GUIDE TO DLM REQUIRED TEST ADMINISTRATOR TRAINING 2022–2023

INSTRUCTIONALLY EMBEDDED MODEL

Publication Date: 07/15/2022

FINDING HELP

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

> HINT: Print this page and keep it handy!

Table 1

Finding Help

Local Technology Representative	State Education Agency	The DLM Service Desk* 1-844-675-4479 (toll-free), live chat feature in Kite® Educator Portal, or DLM-support@ku.edu
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 Education Program (IEP) requirements Test window dates, extensions, requirements, etc. Testlet resets (may take up to 72 hours)	Data issues (rosters, enrollment, etc.)

When contacting the DLM Service Desk:
- **Do not send any Personally Identifiable Information** (PII) for a student via email or the 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. Please check with your assessment coordinator to find out what student information can be legally emailed or submitted using Live Chat 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

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CONTENTS

AUDIENCE AND PURPOSE

This guide helps trainees access Dynamic Learning Maps® (DLM®) Required Test Administrator Training in Training Courses.

CHECKLIST

Use the checklist in Table 2 to access and participate in required test administrator training. Major tasks are listed with links to resources.

Table 2

Checklist of Training Tasks and Links to Resources

☑	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 22 of this manual and your state DLM webpage (www.dynamiclearning maps.org/[state])
	3. Complete the required annual Security Agreement in Educator Portal. 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 Training Courses.	Gain Access and Log In to 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 Course on page 12 and Take a Post-test on page 14 of this manual
	6. Print a copy of the completion certificate for your records.	Print a Completion Certificate on page 21 of this manual

ABOUT DLM REQUIRED TEST ADMINISTRATOR TRAINING

OVERVIEW

The DLM Alternate Assessment Consortium provides required training for test administrators.
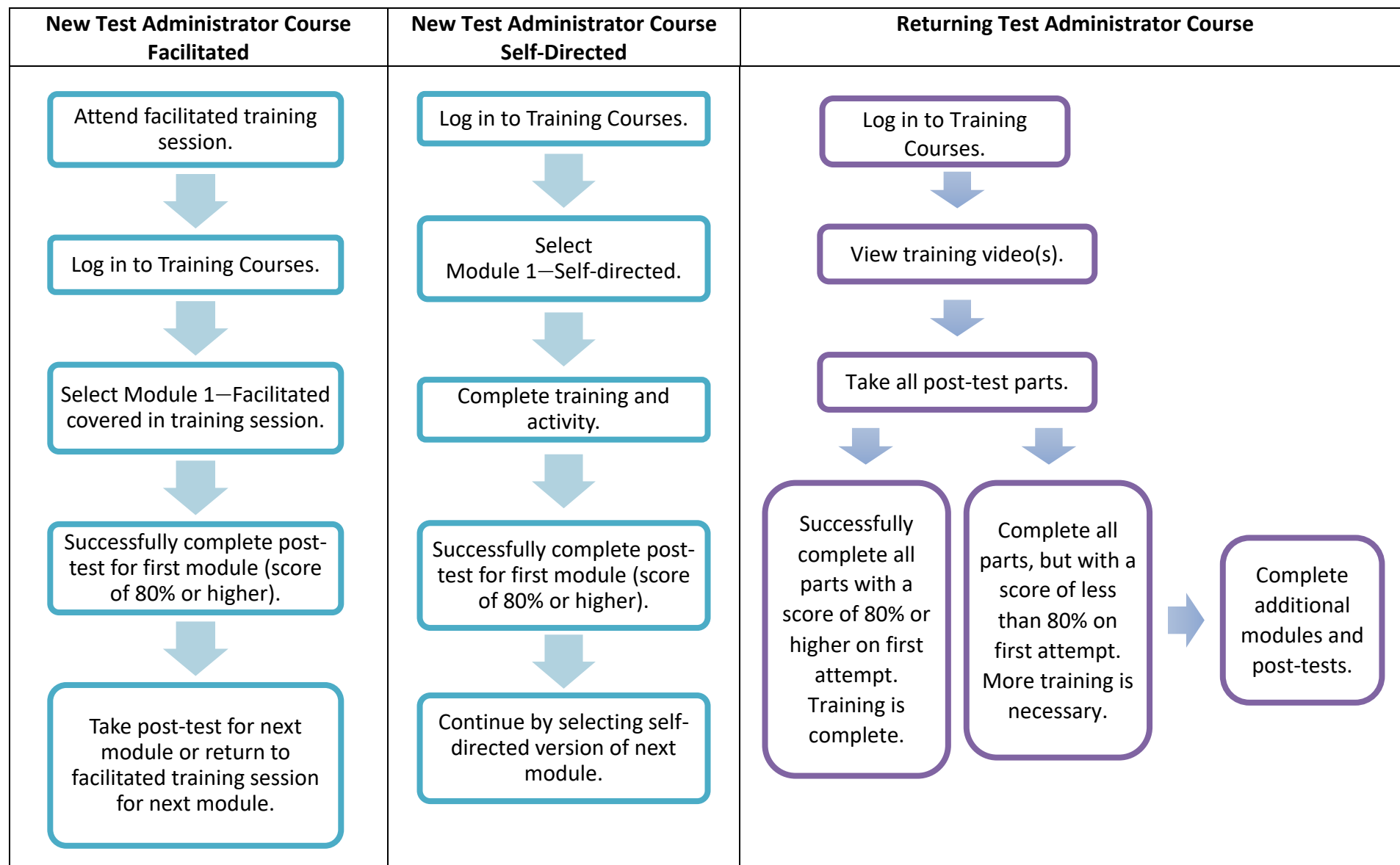
- Training courses have been designed for test administrators who are new to the DLM alternate assessment and those who administered assessments previously (returning test administrators). Availability of differentiated training for the two groups is determined at the state level.
- The training is required for all test administrators (no access to student Kite® login information will appear in Educator Portal if the training is incomplete).
- The training is located in Training Courses, which is a training website separate from Educator Portal.
- To automatically be registered in Training Courses 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 DLM 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 is available only in the self-directed format. The process flows are included in Table 3 to highlight the differences between the two training formats.

