All screenshots, data dictionaries, and templates shown or referred to in this manual are accurate on the Revision Date noted above.

When this manual is updated, the Revision Date will also be updated. A summary of changes is included in the Appendix under Document History.
FINDING HELP

When the information in this manual and resources from a state’s Dynamic Learning Maps® (DLM®) webpage do not lead to solutions, these contacts can provide additional support.

HINT: Print this page and keep it handy!

<table>
<thead>
<tr>
<th>For these items:</th>
<th>Contact:</th>
</tr>
</thead>
<tbody>
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<td>• Kite Student Portal installation</td>
<td>Local technology representative</td>
</tr>
<tr>
<td>• General computer support</td>
<td></td>
</tr>
<tr>
<td>• Internet availability</td>
<td></td>
</tr>
<tr>
<td>• Display resolution</td>
<td></td>
</tr>
<tr>
<td>• Issues with sound, headphones, speakers, etc.</td>
<td></td>
</tr>
<tr>
<td>• How to use Kite Student Portal and Educator Portal</td>
<td>Local assessment coordinator</td>
</tr>
<tr>
<td>• Training requirements</td>
<td></td>
</tr>
<tr>
<td>• Assessment questions</td>
<td></td>
</tr>
<tr>
<td>• Assessment scheduling</td>
<td></td>
</tr>
<tr>
<td>• Test invalidation requirements</td>
<td></td>
</tr>
<tr>
<td>• Student IEP requirements</td>
<td></td>
</tr>
<tr>
<td>• Assessment window dates, extensions, requirements, etc.</td>
<td></td>
</tr>
<tr>
<td>• Test resets (may take up to 72 hours)</td>
<td></td>
</tr>
<tr>
<td>• Data issues (rosters, enrollment, etc.)</td>
<td>Local assessment coordinator or data manager</td>
</tr>
</tbody>
</table>

IF 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. Please check with your district assessment coordinator to find out what student information can be legally emailed in your state.

- Do send
  - your contact information (email address and name)
  - your school (include the district if contacting state-level personnel)
  - error messages, including the testlet number if applicable to the problem.
# EDUCATOR PORTAL USER GUIDE

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---

**DLM-support@ku.edu**  Service Desk Support  1-855-277-9751

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Retrieve Braille Ready File

**Use the Instructional Tools Interface**

- Create an Instructional Plan
- Confirm an Instructional Plan
- View Instructional Plan History
- Print Instructional Plan History
- Cancel an Instructional Plan

**Access Reports and Data Extracts**

- View an Aggregate Report
- View a Monitoring Summary Report
- View a Blueprint Coverage Report
- View a Student Progress Report
- View a Class Roster Report
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- Student Report Archive
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- Understanding the DLM Blueprint Coverage Summary Extract
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- Understanding the First Contact Survey Extract
- Understanding the Roster Extract
- Understanding the Security Agreement Completion Extract
- Understanding the Training Status Extract
- Understanding the Users Extract

**GLOSSARY**

**STATE APPENDIX**

**Document History**
AUDIENCE AND PURPOSE

The Educator Portal User Guide for the Dynamic Learning Maps® (DLM®) alternate assessment provides users, particularly users with the role of teacher in Educator Portal, with step-by-step procedures for using Educator Portal (EP) for the assessment. EP users (e.g., teachers, assessment coordinators, and data managers) manage student information and access reports in EP.

WHAT’S NEW IN THIS VERSION

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

<table>
<thead>
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<th>Starting Page</th>
</tr>
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<td>Throughout</td>
</tr>
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<td>Throughout</td>
</tr>
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<td>Updated screenshots to reflect Educator Portal enhancements</td>
<td>Throughout</td>
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<tr>
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<td>Throughout</td>
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A more comprehensive list of changes to this manual prior to this release is included in the Appendix under Document History.
INTRODUCTION

ABOUT THE DYNAMIC LEARNING MAPS ALTERNATE ASSESSMENT SYSTEM

The Dynamic Learning Maps® (DLM®) Alternate Assessment System assesses what students with the most significant cognitive disabilities know and can do in grades 3 through 8 and high school. State departments of education determine which subjects and grades are assessed in each state. The DLM system provides accessibility by design and is guided by the core belief that all students are to have access to challenging, grade-level content, and that test administrators must adhere to the highest levels of integrity in providing instruction and in administering assessments based on this challenging content.

ABOUT THE KITE SYSTEM AND EDUCATOR PORTAL

The Kite system was designed to deliver the next generation of large-scale assessments and was tailored to meet the needs of students with the most significant cognitive disabilities, who often have multiple disabilities. Educators and students use two of the four applications in the Kite system.

Students have accounts in Kite Student Portal.

Kite Student Portal is the customized, secure interface test administrators use to deliver the assessment to students. Students log in with their own unique user name and password, which the test administrator provides. Once Student Portal is launched, students are prevented from accessing websites or other applications during the assessment. Practice activities and released testlets are also available through Student Portal with demo user names and passwords. Educators and staff do not have accounts in Student Portal.

Staff and educators have accounts in Kite Educator Portal (EP).

Kite Educator Portal is the administrative application in which staff and educators manage student data and retrieve reports. Users can access EP via https://educator.kiteaai.org. For information on working within EP, see the DATA MANAGEMENT MANUAL or the EDUCATOR PORTAL USER GUIDE on the DLM website.
REQUIRED SOFTWARE

**Supported Browsers**

See the [Kite Suite Requirements webpage](http://dynamiclearningmaps.org/kite) to choose a supported browser that will work well with EP. Mozilla Firefox is preferred. For more information on browsers and technology in your district, check the TECHNOLOGY SPECIFICATIONS MANUAL or contact your district technology personnel.

| HINT: Sometimes certain supported browsers provide inconsistent experiences depending on the edition of the browser and other factors. Browser problems include Testlet Information Pages not showing or students not appearing on rosters after being added. Troubleshoot the issue by clearing the browser cache and history and by closing and reopening EP in the browser. If these methods do not solve the issue, contact local technology personnel to troubleshoot. |

**PDF Viewer**

To view PDFs in EP, educators will need Adobe Acrobat Reader DC or other software which allows users to view and print PDFs. Download Adobe Reader from [http://get.adobe.com/reader/](http://get.adobe.com/reader/). Contact your district technology personnel for questions related to technology specifications.

**Educator Portal Status**

Educator Portal status is available on the Kite Suite webpage: [http://dynamiclearningmaps.org/kite](http://dynamiclearningmaps.org/kite).

**Troubleshoot Access in Educator Portal**

Avoid Common Pitfalls

Save time and avoid errors by making sure you follow these steps before moving to the next section.

| HINT: Reference the most current version of this guide and use a recommended browser to access EP. |

---

DLM-support@ku.edu

Service Desk Support

1-855-277-9751

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**No Test Management Access**

Access to the Test Management screen in EP is restricted until the user does the following:

- Completes all Required Test Administrator Training modules with a passing score on each post-test.
- Reads, agrees to, and signs the security agreement in EP.

Users who have not completed each requirement will receive one of the following error messages:

- Access to Test Management is restricted due to incomplete Required Test Administrator Training. You must complete all Required Test Administrator Training before receiving access to Test Management.
- Access to Test Management is restricted because the user has not accepted and completed the annual security agreement. All previously accepted security agreements expire the first week of August. You must read, sign, and accept this year’s security agreement in EP before receiving access to Test Management.
- Access to Test Management is restricted due to missing annual requirements. All previously accepted security agreements expire the first week of August. You must read, sign, and accept this year’s security agreement in Educator Portal and complete all Required Test Administrator Training before receiving access to Test Management.

**No Student Tests**

Students are not assigned testlets until the following steps are completed correctly:

- The student is listed on the correct test administrator’s roster.
- The First Contact (FC) survey is complete and has been submitted for each student.
- The student is rostered to the correct subjects for the DLM alternate assessment.
- The test administrator has read, agreed to, and signed the security agreement.

---

**NOTE:** Ensure the student is assigned to the correct grade level in EP.

---

The data manager or assessment coordinator can correct grade or roster information can help with any of the above problems.

**Common View Access Issues**

A user’s role in EP may limit their access to view tabs, features, or data. If a user cannot access needed information, they may need to be assigned a new or additional role in EP. See Assign a User Role or Multiple Roles in the Data Management Manual.
EDUCATOR PORTAL PROCEDURES

MANAGE USER ACCOUNT

ACTIVATE EDUCATOR PORTAL ACCOUNT

This procedure is required for all first time DLM alternate assessment users.

HINT: If you have already activated your EP account and received your username and password, go to the procedure titled Getting Started in Educator Portal on page 11.

1. Did you receive a Kite activation email message from kite-support@ku.edu?

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Go to Step 2.</td>
</tr>
<tr>
<td>No</td>
<td>The activation email message is sent only after your state or district data manager has uploaded your information into EP.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Ask your data manager to resend the Kite activation email message.</td>
</tr>
<tr>
<td>No</td>
<td>Wait until your data manager has uploaded your user information.</td>
</tr>
</tbody>
</table>
2. Click the link in the message. The **Activate User** screen appears.

3. Complete these fields:
   - **First Name**
   - **Last Name**
   - **Password**
   - **Confirm Password**.

4. Click **Activate**.

5. Receive a confirmation message. Click **Back To Login**.
**GETTING STARTED IN EDUCATOR PORTAL**

To log in to EP, follow these steps:
1. Using a recommended browser, go to [https://educator.kiteaai.org](https://educator.kiteaai.org).
2. Complete these fields on the Sign In screen:
   - Username (usually your email address; use lower case)
   - Password (case sensitive).
3. Click **Sign In**.

---

**RESET EDUCATOR PORTAL PASSWORD**

HINT: This procedure is only for forgotten passwords. To simply change a password, see the procedure titled Change Password on page 14.

To reset an EP password, follow these steps:
2. Click Forgot Password?

3. Enter your Username.

4. Click Submit.

5. A notification will appear stating that the password reset request has been received.
6. kite-support@ku.edu will send a password reset email within one hour. If this automated message does not arrive after an hour, check junk or spam folders.

![Kite Service Desk](image1.png)

Hi myusername@myschool.org

A password reset has been requested for your Kite account.

