


# Dynamic Learning Maps® Consortium Data Management Training

Fall 2018

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## Comprehensive Training Overview

Training format

- Watch the pre-recorded video
- Use the video script to read along & take notes
- Read the Frequently Asked Questions document
- Participate in OPTIONAL Q&A chat session


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## Topics Covered in this Video

- What's New This Year?
- Roles and Responsibilities
- Kite® Suite
  - Educator Portal
  - Student Portal (formerly KITE Client)
  - Whitelisting
- Finding Help
  - Resources
  - Service Desk


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## What's New This Year?


- New address for Educator Portal: [educator.kiteaai.org](http://educator.kiteaai.org)
- Major facelift and redesign
- KITE Client is now Student Portal

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## ROLES AND RESPONSIBILITIES


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## Data Manager Roles and Responsibilities

- Gather, validate, and add user/teacher, enrollment/student, and roster data in Educator Portal
- Provide troubleshooting for data issues identified by other users
- Manage data and data verification throughout the school year
- Responsibilities are presumed to be at the district or school level, but may be at a higher level

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## Other Participants in DLM Assessments

Participant (EP Role)	Responsibilities
Assessment coordinator (District Test Coordinator)	Oversees assessment administration. Relies on your support for managing the data in the district or building
Technology personnel (N/A)	Manages technology to support assessment activities
Test administrator (Teacher)	Prepares students for and administers assessments. Relies on data manager support for troubleshooting data issues
Student	Participates in assessments

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## KITE SUITE

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## Kite Suite: Two Parts



### Educator Portal (EP)

<https://educator.kiteai.org>

Educators and district staff log in online to manage student, user, and assessment data.

### Student Portal (SP)

Click desktop icon

Students log in to take assessments.

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## Educator Portal

- Manage student, user, and assessment data
- Educator Portal is available at [educator.kiteai.org](https://educator.kiteai.org)
- Verify role, organization, organization level, and assessment program
- Settings Menu
  - Users tab
  - Students tab (Enrollment and TEC/Exit Record)
  - Rosters tab

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## Troubleshooting

### CSV Files and Data Management

- Leading zeroes
- Template format
- Organization numbers
- Upload errors
- Save/save as (.CSV)
- Follow order of operation:
  - Users, Enrollment, Rosters

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## FINDING HELP: RESOURCES AND THE DLM SERVICE DESK

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## Data Manager Resources

- DLM website
  - DLM webpage <http://www.dynamiclearningmaps.org/state>
  - DATA MANAGEMENT MANUAL
  - EDUCATOR PORTAL USER GUIDE
- Test Updates—please subscribe
- Educator Portal announcements
- DLM Service Desk

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## Data Management Q&A Chat Sessions

Registration for and details about each session are available after this video

- September 12 1:00 - 1:30 p.m. Central time
- October 24 2:00 - 2:30 p.m. Central time

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## DLM Service Desk

1-855-277-9751 (toll-free)  
or  
[DLM-support@ku.edu](mailto:DLM-support@ku.edu)

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## DLM Service Desk

Provide as much detail as possible

Please include

- Your contact information (email address, name)
- The state and district in which your school is located
- Error messages, including the testlet number if applicable to the problem
- Operating system and browser information
- Information about network configuration

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## DO NOT EMAIL PII

- Personally Identifiable Information (PII)
  - Under no circumstances should you ever email any student identifiable information
  - This is a federal violation of the Family Educational Rights and Privacy Act (FERPA)
  - If you have any questions about what is allowable in your state, contact your state assessment administrator

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## THANK YOU!

For questions, please contact:  
[dlm-support@ku.edu](mailto:dlm-support@ku.edu)

