



DYNAMIC[®]
LEARNING MAPS

GUIDE TO DLM REQUIRED TEST ADMINISTRATOR TRAINING 2024-2025

YEAR-END MODEL

RHODE ISLAND EDITION



RIDE Rhode Island
Department
of Education

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FINDING HELP

When the information in this manual and resources from the Rhode Island Department of Education (RIDE) do not lead to solutions, these contacts can provide additional support.

HINT: Print this page and keep it handy!

District or School Technology Coordinator	RIDE Heather Heineke, Assessment Specialist heather.heineke@ride.ri.gov www.ride.ri.gov/dlm	District Test Coordinator and/or Special Education Director	The DLM Service Desk* 1-855-277-9751, live chat feature in Kite Educator Portal, or DLM-support@ku.edu
<ul style="list-style-type: none">• Kite® Student Portal installation• General computer support• Internet availability• Display resolution• Issues with sound, headphones, speakers, etc.	<ul style="list-style-type: none">• Test invalidation requirements• Test window dates, extensions, requirements, etc.• State assessment policies• Eligibility for alternate assessment	<ul style="list-style-type: none">• How to use Student Portal and Educator Portal• Training requirements• Assessment scheduling• Student Individualized Education Program (IEP) requirements• Test Resets (may take up to 72 hours)	<ul style="list-style-type: none">• Data issues (rosters, enrollment, etc.)

**When contacting the DLM Service Desk:*

- **Do not send any Personally Identifiable Information (PII)** for a student via email. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes information, such as a student's name or state identification number. You may send the student's SASID, school name, and grade.
- Do send:
 - your contact information (email address and name)
 - your school name (include the district if contacting state-level personnel)
 - error messages, including the testlet number if applicable to the problem
 - the Service Desk ticket number when following up on a previously submitted issue

RI GUIDE TO DLM REQUIRED TEST ADMINISTRATOR TRAINING 2024-2025

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Audience and Purpose

This guide helps trainees access Dynamic Learning Maps® (DLM®) required test administrator training in Kite Educator Portal.

Checklist

Use this checklist to access and participate in required test administrator training.

✓	Tasks
	1. Read this document.
	2. Access your account in Kite Educator Portal if you have one from last year <i>or</i> contact your district special education director or testing coordinator to get an account. <i>You cannot complete the training without an active Educator Portal account.</i>
	3. Complete the required annual Security Agreement in Educator Portal.
	4. Wait 30 minutes after activating an Educator Portal account, then log in to Training Courses using the instructions in this document.
	5. Download the <i>Test Administrator Checklist</i> and other necessary test administration materials at www.ride.ri.gov/assessment-manuals and click on the DLM tab.
	6. Complete the required training course, either as facilitated training sessions or self-directed modules, and post-tests. Your district will let you know which training option to use. This step should be completed by March 14, 2025 , two weeks before the test administration window opens.
	7. Print a copy of the completion certificate for your records and provide copies to your district <i>and</i> school testing coordinators.

