</b>	Displays on Score Report. NOTE: Best practice is to use upper- and lowercase letters. Accent marks and hyphens can be used.
<b>Legal Last Name*</b>	Displays on Score Report. NOTE: Best practice is to use upper- and lowercase letters. Accent marks and hyphens can be used.
<b>Generation</b>	(E.g., Jr., Sr., III, etc.) Displays on Score Report. NOTE: Best practice is to use upper- and lowercase letters.
<b>Gender*</b>	The student’s gender: F = Female M = Male

	N = Non-binary/undesigned <hr/> <u>NOTE: Only the genders available for selection in your organization display.</u> <hr/>
<b>Date of Birth*</b>	MM/DD/YYYY
<b>First Language</b>	A student's first language
<b>Comprehensive Race*</b>	General racial category (or categories) that most clearly reflects a student's recognition of their racial background
<b>Hispanic Ethnicity*</b>	A student's recognition of their Hispanic ethnicity (Yes or No)
<b>Primary Disability Code*</b>	Does the student have an active IEP under the Individuals with Disabilities Education Act (IDEA—Part B)
<b>Gifted Student</b>	Does the student have an active IEP for giftedness (Yes or No)
<b>Assessment Program*</b>	TESTLET
<b>ESOL Participation Code*</b>	English for Speakers of Other Languages (ESOL) The type of ESOL/bilingual program in which the student participates See English for Speakers of Other Languages (ESOL_Participation_Code) in Appendix B: Managing Students
<b>ESOL Entry Date</b>	The date the ESOL participation began
<b>USA Entry Date</b>	The date of entry into USA
<b>District*</b>	District where student attends. <hr/> <u>NOTE: Prepopulates for district- and building/school-level users.</u> <hr/>
<b>School*</b>	School where student attends. <hr/> <u>NOTE: Prepopulates for district- and building/school-level users.</u> <hr/>
<b>Grade*</b>	Student's Grade Level.
<b>Accountability District</b>	District designated as the accountability district. Not used by all states. <hr/> <u>NOTE: Field becomes required if an Accountability School is entered.</u> <hr/>
<b>Accountability School</b>	School designated as the accountability school. Not used by all states. <hr/> <u>NOTE: If a school code is entered, then the corresponding accountability district field must also be entered to validate that the district and school match in the organizational table.</u> <hr/>
<b>Local Student Identifier</b>	The unique alphanumeric code assigned to the student by the school or local education agency. <hr/> <u>NOTE: Include leading zeroes when applicable.</u> <hr/>

<b>State Entry Date</b>	The date on which the student enrolls and begins to receive instructional services in the state. <hr/> NOTE: If the student leaves and then reenrolls, this date is to reflect the most recent enrollment date. <hr/>
<b>District Entry Date</b>	The date on which the student enrolls and begins to receive instructional services in a district. <hr/> NOTE: If the student leaves and then reenrolls, this date is to reflect the most recent enrollment date. <hr/>
<b>School Entry Date*</b>	The date on which the student enrolls and begins to receive instructional services in a school. <hr/> NOTE: If the specific date is unknown and a fictitious date is entered to satisfy the field, this date should be as realistic and accurate as possible.  NOTE: If the student leaves and then reenrolls, this date should reflect the most recent enrollment date. <hr/>

## EDIT STUDENT MANUALLY

This procedure cannot be used to change the school or district associated with a student record. For information about changing a school or district, see *Management of Student Moves and Transfers*.

1. Select **Settings**.
2. Select **Students** from the drop-down menu.
3. On the View Students tab under Select Criteria, the fields will prepopulate entries according to the user's level of permissions. Select the **district/school** from the drop-down menu.
4. Select **Search**. A list of students will become available for the selected organization.

The screenshot shows the 'View Students' interface with the following search criteria: STATE: Kansas, DISTRICT: Sunflower District, and SCHOOL: Meadowlark School. A red circle with the number 3 is next to the SCHOOL dropdown. A blue 'Search' button with a red circle and the number 4 is below the criteria. Below the search bar is a table of students with columns for State Student Identifier, Local ID, Last Name, First Name, PNP Profile, and Rosters. The student with ID 764959 is highlighted in blue. At the bottom, there is a 'View' button and pagination controls showing 'Page 1 of 5' and '10 per page'.

