



# KITE PARENT PORTAL USER GUIDE

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Agile Technology Solutions

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## PARENT PORTAL OVERVIEW

Welcome to Kite® Parent Portal!

Parent Portal was designed to give access to view your child’s current and historical reports from assessments taken in Kite Student Portal. Kite Student Portal is used by students to complete interim predictive (fall, winter, and spring) and summative (spring) assessments developed for the Kansas Assessment Program (KAP) as well as the Dynamic Learning Maps® (DLM®) alternate assessment and Kansas English Language Proficiency Assessment (KELPA).

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

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### SOFTWARE REQUIREMENTS

Parent Portal can be accessed from both desktop computers and mobile devices. You will need to use a 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.

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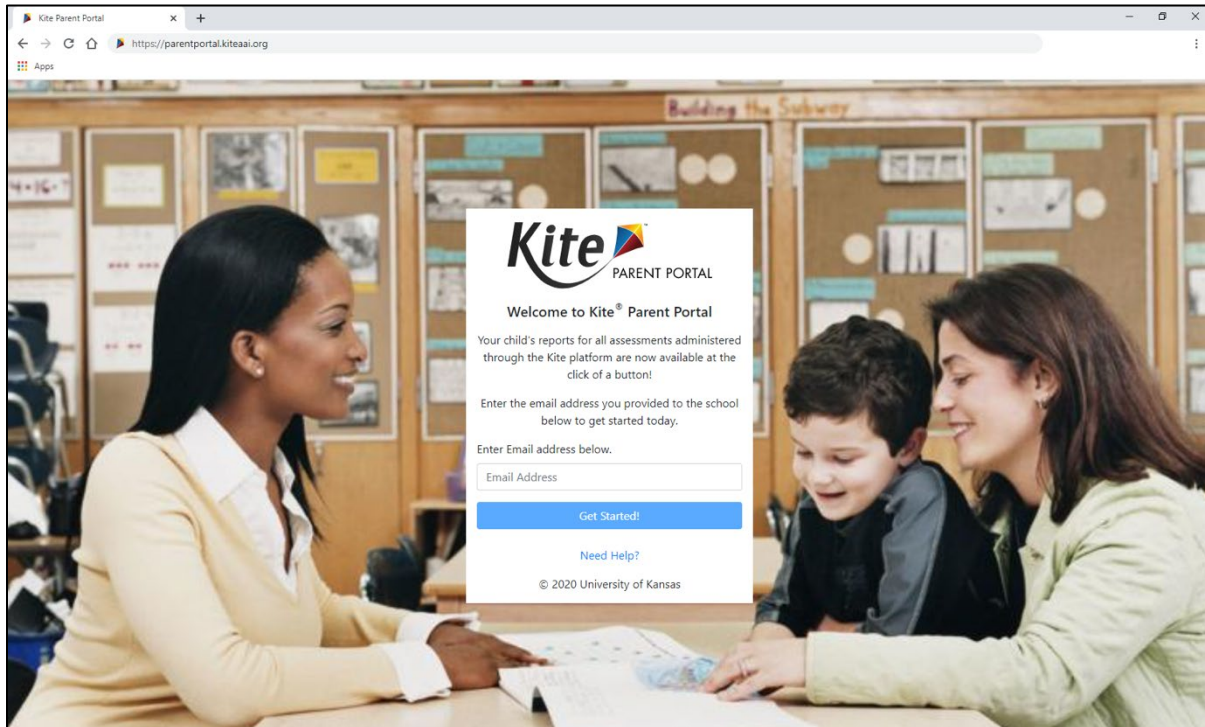
### ASSESSMENT REPORTS AVAILABLE IN PARENT PORTAL

Depending on participation, your child may have current and historical assessment reports available in any of the assessment programs and subjects listed in the table below.