To reset your password, please click the following link:
http://educator.kiteai.org/AART/forgotPassword/resetPassword.htm

This link is available until date [2018-07-25] time [02:23:52] Time Zone (CST)

Thank you,
Kite

7. Click the link in the message.

8. Enter your Username.

9. Type a new password in the Password and Confirm Password fields.

![RESET PASSWORD](image2.png)

10. Click Submit.

![RESET PASSWORD](image3.png)

11. Click Return to Kite Login Page.
**CHANGE PASSWORD**

To change your password, follow these steps:

1. Click My Profile.

![My Profile Image]

2. Click the **Change Password** tab.

3. Complete these fields:
   - Current Password
   - New Password
   - Confirm Password.

![Change Password Form]

4. Click **Save**.

5. Click **X** to close the pop-up window.

**HINT:** Remember, never give out, loan, or share your password with anyone. Allowing others to access your EP account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

**COMPLETE THE SECURITY AGREEMENT**

All educators with an account in EP must read, agree to, and sign the security agreement. The security agreement expires each year during the first week of August and must be renewed through EP. Test administrators are expected to deliver the DLM assessments with integrity and maintain the security of testlets.

If test administrators do not agree to the security agreement (and complete the Required Test Administrator Training), they will not have access to information on the Test Management screen in EP and will not be able to deliver assessments.
The steps to complete the security agreement are below.

HINT: See your district assessment coordinator for additional guidance on state and district test security policies and procedures for reporting testing irregularities.

1. To complete the security agreement, go to **My Profile**.

2. Click the **Security Agreement** tab.

3. Choose the first option to agree to follow the standards.
4. Type your name.

![Full Name Input Field]

**Please type your full name and click Save**

**Full Name**  
**Save**

5. Click **Save**.

![My Profile Page]

**HINT**: If you accidentally select “DO NOT agree” in the Security Agreement, go back to My Profile and agree to follow the standards.

**CHANGE DISPLAY NAME**

The display name is the name that shows when users log in to the application. The default display name is the first name and last name that were defined in the user upload by the data manager. Changing your display name is optional.

To edit your display name, follow these steps:

1. Click **My Profile**.

![My Profile Image]

2. Click the **Edit Display Name** tab.
3. Type your **Display Name**.

4. Click **Save**.

5. Click X to close the pop-up window.

**CHANGE USER ROLE VIEW**

If users require multiple roles (because of responsibilities in different buildings or districts), the data manager can set up access with those roles, and users are able to switch roles to view the students in a particular building or district. The role name is followed by the organization and assessment program. Click the drop-down arrow to choose the desired role, organization, and assessment program. The role must be selected before the organization(s) and assessment program(s) matching that role become available.
HINT: The Help button leads to frequently asked questions and answers for various EP tasks.

CHANGE DEFAULT ROLE, ORGANIZATION, AND ASSESSMENT PROGRAM

The default role, organization, and assessment program impact the view that appears when users first log in to EP. Data managers define the default role, organization, and assessment program for each user when creating accounts. Changing these is optional.

To change the default role, organization, and assessment program, follow these steps:

1. Click **My Profile**.

2. Click the **Change Default Role** tab.

3. Choose a new default role, if desired.

4. Click **Save**.
5. If the role spans across more than one organization or assessment program, the default for those roles can be set through the drop-down menus for each in Change Default Role in EP.

![My Profile](image)

NOTE: Kansas uses more than one assessment program in EP. Therefore, some Kansas users may have more than one program in the drop-down menu.

6. Click X to close the pop-up window.

**MANAGE STUDENT DATA**

Procedures in this section are the primary responsibility of the test administrators (i.e., users with the teacher role in EP). Building- and district-level EP users may also use these procedures to manage student data, although their view of the screens in EP differ from a test administrator’s view. Data managers are to use the DATA MANAGEMENT MANUAL for recommended procedures.

All users are responsible for confirming that student data is accurate and taking steps to correct inaccurate data. Ensuring accurate data at the beginning of the school year helps guarantee accurate test administration and Individual Student Score Reports at the end of the school year. Actions such as validating the correct grade and checking the spelling of names are vital to this process.
**VIEW AND CHECK STUDENT DATA**

HINT: Test administrators may need to take action when a student leaves or joins their classroom after spring assessments have started. A district-level user or building test coordinator can add, exit, or transfer the student as needed so the student will receive testlets and have accurate records.

To view and check student records, follow these steps:

1. Click **Settings**.

2. Select **Students** from the dropdown menu.

   Hint: If applicable, apply filters in the **Select Organization** fields to choose the necessary level (e.g., if a test administrator is responsible for students from more than one district or building).

3. Click **Search**.
4. Sort, filter, and search as needed.

HINT: Columns can be organized by clicking on the choose columns icon at the bottom of the table window. The view can be personalized for the user to make their work easier. Once the screen opens, columns can be reorganized by clicking and dragging to a new position in the lineup. The user can also remove one or more columns from view so not so many columns are visible. Later, if the users change their mind and want to see all possibilities in the table. Once satisfied with the arrangement, click OK.
5. Review the following fields for accuracy. Data in these fields will appear on the Individual Student Score Report and must be correct before proceeding to other activities:
   - State ID
   - First Name
   - Last Name
   - Grade

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All fields are accurate</td>
<td>Go to the next step.</td>
</tr>
<tr>
<td>for all students,</td>
<td></td>
</tr>
<tr>
<td>One or more fields</td>
<td>Stop! Do <strong>not</strong> proceed. Do <strong>not</strong> enter FC survey or PNP Profile</td>
</tr>
<tr>
<td>contain incorrect information</td>
<td>data for these students. Do <strong>not</strong> test these students. Contact your</td>
</tr>
<tr>
<td>for one or</td>
<td>assessment coordinator or data manager to have the information</td>
</tr>
<tr>
<td>more students,</td>
<td>corrected. Do not proceed until student data is correct.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Scroll to view the **PNP Profile** survey field. Does the link read "Custom"?

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Go to the next step.</td>
</tr>
<tr>
<td>No</td>
<td>Go to Complete the PNP Profile, page 27 of</td>
</tr>
<tr>
<td></td>
<td>this manual</td>
</tr>
</tbody>
</table>

7. Scroll to view the **First Contact survey** field. Does the link read “Complete”?

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Go to the next step.</td>
</tr>
<tr>
<td>No</td>
<td>Go to Complete the First Contact Survey, page</td>
</tr>
<tr>
<td></td>
<td>41</td>
</tr>
</tbody>
</table>
8. To view an individual student record, click the student State ID number.

![Image of a table with student information]

9. The View Student Record overlay appears. Test administrators will not have the option to edit.

![Image of the View Student Record overlay]

HINT: A user with the role of teacher will see the user name and password if the Required Test Administrator Training has been taken and passed and if the Security Agreement is signed. Other users do not see the credentials.
10. OPTIONAL: District-level users and building test coordinators can click **Edit** in the Student Record and change the student’s personal information.

![Student Record Editor]

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal First Name</td>
<td></td>
</tr>
<tr>
<td>Legal Middle Name</td>
<td></td>
</tr>
<tr>
<td>Legal Last Name</td>
<td></td>
</tr>
<tr>
<td>Gender</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>First Language</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Race</td>
<td></td>
</tr>
<tr>
<td>Hispanic Ethnicity</td>
<td></td>
</tr>
<tr>
<td>Disability</td>
<td></td>
</tr>
<tr>
<td>Assessment Program</td>
<td>DLM-Dynamic Learning M...</td>
</tr>
<tr>
<td>Gifted Student</td>
<td></td>
</tr>
<tr>
<td>ESOL Participation</td>
<td></td>
</tr>
<tr>
<td>District</td>
<td></td>
</tr>
<tr>
<td>Accountability District</td>
<td></td>
</tr>
<tr>
<td>School</td>
<td></td>
</tr>
<tr>
<td>Accountability School</td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td></td>
</tr>
<tr>
<td>Local Student Identifier</td>
<td></td>
</tr>
<tr>
<td>State Entry Date</td>
<td></td>
</tr>
<tr>
<td>District Entry Date</td>
<td></td>
</tr>
<tr>
<td>School Entry Date</td>
<td></td>
</tr>
</tbody>
</table>

**Save**
**VIEW AND CHECK ROSTER**

The data manager uploads a roster file that links students to educators. Test administrators are responsible for confirming that students who appear on their roster are eligible to participate in the assessment and that they are rostered to each subject area in which they will be assessed.

HINT: Review the About Dynamic Learning Maps section of the TEST ADMINISTRATION MANUAL to learn more about eligibility for DLM alternate assessments.

To access the rosters, follow these steps:

1. **Click** **Settings**.

2. **Select** **Rosters** from the dropdown menu.

HINT: Test administrators do not have the option to create or upload rosters.

3. If applicable, apply filters in the **Select Organization** fields to choose the level you need.

4. **Click** **Search**.
5. Sort, filter, or search as needed; click the roster you wish to view.

<table>
<thead>
<tr>
<th>Roster Name</th>
<th>Educator Identifier</th>
<th>First Name</th>
<th>Last Name</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alman Nancy ELA Grade 5</td>
<td>Nancy/Alman</td>
<td>Nancy</td>
<td>Alman</td>
<td>English Language Arts</td>
</tr>
<tr>
<td>Alman Nancy Math Grade 5</td>
<td>Nancy/Alman</td>
<td>Nancy</td>
<td>Alman</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Alman Nancy Science Grade 5</td>
<td>Nancy/Alman</td>
<td>Nancy</td>
<td>Alman</td>
<td>Science</td>
</tr>
</tbody>
</table>

6. For users with the role of teacher, the View Roster screen will appear.

For other users, the View/Edit Roster screen appears.

<table>
<thead>
<tr>
<th>ROSTER NAME*</th>
<th>SUBJECT: English Language Arts</th>
<th>COURSE: Select</th>
</tr>
</thead>
</table>

HINT: Rosters cannot be changed after the state’s spring assessment window closes.

7. Check the roster data.

| If: All expected students appear and they are eligible to participate in the DLM alternate assessment | Then: Go to the next step. |
| A student is not rostered to the right subject | Work with the data manager to update the roster record for the student. |
If: | Then:
---|---
A student who is not eligible to participate appears | Work with the data manager to remove the student from the roster.
An unknown student appears | Work with the data manager to remove the student from the roster.
A student who is to participate does not appear | Work with the data manager to add the student to the correct roster. Make sure the student’s correct grade level is identified.
No students appear | Work with the data manager to provide student and educator data for the roster files. The data manager will upload the roster files to EP.