State Student Identifier	Local ID	Last Name	First Name	PNP Profile	Rosters
298207	61387	Anetts	Kakalina	<a href="#">NO SETTINGS</a>	Hobbs_Math
826051	96074	Artis	Marcelia	<a href="#">NO SETTINGS</a>	Hobbs_Math
634874	33804	Basham	Kenna	<a href="#">NO SETTINGS</a>	Wilson_Math
455126	61154	Beadel	Sawyer	<a href="#">NO SETTINGS</a>	Hobbs_Math
812531	51775	Beaument	Stearn	<a href="#">NO SETTINGS</a>	Wilson_Math
867210	57605	Beavan	Kristy	<a href="#">NO SETTINGS</a>	Wilson_Math
282289	33573	Begent	Martino	<a href="#">NO SETTINGS</a>	Hobbs_Math
494764	29678	Boolsen	Llewellyn	<a href="#">NO SETTINGS</a>	Hobbs_Math
764959	74442	Bowcock	Fletcher	<a href="#">NO SETTINGS</a>	Wilson_Math
439811	78994	Braga	Marie-jeanne	<a href="#">NO SETTINGS</a>	Wilson_Math

**NOTE:** All students displayed in screenshots throughout this manual are fictitious.

- To edit a student record, **highlight the row** with the State Student Identifier to be edited.
- Select the **View** button at the bottom of the screen.

State Student Identifier	Local ID	Last Name	First Name	PNP Profile	Rosters
298207	61387	Anetts	Kakalina	<a href="#">NO SETTINGS</a>	Hobbs_Math
826051	96074	Artis	Marcelia	<a href="#">NO SETTINGS</a>	Hobbs_Math
634874	33804	Basham	Kenna	<a href="#">NO SETTINGS</a>	Wilson_Math
455126	61154	Beadel	Sawyer	<a href="#">NO SETTINGS</a>	Hobbs_Math
812531	51775	Beaument	Stearn	<a href="#">NO SETTINGS</a>	Wilson_Math
867210	57605	Beavan	Kristy	<a href="#">NO SETTINGS</a>	Wilson_Math
282289	33573	Begent	Martino	<a href="#">NO SETTINGS</a>	Hobbs_Math
494764	29678	Boolsen	Llewellyn	<a href="#">NO SETTINGS</a>	Hobbs_Math
764959	74442	Bowcock	Fletcher	<a href="#">NO SETTINGS</a>	Wilson_Math
439811	78994	Braga	Marie-jeanne	<a href="#">NO SETTINGS</a>	Wilson_Math

View **6**

Page 1 of 5 10 per page 1-10 of 50 items

- The View Student Record screen with the student's name will appear. At the top right of the screen, select the word **Edit**.

View Student Record - Jewell Ailey Crampin ×

**Student** [Edit](#)

---

**Student State ID:** 773289537      **Date of Birth:** 07/23/2007

**Demographic**

---

**Gender:** Female      **Comprehensive Race:** White  
**First Language:**      **Hispanic Ethnicity:** Yes

**Profile**

---

**Primary Disability:** Documented Disability      **PNP Profile:** [No Settings](#)  
**Assessment Program:** Testlet

**School Enrollment**

---

**- Sunflower District (D1001) / Meadowlark School (1001) Grade 8, School Year 2023**

**Accountability:** Sunflower District (D1001) / Meadowlark School (1001)

**Student Local ID:** 46864      **Gifted Student:**

**State Entry:** 08/01/2010      **District Entry:** 08/01/2010      **School Entry:** 08/01/2010

Subject:	Course	Educator	Roster

NOTE: Only district- or building/school-level staff with permission can edit student records. Teachers can view the student's record and should convey any necessary corrections to the appropriate district/building staff.



8. After making any necessary edits, scroll to the bottom of the screen to select the **Save** button.

WD - Documented Disability x ▾    Testletx    Select ▾

ESOL PARTICIPATION:\*    ESOL ENTRY DATE:    USA ENTRY DATE:

1 - Title III Funded [1] x ▾    08/01/2010 📅 📅    08/01/2010 📅 📅

**School Enrollment for Year 2023**

DISTRICT:    SCHOOL:    GRADE :\*

D1001 - Sunflower District    1001 - Meadowlark School    Grade 8 x ▾

ACCOUNTABILITY DISTRICT:    ACCOUNTABILITY SCHOOL:    LOCAL STUDENT IDENTIFIER:

D1001 - Sunflower District    1001 - Meadowlark School    46864

STATE ENTRY DATE:    DISTRICT ENTRY DATE:    SCHOOL ENTRY DATE:\*

08/01/2010 📅    08/01/2010 📅    08/01/2010 📅

Save

9. A message at the top of the window indicates that the student updated successfully. Close the Edit Student Record window by selecting the X in the upper right corner.

