# How to Create Instructional Plans for the DLM Alternate Assessment



KANSAS STATE DEPARTMENT OF EDUCATION

*Kansas leads the world in the success of each student.*

# Kansas State Board of Education

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## Vision

Kansas leads the world in the success of each student.

### SUCCESS DEFINED

A successful Kansas high school graduate has the

- Academic preparation,
- Cognitive preparation,
- Technical skills,
- Employability skills and
- Civic engagement

to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

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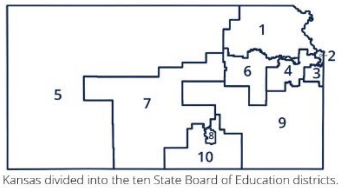


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May 27, 2026

# HOW TO CREATE INSTRUCTIONAL PLANS FOR THE DLM ALTERNATE ASSESSMENT

The following information is taken from the *Dynamic Learning Maps Educator Portal User Guide*. Please refer to that guide for more detailed information. No real student data is used in this guide.

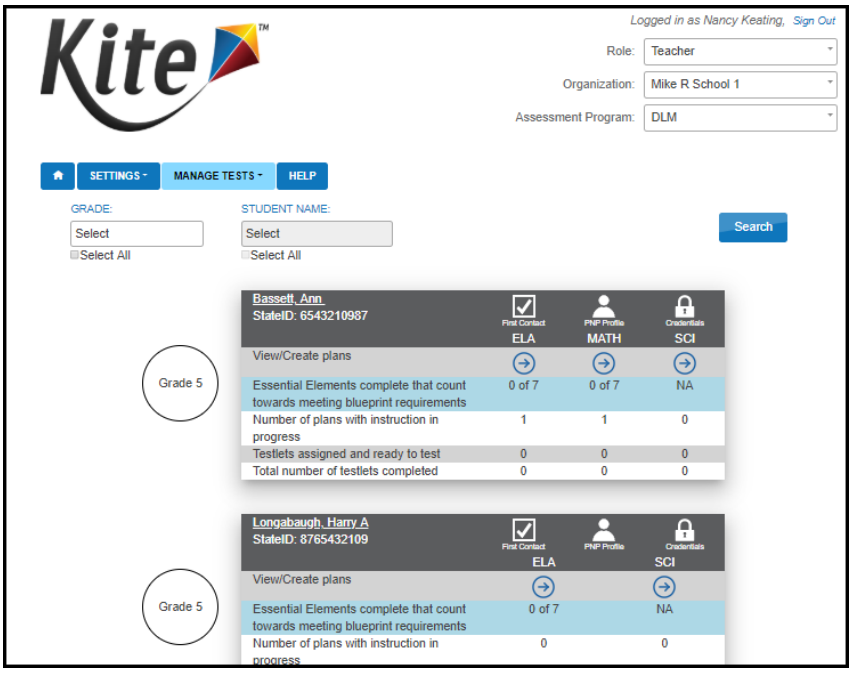
# Using the Instruction and Assessment Planner

