



# REPORTING PLATFORM USER GUIDE

MAINE SCIENCE ASSESSMENT  
2025



# Table of Contents

<b>About the Maine Science Assessment Reports .....</b>	<b>1</b>
What reports are available?.....	1
What are the Kite® Educator Portal, AAI, and ATS? .....	1
<b>Overview of Roles .....</b>	<b>1</b>
Changes to the Guide .....	1
Graphics .....	2
Disclaimer.....	2
Getting Help .....	2
Personally Identifiable Information (PII).....	2
Required Software.....	3
<b>Homepage Kite Educator Portal.....</b>	<b>3</b>
<b>User Accounts .....</b>	<b>4</b>
Roles .....	4
New Users & Account Activation .....	4
My Profile.....	5
Security Agreement.....	6
Passwords.....	6
Accessing Kite.....	6
Unlock a Locked Account .....	7
Forgot Password .....	7
<b>Reports.....</b>	<b>7</b>
Report PDFs to Download and Print for Distribution .....	7
Report CSV Data Extract to View and Manage Score Data.....	8
<b>Managing Users.....</b>	<b>9</b>
Role Permissions and Data Access.....	10
User Extract.....	10
Add User Manually.....	10
Upload Multiple Users Using a CSV File .....	11
User CSV File Format .....	13
Review User File.....	14
User CSV Upload Messages .....	15
User Administration .....	17

View Users.....	17
Deactivate a User (DU Only).....	18
Reactivate an Inactive User (DU Only) .....	18
Resend Activation Email .....	18
Unlock a Locked User Account.....	18
Manually Editing a User Account.....	18
Edit Users Using a CSV File .....	19
<i>What reports are available?.....</i>	1
<i>What are the Kite® Educator Portal, AAI, and ATS? .....</i>	1
<b>Overview of Roles .....</b>	<b>1</b>
<i>Changes to the Guide .....</i>	1
<i>Graphics .....</i>	2
<i>Disclaimer.....</i>	2
<i>Getting Help .....</i>	2
<i>Personally Identifiable Information (PII).....</i>	2
<i>Required Software.....</i>	3
<b>Homepage Kite Educator Portal.....</b>	<b>3</b>
<b>User Accounts .....</b>	<b>4</b>
<i>Roles .....</i>	4
<i>New Users &amp; Account Activation .....</i>	4
<i>My Profile.....</i>	5
<i>Security Agreement.....</i>	6
<i>Passwords.....</i>	6
<i>Accessing Kite.....</i>	6
<i>Unlock a Locked Account .....</i>	7
<i>Forgot Password .....</i>	7
<b>Reports.....</b>	<b>7</b>
<i>Report PDFs to Download and Print for Distribution .....</i>	7
<i>Report CSV Data Extract to View and Manage Score Data.....</i>	8
<b>Managing Users.....</b>	<b>9</b>
<i>Role Permissions and Data Access.....</i>	10
<i>User Extract.....</i>	10
<i>Add User Manually.....</i>	10

<i>Upload Multiple Users Using a CSV File</i> .....	11
<i>User CSV File Format</i> .....	13
<i>Review User File</i> .....	14
<i>User CSV Upload Messages</i> .....	15
<i>User Administration</i> .....	17
<i>View Users</i> .....	17
<i>Deactivate a User (DU Only)</i> .....	18
<i>Reactivate an Inactive User (DU Only)</i> .....	18
<i>Resend Activation Email</i> .....	18
<i>Unlock a Locked User Account</i> .....	18
<i>Manually Editing a User Account</i> .....	18
<i>Edit Users Using a CSV File</i> .....	19

## Table of Tables

Table 1: Maine and Kite User Roles Equivalencies .....	1
Table 2: Change Log .....	1
Table 3: Support Resources .....	2
Table 4: User CSV File Upload Format Fields and Descriptions .....	13
Table 5: User File Upload Errors .....	14
Table 6: Messages, Columns to Correct, and Common Corrections.....	16

## Table of Figures

Figure 1: Live Chat Access from the Bottom-Left of the Kite Educator Portal .....	3
Figure 2: Homepage of Kite Educator Portal and the Reports Menu .....	3
Figure 3: New User Account Activation Email .....	5
Figure 4: My Profile Security Agreement to Sign to Access Data in the Kite .....	5
Figure 5: Report Tabs, Criteria Selection, and Downloadable Report Files .....	8
Figure 6: Reports CSV Spreadsheet Data Extracts Creating New File .....	8
Figure 7: Data Extract Filter Options at SAU-level to Determine the Data in the File.....	9
Figure 8: Reports CSV Spreadsheet Data Extracts In Queue.....	9
Figure 9: Reports CSV Spreadsheet Data Extracts Ready for Download .....	9
Figure 10: Users Extract in the Data Management Tab .....	10

Figure 11: Steps 3–7 for Adding a User Manually .....	11
Figure 12: User Upload Template in the Upload Users Tab.....	12
Figure 13: Steps 3–4 and 5–8 for Uploading Multiple Users .....	12
Figure 14: Steps 2–3 for Filtering the View Users Grid .....	18
Figure 15: Steps 3–5 for Manually Editing a User Account .....	19

# About the Maine Science Assessment Reports

## What reports are available?

There are individual student reports, bundled individual student reports, school summary reports, and SAU summary reports. Additionally, you can access a CSV spreadsheet extract of student scores (known as a Student Score Data File or roster report). For a detailed understanding of the report layout, content, and guidance on interpretation, please refer to the *Score Interpretation Guide*.

