GUIDE TO DLM REQUIRED TEST ADMINISTRATOR TRAINING

2024-25

YEAR-END MODEL

Publication Date: 08/01/24

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. An alert will be posted on the Test Updates webpage. A summary of changes is included in the Appendix under Document History.

FINDING HELP

When the information in this manual and resources from your state 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* 1-855-277-9751 (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.)

PLEASE REMEMBER, IF YOU CONTACT 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 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 2024–2025

CONTENTS

AUDIENCE AND PURPOSE

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

CHECKLIST

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

Table 1

Checklist of Training Tasks and Links to Resources

☑	Tasks	Resources
☐	1. Review the About DLM Required Test Administrator Training section.	Page 6 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 30 minutes after activating an Educator Portal account before attempting to access the training in Educator Portal.	Gain Access and Log In to on page 8 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 15 of this manual
☐	6. Print or save 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.

- The training is accessed in Educator Portal via the Training tab.
- Each state determines when the training opens and closes.
- 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 Portal login information will appear in Educator Portal if the training is incomplete).
- To be registered in the training automatically, a test administrator must have only one active, up-to-date account in Educator Portal, have the Teacher role, and have their educator identifier on their account.
- Successful completion of the course requires passing all post-tests with a score of 80% or higher.
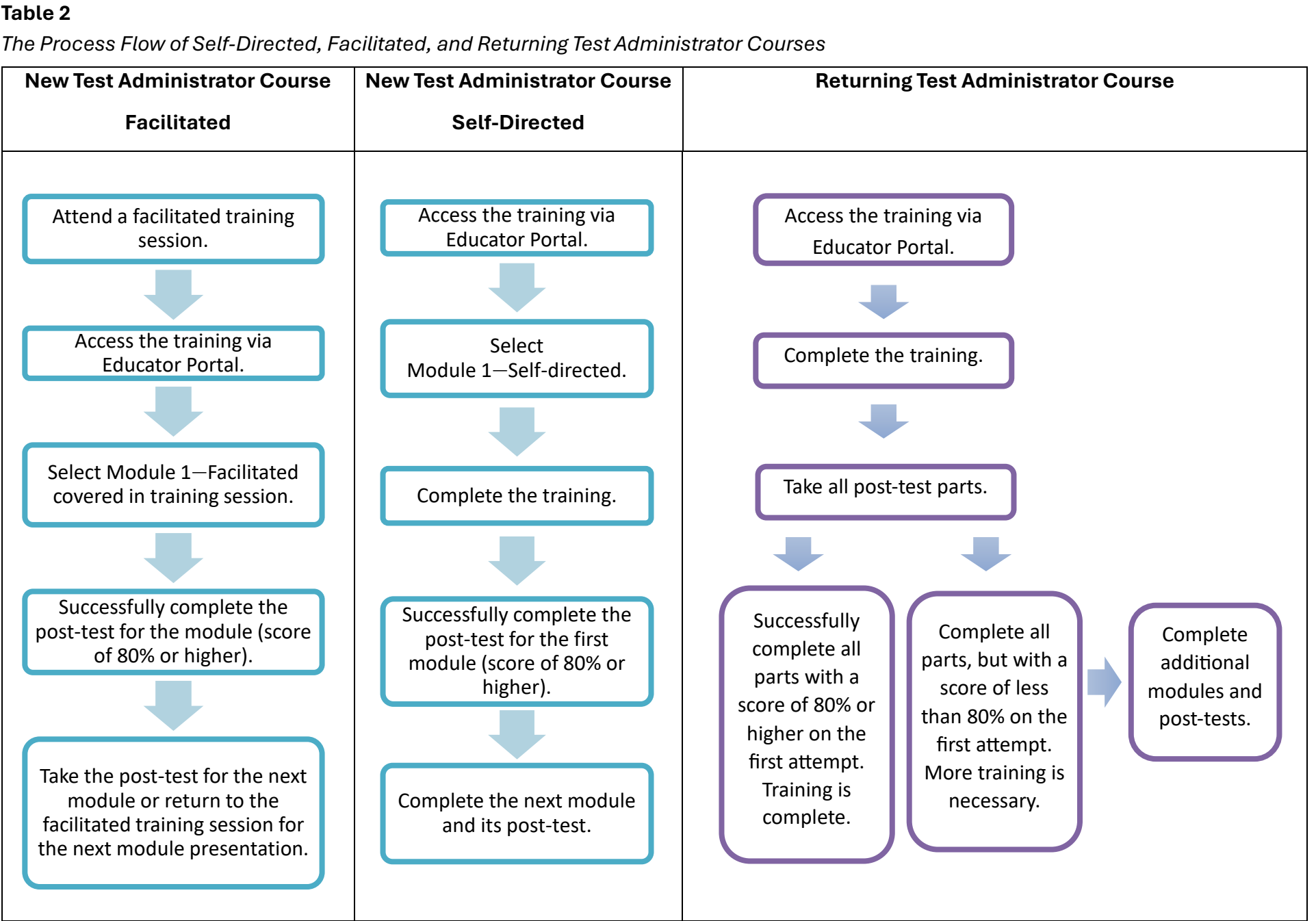
NOTE: See your assessment coordinator for a training or professional development plan that is tailored specifically to your state's needs but falls outside of the scope of the DLM Required Test Administrator Training modules.

