DYNAMIC® LEARNING MAPS

Educator Portal User Guide 2022–2023

Revision Date: 8/26/2022

All screenshots, data dictionaries, and templates shown or referred to in this manual are accurate on the Revision Date noted above.

When this manual is updated, the Revision Date will also be updated. A summary of changes is included in the Appendix under Document History.

FINDING HELP: PRINT THIS PAGE AND KEEP IT HANDY!

If the information in this manual and resources from your state's Dynamic Learning Maps® (DLM®) webpage do not lead to solutions, these contacts can give additional support (Table 1).

Table 1

Additional Supports for Users

Local Technology Representative	State Education Agency	The DLM Service Desk*
Kite® Student Portal installation General computer support Internet availability Display resolution Issues with sound, headphones, speakers, etc.	How to use Student Portal and Educator Portal Training requirements Assessment questions Assessment scheduling Test invalidation requirements Student Individualized Educational Plan (IEP) requirements Test window dates, extensions, requirements, etc. Testlet resets (may take up to five business days)	Data issues (rosters, enrollment, etc.) 1-855-277-9751 or DLM-support@ku.edu

*WHEN CONTACTING THE KITE SERVICE DESK:

- **Do not send any Personally Identifiable Information** (PII) for a student via email or Educator Portal Live Chat. 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. Each state has unique PII requirements. Check with your assessment coordinator to find out what student information can be legally sent by Live Chat or email in your state.
    - For all concerns for which the Service Desk requires student-specific information, you must call using the listed phone numbers.
- **Do** send
    - the name and email address of the individual reporting the problem
    - the state and district names in which the school is located
    - error messages, including the testlet number if applicable to the problem
    - the Service Desk ticket number when following up on a previously submitted issue

CONTENTS

OVERVIEW

AUDIENCE AND PURPOSE

The EDUCATOR PORTAL USER GUIDE for the Dynamic Learning Maps® (DLM®) alternate assessment provides users, particularly users with the role of Teacher in Educator Portal, with step-by-step procedures for using Educator Portal for the assessment. Educator Portal users (e.g., teachers, assessment coordinators, and data managers) manage student information and access reports in Educator Portal.

A NOTE ABOUT NAMES AND DATA

All names and organizations used in this document are fictitious. No identification with actual persons (living or deceased), places, and organizations is intended or should be inferred. All data including scores and identification numbers are randomly generated.

A NOTE ABOUT GRAPHICS

Every effort was made to assure the graphics in this guide match what the users will see when using Educator Portal. In some cases, however, graphics vary depending on role or have been edited to allow you to view more information or to obscure personal details.

WHAT'S NEW IN THIS VERSION

Information about these topics has been added or enhanced in this version (Table 2).

Table 2

Changes in this Version of the Manual

Topic	Starting Page
Timeframe for testlet resets updated to five business days	2
Updates for braille forms to include UEB Math/Science	33
State Student ID column added in Test Management	46
Additional location for Fall and Spring Performance Report in the Reports tab in Educator Portal	71
New extracts described	97
New icons in the Instruction and Assessment Planner to bring more attention to them	Throughout
Updated name for Essential Elements Status Report to Fall Performance Report and Spring Performance Report	Throughout
General edits	Throughout

To learn about updates to test administration resources such as this manual, subscribe to Test Updates on the DLM website.

INTRODUCTION

ABOUT THE DYNAMIC LEARNING MAPS ALTERNATE ASSESSMENT SYSTEM

The Dynamic Learning Maps® (DLM®) Alternate Assessment System assesses what students with the most significant cognitive disabilities know and can do in grades 3–8 and high school. State departments of education determine the subjects and grades to be assessed in each state. The DLM Alternate Assessment System provides accessibility by design and is guided by the core beliefs that all students should have access to challenging grade-level content and that test administrators must adhere to the highest levels of integrity in providing instruction and in administering assessments based on this challenging content.

ABOUT THE KITE SUITE AND EDUCATOR PORTAL

The Kite® Suite was designed to deliver the next generation of large-scale assessments and was tailored to meet the needs of students with the most significant cognitive disabilities who often have multiple disabilities.

Students have accounts in **Kite Student Portal**.

Kite Student Portal is the customized, secure interface used to deliver the assessment to students. Educators and staff do not have accounts in Student Portal. Students have their own unique username and password. Either the student signs into Student Portal, or their test administrator signs in for them.

Once Student Portal is launched, other websites or other applications cannot be accessed during the assessment. Student Portal on iPads has an auto-lock feature that prevents students from using other apps while Student Portal is in use.

Staff and educators have accounts in **Kite Educator Portal**.

Kite Educator Portal is the administrative application that staff and educators use to manage student data and retrieve reports and extracts. Users can access Educator Portal using a supported browser listed on the Kite Suite page. For information about uploading user, enrollment, and roster records in Educator Portal, see the DATA MANAGEMENT MANUAL on the DLM website.

HOW TO USE THE DLM WEBSITE

Additional resources for test administrators are available on the DLM website. In addition to the DLM Consortium-provided resources, state-specific resources may also be available. Bookmark your state webpage or save it to your favorites for quick access later.

To access resources for your state and role, follow these steps:

1. Go to the DLM website.
2. Hover over the **For States** tab to reveal a list of states.
3. Select your state.

Resources on the DLM Website

Table 3 lists DLM resources designed for test administrators. These resources are available on most state webpages.

Table 3

DLM Resources for Test Administrators

Resource	Purpose
Accessibility Manual (PDF)	Provides guidance to state leaders, district and school staff, test administrators, and IEP teams on the selection and use of accessibility supports available in Student Portal
Educator Portal User Guide (PDF)	Supports test administrators in navigating Educator Portal to access assessment information, including student data and reports
Guide to DLM Required Test Administrator Training (PDF)	Helps test administrators access the DLM Required Test Administrator Training on the Training Courses website
Guide to Practice Activities & Released Testlets (PDF)	Supports the test administrator in using practice activities and released testlets in Student Portal with student demo accounts
Instructional Resources for your state	Includes additional instructional resources for educators and test administrators, such as test blueprints, tested Essential Elements and their associated mini-maps, materials collections list for each window, and sample Testlet Information Pages (TIPs)
Test Administration Manual (PDF)	Supports test administrators in preparing themselves and students for assessment
Test Updates (webpage)	Provides breaking news on test administration activities. Register to receive alerts when new resources become available. Go to Test Updates.

This manual discusses Educator Portal as it relates to the two state models: Year-End and Instructionally Embedded.

Year-End Model

Year-End model states have required testing in the spring assessment window but may optionally participate in the instructionally embedded assessment window during the fall and winter months. Those states are

- Alaska
- Colorado
- Illinois
- Maryland
- New Hampshire
- New Jersey
- New Mexico
- New York
- Oklahoma
- Pennsylvania
- Rhode Island
- Utah
- West Virginia
- Wisconsin

Additionally, the District of Columbia is included.

Instructionally Embedded Model

Instructionally Embedded model states have required testing in two instructionally embedded assessment windows: a fall window and a spring window. Those states are

- Arkansas
- Delaware
- Iowa
- Kansas
- Missouri
- North Dakota

No Access to the Instruction and Assessment Planner or Test Management

Users in any state with the role of Teacher in Educator Portal will not have access to the Instruction and Assessment Planner or the Test Management screen in Educator Portal until they have passed all Required Test Administrator Training modules with a score of 80% or higher on each module's post-test. They will receive the following error message:

> "Access to the Instruction and Assessment Planner (or Test Management) is restricted due to incomplete Required Test Administrator Training. You must complete all Required Test Administrator Training before receiving access to Test Management."

In addition to passing the Required Test Administrator Training modules, the teacher role in any state will not be able to create plans for students and assign testlets in the Instruction and

Assessment Planner or have access to test administration information in Test Management, i.e., accessing and downloading the TIPs, until

- the student is listed on the test administrator's roster (one roster per subject) for the correct subjects
- the First Contact survey is complete and submitted for each student

HINT: Ensure the student is assigned to the correct grade and subject in Educator Portal.

The data manager or assessment coordinator can correct grade or roster information and help with any of the above problems.

Common View Access Issues

A user's role in Educator Portal may limit their access to view tabs, features, or data. If a user cannot access needed information, they may need to be assigned a new or additional role in Educator Portal. Go to the Manage User Data section in the Data Management Manual.

EDUCATOR PORTAL PROCEDURES

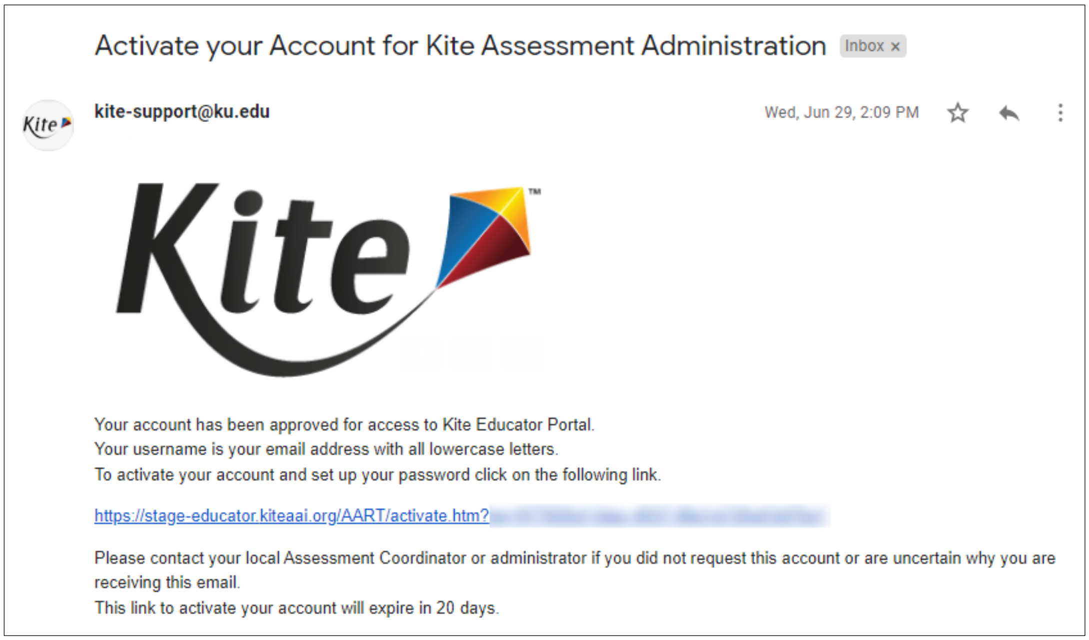
MANAGE USER ACCOUNT FOR ALL STATES

Activate Educator Portal Account

This procedure is required for all first-time Dynamic Learning Maps® (DLM®) alternate assessment users.

> HINT: If you already activated your Kite® Educator Portal account and received your username and password, proceed to Getting Started in Educator Portal.

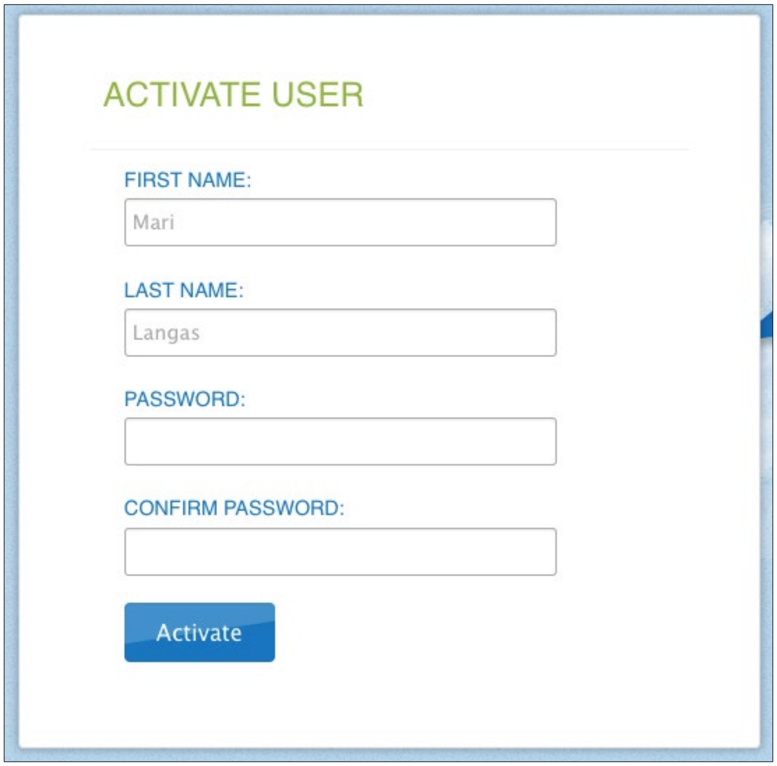
1. Users will receive a Kite Suite activation email message from kite-support@ku.edu.



   The activation email is sent only after the state or district data manager uploads your user information into Educator Portal. If you did not receive an activation email, then ask your data manager to resend the Kite activation email or wait for them to upload your user information.

2. Select the link in the message. The Activate User screen appears.

3. Fill out the fields and select **Activate**.



4. You will receive a confirmation message. Select **Back To Login**.

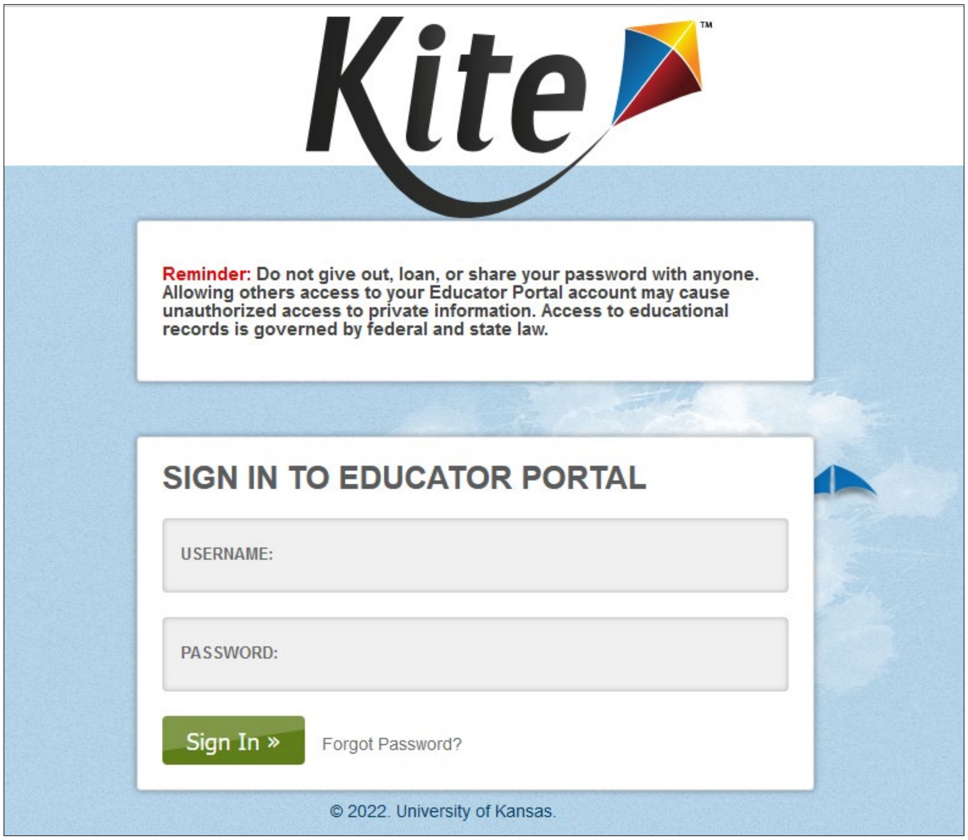
Getting Started in Educator Portal

HINT: Kite Educator Portal is a secure web-based application that may be accessed using any supported web browser. For a list of supported web browsers, go to the Kite Suite page on the DLM website.

To log in to Educator Portal, follow these steps:

1. Using a supported web browser, go to https://educator.kiteaai.org.
2. Complete these fields on the Sign In screen.
   - Username (usually your email address, all lowercase)
   - Password (case sensitive)

3. Select **Sign In**.

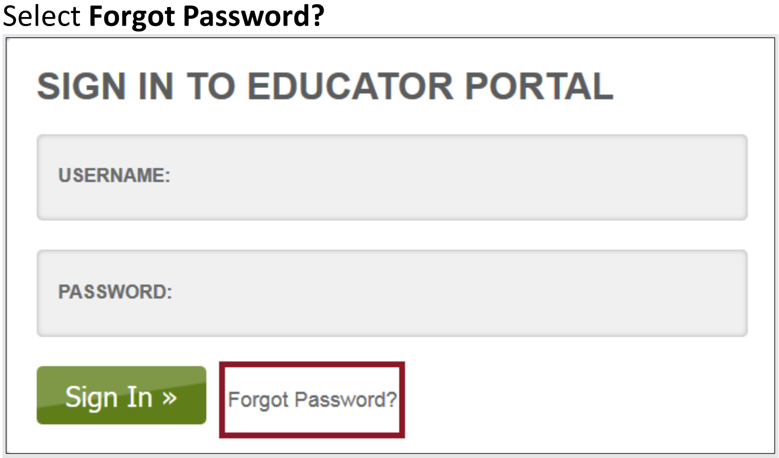


Reset Educator Portal Password

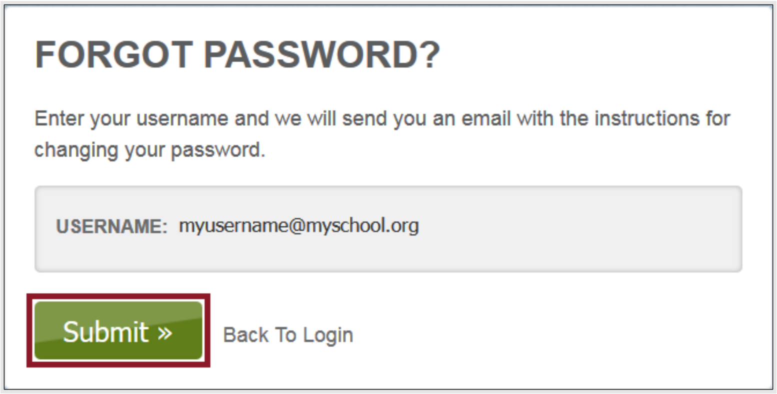
HINT: This procedure is only for forgotten passwords. To change a password before it expires, go to the procedure titled Change Password on page 16.

If you forgot your Educator Portal password, follow these steps:

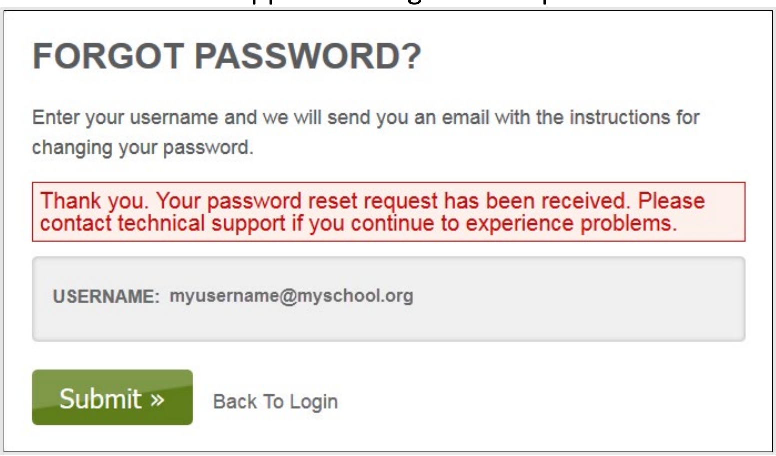
1. Go to [Educator Portal]().
2. Select **Forgot Password?**



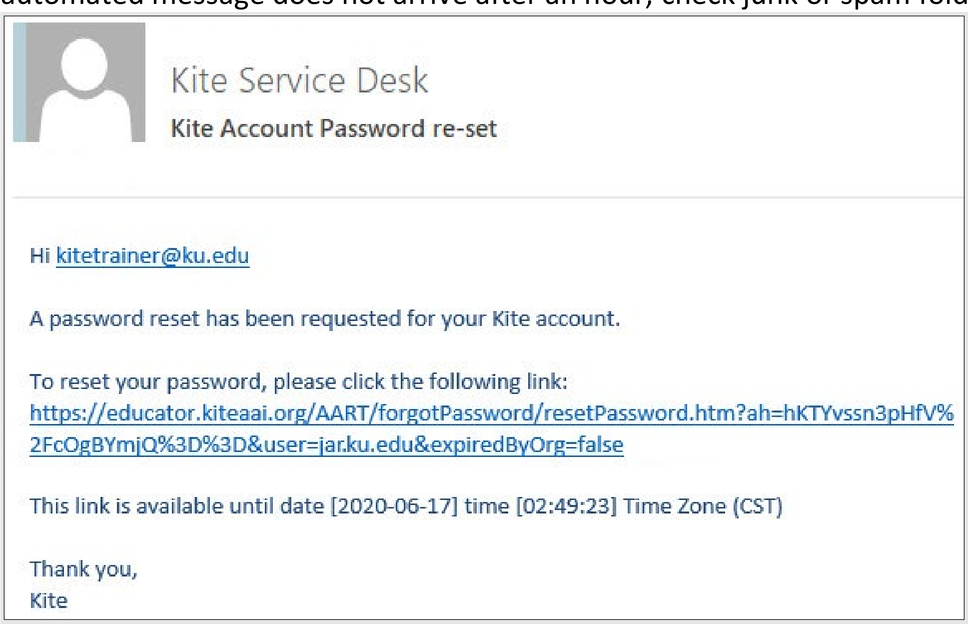
3. Enter your username.



4. Select **Submit**.
5. A notification will appear stating that the password reset request has been received.

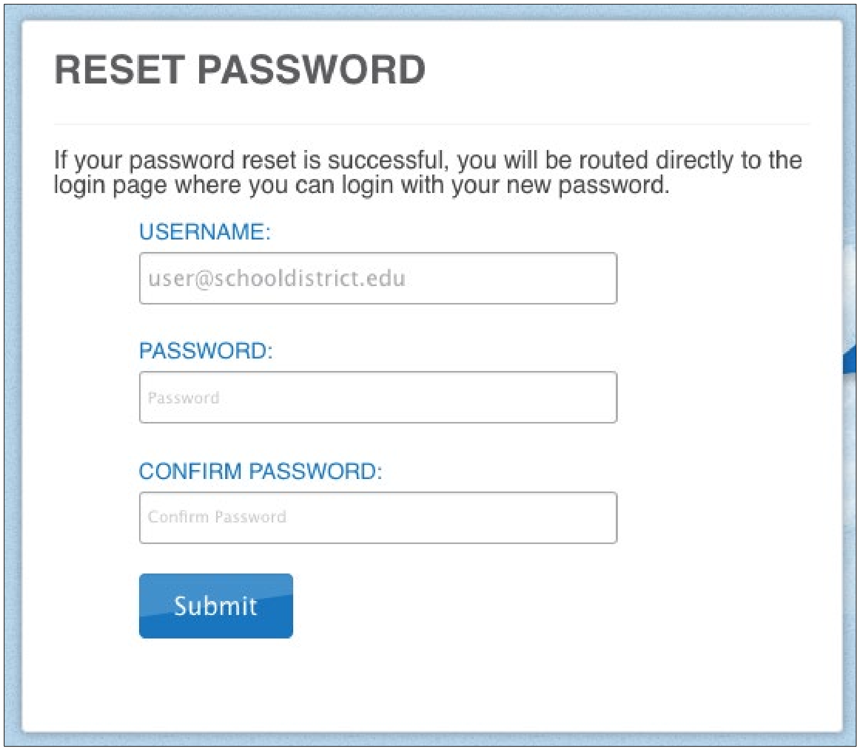


6. Within an hour, kite-support@ku.edu will send a password reset email. If this automated message does not arrive after an hour, check junk or spam folders.

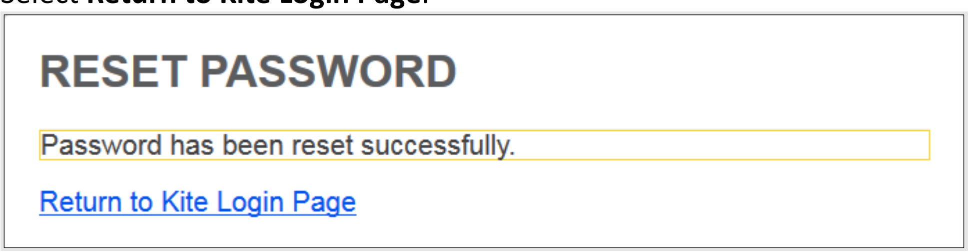


7. Select the reset link in the message.

8. Enter your username and type a new password. Confirm the new password.



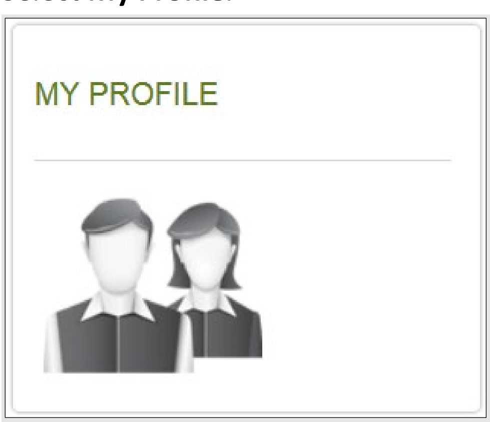
9. Select **Submit**.
10. Select **Return to Kite Login Page**.



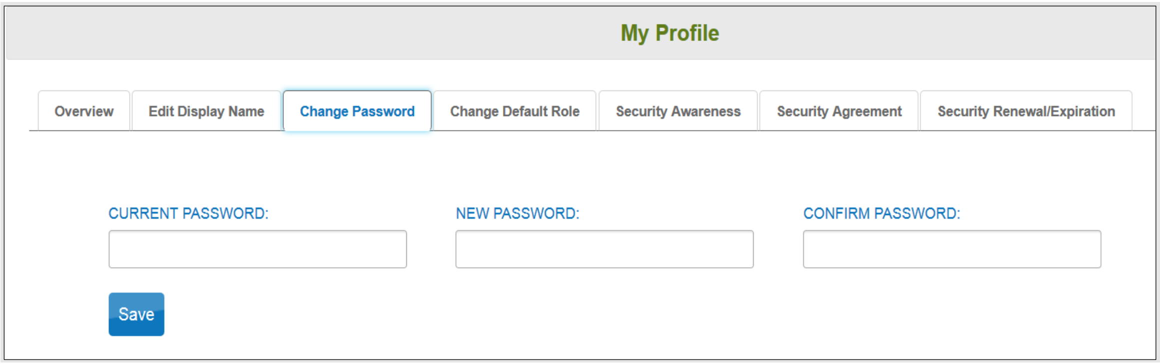
Change Password

To change your password, follow these steps:

1. Select **My Profile**.



2. Select the **Change Password** tab.
3. Complete these fields in the tab.



4. Select **Save**.
5. Select **X** to close the pop-up window.
6. You will receive a message to log out of Educator Portal and then sign back in with your new password. You will not receive an activation email following this procedure.

Never loan or share your password with anyone. Allowing others to access your Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

NOTE: If DLM staff discover an account has been accessed by someone other than the account owner, the account will be considered compromised and will be sequestered until the state assessment administrator contacts the DLM Service Desk requesting the account be reopened.

Contact your assessment coordinator for additional guidance on test security in your state and district and for procedures for reporting assessment irregularities.

Complete the Security Agreement

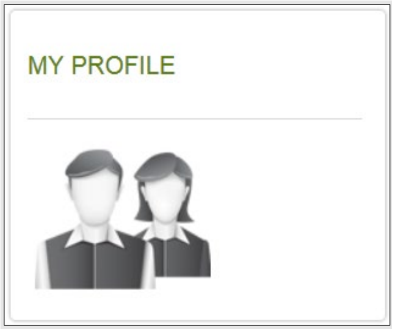
All educators with an account in Educator Portal must read and agree to the security agreement. The security agreement expires each year during the first week of August and must be renewed annually through Educator Portal. Test administrators are expected to deliver the DLM assessments with integrity and maintain the security of testlets. Educators will not be able to move forward in Educator Portal until they agree to the security agreement.

Change Display Name

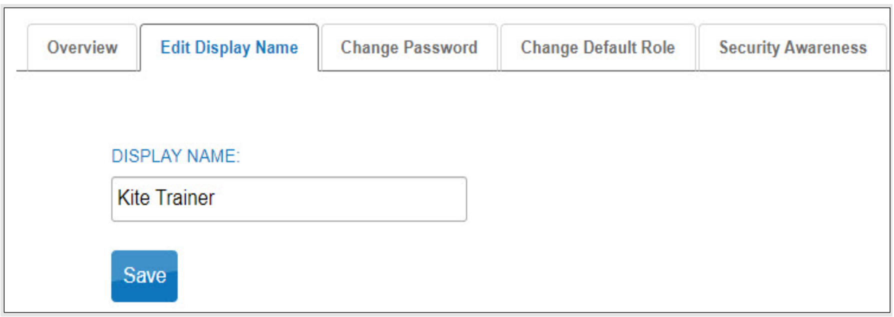
The display name is the name that shows when users log in to the application. The default display name is the first name and last name that were defined when the user account was created by the data manager. Changing your display name is optional.

To edit your display name, follow these steps.

1. Select **My Profile**.



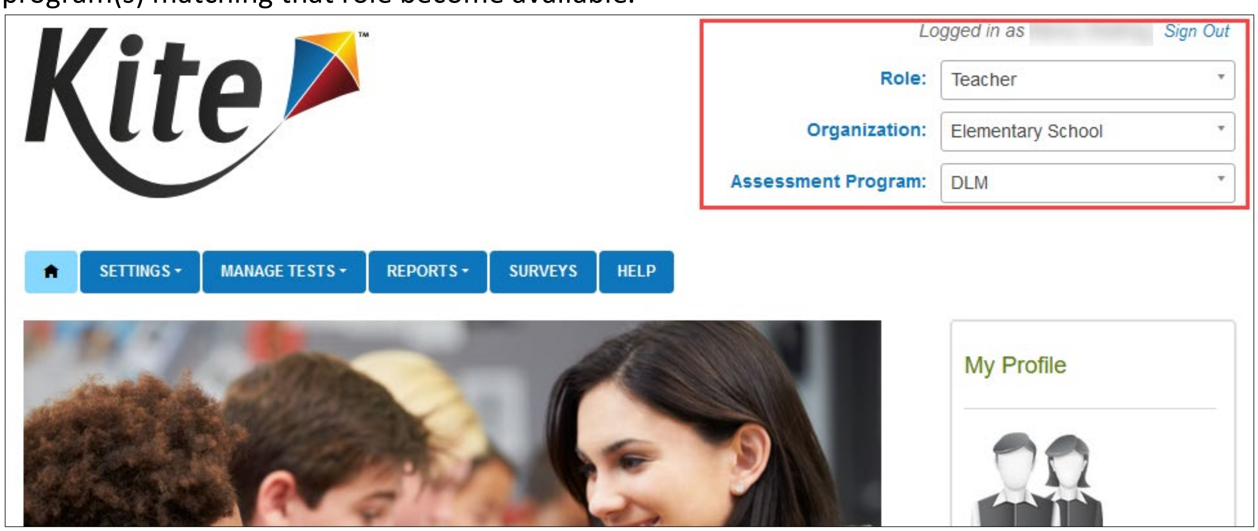
2. Select the **Edit Display Name** tab.
3. Type your **Display Name**.



4. Select **Save**.
5. Select **X** to close the pop-up window.

Change User Role View

If users require multiple roles because of responsibilities in different schools or districts, the data manager can set up access with those roles, and users are able to switch roles to view the students in each school or district. The role name is followed by the organization and assessment program. Select the drop-down menu to choose the desired role, organization, and assessment program. The role must be selected before the organization(s) and assessment program(s) matching that role become available.

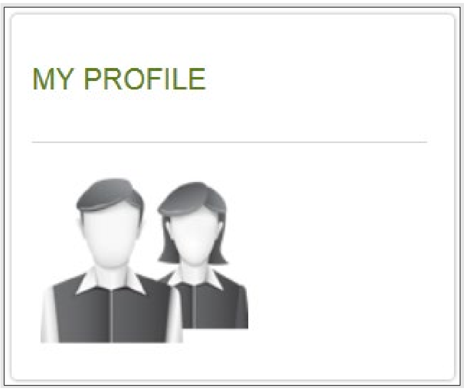


Change Default Role, Organization, and Assessment Program

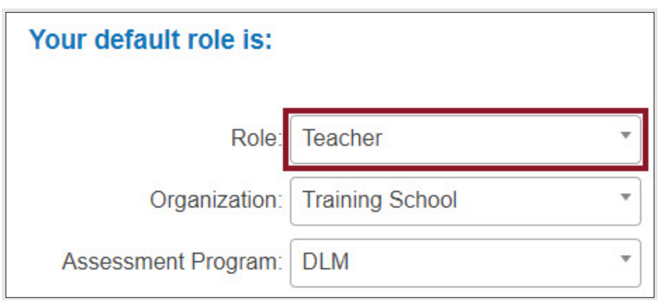
The default role, organization, and assessment program impact the view that appears when users first log in to Educator Portal. Data managers define the default role, organization, and assessment program for each user when creating accounts. Changing the default role, organization, or assessment program is optional.

To change the default role, organization, and assessment program, follow these steps:

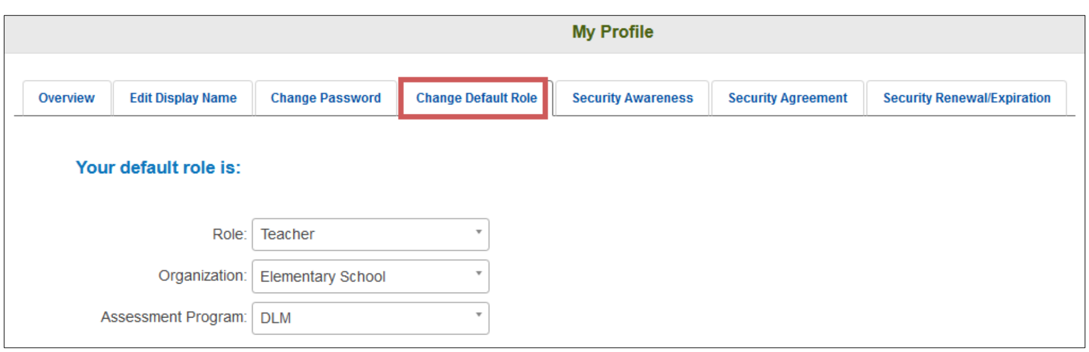
1. Select **My Profile**.



2. Select the **Change Default Role** tab.
3. Choose a new default role, if desired.



4. Select **Save**.
5. If the role spans across more than one organization or assessment program, the default for those roles can be set through the drop-down menus for each in **Change Default Role** in Educator Portal.



NOTE: Kansas has more than one assessment program in Educator Portal. Therefore, some Kansas users may have more than one program option in the drop-down menu.

6. Select **X** to close the pop-up window.

MANAGE STUDENT DATA FOR ALL STATES

Procedures in this section are the primary responsibility of the test administrators (i.e., users with the Teacher role in Educator Portal). Educator Portal users at the district or school level may also use these procedures to manage student data, although their view of the screens in Educator Portal is different from a test administrator's view. Data managers should refer to the DATA MANAGEMENT MANUAL for recommended procedures.

All users are responsible for confirming that student data is accurate and for correcting inaccurate data. Ensuring accurate data at the beginning of the school year helps guarantee accurate test administration and accurate Individual Student Score Reports at the end of the school year. Actions such as validating the correct grade and checking the spelling of names are vital to this process.

NOTE: Confirm the correct State Student Identifier for each student to reduce data mismanagement.

In most cases, if a student changes grades or if their grade is incorrect after they have started testing, the student will need to start testing over.

View and Check Student Data

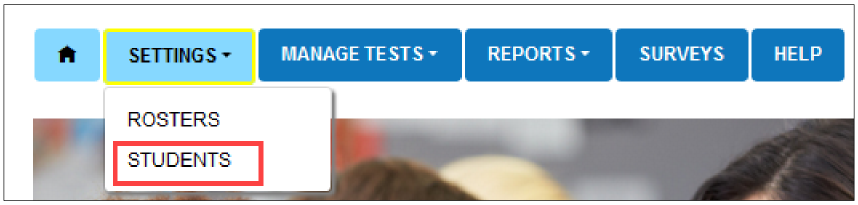
HINT: When a student leaves or joins a classroom after a required assessment window has opened, their test administrator should notify the District/ Building Test Coordinator who has the permissions in Educator Portal to add, exit, or transfer the student as needed. The student can then receive testlets and have accurate records. Any completed testlets will follow the student to the new organization.

Every year, the First Contact survey must be submitted for each student. The Personal Needs and Preferences (PNP) Profile should be reviewed every year to take advantage of supports that may benefit a student.

- **Option 1:** As soon as students are enrolled and rostered to their teacher, a teacher completes the PNP Profile and First Contact survey. Refer to Complete the PNP Profile on page 27 and Complete the First Contact Survey on page 39.
- **Option 2:** As soon as the instructionally embedded window opens for a state and the students are enrolled and rostered to their teacher, the teacher completes both the First Contact survey and the PNP Profile within the Instruction and Assessment Planner. More information about the Instruction and Assessment Planner is on page 53.

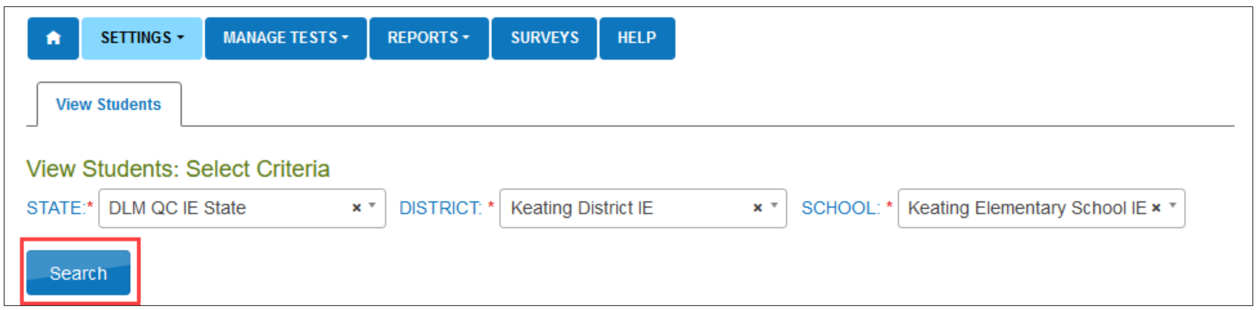
To view and check student records **before** the opening of the fall window, follow these steps:

1. Select **Students** from the **Settings** drop-down menu.

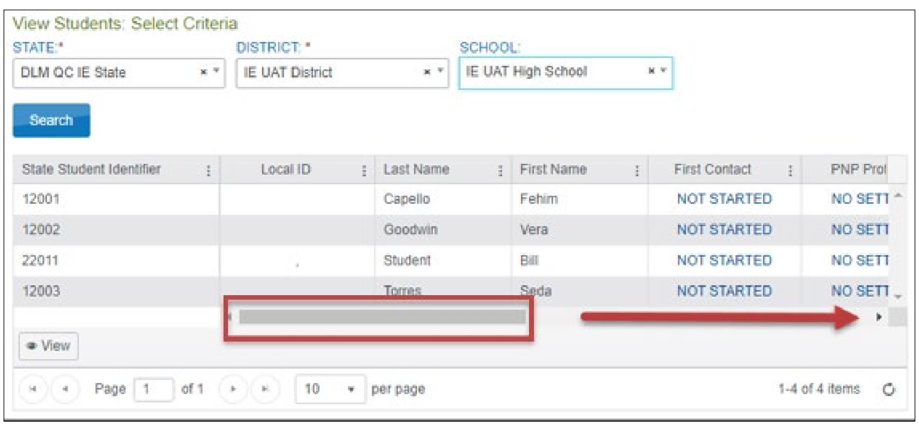


HINT: If applicable, apply filters in the Select Organization fields to choose the necessary level.