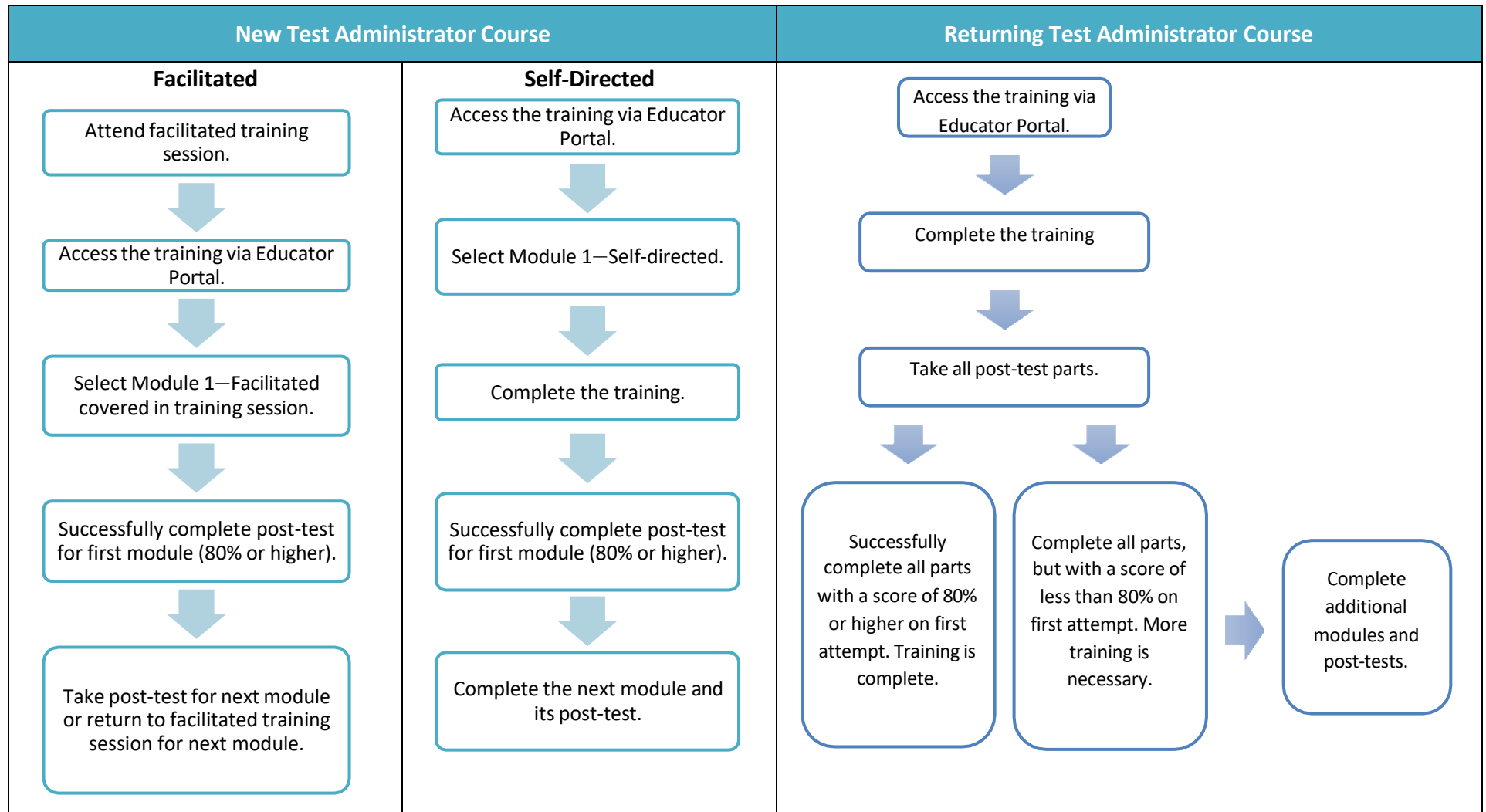
1. About DLM Required Test Administrator Training

The DLM Alternate Assessment Consortium provides required training for test administrators:

- **Training is accessed in Educator Portal via the Training tab.**
- **The Training Courses training site is open now.** If you complete the modules now, you will not need to repeat the modules for the spring administration. Your LEA may require you to attend additional training prior to administering the DLM assessments in April. The LEA is responsible for ensuring all test administrators are trained to administer the state assessments given in their school.
- **Training is required for all test administrators.** There are two types of training courses:
 - *New Test Administrator* training is for those who are new to the DLM alternate assessments or who did not complete their test coordinator training last year (2023-24).
 - *Returning Test Administrator* training is for those educators who completed their training last year (2023-24).
- **LEAs in Rhode Island should select which option will work best for their educators;** either self-directed or facilitated. LEAs are responsible for determining how best to train test administrators and ensuring that all test administrators are trained appropriately. Please check with your special education director or district test coordinator to determine the training option selected as well as any dates, times, and location for test administrator training.
- **Accounts:**
 - Contact your special education director or test coordinator if you need an account in Educator Portal.
 - **If you are a returning teacher and have moved to a different district,** contact Heather Heineke at heather.heineke@ride.ri.gov and provide your previous email address, school, and district and your new email address, school, and district and she will transfer your account.
- Successful completion of the course requires passing all post-tests with score of 80% or higher.

2. Process for Completing the Test Administrator Course

Required training for new test administrators is available in self-directed and facilitated formats, while the returning test administrator course is only available in the self-directed format. The process flows are included below to highlight the differences between the two training formats.

