



Slide 1. Welcome to District of Columbia’s spring 2023 Dynamic Learning Maps[®], or DLM[®], training for test administrators.

Slide 2. The objectives of this presentation are to discuss key dates and information about the District of Columbia spring 2023 assessment window. Additionally, we discuss locating and accessing 2022–2023 required test administrator training, test administration preparation and data management resources for teachers, an overview of extracts and reports available in Kite[®] Educator Portal, and 2022–2023 enhancements to the Kite System.

Slide 3. The test administration window for spring 2023 opens on March 13 and closes on April 28. DLM Science testlets are administered to eligible students in grades 5, 8, and high school biology.

Slide 4. For new Educator Portal accounts, you must activate your Educator Portal account before you will be able to log in to 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.

Slide 5. For 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 year. You will need to use the initial password for Moodle and change your password as instructed.

Slide 6. The next two slides show what steps must be done before a testlet is generated in Kite Student Portal. We will discuss these steps in more detail throughout the presentation.

Slide 7. The Test Security Agreement must be completed each school year. Required Test Administrator Training must be completed by new and returning teachers. The student will be enrolled by OSSE or the LEA depending on the grade.

Slide 8. Students will be rostered by OSSE to available teacher accounts. The student’s First Contact survey must be completed by the teacher, and the

student's Personal Needs and Preferences profile will be completed by the teacher if needed.

Slide 9. New and returning teachers can access the Required Test Administrator Training by using the link within the blue box on DC's DLM webpage.

Slide 10. The training site can also be accessed directly from a web browser at <https://training.dynamiclearningmaps.org>.

Slide 11. 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.

Slide 12. After your initial login, you will be prompted to change your password. Use all lowercase letters for your training course username and password.

Slide 13. 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.

Slide 14. 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.

Slide 15. Returning teachers will complete 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 will complete and pass four modules plus view an additional First Contact survey and PNP Profile training video.

Slide 16. 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.

Slide 17. Next, we discuss teacher preparation steps for administering the assessment.

Slide 18. Educator Portal is a web-based system that manages student data and retrieves reports. The application is compatible with Mozilla Firefox, Google Chrome, Microsoft Edge, and Safari web browsers.

Slide 19. Access Educator Portal at <https://educator.kiteaai.org>. A test coordinator must add any new test administrator accounts. After being added, test administrators are assigned the role of Teacher and can log in to Educator Portal.

Slide 20. 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.

Slide 21. The DLM website has several science instructional resources. Resources include Currently Tested Essential Elements for Science, Development of DLM Essential Elements for Science, a complete list of Essential Elements for science, and Using Mini-Maps to Plan Instruction.

Slide 22. Use the Students tab to check the spelling of student name and other demographic information, verify the grade level, view and edit PNP Profile, view and edit First Contact survey, view Kite Student Portal login username and password.

Contact your test coordinator if changes need to be made to student demographic data.

Slide 23. 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.

Slide 24. Next, you will need to complete and submit the First Contact survey and Personal Needs and Preferences, or PNP, Profile in Educator Portal for your students.

Slide 25. A First Contact survey must be completed for each student each school year. The survey is a series of questions about the student's communication, academic, and attention skills. The DLM system uses the teacher's responses to the student's First Contact survey to determine the first linkage level for the student's first testlet assigned. The student's First Contact survey should be reviewed, revised, and resubmitted each school year.

Slide 26. If a student requires accessibility supports for testing, the Personal Needs and Preferences, or PNP, Profile should be completed in Educator Portal. The

PNP Profile lists a variety of accessibility supports available to the student and can be adjusted between testlets.

Slide 27. Test administrators should contact the test coordinator for IEP guidance when selecting accessibility options.

Slide 28. 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.

Slide 29. 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.

Slide 30. The DLM website provides short instructional videos, called helplets, to assist test administrators with various assessment preparation and monitoring tasks. The Educator Resource Videos webpage for science can be accessed from DC's DLM webpage.

Slide 31. In this section of the presentation, we covered that required training should be completed prior to the spring assessment window opening date, you must electronically complete the DLM Security Agreement, confirm all your students rostered to you, complete and verify the PNP Profile and First Contact survey information is accurate for each student, and contact a test coordinator for help adding, removing, or editing student information.

Slide 32. Next, we cover the administration of DLM Science testlets.

Slide 33. The time commitment for administering DLM Science testlets varies by student. However, there are some general guidelines that are useful for planning. There are nine science testlets delivered per student with three to five multiple-choice items per testlet. Each testlet takes approximately five to fifteen minutes to complete.

Slide 34. Each Essential Element for science has three linkage levels: Initial, Precursor, and Target. DLM Science testlets are written by linkage level. Each testlet assesses one Essential Element at one linkage level.

Slide 35. Each science testlet begins with an engagement activity that may be a simple, short setup, which is read once, a longer story that is read through twice, or a short video showing a science phenomenon.

