

DLM Required Test Administrator Training Course Monitoring Instructions Updated 9/21

This document describes procedures that SEA staff (and others they designate) may use to:

- Check whether test administrators are enrolled in certain courses
- Monitor individual test administrator progress toward completion of training requirements
- Download lists of test administrators who have met all requirements and received a certificate.

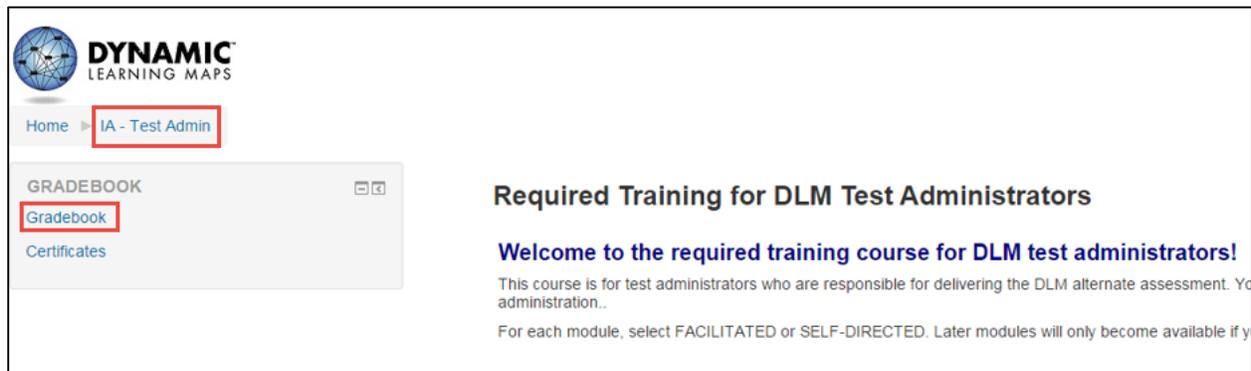
Permissions needed to complete this step are only provided upon request by the state to CETE. Anyone given this permission has access to all enrolled test administrators statewide.

Checking Test Administrator Enrollment in Moodle

Reminder: If a test administrator is not enrolled, confirm with the Data Steward that the person is in Educator Portal with the same name and email address, is associated with the DLM assessment program, and has the teacher role. If the Educator Portal record meets those conditions and it has been at least 3-4 days since the person's EP account was created, contact the DLM help desk for assistance.

Test administrator enrollment in a course may be checked by viewing the gradebook.

Click to choose a course. Only then will the Gradebook appear on the left menu.



The default view is “Grader report.” This view shows each enrolled person’s name and email address, for every person enrolled in the course (i.e., all test administrators eligible for that course, statewide). There are two options for locating names in the list.

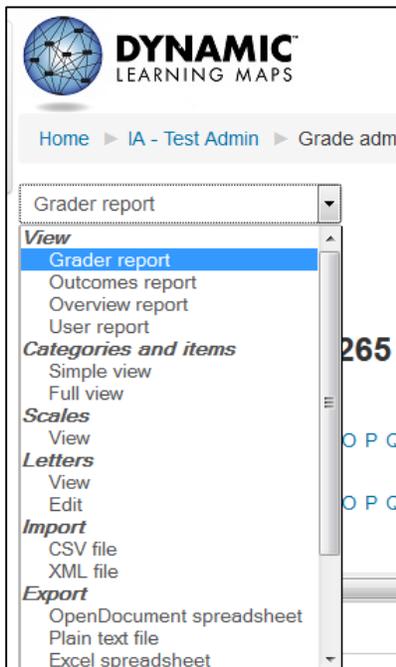
Option 1: View on-screen records by clicking on the first letter of the last or first name.



