

Users

If a person is a new user, that person's role may need to be validated or may need to have roles assigned. Existing users may need to have their roles updated.

Existing users' roles can be validated or edited in the system using the View User function. New user records can be added by uploading a comma separated values (CSV) file or by adding their records manually. New user records can also be self-initiated using the Create Account function that establishes a user with a default role (see the Creating a New Account chapter for additional information).

Viewing and Modifying Existing Users

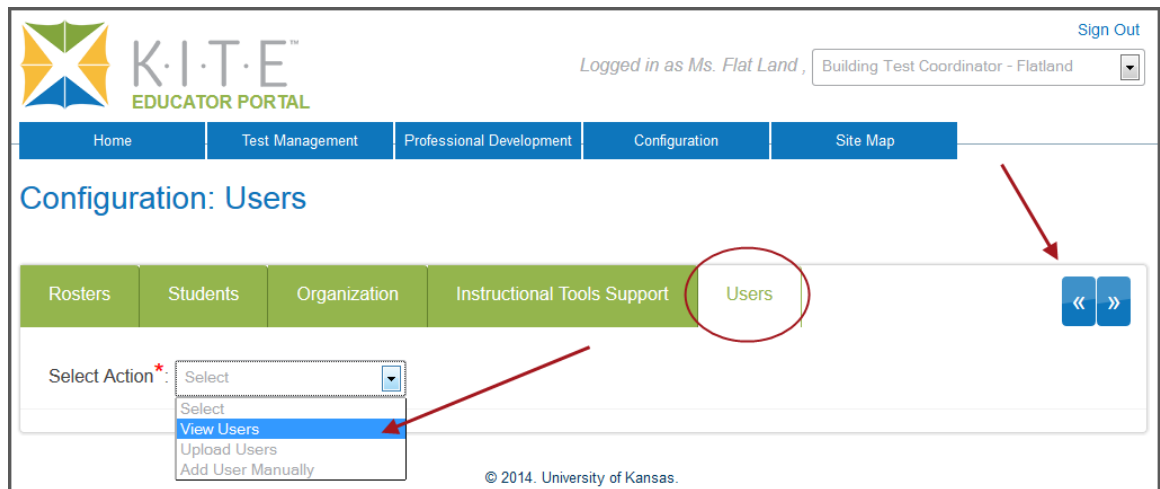
To view user details, perform the following steps.

1. Log in to KITE Educator Portal.
2. Click the Configuration tab.

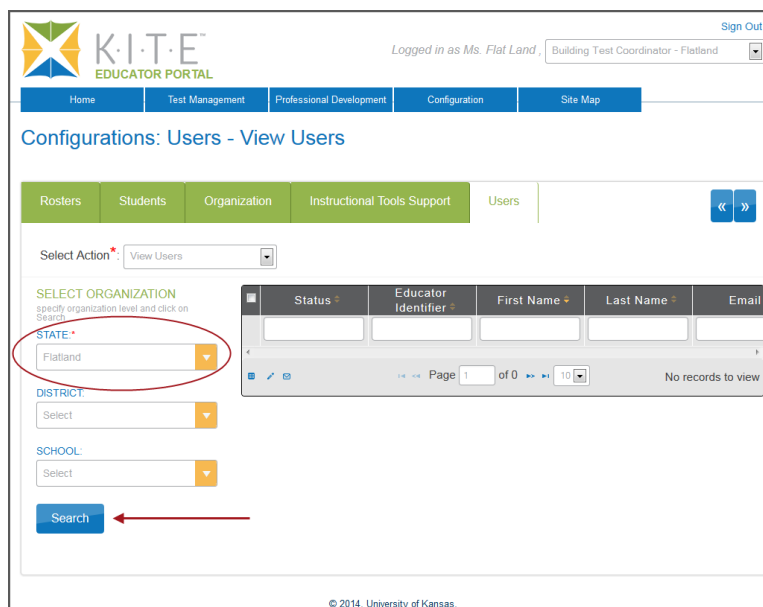


Note: The number of sub tabs shown on the Configuration page will depend on your individual role and permissions. If there are more sub tabs within your role than can be displayed at once, click the blue arrows to the left of the tabs to scroll through additional sub tabs.

3. Click the Users sub tab.
4. From the Select Action drop-down menu, click View Users.



5. Select your state. The district and school can also be selected.
6. Click Search.



The status field reflects whether a user's role is New, Pending, or Active. A user role shown as New is a user that has been uploaded, but the role has not been assigned yet. Once the role has been added by an Administrator, an email is generated to the user alerting the user of the need to validate their account. The user's role changes to Pending. When the user logs in to the system, their status changes to Active.

Hint: Administrators who are adding roles should sort the users by status to select New users. The columns can be sorted by clicking the arrows at the top of the column. Additionally, specific records can be searched by entering information into any of the boxes at the top of the column(s), revealing the users that match the specific criteria entered.

☐	Status ▾	Educator Identifier ▾	First Name ▾	Last Name ▾	Email
☐	Active		Breana		jeff@ku.edu
☐	Active		Flat		jeff@ku.edu
☐	Pending		Michelle		jeff@ku.edu
☐	Active		Lindsay		jeff@ku.edu

Three icons are at the bottom of the record grid.

1. Click the grid box on the left to choose columns to display in the grid.
2. Click the pencil in the middle to modify a user record.
3. Click the envelope on the right to resend an email to the user, which lets the user know that their account still needs to be validated.

