2021-22 New York State Alternate Assessment (NYSAA)
Technology Coordinator Checklist:
Administration of NYSSA in English Language Arts (ELA), Mathematics, and Science through Dynamic Learning Maps® (DLM)

Step 1: Technology roles and responsibilities for the DLM assessment

Task	Yes	No	Done
Become familiar with your roles and responsibilities for the DLM assessment by reading the TECHNOLOGY SPECIFICATIONS MANUAL https://dynamiclearningmaps.org/newyork			
Updated manuals can be located at https://dynamiclearningmaps.org/newyork			

Step 2: Evaluate the technology requirements for the DLM assessment

Task	Yes	No	Done
Connect with relevant personnel in district (including Data Manager, Assessment Coordinator, and Technology Coordinator)			
Analyze network(s) and devices at testing sites			
Advise Assessment Coordinator/ district leadership on any technical issues or concerns			
Consult with Assessment Coordinator and provide input on test administration plan, including technical and security issues			

Step 3: Oversee Any Necessary Infrastructure and/or Network Preparation as well as device preparation based on technical requirements

Task	Yes	No	Done
Browser compatibility- https://dynamiclearningmaps.org/kite			
Whitelisting- https://dynamiclearningmaps.org/kite			
Bandwidth- https://dynamiclearningmaps.org/kite			
Troubleshooting- https://dynamiclearningmaps.org/kite			

Step 4: Kite® Student Portal

Task	Yes	No	Done
All student testing devices must have the current version of Student Portal installed. For more information on Kite Student Portal, including status, system requirements, and installation instructions, https://dynamiclearningmaps.org/kite			

Step 5: Kite® Educator Portal

Task	Yes	No	Done
For more information on Kite Educator Portal, https://dynamiclearningmaps.org/kite			

Step 6: Test window begins

Task	Yes	No	Done
Provide technical support during test administration			
For DLM testing system questions, please contact DLM at 1-855-277-9751 or email at DLM-support@ku.edu for assistance			
For NYS data related question, please contact NYSED at CBTSupport@nysed.gov			
For policy related issues, please call State Assessment at 518-474-5900 or email EMSCASSESSINFO@nysed.gov			