



Dynamic Learning Maps® (DLM®) Spring 2024 Assessments for District of Columbia Test Administrators

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Spring 2024 Administration of DLM Science Testlets

- Required spring window: **March 11th - April 26th**
 - Eligible students in grades 5, 8, and high school biology.

Important Information (1)

1. The Test Security Agreement must be completed each school year.
2. Required Test Administrator Training must be completed by new and returning teachers.
3. The student will be enrolled by OSSE or the LEA depending on grade.

Important Information (2)

4. The student will be rostered by OSSE to available teacher accounts.
5. The student's First Contact survey must be completed by the teacher.
6. The student's Personal Needs and Preferences profile will be completed by the teacher if needed.

REQUIRED TEST ADMINISTRATOR TRAINING

Accessing Required Test Administrator Training

The screenshot displays the Kite Educator Portal interface. At the top left is the Kite logo and the text "Educator Portal". To the right are three dropdown menus: "Role:" with "Teacher" selected, "Organization:" with an empty selection, and "Assessment Program:" with "DLM" selected. Further right, it says "Logged in as" followed by a user icon and a "Sign Out" link. Below this is a blue navigation bar with a home icon and the following menu items: "SETTINGS", "MANAGE TESTS", "REPORTS", "SURVEYS", "TRAINING" (highlighted with a red box), and "HELP". The main content area features a large photograph of a teacher smiling and interacting with a group of students around a tablet. To the right of the photo are two panels: "My Profile" with a placeholder for a user profile picture, and "Quick Links" with icons and text for "Students", "Rosters", "Monitor Session", and "Extracts". At the bottom left is a "Live Chat" link, at the bottom center is the copyright notice "© 2023 The University of Kansas", and at the bottom right is a "Site Map" link.

Training Access

- Teachers will use the Training tab in Educator Portal to access the DLM Required Test Administrator Training.
 - Will not use the Training Courses link
 - Will only need to sign into Educator Portal

Launching the Course for Teachers

Kite Educator Portal

Role: Teacher Organization: Assessment Program: DLM

SETTINGS MANAGE TESTS REPORTS SURVEYS **TRAINING** HELP

Training Course: Select to Launch Course

Course Name	Completed
State - New - Year	no

Page 1 of 1 10 per page

Example

Returning test administrators will find the Returning course here instead.

Quicker Completion Acknowledgement

- Trainees can expect to have access to the Test Management tab in Educator Portal in about 30 minutes after accepting their completion certificate in the training course.
 - Previously, this took up to 3 hours.

Required Test Administrator Training Modules

	Required Modules	Optional Modules
New Teachers	4	1
Returning Teachers	1*	1

*If the module is not passed, the returning teacher is directed to additional required training.

TEACHER PREPARATION & DATA MANAGEMENT

Educator Portal Information

- Educator Portal is a web-based system that manages student data and retrieves reports.
- The following browsers support Educator Portal for the 2023-2024 school year.
 - Mozilla Firefox
 - Google Chrome
 - Microsoft Edge
 - Safari

Accessing Educator Portal

- Access Educator Portal at <https://educator.kiteaai.org>
- A test coordinator must add new test administrator accounts.

Educator Portal Account Activation

- New teachers must activate their account in Educator Portal using the activation email.
- All teachers, new or returning, must agree to 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.
 - A teacher who does not agree to the security standards will not be able to administer testlets.

Verify Student Enrollment

- Use the Students tab to
 - check the spelling of student name and other demographic information
 - verify grade level
 - view and edit PNP Profile
 - view and edit First Contact survey
 - view Kite Student Portal login username and password
- Contact the test coordinator if there are changes to student data.

Verify Student Rosters

- Rosters connect an enrolled student to the test administrator.
- Test administrators must have an active Educator Portal account to be added to a roster.
- If you are missing students from your roster, contact your test coordinator for assistance.

Complete the First Contact Survey and PNP Profile

- Complete and submit the First Contact survey and Personal Needs and Preferences (PNP) Profile for all rostered students in Educator Portal.

