

DYNAMIC[®]
LEARNING MAPS

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

**PLEASE REMEMBER, IF YOU CONTACT 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

GUIDE TO DLM REQUIRED TEST ADMINISTRATOR TRAINING 2016-17

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AUDIENCE AND PURPOSE

This guide helps trainees access Dynamic Learning Maps® (DLM®) required test administration training in Moodle.

CHECKLIST

Use this checklist to access and participate in required test administrator training. Major tasks are listed with links to resources.

<input checked="" type="checkbox"/>	Tasks	Resources
	1. Review the About DLM Required Test Administrator Training section.	Page 4 of this manual
	2. Review any additional guidelines provided by the individual state or district about expectations for DLM required training.	State Appendix on page 25 and your state DLM webpage (www.dynamiclearningmaps.com/[state])
	3. Complete the required annual Security Agreement in EP. This expires each year on August 1.	See the EDUCATOR PORTAL USER GUIDE
	4. Wait three hours after receiving an EP account, then log in to Moodle.	Gain Access and Log In to Moodle on page 11
	5. Complete the required training course, including facilitated training sessions, self-directed modules, and post-tests according to your state's requirements. This step should be completed at least two weeks before the first test administration window of the year.	Complete a Module (Self-Directed on page 14 and Take a Post-Test on page 17
	6. View progress and results.	Monitor the Completion of Required Test Administrator Training on page 22

ABOUT DLM REQUIRED TEST ADMINISTRATOR TRAINING

OVERVIEW

NOTE: See your assessment coordinator for a training or professional development plan that is tailored specifically to your state's needs that fall outside the scope of the Required Test Administrator Training modules.

The DLM Alternate Assessment Consortium provides required training for test administrators:

- Training is designed for test administrators who are new to the DLM system and those who administered DLM assessments previously (returning test administrators). Availability of differentiated training for the two groups is determined at the state level.
- The training is required for all test administrators (no access to student KITE login information will appear in EP if the training is incomplete)
- Successful completion of the course requires passing all post-tests with score of 80% or higher

The training is located in Moodle, which is a training website separate from EP. training.dynamiclearningmaps.org.

ABOUT REQUIRED TRAINING FOR NEW TEST ADMINISTRATORS

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 beginning student assessment. Modules are available one at a time in sequential order. Trainees must pass the post-test at 80% or higher in order to access the next module. Modules are available 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: 17:50

Post-test time: 15:00

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: 22:54

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: 10:07

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: 13:08

Post-test time: less than 15 minutes

Topics:

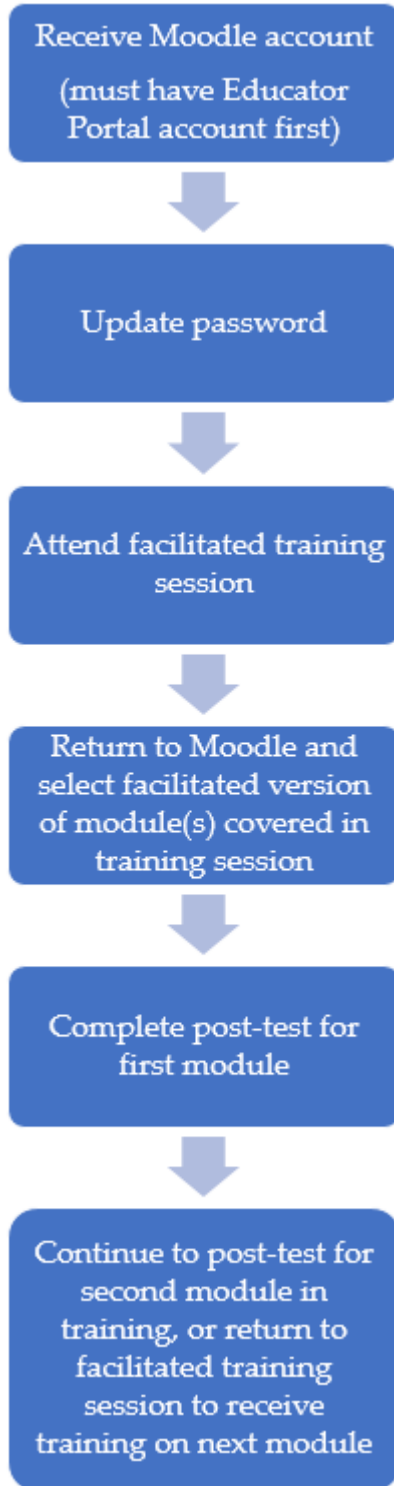
1. Overview of Educator Portal
2. Utilize Practice Activities and Released Testlets
3. Planning and Scheduling for Assessment Administration Days
4. Considerations for Test Administration

PROCESS FOR COMPLETING THE NEW TEST ADMINISTRATOR COURSE

Required training for new test administrators is available in self-directed and facilitated formats. Two process flows are included on the following page to highlight the differences between facilitated and self-directed training.

