Welcome to Kite Student Portal Software for Chromebook

Kite® Student Portal software is used by students to take tests. When running, the Student Portal software covers the full screen of the hardware, preventing students from accessing outside information during the test. This installation guide is for the people responsible for installing Student Portal software on testing machines before students take tests. The Student Portal software is available for use on either a managed or an unmanaged Chromebook. When installed, the app runs in kiosk mode.

Contents

Welcome to Kite Student Portal Software for Chromebook .......................................................... 1
Structure of Student Portal Software Installation Guide .......................................................... 2
   A Note about Graphics ........................................................................................................... 2
   Version Information ............................................................................................................ 2
   Disclaimer ........................................................................................................................... 2
Using Student Portal Software .................................................................................................. 2
   Getting Help ......................................................................................................................... 2
Installing Kite Student Portal .................................................................................................... 3
   Installing on a Managed Chromebook .............................................................................. 3
   Installing on an Unmanaged Chromebook ...................................................................... 5
Accessing Student Portal Software ........................................................................................... 7
   Starting Student Portal Software .................................................................................... 7
   Closing Student Portal Software ..................................................................................... 7
Troubleshooting ........................................................................................................................ 7
Changes to the Guide ................................................................................................................ 8
Structure of Student Portal Software Installation Guide

This manual assists in the installation of Student Portal software on Chromebook® laptops.

A Note about Graphics

Every effort was made to assure the graphics in this manual match what the users will see when downloading and using the Student Portal software. Expect some slight differences depending on the operating systems used to access Student Portal software.

Version Information

This manual provides documentation for the Kite system release of August 2019.

Disclaimer

Kite®, the Kite logo, Dynamic Learning Maps®, DLM®, the DLM logo, cPass®, and the cPass logo are trademarks of The University of Kansas. All other trademarks referenced in this guide belong to their respective owners.

Using Student Portal Software

Student Portal software is used by students to take tests.

Getting Help

Common tasks are described in this manual, but if you need additional help, call or email the Service Desk.

Hint: Check your organization’s website for a toll-free number for the Service Desk.

Phone: 785-864-3537

Email: kite-support@ku.edu
Installing Kite Student Portal

Note: This step is only necessary for devices that do not have the previous version of Student Portal installed.

The process of installing Kite Student Portal varies somewhat depending on whether or not the Chromebook is managed or unmanaged.

Installing on a Managed Chromebook

If you manage the Chromebooks at your site, you can distribute Student Portal to every Chromebook using the following steps.

Note: If you have difficulty finding the Student Portal app, it may help to know that the publisher is cete.us and the app ID is: dfbmcelmehnfnkmpcoabeplnmdljeod

1. Log in to Google Admin console.
2. Click Devices.
3. Click on Chrome Management under the Device Settings header.
4. Click Apps & Extensions.

5. Select the organization unit in the column on the left where you want to configure settings.

   **Note:** For all users, select the top-level organization.

6. Click the Kiosks header.
7. Click the Add app icon (+) and select the Add Chrome app or extension by ID option.

8. Enter the extension ID.

   **The app (extension) ID is:** dfbmeelmchhnfkmpccoabeplnmdljeod

9. Click Save.
10. In the panel on the right, set any app and/or extension policies.
Installing on an Unmanaged Chromebook

Note: If you are using an unmanaged Chromebook manufactured in 2017 and later, the Ctrl+Alt+K key on the sign in screen might not enable Kiosk mode. We are currently working with Google to determine alternative options for those using an unmanaged Chromebook.

If you are using an unmanaged Chromebook, perform the following steps to install Kite Student Portal.

1. Turn on the Chromebook.
2. On the Welcome screen, select your language and keyboard.
3. Connect to your network.
4. Click Continue.
5. On the Google Chrome OS Terms screen, click Accept and continue.

Note: Do not sign in with an account at this time. You must first enable Kiosk mode.

6. On the Sign in screen, press Ctrl+Alt+K.

Note: You may have to press the keys several times to reach the Enable Kiosk Mode screen.

7. Click Enable.
8. Click Ok.
9. On the Sign in screen, enter the Email and Password for the Google account that will be used with the Chromebook.
10. Click Sign In.

Hint: After you are logged in, you can close any windows that display.

11. Start the Chrome browser.
12. In the browser address bar, type chrome://extensions.
13. Click Enter.
14. Move the toggle to the “on” position to enable Developer mode.

Hint: If the Add kiosk application button appears, your device is set up appropriately.

Note: If the Add kiosk application button does not appear, turn the Chromebook off and attempt the setup process again.
15. Click Add kiosk application.

| Hint: If you cannot find the app, use the ID code: dfbmcelmchhnfkmpccoabeplnmdljeod |

| Note: Do not select the option to permanently keep the device in kiosk mode. |

17. Click the Add button.

| Hint: Student Portal app appears in the upper box. |

18. Click Done.
Accessing Student Portal Software
For more information about using the Student Portal software, refer to the Educator’s Guide to Student Portal Software.

Starting Student Portal Software
To start the Student Portal software, perform the following steps.

1. Sign out of the Chromebook.

   Note: The student must be signed out of the Chromebook to see the “Apps” choice next to Shut Down in the lower left.

2. Select the “Apps” button at the bottom of the sign-in screen.
3. Select the Student Portal app.

Closing Student Portal Software
To close the Student Portal software, restart the Chromebook.

Troubleshooting
If you encounter any errors while using the Student Portal software, you can always contact the service desk (contact information is on the first page of this guide). Some common issues and their solutions are below.

During testing, ChromeVox starts reading the text aloud.

ChromeVox is the “spoken feedback” or text-to-speech feature included with Chrome. To turn off ChromeVox, type Ctrl+Alt+Z.

The Chromebook screen rotated 90 degrees.

Type Ctrl+Shift+Rotate to return the screen to normal orientation.
Changes to the Guide

The following table lists the changes made to this guide since the last major release of the documentation.

Note: The Page column indicates the page number of the current document where the change appears.

<table>
<thead>
<tr>
<th>Change Logged</th>
<th>Page</th>
<th>Description of Change</th>
</tr>
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<tbody>
<tr>
<td>8/2/2019</td>
<td>All</td>
<td>Updated language from Student Portal 6.0 to 7.0.</td>
</tr>
<tr>
<td>10/09/2019</td>
<td>3-4</td>
<td>Updated managed device install process to match Google’s updated admin console.</td>
</tr>
<tr>
<td>10/09/2019</td>
<td>5</td>
<td>Added note to the unmanaged device section alerting users that kiosk mode may not be available on some unmanaged devices.</td>
</tr>
</tbody>
</table>