



# Preparing for the 2023 DLM-AA: Teachers

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## Agenda

- Kite Educator Portal vs. Kite Student Portal
- Security Agreement & Training
- Kite Student Portal
- Rosters
- Share Information with Parents
- Personal Needs & Preferences Profile
- First Contact Survey
- Practice
- Prepare to Test
- Administer the Assessment
- Follow-up
- Resources

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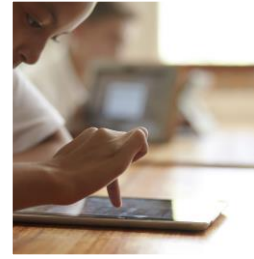


# Kite Educator Portal vs. Kite Student Portal



## Educator Portal

- Where educators manage student data and retrieve directions for administering the assessment



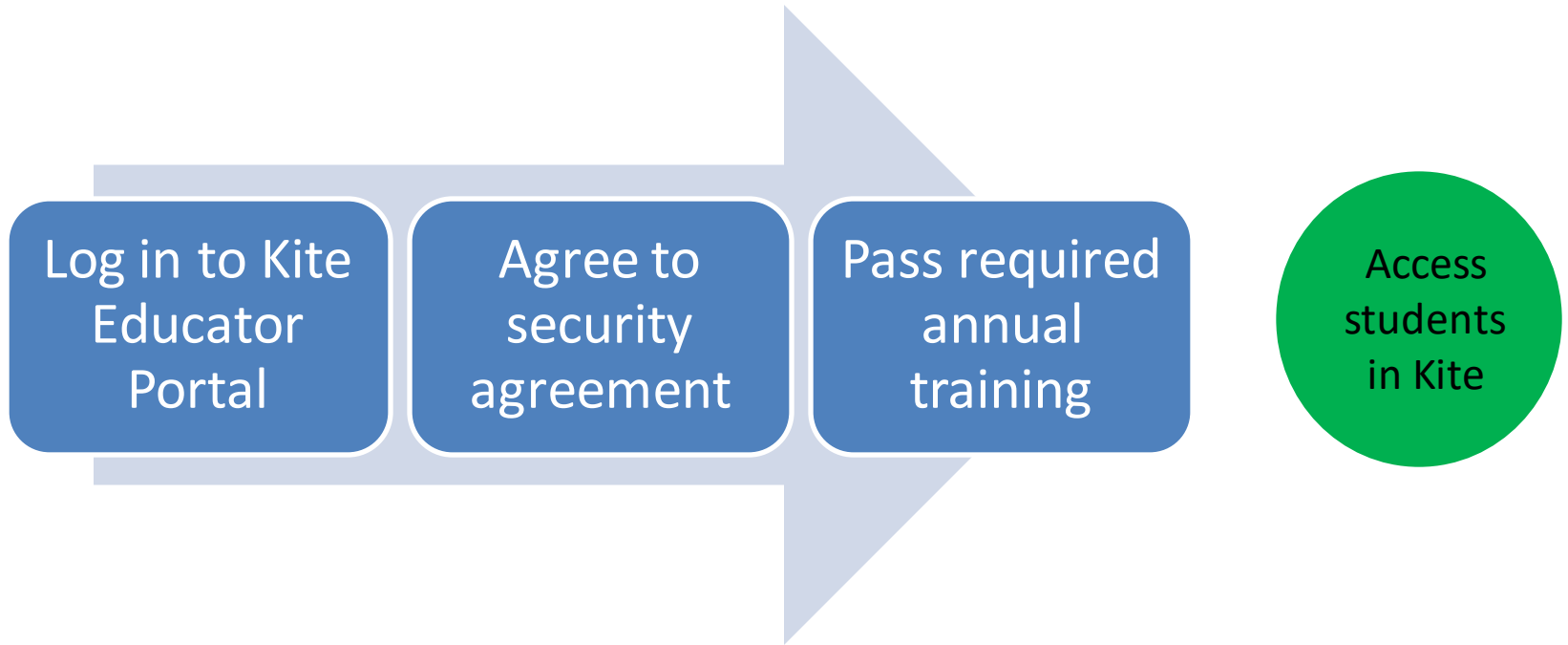
## Student Portal

- Platform where students take the DLM assessments
- Available for Chrome, Mac, iPad, Windows

