DYNAMIC®
LEARNING MAPS

EDUCATOR PORTAL USER GUIDE

INSTRUCTIONALLY EMBEDDED STATES

2025–2026

FINDING HELP

If the information in this manual and resources from your state Dynamic Learning Maps® (DLM®) webpage do not lead to solutions, these contacts can provide additional support (Table 1).

HINT: Print this page and keep it handy!

Table 1

Additional Supports for Users

Local Technology Representative	State Education Agency	The DLM Kite Service Desk 1-855-277-9751 (toll-free) or DLM-support@ku.edu
• Installing Kite® Student Portal app • Installing a supported browser to access Educator Portal • General computer support • Internet availability • Display resolution • Issues with sound, headphones, speakers, etc.	• Training requirements • Assessment questions • Assessment scheduling • Test invalidation requirements • Student Individualized Educational Plan (IEP) requirements • Test window dates, extensions, requirements, etc. • Testlet resets (may take up to 72 hours)	Only users with an **active** Educator Portal account can make inquiries to the Service Desk about the following issues: • Data issues (rosters, enrollment, etc.) • Unlocking Student Portal

PLEASE REMEMBER, IF YOU CONTACT THE DLM SERVICE DESK:

• **Do not send any Personally Identifiable Information (PII)** for a student via email or via Live Chat in Educator Portal. This is a violation of the federal 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 assessment coordinator to find out what student information can be legally emailed or sent via Live Chat in your state.

- **Do send:**
  - Your contact information (email address and name)
  - Error messages, including the testlet number if applicable to the problem
  - Service Desk ticket number when following up on a previously submitted issue

For all concerns for which the Service Desk requires student-specific information, you must call.

NOTE: All information in an email is taken into consideration when checking for PII violations. The electronic signature for the sender of an email may identify the district or school in which a student resides. If you need to communicate with the Service Desk via email or Live Chat, ensure the information you are providing meets your state's PII policies.

EDUCATOR PORTAL USER GUIDE 2025–2026

CONTENTS

OVERVIEW

AUDIENCE AND PURPOSE

The EDUCATOR PORTAL USER GUIDE for the Dynamic Learning Maps® (DLM®) alternate assessment provides users, particularly those with the role of Teacher in Educator Portal, with step-by-step procedures for using Educator Portal for the administrative tasks. Teachers will be referred to as Test Administrators. Educator Portal users (e.g., teachers, assessment coordinators, and data managers) manage student information and access reports in Educator Portal. More information for assessment coordinators is in the ASSESSMENT COORDINATOR MANUAL. More information about uploading data and associated procedures for data managers is in the DATA MANAGEMENT MANUAL.

IMPORTANT INFORMATION ABOUT NAMES AND DATA

All example names and organizations used in this document are fictitious. No identification with actual persons (living or deceased), places, and organizations is intended or should be inferred. All data including scores and identification numbers are randomly generated.

A NOTE ABOUT GRAPHICS

Every effort was made to ensure the graphics in this guide match what the test administrators will see when using Educator Portal. In some cases, however, graphics vary depending on role, but those will be indicated.

WHAT'S NEW IN THIS VERSION

Information about these topics has been added or enhanced in this version (Table 2).

Table 2

Changes in This Version of the Manual

Topic	Starting Page
Multifactor authentication	Page 13
The headings, naming conventions, and the order of some columns in some extracts edited for consistency	Page 99
Updated screenshots	Throughout
General edits	Throughout

To learn about updates to test administration resources, subscribe to Test Updates and DLM News on the DLM website.

INTRODUCTION

ABOUT 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 3–8 and one or more grades in high school. State departments of education determine the subjects and grades to be assessed in each state. The DLM Alternate Assessment System provides accessibility by design and is guided by the core belief that all students should 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® SUITE

The Kite® Suite was designed for delivery of the next generation of large-scale assessments and was tailored to meet the needs of students with the most significant cognitive disabilities.

Students have accounts in Kite Student Portal.

Kite Student Portal is the customized, secure interface used to deliver assessments to students. Educators and staff do not have accounts in Student Portal. Students have their own unique username and password, which are automatically generated. Either the student signs into Student Portal or their test administrator signs in for them. Although a student's username remains the same from year to year, each year when the student is enrolled in Educator Portal, the student is assigned a brand-new password.

Once Student Portal is launched, other websites and applications cannot be accessed during the assessment. Student Portal has an auto-lock feature that prevents students from using other apps while Student Portal is in use.

All DLM alternate assessments must be taken on the application version of Kite Student Portal. Student Portal is **not** available using a web browser. For more information about installing Kite Student Portal, go to the Kite Suite on the DLM website.

Staff and educators have accounts in Kite Educator Portal.

Kite Educator Portal is the administrative application that staff and educators use to manage student data and retrieve reports and extracts. Users can access Educator Portal using a supported browser listed on the [Kite Suite](#) page. For information about uploading user, enrollment, and roster records in Educator Portal, see the DATA MANAGEMENT MANUAL on the [DLM website](#).

HOW TO USE THE DLM WEBSITE

Many resources for test administrators are available on the DLM website. In addition to the DLM program-provided resources, state-specific resources may also be available. Bookmark your state webpage or save it to your favorites for quick access later.

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

1) Go to the [DLM website](#).
2) Hover over the **For States** tab to reveal a list of states.
3) Select your state.

RESOURCES ON THE DLM WEBSITE

Table 3 lists DLM resources designed for test administrators. These resources are available on most state webpages.

Table 3

DLM Resources for Test Administrators

Resource	Purpose
ACCESSIBILITY MANUAL	Provides guidance to state leaders, district and school staff, test administrators, and IEP teams on the selection and use of accessibility supports available in Student Portal
EDUCATOR PORTAL USER GUIDE	Supports test administrators in navigating Educator Portal to access assessment information, including student data and reports

Resource	Purpose
Guide to DLM Required Test Administrator Training (PDF)	Guides test administrators through required training modules and post-tests and how to access the modules using the Training tab in Educator Portal
Guide to Practice Activities & Released Testlets (PDF)	Supports the test administrator in using practice activities and released testlets in Student Portal, using student demo accounts
TEST ADMINISTRATION MANUAL (PDF)	Supports test administrators in preparing themselves and their students for the DLM assessments
Test Updates and DLM News (webpage)	Provides updates on DLM and test administration activities. Register to receive alerts when new information becomes available. Go to Test Updates and DLM News.

INSTRUCTIONALLY EMBEDDED MODEL STATES

The following states have required testing in two instructionally embedded assessment windows: a fall window and a spring window. Those states are

- Arkansas
- Delaware
- Iowa
- Kansas
- Missouri
- Montana
- North Dakota
- Tennessee

EDUCATOR PORTAL PROCEDURES

MANAGE USER ACCOUNTS

ACTIVATE EDUCATOR PORTAL ACCOUNT

These steps are required for all first-time users.

NOTE: If already activated, proceed to Getting Started in Educator Portal on the following page. Also, view the helplet video, Getting Started in Educator Portal.
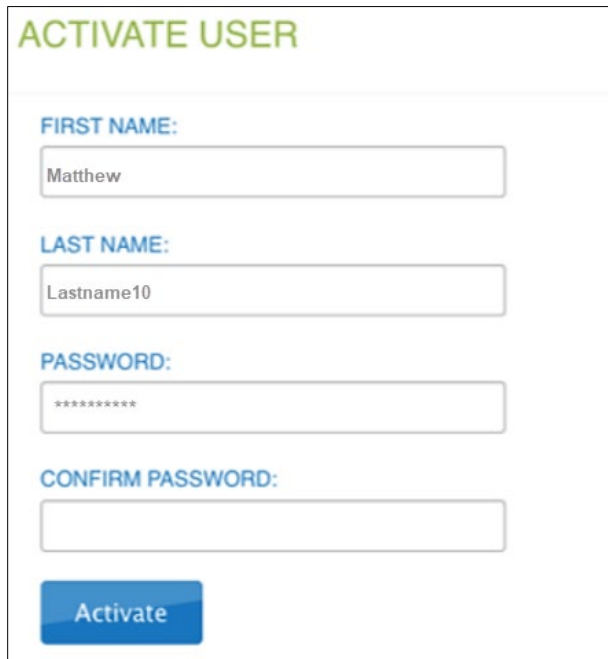
1) Receive an activation email from kite-support@ku.edu.
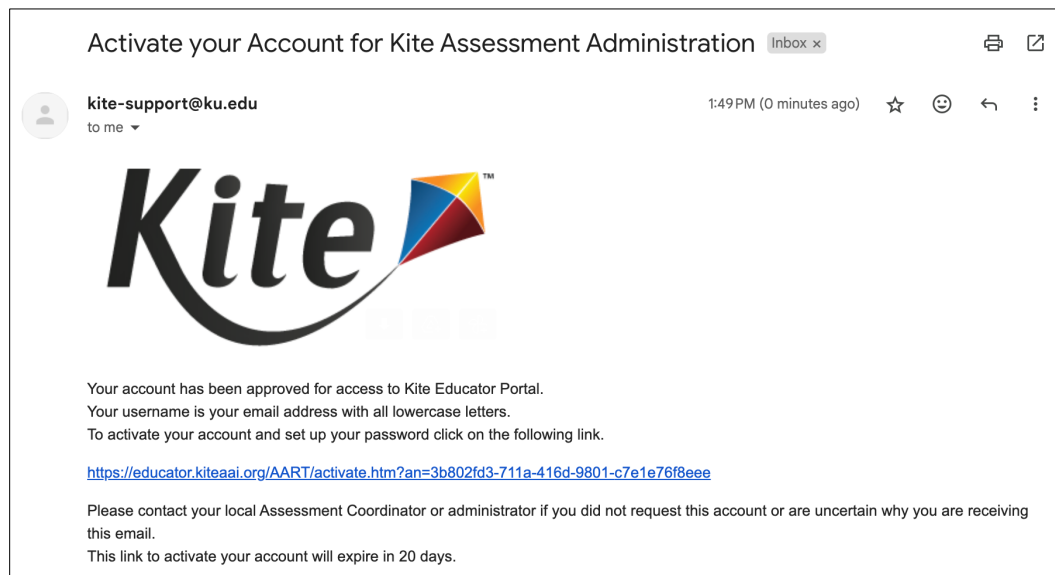
An activation email is sent after the state, district, or building data manager has created an account for you in Educator Portal. If you did not receive an activation email, ask the data manager to resend the Kite® activation email or upload your user information.

2) Select the link in the email to be redirected to the Activate User screen.

3) Fill out the fields and select **Activate**.
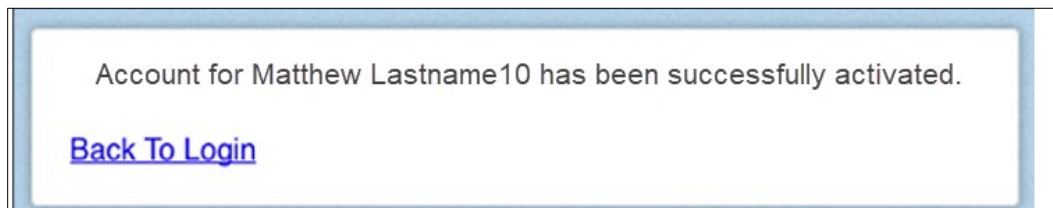
NOTE: Fictious user, Matthew Lastname10, is used throughout this manual.
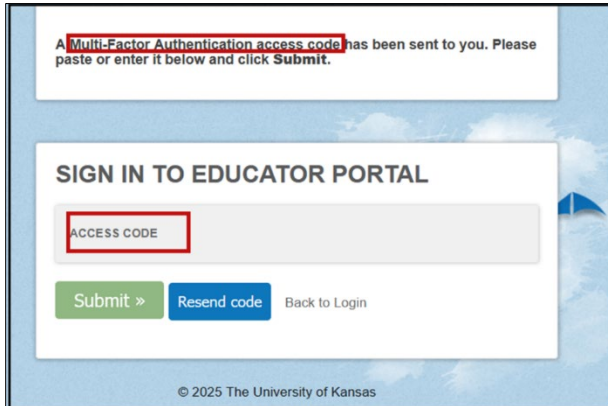
4) Receive a confirmation message and select **Back To Login**.

5) Receive access code and enter it.

NOTE: If you sign out and sign back in within 30 minutes, you'll need to use the same multifactor authentication (MFA) code you received earlier. A new code will not be sent unless the original one expires.
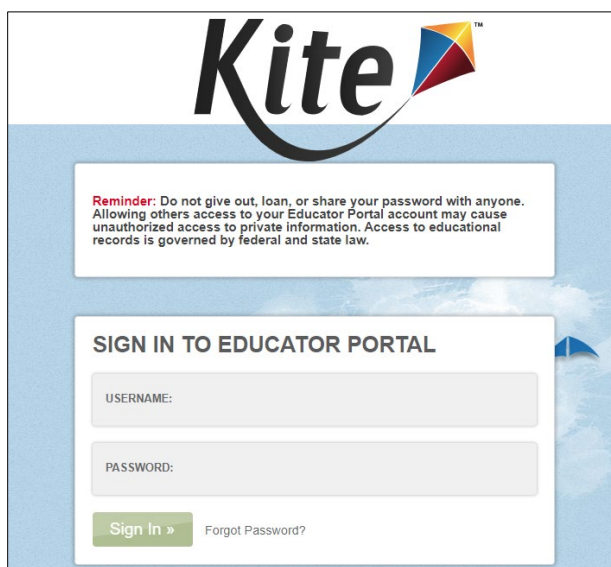
NOTE: Educator Portal is a secure application and can be accessed using any supported web browser (view browser list at the Kite Suite page on the DLM website).

To log in to Educator Portal, follow these steps:
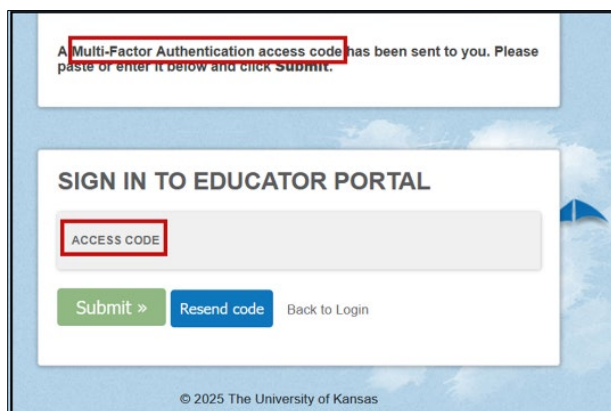
1) Go to https://educator-mt.kiteaai.org.
2) Complete these fields on the Sign In screen:
   a) Username (your email address, all lowercase)
   b) Password
3) Select **Sign In**. Users will get five attempts to correctly sign into Educator Portal. If they are locked out, they will need to contact their Test Coordinator for help.

4) After the user selects **Sign In**, for additional security, the system will prompt a multi-factor authentication access code to be sent to the user's email account.

5) An access code will be emailed to you and is valid for 30 minutes.

Kite Account Multi-Factor Authentication Code

KD Kite Service Desk
To: kitetrainer@school.org

Hi kitetrainer@school.org

Please use the following access code to finish logging into Kite Educator Portal.

984609

This code is valid for 30 minutes

Thank you,
Kite

↩ Reply   ↪ Forward
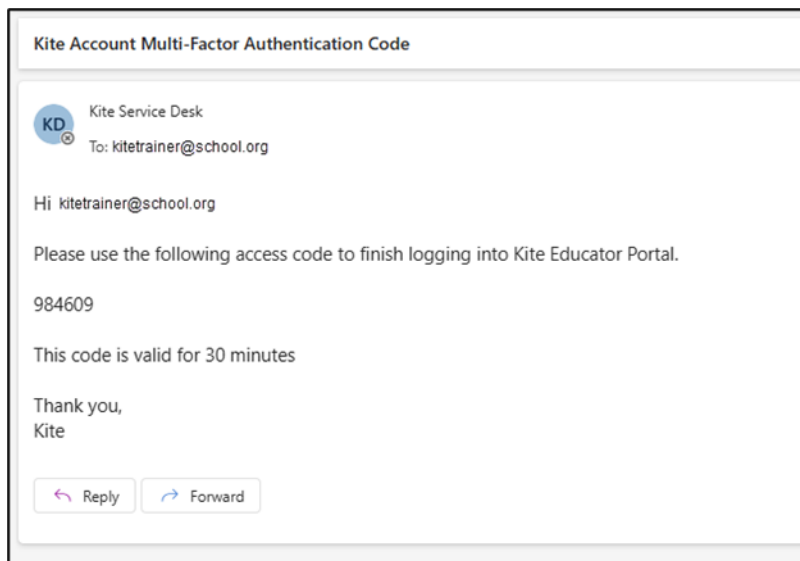
6) Enter the code and select **Submit**.

A Multi-Factor Authentication access code has been sent to you. Please paste or enter it below and click **Submit**.

SIGN IN TO EDUCATOR PORTAL

ACCESS CODE

Submit »   Resend code   Back to Login

© 2025 The University of Kansas
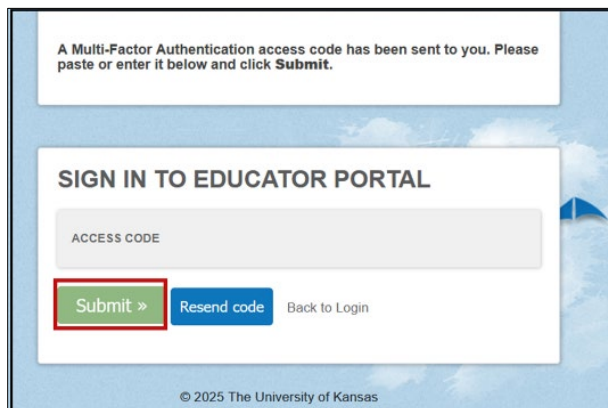
NOTE: If you sign out and sign back in within 30 minutes, you'll need to use the same MFA code you received earlier. A new code will not be sent unless the original one expires.

RESET EDUCATOR PORTAL PASSWORD

NOTE: To change a password while logged in, go to the procedure titled Change Password on page 18 in this manual.
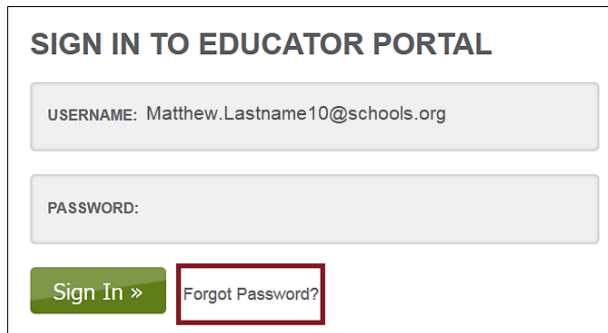
If you forgot your Educator Portal password, follow these steps:

1) Go to Educator Portal.

2) Select **Forgot Password?**
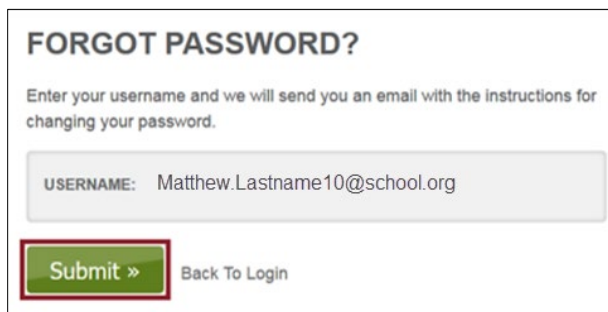
3) Enter username.
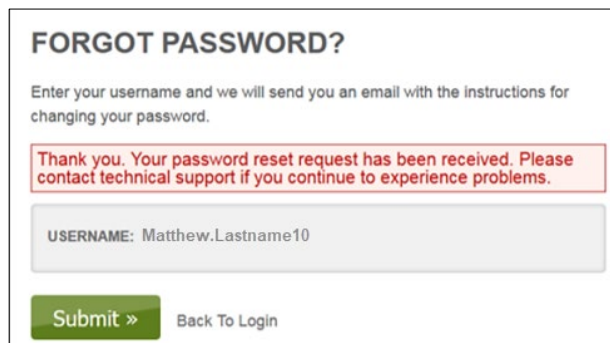
4) Select **Submit**.
5) A notification displays that the password reset request has been received.

6) Usually within an hour, kite-support@ku.edu sends a password reset email. Check junk or spam folders if you don't receive the password reset email. Select the reset link in the email.
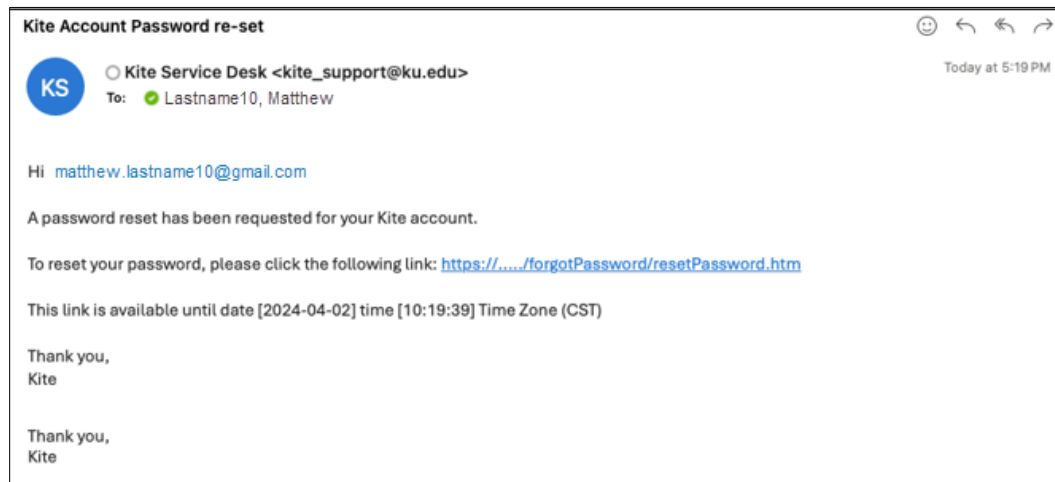
7) Enter username and a new password.
8) Confirm the new password.
9) Select **Submit**.
10) Select **Return to Kite Login Page**.
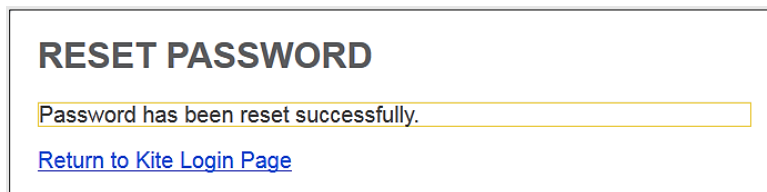
CHANGE PASSWORD

To change your password, follow these steps:
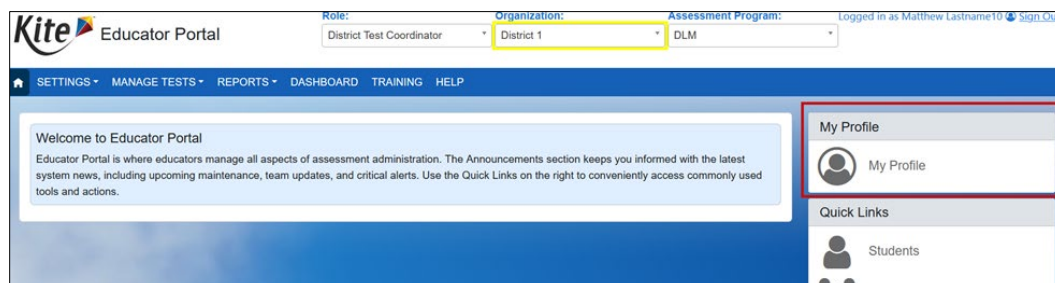
1) Select **My Profile**.