8. Review the following fields for accuracy:
   - First Name
   - Last Name

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All fields are accurate for all students</td>
<td>Go to the next step.</td>
</tr>
</tbody>
</table>
| One or more fields contain incorrect information for one or more students | a) Contact the data manager with the correct information.  
                          b) Go to the next step while the data manager works to correct the information. |

HINT: Building- and district-level users may edit data as they complete this procedure. Teachers, however, will need to request help from a building- or district-level user if they find incorrect roster information.

9. If editing data, click **Save**.
10. Click X to close the pop-up window.

**COMPLETE THE PNP PROFILE**

The Accessibility Manual contains additional information about best practices, policies and about the selection and use of the accessibility supports available in the DLM system.

Test administrators enter each student’s personal needs and preferences in the PNP Profile so that students may receive customized access to their assessments. Most, but not all, district and building roles and test administrators can edit and submit the PNP Profile. For a complete list of which user roles have permission to edit or submit the PNP Profile, see the DATA MANAGEMENT MANUAL section called Roles and Permissions in EP.
HINT: Each student’s PNP Profile takes about 15-20 minutes for test administrators to complete. Test administrators must have the student’s Individualized Education Program (IEP) at hand or know which supports the student currently receives.

To enter data in the PNP Profile, follow these steps:

1. Click **Settings**.

2. Select **Students** from the dropdown menu.

3. If applicable, apply filters in the **Select Organization** fields to choose the level you need. Settings for teachers will auto populate.

4. Click **Search**.

5. In the list of students, click the State ID number for the student.
6. On the **View Student Record** window, click the link next to PNP Profile.

![View Student Record Window](image)

**HINT:** The PNP Profile link will state “No Settings” until the PNP Profile has been edited and is complete. When the PNP Profile is complete, the link will say “Custom” as shown above.

7. The Summary tab appears, showing Student Demographics on the left and the Current Profile Settings on the right. The tabs at the top of the page break down accessibility options into four categories.

![Summary Tab](image)
HINT: The PNP Profile window will display the currently selected supports in edit mode.

While moving through the tabs, be sure to click **Save** on each tab. This action will display a message that the profile attributes have been successfully saved.

Some PNP Profile options are automatically set to Activate by Default. Users may not deselect Activate by Default.

8. Click the **Display Enhancements** tab to review and select options.
HINT: The PNP Profile options are DLM assessment-specific. If an option is grayed out or not displayed in EP, it is unavailable for the DLM alternate assessment.

The following table describes the Display Enhancement options.

<table>
<thead>
<tr>
<th>Display Enhancements</th>
<th>Definition</th>
<th>Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnification</td>
<td>Magnification allows users to choose the amount of screen magnification during testing. Users can choose from a magnification of 2x, 3x, 4x, or 5x. Magnification can make the images on the student’s device so large that scrolling is needed to view the full image. Students using higher levels of magnification may need to have the testlet projected for ease of viewing.</td>
<td></td>
</tr>
<tr>
<td>Overlay Color</td>
<td>The overlay color is the background color of the test. The default color is white. Users may choose a different color by clicking the small arrow in the bottom right corner of the color box.</td>
<td></td>
</tr>
<tr>
<td>Invert Color Choice</td>
<td>The invert color choice will cause the test background to appear black with white lettering. Use Contrast Color to change the display to a different color scheme.</td>
<td></td>
</tr>
<tr>
<td>Masking</td>
<td>Computerized masking in the Kite system is not available for students taking the DLM alternate assessment. The masking option is grayed out in EP.</td>
<td></td>
</tr>
</tbody>
</table>
### Display Enhancements

<table>
<thead>
<tr>
<th>Contrast Color</th>
<th>Definition</th>
<th>Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>The contrast color section allows users to choose from several background and text color schemes.</td>
<td><img src="image" alt="Contrast Color" /></td>
<td><img src="image" alt="Contrast Color" /></td>
</tr>
</tbody>
</table>

**HINT:** When Spoken Audio is selected, words are highlighted in yellow as they are spoken. If yellow color overlay or yellow color contrast options are selected, the yellow highlighting used with Spoken Audio will make the words disappear. If yellow overlay or yellow contrast optimize a student’s access to the assessment, the test administrator must read aloud to the student instead of using Spoken Audio.

9. Click **Save** to save all information.

10. Click **Language & Braille** to review and select the support option related to language and braille. Braille testlets are available only during the spring assessment window.

    ![Braille](image)
HINT: Braille is to be selected only if the student is proficient in reading braille. Braille is not to be selected for emerging braille readers. Other options, such as alternate forms, are suitable for a student with a visual impairment who does not read braille.

11. Click Save.

12. Click Audio & Environment Support to review and select support options related to read aloud and switch use.
The following table describes the Audio & Environment Support options.

<table>
<thead>
<tr>
<th>Audio &amp; Environment Support</th>
<th>Definition</th>
<th>Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditory Background</td>
<td>Auditory background is not currently available in the DLM alternate assessment. This option is grayed out in EP.</td>
<td></td>
</tr>
</tbody>
</table>
| Spoken Audio                      | For Voice Source, specify Synthetic for Spoken Audio. (Human read aloud is always an available option.)

**Read at Start** is not active; no options are available.

To use Spoken Preference, users need to indicate which elements of a question are to be read to the student (Text Only or Text & Graphics).

**Audio for directions only** is not available; please choose False. Educators can always read the directions to the student.
### Audio & Environment Support

<table>
<thead>
<tr>
<th>Single Switches</th>
<th>Definition</th>
<th>Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-switch system: scanning is activated using a switch set up to emulate Enter on the keyboard.</td>
<td><strong>NOTE</strong>: Single-switch access is to be selected for students requiring one-switch automatic scanning.</td>
<td><img src="image" alt="Single Switches" /></td>
</tr>
<tr>
<td>Two-switch system: the system automatically supports two-switch step scanning.</td>
<td>Two-switch access does not require any activation in the PNP Profile. However, two-switch system can be chosen under Other Supports for a record of the support that was used. Any student can use two switches set to Tab to move between choices and Enter to select.</td>
<td></td>
</tr>
<tr>
<td>- <strong>Scan Speed (seconds)</strong> is the number of seconds that a particular item or row will be highlighted and available for selection before the system moves to the next item or row. The scan speed must be equal to or greater than the value entered under Automatic Scan Initial Delay.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- <strong>Automatic Scan-Initial Delay</strong> allows you to specify whether scanning will begin automatically when a page appears. <strong>Value in seconds</strong> determines how long the system waits to begin scanning items after a page appears. <strong>Manual Override</strong> allows you to specify that the system will wait for the user to select the switch to initiate the scanning on a page.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- <strong>Automatic Scan Repeat Frequency</strong> determines how many times the system will repeat the scan cycle before stopping when a selection is not made.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Breaks</th>
<th>Definition</th>
<th>Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students may take as many breaks as necessary. However, if Student Portal is idle longer than 90 minutes, the student will be logged</td>
<td></td>
<td><img src="image" alt="Breaks" /></td>
</tr>
<tr>
<td>Audio &amp; Environment Support</td>
<td>Definition</td>
<td>Screen</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>------------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td>out. See the section System Timeout in the ACCESSIBILITY MANUAL for more information about the 90-minute timeout.</td>
<td></td>
</tr>
<tr>
<td>Additional Testing Time</td>
<td>Students may take as long as necessary for all DLM alternate assessments.</td>
<td></td>
</tr>
</tbody>
</table>

13. Click **Save** to save all information and move to the next tab.

14. Click **Other Supports** to review and select other support options.

<table>
<thead>
<tr>
<th>Supports Provided By Alternate Form</th>
<th>Supports Requiring Additional Tools</th>
<th>Supports Provided Outside the System</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Alternate Form - Visual Impairment</td>
<td>☐ Two switch system</td>
<td>☐ Human read aloud</td>
</tr>
<tr>
<td></td>
<td>☐ Individualized manipulatives</td>
<td>☐ Sign interpretation</td>
</tr>
<tr>
<td></td>
<td>☐ Calculator</td>
<td>☐ Language translation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Test admin enters responses for student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Partner assisted scanning</td>
</tr>
</tbody>
</table>
The following table describes Other Supports options.

<table>
<thead>
<tr>
<th>Other Support</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supports Provided by Alternate Form</strong></td>
<td><strong>Alternate Form – Visual Impairment</strong></td>
</tr>
<tr>
<td></td>
<td>Most testlets are designed for all DLM students. For a limited number of Essential Elements (EEs) and linkage levels, alternate forms are provided for students with visual impairments. Alternate forms are teacher-administered, not braille. Selecting Alternate Form – Visual Impairment in the student’s PNP Profile will direct the system to deliver that form when available. An Alternate Form – Visual Impairment will have the letters BVI in the title of the test session and will contain alternate text descriptions of pictures for the test administrator to read to the student. If neither a braille form nor an Alternate Form – Visual Impairment testlet are available for an EE or linkage level, a standard form of the testlet will be delivered.</td>
</tr>
<tr>
<td><strong>Supports Requiring Additional Tools</strong></td>
<td><strong>Two-switch system</strong></td>
</tr>
<tr>
<td></td>
<td>Two-switch scanning does not require any activation in the PNP Profile. The system automatically supports two-switch step scanning, with one switch set up to emulate the Tab key to move between choices, and the other switch set up to emulate the Enter key to select the choice when highlighted.</td>
</tr>
<tr>
<td></td>
<td><strong>Individualized manipulatives</strong></td>
</tr>
<tr>
<td></td>
<td>Educators may use supports that are familiar to students (e.g., abacus, unit cubes, interlocking blocks, counters, linking letters, etc.).</td>
</tr>
<tr>
<td></td>
<td><strong>Calculator</strong></td>
</tr>
<tr>
<td></td>
<td>Educators may use a calculator unless the Testlet Information Page (TIP) specifically indicates a calculator may not be used.</td>
</tr>
<tr>
<td>Supports Provided by the Test Administrator Outside the System</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>Human read aloud</strong></td>
<td>The test administrator may read the assessment to the student. Read aloud the text on the screen and, if needed, refer to the alternate text provided as part of most TIPs for standardized descriptions of pictures and graphics. Descriptions of pictures and graphics are only to be read aloud to students who have visual impairments.</td>
</tr>
<tr>
<td><strong>Sign interpretation</strong></td>
<td>For students whose primary mode of receptive communication is sign, test administrators may sign the assessment to the student using American Sign Language, Exact English, or personalized sign systems. Sign language interpreters are to use the alternate text provided in the TIP for picture descriptions.</td>
</tr>
<tr>
<td><strong>Language translation</strong></td>
<td>State policy determines whether translation can be used. Typically, test administrators may translate the assessment for students who are English learners and whose best receptive communication is a language other than English. Language translations are not provided via the computer.</td>
</tr>
<tr>
<td><strong>Masking</strong></td>
<td>Computerized masking in the Kite system is not available as part of the DLM alternate assessment. However, test administrators may use a piece of paper to cover portions of the screen to reduce visual clutter without decreasing the information or number of response options for students who have visual impairments.</td>
</tr>
<tr>
<td><strong>Test administrator enters responses for student</strong></td>
<td>If students are unable to select their response options themselves, they may indicate their selected responses through normal response types and/or forms of communication, such as eye gaze, and then test administrators may key in those responses. This is only to be used when students are unable to independently and accurately record their responses into the system.</td>
</tr>
<tr>
<td><strong>Partner-Assisted scanning (PAS)</strong></td>
<td>PAS is a strategy in which test administrators assist students with scanning, or going through, students’ response options. Students make indications when their desired choices are presented.</td>
</tr>
</tbody>
</table>

