



KITE PARENT PORTAL USER GUIDE FOR DISTRICT STAFF 2022–2023



Agile Technology Solutions

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Table of Contents

<i>Parent Portal Management for District Staff</i>	3
Option 1: Standard Upload with Parent Upload Template	4
Reviewing Parent File Upload.....	9
Parent CSV file Upload Messages	10
View Parent Records.....	12
Parent Extract	12
Add Parent-To-Student Connection Under Option 1.....	13
Add: Manual	13
Add: Append Upload with Parent Upload Template	14
Add: Standard Upload with Parent Extract or Initial Parent Upload Template.....	15
Edit Parent-To-Student Connection Under Option 1	15
Edit: Manual	16
Edit: Standard Upload With Parent Extract or Initial Parent Upload File	19
Option 2: Parent Registration Codes	20
View Parent Records.....	22
Add and Edit Parent-To-Student Connection Under Option 2.....	22
Parent Portal User Guide	22

PARENT PORTAL MANAGEMENT FOR DISTRICT STAFF

[Kite® Parent Portal](#) is an application that parents/guardians can use to electronically access their student's Individual Student Score Reports. These score reports are available for each year in which a student was assessed during an operational assessment window using the Dynamic Learning Maps® (DLM®) alternate assessment. Making Parent Portal available to parents/guardians is a state decision, and each district is responsible for establishing and maintaining all parent-to-student connections in Kite Educator Portal.

NOTE: Some states only provide paper reports instead of Parent Portal electronic access.

Only the District Test Coordinator (DTC) can create and edit parent-to-student connections (some states allow District User). The State Assessment Administrator role can view Parent Portal records and extracts but cannot upload or make changes. For the remainder of this guide and in Educator Portal, the word *parents* will be used for both parents and guardians.

NOTE: IMPORTANT—individual Student Score Reports contain Personally Identifiable Information. The reports must be protected and kept secure. The DTC must ensure that parents' email addresses are tied to the correct students in Parent Portal.

There are two options for **initial set up** of parent-to-student connections, **(1)** Standard Upload with Parent Upload Template (used by most states), or **(2)** Parent Registration Code (available to only a few states).

NOTE: In states that allow both options, a DTC selects one of the options for the district, and the selected option cannot change until the following school year.

Option one, Standard Upload with Parent Upload Template process, is for districts that have access to parents' email addresses. In these districts, the DTC can directly make the connections between parents' email addresses and students' state student identifiers (SSID).

Option two, Registration Code, is for districts that do not have access to parents' email addresses. In these districts, the DTC generates a parent registration code for each parent-to-student connection. The parent uses the registration code to register their email address and then access their student's Individual Student Score Report in Parent Portal.

If your district has parents' email addresses and is using Option 1 (Parent Uploads), continue here. However, if your district is using Option 2 (Registration Codes), skip to *Edit: Standard Upload With Parent Extract or Initial Parent Upload File*.

OPTION 1: STANDARD UPLOAD WITH PARENT UPLOAD TEMPLATE

Using the Standard Upload with Parent Upload Template file, the DTC can upload the file into Educator Portal on the Upload Parent tab, creating all connections between parents and students.

More than one parent can be connected to a student, and more than one student can be connected to a parent.

Uploads can occur at the district or school levels. For a district upload, all students in the district can be uploaded, even those not enrolled for testing in the current year (e.g., grade 12 students), as historical score reports may be available for those students.

For a school upload, only those students that are currently enrolled may be uploaded. The system searches for a student's assigned assessment to identify the student's school building. In very large districts, the district upload could take several minutes. Therefore, the DTC may want to upload files at the school level.

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

NOTE: Parents should not be directed to contact the Kite Service Desk.

Data entry errors in the Parent Upload Template file can be lessened by using the district student information system to download the parents' email addresses onto the template along with the correct SSID for students.

The Parent Upload Template file contains four columns. Column headings in the file cannot be altered or the file will not upload. The column heading indicates the data that goes in that column.

NOTE: The Data Required? column indicates whether the information in that column is required or optional.

