

DYNAMIC[®]
LEARNING MAPS

GUIDE TO DLM
REQUIRED TEST
ADMINISTRATOR
TRAINING 2018-2019

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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!

For these topics:	Contact:
<ul style="list-style-type: none">• Kite® Student Portal installation• General computer support• Internet availability• Display resolution• Issues with sound, headphones, speakers, etc.	Local technology representative
<ul style="list-style-type: none">• How to use Student Portal and Educator Portal• Training requirements• Assessment questions• Assessment scheduling• Test invalidation requirements• Student IEP requirements• Test window dates, extensions, requirements, etc.• Test resets (may take up to 72 hours)	Local assessment coordinator
<ul style="list-style-type: none">• Data issues (rosters, enrollment, etc.)	The DLM Service Desk* 1-855-277-9751 (toll-free) or DLM-support@ku.edu

**When contacting the DLM Service Desk:*

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

GUIDE TO DLM REQUIRED TEST ADMINISTRATOR TRAINING 2018-2019

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AUDIENCE AND PURPOSE

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

CHECKLIST

Use this checklist to access and participate in required test administrator training. Major tasks are listed with links to resources.

<input checked="" type="checkbox"/>	Tasks	Resources
	1. Review the About DLM Required Test Administrator Training section.	Page 4 of this manual
	2. Review any additional guidelines provided by the individual state or district about expectations for DLM required training.	State Appendix on page 24 of this manual and your state DLM webpage (www.dynamiclearningmaps.org/[state])
	3. Complete the required annual Security Agreement in EP. This expires each year on August 1.	See the EDUCATOR PORTAL USER GUIDE
	4. Wait three hours after activating an Educator Portal account, then log in to Moodle.	Gain Access and Log In to Moodle on page 6 of this manual
	5. Complete the required training course, including facilitated training sessions or self-directed modules, and post-tests according to your state's requirements. This step should be completed at least two weeks before the first test administration window of the year.	Complete a Self-Directed on page 14 and Take a Post-Test on page 17 of this manual
	6. Print a copy of the completion certificate for your records.	Print a Completion Certificate on page 23 of this manual

ABOUT DLM REQUIRED TEST ADMINISTRATOR TRAINING

OVERVIEW

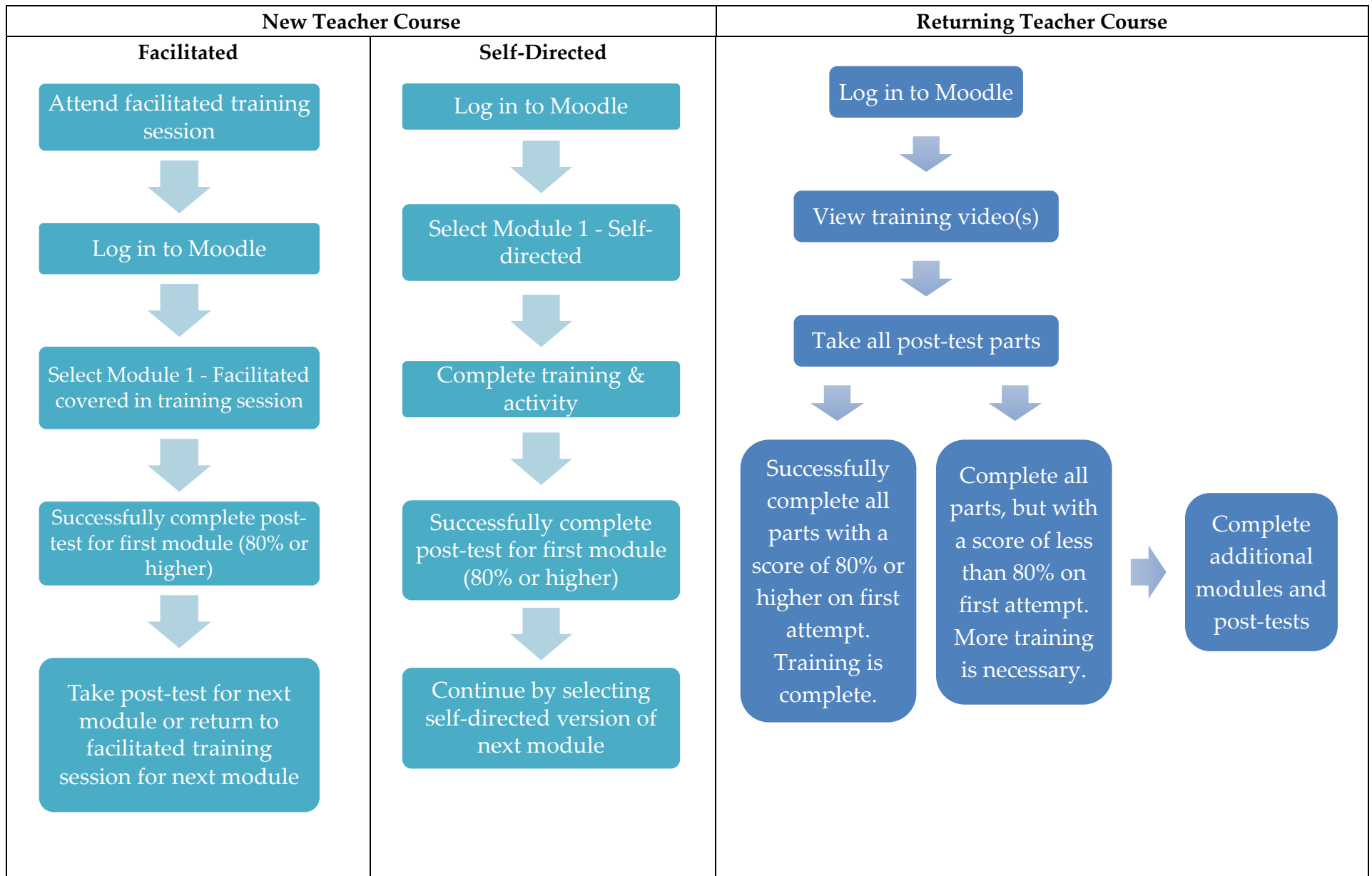
The DLM Alternate Assessment Consortium provides required training for test administrators:

- Training courses have been designed for test administrators who are new to the DLM system and those who administered DLM assessments previously (returning test administrators). Availability of differentiated training for the two groups is determined at the state level.
- The training is required for all test administrators (no access to student Kite login information will appear in EP if the training is incomplete).
- The training is located in Moodle, which is a training website separate from Educator Portal, and is accessed at training.dynamiclearningmaps.org.
- To automatically be registered in Moodle for training, the test administrator must have only one active, up-to-date account in Educator Portal, have the “teacher” role selected and have their educator identifier on their account.
- Successful completion of the course requires passing all post-tests with score of 80% or higher.

NOTE: See your assessment coordinator for a training or professional development plan that is tailored specifically to your state’s needs that fall outside the scope of the Required Test Administrator Training modules.

PROCESS FOR COMPLETING THE TEST ADMINISTRATOR COURSE

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



GAIN ACCESS AND LOG IN TO MOODLE

A Moodle account will be created for each test administrator with an active account in EP. Each test administrator must have only one active account in EP with a correct email address and an educator identifier. Once test administrators have an active account in EP, they will be auto-registered in Moodle within three hours.

- If the participant was a DLM test administrator the previous year, a Moodle account is created by the date that your state launches required training.
- If the participant is a new DLM test administrator in 2018-19 and an EP user account is created by the start of the state's required training window, a Moodle account is ready when the training window opens.
- If the participant is a new DLM test administrator in 2018-19 and an EP user account is created AFTER the start of the state's required training window, a Moodle account will be ready three hours after the EP account is created.

ACCESS MOODLE TRAINING SITE

HINT: This section includes the procedures to access required training through Moodle. For information on the content of required training see the About DLM Required Test Administrator Training on page 4.


To log in to the Moodle training site, follow these steps.

1. Use a recommended browser to go to training.dynamiclearningmaps.org.
2. Enter your **Username** and **Password**.

HINT: Your username is the same email address used for EP

At your first login, use your temporary password which is the first part of your email address, up to the "@". For example, educator Jane Jones will use her email of jjones@email.com as her login name and a temporary password of jjones on her first login to Moodle. She will then be prompted to change her password.

