



Dynamic Learning Maps (DLM) Data Management

October 23, 2017

***Data Management and
Administration Preparation***



Key Dates

- **October 2017** - Moodle training became available.
- **November 30, 2017** – Deadline for updating DLM Data Manager, Assessment Coordinator, and Superintendent accounts.
- **January 5, 2018** - NJDOE uploads student enrollment data from NJSMART into Educator Portal.
- **January 8, 2018 through February 2, 2018** - District data verification and revision window for Data Managers to review uploaded enrollment data in Educator Portal and complete student rosters for all content areas.



Key Dates continued

- **February 5, 2018 through March 2, 2018** - District window to complete Access Profile (AP) and First Contact (FC) surveys.
- **April 4, 2018 through June 1, 2018** - DLM assessment administration window.
- **June 1, 2018** - Last date for making changes to data in Educator Portal.



New Jersey Specific Guidance

Some of the guidance in this presentation will differ from the guidance offered in DLM's documentation.

New Jersey specific protocols and guidance take precedence over DLM's documentation.



District Level DLM Roles

There are three DLM district level roles that **must be assigned by each district's Chief School Administrator (CSA)**:

Assessment Coordinator, Data Manager, and Technology Representative

These roles **must** be assigned to **district level administrators or specialized professionals**.

E.g., Principal, Director of Guidance, Director of Special Education, Technology Director/Coordinator, etc.

They **may not** be assigned to teachers, support staff, secretarial/clerical staff, etc.



Educator Portal Accounts

Local DLM Data Managers are responsible for managing all Educator Portal user accounts for their organization.

Individuals designated as the DLM Data Manger for their organization **MUST** access their Educator Portal account by **November 30, 2017** in order to verify/update/create accounts for the Chief School Administrator (Superintendent), DLM Assessment Coordinator, and the Technology Representative.

New accounts do not need to be created each year, as existing Educator Portal accounts remain active across assessment administrations.

All data management responsibilities must be completed in accordance with the key dates listed on slides 2-3.



Educator Portal Accounts continued

When requesting initial access to the DLM Educator Portal, the individual who is assigned as the district's DLM Data Manager will email the **completed** DLM User Upload Template to the NJ State Data Manager (gilbert.gonzalez@doe.state.nj.us) requesting that a new DLM Data Manager account be established for their district.

The email message must meet **all** of the following criteria in order to be processed:

- *Completed User Upload Template containing the information for **ONLY** the Data Manager must be attached*
- *Chief School Administrator must be copied on the email (**request will not be processed otherwise**)*

The State Office of Assessments establishes a district level account for the DLM Data Manager and assigns the District Test Coordinator (**DTC**) user role.



DLM Educator Portal Accounts continued

After a new Educator Portal account is created, it must be activated by the user. DLM will send an email containing instructions and an account activation link to the email address that was associated with the new account.

During the account activation process, users will select a new password for their account.

In the event that a user forgets their password, the Educator Portal login screen contains a link to request a new password.



Assessment Coordinator Accounts

The district DLM Data Manager must create an account for the DLM Assessment Coordinator (AC) with the Educator Portal user role of District User (**DUS**)

After the AC activates their new “District User” account, the Data Manager must submit a request to assign the District Test Coordinator (**DTC**) role to the AC’s *primary role* by contacting the DLM Support Helpdesk (dlm-support@ku.edu) via email and **copying the NJ State Data Manager** (gilbert.gonzalez@doe.state.nj.us).

DLM support will not process the request unless the NJ State Data Manager is copied on the email.



Assessment Coordinator Accounts continued

The email request to DLM and the NJ State Data Manager must include the following:

Email Subject:

DTC Role Conversion Request – (insert your district name and CDS code)

Email Body:

As the DLM Data Manager for my district, I am requesting that the following user be converted from a District User to a District Test Coordinator (DTC) in Educator Portal:

- List the name of individual and indicate DLM Assessment Coordinator
- Include the individual's email address
- Include the individual's Educator Identifier number (SMID)



Chief School Administrator Accounts

The district DLM Data Manager is responsible for creating an account for their district's Chief School Administrator (CSA) and assigning the Educator Portal role of District Superintendent (**SUP**).

The designation of the District Superintendent role will be used to determine who has access to the DLM aggregate score reports when they become available. Only active user accounts will be used for this designation. Therefore, it is important that the account be activated as soon as the user receives the activation email.

There is no need to communicate with the NJ State Data Manager or DLM support when managing this account. CSA accounts must be created or updated by November 30, 2017.



Building (School) Test Coordinator Accounts

The DLM Data Manager must create accounts for all building level test coordinators and assign the Educator Portal role of Building Test Coordinator (**BTC**).