15. Click **Save**.
16. To see all of the selected PNP Profile settings, go back to the \textbf{Summary} tab.

17. Click X to close the pop-up window.

\textbf{HINT: Use this same procedure to edit existing PNP Profile settings.}

\textbf{CHANGING PNP PROFILE SETTINGS DURING TESTING}

Changing PNP Profile settings during testing is very similar for Category 1 settings and Category 2 settings. However, the timeframe for the changes is different.

- Category 1 settings change immediately with the next testlet.
- Category 2 settings change overnight.
- Category 3 supports are all outside of the system and do not affect the testlets directly. Therefore, Category 3 supports can be changed at any time with no special process, no testing delay, and no physical change to a testlet.

See the table \textit{Accessibility Supports} of the DLM Assessment System in the Accessibility manual for a complete list of all Category 1, 2, and 3 supports.

\textbf{Category 1}

Category 1 supports include display enhancements and Spoken Audio.

For changing a Category 1 setting during testing, follow this process:

1. The testlet is completed up to the point of it being submitted, but testing is paused \textbf{before} the testlet is submitted. (A testlet in Student Portal does not have a pause button. The test administrator will simply stop testing for up to 90 minutes without losing the current testlet or student’s responses.)
2. The test administrator logs into Educator Portal, selects the PNP Profile, and selects or deselects the desired Category 1 support settings.
3. The test administrator must save the new selection(s) in the PNP Profile.
4. The test administrator returns to the paused testlet and submits it.
5. All currently assigned and future testlets for all subjects will have the newly selected or deselected Category 1 setting.

**Category 2**

Category 2 supports include braille, Alternate Form–Visual Impairment, and single- and two-switch scanning, and may require additional supports and materials. Category 2 settings change overnight.

If test administrators must change a Category 2 support during testing, they must follow this process:

1. The testlet is completed up to the point of it being submitted, but testing is paused **before** the testlet is submitted. (A testlet in Student Portal does not have a pause button. The test administrator will simply stop testing for up to 90 minutes without losing the current testlet or student’s responses.)

2. The test administrator logs into Educator Portal, selects the PNP Profile, and selects or deselects the desired Category 2 support settings.

3. The test administrator must save the new selection(s) in the PNP Profile.

4. The test administrator returns to the paused testlet and submits it.

5. **The next day**, testlets in all subjects, both those that were currently assigned and future testlets will have the newly selected or deselected Category 2 settings, with some exceptions. See the note below.

6. **The next day**, the test administrator begins administering the next testlets.

HINT: Braille testlets and Alternate Form – Visual Impairment testlets are not available for every EE at every linkage level. Standard forms of the testlets are always available for every EE at every linkage level. Therefore, if either a braille or an Alternate Form – Visual Impairment form was selected in the PNP Profile settings, but if neither are available for the particular EE or linkage level that is being tested, the testlet delivered will be a standard form.

In the normal assessment environment (i.e., when no changes in the PNP Profile settings have been made), the system delivers the next testlet in about 15 minutes.

The supports in the PNP Profile are listed under five tabs: Summary, Display Enhancements, Language & Braille, Audio & Environment Support, and Other Supports. Settings in the PNP Profile that are not relevant to the DLM alternate assessment are deactivated and grayed out in the system, and they cannot be selected.
After the available and appropriate supports are selected and saved, the test administrator may check the Summary tab to see the current profile settings.

![Summary tab](image)

**COMPLETE THE FIRST CONTACT SURVEY**

The First Contact (FC) survey is the first step in determining the initial placement of students in the DLM alternate assessment. The FC survey is a survey of learner characteristics that goes beyond basic demographics. This survey covers a variety of areas, including communication, academic skills, and attention.

Detailed information about the FC survey is available in the TEST ADMINISTRATION MANUAL along with an appendix that contains all FC survey questions. The FC survey settings follow the student from year to year. However, the survey must be reviewed, updated, and submitted each year. If the survey is not submitted, the student will not receive any testlets.

**HINT:** EP presents the previous year’s FC survey responses from the matching student record. The test administrator updates items based on changes in the student’s data/learning capabilities. The survey must be submitted each year, even if no changes are made.

Questions marked with a red asterisk must be completed because the system assigns each student to a specific linkage level for the first testlet based on responses to these questions. All questions should be completed to support the ongoing development of improved instructional and assessment resources for educators and students with the most significant cognitive disabilities.

When completing the FC survey, test administrators will need to provide information about each student’s primary disability, sensory capabilities, motor capabilities, computer access, communication abilities, and academic skills. Some screens in the FC survey have drop-down menus that expand, filter, or branch, requesting more information based on answers provided to the first part of the question.
HINT: Set aside approximately 20-30 minutes to complete a new survey, or 10-20 minutes to update an existing survey. Preview the survey questions in the TEST ADMINISTRATION MANUAL appendix.

Only users with the role of District Test Coordinator, District User, Building Test Coordinator, Building User, and Teacher have permission to complete, edit, and submit the FC survey. Other users may only view the FC survey.

To enter data in the FC survey, follow these steps:
1. Click **Settings**.
2. Click **Students** from the dropdown menu.
3. Click **Search**.

Hint: If applicable, apply filters in the **Select Organization** fields to choose the necessary level. For users with the teacher role, the organization information auto populates.
4. To view a student, click the student’s State ID number.

5. The First Contact survey column will show one of four status options:
   - **Not Started**: no fields have been completed.
   - **In Progress**: some fields are completed and saved. Survey has not been submitted.
   - **Ready to Submit**: all required fields are completed. Survey has not been submitted.
   - **Complete**: all required fields are completed, and survey has been submitted.
6. On the View Student Record screen, click the link in the First Contact Survey column.

![View Student Record Screen]

7. Read the information on the welcome screen. Verify the student’s name. Click Start Survey.

![Welcome to the First Contact Survey]

HINT: The FC survey includes nine tabs, each containing a section of the survey. Each of the survey tabs will display either blue or orange circles. Blue circles indicate that all questions for that tab have been completed, while orange circles indicate that one or more questions have not been completed.

The FC survey does not have to be completed in one sitting. In-
progress surveys will be saved so that users can complete in-progress FC surveys at a later time. When resuming a survey, click **Edit Survey** at the top of the screen and then complete and submit the survey. Users must complete the FC survey in order to access testlets at the opening of the assessment window.

8. Complete the survey on the student’s primary disability and placement. Click **Next**.

![Special Education Services](image)

**HINT:** After clicking **Next**, a blue circle will be visible in the finished tab, indicating that all questions for that section have been completed. Tabs with multiple sections may have multiple circles. Ensure that all circles are blue. If any circles are orange, revisit the section and make sure that all information was submitted successfully.
9. On the **Sensory Capabilities** tab, complete the survey on the student’s hearing and vision sensory capabilities. Click **Next**.

![Hearing Survey](image)

**HINT:** Braille is only available at upper linkage levels for some testlets. If a student is proficient enough reading braille to take the DLM alternate assessment using braille, selecting braille in PNP Profile determines whether a braille form of the assessment will be delivered.

10. On the **Motor Capabilities** tab, complete the survey on the student’s motor capabilities and health. Click **Next**.

![Motor Capabilities Survey](image)
11. On the **Computer Instruction** tab, complete the survey on the student’s primary use of a computer during instruction. Click **Next**.

12. On the **Communication** tab, complete the survey on the student’s expressive and receptive communication abilities and needs. Click **Next**.
13. On the **Language** tab, complete the survey on the student’s language preferences. Click **Next**.

14. On the **Academic** tab, complete the survey on the student’s skills in reading, mathematics, and writing. Click **Next**.
15. On the **Complete** tab, click **Submit Survey** to submit all answers and exit.

![Submit Survey](image.png)

**HINT:** Ensure that all boxes are illuminated with blue circles. If any orange circles are still evident, revisit that tab and complete the necessary measures before attempting to submit the final survey. The survey cannot be submitted unless all blue circles in all boxes are illuminated.

16. On the **Student Record Report**, the **First Contact** link will read “Completed.”

![Student Record Report](image.png)

17. To make additional changes after completion, click the **Completed** link.
NOTE: For Kansas only: Kansas is the only consortium state at this time that uses Educator Portal to test both the general education students and DLM students.

Rarely, the Not Applicable status will appear in the FC survey column. Kansas DLM test administrators who encounter the Not Applicable status will need to ensure that they are logged in as a DLM user and that the student’s information has been loaded properly into the system.

HINT: If the FC survey is not completed for the current school year, then the system will not assign a testlet to the student. If the FC is complete before an assessment window opens, testlets will available when the assessment window opens. If the FC is completed after the assessment window opens, testlet assignment happens 24 hours following the FC completion.

