





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

Presented by
The Center for Educational Testing and Evaluation
Fall 2016
(View Endscreen)

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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



2


Overview of this Video

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


3



DLM MAPS AND ESSENTIAL ELEMENTS




4



A Portion of a DLM Map




5




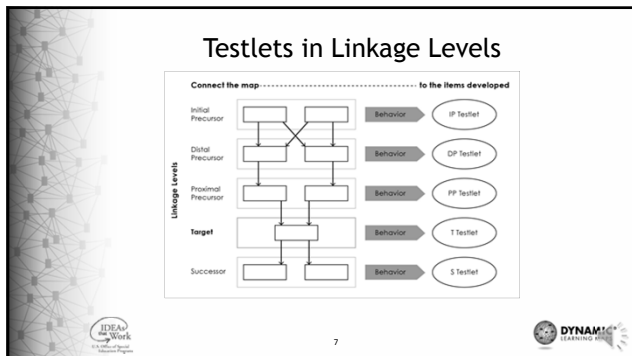
DLM Essential Elements

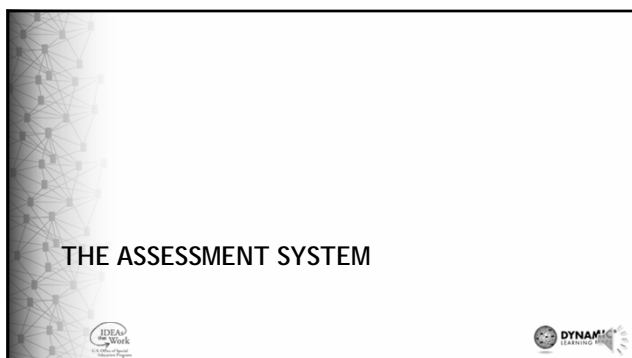
- Are the target for the grade level
- Reduced depth, breadth, complexity
- Provide appropriate level of rigor and challenge
- Focus on the skills (with multiple means of demonstration)
- Are not functional or pre-K skills or instructional descriptions

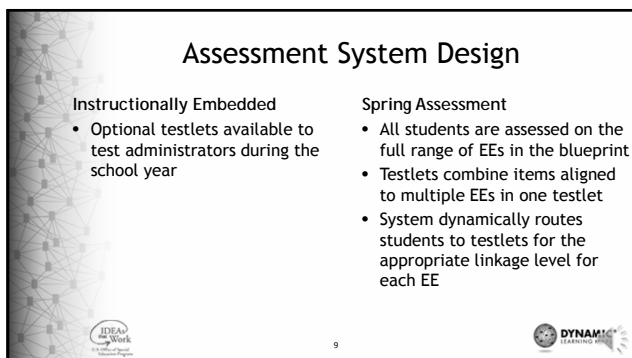


6













Student Reports

Progress Reports <ul style="list-style-type: none">• Summarizes the progress of a student in an individual subject area• Only available if student participated in the optional instructionally embedded assessment• Provides useful information when planning or reviewing instruction for a student	Individual Student Year End Reports <ul style="list-style-type: none">• All students are assessed on the full range of EEs in the blueprint• Testlets combine items aligned to multiple EEs in one testlet• System dynamically routes students to testlets for the appropriate linkage level for each EE
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 10 

ASSESSMENT COORDINATOR ROLES AND RESPONSIBILITIES

 11 

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

 12 

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

- ### 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.

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



REQUIRED TEST ADMINISTRATOR TRAINING

16

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

17

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
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18

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)




19




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




20





THE KITE™ SUITE



21




KITE Suite: Two Parts

 KITE™ EDUCATOR PORTAL	 KITE™ CLIENT
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.

IDEAL and Work
DYNAMIC LEARNING

KITE Client



- Test Delivery Engine
- Personalized Interface based on Access Profile
- Technology personnel download to student devices

IDEAL and Work
DYNAMIC LEARNING


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


IDEAL and Work
DYNAMIC LEARNING

Test Administrator Responsibilities

- Check student data (enrollment, roster)
- Update/complete Access profile
- Update/complete First Contact survey
- Use the Instructional Tools Interface (ITI), if participating in the instructionally embedded assessment window




25




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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26




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





27



First Contact Survey

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






28

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. 29

29

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

30

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

The screenshot shows a survey interface with a progress bar at the top containing tabs for Welcome, Special Education, Sensory Capabilities, Motor Capabilities, Computer Access, Communication, Academic, Attention, and Complete. The 'Communication' tab is active. Below the progress bar, the question 'Alternate Communication' is displayed with the text: 'Does the student use augmentative or alternative communication in addition to or in place of speech or sign language to meet expressive communication needs?'. There are two radio button options: 'Yes' and 'No'. The 'Next' button is disabled (greyed out), while the 'Previous' button is active. Logos for IDEA at Work and DYNAMIC LEARNING are visible at the bottom.

Submit Instructions & Confirmation


The screenshot shows two parts of the survey process. The top part is the 'Complete' screen, where the progress bar shows all tabs filled, and a 'Submit Survey' button is highlighted. Below this, the text reads: 'Your responses have been saved but not submitted. Please press the Submit Survey button to submit your responses.' The bottom part is the 'Submitted' screen, where the progress bar shows all tabs filled, and the text reads: 'Responses to the survey have been successfully submitted.' Logos for IDEA at Work and DYNAMIC LEARNING are visible at the bottom.

HOW THE ASSESSMENT IS DELIVERED


The slide features a decorative background of a network of nodes and lines on the left side. The title 'HOW THE ASSESSMENT IS DELIVERED' is centered in a bold, black font. Logos for IDEA at Work and DYNAMIC LEARNING are visible at the bottom.

Testlet Delivery


- Students are assigned one testlet at a time in each subject
- Testlets are delivered for all Essential Elements (EE) in the blueprint
- Testlet Information Pages (TIPs) provide test administrators with information specific to each testlet
- Materials lists




34



ASSESSMENT COORDINATOR RESOURCES




35




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




36




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




37



DLM SERVICE DESK




38



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



39



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



40



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



41




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.




42






RECOMMENDATIONS FOR SUCCESS

43







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

44





District Staff Q&A Chat Sessions

Assessment Coordinator

- October 26 2:00 - 3:00 p.m. Central time
- November 2 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-ye>


45




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.



46



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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