



Teachers Checklist

Before Testing:

- Get a new or update user account by January 28, 2019.
- Complete the required training in [Moodle](#) each year by February 13, 2019.
- Complete the First Contact Survey for each student on your roster by February 13, 2019.
- Complete the Access Profile for each student on your roster by February 13, 2019.
- Print off Student Usernames and Passwords by March 12, 2019.
- Verify the updated version of KITE Client is installed/updated on the computers to be used for testing by February 4, 2019.

During Testing:

- Assess students via DLM-AA on KITE Client (March 13-May 8, 2019).
- Print off TIP pages (if available) (March 13-May 9, 2019).
- Complete all assigned testlets (including field test testlets) (March 13–May 8, 2019).

After testing:

- Confirm with your district test coordinator, next steps.

