



# Reporting Platform User Guide

MAINE SCIENCE ASSESSMENT

SPRING 2023



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# 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: Contact and Program Resources

Date	Page	Change

## 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	Kite-support@ku.edu
Kite Live Chat in the Kite Educator Portal	<a href="https://educator-testlet.kiteaai.org/">https://educator-testlet.kiteaai.org/</a>
Hours	8:00 am to 6:00 pm M-F Eastern Time Zone
Program Website	<a href="https://www.maine.gov/doe/about/contact">https://www.maine.gov/doe/about/contact</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

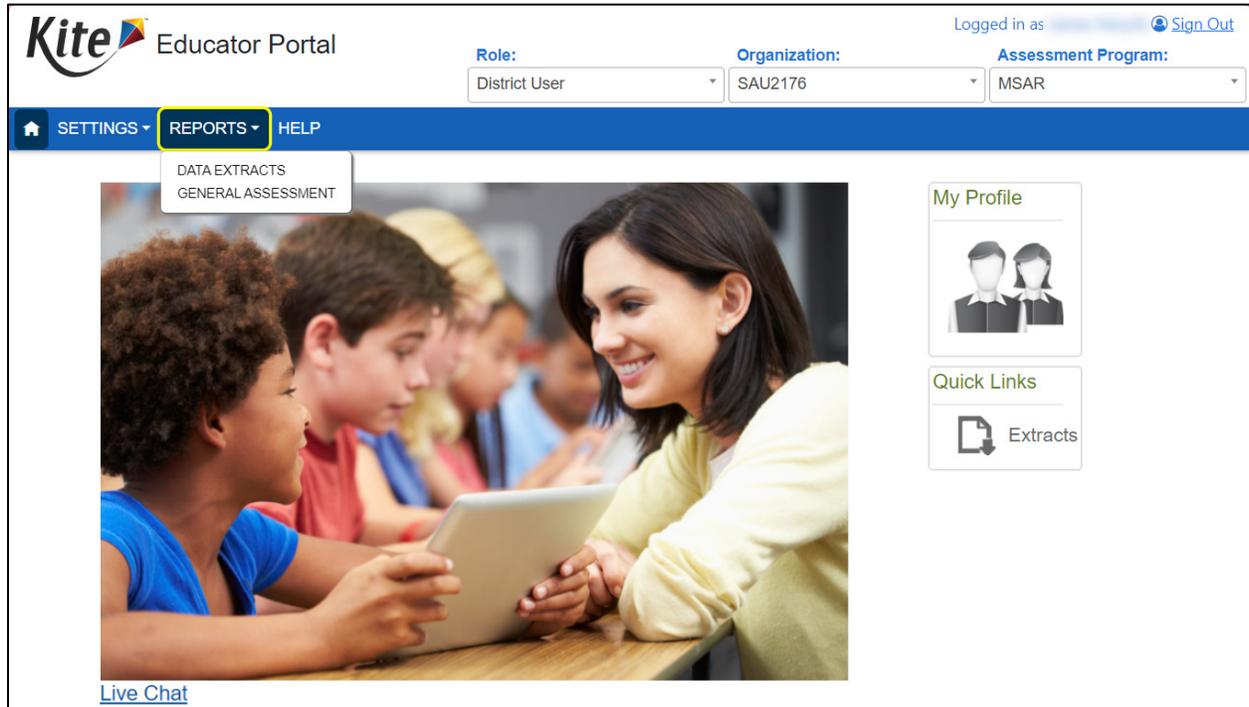
For optimal use of the Reporting Platform (Kite), ensure your machine meets the following requirements:

- 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:
  - a. Home – return to the homepage
  - b. Settings – view users (DU and BU), add users (DU) and upload users (DU)
  - c. Reports – access assessment reports (PDFs) and data extracts (CSV files)
  - d. 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.

