



Spring 2022 Dynamic Learning Maps[®] (DLM[®]) Alternate Assessment for Maryland

January 3, 2022 & February 1, 2022

Topics

Overview of Maryland's DLM assessment

Roles and resources

- Required test administrator training
- Data management responsibilities
- Discussion about Special Circumstance Codes
- Discussion of updating data from Early Fall IE Assessment Window
- Data extracts and reports
- Uploading writing samples

Necessary steps for a student to be assessed

ASSESSMENT DESIGN

Maryland Spring 2022 Assessment Window

- March 15, 2022 - June 3, 2022
- data clean-up before and during the window
- testlets will not be delivered before the open date



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)

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

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

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

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. d	Identify coins (penny, nickel, dime, quarter) and their values.
M.C4.2		
	M.EE.4.OA.5	Use repeating patterns to make predictions.

Linkage Levels

Provide levels of complexity for each Essential Element

- ELA and mathematics each have five linkage levels.
- Science has three linkage levels.

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

- Each testlet a student takes is aligned to one linkage level (except writing testlets, which combine Essential Elements and linkage levels).
- The DLM system assigns the linkage level for each student based on information about the student in the system.

Linkage Levels for ELA and Mathematics

linkage levels	complexity
Initial Precursor	least complex; foundational
Distal Precursor	knowledge and skills needed to reach the target
Proximal Precursor	provides access to the Target
Target	aligns to content of the Essential Element
Successor	progresses beyond the Target

Linkage Levels for Science

linkage levels	complexity
Initial	least complex
Precursor	more complex
Target	most complex and aligns with Essential Element

Testlets

Testlets are short assessments that comprise the assessment as a whole.

The number of testlets varies by grade and subject.

Each testlet begins with an engagement activity followed by items

Each testlet includes 3-9 conceptually-related items.

A student typically takes 5-15 minutes to complete a single testlet.

Testlet Types

more
common

computer-delivered =
delivered directly to the
student

teacher-administered =
directions presented in
a teacher-administered
testlet are written to
the test administrator

teacher = test administrator

Item Types



multiple
choice

sorting

matching

select
text

ASSESSMENT DELIVERY



Kite[®] Suite

Educator Portal = where test administrators, assessment coordinators, and data managers enter information, obtain student usernames and passwords, and view reports

Student Portal = where students take their testlets

Remote Testing

- Remote testing is not permitted for the 2022 spring DLM assessment.
- DLM assessments can only be administered in a secure school environment.

