Dynamic Learning Maps®
District of Columbia DTC Training

February 1, 2019

DLM® SCIENCE ALTERNATE ASSESSMENT
OVERVIEW
Overview of the Assessment System

• Science assessment content
• Science assessment design
• Assessment delivery

SCIENCE ASSESSMENT CONTENT
DLM Science Essential Elements

- Provide content for science assessments
- Specific statements of knowledge and skills
- Linked to grade-span expectations
- Reduced depth, breadth, complexity
- Provide appropriate level of rigor and challenge
- Include embedded science and engineering practices
- Are not functional or pre-K skills or instructional descriptions

DLM Science Essential Elements

- Linked to grade-level expectations identified in *A Framework for K-12 Science Education* (National Research Council 2012) and the Next Generation Science Standards [www.nextgenscience.org](http://www.nextgenscience.org)
- Assessed EEs provided in a Science Blueprint
- Science Blueprint structure
  - Domains
    - Physical Science, Life Science and Earth and Space Science
  - Core ideas
  - Topics
Example of DLM Science EE

State Standard for General Education

• 5-ESS1-2 Represent data in graphical displays to reveal patterns of daily changes in length and direction of shadows, day and night, and the seasonal appearance of some stars in the night sky.

Essential Element

• 5-ESS1-2 Represent and interpret data on a picture, line, or bar graph to show seasonal patterns in the length of daylight hours.

ASSESSMENT DESIGN AND DELIVERY
Assessment Design

Testlets
- Assess one EE
- 3-5 items
- Engagement activity
  - Motivates student
  - Provides context
  - Activates prior knowledge
- Item type: multiple choice
- Nine or ten testlets which cover the entire blueprint
- System routes students to testlets at the appropriate linkage level for each EE

Science Testlet Linkage Levels

- **Target**
  - Aligned to the content of the Essential Element
  - Highest level
- **Precursor**
  - Less complex than the target
  - Provide access to the target level
- **Initial**
  - Less complex than the precursor
  - Provide access to the target level
  - Least complex level
Essential Element and Linkage Levels
EE.MS-PS2-2

- **Target Level**
  - Investigate and predict the change in motion of objects based on the forces acting on those objects.

- **Precursor Level**
  - Investigate and identify ways to change the motion of an object (e.g. change an incline’s slope to make an object go slower, faster, further).

- **Initial Level**
  - Identify ways to change the movement of an object (e.g., faster, slower, stop).

Computer vs. Teacher Administered

- **Computer-Administered Testlets**
  - Tests delivered directly to students via computer
    - Designed to allow students to interact independently with the computer using Assistive Technology as necessary
    - More common at upper linkage levels

- **Teacher-Administered Testlets**
  - Delivered outside the Kite® system
    - Online content is for the test administrator
    - Test administrator sets up, delivers, and records responses
    - Only at initial linkage levels
Testlet Information Pages (TIPs)

- Help teachers prepare to administer the specific testlet
  - Materials needed (key attributes, recommended materials, example substitutions)
  - Description of allowable supports
  - Alternate text for graphics for students who have human read aloud
  - Special instructions for making testlets accessible for students with visual impairments
  - Picture response cards

Sample TIP

This is a secure testing document. Do not reproduce or redistribute. Shred after use.

Testlet Information Page: SC12902

Testlet Type: Teacher-administered
Number of Items: 3

Materials Needed: Item 1: picture of ski gloves, picture of latex gloves; Item 2: picture of a metal cup, picture of a foam cup; Item 3: picture of a cloth pad, picture of a paper napkin

Materials Use: The student will use the materials to identify objects and materials that minimize and maximize thermal energy transfer (e.g., keeping objects warm or cool).

Suggested Substitute Materials: You may substitute objects or use alternate text for picture response cards as appropriate.

Accessibility supports NOT allowed:
Follow your state's guidance on the use of language translation.
Definitions (see "other comments"):...