2. Select **Search**.



3. Sort, filter, move columns left or right, hide columns, and search as needed.



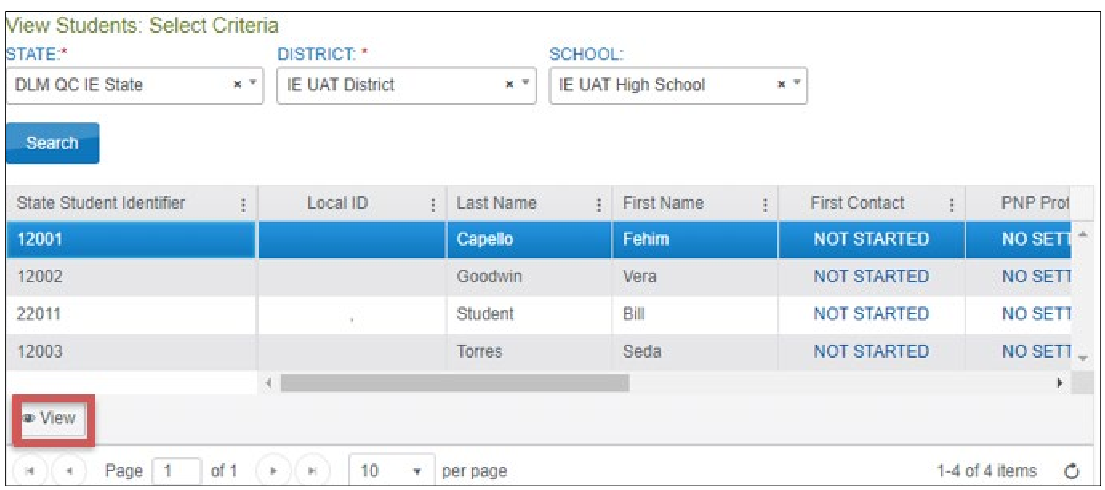
HINT: Users can customize the view of each table to make work easier. Select the kebab menu (three vertical dots) in a column header to sort the column in ascending or descending order, filter, add or remove columns from the table, and lock specific columns in place. Select and drag a column header to reorder the columns in the table to best suit your needs.

4. Review the **State Student Identifier**, **First Name**, **Last Name**, and **Grade** fields for accuracy. Data in these fields will appear on the Individual Student Score Report. Make any necessary corrections. Test administrators will not be able to edit these fields. They

will need to contact their assessment coordinator who does have permissions in Educator Portal to edit student accounts.

- If all fields are accurate for all students, go to the next step.
- If one or more fields contain incorrect information for a student, then **stop**! **Do not proceed until student data is correct.** Do **not** enter First Contact survey or PNP Profile data for a student who has inaccurate data. Do **not** attempt to test these students. Contact your assessment coordinator or data manager to have the information corrected. Once corrected, the test administrator can proceed with the First Contact survey and the PNP Profile for the student.

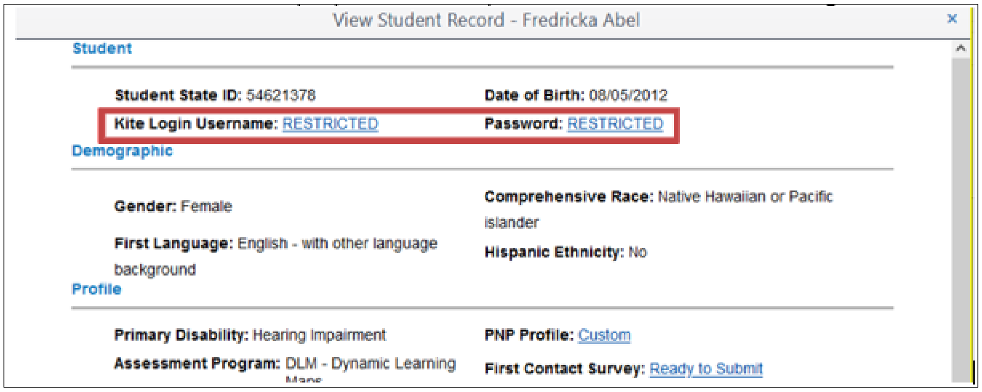
5. Use the scroll bar to view the PNP Profile survey column. Does the link read Custom?
    - If yes, go to the next step.
    - If no, go to Complete the PNP Profile on page 27 of this manual. The PNP Profile is not required, but many supports are available in the PNP Profile that can benefit a student. However, select only those supports that a student is accustomed to using so the student is not confused during testing.
6. Scroll to view the First Contact survey column. Does the link read Complete?
    - If yes, go to the next step.
    - If no, go to Complete the First Contact Survey on page 39 of this manual.
7. To view an individual student record, select anywhere in the row to highlight the desired student, then select the **View** button in the bottom left of the table.



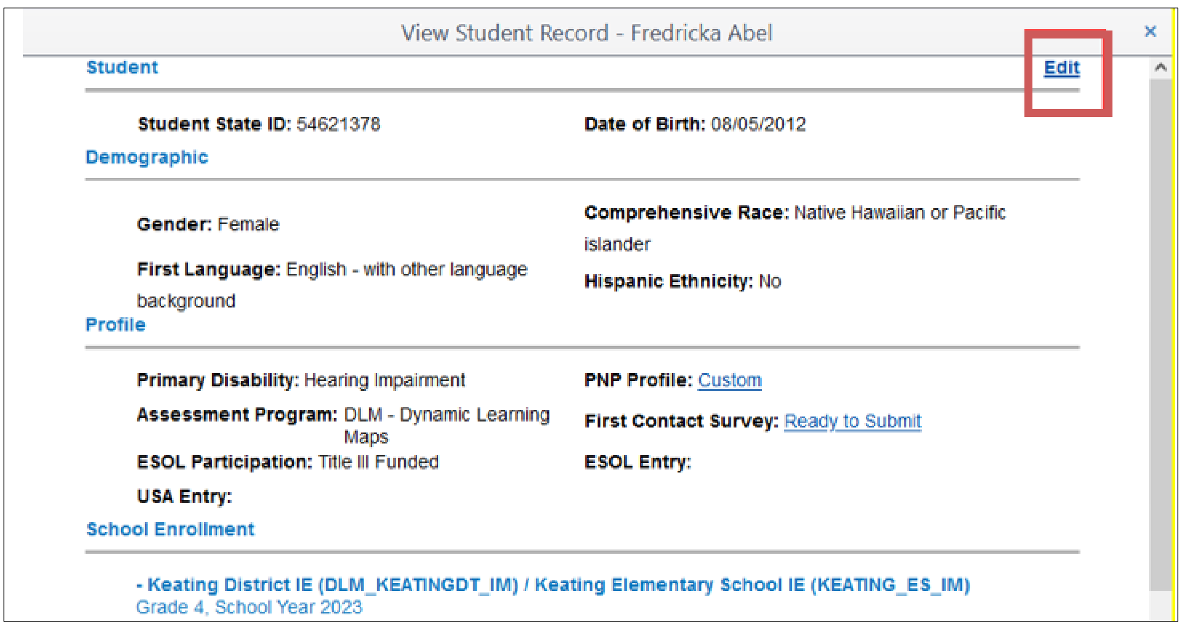
8. The View Student Record overlay appears.

A user with the Educator Portal role of Teacher can access the student's username and password on the View Student Record pop-up window but only if the Required Test Administrator Training has been completed. If the training has not been completed, the username and password will be restricted. No other user will have access to the student's credentials from this screen.

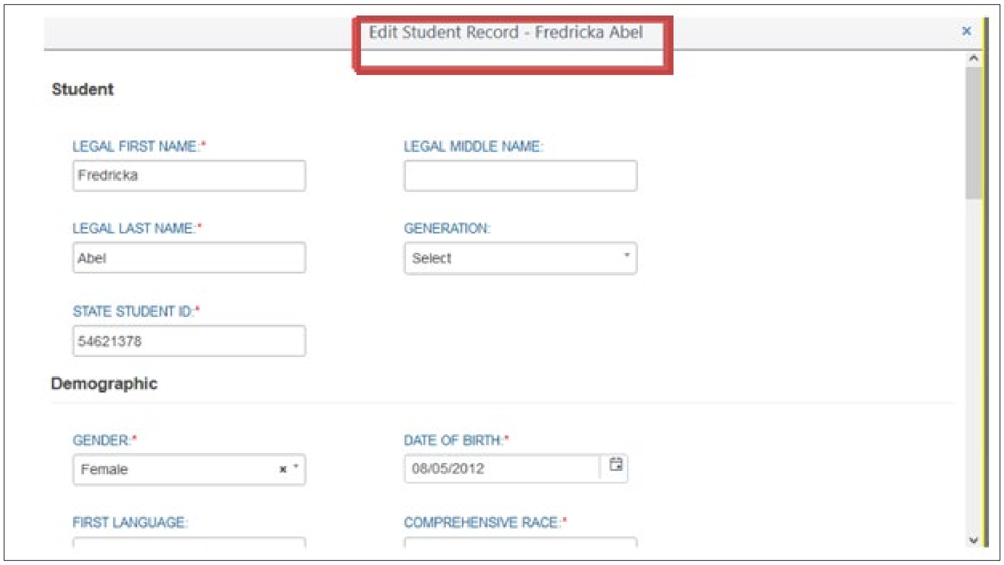
In the following screenshot, the student's Student Portal username and password are restricted because the teacher has not yet passed the Required Test Administrator Training.



District-level users and Building Test Coordinators will have the Edit function in the upper-right corner. They can select **Edit** in the Student Record and update the student's personal information if needed. Notice that the username and password are not displayed for these users.



Fields with asterisks are required.



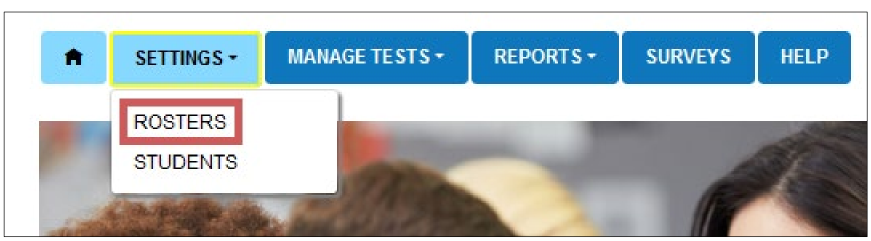
VIEW AND CHECK ROSTER

The data manager creates roster records that link students to educators. Test administrators are responsible for confirming that students who appear on their roster(s) are eligible to participate in the DLM alternate assessment and that they are rostered to each subject in which they will be assessed.

HINT: Review the About the Dynamic Learning Maps Alternate Assessment System section of the Test Administration Manual to learn more about eligibility for DLM alternate assessments. Also, some states provide state-specific eligibility and participation requirements. When provided, they are on the DLM webpage for the state.

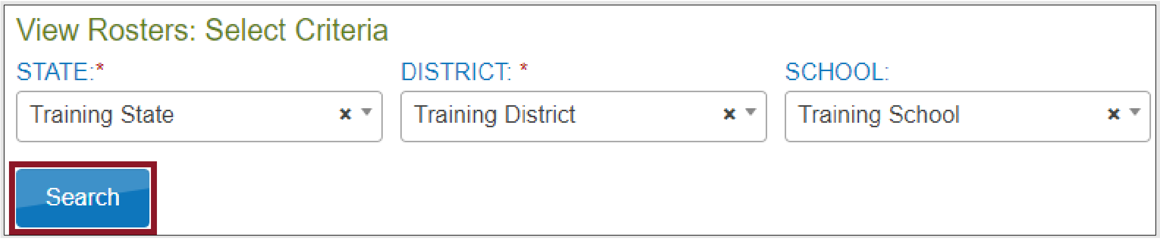
To access all rosters, follow these steps:

1. Select **Rosters** from the **Settings** drop-down menu.

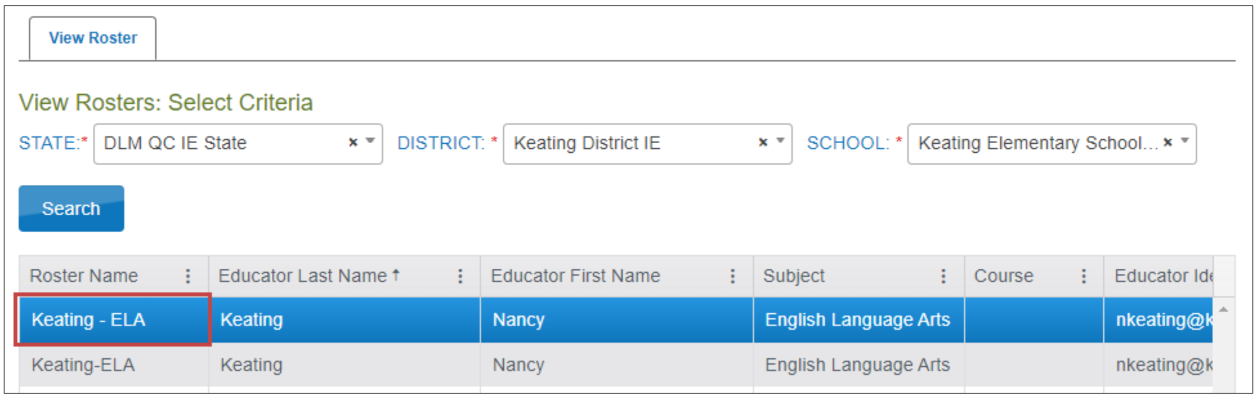


HINT: Test administrators can only view their own rosters, and they do not have the option to create or edit roster records.

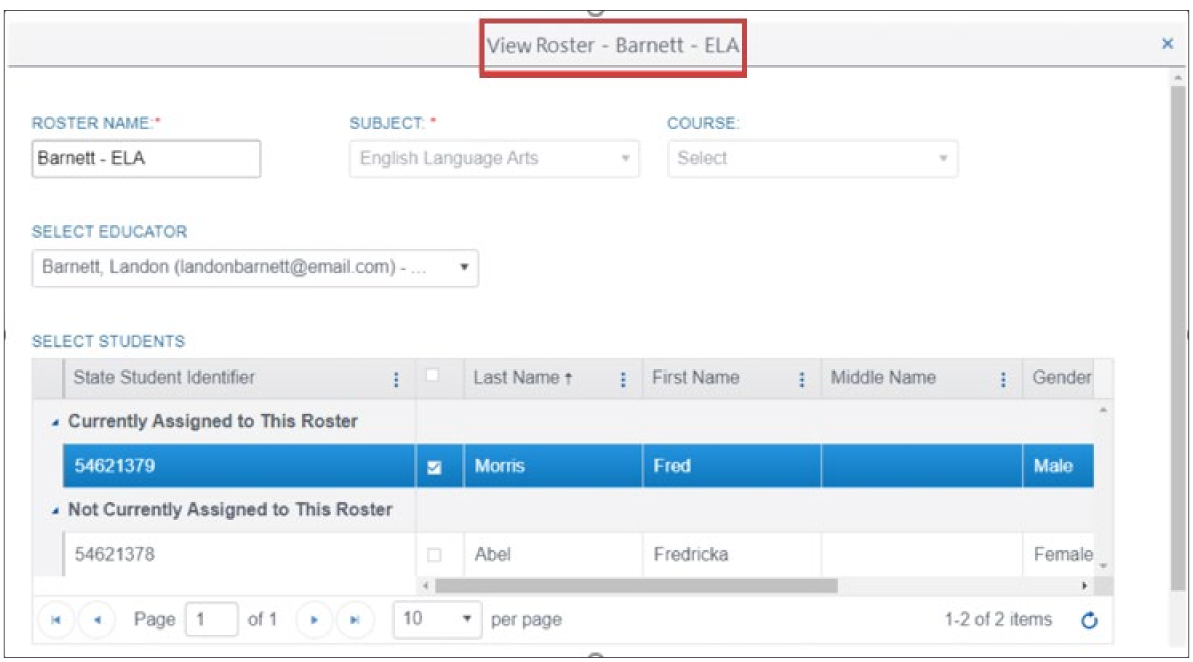
2. If applicable, apply all necessary filters in the provided fields to choose the level needed. These fields will automatically be populated for test administrators. Select **Search**.



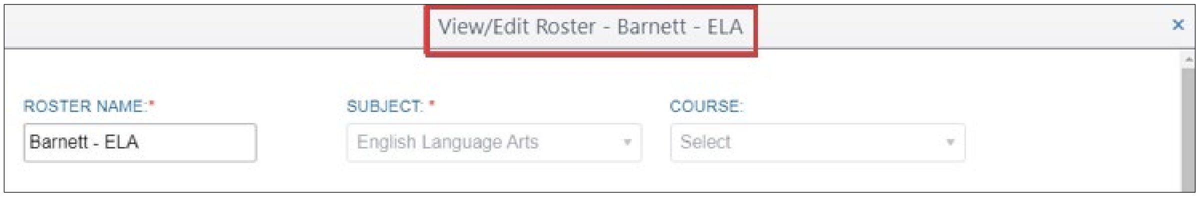
3. Select a roster in the table to view students currently assigned to that roster. Sort, filter, move columns left or right, hide columns, and search as needed.



4. For test administrators (users with the role of Teacher), the View Roster screen will appear as below with the heading View Roster followed by the roster name.



For users with a role that has permission to edit rosters, the View Roster screen will appear as below with the heading View/Edit Roster followed by the roster name. This user will be able to edit several fields in Mr. Barnett's ELA roster, i.e., changing the teacher, the roster name, and adding or deleting students. However, the subject/course cannot be changed on this screen. If a new subject is needed, a new roster will need to be created.



HINT: Rosters cannot be changed after a state's spring assessment window closes.

5. Check the roster data. If a problem with roster data occurs, see **Table 4** for possible solutions.

Table 4

Troubleshooting for Roster Data

If	Then
A student is not rostered to the correct subject.	Work with the data manager to update the roster record for the student.
A student who is not eligible to participate in the DLM alternate assessment appears on the roster.	Work with the data manager to exit the student from Educator Portal.
An unknown student appears on the roster.	Work with the data manager to remove the student from the roster.
A student who should participate in the DLM alternate assessment does not appear on the roster.	Work with the data manager to add the student to the correct roster for each subject to be tested. Make sure the student's correct grade level is identified.
No rosters appear.	Work with the data manager to provide student and educator data for the roster files. The data manager will create the roster records in Educator Portal.

6. Review the **First Name** and **Last Name** fields for accuracy.
   - If all fields are accurate for all students, go to the next step.
   - If one or more fields contain incorrect information for a student, then provide the data manager with the correct information.

HINT: Educator Portal users with the appropriate role permissions may edit data as they complete this procedure. Teachers, however, will need to request help from a qualified user (i.e., their assessment coordinator) if they find incorrect roster information.

7. After editing data, select **Save**.
8. Select **X** to close the pop-up window.

Complete the PNP Profile

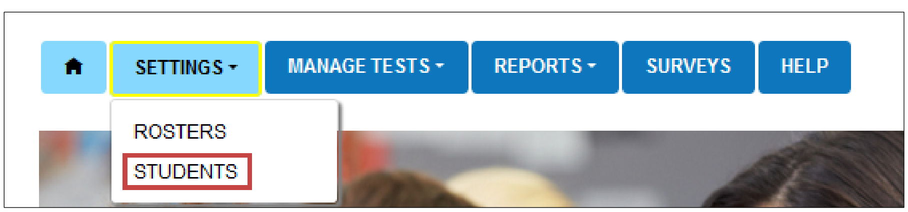
The Accessibility Manual and the Test Administration Manual contain additional information about best practices and policies and about the selection and use of the accessibility supports available in the DLM Alternate Assessment System. A 13-minute demonstration on how to complete the First Contact survey and the PNP Profile is available on the Educator Resource Videos page of your state's DLM website.

Test administrators enter each student's personal needs and preferences in the PNP Profile so that students may receive customized access to their assessments. Not all students require a customized testlet. Best practice is to review the PNP Profile to ensure the student has the most positive experience possible. Most Educator Portal roles can edit and submit the PNP Profile. For a complete list of which user roles have permission to edit or submit the PNP Profile, go to the Data Management Manual section called Roles and Permissions in Educator Portal.

HINT: Test administrators will need approximately 15–20 minutes to complete each student's PNP Profile. Test administrators must have the student's IEP on hand or know the supports the student currently receives.

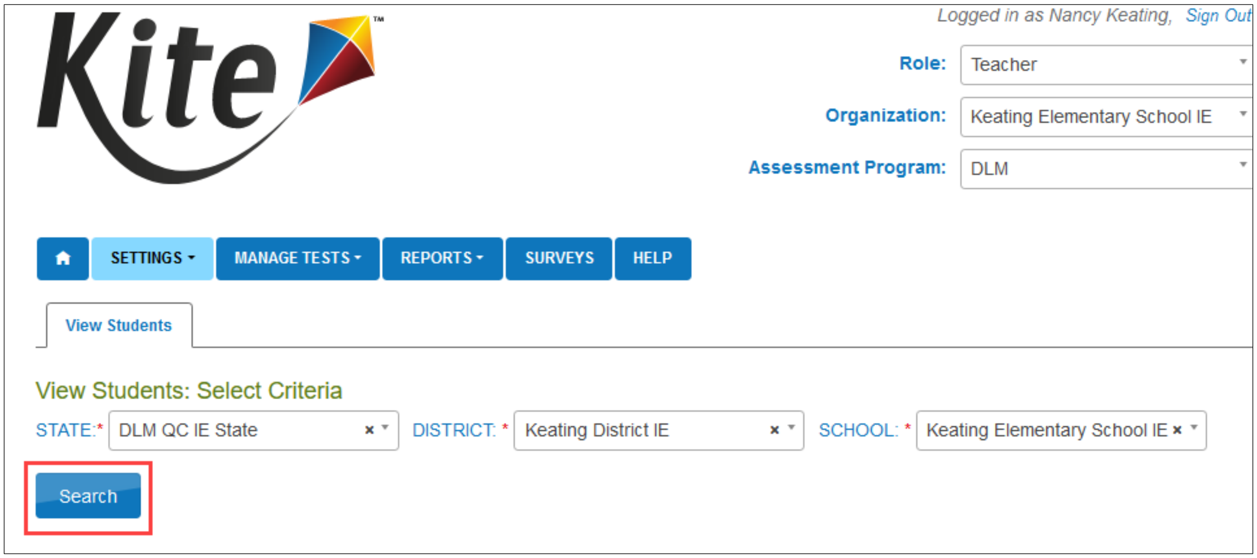
To enter data in the PNP Profile before the opening of the instructionally embedded window, follow these steps:

1. Select **Students** from **Settings** drop-down menu.

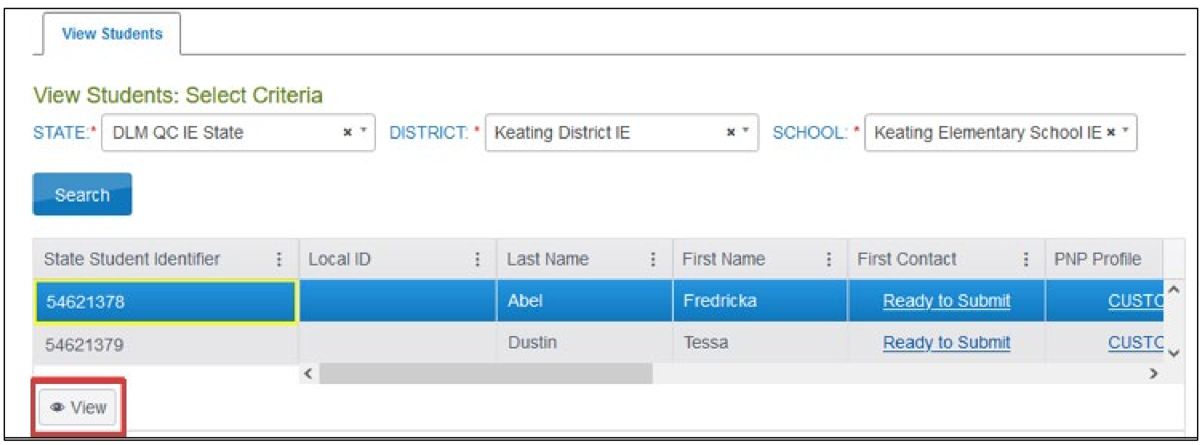


2. If applicable, apply filters in the **Select Organization** fields to choose the level needed. Settings for teachers will auto-populate.

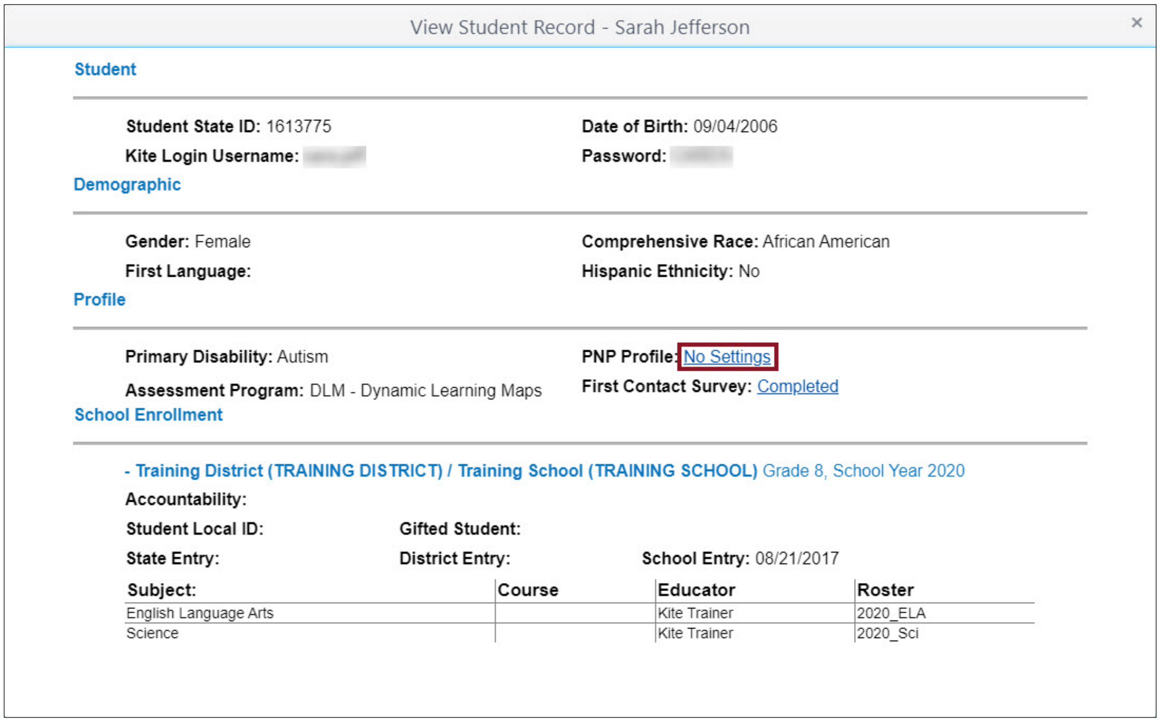
3. Select **Search**.



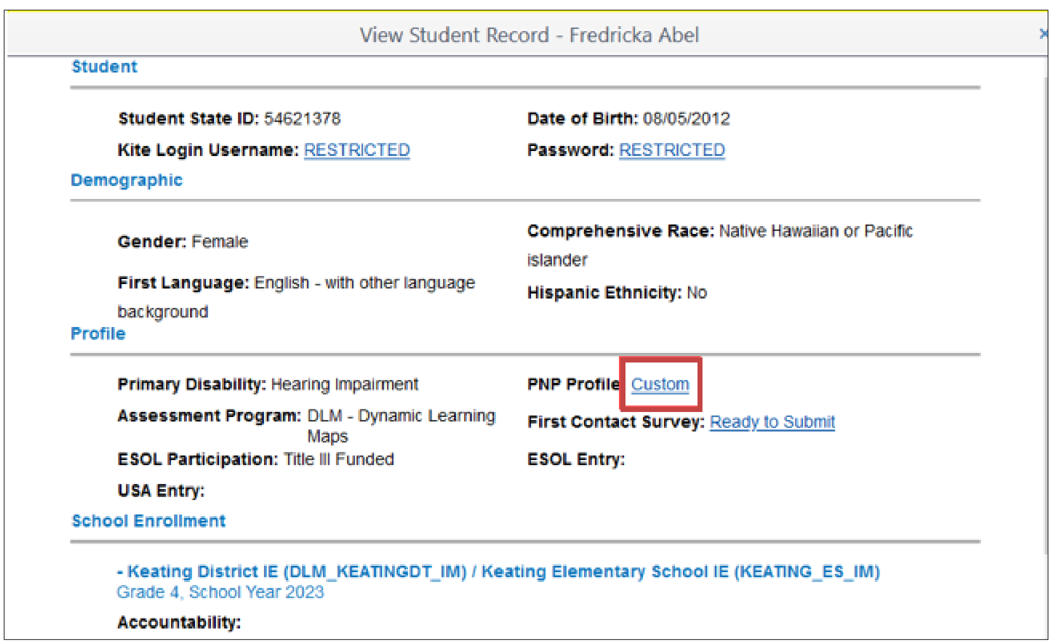
4. In the list of students, select anywhere in the row for the desired student. The row will highlight. Then, select the **View** button in the bottom left of the table.



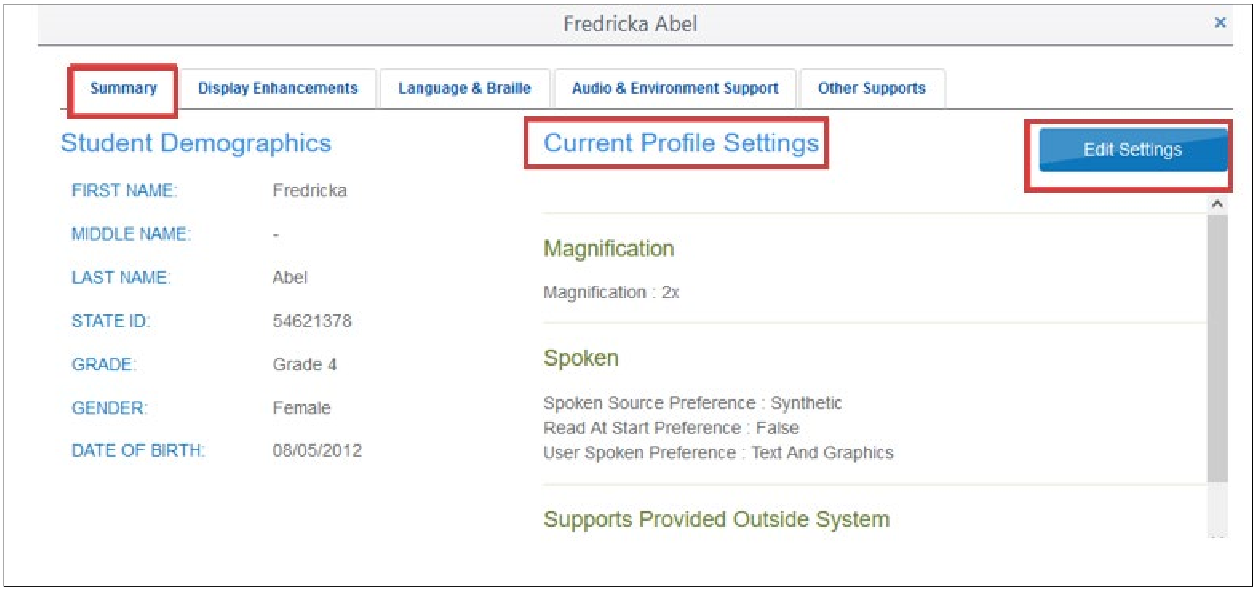
5. On the View Student Record window, select the link next to PNP Profile.



HINT: The PNP Profile link will display No Settings. After the PNP Profile has been edited and saved, the link will display Custom.



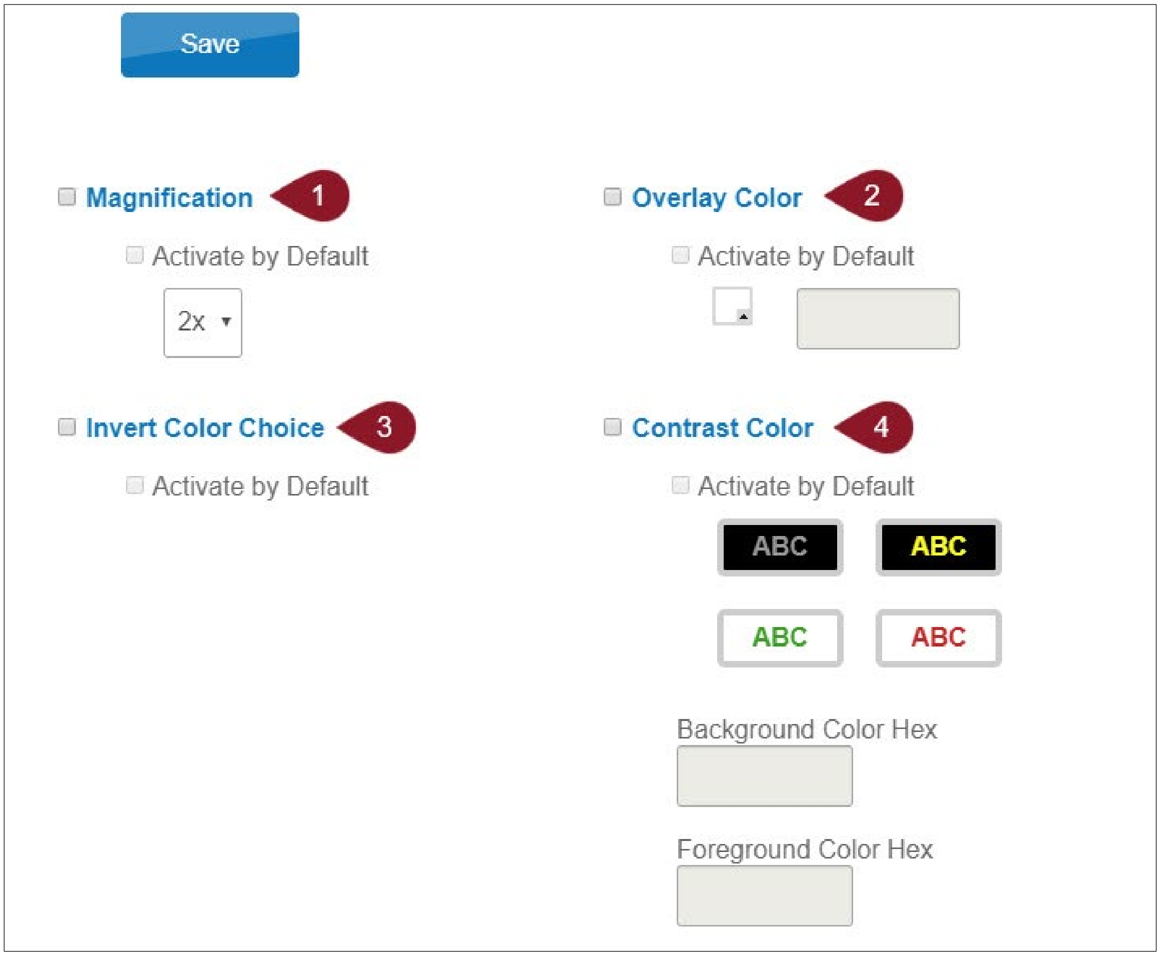
6. The Summary tab appears, showing Student Demographics on the left and the Current Profile Settings on the right. The other tabs at the top of the page provide four categories of accessibility options.
7. To edit or change the student's PNP Profile settings, select **Edit Settings**.



HINT: While moving through the tabs, be sure to select **Save** on each tab. This action will display a message that the profile attributes have been successfully saved.

Some PNP Profile options are automatically set to Activate by Default. Users cannot deselect these options.

8. Select the **Display Enhancements** tab to review and select any desired options. Use the vertical scroll bar on the right, if necessary, to view all available options.



See Table 5 for Display Enhancements options.

Table 5

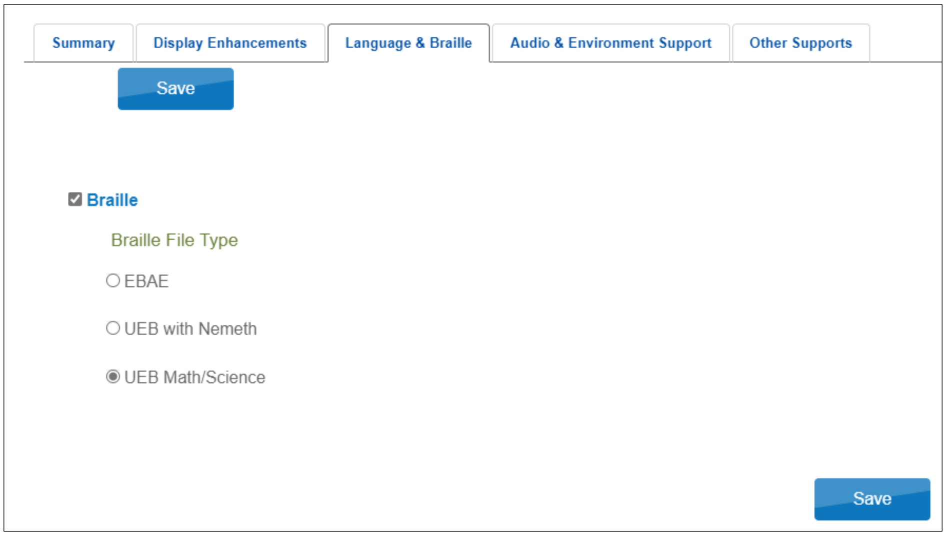
Display Enhancements Options

Number	Field or Button	Action and Description
1	Magnification	By selecting this option, screen magnification is provided during testing, with options of 2×, 3×, 4×, or 5× magnification. Students using higher levels of magnification will need to scroll up and down and right and left on their device to view testlet items in their entirety and to navigate the screen options. Also, for higher levels of magnification, the testlet can be projected on a whiteboard or screen for ease of access.
2	Overlay Color	The overlay color is the background color of the test. The default color is white. Users may choose a different color by selecting the small arrow in the bottom-right corner of the color box.
3	Invert Color Choice	The invert color choice will cause the test background to appear black with white lettering. Users can change the display to a different color scheme.
4	Contrast Color	The contrast color section allows users to choose from several background and text color schemes.