Table 3

The Process Flow of Self-Directed, Facilitated, and Returning Test Administrator Courses

New Test Administrator Course Facilitated	New Test Administrator Course Self-Directed	Returning Test Administrator Course
Attend facilitated training session.	Log in to Training Courses.	Log in to Training Courses.
↓	↓	↓
Log in to Training Courses.	Select Module 1—Self-directed.	View training video(s).
↓	↓	↓
Select Module 1—Facilitated covered in training session.	Complete training and activity.	Take all post-test parts.
↓	↓	↓
Successfully complete post-test for first module (score of 80% or higher).	Successfully complete post-test for first module (score of 80% or higher).	Successfully complete all parts with a score of 80% or higher on first attempt. Training is complete. / Complete all parts, but with a score of less than 80% on first attempt. More training is necessary. → Complete additional modules and post-tests.
↓	↓	
Take post-test for next module or return to facilitated training session for next module.	Continue by selecting self-directed version of next module.	

GAIN ACCESS AND LOG IN TO TRAINING COURSES

A Training Courses account will be created for each test administrator with an active account in Educator Portal. Each test administrator must have only one active account in Educator Portal with a correct email address and an educator identifier. Once test administrators have an active account in Educator Portal, they will be automatically registered in Training Courses within three hours.

- If the participant was a DLM test administrator the previous year, a Training Courses account is created by the date your state launches required training.
- If the participant is a new DLM test administrator in 2022–2023 and an Educator Portal user account is created by the start of the state's required training window, a Training Courses account is ready when the training window opens.
- If the participant is a new DLM test administrator in 2022–2023 and an Educator Portal user account is created **after** the start of the state's required training window, a Training Courses account will be ready three hours after the Educator Portal account is created.

ACCESS TRAINING COURSES TRAINING SITE

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

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

1. Use a recommended browser to go to the Training courses training site.
2. Enter your **Username** and **Password**.

> HINT: Your username is the same email address used for Educator Portal.
>
> 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 Training Courses. She will then be prompted to change her password.

> HINT: If unable to log in to the training site, check to make sure you have an Educator Portal account or use the option for **Forgotten your username or password?** If these steps do not 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?