There is no need to communicate with the NJ State Data Manager or DLM support when managing this account.



Technology Representative Accounts

The district DLM Data Manager must also create an account for their district's Technology Representative and assign the Educator Portal role of District User (**DUS**).

There is no need to communicate with the NJ State Data Manager or DLM support when managing this account.



Test Administrator/Proctor Accounts

District DLM Data Managers must create accounts for each individual serving as a Test Administrator (**TEA**) or Test Proctor (**PRO**) with the appropriate role assigned.

Further information regarding Educator Portal roles can be found on page 16 of the [DLM Data Management Manual](#).



Data Manager Reassignment

In the event that the DLM Data Manger role needs to be reassigned to a new individual, the current or new Data Manager will complete a new DLM User Upload Template and send it to the NJ State Data Manager via email.

The email message must meet all of the following criteria in order to be processed

- *Completed DLM User Upload Template containing the information for ONLY the newly assigned Data Manager must be attached*
- *Chief School Administrator must be copied on the email (**request will not be processed otherwise**)*

Once the new Data manager has access to Educator Portal, they must inactivate the account for the previous Data Manger.



Assessment Coordinator Reassignment

In order to reassign the DLM Assessment Coordinator role, the district DLM Data Manager must create an account for the newly assigned DLM Assessment Coordinator using the following process:

- Inactivate the prior Assessment Coordinator's account if the individual is no longer with the district or associated with the DLM assessment administration.
 - If the outgoing Assessment Coordinator needs to remain active in Educator Portal, the account must be reassigned to the District User (**DUS**) role or a building level user role.
- Follow the process for creating a new Assessment Coordinator account as outlined in [slide # 9](#).



DLM User Upload Template

The DLM User Upload Template referenced in previous slides must be completed in accordance with the guidance provided in the [DLM Data Management Manual](#).

The template includes the following fields:

Legal_First_Name:

This field should contain the legal first name of the user.

Legal_Last_Name:

This field should contain the legal last name of the user.



DLM User Upload Template

Educator_Identifier:

This field should contain the NJSMART SMID number of the user.

****NOTE*** - Only private school staff members without SMID numbers will use their email address as their educator identifier.*

Email:

This field should contain the school district issued email address of the user (personal accounts such as Gmail, Yahoo, etc. are not acceptable).



DLM User Upload Template continued

Organization:

For district level accounts, this field should contain your county and district code without hyphens or spaces (E.g. 224444).

For school level accounts, this field should contain your district's full 9 digit CDS code without hyphens or spaces (E.g. 224444333).

Organization_Level:

This field should contain a valid organization level code as explained on page 28 of the DLM Data Management Manual.



DLM User Upload Template continued

Primary_Role:

This field should contain a valid user role code as listed on page 30 of the DLM Data Management Manual.

Secondary_Role:

This field may contain a valid user role code as listed on page 30 of the DLM Data Management Manual (This field is not necessary for DLM Assessment Coordinator or Data Manager accounts unless that individual is also being assigned the “District Superintendent” role).

Primary_Assessment_Program:

DLM will always be the value entered for this field.



Preparing the DLM User Upload Template

When working with files containing data with leading zeros, it may be necessary to use the “format cells” menu in Microsoft Excel to change the cell formatting in order to maintain the leading zero in certain values.

For example, a public school in Atlantic County has a CDS code that begins with a zero (01-xxxx), which will be entered into the organization field in the User Upload Template.

Opening a .csv file in Excel after it has initially been saved will result in all leading zeros being dropped in the data values. This will result in errors when the file is loaded into the DLM Educator Portal.

To save a .csv file in Excel, use the “save as” menu and select CSV (comma delimited) as the file type. Do not open the .csv file after saving it.



Uploading Users to Educator Portal

Specific instructions for loading a DLM User Upload Template into the Educator Portal can be found on page 30 of the [DLM Data Management Manual](#).

Districts can upload all users into Educator Portal using the User Upload Template except for the District Data Manager, which must be uploaded by the NJ State Data Manager.



Enrollment Verification

Districts are required to submit student enrollment data to NJDOE via the NJSMART State Assessment Registration submission by December 1, 2017.

NJDOE will process the data received via NJSMART and uploaded student enrollment data into the DLM Educator Portal on behalf of districts on January 5, 2018.

In “sending/receiving” situations, the sending district will provide the student enrollment data for receiving districts via their NJSMART data submission.

Districts will have an opportunity to review and modify the uploaded data directly in Educator Portal during the data verification and revision window that runs from **January 8, 2018 through February 2, 2018.**



Data Verification and Revision

During the data verification process, districts must **review** the student enrollment data that NJDOE uploaded into the DLM Educator Portal and **confirm** the accuracy of the data in the following fields, making corrections when necessary. **Errors in these fields will negatively impact district/school accountability as it relates to participation and performance rates:**

AYP_School_Identifier field - contains the correct full 9-digit CDS code that represents the student's "accountable" school (E.g. 224444333).

