



Dynamic Learning Maps® Consortium
Assessment Coordinator Training

Fall 2017
(Over 4-nd Model)

1







Comprehensive Training Overview

Training format

- 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 live chat session

2







Overview of this Video

1. Assessment Coordinator Responsibilities and Resources
2. DLM Subjects and Testing Those Subjects
3. DLM Assessment System: Educator Portal and KITE® Client
4. Testlets Delivery and Details
5. Extracts and Reports
6. Required Test Administrator Training
7. The DLM Service Desk
8. Successful Assessments


3






ASSESSMENT COORDINATOR RESOURCES

4







Assessment Coordinator Resources

- **ASSESSMENT COORDINATOR MANUAL**
 - The checklist
 - Tasks before testing
 - During the testing windows
 - Preparing for the following year
 - Print the checklist and keep handy

5







Other Resources

- **The TEST ADMINISTRATION MANUAL (TAM)**
 - What test administrators must know and do for testing
- **The ACCESSIBILITY MANUAL**
 - Provides details about supports available during testing
- **The DATA MANAGEMENT MANUAL**
 - How data is uploaded and managed in the testing system
- **The EDUCATOR PORTAL USER GUIDE**
 - Screen shots and directions about the testing system, extracts, and reports


6






ENGLISH LANGUAGE ARTS, MATHEMATICS,
AND SCIENCE

7







Assessments for ELA, Math, and Science

- Are based on Essential Elements
- Have linkage levels
- Are delivered in testlets
- Are available during both the optional instructionally embedded assessment window and the required spring assessment window

8






DLM Essential Elements

- Are the academic standards for each subject
- Are not functional or pre-K skills or instructional descriptions
- Build a bridge from grade-level standards to academic expectations for students with the most significant cognitive disabilities
- Are reduced in depth, breadth, and complexity
- Provide appropriate level of rigor and challenge
- Focus on the skills with students having multiple ways to demonstrate their understanding


9




ELA and Math Essential Elements

- Are aligned to the grade-level expectations identified in College and Career Readiness Standards for English language arts and mathematics
- Are organized into four claims and nine conceptual areas
- Are assessed in grades 3-8 and high school
- Are broken down into nodes in a fully developed learning map model


10



A Portion of a DLM Map




11



Linkage Levels for ELA and Math


- Initial Precursor linkage level
 - Easiest of the nodes and normally intended for students who do not yet have symbolic communication
- Distal Precursor
- Proximal Precursor
- Target
- Successor

12




Science

- Based on alternate science content standards
- Learning map model is in development
- Major science content areas are organized into three domains and three or four core ideas that are then narrowed into topics
- At three linkage levels
- In grade bands -- Elementary, Middle, High School


 13


Science Linkage Levels

1. Initial
2. Precursor
3. Target

 14


TAMS, Blueprints, and Professional Development




 15

Recap

- All three DLM subjects have Essential Elements and blueprints.
- ELA and math have claims and conceptual areas, while science has domains and core ideas.
- ELA and math use a fully developed learning map model, while the science learning map model is under construction.
- ELA and math each have 5 linkage levels, while science has 3.
- ELA and math are assessed in grades 3-8 and high school, while science is assessed in grade bands - elementary, middle, and high.
- The TIP is essential in specific preparations and is secure.
- More specific information about the three subjects is in your TAM and instructional resources are found in the Professional Development tab on the DLM website.


 16

PERSONAL LEARNING PROFILE

 17


Personal Learning Profile

- First Contact Survey and Access Profile comprise the Personal Learning Profile
- First Contact survey determines Linkage Level of first testlet
- Access Profile determines supports used during testing

 18


First Contact Survey

- Test Administrator completes the First Contact survey
 - Must have the teacher role
 - Base Questions
 - Subject-specific Questions
- Takes between 15 - 30 minutes to complete
- No testlets until First Contact survey is submitted
- FCS determines best linkage on first testlet
- Use the First Contact Survey Extract to monitor completion of this task

 19


Access Profile

- Teachers enter the students' personal needs and preferences
- Many supports are available and can be chosen, e.g., magnification, braille, spoken audio, and more
- Takes about 15 minutes per student to complete
- Monitor supports using the Access Profile extract

