

# Creating DLM User Accounts, Student Enrollment, and Rosters

## How to create a new DLM user account

New teacher accounts must include:

- First Name
- Last Name
- User's school email address
- CACTUS ID number in the "Educator Identifier" field.

This will ensure duplicated accounts are not created.

If an error message "user already has an existing account" generates, please email Tracy Gooley ([tracy.gooley@schools.utah.gov](mailto:tracy.gooley@schools.utah.gov)) with the teacher's full name, CACTUS ID #, new email address, school name, and previous Local Education Agency (LEA) to get the teacher moved.

## How students get enrolled into the DLM system

IEP team determines the student qualifies to participate in the DLM alternate assessment. The "Is One Percent" flag needs to be marked in the LEA's Student Information System (SIS).

A Scram record must be active for the student in the SIS system.

UTREx will then filter the student to be sent to the DLM system.

Students should not be manually entered into the DLM system. The API/One Rostering via UTREx will override any manual student entry changes.

## How rosters are created

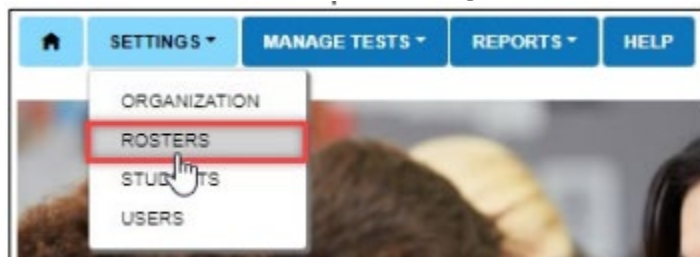
Rosters for DLM will NO LONGER be created by the state through UTREx.

**All rosters need to be created by the LEA.**

## How to create a new roster

District Test Coordinators (DTC), District User (DUS), Building Test Coordinator (BTC), and Building User (BUS) roles will be able to create rosters in Educator Portal.

Select **Rosters** from the **Settings** drop down menu.



Select the **Create Roster** tab. Complete all fields with an \*.

Roster Name, subject, school (**do not** enter anything for course).

Select **Search**.

Roster name must be:

**teacherlastname[space]organizationnumber[space]ELA/Math/Science**

Example: Gooley 99101 ELA, Gooley 99101 Math, Gooley 99101 Science

The screenshot shows a web interface for creating a roster. At the top, there are three buttons: 'View Roster', 'Create Roster' (highlighted with a red box), and 'Upload Roster'. Below these is the heading 'Create Roster: Select Criteria'. The form contains several fields: 'ROSTER NAME: \*' (text input), 'SUBJECT: \*' (dropdown menu with 'Select' as the current value), 'COURSE:' (dropdown menu), 'STATE: \*' (dropdown menu with 'Sandbox State YE' selected), 'DISTRICT: \*' (dropdown menu with 'District 13' selected), and 'SCHOOL: \*' (dropdown menu with 'Select' as the current value). At the bottom left of the form is a blue 'Search' button, also highlighted with a red box.

HINT: To find the organization number, select Organization from the Settings drop down menu. Select a school or click search to load all schools in the district. Find the school's organization number in the grid. The organization number is the district number and the school number combined.

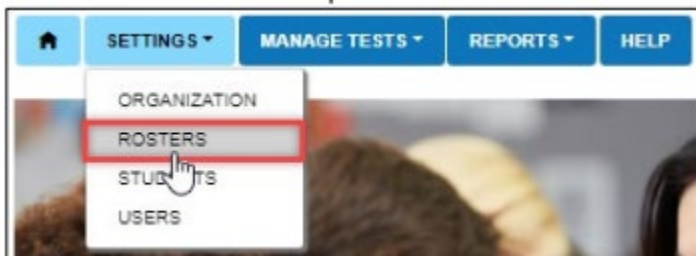
Choose the Educator from the Select Educator drop-down menu.

Choose the student(s) that need to be rostered by selecting the checkbox next to the name in the select student grid.

If the student is on a different teacher's roster, a message will pop asking you if are sure you want to move this student. Select **Ok**.

## How to manually move a student on and off an existing roster

Select **Rosters** from the **Settings** drop down menu.



Select the **View Roster** tab. Select the school needed. The District field will be pre-populated; you may need to set the school.

Select **Search**.

Select the roster you want to add the student(s) to.

View Rosters: Select Criteria

STATE: \* Sandbox State YE x ▾ DISTRICT: \* District 13 x ▾ SCHOOL: School 25 x ▾

Search

Roster Name	Educator Last Name ↑	Educator First Name	Subject	Course	Educator ID
Bowen 1325 ELA	Bowen	Ricky	English Language Arts		12332
Bowen 1325 Math	Bowen	Ricky	Mathematics		12332
Bowen 1325 Science	Bowen	Ricky	Science		12332

Select the student(s) to roster by selecting the checkbox next to the name. That student will move from the “Not Currently Assigned to the Roster” section to the “Currently Assigned to this Roster” section.