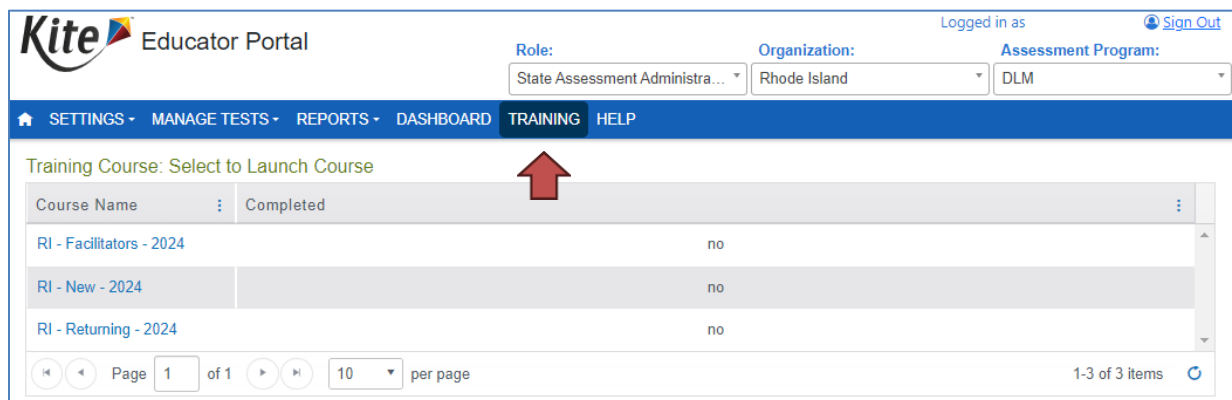


Access the Training in Educator Portal

Users who have an Educator Portal account and the Teacher role are automatically enrolled in the training and access the training in Educator Portal via the Training tab (figure 1). Select the course name to launch the training.

- Each test administrator must have only one active account in Educator Portal with a correct email address and educator identifier.
- New Educator Portal users are enrolled in the training within about 30 minutes after their accounts are activated.
- The training courses are active now and will remain open until the last day of the state DLM testing window.

Figure 1: Select the Training Tab in Educator Portal



About the New Test Administrator Course

In the *Required Training for New Test Administrators* course, test administrators must successfully complete four modules with a passing score on each module's post-test before beginning student assessment. Modules are available one at a time in sequential order. Trainees must pass the post-test at 80% or higher to access the next module. Modules are available in the order listed below.

Total training time for new test administrators is approximately two and a half hours. The timeframe includes videos and time to independently complete post-tests. Specific time estimates for each module of the required training are provided below.

- **Module 1—Overview of the Dynamic Learning Map Alternate Assessment**
Approximately 25 minutes

Topics:

1. Test design
2. Test security

- **Module 2—Understanding and Delivering Testlets**

Approximately 25 minutes

Topics:

1. Testlet Types and Item Types
2. Accessibility Supports

- **Module 3—Test Administration and Scoring**

Approximately 25 minutes

Topics:

1. Test Administration Process
2. Scoring Model

- **Module 4— Becoming Familiar with DLM Resources**

Approximately 20 minutes

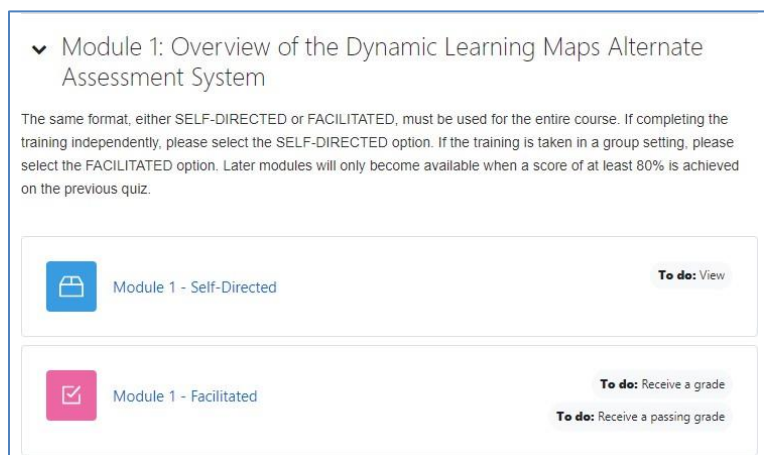
Topics:

1. Instructional and assessment resources
2. Test administration considerations and responsibilities

Educators in Rhode Island have access to both the self-directed and facilitated training options in Training Courses as shown in Figure 2.