## What are the Kite® Educator Portal, AAI, and ATS?

The Kite Suite assessment platform was created and is managed by Assessment and Technology Solutions (ATS), which is a center under the Achievement and Assessment Institute (AAI). AAI is a service and research entity with the School of Education and Human Sciences at the University of Kansas.

## Overview of Roles

This manual serves as a resource for District Assessment Coordinators (DACs) and School Assessment Coordinators (SACs) to access the Maine Science Assessment reports within Kite. It's important to note that DACs and SACs hold organization- scoped roles in Kite.

*Table 1: Maine and Kite User Roles Equivalencies*

Roles in Maine	Roles in the Kite Educator Portal
District Assessment Coordinators (DACs)	District User (DU)
School Assessment Coordinators (SACs)	Building User (BU)

## Changes to the Guide

*Table 2* lists the changes made to this guide since the last major release of the documentation.

*Table 2: Change Log*

Date	Page	Change
		<i>No changes made since last release.</i>

## Graphics

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

## Disclaimer

Kite® and the Kite logo are trademarks of The University of Kansas. All other trademarks referenced in this guide belong to their respective owners.

## Getting Help

The Kite Service Desk provides support to educators through phone calls, email, and live chat in Kite. 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 listed *below* in *Table 3*.

*Table 3: Support Resources*

Resource	Location
Kite Service Desk Phone Number	855-277-9752
Kite Service Desk Email Address	<a href="mailto:kite-support@ku.edu">kite-support@ku.edu</a>
Kite Live Chat in the Kite Educator Portal	<a href="https://educator-testlet.kiteaai.org/">https://educator-testlet.kiteaai.org/</a>
Hours	8:00 a.m. to 6:00 p.m. M-F Eastern Time Zone
Program Website	<a href="https://www.maine.gov/doe/Testing_Accountability/MECAS/Generalscience">https://www.maine.gov/doe/Testing_Accountability/MECAS/Generalscience</a>

## Personally Identifiable Information (PII)

Do not send any student's Personally Identifiable Information (PII) (e.g., first name, last name, date of birth, and social security) 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 state student ID number (SSID) only and the error or concern you are reporting regarding the test taker.

*NOTE: Live Chat in Kite is available during regular business hours. See Table 3: Support Resources on page 2 for hours.*

Figure 1: Live Chat Access from the Bottom-Left of the Kite Educator Portal



## Required Software

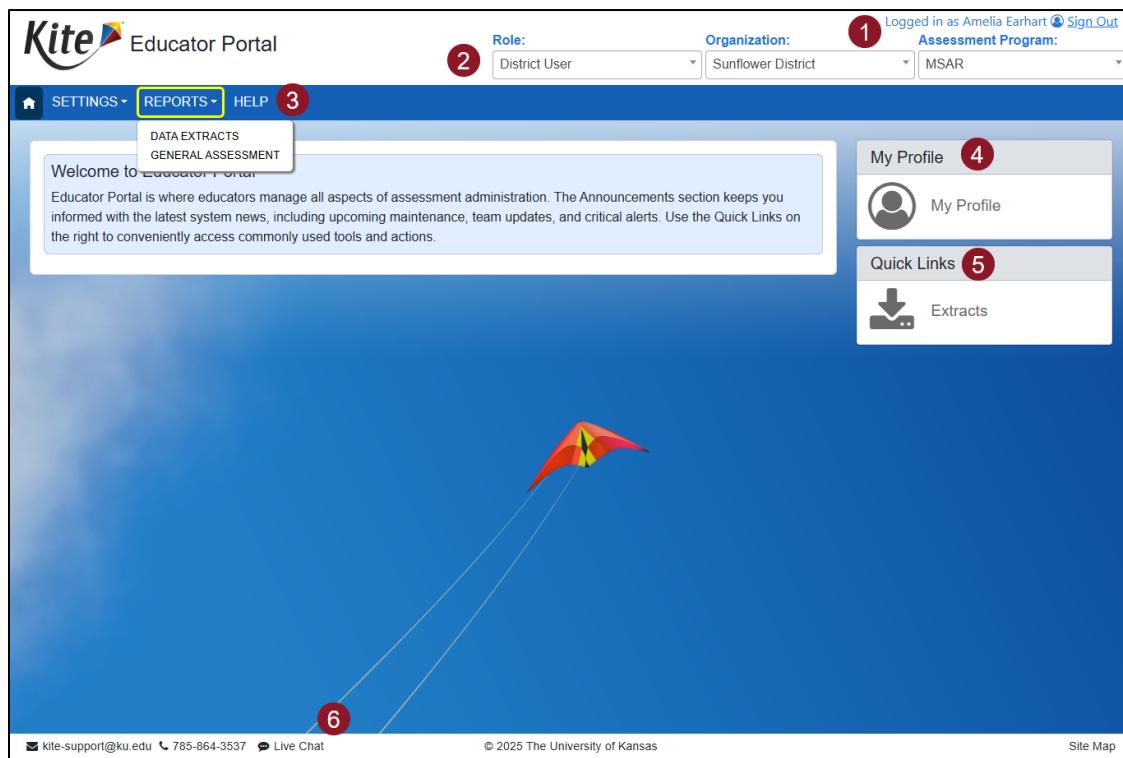
For optimal use of the Reporting Platform (Kite), ensure your machine meets the following requirements:

- a supported web browser (i.e., Mozilla Firefox, Google Chrome, Microsoft Edge, or Safari),
- a PDF viewer like Adobe Acrobat, and
- a spreadsheet program such as Microsoft Excel for creating and working with comma-separated values (CSV) files.