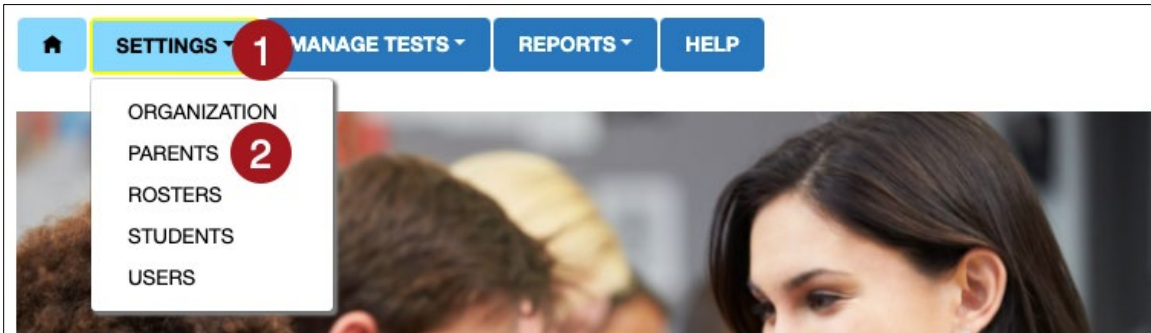
Table 1. Requirements for the Parent Upload Template File

Column	Column Heading	Data Req?	Format of Valid Entries	Definition
A	Parent_Email	Y	Alphanumeric	<p>The parent’s email address.</p> <hr/> <p>NOTE: Enter one email address per line. Use multiple lines when one parent email address should be connected to more than one student.</p> <hr/>
B	State_Student_Identifier	Y	Alphanumeric	<p>The student’s SSID.</p> <hr/> <p>NOTE: For building/school uploads, the student must be enrolled in Educator Portal.</p> <hr/>
C	District_Identifier	Y	Alphanumeric	<p>The district’s organization ID. (Ex: D1001)</p> <hr/> <p>NOTE: Must include leading zeros. See the DLM Data Management Manual for instructions on entering leading zeros. NOTE: School ID cannot be used in place of District ID. NOTE: Find the district identifier in Educator Portal > Settings > Organization > Parent Organization column.</p> <hr/>
D	Electronic_Opt_In	N	Alphanumeric	<p>Yes or No. (If blank, default is No)</p> <hr/> <p>NOTE: Currently, this field has no functionality. In future development, this field will allow electronic-opt-in selection to reduce the quantity of paper reports to be generated.</p> <hr/>

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

1. Select **Settings**.
2. Select **Parents**.

Figure 1. Educator Portal Settings Tab on Home Page



NOTE: In the initial access to the Parents tab, the DTC must select the Parent Upload button. A confirmation message will pop up asking if you are sure of your selection. Select Yes to proceed.

View Parent Register Parent Add Parent

Register Parents: Select Registration Method
Select a method to register parents for Parent Portal access. This is a district-wide selection.

Parent Registration: A code is generated to connect students to their parent/guardian(s). Use this option if parent/guardian email addresses **are not available** to the district.

Parent Upload: This option connects students to their parent/guardian(s) using their email address. Use this option if the parent/guardian email addresses **are available** to the district.

NOTE: This is an annual selection that cannot be changed during the school year.

Parent Registration Parent Upload

Select Registration Method

Parent Upload has been chosen for the district this school year. This is an annual selection that cannot be changed during the school year.

Do you want to continue?

Yes No

3. Select the **Register Parent** tab.
4. The state and district will autofill with the DTC’s organization.
5. A DTC can upload parent-to-student connections for an entire district or an entire school. If an entire district is to be uploaded, leave the school field blank.
 - a. To upload a school, use the drop-down menu to select a school. In the template, enter the district identifier.
6. Select the ? * icon next to the word *File*. The Parent Upload Template file hyperlink will appear.
 - a. Open the Parent Upload Template file in a spreadsheet software (i.e., Excel).
 - b. Enter the data as described in the above chart.
 - c. The file **MUST** be saved as a CSV (comma-delimited). The DTC should name the file in a way that is meaningful and save it where they can easily find it.
 - d. Leave the file open. Do not close the file or formatting will likely be lost (i.e., leading zeros).
7. Back on the Upload Parent tab in Educator Portal, select the **Select File** button.
 - a. Select the saved CSV file from your computer.
 - b. Select **Open**.

NOTE: The saved customized file name displays.

8. Select **Upload**.

Figure 2. Upload Parent Page in Educator Portal

The screenshot shows the 'Upload Parent' page in the Educator Portal. At the top, there are three tabs: 'View Parent', 'Upload Parent' (highlighted with a red circle 3), and 'Add Parent'. Below the tabs, the page title is 'Upload Parent: Select Criteria'. There are three dropdown menus: 'STATE:' with 'Kansas' selected (circle 4), 'DISTRICT:' with 'Sunflower District' selected (circle 4), and 'SCHOOL:' with 'Meadowlark School' selected (circle 5). Below these is a 'File:' label with a question mark and asterisk icon (circle 6). Underneath is a 'Select File' button (circle 7). Below the button, a file named 'Parent_Upload.csv' (0.14 KB) is listed with a close icon (x). To the right of the file list is an 'Upload' button (circle 8).