HINT: When Spoken Audio is selected, words are highlighted in yellow as they are spoken. If yellow overlay color or yellow contrast color options are selected, the yellow highlighting used with Spoken Audio will make the words disappear. If yellow overlay or yellow contrast optimize a student's access to the assessment, the test administrator must read aloud to the student instead of using Spoken Audio. Test administrators are always permitted to read aloud the testlets to their students.

9. Select **Save** to save all Display Enhancements selections.

10. Select **Language & Braille** to review and select the support option related to language and braille. Nemeth code is always provided for mathematics with EBAE.



11. Select **Save**.

HINT: Each state decides which braille file type will be available for selection, either English Braille American Edition (EBAE), Unified English Braille Code (UEB) with Nemeth, or UEB Math/Science. The test administrator selects one of the braille types but only if the student is proficient in reading braille. Braille should not be selected for emerging braille readers. The Alternate Form-Visual Impairment option may be more suitable for a student with a visual impairment who does not read braille.

Table 6 lists the availability of braille testlets for either assessment model.

Table 6

Availability of Braille Testlets

Subject	Grades	Linkage Levels	Window
ELA and mathematics	3–5	Target and Successor	Both windows
ELA and mathematics	6–8 and high school	Proximal Precursor, Target, and Successor	Both windows
Science	3–8 and high school	Target only	Spring assessment window only

12. Select **Audio & Environment Support** to review and select support options related to spoken audio and switch use.

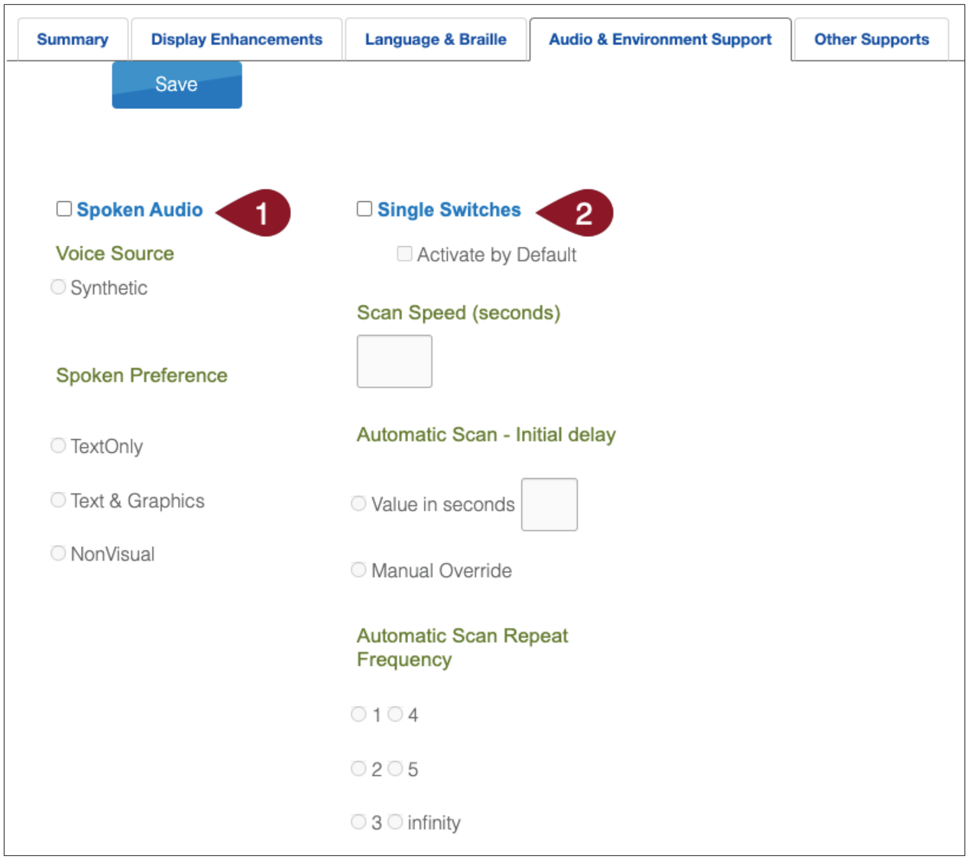


Table 7 describes Audio & Environment Support options.

Table 7

Audio and Environment Support Options

Number	Field or Button	Action and Description
1	Spoken Audio	When **Spoken Audio** is selected, Voice Source automatically selects Synthetic. Under Spoken Preference, Text & Graphics is automatically selected. This selection can be changed by choosing **Text Only** or **NonVisual**. When **Spoken Audio** is selected, the words on the screen are highlighted in yellow as the synthetic voice reads them.

Number	Field or Button	Action and Description
2	Single Switches*	**Scan Speed (seconds):** The number of seconds an item or row will be highlighted and available for selection before the system moves to the next item or row. The scan speed must be equal to or greater than the value entered under Automatic Scan—Initial Delay. **Automatic Scan—Initial Delay:** Specifies whether scanning will begin automatically when a page appears. **Value in seconds:** Determines how long the system waits to begin scanning items after a page appears. **Manual Override:** The system will wait for the user to select the switch to initiate scanning on a page. **Automatic Scan Repeat Frequency:** How many times the system will repeat the scan cycle before stopping when a selection is not made.

* Single-switch access is to be selected for students requiring one-switch automatic scanning.

13. Select **Save** to save all information and move to the next tab.
14. Select **Other Supports** to review and select any additional support options.

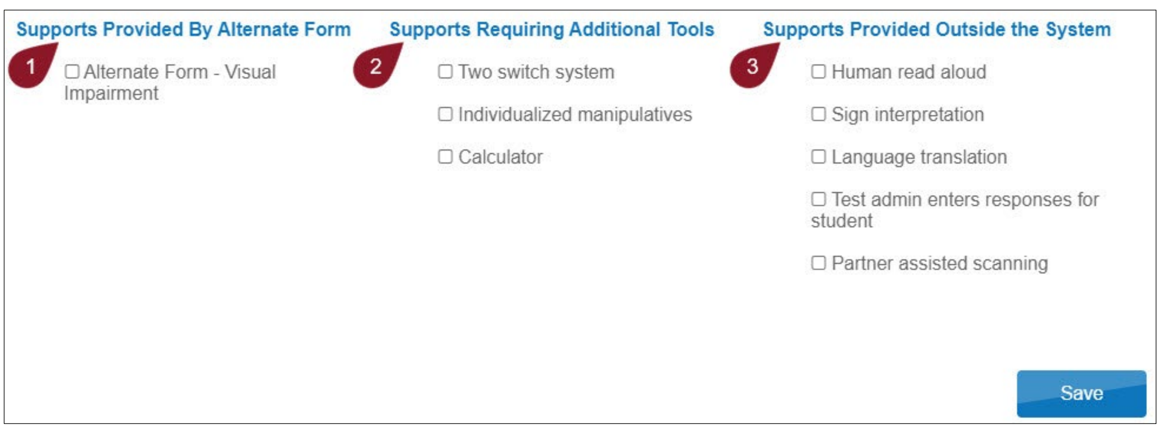


Table 8 describes Other Supports options.

Table 8

Other Supports Options

Number	Field or Button	Action and Description
1	Supports Provided by Alternate Form—Visual Impairment option	**Alternate Form—Visual Impairment option:** Most testlets are designed for all DLM students. For a limited number of Essential Elements and linkage levels, the Alternate Form—Visual Impairment option is provided for students with visual impairments who do not read braille. These forms are always teacher-administered. Selecting the Alternate Form—Visual Impairment option in the student's PNP Profile will direct the system to deliver that form when available for an Essential Element and linkage level. An Alternate Form—Visual Impairment option will have the letters BVI (Blind Visual Impairment) in the title of the test session and is sometimes referred to as a BVI form. The Testlet Information Page (TIP) will contain alternate text descriptions of pictures for the test administrator to read to the student. If neither a braille form nor an Alternate Form—Visual Impairment testlet is available for an Essential Element or linkage level, a standard form of the testlet will be delivered.
2	Supports Requiring Additional Tools	**Two-switch system:** Two-switch scanning does not require activation in the PNP Profile. The Kite Student Portal automatically supports two-switch step scanning, with one switch set up to emulate the Tab key to move between choices and the other switch set up to emulate the Enter key to select the choice when highlighted. **Individualized manipulatives:** Educators may use most supports that are familiar to students (e.g., abacus, unit cubes, interlocking blocks, counters, linking letters, etc.). **Calculator:** Educators may use a calculator unless the TIP specifically indicates a calculator may not be used.

Number	Field or Button	Action and Description
3	Supports Provided Outside the System	**Human read aloud:** The test administrator may **always** read aloud the text on the screen. For students with visual impairments who need human read aloud, the test administrator should also refer to the alternate text in the TIP for standardized descriptions of pictures and graphics. These descriptions are provided in the last several pages of the TIP. Descriptions of pictures and graphics should only be read aloud to students who have visual impairments. **Sign interpretation:** For students whose primary mode of receptive communication is sign language, test administrators may sign the assessment to the student using American Sign Language, Exact English, or a student's personalized sign systems. Sign language interpreters should use the alternate text provided in the last several pages of the TIP for descriptions of pictures and graphics. **Language translation:** State policy determines whether translation can be used. Typically, test administrators may translate the assessment for students who are English learners and whose best receptive communication is a language other than English. Computerized language translations are not provided by Kite Student Portal. Ask the assessment coordinator if language translation is permitted in your state. **Test administrator enters responses for student:** If students are unable to select their response options independently and accurately, they may indicate their selected responses through their normal response types or forms of communication, such as eye gaze. Then, on the student's behalf, the test administrator may enter those responses. **Partner-assisted scanning (PAS):** A strategy in which test administrators assist students with scanning. The test administrator scans through the student's response options. The student indicates their desired selection.

15. Select **Save**.
16. Select **X** to close the pop-up window.

HINT: To edit existing PNP Profile settings before testing begins, refer to Complete the PNP Profile on page 27. After the available and appropriate supports are selected and saved, the test administrator may check the Summary tab to review the current profile settings.

Changing PNP Profile Settings During Testing

For test administrators in states that allow using Exit Does Not Save

Before following this process, ask the district assessment coordinator if using EXIT DOES NOT SAVE is allowed in your state. If it is allowed, these steps can be used to change a PNP Profile setting during a testing session. If using EXIT DOES NOT SAVE is **not** allowed, go to the next section.

1. Pause testing while completing steps 2–4. Although the testlet does not have a pause button, testing can be paused for up to 90 minutes.
2. Go to the student’s PNP Profile and select or deselect the desired support settings.
3. Save the new selection(s) in the PNP Profile before exiting.
4. Go back to the paused testlet.
5. Use the **EXIT DOES NOT SAVE** button. The testlet will revert to the unused status.

Table 9 indicates how soon the change will be available. Options that change immediately will be available with the next testlet. If an option takes overnight to change, wait until the next day to administer the next testlet.

Table 9

Accessibility Support Delay Time after Updating the Student’s PNP Profile

Support	How soon the change appears in a testlet
Alternate Form—Visual Impairment	Overnight, if available for the Essential Element at the linkage level
Braille, both UEB and EBAE	Overnight, if available for the Essential Element at the linkage level
Calculator	Immediately
Contrast color	Immediately
Individualized manipulatives	Immediately
Invert color choice	Immediately
Magnification	Immediately
Overlay color	Immediately
Single-switch system	Overnight

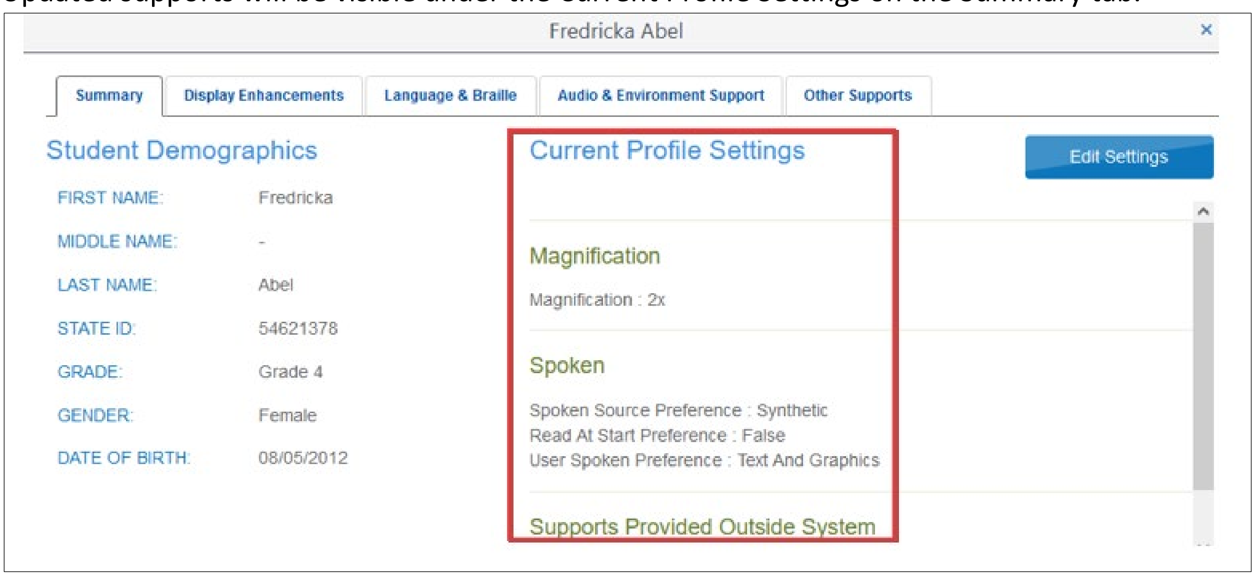
Support	How soon the change appears in a testlet
Spoken Audio	Overnight
Two-switch system	Immediately

*For test administrators in states that do **not** allow using Exit Does Not Save*

If EXIT DOES NOT SAVE is **not** permitted, follow these steps.

1. Pause testing while completing steps 2–4.
2. Go to the PNP Profile and select or deselect the desired support settings.
3. Save the new selection(s) in the PNP Profile before exiting.
4. Go back to the paused testlet.
5. Resume testing, allowing the student to answer as many items as possible.
6. Submit the testlet. The options that change immediately will be available with the next testlet. If an option takes overnight to change, wait until the next day to administer the next testlet.

Updated supports will be visible under the Current Profile Settings on the Summary tab.



COMPLETE THE FIRST CONTACT SURVEY

The First Contact survey is the first step in determining the initial placement of students in the DLM alternate assessment. The First Contact survey is a collection of background information about students who are eligible for the DLM alternate assessment. The survey goes beyond basic demographic information and includes items on communication, assistive technology devices, motor and sensory impairments, and academic performance. The test administrator enters information in the survey about each of these categories for each student in Educator Portal. Detailed information about the First Contact survey is available in the ACCESSIBILITY MANUAL. Also, the TEST ADMINISTRATION MANUAL has an appendix which lists all First Contact survey questions.

The First Contact survey settings follow the student from year to year. However, the survey must be reviewed, updated, and submitted each year. If the survey is not submitted, testlets will not be assigned to the student.

HINT: Educator Portal presents the previous year's First Contact survey responses from the matching student record. The test administrator updates items based on changes in the student's data and learning capabilities. The survey must be submitted each year, even if no changes are made.

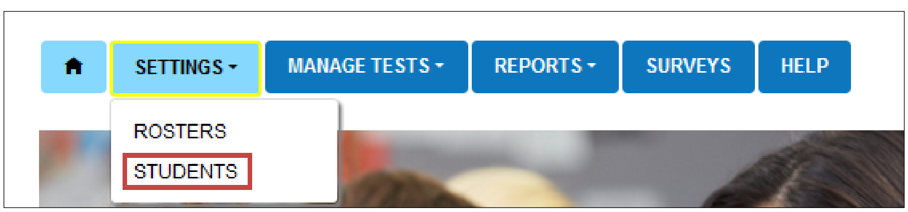
When completing the First Contact survey, some screens in the survey have drop-down menus that expand, filter, or branch, requesting more information based on responses provided to the first part of the item.

HINT: Set aside approximately 20–30 minutes to complete the survey for a student who is new to DLM Alternate Assessment or 10–20 minutes to update a survey for each existing student. If desired, preview the survey questions in the TEST ADMINISTRATION MANUAL appendix.

Not all Educator Portal roles have permission to complete, edit, and submit the First Contact survey. They may only view the First Contact survey and the PNP Profile.

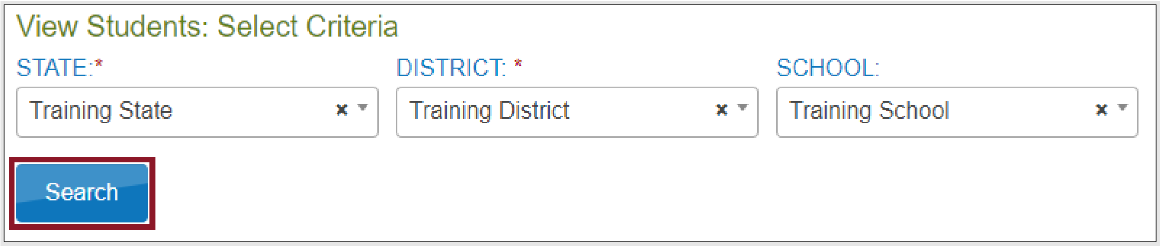
Test administrators can use the following steps to enter data in the First Contact survey if the Instruction and Assessment Planner is not yet open. Once it is open, the survey can be accessed easily from the Instruction and Assessment Planner. Follow the steps beginning in the section on page 53, Use the Instruction and Assessment Planner for Instructionally Embedded Model States. The same steps can be used for Year-End model states.

1. Select **Students** from the **Settings** drop-down menu.

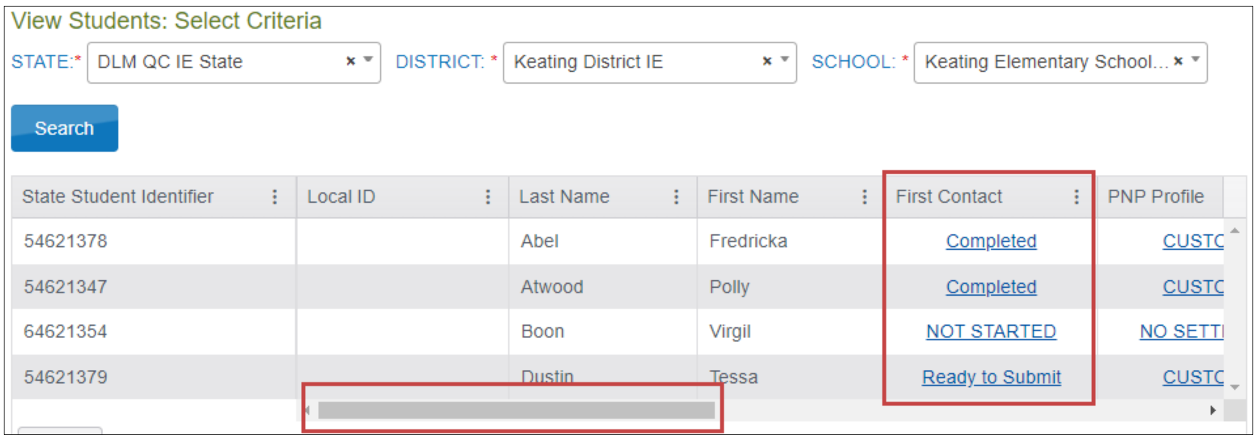


HINT: If applicable, apply filters in the **Select Organization** fields to choose the necessary level. For users with the Teacher role, the organization information auto-populates.

2. Select **Search**.



3. To view a student's First Contact survey status, select the link in the First Contact column. You may need to use the table's horizontal scroll bar at the bottom of the grid to scroll to the right to have access to additional columns.

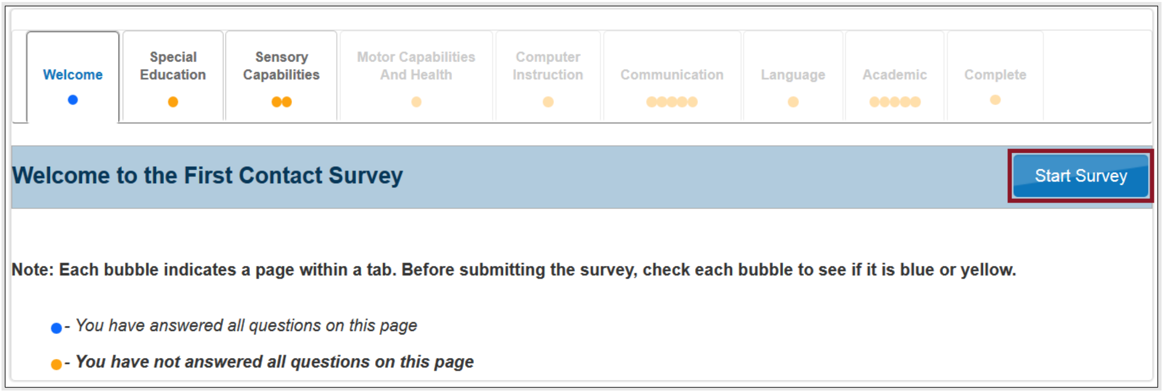


HINT: The First Contact survey can also be accessed by going to the State Student Identifier column, selecting a student's number, and viewing the student record.

4. The First Contact survey column will show one of four status options.

- **Not Started:** No fields have been completed.
- **In Progress**: Some fields are completed and saved. The survey has not been submitted.
- **Ready to Submit**: All required fields are completed. The survey has not been submitted.
- **Completed**: All required fields are completed. The survey has been submitted.

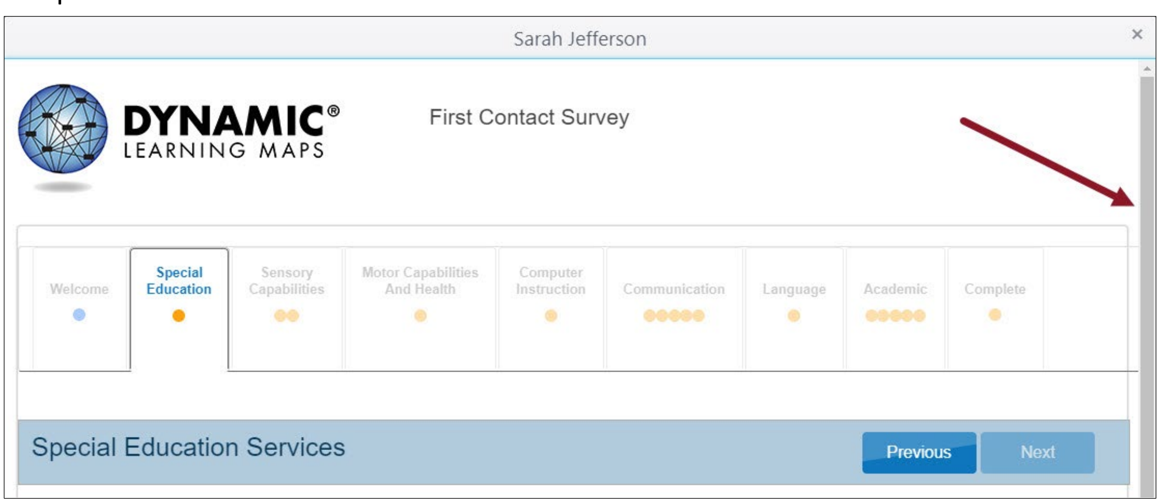
5. Read the information on the Welcome screen. Verify the student's name, then select **Start Survey.**



HINT: The First Contact survey includes nine tabs, each containing a section of the survey. Each tab will display either blue or orange circles. Blue circles indicate that all items for that tab have been completed, while orange circles indicate that one or more items have not been completed.

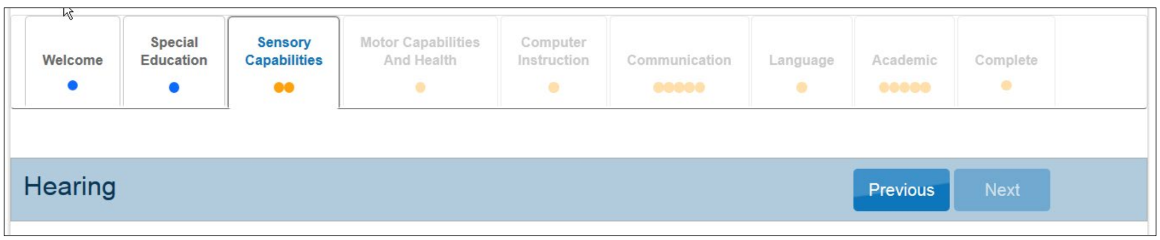
The First Contact survey does not have to be completed in one sitting. Surveys that are in progress will be saved so that users can complete the survey later. When resuming a survey, select Edit Survey at the top of the screen, and then complete and submit the survey.

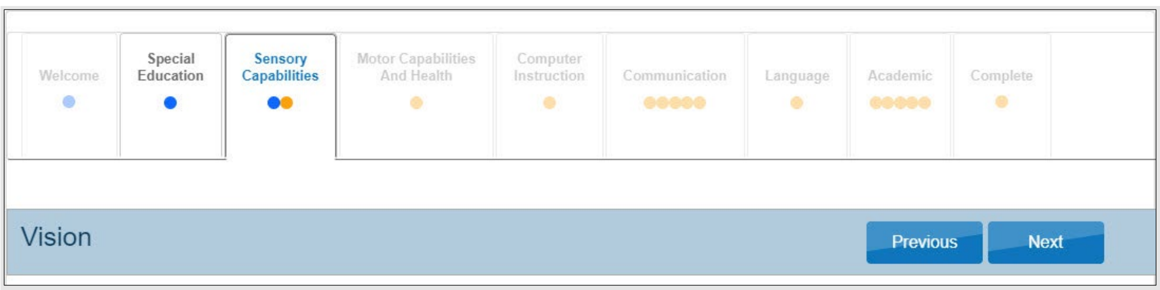
6. On the **Special Education** tab, complete the survey on the student's primary disability and placement. Select **Next.**



HINT: Pay attention to tabs with a vertical scroll bar on the right to be sure all required questions are answered. Tabs with multiple sections may have multiple circles. The Next button will not be available until all required questions have been answered.

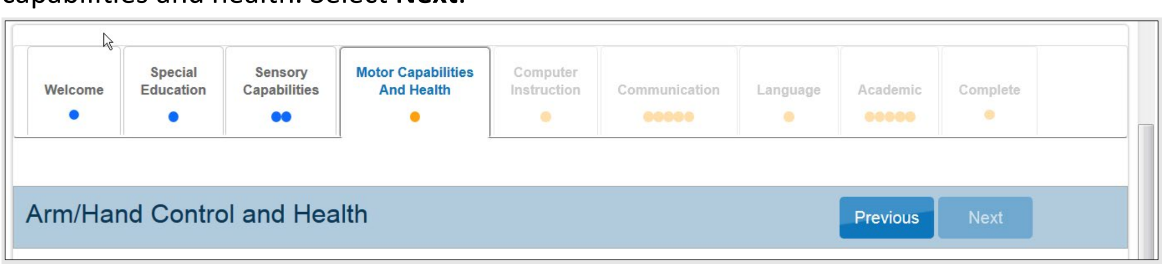
7. On the **Sensory Capabilities** tab, complete the survey on the student's hearing and vision sensory capabilities. In the Vision portion of the tab, the test administration makes selections that describe the student's vision and may indicate that the student reads braille. However, indicating braille in the First Contact survey does **not** automatically assign a braille testlet for an Essential Element and linkage level. For a braille testlet to be assigned, two factors must be in place:
   - The test administrator must select the braille support in the PNP Profile.
   - A braille form must be available at the linkage level for the Essential Element being assessed.





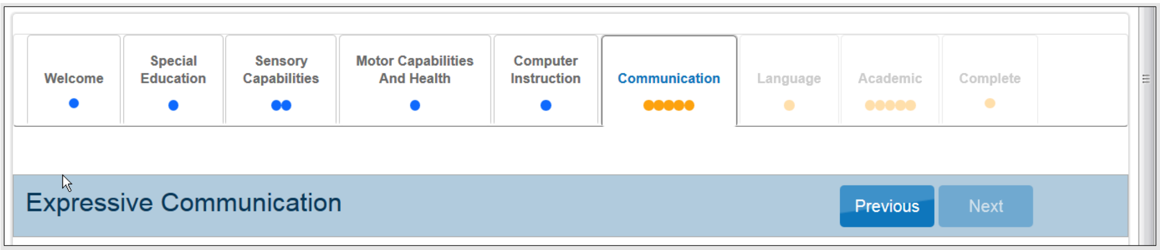
HINT: Completing the Vision portion of the First Contact survey does not impact the assignment of a braille form of a testlet. A braille code must be selected in the PNP Profile. Braille forms are only available for some Essential Elements at the higher linkage levels.

8. Select **Next**.
9. On the **Motor Capabilities And Health** tab, complete the survey on the student's motor capabilities and health. Select **Next**.

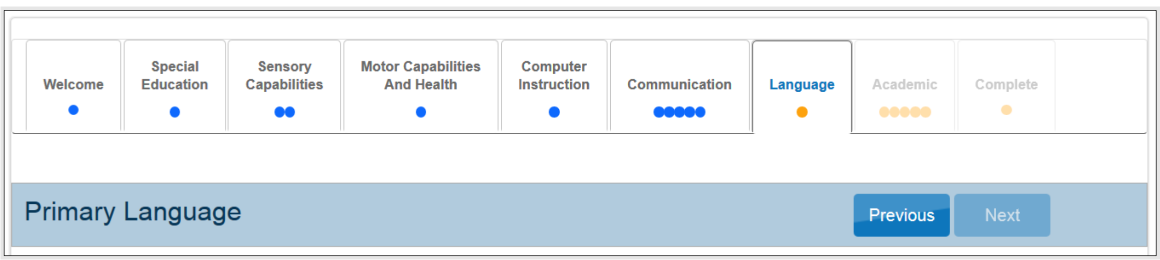


10. On the **Computer Instruction** tab, complete the survey on the student's primary use of a computer during instruction. Select **Next**.

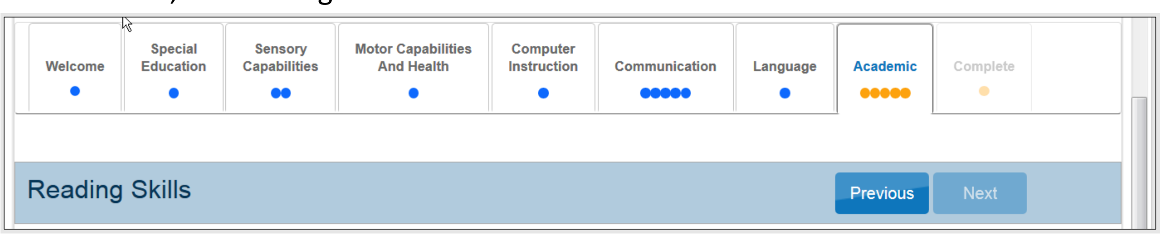
11. On the **Communication** tab, complete the survey on the student's expressive and receptive communication abilities and needs. Select **Next**.



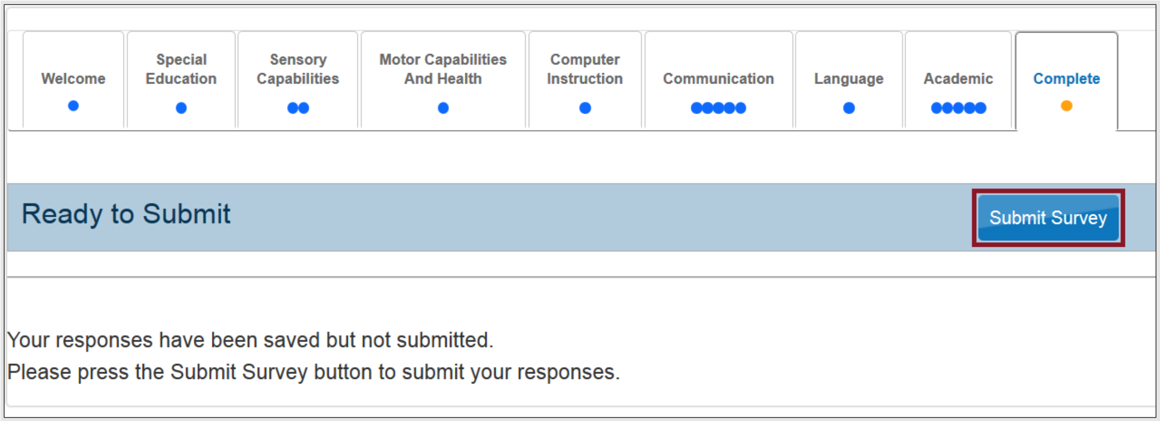
12. On the **Language** tab, complete the survey on the student's language preferences. Select **Next**.



13. On the **Academic** tab, complete the survey on the student's skills in reading, mathematics, and writing. Select **Next**.



14. On the **Complete** tab, you must select **Submit Survey** to submit all answers and exit.



HINT: If a test administrator edits a First Contact survey after it was submitted, the test administrator must select the **Submit Survey** button on the Complete tab again to save it, even if no changes have been made.

After selecting **Submit Survey**, the link in the First Contact column in the View Students table will display Completed. To make changes to a student's First Contact survey, select the **Completed** link for the student and make all necessary changes. Save the First Contact survey each time it is opened.

The First Contact survey must be submitted before Educator Portal will allow assessment participation in any window. For Year-End model states, if the First Contact survey is submitted after the opening of their spring assessment window, assessment participation is delayed until the day after the survey was submitted.

NOTE FOR KANSAS ONLY: Kansas is the only DLM Consortium state that uses Educator Portal to test both general education students and DLM students.

Rarely, the Not Applicable status will appear in the First Contact survey column. Kansas DLM test administrators who encounter the Not Applicable status need to ensure that they are logged in as a DLM user and that the student's information has been loaded properly into the system.

MANAGE SPRING ASSESSMENTS FOR YEAR-END MODEL STATES

Procedures in this section are the primary responsibility of the test administrator (users with the Educator Portal role of Teacher). Screenshots will show the test administrator view.

These procedures are also appropriate for the science assessment during the spring window for Instructionally Embedded Model states.

Each state selects the subjects tested. Testlets in those DLM subjects are required during the spring assessment window. One testlet at a time for each subject is delivered. The number of testlets delivered varies by subject and grade level. However, all students in the same grade and subject receive the same number of testlets during the spring assessment window.

Specifics about the number of testlets and information about the structure of the testlets can be found in the TEST ADMINISTRATION MANUAL.

THE TEST MANAGEMENT PAGE

Figure 1 shows the Test Management page.

Figure 1

The Test Management Page

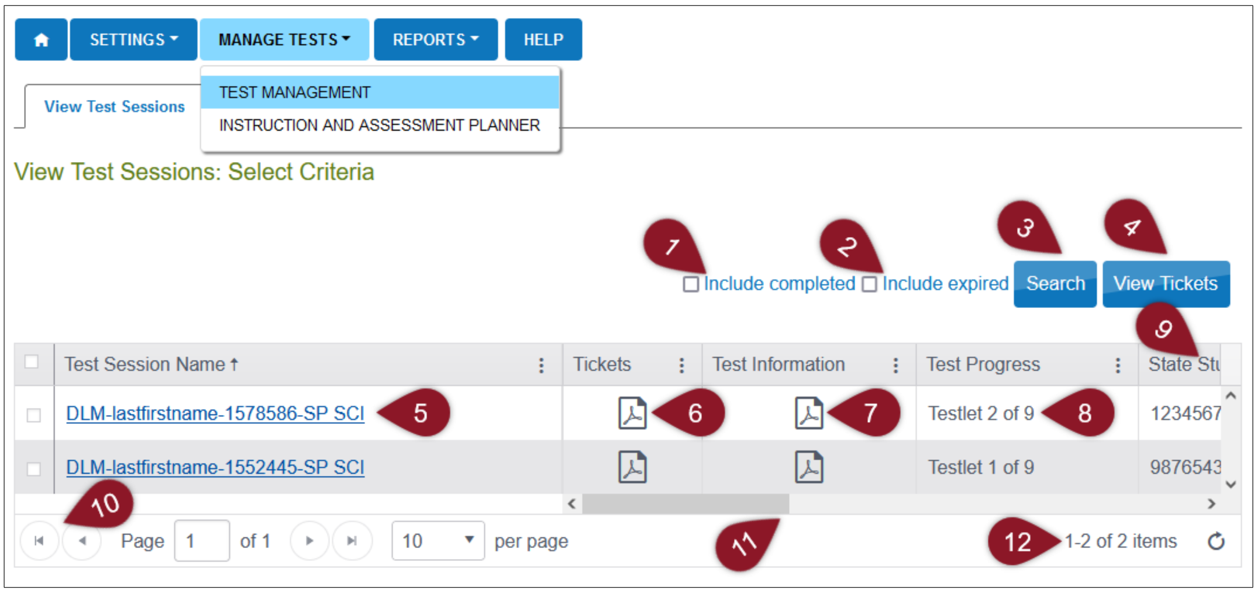


Table 10 describes the Test Management page.

Table 10

Description of Test Management Page

Number	Field or Button	Action and Description
1	Include completed	Select this box to include all completed testlets in your search. If you do not select this box and select **Search**, then the table will only populate current testlets available to your students.
2	Include Expired	Select this box to include all expired testlets in your search. If you do not select this box and select **Search**, then the table will only populate active testlets.
3	Search	Select **Search** to populate the test session table.

