

DYNAMIC[™]
LEARNING MAPS

GUIDE TO ROSTER
STUDENTS
2017-2018



Creation date: March 10, 2017

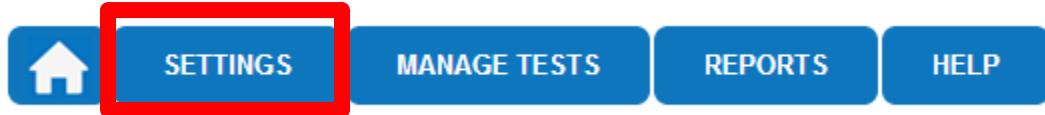
Version 1.0

DYNAMIC LEARNING MAPS CONSORTIUM
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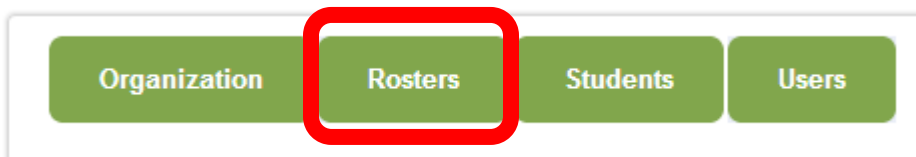
Create a Roster Manually

To complete the First Contact survey for students enrolled in the Dynamic Learning Maps Alternative Assessment, follow these steps.

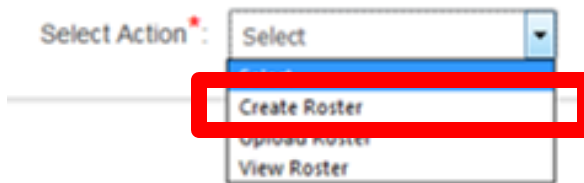
1. Click **Settings**.



2. Click **Rosters**.



3. In the **Select Action** drop-down menu, select **Create Roster**.



4. Select your **District**

STATE:* DISTRICT:* SCHOOL:*

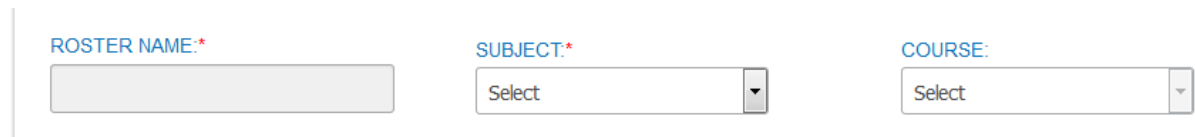
5. Select your **School**.

STATE:* DISTRICT:* SCHOOL:*

6. Click **Search**.

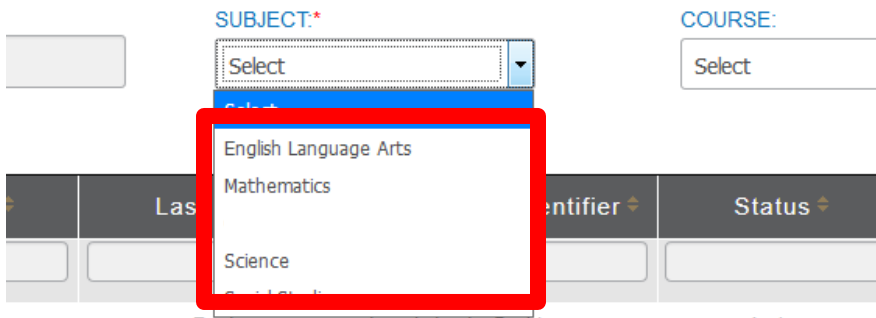
STATE:* DISTRICT:* SCHOOL:*

7. Type a **Roster Name**. This can be anything to identify the teacher to the student and subject area (ex. Roberts Math or Roberts ELA or Roberts Science).



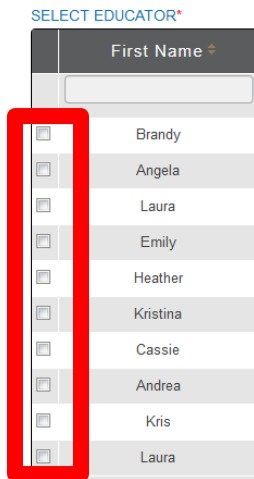
A form with three input fields. The first is a text box labeled "ROSTER NAME:*". The second is a dropdown menu labeled "SUBJECT:*" with "Select" as the current option. The third is a dropdown menu labeled "COURSE:" with "Select" as the current option.

8. Select a **Subject**. Select only ELA, Mathematics, and Science (if grade appropriate).



A screenshot of the "SUBJECT:*" dropdown menu. The menu is open, showing three options: "English Language Arts", "Mathematics", and "Science". These three options are highlighted with a red rectangular box. The "COURSE:" dropdown menu is also visible to the right, showing "Select".

9. Click the checkbox next to one Educator.



A screenshot of the "SELECT EDUCATOR*" section. It features a table with a "First Name" header and a list of names: Brandy, Angela, Laura, Emily, Heather, Kristina, Cassie, Andrea, Kris, and Laura. Each name has a checkbox to its left. A red rectangular box highlights the first column of checkboxes.

Hint: You may only select one educator.

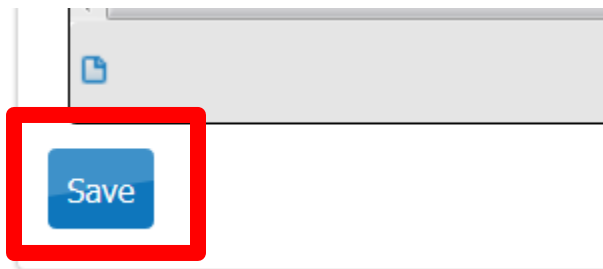
10. Select or clear the check boxes to remove or add students to the roster.

SELECT STUDENTS*

| <input type="checkbox"/> | Student Identifier | First Name |
|--------------------------|--------------------|------------|
| <input type="checkbox"/> | 001001001 | John |

Hint: You may select more than one student.

11. Click **Save**.



HELP DESK

For questions regarding the online testing system or for additional assistance, please contact the Service Desk at 1-855-277-9751 (toll-free) or DLM-support@ku.edu.

- The Service Desk is open Monday through Friday from 8:00 a.m. to 7:00 p.m. Central Time.
- During your state's spring testing window, the Service Desk is open from 7:00 a.m. to 7:00 p.m. Central Time.
- The Service Desk is closed in observance of the following holidays.

| | |
|------------------------------|-----------------------------------|
| Labor Day | September 4, 2017 |
| Veterans Day | November 10, 2017 |
| Thanksgiving Day | November 23-24, 2017 |
| Christmas & New Year's break | December 24, 2017-January 3, 2018 |
| Martin Luther King, Jr. Day | January 15, 2018 |
| Memorial Day | May 28, 2018 |
| Independence Day | July 4, 2018 |