

2025-2026

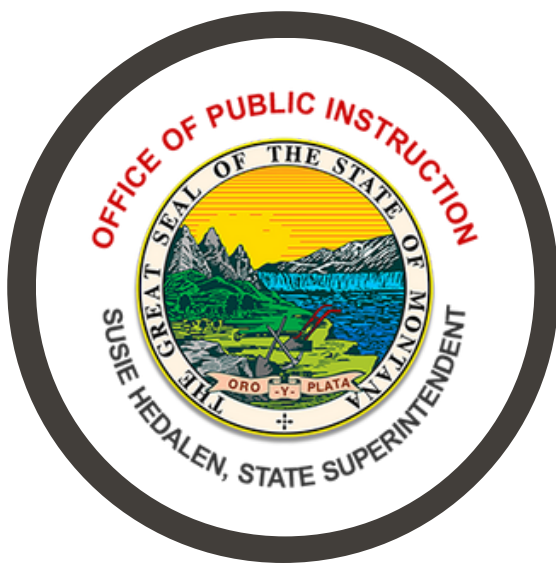


MONTANA OFFICE OF PUBLIC INSTRUCTION

MAST FOR TEST COORDINATORS



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TRAINING OVERVIEW

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TRAINING OVERVIEW (CONT.)

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2025-2026

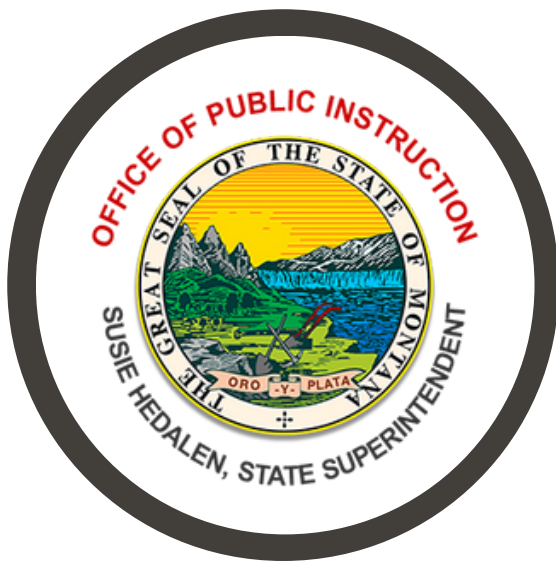


MAST FOR TESTING COORDINATOR

MODULE ONE: MAST OVERVIEW



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MODULE OBJECTIVE

Build foundational knowledge of the MAST assessment model

- Identify the key goals of MAST
- Understand the initial development timeline of MAST
- Understand the organization of MAST testlets
- Compare and contrast math and ELA testlets
- Find resources for MAST



MAST DEVELOPMENT OVERVIEW

Assessment Design and Implementation Considerations for the Montana Alternate Student Testing (MAST) Pilot Program

Final Report From the Montana Alternate Student Testing Task Force

Elsie Arntzen, Superintendent of Public Instruction
Montana Office of Public Instruction



AUGUST 2022

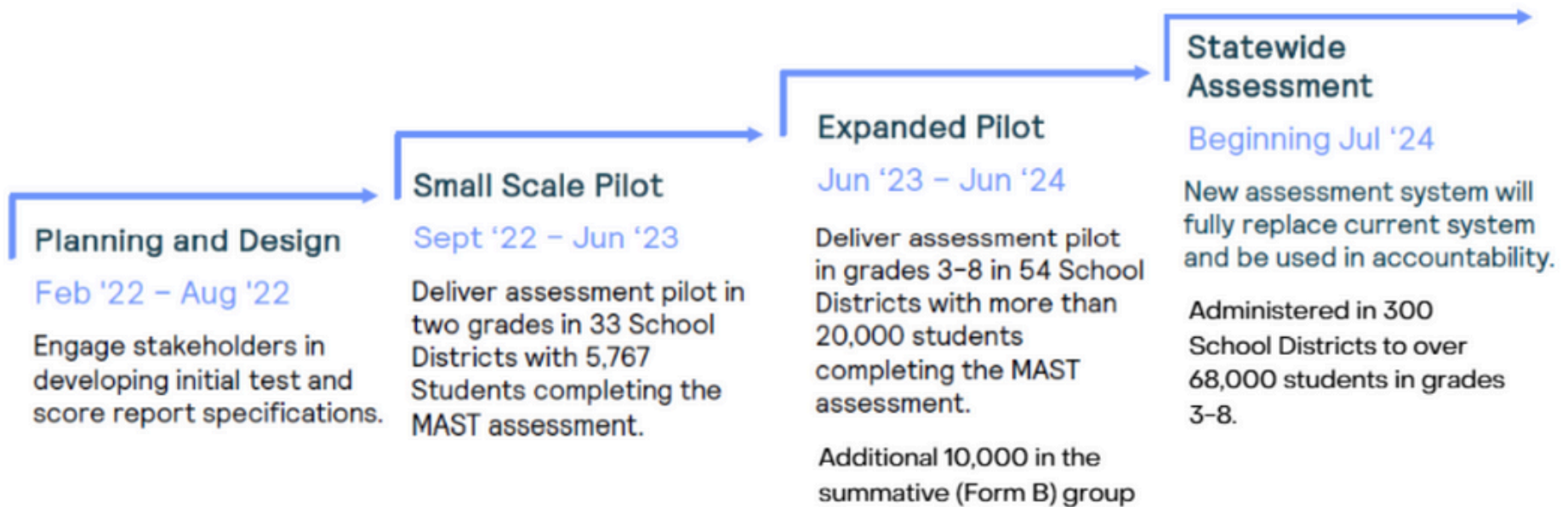


What is MAST?

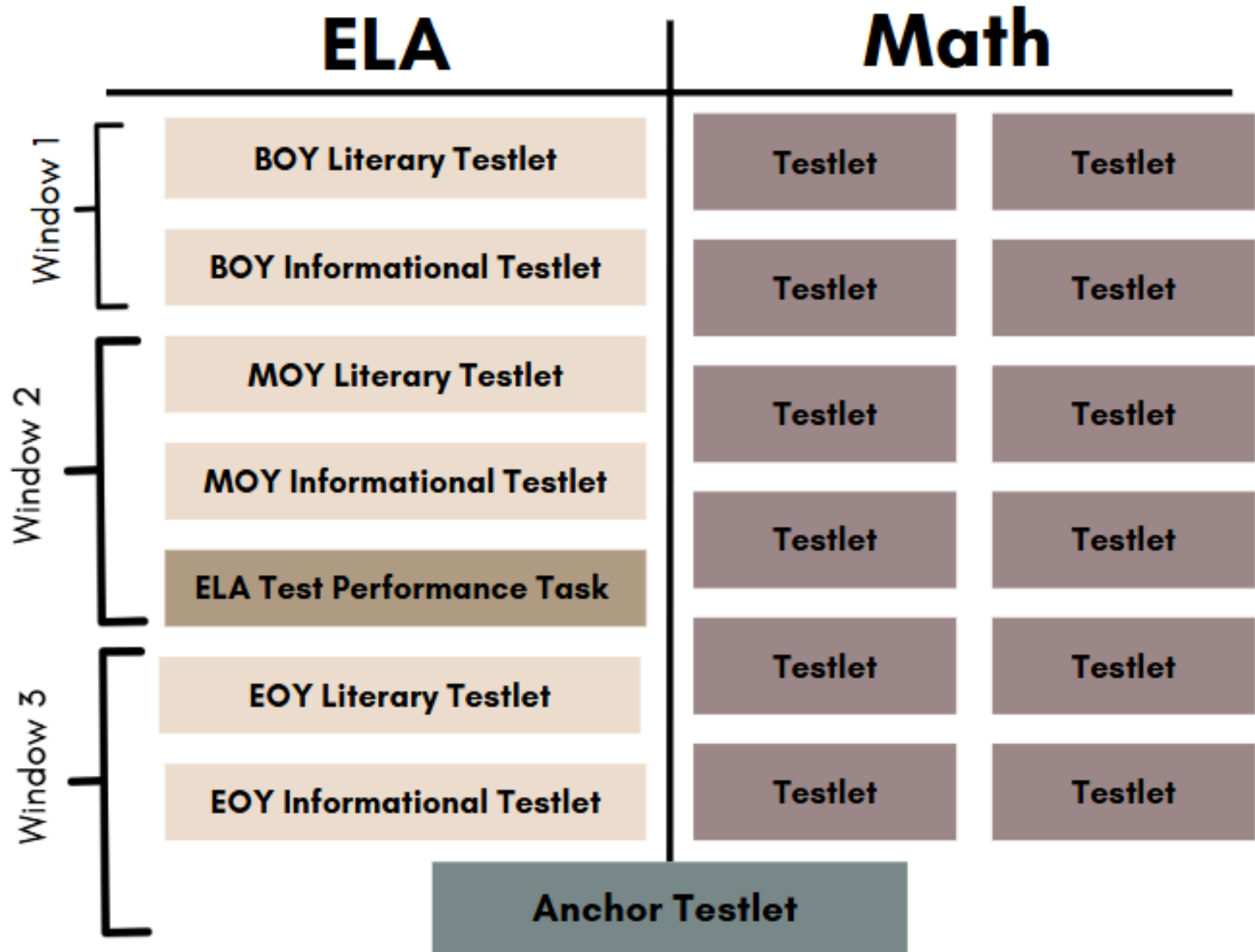
- General population ELA and math assessment
- Grades 3–8
- Features a series of short, standards-aligned math and ELA tests (testlets) administered throughout the year
- Provides timely and relevant feedback for teachers and students, as well as comparable summative data for education leaders and federal accountability
- This “classroom up” approach provides flexible opportunities for students to demonstrate learning while providing actionable data to stakeholders throughout the education system



MAST DEVELOPMENT TIMELINE



2025-2026 MAST DESIGN



2025–2026 TESTING OVERVIEW

	Window 1	Window 2	Window 3
	October 13 – December 5	January 12 – March 6	March 30 – May 22
	8 weeks	8 weeks	8 weeks
MATH	3–5 Testlets	3–5 Testlets	3–5 Testlets
			1 Anchor Test
ELA	2 BOY Testlets	2 MOY Testlets Performance Task	2 EOY Testlets



MATH TESTLET DESIGN

- Each grade has 12 math **testlets**, each aligned to a strand of mathematical understanding, encompassing a small set of related content standards
- Testlets range from 9–13 items
- Question types include single/multiple choice, numeric text entry, and technology enhanced (matching table, inline choice, etc.)



ELA TESTLET DESIGN

- Each grade has 6 ELA testlets: literary and informational content for beginning, middle and end of year with passage-based and standalone syntax and vocabulary items
- Passages complexity increases as the year progresses
- Each testlet has 18 questions
- Question types include single/multiple choice, evidence-based selected response, and technology enhanced (matching table, inline choice, etc.)



ELA PERFORMANCE TASK DESIGN

- Administered as the last ELA task in Window 2
- Includes 5 non-scored reading questions from a previous testlet to elicit ideas for writing
- Constructed response performance task in the areas of written expression and knowledge of language and conventions

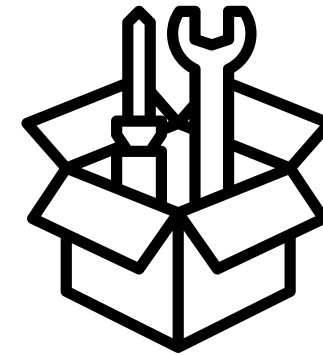


ANCHOR TESTLET

- Administered as the last testlet in Window 3
- Each student receives a pre-assigned math OR ELA testlet
 - The ELA form will consist of 16 questions, including standalone and passage-based items.
 - The math form will consist of 25 questions. Forms in grades 6–8 are divided into a calculator and non-calculator section.
- The Anchor Testlet plays a critical role in test development, including field testing and psychometric research.



MAST PORTAL



ABOUT THE PROGRAM

The Montana Aligned to Standards Through-Year (MAST) Program features a series of short, standards-aligned math and ELA tests that are administered throughout the year. The goal of this assessment is to develop a system that provides timely and relevant feedback for teachers and students, as well as comparable summative data for education leaders. This "classroom up" approach will provide flexible opportunities for students to demonstrate learning while providing actionable data to stakeholders throughout the education system.

ANNOUNCEMENTS

How is MAST supporting your classroom?

The OPI and testing partner, New Meridian, are seeking educators to share their experiences with administering MAST and providing timely and relevant feedback to students. If you're interested in participating, complete the [Qualification Survey](#). Selected teachers will be contacted by New Meridian and compensated \$30 for completing the survey. Additional opportunities for follow-up interviews will be provided. Please note that responses are for research purposes only and will not be shared with individual teachers, schools, or students. Thank you for helping us validate and improve the MAST assessment.

SCORE REPORTS

- Classroom-Level Score Report Interpretive Guide
- Student-Level Score Report Interpretive Guide
- School Testlet Report Interpretive Guide
- District Testlet Report Interpretive Guide
- Classroom-level video
- Student-level video
- Kite Parent Portal One-Pager

STANDARDS AND MANUALS

- MAST Accessibility Guide: 2024-2025 School Year
- MAST Accommodations & Accessibility Crosswalk Document
- MAST Test Administration Manual: 2024-2025 School Year
- 2024-2025 User Management Quick Reference Guide
- MAST Before Testing Tasks

HELP DESK

- For all help desk inquiries please contact: kite-support@ku.edu
- Kite Support Desk: (855) 277-9752 7:30 a.m. – 4:00 p.m. MST
- OPI Assessment Help Desk: OPIAssessmentHelpDesk@mt.gov (844) 867-2569
- For content or test design queries please contact: mast@newmeridian.org

MAST TRAININGS

MAST Trainings

LIVE LISTENING / FEEDBACK SESSIONS

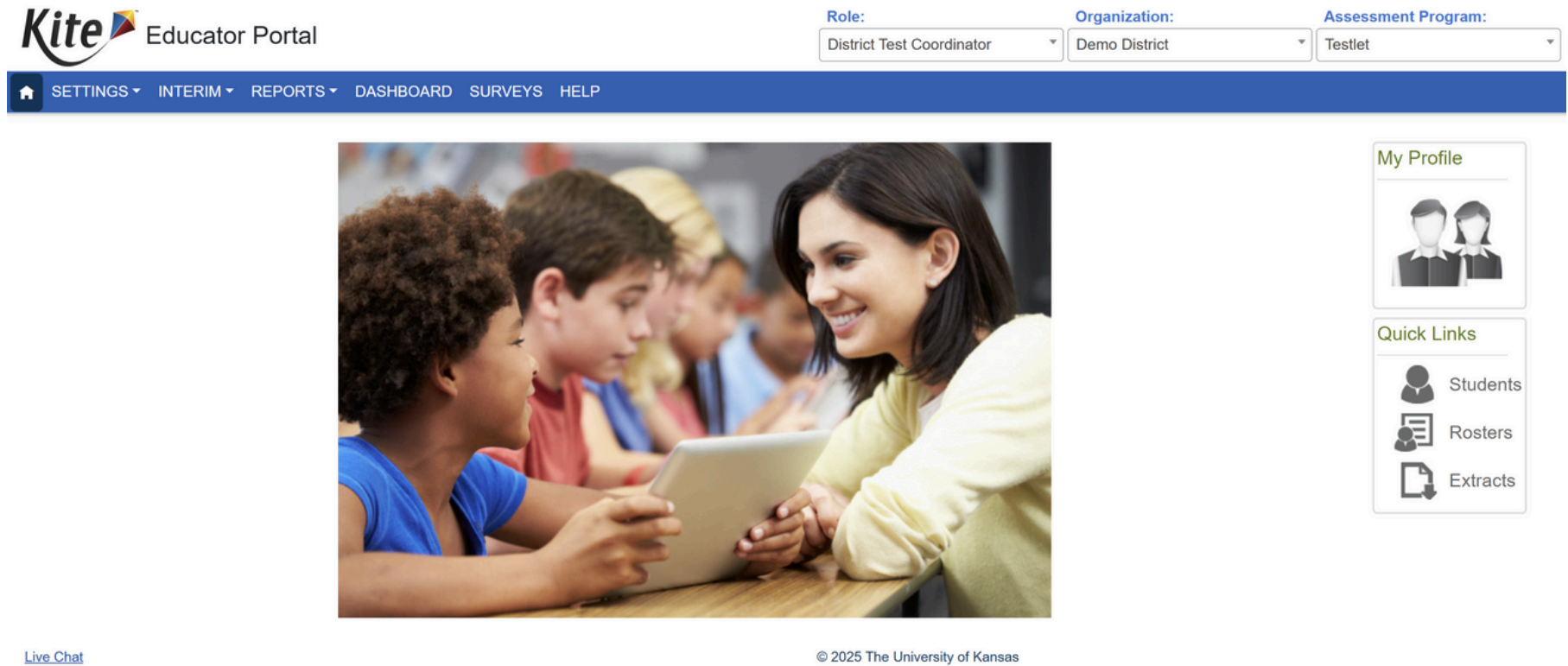
We have designed user feedback cycles throughout the school year to ensure continuous improvement of the MAST. These sessions will serve as an opportunity for users to share their thoughts and feedback.

Houses all available MAST resources, announcements, training schedule & recordings

Open access



KITE EDUCATOR PORTAL



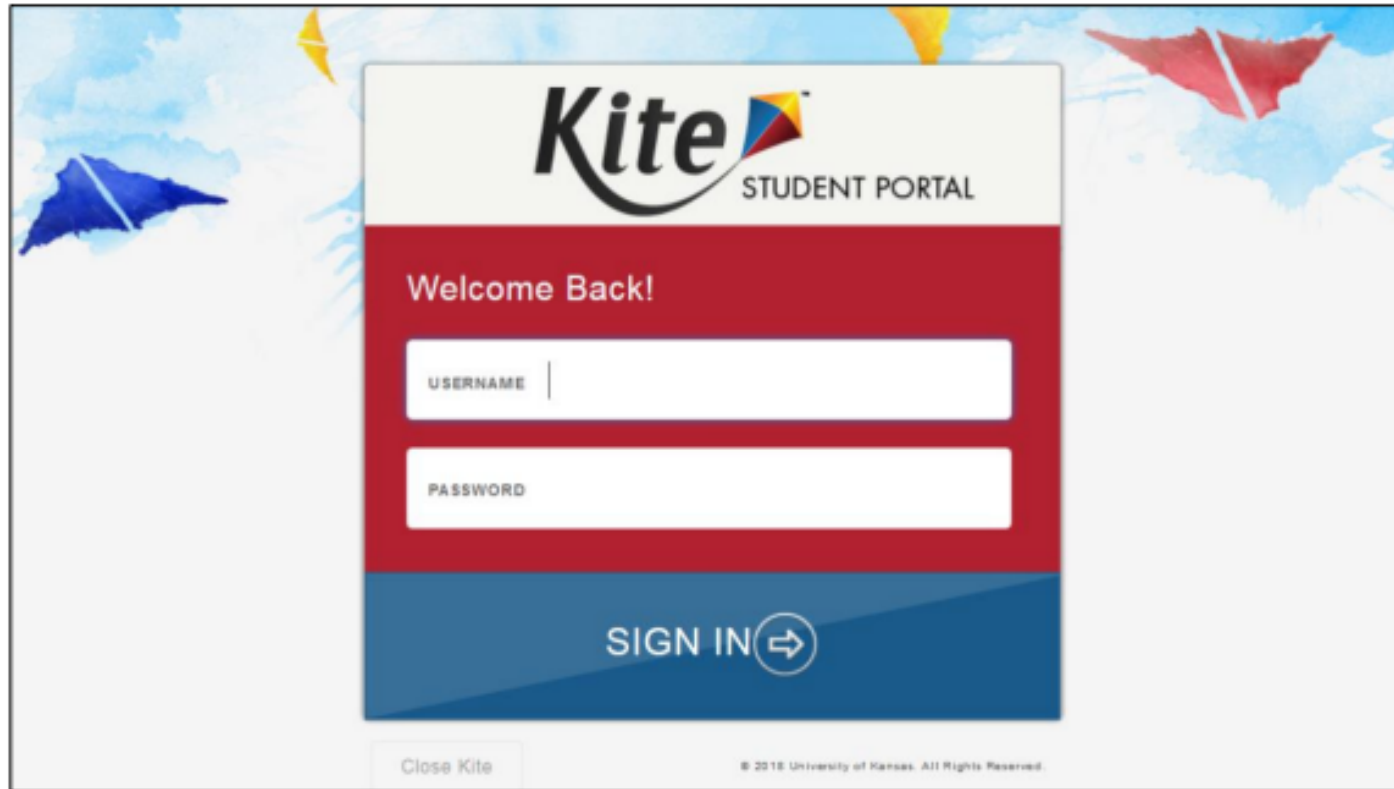
Portal for preparing, administering, and monitoring completion of MAST testlets.

All STCs and ARs have accounts created for them by OPI.

All other user accounts must be created by a higher user role.