Student updated successfully

**Student**

LEGAL FIRST NAME:\*    LEGAL MIDDLE NAME:    LEGAL LAST NAME:\*

Jewell    Ailey    Crampin

## EXIT A STUDENT FROM KITE EDUCATOR PORTAL

This procedure is required when a student was uploaded in error, moves out of state, or will no longer participate in the assessment program. This procedure can be used by a district data manager when a student is transferring to a new district within the state. Once the student exits from district A, the new district (district B) can enroll the student.

**NOTE:** Only a Service Desk agent can transfer students from one district to another within the state.

Best practice is to exit students before an assessment window opens. Exiting a student will automatically remove the student from all rosters. **Do not remove a student from a roster** before exiting the student from the district/state.

1. Select **Settings**.
2. Select **Students** from the drop-down menu.
3. Select the **Exit Student** tab.
4. Select the **Organization**.
5. Select **Search**.
6. Select the student to be exited; select **Continue**.

Exit Student: Select Organization then Student(s)

STATE: \* Kansas x ▾ DISTRICT: \* Sunflower District x ▾ SCHOOL: \* Meadowlark School x ▾ (4)

Search (5)

Select a student and click: (6) Continue

State Student Identifier	Local ID	Last Name ↑	First Name	Grade	Residence ID
317511028	88671	Bestwick	Moishe	Grade 8	D1001
806524351	44086	Bestwick	Adelina	Grade 8	D1001
773289537	46864	Crampin	Jewell	Grade 8	D1001
562073720	29171	Cresar	Geno	Grade 8	D1001
452748187	15801	Cressar	Bedford	Grade 8	D1001

7. At the top of the Exit Student screen, the student's name will appear. Ensure the correct student record is being exited before continuing. The exit date field prepopulates with the date on which this procedure is being performed. This will be the **date when the exit is effective**. To change the exit date, select the calendar icon. A drop-down menu appears. Choose a new date.
8. Select **Reason for Removing Student** (exit reason) from the drop-down menu. Only exit codes selected by the state will be available in the user interface. The Exit Student button will be disabled until an exit reason is chosen.

9. After an exit reason is chosen, the Exit Student button is enabled. Select the **Exit Student** button.

Exit Student : Jewell Ailey Crampin

Student's Exit date, the date on which the change is effective: 10/14/2022

Reason for Removing Student: Select

Student Record - Jewell Crampin

Exit Student

Student State ID: 773289537 Date of Birth: 07/23/2007

Demographic

10. The Exit Student warning will appear with the question, "Do you want to proceed?" Answer the question, either **Yes** or **No**.

Exit Student?

Warning!

Student will be unenrolled and removed from rosters.

The student's test sessions will become available once the student is transferred and rostered again at the same grade level.

Do you want to proceed?

Yes No

11. Select **Yes** or **No**. If **Yes** is selected, a message displays that the student was successfully exited.

NOTE: The Exit Student button is disabled until both an exit date and a reason are selected.

#### EXIT REASON FIELD

Entry	Description
1	Transfer to a public school in the same district
2	Transfer to a public school in a different district
3	Transfer to a public school in a different state
14	Discontinued schooling

---

## MANAGEMENT OF STUDENT MOVES AND TRANSFERS

The procedures in this section describe the recommended steps for transferring students between schools within a single district.

---

**NOTE:** Only a Service Desk agent can transfer students between districts.

---

The user interface is used to transfer records for students to a new school **within their district**.

Once the transferred students are rostered in the new school or district, all completed testlets and assigned testlets move with the students' records. Assessment at the new district or school may continue where the students left off as soon as they are rostered to their new teacher(s). Testlet Kite Student Portal will not generate testlets for a student who has not been rostered.

