

# DLM Test Coordinator Checklist



August-September 10, 2023

✓	Task	Resource
	Sign up for DLM test updates	<a href="#">Subscribe to DLM Test Updates</a>
	Sign up for KAA listserv	<p>To sign up, send this information:</p> <p><b>Subject line:</b> KAA Listserv</p> <p><b>Body of message:</b> Email address, First Name, Last Name, USD Number, USD Name</p> <p><b>Send to this address:</b> <a href="mailto:crogers@ksde.org">crogers@ksde.org</a></p>
	Become familiar with the Assessment Coordinator Manual and Data Management Manual	<a href="#">Assessment Coordinator Manual for Instructionally Embedded Model (pdf)</a> <a href="#">Data Management Manual (pdf)</a>
	Become familiar with District Staff Training Resources	<a href="#">Dynamic Learning Maps Website</a>
	Log into Educator Portal and complete security agreement	<a href="#">Educator Portal</a>
	Notify KSDE (Julie Ewing) about new or changed buildings in the district.	<a href="mailto:jewing@ksde.org">jewing@ksde.org</a>
	Obtain list of teachers administering the DLM this year	
	Make sure DLM teachers are entered into Educator Portal and have access to the DLM assessment with the role of teacher. Teachers can't complete the required training that opens on Aug. 3 <sup>rd</sup> until they have been listed as a teacher for DLM.	<a href="#">Educator Portal</a> <a href="#">Data Management Manual (pdf)</a> Educator identifier will be needed for each teacher
	Deactivate accounts for users who are no longer active in the district for DLM	<a href="#">Data Management Manual (pdf)</a>
	Request list of students, grade, and subjects that will be taking the DLM this year. If a student tested "at target" or "advanced" in ELA and math, the team needs to determine if the DLM is still the most appropriate assessment for the student.	This is an IEP team decision.
	Use instructions in Data Management Manual and templates to prepare user, enrollment, and roster files.	<a href="#">Data Management Manual (pdf)</a>
	<b>By Aug. 21</b> , upload enrollment file template or enroll students using the user interface	<a href="#">Educator Portal</a> <a href="#">Data Management Manual (pdf)</a>
	<b>By Aug. 28</b> , upload roster files template or add rosters using the user interface (link students to teacher for each subject area they will be tested in)	For HS students only roster them in the grades and subjects that are testing. 10 <sup>th</sup> ELA/Math 11 <sup>th</sup> Science <a href="#">Data Management Manual (pdf)</a>
	Notify the educators when data uploads are completed.	
	Verify data for accuracy with educators	
	Print year-end reports for DLM students- provide copy for teacher and parents	<a href="#">Educator Portal</a>

# DLM Test Coordinator Checklist



September 11 – December 22, 2023

✓	Task	Resource
	Manage student moves as needed	<i>Data Management Manual (pdf)</i> page 93 of manual
	Manage data verification and revisions (changes to user, enrollment, and roster data) promptly	<i>Data Management Manual (pdf)</i>
	Monitor blueprint completion using the data extract: DLM instructionally embedded monitoring (column K, R, and Y indicate the percentage of the blueprint that has been completed) All students rostered to the subject should be at 100)	<i>Educator Portal</i>

February 5 – April 26, 2024

✓	Task	Resource
	Manage student moves as needed	<i>Data Management Manual (pdf)</i> page 93 of manual
	Manage data verification and revisions (changes to user, enrollment, and roster data) promptly	<i>Data Management Manual (pdf)</i>
	Monitor blueprint completion using the data extract: DLM instructionally embedded monitoring (column K, R, and Y indicate the percentage of the blueprint that has been completed) All students rostered to the subject should be at 100)	<i>Educator Portal</i>
	<b>By April 19</b> , enter Special Circumstance Codes (1 SC code entered per subject). Teachers will need to assign 1 testlet per subject to the student before the SC code can be entered.	<i>Educator Portal</i> <i>Special Circumstance Codes for Kansas (pdf)</i>

For more information, contact:

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