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. 2 includes the process flow and highlights the differences between the two training formats.

Table 2

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 a facilitated training session.	Access the training via Educator Portal.	Access the training via Educator Portal.
Access the training via Educator Portal.	Select Module 1—Self-directed.	Complete the training.
Select Module 1—Facilitated covered in training session.	Complete the training.	Take all post-test parts.
Successfully complete the post-test for the module (score of 80% or higher).	Successfully complete the post-test for the first module (score of 80% or higher).	Successfully complete all parts with a score of 80% or higher on the first attempt. Training is complete. / Complete all parts, but with a score of less than 80% on the first attempt. More training is necessary. → Complete additional modules and post-tests.
Take the post-test for the next module or return to the facilitated training session for the next module presentation.	Complete the next module and its post-test.	

ACCESS THE TRAINING IN EDUCATOR PORTAL

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

- Each test administrator must have only one active account in Educator Portal with a correct email address and an educator identifier.
- New Educator Portal users are enrolled in the training within about 30 minutes after their accounts are activated.
- Each state determines the opening and closing dates of the training.

Figure 1
Select the Training Tab in Educator Portal
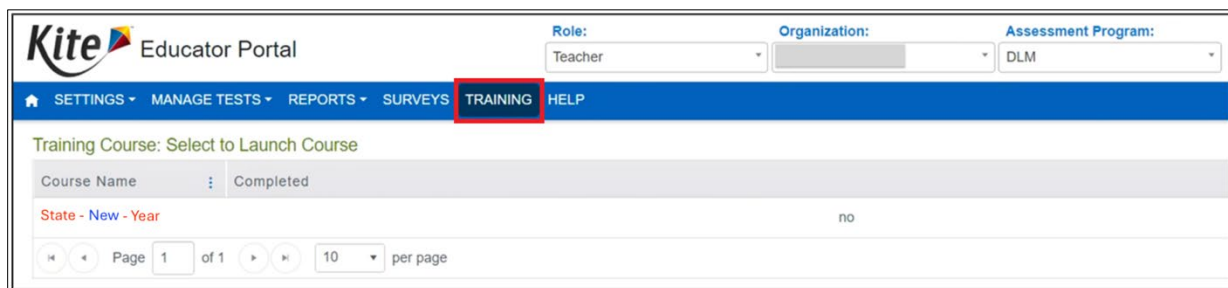
ABOUT THE NEW TEST ADMINISTRATOR COURSE

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 each post-test with a score of 80% or higher to access the next module. Modules are available in the order listed below.

The total training time for new test administrators is approximately two and a half hours. The timeframe includes the videos and independently completing the 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 25 minutes

    Topics:

1) Test design
2) Test security

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

Approximately 25 minutes

Topics:

1) Testlet types and item types
2) Accessibility supports

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

  Approximately 25 minutes

  Topics:

1) Test administration process
2) Scoring model

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

  Approximately 20 minutes

  Topics:

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

Educators in each state have access to both self-directed and facilitated training options in Training Courses as shown in Figure 2. Check state guidelines to determine if a specific version of the course must be completed.