KITE STUDENT PORTAL



Secure browser where students take MAST testlets

Must be downloaded on each student testing device prior to testing



MODULE ONE RESOURCES

Theory of Action

Assessment Specifications & Blueprints

- Math
- ELA

Testing Windows

MAST Portal: the landing page of all MAST-related resources

Kite Educator Portal (unique MT login)



2025-2026

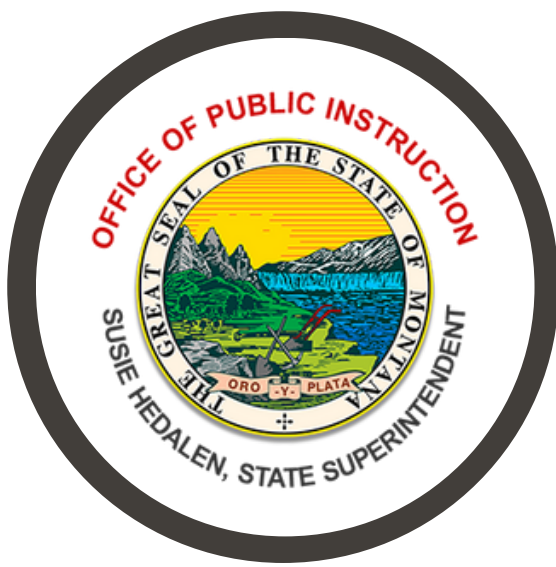


MAST FOR TESTING COORDINATORS

MODULE TWO: SCHEDULING & SCHEDULER TOOL



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MODULE OBJECTIVE

Schedule math testlets to best align assessment to instruction

- Understand the scheduling flexibilities of math testlets
- Identify key personnel that will support the scheduling process
- Create a plan for collecting information required for submitting math testlet schedules
- Ensure access to the MAST Scheduler
- Disseminate testing schedules to all involved personnel



SCHEDULING MAST TESTLETS

Considerations for 2025-2026

- Testing windows are two weeks longer in the 2025-2026 school year with similar start dates
- Last year's schedules will rollover into the same windows within the MAST Scheduler
- If no changes are made during the editing period, testlets will remain in the same windows as last year
- STCs will be loaded into the MAST Scheduler and can add building-level users to schedule testlets at the school level, but final submission must be done by the STC



2025-2026 MAST DESIGN

These 12 testlets
are flexibly
scheduled at the
school level



	ELA	Math	
Window 1	BOY Literary Testlet	Testlet	Testlet
	BOY Informational Testlet	Testlet	Testlet
Window 2	MOY Literary Testlet	Testlet	Testlet
	MOY Informational Testlet	Testlet	Testlet
	ELA Test Performance Task	Testlet	Testlet
Window 3	EOY Literary Testlet	Testlet	Testlet
	EOY Informational Testlet	Testlet	Testlet
	Anchor Testlet		



2025–2026 TESTING OVERVIEW

	Window 1	Window 2	Window 3
	October 13 – December 5	January 12 – March 6	March 30 – May 22
	8 weeks	8 weeks	8 weeks
MATH	3–5 Testlets	3–5 Testlets	3–5 Testlets
			1 Anchor Test
ELA	2 BOY Testlets	2 MOY Testlets Performance Task	2 EOY Testlets

All 12 testlets must be scheduled and administered across the 3 testing windows



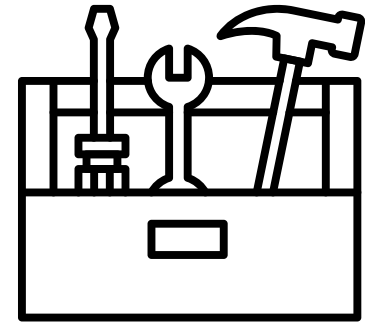
SCHEDULING MAST TESTLETS

Who should be involved with testlet scheduling?

- District's System Test Coordinator (STC)
- Any Building Test Coordinators (BTC) in the district
- Instructional/curricular leaders
- Teachers



SCHEDULING MAST TESTLETS



Tools for Scheduling Testlets

- Math pacing guides & school calendar
 - Previous year's MAST math testlet schedule
 - Previous or upcoming year's high-level lesson plans
 - Any notes from the previous year's pacing
 - MAST Math Assessment Specifications
 - MAST Scheduling Guide & FAQs for Test Coordinators
 - Pg. 11: *Math Schedule Worksheet*
 - *Appendix B: MAST Math Testlets and Standards*
- OR** *Math Standards Blueprint*



SCHEDULING MAST TESTLETS

Appendix B

Grade 3	
Testlet Names	MT Standards
Concepts of Multiplication and Division	3.OA.1, 3.OA.2, 3.OA.3
Multiplication and Division Equations	3.OA.4, 3.OA.6
Multiply and Divide Within 100	3.OA.5, 3.OA.7
Time, Liquid Volume, and Mass	3.MD.1, 3.MD.2
Real-World Problems and Patterns	3.OA.8, 3.OA.9
Place Value and Operations in Base Ten	3.NBT.2, 3.NBT.3
Understand Fractions as Numbers	3.G.2, 3.NF.1, 3.NF.2, 3.NF.2.a, 3.NF.2.b
Compare and Find Equivalent Fractions	3.NF.3, 3.NF.3.a, 3.NF.3.b, 3.NF.3.c, 3.NF.3.d
Unit Squares and Square Units	3.MD.5, 3.MD.5.a, 3.MD.5.b, 3.MD.6, 3.MD.7, 3.MD.7.a
Solve Area Problems	3.MD.7, 3.MD.7.b, 3.MD.7.c, 3.MD.7.d
Data and Graphing	3.MD.3, 3.MD.4
Two-Dimensional Geometric Figures	3.G.1, 3.MD.8



MAST 2024-2025 Math Schedule Worksheet

Directions:

1. Fill in grade, name, and, if applicable, curriculum name, publisher, and copyright year.
2. List unit names and/or standards covered before and during each window.
3. Compare your math curriculum units, standards, and pacing to the testing windows and to the math test blueprints to determine which testlets should be administered during each window.
4. Return the worksheet to your STC/BTC by the indicated due date.

STC/BTC Name:	Due Date:
Name:	Curriculum name, publisher, and copyright year, if applicable:
Grade:	

	Window 1	Window 2	Window 3
	October 14 – November 22, 2024	January 13 – February 21, 2025	March 24 – May 2, 2025
Math	3-5 testlets	3-5 testlets	3-5 testlets
ELA	2 BOY testlets	2 MOY testlets + PT	2 EOY testlets

		Window 1	Window 2	Window 3
Units Covered				
Standards Covered				
Aligned Testlets	1			
	2			
	3			
	4			
	5			

The Math Schedule Worksheet and Math Standard Blueprints/Appendix B can be used together to help plan scheduling

Math Standard Blueprint

Montana MAST Math Testlets

Gr	Testlet	Standards	Content Attributes
3	Concepts of Multiplication and Division	3.OA.1 3.OA.2 3.OA.3	- Interpret products and quotients of whole numbers. - Solve one-step real-world problems by multiplying or dividing within 10×10.
3	Multiplication and Division Equations	3.OA.4 3.OA.6	- Determine an unknown number in a multiplication or division equation relating three whole numbers, within 10×10. - Understand division as an unknown-factor problem.
3	Multiply and Divide Within 100	3.OA.5 3.OA.7	- Understand and use properties of operations to multiply and divide. - Fluently multiply and divide within 10×10.
3	Time, Liquid Volume, and Mass	3.MD.1 3.MD.2	- Tell time and solve problems involving intervals of time. - Solve real-world problems involving liquid volume and mass.

SCHEDULING MAST TESTLETS

Structures for Gathering Information

- Grade level PLC time
- School-wide planning time with grade level work and vertical alignment
- School leadership team using last year's schedule and notes to draft a potential schedule that is shared with teachers for feedback and adjustment



SCHEDULING MAST TESTLETS

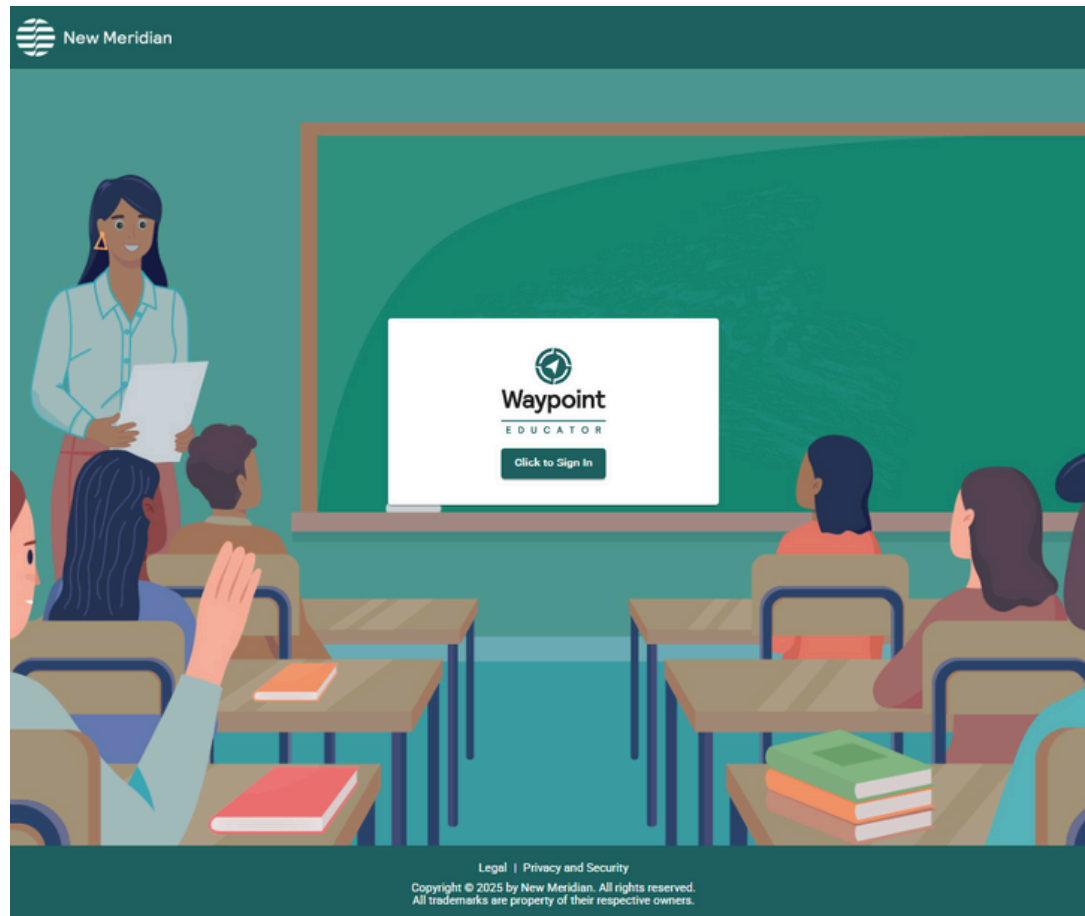


Discussions for Scheduling

- *Is there a curriculum change for the upcoming school year?*
- *How well did math testlets align to instruction last year?*
 - *Were there testlets that could have been administered earlier?*
 - *Were there testlets that should have been moved to a later window?*
- *How will the move from six to eight week windows affect our scheduling?*



WAYPOINT



Portal for scheduling testlets.

All STCs have accounts created for them by OPI.

STCs may delegate building users for each school.



SCHEDULER ACCESS

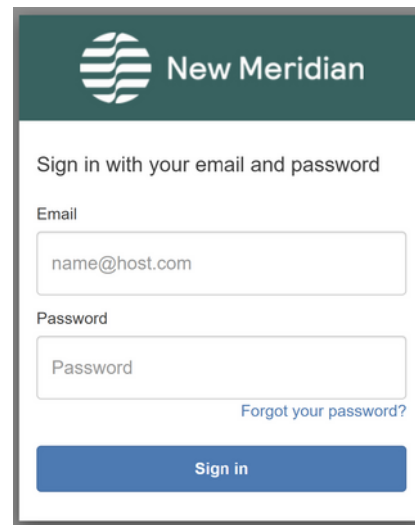


Step-by-step
scheduling instructions
are located in the
Scheduler User Manual

To log in to the Scheduler, follow these steps:

- Go to the login page at www.newmeridian.io.
- Enter your registered email address and password (case sensitive).
- Click Sign in to access your dashboard. If you encounter any issues during the login process, ensure that you have entered the correct email address and password.

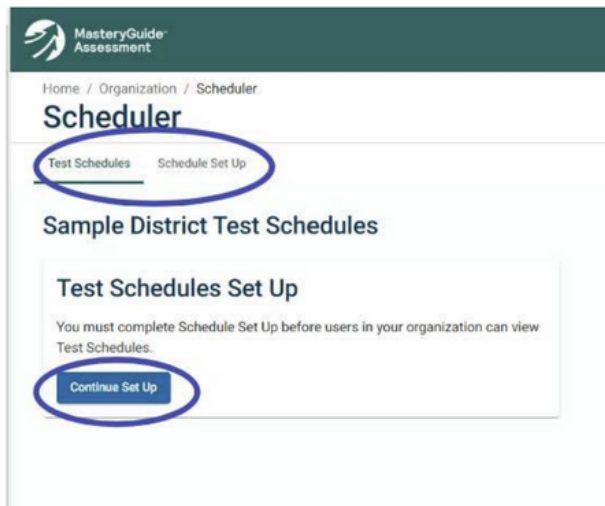
If the problem persists, use the Forgot Password option to reset your password or contact support for assistance.

A screenshot of the New Meridian login page. At the top is a dark green header with the New Meridian logo (a stylized 'S' made of horizontal lines) and the text 'New Meridian'. Below the header, the text 'Sign in with your email and password' is displayed. There are two input fields: 'Email' with a placeholder 'name@host.com' and 'Password' with a placeholder 'Password'. To the right of the password field is a link that says 'Forgot your password?'. At the bottom is a blue button with the text 'Sign in'.

TEST SCHEDULES

Accessing Test Schedules

The Scheduler can be accessed via the left-hand navigation menu. Users designated to set up and publish test schedules will see a prompt either to Start or Continue Schedule Set Up. They will also see two tabs: Test Schedules and Schedule Set Up.



SCHEDULE SET UP

Only designated users as determined by your organization can access the Schedule Set Up tab.

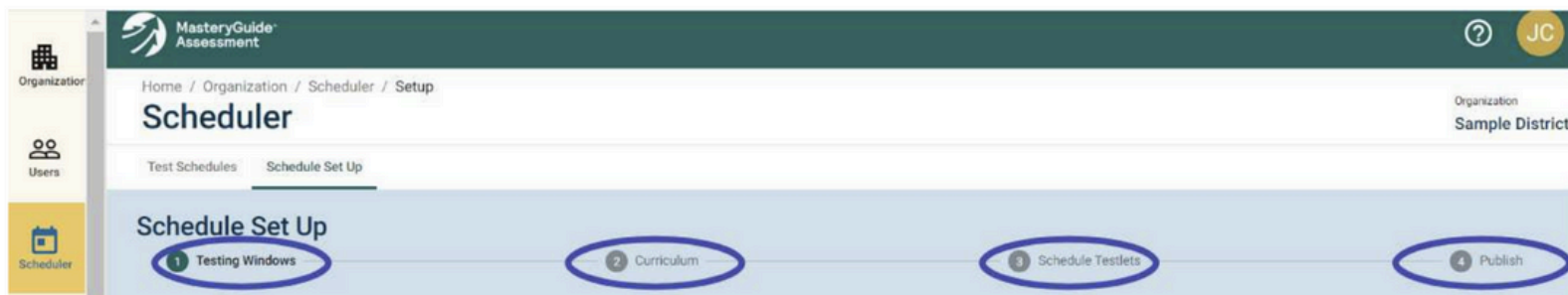
The steps at the top of the page will guide you through the set-up process:

Step 1: Testing Windows – These have been set by OPI

Step 2: Curriculum – Decide whether to complete all scheduling yourself or delegate scheduling. If the former, you will enter Math curriculum information for each grade and complete Steps 3 and 4. If the latter, the designee(s) will complete the remaining steps.

Step 3: Schedule Testlets – Assign testlets to Testing Windows.

Step 4: Publish – Review Test Schedules and publish them to other users in your organization.



SCHEDULE SET UP

To establish uniform Test Schedules for all applicable schools and grade levels in your organization, select The District and proceed to Select Math Curriculum.

Who should create Test Schedules?

 The District ☒	 School Buildings ☐
The district will establish uniform test schedules for all schools and grade levels.	Delegate test schedule creation to Building Test Coordinators.

To delegate, follow these steps:

1. Select School Buildings.
2. Review the information about delegating.
3. Click Save and Next.
4. Review the confirmation prompt.
5. Click Save and Finish.



SCHEDULE SET UP

Edit or Deactivate Existing Users

To edit an existing user's information, follow these steps:

1. Click Users in the left-hand navigation.
2. The Users page will appear.
3. Select the school or organization of the user you are searching for from the Organization drop down menu at the top right of the page.
4. Type the user's name in the Search Users field to further narrow your search.
5. Click the pencil icon next to the user's name in the table to edit their information.



6. The Edit User window will appear.
7. Make the necessary edits.
8. OPTIONAL: If you need to deactivate a user's access, deselect the Active checkbox.
9. Click Save.

A screenshot of the 'Edit User' form. The form has a title 'Edit User' and a close button. It contains several input fields: 'First Name' with the value 'Lilah', 'Last Name' with the value 'Washington', 'Email' with the value 'lwashington@sampledistrict.org', 'Role' with a dropdown menu showing 'District Coordinator', and 'Organization' with a dropdown menu showing 'Sample District'. There is a checkbox labeled 'Active' which is checked. At the bottom right, there are 'Cancel' and 'Save' buttons.



SCHEDULE SET UP

Math Curriculum selection affects the display order of math testlets for each grade in Step 3: Schedule Testlets.

- Selecting a Publisher Curriculum will generate testlet-to-unit alignments.
 - Selecting *Local Curriculum* or *Not Listed* will generate alphabetized lists of testlets.
1. Select the applicable option from the Math Curriculum Name dropdown for each grade.

Publisher Curriculum – If you see the name and copyright year of a publisher curriculum you use, select this option. *Testlets must still be scheduled into individual windows if using this option.*

Other: Local Curriculum – If you have a unique curriculum that does not come from a publisher, select this option.

Other: Not Listed – If you use a publisher curriculum not listed under Publisher Curriculum, select this option.

Select Math Curriculum

Curriculum selection affects the display order of math testlets for each grade in the next step. Selecting a Publisher Curriculum will generate testlet-to-unit alignments. Selecting Local Curriculum or Not Listed will generate alphabetized lists of testlets.

Grade	Math Curriculum Name
2nd	
4th	
5th	
6th	
7th	
8th	

Back Save and Next

2. Click Save and Next.



SCHEDULE TESTLETS

Schedule Testlets

1. Select the subject and grade from the Subject and Grade drop-down menus.
2. A list of testlets for the subject and grade will appear on the left.
3. Click Schedule for the testlet you wish to schedule. A new Assign Testlet window will appear.

The screenshot shows the 'Schedule Testlets' interface. At the top, there are two drop-down menus for 'Subject' and 'Grade'. The 'Subject' menu is set to 'Math' and the 'Grade' menu is set to '3rd'. Below these menus, a list of 'Math Testlets' is displayed. The first testlet is 'Time, Liquid Volume, and Mass' with sub-items '3.MD.1' and '3.MD.2'. The second testlet is 'Real-World Problems and Arithmetic Patterns' with sub-items '3.NBT.1', '3.OA.8', and '3.OA.9'. The third testlet is 'Place Value and Operations in Base Ten' with sub-items '3.NBT.2' and '3.NBT.3'. A blue circle with the number '3' highlights the 'Schedule' button next to the 'Real-World Problems and Arithmetic Patterns' testlet. On the right side of the interface, there is a 'Testing Windows' section. It contains three windows: 'Window 1' (10/14/2024 - 11/22/2024) with the testlet 'Concepts of Multiplication and Division', 'Window 2' (01/13/2025 - 02/21/2025) with the testlet 'Multiplication and Division Equations', and 'Window 3' (03/24/2025 - 05/02/2025) with the testlet 'Multiply and Divide Within 100'. Each window has a blue circle with the number '3' highlighting the 'Schedule' button next to the testlet name.

4. Select the Testing Window from the drop-down menu on the Select Testing Window tab.



SCHEDULE TESTLETS

Schedule Testlets (cont.)

5. You may also click Testlet Details to learn more about each testlet.
6. You may also click Standards to see the descriptions for the standards covered in the testlet.

The screenshot shows a web interface titled "Assign Testlets" with a close button (X) in the top right. Below the title is a navigation bar with a "< Back" button on the left and a "Next >" button on the right. In the center of the navigation bar is a progress indicator consisting of a row of dots, with the first three dots numbered 4, 5, and 6. Below the navigation bar are three tabs: "Select Testing Window", "Testlet Details", and "Standards". The "Select Testing Window" tab is currently selected and highlighted with a blue underline. Below the tabs is a "Select Testing Window" label and a dropdown menu. At the bottom right of the interface are "Cancel" and "Save" buttons. The tabs "Select Testing Window", "Testlet Details", and "Standards" are circled in blue, and the numbers 4, 5, and 6 above them are also circled in blue.

7. Click the Back and Next buttons to navigate between all testlets for the applicable subject and grade.
8. When you have finished assigning testlets to Testing Windows, click Save.



