



KITE PARENT PORTAL USER GUIDE FOR PARENTS 2023–2024



DYNAMIC[®]
LEARNING MAPS

KU

ACHIEVEMENT
& ASSESSMENT
INSTITUTE

The University of Kansas

**Assessment & Technology
Solutions**

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WHAT IS PARENT PORTAL?

Welcome to Kite® Parent Portal!

Parent Portal was designed to give access to view your student’s current and historical Dynamic Learning Maps® (DLM®) end-of-year Individual Student Score Reports. Students complete the DLM alternate assessment in Kite Student Portal, which is 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.

HOW DO I ACCESS PARENT PORTAL?

Parent Portal can be accessed from both desktop computers and mobile devices. You will need to use a supported 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.

WHICH ASSESSMENT REPORTS ARE AVAILABLE?

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

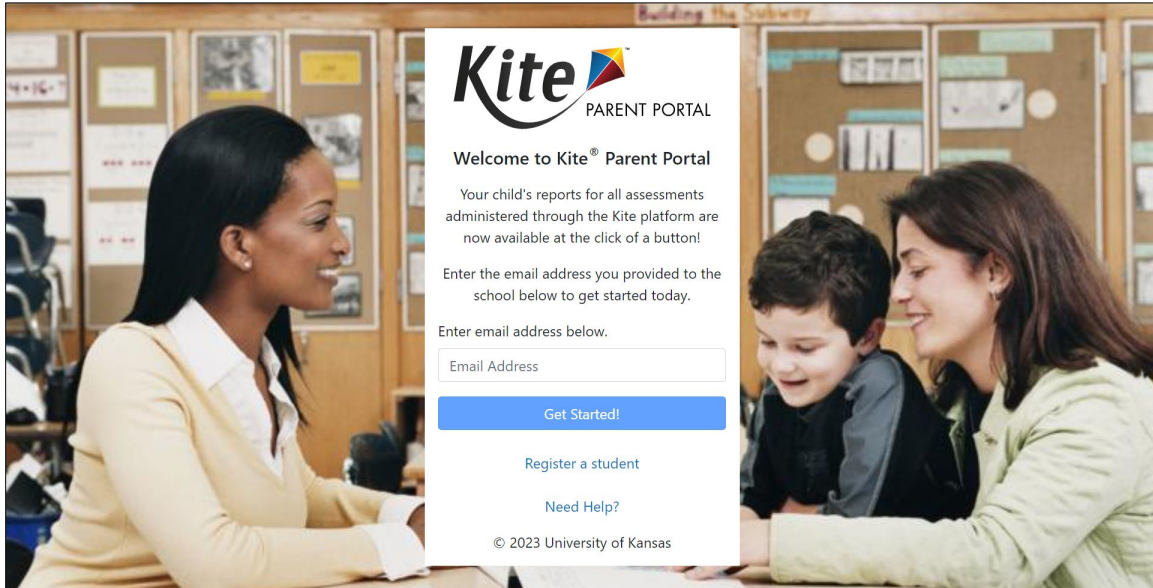
A NOTE ABOUT NAMES AND DATA

All names and organizations used in this document are fictitious. No identification with actual persons (living or deceased), places, or organizations is intended or should be inferred. All data, including scores and identification numbers, are randomly generated.

HOW DO I LOG IN?

Steps to log in if you were told by your district to use your email address:

1. Open a **web browser** and visit <https://parentportal.kiteaai.org>.
2. Enter your email address and select **Get Started!**
3. **Skip to Step 5** to continue. Do not select Register Parent Code.

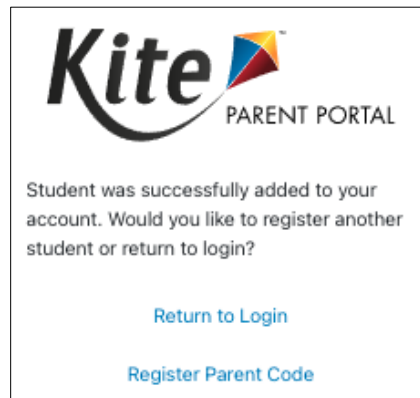


Steps to log in if you were given a Registration Code and State Student Identifier number:

