KANSAS ASSESSMENT PROGRAM

KIDS and KITE Connection

James Herynk
Trainer AAI

NOTE: see updates/edits to PPT in red

KANSAS ASSESSMENT PROGRAM

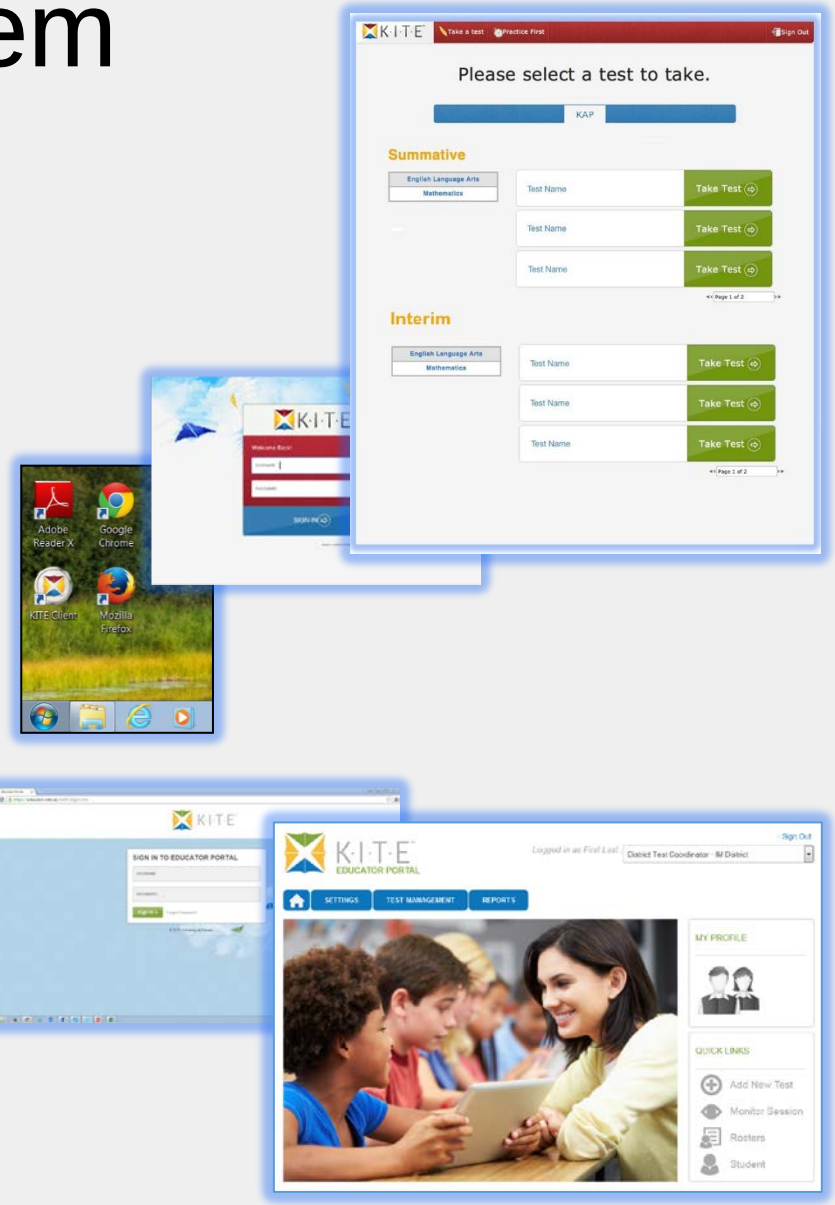
Overview

- KITE System
- Resources
- Assessment Types
- Test Management Menu
- Organization, Roles, Permissions, Levels in EP
- Flipping the Data Year
  - Data Extracts in Educator Portal
- Rosters and “Rosters”
- Data Feed Schedule
- Data Elements
  - TASC
  - STCO, more information to come.
  - TEST
- Educator Portal Demo
- User CSV Upload: “Quick Reference: Updating User Accounts”
- Summary: Adding and Editing Data Options: Summary
- Summary: Changes
- KITE Client and Educator Portal: Supported Platforms and Browsers
- Service Desk

KANSAS ASSESSMENT PROGRAM

KITE™ System

- KITE is a platform delivering the next generation of assessments.
  - —KITE Client
    - Delivers assessments to students
    - Download and install from the KAP website
  - —Educator Portal
    - Manage student, user, and assessment data
    - educator.cete.us



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Resources
ksassessments.org

A. KITE Client (new-Release Available)
   - Windows
   - Macintosh
   - iPad
   - Chromebook

B. Educator Portal (new-Release Nov. 5)
   - Educator Portal Manual
   - Educator's Guide to KITE Client
   - .CSV Templates for Users

C. Local Caching Server (new-Release Oct. 29)
   - Manuals for Mac, Windows, and Linux
   - Request the Local Caching Server (LCS) Software

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Resources
ksassessments.org

D. Videos

- Teachers
  - View and Verify Student Data: Teachers
  - Access and Edit the PNP
  - Working with Data, Columns, and Tables: Teacher
- District Test Coordinators
  - Upload User Template
  - Add User Manually

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Assessment Types

- **Practice Tests -** Demo tests with universal usernames and logins for anyone to access and experience the KITE.
- **Interim -** Interim assessments are small item collections for a grade and subject aligned to Kansas standards. New item collections, including MDPTs and listening items will be available in January.
- **Dynamic Learning Maps -** A consortium of many states collaboratively developing an assessment system for children with the most significant cognitive delays in ELA, Math, and Science.
- **Summative Assessment -** End of year assessments in ELA, Math, Science, History and Government. This includes Performance Tasks (MDPT) and a new Adaptive sequence.
- Career Pathways Assessment System (cPass) - Assessments for high school students to test their readiness for technical training or entry into the workforce. Each assessment consists of a computer-based assessment and a performance task in both a general knowledge assessment and a specific career pathway assessment.

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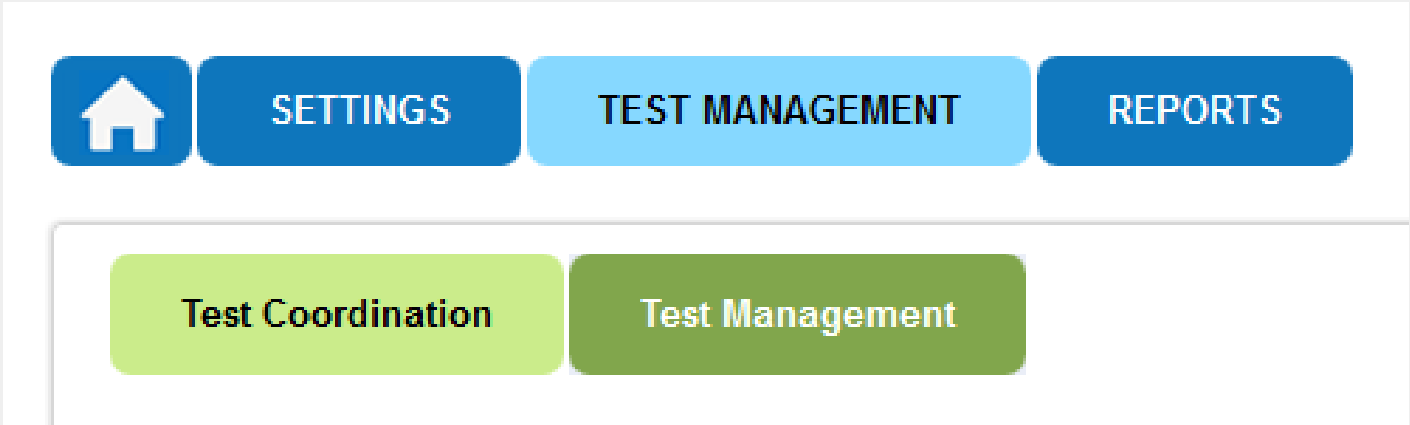
Test Management Menu and Tabs