 20


Training Video

- First Contact survey and the Access Profile combine to form the student's Personal Learning Profile
- Training video for two parts of the Personal Learning Profile
- Available through your state homepage under Videos, Training, and Educator Resources/Educator Resource Videos/Personal Learning Profile Training


 21

Recap

- Personal Learning Profile
 - Comprised of First Contact survey and Access Profile
 - Must be submitted each year
 - Takes 30 - 45 minutes per student to complete
 - No testlets available unless First Contact survey is submitted
 - Can be monitored using the extracts in Educator Portal


22 

OPTIONAL INSTRUCTIONALLY EMBEDDED ASSESSMENT WINDOW

23 

Optional for ELA and Math Strongly Recommended for Science


Consortium Windows	Dates
Instructionally embedded	Opens <ul style="list-style-type: none"> • ELA/Math 9/20/17 • Science 11/13/17 Closes <ul style="list-style-type: none"> • 2/28/18 Unavailable during this break <ul style="list-style-type: none"> • 12/20/17 to 1/01/18

24 

Ensure Data is Correct

- Check student data (enrollment, roster)
 - Biographical correctness in enrollment files
 - Rostered information is correct


25



Testing Environment

- Peaceful
 - the environment should be free from distractions
 - students in classroom have support while one student is testing
- Prepared
 - testing devices should be checked in advance to verify that they work and have the correct version of KITE Client
 - peripherals are ready
- Scheduled
 - Test administrator used practice activities and released testlets to prepare for the operational testlets


26



Materials

- Retrieve the materials needed for the assessment
 - Materials list available in early September
 - Gather materials in advance
 - Use materials during instruction
 - Substitute when appropriate for a student's needs
- List found on the Educator Resource page of the DLM website


27



Instructional Tools Interface (ITI)

- Use Instructional Tools Interface
 - Works the same as 2016-2017
 - Optional for ELA and math
 - Optional but strongly recommended for science
 - Choose Essential Elements
 - Choose linkage levels
 - Create, save, and confirm instructional plans
 - Provide instruction and then assess


28



Testlet Information Page (TIP)

- TIPs are a necessary preparation for each specific testlet.
 - Lists materials to use for specific testlet
 - Describes attributes of those materials when substitutions are needed
 - Have additional pages of information for students with visual disabilities
 - Science TIPs at the Initial linkage level have pictures to print in color to use during testing
- TIP found in the Instructional Tools Interface.
- Print the TIP and securely destroy afterwards.


29



How to Use the Instructional Tool Interface

- Step by step instructions in the TAM
- Screen shots of each part of the process specifically designed for test administrators in the TAM
- Three helplet videos on your state's DLM website
- Instructional Tools Interface closes for the year the end of February


30



Testlet Specifics

- No required number of testlets for any DLM subject during the instructionally embedded assessment window
- Testlets have 3-5 items each
- Each testlet takes between 5 -15 minutes plus test administrator preparation


31



Recap of Optional Instructionally Embedded Assessment Window


- The optional instructionally embedded assessment window is in the fall and winter months and closes end of Feb.
- ITI works the same as it did for 2016-17
- Three videos are available on how to use ITI.
- TIPS are found in ITI and have specific information for every testlet.
- Scores during the instructionally embedded window are found in the Student Progress Report. However, the scores DO NOT contribute to the students' year-end Individual Student Score Reports.
- No blueprint requirement during this window.
- Science begins on November 13
- Assessing science is strongly recommended if your state has science assessments during the spring assessment window.

32



THE SPRING ASSESSMENT WINDOW

33



Testing Schedules

Consortium Windows	Dates
Spring	Opens <ul style="list-style-type: none"> • 3/12/18 Closes <ul style="list-style-type: none"> • 6/8/18

34

Spring Assessment Required

- Required spring assessment window for ELA, math, and science
- ELA and math tested in grades 3 - 8 and high school
- Science tested in grade bands -- elementary, middle, and high school and each state determines the specific grades for testing, e.g., 4, 8, and 11
- Each student will receive 5 - 7 testlets in ELA, 5 - 7 in math, and 9 in science
- Each student is tested on the full blueprint for each DLM subject during the spring

35

What EEs are Assessed in the Spring Assessment Window?


