FACILITATOR GUIDE TO REQUIRED TEST ADMINISTRATOR TRAINING 2020–2021

INSTRUCTIONALLY EMBEDDED MODEL

Revision Date: 07/15/2020

FINDING HELP

When the information in this manual and resources from your state Dynamic Learning Maps® (DLM®) webpage do not lead to solutions, these contacts can provide additional support.

> Hint: Print this page and keep it handy!

Local Technology Representative	State Education Agency	The DLM Service Desk* 1-844-675-4479 (toll-free) or DLM-support@ku.edu
Kite® Student Portal installation	How to use Student Portal and Educator Portal	Data issues (rosters, enrollment, etc.)
General computer support	Training requirements	
Internet availability	Assessment questions	
Display resolution	Assessment scheduling	
Issues with sound, headphones, speakers, etc.	Test invalidation requirements	
	Student Individualized Education Program (IEP) requirements	
	Test window dates, extensions, requirements, etc.	
	Testlet resets (may take up to 72 hours)	

IF CONTACTING THE DLM SERVICE DESK:

- **Do not send any Personally Identifiable Information** (PII) for a student via email. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes information, such as a student's name or state identification number. Each state has unique PII requirements. Please check with your assessment coordinator to find out what student information can be legally emailed in your state.
- **Do** send:
  - o your contact information (email address and name)
  - o the state and district in which your school is located
  - o error messages, including the testlet number if applicable to the problem
  - o the Service Desk ticket number when following up on a previously submitted issue

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CONTENTS

AUDIENCE AND PURPOSE

This guide helps trainers access DLM Required Test Administrator Training in Moodle and assists them in preparing for and delivering the Required Test Administrator Training.

The Required Test Administrator Training is different from professional development that supports curriculum and instruction. For more information about professional development, visit the DLM professional development site.
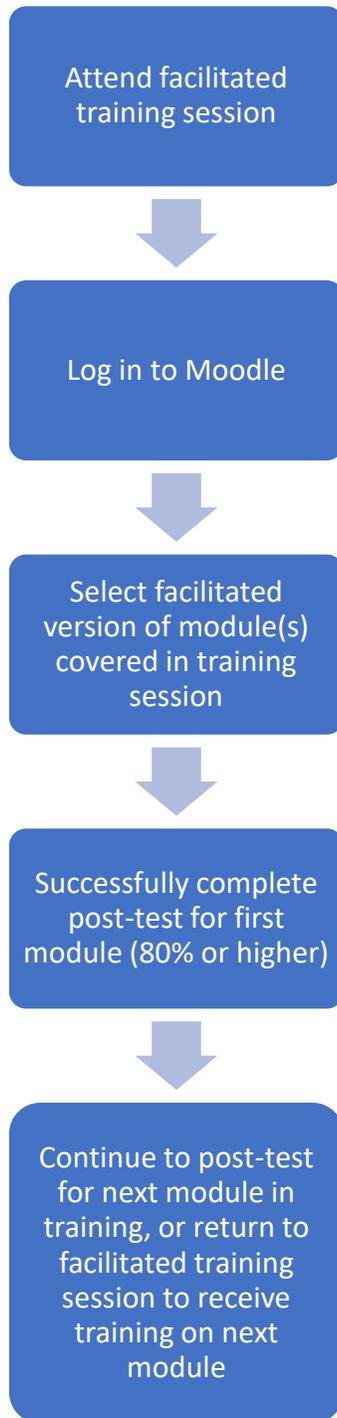
OVERVIEW

Training is required for all educators who will administer Dynamic Learning Maps® (DLM®) alternate assessments in 2020–2021. New test administrators must successfully complete four modules before assessment begins. Training for new test administrators is available in self-directed and facilitated formats.

State policy determines whether a state requires returning test administrators to complete the new training course or the returning training course. The Returning Test Administrator Training is not available in a facilitated format. It is only available in the self-directed format. The following flow charts highlight the differences between the facilitated and self-directed training.

