KITE™ Educator Portal:

User Manual

October 2013

KU AGILE TECHNOLOGY SOLUTIONS
The University of Kansas

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Welcome to KITE™

The Kansas Interactive Testing Engine® is used to deliver standardized tests. The two facets of KITE™ you will use the most often are the Educator Portal to assign students to test sessions and the KITE Client that students use to take the tests. The icons for both systems are below.

Educator Portal — green, yellow, and blue

KITE Client — red, yellow, and blue

Required Software

In addition to the Educator Portal, you should have the following software available:

1. Microsoft Excel, or similar (used to create comma-separated values [CSV] roster file to upload student information)
2. Adobe Reader, or similar (used to view test tickets in PDF format)
3. A supported browser (see below).

Supported Browsers

We support several versions of browsers, as follows:

- Firefox 23.0 and 22.0 – supported and recommended
- Firefox 10.0.5 – supported
- Internet Explorer 8 – supported
- Safari 6.0.5 – supported

Getting Help

Common tasks you will perform and some troubleshooting is described in this manual, but if you need additional help, call or email the help desk:

Phone:	**785-864-3537**
Email:	**kite-support@ku.edu**

KITE User Manual Organization

The KITE User Manual is divided by subject. Feel free to select different chapters to assemble a user guide for use at your organization.

A Note About Graphics

Every effort was made to make the graphics in this manual match what you will see when you log in to KITE. In some cases, graphics were edited to show more information, for example, if a screen displays twelve columns in a scrolling window, we usually changed the column widths to show all twelve columns on one screen shot.

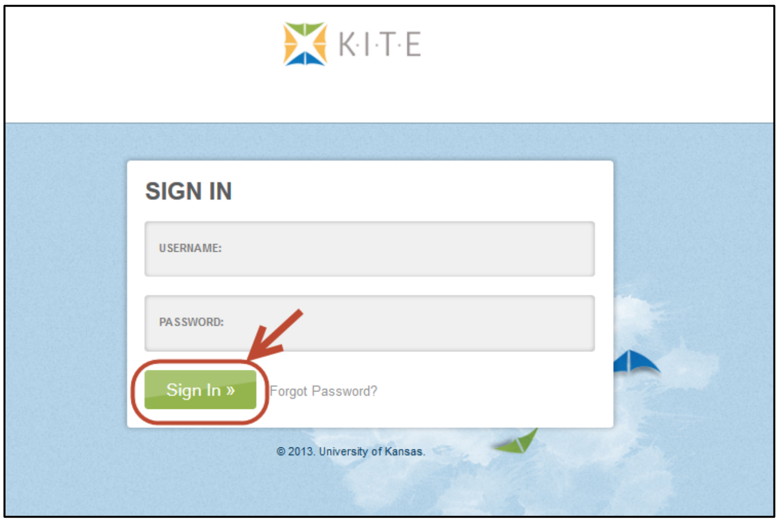
Version Information

This manual is designed for the KITE release in October 2013.

Logging In

To log into Educator Portal, perform the following steps:

1. Open a supported web browser.
2. Navigate to http://educator.cete.us.
3. In the Username field, type your username (your email address).
4. In the Password field, type your password.



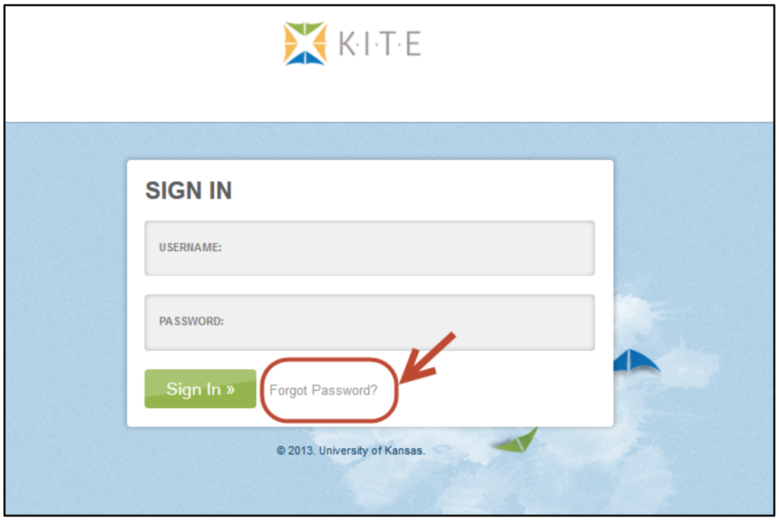
Note: The password is case sensitive.

5. Click Sign In.

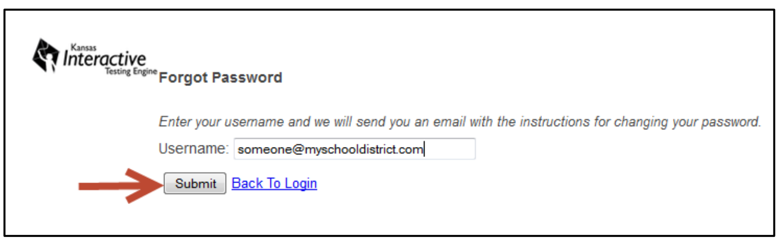
Resetting a Password

To reset a forgotten password, perform the following steps:

1. Log into the Educator Portal at http://educator.cete.us.
2. On the Sign In Screen, click Forgot Password.



3. Enter the username (email address) in the Username field.



4. Click Submit.
5. Within an hour, you will receive an email from cete@ku.edu to reset your password.

Hint: Be sure to check your Junk or Spam email folders.

Test Setup

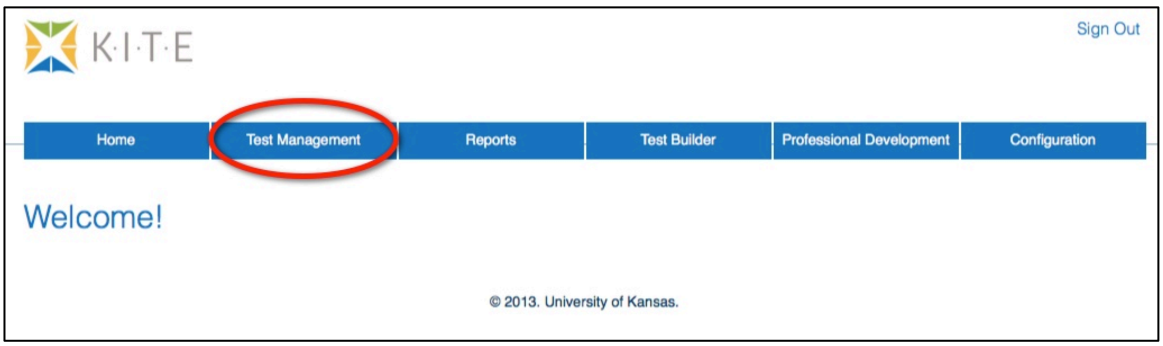
For each test that students will take, you must create a test session. This section contains procedures for the following:

- Creating a test session
- Editing a test session

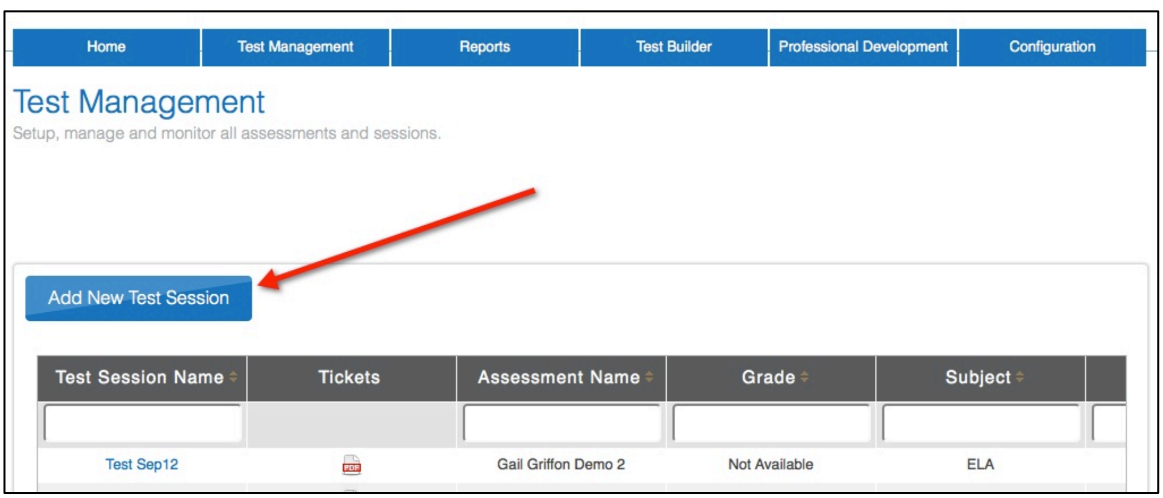
Creating a Test Session

As part of creating a test session, you assign students to that test session. To add a new test session (and assign students to tests), perform the following steps:

1. Login to KITE.
2. Click the Test Management tab.



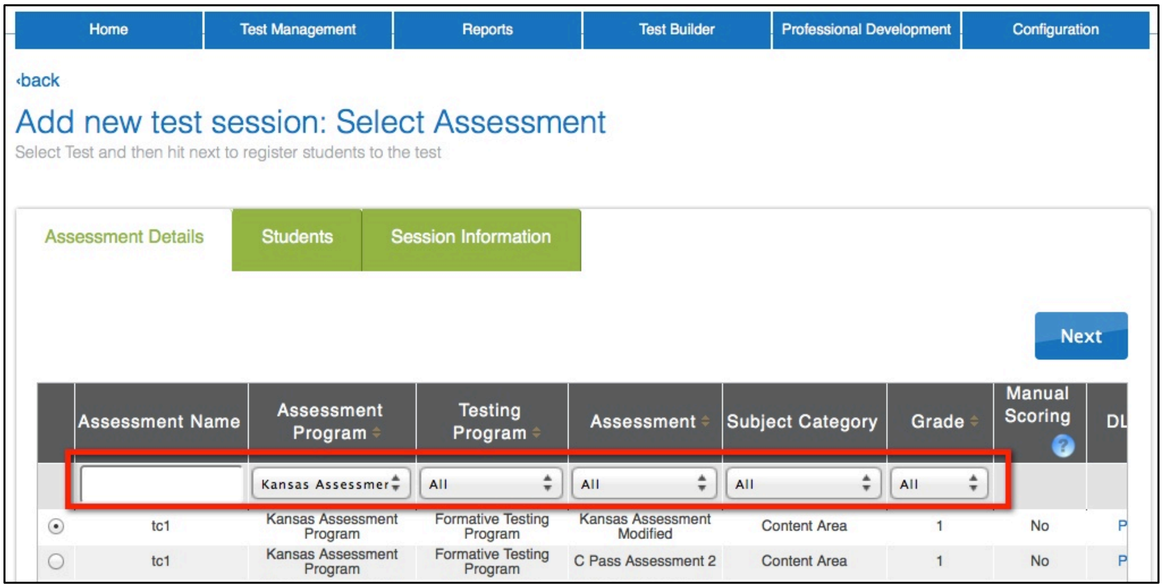
3. Click Add New Test Session.



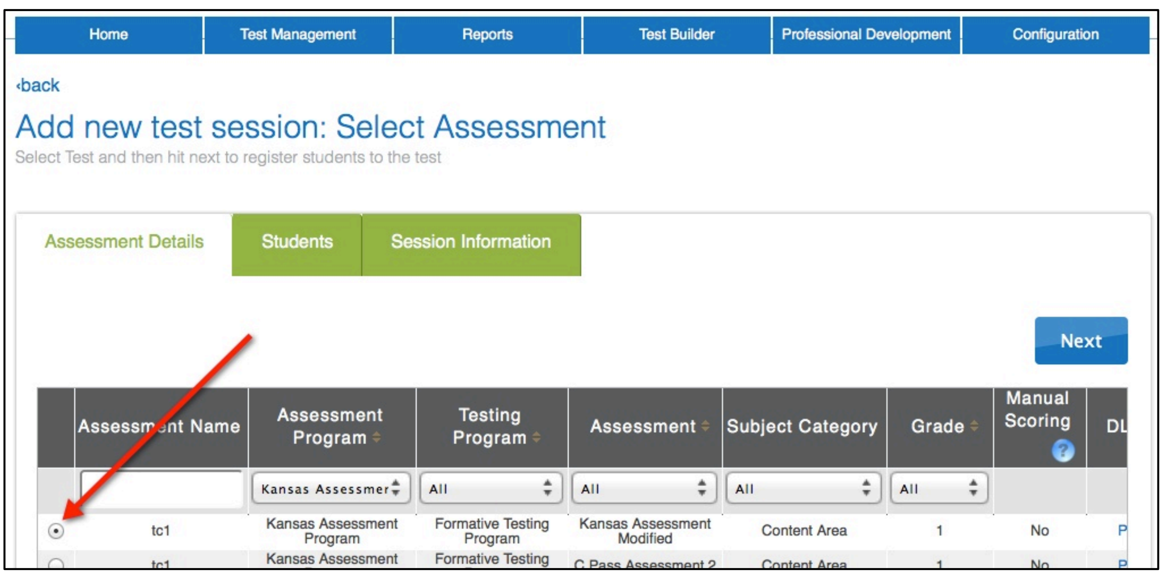
4. On the Select Assessment screen, ensure that the Assessment Details tab is selected.

5. Click Next.

Note: You can filter the tests using the Assessment Program, Testing Program and Assessment fields on the left side of the screen (circled below).



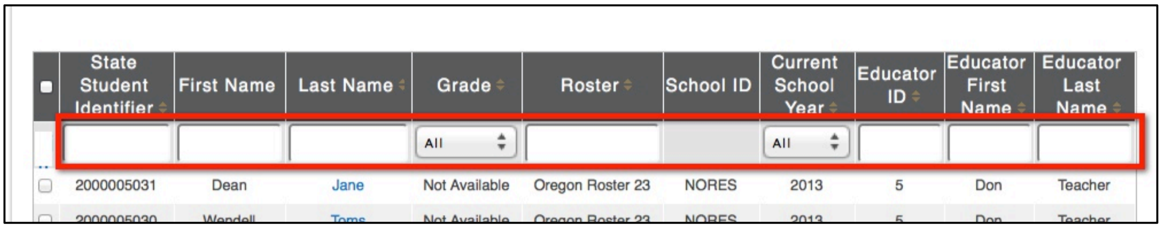
6. In the Test Search Results box, click the radio button next to the appropriate test.



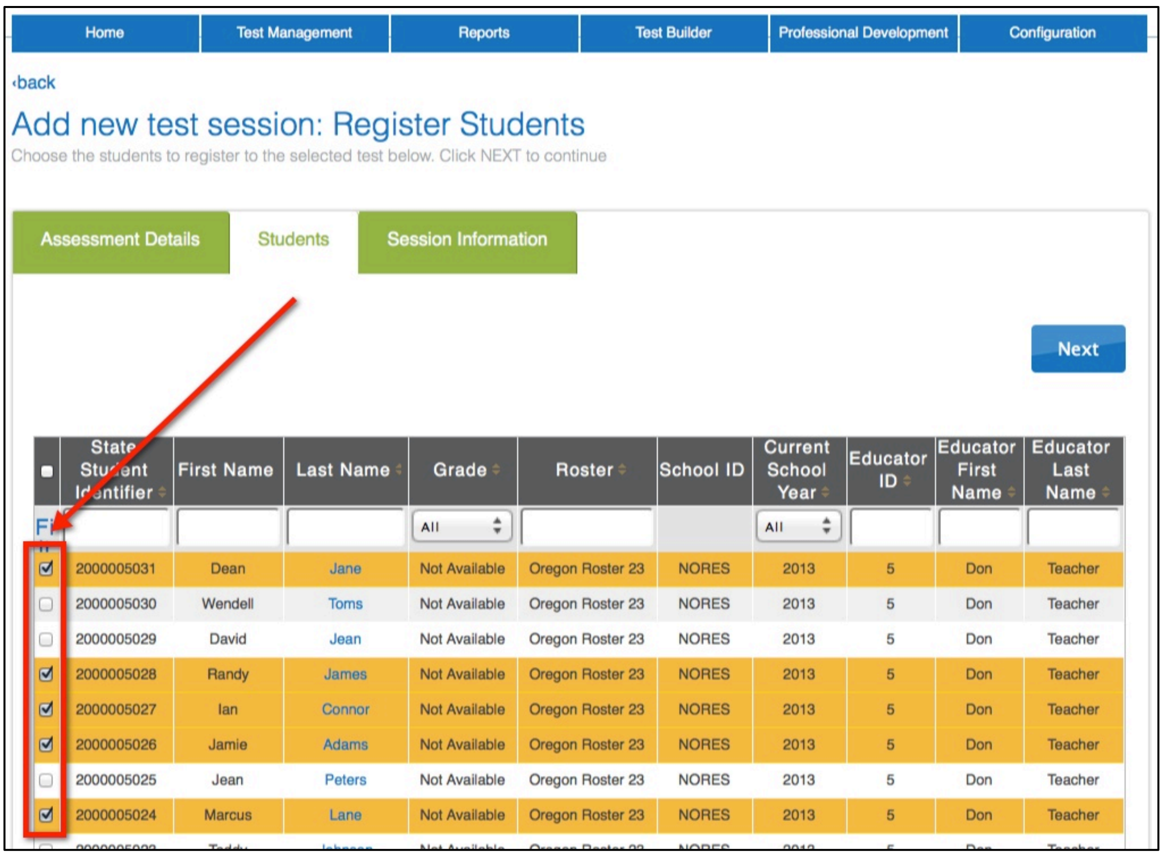
7. Click Next.

Adding Students to a Test Session

Note: You can type in the blank fields underneath the field names to filter the students by grade or educator name.



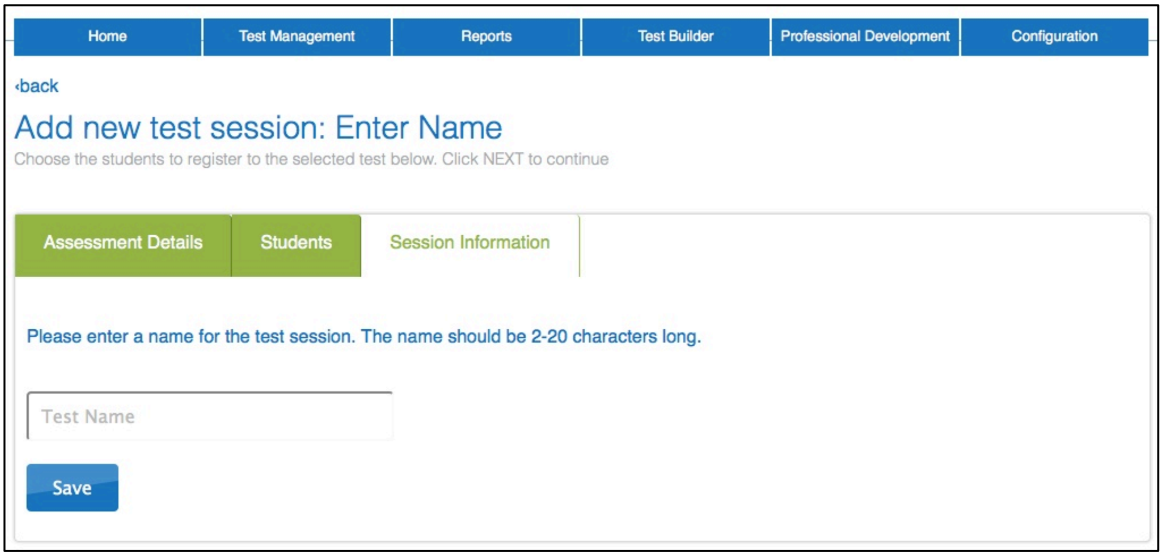
8. Click the checkbox to the left of all the students you want to add to the test session.



9. Click Next.

10. Type a short but descriptive test session name.

Note: You will not be able to delete or rename the test session, so you should determine a naming scheme that works for your location.

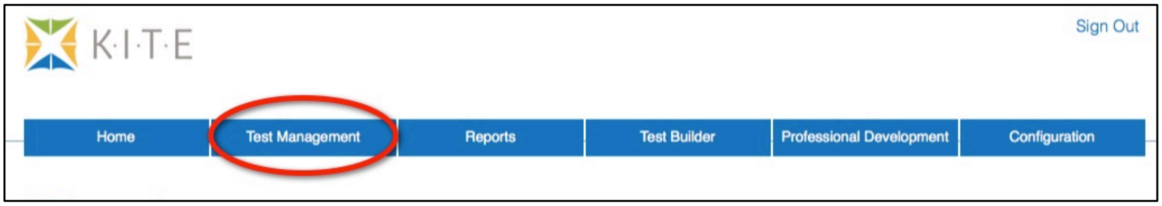


11. Click Save.

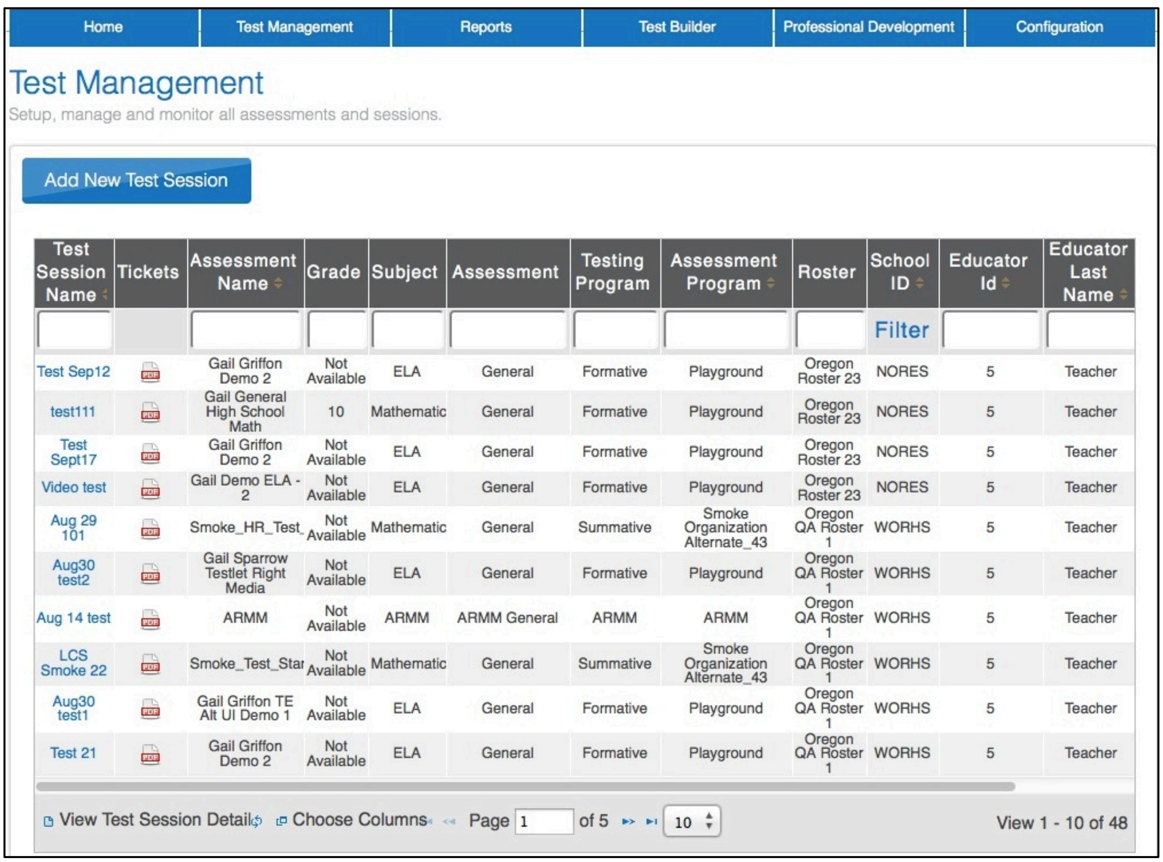
Editing a Test Session

After creating a test session, you can view and edit the names of students that are in that test session. To add and remove a student's name from a test session, perform the following steps.