☐	Status ▾	Educator Identifier ▾	First Name ▾	Last Name ▾	Email
☐	Active		Aletra		jeff@ku.edu
☐	Active	jeff@ku.edu	Amy		jeff@ku.edu
☐	Active		Angela		jeff@ku.edu
☐	Active		Angela		jeff@ku.edu
☐	Active		Annie		jeff@ku.edu
☐	Active		BEN		jeff@ku.edu
☐	Active		Breana		jeff@ku.edu
☐	New		Breana		jeff@ku.edu
☐	Pending		Breana		jeff@ku.edu
☐	Active		Breana		jeff@ku.edu

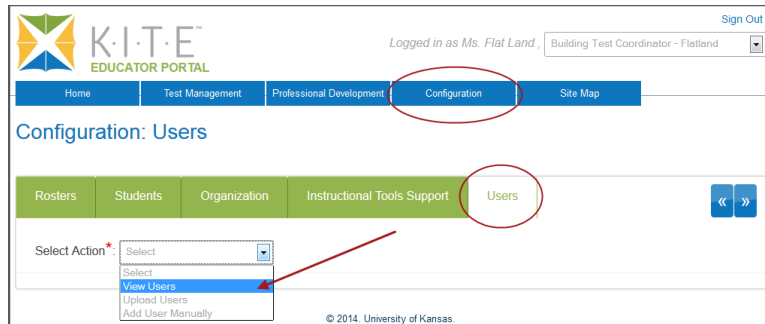
☐ ☐ ☐

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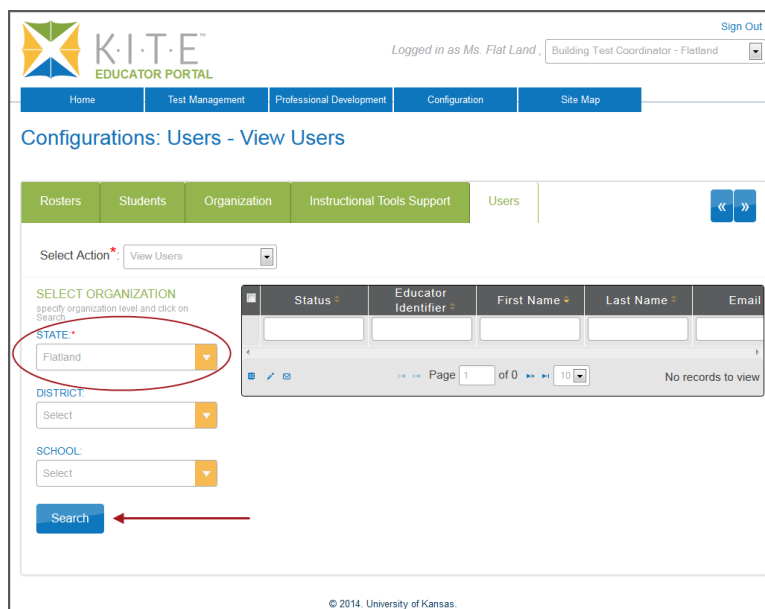
Modifying a User and Assigning Roles

User records can be modified to edit information (e.g., update a last name) or to assign one or more roles/organizations. To modify a user record, perform the following steps.

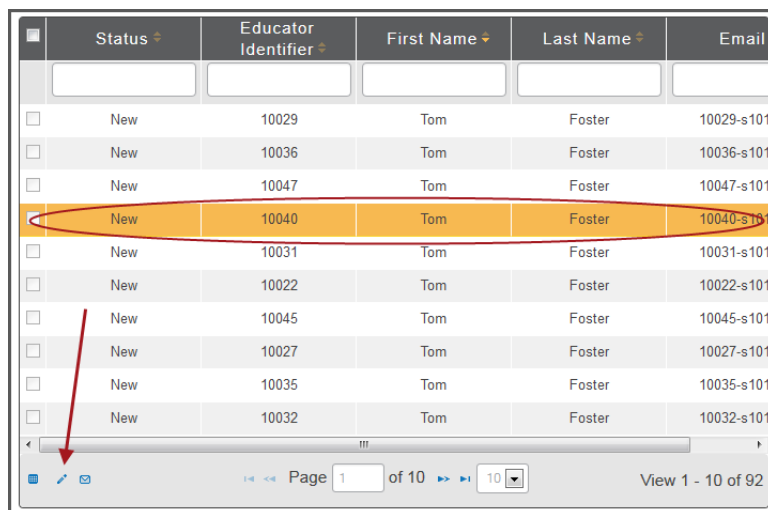
4. Log in to KITE Educator Portal.
5. Click the Configuration tab.
6. Click the Users sub tab.
7. In the Select Action drop-down menu, select View Users.



8. In the state drop-down menu, select your state. Your district and school can also be selected.
9. Click Search.



10. Click the row that contains the appropriate user record.
11. Click the pencil icon.



	Status	Educator Identifier	First Name	Last Name	Email
☐	New	10029	Tom	Foster	10029-s101
☐	New	10036	Tom	Foster	10036-s101
☐	New	10047	Tom	Foster	10047-s101
☐	New	10040	Tom	Foster	10040-s101
☐	New	10031	Tom	Foster	10031-s101
☐	New	10022	Tom	Foster	10022-s101
☐	New	10045	Tom	Foster	10045-s101
☐	New	10027	Tom	Foster	10027-s101
☐	New	10035	Tom	Foster	10035-s101
☐	New	10032	Tom	Foster	10032-s101

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12. Update the appropriate User Information field(s) as necessary.
13. Select the user's organization by clicking the appropriate state, district, and school information in the corresponding drop-down menus.
14. Click the check box to the left of the Available Roles to assign the role for the user. More than one role can be assigned if the user has multiple roles associated within the same organization (state, district, and school combination). Use the scroll bar to display additional roles.
15. Select the Default Role to indicate the default role for the user.