## TRANSFER A STUDENT MANUALLY

This procedure allows the transfer of five or fewer students at one time. This procedure can only be used to transfer multiple students at one time if all selected students are transferring from the same leaving district/school to the same destination district.

1. Select **Settings**.
2. Select **Students**.
3. Select the **Transfer Students** tab.
4. Use the Select **Organization** then **Students** fields to filter to the applicable district or school. The fields will prepopulate entries according to the user's level of permissions. All organization fields are required fields.
5. Select the student(s) to be transferred; select **Next**.

Transfer Students: Select Organization then Student(s)

STATE: \* Kansas x ▾ DISTRICT: \* Sunflower District x ▾ SCHOOL: \* Meadowlark School x ▾

Search

Note: destination district (not school) must be the same for selected students

State Student Identifier ↑	Local ID	Last Name	First Name	Grade	District ID
182144645	34544	Seabourne	Jehu	Grade 8	D1001
317511028	88671	Bestwick	Moishe	Grade 8	D1001
340757717	35337	Wynter	Erna	Grade 8	D1001
382396227	98667	Tustin	Nora	Grade 8	D1001
427026024	42105	Turmall	Bidget	Grade 8	D1001
452748187	15801	Gossart	Redford	Grade 8	D1001
562073720	29171	Cresar	Geno	Grade 8	D1001
773289537	46864	Crampin	Jewell	Grade 8	D1001
806524351	44086	Bestwick	Adelina	Grade 8	D1001

Page 1 of 1 20 per page 1-9 of 9 items

Next

6. Read the directions on the screen to help with the transfer process.

7. Select the destination attendance district if available. This field will populate for a district level user and cannot be changed.
8. Select an **Exit Reason** for each student using the drop-down menu.

View Students Find Student Add Student **Transfer Students** Exit Student Upload Enrollment Upload TEC

Transfer Students: Select Organization then Student(s)

DISTRICT:  
Select destination District, if different than existing District: Sunflower District 7

- Select destination Attendance School for all students, or for each individual student.

ACCOUNTABILITY DISTRICT:  
Select a new destination Accountability District, if different than existing Accountability District: Select ?

- Select option to keep or remove existing Accountability School, or select an Accountability School for all students or for each individual student.
- Select option to keep or remove Local Ids for all students, or enter/edit individual student's Local Ids.
- Select applicable Exit Reason for all Students or for each individual student.

State Student Identifier	Local ID	Destination Local ID	Exit Reason	Last Name	First Name
		Select	Select		
317511028	88671		01 Transfer to Public School, Same District <span>8</span>	Bestwick	Moish
340757717	35337		01 Transfer to Public School, Same District	Wynter	Erna

NOTE: Scroll to the right to view additional columns.

9. Move the scroll bar to the right to find the required Destination Attendance School. The Attendance School can be different for each student within the same Destination Attendance District. Use the drop-down menu to choose the destination attendance school for each student.
10. Select the **Next** button.

	Last Name	First Name	Destination Attendance School	Existing Accountability School	Destination Accountability School
			Select		Select
ct	Bestwick	Moishe	Select <span>9</span>	Meadowlark School	Select
ct	Wynter	Erna	Select	Meadowlark School	Select


10 Next




11. The next screen asks the data manager to verify the transfer. Remove any students not to be transferred to the listed destination school by using the **Delete** button in any applicable rows. Using this function deletes the student from the transfer process.

NOTE: If a student is already enrolled in the destination school, the student is denoted by a flag icon and should not be transferred.

12. Select the **Next** button.

View Students Find Student Add Student **Transfer Students** Exit Student Upload Enrollment Upload TEC Upload PNP

**Transfer Students: Verify Transfers**  
Remove any students not to be transferred to the listed destination school, then click Next:  
Note: the flag  indicates student already in destination school, will NOT transfer.

	Delete	State ID	Last Name	First Name	Middle Name	Destination Attendance School	Existing Accountability School	Desti
	Delete	176180	Emery	Nananne	Leonie	Buffalo School	Meadowlark School	
	Delete	991608	L'oiseau	Mathian	Bealle	Buffalo School	Meadowlark School	

**12** Next

**NOTE:** Helpful directions are printed above the table, asking the data manager to carefully review again before concluding the transfer. Once a student is transferred to the destination school, all student data, including test records, are transferred from the leaving district/school to the destination district/school.

