



Slide 1. Welcome to District of Columbia’s spring 2023 Dynamic Learning Maps[®], or DLM[®], training for LEAs.

Slide 2. The objectives of this presentation are to discuss key dates and information about the District of Columbia spring 2023 assessment window, locating and accessing 2022–2023 required test administrator training, entering special circumstance codes, braille forms...

Slide 3. ...the discussion of teacher preparation and data management practices, an overview of extracts and reports available in Kite[®] Educator Portal, and 2022–2023 enhancements to the Kite System are highlighted throughout the presentation.

Slide 4. District of Columbia’s administration of DLM science testlets begins March 13, 2023, and closes on April 28, 2023, for eligible students in grades 5, 8, and high school biology.

Slide 5. For new LEA accounts: LEA or district-level Educator Portal accounts must be added by OSSE and activated using the activation email before you will be able to log in. For new teacher accounts: LEAs can add teacher accounts. Users with existing accounts can log in with their normal credentials but may need to change their password during the first login attempt.

Slide 6. First, we’ll look at teacher preparation steps.

Slide 7. New teachers must activate their account in Educator Portal using the activation email. All teachers, new or returning, must agree to the security standards in Educator Portal. The Security Agreement pops up the first time a teacher logs in to Educator Portal for the new school year. A teacher who does not agree to the security standards will not have access to Educator Portal.

Slide 8. New and returning teachers can access the Required Test Administrator Training by using the link within the blue box on DC’s DLM webpage.

Slide 9. The training site can also be accessed directly from a web browser at <https://training.dynamiclearningmaps.org>.

Slide 10. DC's Required Test Administrator training opened December 5, 2022, and stays open through the end of the testing window. Training course accounts for new teachers are created within three hours of the Educator Portal account activation.

Slide 11. Training course accounts for returning teachers are carried over from year to year if organization or email information has not changed. The teacher will need to reset their password at the first login attempt.

Slide 12. Returning teachers will complete one self-directed module with one opportunity to pass. If the module is not passed, the teacher is directed to additional required training. New teachers will complete and pass four modules plus view an additional First Contact survey and Personal Needs and Preferences, or PNP, Profile training video.

Slide 13. If you have test administrators that also need to complete required training for Maryland, contact OSSE for information on DC required training.

Slide 14. Teachers should complete and submit the First Contact survey and PNP Profile for all rostered students in Educator Portal.

Slide 15. District of Columbia uses UEB Nemeth for braille forms. This option is now visible in Educator Portal in the student's PNP profile. Braille forms are provided through Educator Portal but must be embossed locally by the LEA. Download the ACCESSIBILITY MANUAL for Science for complete information on assessment accessibility features.

Slide 16. Kite Student Portal must be installed on all student devices for the 2022–2023 assessments. Macs and PCs require an uninstall of older versions. Chrome auto-updates if that feature is turned on.

When launched, a pop-up message will inform the user if the most up-to-date version is not installed. Technology staff may need to be contacted for installation on testing devices. Installation instructions and system requirements are found on the Kite Suite tab on the DLM website.

Slide 17. The time commitment for administering DLM science testlets varies by student; however, there are some general guidelines that are useful for planning. There are nine science testlets with three to five multiple-choice items per testlet. Each testlet takes approximately five to 15 minutes to complete.

Slide 18. The DLM website has several science instructional resources. Resources include Currently Tested Essential Elements for Science, Development of DLM Essential Elements for Science, a complete list of Essential Elements for science, and Using Mini-maps to Plan Instruction.

Slide 19. Next, we discuss helpful tools and methodology for managing user and student data in Educator Portal.

Slide 20. The data manager is responsible for gathering, editing, and uploading data into Kite Educator Portal for teachers; enrolling and editing student enrollment data; and managing rosters after OSSE has completed creating rosters. Rosters can also be created and edited by LEAs.

Slide 21. To assist with the data management process, upload templates and manuals can be accessed on DC's DLM website. Manuals and templates have been updated for the 2022–2023 school year. Any previously downloaded manuals and templates should not be used.

Slide 22. The state organizational table will be useful when the data manager is enrolling high school students into Educator Portal. The tool can be downloaded from District of Columbia's DLM website. Each entity within the tool has a parent organization and lists each school with a numerical code. Each school has a district parent with "DC" before the numerical code.

Slide 23. If a special circumstance code needs to be added, edited, or removed for a student, you will need to contact OSSE.

Slide 24. The next topic is managing user data.

Slide 25. The next two slides outline important information to know about user accounts in Educator Portal. The state must upload any users with the role of District Test Coordinator. New users need to be added manually or through a file upload. Educator Portal sends an activation email to the new user with a link to create a password. The user's email address is the unique account key.

Slide 26. Users may have more than one role in Educator Portal. Users are rolled over from the year before. A new column, titled Deactivate_User, allows the deactivation of a user with the template in addition to completing this function manually in Educator Portal. Column names have been updated for consistency.

