Slide 1

Welcome to District of Columbia's spring 2024 Dynamic Learning Maps® training for test coordinators.

Slide 2

The spring 2024 Dynamic Learning Maps alternate science test administration window for District of Columbia opens on March 11th and closes on April 26th. DLM science testlets should be administered to 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.

3

DYNAMIC
LEARNING

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

4

DYNAMIC
LEARNING

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

Slide 5

KITE SUITE UPDATES

The next slides highlight updates made to Kite Suite applications.
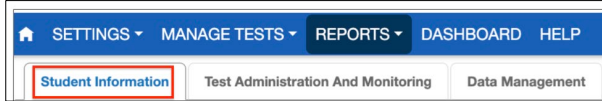
Recall that data extracts are provided in Educator Portal to help monitor various aspects of the assessment. For example, the Rosters extract includes all students who have been rostered for the assessment. Several other extracts are available and are all accessed in Educator Portal. Select the Reports tab then the Data Extracts option from the drop-down menu. Previously, all the data extracts were listed on a single page. Now, the extracts have been organized into tabbed categories so that the list of extracts under each tab are much shorter and related.

Slide 7

The extracts under the Student Information tab are named Current Enrollment, First Contact Survey File, PNP Setting Counts, PNP Settings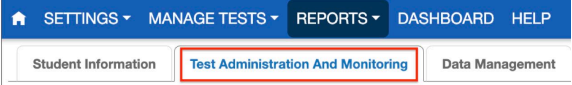, Roster, and Student Roster and First Contact Survey Status. These extracts pertain to the students who have been enrolled and can be accessed if they are rostered and have completed First Contact Surveys. DTCs, BTCs, and teachers will have the Student Information tab.

Slide 8
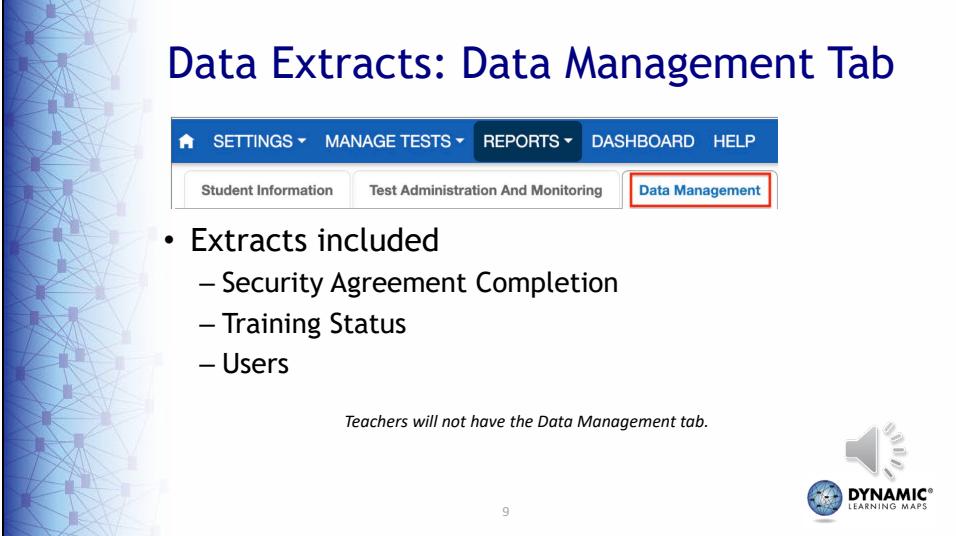
The extracts listed under the Test Administration and Monitoring tab are all helpful in monitoring the assessment completion. The extracts within this tab are named DLM Test Administration Monitoring and TIP Access. Again, DTCs, BTCs, and teachers will have the Test Administration and Monitoring tab.

Slide 9

The extracts in the Data Management tab are named Security Agreement Completion, Training Status, and Users. These are for schools and districts to use to manage their users, find out who has completed the test security agreement in Educator Portal, and who has completed the DLM Required Test Administrator Training. Therefore, DTCs and BTCs will have access to the Data Management tab, but teachers will not.