NOTE: LEAs are responsible for determining whether educators will be trained using the self-directed or facilitated option. Please check with your LEA to determine the training option selected as well as any dates, times, and locations for test administrator training.

Figure 2: *Links to Self-Directed and Facilitated Training Within the Training Course*



All four modules must be completed using the same format, either self-directed or facilitated. The modules must be finished in order. When first entering the course, only the first training module is visible. Each additional module becomes available after the previous module is successfully completed.

Required Training for Returning Test Administrators

The training course for returning test administrators is designed for test administrators who completed all training requirements in the previous school year. **Returning test administrators must successfully complete one module with a passing score of 80% or higher on all four parts of the post-test on the first attempt. Otherwise, additional training will be required.**

NOTE: A returning test administrator is identified based on Educator Portal records. **If a teacher did not complete the training requirements last year, they will have to take the new test administrator training.** If a teacher is a returning test administrator and believes to have been mistakenly placed in the course for new test administrators, contact Heather Heineke at heather.heineke@ride.ri.gov.

The returning test administrator required training takes approximately one hour to one hour and 15 minutes to complete. This includes the video and time to independently complete the post-test.

Returning Test Administrator Training—Review of the DLM Alternate Assessment System

Test administrators review the most salient information from the modules for new test administrators. The training for returning test administrators follows the same order of topics as listed above for the modules in the training for new test administrators.

If any returning test administrator training post-test is not successfully completed on the first attempt, additional training will be required. The additional training may take an additional 30

minutes or up to four hours, depending on the areas in which the test administrator was not successful on the first attempt.

Successful Completion of Training Requirements

All training requirements must be complete before the test administrator will have access to the student's Student Portal login information.

- Attend a facilitated training or take the self-directed training via Educator Portal.
- Complete each post-test with a score of 80% or better.
- All post-tests must be successfully completed for the entire training course to be complete.
- Print and save a completion certificate and send a copy to your district special education director or test coordinator *and* your principal. Note that the certificate must be selected for the training course to be registered as complete.
- Wait 30 minutes after selecting the completion certificate before attempting to access student information in Educator Portal (assuming students have been enrolled and rostered).

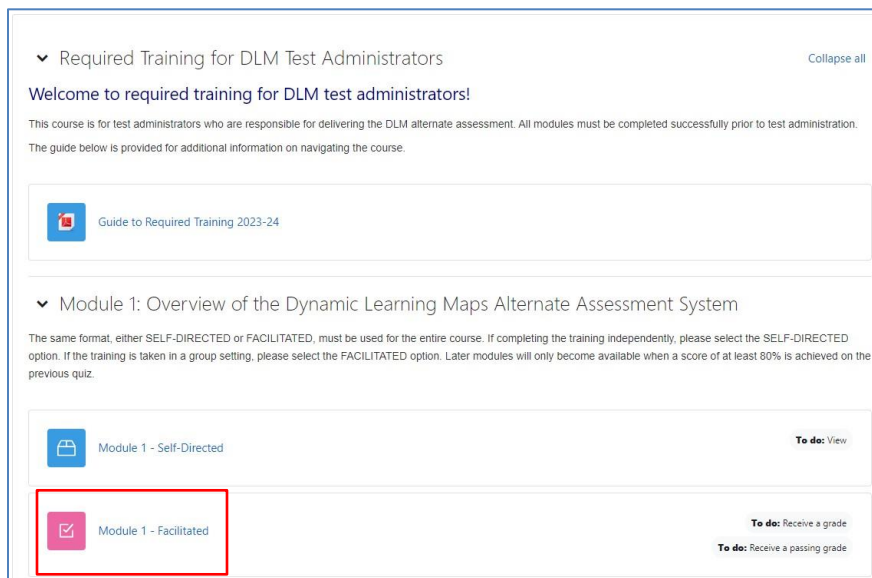
3. Complete Required Training in Training Courses

Complete a Facilitated Course

To complete a facilitated module, first attend a training session (if offered by your district). Then, follow the steps below to access the post-test (see

Take a Post-Test on page 12).

1. Log in to Educator Portal, select the Training tab, and launch the training course.
2. A welcome message appears with links to self-directed and facilitated modules. Choose the facilitated format.



