# Dynamic Learning Maps® (DLM®)
## Fall Training for District Roles

Instructionally Embedded Model

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## Audience and Purpose

| Assessment Coordinators | Data Managers |
|---|---|

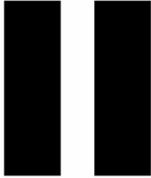*Purpose: explain the responsibilities of these roles.*

| Technology Personnel |
|---|

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## Overview

| Assessment Design and Terminology | Roles/Responsibilities |
|---|---|

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## Feel Free to Pause!

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## ASSESSMENT DESIGN

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## Subjects

- English language arts
  - Grades 3-8 and high school
  - Reading, writing
  - States choose the grade(s) in high school
- Mathematics
  - Grades 3-8 and high school
  - States choose the grade(s) in high school
- Science
  - Grade bands 3-5, 6-8, and high school
  - States choose the grade(s) within each grade band

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## Standards: Essential Elements

- Essential Elements
  - are the learning targets for the DLM assessments
  - provide a bridge from grade-level content standards to academic expectations for students with the most significant cognitive disabilities
  - align to states' grade-level standards

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## Blueprints

- Blueprints
  - list the Essential Elements available for assessment
    - for each grade
    - for each subject
  - include requirements regarding the number of ELA and mathematics Essential Elements to be assessed
  - are organized into groups of related Essential Elements
    - by claims and conceptual areas for ELA and mathematics
    - by domains for science

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## Testlets

- Testlets are short assessments that comprise the assessment as a whole.
- The number of testlets varies by grade and subject based on test blueprint requirements.
- Each testlet includes 3-9 conceptually-related items.
- A student typically takes 5-15 minutes complete a single testlet.

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## Testlet Structure

- Each testlet begins with an engagement activity to
  - spark student interest
  - activate prior knowledge
  - provide a context for the items that follow
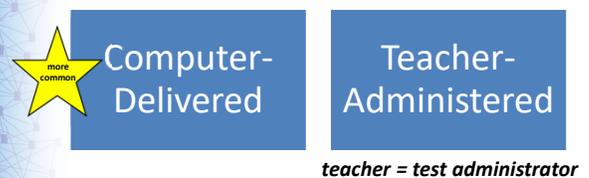- Items follow the engagement activity.

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## Item Types

| | |
|---|---|
| Multiple Choice ⭐ most common | Sorting |
| Matching | Select Text |

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## Testlet Types

| | |
|---|---|
| Computer-Delivered ⭐ more common | Teacher-Administered |

*teacher = test administrator*

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## Linkage Levels

- Linkage levels
  - help make the academic content of the Essential Elements accessible to the widest range of participating student as possible
  - provide multiple levels of complexity for each Essential Element
- Each testlet a student takes is designed to assess one particular linkage level.
  - Writing testlets are an exception.

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## Linkage Levels for ELA and Math

| Linkage Levels | Complexity |
|---|---|
| Initial Precursor | Least complex; foundational |
| Distal Precursor | Knowledge and skills needed to reach the target |
| Proximal Precursor | Provides access to the target |
| Target | Aligns to content of the Essential Element |
| Successor | Progresses beyond the target |

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## Linkage Levels for Science

| Linkage Levels | Complexity |
|---|---|
| Initial | Least complex |
| Precursor | More complex |
| Target | Most complex; aligns with Essential Element |

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## Assessment Windows

| Fall | Spring |
|---|---|
| Early September to mid-December | Early February to mid-May |

*Each state chooses dates within these timespans.*
*Check the state's page of the DLM website for specific dates.*

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## Attention!

- Results from all ELA and mathematics testlets taken during **BOTH** the fall and spring windows are used to determine the student's final, end-of-year score report.
- Results from science testlets taken during the spring window only determine a student's final, end-of-year score report for science.

