

Dynamic Learning Maps® Consortium Assessment Coordinator Training

Fall 2018
(Year-End 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: Kite® Educator Portal and Kite Student Portal
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 the assessment
 - During the assessment 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**
 - Screenshots 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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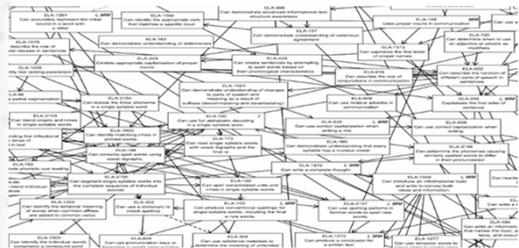
ELA and Math Essential Elements

- 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

ABOUT US STATES KITE® SUITE PROFESSIONAL DEVELOPMENT RESEARCH

- Manuals and Blueprints
- Resources for Educators and District Staff
- Scoring & Reporting
- Supplemental Resources

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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 school, and high school.
- The TIP is essential in specific preparations and is secure.
- More specific information about the three subjects is in the 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 Personal Needs and Preferences (PNP) Profile comprise the Personal Learning Profile
- First Contact (FC) survey determines linkage level of first testlet
- PNP 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
- FC determines best linkage on first testlet
- Use the First Contact Survey Extract to monitor completion of this task

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Personal Needs and Preferences (PNP) 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 PNP Extract

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Training Video

- First Contact survey and the PNP 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 Resources for Educators and District Staff/Educator Resource Videos/Personal Learning Profile Training

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Recap

- Personal Learning Profile
 - Comprised of First Contact survey and Personal Needs and Preferences (PNP) 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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OPTIONAL INSTRUCTIONALLY EMBEDDED ASSESSMENT WINDOW

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Optional but Recommended for ELA, Math, and Science

- Consortium dates for the instructionally embedded assessment window
 - 09/19/18 through 02/27/19
 - Short break for maintenance 12/19/18 to 01/01/19

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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 Student Portal
 - 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
 - Optional but recommended for ELA, mathematics, and 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 webpage
- Instructional Tools Interface closes for the year the end of February

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Testlet Specifics

- No required number of testlets for any DLM subject 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.
- Three videos are available on how to use ITI.
- TIPS are found in ITI and have specific information for every testlet.
- Scores during the optional instructionally embedded window are found in the Student Progress Report. However, the scores DO NOT contribute to the students' year-end Individual Student Score Reports.
- No blueprint requirement during this window.

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THE SPRING ASSESSMENT WINDOW

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Testing Schedules

- Consortium dates for the spring assessment window – 03/11/19 through 06/07/19

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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

- Students are tested on the full blueprint for all DLM subjects.

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Linkage Level Determination

- The linkage level for the first testlet 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.

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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 full blueprint is covered.
- 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 assessment.

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Materials

- The materials list for the spring assessment becomes available after first of the year.
 - To access: DLM state page/Resources for Educators and District Staff/Educator Resource Page
 - 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 the column by the test ticket in Educator Portal

Action	Test Session Name	Tickets	Test Information	Assessment Name	Test Progress	Grade
<input type="checkbox"/>	120224-VE	<input type="checkbox"/>	<input type="checkbox"/>	Students with Significant Cognitive Disabilities	Testlet 1 of 5	Grade
<input type="checkbox"/>	VE ELA 9	<input type="checkbox"/>	<input type="checkbox"/>	Students with Significant Cognitive Disabilities	Testlet 1 of 5	Grade
<input type="checkbox"/>	VE ELA 8	<input type="checkbox"/>	<input type="checkbox"/>	Students with Significant Cognitive Disabilities	Testlet 1 of 5	Grade
<input type="checkbox"/>	VE ELA 7	<input type="checkbox"/>	<input type="checkbox"/>	Students with Significant Cognitive Disabilities	Testlet 1 of 5	Grade
<input type="checkbox"/>	VE M 8	<input type="checkbox"/>	<input type="checkbox"/>	Students with Significant Cognitive Disabilities	Testlet 1 of 5	Grade

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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 5-7 testlets in ELA, 5-7 in math, and 9 in science.
 - The TIP is located next to the test tickets.

