DLM Administration Checklists

The following checklists outline the steps teachers need to complete before they can begin to administer the DLM assessments.

Teacher Account Checklist

☐ Gain access to the Educator Portal
  - Contact your assessment coordinator for access.

☐ Complete the Security Agreement in your Educator Portal profile

☐ Complete the Required Test Administrator Training Course

☐ Become familiar with the resources on the DLM Utah Home Page
  https://dynamiclearningmaps.org/utah

☐ Read the Test Administration Manual (TAM)
  - “Before Beginning Assessments” (pgs. 30-42) and “Spring Assessments” (pgs. 80-84) sections
  - Found on the DLM Utah home page under the manuals tab

Student Account Checklist

☐ Verify student’s DLM participation eligibility
  - Alternate Assessment Participation Guidelines

☐ Check student rosters for accuracy
  - ELA and Math rosters for students in grades 3-11
  - Science roster for students in grades 4-11

☐ Complete the student’s Personal Needs Profile (PNP Profile) in Educator Portal.
  - Use the Accessibility Manual and work with IEP teams to determine what accessibility supports should be provided for each student (Found on the DLM Utah home page under the manuals tab.)

☐ Complete and submit the student’s First Contact Survey in Educator Portal
  Students do NOT receive testlets if the First Contact Survey is not submitted!

* The Educator Portal User Guide will give guidance to using and working in Educator Portal. (Found on the DLM Utah home page under the manuals tab)
  - Managing student data for all states (pgs. 19-39)
  - PNP Profile (p. 28)
  - First Contact Survey (p. 39)
Administration Checklist

☐ Ensure KITE Student Portal, version 8.0, has been downloaded onto student testing devices; [Kite Suite Page](#)

☐ Access student test tickets in Educator Portal

☐ Access, print if necessary, Test Information Page (TIPs) for every student and every testlet

☐ Administer DLM testlets during test window in the appropriate environment based on each students’ needs

* The [Educator Portal User Guide](#) will give guidance to using and working in Educator Portal. (Found on the DLM Utah home page under the manuals tab)
  
  Managing spring assessments for Year-End model states (pgs. 48-55)
  
  • Test Tickets – View Student Username and Password (p. 51)
  
  • Retrieve Testlet Information Page (TIP) (p. 53)