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LEARNING MAPS



Agile Technology Solutions



KITE PARENT PORTAL USER GUIDE FOR DISTRICT STAFF 2021-22

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

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PARENT PORTAL MANAGEMENT FOR DISTRICT STAFF

[Kite® Parent Portal](#) is an application that parents/guardians can use to electronically access their child's Individual Student Score Reports. These score reports are available for each year in which a student was assessed in a spring assessment window using the Dynamic Learning Maps® alternate assessment. Making Parent Portal available to parents/guardians is a district-by-district decision, and the state and district are responsible for establishing and maintaining all parent connections in Educator Portal. Only the Educator Portal roles of State Assessment Administrator, District Test Coordinator, and District Users have access to the Parents' page in Educator Portal.

UPLOADING A PARENT UPLOAD TEMPLATE FILE

A parent-to-student connection is made by a file upload using the student's state student identifier and the email address of their parent/guardian. Using the Parent Upload Template, the file is uploaded into Educator Portal on the Parents' page. More than one parent/guardian can be connected to a particular student. More than one student can be connected to a particular parent/guardian.

The district will need both a current email address for the parent/guardian and the student's state student identifier to enter on the Parent Upload Template file. Historical score reports are available for any student who tested in previous years. Therefore, the student's state student identifier (SSID) should be entered on the template for any student in the district who has ever taken a Dynamic Learning Maps alternate assessment, even if the student is not testing in the current year.

Review Table 1 regarding the Parent Upload Template file. The Data Req? column indicates whether the template file must have data in a particular column.

All column headings are required and cannot be removed or altered.

Table 1 Requirements for the Parent Upload Template file

	Column Heading	Format of Valid Entry; Length	Data Required?	Description	Special Notes
A	Parent_Email	Alphanumeric	Yes	This is the parent's/guardian's email address. One email address per line.	One parent/guardian email address can be connected to more than one student.
B	State-Student_Identifier	Alphanumeric	Yes	This is each student's unique state student ID.	n/a
C	District_Identifier	Alphanumeric	Yes	The code for the student's district, school, or other organizational unit. Must include any leading zeros. Instructions on how to include leading zeros can be found on page 28 of the DLM Data Management Manual.	One way to find the district's organization ID is to look under Settings > Organization. Select Search to list the associated Organization IDs assigned to your district.

	Column Heading	Format of Valid Entry; Length	Data Required?	Description	Special Notes
D	Electronic_Opt-In	Yes or No	No	Alphanumeric: Yes or No Optional field	This field is designated for future use. It will signify if the parent/guardian wants to receive their child's Individual Student Score Report in an electronic form only . The field can be left blank. If left blank, the default is No.

IMPORTANT

Individual Student Score Reports contain Personally Identifiable Information. The reports must be protected and kept secure. District staff are responsible to ensure that parents'/guardians' email addresses are tied to the correct students in Parent Portal.

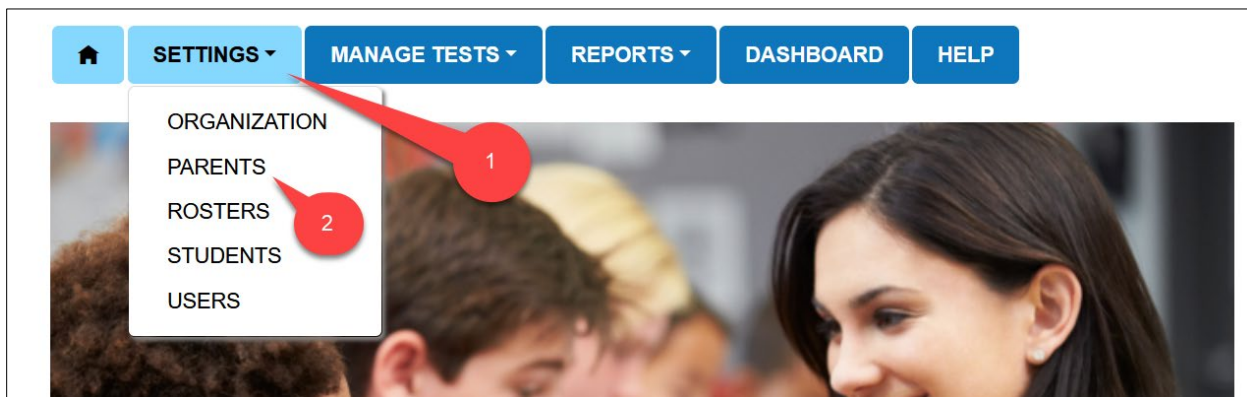
Upload errors in the Parent Upload Template file can be lessened by using the district student information system to download the parent/guardian email addresses onto the template along with the correct state student identifiers for their child(ren).

