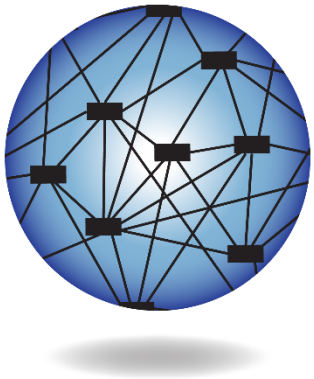


DYNAMIC®
LEARNING MAPS

GUIDE TO DLM REQUIRED TEST ADMINISTRATOR TRAINING 2026-2027

YEAR-END MODEL

RHODE ISLAND EDITION



RIDE Rhode Island Department of Education

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FINDING HELP

When the information in this manual and resources from the Rhode Island Department of Education (RIDE) do not lead to solutions, these contacts can provide additional support.

HINT: Print this page and keep it handy!

District or School Technology Coordinator	**RIDE** **Heather Heineke,** Assessment Specialist heather.heineke@ride.ri.gov www.ride.ri.gov/dlm	**District Test Coordinator and/or Special Education Director**	**The DLM Service Desk*** 1-855-277-9751, live chat feature in Kite Educator Portal, or DLM-support@ku.edu
• Kite® Student Portal installation • Installing a supported browser to access Educator Portal • General computer support • Internet availability • Display resolution • Issues with sound, headphones, speakers, etc.	• Test invalidation requirements • Test window dates, extensions, requirements, etc. • State assessment policies • Eligibility for alternate assessment	• How to use Student Portal and Educator Portal • Training requirements • Assessment scheduling • Student Individualized Education Program (IEP) requirements • Testlet resets (may take up to 72 hours)	• Data issues (rosters, enrollment, etc.) • Unlocking Student Portal

**When contacting the DLM Service Desk:*

- **Do not send any Personally Identifiable Information** (PII) for a student via email or via Live Chat in Educator Portal. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes information, such as a student's name. You may send the student's SASID, school name, and grade. For any concern in which the Service Desk requires other student-specific information, you must call. Only users with an active Educator Portal account can contact the Service Desk about data issues and unlocking Student Portal.
- Do send:
  - your contact information (email address and name)
  - your school name (include the district if contacting state-level personnel)
  - error messages, including the testlet number if applicable to the problem
  - the Service Desk ticket number when following up on a previously submitted issue

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Audience and Purpose

This guide helps trainees access Dynamic Learning Maps® (DLM®) required test administrator training in Kite Educator Portal. Everyone who will administer DLM assessments to students must complete the required training each school year.

Checklist

Use this checklist to access and participate in required test administrator training.

✓	Tasks
	1. Read this document.
	2. Access your account in Kite Educator Portal if you have one from last year *or* contact your district special education director or testing coordinator to get an account. *You cannot complete the training without an active Educator Portal account.*
	3. Complete the required annual Security Agreement in Educator Portal.
	4. Wait 30 minutes after activating an Educator Portal account, then log in to Training Courses using the instructions in this document.
	5. Download the *Test Administrator Checklist* and other necessary test administration materials at www.ride.ri.gov/assessment-manuals and click on the DLM tab.
	6. Complete the required training course, either as facilitated training sessions or self-directed modules, and quizzes. **Your district will let you know which training option to use.** This step should be completed by **March 15, 2027**, two weeks before the test administration window opens.
	7. Print a copy of the completion certificate for your records and provide copies to your district special education director or district test coordinator *and* your principal.