HINT: Only one module will be available at a time. As each module is successfully completed, the next becomes available. Successful completion means passing the post-test with a score of 80% or higher.

3. Respond to the three items that appear before starting the post-test. The items are listed below:
 - certification that you attended a facilitated session (answer = true)
 - date of facilitated training session
 - location of facilitated training session

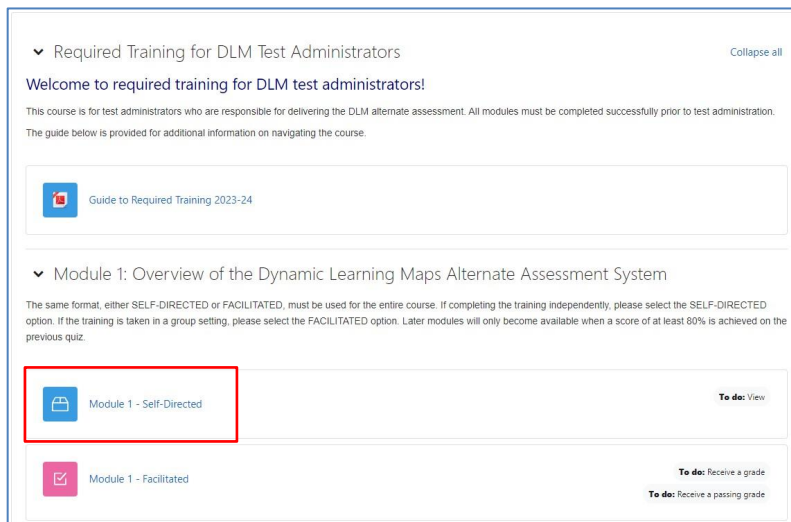
NOTE: These questions are not scored but the results are shared with RIDE.

Complete a Self-Directed Course

This procedure applies to the self-directed modules. To complete the self-directed course, view the Module 1 recorded training online, then go to

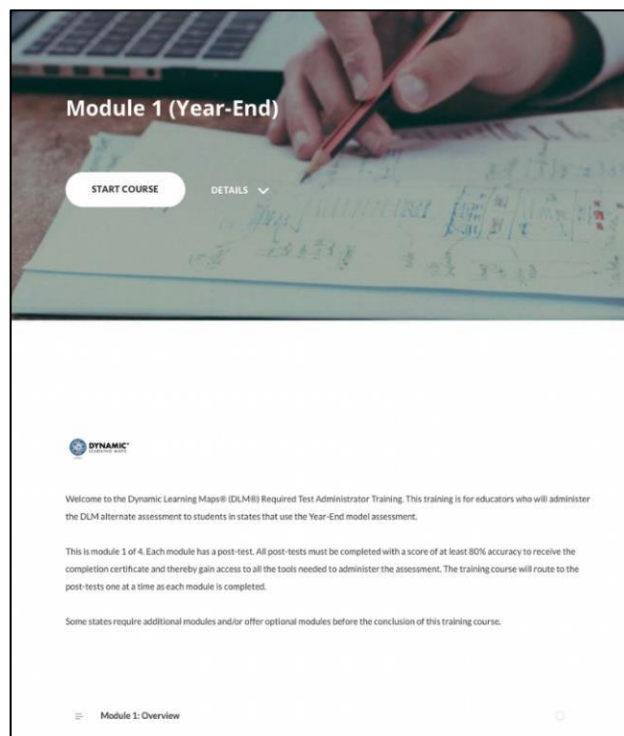
Take a Post-Test on page 13.

1. Log into Educator Portal, select the Training tab.
2. A welcome message appears with links to self-directed and facilitated modules. Choose the self-directed format.



HINT: Only one module will be available at a time. As each module is successfully completed, the next becomes available. Successful completion means passing the post-test with a score of 80% or higher.

3. Read the welcome message then select the **START COURSE** button near the top of the screen or select *Module 1: Overview* below the welcome message. As you navigate through the module, you will have the opportunity to download an optional note-taking guide to use during the video presentation. The answers to the note-taking guide are provided after the video. You can also download the video's slides and transcript within the module. An optional process activity to check your understanding of the information presented is provided near the end of the module.
4. Follow the onscreen instructions to complete the module.



