



Dynamic Learning Maps[®] (DLM[®]) Spring 2024 Assessments for District of Columbia Test Coordinators

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Spring 2024 Assessment Window

- Required spring window:
March 11th - April 26th
 - Eligible students in grades 5, 8,
and high school biology.



Important Information (1)

1. The Test Security Agreement must be completed each school year.
2. Required Test Administrator Training must be completed by new and returning teachers.
3. The student will be enrolled by OSSE or the LEA depending on grade.

Important Information (2)

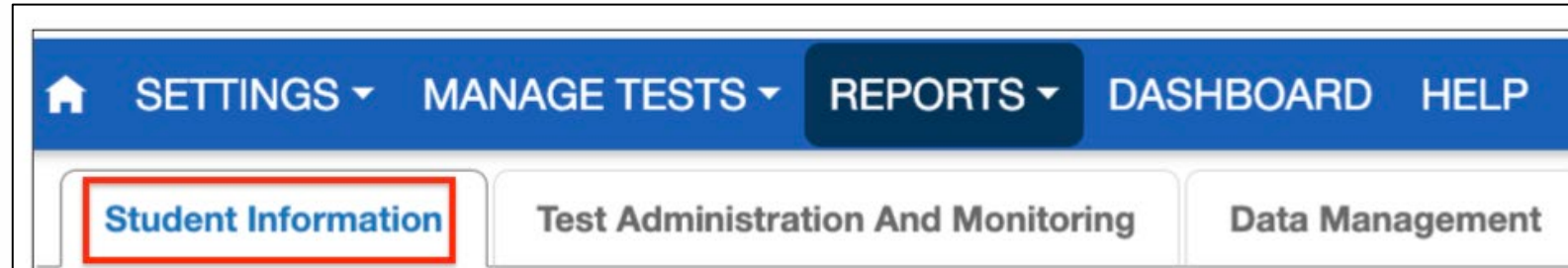
4. The student will be rostered by OSSE to available teacher accounts.
5. The student's First Contact survey must be completed by the teacher.
6. The student's Personal Needs and Preferences profile will be completed by the teacher if needed.

KITE SUITE UPDATES

Educator Portal Data Extracts

- Used to monitor various aspects of the assessment
 - Accessed in Educator Portal via the Reports tab
 - Select the Data Extracts option
- Previously listed on a single page
 - Now organized into tabbed categories

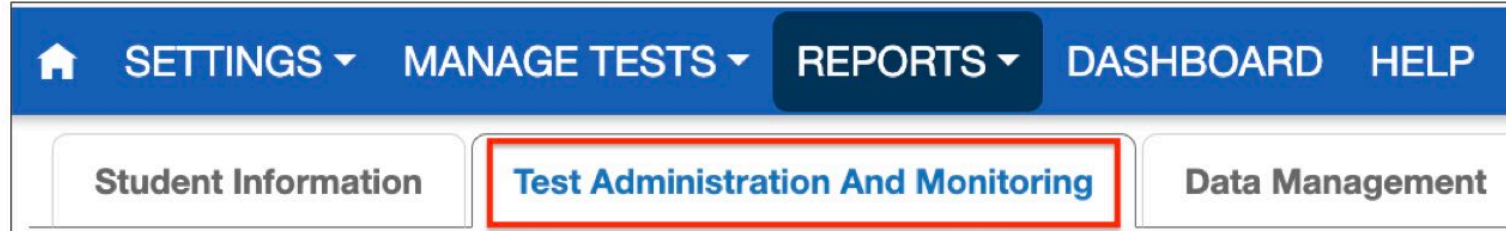
Data Extracts: Student Information Tab



- Extracts included
 - Current Enrollment
 - First Contact Survey File
 - PNP Setting Counts
 - PNP Settings
 - Roster
 - Student Roster and First Contact Survey Status

DTCs, BTCs, and teachers will have the Student Information tab.

