PASA Dynamic Learning Maps (DLM)
Quick Start Guide
for Assessment Coordinators (ACs)

1 Access DLM

- ☐ Visit and bookmark the DLM webpage. For Pennsylvania-specific information, select Pennsylvania under the "For States" tab at the top of the page.
- ☐ Ensure your Kite Educator Portal account is still active.
  - For new ACs, contact alternateassessment@pattankop.net and request access. Provide the AC's name and email address. Activate the Educator Portal account by clicking on the link in the email from kite-support@ku.edu.
    Note: Activation email will only be active for 20 days.
  - For questions regarding activation email, contact alternateassessment@pattankop.net.
- ☐ Accept the annual security agreement.

2 Download/Review Important Resources

- ☐ Review the PASA DLM Instruction and Assessment Calendar and At-A-Glance PASA Instruction and Assessment Calendar for important training requirements and timelines for PASA ACs and Assessors. Share calendar with Assessors.
- ☐ Download and review the Assessment Coordinator Manual and the Data Management Manual.
- ☐ Locate resources: District Staff Video Resources on the PA DLM website and PASA AC emails on the PaTTAN PASA webpage.
- ☐ Sign up for DLM test updates.

3 Complete Required Training

- ☐ Complete the 4 required PASA DLM Data Management Training modules located on PA DLM website. All modules are available beginning 8/15/2023. For maximum benefit, complete trainings within the dates listed below:
  1. Updating Users **(8/15/2022 - 9/30/2022)**
  2. Enrolling Students **(10/15/2022 - 12/31/2022)**
  3. Rostering Students **(10/15/2022 - 1/31/2023)**
  4. Monitoring Progress **(1/1/2023 - 3/10/2023)**

  *Note: While not required, it is strongly recommended ACs complete Required Test Administrator Training to support Assessors. Click on Training Courses on the PA DLM website and log in.

4 Complete Updates/Uploads of Templates

☐ **Update users**. Review existing users. Add new users, remove users who no longer need access, and correct information for existing users if necessary.
- *Data Management Module 1: Updating Users* must be completed before users are edited.
- Users must be updated between **8/15/2022 - 9/30/2022**.

☐ **Enroll students**. Use the PIMS report entitled *PASA DLM Enrollment Report* as the Enrollment Upload Template.
- Ensure that all PASA-eligible students are on the report and the grade on the report matches the grade listed on the IEP.
- If errors are detected, work with the PIMS Coordinator to make corrections in PIMS and rerun the report.
- *Data Management Module 2: Enrolling Students* must be completed before the template is uploaded into Educator Portal.
- Students must be enrolled between **11/1/22 - 12/31/22**.

☐ **Roster students**. Separate rosters for ELA, Math and Science (grades 4, 8 and 11 only) must be created.
- *Data Managment Module 3: Rostering Students* must be completed before roster upload templates are created.
- Users must be updated and students must be enrolled prior to uploading roster templates into Educator Portal.
- Students must be rostered in each subject area between **11/1/22 - 1/31/23**.

5 Test Preparation and Administration Monitoring

☐ Monitor teacher progress with test preparation. Ensure that the following are completed:
- Required Test Administration Training (RTAT) and Lessons Learned. The window for completing training is **8/3/22 - 1/15/23**.
- Personal Needs and Preferences Profile (PNP) and First Contact Survey (FCS). The PNP and FCS must be completed between **11/1/22 - 1/31/23**.

☐ Complete Data Management Module 4: Verifying Student Progress/Completion. Complete the module between **1/1/23 - 3/10/23**.

☐ Examine the Checklist for Assessment Coordinators in the Assessment Coordinator Manual to guide AC test preparation and administration monitoring activities

☐ Ensure teachers have created schedules that allow for testing across multiple days and account for potential student absences.

☐ Run Data Extracts throughout the testing window to ensure that test administration is progressing at an acceptable rate.

☐ Ensure that all testing is completed and special circumstances codes entered during the testing window. The testing window is open from **3/13/23 - 5/5/23**.

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