Number	Field or Button	Action and Description
4	View Tickets	To download multiple test tickets into one PDF, first select the individual test session rows from the table to include in the PDF, then select **View Tickets**. A PDF will open with the test tickets for each selected row.
5	Test Session Name	Test Session Names typically include the student's name, the system ID, and the collection name. DLM - <Student Last Name><Student First Name> - <Kite Student Identifier> - <Test Collection Name> Example: DLM-WoodsRickie-1234567-SP M 6.EE1-2 T This test session name means it is DLM testlet number 1234567 and has been assigned to Rickie Woods in the spring window. It is a mathematics testlet for grade 6 and Essential Element 1-2 at the Target level, "Identify equivalent number sentence." Although not shown in the test session name, the Essential Element is part of claim 4, "Students solve increasingly complex mathematical problems, making productive use of algebra and functions," and is for conceptual area C4.1, "Use operations and models to solve problem."
6	Tickets	Select the PDF icon in the Tickets column to view information such as the student's username and password to log in to Kite Student Portal.
7	Test Information	The Testlet Information Page (TIP) provides detailed information about a specific testlet, including certain materials needed for the testlet, alternate text for human read-aloud, and more.
8	Test Progress	The Test Progress column shows the number of testlets that have been completed out of the number of testlets required for a subject for a grade during the spring assessment window. The example in this screenshot shows a fictitious student, Rickie Woods, completed six English language arts (ELA) testlets and is ready to take the seventh testlet. Rickie has completed all the mathematics testlets for grade 6, and, therefore, the TIP is no longer available. For science, the first of nine testlets is available for Rickie to take.

Number	Field or Button	Action and Description
9	State Student Identifier	This is a unique state-specific number assigned to a student.
10	Page	If you have numerous students with available testlets, use the page arrow at the bottom of the table to navigate to additional pages or expand the table to display up to 90 rows.
11	Scroll bar	Use the scroll bar to access additional information, such as Subject, Grade, Roster Name, School ID, and School Name
12	Number of items	Displays the total number of rows (items) with available testlets.

View Student Username and Password

Educators view student usernames and passwords in the Test Tickets in Educator Portal. Students must have a username and password to access Student Portal and take the DLM alternate assessment.

HINT: Each student's username and password are the same for all DLM alternate assessments for the current testing year, including field test testlets.

Test administrators need a PDF reader to view Test Tickets and TIPs.

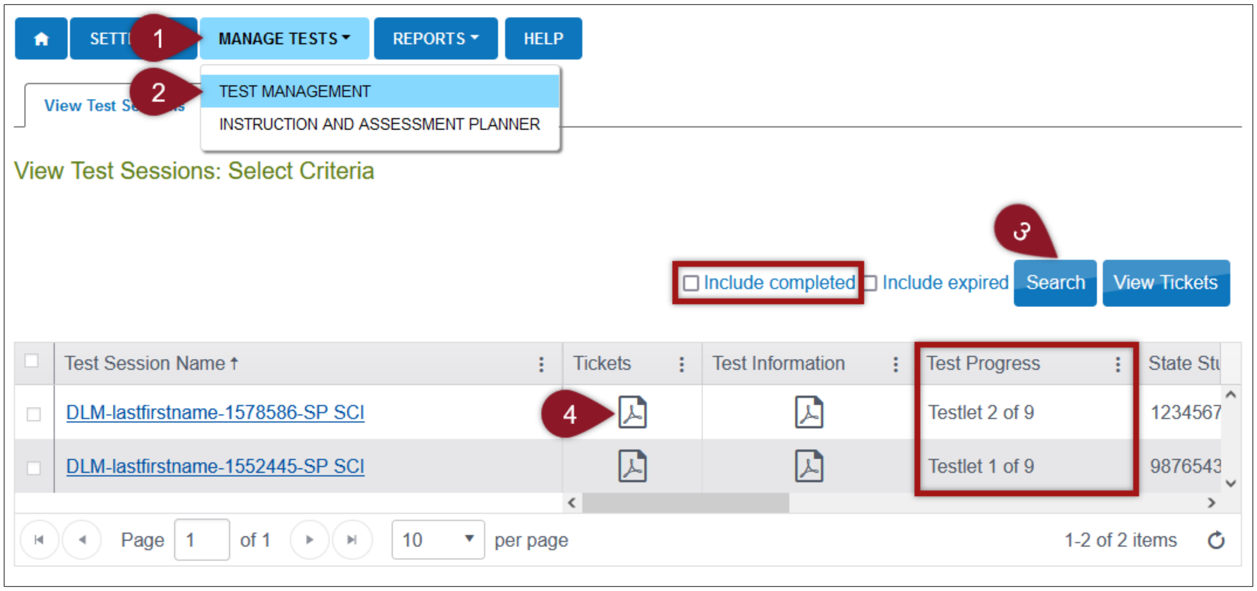
To view the Test Tickets, follow these steps:

1. Select **Manage Tests**.
2. Select **Test Management** from the drop-down menu.
   If a user with the Educator Portal role of Teacher has not passed all Required Test Administrator Training modules, an error message will appear when selecting the **Test Management** tab:

> "Access to Test Management is restricted due to incomplete Required Test Administrator Training. You must complete all Required Test Administrator Training before receiving access to Test Management."

The Teacher role will have the Test Management page as it appears in the following screenshots. District- and building-level users will have additional choices in drop-down menus to filter results and will need to make selections for each required option.

3. Select **Search**. A list of test sessions will display.
   Test sessions will only appear if the following conditions are met:
   a. Each student is connected to the test administrator by a roster for the subject and grade.
   b. Each student has a submitted First Contact survey.
4. Select the PDF icon under Tickets next to the name of the desired test session to open the test ticket as a PDF.

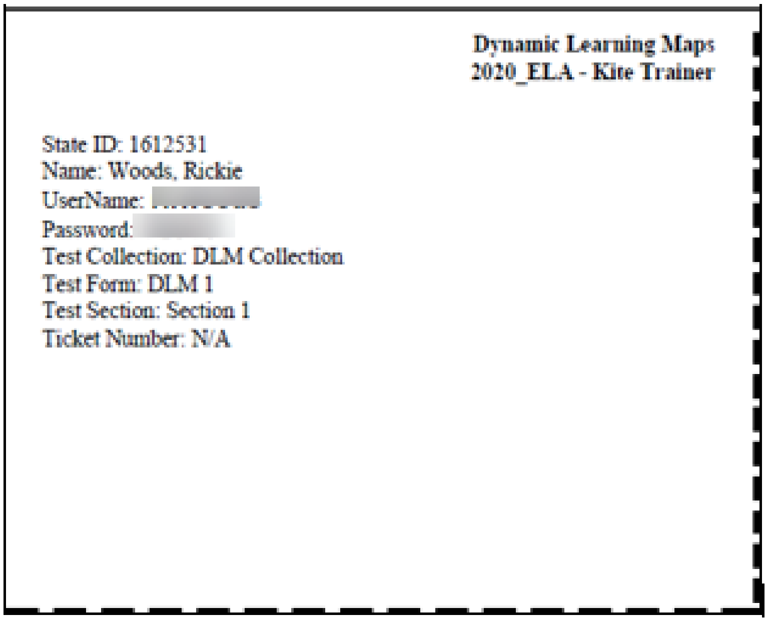


HINT: The Test Progress column on the Test Management screen shows the number of testlets that have been completed by a student out of the number of testlets required for a subject for the grade during the spring assessment window. For a Year-End model state, all subjects being tested by the state will display, one testlet at a time for each subject.

For each test ticket, the Test Progress column will indicate a specific testlet (e.g., testlet 1 of 9, testlet 2 of 9, and so on). Field test testlets will not be included in the number of testlets required and will instead be indicated by an NA in the Test Progress column.

By default, Test Management only displays testlets that still need to be taken, one per subject. Completed testlets can be included by selecting the **Include completed** box above the grid. Expired testlets can be included by selecting the **Include expired** box above the grid.

This is an example of a test ticket. Username and Password fields are the student's login credentials for Student Portal.



Dynamic Learning Maps
2020_ELA - Kite Trainer

State ID: 1612531
Name: Woods, Rickie
UserName: [redacted]
Password: [redacted]
Test Collection: DLM Collection
Test Form: DLM 1
Test Section: Section 1
Ticket Number: N/A

HINT: The Test Ticket with the student's username and password may be printed. The Test Ticket is a secure document and should be handled accordingly. It should be securely destroyed when all testing for the student is completed.

Retrieve Testlet Information Page (TIP) in Test Management

The following procedure describes retrieving the TIP in the Test Management section of Educator Portal for both models of the assessment.

For Year-End model states

- All operational testlets for all subjects during the spring assessment window
- All field test testlets for all subjects during the spring assessment window

For Instructionally Embedded model states

- All field test testlets for ELA and mathematics during the fall window
- All field test testlets for ELA, mathematics, and science during the spring window
- All science operational testlets during the spring window

HINT: The TIPs are secure documents. If the TIP is printed, it must be securely handled and shredded when testing is completed.

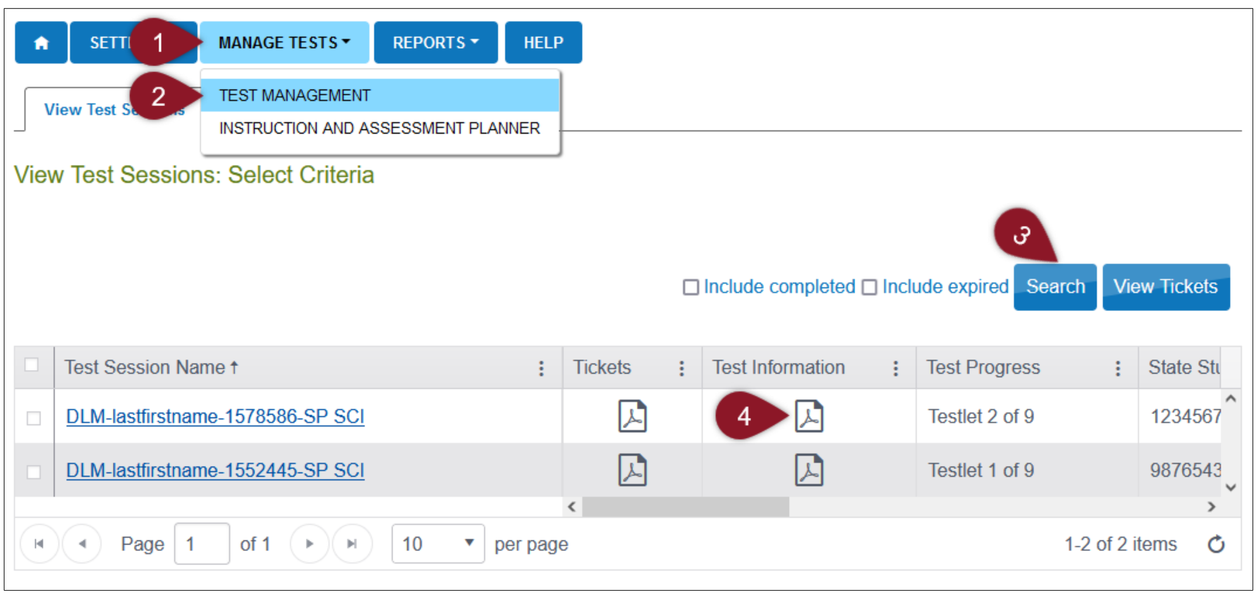
Most TIPs have multiple pages that include alternate text for human read aloud for students who are blind or visually impaired. Alternate text attachments may be lengthy and do not need to be printed unless they are going to be used. TIPs are subject-specific. For example, science TIPs for testlets at the Initial linkage level contain picture-response cards that must be printed before testing. Best practice is to print picture-response cards in color. Use the TIP to prepare for testlet administration, especially for testlets at the lowest linkage level for all subjects.

To view the TIPs on the Test Management screen, follow these steps:

1. Select **Manage Tests**.

HINT: To view a list including completed or expired test sessions, select the boxes next to the search button.

2. Select **Test Management** from the drop-down menu.
    - In the spring assessment window, users from Year-End model states will not see the option for selecting the Instruction and Assessment Planner.
    - After selecting **Test Management**, all users in both models who have the Educator Portal role of Teacher will have the Test Management screen as it appears in the following screenshots. District- and building-level users will have additional drop-down menus to filter results and will select options for each starred menu.
3. Select **Search**.
4. Select the PDF icon in the Test Information column to open the TIP for the desired testlet.



5. Review the TIP. When the student finishes the testlet, securely shred the TIP. It is a secure testing document. Also, shred the TIPs that were printed for any testlets the student was assigned but did not take.

Retrieve Braille Ready File for Year-End Model States

DLM alternate assessments are never to be considered as an assessment of the students' braille language skills, but rather an assessment whether the students can demonstrate their knowledge, skills, and understanding of the DLM Essential Elements. Do not select braille for emerging braille readers.

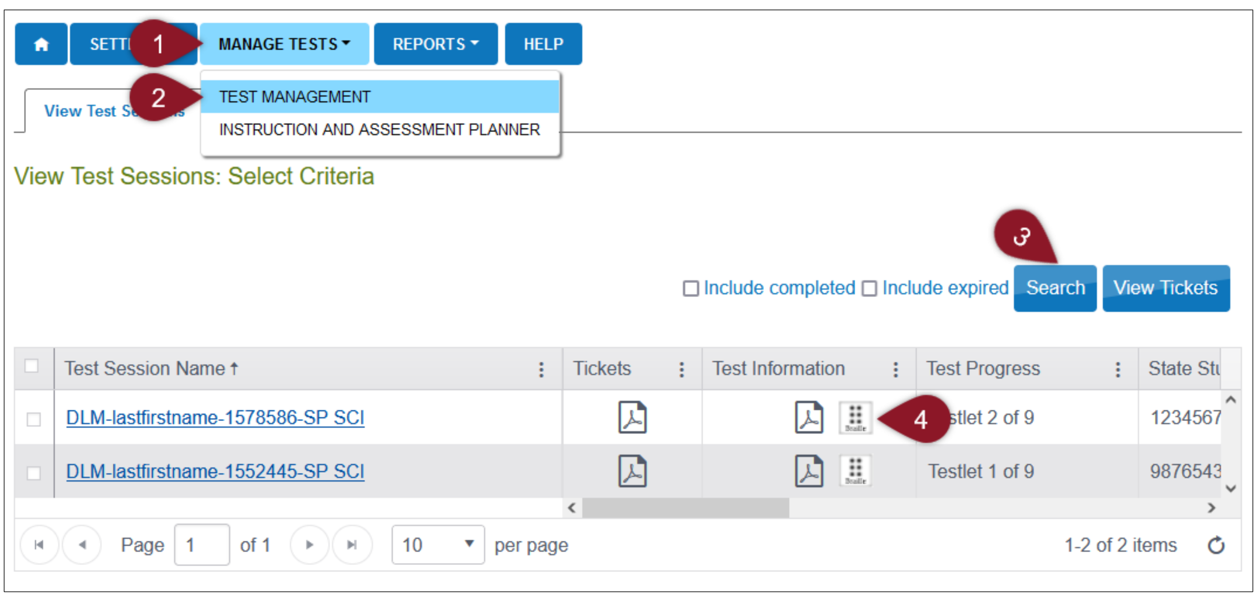
In the spring assessment window, Braille Ready Files (BRF) of testlets are available at the higher linkage levels for some ELA, mathematics, and science Essential Elements. A student's PNP Profile must be marked for braille for the system to deliver a braille form, if available.

Braille testlets are adaptive and are delivered one at a time. If an available braille form is assigned for the Essential Element at the linkage level being tested, the BRF icon will appear in the Test Information column.

NOTE: During the optional instructionally embedded assessment window for a Year-End model state, a braille testlet may be available for some ELA and mathematics Essential Elements at upper linkage levels. Go to the ACCESSIBILITY MANUAL or the TEST ADMINISTRATION MANUAL for more information regarding braille, such as which linkage levels may have braille testlets and what the system does when a braille testlet is not available for an Essential Element or linkage level.

For Year-End model states to access an ELA, mathematics, or science BRF in their spring assessment window or for an Instructionally Embedded model state to access a science BRF in their spring window, follow these steps:

1. Select **Manage Tests**.
2. Select **Test Management** from the drop-down menu.
3. Select **Search**.
4. Select the braille icon in the Test Information column if it appears for a testlet.



5. Save the BRF to an external drive by using special software for BRFs. Do not save BRFs to a computer.
6. Open and emboss the BRF.
7. The student responds to the items in the embossed testlet.
8. The test administrator transfers the student's responses from the embossed testlet to the computer equivalent testlet in Student Portal and submits the testlet.
9. The testlet is scored, and the next testlet in the subject becomes available in approximately 15 minutes. The next testlet may or may not be a braille form. If it is available in braille, follow the described process.
10. When the testing is over, securely destroy all embossed testlets, the TIPs, and the test tickets. Also, delete the BRF files from the external drive.

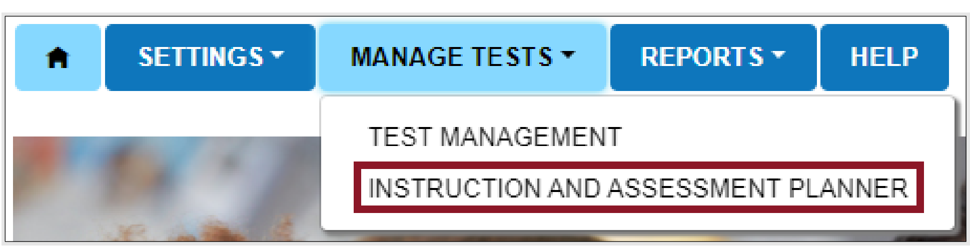
USE THE INSTRUCTION AND ASSESSMENT PLANNER FOR INSTRUCTIONALLY EMBEDDED MODEL STATES

Test administrators in Instructionally Embedded model states are required to meet the blueprint requirements during the fall window in ELA and mathematics. They are required to meet blueprint requirements during the spring window for ELA, mathematics, and science.

NOTE: Test administrators in Year-End model states can also use the Instruction and Assessment Planner to create plans and assign testlets after the opening of their instructionally embedded assessment window. Assessing students during this window is optional but recommended for Year-End model states. Ask for state guidance about testing requirements during the optional instructionally embedded assessment window. Be aware that some of the requirements for Instructionally Embedded model states are different from those for Year-End model states, although the steps are very similar.

After the window opens, test administrators follow these steps to access the Instruction and Assessment Planner:

1. Open the **Manage Tests** drop-down menu.
2. Select **Instruction and Assessment Planner**.



Student Activity Table

When users with the Educator Portal role of Teacher open the Instruction and Assessment Planner, each student rostered to them will automatically appear in the Student Activity Table on the initial page. By default, students are listed numerically by grade and then alphabetically by student name. The test administrator can filter the students by grade and by student name, if desired. The following graphic shows details in the Student Activity Table. The screenshots that follow are for Instructionally Embedded model states and include information about meeting blueprint requirements.

Figure 2 shows the Student Activity Table.

Figure 2

The Student Activity Table

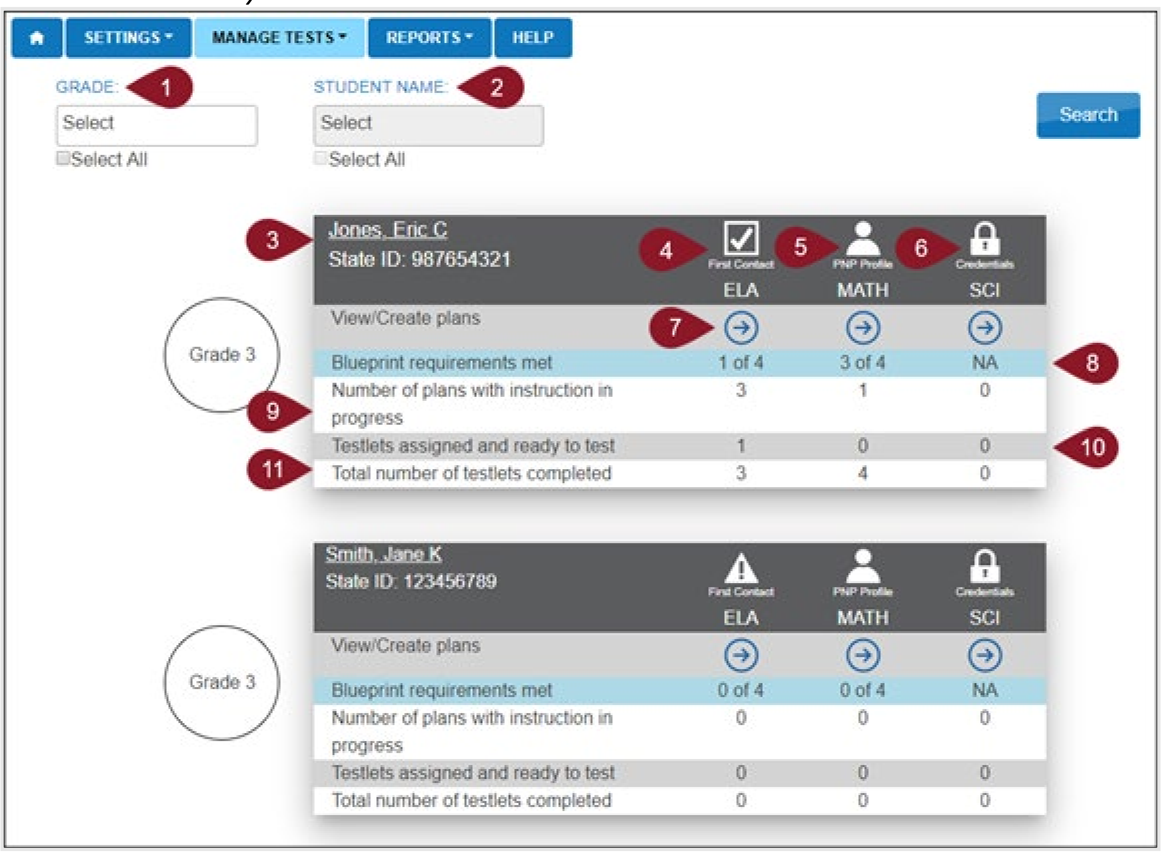


Table 11 describes the Student Activity table.

Table 11

Description of the Student Activity Table

Number	Field or Button	Action and Description
1	Filter by grade, if desired	If you have students in multiple grades, go to the **Select** box to filter results by grade in the Student Activity Table.
2	Filter by student name, if desired	After filtering by a specific grade, go to the **Select** box to filter by a specific student.

Number	Field or Button	Action and Description
3	Student Name and State ID	The student's name is a hyperlink. Select the student's name to display the View Student Record page where more student demographic information is available. Verify the information is correct (i.e., no typographical errors, the first name is in the first name cell, etc.).
4	First Contact survey	Select the First Contact icon to access the student's First Contact survey.
5	PNP Profile	Select the human silhouette icon to view the student's Personal Needs and Preferences (PNP) Profile. Complete this before testing, following the guidelines in the student's IEP. Use the ACCESSIBILITY MANUAL for more guidance.
6	Student Portal login credentials	Select the padlock icon to view a student's login credentials for Kite Student Portal.
7	Student View Page	From this screen, the First Contact survey can be accessed, completed, and submitted; the PNP Profile can be accessed, supports chosen, and saved. Once the First Contact survey is submitted, access to the Student View Page is released. Each Essential Element for the grade and subject will have a recommended linkage level based on the First Contact survey responses. Select the arrow icon in each column to choose subject-specific Essential Elements for instruction and subsequent assessment. Each student's testing progress is also available on the Student View Page.
8	Blueprint requirements met	This row is only shown for Instructionally Embedded model states where blueprint requirements for each subject and grade must be met during the fall window and again in the spring window. Data in this row corresponds to the Essential Elements and linkage level actions in the cards on the Student View Page.
9	Number of plans with instruction in progress	The number of plans with instruction in progress corresponds to the Essential Elements and linkage level actions in the cards on the Student View Page.

Number	Field or Button	Action and Description
10	Testlets assigned and ready to test	The number of testlets that are assigned and ready to be assessed in Student Portal. This number corresponds to the Essential Elements and linkage level actions in the cards on the Student View Page.
11	Total number of testlets completed	The number of testlets completed by the student as of the current date. This number corresponds to the Essential Elements and linkage level actions in the cards on the Student View Page.

HINT: Test administrators must complete the student's First Contact survey prior to creating a plan for a student. A triangular caution symbol on the Student Activity Table indicates an incomplete First Contact survey. A checkmark symbol indicates a completed and submitted First Contact survey.

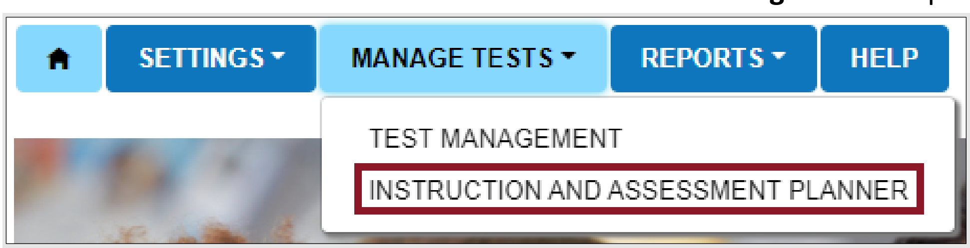
Incomplete 

Completed

Create a Plan

Procedures in this section are the primary responsibility of the test administrator. To choose an Essential Element for instruction, follow these steps:

1. Select **Instruction and Assessment Planner** from the **Manage Tests** drop-down menu.



HINT: All users with the role of SAA, DTC, BTC, Teacher, and Proctor can create plans for students. The SAA and DTC will have drop-down menus for filtering. Data for the BTC, Teacher, and Proctor role will already be populated. These roles can choose a grade or a student.

2. If the First Contact survey is complete, select the arrow icon in the selected student's View/Create plans row in the Student Activity Table for the desired subject (ELA, math, or science).

NOTE: The Student View Page has two main sections: the informational section at the top of the page and the larger blueprints section in the lower portion of the page. Icons, directions, and other important information is in the top informational section.

Student View Page

Figure 3 is an example of the Student View Page. This example is of the spring window. The fall window will be similar but will not display the sunflower icon for the spring window.

Figure 3

The Student View Page

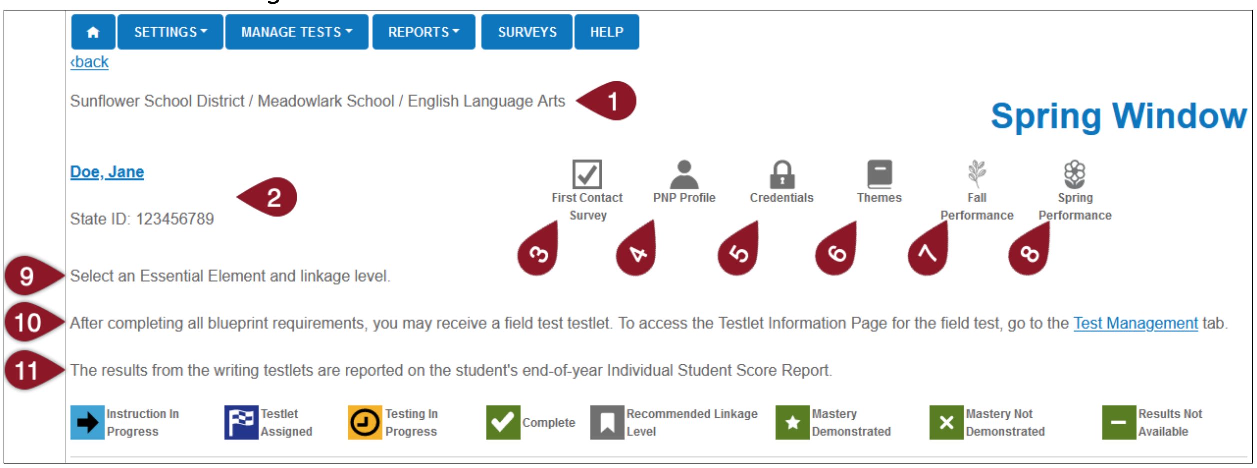
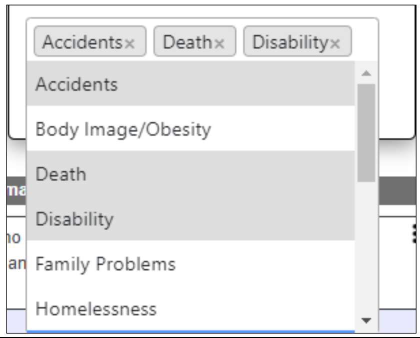


Table 12 describes the informational section of the Student View Page.

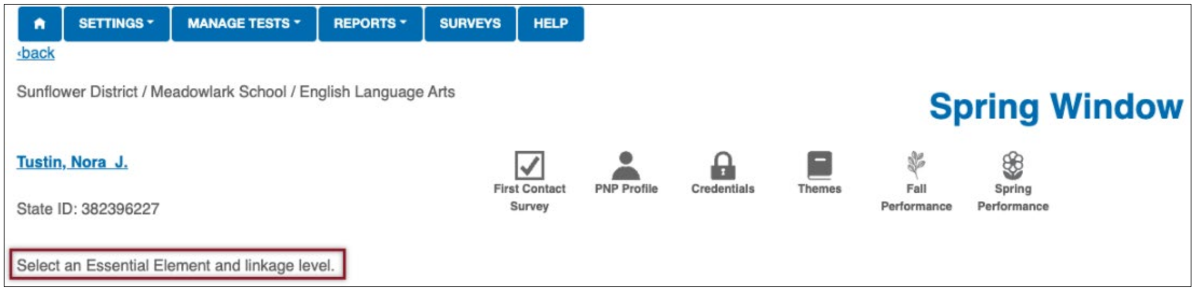
Table 12

Description of the Student View Page

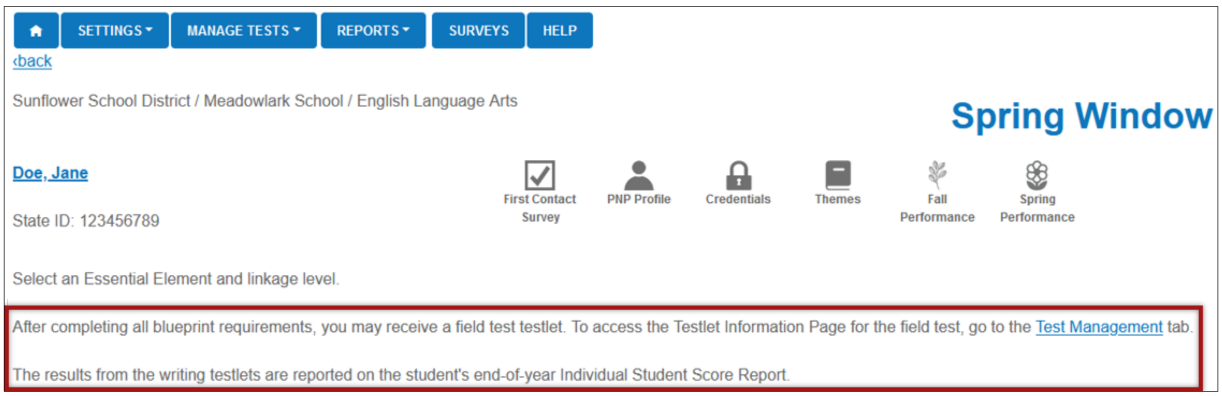
Number	Field or Button	Action and Description
1	District, school, subject	Name of the current district, school, and subject for the selected student
2	Student name and State ID	Student's name and their State Student Identifier. The student's name is a hyperlink. Select the student's name to display the View Student Record screen for more demographic information.
3	First Contact survey	Select the First Contact survey icon to view, edit, or submit the student's First Contact survey. The First Contact survey icon must display a checkmark indicating completion before selecting any Essential Elements for instruction.
4	PNP Profile	Select the human silhouette icon to view, edit, or submit the student's PNP Profile.

Number	Field or Button	Action and Description
5	Student Portal login credentials	Select the padlock icon to view the student’s login credentials for Kite Student Portal.
6	Sensitive themes	Select in the Themes box and choose all sensitive themes from the drop-down list that you do not want for a particular student. Then, select **Save**. 
7	Fall Performance	Select the leaf icon during the fall window to download the on-demand Fall Performance report for the student. During the spring window, the Fall Performance Report will be static.
8	Spring Performance	Select the sunflower icon during the spring window to download the on-demand Spring Performance Report for the student.
9	Student View Page instructions	User instructions on how to proceed on the Student View Page
10	Field Test TIPs page	If the student receives a field test testlet after completing all blueprint requirements, select the **Test Management** link in the sentence to access the TIP for the field test testlet. The process is the same for ELA and mathematics in both the fall and spring windows. This message appears only for Instructionally Embedded model states.
11	Results and Reports	A reminder that the results from the writing testlet are not available until the end-of-year Individual Student Score Reports are published. This message appears for both models.

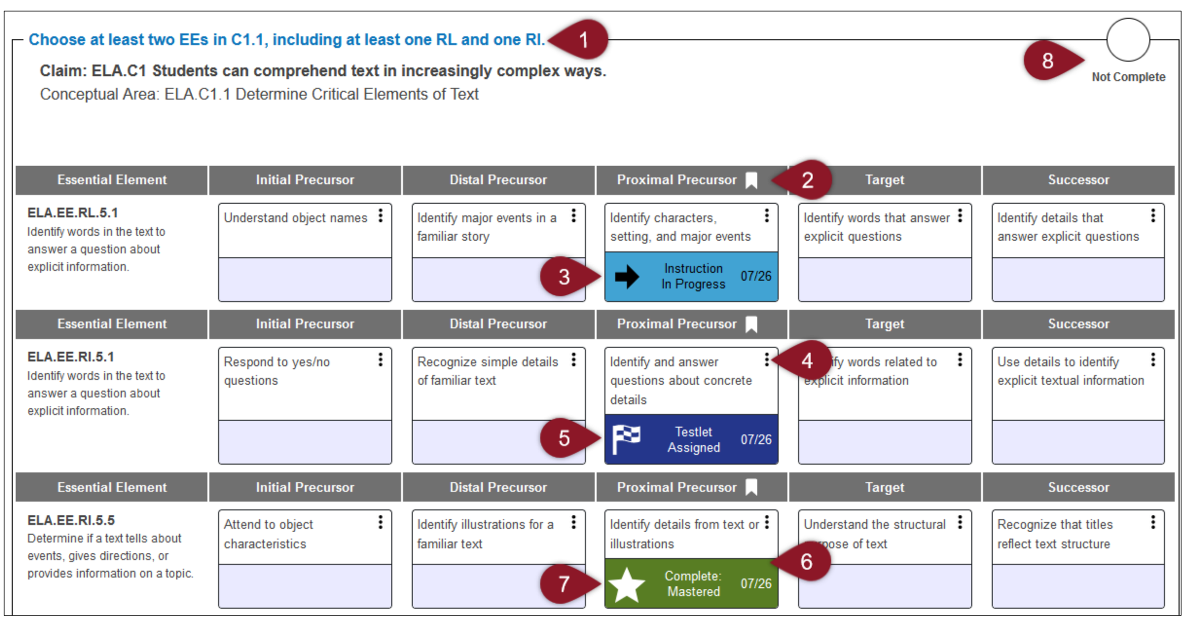
All states will see the directions between the quick links and the icons: Select an Essential Element and linkage level.



Only test administrators from Instructionally Embedded model states have the sentence about TIPS for field test testlets. Test administrators from both models have the sentence about the writing testlet results.



On the right side of the screen, use the vertical scroll bar to access more of the blueprint section on the Student View Page.



The short description for each linkage level for an Essential Element is in a cell or field called a card. The card for each linkage level will contain various quick links that can be selected.

HINT: A quick link is a term used for a connection between documents or applications which enables materials to be quickly accessed.

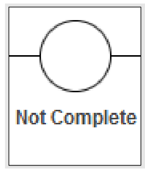
Table 13 describes the blueprint section of the Student View Page.

Table 13

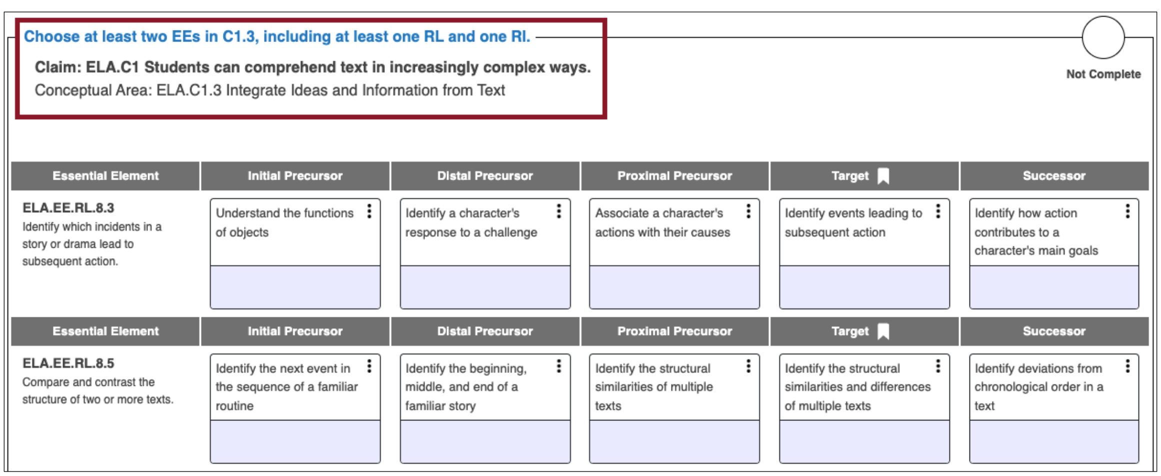
Description of the Blueprint Section of the Student View Page

Number	Field or Button	Action and Description
1	Blueprint requirements (Instructionally Embedded model states only)	Grades 3–8 students have four blueprint requirements to meet in each window for both ELA and mathematics. High school students have three requirements to meet for ELA in both windows. High school students have only one requirement to meet for mathematics in both windows. Each blueprint requirement is sectioned with a border around it. The directions for each requirement are found at the top of each bordered section. The claim and conceptual area descriptions are included in the bordered requirement. The number of Essential Elements within each bordered requirement may be different, and the directions for each requirement may be different. Year-End model states will not have these requirements during their optional instructionally embedded assessment window.
2	Recommended linkage level icon	The flag icon indicates the recommended linkage level based on responses provided by the test administrator in the student’s First Contact survey.

Number	Field or Button	Action and Description
3	Begin Instruction	Begin Instruction is the starting status of an Essential Element card selected for instruction. When the user selects the **Begin Instruction** quick link, the date is documented on the card and the status changes to Instruction in Progress. Select the kabob menu in the card to display a PDF icon for the mini-map. The test administrator can select the mini-map icon to access instructional supports.
	Instruction in Progress	Instruction in Progress indicates that a plan has been created and instruction has started outside of Educator Portal. The date of this action is also included in the card.
4	Kebab menu	Select the vertical three-dot kebab icon (⋮) to set or change the status of a specific Essential Element. Quick links are accessed from the kebab menu.
5	Testlet Assigned	The teacher completed instruction for the Essential Element and linkage level and assigned a testlet for it. At that time, a testlet becomes available for the student in Kite Student Portal. The Testlet Information Page (TIP) becomes available in the card. The test administrator selects the TIP icon for every testlet. If a braille form of the testlet is available, the braille icon will also appear in the card for the test administrator to select and emboss the testlet.
6	Testlet Complete	The student completed the testlet associated with the specific Essential Element and linkage level in Kite Student Portal.
7	Star Icon	The student showed mastery at the specific linkage level for the Essential Element. HINT: The icon displays an X if the student did not show mastery for that linkage level and will display the words Completed Not Mastered.