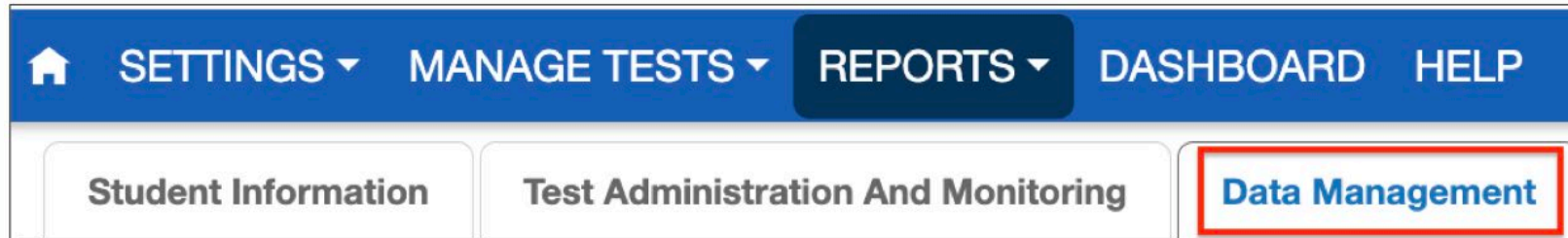
Data Extracts: Test Administration and Monitoring Tab



- Extracts included
 - DLM Test Administration Monitoring
 - TIP Access

DTCs, BTCs, and teachers will have the Test Administration and Monitoring tab.

Data Extracts: Data Management Tab



- Extracts included
 - Security Agreement Completion
 - Training Status
 - Users

Teachers will not have the Data Management tab.

Reminders About Using Extracts

- Select the **New File** button to update the resulting csv file each time updated information is needed.
- Consult the Educator Portal User Guide for more information about extracts.

Removing Users in Educator Portal

- Previously, the only options were to add, activate, or deactivate users.
- District and building users will now be able to **remove** users in the Educator Portal interface. (Teachers cannot do this.)
 - No remove users template is provided.
 - Teachers cannot be removed if they have rosters.

Implications of Removing Users

- **Remove** users if they are no longer teaching in your state.
- **Inactivate** users if they are teaching in another district.
- Users who have been removed will not appear in data extracts.
- Only state-level users can restore a user that has been removed.



Educator Portal User Interface

Example

View Users: Select Criteria

STATE: [] x DISTRICT: [] x SCHOOL: [Select]

Include Inactive Users

<input type="checkbox"/>	Status	Last Name ↑	First Name	Educator Identifier	Email
<input checked="" type="checkbox"/>	Active	Langas	Mari	1776121	[]
<input type="checkbox"/>	Active	[]	[]	[]	[]
<input type="checkbox"/>	Active	[]	[]	[]	[]
<input type="checkbox"/>	Active	[]	[]	[]	[]
<input type="checkbox"/>	Pending	[]	[]	[]	[]
<input type="checkbox"/>	Active	[]	[]	[]	[]

Send Activation Email Activate Deactivate Export to Excel

Page 1 of 1 10 per page

Active, pending, and inactive users can be removed.

Steps to Remove Users in Educator Portal

1. Select the **Settings** tab in Educator Portal and then the **Users** option.
2. Select the **View Users** tab.
3. Use the dropdown menus to populate the list of users and select the **Search** button.
4. Select the user(s) to be removed from the grid.
5. Select the **Remove** button below the grid.
6. Confirm the action when the pop-up message appears.

