

2020-21 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- https://dynamiclearningmaps.org/requirements			
Whitelisting- https://dynamiclearningmaps.org/sites/default/files/documents/Kite_Suite_Whitelist_Settings.pdf			
Bandwidth- https://dynamiclearningmaps.org/sites/default/files/documents/Student_Portal_Bandwidth_DLM.pdf			
Troubleshooting- https://dynamiclearningmaps.org/kite-troubleshooting			
Step 4: Kite Student Portal			
	Yes	No	Done
For more information on Kite Student Portal, including status, system requirements, and installation instructions, http://www.dynamiclearningmaps.com/content/kite .			

Step 5: Educator Portal

	Yes	No	Done
For more information on Kite Educator Portal, including status, system requirements, and installation instructions https://dynamiclearningmaps.org/requirements			

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 .			