2. Enter username or email address. Click **Search**.

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

In the DLM 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 with a score of 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 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 Maps® Alternate Assessment**
  Approximately 30 minutes
  Topics:
    1. Design of the DLM System
    2. Terminology
    3. Accessibility Supports
    4. Security Demands of the DLM 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 35 minutes
  Topics:
    1. Overview of the Instructionally Embedded Model
    2. First Contact Survey
    3. Instruction and Assessment Planner
    4. Assessment Results

- **Module 4—Becoming Familiar with DLM Resources**
  Approximately 25 minutes
  Topics:
    1. Important Resources
    2. Professional Development
    3. Test Administration Considerations
    4. Test Administrator Responsibilities

Educators in each state have access to both self-directed and facilitated training options in Training Courses as shown in Figure 1. Check state guidelines to determine if a specific version of the course must be completed.

Figure 1. *Links to Self-Directed and Facilitated Training in Training Courses*

All four modules must be completed using the same format (either self-directed or facilitated) and not a mix of both. The modules must be finished in sequential 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 the previous school year. Returning test administrators must successfully complete one module with a passing score of 80% or higher on all four parts of the post-test before the first test administration window of the year for the state begins.

> NOTE: 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 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 alternate assessment.
- o   Review the terminology used in the DLM Alternate Assessment System.
- o   Review the available accessibility supports.
- o   Review the security demands of the DLM system.

- o   Review the structure of testlets.
- o   Review the Instructionally Embedded model.
- o   Review the Instruction and Assessment Planner.
- o   Review test administration practices, considerations, and responsibilities.

If any returning test administrator 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 Student Portal login information.

- Attend a facilitated training or take the self-directed training in Training Courses.
- Complete each post-test in Training Courses with a score of 80% or higher.
- All post-tests must be successfully completed for the entire training course to be complete.
- Print a completion certificate. (Note the certificate must be selected for the training course to be registered as complete.)
- Within two hours of completion of all training requirements, a participant's completion status will be marked in Educator Portal.
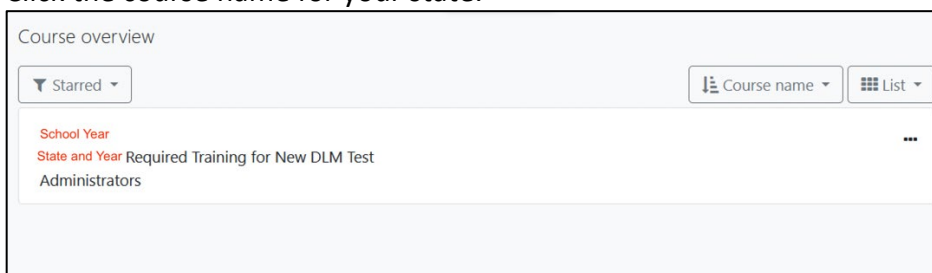
COMPLETE A FACILITATED COURSE

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 Take a Post-test on page 14 of this guide.

1. Log in to Training Courses.
2. Click the course name for your state.

3. A welcome message appears with links to self-directed and facilitated modules. Choose the facilitated format.
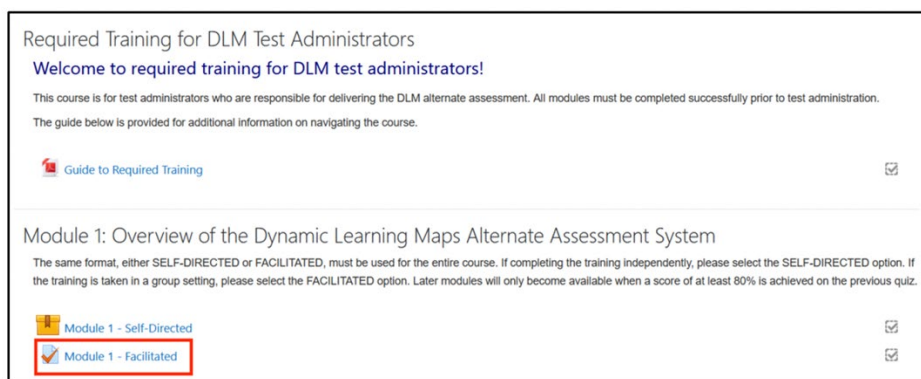
> HINT: Only one module will be available. As each module is successfully completed, the next becomes available. Successful completion means passing the post-test with a score of 80% or higher.

