

DYNAMIC LEARNING MAPS (DLM) CHECKLIST FOR TEST COORDINATORS (2024-25)

The following checklist details the critical steps for test coordinators to follow. Refer to this checklist while preparing for the Dynamic Learning Maps alternate assessments.

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| <p>1. Sign up for DLM Test Updates during the year at https://dynamiclearningmaps.org/test-updates.</p> |
| <p>2. Register for the DLM Test Coordinator Training. The test coordinator training webinar will be held March 12, 2025 (9:00 – 11:30 AM). Register here: https://register.gotowebinar.com/register/2026464140796357722. The webinar recording will be posted at www.ride.ri.gov/assessment-manuals.</p> <ul style="list-style-type: none"> • Watch DLM Training for District Roles at https://dynamiclearningmaps.org/sites/default/files/scorm/dlm-training-for-district-roles-2024/content/index.html#/ |
| <p>3. Confirm student eligibility to participate in DLM alternate assessments.</p> <ul style="list-style-type: none"> • RIDE will upload students and register them for the DLM alternate assessments the week of February 3, 2025. • Make sure that any student eligible for the alternate assessments has an active enrollment record in the Enrollment Census and they have a designation of 3=Alternate Assessment in the Special Education Census. <ul style="list-style-type: none"> ○ For resources on determining eligibility for the alternate assessments, go to www.ride.ri.gov/dlm. ○ The <i>RISAP Test Coordinator Handbook</i> contains all policies related to state assessments. Go to www.ride.ri.gov/tc to download. • Outplacement Schools: Any student tutored to a school either within our outside of Rhode Island is responsible for administering any state assessments required by the Rhode Island Department of Education for the student’s current grade level. It is the responsibility of the sending district to ensure that the outplacement school tests the student at the correct grade level and in the correct content areas. If the grade level in the Enrollment Census does not match the grade level of the tests the student took, then any tests administered may be invalidated. |
| <p>4. Download the following documents from www.ride.ri.gov/assessment-manuals from the <i>Test Coordinator</i> tab or from https://dynamiclearningmaps.org/rhodeisland. The tasks in this checklist reference page numbers in each of these documents.</p> <ul style="list-style-type: none"> • <i>Test Coordinator Manual</i> • <i>Data Management Manual</i> • <i>RI Guide to Required Training</i> (posted at www.ride.ri.gov/assessment-manuals and click on the DLM tab). • <i>Accommodations and Accessibility Manual</i> • <i>Educator Portal User Guide</i> • <i>Test Administrator Checklist for distribution to anyone preparing for DLM.</i> |
| <p>5. Log in to Educator Portal (EP)</p> <p>New Test Coordinators: New district test coordinators should contact heather.heineke@ride.ri.gov for an account. Once an account has been created for you:</p> <ul style="list-style-type: none"> • You will receive an activation email from KITE_support@ku.edu. You must click on the link in that email to activate your Educator Portal account. • If you did not receive an automatic email from KITE_support@ku.edu, check your spam folder. If you still have not received it, contact Heather Heineke to verify your email address and have it resent. • Watch: <i>Getting Started in Educator Portal</i> (3:19 min.) at https://dynamiclearningmaps.org/district-staff-video-resources-ye. |

