

DYNAMIC[™]
LEARNING MAPS

GUIDE TO ROSTER
STUDENTS
2018-2019



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Version 3.0

DYNAMIC LEARNING MAPS CONSORTIUM
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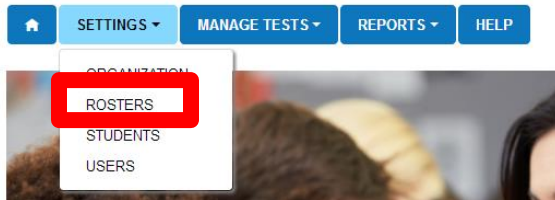
Create a Roster Manually

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

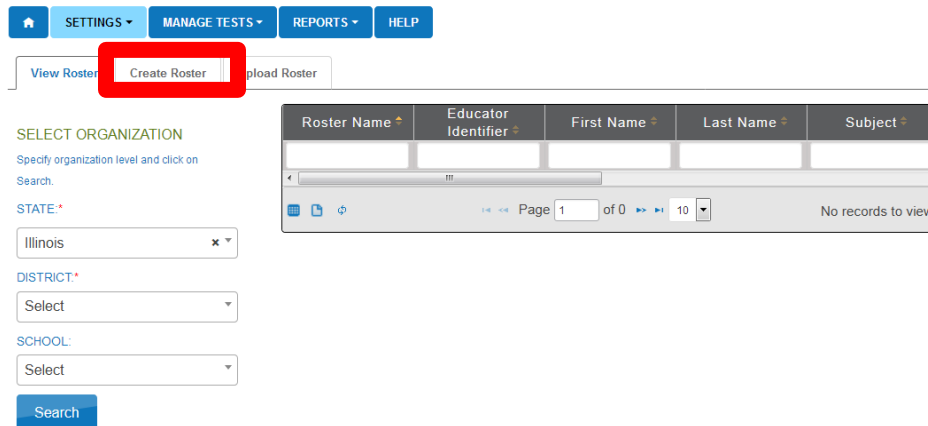
1. Click **Settings**.



2. Click **Rosters**.



3. Click the **Create Roster** tab.



4. Select your **District**

STATE:* DISTRICT:* SCHOOL:*

5. Select your **School**.

STATE:* DISTRICT:* SCHOOL:*

6. Click **Search**.

STATE:* DISTRICT:* SCHOOL:*

7. Type a **Roster Name**. This can be any unique name to identify the teacher and subject. Most common naming technique is teacher's last name and subject.

ROSTER NAME:* SUBJECT:* COURSE:

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

English Language Arts

Mathematics

Science

9. Click the box next to the teacher whose roster is being created..

SELECT EDUCATOR*

	First Name	Last Name	Educator Identifier	Status	Email
<input type="checkbox"/>	John	Smith	jsmith@yahoo.com	Active	jsmith@yahoo.com

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Hint: You may only select one educator.

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

SELECT STUDENTS*

	Student Identifier	First Name	Middle Name	Last Name	Gender
<input type="checkbox"/>	123456789	Jane	L	Goodall	Female

Page 1 of 0 No records to view

Hint:

You may select more than one student.

11. Click **Save**.

SELECT STUDENTS*

Student Identifier	First Name	Middle Name	Last Name	Gender
123456789	Jane	L	Goodall	Female

Page 1 of 0 10 No records to view



12. Repeat steps 1-11 for each subjects.

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