Assessment Program	Subjects/Domains Tested	Grades
KAP Interim Predictive	English Language Arts	3-8, 10
	Mathematics	3-8
KAP Summative	English Language Arts, Mathematics	3-8, 10
	Science	5, 8, 11
KELPA	Reading, Speaking, Writing, Listening	K-12
DLM alternate assessment	English Language Arts, Mathematics	3-8, 10
	Science	5, 8, 11

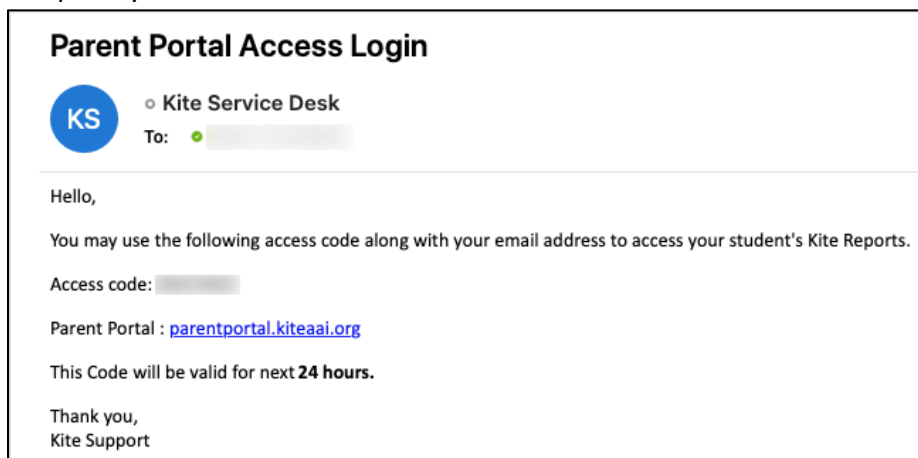
## LOGGING IN TO KITE PARENT PORTAL

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

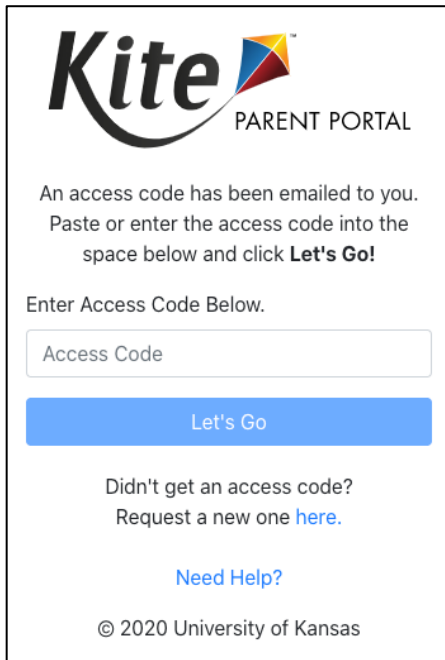


To log in to Kite Parent Portal, follow the processes outlined below.

1. Open your web browser and visit <https://parentportal.kiteaai.org/>
2. Enter your email address you previously registered with your child's school district in the Email Address field.
3. Click **Get Started!**
4. An email will be sent from the Kite Service Desk to the registered email address with a temporary access code.



5. Paste or enter the access code in the area provided on the login screen.



**Kite** PARENT PORTAL

An access code has been emailed to you.  
Paste or enter the access code into the space below and click **Let's Go!**

Enter Access Code Below.

**Let's Go**

Didn't get an access code?  
Request a new one [here](#).

[Need Help?](#)

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6. Click **Let's Go**.

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## LOGIN HELP

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### EMAIL ADDRESS FOR PARENT PORTAL

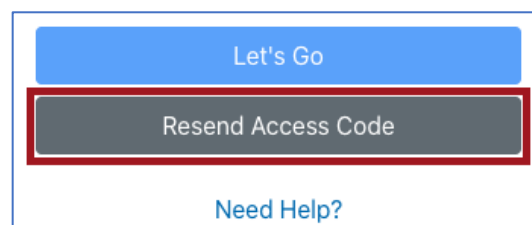
Please use the email address you have previously provided to your child's school district for communication. If you do not remember the email address you provided or need help logging in to Parent Portal, please contact your child's school district for assistance. The Kite Service Desk cannot add or update your email address in Parent Portal.

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### 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, click the **Resend Access Code** button to request a new code.




