



TESTLET KITE® PARENT PORTAL MANUAL: MAST

2023-24 | MONTANA



**Assessment & Technology
Solutions**

WHAT IS PARENT PORTAL?

Welcome to Kite® Parent Portal! Parent Portal lets you view your child’s reports from the Montana Alternative Student Testing Pilot Program (MAST) taken in Kite Student Portal.

Kite Student Portal is used by students to complete the following assessments:

- Testlet MAST Mathematics
- Testlet MAST English Language Arts

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?

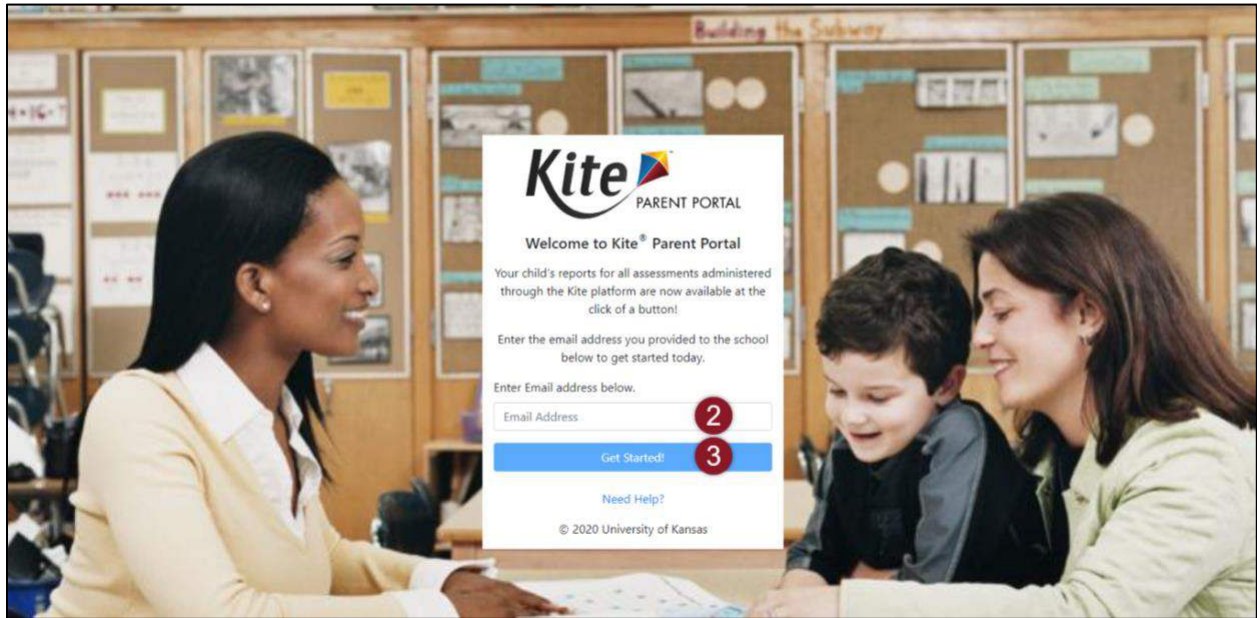
Parent Portal can be accessed from both computers and mobile devices. You will need to use a web browser like Chrome, Firefox, Edge, or Safari on your device. You will also need the ability to view PDF documents. This functionality is built into most browsers, but may require installation of additional software, such as Adobe Acrobat Reader.

WHICH ASSESSMENT REPORTS ARE AVAILABLE?

Depending on participation, your child may have current and historical assessment reports available in any of the assessment programs and subjects listed in the table below.

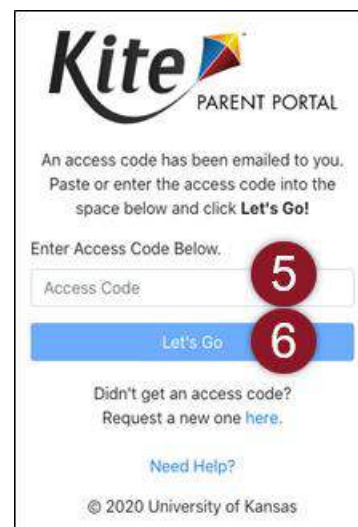
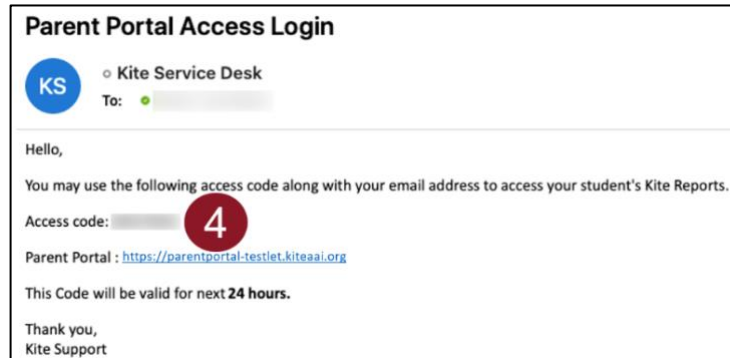
Assessment Program	Subjects/Domains Tested	Grades
Testlet MAST	English Language Arts	3-8
Testlet MAST	Mathematics	3-8

HOW DO I LOG IN?