1. While in the Educator Portal, click Test Management.

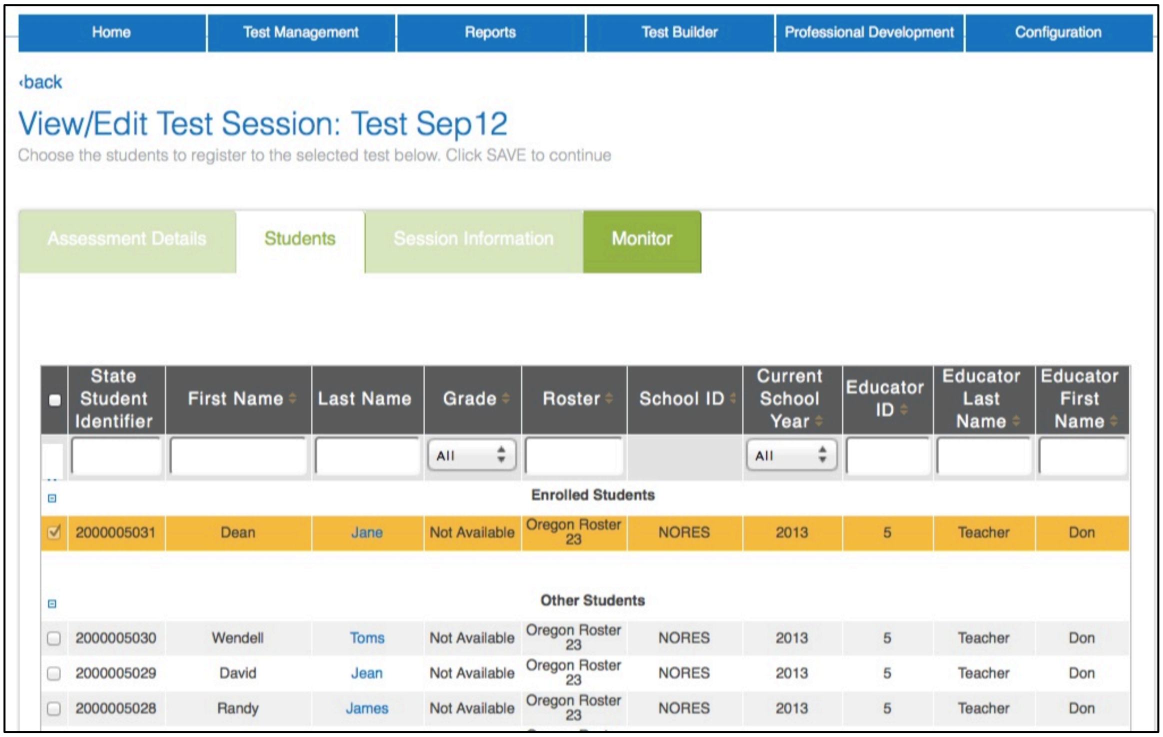


2. Locate the test you need to edit.



Test Session Name	Tickets	Assessment Name	Grade	Subject	Assessment	Testing Program	Assessment Program	Roster	School ID	Educator Id	Educator Last Name
									Filter		
Test Sep12	PDF	Gail Griffon Demo 2	Not Available	ELA	General	Formative	Playground	Oregon Roster 23	NORES	5	Teacher
test111	PDF	Gail General High School Math	10	Mathematic	General	Formative	Playground	Oregon Roster 23	NORES	5	Teacher
Test Sept17	PDF	Gail Griffon Demo 2	Not Available	ELA	General	Formative	Playground	Oregon Roster 23	NORES	5	Teacher
Video test	PDF	Gail Demo ELA - 2	Not Available	ELA	General	Formative	Playground	Oregon Roster 23	NORES	5	Teacher
Aug 29 101	PDF	Smoke_HR_Test_	Not Available	Mathematic	General	Summative	Smoke Organization Alternate_43	Oregon QA Roster 1	WORHS	5	Teacher
Aug30 test2	PDF	Gail Sparrow Testlet Right Media	Not Available	ELA	General	Formative	Playground	Oregon QA Roster 1	WORHS	5	Teacher
Aug 14 test	PDF	ARMM	Not Available	ARMM	ARMM General	ARMM	ARMM	Oregon QA Roster 1	WORHS	5	Teacher
LCS Smoke 22	PDF	Smoke_Test_Star	Not Available	Mathematic	General	Summative	Smoke Organization Alternate_43	Oregon QA Roster 1	WORHS	5	Teacher
Aug30 test1	PDF	Gail Griffon TE Alt UI Demo 1	Not Available	ELA	General	Formative	Playground	Oregon QA Roster 1	WORHS	5	Teacher
Test 21	PDF	Gail Griffon Demo 2	Not Available	ELA	General	Formative	Playground	Oregon QA Roster 1	WORHS	5	Teacher

3. Click on the name of the test.
   The View/Edit Test Session window appears.



Note: Students currently registered for the test appear at the top of the screen, highlighted, under Enrolled Students.

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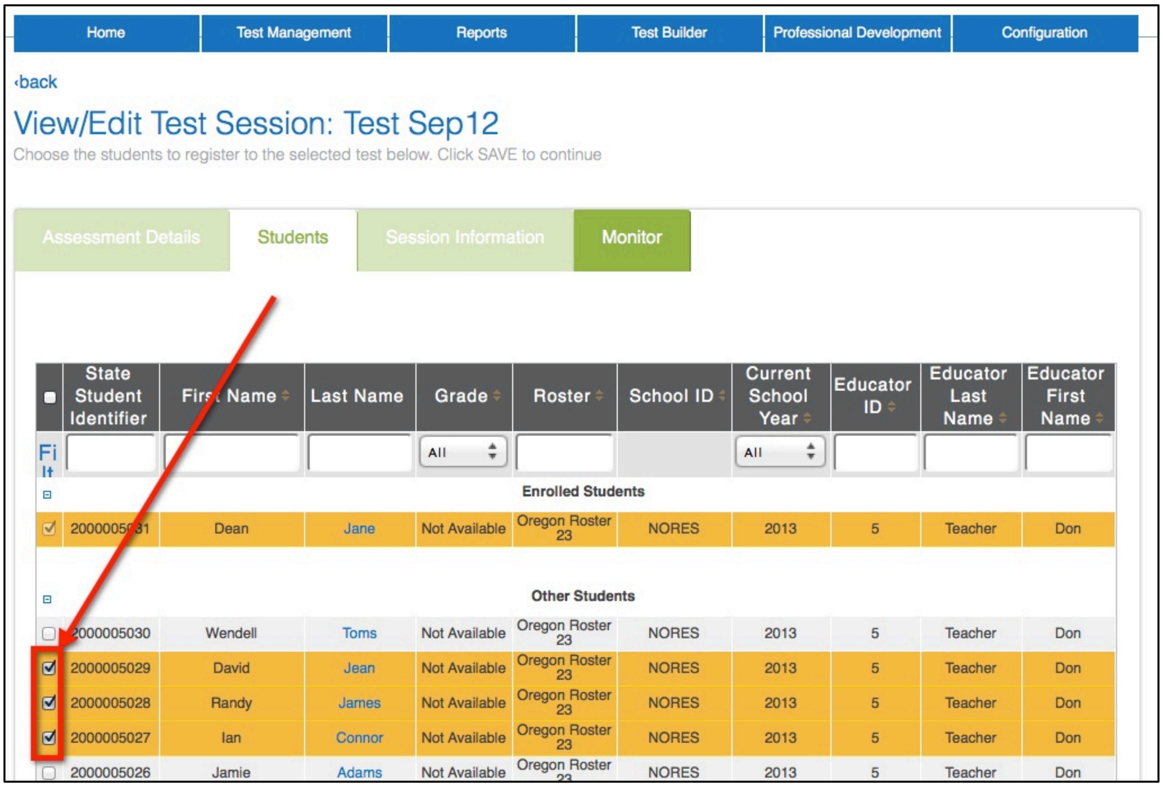
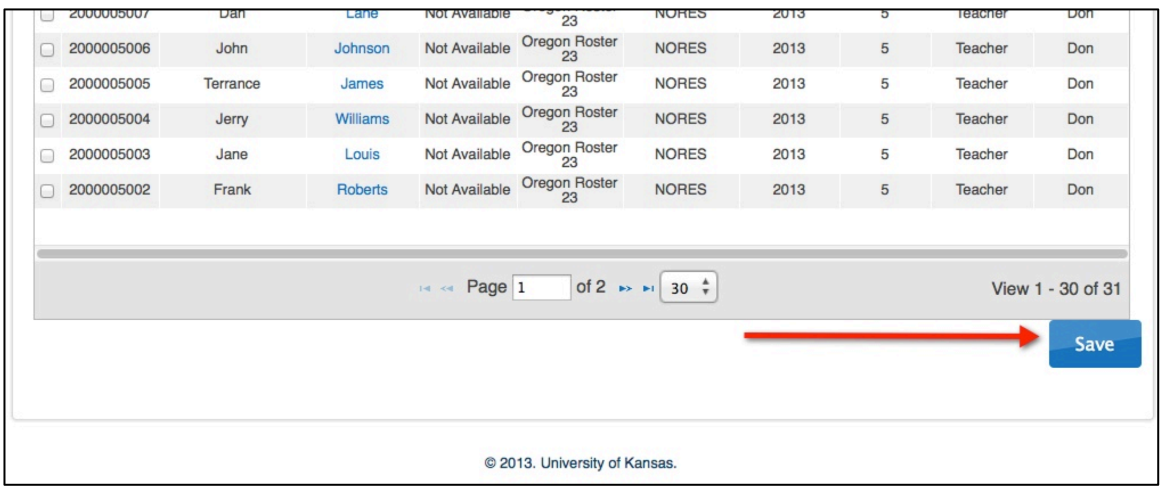
4. To add a student's name to the session, locate the appropriate student in the Other Students section.

5. Click the box next to the student's name.



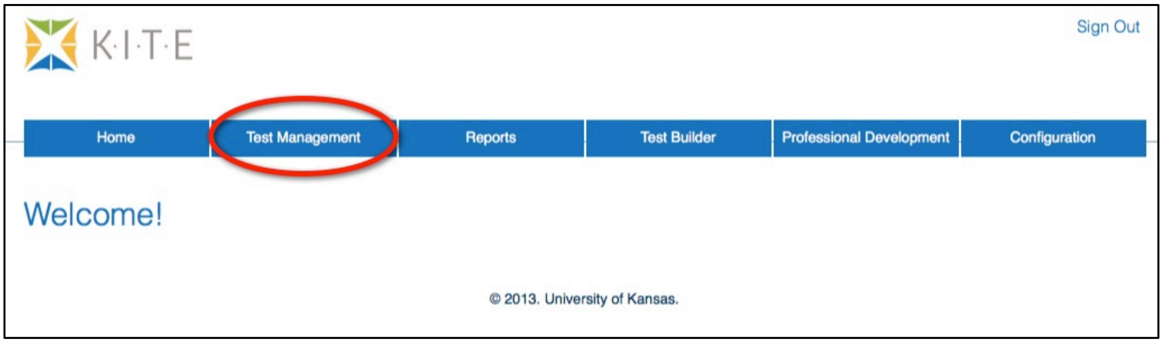
6. After making all of your changes, click Save.



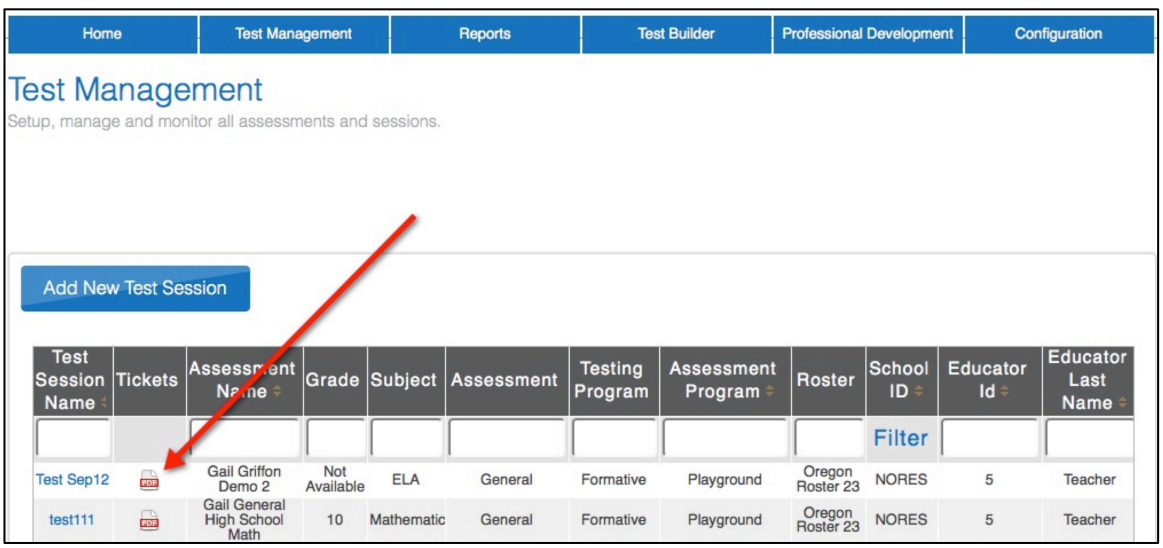
Test Tickets

After a test has been created and students have been added to the test, you can print test tickets. To print test tickets, perform the following steps.

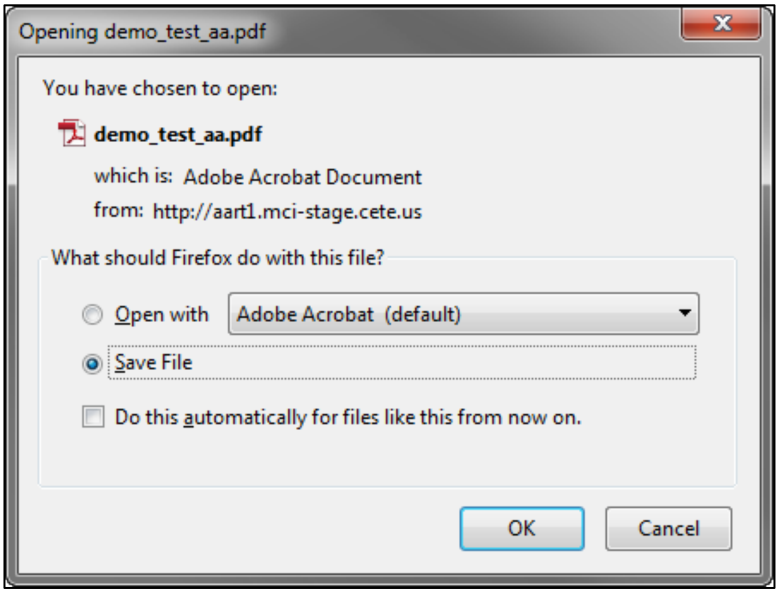
1. Login to KITE.
2. Click the Test Management tab.



3. Locate your test session.
4. Click the PDF icon next to the name of the test.



5. Click the radio button next to Save File.



6. Click OK.

Hint: You can always reopen the saved file in case students forget their login information.

7. Open the PDF file to print the student credentials (aka test tickets).

Note: Be sure to allow time before the test to cut the test tickets apart. The PDF prints with eight tickets on each page.

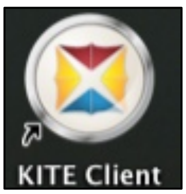
Administering a Test

When the test tickets are ready, you can administer the test. If you do not have test tickets, be sure to contact the person who is in charge of making them. The test tickets are printed from a PDF file and contain the student logins and passwords.

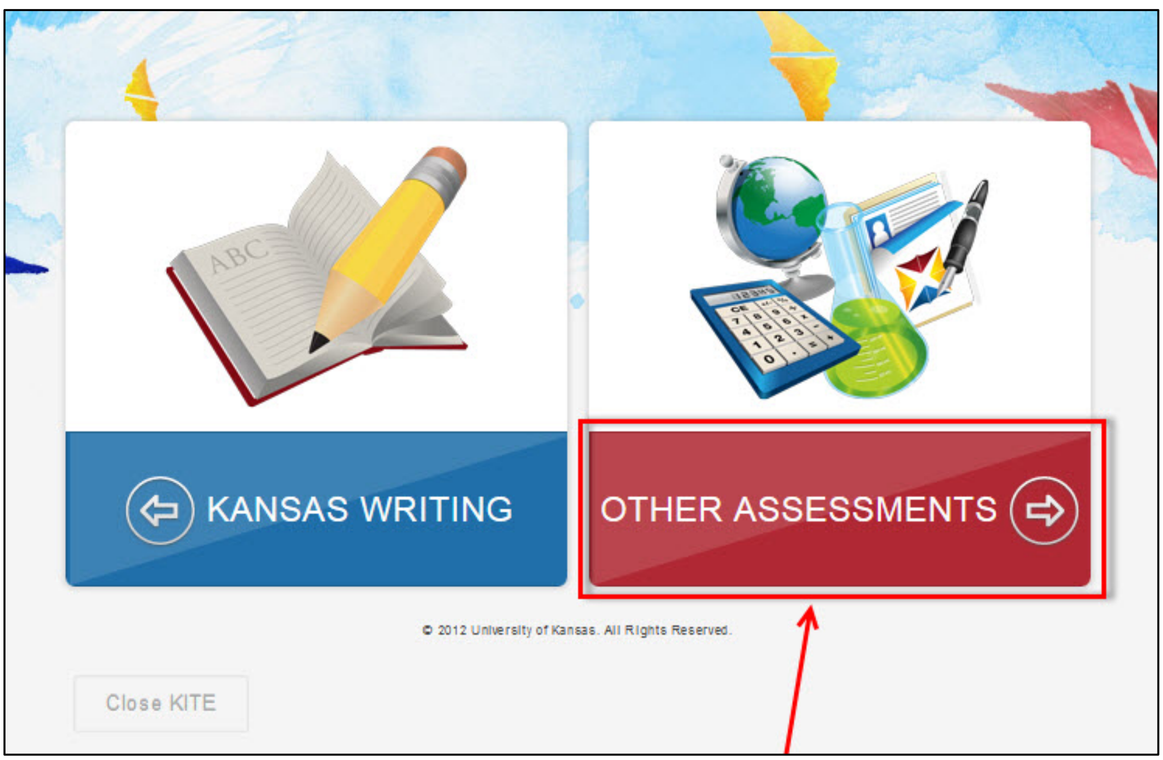
Note: For questions about the KITE Client refer to the KITE Client manual. The instructions below walk you through only the basics steps.

To administer the test, perform the following tasks:

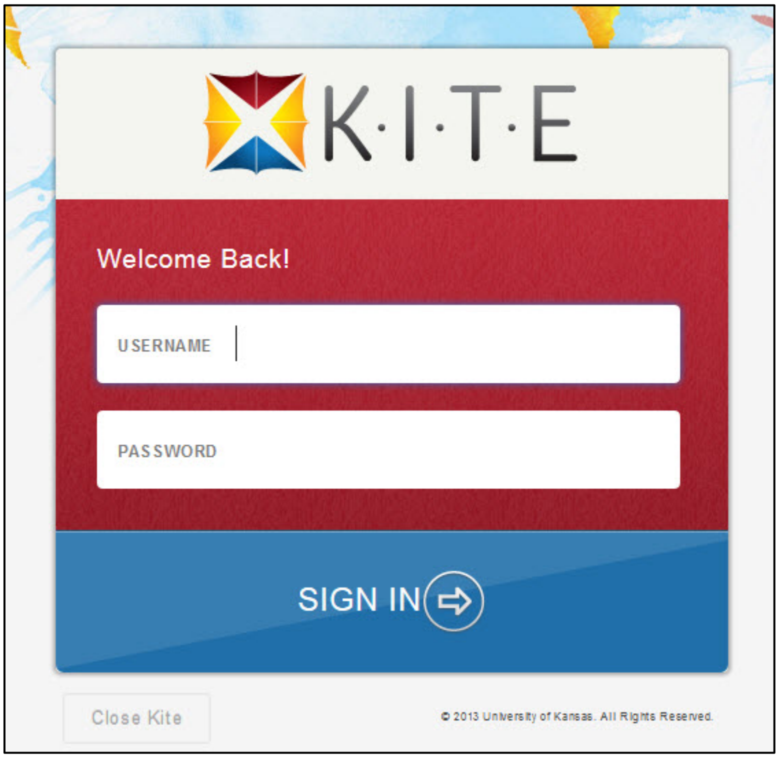
1. Distribute the test tickets (with login and password information) to the students.
2. Have the students open the KITE Client on their computer desktops.



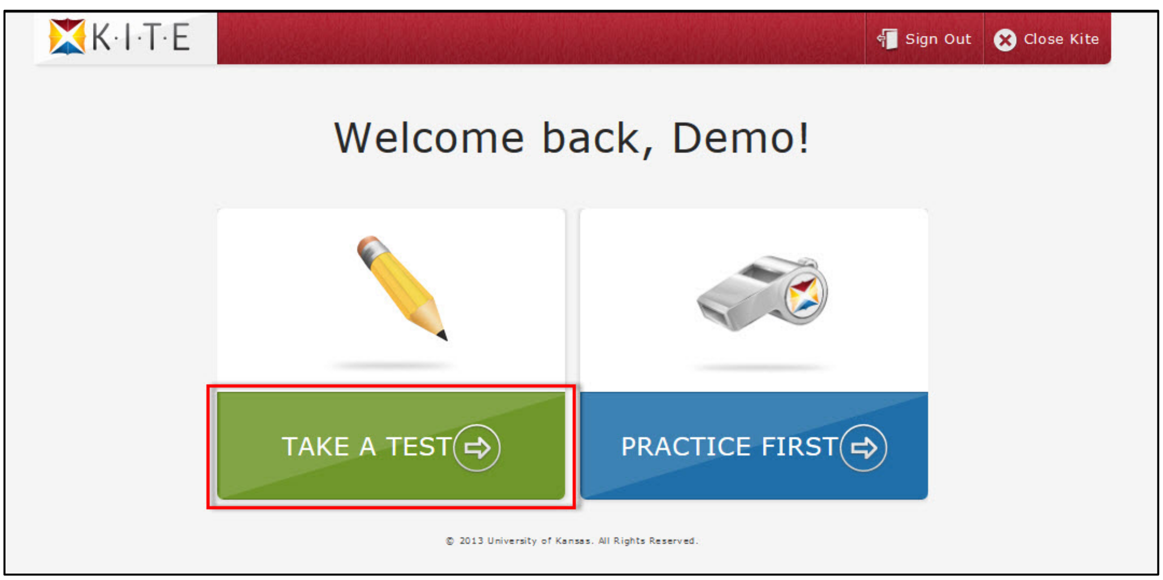
3. Have the students click Other Assessments.