View Student Record - Sarah Jefferson

[Edit](#)

Student

Student State ID: 1613775 Date of Birth: 09/04/2006

Demographic

Gender: Female Comprehensive Race: African American
First Language: Hispanic Ethnicity: No

Profile

Primary Disability: Autism PNP Profile: [Custom](#)
Assessment Program: DLM - Dynamic Learning Maps First Contact Survey: [Completed](#) ←

School Enrollment

- Training District (TRAINING DISTRICT) / Training School (TRAINING SCHOOL) Grade 8, School Year 2020

Accountability:

Student Local ID: Gifted Student: School Entry: 08/21/2017
State Entry: District Entry: School Entry: 08/21/2017

Subject	Course	Educator	Roster
English Language Arts		Kite Trainer	2020_ELA
Science		Kite Trainer	2020_Sci

First Contact Survey

- Completed for each student every school year
- Includes questions about a student's communication, academic, and attention skills
- Used to determine the linkage level for the student's first testlet in each subject
- Reviewed, revised, and resubmitted each year

Personal Needs and Preferences (PNP) Profile

- The PNP lists a variety of accessibility supports available to the student.
- Only select the supports a student needs and uses regularly during instruction.
- Guidelines at the state level are provided to assist IEP teams when making decisions about accessibility supports.
- Test administrator may adjust the PNP Profile selections between testlets.

PNP Profile Help

- The test coordinator can provide further IEP guidance if needed.

Kite Student Portal

- Kite Student Portal must be installed on all student devices for the 2023-2024 assessments.
 - No update required if version 9.0.0 is installed on the device.

DLM Testing Readiness and Data Management Checklist

1. Activate your Educator Portal account or login if you are an existing user.
2. Complete the required test administrator training.
3. Verify that you see all your students in Educator Portal.
4. Complete the First Contact Survey and if applicable the Personal Needs and Preferences Profile for each of your students.
5. Verify that Student Portal is installed on any testing devices used for DLM.

ADMINISTRATION OF DLM SCIENCE TESTLETS

Time Commitment for the Administration of DLM Science Testlets

- 9 -10 testlets per student
 - Each testlet assesses ONE of the Currently Tested Essential Elements for Science
- 3 - 5 multiple-choice items per testlet
 - Each testlet begins with an engagement activity
- 5 - 15 minutes per testlet
 - The total administration time needed is approximately 45-135 minutes

DLM Science Essential Elements

- Science Essential Elements have three linkage levels:
 - Initial
 - Precursor
 - Target
- DLM science testlets are written by linkage level
- Each testlet assesses one Essential Element at one linkage level

Engagement Activities for Science Testlets

- **Short setup:** Read once.
- **Longer story:** Read twice.
- **Short video:** Approximately 30 seconds.