SCHEDULE TESTLETS

Schedule Testlets (cont.)

9. The testlets you have assigned to windows will populate under their respective Testing Windows on the right.

ELA testlets are pre-scheduled. You may use the subject drop-down to see the scheduled testlets but changes cannot be made.

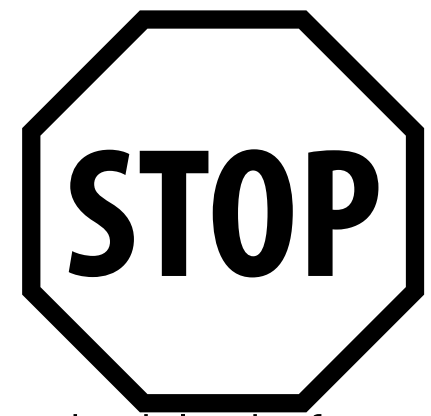
The screenshot displays the 'Schedule Testlets' interface. At the top, there's a section titled 'Schedule Testlets' with a prompt 'Select subject and grade to start scheduling.' Below this are two dropdown menus: 'Subject' set to 'Math' and 'Grade' set to '3rd'. The main area is divided into two panels. The left panel, titled 'Math Testlets', lists three categories: 'Time, Liquid Volume, and Mass' (with sub-items 3.MD.1 and 3.MD.2), 'Real-World Problems and Arithmetic Patterns' (with sub-items 3.MBT.1, 3.GA.8, and 3.GA.9), and 'Place Value and Operations in Base Ten' (with sub-items 3.NBT.2 and 3.NBT.3). Each category has a 'Schedule' button. The right panel, titled 'Testing Windows' (which is circled in blue), shows three windows: 'Window 1' (10/14/2024 - 11/22/2024) with 'Concepts of Multiplication and Division', 'Window 2' (01/13/2025 - 02/21/2025) with 'Multiplication and Division Equations', and 'Window 3' (03/24/2025 - 05/02/2025) with 'Multiply and Divide Within 100'. Each window has an edit icon.

10. Repeat as necessary until all testlets for the subject and grade have been assigned to Testing Windows.

11. To continue scheduling for all grades, select a new grade from the Grade drop-down menus.



SCHEDULE TESTLETS



Check Schedules before Publishing

Once all testlets have been scheduled, you can review the Test Schedules before publishing. Print the draft schedule and check with all involved staff to ensure alignment and pacing.

Reminder: Once schedules have been published and the scheduling window is closed, no changes may be made for the school year.

To reschedule any testlets:

1. Select the applicable subject and grade from the drop-down menus.
2. Click the pencil icon next to the appropriate testlet under Testing Windows. The Assign Testlets window will appear.
4. Select the appropriate Testing Window from the Testing Window drop-down menu on the Select Testing Window tab.
5. When you have finished reassigning testlets to new Testing Windows, click Save.

Testing Windows

Window	Dates	Testlet	Action
Window 1	10/14/2024 - 11/22/2024	Concepts of Multiplication and Division	
Window 2	01/13/2025 - 02/21/2025	Multiplication and Division Equations	
Window 3	03/24/2025 - 05/02/2025	Multiply and Divide Within 100	



PUBLISH

Publish Test Schedules

1. Review the Test Schedules for applicable subjects and grades.
2. Click Publish Schedule at the bottom right.

Schedule Set Up

Testing Windows ☒ Confirm ☒ Schedule Details ☒ Publish ☐

Sample District Test Schedule

Math Test Schedule

	3rd Local Curriculum	4th enVision Math © 2020	5th enVision Math © 2012	6th enVision Math © 2020	7th Bridges Math © 2021	8th Bridges Math © 2021
Tests Scheduled	17 of 17	17 of 17	17 of 17	17 of 17	17 of 17	17 of 17
Window 1 10/14/2024-11/22/2024	• Concepts of Multiplication and Division • Time, Liquid Volume, and Mass • Real-World Problems and Arithmetic Patterns • Unit Squares and Square Units	• Place Value in the Base Ten System • Multi-Digit Multiplication • Compare and Find Equivalent Fractions • Angles and Geometry	• Represent and Compare Decimals • Multiply and Divide Whole Numbers • Place Value and Powers of Ten • Operations with Decimals	• Divide Fractions • Computational Fluency • Rational Numbers and Absolute Value • Algebraic Expressions and Equations	• Concepts of Ratios and Proportional Relationships • Add and Subtract Rational Numbers • Exponents with Rational Numbers • Solving Equations • Solving Inequalities	• Exponent Rules and Scientific Notation • Pythagorean Theorem • Geometric Transformations • Similarity and Congruence
Window 2 01/13/2025-02/27/2025	• Multiplication and Division Equations • Place Value and Operations in Base Ten • Understand Fractions as Numbers • Compare and Find Equivalent Fractions	• The Standard Algorithm for Addition and Subtraction • Multi-Digit Division • Fraction Concepts of Multiplication • Multiply Fractions	• Numerical Expressions • Add and Subtract Fractions • Multiply Fractions • Division with Fractions	• Equivalent Expressions • Use Variables in Expressions and Equations • Write and Interpret Inequalities • Concepts of Ratios and Unit Rates	• Multiply and Divide Rational Numbers • Solve Problems with Two- and Three-Dimensional Figures • Measures of Center and Variability • Probability	• Linear Equations in One Variable • Proportional Relationships, Lines, and Linear Equations • Systems of Equations • Understand and Use Irrational Numbers
Window 3 03/18/2025-05/02/2025	• Multiply and Divide Within 100 • Solve Area Problems • Data and Graphing • Two-Dimensional Geometric Figures	• Add and Subtract Fractions • Decimal Fractions • Solve Measurement Problems • Solve Problems with Whole Numbers and Patterns	• Unit Cubes and Cubic Units • Solve Volume Problems • Geometric Attributes of Two-Dimensional Figures • The First Quadrant of the Coordinate Plane	• Percents and Measurement Systems Conversions • Solve Problems with Area and Volume • The Coordinate Plane • Concepts of Statistics	• Solve Problems with Ratios and Proportional Relationships • Solve Problems with Rational Numbers • Use Angle Relationships and Congruent Triangles	• Understand Functions • Compare and Interpret Functions • Construct Functions • Broadcast Data

ELA Test Schedule

	3rd Local Curriculum	4th Local Curriculum	5th Local Curriculum	6th Local Curriculum	7th Local Curriculum	8th Local Curriculum
Tests Scheduled	17 of 17	17 of 17	17 of 17	17 of 17	17 of 17	17 of 17

Back Publish Schedule

3. A new Publish Schedule window will appear.
4. Review the Publish Test Schedules confirmation prompt.
5. If you wish to proceed, click Yes.
6. You will be redirected to the Test Schedules page



PRINT

View & Print Test Schedules

Once Test Schedules are published, all users in an organization will be able to view and print Test Schedules on the Scheduler page. Follow these steps:

1. Select the subject(s) you want to print from the Subject drop-down menu on the left.
2. Click Print.

The screenshot shows the 'Scheduler' interface with a 'Sample District Test Schedule' table. A blue circle highlights the 'Subject' drop-down menu on the left, which has 'ELA' selected. Another blue circle highlights the 'Print' button in the top right corner. The table displays test schedules for various windows across different grade levels (3rd to 8th) and subjects (BOY Informational, BOY Library, MDV Informational, MDV Library, EDV Informational, EDV Library, Performance Task).

	3rd Local Curriculum	4th Local Curriculum	5th Local Curriculum	6th Local Curriculum	7th Local Curriculum	8th Local Curriculum
Window 1 10/14/2024-11/22/2024	• BOY Informational • BOY Library	• BOY Informational • BOY Library	• BOY Informational • BOY Library	• BOY Informational • BOY Library	• BOY Informational • BOY Library	• BOY Informational • BOY Library
Window 2 09/13/2025-02/21/2025	• MDV Informational • MDV Library	• MDV Informational • MDV Library	• MDV Informational • MDV Library	• MDV Informational • MDV Library	• MDV Informational • MDV Library	• MDV Informational • MDV Library
Window 3 03/24/2025-05/02/2025	• EDV Informational • EDV Library • Performance Task	• EDV Informational • EDV Library • Performance Task	• EDV Informational • EDV Library • Performance Task	• EDV Informational • EDV Library • Performance Task	• EDV Informational • EDV Library • Performance Task	• EDV Informational • EDV Library • Performance Task

3. A new window will appear with your web browser's print function.
4. Use your web browser's print function to implement your desired action, such as printing or saving as a PDF.



DISSEMINATE

Who Should Receive Testing Schedules?

- Testing Coordinators
- Teachers administering MAST
- Special Education teachers supporting grade level instruction
- Support staff involved with instruction
- Anyone supporting MAST administration



REFLECT

Throughout the Year

- Have teachers make note of testlets that could be moved to earlier or later windows
- Allow time to discuss student results in reference to alignment
- Ensure all students in a school within the grade level are able to complete scheduled testing within each designated window—*Testlets may not be rescheduled once the September deadline has passed*
 - Testlets may be rescheduled prior to the 2026–2027 school year



MODULE TWO RESOURCES

- MAST Before Testing Tasks
- MAST Scheduling Guide & FAQs for Test Coordinators
 - MAST Math Scheduling Worksheet
- Math Assessment Specifications
- Math Standards Blueprint
- Testing Windows
- Waypoint Scheduler Tool Portal
 - Scheduler Tool Manual
 - Scheduler Tool Focused Support Video

*All MAST-related resources can be found
on the MAST Portal*

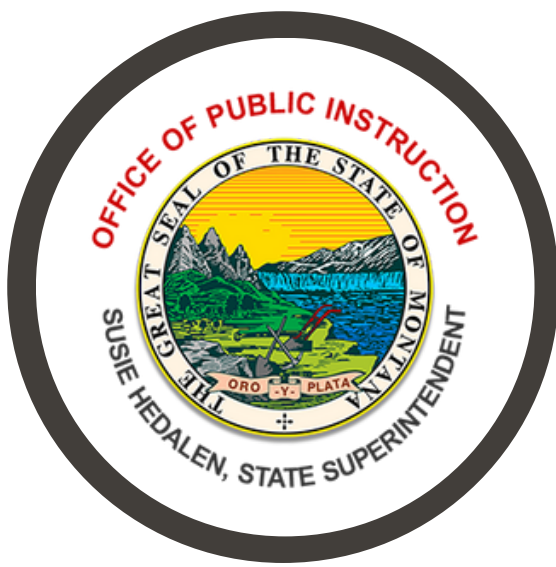


2025-2026



MAST FOR TESTING COORDINATORS

MODULE THREE: USER MANAGEMENT



MAST TESTING TASKS

The WHY: Successful administration of the MAST.

Kite Educator Portal

- **Before Testing**
 - Train & Prepare Staff
 - User Management
 - Roster Students
 - Enter PNPs
 - Print Student Tickets & DACs
- **During/After Testing**
 - Administer Testlets
 - Monitor Completion
 - Make-Up Testing
 - Access & Sharing Score Reports

Kite Student Portal

- **Before Testing**
 - Prepare Student Testing Devices
 - Student Practice Test

Parents/Guardians

- **Before Testing**
 - Notify Families of Testing
- **After Testing**
 - Provide guidance to parents/guardians on score report access & interpretation



MODULE OBJECTIVE

Manage users in the Kite Educator Platform

- Access the Kite Educator Portal
- Understand the roles, rights, and responsibilities within the Kite Educator Portal
- Add building level users to the Kite Educator Portal
- Add test administrators to the Kite Educator Portal



KITE EDUCATOR PORTAL ACCESS

MONTANA ALIGNED TO STANDARDS THROUGH-YEAR (MAST) PROGRAM PORTAL

ABOUT THE PROGRAM

The Montana Aligned to Standards Through-Year (MAST) Program features a series of short, standards-aligned math and ELA tests that are administered throughout the year. The goal of this assessment is to develop a system that provides timely and relevant feedback for teachers and students, as well as comparable summative data for education leaders. This "classroom up" approach will provide flexible opportunities for students to demonstrate learning while providing actionable data to stakeholders throughout the education system.

ANNOUNCEMENTS

MAST Score Reports

During testing windows, testlet score reports for the MAST assessments that are completed and submitted between Monday and Friday will be available the following Thursday. Please note that the performance task will be human-scored. The reports for these tasks will be released on March 6 and March 13, depending on when they were completed within Window 2. To assist with understanding these reports, Interpretive guides and overview videos can be found in the **Score Reports** section below.

SCORE REPORTS

- Classroom-Level Score Report Interpretive Guide
- Student-Level Score Report Interpretive Guide
- School Testlet Report Interpretive Guide
- District Testlet Report Interpretive Guide
- Classroom-level video
- Student-level video
- Kite Parent Portal One-Pager

STANDARDS AND MANUALS

- MAST Accessibility Guide: 2024-2025 School Year
- MAST Accommodations & Accessibility Crosswalk Document
- MAST Test Administration Manual: 2024-2025 School Year
- 2024-2025 User Management Quick Reference Guide
- MAST Before Testing Tasks
- Math Assessment Specifications
- ELA Assessment Specifications
- Kite Educator Portal Manual
- Kite Student Portal Manual

HELP DESK

For all help desk inquiries please contact: kite-support@ku.edu

Kite Support Desk: (800) 277-6953
7:30 a.m. – 4:00 p.m. MST

CPI Assessment Help Desk: CPIAssessmentHelpDesk@mt.gov
(544) 567-2565

For content or test design queries please contact: mat@newmeridian.org

MAST TRAININGS

LIVE LISTENING / FEEDBACK SESSIONS

We have designed user feedback cycles throughout the school year to ensure continuous improvement of the MAST. These sessions will serve as an opportunity for users like you to share feedback, suggestions, and experiences to help us enhance the usability of the MAST. We value your input and encourage you to participate in these live listening/feedback sessions. Live listening/feedback sessions for MAST Through-Year participating districts:

*Please note that the [Zoom link](#) will be the same for all sessions.

- Window 1: December 4, 2024 @ 3:30-4:30 p.m.
- Window 2: February 26, 2025 @ 3:30-4:30 p.m.

SYSTEMS (TECH PLATFORMS)

- Kite® Student Practice Test Username: tech_demo Password: MA295
- Kite Educator Portal

KITE TRAINING VIDEOS

- Test Administrator (TA):
- Authorized Representative (AR):
- Parent Resources
- System and Building Test

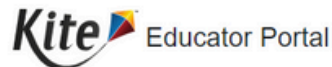
Access the Kite Educator Portal through the MAST Portal. Googling "Kite" and selecting from the search results may bring you to a different state's portal

Kite Educator Portal



KITE EDUCATOR PORTAL

Each year you must agree to the Security Agreement.
It will appear automatically each year.



Role: District Test Coordinator Organization: Demo District Assessment Program: Testlet

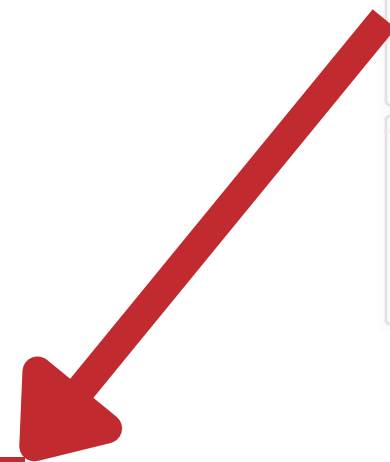
SETTINGS MANAGE TESTS INTERIM REPORTS DASHBOARD SURVEYS HELP



My Profile

Quick Links

- Students
- Rosters
- Extracts



My Profile

Overview Edit Display Name Change Password Change Default Role **Security Awareness** **Security Agreement** Security Renewal/Expiration

The Kite Suite provides opportunities for flexible assessment administrations and materials options. However, all assessments, if applicable, delivered during the school year are secure.

Test administrators and other educational staff who support implementation and reporting are responsible for following the Kite test security standards.

1. Assessments and secure testing materials, including student reports, are not to be stored or saved on computers or personal storage devices, shared via email or other file sharing systems, or reproduced by any means.
2. Except where explicitly allowed, as described in Test Administrative Manuals and supporting User Guides, electronic materials used during an assessment administration are not to be printed. Please adhere/ refer to your state's security policy regarding the distribution of scored student reports.
3. Those who violate the Kite security standards may be subject to their state's regulations or state education policy governing test and data security.
4. Educators are encouraged to use resources provided by Kite Suite, including practice activities and released test materials, to prepare themselves and their students for the assessments, when applicable.
5. Users will not give out, loan or share their password with anyone. Allowing others access to an Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

Questions about security expectations should be directed to the local assessment coordinator.

☒ I have read this security agreement and agree to follow the standards.

Save

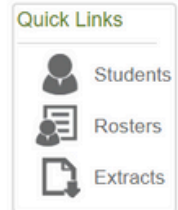
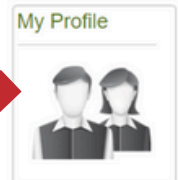


KITE EDUCATOR PORTAL

Kite Educator Portal

Role: District Test Coordinator Organization: Demo District Assessment Program: Testlet

SETTINGS MANAGE TESTS INTERIM REPORTS DASHBOARD SURVEYS HELP



My Profile

Overview Edit Display Name Change Password Change Default Role Security Awareness Security Agreement Security Renewal/Expiration

CURRENT PASSWORD: NEW PASSWORD: CONFIRM PASSWORD:

Save

Kite passwords must be changed every 180 days. An automated email will notify you of the needed change.

Beginning July 25, 2025, Kite Educator Portal will require multifactor authentication as a way to further protect sensitive data and systems. Staff cell phone numbers can be entered proactively so that users can transition to the cell phone option, if desired, once the text feature is implemented.

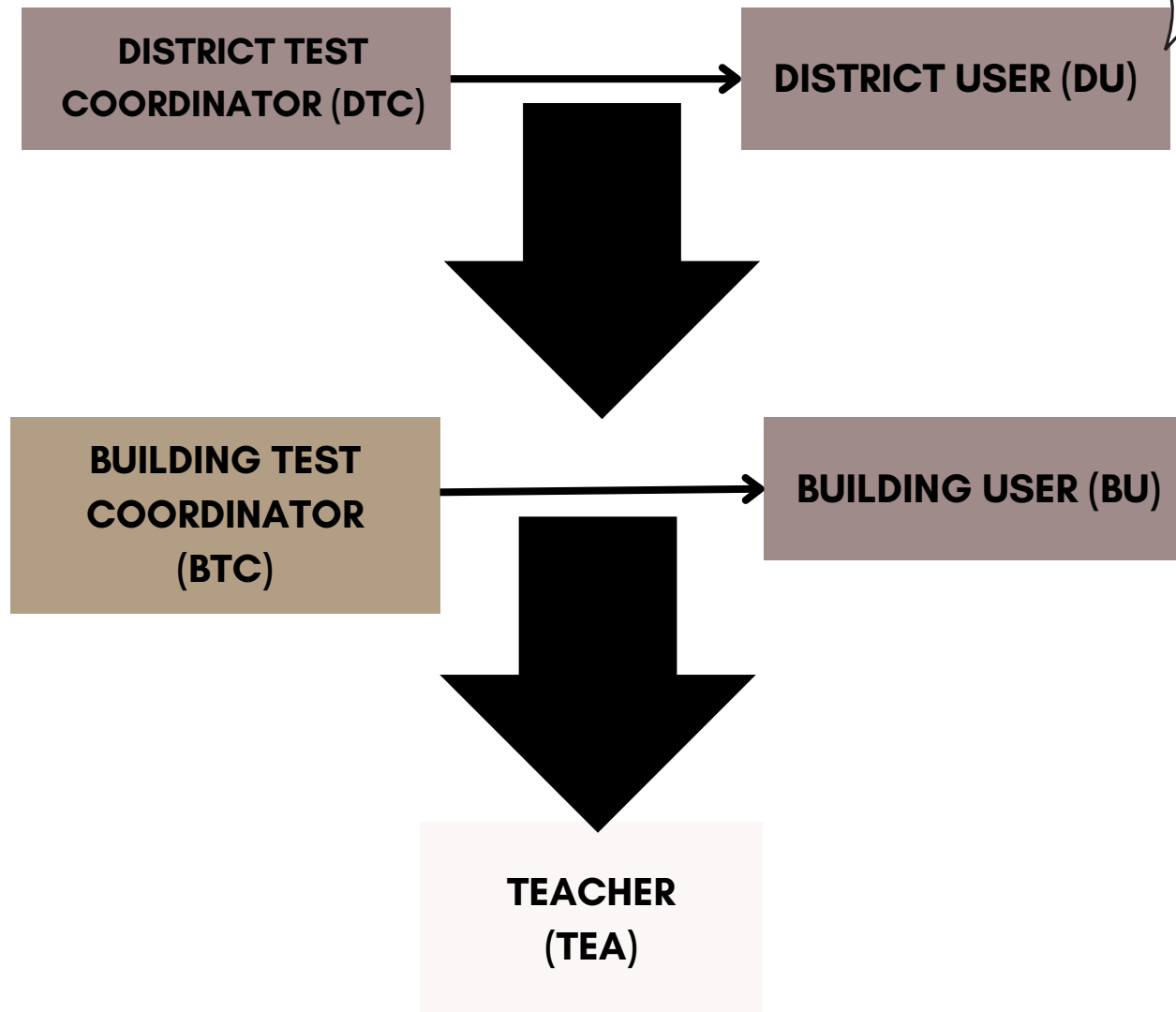


USER MANAGEMENT

User Management

ROLES IN THE KITE PLATFORM

Users may assign any user role to the right and below their own role



USER MANAGEMENT

District Level

CAPABILITIES IN THE KITE PLATFORM

DISTRICT TEST COORDINATOR (DTC)

*Assigned to Authorized Representative
(ARs) & System Test Coordinators (STCs)
by the OPI*

At the district level, DTCs:

- Manage Users: Add/modify DUs, BTCs, BUs, and TEAs
- Roster Students to Teachers
- Add/Modify Student PNPs
- Administer & Monitor Testlet Completion
- Set Up Kite Parent Portal: Add/Modify Student-Parent Connection
- View Student Score Reports

Assigns
Building &
Classroom Roles

Assigns

DISTRICT USER (DU)

*Assigned to District Coordinators
assisting with MAST tasks*

At the district level, DUs:

- Manage Users: Add/modify BTCs, BUs, and TEAs
- All other Kite capabilities are the same as the DTC

Assigns
Building &
Classroom
Roles



USER MANAGEMENT

School Level

CAPABILITIES IN THE KITE PLATFORM

BUILDING TEST COORDINATOR (BTC)

Assigned to Building Principals or other Building Coordinators

At the building level, BTCs:

- Manage Users: add/modify BUs and TEAs across the school.
- Roster Students to Teachers
- Add/Modify Student PNPs
- Administer & Monitor Testlet Completion
- View student score reports of all students within the school.