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.

10

DYNAMIC®
LEARNING MAPS

Remember that in order to get up-to-date data in an extract, selecting the New File button is necessary each time updated information is needed. Overall, be sure to consult the Educator Portal User Guide for information about all the available 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.

11

Another new feature for this year is the ability to remove users in the Educator Portal user interface. Previously, users could only be added, activated, or deactivated in the interface. District and building users who can add, activate, or deactivate users will now be able to remove users as well. This is done directly in Educator Portal. A remove users template is not available, though, so users will need to be removed directly in the Educator Portal interface. Also, teachers who have rosters will not be removable.
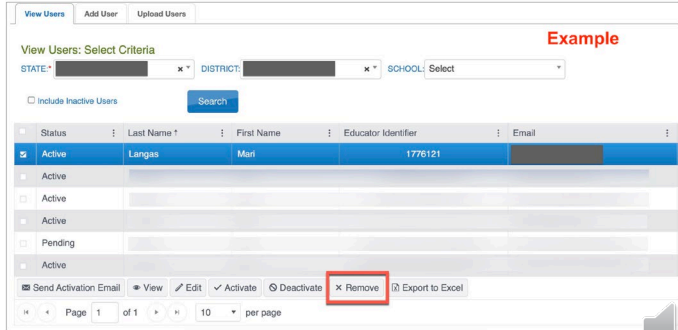
Implications of Removing Users

- **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.

12

The remove user feature can be very helpful during data cleanup. However, before using the remove feature, verify the user is no longer teaching within District of Columbia. If you are unsure, it is best to use the inactivate feature. Users who are removed will no longer appear in data extracts and only a state-level user can restore a user that has been removed should that ever be necessary.

Slide 13

Shown here is the Educator Portal user interface. Notice the Remove button at the bottom of the screen. The steps to get to this screen are provided on the next slide and can be used whether the user's status is currently active, pending, or inactive.

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

14

Listed here are the steps to remove users in Educator Portal. First, select the Settings tab in the main menu, and then select the Users option. On the Users screen, select the View Users tab. DTCs with access to more than one district or school will need to use the drop-down menus to select the appropriate district or school under the Select Criteria heading. If access to only one district or school is granted, the district and school will auto-populate. Select the Search button to populate a list of users. From the list, select the user or users to be removed. A pop-up message asking for confirmation will appear. This process is 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).
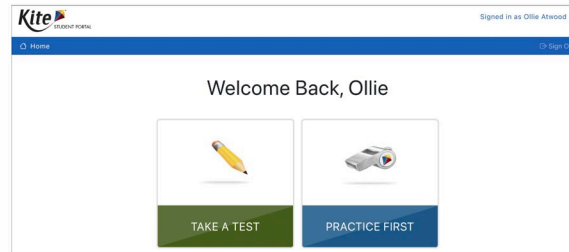
15

