Dynamic Learning Maps (DLM) Quick Reference Guide for District Test Coordinators

This quick reference guide provides information for the most essential tasks associated with the alternate assessment. Additional important information is found in the Dynamic Learning Maps (DLM) manuals on the Oklahoma DLM webpage.   It is the responsibility of the school district to ensure all staff who will be interacting with the alternate assessment read and familiarize themselves with the DLM manuals. All of the DLM manuals and related information can be found at http://dynamiclearningmaps.org/oklahoma.

Step 1: Identify the OAAP District Test Coordinator (DTC)

Determine who in your school district will serve as the Oklahoma Alternate Assessment Program (OAAP) District Test Coordinator (DTC). The DTC account must be created by the Oklahoma State Department of Education (OSDE). If a DTC account has not been created for your district or a new DTC account is needed, send the name and email address of the designated person to caroline.misner@sde.ok.gov.

- New DTCs will receive an activation email from KITE Support containing next steps for setting up a password.

Step 2: The DTC creates additional user accounts in the DLM Educator Portal

The DTC is responsible for creating any additional user accounts needed within the school district, such as teacher accounts and building user accounts. The creation of a "teacher" role to an existing Educator Portal account triggers the automatic enrollment in the required training.

- Information about managing user data and creating user accounts begins on page 19 of the DLM Data Management manual found at https://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Data_Management_Manual_2023-2024%20OK.pdf
- New users will receive an activation email from KITE Support containing next steps for setting up a password.
- If the DTC will also be a Test Administrator, the DTC must add a teacher role to their existing account in Educator Portal.

Step 3: The DTC enrolls students not yet enrolled

The OSDE utilizes EdPlan to complete one bulk enrollment upload into KITE Educator Portal in the fall. If for some reason students are not captured in this enrollment process, it is the responsibility of the school district to enroll additional students in Educator Portal.
- Information regarding this step begins on page 82 of the DLM Data Management manual found at https://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Data_Management_Manual_2023-2024%20OK.pdf.

Step 4: The DTC creates rosters in Educator Portal

All students must be rostered to specific tests for the grade in which they are enrolled. Students must be rostered to one test administrator per school, per grade, and per subject. For example, a 4th grade student will be included on a 4th grade ELA roster and a 4th grade math roster. Some sample roster names are "Ms. Williams 4th grade math" or "Mr. Brown 6th grade ELA".
- See page 124 of the DLM Data Management Manual for more information. https://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Data_Management_Manual_2023-2024%20OK.pdf.

Step 5: Ensure completion of the following required tasks for Teachers/Test Administrators

There are four tasks that must be completed in order to work at the student level in Educator Portal.
- Complete the DLM Security Agreement. Information regarding this step can be found on page 38 of the Test Administration Manual found at
- https://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/ Test_Administration_Manual_YE_2023-2024.pdf.

- All test administrators must complete the required training before administering the DLM assessment. The DLM system will only assign training courses to those users assigned a teacher role in Educator Portal. District administrators who would like to complete DLM training must assign themselves a teacher role in addition to their administrative user roles.
    - See page 50 of the Data Management Manual for information about assigning multiple user roles in Educator Portal. https://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Data_Management_Manual_2023-2024%20OK.pdf.

- See page 7 of the Guide to DLM Required Test Administrator Training for information about the required training. https://dynamiclearningmaps.org/sites/default/files/documents/Manuals Blueprints/Guide_to_Required_Training_YE_2023-2024_Oklahoma.pdf. Detailed information about new test administrator requirements can be found on page 6 and returning test administrator requirements can be found on page 8 of the manual.
- Each post-test must be completed with a score of 80% or better in order for the entire training course to be considered complete.

- Complete the First Contact Survey for each student. Information regarding the First Contact Survey begins on page 41 of the Educator Portal User Guide found at https://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Educator_Portal_User_Guide_2023-2024_Oklahoma.pdf.
- Complete the Personal Needs Profile (PNP), formerly known as the Access profile, for each student. Information regarding the PNP begins on page 28 of the *Educator Portal User Guide* found at https://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Educator_Portal_User_Guide_2023-2024_Oklahoma.pdf.

Step 6: Ensure installation of KITE Student Portal version 9.0 on all devices used for test administration.
KITE Student Portal version 9.0 must be installed on all devices used for DLM testing during the 2023-2024 school year. Previous versions will not work and must be removed before KITE Student Portal can be installed.
- Information regarding this step can be found on the DLM webpage at https://dynamiclearningmaps.org/kite.

If you have questions please reach out to Caroline Misner, caroline.misner@sde.ok.gov or Kristen Coleman, kristen.coleman@sde.ok.gov.