

# PA Guidelines for Uploading User Templates in DLM

## **Purpose:**

This instructional guide offers Pennsylvania-specific guidance for uploading users into the DLM system. Instructions should be reviewed prior to entering users (assessors) into Educator Portal on the DLM website.

## **Audience:**

- Assessment Coordinators/District Test Coordinators
- Building Test Coordinators
- Data management personnel

## **Timeline:**

Test coordinators should take part in the following recorded trainings prior to engaging in data management tasks:

- PASA Getting Ready
- Getting To Know DLM Assessment Coordinator Modules 1 and 2

## **Additional Information:**

Click on the link below for general information and correspondence regarding the new PASA DLM Assessment:

<https://www.pattan.net/Disabilities/Students-with-Significant-Cognitive-Disabilities/Statewide-Assessments-and-Accountability/PASA>

## **Questions:**

Contact [alternateassessment@pattan.net](mailto:alternateassessment@pattan.net) with any questions concerning these instructions.

# Introduction

## **Activating users and enrolling students**

The DLM processes for enrolling students differ from the former PASA digital procedures. While data will not transfer directly from the old system to the new system, tools have been created to help facilitate the transition.

In general, Test Coordinators will be responsible for uploading and managing 3 different kinds of files **referred to as 'upload templates'** within the DLM Kite Educator Portal:

- 1) *User upload template*
- 2) *Enrollment upload template*
- 3) *Roster upload template file*

The upload templates must be uploaded in order. The following slides explain how to create and upload **1) User upload template**

If the school had teachers in the 2019-20 PASA digital system, you can download a partially-completed template directly from [www.pasadigital.com](http://www.pasadigital.com).

NOTE: 'Users' in the new PASA DLM are similar to how Assessors were defined in the 'old' PASA system.

***Note: If the school did not have any teachers in the pasadigital system last year, skip to the last page.***

Step 1) Go to [www.pasadigital.com](http://www.pasadigital.com). This is the former PASA login page.

**PASA**  
ELA MATH SCIENCE

**Pennsylvania**  
Alternate System of Assessment

**PASA Digital for 2020-2021**  
The PA Department of Education, Bureau of Special Education (BSE) announces Dynamic Learning Maps (DLM®) Alternate Assessment System Consortium will serve as the PASA assessment and vendor for the 2020-21 testing cycle. For the 2020-21 school year, all PASA enrollment and test administration functions will be completed / provided through the DLM PA site. The PA DLM site is now live and can be accessed at the link below.  
<https://www.dynamiclearningmaps.org/pennsylvania>

Please see the 2020-21 PASA Training Calendar for details on required training and registration information: [2020-21 PASA Training Calendar](#)

The PASA Digital site is now closed to assessors. PASA Assessment Coordinators will have continued access to certain historical data on the PASA Digital site through February 28, 2021. Again, all updates to student enrollment and test administration will be completed via the new DLM site. Likewise, all PASA enrollment and test administration training for the 2020-21 school year will be provided via the DLM site. The BSE and PaTTAN will inform the field on specific PASA training requirements this year pertaining to the new DLM assessment system.

**What continues to be available for the PASA AC through February 28, 2021?**

- The **'Data Downloads'** area will remain open for PASA ACs to access the following information:
  - 2019 Accounts and Records: PASA ACs will be able to download a record of assessors associated with their testing site in 2019-20. This information can be used to create the User Template within the DLM Kite system.
  - Previous Score Reports: Summary score reports from 2019 and earlier will be available here.
- The **'Students'** tab will also be available to PASA ACs to view 2019-20 student enrollment rosters. While edits can no longer be made to this data, it may serve as a tool to cross reference when completing student enrollment in the new DLM system this year. Individual student score reports from 2019 and earlier can also be accessed within the student information tab. Although some students were able to complete the assessment in 2020 prior to the COVID-19 statewide assessment cancellation, individual student score reports were not able to be provided for these students.