DYNAMIC®
LEARNING MAPS

Not all but some of the items in the First Contact Survey were revised for 2023-2024. Recall that every student has a First Contact Survey that must be completed and submitted every school year before the student can be assessed. Usually, the responses in the First Contact Surveys for returning students are retained, and those First Contact Surveys are placed in Ready to Submit status, only requiring the teacher to review, update as needed, and resubmit for the new school year. However, due to the revisions for 2023-2024, the First Contact Survey for all students, including returning students, will be set to Not Started. All required items must be completed and submitted for all students. A complete list of the items in the First Contact Survey is provided in Appendix A of the Test Administration Manual.
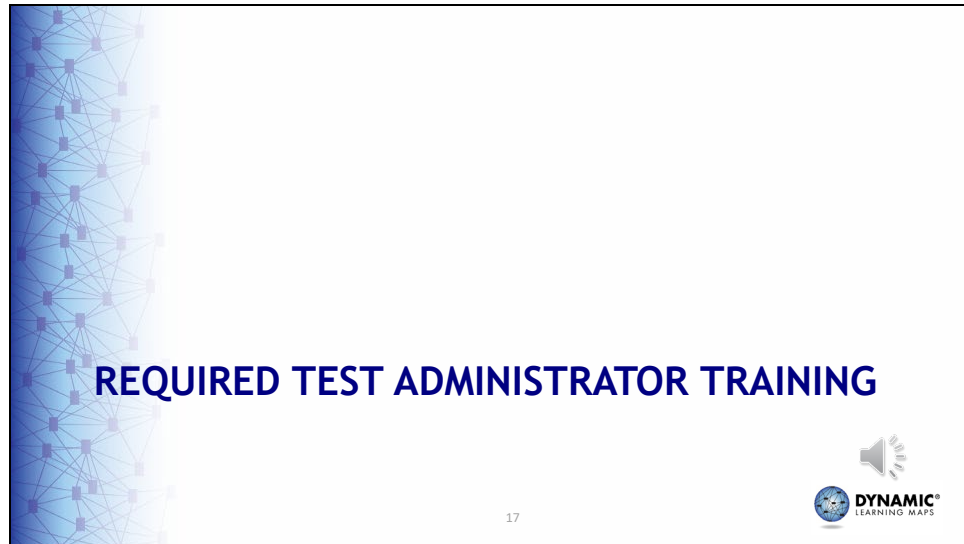
Slide 16

The Student Portal application used to access students' assessments has also been given a slight makeover, but like Educator Portal, the functionality remains the same. Student Portal will not need to be reinstalled on testing devices this school year. Student Portal version 9.0.0 was used for the 2022-2023 administration and is still the current version.
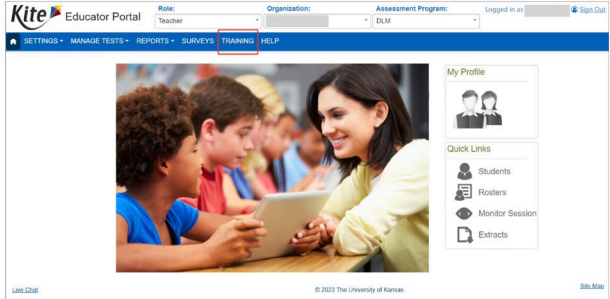
REQUIRED TEST ADMINISTRATOR TRAINING

17

DYNAMIC
LEARNING MAPS

These next slides highlight changes to required test administrator training.

The Educator Portal main menu now spans the entire width of the screen with the role, organization, and assessment program fields across the top instead of the top right corner. You will also notice a new Training tab has been added to the main menu. Use the Training tab to access the required training.
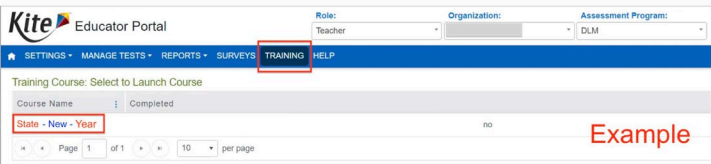
Clarification: Training Access

- **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

19

DYNAMIC®
LEARNING MAPS

Teachers will use the Training tab in Educator Portal to access the DLM Required Test Administrator Training instead of the Training Courses link as in years past. They will not need a second login to access the training. Once logged into Educator Portal, they will simply select the Training tab then launch the training on the course page.

Slide 20

Launching the Course for Teachers

Training Course: Select to Launch Course

Course Name	Completed
State - New - Year	no

Example

Returning test administrators will find the Returning course here instead.

Once the Training tab is selected, teachers administering the assessment for the first time will find a link to the course for new test administrators under the Course Name heading. Teachers who administered the assessment last school year will find a link to the course for returning test administrators.

In addition to being more direct, accessing the training via Educator Portal means that when a trainee completes the training and accepts their certificate in the training course, they will be granted access to the Test Management tab in Educator Portal about 30 minutes thereafter. Previously, this process took up to three hours.