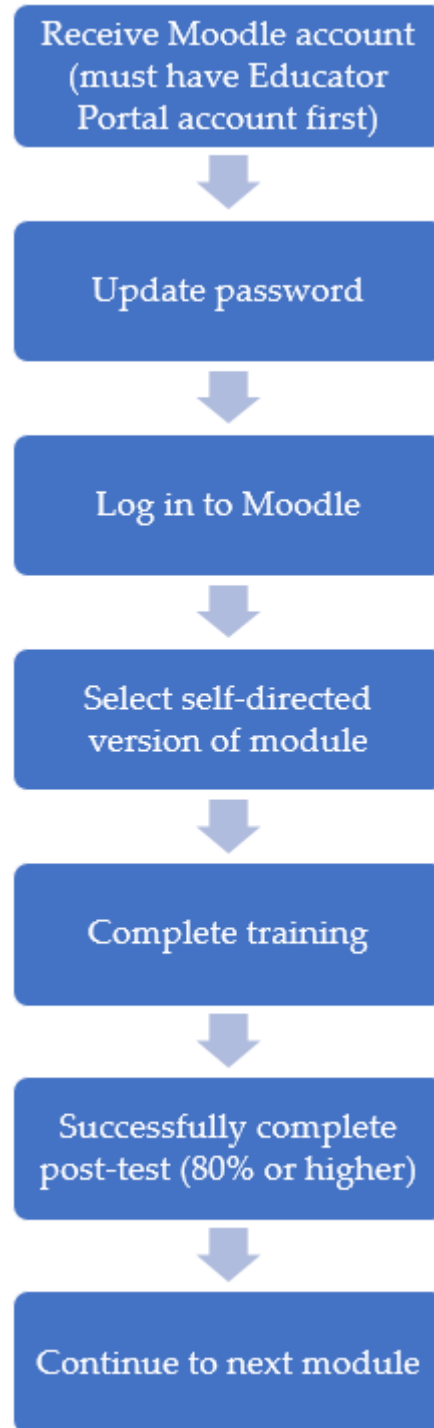
Facilitated Training

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.



Educators in each state have access to both self-directed and facilitated training options in Moodle. Participants must choose the correct version according to their state's guidelines:



Part 1-SD: Overview of the Dynamic Learning Maps Alternate Assessment System (Self-Directed)

Click the link below to start the module. After training, the post-test quiz will be available until it is successfully completed.

 [Part 1-SD Training \(Self-Directed\)](#) 

Part 1-F: Overview of the Dynamic Learning Maps Alternate Assessment System (Facilitated)

Complete this post-test after participating in a facilitated training session on Part 1 of required test administrator training. Before answering questions about the contents of training, you will be required to provide information about the date and location of your required training session. Information about your training session will be reported back to your state department of education.

 [Part 1-F Module \(Facilitated\)](#) 

Test administrators must complete one version of each of the four modules. The modules must be finished in order. When first entering the course, only the first training module (Part 1) is visible. Each additional module becomes available after the previous module is successfully completed. Your state may incorporate additional modules to be completed after the required training is complete

SUCCESSFUL COMPLETION OF TRAINING REQUIREMENTS

All training requirements must be complete before the test administrator will have access to the student's KITE login information.

- Each post-test must be completed with a score of 80% or better.
- All post-tests must be successfully completed in order for the entire training course to be complete.

COMPLETING POST-TESTS

After completing each facilitated training session, take the post-test. Post-test questions are in true/false, multiple-choice, and multi-select, multiple choice formats. Procedures for completing the post-tests are located in Take a Post-Test on page 17.

Participants who completed facilitated training sessions complete three questions before starting the post-test content:

1. Certification that they attended a facilitated session (answer = true)
2. Date of facilitated training session
3. Location of facilitated training session

These three questions are not scored but the results are shared with your state education agency staff.

Immediately after submitting the post-test, the results become available. The results include the participant's overall performance (whether or not the post-test was passed), indication of which items were answered correctly or incorrectly, and comments about incorrect answers.

When a post-test allows multiple attempts, it is best to view the feedback immediately. Users should retake post-tests after reviewing feedback and training materials as needed. Post-test questions are always in the same order but the response options may vary from one attempt to the next. Make sure to read each question carefully while taking a post-test. More information about re-taking a post-test is located in Retake a Post-Test on page 21.

