Dynamic Learning Maps® (DLM®) Spring 2023 Assessments for District of Columbia Test Administrators

District of Columbia Spring 2023 Training

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1

1

Objectives

- Discussion of key dates and information about the District of Columbia spring 2023 assessment window
- Accessing required test administrator training
- Discussion of test administration preparation and data management resources for teachers
- Extracts and reports available in Kite® Educator Portal
- Enhancements to the Kite System for the 2022–2023 school year

2

2

Administration of DLM Science Testlets

March 13 – April 28, 2023
Eligible students in grades 5, 8, and high school biology.

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First Things First

- New Educator Portal Accounts: You must activate your Educator Portal account using the activation email prior to attempting to log into the training course.
- Required Training course accounts are created in Moodle within three hours of activating your Educator Portal account. You can begin the training thereafter.

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Existing Educator Portal Accounts

- Existing Educator Portal Accounts: You will not need to activate your account but may need to change your password.
- Required Training course accounts will remain from the previous years. You will need to use the initial password for Moodle and change your password as instructed.

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Spring 2023 Assessment Window

- March 13 – April 28, 2023
- Best practice is to complete the following steps prior to the assessment window opening date.

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First Steps (1)

1. The Test Security Agreement must be completed each school year.
2. Required Test Administrator Training must be completed by new and returning teachers.
3. The student will be enrolled by OSSE or the LEA depending on grade.

7

First Steps (2)

4. The student will be rostered by OSSE to available teacher accounts.
5. The student's First Contact survey must be completed by the teacher.
6. The student's Personal Needs and Preferences profile will be completed by the teacher if needed.

8

Log In to Required Test Administrator Training

- Located at the bottom of the District of Columbia's DLM website.

Required Test Administrator Training

2022-23 required training for teachers administering the DLM assessment opens on your state's scheduled training date. The Guide to DLM Required Test Administrator Training (pdf) is a great place to start, with information about accessing the DLM training site for your first login.

9

Another Login Option

- Go to training.dynamiclearningmaps.org.

Dynamic Learning Maps

Username

Forgotten your username or
password?

Password

Cookies must be enabled in your
browser

☐ Remember username

Log in

10

10

Required Test Administration Training
Initial Login

- Your training course username is the same email address used for your Kite Educator Portal account.
- Your initial training course password is the first part of your email address before the @ symbol.
- Example
  - Maria Smith's email address: Maria.Smith@myschool.edu
  - Maria's training course login: maria.smith@myschool.edu
  - Maria's initial password: maria.smith

11

11

Required Test Administrator Training
New Password

- After your initial login, you will be prompted to change your password.
- Use all lowercase letters for your training course username and password.

12

12

Required Test Administrator Training Timeline

- DC's Required Test Administrator Training opened December 5, 2022, and stays open through the end of the testing window.
- Training course accounts for new teachers are created within three hours of the Educator Portal account activation.

13

13

Required Test Administrator Training Accounts

- Training course accounts for returning teachers are carried over from year to year if organization or email information has not changed.
- The teacher will need to reset their password at the first login attempt.

14

14

Required Test Administrator Training Modules

- **Returning teachers:** One self-directed module with one opportunity to pass. If the module is not passed, the teacher is directed to additional required training.
- **New teachers:** Four modules, plus an additional First Contact survey and PNP Profile training video

15

15

Required Test Administrator Training for Dual DLM States

- If you have completed required training for Maryland and need to administer testlets to a District of Columbia student, contact your test coordinator for information on DC required training.

16

16

TEACHER PREPARATION & DATA MANAGEMENT

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17

Educator Portal Information

- Educator Portal is a web-based system that manages student data and retrieves reports.
- The following browsers support Educator Portal for the 2022–2023 school year.
  - Mozilla Firefox
  - Google Chrome
  - Microsoft Edge
  - Safari

18

18

Accessing Educator Portal

- Access Educator Portal at https://educator.kiteaai.org
- A test coordinator must add new test administrator accounts.

19

Educator Portal Account Activation

- New teachers must activate their account in Educator Portal using the activation email.
- All teachers, new or returning, must agree to security standards in Educator Portal.
  - The Security Agreement pops up the first time a teacher logs in to Educator Portal for the new school year.
  - A teacher who does not agree to the security standards will not have access to Educator Portal.