Purpose of Engagement Activities

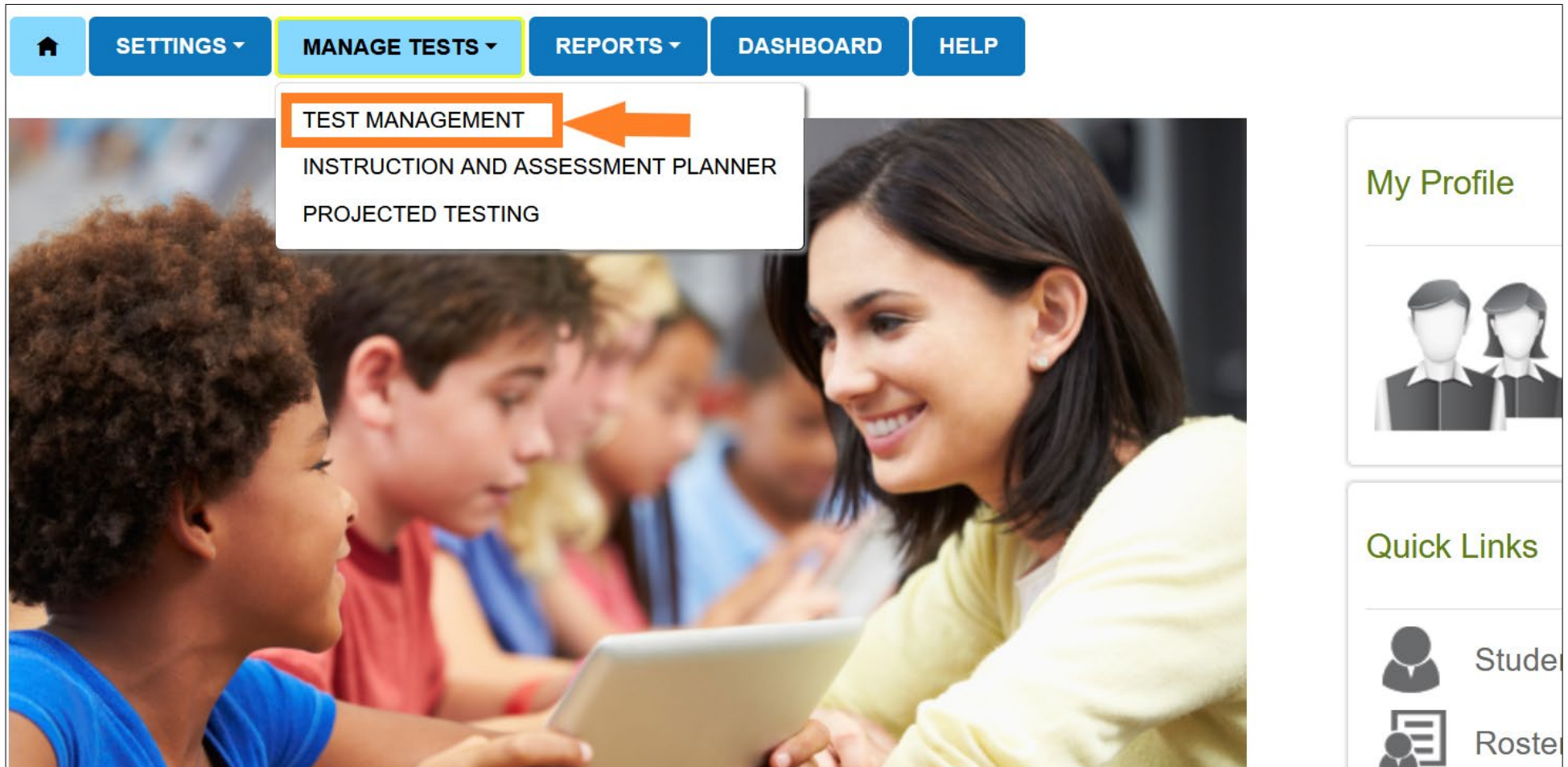
- Establish a context
- Activate prior knowledge
- Engage the student

Adaptive Testlets

- First testlet
 - First Contact survey determines the linkage level
- Subsequent testlets
 - System adapts the linkage level based on student performance
 - One level higher, one level lower, or the same level
 - Testlets take up to 15 minutes to be generated

TEST MANAGEMENT

Educator Portal: Test Management



The screenshot displays the Educator Portal interface. At the top, a navigation bar contains buttons for Home, Settings, Manage Tests, Reports, Dashboard, and Help. The 'Manage Tests' button is highlighted in yellow. A dropdown menu is open below it, listing 'TEST MANAGEMENT', 'INSTRUCTION AND ASSESSMENT PLANNER', and 'PROJECTED TESTING'. An orange arrow points to the 'TEST MANAGEMENT' option. The background of the page features a photograph of a teacher smiling and interacting with a group of students in a classroom setting. On the right side, there are sections for 'My Profile' with a user icon and 'Quick Links' with icons for 'Students' and 'Roster'.

Test Management During the Spring Assessment Window

- The Test Management tab is where test administrators will find:
 - assigned science testlets
 - test ticket information for rostered students
 - TIPS for testlets that have been assigned to rostered students
 - testlet administration completion status
- If a student does not have testlets, contact a test coordinator for troubleshooting.

Test Ticket Information

- Test tickets are in Educator Portal.
- A test ticket with student login information is needed for testlet administration in Student Portal.
- Test ticket information for rostered students is found on the Test Management tab.
- Select the PDF icon in the Tickets column to view the test ticket for a student.
- Download multiple test tickets into one PDF by selecting multiple students.