COMPLETING THE COURSE

Successful completion of each post-test will be indicated with general feedback on the page. Another indicator that a post-test has been successfully completed is that the next training module will become available OR a message displays at the bottom of the screen indicating all requirements have been met. See the Monitor the Completion of Required Test Administrator Training on page 22 for more information.

When all requirements are met, the test administrator must download/print a completion certificate for his or her own records. This procedure is described in Print a Completion Certificate on page 24.

Within two hours after completing all training requirements, a participant’s completion status will be marked in EP. The participant will not see this indicator directly in EP. However, after accepting the annual security agreement and completing all training requirements, the test administrator will be able to access the Test Management tab in EP. Until both requirements are complete, it will be labeled as “RESTRICTED.” If any of the requirements are not complete, an error message will appear telling you what still needs to be completed, either the required training or the Security Agreement or both.

HINT: The Security Agreement expires each August 1 and must be renewed each year. The Security Agreement defaults to “do not accept.” Educators who have selected “do not accept” previously by mistake should go to their profile and change the answer to “accept.” If still unable able to accept the security agreement, educators should contact their assessment coordinator.

View Student Record - X

Student

Student State ID: [REDACTED] Date of Birth: 01/01/2003
 KITE Login Username: **RESTRICTED** Password: **RESTRICTED**

Demographic

Gender: Male Comprehensive Race: Two or More Races
 First Language: English Hispanic Ethnicity: No

Profile

Access Profile (PNP): Custom
 Assessment Program: [REDACTED] DLM - Dynamic Learning Maps First Contact Survey: [Completed](#) **Restricted**

School Enrollment

School Year 2015

District: [REDACTED]	Student Local ID:	AYP School ID:	Gifted Student: No
State Entry:	School Entry: 06/01/2015	District Entry:	
Subject	Course	Educator	Roster
English Language Arts		[REDACTED]	[REDACTED]

REQUIRED TRAINING AND ACCESS TO DLM ALTERNATE ASSESSMENTS

If Required Test Administration Training has not been completed, the test administrator will not be able to access the Test Management tab in EP. Additionally, the test administrator will not be able to access student login information or testlet information in order to administer student assessments.

Access to Test Management is restricted. Please verify that all Professional Development training requirements have been completed before access to this section is available. If you are part of Dynamic Learning Maps you are also required to sign the security agreement.

MANAGE REQUIRED TRAINING IN MOODLE

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HINT: This section includes the procedures to access required training through Moodle. For information on the contents of required training see the About DLM Required Test Administrator Training on page 4.

GAIN ACCESS AND LOG IN TO MOODLE

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

- If the participant was a DLM test administrator the previous year, a Moodle account is created by the date that your 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 three hours after the EP account is created.

ACCESS MOODLE TRAINING SITE

To log in to the Moodle training site, follow these steps.


1. Use a recommended browser to go to 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

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 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

 **DYNAMIC**
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[Home](#) ► [Log in to the site](#)


Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

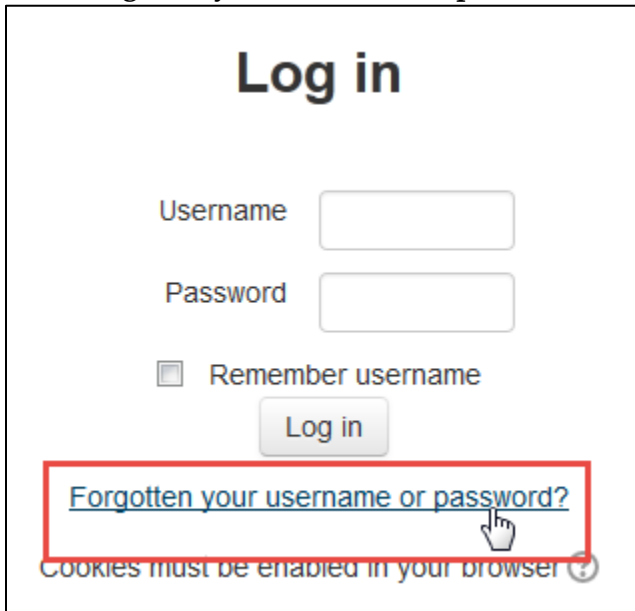
Cookies must be enabled in your browser 

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

RESET PASSWORD

To reset a password on the training site, follow these steps.