DLM Required Test Administrator Training



[Home](#) ▶ [Log in to the site](#)

Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

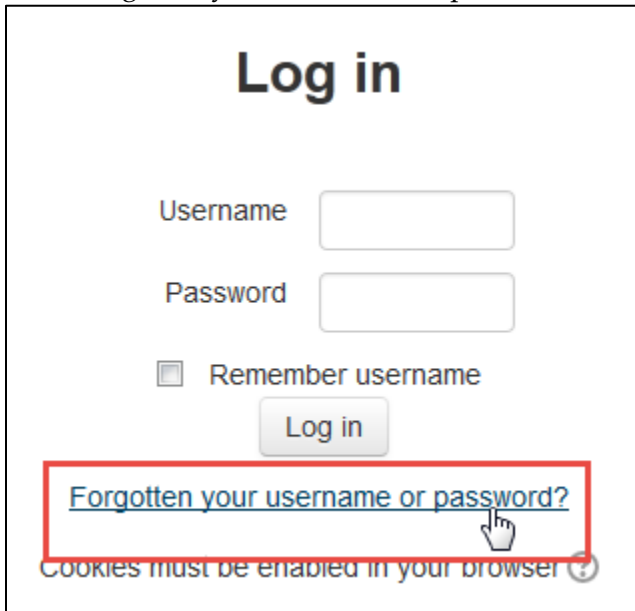
Cookies must be enabled in your browser [?](#)

HINT: If unable to log in to the training site, check to make sure you have an EP account or use the option for Forgotten your username or password? If those steps don't resolve the issue, please contact your district assessment coordinator.

RESET PASSWORD

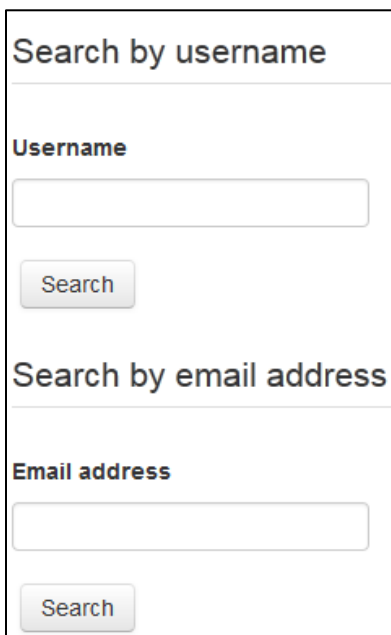
To reset a password on the training site, follow these steps.

1. Click Forgotten your username or password?



The screenshot shows a login form titled "Log in". It contains two input fields: "Username" and "Password". Below these fields is a checkbox labeled "Remember username" and a "Log in" button. A red rectangular box highlights the link "Forgotten your username or password?" located below the "Log in" button. A mouse cursor is pointing at the end of this link. At the bottom of the form, there is a message: "Cookies must be enabled in your browser" with a question mark icon.

2. Enter Username or Email address; click Search.



The screenshot shows a search page with two sections. The first section is titled "Search by username" and contains a "Username" label, an input field, and a "Search" button. The second section is titled "Search by email address" and contains an "Email address" label, an input field, and a "Search" button.

3. A message appears. Check your matching email account for a message with instructions.

ABOUT THE NEW TEST ADMINISTRATOR COURSE

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

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

◆ **Module 1 – Overview of the Dynamic Learning Map Alternate Assessment**

Approximately 35 minutes

Topics:

1. Components of the DLM system
2. Security demands of the DLM system

◆ **Module 2 – Understanding and Delivering Testlets in the DLM Alternate Assessments**

Approximately 35 minutes

Topics:

1. Testlet Structure
2. Standard Test Administration Process
3. Accessibility Supports
4. Allowable Practices and Practices to be Avoided

◆ **Module 3 – Test Administration and Scoring**

Approximately 40 minutes

Topics:

1. First Contact Survey
2. Test Administration Process
3. Testlet Information Pages
4. Assessment Windows
5. Assessment Results

◆ **Module 4 – Preparing to Administer the Assessment**

Approximately 25 minutes

Topics:



1. Checking Data
2. Completing the First Contact Survey
3. Utilize Practice Activities and Released Testlets
4. Planning and Scheduling for Assessment Administration Days
5. Considerations for Test Administration

Educators in each state have access to both self-directed and facilitated training options in Moodle as shown below. Check state guidelines to determine if a specific version of the course must be completed.

Module 1: Overview of the Dynamic Learning Maps

Alternate Assessment System

The same format, either SELF-DIRECTED or FACILITATED, must be used for the entire course. If completing the training independently, please select the SELF-DIRECTED option. If the training is taken in a group setting, please select the FACILITATED option. Later modules will only become available when a score of at least 80% is achieved on the previous quiz.