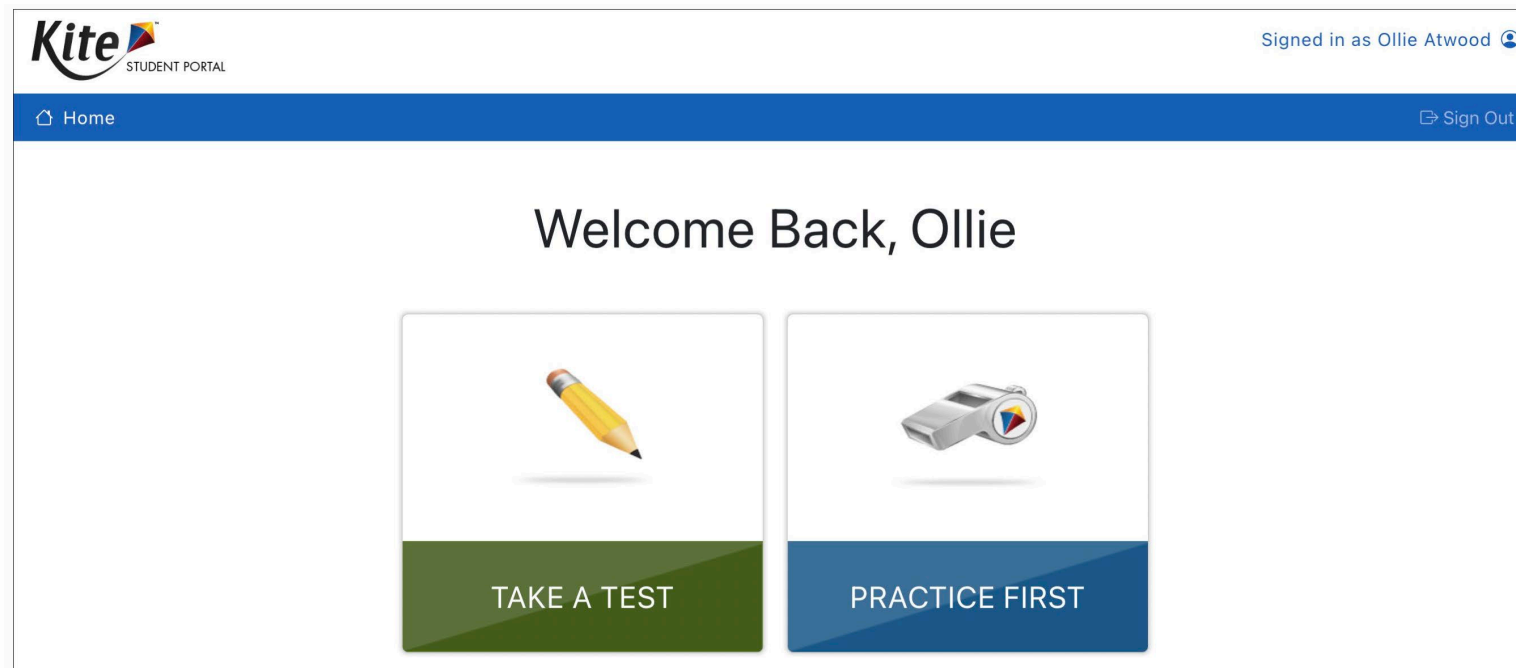
also described in the DATA MANAGEMENT MANUAL

First Contact Surveys for Returning Students

- Some items were revised for 2023-2024.
- First Contact Surveys for returning students have been reset to Not Started.
- All required items must be completed and submitted for all students.
- A complete list of the First Contact Survey items is provided in the TEST ADMINISTRATION MANUAL (see Appendix A).