Assigns

BUILDING USER (BU)

Assigned to Special Education teachers/specialists that will administer testlets & access student score reports across multiple grade levels

At the building level, BUs:

- Same Kite capabilities as a BTC except unable to add/modify users.

Assigns
Classroom Roles



USER MANAGEMENT

Classroom Level

CAPABILITIES IN THE KITE PLATFORM

TEACHER (TEA)

Must be assigned to Test Administrators with rosters

At the building level, TEAs:

- Verify Student Information Prior to Testing (Rosters & PNPs)
- Provide Opportunities for Students to Utilize the Kite Practice Test
- Administer & Monitor Testlet Completion
- View Student Score Reports for students rostered to them



USER MANAGEMENT

User Management

METHODS TO ADDING/MODIFYING USERS

MANUAL METHOD TO ADD USERS

The screenshot shows the 'Add User' form in the Kite Educator Portal. The form is divided into two main sections: 'User Information' and 'Organization & Roles'. The 'User Information' section includes fields for 'FIRST NAME', 'LAST NAME', 'EMAIL ADDRESS', and 'EDUCATOR IDENTIFIER'. The 'Organization & Roles' section includes dropdown menus for 'STATE', 'ASSESSMENT PROGRAM', 'ROLE', 'DISTRICT', and 'SCHOOL'. A red circle with the number 1 is placed over the 'Add User' button. A red circle with the number 2 is placed over the 'Save' button. A red circle with the number 3 is placed over the 'Add' button. A red circle with the number 4 is placed over the 'Add' button. A red circle with the number 5 is placed over the 'Add' button. A red circle with the number 6 is placed over the 'Add' button. A red circle with the number 7 is placed over the 'Add' button.

UPLOAD METHOD TO ADD USERS

The screenshot shows the 'Upload Users' form in the Kite Educator Portal. The form includes dropdown menus for 'STATE', 'DISTRICT', and 'SCHOOL'. A red circle with the number 1 is placed over the 'Upload Users' button. A red circle with the number 2 is placed over the 'File' field. A red circle with the number 3 is placed over the 'Select File' button. A red circle with the number 4 is placed over the 'Upload' button. Below the form is a table with columns: 'Uploaded', 'Status', 'Created/Updated', 'Rejected', 'Alerts', and 'File'. The table is currently empty, showing 'No records available.' The bottom of the page shows a pagination bar with 'Page 0 of 0' and '20 per page'.

Directions for each method can be found in the Kite Educator Portal Manual.



USER MANAGEMENT

MANUAL METHOD TO ADD USERS

1. Select Settings.
2. Select Users.
3. Select the Add User tab.
4. Enter the user's first name, last name, and email address.

*NOTE: The Educator Identifier must be a unique value and is required when Teacher is selected as role. **It is suggested to use the teacher's SEID for this field.***

5. Choose the appropriate organization and role for the new user.

6. Select Add. The table will populate below.

NOTE: If adding more than one role to a user's account, repeat steps 5 and 6 within this screen.

7. Select Save.

The screenshot shows the 'Add User' form with the following details:

- Navigation:** View Users, **Add User** (selected), Upload Users.
- User Information:**
 - FIRST NAME: *
 - LAST NAME: *
 - EMAIL ADDRESS: *
 - EDUCATOR IDENTIFIER: *
- Organization & Roles:**
 - STATE: * (Kansas)
 - ASSESSMENT PROGRAM: * (TESTLET)
 - ROLE: * (Teacher)
 - DISTRICT: * (Sunflower District)
 - SCHOOL: * (Meadowlark School)
- Buttons:** Add (6), Save (7).
- Table:**

	Default	State	Assessment Program	Role	District	School
No records available.						
- Page Info:** Page 0 of 0, No items to display.



USER MANAGEMENT

UPLOAD METHOD TO ADD USERS

The user upload creates or updates users in Kite Educator Portal. The user upload also assigns 1-2 roles to a user (one is required). A CSV file template is available on the Upload Users tab in Kite Educator Portal (click on small blue question mark next to *File*). You will need to complete the CSV file using software such as Microsoft Excel outside of Kite Educator Portal. All users (teachers, test coordinators, etc.) can be included in one CSV file.

To upload multiple users using a CSV file, perform the following steps:

1. Select Settings.
2. Select Users.
3. Select the Upload Users tab.
4. Select the organization information.
5. In the File field, choose Select File.
6. Select the appropriate CSV file from your computer.
7. Select Open.
8. Select Upload.

NOTE: Users will be in Pending status until the user responds to the activation email.

The screenshot shows the 'Upload Users' tab in the Kite Educator Portal. The interface includes a header with 'View Users', 'Add User', and 'Upload Users' tabs. Below the tabs, there are dropdown menus for 'STATE' (Kansas), 'DISTRICT' (Sunflower District), and 'SCHOOL' (Meadowlark School). A 'File' field with a question mark icon is present, followed by a 'Select File' button. A file named 'Sunflower_User_Upload.csv' (0.96 KB) is shown in the file list. An 'Upload' button is next to the file. Below the file list, there is a table with columns: 'Uploaded', 'Status', 'Created/Updated', 'Rejected', 'Alerts', and 'File'. The table is currently empty, displaying 'No records available.' At the bottom, there is a pagination bar showing 'Page 0 of 0' and '20 per page'. A red circle with the number 3 is next to the 'Upload Users' tab. A red circle with the number 4 is next to the 'SCHOOL' dropdown. A red circle with the number 5 is next to the 'Select File' button. A red circle with the number 8 is next to the 'Upload' button.



USER MANAGEMENT

UPLOAD METHOD TO ADD USERS

- Do not change column headers.
- Ensure cells are formatted to hold the leading zero of numbers, especially for school (SCH) and district (DT) level codes.
- Document should be saved in CSV format.

A table can be found in the Kite Educator Portal Manual with acceptable values for the template file.

Col.	Column Title	Description	Acceptable Values
A*	Legal_First_Name	The user's first name.	Alphanumeric
B*	Legal_Last_Name	The user's last name.	Alphanumeric
C	Educator_Identifier	If the user is a teacher, enter an identification number.	Alphanumeric
D*	Email	The user's email address. This email address will be the user's login. The email address must be valid because information about creating a password will be sent to the address.	Alphanumeric
E*	Organization	The organization identifier in Kite Educator Portal. (Ex: D0123) NOTE: Organization IDs can be found under Settings > Organizations > View Organizations	Alphanumeric
F*	Organization_Level	The user's initial access level. A user should have the lowest appropriate level of access. For example, most educators would have school-level access (SCH), not district-level (DT).	DT SCH
G*	Primary_Role	The primary role is the user's default role, or the role that will be selected when the user first logs in to Kite Educator Portal. The role must be one that is valid for the organization.	TEA BUS BTC DUS DTC
H	Secondary_Role	If a user has a second role in Kite Educator Portal, enter that role in this column. For example, a building test coordinator might also be a teacher.	TEA BUS BTC DUS DTC
I*	Primary_Assessment_Program	At least one assessment program must be associated with a user when their information is uploaded.	TESTLET
J	Deactivate_User	Enter 'Deactivate' to deactivate the user. Leave blank to keep the user active.	Deactivate, [blank]
K	Remove_Role	Enter 'True' to remove the role that is entered in column G, the Primary_Role, from a user.	True, [blank]

*Indicates this field is required.



USER MANAGEMENT

OTHER USER MANAGEMENT TASKS

Test coordinators and others responsible for data can take several actions with user accounts.

Please ensure any users no longer at your district are deactivated.

DEACTIVATE USER

Select the user, then select Deactivate. Note: Users can also be deactivated through the User Upload.

REACTIVATE AN INACTIVE USER

Inactive users only appear if the “Include Inactive Users” box is checked. To activate an inactive user, select the user, then select Activate.

RE-SEND ACTIVATION EMAIL

Select the user, then select the Send Activation Email button.

UNLOCK A LOCKED USER ACCOUNT

Select the user, then select Unlock.

CLAIM A USER FROM ANOTHER DISTRICT

Select the Claim Users tab. Enter the user’s First Name and Last Name OR the user’s Educator ID. Select Search. Select the user and then select Claim User.

Note: A user must be Inactive to be claimed. This means that their former district must have deactivated them previously.

MODULE THREE RESOURCES

- [MAST Before Testing Tasks](#)
- [Kite Educator Portal](#) (unique MT login)
- [User Management Quick Reference Guide](#)
- [Kite Educator Portal Manual](#)
- [User Management Focused Support Video](#)
- [Kite Educator Portal Multifactor Authentication](#)

*All MAST-related resources can be found
on the [MAST Portal](#)*



2025-2026



MAST FOR TESTING COORDINATORS

MODULE FOUR: ROSTERING STUDENTS



MAST TESTING TASKS

The WHY: Successful administration of the MAST.

Kite Educator Portal

- **Before Testing**
 - Train & Prepare Staff
 - User Management
 - Roster Students
 - Enter PNPs
 - Print Student Tickets & DACs
- **During/After Testing**
 - Administer Testlets
 - Monitor Completion
 - Make-Up Testing
 - Access & Sharing Score Reports

Kite Student Portal

- **Before Testing**
 - Prepare Student Testing Devices
 - Student Practice Test

Parents/Guardians

- **Before Testing**
 - Notify Families of Testing
- **After Testing**
 - Provide guidance to parents/guardians on score report access & interpretation



MODULE OBJECTIVE

Roster students for test assignment, monitoring, and reporting

- Understand the purpose of rostering and implications for reporting
- Ensure teachers are added to the Kite Educator Portal
- Create a roster assigned to a teacher
- Assign every student to a math and ELA roster



Rostering ad hoc
coming soon!



ROSTERING OVERVIEW

Why Do All Students Need to Be Rostered?

- Rostering connects a student to the teacher that will have access to their testlet and through-year score reports
- Rostering ensures the correct testlets are assigned to each student

Who Should Students Be Rostered To?

- Students should be rostered to their primary instruction provider for math and ELA (these can be different teachers).



ROSTERING STUDENTS

Rostering Students

DTC, DU, BTC, or BU users in the Kite Platform have the capabilities to roster students to teachers that will administer MAST testlets. A reminder that a student can only be rostered to *one teacher* per subject area and must be rostered in both math and ELA.

Rostering can either be done manually or with an CSV upload.



Consider defining a standard naming convention for rosters, which can make sorting and finding a specific roster easier later. For example, if the teacher's last name is followed by the subject to create the roster name, rosters appear neatly grouped when sorted alphabetically.



ROSTERING STUDENTS

MANUAL METHOD TO ROSTER STUDENTS

This method is best for rostering a small number of students and rostering new students

CREATING A NEW ROSTER

1. Select Settings.
2. Select Rosters from the drop-down menu.
3. Select the Create Roster tab.
4. Create the roster name and select the subject and course (if applicable) for this roster.
5. Select the district/school from the drop-down menu.
6. Select Search.
7. Choose the educator from the Select Educator drop-down menu.
8. Choose the students to roster by selecting the checkbox in the Select Student grid.
9. After selecting the appropriate students, select Save.

The screenshot shows the 'Create Roster' interface with the following elements and numbered callouts:

- 3**: 'Create Roster' tab selected at the top.
- 4**: 'Roster Name' field containing 'Smith-ELA'.
- 5**: 'District' dropdown menu showing 'Sunflower District'.
- 6**: 'Search' button.
- 7**: 'Select Educator' dropdown menu showing 'Smith, Sean (4596621778) - Active'.
- 8**: 'Select Students' grid with checkboxes for student selection.
- 9**: 'Save' button at the bottom.

Create Roster: Select Criteria

Roster Name: * SUBJECT: * COURSE:

STATE: * DISTRICT: * SCHOOL: *

SELECT EDUCATOR *

SELECT STUDENTS *

State Student Identifier		Last Name ↑	First Name	Middle Name	Gender
298207	☐	Anetts	Kakalina	Carley	Male
826051	☒	Artis	Marcella	Peta	Male
634874	☒	Basham	Kenna	Lyn	Male
272209	☐	Farrington	Marianna	Marianna	Female
439811	☐	Braga	Marie-jeanne	Kore	Male

Page 1 of 5 10 per page 1-10 of 50 items

ROSTERING STUDENTS

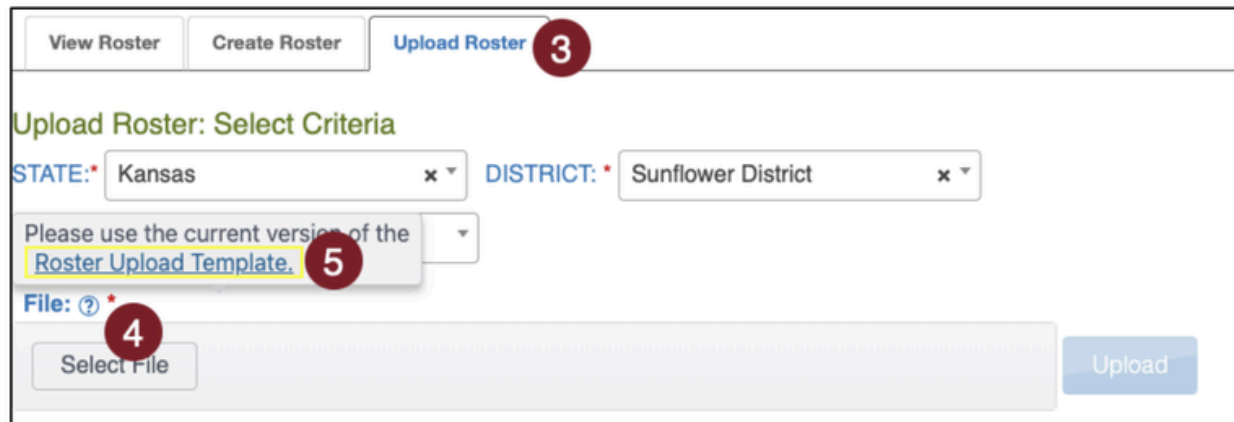
UPLOAD METHOD TO ROSTER STUDENTS

This method is best for initial rostering of a large group of students.

ACCESS ROSTER UPLOAD TEMPLATE FILE

To roster students by uploading a CSV file, following these steps:

1. Select Settings.
2. Select Rosters.
3. Select the Upload Roster tab.
4. Select the question mark symbol next to the word File.
5. A small pop-up window will display the Roster Upload Template.



The screenshot shows a web interface for uploading a roster. At the top, there are three tabs: 'View Roster', 'Create Roster', and 'Upload Roster'. The 'Upload Roster' tab is selected and has a red circle with the number '3' next to it. Below the tabs, the heading 'Upload Roster: Select Criteria' is displayed. There are two dropdown menus: 'STATE:' with 'Kansas' selected and 'DISTRICT:' with 'Sunflower District' selected. Below these, there is a message: 'Please use the current version of the Roster Upload Template.' with a red circle and the number '5' next to it. At the bottom, there is a 'File:' label with a question mark icon and a red circle with the number '4' next to it. Below the 'File:' label is a 'Select File' button. To the right of the 'Select File' button is an 'Upload' button.

6. Select the link and open the Roster Upload Template file in a spreadsheet program that can save data in CSV (comma-delimited) format, such as Microsoft Excel. The file can only be uploaded using CSV format.



ROSTERING STUDENTS

EDITING AN EXISTING ROSTER

1. Select Settings.
2. Select Rosters from the drop-down menu.
3. Select the district/school from the drop-down menu.
4. Select Search.
5. All previously created rosters will display. Select the desired roster to edit/delete.
6. The View/Edit Roster screen will automatically display. The following edits can be made to a roster on this screen:
 - Change the Roster Name.
 - Change the educator connected to the roster by choosing another educator from those available in the Select Educator drop-down menu.
 - Change the students connected to the roster. This includes adding and removing students from the roster.
 - Delete the roster by deselecting all students from the roster.
7. Once all desired edits from the available choices are made, scroll to the bottom of the screen, and select Save.



ROSTERING QUESTIONS

What about students receiving additional services?

- Students should be rostered to the teacher providing their primary instruction.
- Specialists that see multiple students can be assigned BU roles to access student score reports and monitor students across rosters.

We only have one grade level ELA/math teacher that teaches multiple classes. Can we put all students in one roster?

- Yes, but keep in mind classroom reports and monitoring will put all those students together.

We have one teacher across multiple grade levels. Does each grade need a separate roster?

- No, multiple grades can be rostered together as long as they have the same teacher. Students just need to be on a math AND ELA roster.



MODULE FOUR RESOURCES

- MAST Before Testing Tasks
- Kite Educator Portal (unique MT login)
- Kite Educator Portal Manual
- Rostering Focused Support Videos
 - Student Rostering
 - Student Rostering (Upload Method)

*All MAST-related resources can be found
on the MAST Portal*



2025-2026



MAST FOR TESTING COORDINATORS

MODULE FIVE: ENTERING PNP SETTINGS



MAST TESTING TASKS

The WHY: Successful administration of the MAST.

Kite Educator Portal

- **Before Testing**
 - Train & Prepare Staff
 - User Management
 - Roster Students
 - Enter PNPs
 - Print Student Tickets & DACs
- **During/After Testing**
 - Administer Testlets
 - Monitor Completion
 - Make-Up Testing
 - Access & Sharing Score Reports

Kite Student Portal

- **Before Testing**
 - Prepare Student Testing Devices
 - Student Practice Test

Parents/Guardians

- **Before Testing**
 - Notify Families of Testing
- **After Testing**
 - Provide guidance to parents/guardians on score report access & interpretation



MODULE OBJECTIVE

Enter accommodations and designated supports for students through the PNP settings

- Identify the differences between universal, designated supports, and accommodations
- Ensure accommodations and designated supports reflect student need and daily learning environment
- Accurately enter accommodations and designated supports



PNP OVERVIEW

What is a PNP?

- A student's PNP or Personal Needs Profile sets additional supports during testing within the Kite system.

What students should have PNP settings?

- Students with statewide assessment accommodations within active 504/IEPs or use designated supports in daily learning experiences.

Who can set PNPs?

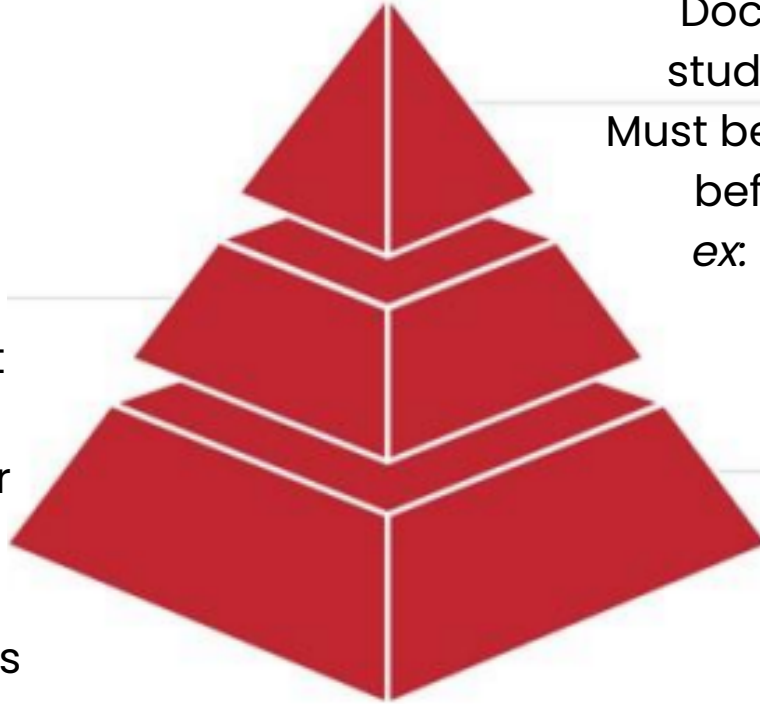
- District and building level users have the ability to set PNPs. Teachers are able to view PNPs.



