

DLM Test Administrator Checklist



August-September 13, 2020

✓	Task	Resource
	Verify DLM participation guidelines for each student	DLM participation guidelines https://www.ksde.org/Portals/0/SES/DLM/DLM-ParticipationGuidelines.pdf
	Sign up for DLM test updates	http://dynamiclearningmaps.org/test-updates
	Sign up for KAA listserv	To sign up, send this information: Subject line: KAA Listserv Body of message: Email address, First Name, Last Name, USD Number, USD Name, Send to this address: crogers@ksde.org
	Notify district test coordinator of student, primary exceptionality, grade, and subjects for DLM	
	Login to Educator Portal (role- teacher; assessment program- DLM)	https://educator.kiteaai.org Contact district test coordinator if you do not have access
	Sign security agreement in Educator portal	https://educator.kiteaai.org
	Complete required Test Administrator Training (2 1/2 hours - new teachers; 1 1/4 hour - returning teachers) Must pass with 80% and print certificate	http://training.dynamiclearningmaps.org/ username: school email; password: everything in front of the @ from school email
	View and check student data and rosters	https://educator.kiteaai.org
	Complete/Update PNP Profile for each student	https://educator.kiteaai.org Accessibility Manual, Educator Portal User Guide
	Complete/update first contact for each student (make sure the primary exceptionality matches the IEP)	https://educator.kiteaai.org Educator Portal User Guide
	Have Kite Student Portal loaded on all testing devices	

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September 14 – December 18, 2020

✓	Task	Resource
	Print Kansas Essential Elements Blueprint/Record for each student according to grade level	https://www.ksde.org/Portals/0/SES/DLM/KSDE-EE-Blueprint.pdf
	Choose EE's by linkage level to meet the blueprint requirements for that grade and subject.	https://educator.kiteaai.org Educator Portal User Guide
	Teachers may use the EE by linkage level data for planning and monitoring instruction	https://www.ksde.org/Portals/0/SES/DLM/KSDE-EE-LinkageLevels3-10.pdf
	Begin instruction on individual EE's	Refer to DLM Professional Development Modules https://www.dlmpd.com/
	Access practice activities and release testlets to familiarize the students with the format	https://dynamiclearningmaps.org/erp_ie/ks-ela https://dynamiclearningmaps.org/sci_resources
	Assign testlet when student is ready Read or print teacher information page	https://educator.kiteaai.org Educator Portal User Guide
	Administer the required number of testlets per grade and subject to meet the blueprint requirements	https://www.ksde.org/Portals/0/SES/DLM/KSDE-EE-Blueprint.pdf Kite Student Portal
	Check to ensure blueprint requirements are met on the student activity table on Educator Portal. (essential element status report)	https://educator.kiteaai.org Educator Portal User Guide

February 1 – May 7, 2021

✓	Task	Resource
	Choose EE's by linkage level to meet the blueprint requirements for that grade and subject.	https://educator.kiteaai.org Educator Portal User Guide
	Teachers may use the EE by linkage level data for planning monitoring instruction	https://www.ksde.org/Portals/0/SES/DLM/KSDE-EE-LinkageLevels3-10.pdf
	Begin instruction on individual EE's	Refer to DLM Professional Development Modules https://www.dlmpd.com/
	Assign testlet when the student is ready to test. Read or print teacher information page	https://educator.kiteaai.org Educator Portal User Guide
	Administer the required number of testlets per grade/subject to meet the blueprint requirements. Science administer all 9 testlets.	https://www.ksde.org/Portals/0/SES/DLM/KSDE-EE-Blueprint.pdf Kite Student Portal
	Check to ensure blueprint requirements are met on the student activity table on Educator Portal. (essential element status report)	https://educator.kiteaai.org Educator Portal User Guide

For more information, contact:

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