



Dynamic Learning Maps® Consortium
Assessment Coordinator Training

Fall 2017
(Integrated Model)

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Comprehensive Training Overview

Training format

- Watch the pre-recorded video
- Use the video script to read along & take notes
- Read the Frequently Asked Questions document
- Participate in OPTIONAL Q&A live chat session

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Overview of this Video

1. Assessment Coordinator Responsibilities and Resources
2. DLM Subjects and Testing Those Subjects
3. DLM Assessment System: Educator Portal and KITE® Client
4. Testlets Delivery and Details
5. Extracts and Reports
6. Required Test Administrator Training
7. The DLM Service Desk
8. Successful Assessments


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ASSESSMENT COORDINATOR RESOURCES

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Assessment Coordinator Resources

- **ASSESSMENT COORDINATOR MANUAL**
 - The checklist
 - Tasks before testing
 - During the testing windows
 - Preparing for the following year
 - Print the checklist and keep handy

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Other Resources

- The **TEST ADMINISTRATION MANUAL (TAM)**
 - What test administrators must know and do for testing
- The **ACCESSIBILITY MANUAL**
 - Provides details about supports available during testing
- The **DATA MANAGEMENT MANUAL**
 - How data is uploaded and managed in the testing system
- The **EDUCATOR PORTAL USER GUIDE**
 - Screen shots and directions about the testing system, extracts, and reports


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ENGLISH LANGUAGE ARTS, MATHEMATICS,
AND SCIENCE

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Assessments for ELA, Math, and Science

- Are based on Essential Elements
- Have linkage levels
- Are delivered in testlets
- Are available during both the instructionally embedded assessment window and the spring assessment window

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DLM Essential Elements

- Are the academic standards for each subject
- Are not functional or pre-K skills or instructional descriptions
- Build a bridge from grade-level standards to academic expectations for students with the most significant cognitive disabilities
- Are reduced in depth, breadth, and complexity
- Provide appropriate level of rigor and challenge
- Focus on the skills with students having multiple ways to demonstrate their understanding

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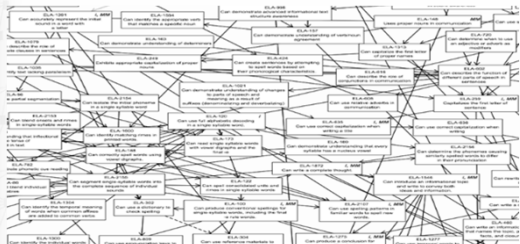
ELA and Math Essential Elements

- Are aligned to the grade-level expectations identified in College and Career Readiness Standards for English language arts and mathematics
- Are organized into four claims and nine conceptual areas
- Are assessed in grades 3-8 and high school
- Are broken down into nodes in a fully developed learning map model

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A Portion of a DLM Map



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Linkage Levels for ELA and Math


- Initial Precursor linkage level
 - Easiest of the nodes and normally intended for students who do not yet have symbolic communication
- Distal Precursor
- Proximal Precursor
- Target
- Successor

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Science

- Based on alternate science content standards
- Learning map model is in development
- Major science content areas are organized into three domains and three or four core ideas that are then narrowed into topics
- At three linkage levels
- In grade bands -- Elementary, Middle, High School


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Science Linkage Levels

1. Initial
2. Precursor
3. Target

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TAMS, Blueprints, and Professional Development




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Recap


- All three DLM subjects have Essential Elements and blueprints.
- ELA and math have claims and conceptual areas, while science has domains and core ideas.
- ELA and math use a fully developed learning map model, while the science learning map model is under construction.
- ELA and math each have 5 linkage levels, while science has 3.
- ELA and math are assessed in grades 3-8 and high school, while science assessed in grade bands - elementary, middle, and high.
- The TIP is essential in specific preparations and is secure.
- More specific information about the three subjects is in your TAM and instructional resources are found in the Professional Development tab on the DLM website.

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PERSONAL LEARNING PROFILE


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Personal Learning Profile


- First Contact Survey and Access Profile comprise the Personal Learning Profile
- First Contact survey determines Linkage Level of first testlet
- Access Profile determines supports used during testing

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First Contact Survey

- Test Administrator completes the First Contact survey
 - Must have the teacher role
 - Base Questions
 - Subject-specific Questions
- Takes between 15 - 30 minutes to complete
- No testlets until First Contact survey is submitted
- FCS determines best linkage on first testlet
- Use the First Contact Survey Extract to monitor completion of this task

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Access Profile

- Teachers enter the students' personal needs and preferences
- Many supports are available and can be chosen, e.g., magnification, braille, spoken audio, and more
- Takes about 15 minutes per student to complete
- Monitor supports using the Access Profile extract

