

## **DLM (Dynamic Learning Maps- Required Checklist)**

- Make sure you have an active and accurate educator portal account <https://educator.kiteaai.org>.
- Complete annual security agreement in Educator Portal.
- Make sure teacher role is “teacher” in Educator Portal, upper righthand corner.
- Complete and pass quizzes with at least 80%. (Completed in Moodle – instructions on back).
- Complete the First Contact Survey for all students taking the DLM. (Completed in Educator Portal).
- Complete the Personal Needs Preference (PNP/Accommodation) for all students taking the DLM. (Completed in Educator Portal).
- Complete a roster check to make sure all your students taking the DLM are listed for math and ELA. (If a student is missing make sure the box is checked on your scam and call Kira Jensen ext. 88112).
- Make sure that the IEP is marked to take the DLM.
- Make sure that the SCRAM has the DLM box checked. (Top right corner).
- Email or mail completed checklist to Jen Birrell (District Office) by Friday, January 20, 2021. Upon review of completed tasks, a 4-hour Re-Licensure form will be sent to you.