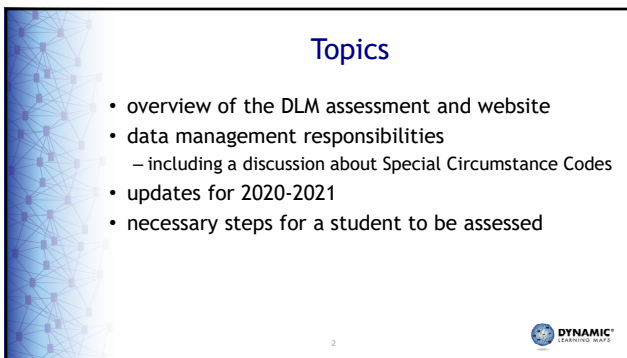



1



2




3




Subjects and Grades Assessed

- English language arts (reading and writing)
 - grades 3–8 and 11
- Mathematics
 - grades 3–8 and 11
- Science
 - grades 5 and 8 (physical, life, Earth and space)
 - grade 11 or 12 (biology only)



4




Standards: Essential Elements


are the learning targets for the DLM assessments

provide a bridge from grade level content standards to academic expectations for students with the most significant cognitive disabilities

align to states' grade level standards




5



Blueprints

- list the Essential Elements assessed
 - for each grade or grade band
 - for each subject
- are organized into groups of related Essential Elements
 - by claims and conceptual areas for ELA and mathematics
 - by domains for science



6

Claims and Conceptual Areas

Major Claims and Conceptual Areas in Mathematics

	Major Claim	Conceptual Area
1	Students demonstrate increasingly complex understanding of number sense.	M.C1.1 Understand number structures (counting, place value, fractions).
		M.C1.2 Compare, compose, and decompose numbers and sets.
		M.C1.3 Calculate accurately and efficiently using simple arithmetic operations.
2	Students demonstrate increasingly complex spatial reasoning and understanding of geometric principles.	M.C2.1 Understand and use geometric properties of two- and three-dimensional shapes.
		M.C2.2 Solve problems involving area, perimeter, and volume.
3	Students demonstrate increasingly complex understanding of measurement, data, and analytic procedures.	M.C3.1 Understand and use measurement principles and units of measure.
		M.C3.2 Represent and interpret data displays.
4	Students solve increasingly complex mathematical problems, making productive use of algebra and functions.	M.C4.1 Use operations and models to solve problems.
		M.C4.2 Understand patterns and functional thinking.

7

7

Sample Mathematics Blueprint

Grade 4: Essential Elements Assessed

Conceptual Area	Essential Element	Description
M.C1.1	M.EE.4.NF.1-2	Identify models of one half (1/2) and one fourth (1/4).
M.C1.3	M.EE.4.NBT.4	Add and subtract two-digit whole numbers.
M.C2.1	M.EE.4.MD.6	Identify angles as larger and smaller.
M.C2.2	M.EE.4.MD.3	Determine the area of a square or rectangle by counting units of measure (unit squares).
M.C3.1	M.EE.4.MD.2.a	Tell time using a digital clock. Tell time to the nearest hour using an analog clock.
	M.EE.4.MD.2.b	Measure mass or volume using standard tools.
	M.EE.4.MD.2.c	Identify coins (penny, nickel, dime, quarter) and their values.
	M.EE.4.MD.2.d	
M.C4.2	M.EE.4.OA.5	Use repeating patterns to make predictions.

8

Linkage Levels

- provide levels of complexity for each Essential Element
- designed so that academic content is accessible to the individual student—not too hard or too easy
- used to assess the skills and knowledge in a testlet

9

Linkage Levels for ELA and Mathematics

linkage levels	complexity
Initial Precursor (IP)	least complex; foundational
Distal Precursor (DP)	knowledge and skills needed to reach the Target
Proximal Precursor (PP)	provides access to the Target
Target (T)	aligns to content of the Essential Element
Successor (S)	progresses beyond the Target

10



10

Linkage Levels for Science

linkage levels	complexity
Initial (I)	least complex
Precursor (P)	more complex
Target (T)	most complex and aligns with Essential Element

11



11

Learning Map Models

- Large-scale models were used to map the acquisition of knowledge, skills, and understandings.
- Nodes in the learning maps represent
 - knowledge
 - skills
 - understanding
 - foundational skills

12



12

Essential Element and Linkage Levels

ESSENTIAL ELEMENT, LINKAGE LEVELS, AND MINI-MAP		
MATH: GRADE 4		
M.EE.4.MD.6		
Grade-Level Standard	DLM Essential Element	Linkage Levels
M.4.MD.6 Measure angles in whole number degrees using a protractor. Sketch angles of specified measure.	M.EE.4.MD.6 Identify angles as larger and smaller.	Initial Precursor <ul style="list-style-type: none"> Recognize attribute values Recognize different Recognize same Distal Precursor <ul style="list-style-type: none"> Recognize different amount Recognize same amount Proximal Precursor <ul style="list-style-type: none"> Recognize more amount Recognize less amount Target <ul style="list-style-type: none"> Make direct comparison of 2 angles Successor <ul style="list-style-type: none"> Order more than 2 angles using direct comparison

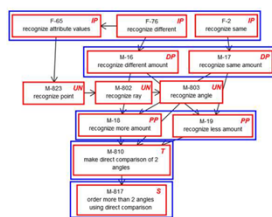
13



13

Mini-Map

M.EE.4.MD.6 Identify angles as larger and smaller



14



14


Testlets

- are short assessments that comprise the assessment as a whole
- vary in number depending on grade and subject
- include three-to-nine conceptually-related items
- take about five-to-fifteen minutes for a student to complete a single testlet

15




15




Testlet Structure


- Each testlet begins with an engagement activity to
 - spark student interest
 - activate prior knowledge
 - provide a context for the items that follow
- Items follow the engagement activity.

