

DYNAMIC[®]
LEARNING MAPS

TECHNOLOGY
SPECIFICATIONS MANUAL
2023–2024



DYNAMIC[®]
LEARNING MAPS

KU

ACHIEVEMENT
& ASSESSMENT
INSTITUTE

The University of Kansas

Assessment & Technology
Solutions

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DYNAMIC LEARNING MAPS CONSORTIUM AND ASSESSMENT & TECHNOLOGY SOLUTIONS
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FINDING HELP

If the information in this manual and resources from your state Dynamic Learning Maps® (DLM®) website do not lead to solutions, these contacts can provide additional support (Table 1).

NOTE: Print this page and keep it handy!

Table 1

Where to Find Help

| Local Technology Representative | State Education Agency | The DLM Service Desk* 1-844-261-6481 (toll-free) or DLM-support@ku.edu |
|---|---|---|
| Kite® Student Portal installation General computer support Internet availability Display resolution Issues with sound, headphones, speakers, etc. | How to use Student Portal and Educator Portal Training requirements Assessment questions Assessment scheduling Test invalidation requirements Student Individualized Education Program (IEP) requirements Test window dates, extensions, requirements, etc. Testlet resets (may take up to five business days) | Data questions (rosters, enrollment, etc.) |

WHEN CONTACTING THE DLM SERVICE DESK:

- **Do not send any Personally Identifiable Information** (PII) for a student via email or Educator Portal Live Chat. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes information such as a student’s name or state identification number. Each state has unique PII requirements. Check with your assessment coordinator to find out what student information can be legally sent by Live Chat or email in your state.
 - For all concerns for which the Service Desk requires student-specific information, you must call using the listed phone number.
- **Do send**
 - name and email address of the individual reporting the problem
 - state and district names in which the school is located
 - error messages, including the testlet number if applicable to the problem
 - Service Desk ticket number when following up on a previously submitted issue

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INTRODUCTION: DYNAMIC LEARNING MAPS

The Dynamic Learning Maps® (DLM®) Alternate Assessment System assesses what students with the most significant cognitive disabilities know and can do in assessed subjects in grades 3–8 and high school. Departments of education in each state determine the subjects and the grades to assess. The DLM Alternate Assessment System provides accessibility by design and is guided by the core beliefs that 1) all students should have access to challenging grade-level content and 2) that test administrators should adhere to the highest levels of integrity in providing instruction and in administering the assessment.

The DLM Alternate Assessment System includes a computer-based assessment and an online dashboard for educators to manage student information. The DLM alternate assessment can be administered on a variety of devices. DLM technology personnel support the technology needs of test administrators and students who participate in the DLM alternate assessment.

AUDIENCE AND PURPOSE

The TECHNOLOGY SPECIFICATIONS MANUAL, for the DLM Alternate Assessment System, provides technology personnel with knowledge and tools to manage technology for the assessment. Technology personnel prepare the network and devices for assessment administration.

WHAT'S NEW IN THIS VERSION

Information about these topics has been added or enhanced in this version (Table 2).

Table 2

What's New

| Topic | Starting Page |
|---|---------------|
| Year-End model states: Fall District Training—YE Model States is now referred to as DLM Training for District Roles . | 8 |
| Instructionally Embedded model states: Fall District Training—IE Model States is now referred to as DLM Training for District Roles . | 8 |

To learn about updates to test administration resources such as this manual, subscribe to [Test Updates](#) on the DLM website.

ADDITIONAL RESOURCES

Additional resources for technology personnel are located on the [DLM website](#) by selecting the **Kite® Suite** hyperlink in the header (Figure 1). To find materials specific to an individual state, select your state from the **For States** menu under the Year-End model or Instructionally Embedded model heading. Table 3 includes the standard technology personnel resources available across all states.