Other comments: (1) The following pages include images that are used during the administration of the tasklet. Print the images and cut along the dotted lines. You will be prompted in the tasklet when and how to use the images. Record the student's response to the item in the computer. (2) Test administrator should not define the following word(s) and concept(s): minimizing and maximizing thermal energy transfer.
Assessment Administration Time

- Approximately 5-15 min per testlet
- Approximately 45 - 150 min total testing time
- Flexible scheduling - deliver one or more testlets in a single session
Recap of the Assessment System

- Science Assessment Content
  - Essential Elements
    - Specific statements of skills and knowledge

- Science Assessment Design
  - Testlets
  - Linkage levels

- Assessment Delivery
  - Computer-administered testlets
  - Teacher-administered testlets

ACCESSIBILITY BY DESIGN
Accessibility by Design

- Accessible Content
- Personal Learning Profile
- Technology

Accessible Content

- Testlet levels
- Core vocabulary and content-specific vocabulary
- Careful attention to unnecessary complexity
- System adapts between testlets
Technology

• Special user interface designed for DLM alternate assessments
• Adaptive technology

Personal Learning Profile

Personal Needs and Preferences
• Display
• Language & Braille
• Audio & Environment
• Other Supports

First Contact Survey
• Communication
• Academics - Science Only
• Sensory characteristics
• Motor characteristics
• Computer access
Category 1: Supports Provided in Kite via Personal Needs & Preferences (PNP)

- Magnification
- Invert color choice
- Color contrast
- Color overlay
- Read Aloud with highlighting - Text to Speech
  - Text only
  - Text and graphics
  - Graphics only
  - Non-visual

Category 2: Supports Requiring Additional Tools/Materials

- Uncontracted Braille
- Scanning
  - single-switch
  - two-switch system
- Individualized manipulatives
- Alternate form—visual impairment
Category 3: Supports Provided by the Test Administrator

- Human Read Aloud
- Sign interpretation of text
- Language translation of text
- Test administrator enter responses for student
- Partner-Assisted Scanning (PAS)

Other Allowable Practices

- Flexible scheduling
- Individualized student response mode
- Use of special equipment for positioning, display
- Navigation across screens
- Answer options presented with concrete objects
- Graphic organizers
Select Appropriate Accessibility Supports

- When possible, educators should choose supports that are consistent with the student’s IEP
- Consider both preferences and requirements
- Be cautious about selecting a large number of supports the student is unfamiliar with
- Test administrators and students may try out supports in practice testlets.

Considerations for Discussion and Selection of Accessibility Supports

1. What are the student’s strengths and needs?
2. What tasks are independently difficult?
3. What supports help the student with these difficulties?
4. What accessibility supports are regularly used?
5. What supports does the student prefer?
6. Are there combinations of supports that are most effective?
First Contact Survey

• Categories in the First Contact survey
  – Communication
  – Academics - Science only
  – Sensory characteristics
  – Motor characteristics
  – Computer access

• Teacher input regarding academic and expressive communication
  – Used to determine first testlet linkage level
  – Allows students to demonstrate what they know

Recap System Accessibility

• Accessible content
  – Testlet linkage levels
  – First testlet linkage level determined by First Contact survey input

• Technology
• Personal learning profile
Sample Testlets

![Kite Student Portal](image)

Welcome Back!

USERNAME

PASSWORD

SIGN IN

REQUIRED TEST ADMINISTRATOR TRAINING
Required Training

- Multiple modules
- Available in self-directed and facilitated formats
- Covers critical content for managing and delivering the assessment
- Required for all test administrators
- Delivered in Moodle using Educator Portal user information

Content for New Test Administrators

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

- Module 2: Understanding and Delivering Testlets in the DLM Alternate Assessment

- Module 3: Test Administration and Scoring

- Module 4: Preparing to Administer the Assessment
Required Training for TAs - Facilitated

- Workshops conducted by a district/regional facilitator
- Group setting with videos and short unscored activities
- Individual post-tests for each module must be passed in Moodle
  - ≥80% is successful completion
- Facilitated required DLM training may be combined with additional local training
- Onsite DC Training - February 15th (AM & PM sessions)