- Students are tested on the full blueprint for all DLM subjects.

36

Linkage Level Determination

- The linkage level for the first testlet is determined from the student's First Contact survey.
- Test administrators cannot override system linkage level or Essential Element selections for any subject.


37



Subsequent Linkage Levels

- The linkage level for the second testlet is determined by the student's performance on the first testlet.
- Each subsequent testlet's linkage level is based on the student's performance on the previously taken testlet.


38



Spring Adaptive Delivery


- After the first testlet is taken in the spring, all remaining testlets are adaptively delivered, one at a time per subject.
- The process continues until the full blueprint is covered.
- After a testlet is submitted, a new testlet arrives in about 15 minutes.
- After all operational testlets are submitted, the student may also receive 1 field test assessments.

39



Materials



- The materials list for the spring assessment becomes available after first of the year.
 - Available on the Educator Resources page on DLM state website
 - Not all materials on the list will be needed
 - Substitutions are allowed in most cases when appropriate for a student's needs


40 

Testlet Information Page (TIP)

- TIPs for the spring assessment are found in a new place this year - in the column by the test ticket in Educator Portal


Click the PDF icon under Test Information next to the desired test.

Test Session Name	Tickets	Test Information	Roster	Test Progress	Scho
DLM LangMat-12245-SP-ELA-PP	69		Smith Mat-ELA Grade 5	4 out of 5	001 De
DLM Smith-47690-SP-SCI-T	69		Smith Mat-Science	3 out of 5	001 De

41 

Recap of Differences between the Two Assessment Windows

- Instructionally embedded assessment window
 - Test administrators have choices of Essential Elements
 - Test administrators can choose the linkage level to use for testing
 - Test administrators must cover the minimum number of Essential Elements in the blueprint for ELA and math
 - Number of Essential Elements differs per subject and grade
 - State may provide additional requirements
- Spring Assessment Window
 - System chooses the Essential Elements
 - System assigns the linkage level
 - The student is tested on 5-7 testlets in ELA, 5-7 in math, and 9 in science.
 - The TIP is located next to the test tickets.


42 

THE KITE SUITE

43




KITE Suite: Two Parts



Educator Portal (EP)	KITE Client
https://educator.cete.us	Click desktop icon
Educators and district staff log in online to manage student, user, and assessment data.	Students log in to take assessments.


44




Educator Portal for Educators

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

45




KITE Client for Students



- Test Delivery Engine
- Personalized Interface based on Access Profile
- Technology personnel download to student devices
- KITE 5.0 for 2017-2018
 - Updates automatically


46



Student Use of KITE Client

- Student takes teacher-administered or computer-delivered testlets, depending on linkage level or student's needs.
- Use student's login credentials.
- Test administrator credentials will not work in KITE Client.
- KITE Client must be ready at the beginning of the required instructionally embedded assessment window when it opens in the fall.


47



Practice Activities and Released Testlets

- Students can take practice activities and released testlets in KITE Client
 - Use uniquely identified practice login user names and passwords
 - Use the practice activities and released testlets before operational testing
 - Information about practice activities and released testlets is on your state's DLM website


48



Recap of the KITE System


- Educators use Educator Portal to manage data
- Student use KITE Client to take assessments
- Students use KITE Client for practice activities and released testlets
- Test administrator can log into KITE Client for the student, using student credentials
- Student takes teacher-administered or computer-delivered testlets
 - Depends on the linkage level
 - Depends on the students needs