 Module 1 - Self-Directed	<input type="checkbox"/>
 Module 1 - Facilitated	<input type="checkbox"/>

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

ABOUT THE REQUIRED TRAINING FOR RETURNING TEST ADMINISTRATORS COURSE

The training course for returning test administrators is designed for test administrators who completed all training requirements in the previous school year. Returning test administrators must successfully complete one module with a passing score on all four parts of the post-test before the first test administration window of the year for the state begins.

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

In states which offer the returning training course, a “returning test administrator” is identified based on EP records. If a participant is a returning test administrator from the previous year and believes to have been mistakenly placed in the course for new test administrators, contact the local or state education agency.

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

◆ **Returning Test Administrator Training – Review of the DLM Alternate Assessment System**

Participants will learn how to prepare for the DLM assessment:

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

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

SUCCESSFUL COMPLETION OF TRAINING REQUIREMENTS

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

- Attend a facilitated training or take the self-directed training in Moodle.
- Complete each post-test in Moodle with a score of 80% or better.
- All post-tests must be successfully completed in order for the entire training course to be complete.
- Print a completion certificate.
- Within two hours of completion of all training requirements, a participant's completion status will be marked in EP.

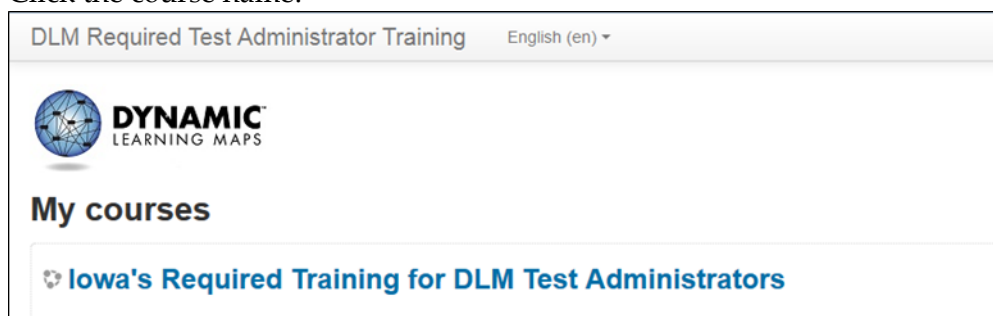
COMPLETE REQUIRED TRAINING IN MOODLE

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Complete a Facilitated Course	12
Complete a Self-Directed Course.....	14
Take a Post-Test	17
Retake a Post-Test	20
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Monitor the Completion of Required Test Administrator Training	22
Print a Completion Certificate	23


COMPLETE A FACILITATED COURSE

To complete a facilitated module, first attend a classroom training session (if offered by your state), follow the steps below to access the post-test. Directions for post tests are in the section called Take a Post-Test on page 17.

1. Log in to Moodle at training.dynamiclearningmaps.org.
2. Click the course name.



3. A welcome message appears with links to self-directed and facilitated modules. Choose the facilitated format.


Your progress 

Required Training for DLM Test Administrators

Welcome to required training for DLM test administrators!


This course is for test administrators who are responsible for delivering the DLM alternate assessment. All modules must be completed successfully prior to test administration.


The guide below is provided for additional information on navigating the course.

 [Guide to Required Training 2018-19](#)

Module 1: Overview of the Dynamic Learning Maps Alternate Assessment System

The same format, either SELF-DIRECTED or FACILITATED, must be used for the entire course. If completing the training independently, please select the SELF-DIRECTED option. If the training is taken in a group setting, please select the FACILITATED option. Later modules will only become available when a score of at least 80% is achieved on the previous quiz.

 [Module 1 - Self-Directed](#)

 [Module 1 - Facilitated](#)

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

4. Respond to the three items that appear before starting the post-test. The items are listed below:
- Certification that you attended a facilitated session (answer = true)
 - Date of facilitated training session
 - Location of facilitated training session

NOTE: These questions are not scored but the results are shared with your state education agency staff.