## Homepage Kite Educator Portal

The section provides a description of the homepage and features available to District Assessment Coordinators (DAC) and School Assessment Coordinators (SAC), referred to as District Users (DU) and Building Users (BU) within the Kite Educator Portal reporting platform.

Figure 2: Homepage of Kite Educator Portal and the Reports Menu



1. Login Name: The Username displays 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, use the drop-down to switch.
3. Menus: The menus that are displayed on the homepage vary by role. The menus include:
  - Home – return to the homepage
  - Settings – view users (DU and BU), add users (DU) and upload users (DU)
  - Reports – access assessment reports (PDFs) and data extracts (CSV files)
  - Help – view frequently asked questions (FAQs) and testing resources
4. My Profile: The My Profile section of the home page contains a button used to reach the My Profile window, where you can update your displayed name, change your password, and view information about security.
5. Quick Links: The Quick Links section of the homepage allows you to access several areas of the system quickly.
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.

## User Accounts

User accounts within the Kite Educator Portal reporting platform can be created and modified in two ways: through manual adjustments made to individual user accounts on screen or by uploading a CSV template for bulk modifications.

### Roles

The DAC (DU) and SAC (BU) serve as the primary liaisons with the local or state education agencies and Kite.

### New Users & Account Activation

User accounts are created by a user with a higher level of access than the account created. New users receive an email to register their account and set a password. The email activation link expires in 20 days.

Figure 3: New User Account Activation Email

**From:** Kite Service Desk <kite\_support@ku.edu>  
**Date:** Today  
**To:** Kite User <email>  
**Subject:** Activate your Account for Kite Assessment Administration



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-testlet.kiteaai.org/AART/activate.htm?an=54db6f10acaf4b3e9648482a9a6bb65c>

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.

## My Profile

Users can modify their own account and sign a security agreement from the My Account quick link on the Kite home page. Use the tabs to complete the following:

1. Change display name.
2. Change password.
3. Change default role.
4. Read and respond to the security agreement.
5. Review the renewal and expiration dates of the security agreement.

Figure 4: My Profile Security Agreement to Sign to Access Data in the Kite

**My Profile**

Overview Edit Display Name Change Password Change Default Role Security Awareness Security Agreement Security Renewal/Expiration

The Kite Suite provides opportunities for flexible assessment administration; however, all assessments delivered during the school year are secure. Test administrators and other educational staff who support implementation are responsible for following the Kite test security standards:

1. Assessments (testlets) are not to be stored or saved on computers or personal storage devices; shared via email or other file sharing systems; or reproduced by any means.  
2. Except where explicitly allowed as described in the Test Administration Manual, electronic materials used during assessment administration may not be printed.  
3. Those who violate the Kite test security standards may be subject to their state's regulations or state education agency policy governing test security.  
4. Educators are encouraged to use resources provided by Kite Suite, including practice activities and released testlets, to prepare themselves and their students for the assessments.  
5. Users will not give out, loan or share their password with anyone. Allowing others access to an Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

Questions about security expectations should be directed to the local assessment coordinator.

I have read this security agreement and agree to follow the standards.

Save

*NOTE: Each time you log in to Kite, you will log in with your default role. If you have multiple roles in Kite, you can change your default role in the Change Default Role tab.*

## Security Agreement

Before accessing Kite, users must read and agree to the security agreement. It expires each year at the end of July and must be renewed in Kite.

1. Log in to Kite for the first time, and the Security Agreement shows automatically.
2. Read the security agreement.
3. Select the **checkbox** next to “I have read this security agreement and agree to follow the standards.”
4. Select **Save**.

## 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

## Accessing Kite

To log in to Kite, perform the following steps.

1. Open a supported web browser.
2. Navigate to the Kite URL shown in Table 3: Support Resources.
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**.
6. After the user selects **Sign In**, for additional security, the system will prompt a multi-factor authentication (MFA) access code to be sent to the user's email address.

*NOTE: After five (5) unsuccessful login attempts, an account becomes locked.*

*NOTE: If you sign out and sign back in within 30 minutes, you'll need to use the same MFA code you received earlier. A new code will not be sent unless the original one expires.*

## Unlock a Locked Account

A DU can unlock the account of another DU or a BU account. A BU has the capability to unlock the account of another BU. In cases where an SAU has only one (1) DU, please reach out to the Kite Service Desk for assistance in unlocking the account.

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

*NOTE: Once unlocked, Kite does NOT notify the user that Forgot Password, or 5 more login attempts may be used.*

## Forgot Password

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

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

## Reports

### Report PDFs to Download and Print for Distribution

The reports within Kite are generated once the summative assessment window ends, and the scores have been processed and recorded. SAU-level users have access to a variety of PDF reports, including Student (Individual), Students (Bundled), School Summary, and SAU Summary. School-level users have access to the Student (Individual), Students (Bundled), and School Summary PDF reports.

To download a PDF report, please follow these steps.

1. Select **Reports**.
2. Select **General Assessment**.
3. Select a **report type tab**—Student (individual), Students (Bundled), School Summary, or SAU Summary (DU accounts only).
4. Select from the **drop-down menus**. The corresponding report links display.
5. Select a **link** to download the file.

