



**DYNAMIC**®  
LEARNING MAPS

# FACILITATOR GUIDE FOR REQUIRED TEST ADMINISTRATOR TRAINING 2016-17

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All screenshots, data dictionaries, and templates shown or referred to in this manual are accurate on the Publication Date noted above.

When this manual is updated, the Revision Date will also be updated.

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## FINDING HELP

When the information in this manual and resources from your state DLM webpage do not lead to solutions, these contacts can provide additional support.

Hint: Print this page and keep it handy!

For these items:	Contact:
<ul style="list-style-type: none"><li>• KITE® Client installation</li><li>• General computer support</li><li>• Internet availability</li><li>• Display resolution</li><li>• Issues with sound, headphones, speakers, etc.</li></ul>	Local technology representative
<ul style="list-style-type: none"><li>• How to use KITE Client and Educator Portal</li><li>• Training requirements</li><li>• Assessment questions</li><li>• Assessment scheduling</li></ul>	Local assessment coordinator
<ul style="list-style-type: none"><li>• Data issues (rosters, enrollment, etc.)</li></ul>	The DLM Service Desk* 1-855-277-9751 (toll-free) or <a href="mailto:DLM-support@ku.edu">DLM-support@ku.edu</a>
<ul style="list-style-type: none"><li>• Test invalidation requirements</li><li>• Student IEP requirements</li><li>• Test window dates, extensions, requirements, etc.</li><li>• Test resets (may take up to 72 hours)</li></ul>	State education agency

### *\*IF CONTACTING THE DLM SERVICE DESK:*

- **Do not send any Personally Identifiable Information (PII)** for a student via email. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes information such as a student's name or state identification number. Each state has unique PII requirements. Please check with your assessment coordinator to find out what student information can be legally emailed in your state.
- Do send:
  - your contact information (email address and name)
  - the state and district in which your school is located
  - error messages, including the testlet number if applicable to the problem
  - the Service Desk ticket number when following up on a previously submitted issue

# FACILITATOR GUIDE FOR REQUIRED TEST ADMINISTRATOR TRAINING 2016-17

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## **AUDIENCE AND PURPOSE**

This guide helps trainers access Dynamic Learning Maps® (DLM®) required test administration training in Moodle and assists them in preparing for and administering required test administrator training.

Required Test Administrator Training is different from professional development that supports curriculum and instruction. For more information about professional development, visit <http://dlmpd.com>.

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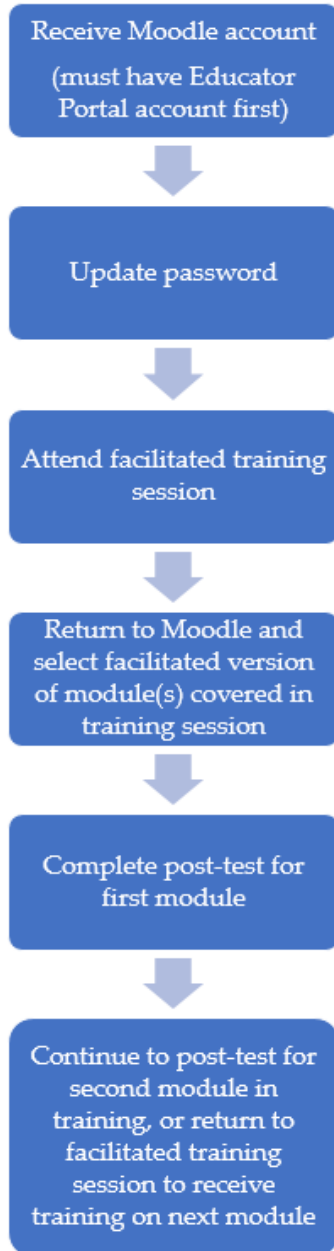
## OVERVIEW

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Training is required for those who will administer Dynamic Learning Maps alternate assessments in 2016-17. New test administrators must successfully complete four modules before assessment begins. Training for new test administrators is available in self-directed and facilitated formats. Two process flows are included below to highlight the differences between facilitated and self-directed training.

