



**DYNAMIC<sup>®</sup>**  
LEARNING MAPS

# FACILITATOR GUIDE TO REQUIRED TEST ADMINISTRATOR TRAINING 2022–2023

INSTRUCTIONALLY EMBEDDED MODEL

Revision Date: 07/15/2022

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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!

Table 1

### *Where to Find Help*

Local Technology Representative	State Education Agency	The DLM Service Desk* 1-866-204-7395 (toll-free), live chat feature in Kite® Educator Portal, or <a href="mailto:DLM-support@ku.edu">DLM-support@ku.edu</a>
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.)

#### ***\*IF 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)
  - the state and district in which your school is located
  - error messages, including the testlet number if applicable to the problem
  - the Service Desk ticket number when following up on a previously submitted issue

# FACILITATOR GUIDE TO REQUIRED TEST ADMINISTRATOR TRAINING 2022–2023

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## AUDIENCE AND PURPOSE

This guide helps trainers access DLM Required Test Administrator Training in Training Courses 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 ([dlmpd.com](https://dlmpd.com)).

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## OVERVIEW

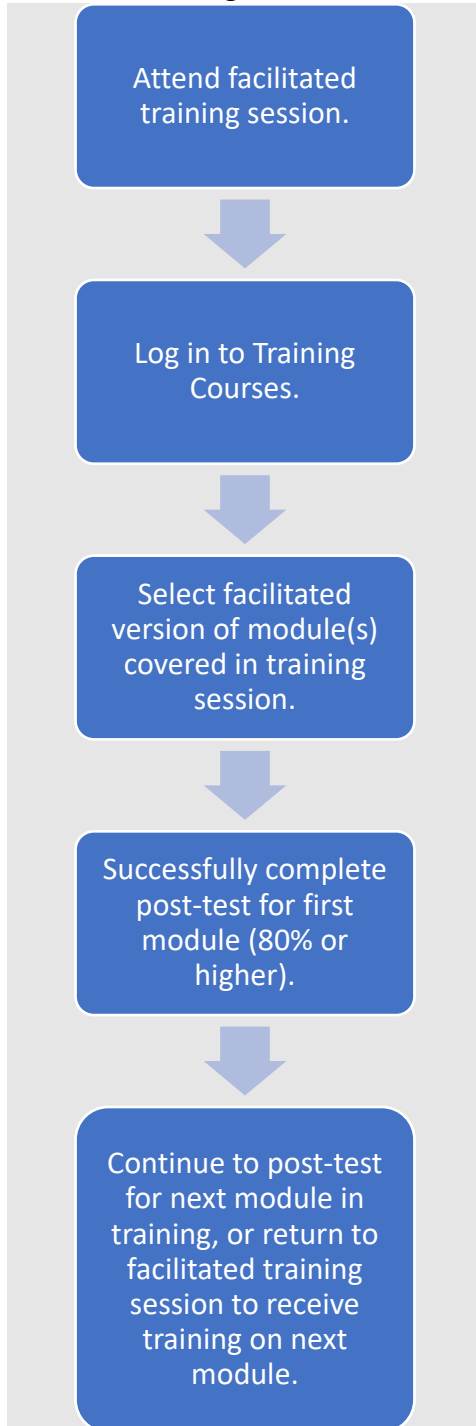
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Training is required for all educators who will administer Dynamic Learning Maps® (DLM®) alternate assessments in 2022–2023. New test administrators must successfully complete four modules before assessment begins. Training for new test administrators 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 Training Courses. The post-tests are completed inside Training Courses.



### Self-Directed Training

All steps of self-directed training are completed inside Training Courses.



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## NEW TEST ADMINISTRATOR REQUIRED TRAINING

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Training is required for all educators who will administer Dynamic Learning Maps® (DLM®) alternate assessments in 2022–2023. 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. 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 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

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## GAIN ACCESS AND LOGIN TO TRAINING COURSES

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### ACCESSING TRAINING COURSES

Facilitators and test administrators will need a Training Courses account to access the required training. A Training Courses 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 Training Courses 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 Training Courses access when the training window opens.
- If the participant is a new DLM test administrator without an Educator Portal user account, they will have Training Courses access within three hours after the creation and activation of an Educator Portal account.