49




EXTRACTS AND REPORTS


50



Educator Portal Reports Tab



51



Extracts

Data Extracts

Downloads

Alternate Assessments

General Reports

Monitoring Summary

Instructionally Embedded

Blueprint Coverage

Student Progress

Class Roster

Year End

State Aggregate

Extract	Description	Requested	File	Action
Accessibility Profile	Personal Needs and Preferences (PNP) settings by student	07/19/2016 04:47:42 AM	CSV	New File
Accessibility Profile Counts	Student accessibility profile counts by organization	03/29/2017 04:29:06 PM	CSV	New File
Current Enrollment	Current enrollment information for active students	01/12/2016 07:02:16 AM	CSV	New File
DLM Blueprint Coverage Summary	Percent of students meeting blueprint criteria, by organization	02/22/2017 03:54:26 AM	CSV	New File
DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject and student	07/19/2016 04:11:08 AM	CSV	New File
Fuel Contact Survey File	Current Fuel Contact survey settings by student			New File
Restricted Special Circumstance Code	Student test sessions with restricted Special Circumstance code selections			New File
Roster	Student assignment by educator and subject	01/12/2016 05:01:35 AM	CSV	New File
Security Agreement Completion	Security Agreement status by organization			New File
Training Status	List of DLM users by organization and their training completion status	06/20/2016 06:40:16 AM	CSV	New File
Users	Educator Portal users and their associated roles	06/20/2016 09:03:31 AM	CSV	New File

52

DLM Test Administration Monitoring

Data Extracts

Downloads

Alternate Assessments

General Reports

Monitoring Summary

Instructionally Embedded

Blueprint Coverage

Student Progress

Class Roster

Year End

State Aggregate

Extract	Description	Requested	File	Action
Accessibility Profile	Personal Needs and Preferences (PNP) settings by student	05/31/2017 03:52:56 PM	CSV	New File
Accessibility Profile Counts	Student accessibility profile counts by organization	03/29/2017 04:29:06 PM	CSV	New File
Current Enrollment	Current enrollment information for active students	04/21/2017 08:59:21 AM	CSV	New File
DLM Blueprint Coverage Summary	Percent of students meeting blueprint criteria, by organization	02/24/2017 10:56:11 AM	CSV	New File
DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject and student	04/29/2017 11:10:21 AM	CSV	New File
Restricted Special Circumstance Code	Student test sessions with restricted Special Circumstance code selections			New File
Roster	Student assignment by educator and subject	04/05/2017 02:50:43 PM	CSV	New File
Security Agreement Completion	Security Agreement status by organization	04/29/2017 11:30:24 AM	CSV	New File
Training Status	List of DLM users by organization and their training completion status	04/29/2017 11:05:11 AM	CSV	New File
Users	Educator Portal users and their associated roles	04/29/2017 11:38:54 AM	CSV	New File

53

Student Progress Report

Data Extracts

Downloads

Alternate Assessments

General Reports

Monitoring Summary

Instructionally Embedded

Blueprint Coverage

Student Progress

Class Roster

Year End

State Aggregate

Report Criteria

District School Subject

Grade: Middle School English Language Arts

Individual Student Progress Report for

Grade: Grade 7, English Language Arts

Claim: ELA/C2 Students can produce writing for a range of purposes and audiences.
Conceptual Area (ELA.C.1) Use writing to communicate.

Grade Level	Level 1	Level 2	Level 3	Level 4	Level 5
ELA.EC.V.7.P.1 Expository			Assessment 1202		
ELA.EC.V.7.P.2 Emergent Writing		Assessment 1202			
ELA.EC.V.7.P.3 Emergent Writing		Assessment 1202			

54

DLM Assessment Coordinator 2017-18 YE

18

Monitoring Summary

Data Extracts


Report: Summary Level District School

Criteria: All District

Alternate Assessments: Instructionally Embedded Instructionally Embedded Student Progress Class Roster Year End State Aggregate

District ID	District Name	Grade	Subject	Instructionally Embedded Number of Respective Students				No. Tests Taken	No. Tests in Progress
				No. Plans Created	No. Tests Taken	Only One Test Completed	More Than One Test Completed		
00435		3	English Language Arts	3	0	0	1	0	
00435		3	Mathematics	3	0	0	1	0	
00435		4	English Language Arts	6	2	0	0	0	
00435		4	Mathematics	7	1	0	1	0	
00435		5	English Language Arts	3	0	0	1	0	
00435		5	Mathematics	3	0	0	1	0	


55



Recap of Extracts and Reports


- Extracts and Reports help monitor progress and troubleshoot.
- Educators with the role of District Test Coordinator have the highest level of permissions.
- See progress and results for the entire district or by schools within the district.

