

Dynamic Learning Maps (DLM) Quick Start Guide for Assessment Coordinators (ACs)

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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](#).

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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](#).

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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)

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 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.

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 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
 - See p. 91 of [Educator Portal User Guide](#).
 - Ensure [Security Agreements \(Video\)](#) are completed. Ensure Required Test Administrator Training is completed.
 - Use the [Assessment Coordinator Manual Checklist](#) p. 8-16 and [Data Management Manual Checklist](#) p. 8-10 to guide test preparation activities.