9. Select **Standard**.

Figure 3. Upload Process Selection Window for Full District Upload

Parent Upload: Meadowlark School

This is a **Full District upload**. Select an option to proceed:

Standard: Existing parent student relationships for the entire district will be deleted and replaced with the newly uploaded data.

Append: New parent student relationships in the uploaded file will be added to the existing data. Duplicates of existing data will be ignored.

For partial upload, please select a school.

9

Standard Append Cancel

Figure 4. Upload Process Selection for Partial Upload for School

Parent Upload: Meadowlark School

This is a **Partial upload for School**. Select an option to proceed:

Standard: Existing parent student relationships for the selected school will be deleted and replaced with the newly uploaded data.

Append: New parent student relationships in the uploaded file will be added to the existing data. Duplicates of existing data will be ignored.



















Standard Append Cancel







The upload status will be Pending until all records are processed. Once the file is processed, the status will change to Completed.

REVIEWING PARENT FILE UPLOAD

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

Table 2. Status Messages for the Parent CSV File Upload

Status Message	Description																								
Failed	<p>The CSV file failed to upload.</p> <p>Select the CSV file icon under the file column to understand why the file failed.</p>																								
	<table border="1" data-bbox="591 751 1403 961"> <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 data-bbox="591 919 922 961">◀ ◁ 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	
Uploaded	Status	Created/Updated	Rejected	Alerts	File																				
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Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0																					
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					
Rejected: [value]	<p>The rejected column represents that number of records that failed validation.</p> <p>Select the CSV file icon under the file column to understand why they were rejected. Make corrections and upload the file again.</p>																								
	<table border="1" data-bbox="591 1203 1403 1413"> <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 style="border: 2px solid red;"> <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> <p data-bbox="591 1371 922 1413">◀ ◁ 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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Created/Updated: [value]	Records were created successfully.																								
	<table border="1" data-bbox="591 1491 1403 1701"> <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 style="border: 2px solid red;"> <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> <p data-bbox="591 1659 922 1701">◀ ◁ 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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Status Message	Description																								
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 review the alerts.																								
	<table border="1"> <thead> <tr> <th data-bbox="597 443 878 474">Uploaded</th> <th data-bbox="878 443 1013 474">Status</th> <th data-bbox="1013 443 1166 474">Created/Updated</th> <th data-bbox="1166 443 1256 474">Rejected</th> <th data-bbox="1256 443 1333 474">Alerts</th> <th data-bbox="1333 443 1398 474">File</th> </tr> </thead> <tbody> <tr> <td data-bbox="597 474 878 506">Monday, June 22, 2020 3:10:21 PM</td> <td data-bbox="878 474 1013 506">COMPLETED</td> <td data-bbox="1013 474 1166 506">4</td> <td data-bbox="1166 474 1256 506">0</td> <td data-bbox="1256 474 1333 506">0</td> <td data-bbox="1333 474 1398 506"></td> </tr> <tr> <td data-bbox="597 506 878 537">Monday, June 22, 2020 3:07:10 PM</td> <td data-bbox="878 506 1013 537">COMPLETED</td> <td data-bbox="1013 506 1166 537">2</td> <td data-bbox="1166 506 1256 537">2</td> <td data-bbox="1256 506 1333 537">2</td> <td data-bbox="1333 506 1398 537"></td> </tr> <tr> <td data-bbox="597 537 878 569">Monday, June 22, 2020 2:49:28 PM</td> <td data-bbox="878 537 1013 569">FAILED</td> <td data-bbox="1013 537 1166 569">0</td> <td data-bbox="1166 537 1256 569">0</td> <td data-bbox="1256 537 1333 569">0</td> <td data-bbox="1333 537 1398 569"></td> </tr> </tbody> </table> <p data-bbox="597 604 922 636">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	2		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
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PARENT CSV FILE UPLOAD MESSAGES

After uploading a file, an error message may be generated. Information about the error is provided in the three columns in Table 3. The *Message* column has a list of possible errors; the *Column to Correct* column indicates the field where the error(s) occurred; and the *Common Corrections* column lists the most common corrections associated with the error message. The brackets [value] indicate information specific to the upload (i.e., number of records created/updated, number of records rejected, etc.). If the provided solution does not solve the issue, the DTC should contact the Service Desk for help.