Facilitated Training
The facilitated training session is completed outside of Moodle. The post-tests are completed inside Moodle.

Self-Directed Training
All steps of self-directed training are completed inside Moodle.

Facilitated Training	Self-Directed Training
Attend facilitated training session	Log in to Moodle
Log in to Moodle	Select self-directed version of module
Select facilitated version of module(s) covered in training session	Complete training
Successfully complete post-test for first module (80% or higher)	Successfully complete post-test for first module (80% or higher)
Continue to post-test for next module in training, or return to facilitated training session to receive training on next module	Continue by selecting self-directed version of next module

NEW TEST ADMINISTRATOR REQUIRED TRAINING

Training is required for all educators who will administer Dynamic Learning Maps® (DLM®) alternate assessments in 2020–2021. New test administrators must successfully complete four modules, with a passing score of 80% or higher on each module's post-test, before assessment begins. The content of the training and post-tests are the same whether completed in the facilitated or self-directed format. Modules must be completed in the order listed below.

Total training time for new test administrators is estimated at approximately two hours and 30 minutes. Total training time will be a little more than that for states that administer the DLM science alternate assessment. The timeframe includes videos and activities, but not the time to independently complete post-tests. Time estimates and brief descriptions of the material covered in each module are provided below.

- **Module 1—Overview of the DLM Alternate Assessment System**
  Approximately 30 minutes
  Topics:
    1. Design of the DLM System
    2. Terminology
    3. Accessibility
    4. Clarify the security demands of the DLM Alternate Assessment System
- **Module 2—Testlets**
  Approximately 25 minutes
  Topics:
    1. Testlet Structure
    2. Item Types
    3. Computer-Delivered Testlets
    4. Teacher-Administered Testlets
- **Module 3—The Instructionally Embedded Model**
  Approximately 30 minutes
  Topics:
    1. Overview of the Instructionally Embedded Model
    2. First Contact Survey
    3. Instruction and Assessment Model
    4. Assessment Results
- **Module 4—Becoming Familiar with the DLM Website and Its Resources**
  Approximately 35 minutes
  Topics:
    1. Website Tour
    2. Professional Development
    3. Test Administration Considerations
    4. Test Administrator Responsibilities

GAIN ACCESS AND LOG IN TO MOODLE

ACCESSING MOODLE

Facilitators and test administrators will need a Moodle account to access the required training. A Moodle account is created for each test administrator with an active Educator Portal account. In addition, each test administrator must have only one active account in Educator Portal, and the account must have a correct email address, and educator identifier.

- If the participant is a returning Dynamic Learning Maps® (DLM®) test administrator, they will have Moodle access by the date the state launches required training.
- If the participant is a new DLM test administrator with an activated Educator Portal user account, they will have Moodle access when the training window opens.
- If the participant is a new DLM test administrator without an Educator Portal user account, they will have Moodle access within three hours after the creation and activation of an Educator Portal account.
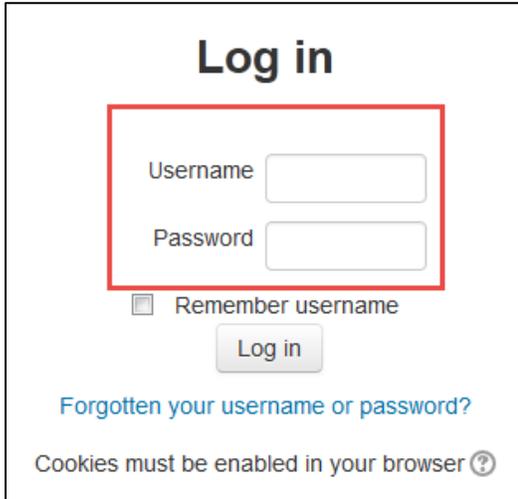
LOG IN TO MOODLE

All facilitators and test administrators will log in to Moodle to access the training using the same process. A link to the DLM Moodle training site is located under the Professional Development tab on the DLM webpage. You may also access Moodle by going to https://training.dynamiclearningmaps.org.