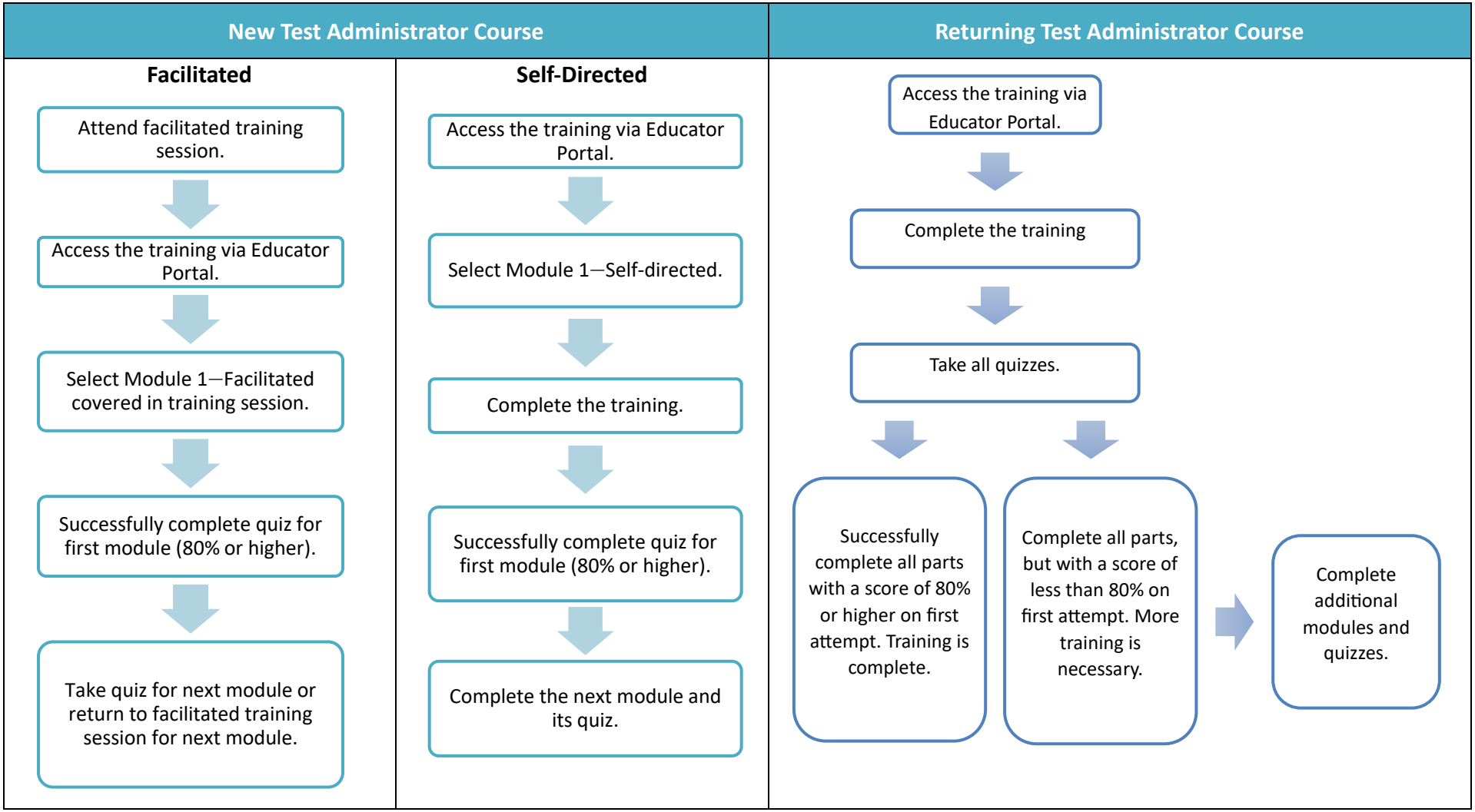
1. About DLM Required Test Administrator Training

The DLM Alternate Assessment Consortium provides required training for test administrators:

- **Training is accessed in Educator Portal via the Training tab.**
- **The Training Courses training site opened August 4, 2026.** If you complete the modules now, you will not need to repeat the modules for the spring administration. Your LEA may require you to attend additional training prior to administering the DLM assessments when the testing window opens on March 29, 2027. The LEA is responsible for ensuring all test administrators are trained to administer the state assessments given in their school.
- **Training is required for all test administrators.** There are two types of training courses:
  - *New Test Administrator* training is for those who did not administer DLM last year (2025-26).
  - *Returning Test Administrator* training is for educators who administered DLM last year (2025-26).
- **LEAs in Rhode Island should select which option will work best for their educators**; either self-directed or facilitated. LEAs are responsible for determining how best to train test administrators and ensuring that all test administrators are trained appropriately. Please check with your special education director or district test coordinator to determine the training option selected as well as any dates, times, and location for test administrator training.
- **Accounts:**
  - Contact your special education director or test coordinator to get an account in Educator Portal.
  - **If you are a returning teacher and have moved to a different district**, contact Heather Heineke at heather.heineke@ride.ri.gov and provide your previous email address, school, and district and your new email address, school, and district and she will transfer your account. Because Educator Portal uses email addresses as usernames, a change in email address (for example, because of a name, school, or district change) can cause the system to treat the account as new and enroll the user in the New Test Administrator course. If this happens, contact Heather Heineke.
- Successful completion of the course requires passing all quizzes with score of 80% or higher.

2. Process for Completing the Test Administrator Course

Required training for new test administrators is available in self-directed and facilitated formats, while the returning test administrator course is only available in the self-directed format. The process flows are included below to highlight the differences between the two training formats.

