



Slide 1. This Getting to Know Dynamic Learning Maps<sup>®</sup> (DLM<sup>®</sup>) Training is intended for DTCs and is designed to introduce you to the DLM Assessment which is replacing the PASA. Module Two covers Data Management.

Slide 2. Participants are reminded that this is a required training. Participation is confirmed through registration in the PaTTAN Courseware System and completion of the survey via the link provided at the end of the presentation. If you are starting this training and did not register in the PaTTAN Courseware system, please stop and register prior to continuing.

Also, if Act 48 was selected during the registration process, survey completion provides the needed requirements for awarding credit. Act 48 credit will be processed and awarded for all participants at the conclusion of the training window.

Slide 3. The agenda for Module Two covers

- Data management responsibilities
- Available resources
- State Organizational Table
- Users
- Enrollment
- Rosters
- Uploads
- Extracts

Slide 4. We begin by discussing the role of the data manager. In the DLM system, the Data Manager serves an important role. Within the district, the Educator Portal role with the highest level of permissions is the District Test Coordinator or DTC. The Assessment Coordinator may also serve as the District Test Coordinator. In some schools, a separate person may serve as the Data Manager and support the Assessment Coordinator.

Slide 5. For the DLM assessment, the Assessment Coordinator may be responsible for data management responsibilities or designating a person responsible for data management. Data management tasks are completed in Kite Educator Portal, which is a secure web-based application. Data management responsibilities include gathering, editing, and uploading data in Kite Educator Portal for users, enrollment of students taking the DLM assessment, and rosters which connect students to educators for a subject. Users include educators, test administrators, and any staff who need access to student data.

Slide 6. The Pennsylvania DLM webpage has resources to guide you in completing data management tasks. The Manuals and Blueprints tab is where the Data Management and EDUCATOR PORTAL USER GUIDE are located. The DATA MANAGEMENT MANUAL includes step-by-step directions for each task along with screenshots. The EDUCATOR PORTAL USER GUIDE describes the purpose of the extracts in Educator Portal, which are used for monitoring purposes. Under the Templates tab is the State Organizational Table, which has schools and district codes that must be used when adding users and enrolling students. Here, you will also find templates for Educator Portal data uploads.

Slide 7. District Staff Training Resources are located under the Resources for Educators and District Staff tab. Helplets are short, one- to five-minute how-to videos. Many tasks described in this training also have an associated helplet available. Note: for this year, Pennsylvania District Test Coordinators do not need to utilize the "Finding Previously Enrolled Students" helplet.

Slide 8. Data management tasks are completed in Educator Portal. The link to Educator Portal is located at the footer of every page on the DLM website.

Slide 9. This is what the Educator Portal sign in page looks like for all users.

Slide 10. First, we will discuss the State Organizational Table.

Slide 11. The structure of the Organizational Table is Column A: School Name and Column B: School Number, Column C: District Name and Column D: District Number. A district in most cases has several schools listed. When adding users and enrolling and rostering students, the school number and district number from the organization table must be used.

Note: From this point forward whenever one sees the term "district," it can also mean a charter school, intermediate unit, or privately licensed, etc.

Slide 12. The organizational structure is new to Pennsylvania and the DLM Alternate Assessment System. It is important to know from where the structure came. Data comes directly from the Pennsylvania Department of Education's EDNA system. The district number is the AUN in EDNA. The school number is the school or branch number in EDNA. For schools that do not have a school or branch code, the school number will be P plus the AUN.

Slide 13. Selecting Organization under the Settings tab in Educator Portal will display all organizations within your district. This information will remain stable.

Slide 14. Users in a district should be added prior to students being enrolled and rostered. Users may be added or inactivated throughout the year.

Slide 15. The user roles most commonly used in Pennsylvania are District Test Coordinator, District User, and Teacher. The key identifier for a user in Educator Portal is the user's email address.

Within the district, the Educator Portal role with the highest level of permissions is the District Test Coordinator or DTC. The District Test Coordinator may be the Assessment Coordinator, or someone named by the Assessment Coordinator. A district may have more than one user with the role of District Test Coordinator in Educator Portal.

Slide 16. Important general information about 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.

Slide 17. Users with the role of District Test Coordinator have access to all user and student data in the district including score reports and perform data management tasks for the district. Users with the District User role may perform all data management tasks within the district except for completing a student's First Contact survey, but do not have access to score reports. Users with the Teacher role are able to view student data, complete First Contact surveys and PNP Profiles, and view testlets only for students rostered to them. Users with the Teacher role must have a teacher ID assigned. The teacher ID is the PPID and DTCs will need to enter these when adding users with the Teacher role.

