



DYNAMIC[®]
LEARNING MAPS

TECHNOLOGY SPECIFICATIONS MANUAL 2017-18

Publication Date: 08/01/2017

FINDING HELP

When the information in this manual and resources from your state DLM webpage do not lead to solutions, these contacts can provide additional support.

HINT: Print this page and keep it handy!

For these items	Contact
<ul style="list-style-type: none">• KITE® Client installation• General computer support• Internet availability• Display resolution• Issues with sound, headphones, speakers, etc.	Local technology representative
<ul style="list-style-type: none">• Using KITE Client and Educator Portal• Training requirements• Assessment questions• Assessment scheduling	Local assessment coordinator
<ul style="list-style-type: none">• Data issues (rosters, enrollment, etc.)	DLM Service Desk* 1-855-277-9751 (toll-free) or DLM-support@ku.edu
<ul style="list-style-type: none">• Test invalidation requirements• Student IEP requirements• Assessment window dates, extensions, requirements, etc.• Test resets (may take up to 72 hours)	State education agency

* REMEMBER, WHEN CONTACTING THE DLM SERVICE DESK

- **Do not send any Personally Identifiable Information (PII)** for a student via email. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes information such as a student's name or state identification number. Each state has unique PII requirements. Check with your assessment coordinator to find out what student information can be legally emailed in your state.
- Do send
 - ♦ reporter's email address and name
 - ♦ the state and district in which the school is located
 - ♦ error messages, including the testlet number if applicable to the problem
 - ♦ the Service Desk ticket number when following up on a previously submitted issue

TROUBLESHOOTING

The TEST ADMINISTRATION MANUAL includes this table, which guides users to contact the appropriate representative for an issue they experience.

For these items	Contact
<ul style="list-style-type: none">• KITE Client installation• General desktop support	District technology personnel
<ul style="list-style-type: none">• Test invalidation requirements• Student IEP requirements• Assessment window dates, extensions, and requirements• Test resets	State education agency
<ul style="list-style-type: none">• Data issues (roster; enrollment; Test, Edit, Clear)• General questions about the DLM Alternate Assessment System• General guidance on how to use Educator Portal and KITE Client	DLM Service Desk

CONTENTS

Audience and Purpose	5
What's New in this Version?	5
INTRODUCTION	6
About the Dynamic Learning Maps Alternate Assessment System	6
Additional Resources	7
CHECKLIST TO MANAGE TECHNOLOGY FOR DLM ALTERNATE ASSESSMENTS	8
ACCESSING CONTENT	10
Whitelisting	10
Email.....	10
KITE Client Content	10
Videos and Training	10
KITE CLIENT & EDUCATOR PORTAL	11
KITE Status	12
Assessment Devices Compatible with KITE Client	13
Internet Connectivity.....	13
Required Software	13
Supported Browsers	13
PDF Viewer.....	14
Accessing Educator Portal	14
STATE APPENDICES	15
Document History	15

AUDIENCE AND PURPOSE

The Technology Specifications Manual for the Dynamic Learning Maps® (DLM®) alternate assessment provides technology personnel with the key knowledge and tools to manage technology for the assessment. Technology personnel prepare the network and devices for assessment administration.

WHAT'S NEW IN THIS VERSION?

Information about these topics has been added or enhanced in this version.

Topic	Starting Page
Updated KITE Client Version	Throughout

A more comprehensive list of changes is included in the Appendix under Document History.

INTRODUCTION

ABOUT THE DYNAMIC LEARNING MAPS ALTERNATE ASSESSMENT SYSTEM

The Dynamic Learning Maps Alternate Assessment System assesses what students with the most significant cognitive disabilities know and can do in DLM subject areas in grades 3–8 and high school. Each state determines the subjects and grade levels to assess. The DLM system provides accessibility by design and is guided by the core beliefs that all students should have access to challenging, grade-level content and that test administrators should adhere to the highest levels of integrity in providing instruction and in administering assessments based on this challenging content.