## Student Activity Table

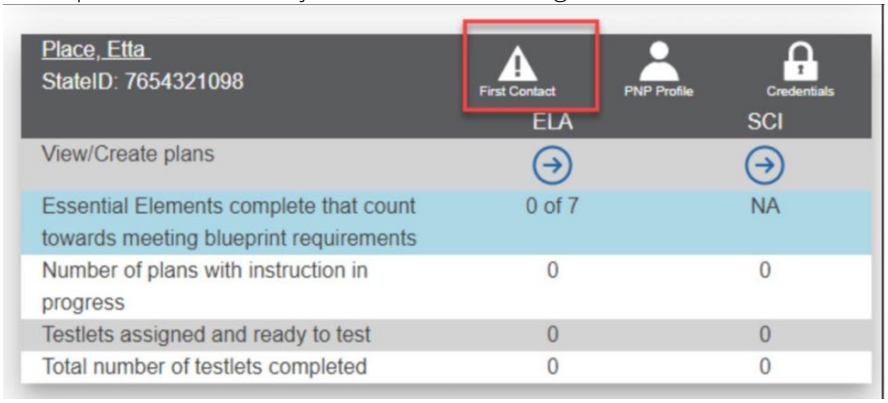
1. Select **Manage Tests.**

2. Select **Instruction and Assessment Planner** from the drop-down menu.

3. The first screen is the student activity table – this is where all students rostered to a teacher appear. Teachers may choose to filter by grade or student name. A student's first contact survey, personal needs and preferences profile and credentials (student's username and password) can be accessed from the student activity table. A Dashboard for each student's instructionally embedded testing activity is included.



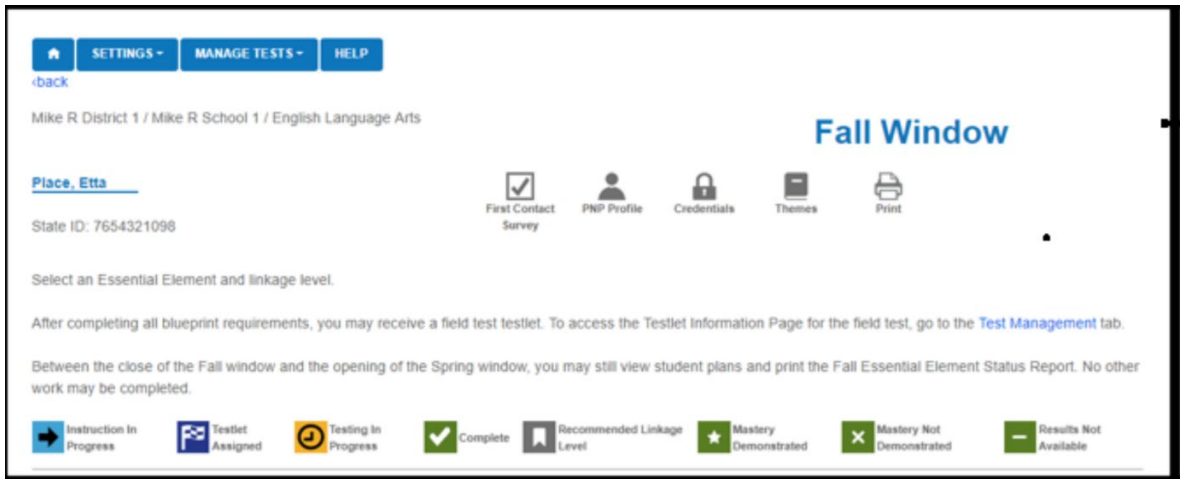
4. First Contact Survey must be completed prior to creating an instructional plan. A triangular caution symbol indicates an incomplete First Contact Survey. Click it to navigate to the first contact survey for completion. Once the first contact survey is completed, the caution icon will change to a checkmark. The teacher can then click the arrow under the subject headings to access the blueprints for each subject for the student's grade.