Slide 18. Once signed in, select settings and then choose which category in which you wish to work: rosters, students, or users.

Slide 19. After selecting Users from the settings drop down, select Add user to add users manually or Upload Users to add users using a Users Upload template. Pennsylvania is strongly encouraging DTCs to pull users and their email addresses from last year's data when possible. Names, district numbers, and email addresses have been verified. Only add manually when necessary.

Slide 20. Resending the Kite Activation Email to users is a more common request. There are several reasons that you may need to send the activation email again. With security in place, a user's activation email may be sent to a spam folder, be blocked by a firewall, the user deleted the email thinking it was a phishing email, or the email address entered into Educator Portal was incorrect. The activation email expires 20 days after it was sent. A helpful hint is to let users know they will be receiving an email from kite-support@ku.edu and that is how to activate their Educator Portal account for the DLM alternate assessment.

Slide 21. Common reasons to edit a user account are a teacher moves from one school to another, a user has a name or email address change, or a user needs to have a role added or removed. These edits can be made manually or through an upload.

Slide 22. When a user leaves the district or changes positions and no longer needs access to student data in Educator Portal, the user's account should be deactivated. Other times, a user that was deactivated, will need to be reactivated. Both of these tasks are completed manually in Educator Portal.

Slide 23. After selecting the View Users tab, click Search. This populates a table with all users associated with the district, and, if selected, a school in the district.

Select a user located on the table to Send an Activation email, edit user information, and activate an inactive user or deactivate an active user.

Slide 24. After users have been added to the system the next step is to enroll students.

Slide 25. Important information about students: all students must be enrolled every school year. Enrollment annually means reviewing the enrollment list from the prior year and editing as needed.

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

Slide 26. To complete data management tasks for students, select settings and then choose students.

Slide 27. The Pennsylvania enrollment window is between October 19 and December 11, 2020. Districts or 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 one percent Participation Threshold Justification.

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 or school.

Slide 28. Pennsylvania has developed a COGNOS report within PIMS for all districts and schools that can access PIMS. The COGNOS report pulls enrollment data from PIMS and allows the DTC to enter it in to the Student Enrollment Template. This process should be used when uploading the majority of alternate assessment eligible students. Manual entry should only occur when a few students need added.

Slide 29. The process to add a student manually begins with entering the Student's State School Identifier, also known as the "AUN" in Pennsylvania. Enrolling students using an upload will be discussed in detail later in this presentation.

Slide 30. Common edits made for students include a change of school, grade level, or corrections to demographic data. Edits can be made manually or through a template upload in Educator Portal. A student upload does not impact students in the system that are not in the upload.

Slide 31. Pennsylvania DTCs are reminded that the PA Secure ID should not under any circumstances be altered from what has been extracted from PIMS. DTCs should also not alter the grade as this can affect accountability. The tested grade must match what is in the PIMS system. Changing it in the enrollment system and not changing it 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.

Slide 32. To view all students enrolled in your organization, click view students and search. A table will populate with all students in that organization. Select a student to make edits.

Slide 33. The Find Student Feature allows DTCs to find a student in the system using the State Student Identifier (a.k.a. PA Secure ID). A message will pop up if the student is enrolled in an organization in which you do not have rights. Contact the SEA if the student should be enrolled in your organization. Edits can be made to a student's information when located using the Find Student Feature. The system retains student information. If during the year a student was enrolled in another district and exited, the student may be enrolled into another district using the Find Student Feature. The key is that the exact State Student Identifier (a.k.a. PA Secure ID) must be used.

Slide 34. When the Find Student tab is selected the cell to enter the State Student Identifier (a.k.a. PA Secure ID) appears. Enter the State Student Identifier (a.k.a. PA Secure ID) and select Search to continue.

Slide 35. Common reasons to exit a student:

- Student is leaving the state, or
- Student is leaving the district and it is known or unknown where the student is moving.
- Student is going to take an assessment for accountability other than the DLM assessment.
- Student is deceased.

Exit codes are used to identify why a student has been exited and can be found in the Data Management Manual. Students may be exited manually if there are only one or two students or using the TEC (Test, Exit, Clear) template upload if several students are to be exited.

Slide 36. From the Student selection under Settings, to exit a student, click on the Exit Student Tab and search for that student. Using the Upload TEC student exit option involves the upload of a template which will be covered later in this presentation.

Slide 37. If you only have a few students to transfer, do so manually. If you have several students to transfer, upload the TEC template to exit all students from the current school and then use an enrollment upload to add the students to the new schools. A DTC can only transfer a student between schools in the same district. However, a state level user can transfer a student manually between districts.