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| | <p>Returning Test Coordinators: Last year's username will remain the same, but you will need to reset your password by clicking on <i>Forgot Password?</i> on the Educator Portal home page.</p> |
| 6. | <p>Complete the Security Agreement in Educator Portal. Instructions for completing the security agreement can be found in each of the manuals listed below.</p> <ul style="list-style-type: none"> • Read: <i>Educator Portal User Guide</i>, page 17 or <i>Test Administration Manual</i>, page 38. |
| 7. | <p>Review and Update Test Administrator Accounts in Educator Portal. It is important that access to Educator Portal is given only to educators who need it. Anyone who has an account, even if they have left your district or school, can access Educator Portal and that puts sensitive student information at risk.</p> <ul style="list-style-type: none"> • Teachers cannot begin preparing for testing or complete their training requirements until they have a test administrator account in Educator Portal. • Watch: Adding and Editing Users (2:13 min) • Read: <i>Manage User Account for All States (Educator Portal User Guide)</i>, page 13. • Read: in the <i>Data Management Manual</i>: <ul style="list-style-type: none"> ○ <i>Manage User Data</i> on page 23 ○ To add many new users: <i>Create a User Upload Template File</i>, page 46 ○ <i>Add a User Manually</i> on page 56 ○ <i>Activate a User</i> on page 69 ○ <i>Deactivate a User</i> on page 70 • NOTE: <ul style="list-style-type: none"> ○ If you have a teacher who has an Educator Portal account with another district, contact Heather Heineke to transfer accounts to the new district so their training history can be transferred. Don't create a new account. ○ If you created an account for a teacher and they didn't receive the activation email, resend the email by clicking the RESEND ACTIVATION EMAIL at the bottom of the View Users screen. If the teacher's account is in <i>active</i> status, that means they were able to log in to Kite and you cannot send an activation email. In this case, have them contact the DLM Service Desk and they can help them log in. |
| 8. | <p>Develop a Training Plan for Test Administrators. Try to have test administrator training completed by March 14, 2025, to ensure that teachers have enough time to complete the First Contact Survey <i>before the start of the testing window</i>. Once test administrators complete their training, they must print their certificate of completion and give it to the district test coordinator as proof of their training. Additionally, test coordinators must show the Test Administrator Core Training, explained below.</p> <ul style="list-style-type: none"> • Download the <i>Test Administrator Core Training</i> from www.ride.ri.gov/assessment-manuals and edit the sections with your district and school policies and dates. • Read: <i>Guide to Required Training (RI edition)</i> (www.ride.ri.gov/assessment-manuals and click on the DLM tab). • All educators must have an account in Educator Portal before they can access the modules to complete their training. • The training modules are located in Educator Portal and can be accessed 30 minutes after the Educator Portal account is created. Click on the TRAINING tab after logging in. • New Test Administrators must complete all four modules and pass all post-tests before they will be allowed to administer the DLM tests. • Returning Test Administrators administered DLM last year and are required to complete only one training module. Educator Portal automatically records who administered the DLM last year to determine who is a returning test administrator. <p>Districts have two options for training test administrators:</p> <p>Option 1: Self-Directed Training</p> <ul style="list-style-type: none"> • Access the training modules through Educator Portal. |

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| | <p>Option 2: Facilitated in-person training led by district administrators.</p> <ul style="list-style-type: none"> In the past, the most popular option since it ensures all teachers are properly trained and all questions are answered. The facilitated training presentations, transcripts, activities, and videos can be accessed from the Educator Portal training tab only by district administrators. |
| 9. | <p>Distribute the Test Administrator Checklist to any educators administering the DLM.</p> <ul style="list-style-type: none"> The <i>Test Administrator Checklist</i> is posted at www.ride.ri.gov/assessment-materials (click on the DLM tab). |
| 10. | <p>Run the Training Status Extract in Educator Portal to ensure that all test administrators have completed the necessary training requirements.</p> <ul style="list-style-type: none"> Step-by-Step instructions for running the Training Status Extract, page 118 in the <i>Educator Portal User Guide</i>. |
| 11. | <p>Create student rosters in Educator Portal. RIDE uses enrollment data provided by each district to register students. If the student demographic information, including grade level, is incorrect, that means the enrollment data RIDE received from your district is incorrect. Contact your district data manager to correct the student’s enrollment information.</p> <p>Outplacement Schools must contact the sending district with any corrections. The sending district will then contact RIDE to make any necessary changes to student information in the Educator Portal.</p> <ul style="list-style-type: none"> The week of February 3, 2025: RIDE will register students to the DLM Educator Portal; rosters can be created after this date. Rosters must be created for each content area: <ul style="list-style-type: none"> English Language Arts (grades 3, 4, 5, 6, 7, 8, and 11) Mathematics, (grades 3, 4, 5, 6, 7, 8, and 11) Science (grades 5, 8, and 11). Teachers cannot see students or complete the First Contact Survey until rosters are created and required training is complete. Watch: Adding and Editing Rosters (1:49 min.) Read: <i>Customization for Each Student (Assessment Coordinator Manual)</i>, page 28. Step-by-step instructions are in <i>Manage Roster Data (Data Management Manual)</i>, page 135: <ul style="list-style-type: none"> Create a file for multiple teachers and schools, see <i>Create a Roster Upload Template</i>, page 137. Create a roster manually, see <i>Create a Roster Manually</i> on page 146. |
| 12. | <p>Run the data and double check your rosters in Educator Portal. This will ensure that you don’t leave students out or assign students to the wrong tests or teachers.</p> <ul style="list-style-type: none"> Step-by-step instructions for running any report extract (<i>Educator Portal User Guide</i>), page 94. <i>Roster and First Contact Survey Extract (Educator Portal User Guide Student)</i>, page 115. |
| 13. | <p>Ensure technology personnel installed KITE Student Portal on assessment devices. The Student Portal is what teachers will use to administer DLM. It’s where the actual test will be available for teachers to administer. Student log in information is found in Kite Educator Portal.</p> <ul style="list-style-type: none"> The <i>Technology Specifications Manual</i> contains instructions for installing the KITE Student Portal on testing devices and can be found at www.ride.ri.gov/assessment-manuals. Click on the DLM tab. The Kite Student Portal platform can be downloaded for individual devices at: https://dynamiclearningmaps.org/kite. If Kite Student Portal is not installed on the computer or laptops used for testing, contact your district test coordinator or technology coordinator. |