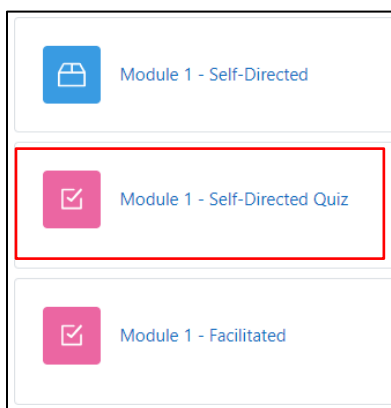
HINT: The PDF resources offered in each module are optional but may be useful to reference when preparing for the assessment administration. Read all information in each module, review the videos, and select the Continue button to navigate through each part of the modules. The optional activity after each video is not scored, and correct answers are shown after you submit your attempt. These activities are not the modules' post-tests.

5. You will be prompted to click **Exit Activity** at the end of the module, which will return you to My Courses page. You can also use the breadcrumb navigation (shown below) to select the course name and then access the module's post-test.

[Dashboard](#) / [My courses](#) / [RI - New - 2025](#) / [Module 1: Overview of the Dynamic Learning Maps AL...](#) / [Module 1 - Self-Directed](#)



6. On the Course page, click the *Self-Directed Quiz* option.



7. Go to

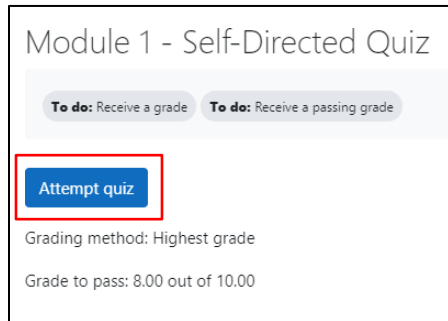
8. *Take a Post-Test* below if more information is needed on completing the post-test.
9. Repeat the steps above until each required module has been successfully completed.

Take a Post-Test

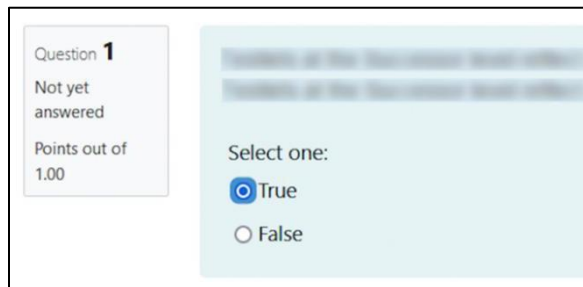
HINT: The next module appears only after passing the current module's post-test with a score of 80% or higher.

To take the post-test for a module, follow these steps.

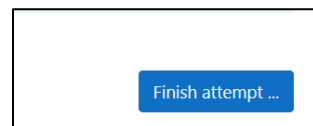
1. Click **Attempt quiz** now.



2. Answer the questions.



3. When all questions are answered, click the **Finish attempt** button.



4. The **Summary of Attempt Screen** appears. Choose one of the options from Table 4 to continue.

Module 1 - Self-Directed Quiz
Summary of attempt

Question	Status
1	Answer saved
2	Not yet answered
3	Not yet answered
4	Not yet answered
5	Not yet answered
6	Not yet answered
7	Not yet answered
8	Not yet answered
9	Not yet answered
10	Answer saved

Return to attempt
Submit all and finish

Table 4: Options for Summary of Attempt Screen

If wanting to:	Then:
Submit answers	Click Submit all and finish.
Review questions and answers	Click Return to attempt.

HINT: Status indicates if questions were answered or not yet answered. If status shows a question is not yet answered, select Return to answer all questions.

- A confirmation screen appears after **Submit all and finish** is selected on the status screen. Click **Submit all and finish**. To return to the previous screen, click **Cancel**.

Submit all your answers and finish? ×

Once you submit your answers, you won't be able to change them.

Cancel Submit all and finish

- A post-test review screen appears.

Summary of your previous attempts

Attempt	State	Review	Feedback
1	Finished Submitted Friday, 23 August 2024, 11:06 AM	Not permitted	You have successfully passed this quiz. Select the link to your state's course name in the upper left corner to return to the course.

Overall feedback

You have successfully passed this quiz. Select the link to your state's course name in the upper left corner to return to the course.