### LOG IN TO TRAINING COURSES

All facilitators and test administrators will log in to Training Courses to access the training using the same process. The [DLM website](#) has a [Training Sources](#) tab in the main menu.

HINT: Your username is the same email address used for Educator Portal.

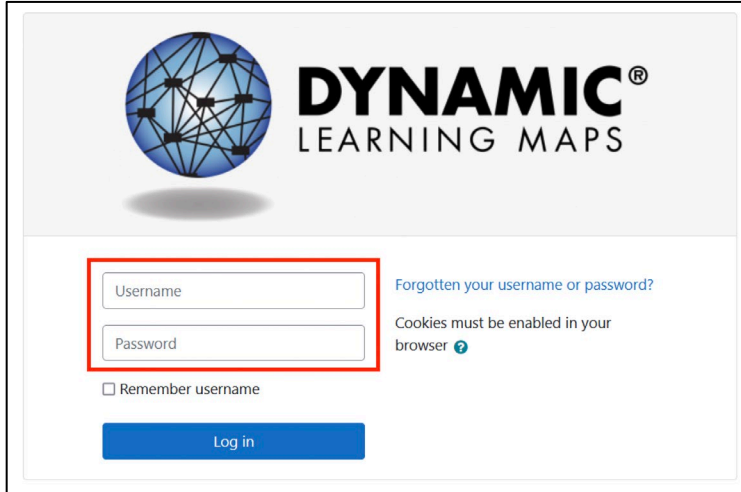
At your first login, use your temporary password which is the first part of your email address, up to the “@”. For example, educator Jane Jones will use her email of jjones@email.com as her login name and a temporary password of jjones on her first login to Training Courses. She will then be prompted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

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 [Training Courses](#).
3. Enter your **Username** and **Password**.



The image shows the login page for Dynamic Learning Maps. At the top, there is a logo consisting of a blue sphere with a network of black lines and dots, followed by the text "DYNAMIC<sup>®</sup> LEARNING MAPS" in bold black letters. Below the logo, there is a login form. The form has two input fields: "Username" and "Password". These two fields are enclosed in a red rectangular box. To the right of the "Username" field, there is a link that says "Forgotten your username or password?". Below the "Password" field, there is a message that says "Cookies must be enabled in your browser" followed by a small blue question mark icon. Below the input fields, there is a checkbox labeled "Remember username". At the bottom of the form, there is a blue button with the text "Log in" in white.

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## FACILITATED TRAINING MODULES

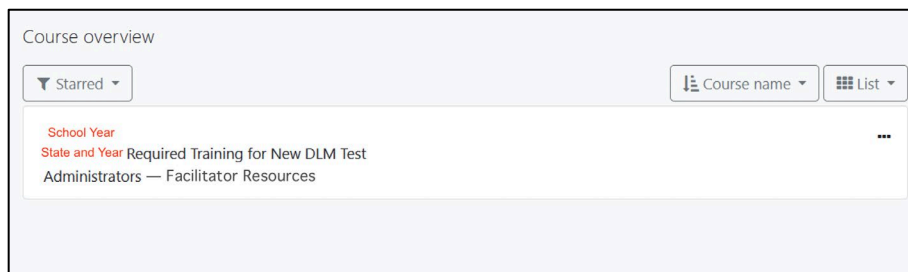
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Facilitated training is provided only for new test administrators. Each facilitated training module includes a video, activities, and a post-test. Videos and activities are completed as a group, while participants complete post-tests independently.