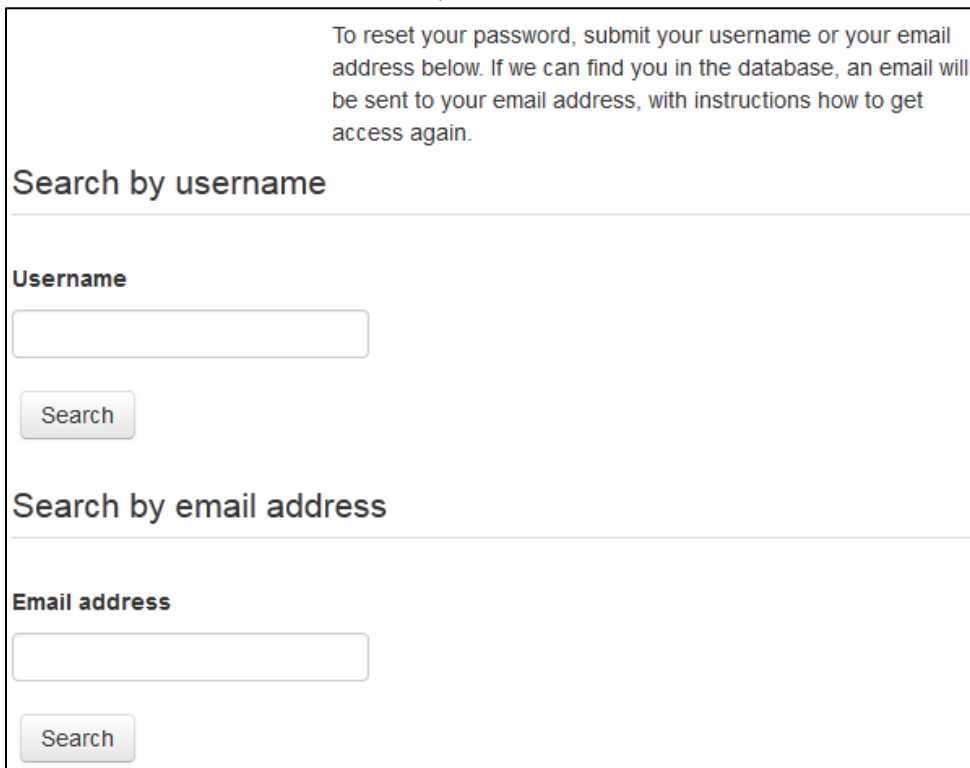
1. Click **Forgotten your username or password?**



The screenshot shows a "Log in" form with the following elements:

- Log in** (Title)
- Username
- Password
- Remember username
- Log in (Button)
- [Forgotten your username or password?](#) (Link, highlighted with a red box and a mouse cursor)
- Cookies must be enabled in your browser (Message with a question mark icon)

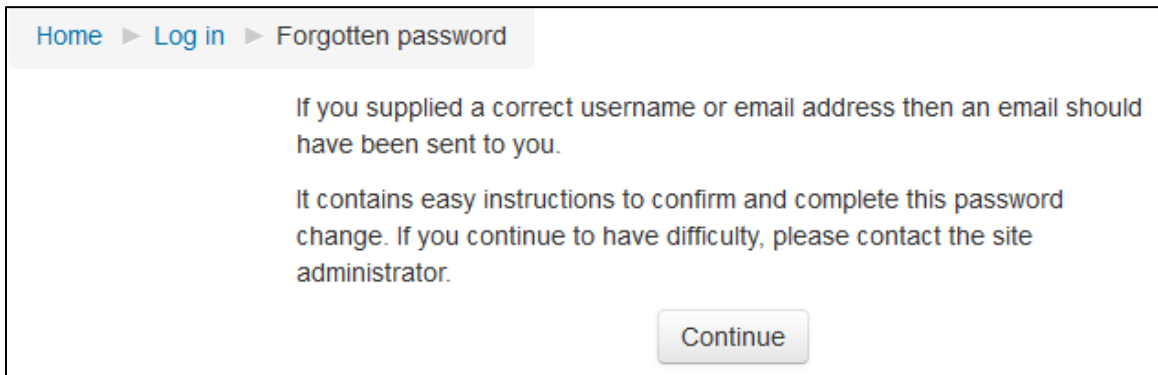
2. Enter Username or Email address; click **Search**.