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Training Video

- First Contact survey and the Access Profile combine to form the student's Personal Learning Profile
- Training video for two parts of the Personal Learning Profile
- Available through your state homepage under Videos, Training, and Educator Resources/Educator Resource Videos/Personal Learning Profile Training


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Recap

- Personal Learning Profile
 - Comprised of First Contact survey and Access Profile
 - Must be submitted each year
 - Takes 30 - 45 minutes to complete
 - No testlets available unless First Contact survey is submitted
 - Can be monitored using the extracts in Educator Portal


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INSTRUCTIONALLY EMBEDDED ASSESSMENT WINDOW

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Required for ELA and Math Optional for Science


| Consortium Windows | Dates |
|--------------------------|---|
| Instructionally embedded | Opens <ul style="list-style-type: none"> • ELA/Math 9/20/17 • Science 11/13/17 Closes <ul style="list-style-type: none"> • 2/28/18 Unavailable during this break <ul style="list-style-type: none"> • 12/20/17 to 1/01/18 |

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Ensure Data is Correct

- Check student data (enrollment, roster)
 - Biographical correctness in enrollment files
 - Rostered information is correct


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Testing Environment

- Peaceful
 - the environment should be free from distractions
 - students in classroom have support while one student is testing
- Prepared
 - testing devices should be tested in advance to verify that they work and have the correct version of KITE Client
 - peripherals are ready
- Scheduled
 - Test administrator used practice activities and released testlets to prepare for the operational testlets


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Materials

- Retrieve the materials needed for the assessment
 - Materials list available in early September
 - Gather materials in advance
 - Use materials during instruction
 - Substitute when appropriate for a student's needs
- List found on the Educator Resource page of the DLM website


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Instructional Tools Interface (ITI)

- Use Instructional Tools Interface
 - Works the same as 2016-2017
 - Required for ELA and math
 - Optional but strongly recommended for science
 - Choose Essential Elements
 - Choose linkage levels
 - Create, save, and confirm instructional plans
 - Provide instruction and then assess


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Testlet Information Page (TIP)

- TIPs are a necessary preparation for each specific testlet.
 - Lists materials to use for specific testlet
 - Describes attributes of those materials when substitutions are needed
 - Have additional pages of information for students with visual disabilities
 - Science TIPs at the Initial linkage level have pictures to print in color to use during testing
- TIP found in the Instructional Tools Interface.
- Print the TIP and securely destroy afterwards.


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How to Use the Instructional Tool Interface


- Step by step instructions in the TAM
- Screen shots of each part of the process specifically designed for test administrators in the TAM
- Three helplet videos on your state's DLM website
- Instructional Tools Interface closes for the year the end of February

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Testlet Specifics

- Students take between 6-8 testlets in ELA and math depending on the subject and grade during the instructionally embedded assessment window.
- Science does not have a required number of testlets during the instructionally embedded assessment window.
- Testlets have 3-5 items each.
- Each testlet takes between 5 -15 minutes plus test administrator preparation.


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Recap of Optional Instructionally Embedded Assessment Window

- The optional instructionally embedded assessment window is in the fall and winter months and closes end of Feb.
- ITI works the same as it did for 2016-17
- Three videos are available on how to use ITI.
- TIPS are found in ITI and have specific information for every testlet.
- ELA and math testlets are required during this window and scores DO contribute to the students year end Individual Student Score Report.
- Science testing is very strongly recommended but scores do NOT contribute to the year end Individual Student Score Report.
- Science begins on November 13.

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THE SPRING ASSESSMENT WINDOW

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Testing Schedules

| Consortium Windows | Dates |
|--------------------|---|
| Spring | Opens <ul style="list-style-type: none"> • 3/12/18 Closes <ul style="list-style-type: none"> • 6/8/18 |

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Spring Assessment Required

- Required spring assessment window for ELA, math, and/or science
- ELA and math tested in grades 3 - 8 and high school
- Science tested in grade bands -- elementary, middle, and high school and each state determines the specific grades for testing, e.g., 4, 8, and 11
- Each student will receive 5 testlets in ELA, 5 in math, and 9 in science
- Instructional Tools Interface is not used during the spring assessment window

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EEs Assessed in the Spring Assessment Window


- The system will choose the Essential Elements.
- In ELA and math, if the blueprints were met during the instructionally embedded assessment window, that pool of Essential Elements will be selected from during the spring assessment, and students will be retested on those Essential Elements, using new and different testlets.
- Students are tested on the full blueprint for science.

