



## How-To Guide, Spring 2016

### Daily Access Codes

#### Overview

Daily access codes are alphanumeric values that, along with student user IDs and passwords, allow students access to secure, summative testing.

- All students in a subject and grade use the same daily access codes, however the codes change each day.
- Daily access codes are generated in Educator Portal and can be accessed from the Test Management menu on the Test Coordination tab.
- The codes are retrievable the day **before** testing beginning at 2:30 pm. They are retrievable the entire day **of** testing. Codes for Monday are available on Friday.
- Codes can be used by students in the KITE Client software starting at 4:30 am local time on test day and will expire at 8:00 pm local time on test day.

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**Note: For more information on entering the daily access codes and student user IDs/passwords into the KITE Client software, refer to the Educator's Guide to KITE Client Software.**

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In Educator Portal, you can open an individual PDF to print all the daily access codes for a subject and grade level (e.g. all third-grade mathematics codes), or you can select multiple rows to create one PDF with the daily access codes for multiple grades and subjects.

The daily access codes PDF contains the date and times the codes are usable, the subject and grade, and the code for each test stage.

Daily Access Codes are usable on: 01/26/2016, from 04:30:00 AM to 08:00:00 PM local time

Subject: English Language Arts; Grade: 10

Access Codes:

- Stage 1: lint8286
- Stage 2: fig04485
- Stage 3: mini9521
- Stage 4: canoe438

Valid code date and times displayed on pdf

pdf will display one grade and content area per page

## Printing One Set of Daily Access Codes

**Note: Users must have the DTC, BTC, Building Principal, or Technology Director role to retrieve Daily Access Codes.**

To print one set of daily access codes, (e.g. for one grade and content area), perform the following steps.

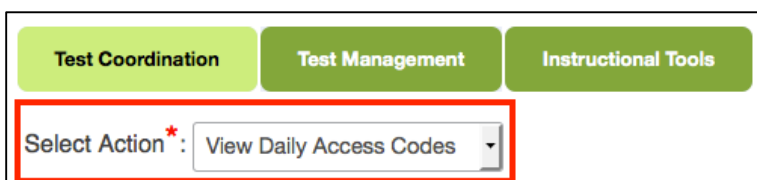
1. Log in to Educator Portal.
2. Click the Test Management menu.



3. Click the Test Coordination tab.



4. In the Select Action drop-down menu, choose View Daily Access Codes.



5. Use the menus to select a desired test day.



6. The grid displays a separate row for each subject and grade. Find the desired subject and grade.

**Hint:** Use filters to narrow the options and to find the desired subject and/or grade more easily.

To view codes for individual Grades/Subjects, click on PDF or CSV icon within the table below:

Subject	Grade	Daily Access Codes
<input type="checkbox"/>	Grade 5	
<input type="checkbox"/> English Language Arts	Grade 5	
<input type="checkbox"/> Mathematics	Grade 5	

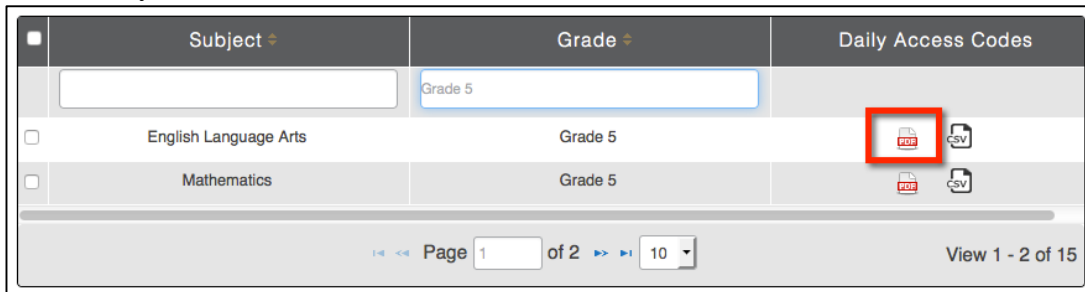
To narrow options, enter search text in either box and select enter.





To bundle multiple Subjects/Grades in one file, select the associated checkbox(es) or select all, and click View Access Codes in PDF or CSV format:

View Access Codes View Access Codes

For security purposes, when finished viewing access codes, click Done to close the window: Done

7. In the Daily Access Codes column, click the PDF icon.



	Subject	Grade	Daily Access Codes
<input type="checkbox"/>	English Language Arts	Grade 5	 
<input type="checkbox"/>	Mathematics	Grade 5	 

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**Hint:** Daily access codes can also be downloaded as a CSV file. Both files contain the same codes. Use “Save As” to include the code effective date in the filename (e.g. “KITE\_SECURE\_Daily\_Access\_Codes\_3-30-16”).

8. Click done.

**Note:** If the window is not closed by clicking the Done button, codes may be available through your browser’s history; this is a security risk.

9. Save the file.
10. Open and print the PDF.

## Printing Multiple Sets of Daily Access Codes

**Note:** Users must have the DTC, BTC, Building Principal, or Technology Director role to retrieve Daily Access Codes.

To print multiple daily access codes, perform the following steps.

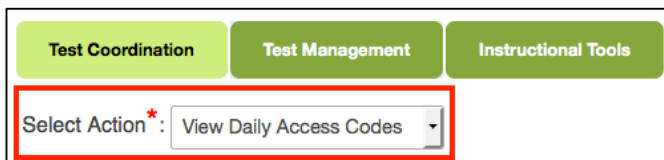
1. Log in to Educator Portal.
2. Click the Test Management menu.



3. Click the Test Coordination tab.



4. In the Select Action drop-down menu, choose View Daily Access Codes.



5. Use the menus to select a desired test day.



6. The grid displays a separate row for each subject and grade. Use the checkboxes to select the desired daily access codes.

<input type="checkbox"/>	Subject	Grade	Daily Access Codes
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>			

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**Hint:** Choose the box in the upper left hand corner, to “select all” options showing in the grid.

7. Click the View Access Codes button.



Hint: Daily access codes can also be downloaded as a CSV file. Both files contain the same codes. Use “Save As” to include the code effective date in the filename (e.g. “KITE\_SECURE\_Daily\_Access\_Codes\_3-30-16”).

8. Click Done.

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**Note: If the window is not closed by clicking the Done button, codes may be available through your browser’s history; this is a security risk.**

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9. Save the PDF file.
10. Open and print the PDF file.

## ***Security Considerations***

Daily access codes are secure test materials. Please follow all policies and procedures relative to keeping test materials secure. Also, please consider the following security guidelines for handling of daily access codes.

- Do not leave codes unattended (e.g., on a printer, in a teacher mailbox, on a desk).
- Do not email.
- Students should not walk codes from location to location.
- If printed, securely destroy after use. Do not put in the trash.
- If posted in a testing location, erase after each test session. Codes should not be viewable from outside the room (e.g. through a window).
- Delete downloaded file; do not save file in a public folder.