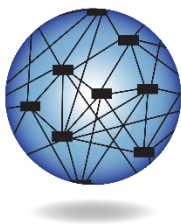




KITE PARENT PORTAL USER GUIDE

2021-2022



DYNAMIC[®]
LEARNING MAPS

KU

ACHIEVEMENT
& ASSESSMENT
INSTITUTE

The University of Kansas

Agile Technology Solutions

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A NOTE ABOUT NAMES AND DATA

All names and organizations used in this document are fictitious. No identification with actual persons (living or deceased), places, and organizations is intended or should be inferred. All data, including scores and identification numbers, are randomly generated.

PARENT PORTAL OVERVIEW

Welcome to Kite® Parent Portal!

Parent Portal was designed to give access to view your student’s current and historical Dynamic Learning Maps® (DLM®) end-of-year Individual Student Score Reports. Students complete the DLM alternate assessment in Kite Student Portal, which is a secure testing environment used to deliver the alternate assessment.

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

SOFTWARE REQUIREMENTS

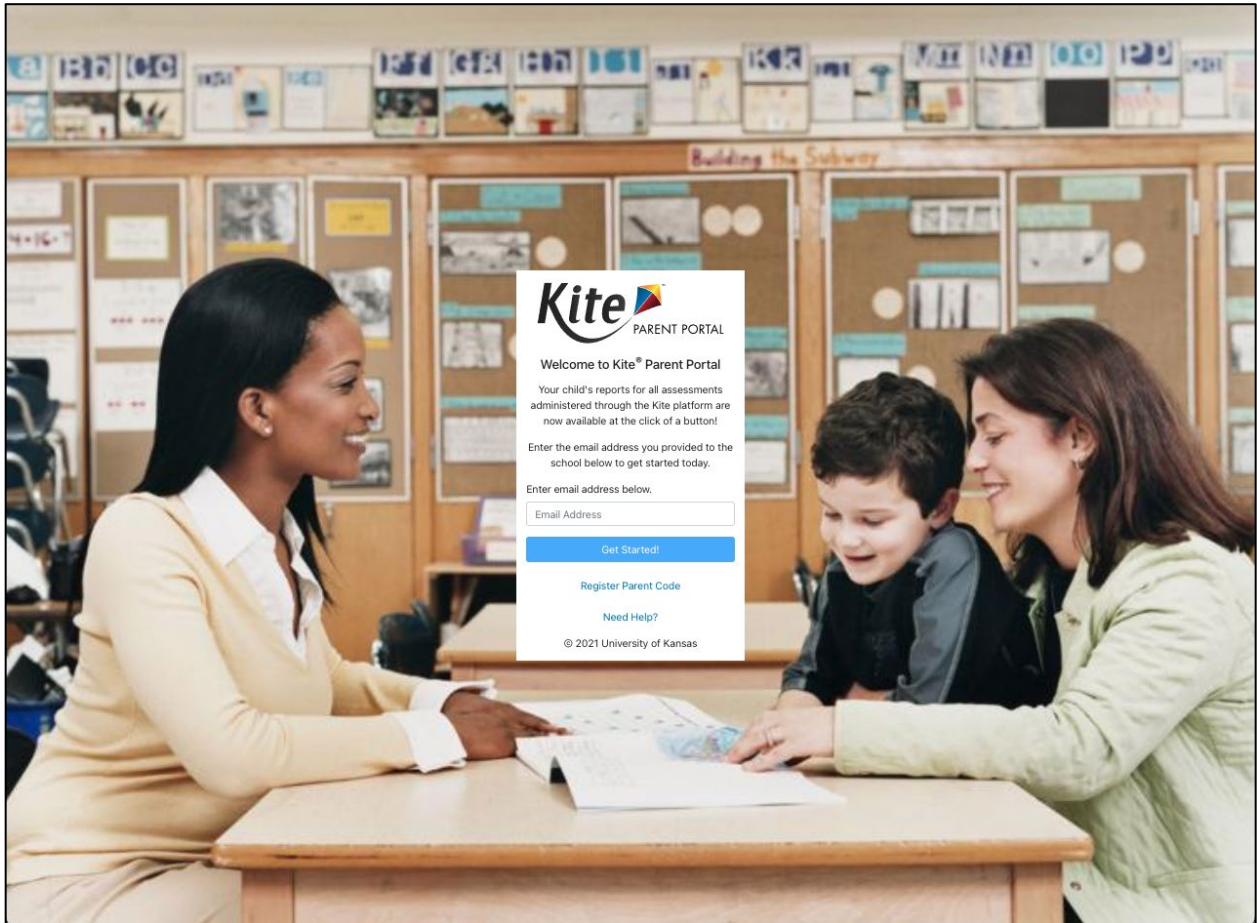
Parent Portal can be accessed from both desktop computers and mobile devices. You will need to use a supported web browser like Chrome, Firefox, Edge, or Safari on your device. You will also need the ability to view PDF documents. This functionality is built into most browsers, but may require installation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

