Slide 1.   This training provides step-by-step instructions for how to use the Dynamic Learning Maps® (DLM®) instructionally embedded assessments to administer the required Early Fall Instructionally Embedded Assessment planner for Maryland.

Slide 2.   The objectives of this training are to discuss key dates and information about the Maryland Early Fall Instructionally Embedded Assessment, provide an overview of DLM website updates, and to learn the steps involved in using the Instruction and Assessment Planner, also referred to as the Planner.

Slide 3.   The purpose of DLM instructionally embedded assessments is to provide feedback on a student's understanding of academic content.

Early Fall 2021 Test Administration grade requirements for testing are English language arts: grades 3-8 and 11; mathematics: grades 3-8 and 11; and science: grades 5, 8, and high school.

All tests MUST be administered in a SECURE school environment.

Slide 4.   The Early Fall Instructionally Embedded Assessment is a version of the Spring 2020–2021 MCAP alternate assessment that will be administered during an extended Spring 2021 testing window. Students will be tested using instructionally embedded testlets for the grade level the student was in during the 2020–2021 school year.

Slide 5.   The testing window for Maryland's Early Fall Instructionally Embedded Assessment is September 13 through October 29, 2021. Each student must be tested at their grade level for the 2020–2021 school year. Students are required to complete five Essential Elements for English language arts, mathematics, and science if they were required to take the science assessment during the 2020–2021 school year. As a reminder, the DLM assessment may not be administered remotely.

Slide 6.   We'll begin by talking about how to prepare for the instructionally embedded assessments.

Slide 7.   To assist with the data management process, upload templates and manuals can be accessed on Maryland's DLM website.

Helpful manuals and templates include the DATA MANAGEMENT MANUAL; the EDUCATOR PORTAL USER GUIDE; templates for user uploads, student enrollment, and rostering; and the state organizational table for Maryland.

Slide 8.　When accessing Maryland's DLM webpage, you will notice the page has been redesigned for ADA compliance, ease of navigation, improved searchability, and the addition of filters to help locate resources more quickly.

Slide 9.　To locate data management resources on Maryland's DLM webpage, use the Assessment Coordinator and District Staff Resources filters.

Slide 10.　Resources for teachers are found by selecting the Teacher and Assessment Resources filters.

Slide 11.　Kite® Student Portal downloads and installation instructions are found using the Kite Suite link on the webpage.

Slide 12.　To begin preparing for the assessment, first, any new teachers assessing students need to be added to Educator Portal.

Next, enroll all students required to take the Maryland Early Fall Instructionally Embedded Assessment. These students must be enrolled for the grade they would have been assessed in during the spring of 2021.

Finally, roster students in all subject areas in which they will be assessed.

Slide 13.　For example, during the spring of 2021, a student was in fifth grade in elementary school. Now, the student is in sixth grade in middle school. For the Early Fall Instructionally Embedded Assessment, the student should be enrolled in grade 5 and rostered to English language arts, mathematics, and science at the middle school.

Slide 14.　As another example, during the spring of 2021, a student was in seventh grade in middle school. Now, the student is in eighth grade in middle school. For the Early Fall Instructionally Embedded Assessment, the student should be enrolled in grade 7 and rostered to English language arts and mathematics at the middle school.

Slide 15.　Students should be enrolled and rostered according to assessment requirements for the 2020–2021 school year. Grades 3–11 should be rostered for English language arts and mathematics. Grades 5, 8, and 11 should also be rostered for science.

Slide 16.   Teachers need to take certain steps to prepare for DLM assessment administration. New teachers must activate their Educator Portal accounts. All teachers, new or returning, must agree to the security standards in Educator Portal.

The Security Agreement pops up the first time a teacher logs in to Educator Portal for the new school year. Teachers who do not agree to the security standards will not have access to Educator Portal.

Slide 17.   All teachers, new or returning, must complete the Required Test Administrator Training. Required Test Administrator Training can be accessed from the Maryland DLM webpage using the link titled Training Courses.

Slide 18.   Lastly, teachers need to complete the First Contact survey and Personal Needs and Preferences (PNP) Profile for all rostered students in Educator Portal.

