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

1

Welcome to District of Columbia's spring 2024 Dynamic Learning Maps®, or DLM®, training for test administrators.

Spring 2024 Administration of DLM Science Testlets

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

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The spring 2024 Dynamic Learning Maps alternate science test administration window for District of Columbia opens on March 11th and closes on April 26th. DLM science testlets should be administered to 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.

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

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Students will be rostered by OSSE to available teacher accounts. The student's First Contact survey must be completed by the teacher. And the student's Personal Needs and Preferences profile will be completed by the teacher if needed.
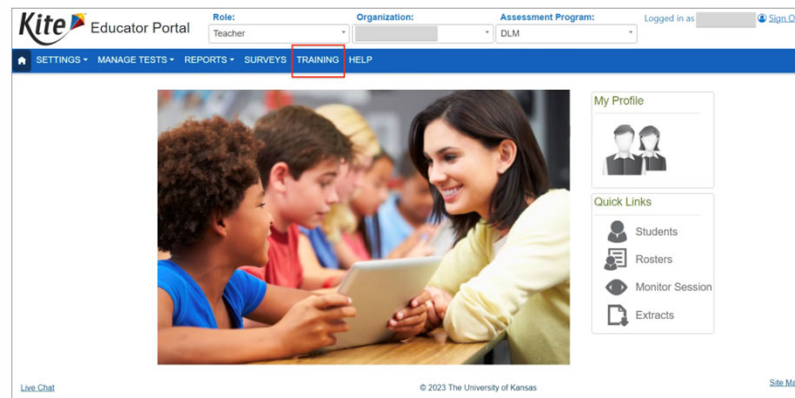
REQUIRED TEST ADMINISTRATOR TRAINING

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These next slides highlight changes to required test administrator training.

Accessing Required Test Administrator Training

The Educator Portal menu has received a slight makeover. The main menu now spans the entire width of the screen with the role, organization, and assessment program fields across the top instead of the top right corner. The functionality is the same, except that a Training tab has been added to the main menu. The Training tab will display for all Educator Portal users with the role of teacher and for facilitators. We'll discuss that new feature in more detail on the next few slides.

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

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Teachers will use the Training tab in Educator Portal to access the DLM Required Test Administrator Training instead of the Training Courses link as in years past. They will not need a second login to access the training. Once logged into Educator Portal, they will simply select the Training tab then launch the training on the course page.

Launching the Course for Teachers

Example

Returning test administrators will find the Returning course here instead.

Once the Training tab is selected, teachers administering the assessment for the first time will find a link to the course for new test administrators under the Course Name heading. Teachers who administered the assessment last school year will find a link to the course for returning test administrators.

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.

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In addition to being more direct, accessing the training via Educator Portal means that when a trainee completes the training and accepts their certificate in the training course, they will be granted access to the Test Management tab in Educator Portal about 30 minutes thereafter. Previously, this process took up to three 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.

10

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Returning teachers will complete one self-directed module with one opportunity to pass. If the module is not passed, the teacher is directed to additional required training. New teachers will complete and pass four modules plus view an additional First Contact survey and PNP Profile training video.

TEACHER PREPARATION & DATA MANAGEMENT

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Next, we discuss teacher preparation steps for administering the assessment.

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

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Educator Portal is a web-based system that manages student data and retrieves reports. The application is compatible with Mozilla Firefox, Google Chrome, Microsoft Edge, and Safari web browsers.

Accessing Educator Portal

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

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Access Educator Portal at https://educator.kiteaai.org. A test coordinator must add any new test administrator accounts. After being added, test administrators are assigned the role of Teacher and can log in to Educator Portal.

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.

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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 to their students.

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.

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Use the Students tab to check the spelling of student name and other demographic information, verify the grade level, view and edit PNP Profile, view and edit First Contact survey, and to view Kite® Student Portal login username and password. Contact your test coordinator if changes need to be made to student demographic 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.

16

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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.

Next, you will need to complete and submit the First Contact survey and Personal Needs and Preferences, or PNP, Profile in Educator Portal for your students.

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

18

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A First Contact survey must be completed for each student every school year. The survey is a series of questions about the student's communication, academic, and attention skills. The DLM system uses the teacher's responses to the student's First Contact survey to determine the first linkage level for the student's first testlet assigned. The student's First Contact survey should be reviewed, revised, and resubmitted each school 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.

19

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If a student requires accessibility supports for testing, the Personal Needs and Preferences Profile, frequently referred to as the PNP Profile, should be completed in Educator Portal. The PNP Profile lists a variety of accessibility supports available to the student and can be adjusted between testlets.

PNP Profile Help

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

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Test administrators should contact the test coordinator for IEP guidance when selecting accessibility options.

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.

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Kite Student Portal must be installed on all devices used for administering DLM assessments. If version 9.0.0 is installed on the testing device, the application software does not need to be updated.

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.