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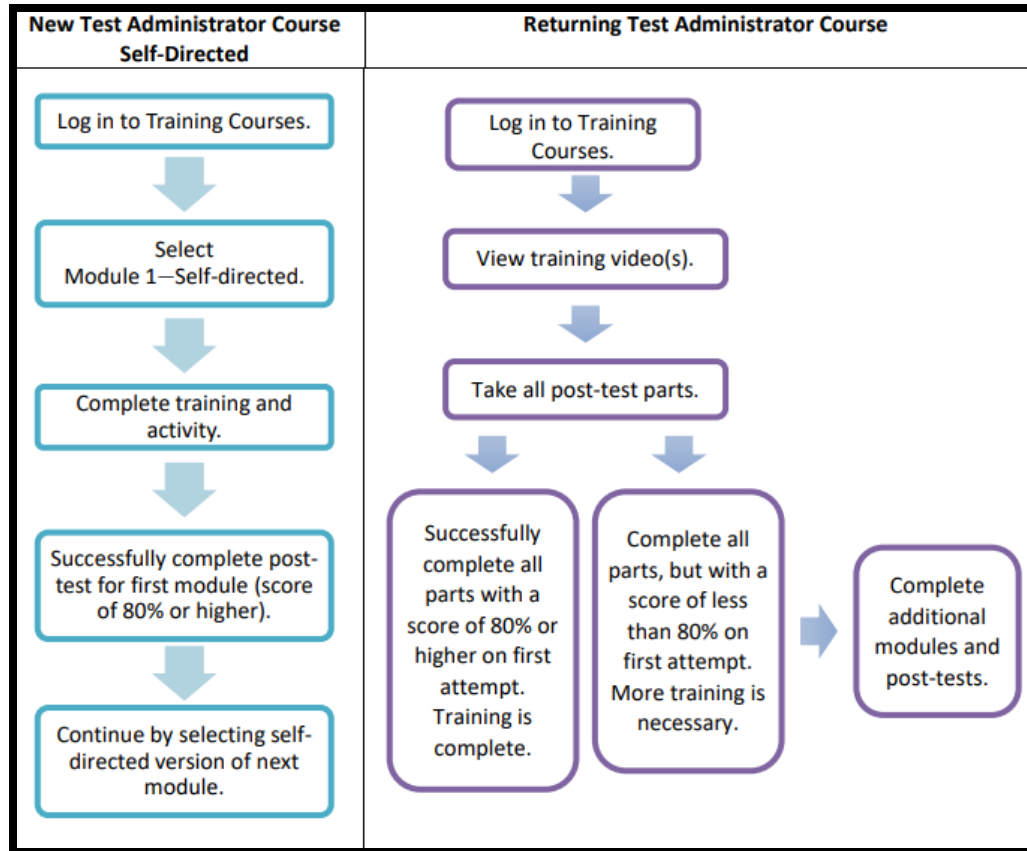
# Security Agreement & Training



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# Required Annual Training



**SPECIAL NOTE:**  
Username for training is the email address used for Educator Portal

SOURCE: [https://dynamiclearningmaps.org/sites/default/files/documents/Manuals\\_Blueprints/Guide\\_to\\_Required\\_Training\\_YE.pdf](https://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Guide_to_Required_Training_YE.pdf)

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## IMPORTANT!

- Teachers must print or save the certificate of completion generated at the end of training
  - Scroll to bottom of Training Courses page
  - Click the certificate under the heading, "Congratulations." A new page appears.
  - **Click "Get Your Certificate."**
- Retain the certificate in a place where you can easily retrieve it if needed
- This simple practice may save time in the future

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## Kite Student Portal

- Ensure all testing devices you will use have the most recent version of [Kite Client](#) installed. Version 9.0.0 is needed for the 2022-23 school year. Previous versions are not compatible with the 2022-23 assessment and must be removed.
- Speak with your building or district test coordinator for guidance if you do not have the latest version.