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 PNP Profile training video.

DLM ROLES & RESOURCES
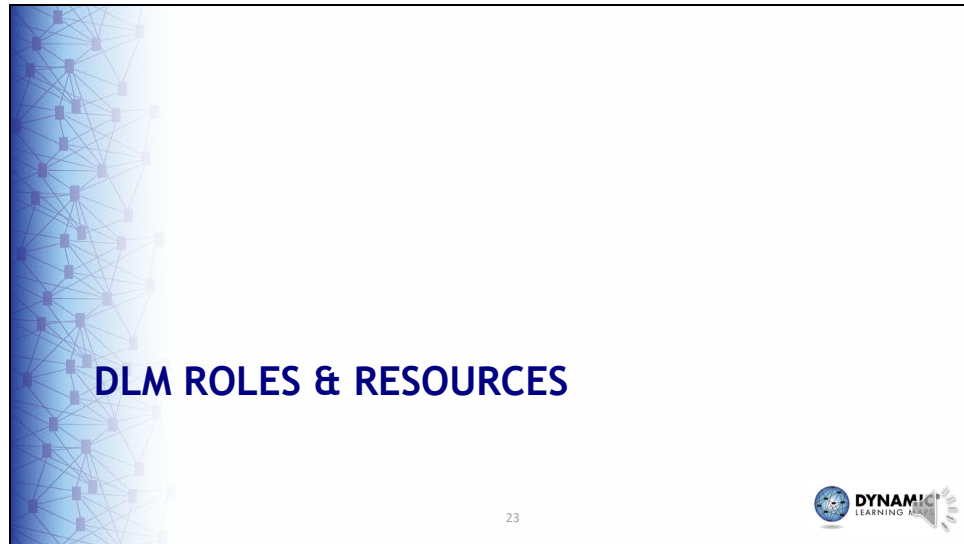
The following section discusses resources for teachers, technology personnel, assessment coordinators, and data managers.

Slide 24

District of Columbia's DLM website is your hub for all things DLM related. You will find manuals and documents referenced throughout this training on the website as well as links to the DLM Professional Development website.

District of Columbia's DLM webpage has many available resources for teachers. Helpful manuals are the Test Administration Manual, which describes in detail how to administer the assessment; the Accessibility Manual, which details accessibility features and solutions for common student accessibility issues; and the Educator Portal User Guide, which provides step-by-step directions with screenshots for tasks teachers must complete in Educator Portal. Test blueprints and the list of Currently Tested Essential Elements, which include linkage level descriptors, are found on the Educator Resource Page. Helplet videos are short videos that cover a very specific task, such as Student Portal. For teachers and students who want to become familiar with testlets, released testlets and practice activities are available. Also, over 50 professional development modules are available to support teachers.

Technology personnel are vital to the successful administration of the DLM assessment. Types of tasks that technology personnel would be asked to complete include ensuring testing devices meet minimum operation system requirements, installing Student Portal on testing devices, assisting teachers in setting up switches and other accessibility supports for use during the assessment, checking that local networks meet bandwidth requirements, and installing a PDF reader on devices educators will use to access Educator Portal. If technology personnel expect issues regarding bandwidth, school personnel should contact the state.

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

27

DYNAMIC
LEARNING MAPS

There are also many resources available for assessment coordinators. Helpful manuals are the Assessment Coordinator Manual for Science, which provides greater detail and guidance on assessment coordinator responsibilities; the Accessibility Manual for science; the Guide to DLM Required Test Administrator Training; the Test Administration Manual for science; and the 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