Required Training for TAs - Self-Directed

- Training and post-tests completed at own pace
- Videos and short unscored activities in Moodle
- Individual post-test for each module must be passed
  - ≥80% is successful completion
  - Each module post-test must be passed to access next module
- Total training takes approximately 2.5 hours
Required Training Post-tests

- Combination of T/F and multi-select multiple choice items
- Multiple attempts allowed
- Feedback provided only immediately after an attempt
- Post-test is no longer available after it is passed
- Certificate available after completing all 4 post-tests
- Recommend printing certificate

Required Training Resources

- Guide to Required Training
  - For participants (test administrators)
  - Overview of what is expected (content, course design)
  - Step-by-step instructions for Moodle with screen shots

- Facilitator Guide to Required Training
  - Short overview of content & responsibilities
  - How-to for Moodle (same as participant guide + facilitator resources area)
Initial Login to Moodle

- Your username is the email address used in Educator Portal (e.g., acole@xyz123.com)
- Your password is the 1st part of your email address up to but not including the “@” (e.g., acole)
  - All lowercase (even if email normally isn’t)
  - After logging in for the 1st time, you’ll be prompted to change your password.

- Guide located on DC Webpage
Training Completion Status in Educator Portal

- Test Management tab in EP becomes accessible
  - Occurs within two hours of completion
  - If the annual security agreement is completed

- “RESTRICTED”
  - If any requirements are not complete
  - Error message tells you what still needs completion

Training Status Extract

- Extract under Reports tab in Educator Portal
- CSV file shows a list of DLM users by organization and their training completion status
- Training status will show in the extract as Yes or No under the heading called “Required Training (RT) Complete.”
Educator Portal & Moodle

- TA has active account in Educator Portal
- Moodle account created
- TA completes all training requirements
- Completion status marked in EP

KITE SYSTEM AND RESOURCES
Where Do I Go to Find?

<table>
<thead>
<tr>
<th>TEACHERS, EDUCATORS, AND TEST ADMINISTRATORS</th>
<th>STUDENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DLM Webpage</strong>&lt;br&gt;dynamiclearningmaps.org/&lt;br&gt;district-of-columbia</td>
<td><strong>STUDENT Portal</strong>&lt;br&gt;Kite® Student Portal</td>
</tr>
<tr>
<td>Test Administration Manual</td>
<td>Facilitator Guide for Required Test Administrator Training includes Moodle login information</td>
</tr>
<tr>
<td>Accessibility Manual</td>
<td>DLM Security Agreement</td>
</tr>
<tr>
<td>Blueprints</td>
<td>Educator Portal User Guide</td>
</tr>
<tr>
<td>Essential Elements</td>
<td>Student Rosters</td>
</tr>
<tr>
<td>Guide to Practice Activities &amp; Released Testlets</td>
<td>Personal Needs and Preferences &amp; First Contact Survey</td>
</tr>
<tr>
<td>Professional Development Modules</td>
<td>Educator Resource Page Science</td>
</tr>
<tr>
<td>Instructional Activities</td>
<td>Link to Moodle &amp; Educator Portal</td>
</tr>
</tbody>
</table>

Kite Educator Portal

- For educators
- Manage student, user, and test data
- Web-based application, educator.cete.us
- Access via Internet from almost any device
- Educator login credentials
What Teachers do in EP

• Manage their own profile
• Check student enrollment/roster
• Enter First Contact and PNP data
• Retrieve test information
  – TIPs
  – Braille or Alt Forms (if applicable)

What Administrators do in EP

• Manage user, enrollment, and roster data
• Monitor PNP and First Contact survey
• Monitor test administration
• Retrieve extracts and reports
Kite Student Portal

- For students
- Securely delivers tests to students
- Application downloaded to devices where students will test
- Download and install from the DLM website
- PC, Mac, iPad, Chromebook
  – Chromebook turn off auto-update

District of Columbia DLM Webpage
Website Resources

- Manuals & Blueprints
- Resources for Educators & District Staff
- Videos
  - District trainings
  - Helplets
- Templates
- Information for parents
- Link to Moodle for required training
- Link to Professional Development modules

Resources for Parents and Educators
Overview of the Session

• This afternoon we will be learning about the tasks a DLM alternate assessment data manager must perform.
• You may have other DLM alternate assessment responsibilities but this afternoon our focus is on data management.
Data Management Responsibilities

- To gather, edit, and upload data in Educator Portal for
  - Users - educators, test administrators, staff
  - Enrollment - students
  - Rosters - assigning students to educators
Data Management - Who is Responsible?

