



# Dynamic Learning Maps® (DLM®) Spring 2025 Assessments for District of Columbia Test Coordinators

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Welcome to District of Columbia's spring 2025 Dynamic Learning Maps® training for test coordinators.

# Spring 2025 DLM Assessment Window

Required spring window:  
March 10, 2025 - April 25, 2025

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



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The spring 2025 Dynamic Learning Maps alternate science test administration window opens on March 10<sup>th</sup> and closes on April 25<sup>th</sup>. 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.

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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.

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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.

A vertical graphic on the left side of the slide, featuring a blue-to-white gradient background with a network of interconnected nodes and lines.

## KITE SUITE UPDATES

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The next slides highlight updates made to Kite Suite applications.

## Show Students Not Rostered to a Subject (1)

- New 'Only show students who are NOT rostered to this subject' checkbox in UI when creating or editing a roster

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For editing a roster, there is a new 'Only show students who are not rostered to this subject' checkbox. This checkbox appears just above the Students grid and when selected, the Students grid will only display students who are not already rostered to the subject selected.

## Show Students Not Rostered to a Subject (2)

- When selected, Students grid will only show students who are not already rostered to the subject
- Also available when editing a roster

The screenshot shows the 'Create Roster' form in the Dynamic Learning Maps system. The form includes fields for Roster Name, Subject, Course, State, District, and School. The 'STATE' field is highlighted with a yellow box and contains 'DLM State'. Below the form, there is a checkbox labeled 'Only show students who are NOT rostered to this subject' which is checked and highlighted with a red box. Below this checkbox is a table of students to be selected for the roster.

State Student ID	Last Name	First Name	Middle Name	Gender	Grade	Local ID
177000004	Wells	Gerald		Male	Grade 6	1770000004
177000006	Webb	Junior		Male	Grade 8	1770000006
177000008	Young	Valerie		Male	Grade 10	1770000008
177000009	Phillips	Gerry		Female	Grade 11	1770000009
177000010	Yates	Rodney		Male	Grade 12	1770000010

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This feature is useful when creating or editing a roster to help keep focus on students who are not yet rostered to the subject but need to be. This helps prevent moving a student who is already rostered to a different roster.

## Edit Accountability District and School via UI

The screenshot displays the 'Edit Student Record - Ryan Perry' interface. The 'School Enrollment for Year 2024' section contains the following fields:

DISTRICT: D177131 - Mari District A	SCHOOL: 177131001 - Mari School 1	GRADE :* Grade 5
<b>ACCOUNTABILITY DISTRICT:</b> D177132 - Mari District B	<b>ACCOUNTABILITY SCHOOL:</b> 177132001 - Mari School 4	LOCAL STUDENT IDENTIFIER: 177000003
STATE ENTRY DATE: month/day/year	DISTRICT ENTRY DATE: month/day/year	SCHOOL ENTRY DATE :* 01/01/2019

A red box highlights the 'ACCOUNTABILITY DISTRICT' and 'ACCOUNTABILITY SCHOOL' fields. A 'Save' button is located at the bottom right of the form.

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District of Columbia requires that the accountability district and school be entered for all student enrollments. The ability to edit the accountability district and accountability school has been added to the edit student interface. Previously these fields could only be updated when using an enrollment upload.

## TEC Upload Template Updates

- Attendance\_School\_Program\_Identifier column has been renamed to be Attendance\_School\_Identifier and reorder



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The Attendance School Program Identifier field has been renamed to the Attendance School Identifier on the Test, Exit, Clear, or TEC, upload template. In addition, the column has been moved to be just before the state student identifier field on the template.

## Remove Roles from Users (1)

- Currently in the UI, users can remove roles from one user at a time.
- Feedback: Need to remove one or more roles from one or more users at a time
- Update: New 'Remove\_Role' column added to the User Upload Template



The Educator Portal interface has always had the capability to remove roles from a user one at a time. Now, the User Upload Template provides the capability to remove user roles from several users at once using the new 'Remove Role' column.

## Remove Roles from Users (2)

- User template upload: If Remove\_Role = True, then the role listed under the “Primary\_Role” column will be removed from the user account

In the template, if 'TRUE' is listed in the new Remove Role column, the role that is listed under the Primary Role column will be removed from the user account within that row.

## User Extract Updates

- Educator\_Identifier column moved before the user's first and last name columns to make it easier to copy over educator information to roster upload template

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The order of columns has been updated so that the Educator Identifier comes just before the user's last name. This will help make it easier to copy over user data from the Users extract to the roster upload template when creating rosters.

