2019-20 New York State Alternate Assessment (NYSAA)	Technology Coordinator Checklist: Administration of NYSAA in English Language Arts (ELA), Mathematics and Science through Dynamic Learning Maps (DLM)

Step 1: Technology roles and responsibilities for the DLM assessment			
	Yes	**No**	**Done**
Become familiar with your roles and responsibilities for the DLM assessment by reading the Technology Specifications Manual http://dynamiclearningmaps.org/newyork			
Updated manuals can be located at http://dynamiclearningmaps.org/newyork			
Step 2: Evaluate the technology requirements for the DLM assessment			
	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			
	Yes	**No**	**Done**
Browser compatibility- https://dynamiclearningmaps.org/requirements			
Whitelisting- https://dynamiclearningmaps.org/sites/default/files/documents/Student_Portal_Whitelisting.pdf			
Bandwidth- https://dynamiclearningmaps.org/sites/default/files/documents/Student_Portal_Bandwidth_DLM.pdf			
Troubleshooting- https://dynamiclearningmaps.org/kite-troubleshooting			
Step 4: Kite Student Portal			
	Yes	**No**	**Done**
For more information on Kite Student Portal, including status, system requirements, and installation instructions, http://www.dynamiclearningmaps.com/content/kite.			
Step 5: Educator Portal.			
	Yes	**No**	**Done**
For more information on Kite Educator Portal, including status, system requirements, and installation instructions https://dynamiclearningmaps.org/requirements			
Step 6: Test Window begins…			
	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 .			