Figure 5: Report Tabs, Criteria Selection, and Downloadable Report Files

REPORT YEAR: SAU: SCHOOL: SUBJECT: GRADE:

2023 Sunflower District Meadowlark School Science HS

[LASTNAME1, FIRSTNAME126 E. \(981670837\)](#)  
[LASTNAME15, FIRSTNAME139 B. \(982809308\)](#)  
[LASTNAME19, FIRSTNAME110 D. \(996323875\)](#)  
[LASTNAME28, FIRSTNAME175 U. \(969372200\)](#)

[LASTNAME69, FIRSTNAME139 A. \(943645863\)](#)  
[LASTNAME7, FIRSTNAME132 Q. \(922933908\)](#)  
[LASTNAME7, FIRSTNAME169 Y. \(982678491\)](#)  
[LASTNAME78, FIRSTNAME174 W. \(912038435\)](#)

## Report CSV Data Extract to View and Manage Score Data

To download a CSV Student Score Data File (i.e., roster report), please follow these steps and refer to the accompanying figures for additional context.

1. Select **Reports**.
2. Select **Data Extracts**.
3. Select **New File**.

Figure 6: Reports CSV Spreadsheet Data Extracts Creating New File

REPORTS 1 DATA EXTRACTS 2 GENERAL ASSESSMENT

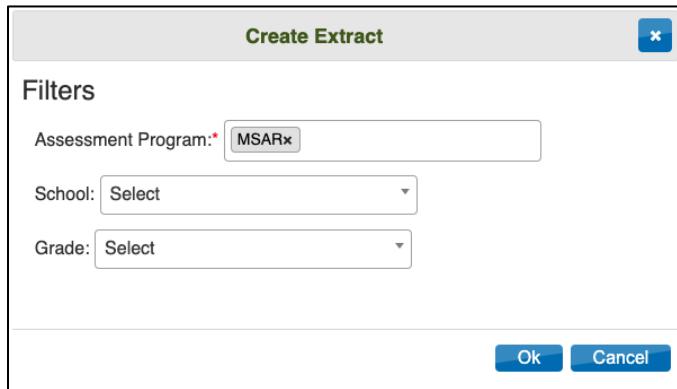
Data Extracts

**Note:** Data extracts may include **Personally Identifiable Information (PII)**, take appropriate precaution to **protect** saved files.

Extract	Description	Requested	File	Action
Student Score Data File	Contains each student's scale score and corresponding achievement level, as well as subscores.	08/14/2024 04:05 PM		<b>New File</b> 3

4. Select report criteria from the drop-down menus and then select **Ok**.

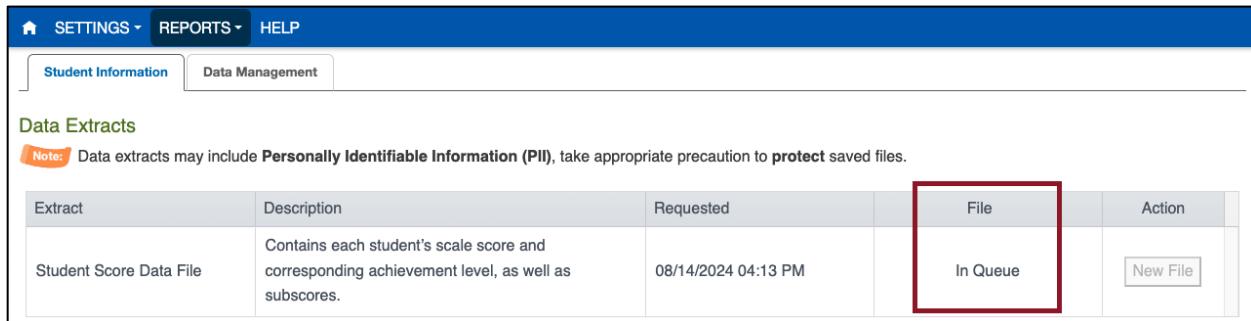
Figure 7: Data Extract Filter Options at SAU-level to Determine the Data in the File



The dialog box is titled 'Create Extract' and contains a 'Filters' section. It includes fields for 'Assessment Program' (set to 'MSARx'), 'School' (set to 'Select'), and 'Grade' (set to 'Select'). At the bottom are 'Ok' and 'Cancel' buttons.

5. Please wait briefly while the file is being generated. Note the “In Queue” status.

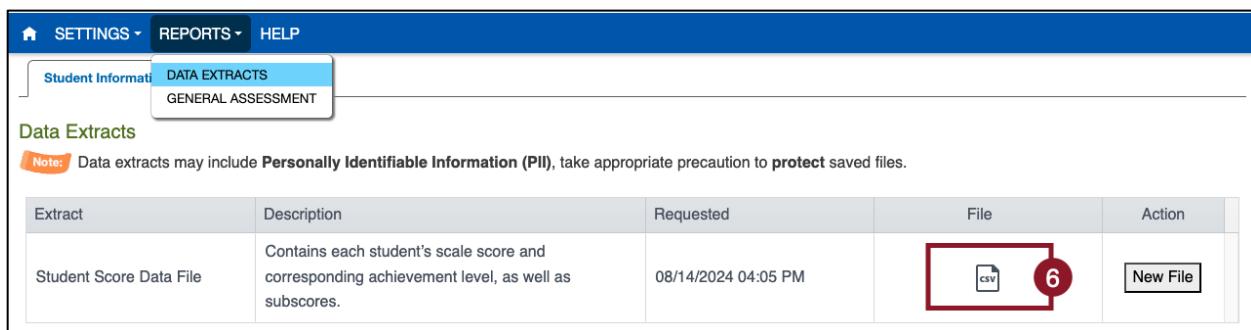
Figure 8: Reports CSV Spreadsheet Data Extracts In Queue