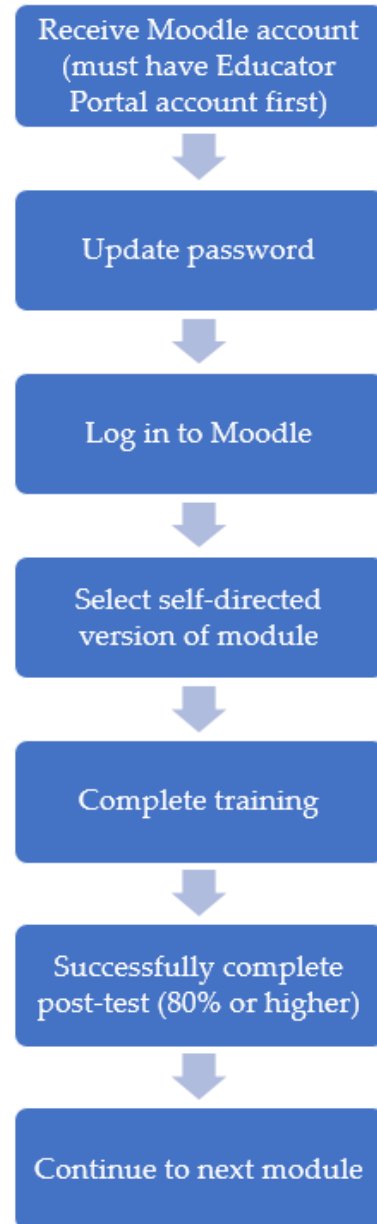
### Facilitated Training

The facilitated training session is completed outside of Moodle. The remaining steps are completed inside Moodle.



### Self-Directed Training

All steps of self-directed training are completed inside Moodle.



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## NEW TEST ADMINISTRATOR REQUIRED TRAINING

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Hint: Returning Test Administrator Training is NOT available in a facilitated format. It is only available in the self-directed format. State policy determines whether a state requires returning test administrators to complete the new training course or the returning training course.

Training is required for all educators who will administer Dynamic Learning Maps alternate assessments in 2016-17. New test administrators must successfully complete four modules with a passing score on each module's post-test before assessment begins. Modules must be completed in the order listed below.

Total training time for new test administrators is estimated at approximately two and a half hours. The timeframe includes videos and time to independently complete post-tests. Specific time estimates for each part of the required training are provided below.

◆ **Part 1 – About the DLM System**

Video: 17:59

Post-test time: 15:00

Activity 1 Start: 8:10

Activity 2 Start: 14:22

Topics:

1. Describe the components of the DLM alternate assessment:
  - a. DLM Essential Elements in science
  - b. Science domains and topics
  - c. Test blueprint
2. DLM Testlets
  - a. Science engagement activities
  - b. Linkage levels
  - c. KITE system
3. DLM Test Security
  - a. Test security standards
  - b. DLM security agreement

◆ **Part 2 – Understanding and Delivering Testlets in the DLM Alternate Assessments**

Video: 22:59

Activity Start: 9:00

Post-test time: 15:00

Topics:

1. Testlet Types
2. Item Types
3. Completing Testlets
4. Standard Test Administration Process
5. Accessibility Supports
6. Allowable Practices
7. Practices to be Avoided

◆ **Part 3 – Test Administration and Scoring**

Video: 10:10

Activity Start: 8:20

Post-test time: 15 minutes

Topics:

1. First Contact Survey
2. Test Administration Process
3. Testlet Information Pages (TIPS)
4. Spring Assessment Windows
5. Assessment Results

◆ **Part 4 – Preparing to Administer the Assessment**

Video: 13:13

Activity Start: 11:28

Post-test time: less than 15 minutes

Topics:

1. Overview of Educator Portal
2. Utilize Practice Activities and Released Testlets
3. Planning and Scheduling for Assessment Administration Days
4. Considerations for Test Administration



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## DESIGN OF FACILITATED REQUIRED TRAINING MODULES

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Each required training session includes one or more videos, activities, and a separate post-test. Videos and activities are completed as a group, while participants complete post-tests independently.

### ACCESSING FACILITATOR RESOURCES FOR FACILITATED TRAINING

Designated facilitators have access to resources on Moodle specific to facilitated training. These materials are listed in the course list after logging into Moodle.

A Moodle account will be created for each test administrator with an active account in Educator Portal (EP) account. Each test administrator must have only one active account in EP with a correct email address and educator identifier. Once test administrators have an active account in EP, they will be auto-registered in Moodle within three hours.