TYPES OF SUPPORTS

Designated Supports

Available to any student that has an identified need and uses the support on a regular basis in typical learning and assessment experiences.
Must be set in the PNP Settings before administration.
ex. Masking-Answer Choices, Reverse Contrast



Accommodations

Documented through a student's IEP or 504 plan.
Must be set in the PNP Settings before administration.
ex. Speech to Text, ASL

Universal Features

Available to all students within the platform.
ex. Highlighter, Notes

A support is either **embedded** in Kite or **non-embedded** (provided to students outside of the platform)



SUPPORTS

Remember....

Statewide assessment supports should mirror a student's regular learning and testing experience.

A student shouldn't use an accommodation or support only for statewide testing.



SETTING PNPS

Setting Student PNPs

DTC, DU, BTC, or BU users in the Kite Platform have the capabilities to enter/modify student PNPs. A reminder that when PNPs are set, the accommodation or support is applied to testing in both math and ELA.



PNPs should be set at least 24 hours prior to MAST administration to ensure they are applied. If a student begins to test and PNPs are not showing up, stop testing and ensure settings have been applied in the Educator Portal.



SETTING PNPS

SET OR UPDATE A PNP

1. Select Settings in the navigation menu.
2. Select Students.
3. Enter any required filters.
4. Select Search.
5. Select the State Student Identifier to highlight the row for the selected student.
6. Select View.

The screenshot shows the 'View Students' interface. At the top, there are tabs for 'View Students' and 'Upload PNP'. Below the tabs, there's a section 'View Students: Select Criteria' with filters for 'STATE' (Kansas), 'DISTRICT' (Sunflower District), and 'SCHOOL' (Meadowlark School). A 'Search' button is present. Below the filters is a table of students with columns: State Student Identifier, Local ID, Last Name, First Name, First Contact, and PNP Profile. The first row is highlighted. A 'View' button is at the bottom left.

State Student Identifier	Local ID	Last Name	First Name	First Contact	PNP Profile
258633631	94082	Aspin	Natal	Not Applicable	CUSTOM
605925338	90297	Beecham	Esme	Not Applicable	NO SETTING
825250393	14663	Bickmore	Dollie	Not Applicable	NO SETTING
591332292	33804	Browse	Ashley	Not Applicable	CUSTOM
232986471	26579	Dennett	Mike	Not Applicable	NO SETTING
761276775	96074	Dives	Welbie	Not Applicable	NO SETTING

7. Select the No Settings link next to PNP Profile, or Custom if previously set

The screenshot shows the 'View Student Record - Esme Andreas Beecham' page. It has sections for Student, Demographic, Profile, and School Enrollment. The PNP Profile section shows 'Primary Disability: No Disability', 'Assessment Program: KAP - KAP', 'PNP Profile: No Settings', and 'First Contact Survey: Not Applicable'.

Student	
Student State ID: 605925338	Date of Birth: 11/11/2006

Demographic	
Gender: Male	Comprehensive Race: White
First Language:	Hispanic Ethnicity: Yes

Profile	
Primary Disability: No Disability	PNP Profile: No Settings
Assessment Program: KAP - KAP	First Contact Survey: Not Applicable

School Enrollment	
-------------------	--



SETTING PNPS

SET OR UPDATE A PNP (CONT.)

8. The PNP settings popup window displays. At the top of the screen, student demographic data including full name, date of birth, gender, state student ID, and grade display. A summary of current settings (if any) is displayed in the center of the window. The Save button is located at the bottom of the window.

9. PNP settings are divided into the following categories: Accommodations, Designated Supports, or Universal Features. Select the tab to see available options. Refer to the MAST Accessibility Manual to determine which settings should be applied for your students.



The screenshot shows a web application window titled "Student Demographics" for a student named Marlow Abelov. The window displays demographic information: First Name: Marlow, Middle Name: Onfroi, Last Name: Abelov, Date of Birth: 06/20/2007, Gender: Male, State ID: 245390755, and Grade: 8. Below this information are four tabs: Summary, Accommodations, Designated Supports, and Universal Features. The "Summary" tab is selected and highlighted with a red box. The content area shows "Selected PNP Profile Settings for" followed by the message "No preferences have been set." A "Save" button is located in the bottom right corner.

Student Demographics			
First Name:	Marlow	Middle Name:	Onfroi
Last Name:	Abelov	Date of Birth:	06/20/2007
Gender:	Male	State ID:	245390755
Grade:	8		
Summary Accommodations Designated Supports Universal Features			
Selected PNP Profile Settings for			
No preferences have been set.			
Save			



SETTING PNPS

SET OR UPDATE A PNP (CONT.)

10. The screen below shows a student that has Text to Speech: Text & Graphics and 100s Table selected. The Descriptions for each of the tools can be displayed by toggling on the switch.
11. Select Save when you have entered all student PNP settings. A confirmation message will display. Select Yes to save your changes. You then can view the settings you selected on the Summary tab.

Kakalina Anetts

Student Demographics

First Name: Kakalina Middle Name: Carley Last Name: Anetts Date of Birth: 10/05/2012
Gender: Male State Id: 298207 Grade: 5

Summary **Accommodations** Designated Supports Universal Features

Accommodations

Accommodations should be used in instruction and assessment throughout the year and at least 3 months before the assessment.

Descriptions: ☒ On

Embedded (Included in the Kite Student Platform)	Non-Embedded (Outside of the Kite Student Platform)
Tool Name: American Sign Language (ASL) Status: ☐ Off	Tool Name: 100s Table Status: ☒ On
Speech to Text ☐ Off	Abacus ☐ Off
Text to Speech ☒ Text & Graphics ☐ Non-Visual Status: ☒ On	Alternate Response Options ☐ Off
	ASL Interpreter ☐ Off

Save



PNP QUESTIONS

What students should have PNP settings turned on?

- Students with IEPs/504 with those accommodations written into current plans.
- Students using designated supports on a regular basis within classrooms.

What if a student starts testing and PNP settings aren't showing up?

- Stop testing! Pause the test, have a building- or district-level user check the student's PNP to ensure they are set correctly. Once set, PNPs should sync by the next day.

Many students have "separate setting" as an accommodation. What do I do?

- Ensure the IEP/504 accommodations match as closely as possible to the regular assessment environment for that student.



MODULE FIVE RESOURCES

- MAST Before Testing Tasks
- Kite Educator Portal (unique MT login)
- Kite Educator Portal Manual
- MAST Accessibility Guide
- Entering Student PNPs Focused Support Video

*All MAST-related resources can be found
on the MAST Portal*

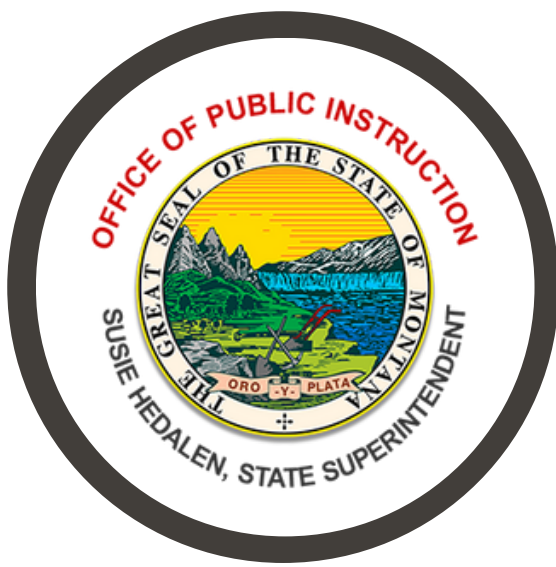


2025-2026



MAST FOR TESTING COORDINATORS

MODULE SIX: NOTIFYING FAMILIES OF TESTING



MAST TESTING TASKS

The WHY: Successful administration of the MAST.

Kite Educator Portal

- **Before Testing**
 - Train & Prepare Staff
 - User Management
 - Roster Students
 - Enter PNPs
 - Print Student Tickets & DACs
- **During/After Testing**
 - Administer Testlets
 - Monitor Completion
 - Make-Up Testing
 - Access & Sharing Score Reports

Kite Student Portal

- **Before Testing**
 - Prepare Student Testing Devices
 - Student Practice Test

Parents/Guardians

- **Before Testing**
 - Notify Families of Testing
- **After Testing**
 - Provide guidance to parents/guardians on score report access & interpretation



MODULE OBJECTIVE

Notify parents/guardians of student participation in statewide assessments.

- **Federal Requirement:** Provide parents with transparency on testing including participation requirements, time requirements, and information available from the assessments in a timely manner (ESSA Section 1112).
- **State Requirement:** Notify parents using OPI guidance on the assessment purpose, requirement, and individual student performance including how these data will be used (ARM 10.56.102(6)).



PARENT/GUARDIAN NOTIFICATION OF TESTING OVERVIEW

How do I prepare the MAST Notice of Testing Letter for distribution to parents/guardians?

What is Montana's requirement for participating in statewide testing?



PARENT/GUARDIAN NOTIFICATION OF TESTING

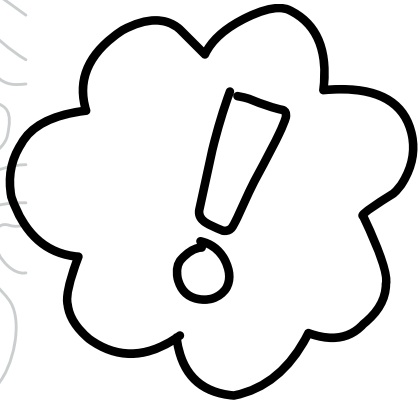
OPI MAST Notice Letter Template

- Use OPI Parent Notice Letter Customization Checklist to prepare letter for distribution.
- Schools may notify parents through a variety of means of communication, such as a newsletter, e-mail, or by postal service as long as they are confident the communication will reach parents/guardians prior to testing & in a timely manner.



NOTIFYING PARENTS/GUARDIANS OF TESTING

The MontCAS Policies and Procedures for Participation in Statewide Assessments explains the state participation policies and procedures to register and include students in each of the statewide assessments.



In Montana, there is no “opt out” law, and state law requires all students in public and accredited non-public schools to participate in statewide testing. Therefore, in accordance with ESEA-ESSA Section 1112(e)(1)(B)(ii), parents may refuse to have their child participate in statewide assessments, but the parent refusal will count negatively against the school’s participation rate within the accountability process.



MODULE SIX RESOURCES

OPI Parent Notice Letter Customization Checklist:

This checklist provides guidance on how to customize the OPI Parent Notice Letter.

MAST Notification of Testing Parent Template Letter

Six Things Stakeholders Should Know About

Participation and Testing in Montana:

This document is to ensure that readers are aware of the significant value to stakeholders (e.g., students, parents/guardians, teachers, school leaders, and others) of the information derived from participating in state-level tests.

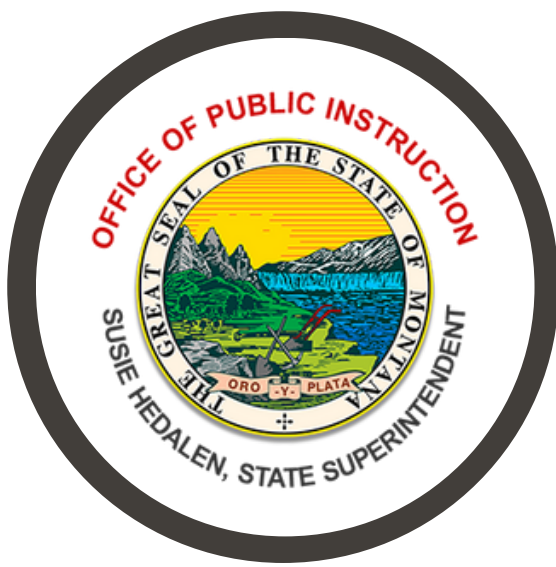


2025-2026



MAST FOR TESTING COORDINATORS

MODULE SEVEN: PREPARING TEST ADMINISTRATORS



MAST TESTING TASKS

The WHY: Successful administration of the MAST.

Kite Educator Portal

- **Before Testing**

- Train & Prepare Staff
- User Management
- Roster Students
- Enter PNPs
- Print Student Tickets & DACs

- **During/After Testing**

- Administer Testlets
- Monitor Completion
- Make-Up Testing
- Access & Sharing Score Reports

Kite Student Portal

- **Before Testing**

- Prepare Student Testing Devices
- Student Practice Test

Parents/Guardians

- **Before Testing**

- Notify Families of Testing

- **After Testing**

- Provide guidance to parents/guardians on score report access & interpretation



MODULE OBJECTIVE

Support Test Administrators in preparing to administer MAST testlets

- Access the Kite Educator Portal
- Train Test Administrators: Roles & Responsibilities, and Test Security
- Completing the Test Security Agreement
- Support TAs in scheduling testlets within testing windows
- Share MAST resources
- Utilize OPI-provided *Resources for TAs/Teachers* training material (*available Summer 2025*)



PREPARING TEST ADMINISTRATORS OVERVIEW

How do TAs access the Kite Educator Portal for the first time?

What are Test Administrators' roles and responsibilities for test security?

How do Test Administrators sign a Test Security Agreement for the MAST?

How do teachers schedule testlets within testing windows?



PREPARING TEST ADMINISTRATORS

Accessing the Kite Educator Portal

Things to remember:

- The activation email will be sent to your district registered email address.
- Be sure to check junk/spam in case email is rerouted.
- Be sure to bookmark and use the *unique* Montana Kite URL:
 - <https://educator-testlet.kiteaai.org/AART/login.htm>
- Use your full district email address as the username when logging in.



KITE EDUCATOR PORTAL ACCESS

MONTANA ALIGNED TO STANDARDS THROUGH-YEAR (MAST) PROGRAM PORTAL

ABOUT THE PROGRAM

The Montana Aligned to Standards Through-Year (MAST) Program features a series of short, standards-aligned math and ELA tests that are administered throughout the year. The goal of this assessment is to develop a system that provides timely and relevant feedback for teachers and students, as well as comparable summative data for education leaders. This "classroom up" approach will provide flexible opportunities for students to demonstrate learning while providing actionable data to stakeholders throughout the education system.

ANNOUNCEMENTS

MAST Score Reports

During testing windows, testlet score reports for the MAST assessments that are completed and submitted between Monday and Friday will be available the following Thursday. Please note that the performance task will be human-scored. The reports for these tasks will be released on March 6 and March 13, depending on when they were completed within Window 2. To assist with understanding these reports, Interpretive guides and overview videos can be found in the **Score Reports** section below.

SCORE REPORTS

- Classroom-Level Score Report Interpretive Guide
- Student-Level Score Report Interpretive Guide
- School Testlet Report Interpretive Guide
- District Testlet Report Interpretive Guide
- Classroom-level video
- Student-level video
- Kite Parent Portal One-Pager

STANDARDS AND MANUALS

- MAST Accessibility Guide: 2024-2025 School Year
- MAST Accommodations & Accessibility Crosswalk Document
- MAST Test Administration Manual: 2024-2025 School Year
- 2024-2025 User Management Quick Reference Guide
- MAST Before Testing Tasks
- Math Assessment Specifications
- ELA Assessment Specifications
- Kite Educator Portal Manual
- Kite Student Portal Manual

HELP DESK

For all help desk inquiries please contact: kite-support@ku.edu

Kite Support Desk: (800) 277-6953
7:30 a.m. – 4:00 p.m. MST

CPI Assessment Help Desk: CPIAssessmentHelpDesk@mt.gov
(544) 567-2565

For content or test design queries please contact: mat@newmeridian.org

MAST TRAININGS

LIVE LISTENING / FEEDBACK SESSIONS

We have designed user feedback cycles throughout the school year to ensure continuous improvement of the MAST. These sessions will serve as an opportunity for users like you to share feedback, suggestions, and experiences to help us enhance the usability of the MAST. We value your input and encourage you to participate in these live listening/feedback sessions. Live listening/feedback sessions for MAST Through-Year participating districts:

*Please note that the [Zoom link](#) will be the same for all sessions.

- Window 1: December 4, 2024 @ 3:30-4:30 p.m.
- Window 2: February 26, 2025 @ 3:30-4:30 p.m.

KITE TRAINING VIDEOS

- Test Administrator (TA):
- Authorized Representative (AR):
- Parent Resources
- System and Building Test

SYSTEMS (TECH PLATFORMS)

- Kite® Student Practice Test Username: tech_demo Password: MA295
- Kite Educator Portal

Access the Kite Educator Portal through the MAST Portal. Googling "Kite" and selecting from the search results may bring you to a different state's portal

Kite Educator Portal

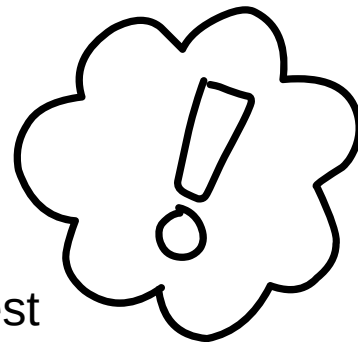


Perform Test Security Training

All individuals involved in state testing share responsibility for maintaining test security. School systems should ensure that all staff are familiar with their roles and responsibilities before, during, and after testing, as well as throughout the entire testing window.

TA responsibilities include:

- Complete the necessary training and certification requirements.
- Follow the OPI's policies and procedures for test administration, test accessibility and test security.
- Administer state assessments in accordance with the assessment-specific Test Administration Manuals.
- Report any testing irregularities that occur to the Building Coordinator.
- See Appendix H: TA Roles and Responsibilities for Test Security.



PREPARING TEST ADMINISTRATORS

Key Information for Test Administration

Follow procedures for materials handling, test administration, test security and accommodations as outlined in the following documents:

- MAST Test Administration Manual
- MontCAS Test Security Manual
- MAST Accessibility Guide

Test materials must be kept secure when not being used for testing

- Test Administrators (TAs) and any trained school staff *may not actively view, review, or analyze any secure items from statewide assessments.*
- Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the OPI.
- Test questions may not be shared or discussed.



Key Information for Test Administration

In the testing classroom

- What constitutes coaching?
- What constitutes a security breach/serious testing irregularity and how to report it?
- What materials can and cannot be displayed in the testing classrooms?
- Follow the procedures and guidelines outlined in the MAST Accessibility Guide for student accommodations and designated supports.

See MontCAS Test Security Manual for guidance.



PREPARING TEST ADMINISTRATORS

Submitting the Test Administrator Test Security Agreement

Kite Educator Portal

Role: District Test Coordinator Organization: Demo District Assessment Program: Testlet

SETTINGS MANAGE TESTS INTERIM REPORTS DASHBOARD SURVEYS HELP



My Profile

Quick Links

- Students
- Rosters
- Extracts

My Profile

Overview Edit Display Name Change Password Change Default Role **Security Awareness** **Security Agreement** Security Renewal/Expiration

The Kite Suite provides opportunities for flexible assessment administrations and materials options. However, all assessments, if applicable, delivered during the school year are secure.

Test administrators and other educational staff who support implementation and reporting are responsible for following the Kite test security standards.

1. Assessments and secure testing materials, including student reports, are not to be stored or saved on computers or personal storage devices, shared via email or other file sharing systems, or reproduced by any means.
2. Except where explicitly allowed, as described in Test Administrative Manuals and supporting User Guides, electronic materials used during an assessment administration are not to be printed. Please adhere/ refer to your state's security policy regarding the distribution of scored student reports.
3. Those who violate the Kite security standards may be subject to their state's regulations or state education policy governing test and data security.
4. Educators are encouraged to use resources provided by Kite Suite, including practice activities and released test materials, to prepare themselves and their students for the assessments, when applicable.
5. Users will not give out, loan or share their password with anyone. Allowing others access to an Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law. Questions about security expectations should be directed to the local assessment coordinator.

☒ I have read this security agreement and agree to follow the standards.

Save

Each year you must agree to the Security Agreement. It will appear automatically each year.



