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>
<tr>
<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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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 for the assessment. Educator Portal users (e.g., teachers, assessment coordinators, and data managers) manage student information and access reports in Educator Portal.

WHAT’S NEW IN THIS VERSION

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Starting Page</th>
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<tr>
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<td>Updates to the Glossary</td>
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To learn about updates to test administration resources such as this manual, subscribe to Test Updates on the DLM website (https://dynamiclearningmaps.org/test-updates).
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 beliefs 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 username 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 usernames and passwords. Educators and staff do not have accounts in Student Portal.

Staff and educators have accounts in Kite Educator Portal.

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

Additional resources for test administrators are available on the DLM website. The DLM Consortium provides resources, and state-specific resources may also be available.

To access resources for your state and role, follow these steps:

2. Hover over the States tab to reveal a list of states.
3. Select your state.

HINT: Bookmark your state page or save it to your favorites for quick access later.
**RESOURCES ON THE DLM WEBSITE**

The following table lists DLM resources designed for test administrators. These resources are available on most state webpages.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST ADMINISTRATION MANUAL (PDF)</td>
<td>Supports test administrators in preparing themselves and students for assessment</td>
</tr>
<tr>
<td>EDUCATOR PORTAL USER GUIDE (PDF)</td>
<td>Supports test administrators in navigating Educator Portal to access assessment information, including student data and reports</td>
</tr>
<tr>
<td>ACCESSIBILITY MANUAL (PDF)</td>
<td>Provides guidance to state leaders, districts, educators, and IEP teams on the selection and use of accessibility supports available in Student Portal</td>
</tr>
<tr>
<td>Educator Resource Page (webpage)</td>
<td>Includes additional resources for educators and test administrators, such as test blueprint, tested Essential Elements and their associated mini-maps, materials collections list for each window, and sample Testlet Information Pages (TIPs)</td>
</tr>
<tr>
<td>Guide to DLM Required Test Administrator Training (PDF)</td>
<td>Helps test administrators access the DLM Required Test Administrator Training on the DLM Moodle training website. Training modules are located in Moodle. (<a href="http://training.dynamiclearningmaps.org/">http://training.dynamiclearningmaps.org/</a>)</td>
</tr>
<tr>
<td>Guide to Practice Activities &amp; Released Testlets (PDF)</td>
<td>Supports the test administrator in using practice activities and released testlets in Student Portal with student demo accounts</td>
</tr>
<tr>
<td>Test Updates Page (webpage)</td>
<td>Provides breaking news on test administration activities. Sign up to receive alerts when new resources become available. (<a href="http://dynamiclearningmaps.org/test-updates">http://dynamiclearningmaps.org/test-updates</a>)</td>
</tr>
</tbody>
</table>
This manual will discuss Educator Portal as it relates to the two state models, Year-End and Instructionally Embedded.

Year-End model states have required testing in the spring assessment window but may optionally participate in the instructionally embedded assessment window during the fall and winter months. Those states are:

- Alaska
- Colorado
- Delaware
- District of Columbia
- Illinois
- Maryland
- Miccosukee [https://dynamiclearningmaps.org/sabie](https://dynamiclearningmaps.org/sabie)
- New Hampshire
- New Jersey
- New Mexico
- New York
- Oklahoma
- Rhode Island
- Utah
- West Virginia
- Wisconsin

Instructionally Embedded model states have required testing in two instructionally embedded windows, a fall window and a spring window. Those states are:

- Arkansas
- Iowa
- Kansas
- Missouri
- North Dakota

**NO TEST MANAGEMENT ACCESS FOR YEAR-END MODEL STATES IN THE SPRING ASSESSMENT WINDOW**

Access to the Test Management screen in Educator Portal in the spring assessment window 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 Educator Portal.
HINT: For a Year-End model state participating in the instructionally embedded assessment window, the ability to create plans and assign testlets in the Instruction and Assessment is also restricted until those two requirements are completed.

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 Educator Portal 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.

**Restrictions in the Instruction and Assessment Planner for Instructionally Embedded States**

Test administrators will not be able to create plans and assign testlets in the Instruction and Assessment Planner until completing the below:

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

HINT: Ensure the student is assigned to the correct grade level in Educator Portal.

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

**Common View Access Issues**

A user’s role in Educator Portal 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 Educator Portal. See Assign a User Role or Multiple Roles in the DATA MANAGEMENT MANUAL.
MANAGE USER ACCOUNT FOR ALL STATES

ACTIVATE EDUCATOR PORTAL ACCOUNT

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

HINT: If you have already activated your Educator Portal account and received your username and password, go to the procedure titled Getting Started in Educator Portal on page 12.

1. Users will receive a Kite® activation email message from kite-support@ku.edu.

Your account has been approved for access to the Kite Educator Portal.
Your username is your email address with all lowercase letters.
To activate your account and set up your password click on the following link.

http://educator.kiteagi.org/AART/activate.htm?an=d7412fbe-ba8b-461b-bfba-3310ca8ef5b5

The activation email message is sent only after your state or district data manager has uploaded your information into Educator Portal.

If:  
No  The activation email message is sent only after your state or district data manager has uploaded your information into Educator Portal.

If:  
Yes  
Ask your data manager to resend the Kite activation email message.

No  
Wait until your data manager has uploaded your user information.
HINT: The email message may reference Kite Assessment Administration, but this is the path to Educator Portal.

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 Educator Portal, follow these steps:
1. Using a recommended browser, go to https://educator.kiteai.org.
2. Complete these fields on the Sign In screen:
   a. Username (usually your email address; use lower case)
   b. 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 15.

To reset an Educator Portal password, follow these steps
2. Click **Forgot Password**?
3. Enter your Username.

![FORGOT PASSWORD?]

USERNAME: myusername@myschool.org

Submit » Back To Login

4. Click **Submit**.

5. A notification will appear stating that the password reset request has been received.

![FORGOT PASSWORD?]

Thank you. Your password reset request has been received. Please contact technical support if you continue to experience problems.

USERNAME: myusername@myschool.org

Submit » Back To Login

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]

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.kiteaai.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 Form]

10. Click Submit.
11. Click Return to Kite Login Page.

**CHANGE PASSWORD**

To change your password, follow these steps:

1. Click My Profile.

![My Profile]

2. Click the Change Password tab.
3. Complete these fields:
   a. Current Password
   b. New Password
4. Confirm Password

![My Profile]

5. Click Save.
6. 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 Educator Portal 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 Educator Portal 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 Educator Portal. 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 Educator Portal 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.

![MY PROFILE]
2. Click the Security Agreement tab.

3. Choose the first option to agree to follow the standards.

4. Type your name.

5. Click Save.

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.

![Edit Display Name Tab](image)

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 Educator Portal 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 Educator Portal. 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.

![Your default role is:](image)

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 Educator Portal.

![My Profile](image)

**NOTE:** Kansas uses more than one assessment program in Educator Portal. 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 FOR ALL STATES**

Procedures in this section are the primary responsibility of the test administrators (i.e., users with the Teacher role in Educator Portal). Building- and district-level Educator Portal users may also use these procedures to manage student data, although their view of the screens in Educator Portal 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 a required assessment window has opened. 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.

Year-End model states will use the following steps to complete the First Contact survey and the Personal Needs and Preferences (PNP) Profile. Instructionally embedded model states can easily perform these functions within the Instruction and Assessment Planner. However, if an Instructionally Embedded model state user wants to perform these functions before the opening of the fall window, the following steps can be used.

To view and check student records, follow these steps:

1. Click Settings.

2. Select Students from the drop-down 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.
5. Review the following fields for accuracy. Data in these fields will appear on the Individual Student Score Report. Make corrections before proceeding:

- 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 for all students,</td>
<td>Go to the next step.</td>
</tr>
<tr>
<td>One or more fields contain incorrect information for</td>
<td>Stop! Do <strong>not</strong> proceed. Do <strong>not</strong> enter First Contact survey or PNP Profile data for these students. Do <strong>not</strong> attempt to test these students. Contact your</td>
</tr>
<tr>
<td>If:</td>
<td>Then:</td>
</tr>
<tr>
<td>-----</td>
<td>-------</td>
</tr>
<tr>
<td>one or more students,</td>
<td>assessment coordinator or data manager to have the information corrected. Do not proceed until student data is correct.</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 29 of 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 42 of this manual.</td>
</tr>
</tbody>
</table>

8. To view an individual student record, click the student State ID number.
9. The View Student Record overlay appears. Test administrators will not have the option to edit.

HINT: A user with the role of Teacher will see the username 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 student’s credentials.
10. OPTIONAL: District-level users and building test coordinators can click **Edit** in the Student Record and change the student’s personal information.