# Student View Page

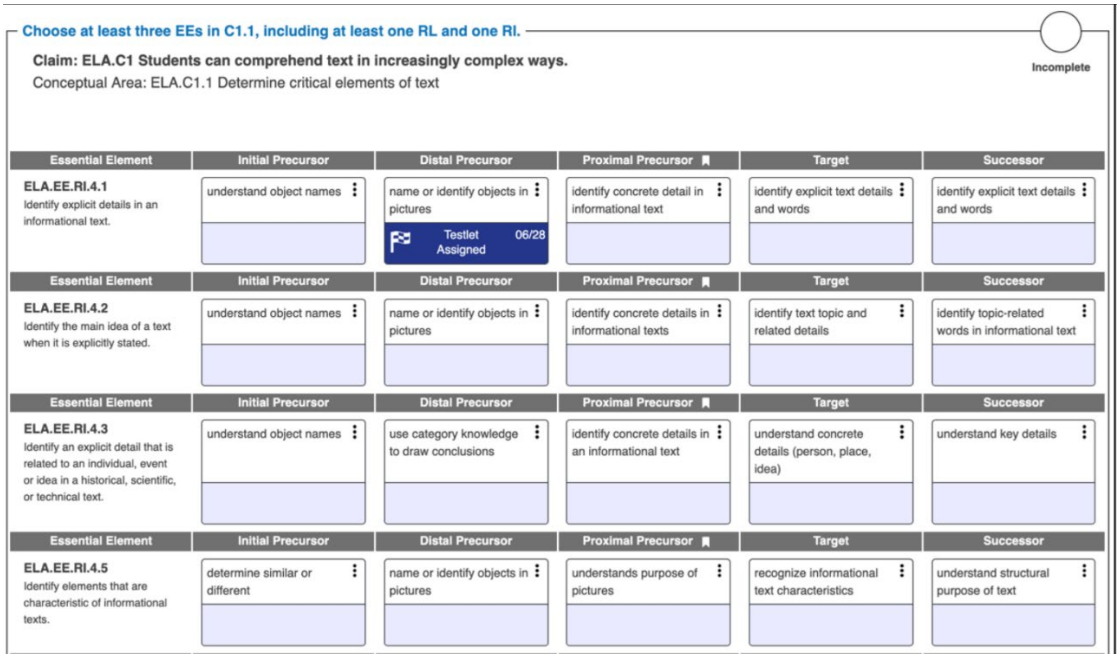
The student view page for each subject has two main sections: Informational area and Blueprint.

## Informational Area




The Informational Area includes directions, reminders, links to student information (enrollment, First Contact survey, PNP, and Credentials). Clicking on Themes allows the teacher to select all themes that may be sensitive to the student for ELA. This only needs to be done one time. Clicking on Print allows the user to print the blueprint for the specific student. It is recommended to print the fall report at the conclusion of the fall window and the spring report at the conclusion of the spring window. Icons and descriptions used in the planner are also included here.

# Blueprint



**Choose at least three EEs in C1.1, including at least one RL and one RI.**

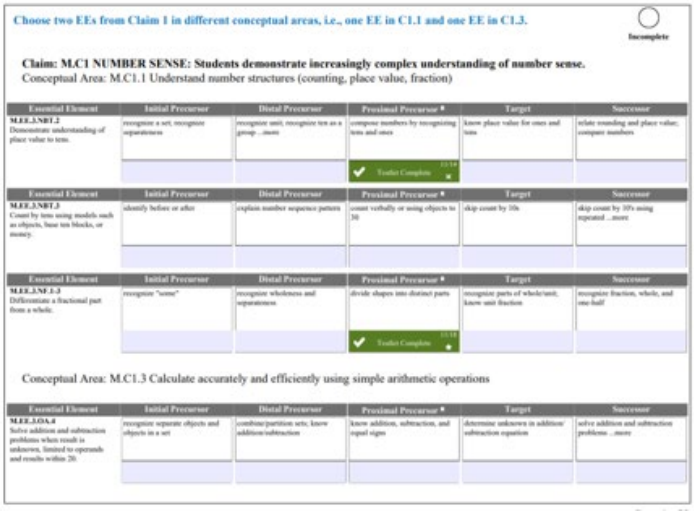
Incomplete

**Claim: ELA.C1 Students can comprehend text in increasingly complex ways.**
Conceptual Area: ELA.C1.1 Determine critical elements of text

