

DYNAMIC[®]
LEARNING MAPS

TECHNOLOGY SPECIFICATIONS MANUAL 2022–2023

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DYNAMIC LEARNING MAPS CONSORTIUM
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Finding Help

If 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 (Table 1).

HINT: Print this page and keep it handy!

Table 1

Where to Find Help

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	How to use Student Portal and Educator Portal	Data questions (rosters, enrollment, etc.)
General computer support	Training requirements	
Internet availability	Assessment questions	
Display resolution	Assessment scheduling	
Issues with sound, headphones, speakers, etc.	Test invalidation requirements	
	Student Individualized Education Program (IEP) requirements	
	Test window dates, extensions, requirements, etc.	
	Testlet resets (may take up to five business days)	

* When contacting the DLM Service Desk:

- **Do not send any Personally Identifiable Information (PII)** for a student via email or Educator Portal Live Chat. 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 sent by Live Chat or email in your state.
 - For all concerns for which the Service Desk requires student-specific information, you must call using the listed phone numbers.
- **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 2022– 2023

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AUDIENCE AND PURPOSE

The TECHNOLOGY SPECIFICATIONS MANUAL, for the Dynamic Learning Maps® (DLM®) Alternate Assessment System, provides technology personnel with 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 (Table 2).

Table 2

What's New

Topic	Starting Page
Hyperlinks updated	Throughout
Kite Student Portal updated to version 9.0.0	8
Kite Status page updated	12

To learn about updates to test administration resources such as this manual, subscribe to [Test Updates](#) on the DLM website.

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 assessed subjects in grades 3–8 and high school. Departments of education in each state determine the subjects and the grades to assess. The DLM Alternate Assessment System provides accessibility by design and is guided by the core beliefs that 1) all students should have access to challenging grade-level content and 2) that test administrators should adhere to the highest levels of integrity in providing instruction and in administering the assessment.

The DLM Alternate Assessment System includes a computer-based assessment and an online dashboard for educators to manage student information. The DLM alternate 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 located on the [DLM website](#). Select the **Kite® Suite** hyperlink in the header. To find materials specific to an individual state, select your state from the **For States** menu under the Year-End Model or Instructionally Embedded Model heading.

Table 3 includes the standard technology personnel resources available across all states.

Table 3

Standard Technology Personnel Resources

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

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. Table 4 includes steps for managing technology for the DLM alternate assessment.

Table 4

Checklist to Manage Technology

<input checked="" type="checkbox"/>	Step	Resources
	1. Bookmark the Kite® Suite webpage on the Dynamic Learning Maps® (DLM®) website. Use the resources to become familiar with your role's responsibilities, procedures, and materials needed to prepare.	Kite Suite
	2. Participate in DLM-provided Fall District Training. States may also provide their own training for technology personnel.	DLM website > For States > Your State > Assessment Coordinator > District Staff Resources > District Staff Video Resources for Year-End Model States OR District Staff Video Resources for Instructionally Embedded Model States Year-End Model states: Fall District Training - YE Model States Instructionally Embedded Model states: Fall District Training - IE Model States

☑	Step	Resources
	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 .	Kite Suite Whitelist Settings (PDF)
	4. Determine which devices will be used and verify that all testing devices meet OS and screen requirements.	Kite Suite (see Screen Requirements section)
	5. Student Portal 9.0.0 and above will be used for 2022–2023 assessments. Kite Student Portal 9.0.0 or above must be downloaded and installed on the testing device. Downloads and instructions are available on the Kite Suite webpage. (Administrator rights to devices may be needed.) <ul style="list-style-type: none"> • Chromebooks update automatically. • iPads update automatically if the user has automatic updates on. • Macs and PCs with versions of Kite Student Portal older than 9.0.0 will need to uninstall the older version and install 9.0.0 or above. 	Kite Suite
	6. Support educators in checking the compatibility of devices with accessibility supports. Use the demo usernames and passwords listed in the Guide to Practice Activities and Released Testlets.	Guide to Practice Activities and Released Testlets (PDF)
	7. Verify that the network meets requirements. Refer to the Kite Student Portal bandwidth requirements document on the Kite Suite webpage.	Kite Student Portal Bandwidth Requirements (PDF)
	8. Install Adobe Reader or another PDF reader on computers used by educators to access Educator Portal.	Adobe Reader DC