Your username is the same email address used for Educator Portal. The first time you log in, use your temporary password (the first part of your email address up to the @ symbol). For example, educator Jane Jones will use her email address jjones@email.com as her login name and temporary password jjones the first time she logs in to Moodle. She will then be prompted to change her password. If unable to log in to the training site, check to make sure you have an Educator Portal account, or click **Forgotten your username or password?** If those steps do not resolve the issue, contact your assessment coordinator.

To log in, follow the steps below:

1. Open the latest version of a recommended browser.
2. Go to https://training.dynamiclearningmaps.org.
3. Enter your **Username** and **Password**.

FACILITATED TRAINING MODULES

Facilitated training is provided only for new test administrators. Each facilitated training module includes one or more videos, activities, and a post-test. Videos and activities are completed as a group, while participants complete post-tests independently.

ACCESSING FACILITATOR RESOURCES FOR FACILITATED TRAINING

Designated facilitators have access to facilitated training resources in Moodle. In order to access these resources, do the following:

1. Log in to Moodle.
2. Choose Facilitator Resources.

> ☆ **KS 2020-2021 Required Training for DLM Test Administrators - Facilitator Resources**

3. The page lists General Resources at the top and then resources for each testing module. Resources may include videos, video transcripts, and handouts for each section of the required training.

Facilitator Resources for DLM Test Administrator Training
This space contains resources for delivering facilitated training to DLM test administrators.

General Resources

📄 Facilitator Guide to Required Training 2020-21
📄 Guide to Required Training 2020-21

Module 1: About the DLM System

📄 Facilitator Resources Modules 1-4
📄 Video - Module 1
📄 Video Transcript
📄 PowerPoint Presentation
📄 Module 1 Activity
📄 Quiz with Answers

General resources vary by state. However, all facilitators will have access to this document and the participant guide called Guide to 2020–2021 DLM Required Test Administrator Training. Also, the DLM Required Test Administrator Training Facilitator Resources Modules 1–4 is a facilitator guide for the entire training. Each section of training includes videos and PDFs of individual resources. The state will determine if the post-test assessment with answers is available to facilitators. The videos are designed to be downloaded or streamed directly from Vimeo.

PROCEDURES FOR DELIVERING FACILITATED TRAINING

To prepare for and deliver facilitated training, follow these steps:

- Ensure each participant has only one active Educator Portal account, is assigned the role of Teacher in Educator Portal, and has completed the annual security agreement.
- Prepare for the training session by doing the following before training day:
  o Preview the videos before beginning training, either by streaming them or downloading them.
  o Make notes of topics to reinforce and questions you anticipate.
  o Review the sections of the TEST ADMINISTRATION MANUAL that align with parts of training to familiarize yourself with details for each module, as needed. (See the Appendix for a list of TEST ADMINISTRATION MANUAL sections associated with each module.)
  o Set up the training area with equipment.
  o Deliver facilitated training modules.
  o Direct users to return to computers and take the post-tests in Moodle. See the Guide to DLM Required Training for more detail and procedures for participants to access Moodle.

EQUIPMENT REQUIRED FOR DELIVERING A FACILITATED TRAINING

Presenter's computer should have access to stream training videos from the internet or have the training videos downloaded to the computer or a flash drive to display locally. Videos should be accessed and reviewed well before the training. Prepare the following equipment:
- Videos from your state's Facilitator Resources area in Moodle.
- LCD projector with external speakers or sound system.
- Computers with internet access (optional) are needed for participants to complete the required post-test in Moodle after each module. Facilitators have the option to have participants take the post-tests as each training session is completed or have participants take the post-tests later (https://training.dynamiclearningmaps.org).

TRAINING SESSIONS

All four facilitated modules can be completed in one or multiple sessions. The modules must be completed sequentially. New test administrators completing facilitated training will log in to Moodle to complete the post-tests. The main course page in Moodle contains a greeting and

lists the available course(s), either self-directed or facilitated. Facilitated training participants must complete post-tests by selecting the facilitated option.