4. Instruct the students to enter the login information from their test ticket.

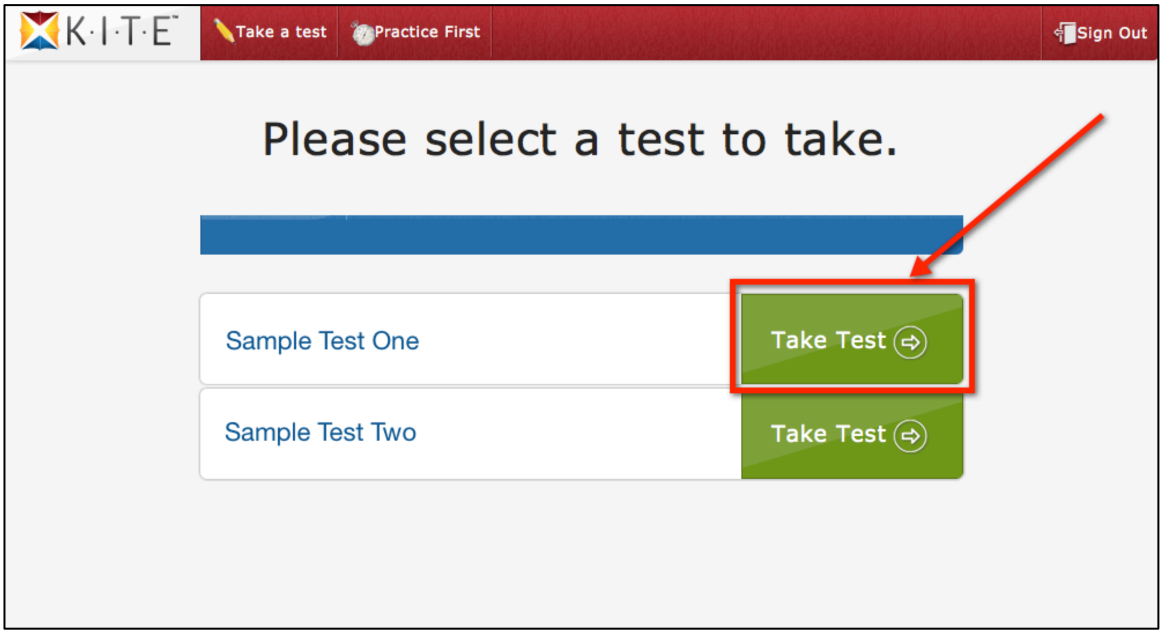


5. Instruct the students to click TAKE A TEST.



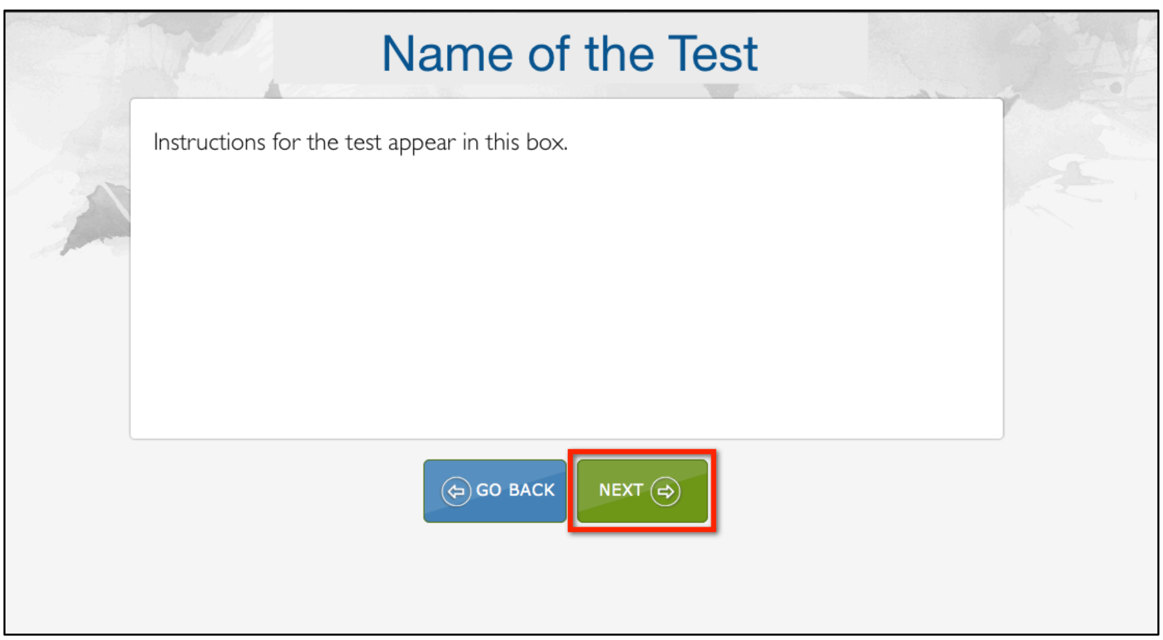
Note: The Practice First button leads students to practice tests if they are available.

6. If you have a choice of environment (in the blue bar), show the students the correct one.
7. From the list, show the students the test they should take.



8. Tell the students to click the Take Test button.
9. Have the students read the test instructions.

Hint: Some tests have more instructions at the beginning than others.



10. When the students are finished reading, they should click the green button to start the test.

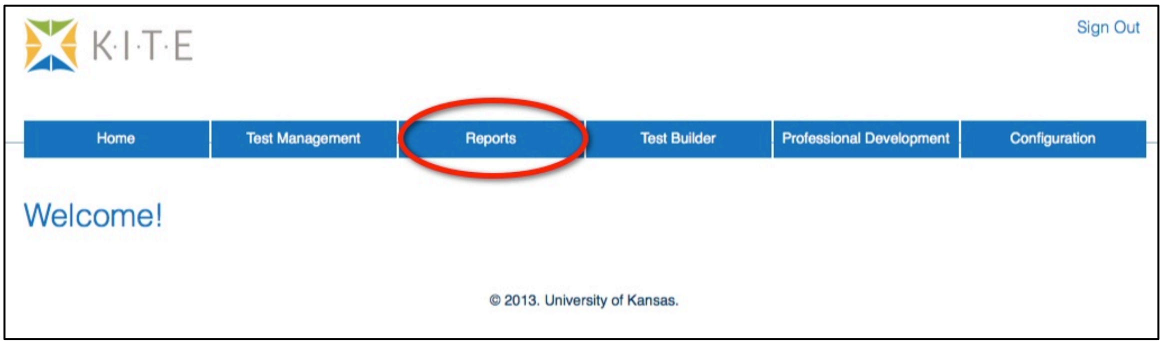
Note: The green button may say either Next or Begin depending upon the settings of the test.

Hint: The Go Back button returns to the screen where you can select a test.

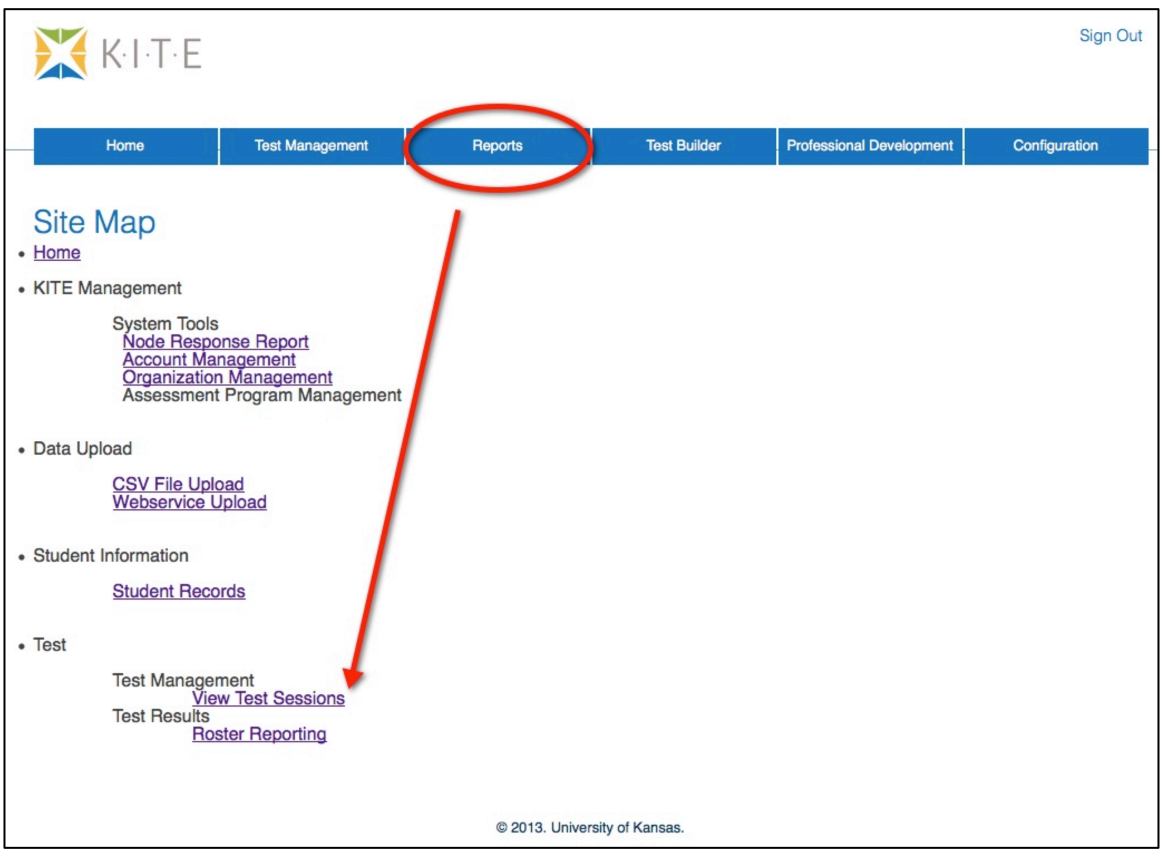
Monitoring a Test Session

You can monitor a test session if at least one student on the roster has started taking the test. To monitor a test session, perform the following steps.

1. While in the Educator Portal, click Reports.

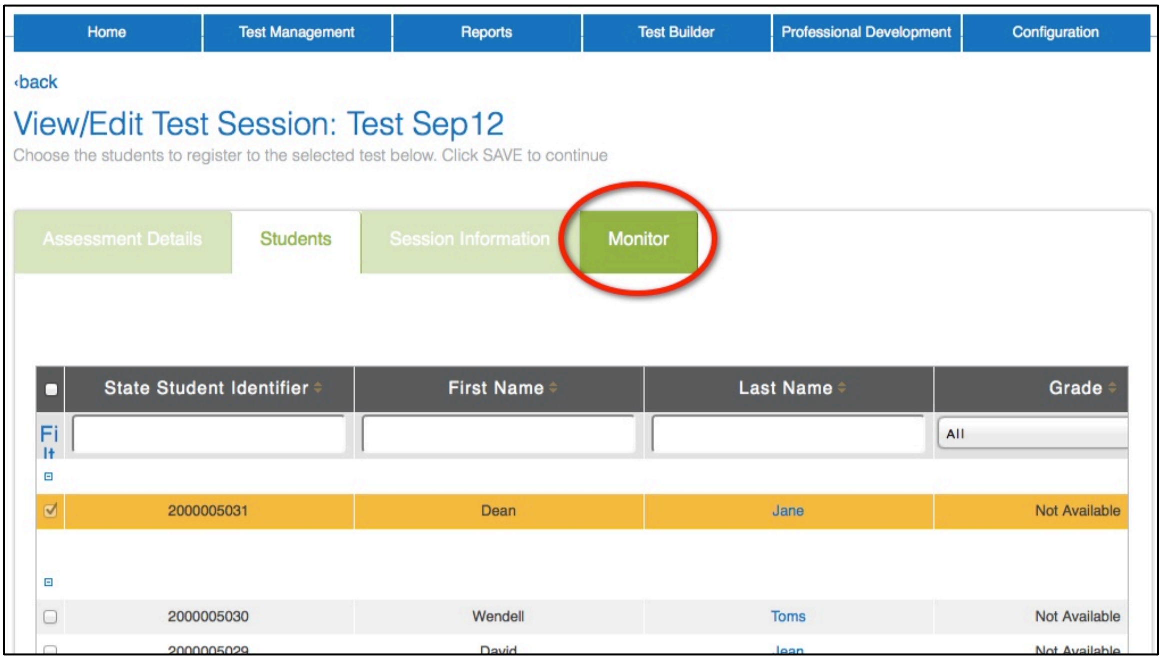


2. Under the Test bullet and Test Management, click View Test Sessions.

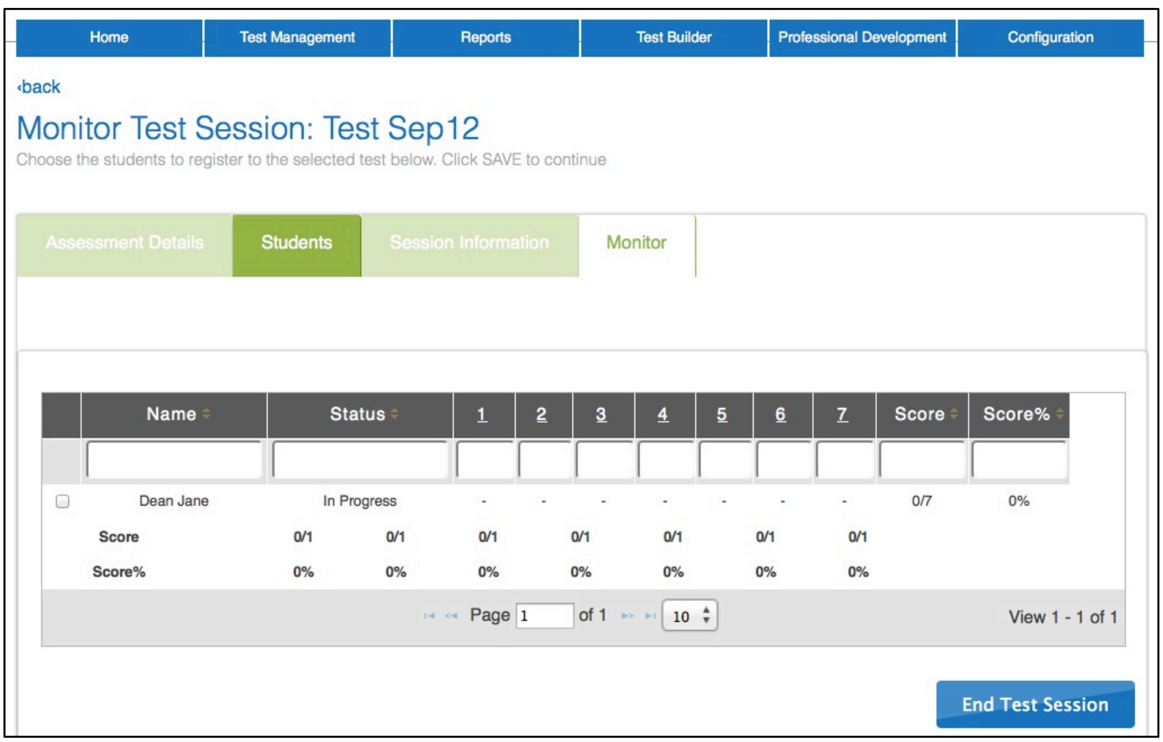


3. From the list of test sessions, click the name of the test session you want to monitor.

4. Click the Monitor button.



5. Use the table below to interpret the screen that appears.



Note: The End Test Session button will close this test session to all students, including any who haven't finished the test. Use only if you are sure you need to end a test session.

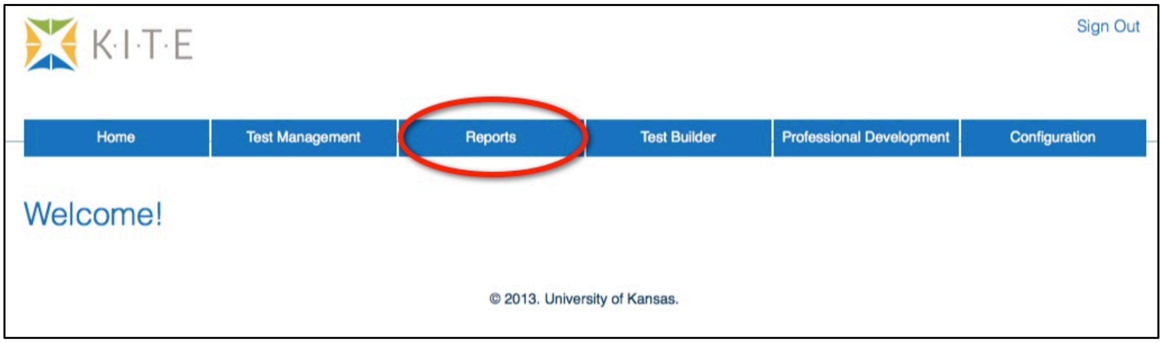
Column Heading	Description
Name	The name column displays both the student's first and last name.
Status	This displays the status of the test. Possible entries are Complete—Student has finished the test and/or selected Review/End to submit answers and end the test session. Unused—Student has not yet logged in. In Progress—The student has logged in but has not completed the testing.
Numbered Columns	Each numbered column corresponds to a question on the test. If the student has selected a response for the question, the student's choice will appear in the column. If the student has not selected an answer, the column will display a hyphen (-).
Score	The score displays the number of correct answers followed by the total number of questions.
Score %	The score percentage (%) shows the percent of questions correctly answered.

6. When you have finished, use the menus at the top of the screen to move to another location in KITE.

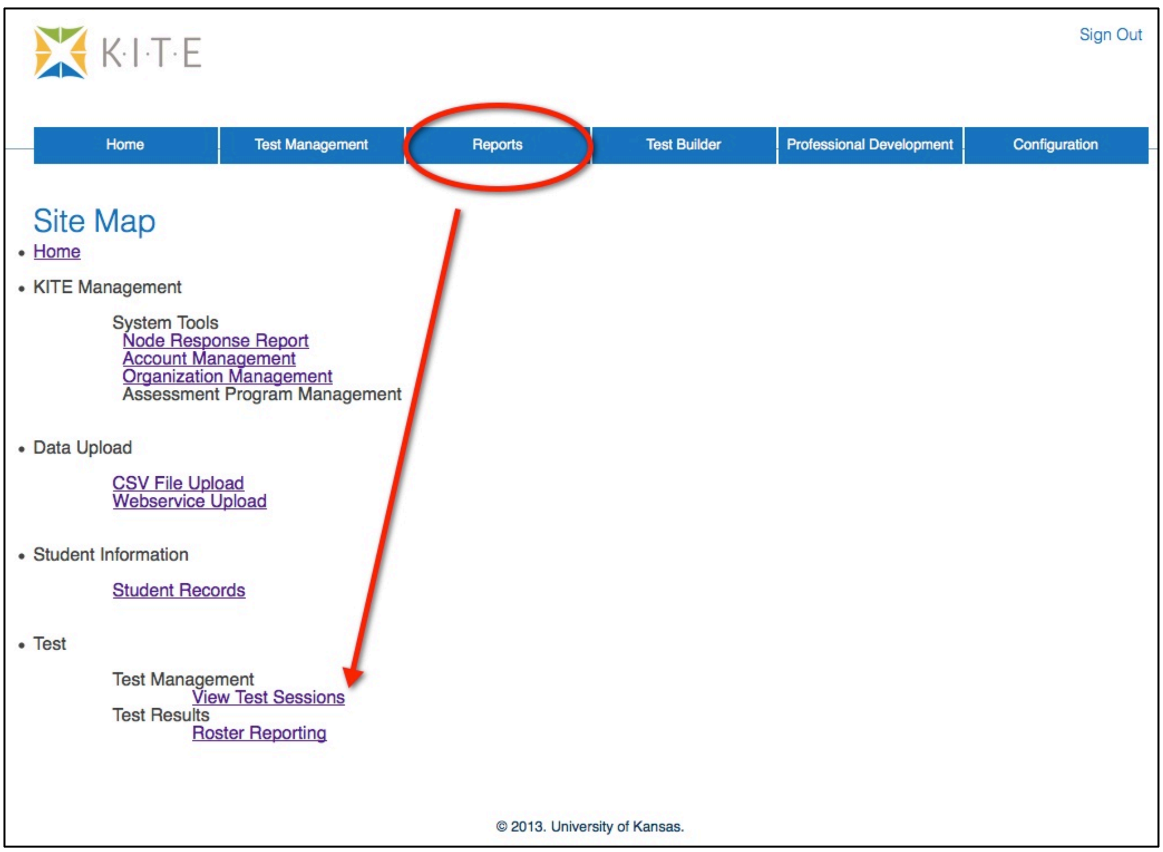
Manually Ending a Test Session

If a student is taking a test and gets disconnected, you might need to end that test session manually. To manually end a test session, perform the following steps.

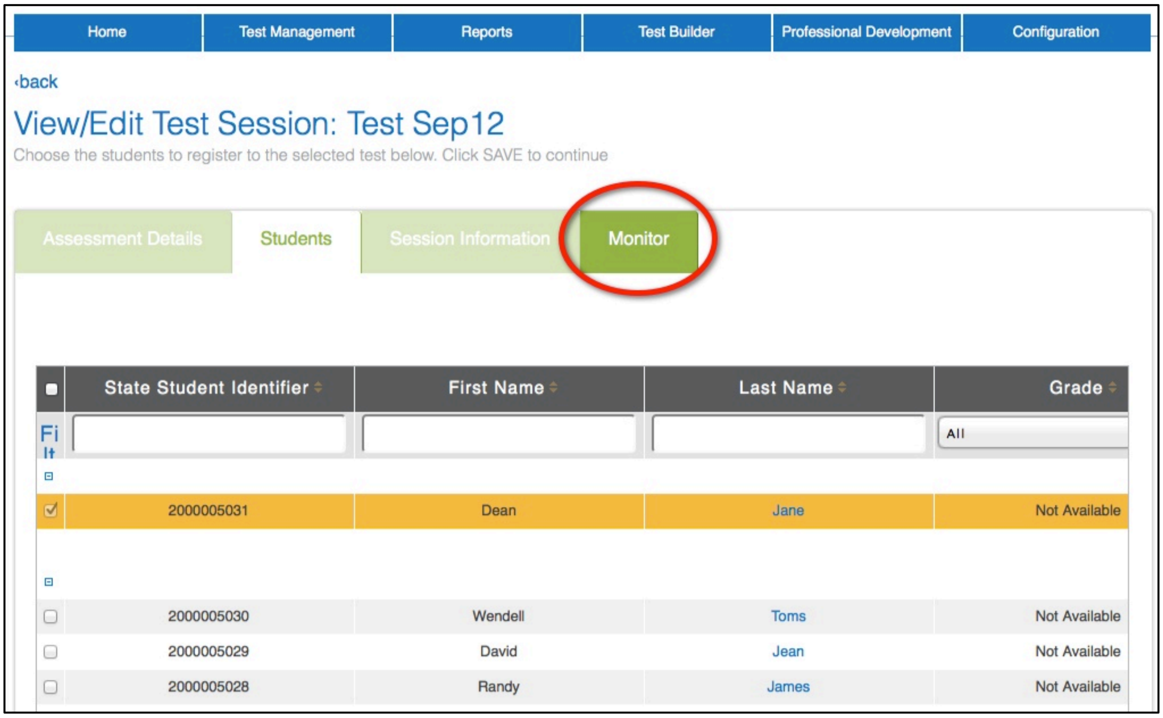
1. While in the Educator Portal, click Reports.