If editing a FC survey after completion and submission, the Submit Survey button on the Complete tab must be clicked again to save it again, even if no changes have been made.

MANAGE SPRING ASSESSMENTS

Procedures in this section are the primary responsibility of the test administrator (users with the role of teacher). Screenshots will show what the test administrator sees.

Each state selects the subjects tested, and testlets in those DLM subjects are required during the spring assessment window. One testlet for each subject is delivered one at a time. The number of testlets delivered varies by subject and grade level. However, all students in the same grade level and subject receive the same number of testlets during the spring assessment window.

VIEW STUDENT USERNAME AND PASSWORD

Educators view student usernames and passwords in EP. Students must have a username and password to access Student Portal and take the DLM alternate assessment.
HINT: Each student’s username and password are the same for all DLM alternate assessments for the current testing year. If the student participated in the instructionally embedded assessment, the student will use the same credentials for the spring assessments.

You will need a PDF reader to complete this procedure.

To view student usernames and passwords, follow these steps:
1. Click Manage Tests.

HINT: An error message will appear if the user has not passed all Required Test Administrator Training modules in Moodle and/or completed the Security Agreement in EP.

2. Select Test Management from the dropdown menu.

Hint: Users with the role of Teacher will see the Test Management screen as it appears in the screenshot above. District- and building-level users will see drop-down menus to filter results and will select options for each starred menu.
3. Click **Search**. A list of test sessions will display.

![Image of Test Management screen with Search button highlighted]

**HINT:** If no students appear, work with the assessment coordinator or data manager to confirm that you have a roster with students connected to you.

4. Click the PDF icon under Tickets next to the name of the desired test.

![Image of Test Management screen with PDF icon highlighted]

**HINT:** The Test Progress column on the Test Management screen shows the number of testlets that have been completed out of the number of required testlets required per subject during the spring assessment window. For each test ticket, the Test Progress column will indicate a specific testlet (e.g., Testlet 1 of 5, Testlet 2 of 5). Field test testlets will not be included in the number of testlets required and will instead be indicated by an NA in the Test Progress column.

By default, Test Management only displays testlets that still need to be taken, one per subject. Completed testlets can be included by selecting the “Include completed” box above the chart.
5. Click **Open with;** choose Adobe Acrobat.

6. Click **OK.**

7. View the student username and password.

```
First Name: Jesse
Last Name: Callahan
UserName: 55557
Password: y495
Test Collection: Check Graph Labels
Test Form: Check Graph Labels
Test Section: Section 1
Ticket Number: N/A
```

**HINT:** You may print student usernames and passwords. Treat these as secure documents and handle accordingly.

8. Compare the student names to the students expected.

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>All students appear,</td>
<td>The test administrator may begin to administer assessments.</td>
</tr>
<tr>
<td>A student does not appear,</td>
<td>Check the following:</td>
</tr>
<tr>
<td></td>
<td>• Is FC survey complete?</td>
</tr>
<tr>
<td></td>
<td>• Was FC survey submitted less than 24 hours ago?</td>
</tr>
</tbody>
</table>
**RETRIEVE TESTLET INFORMATION PAGE**

During the spring assessment window, TIPs are located on the Test Management screen.

HINT: You may print the TIP, but remember that TIPs must be treated as secure documents and handled accordingly.

Most TIPs have multiple pages that include alternate text for human read aloud for students who are blind or visually impaired. Alternate text attachments may be lengthy and is to only be printed when needed. TIPs are subject-specific. Science TIPs contain pictures for the student to view. Best practice is to print the pictures in color. Use the TIP to prepare for testlet administration.

1. Click Manage Tests.

   ![Manage Tests Menu](image)

   HINT: To view a list including completed or expired test sessions, click the boxes next to the search button.

   Users with the role of Teacher will see the Test Management screen as it appears in the screenshot below. District- and building-level users will see drop-down menus to filter results and will select options for each starred menu.

2. Select **Test Management** from the dropdown menu.

   ![Test Management Menu](image)
3. Click **Search**.

4. Click the PDF icon under Test Information next to the desired test.

**HINT:** Test Session Names are long, but they will typically include the student’s name, the system ID, and the collection name.

DLM-<Student Last Name>-<Student First Name>-<Student System ID>-<Test Collection Name>

Example: DLM-DoeJane-1234567-SP ELA RI.3.2.T
5. Click **Open with**; choose Adobe Acrobat.

6. Click **OK**.

7. View the TIP.

8. When the student has finished with the test, shred the TIP. It is a secure testing document. Also shred the TIPs for any testlets the student was assigned but did not complete. Do not save TIPs to your computer.

**RETRIEVE BRAILLE READY FILE**

Some alternate assessments include Braille Ready Files (BRF) of testlets to support student needs. A student’s PNP Profile must be marked for braille in order for the system to deliver a braille form, if available.

The Kite system assigns the braille testlets the same way that non-braille testlets are assigned; they are adaptive and are delivered one at a time. The BRF will appear when the testlet is assigned and is accessible in the Test Information column. As each testlet is assigned to the student, the educator embosses the testlet locally. After the student completes the testlet, the test administrator transferred the student’s responses into the accompanying testlet in Student Portal, then the link to the BRF will no longer be available. Therefore, test administrators must plan in advance to emboss testlets as they are received. BRFs are only available for the spring assessment. See the ACCESSIBILITY MANUAL for more information regarding braille, such as which braille forms are offered, which linkage levels have braille, and what the system does when a braille file is not available for a particular EE or linkage level.
HINT: Braille testlets are only available at the upper linkage levels. The DLM alternate assessments are never to be considered as an assessment of the student’s braille language skills, but rather an assessment where the student can demonstrate his/her knowledge, skills, and understanding of the DLM EEs.

Not all Essential Elements or linkage level have braille testlets available.

To print braille ready test forms, follow these steps:

1. Click **Manage Tests**.

2. Select **Test Management** from the dropdown menu.
3. Click **Search**.

4. Click the braille icon in the Test Information column.

   ![Braille Icon]

   **HINT**: This is how the braille icon appears:

5. Save the BRF to an external drive by using special software for BRFs.
6. Open and emboss the BRF.
7. When the student has finished with the testlet and the test administrator has transferred the student’s responses into the accompanying testlet in Student Portal, shred the embossed testlet. Also shred any embossed testlets the student was assigned but did not complete. Do not save BRFs to a computer. Instead, save them to an external drive and delete them when they are completed.
USE THE INSTRUCTIONAL TOOLS INTERFACE

Some states require the administration of instructionally embedded assessments during the instructionally embedded assessment window in the fall and winter months. For other states, testlets during this window are available but optional. Each state selects the dates for when the instructionally embedded assessment window opens and closes.

CREATE AN INSTRUCTIONAL PLAN

Procedures in this section are the primary responsibility of the test administrator.

To choose an EE for instruction, follow these steps:

1. Click Manage Tests.

2. Select Instructional Tools from the dropdown menu.

   Hint: All district and building level users, including test administrators and proctors can created instructional plans for students. District- and building-level users will need to select a district and/or school from the drop-down menu(s) and click Search. Teachers and proctors will not see the drop-down menu(s) because their school is already known.

3. Click Add New Instructional Plan.

4. On the Student Roster tab, click the radio button for a student.
5. Click Next.

6. On the **Select Content** tab, specify the Essential Element.
HINT: In states where testing is required during the instructionally embedded assessment window, test administrators will see EEs in the dropdown menu with asterisks. The asterisks are to improve blueprint coverage. In states where testing is optional, EEs in the dropdown menu will not have asterisks since blueprint coverage is not required.

In states where testing during the instructionally embedded assessment window is required, after an EE has been selected and the Instructional Plan has been submitted, the EE will no longer have an asterisk and cannot be selected again. Once the blueprint requirements have been met for a portion of the blueprint, none of the EEs in the conceptual area will have an asterisk. They cannot be selected again.
7. Select the appropriate linkage level for the student.

![Image of the selection interface]

**HINT:** “Yes” in the Available column means that testlets are available at the specified linkage level. “No” means that there are no testlets available at that linkage level.

**NOTE:** In states fulfilling blueprint requirements, the system will recommend one linkage level for the student, which will display a red asterisk. The test administrator may accept the recommended linkage level or choose another.

8. Click Next.
Hint: The Theme field allows test administrators to choose one or more sensitive topics to allow on a student’s reading testlets. This is an optional step for English language arts instructional plans.

Test administrators are not able to change linkage levels or select themes for writing testlets since the student decides what to write.

HINT: The selections made in the Themes field indicate acceptable themes for a particular student. For guidance on acceptable themes, contact an assessment coordinator or IEP team.
9. Click the PDF icon to view or save Instructional Information.

HINT: More about Instructional Information is included in the TEST ADMINISTRATION MANUAL section called Retrieve Instructional Information.

10. When finished setting up the plan, click **Save Plan**. The plan will save, and the window will close, allowing the test administrator to provide instruction to the student.

Once student instruction is complete, go to the procedure Confirm an Instructional Plan on page 65 of this manual.

HINT: To begin testing immediately, click **Continue** to go directly to the Confirmation tab and click **Confirm Assignment**.

Once a testlet is assigned, the student must complete it before another instructional plan can be created for the same EE and linkage level. However, an instructional plan can be created for other EEs or for the same EE at another linkage level.

The **Cancel Plan** button will close the plan without saving the new information.
CONFIRM AN INSTRUCTIONAL PLAN

When instruction is complete and the student is ready to test, confirm the Instructional Plan in EP through Instructional Tools Interface (ITI) by following these steps:

1. Click Manage Tests.

2. Select Instructional Tools on the dropdown menu.

   Hint: If a list of students does not appear, click Search.

   District- and building-level users will need to select a district and/or school from the drop-down menu(s) and click Search. Teachers will not see the drop-down menu(s) because their district and school are already known.

3. Locate the student on the list.

4. Scroll to the right to see the History column. Click History.
5. In the View Instructional Plan History window, locate the plan for the EE being tested. It will be in Pending status. Click Pending.

![View Instructional Plan History](image1)

6. To assign the test to the student, click Confirm Assignment.

![Confirm Assignment](image2)

HINT: To return to the Instructional Plan list, click the Cancel Plan button. The unconfirmed plan will remain in Pending status.

