

PLTW Kite Portal User Manual – Teacher View

2023-2024

Updated August 2023

PLTW

Structure of the PLTW Kite Portal User Manual – Teacher View

The PLTW Kite Educator Portal application is designed to provide additional support for teachers as they deliver the PLTW End-of-Course Assessments and Informative Assessments. There are two portals used for the assessments:

- The PLTW Kite Educator Portal, used by administrators to assign and monitor tests and manage data.
- The PLTW Kite Student Portal, used by students to take assessments.

This manual contains procedures for using the PLTW Kite Educator Portal.

This manual's structure mimics the assessment year, beginning with user and student management, moving on to Informative Assessment, and concluding with the PLTW End-of-Course Assessment.

A Note About Roles

This manual's procedures and graphics expect the reader to have the role of District Test Coordinator (PLTW Program Coordinator), Building Test Coordinator (PLTW Site Coordinator), or Teacher in the PLTW Kite Educator Portal.

A Note About Graphics

Every effort was made to ensure the graphics in this manual match what the users will see when using the PLTW Kite Educator Portal. Expect some slight differences depending on the computers and operating systems used to access the PLTW Kite Educator Portal.

Version Information

This manual provides documentation for the PLTW Kite Educator Portal effective August 2023.

Disclaimer

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Changes to the Manual

The following table lists the changes made to this manual since the last major release of the documentation.

Please Note: The Page column indicates the page number of the current manual where the change appears.

Change Logged	Page	Description of Change
8/1/2023	Various	Screenshots of PLTW Educator Portal updated.
8/1/2023	24-25	Rationale available for Informative Interim

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Continuing this Year Kite 4.0

For this year's End of Course administration, PLTW will ONLY use PLTW Kite Student Portal 4.0 for secure exam administration. **PLTW will no longer support PLTW Kite Student Portal 3.0 and below.**

We will continue to offer the Informative Assessment Tool through the browser as schools complete the Secure Exam Browser (SEB) upgrade. Please ensure all devices are updated before administering the End of Course assessment.

Kite Student Portal 4.0 includes several features we believe you will find valuable.

- To reduce the number of “red screens” received upon launching the Kite application, the portal checks for an internet connection. If no connection is detected, the student will receive an alert and can either try again to connect or exit the application. This same alert is received when testing should there be a loss of internet connectivity allowing the student to gracefully exit the test until internet connectivity is restored.
- PLTW Kite Student Portal 4.0 allows up to 3 monitors to be connected. The test displays on the main display and the others will be blacked out. This eliminates the need to potentially modify the computer setup when students are trying to test.

Accessing the PLTW Kite Educator Portal

The PLTW Kite Educator Portal is a web-based application, so you will need to connect to the internet to access the system.

The information in your [myPLTW](#) account is the same information used in the PLTW Kite Educator Portal. New accounts and updated account information from [myPLTW](#) is automatically sent to the PLTW Kite Educator Portal.

Required Software

To effectively use the PLTW Kite Educator Portal, your machine should have the following software:

- Supported browsers: Mozilla Firefox, Google Chrome, Edge, and Safari
- PDF viewer or software that allows you to open and print PDF files
- Spreadsheet program to create comma-separated values (CSV) files if you need to upload information

Before students can take End-of-Course Assessments, schools must download and install the PLTW Kite Student Portal on each testing device. For more information about installing the PLTW Kite Student Portal, refer to the installation guide for the operating system or device being used.

- [PLTW Kite Student Portal Installation Instructions for Mac® Computers](#)
- [PLTW Kite Student Portal Installation Instructions for Windows® Computers](#)
- [PLTW Kite Student Portal Installation Instructions for iPads®](#)
- [PLTW Kite Student Portal Installation Instructions for Chromebooks®](#)

Getting Help

If you need additional help, call or email the PLTW Solution Center.

- Phone: 877.335.7589
- Email: solutioncenter@pltw.org

Roles, Permissions, and Access

The PLTW Kite Educator Portal allows program coordinators in each district to define the level of access a user has to data and certain functions in the system. Your assigned role within the PLTW district account will determine the information you can access and the tasks you can perform.

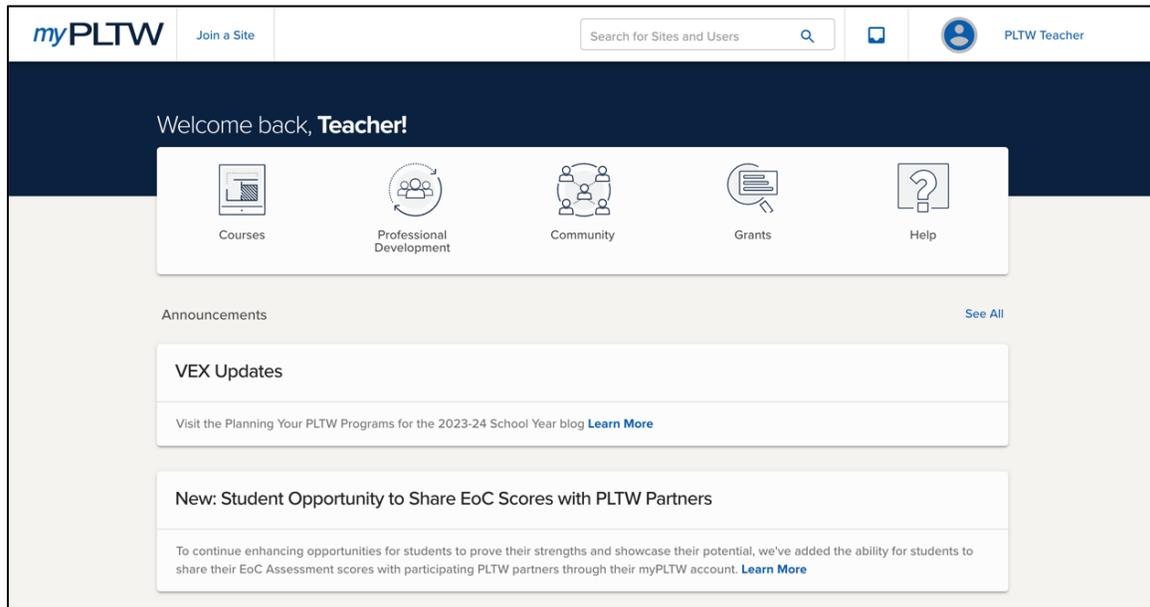
Roles in the PLTW Kite Educator Portal have district-level, building-level, or classroom-level access. The following table lists the permissions available to each role.

	PLTW Program Coordinator	PLTW Site Coordinator	PLTW Teacher
USER INFORMATION			
View Users	Y	Y	Y
STUDENT INFORMATION			
View Students	Y	Y	Y
Upload Personal Needs Profile (PNP)	Y	Y	Y
ROSTER			
View Roster	Y	Y	Y
Search Roster	Y	Y	Y
MANAGE TESTS			
View Tests	Y	Y	Y
End Test Session	Y	Y	Y
Monitor Test Session	Y	Y	Y
View Test Session	Y	Y	Y
View Daily Access Codes	Y	Y	Y
EXTRACTS			
Test Administration Data Extract	Y	Y	Y
Student PNP Extract (Abridged)	Y	Y	Y
Student Login Username/Password Extract	Y	Y	Y
DASHBOARDS			
Testing Summary	Y	Y	Y
Testing Outside Hours	Y	Y	N
Test Assign Errors	Y	Y	N

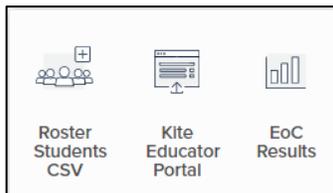
Logging in to PLTW Kite Educator Portal

To log in to the PLTW Kite Educator Portal, perform the following steps.