Note: Each organization must have a default role defined.

16. Click Save.

Modify User

USER INFORMATION

FIRST NAME:* Tom

LAST NAME:* Foster

EMAIL ADDRESS:* 10040-s101-10

EDUCATOR IDENTIFIER: 10040

SELECT ORGANIZATION & ASSIGN ROLES

STATE:* Flatland

DISTRICT: D101

SCHOOL: S101

☒ Default Organization *

	Available Roles	Default Role
☒	District User	☒
☐	Building Principal	☐
☐	Building Test Coordinator	☐
☐	Building User	☐
☐	Teacher	☐
☐	HS	☐
☐	PD Admin	☐

A descriptive error message displays if there is a problem.

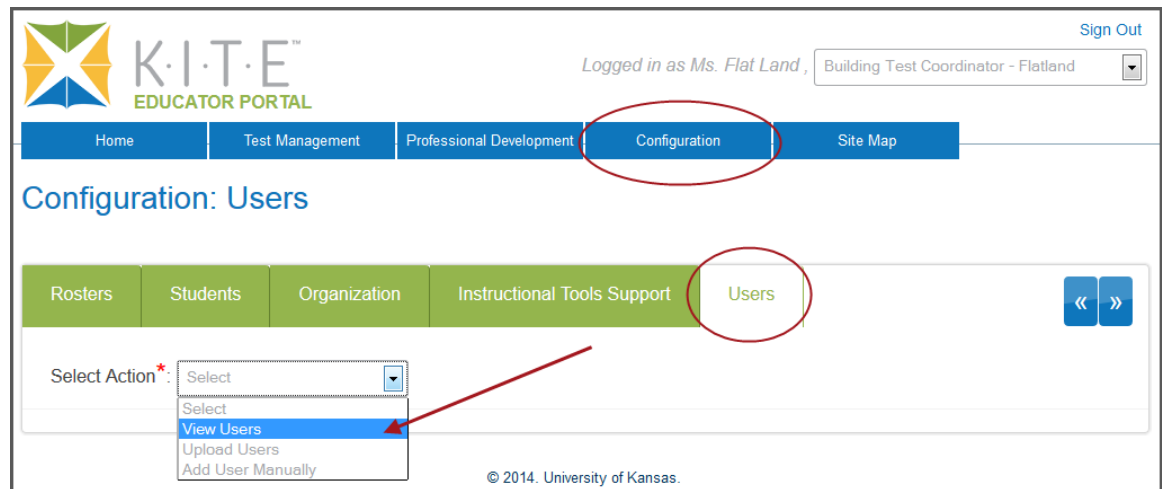
Kansas Assessment Program roles are defined as follows:

KAP Role	Description
Teacher	Teachers access only those students linked to the teacher's account by an uploaded roster by the Kansas Individual Data on Students (KIDS) system.
Building User	Person in a building who needs access to all students in that building.
Building Test Coordinator	Test administrator for a building.
Building Principal	Principal for a building.
District User	District personnel who need access to all students in that district.
District Test Coordinator	Test coordinator for the district.
District Superintendent	District superintendent.

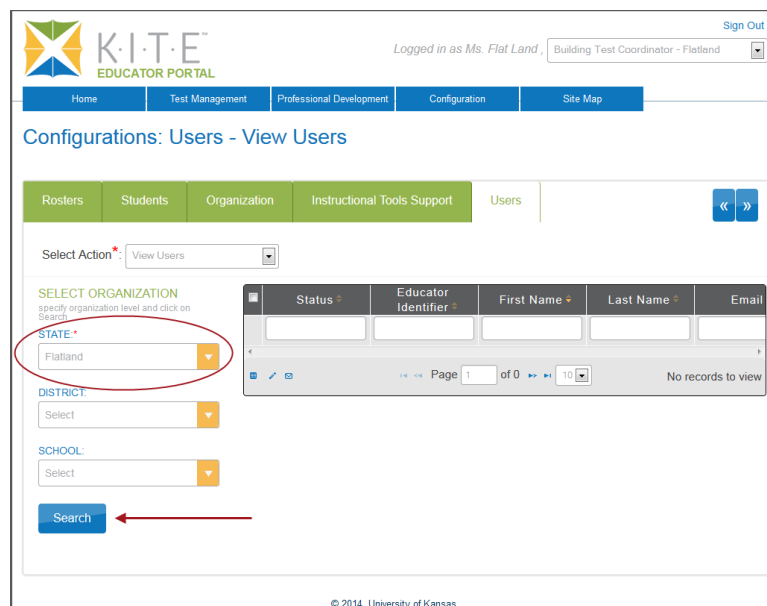
Adding Multiple Organizations to a User

User records can be associated with multiple organizations (e.g., a teacher associated with multiple schools). To add organizations to a user's record, perform the following steps.

1. Log in to KITE Educator Portal.
2. Click the Configuration tab.
3. Click the Users sub tab.
4. From the Select Action drop-down menu, click View Users.



5. Select your state. The district and school can also be selected.
6. Click Search.



7. Click the row that contains the appropriate user record.
8. Click the pencil icon.

	Status	Educator Identifier	First Name	Last Name	Email
☐					
☐	New	10029	Tom	Travis	10029-s10
☐	New	10036	Tom	Travis	10036-s10
☐	New	10047	Tom	Travis	10047-s10
☐	New	10040	Tom	Travis	10040-s10
☐	New	10031	Tom	Travis	10031-s10
☐	New	10022	Tom	Travis	10022-s10
☐	New	10045	Tom	Travis	10045-s10
☐	New	10027	Tom	Travis	10027-s10
☐	New	10035	Tom	Travis	10035-s10
☐	New	10032	Tom	Travis	10032-s10

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9. To add an additional organization, click Add Organization.
10. Use the scroll bar to display the second organization's entry fields.