NOTE: Messages are continually reviewed and updated, so some variation from the messages listed below should be expected.

Table 3. Possible Error Messages for the Parent Template 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 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 the correct template was used, that the template headings were not altered, and that the file was saved as a CSV (comma-delimited) file.

Message	Column to Correct	Common Corrections
Duplicate parent student relation for the district	All	<p>A duplicate parent-to-student connection was uploaded for the district.</p> <hr/> <p>NOTE: Only one student and one email address can be on one line in the template file. A new row must be used when more than one parent email address should be connected to a particular student, or when more than one student should be connected to a particular parent's email address.</p>
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 is not in this 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. The SSID must be the same as the one used for the student's enrollment record in Educator Portal.
SSID value too long	State_Student_Identifier	The SSID entered is longer than the maximum length (10 characters). The SSID must be the same as the one used for the student's enrollment record in Educator Portal.
Was not found in the specified organization	State_Student_Identifier	The SSID entered was not found in the specified organization. Each state has unique SSID numbers and formats. The SSID must be the same as the one used for the student's enrollment record in Educator Portal.

VIEW PARENT RECORDS

To view parent records that have been successfully uploaded in Educator Portal, follow these steps:

1. Select **Settings**.
2. Select **Parents**.

Figure 5. Educator Portal Settings Tab on Home Page



3. Select the **View Parent** tab. (This tab is the default when the Parent page opens.)
4. The state and district will autofill with the DTC's organization. To narrow the search to a particular school, use the drop-down arrow to select a school.
5. Select **Search** to view records.

Figure 6. View Parent Tab on Parents Page in Educator Portal

Parent Email	Student Legal Last Name	Student Legal First Name ↑	Student State Id	District Name
parent@example.org	Calhoun	Brionna	2018765957	My District
guardian@example.org	Smith	Garrit	8064669588	My District

PARENT EXTRACT

A Parent Extract is available under the Reports tab in Educator Portal. The Parent Extract can be modified and reuploaded to add or edit parent-to-student connections. Modifying the extract will be covered later in this guide. The extract will have all parent-to-student connections that are in Parent Portal at the time the extract is accessed. The Parent Extract also includes the student's first and last name and the district name.

NOTE: Information about accessing and downloading this extract is in the EDUCATOR PORTAL USER GUIDE in the subsection Accessing All Extracts for All States.

ADD PARENT-TO-STUDENT CONNECTION UNDER OPTION 1

With Option 1, a parent-to-student connection can be created in four ways:

- Manual Upload
- Append Upload using the Parent Upload Template
- Standard Upload using the Parent Extract or Initial Parent Upload Template

NOTE: The Standard Upload (using either the Parent Upload Template or the Parent Extract) overwrites all information and replaces it with new information in the new uploaded file.

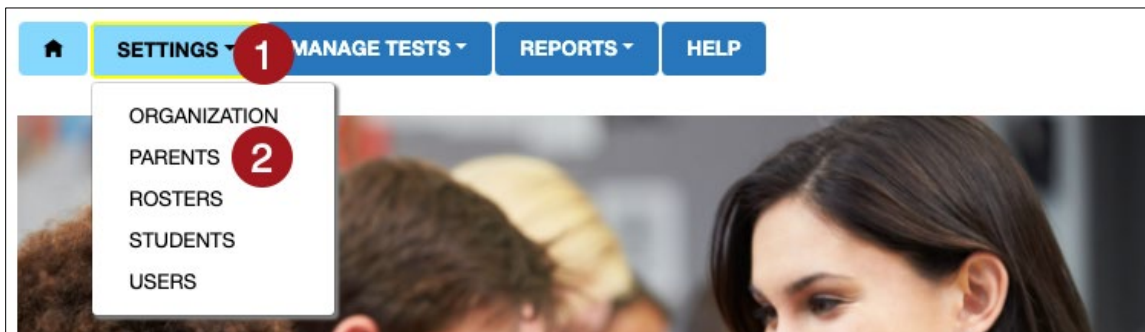
NOTE: The Append Upload (with Parent Upload Template) adds new parent-to-student connections from the new upload, checks and alerts for any duplicates, but does not overwrite existing data.

