

# Dynamic Learning Maps® (DLM®) Alternate Assessment Getting Started in Kite Educator Portal

## Step 1: Access Kite Educator Portal

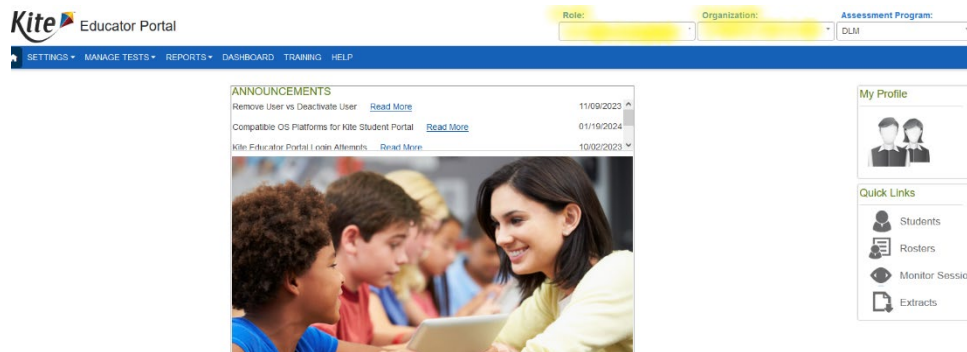
### What is Kite Educator Portal?

Designated staff and teachers have user accounts in Educator Portal to manage student, user, roster, and test information, as well as retrieve reports and extracts related to testing. Teachers must have an Educator Portal user account to administer the DLM alternate assessment.

- Log in to [Kite Educator Portal](#)

### New To DLM – First Time User?

- If you don't have an existing user account and need one, please contact your Building Special Education/Student Services /Coordinator (or designee) to request a user account for Kite Educator Portal. If you're not sure who your building contact is, please contact the NHED Assessment Office by submitting a [help desk ticket](#).
- **Activate Educator Portal Account** - An activation email is sent after your account is created. Click the link within the activation email from [kite-support@ku.edu](mailto:kite-support@ku.edu) and follow prompts to set up a password. Username for Educator Portal is your school email.
- **Don't see the activation email in your inbox?** Please check your junk/spam folder. If you continue to have issues, contact your Building Special Education/Student Services Director/Coordinator (or designee). If you need assistance, please submit a [help desk ticket](#).
- Once logged in to Educator Portal, please check that your user role is accurate and listed at the appropriate school(s). Only the **Teacher role** can administer the DLM alternate assessment. If building or district coordinator plans to administer the assessment, they will also need the **Teacher role**.



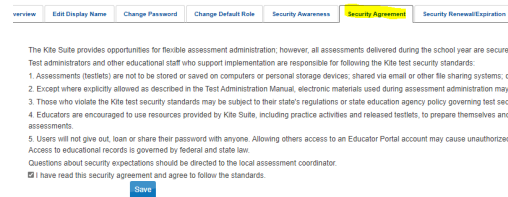
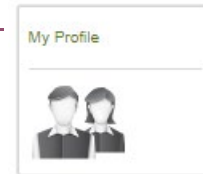
### Returning Teacher?

- At the beginning of each school year, a returning user resets their password. To reset your password:
  - Navigate to [Educator Portal](#)
  - Select **“Forgot Password?”** and then follow prompts.

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### Step 2: Annual Security Agreement

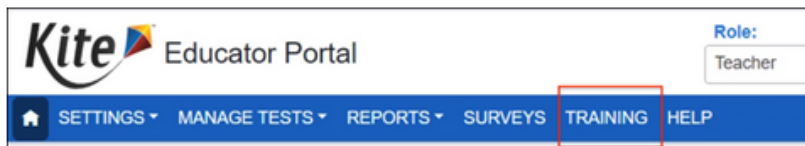
- The Security Agreement will automatically pop up at first login to [Educator Portal](#). Educators agree to administering the DLM assessments with integrity as well as maintaining test security.
- Review the Security Agreement in Educator Portal and click Save.
  - Security Agreement is stored under “My Profile.” From the Educator Portal home page, select My Profile then choose the Security Agreement tab to view.



