Personal Learning Profile Training

Slide 1

Hello, and welcome to the Dynamic Learning Maps Personal Learning Profile Training, appropriate for test administrators.

To begin, the personal learning profile is a term used to describe two sections of student data –the First Contact survey and the Access Profile. You will use Educator Portal to access both sections.

Slide 2

At the conclusion of this video, you will know:

how to access the first contact survey,

the differences in the three statuses for first contact.

how to review your students' demographic/biographic information to ensure the data is correct.

how to record your student's personal needs and preferences in Access Profile in Educator Portal.

the available resources to help after this training.

Slide 3

In this section, we'll show you how to access student information in Educator Portal which leads to the First Contact survey and the Access Profile.

Slide 4

Log into Educator Portal. On the right side of the screen, click the Quick Links, Students.

Slide 5

Click the down arrow to the right of Select Action.

Slide 6

Click, View Students. For an educator with the role of teacher, this will be the only action available.

Slide 7

Your State, District, and School will populate. Click Search.

Slide 8

Your students will appear to the right. The four students you are seeing on this screen are fictitious students in a fictitious state, district, and school that were created for this training.

Slide the scroll bar at the bottom of the screen to the far right.

Slide 9

Columns for Access Profile and First Contact are visible, giving a quick view for all of your students at one time.

Slide 10

The first section we will cover is the First Contact Survey.

Slide 11

There are four status options in the First Contact survey column:

Not Started: no fields have been completed.

In Progress: some fields are completed and saved. Survey has **not** been submitted.

Ready to Submit: all required fields are completed. Survey has not been submitted.

Complete: all required fields are completed and survey has been submitted.

Slide 12

Students who have never before been enrolled in Educator Portal will have the status of NOT STARTED.

The test administrator must review and submit all NOT STARTED surveys for this year. If the survey is not submitted, the student will not receive any testlets when the assessment window opens.

Slide 13

Each year, students are enrolled in Educator Portal at the beginning of the school year. If a student took DLM Alternate Assessments in a previous year, the status of the students First Contact Survey will be automatically marked with In Progress.

The test administrator must review and submit all IN Progress surveys. If the survey is not submitted, the student will not receive any testlets when the assessment window opens.

Slide 14

Test Administrators may see the Ready to Submit status. This status means all of the required fields are complete but they survey has not yet been submitted.

Slide 15

Students who have the 'Complete' status have answered all parts of the survey. These students will receive testlets, provided all other requirements have been met.

Slide 16

A test administrator has two ways to access the First Contact Survey. One is here on this screen. If you click the words, In Progress or NOT STARTED, you will go immediately to the First Contact Survey opening screen.

The second way to get to the First Contact Survey is by clicking on the blue number for one student in the state ID column. Ruth Smith's student record will be accessed.

Slide 17

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Slide 18

In this fictitious state, all student state ID numbers are 10 digits long. Double check the state ID. Is Ruth's date of birth, comprehensive race, gender, and primary disability correct? Also, at the bottom of the screen is the list of rosters Ruth is on. Ruth is rostered to Mary Keating for ELA, mathematics and science.

If any information for Ruth is incorrect, the test administrator will ask the assessment coordinator to edit Ruth's record before continuing.

Slide 19

Also notice on the middle right of the screen that the First Contact Survey is marked Completed. If all of Ruth's information is correct, Ruth is ready for the opening of the assessment window.

Slide 20

However, on this screen you can also see that Ruth's KITE Login Username and Password are RESTRICTED.

Slide 21

When you click either of the words, RESTRICTED, you will see a message that you must complete the required training and agree to the Security Terms and Conditions. So although Ruth's demographic information might be ready, the test administrator has not yet taken all of the steps needed to prepare as a test administrator or to prepare for test administration.

After the test administrator completes training and reads, accepts, and signs the Security Agreement, both the test administrator and the student will be ready when the assessment window opens and the students' login credentials will be available.

Slide 22

Now let's look at George Murphy's Student Record. Click the blue State ID number.

Slide 23

After you have reviewed and are assured that George's information is correct, you will notice that the First Contact Survey for George is In Progress. Since George was enrolled in Educator Portal last year for testing and is a returning student this year, his First Contact Survey must be reviewed and completed again. Click the blue letters, In Progress.

Slide 24

The welcome screen for George's First Contact Survey appears.

The First Contact Survey includes a variety of tabs, each containing a section of the survey. Each of the survey tabs will display either blue or yellow circles. Blue circles indicate that all questions for that tab have been completed, while yellow circles indicate that one or more questions have not been completed.

Note that the scroll bar on the right side of the screen will be important for viewing all parts of the screen.

Slide 25

Click the Edit Survey button on the right side of the screen.

Slide 26

As we go through George's First Contact Survey, answering or reviewing answers, the yellow dots change to blue. The previous button in the upper right corner can be used to go back to make a change if needed. Once a category is answered, the next button appears.

Slide 27

We are now in the Expressive Communication questions. Sometimes when an answer is selected the next button appears. Please notice that we have answered that George does not use speech to meet expressive communication needs. But what if we chose, Yes?