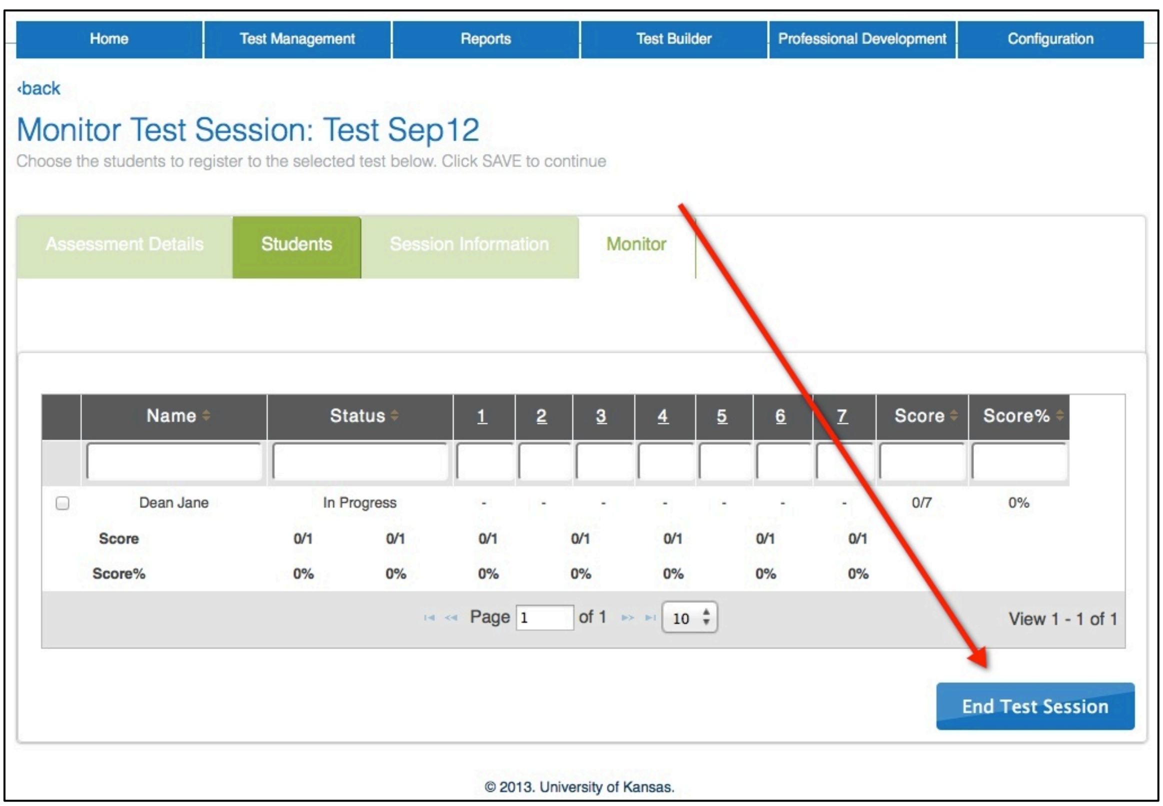
2. In the Test bullet under Test Management, click View Test Sessions.



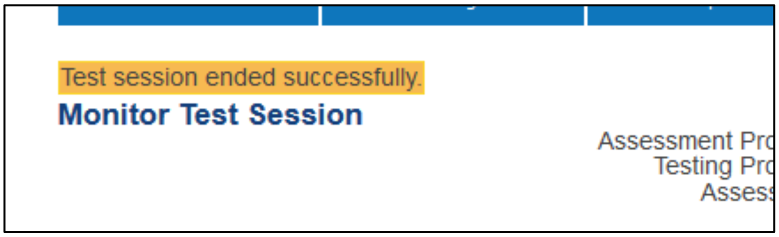
3. From the list of test sessions, click the name of the test session you want to monitor.
4. Click the Monitor tab.



5. On the Monitor Test Session window, click the End Test Session button.



6. Verify that the test session ended.

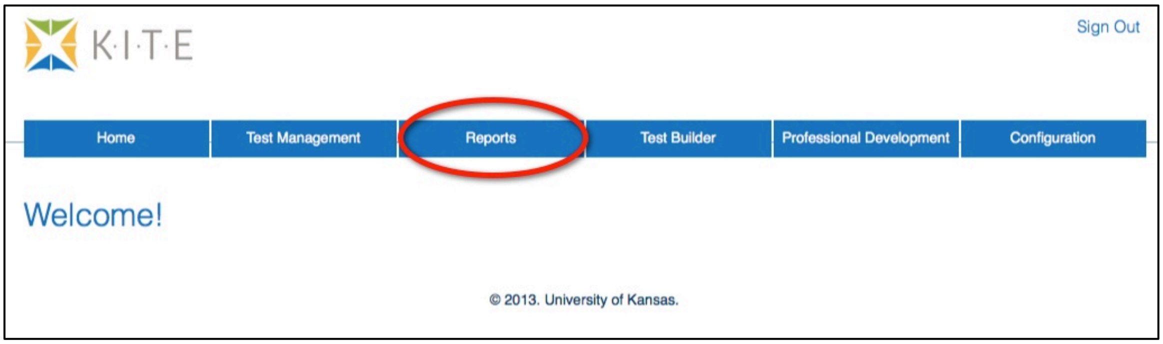


Test Results

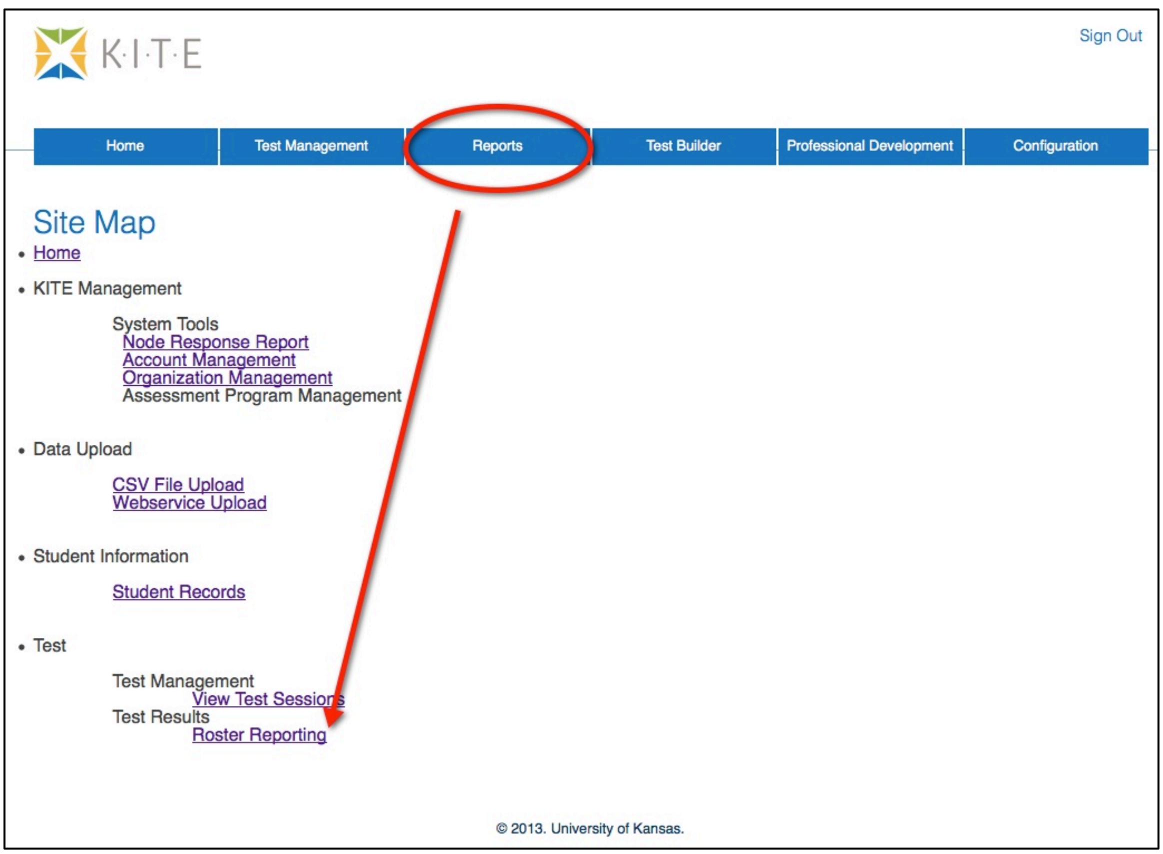
Roster reports contain testing results for each student on a roster. These reports are not generated until at least one student has completed the test session.

To access roster reports, perform the following steps:

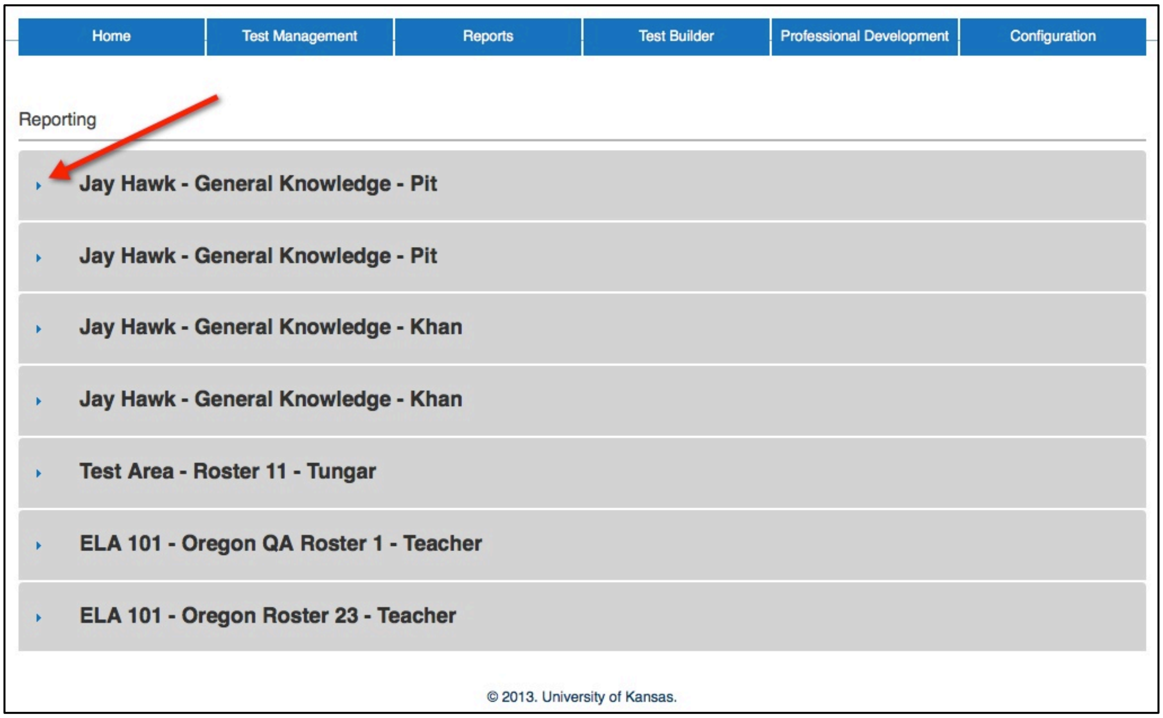
1. Log into the Educator Portal.
2. Click Reports.



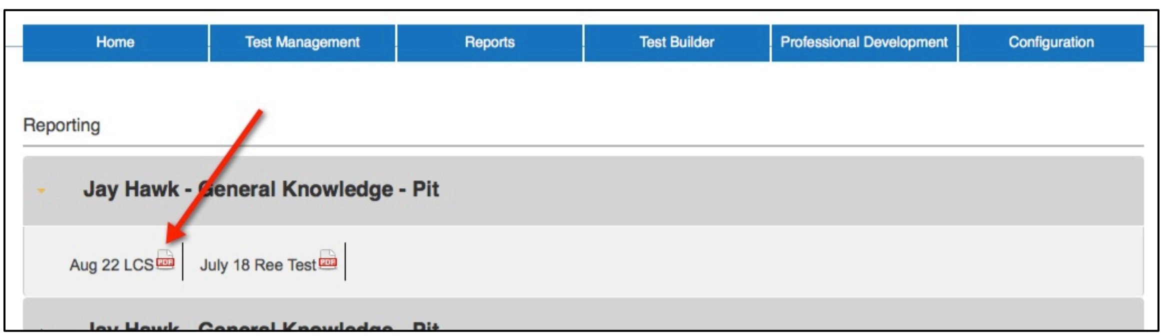
3. Under Test Results in the Test bullet, click Roster Reporting.



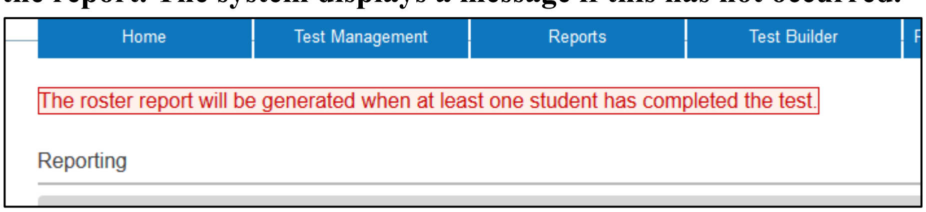
4. Click the triangle next to the appropriate roster name to view available reports.



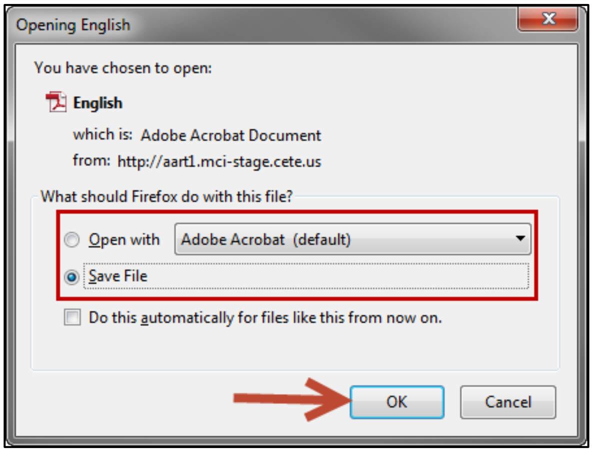
5. Click the PDF icon to open a report.



Note: At least one student must have completed the test session in order to generate the report. The system displays a message if this has not occurred.



6. Choose Open.



7. Click OK.
8. The report displays the names of the students who have taken the test, their ID numbers, their raw score (the number of questions correct followed by the total number of questions on the test), and the percentage received.

Smoke_Testlet_HR_TestCollection_Default_72
Mathematics_5_10-07-2013
Student Score Report - Alphabetically By Name

Date: 10-07-2013
Subject: Mathematics
Grade: 5

Student Name	Local Student ID	Raw Score	% Correct
Last480212 , First480212	480212	2 / 11	18 %
Last480213 , First480213	480213	3 / 11	27 %

9. Use the table below to interpret the report.

Field Name	Definition
Student Name	The student’s name
Local Student ID	The local student ID number
Raw Score	The number correct followed by the total number of questions on the test
% Correct	The percentage of correct answers.

10. To print a copy, from the File menu, click Print.

Student Records

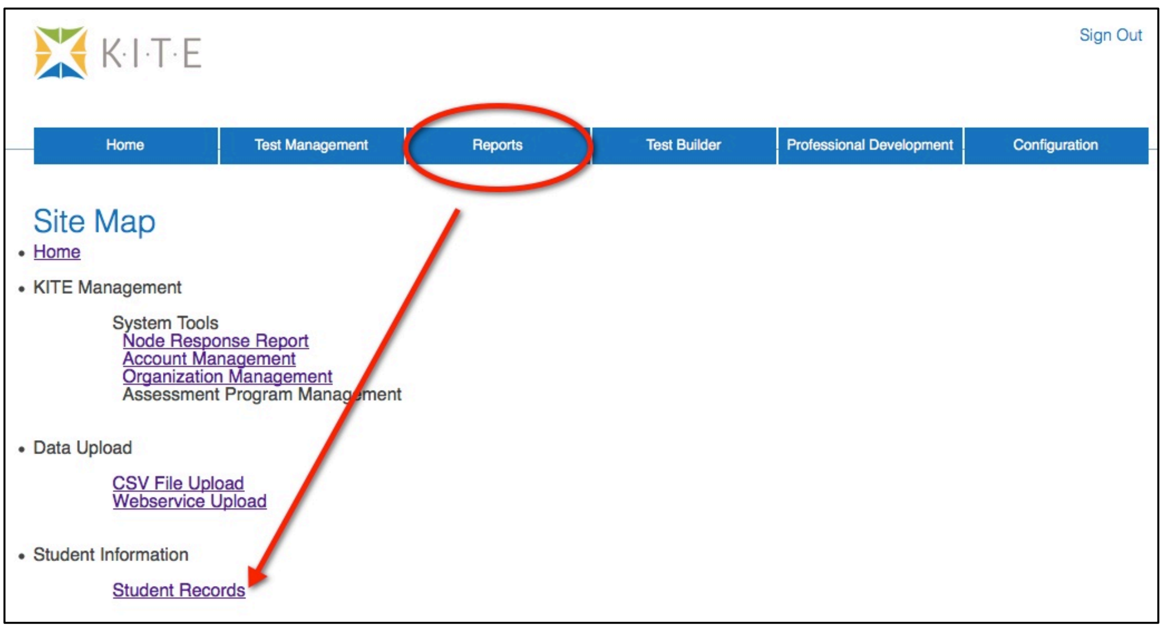
You can view student details to see if the correct information is in KITE. You will be able to see the student information like name and identification number as well as the educator to whom the student is assigned. If the student has a PNP or First Contact file, you will be able to view this information also.

> Hint: Depending upon your access privileges, you may or may not see all of the students. For example, teachers can only view students associated with their names, but a district-level user could view all students in a building.

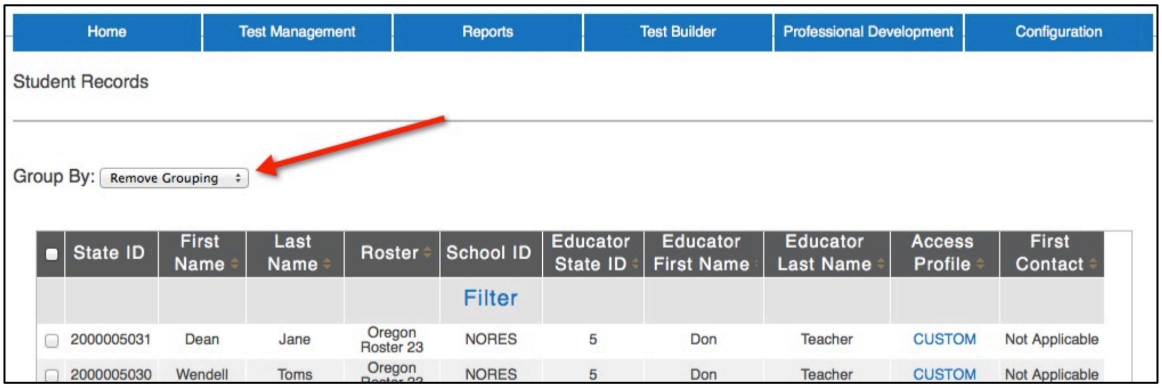
Viewing Student Details

To view student details, perform the following steps:

1. On the Reports page under Student Information, click Student Records.



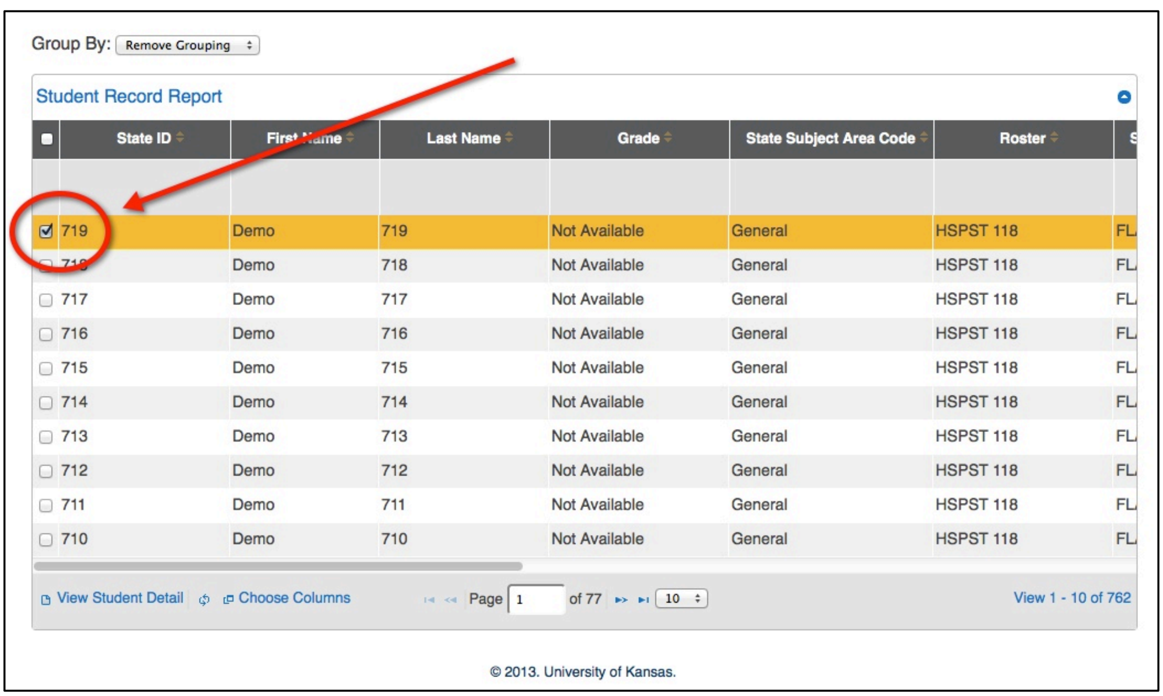
2. Use the Group By drop-down list to organize the list of students.



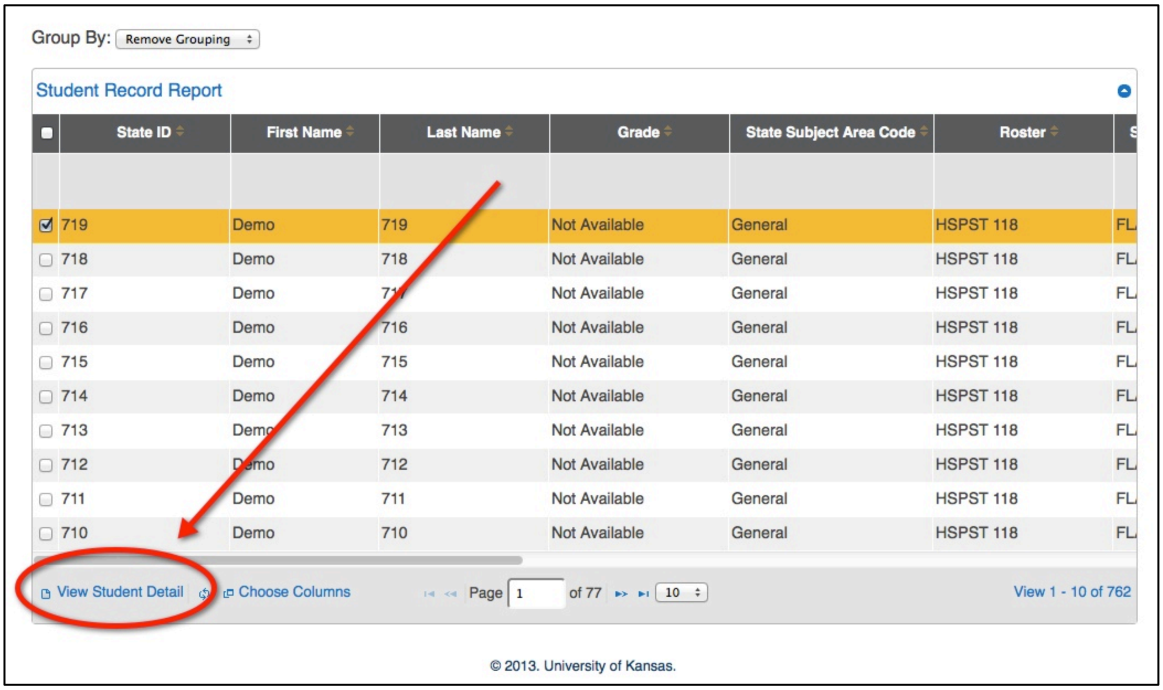
3. Use the following table when sorting the list of students.

Selection	Description
Remove Grouping	Clears the filter and returns the list to its original order.
Roster	Groups the student records by the roster on which they were uploaded. A roster upload number is automatically assigned by the system.
Student	Groups the student records by the student's state ID number.
Teacher	Groups the student records by their teacher's name.