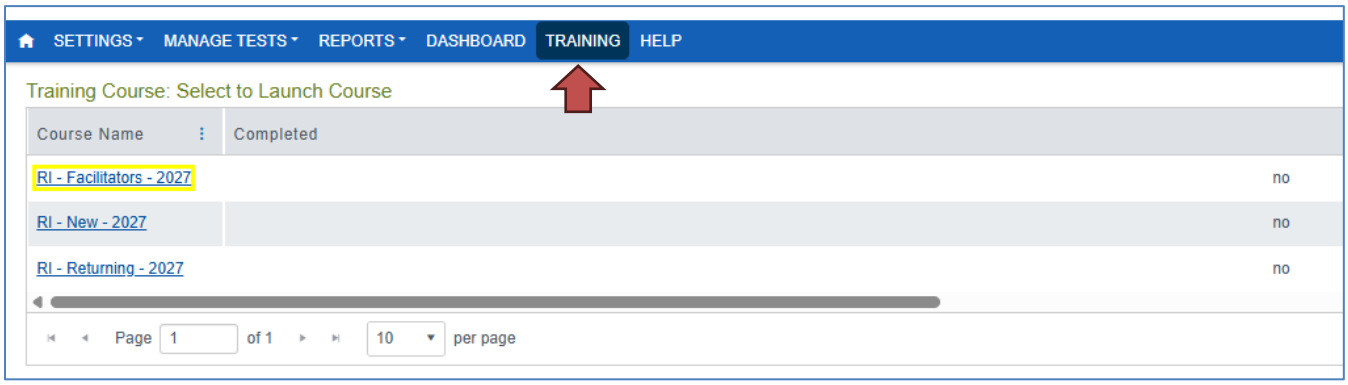


Access the Training in Educator Portal

Users who have an Educator Portal account and the Teacher role are automatically enrolled in the training and access the training in Educator Portal via the Training tab (figure 1). Select the course name to launch the training.

- Each test administrator must have only one active account in Educator Portal with a correct email address and educator identifier.
- New Educator Portal users are enrolled in the training within 30 minutes after their accounts are activated.
- The training courses are available beginning August 4, 2026 and will remain open until the last day of the state DLM testing window, May 28, 2027.
- Pop-up blockers must be disabled for the course to launch.

Figure 1: *Select the Training Tab in Educator Portal*



About the New Test Administrator Course

In the *Required Training for New Test Administrators* course, test administrators must successfully complete four modules with a passing score on each module's quiz before beginning student assessment. Modules are available one at a time in sequential order. Trainees must pass the quiz at 80% or higher (at least 8 of 10 questions correct) to access the next module. Modules are available in the order listed below.

Total training time for new test administrators is approximately two and a half hours. The timeframe includes videos and time to independently complete quizzes and the optional activities in each module. Specific time estimates for each module of the required training are provided below.

- **Module 1—Overview of the DLM Assessment System**
  Approximately 30 minutes

  Topics:
  1. Test design and accessibility

2. Test security

- **Module 2—Testlets and Test Administration** (Module 2 is the longest module because of the testlet demonstrations and the emphasis on accessing the Testlet Information Pages (TIPs) for each testlet before administering it to a student.)
  Approximately 45 minutes

  Topics:
  1. Testlet Types and Item Types
  2. Testlet demonstrations
- **Module 3—The Assessment Model (Year-End or Instructionally Embedded)**
  Approximately 25 minutes

  Topics:
  1. Assessment window tasks
  2. Scoring

NOTE: Rhode Island continues to use the Year-End model in 2026-27. Module 3 also describes the Instructionally Embedded (IE) model, which Rhode Island will begin using for English language arts and mathematics in 2027-28.

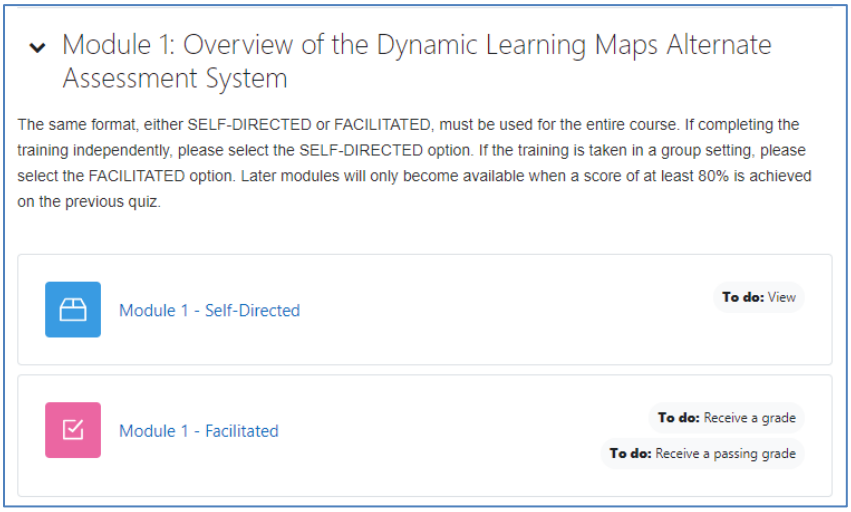
- **Module 4— Becoming Familiar with DLM Resources**
  Approximately 15 minutes

  Topics:
  1. The DLM website
  2. Instructional resources

Educators in Rhode Island have access to both the self-directed and facilitated training options as shown in Figure 2.

NOTE: LEAs are responsible for determining whether educators will be trained using the self-directed or facilitated option. Please check with your LEA to determine the training option selected as well as any dates, times, and locations for test administrator training.

Figure 2: *Links to Self-Directed and Facilitated Training Within the Training Course*



All four modules must be completed using the same format, either self-directed or facilitated. Once an option is selected for Module 1, all other modules will follow the same option. The modules must be finished in order. When first entering the course, only the first training module is visible. Each additional module becomes available after the previous module is successfully completed.