☑	Step	Resources
	<p>9. If given an Educator Portal account:</p> <ul style="list-style-type: none"> • Activate the account using the link emailed to you. • Agree to the Security Agreement after signing in. • Access is determined at the state or district level and not typically required for technology personnel. Contact your assessment coordinator if an account is needed. 	<p>Kite Educator Portal</p>
	<p>10. Provide technical support for Educator Portal and Student Portal using troubleshooting information on the Kite Suite webpage.</p>	<p>Troubleshooting Kite Upload Errors</p>

ACCESSING CONTENT

WHITELISTING

Whitelisting includes modifying firewalls and other network protections to allow uninhibited access to the Kite Student Portal Servers so data can transfer between the testing device and our servers.

EMAIL

Various email messages are sent to users from [@ku.edu](#) accounts. These include Kite® Educator Portal account setup messages, Educator Portal password reset messages, testing updates, and Service Desk replies. Consider whitelisting or adjusting spam-filter email settings for the state or district email system to allow messages from [@ku.edu](#) accounts. Ensure all educators involved with the Dynamic Learning Maps® (DLM®) alternate assessment can receive emails from [@ku.edu](#) addresses.

KITE STUDENT PORTAL CONTENT

If during test administration, Kite Student Portal does not correctly display an onscreen image, it may be necessary to whitelist items to pass through 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. Local technology personnel are the first point of contact for test administrators.

VIDEOS AND TRAINING

Educators who administer the DLM alternate assessment must complete Required Test Administrator Training before they can become test administrators. This training can be accessed on the DLM website using the [Training Courses link](#) in the page header. Alternatively, personnel may conduct facilitated training and show these videos to educators in a classroom setting. The videos for the Required Test Administrator Training are delivered using Vimeo.

The DLM Consortium also provides professional development modules for educators who teach and assess students participating in DLM alternate assessments. A complete list of training modules is available on the [DLM Professional Development](#) website.

KITE STUDENT PORTAL AND 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 physical disabilities.



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

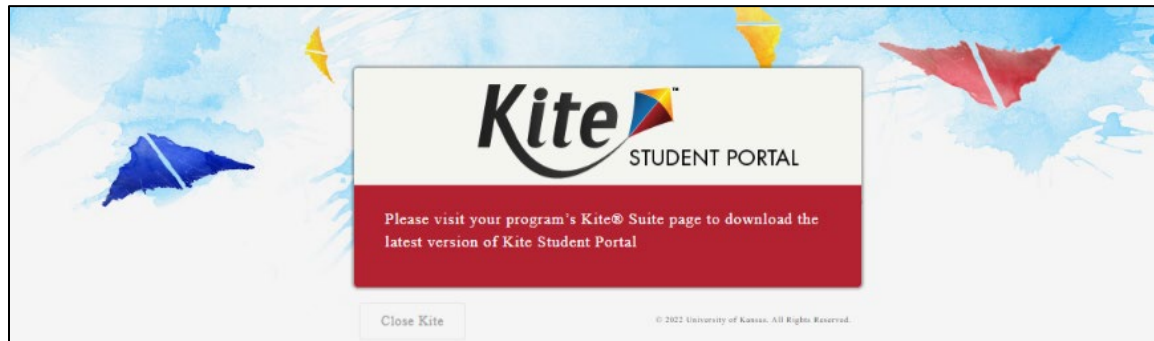
Kite Student Portal is the customized, secure interface that test administrators use to deliver the assessment to students. Students log in with their own unique username and password, which is provided to the test administrator through Kite Educator Portal. Once Student Portal is launched, students 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 9.0.0 or above must be installed on all devices used for assessment for the 2022–2023 school year. Previous versions (i.e., Kite Student Portal 8.x, 7.x, 6.x, KITE Client) will not be compatible with the 2022–2023 assessment and must be removed before Kite Student Portal 9.0.0 or above is installed. An error message will appear when attempting to access a testlet using an older version (Figure 1).

