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Hello, and welcome to the Dynamic Learning Maps Training for Building Principals and/or District Administrators.

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This session is intended to orient you to the DLM alternate assessment and your role.

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Here are the topics we will cover today. Throughout the webinar, we will reference the Educator Portal User Guide, Test Administration Manual, and/or the Assessment Coordinator Manual. These documents contain the answers to most of the questions you may have. The current version of both manuals is available on your state's DLM webpage.

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The DLM alternate assessment system is an assessment program designed to validly measure what students with the most significant cognitive disabilities know and can do. It has been designed for students in grades 3-8 and high school in English language arts (ELA), mathematics, and in some states, science.

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Students who are eligible for the DLM alternate assessment are those for whom general education assessments, even with accommodations, are not appropriate. Students taking the DLM alternate assessment require extensive, direct instruction and substantial supports to achieve measureable gains in the same grade and age curriculum as their peers. They are provided instruction on the DLM Essential Elements. See your state's participation guidelines on your state's DLM webpage for more information. If you are not sure which students in your district or school are participating in the DLM assessment, contact your assessment coordinator.

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Each state has set its own spring assessment window; consult your state-specific documentation for more information about those dates. The test administrator, who is usually the student's teacher, schedules each individual student's testing session. That testing session must fall within your state's test window. Again, if you are uncertain, check your state's DLM webpage or with your assessment coordinator to confirm your testing window.

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In the next section, you will receive a brief overview of how testlets are delivered.

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The DLM Alternate Assessment adjusts based on how a student performs on each testlet. Each student will complete a unique combination of testlets across multiple Essential Elements. An educator with multiple students in the same grade may see some similar content, but typically students do not receive the same testlets. If the student participated in instructionally embedded assessments, the system will use information from the First Contact survey and the teacher's entry of information into the Instructional Tool Interface (ITI) to determine which testlets to deliver.

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The assessments are designed for the student to interact directly with the online assessment system. It is also designed so that the student can interact with the assessment by using assistive devices and with test administrator support as needed. Some testlets are designed for the teacher to administer offline and then answer questions about the student's responses.

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The DLM system is designed to map a student's learning throughout the year. There are two testing phases. The first phase is the **Instructionally Embedded** assessment that occurs in the fall and winter months. In the Instructionally Embedded testing window, students are assessed at least once on each Essential Element that is chosen by a teacher before instruction. Results are then factored into overall performance levels used for accountability purposes.

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During the spring assessment window, students are re-assessed on a subset of Essential Elements that were tested throughout the fall and winter months. The system selects five Essential Elements in ELA and five Essential Elements in math. Science is not yet provided as an instructionally embedded assessment in the fall and winter months. Therefore, if a state is testing in science, the student will receive all 9 testlets during the Spring Assessment window. The overall performance levels in each content area are used for state accountability purposes.

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The total testing time during the Spring Assessment window is 50-75 minutes per student in ELA, 35-50 minutes in mathematics, and 45-135 minutes in science. However, each testlet takes only about 5-15 minutes, and assessments can be completed over several days or weeks to meet each student's needs. Not all DLM states administer science content. Check with your assessment coordinator or your state department about available content areas and grades in your state.

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Educator Portal is the administrative application where staff and test administrators manage student data such as First Contact survey and Access Profile and uploading users, students, and rosters. Also, reports are retrieved in Educator Portal. While Educator Portal also does many other things, this training will focus on managing student data and retrieving test monitoring data.

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Assessments are delivered to students through KITE[®] Client on windows and Mac computers, iPads, and Chromebooks, with various accessibility supports.

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In the spring testing window, students will receive 5 to 9 testlets per subject to make up the whole test. Not all students receive the same testlets. Each testlet includes items from one or more Essential Elements (EE) in the blueprint. These testlets verify or update information about the student's performance on EEs tested during the instructionally embedded assessments. The test delivery system determines which EEs, linkage levels, and assessments to deliver to the student. The system then delivers one testlet at a time in each subject. After the student takes the first testlet, the system delivers the next testlet 15 minutes later. The second testlet is then assigned based on the additional information gained from the first testlet the student completed in the spring testing window. The system selects each subsequent testlets based on the student's recent performance on other testlets. Each testlet is packaged and delivered separately and the test administrator determines when to schedule each testlet within the larger window.

