

PASA Dynamic Learning Maps (DLM) Quick Start Guide for Returning 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.
- Ensure your account is still active in [Educator Portal](#). *If you cannot access your account, contact your AC or [DLM Help Desk](#).*
- Accept the Security Agreement in Educator Portal.

2

Review Important Resources

- Review 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 complete required trainings by clicking [Training Courses](#) on [PA DLM Webpage](#).
Complete **Required Test Administrator Training (RTAT)** and **Lessons Learned** by **January 15, 2023**.
**Note: Lessons Learned is an additional module within RTAT. Each training is approximately 60 minutes. Any post-test not successfully completed on first attempt to 80 percent will require additional training/review of materials.*
- 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.*

