Slide 1.

[Introduction]

Slide 2.

This is Nancy Keating. I am one of the Implementation Coordinators for the Dynamic Learning Maps® Alternate Assessment Consortium.

Slide 3.

This short training today is meant to supplement the District Data Management training that was available on the DLM Oklahoma website in the fall of 2016. As a short reminder before we get into the learning objectives of this training, a data manager was called a data steward last year. We do not have a role in Educator Portal called Data Steward. So to clarify, this training is for anyone at the district level who is working with district data for the DLM alternate assessment and we will refer to that person as a data manager.

Slide 4.

Your assessment coordinator will assign an Educator Portal role to you. Again, you will likely have the role of district user. More functions were added to the district user role this year, which you will be able to see when you log into Educator Portal with the District User role. The district user will be able to do all of the necessary data management functions that a district test coordinator has now and in the past. Like last year, the district user role can upload file templates, exit, edit student accounts, and activate or deactivate a user account. In addition this year, the district user can add a student manually, transfer a student, and perform a new very handy function called 'find a student'.

Slide 5.

At the end of this webinar, you will understand the expectations of the DLM data management functions for your district or building. You'll be able to locate the District Data Management Training. You will know where to find the short helplet videos. You'll have a good understanding of how your responsibilities with data management impact a test administrators' ability to deliver testlets to their students. Lastly, you'll recognize how security and student privacy laws directly impact your role in the district, especially in regards to the DLM Service Desk.

Slide 6.

State and school district users use two of the parts of the KITE System: Educator Portal and KITE Client. Data management work is exclusively in Educator Portal. To use Educator Portal you must have two things: a compatible browser and your own account with your own login credentials. If you do not have an account, please contact your assessment coordinator who can create the account for you. You will likely have the role of District User. Technology specifications and recommended browsers are listed on the DLM website under the in the blue banner where you find KITE Suite. Click on KITE Suite to see the

dropdown menu. If needed, see your technology staff for further help with technology issues. KITE Client is used by students and only students have logins. Test administrators will use KITE Client 3.0 for practice and released testlets by using practice logins. Test administrators do not have credentials for KITE Client.

Slide 7.

Staff who are responsible for data management should have certain skills. Uploading student demographic and biographic information requires an eye for detail. We advise having a second person check the data before uploading it into Educator Portal. Although everyone has responsibility for accurate student data, this is a top priority for data management. The data entered in Educator Portal translates to the **Individual Student Score Reports** that go to parents and guardians and are a part of a student's permanent record. In addition to accuracy, staff who are responsible for data management should typically have some experience working with Excel and uploading, downloading, and editing CSV files.

Slide 8.

Your work must be done soon enough to give test administrators the time they need to prepare for the opening of the window in March. Teachers need time to take required training, complete their student's First Contact survey, fill out the Access Profile for each student, and use the practice and released testlets. The second main impact, is that this population of students tends to be very transient, moving between districts, moving to private institutions, being homeschooled, and moving back to the public schools – sometimes multiple times during a school year. You will be involved in updating the student's data and rostering the student to the correct test administrator potentially several times during the school year. You will exit students who leave move to a different state or to a private institution. You will transfer students to a different building within your district, and enroll new students to your district during the school year. Managing the data for the students, ensuring they are enrolled in the correct building and district and rostered to the correct test administrator requires your due diligence. If you entered user, student enrollment, and roster data early in the year to allow test administrator to use the instructionally embedded testlets, some of their data may need to be updated. Many teachers in Oklahoma actively used KITE Client to provide instruction and test their students this year during the fall and winter months.

Slide 9.

During the spring assessment window, all students in each grade are tested on the full blueprint. The blueprint lists a pool of available Essential Elements (EE) and the requirements for coverage within each content area. In the spring assessment window, students will receive as few as 5 and as many as 9 testlets, depending on the grade and subject. The total testing time for all testlets in a content area is approximately 70-90 minutes per student in ELA, about 35-60 minutes per student in mathematics, and about 45-135 minutes per student in science.

Slide 10.

Test administrators need time to complete the First Contact survey for each student, and these surveys take about 15-30 minutes per student. Even after the spring assessment window opens, testlets will not be available for a student until the surveys are submitted. If a test administrator completes the First

Contact survey for a student after the spring assessment window opens, the first testlet will not be available for 24 hours. Also, test administrators need time to enter each student's personal needs and preferences from their Individualized Education Program (IEP) into the Access Profile tab in Educator Portal. This, too, takes thoughtful time to complete. Since test administrators have varying numbers of students for which they are responsible, and because not every day is a good or predictable day with their students, the test administrators may need time over several days to do this preparatory work. Therefore, early entry of data in Educator Portal is important, providing sufficient time for test administrators to complete their responsibilities.