Figure 1

DLM Website Image

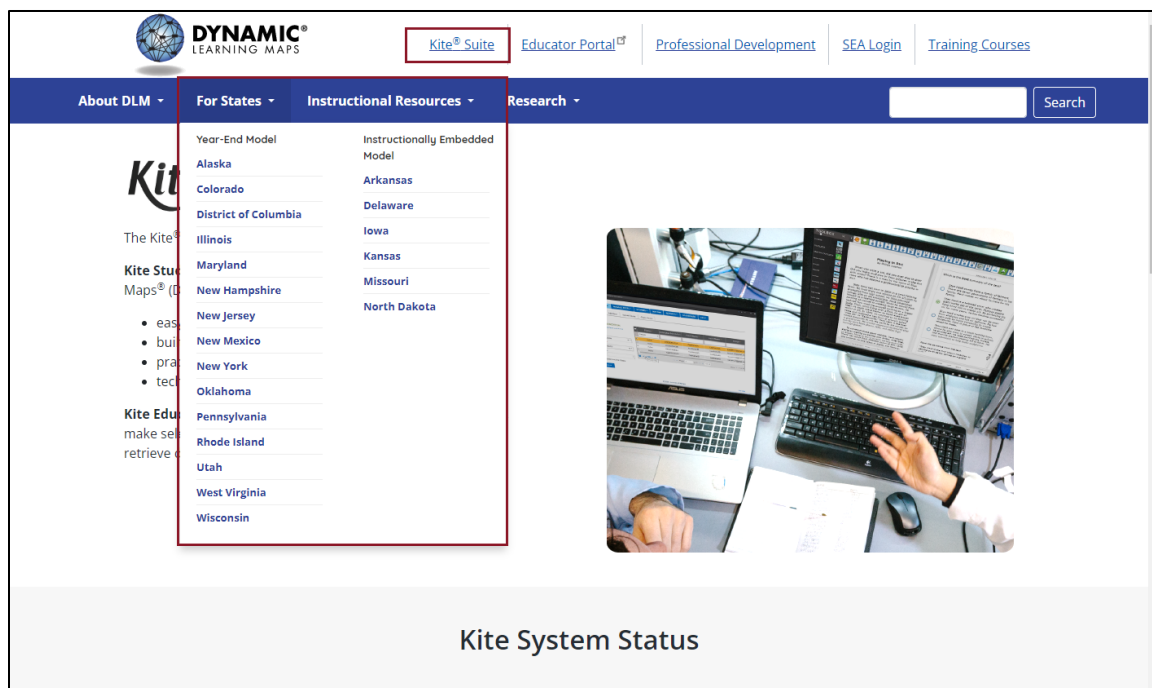


Table 3*Standard Technology Personnel Resources*

| Manual or Resource | Description |
|--|--|
| TECHNOLOGY SPECIFICATIONS MANUAL (PDF) | Supports technology personnel in preparing schools for the technology needs of the DLM alternate assessment. |
| Kite Suite webpage | Provides information about Kite Student Portal, Educator Portal, uptime, operating systems, browsers, and troubleshooting. Also supplies software downloads. |
| Test Updates webpage | Provides breaking news on test administration activities. Sign up to receive alerts when new resources become available. |

CHECKLIST TO MANAGE TECHNOLOGY

NOTE: Print these pages and keep them handy!

Work with the assessment coordinator to determine the due dates necessary to meet the district assessment schedule. Table 4 includes steps for managing technology for the DLM alternate assessment.

Table 4

Checklist to Manage Technology

| ☑ | Step | Resources |
|---|--|---|
| | 1. Bookmark the Kite® Suite webpage on the Dynamic Learning Maps® (DLM®) website. Use the resources to become familiar with your role’s responsibilities, procedures, and materials needed to prepare. | Kite Suite |
| | 2. Participate in DLM Training for District Roles. States may also provide their own training for technology personnel. <ul style="list-style-type: none"> • DLM Training for District Roles (YE states) • DLM Training for District Roles (IE states) | DLM website > For States > Your State > Assessment Coordinator or Data Manager or Technology Manager > District Staff Resources or Assessment Resources > DLM Training for District Roles |
| | 3. Modify spam lists, favorites lists, whitelist websites and email addresses so all test administrators have access to DLM content. Ensure all educators who are involved with the DLM alternate assessment can receive emails from addresses ending in @ku.edu . | Kite Suite Whitelist Settings (PDF) |
| | 4. Determine which devices will be used and verify that all testing devices meet OS and screen requirements. | Kite Suite (see Screen Requirements section) |

| ☑ | Step | Resources |
|---|--|---|
| | <p>5. Student Portal 9.0.0 and above will be used for 2023–2024 assessments. Kite Student Portal 9.0.0 or above must be downloaded and installed on the testing device. Downloads and instructions are available on the Kite Suite webpage. (Administrator rights to devices may be needed.)</p> <ul style="list-style-type: none"> • Chromebooks update automatically. • iPads update automatically if the user has automatic updates on. • Macs and PCs with versions of Kite Student Portal older than 9.0.0 will need to uninstall the older version and install 9.0.0 or above. • Android is new for the 2023–2024 school year. | <p>Kite Suite</p> |
| | <p>6. Support educators in checking the compatibility of devices with accessibility supports. Use the demo usernames and passwords listed in the Guide to Practice Activities and Released Testlets.</p> | <p>Guide to Practice Activities and Released Testlets (PDF)</p> |
| | <p>7. Verify that the network meets requirements. Refer to the Kite Student Portal bandwidth requirements document on the Kite Suite webpage.</p> | <p>Kite Student Portal Bandwidth Requirements (PDF)</p> |
| | <p>8. Install Adobe Reader or another PDF reader on computers used by educators to access Educator Portal.</p> <hr/> <p>NOTE: Most browsers support PDF viewing.</p> | <p>Adobe Reader DC</p> |
| | <p>9. If given an Educator Portal account:</p> <ul style="list-style-type: none"> • Activate the account using the link emailed to you. • Agree to the Security Agreement after signing in. • Access is determined at the state or district level and not typically required for technology personnel. Contact your assessment coordinator if an account is needed. | <p>Kite Educator Portal</p> |

| ☑ | Step | Resources |
|---|---|--|
| | 10. Provide technical support for Educator Portal and Student Portal using troubleshooting information on the Kite Suite webpage. | Troubleshooting Kite Upload Errors |

