



- Slide 1. Welcome! This training is intended for district test coordinators and pertains to the Pathways for Instructionally Embedded Assessment, or PIE. This project is a collaboration between Missouri’s Department of Elementary and Secondary Education, or DESE, and Accessible Teaching, Learning, and Assessment Systems, or ATLAS, at the University of Kansas.
- Slide 2. First is an overview of the PIE pilot.
- Slide 3. The PIE website is located at pie.atlas4learning.org. It has information about the project’s goals and timelines, research and development, and, of course, assessment information.
- Slide 4. DESE selected the prioritized twenty-five Grade 5 mathematics content standards for the PIE assessment. For each of those standards, learning progressions, or “pathways,” were developed based on research on how students learn. By using learning pathways as the basis for assessments that are administered at instructionally relevant points in time, embedded assessments produce more fine-grained and timely information about student academic progress for teachers to inform their instructional decisions during the school year. Each learning pathway has three levels. Levels 1 and 2 represent fundamental knowledge, skills, and understandings, or KSUs. Level 3 represents the learning targets of the content standards.
- Slide 5. During the Instructionally Embedded Window, three assessments—Baseline, Midway, and End of Unit—will be assigned for each content group. The baseline assessment is assigned prior to instruction, the midway assessment is assigned approximately halfway through the instructional unit, and the end-of-unit assessment is assigned at the end of the instructional unit. Refer test administrators to Teacher Training module 2 for more information about when to administer the midway and end-of-unit assessments, which helps ensure students have received the opportunity to learn the assessed content.
- Slide 6. Kite[®] is the name of the testing platform used for PIE. It is the same platform used for the Dynamic Learning Maps[®], or DLM[®], alternate assessment, which Missouri uses as the MAP-A. Therefore, DTCs familiar with the DLM assessment should already have a working understanding of Kite. This presentation will focus on how it will be used for PIE.
- Slide 7. The PIE pilot has two assessment windows: the instructionally embedded window and the final assessment window. During the instructionally embedded window from September 16, 2024, to February 19, 2025, test

coordinators should support and monitor the assessment process and completion, serve as the first point of contact for teachers, and communicate any issues with test items to the Kite Service Desk. The final assessment window opens February 24, 2025, and closes on March 21, 2025. Test coordinators should continue to support teachers during the completion of the assessment and communicate any issues with test items to the Kite Service Desk.

- Slide 8. The following section is an overview of PIE roles and resources available to test coordinators, teachers, and other personnel.
- Slide 9. The test coordinator for a district or school participating in the PIE pilot is the main point of contact between DESE, the Kite Service Desk, and the teacher. In preparation of the instructionally embedded assessment window opening on September 16, 2024, the test coordinator should become familiar with the PIE pilot by reading the PIE PILOT TEST COORDINATOR MANUAL and the PIE PILOT TEST ADMINISTRATION MANUAL. The test coordinator should work with the data manager to enter and maintain teacher, student, and roster data in Kite Educator Portal using the PIE PILOT EDUCATOR PORTAL USER GUIDE. The test coordinator should also provide the link for the PIE website to the participating teachers and ask them to read the PIE PILOT TEST ADMINISTRATION MANUAL, the PIE PILOT EDUCATOR PORTAL USER GUIDE, and complete the teacher training once they have been added to Educator Portal.
- Slide 10. Test coordinators are also responsible for requesting that school technology personnel install or update the Kite Student Portal application onto all devices that students will use to complete the PIE pilot. Test coordinators must work with schools and teachers to schedule time for students to access the PIE Technology Practice Test to become familiar with Kite Student Portal and item types. Approximately 30 minutes should be allocated for students to take the PIE Technology Practice Test. Lastly, the test coordinator should monitor and support assessment preparation using the various extracts available in Educator Portal.
- Slide 11. The test coordinator is the person to whom teachers will reach out regarding test administration questions, data and technology needs, and item issues. This person is also responsible for keeping test information secure and communicating testing issues to the Kite Service Desk.
- Slide 12. Test security is essential to obtain reliable and valid item performance statistics for the PIE pilot test study. Accordingly, both DESE and ATLAS must take every step to ensure the security and confidentiality of state testing materials. No one, including test coordinators, principals, or teachers, may review tests or analyze test items before, during, or after

the time in which a PIE pilot test is administered. Test materials must never be copied, reproduced, or paraphrased.