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THE KITE SUITE

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Kite Suite: Two Parts

- Educator Portal - used by test administrators to manage student data and settings
- Student Portal - used by students to take testlets

FOR EDUCATORS



FOR STUDENTS



<https://educator.kiteaai.org>

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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 PNP Profile and First Contact survey
 - Access ITI, TIPs, and test tickets

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Student Portal for Students



- Test Delivery Engine
- Personalized Interface based on Access Profile
- Technology personnel download to student devices
- Note: KITE Client must be replaced with Student Portal

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Student Use of Student Portal

- 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 Student Portal.
- Student Portal must be ready at the beginning of the optional 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 Student Portal
 - 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 webpage

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Recap of the Kite System

- Educators use Educator Portal to manage data
- Student use Student Portal to take assessments
- Students use Student Portal for practice activities and released testlets
- Test administrator can log into Student Portal 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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Extracts

STANDARD DATA EXTRACTS

Warning: Student data extracts include Personally Identifiable Information (PII), so please take the appropriate precautions to protect saved files.

Extract	Description	Requested	File	Action
PHP Settings	Personal Needs and Preferences (PNP) settings by student.	07/19/2018 04:47 AM	CSV	View File
Current Enrollment	Current enrollment information for active students.	01/10/2018 07:02 AM	CSV	View File
DLM Student Coverage Summary	Percent of students meeting student criteria per organization.	02/02/2017 03:04 AM	CSV	View File
DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	07/19/2018 04:11 AM	CSV	View File
First Contact Survey File	Current First Contact survey settings by student.	04/09/2018 01:44 PM	CSV	View File
PHP Setting Counts	Student PHP setting counts by organization.	10/29/2017 11:08 AM	CSV	View File
Router	Student assignment by educator and subject.	04/09/2018 01:48 PM	CSV	View File
Security Agreement Completion	Security Agreement status by organization.			View File
Test Reports	Student test scores and subjects.			View File
Training Status	List of DLM users by organization and their training completion status.	09/20/2018 06:45 AM	CSV	View File
Users	Educator Portal users and their associated roles.	09/20/2018 09:03 AM	CSV	View File

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DLM Test Administration Monitoring

STANDARD DATA EXTRACTS

Warning: Student data extracts include Personally Identifiable Information (PII), so please take the appropriate precautions to protect saved files.

Extract	Description	Requested	File	Action
PHP Settings	Personal Needs and Preferences (PNP) settings by student.	07/19/2018 04:47 AM	CSV	View File
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Student Progress Report

General Reports ▾ Individually Selected ▾ Year ▾

DISTRICT: [dropdown] SCHOOL: [dropdown] SUBJECT: English Language Arts ▾

CL: [dropdown] (ID) [dropdown]

07-20-2018

Individual Student Progress Report for [student name]

Grade 6 - English Language Arts

Report Area	Level 1	Level 2	Level 3	Level 4
Reading	Meets or Exceeds	Meets or Exceeds	Meets or Exceeds	Meets or Exceeds
Writing	Meets or Exceeds	Meets or Exceeds	Meets or Exceeds	Meets or Exceeds
Speaking and Listening	Meets or Exceeds	Meets or Exceeds	Meets or Exceeds	Meets or Exceeds
Language Acquisition	Meets or Exceeds	Meets or Exceeds	Meets or Exceeds	Meets or Exceeds

Notes: ELA-01 Students use computer-based or technology-computer-assisted tests. **Exempted Area: ELA-02 Computer-Administered Tests**

Print | Refresh | Alternate | Assessment results not available | Filter

This report provides student results for the selected user. These results are not guaranteed to be the student's most recent performance at the end of the year.

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Monitoring Summary

General Reports ▾ Instructionally Embedded ▾ Year End ▾

SUMMARY LEVEL: DISTRICT SCHOOL:
 School: * DLM West District * DLM West School *

01/02/18 Report

DLM Test Administration Monitoring Summary

District ID	District Name	School ID	School Name	Grade	Subject	Instructionally Embedded			Year End			
						No. Plans Created	No. Tests Taken	Only One Test Completed	More Than One Test Completed	No. Tests Taken	No. Tests In Progress	All Required Tests Completed
DLM_WEST	DLM West District	DLM_WEST	DLM West School	3	English Language Arts	1	0	0	0	0	0	0
DLM_WEST	DLM West District	DLM_WEST	DLM West School	3	Mathematics	1	0	0	0	0	0	0
DLM_WEST	DLM West District	DLM_WEST	DLM West School	3	Science	1	0	0	0	0	0	0

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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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The Performance Profile

- Performance Profile aggregates linkage level mastery information
- Performance Levels reported: Emerging, Approaching the Target, At Target, and Advanced
- 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 (ISRs) for each DLM subject are ONLY from the spring assessment window.
- Performance Profile have four performance levels named Emerging, Approaching the Target, At Target, and Advanced.
- The ISR is 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 completed required training
2. Has not agreed to or signed security agreement
3. Does not have the First Contact survey completed

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Six Most Common Problems

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:

dlm@ku.edu

or

Go to: www.dynamiclearningmaps.org

For Professional Development, contact:

dimpd@unc.edu

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