Only the first module, or part of the course, will be available initially. The next module only becomes available after successfully completing the post-test for the current module with a score of 80% or higher.

Additional detailed information about required test administrator training, including navigating the required training, post-tests, and monitoring required training completion in Moodle, can be found in the Guide to DLM Required Test Administrator Training.

POST-TESTS

Each of the four required training modules include a post-test. Participants must complete every post-test with a score of 80% or higher for the system to register the training as complete. The participant must pass a post-test before being allowed to move on to the next module but has the opportunity to retake a post-test as many times as necessary to achieve a passing score. Post-tests must be completed independently in Moodle to count toward successful completion of required training.

If your training plan includes having participants complete the post-test after each training session, budget extra time for those who need to retake the post-test. Alternatively, you might plan for all participants to complete the post-test only one time during the training day. Participants who need to retake a post-test may return to Moodle later to retake post-tests as needed. Remember that if a participant does not pass a post-test for a module, the next post-test is not available until the previous module's post-test is retaken and passed.

SELF-DIRECTED TRAINING MODULES

Self-directed training is completed independently by test administrators online. The videos, activities, and post-tests are the same as in the facilitated format.

TRAINING OVERVIEW

An overview of the training process is included below.
- Participants log in to Moodle to read a welcome greeting and view their available course.
- Clicking on the course opens the page with the available module(s). Modules are only available one at a time, in sequential order. Subsequent modules become available after the previous module's post-test has been successfully completed with a score of 80% or higher.
- Completing a module.

  o Modules contain instruction, videos, and activities.
  o Participants are directed to complete the post-test after completing the training portion of the module.
  o Participants can review and change responses prior to submitting the final post-test.
  o After completing the post-test, participants receive a notification either indicating a pass of 80% or higher or the need to retake the post-test if the score was below 80%.
  o Participants can review the questions and correct answers against their own responses.
  o Participants may only return to the review screen for up to two minutes after leaving the results screen.
  o The previous post-test becomes completely unavailable to users once the post-test in the next module starts.
- Participants continue through each module until successfully completing each post-test.
- After successfully completing the fourth module, participants receive a congratulatory message.

> HINT: The Test Management tab is only available to a test administrator who has read, agreed to, and signed the Security Agreement in addition to completing the Required Test Administrator Training quizzes at 80% or higher.

Participants are able to email a copy of the completion certificate to the facilitator after finishing the required training.

Additional detailed information about required training, including navigating the required training, post-tests, and monitoring required training completion in Moodle, can be found in the Guide to Required Test Administrator Training.

RETURNING TEST ADMINISTRATOR TRAINING

> Hint: Returning Test Administrator Training is NOT available in a facilitated format. It is only available in the self-directed format. Additionally, see state-specific guidance regarding availability of this option.

State policy determines whether a state requires returning test administrators to complete the new training course or the returning training course.

In states that offer the returning training course, a returning test administrator is identified based on Educator Portal records. If a participant is a returning test administrator from the previous school year and believes to have been mistakenly placed in the course for new test administrators, contact the district assessment coordinator.

The Returning Test Administrator Training takes approximately one hour to one hour and 15 minutes to complete. Training time includes the video and time for participants to independently complete the post-test. The Returning Test Administrator Training is not facilitated.

- **Returning Test Administrator Training—Review of the DLM Alternate Assessment**
  Approximately one hour
  Participants will learn how to prepare for the DLM alternate assessment.

  o Review the components of the DLM Alternate Assessment System
  o Clarify the security demands of the DLM Alternate Assessment System
  o Review accessibility options and allowable practices
  o Review test administration practices

If any post-test is not successfully completed on the first attempt, the returning test administrator must complete additional training. The additional training may take an added 30 minutes to four hours, depending on the areas in which the test administrator was not successful on the first attempt.