Slide 11.

Data managers can download extracts to review student enrollment files, ensuring all students are still in the correct district or building. If a student has moved, an ideal time to have all cleanup completed for OK would be by March 3rd since this is a little less than 12 days before the Oklahoma spring Assessment window opens, giving ample time for the KITE System to assign testlets to students to be ready when the Oklahoma window opens. However, data cleanup can be done at any time this year because we do not have a data lockdown this year. Many enhancements were made in Educator Portal this year to enable changes to be made when needed, even during the spring assessment window. Some enhancements help prevent mistakes, e.g. students being double rostered to the same content area or a student being enrolled in two different grades. Other enhancements allow a student's testlets taken in one district to follow the student when he or she moves to another district. As soon as the student is enrolled and rostered in the new district, the testlets will be available. If testing has already begun, and a student has taken a testlet in district A, as soon as the student is enrolled and rostered in district B, the next testlet will arrive. Even though the data manager has the utmost responsibility for clean data, everyone should review the data to see if every student in the right district, building, and rostered to the correct teacher. Teachers do not know usually know their students demographic data, but a teacher can help with the spelling of a student's name and other biographical information that they know.

Slide 12.

[Blank]

Slide 13.

[Blank]

Slide 14.

So how do you do all of those processes? Let's begin by going to Oklahoma's DLM website. *Demonstrate how to use the Oklahoma webpage for data management.* Here is this year's District Data Management Training. In this training, you will learn more about your roles and responsibilities, see some live actions in the Educator Portal application, and review the resources available. I will share my screen now and show you where to find the trainings available for you. For those of you who were data managers last year, this training will show you what is new this year. Here are some sample helplet videos. A helplet video is a 1-5 minute video of a particular function. Let's watch a little of, "How to Get Started." The DLM Service Desk receives many questions about this part of the process. *Show the beginning of "How to Get Started."* For small districts, adding one or two students, using the User

Interface and manually enrolling new students is very easy. Large districts may also use this process to add a student during the year after their first big enrollment. *Show all of, "How to Add a User Manually." Then show the Data Management Manual and templates.*

Slide 15.

The Data Management Manual and Educator Portal User Guide have valuable information about how to manage user accounts and access reports. Show how to get the information for the enrollment file.

Slide 16.

Go to Educator Portal and demonstrate the "find student" feature.

Slide 17.

[Blank]

Slide 18.

[Blank]

Slide 19.

When test administrators report that they cannot administer testlets, the six most common problems are the following:

1. The test administrators have not completed the required training in Moodle and passed the quizzes at 80% or higher. Test administrators will not be able to open the Test Management tab to administer testlets if their training is not completed. When the modules are successfully completed, test administrators are able to print their certificate of completion.

2. Each year the security agreement expires on August 1. Every educator must read, agree to, and sign the security agreement anew. Test administrators will not be able to get into the Test Management tab to administer testlets if their Security Agreement is not completed.

3. Each student must have a completed and submitted First Contact survey. Students will not be delivered any testlets unless their First Contact survey is submitted. The Access Profile should also be completed prior to testing.

4. Test administrators will not be able to administer testlets if they do not have the role of *teacher* in Educator Portal, and they must have an educator identifier on their account.

5. Test administrators will not be able to administer testlets if their students are not rostered to them in each content area.

6. The test administrator must be using an up-to-date, supported browser. Mozilla Firefox is the most compatible browser for use with Educator Portal. This browser is recommended. Please see the list of technical specifications for other browser choices if Firefox is not available in your district. Your district technology support staff is the most important contact for this issue.

Slide 20.

[Blank]

Slide 21.

[Blank]

Slide 22.

[Blank]

Slide 23.

[Blank]

Slide 24.

We are now at the end of this training. You should now have a little better understanding of the expectations of the DLM data management functions for your district or building and to know how important your job is in relationship to the teachers in your district. You've seen the Oklahoma DLM webpage and where to find the District Data Management Training. You have seen where to find the short helplet videos. You have a better understanding of how your responsibilities with data management impact a test administrator's ability to deliver testlets to his or her students. Lastly, you can help everyone in your district to recognize how security and student privacy laws directly them on a daily basis by never emailing student level information.

Slide 25.

What questions do you have?

Slide 26.

This training was not designed to meet every situation that could possibly arise in your district. However, in combination with the District Data Management training, the short helplet videos, the Data Management Manual, and the other resources available on the Oklahoma DLM website, I hope you will feel prepared for a successful year with the DLM alternate assessment. Additional questions can be directed to your District test coordinator. If after using these resources, you still have questions, ask your DTC to contact the Oklahoma specific DLM Service Desk at 1-844-261-6481.

Slide 27.

[Blank]