16


16



Item Types




multiple choice


sorting

matching


select text

17


17




Testlet Types




computer-delivered

teacher-administered

teacher = test administrator


18


18




Computer-Delivered Testlets

- Computer-delivered testlets are
 - administered directly to the student via computer/testing device
 - designed to allow the student to interact independently with the computer/testing device
 - can use assistive technology
 - more common at the upper linkage levels




19




Teacher-Administered Testlets

- The online content is for the test administrator.
- The test administrator sets up, delivers, and records responses.
- This type of testlet is common at the lower linkage levels.
- All writing testlets are teacher-administered.
- Teacher-administered testlets for science may include picture response cards.




20



Teacher-Administered Example Testlet

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DYNAMIC
LEARNING MAPS

Math N-CN.2.3-IP
Testlet Information Page: Math14369

Testlet Type: Teacher administered

Number of Items: 5

Materials Needed: 5 erasers, 5 pencils, and 1 rubber band

Materials Use: The student will use the materials to recognize sets and separations.


Suggested Substrate Materials: 5 sets of 8 or more objects that can be handled, stacked, or grouped (e.g., 7 cups and 5 erasers). Where applicable, use a rubber band (or piece of string) for bundling.

Calculator Use Allowed: Not Applicable

Math Vocabulary Used in the Testlet: together, set

Accessibility supports NOT allowed:
Calculators (see "other comments")

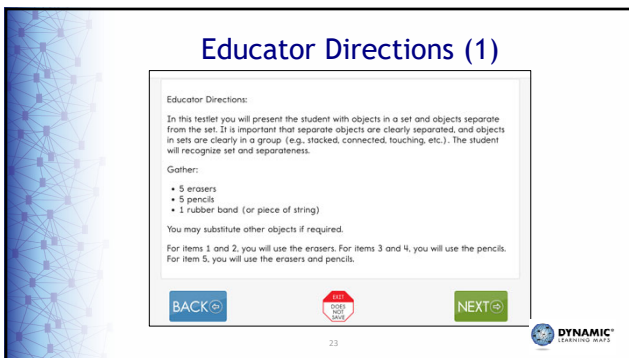
Other Comments: Test administrator should not define the following word(s): separate, group.



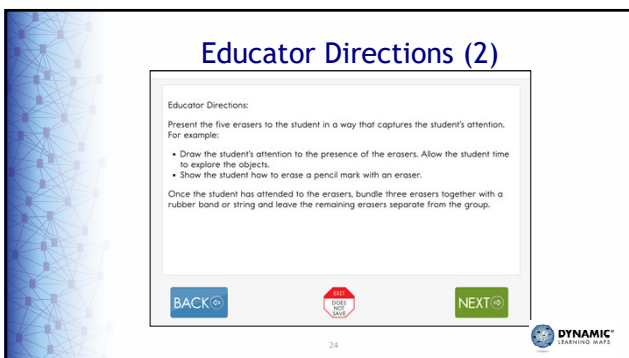
21



22



23



24

Educator Directions (3)

Educator Directions:

SHOW: the bundled erasers.
 SAY: "Here are some erasers."

SHOW: the erasers separate from the bundled erasers.
 SAY: "Here are some more erasers."

SHOW: all of the erasers.
 SAY: "Show me the erasers separate from the group."

BACK NEXT

25

25

Item 1

Record student response:

- ☐ Indicates the erasers separate from the group
- ☐ Indicates the group of bundled erasers
- ☐ Indicates or interacts with the materials in some other way
- ☐ Attends to other stimuli
- ☐ No response

BACK NEXT

26

26

Item 1—Response Selected

Record student response:

☒ Indicates the erasers separate from the group

- ☐ Indicates the group of bundled erasers
- ☐ Indicates or interacts with the materials in some other way
- ☐ Attends to other stimuli
- ☐ No response

BACK NEXT

27

27

Educator Directions (4)

Educator Directions:

SHOW: the bundled erasers.
SAY: "Here are some erasers."

SHOW: the erasers separate from the bundled erasers.
SAY: "Here are some more erasers."

SHOW: all of the erasers.
SAY: "Show me the group of erasers."

BACK STOP NEXT

28

28

Item 2

Record student response:

- ☐ Indicates the group of bundled erasers
- ☐ Indicates the erasers separate from the group
- ☐ Indicates or interacts with the materials in some other way
- ☐ Attends to other stimuli
- ☐ No response

BACK STOP NEXT

29

29

Educator Directions (5)

Educator Directions:

Place the erasers out of sight or immediate reach of the student. Present the five pencils to the student in a way that captures the student's attention. For example:

- Draw the student's attention to the presence of the pencils. Allow the student time to explore the objects.
- Show the student how to write with a pencil.

Once the student has attended to the pencils, bundle three pencils together with a rubber band or string and leave the remaining pencils separate from the group.

On the next screens, you will ask the student some questions about the pencils.

BACK STOP NEXT

30

30




Educator Directions (6)


Educator Directions:

SHOW: the bundled pencils.
SAY: "Here are some pencils."

SHOW: the pencils separate from the bundled pencils.
SAY: "Here are some more pencils."

SHOW: all of the pencils.
SAY: "Show me the group of pencils."

BACK  STOP  NEXT 




31 


31

Item 3

Record student response:

- ☐ Indicates the group of bundled pencils
- ☐ Indicates the pencils separate from the group
- ☐ Indicates or interacts with the materials in some other way
- ☐ Attends to other stimuli
- ☐ No response

BACK  STOP  NEXT 

32 

32




Educator Directions (7)


Educator Directions:

SHOW: the bundled pencils.
SAY: "Here are some pencils."

SHOW: the pencils separate from the bundled pencils.
SAY: "Here are some more pencils."

SHOW: all of the pencils.
SAY: "Show me the pencils separate from the group."

BACK  STOP  NEXT 

33 

33

Item 4

Record student response:

- ☐ Indicates the pencils separate from the group
- ☐ Indicates the group of bundled pencils
- ☐ Indicates or interacts with the materials in some other way
- ☐ Attends to other stimuli
- ☐ No response

BACK STOP NEXT

34 DYNAMIC LEARNED MAPS

34

Educator Directions (8)

Educator Directions:

Present the five pencils and five erasers to the student in a way that captures the student's attention. For example:

- Draw the student's attention to the presence of the pencils and erasers. Allow the student time to explore the objects.
- Show the student how to write with a pencil.
- Show the student how to erase pencil marks with an eraser.