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| | <p>14. Ensure accommodations and test supports are updated in the student’s IEP. Accommodations must be included in the student’s IEP. If accommodations must be added or removed, the IEP must be amended before the student can begin testing by either convening a full IEP Team meeting <i>or</i> through the district amendment process.</p> <ul style="list-style-type: none"> Accommodations available on DLM are found in the <i>DLM Accessibility Manual</i> at www.ride.ri.gov/assessment-manuals and click on the DLM tab. |
| | <p>15. Ensure that teachers complete the Personal Needs and Preferences Profile (PNP) by running the PNP report in Educator Portal. Test administrators cannot begin testing until the PNP is completed for each student.</p> <ul style="list-style-type: none"> Completing the PNP: <ul style="list-style-type: none"> Step-by-step instructions: <i>Complete the PNP Profile (Educator Portal User Guide)</i>, page 33. Run the data and double-check that all teachers have completed the PNP: <ul style="list-style-type: none"> <i>PNP Settings Counts Extract for All State (Educator Portal User Guide)</i>, page 107. Step-by-step instructions for running any report extract (<i>Educator Portal User Guide</i>), page 94. |
| | <p>16. Run the First Contact Survey report to ensure that it is updated for each student. Students will not be assigned testlets unless the First Contact Survey has been submitted. March 21, 2025: All First Contact Surveys and Personal Needs and Preferences must be completed.</p> <ul style="list-style-type: none"> Completing the First Contact Survey: <ul style="list-style-type: none"> <i>Customization for Each Student (Assessment Coordinator Manual)</i>, page 28. Step-by-step instructions for completing the First Contact Survey can be found at <i>Complete the First Contact Survey (Educator Portal User Guide)</i>, page 41. Run the data and double-check that all teachers have completed the PNP: <ul style="list-style-type: none"> Step-by-step instructions for running any report extract (<i>Educator Portal User Guide</i>), page 94. <i>Student Roster and First Contact Survey Extract (Educator Portal User Guide)</i>, page 115. |
| | <p>17. Schedule locations and times for assessment sessions. It is important that teachers and students have a consistent, familiar location in which to test and that they have access to the same devices each day. Switching testing locations and devices can be disruptive to the testing process for students with significant disabilities.</p> <ul style="list-style-type: none"> Testing window: April 1 – May 30, 2025. All assessments must be completed by the end of the school day on May 30, 2025. |
| | <p>18. Monitor test completion progress. All information you need to monitor DLM testing in your district or school can be found in the <i>Educator Portal User Guide</i> and in the videos posted at the link below.</p> <ul style="list-style-type: none"> Read: <ul style="list-style-type: none"> Page 81: <i>Monitoring Summary Report: step-by-step instructions</i> for accessing and running the monitoring report. Page 101: <i>DLM Test Administration Monitoring Extract</i> Watch: these videos demonstrate the step-by-step process of running and using the monitoring extracts. <ul style="list-style-type: none"> Test Administration Monitoring for Year-End States (1:58 min) Monitoring the Assessment Using Extracts (1:56 min) |

| 2024-25 Alternate Assessment Program Calendar | | |
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| <i>DLM Test Administration</i> | <i>Opens/Starts</i> | <i>Closes/Ends</i> |
| Test Administrator Training Modules | August 6, 2024 | June 6, 2025 |
| Students are uploaded into Kite EP. Begin rostering students. | Week of Feb. 3, 2025 | |

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| Test Coordinator Training Webinar Registration: Test Coordinator Training Webinar | March 12, 2025 (9:00 – 11:30 AM) |
| Have all Test Administrator Training completed by: | March 14, 2025 |
| Have all PNP and First Contact Surveys completed by: | March 21, 2025 |
| DLM Testing Window | April 1, 2025 May 30, 2025 |
| Score Report Delivery in Kite Educator Portal (includes district, school and student* reports). | July 18, 2025 |
| Printed Individual Student Score Report Delivery in LEAs | Week of Sept. 8 |

* Teachers will have access to student score reports in Kite EP from July 18 until their testing rosters are reset on July 23. After July 23, teachers **will not** be able to access any student score reports unless they have student rosters. Student rosters may be recreated after July 23 by district special education directors or district test coordinators. If a teacher needs the student score report and they do not have a roster, they must contact their district special education director or test coordinator.