Completing the First Contact Survey and

Kite® Logo Screen

Title Screen

This video is intended for test administrators and explains how to complete a student's First Contact survey and Personal Needs and Preferences (PNP) Profile in Kite® Educator Portal, as discussed in the Required Test Administrator Training, the TEST ADMINISTRATION MANUAL, the ACCESSIBILITY MANUAL, and the EDUCATOR PORTAL USER GUIDE. The First Contact survey and PNP Profile are the two components of a student's Personal Learning Profile.

Educator Portal Login Screen

No real district, school, teacher, or student information is shown in this video.

Sign into Educator Portal.

Screen Recording

Select **Students** under the Quick Links heading or under the Settings menu tab.

Under the View Students tab, with your state, district, and school displayed, click **Search**. All students rostered to you will be displayed.

For students who are new to the DLM® alternate assessment, the link under the First Contact column will initially display as Not Started. In Progress will display if the First Contact survey was started but not completed. For returning students, the link will display as Ready to Submit, indicating the First Contact survey must be reviewed, revised as needed, and resubmitted for the current school year. Ready to Submit will also display for new students if all the items and questions in the First Contact survey have responses but the survey has not been submitted.

Click the link in the First Contact column beside the student's name. Click **Start Survey**. For returning students, the button will display as Edit Survey.

The First Contact survey is divided into tabbed categories of items and questions. The Previous and Next buttons are used to navigate through the tabs. Items and questions marked in the survey with an asterisk are required for the system to recognize the survey as complete.

For the purpose of this demonstration, random selections will be made. When completing a First Contact survey for one of your own students, be sure to read each item or question and choose the response that applies to your student.

First, the Special Education tab pertains to the student's primary disability and educational placement. After making the appropriate selections, click **Next**.

The Sensory Capabilities tab has two sections. The first section pertains to the student's hearing. Depending on the response selected, additional items or questions may appear. After completing the Hearing section, click **Next**. The second section under the Sensory Capabilities tab pertains to the student's vision. Again, depending on the response selected, additional items or questions may appear. After completing the Vision section, click **Next**.

The Motor Capabilities and Health tab pertains to the student's arm or hand control and health. Once the appropriate selections have been made, click **Next**.

The Computer Instruction tab pertains to the student's primary use of a computer during instruction and level of attention to teacher-directed instruction. Depending on the response selected, additional items or questions may appear. Once the appropriate selections have been made, click **Next**.

The Communication tab has five sections. The first four sections pertain to the student's expressive communication. Depending on the response selected, additional items or questions may appear. After making the appropriate selections, click **Next** to navigate to each subsequent section regarding the student's expressive communication. Then the fifth section of the Communication tab pertains to the student's receptive communication. For each item, select the approximate percent of time the student uses each skill. Once the appropriate selections have been made, click **Next**.

The Language tab pertains to the student's primary language. Once the appropriate selections have been made, click **Next**.

The Academic tab includes five sections. The first two sections have several items to complete regarding the student's reading skills. Each item must have a response in order to continue to the next section. When all items have a response, the Next button will illumine. Click **Next**. The third section includes several items about the student's mathematics skills. When all items have a response, click **Next**. The fourth section pertains to the student's writing skills. After selecting

a response, click **Next**. The fifth section includes several items about the student's science skills. When all items have a response, click **Next**.

Once you arrive at the final tab, click **Submit Survey**. A message will display confirming responses to the survey have been successfully submitted.

Click the **X** in the top right corner of the screen to exit the First Contact survey.

Upon returning to the View Students screen, the student's First Contact Survey will now display as Completed.

The student's PNP Profile is accessed in the column to the right of the First Contact column. Before a student has any accessibility supports selected in their PNP Profile, the link will display as No Settings. After accessibility supports are chosen, the link will display as Custom, meaning the PNP Profile has been customized for the student.

Click the link to access the PNP Profile.

The PNP Profile is divided into tabbed categories. The Summary tab displays by default and reflects any settings selected for the student. The summary tab updates anytime changes are made to the student's PNP Profile. For the purpose of this demonstration, random selections will be made for each tab. Remember, when completing a PNP Profile for one of your own students, only choose the supports your student needs and typically uses during instruction. Some students will not need any accessibility supports.

Click **Edit Settings**.

The settings listed under the Display Enhancements tab affect the way a student's testlets will appear in Kite Student Portal. If a student needs their testlets to be magnified, select Magnification then the amount of magnification desired: 2x, 3x, 4x, or 5x. The other display enhancements pertain to color choices. Contrast color, overlay color, and invert color choice are all adjustable to the student's needs but do not work well if chosen in combination. Once the desired settings are customized, click **Save**. A message indicating the settings were saved successfully will display.

Note that a Save button appears at the top and bottom of each tab in the PNP Profile. You must click **Save** each time selections are made for each tab.

Under the Language and Braille tab, the state's braille options will display when braille is selected. Remember that braille should only be chosen for students who are proficient braille readers. Click **Save** if adjustments are made.

Under the Audio and Environment Support tab, spoken audio is provided as an option. If selected, the student's testlets will display an audio button that can be selected on each screen of the testlet to hear the screen content read aloud using the system's synthetic voice. Three preferences are offered for spoken audio: Text Only, Text and Graphics, and Nonvisual. Single-switch scanning is also available under this tab. When selected, the scan speed, initial delay of the automatic scan, and repeat frequency are customizable. When the student takes a testlet, they will use their switch to record the desired response when the scanning cycle highlights it. Click **Save** if adjustments are made.

Under the Other Supports tab, the first option pertains to alternate forms. This option should be selected for a student with a visual impairment even if the student is proficient at reading braille. Each time an alternate form is available for a student, it will be included with the testlet's Testlet Information Page (TIP) in Educator Portal. Other options under this tab include two-switch systems whereby the student uses one switch to tab through the response options and the other switch to enter the chosen response. Individualized manipulatives and calculator use can also be selected as supports. The last column pertains to supports the test administrator provides outside of the system, including human read aloud if the synthetic voice offered for spoken audio is not suitable, sign interpretation, language translation, entering responses for a student, and partner-assisted scanning. Click **Save** if adjustments are made.

Returning to the Summary tab, all profile settings selected will be listed.

Click the **X** in the top right corner of the screen to exit the PNP Profile.

Notice that the student's First Contact survey and PNP Profile are also linked in the student's record. The First Contact survey and PNP Profile are also linked in the Instruction and Assessment Planner used for instructionally embedded assessments during an active assessment window.

For more information about the First Contact survey and PNP Profile, consult the TEST ADMINISTRATION MANUAL, the ACCESSIBILITY MANUAL, and the EDUCATOR PORTAL USER GUIDE on the DLM website. The complete list of First Contact survey questions is provided in the appendix of the TEST ADMINISTRATION MANUAL.