

Getting to Know Dynamic Learning Maps® (DLM®) Assessment Coordinator Training

Module Two Data Management
Pennsylvania
Fall 2020

© 2020 Center for Accessible Teaching, Learning, and Assessment Systems (ATLAS)



PA Training Guidance: Participation Verification and Act 48 Credit

- Getting to Know DLM for District Test Coordinators is a required training.
- For verification, all participants must:
 - Register in the PaTTAN Courseware system prior to viewing modules. Act 48 credit is available.
 - Use the link at the end of each module and enter the code provided and answer all survey questions.
 - Act 48 credit will be awarded after the training window closes on December 31st.



Agenda: Module Two

- data management responsibilities
- available resources
- State Organizational Table
- users
- enrollment
- rosters
- uploads
- extracts



DATA MANAGERS



Data Management Responsibilities

To gather, edit, and upload data in Kite Educator Portal (EP) for

- users: educators, test administrators, staff
- enrollment: students
- rosters: assigning students to educators



Data Management Resources on the DLM Webpage

- Manuals
 - Data Management Manual
 - Educator Portal User Guide
- Templates
 - State Organizational Table
 - Upload Templates



Data Management Resources Continued

- District Staff Training Resources: Helplets

- ▶ 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



Data Management in Educator Portal

dynamiclearningmaps.org

footer of every page of the site

CONTACT US

- [Contact Us](#)
- [Facebook](#)
- [Twitter](#)

ACCESS

- [Dynamic Learning Maps](#)
- [Educator Portal login](#)
- SEA login

OTHER ATLAS SITES

- ATLAS KU • SAP • EAM
- SE-SEGE • LSMART • SWIM

SERVICE DESK

- 1.855.377.9751
- DLM-support@lms.edu
- Current hours: 7:00 a.m. - 5:00 p.m. CDT, M-F



Educator Portal Sign In



STATE ORGANIZATIONAL TABLE



Organization Table Structure

A. School Name	B. School Number	C. District Name	D. District Number
Name of the school associated with the number in column B.	Matches Organization in User file. Matches Attendance_School_Program_Identifier in Enrollment, Roster, and TEC files. Matches AYP_School_Identifier in Enrollment file.	Name of the district that the school is assigned to. Associated with the number in column D.	matches Attendance_District_Identifier in the Enrollment and Roster files.
Lincoln Elementary School	3937	Evans District	0407
Johns High School	4308	Grace District	0408

*All organizations, schools, and districts have a unique number



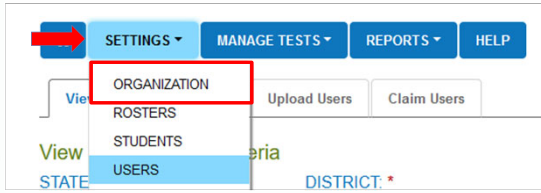
Organization Table Structure—Explained

- Data comes directly from the PA Department of Education's EDNA system
 - The district number is the AUN in EDNA
 - The school number is the School/Branch number in EDNA
 - For schools that do not have a School/Branch code, the school number will be P plus the AUN

*All organizations, schools, and districts have a unique number



Organizations in Educator Portal



13



MANAGE USER DATA

14



Roles in Educator Portal

- District Test Coordinator
- District User
- Teacher

15



Educator Portal: Info to Know—Users

- Users with the role of District Test Coordinator must be uploaded by the state and should have received a Kite activation email.
- New users, other than the DTC, may be added by the DTC manually or through a file upload.
- Educator Portal sends an activation email to the new user at their school email address with a link to create a password.
- User 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.

16



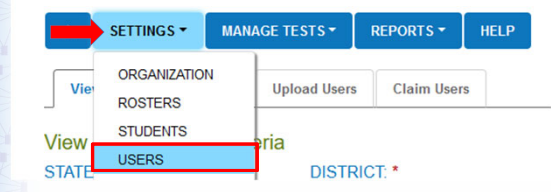
Educator Portal: Users

Level	Role	Role that can assign
District	District Test Coordinator - DTC	Uploaded by state - SAA
District	District User - DUS	DTC or SAA
Building or School	Teacher - TEA	DTC, DUS, SAA
	NOTE Teacher role must have a teacher ID – PPID	

17



Data Management Tasks - Users

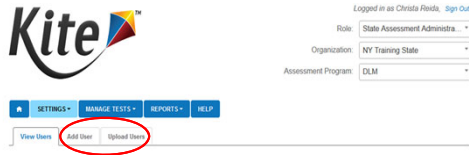


18



Educator Portal - Add Users

- When there are only a few new users to add, do so manually.
- When there are several users to add do so with an upload.



