



# KITE PARENT PORTAL USER GUIDE

2021-22

Enhancements to Parent Portal are expected in September 2021.  
This guide will be updated accordingly.



**DYNAMIC**<sup>®</sup>  
LEARNING MAPS

**KU**

ACHIEVEMENT  
& ASSESSMENT  
INSTITUTE

The University of Kansas

Agile Technology Solutions

DYNAMIC LEARNING MAPS CONSORTIUM AND AGILE TECHNOLOGY  
SOLUTIONS

---

# Table of Contents

Parent Portal Overview.....	3
Software Requirements .....	3
Score Reports Available in Parent Portal .....	3
Logging in to Kite Parent Portal .....	4
Login Help .....	5
Navigating the Site .....	6
Navigation Menu and User Options .....	7
Report Pages .....	8
Sort and Filter Results .....	9

## PARENT PORTAL OVERVIEW

Welcome to Kite® Parent Portal!

Parent Portal was designed to give access to view your child’s current and historical Dynamic Learning Maps® (DLM®) end-of-year score reports. Students complete the DLM alternate assessment in Kite Student Portal, a secure testing environment used to deliver the alternate assessment.

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

---

### 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.

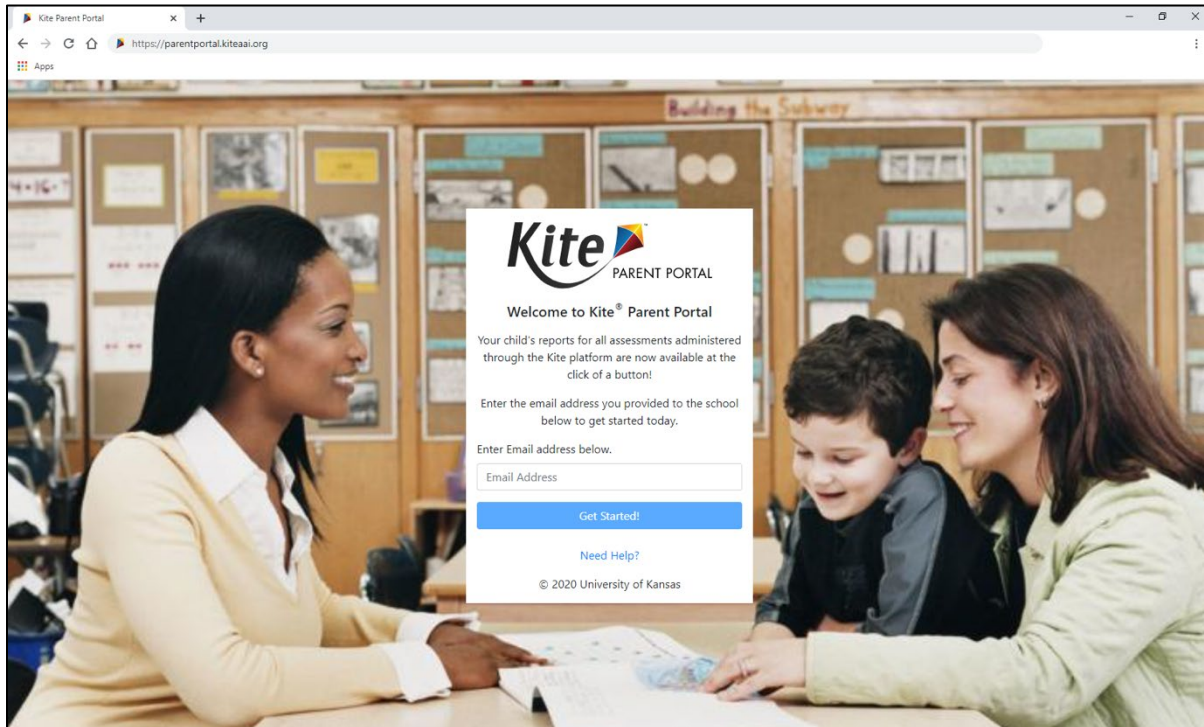
---

### SCORE REPORTS AVAILABLE IN PARENT PORTAL

Your child may have score reports available in English language arts, mathematics, and/or science for grades 3–12, depending on the grades and subjects assessed in your state.