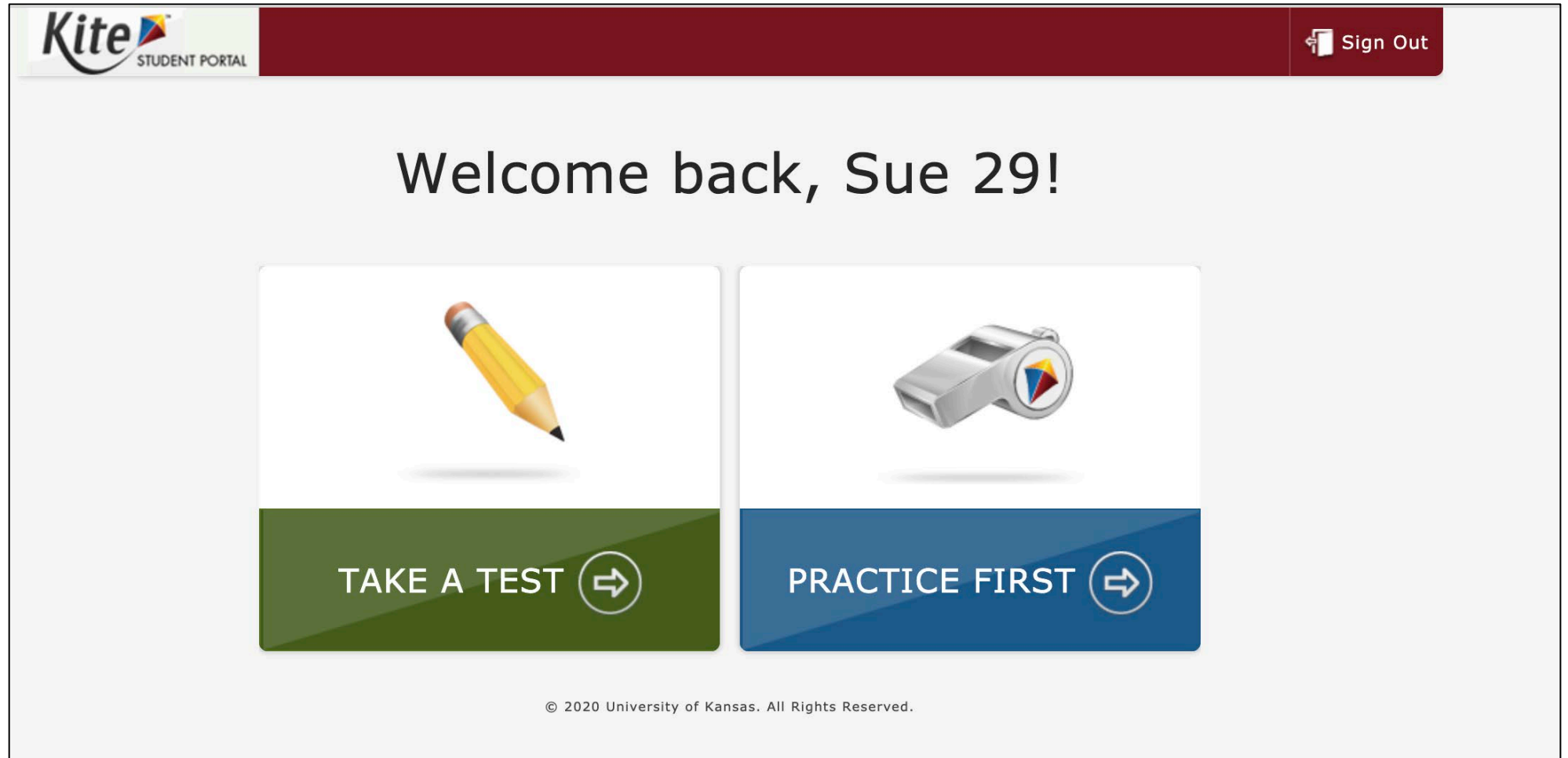
Personal Learning Profile

Personal Needs and Preferences = support features the student will need during the assessment

First Contact Survey = determines the linkage level of a student's first testlet in each subject

both accessed in Kite[®] Educator Portal

Kite[®] Student Portal



The screenshot shows the Kite Student Portal interface. At the top left is the Kite Student Portal logo. At the top right is a "Sign Out" button with a back arrow icon. The main content area displays a personalized welcome message: "Welcome back, Sue 29!". Below the message are two large buttons: "TAKE A TEST" with a pencil icon and a right-pointing arrow, and "PRACTICE FIRST" with a whistle icon and a right-pointing arrow. At the bottom center, there is a copyright notice: "© 2020 University of Kansas. All Rights Reserved."

Students use Student Portal to take their testlets.

Writing Samples

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

ROLES AND RESOURCES

Required Test Administrator Training Overview

- If the test administrator completed the training for the Early Fall IE assessment, they will not need to do this again.
- Eight modules with post-tests for new test administrators and
- One self-directed module with post test for returning test administrators
- One optional module for both new and returning test administrators
- Offered in online self-directed format or facilitated format
- Must have active Educator Portal account
- Taken in Moodle
- Completion tracked in a data extract in Educator Portal

All test administrators must complete the training.

Roles

test
administrator/teacher

technology
personnel

Each role has its own manual on the DLM website.

assessment
coordinators

data managers

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 student in Student Portal

Resources for Teachers on the DLM Website

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

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

Assessment Coordinators (2)

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.

Technology Personnel

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

Resources for Assessment Coordinators on the DLM Website

Manuals

- 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

Scoring and reporting resources

DATA MANAGERS

Data Manager Responsibilities

To gather, edit, and upload data in Educator Portal for

- users: educators, test administrators, staff
- enrollment: students
- rosters: assigning students to educators
- Typically has a DTC or BTC role in Educator Portal

Data Management Resources on the DLM Website

- Manuals
 - DATA MANAGEMENT MANUAL
 - EDUCATOR PORTAL USER GUIDE
- Templates
 - State Organizational Table
 - Upload Templates

STATE ORGANIZATIONAL TABLE

Locating the State's Organizational Table

Filter Results

Role

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

Resource Category

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


Content Area

- All
- English Language Arts
- Mathematics
- Science

Resources

[Accessibility Manual \(pdf\) ADA Compliant 10/01/2021](#)
provides guidance on the selection and use of accessibility features

[Assessment Coordinator Manual for Year-End Model States \(pdf\) ADA Compliant 07/01/2021](#)
supports district and building staff to prepare for and monitor assessments

[District Staff Video Resources for Year-End Model States](#) 
resources designed for district users, including Educator Portal how-to videos and role-specific training videos

[Early Fall DLM Instructionally Embedded Assessment CLARIFICATION #2 - for Maryland ADA Compliant 09/03/2021](#)

[Educator Portal User Guide \(pdf\) ADA Compliant 11/18/2021](#)
provides guidance and support for users navigating Educator Portal

[Enrollment Upload Template \(csv\)](#)
template used to enroll multiple students at once in Educator Portal

[Facilitator Guide to DLM Required Test Administrator Training for Year-End Model States \(pdf\) ADA Compliant 07/15/2021](#)
supports facilitators in accessing DLM required test administration training and support resources

[Parent Notification Letter for Year-End Model - Early Fall 2020-21 \(docx\) 09/07/2021](#)
[Parent Notification Letter for Year-End Model - Spring 2021-22 \(docx\) 09/07/2021](#)
notification letter for districts testing in Mathematics, English Language Arts, and Science

[Parent Notification Letter \(en Español\) for Year-End Model States - Early Fall 2020-21 \(docx\) 09/08/2021](#)
[Parent Notification Letter \(en Español\) for Year-End Model States - Spring 2021-22 \(docx\) 09/08/2021](#)
carta de notificación para los distritos examinándose en Matemáticas, Artes del Idioma Inglés, y Ciencia [notification letter for districts testing in Mathematics, English Language Arts, and Science]

[Participation Criteria and Guidance for Participation in the Alternate Assessments for Maryland \(pdf\)](#)

[Roster Upload Template \(csv\)](#)
template used to roster students to content areas and test administrators in Educator Portal

