NM-Assessment of Science Readiness: Kite Test Coordinator Manual

Spring 2024

NEW MEXICO
Public Education Department

NMASR
NEW MEXICO ASSESSMENT OF SCIENCE READINESS

KU ACHIEVEMENT & ASSESSMENT INSTITUTE
The University of Kansas

Assessment & Technology Solutions

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About the NM-ASR

The New Mexico Assessment of Science Readiness (NM-ASR) assesses the *New Mexico STEM Ready!* science standards, which combine the NGSS and New Mexico's six specific standards. The standards focus on important disciplinary core ideas, scientific and engineering practices (e.g., ask questions, develop and use models), and crosscutting concepts that apply across scientific disciplines (e.g., patterns, cause and effect, stability and change). The NM-ASR will provide information regarding each student's progress toward the achievement of essential knowledge and skills that will help them explain and make sense of phenomena in the world around them, solve problems, and apply their scientific literacy to understand the scientific dilemmas they may face as adults. The NM-ASR is administered in either computer-based test (CBT) or paper-based test (PBT) formats.

NOTE: For NM-ASR, students are initially enrolled in Kite by NM-PED.

About Kite, AAI, and ATS

The Kite® Suite is developed by the Assessment and Technology Solutions (ATS), which is a center under the Achievement and Assessment Institute (AAI). AAI is a service and research entity within the School of Education and Human Sciences at the University of Kansas.

The Kite Suite consists of these main components (i.e., portals):

- **Kite Content Portal (CP)** – Used by assessment professionals to create engaging test items including technology-enhanced (TE) items mapped to national and state standards.
- **Kite Educator Portal (EP)** – Used by administrators to manage data, monitor test completion, and access reports.
- **Kite Student Portal (SP)** – Used by students to take assessments.
- **Kite Scoring Portal (ScP)** – Used by educators and scoring professionals to score human-scored items such as open-ended or audio-capture items.
- **Kite Parent Portal (PP)** – Used by parents to view student score reports.

Changes to the Guide

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

Table 1: Changes to the Guide

Date	Page	Change
2/19/24	All	Updated screenshots to show more clarity, where needed
"	14	Clarification that Ticket PDFs are in Test Management, not Test Coordination
"	16-17	Clarification on accessing and printing Daily Access Codes (DACs)
"	20-23	Clarification about the Data Extracts and Dashboards available to TCs in EP
"	25-27	Added information about Pause/Resume/End/Reactivate test sessions in EP
"	27-28, 59	Added information about entering Special Circumstance (SC) codes in EP
"	39	Clarified Enrollment upload, column T: Gifted Students marked Yes/No, not True/False
"	48	Exit Reason codes updated
"	58	Updated PNP descriptions for Spoken Audio settings
3/4/24	7	Added links to newly created Help Videos
	59	Added information about using Parent Portal
4/3/24	57	Updated SC Codes for "Chronic Absence" and "Other Reason"
4/10/24	45	Added information about using the TEC Upload template to exit numerous students from NM-ASR enrollment

Schedule of Events for Spring 2024

Table 2: Schedule of Events for Spring 2024 Administration

Task	Date
Technology Training Virtual Webinar	January 10, 2024
PED uploads students to EP	January 25, 2024
Test Coordinator Manual available	January 29, 2024
DTCs verify PED enrollment upload and make any needed updates	January 29, 2024
DTCs and BTCs set up Rosters and Student PNPs	January 29, 2024
DTCs (and BTCs?) order special forms in EP	January 29, 2024
Kite Educator Portal Sandbox Opens	January 25, 2024
Practice Test Guide available	February 5, 2024
Technology Practice Tests (TPTs) available	February 5, 2024
Online Ordering System opens	February 5, 2024
Subject Practice Tests (SPTs) assigned to rostered students	February 12, 2024
Paper & Large-Print SPTs files available in EP Help tab	February 19, 2024
Deadline for ordering PBT in Educator Portal	February 26, 2024
PBT forms shipped to districts	March 1, 2024
Test administration window begins	March 11, 2024
Test administration window ends	May 10, 2024

The following dates are estimates:

Districts/Schools review discrepancy data	May 22, 2024
Deadline to return PBT forms to Kite	May 24, 2024
Preliminary online data available	May 26, 2024
PED review of discrepancy data begins	May 28, 2024
Online ISRs available to DTCs	June 24, 2024
Validated final reports available online	June 24, 2024
Paper reports shipped to LEAs that ordered them	June 28, 2024
Kite Parent Portal opens	July 1, 2024

Overview

This manual assists test coordinators (TCs) in coordinating assessments through **Kite Educator Portal** (EP), part of the Kite® Suite where assessments are managed. TCs typically have the role of District Test Coordinator (DTC) or Building Test Coordinator (BTC) in EP. Another manual (the Test Administration Manual, or TAM) assists test administrators (TAs) in administration guidelines and administering assessments in **Kite Student Portal** (SP), where students take assessments. Both manuals are available on the program website in The Kite Service Desk provides support to educators through phone, email, and live chat in EP. The Service Desk is closed on weekends and the week between Christmas and New Year's Day. Contact the Kite Service Desk or view the program website using the methods in Table 3: Contact and Program Resource. The procedures and graphics in this manual expect the reader to have a TC role in EP.

NOTE: Kite® Suite may also be used by your state for the Dynamic Learning Maps® (DLM®) alternate assessments.

For manuals, please use the program website in Table 3: Contact and Program Resources.

Graphics

Every effort was made to ensure the graphics in this manual match what users will experience. Expect some slight differences depending on the operating system used. Names and organizations shown are fictitious.

Disclaimer

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Getting Help

The Kite Service Desk provides support to educators through phone, email, and live chat in EP. The Service Desk is closed on weekends and the week between Christmas and New Year's Day. Contact the Kite Service Desk or view the program website using the methods below.

Table 3: Contact and Program Resources

Resource	Location
Program Name	New Mexico Assessment of Science Readiness (NM-ASR)
Kite Service Desk Phone Number	855-519-0571
Kite Service Desk Email Address	nm-asr-support@ku.edu
Kite Live Chat in Kite Educator Portal	https://educator.kiteaai.org
Hours	6:00 am to 4:00 pm M-F MT, (6:00 am to 7:00 pm during testing window)
Program Website	https://nmassessments.org
Program Website Technology Coordinators	https://nmassessments.org/technology-coordinators
Kite Student Portal (Name)	Kite Student Portal
Kite Student Portal (URL)	https://student.kiteaai.org
Kite Student Portal (Icon)	9.0.0

Personally Identifiable Information (PII)

Do not send any Personally Identifiable Information (PII) (e.g., first name, last name, date of birth, and social security) for a student via email or Live Chat. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII information may also include combinations of data such as a student ID and school name.

Do send the student state ID number only and the error or concern you are reporting regarding the test taker.

Live Chat

Live Chat in EP may be used to contact the Kite Service Desk during normal business hours.

Help Videos

The training video titles listed below are available on the program website and in EP under the **Help** menu.

Table 4: Training Videos Available on Kite NM-ASR website and in EP

#	Title	Topic
1	Intro to Kite Suite	An introduction to the Kite Suite.
2	Intro to Kite Student Portal	An overview of Kite Student Portal, installation, navigation, and testing.
3	Getting Started in Kite Educator Portal	An introduction to Kite Educator Portal, where districts and schools manage data, monitor tests, and view reports.
4	User Management	How to manage educator accounts in EP.
5	Adding Roles to Existing Users	How to add NM-ASR or DLM management to an existing user in EP.
6	Enrollment Management	How to verify student enrollments, add students, and edit student information.
7	Roster Management	How to create and manage rosters in EP.
8	Student PNP Settings	How to verify and set accommodations.
9	Test Administration	An overview of test administration and monitoring.
10	Data Extracts	An overview of the available extracts in EP.
11	Dashboards	An overview of the available dashboards in EP for different user roles.

Required Software

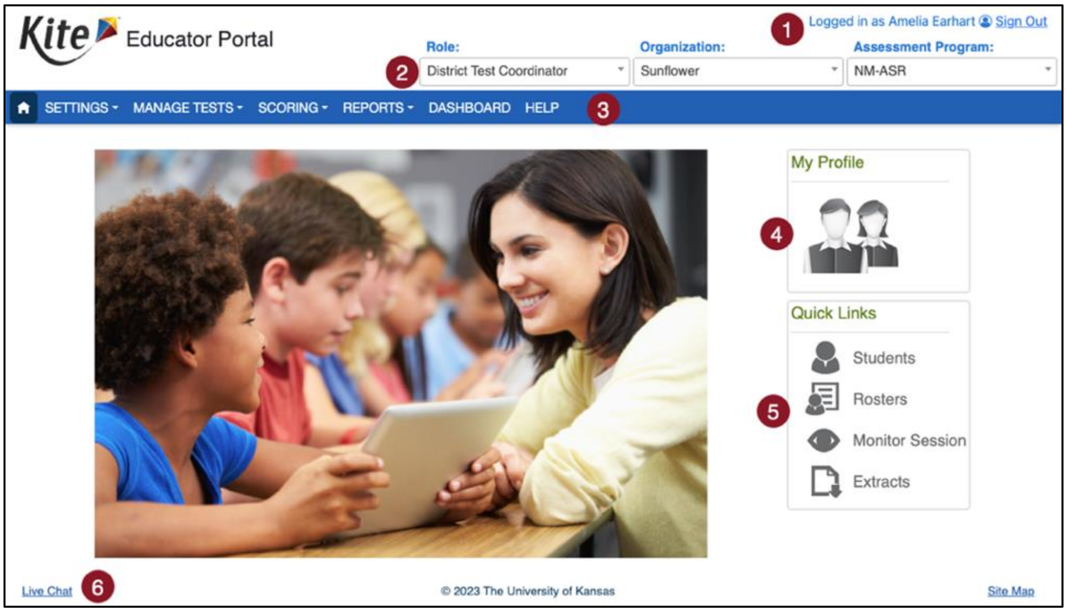
To use EP, your machine should have a supported browser (i.e., Mozilla Firefox, Google Chrome, Microsoft Edge, or Safari), a PDF viewer such as Adobe Acrobat, and a spreadsheet program such as Microsoft Excel to create comma-separated values (CSV) files.

Homepage

Homepage options depend on a user's role. A DTC has menu options that are different than other roles in EP.

Please use the section Roles and Permissions in Appendix A for more information.

Figure 1: Kite Educator Portal Home Screen

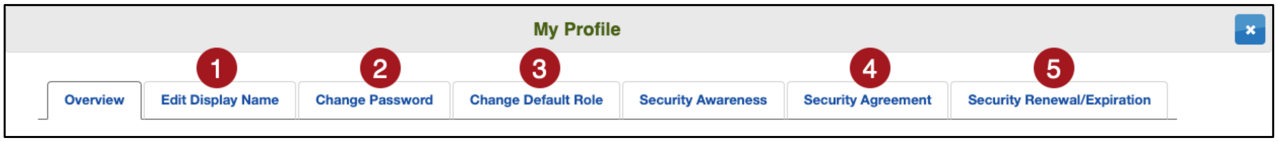


1. **Display Name**: User's display name is shown in the upper right after the phrase "Logged in as."
2. **Login Role, Organization, and Assessment Program**: A user's role, organization, and assessment program appear in three drop-down menus under username. If a user has more than one role, organization, or assessment program, use the drop-down menu to switch.
3. **Menus**: The menus that display on the homepage vary by role and include.
    a. **Home** – Return to the homepage.
    b. **Settings** – Manage students, rosters, users, and organization settings.
    c. **Manage Tests** – Get daily access codes, monitor student progress, record projected testing schedule.
    d. **Scoring** – View and score student responses to open-ended practice items.
    e. **Reports** – Access assessment reports and data extracts.
    f. **Dashboard** – View data related to test administration.
    g. **Help** – Frequently asked questions (FAQs) and testing resources.
4. **My Profile**: Opens the My Profile window where you can update your display name, change your password, and view information about security.
5. **Quick Links**: The Quick Links section of the homepage allows you to quickly access several areas of the system.
6. **Live Chat**: The Live Chat link in the footer allows users to contact a Kite Service Desk representative using the chat feature instead of by phone or email.

My Profile

Users can modify their own account and sign a security agreement from the **My Account** quick link on the EP home page.

Figure 2: My Profile tabs



1. Change display name. This is the name displayed in the upper right corner of EP.
2. Change password.
3. Change the default role.

NOTE: Each time a user logs in to EP, the default role is used. If a user has multiple roles in EP, the default role can be changed in the **Change Default Role** tab.

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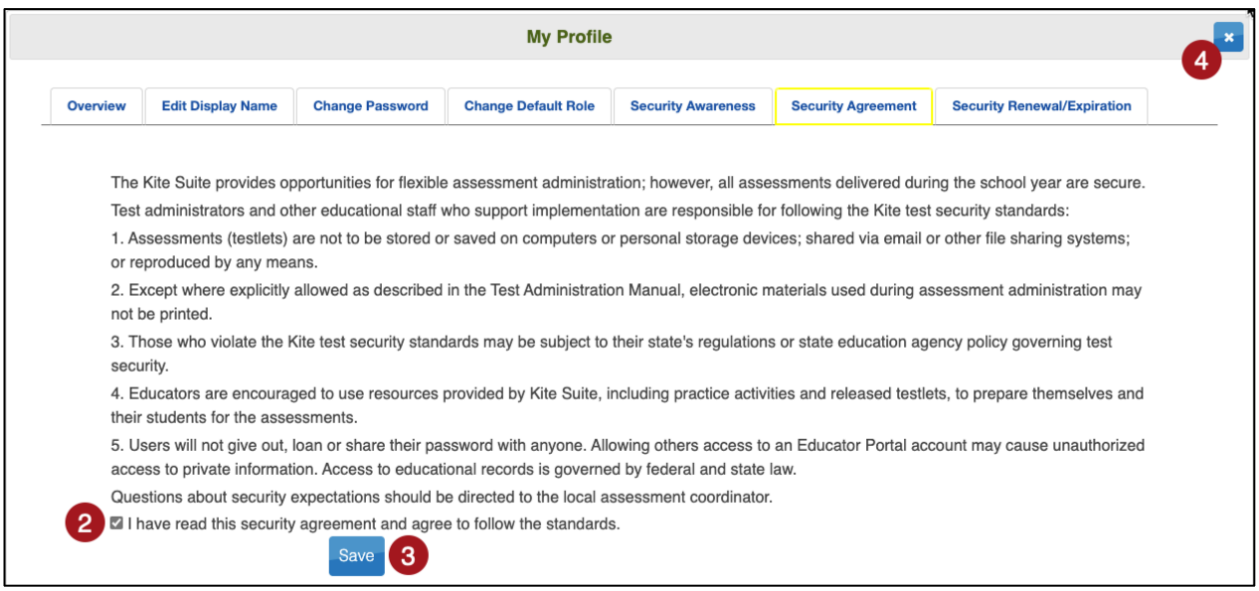
4. Read and respond to the security agreement.
5. Review the renewal and expiration dates of the security agreement.

Security Agreement

Before accessing EP, users must read and agree to the security agreement. It expires each year at the end of July and must be renewed in EP. Users must read and agree to the security agreement for each assessment program in which they participate. For NM-ASR users that use DLM, you may have to read and agree to both.

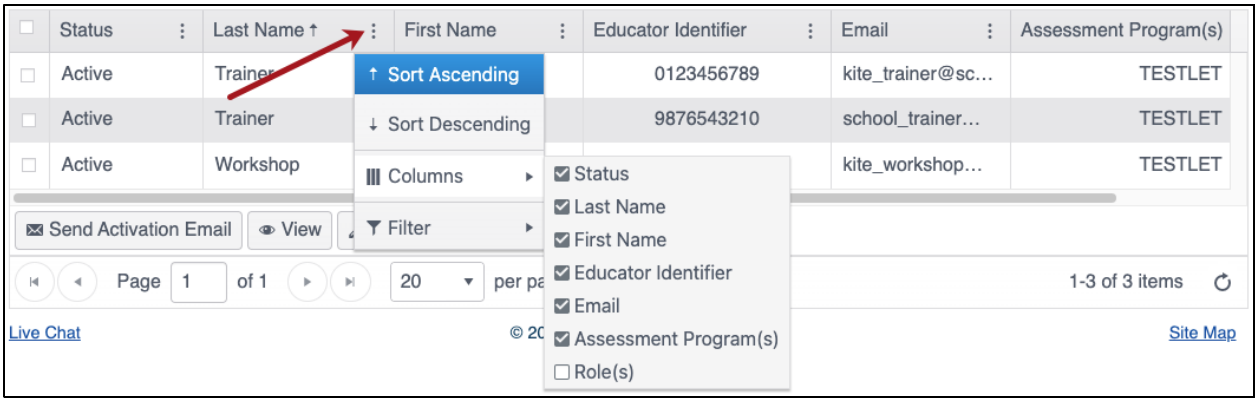


1. Log in to EP.
2. The Security Agreement window will show up automatically. Read the security agreement and select the checkbox next to “I have read this security agreement and agree to follow the standards.”
3. Select **Save**.
4. Exit the window by selecting the X in the upper right corner.

NOTE: You cannot access EP until you agree to the Security Agreement and Save your response.

Sort and Filter Grids

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



Use the three vertical dots in the column headers to sort a column in ascending or descending order, choose which columns to display, and filter a column by words, text, or numbers.

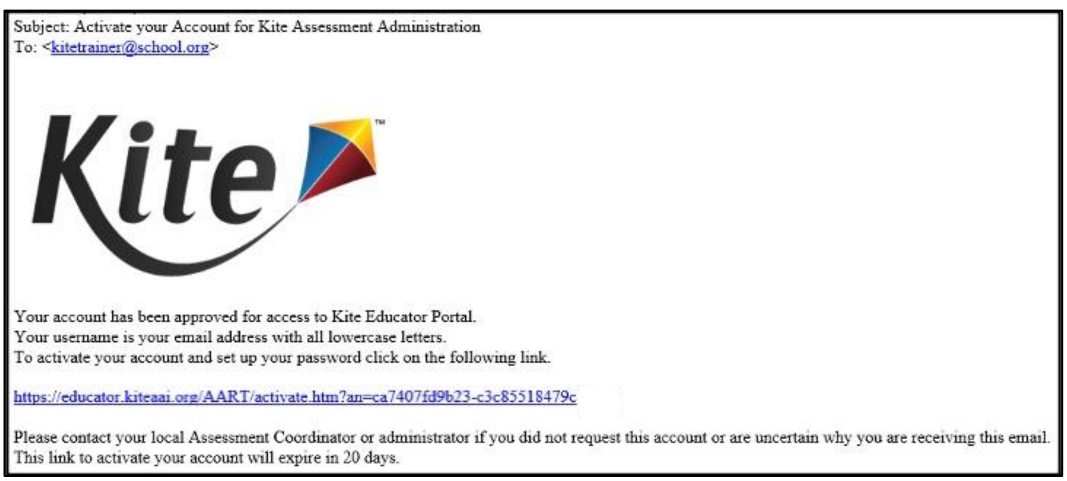
User Accounts

User accounts can be created and modified in EP manually on screen or by CSV upload with a template.

Please use Appendix A: Manage Users

New Users & Account Activation

User accounts are created by a higher-level user role. New users receive an email to register their account and set a password.



Subject: Activate your Account for Kite Assessment Administration
To: <kitetrainer@school.org>

Kite™

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://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.

Roles

District Test Coordinator (DTC)

The DTC serves as the primary liaison between education agencies and Kite. The DTC is the primary source of assessment information for staff, parents, and the community. It is the DTC's responsibility to keep the local educational agency (LEA) informed about current assessment policy and changes and to provide teachers with available resources for content area assessments.

Building Test Coordinator (BTC)

The BTC is appointed at the local level, and there is no need to inform PED. The BTC's point of contact for matters relating to assessment is the DTC. In some smaller districts, the DTC may serve as BTC for one or more schools in the district. Some districts and some test vendors use the term School Test Coordinator (STC), but this manual uses the term BTC.

NOTE: This manual uses the term "test coordinator" (TC) to include both DTCs and BTCs.

Teacher (TEA)

The Teacher administers the assessment to the students by following the procedures provided in the Test Administrator Manual (TAM).

Passwords

Passwords expire every 180 days and cannot be reused within 365 days. Passwords must meet the following guidelines:

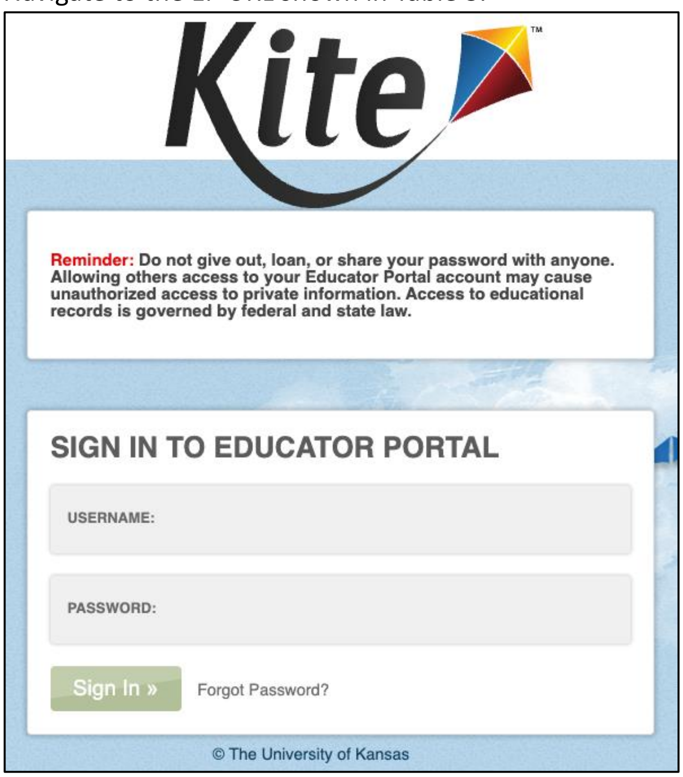
- Eight to thirty-two (8-32) characters in length
- At least one special character
- At least one uppercase letter
- At least one lowercase letter
- At least one number

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

Log In

To log in to EP, perform the following steps.