| Essential Element | Initial Precursor | Distal Precursor | Proximal Precursor | Target | Successor |
|---|---|---|---|---|---|
| **ELA.EE.RI.4.1** Identify explicit details in an informational text. | understand object names | name or identify objects in pictures<br>Testlet Assigned 06/28 | identify concrete detail in informational text | identify explicit text details and words | identify explicit text details and words |
| **ELA.EE.RI.4.2** Identify the main idea of a text when it is explicitly stated. | understand object names | name or identify objects in pictures | identify concrete details in informational texts | identify text topic and related details | identify topic-related words in informational text |
| **ELA.EE.RI.4.3** Identify an explicit detail that is related to an individual, event or idea in a historical, scientific, or technical text. | understand object names | use category knowledge to draw conclusions | identify concrete details in an informational text | understand concrete details (person, place, idea) | understand key details |
| **ELA.EE.RI.4.5** Identify elements that are characteristic of informational texts. | determine similar or different | name or identify objects in pictures | understands purpose of pictures | recognize informational text characteristics | understand structural purpose of text |

Blueprint requirements are display for each subject by conceptual area. Each conceptual area displays its criterion at the top of the screen, (Choose at least 3 EEs in C1.1, including at least one RL and one RI. The Kansas Blueprint/Selection Record breaks this down further to ensure the blueprint requirement is met.

Instruction and Assessment Planner



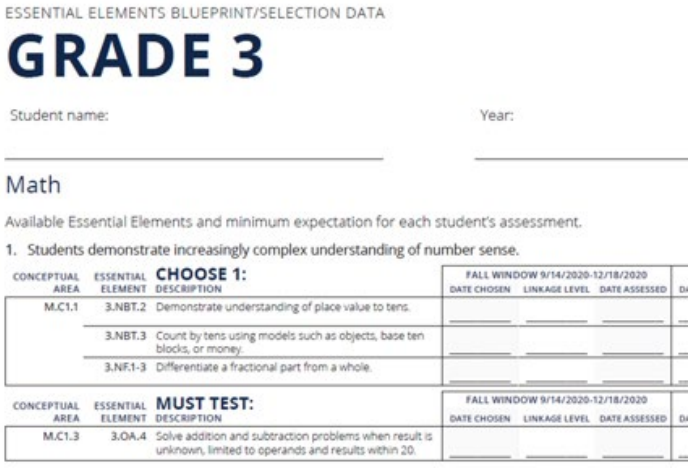
**Choose two EEs from Claim 1 in different conceptual areas, i.e., one EE in C1.1 and one EE in C1.3.**

Incomplete

**Claim: M.C1 NUMBER SENSE: Students demonstrate increasingly complex understanding of number sense.**
Conceptual Area: M.C1.1 Understand number structures (counting, place value, fraction)

Conceptual Area: M.C1.3 Calculate accurately and efficiently using simple arithmetic operations

Kansas Blueprint/Selection Record



ESSENTIAL ELEMENTS BLUEPRINT/SELECTION DATA

**GRADE 3**

Student name: Year:

Math

Available Essential Elements and minimum expectation for each student's assessment.

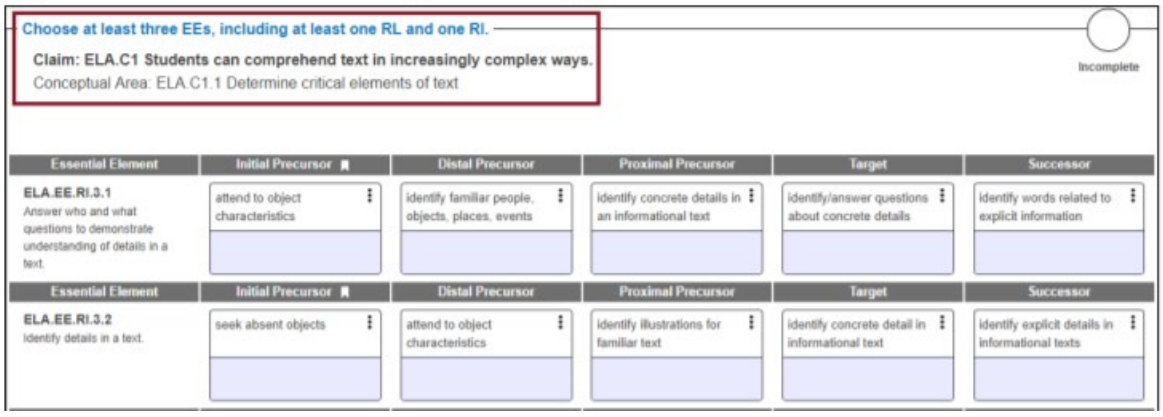
1. Students demonstrate increasingly complex understanding of number sense.

