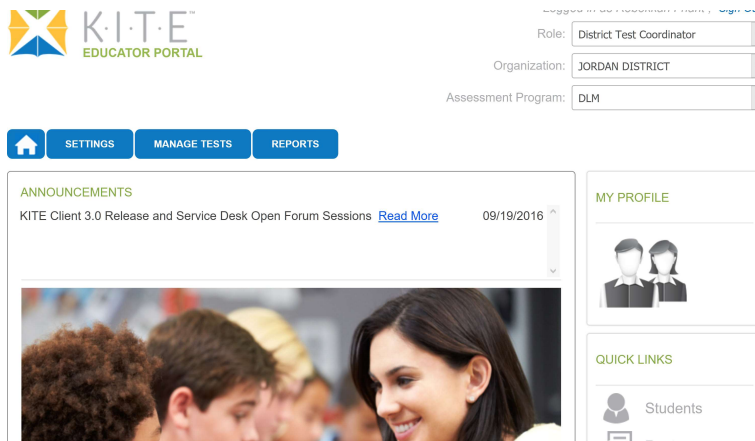


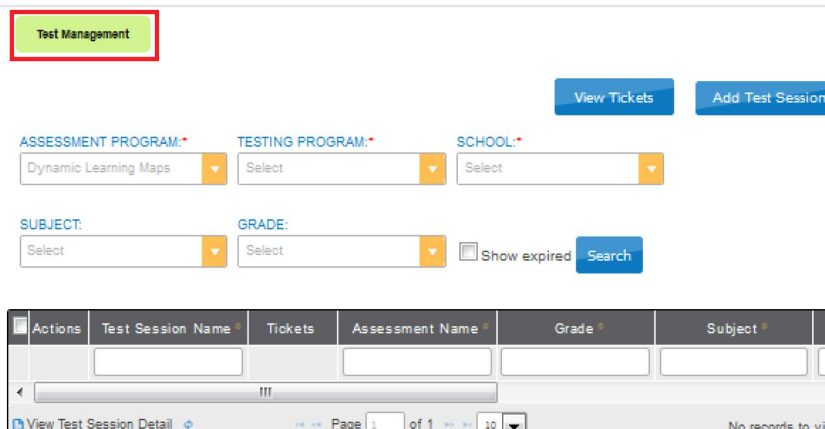
Instructions for Spring Testing

More information can be found in the 2016-17 Test Administration Manual (pgs. 93-98) and the Educator Portal Guide (pgs 53-61)

- Login to Educator Portal: <https://educator.cete.us/AART/userHome.htm>
- Check **Rosters**- contact Bekkah Friant if you are missing any students
- Click **Manage Tests**



- Click **Test Management**



- If the Testing Program Box is not filled in, select **Summative**

- Click the **PDF** icon to view and print out the student's username and password

Test Management





[View Tickets](#) [Add Test Session](#)

ASSESSMENT PROGRAM* TESTING PROGRAM* SCHOOL*

Dynamic Learning Maps Practice DLM West School

SUBJECT GRADE

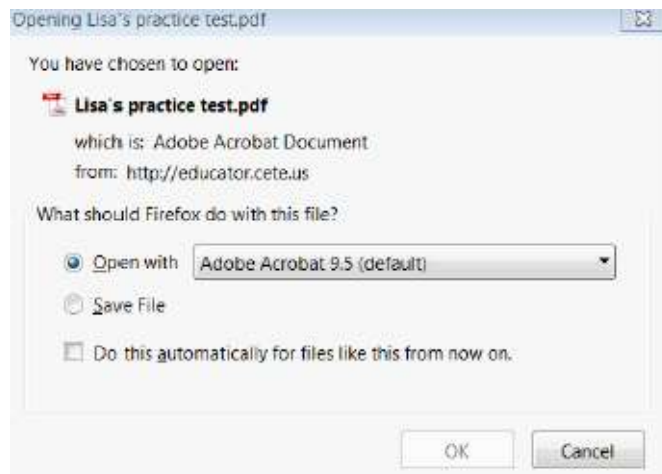
Select Select ☐ Show expired [Search](#)

Actions	Test Session Name	Tickets	Assessment Name	Grade	Subject
<input type="checkbox"/>	So Prac 82015		Students with Significant Cognitive Disabilities	Science 3-5	Science
<input type="checkbox"/>	So Prac 0925		Students with Significant Cognitive Disabilities	Science 3-5	Science
<input type="checkbox"/>	Science 5 ESS1-2 P		Students with Significant Cognitive Disabilities	Science 3-5	Science
<input type="checkbox"/>	Science HS P83-4 I		Students with Significant Cognitive Disabilities	Science 9-12	Science

[View Test Session Detail](#) Page 1 of 10 View 1 - 4 of 4

You can select up to 6 students to print out by clicking on box

- Click **Open with**























- Click **OK**

- Tickets will look similar to this:

Playground Demo 1 - Smith	
First Name: Jesse Last Name: Callahan UserName: 55557 Password: y4t95 Test Collection: Check Graph Labels Test Form: Check Graph Labels Test Section: Section 1 Ticket Number: N/A	
<hr/>	

The student's username and password will be the same for Math and Language Arts.

