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 right hand 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 scram 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)   Upon review of completed tasks, a 4-hour Re-Licensure form will be sent to you.

Required Moodle Training

Teachers will need to log into the training site:
http://training.dynamiclearningmaps.org

Follow these steps:
1- Use a recommended browser to go to training.dynamiclearningmaps.org.
- Firefox
- Internet Explorer 11
- Chrome

2- Enter your username and password
- Username is the same email address used for Educator Portal.
- New Teachers: At your first login, use your temporary password which is the first part of your email address, up to the "@."
    o For example, educator Jane Jones will use her email of jjones@gmail.com as her login name and a temporary password of jjones on her first login to Moodle. She will then be prompted to change her password.
- Returning Teachers: Log in, click forgotten password or username if needed and follow steps.

New Teachers will then log out and wait for the facilitated training to take place.

Returning Teachers can then proceed to watch the "returning teacher Module" and complete the quiz.