**What continues to be available for the PASA Assessor?**

- Assessors interested in obtaining information on students assessed in prior years must contact his/her PASA AC. The information available to the PASA AC is identified above.

The entire PASA Digital site is scheduled to become inactive on February 28, 2021. All data will be archived on behalf of the Bureau of Special Education. Any service provider needing student specific information after this date must contact the Bureau of Special Education.

[Login - Contact](#)

Step 2) Click Login.

Step 3) Log in to the former PASA digital website using last year's credentials. New ACs must follow the instructions that were emailed previously from [alternateassessment@pattan.net](mailto:alternateassessment@pattan.net).

Email:

Password:

[Register](#) [Password Reset](#)

Note: For login issues, contact [alternateassessment@pattan.net](mailto:alternateassessment@pattan.net).

The Secure AC side of the website provides historical data and most of the information required for the user upload.

**PASA**  
ELA MATH SCIENCE

Home Student Archive Admin

Welcome,  Account Type: Coordinator Last Login: 9/25/2020

**New Updated 9/1/2020:**

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[Student Archive](#)  
View the Students tab enrollment as it was at the end of the 2019-2020 school year, before the Covid-19 related closures.

[Admin](#)  
Access to the Data Downloads area.



Home

Student Archive

Admin

Welcome, [redacted]

Account Type: Coordinator Last Login: 9/25/2020

Updated 9/1/2020:

**PASA Digital for 2020-2021**

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**Student Archive**

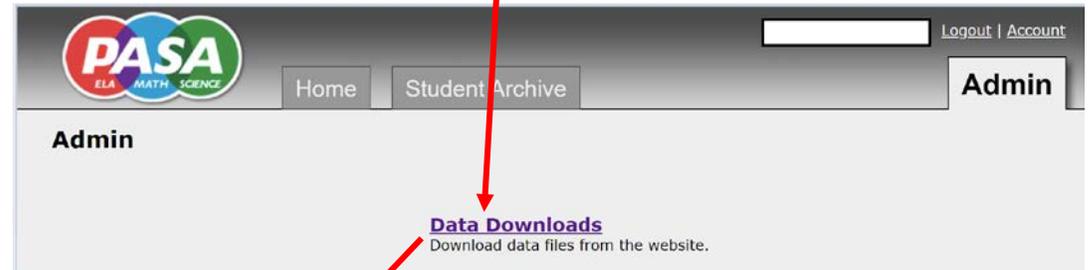
View the Students tab enrollment as it was at the end of the 2019-2020 school year, before the Covid-19 related closures.

**Admin**

Access to the Data Downloads area.

Step 4) Click on 'Admin' at the top tab or at the link at the bottom of the page.

Step 5) Click on 'Data Downloads'.



**2019-20 Accounts and Records**

User Accounts [?] (View Online or Download CSV)

Step 6) Click on 'Download CSV' for user accounts.

**Previous Score Reports**

**2018-19**

Service Provider Reports for 2018-19 [?] (Download PDF or CSV)

**2017-18**

Service Provider Reports for 2017-18 [?] (Download PDF or CSV)

**2016-17**

Service Provider Reports for 2016-17 [?] (Download PDF)

Legal_First	Legal_Last	Educator_I	Email	Organizatio	Organizatio	Primary_Ro	Secondary	Primary_Assessment_Program
John	Smith		jsmith@school.org	SCH	TEA			DLM
Lisa	Jones		ljones@school.org	SCH	TEA			DLM
Kathy	Casey		kcasey@school.org	SCH	TEA			DLM
Kate	Johnson		kjohnson@school.org	SCH	TEA			DLM

**Step 7) The downloaded file will show assessors from last year along with the email address. Save this file as a CSV (comma-delimited) file on your computer. The Organization\_Level will default to 'SCH' for teachers. (For the purposes of the DLM upload, teachers must be associated with a school rather than a district.) The 'Role' will default to 'TEA' which is the DLM term for Assessor. The 'Primary Assessment Program' must remain as DLM. Expand the columns out to see the full names and all of the data.**

