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

☐ 1 ☐ Access DLM

- ☐ Visit and bookmark the **UPDATED** [DLM webpage](). For PA specific information select Pennsylvania under the "For States" tab at top of page.

- ☐ Ensure your Kite Educator Portal account is still active.

  - For new ACs, contact [alternateassessment@pattankop.net]() and request access. Following request, activate the email from [kite-support@ku.edu]() by clicking on the link.

  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 ☐ Review Important Resources

- ☐ Review the [PASA DLM Instruction and Assessment Calendar]() for important training requirements and timelines for PASA AC and Assessors. Share calendar with Assessors.

- ☐ Download and review the [Assessment Coordinator Manual]() and [Data Management Manual]().

- ☐ Locate resources: District Staff Video resources, PASA AC emails and enrollment upload guidance documents on the [PaTTAN PASA]() and DLM websites.

- ☐ Sign up for [DLM test updates]().

☐ 3 ☐ Complete Required Training

- ☐ ACs must register for PASA DLM Data Management 101 on the [PaTTAN Events Calendar](). **This training must be completed prior to completing enrollment (Step #4).**

  - Complete all four modules (30 minutes each) and the evaluation by December 31st.

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

4 ☐ Complete Upload of Templates

☐ Users will carry over from 2020-21. Edit Users beginning Dec. 3rd. Refer to Data Management 101 Module 1: All About User Templates for instructions on editing users. Complete Module 1 before working with Users.

☐ Prepare Enrollment Upload Template beginning Dec. 3rd. Refer to Data Management Module 2: All About Student Templates to prepare the Enrollment Template. Enrollment upload templates must not be uploaded into Educator Portal until Jan. 5th. Complete Module 2 before working with the Enrollment Upload Template.

☐ Prepare the Roster Upload Templates beginning Dec. 3rd. Refer to Data Management Module 3: All About Roster Templates to prepare the Roster Templates. Roster Upload Templates must not be uploaded into Educator Portal until Jan. 5th. Complete Module 3 before working with the Roster Upload Templates. Note: The Enrollment Upload Template should be uploaded, and Users revised/uploaded prior to uploading Rosters

For template upload guidance, see Data Management Module 1, p. 82 in the Data Management Manual or the Uploading Templates Video.

All templates must be uploaded successfully into Kite Educator Portal by March 7th.

5 Test Preparation and Administration Monitoring Activities

☐ Inform Assessors about required trainings per the PASA DLM Instruction and Assessment Calendar.

☐ Use the Checklist for Assessment Coordinators (pp. 9-17) in the Assessment Coordinator Manual to guide AC test preparation and administration monitoring activities.

☐ Refer to Data Management Module 4: All About Monitoring Progress to ensure that appropriate data checks are conducted. Complete Module 4 *before* running Data Extracts.

☐ Run reports periodically to ensure that:
- Students are enrolled and rostered properly
- First Contact Surveys and Personal Learning Profiles are completed by teachers for every student. Refer to p. 22-23 of the Assessment Coordinator Manual and Completing the FCS and PNP Profile video.
- Security Agreements are completed.
- Required Test Administrator Training is completed.
- Test administration is progressing at an acceptable rate.
- Teachers complete all testlets with students prior to the close of the testing window on May 20th.

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Technical Assistance Network