7. On the Confirm window, click Yes.
8. Download or print the TIP.

9. Click **Done**.

   HINT: The TIP is also available through the View Instructional Plan History.

---

**VIEW INSTRUCTIONAL PLAN HISTORY**

The Instructional Plan History summarizes all EEs and linkage levels assigned to a student as instructional plans. It also provides the student’s Kite login and password. To view the Instructional Plan History for a student, follow these steps:

1. Click **Manage Tests**.

   ![Manage Tests](image)

2. Select **Instructional Tools** from the dropdown menu.

   ![Instructional Tools](image)

   HINT: District- and building-level users will need to select a district and/or school from the drop-down menu(s) and click **Search**. Teachers will not see the drop-down menu(s) because their district and school are already known.

3. Locate the student in the list.

   HINT: If a list of students does not appear, click **Search**.
4. Scroll to the right to see the History column. Click **History**.

5. On the View Instructional Plan History window, review the information.
6. To review a different instructional plan, click the bar that describes the plan. The first plan closes, and the second is displayed.

**PRINT INSTRUCTIONAL PLAN HISTORY**

Users can print a summary of each instructional plan associated with a student from the View Instructional Plan History window. These reports include the following fields:

- Student name
- Student State ID
- Instructor Name
- Roster
- Student Login
- Password

To print an instructional plan history, follow these steps:

1. Click **Manage Tests**.

2. Select **Instructional Tools** from the dropdown menu.
HINT: District- and building-level users will need to select a district and/or school from the drop-down menu(s) and click Search. Teachers will not see the drop-down menu(s) because their school is already known.

3. Locate the student in the list.

4. Scroll to the right to see the History column. Click History.

5. To print a plan, click the checkbox next to that plan. To print all of the plans, click Select All Plans.
6. Click **Print Selected Plans**.

7. In the preview window, click the printer icon.
**CANCEL AN INSTRUCTIONAL PLAN**

HINT: If the instructional plan has been confirmed, then only users with the role of State Assessment Administrator (SAA) or District Test Coordinator (DTC) in EP may cancel it.

To remove an EE from a student's instructional plan, follow these steps:

1. Click **Manage Tests**.

2. Select **Instructional Tools** from the dropdown menu.

HINT: District- and building-level users will need to select a district and/or school from the drop-down menu(s) and click **Search**. Teachers will not see the drop-down menu(s) because their district and school are already known.

3. Locate the student in the list.

4. Scroll to the right to see the History column. Click **History**.

5. In the View Instructional Plan History window, locate the plan for the EE to cancel. It will show **Pending** status.
6. Click **Pending**.

7. Click **Cancel Plan**.

8. On the confirmation window, click **Yes**.

**HINT:** A confirmed plan cannot be canceled if the student has started or completed the test.
ACCESS REPORTS AND DATA EXTRACTS

This section summarizes the reports and data extracts available through EP.

Not all users have access to all reports and extracts. The table below lists the types of extracts and reports and shows which user roles can access them.

<table>
<thead>
<tr>
<th>File Type</th>
<th>SAA</th>
<th>DTC</th>
<th>DU</th>
<th>BTC</th>
<th>BU</th>
<th>T</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reports</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aggregate Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitoring Summary</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Blueprint Coverage</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Student Progress</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Class Roster</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Year-End Student Score Reports – Individual and Bundled</td>
<td>Each state will determine which roles have access to Individual and Bundled Year-End Student Score Reports.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Extracts</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNP Setting Counts</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PNP Settings</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Current Enrollment</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>DLM Blueprint Coverage Summary</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>DLM Test Administration Monitoring</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>First Contact Survey</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Roster</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Security Agreement Completion</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Training Status</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Users</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Table Key: SAA=State Assessment Administrator, DTC=District Test Coordinator, DU=District User, BTC=Building Test Coordinator, BU=Building User, T=Teacher
**VIEW AN AGGREGATE REPORT**

The Aggregate report summarizes the testing results across the state, district, school, or class in PDF format. The report provides the number of students tested by grade, subject, and performance level.

Reports are released based on user role. Therefore, state-level users have access to state-level reports, district-level users have access to district-level reports, and so on. Teachers have access to class reports.

Users may filter their reports to receive more specific data (e.g., a district user may generate a report for just one school within their district).

To access an Aggregate report, do the following:

1. Click **Reports**.

2. Select **Alternate Assessment** from the dropdown menu.

3. Click the **Year End** tab.

4. Choose the applicable Aggregate report. Depending on the user role and permissions, only the Aggregate reports that are applicable will display.
5. Enter filters.

![Image 1](image1.png)

6. Click the report file to view a PDF.

![Image 2](image2.png)

**VIEW A MONITORING SUMMARY REPORT**

The Monitoring Summary Report provides aggregate files during both the Instructionally Embedded Assessment window and the Spring Assessment Window. The files can be accessed at the state, district, and building level, depending on the user’s permissions. The data in those aggregated reports are provided on a per student basis in the DLM Test Administration Monitoring extract. The report can be viewed in EP or saved as a PDF.

To view the Monitoring Summary report, follow these steps:

1. Click **Reports**.

![Image 3](image3.png)
2. Select Alternate Assessments from the dropdown menu.

![Dropdown menu with Alternate Assessments option highlighted]

3. Higher level users will use the menus to select the report criteria. Choose the state, district, or school summary level. The report will appear in the space below.

![Selection interface with menus for state, district, and school levels]

4. Click Save to download a PDF of the report to your computer.

![Screenshot of DLM Test Administration Monitoring Summary report]

**View a Blueprint Coverage Report**

In states where the instructionally embedded assessment window is required, the Blueprint Coverage report allows users to monitor how well a students’ testing covers the blueprint for their subject and grade level. All currently rostered students are listed, even if the student had no ITI activity. This report does not apply to states where testing during the instructionally embedded assessment window is optional. Those states do not have blueprint requirements for the instructionally embedded assessment window.
The report indicates whether a student has fully or partially met each blueprint criterion and displays the student’s testlet activity for each of the EEs. Students may be grouped by teacher or by grade and subject.

To view the Blueprint Coverage report, follow these steps:

1. Click Reports.

2. Select Alternate Assessments from the dropdown menu.

3. Click the Instructionally Embedded tab.

4. Select Blueprint Coverage from the dropdown menu.

5. Higher-level users will use the drop-down menus to select the report criteria. Teachers will not need to complete this step.

6. Click View.
7. Use the key to interpret results.

[Image]

8. To save as a PDF, click **Save** and the file will automatically download.

[Image]

**VIEW A STUDENT PROGRESS REPORT**

The Student Progress report summarizes a student’s progress in instructionally embedded assessments whether required or optional. The Student Progress report will only display student progress during the instructionally embedded assessment window. The report will not display any testlet delivered during the spring assessment window.

Test administrators may find the report useful when planning or reviewing instruction for a student. The report displays the conceptual area(s) tested, the grade-level expectation (EE), the linkage level tested, and whether the student has been assessed at that level.

---

**NOTE:** The Student Progress Report contains sensitive information, including the student’s name, school, grade, and ID number, among other data. Treat this as a secure document and handle it accordingly.
To view the Student Progress report, follow these steps:

1. Click **Reports**.

2. Select **Alternate Assessments** from the dropdown menu.

3. Click the Instructionally Embedded tab.

4. Select **Student Progress** from the dropdown menu.

5. Complete filters.

6. Choose a student. Click **View Report**.
7. The screen with the Individual Student Progress Report will be available.

HINT: A key is included at the bottom of the report. The report terms are defined in the table below.

- = Target  = Mastered  = Attempted  = Assessed, results not available  = Planned
<table>
<thead>
<tr>
<th>Label</th>
<th>Test Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target</td>
<td>n/a</td>
<td>This symbol indicates the grade-level expectation for the student for the subject area.</td>
</tr>
<tr>
<td>Mastered</td>
<td>Complete</td>
<td>Correct responses on 80% or more of the items.</td>
</tr>
<tr>
<td>Attempted</td>
<td>Complete</td>
<td>Correct responses on less than 80% of the items.</td>
</tr>
<tr>
<td>Assessed, results not available</td>
<td>Complete</td>
<td>EE is identified as writing. Since writing is scored outside of EP, the results will not be available until after spring assessments. The results of writing testlets will be in the Individual Student Score Report.</td>
</tr>
<tr>
<td>Planned</td>
<td>Pending</td>
<td>Plan saved, no test assigned.</td>
</tr>
<tr>
<td></td>
<td>Unused</td>
<td>Test assigned, but not started.</td>
</tr>
<tr>
<td></td>
<td>In Progress</td>
<td>Test in progress.</td>
</tr>
</tbody>
</table>

8. Optionally, choose **Save** to save and/or print the report.

**VIEW A CLASS ROSTER REPORT**

The Class Roster report displays the most recent assessment and current instructional goals for one or more students on a roster. The information is only valid for instructionally embedded testlets assigned through ITI.

The report uses a series of numbered filters at the top of the screen to select what data to display. When data has been selected, a green checkmark displays. Data that needs to be selected displays a yellow, circled number.

To view the Class Roster report, follow these steps:

1. Click **Reports**.

2. Select **Alternate Assessments** from the dropdown menu.

3. Click the **Instructionally Embedded** tab.
4. Select **Class Roster** from the dropdown menu.

![Class Roster dropdown menu](image)

5. Enter filters.

![Filter options](image)

6. After selecting a roster, choose one or more students.

![Selected students](image)

7. Click **View Report**.

![View Report button](image)

8. Optionally, click **Save** to save and/or print the report.
**VIEW STUDENT SCORE REPORTS**

Individual Student Score Reports do not become available until mid-summer to early fall, depending on the state-determined dates. Each state determines which user roles have permission to view the reports.

These summative reports present student results from the year’s DLM assessments.

1. **Click Reports.**

2. **Select Alternate Assessments** from the dropdown menu.

3. **Click the Year End** tab.

4. **Select either Student (Individual) or Students (Bundled).** These selections will only be visible to those who have access. Year-End in this instance refers to the end of the school year and not to the Year-End model.

5. **Complete filters.**

6. **For Individual Student Score Reports, click the student’s name.**
7. For Bundled Student Score Reports, open PDF files for individual grades, which can then be saved locally.