2) Select the **Change Password** tab.

3) Complete these fields in the tab.

4) Select **Save**.
5) Select **X** to close the pop-up window.
6) Receive a message to log out of Educator Portal and then sign in again.

Important: Never loan or share your password. Allowing others to access your account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

NOTE: If DLM staff discover an account accessed by someone other than the account owner, the account will be considered compromised and will be sequestered until the State Assessment Administrator contacts the DLM Service Desk to request the reactivation of the account.

Contact your assessment coordinator for additional guidance on test security in your state and district and for procedures for reporting assessment irregularities.

COMPLETE THE SECURITY AGREEMENT

All users must read and agree to the security agreement in Educator Portal. It expires each year during the first week of August and must be renewed annually. Test administrators must deliver the DLM assessments with integrity and maintain the security of testlets. Educators will not be able to move forward in Educator Portal until they agree to the security agreement.

CHANGE DISPLAY NAME

The default display name is the first name and last name entered when the account was first created. To edit your display name, follow these steps:

1) Select **My Profile**.
2) Select the **Edit Display Name** tab.

3) Type the Display Name you want to use.

WARNING: The display name you choose will display in Educator Portal extracts and be visible to other Educator Portal users.

---

4) Select **Save**.
5) Select **X** to close the pop-up window.

COMMON VIEW ACCESS ISSUES

A user's role in Educator Portal determines the tabs, features, and data to which they have access. If a user cannot access information, a new or additional role may need to be assigned in Educator Portal by the data manager. Go to the Manage User Data section in the DATA MANAGEMENT MANUAL.

DEFAULT ROLE, ORGANIZATION, AND ASSESSMENT PROGRAM

The data manager selected the default role and organization for the user when the user's account was created (Figure 1).

Figure 1
Kite Educator Portal Home Screen
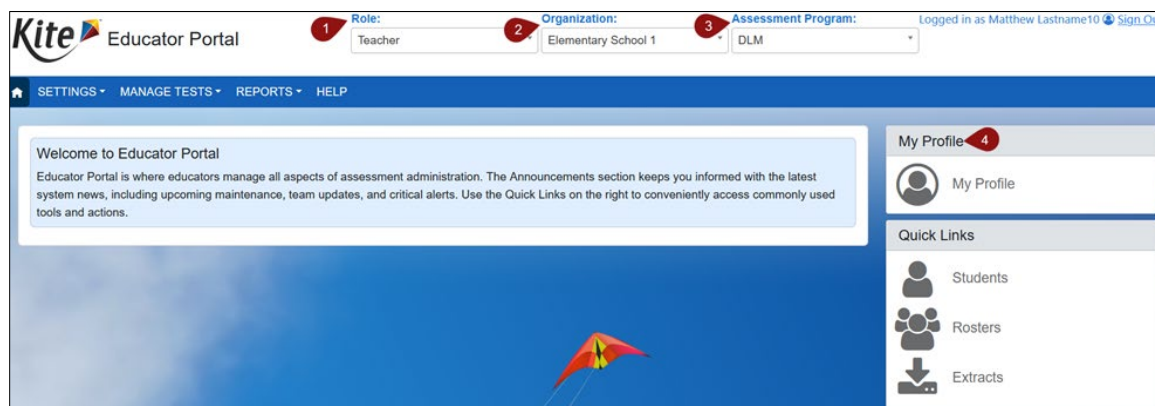
Description of home screen

1) Default role
2) Default organization
3) Default assessment program
4) My Profile—select the icon to view the user's profile

CHANGE USER ROLE VIEW

In the following examples, Matthew Lastname10's data manager assigned Matthew the roles of District Test Coordinator and Teacher. Matthew can switch roles to view data. The role name drop-down menu must be selected first, followed by the organization and assessment program (Figure 2).

Figure 2

The User's Role Name and Organization
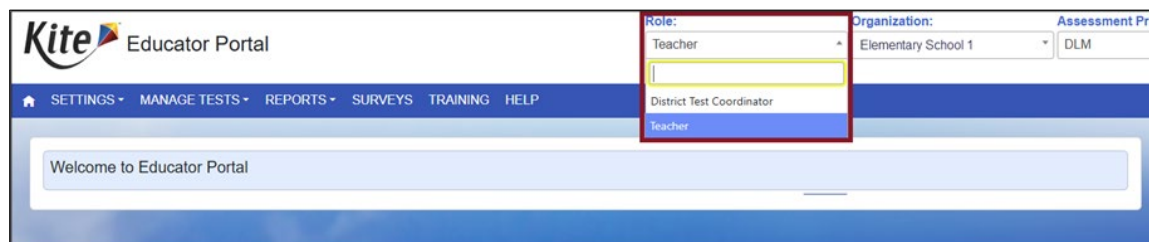
CHANGE USER ORGANIZATION VIEW

Sometimes users have responsibilities in more than one organization. For example, as a teacher, students can be on Matthew's rosters in both elementary and middle school.

To access Matthew's students, Matthew selects the school in the organization drop-down menu (Figure 3).

Figure 3

Selecting a School from the Organization Drop-Down Menu
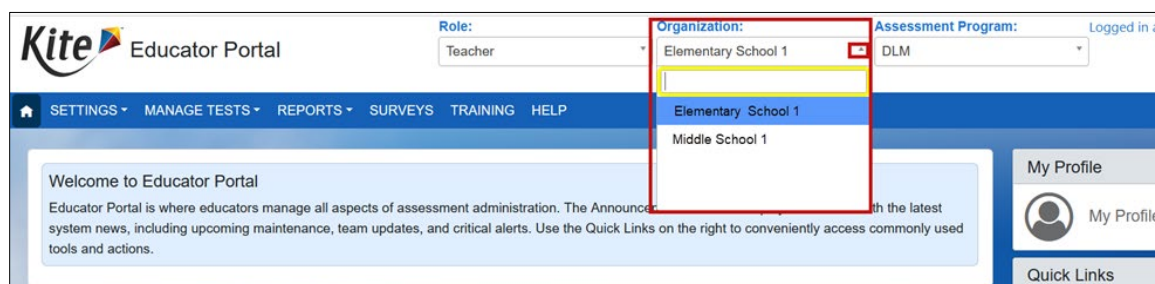
The default role, organization, and assessment program determine the view that appears first when the user signs in to Educator Portal. To change the default role, organization, and assessment program, follow these steps:

1) Select **My Profile**. A pop-up window appears (Figure 4).
2) Select the **Change Default Role** tab.
3) Choose a new default role, if desired.
   - Whenever a user signs into Educator Portal, the default role determines the view the user will have. In this example, Matthew Lastname10 has the default role of Teacher.

However, Matthew could change the default role to District Test Coordinator and, since he was also given that role, have access to more functions in Educator Portal.

4) Select **Save**.

5) Select **X** to close the pop-up window. The next time the user signs into Educator Portal, the default role will display along with the organization and assessment program.

Figure 4

Kite Educator Portal Default Role, Organization, and Assessment Program

After the user's account is set up and the security agreement is accepted, the next step for users with the Teacher role in Educator Portal is completing the Required Test Administrator Training course.

REQUIRED TEST ADMINISTRATOR TRAINING

Users with the role of Teacher in Educator Portal are automatically enrolled in the required training. However, any educator administering the DLM alternate assessment is required to take the training.

State policy determines the following:

- The roles in Educator Portal that are automatically enrolled for the required training (e.g., assessment coordinators)
- The courses offered (new, returning, or both)
- The course format to be used (self-directed, facilitated, or both)

A test administrator accesses the Required Test Administrator Training on the home screen in Educator Portal by selecting the **Training** tab (Figure 5).

Figure 5

Training Tab in Educator Portal
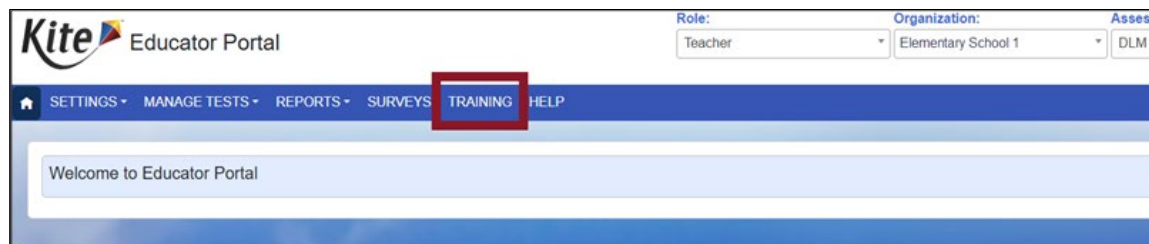
On the date the state chooses, the training courses are released, and the courses the state has chosen will populate for the test administrators to select (Figure 6). Separate login credentials are not needed to access training.

Figure 6

Required Training Will Populate in the Training Tab on the Date Chosen by the State
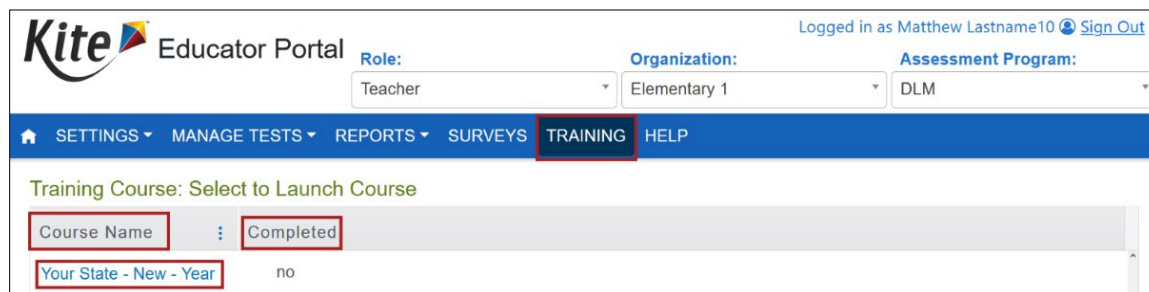
The course name includes the state name, whether the training is for new teachers or returning teachers, and the year of the training. The Completed column displays either no or yes. The teacher shown in Figure 6 has not yet completed the New Required Test Administrator Training course for the current year. After it is passed, Yes will be indicated.

The Guide to Required Test Administrator Training for Instructionally Embedded Model States describes specific information about each module in the Required Test Administrator Training. This guide can be accessed on each state's DLM webpage.

RESTRICTED ACCESS TO THE INSTRUCTION AND ASSESSMENT PLANNER OR TEST MANAGEMENT

Users in any state with the role of Teacher in Educator Portal will not have access to the Instruction and Assessment Planner or the Test Management screen until they have passed all Required Test Administrator Training modules with a score of 80% or higher on each module's post-test. Until then, they will receive the following error message:

> *Access to the Instruction and Assessment Planner (or Test Management) is restricted due to incomplete Required Test Administrator Training. You must complete all*

Required Test Administrator Training before receiving access to the Instruction and Assessment Planner.

In addition to passing the Required Test Administrator Training modules, students must be on the test administrator's rosters for the subjects in which they are testing. Also, the test administrator must complete and submit the First Contact Survey for each student on their rosters.

NOTE: Ensure each student is assigned to the correct grade for the current year and the correct subject(s) in Educator Portal. The data manager or assessment coordinator can correct grade or roster information and help with any of the above problems.

MANAGE STUDENT DATA

Procedures in this section are the primary responsibility of the test administrator. District- or building-level users may also use these procedures, although their view of screens and data will appear differently. Data managers should refer to the DATA MANAGEMENT MANUAL for recommended procedures.

All users are responsible for confirming the accuracy of student data at the beginning of the school year. This helps guarantee accurate test administration and reports. Actions such as validating the correct grade, the student's state identifier, and checking the spelling of the student's name are vital to this process. Users entering student data should use this year's DATA MANAGEMENT MANUAL for procedures to enroll, edit, exit, or transfer students.

NOTE: The student must be enrolled in the correct grade for grade-appropriate testlets to be delivered in Student Portal. If a student was enrolled in the incorrect grade and has started testing, after the student's enrollment record is corrected, the student will need to begin testing all over again. Previously completed testlets may no longer be available.

If a student changes schools or districts after they start testing, the student will need to be transferred to the new organization. After they are enrolled and rostered in their new organization, they can continue testing, and any completed testlets will follow them. Data managers should review the section Management of Student Moves and Transfers in the DATA MANAGEMENT MANUAL.

VIEW AND CHECK STUDENT DATA FOR ACCURACY

Having correct student data is very important, and everyone has a responsibility to ensure accuracy. Do the following (Figure 7):

1) Select **Students** from the Settings drop-down menu on the homepage in Educator Portal.
2) Apply filters if applicable. (Test administrators will not have to apply filters for district or school.)
3) Select **Search**. All students rostered to the test administrator will populate.
4) Users can customize the view of the grid by rearranging columns and removing columns that are not of interest to them.

Figure 7

The View Students Screen for Test Administrators
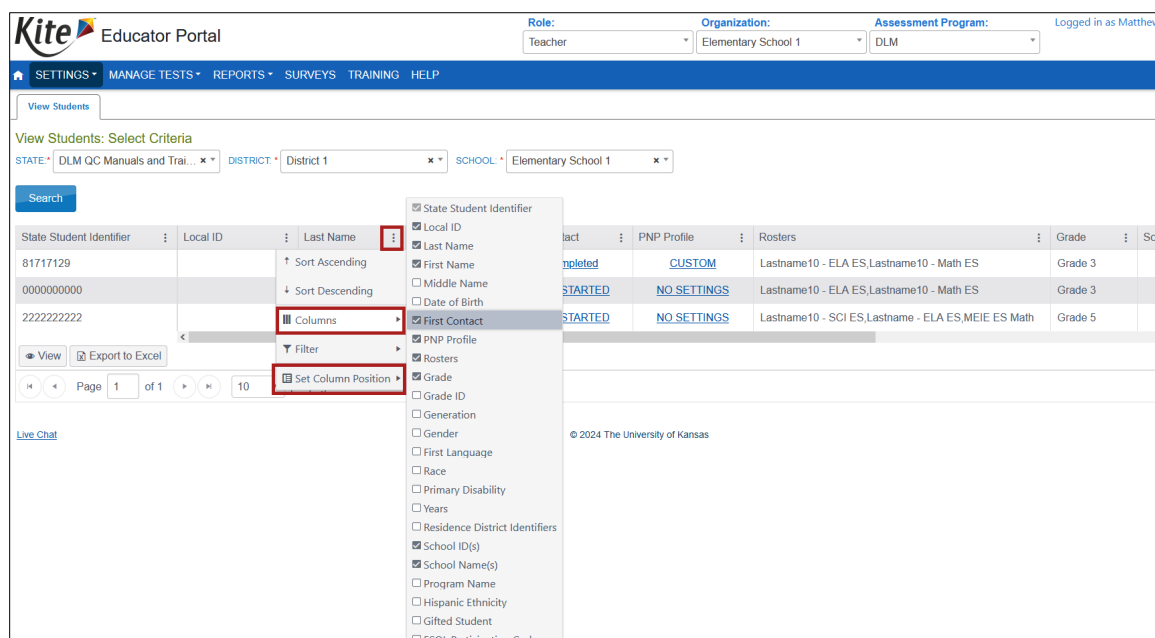
To customize the grid, select the kebab menu (three vertical dots) in any column header. A user can sort a column in ascending or descending order, filter, and add or remove columns from those viewable in the grid. In this example, the user deselected the **Local ID** column, which now does not appear. A user can also select and drag a column header to reorder the columns in the grid to best suit their needs. By choosing **Set Column Position**, columns can also be locked in place during the **current** session that the user is signed into Educator Portal.

NOTE: After the user navigates to another page in Educator Portal, the column order will revert to the original order.

To view more students, go to the bottom of the grid and change the number of student rows displayed. For grids with many students, type a page number into the page field and hit enter. The grid will advance to that page. To search for a single student, use the **Filter** selection from the kebab menu.

- Review the state student identifier. Make sure this is the correct identifier for the student and that numbers are not transposed or missing.
- Ensure the student's name is spelled correctly. The student's first name should be in the first name field and their last name in the last name field. Is the student's grade correct? These fields will appear on the student's end-of-year Individual Student Score Report.
- If one or more fields contain incorrect information for a student, then **stop**. Contact the data manager to edit student accounts. Do not proceed until all student data are accurate. Do not begin the First Contact Survey or Personal Needs and Preferences (PNP) profile. Do not test this student until corrections are made.
- If all fields are accurate for all students, go to the next step.
- A test administrator can access a student's Kite Student Portal username and password on the View Student Record pop-up window after their Required Test Administrator Training has been passed.
- Figure 8 is an example of how a student's credentials display on the View Student Record pop-up window when the test administrator has passed the Required Test Administrator Training. **Only** the Teacher role can view the Kite Login Username and Password in the View Student Record pop-up window.

Figure 8

View Student Record Screen with Credentials Displayed for the Teacher Role

In Figure 9, the username and password are restricted from view for the student because the user with the Teacher role in Educator Portal has not yet passed Required Test Administrator Training.

Figure 9

View Student Record Screen with Credentials Restricted for Teacher Role

A student's username and password do not display for state-, district-, or building-level users. However, those users have the **Edit** button in the upper-right corner on the View Student Record pop-up window (Figure 10). By selecting **Edit**, the student record can be edited if needed (Figure 11). The Teacher role will not have the edit function and must contact their assessment coordinator if a student's record needs correction.

Figure 10

View Student Record Screen with Edit Hyperlink for a District Test Coordinator Role

Figure 11

Edit Student Record Screen

* Fields with asterisks are required. Scroll to bottom right of screen and select **Save**.

VIEW AND CHECK ROSTER

The data manager creates roster records that link students to test administrators. Test administrators will not have access to their students' data until their students are on their rosters. Test administrators are responsible for confirming that students on their roster are eligible to participate in the DLM alternate assessment and that each of their students is rostered in every subject in which they will be assessed.

NOTE: Review Participation Guidelines in the ACCESSIBILITY MANUAL to learn more about eligibility. Also, state-specific eligibility and participation requirements may be on a state's DLM webpage or added as an appendix to their TEST ADMINISTRATION MANUAL or their ACCESSIBILITY MANUAL.

Test administrators can view their own rosters. District and building users can view and edit all rosters in their organization. Follow these steps:

1) Select **Rosters** from the Settings drop-down menu on the upper left or select **Rosters** from the Quick Links on the right.
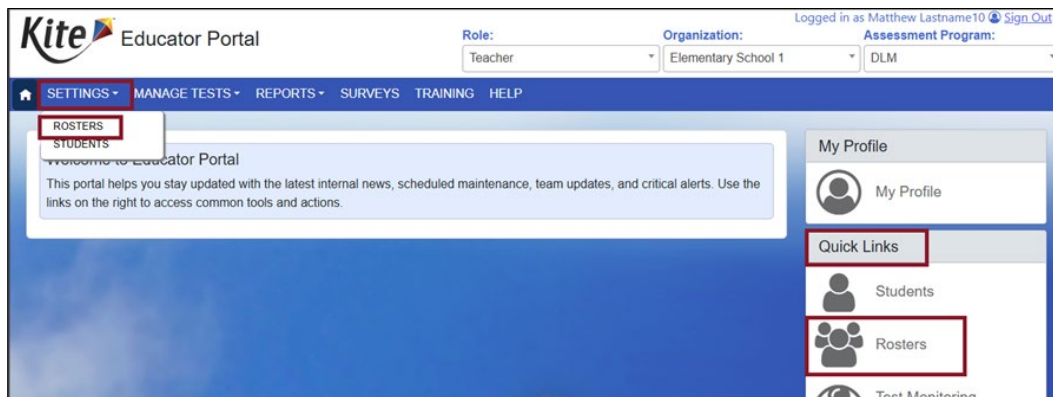
2) If applicable, apply all necessary filters in the provided fields to choose the level needed. These fields will automatically be populated for the Teacher role.
3) Select **Search**. All rosters populate.

4) Highlight a line in the grid. The roster screen opens for that roster, and the students currently assigned to that roster can be viewed. The test administrator, Matthew Lastname10, has a roster in elementary school for English language arts.

For test administrators, the View Roster screen appears with the heading, View Roster, followed by the roster name (e.g., View Roster – Lastname10 – ELA ES). The students who are currently assigned to this roster are displayed (Figure 12).

Figure 12

A View ELA Roster Screen for Educator, Matthew Lastname10

A state-, district-, or building-level user can follow the same steps, but the pop-up window heading will display, "View/Edit Roster – Lastname10 – ELA ES." On that screen, most changes can be made. Review the student's First Name and Last Name fields for accuracy. If one or more fields contain incorrect data for a student, then provide the data manager with the correct information.

A state-, district-, or building-level data manager can

- change the educator
- add/remove students

- rename a roster

A subject or course cannot be edited. If a different subject or course is needed, a new roster must be created, and the students from the incorrect roster need to be assigned to the new roster. When all students are reassigned to the new roster, the incorrect roster is automatically deleted.

More information about creating new rosters and editing exiting rosters is available in the DATA MANAGEMENT MANUAL.

NOTE: Rosters cannot be changed after the spring assessment window closes.

Steps for reviewing the roster:

1) Check the roster data. If a problem occurs with the data, go to Table 4 for possible solutions.
2) After the data manager edits the data, select **Save**.
3) Select **X** to close the pop-up window.

Table 4
Troubleshooting for Roster Data

If	Then
Student is not rostered to correct subjects.	Work with the data manager to update the roster record for the student.
Ineligible student appears on roster.	Work with the data manager to exit the student from Educator Portal.
Unknown student appears on roster.	Work with the data manager to remove the student from the roster.
Eligible student does not appear on roster.	Work with the data manager to add the student to the correct roster, at the correct grade level, for each subject to be tested.
No rosters appear.	Work with the data manager to provide student and test administrator data to create the roster records in Educator Portal.

After the student data has been verified and the rosters created, the next step is to complete the Personal Needs and Preference (PNP) Profile and the First Contact Survey for each student.

Access the PNP Profile and First Contact Survey

Every year, the Personal Needs and Preferences (PNP) Profile should be reviewed, updated (if needed), and saved. Also each year, the First Contact Survey must be reviewed and submitted for each student. The PNP Profile and First Contact Survey can be accessed in three places.

From the View Students: Select Criteria Screen

After students are enrolled and rostered, the test administrator can complete the First Contact Survey and the PNP Profile by accessing the student's account from the View Students screen in Educator Portal. Follow these steps:

1) Select **Settings**.
2) Select **Students** from the drop-down menu or the Quick Links on the homepage.
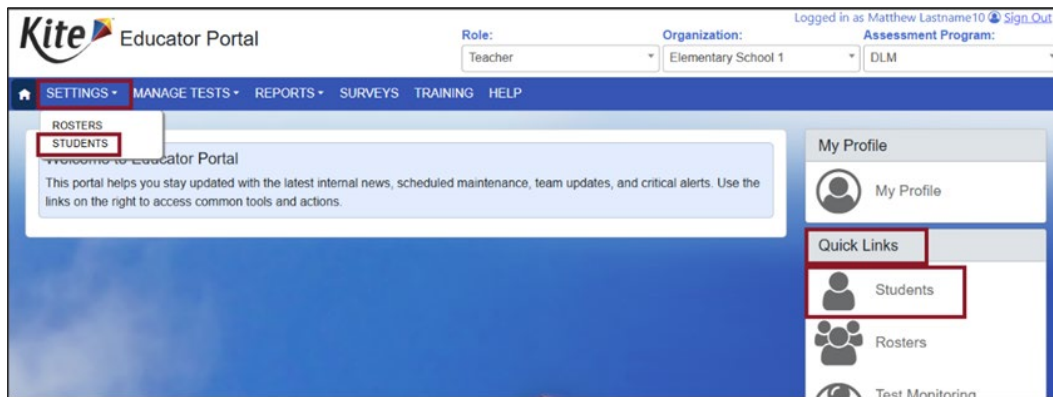
3) Apply filters if applicable (the Teacher role will not have to apply filters).
4) Select **Search**. All students rostered to the test administrator will populate.