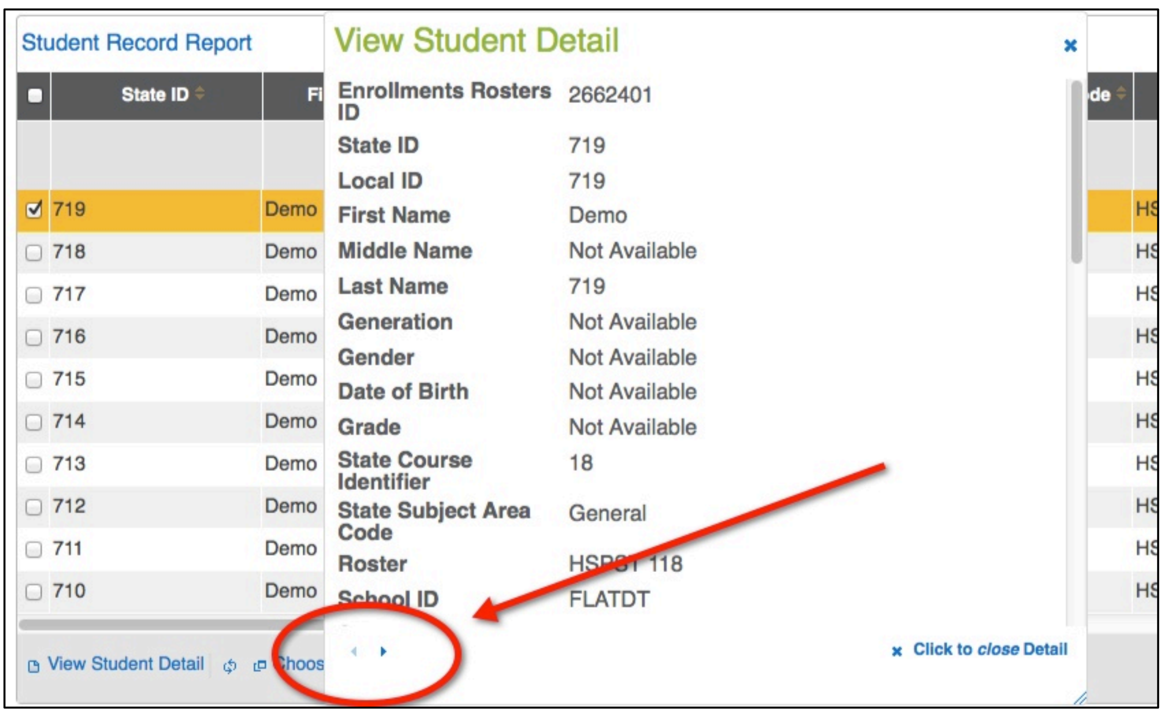
4. Click the checkbox next to the student you want to view.



5. At the bottom of the screen, click View Student Detail.

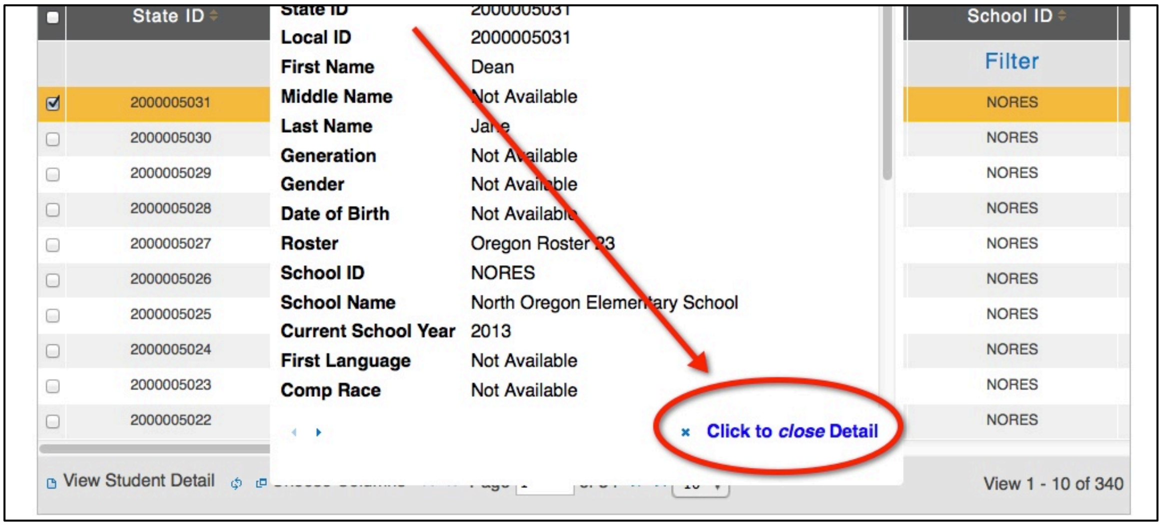


6. Use the arrows at the bottom of the student detail window to move between students.



Note: The information in these records is filled from the uploaded CSV file, or the uploaded Kansas Individual Data on Students (KIDS) file.

7. When you are finished, click the Click to *close* Detail button.

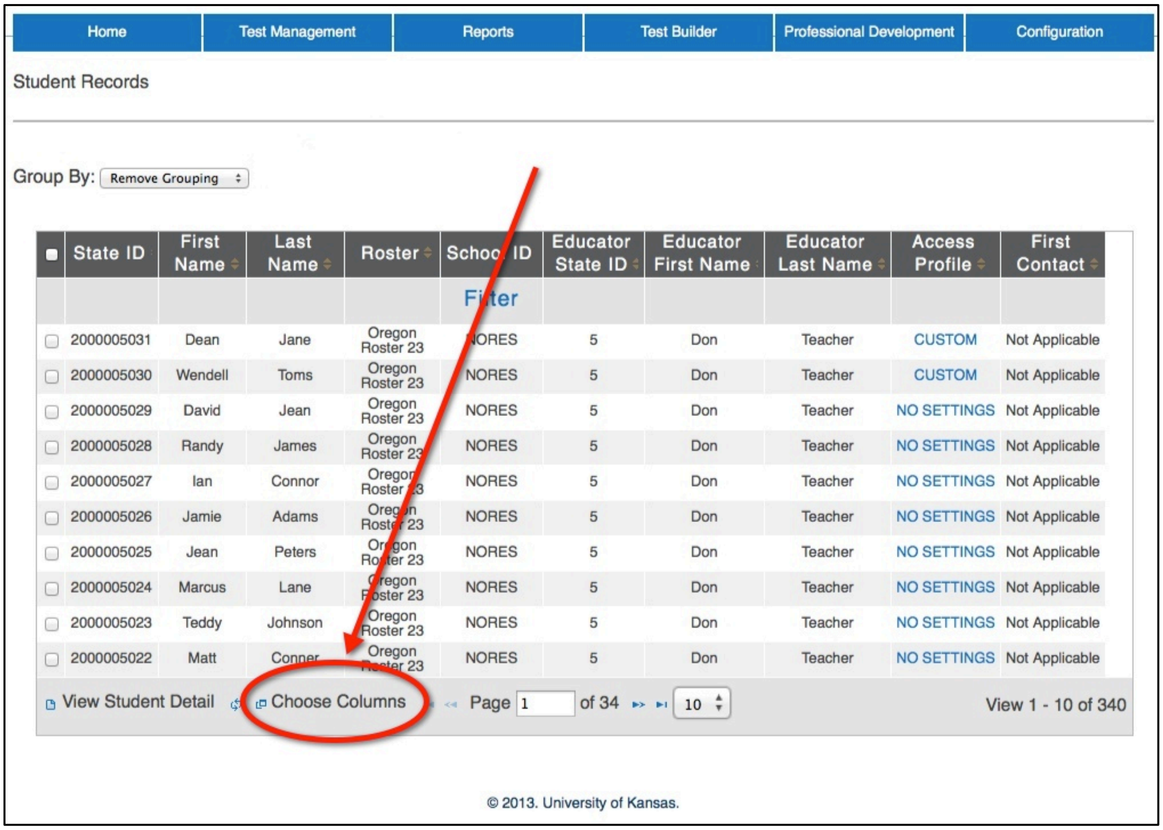


Customizing the Student Records List

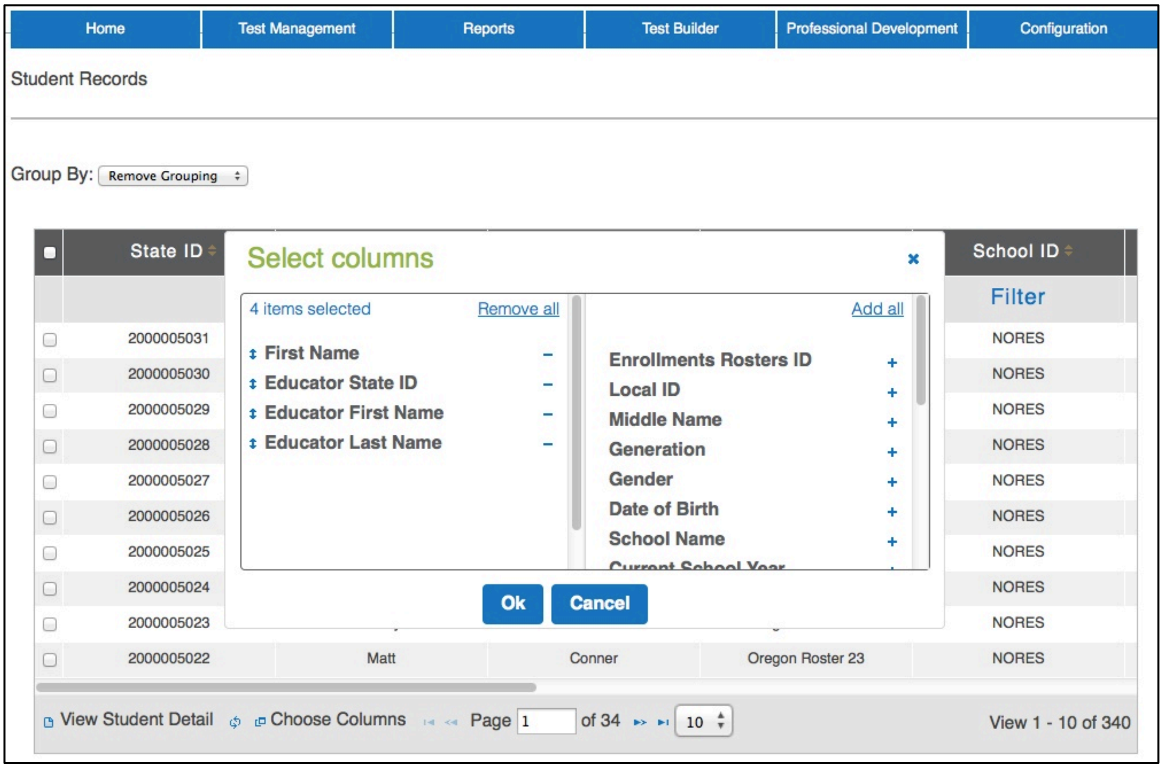
Note: Although there are other columns available, we suggest you keep the default setup unless you are specifically looking for other types of information.

If you need to change the columns in the Student Record Report, perform the following steps.

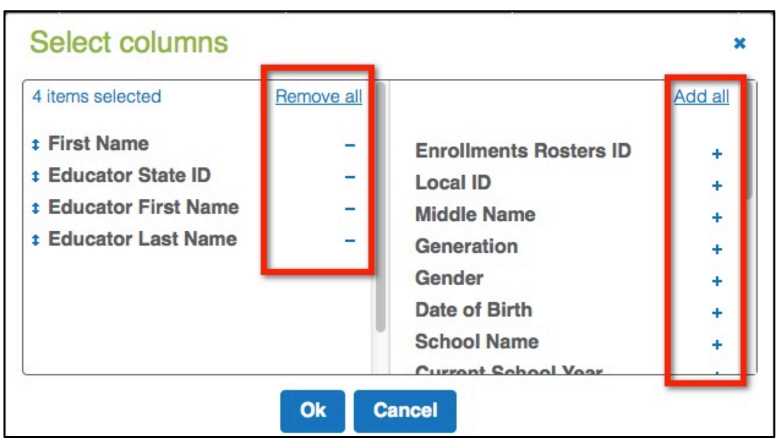
1. On the Student Record Report screen, click Choose Columns.



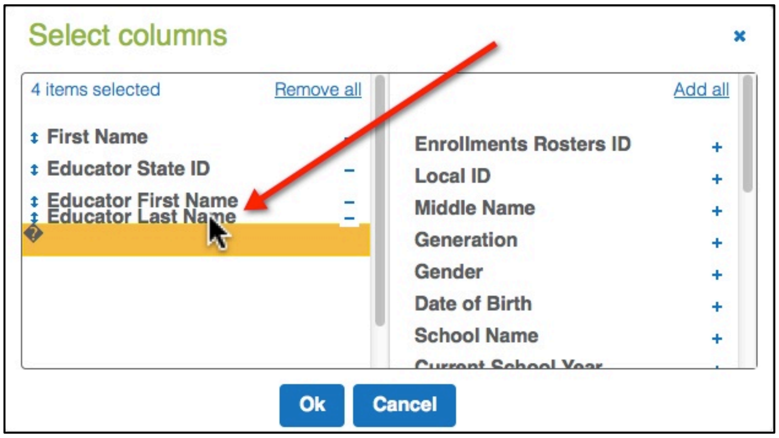
2. On the Select columns window, determine which columns you wish to add or remove.



3. To remove a column from the report, click the – sign next to the column.
4. To add a column to the report, click the + sign next to the column.



5. To reorganize columns, drag and drop the columns into the order you prefer.



6. When you have finished, click Ok to save your changes.

Note: You can resize the columns, but use caution as changes can make the report difficult to read.

The table below lists the default column titles and their definitions.

Column Titles	Definitions
State ID	The student's state-assigned ID number.
First Name	The student's legal first name.
Last Name	The student's legal last name
Roster	The name given to the roster.
School ID	The school's ID number.
Educator State ID	The educator's state license ID number.
Educator First Name	The educator's legal first name.
Educator Last Name	The educator's legal last name.
Access Profile	Indicates whether or not the student's Personal Needs and Preferences or Personal Needs Profile (PNP) have been set. Currently used by Dynamic Learning Maps (DLM).
First Contact	Indicates whether or not the first contact form has been completed. Currently used by Dynamic Learning Maps (DLM).

Users

Sometimes, problems arise because a user cannot see the information they expect to see. Often this occurs because of a problem with their roles. If they are a new user, they may need to be validated or have roles assigned; existing users may need to have their roles updated.

Adding Users

Users are entered into the system using a data file in the CSV (comma separated values) format. All users (educators, test coordinators, principals, superintendents, etc.) can be included on one CSV file.

Hint: A CSV user file template is available at http://ksassessments.org/kite.

Note: Note all columns in the CSV template require data. However, all columns in the CSV template must be included in the file.

Hint: We recommend maintaining one user file.

Creating a User File (CSV)

To create a user file, perform the following steps.

1. Open a spreadsheet program that can save data in the CSV format.
2. On the first row of the spreadsheet, enter the column headings from the following table.

Note: All of the column headings are required for KITE to accept the CSV file. The “Req?” column indicates whether or not a column must contain information for each user to ensure a successful file upload. Columns with “No” in the table below can be blank for a user.

Column Heading	Format	Req?	Description
Legal_First_Name	Alphanumeric	Yes	The user’s first name.
Legal_Last_Name	Alphanumeric	Yes	The user’s last name

Column Heading	Format	Req?	Description
Educator_Identifier	Alphanumeric	No	The user's identification number. For educators, this is usually their state license number. **Note: If a user will not be assigned to students, leave this field blank. For example, a district supervisor would not need an educator identifier.**
Email	Alphanumeric	Yes	The user's email address. **Note: Information about creating a password will be sent to this email address and it will become the user's login name.**
Organization	Numeric	Yes	Use the numeric code assigned by the state (or other organization) for districts, buildings, etc.
Organization_Level	Alphanumeric	Yes	Enter the user's level, e.g., DT (district), SCH (school/building), etc. **Note: A user should have only one organization level.**

3. Type the information for each user into the CSV file.

Note: Use a new line (row) for each user.

4. Verify that you have all of the column headings in your file, even if some columns are blank.
5. Save your file in a location you can access later.

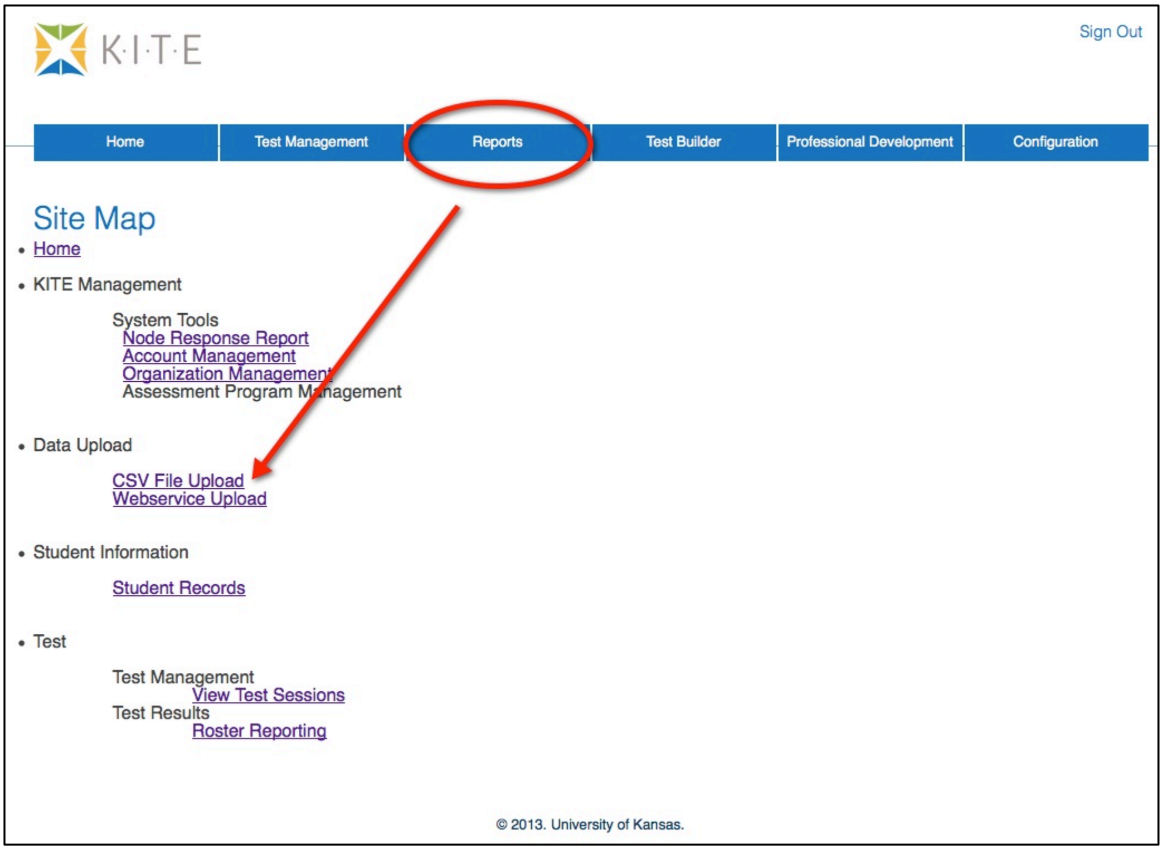
Hint: The file can be given any name that helps identify the information it contains.

Note: Save as a CSV file. The system will only load files saved in CSV format.

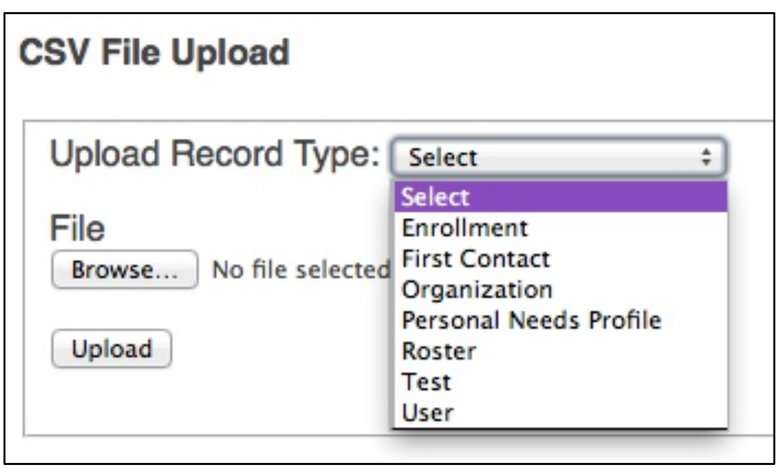
Loading a User File

After saving the CSV user file, you need to upload the file into KITE. To load a user file, perform the following steps:

1. Select the Reports tab.
2. Under the Data Upload heading, choose CSV File Upload.

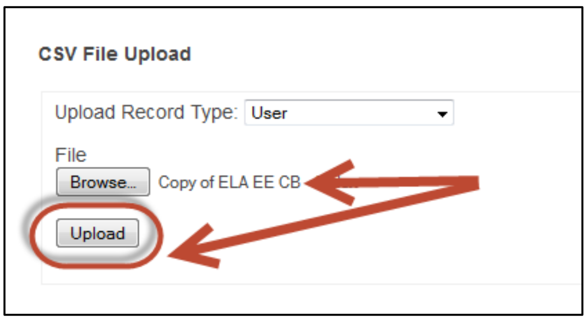


3. Select User from the dropdown list.



Note: If you are attempting to upload a file and you do not see the correct option listed, your account permissions may need to be changed. Contact your test coordinator.

4. Click the Browse button to find the CSV file on your computer.
   A browser window appears.
5. Locate the CSV file you created.
6. Single-click the file name to select it.
7. Click Open.
   The filename appears next to the Browse button.



Note: Verify that the file has a .csv file extension. Filenames with extensions ending in .xls or .xlsx will be rejected.

8. Click Upload.
   The confirmation message indicates the number of records uploaded.

Hint: Each line in the CSV file is one record.

Validating Users

After you upload the users, they will appear under the Pending Users list. Before users can work with the Educator Portal, they need to validate their account. Each user automatically receives an email from cete@ku.edu with a link. They should follow that link to set their password and login. Users appear in the Active User list after they set a password and login.

To determine if a user is validated, perform the following steps.

1. Within the Educator Portal, select the Reports tab.
2. Under the KITE Management System Tools heading, select Account Management.
3. Click the Users tab.
   Sections for New, Active, and Pending users appear.

Hint: Users who have not replied to the email appear under Pending Users.

4. Locate the new user.

Resending an Email for Validation

KITE logins are connected to email addresses, and each user must activate their email address individually. After the user is loaded into KITE, they receive an email from cete@ku.edu with a link. They should follow that link to set their password and login.

After a user has activated their user ID, they can be assigned roles (access privileges).

If a user is having difficulty logging on to KITE, you can use the steps below to resend their email invitation. To resend an invitation, perform the following steps.

1. Within the Educator Portal, select the Reports tab.
2. Under the KITE Management System Tools heading, select Account Management.
3. Click the Users tab.
   Sections for New, Active, and Pending users appear.

Hint: Users who have not replied to the email appear under Pending Users.

4. Locate the new user.

Note: If the user is listed under "Pending", you need to resend an email.

5. On the Users tab, click the checkbox by the user's name.
6. Click the Resend Email button.
7. Contact your user and ask them to watch for the email.

User Roles

After users are entered into the system, you must assign each one a role within the Educator Portal. The roles determine the tasks the user can perform.

Assigning User Roles

To assign user roles, perform the following steps:

1. Within the Educator Portal, select the Reports tab.
2. Under the KITE Management System Tools heading, select Account Management.
3. Click the Users tab.
   Sections for New, Active, and Pending users appear.

