# 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 in Educator Portal, under the "training" tab.

- ☐ Become familiar with the resources on the [DLM Utah Home Page](#)
  https://dynamiclearningmaps.org/utah

- ☐ Read the [Test Administration Manual](#) (TAM)
  - "Before Beginning Assessments" and "Spring Assessments" 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. 20-39)
  - PNP Profile (p. 27)
  - 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. 45-51)
- Test Tickets – View Student Username and Password (p. 48)
- Retrieve Testlet Information Page (TIP) (p. 50)