




**Dynamic Learning Maps[®] Consortium
Assessment Coordinator Training**

Presented by
The Center for Educational Testing and Evaluation
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(Designated Present)

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Comprehensive Training Overview

New training format for all district staff this year

- Watch the pre-recorded video
- Use the video script to read along & take notes
- Read the Frequently Asked Questions document
- Participate in OPTIONAL Q&A chat session

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Overview of this Video

1. The Dynamic Learning Maps Consortium
2. The KITE Suite
3. How the Assessment is Delivered
4. Overview of Reports
5. Assessment Coordinator Roles & Responsibilities
6. Required Test Administrator Training
7. Assessment Coordinator Resources
8. DLM Service Desk
9. Recommendations for Success


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DLM MAPS AND ESSENTIAL ELEMENTS




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A Portion of a DLM Map




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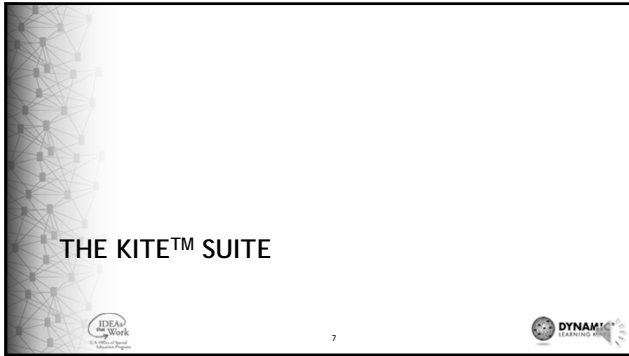
DLM Essential Elements

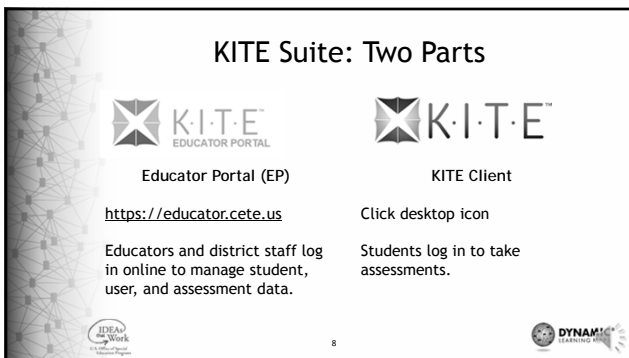
- Are the target for the grade level
- Reduced depth, breadth, complexity
- Provide appropriate level of rigor and challenge
- Focus on the skills (with multiple means of demonstration)
- Are not functional or pre-K skills or instructional descriptions

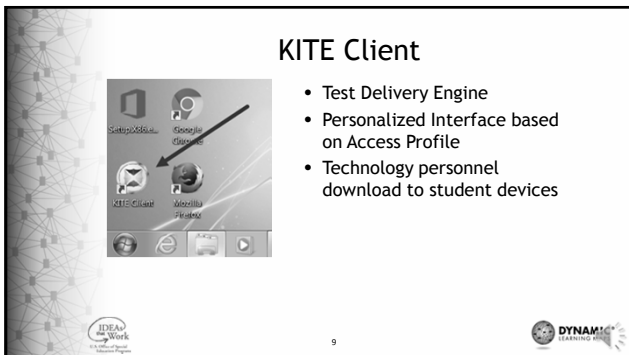


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Educator Portal



- Assessment Coordinators
 - Manage student, user, and assessment data
- Data Managers
 - Upload users, students, and rosters
- Educators/Test Administrators
 - View rosters
 - Complete Access Profile and First Contact survey
 - Access test tickets



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Test Administrator Responsibilities



- Check student data (enrollment, roster)
- Update/complete Access profile
- Update/complete First Contact survey
- Use the Instructional Tools Interface (ITI)



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Student Learning Profile



| | |
|--|---|
| Access Profile <ul style="list-style-type: none">• Display• Language & Braille• Audio & Environment | First Contact survey <ul style="list-style-type: none">• Communication• Academics• Sensory characteristics• Motor characteristics• Computer access |
|--|---|



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Access Profile



- A student’s personal needs and preferences are entered into the Access Profile in Educator Portal
- Data carries forward each year unless student has a new ID
- Use the Accessibility Manual when making decisions about what supports are needed

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First Contact Survey

- Four sections are used to provide optimal match
 - Expressive Communication
 - Reading Skills
 - Math Skills
 - Science Skills