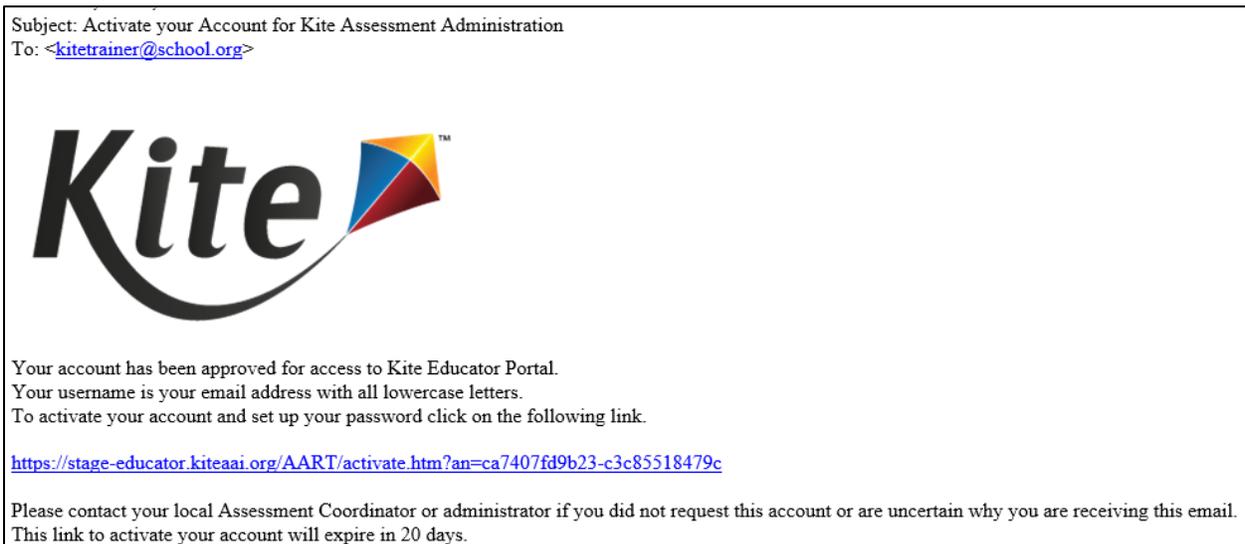
### Roles

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*



## 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.*

The Kite Suite provides opportunities for flexible assessment administrations and materials options. However, all assessments, if applicable, delivered during the school year are secure.

Test administrators and other educational staff who support implementation and reporting are responsible for following the Kite test security standards.

1. Assessments and secure testing materials, including student reports, 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 Test Administrative Manuals and supporting User Guides, electronic materials used during an assessment administration are not to be printed. Please adhere/ refer to your state's security policy regarding the distribution of scored student reports.
3. Those who violate the Kite security standards may be subject to their state's regulations or state education policy governing test and data security.
4. Educators are encouraged to use resources provided by Kite Suite, including practice activities and released test materials, to prepare themselves and their students for the assessments, when applicable.
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 “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 2: Contact and Program 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”.

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

## Unlock a Locked Account

A District User (DU)—DAC can unlock the account of another District User (DU) or a Building User (BU)—SAC account. A Building User (BU)—SAC has the capability to unlock the account of another Building User (BU)—SAC. In cases where an SAU has only one (1) District User—DAC, 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 the “Unlock” button.
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 the “Forgot Password?” link next to the “Sign In” button.
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 (SAU accounts only).
4. Select report criteria, and the corresponding report links will be displayed.
5. Select a link to download the file.

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

The screenshot shows the Kite Reports interface. At the top, there is a navigation bar with "SETTINGS", "REPORTS", and "HELP". Below this, there are four tabs: "Student (Individual)", "Students (Bundled)", "School Summary", and "SAU Summary". The "Student (Individual)" tab is selected. Below the tabs, there are five criteria selection fields: "REPORT YEAR:" (2023), "SAU:" (SAU2176), "SCHOOL:" (School2613), "SUBJECT:" (Science), and "GRADE:" (HS). Below these fields, there is a list of ten downloadable report files, each with a blue hyperlink and a unique ID in parentheses. The files are arranged in two columns of five.

