PASA Dynamic Learning Maps (DLM)
Quick Start Guide for New Assessors

1 Access DLM

- ☐ Visit and bookmark the DLM webpage. For PA specific information, select Pennsylvania under the "For States" tab at the top of the page.
- ☐ Locate your activation email from kite-support@ku.edu and click on the link to activate. Assessors receive the activation email after the AC uploads Users in Educator Portal. *The activation email is only valid for 20 days from the date of receipt.*
- ☐ Accept the Security Agreement in Educator Portal.

2 Review Important Resources

- ☐ Read dates on the PASA DLM Instruction and Assessment Calendar. See **Teacher** required trainings/activities and start and end dates.
- ☐ Download important testing manuals and resources. (See links to manuals in Quick Start Guide for Assessors: PASA Online Resources.)
- ☐ Review suggested video supports. (See links to Educator Resource Videos in Quick Start Guide for Assessors: PASA Online Resources.)

3 Prepare for Testing

- ☐ Locate Guide to Practice Activities and Released Testlets to learn how to view practice activities and released testlets demonstrating various technology supports.
- ☐ Locate Materials Collections list by subject for commonly used test items. Filter on "Teacher" and "Assessment Resources". Locate and use Familiar Texts during instruction. Familiar Texts are embedded into testlet items.

4 Complete Required Trainings Beginning August 3, 2022
*Note: Act 48 is not available.

- ☐ Login and completed required trainings by clicking Training Courses on PA DLM Webpage. At first login, Username is the same email address as in Educator Portal. Temporary Password is your email address up to the "@" symbol. For example, Username= jess@abc.edu and Password = jess.

☐ Complete Required Test Administrator Training (RTAT) and Lessons Learned by January 15, 2023. Lessons Learned is an additional module within RTAT. RTAT times are listed below. Lessons Learned is approximately 60 minutes.

- Module 1 (35 minutes)*
- Module 2 (35 minutes)*
- Module 3 (40 minutes)*
- Module 4 (25 minutes)*

*Must score 80 percent or higher

☐ Print a copy of your Completion Certificate for your records.

5 Verify Student Data on Rosters

☐ Review the students on your rosters in Educator Portal that have been assigned by your PASA AC.

- Do all my eligible students appear on my roster?
- Is each student assigned to the correct grade level?
- Are there any students on my roster who are not eligible?

6 Complete/Update Personal Learning Profile: First Contact Survey (FCS) and Personal Needs and Preferences (PNP)

☐ **Complete** a FCS for newly enrolled students. **Update** the FCS for all returning students. A FCS must be completed in order to receive testlets for a student.

- The *first* testlet level assigned is based upon responses entered by the Assessor into the FCS. Responses aligned to the student's levels of functioning ensure delivery of the most appropriate *first* testlet level.
- Required FCS sections - *Academic and *Communication

☐ **Complete** a PNP for newly enrolled students. **Update** the PNP for all returning students.

PNP must be reviewed/updated annually to ensure delivery of online accommodations and to accurately record accommodations provided by the assessor.

☐ FCS and PNP must be completed for all students by **February 27, 2023**. *Note: Students must be enrolled and rostered by PASA AC prior to the Assessor completing the Personal Learning Profile.*

PaTTAN
Pennsylvania Training and Technical Assistance Network