The DLM Alternate Assessment System includes computer-based assessments and an online dashboard for educators to manage student information. The DLM assessments can be administered on a variety of devices. DLM technology personnel support the technology needs of test administrators and students who participate in the DLM alternate assessments.

ADDITIONAL RESOURCES

Additional resources for technology personnel are available on the DLM website under **KITE® Suite** on the blue navigation ribbon at the top. To find materials specific to an individual state, select the state from the **States** menu under the Integrated or Year-End heading.

These are the standard technology personnel resources available across all states:

TECHNOLOGY SPECIFICATIONS MANUAL (PDF)	Supports technology personnel in preparing schools for the technology needs of the DLM assessment.
KITE webpage	Provides information about KITE Client, Educator Portal, operating systems, browsers, and troubleshooting. Also supplies software downloads. http://www.dynamiclearningmaps.org/kite
Test Updates webpage	Provides breaking news on test administration activities. Sign up to receive alerts when new resources become available. http://www.dynamiclearningmaps.org/test-updates

CHECKLIST TO MANAGE TECHNOLOGY FOR DLM ALTERNATE ASSESSMENTS

Hint: Print these pages and keep them handy!

Work with the assessment coordinator to determine the due dates necessary to meet the district assessment schedule.

☑	Step	Resources
	1. Bookmark the KITE webpage on the DLM website. Use the resources to become familiar with your role responsibilities and the procedures and materials needed to prepare for the assessment.	http://www.dynamiclearningmaps.org/kite
	2. Participate in technology specifications training. States may also provide their own training for technology personnel.	DLM website Year-end states: http://www.dynamiclearningmaps.org/district-staff-training-resources-ye Instructionally embedded states: http://www.dynamiclearningmaps.org/district-staff-training-resources-im
	3. Modify spam and favorites lists and whitelist websites and email addresses so that all test administrators have access to DLM content. Ensure all educators who are involved with the DLM alternate assessment are able to receive emails from addresses ending in @ku.edu .	See Whitelist to Access Content, page 11.
	4. Determine which devices will be used for the assessment, and verify that devices meet the requirements.	See KITE Testing Devices, page 11.

☑	Step	Resources
	<p>5. Install KITE Client on devices to be used for the assessment. Downloads and instructions are available on the KITE webpage. (Administrative rights to the devices may be necessary.)</p> <p><i>Devices which have KITE Client 3.0 will automatically be updated for 2017–2018 and no other upload is required. Older versions of KITE Client will not be compatible with the 2017–2018 assessments and will have to be removed before KITE Client 5.0 is installed.</i></p>	<p>http://www.dynamiclearningmaps.org/kite</p>
	<p>6. Support educators in checking the compatibility of devices and accessibility supports. Use practice activities and released testlets.</p>	<p>TEST ADMINISTRATION MANUAL</p>
	<p>7. Verify that the network meets requirements. Refer to the KITE Client bandwidth requirements on the KITE Suite webpage.</p>	<p>http://www.dynamiclearningmaps.org/kite</p>
	<p>8. Install Adobe Acrobat Reader DC or another PDF reader on computers that educators will use to access Educator Portal.</p>	<p>http://www.adobe.com/products/reader.html</p>
	<p>9. If given an Educator Portal account</p> <ul style="list-style-type: none"> • Activate the account. • Complete the Security Agreement (in your Educator Portal profile). <p><i>Access to Educator Portal is determined at the state or district level and is not typically required for technology personnel. Contact your assessment coordinator for more information.</i></p>	<p>https://educator.cete.us</p>
	<p>10. Provide technical support for Educator Portal and KITE Client, using troubleshooting information provided on the KITE webpage.</p>	<p>http://www.dynamiclearningmaps.org/kite</p>

ACCESSING CONTENT

WHITELISTING

Whitelisting includes modifying spam and junk-mail filters to allow specific email addresses to deliver messages to your email address.

