Dynamic Learning Maps® (DLM®) Spring 2023 Assessments for District of Columbia LEA Test Coordinators

District of Columbia Spring 2023 Training

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Objectives

- Discussion of 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

Objectives (2)

- Discussion of teacher preparation and data management practices
- Extracts and reports available in Kite® Educator Portal
- Enhancements to the Kite System for the 2022–2023 school year

District of Columbia Administration of DLM Science Testlets

March 13-April 28, 2023

Eligible students in grades 5, 8, and high school biology

First Things First…

- 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.

TEACHER PREPARATION

Educator Portal

- New teachers must activate their account in Educator Portal using the activation email.

- All teachers, new or returning, must agree to 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.

DYNAMIC
LEARNING MAPS

Log In to Required Test Administrator Training

- Located at the bottom of the District of Columbia's DLM website.

Required Test Administrator Training

2022-23 required training for teachers administering the DLM assessment opens on your state's scheduled training date. The Guide to DLM Required Test Administrator Training (pdf) is a great place to start, with information about accessing the DLM training site for your first login.

Another Login Option

- Go to training.dynamiclearningmaps.org.

Required Test Administrator Training Timeline

- 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.

Required Test Administrator Training Accounts

- 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.

Required Test Administrator Training Modules

- **Returning teachers:** 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:** Four modules, plus an additional First Contact survey and Personal Needs and Preferences (PNP) Profile training video

Required Test Administrator Training for Dual DLM States

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

First Contact Survey and PNP Profile

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

Braille Forms

- 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.

Kite Student Portal

- 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.

Administration of DLM Science Testlets

- Nine testlets per student
  - Each testlet assesses **one** of the Currently Tested Essential Elements for Science.
- Three to five multiple-choice items per testlet
  - Each testlet begins with an engagement activity.
- Five to 15 minutes per testlet
  - The total administration time needed is approximately 45-135 minutes.

Science Instructional Resources

- Instructional resources for Year-End model states: https://dynamiclearningmaps.org/instructional-resources-ye/science
- Contains links for
    - Currently Tested Essential Elements for Science
    - Development of DLM Essential Elements for Science
    - A complete list of Essential Elements for science
    - Using Mini-maps to Plan Instruction

DATA MANAGEMENT

Data Manager (LEA) Responsibilities

- To gather, edit, and upload data in Kite Educator Portal for
  - **Users:** Educators, test administrators, staff
  - **Enrollment:** Students in high school
  - **Rosters:** OSSE will roster students to available educator accounts. Rosters can also be created and edited by LEAs.

DYNAMIC® LEARNING MAPS

Manuals and Templates

- To assist with the data management process, upload templates and manuals can be accessed on DC's DLM webpage.

- Helpful manuals and templates
  - DATA MANAGEMENT MANUAL
  - EDUCATOR PORTAL USER GUIDE
  - Updated templates for user uploads and student enrollment
  - State organizational table for District of Columbia

State Organizational Table

- State organization table is found on the DLM website. Filter using the role = Assessment Coordinator, resource category = District Staff Resources.

- Each entity has a parent organization.

  - Each school is a numerical code.

  - Each school has a district parent listed with "DC" before the numerical code.

Entering Special Circumstance Codes

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

MANAGE USER DATA

Educator Portal Info to Know: Users (1)

- 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.