1. Visit my.pltw.org.
2. Enter user credentials and select Log in.
3. Click My Sites in the top left.



4. Click the name of the appropriate school site.
5. Select Kite Educator Portal.



Running the PLTW Kite Student Web Browser

To run the PLTW Kite Student Web Browser to take Informative Assessments, the student should copy and paste the following URL into their browser:

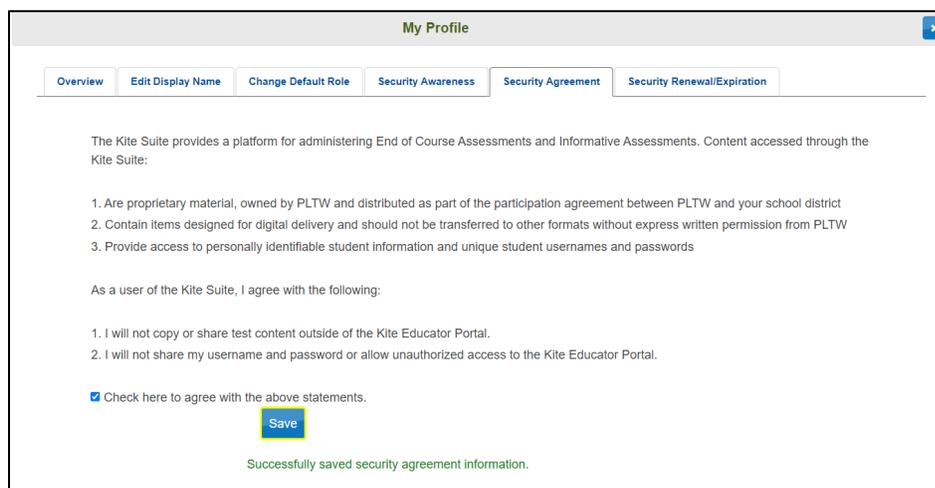
<https://student-pltw.kiteaai.org/TDE/login.htm>.

Though the browser version can work on any compatible browser, including Firefox, Chrome, Safari, Firefox iOS, Chrome iOS, and Microsoft Edge, students should use a device that allows them an opportunity to appropriately engage with material.

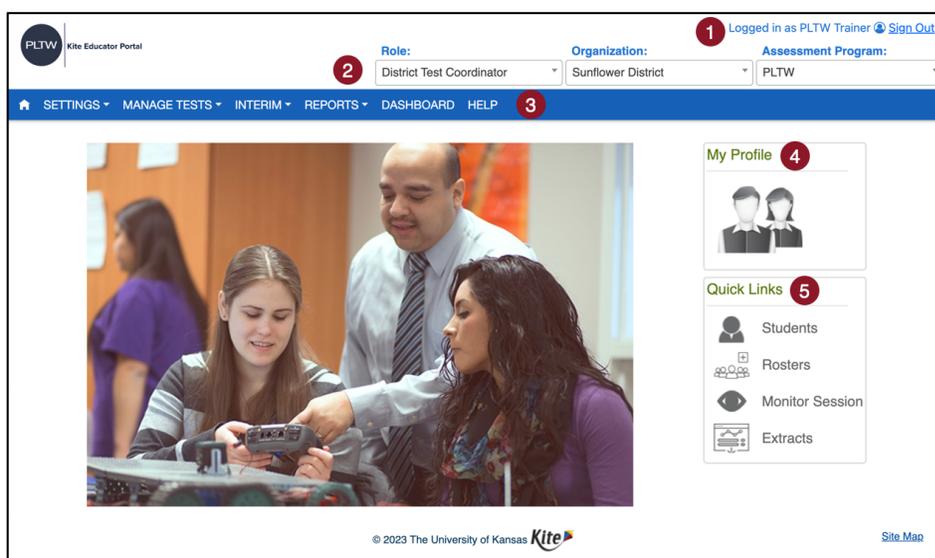
The PLTW Kite Educator Portal Home Page

Upon logging in to the PLTW Kite Educator Portal for the first time, you will be prompted to respond to a Security Agreement. Read the security agreement and Check the box to accept the security agreement. You will be asked to confirm your agreement once each year. Click “Save” to move on.

Note: You will be unable to continue using the PLTW Kite Educator Portal until you have agreed to the security agreement.



On the home page of the PLTW Kite Educator Portal, the options you can view depend on your role. For example, teachers have a different level of access than PLTW Program Coordinators. The specific roles available to you correspond to your role in **myPLTW**. Refer to the “Roles and Permissions” section for more information.



1. Login Name displays on the upper right of the screen after the phrase “Logged in as.”
2. Login Role, Organization, and Assessment Program appears in three drop-down menus under your name. If you have more than one role or organization, you can switch between them using the drop-down menus.
3. Menus that display on the home page vary by role. The menus include:
 - a. Home – This house icon returns you to the home page of the PLTW Kite Educator Portal.
 - b. Settings – Used by administrators to view students, view rosters, and upload student accommodation settings.
 - c. Manage Tests – Allows you to view test sessions and monitor tests.
 - d. Interim – Allows you to create and assign Informative Assessments and view results.
 - e. Reports – Contains the data extracts available in the PLTW Kite Educator Portal.
 - f. Dashboard – Displays summaries of testing, reactivations, testing outside hours, and error messages.
 - g. Help – Contains user manuals and answers to frequently asked questions about the PLTW Kite Educator Portal.
4. My Profile section of the home screen contains a button used to reach the My Profile window where you can quickly update your displayed name and your password.
5. Quick Links section of the home page allows you to quickly access several areas of the system.

Editing Your Profile

You can change some of the information connected with your user account, such as your displayed name and default role. The procedures are available on the corresponding tab in [My Profile](#).

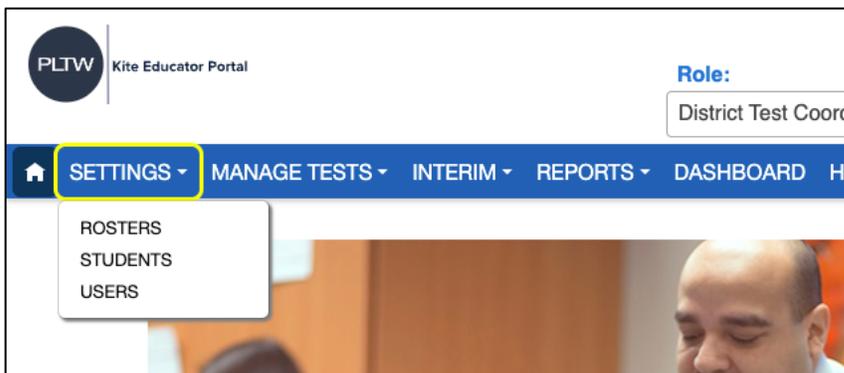
1. Editing your displayed name.
2. Changing your default role.
3. Review the terms of the security agreement.
4. Reviewing the renewal and expiration dates of the security agreement.

My Profile	
Overview	1 Edit Display Name
	2 Change Default Role
	Security Awareness
	3 Security Agreement
	4 Security Renewal/Expiration
FIRST NAME:	PLTW
LAST NAME:	Trainer
DISPLAY NAME:	PLTW Trainer
USER NAME:	user@school.org
ORGANIZATION(S):	Sunflower District
ROLE(S):	District Test Coordinator
ASSESSMENT PROGRAM(S):	PLTW

Viewing User Accounts

Your **myPLTW** account manages your user account in the PLTW Kite Educator Portal. You can view information automatically sent to the PLTW Kite Educator Portal in the **Users** tab within Settings.

1. Click Settings.
2. Click Users.



3. Select any drop-down filters necessary.
4. Click Search.

View Users: Select Criteria

STATE: Kansas x DISTRICT: Sunflower District x SCHOOL: Select

Include Inactive Users 4 Search

<input type="checkbox"/>	Status	Last Name ↑	First Name	Educator Identifier	Email	Assessment Program(s)
<input type="checkbox"/>	Active	Abernathy	Alex	ED112041	email1@email.com	PLTW
<input checked="" type="checkbox"/>	Active	Bartok	Bartholomew	ED112012	email18@email.com	PLTW

View Export to Excel

Page 1 of 1 20 per page 1-2 of 2 items

Student Management

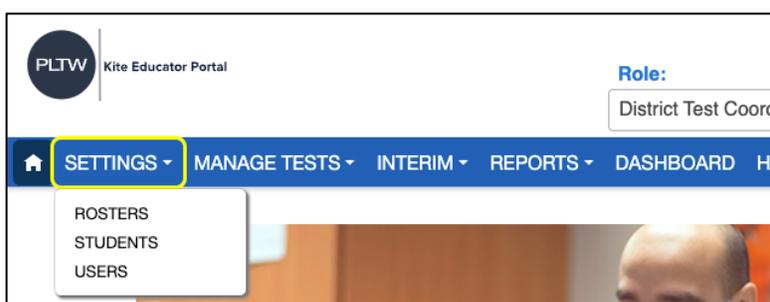
myPLTW manages most student information and automatically sends the information to the PLTW Kite Educator Portal.