4. Respond to the three items that appear before starting the post-test.
   - 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.


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 14 of this guide.

1. Log in to Training Courses.
2. Click the course name for your state.
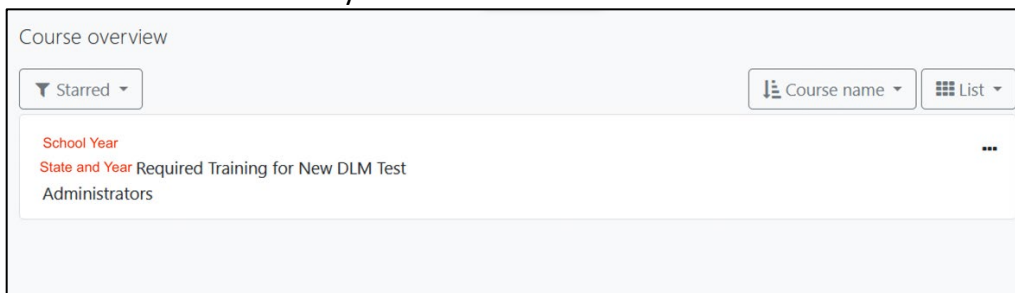
3. A welcome message appears with links to self-directed and facilitated modules. Choose the self-directed format.
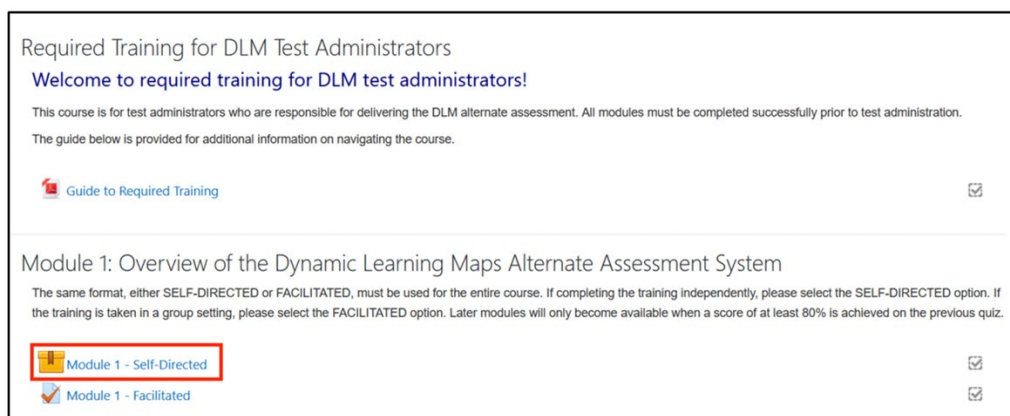
> HINT: Only one module will be available. As each module is successfully completed, the next becomes available. Successful completion means passing the post-test with a score of 80% or higher.

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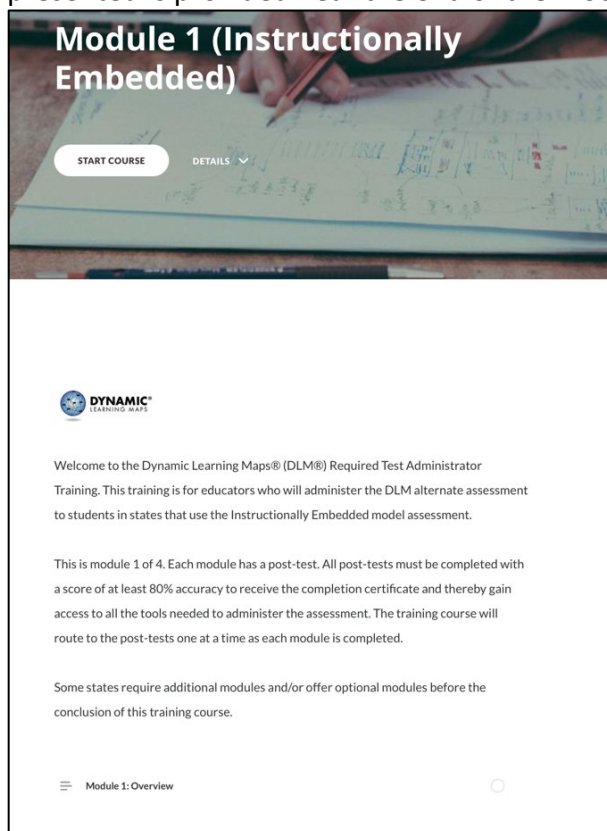