| CONCEPTUAL AREA | ESSENTIAL ELEMENT | CHOOSE 1: DESCRIPTION | FALL WINDOW 9/14/2020-12/18/2020 DATE CHOSEN | LINKAGE LEVEL | DATE ASSESSED |
|---|---|---|---|---|---|
| M.C1.1 | 3.NBT.2 | Demonstrate understanding of place value to tens. | | | |
| | 3.NBT.3 | Count by tens using models such as objects, base ten blocks, or money. | | | |
| | 3.NF.1-3 | Differentiate a fractional part from a whole. | | | |

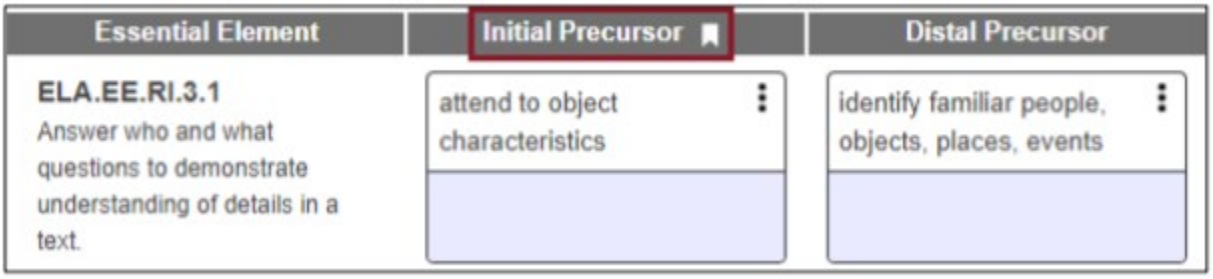
| CONCEPTUAL AREA | ESSENTIAL ELEMENT | MUST TEST: DESCRIPTION | FALL WINDOW 9/14/2020-12/18/2020 DATE CHOSEN | LINKAGE LEVEL | DATE ASSESSED |
|---|---|---|---|---|---|
| M.C1.3 | 3.OA.4 | Solve addition and subtraction problems when result is unknown, limited to operands and results within 20. | | | |

Example: In 3th grade math one of the requirements state choose 2 EEs from 2 different conceptual areas. There are 4 total EEs to choose from, however, the 2nd conceptual area only has 1 EE. Therefore, that EE is a must test. The Kansas blueprint reflects this so that teachers are clear when they must test a specific EE.

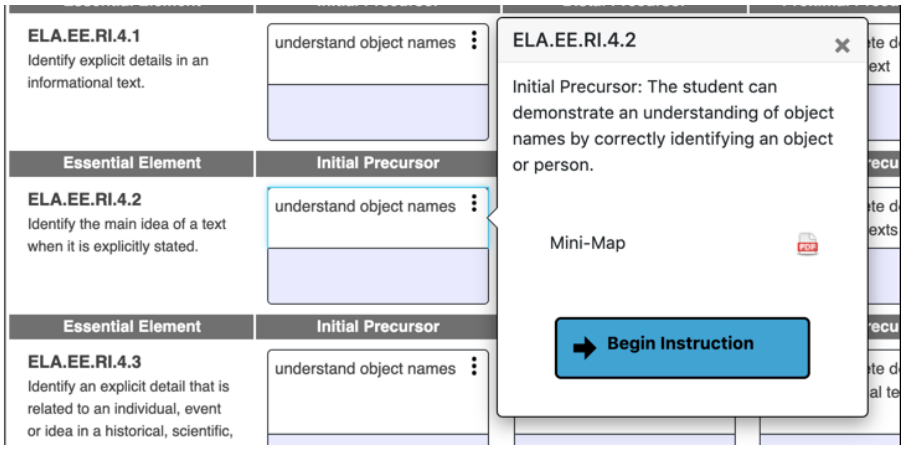
1. Choose Essential Elements (EEs) in the appropriate linkage level according to the blueprint requirements detailed listed at the top of each requirement section (remember the Kansas Blueprint/Selection Record identifies which EEs are a must test).