Resending the Account Activation Email to Users

- The most common reasons you would need to re-send the Kite Activation Email
 - A user did not receive the account activation email because the email was incorrect, email was sent to a spam folder, or there are firewall issues.
 - The user did not activate the account with in the first 20 days.
 - The user deleted the account activation email not knowing what it was.



20

Educator Portal - Edit Users

- Typical changes for Users:
 - Organization assignment
 - Name
 - Email address
 - Add or remove roles
- When there are only a few user accounts to edit do so manually
- When there are several users to edit use an upload
 - Upload will only update information for those users in the upload



21

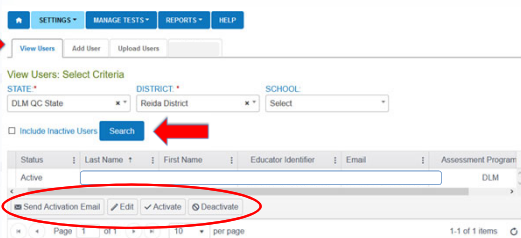
Educator Portal - Deactivate/Activate Users

- When to deactivate a user
 - User leaves district/school
 - User role no longer requires access to student data
- When to activate a user
 - User who was deactivated, needs access to student data



22

Educator Portal - View User Tasks



23

MANAGE ENROLLMENT DATA



24

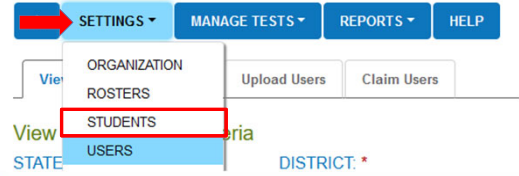
Info to Know - Students

- All students must be enrolled every school year.
- A student who has been exited from the system
 - Cannot be enrolled manually
 - Can be reactivated using Find Student
 - Can be enrolled using an upload



25

Data Management Tasks - Students



26

Enrolling Students

- PA Enrollment Window
 - Districts/schools must enroll all known alternate assessment eligible students during the enrollment window
 - Identification of eligible alternate assessment students and enrollment occur in coordination with the district's 1% Participation Threshold Justification
 - **ENROLLMENT WINDOW: October 19 - December 11, 2020**
- Districts may enroll students after December 11 if students are newly eligible for services and/or the alternate assessment and/or if students are new to the district/school.



27

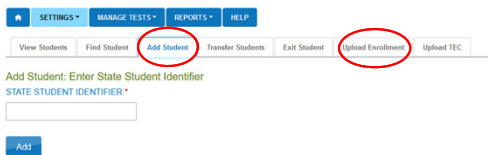
Add a Student

- PA has developed a COGNOS report within PIMS for all districts/schools that can access PIMS.
 - The COGNOS report pulls enrollment data from PIMS and allows the DTC to enter it onto the Student Enrollment Template.
- This process should be used when uploading the majority of alternate assessment eligible students.
- Manual entry should occur when only a few students need added.



28

Educator Portal - Adding Students



29

Edit a Student

- Common edits for students
 - School
 - Grade
 - Demographic information
- When only having to edit a few students, do so manually
- When having several students to edit, use a template upload
 - Upload will only update information for those students in the upload



30

Edit a Student - PA Reminders

- PA DTCs are reminded that the PA Secure ID should not under any circumstances be altered from what has been extracted from PIMS.
 - Altering the grade in the enrollment system will affect accountability.
 - The tested grade in the enrollment system must match what is in the PIMS system.
 - Changing it in the enrollment system and not changing it match in PIMS will pull the student out of accountability.
 - Changing any data in the DLM system will not overwrite what is in the PIMS system.
- PIMS data always takes precedence over testing data.