EMAIL

Various email messages are sent to users from @ku.edu accounts. These include Educator Portal account set-up messages, Educator Portal password reset messages, testing updates, and Service Desk replies. Consider whitelisting or setting spam-filter control of the state or district email system to allow messages from @ku.edu accounts. Ensure all educators involved with the DLM alternate assessment are able to receive emails from @ku.edu addresses.

KITE CLIENT CONTENT

If KITE Client does not correctly display an onscreen image during test administration, it may be necessary to whitelist items on the district's firewall. See the [KITE Client Whitelist Settings \(PDF\)](#) for current information. Issues may include images not displaying fully or correctly, assessment items not fully appearing, or response options not appearing on the screen. The local technology personnel are the first point of contact for test administrators.

VIDEOS AND TRAINING

Educators who will administer the DLM alternate assessments must complete required training before they can become test administrators. This training includes videos and is delivered through an online site at <http://training.dynamiclearningmaps.org>. Alternatively, personnel may conduct facilitated training and show these videos to several people in a classroom setting.

A complete list of professional development videos are available on YouTube: dlmpd.com/clds/video-links.

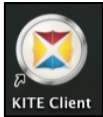
Occasionally, videos hosted through YouTube or Vimeo are retrievable through Dropbox. Ensure that test administrators are able to access the training videos.

KITE CLIENT & EDUCATOR PORTAL

NOTE: Information in this section is also included in the TEST ADMINISTRATION MANUAL, the ASSESSMENT COORDINATOR MANUAL, and the DATA MANAGEMENT MANUAL. These manuals direct their audiences to contact district technology personnel if they need more information or support.

The KITE system was designed and developed to meet the needs of the next generation of large-scale assessments. The KITE system includes two applications. Students and educators each use a different application.

Students have accounts in **KITE Client**.



KITE Client delivers assessments to students through the use of a customized, secure interface. Once launched, KITE Client prevents students from accessing websites or other applications during testing. Practice activities and released testlets are also available using demo student accounts through KITE Client. Educators and staff do **not** have accounts in KITE Client.

Staff and educators have accounts in **Educator Portal**.



Educator Portal is the administrative application where staff and educators manage student data and retrieve reports. Users can access EP via <https://educator.cete.us>. For information on how to work within EP, see the EDUCATOR PORTAL USER GUIDE on the DLM website.

KITE Client version 5.0 must be installed on all devices used for assessment for the 2017–2018 school year. Older versions of KITE Client will not be compatible with the 2017–2018 assessments and cannot be used. An error message will appear when attempting to access an older version of KITE Client. After KITE Client 5.0 is installed, it will update automatically and no further downloads will be necessary for 2017–2018.

KITE STATUS

The DLM website provides the current status of KITE at <http://dynamiclearningmaps.org/kite>.

KITE™ SUITE

Status

<p>KITE Client (TDE)</p> <hr/> <p>● Status: No Issue</p> <hr/> <p>The KITE Client application is operating normally.</p>	<p>Educator Portal</p> <hr/> <p>● Status: No Issue</p> <hr/> <p>The KITE Educator Portal is operating normally.</p>
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The KITE status is indicated by a color and a custom message. Sample messages are shown in the table below.

Color	Status
Green	System is operating normally.
Yellow	System issues present.
Red	System offline.

ASSESSMENT DEVICES COMPATIBLE WITH KITE CLIENT

The DLM alternate assessments may be administered on the following devices:

Windows PC desktops	via KITE Client with Windows or Mac instructions
Mac desktops	
Laptops (PC or Mac)	
iPads	via KITE Client app with iPad instructions (previous versions of the app are not supported)
Chromebooks	via KITE Client or Google app with Chromebook instructions

NOTE: The DLM Consortium does not recommend using multiple devices to administer a single testlet. A student should begin and finish a single testlet on the same device.