<table>
<thead>
<tr>
<th>Student</th>
<th>Legal First Name:*</th>
<th>Legal Middle Name:</th>
<th>Legal Last Name:*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Demographic</th>
<th>Gender:*</th>
<th>Date of Birth:*</th>
<th>First Language:*</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comprehensive Race:*</th>
<th>Hispanic Ethnicity:*</th>
</tr>
</thead>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Profile</th>
<th>Primary Disability:*</th>
<th>Assessment Program:*</th>
<th>Gifted Student:*</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>DLM-Dynamic Learning M</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>School Enrollment for Year 2018</th>
<th>District:</th>
<th>School:</th>
<th>Grade:*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accountability District:</th>
<th>Accountability School:</th>
<th>Local Student Identifier:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State Entry Date:</th>
<th>District Entry Date:</th>
<th>School Entry Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Image of Edit Student Record interface]
**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 for all states, follow these steps:

1. Click **Settings**.

2. Select **Rosters** from the drop-down 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.

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

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

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

7. Check the roster data.

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All expected students appear and they are eligible to participate in the DLM alternate assessment</td>
<td>Go to the next step.</td>
</tr>
</tbody>
</table>
If: | Then:
---|---
A student is not rostered to the right subject | Work with the data manager to update the roster record for the student.
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 for each subject to be tested. 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 Educator Portal.

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

| If: | Then: |
---|---|
All fields are accurate for all students | Go to the next step. |
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 and 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, although not every student needs a customized testlet. However, best practice is to review the PNP Profile to ensure the student has the most positive experience possible. 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 Educator Portal.

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 drop-down 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.

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

![PNP Profile Window](image)

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**.

![Display Enhancements](image)

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><img src="image" alt="Magnification" /></td>
</tr>
</tbody>
</table>

*Note: The table and image are placeholders for actual content.*
<table>
<thead>
<tr>
<th><strong>Display Enhancements</strong></th>
<th><strong>Definition</strong></th>
<th><strong>Screen</strong></th>
</tr>
</thead>
<tbody>
<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><img src="image" alt="Overlay Color" /></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><img src="image" alt="Invert Color Choice" /></td>
</tr>
<tr>
<td>Contrast Color</td>
<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>
</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
  - Braille File Type
    - EBAE
    - UEB
```

**HINT:** Your state decides which braille file type will be available for use. You might see only one file type available for selection or you might see both if your state has decided to include both EBAE and UEB.

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>Spoken Audio</td>
<td>When <strong>Spoken Audio</strong> is selected, Voice Source automatically selects <strong>Synthetic</strong>. (Human read aloud is always an available option and is selected under Other Support.) Text &amp; Graphics is automatically selected. The user can change this selection to <strong>TextOnly</strong> or <strong>NonVisual</strong>.</td>
<td><img src="image" alt="Screen Options" /></td>
</tr>
</tbody>
</table>

---

DLM-support@ku.edu  
Service Desk Support  
1-855-277-9751
<table>
<thead>
<tr>
<th>Audio &amp; Environment Support</th>
<th>Definition</th>
<th>Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Single Switches</strong> Single-switch system: scanning is activated using a switch set up to emulate Enter on the keyboard.</td>
<td>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></td>
<td>● Scan Speed (seconds) 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><img src="image" alt="Scan Speed (seconds)" /></td>
</tr>
<tr>
<td></td>
<td>● Automatic Scan-Initial Delay 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><img src="image" alt="Automatic Scan - Initial delay" /></td>
</tr>
<tr>
<td></td>
<td>● Automatic Scan Repeat Frequency determines how many times the system will repeat the scan cycle before</td>
<td><img src="image" alt="Automatic Scan Repeat Frequency" /></td>
</tr>
</tbody>
</table>
Audio & Environment Support

<table>
<thead>
<tr>
<th>Definition</th>
<th>Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>stopping when a selection is not made.</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>
</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>Most testlets are designed for all DLM students. For a limited number of Essential Elements 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 Essential Element or linkage level, a standard form of the testlet will be delivered.</td>
</tr>
<tr>
<td><strong>Alternate Form – Visual Impairment</strong></td>
<td>Two-switch system 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><strong>Supports Requiring Additional Tools</strong></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>Calculator</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>---</td>
<td>---</td>
</tr>
</tbody>
</table>

### Supports Provided by the Test Administrator Outside the System

<table>
<thead>
<tr>
<th>Supports Provided</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<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>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 **Summary** tab.

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

HINT: Use this same procedure to edit existing PNP Profile settings.

The supports in the PNP Profile are listed under five tabs: **Summary**, **Display Enhancements**, **Language & Braille**, **Audio & Environment Support**, and **Other Supports**. After the available and appropriate supports are selected and saved, the test administrator may check the **Summary** tab to see the current profile settings.

### CHANGING PNP PROFILE SETTINGS DURING TESTING

To change a PNP Profile setting during testing, follow this process:

1. The test administrator exits the testlet by using the **EXIT DOES NOT SAVE** button. Contact the district assessment coordinator for direction if the use of **EXIT DOES NOT SAVE** is not allowed in the state.

2. The test administrator in a Year-End model state logs into Educator Portal, goes to Settings and View Students, selects the PNP Profile, and selects or deselects the desired support settings. Test Administrators in Instructionally Embedded model states will access PNP Profile in the Instruction and Assessment Planner in Educator Portal.

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

<table>
<thead>
<tr>
<th>Support</th>
<th>How soon does the change appear in the testlet after updating the PNP Profile?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Magnification</td>
<td>Immediately</td>
</tr>
<tr>
<td>Overlay Color</td>
<td>Immediately</td>
</tr>
<tr>
<td>Invert Color Choice</td>
<td>Immediately</td>
</tr>
<tr>
<td>Contrast Color</td>
<td>Immediately</td>
</tr>
<tr>
<td>Spoken Audio</td>
<td>Overnight</td>
</tr>
</tbody>
</table>
### Support

<table>
<thead>
<tr>
<th>Support</th>
<th>How soon does the change appear in the testlet after updating the PNP Profile?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braille, both UEB and EBAE</td>
<td>Overnight, if available for the testlet at the linkage level</td>
</tr>
<tr>
<td>Alternate Form-Visual Impairment</td>
<td>Overnight, if available for the testlet at the linkage level</td>
</tr>
<tr>
<td>Single-switch system</td>
<td>Overnight</td>
</tr>
<tr>
<td>Two-switch system</td>
<td>Immediately</td>
</tr>
<tr>
<td>Individualized manipulatives</td>
<td>Immediately</td>
</tr>
<tr>
<td>Calculator</td>
<td>Immediately</td>
</tr>
</tbody>
</table>

Updated supports will be visible under the Current Profile Settings on the **Summary** tab.

---

**COMPLETE THE FIRST CONTACT SURVEY**

The First Contact survey is the first step in determining the initial placement of students in the DLM alternate assessment. The First Contact 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 First Contact survey is available in the **TEST ADMINISTRATION MANUAL** along with an appendix that contains all First Contact survey questions. The First Contact 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: Educator Portal presents the previous year’s First Contact 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 First Contact 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 First Contact 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, Building Test Coordinator, and Teacher have permission to complete, edit, and submit the First Contact survey. Other users may only view the First Contact survey.

Test administrators in Year-End model states who did not participate in the instructionally embedded assessment window will follow the following steps to enter data in the First Contact survey. Test administrators in an Instructionally Embedded model state can also follow these steps if completing this task before the fall window opens. If completing the survey after the fall window opens, the First Contact survey may be easily accessed within the Instruction and Assessment Planner. See the section Use the Instruction And Assessment Planner on page 61.

1. Click Settings.

2. Click Students from the drop-down menu.
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.

3. Click **Search**.

   ![Select Organization](image)

   4. To view a student, click the student’s State ID number.

   ![Student List](image)

   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. The student and teacher in this example are both fictitious.
7. Read the information on the Welcome screen. Verify the student’s name. Click **Start Survey**.

![Welcome to the First Contact Survey](image)

**HINT:** The First Contact 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 First Contact survey does not have to be completed in one sitting. In-progress surveys will be saved so that users can complete in-progress First Contact 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 First Contact 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**.

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. Completing the vision part of the First Contact survey where a test administration might mark that the student requires the use of braille does not automatically assign a braille testlet when available. In order to have the opportunity for a braille testlet, the test administrator must also select the braille support in the PNP.
Profile.

HINT: Braille is only available at upper linkage levels for some Essential Elements. If a student is proficient enough reading braille to take the DLM alternate assessment using braille, selecting braille in PNP Profile determines whether to deliver a braille form.

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

12. On the **Computer Instruction** tab, complete the survey on the student’s primary use of a computer during instruction. Click **Next**.
13. On the **Communication** tab, complete the survey on the student’s expressive and receptive communication abilities and needs. Click **Next**.

![Communication Tab](image)

14. On the **Language** tab, complete the survey on the student’s language preferences. Click **Next**.

![Language Tab](image)
15. On the **Academic** tab, complete the survey on the student’s skills in reading, mathematics, and writing. Click **Next**.

![Survey Screen](image1.png)

16. On the **Complete** tab, click **Submit Survey** to submit all answers and exit.

![Submit Survey Screen](image2.png)
17. On the **Student Record Report**, the **First Contact** link will read Completed.

![Student Record Report](image)

18. 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 First Contact 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 First Contact survey is not completed for the current school year, then any state participating in the instructionally embedded assessment window will not be able to create plans or assign testlets in the Instruction and Assessment Planner.

For Year-End model states participating only in the spring assessment window, the system will not assign a testlet to the student until the test administrator submits the First Contact survey. If the test administrator completes First Contact survey before the spring assessment window opens, testlets will available when the assessment window opens. If the test administrator completes the First Contact survey after the spring assessment window opens, testlets will be assigned 24 hours following First Contact survey completion.

If editing a First Contact survey after completion and submission, the test
MANAGE SPRING ASSESSMENTS FOR YEAR-END MODEL STATES

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 for each subject during the spring assessment window.

VIEW STUDENT USERNAME AND PASSWORD

Educators view student usernames and passwords in Educator Portal. 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 Educator Portal.

2. Select Test Management from the drop-down 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 additional choices in the drop-down menus to filter results and will select options for each starred menu.

3. Click **Search**. A list of test sessions will display.

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.

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 for a subject during the spring assessment window. Year-End model states will see all subjects being tested. Instructionally embedded model states will see science testlets completed in this screen.

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.

![Opening Lisa's practice test.pdf](image)

6. Click **OK**.

7. View the student username and password.

