

# Dynamic Learning Maps (DLM) Data Manager Training Module

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## Data Management and Administration Preparation

New Jersey Department of Education  
Division of Academics and Performance  
Office of Assessments



# Key Dates - 2019

Date	Activity
<b>January 4</b>	The New Jersey Department of Education (NJDOE) uploaded student enrollment data from NJ SMART into Educator Portal
<b>January 7-February 25</b>	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
<b>February 4-March 1</b>	District window to complete Personal Needs and Preferences (PNP) Profile and First Contact (FC) surveys
<b>April 3-May 24</b>	DLM assessment administration window
<b>May 31</b>	Last date for making changes to data in Educator Portal



# New Jersey Specific Guidance

Some of the guidance in this training module is specific to New Jersey and may differ from DLM's documentation.

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



# Roles and Responsibilities

- There are three types of DLM district-level roles:
  - Assessment Coordinator
  - Technology Representative
  - Data Manager
- The Chief School Administrator must assign district administrators or specialized professionals to the three DLM district-level roles.
  - For example, Principals, Director of Guidance, Director of Special Education, Information (IT) Specialist, etc.
- These roles may not be assigned to teachers, support staff, non-professional staff, etc.



# Educator Portal Accounts

- Data Managers are responsible for managing all DLM Educator Portal user accounts for their organization.
- All data management responsibilities must be completed in accordance with the DLM Key Dates (listed on Slide 2).
- New Educator Portal accounts do not need to be created each year, as existing Educator Portal accounts remain active across assessment administrations.
- Existing Education Portal accounts that are no longer necessary must be inactivated by the DLM Data Manager on a regular basis.
- Only the DLM Data Manager and Assessment Coordinator are permitted to be assigned the District Test Coordinator role in Education Portal.



# Educator Portal Accounts, Continued

- All new DLM Educator Portal accounts must be activated after they are created.
- DLM will send an email containing instructions and an account activation link to the email address associated with each new account.
- An account status of “pending” indicates that an Educator Portal account was not activated after it was created. Instructions for resending the account activation email can be found in the [DLM Data Management Manual](#) on pages 49-50.
- Users will select a password for their account during the activation process.
- The Educator Portal login screen contains a link to request a new password in the event that a user forgets their password.



# DLM Data Managers

To request initial access to the DLM Educator Portal, the district's designated DLM Data Manager will complete the DLM User Upload Template, assigning themselves the District Test Coordinator (DTC) role, and email the completed template to [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov).

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

- Completed User Upload Template containing the information for the Data Manager must be attached (no other users should be included in this template)
- Chief School Administrator must be copied on the email

If all of the criteria are addressed, the NJDOE Office of Assessments will establish a district-level account for the DLM Data Manager.



# DLM Assessment Coordinators

The district DLM Data Manager must create an account for the DLM Assessment Coordinator with the primary user role of District User (DUS) temporarily assigned.

- After the DLM Assessment Coordinator activates their new account, the Data Manager must submit a request to replace the temporarily assigned DUS role with the DTC role by contacting the DLM Support Helpdesk [dlm-support@ku.edu](mailto:dlm-support@ku.edu) via email **and** copy [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov).
- DLM support will not process the request unless the [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov) is copied on the email.





# DLM Assessment Coordinators, Continued

The email request to the [DLM Support Helpdesk](#) and [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov) 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 their role as DLM Assessment Coordinator.
  - Include the individual's email address.
  - Include the individual's Educator Identifier number as listed in Educator Portal.



# Chief School Administrators

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).

- Individual and Bundled DLM score reports are accessible online in Educator Portal by users with the District Superintendent (SUP) and District Test Coordinator (DTC) roles. Therefore, it is important that the account be activated as soon as the user receives the activation email.
- Additional instructions regarding how to access reports in Educator Portal can be found in [DLM Educator Portal User Guide](#) on pages 74-76.



# Additional Educator Portal Accounts

The district DLM Data Manager must also create accounts for the following individuals supporting the administration of the DLM assessment:

- **District Technology Representative:** Assigned the District User (DUS) role in Educator Portal
- **Building Test Coordinator:** Assigned the Building Test Coordinator (BTC) role in Educator Portal
- **Building User:** Assigned the Building User (BUS) role in Educator Portal
- **Test Administrator:** Assigned the Teacher (TEA) role in Educator Portal (users assigned as TEA may not be assigned any other roles in the system)
- **Test Proctor:** Assigned the Proctor (PRO) role in Educator Portal

Additional information regarding Educator Portal roles can be found in the [DLM Data Management Manual](#) on pages 17-26.



# DLM Data Manager Reassignment

In the event that the responsibilities of the DLM Data Manger need to be reassigned to someone else, the new Data Manager will complete the DLM User Upload Template, assigning themselves the District Test Coordinator (DTC) role and email the completed template to [assessment@doe.nj.gov](mailto:assessment@doe.nj.gov).