1. Open a supported web browser.
2. Navigate to the EP URL shown in Table 3.

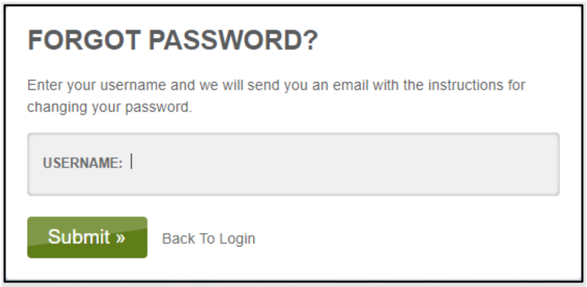


3. In the **Username** field, type your username (your email address).
4. In the **Password** field, type your password. Passwords are case sensitive.
5. Select **Sign In**.

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

Forgot Password

1. Select the **Forgot Password?** link next to **Sign In**.
2. Enter a username in the space provided and select **Submit** to receive a reset password email.



NOTE: A TC can request a password reset on a user's behalf by following the steps above with the user's email.

Unlock a Locked Account

A higher-level user (such as a DTC or BTC) can unlock the account of a lower-level user (such as a TEA).

1. Select **Settings** > **Users** > **View Users**.
2. Select the user with the locked account showing "Yes" in the "Account Locked" column.
3. Select **Unlock**.
4. Select **OK**.

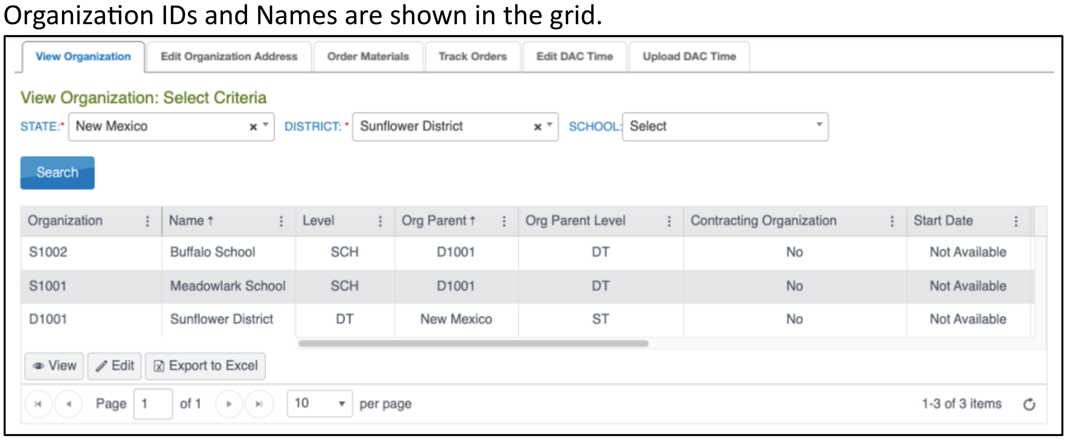
Note: Once unlocked, EP does NOT notify the user that the account has been unlocked.

Organizations

District and school IDs are often needed to complete CSV files. Organization addresses are needed to deliver special forms. It is the responsibility of the testing coordinator to ensure that all organizations, addresses, and contact information are updated.

View Organization Information

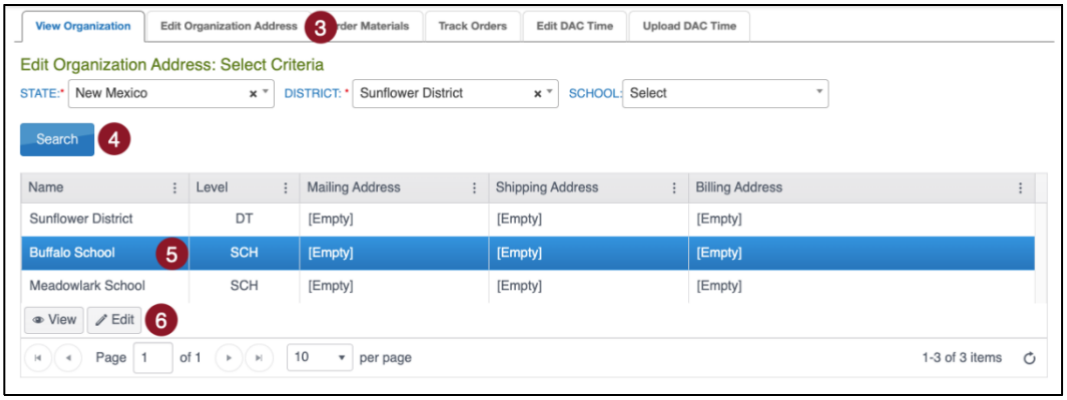
1. Select the **Settings** menu.
2. Select **Organization**.
3. The **View Organization** tab displays.
4. Organization IDs and Names are shown in the grid.



NOTE: If you need to edit your organization, please contact PED.

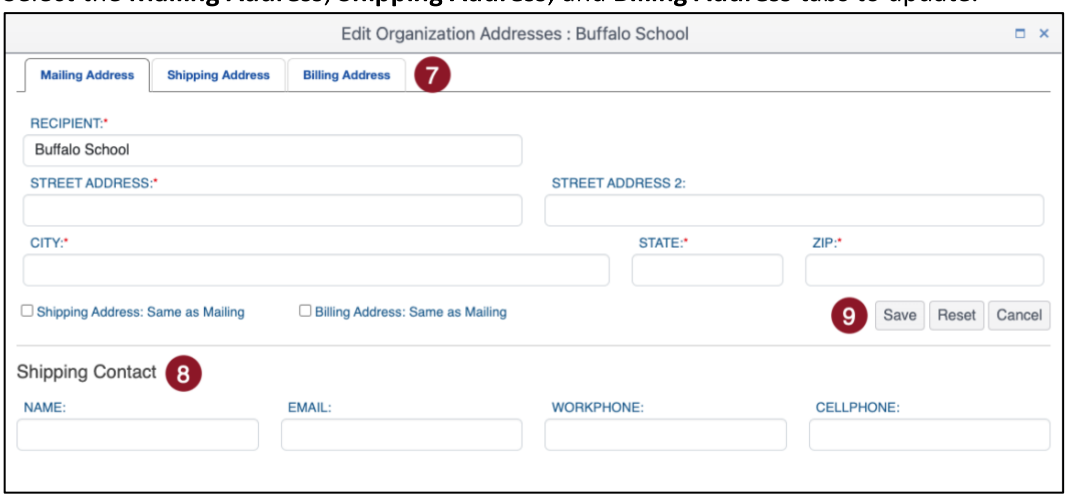
Manage Organization Address and Contact Information

1. Select the **Settings** menu.
2. Select **Organization**.
3. Select the **Edit Organization Address** tab.
4. Use the drop-down menus to **Select Criteria**..
5. Select the row of the district or school.
6. Select **Edit**.



Note: If the mailing, shipping, and billing addresses are identical, only the **Mailing Address** tab needs to be filled in. If they are unique, deselect the appropriate checkbox, select the appropriate tab, and fill in the information.

7. Select the **Mailing Address**, **Shipping Address**, and **Billing Address** tabs to update.



8. Enter the name of the **Shipping Contact**.
9. Select **Save**.

Students

Enrollment

Educator Portal is designed for flexibility supporting multiple methods for enrolling and transferring students. It is the responsibility of TCs to verify enrollments and make any necessary edits before the testing window opens.

PED will complete an initial upload of all students who should take the NM-ASR. Please use Table 2 for when this will occur. Once this initial upload is complete, TCs are responsible for updating district and school enrollments using the processes described in Appendix B: Manage Students.

View Students

To view students, select **Settings** > **Students** and apply filters to display the student grid. Within the grid, users can select which data columns to display, reorder columns, and filter and sort to review and check the data for accuracy.

Edit Students

To edit students manually, select **Settings** > **Students** and apply filters to display the student grid. Select a student and then select **View** to open the student record and view all associated details including demographics, enrollment, and rostering data. Select **Edit** in the upper right corner of the student record to make updates.

Please use Appendix B: Manage Students.

NOTE: Only TCs may edit student records.

Rosters

Educator Portal is designed for flexibility supporting multiple methods for rostering students. Once PED uploads student enrollment records, it is the responsibility of TCs to create and verify rosters and make any necessary edits before the testing window opens.

Please use Appendix C: Manage Rosters.

Student Logins and Daily Access Codes

Students must have a username and password to access SP and a Daily Access Code (DAC) to enter a secure test session.

Logins

Students must have a username and password to access tests in SP. Students will have the same username and password for subject practice tests and summative assessments. Logins can be obtained as a CSV Extract or PDF Tickets.

NOTE: Practice tests do not require DACs. For information about using NM-ASR Practice Tests, please use the NM-ASR Kite Practice Test Guide.

Student Login Usernames/Passwords Data Extract

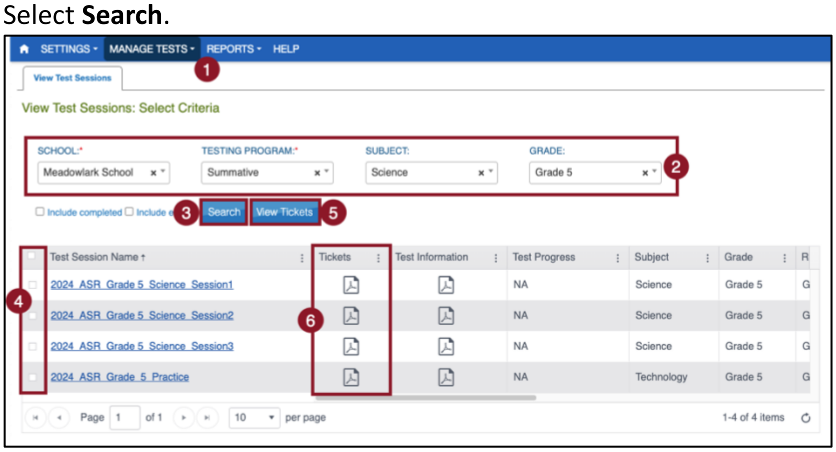
Student Login Usernames and Passwords can be obtained from a Data Extract. Information shown in PDF or CSV format.

Please use the Data Extracts section.

Ticket PDFs in Test Management

Complete these steps to download a PDF file with student login usernames and passwords.

1. Select **Manage Tests** > **Test Management** > **View Test Sessions.**
2. Use the drop-down menus to **Select Criteria**.
3. Select **Search**.



4. Select one or more test sessions from the test session grid.
5. Select **View Tickets**.
6. Alternatively, select the PDF icon in the tickets column in the row of the session needed.

Daily Access Codes

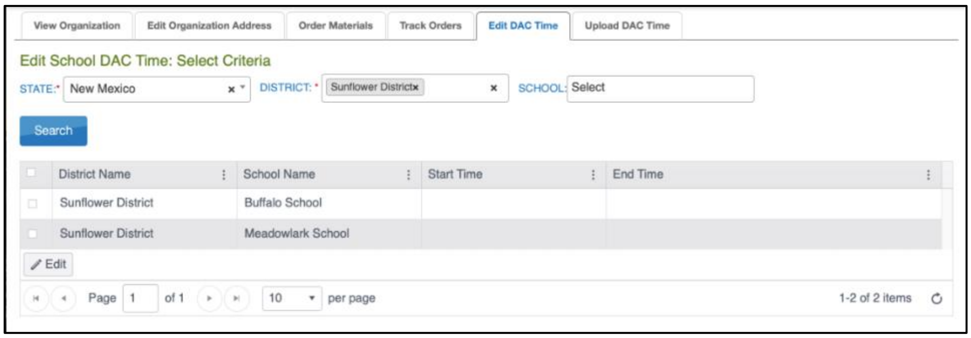
When a student selects a test, a pop-up box displays where students enter the DAC. DACs are short alphanumeric values. Each DAC is unique to a specific date, subject, session, and grade. TCs access DAC PDFs in EP and securely share with TAs, who in turn share with students just before beginning a test. The DAC PDF contains information on the date and times the DACs are usable, the subject and grade, and the access code for each test session. DACs are available for the current testing day and the next testing day after 2:30 PM. Monday's DACs are available Sunday at 2:30 PM.

Edit Daily Access Code Time

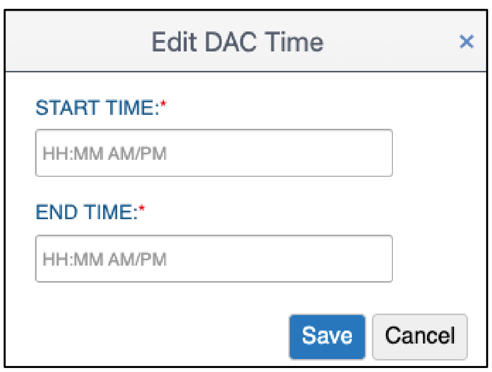
Districts can set the time that DACs are valid at the school level. By default, DACs are valid from 4:00 AM through 9:00 PM local time. However, schools can restrict the use of DACs based on their schedules.

To set the time parameters for DAC validity, perform the following steps.

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



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



6. The **Start Time** and **End Time** will now appear in the **School DAC Time** grid.

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

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

NOTE: Fields marked with a red asterisk are required.

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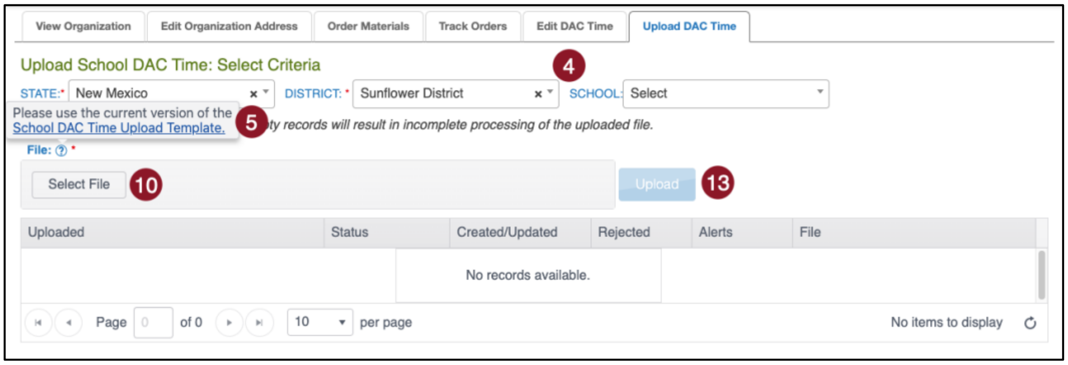
4. Select the organization information.
5. Select the question mark symbol next to **File**.
6. A small pop-up window will display the **Organization DAC Time Upload Template**.



7. Select the link and open the **Organization DAC Time Upload Template** file in a spreadsheet program that can save data in CSV (comma-delimited) format, such as Microsoft Excel. The file must be in CSV format.
8. Please use Table 5: Organization DAC Time Upload Fields and Descriptions. to complete the spreadsheet.
9. Once you have completed your spreadsheet, save it on your computer in CSV format.
10. In the **File** field, choose **Select File**.
11. Select the appropriate CSV file from your computer.
12. Select **Open**.
13. Select **Upload**.

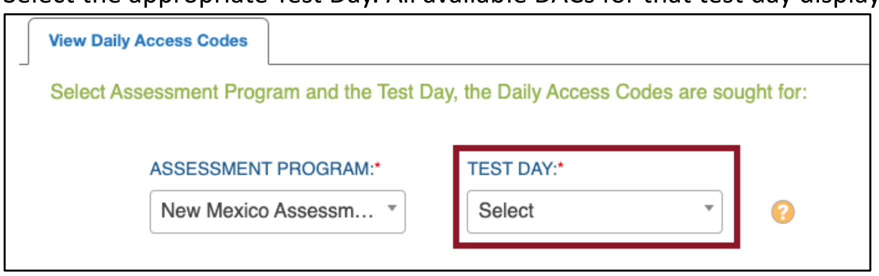
Table 5: Organization DAC Time Upload Fields and Descriptions.

Col.	Column Title	Description	Format/Acceptable Values
A	School	The School ID.	Alphanumeric
B	Start_Time	Local time when DACs become valid	HH:MM AM/PM
C	End_Time	Local time when DACs become invalid	HH:MM AM/PM

Print Daily Access Codes

To print Daily Access Codes, perform the following steps.

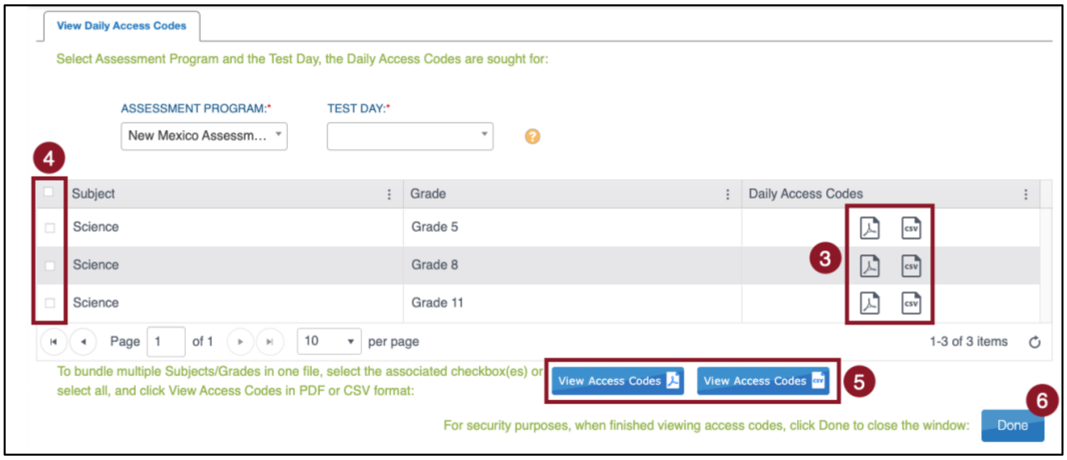
1. Select **Manage Tests** > **Daily Access Codes**.
2. Select the appropriate Test Day. All available DACs for that test day display in a grid.



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

3. To download the DACs for one grade, select either the PDF or CSV icon to download the file.
4. To download the DACs for more than one grade, use the checkboxes to select all grades you would like to print.
5. Select **View Access Codes**. You can download a PDF or CSV file. The file will automatically download.

6. Select **Done** once you have finished.



Personal Needs & Preferences (PNP) Profile Settings

For students requiring additional support during testing, the Kite system allows educators to identify those supports and enter them into the Personal Needs & Preferences (PNP) Profile. PNPs should be set 24 hours before beginning an assessment for accommodations to appear and the correct form to be assigned. PNP options are in four categories: Display Enhancements, Language and Braille, Audio and Environment Support, and Other Supports.

Some PNP settings are used to assign a special form to students. This includes Braille, Spanish, Paper, Large Print, Paper Spanish, and Large Print Spanish. To ensure your students are assigned the correct form, set their PNP settings according to the table below.

Some tools available to all students (Universal Supports) can be set in the PNP to activate by default within Kite Student Portal. Students should be familiar with the tool and be using the tool regularly in the classroom during the school year.

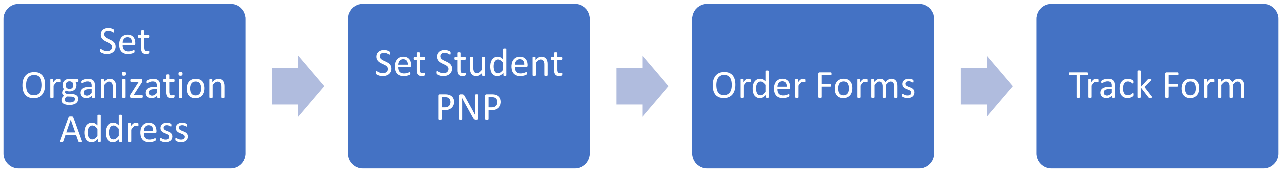
Please use Appendix D: Add/Edit PNP Settings.

Table 6: PNP Settings for Alternate Form Assignment

Alternate Form	PNP Category	PNP Setting
Paper Based Form – English	Other Supports	Alternate Form – Paper and Pencil
Paper Based Form – Spanish	Other Supports Language & Braille	Alternate Form – Paper and Pencil Keyword Translation Display - Spanish
Large Print Form – English	Other Supports	Alternate Form – Paper and Pencil
Large Print Form – Spanish	Other Supports	Alternate Form – Paper and Pencil Keyword Translation Display - Spanish
Braille Form	Language & Braille	Braille – UEB with Nemeth

Special Forms: Order and Track

Special forms including braille forms, paper forms, large-print forms, Spanish paper forms, and Spanish large-print forms, are available.



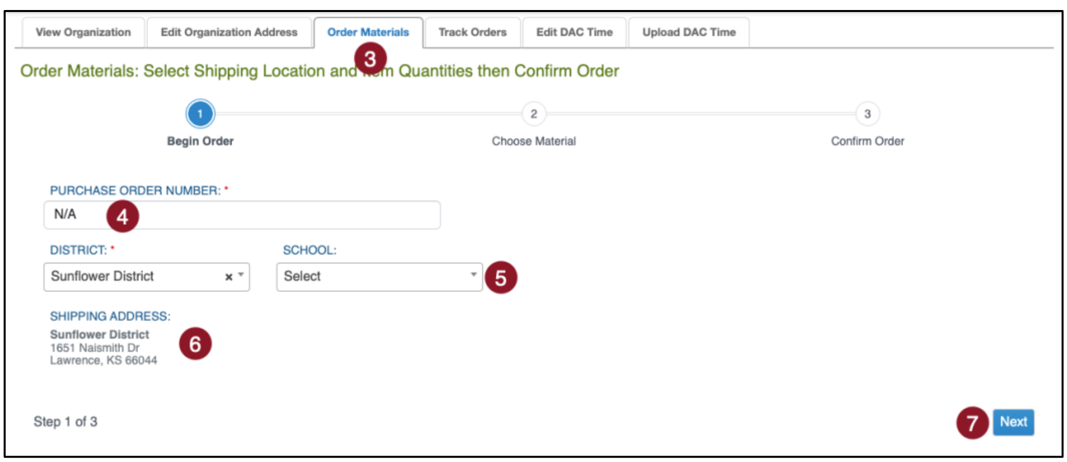
To order special forms, first ensure your organization's addresses are entered correctly. For more information, please use the section Manage Organization Address and Contact Information. Then, be sure the student's PNP is set to assign the special form requested. Finally, order the forms using the process described.