If a student must change assessment locations and has a testlet open and in progress, have them click **EXIT DOES NOT SAVE**. The testlet will close, responses will not be saved, and the student may restart the assessment session on the second device in the new location.

For downloads and instructions, see resources on the KITE webpage:
<http://dynamiclearningmaps.org/kite>.

Local devices attached to these machines, such as interactive whiteboards, are also acceptable. Interactive whiteboards (brand names SMART, Promethean, etc.) may be used in assessment. The same hardware, software, and screen resolution constraints apply. The projector associated with the interactive whiteboard must project the computer screen at a resolution of no lower than 1024 x 768.

INTERNET CONNECTIVITY

An internet connection is required to deliver assessments using KITE Client.

REQUIRED SOFTWARE

SUPPORTED BROWSERS

Choose a browser that will work well with Educator Portal. To view a list of supported browsers, go to the KITE Suite Requirements webpage:
<http://www.dynamiclearningmaps.org/requirements>

NOTE: Procedures for accessing KITE Client and Educator Portal are included in the EDUCATOR PORTAL USER GUIDE.

PDF VIEWER

For educators and test administrators to view PDFs in Educator Portal, they will need [Adobe Acrobat Reader DC](#) or other software that allows the test administrator to view and print PDFs. Download Adobe Acrobat Reader DC from <http://get.adobe.com/reader/>.

ACCESSING EDUCATOR PORTAL

Technology personnel do not usually require access to Educator Portal. If a technology staff member requires access, first work with your assessment coordinator or data manager to have an account created. For procedures to navigate Educator Portal, see the EDUCATOR PORTAL USER GUIDE.

STATE APPENDICES

DOCUMENT HISTORY

NOTE: Page numbers are valid for **only** the date and version noted.
They may change in future versions.

Date	Section Name & Summary of Changes	Starting Page
08/01/2017	Updated KITE Client Version	Throughout

**2017-18 New
York State
Alternate
Assessment
(NYSAA)**

**Dates to Remember: Administration of
NYSAA in English Language Arts (ELA),
Mathematics and Science through
Dynamic Learning Maps (DLM)**

Important Dates to Remember

08/31/2017	KITE Client Auto-updated
9/19/2017	ELA & Math ITI opens
10/15/2017	Recommended deadline to complete review of user information in KITE Educator Portal. Make corrections, add new users and delete users no longer needing accounts.
10/27/2017	NYSAA-eligible students need to be identified in the state data warehouse with the program service code 0220 to be included in the initial enrollment pull. Districts/Schools utilizing ITI must comply with this deadline.
10/30/2017	NYSED initial pull of students identified as NYCAA-eligible for loading of enrollment file to KITE Educator Portal.
11/3/2017	NYSED loads initial enrollment file to KITE Educator Portal.
11/13/2017	Science ITI opens
11/17/2017	Recommended deadline to complete First Contact Survey and Access Profile for participation in spring assessment to utilize ITI .
12/1/2017	NYSAA-eligible students need to be identified in state data warehouse with the program service code 0220 to be included in final enrollment pull on 12/4/2017.

12/4/2017	NYSED final pull of students identified as NYSAA-eligible for loading of final enrollment file to KITE Educator Portal.
12/8/2017	NYSED loads final enrollment file to KITE Educator Portal.
02/09/2018	Final date for Braille marked in Access Profile.
02/28/2018	ELA, math and Science ITI closes
03/12/2018	Spring assessment window opens.
06/08/2018	Spring Assessment window closes.

