

DYNAMIC[®]
LEARNING MAPS

TECHNOLOGY
SPECIFICATIONS MANUAL
2020–2021

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DYNAMIC LEARNING MAPS CONSORTIUM
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FINDING HELP

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

HINT: Print this page and keep it handy!

Local Technology Representative	State Education Agency	The DLM Service Desk* 1-855-277-9751 (toll-free) or DLM-support@ku.edu
Kite® Student Portal installation General computer support Internet availability Display resolution Issues with sound, headphones, speakers, etc.	How to use Student Portal and Educator Portal Training requirements Assessment questions Assessment scheduling Test invalidation requirements Student Individualized Education Program (IEP) requirements Test window dates, extensions, requirements, etc. Testlet resets (may take up to 72 hours)	Data issues (rosters, enrollment, etc.)

* 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**
 - the name and email address of the individual reporting the problem
 - 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

TECHNOLOGY SPECIFICATIONS MANUAL 2020–2021

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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
Information about Kite Student Portal 7.0	11
Updating assessment devices in section Assessment Devices Compatible with Kite Student Portal	13
Update to Supported Browsers	13

To learn about updates to test administration resources such as this manual, subscribe to Test Updates on the DLM website (<https://dynamiclearningmaps.org/test-updates>).

INTRODUCTION

ABOUT THE DYNAMIC LEARNING MAPS ALTERNATE ASSESSMENT SYSTEM

The Dynamic Learning Maps® (DLM®) Alternate Assessment System assesses what students with the most significant cognitive disabilities know and can do in the DLM assessed subject areas in grades 3–8 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 Instructionally Embedded or Year-End heading.

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

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

☑	Step	Resources
	1. Bookmark the Kite® Suite 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.	https://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 Model states: https://www.dynamiclearningmaps.org/district-staff-training-resources-ye Instructionally Embedded Model states: https://dynamiclearningmaps.org/district-staff-training-resources-im
	3. Modify spam lists, favorites' lists, whitelist websites, and email addresses so all test administrators have access to DLM content. Ensure all educators who are involved with the DLM alternate assessment can receive emails from addresses ending in @ku.edu .	See Whitelisting, page 10 of this manual.
	4. Determine which devices will be used for the assessment and verify that all testing devices meet requirements.	See Assessment Devices Compatible with Kite Student Portal, page 13.

☑	Step	Resources
	<p>5. Student Portal 7.0 will be used again for 2020–2021 assessments. However, if version 7.0 is not already on a student’s testing device, any version that is older than 7.0 must be removed, and Kite Student Portal 7.0 must be downloaded. Downloads and instructions are available on the Kite Suite webpage. (Administrative rights to the devices may be necessary.)</p> <ul style="list-style-type: none"> • Chromebooks will update automatically. • iPads will update automatically only if the user has automatic updates turned on. • Macs and PCs with versions older than Student Portal 7.0 will need to have the older version removed and Student Portal 7.0 installed. 	<p>https://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>https://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>https://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>Access to Educator Portal is determined at the state or district level and is not typically required for technology personnel. Contact your assessment coordinator if an account is needed.</p>	<p>https://educator.kiteaai.org</p>

☑	Step	Resources
	10. Provide technical support for Educator Portal and Student Portal using troubleshooting information provided on the Kite Suite webpage.	https://www.dynamiclearningmaps.org/kite

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 can 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 a website at <https://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 is available on YouTube: <https://www.dlmpd.com/video-links/>.

Occasionally, videos hosted through YouTube or Vimeo are retrievable through Dropbox. Ensure that test administrators can 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® Suite 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 Suite.



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

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

Kite Student Portal version 7.0 must be installed on all devices used for assessment for the 2020–2021 school year. Previous versions (i.e., Kite Student Portal 6.0, KITE Client) will not be compatible with the 2020–2021 assessment and must be removed before Kite Student Portal 7.0 is installed. An error message will appear when attempting to access an older version.

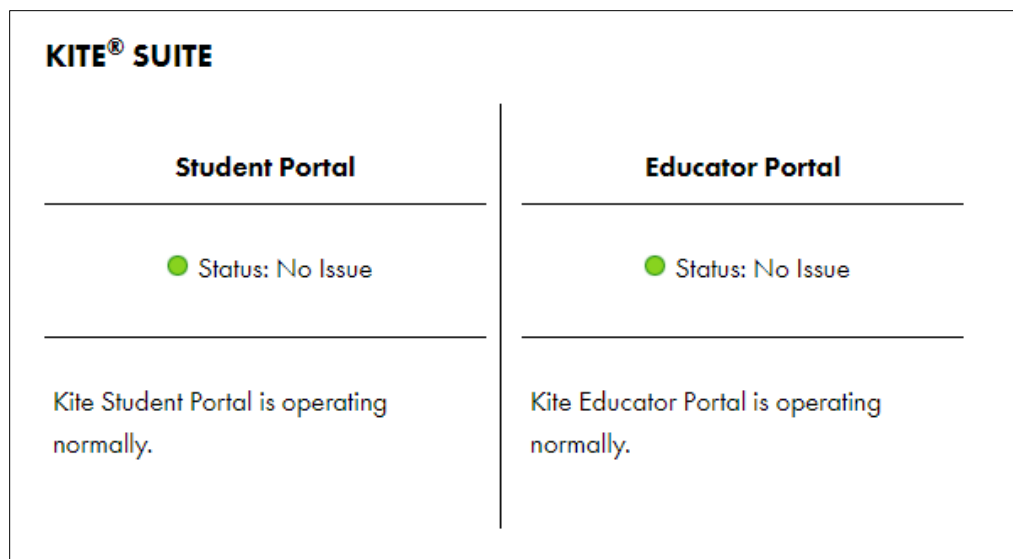


Staff and educators have accounts in **Kite Educator Portal**.