REPORT YEAR:	SAU:	SCHOOL:	SUBJECT:	GRADE:
2023	SAU2176	School2613	Science	HS

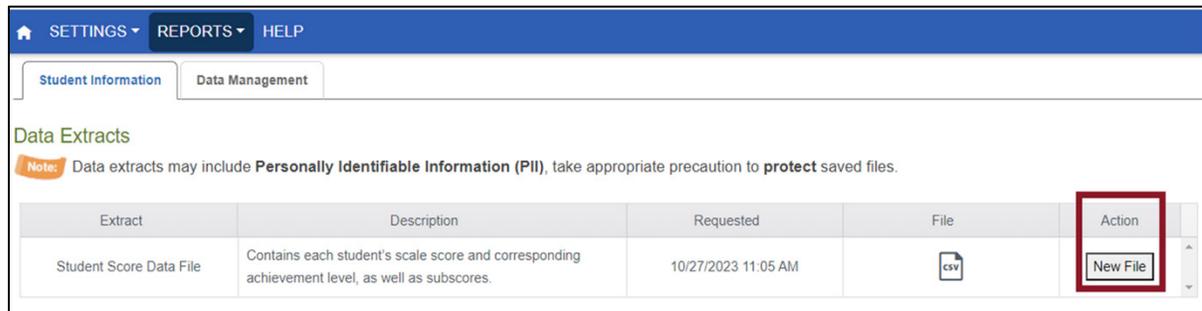
<a href="#">LASTNAME1_FIRSTNAME126 E. (981670837)</a>	<a href="#">LASTNAME69_FIRSTNAME139 A. (943645863)</a>
<a href="#">LASTNAME15_FIRSTNAME139 B. (982809308)</a>	<a href="#">LASTNAME7_FIRSTNAME132 Q. (922933908)</a>
<a href="#">LASTNAME19_FIRSTNAME110 D. (996323875)</a>	<a href="#">LASTNAME7_FIRSTNAME169 Y. (982678491)</a>
<a href="#">LASTNAME28_FIRSTNAME175 U. (969372200)</a>	<a href="#">LASTNAME78_FIRSTNAME174 W. (912038435)</a>
<a href="#">LASTNAME3_FIRSTNAME104 C. (934118121)</a>	<a href="#">LASTNAME83_FIRSTNAME101 G. (918274551)</a>

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

To download a CSV roster report, please follow these steps and refer to the accompanying figures for additional context.

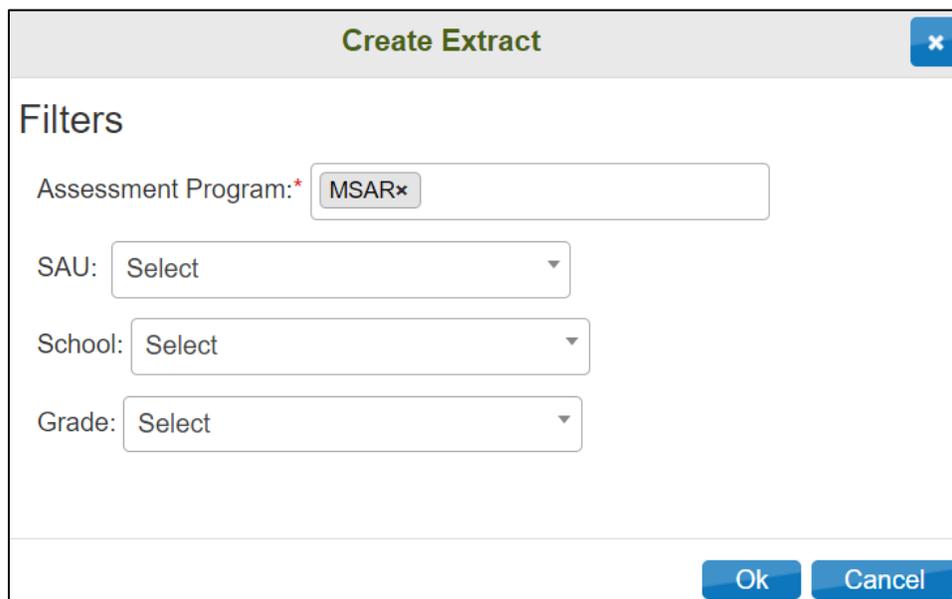
1. Select “Reports.”
2. Select “Data Extracts.”
3. Select the “New File” button.

Figure 6: Reports CSV Spreadsheet Data Extracts Creating New File



4. Select report criteria, and then select “Ok.”

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



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

*Figure 8: Reports CSV Spreadsheet Data Extracts In Queue*

The screenshot shows a web application interface with a blue header containing 'SETTINGS', 'REPORTS', and 'HELP'. Below the header are two tabs: 'Student Information' and 'Data Management'. The main content area is titled 'Data Extracts' and includes a note: 'Data extracts may include Personally Identifiable Information (PII), take appropriate precaution to protect saved files.' Below the note is a table with the following data:

Extract	Description	Requested	File	Action
Student Score Data File	Contains each student's scale score and corresponding achievement level, as well as subscores.	10/27/2023 11:05 AM	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.*

The screenshot shows the same web application interface as Figure 8. The table now shows the 'File' column with a CSV icon, indicating the file is 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.	10/27/2023 11:05 AM		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)—District Assessment Coordinator (DAC) –
  - A District User (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 District User (DU) and Building User (BU) accounts, deactivate and reactivate users, and resend activation emails.
- Building User (BU)—School Assessment Coordinator (SAC) –
  - A Building User (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 the “New File” button and filter as needed.