The PLTW Kite Educator Portal manages the PLTW Kite Student Portal accommodations for students via the Personal Needs Profiles (PNPs).

Note: Computerized accommodations requests must be submitted at least 24 hours before the test session to allow for overnight processing of assignments.

Viewing Students

1. Click the Settings menu.
2. Click Students.



3. Enter any required filters.

Note: Fields marked with a red asterisk require information.

4. Click Search.
5. Click on a row to select a student.
6. Click on View to view the student record.

State Student Identifier	Local ID	Last Name	First Name	PNP Profile	Rosters	Grade
				NO SETTINGS		
				NO SETTINGS		
				NO SETTINGS		
				CUSTOM		
				NO SETTINGS		
				CUSTOM		
				NO SETTINGS		
				NO SETTINGS		
				CUSTOM		
				CUSTOM		

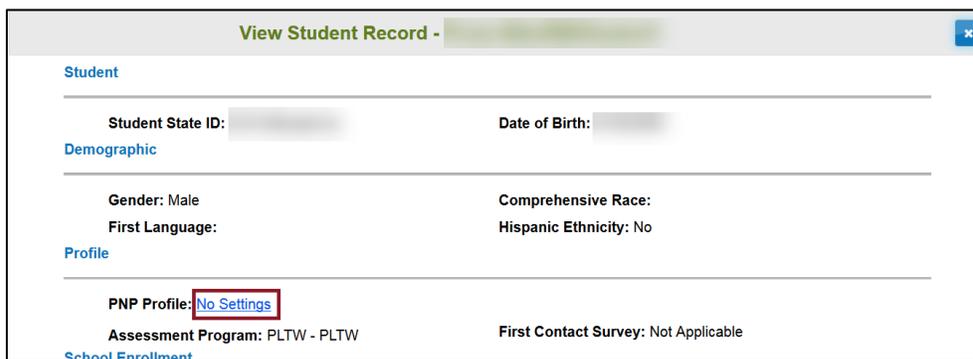
Updating Student Personal Needs Profiles

You may enter student Personal Needs Profiles (PNPs) manually or through an upload.

Creating PNPs Manually

You may manually enter PNP accommodation settings or upload accommodations for individual students. After viewing a student record, complete the following steps to create a PNP manually:

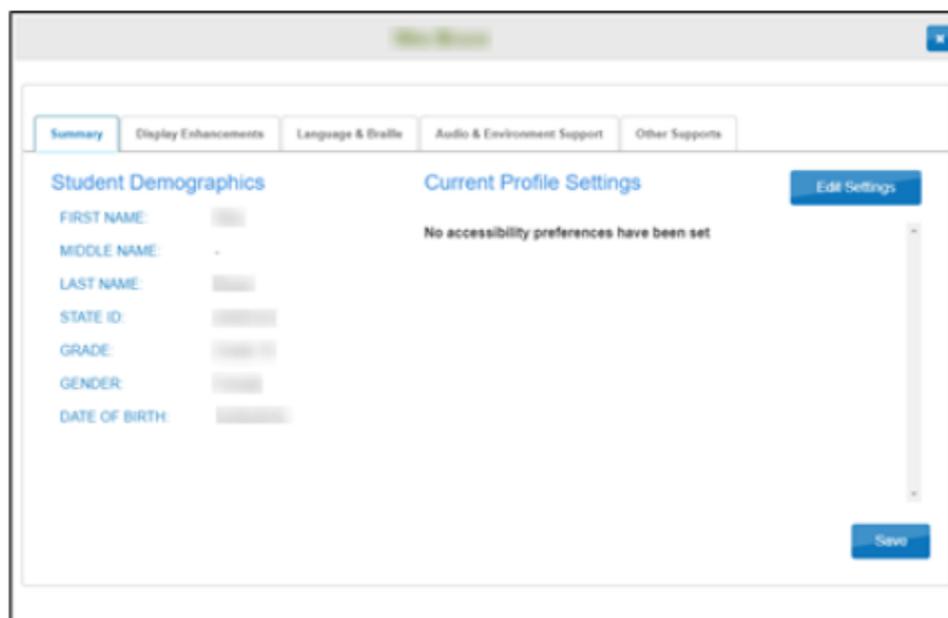
1. Click No Settings.



The screenshot shows a window titled "View Student Record - [Student Name]". The window is divided into several sections:

- Student:** Student State ID: [Redacted], Date of Birth: [Redacted]
- Demographic:** Gender: Male, Comprehensive Race: [Redacted], First Language: [Redacted], Hispanic Ethnicity: No
- Profile:** PNP Profile: **No Settings** (highlighted with a red box), Assessment Program: PLTW - PLTW, First Contact Survey: Not Applicable
- School Enrollment:** [Redacted]

2. Click Edit Settings.



The screenshot shows the "Edit Settings" window for a student's profile. The window has a tabbed interface with the following tabs: Summary, Display Enhancements, Language & Braille, Audio & Environment Support, and Other Supports. The "Summary" tab is active, showing two main sections:

- Student Demographics:** Fields for FIRST NAME, MIDDLE NAME, LAST NAME, STATE ID, GRADE, GENDER, and DATE OF BIRTH.
- Current Profile Settings:** A message stating "No accessibility preferences have been set".

There is an "Edit Settings" button in the top right corner and a "Save" button in the bottom right corner.

3. Select any accommodations.

The screenshot shows the 'Display Enhancements' settings window. It includes the following options:

- Magnification:** Activate by Default, 2x
- Invert Color Choice:** Activate by Default
- Contrast Color:** Activate by Default, ABC (black), ABC (green), ABC (red)
- Background Color Hex:** [Input field]
- Foreground Color Hex:** [Input field]
- Overlay Color:** Activate by Default, [Color swatch]
- Masking:** Activate by Default, Answer Masking, Custom Masking

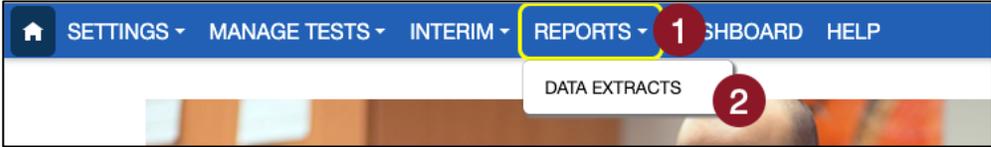
4. Click Save.

5. Please review this document for a list of available student accommodations and their descriptions.

Downloading PNP Extract

In addition to PNP settings, accommodations are available in the PNP extract. Complete the following steps to download the PNP settings extract:

1. Click the Reports menu.
2. Click Data Extracts.



3. The Student Information tab will display. Click **New File** on PNP Settings (Abridged) row.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	07/14/2023 08:08 PM		New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	06/27/2023 10:28 AM		New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	04/18/2023 04:12 PM		New File

4. Add desired filters.
5. Click Ok.

Create Extract ✕

Filters

Assessment Program:

School:

File Type: CSV Excel

Include students with no PNP settings

[Ok](#) [Cancel](#)

6. Click on the Excel or CSV icon.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	07/14/2023 08:08 PM		New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	06/27/2023 10:28 AM		New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	04/18/2023 04:12 PM		New File

7. Save file.

Uploading PNP for Student Accommodation

You can create student PNP profiles or edit profiles using the PNP settings upload. This is the second mechanism to request student accommodations available in the Kite Student Portal.

The following table displays the file's column titles and acceptable values for those column entries, along with notes about the acceptable column values.