- Test Management Menu
  - Test Management tab
    - Interim Assessments
    - Dynamic Learning Maps Assessments
    - cPass
  - Test Coordination tab
    - Summative Assessments



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Organization Level and Roles

- Organization/level
  - Controls from where you will see data
    - A specific name of a school building, district, or state
- Roles/permissions
  - Controls what you can do in the system

Most Common Roles	Permissions
Teacher	**Can only view students connected to them by a roster. In addition, this role can create, edit, and view PNPs.**
Teacher: PNP Read Only	**Can only view students connected to them by a roster. In addition, this role can view PNPs.**
Building Test Coordinator	**A building test coordinator can create and edit individual users and rosters for a school building as well as upload CSV files. In addition, this role can create, edit and view PNPs.**
Building Principal	**A building principal can create and edit individual users and rosters for a school building as well as upload CSV templates.**

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Flipping the Year: 2014-2015 to 2015-2016

- Flipping the year means AAI archives student related data. Archiving means the data will no longer be available for access in Educator Portal.
- AAI **WILL** archive:
  - Students
  - Rosters
  - Formative test sessions and monitoring
  - Summative test sessions and monitoring
  - Data extract(ability) for 2014-2015 data
- AAI will **NOT** archive:
  - Users
    - You can inactivate users from your district/school
    - You can adjust roles, such as Teacher to Teacher PNP Read Only, by editing a User Profile
  - Personal Needs Profiles (also known as PNP or Access Profile)
  - First Contact Surveys for students

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Flipping the Year: Data Extracts

- Extract Abilities in EP

Extract	Description	Requested	File	Action
Current Enrollment	Student enrollment information. File may also be used to upload enrollment information.	03/06/2015 09:59:14 AM	CSV	New File
Accessibility Profile	Student Personal Needs Profile (PNP) for students with any PNP selections.	03/06/2015 10:22:12 AM	CSV	New File
Roster	Student assignment specific to educator and subject.	12/31/2014 10:56:47 AM	CSV	New File
Users	Educator Portal users and their role(s) by organization.	12/31/2014 09:31:13 AM	CSV	New File
Test Records	Current Test records for students. File may also be used to upload Test, Exit and Clear records.	03/25/2015 02:42:16 PM	CSV	New File
DLM Test Administration Monitoring	Testlets assigned and completed in a subject, per student. Used to monitor testlet administration.			New File
Accessibility Profile Summary	Student counts by organization for supports selected in Personal Needs Profile (PNP).			New File
Test Administration	Test administration status by student and subject.			New File
Test Tickets	Student login and ticket information for tests.	03/10/2015 03:47:28 PM	CSV	New File

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#Whatsa“Roster”? …in EP

- Rosters are permission to see a student
- Rosters are security
- Rosters are a mechanism for FERPA compliance
- Rosters can be many or one
- Rosters from TASC vs. STCO = Interim vs. Summative
  - There are future enhancements to Educator Portal that are being developed at this time, which may rely on this logic to drive the user’s interface with data.
- NO roster means a student will not be seen by any Teacher, only DTCs, BTCs, or roles with similar permissions
  - “How can I see my student?” a teacher might say.
  - “I can see your student, how can I see if the student is rostered to you?” a DTC might respond.
    1. Check the student profile to see a list of rosters the student is on.
    2. Check the existing rosters for that teacher from the Rosters Menu to see if the student is on a roster for the teacher.

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Data Feed Schedule

- The data feed is from KSDE (holding your districts KIDS data) to AAI (populating Educator Portal)
  - —TASC, STCO, and TEST
- AAI will begin taking in your district's 2015-2016 data in early November.
- The data feed from KSDE to AAI will be processed every 30 minutes of every day.
- Last year, it was every evening.

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TASC: KIDS Data Elements in Educator Portal

- AAI/EP intake from KSDE continual, starting early November
- Generates student record with demographic data
- Creates a "Roster", tying students to their teacher
  - Used for Interim assessment (Math, ELA, MDPT, and Listening)
  - Permits teachers to see students (FERPA)
  - Allows teachers to set up Interim Assessment "Test Sessions"
- Generates User/Teacher accounts
  - Additional district level accounts are created by KSDE
  - Additional building level accounts are created by the DTC in Educator Portal (Add New User) or by .CSV User Template Upload.
- TASC Roster Naming will be as follows: subject-first initial.last name (EXAMPLE: ELA-J.Kennedy)
- Creates CPASS "Rosters" for CCQ
  - Plant Systems, Animal Systems, Finance Assessment etc.

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STCO: KIDS Data Elements in Educator Portal

- MORE INFORMATION and CLARIFCATION COMING SOON

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TEST: KIDS Data Elements in Educator Portal

- AAI/EP intake from KSDE continual, starting early November
- Creates TEST records for Summative
- Creates EXIT records
- Creates CLEAR records
- Generates student record (if not already in the system)
  - May help assign Assessment Program for Students based on TEST type.
- Generates NO User accounts,
  - Will assign the Dynamic Learning Maps Assessment Program to a User's profile.
- Creates NO "Rosters" for KAP general assessments
  - Will create Dynamic Learning Maps Roster based on the Procter field
  - TEST DLM Roster Naming will be as follows: Unknown at this time.
- Updates/Edits student demographic record data
- NOTE: There are new TEST type codes for cPass and ELPA21

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TASC: What Can the Service Desk see from your KIDS?

- In Educator Portal
  - —Students
  - —Users
  - —Rosters (Interim, Summative/STCO as well)
- In Reports Data Extracts
  - —Future construction

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STCO: What Can the Service Desk see from your KIDS?

	A	B	C	D	E	F	G
1	create_date	record_common_id	record_type	state_student_identifier	ayp_qpa_bldg_no	student_legal_last_name	student_legal_first_name
2	6/15/2015 15:40	184820441	STCO	1111A1111	3333	Pammers	Pam
3	6/15/2015 15:40	184820441	STCO	1111A1111	3333	Pammers	Pam
4	6/15/2015 15:40	184820441	STCO	1111A1111	3333	Pammers	Pam
5							

	H	I	J	K	L	M
1	student_legal_middle_name	student_generation_code	student_gender	student_birth_date	current_grade_level	local_student_identifier
2	P		0	3/10/1998 0:00	16	1111A
3	P		0	3/10/1998 0:00	16	1111A
4	P		0	3/10/1998 0:00	16	1111A
5						