Schedule Testlets Within Testing Windows

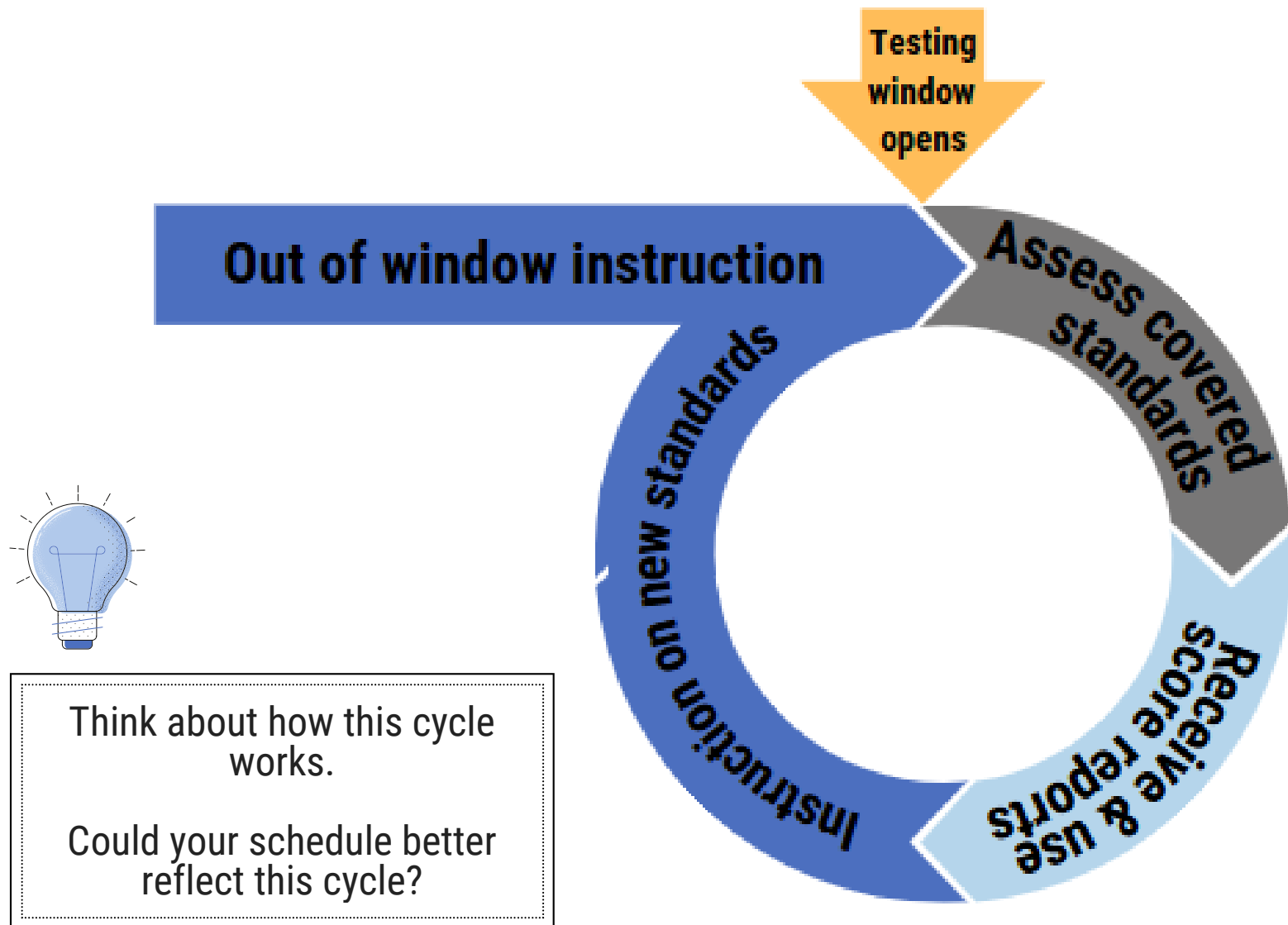
Best Practice Considerations

- Administer as close to instruction as possible (at the end of the unit/chapter)
- Spread out testing throughout the window rather than clustering all testlets into the same week
- Use score reports for immediate and long-term instructional decisions (provided weekly during the window)
- Leverage testlet scheduling as an opportunity for district collaboration around curriculum and assessment
- Plan for make ups



PREPARING TEST ADMINISTRATORS

Schedule Testlets Within Testing Windows



PREPARING TEST ADMINISTRATORS

Practice Tests

<https://student-testlet.kiteaai.org/>

username: tech.demo

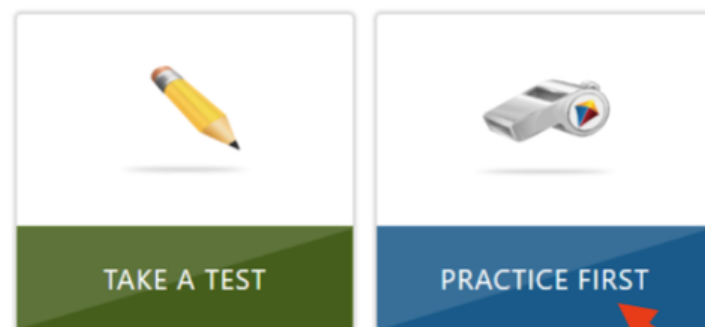
password: MAZE8

Click on *Practice First*.

1. Choose ELA or Math.

2. Select the grade band then *Take Test*.

Welcome Back Technology



© 2025 University of Kansas. All Rights Reserved.

Please select a practice test to take.

Practice

English Language Arts	1	Grades 3-5 ELA Practice Test	Take Test	2
Mathematics		Grades 6-8 ELA Practice Test		
Technology				

School ID: PRACTICESCH



MODULE SEVEN RESOURCES

- Kite Educator Portal (unique MT login)
- MAST Test Administration Manual
- MontCAS Test Security Manual
- MAST Accessibility Guide
- MAST for Educators Slide Deck, PDF, & Facilitator Guide

*All MAST-related resources can be found
on the MAST Portal*

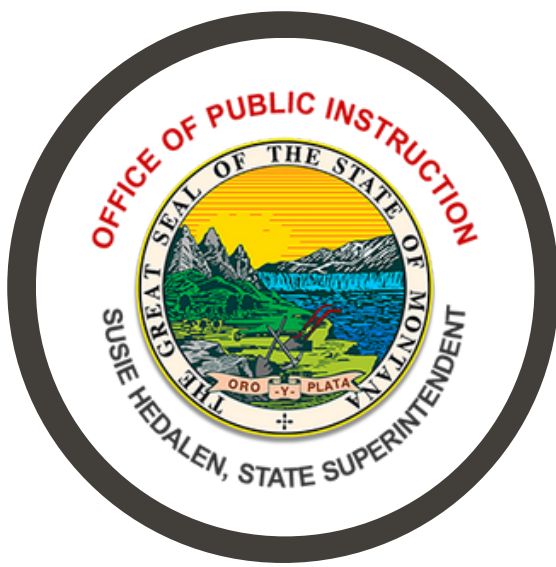


2025-2026



MAST FOR TESTING COORDINATORS

MODULE EIGHT: PREPARING STUDENT TESTING DEVICES



MAST TESTING TASKS

The WHY: Successful administration of the MAST.

Kite Educator Portal

- **Before Testing**
 - Train & Prepare Staff
 - User Management
 - Roster Students
 - Enter PNPs
 - Print Student Tickets & DACs
- **During/After Testing**
 - Administer Testlets
 - Monitor Completion
 - Make-Up Testing
 - Access & Sharing Score Reports

Kite Student Portal

- **Before Testing**
 - Prepare Student Testing Devices
 - Student Practice Test

Parents/Guardians

- **Before Testing**
 - Notify Families of Testing
- **After Testing**
 - Provide guidance to parents/guardians on score report access & interpretation



MODULE OBJECTIVE

Prepare student testing devices before upcoming MAST administration

- Identify any changes to the Kite Student Portal.
- Identify actions for updating student testing devices before upcoming administration.
- Identify who should be involved (i.e. IT team, etc.).



PREPARE STUDENT DEVICES OBJECTIVES

Kite Student Portal Updates

- **Windows:** Same Student Portal app for SY25-26. Windows 10 no longer supported but can still be used with some limitations.
 - **Action:** *Due to how Windows handles system-level geolocation APIs and their interaction with security-restricted environments, like Kite Student Portal, location access is required. IT staff will need to make sure this is enabled as outlined in the [SY25-26 Kite Student Portal Updates](#) document.*
- **Chrome:** Same Student Portal app for SY25-26.
 - **Action:** *School IT staff will need to make a slight change in the Google Admin console as outlined in the [SY25-26 Kite Student Portal Updates](#) document.*



PREPARE STUDENT DEVICES OBJECTIVES

Kite Student Portal Updates (cont.)

- **iPad:** *no changes for the 2025-2026 school year.*
- **Mac:** *no changes for the 2025-2026 school year.*



MODULE EIGHT RESOURCES

- Install guides can be found on the MAST Portal:
 - Chromebook
 - Windows
 - iPad
 - Mac
- SY25-26 Student Portal Updates

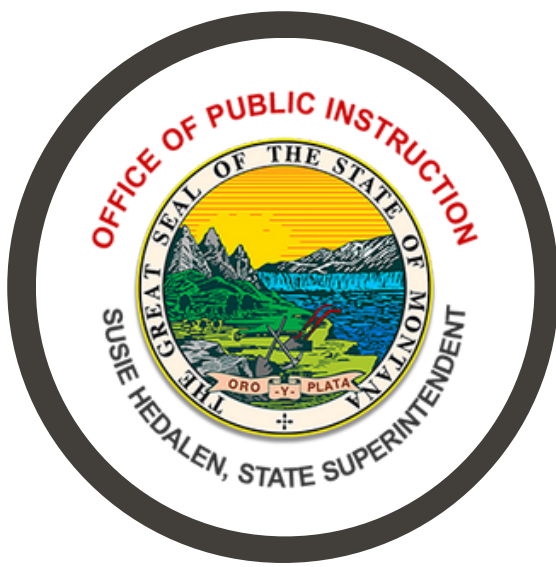


2025-2026



MAST FOR TESTING COORDINATORS

MODULE NINE: MONITORING TESTLET COMPLETION



MAST TESTING TASKS

The WHY: Successful administration of the MAST.

Kite Educator Portal

- **Before Testing**
 - Train & Prepare Staff
 - User Management
 - Roster Students
 - Enter PNPs
 - Print Student Tickets & DACs
- **During/After Testing**
 - Administer Testlets
 - Monitor Completion
 - Make-Up Testing
 - Access & Sharing Score Reports

Kite Student Portal

- **Before Testing**
 - Prepare Student Testing Devices
 - Student Practice Test

Parents/Guardians

- **Before Testing**
 - Notify Families of Testing
- **After Testing**
 - Provide guidance to parents/guardians on score report access & interpretation



MODULE OBJECTIVE

Monitor testlet completion within window

- Meet federally mandated standardized testing completion guidelines in accordance with section 1111(c)(4)(E)(iii).
- Identify and understand different methods of monitoring testlet completion.



MONITORING TESTLET COMPLETION

Multiple Methods:

- Using the Dashboard (high-level)
 - Reminder: this percentage shares percent of students completed with ***all*** testing for the window.
- Using the Test Administration Monitoring Data Extract
 - Most useful for identifying individual students and testlets needing to be completed.
- Using the Test Monitor Screen

MONITORING TESTLET COMPLETION

Monitoring Testlet Completion
Focused Support [Video](#) & [Slides](#)

Using the Dashboard

High level testlet completion can be monitored at the district level to ensure all students are completing testing. *The Dashboard is updated at noon and midnight Central Time and shares the number of students that have completed all testing.*

1. DASHBOARD

2. View by **school** or by **district**.

3. **Download Extract** if needed.

SETTINGSMANAGEMENTREPORTSDASHBOARDHELP

Testing SummaryTesting Outside HoursShort Duration Testing1

Dashboard: View Testing Summary

View a districtBack to state

As of: Thursday 2/15/2024 12:09 PM CST

District:

Subject	Test Sessions Completed			Students Assigned	School Year 2023-2024				Students Percent Complete	Test Sessions Reactivated		
	Today 2/15	Prior Day 2/14	School Year 2023-2024		Students All Sessions Unused	Students All Sessions In-progress	Students All Sessions Complete	Prior Day 2/14		School Year 2023-2024		
+ Testlet												
English Language Arts	0	0	424	214	2	0	212	99.1%	n/a	n/a		
Mathematics	0	0	422	214	2	2	212	99.1%	2	n/a	n/a	

Data updated twice daily - approximately noon and midnight Central Time.

Download Extract

Live Chat

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Site Map

MONITORING TESTLET COMPLETION

Using a Data Extract

This method is the most efficient and effective method to find individual students and testlets needing to be completed.

Navigate to:

1. REPORTS > DATA EXTRACTS
2. Select the Test Administration and Monitoring tab.
3. Click on New File.
4. Once the file has loaded, click on the csv icon to download a document that can be filtered to identify testlets that in progress, unused, or paused.

The screenshot shows the 'REPORTS' tab selected in the top navigation bar. Below it, the 'Test Administration and Monitoring' sub-tab is active. The 'Data Extracts' section is visible, with a note about Personally Identifiable Information (PII). A table lists the available extracts, with one entry 'Testlet Test Administration Monitoring'. The 'File' column for this entry shows a 'New File' button and a CSV icon, both highlighted with red circles 3 and 4 respectively. Red circles 1 and 2 highlight the 'REPORTS' tab and the 'Data Extracts' section header.

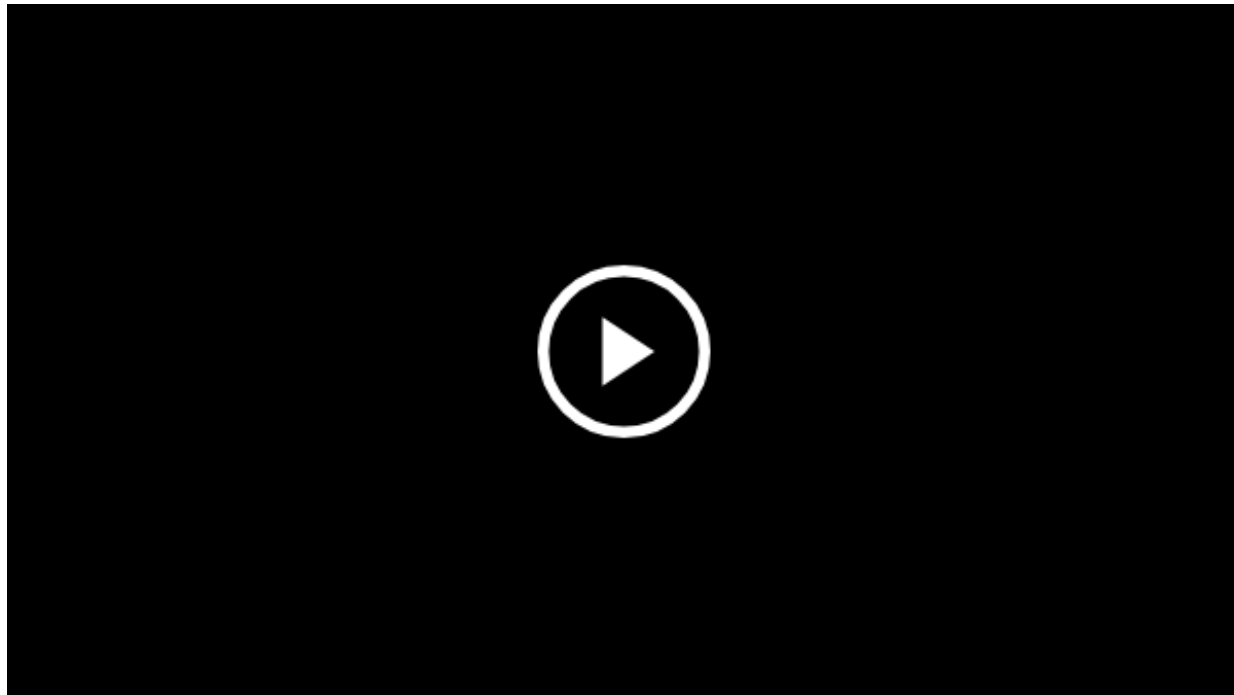
Extract	Description	Requested	File	Action
Testlet Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	04/04/2024 07:57 AM		New File

Filtering must be performed to generate a list of students and names of testlets left to complete. Use this [short video](#) to learn how to filter the data extract.

MONITORING TESTLET COMPLETION

Using a Data Extract (Cont.)

This method is the most efficient and effective method to find individual students and testlets needing to be completed.



Filtering must be performed to generate a list of students and names of testlets left to complete.

Click [here](#) to access video if using pdf version of slide deck.

MONITORING TESTLET COMPLETION

Using the Test Monitor Screen

Testlet completion can also be monitored by grade level and testlet using filtering options in the INTERIM > My Tests section of the Kite Educator Portal.

1. INTERIM > My Tests
2. Fill out organizational information in the drop-down menus.
3. Select the three dots to filter to see the appropriate testing window.
4. Compare “Students Completed” to “Students Assigned”.
5. Select the testlets that are not completed.
Multiple testlets can be monitored. You can select up to 4.
6. Select Monitor button.

The screenshot shows the 'My Tests' section of the Kite Educator Portal. The interface includes a top navigation bar with 'SETTINGS', 'MANAGE TESTS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. Below this is a 'Manage Tests' section with a 'Select Criteria' dropdown and filters for 'TYPE' (Predictive), 'DISTRICT', and 'SCHOOL'. A 'GRADE' filter is also present. A table lists various testlets with columns for 'Test Name', 'Form', 'Testing Cycle', 'Subject', 'Test Materials', 'Allow Responses', 'Students Assigned', 'Students Attempted', and 'Students Completed'. A 'Search' button is located to the left of the table. At the bottom, there is a 'Monitor' button and a 'Filter' button. Red callouts with numbers 1 through 6 point to specific elements: 1 points to the 'My Tests' tab, 2 points to the 'DISTRICT' dropdown, 3 points to the three-dot menu icon in the table header, 4 points to the 'Students Completed' column, 5 points to the checkbox in the table header, and 6 points to the 'Monitor' button.

Test Name	Form	Testing Cycle	Subject	Test Materials	Allow Responses	Students Assigned	Students Attempted	Students Completed
Reading, Grade 6, Informational Testlet 2	General	Three	English Language Arts		Yes	8	7	7
Reading, Grade 6, Literary Testlet 2	General	Three	English Language Arts		Yes	8	8	8
Grade 3, Survey	General	Three	Mathematics		Yes	11	10	10
Grade 4, Survey	General	Three	Mathematics		Yes	13	12	12
Grade 5, Survey	General	Three	Mathematics		Yes	18	14	13
Grade 6, Survey	General	Three	Mathematics		Yes	8	8	8
Math, Grade 3, Solve Area Problems	General	Three	Mathematics		Yes	11	10	9
Math, Grade 3, Unit Squares and Square Units	General	Three	Mathematics		Yes	11	8	7
Math, Grade 4, Real-World Problems and Patterns	General	Three	Mathematics		Yes	13	10	10
Math, Grade 4, Solve Measurement Problems	General	Three	Mathematics		Yes	13	10	9

MONITORING TESTLET COMPLETION

Using the Test Monitor Screen

Once in the Monitor Screen:

1. Select the three dots to filter in the "Overall Status" column. Choose Sort Descending.
2. This will pull testlets to the top that are "Unused" (student has not started), "In Progress" (student has started but hasn't completed), or "Paused" (student has not completed).
3. Look to the associated Student Name for which students still need to complete testlets.
4. Repeat steps #1-3 for the other testlets in the Monitor Screen.

[illegible]

MONITORING TESTLET COMPLETION

Using the Test Status Report for Student Mobility

Navigate to:

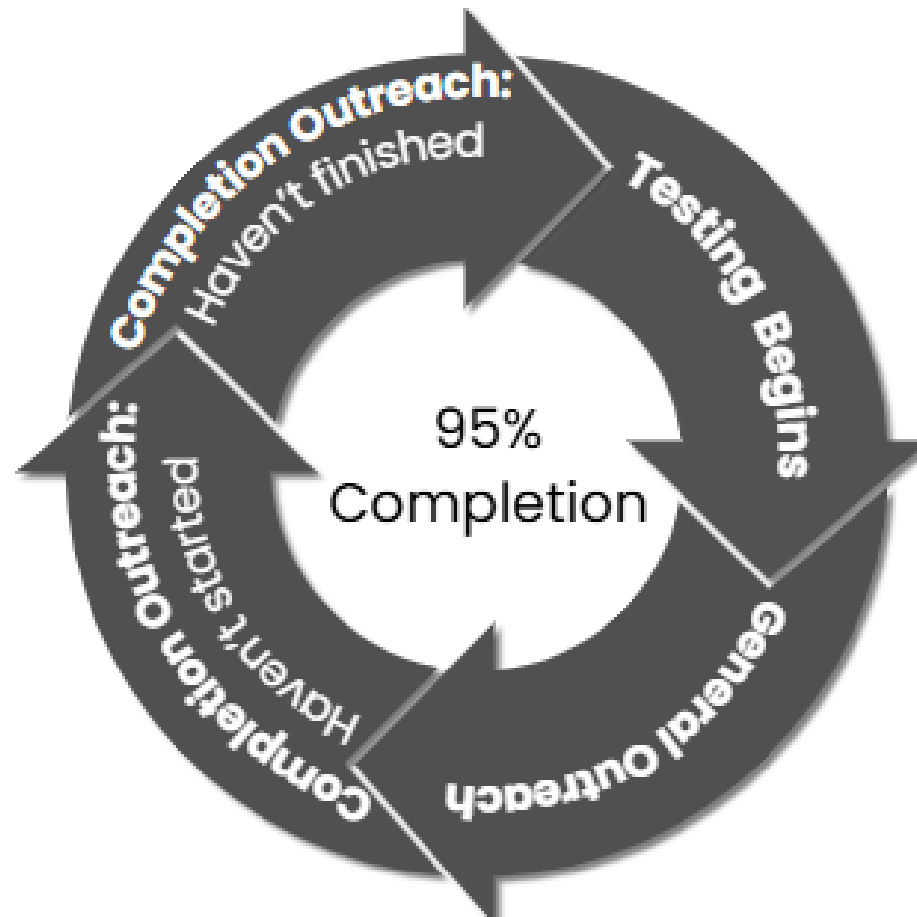
1. INTERIM > VIEW RESULTS
2. *Testlet Report* dropdown > *Test Status Report*
3. Fill out the organizational information for the individual student.
4. Click *Search*.
5. Select the three dots in one of the student identifier columns (state ID, last name, or first name). Hover over *Filter* then click in the empty box under *Show items with value that: contains* **[enter student's info]**. Click on *Filter*.
6. This will display ELA or math testlets for the student. If the cell under the testlet name says:
 - a. *Report Available*: the student has completed the testlet, and a report is available.
 - b. *Unused*: the student has not yet taken this testlet and should complete the assigned testlet at your district.
 - c. *N/A*: the student took that specific testlet in a previous testing window in their previous district. Their score report is available.

