

## Position Overview:

### Data Manager for the DLM Alternate Assessment

#### About the Dynamic Learning Maps (DLM) Alternate Assessment System

The DLM Alternate Assessment System assesses what students with the most significant cognitive disabilities know and can do in English language arts (ELA) and mathematics in grades 3–9, and science for grades 4, 8, and 10.

#### About the Kite Suite

The Kite Suite was designed to deliver the Alternate Assessment for students with significant cognitive disabilities via an adaptive computer-based method. There are two components to the Kite Suite:

##### **Kite Educator Portal:** Staff and educators accounts



Educator Portal is the administrative application where staff and educators manage student data and retrieve reports. Much of the work in Educator Portal is done by the Data Manager.



##### **Kite Student Portal:** Student accounts

Kite Student Portal delivers assessments to students through the use of a customized, secure web browser accessible on multiple devices. *Educators and staff do not have accounts in*

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You must read the [Data Management Manual](#) for details on procedures to complete the following tasks.

#### Overview of Role

The key duties of the district Data Manager are to gather, verify, and upload educator (test administrator, etc.), student, and roster data into Educator Portal (EP), and to update records as needed.

#### Download the Following Resources from the [Dynamic Learning Maps \(DLM\) Website](#):

[Data Management Manual](#), [Educator Portal User Guide](#), [Enrollment Upload Template \(csv\)](#), and the [User Upload Template \(csv\)](#). The [Data Management Manual](#) provides information about gathering, editing, and uploading users, student enrollment, and rosters (assigning students to educators) in Educator Portal.

#### Activate Your Educator Portal Account

Your Assessment Coordinator is responsible to set up your account. You will receive an email with instructions on how to log in. For details on this procedure, refer to the [Educator Portal User Guide](#). Log in to your Educator Portal account. Complete the security agreement upon your first log in. The security agreement must be accepted each year.

#### Participate in Training

View the DLM [Data Management Training](#) and [District Staff Training Videos](#) for information on Educator Portal.

### **Collect Educator, Student, and Roster Data**

Use the instructions in the [Data Management Manual](#) and templates to prepare user, student enrollment, and roster files. Templates must always be saved as a CSV file. Be sure to verify data for accuracy.

### **Upload files to Educator Portal**

1. Upload Enrollment and Roster Files - Deadline 12/27/2020
2. Upload user file to Educator Portal - Open 8/3/2020 until 1/11/2021 (Users must be in the system to participate in training)
3. Upload Roster to connect educators/tests administrators to their students. Confirm students are linked to the correct educator - Deadline 2/12/2021
4. Alert the Assessment Coordinator and Educators when Data Uploads are complete

### **Manage Student Transfers As Needed**

See section on “Manage Student Moves and Transfers” of the Data Management Manual for managing student transfers.

### **Data Verification**

Prior to testing do a final verification of user, enrollment, or roster data.