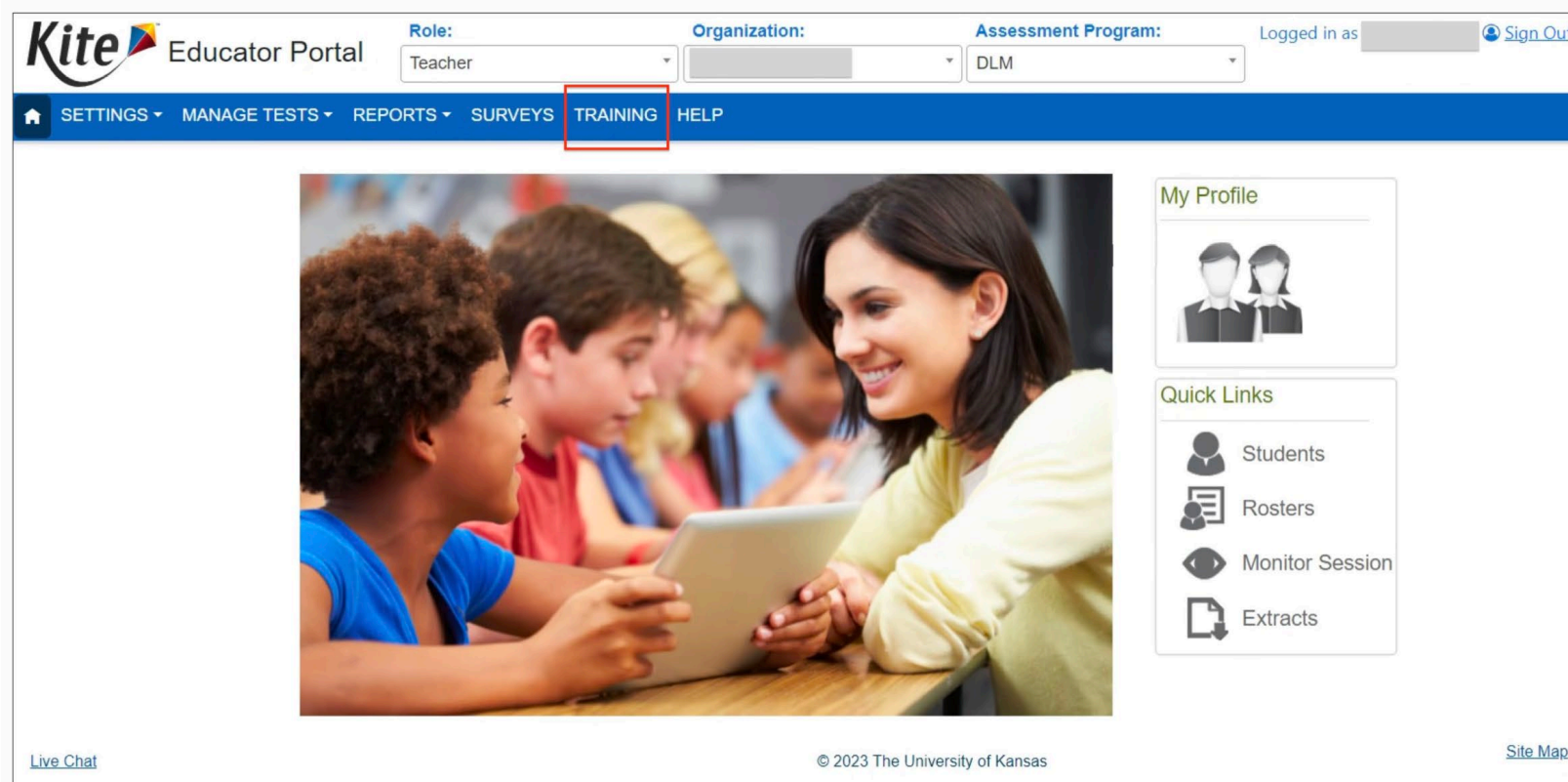
Student Portal

- Slight makeover
- Student Portal 9.0.0 was used last school year and is still the current version.



