Dynamic Learning Maps (DLM) Checklist for Test Coordinators (2026-27)

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.

✓	Step
	1. **Sign up for DLM Test Updates during the year at** https://dynamiclearningmaps.org/test-updates**.**
	2. **Register for the In-Person DLM Test Coordinator Training.** The test coordinator training will be held in person on March 9, 2027. (Register for one session. Session 1: 9:00AM – 11:30AM or Session 2: 12:00PM – 3:00PM). Register here: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2092 • **Watch DLM Training for District Roles** at https://dynamiclearningmaps.org/sites/default/files/scorm/dlm-training-for-district-roles-2025/content/index.html#/
	3. **Confirm student eligibility to participate in DLM alternate assessments.** • RIDE implemented an automatic, over-night data feed to Kite Educator Portal. *Districts and schools are no longer able to manually add or transfer students to Kite EP.* Districts and school can only to exit students and create rosters for testing. **The data feed began on October 5, 2026.** ○ **Districts are responsible for verifying and correcting information for students attending outplacement schools.** Outplacement schools will not be able to correct any student information. Outplacement schools should use the *Outplaced Students Application* in the RIDE Portal to make sure the data is accurate and contact the sending district to make any corrections. Access it through the RIDE Portal at https://portal.ride.ri.gov/Account/Login. • 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 IEP Census. Students who do not have a designation of 3=Alternate Assessment in the IEP Census are not registered in Kite Educator Portal because their data is not passed through the data feed, so they cannot take the DLM. ○ For resources on determining eligibility for the alternate assessments, go to www.ride.ri.gov/dlm. ○ The *RISAP Test Coordinator Handbook* contains all policies related to state assessments. Go to www.ride.ri.gov/tc to download. • **Outplacement Schools:** Any student tuitioned 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.
	4. **Download the following documents** from www.ride.ri.gov/assessment-manuals from the *Test Coordinator* tab or from https://dynamiclearningmaps.org/rhodeisland. The tasks in this checklist reference page numbers in each of these documents. • *Assessment Coordinator Manual* • *Data Management Manual* • *RI Guide to Required Training (posted at www.ride.ri.gov/assessment-manuals and click on the DLM tab).* • *Accessibility Manual* • *Educator Portal User Guide* • *Test Administrator Checklist for distribution to anyone preparing for DLM.*
	5. **Log in to Kite Educator Portal (EP)**

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	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: • 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:** *Getting Started in Educator Portal* (3:19 min.) **Returning Test Coordinators:** Last year's username will remain the same, but you will need to reset your password by clicking on *Forgot Password?* on the Educator Portal home page.
	6. **Complete the Security Agreement in Educator Portal.** Instructions for completing the security agreement can be found in each of the manuals listed below. The Security Agreement expires during the first week of August each year, so it must be completed again every year. • **Read:** *Educator Portal User Guide*, page 22 or *Agree to the Security Agreement (Assessment Coordinator Manual),* page 46.
	7. **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. • 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* (2:18 min) • **Read:** *Add a User Manually (Data Management Manual),* page 52. • **Read:** *Manage User Accounts (Educator Portal User Guide),* page 12. • **Read:** in the *Data Management Manual*: ○ *Manage User Data* on page 21 ○ **To add many new users:** *Create a User Upload Template File*, page 43 ○ *Add a User Manually* on page 52 ○ *Activate or Deactivate a User* on page 65 **NOTE:** • If you have a teacher who has an Educator Portal account with another district, contact Heather Heineke to transfer the account to the new district so the training history isn't interrupted. 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 *active* 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. **Develop a Training Plan for Test Administrators.** Try to have test administrator training completed by **March 15, 2027,** to ensure that teachers have enough time to complete the First Contact Survey *before the start of the testing window*. Once test administrators complete their training, they must print their certificate of completion and give it to the district test coordinator and their principal as proof of their training. Additionally, test coordinators must show the Test Administrator Core Training, explained below. The certificate link appears in the "Congratulations!" section of the Training tab after all quizzes are passed. If a test administrator does not select the certificate link, they will not show as trained and cannot test students. • Download the *Test Administrator Core Training* from www.ride.ri.gov/assessment-manuals and edit the sections with your district and school policies and dates. • **Read:** *Guide to Required Training (RI edition)* (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 training modules.

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	• The training modules are 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 quizzes before they will be allowed to administer the DLM tests. • **Returning Test Administrators** administered DLM last year and are required to complete only the shorter returning course (about 1 hour, with one quiz in four sections). They must score at least 80% on the first attempt of the quiz. Educator Portal automatically records who administered the DLM last year to determine who is a returning test administrator. Districts have two options for training test administrators: **Option 1: Self-Directed Training** • Access the training modules through Educator Portal. **Option 2: Facilitated in-person training led by district administrators.** • This option 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 who serve as facilitators (district test coordinators) after they successfully complete the new test administrator training.
	9. **Distribute the Test Administrator Checklist** to any educators administering the DLM. • The *Test Administrator Checklist* is posted at www.ride.ri.gov/assessment-materials (click on the DLM tab).
	10. **Run the Training Status Extract in Educator Portal** to ensure that all test administrators have completed the necessary training requirements. Training status updates about 30 minutes after a teacher selects the certificate link. Select New File to see the latest data. • **Step-by-Step instructions for running the Training Status Extract Report,** page 127 in the *Educator Portal User Guide*.