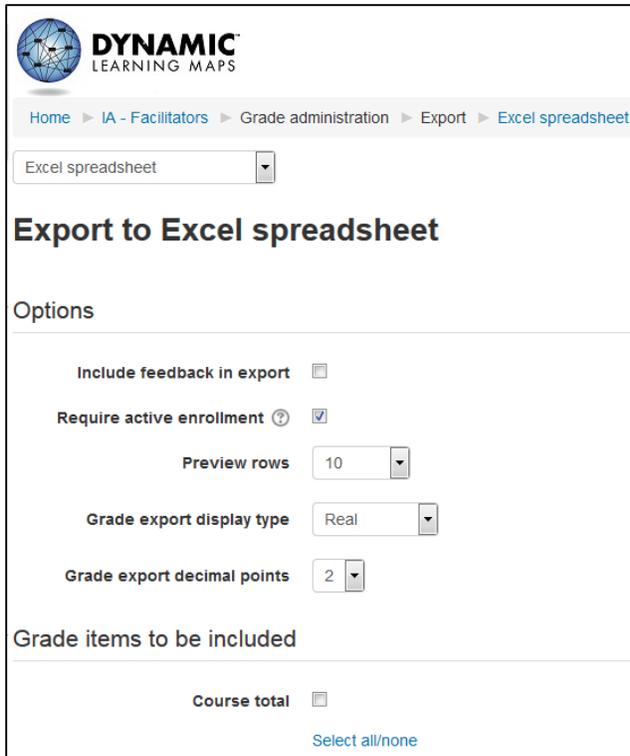
Option 2: Download an Excel file for use offline.

To export the gradebook as Excel or other file types:

1. Click the dropdown menu at the top of the page and choose one of the **Export** options.
2. Leave the defaults and click **Submit**.
3. You will see a preview page. Click **Download**.
4. You'll be prompted to save or download the file.



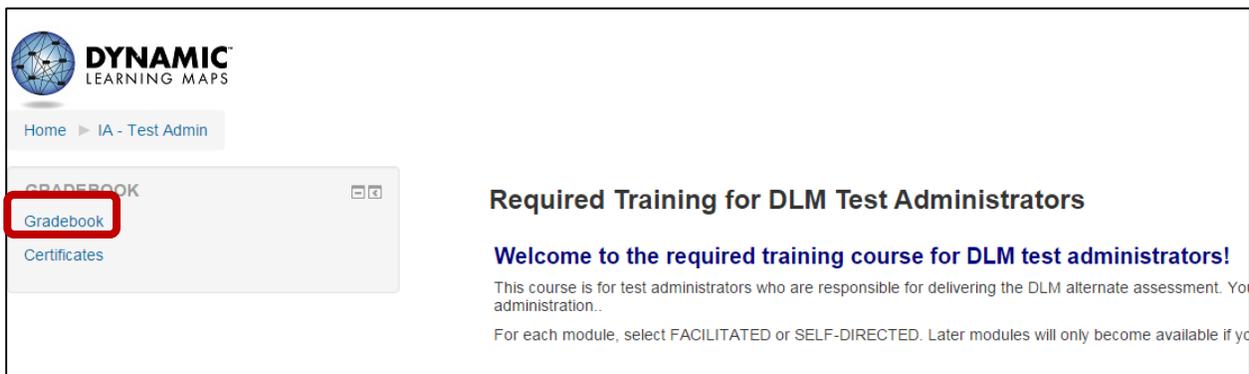
Leave the default choices selected, except for unchecking **Course total** at the bottom of the screen. Then click **Submit**.



Reminder: CETE has several fake accounts and several CETE staff enrolled in every course. Ignore these records. They are not errors.

Gradebook

To monitor what quizzes a user has completed, click **Gradebook** on the left.



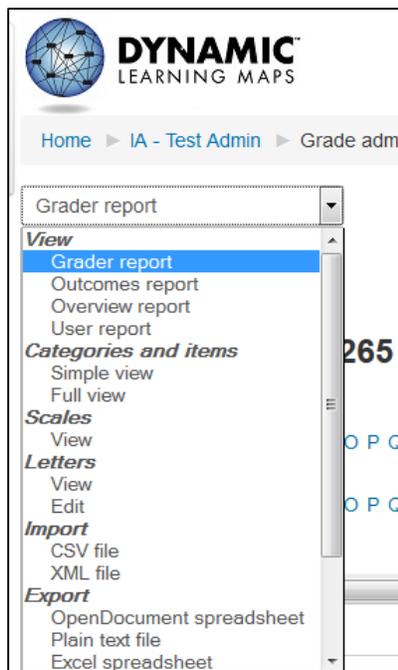
Students are listed alphabetically and each possible grade item is a column. Grades are either out of 10 or out of 100%. Thus, 8 or more or 80% or more means that the user has completed that assessment.