**Let's Go**

**Resend Access Code**

[Need Help?](#)

## NAVIGATING THE SITE

The homepage provides a brief overview of Kite Parent Portal as well as report details for assessments in which your child has available reports.



Logged in as *trainer@school.org*,  
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.

**KAP**

For the **Kansas Assessment Program (KAP)** general assessment, you can view Interim Predictive and Summative assessment reports. Interim Predictive assessments help predict future performance on summative assessments and are elective; neither student nor schools are penalized if they do not participate. Summative assessments are taken at the end of the school year and summarize your student's achievement in English language arts, Mathematics, and Science.


**KELPA**

For the **Kansas English Language Proficiency Assessment (KELPA)**, reports detail your child's English language proficiency across four domains: speaking, writing, listening, and reading.

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](#)

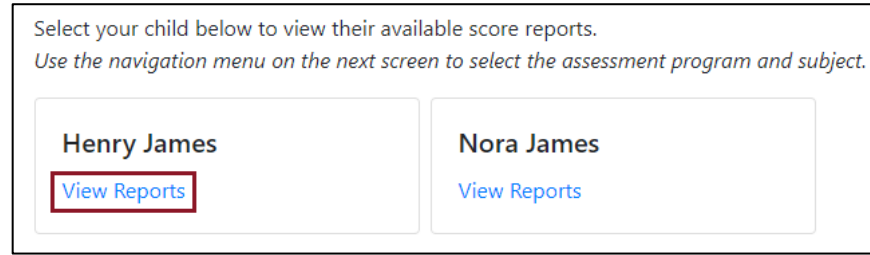
**Nora James**  
[View Reports](#)



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**Note:** Parent Portal provides assessment reports for KAP assessments, the KELPA assessment, and the Dynamic Learning Maps® (DLM®) alternate assessment. If your child participated in more than one assessment, you will see report details for each assessment on the homepage.

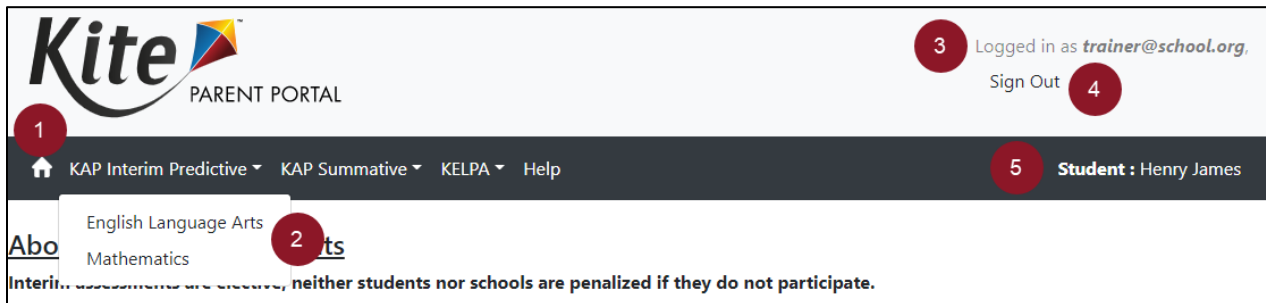
To view all available reports for your child, click **View Reports** under the child's name.