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To assure testing readiness, here is a checklist that recaps what has been discussed thus far. If you are a new test administrator, activate your Educator Portal account or login to Educator Portal if you are an existing test administrator. Complete the required test administrator training, verify that you see all of your students in Educator Portal. Next, complete the First Contact Survey for each of your students, and if applicable, complete the Personal Needs and Preference Profile for students who may need test accommodations such as text-to-speech. Lastly, verify that Student Portal is installed on any testing devices you will be using for DLM.

ADMINISTRATION OF DLM SCIENCE TESTLETS

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Next, we cover the 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

24

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The time commitment for administering DLM science testlets varies by student. However, there are some general guidelines that are useful for planning. There are 9 to 10 science testlets delivered per student with 3 to 5 multiple-choice items per testlet. Each testlet takes approximately 5 to 15 minutes to complete.

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

25

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Each Essential Element for science has three linkage levels: Initial, Precursor, and 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.

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Every science testlet begins with an engagement activity that may be a simple, short setup, which is read once, a longer story that is read through twice, or a short video showing a science phenomenon.

Purpose of Engagement Activities

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

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Regardless of which type of engagement activity a testlet contains, the purpose is always to establish a context for the testlet items, activate the student's prior knowledge, and 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

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DLM science testlets are adaptive. The system uses the teacher's responses for a student's First Contact survey to determine the linkage level for the student's first testlet. For each subsequent testlet, the system analyzes the student's performance to determine if the next testlet will be one linkage level higher, one linkage level lower, or the same linkage level as before. Be aware, subsequent testlets can take up to 15 minutes to be generated. Test administrators are encouraged to use that time to take a break with the student.

TEST MANAGEMENT

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The Test Management tab of Educator Portal provides teachers with the necessary tools to administer DLM assessments.

Educator Portal: Test Management
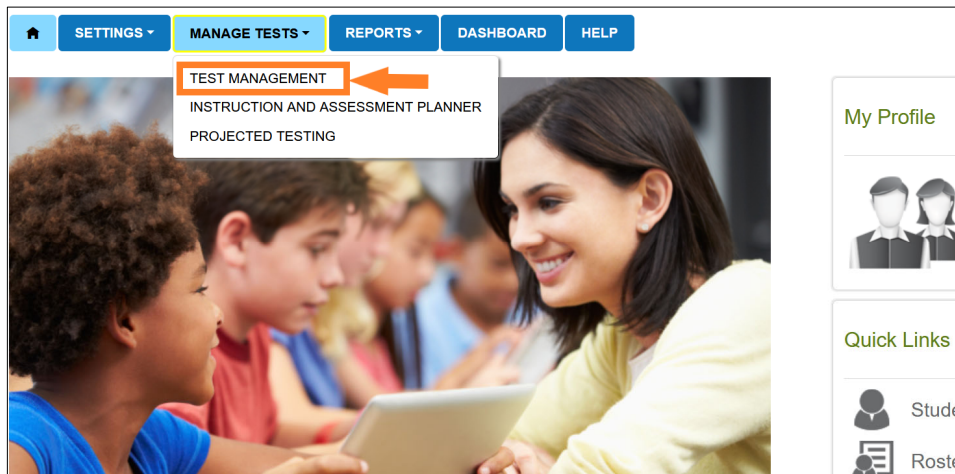
Test Management is found under the Manage Tests tab in Educator Portal. Choose the Test Management option to get started.

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.

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Once the accuracy of student information has been verified and all requirements have been completed, you are now ready to begin administering testlets. Testlet assignments are found on the Test Management tab in Educator Portal. The Test Management tab is where you will find assigned testlets, test ticket information, Testlet Information Pages, and test administration completion status. If a student does not have testlets, contact the test coordinator for assistance.

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.

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A test ticket is generated in Educator Portal for each student taking the DLM assessment. Select the PDF icon in the Tickets column found in the Test Management area of Educator Portal. Use the login information found on the test ticket to login to Student Portal. If you are testing multiple students, multiple test tickets can be downloaded into one PDF by selecting each student and then downloading the PDF.

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

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Testlet Information Pages should be downloaded prior to assessing the student. These documents provide test administrators with information specific to each testlet, such as if the testlet is computer-delivered or teacher-administered and any materials needed for the testlet and how they can be used.

