

PASA Dynamic Learning Maps (DLM)

Quick Start Guide for Assessment Coordinators (ACs)

1

Access DLM

- Visit and bookmark the [DLM webpage](#). For Pennsylvania-specific information, select Pennsylvania under the “For States” tab at the top of the page.
- Follow new security measures for creating passwords. *New and returning* ACs must create a password that meets these requirements: be at least 12 characters in length, use three of following four-character sets: upper-case letters, lower-case letters, numbers and symbols, and cannot be among the last 24 passwords created. **Passwords will expire every 60 days.**
 - To access [Educator Portal](#), **new** ACs must contact alternateassessment@pattankop.net and request access. Provide the AC’s name, email address and PPID if available. Activate Educator Portal by clicking on the link in the email from kite-support@ku.edu. Note: The activation email will only be active for 20 days. For questions regarding activation emails, contact alternateassessment@pattankop.net.
 - To access [Educator Portal](#), **returning** ACs must click on “Forgot Password” and change it to meet the above specifications.
- Accept the annual security agreement.

2

Download/Review Important Resources

- Review the [PASA DLM Instruction and Assessment Calendar](#) for important training requirements and timelines for PASA ACs and Assessors. Share the calendar with Assessors.
- Download and review the [Assessment Coordinator Manual](#) and the [Data Management Manual](#).
- Locate resources: [District Staff Video Resources](#) on the PA DLM website and PASA AC emails on the [PASA DLM Instruction and Assessment Hub](#).
- Sign up for [DLM test updates](#).

3

Complete Required Training

- Complete the required PASA DLM Data Management Training. Choose from one of three training formats. Asynchronous trainings are available on the [PA DLM website](#) beginning **August 28, 2023**. In-person sessions are offered at each PaTTAN office in November. Training must be completed by **December 15, 2023**.
 - Full Data Management Training (Asynchronous, New AC)
 - Refresher Data Management Training (Asynchronous, Returning AC)
 - Hands-On Data Management Training (In-Person, New or Returning AC). Participants must register for in-person training at the [PaTTAN Event Calendar](#). Dates: November 7 (PaTTAN West), November 13 (PaTTAN East), and November 14 (PaTTAN Central)
- New for 2023-2024**. All ACs are required to complete Required Test Administrator Training (RTAT) including Lessons Learned Module. ACs must:
 - Log into Educator Portal, accept the security agreement, and click on the “Training” tab in Educator Portal.
 - Click on the course. New ACs complete the **new** course. Returning ACs complete the **returning course**.

4

Complete Updates/Uploads of Templates

- Update users.** Review existing users. Add new users, remove users who no longer need access, and correct information for existing users if necessary. Notify alternateassessment@pattankop.net about any email address change to ensure updates occur in Training Courses.
 - Users must be updated between **8/14/2023 - 9/29/2023**.
- Enroll students.** Use the PIMS report entitled *PASA DLM Enrollment Report* as the Enrollment Upload Template.
 - Ensure that all PASA-eligible students are on the report and the grade on the report matches the grade listed on the IEP.
 - If errors are detected, work with the PIMS Coordinator to make corrections in PIMS and rerun the report.
 - Students must be enrolled between **10/16/23 - 11/17/23**.
- Roster students.** Separate rosters for ELA, Math and Science (grades 4, 8 and 11 only) must be created.
 - Users must be updated and students must be enrolled prior to uploading roster templates into Educator Portal.
 - Students must be rostered in each subject area between **10/16/23 - 12/1/23**.

5

Test Preparation and Administration Monitoring

- Monitor teacher progress prior to the testing window and ensure that the following are completed in their entirety:
 - Required Test Administration Training (RTAT) and Lessons Learned. The window for completing training is **8/4/23 - 12/15/23**.
 - Personal Needs and Preferences Profile (PNP) and First Contact Survey (FCS). The PNP and FCS must be completed between **10/16/23 - 1/26/24**.
- Use the Checklist for Assessment Coordinators in the [Assessment Coordinator Manual](#) to guide AC test preparation and administration monitoring activities.
- Ensure teachers have created schedules that allow for testing across multiple days and account for potential student absences.
- Run Data Extracts throughout the testing window to ensure that test administration is progressing at an acceptable rate.
- Ensure that all testing is completed and special circumstances codes entered during the testing window. The testing window is open from **3/11/24 - 5/3/24**.

