



Slide 1. This presentation describes District of Columbia’s optional instructionally embedded assessment for the Dynamic Learning Maps<sup>®</sup> alternate assessment.

Slide 2. The objectives of this training are to discuss key dates and information about the District of Columbia Instructionally Embedded Assessment, provide an overview of DLM website updates, and to learn the steps involved in using the Instruction and Assessment Planner, also referred to as the Planner.

Slide 3. Districts and schools may choose to promote the use of instructionally embedded assessments because the assessments draw attention to the relationship between instruction and assessment. They also increase the likelihood that teachers provide instruction targeting the Essential Elements throughout the school year rather than just the weeks and months leading up to the spring assessment window. Instructionally embedded assessments help build familiarity with the assessment procedures and content, thereby possibly reducing assessment anxiety for both teachers and students. Finally, instructionally embedded assessments help teachers take advantage of the tools and resources the DLM system provides.

Slide 4. What are instructionally embedded assessments? They are testlets that are administered during a special window in the fall and winter months. They are intended to be administered after instruction has been provided, and since assessment results are immediately available, instructionally embedded assessments can help inform instructional planning. Since using instructionally embedded assessments is optional, they provide a risk-free opportunity for teachers and students to gain experience with the DLM system without affecting end-of-year scoring.

Slide 5. It is important to understand that instructionally embedded assessments are not intended to be baseline assessments, progress monitoring events, or benchmark or interim assessments. Results on instructionally embedded assessments do not necessarily predict how well a student will do on the spring assessments.

Slide 6. Instructionally embedded testlets are very similar to the testlets students take during the spring assessment window. They are both secure, which means test security guidelines apply. They are both administered using the Kite<sup>®</sup> Student Portal. They are written to the Essential Elements and linkage levels, and each testlet assesses a single Essential Element. They both involve the same

administration procedures, have the same item and testlet types, have Testlet Information Pages, and use the same kinds of materials.

Slide 7. Instructionally embedded assessments are optional for District of Columbia. Therefore, no set number of testlets to complete is necessary. Results from instructionally embedded assessments do not impact a student's end-of-year scoring. Another important aspect of instructionally embedded assessments is the amount of freedom and choice they provide teachers. Teachers are able to choose the Essential Elements and linkage levels they want to assess for each student, and more than one testlet can be planned and queued for each subject, whereas for the spring assessment window, the system adaptively determines the linkage levels and delivers each testlet one after another until the assessment as a whole is complete.

Slide 8. Released testlets and practice activities are offered via the DLM website. However, they are accessed using demo student accounts and are intended mainly to orient teachers and students to the content, accessibility, and navigation features of the assessment system. On the other hand, instructionally embedded assessments are accessed with the student's own credentials and are specific to the student's academic and accessibility needs. Also, instructionally embedded assessments are available for every Essential Element and linkage level, which is not the case for released testlets.

Slide 9. Instructionally embedded assessments give teachers a context for which to plan and build their instruction targeting the Essential Elements. They also provide teachers with experience administering testlets. They give teachers immediate feedback on student performance, and they improve a teacher's familiarity of the assessment system as a whole and its tools and resources.

Slide 10. Instructionally embedded assessments help students gain familiarity and comfortability taking DLM assessments, and they give students more opportunities to show what they have learned and what they can do.

Slide 11. The process for using instructionally embedded assessments involves these steps: choose, instruct, assess, and determine next steps.

First, the teacher chooses one or more Essential Elements in the Instruction and Assessment Planner, which is a special tool available in Kite Educator Portal. Then, the teacher uses the information provided in the Instruction and Assessment Planner and on the DLM website to plan and implement instruction. When the teacher determines adequate instruction has been provided, the

teacher confirms the Essential Element assignment in the Instruction and Assessment Planner, which then and only then makes a testlet available for the student to take in Student Portal.

Each time the student completes a testlet in Student Portal, the teacher accesses the results in Educator Portal and makes a decision: Is more instruction needed, and should the student be reassessed later on the same Essential Element and linkage level? Or should a different linkage level be chosen? If instruction continues, might the student achieve a higher level?

This process emphasizes the connection between instruction and assessment.

Slide 12. Two training videos are available on the DLM website. They are located on the Educator Resource Videos page under the Resources for Educators and District Staff tab. The first is a helplet called Using the Instruction and Assessment Planner. It provides onscreen guidance through the process of using the Instruction and Assessment Planner. The second video is longer and is an Overview of the Instructionally Embedded Assessments. Teachers are the target audience for both videos. Be advised that these videos are geared toward teachers in states using the Instructionally Embedded model of the DLM alternate assessment. However, most of the information is applicable to teachers in Year-End model states wanting to take advantage of the instructionally embedded assessment window because the process is essentially the same.

Slide 13. Next, we'll talk about how to prepare for the instructionally embedded assessment window which opens September 13, 2021 and closes on February 23, 2022.

Slide 14. Before using the instructionally embedded assessments, a few steps must be completed. Keep in mind, once completed, these steps are not repeated for the spring assessment window. First, the teacher must complete the Required Test Administrator Training and accept the Test Security Agreement. Then, the student must be enrolled and rostered to the teacher. Finally, the student's First Contact Survey must be completed. The First Contact survey is conveniently accessible directly in the Instruction and Assessment Planner or in the student's record.

Slide 15. To assist with the data management process, upload templates and manuals can be accessed on DC's DLM website.

Helpful manuals and templates include the DATA MANAGEMENT MANUAL; the EDUCATOR PORTAL USER GUIDE; templates for user uploads, student enrollment, and rostering; and the state organizational table for DC.