Once the student has attended to the pencils and erasers, bundle three erasers and three pencils together with a rubber band or string and leave two pencils and two erasers separate from the group.

On the next screen, you will ask the student a question about the pencils and erasers.

BACK STOP NEXT

35 DYNAMIC LEARNED MAPS

35

Educator Directions (9)

Educator Directions:

SHOW: the pencils and erasers separate from the bundled pencils and erasers.
 SAY: "Here are some pencils and erasers."

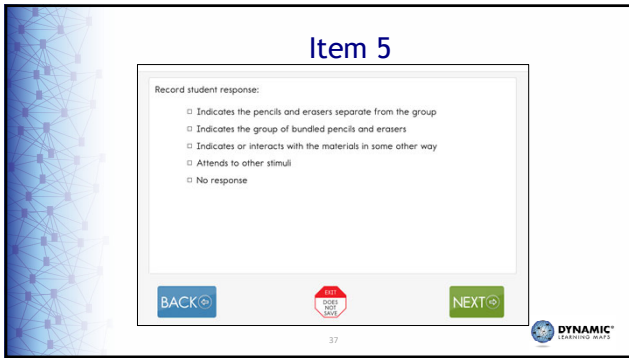
SHOW: the bundled pencils and erasers.
 SAY: "Here are some more pencils and erasers."

SHOW: all of the pencils and erasers.
 SAY: "Show me the pencils and erasers separate from the group."

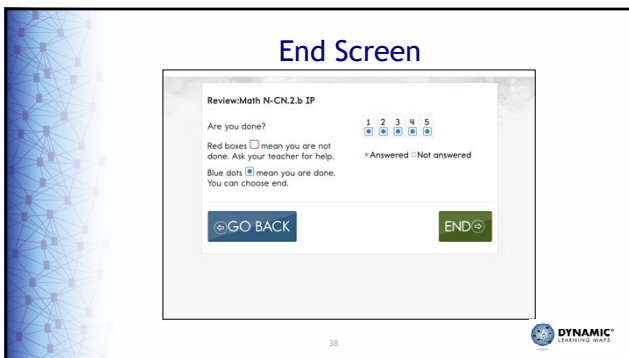
BACK STOP NEXT

36 DYNAMIC LEARNED MAPS

36



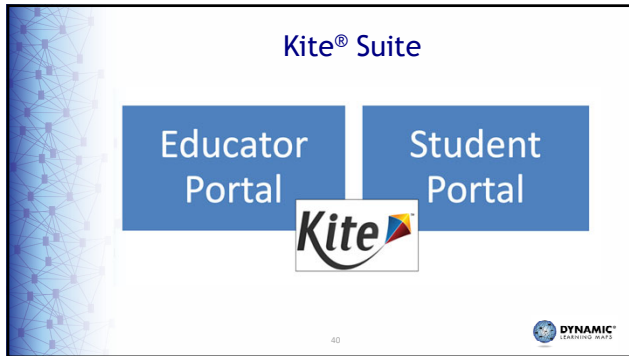
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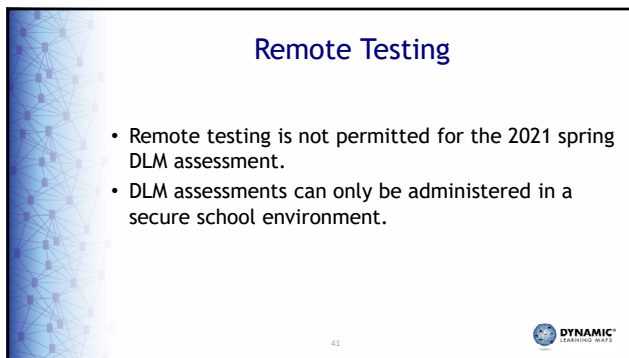
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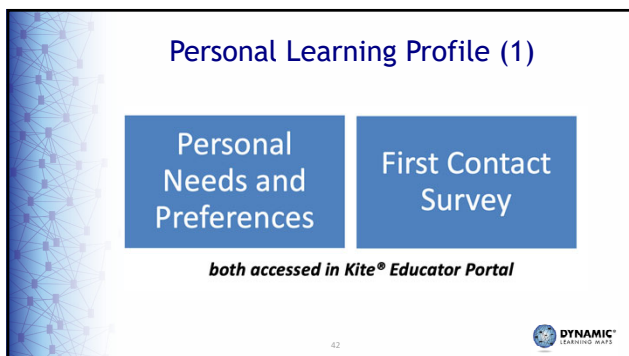
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40



41



42

Personal Learning Profile (2)

PNP Profile

- Display
- Language and Braille
- Audio and Environment
- Other Supports

First Contact Survey

- Communication
- Academics
- Sensory Characteristics
- Motor Characteristics
- Computer Access

43

43

Kite® Student Portal

Welcome back, Sue 29!

TAKE A TEST →

PRACTICE FIRST →

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44

ROLES AND RESOURCES

45

45

Roles

test administrator

technology personnel

assessment coordinators

data managers

Each role has its own manual on the DLM website.

46

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47

Teacher Responsibilities to Deliver the Assessment

- activate Educator Portal account
- complete security agreement in Educator Portal
- complete Required Test Administrator Training in Moodle
- complete each student's First Contact survey and PNP Profile in Educator Portal
- plan and deliver assessment to students in Student Portal

48

Required Test Administrator Training Overview

Required Test Administrator Training Overview

- consists of four modules, post-tests
- offered in online, self-directed format or facilitated format
- takes 2.5 hours to complete (completion certificate generated)
- requires an active Educator Portal account
- taken in Moodle
- tracked completion in a data extract in Educator Portal

49

Resources on the DLM Website for Teachers

manuals

- TEST ADMINISTRATION MANUAL
- ACCESSIBILITY MANUAL
- Educator Portal User Guide

Educator Resource Page

- test blueprints
- Currently Tested Essential Elements

helplet videos

released testlets and practice activities


professional development modules

50

Technology Personnel (1)

- Determine which devices will be used for the assessment.
- Install the most current version of Student Portal on all devices to be used.
- Support educators in checking the compatibility of devices and accessibility supports.
- Verify local networks meet bandwidth requirements.
- Install a PDF reader (e.g., Adobe) on devices educators will use to access Educator Portal.

