

DLM (Dynamic Learning Maps_ Required Checklist

- Make sure you have an active and accurate educator portal account <https://educator.cete.us>.
- Complete annual security agreement in Educator Portal
- Make sure teacher role is “teacher” in Educator Portal, upper right hand corner.
- Complete and pass quizzes with at least 80%. (Completed in Moddle - instructions on back).
- Complete the First Contact Survey for all students taking the DLM. (Completed in Educator Portal).
- Complete the Personal Needs Preference (PNP/Accommodation) for all students taking the DLM. (Completed in Educator Portal).
- Complete a roster check to make sure all your students taking the DLM are listed for math and ELA. (If a student is missing call Gaylene Miller).
- Make sure that the IEP is marked to take the DLM.
- Make sure that the SCRAM has the DLM box checked. (Top right corner).
- Email or mail completed checklist to Ami Shah (District Office) by December 21, 2017. Upon review of completed tasks, a 4-hour Re-Licensure form will be sent to you.

Reminders:

- Select the UAA Science goal for each student by October 15, 2017.

Required Moodle Training

Teachers will need to log into the training site:

<http://training.dynamiclearningmaps.org>

Follow these steps:

- 1- Use a recommended browser to go to training.dynamiclearningmaps.org.
 - Google Chrome 30.0
 - Mozilla Firefox 25.0
 - Apple Safari 6
 - Microsoft Internet Explorer 9

- 2- Enter your username and password
 - Username is the same email address used for Educator Portal.
 - New Teachers: At your first login, use your temporary password which is the first part of your email address, up to the “@.”
 - For example, educator Jane Jones will use her email of jjones@gmail.com as her login name and a temporary password of jjones on her first login to Moodle. She will then be prompted to change her password.
 - Returning Teachers: Log in, click forgotten password or username if needed and follow steps.

New Teachers will then log out and wait for the facilitated training to take place.

Returning Teachers can then proceed to watch the “returning teacher Module” and complete the quiz.