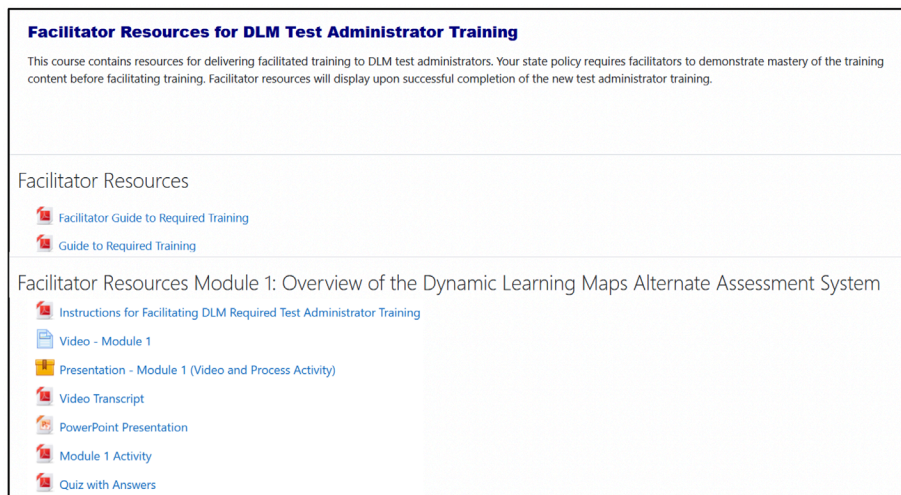
### ACCESSING FACILITATOR RESOURCES FOR FACILITATED TRAINING

Designated facilitators have access to facilitated training resources in Training Courses. To access these resources, do the following.

1. Log in to Training Courses.
2. Choose 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.



4. General resources vary by state. However, all facilitators will have access to this document and the participant guide called Guide to DLM Required Test Administrator Training. Also, the Instructions for Facilitating DLM Required Test Administrator Training 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:
  - Preview the videos before beginning training, either by streaming them or downloading them.
  - Make notes of topics to reinforce and questions you anticipate.
  - Review the sections of the TEST ADMINISTRATION MANUAL that align with parts of training to familiarize yourself with details for each module as needed.
  - Print materials to distribute to trainees (e.g., transcripts, presentation slides PDF, note-taking guides, etc.) if desired.
- Set up the training area with equipment.
- Deliver facilitated training modules.
- Direct users to return to computers and take the post-tests in Training Courses. See the Guide to DLM Required Training for more detail and procedures for participants to access Training Courses.

### *EQUIPMENT REQUIRED FOR DELIVERING A FACILITATED TRAINING*

The 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:

1. Videos from your state's Facilitator Resources area in Training Courses
2. LCD projector with external speakers or sound system
3. Computers with internet access (optional) are needed for participants to complete the required post-tests in [Training Courses](#). 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 in Training Courses.

## 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 login to Training Courses to complete the post-tests. The main course page in Training Courses 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.

Figure 1. *Module 1: Facilitated Option*

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

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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 Training Courses, 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 Training Courses to count toward successful completion of required training.

If your training plan includes having participants complete each post-test immediately after each module is presented, budget extra time for those who may require multiple attempts before achieving a passing score of 80% or higher. Alternatively, you might plan for all participants to complete the post-tests at the end of the training session. Participants who need to retake a post-test may return to Training Courses 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.

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## SELF-DIRECTED TRAINING MODULES

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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

The following is an overview of the training process.

- Participants log in to Training Courses 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:
  - Modules contain instruction, videos, and activities.
  - Participants are directed to complete the post-test after completing the training portion of the module.
  - Participants can review and change responses prior to submitting the final post-test.
  - 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%.
  - Participants can review the questions and feedback against their own responses.
  - Participants may only return to the review screen for up to two minutes after leaving the results screen.
  - 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 and agreed to the Security Agreement in addition to completing the Required Test Administrator Training post-tests at 80% or higher.

Participants can 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 Training Courses, can be found in the Guide to Required Test Administrator Training.

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## RETURNING TEST ADMINISTRATOR TRAINING

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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 they 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.
- Review the terminology used in the DLM Alternate Assessment System.
- Review the available accessibility supports.
- Review the security demands of the DLM system.
- Review the structure of testlets.
- Review the Instructionally Embedded model.
- Review the Instruction and Assessment Planner.
- Review test administration practices, considerations, and responsibilities.

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 Training Courses, 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.

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## APPENDIX

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### 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.

## DOCUMENT HISTORY

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

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Date	Section Name/ Summary of Changes	Starting Page
7/15/2022	Updated screenshots	Throughout