2017-18
New York
State
Alternate
Assessment
(NYSAA)

**Technology Coordinator Checklist:
Administration of NYSAA in English
Language Arts (ELA), Mathematics and
Science through Dynamic Learning
Maps (DLM)**

Step 1: Technology roles and responsibilities for the DLM assessment			
	Yes	No	Done
Become familiar with your roles and responsibilities for the DLM assessment by reading the Technology Specifications Manual http://dynamiclearningmaps.org/newyork			
Updated manuals can be located at http://dynamiclearningmaps.org/newyork			
Step 2: Evaluate the technology requirements for the DLM assessment			
	Yes	No	Done
Connect with relevant personnel in district (including Data Manager, Assessment Coordinator, and Technology Coordinator)			
Analyze network(s) and devices at testing sites			
Advise Assessment Coordinator/ district leadership on any technical issues or concerns			
Consult with Assessment Coordinator and provide input on test administration plan, including technical and security issues			
Step 3: Oversee any necessary infrastructure and/or network preparation as well as device preparation based on technical requirements			
	Yes	No	Done
Browser compatibility- http://dynamiclearningmaps.org/requirements			
Whitelisting- http://kiteassessments.org/sites/default/files/KITE_files/KITE_Client_Whitelisting.pdf			
Email			
Bandwidth- http://kiteassessments.org/sites/default/files/KITE_files/KITE_Client_Bandwidth_DLM.pdf			
Troubleshooting- http://dynamiclearningmaps.org/kite-troubleshooting			
Step 4: Download KITE Client to testing Devices			
	Yes	No	Done
KITE Client should automatically update; however, check the DLM website for the current status of KITE at http://dynamiclearningmaps.org/content/kite .			
NOTE: KITE Client Software Update for the DLM Alternate Assessment KITE® Client 4.0 is scheduled to release in mid-September. KITE Client 3.0 will automatically be updated to deliver the DLM alternate assessment during the 2017-18 school year.			
The new software update covers all platforms and includes new Chrome and iPad apps. For more information on KITE Client, including status, system requirements,			

and installation instructions, http://www.dynamiclearningmaps.com/content/kite . If a device was not used last year, install KITE Client 4.0 on the device.			
Step 5: Educator Portal.			
	Yes	No	Done
Install Adobe Acrobat Reader DC or another PDF reader on computers that educators use to access Educator Portal http://dynamiclearningmaps.org/content/kite			
Step 6: Test Window begins...			
	Yes	No	Done
Provide technical support during test administration			
For DLM testing system questions, please contact DLM at 1-855-277-9751 or email at DLM-support@ku.edu for assistance.			
For NYS data related question, please contact NYSED at CBTSupport@nysed.gov			
For policy related issues, please call State Assessment at 518-474-5900 or email EMSCASSESSINFO@nysed.gov .			

2017-18
New York
State
Alternate
Assessment
(NYSAA)

**Technology Specifications Manual
Supplemental Information:
Administration of NYSAA in English
Language Arts (ELA), Mathematics and
Science through Dynamic Learning
Maps (DLM)**

Resource	Key Information
DLM Technical Specifications Manual	<ul style="list-style-type: none"> Most up-to-date version is available at http://dynamiclearningmaps.org/newyork
Technical Memos	<ul style="list-style-type: none"> Information pertinent to this school year's test administration is available at http://dynamiclearningmaps.org/newyork
DLM Service Desk	<ul style="list-style-type: none"> 1-855-277-9751 DLM-support@ku.edu
NYSED Support and Information	<ul style="list-style-type: none"> Visit cbtsupport.nysed.gov Email cbtsupport@nysed.gov
Data Management and Technology Specifications Trainings	<ul style="list-style-type: none"> Visit http://dynamiclearningmaps.org/newyork
KITE Status and Available Client Updates	<ul style="list-style-type: none"> Visit http://dynamiclearningmaps.org/content/kite

Important Note:

When providing information to the DLM Service Desk, DLM-Support@ku.edu, or to CBT Support, CBTSupport@nysed.gov, do **NOT** send any Personally Identifiable Information (PII) via email. This is a violation of the federal Family Education Rights and Privacy Act (FERPA). PII includes information such as a student's name or date of birth.

It is acceptable to send:

- your contact information (email address and name)
- your school and/or district
- error messages, including the testlet number if applicable to the problem
- student state identification numbers