56



INDIVIDUAL STUDENT SCORE REPORTS


57



Not Traditional Scoring System

- Students are not given raw scores, percentages, or scale scores.
- Results for each linkage level are determined based on probably that the student mastered the skills at that linkage level.
- Individual Student Score Report is generated for each student with results for each subject tested.


58



The Performance Profile

- Performance Profile aggregates linkage level mastery information
- Performance Levels reported: Emerging, Approaching the Target, At Target, and Advanced
- Reports delivered in Educator Portal under the Reports tab
- Educators with role of District Test Coordinator have highest level of permissions and access


59




Recap of Score Reports

- The final Individual Student Score Reports (ISRs) for each DLM subject are ONLY from the spring assessment window.
- Performance Profile have four performance levels named Emerging, Approaching the Target, At Target, and Advanced.
- The ISR is found in Educator Portal under Reports tab.


60






ADDITIONAL RESPONSIBILITIES

61







Manage, Monitor, Develop, Serve

- Print and use the checklist in the ASSESSMENT COORDINATOR MANUAL.
- Manage the district/school staff roles in Educator Portal.
- Serve as the first point-of-contact for test administrators between the DLM Service Desk and the State Assessment Administrator.
- Know the six most common reasons why test administrators cannot test.
- Take the Required Test Administrator Training.
- Use the practice and released testlets to become familiar with how the testlets look and act.

62






Assigning Roles


- The assessment coordinator assigns user roles in the district
- Works closely with the district data manager
- DATA MANAGEMENT MANUAL has chart of roles and permissions for each

63




Accurate Data

- Everyone is responsible for accurate data.
- Test Administrators cannot edit student data.
- Assessment coordinator or district and building data managers can edit users, students, and roster data.

64 


Test Administrator

- Majority of roles is for test administrators
- Will have the Teacher role
- **Must have educator identifier**
 - Could be teaching certificate number
 - Could be state assigned educator number
 - Could be email address
 - **MUST NEVER** be the social security number

65 

Main Point of Contact

- Assessment coordinator contacts the DLM Service Desk or State Assessment Coordinator (SAA)
- Test administrators should never contact the Service Desk or the SAA
- Use troubleshooting resources in manuals
- Gather all pertinent information before calling the Service Desk
- 1-855-277-9751 (toll free) or via email at DLM-support@ku.edu.


66 

When Contacting the Service Desk

Provide as much detail as possible:


- 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

- Do NOT violate FERPA - never ever include a student's personally identifiable information (PII) in an email

67 


Six Most Common Problems


1. Have not complete required training
2. Have not agreed to or signed security agreement
3. Do not have the First Contact survey completed
4. Do not have the role of Teacher
5. Students not rostered to the test administrator
6. Using outdated or unsupported browser for Educator Portal

68 

Recap of Other Responsibilities


- You will be assigned the role of DTC by your state assessment administrator.
- You will assign other roles in the district.
- You are the point of contact between teachers, the state assessment administrator, and the DLM Service Desk.
- Know and be prepared to address the six most common reasons why test administrators cannot test their students.
- Ensure FERPA is never violated.


69 



REQUIRED TEST ADMINISTRATOR TRAINING

70







Moodle

- Required Test Administrator Training is in Moodle
- Account automatically registered in Moodle
 - If the test administrator has the role of Teacher
 - Auto-registration takes up to 3 hours
- Test Management auto-released:
 - After modules are passed at 80% or higher
 - 2 hours after the post-tests are passed
 - After other requirements have been met

71






Required Test Administrator Training

- Training for new test administrator has 4 parts and can be completed in about 2.5 to 3 hours.
- Test administrators must take and pass each module sequentially.
- Training for returning test administrators is one module and can be completed in about an hour.
- Assessment coordinators benefit from completing the Required Test Administrator Training.


72



Two Types of Courses

- Self-Directed
- Facilitated
 - Attend workshop
 - For new test administrators only
- Post-tests must be passed in Moodle
- Print and keep the certificate at the end of training


73



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 is on the log in screen for Educator Portal.

74



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

75



THANK YOU!

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

For Professional Development, contact:
d1mpd@unc.edu

76