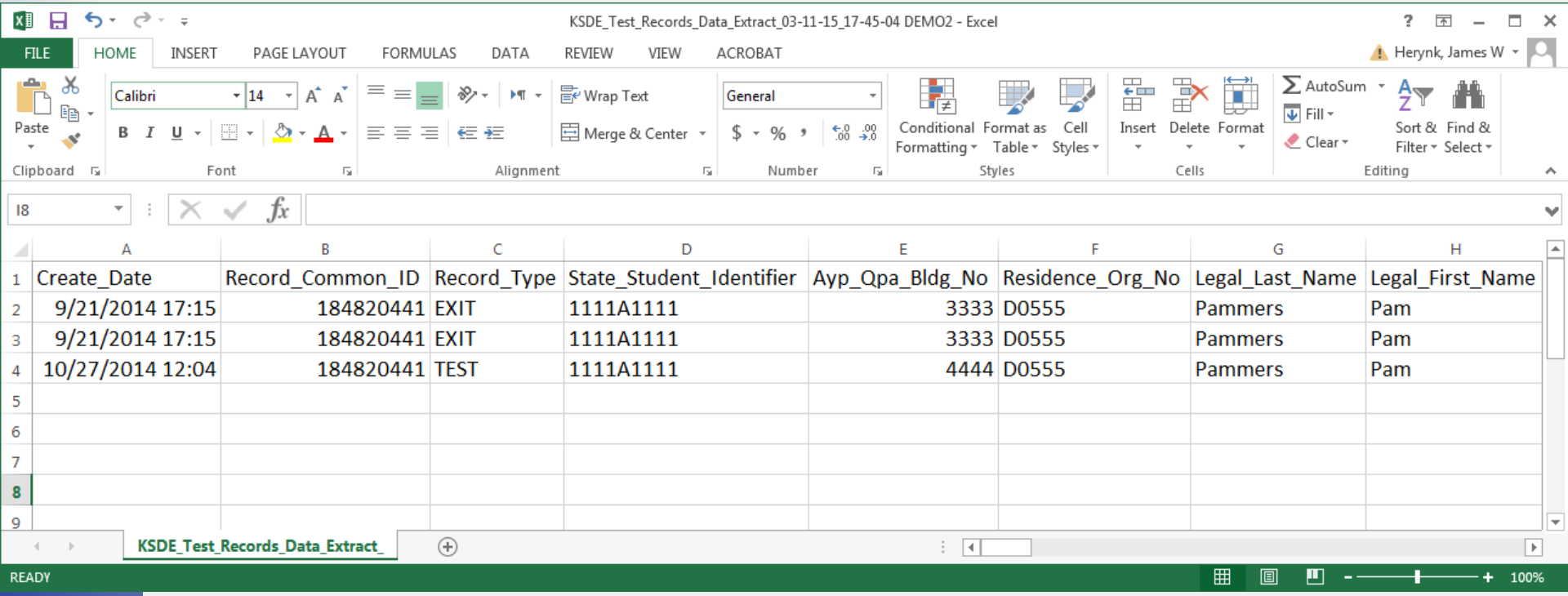
NOTE: STCO data feed elements are changing. Some data fields viewable by the KITE Service Desk last year may not be visible this year.

	N	O	P	Q	R	S	T
1	hispanic_ethnicity	current_school_year	attendance_bldg_no	comprehensive_race	educator_bldg_no	kcc_id	section
2	0	2016	2020	10000	2020	01443GAA.501216GGN	444842
3	0	2016	2020	10000	2020	02550G0AA.501117GGN	884444
4	0	2016	2020	10000	2020	01553G0AA.501216GGN	838383
5							

	U	V	W	X	Y	Z
1	local_course_id	course_status	teacher_identifier	teacher_last_name	teacher_first_name	teacher_middle_name
2	0103A	1	55787A5555	Nation	Carry	
3	0403A	1	36523A4645	Earhart	Amelia	
4	0403A	1	777A346874	Parks	Gordon	
5						

KANSAS ASSESSMENT PROGRAM

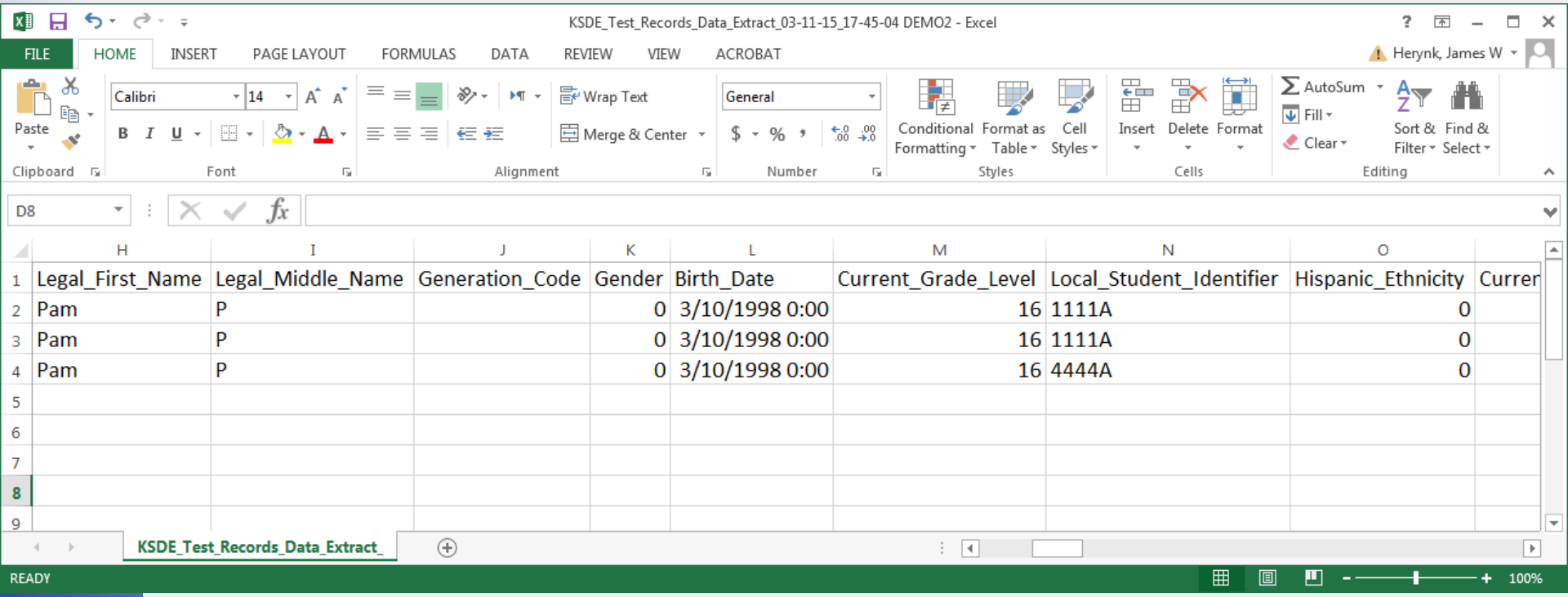
TEST: What Can the Service Desk see from your KIDS?



	A	B	C	D	E	F	G	H
1	Create_Date	Record_Common_ID	Record_Type	State_Student_Identifier	Ayp_Qpa_Bldg_No	Residence_Org_No	Legal_Last_Name	Legal_First_Name
2	9/21/2014 17:15	184820441	EXIT	1111A1111	3333	D0555	Pammers	Pam
3	9/21/2014 17:15	184820441	EXIT	1111A1111	3333	D0555	Pammers	Pam
4	10/27/2014 12:04	184820441	TEST	1111A1111	4444	D0555	Pammers	Pam
5								
6								
7								
8								
9								

KANSAS ASSESSMENT PROGRAM

TEST: What Can the Service Desk see from your KIDS?