WHITELISTING TO ACCESS CONTENT

Whitelisting includes modifying firewalls and other network protections to allow uninhibited access to the Kite® Student Portal Servers so data can transfer between the testing device and Kite servers.

EMAIL

Various email messages are sent to users from @ku.edu accounts (originating from the University of Kansas [KU]). These include Kite Educator Portal account setup messages, Educator Portal password reset messages, testing updates, and Service Desk replies. Consider whitelisting or adjusting spam filter email settings for the state or district email system to allow messages from @ku.edu accounts. Ensure all educators involved with the Dynamic Learning Maps® (DLM®) alternate assessment can receive emails from @ku.edu addresses.

KITE STUDENT PORTAL CONTENT

If Kite Student Portal does not correctly display an onscreen image during test administration, it may be necessary to whitelist items to pass through the district's firewall. See the [Kite Student Portal Whitelist Settings \(PDF\)](#) for current information. Issues may include images not displaying fully or correctly, assessment items not fully appearing, or response options not appearing on the screen. The minimum screen resolution is 1024 × 768. Local technology personnel are the first point of contact for test administrators.

REQUIRED TRAINING AND VIDEOS

Educators who administer the Dynamic Learning Maps® (DLM®) alternate assessment must complete Required Test Administrator Training before they can become test administrators. This training can be accessed in Educator Portal using the **Training** tab. Alternatively, personnel may conduct facilitated training and show these videos to educators in a group setting, but the post-tests must still be completed in Educator Portal via the **Training** tab. The videos for the Required Test Administrator Training are delivered using Vimeo.

The DLM Consortium also provides professional development modules for educators who teach and assess students participating in DLM alternate assessments. A complete list of training modules is available on the [DLM Professional Development](#) website.

KITE STUDENT PORTAL AND EDUCATOR PORTAL

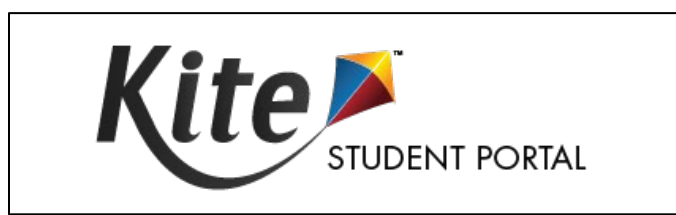
NOTE: Information in this section is also included in the TEST ADMINISTRATION MANUAL, the ASSESSMENT COORDINATOR MANUAL, and the DATA MANAGEMENT MANUAL. These manuals direct their audiences to contact district technology personnel if they need more information or technology support.

The Kite® Suite was designed to deliver the next generation of large-scale assessments and was tailored to meet the needs of students with the most significant cognitive disabilities who often have multiple physical disabilities.

Students have accounts in **Kite Student Portal** (Figure 2).

Figure 2

Kite Student Portal Logo



Kite Student Portal is the customized, secure interface that test administrators use to deliver the assessment to students. Students log in with their own unique username and password, which is provided to the test administrator through Kite Educator Portal. Once Student Portal is launched, students are prevented from accessing websites or other applications during the assessment.

Practice activities and released testlets are also available to use with Student Portal using demo usernames and passwords. Educators and staff do not have accounts in Student Portal.

Kite Student Portal version 9.0.0 or above must be installed on all devices used for assessment for the 2023–2024 school year. Previous versions (i.e., Kite Student Portal 8.x, 7.x, 6.x, Kite Client) will not be compatible with the 2023–2024 assessment and must be removed before Kite Student Portal 9.0.0 or above is installed. An error message will appear when attempting to access a testlet using an older version (Figure 3).

Figure 3

Kite Student Portal Error Message



Staff and educators have accounts in **Kite Educator Portal**.

Kite Educator Portal is the administrative website application in which staff and educators manage student data and retrieve reports. For information on working within Educator Portal, see the [DATA MANAGEMENT MANUAL \(PDF\)](#) or the [EDUCATOR PORTAL USER GUIDE \(PDF\)](#) on the [DLM website](#).

KITE SYSTEM STATUS

The [Kite Suite](#) page on the Dynamic Learning Maps® (DLM®) website provides the current status of Student Portal and Educator Portal (Figure 4). The current Kite System status is indicated by a color and a custom message. See Table 5 for sample messages.