The sole responsibility for entering valid email addresses lies with the district. Parents/guardians should always be directed to contact the district if their email address changes. If a parent/guardian is unable to access their child's Individual Student Score Report, an invalid email address or incorrectly entered state student identifier are likely the cause of the problem.

Parents/guardians should not be directed to contact the DLM Service Desk.

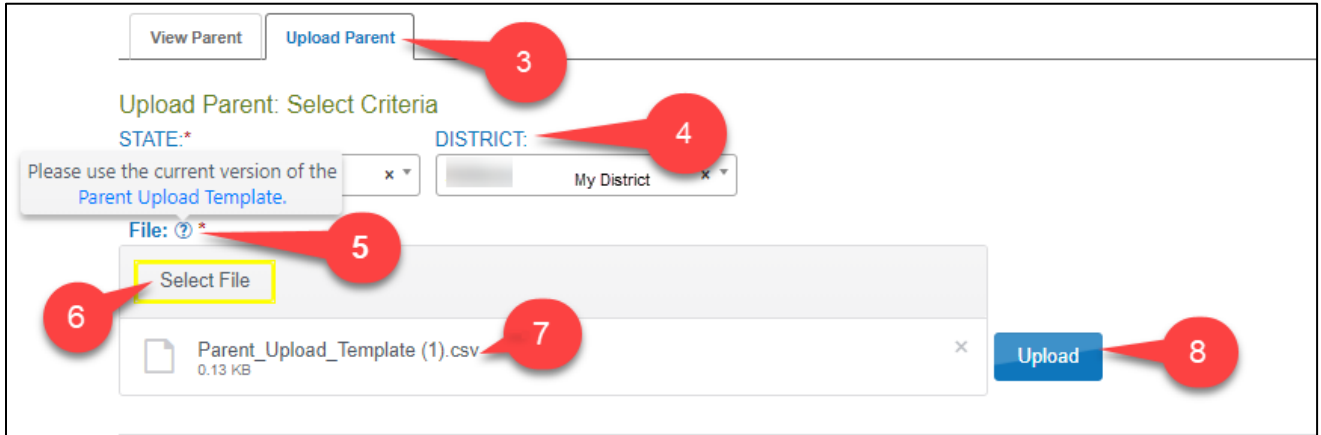
To upload the Parent Upload Template file, follow this process:

1. Select Settings.
2. Select Parents.



3. Select the Upload Parent tab.
4. The state and district will autofill with District Test Coordinator's or a District User's organization.
5. Select the ?* icon next to the word **File**. The Parent Upload Template file hyperlink will pop up.
 - Open the Parent Upload Template in your spreadsheet software (outside of Kite Educator Portal).
 - Enter the data as described in the above chart.
 - Save the file. Be sure to keep the CSV (comma-delimited) file format.
 - Save the file as a CSV (comma-delimited) file. The file can be renamed to any file name that is meaningful to the district.
 - Leave the file open.
6. Select the **Select File** button.
 - Choose the saved CSV file from your computer.
 - Click **Open**.
7. The Parent Upload Template CSV file will appear. (If the file was saved using a different file name, that file name will appear instead of the generic template name shown below.)

8. Select **Upload**.





















NOTE: The upload status will be Pending until all records are processed. For a large file, this could take several minutes. Once the file is processed, the status will change to Completed.

REVIEWING PARENT FILE UPLOAD

The final step to uploading a Parent Upload Template file is to verify that all records uploaded successfully. The value in the brackets ([]) indicates the number of records that were either completed/updated successfully or the number that were rejected. Some records may have updated successfully but have an Alert associated with it (Table 2).

Table 2 Status messages for the Parent File Upload

Status Message	Description																								
Failed	The CSV file failed to upload. Select the CSV file under the file column to understand why they failed.																								
	<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 style="border: 2px solid red;"> <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> <p>Page 1 of 1</p>	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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Rejected: [value]	The rejected column represents that number that failed validation. Select the CSV file icon under the file column to understand why they were rejected.																								
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Created/ Updated: [value]	Records were created successfully.																								
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Alerts: [value]	Records were created, but some of the records have alerts associated with them that should be reviewed. Select the CSV file icon under the file column to view the issue.																								
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PARENT UPLOAD TEMPLATE FILE CSV UPLOAD MESSAGES

If an error message is generated after completing an upload, Table 3 indicates which column heading (field) has the error and the most common correction associated with the error message. If the provided solution does not solve the issue, the district test coordinator or district user should contact the Service Desk. Messages are continually reviewed and updated, so some variation from the messages listed below should be expected.

