

DLM Administration Operational Checklists

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

DLM Teacher Accounts Checklist

- Gain access to the [Educator Portal](https://educator.cete.us/AART/login.htm): <https://educator.cete.us/AART/login.htm>
- Complete the Security Agreement in your Educator Portal profile.
- Complete the [Required Test Administrator Training in Moodle](http://training.dynamiclearningmaps.org/login/index.php).
<http://training.dynamiclearningmaps.org/login/index.php>
- Become familiar with the resources on the [DLM Utah Home Page](http://dynamiclearningmaps.org/Utah).
<http://dynamiclearningmaps.org/Utah>
- Read the [Test Administration Manual](#) (TAM) – Spring Assessment section.

DLM Student Accounts Checklist

- Verify student's DLM participation eligibility.
 - Check student roster for accuracy.
 - Complete the student's Personal Needs Profile (PNP/Access Profile) in Educator Portal.
 - Use the [Accessibility Manual](#) and work with IEP teams to determine what accessibility supports should be provided for each student:
 - 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. PNP/Access Profile (p. 31) and First Contact Survey (p. 42)

Key Steps to DLM Spring Test Administration

1. Recheck student information, Access Profile, and First Contact Survey responses for accuracy.
2. Make sure you have scheduled enough time for administration for each student.
(Every student is different, some students may completed testing in 2-3 days other students may take 2-3 weeks)
3. Retrieve the Test Information Page (TIP) for each testlet from Educator Portal. Gather materials needed before beginning the assessment.
4. Retrieve student's user name and password from Educator Portal.
5. Use KITE Student Portal to administer the DLM assessment to students.
(make sure you have the most updated version downloaded to student devices)
6. As each remaining testlet becomes available; retrieve the TIP and gather the needed materials before assessing the student.

Additional information can be found on the [Utah DLM Webpage](#) / <http://dynamiclearningmaps.org/utah> in the:

- [Test Administration Manual \(TAM\)](#) and
- [Educator Portal User Guide](#)