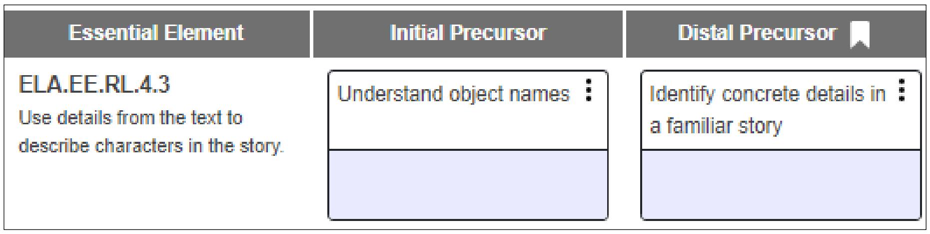
Number	Field or Button	Action and Description
8	Requirement Complete	The icon displays either Complete or Not Complete in the upper-right corner of the claim border. HINT: In the first example, the blueprint requirement has not been met for the claim, therefore the circle icon is blank and displays the words Not Complete.  When the blueprint requirement for the claim is met, the circle icon fills in with a checkmark and displays the word Complete. 

1. Choose Essential Elements in the appropriate linkage level according to the blueprint requirements for the claim detailed at the top of each requirement section.



HINT: Blueprint requirements are only displayed for Instructionally Embedded model states. Year-End model states will not have any blueprint requirements in the Instruction and Assessment Planner during their optional instructionally embedded assessment window. Instead, Year-End model states meet their blueprint requirements with assessments during their required spring assessment window, which is managed in Test Management.

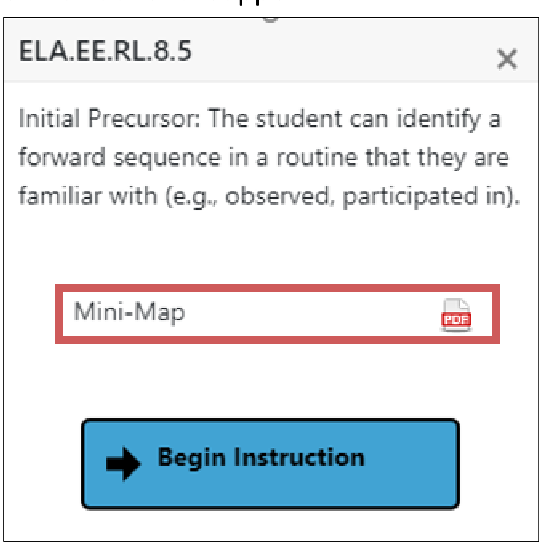
For both assessment models, a flag icon in each Essential Element header indicates the recommended linkage level for instruction based on First Contact Survey responses.



2. Select the Essential Element for instruction. Select the linkage level. For ELA and mathematics, five linkage level cards (one for each linkage level) display in each Essential Element row. Each card displays a short description of the linkage level.

HINT: Science Essential Elements display only three linkage level cards.

3. Select the kebab menu (three vertical dots) icon in the appropriate linkage level card to access the pop-up box displaying the long linkage level description along with a PDF icon that links to the mini-map for the selected Essential Element. Download the mini-map for instructional support.

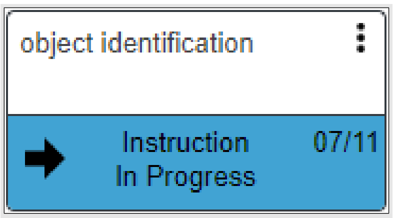


HINT: A mini-map is a small cluster of nodes associated with each ELA and mathematics Essential Element within the learning map model. Downloading the mini-map PDF for the Essential Element provides a three- to five-page document showing the relationship of the nodes in the mini-map.

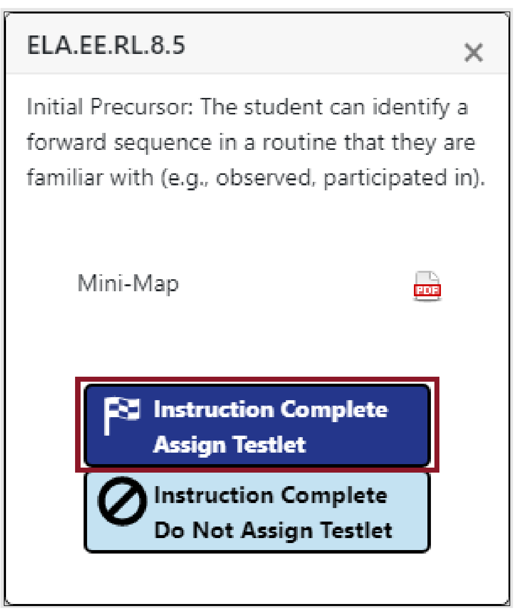
When selecting the mini-map icon for science, the user will access a similar type of document as those for ELA and mathematics. However, since the learning map model for science is not yet fully developed, the science documents display the relationship of linkage levels in each science Essential Element, but not the nodes of a learning map model.

Downloading the mini-map for the writing Essential Elements will display sequential pages for each of the writing Essential Elements in a single PDF. Therefore, this PDF is much longer. The test administrator needs to scroll through several pages to view its entirety.

4. Select **Begin Instruction.** The card displays **Instruction In Progress** with the date.

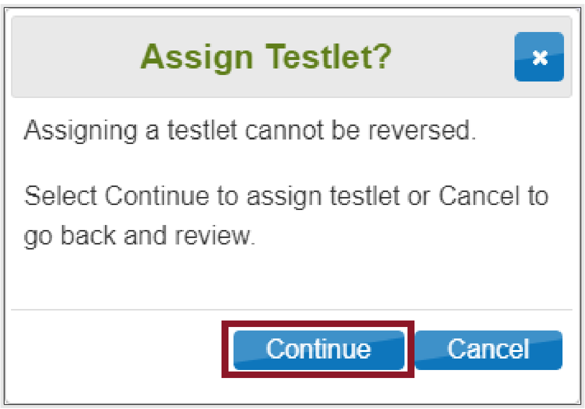


5. Provide instruction outside of Educator Portal. After the test administrator believes appropriate instruction has been provided to the student and the student is ready for the assessment, the test administrator returns to the Student View Page in the Instruction and Assessment Planner. On the linkage level card for the Essential Element, select the kebab menu on the card and select **Instruction Complete Assign Testlet**.

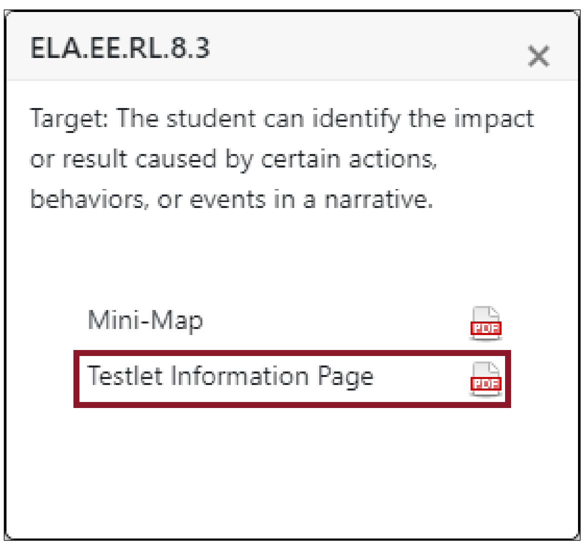


HINT: Sometimes the test administrator will decide that a specific Essential Element or linkage level should not be tested. If the test administrator does not plan to assign the student a testlet after instruction is complete, the option for **Instruction Complete Do Not Assign Testlet** should be selected. By selecting this option, a testlet in Student Portal will not be assigned to the student. The Instruction In Progress mark will be removed from the Student Activity Table, and the linkage level will revert to its original status for that Essential Element. If desired later, it can be selected again.

6. After selecting **Assign Testlet**, a pop-up box will ask the test administrator to confirm and assign a testlet. Once the testlet is assigned, the card in the Student Activity Table displays Testlet Assigned with the date. Select **Continue**.



7. Once the testlet is assigned, select the kebab menu in the card to download the TIP.



Retrieve Braille Ready File for Instructionally Embedded States

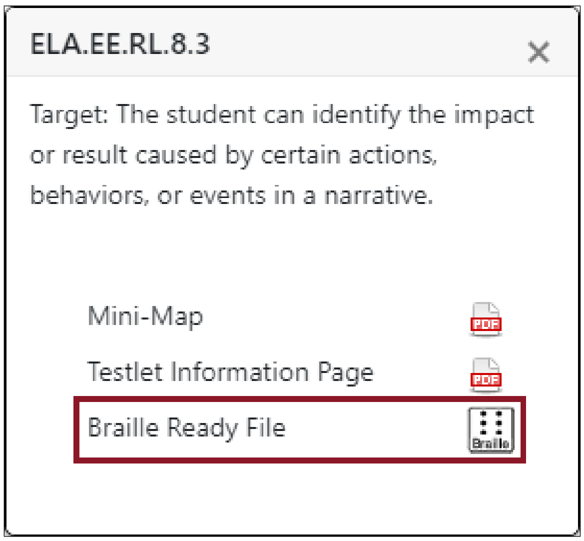
Test administrators in Instructionally Embedded model states retrieve the Braille Ready File (BRF) within the card during the fall and spring window for some ELA and mathematics Essential Elements at upper linkage levels. The BRF icon will be visible once the testlet has been assigned if the Essential Element at the specific linkage level has a braille equivalent. A braille testlet for science will not be available in the fall window.

NOTE: Test administrators in Year-End model states can also access a BRF within the card during their optional instructionally embedded assessment window for some ELA and mathematics Essential Elements at upper linkage levels.

Science will not have any braille equivalent testlets available for either model in the Instruction and Assessment Planner.

All test administrators can retrieve the BRF by following these steps:

1. In the card, select the braille icon next to the words Braille Ready File. Hover with your mouse over the braille icon to display the braille code for this testlet. The label will display in the lower left corner of your computer screen.



2. Save the BRF to an external drive by using special software for BRFs. **Never** save BRFs to a computer.
3. Open and emboss the BRF.
4. The student responds to the items in the embossed testlet.
5. The test administrator transfers the student's responses from the embossed testlet to the computer equivalent testlet in Student Portal and submits the testlet.
6. The embossed testlet must be shredded along with any embossed testlets the student was assigned but did not take. Delete the TIP. Delete the files from the external drive when the process is complete.

HINT: A BRF may not be available for a second testlet for an Essential Element at a linkage level, even if the first testlet did have a BRF.

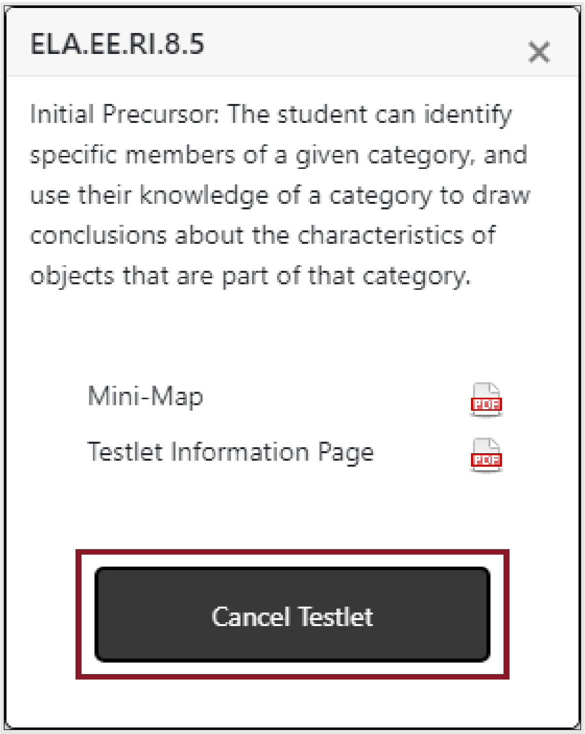
The BRFs for science assessments in the spring window will be retrieved in the Test Management page in Educator Portal for both models after the testlet has been assigned. The instructions that an Instructionally Embedded model state will use for science BRFs are the same as the instructions that a Year-End model state uses in their spring assessment window. For these instructions, go to the Retrieve Braille Ready File for Year-End Model States section of this manual on page 51.

Cancel a Testlet After It Has Been Assigned

Once a testlet has been assigned, a test administrator cannot cancel it. If a test administrator needs to cancel a testlet that has already been assigned, the district test coordinator must be contacted for assistance.

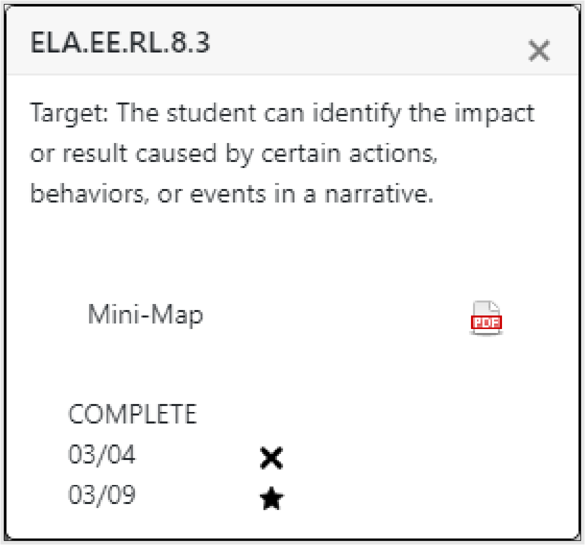
In the following example, the district test coordinator will select the linkage level card for the specified testlet and select **Cancel Testlet**. The testlet will return to the unused status.

A test administrator will not see the Cancel Testlet button.



Retesting the Same Essential Element and Linkage Level

Test administrators can select the same Essential Element and linkage level more than one time if desired. At least one testlet is available for every Essential Element at every linkage level. In the following example, the student took a testlet for this Essential Element at the same linkage level two times: once on March 4 where the student did not master the linkage level (X icon) and again on March 9 where the linkage level was mastered (star icon).



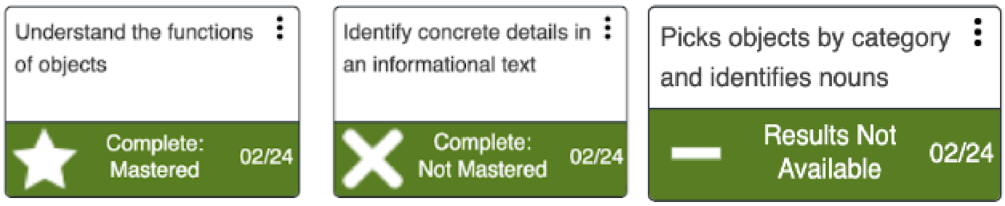
Sometimes more than one testlet at a linkage level is not available. A message will display stating all testlets at this linkage level have been assessed, as displayed in this example.

After reading the TIP and gathering the materials, administer the testlet in Student Portal. After the testlet is submitted, come back to the Instruction and Assessment Planner to access the results.

If the Student View Page was open during the administration of the testlet, select the refresh button in your web browser to display the results.

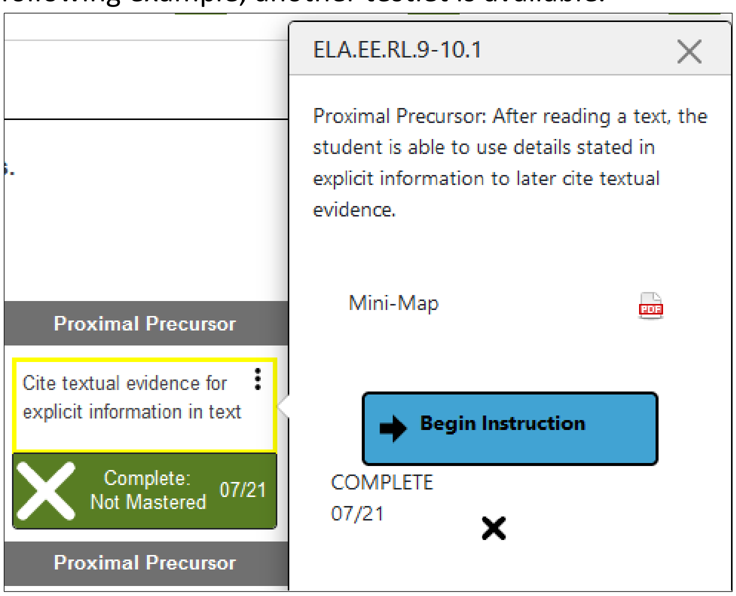
The card on the Student Activity Page will update to one of three statuses:

1. Testlet Complete with a star to indicate mastery.
2. Testlet Complete with an X to indicate mastery was not achieved.
3. Testlet Complete with a dash to indicate results are not yet available. The dash will only display for writing testlets. The results for writing testlets are not available until the Student Individual Score Reports are published in Educator Portal after the consortium spring assessment window closes, depending on the state.

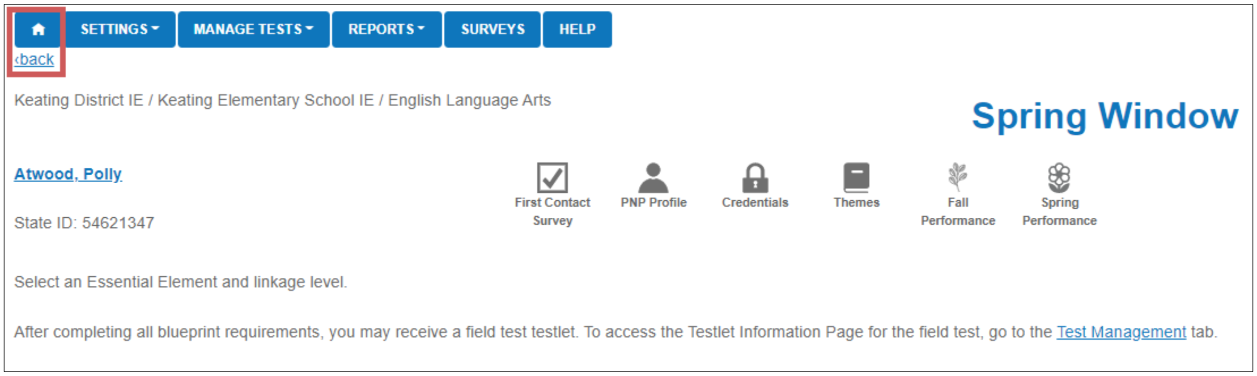


After a testlet is complete, the TIP is no longer available. If the student received a BRF, the BRF icon also is no longer visible.

If another testlet is available, the **Begin Instruction** action button can be selected. In the following example, another testlet is available.



The Student Activity Table updates with every action that occurs for an Essential Element at a linkage level, showing data about the student for each subject tested. Use the **back** button under the Home icon in the upper left corner to return to the Student Activity Table.



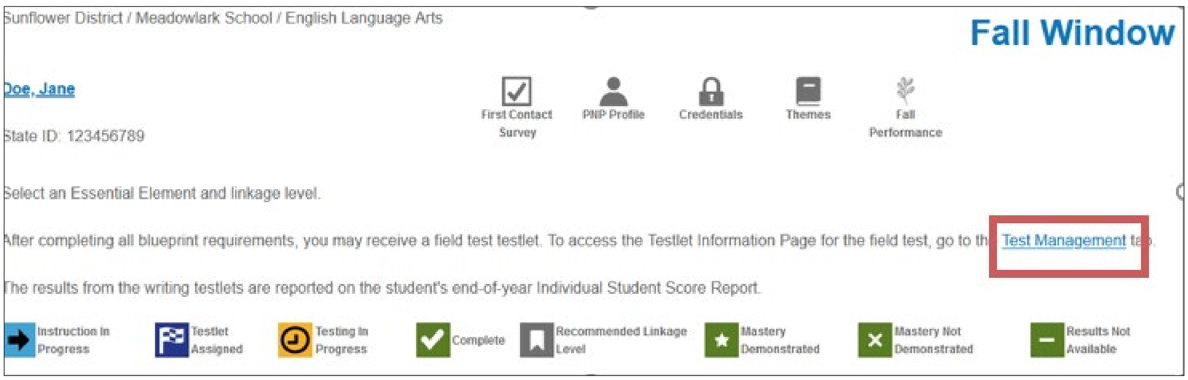
At a glance, the test administrator can see if blueprint requirements have been met, how many plans have instruction in progress, if testlets are assigned but have not been tested, and the total number of completed testlets. The line for blueprint requirements met is only shown for an Instructionally Embedded model state.

Dukes, Lindon State ID: 1776125	First Contact ELA	PNP Profile MATH	Credentials SCI
View/Create plans	→	→	→
Blueprint requirements met	4 of 4	4 of 4	NA
Number of plans with instruction in progress	2	1	0
Testlets assigned and ready to test	5	0	1
Total number of testlets completed	12	15	8

HINT: Assessing science is optional during the fall window for both models. For Instructionally Embedded model states, science will display as NA for blueprint requirements met.

Field Test Testlets for Instructionally Embedded Model States

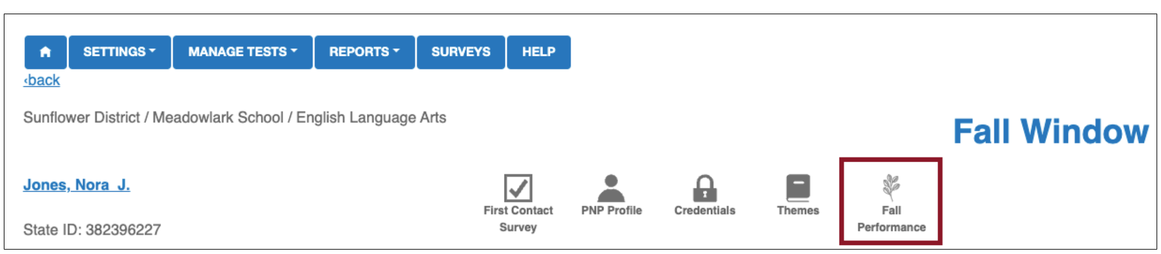
After the blueprint requirements are met for a student in ELA and mathematics in the fall window, one field test testlet in each subject may be available. The TIP for the field test is not in the Instruction and Assessment Planner. Instead, access the TIP by selecting Test Management in the sentence at the top of the screen. The words are a hyperlink, and when selected, the test administrator is taken to where the TIP is located in the Test Management section of Educator Portal. The TIP can be downloaded and printed. Administer the field test testlet in Student Portal using the student's credentials. The TIP for field test testlets for ELA and mathematics in the spring window are also in the Test Management section of Educator Portal.



Access the Fall Performance Report in the Instruction and Assessment Planner

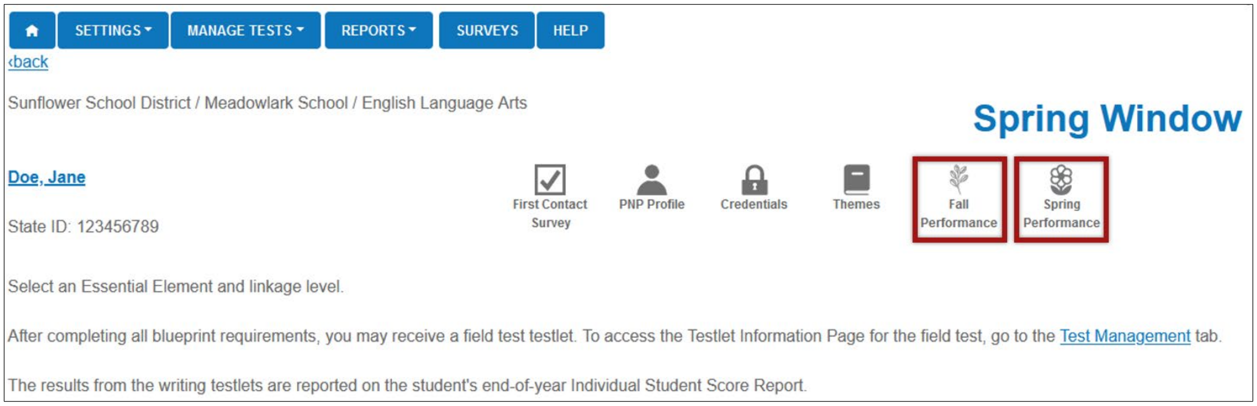
The Fall Performance Report is a per student, per subject report that captures everything from the Student View Page and the Student Activity Table together in one PDF report at the date and time the report is accessed. It is available for states in both models. The report is accessed in the Instruction and Assessment Planner at the top of the Student View Page. It is also available by going to the Reports tab | Alternate Assessment | Instructionally Embedded | Performance Report. For an Instructionally Embedded model state, the report includes all Essential Elements and linkage levels on the blueprint for the subject. Users will observe various stages of instruction and testing and the associated dates.

During the fall window, the Fall Performance Report can be printed at any time by selecting the leaf icon.



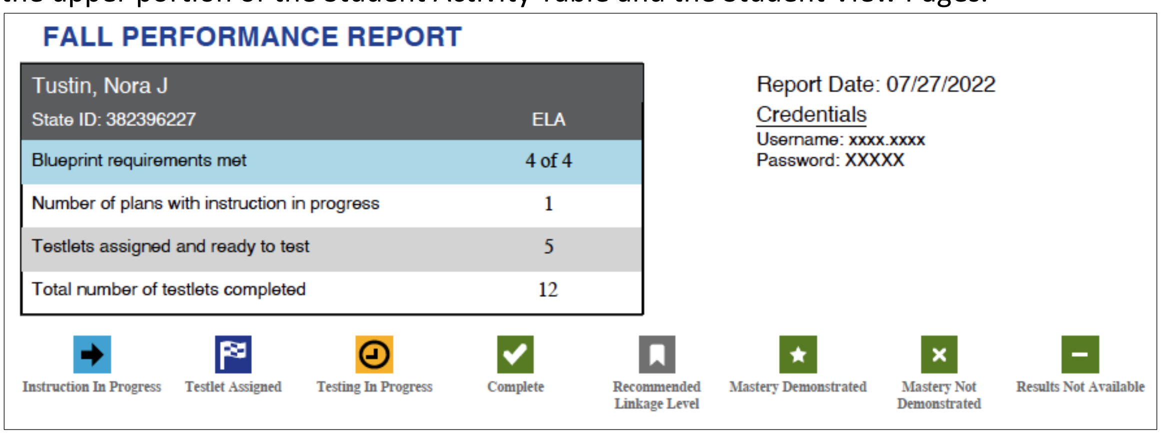
At the close of the fall window, the Fall Performance Report becomes a static report and cannot be accessed in the Instruction and Assessment Planner until the spring window opens. However, if it is needed between the windows, it is available in Educator Portal by going to the Reports tab as previously described.

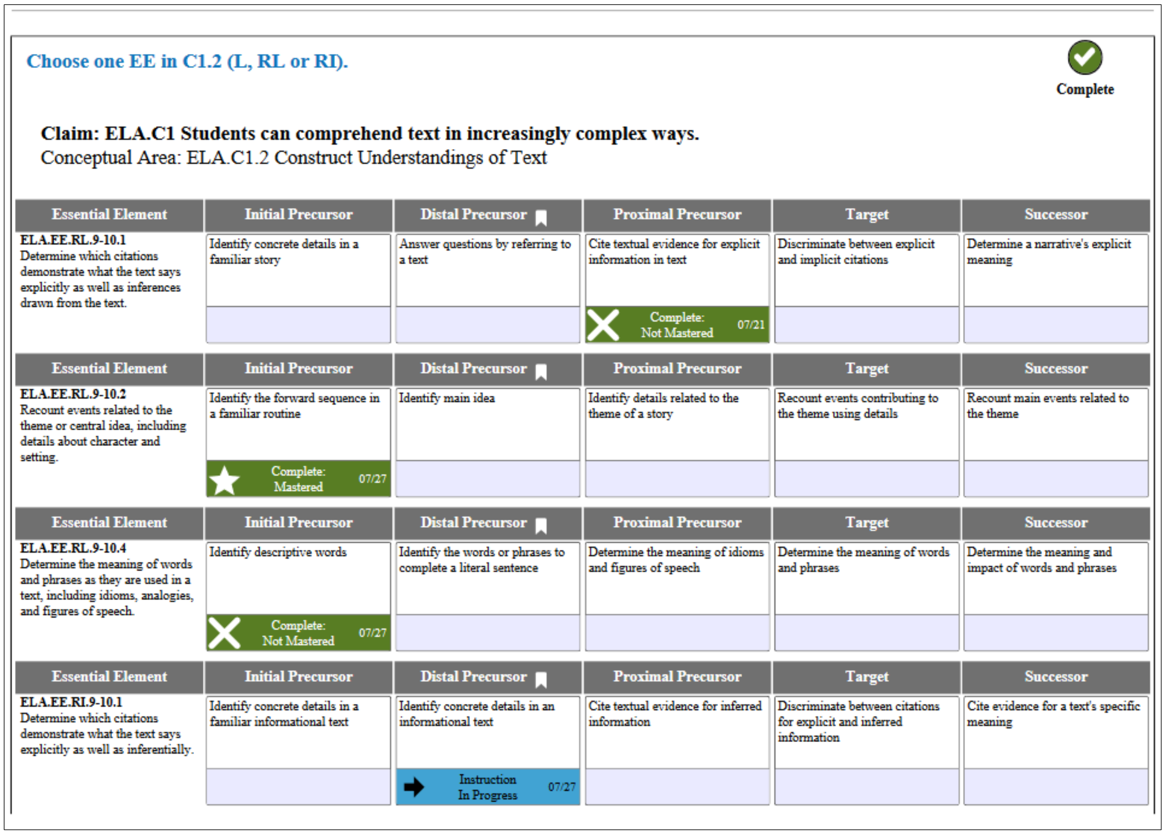
When the spring window opens, the Fall Performance Report is available again on the Student View Page along with the Spring Performance Report. Select the sunflower icon for the spring report.



The Performance Reports are especially designed for test administrators, but any educator may find them useful. Information captured on the Performance Reports complements the DLM Blueprint Coverage Report for Instructionally Embedded model states.

The Fall and Spring Performance Reports for each subject and student is 3–4 pages long, depending on the subject. The following is an example of a Performance Report, which mirrors the upper portion of the Student Activity Table and the Student View Pages.





Choose one EE in C1.2 (L, RL or RI).

Complete

Claim: ELA.C1 Students can comprehend text in increasingly complex ways.
Conceptual Area: ELA.C1.2 Construct Understandings of Text

Essential Element	Initial Precursor	Distal Precursor	Proximal Precursor	Target	Successor
ELA.EE.RL.9-10.1 Determine which citations demonstrate what the text says explicitly as well as inferences drawn from the text.	Identify concrete details in a familiar story	Answer questions by referring to a text	Cite textual evidence for explicit information in text Complete: Not Mastered 07/21	Discriminate between explicit and implicit citations	Determine a narrative's explicit meaning

Essential Element	Initial Precursor	Distal Precursor	Proximal Precursor	Target	Successor
ELA.EE.RL.9-10.2 Recount events related to the theme or central idea, including details about character and setting.	Identify the forward sequence in a familiar routine Complete: Mastered 07/27	Identify main idea	Identify details related to the theme of a story	Recount events contributing to the theme using details	Recount main events related to the theme

Essential Element	Initial Precursor	Distal Precursor	Proximal Precursor	Target	Successor
ELA.EE.RL.9-10.4 Determine the meaning of words and phrases as they are used in a text, including idioms, analogies, and figures of speech.	Identify descriptive words Complete: Not Mastered 07/27	Identify the words or phrases to complete a literal sentence	Determine the meaning of idioms and figures of speech	Determine the meaning of words and phrases	Determine the meaning and impact of words and phrases

Essential Element	Initial Precursor	Distal Precursor	Proximal Precursor	Target	Successor
ELA.EE.RI.9-10.1 Determine which citations demonstrate what the text says explicitly as well as inferentially.	Identify concrete details in a familiar informational text	Identify concrete details in an informational text Instruction In Progress 07/27	Cite textual evidence for inferred information	Discriminate between citations for explicit and inferred information	Cite evidence for a text's specific meaning

The Spring Window for Instructionally Embedded Model States

When the spring window opens, all plans and actions from the fall window are removed from the Instruction and Assessment Planner. Only the Fall Performance Report remains available and accessible (using the leaf icon).

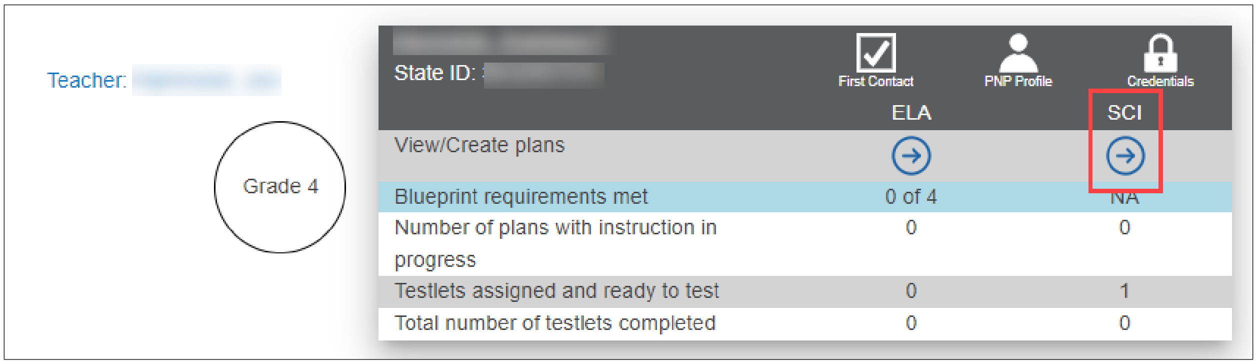
In the Student Activity Table, Blueprint Requirements Met in the top row will revert to 0 out of the number of requirements, depending on the grade and subject (i.e., 0 of 4).

Neither the First Contact survey nor the PNP Profile need be submitted again.

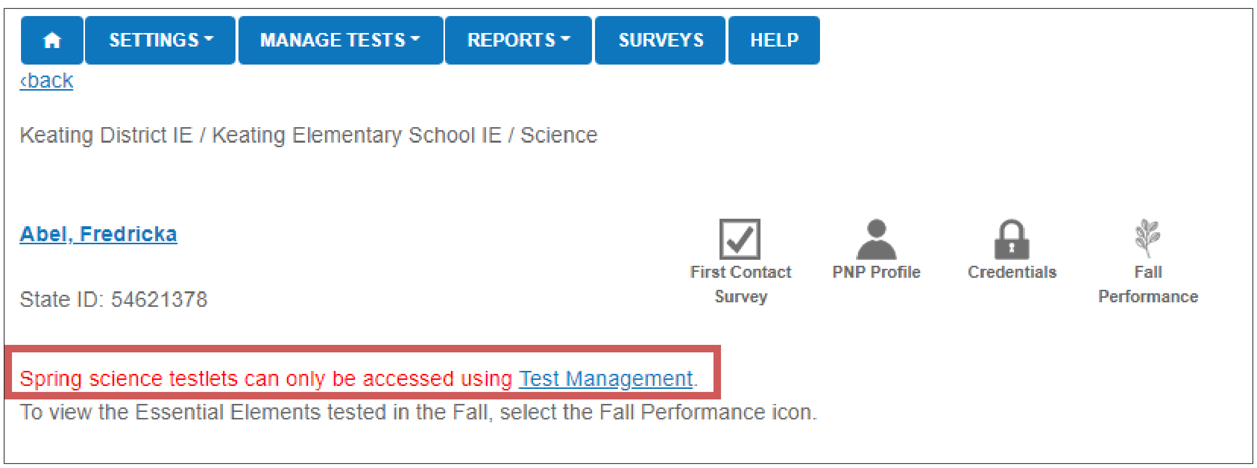
SCIENCE ASSESSMENTS IN THE SPRING WINDOW FOR INSTRUCTIONALLY EMBEDDED MODEL STATES

Testing science in the spring window is required but follows a very different process than testing ELA and mathematics.

In the Student Activity Table, the column for science will display NA. By selecting the arrow in the science column, the test administrator can access the hyperlink to the Test Management screen where the science Testlet Information Page (TIP) is found along with other test administration information.



Select the Test Management hyperlink at the top of the Student View Page.



In Test Management, follow the steps for getting the science TIP outlined in the section, Retrieve Testlet Information Page (TIP) in Test Management on page 50. Administer the science assessments following these steps:

1. The system assigns the first science Essential Element to be tested. The linkage level is assigned based on the test administrator's responses in the First Contact survey.
2. The test administrator retrieves the TIP in Test Management and gathers any needed materials.
3. The test administrator delivers the first science testlet in Student Portal.
4. The system scores the first testlet.

5. About 15 minutes later, a testlet for the second science Essential Element becomes available. The linkage level assigned to the second Essential Element is based on the student's performance on the first Essential Element that was tested.
6. The test administrator retrieves the TIP in Test Management and gathers any needed materials.
7. The system scores the second testlet.
8. The process continues until all Essential Elements in the science blueprint are tested.
9. Once the science blueprint is met, a science field test testlet may be assigned in Student Portal.
10. The test administrator retrieves the TIP, which is also in Test Management.
11. The test administrator delivers the science field test testlet.

All the steps and processes for ELA and mathematics during the spring window are the same as they were during the fall window. Test administrators may select the same Essential Elements and linkage levels for ELA and mathematics as they did during the fall window, or they may select different ones. In addition to the spring version of the performance report, other reports and extracts are also available in Educator Portal by going to the **Reports** tab. These are described in the next section of this manual.

Year-End model states will no longer have any access to the Instruction and Assessment Planner tab in Educator Portal after their optional instructionally embedded assessment window closes.

Special Circumstance Codes

If a student cannot participate in a testlet that generates a performance level used for federal and state accountability, a DLM special circumstance code can be entered in Educator Portal to provide explanation why the student was not tested. Each state education agency (SEA) selects a list of codes to use for students in their state. These codes may be available on the state's DLM webpage. The codes are numbers plus descriptive words (i.e., #18 Student data claimed in error/never attended). Some states do not use DLM Special Circumstance codes.

Check state-specific resources on your state's DLM webpage about special circumstance codes.

Reports and data extracts are available through Educator Portal. Each Educator Portal user role is granted certain access permissions within the system. Use the following key and table to determine which alternate assessment reports and extracts are available for each role (Table 14, Table 15, Table 16, Table 17, and Table 18).