- **OSSE**
  - Add DTC users
  - Enroll students for grades 5 & 8

- **LEA**
  - Add teachers, other district staff
  - Enroll students for HS Bio
  - Roster students to teachers

Data Management Resources

- Book mark the following link
  [https://dynamiclearningmaps.org/district-of-columbia](https://dynamiclearningmaps.org/district-of-columbia)
- Use the link to go to the DC DLM webpage
- Resources most used by a data manager
  - *DATA MANAGEMENT MANUAL*
  - State Organizational Table
  - Helplets
Data Management Resources Continued

- Educator Portal User Guide
- Test Updates - please subscribe
- System-related announcements to be displayed in Educator Portal

STATE ORGANIZATIONAL TABLE
DC Organizational Table Structure

<table>
<thead>
<tr>
<th>School Name</th>
<th>School Number</th>
<th>District Name</th>
<th>District Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Hope Adult PCS</td>
<td>233</td>
<td>Academy of Hope Adult PCS</td>
<td>DC178</td>
</tr>
<tr>
<td>Achievement Preparatory Academy PSC - Wohler Place</td>
<td>227</td>
<td>Achievement Preparatory Academy PSC</td>
<td>DC135</td>
</tr>
<tr>
<td>AppleTree Early Learning Center PSC - Lincoln Park</td>
<td>6073</td>
<td>AppleTree Early Learning Child PSC - Columbia Heights</td>
<td>DC183</td>
</tr>
<tr>
<td>AppleTree Early Learning Center PSC - Parklands at 701399</td>
<td>6069</td>
<td>AppleTree Early Learning Child PSC - Columbia Heights</td>
<td>DC183</td>
</tr>
<tr>
<td>BASIS DC PSC</td>
<td>20080</td>
<td>BASIS DC PSC</td>
<td>DC248</td>
</tr>
<tr>
<td>Bridges PSC</td>
<td>142</td>
<td>Bridges PSC</td>
<td>DC187</td>
</tr>
<tr>
<td>Childrens Guild - Prince Georges County</td>
<td>10308</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blye PSC</td>
<td>136</td>
<td>Blye PSC</td>
<td>DC116</td>
</tr>
<tr>
<td>Capital City PSC - High School</td>
<td>1207</td>
<td>Capital City PSC</td>
<td>DC196</td>
</tr>
</tbody>
</table>

Recap of Responsibilities and Resources

- **Broad responsibilities**
  - To gather, edit, and upload data in Educator Portal for
    - Users - educators, test administrators, staff
    - Enrollment - students
    - Rosters - assigning students to educators

- **Resources**
  - Manuals
  - Helplets
  - State Organizational Table
District Test Coordinator

- OSSE must upload or enter DTCs into Educator Portal.
- OSSE must complete any changes for a DTC requiring additional districts, removal of districts or change in districts.
- Educator Portal has District User role which a DTC can assign.
- Returning DTCs are rolled over from the year to year. You will retain your username and password.

Sign into Educator Portal

- Getting Started in Educator Portal is a resource available to assist users in logging into Educator Portal
- Locations on DC DLM webpage
  - District Staff Training Resources
  - Educator Resource Videos
Educator Portal

MANAGE USER DATA
Info to Know - Users

• New users must be added manually or through a file upload. The system then sends them an activation email.

• If applicable, users will be enrolled in Moodle for required training when user activates the account.

• Users may be associated with multiple organizations.

Info to Know - Users (Continued)

• User email address is the unique account key.

• Users who will be administering the assessment must have the role of ‘teacher’ and their educator identifier on their EP account.