View Students Find Student Add Student **Transfer Students** Exit Student Upload Enrollment Upload TEC Upload PNP

Please review before concluding the transfer.  
Listed students will be exited from the leaving school(s) and enrolled in the selected destination school(s). Students' general information, demographic and profile, as well as test records for the current year will be transferred to the destination school(s).

Transfer Students: Review & Select Yes to Transfer or No to Cancel.

Yes No **13**

State ID	Last Name	First Name	New School Name	New Accountability School Name	New Local ID	District Entry Date	School Entry
176180	Emery	Nananne	Buffalo School		50409		11/04/2022
991608	L'oiseau	Mathian	Buffalo School		41335		11/04/2022

13. Select **Yes** or **No**.

14. Immediately after selecting **Yes**, a message appears confirming that the student has been transferred successfully.

View Students Find Student Add Student **Transfer Students** Exit Student Upload Enrollment Upload TEC Upload PNP

**Transfer Students completed successfully.**

**Transfer Students: Select Organization then Student(s)**  
STATE: \* Kansas x DISTRICT: \* Sunflower District x SCHOOL: \* Meadowlark School x

Search

15. After students are transferred, they must be rostered to test administrators for each applicable subject in the destination school. After the students are transferred and rostered, any testlets they completed in the previous school will follow them to the new school.

16. Follow the steps outlined in *Appendix C: Manage Rosters*.

---

## APPENDIX C: 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/school-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.

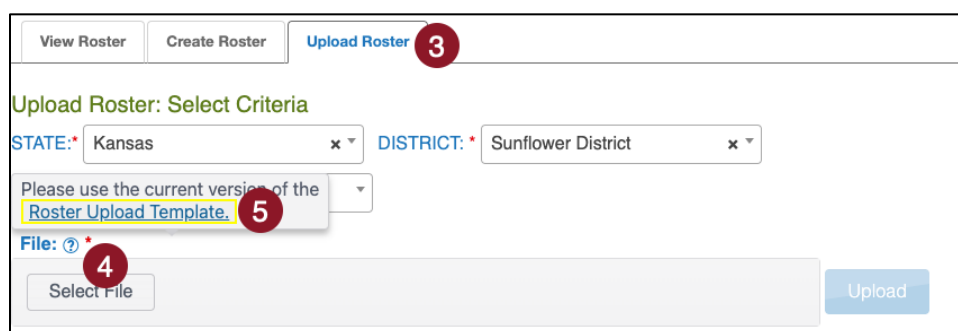


## ROSTERING USING UPLOAD METHOD

### 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**.



The screenshot shows the 'Upload Roster' tab selected in a web interface. At the top, there are three tabs: 'View Roster', 'Create Roster', and 'Upload Roster' (marked with a red circle '3'). Below the tabs, the heading 'Upload Roster: Select Criteria' is displayed. There are two dropdown menus: 'STATE: \*' set to 'Kansas' and 'DISTRICT: \*' set to 'Sunflower District'. A message box says 'Please use the current version of the Roster Upload Template.' with a red circle '5' next to the link. Below this is a 'File: ? \*' label with a red circle '4' next to the question mark, and a 'Select File' button. An 'Upload' button is located to the right of the file selection area.

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.

## 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
<b>A*</b>	Roster_Name	<b>The name for the roster (see <i>Best Practices for Naming Rosters</i> below)</b>	Alphanumeric
<b>B*</b>	Subject	Use only the acceptable subject values. No other abbreviations will be accepted.	M = Mathematics
<b>C</b>	Course	This field is not applicable for the Testlet assessment. Please leave blank.	[BLANK}
<b>D*</b>	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
<b>E*</b>	School_Year	The four-digit year that concludes the current school year (e.g., for the 2022-2023 school year, enter 2023)	YYYY
<b>F*</b>	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
<b>G</b>	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
<b>H*</b>	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	Alphanumeric

		enrollment record in Kite Educator Portal. If the two do not match exactly, the record will fail to upload.	
<b>I*</b>	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
<b>J*</b>	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
<b>K*</b>	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
<b>L*</b>	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
<b>M</b>	Remove_From_Roster	To remove a student from a roster, type REMOVE in column M. Otherwise, the field should remain blank. <hr/> NOTE: A roster can also be removed manually using the user interface. <hr/>	REMOVE [BLANK]

\*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 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 SCV file icon in the File column to read the error messages related to the upload. The error file will display the line number for the record that has the error.
5. Fix the lines in the file that had errors, remove the lines that uploaded successfully, and follow the previous steps to upload again.