Additional detailed information about required training, including navigating the required training, post-tests, and monitoring required training completion in Moodle, can be found in the Guide to Required Test Administrator Training.

CONTINUING EDUCATION

The DLM Consortium does not provide Continuing Education Units (CEUs) for the completion of modules. However, states and/or local education agencies may offer CEUs. Contact your district assessment coordinator for more information.

APPENDIX

FACILITATORS WHO ARE ALSO TEST ADMINISTRATORS

In some locations, facilitators also serve as test administrators. If the facilitators are also test administrators, they will have a teacher role and be enrolled in the appropriate course automatically via Educator Portal, just like the other test administrators.

Some states require facilitators to complete training themselves regardless of whether they are test administrators. If this is the case, all facilitators will also be enrolled as students in the training course and will be expected to complete the course.

CROSS-REFERENCE TRAINING MODULES TO OTHER DLM RESOURCES

Part 1—Overview of the DLM Alternate Assessment System.

Module Topics	Manual/Resource	Section
Describe the components of the DLM Alternate Assessment System: • DLM Maps • Blueprints • DLM Essential Elements • Testlets and Linkage Levels	TEST ADMINISTRATION MANUAL	About the Dynamic Learning Maps Alternate Assessment System: The Dynamic Learning Maps Foundation About the Dynamic Learning Maps Alternate Assessment System: Essential Elements About the Dynamic Learning Maps Alternate Assessment System: Blueprints
Accessibility Supports	ACCESSIBILITY MANUAL	Demonstration of Personal Needs and Preferences Supports: What Students Will See
Clarify the security demands of the DLM Alternate Assessment System	TEST ADMINISTRATION MANUAL	Before Beginning Assessments: Complete the Security Agreement

Part 2—Testlets.

Module Topics	Manual/Resource	Section
Testlet Structure	TEST ADMINISTRATION MANUAL	Computer-Delivered Testlets: General Structure of Computer-Delivered Testlets Teacher-Administered Testlets: General Structure of Teacher-Administered Testlets
Item Types	TEST ADMINISTRATION MANUAL	Computer-Delivered Testlets: Computer-Delivered Item Types
Completing Testlets	TEST ADMINISTRATION MANUAL	Kite® Student Portal User Guide: Begin Operational Assessment

Part 3—The Instructionally Embedded Model.

Module Topics	Manual/Resource	Section
	TEST ADMINISTRATION MANUAL	The Cycle of Instruction Assessment and Evaluation
First Contact Survey	TEST ADMINISTRATION MANUAL	Complete or Update First Contact Survey Settings Manage Student Data: Complete the First Contact Survey
Instruction and Assessment Planner	TEST ADMINISTRATION MANUAL	Instructionally Embedded Assessments
Assessment Windows	TEST ADMINISTRATION MANUAL	How the Assessment System Works: Overview
Assessment Results	TEST ADMINISTRATION MANUAL	Individual Student Score Reports

Part 4—Becoming Familiar with the DLM Website and Its Resources.

Module Topics	Manual/Resource	Section
DLM Website	TEST ADMINISTRATION MANUAL	How to Use the DLM Website
Utilize Practice Activities and Released Testlets	TEST ADMINISTRATION MANUAL	Prepare for Assessment with Practice Activities and Released Testlets
DLM Professional Development	TEST ADMINISTRATION MANUAL	Professional Development for Instructional Support
Planning and Scheduling for Assessment Administration Days	TEST ADMINISTRATION MANUAL	Schedule and Arrange Assessment Sessions
Allowable Practices	TEST ADMINISTRATION MANUAL	Practices Allowed Practices Not Allowed
Considerations for Test Administration	TEST ADMINISTRATION MANUAL	Kite Student Portal User Guide

DOCUMENT HISTORY

NOTE: Page numbers are valid ONLY for the date and version noted.
They may change in future versions.

Date	Section Name/ Summary of Changes	Starting Page
7/15/2020	Updated screenshots	Throughout