[State Organizational Table for Maryland \(xlsx\) 01/04/2022](#)
names and numbers of schools and districts in Maryland

[TEC \(Test, Exit, Clear\) Upload Template \(csv\)](#)
template used to batch remove students from Educator Portal

On Maryland's DLM webpage use the filtering options

- Role = Assessment Coordinator
- Resource Category - District Staff Resources

Files are in alphabetical order, find the State Organizational Table for Maryland

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 <i>Organization</i> in User file. Matches <i>Attendance_School_Program_Identifier</i> in Enrollment, Roster, and TEC files. Matches <i>AYP_School_Identifier</i> 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 <i>Attendance_District_Identifier</i> in the Enrollment and Roster files.
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MANAGE USER DATA

Educator Portal Info to Know: Users

Most or all users may have been added for the Early Fall IE assessment window

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.

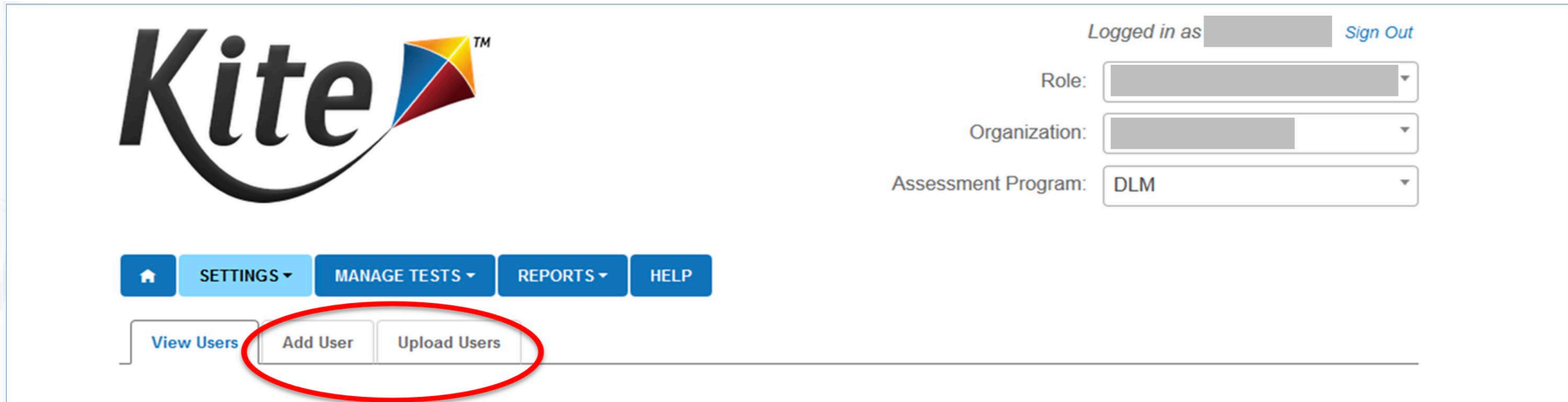
Users are rolled over from the year before.

Deactivation of a user must be done manually.

- Building Test Coordinators may not deactivate a user.

Educator Portal: Add Users

- Only a few users to add—manually
- Several users to add—template
- Most or all new users added for the Early Fall IE assessment window



The screenshot displays the Kite Educator Portal interface. At the top left is the Kite logo. On the top right, it shows the user is logged in with a placeholder name and a "Sign Out" link. Below this are three dropdown menus for "Role:", "Organization:", and "Assessment Program:" (currently set to "DLM"). A navigation bar contains buttons for "Home", "SETTINGS", "MANAGE TESTS", "REPORTS", and "HELP". Below the navigation bar, a row of buttons includes "View Users", "Add User", and "Upload Users". The "Add User" and "Upload Users" buttons are circled in red.

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.