28

Resources to guide data managers in completing data management tasks are also found on the DLM webpage. The Data Management Manual includes step-by-step instructions for each task along with screenshots. The Educator Portal User Guide describes the purpose of the extracts in Educator Portal, which are used for monitoring purposes. Templates for the State Organizational Table, which has schools and district codes that must be used when adding users and enrolling students and for uploads, is also available.
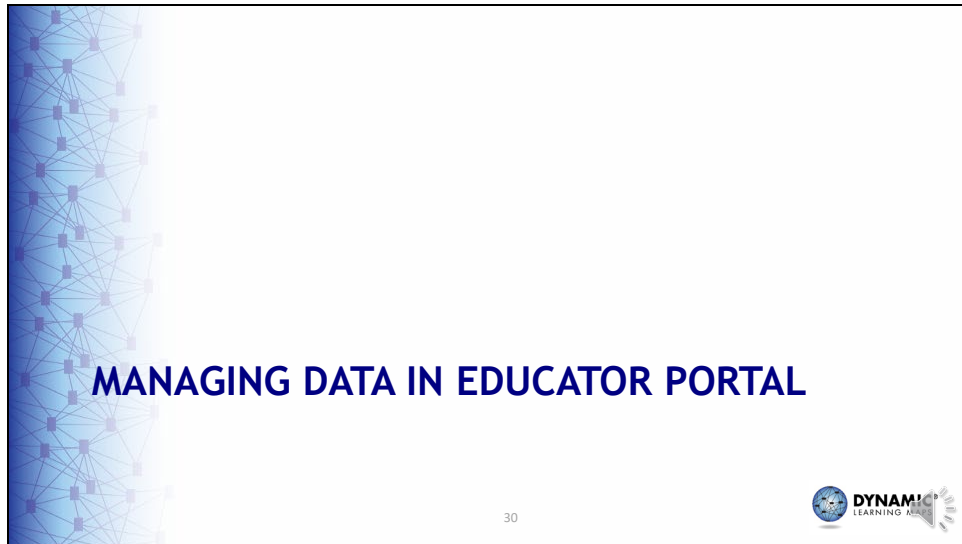
Additional resources for district roles are found on DC's DLM website. The DLM Training for District Roles is comprised of short, interactive lessons for each of the roles described in this training.

Slide 30

Next, we'll talk about managing student 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.

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.

Slide 32

Where to Complete Data Management Tasks

To complete data management tasks for user accounts and students, select **Settings** and then choose **Students** for enrollment and managing student data, or choose **Rosters** to create and edit rosters. At this point, use upload templates or add or edit data manually.

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.
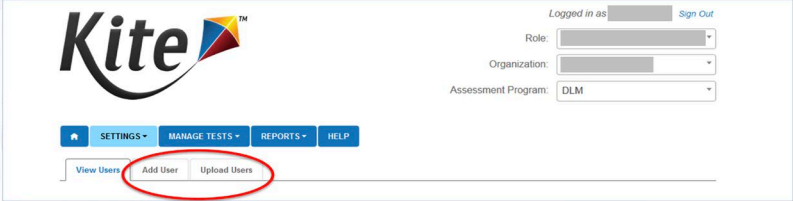
33

New user accounts 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; user accounts are rolled over from the year before; district level users can deactivate user accounts manually or with the user template.

Slide 34

Add User Accounts

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

In Educator Portal, after selecting **Users** from the settings drop-down menu, select **Add User** to add users manually or **Upload Users** to add users with an upload template.

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.

35

Common reasons to edit a user account include a teacher moves from one school to another, a user has a name or email address change, or a user needs to have a role added or removed. These edits can be made manually or by using an upload template.

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.

36

Resending the Kite activation email is a common request. The most common reasons the email would need to be resent include the following: 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; or 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

37

DYNAMIC® LEARNING MAPS

Every student required to take the DLM assessment in 2024 needs to be added to Educator Portal. When only a few students need to be added, do so manually. Use an upload template when several students need to be added.

Common edits made for students include a change of school, grade, or corrections to demographic data. Edits can be made manually or through an upload template in Educator Portal. A student upload does not impact students in the system who are not 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.

39

DYNAMIC
LEARNING

A student must be exited when the student is leaving the state, leaving the district with an unknown destination, or is no longer taking the DLM alternate assessment. For accountability purposes, exiting is not applicable to students who are remote and cannot test.