*Figure 10: The Users Extract is in the Reports Menu on the Data Management Tab.*



## 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 not used for the DU and BU account levels.*
5. Choose the appropriate organization and role for the new user.  
*NOTE: Only select DU or BU. Do not select any other roles.*
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 a web application interface for adding a user. At the top, there are navigation tabs: 'SETTINGS', 'REPORTS', and 'HELP'. Below this, there are three sub-tabs: 'View Users', 'Add User' (highlighted with a red circle 3), and 'Upload Users'. The main form is titled 'User Information' and contains the following fields:

- FIRST NAME:** \* (input field, highlighted with red circle 4)
- LAST NAME:** \* (input field, highlighted with red circle 4)
- EMAIL ADDRESS:** \* (input field, highlighted with red circle 4)
- EDUCATOR IDENTIFIER:** (input field)

Below the 'User Information' section is the 'Organization & Roles' section, which includes the following dropdown menus:

- STATE:** \* (Maine Training Site, highlighted with red circle 5)
- ASSESSMENT PROGRAM:** \* (MSAR, highlighted with red circle 5)
- ROLE:** \* (Building User, highlighted with red circle 5)
- DISTRICT:** \* (SAU2176, highlighted with red circle 5)
- SCHOOL:** \* (School2613, highlighted with red circle 5)

At the bottom right of the form is an 'Add' button (highlighted with red circle 6) and a 'Save' button (highlighted with red circle 7). Below the form is a table with columns: Default, State, Assessment Program, Role, District, and School. The table is currently empty, displaying 'No records available.' and 'No items to display.' at the bottom.

## 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.

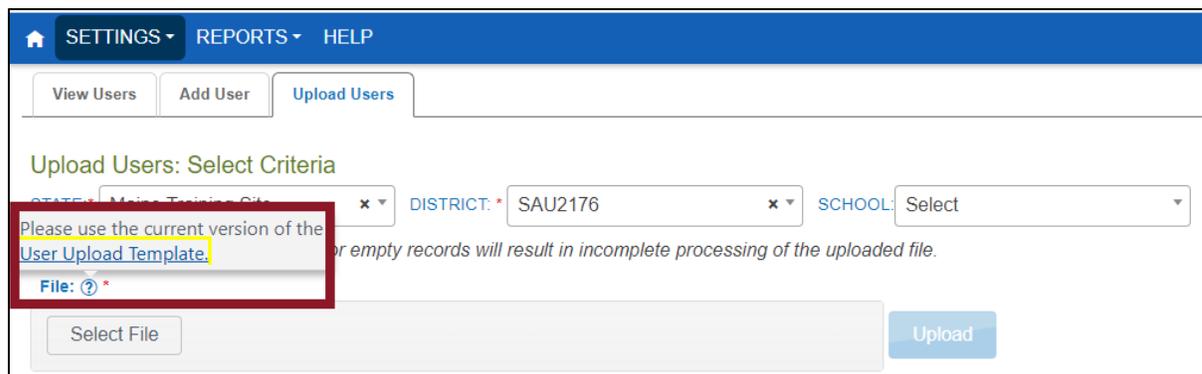
In the “Upload Users” tab within Kite, you’ll find a downloadable CSV file template; see the steps below for how and where to download that template. You’ll need to populate this template using software like Microsoft Excel, Apple Numbers, Google Sheets, etc., independently from Kite. Refer to Table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

*Please note that 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 the “User Upload Template” link to download the template to your local machine.

*Figure 12: The User Upload Template is in the Upload Users tab in the File:  Icon.*



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.

The screenshot displays the 'Upload Users' interface. At the top, there are three tabs: 'View Users', 'Add User', and 'Upload Users', with the 'Upload Users' tab selected and marked with a red circle containing the number 3. Below the tabs, the heading 'Upload Users: Select Criteria' is shown. There are three dropdown menus for selection criteria: 'STATE: \*' with 'Kansas' selected, 'DISTRICT: \*' with 'Sunflower District' selected, and 'SCHOOL: \*' with 'Meadowlark School' selected. The 'SCHOOL' dropdown is marked with a red circle containing the number 4. Below these is a 'File: ? \*' section with a 'Select File' button marked with a red circle containing the number 5. A file named 'Sunflower\_User\_Upload.csv' (0.96 KB) is shown in the file list. To the right of the file list is an 'Upload' button marked with a red circle containing the number 8. Below the file list is a table with columns: 'Uploaded', 'Status', 'Created/Updated', 'Rejected', 'Alerts', and 'File'. The table content is empty, displaying 'No records available.' At the bottom, there is a pagination control showing 'Page 0 of 0' and '20 per page', along with a refresh icon and the text 'No items to display'.

