



**DYNAMIC**<sup>®</sup>  
LEARNING MAPS

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# TECHNOLOGY SPECIFICATIONS MANUAL 2017-18

**Publication Date: 08/01/2017**

## FINDING HELP

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

HINT: Print this page and keep it handy!

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

### \* REMEMBER, WHEN CONTACTING THE DLM SERVICE DESK

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

## TROUBLESHOOTING

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

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

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## AUDIENCE AND PURPOSE

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

## WHAT'S NEW IN THIS VERSION?

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

Topic	Starting Page
Updated KITE Client Version	Throughout

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

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## INTRODUCTION

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### **ABOUT THE DYNAMIC LEARNING MAPS ALTERNATE ASSESSMENT SYSTEM**

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

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

## ADDITIONAL RESOURCES

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

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

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

## CHECKLIST TO MANAGE TECHNOLOGY FOR DLM ALTERNATE ASSESSMENTS

Hint: Print these pages and keep them handy!

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

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



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

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## ACCESSING CONTENT

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### WHITELISTING

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

#### *EMAIL*

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

#### *KITE CLIENT CONTENT*

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

### VIDEOS AND TRAINING

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

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

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

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## KITE CLIENT & EDUCATOR PORTAL

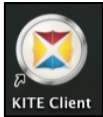
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NOTE: Information in this section is also included in the TEST ADMINISTRATION MANUAL, the ASSESSMENT COORDINATOR MANUAL, and the DATA MANAGEMENT MANUAL. These manuals direct their audiences to contact district technology personnel if they need more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

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

Students have accounts in **KITE Client**.



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

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



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

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

## KITE STATUS

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

**KITE™ SUITE**

**Status**

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

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

## ASSESSMENT DEVICES COMPATIBLE WITH KITE CLIENT

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

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

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

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

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

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

### *INTERNET CONNECTIVITY*

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

## REQUIRED SOFTWARE

### *SUPPORTED BROWSERS*

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

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

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## ***PDF VIEWER***

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

## **ACCESSING EDUCATOR PORTAL**

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

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## STATE APPENDICES

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### DOCUMENT HISTORY

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

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