   Hint: Recently uploaded users appear under New Users.

4. Locate the new user.
5. Click the Add Roles button.
   The Assign Roles to User dialog box appears.
6. Choose the correct role for the user (only one role should be chosen).
   For the Kansas Assessment Program, the defined roles are:

KAP Role	Description
Teacher	A teacher account. Teachers access only those students linked to their account by a roster uploaded and the Kansas Individual Data on Students (KIDS) system.
Building User	A person in a building who needs access to all students in that building.
Building Test Coordinator	The test administrator for a building.
Building Principal	The principal for a building.
District User	District personnel who need access to all students in that district.
District Test Coordinator	The test coordinator for the district.
District Superintendent	The district superintendent.

7. Click Save.
   The selected role is now the user's current role.

Changing User Roles

Sometimes, you will need to change the user roles. To change user roles, perform the following steps:

1. Within the Educator Portal, select the Reports tab.
2. Under the KITE Management System Tools heading, select Account Management.
3. Click the Users tab.
   Sections for New, Active, and Pending users appear.

> Hint: Existing users appear under Active Users.

4. Click the Add Roles button.
   The Assign Roles to User dialog box appears.
5. Choose the correct role for the user (only one role should be chosen).
6. Click Save.
   The selected role is now the user's current role.

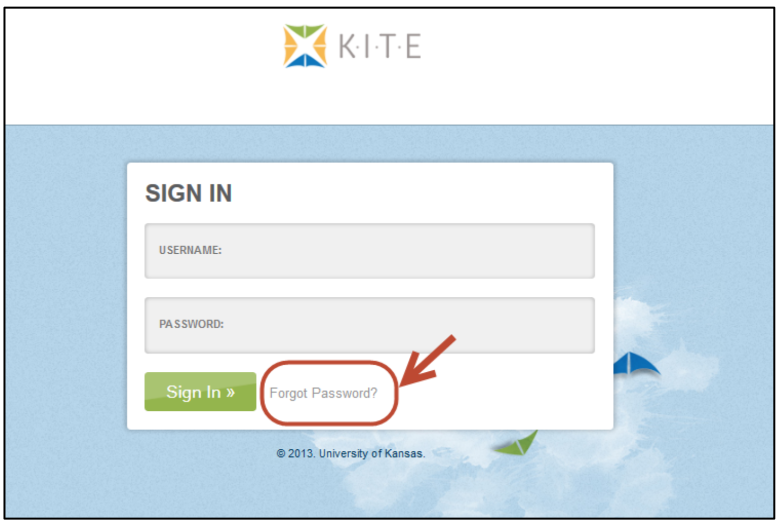
Finding an Imported User Account

Many email addresses were imported from the Management Tool into Educator Portal. If you had an account with the Center for Educational Testing and Evaluation (CETE) at http://mgmt.cete.us, you should have an account in Educator Portal.

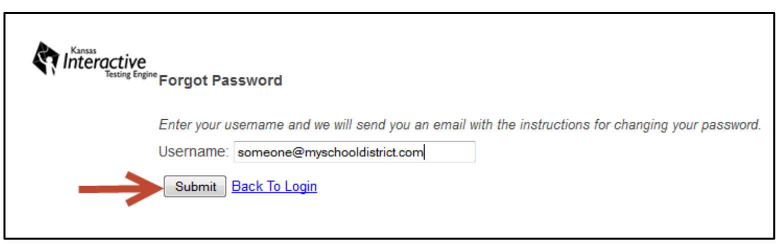
Note: The login for the Educator Portal is not the same login that was previously used for the Management Tool. The Management Tool is available ONLY for administering KELPA and the science portion of the Kansas Alternate Assessments as well as for reviewing historical data.

To find an imported account, perform the following steps:

1. Log into the Educator Portal at http://educator.cete.us.
2. On the Sign In Screen, click Forgot Password.



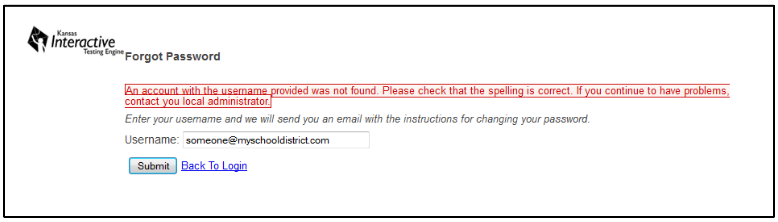
3. Enter the username (email address) in the Username field.
4. Click Submit.



5. Within an hour (often much sooner), you should receive an email from cete@ku.edu to activate your account.

Hint: Be sure to check your Junk or Spam email folders.

6. If necessary, double-check the spelling of your email address and try again.



Note: If KITE still does not recognize your username, contact your school's administrator so your account information can be uploaded into the Educator Portal.

Personal Needs and Preferences

Personal Needs and Preferences also known as a Personal Needs Profile (PNP) are the part of a student's record that controls the types of accommodations that will be presented in the student's test. You may set PNP by editing individual student records.

Understanding the PNP GUIs and Enhancements

Before you set PNPs, you should understand the different graphic user interfaces (GUIs) that exist within the KITE Client—the General user interface and the Alternate user interface. Depending upon the user interface that the student will use, some enhancements are not available or function slightly differently. For example, in the general interface, the student has a toolbar they can use to select an enhancement, but the alternate interface does not include a toolbar.

General Interface

The General interface is the one in which most student assessments are delivered, and it includes a toolbar where a student can access enhancements, including masking, auditory background, spoken, magnify, color overlay, invert color, and color contrast.

Note: If the student will use the general interface, you have a choice to have enhancements appear automatically ("Activate by Default") or appear at the selection of the student.

Alternate Interface

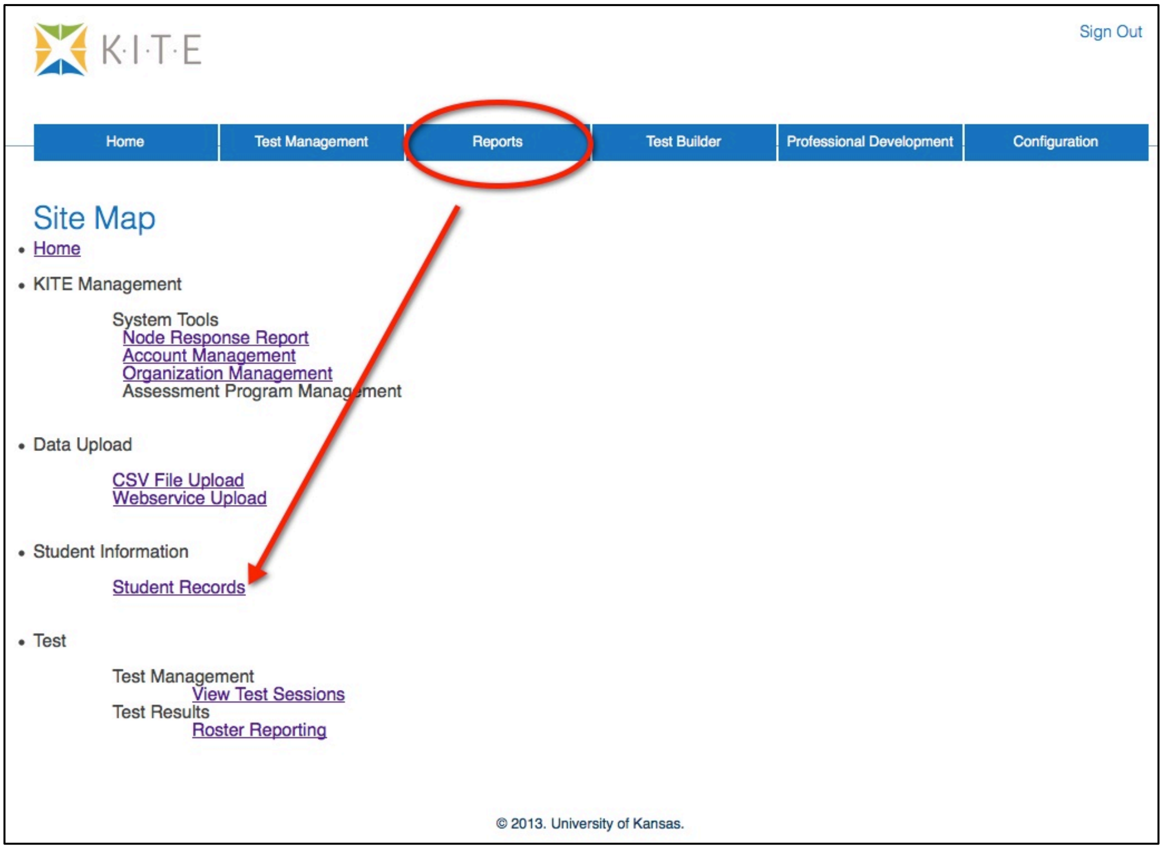
The Alternate interface is designed for students who are part of the Dynamic Learning Maps (DLM) program.

Note: The Alternate interface does not include a toolbar, so any enhancements the student will need should be checked "Activate by Default".

Entering a Student's PNP

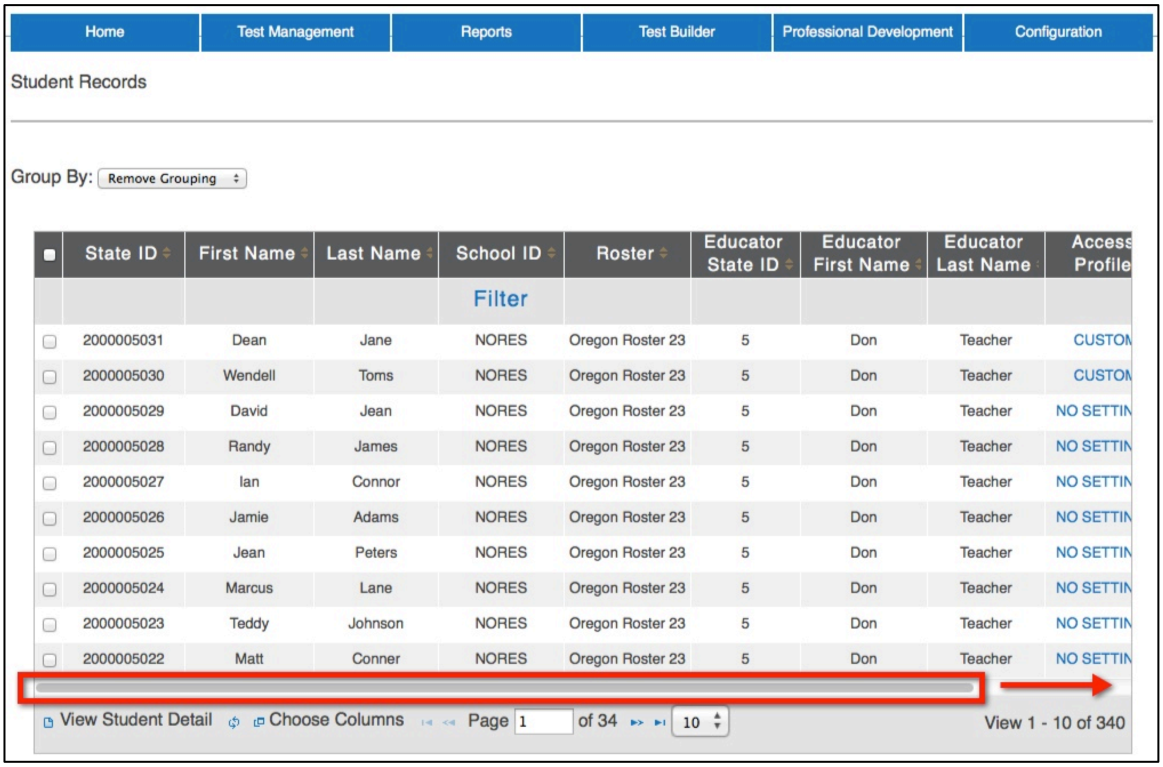
To enter the PNP of a student, perform the following steps.

1. Log into Educator Portal.
2. Click the Reports tab.
3. Under Student Information, click Student Records.



4. On the Student Record Report, locate the student record you wish to update.

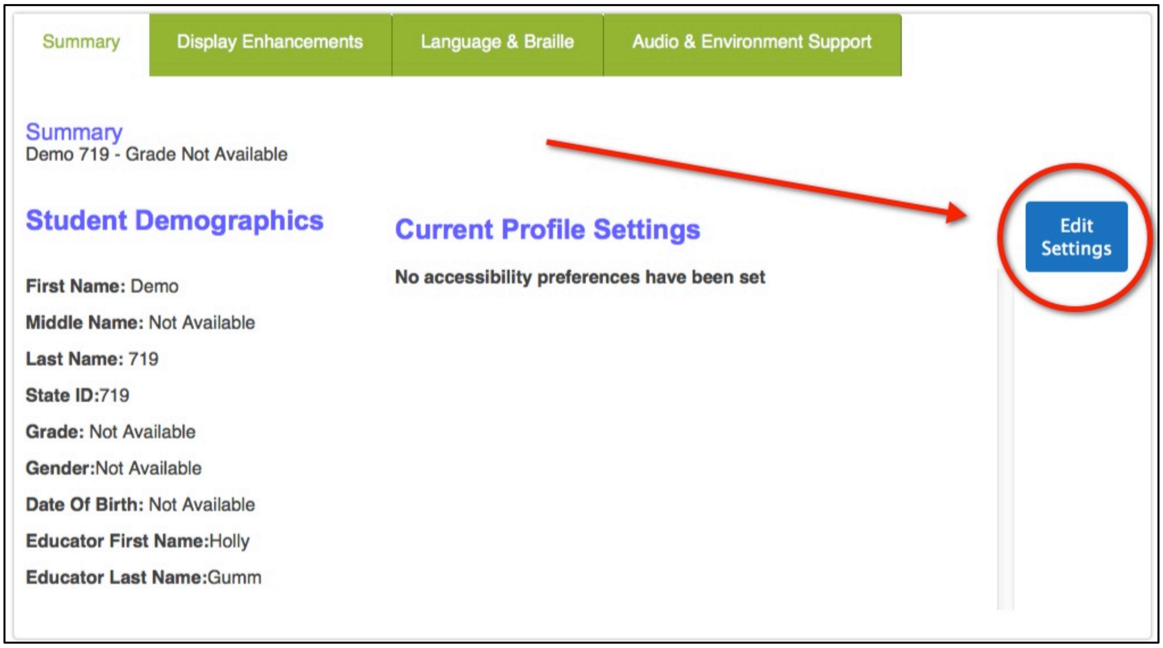
5. Drag the scroll bar at the bottom of the page all the way to the right.



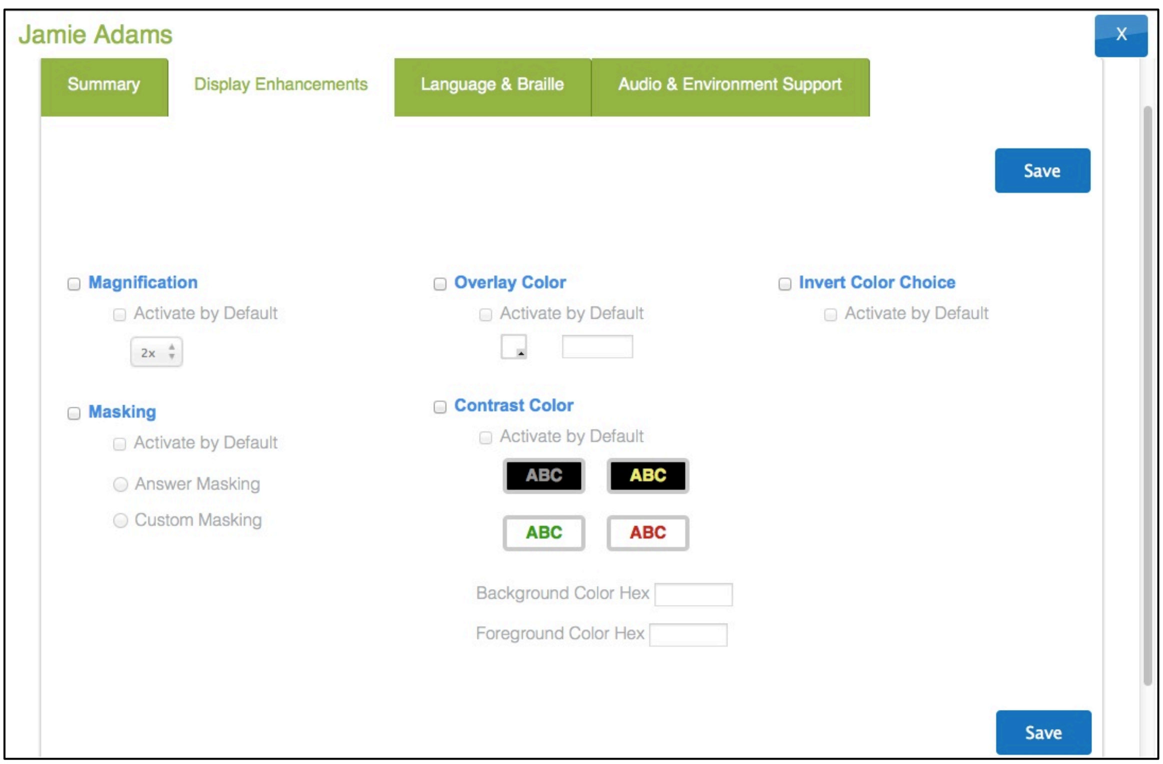
6. In the Access Profile column, click NO SETTINGS.

Note: The PNP window has four tabs: 1) Summary, 2) Display Enhancements, 3) Language & Braille, and 4) Audio & Environment Support.

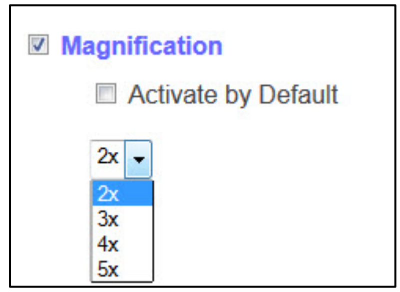
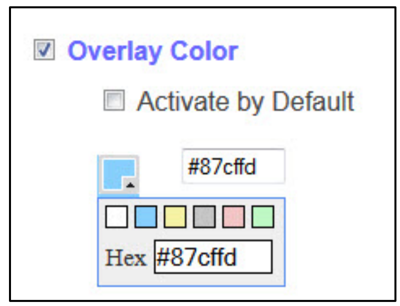
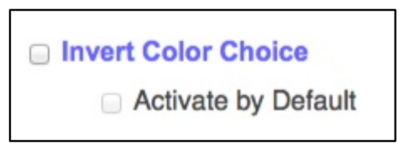
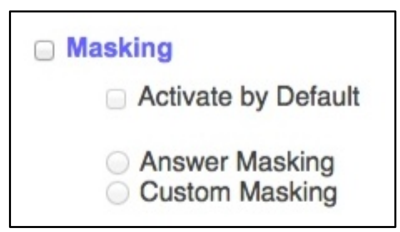
7. To edit a student's PNP, click the Edit Settings button.



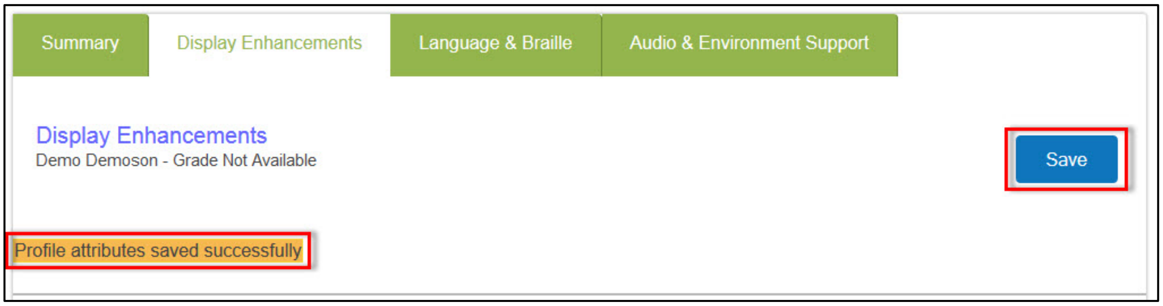
8. Alternatively, to edit a student's PNP, click the Display Enhancements tab..



9. Use the following table to set PNP in the Display Enhancements tab personal needs and preferences.

Display Enhancements	**Definition**	**Screen**
Magnification	Magnification allows you to choose amount of screen magnification during testing. You can choose between a magnification of 2x, 3x, 4x, or 5x.	
Overlay Color	The overlay color is the background color of the test. The default color is white; you may select an alternate color if needed.	
Invert Color Choice	The invert color choice will cause the test background to appear black with white lettering. Use Contrast Color to change the display to a different color scheme.	
Masking (General UI only)	The masking section allows the student to cover parts of the test. “Answer masking” covers the answers when the question is first presented. “Custom masking” allows the student to choose what they would like masked.	
Contrast Color	The contrast color section allows you to choose from several background and lettering color schemes.	

10. After you have made your changes, click Save.
    The message "Profile attributes saved successfully" appears.



Note: The features on the Language & Braille tab are currently unavailable.

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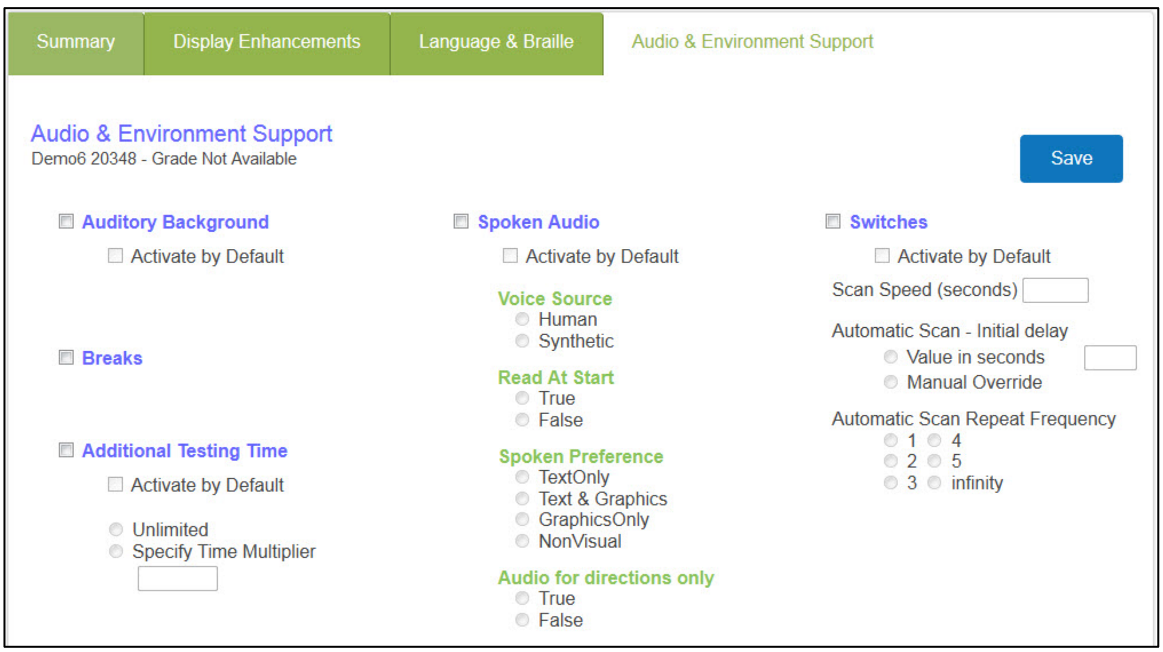
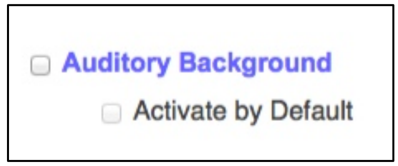
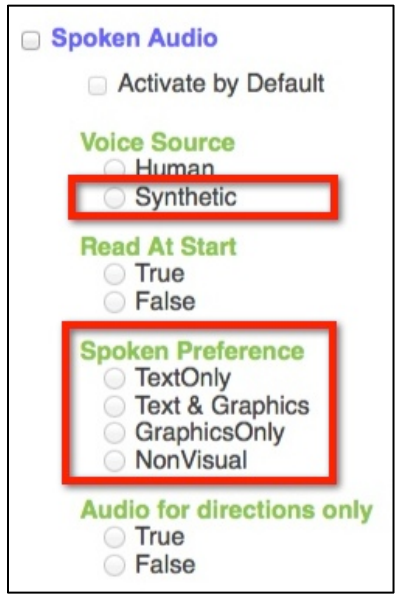
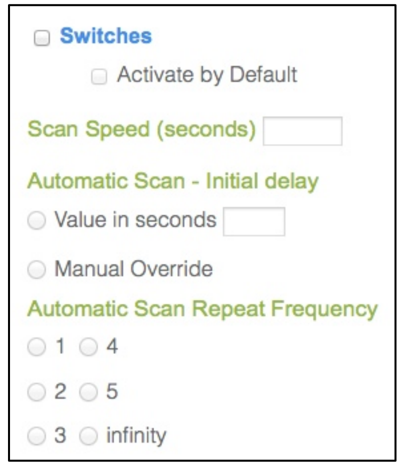
11. Click the Audio & Environment Support tab.