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.

Rosters connect a student to a teacher in Educator Portal. Students may not be rostered unless the teacher has an active Educator Portal account, and the student has been enrolled in Educator Portal. New students can be added to an existing roster. The teacher on a roster can also be changed.

Slide 41

To complete data management tasks for rostering, select **Settings** and then choose **Rosters**. At this point, you will see options to view, create, and upload a roster template.

Rostering (3)

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

42

High school students taking biology will need to have **biology** selected as the course on the roster.

ADMINISTRATION OF DLM SCIENCE TESTLETS

43

Next, we cover the 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

44

DYNAMIC
LEARNING MAPS

The time commitment for administering DLM science testlets varies by student, however there are some general guidelines that are useful for planning. There are 9 to 10 science testlets delivered per student with 3 to 5 multiple-choice items per testlet. Each testlet takes approximately 5 to 15 minutes to complete.

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

45

Each Essential Element for science has three linkage levels: Initial, Precursor, and 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.

46

DYNAMIC®
LEARNING MAPS

Each science testlet begins with an engagement activity that may be a simple, short setup, which is read once, a longer story that is read through twice, or a short video showing a science phenomenon.

Purpose of Engagement Activities

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

47

DYNAMIC
LEARNING

Regardless of which type of engagement activity a testlet contains, the purpose is always to establish a context for the testlet items, activate the student's prior knowledge, and 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

48

DYNAMIC®
LEARNING MAPS

DLM science testlets are adaptive. The system uses the teacher's responses for a student's First Contact survey to determine the linkage level for the student's first testlet. For each subsequent testlet, the system analyzes the student's performance to determine if the next testlet will be one linkage level higher, one linkage level lower, or the same linkage level as before. Be aware, subsequent testlets can take up to 15 minutes to be generated. Test administrators are encouraged to use that time to take a break with the student.

TEST MANAGEMENT

49
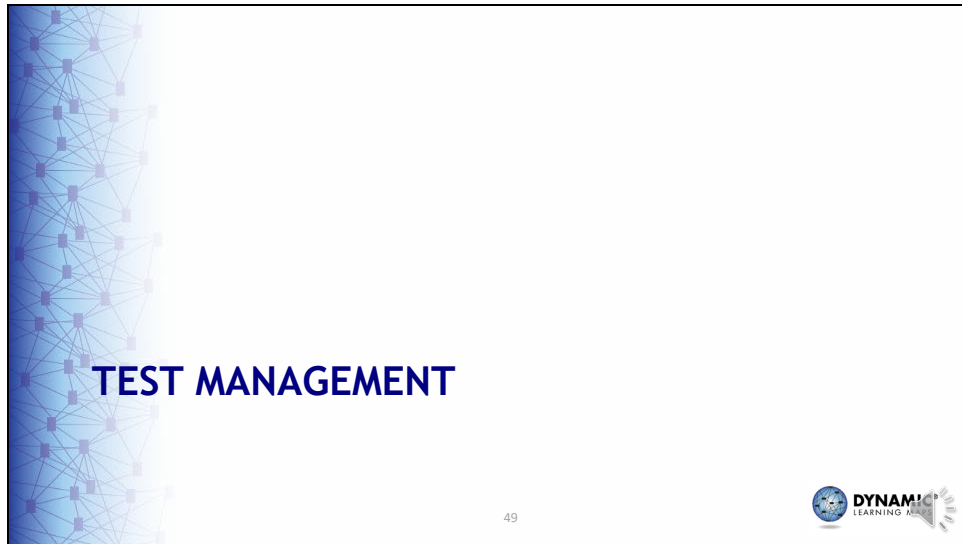
The Test Management tab of Educator Portal provides teachers with the necessary tools to administer DLM assessments.

Slide 50

Educator Portal: Test Management

Test Management is found under the Manage Tests tab in Educator Portal. Choose the Test Management option to get started.

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.