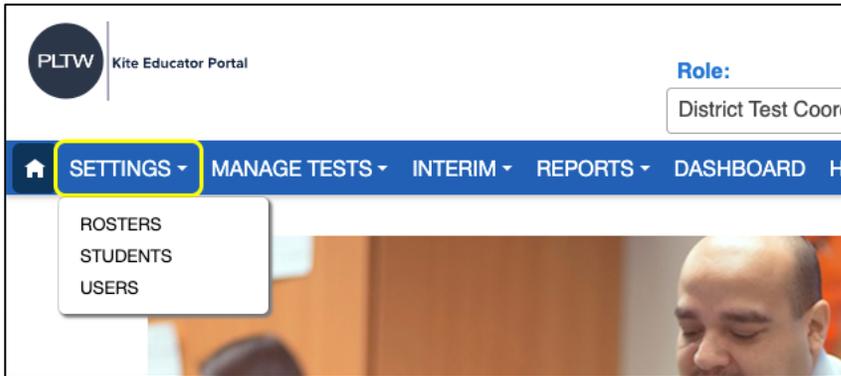
Column Title	Acceptable Column Values	Notes	Ignored by Upload
State	[student's state]		
District Name	[student's district]		Ignored
District ID	[district identifier]	Alphanumeric	
School Name	[student's school]		Ignored
School ID	[school identifier]	Alphanumeric	
Student Last Name	[last name]	Alphanumeric, allows same special characters that EP allows	Ignored
Student First Name	[first name]	Alphanumeric, allows same special characters as EP	Ignored
Student State ID	[numbers]	Alphanumeric	
Last Modified Time	--		Ignored
Last Modified By	--		Ignored
Magnification	2x, 3x, 4x, 5x		
Magnification – Activate by Default	Yes No [blank]	Blank also means "No"	
Overlay Color	White, Blue, Yellow, Purple, Pink, Green		
Overlay Color – Activate by Default	Yes No [blank]	Blank also means "No"	
Invert Color Choice	Yes No [blank]	Blank also means "No"	
Invert Color Choice – Activate by Default	Yes No [blank]	Blank also means "No"	
Masking	Answer Masking Custom Masking		

Masking - Activate by Default	Yes No [blank]	Blank also means “No”	
Contrast Color	Gray/Black Yellow/Black Green/White Red/White	[Gray/Black = Gray text on a black background]	
Contrast Color - Activate by Default	Yes No [blank]	Blank also means “No”	
Braille	EBAE UEB		
Auditory Background	Yes No [blank]	Blank also means “No”	
Auditory Background – Activate by Default	Yes No [blank]	Blank also means “No”	
Spoken Audio	Synthetic		
Spoken Audio – Spoken Preferences	Text and Graphics Nonvisual		
Switches – Scan Speed	# [in seconds]	Numeric value only	
Switches – Automatic Scan – Initial Delay	# [in seconds] Manual Override		
Switches – Automatic Scan - Frequency	1, 2, 3, 4, 5, Infinity		
Supports Requiring Additional Tools - Two Switch System	Yes No [blank]	Blank also means “No”	

Upload Process

After downloading the PNP extract and updating PNP settings for students who need accommodations, you can upload the file using the following steps. The upload will update any changed fields on existing student profiles and will create PNP profiles for students who did not have entries previously.

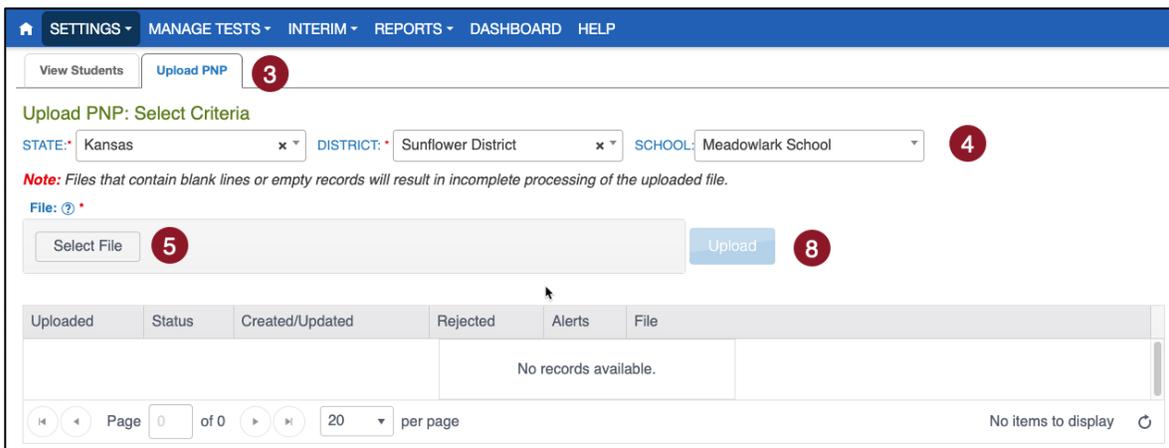
1. Click the Settings menu.
2. Click Students.



3. Click the Upload PNP tab.
4. Select organization information.

Note: Fields marked with a red asterisk are required.

5. In the File field, click Select File.
6. Select the appropriate CSV file.
7. Click Open.
8. Click Upload.



Reviewing PNP File Upload

The final step to uploading a PNP settings file is to verify that all records uploaded successfully.

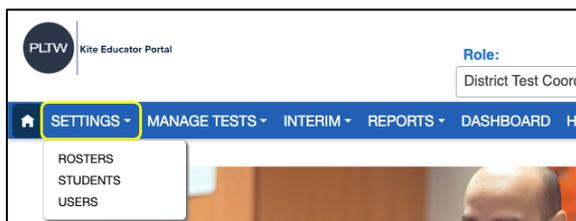
Status Message	Description	Image																																									
Failed	The file failed to upload. Click the file icon under the file column.	<table border="1"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Monday, August 15, 2022 10:21:13 AM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, August 15, 2022 10:16:10 AM</td> <td>COMPLETED</td> <td>10</td> <td>2</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, August 15, 2022 10:15:05 AM</td> <td>COMPLETED</td> <td>12</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, August 15, 2022 10:13:45 AM</td> <td>COMPLETED</td> <td>0</td> <td>12</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, August 15, 2022 10:12:46 AM</td> <td>COMPLETED</td> <td>12</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table>						Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, August 15, 2022 10:21:13 AM	FAILED	0	0	0		Monday, August 15, 2022 10:16:10 AM	COMPLETED	10	2	0		Monday, August 15, 2022 10:15:05 AM	COMPLETED	12	0	0		Monday, August 15, 2022 10:13:45 AM	COMPLETED	0	12	0		Monday, August 15, 2022 10:12:46 AM	COMPLETED	12	0	0	
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Monday, August 15, 2022 10:13:45 AM	COMPLETED	0	12	0																																							
Monday, August 15, 2022 10:12:46 AM	COMPLETED	12	0	0																																							
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Viewing Student Rosters

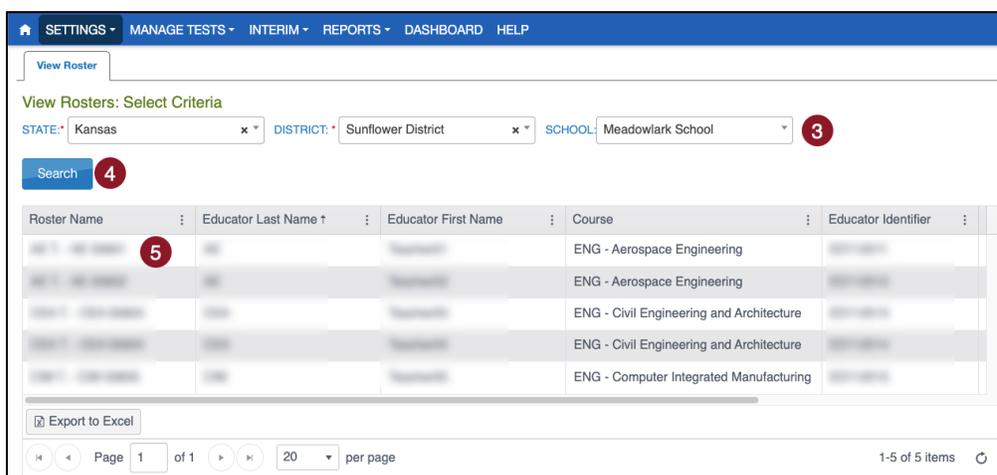
A roster is a specific group of students within a specific school, course, and teacher. A teacher may have one or multiple rosters for the same course, depending on whether the PLTW Kite Educator Portal identifies single or multiple classrooms for the teacher and course.

myPLTW manages most student information and automatically sends the information to the PLTW Kite Educator Portal. To view rosters:

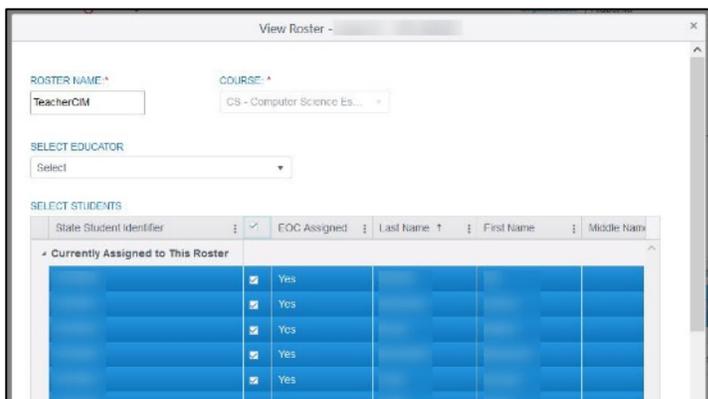
1. Click the Settings menu.
2. Click Rosters.