Figure 2

Links to Self-Directed and Facilitated Training Within the Training Course
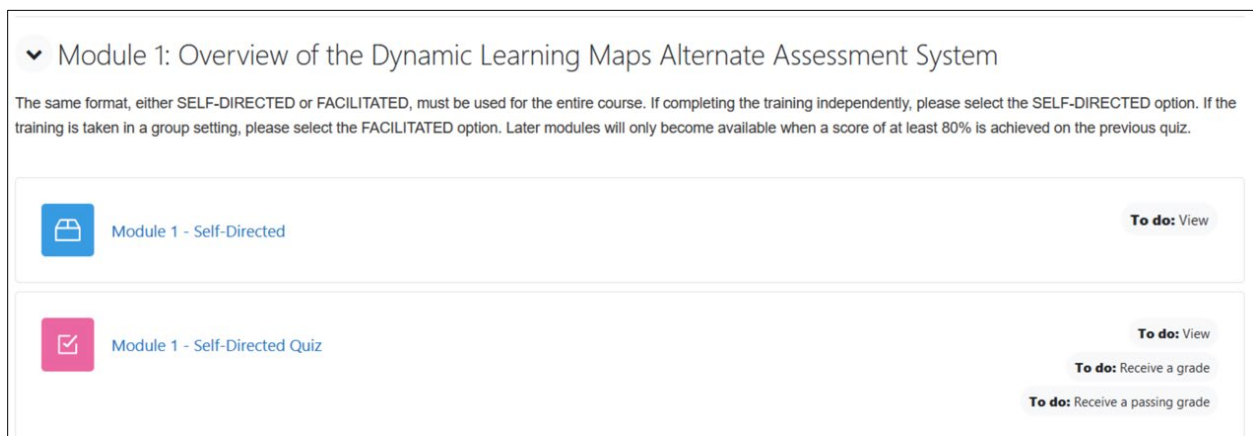
All four modules must be completed using the same format (either self-directed or facilitated, not a mix) and in sequential order. When first entering the course, only the first training module is visible. Each additional module becomes available after the previous module is successfully completed. Your 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 on the first attempt. Otherwise, additional training will be required.

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 required training for returning test administrators takes approximately one hour to one hour and 15 minutes to complete. This timeframe includes the video and independently completing the four-part post-test.

Returning Test Administrator Training—Review of the DLM Alternate Assessment System
Participants review the most salient information from the modules for new test administrators. The training for returning test administrators follows the same order of topics as listed above for the modules in the training for new test administrators.

If any returning test administrator training post-test 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 Student Portal login information.

- Attend a facilitated training or take the self-directed training via Educator Portal.
- Complete each post-test with a score of 80% or higher.
- All post-tests must be successfully completed for the entire training course to be complete.
- Print or save the completion certificate. (Note that the certificate must be selected for the training course to be registered as complete.)
- Some states include additional training components (optional or required as indicated).
- Wait 30 minutes after selecting the completion certificate before attempting to access student information in Educator Portal (assuming students have been enrolled and rostered).

COMPLETE REQUIRED TRAINING IN TRAINING COURSES

COMPLETE A FACILITATED COURSE

To complete a facilitated module, first attend a training session (if offered by your state). Then, follow the steps below to access the post-test. Directions for post-tests are in the section Take a Post-test on page 15 of this guide.

1) Log in to Educator Portal, select the Training tab, and launch the training course as shown on page 8.

