

DLM Test Administrator Checklist



August-September 10, 2023

✓	Task	Resource
	Verify DLM participation guidelines for each student	Participation Guidelines (PDF)
	Sign up for DLM test updates	Subscribe to DLM Test Updates
	Sign up for KAA listserv	To sign up, send this information: Subject line: KAA Listserv Body of message: Email address, First Name, Last Name, USD Number, USD Name, Send to this address: crogers@ksde.org
	Notify district test coordinator of student, primary exceptionality, grade, and subjects for DLM	
	Login to Educator Portal (role- teacher; assessment program- DLM)	Educator Portal Contact district test coordinator if you do not have access
	Sign security agreement in Educator portal	Educator Portal
	Complete required Test Administrator Training (2 1/2 hours - new teachers; 1 1/4 hour - returning teachers) Must pass with 80% and print certificate	Training Course username: school email; password: everything in front of the @ from school email
	View and check student data and rosters	Educator Portal
	Complete/Update PNP Profile for each student	Educator Portal Accessibility Manual (pdf) , Educator Portal User Guide (pdf)
	Complete/update first contact for each student (make sure the primary exceptionality matches the IEP)	Educator Portal Educator Portal User Guide (pdf)
	Have Kite Student Portal loaded on all testing devices	

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September 11 – December 22, 2023

✓	Task	Resource
	Print Kansas Essential Elements Blueprint/Record for each student according to grade level	<i>Kansas Essential Elements Blueprint/Selection Record Math and English Language Arts by Grade (PDF)</i>
	Choose EE's by linkage level to meet the blueprint requirements for that grade and subject.	<i>Educator Portal Educator Portal User Guide (pdf)</i>
	Teachers may use the EE by linkage level data for planning and monitoring instruction	<i>Kansas Essential Elements by Linkage Level Data: Grade 3-Grade 11 (PDF)</i>
	Begin instruction on individual EE's	Refer to <i>DLM Professional Development Modules</i>
	Access practice activities and release testlets to familiarize the students with the format	<i>Guide to Practice Activities and Released Testlets (pdf)</i>
	Assign testlet when student is ready Read or print teacher information page	<i>Educator Portal Educator Portal User Guide (pdf)</i>
	Administer the required number of testlets per grade and subject to meet the blueprint requirements	<i>Kansas Essential Elements Blueprint/Selection Record Math and English Language Arts by Grade (PDF)</i> Kite Student Portal
	Check to ensure blueprint requirements are met on the student activity table on Educator Portal. (essential element status report)	<i>Educator Portal Educator Portal User Guide (pdf)</i>

February 5 – April 26, 2024

✓	Task	Resource
	Choose EE's by linkage level to meet the blueprint requirements for that grade and subject.	<i>Educator Portal Educator Portal User Guide (pdf)</i>
	Teachers may use the EE by linkage level data for planning monitoring instruction	<i>Kansas Essential Elements by Linkage Level Data: Grade 3-Grade 11 (PDF)</i>
	Begin instruction on individual EE's	Refer to <i>DLM Professional Development Modules</i>
	Assign testlet when the student is ready to test. Read or print teacher information page	<i>Educator Portal Educator Portal User Guide (pdf)</i>
	Administer the required number of testlets per grade/subject to meet the blueprint requirements. Science administer all 9 testlets.	<i>Kansas Essential Elements Blueprint/Selection Record Math and English Language Arts by Grade (PDF)</i> Kite Student Portal
	Check to ensure blueprint requirements are met on the student activity table on Educator Portal. (essential element status report)	<i>Educator Portal Educator Portal User Guide (pdf)</i>

For more information, contact:

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