Extract	Description	Requested	File	Action
Student Score Data File	Contains each student's scale score and corresponding achievement level, as well as subscores.	08/14/2024 04:13 PM	In Queue	New File

6. Select the CSV icon  in the grid to download the file.

Figure 9: Reports CSV Spreadsheet Data Extracts Ready for Download



Extract	Description	Requested	File	Action
Student Score Data File	Contains each student's scale score and corresponding achievement level, as well as subscores.	08/14/2024 04:05 PM	 6	New File

## Managing Users

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

## Role Permissions and Data Access

Kite roles define a user's access level to data and specific functions within the system.

The role and organization of a user jointly determine the data/information and tasks accessible to that user. The following roles are available:

- District User (DU)
  - A DU can access individual student reports, bundled individual student reports, school summary reports, and the SAU's summary report.
  - Additionally, a DU can add new DU and BU accounts, deactivate and reactivate users, and resend activation emails.
- Building User (BU)
  - A BU can access individual student reports, bundled individual student reports, and the school's summary report.
  - However, it's important to note that a BU cannot add, deactivate, or activate a user. They can resend activation emails and unlock accounts for BUs.

## User Extract

To download a User Extract, please follow these steps and refer to the accompanying figures for additional context.

1. Select **Reports**.
2. Select **Data Extracts**.
3. Select the **Data Management** tab.
4. Select **New File** and filter as needed.

Figure 10: Users Extract in the Data Management Tab



Extract	Description	Requested	File	Action
Users	Educator Portal users and their associated role(s).			New File

## 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 ID field is not used for the DU and BU account levels.*
5. Choose the appropriate organization and role for the new user.
6. Select **Add**. The table will populate below.

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

7. Select **Save**.

Figure 11: Steps 3–7 for Adding a User Manually

The screenshot shows the 'Add User' page in Kite. At the top, there are three tabs: 'View Users', 'Add User' (which is highlighted with a red circle containing the number 3), and 'Upload Users'. The 'User Information' section contains fields for 'FIRST NAME', 'LAST NAME', and 'EMAIL ADDRESS', each marked with a red circle containing the number 7. Below this is the 'Organization & Roles' section, which includes dropdown menus for 'STATE' (Maine), 'ASSESSMENT PROGRAM' (MSAR), 'ROLE' (Building User), 'DISTRICT' (Sunflower District), and 'SCHOOL' (Meadowlark School). Each dropdown menu is highlighted with a red circle containing the number 5. At the bottom of the 'Organization & Roles' section are two buttons: a blue 'Add' button and a red 'Save' button, which is highlighted with a red circle containing the number 6.

## Upload Multiple Users Using a CSV File

The user upload function in Kite serves to either create new user profiles or update existing ones. Additionally, it allows for the assignment of up to two roles to each user, with at least one role being mandatory.

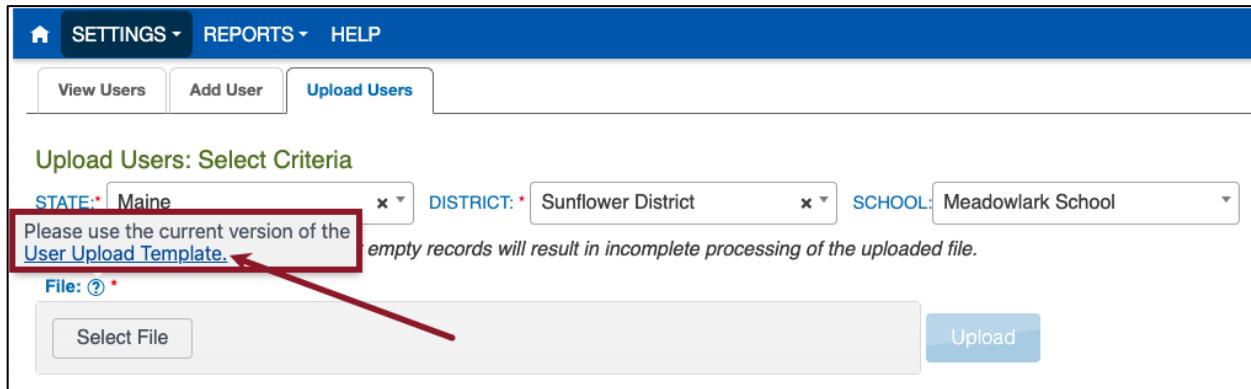
In the “Upload Users” tab within Kite, you’ll find a downloadable CSV file template; see the steps below for how and where to download that template. You’ll need to populate this template using software like Microsoft Excel, Apple Numbers, Google Sheets, etc., independently from Kite. Refer to *Table 4* on page 15 for template field specs. You have the flexibility to include all user types, whether they are district or building users.

*NOTE: User capabilities are defined and restricted by the role assigned, as outlined in the ‘Role Permissions and Data Access’ section on page 11.*

To download the User Upload Template, follow these steps.