Uploaded	Status	Created/Updated	Rejected	Alerts	File
Friday, September 09, 2022 3:44:26 PM	COMPLETED	1	0	0	
Friday, September 09, 2022 3:40:32 PM	COMPLETED	32	1	0	
Friday, September 09, 2022 10:05:34 AM	FAILED	0	33	0	

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**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.

## ROSTERING MANUALLY THROUGH USER INTERFACE

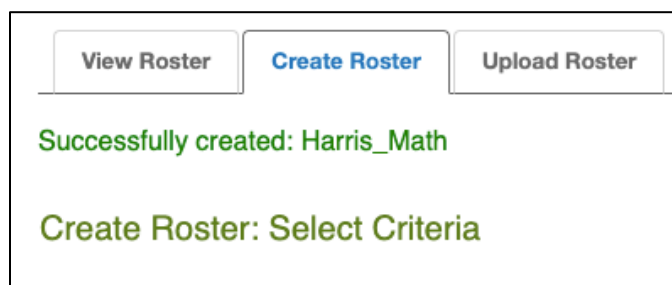
The user interface is an efficient tool when rostering a small number of students or editing an existing roster by adding or removing students.

### CREATING A NEW ROSTER

1. Select **Settings**.
2. Select **Rosters** from the drop-down menu.
3. Select the **Create Roster** tab.
4. Create the roster name and select the subject and course (if applicable) for this roster.
5. Select the district/school from the drop-down menu.
6. Select **Search**.
7. Choose the educator from the Select Educator drop-down menu.
8. Choose the students to roster by selecting the checkbox in the Select Student grid.

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

- 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:

- Select **Settings**.
- Select **Rosters** from the drop-down menu.
- Select the **district/school** from the drop-down menu.
- Select **Search**.
- All previously created rosters will display. Select the desired **roster** to edit/delete.
- 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.
  - Delete the roster by deselecting all students from the roster.
- 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.

---


## APPENDIX D: ADD/EDIT PNP SETTINGS THROUGH CSV UPLOAD

### CREATE A PNP USING AN UPLOAD

#### DOWNLOAD THE PNP EXTRACT

Complete the following steps to download the PNP Settings extract:



1. Select **Reports** in the navigation menu.
2. Select **Data Extracts**.
3. Select **New File** in the Action column on the PNP Settings (Abridged) row.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.			<a href="#">New File</a>
PNP Setting Counts	Student PNP setting counts by organization.	10/17/2022 09:02 AM		<a href="#">New File</a>
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.			<a href="#">New File</a>
Roster	Student assignment by educator and subject.			<a href="#">New File</a>
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.			<a href="#">New File</a>
Users	Educator Portal users and their associated role(s).			<a href="#">New File</a>

4. Add desired filters and select file type (CSV or Excel). Select the checkbox to include students with no PNP settings.
5. Select **Ok**.

**NOTE:** The Excel file option includes PNP setting selections from drop-down menus.

6. Select the CSV or XLSX file icon in the File column.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.			<a href="#">New File</a>
PNP Setting Counts	Student PNP setting counts by organization.	10/17/2022 09:02 AM		<a href="#">New File</a>
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	10/18/2022 10:52 AM		<a href="#">New File</a>
Roster	Student assignment by educator and subject.			<a href="#">New File</a>
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.			<a href="#">New File</a>
Users	Educator Portal users and their associated role(s).			<a href="#">New File</a>

7. Save the file to your computer.

**NOTE:** If you have previously generated a file for a particular extract and want to generate a new, updated file, simply select New File again, complete all desired drop-down filters, then select Ok. A warning will display alerting you that the existing report request and file will be deleted. To remove that file and replace it with an updated version, select Yes when prompted.

## EDIT THE PNP EXTRACT FOR UPLOAD

Student PNP profiles can be created or edited all at once or in smaller groups using the PNP settings upload. The following table displays the file's columns, a description, and acceptable values. Fields that are Prepopulated **cannot** be edited.