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## Instructionally Embedded Model



START Instruct → Assess → Report → Evaluate →
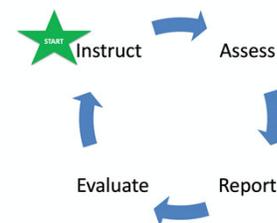
*cycle continues throughout both assessment windows*

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## ASSESSMENT DELIVERY

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## Kite® Suite

| Educator Portal | Student Portal |
| --- | --- |

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## Personal Learning Profile

| First Contact | Personal Needs and Preferences |
| --- | --- |

*both accessed in Educator Portal*

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## Personal Learning Profile

| PNP Profile | First Contact |
| --- | --- |
| • Display<br>• Language & Braille<br>• Audio & Environment<br>• Other Supports | • Communication<br>• Academics<br>• Sensory Characteristics<br>• Motor Characteristics<br>• Computer Access |

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## Test Administration Practices

**Allowed** ✓
- Taking breaks
- Logging into Student Portal for the student, navigating across screens, and entering the student's chosen responses
- Using special equipment for positioning
- Using an interactive whiteboard to project the student's testlets
- Human read aloud

**Not Allowed** ✗
- Influencing a student's responses
- Hints or hand-over-hand guidance
- Previewing a student's testlet ahead of time then teaching the student the answers
- Removing/reducing the number of response options
- Adding pictures or communication symbols to response options that are text only

*More information is provided in the TEST ADMINISTRATION MANUAL and the ACCESSIBILITY MANUAL.*

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## Instruction and Assessment Planner



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## Instruction and Assessment Planner



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## Required Training for Test Administrators

- For **new** test administrators, the training consists of
  - four modules
  - an activity for each module
  - a post-test for each module
- The training is offered in two formats
  - Online, self-directed
  - In-person, facilitated for groups

*Approximate training time: 2.5 hours*

- For **returning** test administrators, the training consists of
  - one module
  - one post-test divided into four parts that correspond to the post-tests for new test administrators
- Only an online, self-directed format is offered.

*Approximate training time: one hour*

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## Checkpoint Review

| Instructionally Embedded Model of the DLM Alternate Assessment |
| --- |

| Blueprints of Essential Elements | | Linkage Levels | Instruction and Assessment Planner |
| --- | --- | --- | --- |
| Fall and Spring Windows | First Contact Survey | PNP Profile | Educator Portal and Student Portal |

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## ROLES AND RESPONSIBILITIES

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## District Staff Roles

| Assessment Coordinators | Data Managers |
| --- | --- |

*Each role has its own manual on the DLM website.*

| Technology Personnel |
| --- |

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**Slide 31:**

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▸ Manuals and Blueprints

Accessibility Manual (pdf)
*provides guidance on the selection and use of accessibility features*

**Assessment Coordinator Manual (pdf)**
*prepares district and building staff to prepare for and monitor assessments*

Blueprint ELA (pdf)
*pool of available Essential Elements and the requirements for coverage within each conceptual area*

Blueprint Math (pdf)
*pool of available Essential Elements and the requirements for coverage within each conceptual area*

Blueprint Science (pdf)
*pool of available preliminary Essential Elements for Science*

**Data Management Manual (pdf)**
*supports data managers with managing user, student, and roster data in Educator Portal*

Educator Portal User Guide (pdf)
*provides guidance and support for users navigating Educator Portal*

Facilitator Guide to DLM Required Test Administrator Training (pdf)
*supports facilitators in accessing DLM required test administration training and support resources*

Guide to DLM Required Test Administrator Training (pdf)
*helps users access DLM required test administration training*

Guide to Practice Activities and Released Testlets (pdf)
*familiarizes educators and students with testlets and Student Portal*

**Technology Specifications Manual (pdf)**
*supports technology personnel in preparing schools for the technology needs of the DLM assessment*

Test Administration Manual (pdf)
*supports Test Administrators in preparing themselves and students for the DLM assessment*

*Each manual includes a checklist of tasks to perform.*

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**Slide 32:**

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*footer of every page of the site*

CONTACT US
dlm@ku.edu
🐦 Follow @atlas4learning
📘 atlas4learning

ACCESS
Moodle
**Educator Portal login**
SLA login

OTHER ATLAS SITES
ATLAS KU • KAP • ELM
SE-SESE • I-SMART • SWIM

SERVICE DESK
1-855-277-9751
DLM-support@ku.edu

Current hours: 7:00 a.m.–5:00 p.m. CDT, M–F

*or go directly to*

🔒 educator.kiteaai.org

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**Slide 33:**

Assessment Coordinator

Test Administrators    Other District Staff

**ASSESSMENT COORDINATORS**

DYNAMIC LEARNING

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**Slide 34:**

## Assessment Coordinators

- Who will serve?
  - technology personnel
  - data managers
  - test administrators
- What do they need to know?
  - their roles and responsibilities
  - DLM assessment policies and procedures
  - state-specific policies

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**Slide 35:**

## Assessment Coordinators

- How will district staff and test administrators be trained?
  - Review checklists.
  - Promote DLM- and state-sponsored trainings.
  - Deliver required test administrator training (if assigned to facilitate).
  - Monitor educator completion of all parts of the required training and the test security agreement.
  - Identify training and resource needs.
  - Encourage and monitor participation in PD opportunities.