**STUDENT REPORT ARCHIVE**

Depending on state permissions, users may have the ability to access Individual Student Score Reports from previous years (beginning with 2015-2016). In most states, test administrators receive their Individual Student Score Reports from their district or building test coordinator instead of in Educator Portal. This is a state decision. In a state that permits test administrator report access in Educator Portal, they will only have access to archived reports for students to which they are currently rostered. If a test administrator wants to view a report for a student to which they were previously rostered, but are not currently, they must contact their assessment coordinator.

1. Click **Reports**.

2. Select **All Reports For Student** from the dropdown menu.

3. Enter Student Last Name or Student State ID.

4. Click **Search**.

By using this feature, authorized users will access a table with PDF links to the Individual Student Score Reports for previous years by grade and subject. These archived reports do not include aggregate or bundled reports.

Individual Student Score Reports are the only reports that are archived in EP. Check with your assessment coordinator to find out if other extracts and other reports have been archived locally by your district or state.

**VIEW A DATA EXTRACT**

The following data extracts are available for select users. If the user does not have permission to view the extract, it will not appear in the list of extracts in EP.
<table>
<thead>
<tr>
<th>Name of Data Extract</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNP Settings</td>
<td>PNP Profile settings by student. The PNP Profile is where a student’s personal needs and preferences are recorded in EP.</td>
</tr>
<tr>
<td>PNP Setting Counts</td>
<td>Student PNP settings counts by organization.</td>
</tr>
<tr>
<td>Current Enrollment</td>
<td>Current enrollment information for active students.</td>
</tr>
<tr>
<td>DLM Test Administration Monitoring</td>
<td>Testlets assigned, in progress, and completed by subject and student.</td>
</tr>
<tr>
<td>DLM Blueprint Coverage Summary</td>
<td>Percent of students meeting blueprint criteria, per organization. Only available in states that required participation in the instructionally embedded assessment window.</td>
</tr>
<tr>
<td>First Contact Survey</td>
<td>Current First Contact Survey settings by student.</td>
</tr>
<tr>
<td>Roster</td>
<td>Student assignment by educator and subject.</td>
</tr>
<tr>
<td>Security Agreement Completion</td>
<td>Completion of Security Agreement by user.</td>
</tr>
<tr>
<td>Training Status</td>
<td>Training status by user.</td>
</tr>
<tr>
<td>Users</td>
<td>Educator Portal users and their associated role(s).</td>
</tr>
</tbody>
</table>

The following table defines common abbreviations used in extract file names:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>OrgID</td>
<td>The organization identifier for the district or school.</td>
</tr>
<tr>
<td>UserID</td>
<td>User identification number assigned by EP.</td>
</tr>
<tr>
<td>MM-DD-YY</td>
<td>The month, day, and year the file was created.</td>
</tr>
<tr>
<td>HH-MM-SS</td>
<td>The hour, minute, and second the file was created.</td>
</tr>
</tbody>
</table>
To view a data extract, follow these steps:

1. Click Reports.

2. Select Data Extracts from the dropdown menu.

3. Click the New File button for the extract you wish to view.

4. Set your organization and Assessment Program filters. Other filters may be optional or required (required fields are marked with a red asterisk).
5. Some extracts have dates. Leaving the default dates is highly recommended. Do NOT change those dates. When an extract is downloaded, it includes the date when the extract was pulled. Click Ok.

6. Some users may have extract filters to select. Select filters and click OK.

7. If you accessed the report previously, you will receive the message below. Click Yes to proceed.

HINT: Each request for an extract replaces the previous extract. Users may save extracts and archive them.
8. The File field transitions from “In Queue” to “In Progress” to “CSV.”

9. Click CSV to access the extract file.

HINT: Think of a CSV file as a completely unformatted Excel file. The inability to apply formatting mostly impacts fields with leading zeroes.

10. Follow the browser’s procedure for viewing or saving the CSV file to your computer.

UNDERSTANDING THE PNP PROFILE EXTRACT

The PNP Profile extract creates a CSV file that lists the accessibility (PNP Profile) settings for the students enrolled in a particular district or school. Only students who have PNP Profile settings are included in the file. The file contains a column for every possible PNP Profile setting and indicates if that setting has been chosen for a student.

Name of the Extract

When you save the PNP Profile download, the file will have the following name:

   Educator_Portal_PNP_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract

The file includes information about a student’s PNP Profile settings. Each of the possible PNP Profile settings are included in the file. See the example below.

<p>| | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>E</td>
<td>O</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Student Last Name</td>
<td>Student First Name</td>
<td>Display</td>
<td>Overlay Color</td>
<td>Display</td>
<td>Overlay Color Activate by Default</td>
</tr>
<tr>
<td>2</td>
<td>Selected</td>
<td>Selected</td>
<td>Selected</td>
<td>#87cffe</td>
<td>Selected</td>
<td>N/A</td>
</tr>
<tr>
<td>3</td>
<td>Not Selected</td>
<td>Not Selected</td>
<td>Not Selected</td>
<td>N/A</td>
<td>Not Selected</td>
<td>N/A</td>
</tr>
</tbody>
</table>

The file indicates whether or not a support has been selected for a student, and, if a support has multiple settings, the details of those settings are listed. For example, the overlay color can be set to one of several predetermined colors. The file lists the hexadecimal value of the color selected (e.g., #87cffe) as well as the description of the color (e.g., Light Sky Blue). You may also see the following results in columns:

- N/A—indicates that the support has not been selected, either because the selection depends upon another item being checked or because the support is not available for your organization.
- Not Selected—appears when a support has been selected, but “Activate by Default” has not been selected.
- Selected—indicates that the support has been selected on the student’s PNP Profile.
Some columns on the file that may be of particular interest are described in the table below.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Modified Time</td>
<td>The date and time that the PNP Profile settings were last modified.</td>
</tr>
<tr>
<td></td>
<td>The format used is MM/DD/YYYY HH:MM AM/PM and time zone.</td>
</tr>
<tr>
<td>Last Modified By</td>
<td>The name of the person who made the last change to the PNP Profile settings.</td>
</tr>
</tbody>
</table>

**UNDERSTANDING THE PNP SETTINGS COUNTS EXTRACT**

The PNP Settings Counts extract creates a CSV file that lists the total number of students who have a particular setting on their PNP Profile. Depending on the level of access, you can retrieve summary data in several configurations. If you have district-level or state-level access, select filters for the report.

**HINT:** If the user has school level access to EP (i.e., access to the data for only one school), there is no need to select any filters. The CSV file will have two lines of data, summarizing the PNP settings for the user’s school.

**State, District, and Building-Level Users**

The state- and district-level filter window displays a choice of two summary levels: District or School and three possible combinations for selecting the data to be included in the CSV file. A building-level user never has filter choices and always sees only their school data. Kansas users will also have data for their general assessment included in this extract since Kansas uses Educator Portal for both their general assessment and the DLM alternate assessment. Other state will see only DLM assessment settings.
<table>
<thead>
<tr>
<th>Settings</th>
<th>Filter</th>
<th>CSV Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Summary Level</td>
<td></td>
<td>CSV file contains two lines of data: PNP Profile counts summarized for the district.</td>
</tr>
<tr>
<td>School Summary Level</td>
<td></td>
<td>CSV file contains multiple lines of data: one line for each of the schools in the district, except for Kansas.</td>
</tr>
<tr>
<td>School Summary Level School selected</td>
<td></td>
<td>CSV file contains one line of data: PNP Profile counts summarized for a single school, except for Kansas.</td>
</tr>
</tbody>
</table>

**Name of the Extract**

When you save the PNP Profile Counts download, the file will have the following name:

`Summary_PNP_Profile_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv`

**Fields in the Extract**

The report includes columns of information about the PNP Profile settings in use. Unlike the PNP Profile extract, PNP Profile settings are summarized by category. The extract provides a count of the total number of students who have the support selected in their PNP Profile.
UNDERSTANDING THE CURRENT ENROLLMENT EXTRACT

The Current Enrollment extract includes all records for students who are enrolled in the user’s organization.

HINT: A student who is enrolled in more than one school will have more than one record (e.g., ELA and mathematics in one school and science in another school).

Name of the Extract

When saving the Current Enrollment extract, the file will have the following name:
KITE_Enrollment_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract

The extract includes information about each student.

UNDERSTANDING THE DLM BLUEPRINT COVERAGE SUMMARY EXTRACT

The DLM Blueprint Coverage Summary extract is only for states requiring participation during the instructionally embedded assessment window. Where participation is optional, the blueprint coverage extract is not available. This extract displays the percentage of students who have fully met requirements for each grade, subject, and criterion. Depending on role, users are able to pull a summary at the state, district, or school level.

Name of the Extract

When saving the DLM Blueprint Coverage extract, the file will have the following name:
DLM_Blueprint_Summary_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract

The extract is sorted by district and school information, teacher, subject, and grade.

Some columns on the file that may be of particular interest are described in the table below.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criterion</td>
<td>Conceptual Area</td>
</tr>
<tr>
<td># Students Testing</td>
<td>Number of students currently rostered</td>
</tr>
<tr>
<td>% Students Met</td>
<td>Percentage of those rostered students who have met full requirements for the conceptual area</td>
</tr>
</tbody>
</table>

UNDERSTANDING THE DLM TEST ADMINISTRATION MONITORING EXTRACT

The DLM Test Administration Monitoring extract allows users to track when a student is finished with spring assessments. This extract includes the number of testlets confirmed, in progress, and completed by a student. Testlet counts are included for each
subject, so a student may appear on more than one line in the extract. If a student is in more than one school, separate lines will appear for the student.

- A student will not appear on this extract until enrolled and rostered to at least one subject in the current school year.
- Data is available for the current testing year.
- The extract will be reset to show the dates for the current academic year, beginning August 2, 2018.
- This report is available to all states.

HINT: The extract has two subsections: Instructional and End of Year. The Instructional dates apply to the four columns of Instructional testlets administered during the instructionally embedded assessment window for both states where testing is required and in states where testing is optional. The End of Year dates apply to the four columns of End of Year testlets delivered during the spring assessment window. A column for field test testlets is also included in this report.