Slide 16. Teachers need to take certain steps to prepare for DLM assessment administration. New teachers must activate their Educator Portal accounts. All teachers, new or returning, must agree to the security standards in Educator Portal.

Slide 17. All teachers, new or returning, must complete the Required Test Administrator Training. Required Test Administrator Training can be accessed from the District of Columbia DLM webpage using the link titled Training Courses.

Slide 18. Lastly, teachers need to complete the First Contact survey and Personal Needs and Preferences (PNP) Profile for all rostered students in Educator Portal.

Slide 19. When accessing DC's DLM webpage, you will notice the page has been redesigned for ADA compliance, ease of navigation, improved searchability, and the addition of filters to help locate resources more quickly.

Slide 20. To locate data management resources on DC's DLM webpage, use the Assessment Coordinator and District Staff Resources filters.

Slide 21. Resources for teachers are found by selecting the Teacher and Assessment Resources filters.

Slide 22. Kite Student Portal must be installed on all student devices used to administer the DLM assessment. Macs and PCs require an uninstall of older versions. Chrome auto-updates if that feature is turned on.

When the application is launched and an older version is still installed, a message will display informing the user that the most recent version is not installed.

Refer to the installation instructions when installing Student Portal. Installation instructions for supported platforms, screen requirements, and additional resources are found on the DLM website.

Slide 23. Now, we'll talk about how to use the Planner for instruction and assessment.

Slide 24. Instructionally embedded assessments have proven popular among teachers who have used them. The assessments put teachers in the driver's seat and provide them with the opportunity to choose Essential Elements and linkage levels, decide when each student is ready to be assessed, cancel and change plans at will, determine the next steps for instruction, and ultimately make assessment a normal part of the classroom experience.

Slide 25. The Instruction and Assessment Planner is only accessible during the instructionally embedded assessment window. It is found under the Manage Tests tab in Educator Portal.

Slide 26. Inside the Instruction and Assessment Planner, all students rostered to the teacher are listed by grade and can be filtered. Shown here is information for two students in grade 5.

At the top of the table for each student are buttons for the student's First Contact survey, Personal Needs and Preferences (PNP) Profile, and login credentials for Student Portal. The checkmark above First Contact indicates the student's First Contact survey has been completed. When not completed, a caution icon appears instead, and the arrow for the subject is inaccessible. The arrow is used to access the Essential Elements and their linkage levels for the subject.

Slide 27. Once the subject has been selected, the Essential Elements and their linkage levels are displayed by domains for science. A ribbon icon indicates the linkage level the system recommends based on the teacher's responses to the student's First Contact survey. Remember, a significant feature of the Instruction and Assessment Planner is that the teacher has the flexibility of choosing a different linkage level if desired, and there are many reasons a teacher may choose to do so, especially when reassessing the student.

Slide 28. The three stacked dots that appear to the right of each linkage level description for each Essential Element are called a kabob. Selecting a kabob reveals a longer description of the chosen linkage level and a link to a PDF of the mini-map that shows where the linkage level is along the path of skills that lead to the Essential Element. Selecting Begin Instruction places the linkage level in the In Progress status with the date it was chosen indicated. A different choice can be made later if needed.

Slide 29. When the teacher is ready to begin classroom instruction, the mini-map is a great resource for classroom instruction. Mini-maps have been developed from the learning map model for each assessed Essential Element. They include the

linkage levels used to assess the Essential Element and show pathways between the linkage levels. Many of the mini-maps contain links to the instructional resources. An example of a mini-map and the instructional resource are displayed on this slide.

Slide 30. When ready to assess the student, the teacher returns to the Instruction and Assessment Planner, selects the kabob again, and selects either Instruction Complete Assign Testlet or Instruction Complete Do Not Assign Testlet. Assigning a testlet means a testlet for the chosen Essential Element and linkage level will be available for the student in Student Portal and cannot be canceled at this point. Not assigning a testlet is selected when the teacher has decided to forego the chosen linkage level for another option.

Slide 31. When a testlet is assigned, it is placed in Testlet Assigned status in the Instruction and Assessment Planner along with the date the action took place. The test administrator should also click on the kabob to download the Testlet Information Page, also known as the TIP. The TIP provides information about the testlet being assigned. Some types of information provided within the TIP includes the materials needed, materials use, suggested substitute materials, accessibility supports not allowed, alternate text, picture response cards, and other comments.

Slide 32. Once a testlet has been assigned in Student Portal, the student is ready to be assessed. Remember, the student's login credentials for Student Portal can be found in the Instruction and Assessment Planner in Educator Portal. Select the lock icon in the field next to the First Contact survey and PNP Profile icons as shown earlier in this presentation. Once the student is logged in to Student Portal, select Take a Test and the desired testlet if more than one testlet is in the queue.

Slide 33. After the student takes the testlet in Student Portal, the Instruction and Assessment Planner indicates the testlet has been completed along with the date of completion.

Slide 34. The Essential Element status report is a per student, per subject report that captures everything from the Student View Page and the Student Activity Table together in one PDF report at the date and time the report is accessed. The report includes all Essential Elements and linkage levels on the blueprint for the subject. Users will observe various stages of instruction and testing and the associated dates. The report is accessed in the Instruction and Assessment Planner at the top of the Student View Page by selecting the print icon.

Slide 35. Here is an example of the science Essential Elements Status Report for a fifth-grade student.

Slide 36. This concludes the presentation. For more information, visit [www.dynamiclearningmaps.org](http://www.dynamiclearningmaps.org). For Professional Development, visit [www.dlmpd.com](http://www.dlmpd.com). For technical assistance, contact the DLM Service Desk using one of the four options listed on this slide.