20

Science Instructional Resources

- Instructional resources for Year-End model states: https://dynamiclearningmaps.org/instructional-resources-ye/science
- Contains links for
  - Currently Tested Essential Elements for Science
  - Development of DLM Essential Elements for Science
  - A complete list of Essential Elements for science
  - Using Mini-maps to Plan Instruction

21

Student Enrollment

- Use the Students tab to
  - check the spelling of student name and other demographic information
  - verify grade level
  - view and edit PNP Profile
  - view and edit First Contact survey
  - view Kite Student Portal login username and password
- Contact the test coordinator if there are changes to student data.

22

Student Rosters

- Rosters connect an enrolled student to the test administrator.
- Test administrators must have an active Educator Portal account to be added to a roster.
- If you are missing students from your roster, contact your LEA for assistance.

23

First Contact Survey and PNP Profile

- Complete and submit the First Contact survey and Personal Needs and Preferences (PNP) Profile for all rostered students in Educator Portal.

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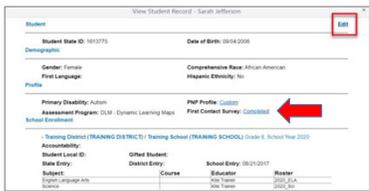
First Contact Survey

- Completed for each student each school year
- Includes questions about a student's communication, academic, and attention skills
- Used to determine the linkage level for the student's first testlet in each subject
- Reviewed, revised, and resubmitted each year

25

PNP Profile

- The PNP lists a variety of accessibility supports available to the student.
- Only select the supports a student needs and uses regularly during instruction.
- Guidelines at the state level are provided to assist IEP teams when making decisions about accessibility supports.
- Test administrator may adjust the PNP Profile selections between testlets.

26

PNP Profile Help

- The test coordinator can provide further IEP guidance if needed.

27

Kite Student Portal

- Kite Student Portal must be installed on all student devices for the 2022–2023 assessments.
  - Macs and PCs require an uninstall of older versions.
  - Chrome auto-updates if that feature is turned on.

28

28

Kite Student Portal Installation

- When launched, a pop-up message will inform the user if the most up-to-date version is not installed.
- Technology staff may need to be contacted for installation on testing devices.
  - Installation instructions and system requirements are found on the Kite Suite tab on the DLM website.

29

29

Helplets

- Educator Resource Videos for science are found on the DLM website: https://dynamiclearningmaps.org/educator-resource-videos-science
- Contains helplet videos for
  - accessibility options
  - completing the First Contact survey and PNP Profile
  - science test tickets and Testlet Information Pages (TIPs)
  - using Kite Student Portal

30

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Data Management Wrap-Up

- Prior to the spring assessment window opening date
  - complete the Required Test Administer Training
  - electronically complete the DLM Security Agreement
  - confirm all your students are rostered to you
  - complete and verify the PNP Profile and First Contact survey information is complete and accurate for each student
  - contact a test coordinator for help adding, removing, or editing student information

31

ADMINISTRATION OF DLM SCIENCE TESTLETS

32

Time Commitment for the Administration of DLM Science Testlets

- Nine testlets per student
  - Each testlet assesses ONE of the Currently Tested Essential Elements for Science
- Three to five multiple-choice items per testlet
  - Each testlet begins with an engagement activity
- Five to fifteen minutes per testlet
  - The total administration time needed is approximately 45-135 minutes

33

DLM Science Essential Elements

- Science Essential Elements have three linkage levels:
  - Initial
  - Precursor
  - Target
- DLM science testlets are written by linkage level
- Each testlet assesses one Essential Element at one linkage level

34

34

Engagement Activities for Science Testlets

- **Short setup:** Read once.
- **Longer story:** Read twice.
- **Short video:** Approximately 30 seconds.

35

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Purpose of Engagement Activities

- Establish a context
- Activate prior knowledge
- Engage the student

36

36

Adaptive Testlets

- First testlet
  - First Contact survey determines the linkage level
- Subsequent testlets
  - System adapts the linkage level based on student performance
  - One level higher, one level lower, or the same level

37

TEST MANAGEMENT

38

Educator Portal: Test Management

SETTINGS · | MANAGE TESTS · | REPORTS · | DASHBOARD | HELP

TEST MANAGEMENT
INSTRUCTION AND ASSESSMENT PLANNER
PROJECTED TESTING

My Profile

Quick Links

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39

Test Management During the Spring Assessment Window

- The Test Management tab is where test administrators will find:
  - assigned science testlets
  - test ticket information for rostered students
  - TIPs for testlets that have been assigned to rostered students
  - testlet administration completion status
- If a student does not have testlets, contact a test coordinator for troubleshooting.

