



Dynamic Learning Maps® (DLM®) Spring 2022 Assessments for District of Columbia

District of Columbia Winter 2022 Training

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1



1

Objectives

- Discussion of key dates and information about the District of Columbia spring 2022 assessment window
- Locating and accessing required test administrator training
- Discussion of teacher preparation and data management practices
- Extracts and reports available in Kite® Educator Portal

2



2

District of Columbia Administration of DLM Science Testlets



3



3

Administration of DLM Science Testlets

9 testlets per student

Each testlet assesses ONE of the Currently Tested Essential Elements for Science.

3-5 multiple choice items per testlet

Each testlet begins with an engagement activity.

5-15 minutes per testlet

The total administration time needed is approximately 45-135 minutes.



4

First Steps—Spring 2022 Assessment Window

March 14, 2022 –April 29, 2022

Note: If data was entered prior to this training these steps are not repeated for the spring window.

Required Test Administrator Training must be completed.

The Test Security Agreement must be completed.

The student must be enrolled.

The student must be rostered.

The student's First Contact survey must be completed.*



5

First Things First...

You must activate your Educator Portal account before you will be able to login to the training course.

Training course accounts are created within 3 hours of activating your Educator Portal account. You can begin the training thereafter.



6

Required Test Administrator Training Login

Required Test Administrator Training

2021-22 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.

located at the bottom of the DLM website



or go directly to training.dynamiclearningmaps.org



7

Required 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.

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



8

Required Training for Dual DLM States

If you have completed required training for Maryland, contact OSSE for information on DC required training.



9

Teacher Preparation (3)

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

View Student Record - Sarah Jefferson

Student State ID: 1013775	Date of Birth: 09/04/2008
Gender: Female	Comprehensive Race: African American
First Language:	Hispanic Ethnicity: No
Primary Disability: Action	PNP Profile: C-2020
Assessment Program: DLM - Dynamic Learning Maps	First Contact Survey: LINK HERE

School Enrollment

- Training District (TRAINING DISTRICT): Training School (TRAINING SCHOOLS) Grade 8, School Year 2020

Accountability

Student Level ID:	Gifted Student:	School Entry: 08/21/2017	
State Entry:	District Entry:		
Subject:	Course:	Schooler:	Master:
Grade: 8/MS/8/8/8		8th Year:	2021_S/4
Level:			2021



13

Technology Preparation

- Kite Student Portal must be installed on all student devices for the 2021-2022 assessments.
 - Macs and PCs require an uninstall of older versions.
 - Chrome auto-updates if that feature is turned on.
- When launched, a pop-up message will inform the user if the most up-to-date version is not installed.
- Go to the Kite Suite on the DLM website to get the installation instructions for supported platforms, screen requirements, and additional resources.



14

Science Instructional Resources

- Instructional resources for year-end model states: <https://dynamiclearningmaps.org/instructional-resources-ye/science>



15



DATA MANAGEMENT

16



16



Data Manager (LEA) Responsibilities

To gather, edit, and upload data in Kite Educator Portal for

- Users: educators, test administrators, staff
- Enrollment: students in high school
- Rosters: OSSE responsible for assigning students to educators

17



17



Manuals and Templates

- To assist with the data management process, upload templates and manuals can be accessed on DC's DLM website.
- Helpful manuals and templates:
 - DATA MANAGEMENT MANUAL
 - EDUCATOR PORTAL USER GUIDE
 - Templates for user uploads, student enrollment, and rostering
 - State organizational table for District of Columbia

18



18

State Organizational Table

State organization table is found on the DLM website. Filter using the role = Assessment Coordinator, resource category = District Staff Resources

Each entity has a parent organization

- each school is a numerical code
- each school has a district parent listed with "DC" before the numerical code

19



19

MANAGE USER DATA

20



20

Educator Portal Info to Know: Users

The state must upload any users with the role of District Test Coordinator.

New users need to be added manually or through a file upload.

Educator Portal sends an activation email to the new user with a link to create a password.

The user's email address is the unique account key.

Users may have more than one role in Educator Portal.