*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*	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 Kite. (Ex: D0123)	Alphanumeric
F*	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
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 Kite. The role must be one that is valid for the organization.	DUS BUS
H	Secondary_Role	If a user has a second role in Kite, enter that role in this column.	DUS BUS
I*	Primary_Assessment_Program	At least one assessment program must be associated with a user when their information is uploaded.	MSAR
J	Deactivate_User	Enter 'Deactivate' to deactivate the user. Leave blank to keep the user active.	Deactivate, [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>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0													
Uploaded	Status	Created/Updated	Rejected	Alerts	File																				
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					
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"> <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>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
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Uploaded	Status	Created/Updated	Rejected	Alerts	File																				
Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0																					
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"> <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>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>2</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	2		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
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Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					

## 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.	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 Kite. Check the related 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 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.

## User Administration

District Users (DUs—DACs) and Building Users (BUs—SACs) 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.

The screenshot shows the 'View Users' interface. At the top, there are filter dropdowns for 'STATE' (Kansas), 'DISTRICT' (Select), and 'SCHOOL' (Select). A red circle with the number '2' is next to these dropdowns. Below the filters is a checkbox for 'Include Inactive Users' and a 'Search' button. A red circle with the number '3' is next to the 'Search' button. Below the search area is a table with columns: Status, Last Name, First Name, Educator Identifier, Email, Assessment Program(s), and Account Locked. The table contains three rows of user data. Below the table is a row of action buttons: Send Activation Email, View, Edit, Activate, Deactivate, Unlock, and Export to Excel. A red box highlights these action buttons. At the bottom, there is a pagination control showing 'Page 1 of 1' and '10 per page'.

Status	Last Name	First Name	Educator Identifier	Email	Assessment Program(s)	Account Locked
Pending	DemoTestDog	DemoTestCat	484512368	ats_kite_messages@ku.edu	KAP	No
Active	McTesterson	Test	tehcharles@gmail.com	ats_kite_messages@ku.edu	DLM, KAP	No
Pending	Testingson	Tester	test@testings.com	ats_kite_messages@ku.edu	KAP	No

**NOTE:** You will see inactive users only when you check the “Include Inactive Users” box.

## Deactivate or Remove a User (DU Only)

Select the user, then select “Deactivate” or “Remove.”

**NOTE:** ONLY USE REMOVE TO REMOVE A USER PERMANENTLY. Removed users do not appear in grids or extracts. Only a Kite Service Desk agent or the state can recover removed users.

**NOTE:** You can 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 the “Send Activation Email” button.

## Unlock a Locked User Account

Select the user, then select “Unlock.”

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

## 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 the “Edit” button.
3. On the Edit User screen, edit the applicable user information.
4. Select the Role and then Organization (District & School) drop-down fields to add a role and organization.
5. Select “Add.” Kite will display the user’s new role/organization in the table below the “Add” button.
6. Select “Save.”

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

Edit User : Enter User Information

### User Information

FIRST NAME: \*  
First

LAST NAME: \*  
Last

EMAIL ADDRESS: \*  
email@email.com

EDUCATOR IDENTIFIER:  
Email@email.com

### Organization & Roles

STATE: \*  
Maine

ASSESSMENT PROGRAM: \*  
MSAR

ROLE: \*  
District User

DISTRICT: \*  
SAU2176

Add

Default	State	Assessment Program	Role	District	School
	Maine Training Site	MSAR	Building User	SAU2176	School2613

Page 1 of 1

1-1 of 1 items

Save Cancel

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

Figure 16: Steps 7–8 for Manually Editing a User Account.

	Default	State	Assessment Program	Role	District	School
 <b>7</b>	<input checked="" type="radio"/>	Kansas	Testlet	Building User	Sunflower District	Buffalo Scho
	<input type="radio"/>	Kansas	Testlet	Building User	Sunflower District	Meadowlark :
	<input type="radio"/>	Kansas	Testlet	Teacher	Sunflower District	Buffalo Scho
	<input type="radio"/>	Kansas	Testlet	Teacher	Sunflower District	Meadowlark :

Page 1 of 1 1-4 of 4 items

**8** Save Cancel

### Edit Users Using a CSV File

The 'User\_Upload\_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.



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