KANSAS STATE DEPARTMENT OF EDUCATION

# DLM Test Administrator Checklist

August-September 13, 2026

| ✓ | Task | Resource |
|---|---|---|
| | Verify DLM participation guidelines for each student | *Participation Guidelines (PDF)*<br>*Rubric for Determining Student Eligibility for the DLM (PDF)* |
| | Sign up for DLM test updates | *Subscribe to DLM Test Updates* |
| | Sign up for KAA listserv | **To sign up, send this information:**<br>**Subject line:** KAA Listserv<br>**Body of message:** Email address, First Name, Last Name, USD Number, USD Name,<br>**Send to this address:** *cary.rogers@ksde.gov* |
| | Notify district test coordinator of student, primary exceptionality, grade, and subjects for DLM | |
| | Login to Educator Portal (role- teacher; assessment program- DLM) | *Educator Portal*<br>Contact district test coordinator if you do not have access |
| | Sign security agreement in Educator portal | *Educator Portal* |
| | Complete required Test Administrator Training (2 1/2 hours - new teachers; 1 1/4 hour - returning teachers) Must pass with 80% and print certificate | *Educator Portal*<br>*Test Administration Manual (pdf)*<br>*Guide to DLM Required Test Administrator Training for Instructionally Embedded Model States*<br>Educators with the Teacher role should access Dynamic Learning Maps® (DLM®) Required Test Administrator Training in the training section of Kite® Educator Portal |
| | View and check student data and rosters | *Educator Portal* |
| | Complete/Update PNP Profile for each student | *Educator Portal*<br>*Accessibility Manual, Educator Portal User Guide* |
| | Complete/update first contact for each student (**make sure the primary exceptionality matches the IEP**) | *Educator Portal*<br>*Educator Portal User Guide* |
| | Have Kite Student Portal loaded on all testing devices | The new client will be required for this testing year, |

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## September 14 – December 18, 2026

| ✓ | Task | Resource |
|---|---|---|
| | Print Kansas Essential Elements Blueprint/Record for each student according to grade level | *Kansas Essential Elements Blueprint/Selection Record Math and English Language Arts by Grade* (PDF) |
| | Choose EE's by linkage level to meet the blueprint requirements for that grade and subject. | *Educator Portal*<br>*Educator Portal User Guide* |
| | Teachers may use the EE by linkage level data for planning and monitoring instruction | *Kansas Essential Elements by Linkage Level Data: Grade 3-Grade 11* (PDF) |
| | Begin instruction on individual EE's | Refer to *DLM Professional Development Modules* |
| | Access practice activities and release testlets to familiarize the students with the format | *Guide to Practice Activities and Released Testlets* |
| | Assign testlet when student is ready<br>Read or print teacher information page | *Educator Portal*<br>*Educator Portal User Guide* |
| | Administer the required number of testlets per grade and subject to meet the blueprint requirements | *Kansas Essential Elements Blueprint/Selection Record Math and English Language Arts by Grade* (PDF)<br>Kite Student Portal |
| | Check to ensure blueprint requirements are met on the student activity table on Educator Portal. (essential element status report) | *Educator Portal*<br>*Educator Portal User Guide* |

## February 1 – April 23, 2027

| ✓ | Task | Resource |
|---|---|---|
| | Choose EE's by linkage level to meet the blueprint requirements for that grade and subject. | *Educator Portal*<br>*Educator Portal User Guide* |
| | Teachers may use the EE by linkage level data for planning monitoring instruction | *Kansas Essential Elements by Linkage Level Data: Grade 3-Grade 11* (PDF) |
| | Begin instruction on individual EE's | Refer to *DLM Professional Development Modules* |
| | Assign testlet when the student is ready to test.<br>Read or print teacher information page | *Educator Portal*<br>*Educator Portal User Guide* |
| | Administer the required number of testlets per grade/subject to meet the blueprint requirements. Science administer all 9 testlets. | *Kansas Essential Elements Blueprint/Selection Record Math and English Language Arts by Grade* (PDF)<br>Kite Student Portal |
| | Check to ensure blueprint requirements are met on the student activity table on Educator Portal. (essential element status report) | *Educator Portal*<br>*Educator Portal User Guide* |

For more information, contact:

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