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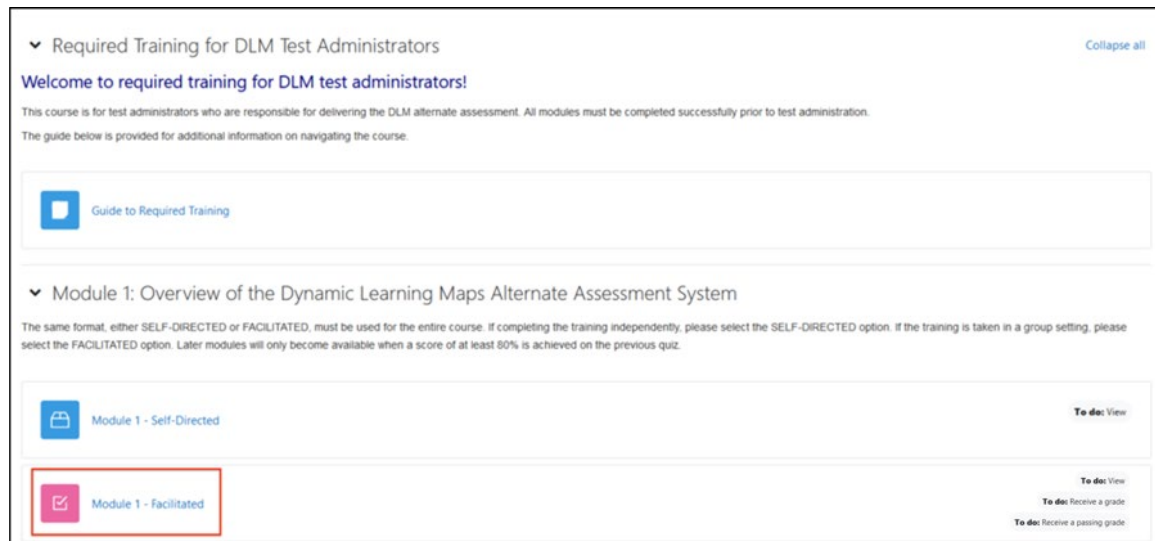
> HINT: Only one module will be available. As each module is successfully completed, the next becomes available. Successful completion means passing the post-test with a score of 80% or higher.

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

   o Certification that you attended a facilitated session (answer = true)
   o Date of facilitated training session
   o 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 15 of this guide.

1) Log in to Educator Portal, select the Training tab, then launch the training as shown on page 8.

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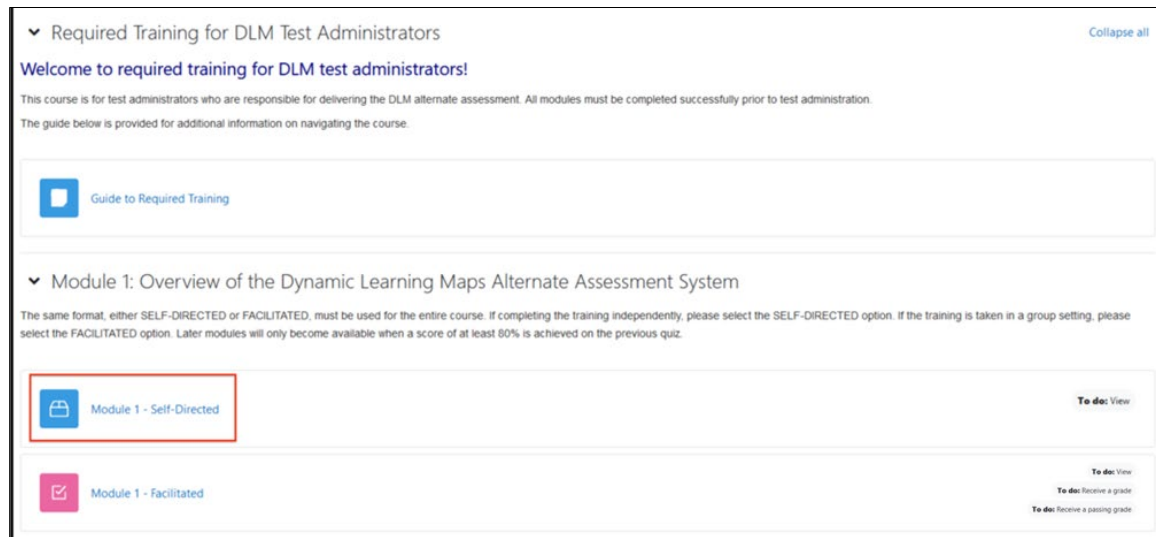
HINT: Only one module will be available. As each module is successfully completed, the next becomes available. Successful completion means passing the post-test with a score of 80% or higher.