```
Playground
Demo 1 - Smith

First Name: Jesse
Last Name: Callahan
UserName: 555557
Password: ytf95
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</td>
<td>Check the following:</td>
</tr>
<tr>
<td>appear,</td>
<td>● Is First Contact survey complete?</td>
</tr>
<tr>
<td></td>
<td>● Was First Contact survey submitted less than 24 hours ago?</td>
</tr>
</tbody>
</table>

**RETRIEVE TESTLET INFORMATION PAGE (TIP) FOR YEAR-END MODEL STATES**

This procedure describes retrieving the Testlet Information Page (TIP) for operational testlets for Year-End model states during the spring assessment window and field test testlets for either model during the fall or spring window.

**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 are to only be printed when needed. TIPs are subject-specific. Science TIPs contain picture-response cards for the student to view. Best practice is to print these in color. Use the TIP to prepare for testlet administration.

1. TIPs are located on the Test Management screen.
2. Click **Manage Tests**.

**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 in Year-End model states for the spring assessment window 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.
Teachers in Instructionally Embedded model states will use Test Management testlets.

3. Select **Test Management** from the drop-down menu.

4. Click **Search**.

5. 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

This test session name means it is DLM testlet number 1234567 and has been
assigned to Jane Doe in the spring window. It is an ELA testlet for Reading Informational in grade 3, conceptual area 2, at the Target level.

6. Click **Open with**; choose Adobe Acrobat.

![Image of Adobe Acrobat Open dialog box]

7. Click **OK**.
8. View the TIP.
9. When the student has finished with the testlet, shred the TIP. It is a secure testing document. Also shred the TIPs printed for any testlets the student was assigned but did not take.

**RETRIEVE BRAILLE READY FILE FOR YEAR-END MODEL STATES**

In the spring assessment window, some alternate assessments include Braille Ready Files (BRF) of testlets to support student needs in ELA, mathematics, and science. 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 transfers 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.

Braille testlets for some Essential Elements are available in the fall instructionally embedded assessment window for some ELA and mathematics Essential Elements. 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 Essential Element 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 their knowledge, skills, and understanding of the DLM Essential Elements.

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

For states participating in the instructionally embedded assessment window, Braille Ready Files are easily accessible in the Instruction and Assessment Planner. After the Braille Ready File is retrieved, follow steps 5-7 below.

Year-End model states testing only in the spring assessment window will follow all the steps below:

1. Click **Manage Tests**.

HINT: 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 drop-down menu.
3. Click **Search**.

![Search panel](image)

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

![Braille icon](image)

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

![Braille icon](image)

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 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 INSTRUCTION AND ASSESSMENT PLANNER

Instructionally Embedded model states require the administration of instructionally embedded assessments to cover the blueprint during the fall window and again during the spring window.

Test administrators in Year-End model states can also use the Instruction and Assessment Planner to create plans and assign testlets during the fall instructionally embedded assessment window. Assessing students is optional in Year-End model states but recommended during this window. Seek state guidance about testing requirements during the instructionally embedded assessment window.

Test administrators using the Instruction and Assessment Planner will follow the steps below.

HINT: The Instruction and Assessment Planner is available for English language arts, mathematics, and science in the fall instructionally embedded assessment window.

Science is not available for testing using the Instruction and Assessment Planner during the spring window. In the spring, science assessments are managed using the Test Management tab.

To access the Instruction and Assessment Planner, follow these steps:

1. Click Manage Tests.

2. Select Instruction and Assessment Planner from the drop-down menu.
**STUDENT ACTIVITY TABLE**

When users with the Teacher role open the Instruction and Assessment Planner, each student rostered to them will automatically appear in the Student Activity Table on the initial page. Students are listed numerically by grade level and then alphabetically by default. The test administrator is able to filter the students by grade and by student name, if desired. The following graphic details the Student Activity Table.
<table>
<thead>
<tr>
<th>Field or Button</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Filter by grade, if desired</td>
<td>If you have students in multiple grades, click the Select box to filter results by grade in the Student Activity Table.</td>
</tr>
<tr>
<td>2 Filter by student name, if desired</td>
<td>After filtering by a specific grade, click the Select box to filter by a specific student.</td>
</tr>
<tr>
<td>3 Student Name and StateID</td>
<td>The student’s name is a hyperlink. Click the student’s name to display the View Student Record page where more student demographic information is available.</td>
</tr>
<tr>
<td>4 First Contact Survey</td>
<td>Click the First Contact icon to access the student’s First Contact survey.</td>
</tr>
<tr>
<td></td>
<td><strong>HINT:</strong> If the First Contact icon is a caution symbol with an exclamation point, the First Contact survey has not been submitted. If the icon is a box with a check mark, the First Contact survey has been submitted for this testing year.</td>
</tr>
<tr>
<td>5 PNP Profile</td>
<td>Click the human silhouette icon to view the student’s Personal Needs and Preferences (PNP) Profile. Complete this before testing following the guidelines in the student’s IEP. Use the ACCESSIBILITY MANUAL for more guidance.</td>
</tr>
<tr>
<td>6 Student Portal login credentials</td>
<td>Click the padlock icon to view a student’s login credentials for Kite Student Portal.</td>
</tr>
<tr>
<td>7 Student View Page</td>
<td>Once the First Contact survey and the PNP Profile are submitted, click the arrow icon in each column to select subject-specific Essential Elements for instruction and subsequent assessment. Each student’s testing progress is also available on the Student View Page.</td>
</tr>
<tr>
<td>8 Blueprint requirements met (IE ONLY)</td>
<td>This row is only shown for Instructionally Embedded model states where blueprint requirements must be met. This corresponds to the Essential Elements and linkage level actions in the cards on the Student View Page.</td>
</tr>
<tr>
<td>9 Number of plans with instruction in progress</td>
<td>The number of plans with instruction in progress. This corresponds to the Essential Elements and linkage level actions in the cards on the Student View Page.</td>
</tr>
</tbody>
</table>
### Testlets assigned and ready to test

The number of testlets that are assigned and ready to be assessed in Student Portal. This corresponds to the Essential Elements and linkage level actions in the cards on the Student View Page.

### Total number of testlets completed

The number of testlets that have been completed as of the current date. This corresponds to the Essential Elements and linkage level actions in the cards on the Student View Page.

**HINT:** Test administrators must complete the student’s First Contact survey prior to creating a plan for a student. A triangular caution symbol on the Student Activity Table indicates an incomplete First Contact Survey. A check mark symbol indicates a completed First Contact Survey.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔴</td>
<td>Incomplete FCS</td>
</tr>
<tr>
<td>🔴</td>
<td>Completed FCS</td>
</tr>
</tbody>
</table>

**CREATE A PLAN**

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

To choose an Essential Element for instruction, follow these steps:

1. Click **Manage Tests**.

2. Select **Instruction and Assessment Planner** from the drop-down menu.

**HINT:** All district- and building-level users, including test administrators and proctors, can create 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. If the First Contact survey is complete, click the arrow icon in the selected student’s View/Create plans row in the Student Activity Table for the desired subject (ELA, MATH, or SCI).

HINT: Science is not available for spring testing using the Instruction and Assessment Planner.

4. The Student View Page has two main sections: the informational section at the top of the page and the larger blueprints section in the lower portion of the page. Icons, directions, and other important information is in the informational section.