SCORE REPORTS AVAILABLE IN PARENT PORTAL

Your student may have score reports available in English language arts, mathematics, and/or science for grades 3-12, depending on the grades and subjects assessed in your state.

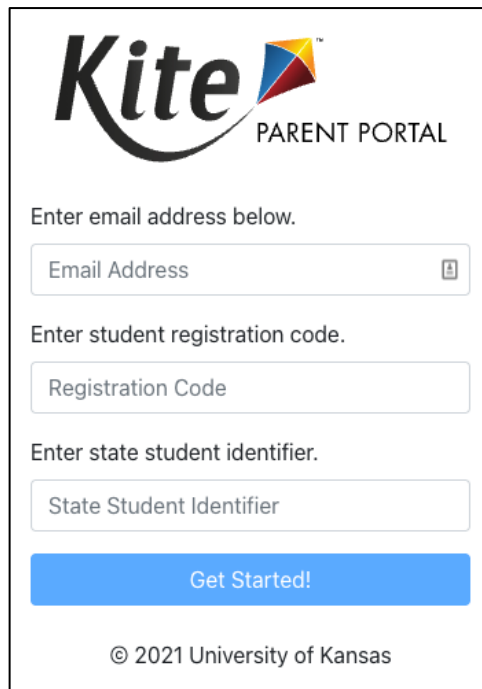
LOGGING IN TO KITE PARENT PORTAL

Access Kite Parent Portal at <https://parentportal.kiteaai.org/>



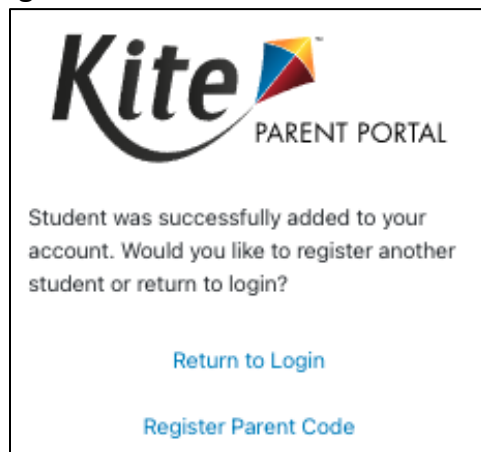
To log in to Kite Parent Portal, follow the processes outlined below.

1. Open your web browser and visit <https://parentportal.kiteaai.org/>
2. If you were told by your district to use your email address to access Parent Portal, enter your email address in the Email Address field and select **Get Started!** Then, skip to step #4 to continue. You will not need a registration code.
3. If you were given a Registration Code and Student State Identification number, select **Register Parent Code**.
 - a. Enter your email address, the Registration Code, and your student's State Student Identifier that was provided to you by your district.