Steps to log in:

1. Open a **web browser** and visit <https://parentportal-testlet.kiteaai.org/>
2. Enter your **email address** registered with your child's school district in the Email Address field.
3. Select **Get Started!**
4. A **temporary access code** will be sent from the Kite Service Desk.
5. **Enter the access code** in the area provided on the login screen.
6. Select **Let's Go**.



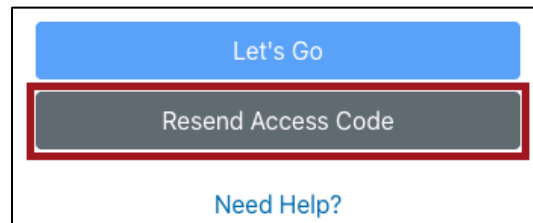
EMAIL TROUBLESHOOTING

Please use the email address you provided to your child's school district for communication. If you do not remember the email provided or need help logging in to Parent Portal, please contact your child's school district. The Kite Service Desk cannot add or update your email address in Parent Portal.

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.

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.



HOW DO I ACCESS REPORTS?

SELECT YOUR STUDENT

The homepage provides a brief overview of Kite Parent Portal as well as report details for assessments in which your child has available reports.

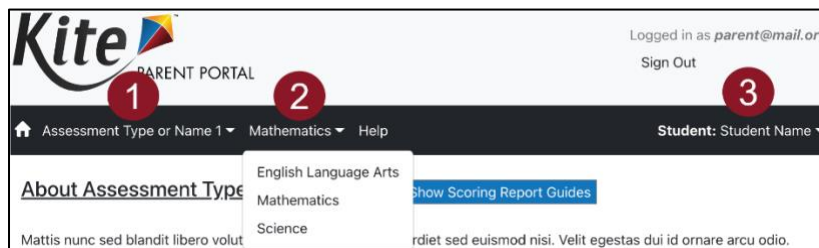
To view all available reports, select **View Reports** under the child’s name.

The screenshot shows the Kite Parent Portal interface. At the top left is the Kite logo with the text 'Kite PARENT PORTAL'. At the top right, it says 'Logged in as parent@mail.org, Sign Out'. Below this is a welcome message: 'Welcome to Kite® Parent Portal! Here, you can view both current and prior year score reports for any assessment administered through the Kite platform. Score reports are subject-specific, so students receive one score report for each assessment taken.' There are two assessment cards, each with a title 'Assessment Type or Name 1' and 'Assessment Type or Name 2' followed by placeholder text. Below these is the instruction: 'Select your child below to view their available score reports. Use the navigation menu on the next screen to select the assessment program and subject.' Two buttons labeled 'Student Name' with 'View Reports' below them are shown, with red arrows pointing to them. At the bottom is a banner image of a child flying a kite.

VIEW AND DOWNLOAD REPORTS

After selecting View Reports on the homepage, use the menu options to navigate through each available assessment and each available student. Only the assessments your child has participated in will display in the navigation menu, so your options may vary from the example below.

1. Choose an **assessment** in the menu.
2. Choose a **subject**.
3. Choose a **student**.



4. Read the **Assessment Description**: A brief description of the assessment program.
5. View and read the **Scoring Report Guides**: Links to score report guides and other helpful information.
6. Choose a report and click on the **PDF icon** to download the report.

About Assessment Type or Name 1 [+ Show Scoring Report Guides](#)

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Year ↓	School Name	Grade	Proficiency Level	Download Report
2023	Sunflower Elem	5	2	
2022	Sunflower Elem	4	3	
2021	Sunflower Elem	3	2	

1 - 3 of 3 items

Note: Select the **Help** tab for assistance and contact information for the Kite Service Desk.

Note: The images above are examples of assessment programs.

WHAT IF I NEED HELP?

If you have questions about your access to Parent Portal or about the reports, please contact your child's school.

If you experience login or site performance issues, please contact the Kite Service Desk at 855-277-9752. Please note that members of the Kite Service Desk are unable to grant access; only your child's school has the authority to do so.