5. For more information on completing a post-test, go to the section called Take a Post-Test on page 17.

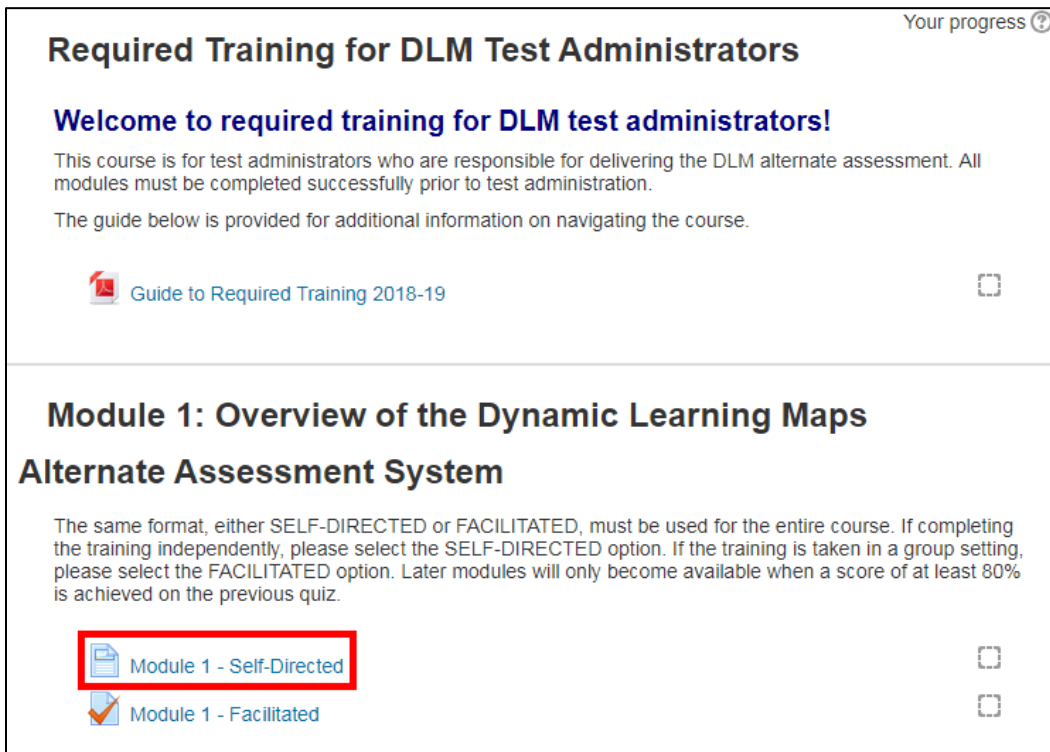
COMPLETE A SELF-DIRECTED COURSE

This procedure applies to the self-directed modules. To complete the self-directed course, view the module 1 recorded training online, then go to Take a Post-Test on page 17.

1. Log in to Moodle at training.dynamiclearningmaps.org.
2. Click the course name.



3. A welcome message appears with links to self-directed and facilitated modules. Choose the self-directed format.

A screenshot of the course welcome page. At the top right is "Your progress" with a question mark icon. The main heading is "Required Training for DLM Test Administrators". Below that is a sub-heading "Welcome to required training for DLM test administrators!". The text says: "This course is for test administrators who are responsible for delivering the DLM alternate assessment. All modules must be completed successfully prior to test administration. The guide below is provided for additional information on navigating the course." There is a link for "Guide to Required Training 2018-19" with a document icon. Below that is the heading "Module 1: Overview of the Dynamic Learning Maps Alternate Assessment System". The text says: "The same format, either SELF-DIRECTED or FACILITATED, must be used for the entire course. If completing the training independently, please select the SELF-DIRECTED option. If the training is taken in a group setting, please select the FACILITATED option. Later modules will only become available when a score of at least 80% is achieved on the previous quiz." There are two options for Module 1: "Module 1 - Self-Directed" (with a document icon) and "Module 1 - Facilitated" (with a checkmark icon). The "Module 1 - Self-Directed" option is highlighted with a red box.

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

4. The first slide contains a greeting, directions, and a video.

Module 1 - Self-Directed

100%

Dynamic Learning Maps
Required Test Administration Training - Module 1

DYNAMIC
LEARNING MAPS

Welcome to the Dynamic Learning Maps® Required Test Administration Training. This is the first of four parts to the training. You must pass quizzes after completing each part in order to have access to all of the tools required to administer the DLM® Alternate Assessment. After you complete this training, complete the quiz that is linked to the training Moodle site.