Required Training for Returning Test Administrators

The training course for returning test administrators is designed for test administrators who completed all training requirements in the previous school year. **Returning test administrators must successfully complete one module (the Refresher Training module, which has five lessons) with a passing score of 80% or higher (at least four correct responses out of five) on all four parts of the quiz on the first attempt. Otherwise, additional training will be required.**

NOTE: A returning test administrator is identified based on Educator Portal records. **If a teacher did not complete the training requirements last year, they will have to take the new test administrator training.** If a teacher is a returning test administrator and believes to have been mistakenly placed in the course for new test administrators, contact Heather Heineke at heather.heineke@ride.ri.gov.

The returning test administrator training takes about one hour to complete. This includes the video and time to independently complete the quiz.

Returning Test Administrator Training—Refresher Training Module

Test administrators review the most salient information from the modules for new test administrators. The training for returning test administrators follows the same order of topics as listed above for the modules in the training for new test administrators.

The Refresher Training module has five lessons. The first lesson, What's New, highlights updates for the new school year; it does not have a quiz. The other four lessons correspond to the four modules for new test administrators. A graphic organizer PDF is embedded at the beginning of the Overview lesson and can be downloaded and used to take notes for all lessons. The four-part quiz has one part for each module; each part is unlocked when the previous part is completed.

If any returning test administrator training quiz is not successfully completed on the first attempt, additional training will be required. The course will redirect the test administrator to the corresponding module in the training course for new test administrators, which must be completed, including its quiz, before continuing with the returning course.

Successful Completion of Training Requirements

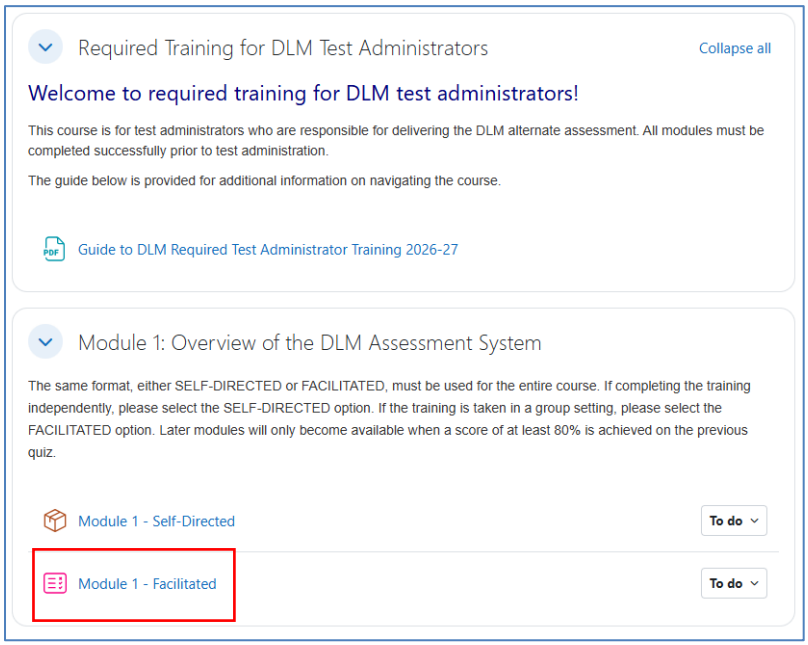
All training requirements must be complete before the test administrator will have access to the student's Student Portal login information.

- Attend a facilitated training or take the self-directed training via Educator Portal.
- Complete each quiz with a score of 80% or better.
- All quizzes must be successfully completed for the entire training course to be complete.
- Print and save a completion certificate and send a copy to your district special education director or test coordinator *and* your principal. Note that the certificate must be selected for the training course to be registered as complete.
- Wait 30 minutes after selecting the completion certificate before attempting to access student information in Educator Portal (assuming students have been enrolled and rostered).

3. Complete Required Training

Complete a Facilitated Course

1. To complete a facilitated module, first attend a training session (if offered by your district). Do not select the facilitated option unless you have already attended a facilitated training session or are directed to do so during one. Then, follow the steps below to access the quiz (see *the quiz steps in Complete a Self-Directed Course*).
2. Log in to Educator Portal, select the TRAINING tab, and launch the training course.



3. A welcome message appears with links to self-directed and facilitated modules. Choose the facilitated format.

4. The quiz for Module 1 opens right away. Complete the quiz using the quiz steps in Complete a Self-Directed Course. Repeat for each module until all four modules are complete.