Figure 1

Kite Student Portal Error Message



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

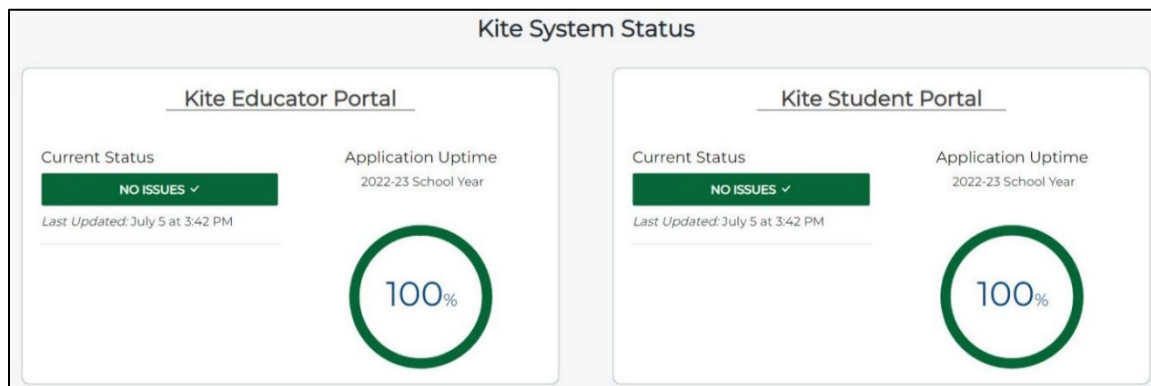
Kite Educator Portal is the administrative website application in which staff and educators manage student data and retrieve reports. For information on working within Educator Portal, see the [DATA MANAGEMENT MANUAL \(PDF\)](#) or the [EDUCATOR PORTAL USER GUIDE \(PDF\)](#) on the [DLM website](#).

KITE SYSTEM STATUS

The [Kite Suite](#) page on the DLM website provides the current status of Student Portal and Educator Portal (Figure 2).

Figure 2

Kite System Status



The current Kite System status is indicated by a color and a custom message. See Table 5 for sample messages.

Table 5

Sample Kite Student Portal Messages

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 using various device types. Go to the [Kite Suite](#) page on the DLM website for the most updated information regarding device compatibility.

HINT: A student should not start a testlet on one device and then attempt to complete the same testlet on another device. If a student must change assessment locations and has a testlet open and in progress, select **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](#) page on the DLM website.

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 with sufficient bandwidth is required to deliver the assessment using Student Portal. Please see the [Student Portal Bandwidth Requirements \(PDF\)](#) for more information.

REQUIRED SOFTWARE

SUPPORTED BROWSERS

To effectively use Educator Portal, a supported browser must be used. The list of supported browsers can be found on the [Kite Suite](#) page. Educator Portal access has only been verified using PC, Mac, and Chromebook devices. Using an iPad with iPadOS 13 or higher to access Educator Portal may allow typical navigation access, but the user will likely need to use a PC, Mac, or Chromebook for downloading Test Tickets, Testlet Information Pages (TIP), extracts, or accessing other graphically-intensive aspects of the website to have the best experience.

For Student Portal, the DLM alternate assessment must be administered using supported devices and operating systems along with specific installation instructions. The list of supported devices and operating systems can be found on the [Kite Suite](#) page.

HINT: Procedures for accessing and using Kite Student Portal and Educator Portal are included in the EDUCATOR PORTAL USER GUIDE (PDF)

PDF VIEWER

For educators and test administrators to view PDFs in Educator Portal, they need [Adobe Reader DC](#) or other software that allows the test administrator to view and print PDFs.

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 and give the technology staff member the District User role. For procedures to navigate Educator Portal, see the EDUCATOR PORTAL USER GUIDE (PDF).

STATE APPENDICES

DOCUMENT HISTORY

NOTE: Page numbers are valid for **only** the date and version noted (Table 6).
They may change in future versions.