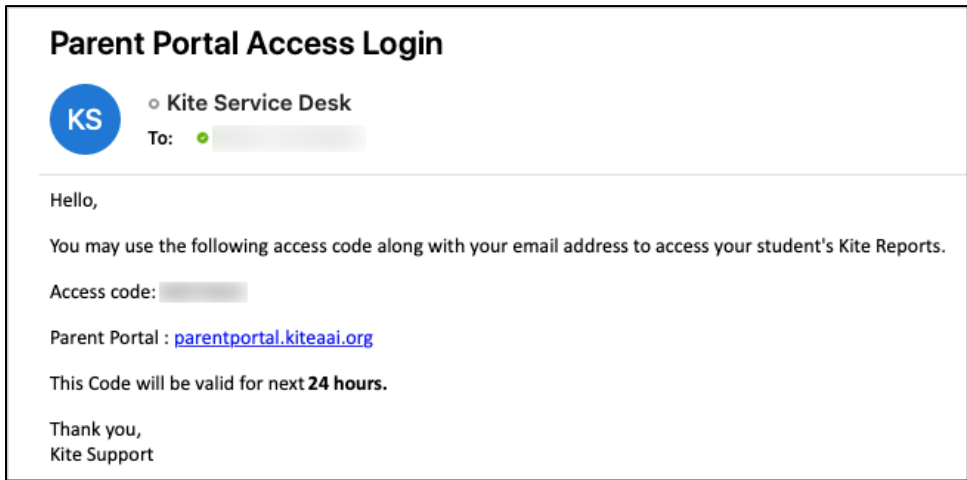
The image shows a registration form for the Kite Parent Portal. At the top is the Kite logo, which consists of the word "Kite" in a bold, black, sans-serif font with a stylized kite icon to its right. Below the logo is the text "PARENT PORTAL". The form contains three input fields: "Email Address" with a small icon on the right, "Registration Code", and "State Student Identifier". Below these fields is a blue button labeled "Get Started!". At the bottom of the form is the copyright notice "© 2021 University of Kansas".

- b. After you enter this information, a confirmation window will appear. If you want to add additional students, select **Register another student**. If you are finished, select **Return to Login**.

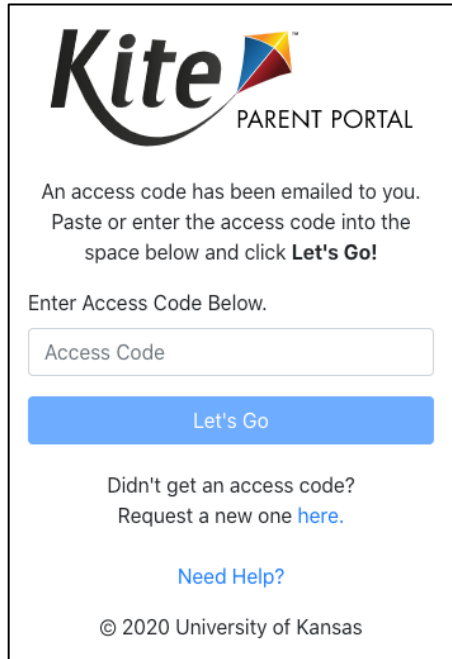


The image shows a confirmation window for the Kite Parent Portal. At the top is the Kite logo, which consists of the word "Kite" in a bold, black, sans-serif font with a stylized kite icon to its right. Below the logo is the text "PARENT PORTAL". The window contains the text "Student was successfully added to your account. Would you like to register another student or return to login?". Below this text are two blue buttons: "Return to Login" and "Register Parent Code".

4. When you are finished entering students, enter your email address on the login screen. An email will be sent from the Kite Service Desk to the registered email address with a temporary access code.



5. Copy/Paste or type the access code in the area provided on the login screen.



6. Select **Let's Go**.

LOGIN HELP

EMAIL ADDRESS FOR PARENT PORTAL

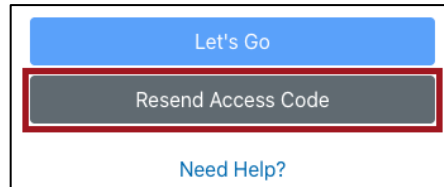
Please use the email address you previously provided to your student's school district for communication. On the log in screen, if you used a Registration Code, please use the email you used at that time.

If you do not remember the email address you provided, or need help logging in to Parent Portal, please contact your student's school district for assistance.