REQUIRED TEST ADMINISTRATOR TRAINING

Accessing Required Test Administrator Training



The screenshot displays the Kite Educator Portal interface. At the top left is the Kite logo and the text "Educator Portal". To the right are three dropdown menus: "Role:" with "Teacher" selected, "Organization:" with a greyed-out field, and "Assessment Program:" with "DLM" selected. Further right is a "Logged in as" field with a "Sign Out" link. Below this is a blue navigation bar with a home icon and the following menu items: "SETTINGS", "MANAGE TESTS", "REPORTS", "SURVEYS", "TRAINING" (highlighted with a red box), and "HELP". The main content area features a large image of a teacher interacting with students around a tablet. To the right of the image are two panels: "My Profile" with a placeholder for a profile picture, and "Quick Links" with icons and text for "Students", "Rosters", "Monitor Session", and "Extracts". At the bottom left is a "Live Chat" link, at the bottom center is the copyright notice "© 2023 The University of Kansas", and at the bottom right is a "Site Map" link.

Clarification: Training Access

- **New:** Teachers will use the Training tab in Educator Portal to access the DLM Required Test Administrator Training.
 - Will not use the Training Courses link
 - Will only need to sign into Educator Portal

Launching the Course for Teachers

Kite Educator Portal

Role: Teacher Organization: Assessment Program: DLM

SETTINGS MANAGE TESTS REPORTS SURVEYS **TRAINING** HELP

Training Course: Select to Launch Course

Course Name	Completed
State - New - Year	no

Example

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Returning test administrators will find the Returning course here instead.

Quicker Completion Acknowledgement

- Trainees can expect to have access to the Test Management tab in Educator Portal in about 30 minutes after accepting their completion certificate in the training course.
 - Previously, this took up to 3 hours.


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 PNP Profile training video

DLM ROLES & RESOURCES

Locating District of Columbia Resources on the DLM Website



District of Columbia



Model
Year-End

2023-24 Testing Windows
Instructionally Embedded: 12/11/23–2/23/24
Spring: 3/11/24–4/26/24

Testing Subject
Science

Contacts
Chelsea Charland , Assessment
Asaad Fulton , Special Education
[Office of the State Superintendent of Education !\[\]\(f352fb86fd942855f49bb0ef3403ffdf_img.jpg\)](#)

Filter Results

Role

- All
- Teacher
- Assessment Coordinator
- Data Manager
- Technology Manager
- Parent

Resource Category

- All
- Assessment Resources
- Instructional Resources
- District Staff Resources
- Scoring and Reporting
- Professional Development

Content Area

- Any
- English Language Arts

Resources

[Accessibility Manual for Science \(pdf\) 06/30/2023](#)
provides guidance on the selection and use of accessibility features

[Assessment Coordinator Manual for Science \(pdf\) 06/30/2023](#)
supports district and building staff to prepare for and monitor assessments

[Blueprint Science Phase I with Biology -- DE, DC, and MD Only \(pdf\)](#)
range of science Essential Elements (EEs) assessed, including High School Biology, for Science

[Currently Tested Essential Elements for Science](#)
lists of PDFs for each Science Essential Element available for assessment. These PDFs provide the nodes at each linkage level and a mini-map showing the pathways between the nodes

[Data Management Manual \(pdf\) 10/09/2023](#)
supports data managers with managing user, student, and roster data in Educator Portal

[Development of DLM Essential Elements for Science \(pdf\)](#)
a short description of how Essential Elements in Science were developed

- All DLM resources can be found on DC's DLM webpage
- Use filtering options on the left panel to locate related documents faster
- Links to DLM Professional Development website and scoring and reporting documents



Resources for Teachers on the DLM Website

- District of Columbia DLM webpage—Teacher filter
- Manuals
 - TEST ADMINISTRATION MANUAL FOR SCIENCE
 - ACCESSIBILITY MANUAL FOR SCIENCE
 - EDUCATOR PORTAL USER GUIDE
- Educator Resource Page
 - Test blueprints and Currently Tested Essential Elements
- Helplet videos
- Released Testlets and Practice Activities
- Professional development modules

Resources for Technology Personnel on the DLM Website

- District of Columbia DLM webpage—Technology Manager filter
- Manuals
 - Kite Suite Technology Requirements
 - TECHNOLOGY SPECIFICATIONS MANUAL
- Kite Suite link
 - Kite system status
 - Supported platforms
 - Installation instructions
 - Troubleshooting Kite upload errors