**Student View Page**

<table>
<thead>
<tr>
<th>Field or Button</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 District/School/Subject</td>
<td>Description of the current district, school, and subject for the selected student.</td>
</tr>
<tr>
<td>2 Student Name and State ID</td>
<td>Student’s name and State ID number. The student’s name is a hyperlink. Click on the student’s name to display the View Student Record screen for more demographic information.</td>
</tr>
<tr>
<td>3 First Contact Survey</td>
<td>Click on the First Contact Survey icon to view/edit/submit the student’s First Contact survey.</td>
</tr>
</tbody>
</table>

HINT: The First Contact Survey icon must display a check mark noting completion in order for you to select any Essential Elements for instruction.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>PNP Profile</td>
<td>Click the human silhouette icon to view/edit/submit the student’s Personal Needs and Preferences (PNP) Profile.</td>
</tr>
<tr>
<td>5</td>
<td>Student Portal Login Credentials</td>
<td>Click the padlock icon to view your student’s login credentials for Kite Student Portal.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Click the book icon to choose themes that are not acceptable for this student. Any themes that you select as not appropriate will not be used in any testlet throughout the administration for any subject. After selecting one or more themes to not be used, click Save.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HINT: A list of sensitive themes is provided for you. Click the Select box and choose all sensitive themes from the drop-down list. Then click Save.</td>
</tr>
<tr>
<td>7</td>
<td>Print</td>
<td>Print the Essential Elements Status Report, which is a PDF of the Student View Page as of the date and time the report is printed.</td>
</tr>
<tr>
<td>8</td>
<td>Student View Page Instructions</td>
<td>User instructions on how to proceed on the Student View Page.</td>
</tr>
<tr>
<td>9</td>
<td>Field Test TIPs Page (Instructionally Embedded States Only)</td>
<td>If the student receives a field test after completing all blueprint requirements, click the Test Management link in the sentence to access the Testlet Information Page for the field test testlet.</td>
</tr>
<tr>
<td>10</td>
<td>Student View Page Actions (Instructionally Embedded States Only)</td>
<td>Details the availability of the student plans as well as the Fall Essential Element Status Report between the Fall and Spring window.</td>
</tr>
</tbody>
</table>
All states will see the directions between the quick links and the icons: Select an Essential Element and linkage level.

Below the directs are two messages that appear only for Instructionally Embedded model states:

- After completing all blueprint requirements, students may receive a field test testlet. To access the Testlet Information Page for the field test, go to the Test Management tab.
- Between the close of the fall window and the opening of the spring window, test administrators may still view student plans and print the Fall Essential Element Status Report. No other work may be completed.

Year-End model states will see the directions in the first row but not the other two messages. The blueprint section of the Student View Page is visible further down the screen.

Each linkage level for an Essential Element is located in a cell or field called a card. The card for each linkage level will have various quick links that can be selected.

**HINT:** A quick link is a term used for a connection between documents or applications which enables materials to be quickly accessed.
<table>
<thead>
<tr>
<th>Field or Button</th>
<th>Action/Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Blueprint Requirements (Instructionally Embedded Model States Only)</td>
<td>Grades 3–8 students have four requirements to meet in each window for both ELA and mathematics. High school students have three requirements for ELA and one requirement for mathematics in both windows. Each blueprint requirement is sectioned with a border around it. The directions for each requirement are found at the top of each bordered section. The claim and conceptual area descriptions are included in the bordered requirement. The number of Essential Elements within each bordered requirement may be different, and the directions for each requirement may be different. Year-End model states will not see these requirements.</td>
</tr>
<tr>
<td>2 Recommended Linkage Level Icon</td>
<td>The flag icon indicates the recommended linkage level based on responses provided by the test administrator in the student’s First Contact survey.</td>
</tr>
<tr>
<td>3 Begin Instruction</td>
<td>Begin Instruction is the initial status of a specific Essential Element card selected for instruction. When the user selects the <strong>Begin Instruction</strong> quick link, the date is documented on the card and the status changes to Instruction in Progress.</td>
</tr>
<tr>
<td>4 Instruction in Progress</td>
<td>Indicates a plan has been created and instruction has begun outside of the Educator Portal with the date.</td>
</tr>
<tr>
<td>5 Kebab Menu (Vertical Ellipsis)</td>
<td>Click the three-dot icon to set/change the status of a specific Essential Element card. Quick links are accessed from the kebab menu.</td>
</tr>
<tr>
<td>6 Testlet Assigned</td>
<td>The teacher has completed instruction for the Essential Element and assigned a testlet, which is ready for the student in Kite Student Portal.</td>
</tr>
<tr>
<td>7 Testlet Complete</td>
<td>The student has completed the testlet associated with the specific Essential Element in Kite Student Portal.</td>
</tr>
<tr>
<td>8 Star Icon</td>
<td>Indication that the student showed mastery in the specific linkage level. <strong>HINT:</strong> The icon will be replaced with an X if the student did not show mastery for that linkage level.</td>
</tr>
</tbody>
</table>
5. Choose specific Essential Elements in the appropriate linkage level according to the blueprint requirements detailed at the top of each requirement section.

HINT: Blueprint requirements are only displayed for Instructionally Embedded model states. Year-End model states will not see any blueprint requirements.

A flag icon in each Essential Element header indicates the recommended linkage level for instruction based on First Contact survey responses.
6. Select the Essential Element for instruction. Select the linkage level. Five linkage level cards, one for each linkage level, display in each Essential Element row. At a glance, each card displays a short description of the linkage level.

HINT: Science Essential Elements will display three linkage level cards.

7. Click the kebab menu (three vertical dots) icon in the appropriate linkage level card to see a pop-up displaying the long description along with a link to download the mini-map for the selected Essential Element.

**ELA.EE.RI.3.1**

Initial Precursor: When provided with language cues, the student can pay attention to the entire object, a characteristic of the object, or an action the object can perform.

**Mini-Map**

**Begin Instruction**

HINT: A mini-map is a small cluster of nodes within the learning map that are associated with an Essential Element. Downloading the mini-map PDF for the Essential Element provides a short, two to four page document showing the relationship of the nodes in the mini-map. Downloading the mini-map for Writing will display sequential pages for each of the Writing Essential Elements in a single PDF. This PDF is much longer. The test administrator will need to scroll down through several pages in order to view its entirety.
8. Click **Begin Instruction**.

![Begin Instruction button]

**HINT:** After clicking **Begin Instruction**, the card will display Instruction in Progress with the date.

![Instruction In Progress card]

9. Provide instruction outside of Educator Portal. After the test administrator believes instruction is sufficient, and the student is ready for the assessment, return to the Student View Page in the Instruction and Assessment Planner. On the linkage level card for the Essential Element, click the kebab menu icon in the card again and select **Instruction Complete Assign Testlet**.

![Instruction Complete Assign Testlet]

**HINT:** Sometimes the test administrator will decide that a particular Essential Element or a specific linkage level should not be tested. If the test administrator does not plan to assign the student a testlet after instruction is complete, select the option for **Instruction Complete Do Not Assign Testlet**. Selecting this option will not assign your student a testlet in Student Portal. The **Instruction In Progress** mark will be removed from the Student Activity.
Table, and the linkage level will revert to its original status for that specific Essential Element. If desired at a later time, it can be selected again.

10. After selecting **Assign Testlet**, a pop-up box will appear asking the test administrator to confirm and assign a testlet. Click **Continue**.

   ![Assign Testlet](image)

   **Assign Testlet?**

   Assigning a testlet cannot be reversed.
   Select Continue to assign testlet or Cancel to go back and review.

   ![Continue Cancel]

   **HINT:** Once the testlet is assigned, the card in the Student Activity Table will display **Testlet Assigned** with the date. Please note the warning that once a testlet is assigned, the test administrator cannot go back and unassign the testlet.

11. Once the testlet is assigned, click the kebab menu icon in the card to download the Testlet Information Page.

   ![Testlet Information Page]

   **ELA.EE.L.5.5.c**

   Distal Precursor: The student can identify relevant words for describing familiar people, places, things, or events.

   ![Mini-Map]

   ![Testlet Information Page]
The Braille Ready File icon will be visible if the Essential Element at the specific linkage level has a braille equivalent.

**RETESTING THE SAME ESSENTIAL ELEMENT AND LINKAGE LEVEL**

Test administrators can select the same Essential Element and linkage level more than one time, if desired. At least one testlet is available for every Essential Element at every linkage level. In the following example, the student took a testlet for this Essential Element at the same linkage level two times: once on July 23 where the student did not master the linkage level. The student tested again on July 29 where the testlet was mastered.
Sometimes more than one testlet at a linkage level is not available. The message will display that all testlets at this linkage level have been assessed, as seen in this example.

After reading the Testlet Information Page and gathering the materials, administer the testlet in Student Portal. Once the testlet is submitted, come back to the Instruction and Assessment Planner to see the results. If the Student View Page was open during the administration of the testlet, the test administrator will need to click the refresh button in the upper left corner of the browser.

The card on the Student Activity Page will update to one of three statuses:
- Testlet Complete with a star, indicating mastery
- Testlet Complete with an X, indicating mastery was not achieved
- Testlet Complete with a dash, indicating results are not yet ready. The dash will only be displayed for writing testlets because they are scored outside of Educator Portal. Their results are published at the end of the year as the Student Individual Score Report available in Educator Portal.

After a testlet is completed, the TIP is no longer available. If the student received a Braille Ready File, it is also no longer available. If another testlet is available, the Begin Instruction action button can be selected. In the below example, another testlet is available.
HINT: A Braille Ready File may or may not be available for a second testlet for an Essential Element at a linkage level, even if the first testlet did have a Braille Ready File.

The Student Activity Table updates with every action that occurs for an Essential Element at a linkage level, showing data about the student for each subject tested. Use the back button in the upper right to return to the Student Activity Table.

At a glance, the test administrator can see if all blueprint requirements have been met, how many plans still have instruction in progress, if any testlets are assigned but have not been
tested, and the total number of completed testlets.

![Table]

HINT: Science assessment is optional during the fall instructionally embedded window; therefore, science will display as NA for blueprint requirements met.

