

DLM: How to Run a Completion Report to Know if You're Done Testing

Follow the steps below to run the Test Administration Monitoring report in Educator Portal to determine if all testlets have been given. This report can be run by teachers and administrators to ensure that all DLM testing is complete.

STEP 1: Log in to Educator Portal

STEP 2: Click REPORTS

STEP 3: Click DATA EXTRACTS

DATA EXTRACTS
ALTERNATE ASSESSMENT
STUDENT REPORT ARCHIVE

STEP 4: Click NEW FILE

DLM TEST ADMINISTRATION MONITORING
The number of reports shown on this page will depend on your roll. Test Coordinators will have more reporting options than Test Administrators.

Extract	Description	Requested	File
Current Enrollment	Current enrollment information for active students.	03/26/2020 01:51 PM	New File
DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	01/04/2021 01:32 PM	New File
First Contact Survey File	Current First Contact survey settings by student	07/31/2019 04:22 PM	New File
PNP Setting Counts	Student PNP setting counts by organization.	07/31/2019 04:21 PM	New File
PNP Settings	Personal Needs and Preferences (PNP) settings by student.	07/31/2019 04:21 PM	New File
Roster	Student assignment by educator and subject.	03/26/2020 01:52 PM	New File
Security Agreement Completion	Security Agreement status by organization	07/31/2019 04:23 PM	New File
Student Roster and First Contact Survey Status	Roster and First Contact Survey status by student and subject.		New File
Training Status	List of DLM users by organization and their training completion status	07/31/2019 04:24 PM	New File
Users	Educator Portal users and their associated role(s).	07/31/2019 04:24 PM	New File

STEP 5: Click OK.

If you are a test coordinator, you will be able to chose to run the report for your entire district or just one school. If you are a test administrator, this report will include only the students on your roster.

Create Extract

Filters

Assessment Program.*

District:

School:

Warning: The results in this extract include all testlets delivered year.

NOTE: After you click OK, it will say *In Queue* while the file is being generated. If you ran this file before, you will get a message telling you the old file will be replaced. Click OK to that message.

STEP 6: Click CSV. The file will download to your computer.

Extract	Description	Requested		Action
Current Enrollment	Current enrollment information for active students.	03/26/2020 01:51 PM	csv	New File
DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	01/04/2021 01:32 PM	csv	New File
First Contact Survey File	Current First Contact survey settings by student	07/31/2019 04:22 PM	csv	New File

The DLM Test Administration Monitoring Report:

A	R	S	T	U	V
Subject	End of Year # Testlets Not Started	End of Year # Testlets In Progress	End of Year # Testlets Completed	End of Year # Testlets Required	Field Test # Testlets Completed
Mathematics	1	0	3	6	0
English Language Arts	0	0	5	6	0
Mathematics	1	0	4	6	0
Science	1	0	3	9	0
English Language Arts	0	0	5	6	1
Mathematics	0	0	0	0	0
English Language Arts	0	0	5	5	1

Some fields are hidden to make it easier to see the columns you need. You will see teacher, student, and school information, among other information, in the full report. For the purposes of seeing how close you are to being done with testing, look at the following columns:

- Column A: Subject (ELA, Math, Science)
- Column T: End of Year Testlets Completed.
- Column U: End of Year Testlets Required. When these two columns (T and U) have the same number: 9 for science, etc., you've completed testing.
- Column V: Field Test Testlets: These are not included in Columns T and U. They are required.

Number of Testlets per Grade Level and Content Area:

Grade	Mathematics Testlets	ELA Testlets	Science Testlets	Field Test Testlets
3	5	7		0 or 1
4	7	7		0 or 1
5	6	7	9	0 or 1
6	6	6		0 or 1
7	6	6		0 or 1
8	6	6	9	0 or 1
11	6	5	9	0 or 1