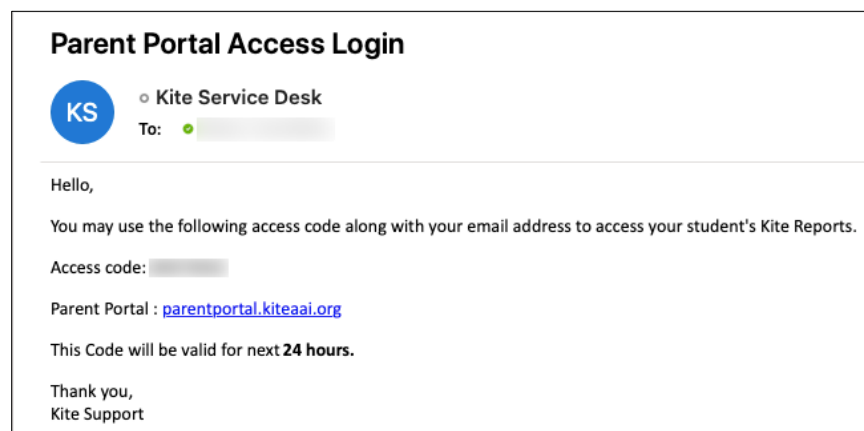
1. Open a **web browser** and visit <https://parentportal.kiteaai.org>.
2. Select **Register Parent Code**.
3. Enter your email address, the Registration Code, and your student's State Student Identifier that your district provided to you. Select **Get Started!**

A screenshot of the Kite Parent Portal registration page. The page features the Kite logo and the text "Kite PARENT PORTAL". Below the logo, it says "Enter email address below." followed by a text input field labeled "Email Address". Below that, it says "Enter student registration code." followed by a text input field labeled "Registration Code". Below that, it says "Enter state student identifier." followed by a text input field labeled "State Student Identifier". A blue "Get Started!" button is positioned below the input fields. The footer of the page reads "© 2021 University of Kansas".

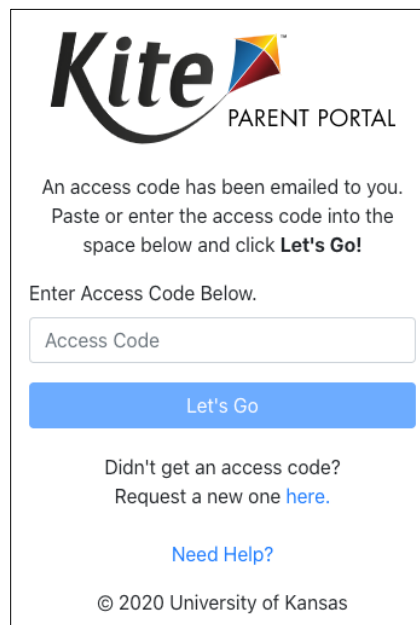
4. After you enter this information, a confirmation window will appear. To add another student, select **Register Parent Code**. If you are finished, select **Return to Login**.



5. Enter your email address on the login screen. A temporary **access code** will be sent from the Kite Service Desk.



6. Enter the access code in the area provided on the login screen.



7. Select **Let's Go**.

EMAIL TROUBLESHOOTING

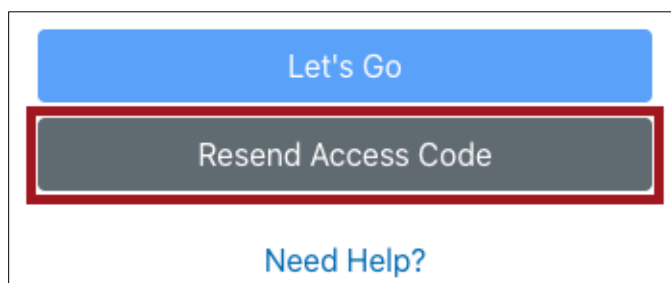
Use the email address you previously provided to your student's school district for communication. On the login screen, if you used a Registration Code, use the email you used at that time.

If you do not remember the email address you provided or need help logging in to Parent Portal, contact your student's school district for assistance.

ACCESS CODE TROUBLESHOOTING

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 to log in again after that period, a new access code will be emailed to you.