Users are rolled over from the year before.

Deactivation of a user must be done manually.

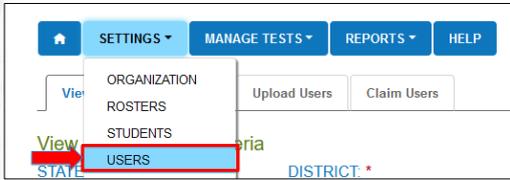
- Building Test Coordinators may not deactivate a user.

21



21

Data Management Tasks: Users



22



22

Educator Portal: Add Users

- only a few users to add—manually
- several users to add—template



23



23

Resending the Account Activation Email to Users

The most common reasons the Kite activation email would need to be resent

- A user did not receive the email because the address was incorrect, the email went to a spam folder, or firewall issues prevented the email's delivery.
- The user did not activate the account within 20 days of receiving the email.
- The user deleted the account activation email not knowing what it was.

24



24



Educator Portal: Edit Users

Common changes for users include

- organization assignment
- name
- email address
- add or remove roles

Manually edit when a few users need changes.

Use the upload template when more than a few users need changes.

- updated info only affects users in the upload

25



25



Educator Portal: Deactivate/Activate Users

- when to deactivate a user
 - user leaves district
 - user role no longer requires access to student data
- when to reactivate a user
 - user who was deactivated needs access to student data

26



26



MANAGE ENROLLMENT DATA

27



27

Info to Know: Students

All students must be enrolled every school year.

A student exited from the system

- cannot be enrolled manually
- can be reactivated using the Find Student feature
- can be enrolled using an upload

28



28

Data Management Tasks: Students



29



29

Enrolling Students

OSSE will enroll students in grades 5 & 8.

LEAs should contact OSSE for students moves between LEAs.

LEAs are responsible for enrolling HS students.

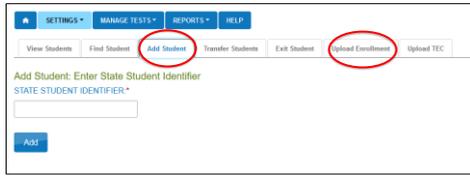
LEAs may enroll students at any time prior to the close of the spring window.

30



30

Educator Portal: Adding Students



31



31

Edit a Student

Common changes for students include

- school
- grade
- demographic information

Manually edit when a few students need changes.

Use the upload template when more than a few students need changes.

- The upload will only update information for students in the upload.

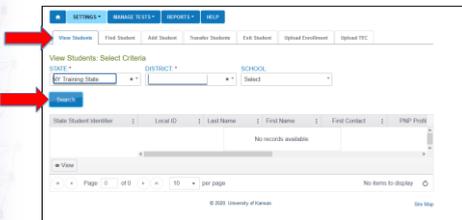
32



32

Educator Portal: View Students

See all students in an organization allowed according to role permissions.



33



33

Find Student Feature

uses

- determine if the student is enrolled
- enroll a student who participated in DLM assessments previously
- edit student information in your organization
- update school and grade level
- enroll student who was previously enrolled

must enter exact State Student Identifier

34



34

Educator Portal: Find Student

SETTINGS * MANAGE TESTS * REPORTS * HELP

View Students Find Student Add Student Transfer Students Exit Student Upload Enrollment Upload TEC

Find Student: Enter State Student Identifier

STATE STUDENT IDENTIFIER*

Search

35



35

Exit a Student

A student must be exited when the student is

- leaving the state
- leaving the district with an unknown destination
- no longer taking the DLM alternate assessment

Exits can be done manually or using the Test, Exit, Clear (TEC) upload.

36



36

Educator Portal: Exit a Student



37



37

Transferring a Student

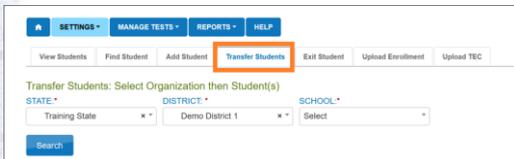
- A student may be transferred manually, or several students may be transferred using CSV upload templates.
- A data manager can transfer a student between schools in the same district.
- A state level user can transfer a student manually between districts.
- Student data is not lost when a student is transferred.

