

# DLM Test Administrator Checklist



August-September 8, 2024

✓	Task	Resource
	Verify DLM participation guidelines for each student	<a href="#">Participation Guidelines (PDF)</a>
	Sign up for DLM test updates	<a href="#">Subscribe to DLM Test Updates</a>
	Sign up for KAA listserv	<p>To sign up, send this information:  <b>Subject line:</b> KAA Listserv  <b>Body of message:</b> Email address, First Name, Last Name, USD Number, USD Name,  <b>Send to this address:</b> <a href="mailto:crogers@ksde.org">crogers@ksde.org</a></p>
	Notify district test coordinator of student, primary exceptionality, grade, and subjects for DLM	
	Login to Educator Portal (role- teacher; assessment program- DLM)	<a href="#">Educator Portal</a> Contact district test coordinator if you do not have access
	Sign security agreement in Educator portal	<a href="#">Educator Portal</a>
	Complete required Test Administrator Training (2 1/2 hours - new teachers; 1 1/4 hour - returning teachers) Must pass with 80% and print certificate	<a href="#">Educator Portal</a> <a href="#">Test Administration Manual (pdf)</a> <a href="#">Guide to DLM Required Test Administrator Training for Instructionally Embedded Model States</a> Educators with the Teacher role should access Dynamic Learning Maps® (DLM®) Required Test Administrator Training in the training section of Kite® Educator Portal
	View and check student data and rosters	<a href="#">Educator Portal</a>
	Complete/Update PNP Profile for each student	<a href="#">Educator Portal</a> <a href="#">Accessibility Manual, Educator Portal User Guide</a>
	Complete/update first contact for each student ( <b>make sure the primary exceptionality matches the IEP</b> )	<a href="#">Educator Portal</a> <a href="#">Educator Portal User Guide</a>
	Have Kite Student Portal loaded on all testing devices	The new client will be required for this testing year,

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September 9 – December 20, 2024

✓	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</i> <i>Educator Portal User Guide</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</i>
	Assign testlet when student is ready Read or print teacher information page	<i>Educator Portal</i> <i>Educator Portal User Guide</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</i> <i>Educator Portal User Guide</i>

February 3 – April 25, 2025

✓	Task	Resource
	Choose EE's by linkage level to meet the blueprint requirements for that grade and subject.	<i>Educator Portal</i> <i>Educator Portal User Guide</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</i> <i>Educator Portal User Guide</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</i> <i>Educator Portal User Guide</i>

For more information, contact:

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