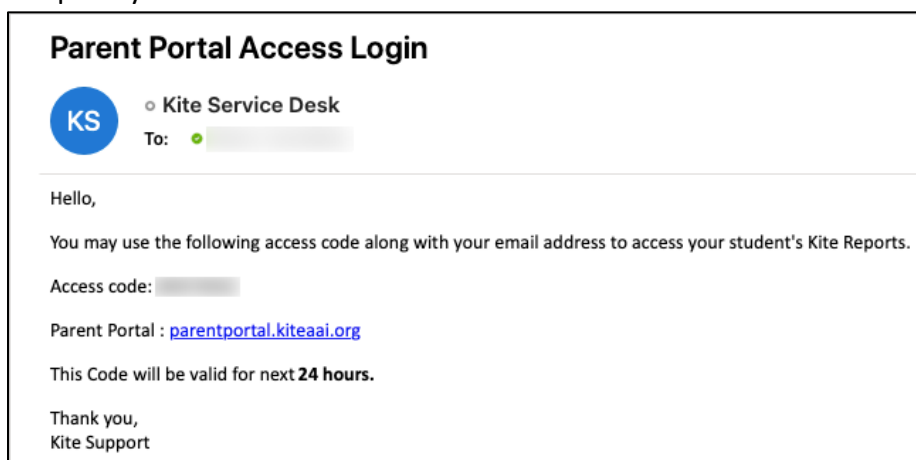
## LOGGING IN TO KITE PARENT PORTAL

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. Copy and 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?](#)

© 2020 University of Kansas

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

---

## LOGIN HELP

---

### 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.

---

### 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 **Send 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 details on DLM end-of-year score reports. The student names below are fictitious students.



Logged in as **trainer@ku.edu**,  
Sign Out

Welcome to Kite<sup>®</sup> 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.


**DLM**

For the **Dynamic Learning Maps<sup>®</sup> (DLM<sup>®</sup>)** alternate assessment, reports include your child's end-of-year reports. DLM assessments summarize achievement for students with the most significant cognitive disabilities.

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](#)



© 2020 University of Kansas

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

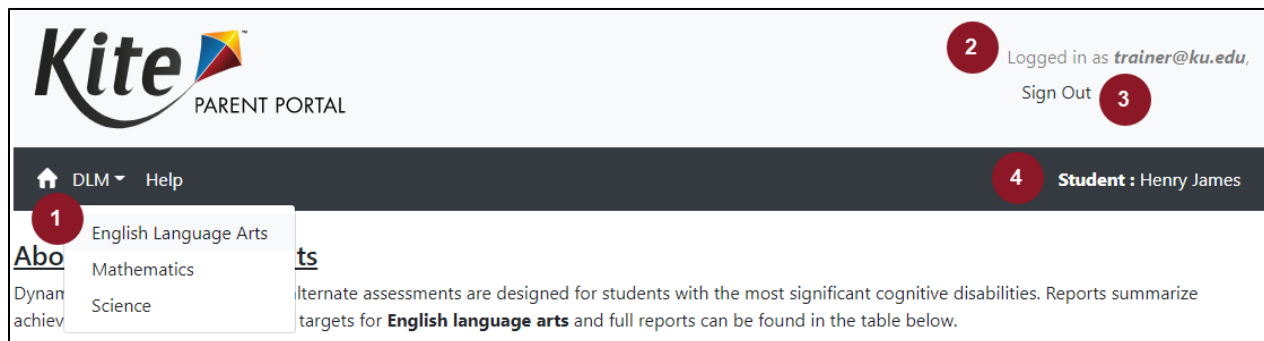
Select your child below to view their available score reports.  
Use the navigation menu on the next screen to select the assessment program and subject.