	11. **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. If a student is enrolled in the wrong grade and it is corrected after testing starts, the student must begin testing again at the new grade, and previously completed testlets may no longer be available.
	Reminder: any changes to student data will take at least 24 hours to show up in Kite Educator Portal and could take as long as 48 hours. Please make sure your rosters are completed well before testing begins to ensure that teachers have ample time to complete the assessments. A student must be rostered, and have a submitted First Contact Survey and PNP Profile, at least 24 hours before the testing window opens for the first testlet to be available on opening day.
	Outplacement Schools must contact the sending district with any corrections.
	• **October 5, 2026:** RIDE began the overnight data feed to Kite EP. Rosters can be created after this date.
	• Rosters must be created for each content area:
	  ○ 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:** *Customization for Each Student (Assessment Coordinator Manual),* page 28.
	• **Step-by-step instructions** are in *Manage Roster Data* (*Data Management Manual),* page 135:
	  ○ **Create a file for multiple teachers and schools,** see *Create a Roster Upload Template,* page 137.

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	○ **Create a roster manually,** see *Create a Roster Manually* on page 146.
	12. **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. • Step-by-step instructions for running any report extract (*Educator Portal User Guide*), page 99. • *Roster and First Contact Survey Extract (Educator Portal User Guide),* page 123.
	13. **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.*** • The *Technology Specifications Manual* 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.
	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 *or* through the district amendment process. • Accommodations available on DLM are found in the *DLM Accessibility Manual* at www.ride.ri.gov/assessment-manuals and click on the DLM tab.
	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. Make sure the PNP settings match the supports in the student's IEP. Allow at least 24 hours after PNP settings are saved or changed before the student tests. • **Completing the PNP:** ○ **Find the PNP:** *Access the PNP Profile and First Contact Survey (Educator Portal User Guide),* page 36. ○ **Step-by-step instructions:** *Complete the PNP Profile (Educator Portal User Guide),* page 39. • **Run the data and double-check that all teachers have completed the PNP:** ○ *PNP Settings Counts Extract (Educator Portal User Guide),* page 113. This extract lists the total number of students in an organization who have a given accessibility support selected on the PNP profile. ○ **Step-by-step instructions** for running any report extract *Accessing All Extracts* (*Educator Portal User Guide*), page 99.
	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 15, 2027:** All First Contact Surveys and Personal Needs and Preferences must be completed. Allow at least 24 hours after a First Contact Survey is submitted before the student tests. • **Completing the First Contact Survey:** ○ *Customization for Each Student (Assessment Coordinator Manual),* page 28. ○ **Step-by-step instructions** for completing the First Contact Survey can be found at *Complete the First Contact Survey (Educator Portal User Guide),* page 51. • **Run the data and double-check that all teachers have completed the PNP:** ○ **Step-by-step instructions** for running any report extract (*Educator Portal User Guide*), page 99. ○ **How to read the extract:** *Student Roster and First Contact Survey Extract (Educator Portal User Guide),* page 123.

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	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. • **Testing window: March 29 – May 28, 2027.** All assessments must be completed by the end of the school day on May 28, 2027. • Field test testlets are required. Each student receives 1 field test testlet in ELA, 1 in mathematics, and 4 in science. Administer them the same way as all other testlets. • Rhode Island policies: Exit Does Not Save and language translation are allowed. Student writing products must be kept for one year.
	18. **Monitor test completion progress.** All information you need to monitor DLM testing in your district or school can be found in the *Educator Portal User Guide* and in the videos posted at the link below. • **Read:** ○ **Step-by-step instructions:** *Monitoring Summary Report* (page 85) ○ **How to read the extract:** *DLM Test Administration Monitoring Extract* (page 107) • **Watch:** these videos demonstrate the step-by-step process of running and using the monitoring extracts. ○ *Test Administration Monitoring for Year-End States* (1:59 min) ○ *Monitoring the Assessment Using Extracts* (1:56 min) ○ **Short testing times:** A testlet completed in under 60 seconds is a test irregularity. The district must investigate with the teacher and enter the information in the RISAP Test Irregularity Reporting application in the RIDE Portal. Because DLM is adaptive, once a testlet is reset the teacher must readminister it and every testlet after it. ○ **Contacting the DLM Service Desk:** Do not email or enter student names into the live chat. You may send the student's SASID, school name, and grade. For any other student-specific information, call (855) 277-9751.
	19. **After testing, secure test materials and prepare for score reports.** ○ Confirm in Educator Portal that all testlets are submitted for all students. ○ Securely destroy Testlet Information Pages (TIPs), student test tickets and any other secure testing materials. TIPs and test tickets are secure documents. ○ Keep student writing products for one year. ○ Score reports are available to teachers and LEAs in Kite Educator Portal on July 27, 2027. Download any extracts, reports or enrollments you need before Kite Educator Portal is reset on July 28, 2027.

2026-27 Alternate Assessment Program Calendar		
DLM Test Administration	*Opens/Starts*	*Closes/Ends*
Test Administrator Training Modules	August 4, 2026	May 28, 2027
Overnight student data feed from RIDE to Educator Portal begins. Students can be rostered to teachers at any point after this date.	October 5, 2026	
In-Person Test Coordinator Training Registration: view Workshop	March 9, 2027 Session 1: 9:00 – 11:30 AM *or* Session 2: 12:00 -3:00PM	
Have all Test Administrator Training completed by:		March 15, 2027
Have all PNP and First Contact Surveys completed by:		March 15, 2027
DLM Testing Window	March 29, 2027	May 28, 2027
Score Report Delivery in Kite Educator Portal (includes district, school and student* reports).	July 27, 2027	
DLM Science score reports available in Kite Educator Portal (includes district, school and student reports).	August 6, 2027	
Teachers can download student score reports. Kite EP will be reset on July 28, 2027.	July 27, 2027	July 28, 2027
Printed Individual Student Score Report Delivery in LEAs	Week of Sept. 20, 2027 (estimate)	

* Teachers will have access to student score reports in Kite EP from July 27, 2027 until their testing rosters are reset on July 28, 2027. After July 28, teachers **will not** be able to access any student score reports unless they have student rosters. 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.