51

Once the accuracy of student information has been verified and all requirements have been completed, test administrators are ready to begin administering testlets. Testlet assignments are found on the Test Management tab in Educator Portal.

The Test Management tab is where test administrators will find assigned testlets; test ticket information; Testlet Information Pages, or TIPs, for testlets that have been assigned; and 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 tickets are in Educator Portal. A test ticket is generated for each student taking the DLM assessment and is required for testlet administration in Student Portal. Select the Test Management tab in Educator Portal, then select the PDF icon in the Tickets column to view the test ticket for a student. Multiple test tickets can be downloaded into one PDF by selecting multiple students.

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

53

Testlet Information Pages provide test administrators with information specific to each testlet, including if the testlet is computer-delivered or teacher-administered and any materials needed for the testlet and how they can be used. Test administrators must download TIPs prior to assessing the student.

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

54

There are three methods to monitor testlet completion status. In Educator Portal, test administrators can use the Test Progress column on the Test Management screen and the DLM Test Administration Monitoring data extract found on the Data Extracts tab. In Student Portal, when a testlet is submitted, a message indicates the number of testlets completed and the number of testlets required. For example, "You have completed 2 of 9 testlets."

DATA EXTRACTS AND REPORTS

55
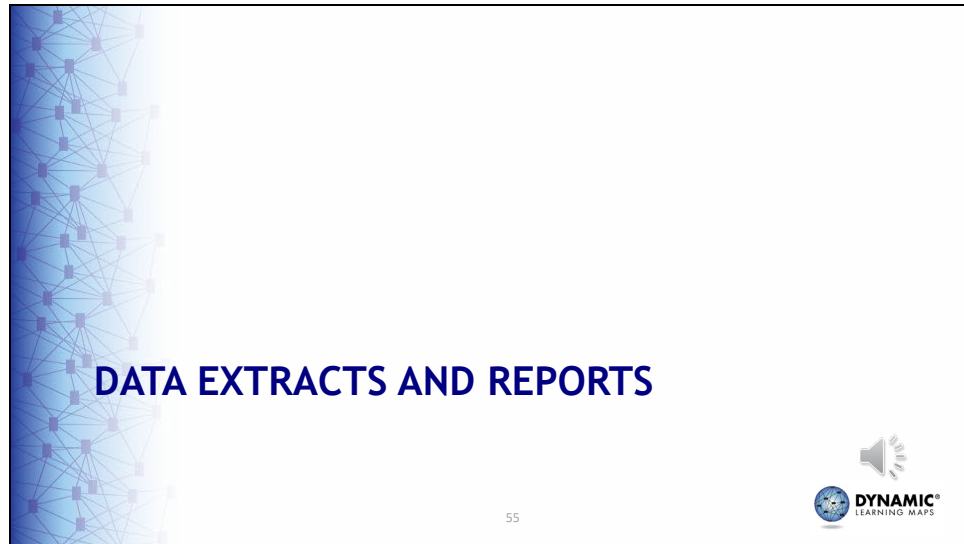
Several data extracts are available to quickly generate real-time reporting of student demographic and testing status information for rostered students. Extracts are found on the Data Extracts tab in Educator Portal. In this portion of the training, we'll discuss the two main extracts used to monitor the assessment.

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

56

The Student Roster and First Contact Survey Status extract combines information from several other extracts into one easy-to-read extract. The extract lists the student grade, roster information, and the 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

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.

