KANSAS STATE DEPARTMENT OF EDUCATION
DLM Test Coordinator Checklist

August-September 8, 2024

✔	Task	Resource
	Sign up for DLM test updates	*Subscribe to DLM Test Updates*
	Sign up for KAA listserv	**To sign up, send this information:** **Subject line:** KAA Listserv **Body of message:** Email address, First Name, Last Name, USD Number, USD Name **Send to this address:** *cary.rogers@ksde.gov*
	Become familiar with the Assessment Coordinator Manual and Data Management Manual	*Assessment Coordinator Manual for Instructionally Embedded Model (pdf)* *Data Management Manual (pdf)*
	Become familiar with District Staff Training Resources	*Dynamic Learning Maps Website*
	Log into Educator Portal and complete security agreement	*Educator Portal* *Educator Portal Manual*
	Notify KSDE (Chelsea Pelfrey) about new or changed buildings in the district.	*chelsea.pelfrey@ksde.gov*
	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. 6th until they have been listed as a teacher for DLM.	*Educator Portal* *Data Management Manual (pdf)* Educator identifier will be needed for each teacher
	Deactivate accounts for users who are no longer active in the district for DLM	*Data Management Manual (pdf)*
	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. IEP teams need to review eligibility for the DLM annually. Make sure teams have made decisions about 3rd graders in the fall so that both test window are administered.
	Use instructions in Data Management Manual and templates to prepare user, enrollment, and roster files.	*Data Management Manual (pdf)* • *Add a Student Record Manually* (PDF) • *DLM-Upload Enrollment Template* (PDF) • *Creating a Roster Manually* (PDF)
	By Aug. 26, upload enrollment file template or enroll students using the user interface	*Educator Portal* *Data Management Manual (pdf)*
	By Aug. 26, 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. 10th ELA/Math 11th Science *Data Management Manual (pdf)*
	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	*Educator Portal*

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September 9 – December 20, 2024

✔	Task	Resource
	Manage student moves as needed	*Data Management Manual (pdf)* page 113 of manual
	Manage data verification and revisions (changes to user, enrollment, and roster data) promptly	*Data Management Manual (pdf)*
	Monitor blueprint completion using the data extract: DLM instructionally embedded monitoring. All students rostered to the subject should be at 100)	*Educator Portal*

February 3 – April 25, 2025

✔	Task	Resource
	Manage student moves as needed	*Data Management Manual (pdf))* page 113 of manual
	Manage data verification and revisions (changes to user, enrollment, and roster data) promptly	*Data Management Manual (pdf)*
	Monitor blueprint completion using the data extract: DLM instructionally embedded monitoring. All students rostered to the subject should be at 100)	*Educator Portal*
	By April 25, enter Special Circumstance Codes (1 SC code entered per subject). Teachers will need to assign 1 testlet per subject (ELA and math) to the student before the SC code can be entered.	*Educator Portal* *Special Circumstance Codes for Kansas (pdf)*

For more information, contact:

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