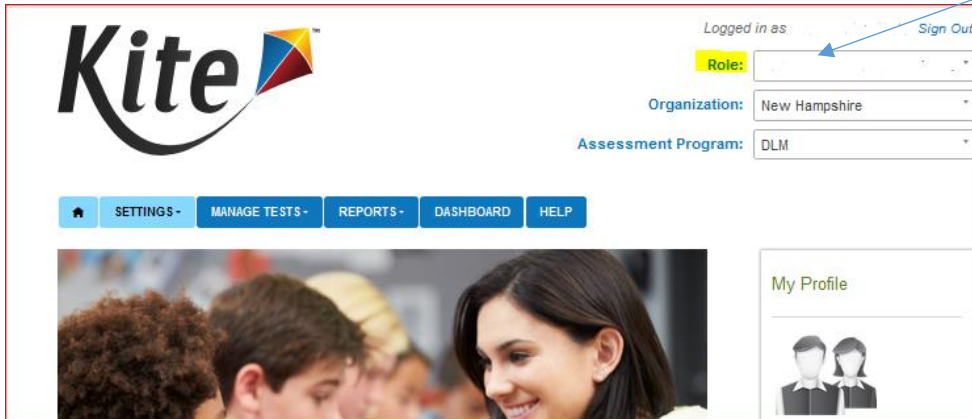New Hampshire
Department of Education

DLM Alternate Assessment
Steps to Prepare for Test Administration

Step 1: Access Kite Educator Portal

To gain access to Educator Portal: https://educator.kiteaai.org

➢ **TEACHER/TEST ADMINISTRATOR NEW to DLM?**

- Contact District or School Special Education/Student Services Director/Coordinator to request an Educator Portal user account

- Activate your account when you receive an email from DLM support (kite-support@ku.edu) with password instructions

- Make sure your role is teacher at the appropriate school. Teacher role can administer the DLM alternate assessment.
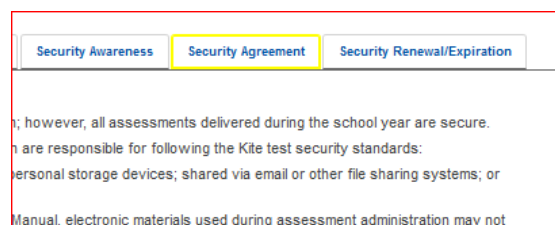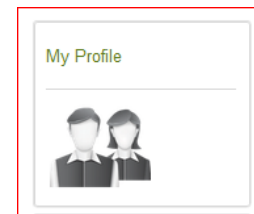

➢ **RETURNING TEACHER/TEST ADMINISTRATOR FROM LAST YEAR**?

- Users will need to reset password when first signing into Educator Portal by selecting "Forgot Password?"

Step 2: Security Agreement

Complete the Security Agreement in Educator Portal

- This is a an annual requirement

- Should pop up at first login to Educator Portal

- Click on "My Profile" and select Security Agreement tab

- Agree, type full name and Save

Step 3: Required Test Administrator Training

Complete the Required Test Administrator Training Courses at:
http://training.dynamiclearningmaps

- Training is completed every school year

- Review the Guide to Required Test Administrator Training

- All teachers/test administrators (new and returning) complete four (4) modules along with a PD Module of Individual Education Programs Linked to the DLM Essential Elements

- Click on "Get Certificate" to officially unlock Test Administration

- Print and/or save Certificate of Completion

Required Test Administrator Training

Required test administrator training for teachers participating in 2020-21 DLM testing will become available in Moodle according to your state's scheduled training date. The Guide to DLM Required Test Administrator Training (pdf) is a great place to start, with information about accessing the DLM training site for your first log in.

Step 4: DLM New Hampshire Resources

Become familiar with the resources on the DLM New Hampshire webpage:
https://dynamiclearningmaps.org/newhampshire.
- Manuals and Blueprints
- Educator Resources
- DLM Professional Development Site
- Decision-Making Worksheet for Students Participating in the Statewide Assessment (under supplemental resources tab)
- Access to Required Test Administrator Training

Step 5: Test Administration Manual (TAM)

Prior to test administration, please read the Test Administration Manual

- Focus on the following:
    - Before Beginning Assessments, pages 30-42
    - Spring Assessments, pages 80-84

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