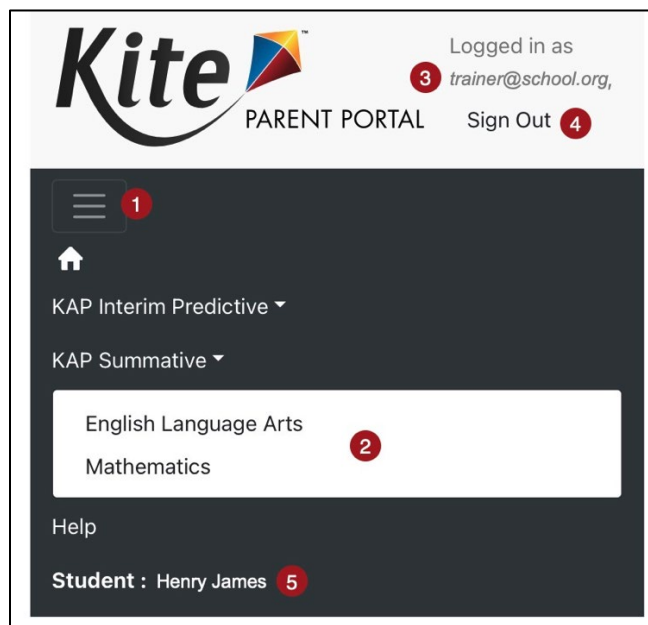
## NAVIGATION MENU AND USER OPTIONS

After clicking View Reports on the homepage, use the menu options to navigate through each available assessment tab. Only the assessments your child has participated in will display in the navigation menu, so your options may vary from the example below.


### Desktop View



### Mobile View



1. Navigation menu for assessment(s) with available reports.
2. Click an assessment in the menu to view reports by subject.
3. User's email address.
4. Sign out of Parent Portal.
5. Your selected child from the homepage.

**Note:** If you have multiple children with available reports, click the Home icon  in the navigation menu to return to the homepage and select a different child.

## REPORT PAGES

Additional details on each assessment are located on the report pages. The image below is an example of a KAP Interim Predictive report page. The summary text and data in the table will vary depending on the assessment but this format is replicated across all report pages.

Home KAP Interim Predictive ▾ KAP Summative ▾ KELPA ▾ Help **1** Student : Henry James









### About Interim Predictive Assessments **2**

Interim predictive assessments are elective; neither students nor schools are penalized if they do not participate.

Interim Predictive assessments in ELA and Mathematics are provided in the fall, winter and spring during the school year. These assessments help predict future performance on the Kansas summative assessments administered at the end of the year. They allow educators to evaluate student's knowledge and skills relative to a specific set of academic goals and can inform decisions at the classroom, school or district level.

Full reports for **Mathematics** can be found in the table below. **3**

**4**

Year ↓	School Name	Grade	Report Cycle	Download Report
2020	Deerfield Middle School	6	Winter	 <b>5</b>
2020	Deerfield Middle School	6	Spring	
2020	Deerfield Middle School	6	Fall	
2019	Deerfield Elem	5	Winter	
2019	Deerfield Elem	5	Spring	
2019	Deerfield Elem	5	Fall	
2018	Deerfield Elem	4	Winter	
2018	Deerfield Elem	4	Spring	

1 - 8 of 8 items

1. **Navigation Menu:** Use the menu to select the assessment program and subject.

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**Note:** Click the **Help** tab for additional assistance and contact information for the Kite Service Desk.

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2. **Assessment Description:** A brief description of the assessment program shown.
3. **Report Subject:** The specific report subject in the table below.
4. **Report Table:** Student and report data, including the report year, school, grade level, and the downloadable report PDF.
5. **Report PDF:** Click the icon to download a PDF of your child's report.

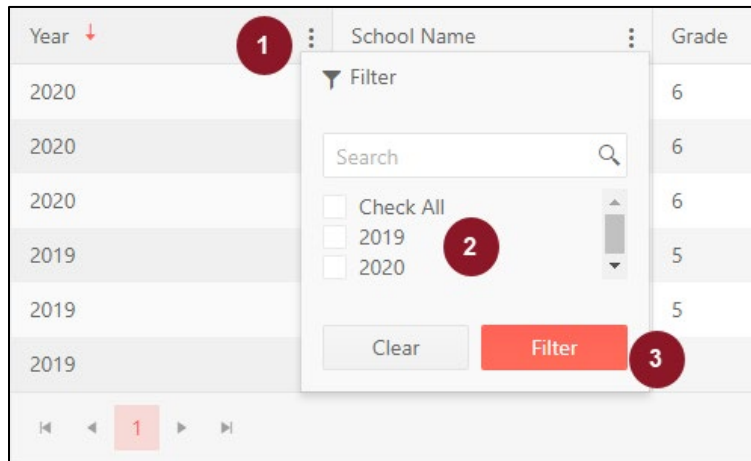


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## SORT AND FILTER RESULTS

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

To filter results, follow the process outlined below.



1. Click the stacked dots in the desired column header.
2. Choose your filter criteria using the check boxes based on the options provided.
3. Click Filter.