PASA Dynamic Learning Maps (DLM)
Quick Start Guide for Returning Assessors

1   Access DLM

- ☐ Visit and bookmark the DLM webpage. For PA specific information, select Pennsylvania under the "For States" tab at the top of the page.

- ☐ Follow **new** security measures for creating passwords. Returning users must click on "Forgot Password" on Educator Portal and change it to meet specifications. **Passwords must be** at least 12 characters in length, use three of the 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**.

- ☐ Accept the Security Agreement in Educator Portal.

2   Review Important Resources

- ☐ Review dates on the PASA DLM Instruction and Assessment Calendar. See **Teacher** required trainings/activities and start and end dates.

- ☐ Download important testing manuals and resources. (See links to manuals in Quick Start Guide for Assessors: PASA Online Resources.)

- ☐ Review suggested video supports. (See links to Educator Resource Videos in Quick Start Guide for Assessors: PASA Online Resources.)

3   Prepare for Testing

- ☐ Locate Guide to Practice Activities and Released Testlets to learn how to view practice activities and released testlets demonstrating various accomodation supports.

- ☐ Locate Materials Collections list by subject for commonly used test items. Filter on "Teacher" and "Assessment Resources". Locate and use Familiar Texts during instruction. Familiar Texts are embedded into testlet items.

4   Complete Required Trainings *Beginning* August 4, 2023

- ☐ Beginning August 4, the **Required Test Administrator Training (RTAT) and Lessons Learned** will be accessed by logging into Kite Educator Portal and clicking on the Training tab.

- ☐ Complete **RETURNING Required Test Administrator Training (RTAT)** and **Lessons Learned** by **December 15, 2023**. Returning RTAT and Lessons Learned will take approximately 1 hour 15 minutes.
  Note: Any post-test not completed on first attempt with 80 percent correct or more will require additional training/review of materials.

- ☐ Print a copy of your Completion Certificate for your records.

5   Verify Student Data on Rosters

☐ Review the students on your rosters in Educator Portal that have been assigned by your PASA AC.

- Do all my eligible students appear on my roster?

- Is each student assigned to the correct grade level per their IEP?

- Are there any students on my roster who are not eligible for PASA DLM?

6   Complete/Update Personal Learning Profile:
First Contact Survey (FCS) and Personal Needs and Preferences (PNP)

☐ **Complete the FCS in its entirety for all students this school year.** A FCS must be completed in order for the first set of testlets to be assigned to a student.

- The *first* testlet level assigned is based upon responses entered by the Assessor into the FCS. Responses aligned to the student's levels of functioning ensure delivery of the most appropriate *first* testlet level.

☐ **Complete** a PNP for newly enrolled students. **Review and update** the PNP for all returning students.

- The PNP must be reviewed/updated annually to ensure delivery of online accommodations and to accurately record accommodations provided by the assessor.

- FCS and PNP must be completed for all students by **January 26, 2024**. *Note: Students must be enrolled and rostered by the PASA AC prior to the Assessor completing the Personal Learning Profile.*

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