IMPORTANT REMINDERS

58
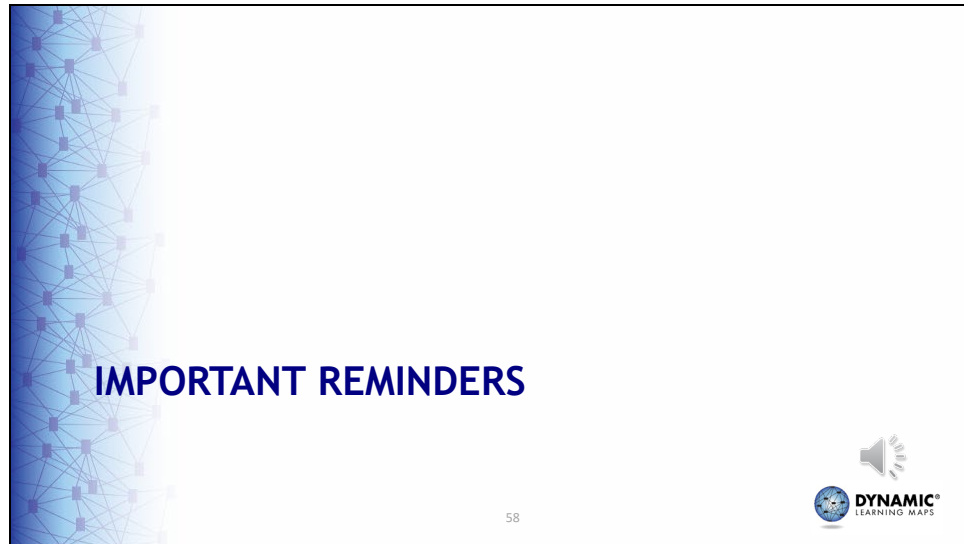
Next, we will discuss some important reminders and milestone dates for the spring 2024 DLM science alternate assessment.

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.

When using emails and live chat, do not include student Personally Identifiable Information which is a violation of the Family Education Rights and Privacy Act. 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.

DYNAMIC® LEARNING MAPS

60

The DLM Service Desk is available for technical support for Educator Portal and Student Portal applications. The Service Desk is available Monday to Friday, from 7:00 a.m. to 5:00 p.m. (Central). Extended hours are available during the spring assessment window. If there are issues with your rosters or any student demographic information, you should contact the data manager for your LEA.

KEY TEST ADMINISTRATION DATES

Our last topic for this discussion is a look at key dates for District of Columbia's DLM alternate science assessment.

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

62

DYNAMIC
LEARNING

The next three slides list the key dates for District of Columbia's DLM alternate science assessment.

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

63

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

64

Any questions about these dates should be directed to your test coordinator.

Slide 65
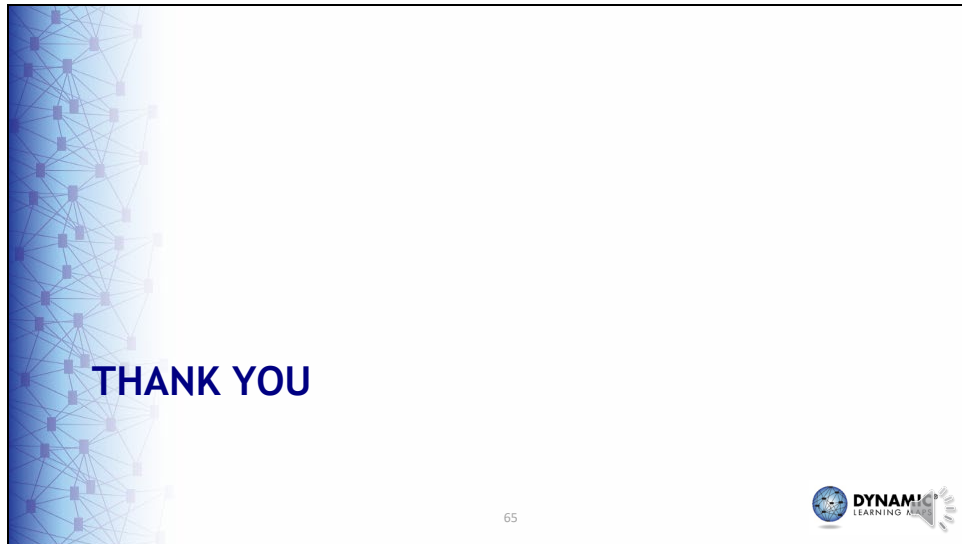
Thank you for viewing this presentation.