Slide 19.   Kite Student Portal must be installed on all student devices used to administer the DLM assessment. Macs and PCs require an uninstall of older versions. Chrome auto-updates if that feature is turned on.

When the application is launched and an older version is still installed, a message will display informing the user that the most recent version is not installed.

Refer to the installation instructions when installing Student Portal. Installation instructions for supported platforms, screen requirements, and additional resources are found on the DLM website.

Slide 20.   All STC, DTC, teacher, and technology preparation can be completed prior to the opening of the Maryland Early Fall Instructionally Embedded Assessment window on September 13, 2021. We recommend completing steps prior to the window opening. However, the steps may also be completed during the assessment window. As a reminder, the assessment window closes on October 29, 2021.

Slide 21.   This section describes instructionally embedded assessments.

Slide 22.   Instructionally embedded assessments are very much like the assessments students take during the spring assessment window. However, instructionally embedded assessments are selected by the teacher in the Instruction and Assessment Planner. The assessments for the Maryland Early Fall Instructionally Embedded Assessment window must be delivered using the Instruction and

Assessment Planner during the September 13 through October 29, 2021, testing window.

Slide 23.   This slide outlines the key differences between the instructionally embedded assessments during the early fall assessment window and the spring assessments.

During the Early Fall Instructionally Embedded window, the teacher chooses the Essential Elements and linkage levels rather than the system choosing the Essential Elements and linkage levels.

During the Early Fall Instructionally Embedded window, students must complete five Essential Elements each for English language arts, mathematics, and science if applicable for the grade level. During the spring window, there are a set number of testlets to complete which varies by grade and subject area.

A student progress report is generated each time a student completes a testlet during the Early Fall Instructionally Embedded window. This is not the case during spring testing.

Student performance during the Early Fall Instructionally Embedded window does not impact Maryland's 2022 Year-End Student Score Report. Student performance during the spring window is used for 2022 Year-End Student Score Report.

Slide 24.   For each Essential Element and linkage level a teacher chooses during the Early Fall Instructionally Embedded window, the teacher develops and implements instruction. After enough instruction has been provided, which is determined by the teacher, a testlet is then administered for the chosen Essential Element and linkage level. This gives the teacher an opportunity to adjust their plans and reassess a student as needed, such as at a different linkage level for the selected Essential Element or choosing a different Essential Element.

Slide 25.   The following slides will provide more detailed steps that must be taken to complete the required Maryland Early Fall Instructionally Embedded Assessment when the assessment window opens on September 13, 2021.

Slide 26.   When the assessment window opens on September 13, 2021, if all the preparation steps have been completed, the teacher must access the Instruction and Assessment Planner in Educator Portal and select the Essential Elements and linkage level that will make up each student's assessment.

Slide 27.   Here is a table showing assessment requirements by grade and subject area.

Grades 3–11 will test in English language arts and mathematics.

Grades 5, 8, and 11 will also test in science.

Slide 28.   To complete an instructional plan, select the Manage Tests tab on the Educator Portal landing page, then select Instruction and Assessment Planner from the drop-down menu.

Slide 29.   Next, we will walk through the Instruction and Assessment Planner and the process for selecting Essential Elements for instruction, assigning testlets, and feedback that is provided.

Inside the Instruction and Assessment Planner, all students rostered to the teacher are listed by grade. Shown here is information for one student in grade 8. Notice that the student has been enrolled and rostered to this teacher for English language arts, mathematics, and science, which are the subjects required to be assessed.

At the top of the table for each student are buttons for the student's First Contact survey, PNP Profile, and login credentials for Student Portal. The checkmark above First Contact indicates the student's First Contact survey has been completed. Underneath that are the subjects the student has been rostered to for the assessment. Selecting the arrow under the subject area will take the teacher to the Essential Element and linkage level selection page.

Slide 30.   Once a subject has been selected, the Essential Elements and their linkage levels are displayed by conceptual area for English language arts and mathematics or domains for science. A ribbon icon indicates the linkage level the system recommends based on the teacher's responses to the student's First Contact survey. It is important to remember that the teacher has the flexibility of choosing a different linkage level if desired while using the Instruction and Assessment Planner.

