



KITE PARENT PORTAL USER GUIDE

2022-23



Kansas Assessment Program



Agile Technology Solutions



WHAT IS PARENT PORTAL?

Welcome to Kite® Parent Portal! Parent Portal lets you access to view your child’s reports from current and past assessments taken in Kite Student Portal.

Kite Student Portal is used by students to complete the following assessments:

- Kansas Assessment Program (KAP) Predictive Interim (fall, winter, and spring)
- Kansas Assessment Program (KAP) Summative (spring)
- Dynamic Learning Maps® (DLM®) Alternate Assessment
- Kansas English Language Proficiency Assessment (KELPA)

This user guide contains procedures to help you log in and navigate through the site to access your student’s available reports.

HOW DO I ACCESS PARENT PORTAL?

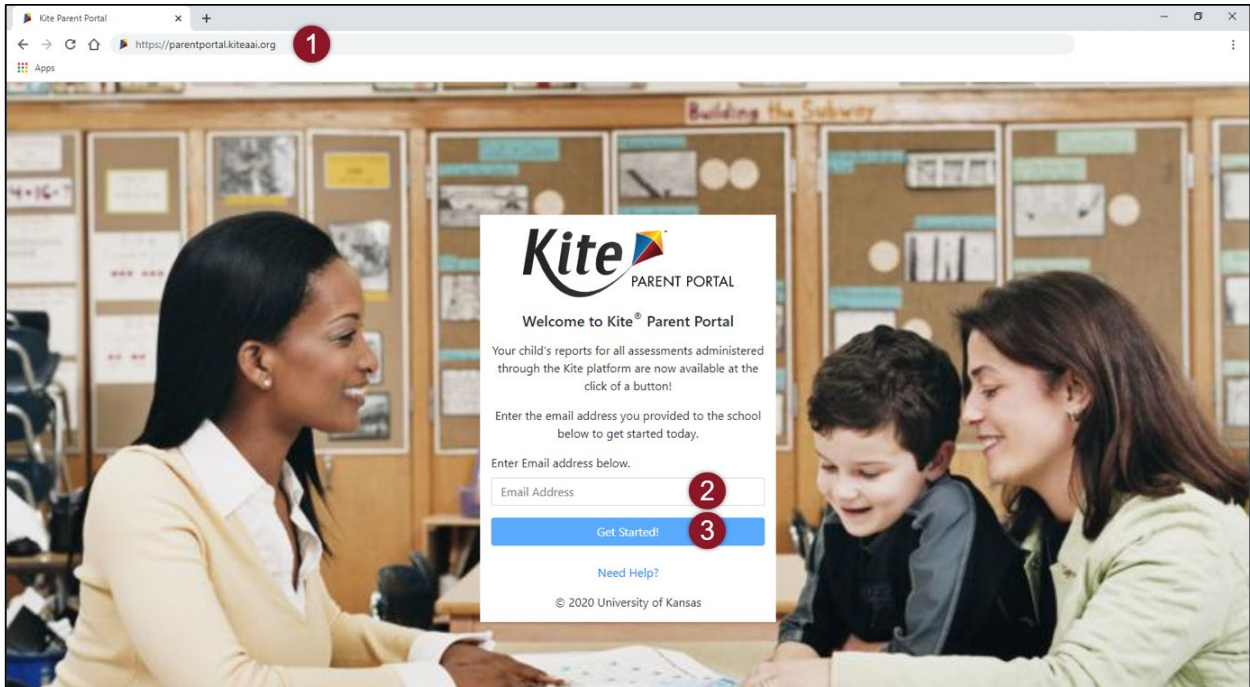
Parent Portal can be accessed from both computers and mobile devices. You will need to use a web browser like Chrome, Firefox, Edge, or Safari on your device. You will also need the ability to view PDF documents. This functionality is built into most browsers, but may require installation of additional software, such as Adobe Acrobat Reader.

WHICH ASSESSMENT REPORTS ARE AVAILABLE?

Depending on participation, your child may have current and historical assessment reports available in any of the assessment programs and subjects listed in the table below.

