TECHNOLOGY SPECIFICATIONS MANUAL 2021–2022

Publication Date: 07/15/2021

FINDING HELP

When 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).

> HINT: Print this page and keep it handy!

Table 1

Where to Find Help

Local Technology Representative	State Education Agency	The DLM Service Desk* 1-855-277-9751 (toll-free) or DLM-support@ku.edu
Kite® Student Portal installation	How to use Student Portal and Educator Portal	Data questions (rosters, enrollment, etc.)
General computer support	Training requirements	
Internet availability	Assessment questions	
Display resolution	Assessment scheduling	
Issues with sound, headphones, speakers, etc.	Test invalidation requirements	
	Student Individualized Education Program (IEP) requirements	
	Test window dates, extensions, requirements, etc.	
	Testlet resets (may take up to 72 hours)	

* 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.
- **Do** send
  o the name and email address of the individual reporting the problem
  o the state and district names in which the school is located
  o error messages, including the testlet number if applicable to the problem
  o the Service Desk ticket number when following up on a previously submitted issue

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CONTENTS

AUDIENCE AND PURPOSE

The TECHNOLOGY SPECIFICATIONS MANUAL for the Dynamic Learning Maps® (DLM®) Alternate Assessment System provides technology personnel with the key 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
Hyperlinks updated	Throughout

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

ABOUT THE DYNAMIC LEARNING MAPS ALTERNATE ASSESSMENT SYSTEM

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

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.

ADDITIONAL RESOURCES

Additional resources for technology personnel are located on the DLM website. Select the **KITE® SUITE** hyperlink in the header. 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.

Table 3

Standard Technology Personnel Resources

Manual/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, 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 FOR THE DLM ALTERNATE ASSESSMENT

> HINT: 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 and the procedures and materials needed to prepare for the assessment.	Kite Suite
	2. Participate in DLM-provided Fall District Training. States may also provide their own training for technology personnel.	DLM website > For States > Your State > Resources for Educators and District Staff > District Staff Training Resources Year-End Model states: Fall District Training - YE Model States Instructionally Embedded Model states: Fall District Training - IE Model States
	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)

☑	Step	Resources
	4. Determine which devices will be used for the assessment and verify that all testing devices meet requirements.	Kite Suite
	5. Student Portal 8.0 will be used for 2021–2022 assessments. Kite Student Portal 8.0 must be downloaded. Downloads and instructions are available on the Kite Suite webpage. (Administrative rights to the devices may be necessary.) • Chromebooks will update automatically. • iPads will update automatically only if the user has automatic updates turned on. • Macs and PCs with versions older than Student Portal 8.0 need to have the older version removed and Student Portal 8.0 installed.	Kite Suite
	6. Support educators in checking the compatibility of devices and accessibility supports. Use the demo usernames and passwords listed in the Guide to Practice Activities and Released Testlets.	Guide to Practice Activities and Released Testlets (PDF)
	7. Verify that the network meets requirements. Refer to the Kite Student Portal bandwidth requirements on the Kite Suite webpage.	Kite Student Portal – Bandwidth Requirements (PDF)
	8. Install Adobe Reader DC or another PDF reader on computers that educators will use to access Educator Portal.	Adobe Reader DC

☑	Step	Resources
	9. If given an Educator Portal account: • Activate the account. • Agree to the Security Agreement after signing in to Educator Portal. • Access to Educator Portal is determined at the state or district level and is not typically required for technology personnel. Contact your assessment coordinator if an account is needed.	Educator Portal
	10. Provide technical support for Educator Portal and Student Portal using troubleshooting information provided on the Kite Suite webpage.	Troubleshooting Kite Errors

WHITELISTING

Whitelisting includes modifying spam and junk mail filters to allow specific email addresses to deliver messages to your email address.

EMAIL

Various email messages are sent to users from @ku.edu accounts. These include Kite® Educator Portal account setup messages, Educator Portal password reset messages, testing updates, and Service Desk replies. Consider whitelisting or setting spam-filter control of the state or district email system to allow messages from @ku.edu accounts. Ensure all educators involved with the 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 on 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 x 768. Local technology personnel are the first point of contact for test administrators.

VIDEOS AND TRAINING

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 on the DLM website at Training Courses. Alternatively, personnel may conduct facilitated training and show these videos to several people in a classroom setting. 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 are available on the DLM Professional Development website.

Occasionally, videos hosted through YouTube or Vimeo are retrievable through Dropbox. Ensure that test administrators can access the training videos and have access to sound on their computer.

> 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 disabilities.

Students have accounts in **Kite Student Portal**.

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 the test administrator provides. 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 8.0 must be installed on all devices used for assessment for the 2021–2022 school year. Previous versions (i.e., Kite Student Portal 7.0, 6.0, KITE Client) will not be compatible with the 2021–2022 assessment and must be removed before Kite Student Portal 8.0 is installed. An error message will appear when attempting to access an older version.

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

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

KITE SYSTEM STATUS

The Kite Suite page on the DLM website provides the current status of Student Portal and Educator Portal (Figure 1).

Figure 1

Kite System Status
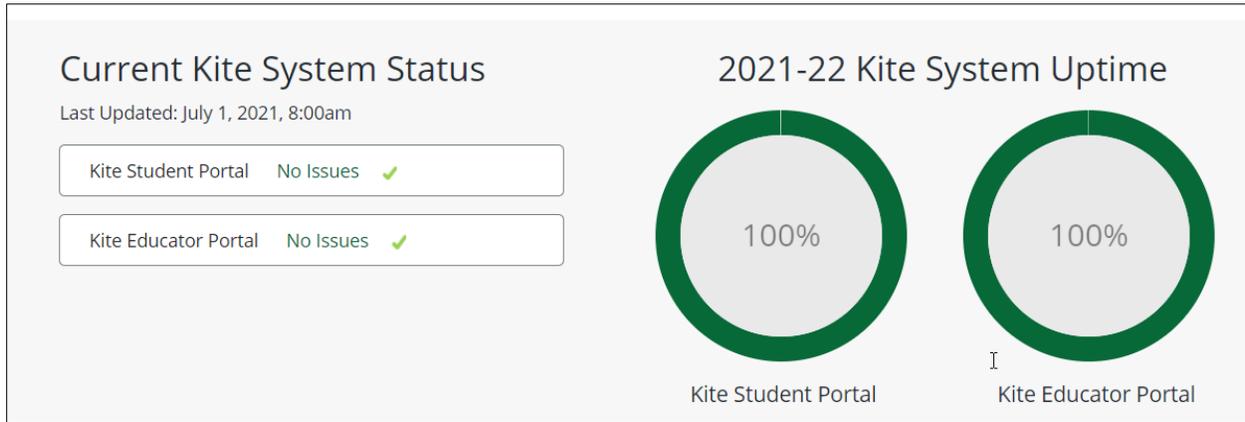
The current Kite System status is indicated by a color and a custom message. See Table 5 for sample messages.

Table 5

Sample 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 on several different devices. Go to the Kite Suite page on the DLM website for the most updated information regarding device compatibility.

> HINT: 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 x 768.

INTERNET CONNECTIVITY

An internet connection is required to deliver the assessment using Student Portal.

REQUIRED SOFTWARE

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.

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

> HINT: 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 another software that allows the test administrator to view and print PDFs.

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
07/15/2021	Hyperlinks updated	Throughout