ADD: MANUAL

On the Add Parent tab, a DTC can manually add a parent-to-student connection. To manually add a parent-to-student connection, perform the following steps.

1. Select **Settings**.
2. Select **Parents**.

Figure 7. Educator Portal Settings Tab on Home Page



3. Select the **Add Parent** tab.
4. Enter the Parent Email.
5. Select **Add**. A window will open.

Figure 8. Screen Shot of the Parent's Page

6. Enter the student's SSID in the text box.
7. Select **Submit**. If the student was successfully added to the parent email address, a confirmation window will open. Select **OK**.

Figure 9. Add New Parent Student Relation Screen

NOTE: Electronic Opt In is a future development, the selection has no functionality at this time.

8. To add additional students to a parent email, enter a new SSID and select **Submit**. Continue until all SSIDs are entered that should be connected to the parent email.
9. When done, select the **X** in the upper-right corner to close the text box.

ADD: APPEND UPLOAD WITH PARENT UPLOAD TEMPLATE

A DTC can upload a new Parent Upload Template to add a parent-to-student connection by selecting Append to upload. To upload a new file with one or more parent-to-student connections (adding to the existing connections), follow the instructions in the section above titled *Option 1: Standard Upload with Parent Upload Template*. Select the **Append** process.

NOTE: Do not select Standard if intending to add connection(s) to existing connections.

ADD: STANDARD UPLOAD WITH PARENT EXTRACT OR INITIAL PARENT UPLOAD TEMPLATE

The Parent Extract can be used as an efficient and effective option to update Parent Portal. Download the extract and remove the following three columns:

Column C – Last Name

Column D – First Name

Column F – District Name

Keep the following four columns, and do not edit the headings. The column headings must exactly match those in the Parent Upload Template file.

Column A – Parent_Email

Column B – State_Student_Identifier

Column E – District_Identifier

Column G – Electronic_Opt_In

Figure 10. Columns A–G in the Parent Extract

	A	B	C	D	E	F	G	H
1	Parent_Email	State_Student_Identifier	Student_LastName	Student_FirstName	District_Identifier	District_Name	Electronic_Opt_In	
2	yaspin@gmail.com	258633631	Aspin	Natal	D1001	Sunflower District	No	
3	dennett@co...	232986471	Dennett	Mike	D1001	Sunflower District	Yes	
4	prbeecham@...	957183413	Keyse	Codie	D1001	Sunflower District	No	
5								
6								

Save the spreadsheet in a CSV format as described earlier in this guide. Leave the file open. Then follow the steps beginning in the section above titled *Option 1: Standard Upload with Parent Upload Template*. Select the **Standard** process.

The Initial Parent Upload Template may be used. The upload will overwrite all data so make sure it contains all desired previous data and the new parent-to-student connections.

EDIT PARENT-TO-STUDENT CONNECTION UNDER OPTION 1

Parent-to-student connections can be edited in **two ways**: Manually or Standard Upload with Parent Extract or Initial Parent Upload Template.

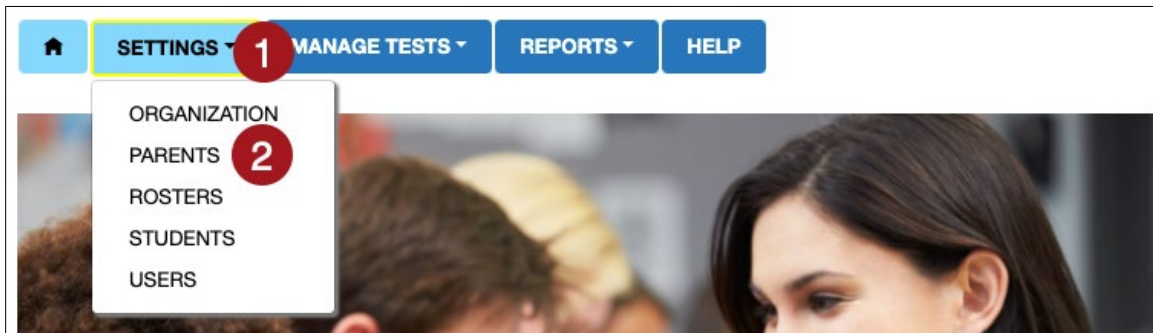
NOTE: The Standard Upload (with Parent Upload Template or Parent Extract) overwrites all information and replaces it with new information in the new uploaded file. The Append Upload (with Parent Upload Template) adds new parent-to-student connections and checks for any duplicates.

