

2020-21 New  
York State  
Alternate  
Assessment  
(NYSAA)

**Educator Checklist: Administration of  
NYSAA through Dynamic Learning Maps  
(DLM)**

**Step 1: Read and become familiar with the DLM Test Administrator’s Manual (TAM),  
Accessibility Manual, and Educator Portal User Guide**

	Yes	No	Done
Updated manuals can be located at <a href="http://dynamiclearningmaps.org/newyork">http://dynamiclearningmaps.org/newyork</a> or <a href="http://www.p12.nysed.gov/assessment/nysaa/">http://www.p12.nysed.gov/assessment/nysaa/</a>			

**Step 2: Test Administrators must have an account set up in Educator Portal,  
<https://educator.kiteaai.org/AART/login.htm>**

	Yes	No	Done
If the educator does not have an account in Educator Portal, contact the District/Building Test Coordinator (DTC/BTC) and Data Manager to set up an Educator account. For additional assistance contact NYSED at <a href="mailto:CBTSupport@nysed.gov">CBTSupport@nysed.gov</a> or <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> .			
District/Building Test Coordinator (DTC/BTC): Data Manager:			

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<p>missed a facilitated training, they can avail themselves of the self-directed training in Moodle.</p>			
<p>Test Administrators must access MOODLE (after first establishing an account in Educator Portal (EP) and waiting for up to 3 hours for the Moodle account to be activated) to take the qualifiers.</p> <p>Moodle:  <a href="http://training.dynamiclearningmaps.org/login/index.php">http://training.dynamiclearningmaps.org/login/index.php</a></p> <ul style="list-style-type: none"> <li><i>f</i> User Name: email address used in Kite Educator Portal (all lower-case letters)</li> <li><i>f</i> Password: email address up to @ (all lower-case letters)</li> </ul>			
<p>Test Administrator Qualifications:</p> <ul style="list-style-type: none"> <li>o Test Administrators complete the 4 required training modules, then the 4 required qualifiers (post-quizzes) in MOODLE (approximate time commitment: 2 hours 30 minutes). <ul style="list-style-type: none"> <li><i>f</i> Each qualifier must be passed with 80% or better accuracy.</li> <li><i>f</i> A completion certificate will be available when all requirements have been met. <ul style="list-style-type: none"> <li>9 This certificate <u>must be printed</u> for your records.</li> <li>9 This self-directed training is available for Continuing Teacher and Leader Education (CTLE) credit. Please email <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> and provide your name as it appears on your NY certification, email, name of training, training hours, date, and copy of training completion certificate.</li> </ul> </li> </ul> </li> </ul>			
<p>NOTE: All training requirements must be completed before the test administrator will have access to a student's Kite Student Portal log-in information. Additional professional development resources are available to all at <a href="https://dynamiclearningmaps.org/professional-development">https://dynamiclearningmaps.org/professional-development</a></p>			
<p>Step 3B: RETURNING Test Administrators must complete 1 module of Self-directed training to be eligible as a Test Administrator</p>			
	Yes	No	Done

Required training for RETURNING teachers :  
*f*

<p>This self-directed training is available for CTLE credit. Please email <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> and provide your name as it appears on your NY certification, email, name of training, training hours, date, and copy of training completion certificate.</p>			
<p>NOTE: All training requirements must be completed before the test administrator will have access to the Kite Student Portal log-in information.          Returning Test Administrators who are NOT enrolled in the returning test administrator training should contact their District or Building Test Coordinator, who can then contact NYSED at <a href="mailto:EMSCASSESSINFO@nysed.gov">EMSCASSESSINFO@nysed.gov</a> and provide the teacher's name, email, school and district.  <u>This should be done prior to taking the Moodle training.</u>          Additional professional development resources are available to all at <a href="https://dynamiclearningmaps.org/professional-development">https://dynamiclearningmaps.org/professional-development</a></p>			
<p>Step 4: Accessibility Supports/Accommodations</p>			
	Yes	No	Done
<p>The expectation is that accessibility supports are similar to those that have been used during instruction (refer to the Accessibility Manual).</p>			
<p>Do not have the assessment be the first time a student is using accessibility features.</p>			
<p>NOTE: Best Practices would have accessibility features documented on a student's IEP as testing accommodations (refer to Accessibility Memo <a href="http://www.p12.nysed.gov/assessment/nysaa/2016-17/accessibility-sscd.pdf">http://www.p12.nysed.gov/assessment/nysaa/2016-17/accessibility-sscd.pdf</a>).</p>			
<p>Step 5: Complete Personal Needs and Preferences (PNP) and First Contact Survey (FC Survey) in Educator Portal</p>			
	Yes	No	Done
<p>For new students, complete the Personal Needs and Preferences (PNP) and First Contact Survey (FC Survey). Make sure to utilize student's IEP for this information</p>			
<p>For returning students, review and update, as necessary, the information in the PNP and FC Survey and complete any new information required in the FC Survey</p>			
<p>NOTE: The information from the FC Survey generates the student's first testlet's adaptive linkage level.</p>			
<p>Step 6: Kite Suite</p>			
	Yes	No	Done
<p>Kite Student Portal is used for assessing students.          Check the DLM website for the current version of Student Portal at <a href="https://dynamiclearningmaps.org/requirements">https://dynamiclearningmaps.org/requirements</a>          The new software update covers all platforms. For more information on Kite Student Portal, including status, system requirements, and installation instructions, <a href="https://dynamiclearningmaps.org/requirements">https://dynamiclearningmaps.org/requirements</a></p>			
<p>Sign up for test updates at <a href="http://dynamiclearningmaps.org/content/operational-testing">http://dynamiclearningmaps.org/content/operational-testing</a>.</p>			
<p>Educator Portal is used by educators for data management. Educators must verify accuracy of the roster (Refer to the Manage Student Data section):</p> <ul style="list-style-type: none"> <li>f Confirm Student Eligibility. Refer to student's IEP and the 2020-21 NYSAA Birthdate Chart</li> <li>f If students are entered in error, educators must contact the DTC/BTC and Data Manager, who can make corrections.</li> </ul>			

*f* If educators cannot “see” students in Educator Portal, some questions to explore:

9 Did the educator complete training, including the passing of associated quizzes, and print the completion certificate only if requesting CTLE credit?

9 Did the educator agree to and print the security agreement?

9

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| <ul style="list-style-type: none"> <li>9 Complete the FC Survey for the student to generate student testlets once the window opens (but do not open or administer testlet).</li> <li>9 Notify DTC/BTC to enter the appropriate special circumstance code for the student prior to the end of the administration period.</li> </ul> |  |  |  |
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For DLM testing system questions, please contact the DLM Service Desk at 1-855-277-9751 or email at [DLM-support@ku.edu](mailto:DLM-support@ku.edu) for assistance.

For a NYS data-related question, please email NYSED-CBT at [CBTSupport@nysed.gov](mailto:CBTSupport@nysed.gov)

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