7. Choose an option from Table 5 to continue.

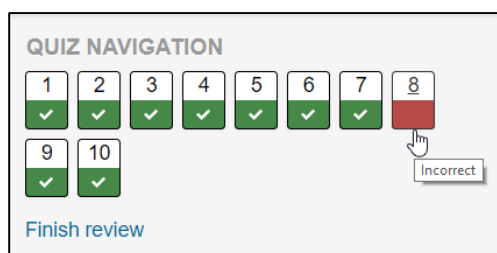
Table 5: *Options for the Post-Test Review Screen*

If wanting to:	Then:
Check a score	Look near the top of the page under Feedback .
Review questions and answers	Scroll down the page to view feedback on answers.
See a snapshot of answers	View the Quiz Navigation on the left of the screen. Responses are color-coded: <ul style="list-style-type: none">• Red: completely incorrect or not answered• Yellow: partially correct• Green: completely correct

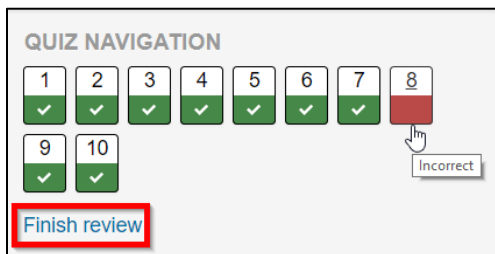
8. A summary provides feedback with the opportunity to review the completed post-test's questions and responses. Be sure to read the feedback for any questions answered incorrectly, especially if you must retake the quiz. The length of time that may be spent on the review screen is not limited. However, the review screen may no longer be available after selecting **Finish Review**.



9. Hover the cursor over a question number to show if the response is *incorrect*, *partially correct*, *correct*, or *not answered*.



10. Click Finish review.



11. The summary of your previous attempts screen appears.

12. Did you pass the post-test with 80% or more? See Table 6 for next steps.

Table 6: *Post-Test Next Steps*

If:	Then:
Yes	Click the course name to return to the main course page.
No	Go to <i>Retake a Post-Test</i> for the New Test Administrator Course.

Retake a Post-Test

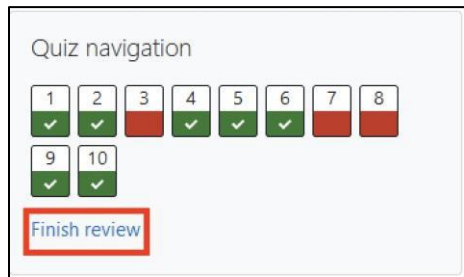
If a participant scores less than 80% on the post-test, they are directed to retake it (Figure 3). Participants taking the Returning Test Administrator Course will only have one attempt to pass a post-test. If the post-test is not passed on the first attempt, they will be directed to complete additional training.

Figure 3: *Notification to Retake a Post-Test*

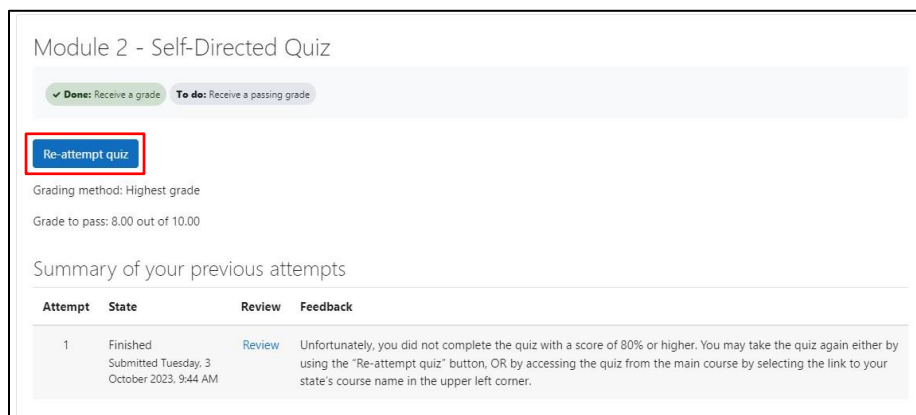
Started on	Friday, date and time recorded
State	Finished
Completed on	Friday, date and time recorded
Time taken	1 min 19 sec
Feedback	Unfortunately, you did not complete the quiz with a score of 80% or higher. You may take the quiz again either by using the "Re-attempt quiz" button, OR by accessing the quiz from the main course by selecting the link to your state's course name in the upper left corner.

