

# DLM (Dynamic Learning Maps- Required Checklist)

- ⇒ Make sure you have an active and accurate educator portal account  
<http://educator.kiteaai.org>
- ⇒ Complete annual security agreement in Educator Portal.
- ⇒ Make sure the teacher role is “teacher” in Educator Portal, upper right hand corner.
- ⇒ Complete and pass quizzes with at least 80%. (Completed in Moodle: instructions on the bottom of the page.)
- ⇒ Complete a roster check to make sure all of your students taking the DLM are listed for Math, ELA and Science if applicable. (If a student is missing contact Jen Birrell- 88905 for Elementary and Mikaylee Krebs- 88356 for Secondary)
- ⇒ Complete the First Contact Survey for all students taking the DLM. (Completed in the Educator Portal.)
- ⇒ Complete the Personal Needs Preferences (PNP/Accommodations ) for all students taking the DLM. (Completed in Educator Portal).
- ⇒ Make sure that the IEP Assessment Addendum indicates that the student is participating in the Alternative Assessment (PAA).
- ⇒ Make sure that the submitted SCRAM has the DLM marked. (Top right corner box)
- ⇒ Once you have sent in your Recertification certificate and this completed checklist to Jen (elem.) or Mikaylee (secon.), you will receive 4 hours of re-licensure.

## Required Training

- ⇒ **New Teachers:** A facilitated training is coming soon. This is a mandatory training.
- ⇒ **Returning Teachers:** please proceed to watch the “returning teacher module” and complete the quizzes.
- ⇒ You can access the training through the Educator Portal.



Click on the “training” menu to access the training module that you need to complete.

For questions, contact Jen Birrell for Elementary and Mikaylee Krebs for Secondary.