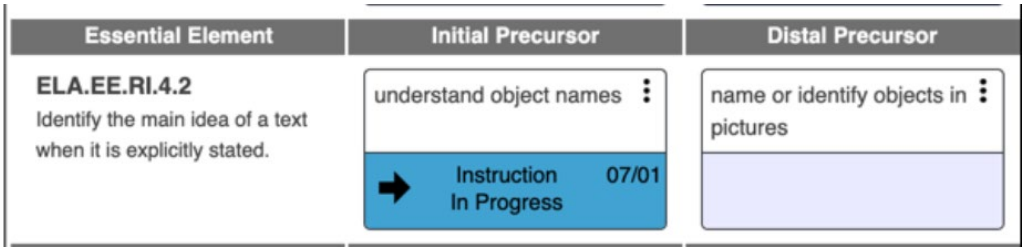

A bookmark icon indicates the recommended linkage level. Teachers should use their professional judgement when deciding whether to pick a different linkage level than the one the Kite system recommends. One reason a teacher might want to change the recommended linkage level is if the teacher believes a different level better describes the student's level of skill and understanding after receiving instruction. On the other hand, Teachers should not change a linkage level to check baseline or to avoid challenging the student. The DLM assessment is intended to give students opportunities to show what they have learned and can do. Mastering a target level testlet, for example, likely means the student has also mastered the skills at the lower linkage levels.



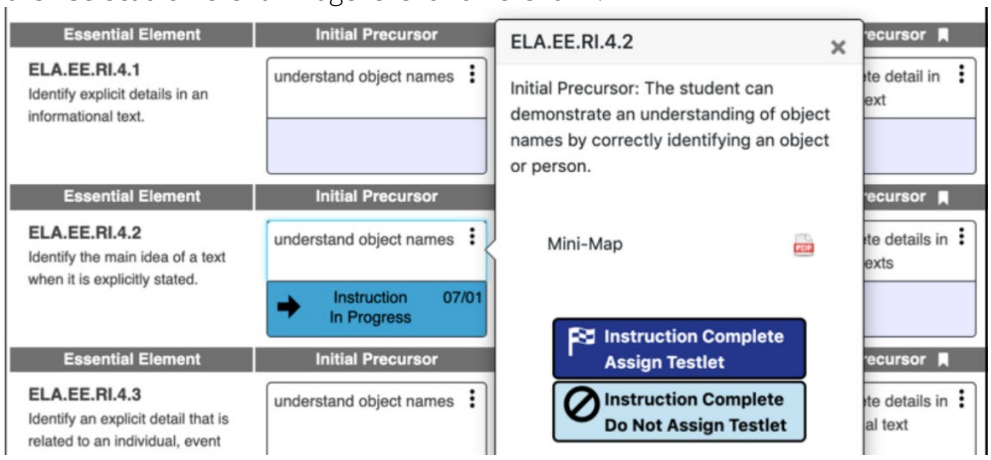

2. Select the Essential Element for instruction. Select the linkage level. For ELA and mathematics, five linkage level cards, one for each linkage level, display in each Essential Element row. Each card displays a short description of the linkage level. Science Essential Elements display only three linkage level cards.
3. Select the kebab menu (three vertical dots) icon in the appropriate linkage level card to access the pop-up box displaying the long linkage level description along with an icon that links to the mini-map for the selected EE. Download the mini-map for instructional supports. Mini maps are used to identify the skills that build to each linkage level so that a teacher can identify the skills a student currently has and the skills a student may need to be taught to progress. While a mini map is not curriculum, it provides important instructional guidance.