- Slide 13. When contacting the Kite Service Desk to communicate issues using email or live chat, do not send student personally identifiable information, or PII, as this is a federal violation of the Family Education Rights and Privacy Act, or FERPA. Call the service desk to communicate any issues that may contain student personally identifiable information. When speaking with the Service Desk representative, state that this is for the PIE pilot test and provide the student's SSID, content group name, teacher, building, and district.
- Slide 14. Report the issue, not the content of the item. For example, "Item 1 doesn't have a correct answer," "Item 2 has multiple correct answers," "Both A and C are correct in item 3," "A word is misspelled in item 4," "The sentence in item 5 is grammatically incorrect," etc. Do not forward the item, item stem, any response choices, or narrative descriptions of the item via email because these are live, secure test items. Lastly, do not take or send pictures of the item.
- Slide 15. Calling the Service Desk to communicate any issues encountered is important. The Kite Service Desk phone number is 844-675-4479. However, issues that do not involve PII can be handled electronically, and the Service Desk can be reached via email at PIE-support@ku.edu or by using the live chat feature in Educator Portal. The Service Desk's hours are Monday through Friday, 7:00 a.m. to 5:00 p.m. Central Time.
- Slide 16. Data managers are responsible for gathering, editing, and uploading user, enrollment, and roster data in Educator Portal for those participating in the PIE pilot. A data manager would have the Educator Portal role of District Test Coordinator, District User, Building Test Coordinator, or Building User. A district-level user has access to data for the district, and a building-level user has access to data for the building. The DTC role must be assigned by a state-level user. Specific information regarding the permissions within Educator Portal for each role is provided in the PIE EDUCATOR PORTAL USER GUIDE.
- Slide 17. Adding users, students, and rosters can be done two ways: manually, one at a time, in the Educator Portal user interface or using an upload template. The users, students, and rosters sections under the **Settings** tab in Educator Portal each have an **Upload** tab. When that tab is selected, the word "File" with a circled question mark appears at the left side of the screen. Clicking the question mark reveals the template to be downloaded and used to upload multiple records at once. The Roster Upload Template is used on this screen as an example.

- Slide 18. Test administrators are responsible for administering the PIE assessment. Before students can be assessed, test administrators must be added to the PIE assessment program in their existing or new Educator Portal account and agree to the security agreement standards. Test administrators must also complete six training modules. Training modules provide information on how to create content groups and include a PIE Content Groups Planning Template that is used to support planning. Students requiring accommodations must have the Personal Needs and Preferences, or PNP, Profile completed for them. Lastly, teachers should schedule time to practice with students using the PIE Technology Practice Test before assessing the student.
- Slide 19. Technology personnel prepare the network and devices for assessment administration. Preparing devices will include verifying that all testing devices meet operating system and screen requirements, installing or updating Kite Student Portal on testing devices, and installing Adobe Reader or another PDF reader on computers educators will use to access Educator Portal. A PIE PILOT TECHNOLOGY SPECIFICATIONS MANUAL is provided to assist technology personnel with these responsibilities.
- Slide 20. The next portion of this presentation focuses on getting started in Kite Educator Portal.
- Slide 21. Access Educator Portal at educator.kiteaai.org. Anyone who already has an Educator Portal account, such as for the DLM assessment, can sign in with their existing credentials as normal. The Forgot Password link can be used to reset a password if needed. Send an email to assessment@dese.mo.gov if you do not have access.
- Slide 22. On the Educator Portal home screen, the options available depend on your role. If you already have the District Test Coordinator role for another assessment program, you will need to choose the PIE option from the Assessment Program dropdown. Be sure you have selected PIE as the assessment program as you are monitoring PIE data to ensure you are viewing or editing the correct user and student information. Similarly, test administrators and other PIE personnel accessing Educator Portal for PIE will need to select the PIE assessment program to ensure they are viewing the correct student data.
- Slide 23. Teacher training for the PIE pilot is delivered and completed in Educator Portal. The course is comprised of six self-directed training modules. Users with the role of Teacher in Educator Portal are automatically enrolled in the training. Any educator administering the PIE pilot assessment is required to take the PIE Pilot Teacher Training. Read or refer test administrators to

the PIE PILOT EDUCATOR PORTAL USER GUIDE for specific information about accessing the PIE training course.