The screenshot shows a page for resetting a password with the following elements:

- To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.
- Search by username**
- Username
- Search (Button)
- Search by email address**
- Email address
- Search (Button)

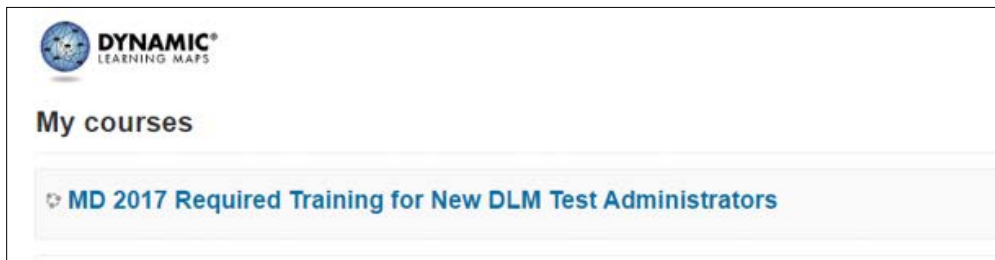
3. A message appears. Check your matching email account for a message with instructions.



COMPLETE A MODULE (SELF-DIRECTED)

This procedure applies to the self-directed modules. To complete a facilitated module, attend a classroom training session (if offered by your state), then go to Take a Post-Test on page 17.

1. Log in to Moodle at training.dynamiclearningmaps.org.
2. Click the course name.



3. A welcome message appears with links to self-directed and facilitated modules. Choose the self-directed version.

The screenshot shows the DYNAMIC LEARNING MAPS interface for the course "2017 Required Training for DLM Test Administrators". The page includes a welcome message, general resources, and two main sections: "Part 1-SD: About the DLM System (Self-Directed)" and "Part 1-F: About the DLM System (Facilitated)".

2017 Required Training for DLM Test Administrators

Welcome to the 2017 required training course for DLM test administrators!
This course is for test administrators who are responsible for delivering the DLM alternate assessment. You must successfully complete all four modules prior to test administration. For each module, select FACILITATED or SELF-DIRECTED. Later modules will only become available if you earn at least 80% on the previous module's post-test.

General Resources

- Guide to Required Training 2016-17

Part 1-SD: About the DLM System (Self-Directed)

Click the link below to start the module. After training, the post-test quiz will be available until it is successfully completed.

- Part 1-SD Training (Self-Directed)
- Part 1-SD Post-Test (Self-Directed)

Not available (hidden) unless:

- The activity Part 1-SD Training (Self-Directed) is marked complete (hidden otherwise)
- Any of (hidden otherwise):
 - The activity Part 2-SD Post-Test (Self-Directed) is incomplete
 - The activity Part 2-F Module (Facilitated) is incomplete

Part 1-F: About the DLM System (Facilitated)

Complete this post-test after participating in a facilitated training session on Part 1 of required test administrator training. Before answering questions about the contents of training, you will be required to provide information about the date and location of your required training session. Information about your training session will be reported back to your state department of education.

Not available (hidden) unless any of:

- The activity Part 2-SD Training (Self-Directed) is incomplete
- The activity Part 2-F Module (Facilitated) is incomplete

- Part 1-F Module (Facilitated)

Not available (hidden) unless any of:

- The activity Part 2-SD Training (Self-Directed) is incomplete
- The activity Part 2-F Module (Facilitated) is incomplete

HINT: Only one module will be accessible. As each module is successfully completed, the next becomes available. Successful completion means passing the post-test with a score of 80% or higher.