Select **Save**.

ROSTER NAME: \* Bowen 1325 ELA SUBJECT: \* English Language Arts COURSE: Select

SELECT EDUCATOR

Bowen, Ricky (123321) - Active

SELECT STUDENTS

State Student Identifier	<input type="checkbox"/>	Last Name ↑	First Name	Middle Name	Gender
<b>Currently Assigned to This Roster</b>					
140001201	<input checked="" type="checkbox"/>	Aguilar	Wallace		Male
<b>Not Currently Assigned to This Roster</b>					
140001236	<input type="checkbox"/>	Allen	Marianne		Male
140001206	<input type="checkbox"/>	Allison	Alyssa		Male

Page 1 of 5 10 per page 1-10 of 50 items

Save

If the student is on a different teacher’s roster, a message will pop asking you if are sure you want to move this student. Select **Ok**.

## To Remove a Student on the Existing Roster

Follow steps above and then:

Find the student(s) that need to be removed and then click on the checkbox next to the student’s name. That student will move from the “Currently Assigned to this Roster” section to the “Not Currently Assigned to the Roster” list.

Select **Save**.

ROSTER NAME: \* Bowen 1325 ELA      SUBJECT: \* English Language Arts      COURSE: Select

SELECT EDUCATOR  
Bowen, Ricky (123321) - Active

SELECT STUDENTS

State Student Identifier		Last Name ↑	First Name	Middle Name	Gender
<b>Currently Assigned to This Roster</b>					
140001201	<input checked="" type="checkbox"/>	Aguilar	Wallace		Male
<b>Not Currently Assigned to This Roster</b>					
140001236	<input type="checkbox"/>	Allen	Marianne		Male
140001206	<input type="checkbox"/>	Allison	Alyssa		Male

Page 1 of 5      10 per page      1-10 of 50 items

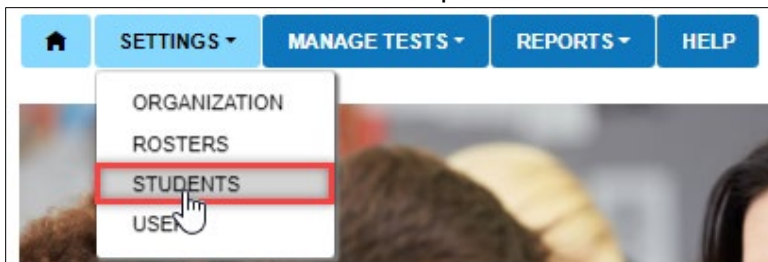
Save

## How to Exit/remove a student from Educator Portal

Select Settings.



Select **Students** from the drop-down menu.



Select the **Exit Student** tab



The state and district will prepopulate. Select the school if needed.

Exit Student: Select Organization then Student(s)

STATE:\* DLM QC YE State x ▾

DISTRICT:\* YE District x ▾

SCHOOL:\* YE School x ▾

Search

Select **Search**.

Select the student to be exited; select **Continue**.

Exit Student: Select Organization then Student(s)