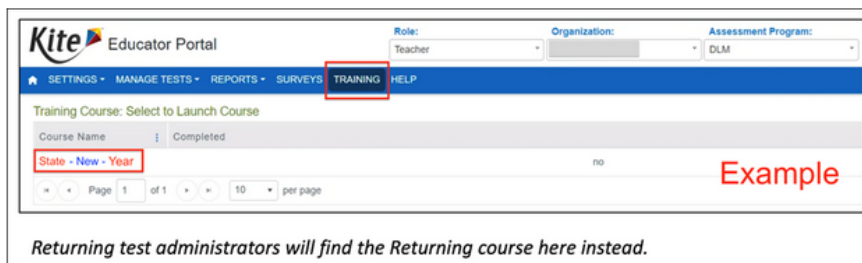
### Step 3: Required DLM Test Administrator Training

The Required DLM Test Administrator Training is an annual requirement for educators with the **Teacher** role.

- Training typically opens by mid-August each school year.
- New Educator Portal users are enrolled in the training within 30 minutes after their accounts are activated.
- Training is accessed in Kite Educator Portal via the Training tab.



- A page showing the link to the training course will appear



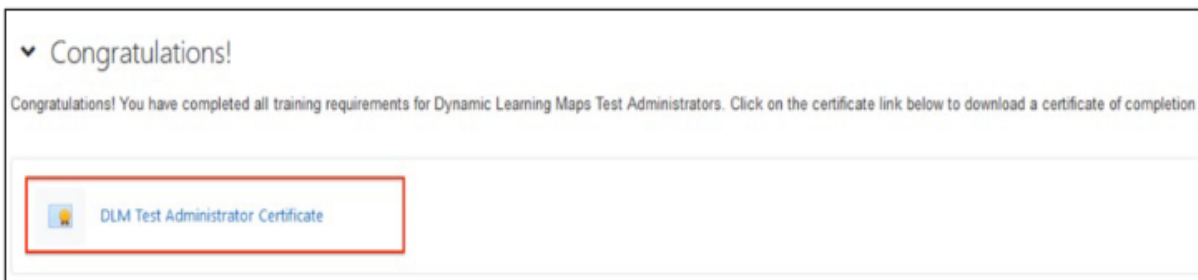
- Review the [Guide to DLM Required Test Administrator Training](#). Educators should keep this guide handy to refer to when completing the training.

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### Step 3: Required Test Administrator Training (continued)

Training for NEW Test Administrators	Training for Returning Test Administrators
<ul style="list-style-type: none"> <li>• <b>Four training modules</b> <ul style="list-style-type: none"> <li>➢ Takes approximately 2 hours to complete</li> </ul> </li> <li>• <b>An activity and post-test for each module</b> <ul style="list-style-type: none"> <li>➢ Individual post-tests for each module must be completed with a score of 80% or better</li> </ul> </li> <li>• <b>Online, self-directed training most common</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Refresher Training module</b> <ul style="list-style-type: none"> <li>➢ Takes approximately 1 hour to 1 hour and 15 minutes to complete</li> </ul> </li> <li>• <b>Online, self-directed training</b></li> </ul>

- Print/save a completion certificate after successfully completing the training. To view completion certificate, scroll down to *Congratulations*, at the bottom of the page, and click the certificate.



- Once training is complete, educators will have access to information for students on their rosters.

### Step 4: DLM New Hampshire Resources

Become familiar with the resources on the DLM-New Hampshire state page:

<https://dynamiclearningmaps.org/newhampshire>.

Set time aside to review the assortment of resources Dynamic Learning Maps has available for educators:

- Manuals and Blueprints
- [District Staff Resource Videos](#) and [Educator Resource Videos](#) – short how-to videos
- Guide to Practice Activities and Released Testlets
- DLM Professional Development site
- Performance Level Descriptors
- Review the Materials Collections List for [ELA](#), [Mathematics](#), and [Science](#)
- [Mathematics Glossary](#)



## Dynamic Learning Maps® (DLM®) Alternate Assessment Getting Started in Kite Educator Portal

### Step 5: Test Administration Manual (TAM)

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Prior to test administration, read and become familiar with the [Test Administration Manual](#)

Areas to focus on:

- Before Beginning Assessments
- Prepare for the Assessment: Practice Activities and Released Testlets
- Introduction to Dynamic Learning Maps Testlets, pages 51-85

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### Prepare for the Assessment: Use the Practice Activities and Released Testlets

Prior to administering the DLM assessment, educators should set time aside to access practice tests.

Use the demo student accounts provided in the [Guide to Practice Activities and Released Testlets: ELA, Math, and Science](#). This will help educators prepare for the assessment and students will become familiar with what the test will look like on test day.

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