Modify User

DISTRICT:

SCHOOL:

☒ Default Organization *

SELECT ORGANIZATION & ASSIGN ROLES

STATE: ROLES:

☒ Default Organization *

☐ District User

☐ Building Principal

☒ Building Test Coordinator

☐ Building User

☐ Teacher

☐ HS

☐ PD Admin

11. Determine the second organization by clicking the appropriate state, district, and school combination.
12. Click the check box to the left of the Available Roles to assign the role for the user for the second organization. More than one role can be assigned if the user has multiple roles associated within the same organization (state, district, and school combination). Use the scroll bar to display additional roles.
13. Select the Default Role to indicate the default role for the user.

Note: Each organization must have a default role defined.

The screenshot displays the 'Modify User' interface. On the left, under the heading 'SELECT ORGANIZATION & ASSIGN ROLES', there are dropdown menus for STATE, REGION, AREA, DISTRICT, BUILDING, and SCHOOL. The STATE dropdown is circled in red and shows 'SO-REL-REGR-KANSAS'. To the right, a table lists available roles and their default status. Red arrows point from the STATE dropdown and the 'Teacher' role row to the table.

Available Roles	Default Role
☒ Proctor	☒
☒ Teacher	☒
☐ System Administrator	☐
☐ Organization Assessment Administrator	☐
☐ School Test Coordinator	☐
☐ Test Administrator	☐
☐ Building Test Coordinator	☐

14. Click Save at the top of the Modify User window.

Configurations: Users - View Users

Report Data Rosters Students Organization Roles Instructional Tools Support Users

Modify User

Save

USER INFORMATION

FIRST NAME: * Tamra

LAST NAME: * BTC-Building-RG-KS.R1.A1.D1.B01.I

EMAIL ADDRESS: * inkuep+s@gmail.com

EDUCATOR IDENTIFIER:

SELECT ORGANIZATION & ASSIGN ROLES

STATE: * SO-REL-REGR-KANSAS

REGION: Region-REGR-KANSAS.R1.0.0.0

AREA: Area-REGR-KANSAS.R1.A1.0.0.0

Available Roles	Default Role
☐ State Assessment Administrator	☐
☐ District Test Coordinator	☐
☐ District User	☐
☐ District Superintendent	☐
☐ PD User	☐
☐ PD Admin	☐

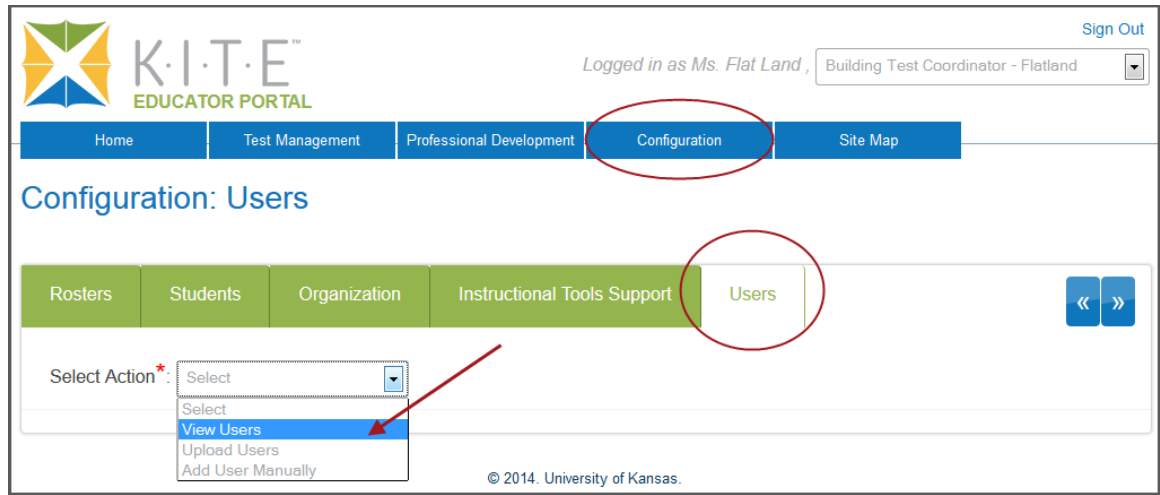
© 2014. University of Kansas.

A descriptive error message displays if there is a problem.

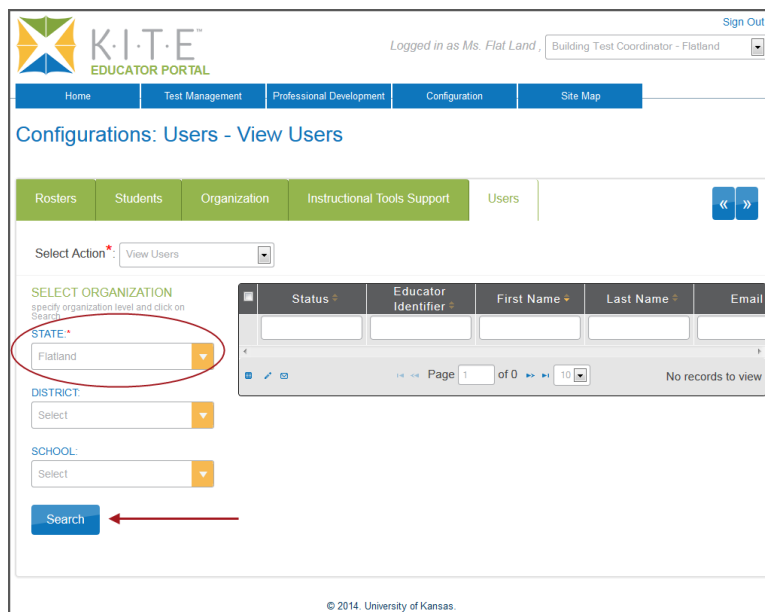
Removing an Organization from a User's Record

User records can be disassociated with an organization. To delete an organization from a user, perform the following steps.

