


Dynamic Learning Maps® Consortium
Technology Specifications Training

Fall 2017




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
 - KITE Client (test delivery engine)
 - Whitelisting
- Finding Help
 - Resources
 - Service Desk

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What's New This Year?

- KITE Client will update automatically
 - For devices that are plugged in, turned on, connected to the internet


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Skype for Business

- **Optional** district staff Q&A chat sessions use Skype for Business
 - Download and install web app plug-in before sessions
 - Clicking on the meeting link for the first time will prompt for the Skype for Business plug-in
 - Can be done anytime on or before the scheduled meeting date


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ROLES AND RESPONSIBILITIES

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Technology Personnel Roles and Responsibilities

- Provide technical support for Educator Portal and KITE Client
- Install KITE Client on testing devices
- Modify spam and favorites lists to support educators in receiving email communications from DLM staff and Service Desk
- Support educators in checking compatibility of testing devices and accessibility supports
- Verify the network meets bandwidth requirements
 - Minimum 3mbps/recommended 5mbps per student testing
- Escalate technology questions to the DLM Service Desk

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Other Participants in DLM Assessments

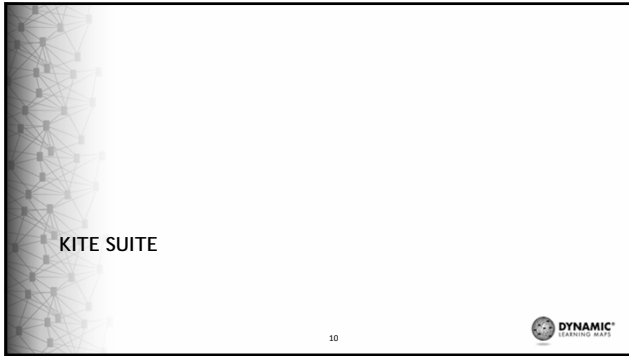
Participant	Responsibilities
Assessment coordinator	Oversees assessment administration. Relies on your support for technology issues in the district or building
Data manager	Manages educator, student, and roster data in Educator Portal
Test administrator (educator, teacher)	Prepares students for and administers assessments. Most technology activities support this user
Student	Participates in assessments

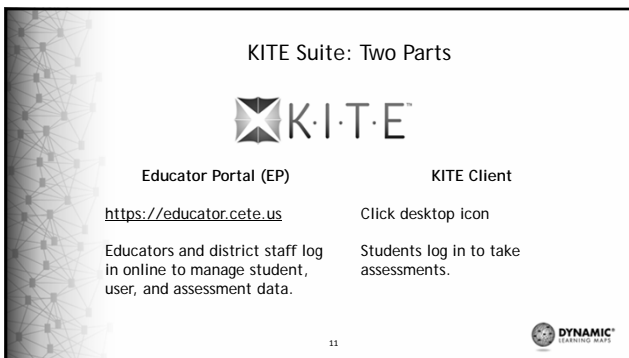
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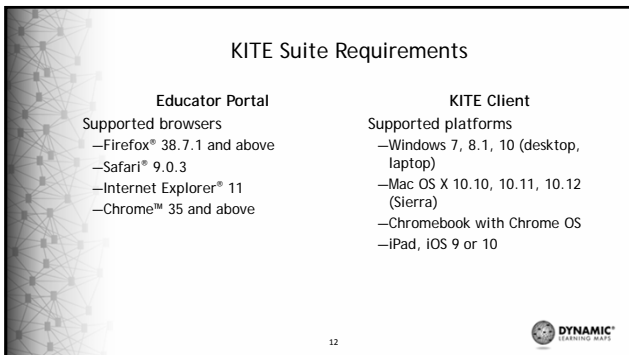
Primary Support for Educators

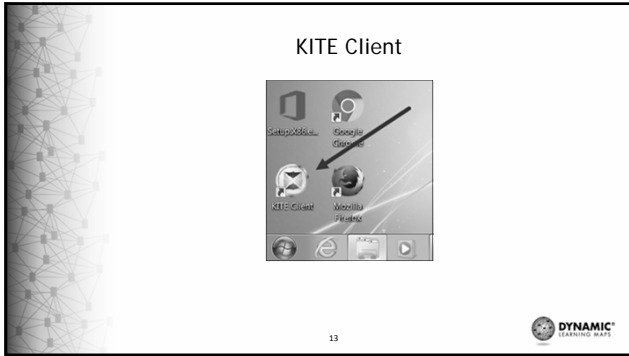
- Install KITE Client on new testing devices.
 - Ensure existing devices auto-update to KITE 5.0.
- Install supported browsers for improved access to Educator Portal.
 - Show users how to clear browser cache.
- Emphasize the difference between KITE Client and Educator Portal.
- Ensure access to read and print PDFs from Educator Portal.
 - Adobe Reader® or another tool
 - Printer connectivity
- Help educators test assistive input devices (e.g., switches).
 - See ACCESSIBILITY MANUAL for supported devices

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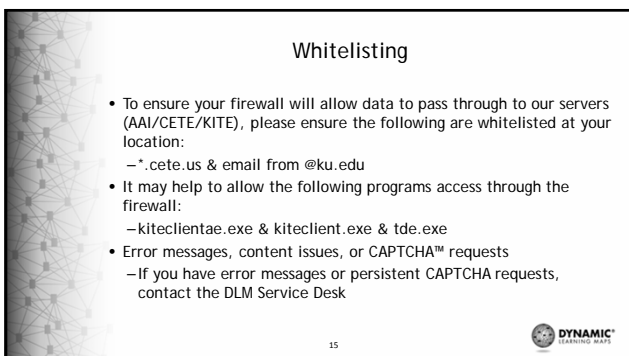














Whitelisting

66.206.205.32/27	141.101.64.0/18
103.21.244.0/22	162.158.0.0/15
103.22.200.0/22	172.64.0.0/13
103.31.4.0/22	173.245.48.0/20
104.16.0.0/12	188.114.96.0/20
108.162.192.0/18	190.93.240.0/20
129.237.18.64/27	197.234.240.0/22
131.0.72.0/22	198.41.128.0/17


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FINDING HELP: RESOURCES AND THE DLM SERVICE DESK

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Resources

- TECHNOLOGY SPECIFICATIONS MANUAL
 - Checklist of key responsibilities
- State webpage www.dynamiclearningmaps.org/state
- Test updates
- KITE Suite webpage (<http://dynamiclearningmaps.org/content/kite>)
 - Browser requirements
 - KITE Client downloads
 - System status


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Technology Specifications Q&A Chat Sessions

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


- September 14 2:00 - 3:00 p.m. Central time
- September 28 1:00 - 2:00 p.m. Central time

- Download Skype for Business for district staff participating in Q&A chat sessions.

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DLM Service Desk


1-855-277-9751 (toll-free)
or
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:
d1m-support@ku.edu