



DYNAMIC[®]
LEARNING MAPS

TECHNOLOGY
SPECIFICATIONS
MANUAL 2018-2019

Publication Date: 08/20/2018

FINDING HELP

When 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.

HINT: Print this page and keep it handy!

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

* *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 names 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">• Student Portal installation• General desktop support	District technology personnel
<ul style="list-style-type: none">• Test invalidation requirements• Student IEP requirements• Assessment window dates, extensions, and requirements• Test resets	Local assessment coordinator
<ul style="list-style-type: none">• Data issues (roster; enrollment; Test, Edit, Clear)• General questions about the DLM Alternate Assessment System• General guidance on how to use Educator Portal and Student Portal	DLM Service Desk 1-855-277-9751 (toll-free) or DLM-support@ku.edu

TECHNOLOGY SPECIFICATIONS MANUAL

2018-2019

CONTENTS

Audience and Purpose	5
What's New in this Version	5
<i>INTRODUCTION</i>	6
About the Dynamic Learning Maps Alternate Assessment System	6
Additional Resources	7
<i>CHECKLIST TO MANAGE TECHNOLOGY FOR THE DLM ALTERNATE ASSESSMENT</i>	8
<i>ACCESSING CONTENT</i>	10
Whitelisting	10
Email.....	10
Kite Student Portal Content.....	10
Videos and Training	10
<i>KITE STUDENT PORTAL & EDUCATOR PORTAL</i>	11
Kite Status	12
Assessment Devices Compatible with Kite Student Portal	13
Internet Connectivity.....	14
Required Software	14
Supported Browsers.....	14
PDF Viewer.....	14
Accessing Educator Portal	14
<i>STATE APPENDICES</i>	15
Document History	15

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
Using Kite Student Portal on iPads with an operating system below iOS 10 or 11.	13
Updated name change of KITE Client to Kite Student Portal	Throughout
Update Kite Student Portal Version 6.0	Throughout
Updated screenshot of Kite Status from website	12

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

INTRODUCTION

ABOUT THE DYNAMIC LEARNING MAPS ALTERNATE ASSESSMENT SYSTEM

The Dynamic Learning Maps® (DLM®) Alternate Assessment System assesses what students with the most significant cognitive disabilities know and can do in the DLM assessed subject areas in grades 3 through 8 and high school. The department of education in each state determines which subjects and which grades 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 the assessment based on this challenging content.

The DLM Alternate Assessment System includes a computer-based assessment and an online dashboard for educators to manage student information. The DLM assessment 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 assessment.

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:

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

CHECKLIST TO MANAGE TECHNOLOGY FOR THE DLM ALTERNATE ASSESSMENT

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.

<input checked="" type="checkbox"/>	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.	http://www.dynamiclearningmaps.org/kite
	2. Participate in technology specifications training. States may also provide their own training for technology personnel.	DLM website States State Page Resources for Educators and District Staff District Staff Training Year-end states: http://www.dynamiclearningmaps.org/district-staff-training-resources-ye Integrated Model states: https://dynamiclearningmaps.org/district-staff-training-resources-im
	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 @ku.edu .	See Whitelist to Access Content, page 11 of this manual
	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 Student Portal 6.0 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 5.0 will NOT automatically update for 2018–2019. KITE Client will need to be removed, and Kite Student Portal 6.0 must be downloaded. Older versions of KITE Client will not be compatible with the 2018–2019 assessment and must be removed before Kite Student Portal 6.0 is installed.</i></p>	<p>http://www.dynamiclearningmaps.org/kite</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 Student Portal bandwidth requirements on the Kite Suite webpage.</p>	<p>http://www.dynamiclearningmaps.org/kite</p>
	<p>8. Install Adobe Acrobat Reader DC or another PDF reader on computers that educators will use to access Educator Portal.</p>	<p>http://www.adobe.com/products/reader.html</p>
	<p>9. If given an Educator Portal account</p> <ul style="list-style-type: none"> • Activate the account. • Complete the Security Agreement (in your Educator Portal profile). <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>https://educator.kiteai.org</p>
	<p>10. Provide technical support for Educator Portal and Student Portal, using troubleshooting information provided on the Kite webpage.</p>	<p>http://www.dynamiclearningmaps.org/kite</p>

ACCESSING CONTENT

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 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 accounts. Ensure all educators involved with the DLM alternate assessment are able to receive emails from @ku.edu addresses.

KITE STUDENT PORTAL CONTENT

If Kite Student Portal 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 Student Portal 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 minimum screen resolution is 1024 X 768. The local technology personnel are the first point of contact for test administrators.

VIDEOS AND TRAINING

Educators who will administer the DLM alternate assessment 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. The videos for the Required Test Administrator Training are delivered using Vimeo.

A complete list of professional development videos are available on YouTube: 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 and have access to sound on their computer.

KITE STUDENT PORTAL & EDUCATOR PORTAL

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 technology support.

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



Students have accounts in **Kite Student Portal**.