Log in to Moodle at [training.dynamiclearningmaps.org](http://training.dynamiclearningmaps.org).

1. Use a recommended browser to go to [training.dynamiclearningmaps.org](http://training.dynamiclearningmaps.org).
  - ♦ Google Chrome 51.x
  - ♦ Mozilla Firefox 47.x
  - ♦ Apple Safari 6
  - ♦ Microsoft Internet Explorer 9 or 10
2. Enter your **Username** and **Password**.

Hint: Your username is the same email address used for EP.

Hint: At your first login, use your temporary password which is the first part of your email address, up to the "@". For example, educator Jane Jones will use her email of [jjones@email.com](mailto:jjones@email.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.

DLM Required Test Administrator Training



[Home](#) ▶ [Log in to the site](#)

### Log in

Username

Password


Remember username

[Forgotten your username or password?](#)


Cookies must be enabled in your browser 


Hint: If unable to log in to the training site, check to make sure you have an EP account or click **Forgotten your username or password?** If those steps don't resolve the issue, please contact your assessment coordinator.

3. Choose Facilitator Resources.




### My courses

 [MD 2017 Required Training for DLM Test Administrators - Facilitator Resources](#)

 [MD 2017 Required Training for New DLM Test Administrators](#)

The page lists General Resources at the top, and then resources for each testing module following. Resources may include videos, video transcripts, and handouts for each section of the required training:





Home ► MD - Facilitators - 2017

## Facilitator Resources for DLM Test Administrator Training

This space contains resources for delivering facilitated training to DLM test administrators.









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### General Resources

-  [Guide to Required Training 2016-17](#)
-  [Facilitator Guide to Required Training 2016-17](#)







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### Part 1: Overview of the Dynamic Learning Maps Alternate Assessment

-  [Video - Part 1](#)
-  [Handout 1](#)
-  [Handout 1 Answer Key](#)
-  [Handout 2](#)
-  [Handout 2 Answer Key](#)
-  [Post-test assessment](#)
-  [PowerPoint presentation used in the video](#)
-  [Video Transcript](#)

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### Part 2: Understanding and Delivering Testlets in the DLM Alternate Assessments

-  [Video - Part 2](#)
-  [Handout 2](#)
-  [Handout 2 Answer Key](#)
-  [Post-test assessment](#)
-  [Powerpoint presentation used in the video](#)
-  [Video Transcript](#)

General resources vary depending on the state; however, all facilitators will have access to the facilitator guide and the participant guide in this section. In the section for each part of training, the full facilitator guide including handouts contains the guide, agenda, handouts, transcript, and post-test (if available). The state will determine if the post-test assessment with answers is available to facilitators. Videos are designed to be streamed directly through Vimeo.

## **PROCEDURES FOR DELIVERING FACILITATED REQUIRED TRAINING**

To prepare for and deliver facilitated training, follow these steps.

1. Ensure each participant has only one active EP account, is assigned the role of teacher in EP, and has completed the annual Security Agreement.
2. Prepare for the training session by doing the following before training day:
  - ♦ Preview the videos before beginning training, either by streaming them or downloading them.
  - ♦ Make notes of topics to reinforce and questions you anticipate.
  - ♦ Review the sections of the Test Administration Manual that align with parts of training to familiarize yourself with details for each module, as needed. (See the appendix for a list of TAM sections associated with each module.)
3. Set up the training area with equipment.
4. Deliver facilitated training modules.
5. Direct users to return to computers and take the post-tests in Moodle. If the state requires any additional modules for training, the additional modules are located below the post-tests in Moodle. See the *GUIDE TO DLM REQUIRED TRAINING* for more detail and procedures for participants to access Moodle.

### ***EQUIPMENT REQUIRED FOR DELIVERING A FACILITATED TRAINING***

1. Presenter's computer with access to stream training videos from the internet or with training videos downloaded to the computer or flash drive to display locally. Videos should be accessed and reviewed well before the training.
2. Videos available from your state's facilitator resources area in Moodle.
3. LCD Projector with external speakers or sound system.
4. Computers with internet access (optional) for participants to complete the required post-test in Moodle after each module ([training.dynamiclearningmaps.org](http://training.dynamiclearningmaps.org)). Facilitators have the option to have participants take the post-tests as each training session is completed or have participants take the post-tests later.