5) Go to the PNP Profile column. Does the link read Custom?
   a) If yes, review the information or proceed to the next step.
   b) If no, in the PNP Profile column, select the hyperlink, **No Settings**. This will open the PNP Profile pages. Only select supports a student is accustomed to using so the student is not confused during testing. Refer to Complete the PNP Profile beginning on page 35.
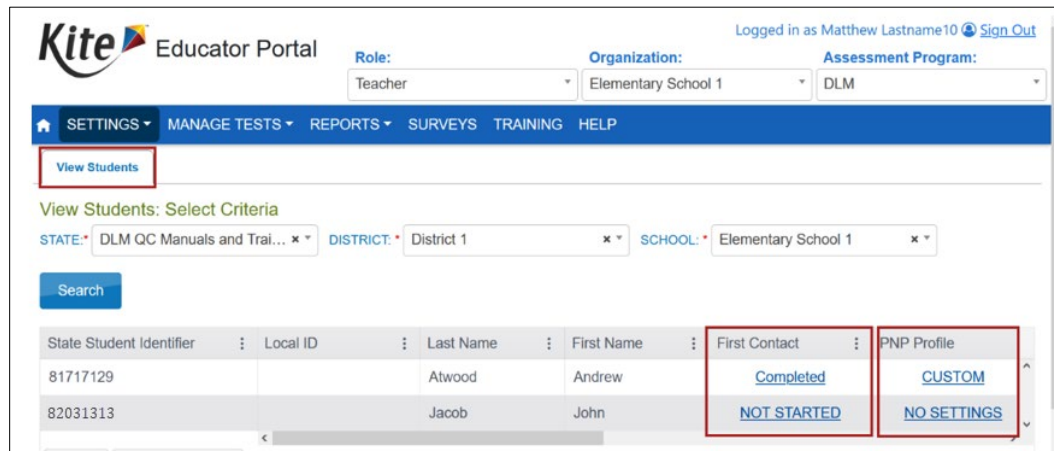
6) Go to the First Contact Survey column. Does the link read Completed?
   a) If yes, go to the next step.
   b) If no, select the hyperlink to open the First Contact Survey. The hyperlink will display one of four settings: NOT STARTED, In Progress, Ready to Submit, or Completed.

From the View Student Record Overlay Screen

A test administrator can view an individual student record by selecting anywhere in a row to highlight the desired student. The row will highlight. Then, select the **View** button in the bottom left of the grid (Figure 13).

Figure 13

The View Student Grid
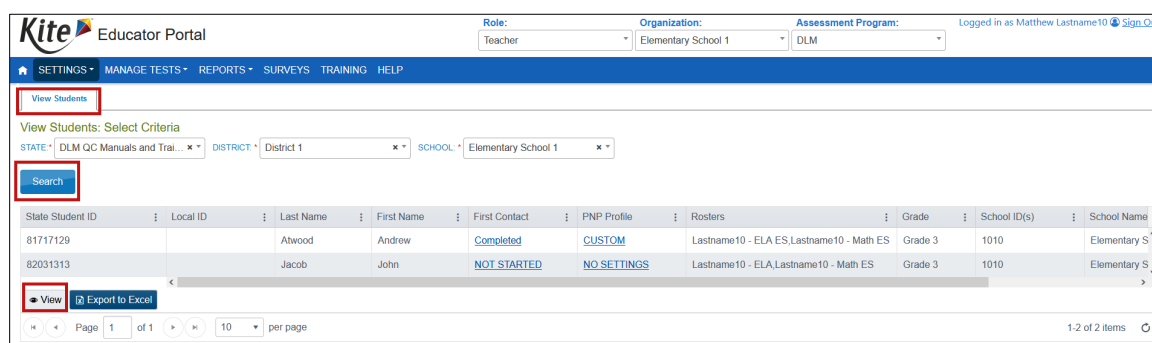
The View Student Record pop-up overlay appears (Figure 14). From here, the PNP Profile and the First Contact Survey can be accessed by selecting the hyperlinks.

Figure 14

The View Student Record Screen

View Student Record - Andrew Atwood	✕

Student

Student State ID: 81717129	**Date of Birth:** MM/DD/YYYY
Kite Login Username: And.atw.1	**Password:** XXXXXXX

Demographic

Gender: Male	**Comprehensive Race:** White
First Language: English	**Hispanic Ethnicity:** No

Profile

Primary Disability: Eligible Individual	**PNP Profile:** No Settings
Assessment Program: DLM - Dynamic Learning Maps	**First Contact Survey:** NOT STARTED

School Enrollment

- DLM District 1 (DLMD1) / DLM School 1 (DLMS1) Grade 3, School Year 2025

Accountability:

Student Local ID: **Gifted Student:**

State Entry: **District Entry:**   **School Entry:** 08/01/2024

Subject:	Course	Educator	Roster
English Language Arts		Matthew Lastname10	Lastname10 - ELA ES

From the Instruction and Assessment Planner Tool

When the fall window opens, the Instruction and Assessment Planner tool in Educator Portal becomes available (Figure 15). If the test administrator's students are enrolled and rostered, the test administrator can access the student's First Contact Survey and the PNP Profile from within the Instruction and Assessment Planner. More information about the Instruction and Assessment Planner begins on page 52.

Figure 15

The Manage Tests Tab with the Instruction and Assessment Planner Drop-Down Menu

Best Practice: Review an 11-minute video demonstration on Completing the First Contact Survey and PNP Profile that is available on the Educator Resource Videos for Instructionally Embedded Model States page of your state's DLM webpage.

COMPLETE THE PNP PROFILE

The ACCESSIBILITY MANUAL and the TEST ADMINISTRATION MANUAL contain information about the selection and use of accessibility supports available for students. These manuals also include best practices and policies about accessibility supports.

Test administrators enter a student's personal needs and preferences in the PNP Profile. Not all students require PNP Profile settings on testlets. Choose only suitable settings to ensure students have the most positive experience possible. Most Educator Portal roles can edit and save PNP Profile.

NOTE: Test administrators need approximately 15–20 minutes to complete a PNP Profile and should have student IEPs on hand or know the supports the student is currently receiving in the classroom so appropriate settings can be selected in PNP Profile.

To complete the PNP Profile, follow these steps:

1) The **Summary** tab displays Student Demographics on the left and Current Profile Settings on the right. The other tabs provide four categories of accessibility. Andrew Atwood has no accessibility settings selected at this time.

NOTE: While moving through the tabs, be sure to select **Save** after making a new selection.

2) Select the **Display Enhancements** tab to review and select options. Use the vertical scroll bar on the right, if necessary, to view all available options (Table 5).

3) On the **Display Enhancement** page, some selections can be set to **Activate by Default** to be automatically available.

Table 5

Display Enhancements Options

Number	Field or Button	Action and Description
1	Magnification	Screen magnification is provided during testing with options of 2×, 3×, 4×, or 5× magnification. Students using higher levels of magnification will need to scroll up and down and right and left on their device to view testlet items in their entirety and to navigate the screen options. If a student has a severe visual impairment and needs larger presentation of content than provided by the 5× magnification setting, the test administrator may use an interactive whiteboard, a projector, or a magnification device that works with the computer screen to enlarge the assessment to the needed size.

Number	Field or Button	Action and Description
2	Overlay Color	Overlay color is the background color of the testlet. The default color is white. Users may choose a different color by selecting the small arrow in the bottom-right corner of the color box.
3	Invert Color Choice	Invert color choice causes the testlet background to appear black with white lettering. Users can also change the display to a different color scheme.
4	Contrast Color	Contrast color section allows users to choose from several background and text color schemes.

NOTE: When Spoken Audio is selected, the words are highlighted in yellow as they are spoken. If yellow overlay color or yellow contrast color options are also selected, the yellow highlighting of Spoken Audio will make the words disappear. However, if yellow overlay or contrast color optimize a student's access, the test administrator must read aloud to the student instead of using Spoken Audio. **Reading testlets aloud is always permitted**.

4) Select **Save** to save all Display Enhancements selections.
5) Move to the **Language & Braille** tab to review and select options related to language and braille. Each state decides the braille file type that will be available for selection.
   a) English Braille American Edition (EBAE) (always has Nemeth for mathematics)
   b) Unified English Braille Code (UEB) with Nemeth
   c) UEB Math/Science
6) Only select a braille type if the student is proficient in reading braille (Table 6). Braille should not be selected for emerging braille readers. The Alternate Form—Visual Impairment option may be more suitable for a student with a visual impairment who does not read braille proficiently. This option is available for selection on the **Other Supports** tab.

Table 6

Availability of Braille Testlets

Subject	Grades	Linkage Levels	Assessment Window
ELA and mathematics	3–5	Target and Successor	Fall and spring window
ELA and mathematics	6–8 and high school	Proximal Precursor, Target, and Successor	Fall and spring window
Science	3–8 and high school	Target only	Spring window only

7) Select **Save** for any Language & Braille selections.
8) Select **Audio & Environment Support** to select spoken audio and switch use options (Table 7).

Table 7

Audio and Environment Support Options

Number	Field or Button	Action and Description
1	Spoken Audio	Voice Source automatically selects Synthetic.
		Under Spoken Preference, Text & Graphics is automatically selected. This selection can be changed by choosing Text Only or NonVisual.
		As the synthetic voice reads, the words on the screen highlight yellow.
2	Single Switches*	**Scan Speed** (seconds): Number of seconds an item or row highlights and is available for selection before moving to the next. Scan speed must be equal to or greater than the Automatic Scan—Initial Delay value entered.
		Automatic Scan—Initial Delay: Specifies whether scanning begins automatically when a page appears
		Value in seconds: Determines how long the system waits to begin scanning after a page appears
		Manual Override: Scan waits for the user to select the switch to initiate scanning
		Automatic Scan Repeat Frequency: Number of times the scan cycle repeats
3	Side bar	The vertical bar on the right sometimes needs to be moved down the screen to view all choices.

* Single-switch is selected for students requiring one-switch automatic scanning. Two-switch scanning is enabled by default for all students.

9) Select **Save** to save all Audio and Environment Support selections.

10) Select **Other Supports** to review and select additional options (Table 8).

Table 8

Other Supports Options

Number	Field or Button	Action and Description
1	Supports Provided by Alternate Form—Visual Impairment option	Selecting Alternate Form—Visual Impairment directs the system to deliver that type of form when available at the linkage level for the Essential Element for students with visual impairments who do not read braille. These forms are always teacher-administered regardless of the linkage level. The letters BVI (Blind Visual Impairment) appear in the title of the test session (sometimes referred to as a BVI form). Every Testlet Information Page (TIP) that is connected to a testlet with images (either in the text, engagement activity, or items) has alternate text. If neither a braille nor an Alternate Form—Visual Impairment form of a testlet is available at the linkage level for the Essential Element, a standard testlet form is delivered. The test administrator is responsible for making this standard form accessible to the student (e.g., reading aloud to the student or using objects). Test administrators can typically use accessibility options like they do during normal classroom instruction for their student. Review the ACCESSIBILITY MANUAL for ideas on how to present the testlet information to the student and for supports that can or cannot be used during testing.

Number	Field or Button	Action and Description
2	Supports Requiring Additional Tools	**Two-switch system**: A two-switch system does not require activation in the PNP Profile. Kite Student Portal automatically supports two-switch step scanning, with one of the switches emulating the Tab key to move and the other switch emulating the Enter key to select.
		Individualized manipulatives: Educators may use most supports that are familiar to students (e.g., abacus, unit cubes, interlocking blocks, counters, linking letters).
		Calculator: Students may use a calculator unless the TIP specifically indicates a calculator may not be used.
		A calculator is not permitted for any science testlets.

3	Supports Provided Outside the System	**Human read aloud**: The test administrator may always read aloud the text on the screen. For test administrators who will be delivering a testlet with images (either in the text, engagement activity, items, or picture-response cards), alternate text descriptions of the images are provided as additional pages after the main TIP pages for human read aloud.
		For students with visual impairments, also refer to the alternate text in the TIP for standard descriptions of pictures and graphics. Descriptions are in the last several pages of the TIP.
		Sign interpretation: For students whose primary mode of receptive communication is sign language, the test administrator may sign the assessment to the student using American Sign Language, Exact English, or a student's personalized sign systems. Sign language interpreters should use the alternate text provided in the last several pages of the TIP for descriptions of pictures and graphics.
		Language translation: State policy determines whether language translation can be used. Typically, test administrators may translate the assessment into the student's best receptive communication language for English learners. Computerized language translations are not provided by Kite Student Portal. Ask the assessment coordinator if language translation is permitted in your state.
		Test administrator enters responses for student: If students are unable to select response options independently and accurately, they may indicate selected responses through their normal communication forms (e.g., eye gaze or gesture). Then, on the student's behalf, the test administrator may enter those responses in the testlet in Student Portal.

Number	Field or Button	Action and Description
		Partner-assisted scanning (PAS): A strategy in which a test administrator assists a student by scanning the response options. The student indicates the selection.

11) Select **Save**.

12) After selecting **Save**, the message *PNP settings saved successfully* displays in two places on the screen.

13) Select the **Summary** tab to review the selections that were made.

CHANGING PNP PROFILE SETTINGS DURING TESTING

PNP Profile settings can be changed at any time if needed, even while administering a testlet.

Procedures for States That Permit the Use of the Exit Does Not Save Button on Testlets

Ask the assessment coordinator if using the **EXIT DOES NOT SAVE** button on testlets is allowed in your state. If allowed, use the following steps to change a PNP Profile setting while administering a testlet. If not allowed, go to the next section for states that do not allow its use.

1) Pause or stop testing while completing Steps 2–4. Although the testlet does not have a pause button, an open testlet can be left idle for up to 90 minutes.
2) Go to the student's PNP Profile in Educator Portal and update support selections.
3) Save the new PNP Profile settings.
4) Go to the **Summary** tab to review the new PNP Profile settings for the student.
5) Go back to the paused testlet in Student Portal and use the **EXIT DOES NOT SAVE** button. The testlet will revert to the unused status in Student Portal and Educator Portal.
6) Sign out of Student Portal.
7) When the student signs in again, immediate options will be available. Overnight options will be available the next day.

Table 9 indicates how soon changes are available.

Table 9

How Soon PNP Changes to Accessibility Supports Are Available After Updating

Support	How Soon the Change Appears in a Testlet
Alternate Form—Visual Impairment	Overnight, if available at the linkage level for the Essential Element
Braille, both UEB and EBAE	Overnight, if available for the grade at the linkage level for the Essential Element
Contrast color	Immediately
Invert color choice	Immediately
Magnification	Immediately
Overlay color	Immediately
Single-switch system	Overnight
Spoken Audio	Overnight
Two-switch system	Immediately

Procedures for States That Do NOT Permit the Use of the Exit Does Not Save Button on Testlets

If the **EXIT DOES NOT SAVE** button is not permitted, follow these steps.

1) Pause or stop testing while completing Steps 2–4. Although the testlet does not have a pause button, an open testlet can be left idle for up to 90 minutes.
2) Go to the PNP Profile in Educator Portal and update support selections.
3) Save the new PNP Profile settings.
4) Go to the **Summary** tab to review the new PNP Profile settings for the student.
5) Go back to the paused testlet and allow the student to finish the testlet, answering as many items as possible.
6) Submit the testlet.
7) Sign out of Student Portal.
8) When the student signs in again, immediate options will be available. Overnight options will be available the next day.

COMPLETE THE FIRST CONTACT SURVEY

The DLM alternate assessment is an individualized assessment administered at a level of complexity, called a linkage level, that is appropriate for each student. In the First Contact Survey, the test administrator answers a series of items about each student. From the data

that is collected, a complex algorithm is used to determine the linkage level for each Essential Element in the blueprints.

When the fall window opens, the First Contact Survey can be accessed and submitted from the Instruction and Assessment Planner. Within a couple minutes after the survey is submitted, the linkage level recommendation is available for each Essential Element in the blueprint.

When the spring window opens, the linkage levels for science Essential Elements are assigned and the test administrator cannot change them. Table 10 displays the window, the subjects, whether the linkage level is recommended or assigned, and where in Educator Portal the Essential Element and linkage levels are viewed.

Table 10

Recommended or Assigned Linkage Level

Window	ELA and Mathematics Essential Elements	Where in Educator Portal	Science Essential Elements	Where in Educator Portal
Fall window	Linkage levels recommended	Instruction and Assessment Planner	Linkage levels recommended	Instruction and Assessment Planner
Spring window	Linkage levels recommended	Instruction and Assessment Planner	Linkage levels assigned	Test Management

The survey has five broad categories with some drop-down menu selections that expand, filter, or branch to request more information. A list of all First Contact Survey items is provided as an appendix in the TEST ADMINISTRATOR MANUAL.

The five broad categories are

- demographic information
- communication method
- assistive technology (if used)
- motor and sensory impairments (if any)
- academic performance

To access the First Contact Survey from the View Student grid, review the section Access the PNP Profile and First Contact Survey, beginning on page 32 of this manual.

The First Contact Survey settings follow the student from year to year, and the test administrator must review, update, and submit the survey annually for testlets to be assigned. A new survey will take approximately 20–30 minutes to complete.

The First Contact Survey column will show one of four status options.

1) **Not Started**: No fields completed (e.g., the status for a new student or a Grade 3 student).
2) **In Progress**: Some fields are completed and saved, but the survey was not submitted.
3) **Ready to Submit**: Required fields are completed (i.e., the student's First Contact Survey was completed last year and is available for review), but the survey was not submitted.
4) **Completed**: Required fields are completed and the survey was submitted.

The First Contact Survey includes nine tabs, each containing a section of the survey.

1) The student's name
2) The name of the tab (this tab is the Welcome screen)
3) The directions (only on the Welcome screen)

4) Start the survey (only on the Welcome screen).

NOTE: The First Contact Survey does not have to be completed in one sitting. To finish later, select the **X** in the upper right corner. All choices are automatically saved. Come back later to complete the survey. The **Start Survey** button is replaced by the **Edit Survey** button.

1) On the **Special Education tab**, select the student's primary disability and placement.

2) Select **Next**.

NOTE: Pay attention to tabs with a vertical scroll bar on the right to be sure all required questions are answered. Tabs with multiple sections may have multiple circles (e.g., Communication). The **Next** button will not be enabled until all required questions have been answered.

3) On the **Sensory Capabilities** tab, indicate the student's hearing and vision sensory capabilities. On the Vision portion, a test administrator may indicate that the student reads braille. However, indicating braille in the First Contact Survey **does not** automatically assign a braille testlet. For a braille testlet to be assigned, two factors must be in place:
   a) Braille support must be selected by the test administrator in the PNP Profile.
   b) A braille form must exist for the grade and the Essential Element at the linkage level for the testlet being delivered. A braille form for science Essential Elements is not available during the fall window.

NOTE: Selecting a braille type in the PNP Profile drives braille testlet assignment, not the Vision portion of the First Contact Survey. Braille is only available for some Essential Elements at the higher linkage levels.

4) Select **Next**.

5) Finish the remaining eight tabs.

6) On the **Complete** tab, you must select **Submit Survey** to submit all answers and exit.

Welcome	Special Education	Sensory Capabilities	Motor Capabilities And Health	Computer Instruction	Communication	Language	Academic	Complete
●	●	●●	●	●	●●●●●	●	●●●●●	●

Ready to Submit   [Submit Survey]

Your responses have been saved but not submitted.
Please press the Submit Survey button to submit your responses.

NOTE: If the First Contact Survey is **edited** after it was submitted, the survey **must be submitted again**.

After selecting **Submit Survey**, the First Contact column link in the View Students table will display Completed. To make changes to a student's First Contact Survey, access the survey from one of the available places described in the section Access the PNP Profile and First Contact Survey, beginning on page 32 of this manual.

The First Contact Survey must be submitted before Educator Portal will allow assessment participation. Once the required DLM Test Administration training certificate has been accessed and the First Contact Survey has been submitted, educators may begin assessing the student.

REQUIRED ASSESSMENT WINDOWS

Procedures in this section are the primary responsibility of the test administrator (users with the Educator Portal role of Teacher).

Each state selects the subjects for required testing. The number of testlets delivered varies by subject and grade level. However, all students in the same grade and subject follow the same blueprint during each assessment window.

Specifics about the structure of the testlets can be found in the TEST ADMINISTRATION MANUAL.

NOTE: All DLM alternate assessments must be taken on the application version of Kite Student Portal. These assessments are **not** available through any web browser. For more information about installing Kite Student Portal, go to the [Kite Suite](#) on the DLM website.

THE INSTRUCTION AND ASSESSMENT PLANNER

Test administrators use the Instruction and Assessment Planner to select Essential Elements and linkage levels for instruction and assessment. Educators are required to meet blueprint requirements for ELA and mathematics in both their required fall and spring windows. They use the Instruction and Assessment Planner to create plans and assign testlets. The Instruction and Assessment Planner is also used for science in the fall window, but meeting blueprint requirements for science is not required in the fall window.

Students take their testlets in Student Portal, which is described in detail in the TEST ADMINISTRATION MANUAL.

All test administrators follow these steps to access the Instruction and Assessment Planner after the window opens:

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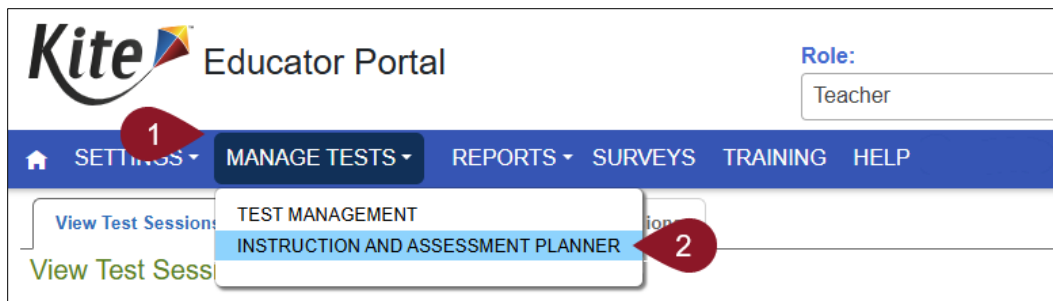
STUDENT ACTIVITY TABLE

Before the Student Activity Table is available to a test administrator, these requirements must be met:

1) The test administrator must pass Required Test Administrator Training with a score of 80% or higher.
2) Their students must be on their roster for each applicable subject.
3) The window must be open.
4) If these requirements are met, when the test administrator opens the Instruction and Assessment Planner, the rostered students display in the Student Activity Table on the first page (Figure 16, listed by grade and name).
5) If a test administrator has students in multiple grades, the grades will display in numerical order. If the test administrator wants access to only one student or only one grade, they can filter by grade or name.

Figure 16 displays the Student Activity Table and includes a line of information about meeting blueprint requirements. Table 11 describes the function of each field and button.