If you do not receive an email, check your junk or spam folder. If you did not receive or forgot your access code, select the **Resend Access Code** button to request a new code.



REGISTRATION CODE TROUBLESHOOTING

Registration Codes are generated by the district. Each student's State Student Identifier number is connected to a Registration Code, which is then shared by the district with parents. Once you use the Registration Code to register your email address in Parent Portal, you can log in with just your email address.

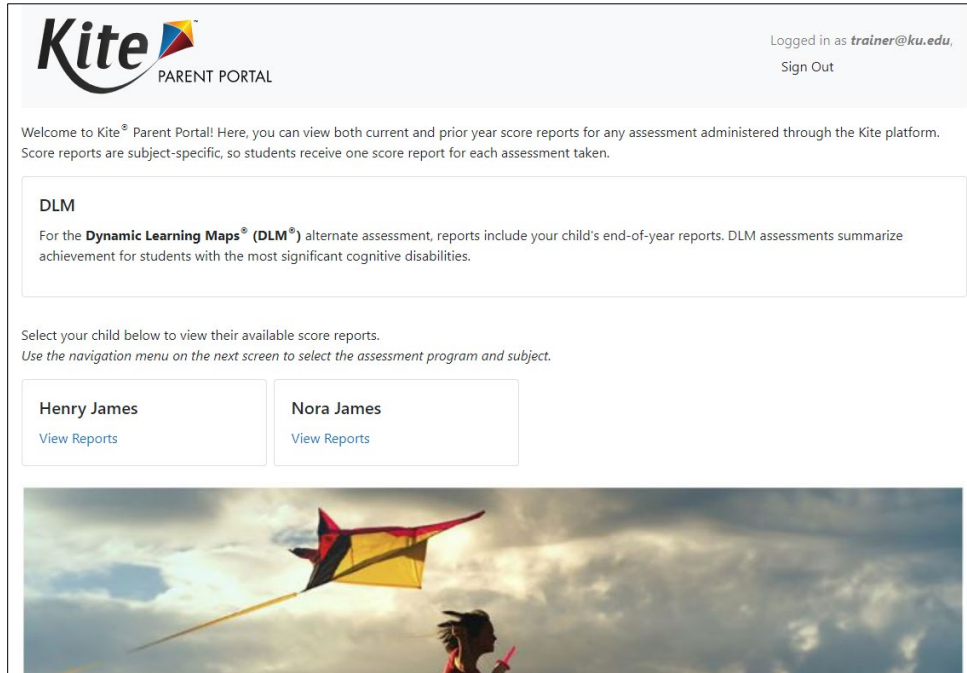
If your Registration Code is not valid and you cannot log in to Parent Portal, contact your student's school district for assistance.

NOTE: The Kite Service Desk cannot share, add, or update Registration Codes or email addresses in Parent Portal.

HOW DO I VIEW AND DOWNLOAD REPORTS?

The homepage provides a brief overview of Kite Parent Portal, as well as details on DLM end-of-year Individual Student Score Reports.

To view all available reports, select **View Reports** under the student's name.



After selecting **View Reports** on the homepage, use the menu options to navigate through each available subject and each available student:

1. Select a **Subject**.
2. Select a **Student**.
3. Read the Assessment Description (a brief description of the DLM assessment).
4. View and read the **Scoring Report Guides** (links to score report guides and other helpful information).
5. Choose a report year and select the PDF icon to download the report.

Year ↓	School Name	Grade	Download Report
2022	Buffalo Middle School	8	
2021	Buffalo Middle School	7	
2017	Meadowlark Elementary	3	

WALKTHROUGH REPORTS

Score reports for the current year in all subjects include a built-in score report walkthrough. This tool explains key elements of the score report. As sections are explained, a green box may appear around the relevant section. Use the buttons to the left of the score report to control the report walkthrough.



1. Play button—select to begin audio playback.
2. Stop button—select to stop audio playback.
3. Download button—select to download report.
4. Close button—select to close window and return to Report page.

Note: Selecting Stop will return the audio to the start.

QUESTIONS ABOUT PARENT PORTAL

If you have questions or need help with Parent Portal, contact the District Test Coordinator in your student's district.