**FIELD TEST TESTLETS FOR INSTRUCTIONALLY EMBEDDED MODEL STATES**

After the blueprint requirements are met for a student in each subject, one field test testlet may be available. To access the Testlet Information Page (TIP) for the field test testlet, click the **Test Management** hyperlink on the Student View Page. This action takes the test administrator directly to the Test Management section of Educator Portal where the field test testlet is available. Administer the field test in Student Portal using the student’s credentials.

HINT: The student’s Testlet Information Page for field test testlets can be found in the **Test Management** tab.

![Image]

**BETWEEN THE FALL AND SPRING WINDOWS FOR INSTRUCTIONALLY EMBEDDED MODEL STATES**

Between the close of the fall window and the opening of the spring window, users may still view student plans and print the Fall Essential Element Status Report. However, no other work may be completed.
ACCESS THE ESSENTIAL ELEMENTS STATUS REPORT IN THE INSTRUCTION AND ASSESSMENT PLANNER

The Essential Elements Status Report is accessed in the Instruction and Assessment Planner. It is a per student per subject report that captures everything on the Student View Page and the Student Activity Table together in one PDF report at the time the report is accessed. The report is available at any time during a window and can be printed. The report includes all Essential Elements and linkage levels on the blueprint for the subject. Users will see various stages of instruction and testing and the associated dates.

At the close of the fall window, the Essential Elements Status Report for fall becomes a static report but continues to be available until the close of the spring window. It can be accessed anytime during the spring window.

With the opening of the spring window, the spring report is available to provide information about the Essential Elements selected during the spring window. When the spring window closes, neither the fall nor the spring Essential Element Status Report is available.

This report is especially designed for test administrators, but any state, district, or building educator can also find it useful. Information on the report is complementary with the Understanding the DLM Instructionally Embedded Monitoring Extract for Instructionally Embedded Model States extract described on page 102, which is especially designed for state, district, and building users.

To access the Essential Elements Status Report during the fall window, click the printer icon. Also use the printer icon during the spring window to access the spring version of the report.
To access the fall Essential Element Status Report during the spring, click the leaf icon.

![Spring Window](image)

The Essential Element Status Report for each subject and student is three or four pages long, depending on the subject. Below is an example of the Essential Elements Status Report for fictional student Lindon Dukes.

![Essential Element Status Report: Fall Window](image)
THE SPRING WINDOW FOR INSTRUCTIONALLY EMBEDDED MODEL STATES

When the spring window opens, all plans and actions from the fall window will have been removed from the Instruction and Assessment Planner. The Student Activity Table will revert back to 0 of 4 in the top row of Blueprint requirements met, depending on the grade and subject. The column for science will no longer be visible since administration for all science assessments is now required and is in the Test Management section of Educator Portal and is required. The First Contact survey does not have to be submitted again unless the test administrator wants to make changes in it. The PNP Profile does not have to be submitted again unless changes must be made.

All the steps and processes during the spring window are the same as the fall window. Test administrators may select the same Essential Elements and linkage levels as they did during the fall window, or they may select others. The Essential Element Status Report for fall remains
available to view or print during the spring window. The spring version of the report is now available. Other reports and extracts are available in Educator Portal through the Reports Tab. These are described in the next section.

Year-End model states will no longer have access to the Instruction and Assessment Planner.
ACCESS REPORTS AND DATA EXTRACTS

A number of reports and data extracts are available through Educator Portal. Not all users have access to all reports and extracts. The table below lists the types of extracts and reports each user role can access.

<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>Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aggregate Reports</td>
<td>SAA=State Assessment Administrator, DTC=District Test Coordinator, DU=District User, BTC=Building Test Coordinator, BU=Building User, T=Teacher</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essential Element Status Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Monitoring Summary Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Blueprint Coverage Report (Instructionally Embedded Model states only)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Student Progress Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Class Roster Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>End of Year Student Score Reports – Individual and Bundled</td>
<td>Each state determines which roles have access to Individual and Bundled End-of-Year Individual Student Score Reports.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extracts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNP Setting Counts Extract</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PNP Settings Extract</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Current Enrollment Extract</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 Extract (Instructionally Embedded Model states only)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>DLM Instructionally Embedded Monitoring Extract (Instructionally Embedded model states only)</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 Extract (Year-End model states only)</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
REPORTS

AGGREGATE REPORTS

Understanding Aggregate Reports for All States
The Aggregate report summarizes the testing results across the state, district, school, or class in PDF or CSV format. The report provides the number of students tested by grade, subject, and performance level. It does not contain individual student data.

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 for students rostered to them.

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).

Accessing Aggregate Reports for All States
To access an Aggregate report, do the following:

1. Click Reports.

2. Select Alternate Assessment from the drop-down menu.

3. Click the End-of-Year tab.

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

6. Click the report file icon to view the report as a PDF or CSV file for 2019.

HINT: The aggregate reports for 2020 will become available in the summer of 2020 and will available in both PDF and CSV at that time.

**MONITORING SUMMARY REPORT**

Understanding the Monitoring Summary Report for an Instructionally Embedded Model State

The Monitoring Summary Report provides aggregate files by grade for ELA, mathematics, and science during the fall instructionally embedded window. The report provides aggregate files...
by grade for ELA and mathematics during the spring instructionally embedded window. Three other columns provide data for science during the spring window.

The files can be accessed at the state, district, and building level, depending on the user’s permissions. The report can be viewed in Educator Portal or saved as a PDF. Users with the role of Teacher do not have access to this report.

**Accessing the Report for All States**

To view the Monitoring Summary report, follow these steps:

1. Click **Reports**.

![Reports menu](image)

2. Select **Alternate Assessment** from the drop-down menu.

![Alternate Assessment menu](image)

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.

The report is provided by district, grade, and subject in three main sets of columns:
- Instructionally Embedded Fall Number of Rostered Students
- Instructionally Embedded Spring Number of Rostered Students
- Spring Science Number of Rostered Students

In the following example in grade 3 for ELA, one student has no plans created, and therefore cannot take any testlets. Of the students with plans created, zero students have no testlets taken. To state this a different way, all grade 3 students with plans created in ELA have taken at least one ELA testlet.

The next column shows that zero students have only one testlet completed. In other words, of all the rostered students who have plans, none of those students have taken only one testlet. The last column shows that two students took more than one testlet.
View the Example for Instructionally Embedded Model State

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

Understanding the Monitoring Summary Report for a Year-End Model State

This next sample DLM Test Administration Monitoring Summary can be interpreted the same way as stated above for Instructionally Embedded model states. The difference is that for a Year-End model state, only two sets of data are available: that for the optional instructionally embedded assessment window and that for the End-of-Year summative assessment in the spring. Accompanying this report for a Year-End model state is the DLM Test Administration Monitoring extract, described on page 106.

View the Example for a Year-End Model State
**BLUEPRINT COVERAGE REPORT**

**Understanding the Blueprint Coverage Report for an Instructionally Embedded Model State**

**HINT:** Students in Year-End model states meet their blueprint requirements during the spring assessment window when the entire blueprint is accessed for each student.

This report is only provided for states where the instructionally embedded assessments are required in the fall and the spring window. This report complements the Essential Elements Status Report, which provides data for an individual student in one subject at a time. The Blueprint Coverage Report allows users to monitor all students rostered to a teacher one subject and one grade level at a time. The Blueprint Coverage report includes all currently rostered students, even if the student had no activity in the Instruction and Assessment Planner at the time the report is accessed.

The Blueprint Coverage Report displays students grouped by teacher, grade level, and subject. Students are listed in columns side by side. The report lists each Claim and Conceptual Area in the blueprint. The top row of each claim includes the requirement for the claim and has an indication of whether a student has fully or partially met the requirement. The report also displays the student’s testlet activity for each of the Essential Elements. Each Essential Element includes a short description, which matches the short description that appears for each Essential Element in the Student Activity Table in the Instruction and Assessment Planner.

In the following example, all students are fictitious. The key is used to interpret results. A solid dot is displayed by each Essential Element that was tested for each student, along with the date. A student could be tested more than once on an Essential Element. Lindon Dukes was tested several times for Claim 1, Conceptual Area M.C1.3, and Essential Element M.EE 4 NBT 4. The date is provided each time a testlet was completed. In this example, the other two students are rostered but have not begun testing at this time.

If the test administrator created a plan and has begun instruction, but the student was not yet tested in that Essential Element, the cell will display an empty circle, meaning a plan was created but not yet tested. Lindon Dukes shows one plan created but not tested for Claim 2, Conceptual Area M.C2.1, and Essential Element EE.4.G.

On the top row of each requirement, a circle will display. The circle will be empty as long as the requirement is not fully met. That circle will fill in and include a checkmark once the student has met the requirements. This will align with the checkmark for the requirement in the Student Activity Table in the Instruction and Assessment Planner. The key indicates the student “met criterion.” Note that Wilburn Haynes and Garrett Read do not have any circles at all. This is because no plans have yet been created for them.
The Blueprint Coverage Report does not indicate the linkage level that was tested for the Essential Element nor if the linkage level was mastered. However, this information is found in the Essential Element Status Report accessed from the Instruction and Assessment Planner.