4. Select **Begin Instruction.** The card displays **Instruction in Progress** with the date**.** Multiple EEs may be selected. The teacher may choose to select all of the EEs to cover the blueprint requirements during an assessment window at once or wait and make those selections at later times.




5. Provide instruction outside of Educator Portal. After the test administrator believes appropriate instruction has been provided to the student, and the student is ready for the assessment, the test administrator returns to the Student View Page in the Instruction and Assessment Planner. On the linkage level card for the Essential Element, select the kebab menu on the card and select **Instruction Complete Assign Testlet**. This will deliver the testlet to Student Portal. Assigning a testlet cannot be undone. Remember each testlet typically takes 5-15 minutes to complete. If you decide not to assess the student on the EE select **Instruction Complete Do Not Assign Testlet**, you can then select a different linkage level or different EE.

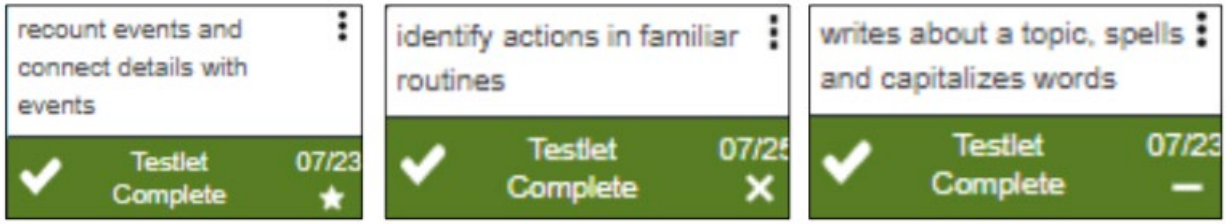


6. After selecting **Assign Testlet**, a pop-up box will ask the test administrator to confirm and assign a testlet. Once the testlet is assigned, the card in the Student Activity Table will display Testlet Assigned with the date. Select **Continue.**
7. Once the testlet is assigned, select the kebab menu in the card to download the Testlet Information Page.



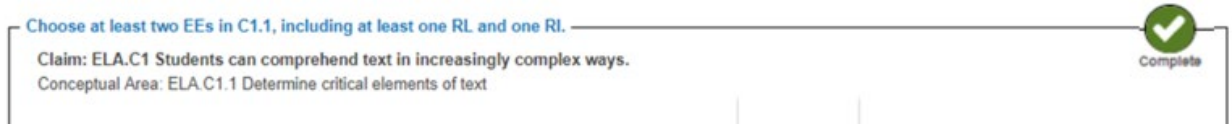

   For students with Braille selected on the PNP, the Braille Ready File icon will be visible if the EE at the specific linkage level has a braille equivalent.
8. After reading the Testlet Information Page and gathering the materials, administer the testlet in Student Portal. The student's username and password are located under credentials.
9. Once the testlet is submitted, come back to the Instruction and Assessment Planner to access the results.

   The card on the Student Activity Page will update to one of three statuses.
   1. Testlet Complete with a star, indicating mastery (80% or higher).
   2. Testlet Complete with an x, indicating mastery was not achieved.
   3. Testlet Complete with a dash, indicating results are not yet ready. The dash will only display for writing testlets because they are scored outside of Educator Portal. Their results are published in Educator Portal in the Student Individual Score Report.

