

## **Resources**

- ASSESSMENT COORDINATOR MANUAL
- Assessment Coordinator Training Video
- DLM<sup>®</sup> manuals for data management, test administration, and technology specifications

## **What are my key duties as an assessment coordinator?**

The assessment coordinator's key responsibility is to serve as a resource for test administrators. The ASSESSMENT COORDINATOR MANUAL includes a checklist of key duties to help you support assessment in your district or school.

## **EDUCATOR PORTAL**

### **What is Educator Portal?**

Educator Portal (EP) is the portion of the KITE<sup>®</sup> suite used for uploading and editing test administrators, students, and roster data. Data managers will become very familiar with this interface, and will have the primary responsibilities of collecting and uploading student, teacher, and roster information. Users with the role of teacher in Educator Portal may use EP to view their rosters and student data, complete Access Profile (personal needs and preferences) and First Contact survey information, and access student login information.

### **Who will create accounts in Educator Portal for district assessment coordinators?**

Your local data manager will create your account. If you are also a DTC, the SEA will need to create your account in Educator Portal.

### **What are test administrator responsibilities in Educator Portal?**

Test administrators have several responsibilities in Educator Portal. They must read, accept, and sign the security agreement. They must complete the First Contact survey and Access Profile for each student. They are also responsible for ensuring their student's demographic information is correct and students are rostered in the correct subject area. If these tasks are not completed, test administrators will not be able to test their students. A detailed list of test administrator tasks are outlined in a checklist inside the TEST ADMINISTRATION MANUAL.

## **REQUIRED TEST ADMINISTRATOR TRAINING/MOODLE**

### **Resources**

- Guide to DLM Required Test Administrator Training
- TEST ADMINISTRATION MANUAL

### **Where is the required test administrator training?**

The 2017-18 required test administrator training is delivered in Moodle, an online training site (<http://training.dynamiclearningmaps.org>). Check your state's policy regarding training requirements.

### **Do returning teachers need to participate in Required Test Administrator Training?**

Yes, all test administrators must take the Required Test Administrator Training. The State Education Agency determines if returning test administrators take the shorter training created for returning test administrators or if all test administrators take the longer required training for new test administrators. Check with your state assessment administrator for the requirements in your state for returning test administrators.

### **How does a test administrator get a Moodle account?**

A Moodle account will be created for each test administrator with an active account in EP. Each test administrator must have only one active account in EP with a correct email address and an educator identifier. Once test administrators have an active account in EP, they will be auto-registered in Moodle within 3 hours.

### **How does the test administrator access Moodle?**

For a procedure, see the section titled Access Moodle Training Site in the GUIDE TO DLM REQUIRED TEST ADMINISTRATOR TRAINING.

### **Do assessment coordinators have to complete the required test administrator training?**

DLM does not require assessment coordinators to complete the training. Check with your State Education Agency for recommendations and requirements.

## **OTHER QUESTIONS**

### **Are there sample tests where teachers and students can practice using KITE Client?**

Yes, direct teachers to your state DLM webpage and look for the **GUIDE TO PRACTICE ACTIVITIES & RELEASED TESTLETS**. This resource includes usernames and passwords for demo students, which an educator may use to log in to KITE Client and practice with a student or test assistive technology devices.

### **Why should I contact the DLM Service Desk? Can't the teacher do that?**

Test administrators should not be encouraged to call the Service Desk directly since this takes time away from their responsibilities for students in the classroom. Instead, the test administrators should provide you with the pertinent information about any testing issues they encounter or difficulty in using Educator Portal. By serving as the point of contact, you may identify that several test administrators are having the same issue or question.

Use the manuals as your guide to troubleshooting. All of the manuals have troubleshooting tips. You may need to contact your local technology or your data management representative.

### **If someone was subscribed to Test Updates, and their email address changed, will they still receive Test Update emails?**

An individual with an email change will need to sign up for Test Updates using their new email address. <http://dynamiclearningmaps.org/content/test-updates>