Slide 27. To add users, choose **Settings** and then select **Users** from the drop-down list.

Slide 28. When adding only a few users, it is recommended to manually add the users. If you have more than a few users to add, uploading the user template is the easiest method.

Slide 29. Some instances require the Educator Portal account activation email to be resent to a user. The most common reasons are if the user did not receive the email due to a misspelled or incorrect email address being entered into the system, the activation email went to the user's spam folder, or there are firewall issues preventing the activation email's delivery. In addition, the activation email may need to be resent if the user did not activate the account within 20 days of receipt or the user may have deleted the account activation email not knowing what it was.

Slide 30. User account edits occur when the user changes organizations or has a name or email address change or if a user role needs to be added or removed.

Slide 31. User account deactivation occurs when the user leaves the district or the user no longer requires access to sensitive student data. Users who may have inadvertently been deactivated can be reactivated without having to enter their account information again. Updates to Educator Portal now allow user accounts to be deactivated using the user upload template. Account deactivation with the user upload template makes it much faster for a district to deactivate teachers who no longer require access to student data. Additionally, the column structure between the user extract and user upload template is now similar so information from the user extract could be copied into the user upload template in order to more easily deactivate many users at once.

Slide 32. Next, we will discuss managing student enrollment data.

Slide 33. Students must be enrolled into Educator Portal every school year. Students exited from the system cannot be enrolled manually but can be reactivated using the Find Student feature or enrolled using the upload template.

Slide 34. To enroll a student, choose **Settings** and then select **Students** from the drop-down list.

Slide 35. OSSE will enroll students in grades 5 and 8. LEAs should contact OSSE for student transfers between LEAs. LEAs are responsible for enrolling high school students. LEAs may enroll high school students at any time prior to the close of the spring window.

Slide 36. A 2022–2023 enrollment upload enhancement includes updated column names and reordered columns. The latest version of the enrollment template can be downloaded from the DLM website or from Educator Portal. Additionally, Educator Portal will only allow students to be enrolled and rostered in grades 5, 8, and high school.

Slide 37. Students taking the DLM assessment for the first time will need to be added using the Add Student feature or by uploading an enrollment template. Choose the **Settings** tab and then select **Add Student** or **Upload Enrollment** to begin the process.

Slide 38. Common changes for students include updating the school, grade level, or demographic information. When there are only a few changes to make, it is recommended that the changes be made manually. If you have several changes to make, use the upload template.

Slide 39. To view student information, select the **Settings** option and then choose **View Students**. Click the **Search** button to view all students in your organization. You can also use the filtering options to view students in a specific school.

Slide 40. The Find Student feature is used to determine if a student is enrolled and to enroll any student who participated in the DLM assessment previously. This feature also allows the data manager to edit student information and update school and grade level.

Slide 41. To find a student, simply enter the student's exact State Student Identifier or use the new software enhancement, which allows the student's first and last name to be entered.

Slide 42. There are a few instances in which a student must be exited from the Kite System. Leaving the District of Columbia, leaving the LEA, or if the student is no longer taking the DLM alternate assessment are acceptable reasons to exit the student. Exits can be done manually or by using the Test, Exit, Clear, or TEC, upload.

Slide 43. To exit a student, choose the **Settings** tab and then select **Exit Student** or **Upload TEC** to begin the process.

Slide 44. Transferring a student should be done when the student is moving between schools within the same district or moving to a new district within District of Columbia. One student may be transferred manually or several

students may be transferred using the CSV upload templates. The data manager can transfer a student between two schools within the same district. OSSE should be contacted to transfer a student to a different district within the District of Columbia.

Slide 45. To transfer a student, choose the **Settings** tab and then select **Transfer Students** to begin the process.

Slide 46. Next, we talk about managing roster data.

Slide 47. Rosters connect an enrolled student to a teacher for testing. Teachers must have an active Educator Portal account to be added to a roster. OSSE will roster all students, including rostering any new students that come to your school. LEAs can update students on the rosters after OSSE creates the initial rosters.

Slide 48. Data managers will need to contact OSSE if the teacher on a roster needs to be changed. Once all students are removed from a roster, the roster will be removed from the system. A 2022–2023 system enhancement updated column names on the roster upload for consistency.

Slide 49. To create a roster for a student, choose the **Settings** tab, select **Rosters**, then choose **Create Roster** or **Upload Roster** to begin the process.

Slide 50. OSSE will roster students to active Educator Portal accounts. After that step is completed, rosters can be updated by LEAs as needed. Students can only be rostered to one teacher for their grade level.

Slide 51. Next, we'll look at the template upload process for Educator Portal.

Slide 52. Follow the instructions and use the field definitions in the DATA MANAGEMENT MANUAL for the specific upload. Download the necessary .csv template from the DLM website or use the question mark icon that appears when the upload option is selected in Educator Portal. Upload templates have been enhanced for the 2022–2023 school year. If old templates are used, several error messages will display during the upload process.