**Accessing the Blueprint Coverage Report**

To view the Blueprint Coverage report, follow these steps:

1. Click **Reports**.

2. Select **Alternate Assessment** from the drop-down menu.

3. Click the **Instructionally Embedded** tab.

4. Select **Blueprint Coverage** from the Instructionally Embedded drop-down menu.

5. Select the appropriate report criteria in the available drop-down menus.
6. Click View.

HINT: The user in the above is logged in with the Teacher role. Once the teacher selects the criteria in the drop-down menus, the Blueprint Coverage Report will automatically display below. Other users will see an additional View button to select.

View the Example

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

Note: All students listed are fictitious.
**STUDENT PROGRESS REPORT**

Understanding the Student Progress Report for an Instructionally Embedded Model State

The Student Progress report summarizes a student’s progress for the instructionally embedded assessments during the fall window for required assessment of ELA and mathematics Essential Elements and the optionally assessed science Essential Elements. During the spring window, only ELA and mathematics progress is reported. Science is required but not reported in the Student Progress report.

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

Understanding the Student Progress Report for a Year-End Model State

The Student Progress report summarizes a student’s progress during the optional instructionally embedded assessment window for ELA, mathematics, and science. The report will not display any testlet delivered during the spring assessment window.

Accessing the Student Progress Report for All States

NOTE: All reports contain sensitive information, which may include the student’s name, school, grade, and ID number, among other data. Treat any printed report as a secure document and handle it accordingly.

To view the Student Progress report, follow these steps:

1. Click **Reports**.

2. Select **Alternate Assessment** from the drop-down menu.

3. Click the **Instructionally Embedded** tab.
4. Select **Student Progress** from the drop-down menu.

![Image of Student Progress menu]

5. Complete filters.

![Image of completed filters]

6. Choose a student. Click **View Report**.

*View the Example*

The student listed is a fictitious.

1. The screen with the Individual Student Progress Report will display. Optionally, choose **Save** to save and/or print the report. The date, the student’s name, district, and school
are provided on the report. This is a secure document.

CLASS ROSTER REPORT

Understanding a Class Roster Report for an Instructionally Embedded Model State

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 in the Instruction and Assessment Planner during the fall window and again in the spring window. This is a secure report.

The report uses a series of numbered filters at the top of the screen to filter the data to display. The report displays one or more students rostered to a single test administrator for one subject at a time. This report displays the Essential Element and the linkage level with both the short and long descriptor and whether it was recently assessed. The report also includes instructional goals for the student if a plan was created at a particular linkage level but the Essential Element
was not yet assessed. If a user selects more than one student to view, the user will need to scroll down the screen. This is also a secure report.

**Understanding a Class Roster Report for a Year-End Model State**

Users in Year-End model states will see the most recent assessment and current instructional goals for one or more students on a roster during the instructionally embedded assessment window if the test administrator used the Instruction and Assessment Planner.

**Accessing the Student Progress Report for All States**

1. Click **Reports**.

   ![Report Menu]

2. Select **Alternate Assessment** from the drop-down menu.

3. Click the **Instructionally Embedded** tab.

4. Select **Class Roster** from the drop-down menu.

   ![Class Roster Selection]

5. Enter filters.

   ![Filter Selection]
6. After selecting a roster, choose one or more students.

View the Example for All States

1. Click View Report.

2. Optionally, click Save to save and/or print the report.

**STUDENT SCORE REPORTS**

Aggregate Reports, Individual Student Score Reports, and Student Bundled 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. Additional resources, including videos, are available on each state’s DLM webpage. See the Scoring and Reporting tab.

**Understanding the Individual Student Score Reports for an Instructionally Embedded Model State**

These summative reports present student results from all DLM operational testlets taken in both the required fall and spring windows. Field test testlet results are not included in the score reports.
Understanding the Individual Student Score Reports for a Year-End Model State
The Individual Student Score Reports for Year-End model states are from only the required
spring assessment window. Neither assessments taken during the optional instructionally
embedded assessment window nor field test testlet results are included in the end-of-year score
reports.

Accessing Individual Student Score Reports for All States
1. Click Reports.

2. Select Alternate Assessment from the drop-down menu.

3. Click the End-of-Year tab.

4. Select either Student (Individual) or Students (Bundled). These selections will only be
visible to those who have access.

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**

**Understanding the Student Report Archive for All States**

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.

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 Educator Portal. Check with your assessment coordinator to find out if other extracts and other reports have been archived locally by your district or state.

**Accessing the Student Report Archive for Any State**

1. Click Reports.

2. Select **Student Report Archive** from the drop-down menu.

3. Enter **Student Last Name** or **Student State ID**.

4. Click Search.
DATA EXTRACTS

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 Educator Portal.

<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 Educator Portal.</td>
</tr>
<tr>
<td>PNP Setting Counts</td>
<td>This has the number of individual PNP settings by organization, e.g., braille was selected for 12 students.</td>
</tr>
<tr>
<td>Current Enrollment</td>
<td>Current enrollment information for active students.</td>
</tr>
<tr>
<td>DLM Test Administration Monitoring (For Year-End model states only)</td>
<td>Testlets assigned, in progress, and completed by subject and student. This extract complements the Monitoring Summary Report for a Year End model state.</td>
</tr>
<tr>
<td>DLM Blueprint Coverage Summary (For Instructionally Embedded model states only)</td>
<td>Percent of students meeting blueprint criteria per organization. Only available in Instructionally Embedded model states.</td>
</tr>
<tr>
<td>DLM Instructionally Embedded Monitoring Extract (For Instructionally Embedded model states only)</td>
<td>A student level extract for instructionally embedded testing during the fall and spring window for Instructionally Embedded model states. The extract is populated by data from the Instruction and Assessment Planner user interface.</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 roles.</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 Educator Portal.</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>
**ACCESSING ALL EXTRACTS FOR ALL STATES**

Every data extract is viewed by following these steps:

1. Click **Reports**.

2. Select **Data Extracts** from the drop-down menu.

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

4. DLM is the default for states using the DLM alternate assessments. Other filters may be optional or required (required fields are marked with a red asterisk).
5. Some users may have extract filters to select. Select filters and click **OK**.

![Create Extract Filters](image)

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

![Create Extract confirmation](image)

**HINT:** Each request for an extract replaces the previous extract. Users may save extracts and archive them as needed.

7. The File field transitions from In Queue to In Progress to CSV. Click **CSV** to access the extract file.

![STANDARD DATA EXTRACTS](image)

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

Follow the browser’s procedure for viewing or saving the CSV file to your computer.
UNDERSTANDING THE PNP PROFILE EXTRACT FOR ALL STATES

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.

<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. 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 FOR ALL STATES

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- or state-level access, select filters for the report.
HINT: If the user has school-level access to Educator Portal (i.e., access to the data for only one school), there is no need to select any filters. The CSV file will have one line of data summarizing the PNP settings for the user’s school.

State-, District-, and Building-Level Users
The state- and district-level filter windows display 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 states 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>Create Extract filters</td>
<td>CSV file contains two lines of data: PNP Profile counts summarized for the district.</td>
</tr>
<tr>
<td></td>
<td>Summary Level: District</td>
<td></td>
</tr>
<tr>
<td></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></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State</th>
<th>District</th>
<th>School</th>
<th>Summary Level</th>
<th>Display</th>
<th>Display</th>
<th>Display</th>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-Magni</td>
<td>-Overlay</td>
<td>-Invert</td>
<td>-Maskin</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>fiction</td>
<td>Color</td>
<td>Color</td>
<td>Masking</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DLM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>General Assessment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DLM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>General Assessment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
## Settings

<table>
<thead>
<tr>
<th>School</th>
<th>Filter</th>
<th>CSV Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary Level</td>
<td><img src="image" alt="Create Extract filters" /></td>
<td>CSV file contains one line of data: PNP Profile counts summarized for a single school, except for Kansas.</td>
</tr>
<tr>
<td>School selected</td>
<td><img src="image" alt="MySchool" /></td>
<td></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 FOR ALL STATES

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 FOR INSTRUCTIONALLY EMBEDDED MODEL STATES**

HINT: Students in Year-End model states meet blueprint requirements during the spring assessment window where the entire blueprint is accessed for each student.

The DLM Blueprint Coverage Summary extract is only available for Instructionally Embedded model states. 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_Coverage_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>Fall Window # Students Testing</td>
<td>Number of students currently rostered in the Fall window</td>
</tr>
<tr>
<td>Fall Window % Students Met</td>
<td>Percentage of those rostered students who have met the full requirements for the conceptual area in the Fall window</td>
</tr>
<tr>
<td>Spring Window # Students Testing</td>
<td>Number of students currently rostered in the Spring window</td>
</tr>
<tr>
<td>Spring Window % Students Met</td>
<td>Percentage of those rostered students who have met the full requirements for the conceptual area in the Spring window</td>
</tr>
</tbody>
</table>

**UNDERSTANDING THE DLM INSTRUCTIONALLY EMBEDDED MONITORING EXTRACT FOR INSTRUCTIONALLY EMBEDDED MODEL STATES**

HINT: Students in Year-End model states meet the blueprint requirements during the spring assessment window where the entire blueprint is accessed for each student.
The DLM Instructionally Embedded Monitoring extract is specifically for Instructionally Embedded model states that are required to meet the full blueprint requirements in the fall window and again in the spring window. This extract retrieves all blueprint information from the Instruction and Assessment Planner. This extract replaces the DLM Test Administration extract for the Instructionally Embedded model states.