1. Select **Settings**.
2. Select **Users**.
3. Select the **Upload Users** tab.
4. Select the question mark  above the **Select File** button.
5. In the pop-up balloon, select **User Upload Template** link to download the template.

Figure 12: User Upload Template in the Upload Users Tab



SETTINGS REPORTS HELP

View Users Add User Upload Users

Upload Users: Select Criteria

STATE: \* Maine DISTRICT: \* Sunflower District SCHOOL: Meadowlark School

Please use the current version of the [User Upload Template](#). empty records will result in incomplete processing of the uploaded file.

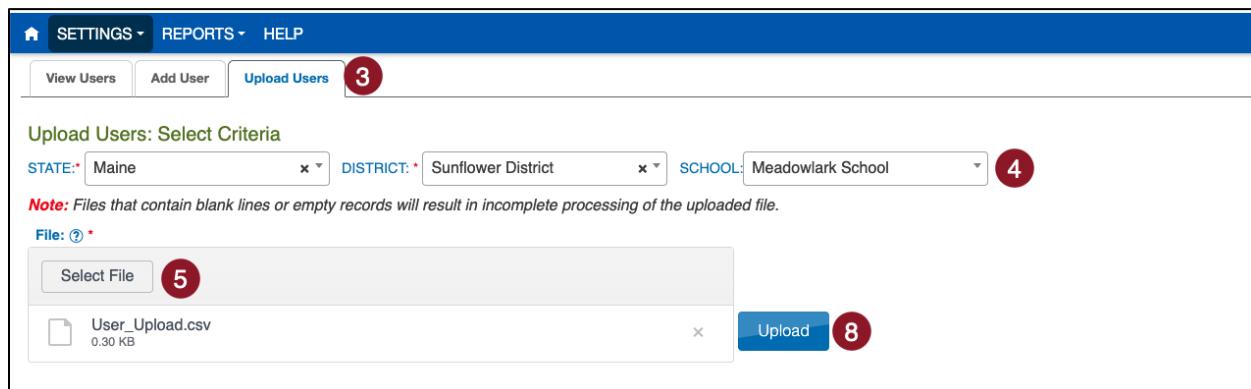
File: ? \*

Select File Upload

To upload multiple users using a CSV file, follow these steps.

1. Select **Settings**.
2. Select **Users**.
3. Select the **Upload Users** tab.
4. Select the organization information.  
*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**.

Figure 13: Steps 3–4 and 5–8 for Uploading Multiple Users



SETTINGS REPORTS HELP

View Users Add User Upload Users 3

Upload Users: Select Criteria

STATE: \* Maine DISTRICT: \* Sunflower District SCHOOL: Meadowlark School 4

*Note: Files that contain blank lines or empty records will result in incomplete processing of the uploaded file.*

File: ? \*

Select File 5

User\_Upload.csv 0.30 KB

Upload 8

*NOTE: User accounts will remain in a “Pending” status until the user responds to the activation email.*

### User CSV File Format

All column headings must be maintained in their designated placement and order within the file. The “CSV Col” column serves to assist you in organizing your CSV file. For further details, refer to *Table 4* on page 15.

*Table 4: User CSV File Upload Format Fields and Descriptions*

Col.	Column Title	Description	Acceptable Values
A*	Educator_Legal_First_Name	The user's first name.	Alphanumeric
B*	Educator_Legal_Last_Name	The user's last name.	Alphanumeric
C	State_Educator_Identifier	<i>Maine users should leave this field blank.</i>	[blank]
D*	Educator_Email_Address	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	Educator_Mobile_Number	The user's mobile number. The mobile number must be valid.	Numeric
F*	Organization_ID	The organization identifier in Kite. (Ex: D0123)	Alphanumeric
G*	Organization_Level	The user's initial access level. A user should have the lowest appropriate level of access: school-level (SCH) or district-level (DT) access.	DT SCH

Col.	Column Title	Description	Acceptable Values
H*	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 Kite. The role must be one that is valid for the organization.	DUS BUS
I	Secondary_Role	If a user has a second role in Kite, enter that role in this column.	DUS BUS
J*	Primary_Assessment_Program	At least one assessment program must be associated with a user when their information is uploaded.	MSAR
K	Deactivate_User	Enter 'Deactivate' to deactivate the user. Leave blank to keep the user active.	Deactivate, [blank]
L	Remove_Role	Enter 'True' to remove the role that is entered in column G, the Primary_Role, from a user.	True, [blank]

\*Indicates this field is required.

## Review User File

Verify the status of the uploaded file and compare it against the table below.

Table 5: User File Upload Errors

Status Message	Description																												
Failed	<p>The CSV file failed to upload.</p> <p>Select the CSV file under the file column to understand why they failed.</p>																												
	<table border="1"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Tuesday, July 22, 2025 1:41:54 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Tuesday, July 22, 2025 1:41:20 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>0</td> <td></td> </tr> <tr> <td>Tuesday, July 22, 2025 1:40:32 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>					Uploaded	Status	Created/Updated	Rejected	Alerts	File	Tuesday, July 22, 2025 1:41:54 PM	COMPLETED	4	0	0		Tuesday, July 22, 2025 1:41:20 PM	COMPLETED	2	2	0		Tuesday, July 22, 2025 1:40:32 PM	FAILED	0	0	0	
Uploaded	Status	Created/Updated	Rejected	Alerts	File																								
Tuesday, July 22, 2025 1:41:54 PM	COMPLETED	4	0	0																									
Tuesday, July 22, 2025 1:41:20 PM	COMPLETED	2	2	0																									
Tuesday, July 22, 2025 1:40:32 PM	FAILED	0	0	0																									