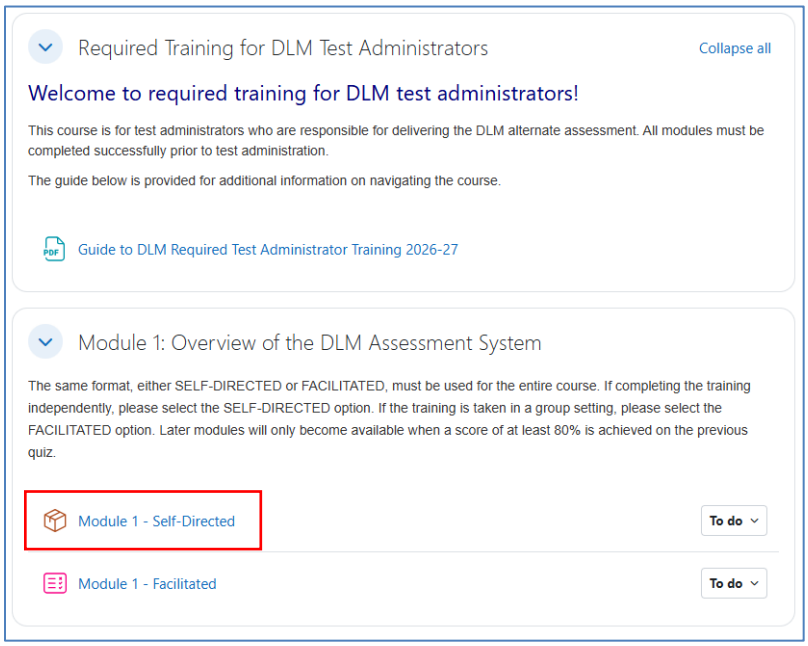
> **HINT:** Only one module will be available at a time. As each module is successfully completed, the next becomes available. Successful completion means passing the quiz with a score of 80% or higher.

Complete a Self-Directed Course

This procedure applies to the self-directed modules. To complete the self-directed course, view the Module 1 recorded training online, then go to *step 5 below*.

1. Log into Educator Portal, select the TRAINING tab.

2. A welcome message appears with links to self-directed and facilitated modules. Choose the self-directed format.



HINT: Only one module will be available at a time. As each module is successfully completed, the next becomes available. Successful completion means passing the quiz with a score of 80% or higher.

3. Click the name of the module (for example, Module 1 – Self-Directed), then select the **Start Module** button. As you navigate through the module, a graphic organizer PDF is embedded in Module 1 that you can download and use to take notes for all four modules. Each module has an embedded check-for-understanding activity that is optional but recommended to reinforce the main ideas.
4. Follow the onscreen instructions to complete the module. Do not attempt the module quiz without first going through the entire module presentation.

HINT: The PDF resources offered in each module are optional but may be useful to reference when preparing for the assessment administration. Read all information in each module, review the videos, and select the Continue button to navigate through each part of the modules. The optional activity after each video is not scored, and correct answers are shown after you submit your attempt. **These activities are not the modules' quizzes.**

5. After you complete the module, select the Module 1 – Self-Directed Quiz link at the bottom right of the screen (Module 2 – Self-Directed Quiz, and so on, for later modules). The quiz opens.

NOTE: The next module appears only after passing the current module's quiz with a score of 80% or higher.

6. Answer the questions. When all questions are answered, click the **Finish attempt** button.
7. The **Summary of Attempt Screen** appears. Choose one of the options from Table 4 to continue.

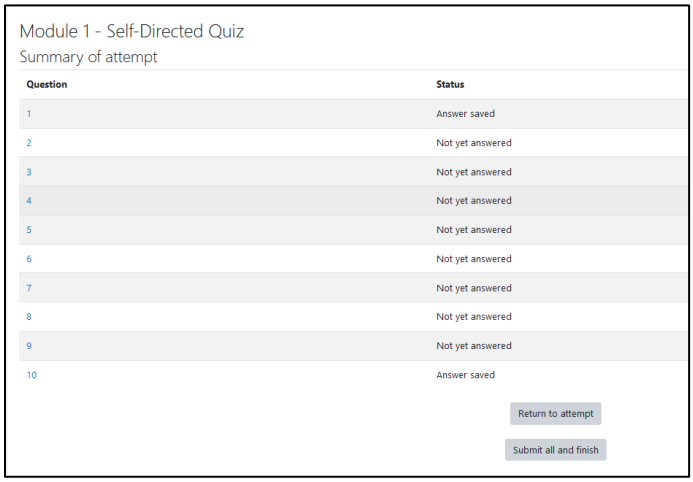
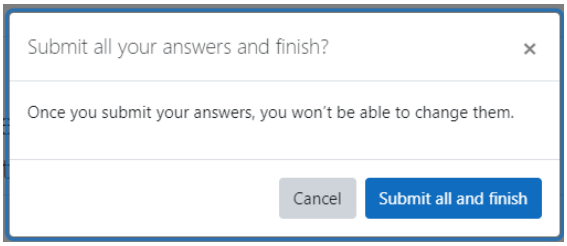


