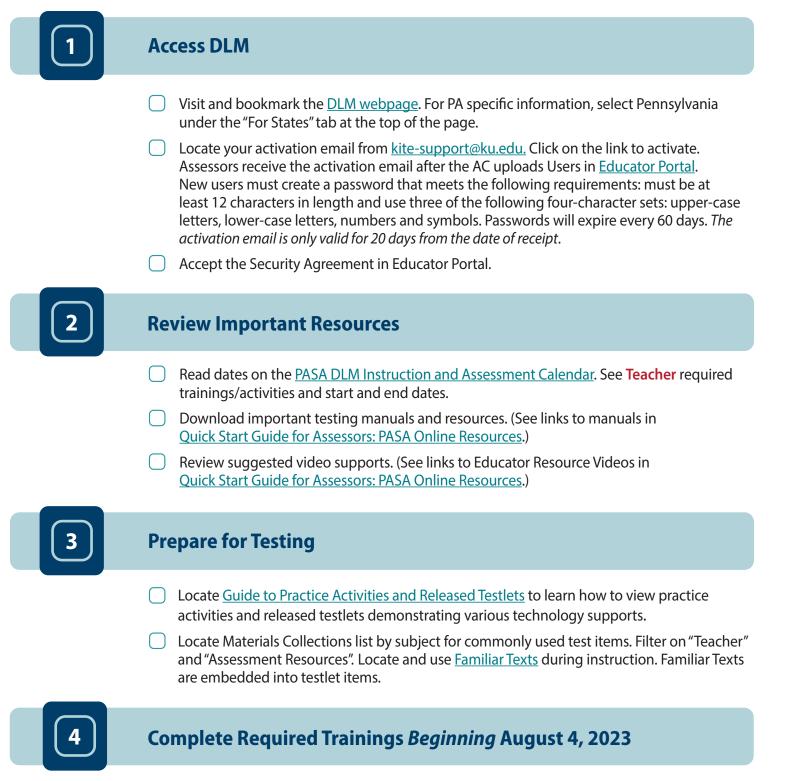
PASA Dynamic Learning Maps (DLM) Quick Start Guide for New Assessors



Beginning August 4th, the **Required Test Administrator Training (RTAT) and Lessons Learned** will be accessed after logging into <u>Kite Educator Portal</u> and clicking on the Training tab. 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.

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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?



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.
- <u>Complete</u> a PNP for newly enrolled students. Review and <u>Update</u> 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.