Table 14

Key of Abbreviations and Definitions

Abbreviation	Definition
BTC	Building Test Coordinator
BUS	Building User
DTC	District Test Coordinator
DUS	District User
PRO	Proctor
RTC	Regional Test Coordinator
RUS	Regional User
SAA	State Assessment Administrator
SUP	District Superintendent
TEA	Teacher

Table 15

Alternate Assessment Extracts for Year-End Model States by Educator Portal Role

Extracts and Files for Year-End model states*	Roles that can access these extracts and files
Current Enrollment extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
DLM On-Demand Exited Student file	SAA only
DLM On-Demand Special Circumstance file	SAA, DTC*, BTC* (*depending on the state)
DLM Test Administration Monitoring extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
First Contact Survey file	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
General Research File and other end-of-year files and extracts	SAA and DTC* (*depending on the state)
PNP Setting Counts extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
PNP Settings extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
Parent Portal Registration extract	SAA only
Parents extract	SAA and DTC only in states where available
Roster extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA

Extracts and Files for Year-End model states*	Roles that can access these extracts and files
Security Agreement extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS
Student Roster and First Contact Survey Status extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
TIP Access extract	SAA, DTC, BTC
Training Status extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS
Users extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS

*Year-End model states include AK, CO, IL, MD, NH, NJ, NM, NY, OK, PA, RI, UT, WV, WI, plus the District of Columbia.

Table 16

Alternate Assessment Reports for Year-End Model States by Educator Portal Role

Reports for Year-End model states*	Roles that can access reports
Class Roster Report	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
End-of-Year Reports	Some roles have access if allowed by the SAA
Monitoring Summary	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS
Student Progress Report	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
Fall Performance Report	SAA, DTC, BTC, TEA, PRO

*Year-End model states include AK, CO, IL, MD, NH, NJ, NM, NY, OK, PA, RI, UT, WV, WI, plus the District of Columbia.

Table 17

Alternate Assessment Extracts for Instructionally Embedded Model States by Educator Portal Role

Extracts and Files for IE model states*	Roles that can access these extracts and files
Current Enrollment extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
DLM Blueprint Coverage Summary extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
DLM Instructionally Embedded Monitoring extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
DLM On-Demand Exited Students File	SAA only
DLM On-Demand Special Circumstances File	SAA, DTC, BTC* *depending on the state
First Contact Survey extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
General Research File and other end-of-year files and extracts	SAA, DTC* *depending on the state
PNP Setting Counts extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
PNP Settings extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA

Extracts and Files for IE model states*	Roles that can access these extracts and files
Parent Portal Registration extract	SAA only
Parents extract	SAA, DTC* *depending on the state
Roster extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
Security Agreement extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS
Student Roster and First Contact Survey Status extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
TIP Access extract	SAA, DTC, BTC
Training Status extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS
Users extract	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS

*Instructionally Embedded model states include AR, DE, IA, KS, MO, and ND.

Table 18

Alternate Assessment Reports for Instructionally Embedded Model States by Educator Portal Role

Reports for IE model states*	Roles that can access these extracts
Blueprint Coverage Summary	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
Class Roster Report	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
End-of-Year Reports	Has access if granted by the SAA
Monitoring Summary	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS
Student Progress Report	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
Fall/Spring Performance Report	SAA, DTC, BTC, TEA, PRO

*Instructionally Embedded model states include AR, DE, IA, KS, MO, and ND.

REPORTS

AGGREGATE REPORTS

Understanding Aggregate Reports for All States

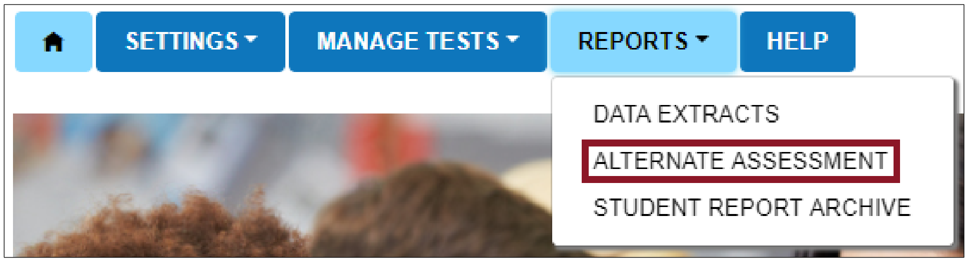
Testing results at the end of the year are summarized in the Aggregate Reports across a state, district, school, or class. The reports are in a PDF or CSV format. The number of students tested by grade, subject, and performance level are included in the reports. Aggregate reports do not contain individual student data.

Reports are released based on a user's role. The roles are determined by staff at the state education agency.

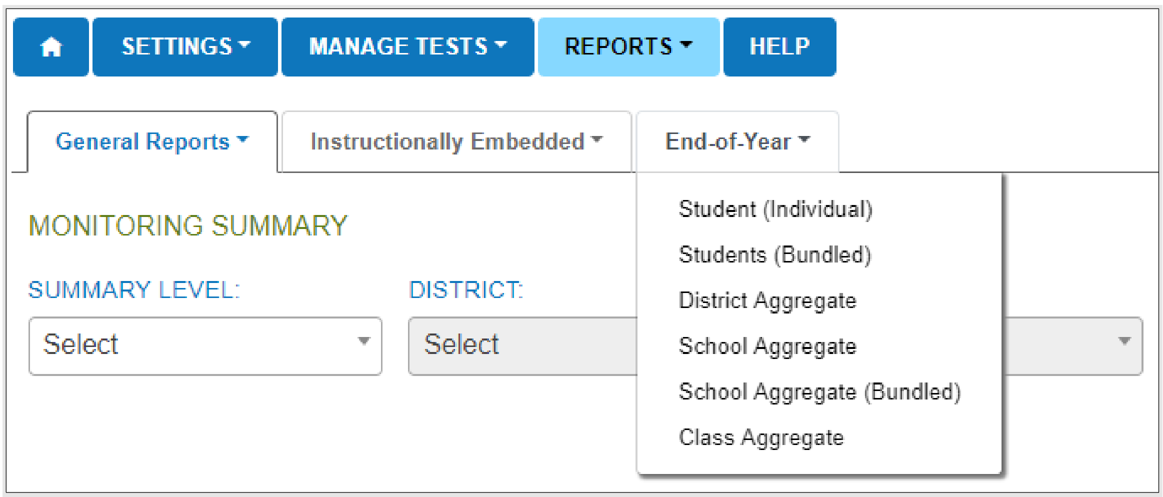
Accessing Aggregate Reports for All States

The screenshots in this section are for roles that are higher than the teacher role. To access an Aggregate report, follow these steps:

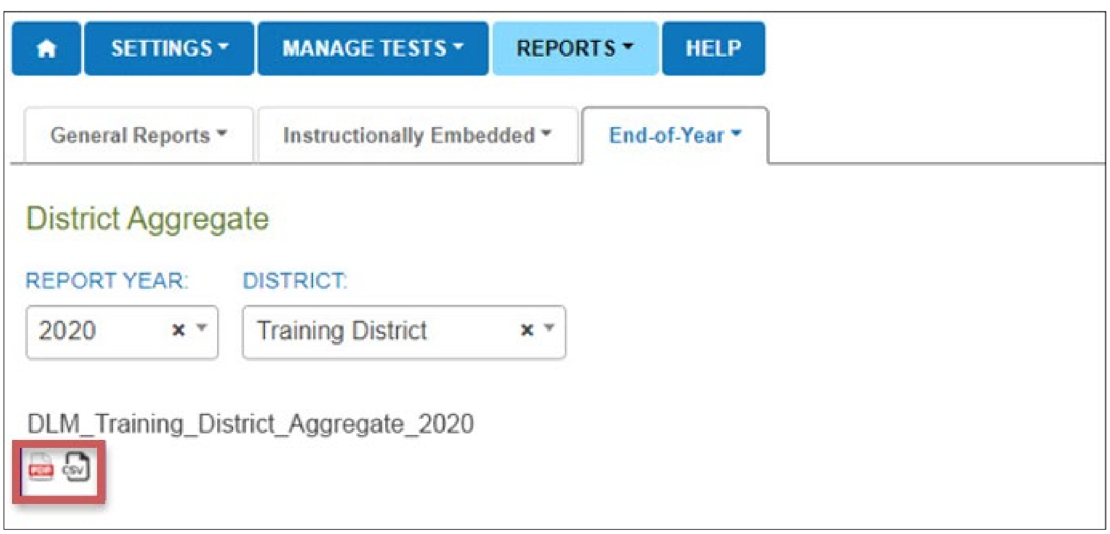
1. Select **Alternate Assessment** from the **Reports** drop-down menu.



2. Select the **End-of-Year** tab.
3. Choose the applicable Aggregate report. Depending on the user's role and permissions, only the Aggregate reports that are applicable to their role will display.



4. Select all appropriate filters, then select the report file icon to view the report as a PDF or CSV file.



HINT: Aggregate reports for 2022–2023 will become available in the summer of 2023.

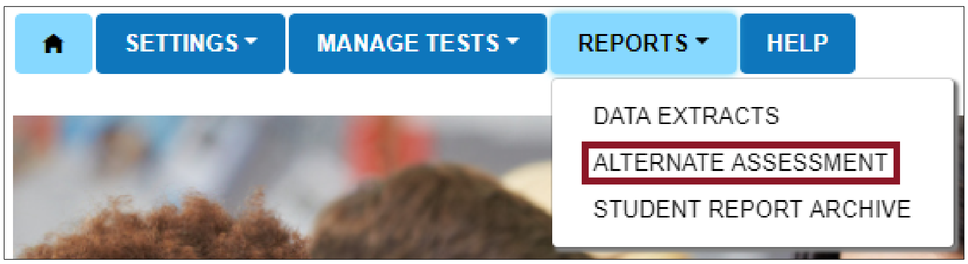
Monitoring Summary Report

The Monitoring Summary Report can be accessed at the state, district, and school level, depending on the user's Educator Portal permissions. The teacher role does not have access to the Monitoring Summary report. The report displays by organization, grade, and subject. The report can be viewed in Educator Portal or downloaded and saved as a PDF. For a user with a regional role, the Monitoring Summary Report will be by each district in the region. Users with the Educator Portal role of Teacher do not have access to this report.

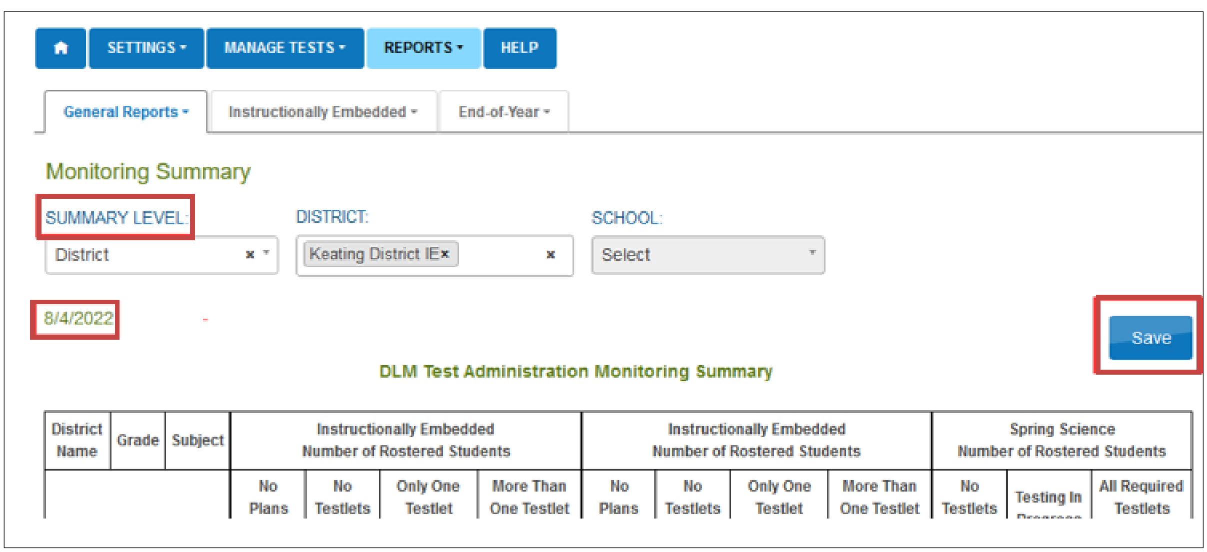
Accessing the Monitoring Report for All States

The Teacher role does not have access to the Monitoring Summary report. The following screenshots are for higher level roles. To view the Monitoring Summary report, follow these steps:

1. Select **Alternate Assessment** from the **Reports** drop-down menu.



2. Select the organizational level. The report will appear in the space below the organizations. The Monitoring Summary Report is a status report and displays data for the date on which it is accessed.
3. Select the **Save** button to download and print the report.



Understanding the Monitoring Summary Report for an Instructionally Embedded Model State

The following describes the columns in the report.

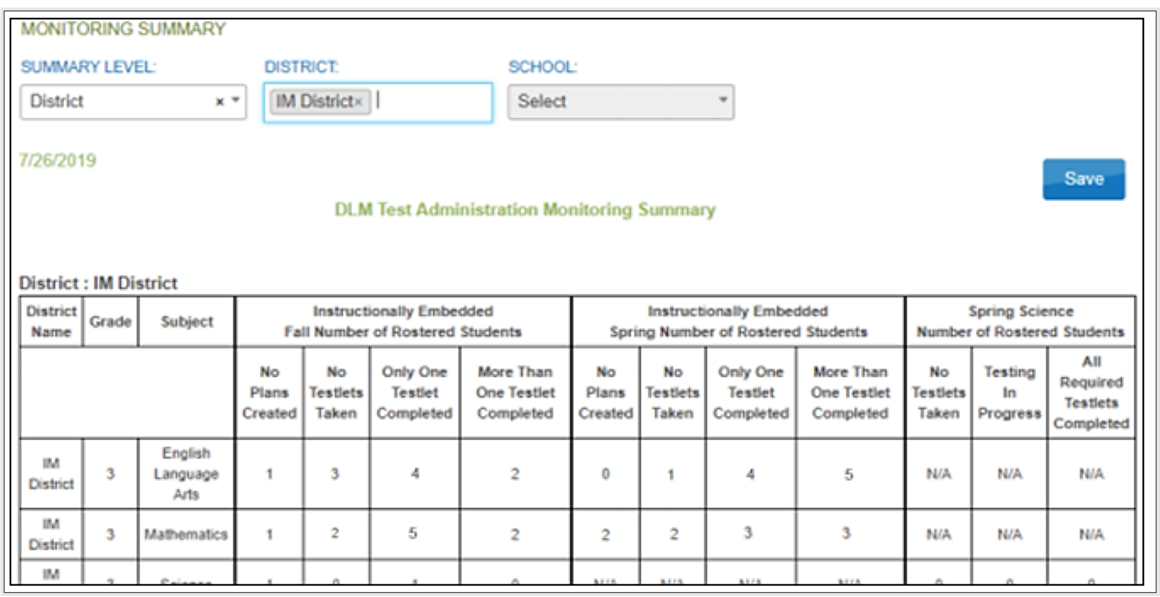
- **Instructionally Embedded Fall Window:** Aggregate files provided by grade for ELA, mathematics, and science
- **Instructionally Embedded Spring Window**: Aggregate files provided by grade for English language arts (ELA), mathematics, but not science (science will display NA in these columns)
- **Spring Science Window**: Aggregate files provided by grade for science

In the following example for an Instructionally Embedded model state, at the time the report was accessed for this district, the system displayed aggregate data for both the fall and spring required instructionally embedded assessment windows and the required science spring assessment window.

The numbers displayed in each set of columns are the numbers of rostered students. Add together the numbers in each set of columns to equal the sum of all students rostered per grade, subject, and window.

NOTE: Understanding the column headings is important to understanding the data in them.

No means no students, not an abbreviation for number.



MONITORING SUMMARY

SUMMARY LEVEL: District

DISTRICT: IM District

SCHOOL: Select

7/26/2019

Save

DLM Test Administration Monitoring Summary

District : IM District

District Name	Grade	Subject	Instructionally Embedded Fall Number of Rostered Students				Instructionally Embedded Spring Number of Rostered Students				Spring Science Number of Rostered Students		
			No Plans Created	No Testlets Taken	Only One Testlet Completed	More Than One Testlet Completed	No Plans Created	No Testlets Taken	Only One Testlet Completed	More Than One Testlet Completed	No Testlets Taken	Testing In Progress	All Required Testlets Completed
IM District	3	English Language Arts	1	3	4	2	0	1	4	5	N/A	N/A	N/A
IM District	3	Mathematics	1	2	5	2	2	2	3	3	N/A	N/A	N/A
IM	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

During the required instructionally embedded fall window, 10 students in grade 3 are rostered to ELA. Of those 10 students, only one student had zero plans created. Of the nine students with plans created, three had taken no testlets. Four students completed only one testlet. Two students completed more than one testlet.

During the required instructionally embedded spring window, 10 students in grade 3 are rostered to ELA. Of those 10 students, all students had plans created. One student had taken no testlets. Four students completed only one testlet. Five students completed more than one testlet.

During the spring science window in this example state, grade 3 students are not required to take science testlets and are not rostered to science. Therefore, NA displays.

Understanding the Monitoring Summary Report for a Year-End Model State

The following describes the columns in the report.

- **Instructionally Embedded Window:** Aggregate files provided by grade for ELA, mathematics, and science for their optional instructionally embedded assessment window during fall and winter months
- **Year-End Window**: Aggregate files provided by grade for ELA, mathematics, and science for required testing during their spring assessment window

In the following example for a Year-End model state, the system displays aggregate data for both the optional instructionally embedded window and the required spring window.

General Reports | Instructionally Embedded | End-of-Year

Monitoring Summary

SUMMARY LEVEL: State | DISTRICT: Select | SCHOOL: Select

7/19/2022

Save

DLM Test Administration Monitoring Summary

Grade	Subject	Instructionally Embedded Number of Rostered Students				Year End Number of Rostered Students		
		No Plans Created	Plans Created; No Testlets Taken	Only One Testlet Completed	More Than One Testlet Completed	No Testlets Taken	Testing In Progress	All Required Testlets Completed
3	English Language Arts	762	12	8	18	39	79	673
3	Mathematics	768	7	10	16	39	79	674
4	English Language Arts	730	9	3	20	41	56	654
4	Mathematics	731	9	1	20	41	59	650
5	English Language Arts	769	12	1	34	42	77	683
5	Mathematics	777	8	6	28	42	71	692
5	Science	765	4	8	16	43	105	631

During the optional instructionally embedded window, four students in grade 4 are rostered in ELA. Of those four students, one student had no plans created, two students with plans created had taken no testlets, one student completed one testlet, and none of the students completed more than one testlet. Only one student in grade 4 is rostered to mathematics, but no plans were created for the student.

During the required spring assessment window, in the Year-End columns, 11 students in grade 4 students are rostered in ELA. Of those 11 students, all completed testing in ELA, and 10 students are rostered in mathematics and all 10 completed testing.

To monitor individual student data in Year-End model states, access the DLM Test Administration Monitoring extract, which is described in the Access Reports and Data Extracts section of this manual on page 76. This extract accompanies the Monitoring Summary Report and displays individual student data across multiple columns.

Blueprint Coverage Summary

Understanding the Blueprint Coverage Summary for an Instructionally Embedded Model State

> HINT: Students in Year-End model states meet their blueprint requirements during the spring assessment window when each student is tested over the entire blueprint in each subject. Year-End model states can use the DLM Test Administration Monitoring extract to be informed on the number of testlets completed out of the number of testlets required in their blueprint for a subject and grade. Reminder: all students in one grade and subject in a Year-End model state are tested over the same number of Essential Elements.

The Blueprint Coverage Summary is only provided for Instructionally Embedded model states and complements the data in the Fall and Spring Performance Reports, which is accessed from the Instruction and Assessment Planner.

The Blueprint Coverage Summary displays data for individual students grouped by district, school, subject, grade, window, and teacher. All students rostered to one teacher, for one grade, for one subject, for one window are listed in columns side by side. The report lists each claim and conceptual area in the blueprint. The top row of each claim includes the requirement for the claim and has an indication of whether a student has fully or partially met the requirement.

The report also displays the student's testlet activity for each of the Essential Elements. Each Essential Element includes a short description, which matches the short description that appears for each Essential Element in the Student Activity Table in the Instruction and Assessment Planner.

The Blueprint Coverage Summary does not indicate the linkage level that was tested for the Essential Element nor if the linkage level was mastered. However, this information is available in the Fall and Spring Performance Reports accessed from the Instruction and Assessment Planner.

In the following example, all students are fictitious. The key is used to interpret results. A solid dot is displayed by each Essential Element that was tested for each student, along with the date. However, the linkage level is not displayed. If that information is needed, the Performance Report will display the linkage level. A student can be tested more than once on an Essential Element, and a test administrator can select the same linkage level or a different one.

Fictitious student, Lindon Dukes, was tested three times on July 23 for claim 2, conceptual area M.C2.1, and Essential Element M.EE.4.G.1. The test administrator may have administered testlets at two or three different linkage levels on July 23. In this example, student Wilburn Haynes is rostered but was not tested at the time the report was accessed.

If the test administrator had created a plan and begun instruction but if the student was not yet tested on that Essential Element, the cell will display an empty circle, meaning a plan was created but not yet tested. Lindon Dukes shows one plan created on July 23 but not tested for claim 2, conceptual area M.C2.1, and Essential Element M.EE.4.G.1.

On the top row of each blueprint requirement, beneath the student's name, a circle will display. The circle will be empty if the blueprint requirement is not fully met. That circle will fill with a checkmark once the student has met the blueprint requirement. In this table, Lindon Dukes has a solid circle with a checkmark, meaning Lindon met the blueprint requirement for claim 2. This checkmark will align with the checkmark for the requirement in the Student Activity Table in the Instruction and Assessment Planner.

The key in the Blueprint Coverage Summary indicates whether the student met criterion. Note that Wilburn Haynes does not have any circles at all. This is because no plans have yet been created for Wilburn. Garrett Read has one plan created, but no testlets were taken. Garrett has not met the blueprint requirements for the claims.

Conceptual Area	EE	EE Description	Dukes, Lindon	Haynes, Wilburn	Read, Garrett
Choose two EEs from Claim 2 in different conceptual areas.					
M.C2.1	M.EE.4.G.1	Recognize parallel lines and intersecting lines.	7/23 7/23 7/23 7/23 Saved		
M.C2.1	M.EE.4.MD.5	Recognize angles in geometric shapes.			
M.C2.1	M.EE.4.MD.6	Identify angles as larger and smaller.	7/23		
M.C2.2	M.EE.4.MD.3	Determine the area of a square or rectangle by counting units of measure (unit squares).	7/23		

Conceptual Area	EE	EE Description	Dukes, Lindon	Haynes, Wilburn	Read, Garrett
Choose two EEs from Claim 3 in different conceptual areas.					
M.C3.1	M.EE.4.MD.2.a	Tell time using a digital clock. Tell time to the nearest hour using an analog clock.	7/23		
M.C3.1	M.EE.4.MD.2.b	Measure mass or volume using standard tools.			
M.C3.1	M.EE.4.MD.2.d	Identify coins (penny, nickel, dime, quarter) and their values.			
M.C3.2	M.EE.4.MD.4.b	Interpret data from a picture or bar graph	7/23		7/18

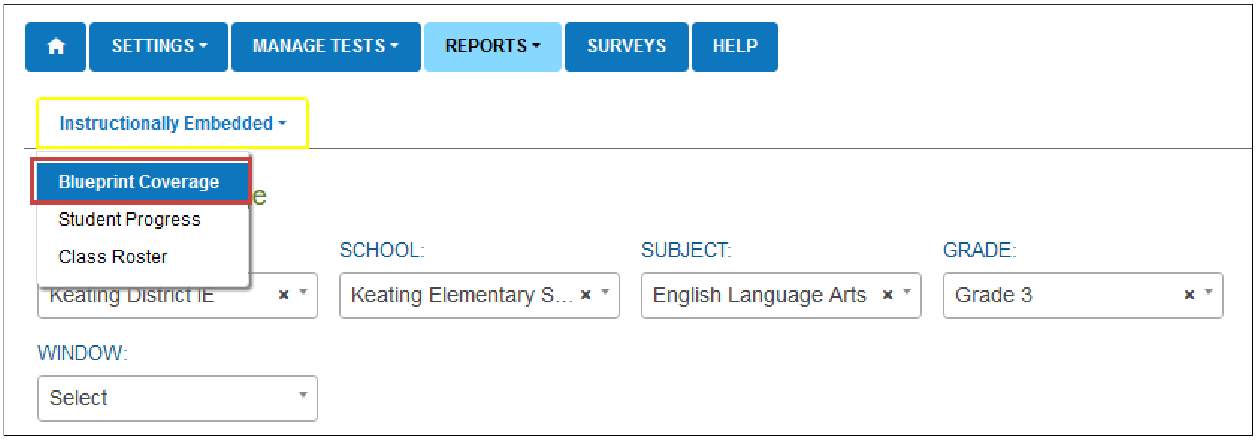
Accessing the Blueprint Coverage Summary

The following screenshots are for the Teacher role. Other roles will have additional tabs and filtering options. To view the Blueprint Coverage report, follow these steps:

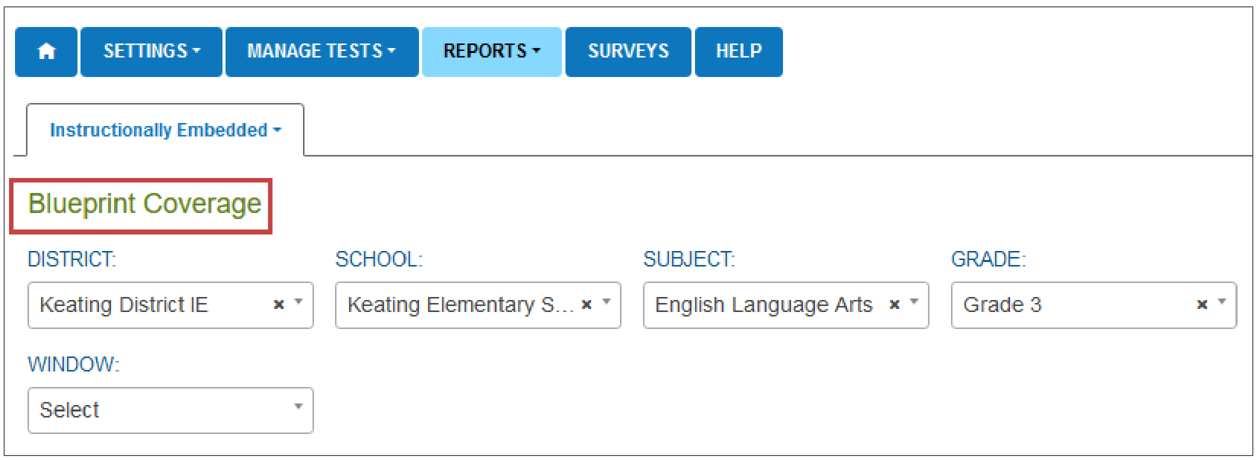
1. Select **Alternate Assessment** from the **Reports** drop-down menu.

2. Select the **Instructionally Embedded** tab.

3. Select **Blueprint Coverage** from the Instructionally Embedded drop-down menu.



4. Select the appropriate report criteria in the available drop-down menus.



5. Select **View**.
6. To save as a PDF, select **Save**, and the file will automatically download.

NOTE: The Blueprint Coverage Summary contains student's Personally Identifiable Information (PII), including the student's name, school, and grade, among other data. Treat any printed report as a secure document and handle accordingly.

Student Progress Report

Understanding the Student Progress Report for an Instructionally Embedded Model State

The Student Progress Report displays the conceptual area(s), the Essential Elements, and the linkage levels tested on the date the report is accessed. The Student Progress Report contains similar data to the Performance Reports. The Student Progress Report and the Performance Report are available until the last week of July.

During the fall window, the report summarizes a student's progress for the required assessment of ELA and mathematics Essential Elements and the optionally assessed science Essential Elements.

During the spring window, the report summarizes a student's progress for the required assessment of ELA and mathematics Essential Elements, but not science. Although science testing is required in the spring window, science results are not reported until the end-of-year Individual Student Score Reports become available after the consortium spring window closes, depending on the state.

Understanding the Student Progress Report for a Year-End Model State

The Student Progress report summarizes a student's progress during the optional instructionally embedded assessment window for ELA, mathematics, and science.

However, Year-End model states will not have any data in this report during their spring assessment window. The results from testlets delivered during the required spring assessment window are not reported until the end-of-year Individual Student Score Reports become available after the consortium spring assessment window closes, depending on the state.

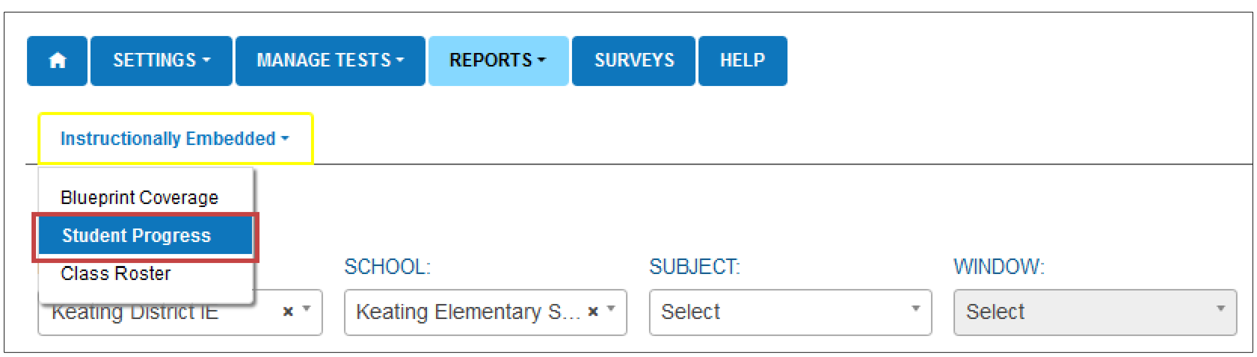
Accessing the Student Progress Report for All States

NOTE: The Student Progress Report contain student's PII, including the student's name, school, grade, and State Student Identifier, among other data. Treat any printed report as a secure document and handle accordingly.

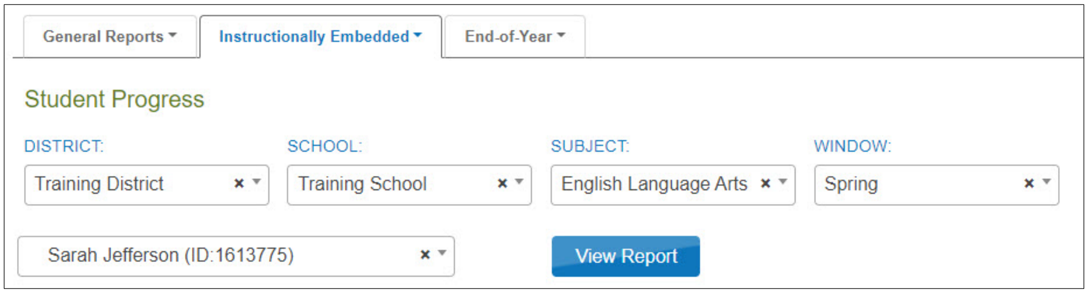
The following screenshots are for the Teacher role. Other roles will have additional tabs and filtering options. To view the Student Progress Report, follow these steps:

1. Select **Alternate Assessment** from the **Reports** drop-down menu.

2. Select the **Instructionally Embedded** tab.
3. Select **Student Progress** from the drop-down menu.

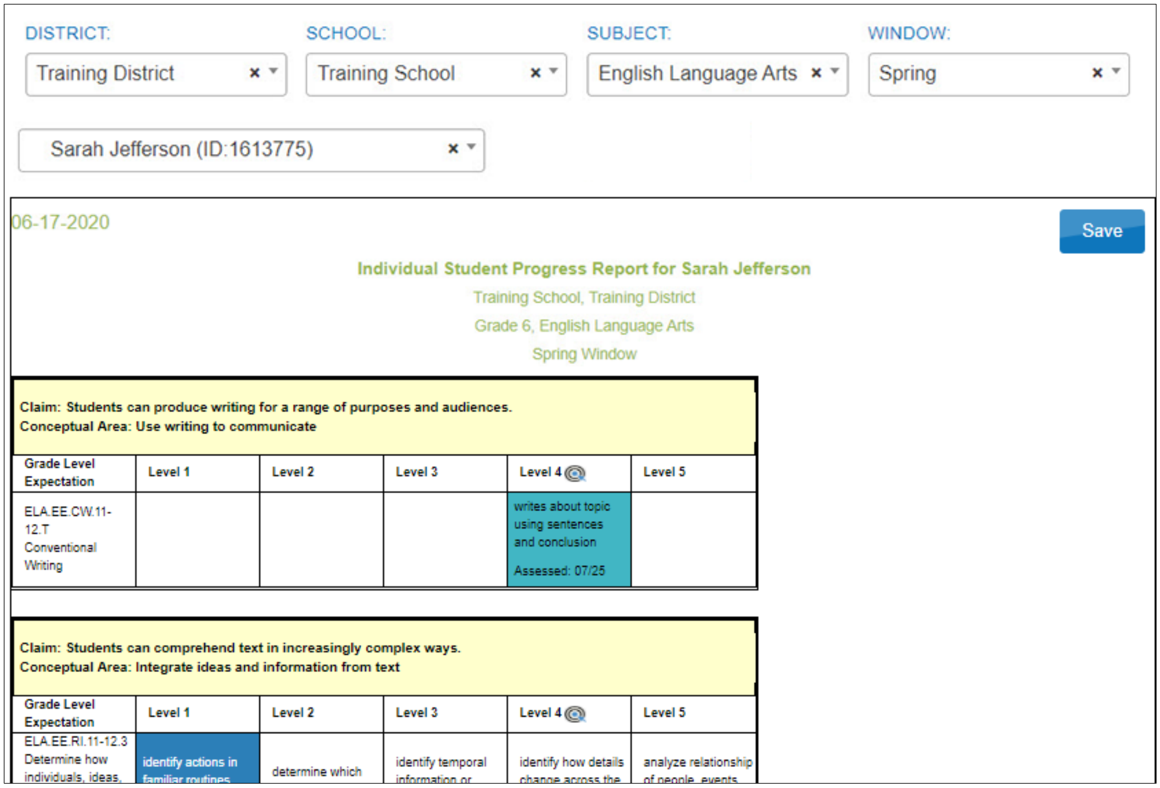


4. Complete filters.

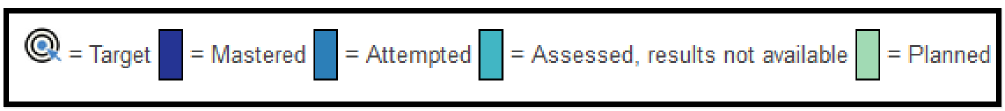


5. Choose a student. Select **View Report**.
   - The Individual Student Progress Report will display for each selected student. The date and the student’s name, district, and school are provided on the report. This is a secure document and must be treated appropriately. Choose **Save** to download and print the report.

The following is an example of a Student Progress Report.



HINT: A key is included at the bottom of the report. The report terms are defined in the following image.



Fall and Spring Performance Reports

Understanding the Performance Report for Instructionally Embedded Model States

The Performance Report is a per student, per subject report. It captures everything from the Student View Page and the Student Activity Table in the Instruction and Assessment Planner together in one PDF report at the date and time the report is accessed. The report includes all Essential Elements and linkage levels on the blueprint for the subject. Users will observe various stages of instruction, testing, and associated dates. The Performance Report for each subject and student is 3–4 pages long, depending on the subject.

Facts about the Fall Performance Report

1. The data in this report is only valid for ELA, mathematics, and science testlets assigned in the Instruction and Assessment Planner during the fall window. The report can be accessed from two places: the Reports tab or the Instruction and Assessment Planner.
2. It is available from Reports tab from the opening of the fall window until the last week in July.

3. While the fall window is open, the report can be accessed from the Instruction and Assessment Planner by selecting the leaf icon on the Student View Page.
4. The data in the Fall Performance Report reflects the status of each Essential Element and linkage level tested and the status of blueprint coverage on the day and time a user accesses the report.
5. After the fall window closes, the report becomes a static report and cannot be accessed in the Instruction and Assessment Planner until the spring window opens.
6. When the spring window opens, the fall report can again be accessed in the Instruction and Assessment Planner by selecting the leaf icon on the Student View Page.

Facts about the Spring Performance Report

1. The data in this report is only valid for ELA and mathematics testlets assigned in the Instruction and Assessment Planner during the spring window. Science data is not in this report for spring. While the spring window is open, the report can be accessed from the Instruction and Assessment Planner by selecting the sunflower icon.
2. The data in the report reflects the status of each Essential Element and linkage level tested and the status of blueprint coverage on the day and time a user accesses the report.
3. After the spring window closes, the report become a static report and can only be accessed from the Reports tab. It is available there until the last week in July.

Understanding a Performance Report for Year-End Model States

Facts about the Fall Performance Report

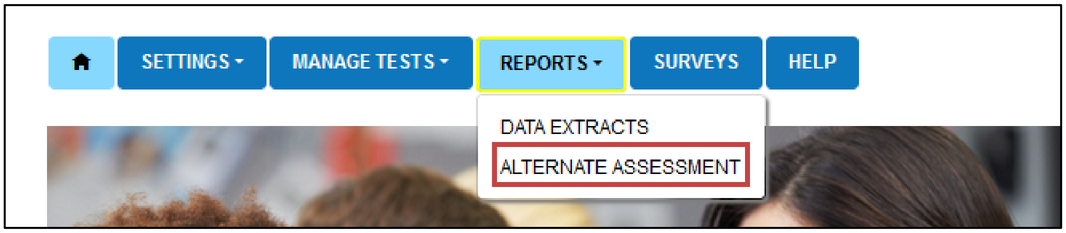
1. The data in this report is only valid for ELA, mathematics, and science testlets assigned in the Instruction and Assessment Planner. During the instructionally embedded assessment window, the report can be accessed from two places: the Reports tab or the Instruction and Assessment Planner.
2. While the instructionally embedded assessment window is open, the Fall Performance Report can be accessed from the Instruction and Assessment Planner by selecting the leaf icon on the Student View Page.
3. The data in the Fall Performance report reflects the status of each ELA, mathematics, and science Essential Element and linkage level tested on the day and time a user accesses the report. However, the report does not reflect any information about blueprint coverage during this window.
4. After the instructionally embedded assessment window closes, the Fall Performance Report becomes a static report that can only be accessed from the Report tab. It is available there until the last week in July.

NOTE: Year-End model states do not have the Spring Performance Report.