## TIP Access Extract Updates

- Teacher surveys will no longer be included
- Will include all users who have accessed the TIP
- Example:

E	F	G	H	I	J
Student Test Session Name	Current Test	Current Testlet	Status Date	TIP_Accessed_User	TIP_Accessed_Date
776121 DLM-YatesRodney-67177-ELA RI.7.3 IP	Unused	02/02/2024	04:05 PM CST	<a href="mailto:mari@schools.state.gov">mari@schools.state.gov</a>	04/26/2024 12:24 PM CST
776121 DLM-YatesRodney-67177-ELA RI.7.3 IP	Unused	02/02/2024	04:05 PM CST	<a href="mailto:mari@schools.state.gov">mari@schools.state.gov</a>	04/26/2024 12:29 PM CST
776121 DLM-YatesRodney-67177-ELA RI.7.3 IP	Unused	02/02/2024	04:05 PM CST	<a href="mailto:nancy@schools.state.gov">nancy@schools.state.gov</a>	05/04/2024 08:12 AM CST

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The TIP Access Extract has been updated to remove data for Teacher Surveys and to include all users who accessed the TIP and not just the last user who accessed the TIP. In the example on this screenshot, there are three records displayed. One user has accessed the TIP twice and another user has accessed the TIP once.

## Enrollment Extract and Enrollment Upload Template Update

- Currently:
  - Column O in the enrollment extract = “Current Grade Level”
  - Column N in the enrollment upload template = “Current Grade Level”
- Update:
  - Column O in the enrollment extract = “Grade”
  - Column N in the enrollment upload template = “Grade”

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Column names have been updated on the Enrollment Extract and the Enrollment Upload template. The Current Grade Level column for both files has been updated to be called 'Grade.'

## Training Status Extract: Complete Date

- New 'RTComplete\_Date' column: Date the user completed required test administrator training

The Training Status extract has a new column titled "RTComplete\_Date." This column indicates the date the user completed Required Test Administrator Training.

## Educator Portal Dashboard (1)

- State opt-in to allow District Test Coordinator access to dashboard reports:
  - First Contact Survey Status
  - Testing Outside Hours
  - Short Duration Testing

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Test Coordinators in District of Columbia now have access to the Dashboard Report. The Dashboard contains information regarding the First Contact Survey status, testing outside hours information, and short duration testing. It is important to note that the data in the Dashboard is not updated in real-time and is not meant to be accessed frequently throughout the day during the assessment.

## Educator Portal Dashboard (2)

- State opt-in to allow District Test Coordinator access to dashboard reports:
  - First Contact Survey Status
  - Testing Outside Hours
  - Short Duration Testing

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Test Coordinators in District of Columbia now have access to the Dashboard Report. The Dashboard contains information regarding the First Contact Survey status, testing outside hours information, and short duration testing. It is important to note that the data in the Dashboard is not updated in real-time and is not meant to be accessed frequently throughout the day during the assessment.

## New Student Login Usernames/Passwords Extract (1)

- New extract that includes student usernames and passwords

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A new Student Login Usernames/Password extract is available under the Student Information tab under Reports/Data Extracts. This extract includes student usernames and passwords to access Student Portal.

## New Student Login Usernames/Passwords Extract (2)

- Available to:
  - State Assessment Administrators
  - District Test Coordinators
  - Building Test Coordinators
  - Teachers
    - Available once Required Test Administrator Training is passed

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The extract is available to users with the state assessment administrator, district test coordinator, and building test coordinator roles in Educator Portal. It will also be available to users assigned the teacher role once they have passed the Required Test Administrator training.

## Kite® Clients

- Kite® Client v11.0 will be used in 2024-2025.
- Android client is now available.
  - – If you plan to use Android tablets for the 2024-2025 school year, please contact the DLM Service Desk to discuss this compatibility.

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Any devices used for DLM assessments will need to upgrade to Kite Client version 11.0. An Android client is now available. Android users will need to contact the DLM Service Desk to discuss compatibility before attempting to install.



## REQUIRED TEST ADMINISTRATOR TRAINING

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These next slides highlight changes to required test administrator training.

## Required Test Administrator Training Modules (1)

- **Open Date:** December 12, 2025
- **Close Date:** April 25, 2025
- **Access:** Test Administrators need an Educator Portal account to access and complete the training. The required training link is found on the Training tab on the home screen.

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Required Test Administrator Training opened December 12th and closes on April 25th, 2025. Test administrators will need an account in Educator Portal to access and complete the required training. Use the Training tab on the home screen to access the required training.

## Required Test Administrator Training Modules (2)

- **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

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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**

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

# Locating District of Columbia Resources on the DLM Website

The screenshot displays the District of Columbia DLM website interface. On the left, there is a sidebar with a map of the District of Columbia and filter options. The main content area shows a list of resources with their titles, dates, and brief descriptions.

**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<sup>MS</sup>, Assessment  
Asaad Fulton<sup>MS</sup>, Special Education  
Office of the State Superintendent of Education<sup>OT</sup>

**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

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.

## 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



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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.

## 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

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

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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

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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 Training

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

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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.



## MANAGING DATA IN EDUCATOR PORTAL

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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.