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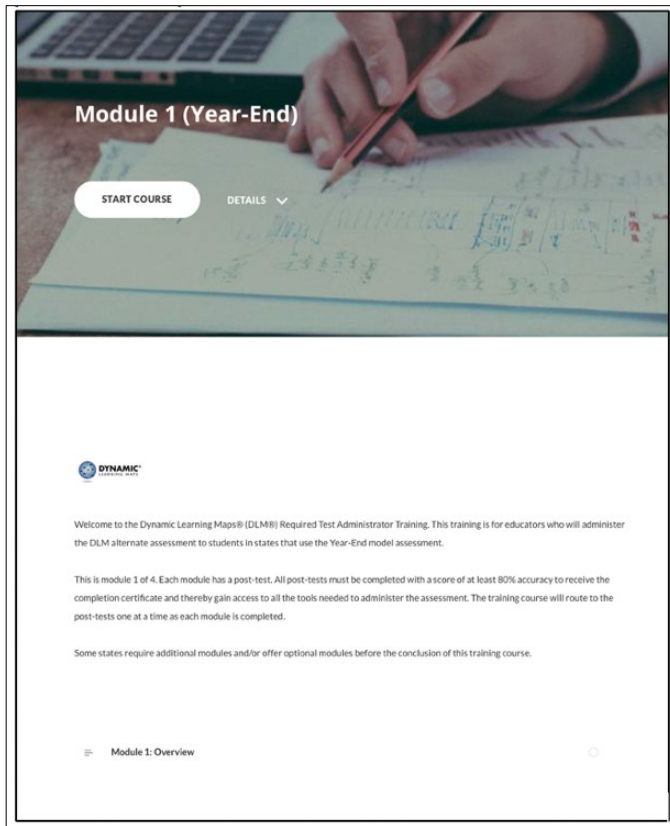
4) Follow the onscreen instructions to complete the module.

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

5) You will be prompted to click **Exit Activity** at the end of the module, which will return you to 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 / My courses / State/Year / Module 1: Overview of the Dynamic Learning Maps Alternate Assessment System / Module 1 - Self-Directed

6) On the Course page, click the **Self-Directed Quiz** option.
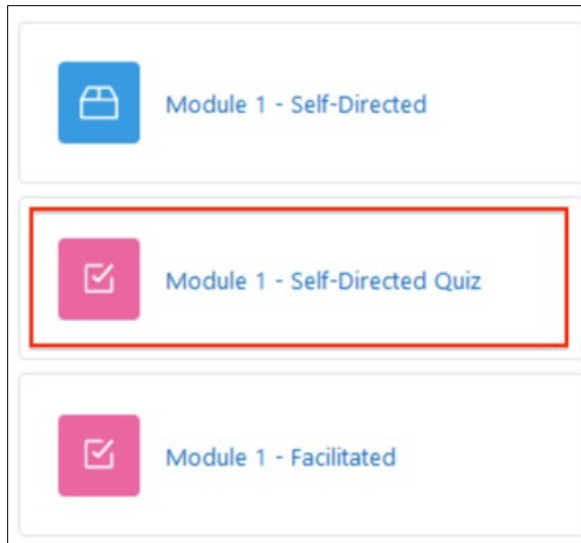
7) Go to Take a Post-test if more information is needed on completing the post-test.

8) Repeat the steps above until each required module has been successfully completed.

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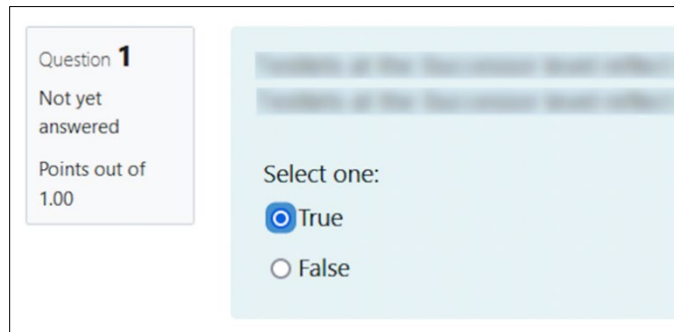
HINT: The next module appears only after passing the current module's post-test with a score of 80% or higher.