A student may be transferred at any time prior to the spring testing window closing. All student data, such as First Contact survey, PNP Profile, and the completed testlets, follow the student to the new school.

Slide 38. After selecting students from the Settings drop down, to transfer a student click on Transfer Students. Select the student's current school and select Search. Follow the directions provided by the system to complete the student's transfer to another school in the district.

Slide 39. Participants are reminded of slide #32 and the implications for changing grades. However, if it is determined that a grade is to be changed after special education and PIMS have conferred, there are two ways to change a student's grade: through an upload or using the Find Student Feature to then edit. If the grade change is made using the Find Student feature during the Spring Assessment window the system will provide a warning message that all testing sessions completed by the student will be inactivated. The student at the new grade will have to start testing over and the system will assign the first testlet based on information in the student's First Contact survey.

Slide 40. Now that users and students are in the system, rosters can be created.

Slide 41. Important information to know about rosters:

- Rosters connect a student to a teacher in a subject area. Students may not be rostered unless the teacher has an active Educator Portal account and the student has been enrolled in Educator Portal.

- 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.

Slide 42. To complete data management tasks for rostering, select Settings and then choose Rosters.

Slide 43. Within Educator Portal rosters can be created manually or with an upload. Students must be rostered once in each subject area in which they will be assessed. This is new for Pennsylvania. For example, a fourth-grade student will be on three rosters, one each for ELA, math, and science; whereas, a sixth-grade student would only be on two rosters, one for ELA and another for math. The teacher may be the same or different on the rosters. From a data sorting perspective, it is helpful to have a standard naming convention for rosters such as teacher last name, teacher first name and subject area.

Slide 44. Students can only be on one roster for a subject. When creating rosters manually a message will be received if attempting to add a student to a roster who is already on a roster for the same subject. If the DTC confirms the decision, the student will be removed from the old roster and placed on the new roster.

Slide 45. After selecting Rosters from the Settings drop down, select Create Roster to create rosters manually and Upload Rosters to create a roster using an upload.

Slide 46. Upload templates are used to add, edit, and exit student enrollment data, add or edit rosters, and used to add and edit user data.

Slide 47. When adding users, enrolling students, editing or exiting students, or creating rosters, follow the instructions and use the field definitions in the Data Management Manual for the specific template upload. Upload templates can be found on the Pennsylvania DLM webpage or use the question mark (?) icon that appears when the upload option is selected in Educator Portal.

Remember, Pennsylvania has provided the following to assist DTCs:

- the COGNOS Report available in PIMS to assist with the Student Enrollment Template and



- the user information from last year's assessment system to assist with the User Template.

Slide 48. The view of the Educator Portal screen when using an upload to create rosters is shown. For the template that must be used, click on the question mark (?) icon next to File.

Slide 49. The upload process is the same for a user file, enrollment file, roster file, and TEC (Test, Exit, Clear) file. Upload files have the following differences: the template used and the information required.

As a reminder, the COGNOS report in PIMS and the user file from the PASA Digital user download are both in .csv format. The files should not be converted to Excel when editing the records. Also as a reminder, if saving a file as a .csv, when opening it in Excel, the .csv should be selected, not Excel.

Slide 50. This slide outlines the Pennsylvania timeline and general guidance for completion of training, data management tasks, and the assessment window.

Slide 51. Next, we will discuss data extracts available in Educator Portal that will be useful for monitoring.

Slide 52. Educator Portal has many extracts available to district-level users and teachers. The extracts are in csv format and reports are in pdf format.

Extracts and reports will allow the Assessment Coordinator or DTC to monitor progress in different areas. If a DTC sees things missing, they can reach out to the teacher and have them complete it.

Slide 53. In Educator Portal, click on Reports and then Data Extracts from the drop-down menu.

Slide 54. The extracts are listed in alphabetical order. Next, we will discuss the information contained in each extract.

Slide 55. The Current Enrollment extract lists all active students for the selected organization. Other information included for each student is

- accountability district and school
- attendance district and school
- student name

- student grade
- student demographic information

Slide 56. During the spring assessment window, the DLM Test Monitoring Extract would be used to track the completion of testing by a student for each subject.

Column R, End of Year # of Testlets Not Started, will always be a zero or a one. Testlets are only delivered one at a time, so if there is a 1 in End of Year # of Testlets Not Started, the student still has at least one testlet to complete. A zero, in the best-case scenario, means that the student has completed testing. On the other hand, it may mean that the student's First Contact survey has not been submitted and the system cannot deliver the first testlet of the assessment.