Reminder: The **Course total** column will show a number, but it is not meaningful. Course completion is tracked using a different process (see Certificates section below).

In courses with many users, there may be multiple pages of users. You can move to the next page using the **Page** links at the bottom of the page.

To export the gradebook as Excel or other file types:

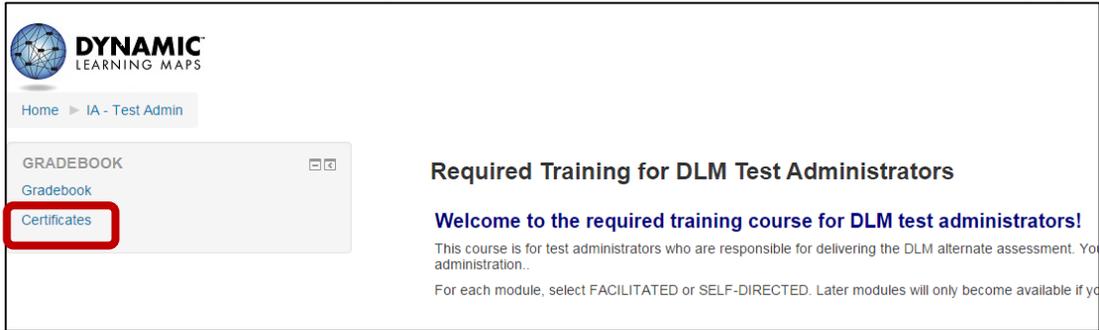
1. Click the dropdown menu at the top of the page and choose one of the **Export** options. We recommend choosing **Excel spreadsheet**.
2. Leave the defaults and click **Submit**.
3. You will see a preview page. Click **Download**.
4. You'll be prompted to save or download the file.



Certificates

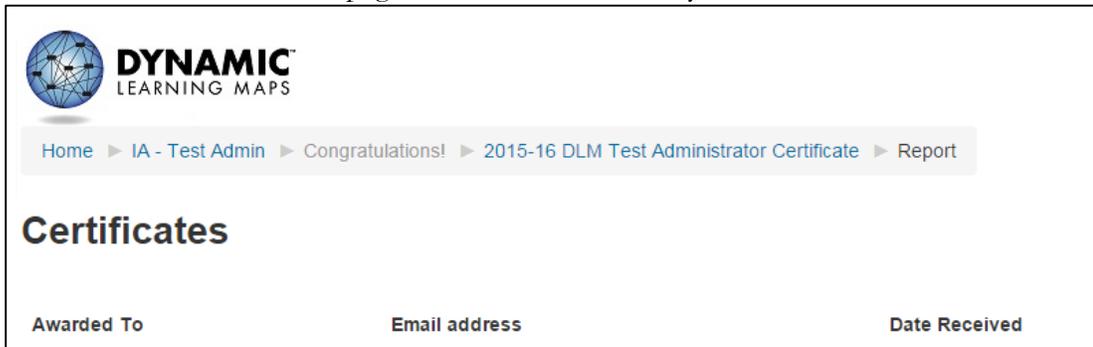
Users who have completed all assessments with at least 80% have earned a certificate. To see or download a list of those users:

1. Log in to a course.
2. Choose **Certificates** from the gradebook links on the left side of the course home page.



The screenshot shows the Dynamic Learning Maps interface. At the top left is the logo for DYNAMIC LEARNING MAPS. Below it is a breadcrumb trail: Home > IA - Test Admin. A menu titled GRADEBOOK is open, showing links for Gradebook and Certificates. The Certificates link is highlighted with a red rectangle. To the right of the menu, there is a section titled "Required Training for DLM Test Administrators" with a welcome message and instructions for test administrators.

3. Users are listed on the next page. Individual records may be viewed here.



The screenshot shows the Dynamic Learning Maps interface for the Certificates page. At the top left is the logo for DYNAMIC LEARNING MAPS. Below it is a breadcrumb trail: Home > IA - Test Admin > Congratulations! > 2015-16 DLM Test Administrator Certificate > Report. The main heading is "Certificates". Below the heading is a table with three columns: "Awarded To", "Email address", and "Date Received".

4. At the bottom of this page are links to download the entire list in various formats. Choose **Download in Excel format**.



The screenshot shows three buttons for downloading the certificate list: "Download in ODS format", "Download in Excel format", and "Download in text format".