

2018-19
New York
State
Alternate
Assessment
(NYSAA)

**Technology Coordinator Checklist:
Administration of NYSAA in English
Language Arts (ELA), Mathematics and
Science through Dynamic Learning
Maps (DLM)**

Step 1: Technology roles and responsibilities for the DLM assessment			
	Yes	No	Done
Become familiar with your roles and responsibilities for the DLM assessment by reading the Technology Specifications Manual http://dynamiclearningmaps.org/newyork			
Updated manuals can be located at http://dynamiclearningmaps.org/newyork			
Step 2: Evaluate the technology requirements for the DLM assessment			
	Yes	No	Done
Connect with relevant personnel in district (including Data Manager, Assessment Coordinator, and Technology Coordinator)			
Analyze network(s) and devices at testing sites			
Advise Assessment Coordinator/ district leadership on any technical issues or concerns			
Consult with Assessment Coordinator and provide input on test administration plan, including technical and security issues			
Step 3: Oversee any necessary infrastructure and/or network preparation as well as device preparation based on technical requirements			
	Yes	No	Done
Browser compatibility- http://dynamiclearningmaps.org/requirements			
Whitelisting- http://kiteassessments.org/sites/default/files/KITE_files/KITE_Client_Whitelisting.pdf			
Email			
Bandwidth- http://kiteassessments.org/sites/default/files/KITE_files/KITE_Client_Bandwidth_DLM.pdf			
Troubleshooting- http://dynamiclearningmaps.org/kite-troubleshooting			
Step 4: Download Kite Student Portal to testing Devices			
	Yes	No	Done
KITE Client should be removed from devices previously used and Kite Student Portal installed. Check the DLM website for the current status of Kite Student Portal and directions at http://dynamiclearningmaps.org/content/kite .			
The new software covers all platforms and includes new Chrome and iPad apps. For more information on Kite Student Portal, including status, system requirements, and installation instructions, http://www.dynamiclearningmaps.com/content/kite . If a device was not used last year, install Kite Student Portal.			
Step 5: Educator Portal.			
	Yes	No	Done
Install Adobe Acrobat Reader DC or another PDF reader on computers that educators use to access Educator Portal http://dynamiclearningmaps.org/content/kite			

Step 6: Test Window begins...			
	Yes	No	Done
Provide technical support during test administration			
For DLM testing system questions, please contact DLM at 1-855-277-9751 or email at DLM-support@ku.edu for assistance.			
For NYS data related question, please contact NYSED at CBTSupport@nysed.gov			
For policy related issues, please call State Assessment at 518-474-5900 or email EMSCASSESSINFO@nysed.gov .			