5. Follow the onscreen instructions to complete the module.

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

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

Dashboard / Courses / State- New - 20XX / Module 1: Overview of the Dynamic Learning Maps Alternate Assessment System / Module 1 - Self-Directed

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

Module 1 - Self-Directed
Module 1 - Self-Directed Quiz
Module 1 - Facilitated
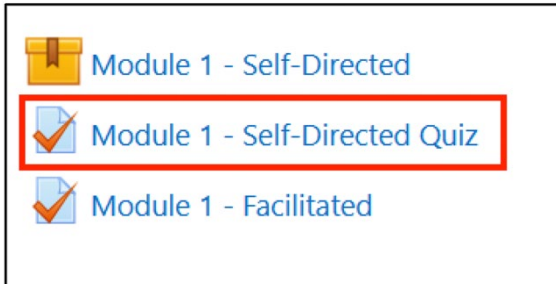
8. Go to Take a Post-test if more information is needed on completing the post-test.
9. Repeat the steps above until each required module has been successfully completed.
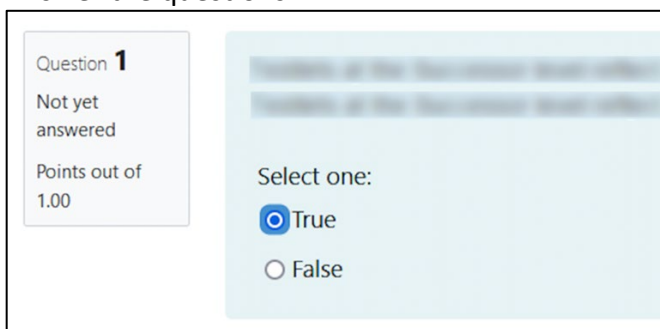
TAKE A POST-TEST

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

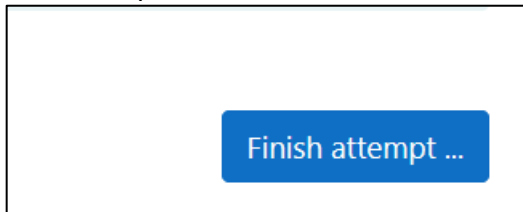To take the post-test for a module, follow these steps.

1. Click Attempt quiz now.

Grading method: Highest grade

Attempt quiz now
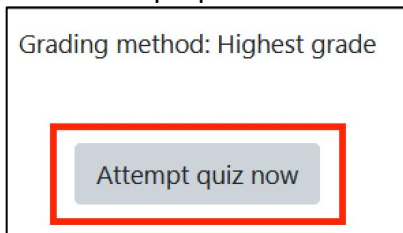
2. Answer the questions.

Question **1**

Not yet answered

Points out of 1.00

Select one:
◉ True
○ False

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

4. The **Summary of attempt** screen appears. Choose an option as seen in Table 4.

Table 4
Options for Summary of Attempt Screen

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

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

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**.
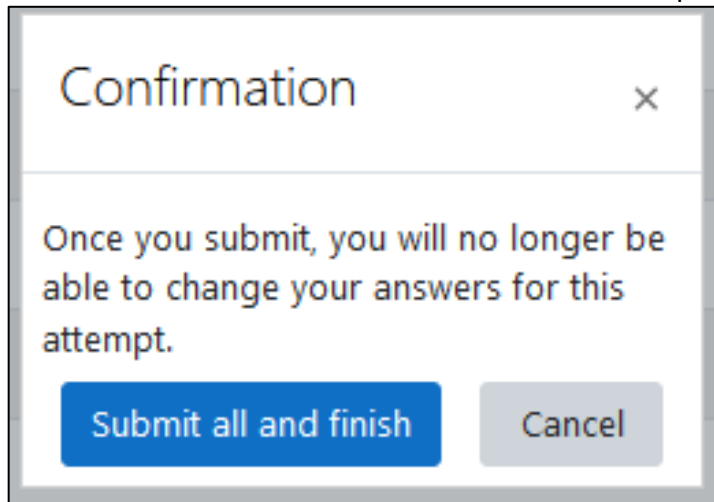
6. A post-test review screen appears.