51




Technology Personnel (2)


Modify spam and junk email settings (whitelisting) to accept messages from DLM accounts (@ku.edu).

Whitelist URLs for access to Vimeo for completion of Required Test Administrator Training and other training.

52



52



Assessment Coordinators (1)


Who has responsibilities?

- test administrators
- technology personnel
- data managers

What do they need to know?

- their roles and responsibilities
- DLM assessment policies and procedures
- state-specific policies

53




53




Assessment Coordinators (2)

- How will district staff and test administrators be trained?
 - Promote DLM- and state-sponsored trainings.
 - Deliver Required Test Administrator Training (if assigned to facilitate).
 - Encourage and monitor participation in professional development opportunities.

54




54




Assessment Coordinators (3)

- How will lines of communication be established?
 - Initiate communication with teachers/test administrators, data managers, and technology personnel.
 - Serve as the point-of-contact to the DLM Service Desk.
 - Determine how to communicate with state or district representatives for information specific to the state or district.


55


55



Assessment Coordinators (4)

- What are other responsibilities?
 - Review checklists.
 - Monitor creation of Educator Portal user accounts.
 - Monitor deadlines for teachers to activate accounts and complete training.
 - Monitor First Contact survey completion.
 - Monitor completion of the assessment.

56


56



Resources on the DLM Website for Assessment Coordinators

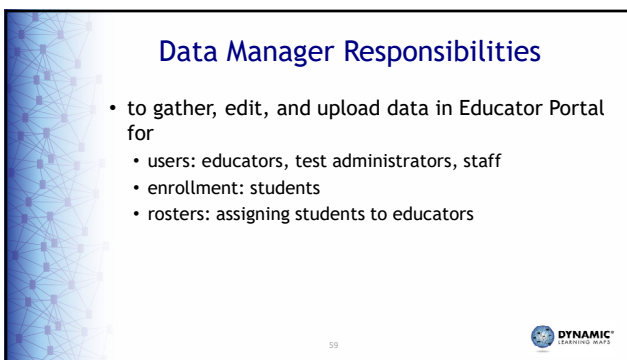
- manuale
 - ASSESSMENT COORDINATOR MANUAL
 - ACCESSIBILITY MANUAL
 - Guide to DLM Required Test Administrator Training
 - TEST ADMINISTRATION MANUAL
 - Educator Portal User Guide
- district staff training resources
 - recorded trainings
 - helplets
- test blueprints
- supplemental resources
- scoring and reporting resources

57

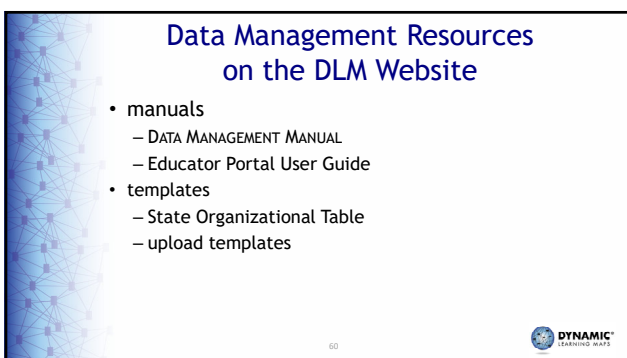

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58



59




60




Data Management Resources Continued

- District staff training helplets on the DLM website include
 - Getting Started in Educator Portal
 - Signing the Security Agreement
 - Adding and Editing Rosters Manually
 - Exiting Students Manually
 - Adding and Editing Users Manually
 - Finding Previously Enrolled Students
 - Adding and Editing Students Manually
 - Uploading Templates
 - Transferring Students Within District
 - Test Administration Monitoring




61




Data Management in Educator Portal

CONTACT US Helpdesk Feedback Feedback	ACCESS Training Center Manuals Helpdesk	OTHER ATLAS SITES ATLAS 402 • MAP • EOL 30-300 • 10-300 • 20-300	SERVICE DESK 1-800-271-8750 DLM-support@dm.org Customer Service: 7:00 am - 5:00 pm, CST, 365
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footer of every page of dynamiclearningmaps.org



62



STATE ORGANIZATIONAL TABLE



63

Locating the State's Organizational Table

MARYLAND

Manuals and Blueprints

Resources for Educators and District Staff

Templates

Enrollment Upload Template (xls)
Template used to enroll multiple students into Educator Portal

Parent Notification Letter (docx)
Notification letter for districts testing in mathematics, English language arts, and science

Parent Notification Letter (Spanish) (docx)
Letter for notification prior to district assessment in Mathematics, Areas del idioma Inglés y Ciencias

Reader Upload Template (xls)
Template used to enter students' names, names and last names in Educator Portal

State Organizational Table MS Excel (05/16/2025)

name and number of schools and district in Maryland

TED Time, Day, Class Upload Template (docx)
Template used to batch upload students from Educator Portal

User Upload Template (xls)
Template used to upload multiple users into Educator Portal

Setting & Reporting

Supplemental Resources

64

Organizational Table Structure

excerpt of the headings from the Excel spreadsheet

School Name: Not used in data upload. Name of the school. Associated with the number in column B.	School Number: Matches Organization in User File. Matches Attendance_School_Program_Identifier in Enrollment, Reader, and TED files. Matches AP_School_Identifier in Enrollment file.	District Name: Not used in data upload. Name of the district that the school is assigned to. Associated with the number in column D.	District Number: Matches Attendance_District_Identifier in the Enrollment and Reader files.
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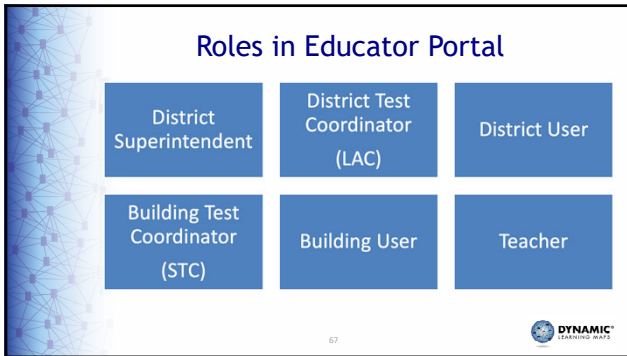
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MANAGE USER DATA

66

DLM Alternate Assessment Training for District Test Coordinators

22



Educator Portal Info to Know: Users

- The state must upload any users with the role of District Test Coordinator.
- New users need to be added manually or through a file upload.
- Educator Portal sends an activation email to the new user with a link to create a password.
- The user's email address is the unique account key.
- Users may have more than one role in Educator Portal.
- Users are rolled over from the year before.
- Deactivation of a user must be done manually.
 - Building Test Coordinators may not deactivate a user.

