

## Dynamic Learning Maps® (DLM®) Alternate Assessment Test Management

### Step 1: Access Student Username and Password (test ticket)

Test administrators access student test tickets in Kite Educator Portal. Test tickets are secure test items. Each student must have a username and password to access Kite Student Portal to take the DLM alternate assessment.

- Student username and password are used for all of the DLM assessments during the current testing year. Students must log in to Student Portal to begin testing. Test administrator may help a student enter username and password, if needed.
- Test tickets may be printed. Test tickets are secure documents and should be securely destroyed/shredded after student has completed all testing.

To access test tickets:

- Select **Manage Tests**
- Select **Test Management** from drop down menu.
- Select **Search**. A list of test sessions will appear.
- Under Tickets column, select PDF icon next to the Test Session Name to open test ticket.

Note: An error message will pop-up if a user with the teacher role has not successfully completed the required test administrator training.

Names are fictional in screenshot below:

The screenshot displays the 'TEST MANAGEMENT' interface. At the top, there are navigation tabs: 'SETTINGS', 'MANAGE TESTS', 'ORTS', and 'HELP'. Below this is a 'TEST MANAGEMENT' dropdown menu. The main content area is titled 'View Test Sessions: Select Criteria'. On the right, there is a search bar with a 'Search' button and a '3 / Tickets' indicator. Below the search bar is a table with the following columns: 'Test Session Name', 'Tickets', 'Test Information', 'Test Progress', and 'Subject'. The table contains three rows of data:

Test Session Name	Tickets	Test Information	Test Progress	Subject
DLM-WoodsRickie-1234567-SP ELA RI.6.2.T			7 out of 9	English Language
DLM-WoodsRickie-1234567-SP M 6 EE.1-2.T			7 out of 7	Mathematics
DLM-WoodsRickie-1234567-SP SCI 6.1.T			1 out of 9	Science

At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and '10 per page'. The bottom right corner of the table area shows '1-3 of 3 items'.

- Test Progress column shows the number of testlets that have been completed by a student out of the number of testlets required for a subject and grade.

If no students appear, work with your Building/District Coordinator to confirm that a roster has students connected to you.

## Dynamic Learning Maps® (DLM®) Alternate Assessment Test Management

Review the [Educator Portal User Guide](#) for detailed instructions:

- Manage Spring Assessments - pages 45-51
- Test Tickets – View Student Username and Password – page 48-50
- Retrieve Testlet Information Pages – pages 50-51

### Step 2: Access Test Information Pages (TIPs)

Test Information Pages (TIPs) are used by the teacher to prepare for test administration and are subject-specific.

- TIPs may be printed. **These are secure test items**; destroy/shred after student has finished the testlet.
- Science TIPs at the initial linkage level have picture response cards that must be printed before testing. **Suggestion:** Print picture response cards in color.

To access TIPs:

- Select **Manage Tests**
- Select **Test Management** from drop down menu.
- Select **Search**.
- Under Test Information column, select PDF icon next to the Test Session Name to open the TIP.

The screenshot shows the 'TEST MANAGEMENT' interface. At the top, there are navigation tabs: SETTINGS, MANAGE TESTS (with a red callout '1'), ORTS, and HELP. Below this is a dropdown menu with 'TEST MANAGEMENT' selected (with a red callout '2'). The main area is titled 'View Test Sessions: Select Criteria'. On the right, there is a checkbox for 'Include completed', a 'Search' button (with a red callout '3'), and a 'Tickets' button. Below this is a table with the following data:

<input type="checkbox"/>	Test Session Name	Tickets	Test Information	Test Progress	Subject
<input type="checkbox"/>	DLM-WoodsRickie-1234567-SP ELA RI 6.2.T		(with red callout '4')	7 out of 9	English Language
<input type="checkbox"/>	DLM-WoodsRickie-1234567-SP M 6.EE 1-2.T			7 out of 7	Mathematics
<input type="checkbox"/>	DLM-WoodsRickie-1234567-SP SCI 6.1.T			1 out of 9	Science

At the bottom, there is a pagination bar showing 'Page 1 of 1', '10 per page', and '1-3 of 3 items'.

- Before testing your student, review the TIP and gather any items needed for testing. Shred TIP when student finishes the testlet.