31



Educator Portal - View Students

- See all students in an Organization in which you have rights.

Find Student Feature

- Uses
 - Determine if the student is enrolled
 - Edit student information if in your organization
 - Update school and grade level
 - Enroll student that was previously enrolled
- Must enter exact State Student Identifier (a.k.a. PA Secure ID)

33



Educator Portal - Find Student

34



Exit a Student

- When must a student be exited
 - Student is leaving the state.
 - Student is leaving the district with a known/unknown destination.
 - Student is no longer taking the DLM Alternate Assessment.
 - Student is deceased.
- Exit can be done manually or using the TEC upload.

35



Educator Portal - Exit a Student

36



Transfer a Student

- A student may be transferred manually or several students may be transferred using CSV Upload Templates
- A DTC can only 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 student is transferred.



37

Educator Portal - Transfer a Student



38

Grade Changes

- A student's grade can be changed through an enrollment upload.
- A student's grade can be changed through the user interface via the Find Student feature.
 - If testing has already started, you will receive a warning message that test sessions from the previously enrolled grade will be inactivated.
 - Old test sessions from the previous grade will be inactivated.
- For Spring, the system will ensure assignment of new testlet at the beginning of the test for the new grade at the correct linkage level.



39

MANAGE ROSTER DATA



40

Info to Know - Roster Students

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



41

Data Management Tasks - Rosters



42

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
Math	3-8 and 11
Science	4, 8 and 11

- Consider a standard naming convention.



43

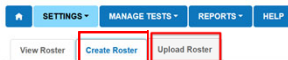
Rostering Students

- Students can only be on one roster for a subject.
 - Will receive a warning message if attempting to add a student to a roster who is already on a roster for the same subject
 - Student will be removed from the old roster and placed on the new one if process continues



44

Data Management Tasks - Rosters



45

UPLOADS



46

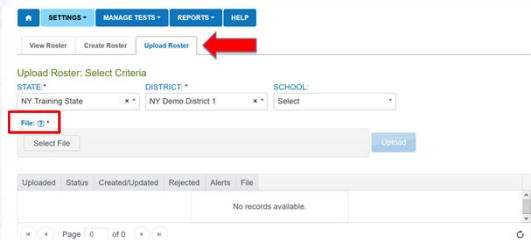
Upload Info

- Follow the instructions and use the field definitions in the Data Management Manual for the specific upload
- Remember PA has provided the following to assist DTCs:
 - the COGNOS Report available in PIMS to assist with the Student Enrollment Template
 - the user information from last year's assessment system to assist with the User Template
- Download the necessary CSV template from the PA DLM webpage or use the ? icon that appears when upload option is selected in Educator Portal



47

Upload Template Icon in Educator Portal



48

Upload Process

- The upload process is the same for a user file, enrollment file, roster file and TEC (Test, Exit, Clear) file.
- All uploaded files must have a .csv file extension.
- Uploaded files have the following differences:
 - The template used
 - The information required
- The system will provide error messages.



49

PA Timelines and Guidance

Activity	Timeline
Enrollment Window <small>*The enrollment window includes User Upload, Student Enrollment Upload, Rostering Students, Completion of First Contact Survey and Personal Needs Profile.</small>	October 19 th – December 11 th
Deadline to Complete Test Administration Training	February 19 th
Spring Assessment Window	March 8 th – May 7 th
User Upload	Timeline Guidance <ul style="list-style-type: none"> Rostering and Test Administration Training can only occur after DTCs upload of Teachers/Users/Assessors. Recommendation: the User Upload should be completed as soon as possible by the DTC using a data download from last year's PASSA Digital System to allow teachers time to complete required Test Administration Training. <small>*More information will be forthcoming from PA regarding use of data downloads.</small>
Student Enrollment Upload	<ul style="list-style-type: none"> The Student Enrollment Template should be used when enrolling multiple students. Manual entry is recommended for single student enrollment. Recommendation: The Student Enrollment Template can be populated with PIMS data through use of a COGNOS report. <small>*More information will be forthcoming from PA regarding use of PIMS/COGNOS.</small>
Rostering of Students	<ul style="list-style-type: none"> Rostering Students can only occur after User and Student Enrollment Upload. Recommendation: the Rostering of Students should be completed immediately after the User Upload. Teachers/Users/Assessors must have time to complete the First Contact Survey for each student before the opening of the last window. The PLP for each student can only occur after completion of the Rostering of Students by the DTC. Recommendation: the PLP must be completed for each student by February 22nd (two weeks before the opening of the Test Window).
Personal Learning Profile (PLP): First Contact Survey and Personal Needs Profile	<ul style="list-style-type: none"> The PLP for each student can only occur after completion of the Rostering of Students by the DTC. Recommendation: the PLP must be completed for each student by February 22nd (two weeks before the opening of the Test Window).
Data Verification	<ul style="list-style-type: none"> Data verification of individual student level data should be completed February 26th.