Educator Portal Info to Know: Users (2)
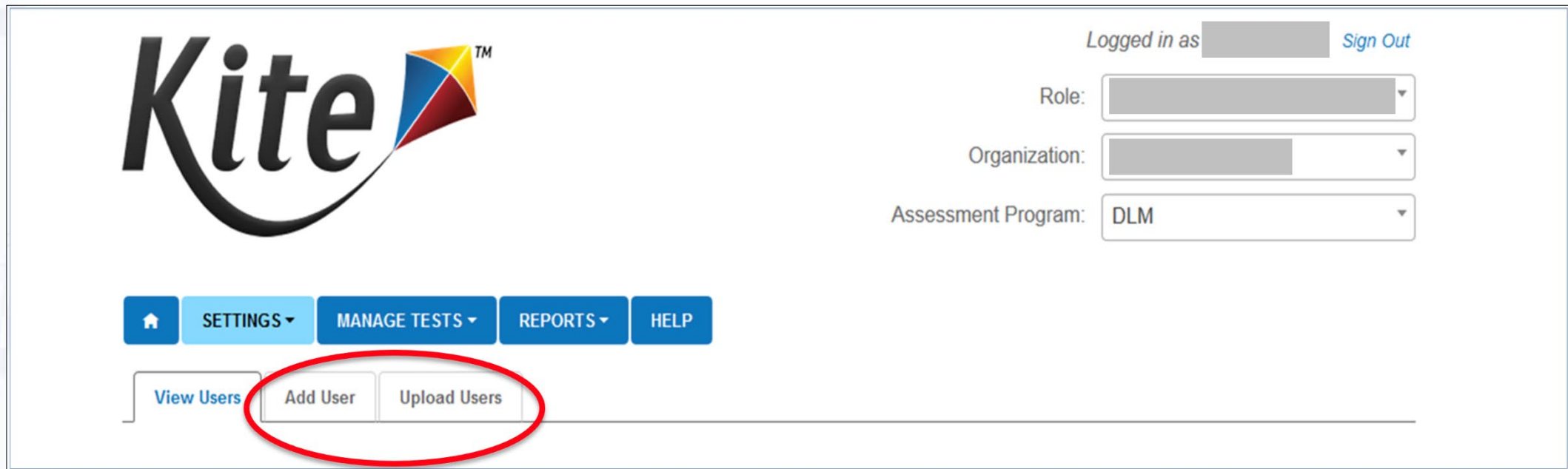
- Users may have more than one role in Educator Portal.

- Users are rolled over from the year before.

- NEW: 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.

Data Management Tasks: Users

Educator Portal: Add Users

- Only a few users—manually add
- More than a few users—template upload

Resending the Account Activation Email to Users

- The most common reasons the Kite activation email would need to be resent
  - A user did not receive the email because the address was incorrect, the email went to a spam folder, or firewall issues prevented the email's delivery.
  - The user did not activate the account within 20 days of receiving the email.
  - The user deleted the account activation email not knowing what it was.

Educator Portal: Edit Users

- Common changes for users include
  - Organization assignment
  - Name
  - Email address
  - Add or remove roles

Educator Portal: Deactivate or Reactivate Users

- When to deactivate a user
  - User leaves district
  - User role no longer requires access to student data
  - NEW: User accounts can now be deactivated using the user template
- When to reactivate a user
  - User who was deactivated needs access to student data

MANAGE ENROLLMENT DATA

Info to Know: Students

- All students must be enrolled every school year.

- A student exited from the system
  - Cannot be enrolled manually
  - Can be reactivated using the Find Student feature
  - Can be enrolled using an upload