1. Access the post-test questions with responses to review, if available. Existing answers cannot be changed.

2. Click **Finish review** under *Quiz Navigation* on the left of the screen.



3. A summary of the previous attempts and a prompt to retake the post-test appears. Click **Re-attempt quiz**.



4. Answer questions. (See

5. Take a Post-Test for more detail).
6. After completing the post-test with a score of 80% or higher, continue to the next module.

Review a Module (Self-Directed)

Each self-directed module is available for review, even after the post-test is successfully completed.

1. Go to the course title and select the module to review.
2. Review the module.
3. Click the course name to return to the main page to access other modules.

Monitor the Completion of Required Test Administrator Training

To monitor completion of the required test administrator training, follow these steps.

1. Does this message appear at the bottom of the course page?

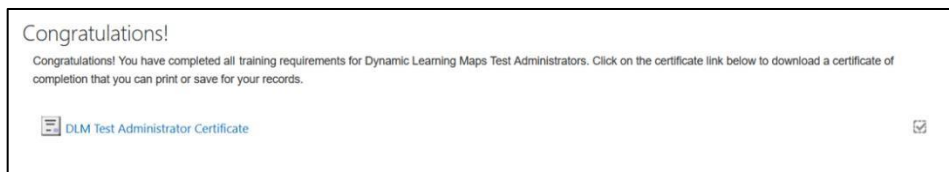
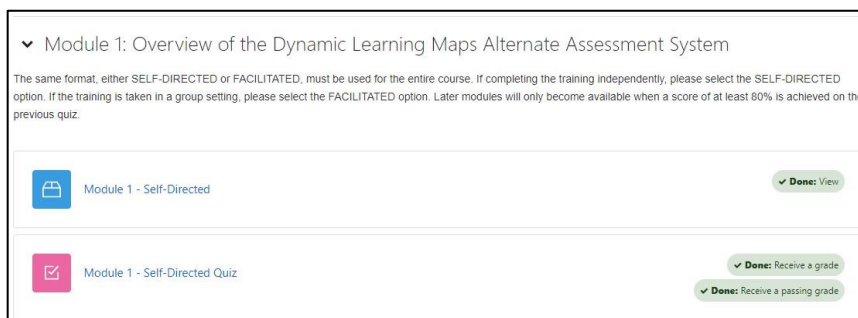


Table 7: *Training Completion Steps*

If:	Then:
Yes	All modules are complete, and post-tests are passed.
No	Go to the next step.

2. On the course screen, **Done** indicates completed items.



3. Does the next module appear? See Table 8 for next steps.

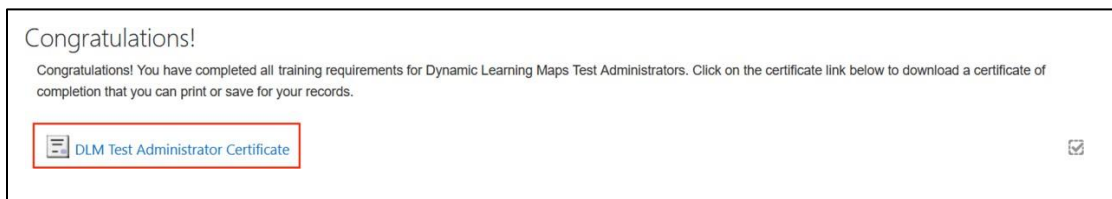
Table 8: Next Steps for Next Module

If:	Then:
Yes	Go to <i>Complete a Self-Directed</i> .
No	<p>The previous module's post-test has not been passed. The next module will only become available after scoring an 80% or higher on the current post-test. Go to the appropriate procedure:</p> <ul style="list-style-type: none">• <i>Take a Post-Test</i> on page 13 or• <i>Retake a Post-Test</i> on page 16 until all modules and tests are complete.

Print a Completion Certificate

A certificate verifying completion of test administrator training becomes available after successfully completing all post-tests.

1. Scroll to the bottom of the Training Courses page.
2. Click the certificate under the Congratulations heading.



3. The certificate will appear in a new window. Save and print a paper copy of the certificate and give a copy to your school *and* district testing coordinator.

Once this process is complete, educators will have access to information for students on their rosters.