To take the post-test for a module, follow these steps.
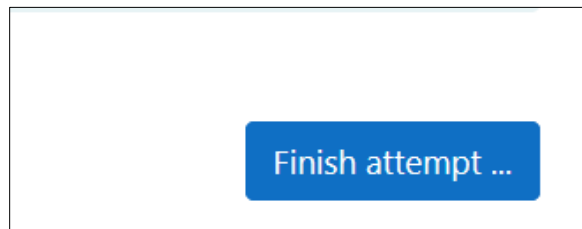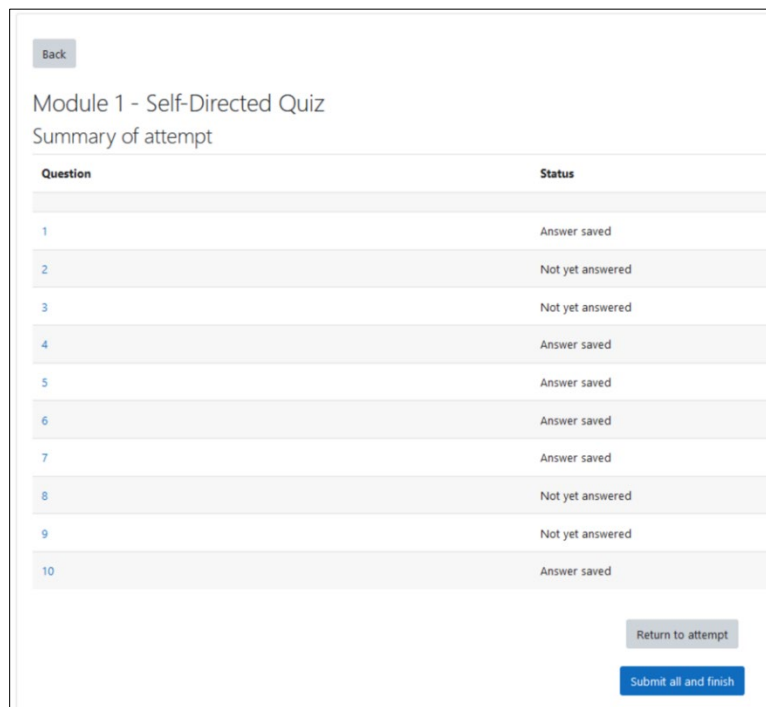
1) Click **Attempt quiz** now.
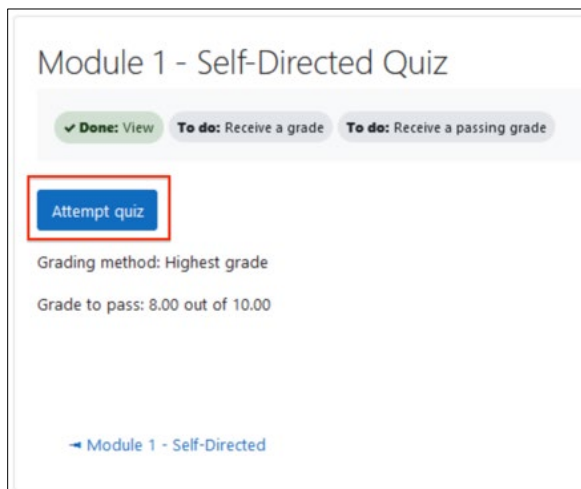
2) Answer the questions.

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

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

Table 3

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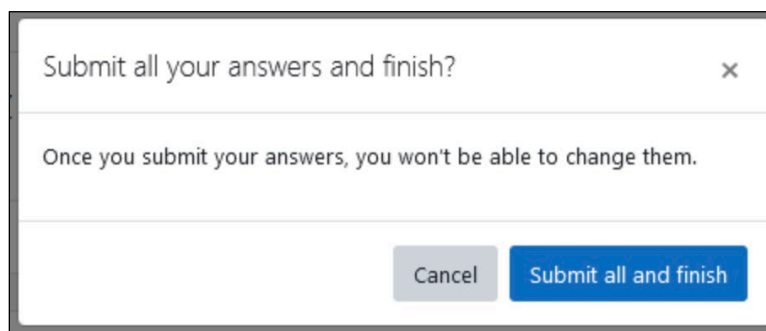
6) A post-test review screen appears.


7) Choose an option to continue as seen in Table 4.