Slide 53. The upload process is the same for a user file, enrollment file, roster file, and TEC (Test, Exit, Clear) file. Template files were updated in the summer of 2022 for users, student enrollment, and rostering. New templates must be downloaded before attempting to upload in Educator Portal. All files must have a .csv file extension.

Slide 54. When uploading the files, the differences are the template used and the information required. The system will provide error messages to help you make corrections to the file and reupload.

Slide 55. Next, we'll look at data extracts and reports available in Educator Portal for LEAs to use for assessment monitoring.

Slide 56. Extracts in Educator Portal are available to help you monitor the progress of the assessment starting from adding users through verifying roster information. Extracts are provided in .csv format to provide an easy method to edit data within the file using simple columns. Refer to the DATA MANAGEMENT MANUAL for complete information on modifying extracts to edit data.

Slide 57. Locate data extracts by selecting the Reports tab and then choosing Data Extracts from the drop-down list.

Slide 58. The Current Enrollment extract lists enrollment information for active students within your organization, including the accountability district and school, the attendance district and school, student name, student grade, and student demographic information. The extract was enhanced to include updated column names for consistency and reordered columns for easier readability.

Slide 59. The DLM Test Monitoring Extract tracks completion of science testlets by student. The extract lists the number of end-of-year testlets not started, the number of end-of-year testlets completed, and the number of end-of-year testlets required. The extract was enhanced to include updated column names and a new column titled Educator Email Address.

Slide 60. The First Contact Survey File extract lists information for each student in your organization. Data in this extract includes all responses selected on the First Contact survey, the status of the First Contact survey, and the date and name of the last person to modify the First Contact survey for the student.

Slide 61. The PNP Settings Count extract lists the total number of students in your organization for which a particular PNP feature has been selected.

Slide 62. The PNP Settings extract lists student demographic information for each active student in your organization along with the PNP Profile selections for each student. The date and name of the last person who modified the settings are also listed. If a student does not appear on this extract, no PNP settings were selected for that student.

Slide 63. The Roster extract lists the student's name and grade, the name of the roster, and the rostered teacher's name. The extract was enhanced to feature updated column names and a new column titled Extract Educator Email Address.

Slide 64. The Security Agreement Completion extract helps you monitor if test administrators in your organization have accepted the terms of the security agreement. The extract has been enhanced to add a column titled User Status to determine the status of that teacher's Educator Portal account.

Slide 65. The new on-demand TIP Access extract was added this year to provide details on when a Testlet Information Page, or TIP, was last accessed. This extract lists student demographic information along with testlet information, the name of the user who last accessed the TIP, and the date the TIP was accessed.

Slide 66. The Training Status extract helps test coordinators determine if test administrators enrolled in the Required Test Administrator Training have completed the training. Along with the completion status of the training, the extract lists the username and roles, the school and district, and the type of training. The extract has been enhanced this year with updated column names as well as a new column titled Educator Identifier, which lists the educator identifier in the test administrator's Educator Portal account.

Slide 67. The User extract provides a list of Educator Portal users and their roles within your organization. The primary function is to determine the user account status. Status information is listed as active, pending, or inactive. The extract has been enhanced this year with updated column names for consistency.

Slide 68. The Student Roster and First Contact Survey Status extract combines information from several other extracts into one easy-to-read extract. The extract lists student grade, roster information, and the First Contact Survey status and completion date. The extract has been enhanced with updated column names and new columns that include information about the educator rostered to the student.

Slide 69. Data cleanup is the responsibility of all users. As the test coordinator, you should use the various data extracts to determine if student demographic information is correct and update the information as needed. Look for any students who will not be taking the DLM assessment and promptly exit those students from Educator Portal. Once OSSE finishes rostering students, verify the rosters are correct and modify them as needed. You should also determine if

students have been inadvertently enrolled into your building and determine next steps.

Slide 70. For the last topic, we will discuss how and when to contact the DLM Service Desk and ways to protect student data when doing so.

Slide 71. The Family Education Rights and Privacy Act, also known as FERPA, is a federal law that protects the privacy of student education records. You must protect student records by not including student personal identifiable information, or PII, in live chat or emails. If you need to communicate student information, contact the service desk by phone or use secure communication protocols set up by OSSE.

Slide 72. The DLM Service Desk is available to assist with Educator Portal and Student Portal applications issues such as testing environment issues, teacher user account issues, or student data questions. The Service Desk is available Monday through Friday, 7:00 a.m.–5:00 p.m. Central. Extended hours are available during the spring assessment window. If you need assistance with your user account information or require a test reset, you will need to contact OSSE.

Slide 73. Let's look at key dates for District of Columbia's DLM alternate science assessment for the spring of 2023.

Slide 74. The next four slides list key dates for District of Columbia's DLM alternate science assessment. The last slide contains a link to register for the live question-and-answer session scheduled for February 4.

Slide 75. [Key dates listed on slide.]

Slide 76. [Key dates listed on slide.]

Slide 77. Any questions about these dates should be directed to OSSE.

Slide 78. This concludes the presentation.