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The DLM system will select the first testlet based on the student's prior information provided in the First Contact survey. If the student has participated in Instructionally Embedded Assessments, the system will select the first testlet based on the First Contact survey and information the teacher entered into the Instructional Tools Interface. After the student takes the first testlet in the spring testing window, the system then delivers the remaining testlets by adapting between testlets based on the cumulative information about the student, including First Contact survey and previous testlets administered during the spring window. The more assessment responses the student has, the less the system relies on First Contact survey information to determine linkage level assignment.

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Each student begins with one testlet in ELA, one testlet in math, and one in science if being assessed. Once a testlet is completed, the system uses information to assign the next one in that subject area.

The main steps in the process are:

- Teacher goes into Educator Portal
- Retrieves student username and password
- Retrieves Testlet Information Page (TIP)
- Logs into KITE Client with student information
- Delivers testlet to student
- Waits for next testlet.

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The KITE system delivers only one testlet at a time in each subject. After the student takes the first testlet, KITE Client delivers the next testlet, usually within 15 minutes.

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We will now discuss how to monitor assessments in Educator Portal.

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Test Administration Monitoring information is available via extract in Educator Portal. We will go over how to get to the extract and how to read the extract. You can find detailed information in the Educator Portal User Guide.

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To access the monitoring extract you will need one of the following roles:

- Superintendent
- District test coordinator
- District user
- Building principal
- Building test coordinator
- Building users

Test administrators can monitor students rostered to them. Your data manager has the ability to create an account and assign your role. Building roles can view student information in the building while district roles can view student information across a district. Test administrators are only able to view students rostered to them. The data management manual has a detailed table that defines the permissions for each role in Educator Portal and what reports and extracts can be used.

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We will walk through these steps to view the extract in Educator Portal. These same steps with screen shots are available in the Educator Portal User Guide, under the section titled View a Data Extract.

1. Log in to Educator Portal

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2. Click **Reports**.

3. Click Downloads under **Data Extracts**.

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4. Click **New File** for DLM Test Administration Monitoring.

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5. Depending upon your level of access, you may be prompted to select your organization (district or school).

6. Note the warning at the bottom of the screen in blue. We strongly recommend you not change the start and end dates from the default to ensure thorough and accurate data.

7. Click **Ok**.

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8. If you accessed the report previously, you will receive this message. Click **Yes** to proceed. Hint: Each request for an extract replaces the previous extract. Save extracts to your computer if you require an archive. Extracts contain Personally Identifiable Information, such as a student's name or state identification number, so use care to protect the data securely.

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9. The File field initially tells you that the request is in queue. A file request that includes the entire state – especially a large state – may take several minutes to transition from “in queue” to the CSV icon or acronym.

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10. Once the csv appears, you may click **CSV**.

Hint: Think of a CSV file as a completely unformatted Excel file. The inability to apply formatting mostly impacts fields with leading zeroes. However, any formats you add to a csv file will not be saved after the csv file is closed. If you want to include formatting changes, we recommend you save the file as an excel file.

11. Follow your browser's procedure for viewing/saving the file.

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The Test Administration Monitoring extract includes: The number of testlets confirmed, but not started, in progress, and completed by a student. Remember, you are expecting 5 to 9 testlets per subject for the spring testing window. Testlet counts are included for each subject, so a student may appear on more than one line in the extract.

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Remember, you are expecting 5 testlets in ELA and math and 9 testlets in science during the spring assessment window. Other information to remember regarding the test administration monitoring extract is that a student will not appear on this extract until they are enrolled and rostered to at least one subject in the current school year. Also, information in the extract includes data beginning September 21, 2016.

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This extract has a number of column headings. In the next four slides, you will see part of the extract. The first columns include school, district, and educator data. Note how there are separate rows for each subject area.