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Complexity Bands and First Testlet Assigned¹



| Common First Contact Survey Responses About the Student | First Contact Complexity Band | Linkage Level |
|--|-------------------------------|--------------------|
| Does not use speech, sign, or AAC; does not read any words when presented in print (ELA); or does not sort objects (math) | Foundational | Initial Precursor |
| Uses one word, sign, or symbol to communicate; recognizes symbols (ELA) or sorts symbols (math) | Band 1 | Distal Precursor |
| Uses two words, signs, or symbols to communicate; reads at the primer to second grade level (ELA); or adds/subtracts up to 80% of the time (math) | Band 2 | Proximal Precursor |
| Regularly combines three or more spoken words to communicate for a variety of purposes; able to read print at the third grade level or above (ELA) or regularly add/subtract and form groups of objects (math) | Band 3 | Target |

1. The Technical Manual 2014-2015, Table 43. Correspondence Among Student Characteristics Recorded on First Contact Survey, Complexity Bands, and Linkage Levels.




First Contact Survey

- Data carries forward from 2015-16 unless student has a new ID
- Some questions removed, others added
- Responses required for expressive communication and academic items - optional but recommended elsewhere



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'Next' button will be disabled until all required* questions are responded to



Does the student use augmentative or alternative communication in addition to or in place of speech or sign language to meet expressive communication needs? *

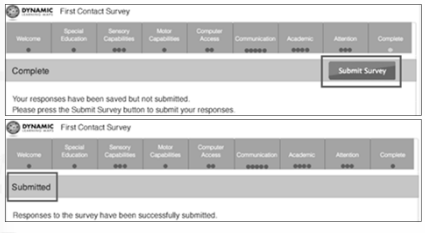
Yes

No



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Submit Instructions & Confirmation





Complete

Your responses have been saved but not submitted. Please press the Submit Survey button to submit your responses.



Submitted

Responses to the survey have been successfully submitted.



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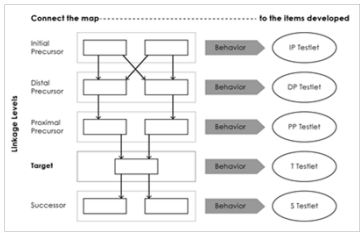


HOW THE ASSESSMENT IS DELIVERED

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Testlets in Linkage Levels

Connect the map ----- to the items developed

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Assessment System Design

Instructionally Embedded

- Blueprint provides range of choices & minimum expected coverage
- One testlet per EE chosen in ITI
 - 3-5 items
 - educator chooses the Essential Element educator chooses the linkage level
 - Each testlet assigned separately

Spring Assessment



- Testlets cover the whole blueprint
- 5 testlets per subject
- Dynamic routing supports adaptability
 - System chooses linkage levels

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Instructional Tools Interface (ITI)



- Instructionally Embedded Assessments
- Blueprint provides range of choices & minimum expected coverage
- One testlet per EE chosen in ITI
 - 3-5 items
 - educator chooses the linkage level
 - educator chooses the Essential Element
 - Each testlet assigned separately
- Instructional Tools Interface open during fall and winter months
- Closes February 28, 2017



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Blueprints and Mini-Maps



- Choose an Essential Element from the blueprints
 - Blueprints for each content area
 - Follow state guidance for number of Essential Elements chosen
- Use mini-maps



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Provide Instruction


- Save the instructional plan
 - Retrieve instructional resources
 - Deliver instructions to the student
 - 50 highly effective professional development academic instructional modules <http://dlmpd.com/>




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Prepare for Assessment

- Confirm the plan
 - Confirm the Essential Element
 - Confirm the linkage level
- Practice Activities and Released Testlets
- Set up the testing environment




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Retrieve the Testing Materials

- Materials list
 - Comprehensive, inclusive list
 - Not all materials will be needed
 - May be used during instruction
 - One list for instructionally embedded window and one for spring assessment window
- Retrieve the Testlet Information Page (TIP)
 - Retrieve the materials
 - Substitute as needed




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Take a Test

- Retrieve the student's credentials
 - User name and password
 - Log into KITE Client
- Take the first testlet
 - One is available in each content area
 - Takes an average of about 5 minutes testing time per testlet
- About 15 minutes between testlets in a single content area





