

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 Kite Educator Portal to manage student, user and test data and retrieve reports and extracts related to testing. **Teachers must have an Educator Portal user account to administer the DLM alternate assessment.**

- Access [Kite Educator Portal](#)

New To DLM – First Time User?

- Teachers must have an Educator Portal user account to administer the DLM alternate assessment.
- If an account has not yet been created for you, please contact your District or Building Special Education/Student Services /Coordinator or designee to request a user account for Kite Educator Portal.
- **Activate Educator Portal Account** - An activation email is sent after your account is created. Select the link within the email kite-support@ku.edu and follow prompts to set up a password.
- **Don't see the activation email in your inbox?** Please check your junk/spam folder or contact your District or Building Special Education/Student Services Director/Coordinator.

If you need assistance, please contact: Michelle.E.Gauthier@doe.nh.gov

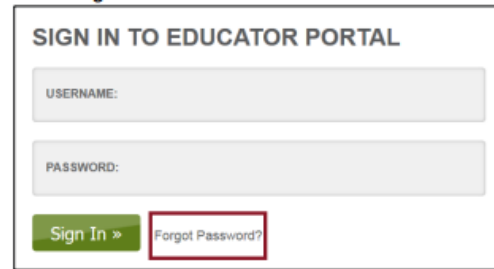
- Once logged in to Educator Portal, please check that your user role is accurate and listed at the appropriate school(s). Only the **Teacher role** is able to administer the DLM alternate assessment.

The screenshot displays the Kite Educator Portal interface. At the top left is the Kite logo. On the right, the user is logged in, with a 'Sign Out' link. A dropdown menu is open, showing 'Role:' (highlighted in yellow), 'Organization:' (highlighted in yellow), and 'Assessment Program:' (set to DLM). Below the dropdown is a navigation bar with buttons for 'SETTINGS', 'MANAGE TESTS', 'REPORTS', 'DASHBOARD', and 'HELP'. The main content area features an 'ANNOUNCEMENTS' section with a message about the Kite Service Desk being closed on 12/15 from 12-1 PM, dated 12/01/2021. To the right is a 'My Profile' section with a placeholder image of two people.

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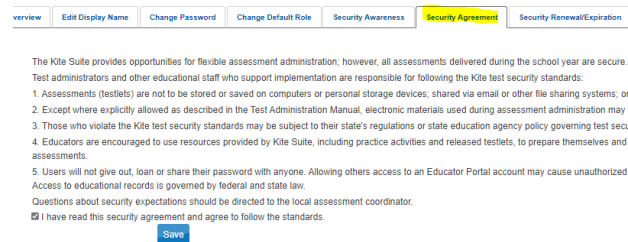
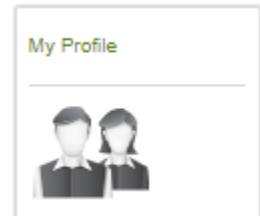
Returning Teacher/Test Administrator?

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



Step 2: Annual Security Agreement

- The Security Agreement will automatically pop up at first log in to [Educator Portal](#).
 - If not, from the homepage click on “My Profile” and then select the Security Agreement tab
- Review the Security Agreement in Educator Portal and click Save.
- This is an annual requirement



Step 3: Required Test Administrator Training

- Complete the required training on the [DLM Training site](#).
- Training is an annual requirement. Training typically opens early August each school year, so teachers have the opportunity to complete training before the school year starts.
- Review the [Guide to DLM Required Test Administrator 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"> • Four modules • An activity and post-test for each module <ul style="list-style-type: none"> ➢ Individual post-tests for each module must be completed with a score of 80% or better • Optional PD modules <ul style="list-style-type: none"> ➢ Instructionally Embedded Assessment ➢ First Contact Survey and Personal Needs and Preferences • Online - self-directed or facilitated course <ul style="list-style-type: none"> ➢ Self-directed training most common 	<ul style="list-style-type: none"> • Refresher Training module • Optional modules <ul style="list-style-type: none"> ➢ Instructionally Embedded Assessment ➢ First Contact Survey and Personal Needs and Preferences • Online, self-directed

- When training is successfully completed, scroll down to the bottom of the training page and click the *DLM Test Administrator Certificate* under Congratulations. Then, click "**Get your Certificate** for training to register as complete." Save and/or print the certificate.
- Once training is complete, the **Test Management tab** in Educator Portal will be accessible within 2 hours, as long as the Security Agreement has been reviewed and saved.

Step 4: DLM New Hampshire Resources

Become familiar with the resources on the DLM New Hampshire webpage:

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

- Manuals and Blueprints
- District Staff and Educator Resources – training videos
- DLM Professional Development site
- Access to Required Test Administrator Training

Step 5: Test Administration Manual (TAM)

In advance of test administration, please read and become familiar with the [Test Administration Manual](#)

- Focus on the following:
 - Before Beginning Assessments
 - Practice Activities and Released Testlets
 - Spring Assessments



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Step 5: Test Administration Manual (TAM) continued

Before Beginning Assessments, pages 31-43

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Practice Activities and Released Testlets

Prior to administering the DLM assessment, set time aside to review and use the demo student accounts available in the [Guide to Practice Activities and Released Testlets \(dynamiclearningmaps.org\)](https://dynamiclearningmaps.org).

Spring Assessments, pages 81-86 of the TAM

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