Data Management Tasks: Students
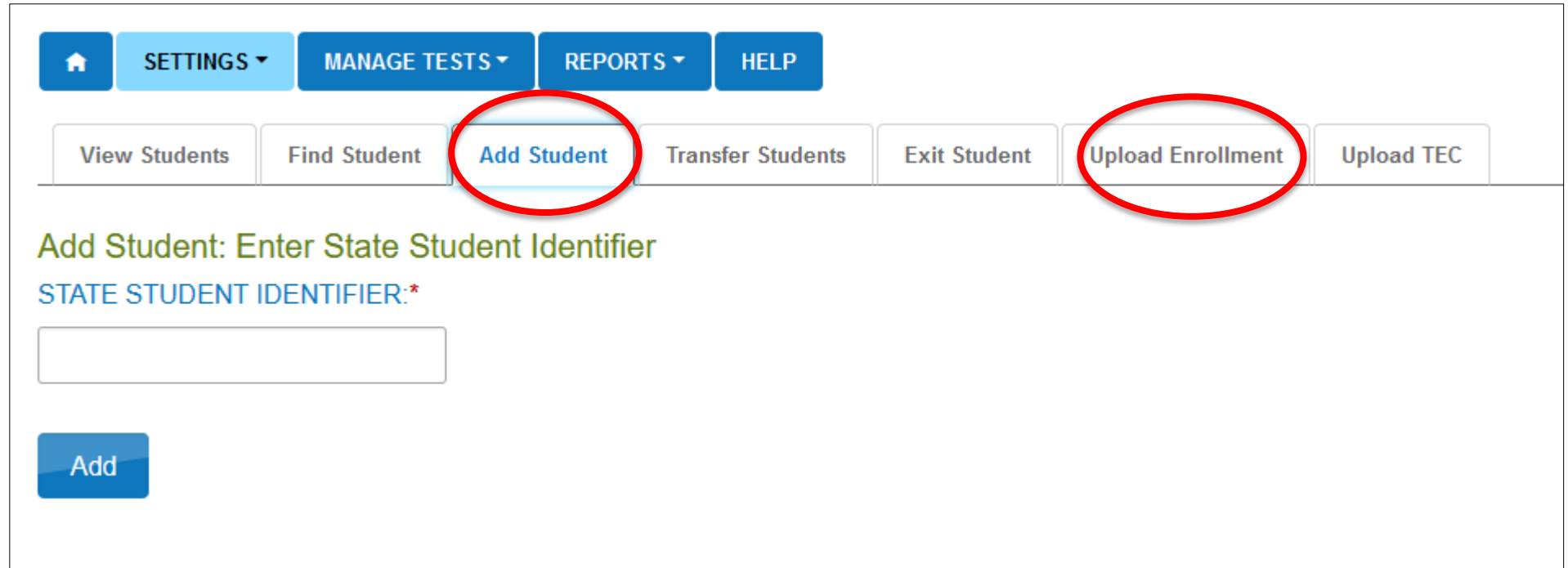
Enrolling Students (1)

- 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.

Enrolling Students (2)

- NEW: 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.

Educator Portal: Adding Students

Edit a Student

- Common changes for students include
  - School
  - Grade
  - Demographic information
- Manually edit when a few students need changes.
- Use the upload template when more than a few students need changes.
  - The upload will only update information for students in the upload.

Educator Portal: View Students

See all students in an organization allowed according to role permissions.

Find Student Feature

- Uses include
  - Determine if the student is enrolled
  - Enroll a student who participated in DLM assessments previously
  - Edit student information in your organization
  - Update school and grade level
- Enter exact State Student Identifier or the student's first and last name

Educator Portal: Find Student

Exit a Student

- A student must be exited when the student is
  - Leaving the District of Columbia
  - Leaving the LEA with an unknown destination
  - No longer taking the DLM alternate assessment
- Exits can be done manually or using the Test, Exit, Clear (TEC) upload.

Educator Portal: Exit a Student
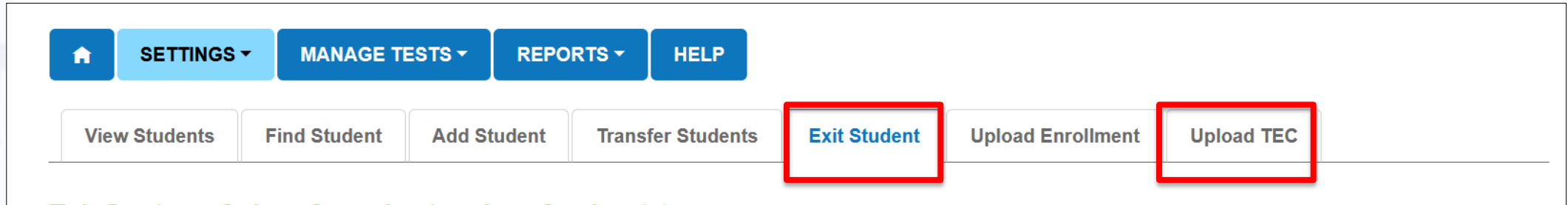
Transferring a Student

- A student may be transferred manually, or several students may be transferred using CSV upload templates.