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

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

MANAGING DATA

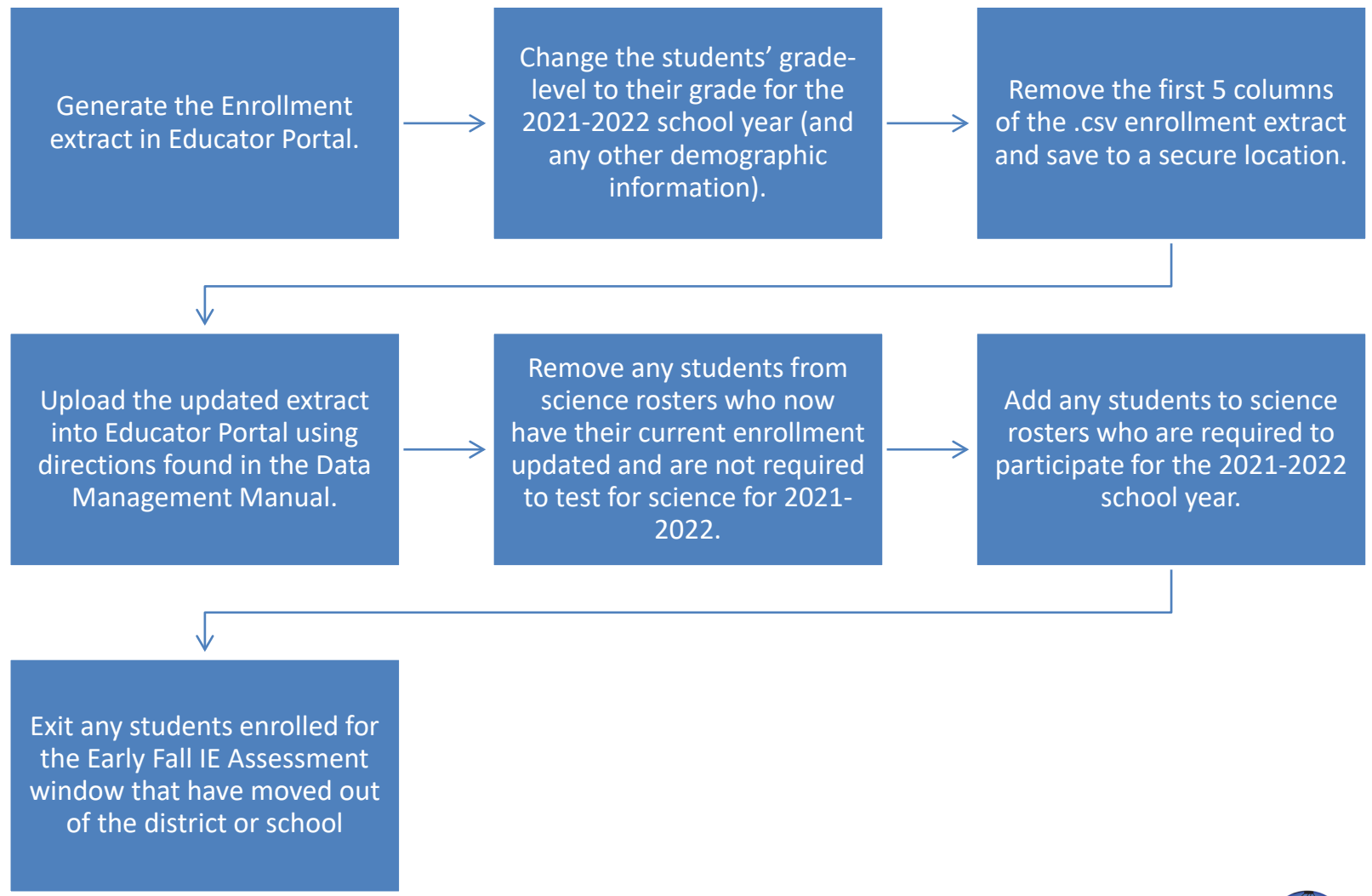
Rostering and Subjects

- 2021-2022 Maryland Assessment Requirements by grade and subject area.

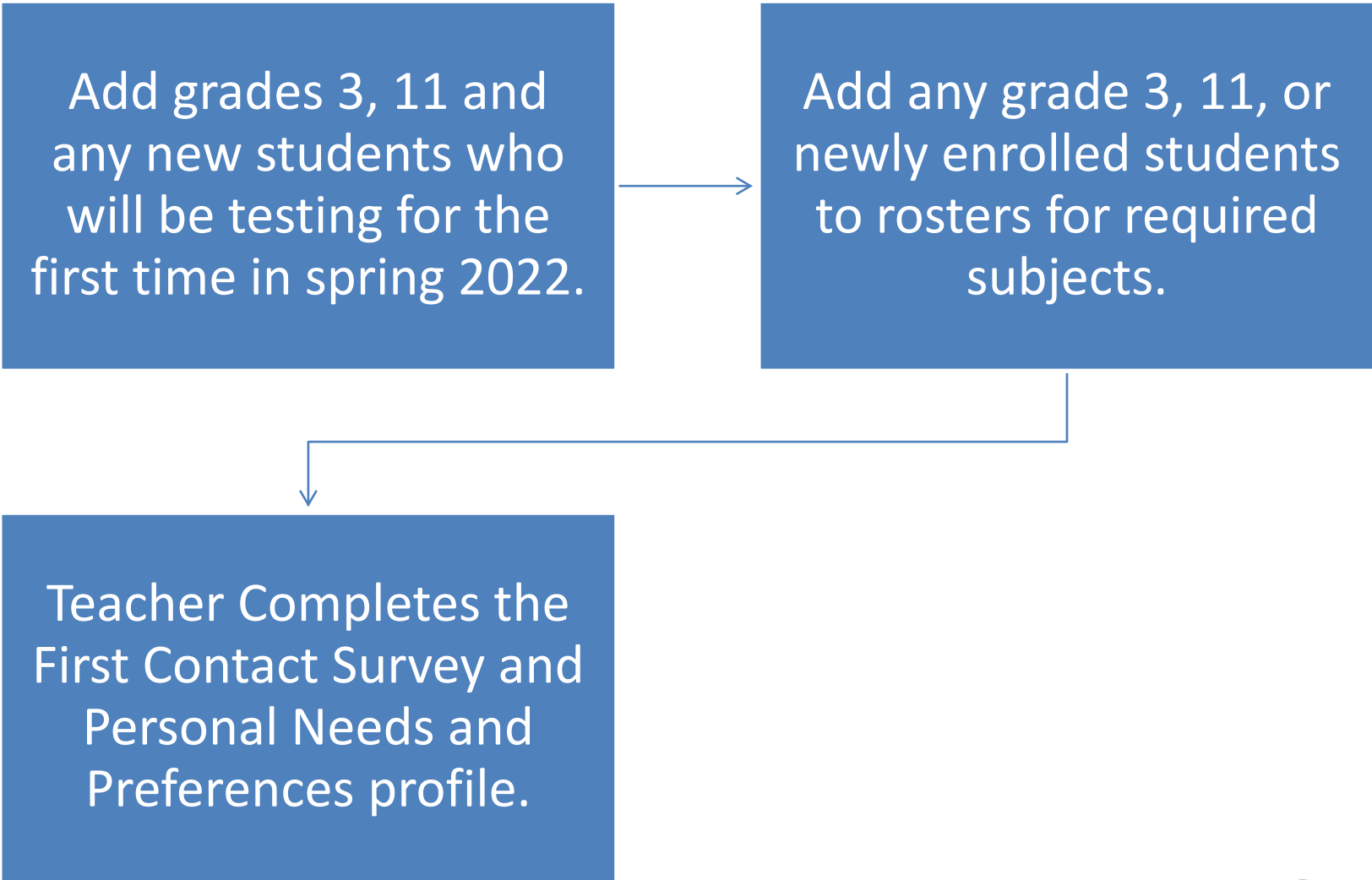
Grade	ELA	Mathematics	Science
3	Yes	Yes	No
4	Yes	Yes	No
5	Yes	Yes	Yes
6	Yes	Yes	No
7	Yes	Yes	No
8	Yes	Yes	Yes
11	Yes	Yes	Yes