Table 6

Document History

Date	Section Name & Summary of Changes	Starting Page
7/15/2022	Hyperlinks updated	Throughout
7/15/2022	Kite Student Portal updated to version 9.0.0	8
7/15/2022	Kite Status page updated	12

To learn about updates to test administration resources such as this manual, subscribe to [Test Updates](#) on the DLM website.

2022-23 New York State Alternate Assessment (NYSAA): Technology Coordinator Checklist

Step 1: Technology roles and responsibilities for the DLM assessment

Task	Yes	No	Done
Become familiar with your roles and responsibilities for the DLM assessment by reading the TECHNOLOGY SPECIFICATIONS MANUAL https://dynamiclearningmaps.org/newyork			
Updated manuals can be located at https://dynamiclearningmaps.org/newyork			

Step 2: Evaluate the technology requirements for the DLM assessment

Task	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

Task	Yes	No	Done
Browser compatibility https://dynamiclearningmaps.org/kite			
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

Task	Yes	No	Done
All student testing devices must have the current version of Student Portal installed. For more information on Kite Student Portal, including status, system requirements, and installation instructions: https://dynamiclearningmaps.org/kite			

Step 5: Kite® Educator Portal

Task	Yes	No	Done
For more information on Kite Educator Portal, including status and system requirements: https://dynamiclearningmaps.org/kite			

Step 6: Test window begins

Task	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 questions, please contact NYSED at CBTSupport@nysed.gov			
For policy-related issues, please call State Assessment at 518-474-5900 or email EMSCASSESSINFO@nysed.gov			

2022-23 New York State Alternate Assessment (NYSAA): Dates to Remember

Important Dates to Remember

08/31/2022	Kite Student Portal Update to Kite Student Portal for 2022-23.
09/12/2022	ELA, Math, & Science Instructionally Embedded Assessment opens. <ul style="list-style-type: none"> • 09/12/2022-02/22/2023 • 12/22/2022-01/02/2023 window closed
10/03/2022	Moodle Training opens.
10/31/2022	Printed manuals sent to schools.
10/03-11/11/2022	NYSAA-DLM Virtual Training <ul style="list-style-type: none"> • Virtual Training Window 10/04/2022-11/18/2022 • Prior registration required Live Q&A sessions: <ul style="list-style-type: none"> • 10/20/2022 12-1 pm • 11/17/2022 3-4 pm More information to follow. Virtual Training must be viewed prior to participation in a live Q&A session.
10/21/2022	Recommended deadline to complete review of user information in Educator Portal. Make corrections, add new users and delete users no longer needing accounts.
11/12/2022	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.

11/14/2022	NYSED pull of students identified as NYSAA-eligible for loading of enrollment file to Educator Portal.
11/16/2022	NYSED loads enrollment file to Educator Portal.*
11/23/2022	Rostering of students begins for entities relying on NYSED load of enrollment data.
11/30/2022	Recommended deadline to complete First Contact survey (FCS) and Personal Needs Profile (PNP) for participation in spring assessment to utilize the Instructionally Embedded Window.
01/30/2023	Parent Brochures sent to schools.
02/13/2023	Final date for Braille marked in PNP Profile.
02/20/2023	Recommended deadline to complete PNP and FCS for participation in spring assessment.
02/22/2023	ELA, Math and Science Instructionally Embedded Window closes.
03/10/2023	Shipment of Braille forms or embossing paper to school.
03/13/2023	Spring assessment window opens.
06/09/2023	Spring assessment window closes.
07/23/2023	Last day to download and save all Data Extracts in Educator Portal pertinent to district needs.

*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.

2022-23 New York State Alternate Assessment (NYSAA): Technology Specifications Supplemental Information

Resource	Key Information
DLM Technology Specifications Manual	Most up-to-date version 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.nysed.gov/state-assessment/new-york-state-alternate-assessment Email cbtsupport@nysed.gov and/or EMSCASSESSINFO@nysed.gov
Data Management and Technology Specifications Resources	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 (NYSSIS ID Numbers)