Table 4: *Options for Summary of Attempt Screen*

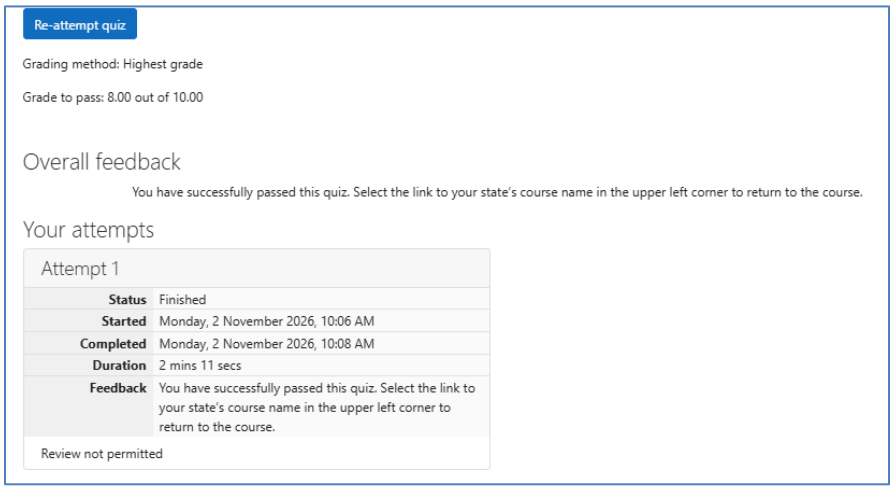
If wanting to:	Then:
Submit answers	Click **Submit all** and finish.
Review questions and answers	Click **Return** to attempt.

HINT: Status indicates if questions were answered or not yet answered. If status shows a question is not yet answered, select **Return** to answer all questions.

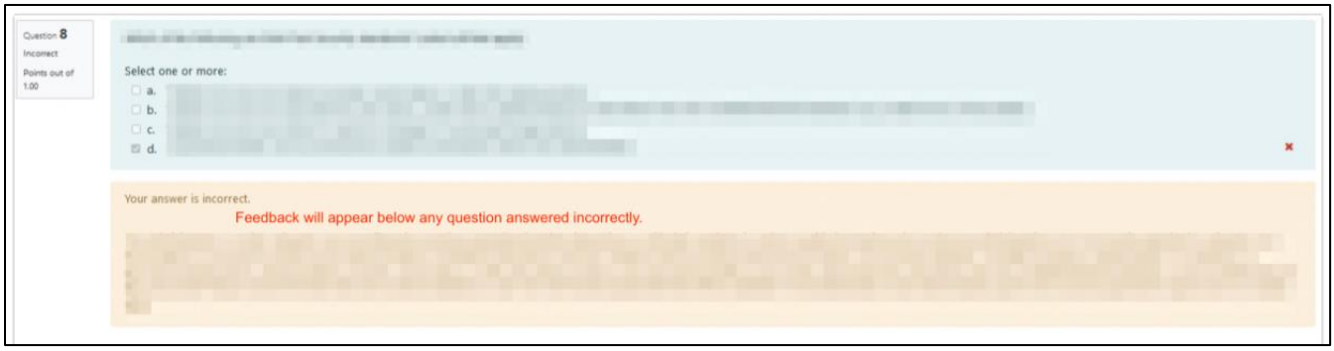
8. A confirmation screen appears after **Submit all and finish** is selected on the status screen. Click **Submit all and finish**. To return to the previous screen, click **Cancel**.



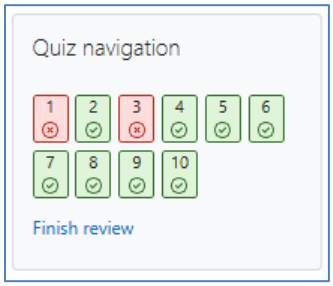
9. A review screen appears.



10. A summary provides feedback with the opportunity to review the completed quiz's questions and responses. Be sure to read the feedback for any questions answered incorrectly, especially if you must retake the quiz. The length of time that may be spent on the review screen is not limited. However, the review screen may no longer be available after selecting **Finish Review**.



11. The Quiz Navigation box will show if the response is *incorrect, correct,* or *not answered*.



12. Did you pass the quiz with 80% or more? See Table 5 for next steps.

Table 5: *Quiz Next Steps*

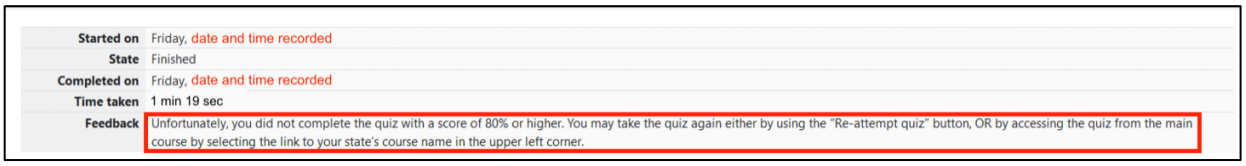
If:	Then:
Yes	Click Finish review, then click the course name to return to the main course page.
No	Click the ***Re-attempt*** quiz button on the same page as your review feedback. See Retake a Quiz.