1. Log in to KITE Educator Portal.
2. Click the Configuration tab.
3. Click the Users sub tab.
4. From the Select Action drop-down menu, click View Users.



5. Select your state. The district and school can also be selected.
6. Click Search.



7. Click the row that contains the appropriate user record.
8. Click the pencil icon.

Configurations: Users - View Users

Rosters Students Organization Instructional Tools Support **Users**

Select Action*: View Users

SELECT ORGANIZATION
specify organization level and click on Search

STATE:
Flatland

DISTRICT:
Select

SCHOOL:
Select

Search

	Status	Educator Identifier	First Name	Last Name	Email
☐	New	10029	Tom	Foster	10029-s101
☐	New	10036	Tom	Foster	10036-s101
☒	New	10047	Tom	Foster	10047-s101
☐	New	10040	Tom	Foster	10040-s101
☐	New	10031	Tom	Foster	10031-s101
☐	New	10022	Tom	Foster	10022-s101
☐	New	10045	Tom	Foster	10045-s101
☐	New	10027	Tom	Foster	10027-s101
☐	New	10035	Tom	Foster	10035-s101
☐	New	10032	Tom	Foster	10032-s101

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9. Identify the organization to be deleted.
10. Click Remove Organization.

Modify User

FIRST NAME: * Tom LAST NAME: * [Redacted]

EMAIL ADDRESS: * 10047-s101-10 EDUCATOR IDENTIFIER: 10047

SELECT ORGANIZATION & ASSIGN ROLES

STATE: * Flatland

DISTRICT: ATEA

SCHOOL: atea_sch

☒ Default Organization *

Add Organization Remove Organization

	Available Roles	Default Role
☐	District User	☐
☒	Building Principal	☒
☐	Building Test Coordinator	☐
☐	Building User	☐
☐	Teacher	☐
☐	HS	☐
☐	PD Admin	☐

11. Click Save at the top of the Modify User window.

Modify User

Save

USER INFORMATION

FIRST NAME: * Tom LAST NAME: * [Redacted]

EMAIL ADDRESS: * 10047-s101-10 EDUCATOR IDENTIFIER: 10047

SELECT ORGANIZATION & ASSIGN ROLES

STATE: * Flatland

DISTRICT: ATEA

SCHOOL: atea_sch

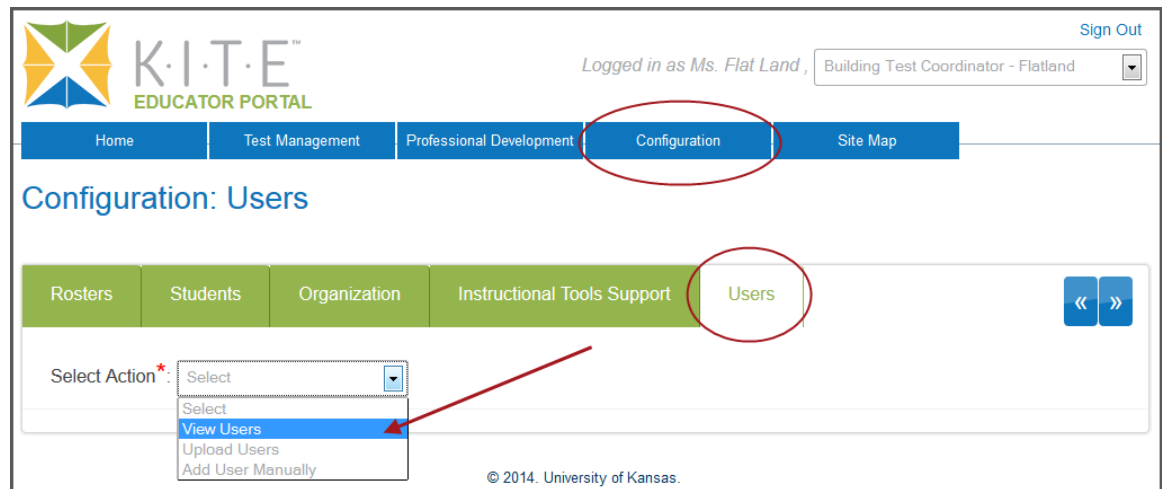
	Available Roles	Default Role
☐	District User	☐
☒	Building Principal	☒
☐	Building Test Coordinator	☐
☐	Building User	☐
☐	Teacher	☐
☐	HS	☐
☐	PD Admin	☐

A descriptive error message displays if there is a problem.

