

From: DPI
Sent: Friday, May 15, 2015 1:58 PM
To: DACs
Subject: DLM Test Window Closes May 22

Dear District Assessment Coordinator-

This email is a reminder that the Dynamic Learning Maps test window closes **Friday May 22, 2015**. All DLM testing *must be completed* by 4pm. Test Administrators should verify that they have completed the appropriate number of testlets for each content area at the students grade level. A table has been included below for your convenience.

Grade	Math Testlets	ELA Testlets
3	6	7
4	7	7
5	6	7
6	6	6
7	6	6
8	6	6
9	6	6
10	6	6
11	6	5

DLM Test Administration Monitoring Reports

District Test Coordinators are able to run reports for their districts in order to verify within Educator Portal the number of testlets submitted. When logged in as the District Test Coordinator, you should go to Reports>Data Extracts>DLM Test Administration Monitoring>New File. You should select the appropriate drop-downs for your districts while using the default dates, then select 'OK'. The system will generate a CSV file that you can download. *Please note that this file will contain Personal Identifiable Information and should be kept secure.

Parent Opt-Outs

Students who were opted-out of the DLM assessment by a parent can be left in the DLM portal. If the student is in grades 3-8, the district should indicate the parent opt-out through the TOMS portal. If the student is in high school, the district should maintain documentation within the district.

If you have questions or concerns, please contact Kristen Burton at kristen.burton@dpi.wi.gov or at 608-267-3163. If your district is having technical issues, please call the DLM Helpdesk at 1-855-277-9751.