Col.	Column Title	Description	Acceptable Values
<b>A</b>	<b>State</b>	<b>Student's state.</b>	<b>[Prepopulated]</b>
<b>B</b>	District Name	Student's district.	[Prepopulated]
<b>C</b>	District ID	Student's district identifier.	[Prepopulated]
<b>D</b>	School Name	Student's school name.	[Prepopulated]
<b>E</b>	School ID	Student's school ID.	[Prepopulated]
<b>F</b>	Student Last Name	Student's last name.	[Prepopulated]
<b>G</b>	Student First Name	Student's first name.	[Prepopulated]
<b>H</b>	State Student ID	Student's state student ID.	[Prepopulated]
<b>I</b>	Last Modified Time	Date and time the student's PNP last saved.	[Prepopulated]
<b>J</b>	Last Modified By	Person who last saved the student's PNP.	[Prepopulated]
<b>K</b>	Magnification	Enter <b>any acceptable value</b> to make available. Students may select any magnification degree.	2x, 3x, 4x, 5x
<b>L</b>	Magnification – Activate by Default	Enter <b>Yes</b> to turn on entered value automatically. Students can change or turn off values.	Yes, No, [blank]
<b>M</b>	Overlay Color	N/A leave <b>blank</b> .	[blank]
<b>N</b>	Overlay Color – Activate by Default	N/A leave <b>blank</b> .	[blank]
<b>O</b>	Invert Color Choice	N/A leave <b>blank</b> .	[blank]
<b>P</b>	Invert Color Choice – Activate by Default	N/A leave <b>blank</b> .	[blank]
<b>Q</b>	Masking	N/A leave <b>blank</b> .	[blank]
<b>R</b>	Masking - Activate by Default	N/A leave <b>blank</b> .	[blank]
<b>S</b>	Contrast Color	N/A leave <b>blank</b> .	[blank]
<b>T</b>	Contrast Color - Activate by Default	N/A leave <b>blank</b> .	[blank]



<b>U</b>	Braille*	N/A leave <b>blank</b> .	[blank]
<b>V</b>	Braille Usage*	N/A leave <b>blank</b> .	[blank]
<b>W</b>	Braille – Activate by Default*	N/A leave <b>blank</b> .	[blank]
<b>X</b>	Keyword Translation	Enter <b>Spanish</b> to make available.	Spanish
<b>Y</b>	Keyword Translation – Activate by Default	N/A leave <b>blank</b> .	[blank]
<b>Z</b>	Spoken Audio	Enter <b>Synthetic</b> .	Synthetic
<b>AA</b>	Spoken Audio – Activate by Default	N/A leave <b>blank</b> .	[blank]
<b>AB</b>	Spoken Audio – Read At Start	N/A leave <b>blank</b> .	[blank]
<b>AC</b>	Spoken Audio – Spoken Preferences	Enter <b>Text and Graphics</b> – reads text and alternate text for graphics.	Text and Graphics
<b>AD</b>	Spoken Audio – Directions Only	N/A leave <b>blank</b> .	[blank]

\*Braille booklets are not available for the 2022-23 school year.

## UPLOAD PNP SETTINGS

After adding or removing PNP settings for your students, it can be uploaded using the following steps. The upload will update any changed fields on existing student profiles and will create profiles for students who did not have entries previously but now do.

1. Select **Settings** in the navigation menu.
2. Select **Students**.
3. Select the **Upload PNP** tab.
4. Select all required organization information.
5. In the File field, choose **Select File**.
6. Select the appropriate CSV or Excel file from your computer.
7. Select **Open**.
8. Select **Upload**.

View Students **Upload PNP** 3

**Upload PNP: Select Criteria**

STATE: \* Kansas x ▾ DISTRICT: \* Sunflower District x ▾ SCHOOL: \* Meadowlark School x ▾ 4

File: ⓘ \*

Select File 5
























Sunflower\_Student\_Upload.csv  
0.50 KB x Upload 8

Uploaded	Status	Created/Updated	Rejected	Alerts	File
No records available.					

Page 0 of 0 10 per page No items to display ↻

## REVIEW PNP FILE UPLOAD

The final step to uploading a PNP settings file is to verify that all records uploaded successfully.

Status Message	Description																								
Failed	The CSV file failed to upload. Select the CSV file under the file column to understand why they failed.																								
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