- Slide 24. PIE data extracts and a PIE Reporting Dashboard are provided for ease of monitoring the completion of the assessment.
- Slide 25. To access data extracts in Educator Portal, choose the **Reports** tab, and then select **Data Extracts** from the drop-down list.
- Slide 26. The extracts under the Student Information tab are the Current Enrollment, PNP Setting Counts, PNP Settings, and Roster extracts. These extracts pertain to the students who have been enrolled and can be assessed if they are rostered for the PIE assessment.
- Slide 27. The Current Enrollment extract lists enrollment information for active PIE students within your organization, including the accountability district and school, the attendance district and school, and the student's name, grade, and demographic information.
- Slide 28. The PNP Settings Count extract lists the total number of students in your organization for which a particular PNP feature has been selected.
- Slide 29. The PNP Settings extract lists student demographic information for each active student in your organization along with the PNP Profile selections for each student. The date and name of the last person who modified the settings are also listed. Only students for whom PNP settings have been selected appear in the extract.
- Slide 30. The Roster extract lists the student's name and grade, the name of the roster, and the rostered teacher's name.
- Slide 31. The extracts in the Data Management tab are named Security Agreement Completion, Training Status, and Users. These are for districts and schools to use to manage their users, find out who has completed the test security agreement, and who has completed the PIE Pilot Teacher Training. Therefore, DTCs and BTCs will have access to the Data Management tab, but teachers will not.
- Slide 32. The Security Agreement Completion extract helps you monitor if test administrators in your organization have accepted the terms of the security agreement.
- Slide 33. The Users extract provides a list of Educator Portal users and their roles within your organization. The primary function is to determine the user account status. Status information is listed as active, pending, or inactive.

- Slide 34. To get up-to-date data in an extract, selecting the **New File** button is necessary each time updated information is needed.
- Slide 35. The PIE Reporting Dashboard provides access to results for a specific content group after an assessment is completed in the instructionally embedded window. Reports are available at the class and individual student level.
- Slide 36. The Class Mastery Report shows results for the baseline assessment, midway assessment, and unit assessment, by class, when at least one student has completed an assessment in each category for the selected content group. The legend provided at the top of the report can be used to interpret the results. Refer to the PIE PILOT EDUCATOR PORTAL USER GUIDE for specific information about the Class Mastery Report.
- Slide 37. The Student Pathway Profile shows assessment results for a content group for an individual student. The Student Pathway Profile is updated to show baseline, midway, and end-of-unit results for the student upon the completion of assessments for each category. The legend provided at the top of the report can be used to interpret the results. Refer to the PIE PILOT EDUCATOR PORTAL USER GUIDE for specific information about accessing and interpreting the Student Pathway Profile.
- Slide 38. The next section addresses assessment delivery.
- Slide 39. Information about practice testlets and logins are provided within the PIE Technology Practice Test Directions found on the PIE pilot website. The logins can be used to support technology staff and test administrators in checking compatibility of devices as well as to assist students with practicing the technology prior to starting the assessment.
- Slide 40. Again, the PNP Profile informs the system as to which support features the student will need during the assessment. Teachers will need to complete the PNP if the student requires any accommodations during the PIE assessment. Note that not all students require PNP Profile settings for the test. Refer test administrators to the PIE PILOT TEST ADMINISTRATION MANUAL for best practices and policies about accessibility supports.
- Slide 41. During the instructionally embedded window, teachers will create content groups, assign assessments, and view student results in Educator Portal. A PIE Content Group Planning Template is described in the PIE training module titled Creating and Using Content Groups. A resource is also provided to teachers within the module.
- Slide 42. Kite Student Portal version 11.0 and above will be used for the PIE pilot assessment. Student Portal 11.0 or above must be downloaded and

installed on the testing device. Downloads and instructions for all device types are available on the PIE pilot website. Again, work with technology personnel to coordinate installation on PIE pilot testing devices.

Slide 43. Thank you for your attention to this presentation.