3. Enter any required filters.
4. Click Search.
5. Click on Roster Name.



6. View Roster



The Informative Assessment Tool

Building an Informative Assessment

To create an Informative Assessment, perform the following steps:

1. Sign into the Educator Portal.
2. Click the Interim menu.
3. Click Build or Copy a Test.



4. Select a course.
5. Click Search.
6. Select one or multiple tests from the Available Tests table.
7. Click the Frameworks Tested icon to view details about each selected test.
8. Click the Preview icon to preview a specific test.

Note: The preview screen allows the educator to view critical information about the assessment, including the number of items, the actual items and answers, and specific information about the Informative Assessment. Only one test can be previewed at a time.

9. The test Preview will open in a pop-up. Click the X in the upper right corner of the Preview screen to exit.
10. Click + Add to add the test(s).

<input type="checkbox"/>	Test Name ↑	# of Items
<input type="checkbox"/>	Unit 1 - Abstraction	5
<input checked="" type="checkbox"/>	Unit 1 - App Design Brainstorm	5
<input checked="" type="checkbox"/>	Unit 1 - Competition	5
<input type="checkbox"/>	Unit 1 - Tech Evaluation	5
<input type="checkbox"/>	Unit 2 - Coding Principles	4
<input type="checkbox"/>	Unit 2 - Team Collaboration	5
<input type="checkbox"/>	Unit 2 - Yearbook Photo App	5
<input type="checkbox"/>	Unit 3 - Software Spirals	3
<input type="checkbox"/>	Unit 3 - Variables and Data Types	4

- To remove a test from the Selected Tests table, select the specific test(s) and click Remove.

SELECTED TESTS:

<input type="checkbox"/>	Test Name	# of Items
<input type="checkbox"/>	Unit 1 - App Design Brainstorm	5
<input checked="" type="checkbox"/>	Unit 1 - Competition	5

Frameworks Tested - Remove Preview

Page 1 of 1 20 per page

- When finished, click Save.
- Provide the test name and test description.
- If you would like Rationales to show when students answer a question, check the box next to Show Rationale.
- Click Save.

Save Test ✕

TEST NAME:

Unit 3 - CSA20 Interim Test 1

TEST DESCRIPTION:

Enter a description of the test here...

SHOW RATIONALE:

Save
Reset
Cancel

Once you have saved a test return to the Interim tab and select My Tests from the drop-down menu to assign the test to students.

Note: PLTW Program Coordinators and PLTW Site Coordinators can view tests and reports created by teachers in their district or building but cannot edit the tests. Coordinators can also create and assign their own tests to students in their district or building.

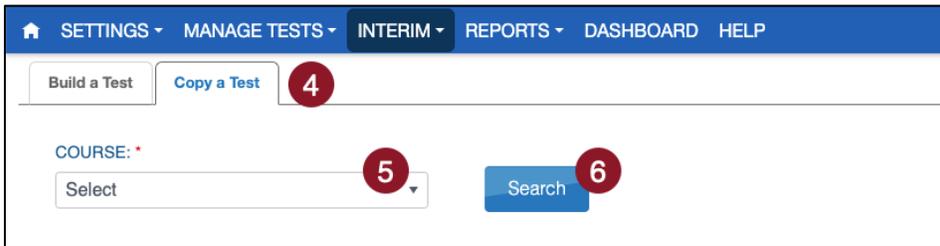
Copying an Existing Informative Assessment

- Sign into the Educator Portal
- Click the Interim menu.
- Click Build or Copy a Test.



- Click the Copy a Test tab.

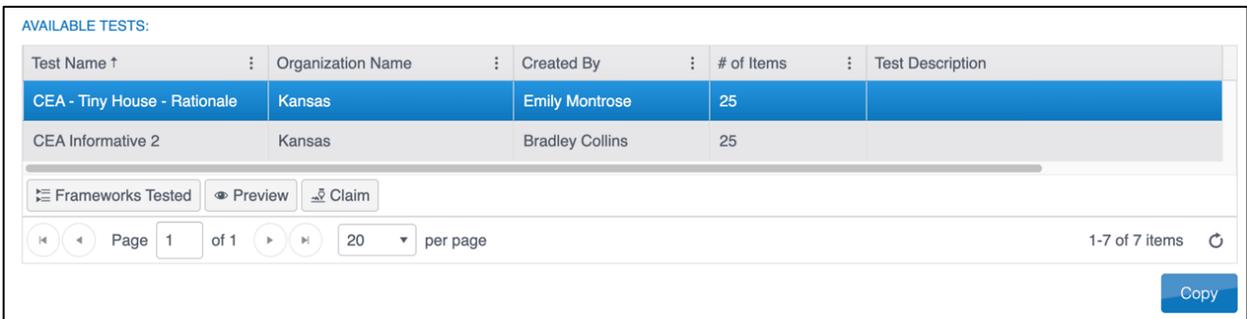
Note: The system defaults to the Build a Test tab. Be sure you have clicked on Copy a Test.



- Select a course.
- Click Search.
- Select a test from the Available Tests table to copy.

Note: The preview screen allows the educator to view critical information about the test, including the number of items, the actual items and answers, and specific information about the Informative Assessment.

- Click Copy.



- Provide the test name and test description.
- Click Save.

Assigning Informative Assessments

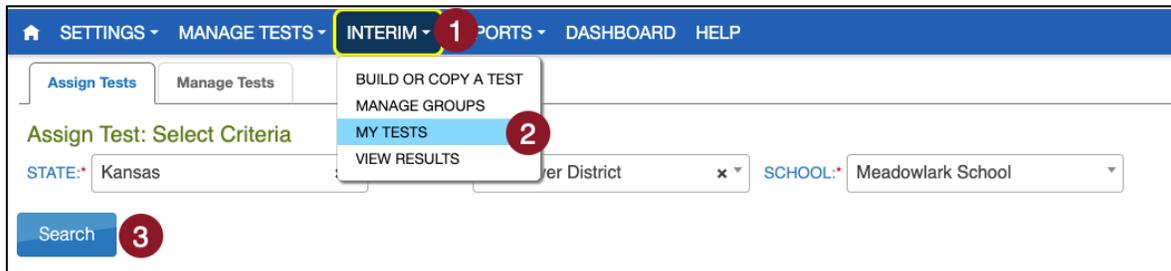
Teachers can assign Informative Assessments to individual students and are able to create their own student groups to assign future assessments. Teachers can save these student groups for faster assessment assigning.

Assigning Assessments to Roster(s) or Students.

Assessments can be assigned automatically to an entire roster or to specific students. To assign an assessment:

Note: Students added to a roster/grade after the test was originally assigned will automatically be assigned to the test.

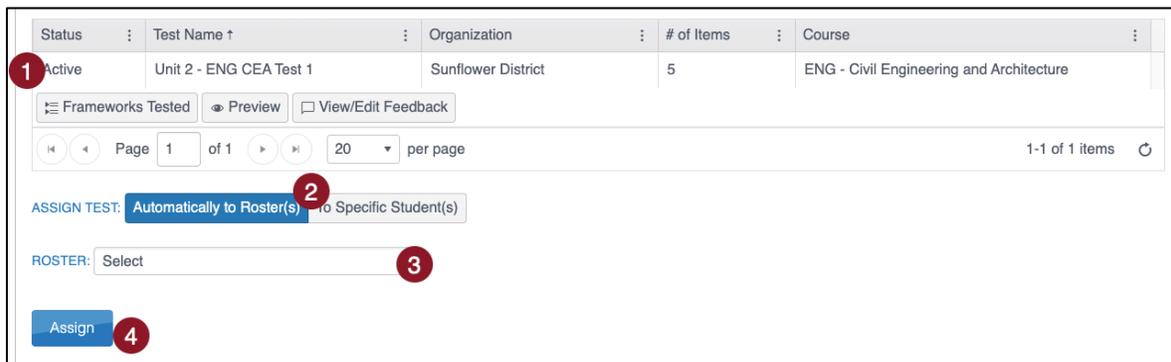
1. Click the Interim menu.
2. Click My Tests.
3. Select/confirm the district and school on the Assign Tests tab, then click Search.



