



# Data Management Training Script

## Slide 1

Hello and welcome to the Data Management training for Dynamic Learning Maps Alternate Assessment for the 2016-2017 testing year.

## Slide 2

Watching the pre-recorded video, viewing the PowerPoint slide, reading the script and the frequently asked questions are recommended before you register for one of the optional Question and Answer chat session schedule later this fall.

## Slide 3

In this training we will review what is new or different this year. We will look at other roles and responsibilities for DLM Alternate Assessments. We will examine the KITE Suite, spending some time in the live environment. And finally, we will cover the resources available to you.

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If you provided data management support for DLM assessments last year the key changes you should know for this year are: there are new limits and error messages in Educator Portal to prevent common data issues, the Primary Disability Field is now required for enrollment, students enrolled in previous years may be found through the user interface and do not need to be re-enrolled, and all extracts are on-demand.

## Slide 5

We will now look at your role and responsibilities, as well as those of others.

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The key duty of the data manager is to gather, validate, and add user/teacher, enrollment/student, and roster data in Educator Portal. The data manager also provides troubleshooting for data issues and manages data throughout the school year. Responsibilities are presumed to be at the district or school level, but may be at a higher level.

## Slide 7

Other key participants in DLM assessments include the assessment coordinator, technology personnel, test administrator and students. Data managers ensure that your district or building is ready for assessment administration by supporting each of these participants as needed.

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In this section, we'll briefly talk about KITE Client. Then we'll focus on data activities you will complete using Educator Portal.

## Slide 9

The KITE Suite has two main parts and confusion between the two should be avoided.

Educator Portal (EP) is the website you will use to manage data. It is also used by test administrators to facilitate the DLM assessment. It is accessed using the user's login information. A student never logs into educator portal..

KITE Client is the test delivery engine—the application installed on the testing device that students use to take assessments. It is accessed using the student's login credentials.

A common error is test administrators attempting to log into KITE Client using their own credentials.

KITE Client is used for practice activities and released teslets.

## Slide 10

You will do your work in Educator Portal, which can be found at [educator.cete.us](http://educator.cete.us).

When you log in, please ensure that your role, organization, organization level, and assessment program are correct. If they are not, please contact your district test coordinator. If you are the district test coordinator, please contact your state assessment administrator.

We will now look at the live environment, including the settings menu and the tabs you will most frequently use.

This is the login page of the Educator Portal website. If you have forgotten your password, you can reset it by clicking on the "Forgot Password?" link.

The security agreement must be completed and signed every academic year, and the agreement will pop up immediately on your first login of the testing year. Please note that the agreement defaults to the DO NOT agree option. Change the radio button to agree, type your full name, and click save. You may need to help your educators complete this step.

In the top right corner you will see your name, role, organization, and assessment program. Your name can be edited in My Profile. If role, organization, or assessment program are incorrect, contact your district test coordinator or state assessment administrator as appropriate.

If you have more than one role and/or organization, you may change them using the drop-down arrows.

On the right you will find My Profile. Here you can edit your display name, change your password, and change your default role—that is, which role you initially log in as if you have multiple roles. You can also review your security agreement and find the sign and expiration dates.

Below the profile, there are a few quick links that can be used.

Most of the site will be accessed through the menu bar.

The home icon brings you back to this page—the home screen.

The Manage Tests menu is used primarily by test administrators, and is not covered in this training.

Most of your work as a data manager will be done in the Settings and Reports menus.

Please note: due to time constraints and to avoid information overload, every process is not covered in detail in this training. Instead, an overview of the Settings and Reports menus is given. Short one to five minute videos that cover related functions (for instance, adding and editing users) in depth are available on the DLM website from late August onwards.

The Settings menu contains five tabs. As data manager, most of your work will take place in the Rosters, Students, and Users tabs. There is a best-practice order of operations for DLM assessment, and it is from right to left on this screen. Users are loaded, edited, and or verified first. Next, students are uploaded, enrolled manually, or updated from last year's data. Finally rosters are created, pairing educators, students, and subject material.

Any field marked with a red asterisk is a required field.

Users can be added manually, uploaded, or viewed and edited. Students can be added, exited, found (more on this shortly), transferred, enrolled via upload, exited via upload, or viewed and edited.

A new function for this year is 'find student.' You may search by state student identifier for students enrolled in previous testing years and activate that student for this year's assessment.

You will primarily use the downloads section of the Reports tab as data manager, specifically the enrollment, roster, and user extracts. Other listed reports are used by test administrators and assessment coordinators.

Extracts are used to verify data and can (with the removal of metadata) be used as upload templates. The short EP helplet videos will address this in more depth.

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Using templates for data uploads is covered extensively in the EP helplet videos, the Data Management Manual, and the Educator Portal User Guide.

Here are some common troubleshooting tips for using upload templates.

Excel does not retain leading zeroes by default. We recommend adding an apostrophe in front of any value beginning with a zero, which causes Excel to retain it.

Make certain your template matches the current format posted on the DLM website.

Verify your organization numbers on the state organizational table.

Any rejected uploads will provide errors. The error will indicate what field or value is incorrect.

Ensure you save files as comma separated value, or CSV, files.

Again, follow the order of operations—users, then enrollment, then rosters.

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The DLM Service Desk is ready to help after you have exhausted provided resources for troubleshooting issues. You are the contact person for your district to escalate data issues on behalf of district users.

### Slide 13

Your state-specific DLM webpage is located at [www.dynamiclearningmaps.org](http://www.dynamiclearningmaps.org) forward slash your state's name.

You will find both the Data Management Manual and the Educator Portal User Guide on this page.

You are also able to subscribe to test updates, which we strongly recommend.

Announcements will be posted in Educator Portal, visible to you at log in.

Service Desk analysts are also available to help you. Their contact information is available at the end of this presentation and at the bottom of every DLM webpage.

### Slide 14

Two data management Q&A chat sessions will be offered.

These sessions are intended to answer questions that remain after you have watched this video, read the FAQs, and reviewed provided resources.

Registration information is available after completion of this video.

### Slide 15

If you need to ask a question before the Q and A sessions, or if you are unable to attend one of listed times,

the DLM Service Desk is available to answer questions via phone at 1-855-277-9751 or via email at [DLM-support@ku.edu](mailto:DLM-support@ku.edu).

### Slide 16

When contacting the Service Desk, provide as much detail as possible about the issues encountered and the system on which it occurred.

Please include your contact information including email address and name, the state and district in which the school is located, error messages (and testlet number, if applicable), operating system and browser information, and information about network configuration.

### Slide 17

Please do not email personally identifiable information, or PII.

Doing so violates the Family Educational Rights and Privacy Act (or FERPA).

States have different standards about what combinations of information are considered personally identifiable.

For instance, some states allow a student's state ID to be emailed, while others do not.

If you have any questions about what is allowable in your state, contact your state assessment administrator

Service Desk analysts are required to report any violations to your state's education department.

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Thank you for viewing the DLM Data Management training video.

Be sure to check out the Frequently Asked Questions PDF.

The slides and the script from this video are also available for your use.