	H	I	J	K	L	M	N	O	
1	Legal_First_Name	Legal_Middle_Name	Generation_Code	Gender	Birth_Date	Current_Grade_Level	Local_Student_Identifier	Hispanic_Ethnicity	Currer
2	Pam	P		0	3/10/1998 0:00	16	1111A	0	
3	Pam	P		0	3/10/1998 0:00	16	1111A	0	
4	Pam	P		0	3/10/1998 0:00	16	4444A	0	
5									
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KANSAS ASSESSMENT PROGRAM

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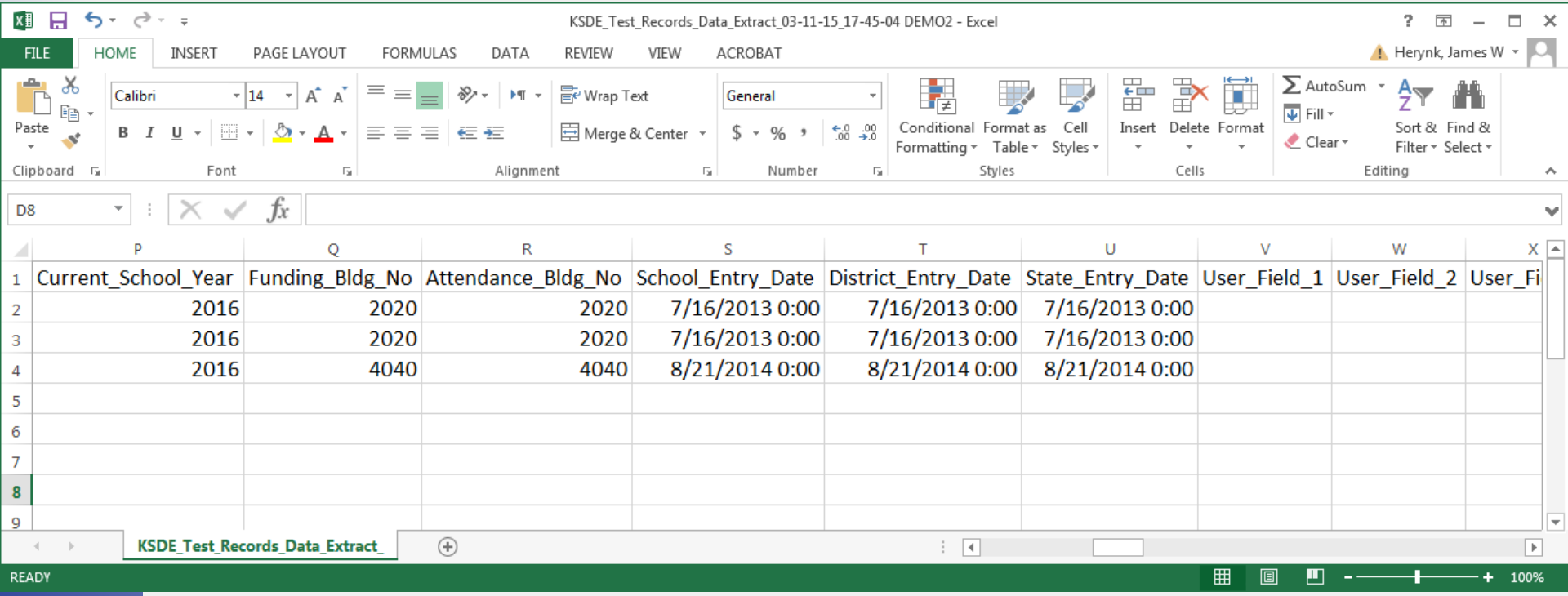

	P	Q	R	S	T	U	V	W	X
1	Current_School_Year	Funding_Bldg_No	Attendance_Bldg_No	School_Entry_Date	District_Entry_Date	State_Entry_Date	User_Field_1	User_Field_2	User_Fi
2	2016	2020	2020	7/16/2013 0:00	7/16/2013 0:00	7/16/2013 0:00			
3	2016	2020	2020	7/16/2013 0:00	7/16/2013 0:00	7/16/2013 0:00			
4	2016	4040	4040	8/21/2014 0:00	8/21/2014 0:00	8/21/2014 0:00			
5									
6									
7									
8									
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KANSAS ASSESSMENT PROGRAM

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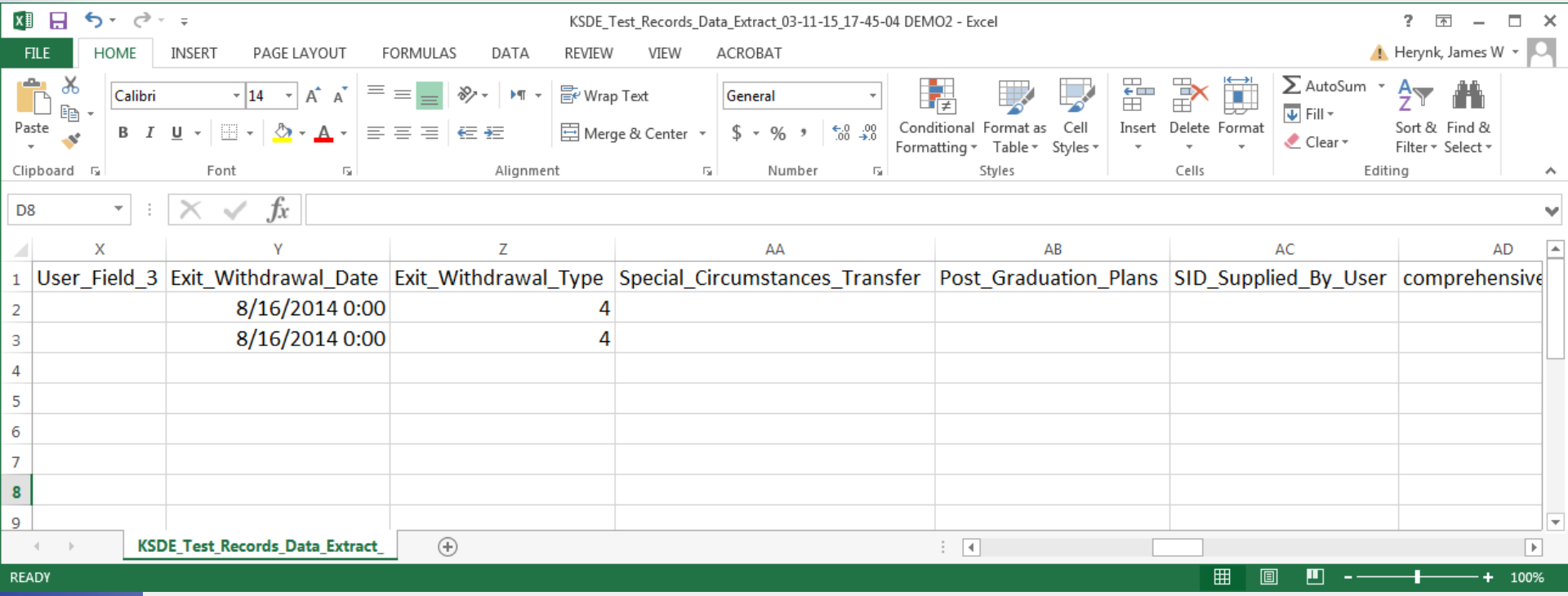