Order Special Forms

1. Select the **Settings** menu.
2. Select **Organization**.
3. Select the **Order Materials** tab.
4. Enter "N/A" in the **Purchase Order Number** field.
5. Select a school, if needed.
6. Confirm the shipping address.

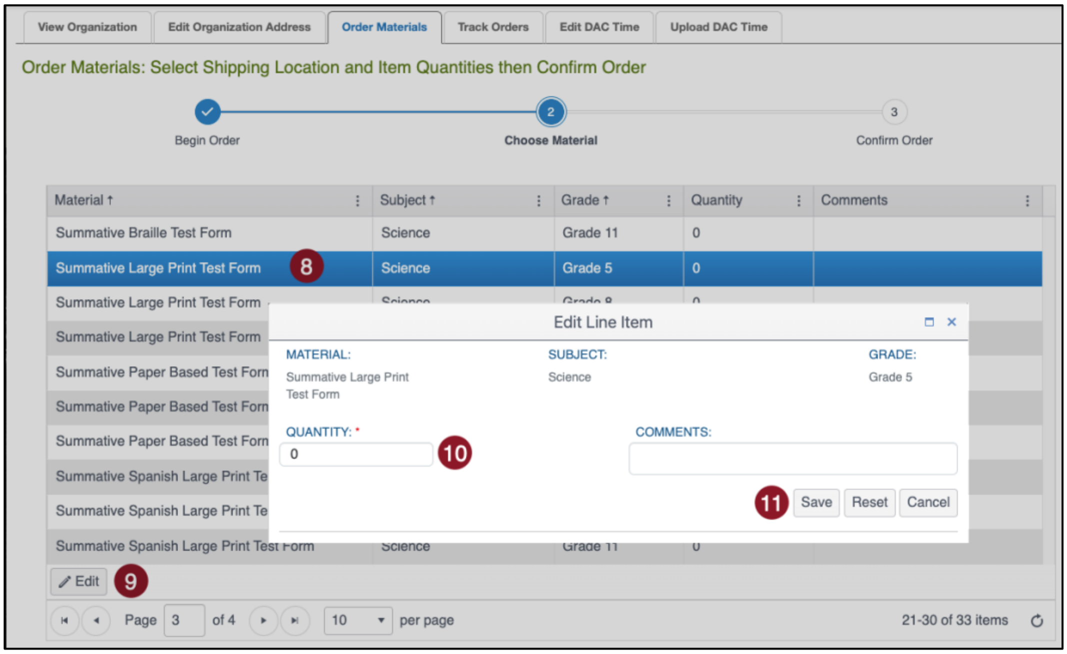
NOTE: If no shipping address appears, update the address on the Edit Organization Address tab. You may need to reload the page.

7. Select **Next.**



8. Select a line item (row) from the available materials grid.
9. Select **Edit**.
10. Update the **Quantity** and add a **Comment** if needed. Enter a 0 to remove materials. Select **Save**.

11. Select **Next** to confirm your order.



12. Verify and confirm the order, then select **Submit Order**.

NOTE: Once you submit your order, you cannot make changes. Contact the Kite Service Desk to update, cancel, or inquire about a submitted order.

Track Special Forms Order

1. Select **Settings** > **Organization** > **Track Orders.**
2. Select an order to view a grid of each line-item status (Submitted, In Progress, or Shipped) and tracking information. The tracking number is added to the **Tracking Information** column when order is shipped.

NOTE: Depending on test windows, items in the same order or within the same line item may ship separately. See Table 2 for a list of deadlines related to ordering materials.

3. Select **View Order Summary** to view the order details.

Data Extracts

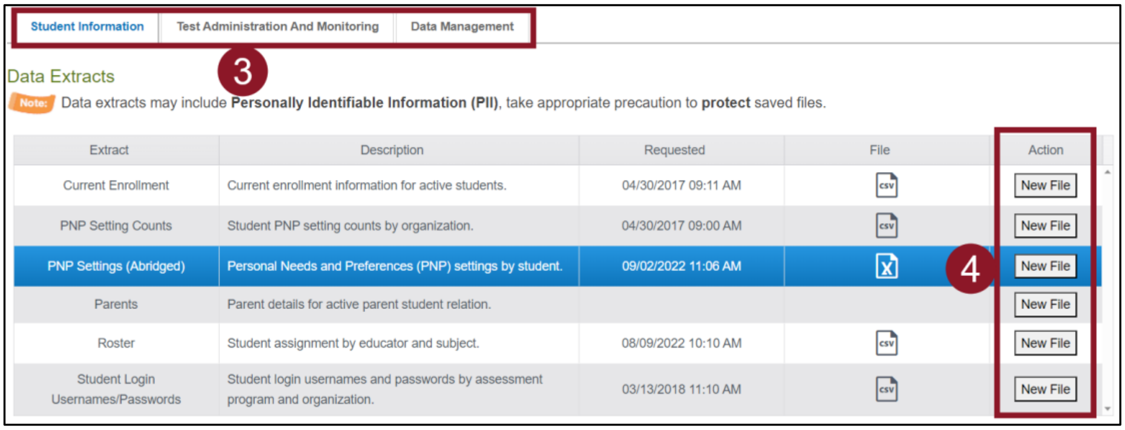
Data extracts are files that contain data currently in EP. Some extracts can also be reused to upload information into EP.

Create a Data Extract

To create a data extract, perform the following steps.

1. Select the **Reports** menu.
2. Select **Data Extracts**.
3. Locate the line for the file you wish to create. Switch tabs, if needed.

4. In the **Action** column, select **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 be asked to confirm replacing the existing file. Select **Yes**. Each time a data extract is created, the older file will be removed. 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 locally.

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

Available Data Extracts

Data Extracts are categorized by Student Information, Test Administration and Monitoring, and Data Management. Data extracts are files that contain a copy of the information currently loaded into EP. Some of these extracts can also be used to upload information into EP. The following extracts are available:

Student Information

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. Each student 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 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.

NOTE: Some options for NM-ASR do not appear on this extract, such as Alternate Form – Paper and Pencil (applies to both Paper form and Large-Print form), Human read aloud, and Test admin enters responses for student.

Please use Appendix D: Add/Edit PNP Settings.

Parents

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

Please use Appendix F: Parent Portal.

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.

Please use Appendix C: Manage Rosters.

Student Login Usernames/Passwords

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

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

Test Administration and Monitoring

Test Tickets

The **Test Tickets** extract includes student login and ticket information for assigned tests.

Monitoring

The **Monitoring** extract includes status of all student tests, indicating when tests are Unused, In Progress, or Complete.

Data Management

Security Agreement Completion

The **Security Agreement Completion** extract includes the status of organization users' completion of the security agreement that must be accepted when a user first logs into EP.

Users

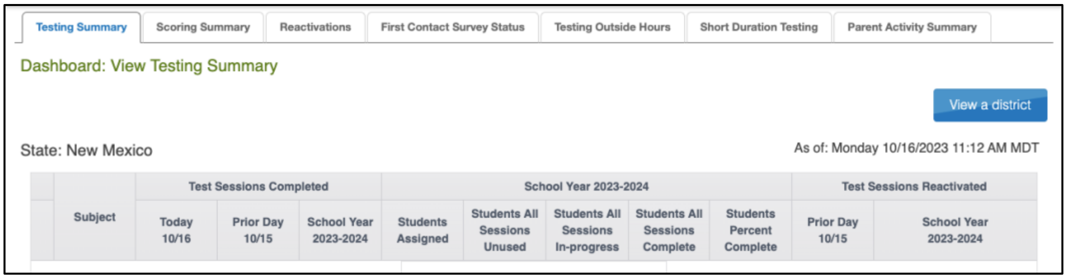
The **Users** extract includes all records for EP users in the selected organization. The extract includes information about the roles assigned to a user. All the user's assigned roles for a particular organization appear on a single line of the CSV extract. One user can have more than one role, i.e.,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

Dashboards

Dashboards provide key metrics to state and district stakeholders during testing. Daily monitoring of the dashboard by TCs is essential. Each tab on the Dashboard allows you download an extract for your school and/or district.

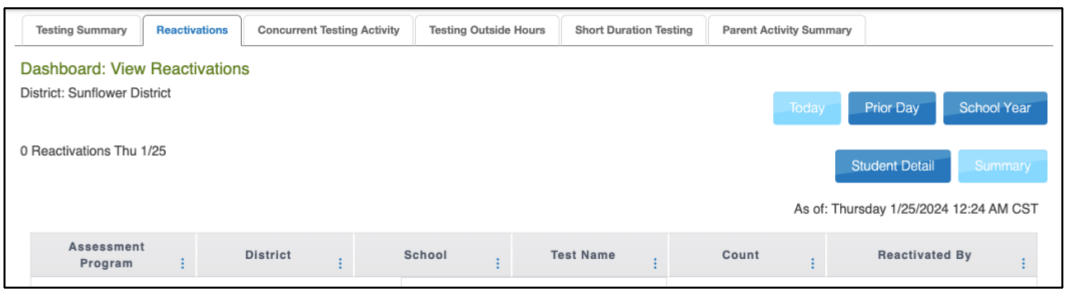
Testing Summary

The **Testing Summary** dashboard provides a list of test sessions completed, by subjects comparing it to the number of students who are expected to complete the test. It also indicates the number of test sessions that have been reactivated.



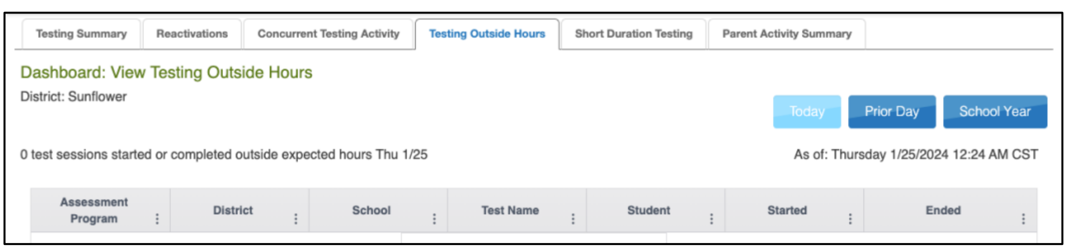
Reactivations

The **Reactivations** dashboard provides the ability to view the number of test reactivations. These can be filtered by current day, prior day, school year and can be narrowed down to the student level. Select **Download Extract** below the grid to generate a CSV file of this information.



Testing Outside Hours

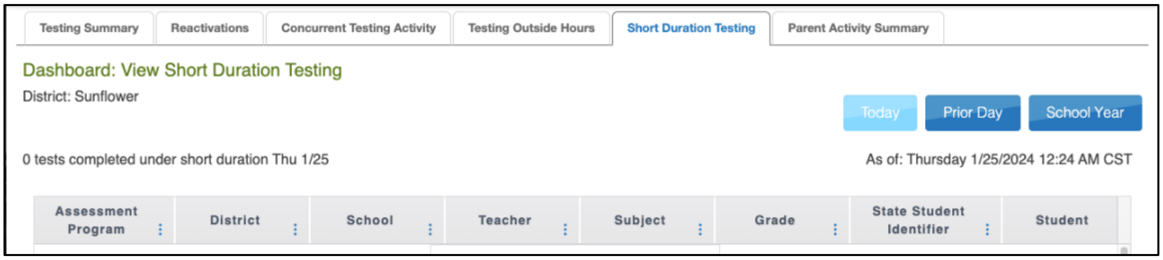
The **Testing Outside Hours** dashboard provides a snapshot of students who accessed a test outside of regular school hours. Results can be filtered by current day, prior day, and school year. Select **Download Extract** below the grid to generate a CSV file of this information.



Short Duration Testing

The **Short Duration Testing** dashboard tracks tests completed in a short period of time. The grid details whether the student got every answer correct as well as the exact timespan in which the test was completed.

Scroll to the right to view more details such as Student Name, Test Name, Item Count, or All Correct. Use the ellipsis in each column to sort, filter, and choose which columns appear in the grid. Select **Download Extract** below the grid to generate a CSV file of this information.



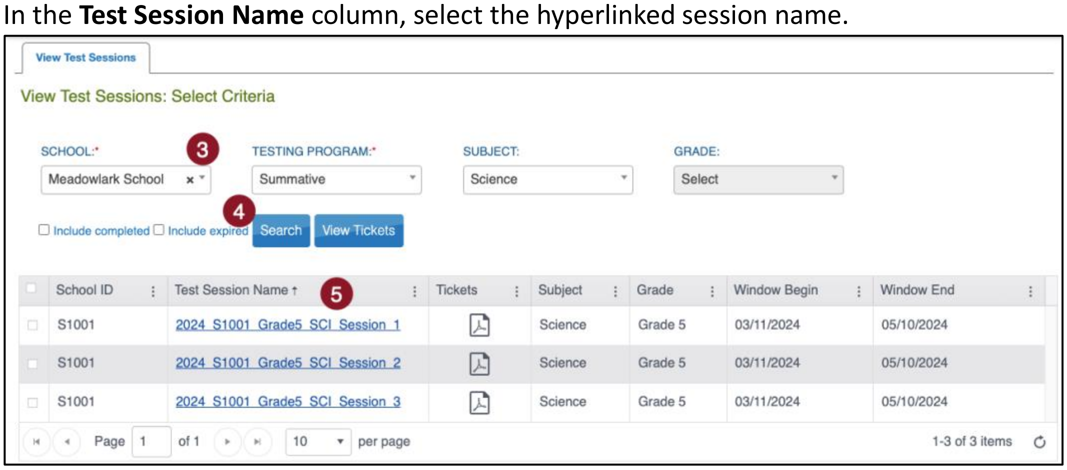
Monitor Testing

EP monitoring screens allow 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.

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. A half empty circle indicates the student only answered one part of a two-part question.

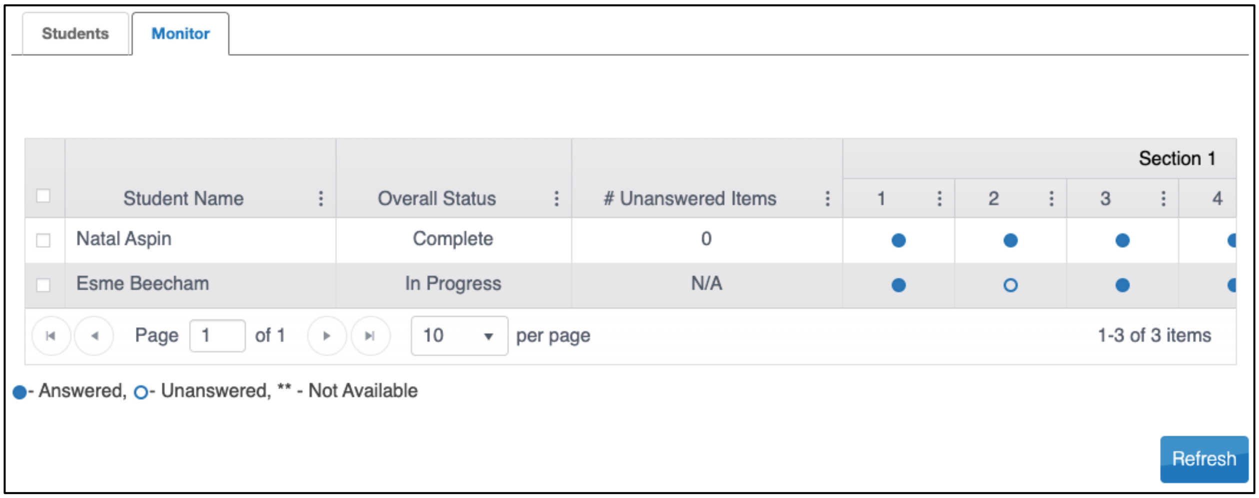
When monitoring tests, users are able to see which students have started the test and which items have been answered. To monitor a test session, perform the following steps.

1. Select the **Manage Tests** menu.
2. Select **Test Management**.
3. Use the drop-down menus to **Select Criteria**.
4. Select **Search**.
5. In the **Test Session Name** column, select the hyperlinked session name.



6. Select the **Monitor** tab.

7. Review the information on the screen.



- Overall Status: Indicates whether the test session is unused, in progress, or complete.
- # Unanswered Items: Represents the number of items that were not answered upon completion.
- Section:
  - Each numbered column corresponds to a question on the test.
  - The solid blue circles indicate that the student has completed the question.
  - An empty circle indicates that the student has not completed the question.
  - Two asterisks (**) indicate that the student was not assigned the question.

NOTE: The Monitor grid does not update automatically. Use the Refresh button to reload the data in this grid.

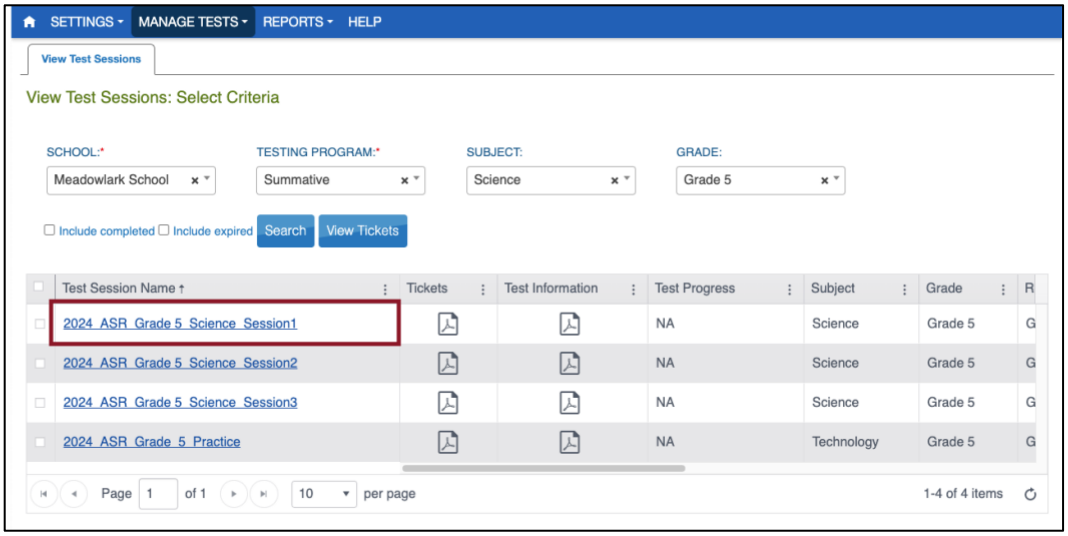
Pause and Resume Tests

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

To pause or resume student tests, perform the following steps.

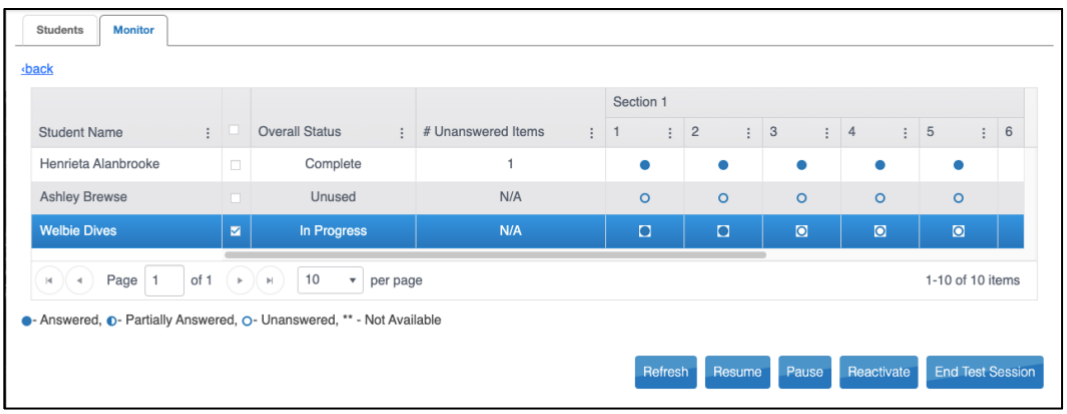
1. Select the **Manage Tests** menu.
2. Select **Test Management**.
3. Use the drop-down menus to **Select Criteria**.
4. Select **Search**.

5. In the **Test Session Name** column, select the name of the test session you want to end.



6. Select the **Monitor** tab.
7. Select the checkbox next to the student's name whose test needs to be paused or resumed.
8. If a student's test needs to be paused, select **Pause**.
9. If a student's test needs to be resumed, select **Resume**.

NOTE: The Pause and Resume buttons only display when a student is selected. It can only be used when the Overall Status is In Progress.

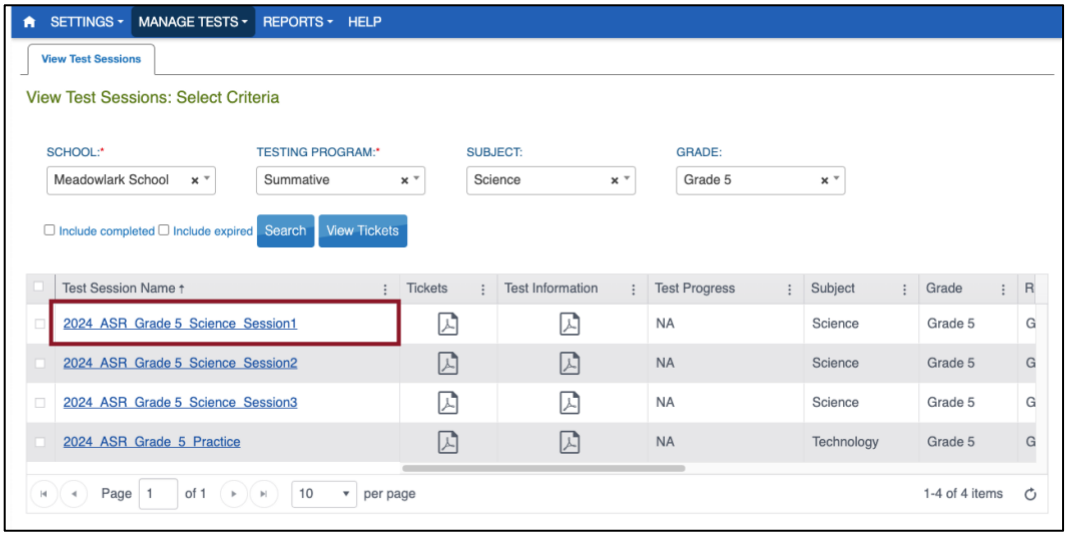


End and Reactivate Tests

Before reactivating a test, you must end the student's test session. Only tests that show as "Complete" can be reactivated. Tests in the "In Progress Timed Out" status will automatically be available when the student logs in to SP.