68

DYNAMIC[®] LEARNED MAPS

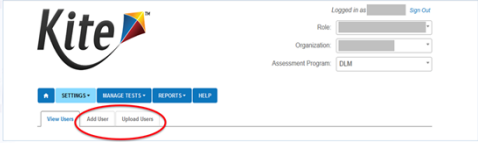
Data Management Tasks: Users

69

DYNAMIC[®] LEARNED MAPS

Educator Portal: Add Users

- only a few users to add—manually
- several users to add—template



70

DYNAMIC
LEARNING MAPS

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.

71

DYNAMIC
LEARNING MAPS

Educator Portal: Edit Users

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 info only affects users in the upload


72

DYNAMIC
LEARNING MAPS

Educator Portal: Deactivate/Activate Users

- when to deactivate a user
 - user leaves district
 - user role no longer requires access to student data
- when to reactivate a user
 - user who was deactivated needs access to student data

73

The logo for DYNAMIC Learning, featuring a circular icon with a stylized 'd' and the text 'DYNAMIC Learning' to its right.

-
-
-
-
-
-

Educator Portal: View User Tasks

SETTINGS **MANAGE USERS** **REPORTS** **HELP**

[View Users](#) [Add User](#) [Upload Users](#) [Clone Users](#)

View Users: Select Criteria

STATE: * DISTRICT: * SCHOOL: *

DLM QC State * * Select *

☐ Include Inactive Users [Search](#)

Status	Last Name	First Name	Educator Identifier	Email	Assessment Program
Active					DLM

☒ Send Activation Email ☒ Edit ☒ Activate ☒ Deactivate

Page 1 of 1 items per page 1 of 1 items

DYNAMIC
Learning 2017

[SETTINGS](#) • [MANAGE TESTS](#) • [REPORTS](#) • [HELP](#)

[View Users](#) [Add User](#) [Upload Users](#) [Claim Users](#)

View Users: Select Criteria

STATE* DISTRICT* SCHOOL*
 DLM GC State

☐ Include Inactive Users [Search](#)

Status	1	Last Name	1	First Name	1	Educator Identifier	1	Email	1	Assessment Program	1
Active										DLM	

☒ Send Activation Email ☐ Edit ☒ Activate ☒ Deactivate

Page 1 of 1 items

[illegible]

MANAGE ENROLLMENT DATA

[illegible]

Info to Know: Students

- All students to be assessed must be enrolled every school year.
- A student exited from the system
 - cannot be enrolled manually
 - can be reactivated using Find Student
 - can be enrolled using an upload

76

76

Data Management Tasks: Students

77

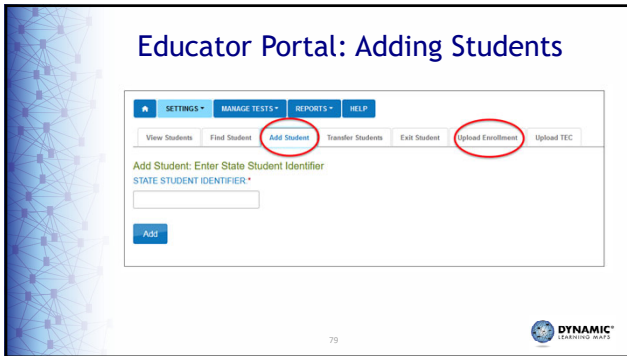
77

Add a Student

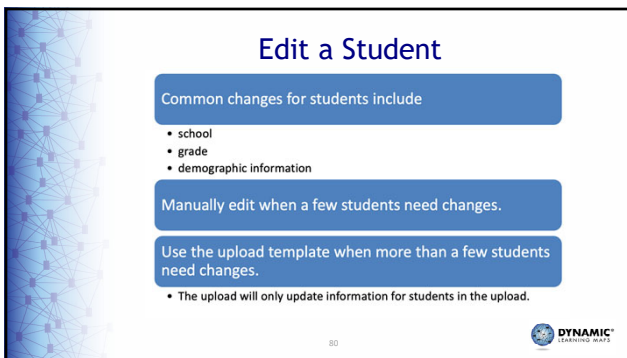
- When only a few students need to be added, add them manually.
- When several students need to be added, use an upload template.
- The LSS and LEA 24 school should validate student demographics against USIS each year prior to testing.

78

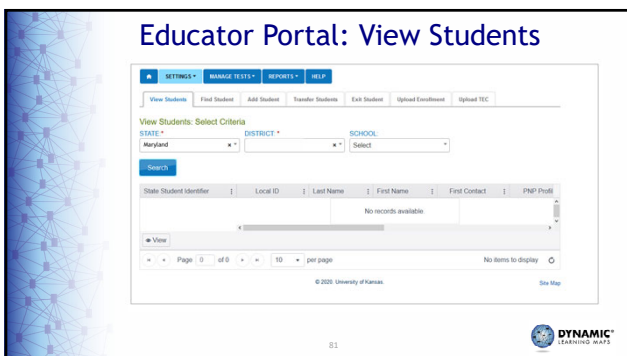
78




79



80




81




Exit a Student

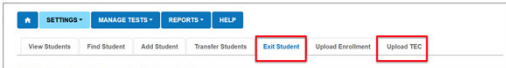
- A student must be exited when the student is
 - leaving the state
 - leaving the district with an unknown destination
 - no longer taking the DLM alternate assessment
 - *This does not apply to students who are remote.*
- Exits can be done manually or using the Test, Exit, Clear (TEC) upload.