Slide 31.   This view only shows four of the 19 Essential Elements that are available for assessment in grade 5 English language arts. The other 15 Essential Elements are listed in the Instruction and Assessment Planner, similar to the four shown here. The teacher must select five Essential Elements from the 19 available.

Slide 32.   For each of the five Essential Elements chosen by the teacher for assessment, the teacher must click on the tile under the linkage level for the particular Essential Element. In this example, when Essential Element ELA.EE.RI.5.1 is selected at the Distal Precursor linkage level, a Begin Instruction screen pops up and needs to be selected. To assign the testlet for assessment, the teacher again clicks the tile for that Essential Element and linkage level and then selects Instruction Complete Assign Testlet from the pop-up screen. Once Instruction Complete Assign Testlet has been selected, the testlet will be delivered in Kite Student Portal. The teacher clicks on the tile with the assigned testlet to retrieve the Testlet Information Page.

Slide 33.   To watch a helplet for using the Instruction and Assessment Planner, visit the Educator Resource Videos for Year-End States on the DLM website. Select the role of "Teacher" and the resource category of "Instructional Resources" as the filters. Select the Educator Resource Videos for Year-End States link. Select the video titled *Using the DLM Instruction and Assessment Planner.*

Slide 34.   Once a testlet has been assigned in Student Portal, the student is ready to be assessed. The most current version of Kite Student Portal must be installed on the computer or tablet used to assess the student. Technology personnel are typically responsible for installation. Remember, the student's login credentials for Student Portal can be found in the Instruction and Assessment Planner on Educator Portal. Select the lock icon in the field next to the First Contact survey and PNP Profile icons as shown earlier in this presentation. Once the student is logged in to Student Portal, select Take a Test and the desired testlet if more than one testlet is in the queue.

Slide 35.   Next, we will discuss ways a teacher can monitor testlet completion during the assessment window.

Slide 36.   STCs and DTCs can use the DLM Test Monitoring Extract to monitor testlet completion progress. A student will have a row for each subject area to which they are rostered. Some columns have been hidden for the purposes of this training. The following information is provided in these columns; column A is the subject, column N is the number of instructionally embedded testlets that have been assigned but not completed for the subject, and column P is the number of instructionally embedded testlets that have been completed for that subject.

The data shown here is for the student Jamie Doe, a fifth grader. Jamie has been rostered to the subjects in which they are required to be assessed. For ELA, no

testlets are currently assigned and five instructionally embedded testlets have been completed, fulfilling Maryland's requirements for the assessment window. In math, three testlets have been assigned but not completed and two testlets have been completed. Jamie needs to complete three more math testlets to meet the math assessment requirements. In science, no testlets are assigned or completed. The teacher needs to assign five testlets, and Jamie would then need to complete those testlets in order to meet the science assessment requirements.

Slide 37.   In this example, a student enrolled in eighth grade has fulfilled Maryland's five testlet requirement for English language arts. The student has completed two math testlets and has three testlets ready to be administered. This student also has five science testlets ready to be administered for science.

Slide 38.   Finally, we discuss steps to be completed after testing has been completed.

Slide 39.   When the assessment window closes or when the student has completed testing, the STC or DTC should not make any changes to enrollment or roster data. No data changes should occur between October 29 and December 17, 2021. After December 17, STCs and DTCs can begin updating enrollment and roster data to prepare for spring 2022 testing.

Slide 40.   This concludes the presentation. For more information, visit www.dynamiclearningmaps.org. For Professional Development, visit www.dlmpd.com. For questions regarding Maryland assessment requirements, contact Michael Plummer, Program Manager for Assessment of Students with Disabilities, Division of Assessment, Accountability, and Information Technology, Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 21201-2595; or email Michael Plummer at michael.plummer@maryland.gov

Slide 41.   For technical assistance before or during testing, contact the DLM Service Desk. General service desk hours are 7:00 a.m.–5:00 p.m. CST, Monday–Friday. The service desk can be contacted by email at DLM-support@ku.edu or by telephone at 855-277-9751. Live Chat is available in Kite Educator Portal.