This extract enables state-, district-, and building-level users to quickly monitor the progress their students make towards meeting full blueprint requirements. Test administrators also have access to this blueprint.

The ELA requirements vary from four requirements in grades 3–8 to three in high school. The mathematics requirements vary from four in grades 3–8 to one in high school. Science does not have blueprint requirements in the fall window. Therefore, for science, the requirement is NA during the fall window. Instead, the extract will report the number of testlets taken.

In the spring, although the required science assessment is not administered from the Instruction and Assessment Planner, the extract will provide the number of testlets that are completed. This number will vary per student, but the total number for all students will be either nine for most states or ten for states assessing end-of-instruction biology.

This extract is large, and an example will not be provided at this time. However, accessing the extract will be the same as accessing the other extracts described above.

**Name of the Extract**

When saving the DLM Instructionally Embedded Monitoring extract, the file will have the following name:

DLM_Instructionally_EMBEDDED_Blueprint_Monitoring_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv
Fields in the Extract

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td>Name of Instructionally Embedded model state</td>
</tr>
<tr>
<td>District</td>
<td>District in which the student is enrolled and rostered</td>
</tr>
<tr>
<td>School ID</td>
<td>The unique code that has been assigned to the school in which the student is enrolled as listed in the state organizational table</td>
</tr>
<tr>
<td>School Name</td>
<td>The school in which the student is enrolled that aligns to the school ID header as listed in the state organizational table</td>
</tr>
<tr>
<td>Grade</td>
<td>The grade in which the student is enrolled</td>
</tr>
<tr>
<td>Student Last Name</td>
<td>Student’s last name</td>
</tr>
<tr>
<td>Student First Name</td>
<td>Student’s first name</td>
</tr>
<tr>
<td>State Student ID</td>
<td>The student’s state ID number</td>
</tr>
<tr>
<td>Window</td>
<td>Fall or Spring</td>
</tr>
<tr>
<td>ELA Educator Last Name</td>
<td>Last name of the test administrator(s) to which the student is rostered for ELA</td>
</tr>
<tr>
<td>Blueprint Requirement ELA % Met</td>
<td>Students in grades 3–8 have four requirements. This presents the percentage of the blueprint requirements met during the fall window and again in the spring window. Those value will be either: 0%, 25%, 50%, or 100%. For high school ELA, the percentage met is 0%, 33%, 67%, or 100%, based on three requirements.</td>
</tr>
<tr>
<td>Total Number of ELA Testlets Taken</td>
<td>Total number of ELA testlets taken during either the fall window or in the spring window.</td>
</tr>
<tr>
<td>ELA Blueprint Requirement 1</td>
<td>If the student is rostered to ELA in the enrolled school, Met or Not Met displays. If a student is not rostered to ELA in the enrolled school, NA will display.</td>
</tr>
<tr>
<td>ELA Blueprint Requirement 2</td>
<td>If the student is rostered to ELA in the enrolled school, Met or Not Met will display. If a student is not rostered to ELA in the enrolled school, NA will display.</td>
</tr>
<tr>
<td>ELA Blueprint Requirement 3</td>
<td>If the student is rostered to ELA in the enrolled school, Met or Not Met displays. If a student is not rostered to ELA in the enrolled school, NA will display. If the student is in high school NA will display since there are only three requirements in high school.</td>
</tr>
</tbody>
</table>
| ELA Blueprint Requirement 4 | If the student is rostered to ELA in the enrolled school, Met or Not Met displays. If a student is not
<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math Educator Last Name</td>
<td>Last name of the test administrator(s) to which the student is rostered for mathematics during either the fall or spring window.</td>
</tr>
<tr>
<td>Blueprint Requirement Math % Met</td>
<td>Students in grades 3-8 have four requirements. This presents the percentage of the blueprint requirements met during the fall window and again in the spring window. Those value will be either: 0%, 25%, 50%, or 100%. For high school math, the percentage met is 0% or 100%, based on one requirement.</td>
</tr>
<tr>
<td>Total Number of Math Testlets Taken</td>
<td>Total number of mathematics testlets taken during either the fall or spring window. This number aligns to the Student Activity Table in the Instruction and Assessment Planner.</td>
</tr>
<tr>
<td>Math Blueprint Requirement 1</td>
<td>If the student is rostered to mathematics in the enrolled school, Met or Not Met displays. If a student is not rostered to mathematics in the enrolled school, NA displays.</td>
</tr>
<tr>
<td>Math Blueprint Requirement 2</td>
<td>If the student is rostered to mathematics in the enrolled school, Met or Not Met displays. If a student is not rostered to mathematics in the enrolled school, NA displays. If the student is in high school, NA displays since high school students have only one requirement in math.</td>
</tr>
<tr>
<td>Math Blueprint Requirement 3</td>
<td>If the student is rostered to mathematics in the enrolled school, Met or Not Met displays. If a student is not rostered to mathematics in the enrolled school, NA displays. If the student is in high school, NA displays since high school students have only one requirement in math.</td>
</tr>
<tr>
<td>Math Blueprint Requirement 4</td>
<td>If the student is rostered to mathematics in the enrolled school, Met or Not Met displays. If a student is not rostered to mathematics in the enrolled school, NA displays. If the student is in high school, NA displays since high school students have only one requirement in math.</td>
</tr>
<tr>
<td>Science Educator Last Name</td>
<td>Last name of the test administrator(s) to which the student is rostered for science during either the fall or spring window.</td>
</tr>
<tr>
<td>Column Heading</td>
<td>Definition</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Science Testlets Taken</td>
<td>The number of optional science testlets administered during the fall window. During the spring window the number will display X or 9 for most states and X of 10 for states administering high school biology.</td>
</tr>
</tbody>
</table>

**UNDERSTANDING THE DLM TEST ADMINISTRATION MONITORING EXTRACT FOR YEAR-END MODEL STATES**

HINT: This extract is only available in Year-End model states. Instructionally Embedded model states will use the DLM Instructionally Embedded 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 assigned, 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 has two subsections: Fall Window Testlets and End-of-Year. The Instructional dates apply to the four columns of Instructional testlets administered during the instructionally embedded assessment window. 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.
- This is a large extract, and an example does not appear in this manual.

![Create Extract filters](image)
**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_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

**Fields in the Extract**
The four columns in the table below include data from the Instruction and Assessment Planner in Educator Portal.

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Window # Testlets Not Started</td>
<td>The number of plans created and testlets assigned for a student, but the testlets which have not yet been administered.</td>
</tr>
<tr>
<td>Fall Window # Testlets In Progress</td>
<td>The number of 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>Fall Window # Testlets Completed</td>
<td>The number of instructionally embedded testlets completed by the student.</td>
</tr>
<tr>
<td>Fall Window # Testlets Required</td>
<td>This column will always show an asterisk since this is an optional assessment for Year-End model states.</td>
</tr>
</tbody>
</table>

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>
</tbody>
</table>

HINT: The system assigns testlets one at a time, not all at the beginning of spring assessment.

| End of Year # Testlets In Progress          | The number of spring assessment testlets that were in progress at the time the extract was pulled. |
| End of Year # Testlets Completed            | 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. |
End of Year # Testlets Required  The number of spring testlets for each student will vary depending on grade and subject.
Field Test # Testlets Completed  The number of field test testlets that were administered for a student.

UNDERSTANDING THE FIRST CONTACT SURVEY EXTRACT FOR ALL STATES

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 First Contact survey settings are included in the file. The file contains a column for every possible First Contact 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 First Contact survey settings. Each of the possible First Contact 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 because the selection depends upon another item being checked.
- 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 First Contact 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 First Contact 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 First Contact survey settings.</td>
</tr>
</tbody>
</table>

UNDERSTANDING THE ROSTER EXTRACT FOR ALL STATES

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 FOR ALL STATES**

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 location (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 FOR ALL STATES**

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 FOR ALL STATES**

The Users extract includes all records for Educator Portal 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.
This glossary compiles definitions and acronyms relevant to assessment for the Dynamic Learning Maps® (DLM®) alternate assessment.

**display enhancements**
Options that change the testlet appearance on the student’s device screen, including magnification, overlay color, inverted color choice, and contrast color.

**Educator Portal**
The administrative application where staff and educators manage student data and retrieve reports. Users can access Educator Portal via [https://educator.kiteaai.org/](https://educator.kiteaai.org/). For information on working within Educator Portal, see the DATA MANAGEMENT MANUAL and the EDUCATOR PORTAL USER GUIDE on the DLM website.

**engagement activity**
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. The engagement activity for some science testlets at the upper linkage levels include a short video.

**Essential Elements**
Essential Elements build a bridge from the content in the grade-level standards to academic expectations for students with the most significant cognitive disabilities. They are 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.

