

# DLM Test Coordinator Checklist



August-September 13, 2020

✓	Task	Resource
	Sign up for DLM test updates	<a href="http://dynamiclearningmaps.org/test-updates">http://dynamiclearningmaps.org/test-updates</a>
	Sign up for KAA listserv	<b>To sign up, send this information:</b> <b>Subject line:</b> KAA Listserv <b>Body of message:</b> Email address, First Name, Last Name, USD Number, USD Name <b>Send to this address:</b> <a href="mailto:crogers@ksde.org">crogers@ksde.org</a>
	Become familiar with the Data Management Manual	<a href="https://dynamiclearningmaps.org/kansas#state_page_new-block-2">https://dynamiclearningmaps.org/kansas#state_page_new-block-2</a>
	Become familiar with District Staff Training Resources	<a href="https://dynamiclearningmaps.org/district-staff-training-resources-im">https://dynamiclearningmaps.org/district-staff-training-resources-im</a>
	Log into Educator Portal and complete security agreement	<a href="https://educator.kiteaai.org">https://educator.kiteaai.org</a>
	Notify KSDE ( <i>Lee Jones</i> ) about new or changed buildings in the district.	<a href="mailto:ljones@ksde.org">ljones@ksde.org</a>
	Complete assessment coordinator training and data management training	<a href="https://dynamiclearningmaps.org/district-staff-training-resources-im">https://dynamiclearningmaps.org/district-staff-training-resources-im</a>
	Obtain list of teachers administering the DLM this year	
	Make sure DLM teachers are entered into Educator Portal and have access to the DLM assessment with the role of teacher	<a href="https://educator.kiteaai.org">https://educator.kiteaai.org</a> educator identifier will be needed for each teacher
	Deactivate accounts for users who are no longer active in the district for DLM	
	Request list of students, grade, and subjects that will be taking the DLM this year.	
	Use instructions in Data Management Manual and templates to prepare user, enrollment, and roster files.	<a href="https://dynamiclearningmaps.org/kansas#state_page_new-block-2">https://dynamiclearningmaps.org/kansas#state_page_new-block-2</a>
	Upload enrollment file template or enroll students using the user interface	<a href="https://educator.kiteaai.org">https://educator.kiteaai.org</a>
	Upload roster files template or add rosters using the user interface (link students to teacher for each subject area they will be tested in)	For HS students only roster them in the grades and subjects that are testing. 10 <sup>th</sup> ELA/Math 11 <sup>th</sup> Science
	Notify the educators when data uploads are completed.	
	Verify data for accuracy with educators	
	Print year-end reports for DLM students- provide copy for teacher and parents (there will be no year-end reports for 2020)	<a href="https://educator.kiteaai.org">https://educator.kiteaai.org</a>
	If a student tested "at target" or "advanced" in ELA and math, the team needs to consider whether the student should be taking a general education assessment with accommodations.	This is a team decision.

# DLM Test Coordinator Checklist



September 14 – December 18, 2020

✓	Task	Resource
	Manage student moves as needed	<a href="https://dynamiclearningmaps.org/kansas#state_page_new-block-2">https://dynamiclearningmaps.org/kansas#state_page_new-block-2</a> Data Management Manual page 93 of manual
	Manage data verification and revisions (changes to user, enrollment, and roster data) promptly	
	Monitor blueprint completion using the data extract: DLM instructionally embedded monitoring (column K, R, and Y indicate the percentage of the blueprint that has been completed) All students rostered to the subject should be at 100)	<a href="https://educator.kiteaai.org">https://educator.kiteaai.org</a>
	Enter Special Circumstance Codes before the test window closes (1 SC code entered per subject). Teachers will need to assign 1 testlet per subject to the student before the SC code can be entered.	<a href="https://educator.kiteaai.org">https://educator.kiteaai.org</a> <i>Special Circumstance Codes for Kansas</i>

February 1 – May 7, 2021

✓	Task	Resource
	Manage student moves as needed	<a href="https://dynamiclearningmaps.org/kansas#state_page_new-block-2">https://dynamiclearningmaps.org/kansas#state_page_new-block-2</a> Data Management Manual page 93 of manual
	Manage data verification and revisions (changes to user, enrollment, and roster data) promptly	
	Monitor blueprint completion using the data extract: DLM instructionally embedded monitoring (column K, R, and Y indicate the percentage of the blueprint that has been completed) All students rostered to the subject should be at 100)	<a href="https://educator.kiteaai.org">https://educator.kiteaai.org</a>
	Enter Special Circumstance Codes before the test window closes (1 SC code entered per subject). Teachers will need to assign 1 testlet per subject to the student before the SC code can be entered.	<a href="https://educator.kiteaai.org">https://educator.kiteaai.org</a> <i>Special Circumstance Codes for Kansas</i>

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August 2020

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