- A data manager can transfer a student between schools in the same district.

- OSSE can transfer a student manually between districts.

- Student data is not lost when a student is transferred.

Educator Portal: Transfer a Student

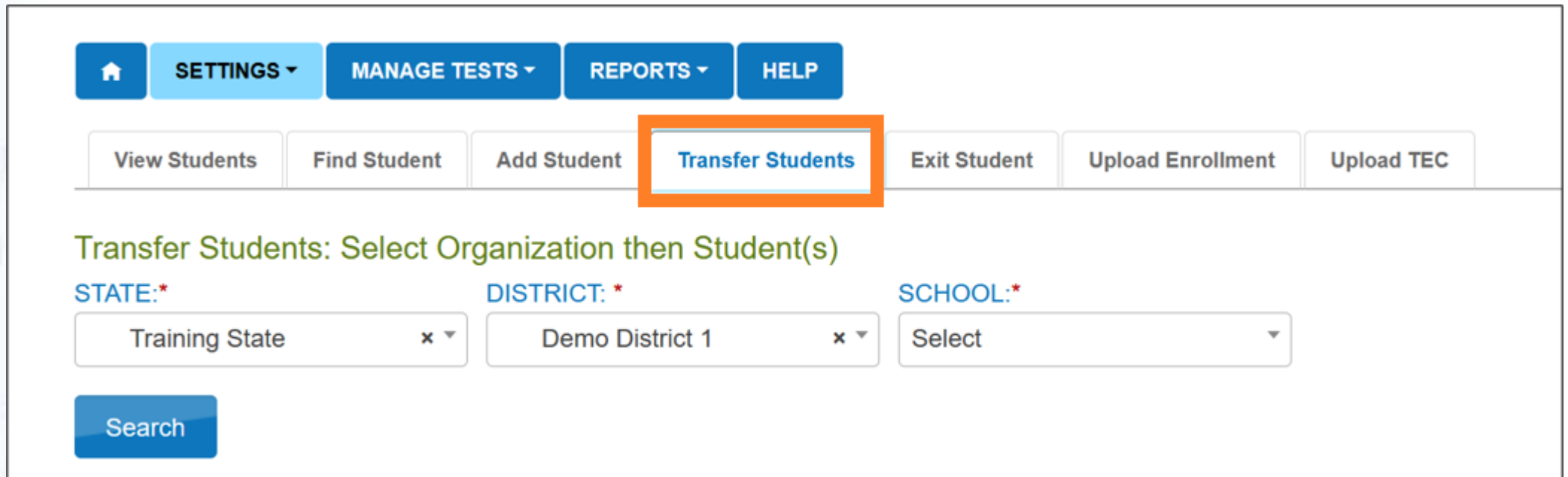# MANAGE ROSTER DATA

Info to Know: Roster Students (1)

- 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 rosters after OSSE creates the initial rosters.

Info to Know: Roster Students (2)

- Contact OSSE if the teacher on a roster needs to be changed.

- When all students are removed from a roster, the roster will be removed from the system.

- NEW: Column names have been updated on the roster upload for consistency.