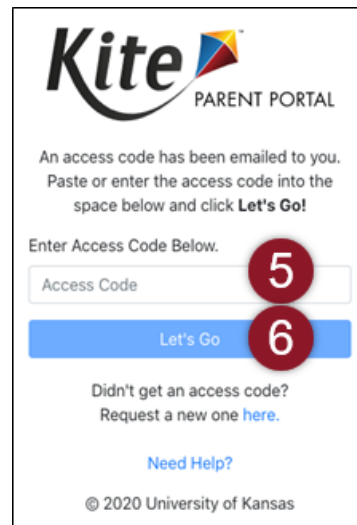
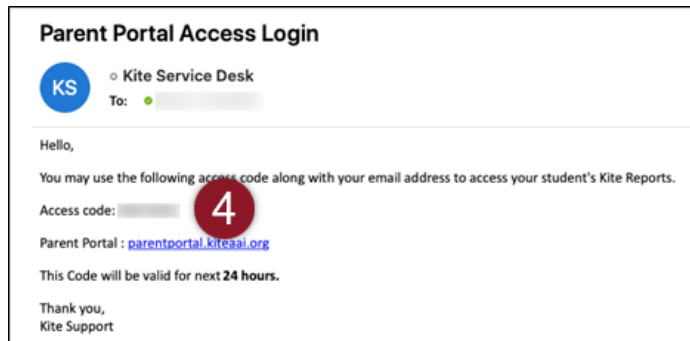
Assessment Program	Subjects/Domains Tested	Grades
KAP Predictive Interim	English Language Arts	3-8, 10
KAP Predictive Interim	Mathematics	3-8
KAP Summative	English Language Arts, Mathematics	3-8, 10
KAP Summative	Science	5, 8, 11
KELPA	Reading, Speaking, Writing, Listening	K-12
DLM alternate assessment	English Language Arts, Mathematics	3-8, 10
DLM alternate assessment	Science	5, 8, 11

HOW DO I LOG IN?



Steps to log in:

1. Open a **web browser** and visit <https://parentportal.kiteaai.org>.
2. Enter your **email address** registered with your child's school district in the Email Address field.
3. Select **Get Started!**
4. A **temporary access code** will be sent from the Kite Service Desk.
5. **Enter the access code** in the area provided on the login screen.
6. Select **Let's Go**.



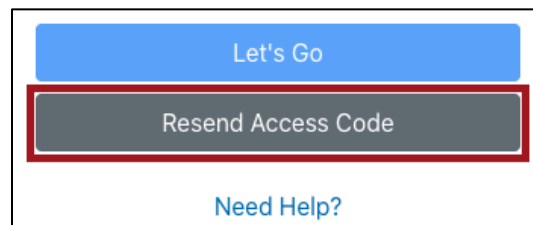
EMAIL TROUBLESHOOTING

Please use the email address you provided to your child's school district for communication. If you do not remember the email provided or need help logging in to Parent Portal, please contact your child's school district. The Kite Service Desk cannot add or update your email address in Parent Portal.

ACCESS CODE TROUBLESHOOTING

Access codes used to enter the site are randomly generated and are valid for 24 hours. You can use the same access code multiple times within a 24-hour period to enter Parent Portal. If you wish to log in again after that period, a new access code will be emailed.

If you do not receive an email, check your junk or spam folder. If you did not receive or forgot your access code, select the **Resend Access Code** button.



HOW DO I ACCESS REPORTS?

SELECT YOUR STUDENT

The homepage provides a brief overview of Kite Parent Portal as well as report details for assessments in which your child has available reports.

To view all available reports, select **View Reports** under the child's name.

The screenshot displays the Kite Parent Portal interface. At the top left is the Kite logo with the text 'Kite PARENT PORTAL'. At the top right, it shows 'Logged in as trainer@school.org.' and a 'Sign Out' link. Below the header is a welcome message: 'Welcome to Kite® Parent Portal! Here, you can view both current and prior year score reports for any assessment administered through the Kite platform. Score reports are subject-specific, so students receive one score report for each assessment taken.'