40

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Test Ticket Information

- Test tickets are in Educator Portal.
- A test ticket with student login information is needed for testlet administration in Student Portal.
- Test ticket information for rostered students is found on the Test Management tab.
- Select the PDF icon in the Tickets column to view the test ticket for a student.
- Download multiple test tickets into one PDF by selecting multiple students.

41

41

Testlet Information Pages (TIPs)

- TIPs provide test administrators with information specific to each testlet including
  - if the testlet is computer-delivered or teacher-administered
  - the number of items on the testlet
  - materials needed and how they can be used
  - suggested substitute materials
  - actions not allowed for the content being assessed
  - other comments or unique instructions for the testlet
  - alternate text
  - if picture response card need to be printed in color
- Test administrators must download TIPs

42

42

Monitoring Student Progress During the Spring Assessment Window

- Testlet completion status can be monitored in three ways:
  1. **Educator Portal:** Test Progress column on the Test Management screen
  2. **Educator Portal:** DLM Test Administration Monitoring data extract on the Data Extracts tab
  3. **Student Portal:** When the testlet is submitted

43

43

DATA EXTRACTS AND REPORTS

44

44

Educator Portal: Extracts

45

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Current Enrollment Extract

- This extract lists information for active students rostered to you, including
  - accountability district and school
  - attendance district and school
  - student name
  - student grade
  - student demographic information

46

46

DLM Test Monitoring Extract

- This extract tracks completion of assessments in the spring and lists
  - the number of end-of-year testlets not started
  - the number of end-of-year testlets completed
  - the number of testlets required

47

47

First Contact Survey File Extract

- This extract lists information for each student rostered to you, including
  - all responses selected in the First Contact survey
  - the status of the First Contact survey (not started, in progress, ready to submit, or submitted)
  - the date and name of the last person to modify the First Contact survey for the student

48

48

PNP Settings Count Extract

- This extract lists the number of students rostered to you for which a particular PNP feature has been selected.

49

PNP Settings Extract

- This extract lists information for each active student rostered to you, including
  - student name, school, district, and grade
  - PNP Profile selections
  - date and name of last person who modified the settings
- If a student does not appear on the extract, no PNP Profile settings have been selected

50

Roster Extract

- This extract lists students rostered to you and includes the following information
  - roster name
  - teacher name
  - student name and grade

51

Student Roster and First Contact Survey Status Extract

- This extract provides testing readiness information in one extract and lists the
  - grade
  - rostered subjects
  - First Contact survey status and completion date

52

52

Managing Data Verification and Revisions

- Data cleanup means asking the following questions:
  - Are any students rostered to me who should not be taking the DLM alternate assessment?
  - Are there any students not rostered to me who will be taking the DLM alternate assessment?
- Contact your test coordinator for assistance with adding, editing, or removing student data

53

53

IMPORTANT REMINDERS

54

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Protect Student Data Privacy

- Do not violate the Family Education Rights and Privacy Act (FERPA).
- In emails and live chat, do not include student Personally Identifiable Information (PII).
- If you need to communicate student PII, contact the Service Desk by phone or use secure communication protocols set up by OSSE.

55

DLM Service Desk Contact Information

Phone: 1-855-277-9751 (toll-free)
Email: DLM-support@ku.edu
Live Chat: Kite Educator Portal
Availability: Mon–Fri, 7:00 a.m.–5:00 p.m., Central Time

- Student Portal testing environment issues
- Test administration issues

Any issues with your rosters or student demographic information should be directed to your test coordinator for assistance.

56

KEY TEST ADMINISTRATION DATES

57

Key Dates (1)

- **Jan 9 – Feb 3:** OSSE enrolls grade 5 and grade 8 DLM-eligible students; LEAs enroll DLM eligible high school students
- **Jan 16 – Feb 3:** Teacher accounts added or updated in Kite Educator Portal by test coordinators
- **Feb 6 – Feb 17:** OSSE rosters students eligible for DLM assessment to available teacher accounts

58

58

Key Dates (2)

- **Feb 20:** Start window for First Contact survey and PNP Profile completion by teachers
  - Must be completed prior to testing; LEAs verify DLM student rosters
- **March 13:** DLM testing window opens
- **April 28:** DLM testing window closes

59

59

Key Dates (3)

- **Ongoing:** Required Test Administrator Training
  - Required to access student data and complete the First Contact survey, PNP Profile settings, and to administer testlets
- **Ongoing:** School Test Security Plan submission to LEA/OSSE
  - Must be sent to OSSE at least 15 business days prior to testing
- **Ongoing:** Continuous monitoring of student data; communicating with your test coordinator for assistance as needed

60

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THANK YOU

61

61