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**Slide 36:**

🔒 training.dynamiclearningmaps.org

**Log in**

Username [          ]

Password [          ]

☐ Remember username

[ Log in ]

Forgotten your username or password?

Cookies must be enabled in your browser ⓘ

*Instructions provided in the*
- *Guide to DLM Required Test Administrator Training and the*
- *Facilitator Guide to DLM Required Test Administrator Training*

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## Assessment Coordinators



*Encourage test administrators, data managers, and technology personnel to subscribe to the DLM website's test updates.*

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## Assessment Coordinators

- How will lines of communication be established?
  - Initiate communication with data managers and technology personnel.
  - Serve as the point of contact to the DLM Service Desk.
  - Determine how to communicate with state or district representatives for information specific to the state or district.
  - Monitor creation of Educator Portal user accounts.
  - Monitor deadlines for teachers to activate accounts and complete training.
  - Establish an assessment security plan and monitor adherence to DLM- and state-specific policies.

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## DLM Service Desk

# 1-855-277-9751
# dlmsupport@ku.edu

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## Assessment Coordinators

- Follow guidelines in the manuals and resources on the state's specific page of the DLM website.
- Contact state education agency staff for matters of state-specific decisions.

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## Assessment Coordinators

- Who will be assessed?
  - Make sure educators have identified who is eligible to take the DLM Alternate Assessment
  - Collaborate with data managers to ensure students are identified and that student data is correct.
  - Assist test administrators and technology personnel in making sure testing devices and assistive technologies are configured correctly.
  - Support test administrators in creating a secure testing environment where distractions are minimized.

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## Assessment Coordinators

- What about parents?
  - Develop a plan to facilitate communication with parents/guardians.
  - Schedule meetings as necessary.
  - Consider what parents will want to know about the assessment.
  - Use parent resources from the DLM website as needed.
    - Example: Parent Interpretive Guide (Spanish version available)

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## Assessment Coordinators

- What should be done during the assessment windows?
  - Monitor and support test administration.
    - Facilitate communication between DLM and district staff.
    - Monitor assessment activity (e.g., test administrators trained, testlets completed, blueprint requirements met, etc.)
    - Help troubleshoot as necessary.

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## Monitor? Where?

Extracts  ›  Educator Portal

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## Educator Portal

- Extracts are available to monitor
  - Completion of the Required Test Administrator Training and the test security agreement
  - Student enrollment and rosters
  - Users and their roles
  - Blueprint coverage
  - Completion of the First Contact survey
  - PNP settings selections

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## Assessment Coordinators

After the assessment windows are complete...

## PLAN FOR NEXT YEAR!

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## DATA MANAGERS

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## Data Managers

dynamiclearningmaps.org   *STATES tab, then the applicable state*

- Templates

**Enrollment Upload Template (csv)**
template used to enroll multiple students into Educator Portal

**Parent Notification Letter with Science (docx)**
notification letter for districts testing in mathematics, English language arts, and science

**Parent Notification Letter with Science Español (doc)**
carta de notificación para los distritos a examinarse en Matemáticas, Artes del Idioma Inglés y Ciencia

**Roster Upload Template (csv)**
template used to roster students to content areas and test administrators in Educator Portal

**State Organizational Table      (xlsx)**
names and numbers of schools and districts

**TEC (Test, Exit, Clear) Upload Template (csv)**
template used to batch remove students from Educator Portal

**User Upload Template (csv)**
template used to upload multiple users into Educator Portal

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### Educator Portal

- All data management is conducted in Educator Portal.
- State-level staff coordinate with DLM staff to create Educator Portal accounts for the district test coordinator role.
- New users must activate their account and complete the test security agreement.
- Existing users must recomplete the test security agreement each August.

