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

1 ☐ Access DLM

☐ Visit and bookmark the **UPDATED** 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

☐ Review Important Calendar Dates. See **PASA Assessor** trainings and important dates. Register for trainings if directed.

☐ Review important testing manuals and resources. (See links to manuals in Technology Guide.)

☐ Review suggested video supports. (See links to Educator Resource Videos in Technology Guide.)

3 ☐ Prepare for Testing

☐ Locate Practice Activities and Released Testlets to see how items look at different levels and give students an opportunity to practice.

☐ Locate Materials Collections list by subject for commonly used test items. Filter on "Teacher" and "Assessment Resources". Locate Familiar Texts that may be embedded into testlet items.

4 ☐ Complete Required Trainings
Beginning December 3, 2021

☐ Complete **Required Test Administrator Training**. Log in by clicking Training Courses. *Note: Act 48 is not available. 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.

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

*Must score 80%or higher

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

☐ Complete **Lessons Learned from 2021 PASA DLM Test AdministrationTraining**. *Note: Act 48 is available. Register on the PaTTAN Events Webpage. Go to Dec. 3.*

5 ☐ 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 for the first set of testlets to be assigned to 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 accurately record accommodations provided by the assessor.

☐ FCS and PNP must be completed for all students by **February 28, 2022**. *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