

Critical Steps for Teachers to follow to Administer the DLM Assessment

Steps in Teacher Accounts

Teachers need to have an Educator Portal Account set up
(Contact district DLM test coordinator or USBE DLM test administrator)

Activate your Educator Portal Account
(Follow the instructions in the KITE activation email sent to you)

Complete the Annual Security Agreement in Educator Portal
(Generally pops up at first log in, otherwise found under "My Profile")

Complete the Annual Required Test Administrator Training; new teacher four modules and returning teacher one module
Must click "get certificate" at end of quizzes
(Completed through the Moodle training site <http://training.dynamiclearningmaps.org/login/index.php>)

Read the Test Administration Manual (TAM)
Use the Educator Portal User Guide
Familiarize yourself with the Utah DLM webpage, where you can find more resources
<http://dynamiclearningmaps.org/utah>

Steps in Student Accounts

Confirm students' eligibility to participate in the DLM alternate assessment

Ensure students are on both English Language Arts (ELA) and Math rosters
Ensure that student information is correct (name, grade, etc.)

Complete/update the First Contact Survey Annually for every student in Educator portal and submit it

Complete/update the Accessibility Profile (PNP) in Educator Portal
(Use the Accessibility Manual and work with the IEP team to decide which accessibility supports should be used during the assessment)

Instruct students using the Essential Elements for ELA and Math

Have students participate in practice activities and released testlets