

PASA Dynamic Learning Maps (DLM) Quick Start Guide for Assessment Coordinators (ACs)

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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.
- ☐ Ensure your [Kite Educator Portal](#) account is still active.
 - For new ACs, contact alternateassessment@pattankop.net and request access. Provide the AC's name and email address. Activate the Educator Portal account by clicking on the link in the email from kite-support@ku.edu.
Note: Activation email will only be active for 20 days.
 - For questions regarding activation email, contact alternateassessment@pattankop.net
- ☐ Accept the annual security agreement.

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Download/Review Important Resources

- ☐ Review the [PASA DLM Instruction and Assessment Calendar](#) and [At-A-Glance PASA Instruction and Assessment Calendar](#) for important training requirements and timelines for PASA ACs and Assessors. Share 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 [PaTTAN PASA](#) webpage.
- ☐ Sign up for [DLM test updates](#).

3

Complete Required Training

- ☐ Complete the 4 required PASA DLM Data Management Training modules located on PA DLM website. All modules are available beginning 8/15/2022. For maximum benefit, complete trainings within the dates listed below:
 1. Updating Users (8/15/2022 - 9/30/2022)
 2. Enrolling Students (10/15/2022 - 12/31/2022)
 3. Rostering Students (10/15/2022 - 1/31/2023)
 4. Monitoring Progress (1/1/2023 - 3/10/2023)

*Note: While not required, it is strongly recommended ACs complete Required Test Administrator Training to support Assessors. Click on [Training Courses](#) on the PA DLM website and log in.

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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.
 - *Data Management Module 1: Updating Users* must be completed before users are edited.
 - Users must be updated between **8/15/2022 - 9/30/2022**.
- ☐ **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.
 - *Data Management Module 2: Enrolling Students* must be completed before the template is uploaded into Educator Portal.
 - Students must be enrolled between **11/1/22 - 12/31/22**.
- ☐ **Roster students.** Separate rosters for ELA, Math and Science (grades 4, 8 and 11 only) must be created.
 - *Data Management Module 3: Rostering Students* must be completed before roster upload templates are 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 **11/1/22 - 1/31/23**.

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Test Preparation and Administration Monitoring

- ☐ Monitor teacher progress with test preparation. Ensure that the following are completed:
 - Required Test Administration Training (RTAT) and Lessons Learned. The window for completing training is **8/3/22 - 1/15/23**.
 - Personal Needs and Preferences Profile (PNP) and First Contact Survey (FCS). The PNP and FCS must be completed between **11/1/22 - 1/31/23**.
- ☐ Complete Data Management Module 4: Verifying Student Progress/Completion. Complete the module between **1/1/23 - 3/10/23**.
- ☐ Examine 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 **3/13/23 - 5/5/23**.