Status Message	Description																								
Rejected: [value]	<p>Records were not created and were rejected. The Rejected column represents the number of records that failed validation.</p> <p>Select the CSV file under the file column to understand why they were rejected.</p> <table border="1" data-bbox="572 502 1416 703"> <thead> <tr> <th data-bbox="572 502 845 534">Uploaded</th><th data-bbox="845 502 931 534">Status</th><th data-bbox="931 502 1078 534">Created/Updated</th><th data-bbox="1078 502 1148 534">Rejected</th><th data-bbox="1148 502 1219 534">Alerts</th><th data-bbox="1219 502 1416 534">File</th></tr> </thead> <tbody> <tr> <td data-bbox="572 544 845 576">Tuesday, July 22, 2025 1:41:54 PM</td><td data-bbox="845 544 931 576">COMPLETED</td><td data-bbox="931 544 1078 576">4</td><td data-bbox="1078 544 1148 576">0</td><td data-bbox="1148 544 1219 576">0</td><td data-bbox="1219 544 1416 576"></td></tr> <tr> <td data-bbox="572 587 845 618">Tuesday, July 22, 2025 1:41:20 PM</td><td data-bbox="845 587 931 618">COMPLETED</td><td data-bbox="931 587 1078 618">2</td><td data-bbox="1078 587 1148 618">2</td><td data-bbox="1148 587 1219 618">0</td><td data-bbox="1219 587 1416 618"></td></tr> <tr> <td data-bbox="572 629 845 661">Tuesday, July 22, 2025 1:40:32 PM</td><td data-bbox="845 629 931 661">FAILED</td><td data-bbox="931 629 1078 661">0</td><td data-bbox="1078 629 1148 661">0</td><td data-bbox="1148 629 1219 661">0</td><td data-bbox="1219 629 1416 661"></td></tr> </tbody> </table> <p data-bbox="572 671 882 692">Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Tuesday, July 22, 2025 1:41:54 PM	COMPLETED	4	0	0		Tuesday, July 22, 2025 1:41:20 PM	COMPLETED	2	2	0		Tuesday, July 22, 2025 1:40:32 PM	FAILED	0	0	0	
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Created/ Updated: [value]	<p>Records were created successfully.</p> <table border="1" data-bbox="572 819 1416 1020"> <thead> <tr> <th data-bbox="572 819 845 851">Uploaded</th><th data-bbox="845 819 931 851">Status</th><th data-bbox="931 819 1078 851">Created/Updated</th><th data-bbox="1078 819 1148 851">Rejected</th><th data-bbox="1148 819 1219 851">Alerts</th><th data-bbox="1219 819 1416 851">File</th></tr> </thead> <tbody> <tr> <td data-bbox="572 861 845 893">Tuesday, July 22, 2025 1:41:54 PM</td><td data-bbox="845 861 931 893">COMPLETED</td><td data-bbox="931 861 1078 893">4</td><td data-bbox="1078 861 1148 893">0</td><td data-bbox="1148 861 1219 893">0</td><td data-bbox="1219 861 1416 893"></td></tr> <tr> <td data-bbox="572 903 845 935">Tuesday, July 22, 2025 1:41:20 PM</td><td data-bbox="845 903 931 935">COMPLETED</td><td data-bbox="931 903 1078 935">2</td><td data-bbox="1078 903 1148 935">2</td><td data-bbox="1148 903 1219 935">0</td><td data-bbox="1219 903 1416 935"></td></tr> <tr> <td data-bbox="572 946 845 977">Tuesday, July 22, 2025 1:40:32 PM</td><td data-bbox="845 946 931 977">FAILED</td><td data-bbox="931 946 1078 977">0</td><td data-bbox="1078 946 1148 977">0</td><td data-bbox="1148 946 1219 977">0</td><td data-bbox="1219 946 1416 977"></td></tr> </tbody> </table> <p data-bbox="572 988 882 1009">Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Tuesday, July 22, 2025 1:41:54 PM	COMPLETED	4	0	0		Tuesday, July 22, 2025 1:41:20 PM	COMPLETED	2	2	0		Tuesday, July 22, 2025 1:40:32 PM	FAILED	0	0	0	
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Alerts: [value]	<p>Records were created, but there are alerts that should be reviewed.</p> <p>Select the CSV file under the file column to view the issue.</p> <table border="1" data-bbox="572 1241 1416 1442"> <thead> <tr> <th data-bbox="572 1241 845 1273">Uploaded</th><th data-bbox="845 1241 931 1273">Status</th><th data-bbox="931 1241 1078 1273">Created/Updated</th><th data-bbox="1078 1241 1148 1273">Rejected</th><th data-bbox="1148 1241 1219 1273">Alerts</th><th data-bbox="1219 1241 1416 1273">File</th></tr> </thead> <tbody> <tr> <td data-bbox="572 1284 845 1315">Tuesday, July 22, 2025 1:41:54 PM</td><td data-bbox="845 1284 931 1315">COMPLETED</td><td data-bbox="931 1284 1078 1315">4</td><td data-bbox="1078 1284 1148 1315">0</td><td data-bbox="1148 1284 1219 1315">0</td><td data-bbox="1219 1284 1416 1315"></td></tr> <tr> <td data-bbox="572 1326 845 1358">Tuesday, July 22, 2025 1:41:20 PM</td><td data-bbox="845 1326 931 1358">COMPLETED</td><td data-bbox="931 1326 1078 1358">2</td><td data-bbox="1078 1326 1148 1358">2</td><td data-bbox="1148 1326 1219 1358">2</td><td data-bbox="1219 1326 1416 1358"></td></tr> <tr> <td data-bbox="572 1368 845 1400">Tuesday, July 22, 2025 1:40:32 PM</td><td data-bbox="845 1368 931 1400">FAILED</td><td data-bbox="931 1368 1078 1400">0</td><td data-bbox="1078 1368 1148 1400">0</td><td data-bbox="1148 1368 1219 1400">0</td><td data-bbox="1219 1368 1416 1400"></td></tr> </tbody> </table> <p data-bbox="572 1410 882 1431">Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Tuesday, July 22, 2025 1:41:54 PM	COMPLETED	4	0	0		Tuesday, July 22, 2025 1:41:20 PM	COMPLETED	2	2	2		Tuesday, July 22, 2025 1:40:32 PM	FAILED	0	0	0	
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### User CSV Upload Messages