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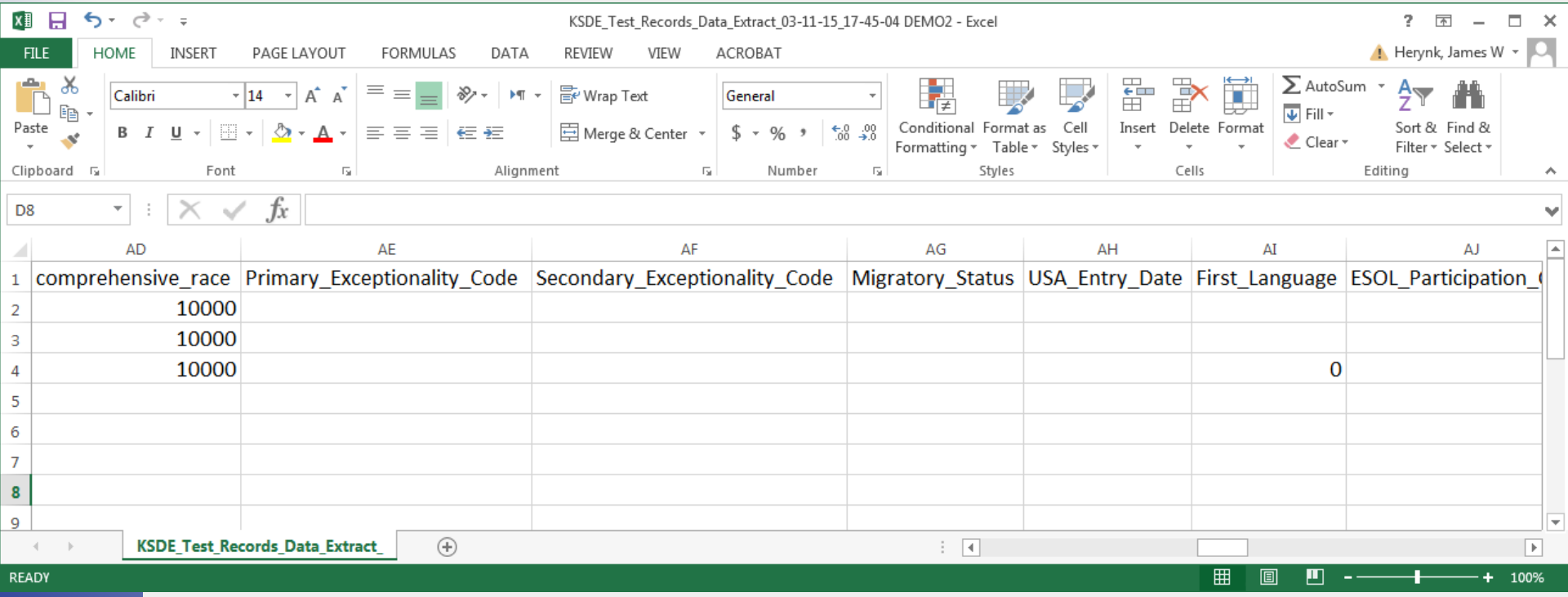

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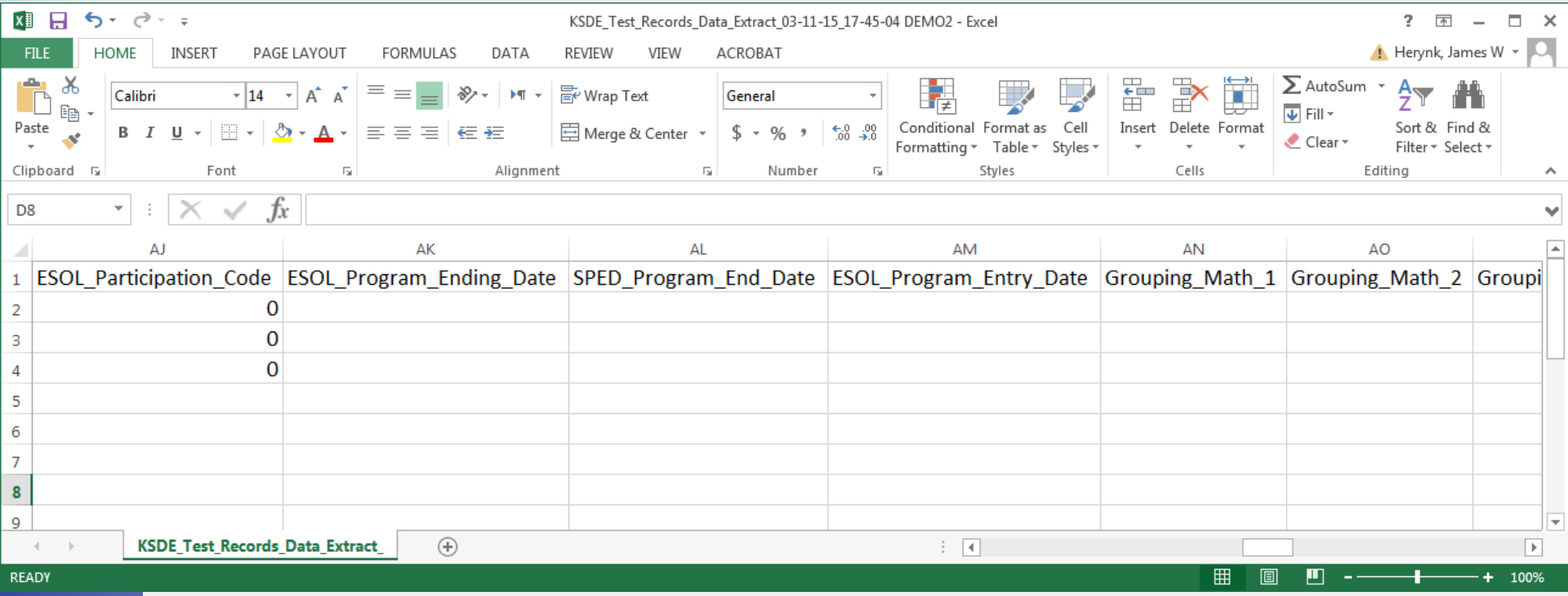

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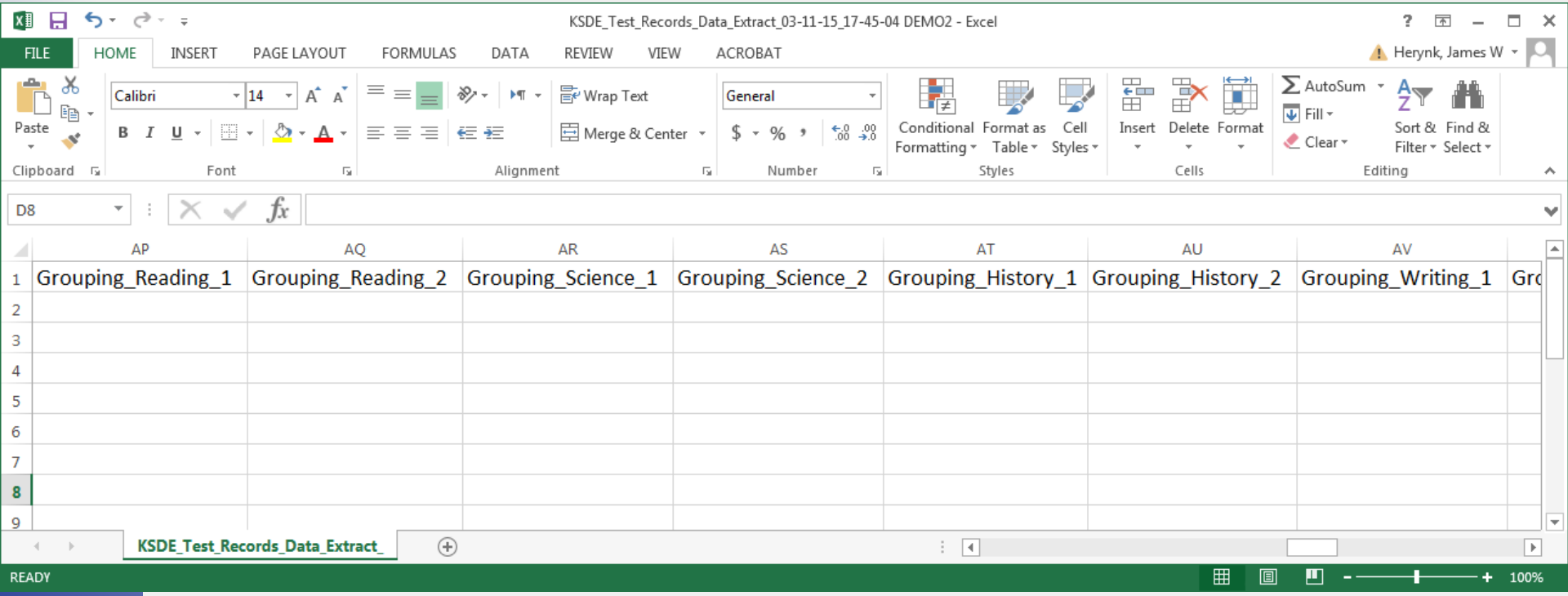