EDIT: MANUAL

On the View Parent tab, a parent’s email address can be edited, and one or more students can be removed from or added to a parent record. To edit a parent record from the View Parent tab, follow these steps.

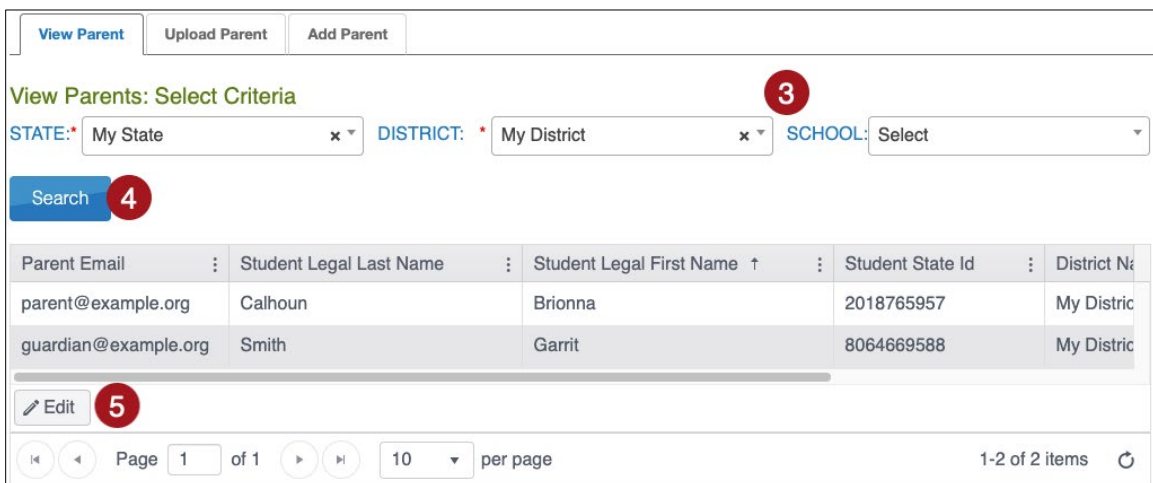
1. Select **Settings**.
2. Select **Parents**. The View Parent tab is shown by default.

Figure 11. Educator Portal Settings Tab on Home Page



3. The state and district will autofill with the DTC’s organization. To narrow the search to a particular school, use the drop-down arrow to select a school.
4. Select **Search** to view records.
5. Locate and select the parent record that needs to be edited. Highlight the parent record and select the **Edit** button at the bottom of the table.

Figure 12. Screen Shot of the View Parent Page



6. The Edit Parent window will open. On this screen a parent email address can be changed, another parent-to-student connection can be created, and a student can be deleted from a parent email.

7. If needed, make changes in the Email Address text box. If no other edits are needed, select **Save** when finished. A Parent Changed confirmation message appears in red on the View Parent screen.
8. To delete a student from the parent record, select the **trash can icon** to the left of the student's state ID.
 - a. A confirmation window will open. Confirm the deletion of the parent-to-student connection row by selecting **OK**. If the deleted student was the only connection to this parent email, an ALERT message will appear to notify the DTC that the final parent-to-student connection was deleted. Select **OK**. Then select the **Save** button.

NOTE: If a student is being deleted from a parent-to-student connection and another student is to be added to the same parent email, add the new student first. Then delete the student who should no longer have a parent-to-student connection with that parent.

Figure 13. Edit Parent Screen

The screenshot shows the 'Edit Parent' interface. At the top, there is a text box for 'EMAIL ADDRESS:' containing 'guardian@example.org', with a red circle '7' next to it. Below this is a section titled 'Parent Student Relation Information' containing a table with columns: Student State Id, Last Name, First Name, District, and Electronic Opt-In. The table has one row with values: 8064669588, Smith, Garrit, My District, and an unchecked checkbox. A red circle '8' is next to the trash can icon in the first column. Below the table is a pagination bar showing 'Page 1 of 1' and '10 per page'. At the bottom right, there are two buttons: 'Add Student' (with a red circle '9' next to it) and 'Save'.

9. To add an additional student to a parent email address, from the Edit Parent screen, select **Add Student**. The resulting parent-to-student connection will be two parent-to-student connections with one parent email and two students.
10. Enter the additional student's SSID in the SSID text box.
11. Select **Submit**.