82


82




Educator Portal: Exit a Student




83


83

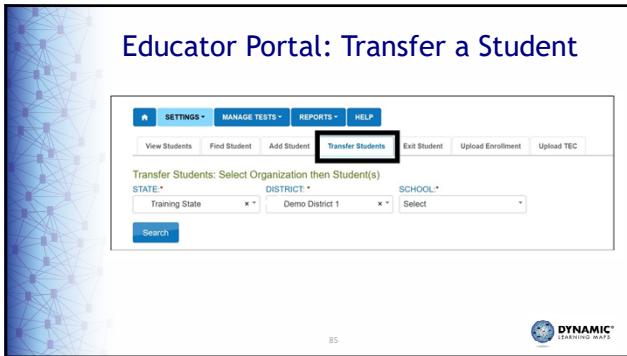


Transferring a Student

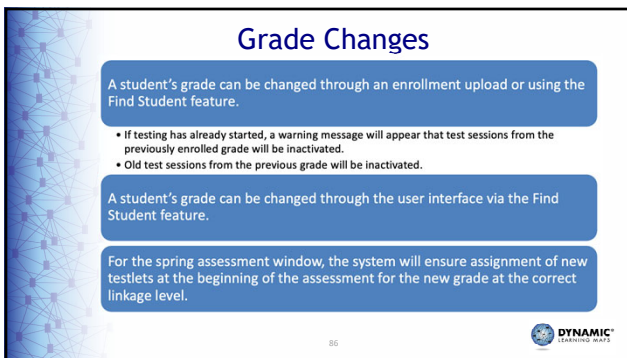
- A student may be transferred manually, or several students may be transferred using CSV upload templates.
- A DTC can transfer a student between schools in the same district.
- A state-level user can transfer a student manually between districts.
- Student data is not lost when a student is transferred.

84


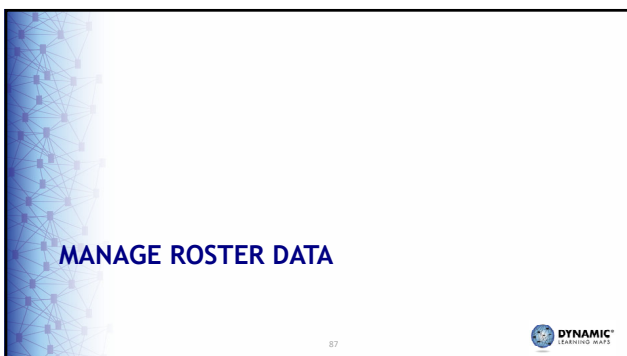
84



85



86




87

Info to Know: Roster Students

- Rosters connect a student to a teacher in a subject.
- District/schools will roster students.
- New students can be added to an existing roster.
- The teacher on a roster can be changed.
- When all students are removed from a roster, the roster will be removed from the system.

88



Data Management Tasks: Rosters (1)

Home

SETTINGS

MANAGE TESTS

REPORTS

HELP

ORGANIZATION

View

ROSTERS

STUDENTS

USERS


Upload Users

Claim Users

STATE

DISTRICT *


89



Rostering Students (1)

- Rosters may be created manually or with an upload.
- Students must be rostered once for each subject.
 - ELA: grades 3–8 and 11
 - mathematics: grades 3–8 and 11
 - science: grades 5, 8, and 11
- Consider a standard naming convention (e.g., teacher’s last name, first name, subject).

90



Rostering Students (2)

- Students can only be on one roster for a subject.
 - A warning message will appear if attempting to roster a student who is already on a roster for the same subject.
 - The student will be removed from the existing roster and placed on the new roster if the process continues.

91

91

Data Management Tasks: Rosters (2)

SETTINGS

MANAGE TESTS

REPORTS

HELP

View Roster

Create Roster

Upload Roster

- The manual process for creating a roster has been updated to be more streamlined and user friendly.

92

92

UPLOADS


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Upload Info

- Follow the instructions and use the field definitions in the **DATA MANAGEMENT MANUAL** for the specific upload.
- Download the necessary CSV template from the DLM website or use the ? Icon that appears when the upload option is selected in Educator Portal.

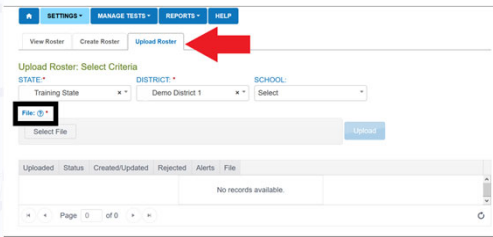
94

 **DYNAMIC**
LEARNING

- 94



Upload Template Icon in EP



The screenshot shows the 'EP' (Epidemiology and Prevention) interface. At the top, there are four tabs: 'SETTINGS', 'MANAGE TESTS', 'REPORTS', and 'HELP'. Below these tabs, there are three buttons: 'View Roster', 'Create Roster', and 'Upload Roster'. A red arrow points to the 'Upload Roster' button. Below the buttons, there is a section titled 'Upload Roster: Select Criteria'. This section contains three dropdown menus: 'STATE' (set to 'Training State'), 'DISTRICT' (set to 'Demo District 1'), and 'SCHOOL' (set to 'Select'). Below these dropdowns, there is a 'File' button with a document icon, which is highlighted with a red box. To the right of the 'File' button is a 'Select File' button. Below these buttons is a large 'Upload' button. At the bottom of the interface, there is a table with columns: 'Uploaded', 'Status', 'Created/Updated', 'Rejected', 'Alerts', and 'File'. The table is currently empty, and the text 'No records available.' is displayed in the center. The bottom of the interface shows a pagination bar with 'Page 0 of 0' and a 'Go' button.



Upload Process

The upload process is the same for a user file, enrollment file, roster file, and TEC (Test, Exit, Clear) file.


All files must have a .csv file extension.