Figure 4

Kite System Status

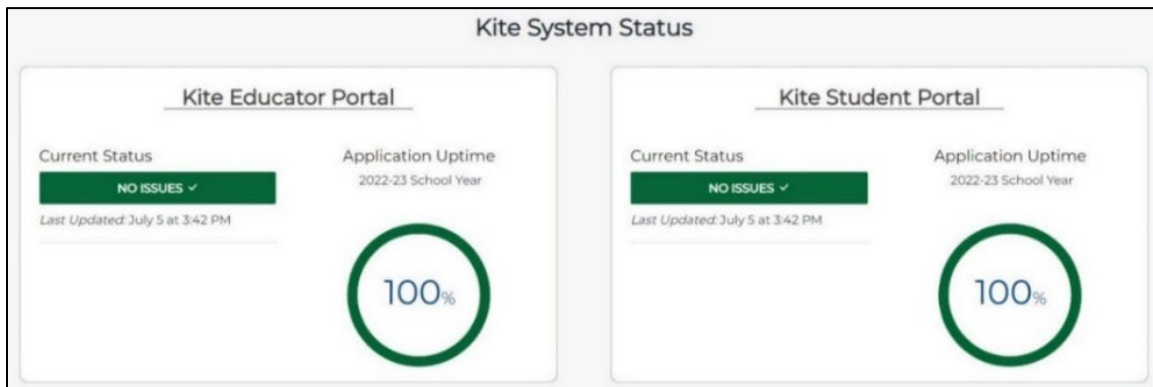


Table 5

Sample of Kite Student Portal Messages

| Color | Status |
|--------------|------------------------------|
| Green | System is operating normally |
| Yellow | System issues present |
| Red | System offline |

ASSESSMENT DEVICES COMPATIBLE WITH KITE STUDENT PORTAL

The DLM alternate assessment may be administered using various device types. Go to the [Kite Suite](#) page on the DLM website for the most updated information regarding device compatibility.

NOTE: A student should not start a testlet on one device and then attempt to complete the same testlet on another device. If a student must change assessment locations and has a testlet open and in progress, select EXIT DOES NOT SAVE. The testlet will close, responses will not be saved, and the student may restart the assessment session on the second device in the new location.

For downloads and instructions, see resources on the [Kite Suite](#) page on the DLM website.

Local devices attached to these machines, such as interactive whiteboards, are also acceptable. Interactive whiteboards (brand names SMART, Promethean, etc.) may be used in assessment. The same hardware, software, and screen resolution constraints apply. The projector associated with the interactive whiteboard must project the computer screen at a resolution of no lower than 1024 × 768.

INTERNET CONNECTIVITY

An internet connection with sufficient bandwidth is required to deliver the assessment using Student Portal. Please see the [Student Portal Bandwidth Requirements \(PDF\)](#) for more information.

SUPPORTED BROWSERS

To effectively use Educator Portal, a supported browser must be used. The list of supported browsers can be found on the [Kite Suite](#) page. Educator Portal access has only been verified using PC, Mac, and Chromebook devices. Using an iPad with iPadOS 13 or higher to access Educator Portal may allow typical navigation access, but the user will likely need to use a PC, Mac, or Chromebook for downloading Test Tickets, Testlet Information Pages (TIP), extracts, or accessing other graphically-intensive aspects of the website to have the best experience.

For Student Portal, the DLM alternate assessment must be administered using supported devices and operating systems along with specific installation instructions. The list of supported devices and operating systems can be found on the [Kite Suite](#) page.

NOTE: Procedures for accessing and using Kite Student Portal and Educator Portal are included in the [EDUCATOR PORTAL USER GUIDE \(PDF\)](#).

PDF VIEWER

For educators and test administrators to view PDFs in Educator Portal, they need [Adobe Reader DC](#) or other software that allows the test administrator to view and print PDFs. Most browsers now allow for PDF viewing.

ACCESSING EDUCATOR PORTAL

Technology personnel do not usually require access to Educator Portal. If a technology staff member requires access, the district assessment coordinator or data manager can create an account and give the technology staff member the District User role. For procedures to navigate Educator Portal, see the [EDUCATOR PORTAL USER GUIDE \(PDF\)](#).

STATE APPENDICES

DOCUMENT HISTORY

NOTE: Page numbers are valid for only the date and version noted (Table 6). They may change in future versions.

Table 6

Document History

| Date | Section Name & Summary of Changes | Starting Page |
|-----------|---|---------------|
| 7/21/2023 | Year-End model states: Fall District Training—YE Model States is now referred to as DLM Training for District Roles . | 8 |
| 7/21/2023 | Instructionally Embedded model states: Fall District Training—IE Model States is now referred to as DLM Training for District Roles . | 8 |

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