**DAC DLM “to do”**

Create Educator Portal accounts for any new staff

* Only give the teacher role
* Use the email as the educator identifier

CDE uploads the students into PAnext (Science and Social Studies) and DLM’s Educator Portal (ELA and Math) in mid-January

DAC verifies enrollment

* Exit any students who have left
* Enroll any students who are new since October count
  + If a student has been enrolled in the DLM system at any time, you have to use the file upload instead of the user interface.
* Work with SAC/teachers to create rosters
  + Students will need to be on two separate rosters by subject
  + Only roster to ELA and Math
  + Recommended naming convention is teacher\_ELA or teacher\_math
  + Students must be rostered in order for teachers to complete their pre-test activities

Teachers complete PNP and First Contact Survey

* PNP controls the accessibility settings such as TTS and color contrast
* First Contact Survey determines the linkage level of the first testlet

DACs monitor testing through the test management tab

* The first testlet appear approximately 24 hours after the teacher completes the First Contact Survey
* You can verify when teachers completed the FCS by running the “First Contact Survey File” report under the reports tab

DLM has short videos on how to complete all of the listed tasks

<https://dynamiclearningmaps.org/district-staff-training-resources-ye>