Resources for Test (Assessment) Coordinators on the DLM Website

- District of Columbia DLM webpage—Assessment Coordinator filter
- Manuals
 - ASSESSMENT COORDINATOR MANUAL FOR SCIENCE
 - ACCESSIBILITY MANUAL FOR SCIENCE
 - Guide to DLM Required Test Administrator Training
 - TEST ADMINISTRATION MANUAL FOR SCIENCE
 - EDUCATOR PORTAL USER GUIDE

Resources for Data Managers on the DLM Website

- District of Columbia DLM webpage—Data Manager filter
- Manuals
 - DATA MANAGEMENT MANUAL
 - EDUCATOR PORTAL USER GUIDE
- Templates
 - State Organizational Table
 - Upload Templates

Additional Training

- DLM Training for District Roles
 - short, interactive lessons for assessment coordinators, data managers, technology managers, and district and building administrators

MANAGING DATA IN EDUCATOR PORTAL

Data Verification and Revisions

- Data cleanup is the responsibility of all users.
- Test coordinators should verify accuracy of data and make changes as necessary.
- Data changes can be made anytime before or during the assessment window.

Where to Complete Data Management Tasks

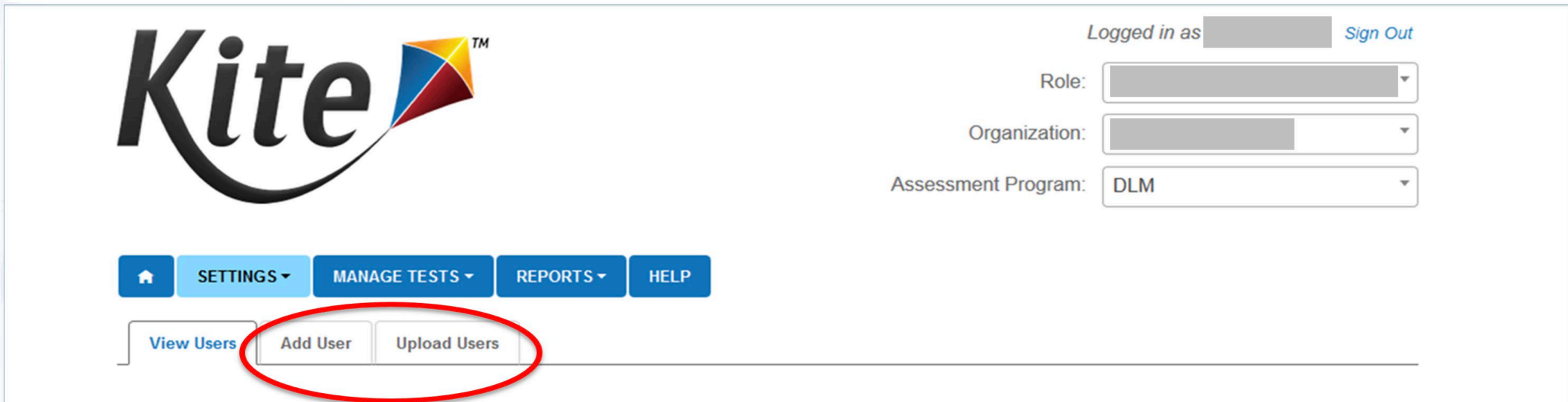
The screenshot displays the Kite assessment management interface. At the top left is the Kite logo. On the top right, it shows the user is logged in as 'Assessment Administra...' with a 'Sign Out' link. Below this are three dropdown menus: 'Role: Assessment Administra...', 'Organization: DLM QC YE State', and 'Assessment Program: DLM'. A horizontal navigation bar contains buttons for 'Home', 'SETTINGS' (highlighted with an orange box), 'MANAGE TESTS', 'REPORTS', 'DASHBOARD', and 'HELP'. Below this is a secondary menu with buttons for 'View Students' (highlighted with an orange box), 'Find Student', 'Add Student', 'Transfer Students', 'Exit Student', 'Upload Enrollment', and 'Upload TEC'. The 'View Students' section includes a sub-header 'View Students: Select Criteria' and three dropdown menus: 'STATE:* DLM QC YE State', 'DISTRICT:* Select', and 'SCHOOL: Select'. A blue 'Search' button is positioned below these filters. At the bottom left is a 'Live Chat' link, the center shows '© 2022. University of Kansas.', and the bottom right has a 'Site Map' link.