The brackets ([]) indicate information specific to your upload.

Table 3 Possible error messages for the Parent Upload file

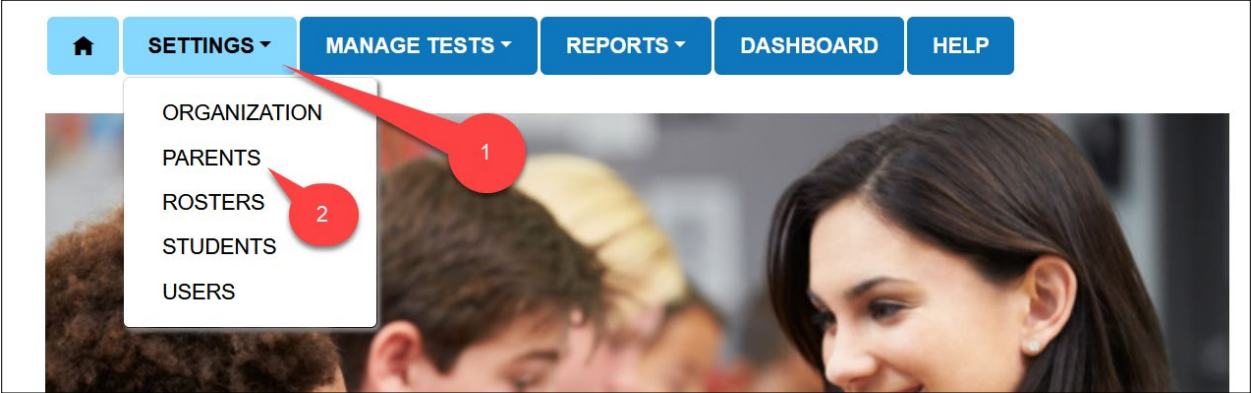
Message	Column to Correct	Common Corrections
Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]	n/a	This message indicates that the upload completed. If any records rejected or had alerts, select the CSV icon under File to see the associated error.
File Format not correct	n/a	Check the CSV file to ensure the correct template was used, that the template headings were not altered, and that the file was saved as a CSV file.
Same parent-student relationship is being added in the CSV	All	<p>A duplicate parent-student relationship was uploaded for the district.</p> <p>(NOTE: More than one parent/guardian email address can be connected to a particular student. More than one student can be connected to a particular parent/guardian email address. However, only one student and one email address can be on one line in the template file.)</p>

Message	Column to Correct	Common Corrections
User trying to upload parent outside district	District_Identifier	The District_Identifier is not correct for the student's district. An error will generate for a student who may be in a different district.
Parent email	Parent_Email	The parent's email is required and was blank in the upload.
State student identifier is required	State_Student_Identifier	The SSID is required and was blank in the upload.
SSID value too long	State_Student_Identifier	The SSID entered is longer than the maximum length.
Student record not found under the uploading state	State_Student_Identifier	The SSID entered was not found in the specified organization.

VIEWING PARENTS RECORDS

To view parent/guardian records that have been successfully uploaded in Educator Portal, follow the process outlined below:

1. Select Settings.
2. Select Parents.



3. Select the **View Parent** tab. (This tab is the default when the Parent page opens.)

- The state and district will autofill with the District Test Coordinator's or the District User's organization. To narrow the search to a particular school, use the drop-down arrow to select a school.
- Select **Search** to view records.

View Parents: Select Criteria

STATE: * My.State x

DISTRICT: * My District

SCHOOL: Select

Search

Parent Email	Student Legal Last Name	Student Legal First Name	Student State Id	District Name
guardian@example.com	Smith	John	12345	My District
parent@example.com	Jones	Corey	67890	My District

Page 1 of 1 10 per page 1-2 of 2 items

UPDATING A PARENT RECORD

To update a record, a new Parent Upload Template file must be created and uploaded. Entries cannot be edited manually in Educator Portal. Best practice is to perform an export from the student information system each time a change(s) is needed to avoid unnecessary errors.

NOTE: All district parent/student connections must be included in **every** new Parent Upload Template file. A new upload overrides previous file uploads, with entries being either deleted or replaced.

PARENTS EXTRACT

A Parents extract is available under the Reports tab in Educator Portal. This extract can be used to view submitted information. It will include all data entered in the Parent Upload Template file plus the student's first and last name and the district and school name. For more information on completing this step, access Reports and Data Extracts in the EDUCATOR PORTAL USER GUIDE.

PARENT PORTAL USER GUIDE

A special guide with information on how parents/guardians can access reports is available in the [Parent Portal User Guide](#).