Figure 16

Student Activity Table

Table 11

Description of the Student Activity Table

Number	Field or Button	Action and Description
1	Filter by grade	Select to filter results by grade.
2	Filter by student	Select to filter by student.
3	Student Name and State ID	The student's name is a hyperlink. If selected, the View Student Record page will open, and more demographic information will be displayed. Verify the information is correct. If an edit is needed, do not go any further. Instead, contact the District or Building Test Coordinator to make the correction(s).
4	First Contact Survey	Select to access the student's First Contact Survey. If the survey has not been submitted, the triangle caution symbol displays. If it was submitted, the triangle icon changes to a checkmark. This student's First Contact Survey was submitted.
5	PNP Profile	Select to access the student's PNP Profile. Save before moving to the next screen.
6	Student Portal login credentials	Select to view a student's username and password for Student Portal.

Number	Field or Button	Action and Description
7	Student View Page	Select the arrow icon to open the Student View Page displaying details about a student, each Essential Element, and each linkage level for that Essential Element. After the First Contact Survey is submitted, the Essential Elements on the Student View Page are available for selection for instruction.
8	Blueprint requirements met	To meet the blueprint requirements, testing must be completed in each conceptual area for the claim for the subject. The first number indicates the number of conceptual areas in which testing was completed. The second number indicates the total number of conceptual areas required for the subject and grade.
9	Number of plans with instruction in progress	Number of plans that were created with instruction in progress for the Essential Elements at the linkage level selected
10	Testlets assigned and ready to test	Number of testlets assigned and ready to be assessed in Student Portal
11	Total number of testlets completed	Number of testlets completed
12	Incomplete First Contact Survey	This student's First Contact Survey is incomplete, and the triangle caution icon displays the exclamation point.

NOTE: A triangular caution symbol indicates an incomplete First Contact Survey (i.e., cannot create instruction and assessment plans), and a checkmark indicates the First Contact Survey is completed and submitted (i.e., can create instruction and assessment plans).

 Incomplete   Completed

CREATE A PLAN

Procedures in this section are the primary responsibility of the test administrator. To create a plan for instruction, select an Essential Element. Then, select either the system-recommended linkage level or select a different one. Then, provide instruction. The steps to create a plan and assign a testlet follow the detailed description of the Student View Page in the Instruction and Assessment Planner.

NOTE: Users with the role of State Assessment Administrator, District Test Coordinator, Building Test Coordinator, and Teacher can create instruction and assessment plans for students. The State Assessment Administrator, District Test Coordinator, and Building Test Coordinator will have drop-down menus for filtering. The State Assessment Administrator role can view the First Contact Survey but cannot complete or submit it.

Student View Page: Upper Half Information

Figure 17 is an example of the Student View Page in the fall window. The spring window is similar and also displays the sunflower icon. The Student View Page has two main sections: the informational section at the top and the blueprint below. Table 12 describes the function of each field and button.

Figure 17

Student View Page, Upper Half Information Section

Table 12

Description of the Informational Section of the Student View Page

Number	Field or Button	Action and Description
1	District, school, subject	Student's current district, school, and subject
2	Student name and State Student ID	Student's name and state student identifier. The name is a hyperlink. If needed, open the View Student Record page by selecting the hyperlink. A student's information can be viewed or edited, depending on the user's role.
3	First Contact Survey	Select the First Contact Survey icon to view, edit, or submit the student's First Contact Survey. The icon must display a checkmark indicating it is completed and submitted before being able to select Essential Elements and linkage levels for instruction.
4	PNP Profile	Select the human silhouette icon to view, edit, or submit the student's PNP Profile.
5	Student Portal login credentials	Select the padlock icon to view the student's credentials (username and password) for Kite Student Portal.

Number	Field or Button	Action and Description
6	Themes	Some ELA texts contain themes that may be sensitive for certain students. Choose the themes that are **not acceptable** for this student. These selections mean that testlets with these themes are **not acceptable** for this student. Theme selection for a student can be edited at any time and will impact subsequent testlet assignments but not existing testlet assignments. After making selections, select **Save**.
7	Fall Performance	Select the fall window leaf icon to view and download a student's Fall Performance report. This is a per student, per subject on-demand report at the date and time it is accessed. In the spring window, the Fall Performance report becomes a static report that can still be accessed to view the fall window testing results.
8	Student View Page instructions	Instructions to select an Essential Element and linkage level

Directions about TIPs for field test testlets are available after the blueprint requirements have been met: "After completing all blueprint requirements, you may receive a field test testlet. To access the Testlet Information Page for the field test, go to the Test Management tab." Select the **Test Management** hyperlink to access the field test TIPs.

All states have this sentence about writing testlet results: "The results from the writing testlets are reported on the student's end-of-year Individual Student Score Report."

On the right side of the screen, use the vertical scroll bar to access more of the grid section on the Student View Page.

The following icons will appear in the cards below in the Student View Page at various stages of instruction and testing (Figure 18).

Figure 18

Icons in the Student View Page

Student View Page: Lower Half Information

The following is a description of the lower half of the Student View Page (Figure 19). Table 13 describes the function of each field and button.

Figure 19

Student View Page, Lower Half Blueprint Section

Table 13

Description of the Lower Half of the Student View Page

Number	Description
1	The Essential Element identifier with description
2	The Initial Precursor linkage level card with the short description of the linkage level
3	The kebab menu where other information and functions can be accessed
4	The long description of the linkage level
5	The mini-map icon
6	Function buttons (e.g., **Begin Instruction**)

A short description for each Essential Element and linkage level is in a box referred to as a card. Each card has a kebab menu (three vertical dots), which opens a menu for the linkage level.

The menu allows you to select **Begin Instruction** and view the mini-map PDF for that linkage level. Once **Begin Instruction** is selected, the menu will provide a blue button to assign the testlet (**Instruction Complete, Assign Testlet**) or to not assign the testlet (**Do Not Assign Testlet**).

After the testlet is assigned and presents the checkered flag icon, users can use the kebab menu again for access to the TIPs and, if available, the BRFs for braille forms. District Test Coordinators, at this point, will be able to use the kebab menu to cancel a testlet or to apply a special circumstance code using the Special Circumstance drop-down menu.

The following describes the blueprint section in further detail (Figure 20). Table 14 describes the function of each field and button.

Figure 20

The Blueprint Section of the Student View Page

Table 14

Description of the Blueprint Section of the Student View Page

Number	Field or Button	Action and Description
1	Blueprint requirements	Grades 3–8 students have four blueprint requirements per window for both ELA and mathematics.
		High school students have three requirements per window for ELA and one requirement per window for mathematics.
		Each blueprint requirement is sectioned with a border around it with directions at the top (e.g., choose at least three Essential Elements—at least one RL [Reading Literature] and at least one RI [Reading Informational]).
		Claim and conceptual area descriptions are included in the bordered requirement. The number of Essential Elements within each claim and the directions may be different.
2	Recommended linkage level icon	The white flag icon indicates the recommended linkage level based on the student's First Contact Survey. The test administrator can select this linkage level or choose another one.
3	Kebab menu	Select the kebab icon (three vertical dots) to set or change the status of a specific Essential Element and linkage level and access mini-maps, TIPs, and the braille icon, if available.

4	Begin Instruction > Instruction in Progress	Each card begins blank. The test administrator selects the kebab menu to read the longer description of the linkage level and select the mini-map.
		A mini-map is a small cluster of skills called nodes that are associated with each ELA and mathematics Essential Element within the larger learning map. By downloading the mini-map PDF, the test administrator is provided with a three- to five-page document to use for instruction that shows the relationship of the nodes in the mini-map.
		Instructional resources for each subject are available in the mini-map.
		For ELA, these resources include DLM familiar texts, familiar text information for the grade, the Guide to Practice Activities and Released Testlets, and the document Using the Mini-Maps to Plan Instruction; plus, the mini-map itself in which the skill needed is provided for each node in the map at each linkage level for this Essential Element. For example, a node at the Initial Precursor linkage level for EE.RL.3.1: "Attend to object characteristics."
		From the kebab menu, select the **Begin Instruction** button. Once selected, the date is displayed on the card, and the status changes to Instruction in Progress.
		Instruction in Progress indicates the test administrator has begun instruction in the classroom. After the instruction is complete, the test administrator decides if the student is ready to be assigned a testlet. If the test administrator decides not to assign a testlet, they select **Instruction Complete, Do Not Assign Testlet**, in which case the card reverts to its original status.

Number	Field or Button	Action and Description
		If a testlet was assigned but subsequently needs to be canceled, only the State Assessment Administrator or the District Test Coordinator has permission to cancel the testlet.
5	Testlet Assigned	After the test administrator completes instruction for the Essential Element at the linkage level chosen, they can then assign a testlet for it. Once assigned, a testlet becomes available in Student Portal, and the TIP becomes available in the card.
6	Testlet Complete	The student completed the testlet associated with the specific Essential Element and linkage level.
7	X or Star Icon	After the testlet is submitted in Student Portal, it is scored immediately. If the student mastered the Essential Element at the linkage level that was tested, a Star icon displays with the words *Completed Mastered*, along with the date the testlet was submitted. If the student did not master the Essential Element at the linkage level that was tested, an X will appear with the words *Completed Not Mastered*, along with the date the testlet was submitted.
8	Requirement Complete/Not Complete	The icon displays either Complete or Not Complete in the upper-right corner of the claim border. If the blueprint requirements are **not** met, the circle icon is empty and under it displays the words *Not Complete*. When blueprint requirements are met for the claim, the circle icon fills in solid green with a white checkmark and under it displays the word *Complete*.

Student View Page: Selecting an Essential Element and Linkage Level Card for Instructions

Test administrators choose Essential Elements and linkage level according to the blueprint requirements for the claim, which are detailed at the top of each requirement section (Figure 21).

Figure 21

Claim and Recommended Linkage Level for Essential Element

A white flag icon displays the linkage level that was recommended for the Essential Element. This recommendation is based on First Contact Survey responses. To assign a testlet from the blueprint section of the Student View Page, follow these steps:

1) Select the Essential Element for instruction. Select the linkage level. For ELA and mathematics, five linkage level cards (one for each linkage level) are displayed in each Essential Element row. Each card displays a short description of the linkage level.

NOTE: The science Essential Elements display only three linkage level cards currently. The science mini-map documents display the relationship of linkage levels in each science Essential Element. In the spring window, the Testlet Information Pages for science are all accessed in the Test Management section of Educator Portal.

2) Select the kebab menu (three vertical dots) icon in the appropriate linkage level card to access the pop-up box displaying the long description for the linkage level along with a PDF icon that links to the mini-map for the selected Essential Element.
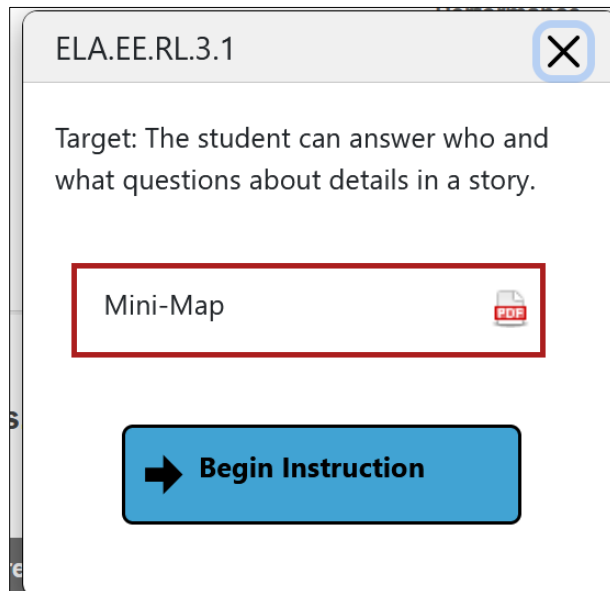
NOTE: Downloading the mini-map for the writing Essential Elements displays sequential pages for each of the writing Essential Elements in a single PDF. Therefore, this PDF is much longer. The test administrator needs to scroll through several pages to view its entirety.

3) Select **Begin Instruction**. The card displays *Instruction In Progress* with the date.
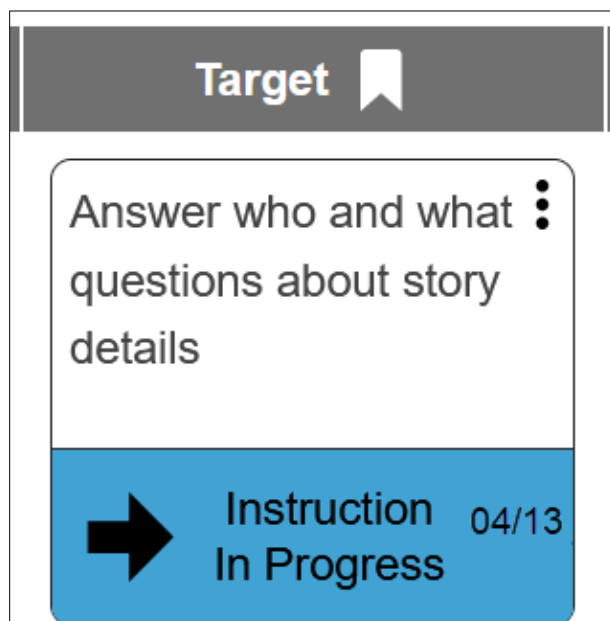
Provide instruction outside of Educator Portal. After appropriate instruction has been provided and the student is ready for the assessment, return to the Student View Page in the Instruction and Assessment Planner. On the linkage level card for the Essential Element, select the kebab menu, and select either **Instruction Complete Assign Testlet** or **Instruction Complete Do Not Assign Testlet**.

By selecting **Instruction Complete Do Not Assign Testlet**, a testlet in Student Portal will not be assigned to the student. The Instruction in Progress mark will be removed from the Student Activity Table. If desired later, it can be selected again.
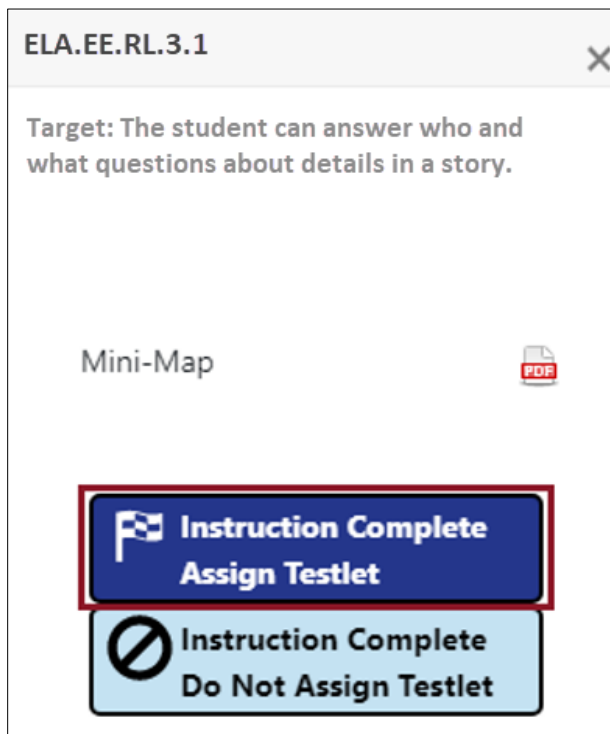
4) A confirmation message displays.
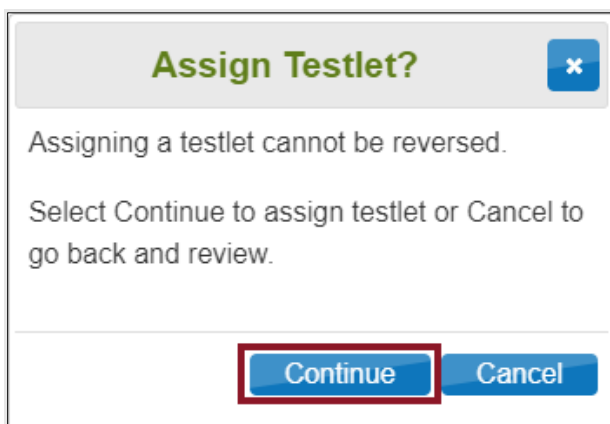
5) Once the testlet is assigned, select the kebab menu in the card to download the TIP.

ELA.EE.RL.3.1 ✕

Target: The student can answer who and what questions about details in a story.

Mini-Map [PDF]

Testlet Information Page [PDF]
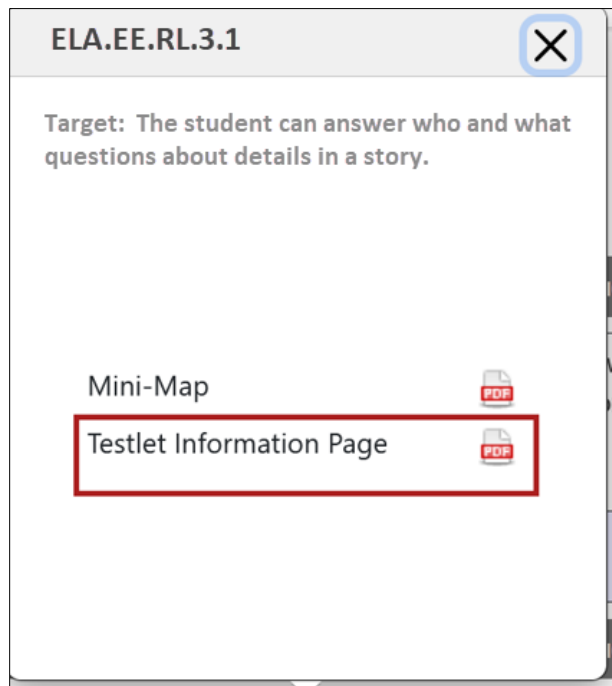
Retrieve BRF in the Instruction and Assessment Planner

If a braille equivalent is available for an ELA or mathematics testlet, the test administrator retrieves the BRF within the linkage level card. The BRF icon will be visible once the testlet has been assigned. A braille testlet for science will not be available in the Instruction and Assessment Planner.

To retrieve the BRF in the Instruction and Assessment Planner, follow these steps:

1) In the card, select the braille icon next to the words Braille Ready File.
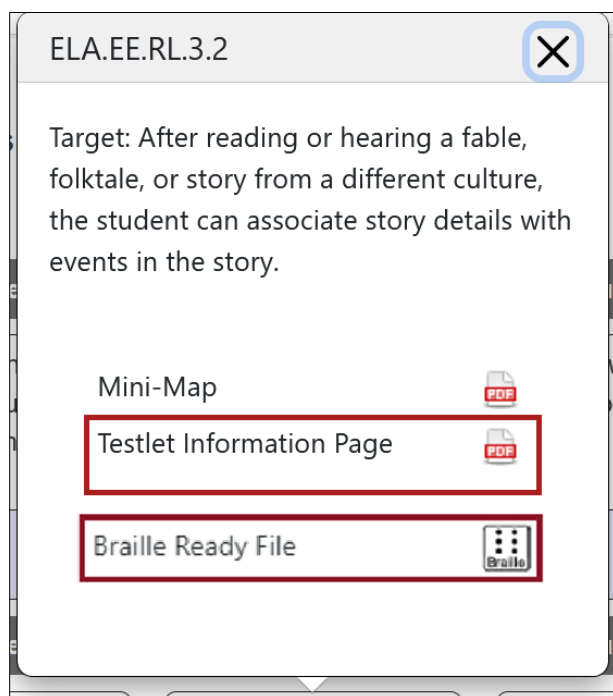
2) Save the BRF to an external drive using special software. Never save to a computer.
3) Open and emboss the BRF.
4) Administer the assessment. The student responds to the items in the embossed testlet.
5) The test administrator transfers the student's responses from the embossed testlet to the computer equivalent testlet in Student Portal and submits the testlet.
6) The embossed testlet and TIP must be shredded along with any assigned but unused embossed testlets or TIPs. Delete files and TIPs from the external drive when complete.

NOTE: A BRF may not be available for a subsequent testlet, even if it was for the previous testlet.

The BRFs for science assessments in the spring window will be retrieved in the Test Management page in Educator Portal after the testlet has been assigned. For instructions on accessing science BRFs, go to Retrieve Braille Ready File (BRF) In Test Management on page 83.

Cancel a Testlet After Assigned

Once a testlet is assigned, only the State Assessment Administrator (SAA) or the District Test Coordinator (DTC) has permission to cancel the testlet (Figure 22), which also removes

it from Student Portal. The testlet will be unassigned in the Instruction and Assessment Planner, and then it will revert to an unused status.

Figure 22

Cancel Testlet Function Button for ONLY SAA or DTC Role
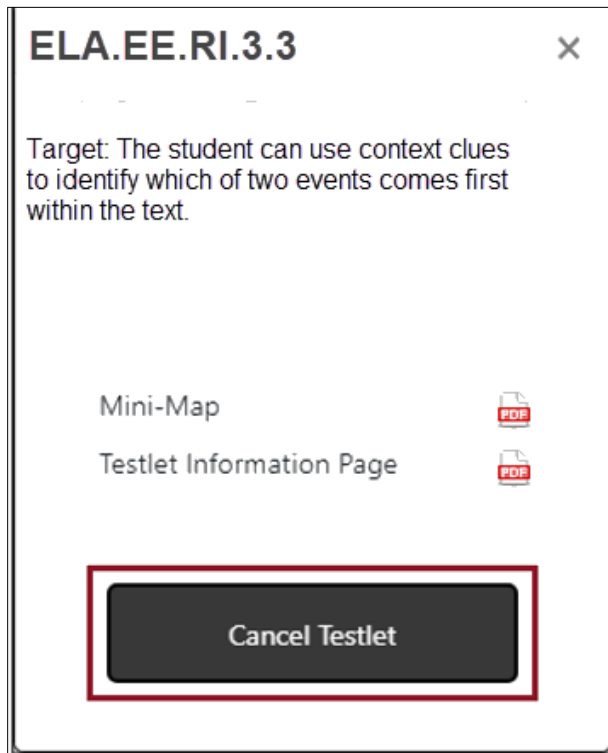
Retesting the Same Essential Element and Linkage Level

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 each linkage level. Most have more than one. In the following example, the student took a testlet for the same Essential Element and linkage level twice. On April 3, the student did not master the Essential Element at the linkage level as denoted by the X icon. The student was tested again on April 12, and the student mastered the Essential Element at the linkage level as denoted by the star icon (Figure 23).

Figure 23

Completed, Not Mastered and Mastered
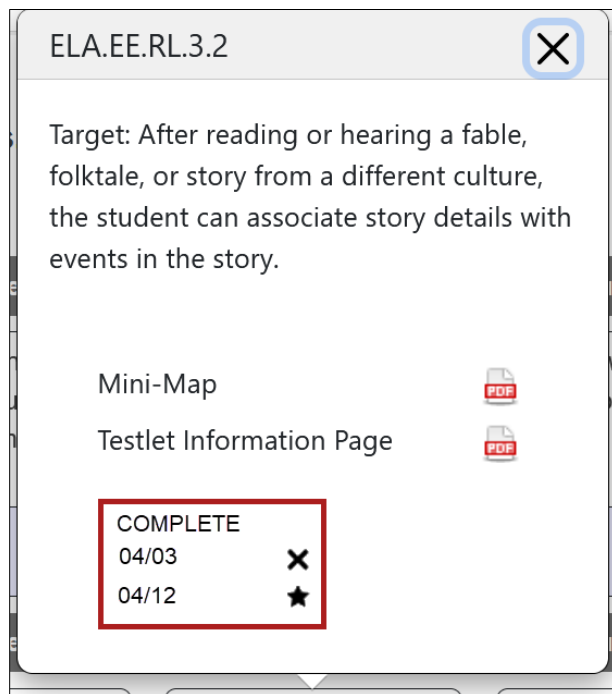
When another testlet for the Essential Element at the same linkage level is not available for testing, a message displays stating all testlets at this linkage level have been assessed, as displayed in this example (Figure 24).