Table 4

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.

| If wanting to:	Then:
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

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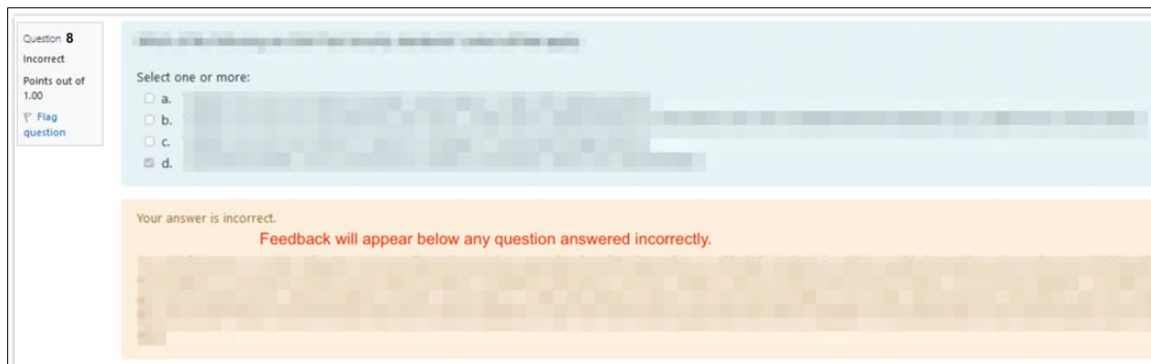
9) Hover the cursor over a question number to show if the response is Incorrect, Partially correct, Correct, or Not answered.
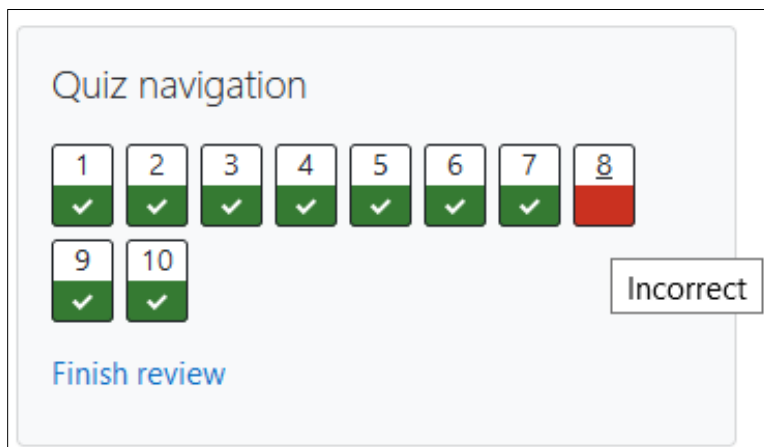
10) Click **Finish review**.
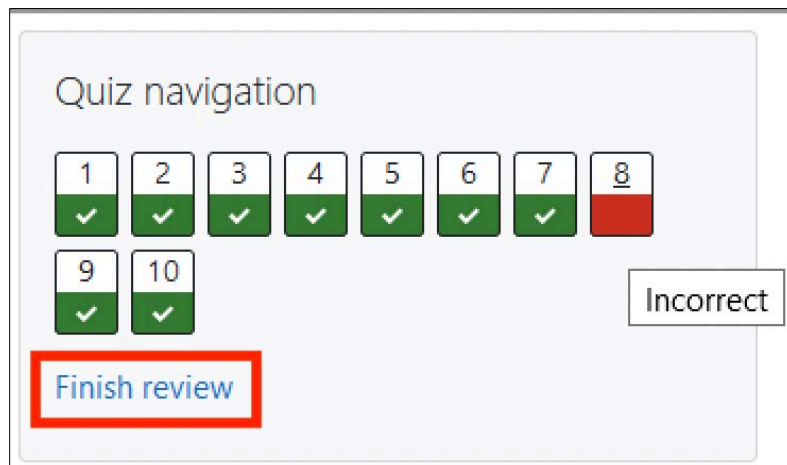
11) The summary of your previous attempts screen appears.

12) Did you pass the post-test with 80% or more? See Table 5 for next steps.

