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Hello and welcome to the Data Management training for the Dynamic Learning Maps[®] alternate assessment.

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Before registering for one of the optional Question and Answer chat sessions scheduled later this fall, we recommend watching the pre-recorded video, viewing the PowerPoint slides, reading the script and the frequently asked questions. Registration information is available at the end of this video.

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In this training, we will review what is new or different this year. We will look at the other roles and responsibilities for DLM alternate assessments. We will examine the Kite[®] Suite, spending some time in the live environment. Finally, we will cover the resources available to you.

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There are some very important changes for the 2018-2019 school year. First, Educator Portal has moved to a new web address: educator.kiteaai.org. Second, Educator Portal has undergone a major facelift and redesign, though the underlying structure will be familiar. Finally, KITE Client has been renamed Student Portal.

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We will now look at your role and responsibilities and the roles and responsibilities of others you may support.

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The key duty of the data manager is to gather, validate, and add user/teacher information, enrollment/student information, and roster data in Educator Portal. The data manager also provides troubleshooting for data issues and manages data 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 key participants in DLM assessments include the assessment coordinator, technology personnel, test administrators, and students. Data managers ensure that their district or building is ready for assessment administration by supporting each of these participants as needed.

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In this section, we'll briefly discuss Kite Suite. Then we will focus on data activities you will complete using Educator Portal.

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Kite Suite has two main parts, one for controlling user and student data, and one for students taking assessments.

Educator Portal is the website you will use to manage data. It is also used by test administrators to facilitate the DLM assessment. It is accessed using the user's login information. A student never logs into Educator Portal.

Student Portal is the secure test delivery platform—the application installed on the testing device that students use to take assessments. It is accessed using the student's login credentials. Student Portal is also used by test administrators and students for practice activities and released teslets using demonstration logins found in the TEST ADMINISTRATOR MANUAL.

A common error that test administrators experience is attempting to log into Student Portal using their own credentials. They can only use the student's login credentials or demonstration login to access Student Portal.

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You will do your work in Educator Portal, which can be found at educator.kiteaai.org.

When logging in, ensure that your role, organization, organization level, and assessment program are correct. If they are not, contact your district test coordinator. If you are the district test coordinator, please contact your state assessment administrator.

We will now look at the live environment, including the settings menu and the tabs you will most frequently use.

This is the login page of Educator Portal. If you have forgotten your password, you can reset it by clicking on the "Forgot Password?" link.

The security agreement must be completed and signed every academic year, and the agreement will pop up immediately on your first login of the testing year. Please note that the agreement defaults to the DO NOT agree option. Change the radio button to agree, type your name, and click save. You may need to help your educators complete this step.

In the top right corner, you will see your name, role, organization, and assessment program. Your name can be edited in My Profile. Again, if role, organization, or assessment program are incorrect, contact your district test coordinator or state assessment administrator as appropriate.

If you have more than one role or organization, you may change them using the drop-down menus.

On the right you will find My Profile. Here you can edit your display name, change your password, and change your default role—that is, which role you initially log in as, if you have multiple roles. You can also review your security agreement and find the sign and expiration dates.

Below the profile, there are a few quick links that can be used.

Most of the site will be accessed through the menu bar.

The home icon brings you back to this page—the home screen.

The Manage Tests menu is used primarily by test administrators and is not covered in this training.

Most of your work as a data manager will be done in the Settings and Reports menus.

Please note: due to time constraints and to avoid information overload, not every process is covered in detail in this training. Instead, an overview of the Settings and Reports menus is given. Short one- to five- minute helplet videos that cover related functions (for instance, adding and editing users) in more depth are available on your DLM website.

The Settings menu has four options. As data manager, most of your work will take place in Rosters, Students, and Users. There is a best-practice order of operations for DLM assessment, and it is from bottom to top on this screen. Users are loaded, edited, and/or verified first. Next, students are uploaded, enrolled manually, or updated from last year's data. Finally, rosters are created, pairing educators, students, and subject material.

Any field marked with a red asterisk is a required field.

Users can be viewed and edited, added manually, or uploaded. Students can be viewed and edited, found from previous years, added, transferred, exited, enrolled via upload, or exited via upload.

Please note that when adding teachers under the Users tab, the entry for Educator Identifier does not initially have an asterisk because it is not required for all users. When the Teacher role is selected, the asterisk appears.

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Using templates for data uploads is covered extensively in the helplet videos, the DATA MANAGEMENT MANUAL, and the EDUCATOR PORTAL USER GUIDE.

There are some common troubleshooting tips for using upload templates:

- Excel does not retain leading zeroes by default. We recommend adding an apostrophe in front of any value beginning with a zero, which will cause Excel to retain it.
- Make certain your template matches the current format posted on the DLM website. Some templates for the 2018-19 school year are different than 2017-2018 year, most notably the enrollment template. The current template is always available in Educator Portal.
- Verify the organization numbers on the state organizational table.
- Any rejected uploads will provide error messages. The error message will indicate what field or value is incorrect.
- Ensure you save files as comma separated value or CSV files.
- And again, follow the order of operations—users, then enrollment, then rosters.

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The DLM Service Desk is ready to help if you have exhausted the provided resources for troubleshooting. You are the contact person for your district to escalate data issues on behalf of district users.

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Your state-specific DLM webpage is located at www.dynamiclearningmaps.org forward slash your state's name. You will find the DATA MANAGEMENT MANUAL and the EDUCATOR PORTAL USER GUIDE on this page. You are also able to subscribe to test updates, which we strongly recommend. Some announcements will be

posted in Educator Portal, and will be visible to you at log in. Service Desk analysts are also available to help you. Their contact information is available at the end of this presentation and at the bottom of every DLM webpage.

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DLM staff will offer two data management Q&A sessions. These sessions are intended to answer questions that remain after you have watched this video, read the FAQs, and reviewed provided resources. Registration information is available after completion of this video.

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If you have questions that you must ask before the Q and A sessions, or if you are unable to attend one of listed times, the DLM Service Desk is available to answer questions via phone at 1-855-277-9751 or via email at DLM-support@ku.edu.

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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. Include your contact information: email address and name, the state and district in which the school is located, any error messages, testlet number, operating system, browser information, and any information about network configuration.

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Do not email a student's personally identifiable information or PII. Doing so violates the Family Educational Rights and Privacy Act, also known as FERPA. States have different standards about what combinations of information are considered personally identifiable information. For example, some states allow a student's state ID to be emailed, while others do not. If you have any questions about what is allowable by your state, contact your state assessment administrator. Service Desk analysts are required to report any violations to your state's education department.

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Thank you for viewing the DLM Data Management training video. Be sure to check out the Frequently Asked Questions PDF. The slides and the transcript from this video are available for your use.