4. Click the link for the self-directed module.

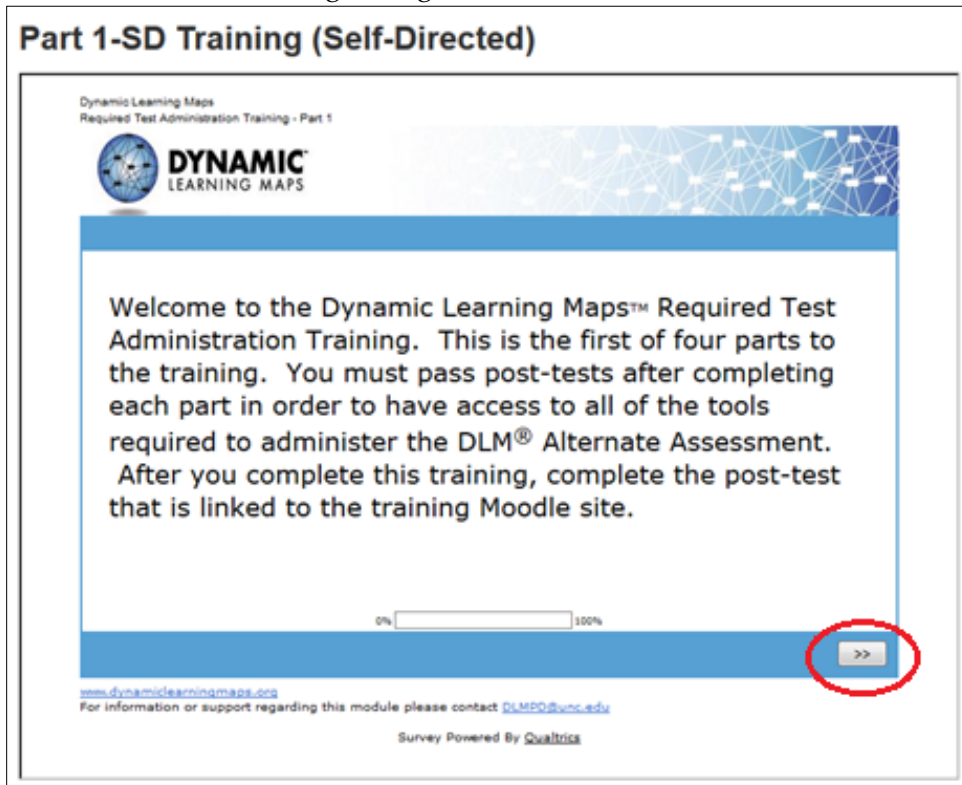
The screenshot shows the "Part 1-SD: About the DLM System (Self-Directed)" module link. The text reads: "Click the link below to start the module. After training, the post-test quiz will be available until it is successfully completed." Below the text is a link labeled "Part 1-SD Training (Self-Directed)".

Part 1-SD: About the DLM System (Self-Directed)

Click the link below to start the module. After training, the post-test quiz will be available until it is successfully completed.

- Part 1-SD Training (Self-Directed)

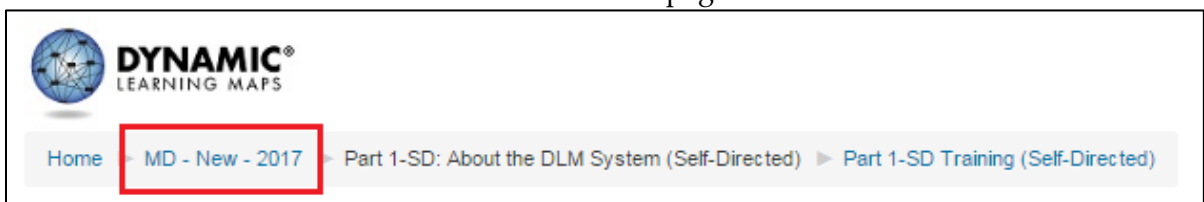
5. The first slide contains a greeting and directions.



6. Follow the onscreen instructions to complete the module.

HINT: Read each slide and view the embedded videos. After completing a slide, click the arrow key at the bottom of each screen. Brief activities will follow each video. When prompted, answer the questions in each activity. These questions help check understanding of the training materials. Answers are not scored. A back button allows the review of previously viewed information.

7. Click the course name to return to the main course page.



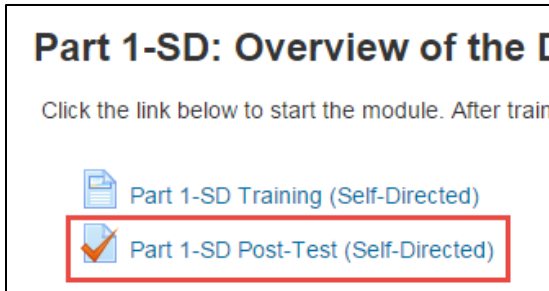
8. Go to Take a Post-Test below.

TAKE A POST-TEST

HINT: The next module appears only after passing the current module's post-test with a score of 80% or higher.

To take the post-test for a module, follow these steps.

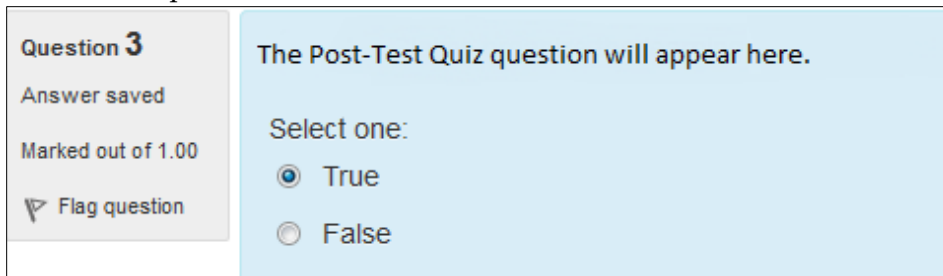
1. On the course page, click the post-test to match the type of training completed (self-directed or facilitated).