Table 5

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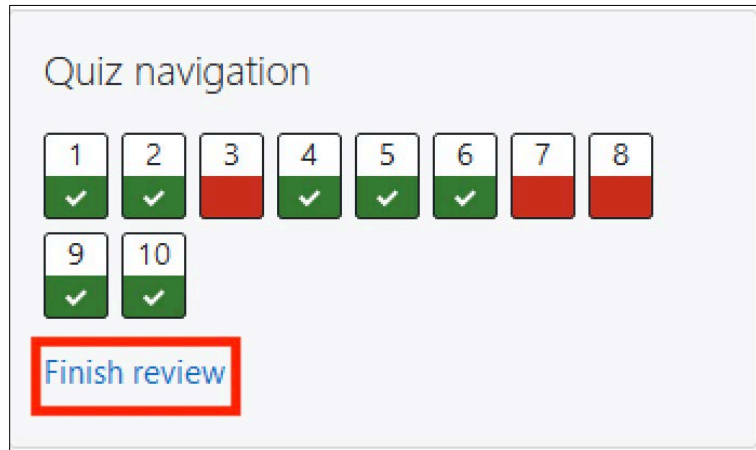
Figure 3

Notification to Retake the Post-test

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**.
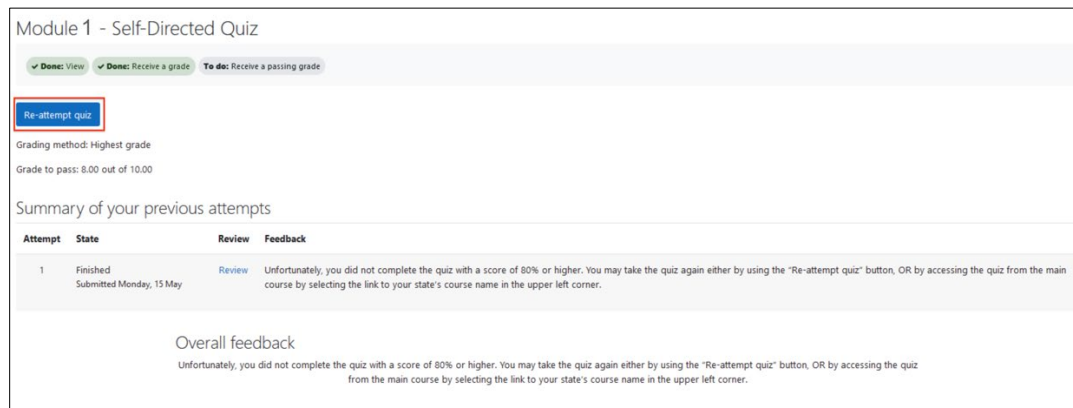
4) Answer questions. (See Take a Post-test on page 15 for more detail).
5) After completing the post-test with a score of 80% or higher, continue to the next module.

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 6 for next steps.

Table 6

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, **Done** indicates completed items.

3) Does the next module appear? See 7 for next steps.

Table 7

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 80% or higher on the current post-test. Go to the appropriate procedure: Take a Post-test on page 15 or Retake a Post-test on page 19 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. You must select the certificate for your training to register as complete.
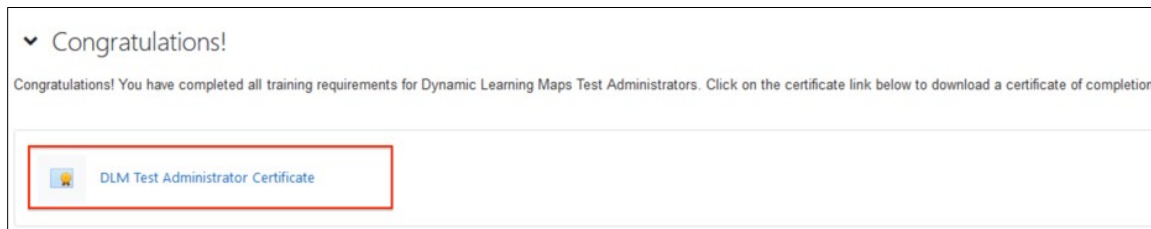
3) The certificate will appear in a new window. Save or print a paper copy of the certificate.

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

STATE APPENDIX

DOCUMENT HISTORY

NOTE: Page numbers are valid **only** for the date and version noted.
They may change in future versions (Table 9).

Table 1
Document History of Changes

Date	Section Name/ Summary of Changes	Starting Page