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



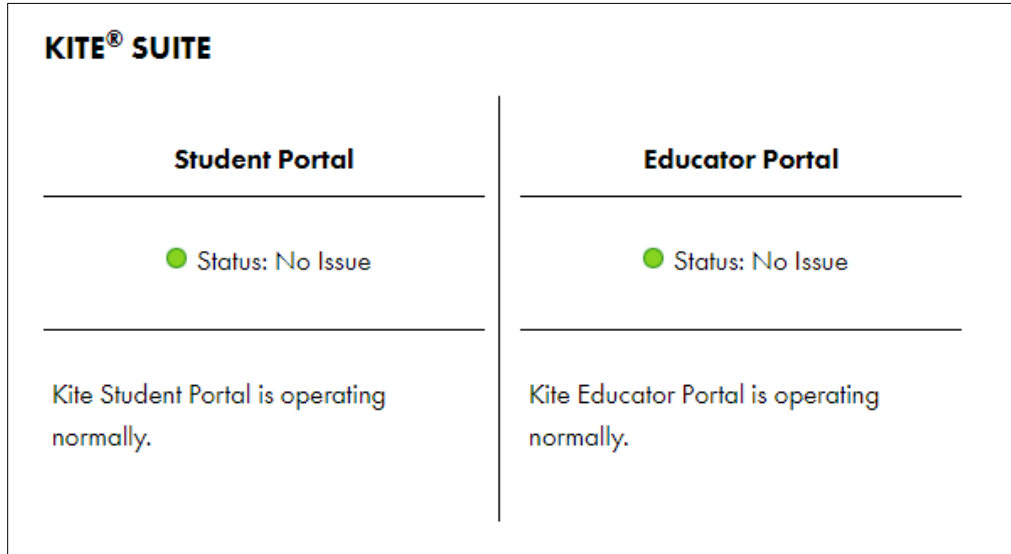
Staff and educators have accounts in **Kite Educator Portal (EP)**.

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

Kite Student Portal version 6.0 must be installed on all devices used for assessment for the 2018-2019 school year. Previous versions (i.e., KITE Client) will not be compatible with the 2018-2019 assessment and must be removed before Kite Student Portal 6.0 is installed. An error message will appear when attempting to access an older version.

KITE STATUS

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



The Kite Student Portal status is indicated by a color and a custom message. Sample messages are in the table below.

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

ASSESSMENT DEVICES COMPATIBLE WITH KITE STUDENT PORTAL

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

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

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.

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.

HINT: Kite Student Portal 6.0 is NOT supported on iPads running anything lower than iOS 10 or 11. If the iPad's operating system is below iOS 10 or 11 and the user attempts to download Kite Student Portal, the Apple Store will display a message indicating that the latest app is only supported on iOS 10 or 11, but, that an older version may be downloaded. If the user chooses to download the older version of Kite Student Portal (KITE Client) and opens it, the app displays a message that there is a newer version that needs to be downloaded. Students cannot take assessments on older versions of Kite Student Portal (KITE Client).

INTERNET CONNECTIVITY

An internet connection is required to deliver the assessment using Student Portal.

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>

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

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.

STATE APPENDICES

DOCUMENT HISTORY

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

Date	Section Name & Summary of Changes	Starting Page
08/20/2018	Using Kite Student Portal on iPads with an operating system below iOS 10 or 11.	13
08/01/2018	Updated name change of KITE Client to Kite Student Portal	Throughout
	Updated Kite Student Portal Version	Throughout
	Updated screenshot of Kite Status from website	12

**2018-19 New
York State
Alternate
Assessment
(NYSAA)**

**Dates to Remember: Administration of
NYSAA in English Language Arts (ELA),
Mathematics and Science through
Dynamic Learning Maps (DLM)**

Important Dates to Remember

08/31/2018	Kite: Student Portal is <u>not</u> Auto-updated. KITE Client will need to be removed and Kite Student Portal installed on all testing devices.
09/17/2018	Kite: Educator Portal and Moodle Training opens.
09/19/2018	ELA, Math, & Science ITI opens <ul style="list-style-type: none"> • 9/19/18 to 2/27/19 window is open • 12/19/18 to 1/1/19 window closes for maintenance
09/25-26/2018	Upstate NYSAA-DLM Training <ul style="list-style-type: none"> • 09/25/2018- Syracuse • 09/26/2018- Albany
10/16-18/2018	Downstate NYSAA-DLM Training <ul style="list-style-type: none"> • 10/16/2018- NYC-BOE D1-32 • 10/17/2018- NYC-BOE D75 • 10/18/2018- NYC Non-Publics & Charters
10/22/2018	Recommended deadline to complete review of user information in Educator Portal. Make corrections, add new users and delete users no longer needing accounts.
10/26/2018	NYSAA-eligible students need to be identified in the state data warehouse with the program service code 0220 to be included in the initial enrollment pull. Districts/Schools utilizing ITI must comply with this deadline.
10/29/2018	NYSED initial pull of students identified as NYSAA-