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

- Completed User Upload Template containing the information for the Data Manager must be attached (no other users should be included in this template).
- Chief School Administrator must be copied on the email.

If the above conditions are met, the NJDOE Office of Assessments will establish an account for the DLM Data Manager. Once the new Data manager has access to Educator Portal, they must inactivate the Educator Portal account assigned to the previous Data Manger.



# DLM Assessment Coordinator Reassignment

In the event that the responsibilities of the DLM Assessment Coordinator role need to be assigned to someone else, the district DLM Data Manager must create an account for the newly assigned DLM Assessment Coordinator using the following process:

- Inactivate the previous DLM Assessment Coordinator's account.
- Follow the process for creating a new Assessment Coordinator account as outlined on slides 8-9 of this presentation.

**Note:** If the previous DLM Assessment Coordinator will be participating in the administration of the DLM assessment in another capacity, the account may be left active, but the primary role assigned to their account must be changed to a role other than District Test Coordinator (DTC).



# DLM User Upload Template

Instructions for uploading the DLM User Upload Template to Educator Portal are provided in the [DLM Data Management Manual](#). The guidance provided in the following slides addresses several frequently asked questions for those completing the template for the first time:

## **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, Part 2

## Educator\_Identifier

- This field should contain the NJ SMART Staff Member Identifier (SMID) number associated with the user.
- 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 permitted)**.



# DLM User Upload Template, Part 3

## Organization

- For district level accounts, this field must contain the county and district code without hyphens or spaces (e.g. 224444).
- For school level accounts, this field must contain the full 9 digit CDS code without hyphens or spaces (e.g. 224444333).

## Organization\_Level

- This field should contain a value of DT for district level accounts or SCH for school/building level accounts.





# DLM User Upload Template, Part 4

## **Primary\_Role**

- This field should contain a valid user role code as listed on pages 21-26 of the DLM Data Management Manual.

## **Secondary\_Role**

- This field may contain a valid user role code as listed on page 21-26 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 and Uploading the DLM User Upload Template

When working with comma separated values (.csv) files containing data values that begin with a zero (known as a “leading zero”), it may be necessary to use the “format cells” menu in Microsoft Excel to maintain the leading zero in certain values.

- Opening a .csv file in Excel after it has been saved will result in all leading zeros being dropped in the data values, which will result in errors when the file is loaded into the DLM Educator Portal.
- To prevent this, do not open the .csv file after saving it.

Detailed examples and guidance for working with .csv files and uploading the DLM User Upload Template into the DLM Educator Portal can be found on pages 27-38 of the [DLM Data Management Manual](#).

**Note:** 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 State DLM Assessment Coordinator.



# Enrollment Verification

- Sending (accountable) school districts were required to submit student enrollment data to NJDOE via the NJSMART State Assessment Registration submission by **December 3, 2018**.
- NJDOE processed the data received via NJSMART and uploaded student enrollment data into the DLM Educator Portal on behalf of districts on **January 4, 2019**.
- Districts have the opportunity to review and modify the uploaded data directly in Educator Portal during the data verification and revision window from **January 7 through February 25, 2019**.
- In “sending/receiving” situations, the sending district will provide the student enrollment data for receiving districts/schools via their NJ SMART data submission.



# Data Verification and Revision

During the data verification process, districts must review the student enrollment data that NJDOE uploaded into the DLM Educator Portal from NJ SMART and confirm the accuracy of the data in the following fields, making corrections when necessary:

- **Accountability\_District\_Identifier** - must contain the correct 6-digit county and district code that represents the student's "accountable" district (e.g. 224444).
- **Accountability\_School\_Identifier** - must contain the correct full 9-digit County District School (CDS) code that represents the student's "accountable" school (e.g. 224444333).
- **Attendance\_District\_Identifier** - must contain the correct 6-digit county and district code that represents the student's "attending" district (e.g. 224444).
- **Attendance\_School\_Program\_Identifier** - must contain the correct full 9-digit CDS code that represents the students "attending" school (e.g. 224444333).

**Errors in these fields will negatively impact district/school accountability. Any missing or incorrect data must be corrected by the district's DLM Data Manager.**

# Out-of-District (OOD) Placements

- Students who attend another district/school outside of his or her accountable school district due to program services not being available at the school they would normally attend are considered to be out-of-district placements.
- The CDS code assigned to the district/school that **sends** the student to an OOD placement must be listed in the following fields:
  - **Accountability\_District\_Identifier**
  - **Accountability\_School\_Identifier**
- The CDS code assigned to the OOD placement district/school that **receives** the student and administers the DLM assessment must be listed in the following fields:
  - **Attendance\_District\_Identifier**
  - **Attendance\_School\_Program\_Identifier**



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

- Students who attend another school within his or her school district due to program services not being available at the school they would normally attend (the student's resident school) are considered to be intra-district out-of-residence placements.
- The CDS code assigned to the student's resident school must be listed in the following fields:
  - **Accountability\_District\_Identifier**
  - **Accountability\_School\_Identifier**
- The CDS code assigned to the school the student attends within his or her own district as an intra-district out-of-residence placement must be listed in the following fields:
  - **Attendance\_District\_Identifier**
  - **Attendance\_School\_Program\_Identifier**



# 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 NJ SMART 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.



# 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**.

Please note:

- Records that do not contain a comprehensive race value are defaulted to 1 (White) when uploaded to Educator Portal.
- Districts must verify the values submitted in these two fields and make corrections as necessary in order to ensure the accuracy of this data.