Attendance_District_Identifier field - contains the correct 6-digit county and district code that represents the student's "attending" district (E.g. 224444).

Attendance_School_Program_Identifier field - contains the correct full 9-digit CDS code that represents the students "attending" school (E.g. 224444333).

Any missing or incorrect data in the fields listed above MUST be corrected by the district's DLM Data Manager. For further guidance, reference pages 64-72 and 106-110 of the DLM Data Management Manual.



Data Verification and Revision

Out-of-District Placements (OOD)

Special attention must be given to the accuracy of the following fields:

AYP_School_Identifier

Attendance_District_Identifier

Attendance_School_Program_Identifier

Students who are sent to out-of-district (OOD) placements must have the CDS code for the district/school that sends the student to an OOD placement listed in the AYP_School_Identifier field (the sending or “accountable” district/school).

The CDS code for the out-of-district placement that receives the student and administers the DLM assessment must be listed in the Attendance_District_Identifier, and Attendance_School_Program_Identifier fields (the receiving or “attending” district and school).



Data Verification and Revision

Intra-District Out-of-Residence Placements (ORP)

Students who attend another school within his/her district due to program services not being available in their “neighborhood” school are considered to be intra-district out-of-residence placements. These students must have the CDS code for their “neighborhood” (accountable) district/school listed in the AYP School Identifier field.

The CDS code for the receiving school within the student’s district must be listed in the following fields:

Attendance District Identifier

Attendance School Program Identifier



Data Verification and Revision

Missing CDS Codes

Students who do not have a valid CDS code submitted in either of the following fields will not be uploaded into the DLM Educator Portal when NJDOE completes the transfer of data from the NJSMART State Assessment Registration Submission:

Attendance_District_Identifier

Attendance_School_Program_Identifier

Any students who were not included in NJDOE's initial upload to the DLM Educator Portal MUST be uploaded by the district that will test the student. **For further guidance, reference page 51 of the DLM Data Management Manual.**



Data Verification and Revision

Hispanic Ethnicity and Comprehensive Race

When a student enrollment record contains a value of Yes in the **Hispanic_Ethnicity** field, a value must be entered for **Comprehensive_Race**.

Records that do not contain a comprehensive race value will be defaulted to 1 (White) when uploaded to Educator Portal.

Districts must verify the data in these two fields and make corrections as necessary in order to ensure the accuracy of this data.



Uploading Students After the NJDOE Upload

If your district did not meet the deadline to participate in the NJSMART State Assessment Registration Submission, you are updating a large quantity of student enrollments after participating in the NJSMART submission, or students are missing, you must upload your data directly into the DLM Educator Portal during the data verification and revision window, which runs from **January 8, 2018** through **February 2, 2018**.

The DLM Enrollment Upload Template must be completed in accordance with the guidance provided in the [DLM Data Management Manual](#). **Pages 51 through 60** provide step by step instructions and outline the format and definition of each field in the file.



Identifying Dual Enrollments

New Jersey does not permit dual student enrollments in Educator Portal. If dual enrollments exist for some students after NJDOE completes the upload of data obtained from the NJSMART State Assessment Registration Submission (SARS), the situation must be corrected.

Dual enrollments occur when an enrollment record is submitted to the NJSMART SARS by a “sending” school district and also manually entered into the DLM Educator Portal by a “receiving” school district.

Such dual enrollments must be identified during the data verification and revision process by looking for student records with more than one value separated by a comma displayed in the following fields:

- **Current School Year** (E.g. 2018,2018)
- **District ID** (E.g. 224444,442222)
- **School ID** (E.g. 224444060,442222060)
- **Grade** (E.g. Grade 3,Grade 3)



Correcting Dual Student Enrollments

Dual enrollments must be corrected by the district that will not be testing the student. This district must remove the student from their district's enrollment records in Educator Portal using **exit code 18** (student data claimed in error/never attended).

Additional guidance for completing this process can be found on page 76 of the [DLM Data Management Manual](#).



Removing Students from Educator Portal

In the event that a student was claimed in error, or otherwise needs to be removed from the DLM Educator Portal, directions for removing a student can be found on page 76 of the [DLM Data Management Manual](#).

When completing the process for removing a student from the DLM Educator Portal, an exit code must be entered in order to process the removal of the student record from the system.