13. Repeat these steps until each required module has been successfully completed.

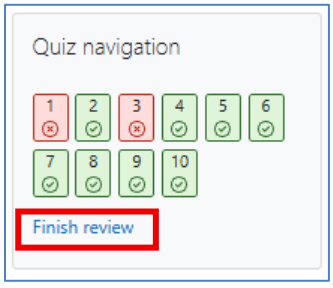
Retake a Quiz

If a participant scores less than 80% on the quiz, they are directed to retake it (Figure 3). For the New Test Administrator Course, a passing score is at least 8 of 10 questions correct, and there is no limit on the number of attempts. Participants taking the Returning Test Administrator Course will only have one attempt to pass a quiz. If the quiz is not passed on the first attempt, they will be directed to complete additional training (the corresponding module from the New Test Administrator Course and its quiz) before continuing with the Returning course.

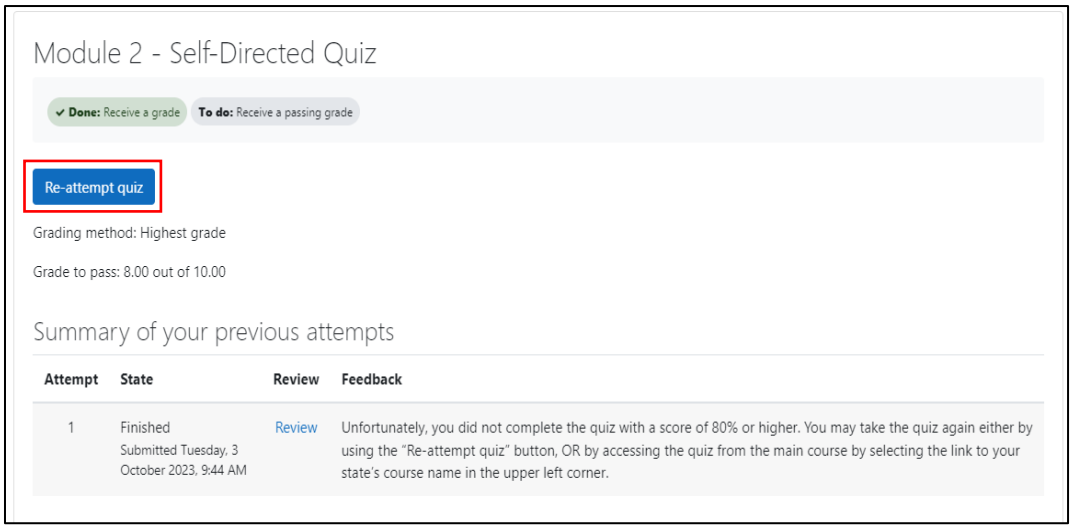
Figure 3: *Notification to Retake a Quiz*



1. Review the feedback for each question you answered incorrectly. The feedback and the Re-attempt quiz button appear on the same page. Existing answers cannot be changed.



2. Click the **Re-attempt quiz button**.



3. Answer the questions. See *Complete a Self-Directed Course* for more detail.
4. After completing the quiz with a score of 80% or higher, continue to the next module.

Complete the Returning Test Administrator Course

This procedure applies to test administrators who are enrolled in the Returning course. The Returning course is available in the self-directed format only.

1. Log into Educator Portal and select the TRAINING tab.
2. Select the link to the Returning course in the Course Name column. Pop-up blockers must be disabled for the course to launch.
3. Select the Refresher Training link. A page titled Required Test Administrator Training (Returning, Year-End) opens. Select the Start Course button.
4. Read all of the information in each lesson and follow the directions. The Refresher Training module has five lessons. The first lesson, *What's New*, highlights updates for the new school year and does not have a quiz. The other four lessons match the four modules for new test administrators.
5. After completing all the lessons, select the *Module 1 – Quiz* link at the bottom right of the screen, or select the course name at the top of the screen to return to the landing page.
6. Complete the Module 1 quiz using the quiz steps in *Complete a Self-Directed Course.* The quiz has four parts, one for each module. A passing score on each part is at least 4 of 5 correct. Each part opens after the previous part is passed.

NOTE: Returning test administrators have only one attempt at each part. If a part is not passed on the first attempt, the course sends you to the matching module for new test administrators. Complete that module and its quiz before continuing with the Returning course.

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7. When all four parts are passed, return to the landing page. The certificate appears near the bottom of the page. Select *DLM Test Administrator Certificate* so the course registers as complete.

Review a Module (Self-Directed)

Each self-directed module is available for review, even after the quiz is successfully completed. The training course remains available for review as long as it is open.

1. Go to the course title and select the module to review.
2. Review the module.
3. Click the course name to return to the main page to access other modules.

Monitor the Completion of Required Test Administrator Training

To monitor completion of the required test administrator training, follow these steps.