Column T, End of Year # of Testlets Completed, is the number of testlets a student has completed in the series.

Column U, End of Year # of Testlets Required, is how many testlets in that subject area a student would need to complete. When End of Year # of Testlets Completed is the same as End of Year # of Testlets Required, the student has completed the assessment for that subject area.

Slide 57. The First Contact Survey File extract lists all students in the selected organization, responses for each student to questions on the survey, status of survey completion: not started, in progress (some questions answered), ready to submit (all questions answered), submitted and the date and person's name who last modified the First Contact survey for the student. Every student must have a submitted First Contact survey in order for testlets to be delivered.

Slide 58. The PNP Settings Count Extract provides an aggregate count of the number of students in the organization for which a particular PNP option is selected. For example, five students in the district have magnification times five selected.

Slide 59. Whereas the PNP Settings Count extract provided an aggregate count for the organization, the PNP Settings extract lists students individually in the organization for which PNP selections have been made along with the last person and date on which the setting selections were modified for the student. Pennsylvania requires that all students have PNP settings selected for a student. If a student does not appear on this extract, no settings have been selected.

Slide 60. A student needs to be on a roster for each subject in which they will be assessed. The Roster extract can be used to determine that a student is rostered to the subjects assessed at that grade. For example, a student in grade 4 should be on three rosters: one for ELA, one for math, and one for science.

Slide 61. The Security Agreement Completion extract lists users and if the user has accepted or rejected the security agreement. Note: A teacher that has not accepted the terms of the security agreement will not have access to testlets in the spring window.

Slide 62. A student must have a completed First Contact Survey and be rostered to a subject in order to have the system deliver testlets for the assessment. In the Student Roster and First Contact Survey extract, for each student you can see the student's grade, the date the First Contact survey was completed, and all subjects for which the student is rostered.

Slide 63. The Training Status Extract is used to determine if users enrolled in Required Test Administration Training have completed the training. Teachers must have completed the Required Test Administrator Training to access the assessment. The extract includes

- username and roles
- school and district
- type of training: new or returning
- if the user has completed the training

Note: The Returning Required Test Administrator Training course is not available in Pennsylvania this year.

Slide 64. The Users Extract provides Educator Portal users and their role or roles in the selected organization and the user's status: active, pending, or inactive.

Active means the user has activated the account. Pending means the user is in the system but has not activated the account. Inactive means user rights have been removed.

Slide 65. Data cleanup is the responsibility of all users. Teachers do not have rights to edit student or roster data in Educator Portal. Teachers will need to contact the DTC to have edits made to 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.

Slide 66. 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 which is the student's 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.
- Remember: Data in the assessment system must match PIMS. Focus upon the PA Secure ID and grade and use COGNOS reporting to assist with enrollment.

Slide 67. The DLM Service Desk will be able to help you with the data management tasks covered in this presentation should you need it.

Slide 68. When contacting the DLM Service desk using email do not send student personally identifiable information (PII) as this is a federal violation of the Family Education Rights and Privacy Act. Email only the student's state identification number. Pennsylvania Guidance is to identify a student using the PA Secure ID. Most inquiries can be addressed by knowing the LEA or district name, service provider name, and PA Secure ID. That is the data that should be used. Only in situations where a PA Secure ID is in question may additional student-level data be needed.

Slide 69. You may contact the DLM Service Desk regarding testing environment issues such as selected accessibility features are not appearing, the assessment is

not appearing correctly on the screen, Student Portal issues, or test administration issues such as testlets are not available for a student. The DLM Service Desk will help with any issues involving creating or editing user accounts, enrolling and rostering students, and completing data uploads. The DLM Service Desk is available at 1-855-277-9751, toll-free, Monday through Friday between the hours of 7:00 a.m. to 5:00 p.m. Central Time. Service Desk hours are extended during the spring assessment window.

Slide 70. The following table provides the names, role, agency, and contact information of the Pennsylvania PASA DLM team.

Slide 71. This directory provides the name and contact information for the Pennsylvania PASA DLM Team based upon topic. The DLM Service Desk is also available to assist. Phone number, email address, and hours of the DLM Service Desk are provided. Please note that the hours are in Central Time.

Slide 72. Thank you for your participation in this training. As a reminder, you are required to use the following link, enter the code provided, and answer all questions. Note: this link is unique to this training module. Completion of the survey provides participation verification and the details needed to award Act 48 credit if Act 48 was selected during the registration process.

Please know that Act 48 will be processed and awarded after the training window closes.