When uploading the files, the differences are

- the template used
- the information required

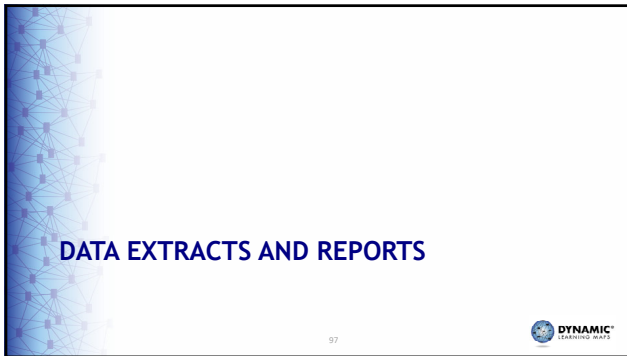
The system will provide error messages.

96

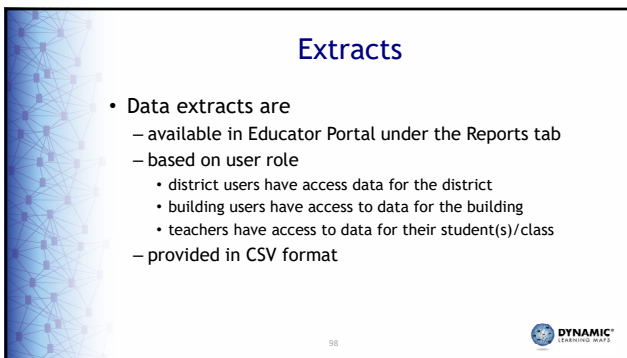


- 96

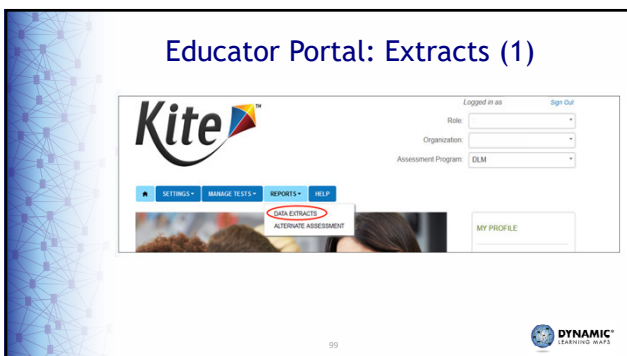




97



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99

Educator Portal: Extracts (2)

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	02/26/2020 05:31 PM		New File
DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	03/30/2020 08:29 AM		New File
First Contact Survey File	Current First Contact survey settings by student.	02/26/2020 05:31 PM		New File
PNP Setting Counts	Student PNP setting counts by organization.	01/29/2020 11:01 AM		New File
PNP Settings	Personal Needs and Preferences (PNP) settings by student.			New File
Roster	Student assignment by educator and subject.	02/26/2020 05:32 PM		New File
Security Agreement Completion	Security Agreement status by organization			New File
Student Roster and First Contact Survey Status	Roster and First Contact Survey status by student and subject.			New File
Training Status	List of DLM users by organization and their training completion status.	02/26/2020 05:32 PM		New File
Users	Educator Portal users and their associated roles(s).	04/16/2020 09:30 AM		New File

100

100

Current Enrollment Extract

- The Current Enrollment extract provides the current enrollment information for active students in the selected organization, including
 - accountability district and school
 - attendance district and school
 - student name, grade, and demographic information

101


101

DLM Test Monitoring Extract

- The DLM Test Monitoring extract tracks completion of assessments in the spring by student and subject, including the number of end-of-year testlets
 - not started
 - completed
 - required

102


102




First Contact Survey File Extract

- The First Contact Survey File extract lists information for each student in the selected organization, including
 - all the responses selected on the First Contact survey
 - whether the First Contact survey is not started, in progress, reading to submit, or submitted
 - the date and name of the last person who modified the First Contact survey for the student

103







PNP Settings Count Extract

- The PNP Settings Count extract displays the number of students in the organization (school or district) for which a particular PNP feature has been selected.

104







PNP Settings Extract

- The PNP Settings extract provides information for each active student in the selected organization, including each student's
 - name, school, district, and grade
 - Personal Needs and Preferences Profile selections
 - data and name of the last person who modified the settings
- If a student is not included in the extract, no PNP Profile settings have been selected for that student.


105






Roster Extract

- The Roster extract shows students rostered by teacher and subject, therefore including the
 - roster name
 - teacher name
 - student name and grade
 - subject


106


106




Security Agreement Completion Extract

- The Security Agreement Completion extract lists each user and whether the user has accepted or rejected the security agreement.
- A teacher who has not accepted the terms of the security agreement will not have access to testlets in the spring window.


107


107




Training Status Extract

- The Training Status extract determines if users enrolled in the Required Test Administrator Training completed the training. It includes each user's
 - username and role(s)
 - school and district
 - status of completion
- A teacher cannot access testlets in the spring assessment window if the Required Test Administrator Training is not complete.


108


108




Users Extract

- The Users extract lists Educator Portal users and their roles in a selected organization.
- The extract also provides each user's status.
 - active: user has an activated account
 - pending: user is in the system but has not activated the account
 - inactive: user rights have been removed


109


109




New!—Student Roster and First Contact Survey Status Extract

- The Student Roster and First Contact Survey Status extract provides testing readiness information in one extract.
- The extract includes the student's
 - grade
 - rostered subjects
 - First Contact survey status and completion date


110


110




Managing Data Verification and Revisions (1)

- Data cleanup is the responsibility of all users.
- Teachers should verify student data is correct and contact their data manager if they find an incorrect data.


111


111




Managing Data Verification and Revisions (2)


- Data cleanup means asking the following questions:
 - Is every student in the correct district?
 - Is every student in the correct building?
 - Is every student rostered to the correct teacher(s)?
 - Do any students appear who will not be taking the DLM alternate assessment?
 - Does every student have a valid state student ID?
 - Is every student enrolled in the correct grade?
 - Is every student rostered to the correct subjects?

112



112



SPECIAL CIRCUMSTANCE CODES


113


113



Special Circumstance Codes (1)

- Special Circumstance Codes provide reasons for not assessing a student.
- Only state-level users can enter Special Circumstance Codes.
- A Special Circumstance Code needs to be added to one test session only in each subject, even if more test sessions were administered in the subject.
- Applying a Special Circumstance Code does not prevent further testing.