ACCESS CODES

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

If you do not receive an email, please check your junk or spam folder. If you did not receive or forget your access code, select the **Resend Access Code** button to request a new code.



REGISTRATION CODES

Registration codes are generated by the district. Each student's state student identifier number is connected to a registration code, which is then shared by the district with parents. Once you use the registration code to register your email address in Parent Portal, you can login with just your email address.

If your Registration Code is not valid and you cannot log into Parent Portal, please contact your student's school district for assistance. The Kite Service Desk cannot share, add, or update Registration Codes or email addresses in Parent Portal.

NAVIGATING THE SITE

The homepage provides a brief overview of Kite Parent Portal as well as details on DLM end-of-year Individual Student Score Reports.

Kite PARENT PORTAL

Logged in as *trainer@ku.edu*
Sign Out

Welcome to Kite® Parent Portal! Here, you can view both current and prior year score reports for any assessment administered through the Kite platform. Score reports are subject-specific, so students receive one score report for each assessment taken.

DLM

For the **Dynamic Learning Maps® (DLM®)** alternate assessment, reports include your child's end-of-year reports. DLM assessments summarize achievement for students with the most significant cognitive disabilities.

Select your child below to view their available score reports.
Use the navigation menu on the next screen to select the assessment program and subject.

Henry James
View Reports

Nora James
View Reports

To view all available reports for your student, select **View Reports** under your student's name.

Select your child below to view their available score reports.
Use the navigation menu on the next screen to select the assessment program and subject.

Henry James
[View Reports](#)

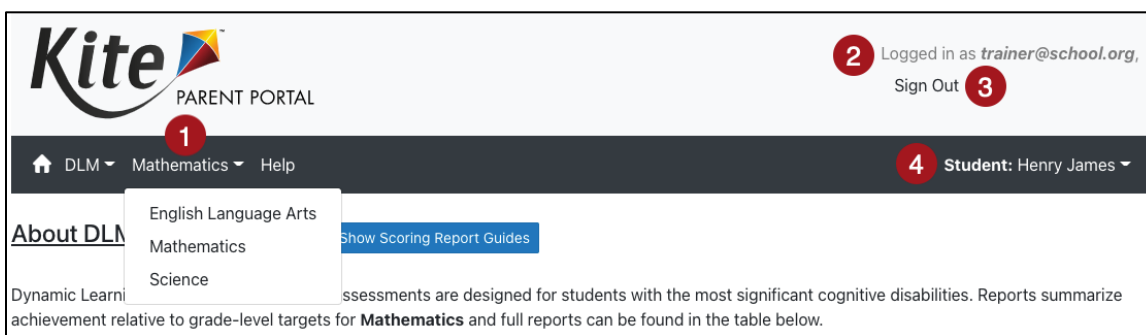
Nora James
[View Reports](#)

NAVIGATION MENU AND USER OPTIONS

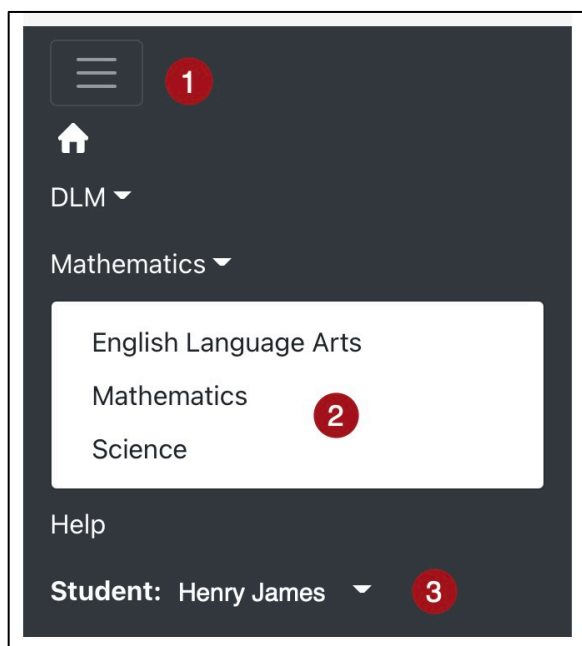
After selecting View Reports on the homepage, use the menu options to navigate through each available subject.