Managing User Account Data

- New users need to be added manually or by using 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.
- Users may have more than one role in Educator Portal.
- Users are rolled over from the year before.
- Deactivation of user accounts may be done manually or by using the user upload template.

Add User Accounts

- Add User: manually add a few users
- Upload Users: add users with an upload template



Kite™

Logged in as [User] [Sign Out](#)

Role: [Dropdown]

Organization: [Dropdown]

Assessment Program: DLM [Dropdown]

Home | **SETTINGS** | MANAGE TESTS | REPORTS | HELP

View Users | **Add User** | Upload Users

Edit User Accounts

- Common changes for users include
 - organization assignment
 - name
 - email address
 - add or remove roles
- Manually edit when a few users need changes.
- Use the upload template when more than a few users need changes.
 - Updated information only affects users in the 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.

Adding Students

- All students required to take the DLM assessment in 2024 need to be added to Educator Portal
- When only a few students need to be added—do so manually
- When several students need to be added—use an upload template



Edit a Student

- Common changes to student data 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.

Exit a Student

- A student must be exited when the student is
 - leaving District of Columbia
 - leaving the district or LEA with an unknown destination
 - no longer taking the DLM alternate assessment
- For accountability purposes, exiting is **not** applicable to students who are remote and cannot test.
- Exits can be done manually or using the Test, Exit, Clear (TEC) upload.

Rostering (1)

- Rosters connect a student to a teacher in Educator Portal.
- New students can be added to an existing roster.
- The teacher on a roster can be changed.

Rostering (2)

The screenshot displays the Kite assessment system interface. At the top left is the Kite logo. On the top right, it shows the user is logged in as an Assessment Administrator for the DLM QC YE State organization, with the DLM assessment program selected. A navigation bar contains buttons for Home, Settings (highlighted with an orange box), Manage Tests, Reports, Dashboard, and Help. Below the navigation bar, a sub-menu is also highlighted with an orange box, containing buttons for View Roster, Create Roster, and Upload Roster. The 'View Rosters: Select Criteria' section includes dropdown menus for STATE (DLM QC YE State), DISTRICT (Select), and SCHOOL (Select), along with a Search button. At the bottom, there are links for Live Chat, a copyright notice for the University of Kansas (© 2022), and a Site Map link.

Rostering (3)

- Rostering for high school biology
 - select **biology** as the course.

ADMINISTRATION OF DLM SCIENCE TESTLETS

Time Commitment for the Administration of DLM Science Testlets

- 9 -10 testlets per student
 - Each testlet assesses ONE of the Currently Tested Essential Elements for Science
- 3 - 5 multiple-choice items per testlet
 - Each testlet begins with an engagement activity
- 5 - 15 minutes per testlet
 - The total administration time needed is approximately 45-135 minutes



DLM Science Essential Elements

- Science Essential Elements have three linkage levels:
 - Initial
 - Precursor
 - Target
- DLM science testlets are written by linkage level
- Each testlet assesses one Essential Element at one linkage level



Engagement Activities for Science Testlets

- **Short setup:** Read once.
- **Longer story:** Read twice.
- **Short video:** Approximately 30 seconds.