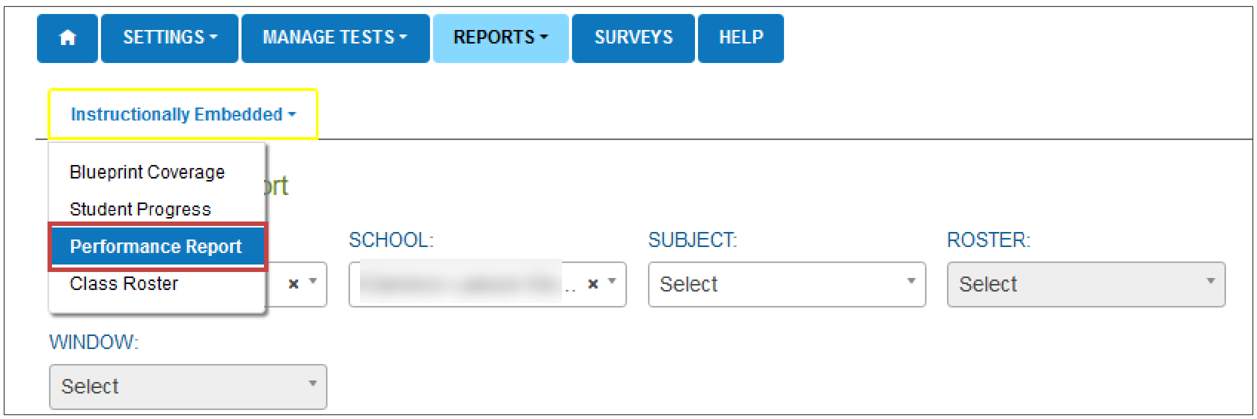
Accessing the Performance Report for All States

The following screenshots are for the Teacher role. Other roles will have additional tabs and filtering options. Follow these steps:

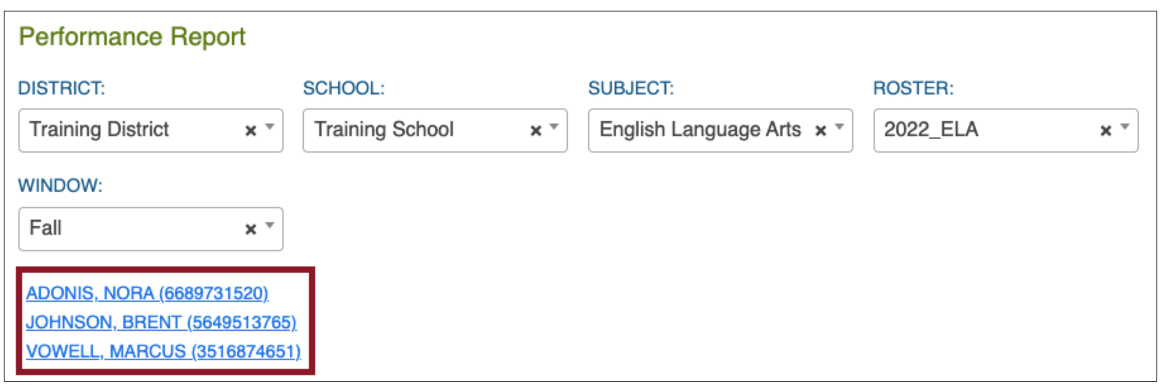
1. Select **Alternate Assessment** from the **Reports** drop-down menu.



2. Select the **Instructionally Embedded** tab.
3. Select **Performance Report** from the drop-down menu.



4. Enter filters. These fields will be prepopulated for the Teacher role.
5. After selecting a window, select one of the hyperlinked student names to download the report.



Class Roster Report

Understanding a Class Roster Report for an Instructionally Embedded Model State

The Class Roster report displays the most recent assessment and current instructional goals for one or more students on a roster. The information is only valid for ELA, mathematics, and science testlets assigned in the Instruction and Assessment Planner during the fall window and for ELA and mathematics testlets assigned in the Instruction and Assessment Planner in the spring window. This is a secure report containing student PII.

The report uses a series of numbered filters at the top of the screen to filter the data to display. The report displays one or more students rostered to a single test administrator for one subject at a time. This report displays the Essential Element and the linkage level with both the short and long descriptor and whether the Essential Element was recently assessed. The report also includes instructional goals for the student if a plan was created at a selected linkage level but was not yet assessed. If a user selects more than one student to view, the user needs to scroll down the screen. This is also a secure report.

Understanding a Class Roster Report for a Year-End Model State

If test administrators in Year-End model states create plans and assign assessments in the Instruction and Assessment Planner, the test administrators will have the most recent assessment and current goals for instruction for one or more students on a roster.

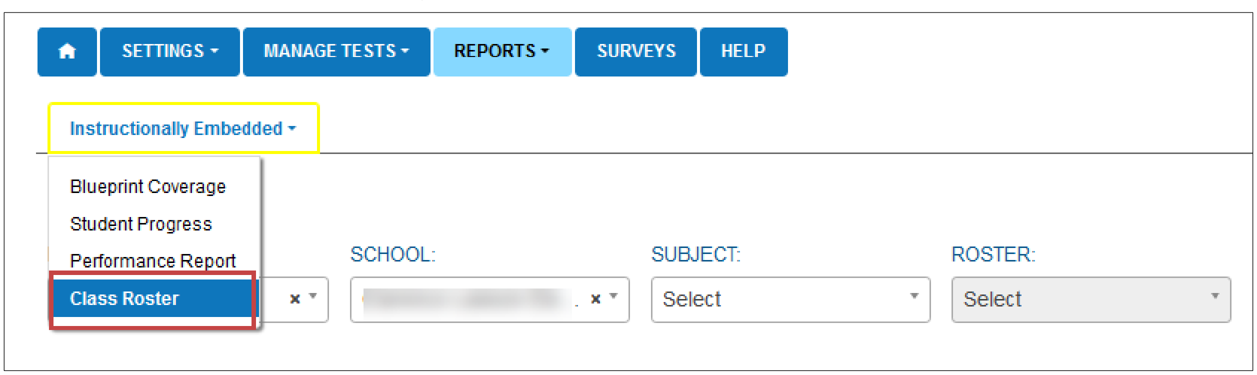
Year-End model states will not have any data in this report during their spring assessment window. The results from testlets delivered during the required spring assessment window are not reported until the end-of-year Individual Student Score Reports become available after the spring assessment window closes, depending on the state.

Accessing the Class Roster Report for All States

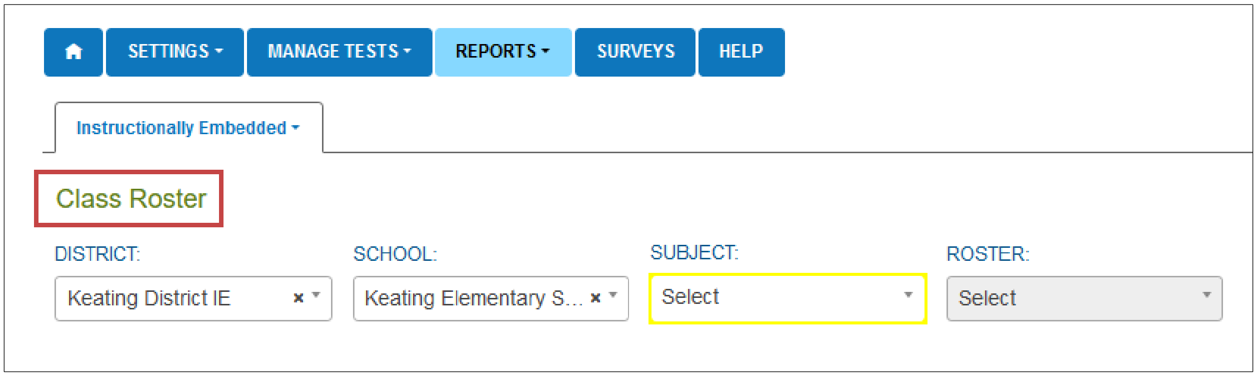
The following screenshots are for the Teacher role. Other roles will have additional tabs and filtering options. To access the Class Roster Report, follow these steps:

1. Select **Alternate Assessment** from the **Reports** drop-down menu.

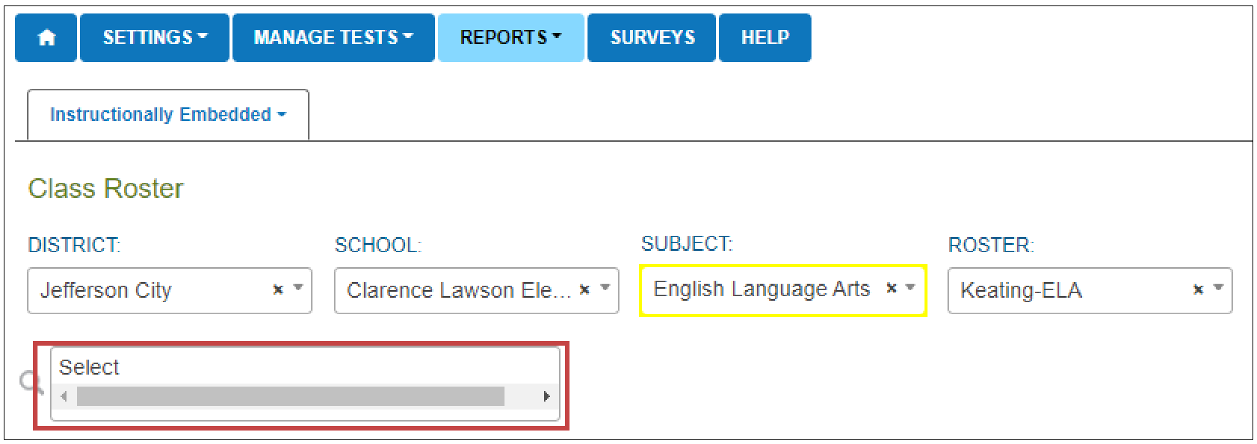
2. Select the **Instructionally Embedded** tab.
3. Select **Class Roster** from the drop-down menu.



4. Enter filters for subject and rosters.



5. After selecting a roster, choose one or more students from the drop-down menu, then select **View Report**.



6. Optionally, select **Save** to save or print the report.

   The following is an example of the Class Roster Report.

06-17-2020

Save

Class Roster Report For Kite Trainer

Training School English Language Arts

Essential Element		Recently Assessed		Current Instructional Goals	
Grade 6					
Sarah Jefferson					
ELA.EE.CW.6.T	Conventional Writing	Target	Introduces an informational topic and writes about it, using related facts and details to convey both ideas and information. Assessed: 12/17/2019	Target	Introduces an informational topic and writes about it, using related facts and details to convey both ideas and information.
ELA.EE.L.6.5.b	Demonstrate understanding of words by identifying other words with similar and different meanings.	Proximal Precursor	When the student is presented with a word, and then a list of other words, the student is able to identify the word that has the opposite meaning of the target word. Assessed: 12/05/2019	Proximal Precursor	When the student is presented with a word, and then a list of other words, the student is able to identify the word that has the opposite meaning of the target word.

Student Score Reports

Aggregate Reports, Individual Student Score Reports, and Student Bundled Reports become available after the close of the consortium spring assessment window. Each state assessment administrator determines the Educator Portal roles that have permission to access the reports in Educator Portal. In many states, test administrators do not access their reports in Educator Portal but instead receive the reports from their District or Building Test Coordinator.

Additional resources are available to help educators understand the reports. Go to the DLM webpage, then select your state, select your role, and select **Scoring and Reporting** in the Resource Category. Various interpretive guides and short videos are provided to educators to help explain the score reports.

Understanding the Individual Student Score Reports for an Instructionally Embedded Model State

These summative reports present student results from all DLM required operational testlets in ELA and mathematics taken in both the required fall and spring windows. The report includes results from science testlets taken in the spring window. Results from field test testlets are not calculated into the Individual Student Score Reports.

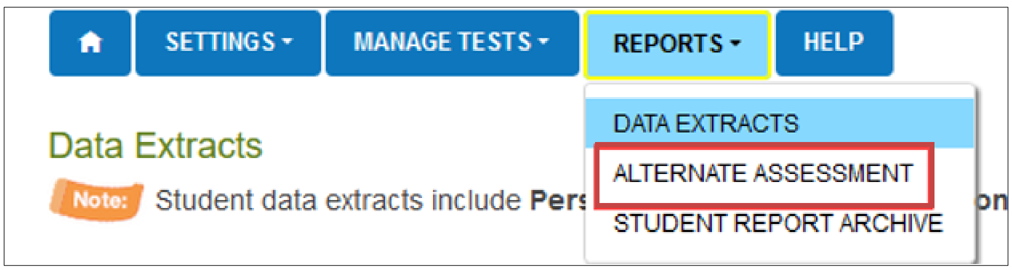
Understanding the Individual Student Score Reports for a Year-End Model State

The Individual Student Score Reports for Year-End model states are from **only** the required spring assessment window. Neither the results from testlets taken during the optional instructionally embedded assessment window nor field test testlets are calculated into the Individual Student Score Reports.

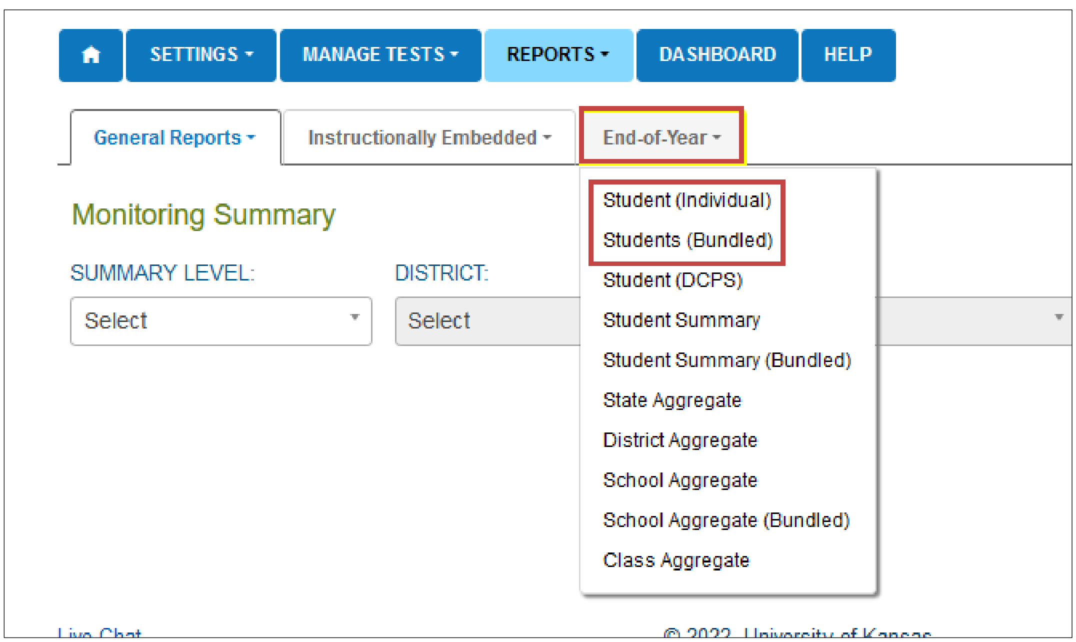
Accessing Individual Student Score Reports for All States

Typically, teachers do not have online access to the Individual Student Score Reports but are provided them by the District or Building Test Coordinator. The following screenshots and steps are for higher-level roles. Notice the Surveys tab is not available for roles other than the teacher role.

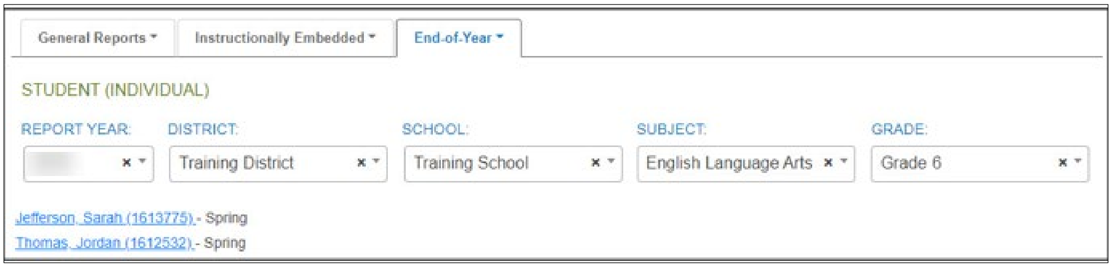
1. Select **Reports** and then **Alternate Assessment** from the drop-down menu.



2. Select the **End-of-Year** tab.
3. Select either **Student (Individual)** or **Students (Bundled)**. The permission to access these reports is determined by state policy.



4. Complete the filters, then select a student's name to view the Individual Student Score Report.



5. For Bundled Student Score Reports, open PDF files for individual grade. These can then be downloaded and saved.

Student Report Archive

Understanding the Student Report Archive for All States

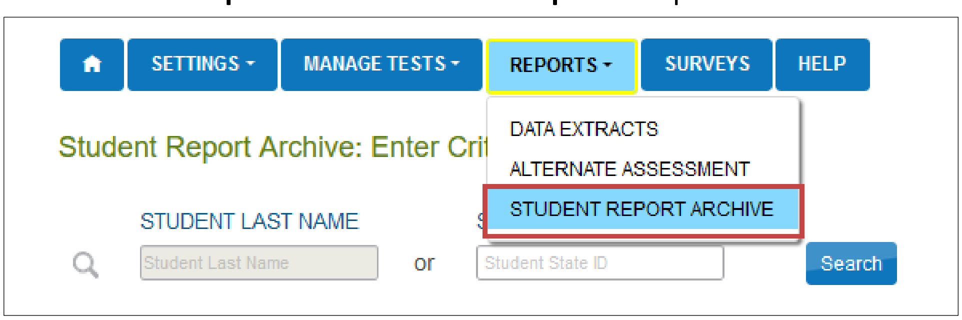
Depending on state policy, educators may have permission in Educator Portal to access Individual Student Score Reports for students from previous years (beginning with 2015–2016). By using the Student Report Archive feature, state-authorized educators can access a table with PDF links to the Individual Student Score Reports for previous years by grade and subject. The Student Report Archive does not include aggregate or bundled reports or any other extracts or reports. Other reports and extracts may have been archived locally by your district or state. Check with your assessment coordinator.

In most states, test administrators receive their Individual Student Score Reports from their District or Building Test Coordinator instead of in Educator Portal. In a state that allows test administrators permission to access to the Student Report Archive, they will only have access to archived reports for students to which they are currently rostered. If a test administrator wants to view a report for a student to whom they were previously rostered but are not currently, they must contact their assessment coordinator.

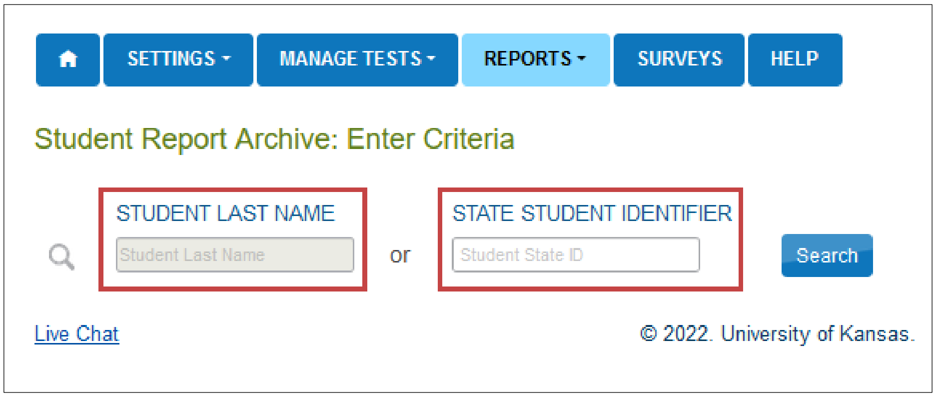
Accessing the Student Report Archive for Any State

The following screenshots are for the Teacher role. Other roles will have additional tabs and filtering options. To access the Student Report Archive, follow these steps:

1. Select **Student Report Archive** from the **Reports** drop-down menu.



2. Enter Student Last Name or Student State Identifier (ID).



3. Select **Search**.

DATA EXTRACTS AND FILES

The following data extracts and files are available for select users (Table 19). If the user does not have permission to view a particular extract or file, it will not appear in their list of extracts and files in Educator Portal. Refer to Table 14 through Table 18 to determine which extracts and files are available for each user role. All extracts and files contain data on the day and time the file or extract is accessed.

Table 19

Description of Data Extracts and Files

Name of Data Extract or File	Summary
Current Enrollment Extract	A student-level extract for currently enrolled active students The extract contains all the data that was entered when the student was enrolled for the year.
DLM Blueprint Coverage Summary Extract*	A student-level extract for instructionally embedded model states testing during their fall and spring windows The extract is populated by data from the Instruction and Assessment Planner and has the percent of students meeting blueprint criteria per organization per window. Currently, this summary report does not report science data.

Name of Data Extract or File	Summary
DLM Instructionally Embedded Monitoring Extract *	A student-level extract for instructionally embedded model states testing during their fall and spring windows The extract is populated by data from the Instruction and Assessment Planner. During the fall and spring windows, for ELA and mathematics, the extract displays the percent of the blueprint that is met and the number of testlets taken. Each of the four requirements indicate if the blueprint was met or not met. In the fall window, NA will display for science since science testing is optional and blueprint coverage is not required. In the spring window, testing science is required and blueprint coverage is required. The data will display as the number of testlets completed out of the number required, i.e., nine of nine. When the student completes all science testlets, the science blueprint will have been covered.
DLM On-Demand Exited Students File	A student-level extract that displays the students who have been exited from an organization on the date and time the file is accessed This file is available only to the state assessment administrator role.
DLM On-Demand Special Circumstances File	A student-level extract that displays the special circumstance codes entered by permitted users by organization Each state determines whether the file will be available in their state and which Educator Portal roles have permission to view the extract: the SAA only or also the DTC and/or BTC roles.

Name of Data Extract or File	Summary
DLM Test Administration Monitoring Extract**	A student-level extract that displays testlets that are assigned, in progress, or completed by subject and student This extract complements the Monitoring Summary Report for a Year-End model state. After a student completes the total number of testlets in a subject, the blueprint in that subject will have been covered.
First Contact Survey File	A student-level extract that displays current First Contact survey settings by student
Parent Portal Registration Extract	An organization-level extract that displays the method used to register parents in Parent Portal by organization Each state determines whether Parent Portal will be available in their state, and, if available, this extract is only available to the SAA role.
Parents Extract	A parent/guardian-level extract that displays a list of parents and their emails by organization Each state determines whether Parent Portal will be available in their state, and, if available, which Educator Portal roles have permission to view the extract: the SAA only or SAA and DTC roles.
PNP Setting Counts Extract	An organization-level extract that has the number of individual Personal Needs and Preferences (PNP) settings by organization (e.g., braille was selected for 12 students) The PNP Profile is where a student's personal needs and preferences are recorded in Educator Portal.
PNP Settings Extract	A student-level extract that displays Personal Needs and Preference Profile (PNP) settings by student The PNP Profile is where a student's personal needs and preferences are recorded in Educator Portal.
Roster Extract	A student-level extract that shows the student's roster assignment by educator and subject
Security Agreement Completion Extract	A user-level extract that shows the day and time the user agreed to the security agreement

Name of Data Extract or File	Summary
Student Roster and First Contact Survey Status Extract	A student-level extract that shows testing readiness based on the student being rostered and the student's First Contact survey having been submitted
TIP Access Extract	A student-level extract showing details on when a Testlet Information Page (TIP) sheet was last accessed, by a user's email, and the testlet status and date
Training Status Extract	A user-level extract showing the training status by user
Users Extract	A user-level extract showing all Educator Portal users; their associated roles; and whether the user's account is active, inactive, or pending

*Instructionally Embedded model states only
**Year-End model states only

Table 20 defines common abbreviations used in extract and file names.

Table 20

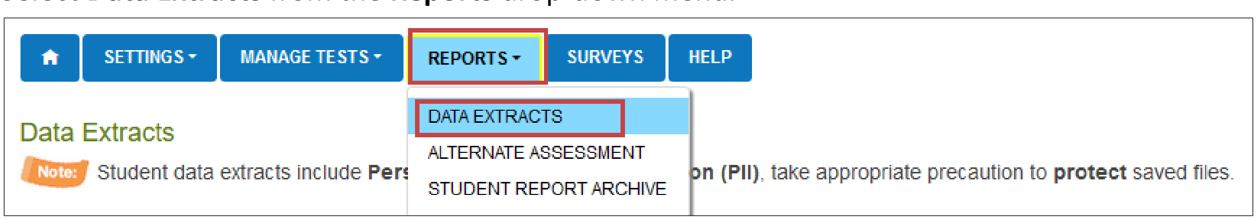
Common Abbreviations Used in Extract and File Names

Abbreviation	Meaning
OrgID	The organization identifier for the district or school
UserID	User identification number assigned by Educator Portal
MM-DD-YY	The month, day, and year the file was created
HH-MM-SS	The hour, minute, and second the file was created

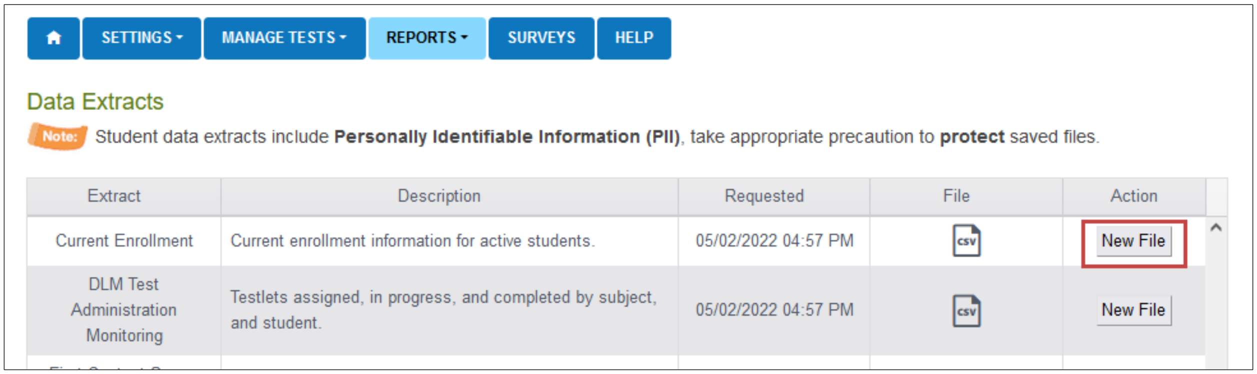
Accessing All Extracts for All States

View data extracts by following these steps:

1. Select **Data Extracts** from the **Reports** drop-down menu.



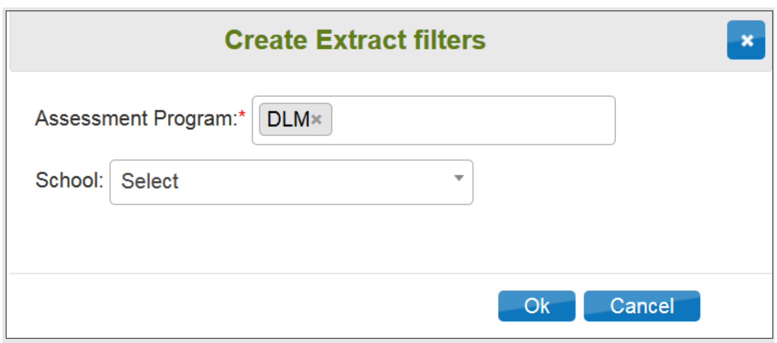
2. Select the **New File** button for the extract or file you wish to view.



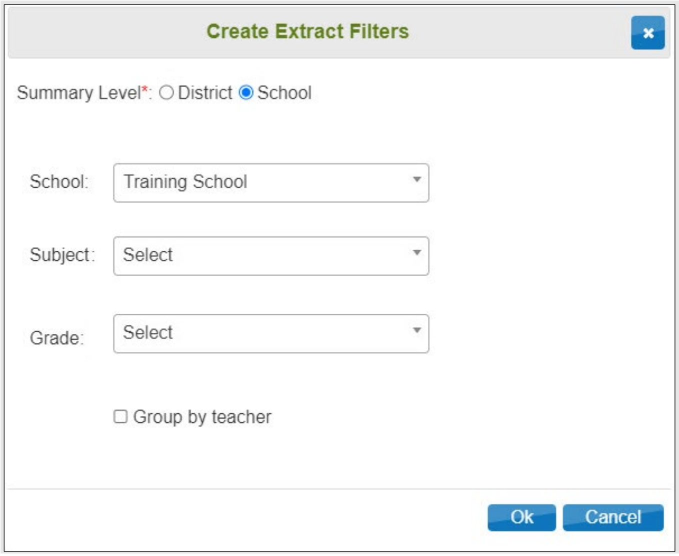
State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. For users with a regional role to access information across their region, they will leave the district and school field blank. However, some extracts and files are not available for a regional role to access all districts together across their region. In these cases, the regional role will only be able to access one district at a time.

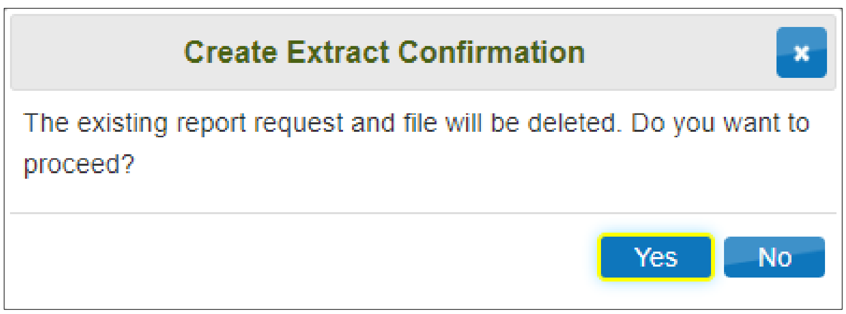
1. DLM is the default assessment program for states using the DLM alternate assessments. Other filters may be optional or required (required fields are marked with an asterisk).



2. Some users may have extract filters to select. Select filters and select **OK**.

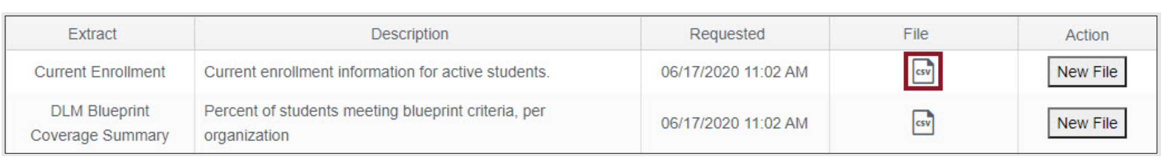


3. If you accessed the report previously, you will receive the following message. Select **Yes** to proceed.



HINT: Each request for an extract replaces the previous extract. Users may save extracts and archive them as needed. Extracts and files that contain student PII data will need to be securely saved.

4. Accessing and downloading the data in some extracts and files, especially statewide ones, may take several minutes. During the download process, the File field transitions from “In Queue” to “In Progress,” and finally to displaying the CSV icon. Select the CSV icon to access the extract.



Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	06/17/2020 11:02 AM	CSV	New File
DLM Blueprint Coverage Summary	Percent of students meeting blueprint criteria, per organization	06/17/2020 11:02 AM	CSV	New File

5. Follow the browser’s procedure for viewing or saving the CSV file to your computer.

UNDERSTANDING THE CURRENT ENROLLMENT EXTRACT FOR ALL STATES

The Current Enrollment extract includes all records for students who are enrolled in the user's organization. The records include those uploaded by a data manager via an Enrollment Upload Template file, manually with the user interface, or by a web service.

> HINT: A student who is enrolled in more than one school will have more than one record (e.g., English language arts [ELA] and mathematics in one school and science in another school).

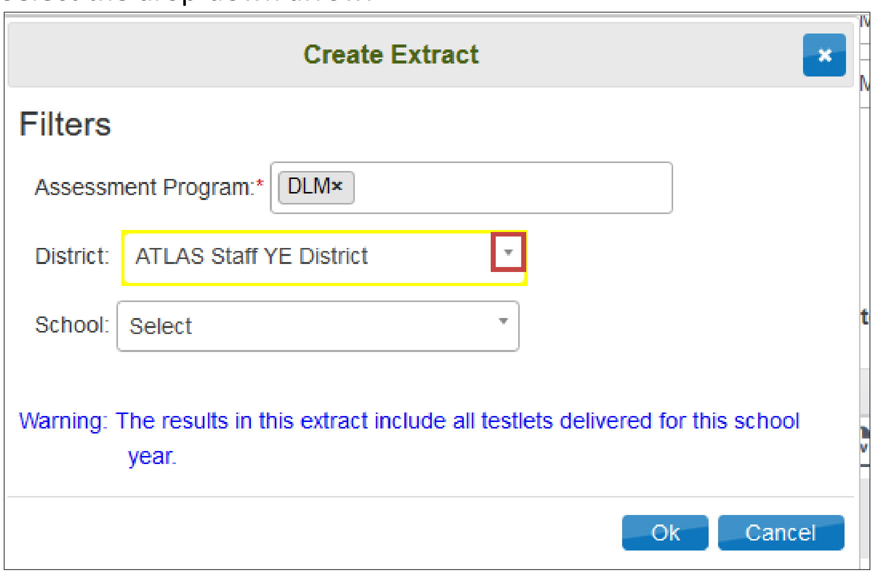
Name of the Extract

When saving the Current Enrollment extract, the file has the following name:
Kite_Enrollment_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

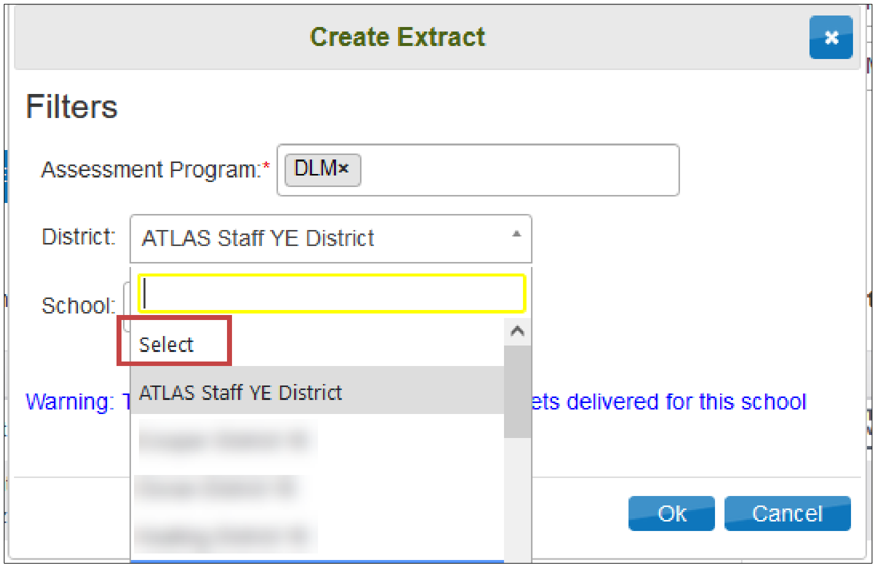
State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access data for individual districts in their region or for their entire region by following these steps.

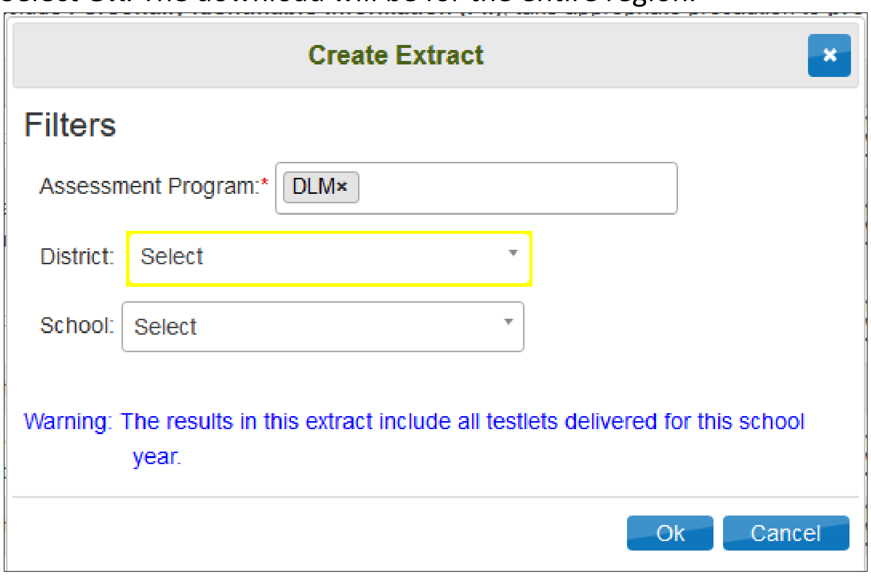
1. Select the drop-down arrow.



2. Choose **Select**.



3. Select **OK**. The download will be for the entire region.



Fields in the Extract

The extract is large and contains the demographic information for each student. Most students will have only one line of data. However, a few students may be enrolled in more than one organization and will have more than one row of data.

Table 21 describes fields in the extract.

Table 21

Fields in the Current Enrollment Extract

Column	Heading Titles	Description
Columns A–E	Extract_State Extract_District Extract_School_Name Extract_Last_Modified_Time Extract_Last_Modified_By	The first five columns in this extract provide data about the state, district, school, day, time, time zone, and educator who last modified the enrollment records.
Columns F & G	Accountability_District_Identifier Accountability_School_Identifier	The alphanumeric code for the district and school that are accountable for the student
Columns H & I	Attendance_District_Identifier Attendance_School_Identifier	The alphanumeric code for the district and school where the student attends school It is usually the same but may be different from the accountability district and school.
Column J	School_Year	The ending year of the current school year (e.g., for the 2022–2023 school year, this will be 2023)
Columns K–R	Example: Column K: State_Student_Identifier	The unique student demographic information
Column S	Current_Grade_Level	The grade level at which a student enters and receives services in a school or an educational institution during a given academic session
Columns T	School_Entry_Date	The date the student entered school
Columns U & V	District_Entry_Date State_Entry_Date	These fields are not required and may be blank.
Columns W	Comprehensive_Race	A number from 1–8 For more information about race, to go the DATA MANAGEMENT MANUAL.
Column X	Primary_Disability_Code	1 of 18 disability codes*
Column Y	Gifted_Student	This field will always be blank.
Columns Z	Hispanic_Ethnicity	Will display either Yes or No

Column	Heading Titles	Description
Column AA	First_Language	An optional field and can be left blank; 0–46 language choices can be selected*
Column AB	ESOL_Participation_Code	The participation number that best aligns to the program in which the student participates*
Column AC	Assessment_Program_1	This field will always display DLM.
Columns AD & AE	Assessment_Program_2 Assessment_Program_3	These fields will always be blank.

*More information about the codes or numbers in these columns can be found in the DATA MANAGEMENT MANUAL.

UNDERSTANDING THE DLM ON-DEMAND EXITED STUDENTS FILE FOR ALL STATES

The DLM On-Demand Exited Students File is an Excel file showing data for exited students in the state at the date and time the file is accessed. The file will include students who were exited via a TEC Upload Template file, the manual user interface, or a web service like OneRoster. Only the state assessment administrator has access to this file.