1. Select the subject from the navigation menu to view the reports by subject.
2. This is the email address you used when you logged into Parent Portal.
3. Sign out of Parent Portal.
4. Select your student's name to change between available records if you registered an additional student.

DESKTOP VIEW



MOBILE VIEW



1. Navigation menu for assessment(s) with available reports.
2. Select an assessment in the menu to view reports by subject.
3. Your selected student from the homepage.

REPORT PAGES

Each report page provides end-of-year score reports with corresponding student data for a single subject. The example below represents a student's available reports in mathematics. To view reports for a different subject, use the down arrow to select the subject in the navigation menu.

Kite PARENT PORTAL

Logged in as *parent@example.org*,
Sign Out

Home DLM Mathematics Help **1** Student: Henry James **2**

3 About DLM Assessments **4** + Show Scoring Report Guides

Dynamic Learning Maps® (DLM®) alternate assessments are designed for students with the most significant cognitive disabilities. Reports summarize achievement relative to grade-level targets for **Mathematics** **5**. All reports can be found in the table below.

6 Year ↓	School Name	Grade	Download Report
2019	Meadowlark School	10	7
2018	Meadowlark School	9	
2017	Meadowlark School	8	
2016	Meadowlark School	7	

1 - 4 of 4 items

1. **Navigation Menu:** Select the house icon to return to the homepage. Select a different subject using the down arrow. Select Help for frequently asked questions..

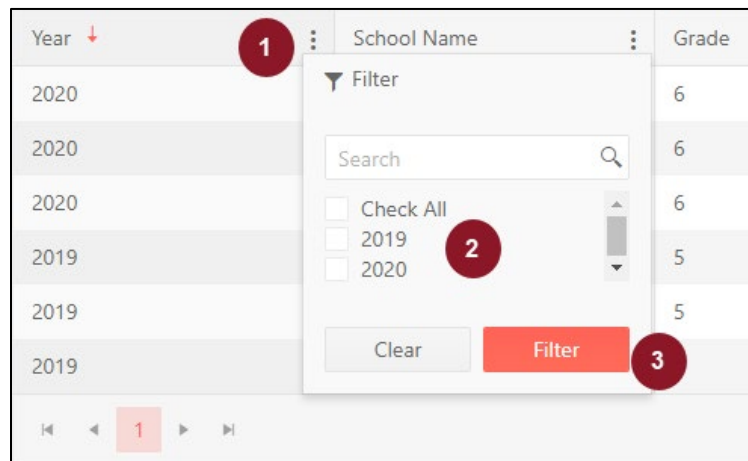
Note: For questions about using Parent Portal, contact your district administrator.

2. **Student Selection:** The name of the selected student. Select the down arrow to choose another student.
3. **Assessment Report Description:** This is a hyperlink. Select the hyperlink to see a description of the DLM assessment report.
4. **Scoring Report Guides:** Select this link to access the score report guide which will assist you in interpreting the score report.
5. **Report Subject:** The specific report subject displayed in the report table.
6. **Report Table:** Student and report information, including the report year, school, grade level, and the downloadable report PDF.
7. **Download Report:** Select the PDF icon to view your student's report.

SORT AND FILTER RESULTS

Data in all tables can be sorted and filtered to tailor results based on your needs. Select anywhere in the desired column header to sort the data from A-Z. Select again to reverse the sort from Z-A.

To filter results, follow the process outlined below.



1. Select the stacked three dots in the desired column header. This action brings up the Filter window, which includes checkboxes and the Clear and Filter buttons. Available filtering options will display.
2. You may filter by selecting one of the check boxes next to each option. In the example in this screen shot, check boxes are next to, Check All (all available reports will display), 2019 or 2020 (only reports during this year selected will display).
3. Make a selection, and then select Filter. You may also select the Clear button to clear out the filtered information and make a different selection if desired.

Questions about Parent Portal

If you have questions or need help with Parent Portal, contact the district test coordinator in your student's district.