Overview: Managing Students Enrolled for the Early Fall IE Assessment Window (Scenario 1)

Students Grades 4 - 8 for Spring 2022 DLM Alternate Assessment



Overview: Managing Students Enrolled for the Early Fall IE Assessment Window (Scenario 2)
Grade 3 and 11 Students or New Students for Spring 2022 DLM Alternate Assessment



Overview: Managing Students Enrolled for the Early Fall IE Assessment Window (Scenario 3)
Grade 9 and Grade 10 Students for Spring 2022 DLM Alternate Assessment

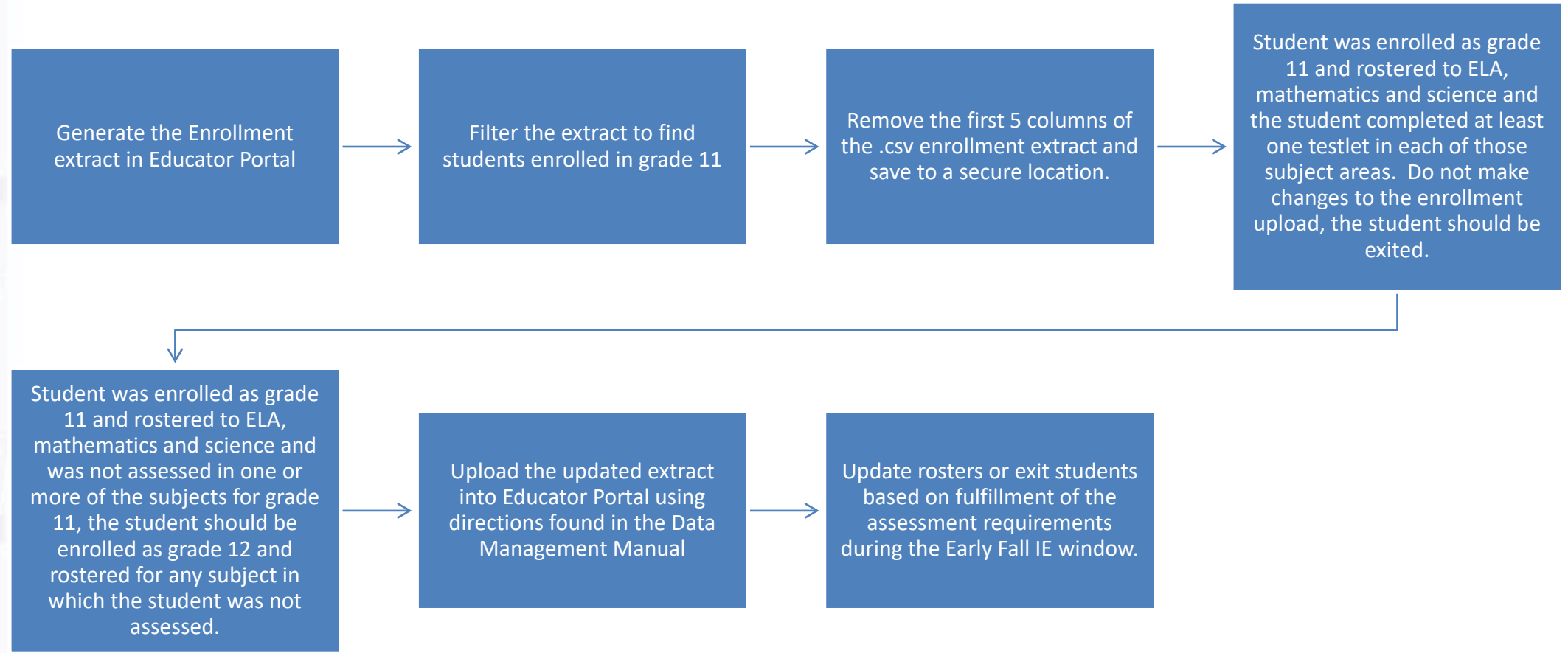
Grades 9 and 10
are not required to
test in any subjects.