Slide 36. Regardless of which type of engagement activity a testlet contains, the purpose is always to establish a context for the testlet items, activate the student's prior knowledge, and engage the student.

Slide 37. DLM Science testlets are adaptive. The system uses the teacher's responses for a student's First Contact survey to determine the linkage level for the student's first testlet. For each subsequent testlet, the system analyzes the student's performance to determine if the next testlet will be one linkage level higher, one linkage level lower, or the same linkage level as before.

Slide 38. The Test Management tab of Educator Portal provides teachers with the necessary tools to administer DLM assessments.

Slide 39. Test Management is found under the Manage Tests tab in Educator Portal. Choose the **Test Management** option to get started.

Slide 40. Once the accuracy of student information has been verified and all requirements have been completed, test administrators are ready to begin administering testlets. Testlet assignments are found on the Test Management tab in Educator Portal.

The Test Management tab is where test administrators will find assigned testlets for each required subject; test ticket information for rostered students; Testlet Information Pages, or TIPs, for testlets that have been assigned to rostered students; and testlet administration completion status.

If a student does not have testlets, contact the test coordinator for troubleshooting.

Slide 41. During the spring assessment window, test tickets are located in Educator Portal. A test ticket is generated for each student taking the DLM assessment. The test ticket is required for testlet administration in Student Portal. Select the **Test Management** tab in Educator Portal, then select the PDF icon in the Tickets column to view the test ticket for a student. Multiple test tickets can be downloaded into one PDF by selecting multiple students.

Slide 42. 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; any materials needed and how they can be used; suggested substitute materials; actions not allowed for the content being assessed, such as defining specific terms; other comments or unique instructions

for the testlet; any alternate text; and if picture response cards need to be printed in color.

Test administrators must download TIPs.

Slide 43. Educator Portal provides three methods to monitor testlet completion status for subjects. Test administrators can use the Test Progress column on the Test Management screen and the DLM Test Administration Monitoring data extract found on the Data Extracts tab. In Student Portal, when a testlet is submitted, a message indicates the number of testlets completed and the number of testlets required. For example, "You have completed 2 of 9 testlets."

Slide 44. Several data extracts are available to quickly generate real-time reporting of student demographic and testing status information for rostered students. Extracts are found on the Data Extracts tab in Educator Portal.

Slide 45. Data extracts are found under the Reports tab in Educator Portal. Choose the **Data Extracts** option to get started.

Slide 46. The Current Enrollment extract lists enrollment information for active students rostered to you, including the accountability district and school, the attendance district and school, student name, student grade, and student demographic information.

Slide 47. The DLM Test Monitoring Extract tracks completion of science testlets by student. The extract lists the number of end-of-year testlets not started, the number of end-of-year testlets completed, and the number of end-of-year testlets required.

Slide 48. The First Contact Survey File extract lists information for each student rostered to you. Data in the extract includes all responses selected on the First Contact Survey, the status of the First Contact survey (not started, in progress, ready to submit, or submitted), and the date and name of the last person to modify the First Contact survey for the student.

Slide 49. The PNP Settings Count extract lists the total number of students rostered to you for which a particular PNP feature has been selected.

Slide 50. The PNP Settings extract lists student demographic information for each active student rostered to you along with the Personal Needs and Preference Profile selections for each student. The date and name of the last person who

modified the settings are also listed. If a student does not appear on this extract, no PNP settings were selected for that student.

Slide 51. The Roster extract lists the name and grade of students rostered to you, the name of the roster, and the rostered teacher's name.

Slide 52. The Student Roster and First Contact Survey Status extract combines information from several other extracts into one easy-to-read extract. The extract lists the student grade, roster information, and the First Contact survey status and completion date.

Slide 53. Data cleanup is the responsibility of all users. As the test administrator, you should use the various data extracts to determine if any students are rostered to you that should not be taking the DLM assessment. You should also note any students who are missing from your roster that will be taking the DLM assessment. Contact your test coordinator for assistance with adding, editing, or removing student data.

Slide 54. Next, we will discuss some important reminders and milestone dates for the spring 2022–2023 DLM Science alternate assessment.

Slide 55. Do not violate the Family Education Rights and Privacy Act, or FERPA. When using emails and live chat, do not include student Personally Identifiable Information, or PII. If you need to communicate student PII, contact the Service Desk by phone or use secure communication protocols set up by OSSE.

Slide 56. The DLM Service Desk is available for technical support for Educator Portal and Student Portal applications. The Service Desk is available Monday to Friday, from 7:00 a.m. to 5:00 p.m. (Central). Extended hours are available during the spring assessment window. If there are issues with your rosters or any student demographic information, you should contact your test coordinator to make updates.

Slide 57. Our last topic for this discussion is a look at key dates for District of Columbia's DLM alternate science assessment.

Slide 58. The next three slides list the key dates for District of Columbia's DLM alternate science assessment.

Slide 59. [Key dates listed on slide.]

Slide 60. Any questions about these dates should be directed to your test coordinator.

Slide 61. Thank you for viewing this presentation.