Figure 14. Add New Parent Student Relation

Add New Parent Student Relation

Parent Email: guardian@example.org

District: My District

SSID:

Electronic Opt In:

Submit

NOTE: Electronic Opt In is in future development, the selection has no functionality at this time.

12. After the word *Success* appears, select the **OK** button, and select the **X** in the upper-right corner to close the screen.

EDIT: STANDARD UPLOAD WITH PARENT EXTRACT OR INITIAL PARENT UPLOAD FILE

The Parent Extract can be used as an efficient and effective option to update Parent Portal. Download the extract and remove the following three columns:

- Column C – Last Name
- Column D – First Name
- Column F – District Name

Keep the following four columns, and do not edit the headings. The column headings must exactly match those in the Parent Upload Template file.

- Column A – Parent_Email
- Column B – State_Student_Identifier
- Column E – District_Identifier
- Column G – Electronic_Opt_In

Figure 15. Columns A–G in the Parent Extract

	A	B	C	D	E	F	G	H
1	Parent_Email	State_Student_Identifier	Student_LastName	Student_FirstName	District_Identifier	District_Name	Electronic_Opt_In	
2	yaspin@gmail.com	258633631	Aspin	Natal	D1001	Sunflower District	No	
3	dennett@comcast.net	232986471	Dennett	Mike	D1001	Sunflower District	Yes	
4	prbeecham@comcast.net	957183413	Keyse	Codie	D1001	Sunflower District	No	
5								
6								

Save the spreadsheet in a CSV format. Leave the file open. Then follow the steps beginning in the section above titled *Option 1: Standard Upload with Parent Upload Template*. Select the **Standard** process.

NOTE: The Initial Parent Upload Template may be used in place of the modified Parent Extract. For a Standard Upload of a new file, the records in the new file overwrite all previously uploaded records. Therefore, take the Parent Upload Template file that was previously used, make any needed edits, keep all records that are correct, and reupload the file. Then follow the steps beginning in the section above titled Option 1: Standard Upload with Parent Upload Template. Select the Standard process.

All district/school parent-to-student connections must be included in every new Parent Upload Template file with the Standard process. A new Standard Upload overwrites previous file uploads, with entries being either deleted or replaced.

OPTION 2: PARENT REGISTRATION CODES

To generate Parent Registration Codes, follow this process:

1. Select **Settings**.
2. Select **Parents**.

Figure 16. Educator Portal Settings menu on homepage



3. Select the **Register Parent** tab.
4. In the initial access to the Parents tab, the DTC must select the **Parent Registration** button. A confirmation message will pop up asking if you are sure of your selection. Select **Yes** to proceed.

NOTE: Selecting the Parent Registration option is an annual selection and cannot be changed during the school year.

