SEA Readiness for Instructionally Embedded Assessment Window Year-End Model States

Dynamic Learning Maps® (DLM®) Instructionally Embedded Assessment Window dates

- Open: Monday, September 9, 2019
- Closed for maintenance: Saturday, December 21, 2019
- Open: Wednesday, January 1, 2020
- Closed: Wednesday, February 26, 2020

The list of tasks below is for the State Assessment Administrator to ensure their state is prepared if participating in the 2019–2020 instructionally embedded assessment window.

1. Ensure districts have prepared testing devices.
   Supported Platforms for Kite® Student Portal:
   - Desktops and laptops running Windows 7, 8.1, or 10
   - Desktops and laptops running macOS 10.13–10.14
   - ChromeOS running chrome browser 72+
   - iPads running iOS 11–12

   Kite Suite Downloads
   - Download Version 7.0 for Windows (EXE | MSI)
   - Download Version 7.0 for macOS
   - Download Version 7.0 for iPad
   - Download Version 7.0 for Chromebook

   Instructions for downloads found at Kite Suite on the DLM website
   https://dynamiclearningmaps.org/requirements

2. Update organizational table
   - The State Education Agency must ensure the state organizational table is updated. The DLM Service Desk must upload the updated table into Educator Portal. The table is then provided on the state's DLM webpage under the Templates tab.
   - The State Education Agency uses the 2019–2020 State Organizational Table Update Templates to make any needed changes.
     Use one of these three Excel spreadsheets to update your state's organizational tables for 2019–2020
     Organizational Table Update Instructions (pdf)
     Organization Add Template (xlsx)

Organization Edit Template (xlsx)
Organization Remove Template (xlsx)

3. User Accounts
    a. Ensure user accounts are up-to-date for the 2019–2020 school year.
    b. Review these sections in DATA MANAGEMENT MANUAL:
        - Assign a User role or Organization
        - Merge Multiple Accounts
        - Activate or Deactivate a User
    c. Only the Service Desk can update a user with the State Assessment Administrator role in Educator Portal.

4. Student Accounts
    a. Ensure data is accurate, especially grade. Use the Current Enrollment extract for easy review.

5. Roster students
    a. Ensure the grade and subject are correct. Use the Roster Extract for easy review.

6. Encourage District Users to use the checklists in the manuals.
    a. Print and use the checklists to be ready for testing.
        - The Checklist to Manage Data is in the DATA MANAGEMENT MANUAL.
        - The Checklists for Test Administrators is in the TEST ADMINISTRATION MANUAL.
    b. Also, encourage the use of the checklist in the Key Steps section in the TEST ADMINISTRATION MANUAL.

7. Attend DLM District Training Webinar.
    a. Watch the prerecorded webinar
    b. Attend the Live Q & A chat session
        - Join Skype Meeting https://meet.ku.edu/dlm/BMR1C6ZC
            o   10/02/2019 for Year-End Model states