If you encounter an error message following your upload, please consult *Table 6* below to identify the column heading (field) responsible for generating the message and find the most common solution to rectify it. If the provided solution does not resolve the issue, do not hesitate to contact the Service Desk at the number provided in *Table 3: Support Resources* on page 2.

Note that any information enclosed in brackets ([ ]) is tailored to your specific upload, testing program, or state and will be displayed within the brackets.

Keep in mind that our messages undergo continuous review and updates, so some variation from the messages listed below is to be expected. *Table 6 below* is organized alphabetically based on the “Column to Correct” column, which may not necessarily align with the order of the columns in the template.

*Table 6: Messages, Columns to Correct, and Common Corrections*

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 were 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 correct template and is saved as a CSV file.
The record is rejected because Educator Identifier with value [value] is not valid.	State_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.	Educator_Email_Address	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.	Educator_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.	Educator_Legal_First_Name	Fill in the associated field.
The record is rejected because Last Name with value [value] is not valid.	Educator_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.	Educator_Legal_Last_Name	Fill in the associated field.

Message	Column to Correct	Common Corrections
The record is rejected because Display Identifier with value [value] is not valid.	Organization_ID	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_ID	The associated field must match a value in Kite. Check the related field against program information.
The record is rejected because Display Identifier with value is not valid.	Organization_ID	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 Kite. Check the related 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.
The record is rejected because an invalid Mobile Number.	Educator_Mobile_Number	Check that the associated field matches the approved format (i.e., Numeric).

## User Administration

District Users (DUs) and Building Users (BUs) responsible for data management have the ability to perform various actions with user accounts. These actions can be accessed through the “View Users” tab and grid in Kite.

### View Users

1. Select **Settings > Users > View Users**.

2. Select any drop-down filters necessary.
3. Select **Search**.

Figure 14: Steps 2–3 for Filtering the View Users Grid

Status	Last Name	First Name	Educator ID	Email	Role(s)
Active	Dallas	Drew		user@email.org	Building User, District User
Active	Donald	Duane		user1@email.org	Building User, District User
Active	Willis	George		user2@email.org	Building User, District User

NOTE: *Inactive user only display when you check the “Include Inactive Users” box.*

### Deactivate a User (DU Only)

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

NOTE: *You can also deactivate Users through the User Upload.*

### Reactivate an Inactive User (DU Only)

Inactive users will only be visible when you check the **Include Inactive Users** box. To activate an inactive user, select the user and select **Activate**.

### Resend Activation Email

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

### Unlock a Locked User Account

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

NOTE: *Once unlocked, Kite does NOT notify the user that their account is unlocked.*

### Manually Editing a User Account

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

1. Select the user from the table that you wish to modify.

2. Select **Edit**.
3. On the Edit User screen, edit the applicable user information.
4. Select the **Role** and then **Organization** (District & School) from the drop-down menus.
5. Select **Add**. Kite will display the user's new role/organization in the table.

Figure 15: Steps 3–5 for Manually Editing a User Account

Figure 15 shows the 'Edit User : Enter User Information' dialog box. The 'User Information' section contains fields for FIRST NAME (BTC), LAST NAME (Regression), and EMAIL ADDRESS (ats\_kite\_messages@ku.edu). The 'Organization & Roles' section contains dropdowns for STATE (Maine), ASSESSMENT PROGRAM (MSAR), and ROLE (Building User). An 'Add' button is highlighted with a red circle labeled '5'. A table below shows one row: State (Maine), Assessment Program (MSAR), Role (Building User). The 'Save' button is highlighted with a red circle labeled '7'.

6. Select the “trash” icon next to the desired row in the Organization & Roles table to remove a role from a user’s account.  
*NOTE: When removing a role, specify a new Default role for the user, if needed.*
7. When you have finished making changes, select **Save**.

## Edit Users Using a CSV File

The ‘User\_Uplod\_Template.csv’ file can also be used to edit by overwriting any user data field (data contained in the upload file will overwrite the existing data in Kite), except the email address. Refer to *Table 4: User CSV File Upload Format Fields and Descriptions* on page 15 for field values available to fill these additional required fields.



New Meridian

# Maine Science Assessment