Purpose of Engagement Activities

- Establish a context
- Activate prior knowledge
- Engage the student

Adaptive Testlets

- First testlet
 - First Contact survey determines the linkage level
- Subsequent testlets
 - System adapts the linkage level based on student performance
 - One level higher, one level lower, or the same level
 - Testlets take up to 15 minutes to be generated

TEST MANAGEMENT

Educator Portal: Test Management



The screenshot displays the Educator Portal interface. At the top, a navigation bar contains buttons for Home, Settings, Manage Tests, Reports, Dashboard, and Help. The 'Manage Tests' button is highlighted in yellow. A dropdown menu is open below it, listing 'TEST MANAGEMENT', 'INSTRUCTION AND ASSESSMENT PLANNER', and 'PROJECTED TESTING'. An orange arrow points to the 'TEST MANAGEMENT' option. The background of the page features a photograph of a teacher smiling and interacting with a group of students in a classroom setting. On the right side of the page, there are sections for 'My Profile' with a user icon and 'Quick Links' with icons for 'Students' and 'Roster'.

Test Management During the Spring Assessment Window

- The Test Management tab is where test administrators will find:
 - assigned science testlets
 - test ticket information for rostered students
 - TIPs for testlets that have been assigned to rostered students
 - testlet administration completion status
- If a student does not have testlets check that the student is rostered and has a submitted First Contact Survey.



Test Ticket Information

- Test tickets are in Educator Portal.
- A test ticket with student login information is needed for testlet administration in Student Portal.
- Test ticket information for rostered students is found on the Test Management tab.
- Select the PDF icon in the Tickets column to view the test ticket for a student.

Testlet Information Pages (TIPs)

- TIPs provide test administrators with information specific to each testlet including
 - if the testlet is computer-delivered or teacher-administered
 - materials needed and how they can be used
- Test administrators must download TIPs

Monitoring Student Progress During the Spring Assessment Window

- Testlet completion status can be monitored in three ways:
 1. **Educator Portal:** Test Progress column on the Test Management screen
 2. **Educator Portal:** DLM Test Administration Monitoring data extract
 3. **Student Portal:** When the testlet is submitted



DATA EXTRACTS AND REPORTS

Student Roster and First Contact Survey Status Extract

- This extract provides testing readiness information in one extract and lists the
 - grade
 - rostered subjects
 - First Contact Survey status and completion date

DLM Test Monitoring Extract

- This extract tracks completion of assessments in the spring and lists
 - the number of end-of-year testlets not started
 - the number of end-of-year testlets completed
 - the number of testlets required

IMPORTANT REMINDERS

Protect Student Data Privacy

- Do not violate the Family Education Rights and Privacy Act (FERPA).
- In emails and live chat, do not include student Personally 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

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

- Student Portal testing environment issues
- Test administration issues

Any issues with your rosters or student demographic information should be directed to your data manager.



KEY TEST ADMINISTRATION DATES

Key Dates (1)

- **Jan 8 - Feb 2:** OSSE enrolls grade 5 and grade 8 DLM-eligible students; LEAs enroll DLM eligible high school students
- **Jan 15 - Feb 2:** Teacher accounts added or updated in Kite Educator Portal by test coordinators
- **Feb 5 - Feb 16:** OSSE rosters students eligible for DLM assessment to available teacher accounts

Key Dates (2)

- **Feb 19:** Start window for First Contact survey and PNP Profile completion by teachers
 - Must be completed prior to testing; LEAs verify DLM student rosters
- **March 11:** DLM testing window opens
- **April 26:** DLM testing window closes

Key Dates (3)

- **Ongoing:** Required Test Administrator Training
 - Required to access student data and complete the First Contact survey, PNP Profile settings, and to administer testlets
- **Ongoing:** School Test Security Plan submission to LEA/OSSE
 - Must be sent to OSSE at least 15 business days prior to testing
- **Ongoing:** Continuous monitoring of student data; communicating with your test coordinator for assistance as needed

THANK YOU