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

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

## NAVIGATION MENU AND USER OPTIONS

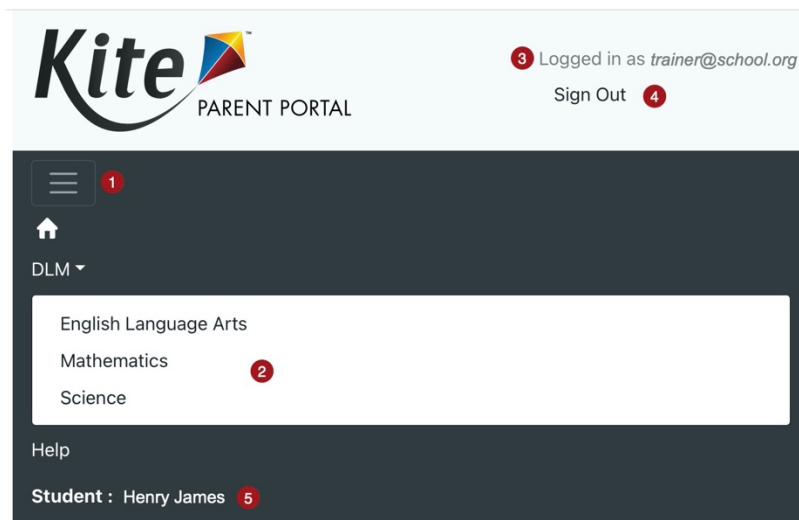
After clicking View Reports on the homepage, use the menu options to navigate through each available subject.




1. Select **DLM** in the navigation menu to view end-of-year reports by subject.
2. Your email address.
3. Sign out of Parent Portal.
4. Your selected child from the homepage.

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

### Mobile View






1. Navigation menu for assessment(s) with available reports.
2. Select 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, select the Home icon  in the navigation menu to return to the homepage and select a different child.

## REPORT PAGES

Each report page provides end-of-year score reports with corresponding student data for a single subject. The example below represents a child's available reports in English language arts. To view reports for a different subject, select **DLM** in the navigation menu and select the desired subject.

The screenshot shows the Kite Parent Portal interface. At the top left is the Kite logo and 'PARENT PORTAL'. At the top right, it says 'Logged in as *trainer@ku.edu*, Sign Out'. Below this is a dark navigation bar with a home icon, 'DLM', 'Help', and a red circle with the number '1'. On the right of this bar, it says 'Student : Henry James'. Below the navigation bar is a section titled 'About DLM Assessments' with a red circle and the number '2'. The text below this title explains that DLM alternate assessments are for students with cognitive disabilities and that reports summarize achievement relative to grade-level targets for English language arts. Below this text is a table with a red circle and the number '4' next to the title. The table has columns for Year, School Name, Grade, and Download Report. The first row shows Year 2019, Meadowlark Middle School, Grade 6, and a PDF icon with a red circle and the number '5'. The second row shows Year 2018, Lewisville Elementary, Grade 5, and a PDF icon. The third row shows Year 2017, Lewisville Elementary, Grade 4, and a PDF icon. At the bottom of the table, there are navigation arrows and the text '1 - 3 of 3 items'. At the very bottom of the screenshot, it says '© 2020 University of Kansas'.

Year ↓	School Name	Grade	Download Report
2019	Meadowlark Middle School	6	
2018	Lewisville Elementary	5	
2017	Lewisville Elementary	4	

1. **Navigation Menu:** Return to the homepage, select a different subject, or get help.

**Note:** For questions about using Parent Portal, contact your district administrator.

2. **Assessment Report Description:** A description of the DLM assessment report.
3. **Report Subject:** The specific report subject displayed in the report table.
4. **Report Table:** Student and report information, including the report year, school, grade level, and the downloadable report PDF.
5. **Download Report:** Select the PDF icon to view your child's report.

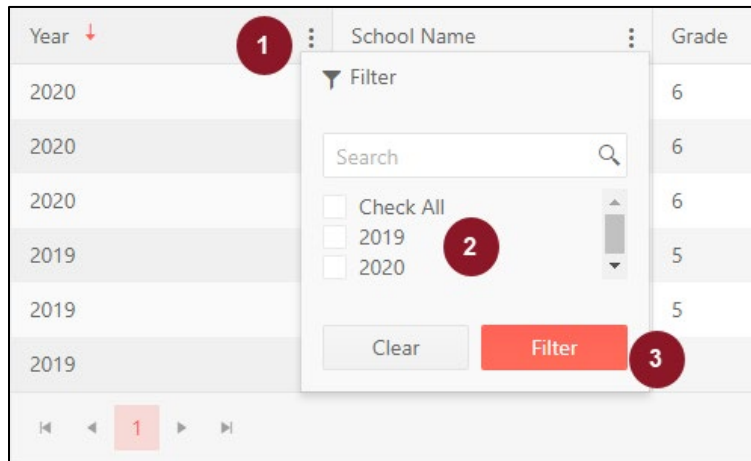


---

## SORT AND FILTER RESULTS

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

To filter results, follow the process outlined below.



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