1. Access DLM

- Visit and bookmark the Pennsylvania DLM webpage.
- Locate your activation email from kite-support@ku.edu sent previously and click on the link to activate.
  *Note: Activation email will only be active for 20 days. For questions regarding activation email, contact alternateassessment@pattan.net.
- Log into and get started with Educator Portal. For help, see the Getting Started Video.

2. Get Familiar With DLM

- Locate PASA AC emails and resources at PaTTAN PASA webpage.
- Sign up for DLM test updates on the PA DLM webpage.
- Review the PASA DLM Important Dates Calendar under Supplemental Resources on the PA DLM homepage.
- Locate and review the Assessment Coordinator Manual and Data Management Manual.

3. Complete Required Getting to Know DLM Training

- Register for Getting to Know DLM for Assessment Coordinators on the PaTTAN Events Calendar.
- Access the training modules under Supplemental Resources on the Pennsylvania DLM webpage.
  - Module 1 (approximately 35 minutes)
  - Module 2 (approximately 30 minutes)
Complete Upload of Templates

- Upload the User Template in Educator Portal beginning September 28. Use the PA Guidelines for Uploading User Templates in DLM. Refer to p. 27 in the Data Management Manual and the Uploading Templates Video.
- Upload the Enrollment Template (students) in Educator Portal beginning October 19. Use the PIMS Cognos report to support student enrollment. Refer to p. 57 in the Data Management Manual and the Uploading Templates Video.
- Upload the Roster Template after completing uploads of User and Student Enrollment Templates. Refer to p. 14 in the Data Management Manual and the Uploading Templates Video.
*More Helplet videos are available under Resources for Educators and District Staff.

Begin Test Preparation Activities

- Inform assessors about required Getting to Know Training for Teachers/Assessors under Supplemental Resources on PA DLM Webpage and Required Test Administrator Training under ACCESS Training Courses.
- Direct assessors to begin completion of Personal Learning Profile for each student. Refer to p. 30-31 in the Assessment Coordinator Manual and Personal Learning Profile Training for Assessors.
- Monitor progress of staff using extract reports
  - Ensure Security Agreements (Video) are completed. Ensure Required Test Administrator Training is completed.