*Note: When saving the file as a CSV, Excel may warn about data loss. There will be no data loss with this file. Close any warning messages and proceed.*



Legal_First_Name	Legal_Last_Name	Educator_Identifier	Email	Organization	Organization_Level	Primary_Role	Secondary_Role	Primary_Assessment_Program
John	Smith		jsmith@school.org		SCH	TEA		DLM
Lisa	Jones		ljones@school.org		SCH	TEA		DLM
Kathy	Casey		kcasey@school.org		SCH	TEA		DLM
Kate	Johnson		kjohnson@school.org		SCH	TEA		DLM

**Step 8) Verify that the Assessors and the email addresses are still accurate. Delete any users who have left the organization and add in new Assessors. To add new assessors, it may be easier and more accurate to copy and paste an existing assessor's data and change the name and email address.**

**Step 9) Enter the PPID for all teachers in the column 'Educator\_Identifier'. The file will not upload properly without this information.**



Legal_First_Name	Legal_Last_Name	Educator_Identifier	Email	Organization	Organization_Level	Primary_Role	Secondary_Role	Primary_Assessment_Program
John	Smith		jsmith@school.org		SCH	TEA		DLM
Lisa	Jones		ljones@school.org		SCH	TEA		DLM
Kathy	Casey		kcasey@school.org		SCH	TEA		DLM
Kate	Johnson		kjohnson@school.org		SCH	TEA		DLM



**Step 10) A unique DLM school code must be entered under 'Organization'. The codes for schools appear in the 'State Organization Table PA' on the DLM website. The directions to access the 'State Organization Table PA' are below:**

dynamiclearningmaps.org/pennsylvania

ABOUT US STATES KITE® SUITE

All 2020-21 PASA training, enrollment, and test administration will be completed through the DLM website. PASA Assessment Coordinators and assessors are required to complete the 'Getting to Know DLM' modules as a first familiar with the new assessment and online system. The 'Getting to Know DLM' training modules can be accessed under the 'Supplemental Resources' link below. Prior to viewing the 'Getting to Know DLM' training modules, you must register at PaTTAN Calendar. It is recommended that these trainings are viewed prior to participation in the annual test administration training or e

**Go to the home page for DLM in Pennsylvania**  
[www.dynamiclearningmaps.org/Pennsylvania](http://www.dynamiclearningmaps.org/Pennsylvania) . No login is needed.

**Click on 'Templates'**

**Click on 'State Organization Table PA'**

Manuals and Blueprints

Resources for Educators and District Staff

**Templates**

Enrollment Upload Template (csv)  
 template used to enroll multiple students into Educator Portal

Parent Notification Letter (doc)  
 notification letter for districts testing in mathematics, English language arts, and science

Parent Notification Letter en Español (doc)  
 carta de notificación para los distritos examinándose en Matemáticas, Artes del Idioma Inglés, y Ciencia

Roster Upload Template (csv)  
 template used to roster students to content areas and test administrators in Educator Portal

**State Organizational Table PA (xlsx) 09/18/2020**  
 names and numbers of schools and districts in Pennsylvania

**Step 11) Find the school in the 'State Organization Table PA'.**

A	B	C	D
<b>School Name:</b> Not used in data upload. Name of the school. Associated with the number in column B.	<b>School Number:</b> Matches <i>Organization</i> in User file. Matches <i>Attendance_School_Program_Identifier</i> in Enrollment, Roster, and TEC files. Matches <i>AYP_School_Identifier</i> in Enrollment file.	<b>District Name:</b> Not used in data upload. Name of the district that the school is assigned to. Associated with the number in column D.	<b>District Number:</b> matches <i>Attendance_District_Identifier</i> in the Enrollment and Roster files.
Iron Grove School	P213360035	Iron Grove School	213360035
Iroquois El Sch	2052	Iroquois SD	105256553
Iroquois JSHS	4817	Iroquois SD	105256553
Isabet School	P222092305	Isabet School	222092305
I S Kosloff Torah Academy High School for Girls	P223460020	I S Kosloff Torah Academy High School for Girls	223460020
Islamic Education School	P226512762	Islamic Education School	226512762
ITS A SMALL WORLD DAY CARE AND PRESCHOOL INC	P331512720	ITS A SMALL WORLD DAY CARE AND PRESCHOOL INC	331512720
It Takes a Village to Feed One Child	P388235720	It Takes a Village to Feed One Child	388235720
IUP Research Institute	P312326123	IUP Research Institute	312326123