Testlet Information Pages (TIPs)

- TIPs provide test administrators with information specific to each testlet including
 - if the testlet is computer-delivered or teacher-administered
 - materials needed and how they can be used
- Test administrators must download TIPs

Monitoring Student Progress During the Spring Assessment Window

- Testlet completion status can be monitored in three ways:
 1. **Educator Portal:** Test Progress column on the Test Management screen
 2. **Educator Portal:** DLM Test Administration Monitoring data extract on the Data Extracts tab
 3. **Student Portal:** When the testlet is submitted

DATA EXTRACTS AND REPORTS

Educator Portal: Extracts

The screenshot displays the Kite Educator Portal interface. At the top left is the Kite logo and the text "Educator Portal". On the top right, it shows "Logged in as" with a "Sign Out" link. Below this are three dropdown menus: "Role:" (empty), "Organization:" (set to "District of Columbia"), and "Assessment Program:" (set to "DLM"). A blue navigation bar contains a home icon, "SETTINGS", "MANAGE TESTS", "REPORTS" (highlighted with a yellow box), "TRAINING", and "HELP". A dropdown menu for "REPORTS" is open, with "DATA EXTRACTS" highlighted in an orange box and "ALTERNATE ASSESSMENT REPORTS" listed below it. To the left of the dropdown is an "ANNOUNCEMENTS" section. To the right is a "My Profile" section with a placeholder image of two people.

DLM Test Monitoring Extract

- This extract tracks completion of assessments in the spring and lists
 - the number of end-of-year testlets not started
 - the number of end-of-year testlets completed
 - the number of testlets required

First Contact Survey File Extract

- This extract lists information for each student rostered to you, including
 - all responses selected in the First Contact survey
 - the status of the First Contact survey (not started, in progress, ready to submit, or submitted)
 - the date and name of the last person to modify the First Contact survey for the student

Student Roster and First Contact Survey Status Extract

- This extract provides testing readiness information in one extract and lists the
 - grade
 - rostered subjects
 - First Contact survey status and completion date

Managing Data Verification and Revisions

- Data cleanup means asking the following questions:
 - Are any students rostered to me who should not be taking the DLM alternate assessment?
 - Are there any students not rostered to me who will be taking the DLM alternate assessment?
- Contact your test coordinator for assistance with adding, editing, or removing student data

IMPORTANT REMINDERS

Protect Student Data Privacy

- Do not violate the Family Education Rights and Privacy Act (FERPA).
- In emails and live chat, do not include student Personally Identifiable Information (PII).
- If you need to communicate student PII, contact the Service Desk by phone or use secure communication protocols set up by OSSE.

DLM Service Desk Contact Information

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

Email: DLM-support@ku.edu

Live Chat: Kite Educator Portal

Availability: Mon-Fri, 7:00 a.m.-5:00 p.m., Central Time

- Student Portal testing environment issues
- Test administration issues

Any issues with your rosters or student demographic information should be directed to your test coordinator for assistance.

KEY TEST ADMINISTRATION DATES

Key Dates (1)

- **Jan 8 - Feb 2:** OSSE enrolls grade 5 and grade 8 DLM-eligible students; LEAs enroll DLM eligible high school students
- **Jan 15 - Feb 2:** Teacher accounts added or updated in Kite Educator Portal by test coordinators
- **Feb 5 - Feb 16:** OSSE rosters students eligible for DLM assessment to available teacher accounts

Key Dates (2)

- **Feb 19:** Start window for First Contact survey and PNP Profile completion by teachers
 - Must be completed prior to testing; LEAs verify DLM student rosters
- **March 11:** DLM testing window opens
- **April 26:** DLM testing window closes

Key Dates (3)

- **Ongoing:** Required Test Administrator Training
 - Required to access student data and complete the First Contact survey, PNP Profile settings, and to administer testlets
- **Ongoing:** School Test Security Plan submission to LEA/OSSE
 - Must be sent to OSSE at least 15 business days prior to testing
- **Ongoing:** Continuous monitoring of student data; communicating with your test coordinator for assistance as needed

THANK YOU