# Managing Student Enrollments After NJDOE Uploads Data from NJ SMART

Student enrollment data must be uploaded directly into the DLM Educator Portal during the data verification and revision window, which runs from **January 7** through **February 25, 2019** by districts/school that:

- Did not meet the deadline to participate in the NJ SMART State Assessment Registration Submission
- Are updating a large quantity of student enrollments after participating in the NJ SMART State Assessment Registration submission
- Have identified that specific student records were not enrolled in Educator Portal or need to be updated

In addition to providing step-by-step instructions, pages 57-87 of the [DLM Data Management Manual](#) outline the format and definition of each required field.



# 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 NJ SMART State Assessment Registration Submission (SARS), the situation must be corrected.

- Dual enrollments occur when an enrollment record is submitted to the NJ SMART 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)



# Removing Students from Educator Portal/Correcting Dual Enrollments

In the event that a student was claimed in error, submitted as a dual enrollment, or otherwise needs to be removed from the DLM Educator Portal, directions for completing the process to exit the student from the system can be found on pages 87-96 of the [DLM Data Management Manual](#).

- When completing the exit process, an exit code must be entered in order to remove the student record from Educator Portal.
- Dual enrollments must be corrected by the district that will not be testing the student by completing the exit process using **exit code 18** (student data claimed in error/never attended).



# Exit vs. Special Circumstance 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.**

**Special Circumstance 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 medical 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 Special Circumstance Code would be assigned to the assessment record.**

**Note:** Guidance regarding the use of Special Circumstance Codes will be provided in a separate training module closer to the start of the assessment administration window.



# Exit Codes

New Jersey approved 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 11** – *Extended illness prevented student from receiving instruction and participating in the assessment*

**Code 14** – *Student discontinued schooling*

**Code 16** – *Student moved out of state*

**Code 17** – *Unknown (**Contact the State DLM Assessment Coordinator**)*

**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 State DLM Assessment Coordinator for guidance.**



# Producing Student Rosters

- Content area specific rosters for students participating in the DLM ELA, Math, and Science assessments must be completed by **February 25, 2019**.
- Teacher-specific rosters can be created manually via the DLM Educator Portal web interface or by uploading a completed Roster Upload Template file.
- Pages 106-121 of the [DLM 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 2019 NJ SMART 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 data collection.
- Student records that were uploaded to the NJ SMART SARS and indicated as participating in the DLM assessments were enrolled into the DLM Educator Portal when NJDOE completed the initial upload of students on **January 4, 2019**.
- Of those students, any that are eligible to participate in the DLM science assessment must be added to a science roster when rosters are created for ELA and mathematics assessments.
- Any student that does not appear in the system when attempting to create a roster must be enrolled directly into Educator Portal. This process is only to be completed by the district/school that will be **testing** the student.



# Personal Needs and Preferences Profiles and First Contact Surveys

The Personal Needs and Preferences (PNP) Profile and First Contact (FC) Survey must be completed by the student's teacher within Educator Portal by **March 1, 2019**.

- Step-by-step guidance for completing the PNP Profile and FC Survey is provided in pages 27-50 of the [DLM Educator Portal User Guide](#).

**Note:** Teachers cannot complete PNP Profiles or FC Surveys for their students until he/she is associated with the students in Educator Portal via a completed roster.



# Important Resources



[2018-19 DLM Data Management Manual](#)



[Educator Portal User Guide](#)



[Guide to DLM Required Test Administrator Training](#)



DLM Assessment Coordinator Training Module  
([NJ DLM homepage](#))

# DLM Contact Information

**DLM Technical Support** is available at:

Phone: 1-855-277-9751 (toll free)

Email [DLM-support@ku.edu](mailto:DLM-support@ku.edu)

Additional documentation and CSV templates can be accessed via the [New Jersey DLM Website](#).

*Please check back frequently for updated information.*



# For More Information

**If you have questions or need more information, contact:**

Office of Assessments  
[assessment@doe.nj.gov](mailto:assessment@doe.nj.gov)

**Note:** The DLM Assessment Coordinator, Data Manager, Technology Representative and Superintendent are the only individuals authorized to contact the Office of Assessments regarding the administration of the DLM assessment.



# Thank You!

[New Jersey Department of Education Website](https://www.state.nj.us/education/)

<https://www.state.nj.us/education/>

Questions or comments?

[assessment@doe.nj.gov](mailto:assessment@doe.nj.gov)



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