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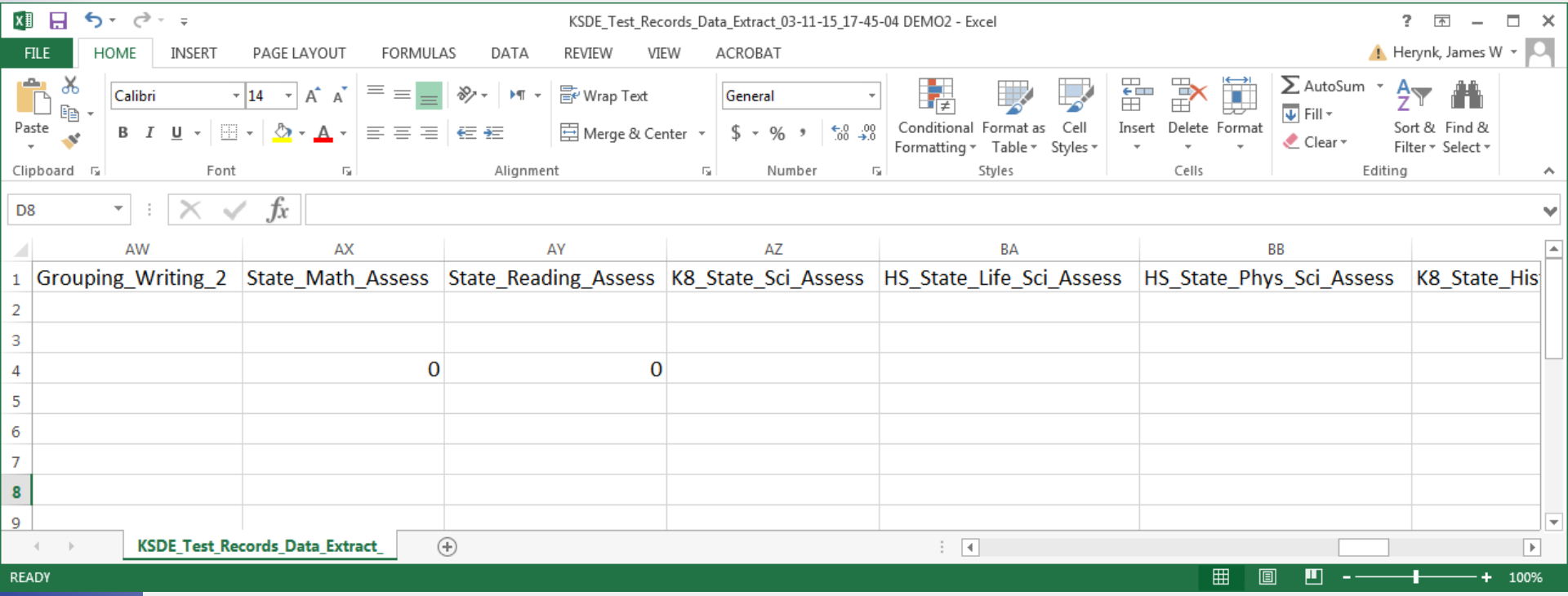

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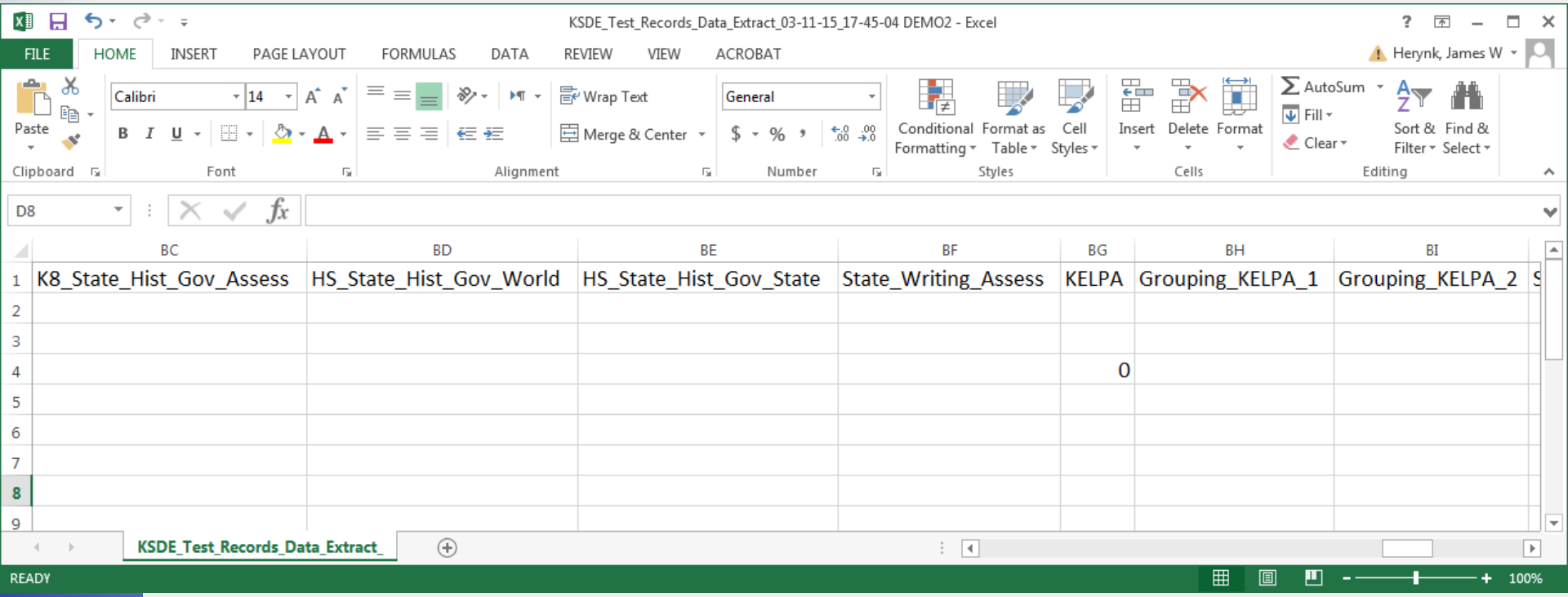

