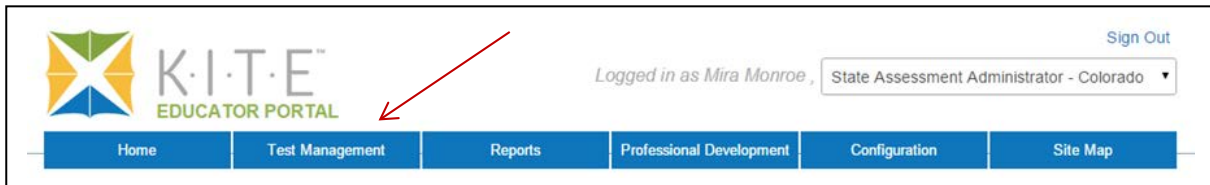




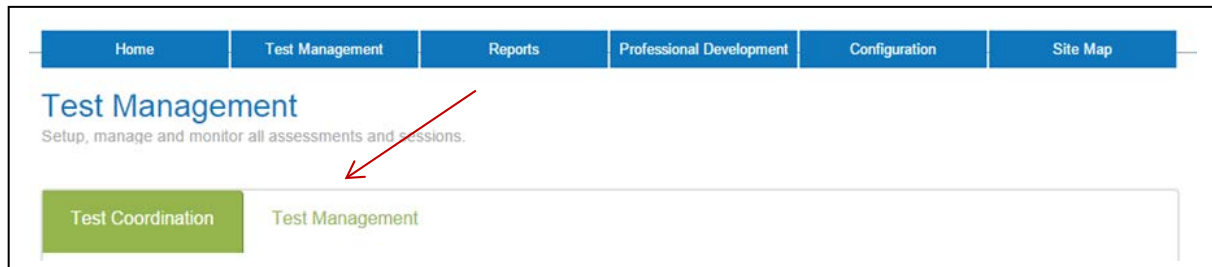
Instructions for retrieving TIPs in Educator Portal

1. Select the Test Management tab.



2. Select the Test Management tab.

Remember in KITE Educator Portal the active tab is white.

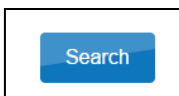


3. Complete the fields from the drop-down menus.

The District drop-down may not be available to all users.

The Subject and Grade fields are optional.











ASSESSMENT PROGRAM:*	TESTING PROGRAM:*	DISTRICT:*
Dynamic Learning Maps	Summative	Select
SCHOOL:*	SUBJECT:	GRADE:
Select	Select	Select



4. Select search.

5. Select the desired Test Session Name.

Look for the student's **last name** and **content**. DLM-Smithe-YE M 7.1 T-TA-1122829

Actions	Test Session Name	Tickets	Assessment Name	Grade	Subject
<input type="checkbox"/>	DLM-Smithe-YE M 7.1 T-TA-1122829		YE M 7.1 T	Grade 7	Mathematics
<input type="checkbox"/>	DLM-Sonner-YE M 7.1 DP-DP-1122864		YE M 7.1 DP	Grade 7	Mathematics
<input type="checkbox"/>	DLM-Jenkins-YE M 8.1 PP-PP-1122830		YE M 8.1 PP	Grade 8	Mathematics
<input type="checkbox"/>	DLM-Spittinger-YE M 7.1 T-TA-1122832		YE M 7.1 T	Grade 7	Mathematics
<input type="checkbox"/>	DLM-Grizwold-YE M 7.1 T-TA-1122833		YE M 7.1 T	Grade 7	Mathematics
<input type="checkbox"/>	DLM-Easton-YE M 6.1 DP-DP-1122834		YE M 6.1 DP	Grade 6	Mathematics
<input type="checkbox"/>	DLM-Monaco-YE M 7.1 PP-PP-1122837		YE M 7.1 PP	Grade 7	Mathematics
<input type="checkbox"/>	DLM-Westward-YE M 6.1 T-TA-1122838		YE M 6.1 T	Grade 6	Mathematics
<input type="checkbox"/>	DLM-Colfax-YE M 6.1 T-TA-1122841		YE M 6.1 T	Grade 6	Mathematics
<input type="checkbox"/>	DLM-Lorax-YE M 6.1 PP-PP-1122869		YE M 6.1 PP	Grade 6	Mathematics

View Test Session Detail Page 1 of 5 10 View 1 - 10 of 48

6. Scroll right and select the PDF icon under test information.

[back](#)

View/Edit Test Session: DLM-Smithe-YE M 7.1 T-TA-1122829


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	123456	Mandy	Monroe	Yes	

7. View the Testlet Information Page (TIP).

TIPs may be printed and treated as secure materials. Printed TIPs must be securely destroyed locally.

This is a secure testing document. Do not reproduce or redistribute. Shred after use.



DYNAMIC
LEARNING MAPS

SP Math 7.d.1 T 4472

Testlet Information Page: Math4472