114



114

Special Circumstance Codes (2)

Special Circumstance Codes MD Uses	Reason
3454	medical waiver
13813	chronic absences
13821	cheating
13836	teacher cheating or mis-administration
09999	other
20203	The student could not take the assessment in 2021 due to issues related to COVID-19 (i.e., any illness related to COVID-19; family choice for the student not to return to the building for instruction or school activities; the school building is closed, etc.)

Contact the SAA when a code needs to be applied for a student.
The deadline to submit codes is 6/4/21.

115



115

DLM SERVICE DESK

116




116


Protect Student Data Privacy

- Please do not violate the Family Educator Rights and Privacy Act (FERPA).
- In emails, do not include the student's
 - name
 - date of birth
 - social security number
- Email only the student's state ID.

117




117




DLM Service Desk (1)

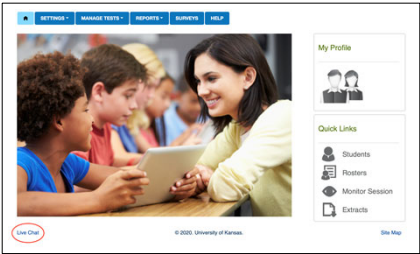
- The DLM Service Desk is available Monday through Friday, 8AM to 6PM Eastern Time by
 - phone: 1-855-277-9751 (toll-free)
 - email: DLM-support@ku.edu
 - live chat in Educator Portal
- Needs the DLM Service Desk can help address include
 - testing environment issues
 - test administration issues
 - user account issues
 - student information issues




118




DLM Service Desk (2)






119



What's New?

UPDATES FOR 2020-2021



120

DLM Alternate Assessment Training for District Test Coordinators

40

Already Mentioned

- streamlined process for rostering students
- Student Roster and First Contact Survey Status
- live chat feature in Educator Portal

121

121

Supported Browsers and Platforms

Supported browsers

- ~~Microsoft Explorer~~
- ✓ Microsoft Edge
- ✓ Mozilla Firefox
- ✓ Apple Safari
- ✓ Google Chrome

Supported Platforms

- desktops and laptops running Windows 8.1 or 10
- desktops and laptops running Mac OS 10.13—10.15
- Chromebooks running Chrome 74 or newer
- iPads running iOS 12—iOS 13.3.1

122

122

Technology

If a user has already done this, they don't have to do it again.

All Educator Portal passwords must be reset. (7/31/2020)

- The Forgot Password button will be used for reset.

The computer read-aloud feature for Student Portal has been upgraded.

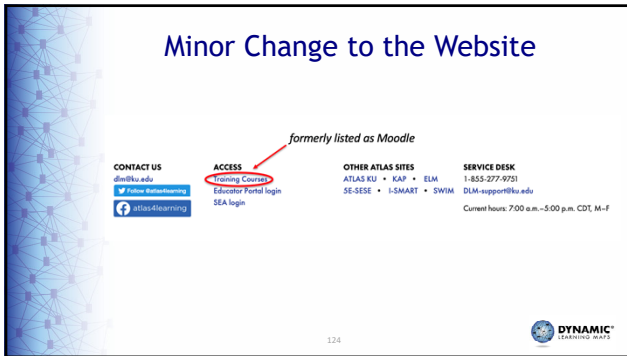
- The artificial voice is more lifelike.
- Choose a demo account with the read-aloud support activated to hear the voice in a released testlet.

123

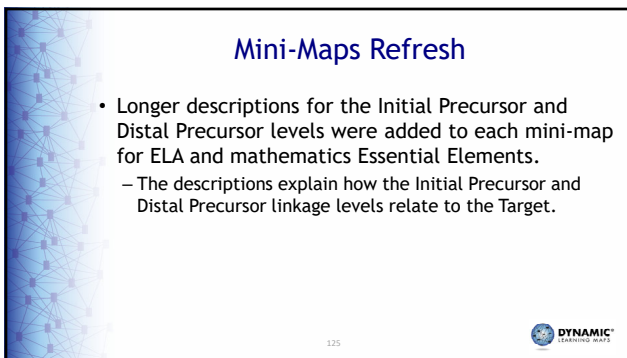
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DLM Alternate Assessment Training for District Test Coordinators

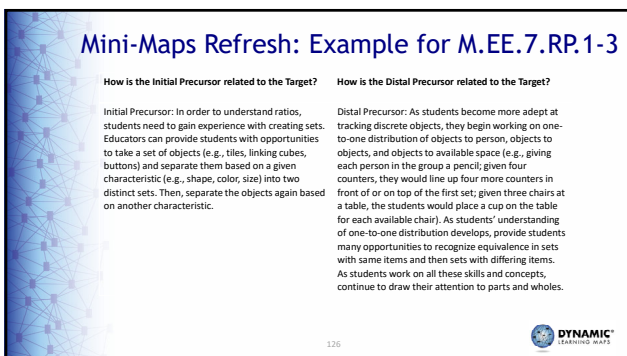
41




124



125




126




Professional Development Packages

- The professional development modules have been packaged into bundles to assist states with having available professional development for educators.
- Go to dlmpd.com, select the Professional Development tab, then select the link to the Professional Development Packages under the main heading of the page.


127


127



Writing Samples

- Maryland has opted to allow test administrators to upload writing samples.
- Writing samples can be uploaded in Educator Portal throughout the state's testing window.
- Writing samples can only be uploaded using a direct link that is available to the student's test administrator.

128



128



NECESSARY STEPS FOR STUDENTS TO BE ASSESSED


129


129




Necessary Steps

- data manager must
 - enroll and roster students
- test administrator must
 - complete training
 - complete security agreement
 - confirm student and roster information are correct
 - complete each student's First Contact survey


130


130



MSDE Information

- MSDE contact
 - Michael Plummer
 - 410-767-2498
 - michael.plummer@maryland.gov
- Maryland Assessment, Accessibility, and Accommodations Policy Manual
 - <http://www.marylandpublicschools.org/programs/Documents/Special-Education/MAM508102017.pdf>

131


131



THANK YOU

132


132