## Rosters

- Verify the students on your roster.
- Ensure data, including grade, date of birth, spelling of name, demographic information, are correct.
  - Notify your district or building test coordinator if changes are needed.
- Students in grades 3-11 are assessed in ELA and Math.
  - Certain 12th-graders are also assessed. Please confer with your district or building test coordinator as needed.
- Students in grades 5, 8 and 11 are also assessed in Science
  - 12th graders will never be rostered for Science
- Page 24 of the [Educator Portal User Guide](#) provides steps for viewing rosters

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## Share Information with Parents

- Explain what the DLM is
  - The DLM assessment provides academic standards that are used to measure academic achievement for students who are eligible for the alternate assessment.
- Provide the logic for assessing this population of students
  - Federal requirement
  - The alternate assessment gives students a stronger chance to show what they know and can do.
- Talk to your DTC or BTC about using the parent notification letter to share about the upcoming DLM.
  - Found by going to ISBE – Assessments – DLM – Parent Notification Letter
  - English and Spanish versions available

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## Personal Needs & Preferences Profile

- Use the [Accessibility Manual](#) and, as needed, work with IEP teams to determine what accessibility supports should be provided for each student taking the DLM-AA.
- These supports should be reflected in each student's Personal Needs and Preferences Profile (PNPP) in Educator Portal.
  - The assessment should **not** be the first time the student uses these supports
- See page 28 of the [Educator Portal User Guide](#) for more information on how to input information for the PNPP.

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## First Contact Survey (FCS)

- Determines student's placement within the assessment
- Follows the student from year to year but *must* be updated each year
  - Educator Portal presents teacher with responses from previous year
- Approximately 20-30 minutes for a new student
- Approximately 10 minutes for an existing student
- Detailed information about the survey is found in the Accessibility Manual.
- The [Test Administration Manual](#) includes a list of all questions in the survey, Appendix B on page 114
- **MUST BE SUBMITTED EVEN IF NO CHANGES ARE MADE**

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## Practice

- Become familiar with DLM testlets.
- Use this opportunity to consider your students' communication needs and the tools needed to facilitate communication.
  - If needed, you can go back to the PNPP and update accessibility supports
- Access practice activities and released testlets
- Page 39 of the [Test Administration Manual](#) begins the explanation on how to access practice activities and released testlets.



## Prepare to Test

- Consider the school year calendar to ensure students complete all DLM testlets during the spring assessment window (March 15 – May 10, 2023).
- Obtain student usernames and passwords from the Educator Portal. See page 48 of the [Educator Portal User Guide](#) for the steps to view student usernames and passwords.



## More on Test Preparation

- Retrieve the Testlet Information Page (TIP) for the first testlet.
  - See page 50 of the [Educator Portal User Guide](#) for details.
- TIPs identify specific test materials needed for individual testlets and should be reviewed prior to administering each testlet.
  - You will need to gather materials needed before beginning assessment.
  - A collection list of materials for [ELA](#), [Math](#) and [Science](#) are posted on the [Illinois page](#) of the DLM website.



## Administer the Assessment

- Assess students on the first testlet.
- As each remaining testlet becomes available, retrieve the TIP, gather materials, and assess the student.
  - 15 minutes from finish of one testlet to issuance of next testlet
- Field test testlets may be assigned to students after operational testing has been completed.
  - Field test testlets **must** be administered.
- Securely destroy the TIP and the test ticket after testing is complete.

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## Follow-Up

- Use the DLM Test Administration Monitoring Extract to confirm your students have completed all required testlets.
  - All testlet data is lost when "EXIT DOES NOT SAVE" button is selected.
  - Incomplete testlet until you administer it again
- See page 100 of the [Educator Portal User Guide](#) for steps to generating an extract.
  - Good practice to review extract
  - Helps prevent missing scores





## Resources

- [Assessments tab on ISBE web site](#)
  - [Teacher Checklist](#)
- [DLM web site](#)
- [DLM professional development modules](#)
  - Excellent resources for teachers

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# Contact Information

DLM Service Desk

1-855-277-9751

Live Chat in Kite Educator Portal

ISBE

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1-866-317-6034 or 217-782-4823

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# Questions?



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