	eligible for loading of enrollment file to Educator Portal.
11/02/2018	NYSED loads initial enrollment file to Educator Portal.
11/16/2018	Recommended deadline to complete First Contact Survey and Personal Needs Profile for participation in spring assessment to utilize ITI.
11/30/2018	NYSAA-eligible students need to be identified in state data warehouse with the program service code 0220 to be included in final enrollment pull on 12/3/2018.
12/03/2018	NYSED final pull of students identified as NYSAA-eligible for loading of final enrollment file to Educator Portal.
12/07/2018	NYSED loads final enrollment file to Educator Portal.
02/08/2019	Final date for Braille marked in First Contact Survey.
02/27/2019	ELA, Math and Science ITI closes.
03/11/2019	Spring assessment window opens.
06/07/2019	Spring Assessment window closes.

2018-19
New York
State
Alternate
Assessment
(NYSAA)

**Technology Coordinator Checklist:
Administration of NYSAA in English
Language Arts (ELA), Mathematics and
Science through Dynamic Learning
Maps (DLM)**

Step 1: Technology roles and responsibilities for the DLM assessment			
	Yes	No	Done
Become familiar with your roles and responsibilities for the DLM assessment by reading the Technology Specifications Manual http://dynamiclearningmaps.org/newyork			
Updated manuals can be located at http://dynamiclearningmaps.org/newyork			
Step 2: Evaluate the technology requirements for the DLM assessment			
	Yes	No	Done
Connect with relevant personnel in district (including Data Manager, Assessment Coordinator, and Technology Coordinator)			
Analyze network(s) and devices at testing sites			
Advise Assessment Coordinator/ district leadership on any technical issues or concerns			
Consult with Assessment Coordinator and provide input on test administration plan, including technical and security issues			
Step 3: Oversee any necessary infrastructure and/or network preparation as well as device preparation based on technical requirements			
	Yes	No	Done
Browser compatibility- http://dynamiclearningmaps.org/requirements			
Whitelisting- http://kiteassessments.org/sites/default/files/KITE_files/KITE_Client_Whitelisting.pdf			
Email			
Bandwidth- http://kiteassessments.org/sites/default/files/KITE_files/KITE_Client_Bandwidth_DLM.pdf			
Troubleshooting- http://dynamiclearningmaps.org/kite-troubleshooting			
Step 4: Download Kite Student Portal to testing Devices			
	Yes	No	Done
KITE Client should be removed from devices previously used and Kite Student Portal installed. Check the DLM website for the current status of Kite Student Portal and directions at http://dynamiclearningmaps.org/content/kite .			
The new software covers all platforms and includes new Chrome and iPad apps. For more information on Kite Student Portal, including status, system requirements, and installation instructions, http://www.dynamiclearningmaps.com/content/kite . If a device was not used last year, install Kite Student Portal.			
Step 5: Educator Portal.			
	Yes	No	Done
Install Adobe Acrobat Reader DC or another PDF reader on computers that educators use to access Educator Portal http://dynamiclearningmaps.org/content/kite			
Step 6: Test Window begins...			

	Yes	No	Done
Provide technical support during test administration			
For DLM testing system questions, please contact DLM at 1-855-277-9751 or email at DLM-support@ku.edu for assistance.			
For NYS data related question, please contact NYSED at CBTSupport@nysed.gov			
For policy related issues, please call State Assessment at 518-474-5900 or email EMSCASSESSINFO@nysed.gov .			

2018-19
New York
State
Alternate
Assessment
(NYSAA)

**Technology Specifications Manual
Supplemental Information:
Administration of NYSAA in English
Language Arts (ELA), Mathematics and
Science through Dynamic Learning
Maps (DLM)**

Resource	Key Information
DLM Technical Specifications Manual	Most up-to-date version is available at http://dynamiclearningmaps.org/newyork
Technical Memos	Information pertinent to this school year's test administration is available at http://dynamiclearningmaps.org/newyork
DLM Service Desk	1-855-277-9751 DLM-support@ku.edu
NYSED Support and Information	Visit cbtsupport.nysed.gov and/or http://www.p12.nysed.gov/assessment/nysaa/ Email cbtsupport@nysed.gov and/or EMSCASSESSINFO@nysed.gov
Data Management and Technology Specifications Trainings	Visit http://dynamiclearningmaps.org/newyork
Kite Status and Available Client Updates	Visit http://dynamiclearningmaps.org/content/kite

Important Note:

When providing information to the DLM Service Desk, DLM-Support@ku.edu, or to CBT Support, CBTSupport@nysed.gov, do **NOT** send any Personally Identifiable Information (PII) via email. This is a violation of the federal Family Education Rights and Privacy Act (FERPA). PII includes information such as a student's name or date of birth.

It is acceptable to send:

- your contact information (email address and name)
- your school and/or district
- error messages, including the testlet number if applicable to the problem
- student state identification numbers