

DYNAMIC[™]
LEARNING MAPS

GUIDE TO ROSTER
STUDENTS
2017-2018



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Version 1.0

DYNAMIC LEARNING MAPS CONSORTIUM
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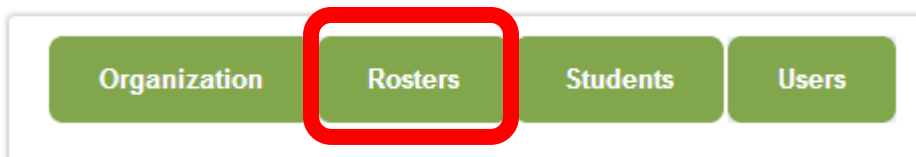
Create a Roster Manually

To complete the First Contact survey for students enrolled in the Dynamic Learning Maps Alternative Assessment, follow these steps.

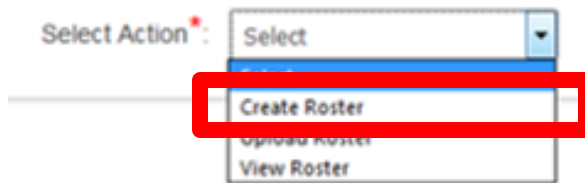
1. Click **Settings**.



2. Click **Rosters**.



3. In the **Select Action** drop-down menu, select **Create Roster**.



4. Select your **District**

STATE:* Illinois [v] DISTRICT:* Select [v] SCHOOL:* Select [v]

5. Select your **School**.

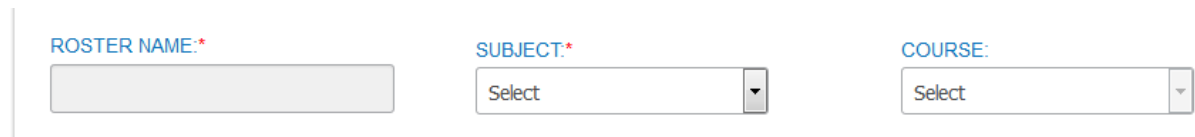
STATE:* Illinois [v] DISTRICT:* Select [v] SCHOOL:* Select [v]

6. Click **Search**.

STATE:* Illinois [v] DISTRICT:* Select [v] SCHOOL:* Select [v]

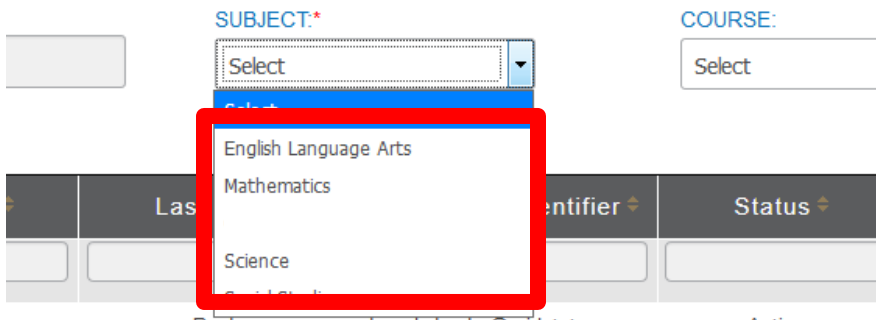
Search

7. Type a **Roster Name**. This can be anything to identify the teacher to the student and subject area (ex. Roberts Math or Roberts ELA or Roberts Science).



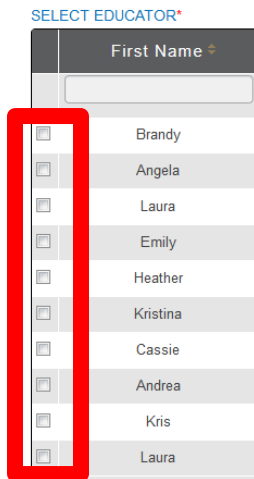
The image shows three input fields in a row. The first is a text box labeled "ROSTER NAME:*" with a red asterisk. The second is a dropdown menu labeled "SUBJECT:*" with a red asterisk and the word "Select" inside. The third is a dropdown menu labeled "COURSE:" with the word "Select" inside.

8. Select a **Subject**. Select only ELA, Mathematics, and Science (if grade appropriate).



The image shows a "SUBJECT:*" dropdown menu with a red asterisk. The dropdown is open, showing three options: "English Language Arts", "Mathematics", and "Science". These three options are enclosed in a red rectangular box. To the right is a "COURSE:" dropdown menu with the word "Select" inside. Below the dropdowns is a table header with columns: "Last Name", "Identifier", and "Status".

9. Click the checkbox next to one Educator.



The image shows a "SELECT EDUCATOR*" dropdown menu with a red asterisk. The dropdown is open, showing a list of names with checkboxes to the left of each name. The names are: Brandy, Angela, Laura, Emily, Heather, Kristina, Cassie, Andrea, Kris, and Laura. The checkboxes for the first three names (Brandy, Angela, and Laura) are highlighted with a red rectangular box.

Hint: You may only select one educator.

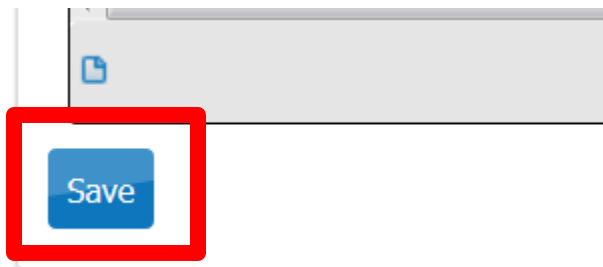
10. Select or clear the check boxes to remove or add students to the roster.

SELECT STUDENTS*

<input type="checkbox"/>	Student Identifier	First Name
<input type="checkbox"/>	001001001	John

Hint: You may select more than one student.

11. Click **Save**.



HELP DESK

For questions regarding the online testing system or for additional assistance, please contact the Service Desk at 1-855-277-9751 (toll-free) or DLM-support@ku.edu.

- The Service Desk is open Monday through Friday from 8:00 a.m. to 7:00 p.m. Central Time.
- During your state's spring testing window, the Service Desk is open from 7:00 a.m. to 7:00 p.m. Central Time.
- The Service Desk is closed in observance of the following holidays.

Labor Day	September 4, 2017
Veterans Day	November 10, 2017
Thanksgiving Day	November 23-24, 2017
Christmas & New Year's break	December 24, 2017-January 3, 2018
Martin Luther King, Jr. Day	January 15, 2018
Memorial Day	May 28, 2018
Independence Day	July 4, 2018