

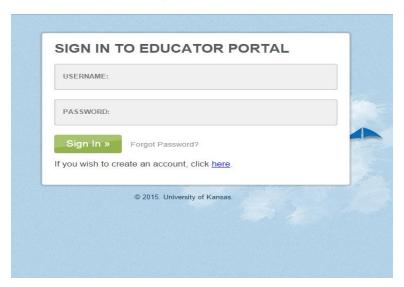
Guide to Retrieving Student Usernames and Passwords 2016-2017



The following pages will provide districts the steps necessary to retrieve the student usernames and passwords for the Dynamic Learning Maps Alternate Assessment. All of the information pertaining to this document can be found in the Test Administration Manual for the Dynamic Learning Maps Alternate Assessment.

Step 1: Log into Educator Portal

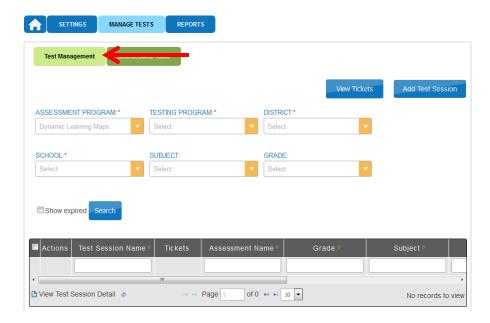




Step Two: Manage Tests



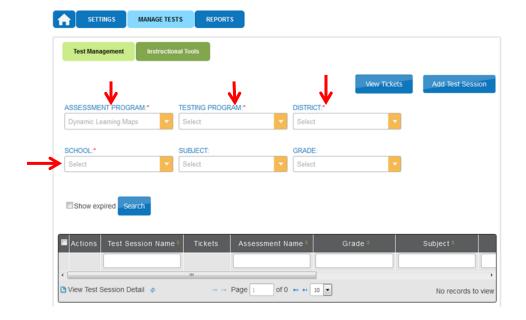
Step Three: Click on Test Management



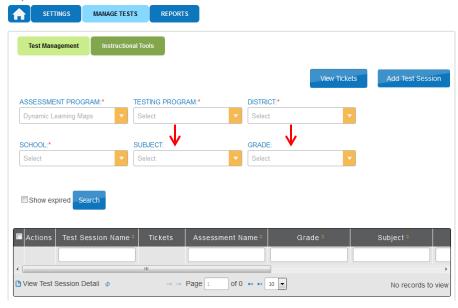
Step Four: Select the following options in these fields:

Assessment program: Dynamic Learning Maps

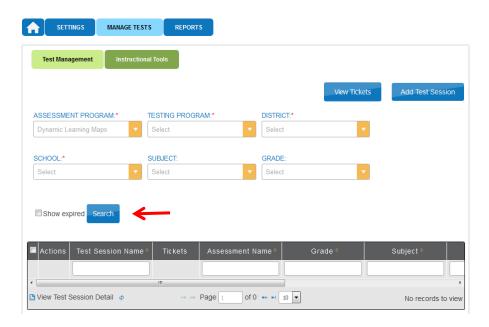
Testing Program: Summative District: Select your district School: Select your school



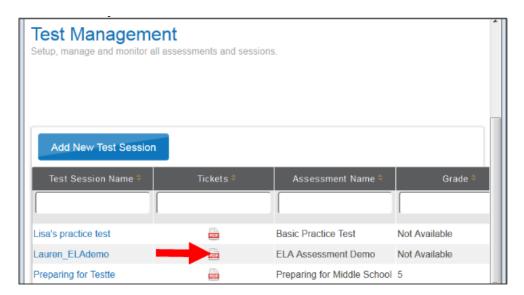
Step Five: Leave other Fields blank.



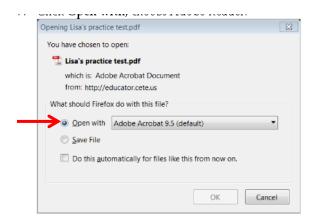
Step Six: Click search. A list of test sessions will be displayed.



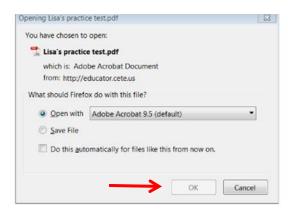
Step Seven: Click the PDF icon next to the name of the test for which you wish to view a student username and password.



Step Eight: Click Open with; choose Adobe Reader.



Step Nine: Click Ok.



Step Ten: View the student username and password.

Playground Demo 1 - Smith

First Name: Jesse Last Name: Callahan UserName: 55557 Password: v4t95

Password: y4t95 Test Collection: Check Graph Labels Test Form: Check Graph Labels Test Section: Section 1

Ticket Number: N/A