Overview of the Dynamic Learning Maps® Alternate Assessment

Required Test Administrator Training - Year End Model
English Language Arts, Mathematics, and Science
Module 1

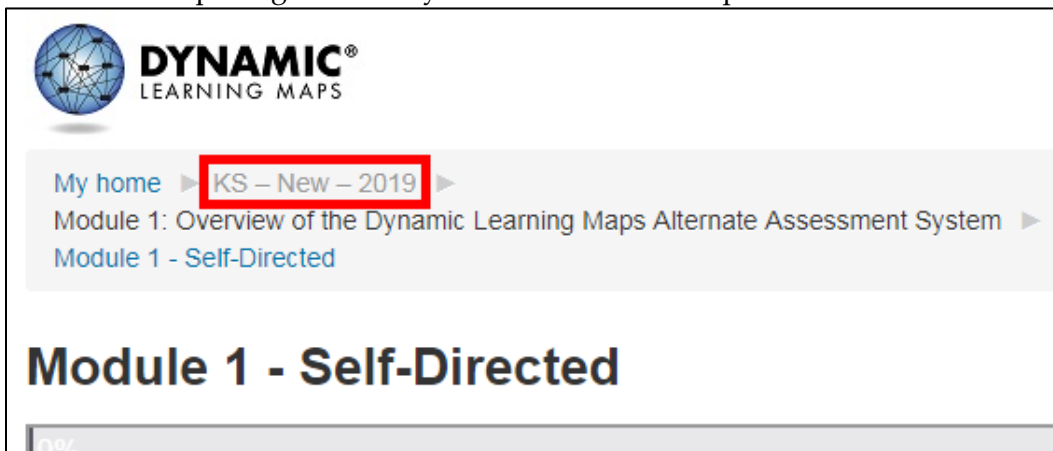
31:26

>>

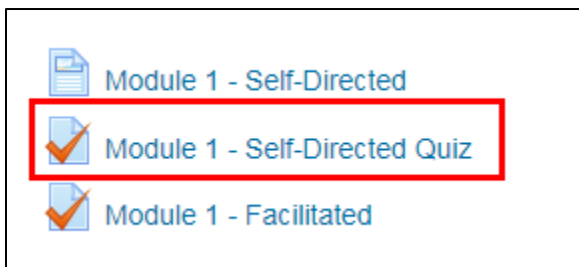
5. Follow the onscreen instructions to complete the module.

HINT: Read each slide and view the embedded videos. After completing the module video, click the arrow key at the bottom of the screen. A brief activity will follow each video. When prompted, complete the activity. These questions help check understanding of the training materials. Answers are not scored. A back button allows the review of previously viewed information.

6. Click the course name to return to the main course page after viewing the module video and completing the activity to access the module post-test.



7. On the course page, click the Self-Directed Quiz option.



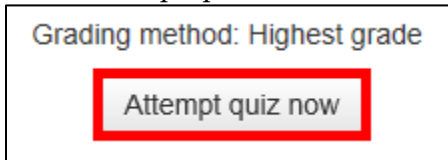
8. Go to Take a Post-Test below if more information is needed on completing the post-test.
9. Repeat the steps above until each required module has been successfully completed.

TAKE A POST-TEST

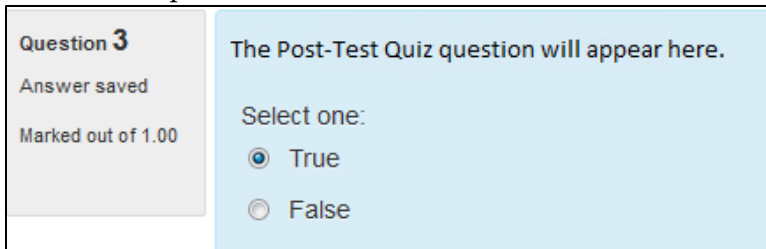
HINT: The next module appears only after passing the current module's post-test with a score of 80% or higher.