## **TRAINING SESSIONS**

The main course page in Moodle contains a greeting and lists the available course(s), either self-directed or facilitated. Only the first module, or part of the course, will be available at first. The next module only becomes available upon successfully completing the post-test for the current module with a score of 80% or higher.

See Cross Reference Training Modules to Other DLM Resources on page 16 to view the alignment of training topics.

## *POST-TESTS*

Each of the four required training modules includes a post-test. Participants must complete every post-test with a score of 80% or greater for the system to register the training as complete. The participant must pass a post-test before being allowed to move on to the next training session but have the opportunity to retake a post-test as many times as necessary to achieve a passing score. Post-tests must be completed independently in Moodle to count toward successful completion of required training.

If your training plan includes having participants complete the post-test after each training session, budget extra time for those who need to retake the post-test.

Alternatively, you might plan for all participants to have time to complete the post-test one time during the training day. Participants who have to re-take a post-test may return to Moodle later to retake post-tests as needed. Remember that if a participant does not pass a post-test for one module, the next post-test is not available until the first post-test is retaken and passed.

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## MANAGE REQUIRED TRAINING

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### GAIN ACCESS AND LOG IN TO MOODLE

A Moodle account is created for each test administrator with an active EP account.

- If the participant was a DLM test administrator the previous year, a Moodle account is created by the date that the state launches required training.
- If the participant is a new DLM test administrator in 2016-17 and an EP user account is created by the start of the state's required training window, a Moodle account is ready when the training window opens.
- If the participant is a new DLM test administrator in 2016-17 and an EP user account is created AFTER the start of the state's required training window, a Moodle account will be ready within three hours after the EP account is created.

### TRAINING OVERVIEW

For facilitators who do not have this permission, this overview might be helpful.

An overview of the training process is included below.

- Participants log in to Moodle to read a welcome greeting and view their available course.
- Clicking on the course opens the page with the available module(s). Modules are only available one at a time, in sequential order. Subsequent modules become available after the previous module's post-test has been successfully completed with a score of 80% or higher.
- Completing a module.
- Modules contain instruction, videos, and exercises.
- The participant is directed to complete the post-test after completing the training portion of the module.
- The participant can review and change responses prior to submitting the final post-test.
- After completing the post-test, the participant receives a notification either indicating a pass of 80% or higher or the need to retake the post-test if the score was below 80%.
- Participants can review the questions and correct answers against their own responses.
- The participant may only return to the review screen for up to two minutes after leaving the results screen.
- The previous post-test becomes completely unavailable to the user once starting the post-test in the next module.
- The participant continues through each module until successfully completing each post-test.

- Upon successfully completing the fourth module, the participant receives a congratulatory message.
- Any additional modules required by the state are available at below the post-tests in Moodle.

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NOTE: The Test Management tab is only available to a test administrator who has read, agreed to, and signed the Security Agreement in addition to completing the Required Test Administrator's Training quizzes at 80% or higher.

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Participants are able to email a copy of the completion certificate to the facilitator upon finishing the required training.

Detailed information about required training can be found in the [GUIDE TO DLM REQUIRED TEST ADMINISTRATOR TRAINING](#).

## **CONTINUING EDUCATION**

The DLM Consortium does not provide Continuing Education Units (CEUs) for the completion of modules. However, states and/or local education agencies may offer CEUs. Contact your district assessment coordinator for more information.

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## APPENDIX

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### FACILITATORS WHO ARE ALSO TEST ADMINISTRATORS

In some locations, facilitators also serve as test administrators. If the facilitators are also test administrators, they have a teacher role and they will be enrolled in the appropriate course automatically via Educator Portal, just like the other test administrators.

Some states require facilitators to complete training themselves regardless of whether they are a test administrator. If this is the case, all facilitators will also be enrolled as students in the training course and will be expected to complete the course.