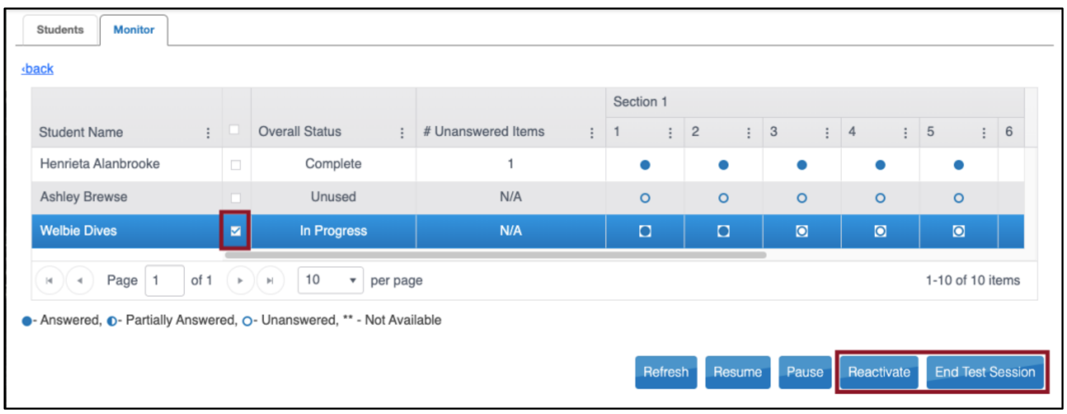
1. Select the **Manage Tests** menu.
2. Select **Test Management**.
3. Use the drop-down menus to **Select Criteria**.
4. Select **Search**.

5. Select a **Test Session Name** to open.



6. Select the **Monitor** tab.
7. If a student's test needs to be ended, select the student, and select **End Test Session**.
8. If a student's test needs to be reactivated, select the student, and select **Reactivate**.

NOTE: The Reactivate button only displays when a student is selected. It can only be used when the Overall Status is Complete.



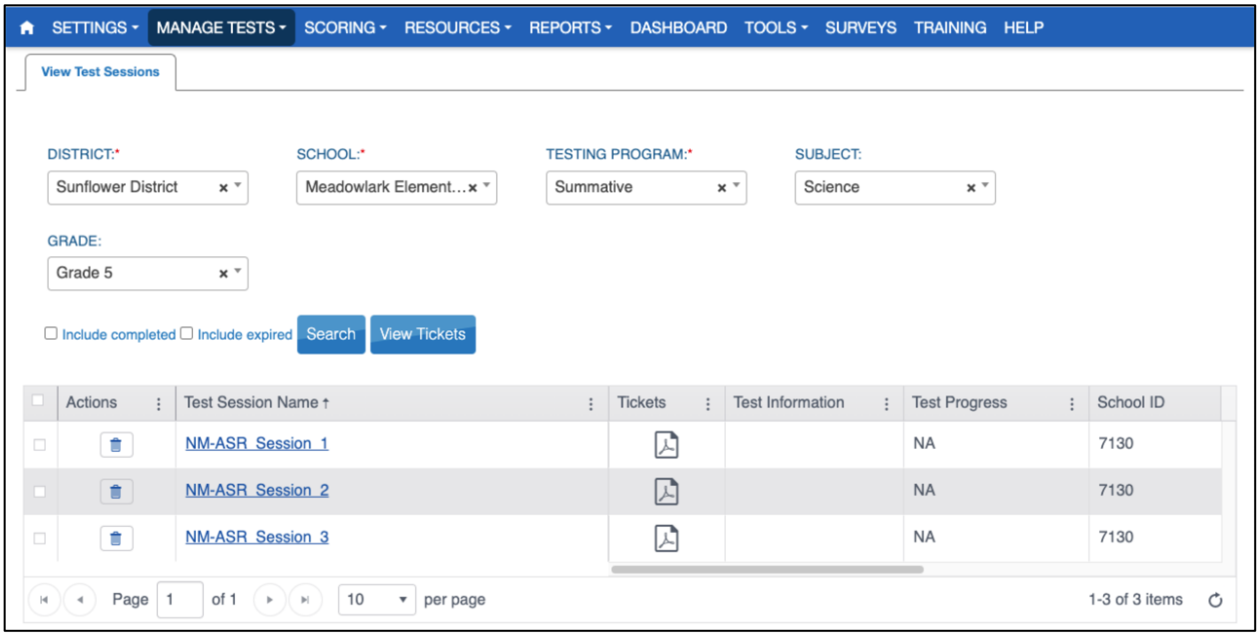
9. Select **Ok** to confirm.

Enter a Special Circumstance Code

Special circumstance codes (SC codes) are used if a student cannot complete a summative assessment.

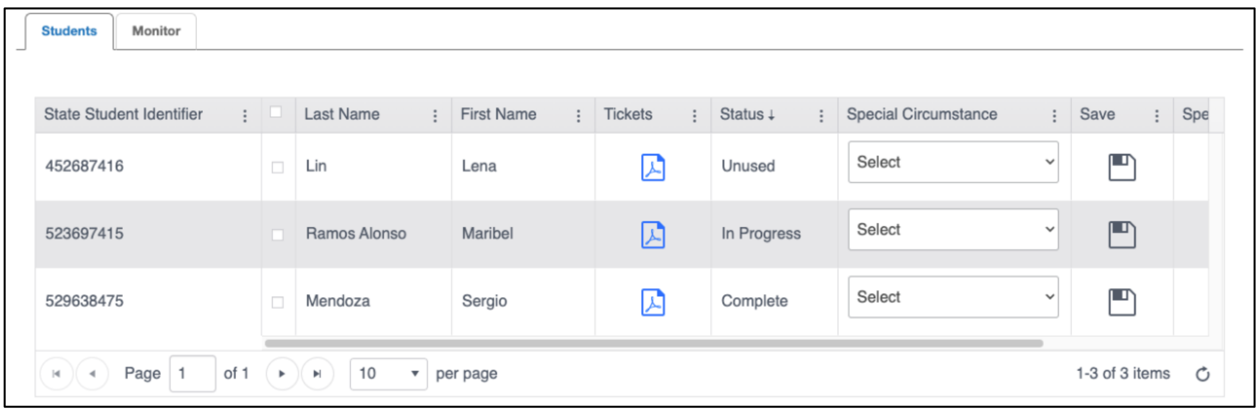
1. Select the **Manage Tests** menu.
2. Select **Test Management**.
3. Use the drop-down menus to **Select Criteria**.
4. Select **Search**.

5. In the **Test Session Name** column, select the name of the test session you need to update.



6. Select the appropriate student.
7. In the **Special Circumstance** column, select the applicable circumstance from the drop-down menu.

Please use Appendix E: Special Circumstance Codes.



NOTE: You may need to scroll to the right to locate the column.

8. In the save column, select the **Save icon**.

NOTE: Some special circumstances require state-level approval. Those will display a dialog box when you save them. Justification for these special circumstances requires you to report additional information to your state agency for approval.

Test/Student Updates During the Window

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 within 24 hours.

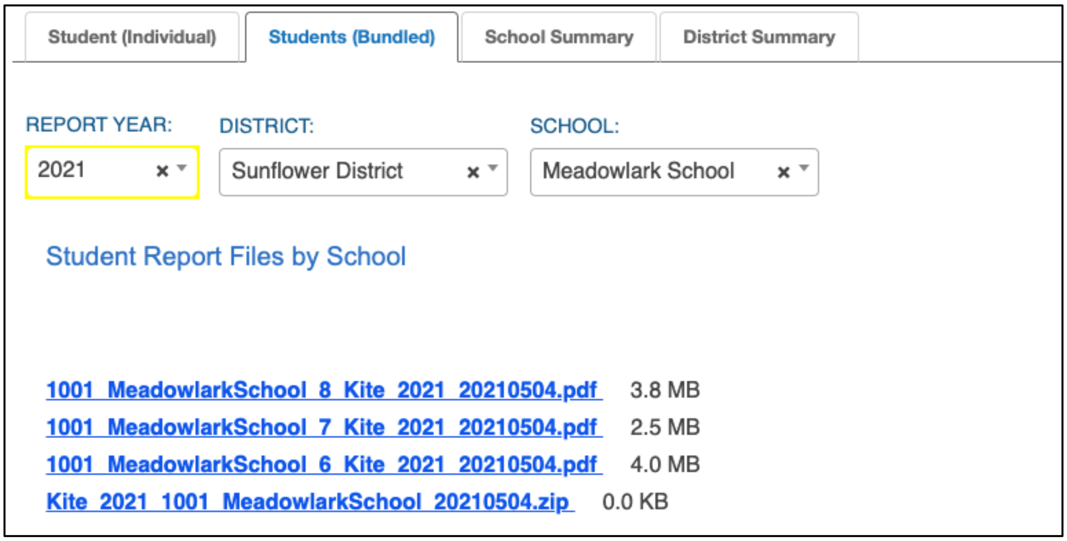
Reports

The reports in EP are created after Summative testing ends and the scores are processed and recorded. Reports available for district-level users include Student (Individual), Students (Bundled), School Summary, and District Summary.

Download Reports

To download a report, take the following steps.

1. Select **Reports**.
2. Select **General Assessment**.
3. Select the desired report tab.
4. Use the drop-down menus to **Select Criteria**.
5. Select a link to download the file.



Access a Student Report Archive

A student report archive contains score reports from previous years. A TC at a student's current school/district can access a student's entire report history (even if the student was enrolled in another school/district). A TC at a student's former school/district can access reports only for the years the student tested at the former TCs school/district.

NOTE: Only score reports from tests administered in Kite are available in the Student Report Archive. Because 2024 is the first year that NM-ASR is administered through Kite, the Student Report Archive feature is inactive.

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. Go to the program website for technology coordinators in Table 3: Contact and Program Resources at the start of this document.

Appendix A: Manage Users

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

Roles and Permissions

EP 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:

- Teacher (TEA)
- Building Test Coordinator (BTC)
- District Test Coordinator (DTC)

NOTE: A DTC may add a BTC or TEA role and user in EP. A BTC may add a 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.

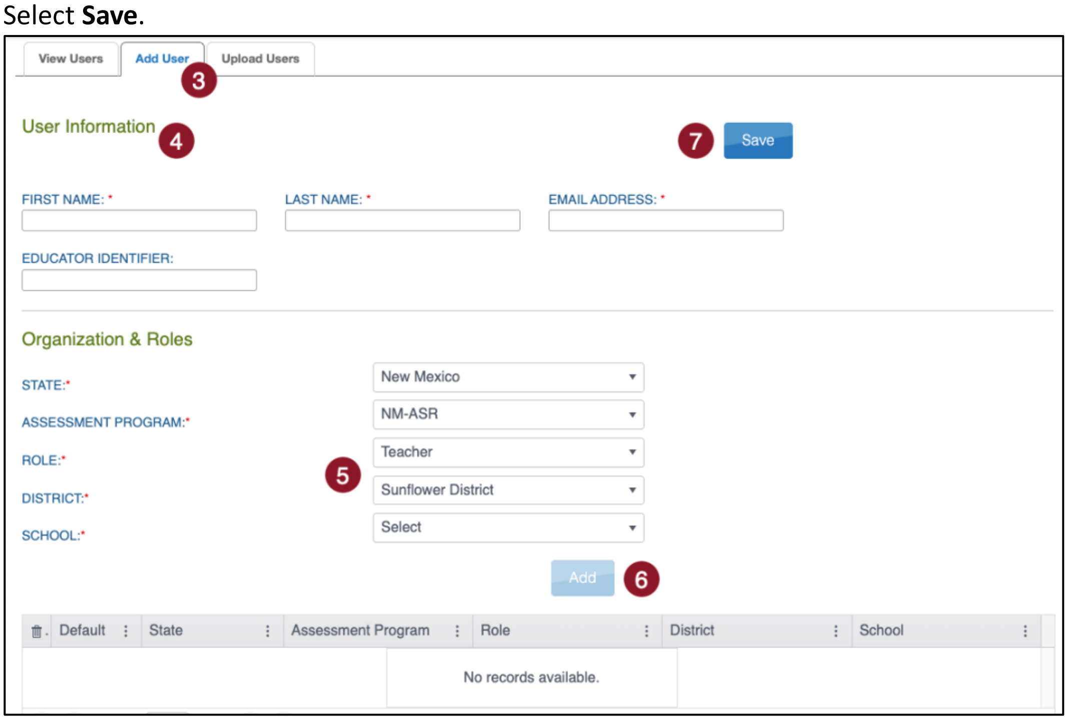
5. Choose the appropriate organization and role for the new user.

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

6. Select **Add**. The grid will populate below.

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

7. Select **Save**.



Upload Multiple Users Using a CSV File

The user upload creates or updates users in EP. The user upload also assigns up to 2 roles to a user (one is required).

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

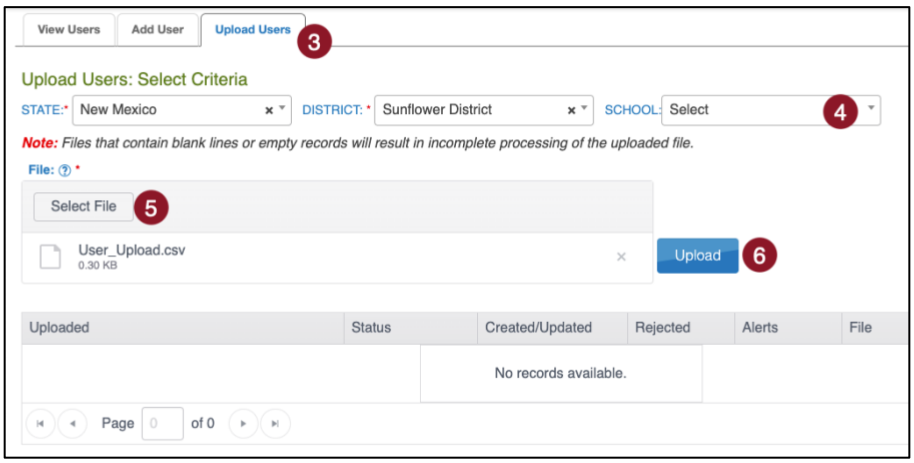
To upload multiple users using a CSV file, perform the following steps.

1. Select **Settings**.
2. Select **Users**.
3. Select the **Upload Users** tab.
4. Use the drop-down menus to **Select Criteria**.

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.



9. The confirmation message indicates the number of records created and/or rejected. In the following example, 10 records were uploaded (Completed/Updated) without errors.

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

   a. **Uploaded**: Date and Time of the upload.
   b. **Status**: Completed or Rejected.
   c. **Created/Updated**: Number of records uploaded successfully.
   d. **Rejected**: Number of records with errors.
   e. **Alerts**: A message about a file row, e.g., a user already exists in the state using this Educator ID.
   f. **File**: A CSV icon displays if the file has errors to view specific errors.

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

10. 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.

Please use Table 8: User File Error Messages

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.

Table 7: User CSV File Fields and Descriptions

Col.	Column Title	Description	Acceptable Values
A*	Legal_First_Name	The user's first name.	Alphanumeric
B*	Legal_Last_Name	The user's last name.	Alphanumeric
C	Educator_Identifier	If the user is a teacher, enter an identification number.	Alphanumeric
D*	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
E*	Organization	The organization identifier in EP. (Ex: D0123)	Alphanumeric
F*	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
G*	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 EP. The role must be one that is valid for the organization.	TEA BTC DTC
H	Secondary_Role	If a user has a second role in EP, enter that role in this column. For example, a building test coordinator (school test coordinator) might also be a teacher.	TEA BTC DTC
I*	Primary_Assessment_Program	At least one assessment program must be associated with a user when their information is uploaded.	NM-ASR
J	Deactivate_User	Enter 'Deactivate' to deactivate the user. Leave blank to keep the user active.	Deactivate, [blank]

*Indicates this field is required.

User CSV Upload Messages

If you received an error message after completing your upload, Table 8: User File Error Messages below indicates which column heading (field) is generating the message and the most common correction associated with the message. If the solution provided 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.

Table 8: User File Error Messages

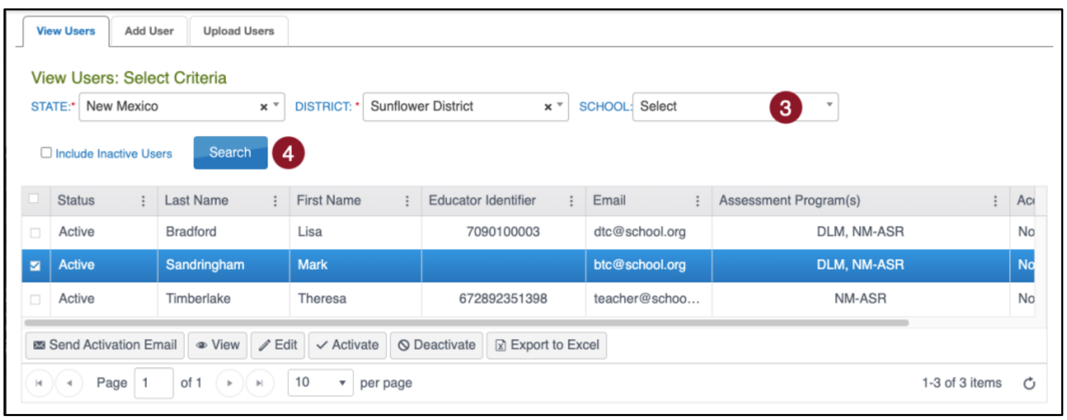
Message	Column to Correct	Common Corrections
Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]	n/a	This message indicates that the upload is completed. If any records rejected or had alerts, select the CSV icon under File to see the associated error.
File Format not correct.	n/a	Check the CSV file to ensure it is the template and is saved as a CSV file.
The record is rejected because Educator Identifier with value [value] is not valid.	Educator_Identifier	Check that the associated field matches the approved format (i.e. Alphanumeric).
The record is rejected because Email with value [value] is not valid.	Email	Check that the associated field matches the approved format (i.e., Alphanumeric).
The record is rejected because First Name with value [value] is not valid.	Legal_First_Name	Check that the associated field matches the approved format (i.e., Alphanumeric).
The record is rejected because First Name with value is not valid.	Legal_First_Name	Fill in the associated field.

Message	Column to Correct	Common Corrections
The record is rejected because Last Name with value [value] is not valid.	Legal_Last_Name	Check that the associated field matches the approved format (i.e., Alphanumeric).
The record is rejected because Last Name with value is not valid.	Legal_Last_Name	Fill in the associated field.
The record is rejected because Display Identifier with value [value] is not valid.	Organization	Check that the associated field matches the approved format (i.e., Alphanumeric).
The record is rejected because Display Identifier with value [value] is not found.	Organization	The associated field must match a value in EP. Check associated field against program information.
The record is rejected because Display Identifier with value is not valid.	Organization	Fill in the associated field.
The record is rejected because Organization Type Code with value is not valid.	Organization_Level	Fill in the associated field.
The record is rejected because Organization Type Code with value [value] is not found.	Organization_Level	The associated field must match a value in EP. Check associated field against program information.
Primary Role is required.	Primary_Role	Fill in the associated field.
The record is rejected because Primary_Role with value [value] is not valid.	Primary_Role	Check that the associated field matches the approved format.

View Users

1. Select **Settings**.
2. Select **Users**.
3. Use the drop-down menus to **Select Criteria**.
4. Select **Search**.

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



Manage Users

Test coordinators and others responsible for data can take several actions with user accounts from the **View Users** tab. These actions are available after finding user(s) in EP.

Please use the section View Users.

Deactivate or Remove a User

Select the user, then select Deactivate or Remove.

NOTE: ONLY TCs may remove a user.

NOTE: ONLY USE REMOVE TO PERMENANTLY REMOVE A USER. Removed users do not appear in grids or extracts. Only the state can recover removed users. It is better to deactivate a user if you are unsure.

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

Reactivate an Inactive User

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

Re-send Activation Email

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

Unlock a Locked User Account

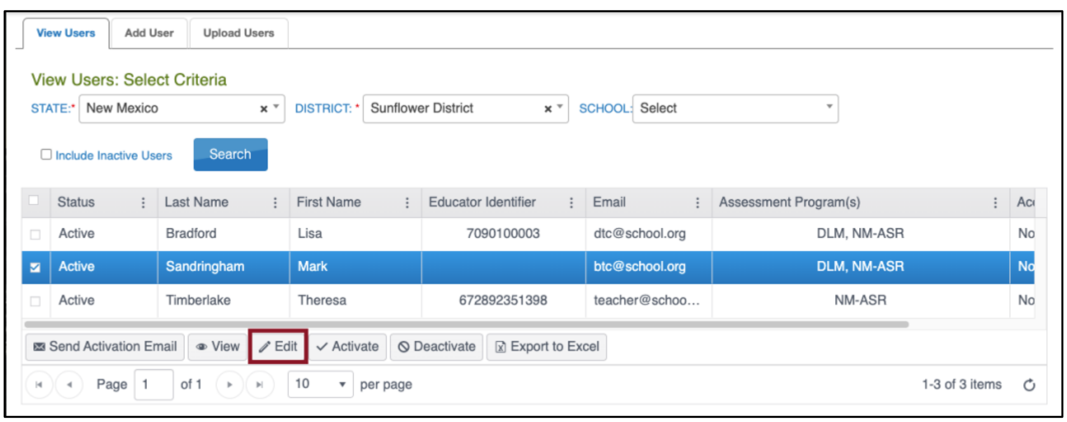
Select the user, then select **Unlock**.

NOTE: Once unlocked, EP does NOT notify the user that their account is no longer locked.