2. Click **Attempt quiz now**.



3. Answer the questions.



4. When all questions are answered, click **Next**.



The screenshot shows a question interface. On the left, there is a grey box containing the text: "Question 10", "Not yet answered", "Points out of 1.00", and a "Flag question" button with a flag icon. To the right, a light blue box contains the text "Select one:" followed by two radio button options: "True" and "False". The "False" option is selected. At the bottom left, a "Next" button is highlighted with a red rectangular border.

5. The **Summary of attempt** screen appears. Choose an option to continue.

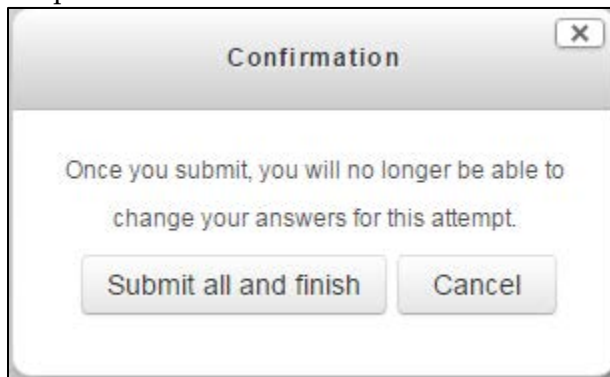
If wanting to:	Then:
Submit answers	Click Submit all and finish .
Review questions and answers	Click Return to attempt .

HINT: Questions flagged during the testing process appear on this screen near the question number.

Summary of attempt

Question	Status
1	Answer saved
2	Not yet answered
3	Not yet answered
4 	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Not yet answered
9 	Not yet answered
10	Answer saved

- A confirmation screen appears. Click **Submit all and finish** or **Cancel** to return to the previous screen.



- A post-test review screen appears. Choose an option to continue.

If wanting to:	Then:
Check a score	Look near the top of the page under Feedback .
Review questions and answers	Scroll down the page to view feedback on answers.
See a snapshot of answers	View the Quiz Navigation on the left of the screen. Responses are color-coded: <ul style="list-style-type: none"> ♦ Red – completely incorrect or not answered ♦ Yellow – partially correct ♦ Green – completely correct

Started on	Wednesday, August 19, 2015, 3:31 PM
State	Finished
Completed on	Wednesday, August 19, 2015, 3:59 PM
Time taken	27 mins 13 secs
Feedback	You have completed this assessment with at least 80% and may move on to the next module. Use the breadcrumbs at the top to return to the course.

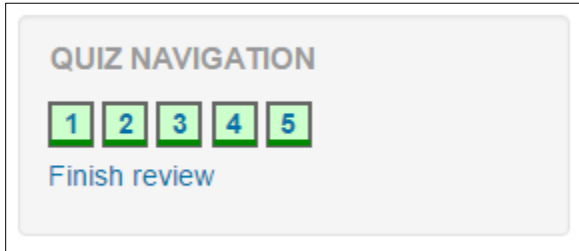
A summary provides feedback with the opportunity to review the completed post-test's questions and responses. There is no limit on the length of time that may be spent on the review screen. However, the participant may only return to the review screen for up to two minutes after leaving the results screen.

The screenshot shows a quiz review interface. On the left, there are two question cards. The top card is labeled 'Incorrect' and has a red background. Below it, a yellow box contains feedback text, with an arrow pointing to it from the text 'feedback may appear below the question'. The bottom card is labeled 'Correct' and has a green background.

The screenshot shows the 'QUIZ NAVIGATION' panel. It features a row of question numbers from 1 to 10. Question 6 is highlighted in red, indicating an incorrect response. A mouse cursor is hovering over question 6, and a tooltip shows the word 'Incorrect'.

Hover the cursor over a question number to show if the response is Incorrect, Partially correct, Correct, or Not answered.

- Click **Finish review**.



- The Summary of your previous attempts screen appears.
- Did you pass the post-test with 80% or more?

If:	Then:
Yes	Go to Complete a Module (Self-Directed).
No	Go to Retake a Post-Test.

RETAKE A POST-TEST

If a participant scores less than 80% on the post-test, he or she is directed to retake it.

HINT: Remember to view feedback on post-test questions incorrectly answered on a previous attempt before retaking a post-test.

Started on	Friday, August 21, 2015, 3:56 PM
State	Finished
Completed on	Friday, August 21, 2015, 3:58 PM
Time taken	2 mins 31 secs
Feedback	Unfortunately, you did not complete this quiz with a score of 80% or higher. You may take the quiz again using the "Re-attempt quiz" button at the bottom or use the breadcrumbs at the top to return to the course to review the training materials.