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In this screenshot, you will see the grade, student's last name, first name, state ID, etc. Again, note how there are separate rows for each subject area.

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These four columns include data from the Instructional Tools Interface in Educator Portal where a teacher chose an Essential Element, provided instruction, and administered testlets earlier in the school year. *Hint: The Instructional Begin and End dates you chose when downloading the report impact the data in these columns.*

N: The number of instructional plans confirmed for a student, but for which the student has not started.

O: The number of testlets that are in progress. (If you are pulling the report with a start date of March 15 or later, this should be zero, unless the teacher left an incomplete testlet open from an earlier testing phase.)

P: The number of instructional testlets completed by the student.

Q: The column will have an asterisk because there is no standard number of testlets required across all states.

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These four columns include data from the spring assessment window. *Hint: The End of Year Begin and End dates you chose when downloading the report impact the data in these columns. HOWEVER, AGAIN, WE HIGHLY RECOMMEND THE DATES NOT BE CHANGED.*

Column R: The number of testlets assigned by the system for the spring assessment window that the student has not yet started.

COLUMN S: The number of testlets that are in progress.

COLUMN T: The number of testlets from the spring assessment window which have been completed by the student. **By the end of the state's spring assessment window, the numbers in this column should equal the number in the "End of Year # Testlets Required" column.**

COLUMN U: The number of required testlets based on the blueprint for the subject.

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There are various reasons a building principal may want to use the information provided in the monitoring extracts. For instance, districts may want to monitor school or student participation. The extracts could also be useful to encourage teachers to monitor students rostered to them.

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Here are a few important notes to highlight:

1. A student will appear on more than one line in the report if rostered to more than one content area, e.g., one line for ELA and one line for math.
2. A line will appear for each school in which a student is enrolled, e.g., a student may receive instruction in one school for math and a different school for ELA. This type of situation does not often occur but in some states or districts this could occur.
3. The last date to view data for the 2016-17 academic year is July 31, 2017.

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We will now go over some important next steps and helpful DLM resources.

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First, bookmark your state's page on the DLM website. This is where to find all up-to-date information and manuals referenced in this webinar. Next, be sure to contact your district's assessment coordinator to set up an account in Educator Portal. If you are the district test coordinator, contact your state assessment administrator. You will be able to activate your Educator Portal account by following the instructions in the KITE activation email. Last, pull an extract to see how it works.

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The assessment coordinator and data manager in your district or building are helpful resources regarding DLM assessments. The assessment coordinator will be able to answer questions regarding topics like the test design and state policies. Your data manager will be able to assist you in setting up your account in Educator Portal and managing student data.

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For additional questions pertaining to Accessibility, First Contact survey, Educator Portal, and KITE Client, see your state's DLM webpage. The Data Management Manual and Educator Portal User Guide also have more information about how to manage user accounts and access reports and data extracts.

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To find your state's DLM webpage go to dynamiclearningmaps.org, click on States on the blue ribbon at the top of the page, and select your state from the drop down. Once on your state's page, click on **Manuals and Blueprints** or **Videos, Training, and Educator Resources** to find manuals and training materials for assessment coordinators, data managers, and technical staff. The materials provide an overview and detailed instruction on DLM responsibilities and procedures.

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On screen you are seeing contact information for the DLM Service Desk. The Service Desk team is able to answer many questions, especially those related to Educator Portal and KITE Client.

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Hours of operation for the Service Desk are Monday through Friday, 8 am to 7pm central time. During your state's spring assessment window, the Service Desk will be open from 6 am to 6 pm central time.

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When contacting the Service Desk, provide as much detail as possible about the issues encountered and the system on which it occurred. Be sure to include information such as:

- Your contact information including email address and 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

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Do not send any Personally Identifiable Information (PII) for a student via email. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes information such as a student's name or state identification number. Each state has unique PII requirements. Check with your assessment coordinator to find out what student information can be legally emailed in your state.

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Thank you for taking the Building Principal/District Administrator Training. If you have questions, contact the DLM Service Desk at d1m-support@ku.edu or your state education association.