Exit grade 9 and
grade 10 students
manually or use
the TEC upload.

Overview: Managing Students Enrolled for the Early Fall IE Assessment Window (Scenario 4)

Grade 11 or 12 Students for Spring 2022 DLM Alternate Assessment



Spring 2022 Enrollment and Rostering

Key Information (1)

- Current grades 3 and 11 students and new students will need to be added to Educator Portal, rostered, and First Contact Survey and Personal Needs and Preferences (PNP) profile completed.
- Current grades 4 - 8 will need to have their grade changed to their current grade-level and rosters updated.
- Current grade 9 students will need to be exited manually or using a test, exit, clear (TEC) upload.
- 2021 grade 11 students who completed all required testing will need to be exited manually or using a TEC upload.
- 2021 grade 11 students who did not complete all required testing will need to have the grade changed to “12” and rostered for any subject that was not completed.

Spring 2022 Enrollment and Rostering

Key Information (2)

- When updating the enrollment extract, do not remove any student information from the file. Only make grade and other demographic changes before uploading the template.
- Removing a student from the enrollment template does not exit the student from the system.
- Exiting students must be done manually or using the TEC template.
- After you have completed all steps, generate another enrollment extract and check the file for
 - Students enrolled in grades that are not required to test.
 - Students enrolled in incorrect grades.
 - Make any needed corrections and verify data in the enrollment extract is correct for the spring 2022 assessment.

Spring 2022 Enrollment and Rostering Key Information (3)

- Steps must be completed in the following order:
 - Step 1 Update the grade for all students on the Current Enrollment Extract
 - Step 2 Exit students who will not be assessed in spring 2022
 - Step 3 Enroll students
 - Step 4 Roster students to subjects which are assessed for that grade
 - Step 5 Remove students from rosters from subjects which are not assessed for that grade

Enrollment and Roster Update Example (1)

- Early Fall IE Window 2021
 - Student was enrolled in grade 5.
 - Student was rostered to English language arts, mathematics, and science.
- For Spring 2022 Assessment purposes
 - Student will be enrolled in grade 6.
 - Student will be rostered to English language arts, mathematics, and removed from the science roster.

Enrollment and Roster Update Example (2)

- Early Fall IE Window 2021
 - Student was enrolled in grade 7.
 - Student was rostered to English language arts and mathematics.
- For Spring 2022 Assessment purposes
 - Student will be enrolled in grade 8.
 - Student will be rostered to English language arts, mathematics, and added to science roster.

Enrollment and Roster Update Example (3)

- Early Fall IE Window 2021
 - Student was enrolled in grade 8.
 - Student was rostered to English language arts, mathematics, and science.
- For Spring 2022 Assessment purposes
 - Student is in grade 9.
 - Student will be exited from the system manually or using the test, exit, clear (TEC) upload.

Enrollment and Roster Update Example (4)

- Early Fall IE Window 2021
 - Student was enrolled as grade 11
 - Student was rostered to ELA, mathematics and science.
 - The student completed at least one testlet in ELA and science but not mathematics.
- For Spring 2022 Assessment purposes
 - Student will be enrolled in grade 12.
 - Student will be rostered to mathematics and removed from ELA and science rosters.

Enrollment and Roster Update Example (5)

- Early Fall IE Window 2021
 - Student was enrolled as grade 11
 - Student was rostered to ELA, mathematics and science.
 - The student completed at least one testlet in ELA, mathematics, and science.
- For Spring 2022 Assessment purposes
 - Student will be exited from the system manually or using the test, exit, clear (TEC) upload.

ENROLLMENT DATA

Data Management Tasks: Students



Logged in as

[Sign Out](#)

Role: Assessment Administra... ▾

Organization: DLM QC YE State ▾

Assessment Program: DLM ▾

Navigation menu with buttons: Home, **SETTINGS ▾**, MANAGE TESTS ▾, REPORTS ▾, DASHBOARD, HELP

Sub-navigation menu with buttons: **View Students**, Find Student, Add Student, Transfer Students, Exit Student, Upload Enrollment, Upload TEC

View Students: Select Criteria

STATE:* DLM QC YE State x ▾

DISTRICT:* Select ▾

SCHOOL: Select ▾

Search

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[Site Map](#)

Educator Portal: View Students

See all students in an organization allowed according to role permissions.

Home SETTINGS MANAGE TESTS REPORTS HELP

View Students Find Student Add Student Transfer Students Exit Student Upload Enrollment Upload TEC

View Students: Select Criteria

STATE:* DISTRICT:* SCHOOL:

Search

State Student Identifier	Local ID	Last Name	First Name	First Contact	PNP Profil
No records available.					

View

Page 0 of 0 10 per page No items to display

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Add a Student

Grade 3, grade 11, and any new students who will be testing for the first time in spring 2022 need to be added.

Students enrolled for the Early Fall IE assessment window do not need to be added again.