Assigning Assessment Automatically to Roster(s)

To assign a test automatically to one or more rosters, perform the following steps:

1. Select the test you want to assign from the table.
2. Click Automatically to Roster(s).
3. Select one or more available rosters from the list.
4. Click Assign.



Assigning Assessment to Specific Students

To assign a test to specific students, perform the following steps:

5. Select the test you want to assign from the table.
6. Click Specific Student(s).
7. Select the roster where the student is assigned from the available list (if applicable).
8. Select the group (if applicable).
9. Select one or more students from the available table.
10. Click Assign.

The screenshot shows the 'Assign Test' interface. At the top, a table lists test details: Status (Active), Test Name (Unit 2 - ENG CEA Test 1), Organization (Sunflower District), # of Items (5), and Course (ENG - Civil Engineering and Architecture). Below this, there are navigation options like 'Frameworks Tested', 'Preview', and 'View/Edit Feedback'. A pagination bar shows 'Page 1 of 1' and '20 per page'. The 'ASSIGN TEST:' section has two radio buttons: 'Automatically to Roster(s)' and 'To Specific Student(s)'. The 'ROSTER:' dropdown is set to 'Select', and the 'GROUP:' dropdown is also set to 'Select'. Below this is the 'SELECT STUDENTS:' section, which contains a table with columns for 'State Student Identifier', 'First Name', 'Last Name', and 'Grade'. The table is currently empty, and a '5' is circled in red next to the bottom right corner of the table area. At the bottom, there is an 'Assign' button with a '6' circled in red next to it.

Managing Informative Assessments

Educator Portal users with a building or district role can view details on interim assessments such as the number of students assigned a test, how many attempted and completed a test, when a test was created, and more from the Manage Tests tab on the *Interim – My Tests* page.

The screenshot shows the 'Manage Tests' interface. The top navigation bar includes 'SETTINGS', 'MANAGE TESTS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. The 'Manage Tests' tab is active, and a dropdown menu is open showing options: 'BUILD OR COPY A TEST', 'MANAGE GROUPS', 'MY TESTS', and 'VIEW RESULTS'. Below the navigation, there are search criteria: 'TYPE:' with a dropdown set to 'Instructional', 'SUBJECT:' with a dropdown set to 'A3 School', and another 'SUBJECT:' dropdown set to 'Select subject'. A 'Search' button is located below the search criteria. Below the search bar is a table with columns: 'Test Name', 'Subject', 'Allow Responses', 'Show Rationale', 'Students Assigned', 'Students Attempted', and 'Students Completed'. The table is currently empty, and the text 'No records available.' is displayed in the center. At the bottom, there are navigation options like 'Assign', 'Start', 'Stop', 'Monitor', and 'Tickets'. A pagination bar shows 'Page 0 of 0' and '20 per page'. The bottom right corner shows 'No items to display'.

Note: Depending on the role, you may not have permission for certain operations related to managing tests. More details on available actions from the Manage Tests tab are below.

Monitoring Informative Assessments

When monitoring assessments, you will not be able to view any student answers. Instead, you will be able to see which students have started the test and whether they have completed various sections of the assessment.

To monitor an assessment section, click the Monitor button at the bottom of the table.

The screenshot shows the 'Manage Tests' interface. At the top, there are navigation tabs: SETTINGS, MANAGE TESTS, INTERIM, REPORTS, DASHBOARD, and HELP. Below these are buttons for 'Assign Tests' and 'Manage Tests'. The 'Manage Tests: Select Criteria' section includes a 'TYPE:' dropdown set to 'Instructional', a 'SCHOOL:' dropdown set to 'Select school', and a 'SUBJECT:' text input field. A 'Search' button is located below the search criteria. Below the search section is a table with the following data:

Test Name	Subject	Allow Responses	Show Rationale	Students Assigned	Students Attempted
Unit 2 - ENG CEA Test 1	ENG - Civil Engineering and Architecture	Yes	Yes	2	0

Below the table are buttons for 'Assign', 'Start', 'Stop', 'Monitor' (highlighted with a red box), and 'Tickets'. At the bottom, there is a pagination control showing 'Page 1 of 1' and '20 per page', along with a '1-1 of 1 items' indicator.

On the Monitor Session overlay screen, the Overall Status column indicates whether or not the student has started an assessment. Each numbered column corresponds to a question on the assessment. Solid blue circles indicate that the student has completed the question. An empty circle indicates that the student has not completed the question. Two asterisks (**) indicate that the student was not assigned the question.

The screenshot shows the 'Monitor - Unit 2 - ENG CEA Test 1' overlay screen. It features a table with the following data:

Student Name	Overall Status	# Unanswered Items	Section 1			
			1	2	3	4
StuMI29 Alana	In Progress	N/A	●	○	○	
StuAE23 Aurea	Unused	N/A	○	○	○	

Below the table is a pagination control showing 'Page 1 of 1' and '20 per page', along with a '1-2 of 2 items' indicator. A legend at the bottom left explains the symbols: ● - Answered, ○ - Partially Answered, ○ - Unanswered, ** - Not Available. At the bottom right, there are 'Refresh' and 'End Test Session' buttons.

Accessing Student Usernames and Passwords for an Informative Assessment

To access student usernames and passwords for use in PLTW Kite Student Portal, select the desired test and click the Tickets button at the bottom of the table. This will download a pdf to the user's computer containing login information for the students assigned to the test that have not yet completed it.

The screenshot shows the 'Manage Tests' interface. At the top, there are navigation tabs: SETTINGS, MANAGE TESTS, INTERIM, REPORTS, DASHBOARD, and HELP. Below these are sub-tabs: Assign Tests and Manage Tests. The 'Manage Tests: Select Criteria' section includes fields for TYPE (Instructional), SCHOOL (Select school), and SUBJECT. A Search button is located below these fields. A table lists test details:

Test Name	Subject	Allow Responses	Show Rationale	Students Assigned	Students Attempted
Unit 2 - ENG CEA Test 1	ENG - Civil Engineering and Architecture	Yes	Yes	2	0

Below the table are action buttons: Assign, Start, Stop, Monitor, and Tickets (highlighted with a red box). At the bottom, there are pagination controls: Page 1 of 1, 20 per page, and 1-1 of 1 items.

Accessing Student Usernames and Passwords Data Extract

Complete the following steps to download the student username and password data extract for all students in a specific course or school:

1. Click the Reports menu.
2. Click Data Extracts.

The screenshot shows the navigation menu with the following items: SETTINGS, MANAGE TESTS, INTERIM, REPORTS (with a red circle '1'), DASHBOARD, and HELP. A dropdown menu is open under REPORTS, showing DATA EXTRACTS (with a red circle '2') and other options.

3. Click New File on Student Login Usernames/Passwords row.

The screenshot shows the 'Data Extracts' page. A note states: "Data extracts may include Personally Identifiable Information (PII), take appropriate precaution to protect saved files." Below is a table with the following data:

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	07/14/2023 08:08 PM	CSV	New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	06/27/2023 10:28 AM	CSV	New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	04/18/2023 04:12 PM	CSV PDF	New File

The 'Student Login Usernames/Passwords' row is highlighted with a red box, and the 'New File' button is visible.

4. Set filters (optional).

5. Click CSV or PDF, depending on the format desired.
6. Click Ok.

7. Print or save file.

Taking an Informative Assessment

Once assigned through the PLTW Kite Educator Portal, Informative Assessments are available to students in the PLTW Kite Student Portal. Informative Assessments will be available, until completed, through the end of the school year.