|	
Started on	Friday, date and time recorded
State	Finished
Completed on	Friday, date and time recorded
Time taken	4 mins 34 secs
Feedback	You have successfully passed this quiz. Select the link to your state's course name in the upper left corner to return to the course.

Choose an option to continue as seen in Table 5.

Table 5

Options for the Post-Test Review Screen

If wanting to:	Then:
Check a score	Look near the top of the page under **Feedback**.
Review questions and answers	Scroll down the page to view feedback on answers.
See a snapshot of answers	View the **Quiz Navigation** on the left of the screen. Responses are color-coded: • Red: completely incorrect or not answered • Yellow: partially correct • Green: completely correct

7. A summary provides feedback with the opportunity to review the completed post-test's questions and responses. The length of time that may be spent on the review screen is not limited. However, the review screen may no longer be available after selecting **Finish Review**.
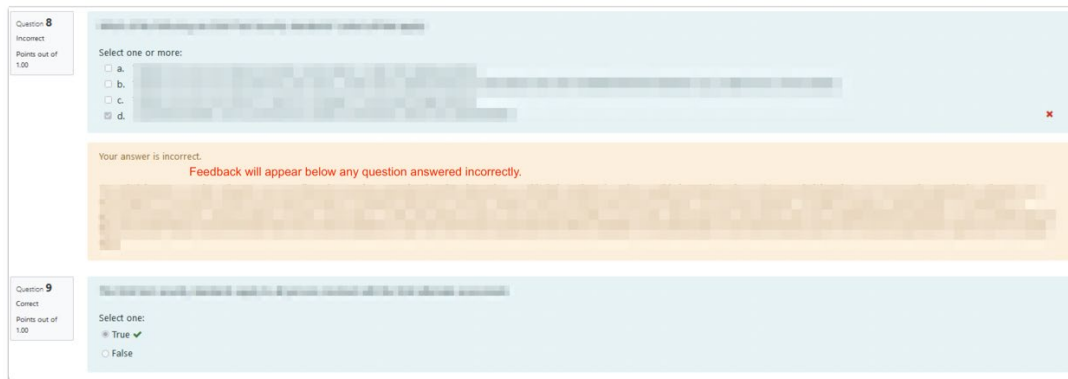
8. Hover the cursor over a question number to show if the response is Incorrect, Partially correct, Correct, or Not answered.
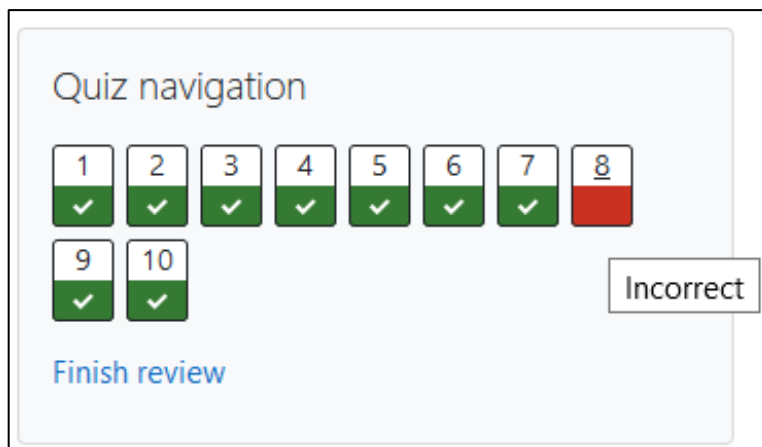
9. Click Finish review.
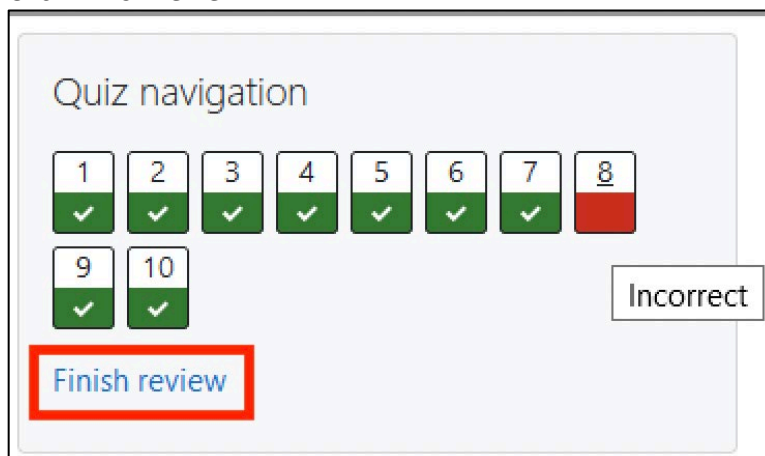
10. The Summary of your previous attempts screen appears.