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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, there are dropdown menus for 'Role' (Assessment Administra...), 'Organization' (DLM QC YE State), and 'Assessment Program' (DLM). A navigation bar contains several tabs: 'SETTINGS' (highlighted with an orange box), 'MANAGE TESTS', 'REPORTS', 'DASHBOARD', and 'HELP'. Below the navigation bar, a sub-menu for 'View Students' is highlighted with an orange box, containing options: 'View Students', 'Find Student', 'Add Student', 'Transfer Students', 'Exit Student', 'Upload Enrollment', and 'Upload TEC'. Below the sub-menu, there is a section titled 'View Students: Select Criteria' with dropdown menus for 'STATE' (DLM QC YE State), 'DISTRICT' (Select), and 'SCHOOL' (Select). A 'Search' button is located below these filters. At the bottom of the interface, there is a 'Live Chat' link, a copyright notice '© 2022. University of Kansas.', and a 'Site Map' link.

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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 (1)

- 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.

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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.

## Managing User Account Data (2)

- 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.

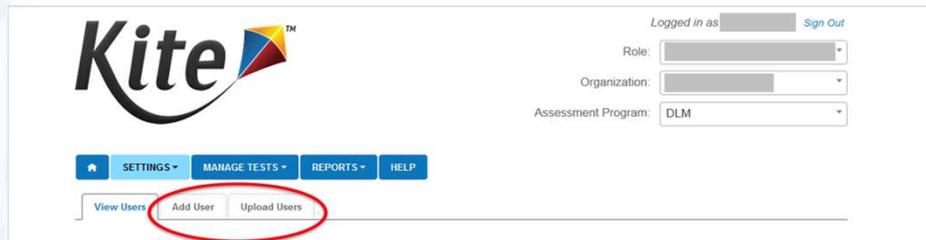
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Users may have more than one role in Educator Portal; user accounts are rolled over from the year before; district level users can deactivate user accounts manually or with the user template.

## Add User Accounts

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



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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
  - 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.

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Common reasons to edit a user account include a teacher moves from one school to another. The 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 or accidentally deleted the email.
  - The user did not activate the account within 20 days of receiving the email.

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Resending the Kite activation email is a common request. An account activation email may need to be resent if the user did not receive the email, 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 2025 need to be added to Educator Portal
  - Students can be added using the Educator Portal user interface or by using an upload template.

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Every student required to take the DLM assessment in 2025 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.

## Edit a Student

- 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.

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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 from Educator Portal when the student is
  - leaving District of Columbia, leaving the LEA with an unknown destination, or is no longer taking the DLM alternate assessment
- 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.

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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.

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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.

## 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 'Assessment Administr...' with a 'Sign Out' link. Below this, there are three dropdown menus for 'Role' (set to 'Assessment Administr...'), 'Organization' (set to 'DLM QC YE State'), and 'Assessment Program' (set to 'DLM'). A navigation bar contains buttons for 'SETTINGS', 'MANAGE TESTS', 'REPORTS', 'DASHBOARD', and 'HELP'. The 'SETTINGS' button is highlighted with an orange box. Below the navigation bar, there are three buttons: 'View Roster', 'Create Roster', and 'Upload Roster', all of which are also highlighted with an orange box. Underneath these buttons, the text 'View Rosters: Select Criteria' is followed by three dropdown menus: 'STATE' (set to 'DLM QC YE State'), 'DISTRICT' (set to 'Select'), and 'SCHOOL' (set to 'Select'). A 'Search' button is located below these dropdowns. At the bottom of the interface, there are links for 'Live Chat', '© 2022. University of Kansas.', and 'Site Map'.

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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.

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



## ADMINISTRATION OF DLM SCIENCE TESTLETS

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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

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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, and Target
- DLM science testlets are written by linkage level
- Each testlet assesses one Essential Element at one linkage level

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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.

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

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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 linkage level is determined by the First Contact Survey
- Subsequent testlets adapt based on student performance.
  - One level higher, one level lower, or the same level
  - Testlets take up to 15 minutes to be generated

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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.



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

# Educator Portal: Test Management



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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.

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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 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.

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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

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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

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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

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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

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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

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Next, we will discuss some important reminders and milestone dates for the spring 2025 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.

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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](mailto: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.

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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

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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 6 - Jan 31:** OSSE enrolls grade 5 and grade 8 DLM-eligible students; LEAs enroll DLM eligible high school students
- **Jan 15 - Jan 31:** Teacher accounts added or updated in Kite Educator Portal by test coordinators
- **Feb 3 - Feb 14:** OSSE rosters students eligible for DLM assessment to available teacher accounts

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

## Key Dates (2)

- **Feb 17:** Start window for First Contact survey and PNP Profile completion by teachers
  - Must be completed prior to testing; LEAs verify DLM student rosters
- **March 10:** DLM testing window opens
- **April 25:** 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

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



**THANK YOU**

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Thank you for viewing this presentation.