Students may use the PLTW Kite Student Web Browser or a supported PLTW Kite application to take Informative Assessments. To use the PLTW Kite Student Web Browser the student should copy and paste the following URL into their browser: <https://student-pltw.kiteaai.org>. Kite 3.0 and 4.0 are supported applications for the 2022-23 school year. Kite 3.0 or 4.0 is required for the administration of the End-of-Course Assessment and will prohibit access to other programs or browsers while in use. Use of the browser-based version of the Kite Student Portal will, however, allow students to participate in other online activities (such as Zoom) as they are actively engaged with the Informative test.

Though the browser version can work on any compatible browser, including Firefox, Chrome, Safari, Firefox iOS, Chrome iOS, and Microsoft Edge, students should use a device that allows them an opportunity to appropriately engage with material.

Note: Students may close the browser or select Save during Informative Assessments if they haven't completed the assessment and want to continue taking it later. Once the student submits an assessment for scoring, it will no longer be available in their portal.

Viewing Informative Assessment Results

Teachers may view results from completed Informative Assessments by following the instructions below:

1. Click the Interim menu.
2. Click View Results.



3. Click the appropriate report.
4. Select the course.
5. Click Search.

Student Activity Report

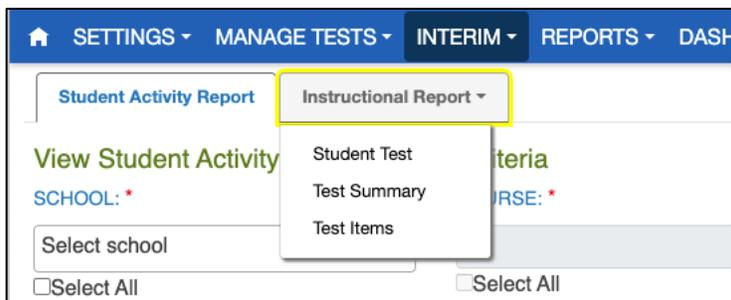
Student Activity Report includes a summary of all testing within an organization, including total points and total percent correct for each student's test session.

 A screenshot of a web form titled 'View Student Activity Report: Select Criteria'. At the top, there is a navigation bar with 'SETTINGS', 'MANAGE TESTS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. Below the navigation bar, there are two tabs: 'Student Activity Report' (which is active) and 'Instructional Report'. The form contains two columns of input fields. The left column is for 'SCHOOL:' and includes a dropdown menu labeled 'Select school', a 'Select All' checkbox, and an 'Only display my rosters' checkbox. The right column is for 'COURSE:' and includes a dropdown menu and a 'Select All' checkbox. At the bottom left of the form is a blue 'Search' button.

Instructional Report

Instructional Reports include the following:

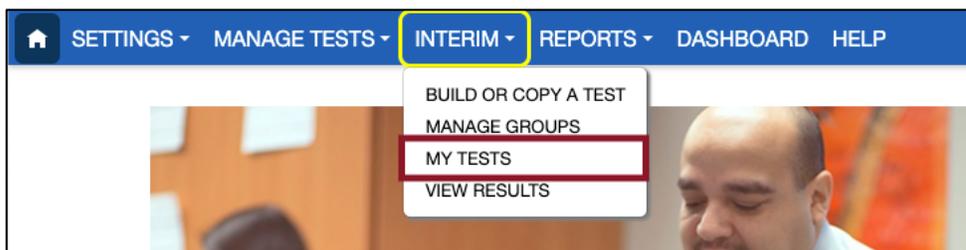
- Student Test: Comprehensive data of a student's performance on each item.
- Test Summary: Data for each student's score per item and for the test.
- Test Items: Data for each item with aggregated student response analysis.



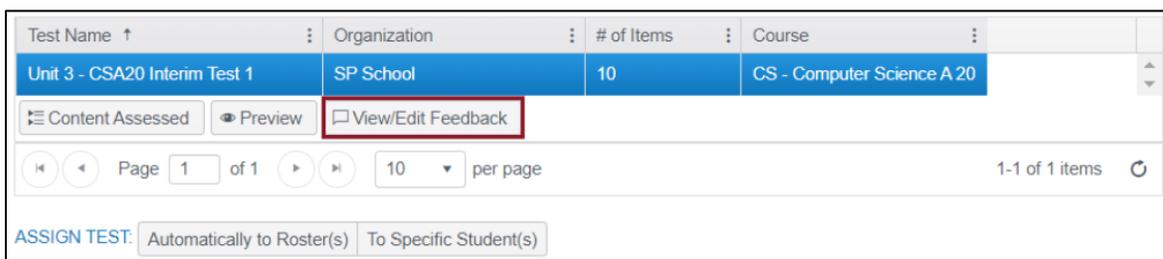
Providing Feedback for Informative Assessments

PLTW is very interested in your feedback on Informative Assessments. To view or edit educator feedback, perform the following steps:

1. Select the Interim tab.
2. Click My Tests from the drop-down list.
3. Select/confirm the state, district, and school on the Assign Tests tab, then click Search.



4. Select the test for which you will be providing feedback and click View/Edit Feedback.



5. Complete the form and select Submit.

Educator Feedback ×

* = required

How much do you agree with the following statements?

The questions on this assessment applied skills practiced in the classroom, even though sometimes in new contexts. *

Strongly agree
 Agree
 Neither agree nor disagree
 Disagree
 Strongly disagree

The assessment gave my students the opportunity to show skills they will encounter in the real world. *

Strongly agree
 Agree
 Neither agree nor disagree
 Disagree
 Strongly disagree

Cancel
Submit

Data Extracts

Data extracts are CSV files that contain a copy of the information currently loaded into the PLTW Kite Educator Portal. You can also use the PNP settings extract to upload information into the PLTW Kite Educator Portal.

Available Data Extracts

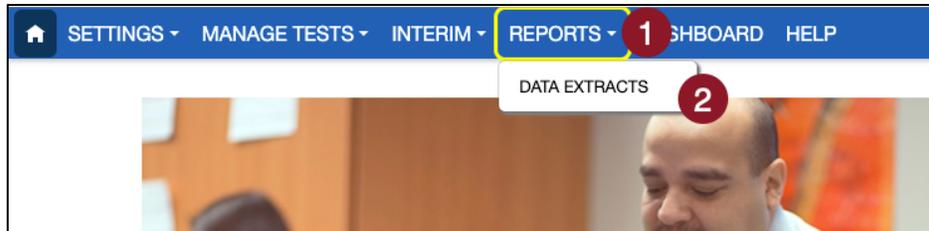
The following table displays a list of extracts available in the PLTW Kite Educator Portal. Visibility of each extract is dependent upon which role is assigned to the user.

Extract Name	Description
PLTW Test Administration Monitoring	Assessment administration status by student and subject.
PLTW Testing Readiness	Student login, rostered courses, and PNP.
PNP Setting Counts	Student PNP setting counts by organization.
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.

Creating a Data Extract

To create a data extract, select Extracts from the Quick Links, or use steps 1 and 2 below to access the Extracts list.

1. Click the Reports menu.
2. Click Data Extracts.



3. Locate the line for the file you wish to create.
4. In the Action column, click the New File button.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	07/14/2023 08:08 PM	CSV	New File
PNP Settings (Abridged)	Personal Needs and Preferences (PNP) settings by student.	06/27/2023 10:28 AM	CSV	New File
Student Login Usernames/Passwords	Student login usernames and passwords by assessment program and organization.	04/18/2023 04:12 PM	CSV PDF	New File

5. Set filters if prompted. Filters with a red asterisk are required, those without are optional.
6. Click OK. If an older version of the file exists, you will see a message asking you to confirm replacing the existing file. Click Yes. Each time you create a data extract, the older file will be unavailable. If you need to refer to the older file, save it before creating a new data extract.
7. When the file is generated, click the CSV or XLSX icon.
8. Open or save the CSV file.

PLTW End-of-Course Assessments

PLTW End-of-Course Assessment Assignments

End-of-Course Assessments are automatically assigned to fully rostered students through batch processing. To support important post administration statistical review, student profiles must include first and last name and gender, race, and Hispanic ethnicity. If your school does not include that information as part of the standard roster upload, students or teachers may edit these fields in [myPLTW](#). The system will update at 5:30 a.m., 8:30 a.m., 10:30 a.m., 12:30 p.m., 2:20 p.m., and 9:30 p.m. ET, to incorporate roster changes completed through [myPLTW](#).