Figure 24

Completed, Mastered Window
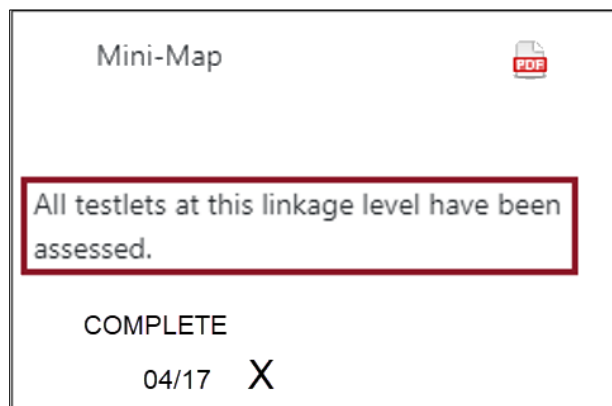
After reading the TIP and gathering the materials, administer the testlet in Student Portal. After the testlet is submitted, come back to the Instruction and Assessment Planner to access the results.

If the Student View Page was open during the administration of the testlet, select the refresh button in the web browser to display the results (Figure 25).

Figure 25

Browser Refresh for Student View Page
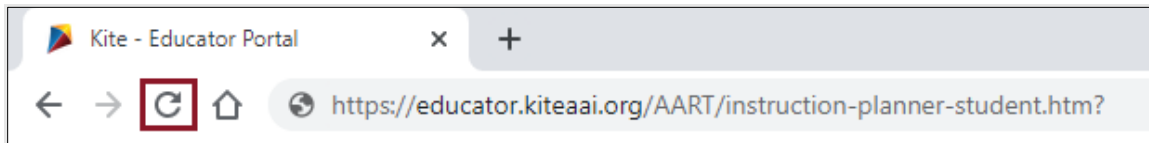
The card on the Student Activity Page will update to one of three statuses (Figure 26):

1) Testlet Complete with a star to indicate mastery
2) Testlet Complete with an X to indicate mastery was not achieved
3) Testlet Complete with a dash to indicate results are not yet available. The dash will only display for writing testlets. The results for writing testlets are not available until the Student Individual Score Reports are published in Educator Portal after the window closes.

Figure 26

Testlet Status Icons and Message
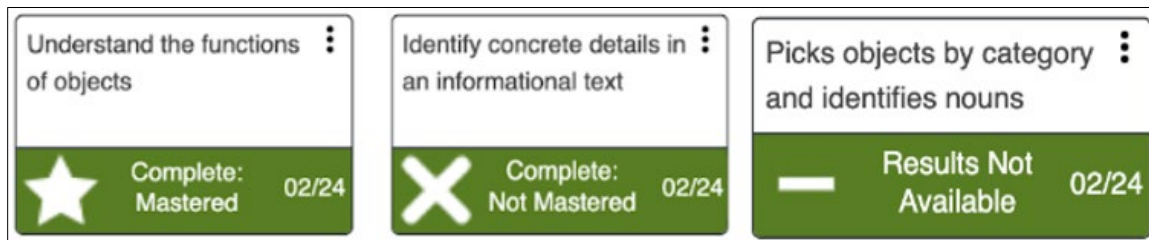
After a testlet is complete, the TIP is no longer available. If the student received a BRF, the BRF icon also is no longer visible.

If another testlet is available, the **Begin Instruction** action button can be selected. In the following example, another testlet is available (Figure 27).

Figure 27

Begin Instruction Window, Not Mastered Testlet
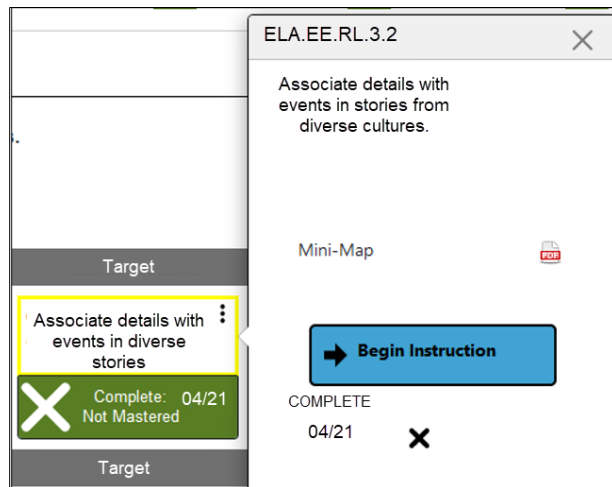
The Student Activity Table updates every action that occurs for an Essential Element at a linkage level, showing data about the student for each subject tested. Use the **back** button under the Home icon in the upper left corner to return to the Student Activity Table (Figure 28). Refrain from using the browser's back button because it may take the user out of Educator Portal completely, depending on the browser being used.

Figure 28

Student Informational Section, Back Button

At a glance, educators can see if blueprint requirements have been met, how many plans have instruction in progress, if testlets are assigned but have not been tested, and the total number of completed testlets (Figure 29).

Figure 29

Student Activity Table in the Fall Window with Blueprints Requirements Met in ELA and Mathematics

Figure 30 displays a student who must meet blueprint requirements in ELA and mathematics. All data about those two subjects are collected in the Instruction and Assessment Planner.

In the fall window, data about science are also collected in the Instruction and Assessment Planner and are listed on the bottom three lines in the Student Activity Table. However, in the fall window, meeting science blueprint requirements is not required. Therefore, NA is displayed in the science column on the line *Blueprint requirements met*.

Figure 30

Student Activity Table, Science Arrow Outlined

Field Test Testlets

After the blueprint requirements are met for a student in ELA and mathematics in either required window, one field test testlet in each subject may be available in Student Portal. To access the TIP and test ticket for the field tests, select the hyperlink **Test Management** at the top of the Student View Page to go to Test Management (Figure 31). Administer the field test testlet in Student Portal using the student's credentials.

Figure 31

Student View Page, Test Management Hyperlink in Spring Window
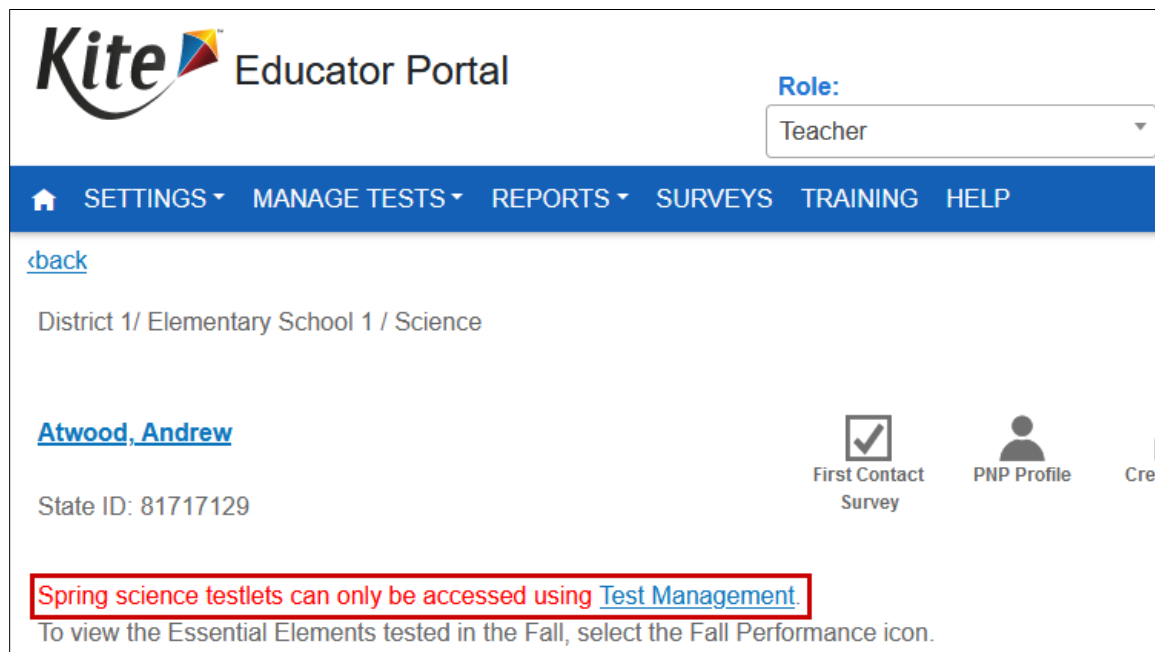
The test ticket and TIP for science operational testlets and science field test testlets in the spring window are also in the Test Management section of Educator Portal. Review the steps for Test Management beginning on page 79 of this manual.

Access the Fall Performance Report in the Instruction and Assessment Planner

The performance reports are per student, per subject, on-demand reports that capture everything from the Student View Page and the Student Activity Table together in one PDF report. The report can be downloaded and printed at any time during the fall window by selecting the leaf icon (Figure 32). Reports are available for ELA and mathematics during the spring window by selecting the sunflower icon (Figure 32). The reports are 3–4 pages long, depending on the subject.

Science Essential Elements and linkage levels are displayed in the Fall Performance Report, but an indicator for science blueprint coverage is not displayed in the fall report.
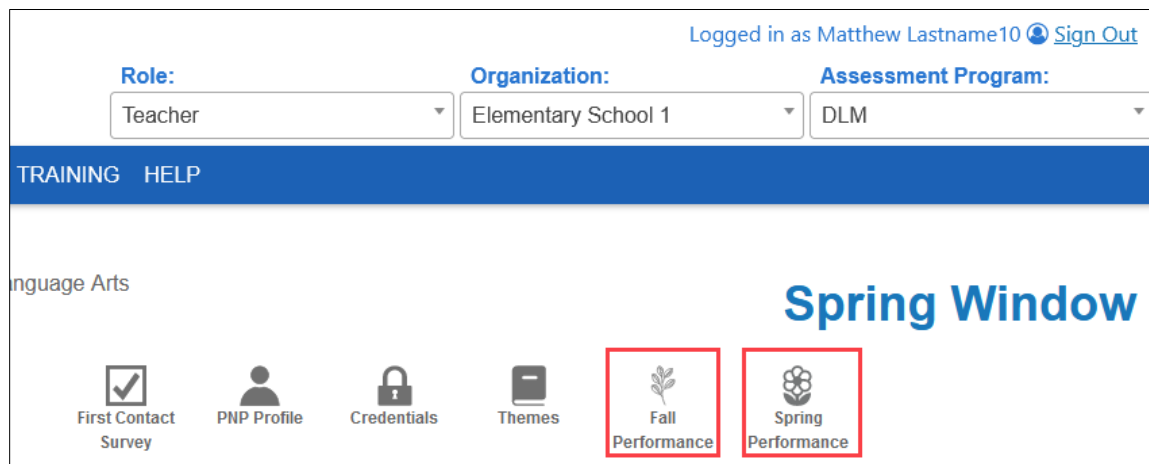
NOTE: Science blueprint coverage is required in the spring window, but the results from science testing in the spring window do not become available until the end-of-year Individual Student Score Reports are delivered.

Figure 32

Student View Screen with Fall and Spring Performance Report Icons

Spring Window

The First Contact Survey and the PNP Profile **do not need** to be resubmitted.

ELA and Mathematics Assessments

All procedures and steps previously outlined for the fall window can be repeated in the spring window. Test administrators may select the same Essential Elements and linkage levels for ELA and mathematics as they did during the fall window, or they may select different ones. Blueprint coverage must be met in both windows.

When the spring window opens, all plans and actions from the fall window are removed from the Instruction and Assessment Planner. In the Student Activity Table, Blueprint Requirements Met in the top row will revert to 0 out of the number of requirements, depending on the grade and subject (e.g., 0 of 4).

The Fall Performance Report is now a static report but remains available and accessible, using the leaf icon. In addition to the spring version of the performance report, other reports and extracts are also available in Educator Portal by going to the **Reports** tab. These are described in the next major section of this manual.

Science Assessments During the Spring Window

Testing the entire science blueprint in the spring window is required, but testing follows a very different process than testing ELA and mathematics in the spring window. NA is also displayed in the science column in the Student Activity Table for Blueprint requirements met, because all data about science are collected in the Test Management section, not in the Instruction and Assessment Planner.

Also, the science TIP, test tickets, science braille forms, and testing progress data are displayed in Test Management. The Test Management screen can be easily accessed from the Instruction and Assessment Planner by using the arrow in the science column to get to the Student View Screen (Figure 33, Figure 34).

Figure 33

Student Activity Table, Science

Figure 34

Student View Page, Science and Test Management Hyperlink

In Test Management, follow the steps described in the section Retrieve the TIP in Test Management on page 82.

For Spring 2026, Operational Science Assessment and Field Test Testlet Delivery follows this process:

1) The system assigns the first science Essential Element to be tested. The linkage level is assigned based on the test administrator's responses to the science inquiries in the First Contact Survey.
2) The test administrator retrieves the TIP in Test Management and gathers any needed materials. (Testlets at the lowest linkage level require either objects to be gathered or

picture-response cards to be printed before testing can begin. Best practice is to print in color.)

3) When the first science testlet is assigned, two science field test forms are also assigned.
   a) Each field test form contains two science field test testlets, making a total of four testlets altogether.
   b) These field test testlets can be taken at any time prior to the spring window closing.
   c) The linkage level of the science field test testlets is either the same, lower, or higher than the first assigned operational science testlet.
   d) The TIPs and testing progress data for all field test testlets and operational science testlets are in the Test Management section of Educator Portal.
   e) All operational science testlets and science field test testlets are administered in Student Portal.
   e) Score results for science field test testlets do not impact a student's end-of-year individual student score reports.

4) After the student takes the first operational science testlet, it is scored in the system.

5) In approximately 15 minutes, the second operational science testlet becomes available. The linkage level assigned to the second Essential Element is either the same, lower, or higher based on the student's performance on the first Essential Element that was tested. The linkage level of each subsequent science testlet is based on the student's performance on the previous testlet.

6) The test administrator retrieves the TIP in Test Management for the second testlet and gathers any needed materials.

7) The system scores the second testlet.

8) The process continues until all Essential Elements in the science blueprint are tested.

9) Score results from the operational science assessments are not available until the end-of-year individual student score reports are published.

Special Circumstance Codes

If a student cannot participate in testing for federal and state accountability, a DLM special circumstance code can be entered in Educator Portal to provide explanation why the student was not tested. Each state education agency selects a list of codes to use for students in their state. These codes may be available on the state's DLM webpage. The codes are numbers plus descriptive words (e.g., #18 Student data claimed in error/never attended). Some states do not use DLM special circumstance codes. Contact your assessment coordinator about your state's policy on special circumstance codes. A test administrator does not have permission to enter a special circumstance code.

Writing Samples from Writing Testlets in the Spring Assessment Window

After a student takes a writing testlet, the writing sample that the student produces may be submitted using the **Surveys** tab. The **Surveys** tab appears only for the Teacher role (Figure 35). Writing sample submission is only in the spring window. Not every state participates in writing sample submission. Check with your assessment coordinator about whether your state participates. Thorough directions will be provided if your state participates in writing sample submission.

Figure 35

The Surveys Tab
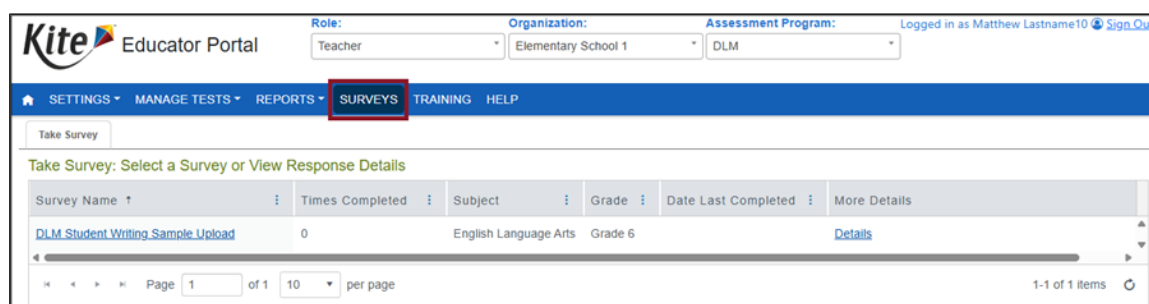
THE TEST MANAGEMENT SCREEN FOR SPRING SCIENCE ASSESSMENTS

The Test Management screen in Educator Portal is where test administrators have access to the test session name for the science testlet, find the test tickets, the TIPs for **each** testlet, and access to braille testlets when a braille form has been assigned for a science Essential Element. Test administrators can also monitor testing progress.

Figure 36 is a test administrator view, and it will be used to describe several processes in testing in the upcoming sections. Table 15 describes the function of each field and button.

Figure 36

The Test Management Page
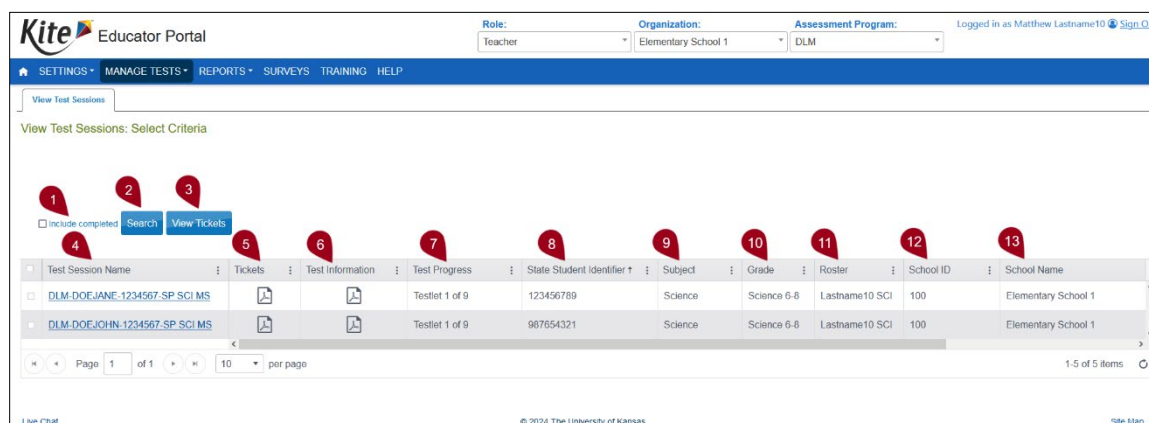
Table 15

Description of Test Management Page

Number	Field or Button	Action and Description
1	Include completed	Data for currently available testlets will populate for your students. To also view completed testlets, select the check box. Actual testlets are taken in Student Portal.
2	Search	Select **Search** to populate the test session table.
3	View Tickets	To download multiple test tickets into one PDF, select the checkbox next to individual test session rows from the table, then select the **View Tickets** button. A PDF opens with the test tickets.
4	Test Session Name	Test Session Names include the student's name, the system ID, and the collection name.
5	Tickets	Select the PDF icon in the Tickets column to view the student's username and password for Student Portal.
6	Test Information	The TIP provides detailed information about a specific testlet, including materials needed, alternate text for human read aloud, and more. Every testlet has a TIP that is specific to it. To be prepared for test administration, the test administrator must access the TIP for each testlet prior to test administration.
7	Test Progress	The Test Progress column shows the number of testlets completed out of the number required for each grade during the spring science window.
8	State Student Identifier	A unique state-assigned, state-specific number assigned to a student
9	Subject	The subject being tested
10	Grade	The student's grade
11	Roster	The name of the roster that the student is on for the subject

Number	Field or Button	Action and Description
12	School ID	The unique state-assigned, state-specific number assigned to the school
13	School Name	School name where the student attends

View Student Username and Password

Students must have a username and password to access testlets in Student Portal. A test administrator can retrieve a student's username and password the following places:

- On the View Student Record screen as described on page 26 in this manual
- On the Test Management screen in the Test Ticket column as described in the following section
- On the Student Activity Table in the Instruction and Assessment Planner using the credentials icon, which is described beginning on page 53 in this manual.

NOTE: Student usernames and passwords are the same for all testlets for the current year, including field test testlets. Although a student's username stays the same, the password is brand new when the student is enrolled at the beginning of the year.

View the Test Tickets in Test Management

Follow these steps:

1) Select **Manage Tests**.
2) Select **Test Management** from the drop-down menu.

NOTE: If a user with the role of Teacher has not passed all Required Test Administrator Training modules, the following error message appears:

"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."

3) Select **Search**.
4) Select the PDF icon in the Tickets column next to the name of the desired test session.
5) To view test tickets for multiple students, select the checkbox to the left of multiple test sessions, and then select the **View Tickets** button above the grid on the left.

Figure 37 shows an example of a test ticket with Username and Password fields for fictitious student, Andrew Atwood.

Figure 37

Example of a Student Test Ticket


```
                        Dynamic Learning Maps

                        YYYY_ELA_Lastname10

State ID: 81717129

Name: Atwood, Andrew

UserName: andr.atwo

Password: xxxxx

Test Collection: DLM Collection

Test Form: DLM 1

Test Section: Section 1

Ticket Number: N/A
```

NOTE: The test ticket may be downloaded and printed. Test tickets are to be handled as a secure document and destroyed when testing is complete. The Student Login Usernames and Passwords extract may be used to access credentials for all students on the test administrator's rosters.

Retrieve the TIP in Test Management

The following procedures describe retrieving the TIP in the Test Management section of Educator Portal for both models of the assessment. A TIP is provided for each testlet.

To be prepared for test administration, the test administrator must access the TIP for each testlet. A description of the TIP with detailed information is provided in the TEST ADMINISTRATION MANUAL.

TIPs in Test Management are available for

- all field test testlets for ELA and mathematics during the fall window
- all field test testlets for ELA, mathematics, and science during the spring window
- all required science operational testlets during the spring window

NOTE: TIPs are secure documents. If printed, handle securely, and securely destroy when testing is complete.

For test administrators who will be delivering a testlet with images (either in the text, engagement activity, items, or picture-response cards), alternate text descriptions of the images are provided as additional pages after the main TIP pages for human read aloud.

These pages do not have to be printed unless the test administrator will be describing the images in the testlet to the student (e.g., for students with visual impairments). Each testlet

has a TIP that is specific to the subject, the Essential Element, and the linkage level. For example, science TIPs for testlets at the Initial linkage level may list objects that must be gathered or have picture-response cards that must be printed before testing. Best practice is to print picture-response cards in color. Use the TIP to prepare for testlet administration, especially for testlets at the lowest linkage level for all subjects.

To view the TIPs on the Test Management screen, follow these steps:

1) Select **Manage Tests**.
2) Select **Test Management** from the drop-down menu.
   a) After selecting Test Management, users with the Teacher role will only see the Search button.
   b) State, district, and building users will have additional drop-down menus to filter results.
3) Select **Search**.
4) Select the PDF icon in the Test Information column to open the TIP.
   a) Since testlets are available one at a time per subject, TIPs can only be accessed one at a time per subject.
   b) Print the TIP, if desired.
   c) Review and use the TIP.
5) Securely destroy all TIPs that have been printed when testing is finished. The TIP is a secure testing document.

Retrieve Braille Ready File (BRF) In Test Management

If the student is proficient in reading braille and needs a braille form of the assessments, the test administrator must select one or more of the braille types in the student's PNP Profile. However, braille forms of the assessment are only available for some Essential Elements at the higher linkage levels. In the required spring window, braille testlets are adaptive (i.e., delivered one at a time). If a braille form is assigned, the BRF icon will appear in the Test Information column (Figure 38).

