Completing the First Contact Survey and PNP Profile

Title Screen

This video is intended for test administrators and explains how to complete a student's First Contact Survey and Personal Needs and Preferences, or PNP, Profile in Kite® Educator Portal, as discussed in the Required Test Administrator Training, the TEST ADMINISTRATION MANUAL, the ACCESSIBILITY MANUAL, and the EDUCATOR PORTAL USER GUIDE. The First Contact Survey and PNP Profile are the two components of a student's Personal Learning Profile.

No real district, school, teacher, or student information is shown in this video.

Screen Recording

Log in to Educator Portal.

Select Students under the Quick Links menu, or go to Settings in the main menu, and select the Students option.

On the View Students page the fields for state, district, and school will be prepopulated for most teachers. If you have access to more than one district or school, you can use the drop-down menus to make selections. Select the Search button. All students rostered to you will display in the grid.

The grid includes separate columns for the First Contact Survey and the PNP Profile.

In the First Contact column, each student's First Contact Survey is linked and will display as either NOT STARTED, In Progress, Ready to Submit, or Completed. NOT STARTED means no items in the student's First Contact Survey have responses. In Progress means the student's First Contact Survey has been accessed, but not all required items have been completed. Ready to Submit means all required items in the student's First Contact Survey have responses, but the completed survey has not been submitted. After a student's First Contact Survey has been submitted, the status will display as Completed.

In the PNP Profile column, each student's PNP Profile is linked and will display as either NO SETTINGS or CUSTOM. NO SETTINGS means the student's PNP Profile does not have any accessibility supports selected. CUSTOM means the student's PNP Profile has one or more supports selected.

For the purpose of this demonstration, the First Contact Survey and PNP Profile for Abe Lincoln will be completed, beginning with his First Contact Survey.

To launch the First Contact Survey, select the link in the First Contact column beside the student's name. A welcome screen will appear.

The First Contact Survey includes several tabs that must be completed in order before the First Contact Survey can be submitted. Select the Start Survey button.

For the purpose of this demonstration, random selections will be made. Notice that depending on the responses selected, additional items may appear. When completing a First Contact Survey for one of your own students, be sure to read each item carefully and select the responses most appropriate and applicable for your student.

The First Contact Survey begins with some items about the student's special education services, including the student's primary disability and educational placement.

Once selections have been made, select the Next button. The Previous button can be used to go back and review previous items.

The Sensory Capabilities tab has three sections. The first pertains to the student's hearing. The second pertains to the student's vision. The third pertains to the student's combined vision and hearing loss, if any.

The Motor Capabilities and Health tab includes items regarding the student's arm or hand control, as well as the student's health.

The Computer Instruction tab includes items regarding the student's access to a computer or tablet, as well as their level of attention to teacher-directed instruction.

The Communication tab has five sections. These sections address various aspects of the student's expressive and receptive communication. The section regarding the student's receptive communication features items that include a rating scale. Be sure to read each item and select the percentage range that best describes your student.

The Language tab includes items regarding the student's primary language.

The Academic tab includes items regarding the student's academic skills. The tab may include items about reading, writing, mathematics, and science. Like the Communication tab, these items involve rating scales. Again, be sure to read each item and select the percentage range that best describes your student. You may need to consult other educators with knowledge of

the student if you are unsure how to best respond to the items in the student's First Contact Survey.

Once all selections have been completed, a Ready to Submit message will appear in the Complete tab. Select the Submit Survey button. A message confirming the survey's completion will appear. To exit the First Contact Survey, select the X in the upper right corner of the screen.

The student's First Contact Survey will now display as Complete. Remember that the student's First Contact Survey must be completed and submitted before the student can be assessed.

To launch the student's PNP Profile, select the link in the PNP Profile column beside the student's name.

The PNP Profile includes several tabs, but these tabs do not have to be accessed sequentially, and only the supports applicable for a student should be selected. Some students will not require any accessibility supports.

The Summary screen provides the student's demographics and current profile settings. To make changes to the profile settings, select the Edit Settings button.

The Display Enhancements tab is used to activate magnification and color choices. These settings affect the way the student's testlets will appear in Kite Student Portal, as these settings cannot be activated directly in Student Portal. The overlay, invert color, and contrast color options do not work in combination.

Anytime you make a selection in a student's PNP Profile, you must select the Save button at the top or the bottom of the screen.

The Language and Braille tab is used to indicate a student's braille usage. The braille options vary by state. Braille should only be selected if the student is a proficient braille reader.

The Audio and Environment tab is used to activate Spoken Audio. When selected, an audio button appears on each screen of the student's testlets. The button is then selected to hear the synthetic voice read aloud the screen content. This tab is also used to indicate if the student will use a single-switch system, with options for the scan speed and frequency.

The Other Supports tab includes a selection for alternate forms for students with visual impairment. The Supports Requiring Additional Tools section provides an opportunity to document that a student will use a two-switch system, individualized manipulatives, or a calculator, but this section does not affect the way a student's testlets are displayed in Student Portal. Similarly, the final section under the Other Supports tab is for supports provided outside

of Student Portal, such as human read aloud, sign interpretation, language translation, entering responses on the student's behalf, and partner-assisted scanning.

To exit the PNP Profile, select the X in the upper right corner of the screen.

If selections were made in the student's PNP Profile, the PNP Profile will display as CUSTOM in the grid.

To learn more about accessibility supports, consult the Accessibility Manual listed on your state's page of the DLM website. Also, consult your local assessment coordinator regarding state-specific guidance regarding accessibility supports and documentation.