

PASA Dynamic Learning Maps (DLM) Quick Start Guide for New 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.
- Locate your activation email from kite-support@ku.edu. Click on the link to activate. Assessors receive the activation email after the AC uploads Users in [Educator Portal](#). New users must create a password that meets the following requirements: must be at least 12 characters in length and use three of the following four-character sets: upper-case letters, lower-case letters, numbers and symbols. Passwords will expire every 60 days. *The activation email is only valid for 20 days from the date of receipt.*
- Accept the Security Agreement in Educator Portal.

2

Review Important Resources

- Read 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 technology 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 4th, the **Required Test Administrator Training (RTAT) and Lessons Learned** will be accessed after logging into [Kite Educator Portal](#) and clicking on the Training tab.

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- Complete NEW RTAT and Lessons Learned course by **December 15, 2023**. Lessons Learned is an *additional* module within RTAT. RTAT modules and times are listed below. Lessons Learned is approximately 60 minutes.
 - Module 1 (30 minutes)*
 - Module 2 (30 minutes)*
 - Module 3 (25 minutes)*
 - Module 4 (15 minutes)*
- *Must score 80 percent or higher
- 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 PASA AC prior to the Assessor completing the Personal Learning Profile.*