

8/22/2014

Professional development for the Dynamic Learning Maps Alternate Assessment is currently available for teachers through the KITE Educator Portal.

In order for teachers to view available professional development for the Dynamic Learning Maps Alternate Assessment, they must have an account in KITE Educator Portal. It is recommended the Assessment Coordinator (the person supporting test administrators and/or assessment implementation) create this account. There are two options for creating an account for teachers: Add User Manually or Upload User.

Assessment Coordinators must have an existing KITE Educator Portal account in order to complete this process.

Option 1: Add User Manually

- 1) Sign in to your KITE Educator Portal Account.
<http://educator.cete.us/AART/login.htm>
- 2) Click Configuration
- 3) Select the “Users” tab
- 4) Select Action: “Add User Manually”
- 5) Enter the user’s information
- 6) Select “Save” after entering information in the required fields.

Option 2: Upload User

- 1) Sign in to your Educator Portal Account.
<http://educator.cete.us/AART/login.htm>
- 2) Click Configuration
- 3) Select the “Users” tab
- 4) Select Action: Upload Users
 - This option requires a User Template (csv) file. The User Template (csv) file as well as the Data Steward Manual can be downloaded at <http://dynamiclearningmaps.org/oklahoma>.
- 5) Select “Upload” after entering information in the required fields.

Note: For districts with a large number of teachers, it is recommended they upload users via a csv file.

For technical help, contact the DLM Help Desk at (855) 277-9751 or DLM-support@ku.edu.

Assessment Coordinators: If you do not have an existing KITE Educator Portal account, email kurt.johnson@sde.ok.gov. Provide your first name, last name, email, and school district along with the subject heading “Add User: Assessment Coordinator”.