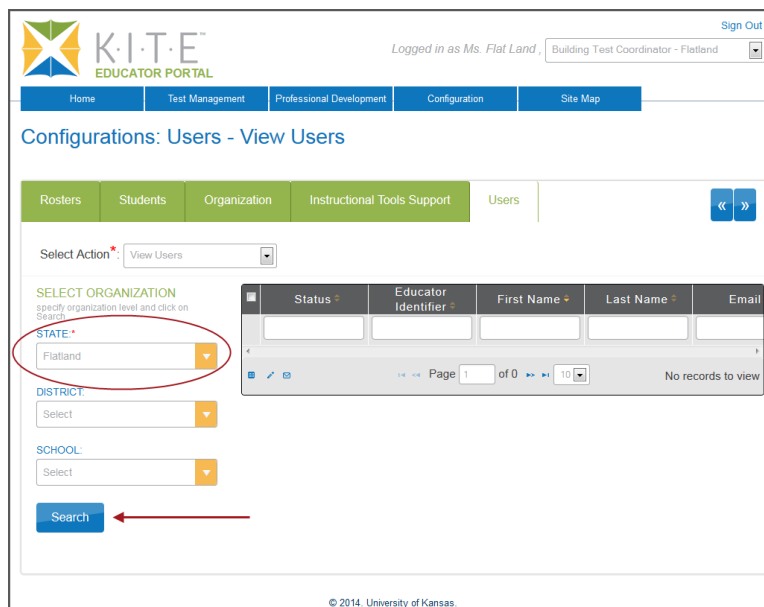
Resending an Email to a User

Once a user record has been updated, the user's status reflects as Pending. An email with a link is automatically sent from [KITE-support@ku.edu](mailto:kite-support@ku.edu). The user should use the link provided in the email to set a password and login. In the event the email needs to be resent, perform the following steps.

1. Log in to KITE Educator Portal.
2. Click the Configuration tab.
3. Click the Users sub tab.
4. From the Select Action drop-down menu, click View Users.



5. Select your state. The district and school can also be selected.
6. Click Search.



7. Click the row(s) that contains the appropriate user record(s).
8. Click the envelope icon.

Configurations: Users - View Users

Rosters Students Organization Instructional Tools Support Users

Select Action * View Users

SELECT ORGANIZATION
specify organization level and click on Search

STATE * Flatland

DISTRICT: Select

SCHOOL: Select

Search

	Status	Educator Identifier	First Name	Last Name	Email
☐	New	10029	Tom	Prater	10029-s101
☐	New	10036	Tom	Prater	10036-s101
☐	New	10047	Tom	Prater	10047-s101
☐	New	10040	Tom	Prater	10040-s101
☐	New	10031	Tom	Prater	10031-s101
☐	New	10022	Tom	Prater	10022-s101
☐	New	10045	Tom	Prater	10045-s101
☐	New	10027	Tom	Prater	10027-s101
☐	New	10035	Tom	Prater	10035-s101
☐	New	10032	Tom	Prater	10032-s101

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9. A confirmation message displays.

Configurations: Users - View Users

Rosters Students Organization Instructional Tools Support Users

Select Action * View Users

Email(s) sent successfully.

SELECT ORGANIZATION
specify organization level and click on Search

STATE * Flatland

DISTRICT: Select

SCHOOL: Select

Search

	Status	Educator Identifier	First Name	Last Name	Email
☐	New	10029	Tom	Prater	10029-s101
☐	New	10036	Tom	Prater	10036-s101
☐	New	10047	Tom	Prater	10047-s101
☐	New	10040	Tom	Prater	10040-s101
☐	New	10031	Tom	Prater	10031-s101
☐	New	10022	Tom	Prater	10022-s101
☐	New	10045	Tom	Prater	10045-s101
☐	New	10027	Tom	Prater	10027-s101
☐	New	10035	Tom	Prater	10035-s101
☐	New	10032	Tom	Prater	10032-s101

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Uploading Users

Users are often entered into the system using a data file in the CSV format. This method is best if you have multiple users to be added at one time (for single additions, see the Adding a User Manually section). All users (educators, test coordinators, principals, superintendents, etc.), regardless of their roles or organizations, can be included on one CSV file.

Note: Roles are not currently assigned in the upload process. See the **Modifying Users and Assigning Roles** section to assign user roles.

Hint: A CSV user file template is available at <http://ksassessments.org/documentation>.

Note: All column headings in the CSV template must be included in the file; however, not all columns in the CSV template require data.

Hint: We recommend maintaining one user file.

Creating a User File (CSV)

To create a user file, perform the following steps.

1. Open a spreadsheet program that can save data in CSV format (e.g., Microsoft Excel).
2. On the first row of the spreadsheet, enter the column headings from the following table.

Note: All of the column headings are required for KITE to accept the CSV file. The “Req?” column indicates whether or not a column must contain information for each user to ensure a successful file upload. Columns with “No” in the table below can be blank for a user.

Column Heading	Format	Description
Legal_First_Name	Alphanumeric	User's first name.
Legal_Last_Name	Alphanumeric	User's last name.
Educator_Identifier	Alphanumeric	User's identification number. For educators, this is usually their state license number.
		Note: If a user will not be assigned to students, leave this field blank. For example, a district supervisor would not need an educator identifier.
Email	Alphanumeric	User's email address.
		Note: Information about creating a password will be sent to this email address. The email address becomes the user's login name.
Organization	Alphanumeric	Use the alphanumeric code assigned by the state (or other organization) for districts, buildings, etc.
Organization_Level	Alphanumeric	Enter the user's level, e.g., DT (district), SCH (school/building), etc. (This entry must be entered in uppercase letters.)
		Note: A user should have only one organization level. If additional organizations are needed, the organizations should be added manually using the modify user function.

3. Enter the information for each user into the CSV file.

Note: Use a new line (row) for each user.

4. Verify that all of the column headings are in your file, even if some columns are blank.
5. Save your file in a location you can access later.