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Spring Assessments



- Students assessed
 - Five ELA Essential Elements
 - Five mathematics Essential Elements
 - Nine science Essential Elements, if applicable
 - Science only available during spring assessment



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Full Blueprint Coverage



- Students who covered the blueprint in a content area during the instructionally embedded assessment window
 - Testlets assigned from pool of EEs originally chosen by the test administrator
 - First spring assessment testlet could be same linkage level as before or may be different



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Partial Blueprint Coverage



- Students met only a portion of the blueprint in a content area during the instructionally embedded assessment window.
 - KITE system assigns previously tested Essential Elements
 - Randomly selects Essential Elements where blueprint not met



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No Blueprint Coverage



- Students met none of the blueprint requirements in a content area during instructionally embedded assessment window.
 - KITE system randomly selects an Essential Element from each part of the blueprint
 - Assigns linkage level based on the First Contact survey data.



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Linkage Level Assignment in Spring Assessment Window



- How are the Linkage Levels Assigned?
 - Based on prior performance in a content area or on First Contact survey
 - Could be the same linkage level as before or may be different
- Process continues until all testlets are delivered




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State/District Spring Assessment Window

- Each state determines its own spring assessment window
- Some districts choose smaller window within state window
- Test administrator sets schedule for students
 - Will need to work with assessment coordinator about schedule
 - Will need to consider resources available.




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OVERVIEW OF STUDENT REPORTS

IDEA and Work
DYNAMIC LEARNING

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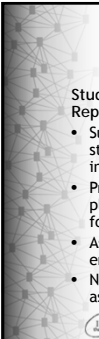


Student Reports

- Instructionally Embedded Reports
 - Student Progress Reports
 - Class Roster Reports
- Individual Student Year-End Reports
 - Performance Profile
 - Learning Profile

IDEA and Work
DYNAMIC LEARNING

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Progress Reports


| | |
|---|--|
| Student and Roster Progress Reports <ul style="list-style-type: none">• Summarizes the progress of a student or several students in an individual subject area• Provides useful information when planning or reviewing instruction for a student• Associated with the instructionally embedded assessment.• Not used during the spring assessment | Mastery at the Linkage Level <ul style="list-style-type: none">• Initial Precursor• Distal Precursor• Proximal Precursor• Target• Successor |
|---|--|

IDEA and Work
DYNAMIC LEARNING


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Individual Student Year End Reports

- Performance Profile
 - Aggregates linkage level mastery information on each conceptual area and for subject overall
- Learning Profile
 - Reports specific linkage levels mastered for each assessed Essential Element
- One individual student score report per student per subject




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Performance Profile

Performance Levels

- Emerging
- Approaching the Target
- At Target
- Advanced




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Learning Profile


Performance Levels

- Initial Precursor
- Distal Precursor
- Proximal Precursor
- Target
- Successor




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ASSESSMENT COORDINATOR ROLES AND RESPONSIBILITIES


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Major Assessment Coordinator Responsibilities

- Manage staff roles and responsibilities
- Develop and implement a comprehensive training plan
- Develop a schedule for test implementation
- Monitor and support test preparations
- Monitor and support test administration
- Develop a plan to facilitate communications with parents and staff
- Serve as the first point-of-contact for test administrators
- Use the practice activities and released testlets so that you are familiar with how the testlets look and act



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Other Roles & Responsibilities


| Title (EP Role) | Responsibilities |
|---|---|
| Data Manager (e.g., District User, Building Test Coordinator) | Manage educator, student, and roster data in Educator Portal |
| Technology Personnel (N/A) | Verify that the network and testing devices are working. Provide technical support for Educator Portal and KITE Client using troubleshooting information provided on the DLM website |
| Test Administrator (educator, teacher) | Complete Access Profile (student's personal needs and references – called PNP in some states) Complete all required training Prepare students for the assessment Administer the DLM assessment |

Troubleshooting

- Test administrators should contact you with any assessment questions or problems
- You are the first point-of-contact
- Be very familiar with the Test Administration Manual
- Be familiar with the short help videos
- Contact the district technology staff when necessary
- Serve as the point-of-contact to the DLM Service Desk




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6 Common Issues

1. Test administrators must take all required training and pass at 80% or higher.
2. Test administrators must read, agree to, and sign the Security Agreement.
3. Test administrators must complete and submit the First Contact survey. The Access Profile should also be completed.
4. Test administrators must have the role of 'teacher' and have their educator identifier on their EP account.
5. Students must be correctly rostered to the test administrator.
6. An up-to-date supported browser must be used for Educator Portal.