Figure 38

The BRF Icon and Test Management Screen
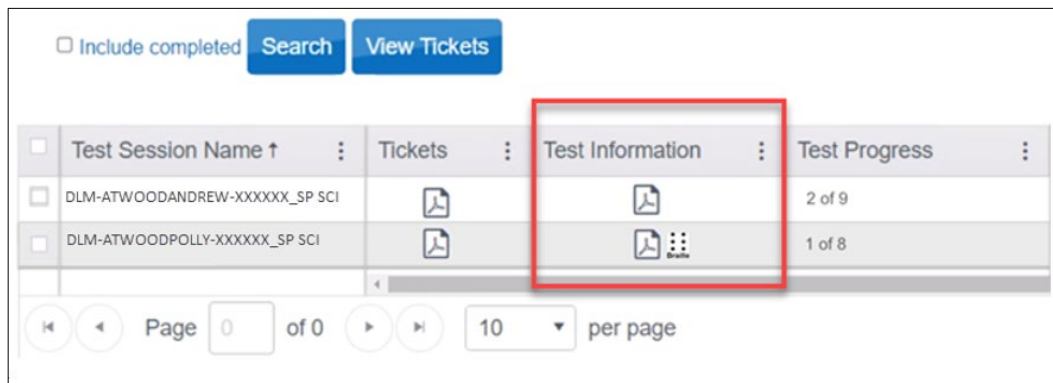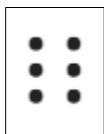
NOTE: Go to the ACCESSIBILITY MANUAL or the TEST ADMINISTRATION MANUAL for more information regarding braille (e.g., which linkage levels have braille testlets and what the system does when a braille testlet is unavailable).

To access a BRF for a science testlet in the spring window, follow these steps:

1) Select **Manage Tests**.
2) Select **Test Management** from the drop-down menu.
3) Select **Search**.
4) Select the braille icon in the Test Information column if it appears.
5) Save to an external drive using special BRF software. Do not save to a computer.
6) Open and emboss the BRF.
7) The student responds to the items in the embossed testlet.
8) The test administrator transfers the responses from the embossed testlet to the Student Portal equivalent testlet and submits the testlet.
9) The testlet is scored.
10) The Kite system is adaptive and the next testlet becomes available in approximately 15 minutes. It may or may not be a braille form. If it is available in braille, repeat the process described in steps 4–8.
11) When the testing is over, securely destroy all embossed testlets, the TIPs, and the test tickets. Also, delete the BRF files from the external drive.

ACCESS REPORTS AND DATA EXTRACTS

Reports and data extracts are available through Educator Portal. Each Educator Portal user role is granted certain access permissions within the system. Use the following key (Table 16) to determine which alternate assessment reports (Table 18) and extracts (Table 17) are available for each role.

Table 16

Key of Abbreviations and Definitions

Abbreviation	Definition
BTC	Building Test Coordinator
BUS	Building User
DTC	District Test Coordinator
DUS	District User
RTC	Regional Test Coordinator
RUS	Regional User
SAA	State Assessment Administrator
SUP	District Superintendent
TEA	Teacher

Table 17

Extracts by Educator Portal Role

Extracts and Files	Roles with Access
Current Enrollment extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
DLM Blueprint Coverage Summary extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
DLM Instructionally Embedded Monitoring extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
DLM On-Demand Exited Students File	SAA only

Extracts and Files	Roles with Access
DLM On-Demand Special Circumstance File	SAA, DTC*, BTC* *depending on the state
First Contact Survey extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
General Research File and other end-of-year files and extracts	SAA, DTC* *depending on the state
PNP Setting Counts extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
PNP Settings extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
Parent Portal Registration extract	SAA only
Parents extract	SAA, DTC* *depending on state
Roster extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
Security Agreement extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS
Student Login Usernames/Passwords extract	SAA, RTC, DTC, BTC, TEA* *The Teacher role will not have access to this extract until they have passed Required Test Administrator Training.
Student Roster and First Contact Survey Status extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
TIP Access extract	SAA, DTC, BTC
Training Status extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS
Users extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS

Table 18

Reports by Educator Portal Role

Reports	Roles with Access
Blueprint Coverage Summary	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
Class Roster Report	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
End-of-Year Reports	Has access if granted by the SAA
Monitoring Summary	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS
Student Progress Report	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
Fall/Spring Performance Report	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA

REPORTS

AGGREGATE REPORTS

Understanding Aggregate Reports

Aggregate reports are provided at the end of the year and are a summary of the testing results across a state, district, school, or class. The state, district, and school aggregate reports include the number of students tested by grade, subject, and performance level, but they do not contain individual student data. However, the class aggregate reports do include individual student data. The state and class aggregate reports are in PDF or CSV format. The district and school aggregate reports are only in PDF format.

Reports are released based on a user's role. The roles are determined by staff at the state education agency. The availability of accountability aggregate reports depends on state requirements. Resources for viewing and interpreting aggregate reports are available on your state's DLM website. Select your state | Select your role | Select the **Scoring and Reporting** category. Resources for your role will be available.

Accessing Aggregate Reports

The screenshots in this section are for roles with a higher level of permission than the Teacher role. To access an aggregate report, follow these steps:

1) From the **Reports** drop-down menu, select **Alternate Assessment Reports**.
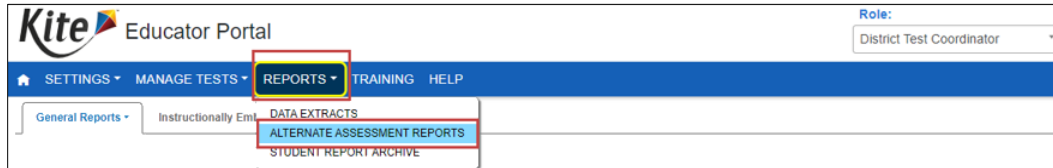
2) Select the **End-of-Year** tab.
3) Choose the applicable aggregate report. Access to aggregate reports depends on the user's role and permissions (e.g., a Building User cannot access a district aggregate report).
4) Select appropriate filters, then select the report file icon to view the report. For district and school aggregate reports, select the PDF icon. For the state and class aggregate reports, select either the PDF or CSV file format.
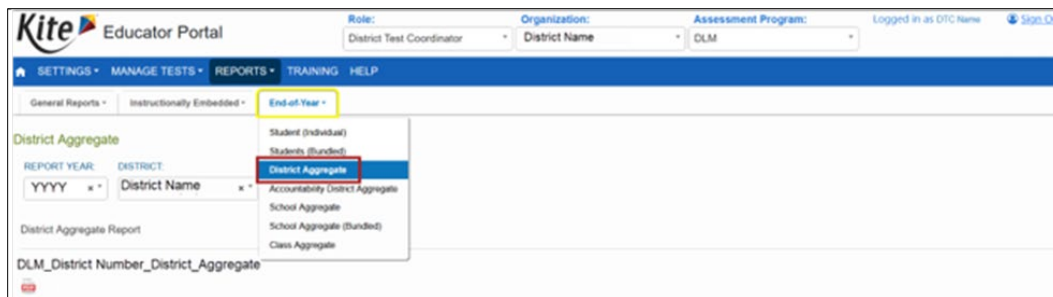
NOTE: Aggregate reports for the 2025–2026 school year will become available in the summer of 2026.

MONITORING SUMMARY REPORT

The Monitoring Summary Report can be accessed at the state, district, and school level, depending on the user's Educator Portal permissions. The report displays by organization, grade, and subject. In Educator Portal, the report can be viewed or downloaded and saved as a PDF. Users with the Teacher role do not have access to this report.

Accessing the Monitoring Report

1) From the **Reports** drop-down menu, select **Alternate Assessment Reports**.

2) Select the organizational level. The report will appear in the space below the organizations. The Monitoring Summary Report is a status report and displays data for the date on which it is accessed.

3) Select the **Save** button to download and print the report.

Understanding the Monitoring Summary Report

In the following example, at the time the report was accessed for this district, the system displayed aggregate data for both the fall and spring required windows and the required science spring assessment window (Figure 39).

The numbers displayed in each set of columns are the numbers of rostered students. Add together the numbers in each set of columns to equal the sum of all students rostered per grade, subject, and window.

NOTE: Understanding the column headings is important to understanding the data in them. In the following charts, No Plans Created or No Testlets Taken means the number of students who have **taken zero testlets** or the number of students who **have zero plans created**. **No** is not an abbreviation for number.

Figure 39

The Monitoring Summary Report

District Name	Grade	Subject	Instructionally Embedded Fall Number of Rostered Students				Instructionally Embedded Spring Number of Rostered Students				Spring Science Number of Rostered Students		
			No Plans Created	No Testlets Taken	Only One Testlet Completed	More Than One Testlet Completed	No Plans Created	No Testlets Taken	Only One Testlet Completed	More Than One Testlet Completed	No Testlets Taken	Testing In Progress	All Required Testlets Completed
District 1	3	English Language Arts	0	0	0	2	0	0	0	2	N/A	N/A	N/A
District 1	3	Mathematics	0	0	0	2	0	0	0	2	N/A	N/A	N/A

The following describes the columns in the report.

- **Instructionally Embedded Fall Number of Rostered Students:** The first four columns are for the required fall window. During this window, in this example, two students in Grade 3 are rostered to ELA. For those students, at least one plan was created. Both

students took more than one testlet. This report does not display data for the students who completed all their ELA testlets.

- **Instructionally Embedded Spring Number of Rostered Students:** The second four columns are for the required spring window. In this example, two students in Grade 3 are rostered to ELA during this window. Of those two students, plans were created for both students. Both students completed more than one testlet. This report does not display data for the students who completed all their ELA testlets.
- **Spring Science Number of Rostered Students**: These three columns are for the required spring science window. In this example state, Grade 3 students are not required to take science testlets and are not rostered to science. Therefore, **N/A** displays. However, if Grade 5 was tested, data would display in the far-right columns.

BLUEPRINT COVERAGE SUMMARY

Understanding the Blueprint Coverage Summary Extract

The Blueprint Coverage Summary provides an overview of whether the blueprint has been met by the students. A student can be tested more than once on an Essential Element, and a test administrator can select the same linkage level or a different one. The summary does not indicate the linkage level that was tested for the Essential Element nor if the linkage level was mastered. However, that information is available in the Fall and Spring Performance Reports accessed from the Instruction and Assessment Planner or from the Reports tab.

The summary report displays data listed in columns side by side for individual students rostered to one teacher, for one grade, for one subject, for one window for each claim and conceptual area in the blueprint.

NOTE: A user with the Teacher role will have only the students on their rosters displayed. A user with a higher-level role will have other teachers from which to choose.

The Blueprint Coverage Summary report displays students' testlet activity for each of the Essential Elements in the blueprint, including 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.

Figure 40 shows Andrew Atwood completed the testlets for two Essential Elements on February 21 as indicated by a solid dot. Jane Doe and John Doe each had a plan created but were not assessed for one Essential Element on May 16, indicated by an open circle.

Additionally, a cell on the top row of each blueprint requirement, beneath the student's name, reports if a student has met that blueprint requirement. If the cell is empty the student has not been assessed on any Essential Elements for that blueprint requirement, an

empty circle indicates the student has been assessed on at least one Essential Element but has only partially met the blueprint requirement and a circle with a checkmark indicates the student has been assessed on Essential Elements necessary to meet the blueprint requirement for that area.

Figure 40

A White Checkmark in a Green Circle Indicates Completed Requirements for the Conceptual Area

Accessing the Blueprint Coverage Summary Report

The following screenshots are for the Teacher role. Other roles will have additional tabs and filtering options. To view the Blueprint Coverage Summary report, follow these steps:

1) Select Reports | Alternate Assessment Reports | Instructionally Embedded.
2) Select **Blueprint Coverage** from the Instructionally Embedded drop-down menu.

3) The Blueprint Coverage Report is available until late July. Select the **Save** button, and the file will automatically download as a PDF.

NOTE: The Blueprint Coverage Summary contains student's PII, including the student's name, school, and grade, among other data. Treat any printed report as a secure document and handle it accordingly.

STUDENT PROGRESS REPORT

Understanding the Student Progress Report

The Student Progress Report displays the conceptual area(s), the Essential Elements, and the linkage levels that had been tested by the date the report is accessed. The Student Progress Report contains similar data to the Performance Reports. The Student Progress Report is available until late July.

During the fall window, the report summarizes a student's progress for the required assessment of ELA and mathematics Essential Elements and the optionally assessed science Essential Elements.

During the spring window, the report summarizes a student's progress for the required assessment of ELA and mathematics Essential Elements, but not science. Although science testing is required in the spring window, science results are not reported until the end-of-year Individual Student Score Reports become available after the state's spring window closes.

Accessing the Student Progress Report

NOTE: The Student Progress Report contains student's PII. Treat any printed report as a secure document and handle it accordingly.

The following screenshots are for a test administrator. Other roles will have additional tabs and filtering options. To view the Student Progress Report, follow these steps:

1) Select Reports | Alternate Assessment Reports | Instructionally Embedded | **Student Progress Report**
2) Complete filters if needed.
3) The Individual Student Progress Report is displayed for each selected student. The date and the student's name, district, and school are provided on the report. This is a secure document, and it must be handled appropriately.
4) Select a student. The following students are fictitious.

5) Select **View Report**.

Figure 41 is an example of a Student Progress Report for Jane Doe. A plan was created for Jane at the Initial Precursor linkage level, but Jane was not tested on this Essential Element (ELA.EE.RI.3.5).

Choose **Save** to download as a PDF. The report can be printed.

Figure 41

Student Progress Report

FALL AND SPRING PERFORMANCE REPORTS

Understanding the Performance Report

The Performance Reports are on-demand per student, per subject, per window reports. The reports capture everything in the Instruction and Assessment Planner from the Student View Page and the Student Activity Table together in one PDF report at the date and time the report is accessed. Users will observe various stages and the associated dates of

instruction, testing, and mastery results. The Performance Report for each subject and student is 3–4 pages long, depending on the subject.

Fall Performance Report

1) The data in this report are only valid for ELA, mathematics, and science Essential Elements assigned in the Instruction and Assessment Planner during the fall window. The report can be accessed from two places: the **Reports** tab or the Instruction and Assessment Planner.
2) The report includes all Essential Elements and linkage levels on the blueprint for the subject.
3) It is available from **Reports** tab from the opening of the fall window until late July.
4) While the fall window is open, the report can be accessed from the Instruction and Assessment Planner by selecting the leaf icon on the Student View Page.

After the fall window closes, the report is unavailable in the Instruction and Assessment Planner for a short time. When the spring window opens, it can again be accessed by selecting the leaf icon on the Student View Page.

Spring Performance Report

1) The data in this report are only valid for ELA and mathematics Essential Elements assigned in the Instruction and Assessment Planner during the spring window. Science data are not in this report for spring. While the spring window is open, the report can be accessed by selecting the sunflower icon.
2) The report includes all Essential Elements and linkage levels on the blueprint for ELA and mathematics.
3) The data reflects the status of each Essential Element at the linkage level tested and the status of blueprint coverage on the day and time a user accesses the report.
4) After the spring window closes, the report becomes a static report and can only be accessed from the **Reports** tab. Both the fall and spring performance reports are available there until late July.

Accessing the Performance Report from the Reports Tab

The following screenshots are for a test administrator. Other roles will have additional tabs and filtering options. Follow these steps:

1) Select Reports | Alternate Assessment Reports | Instructionally Embedded.

2) Select **Performance Report** from the drop-down menu.

3) Enter filters. These fields will be prepopulated for the Teacher role.
4) After selecting a subject and window, select one of the hyperlinked student names to download the report.

CLASS ROSTER REPORT

Understanding a Class Roster Report

The Class Roster report displays the most recent assessment and current instructional goals for one or more students on a roster. The information is only valid for ELA, mathematics, and science testlets assigned in the Instruction and Assessment Planner during the fall window and for ELA and mathematics testlets assigned in the Instruction and Assessment Planner in the spring window. This is a secure report containing student PII.

The report uses a series of filters at the top of the screen to filter the data to display reports for one or more students rostered to a single test administrator for one subject at a time. This report displays the Essential Element and linkage level with both the short and long descriptor and the date the Essential Element was assessed. Also, it will display a plan for an Essential Element that was created at a selected linkage level but not yet assessed. If a user selects more than one student to view, the user needs to scroll down the screen. This is also a secure report.

Accessing the Class Roster Report

The following screenshots are for the Teacher role. Other roles will have additional tabs and filtering options. To access the Class Roster Report, follow these steps:

1) Select Reports | Instructionally Embedded | Class Roster.

2) Select the subject and roster.
3) After selecting a roster, choose one or more students from the drop-down menu, then select **View Report**.
4) Select the **Save** button to download or print the report. The following is an example of the Class Roster Report for fictious Grade 3 student, Andrew Atwood.

Class Roster Report for Andrew Atwood

Elementary School 1 English Language Arts

Essential Element		Recently Assessed		Current Instructional Goals	
Grade 3					
Andrew Atwood					
ELA.EE.CW.3.T	Conventional Writing	Target	The student can write about a topic with more than one idea, through use of relevant facts and details.		
ELA.EE.RL.3.3	Identify the feelings of characters in a story.	Target	While reading a story, the student can identify the feelings of characters (e.g., How did Tom feel when he won the game?).		
ELA.EE.L.3.5.A	Determine the literal meaning of words and phrases in context.	Target	After reading or hearing a sentence, the student can determine the literal meaning of words and phrases using the surrounding context.		

STUDENT SCORE REPORTS

Aggregate reports, Individual Student Score Reports, and Student Bundled Reports become available in early to mid-summer, after the close of the state's required spring window. Each State Assessment Administrator determines the Educator Portal roles that have permission to access the reports in Educator Portal. In many states, test administrators typically do not access their reports in Educator Portal but, instead, receive their student's reports from their District or Building Test Coordinator.

Additional resources are available to help educators understand the reports. Go to the DLM webpage, then select your state, select your role, and select **Scoring and Reporting in the Resource** category. Various interpretive guides and short videos are provided to help educators understand score reports and explain them to parents and guardians.

Understanding the Individual Student Score Reports

These summative reports present student results from all DLM required operational testlets in ELA and mathematics taken in both the required fall and spring windows plus from science testlets taken in the spring window. Results from science testlets taken in the fall window or results from field test testlets are not calculated into or reported in the Individual Student Score Reports.

Accessing Individual Student Score Reports

Since teachers typically do not have online access to the Individual Student Score Reports, the following screenshots and steps are for higher-level roles. Notice the Surveys tab does not display for roles other than the Teacher role.

1) Select Reports tab | Alternate Assessment Reports | End-of-Year tab.
2) Select either **Student (Individual)** for one student at a time or select **Students (Bundled)** to view all students for the organization. Permission to access these reports is determined by state policy.
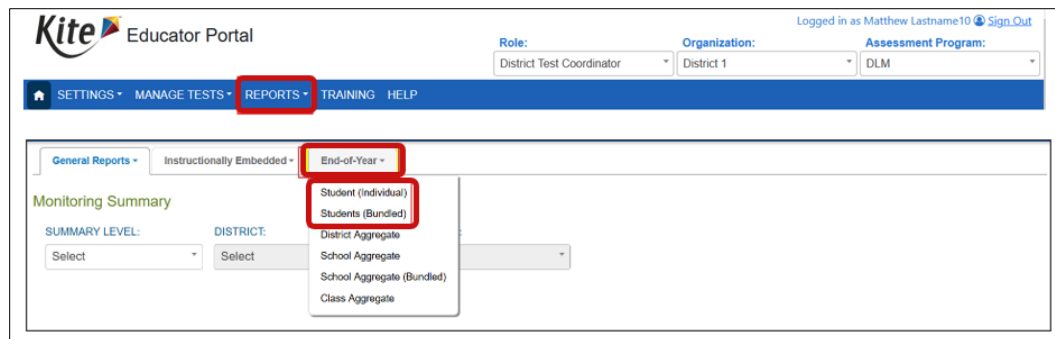
3) Complete the filters, then select a student's name to view the Individual Student Score Report.

4) Bundled Student Score Reports are sorted by grade, student last name, and subject. A PDF file can be opened for an individual grade, downloaded, and saved.

STUDENT REPORT ARCHIVE

Understanding the Student Report Archive

Depending on state policy, educators may have permission in Educator Portal to access Individual Student Score Reports for students from previous years (beginning with 2015–2016). By using the Student Report Archive feature, state-authorized educators can access a table with PDF links to the Individual Student Score Reports for previous years by grade and subject. The Student Report Archive does not include aggregate or bundled reports or any other extracts or reports. Other reports and extracts should have been archived locally by your district or state. Check with your assessment coordinator.

In some states, test administrators can access Individual Student Score Reports in Educator Portal. In these states, the test administrator will only have access to archived reports for students to which they are currently rostered. If they want to view a report for a student that was previously on their rosters but is not currently, they must contact their assessment coordinator.

Accessing the Student Report Archive

The following screenshots are for the District Test Coordinator role. Other roles will have additional tabs and filtering options. To access the Student Report Archive, follow these steps:

1) Select Reports | **Student Report Archive**.

2) Enter Student Last Name or Student State Identifier (ID).

3) Select **Search**.

DATA EXTRACTS AND FILES

The following data extracts and files are available (Table 19). If the user does not have permission to view a particular extract or file, it will not appear in their list of extracts and files in Educator Portal. Refer to Table 16–Table 18 to determine which extracts and files are available for each user role. All extracts and files contain data on the day and time the file or extract is accessed. More information about each extract or file is described later in this manual. Table 20 describes common abbreviations.

Table 19

Description of Data Extracts and Files

Name of Data Extract or File	Summary
Current Enrollment Extract	Student-level extract This extract displays all data that was entered for a currently enrolled active student at the time when the student was enrolled. The **New File** button must be selected to access the most current data.

Name of Data Extract or File	Summary
DLM Blueprint Coverage Summary Extract	Organization-level extract for ELA and mathematics only The extract is populated with testing data from the fall and spring windows. It displays the percentage of students in a grade meeting blueprint requirements per subject, per criterion, per organization, and per window. This report does not display science data for either window. This report complements the Blueprint Coverage Summary Report.
DLM Instructionally Embedded Monitoring Extract	Student-level extract with testing data for ELA, mathematics, and science **For ELA and Mathematics**: During the fall and spring windows, this extract displays the percent of the blueprint that is met and the number of testlets taken. It also indicates if the blueprint was met or not met for each of the four requirements for each subject. **For Science**: In the fall window, science displays the number of science testlets that were completed. In the spring window, science displays the number of testlets completed out of the number required (e.g., 9 of 9). The science blueprint will have been covered when the student completes all required science testlets.

Name of Data Extract or File	Summary
DLM On-Demand Exited Students File	This is a student-level on-demand file and displays data on the date and time the file is accessed. The file lists the students who have been exited from an organization with the date that the student was exited. The file includes the exit reason and whether the student is currently enrolled. This file is available only to the State Assessment Administrator role.
DLM On-Demand Special Circumstance File	This is a student-level on-demand file that displays data on the date and time the file is accessed. The file lists the students who have DLM special circumstances codes that were entered by permitted users in an organization. Each state determines which Educator Portal roles have permission to view the file: the State Assessment Administrator only or additionally the District Test Coordinator and/or Building Test Coordinator roles.
First Contact Survey File	Student-level file that displays current First Contact Survey settings by student
Parent Portal Registration Extract	Organization-level extract that displays the method used to register parents in Parent Portal by organization Each state determines whether Parent Portal will be available in their state, and, if available, this extract is only available to the State Assessment Administrator role.