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### Roles in Educator Portal

- Building Test Coordinator
- Building User
- District Superintendent
- District Test Coordinator
- District User
- Proctor
- Teacher

*Users are not to have multiple email addresses in Educator Portal.*

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### Data Managers

- Collect educator, student, and roster data.
- Prepare user, enrollment, and roster files.
  - Templates are provided under the Templates tab of a state's page on the DLM website.
- Note: Check with the assessment coordinator before completing any uploads because in some states, state agency staff upload all files.
- Verify data for accuracy.

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### Data Managers

- Review and confirm user data from the previous year.
  - Deactivate accounts for users who are no longer active in the district for the DLM alternate assessment.
  - Contact the DLM Service Desk to consolidate any multiple accounts belonging to the same person.
  - Send a test email message to users to verify the accuracy of email addresses.
- Update existing users as needed.
- Upload new users and assign a role to each.

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### Data Managers

- Confirm
  - students and educators are linked to correct schools in the User Upload and Enrollment Upload Templates
  - students are linked to the correct test administrator in the Roster Upload Template
- Notify the assessment coordinator and educators when uploads are complete.
  - Test administrators are trained to verify their rosters and student data and contact the assessment coordinator or data manager if corrections are needed.

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### Data Managers

- Throughout both assessment windows
  - manage changes to user, enrollment, and roster data promptly
  - manage student moves and transfers as needed

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## Assessment Coordinators and Data Managers



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## TECHNOLOGY PERSONNEL

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## Technology Personnel

- may or may not need an Educator Portal account
- may be needed to provide technical support for test administrators and other district staff using Educator Portal and Student Portal
  - Troubleshooting information is provided on the DLM website.

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## Technology Personnel

- Determine which devices will be used for the assessment.
- Install the most current version of Student Portal on all devices to be used.
- Support educators in checking the compatibility of devices and accessibility supports.
- Verify local networks meet bandwidth requirements.
- Install a PDF reader (e.g., Adobe) on devices educators will use to access Educator Portal.
- Modify spam and junk email settings (whitelisting) to accept messages from DLM accounts (@ku.edu).

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## Technology Personnel



*to download Student Portal*

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## Technology Personnel

- TECHNOLOGY SPECIFICATIONS MANUAL
- EDUCATOR PORTAL USER GUIDE

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## Technology Personnel, Assessment Coordinators, Data Managers

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## Personally Identifiable Information

- Everyone involved with the DLM alternate assessment is obligated to protect students' personally identifiable information (PII).
- Be particularly careful about sharing PII electronically.
- If contacting the DLM Service Desk electronically, providing the student's state ID is typically sufficient.

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## Checkpoint Review
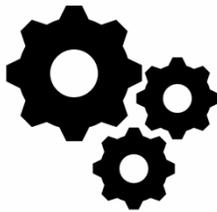
**Collaboration is key!**

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## EXTRACTS

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## Data Extracts

- Data Extracts
  - are available in Educator Portal
  - are located under the Reports tab
  - are based on user role
    - District users = district-level reports
    - Building users = building-level reports
    - Teachers = student and class reports
- Reports are in PDF format.
- Extracts are in CSV format.

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## Extracts

- Current Enrollment
  - current enrollment information for active students
- Blueprint Coverage Summary
  - progress toward meeting blueprint requirements
- DLM Instructionally Embedded Blueprint Monitoring
  - by student, subject, and window
    - testlets completed
    - blueprint requirements met

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## Extracts

- First Contact Survey File
  - First Contact survey settings by student
- PNP Settings Count
  - student PNP setting counts by organization
- PNP Settings
  - personal needs and preferences selections by student

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## Extracts

- Roster
  - student assignment by educator and subject
- Security Agreement Completion
  - status by organization
- Training Status
  - users by organization and their completion status
- Users
  - users and their roles

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## Extracts

- are useful in monitoring the assessment throughout both assessment windows
- should be downloaded and saved in a secure location

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## Individual Student Score Reports

- End-of-year score reports are delivered in Educator Portal in mid summer.
- In most states Building or District Test Coordinators provide test administrators end-of-year individual student score reports.
- Test administrators may have access to archived student score reports in Educator Portal for students rostered to them in the new school year.

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Helplets

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## Checkpoint Review

- Extracts available in Educator Portal help monitor various aspects of the assessment.
- Individual Student Score Reports (end-of-year) are delivered in Educator Portal.

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## Q & A SESSION

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## THANK YOU

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