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Check your district and/or state policy on training requirements for returning educators

REQUIRED TEST ADMINISTRATOR TRAINING




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2016-2017 Required Training

- Delivered in Moodle
- Educators with the teacher role are registered automatically (using EP user information)
- Options for new vs. returning test administrators
- Successfully complete all requirements = prerequisite for access to student's KITE Client login credentials




New Test Administrator: Delivery Options

| | |
|--|---|
| <p>Self-Directed</p> <ul style="list-style-type: none"> • Training activity = videos and short activities (not scored) • Post-test for each module ≥80% is successful completion; unlocks next module | <p>Facilitated</p> <ul style="list-style-type: none"> • Attend workshop; complete same videos/short activities in a group format <ul style="list-style-type: none"> – Facilitator accesses Moodle • Participants access post-test for each module in Moodle • May include hands-on training or other activities |
|--|---|



Guides


- Guide to Required Training
 - For participants (test administrators)
 - Overview of what is expected (content, course design)
 - How-to for Moodle
- Facilitator Guide to Required Training
 - Short overview of content & responsibilities
 - How-to for Moodle (same as participant guide + facilitator resources area)




Enrollment in Required Training

Automatic enrollment in required training for each test administrator occurs when these Educator Portal settings are met:


- Must have an active account
- Assigned teacher role
- Include an educator identifier




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ASSESSMENT COORDINATOR RESOURCES




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Assessment Coordinator Resources

- DLM website
- Assessment Coordinator Manual
- Educator Portal User Guide
- Test Administration Manual
- State DLM webpage
- Test Updates - please subscribe
- System-related announcements in Educator Portal
- Practice and released testlets




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Resources for Other Participants


- District Data Manager
 - Data Management Manual
 - User templates
- Technology Personnel
 - Technology Specifications Manual
- Test Administrators
 - Test Administration Manual
 - Educator Portal User Guide
 - Educator Resource Page




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DLM SERVICE DESK



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DLM Service Desk

1-855-277-9751 (toll-free)
or
DLM-support@ku.edu

- Testing environment issues
- Test administration and user account issues
- Student information issues




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DLM Service Desk

Provide as much detail as possible.
Please include:

- Your contact information (email address, name)
- The state and district in which your school is located
- Error messages, including the testlet number if applicable to the problem
- Operating system and browser information
- Information about network configuration




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DO NOT EMAIL PII

- Personally Identifiable Information (PII)
- Under no circumstances should you ever email any student identifiable information
- This is a federal violation of the Family Educational Rights and Privacy Act (FERPA)
- If you have any questions about what is allowable in your state, contact your state assessment administrator




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Your Credentials

- Do not give out, loan, or share your password with anyone. Allowing others access to your Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.
- This message has been added to the log in screen for Educator Portal.



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RECOMMENDATIONS FOR SUCCESS

IDEA and Work
DYNAMIC LEARNING MAPS

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Recommendations

1. Plot timeline
2. Understand your state's guidance
3. Ensure users access Educator Portal
4. Know the common pitfalls
5. Customize information for educators
6. Rely relevant information from the Test Updates to the Test Administrators
7. Complete the required training modules
8. Be specific with DLM Service Desk

IDEA and Work
DYNAMIC LEARNING MAPS

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District Staff Q&A Chat Sessions

Assessment Coordinator

- August 30 2:00 - 3:00 p.m. Central time
- September 27 2:00 - 3:00 p.m. Central time

Data Management

- August 31 2:00 - 3:00 p.m. Central time
- September 28 2:00 - 3:00 p.m. Central time

Technology Specifications

- September 1 2:00 - 3:00 p.m. Central time
- September 29 2:00 - 3:00 p.m. Central time

<http://www.dynamiclearningmaps.org/content/district-staff-training-resources-im>


IDEA and Work
DYNAMIC LEARNING MAPS

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District Staff Q&A Chat Sessions

- New format this year
 - Watch the pre-recorded video
 - Use the video script to read along & take notes
 - Read the Frequently Asked Questions document

Registration for and details about each chat session are available at the conclusion of each video.




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THANK YOU!

For more information, please contact:
d1m@ku.edu
or
Go to: www.dynamiclearningmaps.org

For Professional Development, contact:
d1mpd@unc.edu



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