HINT: Use the system default dates for accurate results. Users **MUST NOT** change the dates that appear or the data may be skewed.
Name of the Extract
When saving the DLM Test Administration Monitoring extract, the file will have the following name:

KITE_DLM_Test_Administration_Status_Extract_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract
The four columns in the table below include data from ITI in EP.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional # Testlets Not Started</td>
<td>The number of instructional plans that were created and confirmed for a student, but the testlets have not yet been administered.</td>
</tr>
<tr>
<td>Instructional # Testlets In Progress</td>
<td>The number of instructionally embedded testlets that are in progress. Any number in this field means a testlet is in progress or Student Portal was closed without using the EXIT DOES NOT SAVE button.</td>
</tr>
<tr>
<td>Instructional # Testlets Completed</td>
<td>The number of instructionally embedded testlets completed by the student.</td>
</tr>
<tr>
<td>Instructional # Testlets Required</td>
<td>The number of instructionally embedded assessments varies. This column will always show an asterisk.</td>
</tr>
</tbody>
</table>

HINT: The instructional begin and end dates impact the data in these columns. The default begin and end dates cover the entire consortium instructionally embedded assessment window and will count all testlets administered during that time. Retaining the default dates is highly recommended.

The four columns in the table below include data from spring assessments.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Year # Testlets Not Started</td>
<td>The number of testlets assigned by the system for the spring assessment, but which the student has not yet started.</td>
</tr>
<tr>
<td></td>
<td>HINT: The system assigns testlets one at a time, not all at the beginning of spring assessment.</td>
</tr>
<tr>
<td>End of Year # Testlets In Progress</td>
<td>The number of spring assessment testlets that were in progress at the time the extract was pulled.</td>
</tr>
<tr>
<td>End of Year # Testlets Completed</td>
<td>The number of testlets from spring assessments that have been completed by the student. By the end of the state’s spring assessment, the numbers in this column are to equal the number in the “End of Year # Testlets Required” column.</td>
</tr>
<tr>
<td>End of Year # Testlets Required</td>
<td>The number of spring testlets for each student will vary depending on grade and subject.</td>
</tr>
</tbody>
</table>
UNDERSTANDING THE FIRST CONTACT SURVEY EXTRACT

The First Contact survey extract creates a CSV file that lists learner characteristic settings for the students enrolled in a particular district or school. Only students who have FC survey settings are included in the file. The file contains a column for every possible FC survey setting and indicates if that setting has been chosen for a student.

Fields in the Extract

The file includes information about a student’s FC survey settings. Each of the possible FC survey settings are included in the file. See the example below.

The file indicates whether or not a learner characteristic has been selected for a student, and, if a characteristic has multiple settings, the details of those settings are listed. For example, Hearing can be set to one of several classifications. The file lists the classification of the hearing loss and at what decibel levels. You may also see the following results in columns:

- N/A—indicates that the characteristic has not been selected, either because the selection depends upon another item being checked or because the characteristic is not applicable for the student.
- Not Selected—appears when a characteristic has not been selected, e.g., Uses Sign Language.
- Selected—indicates that the characteristic has been selected on the student’s FC survey.

Some columns on the file that may be of particular interest are described in the table below.

<table>
<thead>
<tr>
<th>Column Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Modified Time</td>
<td>The date and time that the FC survey settings were last modified. The format used is MM/DD/YYYY HH:MM AM/PM and time zone.</td>
</tr>
<tr>
<td>Last Modified By</td>
<td>The name of the person who made the last change to the FC survey settings.</td>
</tr>
</tbody>
</table>

UNDERSTANDING THE ROSTER EXTRACT

The Roster extract creates a CSV file that lists the students and teachers on every roster in a particular school. When creating the extract, you must select the school.

Name of the Extract

When saving the Roster extract, the file will have the following name:

KITE_Roster_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv
UNDERSTANDING THE SECURITY AGREEMENT COMPLETION EXTRACT

The Security Agreement Completion extract creates a CSV file that shows all records of Security Agreement status by organization.

Name of the Extract
When saving the Security Agreement Completion extract, the file will have the following name:

    Security_Agreement_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract
The fields in the Security Agreement Completion extract show each user’s locations (state, district, and building), name, and Security Agreement status. If the Security Agreement has been completed, the extract will display the user’s signature and date.

The Security Agreement status column will show as accepted, rejected, or blank. A blank field means the Security Agreement has not been started.

UNDERSTANDING THE TRAINING STATUS EXTRACT

The Training Status extract creates a CSV file that shows a list of DLM users by organization and their training completion status.

Name of the Extract
When saving the Training Status extract, the file will have the following name:

    DLM_PD_Training_Status_Details_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract
The fields in the Training Status extract show each user’s district, school, username, first and last name, email, user role, and training status. Training completion status will show in the extract as Yes or No under the heading called “RTComplete” (RT stands for Required Training).

UNDERSTANDING THE USERS EXTRACT

The Users extract includes all records for EP users in the user’s organization. This includes those uploaded by a data manager via web service, user file, or the manual user interface.

HINT: A single user will have multiple records if the user is assigned to multiple organizations, e.g. a teacher who serves students from multiple schools.

Name of the Extract
When you save the Users extract, the file has the following name:
KITE_User_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

**Fields on the Extract**
The extract includes information about the roles assigned to a user. If assigned to more than one organization, the user will appear on multiple lines in the CSV. For example, if an educator works in more than one school, that user will appear on a line for each school in the CSV.

All of the user’s assigned roles for a particular organization appear on a single line of the CSV. For example, if the user is a Building Test Coordinator and a Teacher, an X will be in each column.
## GLOSSARY

This glossary compiles definitions and acronyms relevant to assessment for the Dynamic Learning Maps® (DLM®) alternate assessment.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>display enhancements</td>
<td>Options to change the testlet appearance on the student’s device screen, including magnification, overlay color, inverted color choice, and contrast color.</td>
</tr>
<tr>
<td>Educator Portal (EP)</td>
<td>Educator Portal (EP) is the administrative application where staff and educators manage student data and retrieve reports. Users can access EP via <a href="https://educator.kiteaa.org">https://educator.kiteaa.org</a>. For information on working within EP, see the DATA MANAGEMENT MANUAL and the EDUCATOR PORTAL USER GUIDE on the DLM website.</td>
</tr>
<tr>
<td>engagement activity</td>
<td>An activity at the beginning of a testlet that describes a scenario, taps prior knowledge or experience, and/or introduces the concept to be addressed. In English language arts reading testlets, the first reading of the text often serves as the engagement activity. In mathematics and science, the engagement activity provides context for the items. Some science testlets at the upper linkage levels have a short video.</td>
</tr>
<tr>
<td>Essential Elements (EEs)</td>
<td>Specific statements of knowledge and skills linked to the grade-level expectations identified in K-12 grade-level standards for English language arts and mathematics. Essential Elements in science are linked to the National Research Council’s Framework for K-12. Essential Elements build a bridge from the content in the grade-level standards to academic expectations for students with the most significant cognitive disabilities.</td>
</tr>
<tr>
<td>First Contact (FC) survey</td>
<td>A survey used to collect background information about students who are eligible for the DLM alternate assessments. The survey goes beyond basic demographic information and includes questions on communication, assistive technology devices, motor and sensory impairments, and academic performance. Core questions from the FC are used to determine a student’s first testlet, or initialization, into the assessment.</td>
</tr>
<tr>
<td>instructional plan</td>
<td>A plan, created through the Educator Portal Instructional Tools Interface, which includes the selected Essential Element and linkage level and leads to assignment of an instructionally embedded assessment during the instructionally embedded assessment window.</td>
</tr>
</tbody>
</table>
**instructionally embedded assessment**

A plan, created through the Educator Portal Instructional Tools Interface, which includes the selected Essential Element and linkage level and leads to assignment of an instructionally embedded assessment during the instructionally embedded assessment window.

**Instructional Tools Interface (ITI)**

Assessment that occurs throughout instruction in the instructionally embedded assessment window during the fall and winter months.

**Kite Student Portal**

A secure customized interface used to deliver assessments to students. All students taking the DLM alternate assessment will have unique accounts in Kite Student Portal. Test administrators do not have accounts in Student Portal. See the TEST ADMINISTRATION MANUAL for more information about Student Portal.

**linkage level**

ELA and mathematics: A small section of the DLM map containing one or more nodes that represent critical concepts or skills needed to learn the EE. See the TEST ADMINISTRATION MANUAL for more information about the number and names of linkage levels for each DLM subject.

Science: An incremental level of complexity toward the learning target where an assessment was developed for that particular EE. Science has three linkage levels: Initial, Precursor, and Target. Linkage levels are always related directly to grade-level EEs but at different levels of cognitive complexity. The Target level is most closely related to the grade-level expectation.

**Personal Learning Profile**

This is a collective term used to describe a student’s personal needs and preferences settings entered in the PNP Profile in addition to information about the student entered in the First Contact survey in Educator Portal.

**Personal Needs and Preferences (PNP) Profile**

Student-specific information that informs Kite Student Portal about an individual student’s personal needs and preferences. The PNP Profile includes information the system needs to make the student’s user interface compatible with their accessibility needs. In Educator Portal, the PNP Profile includes information about display enhancements, language and braille, and audio and environmental supports. Educators who know the student provide the information in the profile.
testlet  Short for *instructionally relevant testlet*. A testlet begins with an engagement activity and is followed by several items that together increase the instructional relevance of the assessment and provide a better estimate of a student’s knowledge, skills, and understandings than can be achieved by a single assessment item. Each testlet has three to nine items depending on the subject.

Testlet Information Page (TIP) A PDF that is unique to each testlet and provides specific information to guide the test administrator in delivering the assessment.
# STATE APPENDIX

## DOCUMENT HISTORY

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Section Name/Summary of Changes</th>
<th>Starting Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/2018</td>
<td>Updated URLs</td>
<td>Throughout</td>
</tr>
<tr>
<td></td>
<td>Changed Kite Client to Student Portal</td>
<td>Throughout</td>
</tr>
<tr>
<td></td>
<td>Updated screenshots to reflect Educator Portal enhancements</td>
<td>Throughout</td>
</tr>
<tr>
<td></td>
<td>Entire manual: update all procedures to incorporate new UI.</td>
<td>Throughout</td>
</tr>
<tr>
<td></td>
<td>Glossary: Updates and revisions to language in some entries</td>
<td>98</td>
</tr>
</tbody>
</table>