• Returning users will be re-enrolled from the year before.
Add and Edit a User Manually

- Add users manually when there are only a few to enter
- Modify user accounts to change school assignment or other data manually
- Resources:
  - District Staff Training Resources helplet video: Add and Edit Users Manually
  - DATA MANAGEMENT MANUAL

User Interface - UI
Resending the Account Activation Email to Users

- The Data Management Manual has the steps required to Resend the Kite Activation Email
- The most common reasons you would need to Resend the Kite Activation Email
  - The user did not activate the account within the first 20 days.
  - A user did not receive the account activation email.
  - The user deleted the account activation email not knowing what it was.

MANAGE ENROLLMENT DATA
Info to Know - Students

• Students are enrolled by the district.
• Only students in grades 5, 8 and HS Bio should be enrolled.
• All students must be enrolled every school year.
• A student who has previously been in the system
  – Cannot be enrolled manually
  – Can be reactivated using Find Student
  – Can be enrolled using an upload

Add and Edit a Student Manually

• When only having a few students to add do so manually in the UI
• Edit a student’s information manually
• Resources:
  • District Staff Training Resources helplet video: Add and Edit Students Manually
  • DATA MANAGEMENT MANUAL
Find Student Feature

- Uses
  - Edit enrolled student information if the student is in an organization in which you have permissions
  - Update district, school, and grade level
  - Enroll student from previous year to current year
- Must enter exact State Student Identifier

Exit a Student Manually

- When must a student be exited
  - Student is leaving DC
  - Student no longer taking the DLM Alternate Assessment
  - Student is transferring to a different LEA
- Resources:
  - District Staff Training Resources helplet video: Manually Exit Student
  - Data Management Manual
Grade Changes

• Can change a student’s grade through
  – An enrollment upload
  – Manually edit when using the Find Student feature
• If testing already started, will receive a warning message that test sessions from the previously enrolled grade will be inactivated
• Old test sessions from previous grade will be inactivated
• System will ensure assignment of new testlet at the beginning of the test for the new grade, at the correct linkage level

MANAGE ROSTER DATA
Roster Students

- LEAs will roster students.
- Rosters may be created manually or with an upload.
- Students must be rostered for science only
- Consider a standard naming convention

Rostering

- DTC can continue adding new students to rosters
- Student can only be on one roster for a subject - science
- DTC will receive a warning message if attempting to add a student to another roster for the same subject - science
- If you continue, student will be removed from the old roster and placed on the new one
Roster Students Manually

• Resources:
  • District Staff Training Resources helplet video: Create and Edit Rosters Manually
  • DATA MANAGEMENT MANUAL

Transfer a Student

• A student may be transferred manually or several students may be transferred using CSV Upload Templates
• Currently a DTC can only transfer a student between schools in the same district
• Resources:
  – District Staff Training Resources helplet video: Transfer Student - In District
  – DATA MANAGEMENT MANUAL
• State users can transfer a student manually between districts.
Upload Info

• Follow the instructions and use the field definitions in the Data Management Manual for the specific upload
• Download the necessary CSV template from the DC DLM webpage OR
• Use the ? icon that appears when upload option is selected in Educator Portal
Upload Template Icon in EP

Template Upload Resources

- **District Staff Training Resources** helplet video: Uploading Templates
- **DATA MANAGEMENT MANUAL**
  - User Uploads
  - Enrollment Uploads
  - Roster Uploads
  - TEC - Test, Exit, Clear
    - DLM system uses only Exit
Data Extracts in Educator Portal

First report requested must finish before requesting the next.