Figure 17. Screen Shot of the initial Register Parent tab

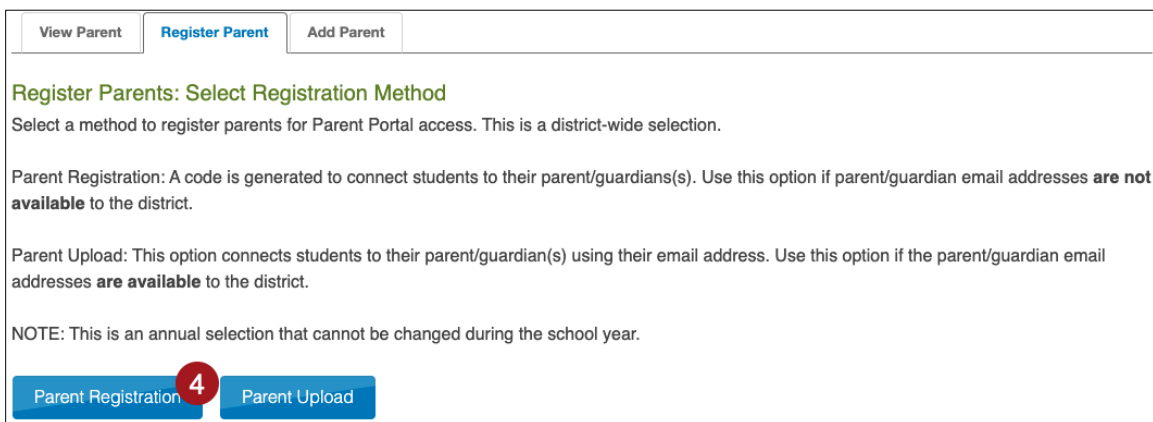
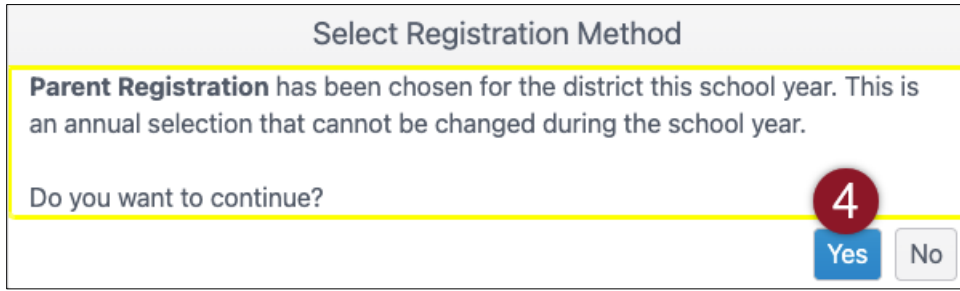
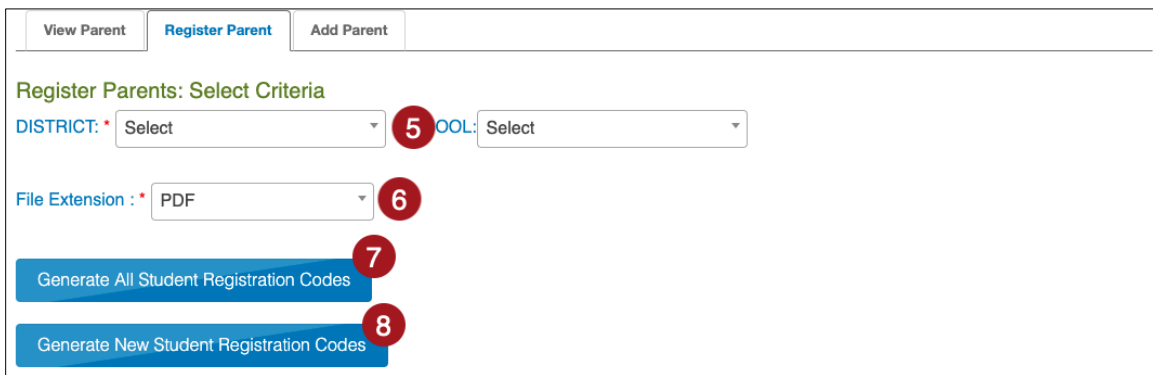


Figure 18. Screen Shot of the initial Register Parent tab confirmation message



5. The district will autofill with the DTC’s organization. If desired, the DTC can also filter to the optional school level.
6. Use the drop-down menu to select between a PDF or CSV file. A PDF file will create tickets that include student names (first, middle, and last), registration codes, district, school, date of birth, and grade level. The CSV file contains columns for District, School, Student Last Name, Student Middle Name, Student First Name, Registration Code, Date of Birth, and Grade.
7. Select the **Generate All Student Registration Codes** button to download the PDF or CSV file for all students in the district.
8. Select the **Generate New Student Registration Codes** button to download information for only new students (from the last time the Generate All Student Registration Codes or Generate New Student Registration Codes button was selected).

Figure 19. Screen Shot of the Register Parent page



NOTE: For parents to access Parent Portal, they need both the Registration Code and the SSID for their student(s). The DTC can find the students’ SSIDs by going to Settings > Students and selecting the View Students tab. The DTC’s district will auto populate. If desired, the school (optional) can be chosen from the school drop-down menu. Select Search. A table of currently enrolled students will be generated. The first column in the table has the students’ SSIDs.

VIEW PARENT RECORDS

When using registration codes, the functions of viewing parent records will use the same steps that were described for Option 1.

To view parent-to-student connections, follow the steps beginning on page 10, *View Parent Records*.

ADD AND EDIT PARENT-TO-STUDENT CONNECTION UNDER OPTION 2

If the DTC has the email address for a parent, the DTC can create a parent-to-student connection manually, one-at-a-time. However, if the DTC does not have the email address for a parent, the DTC must create a new parent-to-student connection following the steps beginning on page 18, Option 2: Parent Registration Codes.

To add parent-to-student connections, follow the process in in the subsection *Add: Manual*.

To edit parent-to-student connections, follow the process in in the subsection *Edit: Manual*.

PARENT PORTAL USER GUIDE

A special guide with information on how parents can access their student's Individual Student Score Reports is available in the PARENT PORTAL USER GUIDE. It is located on the DLM website for states using Parent Portal.