Two assessment sections are visible:

- KAP**: For the **Kansas Assessment Program (KAP)** general assessment, you can view Interim Predictive and Summative assessment reports. Interim Predictive assessments help predict future performance on summative assessments and are elective; neither student nor schools are penalized if they do not participate. Summative assessments are taken at the end of the school year and summarize your student's achievement in English language arts, Mathematics, and Science.
- KELPA**: For the **Kansas English Language Proficiency Assessment (KELPA)**, reports detail your child's English language proficiency across four domains: speaking, writing, listening, and reading.

Below these sections, a prompt reads: 'Select your child below to view their available score reports. Use the navigation menu on the left screen to select the assessment program and subject.'

Two student selection cards are shown:

- Henry James** with a 'View Reports' link.
- Nora James** with a 'View Reports' link.

Two red arrows point from the text above to the 'View Reports' links for Henry James and Nora James.

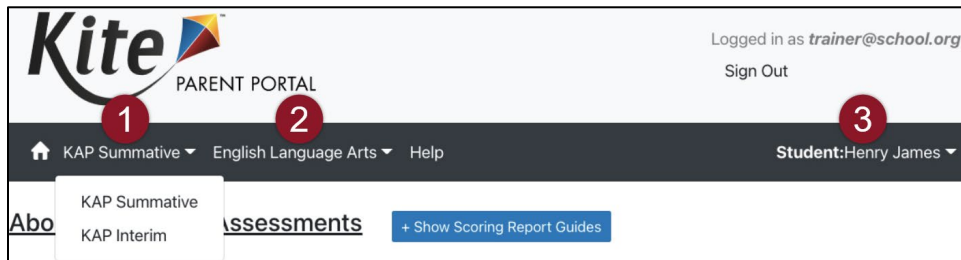
At the bottom of the screenshot is a photograph of a child running in a field, flying a colorful kite against a cloudy sky.

Note: Parent Portal provides assessment reports for KAP assessments, the KELPA assessment, and the DLM alternate assessment. If your child participated in more than one assessment, you will see report details for each assessment on the homepage.

VIEW AND DOWNLOAD REPORTS

After selecting View Reports on the homepage, use the menu options to navigate through each available assessment and each available student. Only the assessments your child has participated in will display in the navigation menu, so your options may vary from the example below.

1. Choose an **assessment** in the menu.
2. Choose a **subject**.
3. Choose a **student**.



4. Read the **Assessment Description**: A brief description of the assessment program.
5. View and read the **Scoring Report Guides**: Links to score report guides and other helpful information.
6. Choose a report and click on the **PDF icon** to download the report.

The screenshot shows the 'About Interim Predictive Assessments' page. At the top, it says 'Logged in as trainer@school.org, Sign Out'. The navigation bar shows 'KAP Interim', 'English Language Arts', and 'Help'. The student dropdown is 'Student: Henry James'. The page title is 'About Interim Predictive Assessments' with a '+ Show Scoring Report Guides' button. A red circle '4' is over the text 'Interim Predictive Assessments in ELA and Mathematics are provided...'. A red circle '5' is over the '+ Show Scoring Report Guides' button. Below the text is a table of reports. A red circle '6' is over a PDF icon in the table. The table has columns for Year, School Name, Grade, Report Cycle, and Download Report. The table shows 6 items, with the first item highlighted.

Year	School Name	Grade	Report Cycle	Download Report
2021	Meadowlark School	8	Winter	
2019	Meadowlark School	6	Winter	
2019	Meadowlark School	6	Fall	
2018	Meadowlark School	5	Spring	
2018	Meadowlark School	5	Winter	
2018	Meadowlark School	5	Fall	

Note: Select the **Help** tab for assistance and contact information for the Kite Service Desk.

Note: The images above are an example of a KAP Predictive Interim – English Language Arts. Text and data displayed varies depending on the assessment program selected.

WALKTHROUGH REPORTS

KAP Summative and DLM score reports for the current year in all subjects include a built-in score report walkthrough. This tool explains key elements of the score report. As sections are explained, a green box may appear around the relevant section. Use the buttons to the left of the score report to control the report walkthrough.



1. **Play button** – select to begin audio playback
2. **Stop button** – select to stop audio playback
3. **Download button** – select to download report
4. **Close button** – select to close window and return to Report page.

Note: Selecting Stop will return the audio to the start.