## CROSS REFERENCE TRAINING MODULES TO OTHER DLM RESOURCES

Module Topics	Manual/Resource	Section
<b>Part 1 – About the DLM System</b>		
Describe the components of the DLM system: <ul style="list-style-type: none"> <li>• DLM Essential Elements in science</li> <li>• Science domains and topics</li> <li>• Test blueprint</li> </ul>	<i>Test Administration</i>	About the Dynamic Learning Maps Alternate Assessment System: <b>The Dynamic Learning Maps Foundation</b>
		About the Dynamic Learning Maps Alternate Assessment System: <b>Essential Elements</b>
		About the Dynamic Learning Maps Alternate Assessment System: <b>The Relationship Between Essential Elements, Nodes and Mini-Maps</b>
DLM Testlets <ul style="list-style-type: none"> <li>• Science engagement activities</li> <li>• Linkage levels</li> <li>• KITE system</li> </ul>	<i>Test Administration</i>	Computer-Delivered Testlets: <b>General Structure of Computer-Delivered Testlets</b> Computer-Delivered Testlets: <b>Teacher-Administered Science Testlet Structure</b> About the Dynamic Learning Maps Alternate Assessment System: <b>The Relationship between the Science Blueprint, Essential Elements, and Linkage Levels</b> About the Dynamic Learning Maps Alternate Assessment System: <b>About the KITE System and Educator Portal</b>
Clarify the security demands of the DLM system	<i>Test Administration</i>	Before Beginning Assessments: Complete the <b>Security Agreement</b>
Manual/Resource		
Section		
<b>Part 2 – Understanding and Delivering Testlets in the DLM Alternate Assessments</b>		
Testlet Types	<i>Test Administration</i>	Computer-Delivered Testlets: <b>General Structure of Computer-Delivered Testlets</b> Teacher-Administered Testlets: <b>General Structure of Teacher-Administered Testlets</b>
Item Types	<i>Test Administration</i>	Computer-Delivered Testlets: <b>Computer-Delivered Item Types</b>
Completing Testlets	<i>Test Administration</i>	KITE Client User Guide: <b>Begin Operational Assessment</b>
Standard Test Administration Process	<i>Test Administration</i>	KITE Client User Guide: <b>Begin Operational Assessment</b>
Accessibility Supports	<i>Accessibility</i>	<b>Demonstration of Access Profile Supports: What Students Will See</b>
Allowable Practices	<i>Test Administration</i>	<b>Allowable Practices</b>
Practices to be Avoided	<i>Test Administration</i>	<b>Practices to Avoid</b>
Manual/Resource		
Section		
<b>Part 3 – Test Administration and Scoring</b>		
First Contact Survey	<i>Test Administration</i>	<b>Complete or Update First Contact Settings</b>

Module Topics	Manual/Resource	Section
	<i>Educator Portal User Guide</i>	Manage Student Data: <b>Complete the First Contact Survey</b>
Test Administration Process	<i>Test Administration</i>	Computer-Delivered Testlets: <b>Completing a Computer-Delivered Testlet</b>
		Teacher-Administered Testlets: <b>Teacher-Administered Testlet Administration</b>
Instructional Tools Interface	<i>Test Administration</i>	<b>Instructionally Embedded Assessments</b>
Testlet Information Pages (TIPS)	<i>Test Administration</i>	<b>Retrieve the Testlet Information Page and Gather Materials</b>
Spring Assessment Windows	<i>Test Administration</i>	How the Assessment System Works: <b>Overview</b>
Assessment Results	<i>Test Administration</i>	How the Assessment System Works: <b>Assessment Results</b>
		Guidelines for Instructionally Embedded Assessments: <b>Progress Reports</b>
		Spring Assessments: <b>Score Reports</b>
	Manual/Resource	Section
<b>Part 4 – Preparing to Administer the Assessment</b>		
Overview of Educator Portal	<i>Educator Portal User Guide</i>	Educator Portal Procedures: <b>Manage User Account, Manage Student Data, Manage Spring Assessments, Access Reports and Data Extracts</b>
		Troubleshoot Access in Educator Portal: <b>No Test Management Access, No Student Tests, Common View Access Issues</b>
Utilize Practice Activities and Released Testlets	<i>Test Administration</i>	<b>Prepare for Assessment with Practice Activities and Released Testlets</b>
Planning and Scheduling for Assessment Administration Days	<i>Test Administration</i>	<b>Schedule and Arrange Assessment Sessions</b>
Considerations for Test Administration	<i>Test Administration</i>	<b>KITE Client User Guide</b>