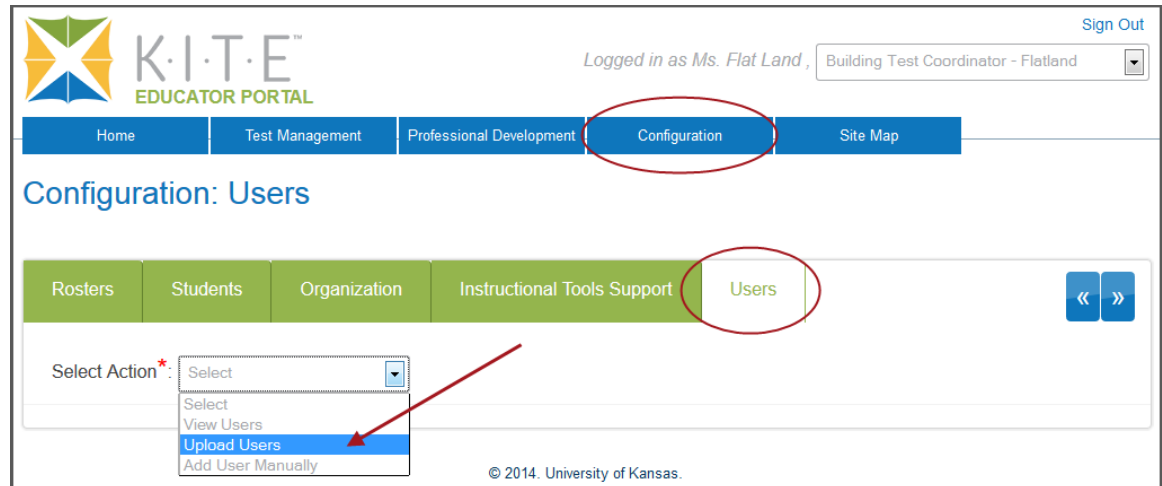
Hint: The file can be given any name that helps identify the information it contains.

Note: The file must be saved as a CSV file. The system will only load files saved in CSV format.

Loading a User File

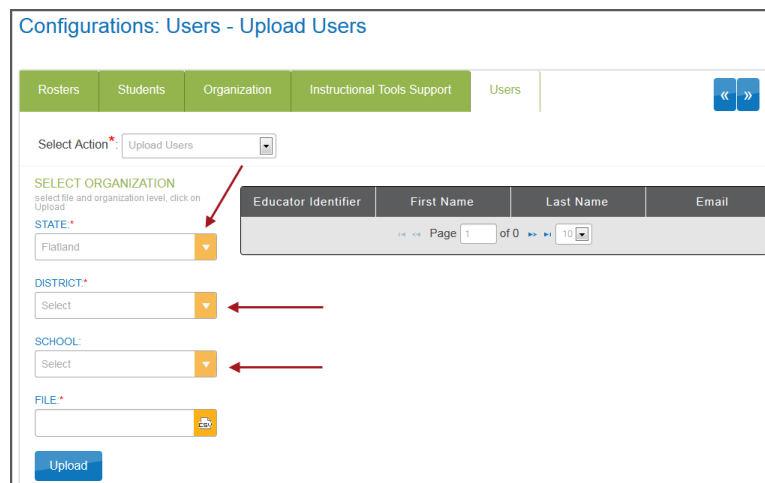
After saving the CSV user file, upload the CSV file to KITE. To load a user file, perform the following steps.

1. Log in to KITE Educator Portal.
2. Click the Configuration tab.
3. Click the Users sub tab.
4. From the Select Action drop-down menu, click Upload Users.



Note: If you are attempting to upload a file and you do not see the correct option listed, your account permissions may need to be changed. Contact your test coordinator.

5. Select your state. The district and school can also be selected.



6. Click the CSV browse button.

SELECT ORGANIZATION
select file and organization level, click on Upload

STATE:*
Flatland

DISTRICT:*
Select

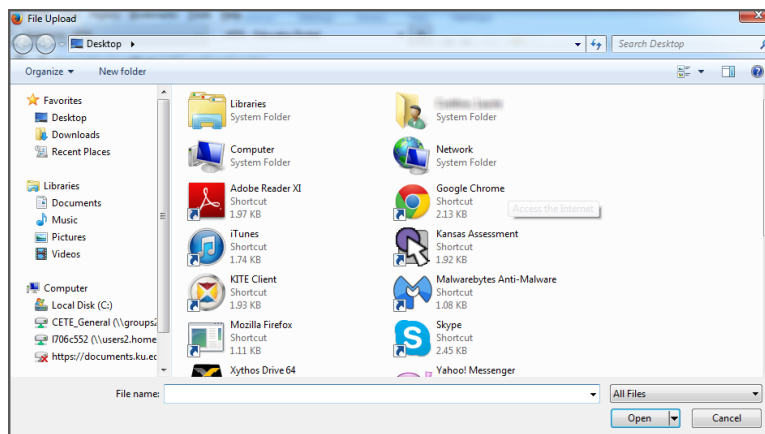
SCHOOL:
Select

FILE:*

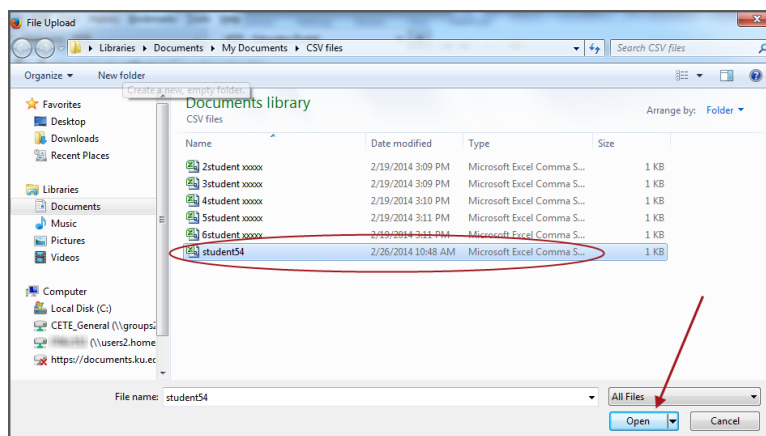

Upload

Educator Identifier	First Name
Page 1 of	

A browser window appears.