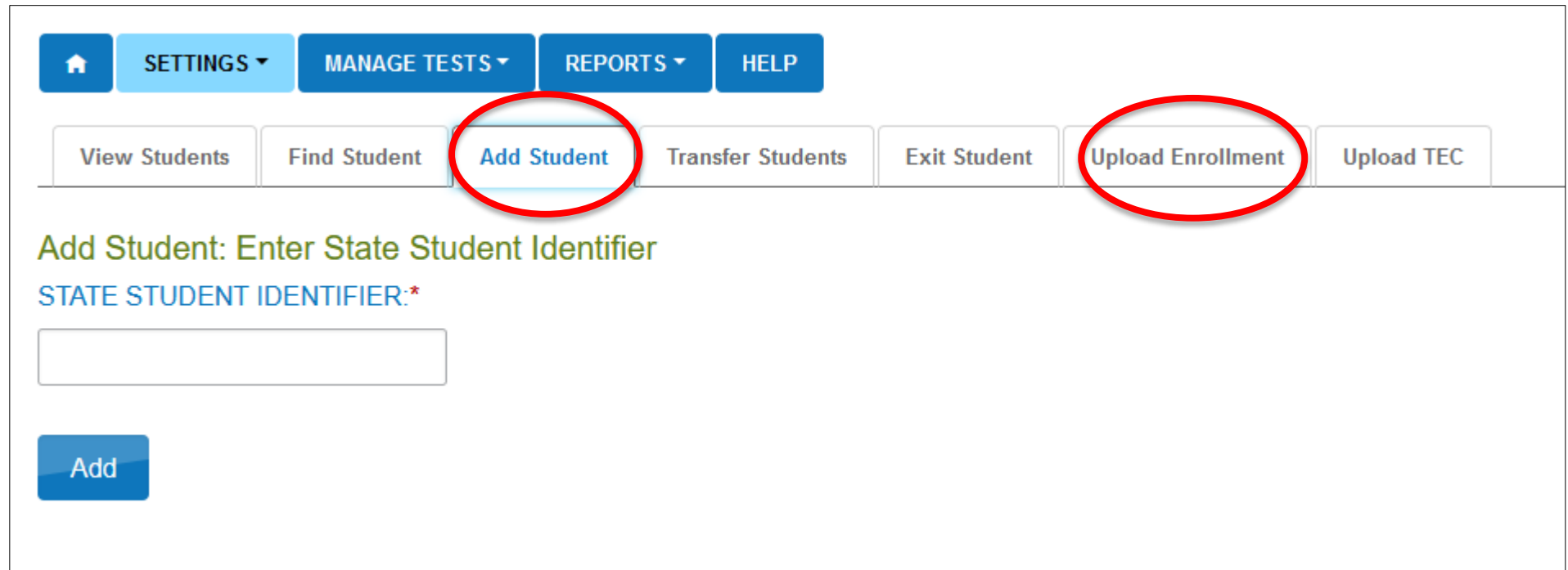
When only a few students need to be added—manually

When several students need to be added—upload template

LSSs and LEA 24 school should validate student demographics against USIS each year prior to testing.

- SASID
- first, middle, and last names
- date of birth.

Educator Portal: Adding Students



The screenshot displays the Educator Portal interface. At the top, there is a navigation bar with buttons for 'SETTINGS', 'MANAGE TESTS', 'REPORTS', and 'HELP'. Below this, a secondary menu contains buttons for 'View Students', 'Find Student', 'Add Student', 'Transfer Students', 'Exit Student', 'Upload Enrollment', and 'Upload TEC'. The 'Add Student' and 'Upload Enrollment' buttons are circled in red. Below the navigation, the 'Add Student' section is active, showing the heading 'Add Student: Enter State Student Identifier' and a form field labeled 'STATE STUDENT IDENTIFIER:*'. An 'Add' button is located below the form field.

Edit a Student

For students enrolled in the Early Fall IE window, change the students' grade-level to their grade for the 2021-2022 school year (and any other demographic information).

Common changes for students include

- school
- grade
- demographic information

Manually edit when a few students need changes.

Use the upload template when more than a few students need changes.

- The upload will only update information for students in the upload.

Grade Changes

Students enrolled for the Early Fall IE assessment window will need their grade changed to the current grade level for 2021-2022.

A student's grade can be changed through an enrollment upload or using the Find Student feature.

- If testing has already started during the spring window, a warning message will appear that test sessions from the previously enrolled grade will be inactivated.
- Old test sessions from the previous grade will be inactivated.

For the spring assessment window, the system will ensure assignment of new testlets at the beginning of the assessment for the new grade at the correct linkage level.

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
- enrolled in grade 8 for the Early Fall IE assessment window and are no longer required to test for grade 9
- enrolled as grade 11 students for the Early Fall IE assessment window and completed testing for all required subjects
- 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.

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.

ROSTER DATA

Info to Know: Roster Students

Students in grade 3, grade 11, or any new students need to be added to rosters for required subjects.

Edit rosters for any students enrolled for the Early Fall IE assessment window for required subjects.

Rosters connect a student to a teacher in a subject area.

Districts / 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.

Data Management Tasks: Rosters



Logged in as

[Sign Out](#)

Role: Assessment Administr...

Organization: DLM QC YE State

Assessment Program: DLM

Navigation menu with buttons: Home, **SETTINGS**, MANAGE TESTS, REPORTS, DASHBOARD, HELP.

Sub-menu for Settings: View Roster, Create Roster, Upload Roster.

View Rosters: Select Criteria

STATE:* DLM QC YE State x DISTRICT:* Select SCHOOL: Select

Search

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[Site Map](#)



Roster Students

- Rosters may be created manually or with an upload.
- Students must be rostered once for each subject area.

