

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 Course](#)
- Become familiar with the resources on the [DLM Utah Home Page](#)
<https://dynamiclearningmaps.org/utah>
- Read the [Test Administration Manual](#) (TAM)
 - “Before Beginning Assessments” (pgs. 30-42) and “Spring Assessments” (pgs. 80-84) 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. 19-39)
 - PNP Profile (p. 28)
 - 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. 48-55)
 - Test Tickets – View Student Username and Password (p. 51)
 - Retrieve Testlet Information Page (TIP) (p. 53)