Name of Data Extract or File	Summary
Parents Extract	Parent/guardian-level extract that displays a list of parents and their emails by organization
	Each state determines whether Parent Portal will be available in their state, and, if available, which Educator Portal roles have permission to view the extract: the State Assessment Administrator only or State Assessment Administrator and District Test Coordinator roles.
PNP Setting Counts Extract	Organization-level extract that has the number of individual Personal Needs and Preferences (PNP) settings by organization (e.g., braille was selected for 12 students)
PNP Settings Extract	Student-level extract that displays Personal Needs and Preferences (PNP) Profile settings by student
Roster Extract	Student-level extract that shows the student's roster assignment by educator and subject
Security Agreement Completion Extract	User-level extract that shows the day and time the user agreed to the security agreement
Student Login Usernames/Passwords	Student-level extract that displays students' login usernames and passwords for Kite Student Portal by organization.
	Users with the Teacher role will have access to this extract after they have passed Required Test Administrator Training.
Student Roster and First Contact Survey Status Extract	Student-level extract that shows testing readiness based on the student being rostered and the student's First Contact Survey having been submitted

Name of Data Extract or File	Summary
TIP Access Extract	Student-level extract that displays the date and time a TIP was accessed, the current testlet status, and the email of all educators who accessed it.
	If the TIP is accessed more than once, each user who accessed the TIP will be listed, (i.e., one TIP may be listed on multiple lines if accessed multiple times).
	To view the most recent data, a New File of the TIP Access extract must be accessed. Each time a new file is accessed, new data is collected and will be displayed.
	More information about this extract can be found later in this manual.
Training Status Extract	User-level extract showing the training status and completion date by user
Users Extract	User-level extract showing all Educator Portal users; their associated roles; and whether the account is active, inactive, or pending
	Users with the State Assessment Administrator role will be able to include user accounts that have been removed.

Table 20

Common Abbreviations Used in Extract and File Names

Abbreviation	Meaning
OrgID	Organization identifier for the district or school
UserID	User identification number assigned by Educator Portal
MM-DD-YY	Month, day, and year the file was created
HH-MM-SS	Hour, minute, and second the file was created

ACCESSING ALL EXTRACTS

Important: Always select the New File button to have the most current data.

View data extracts by following these steps:

1) Select **Reports** and select **Data Extracts** from the drop-down menu.
2) In the upper-left tabs, select the category needed.
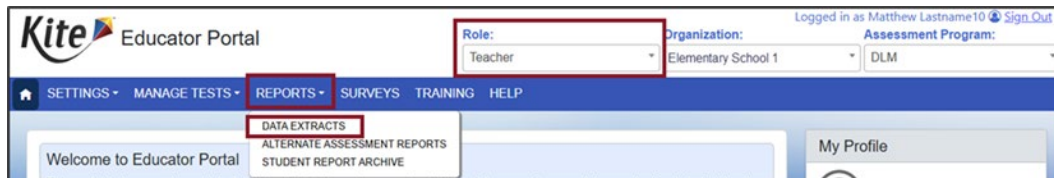
3) Always select the **New File** button to have the most current data for the selected extract or file (Figure 42).

Figure 42

Teacher Role View of Student Information Tab in Data Extracts
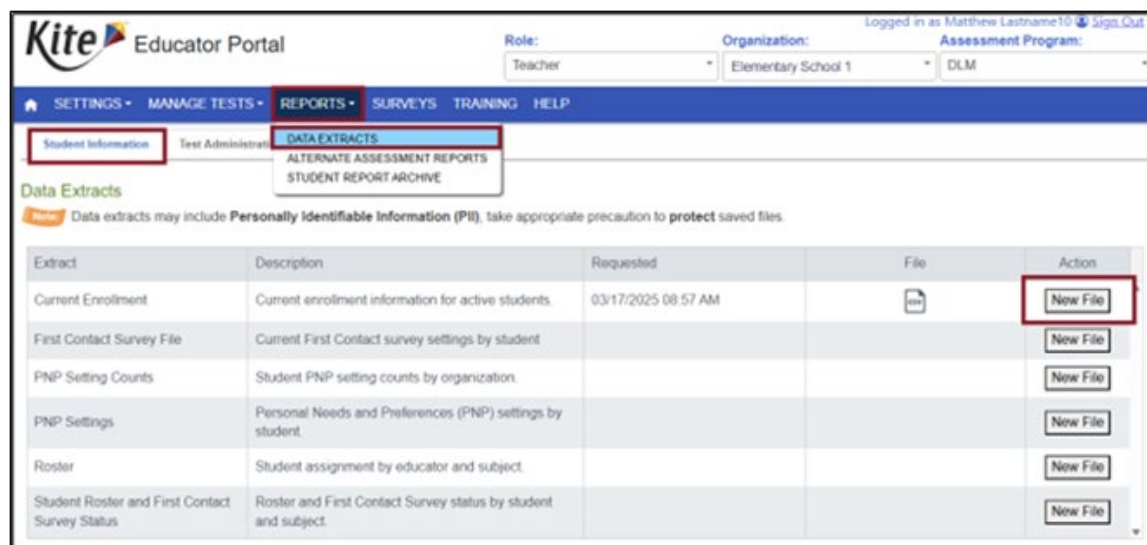
State-, Regional -, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. For users with a regional role to retrieve data for the entire region, they will leave the district and school field blank. DLM is the default assessment program for states using the DLM alternate assessments. Required fields are marked with an asterisk.
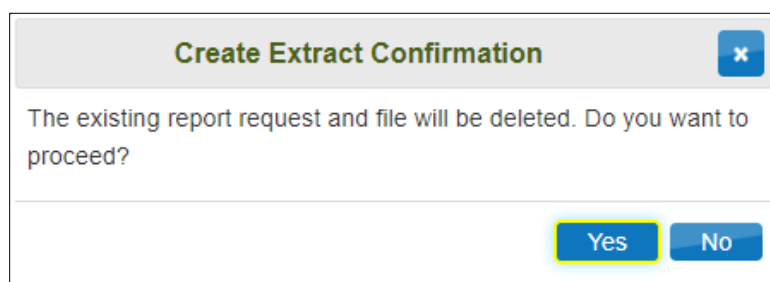
1) Some users may have extract filters to select. Select filters and select **OK**.

2) If the report was previously accessed, the following message will display. Select **Yes** to proceed.

3) Accessing and downloading the data in some extracts and files, especially statewide ones, may take several minutes. During the download process, the File field transitions from In Queue to In Progress and finally to displaying the CSV icon. Select the CSV icon to access the extract.

NOTE: Each request for an extract replaces the previous extract. Users may save extracts and archive them if needed. Extracts and files that contain student PII data will need to be securely saved.

Procedures for viewing or saving the CSV files to your computer may vary by browser. Follow the procedures for your browser.

- All extracts and files are divided into categories. Choose the appropriate category and then choose the extract or file.

- The Teacher role will have the Student Information and Test Administration and Monitoring tab.
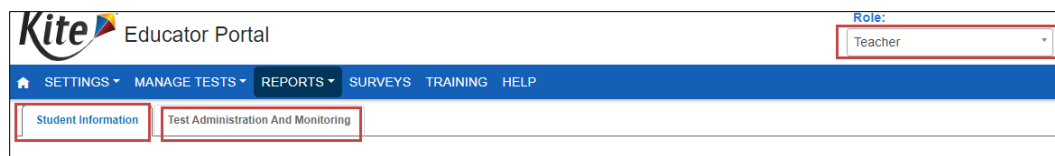
- District-level roles will have three tabs.
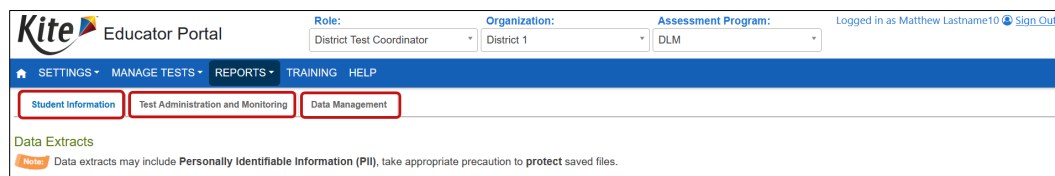
- State Assessment Administrators will have four tabs. District roles may have four tabs in some states (e.g., the End of Year tab).
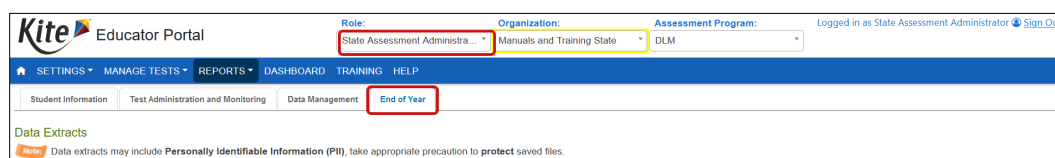
CURRENT ENROLLMENT EXTRACT

The Current Enrollment extract includes all records for students who are enrolled in the user's organization. The records include those uploaded by a data manager via an Enrollment Upload Template file, manually with the user interface, or by a service such as OneRoster.

NOTE: 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 has the following name:
Kite_Enrollment_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school.

Regional users can access data for individual districts in their region or for their entire region by following these steps.

1) Select the drop-down arrow.
2) Choose **Select**.
3) Select **OK**. The download will be for the entire region.

Fields in the Extract

The extract is large and contains demographic information for each student (Table 21). Most students will have only one line of data. However, a few students may be enrolled in more than one organization and will have more than one row of data.

Table 21

Descriptions of Fields in the Current Enrollment Extract

Column	Heading Titles	Description
Columns A–E	Example: Column A: Extract_State	The first five columns in this extract provide data about the state, district, school, date, time, time zone, and name of the user who last modified the enrollment records.
Columns F & G	Accountability_District_Identifier Accountability_School_Identifier	Alphanumeric code for the district and school that are accountable for the student May be the same or different from the attendance district and school or may be blank
Columns H & I	Attendance_District_Identifier Attendance_School_Identifier	Alphanumeric code for the district and school where the student is enrolled May be the same or different from the accountability district and school
Column J	School_Year	Ending year of the current school year (i.e., 2026 for school year 2025–2026)

Column	Heading Titles	Description
Columns K–R	Example: Column K: State_Student_Identifier	Student demographic information
Column S	Grade	The grade in which a student enters and receives services in a school or an educational institution during the current academic year
Column T	School_Entry_Date	Date the student entered the school
Column U	District_Entry_Date	This field is not required and may be blank.
Column V	State_Entry_Date	This field is not required and may be blank.
Column W	Comprehensive_Race	1 of 10 options*
Column X	Primary_Disability_Code	1 of 18 disability codes*
Column Y	Gifted_Student	This field will always be blank.
Column Z	Hispanic_Ethnicity	Displays either Yes or No
Column AA	First_Language	1 of 46 selectable language options*
Column AB	ESOL_Participation_Code	Participation number that best aligns to the program in which the student participates*
Column AC	Assessment_Program_1	This field must always display DLM.
Columns AD & AE	Assessment_Program_2 Assessment_Program_3	These fields will always be blank.

* More information about the codes or numbers in these columns can be found in the DATA MANAGEMENT MANUAL.

DLM On-Demand Exited Students File

The DLM On-Demand Exited Students File is an Excel file with data at the date and time the file is accessed (Table 22). It displays information for exited students in the state. The file will include students who were exited via a TEC Upload Template file, the manual user interface, or a web service like OneRoster. Only the State Assessment Administrator has access to this file. The file can be accessed whenever needed by the State Assessment Administrator during the state's assessment window. Select the **New File** button to access the most current data.

Name of the File

When saving the DLM On-Demand Exited Student file, the file has the following name: Year_DLM_OnDemand_Exited_Students_File_Extract_ST_MM-DD-YY_HH-MM-SS.xlsx

Fields in the Extract

The fields in the DLM On-Demand Exited Student file lists each student exited, the reason for the exit, and the date of exit.

Table 22

Columns in the DLM On-Demand Exited Students File

Column	Heading Titles	Definition
Column A	Kite_Student_Identifier	Unique number assigned by the Kite system
Columns B–H	Example: Column B: State_Student_Identifier	Demographic data for the student
Column I	Grade	The grade that the student is in for the current year
Column J	Exit Code	Numeric exit code (e.g., 6)
Column K	Exit Code Description	Name associated with the numeric exit code (e.g., the description for #6 is Transfer to home schooling)
Column L	Exit Date	Date the user entered when exiting the student from the organization

Column	Heading Titles	Definition
Column M	System_Exit_Date	The date the system exits the student from the organization This date is **usually** the same as the date the user entered when exiting the student from the organization; although sometimes, the date **can** be different.
Column N	Subject	When a student is exited from Educator Portal, the student is automatically removed from all rosters. The extract will have a line for each subject.
Column O	Current_Enrollment_Status	Student status in Educator Portal at the time the student was exited (e.g., student is currently enrolled to DLM)

DLM On-Demand Special Circumstance File

The On-Demand Special Circumstance File is a per student, per subject, per testlet file that provides data on the day and time the file is generated (Table 23). The file has a list of a student's subjects to which a special circumstance code was added to explain why the student was not tested.

The file is available to all State Assessment Administrators. Each state education agency determines if the District and Building Test Coordinators also have access to the file. No other roles in Educator Portal have access.

Name of the File

When saving the On-Demand Special Circumstance file, it has the following name: DLM_OnDemand_Special_Circumstance_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv
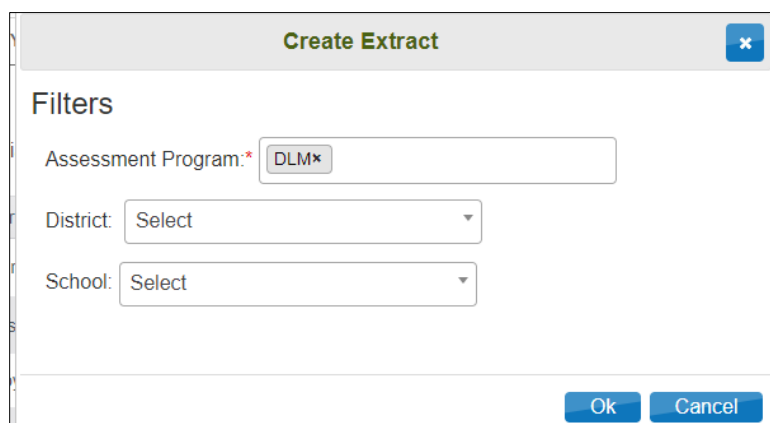
State-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users will not have any access to the file.

Fields in the File

The file is sorted by student demographics, special circumstance code, and Essential Element.

Table 23

Columns in the On-Demand Special Circumstance File

Column	Heading Titles	Definition
Column A	Kite_Student_Identifier	Number assigned by the Kite system
Columns B–J	Example: Column B: State_Student_Identifier	Demographic data for the student
Column K	Special_Circumstance_Code*	Common Education Data Standards (CEDS; e.g., #03454) If a special circumstance code was applied at the student level, then that code displays in Column K, and N/A is displayed in the Subject and the Essential_Element columns (Columns M & N) because neither a subject nor an Essential Element were selected for testing.
Column L	Special_Circumstance_Label	Name associated with the CEDS code (e.g., #03454 is Medical Waiver)

Column	Heading Titles	Definition
Column M	Subject	The subject to which a special circumstance code was applied (ELA, M, SCI)

If a special circumstance code was applied at the subject level, then N/A is displayed in the Essential_Element column (Column N) because an Essential Element was not selected for testing. |
| Column N | Essential_Element | If a special circumstance code was applied at the test session level, then the subject (ELA, M, SCI) is displayed in the subject column (Column M), and the Essential Element Code is displayed in the Essential_Element column. |

*Some states post their special circumstance codes on their DLM webpage. Some states do not use any DLM special circumstance codes.

DLM BLUEPRINT COVERAGE SUMMARY EXTRACT

ELA and mathematics blueprint coverage is collected from the Instruction and Assessment Planner and is reported in the DLM Blueprint Coverage Summary extract (Table 24). Science data is not reported in this extract.

This extract displays the percentage of students who have fully met blueprint requirements by subject, grade, and criterion per organization (not per student). To monitor blueprint coverage for individual students, use the DLM Instructionally Embedded Monitoring extract.

Name of the Extract

When saving the DLM Blueprint Coverage Summary, it has the following name: DLM_Blueprint_Coverage_Summary_OrgID_MM-DD-YY_HH-MM-SS.csv

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access data for individual organizations in their region or for the entire region by not selecting a district or school. The columns that display depend on the role of the user who accessed the report and which summary level was selected.

Fields in the Summary

The summary may contain district and school information, teacher, subject, and grade, depending on the filters that are selected.

Table 24

Columns in the DLM Blueprint Coverage Summary Extract

Column	Heading Titles	Definition
Column A	Attendance_District_Identifier	Alphanumeric code for the district where the student is enrolled (This column will only display if the district or school level summary is selected.)
Column B	Attendance_District_Name	Name of the district where the student attends school (This column will only display if the district or school level summary is selected.)
Column C	Attendance_School_Identifier	Alphanumeric code assigned to the school where the student attends (This column will only display if the school level summary is selected.)
Column D	Attendance_School_Name	School name where the student attends (This column will only display if the school level summary is selected.)

Column	Heading Titles	Definition
Column E	Teacher	Teacher rostered for the subject (This column will only display if a school summary level is selected and then Group by Teacher is selected.)
Column F	Subject	Subject for which the student is rostered. This will be column A if state summary level is selected. If district summary level is selected, it will be column C, and it will be Column E if school summary level is selected.
Column G	Grade	Grade being tested
Column H	Criterion	Numeric identifier of the conceptual area
Column I	Criterion Description	Description of the requirement for the conceptual area (e.g., Criterion 3: Choose at least three Essential Elements, including one RL and one RI)
Column J	Fall Window # Students Testing	Number of students currently rostered for the subject in the fall window
Column K	Fall Window % Students Met	Percentage of rostered students who have met the full requirements for the conceptual areas in the subject during the fall window
Column L	Spring Window # Students Testing	Number of students currently rostered for the subject in the spring window

Column	Heading Titles	Definition
Column M	Spring Window % Students Met	Percentage of those rostered students who have met the full requirements for the conceptual areas in the subject during the spring window

DLM Instructionally Embedded Monitoring Extract

This extract enables users to quickly monitor the progress their students are making toward meeting full blueprint requirements for ELA, mathematics, and science (Table 25).

This extract is large, and the data in it may take several minutes to populate. A student will not appear on this extract until enrolled and rostered to at least one subject in the current school year.

Name of the Extract

When saving the DLM Instructionally Embedded Monitoring extract, the extract has the following name:

DLM_Instructionally_Embedded_Blueprint_Monitoring_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access data for individual organizations in their region or for the entire region by not selecting a district or school.

Fields in the Extract

The fields in the DLM Instructionally Embedded Monitoring extract display for each subject to which the student is rostered by window and if blueprint requirements were met for that subject.

Table 25

Fields in the DLM Instructionally Embedded Monitoring Extract

Column	Heading Titles	Definition
Columns A–D	State Attendance_District_Name Attendance_School_Identifier Attendance_School_Name	Data about the state, district, and school where the student is enrolled
Columns E–I	Example: Column E: State_Student_Identifier	Demographic data for the student
Column J	Window	Fall or spring window
Column K	ELA_Educator_Legal_Last_Name	Test administrator rostered for ELA and student
Column L	Blueprint_Requirement_ELA_%_Met	Percentage of the blueprint requirements for ELA during either the fall or spring window
Column M	Total_Number_of_ELA_Testlets_Taken	Total number of testlets taken during either the fall or spring window
Column N	ELA_Blueprint_Requirement_1	Lists Met or Not Met during either the fall or spring window Requirements vary from one to three requirements in Grades 3–8 and high school
Column O	ELA_Blueprint_Requirement_2	Lists Met or Not Met during either the fall or spring window Requirements vary from 1–3 requirements in Grades 3–8 and high school

Column	Heading Titles	Definition
Column P	ELA_Blueprint_Requirement_3	Lists Met or Not Met during either the fall or spring window Requirements vary from one to three requirements in Grades 3–8 and high school
Column Q	ELA_Blueprint_Requirement_4	Lists Met if the student was tested on the writing Essential Elements or N/A if the student was not assigned a writing testlet during either the fall or spring window.
Columns R–X	The headings for mathematics have similar information as Columns K–Q for ELA.	Descriptions for mathematics follow the same format as Columns K–Q for ELA.
Column Y	Science_Educator_Legal_Last_Name	Test administrator to which the student is rostered for science

Column	Heading Titles	Definition
Column Z	Science_Testlets_Completed	Science does not have blueprint requirements in the optional fall window. During the fall window, Column Y lists the number of optional science testlets a student completed. The blueprint for the science assessments are required in the spring window. Column Z lists the number of science testlets completed out of the number of science Essential Elements in the blueprint that were assigned and tested. Nine testlets are required in most states, so the number of testlets completed will be X of 9. Ten testlets are required in states administering high school biology. Therefore, the number of testlets completed will be X of 10. Column Z will display NA for a student who is in a grade that is not tested in science or where testing in the grade is optional and the student did not take a test.

FIRST CONTACT SURVEY FILE

The First Contact Survey file is a CSV file that lists learner characteristic settings for the students enrolled by organization (Table 26). Only students who have the First Contact Survey submitted for the year are included in the file.

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access data for individual organizations in their region or for the entire region by not selecting a district or school.

Name of the Extract

When saving the First Contact Survey extract, the file has the following name: First_Contact_Survey_Extract_OrgID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract

The file contains a column for every possible First Contact Survey setting and indicates whether a learner characteristic was selected for a student. If a characteristic has multiple settings, the details of those settings are listed. For example, hearing can be set to one of several classifications (e.g., Deaf or hard of hearing). The file lists the classification of the hearing loss and the decibel levels in the next column, Sensory Capabilities Hearing Classification of Hearing Impairment (e.g., Mild [26–40 dB loss]).

Table 26

Columns in the First Contact Survey File

Column	Heading Titles	Description
Columns A–D	State Attendance_District_Name Attendance_School_Name Attendance_School_Identifier	State, district, and school where the student is enrolled
Columns E–I	Example: Column E: State_Student_Identifier	Unique demographic data for the student

Column	Heading Titles	Description
Column J	Survey_Status	The First Contact Survey has one of four statuses: • Not Started • In Progress • Ready to Submit • Completed
Column K	Last_Modified_Date	This column includes the date, time, and time zone when the First Contact Survey was last accessed.
Column L	Last_Modified_User	The user who last accessed the survey
Columns M–DH	Example: Column M: Special Education_Special Education Services_Primary Disability	Every learner characteristic that was selected by the test administrator when completing the First Contact Survey The following results may appear in the extract. • Blank Cell: Characteristic not selected • Selected: Characteristic selected • N/A: Characteristic dependent on another selection being made

PNP SETTINGS COUNTS EXTRACT

The PNP Settings Counts extract is a CSV extract that lists the total number of students per organization across the state who have an accessibility support selected on their PNP Profile (Table 27).

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access data for individual organizations in their region or for the entire region by not selecting a district or school.

Name of the Extract

When saving the PNP Profile Counts extract, the file has the following name: Summary_PNP_Profile_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract

The fields in the PNP Profile Counts extract display for the organization the number of students that have a specific support selected in the PNP Profile.