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Linkage Level Determination

- For ELA and math, the linkage level is determined from a student's performance during the instructionally embedded assessment window.
- For science, the linkage level is determined from the student's First Contact survey.
- Test administrators cannot override system linkage level or Essential Element selections for any subject.


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Subsequent Linkage Levels

- The linkage level for the second testlet is determined by the student's performance on the first testlet.
- Each subsequent testlet's linkage level is based on the student's performance on the previously taken testlet during the spring assessment window.


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Spring Adaptive Delivery


- After the first testlet is taken in the spring, all remaining testlets are adaptively delivered, one at a time per subject.
- The process continues until the student receives 5 testlets in ELA, 5 in math, and 9 in science.
- After a testlet is submitted, a new testlet arrives in about 15 minutes.
- After all operational testlets are submitted, the student may also receive 1 field test assessments.

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Materials



- The materials list for the spring assessment becomes available after first of the year.
 - Available on the Educator Resources page on DLM state website
 - Not all materials on the list will be needed
 - Substitutions are allowed in most cases when appropriate for a student's needs


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Testlet Information Page (TIP)

- TIPs for the spring assessment are found in a new place this year - in the column by the test ticket in Educator Portal


Click the PDF icon under Test Information next to the desired test.

| Test Session Name | Tickets | Test Information | Roster | Test Progress | Scho |
|--------------------------------|---------|---|------------------------|---------------|---------|
| DLM LangstMath 12245-SP ELA PP | 63 |  | Smith Math ELA Grade 5 | 4 out of 5 | 001 Del |
| DLM SmithMath 47690-SP SCI T | 63 |  | Smith Math Science | 3 out of 5 | 001 Del |

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Recap of Differences between the Two Assessment Windows

- Instructionally embedded assessment window
 - Test administrators have choices of Essential Elements
 - Test administrators can choose the linkage level to use for testing
 - Test administrators must cover the minimum number of Essential Elements in the blueprint for ELA and math
 - Number of Essential Elements differs per subject and grade
 - State may provide additional requirements
- Spring Assessment Window
 - System chooses the Essential Elements
 - System assigns the linkage level
 - The student is tested on 5 ELA, 5 math, and 9 science testlets.
 - The TIP is located next to the test tickets.


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THE KITE SUITE

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KITE Suite: Two Parts



| | |
|---|---|
| <p>Educator Portal (EP)</p> <p>https://educator.cete.us</p> <p>Educators and district staff log in online to manage student, user, and assessment data.</p> | <p>KITE Client</p> <p>Click desktop icon</p> <p>Students log in to take assessments.</p> |
|---|---|


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Educator Portal for Educators

- Assessment Coordinators
 - Manage student, user, and assessment data
- Data Managers
 - Upload users, students, and rosters
- Test Administrators
 - View rosters
 - Complete the Access Profile and First Contact survey
 - Access ITI, TIPS, and test tickets


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KITE Client for Students




- Test Delivery Engine
- Personalized Interface based on Access Profile
- Technology personnel download to student devices
- KITE 5.0 for 2017-2018
 - Updates automatically

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Student Use of KITE Client

- Student takes teacher-administered or computer-delivered testlets, depending on linkage level or student's needs.
- Use student's login credentials.
- Test administrator credentials will not work in KITE Client.
- KITE Client must be ready at the beginning of the required instructionally embedded assessment window when it opens in the fall.

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Practice Activities and Released Testlets


- Students can take practice activities and released testlets in KITE Client
 - Use uniquely identified practice login user names and passwords
 - Use the practice activities and released testlets before operational testing
 - Information about practice activities and released testlets is on your state's DLM website

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Recap of the KITE System


- Educators use Educator Portal to manage data
- Student use KITE Client to take assessments
- Students use KITE Client for practice activities and released testlets
- Test administrator can log into KITE Client for the student, using student credentials
- Student takes teacher-administered or computer-delivered testlets
 - Depends on the linkage level
 - Depends on the students needs

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EXTRACTS AND REPORTS


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Educator Portal Reports Tab



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Blueprint Coverage Report

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Monitoring Summary

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Recap of Extracts and Reports


- Extracts and Reports help monitor progress and troubleshoot.
- Educators with the role of District Test Coordinator have the highest level of permissions.
- See progress and results for the entire district or by schools within the district.


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INDIVIDUAL STUDENT SCORE REPORTS

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Not Traditional Scoring System

- Students are not given raw scores, percentages, or scale scores.
- Results for each linkage level are determined based on probably that the student mastered the skills at that linkage level.
- Individual Student Score Report is generated for each student with results for each subject tested.

