Teacher Checklist

Before Testing:

☐ Get a new or update user account by January 12, 2020.
☐ Complete the required training in Moodle each year by February 12, 2020.
☐ Complete the First Contact Survey for each student on your roster by February 12, 2020.
☐ Complete the Personal Needs and Preferences (PNP) Profile for each student on your roster by February 12, 2020.
☐ Print off Student Usernames and Passwords by March 12, 2020.
☐ Verify the updated version of Kite Client is installed/updated on the computers to be used for testing by February 3, 2020.

During Testing:

☐ Assess students via DLM-AA on Kite Client (March 11-May 6, 2020).
☐ Print off TIP pages (if available) (March 11-May 6, 2020).
☐ Complete all assigned testlets (including field test testlets) (March 11–May 6, 2020).

After testing:

☐ Confirm with your district test coordinator, next steps.

This resource developed by the Illinois State Board of Education.