Daily Access Codes Overview

Daily Access Codes (DACs) are a security requirement to prevent unauthorized access to the End-of-Course assessment. Release them to students only in a fully proctored environment. The alphanumeric value is provided through the Educator Portal for each section of the assessment.

Note: The use of DAC also requires use of students' login usernames and passwords for PLTW Kite Student Portal.

DACs are available beginning at 3:30 p.m. local time the day prior to the test. You will be required to accept to the End of Course Test Security Agreement each time you view or download a DAC.

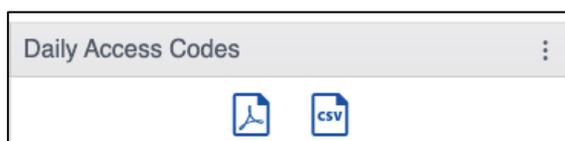
Retrieving Daily Access Codes

1. Click the Manage Tests menu.
2. Click Test Coordination.



3. Click View Daily Access Codes tab.
4. Complete the appropriate fields.

5. Use the checkboxes to select the daily access codes you would like to retrieve.
6. Click the PDF or CSV icon in the Daily Access Codes column for your preferred file type.

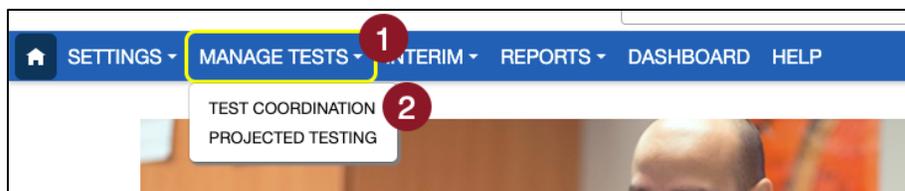


- The file downloads to your computer. Save the file only to a secure location on your computer.

Monitoring End-of-Course Assessments

When monitoring End-of-Course Assessments through the PLTW Kite Educator Portal you will not see the test items or any student answers. Instead, you will be able to see which students have started the assessment and whether they have completed various sections. To monitor an assessment session, perform the following steps.

- Use the Quick Link for Monitor Session on the Home page or click the Manage Tests menu.
- From the menu, click Test Coordination.



- Complete the appropriate fields.

- Click Search.
- In the Test Session Name column, click the name of the test session you need to monitor.

<input checked="" type="checkbox"/>	School ID	Test Session Name ↑	Tickets	Test Materials	Course	Grade	Wir
<input checked="" type="checkbox"/>	SCH67648	Unit 3 - CSA20 Interim Test 1			CS - Computer Science A 20	CSA20 9-12	09/

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

[View Tickets](#)

- Click the Monitor tab.

7. Review the information on the screen.

Student Name	Overall Status	# Unanswered Items	Section 1		
			1	2	3
SP Student	Unused	N/A	○	○	○
SP Stud-ent	Unused	N/A	○	○	○

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

● - Answered, ○ - Unanswered, ** - Not Available

Refresh End Test Session

On the Monitor Test Session screen, the Status column indicates whether the student has started an assessment. Each numbered column corresponds to a question on the assessment. The solid blue circles indicate that the student has completed the question. An empty circle indicates that the student has not completed the question. Two asterisks (**) indicate that the student was not assigned the question.

Note: Use the Test Administration data extract to easily view the assessment session status for all courses.

Dashboards

The Dashboard provides metrics which may be helpful to educators during an assessment window. Each tab on the Dashboard allows you to download an extract for your school and/or district.

Testing Summary

The Testing Summary provides a list of assessment sessions completed by course comparing it to the number of students that the schools expected to complete the assessment. It also indicates the number of assessment sessions that someone has reactivated.

Dashboard: View Testing Summary

District: Alpha District As of: Thursday 7/27/2023 12:07 PM CDT

Course	Classroom ID	Test Sessions Completed			Students Assigned	Students All Sessions Complete	Students Percent Complete	Test Sessions Reactivated	
		Today 7/27	Prior Day 7/26	School Year 2023-2024				Prior Day 7/26	School Year 2023-2024
PLTW End Of Course									
BMS - Medical Interventions	55625	0	0	0	15	0	0.0%	0	0
BMS - Medical Interventions	55626	0	0	0	15	0	0.0%	0	0
BMS - Principles of Biomedical Science 20	55627	0	0	0	15	0	0.0%	0	0

Reactivations

In the event of an emergency which requires students to stop the assessment, PLTW may allow a same-day reactivation. If approved by PLTW, students may resume their session. PLTW reserves reactivation authorization for such events as power failure, fire alarms, or school evacuation. It is not appropriate to reactivate a session because a student needed to move on to their next scheduled class. The Reactivations tab provides the ability for building and district staff to see if any test reactivations have been required on the End-of-Course Assessments. Reactivations may be viewed by the current day, the prior day, or the school year. Administrators may view reactivation information for an individual student.

The screenshot shows the 'Reactivations' tab selected in the dashboard. The header includes 'Testing Summary', 'Reactivations', 'Testing Outside Hours', and 'Test Assignment Errors'. Below the header, it says 'Dashboard: View Reactivations' and 'District: Alpha District'. There are three filter buttons: 'Today', 'Prior Day', and 'School Year'. The main content area shows '0 Reactivations Thu 7/27' and two buttons: 'Student Detail' and 'Summary'. The date is 'As of: Thursday 7/27/2023 12:07 PM CDT'. A table with columns 'Assessment Program', 'District', 'School', 'Test Name', 'Count', and 'Reactivated By' is shown, with the message 'No records available.' below it. The table has a pagination control showing 'Page 0 of 0' and '20 per page'. A 'Download Extract' button is at the bottom right. A note at the bottom left states 'Data updated twice daily – approximately noon and midnight Central Time'.

Testing Outside Hours

The End-of-Course Assessments must be delivered in a proctored environment. The Testing Outside Hours tab provides a list of any student who may have accessed an assessment outside of regular school hours based on their local time zone. If you suspect there has been unauthorized access to an assessment in your district, which is a serious security breach, it should be investigated and reported to pltwassessment@pltw.org immediately.

The screenshot shows the 'Testing Outside Hours' tab selected in the dashboard. The header includes 'Testing Summary', 'Reactivations', 'Testing Outside Hours', and 'Test Assignment Errors'. Below the header, it says 'Dashboard: View Testing Outside Hours' and 'District: Alpha District'. There are three filter buttons: 'Today', 'Prior Day', and 'School Year'. The main content area shows '0 test sessions started or completed outside expected hours Thu 7/27' and two buttons: 'Student Detail' and 'Summary'. The date is 'As of: Thursday 7/27/2023 12:07 PM CDT'. A table with columns 'Assessment Program', 'District', 'School', 'Test Name', 'Student', 'Started', and 'Ended' is shown, with the message 'No records available.' below it. The table has a pagination control showing 'Page 0 of 0' and '20 per page'. A 'Download Extract' button is at the bottom right. A note at the bottom left states 'Data updated twice daily – approximately noon and midnight Central Time' and 'Does not include schools specified by the state'. Below that, it says 'Expected hours are Mon-Fri 6:00 AM - 5:00 PM local time zone'.

Test Assign Error Messages

The Test Assign error messages display errors that will prevent the PLTW Kite Educator Portal from assigning an End-of-Course Assessment to a student. For example, if a roster is incomplete, as would be the case if it did not include information about students' gender, race, or Hispanic ethnicity, the PLTW Kite Educator Portal cannot assign an assessment.

Testing Summary Reactivations Testing Outside Hours **Test Assignment Errors**

Dashboard: View Test Assignment Errors

SCHOOL:

Date	SSID	Message	School	Course	Classroom ID
No records available.					

Page 0 of 0 20 per page No items to display

Online Help

The Help tab in the PLTW Kite Educator Portal includes user manuals and answers to frequently asked questions.

HOME SETTINGS ▾ MANAGE TESTS ▾ INTERIM ▾ REPORTS ▾ DASHBOARD **HELP**

Welcome to the help content screen. This screen can be used to find answers to frequently asked questions. Choose a topic below.

[? User Manuals](#)
 This topic includes any relevant user guides.

Solution Center Support

For help with a PLTW Assessment please contact the PLTW Solution Center.

877.335.7589
solutioncenter@pltw.org