DATA EXTRACTS AND REPORTS



51

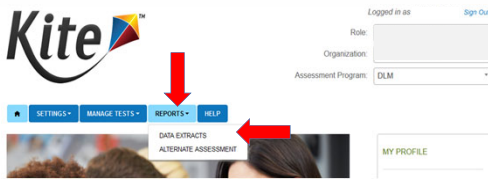
Extracts and Reports

- Available in Educator Portal
 - Under the Reports tab
- Based on user role
 - District users = district-level reports
 - Teachers = student and class reports
- Provided in CSV format for extracts



52

Educator Portal - Extracts



53

Educator Portal - Extracts

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	07/11/2019 07:35 PM		New File
DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	11/12/2019 04:25 PM		New File
First Contact Survey	Current First Contact survey settings by student.	06/11/2020 02:19 PM		New File
PNP Setting Counts	Student PNP setting counts by organization.	06/11/2020 02:19 PM		New File
PNP Settings	Personal Needs and Preferences (PNP) settings by student.	06/11/2020 02:19 PM		New File
Roster	Student assignment by educator and subject.	12/09/2019 08:49 AM		New File
Security Agreement Completion	Security Agreement status by organization.	06/11/2020 02:20 PM		New File
Training Status	List of DLM users by organization and their training completion status.	06/11/2020 02:20 PM		New File
Users	Educator Portal users and their associated roles(s).	08/17/2020 09:03 AM		New File

Current Enrollment Extract

- Current enrollment information for active students in the selected organization including
 - Accountability District and School
 - Attendance District and School
 - Student name
 - Student grade
 - Student demographic information



55

DLM Test Monitoring Extract

- Used to track completion of assessment in the spring by student and subject area
 - Column R End of Year #Testlets Not Started
 - Column T End of Year #Testlets Completed
 - Column U 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



56

First Contact Survey File Extract

- First Contact Survey information for each student in the selected organization shows
 - all completed responses
 - survey completion status (not started, in progress, ready to submit or submitted)
 - last person to have completed survey
 - date the survey was last modified



57

PNP Settings Count Extract

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



58

PNP Settings Extract

- PNP Settings - information for each active student in the selected organization includes
 - Student name, school, district and grade
 - Personal Needs Preferences selections
 - Last person to have completed survey
 - Date the survey was last modified
 - Note: If a student does not appear on the extract, no settings have been selected.



59

Roster Extract

- Roster - Students rostered by teacher and subject including
 - Roster name
 - Teacher name
 - Student name and grade
 - Subject



60

Security Agreement Completion Extract

- Security Agreement Completion - lists users and if the user has accepted or rejected the security agreement.
 - A teacher that has not accepted the terms of the security agreement will not have access to testlets in the spring window.



61

Student Roster and First Contact Survey Status Extract

- Roster and First Contact survey status by student and subject
- Provides an easy way to determine if a student is ready to test by indicating a student
 - has a submitted First Contact survey
 - is rostered to a subject



62

Training Status Extract

- Training Status Extract is used to determine if users enrolled in Required Test Administration Training have completed the training. Extract includes
 - Username and roles
 - School and district
 - Type of Training
 - If the user has completed the training
 - A teacher will not have access to testlets in the spring window if Required Test Administrator Training has not been completed.