Data Management Tasks: Rosters
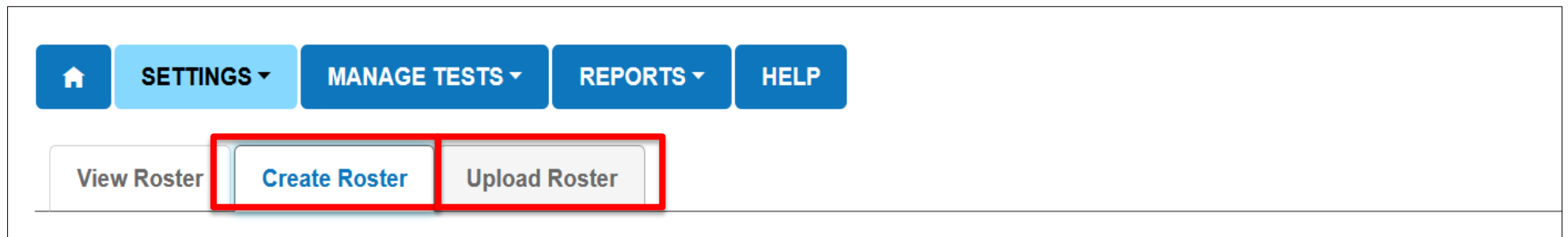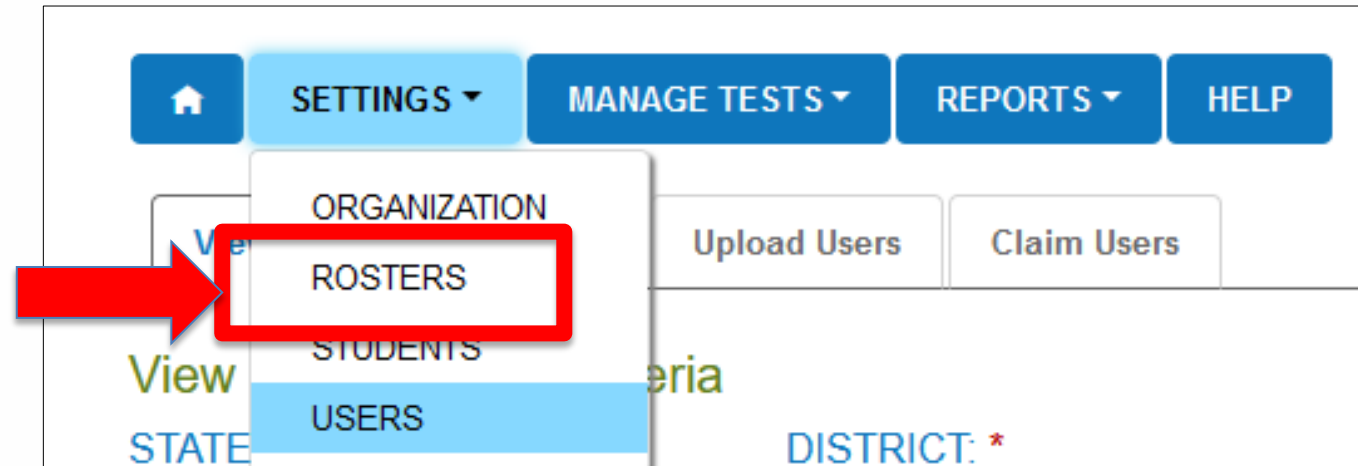
Rostering Students

- OSSE will roster students to active Educator Portal accounts. Once the roster is created, it can be updated by LEAs as needed.

- Students can only be rostered to one teacher for their grade level.

Subject Area	Grades
Science	5, 8, and HS biology

UPLOADS

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 DLM website or use the ? icon that appears when the upload option is selected in Educator Portal.

- TIP: Upload templates have been enhanced for the 2022-2023 school year. Remember to download the latest version before attempting to add data.

Upload Process (1)

- 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.

Upload Process (2)

- When uploading the files, the differences are
  - The template used
- The system will provide error messages.

DATA EXTRACTS AND REPORTS

Extracts

- Available in Educator Portal
  - Under the Reports tab
- Based on user role
  - District users = district-level extracts
  - Building users = building-level extracts
  - Teachers = student and class extracts
- Provided in .csv format for extracts

Educator Portal: Extracts

Current Enrollment Extract

- Current enrollment information for active students within your organization, including
  - Accountability district and school
  - Attendance district and school
  - Student name
  - Student grade
  - Student demographic information
  - NEW: Updated column names for consistency and reordered columns

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DLM Test Monitoring Extract

- Tracks completion of assessments in the spring by student
  - Number of end-of-year testlets not started
  - Number of end-of-year testlets completed
  - Number of testlets required
  - NEW: Updated column names and new Educator_Email_Address column added

First Contact Survey File Extract

- Information for each student in your organization, including
  - All the responses selected on the First Contact survey
  - If the First Contact survey is not started, in progress, ready to submit, or submitted
  - Date and name of last person who modified the First Contact survey for the student

PNP Settings Count Extract

- Number of students in your organization for which a particular PNP feature has been selected

PNP Settings Extract

- Information for each active student in your organization, including
  - Student name, school, district, and grade
  - PNP selections
  - Date and name of last person who modified the settings

Note: If a student does not appear on the extract, no PNP Profile settings have been selected.