**First Contact survey**
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 First Contact survey are used to recommend the linkage level for each Essential Element during the fall window. Core questions are also used during the spring window for any Essential Elements that were not tested during the fall window.
Instruction and Assessment Planner
A part in Educator Portal where test administrators perform assessment functions for a student during both the fall and spring windows. Functions include selecting an Essential Element and linkage level for instruction and subsequent testing. Most data about the student can be accessed from the Instruction and Assessment Planner, including mastery of an Essential Element at the tested linkage level and indications when the blueprint requirements are met.

Instructionally Embedded Assessment
Assessment that occurs throughout instruction in both the fall and spring windows.

Kite Student Portal
A secure customized application 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. In addition to operational testing in the Student Portal, practice activities and released testlets can be administered using Student Portal. The login credentials for the practice activities and released testlets are unique to each one. See the TEST ADMINISTRATION MANUAL for more information about Student Portal.

Linkage Level
ELA and mathematics: A small section of the DLM learning map model containing one or more nodes that represent critical concepts or skills needed to learn the Essential Element. ELA and mathematics each have five linkage levels: Initial Precursor, Distal Precursor, Proximal Precursor, Target, and Successor.

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

Personal Learning Profile
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. 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 found in Educator Portal.

**plan**

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.

**Student Activity Table (IE version)**

A page in the Instruction and Assessment Planner in Educator Portal. The Student Activity Table provides an at-a-glance overview of each student's progress in the subjects to which the student is rostered during the fall or the spring window. The table is part of the Instruction and Assessment Planner in Educator Portal used during required testing in both windows. The table populates the data based on the test administrator's actions on the Student View Page.

The table also includes three icons providing easy access to the First Contact survey, PNP Profile, and the student's credentials.

**Student View Page (IE Version)**

A page in the Instruction and Assessment Planner in Educator Portal that displays details about one student at a time for each Essential Element and linkage level. During the instructionally embedded assessment window, test administrators use the Student View Page for several instruction and assessment actions for each student. This page is in the Instruction and Assessment Planner in Educator Portal and displays details about one student at a time for each Essential Element and linkage level. The test administrator will perform several actions, such as creating a plan and assigning a testlet. The system will automatically display information about the student's testing progress, such as mastery of an Essential Element at the linkage level tested.

**testlet**

A short assessment that begins with an engagement activity and includes three to nine items, depending on the subject. Together the items 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 assesses only one Essential Element except for the writing testlet, which assesses all writing Essential Elements.
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.

The Testlet Information Page (TIP) for each testlet lists the materials needed or describes the attributes of the materials needed specific to a particular testlet.

The materials listed in the TIP are especially needed for the teacher-administered testlets at the Initial and Distal Precursor linkage levels in ELA and mathematics, and the Initial linkage level for science.

The TIP for testlets at the Initial level for science has picture response cards that must be printed before testing.

Computer-delivered testlets require fewer materials than the teacher administered testlets.
## 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>08/09/2019</td>
<td>New section Use the Instruction And Assessment Planner</td>
<td>61</td>
</tr>
<tr>
<td></td>
<td>Enhanced explanatory information added to the section Access Reports and Data Extracts</td>
<td>81</td>
</tr>
<tr>
<td></td>
<td>Understanding the Instructionally Embedded Monitoring Extract</td>
<td>83</td>
</tr>
<tr>
<td></td>
<td>Updates to the Glossary</td>
<td>111</td>
</tr>
</tbody>
</table>
June 2019

TO: District Superintendents
   Superintendents of Schools
   Special Education Directors
   Chairpersons of Committees on Special Education
   Project Managers for the Level I Data Repositories

FROM: Steven E. Katz

SUBJECT: Birthdate Ranges for Students with Disabilities Participating in the 2019-20 New York State Alternate Assessment (NYSAA)

Students with disabilities participating in the New York State Alternate Assessment (NYSAA) are assessed according to chronological ages aligned with grade levels. The chart below provides information on the age ranges for students with disabilities participating in the 2019-20 NYSAA. Students should be tested based on their birthdate in the content areas indicated for each grade level.

Please contact the Office of State Assessment at 518-474-5900 if you have any questions regarding the birthdate ranges for students participating in the NYSAA.

<table>
<thead>
<tr>
<th>Birthdate</th>
<th>Grade and Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1, 2010–August 31, 2011</td>
<td>Grade 3 ELA and Math</td>
</tr>
<tr>
<td>September 1, 2009–August 31, 2010</td>
<td>Grade 4 ELA, Math, and Science</td>
</tr>
<tr>
<td>September 1, 2008–August 31, 2009</td>
<td>Grade 5 ELA and Math</td>
</tr>
<tr>
<td>September 1, 2007–August 31, 2008</td>
<td>Grade 6 ELA and Math</td>
</tr>
<tr>
<td>September 1, 2006–August 31, 2007</td>
<td>Grade 7 ELA and Math</td>
</tr>
<tr>
<td>September 1, 2005–August 31, 2006</td>
<td>Grade 8 ELA, Math, and Science</td>
</tr>
<tr>
<td>September 1, 2001–August 31, 2002</td>
<td>Secondary-Level ELA, Math, and Science*</td>
</tr>
</tbody>
</table>

Note: NYSAA-eligible students who do not meet the age criteria above and will be exiting school before they reach their eighteenth birthday must take the secondary-level NYSAA before they leave school (i.e., when they are 17 years old). NYSAA-eligible students with a birth date prior to September 1, 2001 who have not been assessed at the secondary level must be assessed in 2019-20 before they leave school. All NYSAA-eligible high school students are assigned to the Grade 9 cohort in Educator Portal, regardless of the actual grade that the student is enrolled in at school. The grade must be 9 in the Educator Portal system.
## Important Dates to Remember

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>08/31/2019</strong></td>
<td>KiteStudent Portal Update&lt;br&gt;Chromebooks auto update&lt;br&gt;IPad auto updated if automatic update is turned on Mac and PC reinstall using icon</td>
</tr>
<tr>
<td><strong>09/09/2019</strong></td>
<td>ELA, Math, &amp; Science Instructionally Embedded Assessment opens&lt;br&gt;09/09/2019 – 02/26/2020&lt;br&gt;12/23-01/01 window closes for maintenance</td>
</tr>
<tr>
<td><strong>09/18/2019</strong></td>
<td>Moodle Training opens.</td>
</tr>
<tr>
<td><strong>10/01/2019</strong></td>
<td>Printed manuals sent to schools</td>
</tr>
<tr>
<td><strong>10/21/2019</strong></td>
<td>Recommended deadline to complete review of user information in Educator Portal. Make corrections, add new users and delete users no longer needing accounts.</td>
</tr>
<tr>
<td><strong>11/08/2019</strong></td>
<td>NYSAA-eligible students need to be identified in the state data warehouse with the program service code <strong>0220</strong> to be included in the enrollment pull. Districts/Schools utilizing the</td>
</tr>
</tbody>
</table>
Instructionally Embedded Window must comply with this deadline.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/11/2019</td>
<td>NYSED pull of students identified as NYSAA-eligible for loading of enrollment file to Educator Portal.</td>
</tr>
<tr>
<td>11/15/2019</td>
<td>NYSED loads enrollment file to Educator Portal.</td>
</tr>
<tr>
<td>11/18/2019</td>
<td>Rostering of students begins.</td>
</tr>
<tr>
<td>11/15/2019</td>
<td>Recommended deadline to complete First Contact Survey and Personal Needs Profile for participation in spring assessment to utilize the Instructionally Embedded Window.</td>
</tr>
<tr>
<td>01/27/2020</td>
<td>Parent Brochures sent to schools</td>
</tr>
<tr>
<td>02/07/2020</td>
<td>Final date for Braille marked in First Contact Survey.</td>
</tr>
<tr>
<td>02/07/2019</td>
<td>Deadline to complete PNP and FCS for participation in Spring assessment.</td>
</tr>
<tr>
<td>02/26/2020</td>
<td>ELA, Math and Science Instructionally Embedded Window closes.</td>
</tr>
<tr>
<td>03/04/2019</td>
<td>Shipment of Braille forms or embossing paper to school.</td>
</tr>
<tr>
<td>03/09/2020</td>
<td>Spring assessment window opens.</td>
</tr>
<tr>
<td>06/05/2020</td>
<td>Spring Assessment window closes.</td>
</tr>
</tbody>
</table>
Quick DLM Reference and Resource Guide

A quick reference and resource guide to direct educators and test administrators to frequently accessed DLM test administration information.

<table>
<thead>
<tr>
<th>TEACHERS, EDUCATORS, AND TEST ADMINISTRATORS</th>
<th>STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DLM Webpage</strong></td>
<td><strong>Educator Portal</strong></td>
</tr>
<tr>
<td>dynamiclearningmaps.org</td>
<td>educator.kiteai.org</td>
</tr>
<tr>
<td>Test Administration Manual</td>
<td>Accessibility Manual</td>
</tr>
<tr>
<td>Blueprints</td>
<td>Educator Portal User Guide</td>
</tr>
<tr>
<td>Essential Elements</td>
<td>Guide to Practice Activities &amp; Released Testlets</td>
</tr>
<tr>
<td>Professional Development Modules</td>
<td>Educator Resource Pages ELA and math Science</td>
</tr>
<tr>
<td>Instructional Activities</td>
<td>Link to Moodle</td>
</tr>
<tr>
<td></td>
<td></td>
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