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

Table 6

Post-Test Next Steps

If:	Then:
Yes	Click the course name to return to the main course page.
No	Go to 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	Friday, date and time recorded
State	Finished
Completed on	Friday, date and time recorded
Time taken	1 min 19 sec
Feedback	Unfortunately, you did not complete the quiz with a score of 80% or higher. You may take the quiz again either by using the "Re-attempt quiz" button, OR by accessing the quiz from the main course by selecting the link to your state's course name in the upper left corner.

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

> 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.
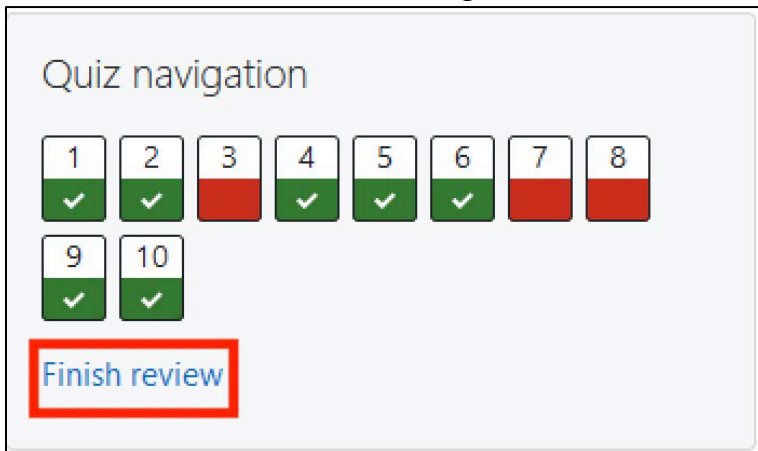
3. A summary of the previous attempts and a prompt to retake the post-test appears. Click **Re-attempt quiz**.
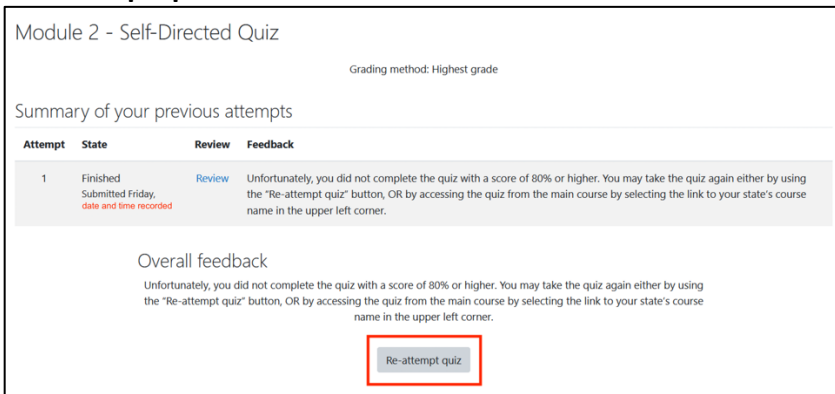
4. Answer questions. (See Take a Post-test on page 14 for more detail).
5. After completing the post-test with a score of 80% or higher, continue to the next module.