Roster Extract

- Students rostered by teacher, including
  - Roster name
  - Teacher name
  - Student name and grade
  - NEW: Updated column names and new Extract_Educator Email_Address column

Security Agreement Completion Extract

- Lists each user and if the user has accepted the security agreement

  - A teacher who has not accepted the terms of the security agreement will not have access to Educator Portal.

  - NEW: User_Status column added

⭐ NEW: TIP Access Extract

- Details on when a Testlet Information Page (TIP) sheet was last accessed
  - On-demand file
  - Student demographic information
  - Testlet information (status, date)
  - Name of user who last accessed the TIP
  - Date the TIP was accessed

Training Status Extract

- Determines if users enrolled in Required Test Administration Training completed the training
  - Username and roles
  - School and district
  - Type of training
  - If the user has completed the training
  - NEW: Updated column names and new Educator_Identifier column

Note: A teacher cannot access testlets in the spring assessment window if Required Test Administrator Training is not complete.

User Extract

- Provides Educator Portal users and their role(s) in your organization and the user account status
  - Active: User has an activated account
  - Pending: User is in the system but has not activated the account
  - Inactive: User rights have been removed
  - NEW: Updated column names for consistency

Student Roster and First Contact Survey Status Extract

- Provides testing readiness information in one extract
  - Grade
  - Roster information
  - First Contact Survey status and completion date
  - NEW: Updated column names and new columns with educator information added

Managing Data Verification and Revisions

- 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?
  - Do any students appear who will not be taking the DLM alternate assessment?
  - Does the student have a valid SSID?

DLM SERVICE DESK

Protect Student Data Privacy

- Please do not violate the Family Education Rights and Privacy Act (FERPA).

- In emails and live chat, do not include student personal identifiable information (PII).

- If you need to communicate student PII, contact the Service Desk by phone or use secure communication protocols set up by OSSE.

DLM Service Desk Contact Information

Phone: 1-855-277-9751 (toll-free)

Email: DLM-support@ku.edu

Live Chat: Kite Educator Portal

Mon–Fri, 7:00 a.m.–5:00 p.m., Central Time

- Testing environment issues
- Test administration issues
- User account issues
- Student data issues

For any issues with your Educator Portal account or for test resets, you need to contact OSSE.

KEY TEST ADMINISTRATION DATES

Key Dates (1)

- **Jan 9 – Feb 3:** OSSE enrolls grade 5 and grade 8 DLM eligible students; LEAs enroll DLM eligible high school students

- **Jan 16 – Feb 3:** Teacher accounts added/updated in Kite Educator Portal by test coordinators

- **Feb 6 – Feb 17:** OSSE rosters students eligible for DLM assessment to available teacher accounts

Key Dates (2)

- **Feb 20:** Start window for First Contact Survey and PNP completion by teachers (note: must be completed prior to testing); LEAs verify DLM student rosters

- **March 13:** DLM testing window opens

- **April 28:** DLM testing window closes

Key Dates (3)

- **Ongoing:** Required Test Administrator Training (note: required to access student data and complete the First Contact Survey, PNP settings, and to administer testlets)

- **Ongoing:** School Test Security Plan submission to LEA/OSSE (note: must be sent to OSSE 15 business days prior to testing)

Key Dates (4)

- **Ongoing:** Continuous monitoring of student data and communicating with OSSE for assistance as needed

- **Virtual Meetings:** DLM Test Coordinator Q&A Session, Feb 4, 11:00 a.m.
  - Register for the Q&A session [here.](here)

THANK YOU