The screenshot shows the 'Test Status Report' interface. At the top, there is a navigation bar with 'SETTINGS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. Below this, a dropdown menu is open, showing 'Testlet Report' as the selected option (callout 1). The main heading is 'Test Status Report' (callout 2). Below the heading, there are several filter fields: 'DISTRICT', 'SCHOOL', 'SUBJECT' (set to 'English Language Arts'), 'GRADE' (set to 'Grade 4'), 'ROSTER', and 'TEST WINDOW' (set to 'MT Admin 1 2025') (callout 3). A 'Search' button is located below these fields (callout 4). Below the search fields, there is a table with columns: 'State Student ID', 'First Name', 'Last Name', 'Reading, Grade 4, Informational Testlet, Beginning of Year', and 'Reading, Grade 4, Literary Testlet, Beginning of Year'. The first row of data shows a student with 'Report Available' in both testlet columns (callout 6). A dropdown menu is open for the 'Last Name' column, showing options: 'Sort Ascending', 'Sort Descending', 'Columns', and 'Filter' (callout 5). The footer includes a 'Live Chat' link and the copyright notice '© 2024 The University of Kansas'.

MONITORING TESTLET COMPLETION

General & Completion Outreach

General and Completion Outreach are ways the OPI helps to support districts in meeting federally-mandated standardized testing completion guidelines. Districts are expected to assess all eligible students at a participation rate of at least 95% in accordance with section 1111(c)(4)(E)(iii).



MODULE NINE RESOURCES

- Kite Educator Portal (unique MT login)
- Kite Educator Portal Manual
- Monitoring Testlet Completion Focused Support Video

*All MAST-related resources can be found
on the MAST Portal*



2025-2026

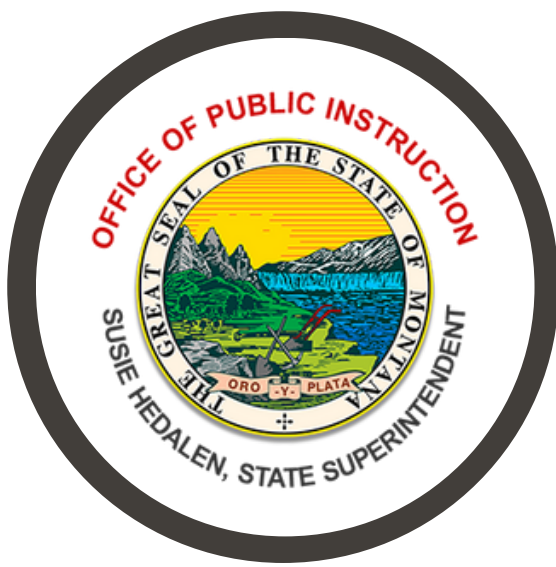


MAST FOR TESTING COORDINATORS

MODULE TEN: SCORE REPORT TYPES & HOW TO ACCESS



opi.mt.gov



MAST TESTING TASKS

The WHY: Successful administration of the MAST.

Kite Educator Portal

- **Before Testing**
 - Train & Prepare Staff
 - User Management
 - Roster Students
 - Enter PNPs
 - Print Student Tickets & DACs
- **During/After Testing**
 - Administer Testlets
 - Monitor Completion
 - Make-Up Testing
 - Access & Sharing Score Reports

Kite Student Portal

- **Before Testing**
 - Prepare Student Testing Devices
 - Student Practice Test

Parents/Guardians

- **Before Testing**
 - Notify Families of Testing
- **After Testing**
 - Provide guidance to parents/guardians on score report access & interpretation



MODULE OBJECTIVE

Understand how to access score reports

Understand the different types of score reports available

Interpreting & utilizing student score reports

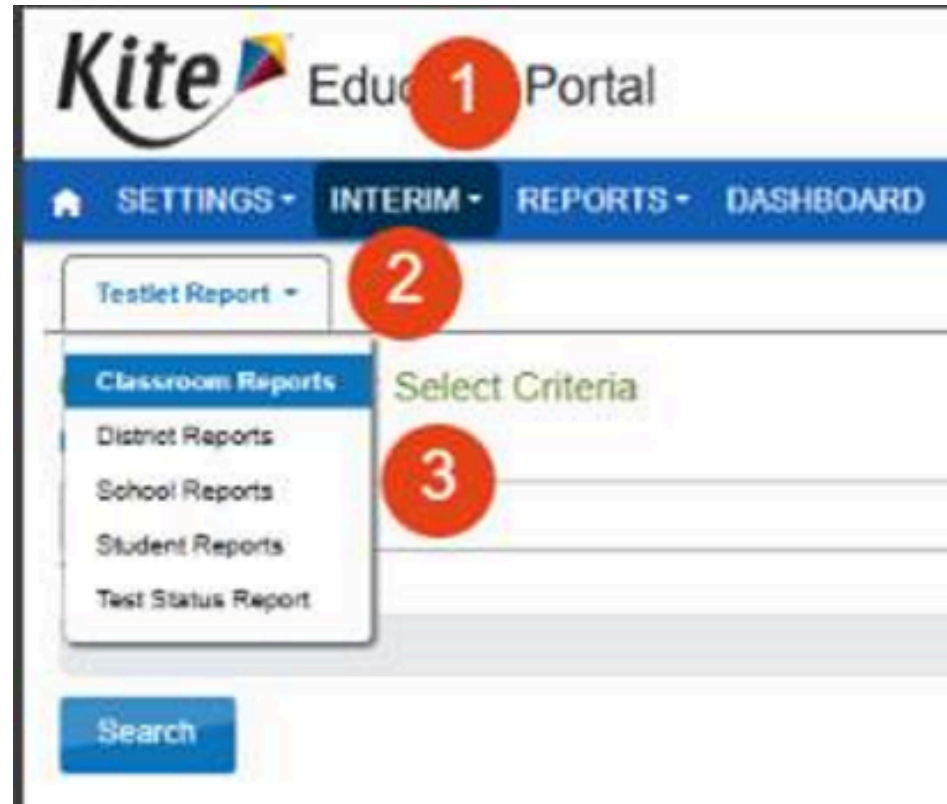


ACCESSING SCORE REPORTS

Navigate to:

1. INTERIM > VIEW RESULTS.
2. Click on the dropdown menu for *Testlet Report*.
3. *Classroom Reports* is the default.
Individual student reports and bundling options are available in the menu. Fill organization drop-downs then select *Search*.

- Available weekly during testing windows.
- Classroom Report location may be impacted by student mobility.
- ELA performance task score reports are hand-scored and will be released after the close of the window.



Reminder: District & School reports were available at the end of the school year for 24-25 and will be available after each window in 25-26

TYPES OF REPORTS

Testlet Reports	Summative Reports
Student Testlet Report • Available weekly • Shared in Kite Parent Portal with connected parents/guardians. Student Performance Task Testlet Report • Two weeks after the close of Window 2	Student Summative Report • 2024-2025 available October 2025 • 2025-2026 available TBD
Classroom Testlet Report • Available Weekly	Classroom Summative Report • 2024-2025 available October 2025 • 2025-2026 available TBD
School Testlet Report • Available after each window	School Summative Report • 2024-2025 available October 2025 • 2025-2026 available TBD
District Testlet Report • Available after each window	District Summative Report • 2024-2025 available October 2025 • 2025-2026 available TBD

TYPES OF REPORTS

Student Testlet Report: Math



Student Testlet Report
Wilson Elementary School
2024-2025

Fatima Ali (111111111)
Math, 3rd, Compare and Find Equivalent Fractions

Test Date
09/15/2023

Performance

Band 1

Band 2

Band 3

Misconceptions

AG.2.8 Incorrectly use substitution to evaluate an equation

Testlet Summary**Legend** ☒ Correct ☒ Incorrect ☐ Did Not Attempt



Student Testlet Report
Wilson Elementary School
2024-2025

Fatima Ali
3rd, Math, Compare and Find Equivalent Fractions

Test Date
09/15/2023

Legend ☒ Correct ☒ Incorrect ☐ Did Not Attempt

MM/DD/YYYY

Page 2 of 2

TYPES OF REPORTS

Student Testlet Report: ELA



Student Testlet Report

Wilson Elementary School
2024-2025

Fatima Ali (1111111111) Test Date
09/15/2023

ELA, 5th, Beginning of Year - Informational

This report summarizes student testlet performance. The information provided in this report should be interpreted along with other information such as student performance in the classroom on similar content and other demonstrations of academic progress.

Performance

Band 1

Band 2

Band 3

The student's score was in Band 3. This means that they performed in the **highest third** of the students in the state who took a similar testlet.

The bands compare students to other students who previously completed a similar testlet.

Student reports should be used in conjunction with the MAST Student Report Interpretation Guide, found on the MAST portal.

The OPI recommends focusing on item and standard information to understand student performance as related to the assessed content.

Testlet Summary

Clusters	Points Earned / Points Possible
Key Ideas and Details	3 / 5
Craft and Structure	2 / 2
Integration of Knowledge and Ideas	1 / 1
Knowledge of Language	7 / 10
Vocabulary Acquisition and Use	4 / 4

Legend Correct Partially Correct Incorrect Did Not Attempt

Question Description	Credit Earned	Standards
1. Identifies the meaning of figurative language such as similes and metaphors		L.5.5
2. Uses reference materials to determine the meaning of a word or phrase		L.5.4
3. Determines the meaning of a general academic word or phrase in a text		RI.5.4



Student Testlet Report

Wilson Elementary School
2024-2025

Fatima Ali (1111111111) Test Date
09/15/2023

ELA, 5th, Beginning of Year - Informational

Legend Correct Partially Correct Incorrect Did Not Attempt

Question Description	Credit Earned	Standards
4. Uses common Greek and Latin affixes and roots to determine the meaning of a word or phrase		L.5.4
5. Uses relationships between words, like synonyms and antonyms, to determine the meanings of words		L.5.5
6. Identifies the function of a preposition in a sentence		L.5.1
7. Recognizes that sentence variety affects meaning, reader interest, and style		L.5.3
8. Determines when actions take place based on the perfect verb tense		L.5.1

*Partial credit can be earned on two-part ELA items.

TYPES OF REPORTS

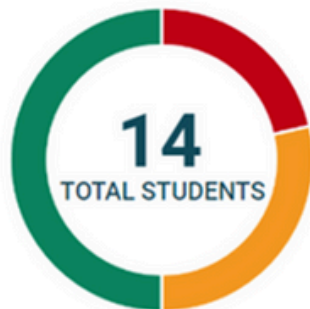
Classroom Testlet Report: Math

Tony Sullivan

Class 1 (Math)

Math, 5th, Numerical Expression

Summary Results



- Level 1
3 Students (21%)
- Level 2
4 Student (29%)
- Level 3
7 Students (50%)

State Standard

Average Percent

5.OA.A.1

5.OA.A.1.b

65%

5.OA.A.2

35%

Testlet Summary

Misconception	Misconception	# of Students
ME07	Misinterprets ratio as an additive relationship.	3
ME31	Incorrectly interpreted graph.	3
ME06	Student added or subtracted numerators and denominators, instead of finding equivalent fractions.	2
ME08	Error creating equivalent fractions when adding or subtracting.	1

Student Details

Student Name	Unique ID	Test Date	Performance Category	Misconceptions
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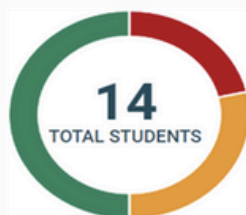
TYPES OF REPORTS

Classroom Testlet Report: ELA

This report summarizes classroom testlet performance. It is intended to be used alongside classroom assessment and observations to help inform instructional next steps.

Summary Results

Summary Results



- Band 1**
3 Students (21%)
- Band 2**
4 Student (29%)
- Band 3**
7 Students (50%)

Clusters	Average Percent of Points Earned
Key Ideas and Details	60%
Craft and Structure	100%
Integration of Knowledge and Ideas	100%
Knowledge of Language	70%
Vocabulary Acquisition and Use	80%

Student Details

Student Name	Student ID	Test Date	Performance Band
Ali, Fatima	1111111111	09/16/2024	Band 2
Anderson, Jackson	1212121212	09/16/2024	Band 1
Brown, Olivia	1231231231	09/16/2024	Band 2
Chen, Lila	1234123412	09/16/2024	Band 3
Davis, Noah	1234512345	09/16/2024	Band 3
Desai, Rachul	1234561234	09/23/2024	Band 3
Garcia, Aiden	1234567123	09/16/2024	Band 3
Gomez, Mateo	1234567812	09/16/2024	Band 1

TYPES OF REPORTS

School Testlet Report: Math



YOUR CUSTOM
LOGO

School Testlet Report

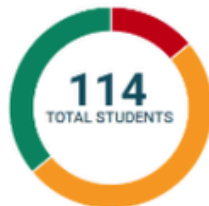
Linn District
2024-2025

Wilson Elementary School

Math, 5th, Numerical Expression

This report summarizes classroom testlet performance. It is intended to be used alongside classroom assessment and observations to help inform instructional next steps.

Summary Results



- Band 1
16 Students (14%)
- Band 2
57 Students (50%)
- Band 3
41 Students (36%)

State Standard	Average Percent of Points Earned
5.OA.A.1	65%
5.OA.A.2	35%

Misconceptions

Misconception	Misconception	# of Students
MF07	Misinterprets ratio as an additive relationship.	43
ME31	Incorrectly interpreted graph.	50
MF06	Student added or subtracted numerators and denominators, instead of finding equivalent fractions.	40
MP08	Error creating equivalent fractions when adding or subtracting.	61

Classroom Details

Classrooms	Total Students	Summary Performance	Band 1	Band 2	Band 3
Class 1	14		2 (14%)	7 (50%)	5 (36%)
Class 2	7		5 (71%)	2 (29%)	0
Class 3	32		4 (13%)	16 (50%)	12 (37%)
Class 4	27		2 (7%)	8 (30%)	17 (63%)

TYPES OF REPORTS

School Testlet Report: ELA



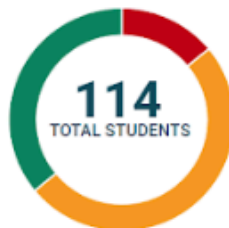
School Testlet Report
Linn District
2024-2025

Wilson Elementary School

ELA, 5th, Beginning of Year - Informational

This report summarizes classroom testlet performance. It is intended to be used alongside classroom assessment and observations to help inform instructional next steps.

Summary Results



- Band 1
16 Students (14%)
- Band 2
57 Students (50%)
- Band 3
41 Students (36%)

Clusters	Average Percent of Points Earned
Key Ideas and Details	60%
Craft and Structure	100%
Integration of Knowledge and Ideas	100%
Knowledge of Language	70%
Vocabulary Acquisition and Use	80%

Classroom Details

Classrooms	Total Students	Summary Performance	Band 1	Band 2	Band 3
Class 1 (ELA)	14		2 (14%)	7 (50%)	5 (36%)
Class 2 (ELA)	7		5 (71%)	2 (29%)	0
Class 3 (ELA)	32		4 (13%)	16 (50%)	12 (37%)
Class 4 (ELA)	27		2 (7%)	8 (30%)	17 (63%)
Class 5 (ELA)	4		0	0	4 (100%)
Class 6 (ELA)	17		1 (6%)	13 (76%)	3 (18%)
Class 7 (ELA)	13		2 (15%)	11 (85%)	0

TYPES OF REPORTS

District Testlet Report: Math



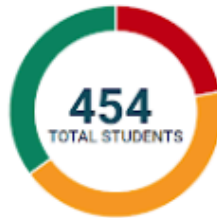
District Testlet Report Montana 2024-2025

Linn District

Math, 5th, Numerical Expression

This report summarizes classroom testlet performance. It is intended to be used alongside classroom assessment and observations to help inform instructional next steps.

Summary Results



- Band 1
102 Students (22%)
- Band 2
193 Students (43%)
- Band 3
159 Students (35%)

State Standard	Average Percent of Points Earned
5.OA.A.1	65%
5.OA.A.2	35%

Misconceptions

Misconception	Misconception	# of Students
MES7	Misinterprets ratio as an additive relationship.	43
MES1	Incorrectly interpreted graph.	50
MES6	Student added or subtracted numerators and denominators, instead of finding equivalent fractions.	40
MES8	Error creating equivalent fractions when adding or subtracting.	61

School Details

Schools	Total Students	Summary Performance	Band 1	Band 2	Band 3
School 1	114		16 (14%)	57 (50%)	41 (36%)
School 2	77		55 (71%)	22 (29%)	0
School 3	102		13 (13%)	51 (50%)	38 (37%)

TYPES OF REPORTS

District Testlet Report: ELA



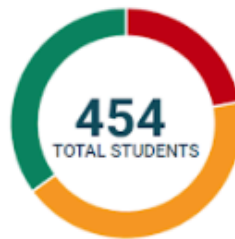
District Testlet Report Montana 2024-2025

Linn District

ELA, 5th, Beginning of Year - Informational

This report summarizes classroom testlet performance. It is intended to be used alongside classroom assessment and observations to help inform instructional next steps.

Summary Results



Band 1
102 Students (22%)

Band 2
193 Students (43%)

Band 3
159 Students (35%)

Clusters

Average Percent of Points Earned

Key Ideas and Details	60%
Craft and Structure	100%
Integration of Knowledge and Ideas	100%
Knowledge of Language	70%
Vocabulary Acquisition and Use	80%

School Details

Schools	Total Students	Summary Performance	Band 1	Band 2	Band 3
School 1	114		16 (14%)	57 (50%)	41 (36%)
School 2	77		55 (71%)	22 (29%)	0
School 3	102		13 (13%)	51 (50%)	38 (37%)
School 4	97		7 (7%)	29 (30%)	61 (63%)
School 5	4		0	0	4 (100%)
School 6	47		3 (6%)	36 (76%)	8 (18%)
School 7	22		2 (15%)	11 (85%)	0

TYPES OF REPORTS

Summative Report: Math

Images available Fall 2025.

TYPES OF REPORTS

Summative Report: ELA

Images available Fall 2025.

INTERPRETING & UTILIZING SCORE REPORTS

General Guidelines

- Each score report provides a snapshot of academic performance on a small set of related standards.
- Score reports are meant to support professional judgment, not replace it.
- Score reports should be considered alongside other information.
- Individual test items assess different complexity levels and therefore are not designed to be averaged. *Refer to Assessment Specifications documents for more information.*

MODULE TEN RESOURCES

- Kite Educator Portal (unique MT login)
- Kite Educator Portal Manual
- Score Report Informational Videos
 - Student-Level
 - Classroom-Level
- Score Report Interpretive Guides
 - Student-Level
 - Classroom-Level
 - School-Level
 - District-Level
 - Summative Report Guides *available October 2025*
- Accessing & Utilizing MAST Score Reports Focused Support Video

*All MAST-related resources can be found
on the MAST Portal*

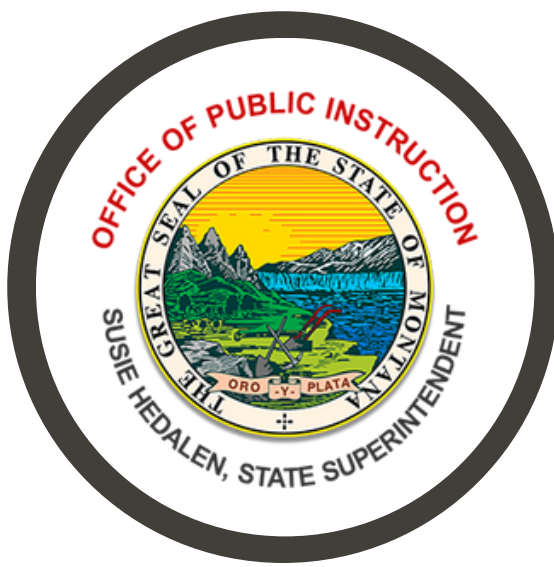


2025-2026



MAST FOR TESTING COORDINATORS

MODULE ELEVEN: SHARING SCORE REPORTS WITH FAMILIES



MAST TESTING TASKS

The WHY: Successful administration of the MAST.