63

User Extract

- Users Extract - Provides Educator Portal users and their role(s) in selected organization and user status:
 - Active - user has activated account
 - Pending - user is in the system but has not activated the account
 - Inactive - user rights have been removed



64

Managing Data Verification and Revisions Continued

- Data cleanup is the responsibility of all users. Ask teachers to verify student data is correct and to contact you if they find incorrect data.
- Remember that PIMS drives student data and accountability.
 - Any changes in the assessment system must match PIMS.
 - Changes in the assessment system and not in PIMS will be overwritten in the accountability system.



65

Managing Data Verification and Revisions Continued

- 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?
 - Are there any students appearing who will not be taking the DLM alternate assessment?
 - Does the student have a valid SSID/PA Secure ID?
 - Is every student enrolled in the correct grade?
 - Is every student rostered to the correct subject?
 - ELA and math grades 3 - 8 and 11
 - Science grades 4, 8 and 11



66


DLM SERVICE DESK



67

Student Data Privacy

- Do not send any Personally Identifiable Information (PII) for a student via email.
 - student name
 - social security number
 - date of birth
- This is a **federal violation** of the Family Education Rights and Privacy Act (FERPA).
- Email only student's state identification number.



68

DLM Service Desk

1-855-277-9751 (toll-free)
or
DLM-support@ku.edu


- Testing environment and test administration issues
- Data management issues involving
 - user accounts
 - student information
 - rostering
 - data uploads



69

Pennsylvania Team


NAME	ROLE	AGENCY	CONTACT
Lisa Hampe	Special Education Advisor for Alternate Assessment	Bureau of Special Education	lihampe@pa.gov
Audrey Kappel	Research and Data Analyst	Western PA School for Blind Children	kappela@wpsbc.org
Lynda Lupp	Statewide Special Education Alternate Assessment Coordinator	PA Training and Technical Assistance Network	llupp@pattan.net
Ron Logan	Office Lead for Significant Cognitive Disabilities	PaTTAN East	rlogan@pattan.net
Tara Russo	Office Lead for Significant Cognitive Disabilities	PaTTAN Central	trusso@pattann.net
Kaylee Wynkoop	Office Lead for Significant Cognitive Disabilities	PaTTAN West	kwynkoop@pattan.net



70

Questions: Alternate Assessment Directory


TOPIC	NAME	CONTACT INFORMATION
PA Alternate Assessment (PASA) and Accountability <ul style="list-style-type: none"> Assessment design Test administration and procedural requirements State assessment participation requirements for students with disabilities 	Lisa Hampe and Lynda Lupp	lihampe@pa.gov llupp@pattan.net
PASA Enrollment and Data Management <ul style="list-style-type: none"> Addition/revision of DTCs to Kite system 	Audrey Kappel	alternateassessment@pattan.net kappela@wpsbc.org
ESSA One Percent Threshold justification requirements and submission	Lisa Hampe	lihampe@pa.gov
PASA Eligibility/IEP	Lisa Hampe/Lynda Lupp	lihampe@pa.gov llupp@pattan.net
DLM Training (including registration and Act 48 requirements)	Ron Logan, Tara Russo, and Kaylee Wynkoop	rlogan@pattan.net trusso@pattan.net kwynkoop@pattan.net
DLM Resources <ul style="list-style-type: none"> Training questions DLM website resources PA TMAP publications 	Ron Logan, Tara Russo, Kylee Wynkoop	rlogan@pattan.net trusso@pattan.net kwynkoop@pattan.net
DLM Questions <ul style="list-style-type: none"> System activation emails DLM template updates System requirements and procedures including enrollment 	DLM Service Desk	1-855-277-9751 DLM-support@ku.edu Current hours: 7:00 a.m.–5:00 p.m. CDT, M-F



72

Verification of Participation and Act 48 Credit Hours

- Upon completion of this Module, go to the following survey link -
 - <https://www.surveymonkey.com/r/PA-DLM-DTC2-2020>
- Enter this code - **GTKDTC2**
- Complete all questions and submit the survey
 - The survey and code at the end of each training module is unique. The unique code must be entered and questions completed in order to verify participation. If Act 48 was requested during registration, it will be verified after the close of the training window on December 31st.



72