12. Use the following table to set PNP in the Audio & Environment Support section.

Audio & Environment Support	Definition	Screen
Auditory Background (General UI Only)	The computer plays white noise during the test.	
Spoken Audio	The graphic to the right indicates which features are currently available. For Voice Source, you can specify synthetic. Using Spoken Preference, you can indicate which elements of a question should be read to the student. Choosing NonVisual means that everything on the screen will be read.	

Audio & Environment Support	Definition	Screen
Switches	**Note: Activate by Default does not change how a switch works with the system.** • **Scan Speed (seconds)** – The number of seconds that a particular item or row will be highlighted and available for selection before the system moves to the next item or row. The scan speed must be equal to or greater than the value entered under "Automatic Scan-Initial Delay". • **Automatic Scan-Initial Delay** – Allows you to specify how the system interacts with a switch. The "Value in seconds" determines how long the system waits to begin highlighting items. The "Manual Override" button allows you to specify that the system will wait for the test taker to select the switch before highlighting begins. • **Automatic Scan Repeat Frequency** – Determines how many times the system will repeat the process of highlighting items/rows on the screen.	
Breaks	Currently unavailable.	
Additional Testing Time	Currently unavailable.	

13. After you have made your changes, click Save.
    The message "Profile attributes saved successfully" appears.
14. To close the window, click the x at the top of the screen.

15. After you have entered the student's PNP, the link next to the student changes to CUSTOM.

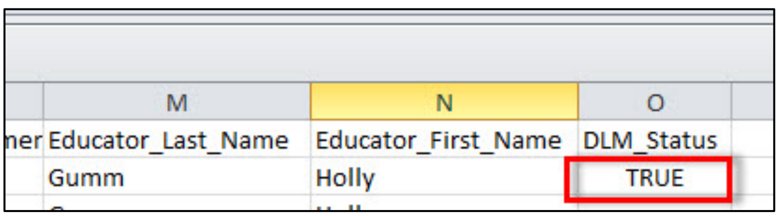
First Contact Surveys

The First Contact Survey (FCS) is used to report information about the characteristics of students who participate in an alternate assessment based on alternate achievement standards. The survey collects data about student demographics, sensory perception, motor skills, expressive and receptive language, computer access, use of alternate communication devices, academic skills, and engagement with and attention to instruction. This information is being collected as part of the Dynamic Learning Maps (DLM®) project.

Enabling First Contact Surveys

Before you can complete an FCS for a student, you must first upload a roster file with the student's information, including DLM status. For each FCS you plan to complete, the corresponding student should have TRUE in the DLM_Status column of the roster.

Note: You can find the instructions for uploading the student roster CSV file elsewhere in this manual.

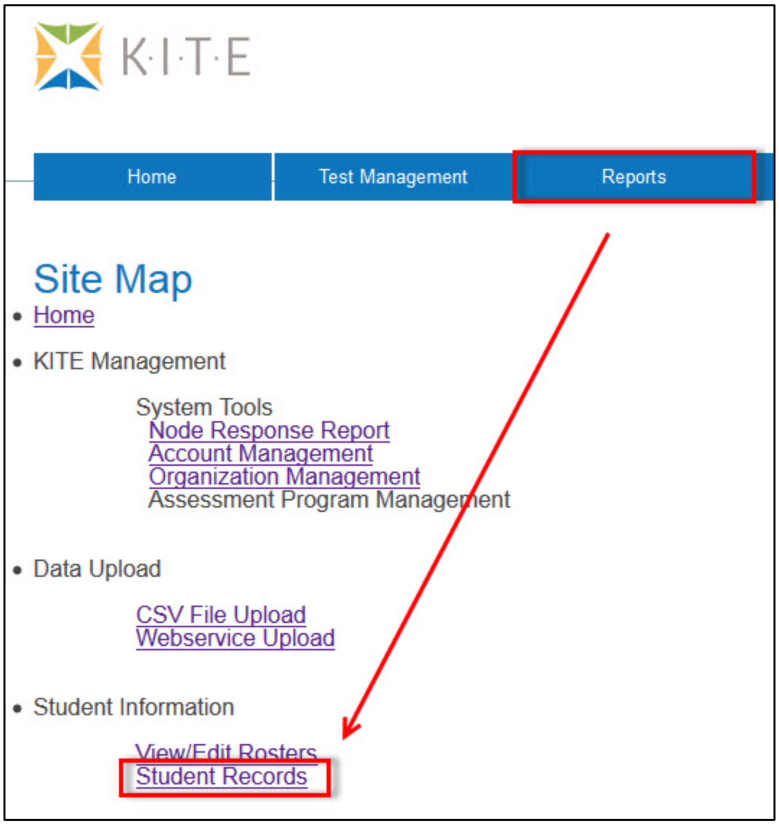


Note: If the DLM_Status column in the Roster file is blank or FALSE, you will not be able to access the FCS for that student.

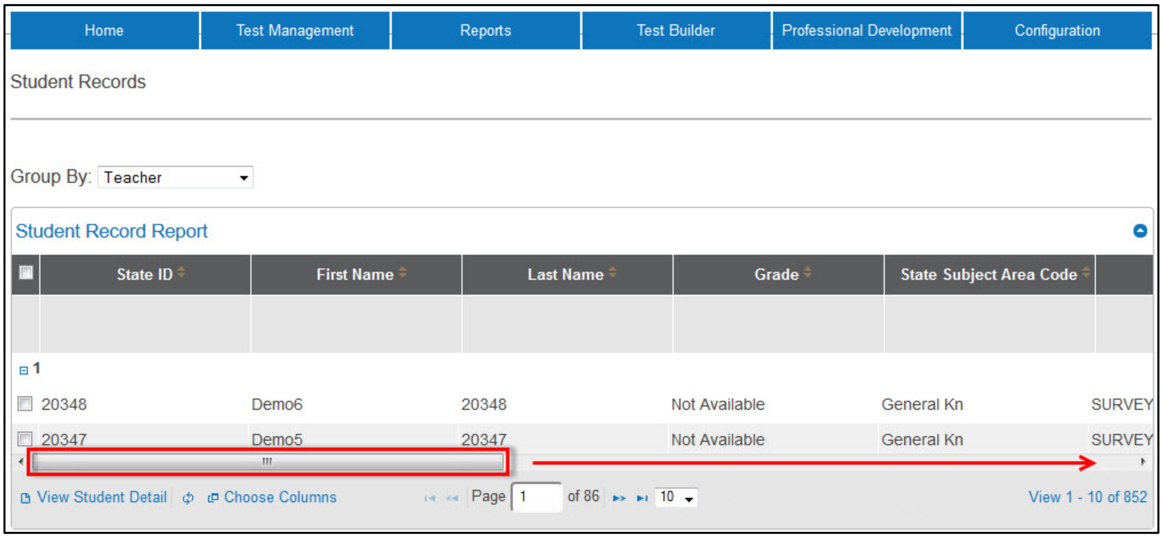
Creating a First Contact Survey

Once you have logged in to the Educator Portal, you can create an FCS for a student. To do so, perform the following steps.

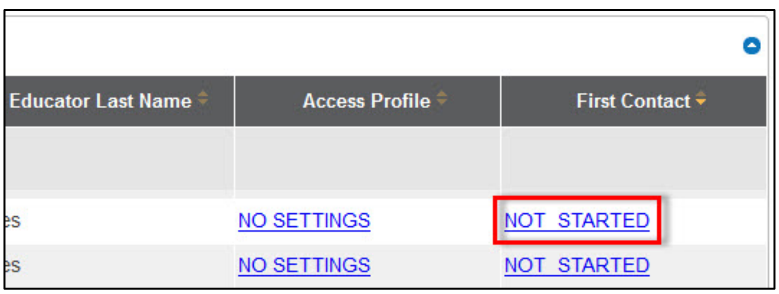
1. Click the Reports tab.
2. Under Student Information, click Student Records.



3. On the Student Record Report screen, locate the student for whom you wish to create an FCS.



4. Move the scroll bar at the bottom of the page all the way to the right side of the screen.
5. Click the First Contact link associated with that student.
   If this is the first time accessing this student's FCS, the link will read NOT STARTED.



Note: Once you have started and saved the survey, you can go back and edit it at any time.

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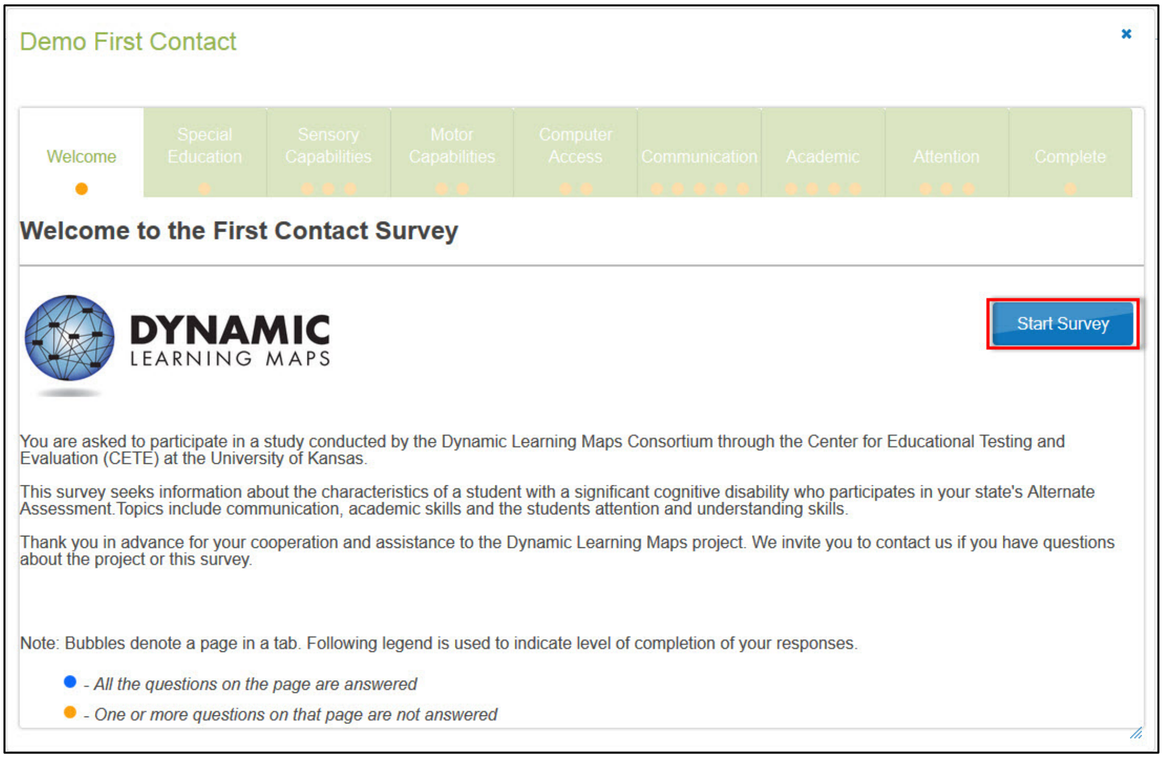
6. On the welcome page of the survey, verify that the name of the student at the top of the page is the one with which you wish to work.



7. Read the welcome page to see what information the survey requires.
8. To begin the survey, click the Start Survey button.

Note: Each page of the survey will have one or more questions. Additional questions may appear depending on how you answer the first question(s), so make sure to scroll down and complete everything on each tab.

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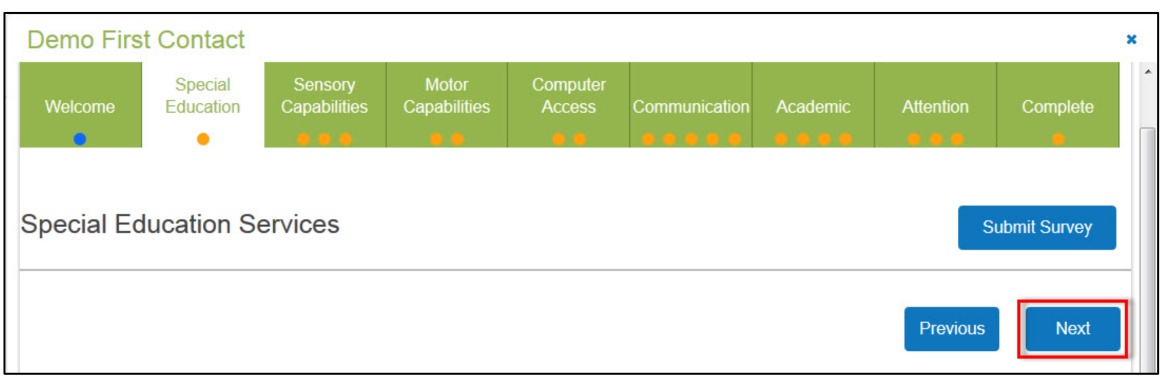
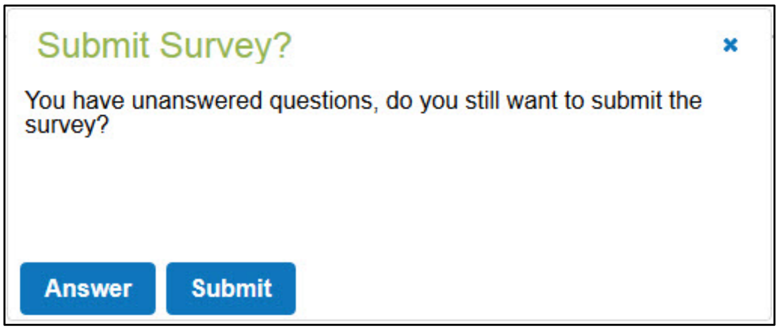
9. On each survey screen, click Next to move to the next section.



Note: As you answer the questions on each tab, you will see the orange dots in the tabs turning blue. This shows your progress. Orange means incomplete, while blue means you have completed all the questions on that tab.

10. When you have finished answering questions, click Submit Survey.

Note: If you have not finished the survey, you will see the following message.



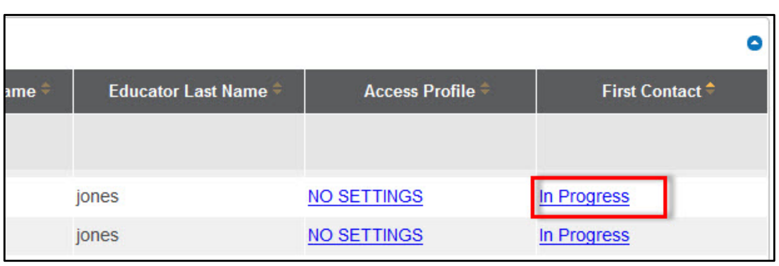
You can return at any time to complete the survey.

Hint: If you have to leave the survey before finishing it, you will see "In Progress" in the First Contact column of the Student Record Report.

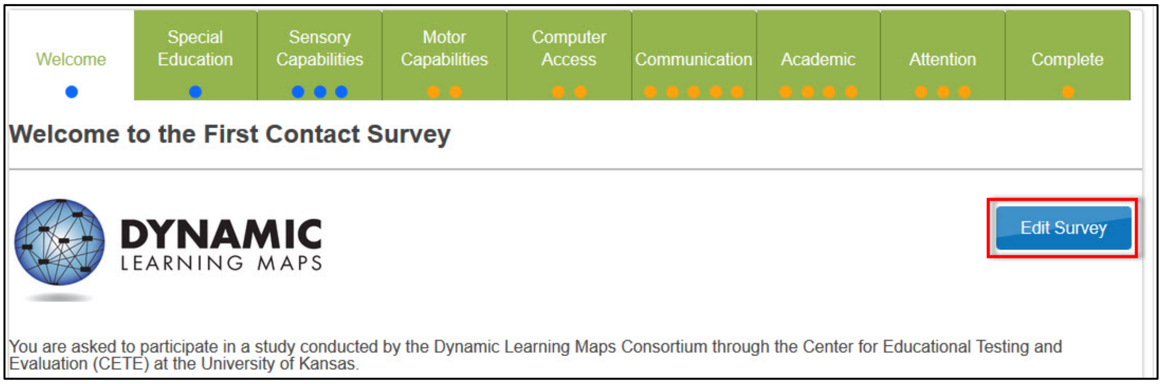
Editing a Survey

If you leave a survey before finishing it, you can edit it at a later time. To edit a survey, perform the following steps.

1. From inside of KITE, click the Reports tab.
2. Under Student Information, click Student Records.
3. On the Student Record Report screen, locate the student whose FCS you wish to edit.



4. Click In Progress.
5. On the welcome screen, click the Edit Survey button.



6. Continue answering the survey questions until finished.

Note: When all of the dots at the top of the screen are blue, you are finished answering the survey.

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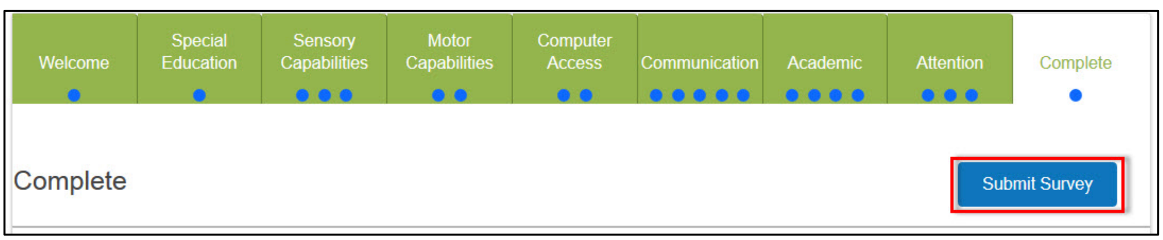
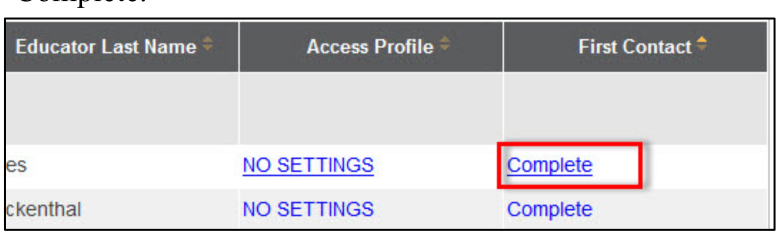
7. Click the Submit Survey button.



Hint: On the Student Record Report, the First Contact link will now read "Complete."



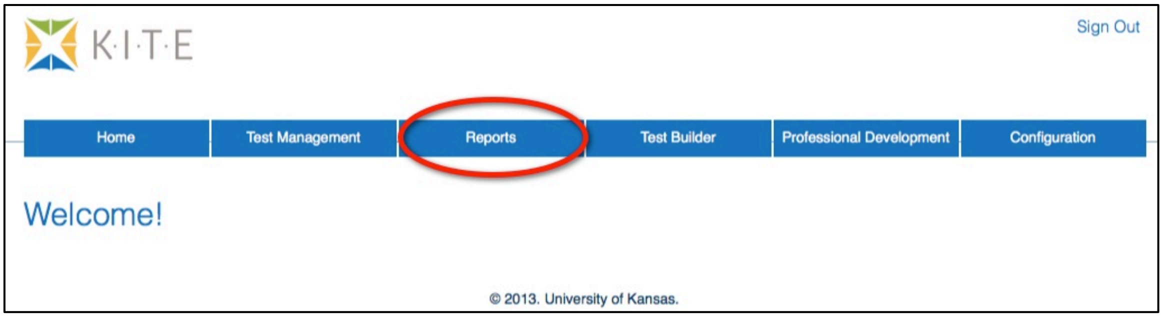
Educator Last Name	Access Profile	First Contact
es	NO SETTINGS	Complete
ckenthal	NO SETTINGS	Complete

Note: If you need to make changes to the FCS, you can do so by clicking the Complete link.

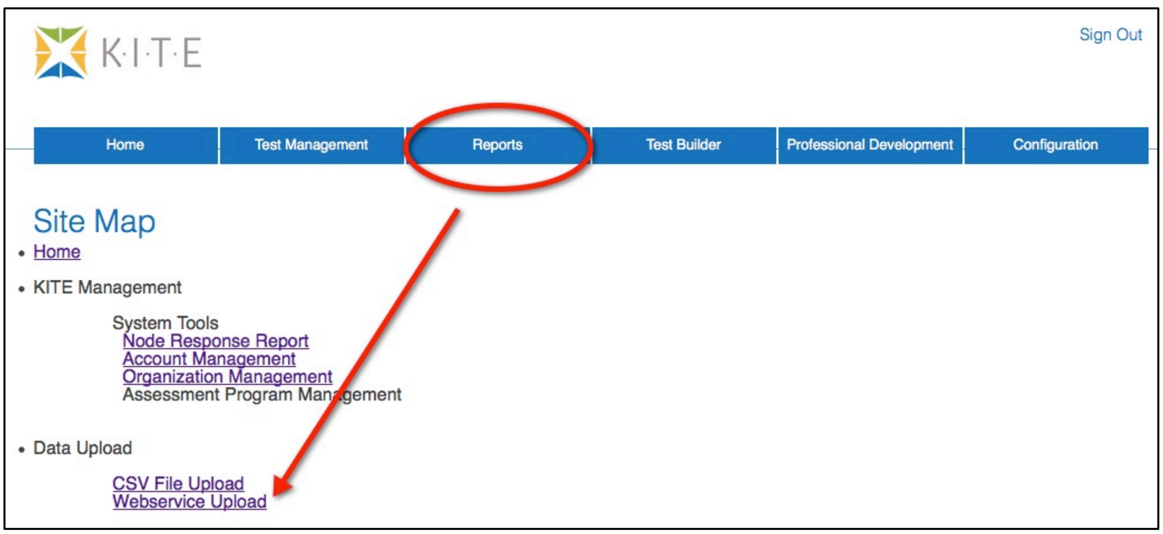
Uploading a KIDS File

The webservice upload link uploads information from the Kansas Individual Data on Students (KIDS) system. You will only have access to the webservice upload if you have the correct permissions within Educator Portal. To upload a KIDS file, perform the following steps.