When saving the DLM On-Demand Exited Student file, the file has the following name: Year_DLM_OnDemand_Exited_Students_File_Extract_OrgID_MM-DD-YY_HH-MM-SS.xlsx

Fields in the Extract

Table 22 describes columns in the file.

Table 22

Columns in the DLM On-Demand Exited Students File

Column	Heading Titles	Definition
Column A	Kite® Student Identifier	This is a unique number assigned by the Kite system.
Columns B–I	Example: Column B: State_Student_Identifier	These columns have unique demographic data for the student.
Column J	Exit_Code	Numeric exit code, i.e., 6
Column K	Exit_Code_Description	The name associated with the numeric code, i.e., #6 is Transfer to home schooling.
Column L	Exit_Date	The date the user entered when exiting the student from the organization

Column	Heading Titles	Definition
Column M	System_Exit_Date	The date the system exits the student from the organization This date is usually the same as the date the user entered when exiting the student from the organization, although sometimes, the date can be different.
Column N	Subject	When a student is exited from Educator Portal, the student is automatically removed from all rosters. The extract will have a line for each subject.
Column O	Current_Enrollment_Status	The student's status in Educator Portal at the time the student was exited, i.e., Student **is** currently enrolled to DLM.

Understanding the On-Demand Special Circumstances File for All States

The On-Demand Special Circumstances File is a per student, per testlet, per subject file that provides data on the day and time the file is generated. The file is available to all state assessment administrators. Each state education agency determines if the District and Building Test Coordinators also have access to the file. No other roles in Educator Portal have access.

The file has a list of students for which a special circumstance code was added to one testlet in each subject.

Name of the File

When saving the OnDemand Special Circumstance Code file, it has the following name: DLM_OnDemand_Special_Circumstance_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

State-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users will not have any access to the file.

Fields in the File

The file is sorted by student demographics, special circumstance code, and Essential Element.

Table 23 describes columns in the file.

Table 23

Columns in the On-Demand Special Circumstance Code File

Column	Heading Titles	Definition
Column A	Kite_Student_Identifier	A unique number assigned by the Kite system

Column	Heading Titles	Definition
Columns B–J	Example: Column B: State_Student_Identifier	Unique demographic data for the student
Column K	Special_Circumstance_Code*	The Common Education Data Standards (CEDS) code, i.e., 03454
Column L	Special_Circumstance_Label	The name associated with the CEDS code, i.e., #03454 is Medical Waiver.
Column M	Essential_Element	The Essential Element being assessed

*Some states post their Special Circumstance Codes on their DLM webpage. Some states do not use DLM Special Circumstance Codes.

Understanding the DLM Blueprint Coverage Summary Extract for Instructionally Embedded Model States

The DLM Blueprint Coverage Summary extract is only available for Instructionally Embedded model states and currently only for ELA and mathematics. This extract displays the percentage of students who have fully met blueprint requirements by subject, grade, and criterion.

Name of the Extract

When saving the DLM Blueprint Coverage Summary, it has the following name: DLM_Blueprint_Coverage_Summary_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can only access data for individual districts and schools in their region but **not** the region as a whole.

Fields in the Summary

The summary is sorted by district and school information, teacher, subject, and grade.

Table 24 describes columns in the summary.

Table 24

Columns in the DLM Blueprint Coverage Summary Extract

Column	Heading Titles	Definition
Column A	District_Identifier	Alphanumeric code assigned to the district
Column B	District_Name	Name of the district
Column C	School_Identifier	Alphanumeric code assigned to the school
Column D	School_Name	School name
Column E	Teacher	Teacher rostered for the subject
Column F	Subject	Subject for which the student is rostered
Column G	Grade	The grade being tested
Column H	Criterion	The numeric identifier of the conceptual area
Column I	Criterion Description	The description for the requirements for the conceptual area, i.e., Choose at least three EEs, including one RL and one RI
Column J	Spring Window # Students Testing	Number of students currently rostered for the subject in the spring window
Column K	Spring Window % Students Met	Percentage of rostered students who have met the full requirements for the conceptual areas in the subject during the spring window
Column L	Fall Window # Students Testing	Number of students currently rostered for the subject in the fall window
Column M	Fall Window % Students Met	Percentage of those rostered students who have met the full requirements for the conceptual areas in the subject during the fall window

Understanding the DLM Instructionally Embedded Monitoring Extract for Instructionally Embedded Model States

Only Instructionally Embedded model states will have the DLM Instructionally Embedded Monitoring extract. This extract enables users with appropriate Educator Portal permissions to quickly monitor the progress their students are making towards meeting full blueprint requirements.

This extract is a large, and if accessing the entire state, the data in it may take several minutes to populate. A student will **not** appear on this extract until enrolled and rostered to at least one subject in the current school year.

Name of the Extract

When saving the DLM Instructionally Embedded Monitoring extract, the extract has the following name: DLM_Instructionally_Embedded_Blueprint_Monitoring_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access numbers for individual districts in their region or for their entire region. Follow the steps outlined for the Current Enrollment extract on page 103.

Fields in the Extract

Table 25 describes fields in the extract.

Table 25

Fields in the DLM Instructionally Embedded Monitoring Extract

Column	Heading Titles	Definition
Columns A–H	Example: Column F: State_Student_Identifier	Unique demographic data for the student
Column I	Window	A line for each window: Fall or Spring
Column J	ELA_Educator_Legal_Last_Name	Test administrator rostered for ELA and student
Column K	Blueprint_Requirement_ELA_ %_Met	The percent of the blueprint requirement for ELA in the window listed in Column I
Column L	Total_Number_of_ELA_Testlets_Taken	The total number of testlets taken during the window listed in Column I
Column M	ELA_Blueprint_Requirement_1	This column will list Met or Not Met. The requirements vary from one to three requirements in grades 3–8 and high school.
Column N	ELA_Blueprint_Requirement_2	This column will list Met or Not Met. The requirements vary from one to three requirements in grades 3–8 and high school.

Column	Heading Titles	Definition
Column O	ELA_Blueprint_Requirement_3	This column will list Met or Not Met. The requirements vary from one to three requirements in grades 3–8 and high school.
Column P	ELA_Blueprint_Requirement_4	This column will list NA since results for the writing testlet are not available until the Individual Student Score Reports become available.
Columns Q–W	The headings for mathematics have similar information as Columns J–P for ELA.	The descriptions for mathematics have similar information as Columns J–P for ELA, although the number of requirements is different.
Column X	Science_Educator_Last_Name	Test administrator rostered for science for the student
Column Y	Science_Testlets_Completed	Science will be listed differently than ELA or mathematics. Column Y lists the number of science testlets completed, and during the fall window, the number of optional science testlets administered. During the spring window, the number of science testlets taken will display out of the number of science Essential Elements in the science blueprint for the grade and state. The number of testlets will be # of 9 for most states or # of 10 for states administering end-of-instruction biology in high school.

Understanding the DLM Test Administration Monitoring Extract for Year-End Model States

Only educators in Year-End model states will have access to the DLM Test Administration Monitoring extract. Using this extract, they can quickly monitor assessment participation for each student in their organization during the optional instructionally embedded assessment window and monitor the progress for students towards meeting blueprint requirements in the required spring assessment window.

Students will **not** appear on this extract until they are enrolled and rostered to a test administrator for at least one subject in the current school year.

The extract reports in three main sections.

- **The Instructional # Testlets:** Data are displayed in four columns (columns N–Q) and are from testlets administered during the optional instructionally embedded assessment window.
- **The End-of-Year # Testlets:** Data are displayed in four columns (columns R–U) and are from testlets administered during the required spring assessment window.
- **Field Test # Testlets:** Data are displayed in one column (column V) and are for the number field test testlets administered during the spring assessment window. Zero or one field test testlets are available for each student in each subject.

This is a large extract, and downloading for an entire state may take several minutes. A warning is provided.

Name of the Extract

When saving the DLM Test Administration Monitoring extract, the file has the following name: Kite_DLM_Test_Administration_Status_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access data for individual districts in their region or for their entire region. For the entire region, follow the steps outlined for the Current Enrollment extract on page 103.

Fields in the Extract

Table 26 includes information about the optional assessments available during the instructionally embedded assessment window and the required assessments during the spring assessment window for a Year-End model state.

Table 26

Fields in the DLM Test Administration Monitoring Extract

Column	Heading Titles	Definition
Column A	Subject	The subject to which the student is rostered The student will have a line in this extract for each subject.

Column	Heading Titles	Definition
Columns B–E	State District School ID School Name	The state, district, and school where the student is enrolled
Columns F–I	Educator_Email_Address Educator_ID Educator_Last_Name Educator_First_Name	Unique name and educator identifier for the test administrator who is rostered for the subject and student
Column J	Current_Grade_Level	The student's grade
Column K–N	Example: Column K: Student_Last_Name	Unique demographic data for the student
Column O	Instructional_#_Testlets_Not_Started	The number of optional testlets that the test administrator assigned to a student in the Instruction and Assessment Planner but were not yet administered in Student Portal
Column P	Instructional_#_Testlets_in_Progress	At the day and time the extract was accessed, the number of testlets that are in progress or not yet submitted in Student Portal Since testlets can only be taken one at a time per subject in Student Portal, the number of testlets in progress will display as either 0 or 1.
Column Q	Instructional_#_Testlets_Completed	The number of optional instructionally embedded testlets that were submitted in Student Portal
Column R	Instructional_#_Testlets_Required	This column will always show NA because assigning testlets in the Instruction and Assessment Planner is optional for all subjects during this window.

Column	Heading Titles	Definition
Column S	End_of_Year_#_Testlets_Not_Started	The number of testlets assigned to the student by the Kite system but not yet administered Since testlets can only be taken one at a time per subject in Student Portal, only one testlet per subject will display as not started until all required testlets are completed.
Column T	End_of_Year_#_Testlets_In_Progress	At the time when the extract is accessed, the number of testlets that are in progress but not yet submitted in Student Portal Since testlets in a subject can only be taken one at a time in Student Portal, the number of testlets in progress will display as 0 or 1 until all required testlets are completed.
Column U	End_of_Year_#_Testlets_Completed	The number of testlets that were submitted in Student Portal By the end of the state's spring assessment window, the numbers in Column T should match to the numbers in Column U for the grade and subject.
Column V	End_of_Year_#_Testlets_Required	The number of testlets required to meet blueprint requirements for each subject This number will vary depending on grade and subject.
Column W	Field_Test_#_Testlets_Completed	0 or 1 field test testlets are available for each student in each subject. This column reflects either 0 or 1 field test testlets that were administered to a student.

Understanding the First Contact Survey File for All States

The First Contact Survey file is a CSV file that lists learner characteristic settings for the students enrolled by organization. Only students who have the First Contact Survey submitted for the year are included in the file.

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can only access data for individual organizations in their region but **not** the region as a whole.

Fields in the Extract

The file contains a column for every possible First Contact survey setting and indicates whether a learner characteristic was selected for a student. If a characteristic has multiple settings, the details of those settings are listed. For example, hearing can be set to one of several classifications, i.e., Deaf or hard of hearing. The file lists the classification of the hearing loss and the decibel levels in the next column, Sensory Capabilities Hearing Classification of Hearing Impairment, i.e., Mild (26–40 dB loss).

Table 27 describes columns in the file.

Table 27

Columns in the First Contact Survey File

Column	Heading Titles	Description
Columns A–D	State District_Name School_Name School_Code	The state, district, and school where the student is enrolled
Columns E–I	Example: Column F: Student_Last_Name	Unique demographic data for the student
Column J	Survey_Status	This First Contact survey has four statuses: Not Started, In Progress, Ready to Submit, and Completed.
Column K	Last_Modified_Date	This column includes the date, time, and time zone when the First Contact survey was last accessed, i.e., 08/01/2022 02:39 PM EDT
Column L	Last_Modified_User	The test administrator who last accessed the survey

Column	Heading Titles	Description
Columns M–DH	Example: Column M: Special Education_Special Education Services_Primary Disability	These columns reflect every learner characteristic that was selected by the test administrator when completing the First Contact survey. The following results may appear in the extract. **N/A**: The characteristic has not been selected because the selection is dependent on another item being checked. **Not Selected:** A characteristic was not selected (e.g., Uses Sign Language). **Selected**: The characteristic was selected on the student's First Contact survey.

Understanding the PNP Settings Counts Extract for All States

The PNP Settings Counts extract is a CSV extract that lists the total number of students per organization across the state who have a support selected on their PNP Profile.

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can only access data for individual districts and schools in their region but **not** the region as a whole.

Name of the Extract

When saving the PNP Profile Counts extract, the file has the following name: Summary_PNP_Profile_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract

Table 28 describes fields in the extract.

Table 28

Fields in the PNP Settings Counts Extract

Column	Heading Titles	Description
Columns A–C	State District School	Where the student is enrolled
Column D	Student_Counts	All states but Kansas* will display DLM. This indicates that the numbers displayed are for DLM settings only.

Column	Heading Titles	Description
Columns E–AT	Example: Column E: Display_Magnification	Each column will display the number of students that the test administrator selected the particular support.

*For Kansas educators, this extract will also include data on a separate line for their general assessment since Kansas uses Educator Portal for both their general assessment and the DLM alternate assessment. Other states will only have DLM alternate assessment settings.

Understanding the PNP Settings Extract for All States

The PNP Settings extract is a CSV extract that lists the accessibility (PNP Profile) settings for the students enrolled in a state or a particular district or school. Only students who have PNP Profile settings are included in the extract.

Name of the Extract

When you save the PNP Settings extract, the file has the following name: Educator_Portal_PNP_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access numbers for individual districts in their region. A regional role can also access data for their entire region. Follow the steps outlined for the Current Enrollment extract on page 103.

Fields in the Extract

The extract contains a column for every possible PNP Profile setting and indicates if that setting has been chosen for a student. The extract indicates whether a support has been selected for a student. If a support has multiple options, the details of those settings are listed. For example, the overlay color can be set to one of several predetermined colors. The file lists the hexadecimal value of the color selected (e.g., #87cffd) and the description of the color (e.g., #87cffd is Light Sky Blue).

The following results may appear in the extract.

- **N/A:** The selection is dependent on another item being checked.
- **Not Selected:** A support has not been selected.
- **Selected:** The support has been selected on the student's PNP Profile.

Table 29 describes the columns in the extract.

Table 29

Columns in the PNP Settings Extract

Column	Heading Titles	Description
Columns A–C	State District School	Where the student is enrolled
Columns D–I	Example: Column D: Student_Last_Name	Unique demographic data for the student
Column J	DLM_Student	This field will display TRUE for all states.
Column K	Last_Modified_Time	The date, time, and time zone when the PNP Profile was modified
Column L	Last_Modified_By	This is the educator who last modified the PNP Profile.
Columns M–CG	Example: Column M: Display - Magnification	These columns reflect all the options available to the test administrator when completing the PNP Profile for a student. **N/A:** The selection is dependent on another item being checked. **Not Selected:** A support has not been selected. **Selected:** The support has been selected on the student's PNP Profile.

Understanding the Parent Portal Registration Extract for All States

When a state has Parent Portal turned on for their state, the Parent Portal Registration extract is a CSV extract showing the chosen registration method for each district in the state and the number of parents/guardians registered in each district for the current school year.

Name of the Extract

When saving the Parent Portal Registration extract, the file has the following name: Parent_Portal_Registration_OrgID_MM-DD-YY_HH-MM-SS.csv

State-, Regional-, District-, and School-Level Users
This extract is only available to the state assessment administrator role in Educator Portal.

Fields in the Extract
Table 30 describes columns in the extract.

Table 30

Columns in the Parent Portal Registration Method Extract

Column	Heading Titles	Description
Column A & B	State District	Where the student is enrolled
Column C	Registration_Method	How the parents/guardians were registered **Parent Upload**: The district uploaded the parent's/guardian's email address, etc. **Parent Registration:** The parents/guardians registered themselves. **Blank:** The field will be blank if district has not chosen a registration method.
Column D	Parents_Registered	Number of parents registered in the district

Understanding the Parents Extract

When a state has Parent Portal turned on for their state, the Parents Extract is a CSV extract showing the parent's or guardian's email address, student, district, and if the parent/guardian opted in for an electronic report.

This extract is available to the state assessment administrator and, depending on the state, the District Test Coordinator.

Name of the Extract
When saving the Parents extract, the file has the following name:
Kite_Parents_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

State-, Regional-, District-, and School-Level Users
Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access numbers for individual districts in their region. A regional role can also access data for their entire region. Follow the steps outlined for the Current Enrollment extract on page 103.

Fields in the Extract
The extract includes information about parents, students, and electronic report opt-in status.

Table 31 describes columns in the extract.

Table 31

Columns in the Parents Extract

Column	Heading Titles	Description
Column A	Parent_Email	This is the email for either one or both parents or guardians. An individual parent/guardian can be enrolled with an individual email address.
Column B–F	Example: Column B: State_Student_Identifier	Unique demographic data for the student
Column G	Electronic Report Opt In	This indicates whether the parents/guardians opted to receive their student's Individual Student Score Report in the electronic format only.

UNDERSTANDING THE ROSTER EXTRACT FOR ALL STATES

The Roster extract is a CSV extract that lists all roster records whether created via a Roster Upload Template file, manually with the user interface, or by a web service.

Name of the Extract

When saving the Roster extract, the file has the following name: Kite_Roster_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access numbers for individual districts in their region. A regional role can also access data for their entire region. Follow the steps outlined for the Current Enrollment extract on page 103.

Fields in the Extract

Table 32 describes columns in the extract.

Table 32

Columns in the Roster Extract

Column	Heading Name	Description
Columns A–C	Extract_State Extract_District Extract_School	Where the student is enrolled
Column D	Extract_Last_Modified_Time	Date, time, and time zone when the extract is accessed
Column E	Extract_Last_Modified_By	Educator who accessed the extract

Column	Heading Name	Description
Column F	Extract_Assessment Program_1	This field will always display DLM.
Columns G–I	Extract_Assessment Program_2–4	These fields will be empty.
Column J	Extract_Student_Grade	The student is enrolled in this grade.
Column K	Extract_Educator_Email_Address	The test administrator's email address
Column L	Roster_Name	The unique name created for a roster
Columns M & N	Subject Course	The subject in which the student is rostered In some states, biology is tested in high school. For those states, the course column will display BIOLOGY.
Columns O–T	Example: Column Q: State_Student_Identifier	Unique demographic data for the student
Columns U–W	Example: Column U: Educator_Identifier	Test administrator demographic information
Column X	Remove_From_Roster	If a Roster Upload Template file was used to remove a student from a roster, Column X will display REMOVE.

Understanding the Security Agreement Completion Extract for All States

The Security Agreement Completion extract is a CSV extract that shows the status of all security agreement records by organization.

Name of the Extract

When saving the Security Agreement Completion extract, the file has the following name: Security_Agreement_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users can access data for individual districts in their region or for their entire region. Follow the steps outline for the Current Enrollment extract on page 103.

Fields in the Extract

The Security Agreement Completion extract populates every active or pending user in a state.

Table 33 describes columns in the extract.

Table 33

Columns in the Security Agreement Completion Extract

Column	Heading Titles	Description
Columns A–E	Example: Column D: Legal_First_Name	Educator's demographic information
Column F	Educator_Email_Address	The educator's email address
Column G	User_Status	The educator's status will be either active or pending.
Column H	Security_Agreement_Status	This field will be blank until the educator logs in for the first time and accepts and saves the security agreement. Then, the field will display Accepted. The field will continue to be blank if the educator logged on but did not accept the security agreement.
Column I	Acceptance_Date	This is the date, time, and time zone when the educator accepted and saved the security agreement.

Understanding the Student Roster and First Contact Survey Extract for All States

This extract is available to educators in both models. Using this extract can help users quickly monitor two components of testing readiness: whether the student is rostered to at least one subject and whether their First Contact survey was submitted for the school year. A student cannot participate in the DLM alternate assessment until these two components are completed.

Each student enrolled for the school year will appear on the extract, typically one line per student. Occasionally, a student is enrolled in more than one organization. The extract will have more than one line for that student.

Name of the Extract

When saving the Student Roster and First Contact Survey extract, the file has the following name:
Student_Roster_and_First_Contact_Survey_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract

The fields in the Student Roster and First Contact Survey extract display each subject to which the student is rostered and the status of the student's First Contact survey.
Table 34 describes columns in the extract.

Table 34

Columns in the Student Roster and First Contact Survey Extract

Column	Heading Titles	Description
Columns A–C	Attendance_District_Name Attendance_School_Identifier Attendance_School_Name	Where the student is enrolled
Columns D–H	Example: Column D: Student_Legal_First_Name	Unique demographic data for the student
Column I	FCS_Complete_Date	The status of the First Contact survey The field will indicate Not Started, In Progress, Ready to Submit, or the date the test administrator submitted the survey.
Column J	ELA_Educator	The student's test administrator for ELA
Column K	ELA_Educator_Identifier	The ELA test administrator's educator identifier
Column L	ELA_Educator_Email_Address	The ELA test administrator's email address
Column M	ELA_Roster_Indicator	Will display Rostered or Not Rostered
Column N	Math_Educator	The student's test administrator for mathematics
Column O	Math_Educator_Identifier	The math test administrator's educator identifier
Column P	Math_Educator_Email_Address	The math test administrator's email address
Column Q	Math_Roster_Indicator	Will display Rostered or Not Rostered
Column R	Science_Educator	The student's test administrator for science
Column S	Science_Educator_Identifier	The science test administrator's educator identifier
Column T	Science_Educator_Email_Address	The science test administrator's email address
Column U	Science_Roster_Indicator	Will display Rostered or Not Rostered
Column V–Y	Example: Column V: Social_Studies_Educator_Identifier	Will display social studies data

Understanding the TIP Access Extract for All States

The TIP Access extract is a CSV extract that provides details on when a TIP was last downloaded in Kite Educator Portal and by whom.

Name of the Extract

When saving the TIP Access extract, the file has the following name:
TIP_Access _ST_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract

Table 35 describes fields in the extract.

Table 35

Fields in the TIP Access Extract

Column	Heading Titles	Definition
Columns A & B	Example: Column B: Attendance_School_Identifier	Where the student is enrolled
Columns C–E	Example: Column C Student_Legal_First_Name	Student's demographic information
Column F	Test_Session_Name	The testlet naming convention that displays in the Instruction and Assessment Planner or in Test Management for each testlet
Column G	Testlet_Status	The status of the testlet is either Unused, In Progress, or Completed.
Column H	Testlet_Status_Date	If a testlet was started multiple times, this is the most recent date and time the testlet was started.
Column I	TIP_Accessed_User	If the TIP was accessed multiple times, this is the email address of the most recent user to access the TIP.
Column J	TIP_Accessed_Date	If the TIP is accessed multiple times, this is the most recent date and time the TIP was accessed.

Understanding the Training Status Extract for All States

The Training Status extract is a CSV file that shows a list of DLM users by organization and their training completion status. All users with the role of Teacher in Educator Portal must pass Required Test Administrator Training one time each school year. A teacher should have only one line in this extract, even if serving more than one organization. If more than one line per teacher is listed, the DLM Service Desk can consolidate the accounts into one account.

Name of the Extract

When saving the Training Status extract, the file will have the following name:
DLM_PD_Training_Status_Details_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

State-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. Regional users do not have access to this extract.

Fields in the Extract

Table 36 describes fields in the extract.

Table 36

Fields from the Training Status Extract

Columns	Heading Names	Descriptions
Columns A–E	Example: Column B: District_Name	These fields show each educator's state, district name, district identifier, school name, and school identifier.
Column F	Username	The username is the email address used to sign into Educator Portal and the Required Test Administrator Training.
Columns G–J	Example: Column G: Educator_Legal_First_Name	The educator's first and last name, email address, and educator identifier
Column K	Role	All roles assigned to the educator will be listed in this one column, i.e., Teacher, Building Test Coordinator.
Column L	User_Training_Type	Indicates whether the educator was enrolled in the new or the returning Required Test Administrator Training
Column M	RTComplete	RT means Required Training. This field will indicate **No** until the test administrator completes the Required Test Administrator Training, then **Yes** will display.

Understanding the Users Extract for All States

The Users extract includes all records for Educator Portal users in the user's organization. This includes those uploaded by a data manager via a User Upload Template file, manually with the user interface, or by a web service.

HINT: A single user will have multiple records if the user is assigned to multiple organizations (e.g., a teacher who serves students from multiple schools).

Name of the Extract

When saving the Users extract, the file has the following name:
Kite_User_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields on the Extract

The extract includes information about the roles assigned to a user. If assigned to more than one organization, the user will appear on more than one line on the CSV extract. For example, if an educator works in more than one district or school, that educator will appear on the extract on a line for each organization.

All the user's assigned roles for a particular organization appear on a single line of the CSV extract. One user can have more than one role, i.e., a Building Test Coordinator and a Teacher. The extract will display an X in each applicable column.

Table 37 describes fields in the extract.

Table 37

Fields in the Users Extract

Columns	Heading Titles	Description
Column A	State	The state for the educator's account
Columns B & C	Legal_First_Name Legal_Last_Name	The educator's first and last name
Column D	Educator_Identifier	This field may be blank. However, this is a required field for educators with the Educator Portal role of Teacher.
Column E	Educator_Email_Address	The educator's username when signing into Educator Portal
Column F	Organization_ID	The alphanumeric code associated with the organizational level in column G
Column G	Organization_Level	Will list either SCH for a school-level role or DT for a district-level role
Column H	Organization_Name	Name of the organization associated with column G
Column I	District_Organization_ID	The alphanumeric code for the educator's district
Column J	User_Status	Will display Inactive, Active, or Pending
Column K	Create_Date	Day, time, state code, and time zone when the extract is accessed, i.e., for Alaska, AKDT
Column L	Dynamic Learning Maps	Will display X
Columns M–Z NOTE: Columns R, T, U, and Y are DLM internal roles only.	Example: Column M: Building_Test_Coordinator	The possible roles that a user might be assigned in Educator Portal. An educator can have more than one role per account.

GLOSSARY

This glossary compiles definitions and acronyms relevant to assessment for the Dynamic Learning Maps® (DLM®) alternate assessment.

Term	Definition
display enhancements	Options that change the testlet appearance on the student's device screen, including magnification, overlay color, invert color choice, and contrast color.
Educator Portal	Educator Portal is a secure, web-based application designed to aid teachers and administrative users in the administration of assessments, including student enrollment and monitoring or tracking results. Users can access Educator Portal using any supported browser via https://educator.kiteaai.org/. For information on working within Educator Portal, access the DATA MANAGEMENT MANUAL and the EDUCATOR PORTAL USER GUIDE on the DLM website.
engagement activity	An activity at the beginning of a testlet that describes a scenario, taps prior knowledge or experience, or introduces the concept to be addressed. In English language arts reading testlets, the first reading of the text often serves as the engagement activity. In mathematics and science, the engagement activity provides context for the items. The engagement activity for some science testlets at the upper linkage levels include a short video without audio.
Essential Elements	Essential Elements are the content standards used for assessment for students with the most significant cognitive disabilities. Essential Elements are reduced in depth, breadth, and the level of complexity, and they build a bridge from the content in the grade-level standards to academic expectations. They are specific statements of knowledge and skills linked to the grade-level expectations identified in K–12 grade-level standards for English language arts and mathematics. Essential Elements in science are linked to the National Research Council's Framework for K–12.

Term	Definition
First Contact survey (IE model)	A survey used to collect background information about students who are eligible for the DLM alternate assessments. The survey goes beyond basic demographic information and includes questions on communication, assistive technology devices, motor and sensory impairments, and academic performance. In the fall window, data gathered from the core questions from the survey are used to **recommend** the linkage level for each Essential Element for all subjects. In addition to the core questions, data gathered from the science questions are used to **recommend** the linkage level for each science Essential Element. In the spring assessment window, data gathered from the core questions are also used to **recommend** the linkage level for any ELA and mathematics Essential Elements that were not tested during the fall window. In the spring assessment window for science, data gathered from the core questions plus the science questions are used to **assign** the linkage level of the student's first science testlet. In both windows, data gathered from the core questions plus data from the writing questions are used to **recommend** the linkage level for the writing testlet.

Term	Definition
First Contact survey (YE model)	A survey used to collect background information about students who are eligible for the DLM alternate assessments. The survey goes beyond basic demographic information and includes questions on communication, assistive technology devices, motor and sensory impairments, and academic performance. In the optional instructionally embedded assessment window, data gathered from the core questions from the survey are used to **recommend** the linkage level for each ELA and mathematics Essential Element. In addition to the core questions, data gathered from the science questions are used to **recommend** the linkage level for each science Essential Element. Data gathered from the core questions plus data from the writing questions are used to **recommend** the linkage level for the writing testlet. In the spring assessment window, data gathered from the core questions are used to **assign** the linkage level for the student's first ELA and mathematics testlets. Data gathered from the core questions plus data from the science questions are used to **assign** the linkage level of the student's first science testlet. In the spring window, data gathered from the core questions plus data from the writing questions are used to **assign** the linkage level for the writing testlet, instead of performance of previously completed testlets.
First Contact survey (Science Only)	A survey used to collect background information about students who are eligible for the DLM alternate assessments. The survey goes beyond basic demographic information and includes questions on communication, assistive technology devices, motor and sensory impairments, and academic performance. Data gathered from the core questions and the science questions are used to **recommend** the linkage level for each science Essential Element in the optional instructionally embedded assessment window. The same data is used to assign the linkage level to the first science Essential Element being tested in the spring assessment window.

Term	Definition
Instruction and Assessment Planner (IE model)	A part in Educator Portal where test administrators perform assessment functions for a student during both the required fall and spring windows for ELA and mathematics. Functions include selecting an Essential Element and linkage level for instruction and subsequent testing. Most data about the student can be accessed from the Instruction and Assessment Planner, including indication of mastery of an Essential Element at the tested linkage level and indication of when the blueprint requirements are met for each subject tested. NOTE: Testing science is optional in the fall window, and score results do not impact end-of-year Individual Student Score Reports.
Instruction and Assessment Planner (YE model and Science)	A part in Educator Portal where test administrators perform assessment functions for a student during the optional instructionally embedded assessment window. Functions include selecting an Essential Element and linkage level for instruction and subsequent testing. Most assessment data about the student is provided in the Instruction and Assessment Planner during this window, including a mastery of a tested Essential Element at a linkage level. Score results are not used for the end-of-year Individual Student Score Reports.
instructionally embedded assessment (IE model)	Instruction and assessment are closely integrated with assessment functions being performed throughout instruction in both the required fall and spring windows for ELA and mathematics. Functions include educator-selected Essential Elements and linkage levels for instruction and subsequent testing. Most assessment data about the student is provided in the Instruction and Assessment Planner during each window, including a mastery indication for a tested Essential Element at a linkage level. NOTE: Testing science is optional in the fall window. Although a mastery indication is provided in the fall window, score results do not impact end-of-year Individual Student Score Reports. Testing science is required in the spring window, but a mastery indication is not provided until end-of-year Individual Student Score Reports are published.

Term	Definition
instructionally embedded assessment (YE model and Science)	Occurs during the optional instructionally embedded assessment window in the fall and winter months where instruction and assessment are closely integrated with assessment functions being performed throughout instruction. Functions include educator-selected Essential Elements and linkage levels for instruction and subsequent testing. Most assessment data about the student is provided in the Instruction and Assessment Planner during this window, including a mastery indication for a tested Essential Element at a linkage level. Although a mastery indication is provided, score results do not impact end-of-year Individual Student Score Reports.
Kite Student Portal	Student Portal is a secure testing platform used by students to take testlets. Once launched, Student Portal prevents students from accessing unauthorized webpages or applications during testing. All students taking the DLM alternate assessment will have unique accounts in Kite Student Portal. Test administrators do not have accounts in Student Portal. In addition to operational testing in the Student Portal, practice activities and released testlets can be administered using Student Portal. The login credentials for the practice activities and released testlets are unique to each one. Access the TEST ADMINISTRATION MANUAL for more information about Student Portal.
linkage level	ELA and mathematics: A small section of the DLM learning map model containing one or more nodes that represent critical concepts or skills needed to learn the Essential Element. ELA and mathematics each have five linkage levels: Initial Precursor, Distal Precursor, Proximal Precursor, Target, and Successor. Science: An incremental level of complexity toward the learning target where an assessment was developed for the science Essential Elements. Science has three linkage levels: Initial, Precursor, and Target. Linkage levels for an Essential Element are always related directly to grade-level content standards but at different levels of cognitive complexity. The Target level is most closely related to the grade-level expectation.

Term	Definition
Personal Learning Profile	A collective term used to describe a student's personal needs and preferences settings entered in the PNP Profile in addition to information about the student entered in the First Contact survey in Educator Portal.
Personal Needs and Preferences (PNP) Profile	Student-specific information that informs Kite Student Portal about an individual student's personal needs and preferences for each testlet. The PNP Profile includes information the system needs to make the student's user interface in Student Portal compatible with their accessibility needs. The PNP Profile includes information about display enhancements, language and braille, and audio and environmental supports. Educators who know the student provide the information in the profile found in Educator Portal.
plan (IE model)	The test administrator creates a plan in the Instruction and Assessment Planner in Educator Portal during the fall and spring windows. A plan includes an Essential Element, a linkage level, and a testlet for ELA, mathematics, and science. During the spring window, a plan is not created for science. Instead, it is administered from the Test Management section of Educator Portal, and the system assigns the Essential Element, the linkage level, and the testlet.
plan (YE model)	The test administrator creates a plan in the Instruction and Assessment Planner in Educator Portal only during the optional instructionally embedded assessment window. A plan includes an Essential Element, a linkage level, and a testlet for ELA, mathematics, and science.
plan (Science only)	The test administrator creates a plan in the Instruction and Assessment Planner in Educator Portal only during the optional instructionally embedded assessment window. A plan includes an Essential Element, a linkage level, and a testlet for science.

Term	Definition
Student Activity Table (IE model)	A page in the Instruction and Assessment Planner in Educator Portal. The Student Activity Table provides an at-a-glance overview for all students rostered to the test administrator in the subjects in which the students are being tested during either the fall or spring window. The data in the Student Activity Table populates based on test administrator's actions taken on the Student View Page for each student (i.e., how many testlets were administered and whether the students have met blueprint requirements). The table also includes three icons providing easy access to the First Contact survey, PNP Profile, and the student's credentials.
Student Activity Table (YE model and science only)	A page in the Instruction and Assessment Planner in Educator Portal. The Student Activity Table provides an at-a-glance overview for all students rostered to the test administrator in the subjects in which the students are being tested during the optional instructionally embedded assessment window. The data in the Student Activity Table populates based on the test administrator's actions on the Student View Page for each student (i.e., how many testlets were administered). The table also includes three icons providing easy access to the First Contact survey, PNP Profile, and the student's credentials.
Student View Page (IE model)	A page in the Instruction and Assessment Planner in Educator Portal that displays details about one student at a time for each Essential Element and linkage level. During both the required fall and spring windows, test administrators use the Student View Page for several actions for each student (i.e., creating a plan and assigning a testlet). The system will display information about the student's testing progress, including whether the student achieved mastery of an Essential Element at the linkage level tested. The system will also indicate on the Student View Page when the student meets blueprint requirements.

Term	Definition
Student View Page (YE model and Science Only)	A page in the Instruction and Assessment Planner in Educator Portal that displays details about one student at a time for each Essential Element and linkage level. During the optional instructionally embedded assessment window, test administrators use the Student View Page for several instruction and assessment actions for each student (i.e., creating a plan and assigning a testlet). The system will display information about the student's testing progress and will indicate whether the student achieved mastery of an Essential Element at the linkage level tested.
testlet (IE model)	A short assessment that begins with an engagement activity and includes three to nine items, depending on the subject. Together the items increase the instructional relevance of the assessment and provide a better estimate of a student's knowledge, skills, and understandings than can be achieved by a single assessment item. Each testlet assesses only one Essential Element except for the writing testlet, which assesses all writing Essential Elements together in one testlet. Testlets are either teacher-administered or computer-delivered. More specific information is found in the TEST ADMINISTRATION MANUAL.
testlet (YE model)	A short assessment that begins with an engagement activity and include three to nine items, depending on the subject. Together the items increase the instructional relevance of the assessment and provide a better estimate of a student's knowledge, skills, and understandings than can be achieved by a single assessment item. Each testlet assesses only one Essential Element, except for the writing testlet, which assesses all writing Essential Elements together in one testlet. Testlets are delivered one at a time in each subject. They are either teacher-administered or computer-delivered and they are adaptive, except for the writing testlet, which is always delivered last and linkage level assignment is not based on performance of previous testlets. More specific information is found in the TEST ADMINISTRATION MANUAL.

Term	Definition
testlet (Science Only)	A short assessment that begins with an engagement activity and includes three to five items. Together the items increase the instructional relevance of the assessment and provide a better estimate of a student's knowledge, skills, and understandings than can be achieved by a single assessment item. All students receive nine testlets. In states delivering end-of-instruction biology in high school, students receive 10 testlets. Each testlet assesses only one Essential Element. Testlets are delivered one at a time, are adaptive, and are either teacher-administered or computer-delivered. More specific information is found in the TEST ADMINISTRATION MANUAL.
Testlet Information Page (TIP) (IE and YE models)	A PDF that is unique to each testlet and provides specific information to guide the test administrator in delivering the assessment. The Testlet Information Page (TIP) for each testlet lists the materials needed or describes the attributes of the materials needed specific to a testlet. The materials listed in the TIP are especially needed for the teacher-administered testlets at the Initial and Distal Precursor linkage levels in ELA and mathematics, and the Initial linkage level for science. The TIP for testlets at the Initial level for science has picture response cards that must be printed before testing. Best practice is to print them in color. Computer-delivered testlets require fewer materials than the teacher administered testlets.
Testlet Information Page (TIP) (Science Only)	A PDF that is unique to each testlet and provides specific information to guide the test administrator in delivering the assessment. The Testlet Information Page (TIP) for each testlet lists the materials needed or describes the attributes of the materials needed specific to a testlet. The materials listed in the TIP are especially needed for the teacher-administered testlets at the Initial linkage level for science. The TIP at the Initial level will have picture response cards that must be printed before testing. Best practice is to have them printed in color. Computer-delivered testlets require fewer materials than the teacher administered testlets.

STATE APPENDIX

DOCUMENT HISTORY

Page numbers are valid **only** for the date and version noted (Table 38). They may change in future versions.

Table 38

Version History

Date	Section Name/Summary of Changes	Starting Page
8/26/2022	Timeframe for testlet resets updated to five business days	2
8/26/2022	Updates for braille forms to include UEB Math/Science	33
8/26/2022	State Student ID column added in Test Management	46
8/26/2022	Additional location for Fall and Spring Performance Report in the Reports tab in Educator Portal	71
8/26/2022	New extracts described	97
8/26/2022	New icons in the Instruction and Assessment Planner to bring more attention to them	Throughout
8/26/2022	Updated name for Essential Elements Status Report to Fall Performance Report and Spring Performance Report	Throughout
8/26/2022	General edits	Throughout