Edit Users Manually

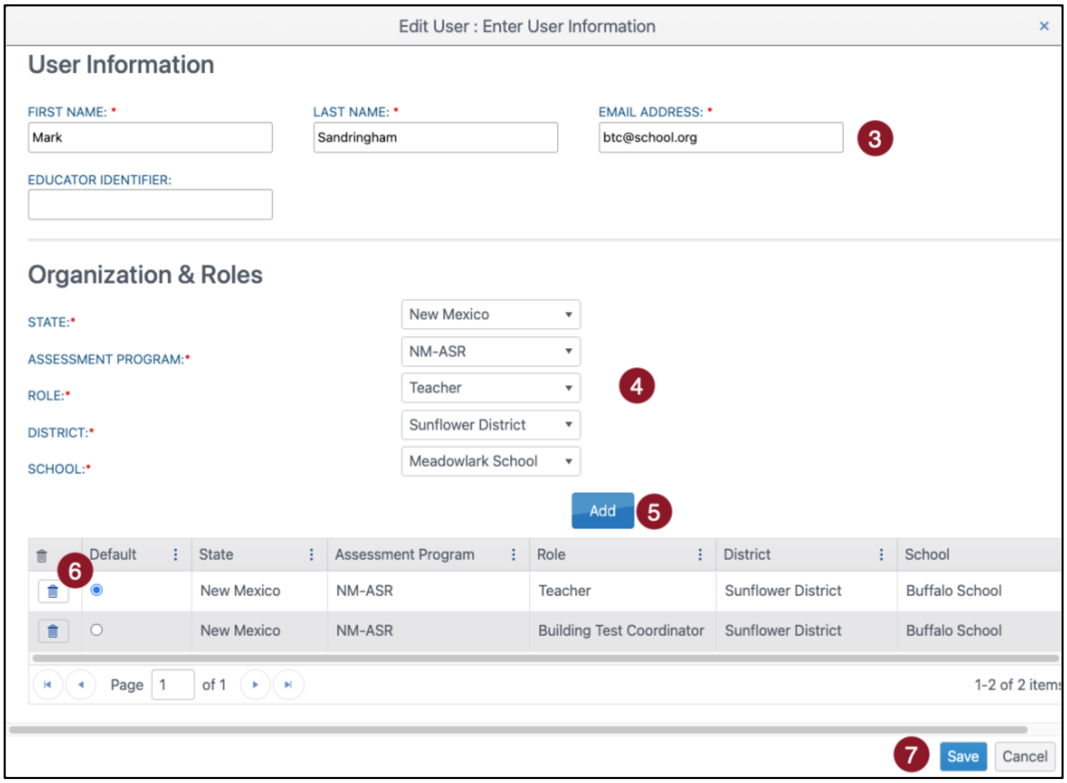
To edit a user's information such as their first name, last name, email, educator ID, or add/remove any roles and organizations, perform the following steps.

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



3. On the Edit User screen, edit the applicable user information.
4. Select **Organization** & **Roles** from drop-down menus to add an organization or role.

5. Select **Add**. You will see the user’s new role/organization listed in the grid below.



6. To delete an organization or role from a user, select the **trashcan icon** in the desired row.

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

7. When you finish making changes, select **Save**.

Appendix B: Manage Students

Students may be added to EP manually or by CSV upload. New Mexico PED initially loads all students into EP. It is the responsibility of TCs to edit and update student enrollments after this initial 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 EP.

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.

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1. Select **Settings**.
2. Select **Students**.
3. Select the **Upload Enrollment** tab.
4. Use the drop-down menus to **Select Criteria**.
5. Select the question mark symbol next to the word **File** to download the **Enrollment Upload Template**.

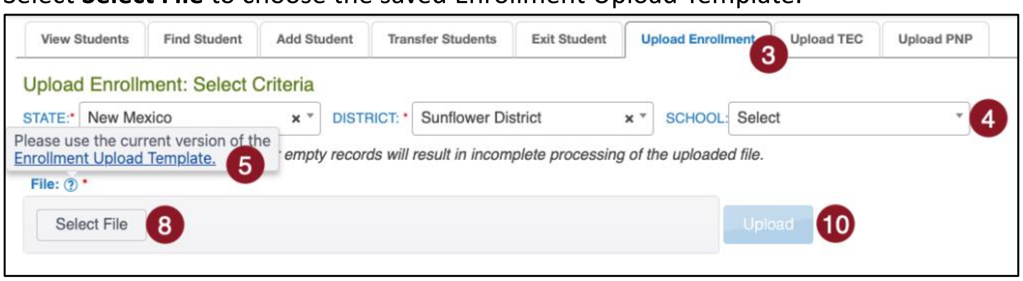
NOTE: Always start by downloading a new template to ensure the correct layout.

---

6. Complete the Enrollment Upload Template with data for each student in a row.

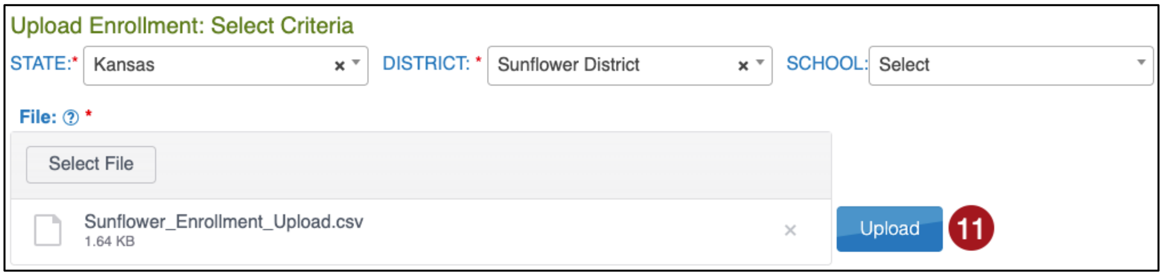
Please use Tables 9-13 for Enrollment Upload field information.

7. Save the file as a CSV (comma-delimited) file. Ensure leading zero formatting (e.g. 000456) and data formatting (MM/DD/YYYY) is retained.
8. Select **Select File** to choose the saved Enrollment Upload Template.



9. Select the file that contains the updated data for the new school year. Verify that the saved file has a CSV file extension. Extensions ending in XLS or XLSX will be rejected.
10. Select **Open**. The file name is displayed in the File field.

11. Select **Upload** button.



The confirmation message indicates the number of records uploaded and/or rejected. In the following example, 10 records were uploaded (Completed/Updated) without errors.

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

a. **Uploaded**: Date and Time of the upload.
b. **Status**: Completed or Failed.
c. **Created/Updated**: Number of records uploaded successfully.
d. **Rejected**: Number of records with errors.
e. **Alerts**: A message about a file row, e.g., a student already exists for this record in the state using this State Student Identifier and a different date of birth.
f. **File**: A CSV icon displays if the file has errors and/or records were rejected.

Uploaded	Status	Created/Updated	Rejected	Alerts	File
Friday, January 19, 2024 10:24:58 AM	FAILED	0	0	0	CSV

12. 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 that the student is enrolled in another school. Clarify where the student is currently enrolled or if the wrong SSID was used.

Prevent Duplicate Enrollments

System validations check for duplicate enrollments within an organization. If a student's last name, first name, gender, and birth date match another student, the following alert displays 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.

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 SP accounts.

NOTE: If a test 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.

NOTE: If the student transfers to another district, exit the student from EP.

Edit Student Data Through Upload

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 (please use Add Student: Upload). 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.

1. Delete the following first five columns in the extract.
   a. Extract_State
   b. Extract_District
   c. Extract_School_Name
   d. Extract_Last_Modified_Time
   e. Extract_Last_Modified_By
2. Ensure remaining columns and names EXACTLY match the Enrollment Upload Template file.
3. Add or edit student records as needed.
4. Upload the file using the upload steps outlined above for enrollment upload.

Please use section Create and Upload Enrollment Upload Template.

NOTE: SSIDs cannot be edited through the upload process; editing an SSID in this way will result in a new student record. If the SSID must be edited, please use the manual process described in the Edit Student section.

Enrollment Upload Template File Fields and Descriptions

Table 9: 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	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
C*	Attendance_District_Identifier	The unique code assigned to the district in which the student is physically located and attends class.	Alphanumeric; 30
D*	Attendance_School_Identifier	The unique code assigned to the school in which the student is which the student is physically located and attends class.	Alphanumeric; 10
E*	School_Year	Enter 2024, the ending year of the current school year.	Numeric; 4 YYYY
F*	State_Student_Identifier	Unique number assigned to a student by the state education system. NOTE: Include leading zeroes when applicable.	Numeric; 10
G	Local_Student_Identifier	Unique code assigned to the student by the school or district. NOTE: Include leading zeroes when applicable.	Alphanumeric; 10
H*	Student_Legal_First_Name	Student's first name.	Alphanumeric; 60
I*	Student_Legal_Last_Name	Student's last name.	Alphanumeric; 60
J	Student_Legal_Middle_Name	Student's middle name. If entered, it will appear on the Score Report.	Alphanumeric; 60
K	Generation_Code	Suffix, if any, used to denote the students' generation in the student's family (e.g., Jr. Sr., and III). If entered, it will appear on the Score Report.	Alphanumeric; 10

Col.	Column Title	Description	Acceptable Values; Character Limit
L*	Gender	Student’s gender.	Numeric; 1 0 = Female 1 = Male 2 = Nonbinary/ undesignated
M*	Date_of_Birth	Student’s birth date	MM/DD/YYYY; 10
N*	Current_Grade_ Level	Student’s grade level. Do NOT use a zero in single number grades, e.g., 3.	Numeric; 2 3–12
O*	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
P	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
Q	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
R*	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
S*	Primary_Disability_Code	Indicates whether the student has an active IEP under the Individuals with Disabilities Education Act (IDEA—Part B). A table of potential values is provided below.	Alpha; 2 letters for each code
T	Gifted_Student	Indicates whether the student has an active IEP for giftedness.	Alpha; 5 Yes or No
U*	Hispanic_Ethnicity	The code that reflects the individual’s recognition of their Hispanic ethnicity background (Yes or No).	Alphanumeric
V	First_Language	The code for the primary language or dialect (not ethnicity) of the student. A table of potential values is provided below.	Alphanumeric; 1 or 2
W*	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 below.	Numeric; 1
X*	Assessment_ Program_1	NM-ASR	Alphanumeric; 30
Y	Assessment_ Program_2	[blank]	Alphanumeric; 30
Z	Assessment_ Program_3	[blank]	Alphanumeric; 30

*Indicates this field is required.

Comprehensive Race

Table 10: Comprehensive Race Codes

Entry	Definition
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

Table 11: Primary Disability Codes

Entry	Definition
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

Table 12: First Language Codes

Entry	Definition	Entry	Definition
0	English	25	Urdu
1	Chinese (Mandarin or Cantonese)	26	Swahili
2	Dinka (Sudanese)	27	Nepali
3	French	28	American Sign Language (ASL)
4	High German	29	Serb
5	Hmong	30	Croatian
6	Khmer (Cambodian)	31	Turkish
7	Korean	21	Karen languages (e.g., Burma, Myanmar)
8	Lao	33	Haitian/Haitian Creole
10	Filipino or Tagalog (Philippines)	34	Gujarati
11	Russian	35	Punjabi
13	Spanish	36	Pashto
14	Vietnamese	37	Dari
15	Arabic	38	Quiche
16	Other	39	Mam
17	Somali	40	Ilokano
18	Thai	41	Visayan
19	Portuguese	42	Low German

Entry	Definition	Entry	Definition
20	Farsi (Iranian)	43	Other signed language
21	Chuukese (e.g., Marshall Island, Micronesian)	44	English – with other language background
22	Bosnian	45	Native American languages
23	Burmese	46	Japanese
24	Hindi	47	Amharic

English for Speakers of Other Languages (ESOL_Participation_Code)

Table 13: English for Speakers of Other Languages Codes (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

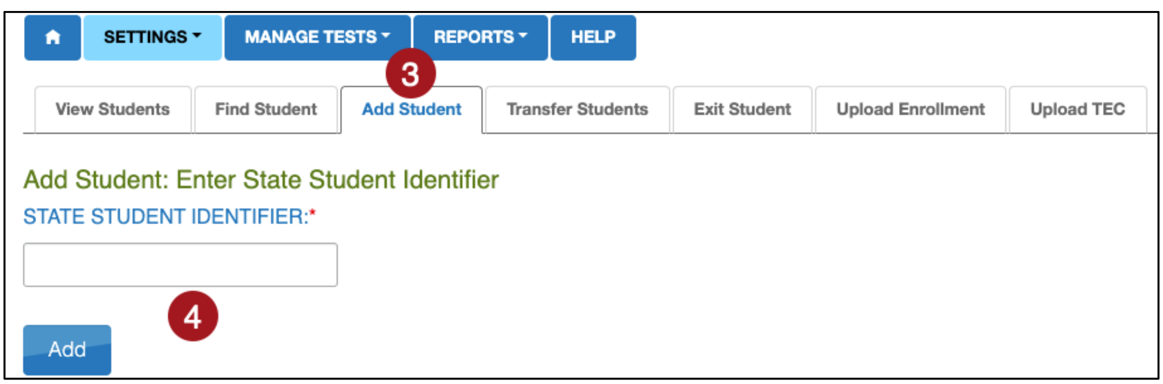
Add Student: Manually

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

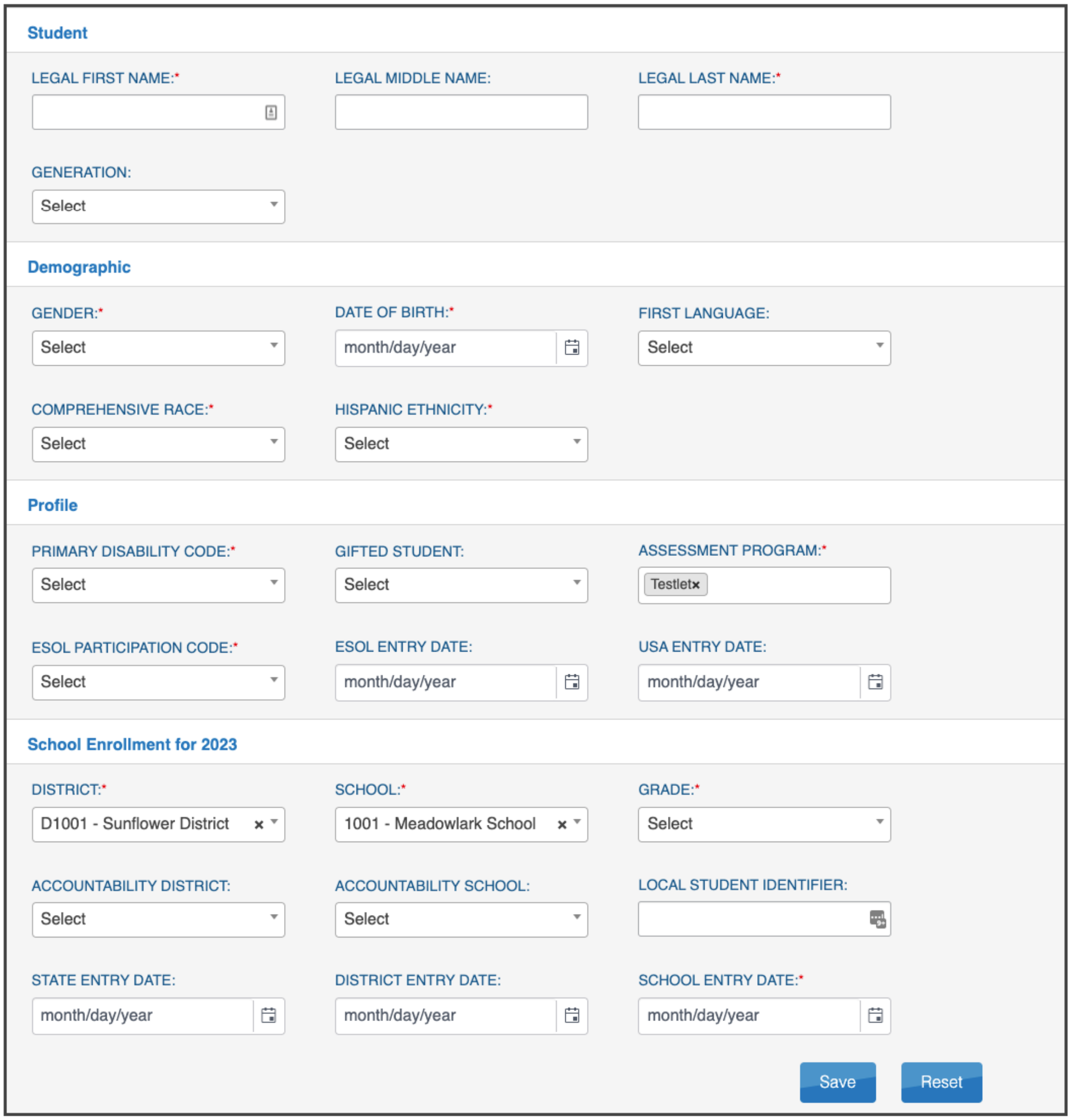
To add a student manually, follow these steps:

1. Select **Settings**.
2. Select **Students**.
3. Select the **Add Student** tab.
4. Enter the **State Student Identifier** and select **Add**.

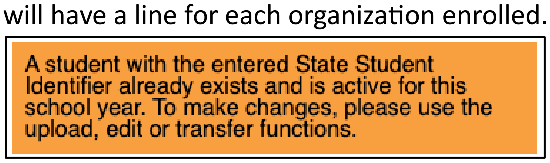
NOTE: Include leading zeroes when applicable.



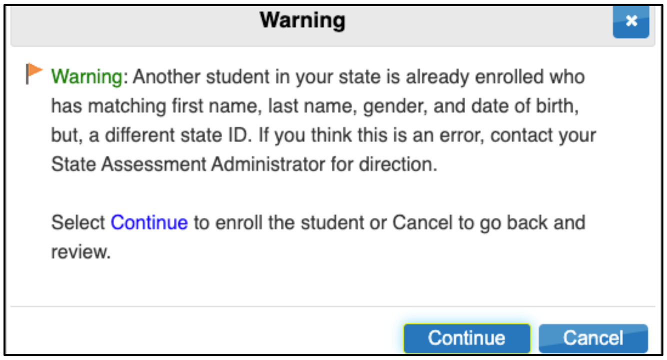
5. Complete as many fields as possible (fields with a red asterisk are required).



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 TC know that another student has the same identifier. The TC will need to edit the identifier and select **Save**. In the case where a student will be enrolled in two different schools at the same time, the TC will need to use the Enrollment Upload Template file to accomplish this special enrollment. The student will have a line for each organization enrolled.



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 TC will receive the following warning message:



Fields

Table 14: Add Student Manually Fields and Descriptions

Field Name	Description
Legal First Name*	Displays on Score Report. NOTE: Best practice is to use upper- and lowercase letters. Accent marks and hyphens can be used.
Legal Middle Name	Displays on Score Report. NOTE: Best practice is to use upper- and lowercase letters. Accent marks and hyphens can be used.
Legal Last Name*	Displays on Score Report. NOTE: Best practice is to use upper- and lowercase letters. Accent marks and hyphens can be used.
Generation	(e.g., Jr., Sr., III, etc.) Displays on Score Report. NOTE: Best practice is to use upper- and lowercase letters.
Gender*	The student's gender: F = Female M = Male N = Non-binary/undesignated NOTE: Only the genders available for selection in your organization display.
Date of Birth*	MM/DD/YYYY
First Language	A student's first language
Comprehensive Race*	General racial category (or categories) that most clearly reflects a student's recognition of their racial background
Hispanic Ethnicity*	A student's recognition of their Hispanic ethnicity (Yes or No)
Primary Disability Code*	Does the student have an active IEP under the Individuals with Disabilities Education Act (IDEA—Part B)
Gifted Student	Does the student have an active IEP for giftedness (Yes or No)
Assessment Program*	NM-ASR
ESOL Participation Code*	English for Speakers of Other Languages (ESOL) The type of ESOL/bilingual program in which the student participates *Please use Table 13: English for Speakers of Other Languages Codes (ESOL_Participation_Code) in Appendix B: Manage Students.*
ESOL Entry Date	The date the ESOL participation began
USA Entry Date	The date of entry into USA
District*	District where student attends. NOTE: Prepopulates for district- and building/school-level users.
School*	School where student attends. NOTE: Prepopulates for district- and building/school-level users.
Grade*	Student's Grade Level.

Field Name	Description
Accountability District	District designated as the accountability district. Not used by all states. NOTE: Field becomes required if an Accountability School is entered.
Accountability School	School designated as the accountability school. Not used by all states. 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 grid.
Local Student Identifier	The unique alphanumeric code assigned to the student by the school or local education agency. NOTE: Include leading zeroes when applicable.
State Entry Date	The date on which the student enrolls and begins to receive instructional services in the state. NOTE: If the student leaves and then reenrolls, this date is to reflect the most recent enrollment date.
District Entry Date	The date on which the student enrolls and begins to receive instructional services in a district. NOTE: If the student leaves and then reenrolls, this date is to reflect the most recent enrollment date.
School Entry Date*	The date on which the student enrolls and begins to receive instructional services in a school. 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.

