



## Dynamic Learning Maps® Consortium Data Management Training

Presented by  
The Center for Educational Testing and Evaluation  
Fall 2016

The present publication was developed under grant #4-373410001 from the U.S. Department of Education, Office of Special Education Programs. The views expressed herein are solely those of the author(s), and no official endorsement by the U.S. Department should be inferred.



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## Comprehensive Training Overview

New training format this year

- 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 chat session

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## Topics Covered in this Video

- What's New This Year?
- Roles and Responsibilities
- KITE™ Suite
  - KITE Client (test delivery engine)
  - Educator Portal and data management activities
- Finding Help
  - Resources
  - Service Desk

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**What's New This Year?**

- Error messages and limits in Educator Portal prevent common data issues
- For Enrollment, Primary Disability field is required
  - Applies to CSV upload and user interface
- New Find Student function
- No extracts require an overnight wait



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**ROLES AND RESPONSIBILITIES**



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**Data Manager Roles and Responsibilities**

- Gather, validate, and add user/teacher, enrollment/student, and roster data in Educator Portal
- Provide troubleshooting for data issues identified by other participants
- Manage data and data verification throughout the school year
- Responsibilities are presumed to be at the district or school level, but may be at a higher level



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### Other Participants in DLM Assessments

Participant (EP Role)	Responsibilities
Assessment coordinator (District Test Coordinator)	Oversees assessment administration. Relies on your support for managing the data in the district or building
Technology personnel (N/A)	Manages technology to support assessment activities
Test administrator (Teacher)	Prepares students for and administers assessments. Relies on your support for troubleshooting data issues
Student	Participates in assessments

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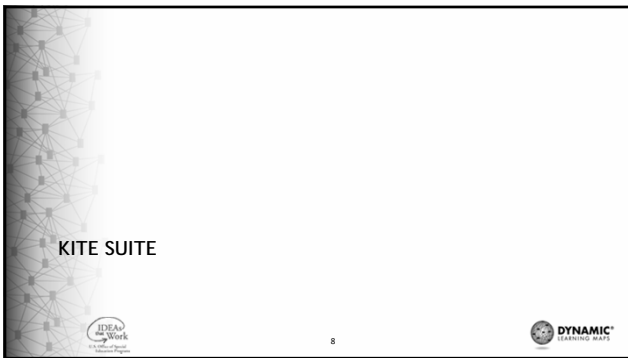
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### KITE Suite: Two Parts



**Educator Portal (EP)**

<https://educator.cete.us>

Educators and district staff log in online to manage student, user, and assessment data





**KITE Client**

Click desktop icon

Students log in to take assessments

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KNKS

### Educator Portal

- Manage student, user, and assessment data
- [educator.cete.us](http://educator.cete.us)
- Role, organization, organization level
- Settings Menu
  - Users tab
  - Students tab (Enrollment and TEC/Exit Record)
  - Rosters tab



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### Troubleshooting

#### CSV Files and Data Management

- Leading zeroes
- Template format
- Organization numbers
- Upload errors
- Save/save as (.CSV)
- Follow order of operation:
  - Users, Enrollment, Rosters



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### FINDING HELP: RESOURCES AND THE DLM SERVICE DESK



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## Slide 10

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**KNK8** (Ryan, the educator identifier is not asterisked and i think it is required for the roster process. In the assessment coordinator training, i added that they have to add the educator identifier. Is that true?  
Keating, Nancy Kay, 8/11/2016

**Data Manager Resources**

- DLM website
  - DLM webpage <http://www.dynamiclearningmaps.org/state>
  - DATA MANAGEMENT MANUAL
  - EDUCATOR PORTAL USER GUIDE
- Test Updates—please subscribe
- Educator Portal announcements
- DLM Service Desk



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**Data Management Q&A Chat Sessions**

Registration for and details about each session are available after this video

- August 31 2:00 - 3:00 p.m. Central time
- September 28 2:00 - 3:00 p.m. Central time



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**DLM Service Desk**

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



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**DLM Service Desk**

Provide as much detail as possible  
Please include:

- 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

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**DO NOT EMAIL PII**

- Personally Identifiable Information (PII)
- Under no circumstances should you ever email any student identifiable information
- This is a federal violation of the Family Educational Rights and Privacy Act (FERPA)
- If you have any questions about what is allowable in your state, contact your state assessment administrator

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**THANK YOU!**

For questions, please contact:  
[d1m-support@ku.edu](mailto:d1m-support@ku.edu)



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