1. Does this message appear at the bottom of the course page?

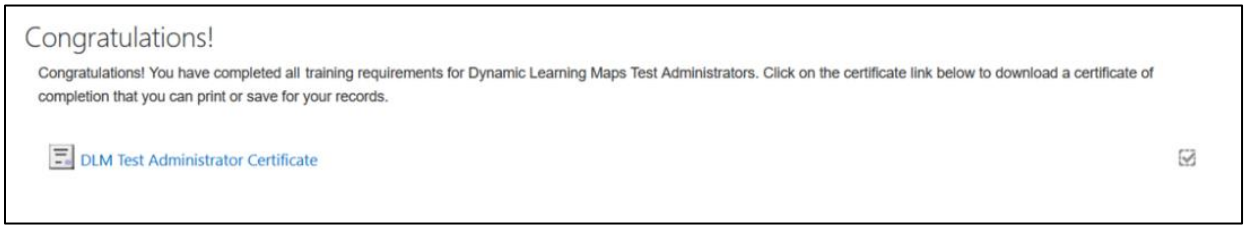
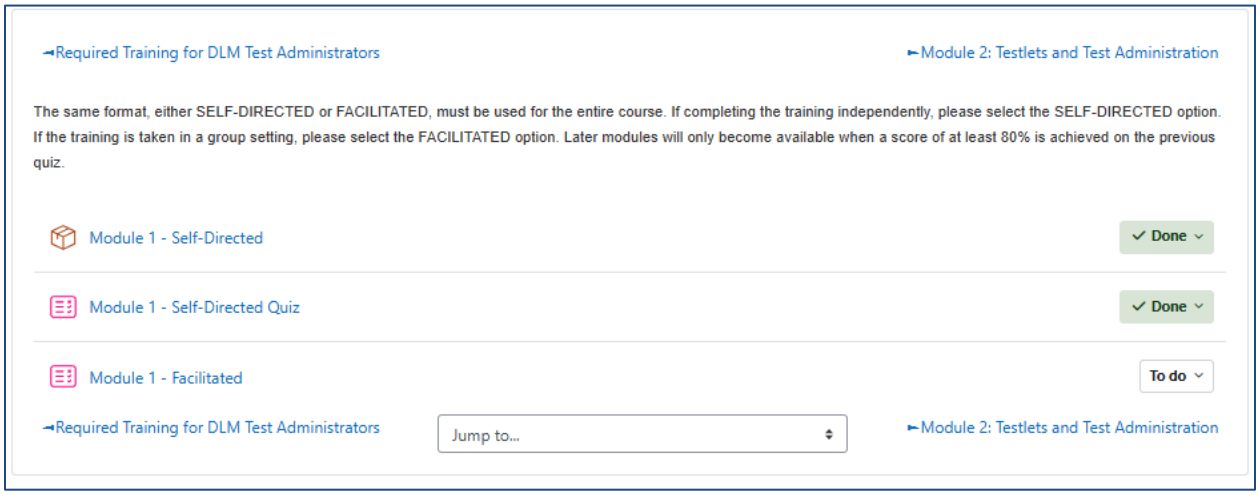


Table 6: *Training Completion Steps*

If:	Then:
Yes	All modules are complete, and quizzes are passed.
No	Go to the next step.

2. On the course screen, **Done** indicates completed items.



3. Does the next module appear? See Table 7 for next steps.

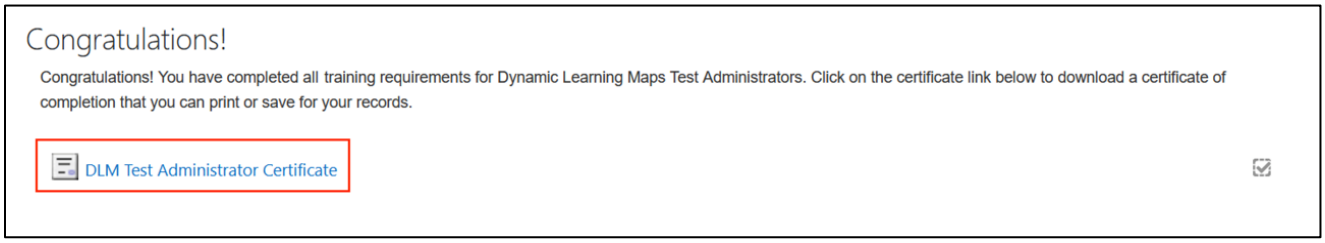
Table 7: *Next Steps for Next Module*

If:	Then:
Yes	Click the next module (for example, *Module 2: Testlets and Test Administration)* in the bottom right corner.
No	Click *Re-attempt quiz.* The previous module's quiz has not been passed. The next module will only become available after scoring an 80% or higher on the current quiz.

Print a Completion Certificate

A certificate verifying completion of training becomes available after successfully completing all quizzes. It appears near the bottom of the course page after the Module 4 quiz. Rhode Island does not require any additional modules.

1. Scroll to the bottom of the Training Courses page.
2. Click the certificate under the Congratulations heading.



3. The certificate will appear in a new window. Save and print a paper copy of the certificate and give a copy to your district special education director or district testing coordinator and your principal.

   Once this process is complete, educators will have access to information for students on their rosters.