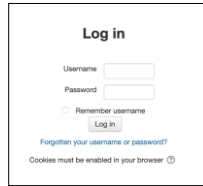


Required Test Administrator Training Login

Required Test Administrator Training

2021-22 required training for teachers administering the DLM assessment opens on your state's scheduled training date. The Guide to DLM Required Test Administrator Training (pdf) is a great place to start, with information about accessing the DLM training site for your first login.

located at the bottom of the DLM website



or go directly to training.dynamiclearningmaps.org



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Required Training Initial Login

Your training course username is the same email address used for your Kite Educator Portal account.

Your initial training course password is the first part of your email address before the @ symbol.

- Use all lowercase letters for your training course username and password.
- Example
 - Maria Smith's email address — Maria.Smith@myschool.edu
 - Maria's training course login — maria.smith@myschool.edu
 - Maria's initial password — maria.smith
- After your initial login, you will be prompted to change your password.



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Required Training for Dual DLM States

If you have completed required training for Maryland, contact OSSE for information on DC required training.



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Protect Student Data Privacy

Please do not violate the Family Education Rights and Privacy Act (FERPA).

In emails and live chat, do not include student personally identifiable information (PII)

If you need to communicate student PII, contact the service desk by phone or use secure communication protocols set up by OSSE.

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DLM Service Desk Contact Information

Phone: 1-855-277-9751 (toll-free)

Email: DLM-support@ku.edu

Live Chat: Kite Educator Portal

Mon-Fri, 7:00 a.m. - 5:00 p.m., Central Time

- testing environment issues
- test administration issues
- user account issues
- student information issues

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KEY TEST ADMINISTRATION DATES

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Key Dates (1)

Jan 10th - Feb 1st OSSE enrolls grade 5 and grade 8 DLM eligible students; LEAs enroll DLM eligible high school students

Jan 13th - Feb 1st Teacher accounts added/updated in K to Educator Portal by test coordinators

Feb 1st - Feb 16th OSSE rosters students eligible for DLM assessment

Feb 16th Start window for First Contact Survey and Personal Needs and Preferences (PNP) completion by teachers (Note: must be completed prior to testing)

March 14th DLM testing window opens

Apr 29th DLM testing window closes

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Key Dates (2)

Ongoing: Required Test Administrator Training (Note: required to access student data and complete the First Contact Survey, Personal Needs and Preferences (PNP) settings, and to administer testlets)

Ongoing: School Test Security Plan submission to LEA/OSSE (Note: must be sent to OSSE 15 business days prior to testing)

Ongoing: Continuous monitoring of student data and communicating with OSSE for assistance as needed.

Virtual Meetings: Feb 4th: Dynamic Learning Maps (DLM) Test Coordinator Q&A Session, 11:00 a.m. Register for the Q&A session [here](#).

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THANK YOU

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