- Access the post-test questions with responses to review. Existing answers cannot be changed.

HINT: Answers and responses are only available for a short time and only before leaving the webpage.

- Click **Finish review** under Quiz Navigation on the left of the screen.



3. A summary of the previous attempts and a prompt to retake the post-test appears. Click **Re-attempt quiz**.

Part 4-SD Post-Test (Self-Directed) Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Review	Feedback
1	Finished Submitted Sunday, 16 August 2015, 5:21 PM	Not permitted	Unfortunately, you did not complete this quiz with a score of 80% or higher. You may take the quiz again using the "Re-attempt quiz" button at the bottom or use the breadcrumbs at the top to return to the course to review the training materials. You must successfully complete this module in order to meet all training requirements.

Overall feedback

Unfortunately, you did not complete this quiz with a score of 80% or higher. You may take the quiz again using the "Re-attempt quiz" button at the bottom or use the breadcrumbs at the top to return to the course to review the training materials. You must successfully complete this module in order to meet all training requirements.

[Re-attempt quiz](#)

4. Answer questions. (See Take a Post-Test on page 17 for more detail).
5. The Summary of your previous attempts provides access to the post-test to review responses and the correct answers.

Summary of your previous attempts

Attempt	State	Review	Feedback
1	Finished Submitted Thursday, 13 August 2015, 9:58 AM	Not permitted	Unfortunately, you did not complete this quiz with a score of 80% or higher. Please click "Finish review" at the bottom and use the "Back to the course" link. You may review the training materials and re-take this post-test. The next part of training will not be available until you successfully complete this module with a score of 80% or higher.
2	Finished Submitted Saturday, 15 August 2015, 9:34 PM	Not permitted	You have completed this assessment with at least 80% and may move on to the next module. Click "Finish review" at the bottom and use the "Back to the course" button to move on to the next activity.

6. After completing the post-test with a score of 80% or higher, continue to the next module.

REVIEW A MODULE (SELF-DIRECTED)

Each self-directed module is available for review, even after the post-test is successfully completed.

1. Go to the course title and select the module to review.
2. Review the module.
3. Click the course name to return to the main page to access other modules.



MONITOR THE COMPLETION OF REQUIRED TEST ADMINISTRATOR TRAINING

To monitor completion of the required test administrator training, follow these steps.

1. Does this message appear at the bottom of the course page?


Congratulations!

Congratulations! You have completed all 2016-17 training requirements for Dynamic Learning Maps Test Administrators. Click on the certificate link below to download a certificate of completion that you can print or save for your records.






[2016-17 DLM Test Administrator Certificate](#)


If:	Then:
Yes	All modules are complete, and post-tests are passed.
No	Go to the next step.

2. On the course screen, look for check marks which note completed items.

Part 1-SD: Overview of the Dynamic Learning Maps Alternate Assessment System (Self-Directed) Your progress 

Click the link below to start the module. After training, the post-test quiz will be available until it is successfully completed.

 Part 1-SD Training (Self-Directed)	
 Part 1-SD Post-Test (Self-Directed)	

HINT: A checkmark for a post-test only signals that the post-test was taken, not if the score is 80% or more.

3. Does the next module appear?

If:	Then:
Yes	Go to Complete a Module (Self-Directed) on page 14.
No	The previous module's post-test has not been passed. The next module will only become available after scoring an 80% or higher on the current post-test. Go to the appropriate procedure: Take a Post-Test on page 17 or Retake a Post-Test on page 21 until all modules and tests are complete.



PRINT A COMPLETION CERTIFICATE

A certificate verifying completion of test administrator training becomes available after successfully completing all post-tests.

1. Scroll to the bottom of the Moodle page.
2. Click the certificate under the Congratulations heading.

Congratulations!

Congratulations! You have completed all 2016-17 training requirements for Dynamic Learning Maps Test Administrators. Click on the certificate link below to download a certificate of completion that you can print or save for your records.

 [2016-17 DLM Test Administrator Certificate](#) 

3. On the following page, click **Get your certificate**.

Congratulations! You have completed all 2016-17 training requirements for Dynamic Learning Maps Test Administrators. You may print or download this document for your records.

Summary of previously received certificates

Issued

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Click the button below to open your certificate in a new browser window.

[Get your certificate](#)

4. The certificate will appear in a new window. Save or print a paper copy of the certificate.

Once this process is complete, educators will have access to the **Test Management** tab within two hours if they have also read, agreed to, and signed the Security Agreement.

STATE APPENDIX
