

# Kite® Student Portal Installation Guide: Chromebook



Assessment & Technology Solutions

## Installation Guide Overview

This 2023-2024 manual assists in the installation of Kite Student Portal on Chromebook devices. Kite Student Portal is used by students to take assessments. When running, Kite Student Portal covers the full screen, preventing students from accessing outside information during testing.

## A Note about Graphics


Every effort was made to assure the graphics in this manual match what users will see when downloading and using Kite Student Portal. Expect some slight differences depending on the operating system used to access Kite Student Portal.

## Disclaimer

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## Getting Help

Common tasks are described in this manual, but if you require additional assistance, please contact the Kite Service Desk or view the program website using any of the methods below.

Resource	Location
Phone	855-519-0571
Email	<a href="mailto:nm-asr-support@ku.edu">nm-asr-support@ku.edu</a>
Live Chat and Kite Educator Portal	<a href="https://educator.kiteaai.org">https://educator.kiteaai.org</a>
Kite Student Portal (Name)	Kite Student Portal
Kite Student Portal (URL)	<a href="https://student.kiteaai.org">https://student.kiteaai.org</a>
Kite Student Portal (Icon)	
Chrome App ID	dfbmcelmchhnfkmppcoabepInmdljeod
Program Website	<a href="https://nmassessments.org">https://nmassessments.org</a>
Program Website Technology Coordinators	<a href="https://nmassessments.org/technology-coordinators">https://nmassessments.org/technology-coordinators</a>

## Changes to the Guide

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

Date	Page	Change

## Installing Kite Student Portal

Kite Student Portal should be updated to the latest version prior to testing. Please check the program website for information on the latest version and supported operating systems.

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Note: The application should update automatically unless this feature has been disabled.

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### Installing on Managed Chromebook(s)

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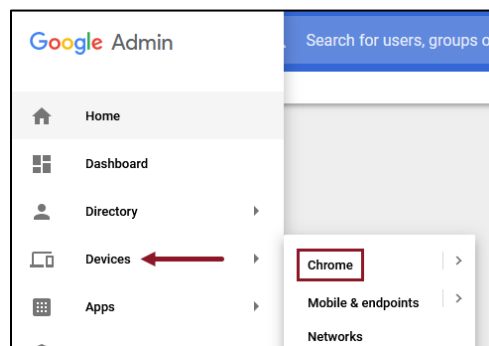
Note: If you have difficulty finding the Kite Student Portal app, it may help to know that the publisher is cete.us. The app ID is available in the Getting Help table at the start of this document.

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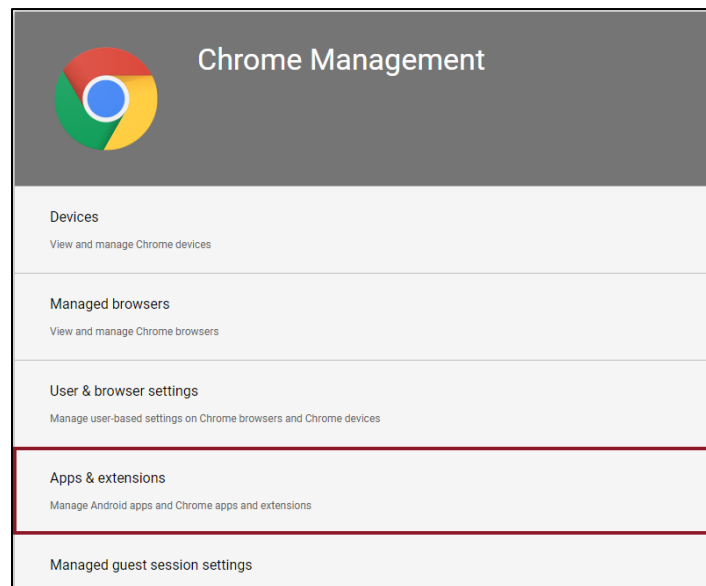
1. Log in to the Google Admin console and click on the hamburger menu.



2. Hover your cursor over Devices, then click Chrome.



3. From the Chrome Management menu, select Apps & extensions.



4. Select the organization unit in the column on the left where you want to configure settings.

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Note: To push app to all users/devices, select the top-level organization.

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5. Click the Kiosks header.
6. Click the Add app icon (+) and then select the Add Chrome app or extension by ID option.



7. Enter the extension ID. The app (extension) ID is found in the Getting Help table at the start of this guide.
8. Click Save.
9. In the panel on the right, set any app and/or extension policies.

### ***Installing on an Unmanaged Chromebook***

If using an unmanaged Chromebook, perform the following steps to install Kite Student Portal:

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**Note:** If you are using an unmanaged Chromebook manufactured in 2017 and later, the Ctrl+Alt+K key on the sign in screen might not enable Kiosk mode.

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1. Turn on the Chromebook.
2. On the Welcome screen, select your language and keyboard.
3. Connect to your network.
4. Click Continue.
5. On the Google Chrome OS Terms screen, click Accept and continue.

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**Note:** Do not sign in with an account at this time. You must first enable Kiosk mode.

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6. On the Sign in screen, press Ctrl+Alt+K.

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**Note:** You may have to press the keys several times to reach the Enable Kiosk Mode screen.

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7. Click Enable.
8. Click Ok.
9. On the Sign In screen, enter the email and password for the Google account that will be used with the Chromebook.
10. Click Sign In.

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**Note:** After you are logged in, you can close any windows that display.

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11. Start the Chrome browser.
12. In the browser address bar, type `chrome://extensions`.
13. Click Enter.
14. Move the toggle to the "On" position to enable Developer mode. If the Add kiosk application button appears, your device is set up appropriately.

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**Note:** If the Add kiosk application button does not appear, turn the Chromebook off and attempt the setup process again.

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15. Click Add kiosk application.
16. Search for your program's Kite Student Portal name listed in the Getting Help table at the start of this document.

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**Note:** If app cannot be found, use the app ID in the Getting Help table at the start of this document.

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**Note:** Do not select the option to permanently keep the device in kiosk mode.

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17. Click the Add button. The Kite Student Portal app will appear in the upper box.
18. Click Done.

## Accessing the Application

For detailed information about Kite Student Portal and its features, locate your program’s Kite Student Portal Manual.

### Opening Kite Student Portal

To open the Kite Student Portal app, perform the following steps.

1. Sign out of the Chromebook.
2. Select the “Apps” button at the bottom of the sign-in screen.

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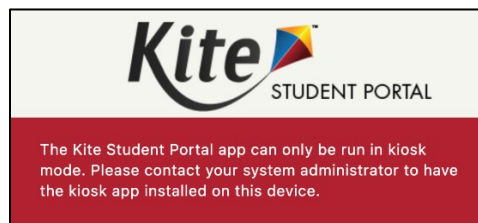
Note: Student must be signed out to see the “Apps” choice next to Shut Down in the lower left.

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3. Select the Student Portal app.

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Note: If the app is launched in non-kiosk mode, the following error message will display:



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### Closing Kite Student Portal

To close Student Portal, restart the Chromebook.

## Troubleshooting

If you encounter any errors while using Kite Student Portal, you can always contact the Kite Service Desk. Contact information can be found at the beginning of this guide. A few common issues and their solutions are below.

### *During Testing, ChromeVox Starts Reading the Text Aloud.*

ChromeVox is the “spoken feedback” or text-to-speech feature included with Chrome. To turn off ChromeVox, type Ctrl+Alt+Z.

### *The Chromebook Screen Rotated 90 Degrees.*

Type Ctrl+Shift+Rotate to return the screen to normal orientation.