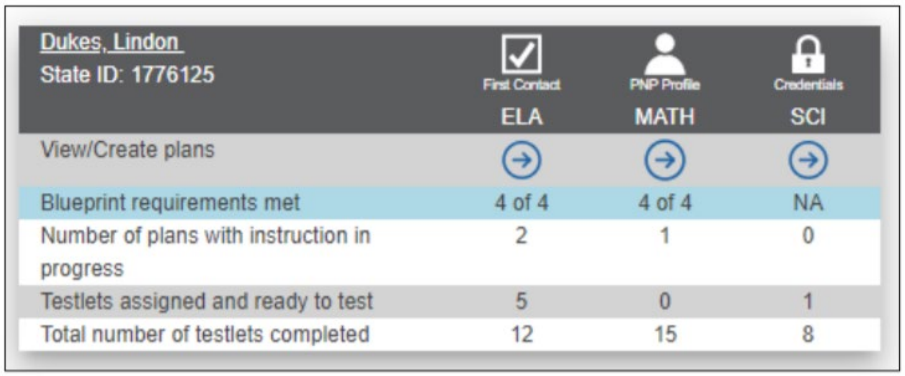



## Blueprint Completion

There will be a check mark in the top right corner if the specific blueprint requirement has been fulfilled. A blue circle means the specific blueprint requirement has not been met.




The Student Activity Table updates with every action that occurs for an EE at a linkage level, showing data about the student for each subject tested. Use the back button under the Home icon in the upper left to return to the Student Activity Table.

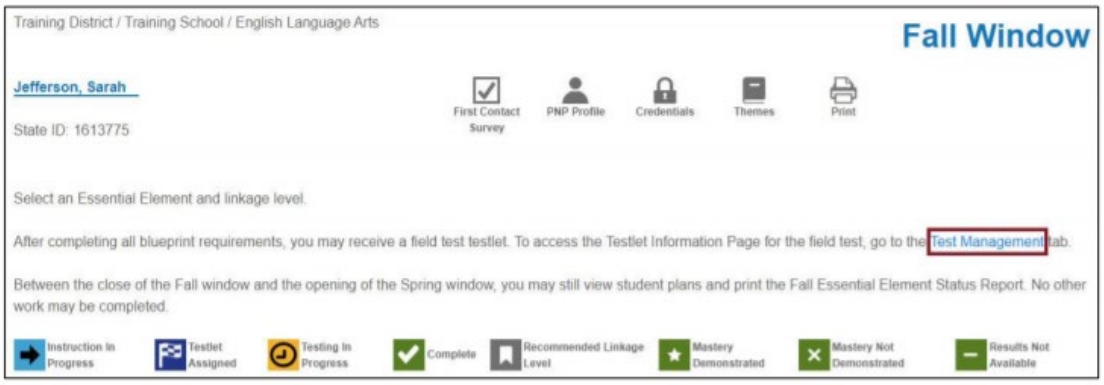


| Dukes, Lindon<br>State ID: 1776125 | First Contact<br>ELA | PNP Profile<br>MATH | Credentials<br>SCI |
|---|---|---|---|
| View/Create plans | → | → | → |
| Blueprint requirements met | 4 of 4 | 4 of 4 | NA |
| Number of plans with instruction in progress | 2 | 1 | 0 |
| Testlets assigned and ready to test | 5 | 0 | 1 |
| Total number of testlets completed | 12 | 15 | 8 |

Students need to meet all blueprint requirements for each test window (fall and spring). Assessing science is optional during the fall instructionally embedded window; therefore, science will display as NA for blueprint requirements met during the fall test window.

## Field Test Testlets

After the blueprint requirements are met for a student in each subject, one field test testlet may be available. To access the Testlet Information Page for the field test testlet, select the **Test Management** hyperlink on the Student View Page. This action takes the test administrator directly to the Test Management section of Educator Portal where the Testlet Information Page and the Test Ticket for the field test testlet are available. Administer the field test testlet in Student Portal using the student's credentials.




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