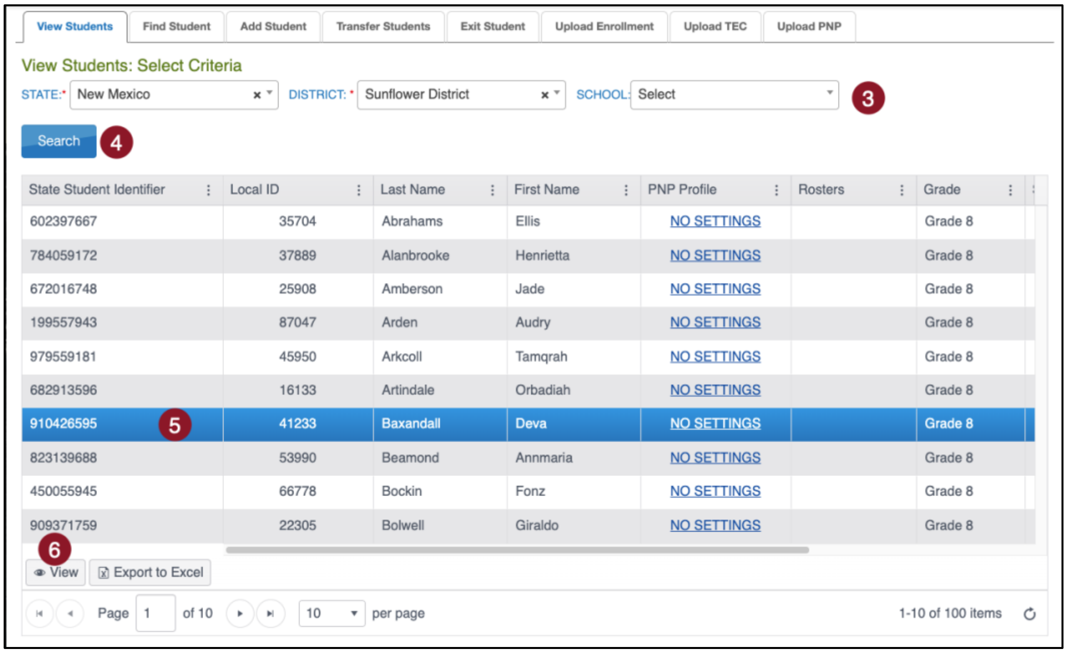
Edit Student

This procedure cannot be used to change the school or district associated with a student record. For information about changing a school or district, please use the section Exit Student or Transfer Student, below.

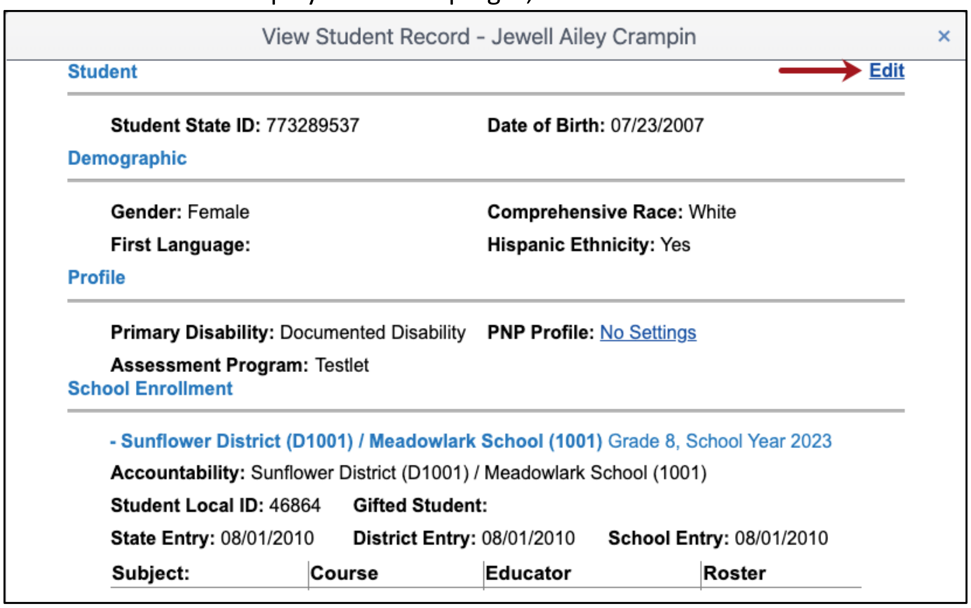
The edit a student record, perform the following steps.

1. Select **Settings**.
2. Select **Students** from the drop-down menu.
3. Use the drop-down menus to **Select Criteria**. Some fields may be prepopulated.
4. Select **Search**. A list of students will become available for the selected organization.
5. Select the row with the student to be edited.

6. Select **View**.

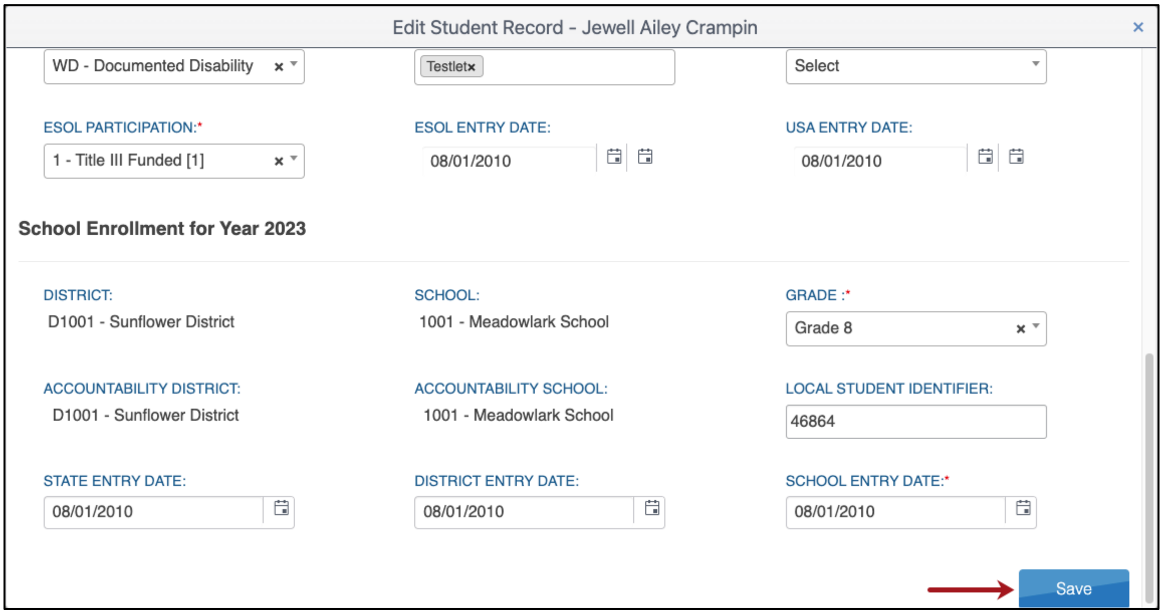


7. The student record displays. At the top right, select the word Edit.



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.



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.

Exit Student

New Mexico PED initially loads all students into EP. It is the responsibility of TCs to exit students. Students may be exited manually or by CSV upload. If you only have a few students to exit, the manual method is recommended. If you have 10 or more students, it is recommended that you use the CSV upload.

This procedure is required when a student was 1) uploaded in error, 2) moves out of state, 3) moves to a new district, or 4) no longer participates in the assessment program. Once the student exits from one district, a new district can enroll the student.

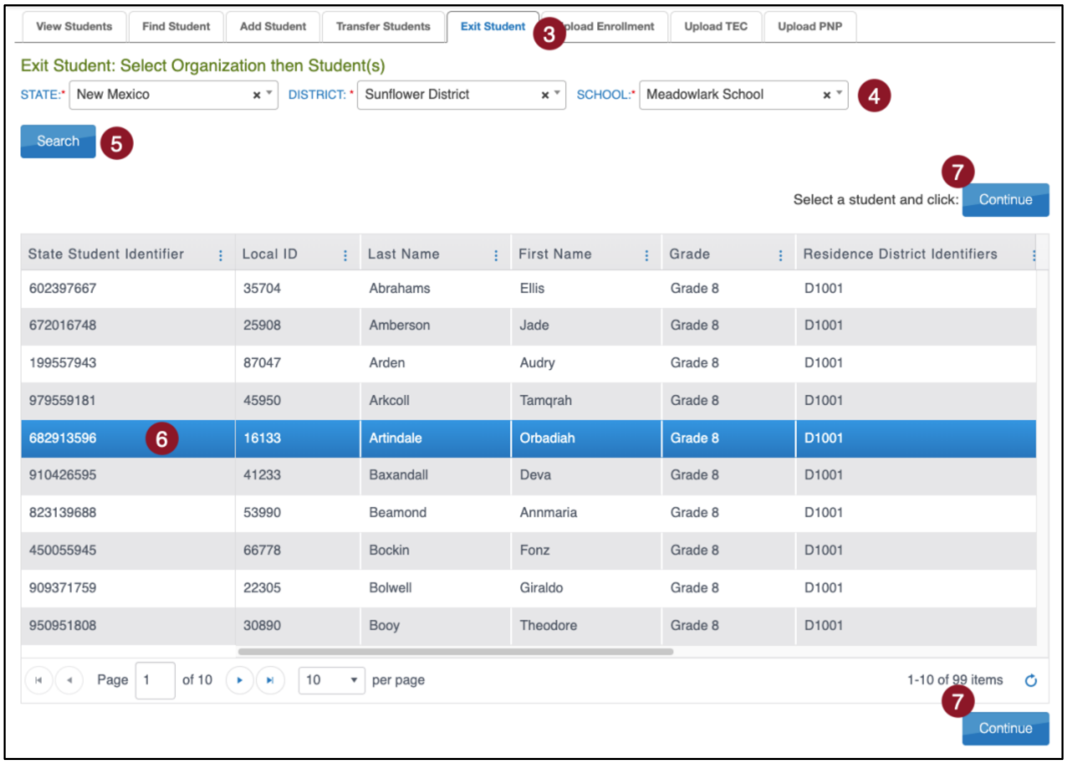
The best practice is to exit students before an assessment window opens. Exiting a student will automatically remove the student from all rosters. Do not remove a student from a roster before exiting the student from the district/state.

Exit Student Manually Through User Interface

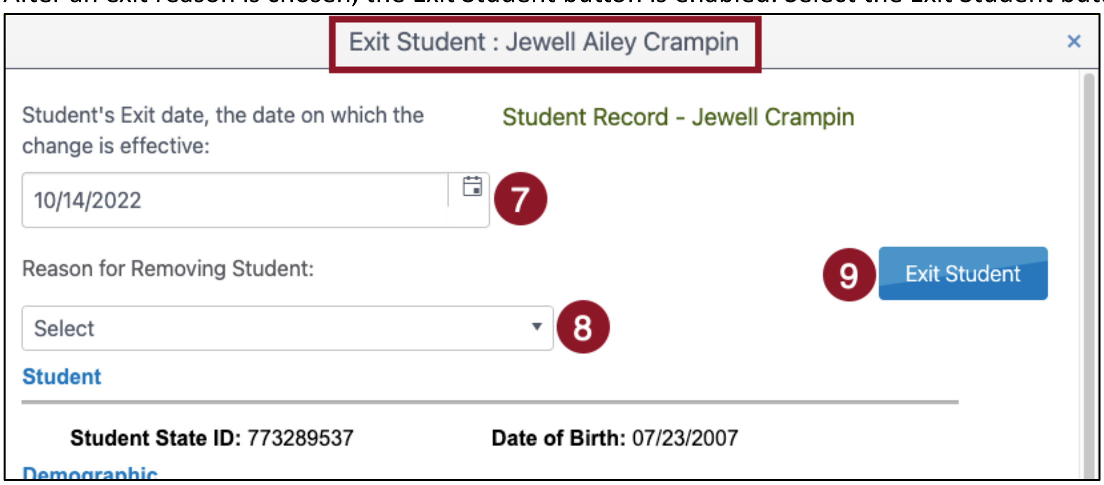
To exit a student manually, perform the following steps.

1. Select **Settings**.
2. Select **Students** from the drop-down menu.
3. Select the **Exit Student** tab.
4. Select the district/school from the drop-down menus.
5. Select **Search**.

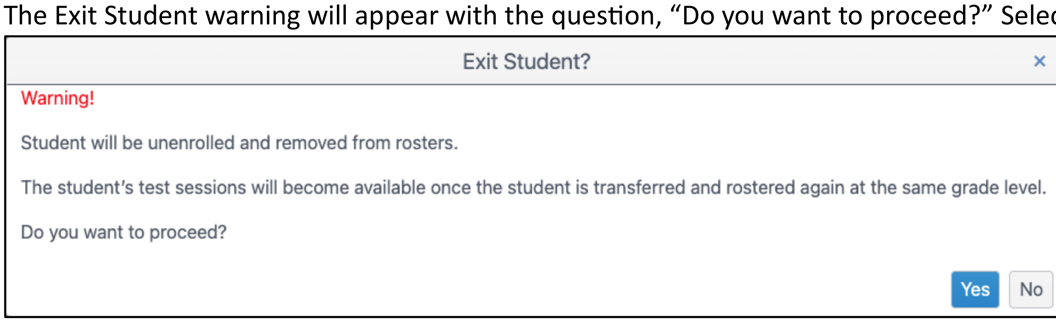
6. Select the student to be exited; select **Continue**.



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.



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



11. 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 Student Using a TEC Upload

If you are exiting numerous students from EP, an upload can be used to exit numerous students all at once. This is done through a TEC (Test-Exit-Clear) Upload. To remove/exit multiple students at one time from EP, perform the following steps.

1. Select **Settings**.
2. Select **Students**.
3. Select the **Upload TEC** tab.
4. The drop-down menus will populate criteria based on your role.
5. Select the question mark symbol next to the word **File** to download the **TEC Upload Template**.

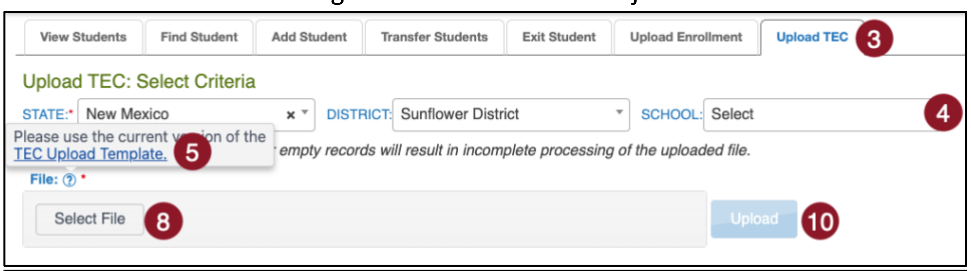
NOTE: Always start by downloading a new template to ensure the correct layout is being used.

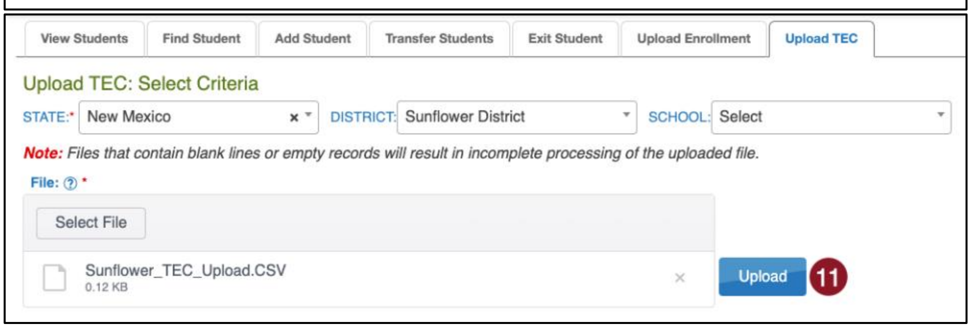
---

6. Complete the TEC Upload Template with data for each student in a row.

Please use Table 15 for TEC Upload field information.

7. Save the file as a CSV (comma-delimited) file. Ensure leading zero formatting (e.g. 000456) and data formatting (MM/DD/YYYY) is retained.
8. Select **Select File** and then choose the saved TEC Upload Template. Verify that the saved file has the CSV file extention. Extensions ending in XLS or XLSX will be rejected.





The confirmation message indicates the number of records uploaded and/or rejected. In the following example, 10 records were uploaded (Completed/Updated) without errors.

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

a. **Uploaded**: Date and Time of the upload.
b. **Status**: Completed or Failed.
c. **Created/Updated**: Number of records uploaded successfully.
d. **Rejected**: Number of records with errors.
e. **Alerts**: A message about a file row, e.g., a student already exists for this record in the state using this State Student Identifier and a different date of birth.

f. **File**: A CSV icon displays if the file has errors and/or records were rejected.

Uploaded	Status	Created/Updated	Rejected	Alerts	File
Friday, January 19, 2024 10:24:58 AM	FAILED	0	0	0	CSV

9. 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.

Table 15: TEC Upload Field Definitions

Col.	Column Title	Description	Acceptable Values
A*	Record_Type	Each record is an Exit record, which marks the student to be removed from enrollment in a location	Exit
B*	State_Student_Identifier	State Student ID	Numeric
C*	Attendance_School_Program_Identifier	The unique code assigned to the school in which the student is which the student is physically located and attends class.	Alphanumeric
D*	Exit_Reason	A 1-2 digit code describing the reason for the student exit. Use Table 16, below.	Numeric
E*	Exit_Date	The date on which the exit is effective.	MM/DD/YYYY
F	Test_Type	DO NOT USE – LEAVE BLANK	
G	Subject	DO NOT USE – LEAVE BLANK	
H	School_Year	For the 2023-2024 school year, enter 2024.	YYYY

Exit Reason Codes

Table 16: Exit Reason Codes

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
4	Transfer to an accredited private school
5	Transfer to a non-accredited private school
6	Transfer to home school
9	Completed school with other credentials (e.g., district awarded GED)
10	Student death
12	Student expulsion (or long-term suspension)
14	Discontinued schooling
17	Unknown
18	Student data claimed in error/never attended
30	Student no longer meets eligibility criteria for alternate assessment
98	Unresolved exit

Transfer Student

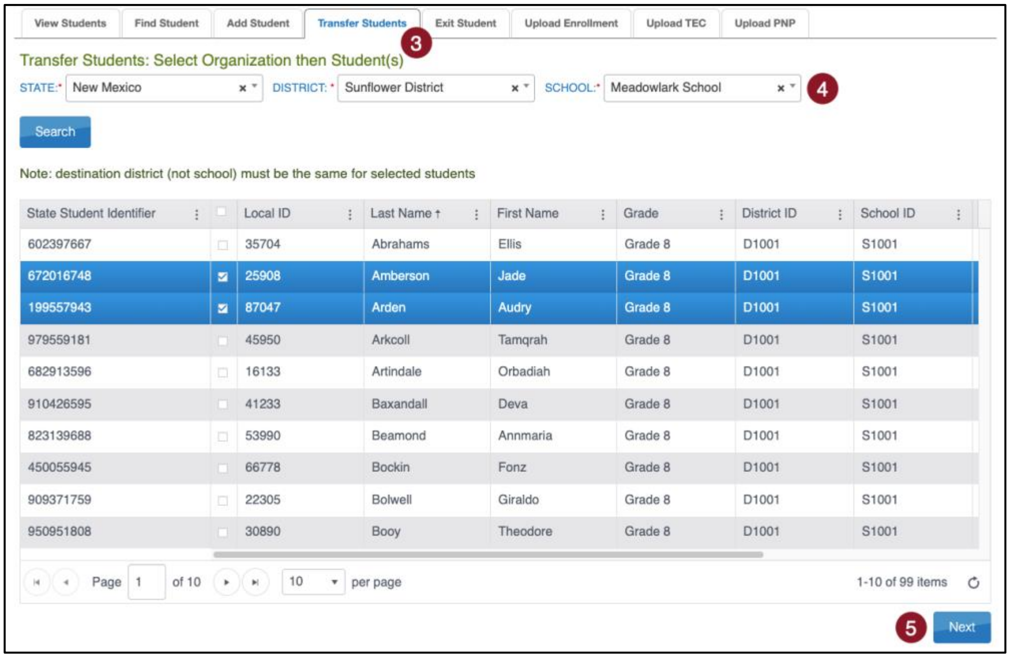
The procedures in this section describe how to transfer students between schools within a single district.

Once the transferred students are rostered in the new school or district, all completed tests and assigned tests 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). SP will not generate tests for a student who has not been rostered.

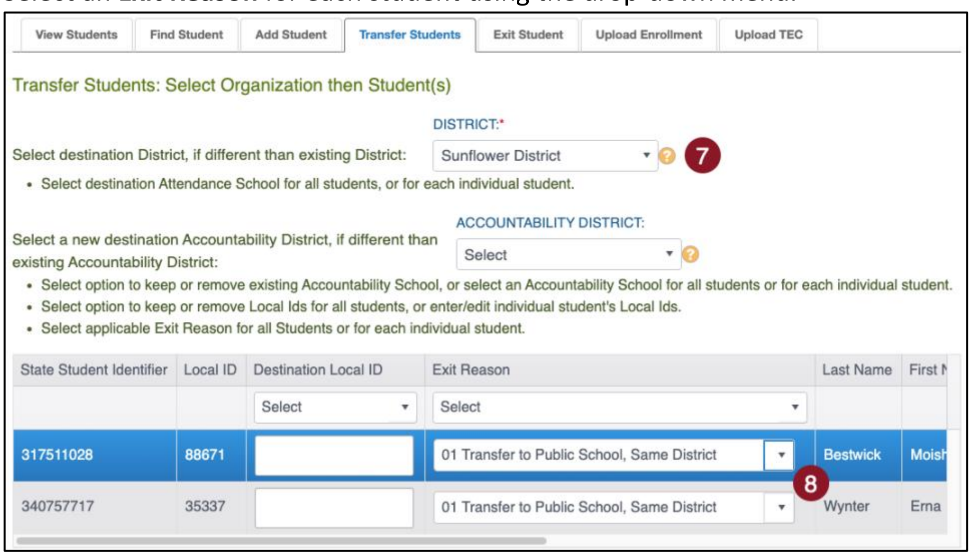
This procedure allows the transfer of five or fewer students at one time. This procedure can only be used to transfer multiple students at one time if all selected students are transferring from the same leaving district/school to the same destination district.

1. Select **Settings**.
2. Select **Students** from the drop-down menu.
3. Select the **Transfer Students** tab.

4. Select the district/school from the drop-down menus.
5. Select the student(s) to be transferred; select **Next**.



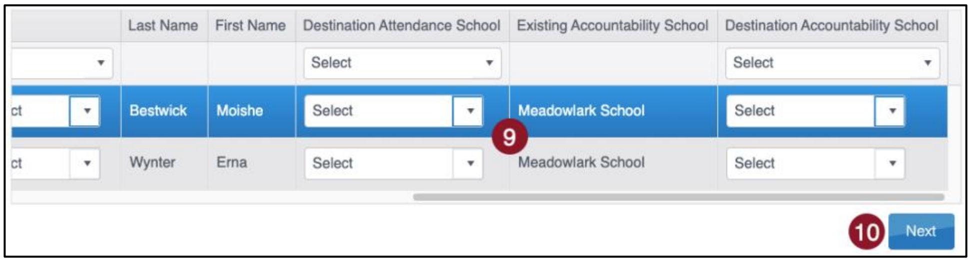
6. Read the directions on the screen to help with the transfer process.
7. Select the **destination Attendance District**. This field will populate for a district level user and cannot be changed. Select the **destination Accountability District**, if applicable.
8. Select an **Exit Reason** for each student using the drop-down menu.