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

1. Click Attempt quiz now.



2. Answer the questions.





3. When all questions are answered, click Next.



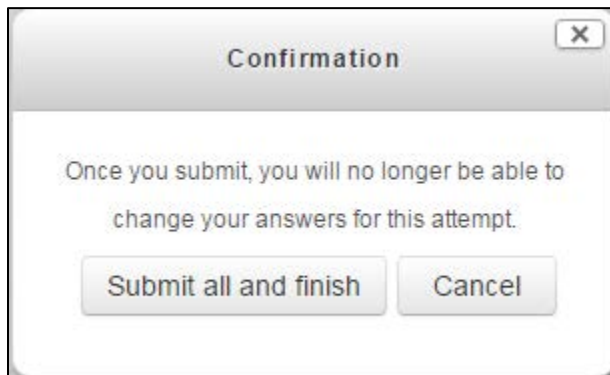
4. The **Summary of attempt** screen appears. Choose an option to continue.

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

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

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

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



6. A post-test review screen appears. Choose an option to continue.

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

Started on	Wednesday, July 25, 2018, 9:55 AM
State	Finished
Completed on	Wednesday, July 25, 2018, 9:55 AM
Time taken	30 secs
Feedback	You have successfully passed this quiz Select the 2018 Required Training link in the upper left corner to return to the course.

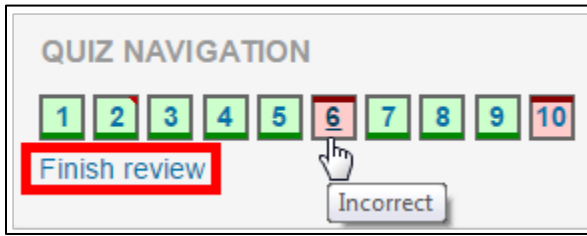
7. A summary provides feedback with the opportunity to review the completed post-test's questions and responses. There is no limit on the length of time that may be spent on the review screen. However, the review screen may no longer be available after selecting **Finish Review**.

The screenshot shows a quiz review interface. The top question is labeled 'Incorrect' and has a feedback message below it: 'feedback may appear below the question'. The bottom question is labeled 'Correct'.

The 'QUIZ NAVIGATION' panel shows a row of question numbers from 1 to 10. Question 6 is highlighted in red, indicating it is incorrect. A hand cursor is hovering over question 6, and an 'Incorrect' tooltip is visible below it.

8. Hover the cursor over a question number to show if the response is Incorrect, Partially correct, Correct, or Not answered.

- Click Finish review.



- The Summary of your previous attempts screen appears.
- Did you pass the post-test with 80% or more?

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

RETAKE A POST-TEST

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

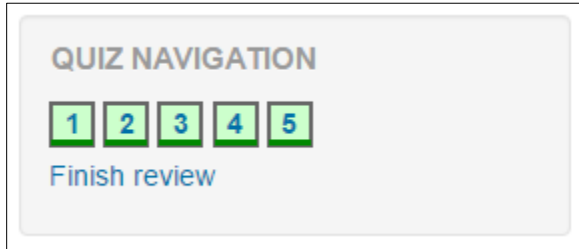
HINT: Remember to view feedback on post-test questions incorrectly answered on a previous attempt before retaking a post-test.

Started on	Wednesday, July 25, 2018, 10:19 AM
State	Finished
Completed on	Wednesday, July 25, 2018, 10:19 AM
Time taken	21 secs
Feedback	Unfortunately, you did not complete this quiz with a score of 80% or higher. You may take the quiz again using the "Re-attempt quiz" button at the bottom or by selecting the 2018 Required Training link in the upper left corner to return to the course to review the training materials.

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

HINT: Answers and responses are only available for a short time and only before leaving the webpage.

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



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

Module 1 - Self-Directed Quiz

Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Review	Feedback
1	Finished Submitted Wednesday, July 25, 2018, 8:50 AM	Review	Unfortunately, you did not complete this quiz with a score of 80% or higher. You may take the quiz again using the "Re-attempt quiz" button at the bottom or by selecting the 2018 Required Training link in the upper left corner to return to the course to review the training materials.

Overall feedback

Unfortunately, you did not complete this quiz with a score of 80% or higher. You may take the quiz again using the "Re-attempt quiz" button at the bottom or by selecting the 2018 Required Training link in the upper left corner to return to the course to review the training materials.

[Re-attempt quiz](#)

4. Answer questions. (See Take a Post-Test on page 17 for more detail).
5. After completing the post-test with a score of 80% or higher, continue to the next module.

REVIEW A MODULE (SELF-DIRECTED)

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

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



MONITOR THE COMPLETION OF REQUIRED TEST ADMINISTRATOR TRAINING

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

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

Congratulations!