Kite Educator Portal

- **Before Testing**
 - Train & Prepare Staff
 - User Management
 - Roster Students
 - Enter PNPs
 - Print Student Tickets & DACs
- **During/After Testing**
 - Administer Testlets
 - Monitor Completion
 - Make-Up Testing
 - Access & Sharing Score Reports

Kite Student Portal

- **Before Testing**
 - Prepare Student Testing Devices
 - Student Practice Test

Parents/Guardians

- **Before Testing**
 - Notify Families of Testing
- **After Testing**
 - Provide guidance to parents/guardians on score report access & interpretation



MODULE OBJECTIVE

Distribute Score Reports to Families

- **Federal Requirement:** Provide timely individual student reports to parents, teachers, and principals and include the results on local report cards (ESSA Section 1111).
- **State Requirement:** statewide assessment public results must include a clear statement of the purpose, subject areas assessed, description of proficiency levels, and the percentage of students who participated in the assessments (ARM 10.56.105(2)) and (§20-7-104, MCA). School districts must also place students' summative through-year reports in the student's cumulative file per ARM 10.55.909.
- Share individual **student testlet** and **summative through-year score reports** with parents/guardians



DISTRIBUTE SCORE REPORTS TO FAMILIES OVERVIEW

Why do individual student score reports need to be distributed to families?

- Sharing student score reports with parents/guardians helps support student learning and success in the classroom. It's important to help parents and families understand data and encourage them to talk with their student about strengths and areas of growth.



DISTRIBUTE SCORE REPORTS TO FAMILIES

OPI MAST Parent Score Report Letter Template

- Schools may notify parents through a variety of means of communication, such as a newsletter, e-mail, or by postal service as long as they are confident the communication will reach parents/guardians prior to testing & in a timely manner.



DISTRIBUTE SCORE REPORTS TO FAMILIES

METHODS TO DISTRIBUTE INDIVIDUAL SCORE REPORTS TO FAMILIES

1. **Hard copy delivery:** Printing and distributing to parents/guardians in a way that works best for your district (i.e. mailing, parent/teacher conferences, etc.).
2. **The Kite Parent Portal:** Districts make the student-parent connection in the Kite Educator Portal then share information to parents/guardians on how to access in the Parent Portal. Parents/guardians will have access to the student testlet-level score report on completed testlets within testing windows when reports release weekly.
3. **Infinite Campus:** The OPI is working towards loading performance levels into Infinite Campus at the end of each testing window. This won't be the full student report; however, districts will have the capability to upload full student score reports into IC if they choose.



- Individual student **testlet** results should be shared with parents/guardians in a timely manner.
- The individual student **summative through-year** report should be placed in student permanent files and shared with parents/guardians in a timely manner.



KITE EDUCATOR PORTAL ACCESS

MONTANA ALIGNED TO STANDARDS THROUGH-YEAR (MAST) PROGRAM PORTAL

ABOUT THE PROGRAM

The Montana Aligned to Standards Through-Year (MAST) Program features a series of short, standards-aligned math and ELA tests that are administered throughout the year. The goal of this assessment is to develop a system that provides timely and relevant feedback for teachers and students, as well as comparable summative data for education leaders. This "classroom up" approach will provide flexible opportunities for students to demonstrate learning while providing actionable data to stakeholders throughout the education system.

ANNOUNCEMENTS

MAST Score Reports

During testing windows, testlet score reports for the MAST assessments that are completed and submitted between Monday and Friday will be available the following Thursday. Please note that the performance task will be human-scored. The reports for these tasks will be released on March 6 and March 13, depending on when they were completed within Window 2. To assist with understanding these reports, Interpretive guides and overview videos can be found in the **Score Reports** section below.

SCORE REPORTS

- Classroom-Level Score Report Interpretive Guide
- Student-Level Score Report Interpretive Guide
- School Testlet Report Interpretive Guide
- District Testlet Report Interpretive Guide
- Classroom-level video
- Student-level video
- Kite Parent Portal One-Pager

STANDARDS AND MANUALS

- MAST Accessibility Guide: 2024-2025 School Year
- MAST Accommodations & Accessibility Crosswalk Document
- MAST Test Administration Manual: 2024-2025 School Year
- 2024-2025 User Management Quick Reference Guide
- MAST Before Testing Tasks
- Math Assessment Specifications
- ELA Assessment Specifications
- Kite Educator Portal Manual
- Kite Student Portal Manual

HELP DESK

For all help desk inquiries please contact: kite-support@ku.edu

Kite Support Desk: (800) 277-6953
7:30 a.m. – 4:00 p.m. MST

CPI Assessment Help Desk: CPIAssessmentHelpDesk@mt.gov
(544) 567-2565

For content or test design queries please contact: mat@newmeridian.org

MAST TRAININGS

LIVE LISTENING / FEEDBACK SESSIONS

We have designed user feedback cycles throughout the school year to ensure continuous improvement of the MAST. These sessions will serve as an opportunity for users like you to share feedback, suggestions, and experiences to help us enhance the usability of the MAST. We value your input and encourage you to participate in these live listening/feedback sessions. Live listening/feedback sessions for MAST Through-Year participating districts:

*Please note that the [Zoom link](#) will be the same for all sessions.

- Window 1: December 4, 2024 @ 3:30-4:30 p.m.
- Window 2: February 26, 2025 @ 3:30-4:30 p.m.

SYSTEMS (TECH PLATFORMS)

- Kite® Student Practice Test Username: tech_demo Password: MA295
- Kite Educator Portal

KITE TRAINING VIDEOS

- Test Administrator (TA):
- Authorized Representative (AR):
- Parent Resources
- System and Building Test

Access the Kite Educator Portal through the MAST Portal. Googling "Kite" and selecting from the search results may bring you to a different state's portal

Kite Educator Portal



SETTING UP THE KITE PARENT PORTAL OVERVIEW

1. In the **Kite Educator Portal**, the student-parent connection is made at the district level.
 - a. The student/parent connection can be made manually or through an upload using an ad hoc report from Infinite Campus (see Parent Portal Focused Support VIDEO - Presentation Slides).
 - b. Instructions can be found in the Kite Educator Portal.
 - c. Kite tutorial video
2. After the student-parent connection has been made, a Kite Parent Portal Manual can be provided to parents to log in to access their child(ren)'s reports.
 - a. A Kite tutorial video is available to support parents.



KITE PARENT PORTAL

SETTING UP THE KITE PARENT PORTAL

District-level user logs into the Kite Educator Portal and navigate to:

1. Settings > Parents
2. Choose the *Upload Parent* tab.
3. Download the *Parent Upload Template* by clicking on the blue question mark.
- a. An ad hoc report can be generated out of Infinite Campus to help populate this template file (see Parent Portal Focused Support Video).
4. After file is completed and saved on your device, click on *Select File* and choose the template file.
5. Select *Upload*.

The screenshot shows the 'Kite Educator Portal' interface. At the top, there is a navigation bar with 'SETTINGS', 'INTERIM', 'REPORTS', 'DASHBOARD', and 'HELP'. Below this, there are tabs for 'View Parent', 'Upload Parent', and 'Parent'. The 'Upload Parent' tab is selected. The main content area is titled 'Upload Parent: Select Criteria'. It includes dropdown menus for 'STATE' (set to Montana), 'DISTRICT' (set to Select), and 'SCHOOL' (set to Select). A note states: 'Files that contain blank lines or empty records will result in incomplete processing of the uploaded file.' Below the note, there is a 'File' field with a blue question mark icon, a 'Select File' button, and an 'Upload' button. A table with columns 'Uploaded' and 'Status' is visible below the file upload section. At the bottom, there is a 'Live Chat' link. Red numbered callouts are placed over the interface: 1 points to the 'Kite' logo, 2 points to the 'Upload Parent' tab, 3 points to the blue question mark icon in the 'File' field, 4 points to the 'Select File' button, and 5 points to the 'Upload' button.



KITE PARENT PORTAL

FIELDS IN THE STUDENT-PARENT CONNECTION TEMPLATE FILE

Col.	Column Title	Description	Acceptable Values
A*	Parent_Email	The parent's email address. Note: One email per line. Note: One parent email can be connected to more than one student with multiple lines.	Alphanumeric
B*	State_Student_Identifier	The student's State Student Identifier. Note: For building/school uploads, the student must be enrolled in Educator Portal	Alphanumeric
C*	District_Identifier	The district's organization ID. (Ex: D1001) Note: School ID cannot be used in place of District ID. Note: Find the District ID in Educator Portal > Settings > Organization > Parent Organization column.	Alphanumeric
D	Electronic_Opt_In	Yes or No. (If blank, default is No) Note: Currently, this field has no functionality. In future development, this field will allow electronic-opt-in selection to reduce the quantity of reports generated in bundled reports.	Alphanumeric

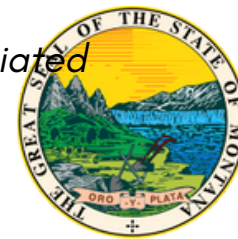
*Indicates this field is required.

Column A: **Parent Email.**

Column B: **Student State Identifier** (Can be found in a Kite Enrollment Data Extract or in Settings > Students)

Column C: **District Identifier** (Can be found in Settings > Organization. Use the number associated with district organization.)

Column D: **Electronic Opt-In** (Not required.)



SETTING UP THE KITE PARENT PORTAL

Common Troubleshooting:

- Do not change column headers.
- Be sure to save template file in CSV format.
- Be sure your cells are formatted to hold leading zeros in numbers such as the District Identifier field.

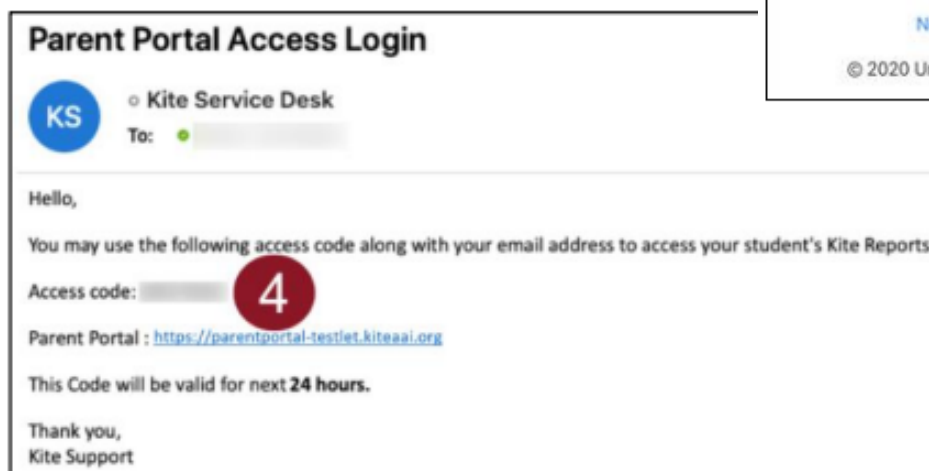
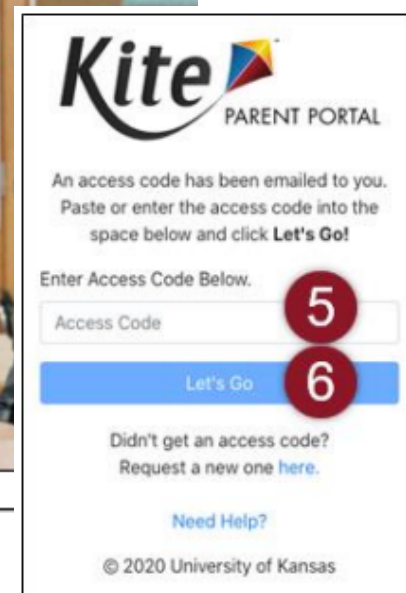
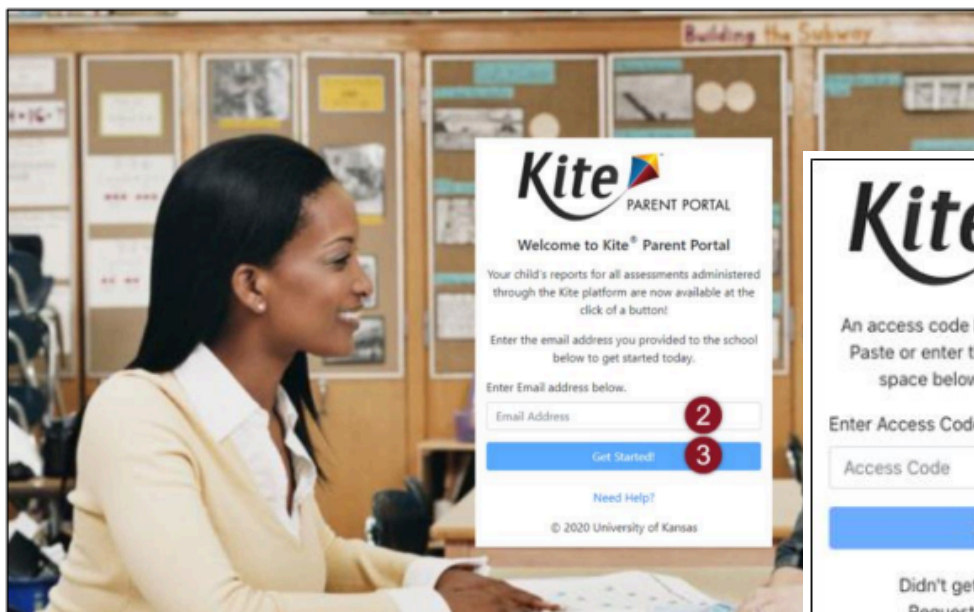


KITE PARENT PORTAL

PARENTS LOGGING IN TO THE KITE PARENT PORTAL

Steps for parents/guardians to log in:

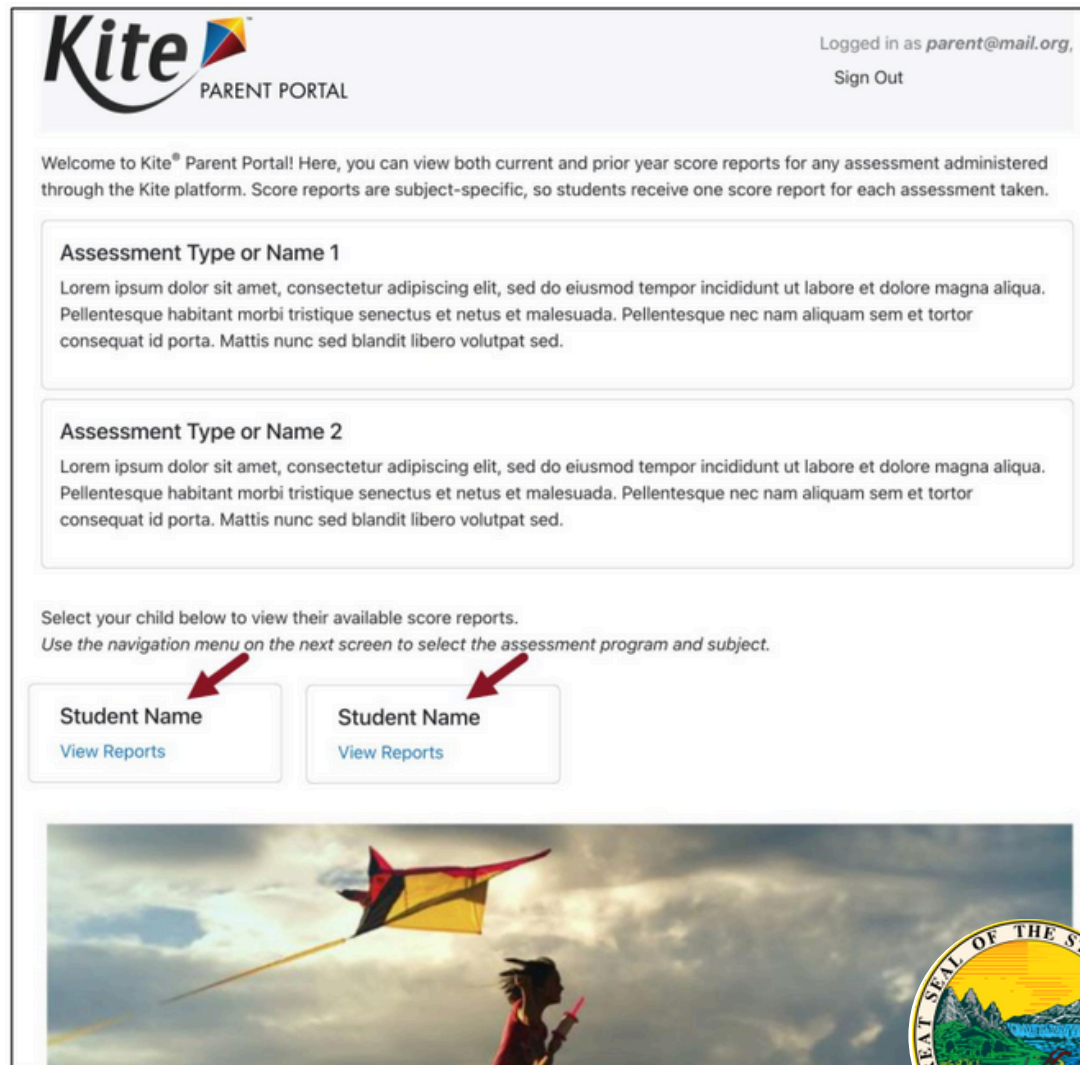
1. Open a **web browser** and visit <https://parentportal-testlet.kiteai.org/>.
2. Enter their **email address** registered with their child's school district in the Email Address field.
3. Select **Get Started**.
4. A **temporary access code** will be sent to their email address.
5. The **access code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



KITE PARENT PORTAL

PARENTS LOGGING IN TO THE KITE PARENT PORTAL

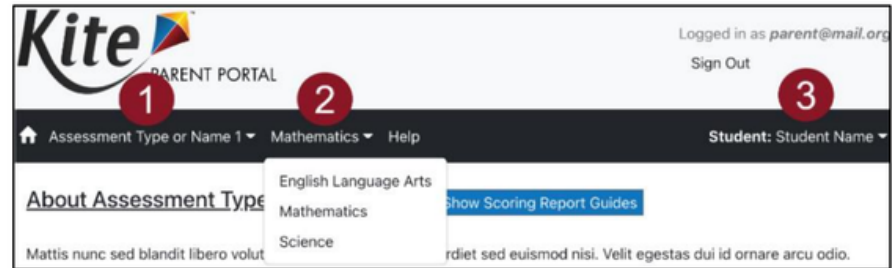
The homepage provides a brief overview of Kite Parent Portal as well as report details for assessments in which your child has available reports. To view all available reports, select **View Reports** under the child's name.



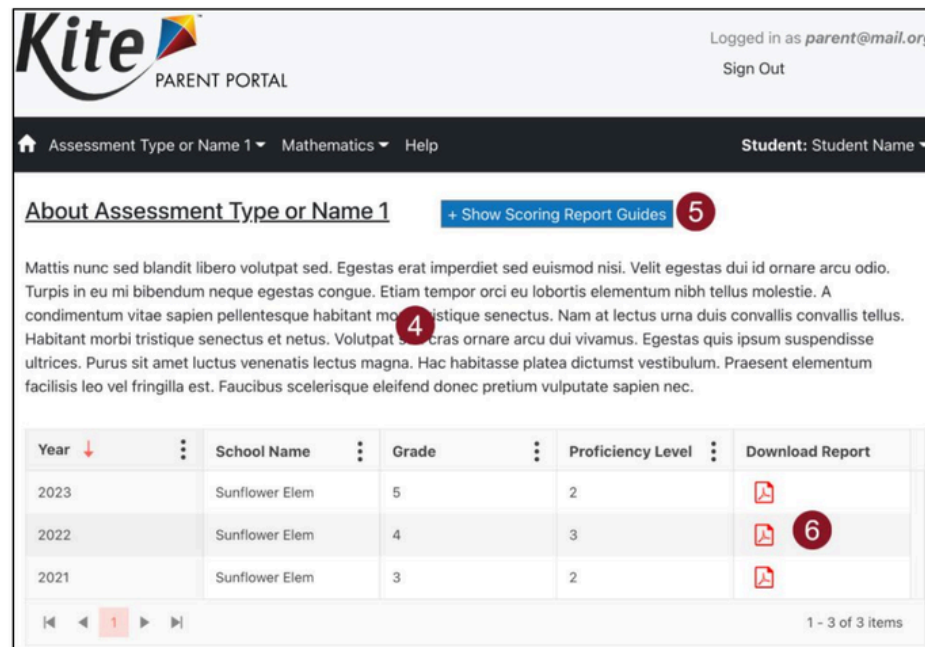
KITE PARENT PORTAL

PARENTS LOGGING IN TO THE KITE PARENT PORTAL

1. Choose an assessment.
2. Choose a subject.
3. Choose a student.



4. Assessment Description shares 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.



PARENTS LOGGING IN TO THE KITE PARENT PORTAL

Common Troubleshooting:

- Access codes used to enter the site are randomly generated and are valid for 24 hours. *The same access code can be used multiple times within a 24-hour period to enter Parent Portal. After 24 hours, a new access code will need to be generated.*
- 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



MODULE ELEVEN RESOURCES

- OPI MAST Parent Score Report Letter Template
- Setting up the Kite Parent Portal
 - Kite Educator Portal (unique MT login)
 - Kite Educator Portal Manual
 - Kite Parent Portal One-Pager
- Student-Level Score Report Informational Video
- Student-Level Score Report Interpretive Guide
- Kite Parent Portal Focused Support Video

*All MAST-related resources can be found
on the MAST Portal*



?? Questions? ??

OPI ASSESSMENT HELP DESK:

1-844-867-2569

OPIASSESSMENTHELPDESK@MT.GOV