Slide 28

Here we chose Yes for the same question. Now below, another set of questions appear to be answered. The next button is not available until all questions are answered. The scroll bar must be used to see the full set of questions and is employed throughout Educator Portal to view all parts of the system.

Slide 29

Some screens have only one or two questions while others, like this one, have several questions as noted by the scroll bar. Thoughtful answers are needed to ensure that the student is given a testlet at the right linkage level.

Slide 30

Test administrators who administered the testlets last year will see the new tab in First Contact Survey called Language. The Primary Language screen has three questions about a student's primary language.

Slide 31

Once you get through the Academic tab, you have answered all of the questions in the survey. You are now ready to submit the survey. You must click the Submit Survey button.

Slide 32

George's survey is completed and successfully submitted. You may now click the X in the blue box at the upper right corner. However, if a test administrator is filling out the survey and gets interrupted or needs to stop before having fully completed the survey, the answers he or she have already answered will be saved. The survey will still say In Progress because it has not yet been submitted.

Slide 33

Let's take a quick look back at George's View Student Record screen. Now the First Contact Survey is marked as Completed.

Slide 34

When we view the screen showing the full list of students, we see that it is now updated. George is the second student in the rows. The scroll bar is to the complete right. George's First Contact Survey is complete.

Slide 35

Let's look at an example of John Jones, a new student to Educator Portal with a status of NOT STARTED.

Slide 36

The test administrator was interrupted before being able to complete and submit John's survey and had to click the X in the blue box in the upper right corner. Now John Jones's status shows In Progress. Since the test administrator had already verified that John's demographic information was correct, the test administrator can click In Progress for John and complete the survey.

Slide 37

This year, states decided on whether their test administrators would complete the full set of First Contact Survey questions or just the minimum required ones. Questions or categories that are required for your state have a red asterisk. Test administrators are welcome to answer all questions in the survey, even if their state only chose the minimum required ones.

See an example of the red asterisk for the Expressive Communication questions.

Slide 38

Many test administrators, other district educators and IEP team members need to know the First Contact Survey questions in advance. The full set of questions are located at the back of the Test Administration Manual.

Slide 39

This section covers the second part of the student's two-part personal learning profile. The Access Profile is a tab in Educator Portal where test administrators enter each student's personal needs and preferences.

Slide 40

Repeat the steps described at the beginning of this video to access the student assigned to you.

Slide 41

At the View Student Record screen, notice on the middle right of the screen the words, "Access Profile (PNP): No Settings." Since Ruth's First Contact Survey is complete, once the Access Profile is completed, Ruth will be ready for the opening of the testing window. Click the blue "No Settings" words.

Slide 42

Notice that the Access Profile set up is similar to First Contact survey with tabs across the top of the page, a blue Edit Settings button, and an X in a blue box in the upper right hand corner. When Access Profile opens, the test administrator will see a brief summary about the student. Then click, "Edit Settings," and enter a student's needs or preferences.

Slide 43

If Ruth needs magnification, you will also select how much magnification is needed and will be beneficial for Ruth. You will decide if you want magnification to be the default. Other choices are available on this screen. After you make your selections, click Save. Unlike the First Contact Survey, a student may not have any needs or preferences for anything on this screen and you will not choose any of the options. Only choose options that a student uses during normal everyday instruction.

Slide 44

The only choice on this screen for a student is braille. Braille is never to be chosen for emerging braille readers. Braille is not available during the instructionally embedded assessment window during the fall and winter months. The braille section of the Accessibility Manual, and the Test Administration Manual are necessary to understand which grade levels and linkage levels are available in braille. Again, make no choice on this screen and move to the next tab if a student does not read braille.

Slide 45

On the Audio and Environment Support tab you will be able to select options for Spoken Audio. Synthetic spoken audio is often referred to as read aloud with highlighting. Also on this tab, you can select if the use of a single switch is needed. Educators can set scan speed, indicate if scanning should begin automatically when the page appears, and select the number of times the scan cycle repeats before stopping.

Slide 46

If spoken audio is selected, other options become available. If a student has never used synthetic voice, the student may prefer the human read aloud option.

Slide 47

Notice that for student with visual impairment who do not read braille, supports provided by an alternate form can be selected here. Also, supports provided outside the system are selected on this screen such as human read aloud or that a test administrator enters responses for a student.

Slide 48

Reminder: not every screen/tab needs a selection. Not every student needs a customized profile. Only choose the supports that a student uses during normal daily instruction. Save on every single screen where a selection was made. Review the summary again at the end. Edit if needed. Then click the X in the blue box in the upper right corner.

Slide 49

Ruth is now ready to test as soon as her test administrator completes his or her Required Test Administrator Training and reads, agrees to, and signs the Security Agreement.

Slide 50

Again, from the view student's screen, you can see the status of all your students. Ruth's Access Profile has the status of, "Custom."

Slide 51

The KITE system can be personalized to each student. The system was designed with accessibility fully in mind.

Many test administrators, other district educators, and IEP team members need to know the accessibility supports that are available for students. These are found in the Accessibility Manual found your state's DLM webpage.

Slide 52

For additional questions, use these resources or contact your District Assessment Coordinator.

Slide 53

Thank you for viewing the Dynamic Learning Maps Personal Learning Profile Training.