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

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There are a few ways test administrators can monitor the completion of test administration. Educator Portal provides two methods to monitor testlet completion status. Test administrators can use the Test Progress column on the Test Management screen and the DLM Test Administration Monitoring data extract found on the Data Extracts tab. In Student Portal, when a testlet is submitted, a message indicates the number of testlets completed and the number of testlets required. For example, "You have completed 2 of 9 testlets."
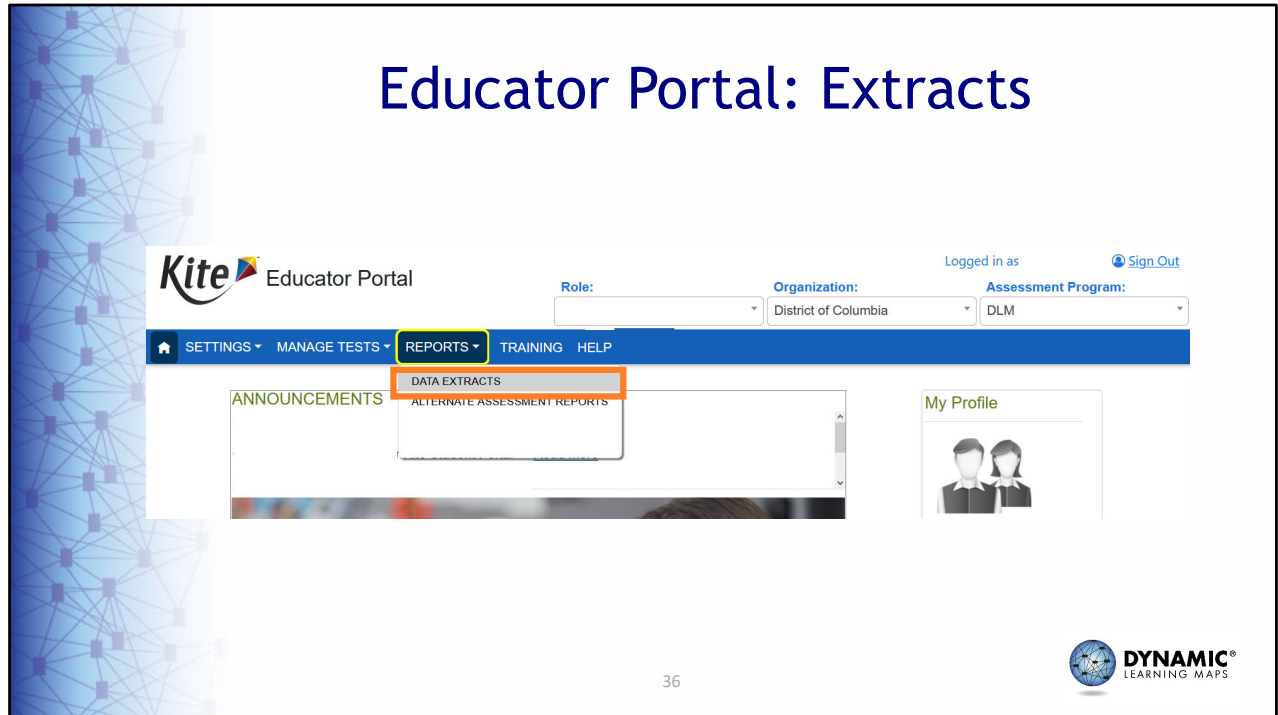
DATA EXTRACTS AND REPORTS

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Several data extracts are available to quickly generate real-time reporting of student demographic and testing status information for rostered students. Extracts are found on the Data Extracts tab in Educator Portal.

Educator Portal: Extracts

Data extracts are found under the Reports tab in Educator Portal. Choose the Data Extracts option to get started.

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

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The DLM Test Monitoring Extract tracks completion of science testlets by student. The extract lists the number of end-of-year testlets not started, the number of end-of-year testlets completed, and the number of end-of-year 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

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The First Contact Survey File extract lists information for each student rostered to you. Data in this extract includes all responses selected on the First Contact Survey, the status of the First Contact survey (not started, in progress, ready to submit, or submitted), and 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

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The Student Roster and First Contact Survey Status extract combines information from several other extracts into one easy-to-read extract. The extract lists the student grade, roster information, and the 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

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Data cleanup is the responsibility of all users. As the test administrator you should use the various data extracts to determine if any students are rostered to you that should not be taking the DLM assessment. You should also note any students who are missing from your roster that will be taking the DLM assessment. Contact your test coordinator for assistance with adding, editing, or removing student data.

IMPORTANT REMINDERS

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Next, we will discuss some important reminders and milestone dates for the spring 2024 DLM science alternate assessment.

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.

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Do not violate the Family Education Rights and Privacy Act. When sending emails and using the live chat feature, do not include student Personally Identifiable Information. If you need to communicate student PII, contact the DLM 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.

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The DLM Service Desk is available for technical support for Educator Portal and Student Portal applications. The Service Desk is available Monday to Friday, from 7:00 a.m. to 5:00 p.m. (Central). Extended hours are available during the spring assessment window. If there are issues with your rosters or any student demographic information, you should contact your test coordinator to make updates.

KEY TEST ADMINISTRATION DATES

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Our last topic for this discussion is a look at key dates for District of Columbia's DLM alternate science assessment.

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

45

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The next three slides list the key dates for District of Columbia's DLM alternate science assessment.

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

46

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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

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47

Any questions about these dates should be directed to your test coordinator.

THANK YOU

Thank you for viewing this presentation.