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? See Table 7 for next steps.
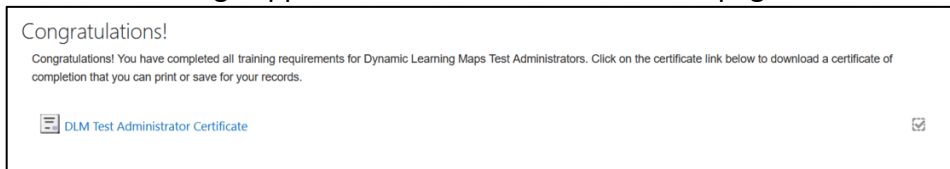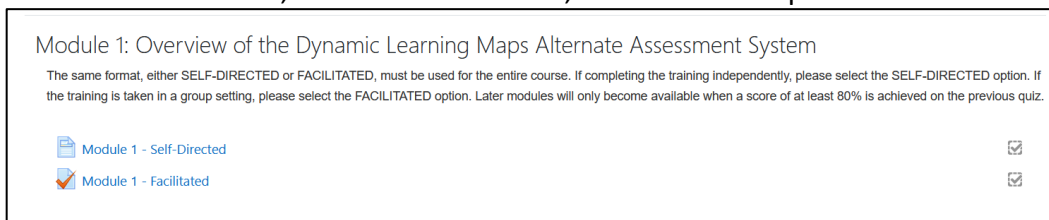
> **Congratulations!**
>
> Congratulations! You have completed all training requirements for Dynamic Learning Maps Test Administrators. Click on the certificate link below to download a certificate of completion that you can print or save for your records.
>
> 📄 DLM Test Administrator Certificate ☑

Table 7

Training Completion Next Steps

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 - Facilitated ☑

> 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? See Table 8 for next steps.

Table 8

Next Steps for Next Module

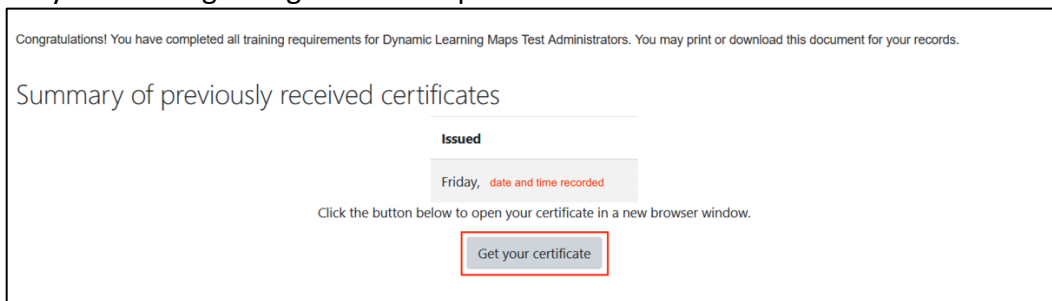| If:	Then:
Yes	Go to Complete a Self-Directed on page 12.
No	The previous module's post-test has not been passed. The next module will only become available after scoring an 80% or higher on the current post-test. Go to the appropriate procedure: Take a Post-test on page 14 or Retake a Post-test on page 18 until all modules and tests are complete.

PRINT A COMPLETION CERTIFICATE

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

1. Scroll to the bottom of the Training Courses page.
2. Click the certificate under the Congratulations heading.
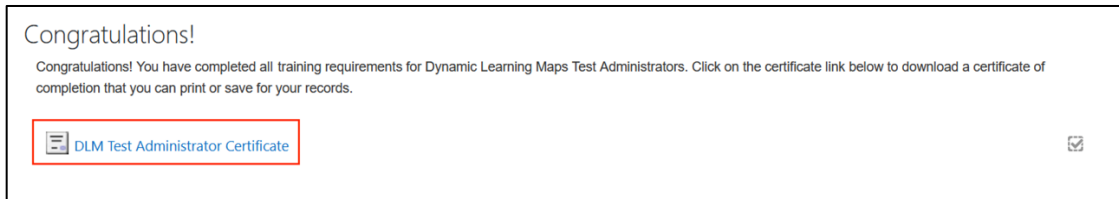
3. On the following page, click **Get your certificate**. You must select **Get your certificate** for your training to register as complete.

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
07/15/2022	Updated Educator Portal Screenshots	Throughout
07/15/2022	Minor edits throughout	Throughout