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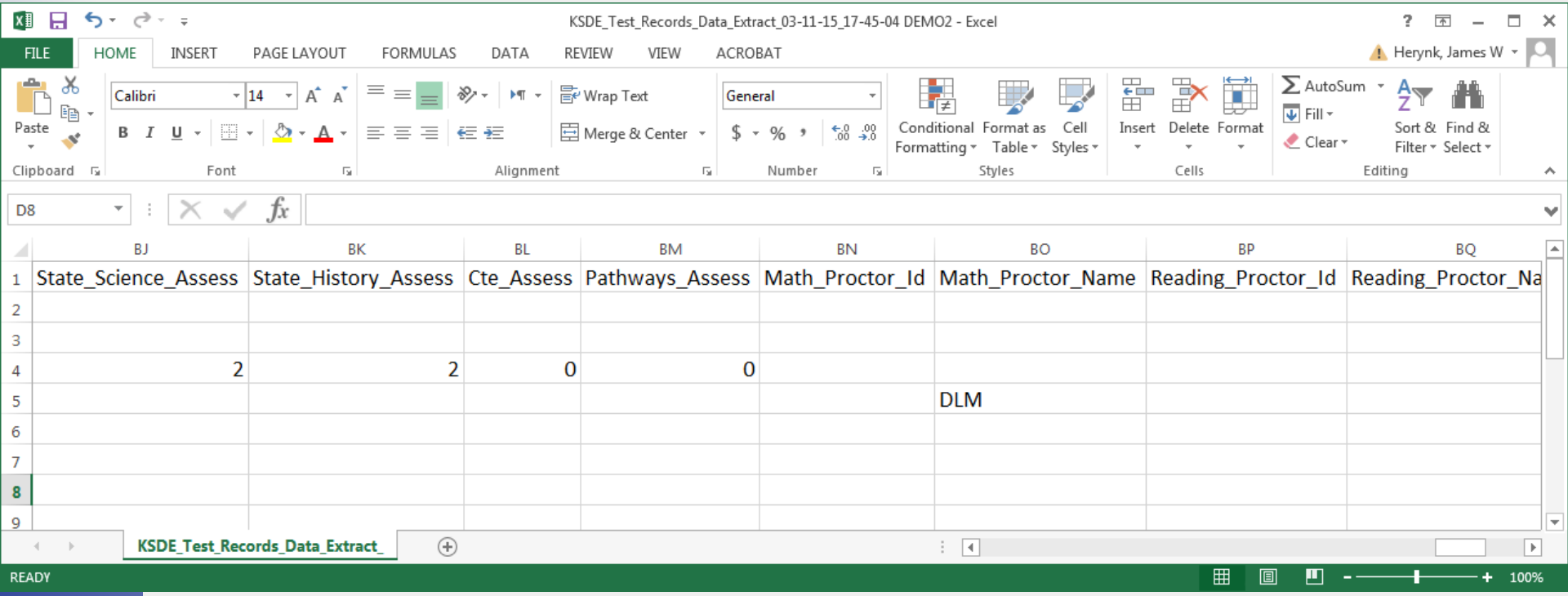
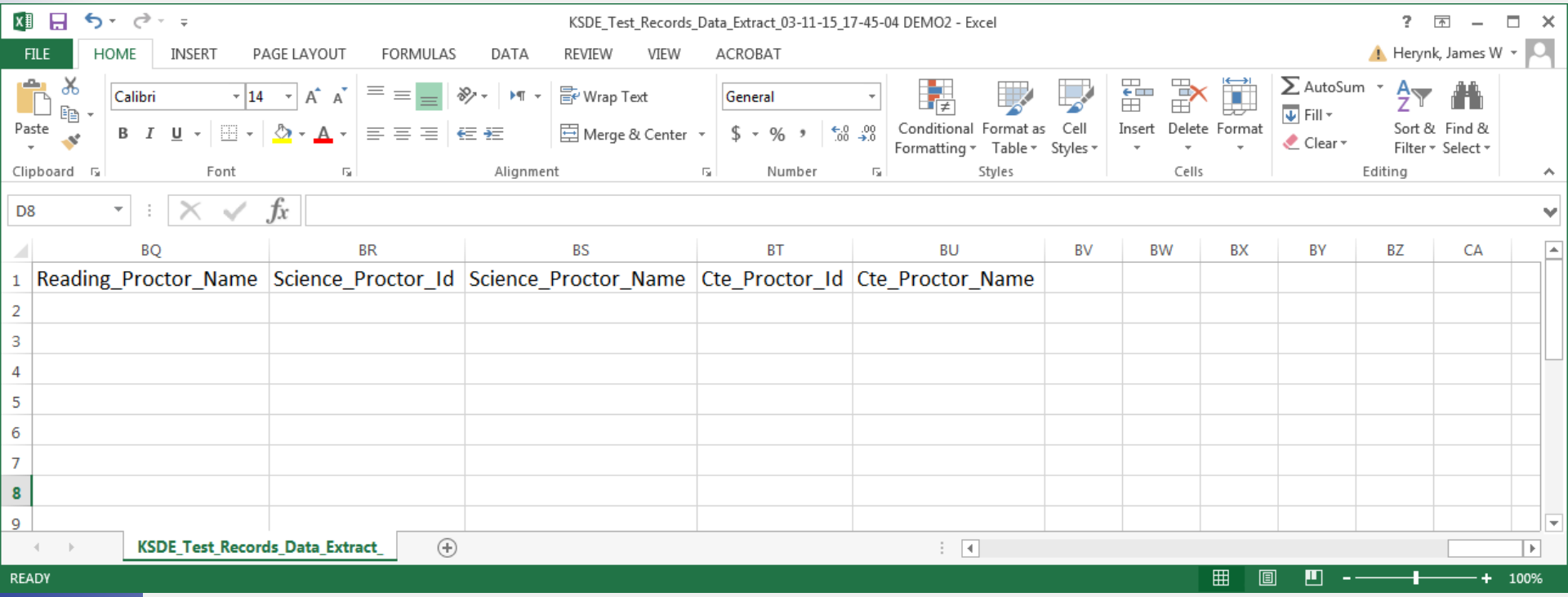


	BJ	BK	BL	BM	BN	BO	BP	BQ
1	State_Science_Assess	State_History_Assess	Cte_Assess	Pathways_Assess	Math_Proctor_Id	Math_Proctor_Name	Reading_Proctor_Id	Reading_Proctor_Na
2								
3								
4	2	2	0	0				
5						DLM		
6								
7								
8								
9								

KANSAS ASSESSMENT PROGRAM

TEST: What Can the Service Desk see from your KIDS?



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Educator Portal: Menus and Tabs EP

- Quicklinks
  - Add New Test
  - Monitor Session
  - Rosters
  - Students
- Settings (Configuration)
  - Rosters
  - Students
  - Users
- Test Management
  - Test Coordination
    - Monitor (Summative)
    - End/Reactivate
    - Reason Not Tested
  - Test Management
    - Monitor (Interim)
    - Add New Test
- Reports (Data Extracts)

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Educator Portal: Settings Menu Available Actions

- Rosters
  - View Rosters
- Students
  - View Students
- Users
  - View
  - Upload
  - Add/Create Manually
  - Edit
  - Inactivate/Activate

All user accounts from the 2014-2015 school year are still in Educator Portal, so most DTCs will only have a few users that need to be added or updated. These user accounts can be edited individually in Educator Portal or changes can be uploaded with a CSV file.

