

Dynamic Learning Maps (DLM) Quick Start Guide for Assessors

1



Access DLM

- Visit and bookmark the [Pennsylvania DLM webpage](#).
- Locate your activation email from kite-support@ku.edu and click on the link to activate. Assessors receive the activation email after the AC uploads Users in [Educator Portal](#). For help, see the [Getting Started Video](#). *The activation email is only valid for 20 days from the date of receipt.*

2



Get Familiar With DLM

- Review important [Calendar Dates](#).
- Review the [Test Administrator Manual](#). Use the Table of Contents as a guide.
- Locate [Resources for Educators and District Staff](#). View the “Helplets,” short videos demonstrating familiar tasks.
- Locate [Practice Activities](#) and [Released Testlets](#) to see how items look and different levels.

3



Complete Required Getting to Know DLM Training

- Register for the required *Getting to Know DLM for Teachers/Test Administrators* on the [PaTTAN Events Calendar](#).
- Access the training modules under **Supplemental Resources** on the [Pennsylvania DLM webpage](#).
 - Module 1 (approximately 50 minutes)
 - Module 2 (approximately 50 minutes)
 - Complete survey at the end of each module to confirm participation.

4



Complete Required Test Administrator Training (RTAT)

- Complete the required [Security Agreement](#) in Educator Portal.
- Log into Required Test Administrator Training under ACCESS [Training Courses](#).
**Note: At first login, Username is the same email address as in Educator Portal. Temporary Password is your email address up to the "@" symbol. (i.e., Username= jess@abc.edu and Password = jess).*
 - Module 1 (approximately 35 minutes); 80 percent on post-test
 - Module 2 (approximately 35 minutes); 80 percent on post-test
 - Module 3 (approximately 40 minutes); 80 percent on post-test
 - Module 4 (approximately 25 minutes); 80 percent on post-test
- Print a copy of your Completion Certificate for your records.

5



Complete Personal Learning Profile: FCS and PNP

- Complete the [First Contact Survey](#) (FCS). The FCS must be completed in order to receive testlets for a student.
- Complete the [Personal Needs and Preferences](#) (PNP).
- The FCS and PNP must be completed by **February 22, 2021**.

**Note: Students must be enrolled and rostered by the PASA Assessment Coordinator prior to the Assessor completing the Personal Learning Profile.*