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Results from the Spring Assessment Window


- Results from the ELA and math testlets delivered during the instructionally embedded window are calculated together with the spring assessment testlets to determine the student's final Individual Student Score Report for ELA and math.
- Results from the science testlets delivered during the instructionally embedded window are **not** calculated into the final Individual Student Score Report.

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ISRs Have Two Parts

- Performance Profile, aggregates linkage level master for reporting subject overall
- Learning Profile reports specific linkage levels mastered for each Essential Element
- Reports delivered in Educator Portal under the Reports tab
- Educators with role of District Test Coordinator have highest level of permissions and access


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Recap of Score Reports

- The final Individual Student Score Reports for ELA and math are a combination of the results from the instructionally embedded assessment window and the spring assessment window.
- The final Individual Student Score Reports for science is ONLY from the spring assessment window.
- Performance Profile have four performance levels named Emerging, Approaching the Target, At Target, and Advanced.
- Performance Profile and Learning Profile are found in Educator Portal under Reports tab.

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ADDITIONAL RESPONSIBILITIES

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Manage, Monitor, Serve

- Print and use the checklist in the ASSESSMENT COORDINATOR MANUAL.
- Manage the district/school staff roles in Educator Portal.
- Serve as the first point-of-contact for test administrators between the DLM Service Desk and the State Assessment Administrator.
- Know the six most common reasons why test administrators cannot test.
- Take the Required Test Administrator Training.
- Use the practice and released testlets to become familiar with how the testlets look and act.


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Assigning Roles

- The assessment coordinator assigns user roles in the district
- Works closely with the district data manager
- DATA MANAGEMENT MANUAL has chart of roles and permissions for each


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Accurate Data


- Everyone is responsible for accurate data.
- Test Administrators cannot edit student data.
- Assessment coordinator or district and building data managers can edit users, students, and roster data.

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Test Administrator

- Majority of roles is for test administrators
- Will have the Teacher role
- **Must have educator identifier**
 - Could be teaching certificate number
 - Could be state assigned educator number
 - Could be email address
 - **MUST NEVER** be the social security number

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Main Point of Contact


- Assessment coordinator contacts the DLM Service Desk or State Assessment Coordinator (SAA)
- Test administrators should never contact the Service Desk or the SAA
- Use troubleshooting resources in manuals
- Gather all pertinent information before calling the Service Desk

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When Contacting the Service Desk


Provide as much detail as possible:

- Your contact information (email address, name)
- The state and district in which your school is located
- Error messages, including the testlet number if applicable to the problem
- Operating system and browser information
- Information about network configuration
- **Do NOT violate FERPA** - never ever include a student's personally identifiable information (PII) in an email

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Six Most Common Problems

1. Has not complete required training
2. Has not agreed to or signed security agreement
3. Does not have the First Contact survey completed
4. Does not have the role of Teacher
5. Students not rostered to the test administrator
6. Using outdated or unsupported browser for Educator Portal


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Recap of Other Responsibilities

- You will be assigned the role of DTC by your state assessment administrator.
- You will assign other roles in the district.
- You are the point of contact between teachers, the state assessment administrator, and the DLM Service Desk.
- Know and be prepared to address the six most common reasons why test administrators cannot test their students.
- Ensure FERPA is never violated.

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REQUIRED TEST ADMINISTRATOR TRAINING

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Moodle

- Required Test Administrator Training is in Moodle
- Account automatically registered in Moodle if:
 - Test administrator has the role of Teacher
 - Auto-registration takes up to 3 hours
- Test Management auto-released after:
 - Modules are passed at 80% or higher
 - 2 hours after the post-tests are passed
 - Other requirements have been met


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Required Test Administrator Training

- Training for new test administrator has 4 parts and can be completed in about 2.5 to 3 hours.
- Test administrators must take and pass each module sequentially.
- Training for returning test administrators is one module and can be completed in about an hour.
- Assessment coordinators benefit from completing the Required Test Administrator Training.


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Two Types of Courses


- Self-Directed
- Facilitated
 - Attend workshop
 - For new test administrators only
- Post-tests must be passed in Moodle
- Print and keep the certificate at the end of training

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Your Credentials


- Do not give out, loan, or share your password with anyone. Allowing others access to your Educator Portal account may cause unauthorized access to private information.
- Access to educational records is governed by federal and state law.
- This message is on the log in screen for Educator Portal.

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DLM Service Desk

1-855-277-9751 (toll-free)
or
DLM-support@ku.edu


- Testing environment issues
- Test administration and user account issues
- Student information issues

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THANK YOU!

For more information, please contact:
d1m@ku.edu
or
Go to: www.dynamiclearningmaps.org

For Professional Development, contact:
d1mpd@unc.edu

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