For larger districts or districts with an unmanageable amount of updates for 2015-2016, we can help. The Help Desk can remove users from Educator Portal. After the users are removed, the district could then upload users with a CSV file. If you have questions, call 1-855-277-9752.

Understanding the User CSV Upload

The User CSV file can be used to add new users to Educator Portal or to update information about existing users. The changes that are made depend upon whether or not the user's email address (i.e., their User ID) or the user's Educator ID already exists in Educator Portal. If the user's email address or educator ID is already in Educator Portal, information is updated or changed as described in the table below.

Note: If the user's email address and educator ID are new to Educator Portal, the user's information is added.

Column Letter	Column Header Name	For an Existing Email Address or Educator ID
A	Legal_First_ Name	Any entries in this column will replace the information currently in Educator Portal.
B	Legal_Last_ Name	Any entries in this column will replace the information currently in Educator Portal.
C	Educator_ Identifier	If the user's educator ID has changed, but their email address exists, the user's educator ID will be updated.
D	Email	If the user's email address has changed, but their educator ID exists, the user's email address will be updated.
E	Organization	If the Organization is new to that user, the organization will be added to the existing user.
F	Organization_ Level	If the Organization Level is new to that user, the organization level will be added to the existing user.
G	Primary_Role	If the user has this primary role already, then that role will become the default role for that organization and level. If the user does not have this primary role, then the role is added as the default for the organization and level. **Note: The exceptions are the two teacher roles: Teacher (TEA) and Teacher: PNP Read Only (TEAR). Changing a teacher from TEA to TEAR must be done manually in Educator Portal.**
H	Secondary_ Role	The information in the secondary role column will be added as an additional user role for the organization and level. **Note: The exceptions are the two teacher roles: Teacher (TEA) and Teacher: PNP Read Only (TEAR). Changing a teacher from TEA to TEAR must be done manually in Educator Portal.**
I	Primary_ Assessment_ Program	If the user has a primary assessment program, then nothing will change. If the user does not have a primary assessment program, the assessment program will be added to the user. **Note: Any additional assessment programs must be added through Educator Portal.**

Frequently Asked Questions (FAQs)

Refer to the paragraphs below for more information about updating user accounts for the new school year.

Can a user be added to more than one school or district?

Yes. If the user needs access to more than one school (or district), add a line to the CSV file for each school. The user's email address and educator ID should stay the same, but each line would list a different combination of organization and level and primary roles. Also, the user can be added to another organization by editing the user manually in Educator Portal.

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Can we change a user's role from Teacher (TEA) to Teacher: PNP Read Only (TEAR) using a CSV file?

No. To change a teacher from the regular Teacher role (TEA) to Teacher: PNP Ready Only (TEAR), you must log in to Educator Portal and edit the user manually.

Note: If you have a large number of users whose role must be changed, contact the Help Desk for assistance.

Can a user have both teacher roles (i.e., TEA and TEAR)?

No. A user can have either the Teacher (TEA) or the Teacher: PNP Read Only 9TEAR) role.

Can the user's primary assessment program be changed using a CSV file?

If the user is not assigned to a primary assessment program, then an assessment program can be added with the CSV file. However, if the user already has a primary assessment program, then the program cannot be changed using the CSV file. To change the primary assessment program for an existing user, log in to Educator Portal and edit the user manually.

How does a user access the First Contact Survey for DLM?

To access the First Contact Survey (used by DLM), a user must be assigned to the DLM assessment program. If the user only needs access to DLM, then use the user CSV file to upload DLM as the primary assessment program. If the user will need to access both AMP and DLM, log in to Educator Portal and edit the user manually to add the second assessment program.

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Report Data Extracts

- Extract Abilities in EP

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Accessibility Profile	Student Personal Needs Profile (PNP) for students with any PNP selections.	03/06/2015 10:22:12 AM	CSV	New File
Roster	Student assignment specific to educator and subject.	12/31/2014 10:56:47 AM	CSV	New File
Users	Educator Portal users and their role(s) by organization.	12/31/2014 09:31:13 AM	CSV	New File
Test Records	Current Test records for students. File may also be used to upload Test, Exit and Clear records.	03/25/2015 02:42:16 PM	CSV	New File
DLM Test Administration Monitoring	Testlets assigned and completed in a subject, per student. Used to monitor testlet administration.			New File
Accessibility Profile Summary	Student counts by organization for supports selected in Personal Needs Profile (PNP).			New File
Test Administration	Test administration status by student and subject.			New File
Test Tickets	Student login and ticket information for tests.	03/10/2015 03:47:28 PM	CSV	New File

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Add Data Summary

- Users
  - TASC (KIDS)
  - STCO (KIDS)
  - Manually (Educator Portal)
  - User CSV Upload Template (Educator Portal)
- Students/Enrollment
  - TASC
  - STCO
  - TEST
- "Rosters"
  - TASC
  - STCO
- TEST Summative Records
  - TEST (KIDS)
- EXIT Records
  - EXIT (KIDS)
- CLEAR Records
  - CLEAR (KIDS)

Additional Data Additions in EP

- PNP
- First Contact
- Interim Assessment Assignment

KANSAS ASSESSMENT PROGRAM

Edit Data Summary

- Users
  - Edit from the user table by selecting a name and then click on the edit icon
  - Edit data extract or transfer to template and reupload
    - Email or Educator Identifier must match one in EP
- Students/Enrollment
  - Update/Edit Student Demographics: Use KIDS ~~TASC, STCO~~, TEST
  - Update/Edit State Student Identifier: EXIT student with wrong state student identifier and re-send correct student through KIDS
- "Rosters"
  - KIDS TASC and STCO
- TEST Records
  - KIDS TEST
- EXIT Records
  - KIDS

KANSAS ASSESSMENT PROGRAM

ChangED Summary: Educator Portal

- Configuration tab now called Settings tab
- No need to filter organization level
- Inactivate and reactivate users on the users display table
- User statuses: Pending, Active, Inactive
- New data fields in Data Extracts
- Update your password at 180 days
- DLM: Instructional Tools Support interface (ITI or ITS)
- DLM: First Contact Survey enhanced
- DLM: Messages for users replaces the photo on the home page when needed

KANSAS ASSESSMENT PROGRAM

KITE Client and Educator Portal: Supported Platforms and Browsers

- Supported Platforms for KITE Client
  - Windows 7, 8, 10
  - Mac OSX 10.6-10.11 (Only Intel-based)
  - iPad
  - Chromebooks and Chrome OS
  - Not supported
    - XP
    - OS 10.5
- Supported Browsers for Educator Portal
  - Firefox 24.3 ESR or above
  - Safari 6.0.5
  - Internet Explorer 8 and above
  - Google Chrome 35 and above

KANSAS ASSESSMENT PROGRAM

Service Desk

- For questions please contact the Service Desk
  - —Phone 1-855-277-9751 (toll-free) or 785-864-3537
  - —Email kap_support@ku.edu
  - —Open Monday-Friday, 7:00 a.m. to 7:00 p.m.
- What to include?
  - —Your name and email address
  - —Your state, district, and school
  - —An example student if applicable
  - —An assessment name or ID if applicable
  - —Error messages
  - —Operating system and browser
  - —Information about network configuration, firewall, and LCS

THANK YOU!