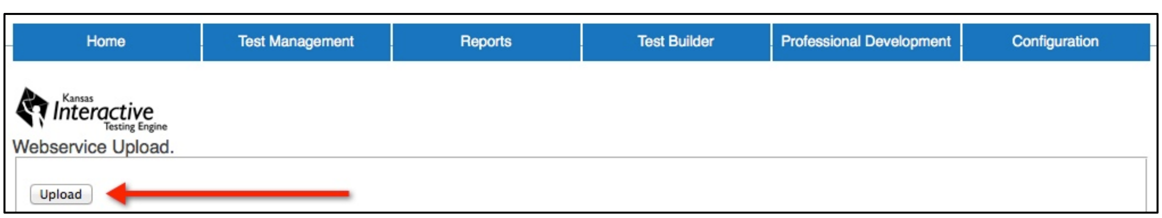
1. From inside KITE, click Reports.



2. Under Data Upload, click Webservice Upload.



3. Click Upload.



The system displays a message and sends an email with results of the data transfer. If any items are rejected, an Excel document will be attached to the email.

Rosters

Rosters are usually created using a spreadsheet program that can save in CSV (comma-separated values) format. The resulting CSV file can be saved and edited as information changes.

Hint: A CSV roster file template is available at http://ksassessments.org/kite.

Note: Not all columns in the CSV template require data. However, the columns must be included in the file.

Hint: You can have more than one roster, and each roster can have a range of 1-6,000 (one to six thousand) students.

Creating a Roster

To create a roster, perform the following steps:

1. Open a spreadsheet program that can save data in the CSV format.
2. On the first row of the spreadsheet, enter the column headings from the following table.

Note: All of the column headings are required for KITE to accept the CSV file. The "Req?" column indicates whether or not a column must contain information for each student to ensure a successful file upload. Columns with "No" in the table below can be blank for each student if the information is unavailable.

Column Heading	Format	Req?	Description
Attendance_School_ Program_Identifier	Alphanumeric; 10	Yes	Your building number (building numbers are typically four digits) or other assigned location identifier. **Note: The number must match one in your organization, or the file upload will fail.**
Course_Section	Alphanumeric; 30	Yes	Use course sections to group students into rosters so they are easily identifiable when a test session is created.

Column Heading	Format	Req?	Description
Current_School_Year	YYYY	Yes	The ending year of the current school year (e.g., for the 2013–2014 school year, enter 2014).
DLM_Status	Blank TRUE FALSE	No	TRUE enables Dynamic Learning Maps and the First Contact Survey for the student. **Note: If the student will use Dynamic Learning Maps (DLM), enter TRUE.**
Educator_First_ Name	Alphanumeric; 40	No	Educator's first name.
Educator_Identifier	Numeric; 10	Yes	The educator number may match the number that is associated with a KITE user profile (e.g., the teacher ID number or employee number), but if it does not match an existing number, KITE will create an educator in the system (separate from a user).
Educator_Last_Name	Alphanumeric; 40	No	Educator's last name.
Enrollment_Status	Numeric; 2	No	You can leave this field blank to default to "enrolled", or use 01 for audited.
Local_Student_ Identifier	Alphanumeric; 20	No	Student's state ID number or student's school ID number. If no number is entered, the system will create one.
Residence_District_ Identifier	Alphanumeric; 10	No	District ID number (e.g., D0123).
State_Course_ Identifier	Alphanumeric	Yes	This helps identify the course without categorizing the course (use Course_Section to group students).
State_Student_ Identifier	Alphanumeric; 10	Yes	The student's state ID number.
State_Subject_Area_ Code	N/A	No	The subject area code assigned by the state.
Student_Legal_First_ Name	Alphanumeric; 60	Yes	The student's first name.
Student_Legal_Last_ Name	Alphanumeric; 60	Yes	The student's last name.
Student_Legal_ Middle_Name		No	The student's middle name.

Note: A roster can have a maximum of 6,000 (six thousand) students.

3. Type the information for each student into the CSV file.

Note: Use a new line (row) for each student.

4. Verify that you have all of the column headings in your file, even if some columns are blank.
5. Save your file in a location you can access later.

Hint: The file can be given any name that helps identify the group of students it contains.

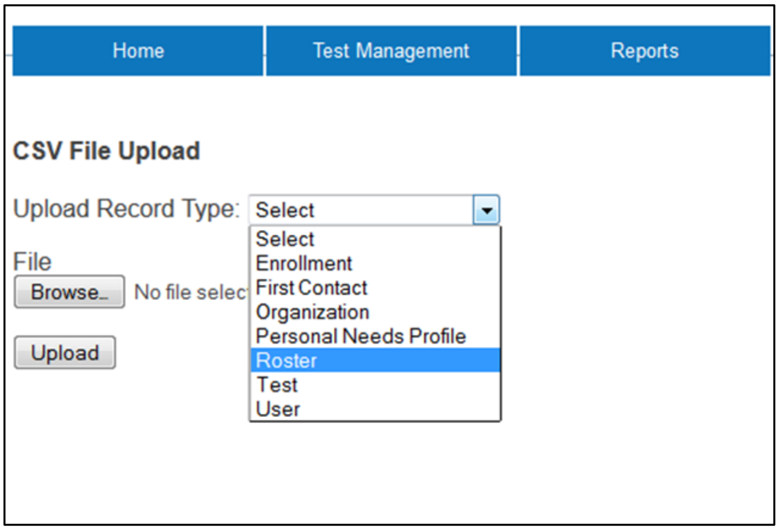
Note: Save the roster as a CSV file. The system will only load files saved in CSV format.

Loading a Roster File

After saving the CSV roster file, you need to upload the file into KITE. To do so, perform the following steps:

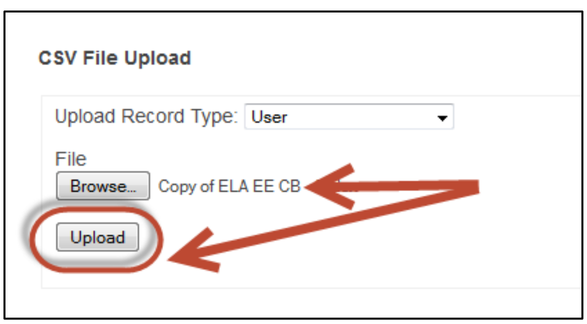
1. Login to KITE.
2. Click the Reports tab.
3. Under Data Upload, click CSV File Upload.

4. From the Update Record Type dropdown list, select Roster.



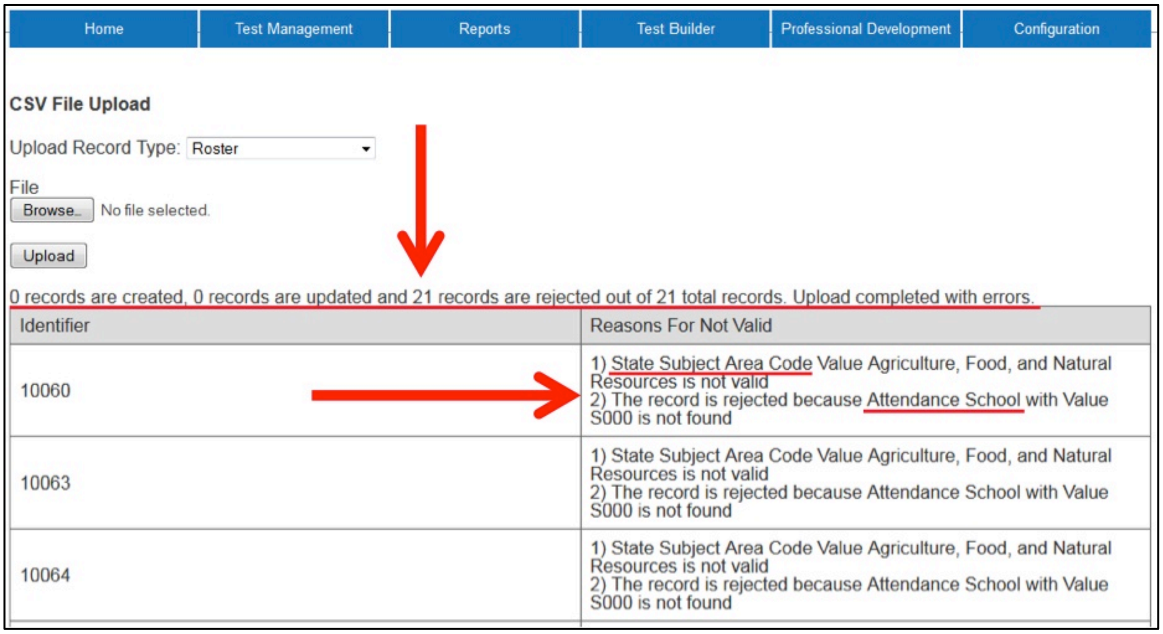
Note: If Roster is not displayed in the menu, check with your test administrator to get permission to upload this file type.

5. Click the Browse button to find the CSV file on your computer.
   A browser window appears.
6. Locate the CSV file you created.
7. Single-click the file name to select it.
8. Click Open.
   The filename appears next to the Browse button.



Note: Verify that the file has a *.csv* file extension. Filenames with extensions ending in *.xls* or *.xlsx* will be rejected.

9. Click Upload.
   The confirmation message will indicate the number of students uploaded and any error messages.



Enrollment or Test Data

An enrollment file is used to upload demographic information for each student. Test files are used for managing the Adequate Yearly Progress (AYP) assessments for No Child Left Behind (NCLB).

Note: A test file uses the same format as an enrollment file.

Creating an Enrollment or Test File

To create the file, perform the following steps.

1. Open a spreadsheet program that can save data in the CSV format.
2. On the first row of the spreadsheet, enter the column headings for the file.

Note: The columns are listed right after this procedure because of the amount of data that you can enter.

3. Type the information into the CSV file.

Note: Use a new line (row) for each individual.

4. Verify that you have all of the column headings in your file, even if some columns are blank.
5. Save your file in a location you can access later.

Hint: The file can be given any name that helps identify the information it contains.

Note: Save the file as a CSV file. The system will only load files saved in CSV format.

Enrollment and/or Test File Format

Use the tables on the next several pages to compile your enrollment (and/or test) information. Some of the fields with limited or complex entry structures are explained at the end of this section.

Note: All of the column headings are required. The "Req?" column indicates whether or not a column must contain information to ensure a successful file upload. Columns with "No" in the table below can be blank.

Enrollment and Test File Columns

Column Heading	Format or Type; Number	Req?	Definition
Attendance_School_ Program_Identifier	Alphanumeric; 10	Yes	Your building number (building numbers are typically four digits) or other assigned location identifier. **Note: The number must match one in your organization, or the file upload will fail.**
Course_Section	Alphanumeric	Yes	Use course sections to group students into rosters so they are easily identifiable when a test session is created.
Current_School_Year	YYYY; 4	Yes	The ending year of the current school year (e.g., for the 2013–2014 school year, enter 2014).
DLM_Status	Blank TRUE FALSE	No	TRUE enables Dynamic Learning Maps and the First Contact Survey for the student. **Note: If the student will use Dynamic Learning Maps (DLM), enter TRUE.**
Educator_Identifier	Numeric	Yes	The educator number may match the number that is associated with a KITE user profile (e.g., the teacher ID number or employee number), but if it does not match an existing number, KITE will create an educator in the system (separate from a user).

Column Heading	Format or Type; Number	Req?	Definition
State_Course_ Identifier	Alphanumeric	Yes	This helps identify the course without categorizing the course (use Course_Section to group students).
State_Student_ Identifier	Numeric; 10	Yes	The student's state ID number.
Student_Legal_ First_Name	Alphanumeric; 60	Yes	The student's first name.
Student_Legal_ Last_Name	Alphanumeric; 60	Yes	The student's last name.
Test_Subject	Alphanumeric; 10	Yes	The subject of the test, for example, Math, ELA, etc.
Test_Type	Alphanumeric; 2 G = General; M = Modified; A = Alternate	Yes	Indicates which type of test the student will take.
AYP_School_ Identifier	Alphanumeric; 10	No	The unique number that has been assigned to the school building by the state.
Comprehensive_ Race	Numeric; 5	No	General racial category (or categories) that most clearly reflects the individual's recognition of his or her racial background. **Note: See the section that follows for more information.**
Current_Grade_Level	Numeric; 2 00-18 Selected: 08 = 3rd grade 10 = 5th grade 16 = 11th grade	No	The grade level or primary instructional level at which a student enters and receives services in a school or an educational institution during a given academic session. **Note: See the section that follows for more information.**
Date_of_Birth	MM/DD/YYYY; 10	No	The date (month, day, and year) on which the student was born.
District_Entry_Date	MM/DD/YYYY; 10	No	The date (month, day, and year) on which the student enrolls and begins to receive instructional services in a school district.
Educator_First_ Name	Alphanumeric	No	The educator's first name.

Column Heading	Format or Type; Number	Req?	Definition
Educator_Last_Name	Alphanumeric	No	The educator's last name.
Enrollment_Status	Numeric 00 = Enrolled 01 = Audited	No	The student's status in the course.
Exit_Withdrawal_ Date	MM/DD/YYYY; 10	No	The month, day, and year of the student's last day of membership or the day on which the student graduated.
Exit_Withdrawal_ Type	Numeric; 2	No	The circumstances under which the student exited the district or school. **Note: See the section that follows for more information.**
First_Language	Alphanumeric; 2	No	The code for the primary language or dialect (not ethnicity) of the student according to the student's home language survey. **Note: See the section that follows for more information.**
Funding_School	Alphanumeric; 10	No	The unique number assigned by the state that indicates the location where the student is counted for state funding and/or for the Principal's Building Report. If a district does not have a school for an educational level (e.g., does not have a high school) or has preschoolers who are not assigned to a school, the district central office building number should be used.
Gender	Numeric; 1 0 = Female 1 = Male	No	The student's gender.
Generation_Code	Alphanumeric; 10	No	The part of the student's name used to denote the generation in his/her family, e.g., Jr., Sr., III, etc.
Gifted_Student	Alpha; 5 TRUE FALSE	No	Indicates whether or not the student has an active Individual Education Plan (IEP) for giftedness.
Local_Student_ Identifier	Alphanumeric; 20	No	The unique alphanumeric code assigned to the student by the school or local education agency.

Column Heading	Format or Type; Number	Req?	Definition
Primary_Disability_ Code	Alpha; 2	No	Indicates whether or not the student has an active Individual Education Plan (IEP) under the Individuals with Disabilities Education Act (IDEA—Part B). **Note: See the section that follows for more information.**
Qualified_for_504	Numeric; 1 Blank 1 2	No	Indicates whether or not the student has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. • Blank = Not qualified for 504 during the current school year. • 1 = Currently a qualified student. • 2 = Not currently qualified, but was qualified previously.
Residence_District_ Identifier	Alphanumeric; 5	No	The unique number that has been assigned to the district by the state. The Resident District Identifier identifies the parent organization for a school.
School_Entry_Date	MM/DD/YYYY; 10	No	The date on which the student enrolls and begins to receive instructional services in a school. If the student should leave and then re-enroll, this date should reflect the most recent enrollment date.
Special_ Circumstances_ Transfer_Choice	Alphanumeric; 1 Blank 1-4 (see definition)	No	Indicates whether or not the student's transfer into or out of the district was related to provisions of federal law. • Blank = No transfer under these provisions • 1 = Transfer using "improvement choice" provision. • 2 = Transfer using "unsafe school" provision (within the same district). • 3 = Student applied to transfer, but was denied. • 4 = Student was offered the choice to transfer, but declined the transfer.
Special_Ed_ Program_Ending_ Date	MM/DD/YYYY; 10	No	Date student exits special education, based on a determination by the IEP team.

Column Heading	Format or Type; Number	Req?	Definition
State_Entry_Date	MM/DD/YYYY; 10	No	The date on which the student enrolls and begins to receive instructional services in the state. If the student should leave the state and then re-enroll in school, this date should reflect the most recent enrollment date.
State_Subject_Area_ Code	Alphanumeric; 10	No	Used to indicate the subject matter code used by the state.
Student_Legal_ Middle_Name	Alphanumeric; 60	No	The student's middle name

Comprehensive_Race

The Comprehensive_Race field is different from most of the other fields in the system. The values are five digits long, composed of ones and zeros, and at least one of the five numbers must be a one. The numbers can be used to indicate up to five racial heritages.

1st Digit	2nd Digit	3rd Digit	4th Digit	5th Digit
1 = White 0 = No	1 = Native Hawaiian or Other Pacific Islander 0 = No	1 = Black or African American 0 = No	1 = Asian 0 = No	1 = Native American or Alaska Native 0 = No

The table below lists some example entries.

Example Values	Definition
10000	Student identifies one race: White
01000	Student identifies one race: Native Hawaiian or Other Pacific Islander
00100	Student identifies one race: Black or African American
00010	Student identifies one race: Asian
00001	Student identifies one race: Native American Indian or Alaska Native
10100	Student identifies two races: 1) White **and** 2) Black or African American
01010	Student identifies two races: 1) Native Hawaiian or Other Pacific Islander **and** 2) Asian
10001	Student identifies two races: 1) White **and** 2) Native American or Alaska Native

Example Values	Definition
11010	Student identifies three races: 1) White, 2) Native Hawaiian or Other Pacific Islander, **and** 3) Asian
01111	Student identifies four races: 1) Native Hawaiian or Other Pacific Islander, 2) Black or African American, 3) Asian, **and** 4) Native American or Alaska Native
11111	Student identifies all five races: 1) White, 2) Native Hawaiian or Other Pacific Islander, 3) Black or African American, 4) Asian, **and** 5) Native American or Alaska Native

Current_Grade_Level

Entry	Definition
00	Birth-2 years old, includes Special Education Infant/Toddler
01	3-Yr-Old Preschooler
02	4-Yr-Old Preschooler
03	5-Yr-Old Preschooler
04	Four-Year-Old At-Risk
05	Kindergarten
06	First Grade
07	Second Grade
08	Third Grade
09	Fourth Grade

Entry	Definition
10	Fifth Grade
11	Sixth Grade
12	Seventh Grade
13	Eighth Grade
14	Ninth Grade
15	Tenth Grade
16	Eleventh Grade
17	Twelfth Grade
18	Not Graded

Exit_Withdrawal_Type

Entry	Definition
1	Transfer to public school, same district
2	Transfer to public school, different district, same state
3	Transfer to public school, different state

Entry	Definition
13	Reached maximum age for services
14	Discontinued schooling
15	Transfer to accredited or non-accredited Juvenile Correctional Facility—educational services provided

Entry	Definition
4	Transfer to an accredited private school
5	Transfer to a non-accredited private school
6	Transfer to home schooling
7	Matriculation to another school
8	Graduated with regular diploma
9	Completed school with other credentials (e.g., District-Awarded GED)
10	Student death
11	Student illness
12	Student expulsion (or long-term suspension)

Entry	Definition
16	Moved within the US, not known to be continuing
17	Unknown
18	Student data claimed in error/never attended
19	Transfer to an adult education facility (i.e., for GED completion)
20	Transferred to a juvenile or adult correctional facility—no educational services provided
21	Student moved to another country, may or may not be continuing
98	Unresolved exit
99	Undo a previously submitted exit record

First_Language

Note: English with another language background (ESL) is 44.

Entry	Definition
Blank	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)

Entry	Definition
24	Hindi
25	Urdu
26	Swahili
27	Nepali
28	American Sign Language (ASL)
29	Serb
30	Croatian
31	Turkish
32	Karen languages (e.g., Burma, Myanmar)
33	Haitian/Haitian Creole

Entry	Definition
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

Entry	Definition
34	Gujarati
35	Punjabi
36	Pashto
37	Dari
38	Quiche
39	Mam
40	Ilokano
41	Visaya
42	Low German
43	Other Signed Language
44	English—with other language background
45	Native American Languages

Primary_Disability_Code

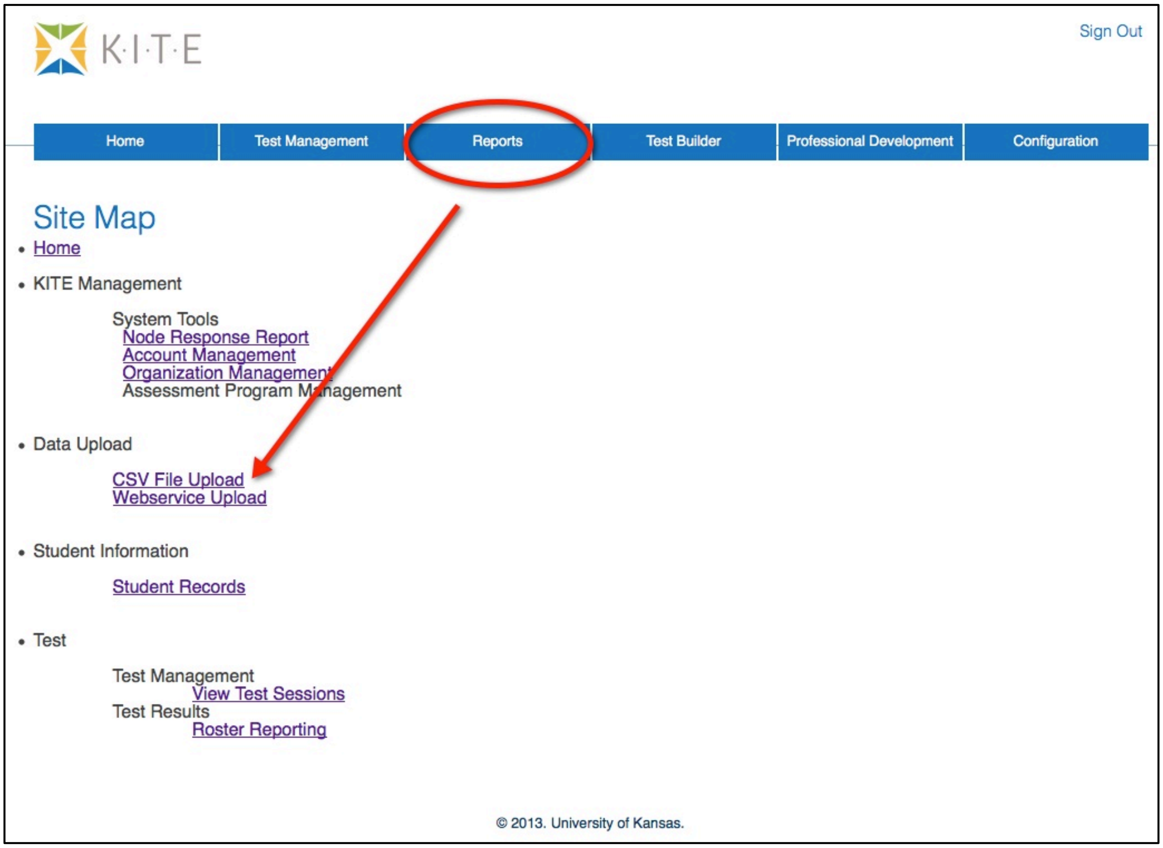
Entry	Definition
Blank	None
AM	Autism
DB	Deaf/blindness
DD	Developmentally delayed (ages 3-9 only)
ED	Emotional disturbance
HI	Hearing impairment
LD	Specific learning disability
MD	Multiple disabilities

Entry	Definition
MR	Mental retardation
ID	Intellectual disability
OH	Other health impairment
OI	Orthopedic impairment
SL	Speech/language disability
TB	Traumatic brain injury
VI	Visual impairment

Loading an Enrollment or Test File

To load a file, perform the following steps:

1. Select the Reports tab.
2. Under the Data Upload heading, choose CSV File Upload.



Note: If you are attempting to upload a file and you do not see the correct option listed, your account permissions may need to be changed. Contact your test coordinator.

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3. Select Enrollment from the dropdown list.

Note: If you are loading a Test file, select Test from the dropdown list.

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4. Click the Browse button to find the CSV file on your computer.
   A browser window appears.
5. Locate the CSV file you created.
6. Single-click the file name to select it.

7. Click Open.
   The filename appears next to the Browse button.

Note: Verify that the file has a .csv file extension. Filenames with extensions ending in .xls or .xlsx will be rejected.

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8. Click Upload.
   The confirmation message indicates the number of records uploaded.

Hint: Each line in the CSV file is one record.