



CoAlt: DLM Administration Calendar 2015-16



Dates	Resources	Software	Assessment Deadlines and Windows
Spring 2015			
May 29	Accessibility Manual published		
Summer 2015			
June 18		Software release	
July 31		Educator Portal roll-over to 2015-16 school year. This is the last day to access data related to the 2014-15 school year in Educator Portal.	
August TBD	Technical Liaison Manual and Data Steward Manual published		
August TBD	Final Assessment Coordinator Manual and Test Administration Manual published		
August 6		Software release	
August 10	Data file layouts and file upload templates available for student enrollment and rostering		
DELAYED	Required Test Administrator Training modules available for 2015-16		
August 31	CDE CoAlt: DLM office hours 3:00 – 4:00 pm (Overview of Dynamic Learning Maps Website*, Open forum/District led topics)		

Key: new/changed items are highlighted in yellow

*Office Hour topics may change based on district needs and testing updates.

Updated: August 19, 2015



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Fall 2015			
Early September	DLM hosted webinars conducted for Assessment Coordinator Data Steward, Technical Liaison		
September 10		Software release including new KITE client, KITE apps, and LCS	
September 14	CDE CoAlt office hours 3:00 – 4:00 pm (Updating User Roles, Enrollment and Rosters*, Open forum/District led topics)		
September 23			Deadline to complete enrollment/user/roster uploads
September 24	Greely: CDE Train-the-Trainer Facilitated Administration Training – up to 2 people per district may attend		
September 29	Durango: CDE Train-the-Trainer Facilitated Administration Training – up to 2 people per district may attend		
October 1	Pueblo: CDE Train-the-Trainer Facilitated Administration Training – up to 2 people per district may attend		
October 6	Steamboat Springs: CDE Train-the-Trainer Facilitated Administration Training – up to 2 people per district may attend		

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October 7		Instructional Tools Interface (ITI) is available in Educator Portal.	<i>Instructionally embedded</i> assessment window opens.
October 8	Grand Junction: CDE Train-the-Trainer Facilitated Administration Training – up to 2 people per district may attend		
October 12	CDE CoAlt office hours 3:00 – 4:00 pm (Scheduling Students*, Open forum/District led topics)		
October 13	Limon: CDE Train-the-Trainer Facilitated Administration Training – up to 2 people per district may attend		
October 15	La Junta: CDE Train-the-Trainer Facilitated Administration Training – up to 2 people per district may attend		
October 23	Denver: CDE Train-the-Trainer Facilitated Administration Training – up to 2 people per district may attend		
October 29		Software release	
October 30 - November 2		Instructional Tools Interface (ITI) in Educator Portal closed	<i>Instructionally embedded</i> assessments unavailable
Early November	DLM hosted webinars conducted for Assessment Coordinator, Data Steward, Technical Liaison		

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Dates	Resources	Software	Assessment Deadlines and Windows
November 2	CDE CoAlt office hours 3:00 – 4:00 pm (Adding, Removing and Moving Students*, Open forum/District led topics)		
November 16	CDE CoAlt office hours 3:00 – 4:00 pm (Testlet Information Pages (TIPs)*, Open forum/District led topics)		
November 30	CDE CoAlt office hours 3:00 – 4:00 pm (Substituting Items*, Open forum/District led topics)		
December 17		Software release	
December 18- January 1		Instructional Tools Interface (ITI) in Educator Portal closed	<i>Instructionally embedded assessments unavailable</i>
Winter 2016			
January 11	CDE CoAlt: DLM office hours 3:00 – 4:00 pm (Tracking required training completion*, Open forum/District led topics)		
January 19 – February 12			Data validation/revision window (for spring testing window)
January 25	CDE CoAlt: DLM office hours 3:00 – 4:00 pm (Checking and Updating student information*, Open forum/District led topics)		

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Dates	Resources	Software	Assessment Deadlines and Windows
Early February	Building principal webinars conducted		
February 3			Deadline to complete required test administrator training before spring window.
February 4		Software release	
February 5-8		Instructional Tools Interface (ITI) in Educator Portal closed	<i>Instructionally embedded</i> assessments unavailable
February 8	CDE CoAlt office hours 3:00 – 4:00 pm (PNP & First Contact*, Open forum/District led topics)		
February 29	CDE CoAlt office hours 3:00 – 4:00 pm (Tracking Student Completion of Testing*, Open forum/District led topics)		Final date to mark “Braille” in Access PNP Profile to receive braille forms for spring window. Deadline to complete First Contact and PNP.
Spring 2016			
March 1 – end of school year		Instructional Tools Interface in Educator Portal closed	<i>Instructionally embedded</i> assessments unavailable
March 11		Software release	
March 14	CDE CoAlt office hours 3:00 – 4:00 pm (Open forum/District led topics)		.BRF links sent to districts who indicated braille for spring window (tentative)

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March 16 – April 29			Maximum Colorado DLM test window (District windows individualized within by approval from CDE, your District DLM window must be the same as your District PARCC window)
March 21 March 28 April 4 April 11 April 18	CDE CoAlt office hours 3:00 – 4:00 pm (Open forum/District led topics)		
April 11 – April 29			Colorado DLM test window (Individual District windows may be extended by request, your District DLM window must be the same as your District PARCC window)
April 25	CDE CoAlt office hours 3:00 – 4:00 pm (Cleaning Up KITE *, Open forum/District led topics)		
May 12		Software release	
Summer 2016			
TBD	English language arts and mathematics individual student score reports and score files distributed		
TBD	Aggregated reports for 2015-16 sent to states		
Late July	Access to 2015-16 data in Educator Portal ends		

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