STATE:\* DLM QC YE State x ▾

DISTRICT:\* YE District x ▾

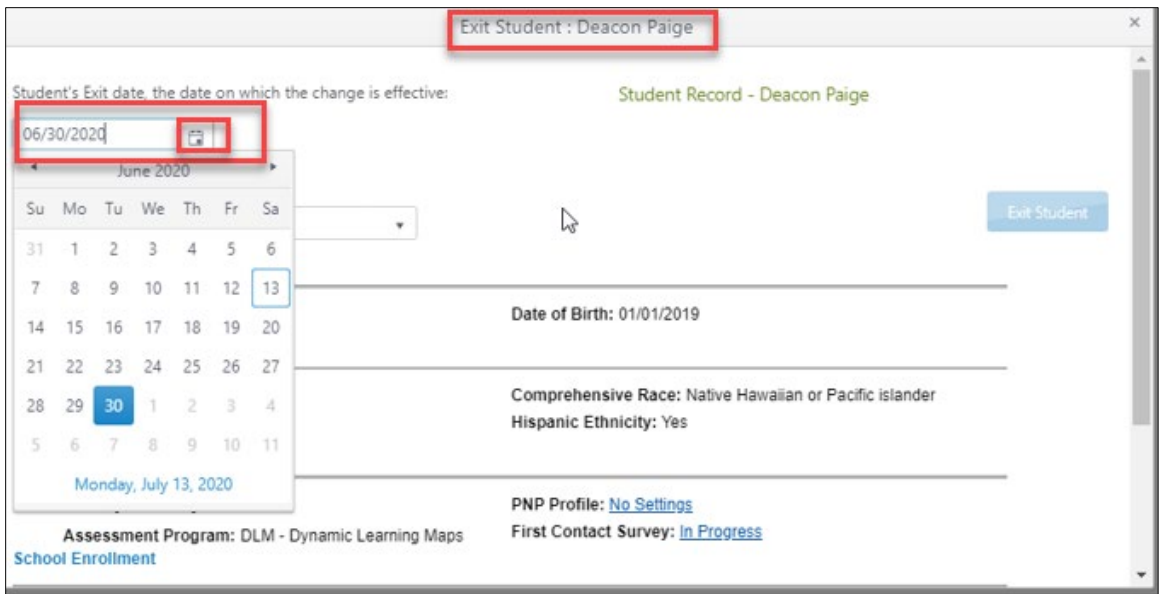
SCHOOL:\* YE School x ▾

Search

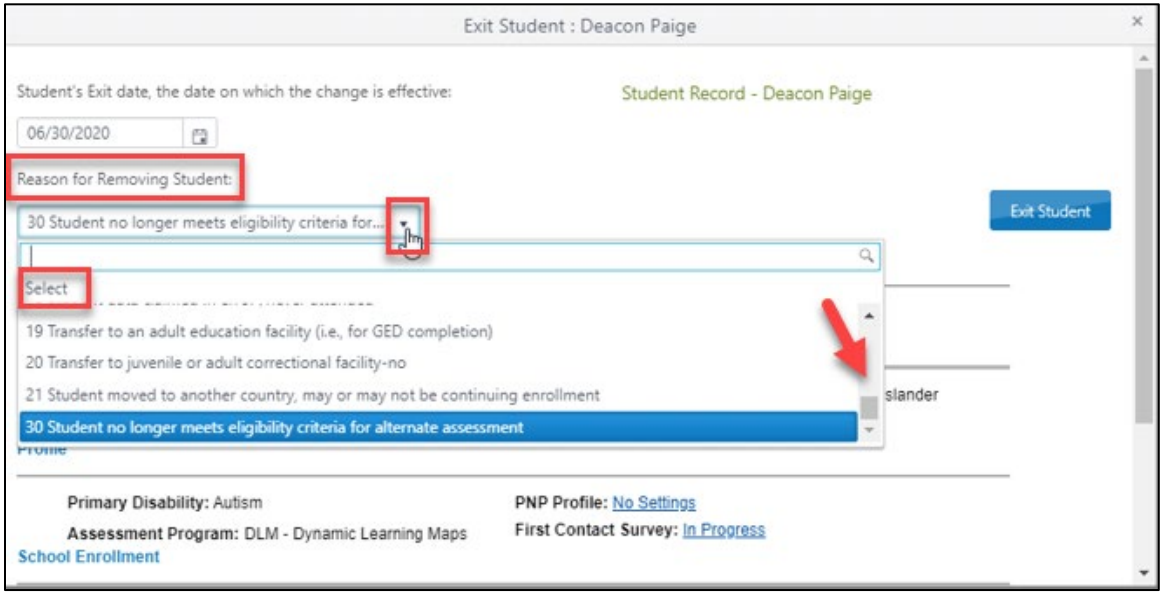
Select a student and click **Continue**

State Student Identifier ↑	Local IDs	Last Name	First Name	Grade	Residence
431776121	431776121	Paige	Deacon	Grade 3	YE_DT
431776122	431776122	Josephs	Leanora	Grade 3	YE_DT

On the Exit Student screen, the student’s name will appear. Ensure the correct student record is being exited before continuing. The exit date field prepopulates with the date on which this procedure is being performed. This will be the date when the exit is effective. To change the exit date, select the calendar icon. A drop-down menu appears. Choose a new date.



Select **Reason for Removing Student** (exit reason) from the drop-down menu. Only exit codes selected by the state will be available in the user interface. Slide the scroll bar down the page to access more options. The Exit Student button will be disabled until an exit reason is chosen.



After an exit option is chosen, the Exit Student button is enabled. Select the **Exit Student** button.

Exit Student : Deacon Paige

Student's Exit date, the date on which the change is effective: 06/30/2020

Reason for Removing Student: 30 Student no longer meets eligibility criteria for...

**Exit Student**

**Student**

Student State ID: 431776121 Date of Birth: 01/01/2019

**Demographic**

Gender: Male Comprehensive Race: Native Hawaiian or Pacific islander  
First Language: Ilokano Hispanic Ethnicity: Yes

**Profile**

Primary Disability: Autism PNP Profile: [No Settings](#)  
Assessment Program: DLM - Dynamic Learning Maps First Contact Survey: [In Progress](#)

[School Enrollment](#)

The Exit Student message will appear with a question. Answer the question either Yes or No.

Exit Student?

**Warning!**

Student will be unenrolled and removed from rosters.

The student's test sessions will become available once the student is transferred and rostered again at the same grade level.

Do you want to proceed?

**Yes** **No**

Select **Yes** or **No**.

If yes is selected, a message displays that the student was successfully exited.

HINT: The Exit Student button is disabled until both an exit date and a reason are selected.

For questions or assistance contact Tracy Gooley [tracy.gooley@schools.utah.gov](mailto:tracy.gooley@schools.utah.gov)