7. Locate the CSV file you created.
8. Select the file.
9. Click Open.



The filename appears in the file field next to the CSV browse button.

Note: Verify that the file has a .csv file extension. Filenames with extensions ending in .xls or .xlsx will be rejected.

10. Click Upload.

SELECT ORGANIZATION
select file and organization level, click on Upload

STATE:*
Flatland

DISTRICT:*
D101

SCHOOL:
Select

FILE:*
student54.csv

Upload

Educator Ident

A confirmation message indicates the number of records uploaded, and the records are displayed. If any records are rejected, the message displays a link to view the relevant error messages.

Hint: Each line in the CSV file is one record.

The screenshot shows the 'Users' tab in the KITE Educator Portal. A red box highlights the message: "Upload Completed Normally. Records Created:1 Rejected:0 Updated:0". Below this, a table displays the uploaded user information.

Educator Identifier	First Name	Last Name	Email
7000006	Jane	Smith	aartdemo+s06@gmail.com

Navigation controls show "Page 1 of 1" and "View 1 - 1 of 1". On the left, there are filters for STATE (Flatland), DISTRICT (D101), SCHOOL (Select), and FILE (User Template Test.csv), along with an "Upload" button.

Adding a User Manually

Adding a user manually allows you to assign one or more roles and organization affiliations. Users added manually show as Pending users.

To add a user manually, perform the following steps.

1. Log in to Educator Portal.
2. Click the Configuration tab.
3. Click the Users sub tab.
4. From the Select Action drop-down menu, click Add User Manually.

The screenshot shows the 'Configuration: Users' page. The 'Configuration' tab is circled in the top navigation bar. In the sub-navigation bar, the 'Users' tab is also circled. The 'Select Action' dropdown menu is open, and a red arrow points to the 'Add User Manually' option at the bottom of the list. The page footer indicates "© 2014. University of Kansas."

5. Enter the User Information in the appropriate fields.

Hint: Fields with a red asterisk (*) are required.

6. Enter your state in the State drop-down menu. District and school information is optional.
7. In the Roles section, select the user's appropriate role(s) by clicking the box on the left.
8. In the Roles section, click the Default Role.
9. If the user is affiliated with an additional organization, click Add Organization.

Configurations: Users - Add User Manually

[Rosters](#)
[Students](#)
[Organization](#)
[Instructional Tools Support](#)
[Users](#)

Select Action*: [Add User Manually](#)

[Save](#)

USER INFORMATION

FIRST NAME* LAST NAME* EMAIL ADDRESS*

EDUCATOR IDENTIFIER:

SELECT ORGANIZATION & ASSIGN ROLES

STATE*

DISTRICT:

SCHOOL:

Default Organization*

[Add Organization](#)

ROLES*

Available Roles	Default Role
☐ District User	☐
☐ Building Principal	☐
☐ Building Test Coordinator	☐
☐ Building User	☐
☐ Teacher	☐
☐ HS	☐
☐ PD Admin	☐

10. Select the state for the second organization. District and school information can also be provided.
11. Click the check box to the left of the Available Roles to assign the role for the user. More than one role can be assigned if the user has multiple roles associated within the same organization (state, district, and school combination). Use the scroll bar to display additional roles.
12. Select the Default Role to indicate the default role for the user.

Note: Each organization must have a default role defined.

SELECT ORGANIZATION & ASSIGN ROLES

STATE: Flatland

DISTRICT: Select

SCHOOL: Select

☒ Default Organization *

Add Organization Remove Organization

ROLES

Available Roles	Default Role
☐ District User	☐
☐ Building Principal	☐
☐ Building Test Coordinator	☐
☐ Building User	☐
☐ Teacher	☐
☐ HS	☐
☐ PD Admin	☐

Note: Click Add Organization to add another organization. Repeat the Available Roles instructions provided above.

13. Click Save at the top of the window.

Configurations: Users - Add User Manually

Rosters Students Organization Instructional Tools Support Users

Select Action*: Add User Manually

Save

USER INFORMATION

FIRST NAME*: LAST NAME*: EMAIL ADDRESS*:

EDUCATOR IDENTIFIER:

SELECT ORGANIZATION & ASSIGN ROLES

STATE*: Flatland

DISTRICT: Select

SCHOOL: Select

ROLES*

Available Roles	Default Role
☐ District User	☐
☐ Building Principal	☐
☐ Building Test Coordinator	☐
☐ Building User	☐
☐ Teacher	☐

A confirmation message appears.

Finding an Imported User Account

Many email addresses were imported from the Management Tool into KITE Educator Portal. If you had an account with the Center for Educational Testing and Evaluation (CETE) at <http://mgmt.cete.us>, you have an account in Educator Portal.

Note: The login for the Educator Portal is not the same login that was previously used for the Management Tool. The Management Tool is available **ONLY** for administering KELPA and the science portion of the Kansas Alternate Assessments, as well as for reviewing historical data.

To find an imported account, perform the following steps.

1. Log in to KITE Educator Portal.
2. On the Sign In Screen, click Forgot Password?.

here.' The footer reads '© 2014. University of Kansas.'" data-bbox="202 412 670 732"/>

3. Enter the username (email address) in the Username field.
4. Click Submit.
5. Within an hour (often much sooner), you will receive an email from KITE-Support@ku.edu to activate your account.

Hint: Be sure to check your Junk or Spam email folders.

6. If necessary, recheck your email address and try again.

Note: If KITE still does not recognize your username, contact your school's administrator so your account information can be uploaded into Educator Portal.