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. Change the **Destination Accountability School**, if applicable.

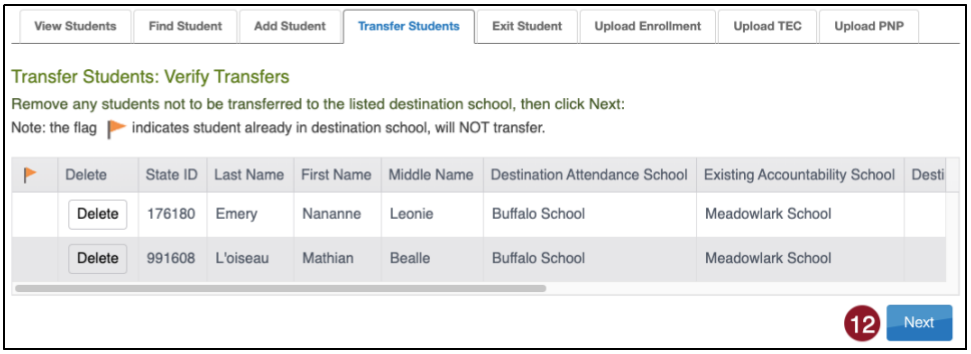
10. Select **Next**.



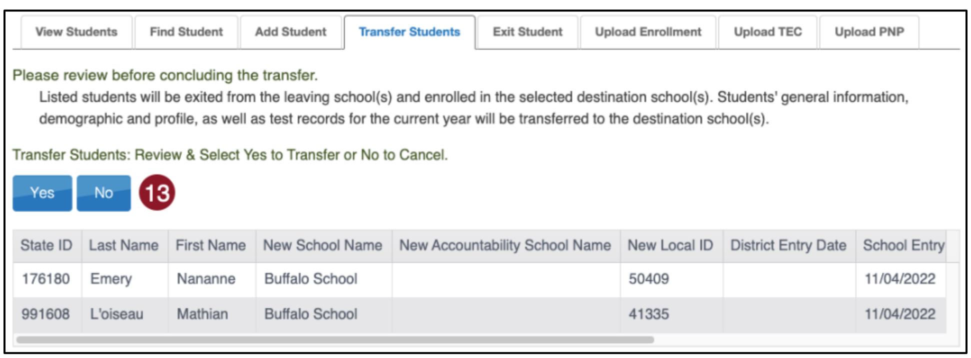
11. The next screen asks the TC to verify the transfer. Remove any students not to be transferred to the listed destination school by selecting **Delete** in any applicable rows. Using this function deletes the student from the transfer process.

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

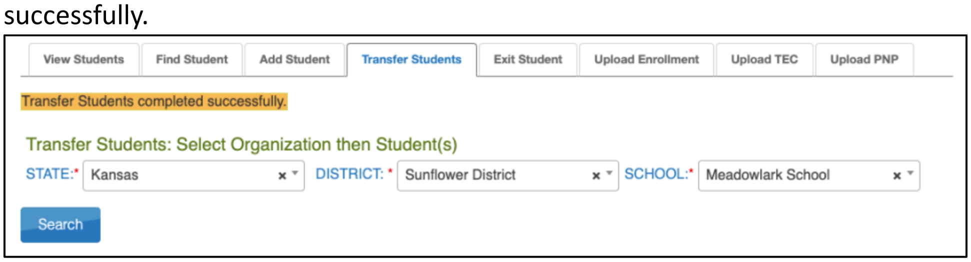
12. Select the Next button.



NOTE: Helpful directions are printed above the grid, asking the TC 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.



13. Select **Yes** or **No**.
14. Immediately after selecting **Yes**, a message appears confirming that the student has been transferred successfully.



15. After students are transferred, they must be rostered in the destination school. After the students are transferred and rostered, any tests 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

Rosters can be created in two ways: through a roster template file upload or using the user interface.

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 TC must keep in mind the following:

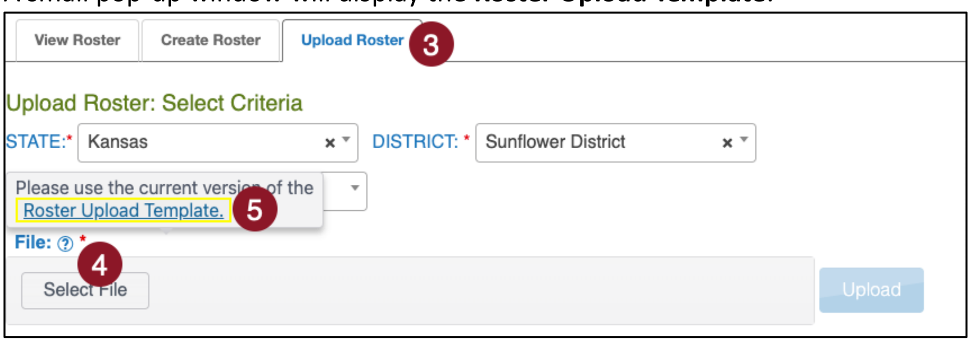
- One teacher can be connected to each student per subject.
- One student can be connected to the same teacher twice if the subjects are different.
- Students must be rostered for each subject in which they will be testing in the current school year.
- Students can only be rostered in the subjects and 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.

Rostering Using Upload Method

Access Roster Upload Template File

To roster students by uploading a CSV file, following these steps:

1. Select **Settings**.
2. Select **Rosters**.
3. Select the **Upload Roster** tab.
4. Select the question mark symbol next to the word **File**.
5. A small pop-up window will display the **Roster Upload Template**.



6. Select the link and open the Roster Upload Template file in a spreadsheet program that can save data in CSV (comma-delimited) format, such as Microsoft Excel. The file can only be uploaded using CSV format.

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. Please use Table 17: Roster Template File Upload Fields and Descriptions below for guidance on what to enter in each column.

Table 17: Roster Template File Upload Fields and Descriptions

Col.	Column Title	Description	Acceptable Values
A*	Roster_Name	The name for the roster. *Please use Best Practices for Naming Rosters.*	Alphanumeric
B*	Subject	Use only the acceptable subject values. No other abbreviations will be accepted.	SCI

Col.	Column Title	Description	Acceptable Values
C	Course	This field is not applicable to your assessment program.	[BLANK]
D*	Attendance_School_Identifier	Identification codes assigned by the state (or other organization) that indicate where the student attends school. The School Identifier code entered in the Roster Upload Template file must match exactly a School Identifier code in the state organizational grid. If the codes do not match exactly, the upload will fail. To view School Identifiers, go to Settings > Organization.	Alphanumeric
E*	School_Year	Enter 2024, the ending year of the current school year.	YYYY
F*	State_Student_Identifier	The State Student Identifier (SSID) must match exactly a SSID in a student's enrollment record in EP. If the two do not match exactly, the roster record will fail to upload.	Numeric
G	Local_Student_Identifier	If entered, a Local Student Identifier file must match exactly a Local Student Identifier in a student's enrollment record in EP. If the two do not match exactly, the record will fail to upload.	Numeric
H*	Student_Legal_First_Name	A student's first name in the Roster Upload Template file must match exactly a student's first name in a student's enrollment record in EP. If the two do not match exactly, the record will fail to upload.	Alphanumeric
I*	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 EP. If the two do not match exactly, the record will fail to upload.	Alphanumeric
J*	Educator_Identifier	This is a required field for a user with the EP 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 EP. If the two do not match exactly, the record will fail to upload.	Alphanumeric
K*	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 EP. If the two do not match exactly, the record will fail to upload.	Alphanumeric
L*	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 EP. If the two do not match exactly, the record will fail to upload.	Alphanumeric
M	Remove_From_Roster	To remove a student from a roster, type REMOVE in column M. Otherwise, the field should remain blank. NOTE: A roster can also be removed manually using the user interface.	REMOVE [BLANK]

*Indicates this field is required.

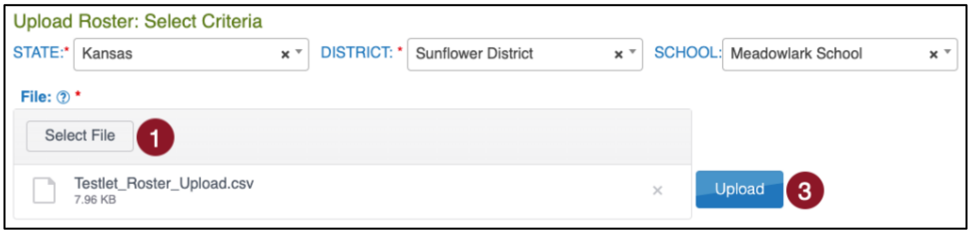
Best Practices for Naming Rosters

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

Upload the Edited Template File

1. From the **Upload Roster** tab, select **Select File**.
2. Find the saved Roster Upload Template file. Select **Open**.

3. The file name appears in the file field. Select **Upload**.



The confirmation message indicates the number of records uploaded and/or rejected. In the following example, 10 records were uploaded (Completed/Updated) without errors.

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

a. **Uploaded**: Date and time of the upload.
b. **Status**: Completed or failed.
c. **Created/Updated**: Number of records uploaded successfully.
d. **Rejected**: Number of records with errors.
e. **Alerts**: A message about a file row.
f. **File**: A CSV icon displays if the file has errors and/or records were rejected.

Uploaded	Status	Created/Updated	Rejected	Alerts	File
Friday, January 19, 2024 10:24:58 AM	FAILED	0	0	0	CSV

10. 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.

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.

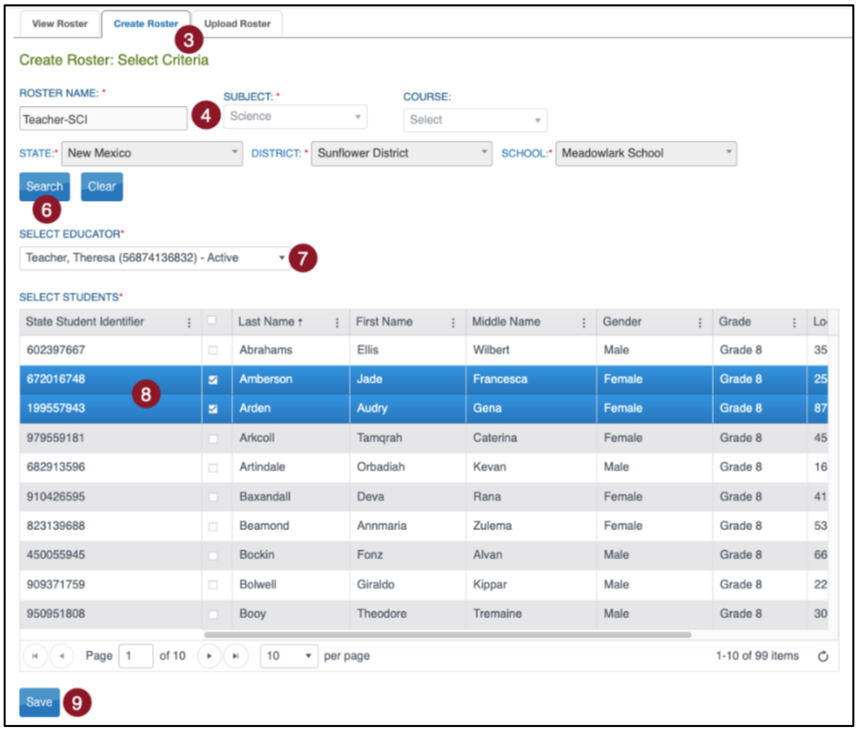
Creating a New Roster

1. Select **Settings**.
2. Select **Rosters** from the drop-down menu.
3. Select the **Create Roster** tab.
4. Create the roster N**ame** and select the **Subject** for this roster. Course will remain unselected.
5. Select the district/school from the drop-down menu.
6. Select **Search**.
7. Choose the educator from the **Select Educator** drop-down menu.

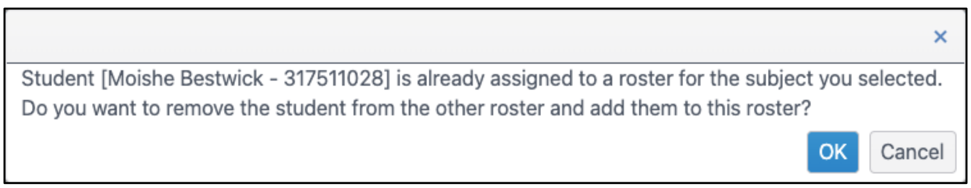
NOTE: Only users with a Teacher role in EP will display in this drop-down menu.

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.



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

Editing an Existing Roster

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

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

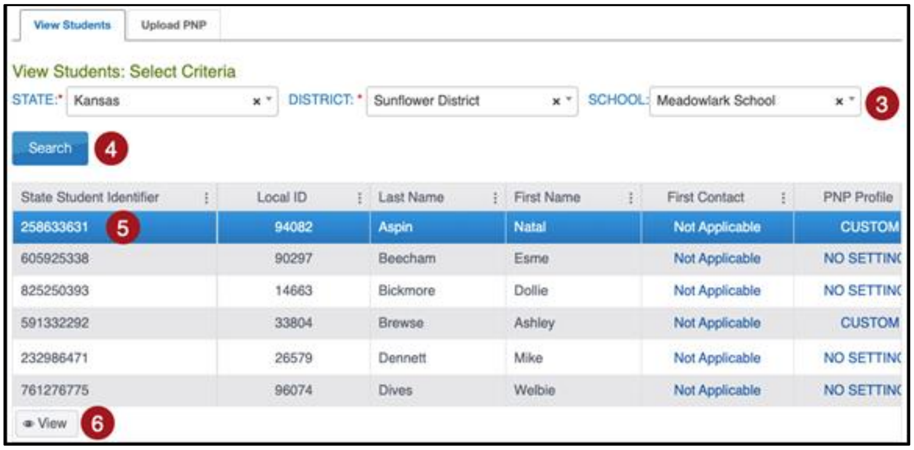
NOTE: The subject and course fields are not editable. If either of these fields must change, a new roster must be created for the correct subject and course. Select the new teacher and the students. This moves them from the incorrect roster to the correct roster. Once all students are removed from the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

Appendix D: Add/Edit PNP Settings

Create a PNP Manually

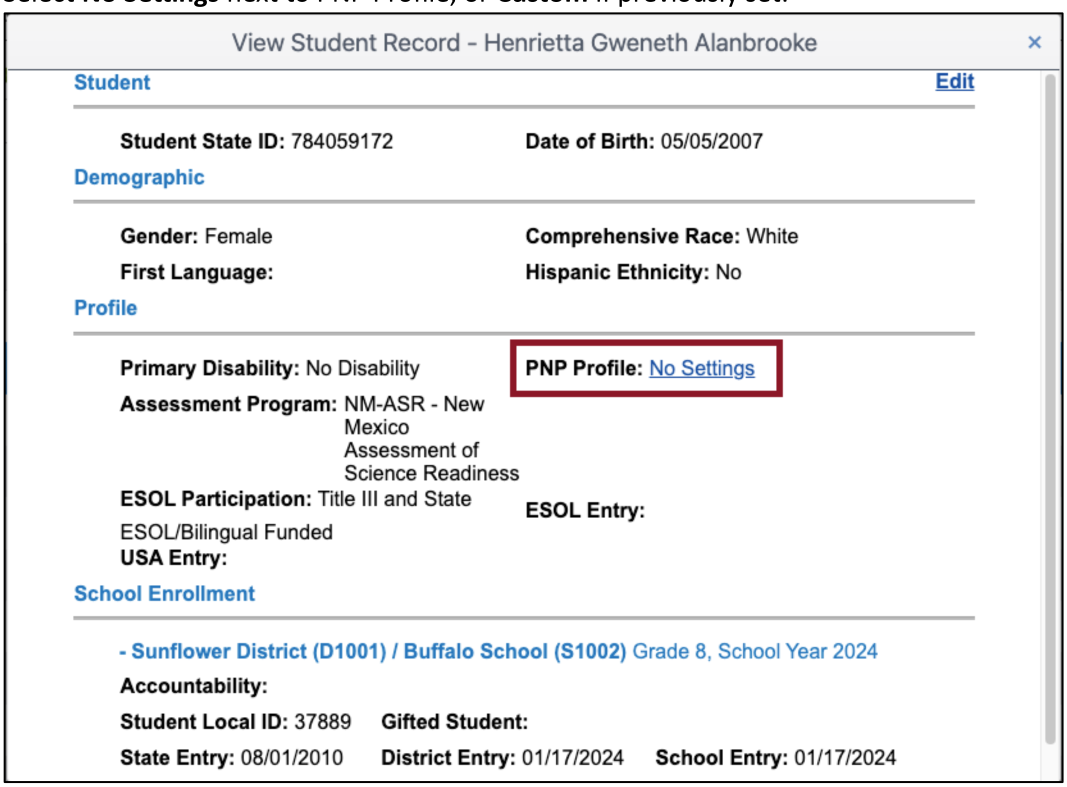
Complete the following steps to create a PNP manually:

1. Select **Settings**.
2. Select **Students**.
3. Select the district/school from the drop-down menu.
4. Select **Search**.
5. Select the row for the selected student.
6. Select **View**.

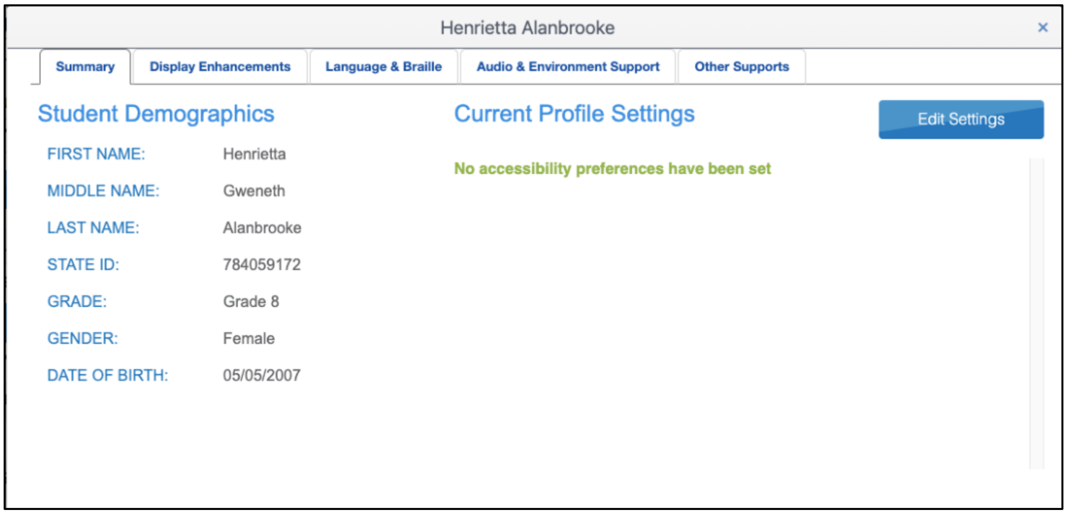


NOTE: Alternatively, select **Custom** or **No Settings** in the PNP Profile column to go directly to the PNP.

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



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



Some tools available to all students (Universal Supports) can be set in the PNP to activate by default within Kite Student Portal. Students should be familiar with the tool and be using the tool regularly in the classroom during the school year.

NOTE: "Activate by Default" indicates that the feature will be activated as soon as a student passes the instructions screen in SP.

Table 18: Display Enhancement options

Options	Action and Description
Magnification (Available to all students)	By selecting this option, screen magnification is provided during testing, with options of 2×, 3×, 4×, or 5× 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.

Table 19: Language & Braille options

Options	Action and Description
Signing Type	The Signing Type accommodation is for students who use American Sign Language (ASL) as their primary means of communication.
Braille	The Braille option available is UEB with Nemeth.
Keyword Translation Display (Spanish Version)	The Keyword Translation Display displays the translated definition of selected construct-irrelevant words.

Table 20: Audio and Environment options

Options	Action and Description
Auditory Background	The Auditory Background option allows students to play calming music while taking an assessment. Students have six channel options.
Spoken Audio	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. • All students will have access to TTS for stimulus, item stems, and item responses. • Students with Text & Graphics selected will also have TTS descriptions of graphics. • Students with Non-Visual selected will have more detailed description of text read to them, when applicable, in addition to the TTS for passages, item stems, and item responses. NOTE: This setting requires headphones or an isolated environment for testing.
Single Switches	Single-switch is selected for students requiring one-switch automatic scanning. • Scan speed (seconds): Number of seconds an item or row highlights and is available for selection before moving to the next. Scan speed must be equal to or greater than the Automatic Scan – Initial Delay value entered. • Automatic Scan – Initial Delay: Specifies whether scanning begins automatically when a page appears • Value in seconds: Determines how long the system waits to begin scanning after a page appears • Manual Override: Scan waits for the user to select the switch to initiate scanning • Automatic Scan Repeat Frequency: Number of times the scan cycle repeats

Table 21: Other Supports options

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. This will include English paper forms, Spanish paper forms (also select Spanish in the Keyword Translation), English large-print, Spanish large-print (also select Spanish in the Keyword Translation).
Supports Provided Outside the System	• Human read aloud: If students are unable to use the provided text-to-speech in the system, a human reader can read the test to the student by sitting alongside the student and reading exactly what is on the screen. • Sign interpretation: Used for students receiving their primary instruction via sign language. This will be provided by an interpreter sitting alongside a student. • Test admin enters responses for student: 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.

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

Create a PNP Using an Upload

Coming Soon!

Appendix E: Special Circumstance Codes

If a student cannot take or complete a high-stakes, summative assessment, the TC at the building or district level will need to enter the Special Circumstance (SC) code in EP.