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

KITE STATUS

The DLM website provides the current status of Kite Student Portal at <https://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:

Technology	Software
Windows PC desktops and laptops	Running Windows 8.1 or 10
Mac desktops and laptops	Running MacOS 10.13–10.15
iPads	Running iOS 12–iPadOS 13.3.1
Chromebooks	Running Chrome OS 74+

HINT: 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 Suite webpage:

<https://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 the assessment using Student Portal.

REQUIRED SOFTWARE

SUPPORTED BROWSERS

To effectively use Educator Portal, you must use a supported browser. The list of supported browsers can be found at Kite Suite Requirements:

<https://dynamiclearningmaps.org/requirements>.

For Student Portal, the DLM alternate assessment must be administered using supported devices and operating systems. To find the list of supported devices and operating systems, navigate to the Kite Suite Requirements page:

<https://dynamiclearningmaps.org/requirements>.

HINT: 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 <https://get.adobe.com/reader/>.

ACCESSING EDUCATOR PORTAL

Technology personnel do not usually require access to Educator Portal. If a technology staff member requires access, the district assessment coordinator or data manager can create an account. 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
07/20/2020	Update to Supported Browsers	13
07/15/2020	Information about Kite Student Portal 7.0	11
07/15/2020	Updating assessment devices in section Assessment Devices Compatible with Kite Student Portal	13

**2020-21 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- https://dynamiclearningmaps.org/requirements			
Whitelisting- https://dynamiclearningmaps.org/sites/default/files/documents/Kite_Suite_Whitelist_Settings.pdf			
Bandwidth- https://dynamiclearningmaps.org/sites/default/files/documents/Student_Portal_Bandwidth_DLM.pdf			
Troubleshooting- https://dynamiclearningmaps.org/kite-troubleshooting			
Step 4: Kite Student Portal			
	Yes	No	Done
For more information on Kite Student Portal, including status, system requirements, and installation instructions, http://www.dynamiclearningmaps.com/content/kite .			
Step 5: Educator Portal			
	Yes	No	Done

For more information on Kite Educator Portal, including status, system requirements, and installation instructions https://dynamiclearningmaps.org/requirements			
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 .			

**2020-21
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

07/29/2020	Returning users required to reset password in Educator Portal
08/31/2020	Kite Student Portal No anticipated update to Kite Student Portal for 2020-21.
09/14/2020	ELA, Math, & Science Instructionally Embedded Assessment opens <ul style="list-style-type: none"> • 09/14/2020-02/24/2021 • 12/21/2020-01/01/2021 window closes for maintenance
09/18/2020	Moodle Training opens.
10/01/2020	Printed manuals sent to schools
10/12-11/20/2020	NYSAA-DLM Virtual Training <ul style="list-style-type: none"> • Virtual Training Window 10/12/2020-11/20/2020 • Prior registration required Live Q&A sessions: <ul style="list-style-type: none"> • 10/28/2020 • 11/18/2020 More information to follow. Virtual Training must be viewed prior to participation in a live Q&A session.

10/23/2020	Recommended deadline to complete review of user information in Educator Portal. Make corrections, add new users and delete users no longer needing accounts.
11/13/2020	NYSAA-eligible students need to be identified in the state data warehouse with the program service code 0220 to be included in the NYSED enrollment pull. Districts/Schools utilizing the Instructionally Embedded Window must comply with this deadline.
11/16/2020	NYSED pull of students identified as NYSAA-eligible for loading of enrollment file to Educator Portal.
11/16/2020	NYSED loads enrollment file to Educator Portal.*
11/23/2020	Rostering of students begins for entities relying on NYSED load of enrollment data.
12/01/2020	Recommended deadline to complete First Contact Survey and Personal Needs Profile for participation in spring assessment to utilize the Instructionally Embedded Window.
01/26/2021	Parent Brochures sent to schools
02/15/2021	Final date for Braille marked in First Contact Survey.
02/15/2021	Deadline to complete PNP and FCS for participation in spring assessment.
02/24/2021	ELA, Math and Science Instructionally Embedded Window closes.
03/04/2021	Shipment of Braille forms or embossing paper to school.
03/08/2021	Spring assessment window opens.
06/11/2021	Spring assessment window closes.

*Districts/schools can enroll and subsequently roster students prior to the NYSED load of enrollment data; they do not have to wait for NYSED to load the enrollment file

**2020-21 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 Technology Specifications Manual	Most up-to-date version is available at https://dynamiclearningmaps.org/newyork
Technical Memos	Information pertinent to this school year's test administration is available at https://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 https://dynamiclearningmaps.org/newyork
Kite Status and Available Student Portal Updates	Visit https://dynamiclearningmaps.org/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