<table>
<thead>
<tr>
<th>Extract</th>
<th>Description</th>
<th>Requested</th>
<th>File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Enrollment</td>
<td>Current enrollment information for active students</td>
<td>01/09/2019 04:12 PM</td>
<td>CSW</td>
</tr>
<tr>
<td>DSM Diagnosis Coverage Status</td>
<td>Percent of students meeting DSM criteria, per organization</td>
<td>06/05/2018 02:00 PM</td>
<td>CSW</td>
</tr>
<tr>
<td>DSM Test Administration Monitoring</td>
<td>Test is passed, in progress, and completed by student; student</td>
<td>01/09/2019 04:12 PM</td>
<td>CSW</td>
</tr>
<tr>
<td>First Contact Survey File</td>
<td>Current First Contact survey settings by student</td>
<td>01/09/2019 04:12 PM</td>
<td>CSW</td>
</tr>
<tr>
<td>PNP Settings</td>
<td>PNP settings by organization</td>
<td>06/09/2018 02:37 PM</td>
<td>CSW</td>
</tr>
<tr>
<td>RN Settings</td>
<td>RN settings by organization</td>
<td>10/09/2018 02:19 PM</td>
<td>CSW</td>
</tr>
<tr>
<td>Roster</td>
<td>Roster settings by educator and student</td>
<td>01/09/2019 04:12 PM</td>
<td>CSW</td>
</tr>
<tr>
<td>Security Agreement Completion</td>
<td>Security Agreement status by organization</td>
<td>09/01/2018 01:44 PM</td>
<td>CSW</td>
</tr>
<tr>
<td>Training Status</td>
<td>List of DSM users by organization and their training completion status</td>
<td>01/09/2019 04:35 PM</td>
<td>CSW</td>
</tr>
<tr>
<td>Users</td>
<td>Educator Portal users and their associated role(s)</td>
<td>01/09/2019 04:12 PM</td>
<td>CSW</td>
</tr>
</tbody>
</table>

*Note: Student data extracts include Personally Identifiable Information (PI). Please take appropriate precautions to protect saved files.*
What Different Extracts Show

• Current Enrollment - Current enrollment information for active students in the selected organization.
• DLM Test Administration Monitoring - For each student shows testlets assigned, in progress, completed and number of testlets required by subject
• First Contact Survey File - Current First Contact Survey responses by student
• PNP Setting Counts - Provides the number of students for which a particular feature has been selected in the organization (school or district)
• PNP Settings - Shows PNP settings by student

What Different Extracts Show Continued

• Roster - Students rostered by teacher and subject
• Security Agreement Completion - shows whether users have agreed to the EP test security statements
• Training Status - Shows status of RTAT by user
• Users - Lists all EP users and their roles (limited by organization level. E.g., A DTC will see all users in their district)
Managing Data Verification and Revisions

• Data cleanup is the responsibility of all users. Ask teachers to verify if student data is correct and to contact you if they find incorrect data.
• Check data before the opening of the spring assessment window on March 18, 2019
• Data can be edited during spring assessment window
• Spring assessment window closes May 3, 2019

Managing Data Verification and Revisions Continued

• Data Cleanup means asking the following questions
  – Is every student in the right district?
  – Is every student in the right building?
  – Is every student rostered to the right teacher?
  – Is every student rostered only to science
  – Is every student rostered in the right grade?
  – Are there any students appearing who will not be taking the DLM alternate assessment?
Why Can’t I Test My Students?
Troubleshoot:
6 Most Common Issues

1. Test administrators must take all required training and pass at 80% or higher.
2. Test administrators must read, agree to, and sign the Security Agreement.
3. Test administrators must complete and submit the First Contact survey. The Access Profile should also be completed.
4. Test administrators must have the role of ‘teacher’ and have their educator identifier on their EP account.
5. Students must be correctly rostered to the test administrator.
6. An up-to-date supported browser must be used for Educator Portal.
DLM Service Desk

Provide as much detail as possible.
- Please include:
  - Your contact information (email address, name)
  - The state and district in which your school is located
  - Error messages, including the testlet number if applicable to the problem
  - Operating system and browser information
  - Information about network configuration

Student Data Privacy

- 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.
DLM Service Desk

Email dlm-support@ku.edu or
Call
1-855-277-9751 (toll-free)

• Monday through Friday from 8:00 a.m. to 6:00 p.m., Eastern

• During spring testing window, open from 7:00 a.m. to 7:00 p.m., Eastern

THANK YOU!

For more information, please contact:
dlm@ku.edu

Or

Go to: www.dynamiclearningmaps.org