Table 22: Special Circumstance Codes

Category	Description	Action & Consequence
Administration or System Failure	Student was unable to test due to an administration or system failure, including but not limited to the district's internet capability was diminished or the student ran out of time during the window. Does not need to be approved by PED.	If this is discovered before the test window closes, notify your DTC, who will notify PED by submitting the incident in the Test Coordinator Portal, and email to make alternate arrangements, if possible. If the student is not assessed, the student will be counted as not tested and will count against the school for participation.
Cheating	Student is observed to be engaged in one or more inappropriate testing practice. Must be verified by PED.	Notify your DTC, who will submit the incident in the Test Coordinator Portal for PED review. If it is determined the test is invalid, the student is counted as not tested and will count against the school for participation.
Chronically Absent	Student is chronically absent. Does not need to be approved by PED.	If the student is not assessed, the student be counted as not tested and will count against the school for participation.
COVID-19	Student was unable to complete the NM-ASR due to complications from COVID-19. Must be approved by PED.	Notify your DTC, who will submit the incident in the Test Coordinator Portal for PED review. Upon PED approval, enter the SC code. Student need not be tested and does not count against school for participation.
Mis-administration of assessment	A student teacher administered student testing without the appropriate licensure. Does not need to be approved by PED.	Notify your DTC, who will submit the incident in the Test Coordinator Portal. If the test is invalidated, arrangements will be made to retest. If the student is not assessed, the student will count against the school for participation.
Other reason	Student tests off-grade without the appropriate approved waiver. Must be approved by PED.	Notify your DTC, who will submit the incident in the Test Coordinator Portal. If it is determined that there was an irregularity, the test is invalidated and the student will count against the school for participation.
Psychological Factors of Emotional Trauma	Student was recently hospitalized for mental health. Must be approved by PED.	Notify your DTC, who will submit a medical waiver in the Test Coordinator Portal. If the waiver is approved, the student does not need to be tested and does not count against the school for participation.
Student Refusal	Student or parent refuses test participation. Must be approved by PED.	DTC is notified, and submits the incident in Test Coordinator Portal. Student will count against participation.
Student Took Test Last Year	Student was administered this grade-level assessment last year. Does not need to be approved by PED.	Notify your DTC, who will submit the incident in the Test Coordinator Portal.
Teacher Administered the Assessment Remotely	Student participated in remote testing without a proctor present. Must be approved by PED.	Notify DTC who will submit the incident in Test Coordinator Portal. Student counts against participation.
State Use 1 - State Use 5	Testing irregularity incident occurred. Used by state to document unique circumstances. Must be approved by PED.	DTC is notified and submits the incident in Test Coordinator Portal. Student may or may not count against participation.

Appendix F: Parent Portal

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

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

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

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

Initial Parent-to-Student Connections: Standard Upload

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

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

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

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

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

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

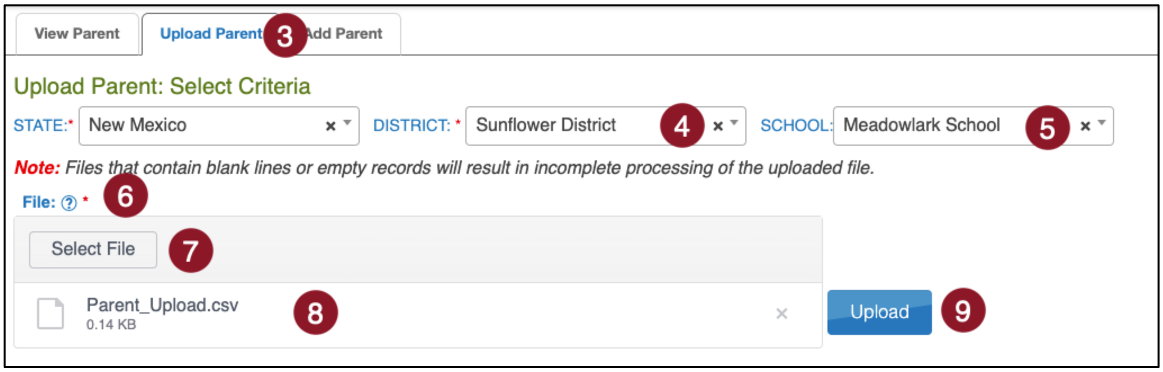
To upload the template, perform the following steps:

1. Select **Settings**.
2. Select **Parents**.
3. Select the **Upload Parent** tab.
4. Select the **District**.
5. If applicable, select **School**.

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

6. Select the question mark symbol next to the word **File** to download the **Parent Upload Template**.
    a. Complete the template (please use Parent CSV File Format).
    b. Save the file as a CSV (comma-delimited) file.
7. Select **Select File**.
8. Select the appropriate CSV file from your computer and select **Open**.

9. Select **Upload**.



10. Choose **Standard**. This overwrites any records that have been uploaded previously, if any.

Please use Figure 3 and Figure 4.

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

Figure 3: Upload process selection window for full district upload

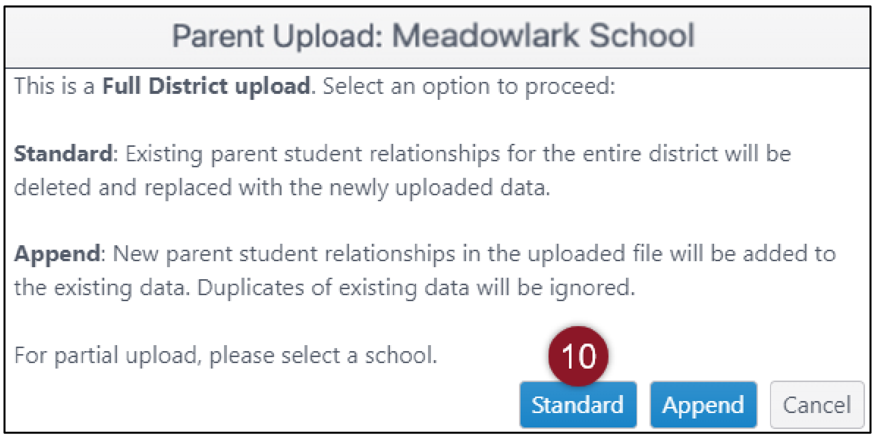
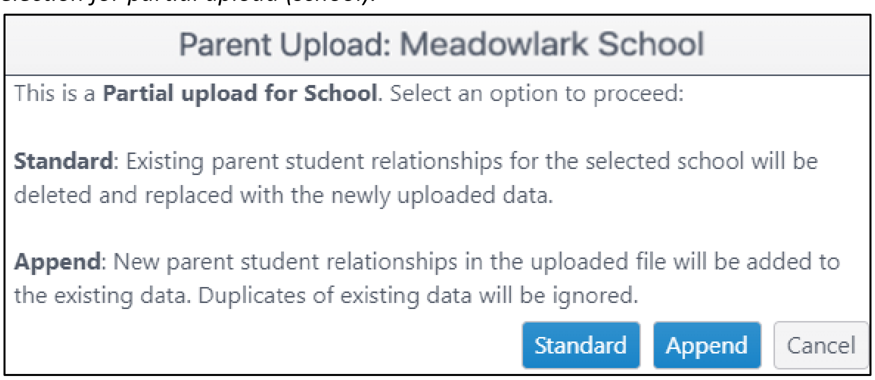


Figure 4: Upload process selection for partial upload (school).



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

Parent CSV File Format

All column headings are required. Please use Table 23: Parent CSV File Format Fields and Descriptions below to help organize your file.

Table 23: Parent CSV File Format Fields and Descriptions

Col.	Column Title	Description	Acceptable Values; Character Limit
A*	Parent_Email	The parent's email address. NOTE: One email per line. NOTE: One parent email can be connected to more than one student with multiple lines.	Alphanumeric
B*	State_Student_Identifier	The student's State Student Identifier. NOTE: For building/school uploads, the student must be enrolled in EP.	Alphanumeric
C*	District_Identifier	The district's organization ID. (Ex: D1001) NOTE: Find the District ID in Educator Portal > Settings > Organization > Parent Organization column.	Alphanumeric
D	Electronic_Opt_In	Yes or No. (If blank, default is No) NOTE: Currently, this field has no functionality. In future development, this field will allow electronic-opt-in selection to reduce the quantity of reports generated in bundled reports.	Alphanumeric

*Indicates this field is required.

Review Parent File Upload

1. The confirmation message indicates the number of records created and/or rejected. In the following example, 10 records were uploaded (Completed/Updated) without errors.

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

   a. **Uploaded**: Date and Time of the upload
   b. **Status**: Completed or Rejected
   c. **Created/Updated**: Number of records uploaded successfully
   d. **Rejected**: Number of records with errors
   e. **Alerts**: A message about a file row, e.g., a user already exists in the state using this Educator ID
   f. **File**: A CSV icon displays if the file has errors to view specific errors.

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

2. 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.

Parent CSV Upload Messages

If you received an error message after completing your upload, Table 24: Parent Upload Error Messages below indicates which column heading (field) is generating the message and the most common correction associated with the message. If the solution provided does not solve the issue, contact the Service Desk. Messages are continually reviewed and updated, so some variation from the messages listed below should be expected.

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

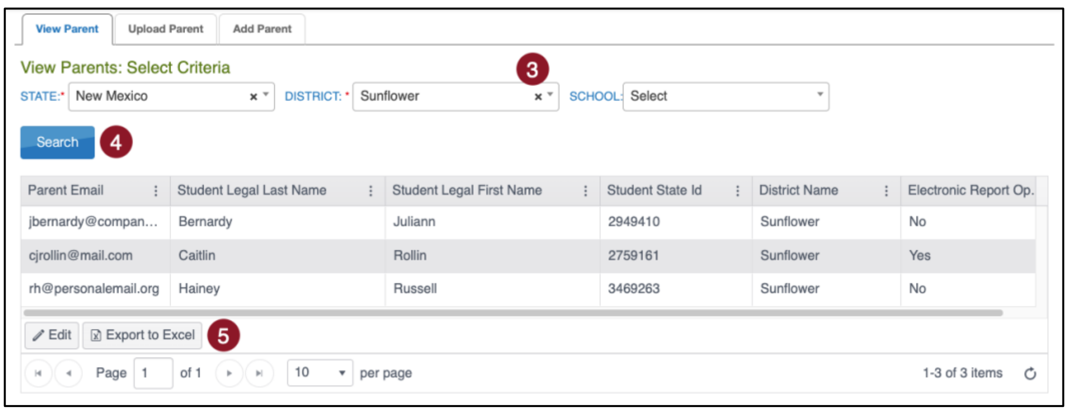
Table 24: Parent Upload Error Messages

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

View Parents

To view parents that have been uploaded in EP, follow the process outlined below:

1. Select **Settings**.
2. Select **Parents**.
3. Use the drop-down menus to **Select Criteria**.
4. Select **Search**.



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

Parent Extract

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

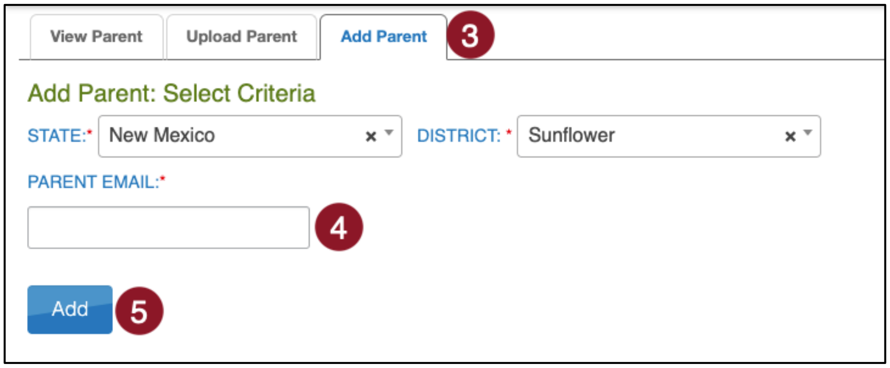
Add Parent-To-Student Connections

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

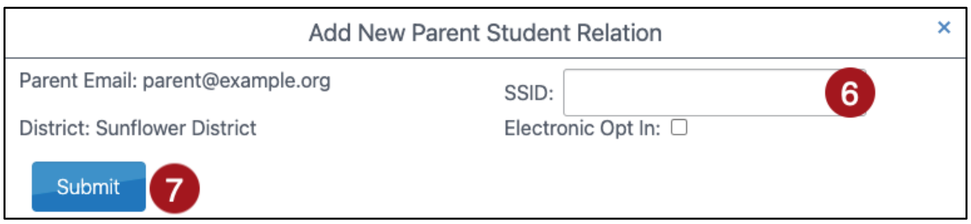
Add: Manual

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

1. Select **Settings**.
2. Select **Parents**.
3. Select the **Add Parent** tab.



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



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

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

Add: Append Upload with Parent Upload Template

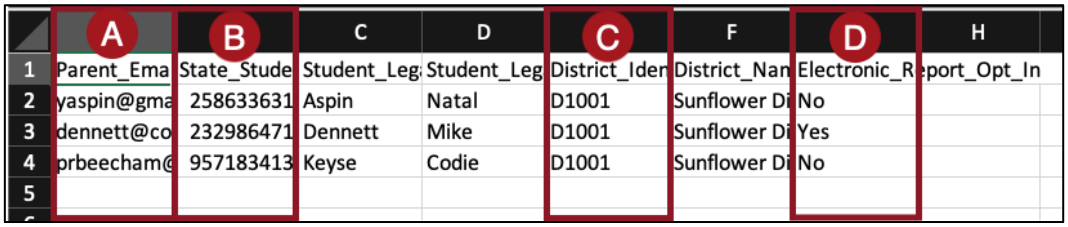
Users can upload a new **Parent Upload Template** to add a parent-to-student connection by selecting **Append** to upload. To upload a new file with one or more new parent-to-student connections (adding to the existing connections), follow the instructions in Initial Parent-to-Student Connections: Standard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

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

Add: Standard Upload with Parent Extract or Initial Parent Upload Template

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

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



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

Finally, reupload either the extract or template file by following the in Initial Parent-to-Student Connections: Standard Upload. Select the Standard process.

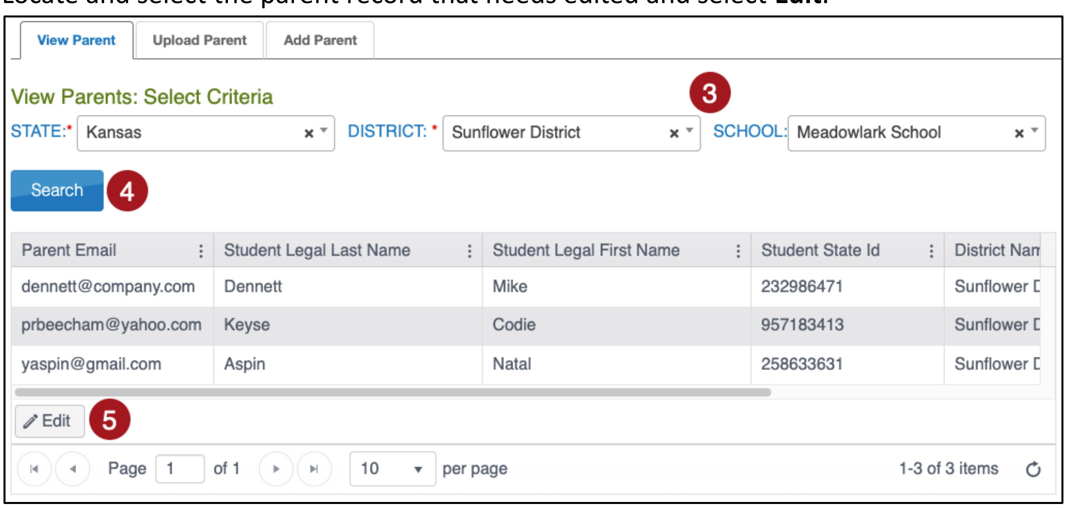
Edit Parent-To-Student Connections

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

Edit: Manual

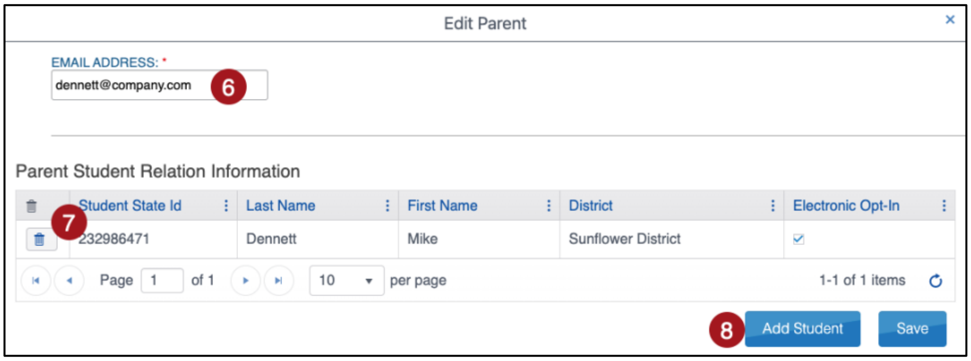
On the **View Parent** tab, you can manually edit a parent's email address, remove students from the parent record, or add one or more students to the parent record. To edit a parent record from the View Parent tab, perform the following steps.

1. Select **Settings**.
2. Select **Parents**. The **View Parent** tab is shown by default.
3. Use the drop-down menus to **Select Criteria**. Some fields may be prepopulated. To narrow the search to a particular school, use the drop-down menu to select a school.
4. Select **Search** to view records.
5. Locate and select the parent record that needs edited and select **Edit**.

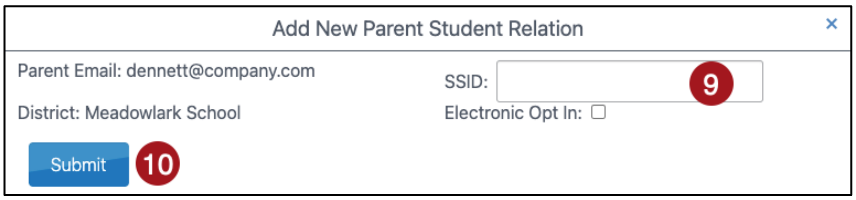


6. To edit the parent email address, make changes in the **Email Address** text box. Select **Save** when finished.
7. To delete a student from the parent record, select the trash can icon. A pop-up window will ask you to confirm the deletion of the Parent Student Relation row. After confirmation, select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

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



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

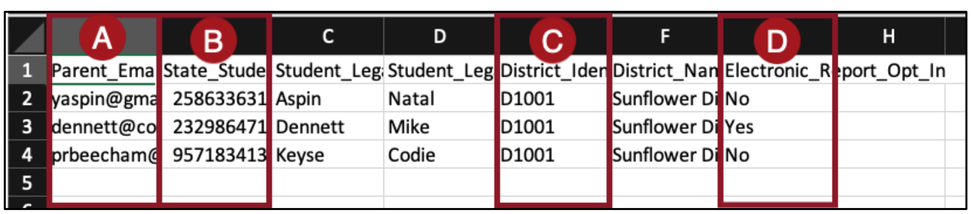


NOTE: **Electronic Opt In** is future development, selection has no functionality at this time.

Edit: Standard Upload with Parent Extract or Initial Parent Upload Template File

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

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



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

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

Parent Access to Kite Parent Portal

Provide the following to parents once the connections are established in EP.

Email Parents

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

Dear Parent or Guardian:

<Greeting>

We are excited to provide your child's New Mexico Assessment of Science Readiness (NM-ASR) score reports through a secure website called Kite Parent Portal!

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

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

Additional resources can be found at https://nmassessments.org/families. Here you will find the Parent Portal User Guide and guides to student score reports.

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

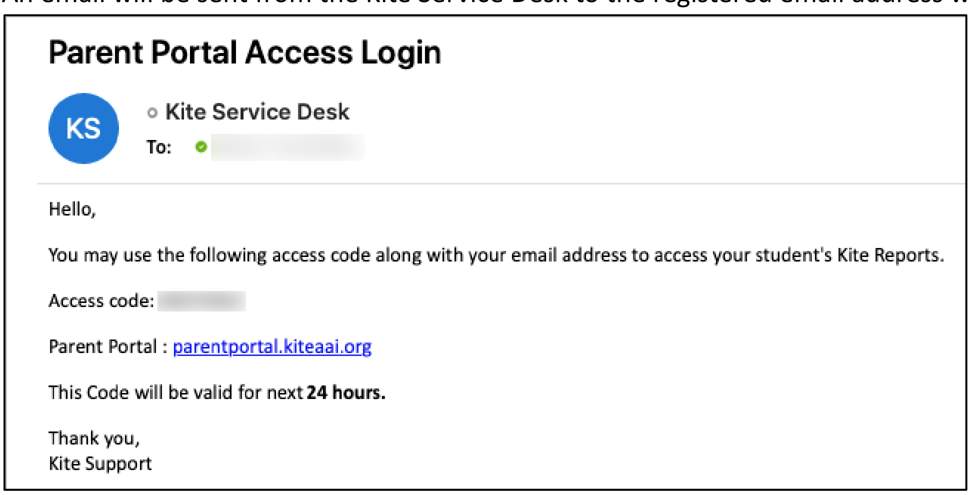
Thank you for using Kite Parent Portal!

<Salutation>

Logging In to Kite Parent Portal

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

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



Parent Portal Access Login

KS Kite Service Desk
To:

Hello,

You may use the following access code along with your email address to access your student's Kite Reports.

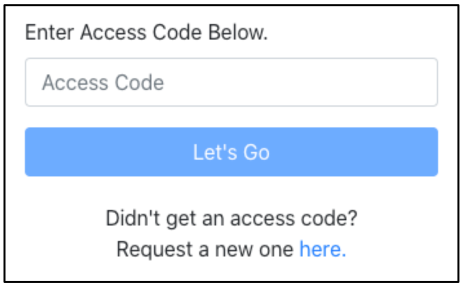
Access code:

Parent Portal : parentportal.kiteaai.org

This Code will be valid for next **24 hours.**

Thank you,
Kite Support

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



6. Select Let’s Go.

Parent Portal User Guide

The Kite Parent Portal User Guide is available on the program website noted in Table 3: Contact and Program Resources. Parents can select from over 45 languages to display text. PDFs in English and Spanish can be downloaded. This guide provides parents with additional information about how to access score reports for their students.