- Print the TIPS page for student (you will need to print a TIPS sheet for every testlet in each subject)
- Click **Test Session Name**

Actions	Test Session Name	Tickets	Assessment Name	Grade	Subject
	DLM-VanDowse-SP M 3.MD.4 DP-Digital Precursor-1234567		SP M 3.MD.4 DP	Grade 3	Mathematics
	DLM-VanDowse-SP ELA RL.4.4 IP-Initial Precursor-1234567		SP ELA RL.4.4 IP	Grade 4	English Language Arts
	Assessment Name		Assessment Name	Grade 10	Mathematics
	Assessment Name		Assessment Name	Grade 10	Mathematics
	Assessment Name		Assessment Name	Grade 9	Mathematics
	Assessment Name		Assessment Name	Grade 11	Mathematics
	Assessment Name		Assessment Name	Grade 9	Mathematics
	Assessment Name		Assessment Name	Grade 10	Mathematics
	Assessment Name		Assessment Name	Grade 9	Mathematics
	Assessment Name		Assessment Name	Grade 9	Mathematics

View Test Session Detail Page 1 of 9 View 1 - 10 of 87

(Test Session names are long, look for the Student's Last Name)

- Scroll over to the **Test Information** column and click PDF to view/open the TIP

Home

Test Management

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back

View/Edit Test Session: **Test Session**


Choose the students to register to the selected test below. Click SAVE to continue.

Assessment Details

Students

Session Information

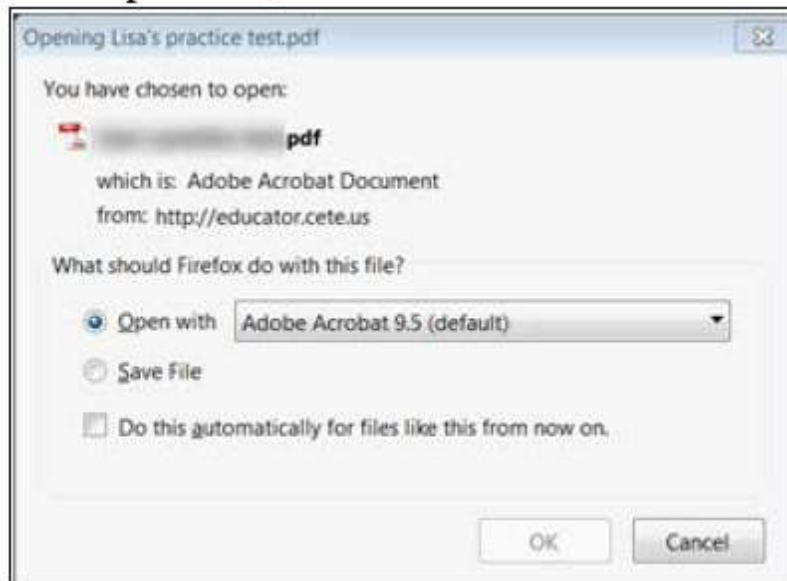
Monitor

Current School Year	Educator ID	Educator First Name	Educator Last Name	DLM Student	Test Information
2015	Not Available	Aistra	Johnson	Yes	

Page 1 of 1

View 1 - 1 of 1

- Click **Open with**



- View/Print the Testlet Information Page (TIP). When printing this document, remember that it is a **SECURE Document**. You may only want to print the pages that you need. (You only need to print out the alternate text passages if you are using Human Read Aloud)
- Gather **Testing Materials** listed on **TIPS**



- Click on **Kite Client** on student testing computer
- Enter the student's **Username** and **Password** from the ticket you printed out



- Click **Sign In**
- Click **Take a Test**.



- Select **Subject** and **Testlet**; Click **Take Test**

K.I.T.E. Take a test Practice First Sign Out

Please select a test to take.

Dynamic Learning Maps

Summative

English Language Arts	[Blurred Testlet Name]	Take Test ➡
Mathematics	[Blurred Testlet Name]	Continue ➡
	[Blurred Testlet Name]	Continue ➡

Page 1 of 2

- Click **Begin**
- Students can break for up to 28 min during a testlet. After 28 min of no activity the system will bring up this message:



- If you need to end a testlet before a student is finished click on **Exit Does not Save**



- When student reaches end of testlet, you will see this:

Review: Math 7.NS.2.a IP

Are you done?

Red boxes ☐ mean you are not done. Ask your teacher for help.

Green checks ☒ mean you are done. You can choose END.

1 2 3 4
☒ ☒ ☒ ☒

☒ Answered ☐ Not answered

If you see green checks in every box, you can click **End**. If questions are unanswered click **Go Back**.

- After clicking **End**, click **Yes**

Are you sure you want to end?

- Click **Close Kite**
- Follow Steps 7 thru 22 for each testlet in Math and English Language Arts. The number of testlets for each grade and subject are as follows:

Grade	Math Testlets	ELA Testlets
3	6	7
4	7	7
5	6	7
6	6	6
7	6	6
8	6	6
9	6	6
10	6	6
11	6	5