Congratulations! You have completed all 2018-19 training requirements for Dynamic Learning Maps Test Administrators. Click on the certificate link below to download a certificate of completion that you can print or save for your records.



 [2018-19 DLM Test Administrator Certificate](#) 



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

2. On the course screen, look for check marks which note completed items.

Module 1: Overview of the Dynamic Learning Maps Alternate Assessment System

The same format, either SELF-DIRECTED or FACILITATED, must be used for the entire course. If completing the training independently, please select the SELF-DIRECTED option. If the training is taken in a group setting, please select the FACILITATED option. Later modules will only become available when a score of at least 80% is achieved on the previous quiz.

 [Module 1 - Self-Directed](#) 

 [Module 1 - Self-Directed Quiz](#) 

HINT: A checkmark for a post-test only signals that the post-test was taken, not if the score is 80% or more.

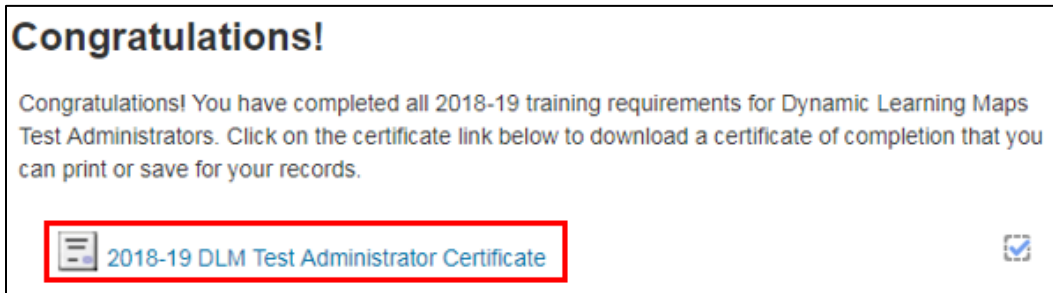
3. Does the next module appear?

If:	Then:
Yes	Go to Complete a Self-Directed on page 14.
No	The previous module's post-test has not been passed. The next module will only become available after scoring an 80% or higher on the current post-test. Go to the appropriate procedure: Take a Post-Test on page 17 or Retake a Post-Test on page 20 until all modules and tests are complete.

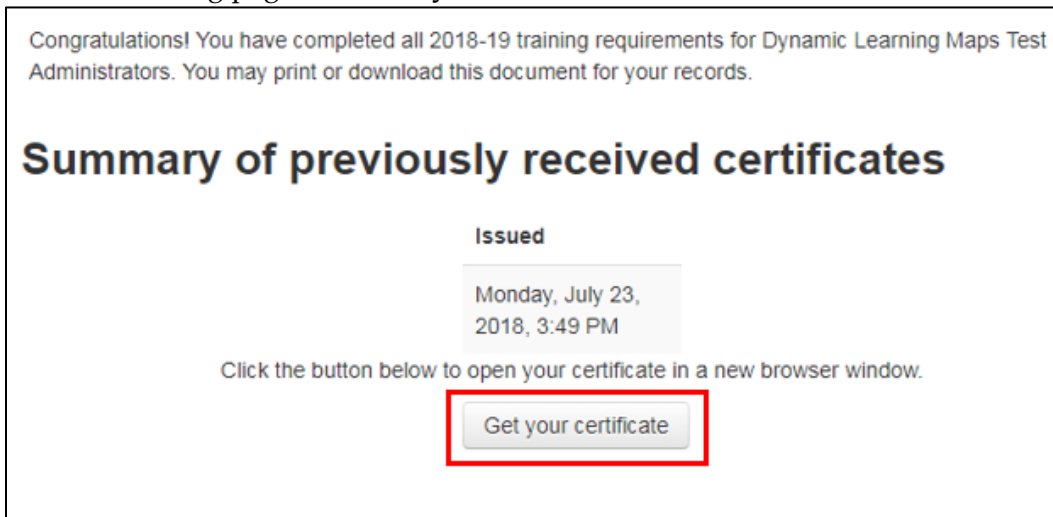
PRINT A COMPLETION CERTIFICATE

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

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



3. On the following page, click **Get your certificate**.



4. The certificate will appear in a new window. Save or print a paper copy of the certificate.

Once this process is complete, educators will have access to the Test Management tab within two hours if they have also read, agreed to, and signed the Security Agreement.

STATE APPENDIX

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