Exit Codes

The following list represents the most common use cases for exit codes:

Code 2 – *Transferred to a different public school district in the same state*

Code 6 – *Home schooled (teacher is not paid using public school funds)*

Code 14 – *Student discontinued schooling*

Code 16 – *Student moved out of state*

Code 17 – *Unknown (Contact the NJ State Data Manager for guidance)*

Code 18 – *Student claimed in error / student never attended the district*

Code 30 – *Student does not meet eligibility criteria for DLM (including grade level ineligibility)*

For all other exit scenarios, contact the NJ State Data Manger for guidance



Exit Codes vs. Void Codes

Exit codes are used when a student is no longer required to be accounted for in the DLM Educator Portal.

Example: A student that does not meet the eligibility criteria for the alternate assessment is enrolled into the Educator Portal. In this situation, the student enrollment record should be removed from the Educator Portal using an exit code.

Void codes are used when a student who is required to be accounted for in the DLM Educator Portal can not participate in the assessment. This also includes testing refusals.

Example: A student is enrolled in the Educator Portal, but is on sick leave all year and does not receive instruction. In this situation, the student enrollment and roster records must remain in the Educator Portal and a void code would be assigned to the assessment record.



Producing Student Rosters

Content area specific student rosters for **ELA, Math, AND Science** must be completed by **February 2, 2018** in accordance with the guidance provided in the [DLM Data Management Manual](#).

Rosters can be created manually via the DLM Educator Portal web interface or by uploading a completed Roster Upload Template file.

Pages 92 through 106 of the Data Management Manual provide step by step instructions for both methods. Roster file field definitions are also provided for reference.



Special Note Regarding Science Rosters

The 2017 NJSMART State Assessment Registration Submission (SARS) collects information regarding students participating in the DLM ELA and mathematics assessments. There is no test code for science in this year's data collection.

Students that are uploaded to the NJSMART SARS and indicated as participating in the DLM ELA and/or mathematics assessment will be enrolled into the DLM Educator Portal when NJDOE completes the initial upload of students on January 5, 2018. Of those students, any that are eligible to participate in the DLM science assessment must be added to a science roster.

Any student that does not appear in the system when attempting to create a roster must be manually enrolled directly into Educator Portal. **This process is only to be completed by the district/school that will be testing the student.**



First Contact Surveys

The First Contact survey (FC) must be completed by the student's teacher within Educator Portal between **February 5, 2018** and **March 2, 2018** in accordance with the guidance provided in the [DLM Educator Portal User Guide](#).

The student's teacher cannot complete the survey until he/she is associated with the student in Educator Portal via a completed roster.

Pages 42 through 50 of the Educator Portal User Guide outline the steps for completing the FC.



Access Profile Surveys

The Access Profile (AP) must be completed by the student's teacher within Educator Portal between **February 5, 2018** and **March 2, 2018** in accordance with the guidance provided in the [DLM Educator Portal User Guide](#).

The student's teacher cannot complete the survey until he/she is associated with the student in Educator Portal via a completed roster.

Pages 31 through 42 of the Educator Portal User Guide outline the steps for completing the AP.



Important Resources

- ✓ [2017-2018 DLM Data Management Manual](#) (8/1/17 revision)
- ✓ [Educator Portal User Guide](#) (8/1/17 revision)
- ✓ [Guide to DLM Required Test Administrator Training](#) (8/1/17 revision)
- ✓ [NJ DLM Assessment Coordinator Training Module](#) (10/10/17 revision)

Dates listed above are current as of the publication of this document. Check the NJ DLM webpage periodically for new manual revisions and additional training presentations.



Contacting DLM

Only Data Managers my contact DLM regarding data management

DLM Technical Support

1-855-277-9751

DLM-support@ku.edu

7:00am – 6:00pm CST, M-F

Additional documentation and CSV templates can be accessed via the New Jersey DLM Website: <http://www.dynamiclearningmaps.org/newjersey>

Please be sure to check back frequently for updated information.



Upcoming Training Module Topics

The following topics will be covered in the next DLM data management training module, which is expected to be released in April:

- *Managing student moves and transfers*
- *Special circumstance codes (void for illness, etc.)*



Contacting NJDOE

Only the DLM Assessment Coordinator, Data Manager, Technology Representative, or Superintendent may contact the Office of Assessments regarding DLM related matters.

For questions regarding technology specifications, data management responsibilities, Educator Portal, KITE Client, etc., contact:

Gilbert Gonzalez, NJ State Data Manager

609-376-3464

Gilbert.Gonzalez@doe.state.nj.us



Contacting NJDOE

Assessment Coordinators with questions regarding test design, training, accessibility features, scheduling, test administration, etc., contact:

Elizabeth Celentano, NJ DLM Assessment Coordinator

609-376-3461

Elizabeth.Celentano@doe.state.nj.us



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DEPARTMENT OF
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