Table 27

Fields in the PNP Settings Counts Extract

Column	Heading Titles	Description
Columns A–C	State Attendance_District_Name Attendance_School_Name	Where the student is enrolled
Column D	Student_Counts	This indicates the numbers of students taking DLM assessments. All states but Kansas* display numbers. ***Kansas displays DLM.**
Columns E–AT	Example: Column E: Display_Magnification	Number of students for whom the test administrator selected the support

PNP Settings Extract for All States

The PNP Settings extract is a CSV extract that lists the accessibility (PNP Profile) settings for individual students enrolled in a state or a particular district or school (Table 28). Only students who have PNP Profile settings are included in the extract.

Name of the Extract

When you save the PNP Settings extract, the file has the following name: Educator_Portal_PNP_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access data for individual organizations in their region or for the entire region by not selecting a district or school.

Fields in the Extract

The extract contains a column for every possible PNP Profile setting and whether an accessibility support was selected for a student. If a support has multiple options, the details of those settings are listed. For example, the overlay color can be set to one of several predetermined colors. The file lists the hexadecimal value of the color selected (e.g., #87cffd) and the description of the color (e.g., #87cffd is Light Sky Blue).

Table 28

Columns in the PNP Settings Extract

Column	Heading Titles	Description
Columns A–C	State Attendance_District_Name Attendance_School_Name	Where the student is enrolled
Column D	State_Student_Identifier	Unique state identifier for the student
Column E	Local_Student_Identifier	Unique local identifier for the student
Column F	DLM_Student	Field displays TRUE for all states.
Column G	Student_Legal_First_Name	Student's legal first name
Column H	Student_Legal_Middle_Name	Student's legal middle name
Column I	Student_Legal_Last_Name	Student's legal last name
Column J	Last_Modified_Date	Date, time, and time zone when the PNP Profile was modified

Column	Heading Titles	Description
Column K	Last_Modified_User	User who last modified the PNP Profile
Columns L–CG	Example: Column L: Display—Magnification	All options that are available to the test administrator when completing the PNP Profile for a student **N/A**: The selection is dependent on another item being checked. **Not Selected**: An accessibility support has not been selected. **Selected**: An accessibility support has been selected on the student's PNP Profile.

PARENT PORTAL REGISTRATION EXTRACT

This extract is only available when a state has Parent Portal available. The Parent Portal Registration extract is a CSV extract showing the chosen registration method for each district in the state and the number of parents/guardians registered in each district for the current school year (Table 29).

Name of the Extract

When saving the Parent Portal Registration extract, the file has the following name: Parent_Portal_Registration_ST_M-DD-YY_HH-MM-SS.csv

State-, Regional-, District-, and School-Level Users

This extract is only available to users with the State Assessment Administrator role in Educator Portal.

Fields in the Extract

The extract includes information about the registration method for parents and the number of parents registered.

Table 29

Columns in the Parent Portal Registration Method Extract

Column	Heading Titles	Description
Column A & B	State Attendance_District_Name	Where the student is enrolled
Column C	Registration_Method	How the parents/guardians were registered **Parent Upload:** District uploaded the parent's/guardian's email address, etc. **Parent Registration:** Parents/guardians registered themselves. **Blank:** District has not chosen a registration method.
Column D	Parents_Registered	Number of parents registered in the district

Parent Extract

This extract is only available when a state has Parent Portal available. It is a CSV extract that shows the parent's or guardian's email address, student, district, and if the parent/guardian opted in for an electronic report (Table 30).

This extract is available to users with the State Assessment Administrator role in Educator Portal and, depending on the state, the District Test Coordinator.

Name of the Extract

When saving the Parents extract, the file has the following name: Kite_Parents_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access data for individual organizations in their region or for the entire region by not selecting a district or school.

Fields in the Extract

The extract includes information about parents, students, and electronic report opt-in status.

Table 30

Columns in the Parents Extract

Column	Heading Titles	Description
Column A	Parent_Email	Email for the parents/guardians Each individual parent/guardian can be enrolled with an individual email address.
Column B	State_Student_Identifier	Unique state identifier data for the student
Column C	Student_Legal_First_Name	Student's legal first name
Column D	Student_Legal_Middle_Name	Student's legal middle name
Column E	Student_Legal_Last_Name	Student's legal last name
Column F	Attendance_District_Identifier	District identifier code
Column G	Attendance_District_Name	District name
Column H	Electronic_Opt_In	Whether the parents/guardians opted to receive their student's Individual Student Score Report in the electronic format only

ROSTER EXTRACT FOR ALL STATES

The Roster extract is a CSV extract that lists all roster records whether created via a Roster Upload Template file or manually with the user interface (Table 31).

Name of the Extract

When saving the Roster extract, the file has the following name:
Kite_Roster_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access data for individual organizations in their region or for the entire region by not selecting a district or school.

Fields in the Extract

The fields in the Roster extract display each subject to which the student is rostered, the teacher attached to the roster and the subject.

Table 31

Columns in the Roster Extract

Column	Heading Name	Description
Columns A–C	Extract_State Extract_District Extract_School	State, district, and school where the student is enrolled
Column D	Extract_Last_Modified_Date	Last extract modification date and time
Column E	Extract_Last_Modified_User	The user who last accessed the extract
Column F	Extract_Assessment Program_1	This field will always display DLM.
Column G	Extract_Assessment Program_2	This field will be empty.
Column H	Extract_Assessment Program_3	This field will be empty.
Column I	Extract_Student_Grade	Student is enrolled in this grade.
Column J	Extract_Educator_Email_Address	Test administrator's email address
Column K	Roster_Name	Unique name created for a roster
Column L	Subject	Subject in which the student is rostered

Column	Heading Name	Description
Column M	Course	In some states, biology is tested in high school. For those states, Column L will display Sci for science and Column M will display BIO.
Column N	Attendance_School_Identifier	The unique code (school number) assigned to the school where the student is enrolled
Column O	School_Year	2026
Columns P–T	Example: Column P: State_Student_Identifier	Unique demographic data for the student
Columns U–W	Example: Column U: State_Educator_Identifier	Test administrator demographic information
Column X	Remove_From_Roster	If a Roster Upload Template file was used to remove a student from a roster, Column X displays REMOVE.

SECURITY AGREEMENT COMPLETION EXTRACT FOR ALL STATES

The Security Agreement Completion extract is a CSV extract that shows the status of all security agreement records by organization, user, and status (Table 32).

Name of the Extract

When saving the Security Agreement Completion extract, the file has the following name: DLM_OnDemand_Security_Agreement_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access data for individual organizations in their region or for the entire region by not selecting a district or school.

Fields in the Extract

The Security Agreement Completion extract populates every active or pending user in a state.

Table 32

Columns in the Security Agreement Completion Extract

Column	Heading Titles	Description
Columns A–C	Example: Column A: State	Educator's demographic information
Column D & E	Educator_Legal_First_Name Educator_Legal_Last_Name	Educator's legal first and last name
Column F	Educator_Email_Address	Educator's email address
Column G	User_Status	Educator's status will be either active or pending.
Column H	Security_Agreement_Status	Blank until the educator logs in for the first time and accepts and saves the security agreement; then, the field displays Accepted. Remains blank if the educator logged on but did not accept the security agreement
Column I	Acceptance_Date	This is the date, time, and time zone when the user agreed to follow the standards and saved the security agreement.

STUDENT LOGIN USERNAMES/PASSWORDS EXTRACT FOR ALL STATES

The Student Login Usernames/Passwords extract is a CSV extract or PDF that displays the username and password for all students in the state who are enrolled in Educator Portal for the DLM alternate assessment (Table 33).

Name of the Extract

When saving the Student Login Usernames/Password extract, the extract can be saved as a CSV or a PDF. The CSV extract has the following name: DLM_ Student_Login_Usernames_Passwords_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

The PDF version displays a list of all student test tickets in the organization selected.

State-, Regional Test Coordinators-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of five summary levels: state, district, school, grade, and subject. Regional Test Coordinators can access data for individual organizations in their region or for the entire region by not selecting a district or school.

NOTE: A user with the Educator Portal role of Teacher will have access only to the students who are rostered to them. Additionally, this extract will not open for a Teacher role until the user has passed Required Test Administrator Training.

Fields in the Extract

The Student Login Usernames/Password extract populates every active student in a state.

Table 33

Columns in the Student Login Usernames/Passwords Extract

Column	Heading Titles	Description
Column A	Attendance_District_Name	The district where the student is enrolled
Column B	Attendance_School_Name	The school where the student is enrolled
Column C	Roster_Name	The name of the roster that the student is on (e.g., Mrs. Smith— ELA)
Column D	Subject	The subject to which the student is rostered
Column E	Course	The course to which the student is rostered. This field is blank except for states that test high school biology.
Column F	State_Student_Identifier	The student's unique state student identifier
Column G	Student_Legal_First_Name	The student's legal first name
Column H	Student_Legal_Middle_Name	The student's legal middle name, if it was included when the student was enrolled
Column I	Student_Legal_Last_Name	The student's legal last name

Column	Heading Titles	Description
Column J	Student_Login_Username	The username for the student when signing in to Student Portal. The username remains the same from year to year.
Column K	Student_Login_Password	The password for the student when signing in to Student Portal. A new password is autogenerated each year when the student is enrolled.

STUDENT ROSTER AND FIRST CONTACT SURVEY EXTRACT FOR ALL STATES

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access data for individual organizations in their region or for the entire region by not selecting a district or school.

Using this extract (Table 34) can help users quickly monitor two components of testing readiness: whether the student is rostered to at least one subject and whether their First Contact Survey was submitted for the school year. A student cannot participate in the DLM alternate assessment until these two components are completed.

Each student enrolled for the school year will appear on the extract, typically one line per student. Occasionally, a student is enrolled in more than one organization, and so the extract will have more than one line for that student. Only the subjects available for the state will display.

Name of the Extract

When saving the Student Roster and First Contact Survey extract, the file has the following name: DLM_Roster_and_Survey_status _OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

State-, Regional Test Coordinators, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access data for individual organizations in their region or for the entire region by not selecting a district or school.

Fields in the Extract

The fields in the Student Roster and First Contact Survey extract display each subject to which the student is rostered and the status of the student's First Contact Survey.

Table 34

Columns in the Student Roster and First Contact Survey Extract

Column	Heading Titles	Description
Columns A-C	Attendance_District_Name Attendance_School_Identifier Attendance_School_Name	Demographic data where the student is enrolled
Columns D–I	Example: Column D: State_Student_Identifier	Student's unique biographic data
Column J	FCS_Complete_Date	Status of the First Contact Survey Field will indicate one of four statuses: • Not Started • In Progress • Ready to Submit • The date the test administrator submitted the survey
Column K	ELA_Educator	Student's test administrator for ELA
Column L	ELA_State_Educator_Identifier	ELA test administrator's unique educator identifier
Column M	ELA_Educator_Email_Address	ELA test administrator's email address
Column N	ELA_Roster_Indicator	Displays Rostered or Not Rostered
Column O–R	Example: O: Math_Educator	Math data displays in the same format as ELA columns K–N

Column	Heading Titles	Description
Column S–V	Example: S: Science_Educator	Science data displays in the same format as ELA columns K–N
Column W–Z	Example: Column Social_Studies_State_Educator_Identifier	These columns only display for states that administer social studies, and the data displayed follows the same format as ELA, mathematics, and science.

TIP ACCESS EXTRACT

The TIP Access extract is a CSV extract that is a running list of every user who accessed or downloaded a Testlet Information Page (TIP) in Educator Portal (Table 35). It is only available for the SAA, DTC, and BTC roles.

Name of the Extract

When saving the TIP Access extract, the file has the following name: DLM_OnDemand_TIP_Access _ST_OrgID_MM-DD-YY_HH-MM-SS.csv

NOTE: To view the most current data, a new file of the TIP Access extract must be accessed. Each time a new file is accessed, the new data will be displayed.

Fields in the Extract

The fields in the TIP Access extract display each time a TIP is accessed and by whom and the status of the testlet for a student. A single TIP can be accessed multiple times by multiple users up until the time that the testlet is submitted.

Table 35

Columns in the TIP Access Extract

Column	Heading Titles	Definition
Columns A & B	Attendance_District_Indicator Attendance_School_Identifier	The district and school code where the student is enrolled
Columns C–F	Example Column C: State_Student_Identifier	Student's biographic information
Column G	Test_Session_Name	Naming convention for each testlet displayed in Student Portal The last character(s) in the test session name are the testlet's linkage level. The teacher survey also displays in this column, but it has no TIP.
Column H	Current_Testlet_Status	The status of the testlet is either: Unused, In Progress, or Completed. This column will always list the current status of the testlet.

Column	Heading Titles	Definition
Column I	Current_Testlet_Status_Date	**Unused:** The date and time a testlet was assigned. The TIP is also assigned and available. **In-progress:** The date and time a testlet is opened. The TIP is available. **Completed:** The date and time the testlet was submitted. After the testlet has been submitted, the TIP is no longer available.
Column J	TIP_Accessed_User	The email address of the user or multiple users who accessed the TIP
Column K	TIP_Accessed_Date	The date and time when each user accessed the TIP

TRAINING STATUS EXTRACT

The Training Status extract is a CSV file that shows a list of DLM users by organization and their training completion status (Table 36). All users with the role of Teacher in Educator Portal must pass Required Test Administrator Training one time each school year. A teacher should have only one line in this extract, even if serving more than one organization. If more than one line per teacher is listed, the DLM Service Desk can consolidate the accounts into one account.

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

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access data for individual organizations in their region or for the entire region by not selecting a district or school.

Fields in the Extract

The fields in the Training Status extract display information about the educator and their role, which training they were assigned to, if they completed training, and what date training was completed.

Table 36

Columns in the Training Status Extract

Columns	Heading Names	Descriptions
Columns A–E	Example Column A: State	Each educator's demographic information
Column F	State_Educator_Identifier	This is a unique educator identifier, which can be the same as their email address. This is a required field for educators with the role of Teacher in Educator Portal.
Column G	Educator_Email_Address	The email address serves as the educator's username when signing into Educator Portal.
Columns H & I	Educator_Legal_First_Name Educator_Legal_Last_Name	Educator's legal first and last name
Column J	Role	All roles assigned to the educator will be listed in this one column (e.g., Teacher, Building Test Coordinator).
Column K	User_Training_Type	Indicates whether the educator was enrolled in the new or the returning Required Test Administrator Training

Columns	Heading Names	Descriptions
Column L	RTComplete	RT means Required Training. This column will have an indicator of No until the test administrator completes the Required Test Administrator Training, then the indicator changes to Yes.
Column M	RTComplete_Date	The MM/DD/YYYY when a test administrator passed Required Test Administrator Training

USERS EXTRACT

The Users extract includes all records for Educator Portal users in the user's organization (Table 37). This includes those uploaded by a data manager via a User Upload Template file, manually with the user interface, or by an API web service.

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

Name of the Extract

When saving the Users extract, the file has the following name:
Kite_User_Extract_ST_OrgID_MM-DD-YY_HH-MM-SS.csv

Fields in 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 more than one line on the CSV extract. For example, if an educator works in more than one district or school, that educator will appear on the extract on a line for each organization. Regional users can access data for individual organizations in their region or for the entire region by not selecting a district or school.

All the user's assigned roles for a particular organization appear on a single line of the CSV extract. One user can have more than one role (e.g., a Building Test Coordinator and a Teacher). The extract displays an X in each applicable column.

Table 37

Columns in the Users Extract

Columns	Heading Titles	Description
Column A	State	State for the educator's account
Column B	State_Educator_Identifier	This is a unique educator identifier, which can be the same as the educator's email address. This is a required field for educators with the role of Teacher in Educator Portal. Otherwise, this field may be blank.
Columns C & D	Educator_Legal_First_Name Educator_Legal_Last_Name	Educator's legal first and last name
Column E	Educator_Email_Address	This is the username when signing into Educator Portal.
Column F	Organization_ID	Alphanumeric code associated with the organizational level
Column G	Organization_Level	Will list either SCH for a school-level role or DT for a district-level role
Column H	Organization_Name	Name of the organization associated with Column F
Column I	District_Organization_ID	Alphanumeric code for the educator's district
Column J	User_Status	Displays Inactive, Active, or Pending State level users have the option to include removed users.
Column K	Create_Date	Date, time, and time zone when user account created
Column L	Dynamic Learning Maps	Displays X

Columns	Heading Titles	Description
Column M–Y	Example: Column M: State Assessment Administrator All roles assigned to an individual user	Roles display in hierarchical order, with external roles first and internal roles last.

GLOSSARY

Table 38 compiles relevant definitions and acronyms for the Dynamic Learning Maps® (DLM®) alternate assessment.

Table 38

DLM Alternate Assessment Glossary

Term	Definition
display enhancements	Options that change the testlet appearance on the student's device screen, including magnification, overlay color, invert color choice, and contrast color.
Educator Portal	Educator Portal is a secure administrative application where educators manage student data and retrieve reports and extracts. Users can access Educator Portal using any supported browser via https://educator-mt.kiteaai.org/. For information on working within Educator Portal, access 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, or introduces the concept to be addressed. In English language arts (ELA) 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. A few science testlets at the upper linkage levels may include a short video without audio as the engagement activity.
Essential Elements (EE)	Essential Elements are the content standards used for the DLM alternate assessments. Essential Elements build a bridge from the grade-level standards to academic expectations for students with the most significant cognitive disabilities. Essential Elements are at a reduced depth, breadth, and level of complexity. 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.

Term	Definition
First Contact Survey	A survey completed by the test administrator for each student. The survey is used to collect background information about students who are eligible for 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. In the fall window, data gathered from the survey's core questions together with data gathered from the questions in ELA, mathematics, and science are used to **recommend** the linkage level for each Essential Element in each subject. The recommended linkage levels in the spring window for ELA and mathematics are based on performance on the Essential Elements that were tested in the fall window. If the test administrator selects an Essential Element that was not tested in the fall window, then the linkage level recommendations will be based on the First Contact Survey. For science in the spring window, data gathered from the survey's core questions together with data gathered from the science questions are used to **assign** the linkage level for the first Essential Element. After the first tested Essential Element, the linkage level assignment of subsequent testlets is adaptive. For the writing testlet in each window, data gathered from the core questions together with data gathered from the writing questions are used to **recommend** the linkage level for the writing testlet.

Term	Definition
Instruction and Assessment Planner	A section in Educator Portal where test administrators perform assessment functions for a student during both the required fall and spring windows for ELA and mathematics. 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 the results of an Essential Element at the tested linkage level and an indication of when the blueprint requirements are met for each subject tested. The combined scores from each window are summarized in the end-of-year Individual Student Score Reports. NOTE: Testing science is optional in the fall window, and score results from the testlets do not impact end-of-year Individual Student Score Reports. Science blueprints do not have to be met in the optional fall window.
instructionally embedded assessment	For ELA and mathematics: A required assessment that is closely integrated with instruction throughout the fall and spring windows. Mastery results are indicated for each Essential Element at a linkage level that was tested, except the writing Essential Elements, which are not provided until the end-of-year individual student score reports are published. Instruction for the student can be adjusted before another testlet is administered. For science: An optional assessment that is closely integrated with instruction throughout the fall window only. Mastery results are indicated for each Essential Element at a linkage level that was tested. Instruction for the student can be adjusted before another testlet is administered.

Term	Definition
Kite Student Portal	Kite Student Portal is the customized, secure interface that test administrators use to deliver the assessment to students. All students taking the DLM alternate assessment will have unique accounts in Kite Student Portal. Educators and staff do not have accounts in Student Portal.
	The most current version of Student Portal must be used and can be found on the Kite Suite webpage on the DLM website. Once launched, Student Portal prevents students from accessing unauthorized webpages or applications during testing.
	In addition to operational testing in Student Portal, practice activities and released testlets can be administered using Student Portal.
	A browser version of Student Portal cannot be used to deliver operational testlets.
linkage level	An incremental level of cognitive complexity toward the learning target where an assessment was developed for the Essential Element. Linkage levels for an Essential Element are always related directly to grade-level content standards but at a reduced depth, breadth, and level of complexity.
	ELA and mathematics each have five linkage levels: Initial Precursor, Distal Precursor, Proximal Precursor, Target, and Successor. These linkage levels are a small section of the DLM learning map containing one or more nodes that represent critical concepts or skills needed to learn the Essential Element.
	Science has three linkage levels: Initial, Precursor, and Target.
Personal Learning Profile	A collective term used to describe a student's personal needs and preferences settings entered in the Personal Needs and Preferences (PNP) Profile in addition to information about the student entered in the First Contact Survey in Educator Portal.

Term	Definition
Personal Needs and Preferences (PNP) Profile	A section in Educator Portal where the test administrator selects settings to meet a student's personal accessibility needs and preferences for testing in Student Portal. The PNP Profile includes information about display enhancements, language and braille, and audio and environmental supports. Some settings selected in the PNP Profile are programmed in Student Portal (e.g., magnification). Other selections are provided by the test administrator outside Student Portal (e.g., calculator).
plan	ELA and mathematics: A plan is an administrative function in the Instruction and Assessment Planner section of Educator Portal during the required fall and spring windows. The test administrator creates plans by selecting Essential Elements and linkage levels and assigning testlets. Science: A plan is an administrative function in the Instruction and Assessment Planner section of Educator Portal during only the optional fall window. The test administrator creates plans by selecting Essential Elements, linkage levels, and assigning testlets.
Student Activity Table	The first screen in the Instruction and Assessment Planner in Educator Portal. The Student Activity Table provides an at-a-glance overview for all students rostered to the test administrator in the subjects in which the students are being tested during either the fall or spring window. The data in the Student Activity Table populates based on the test administrator's actions taken on the Student View Page for each student (e.g., how many testlets were administered and the number of blueprint requirements the student has met in ELA and mathematics). The table also includes three icons providing easy access to the First Contact survey, PNP Profile, and the student's credentials (username and password for Student Portal).

Term	Definition
Student View Page	A page in the Instruction and Assessment Planner in Educator Portal that displays details for one student at a time, for one subject at a time, for each Essential Element and linkage level. During both the required fall and spring windows for ELA and mathematics, the test administrator uses the Student View Page for several actions for each student (e.g., creating a plan). The system will display information about the student's testing progress, including whether the student achieved mastery of an Essential Element at the linkage level tested. Also, the Student View Page indicates whether blueprint requirements have been met for each individual claim in ELA and mathematics. Testing science in the fall window is optional, and blueprint coverage is not required. Therefore, the blueprint requirements for science will not display on the Student View Page.
testlet	A short assessment that begins with an engagement activity followed by items. Most testlets have an average of five items. 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 together in one testlet. Testlets are either teacher-administered or computer-delivered. More specific information is found in the Test Administration Manual.

Term	Definition
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 most testlets at the Initial and Distal Precursor linkage levels in ELA and mathematics lists the materials needed or describes the attributes of the materials needed specific to a testlet.
	The TIP at the Initial linkage level for science may list objects that must be gathered or picture-response cards that must be printed before testing. Best practice is to print them in color.
	Computer-delivered testlets usually require fewer materials than the teacher-administered testlets.

STATE APPENDIX

DOCUMENT HISTORY

NOTE: Page numbers are valid ONLY for the date and version noted (Table 39). They may change in future versions.

Table 39

Document History of Changes

Date	Section Name/Summary of Changes	Starting Page
07/31/2025	Multifactor Authentication	Page 13
07/31/2025	The headings, naming conventions, and the order of some columns in some extracts have been edited for consistency	Page 99
07/31/2025	Updated screenshots	Throughout
07/31/2025	General edits	Throughout