*Note: The School Number is either the branch/school number in EDNA or the letter P + the AUN listed in EDNA. Check the State Organization Table PA on DLM to verify the code.*

**Step 12) Copy the School Number associated with a teacher. Paste the appropriate School Number for each teacher into the Organization column.**

Legal_First_Name	Legal_Last_Name	Educator_Identifier	Email	Organization	Organization_Level	Primary_Role	Secondary_Role	Primary_Assessment_Program
John	Smith	132222	jsmith@school.org	2052	SCH	TEA		DLM
Lisa	Jones	453687	ljones@school.org	2052	SCH	TEA		DLM
Kathy	Casey	912347	kcasey@school.org	4817	SCH	TEA		DLM
Kate	Johnson	435677	kjohnson@school.org	4817	SCH	TEA		DLM

**Step 13) Your user template is now complete and ready to be uploaded into the Educator Portal on the DLM system! Be sure to continue to save the file as a CSV.**

# Uploading Templates to DLM

Detailed instructions for uploading the user template appear on page 38 of the [DLM Data Management Manual](#). As a reminder, files are uploaded through Educator Portal.

In addition, a brief recording called a 'helplet' demonstrating how to upload templates can be viewed at:

[Helplet Video: Uploading Templates](#)

*Note: These resources as well as many others can be accessed directly through <https://dynamiclearningmaps.org/pennsylvania>*

- *The DLM Data Management Manual appears under the Manuals and Blueprints tab.*
- *The 'helplet' video is located under 'Resources for Educators and District Staff' and 'District Staff Training Resources'. It is called 'Uploading Templates'.*

# If District had No Teachers in PASA digital last year...

- Detailed instructions for creating and uploading the user template appear in the DLM Data Management Manual, which can be reached/accessed beginning on Page 27 of the DLM Data Management Manual:

[DLM Data Management Manual](#)

- In addition, a brief recording called a ‘helplet’ demonstrating how to upload templates can be viewed at:

[Helplet Video: Uploading Templates](#)

- The blank User Upload Template can be downloaded using:

[https://dynamiclearningmaps.org/sites/default/files/documents/Templates/User\\_Upload\\_Template.csv](https://dynamiclearningmaps.org/sites/default/files/documents/Templates/User_Upload_Template.csv)

Note: You can access these resources as well as many others directly through <https://dynamiclearningmaps.org/pennsylvania>

- The DLM Data Management Manual appears under the Manuals and Blueprints tab.
- The helplet video is located under ‘Resources for Educators and District Staff’ and ‘District Staff Training Resources’. It is called ‘Uploading Templates’.
- The blank User Upload Template appears under the Templates tab.

**In addition to the guidance offered in the DLM Data Management Manual, follow the Pennsylvania-Specific Guidance for user template data below.**

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John	Smith		jsmith@school.org		SCH	TEA		DLM
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Kathy	Casey		kcasey@school.org		SCH	TEA		DLM
Kate	Johnson		kjohnson@school.org		SCH	TEA		DLM

Use the teacher’s PPID as the Educator\_Identifier.

Enter the School Number from the State Organization Table PA that is located on the DLM website under the ‘Templates’ Tab. Detailed instructions for accessing that file appear on Page 7 of this document.

Enter SCH for the Organization\_Level.

Enter TEA for the Primary\_Role.