Subject Area	Grades
ELA	3–8, and 11
Mathematics	3–8, and 11
Science	5, 8, and 11

- Consider a standard naming convention.
 - e.g., teacher’s last name, first name, subject

Rostering Students

Students can only be on one roster for a subject.

- A warning message will appear if attempting to add a student to a roster, but the student is already on a roster for the same subject.
- The student will be removed from the old roster and placed on the new roster if the process continues.

DATA EXTRACTS AND REPORTS

Extracts

Available in Educator Portal

- under the Reports tab

Based on user role








- district users = district-level extracts
- building users = building-level extracts
- teachers = student and class extracts

Provided in CSV format for extracts

Educator Portal: Extracts (1)

The screenshot displays the Kite Educator Portal interface. At the top left is the Kite logo. In the top right corner, it shows "Logged in as" followed by a blank field and a "Sign Out" link. Below this, there are fields for "Role:", "Organization:", and "Assessment Program:" (set to "DLM"). A navigation bar contains buttons for "HOME", "SETTINGS", "MANAGE TESTS", "REPORTS", and "HELP". A red arrow points to the "REPORTS" button, which has a dropdown menu open showing "DATA EXTRACTS" and "ALTERNATE ASSESSMENT". Another red arrow points to the "DATA EXTRACTS" option. On the right side, there is a "MY PROFILE" section.

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 role(s).	04/16/2020 09:30 AM		New File

Current Enrollment Extract

Provides the current enrollment information for active students in the selected organization.

Use this extract to update student grade level for spring 2022 testing.

- accountability district and school
- attendance district and school
- student name
- student grade
- student demographic information

DLM On-Demand Special Circumstance File

Used to monitor special circumstance codes applied to students in the organization

- estimated to be available by mid March 2022
- contact MSDE to have a special circumstance code applied to a student

DLM Test Monitoring Extract

Tracks completion of assessments in the spring by student and subject area

- End Of Year # Testlets Not Started
- End Of Year # Testlets Completed
- End of Year #Testlets Required

R	S	T	U	V
End of Year # Testlets Not Started	End of Year # Testlets In Progress	End of Year # Testlets Completed	End of Year # Testlets Required	Field Test # Testlets Completed

First Contact Survey File Extract

Lists information for each student in the selected organization.

- All the responses selected on the First Contact survey
- If the First Contact survey is not started, in progress, ready to submit, or submitted
- Date and name of last person who modified the First Contact survey for the student

PNP Settings Count Extract

Displays the number of students in the organization (school or district) for which a particular PNP feature has been selected.

PNP Settings Extract

Provides information for each active student in the selected organization.

- Student name, school, district, and grade
- Personal Needs Preferences Profile selections
- Date and name of last person who modified the settings

Note: If a student does not appear on the extract, no PNP Profile settings have been selected.

Roster Extract

Shows students rostered by teacher and subject.

- roster name
- teacher name
- student name and grade
- subject

Security Agreement Completion Extract

This extract lists each user and if 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.

Training Status Extract

Determines if users enrolled in Required Test Administration Training completed the training.

- username and roles
- school and district
- if the user has completed the training

A teacher cannot access testlets in the spring assessment window if the Required Test Administrator Training is not complete.

User Extract

This extract provides Educator Portal users and their role(s) in a selected organization and the user 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

Student Roster and First Contact Survey Status Extract

Extract will provide testing readiness information in one extract

- grade
- rostered subjects
- First Contact survey status and completion date

Managing Data Verification and Revisions (1)

Data cleanup is the responsibility of all users.

Teachers should verify if student data is correct and contact their data manager if they find any incorrect data.

Managing Data Verification and Revisions (2)

Data cleanup means asking the following questions:

- Is every student in the right district?
- Is every student in the right building?
- Is every student rostered to the right teacher?
- Do any students appear who will not be taking the DLM alternate assessment?
- Does the student have a valid SSID?
- Is every student enrolled in the correct grade?
- Is every student rostered to the correct subject?

SPECIAL CIRCUMSTANCE CODES

Special Circumstance Codes (1)

Special Circumstance Codes provide reasons for not assessing a student.

A Special Circumstance Code need only be added to one test session in each subject, even if more test sessions were administered in the subject.

Applying a Special Circumstance Code does not prevent further testing.

Only MSDE can enter Special Circumstance Codes. Contact Ann Herrmann for assistance.

Special Circumstance Codes (2)

Codes MD uses

- 3454 (medical waiver)
- 13813 (chronic absences)
- 13821 (cheating)
- 13836 (teacher cheating or mis-administration)
- 09999 (other)
- 0203 (student wasn't eligible for testing due to CoVID-19)

Contact the SAA when a code needs to be applied for a student.

DLM SERVICE DESK

Protect Student Data Privacy

Please do not violate the Family Education Rights and Privacy Act (FERPA).

In emails and live chat, do not include the student's

- name
- date of birth
- social security number

Email or live chat only the student's state identification number.

DLM Service Desk Contact Information

Phone: 855-277-9751 (toll-free)

Email: DLM-support@ku.edu

Live Chat in Educator Portal

- testing environment issues
- test administration issues
- user account issues
- student information issues

Thank You!

- MSDE Contact Information
 - contact Ann Herrmann with DLM assessment questions
 - email: ann.herrmann@maryland.gov