38



38

Educator Portal: Transfer a Student



39



39

Grade Changes

A student's grade can be changed through an enrollment upload or using the Find Student feature.

- If testing has already started, a warning message will appear that test sessions from the previously enrolled grade will be inactivated.
- Old test sessions from the previous grade will be inactivated.

A student's grade can be changed through the user interface via the Find Student feature.

For the spring assessment window, the system will ensure assignment of new testlets at the beginning of the assessment for the new grade at the correct linkage level.



40

40

MANAGE ROSTER DATA



41

41

Info to Know: Roster Students

Rosters connect an enrolled student to a teacher in a subject area.

Teachers must have an active Educator Portal account to be added to a roster.

OSSE will roster all students including rostering any new students that come to your school.

LEAs can update students on rosters after OSSE creates the initial rosters.

Contact OSSE if the teacher on a roster needs to be changed.

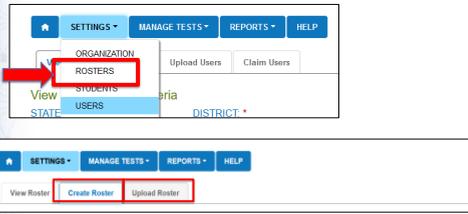
When all students are removed from a roster, the roster will be removed from the system.



42

42

Data Management Tasks: Rosters



43

Rostering Students (1)

- Rosters may be created manually or with an upload.
- Rosters will be created by OSSE and can be updated by LEAs as needed.
- Students must be rostered once for the subject area.

Subject Area	Grades
Science	5, 8, and HS

44



Rostering Students (2)

Students can only be on one roster for a subject.

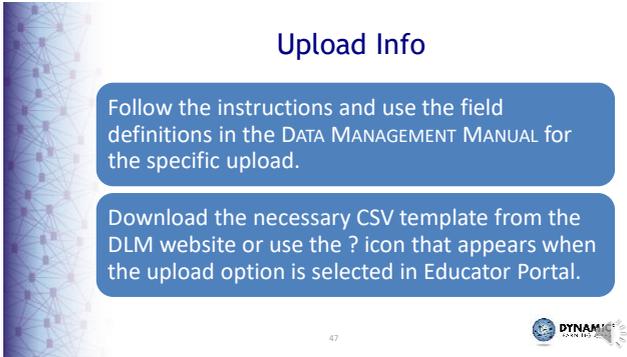
- A warning message will appear if attempting to add a student to a roster, but the student is already on a roster for the same subject.
- The student will be removed from the old roster and placed on the new roster if the process continues.

45

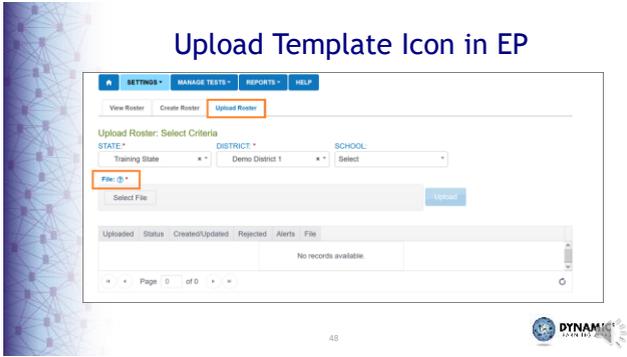




46



47



48



Upload Process

The upload process is the same for a user file, enrollment file, roster file, and TEC (Test, Exit, Clear) file.

All files must have a .csv file extension.

When uploading the files, the differences are

- the template used
- the information required

The system will provide error messages.

49



49



DATA EXTRACTS AND REPORTS

50



50



Extracts

available in Educator Portal

- under the Reports tab

based on user role

- district users = district-level extracts
- building users = building-level extracts
- teachers = student and class extracts

provided in CSV format for extracts

51



51

Educator Portal: Extracts (1)



52



52

Educator Portal: Extracts (2)

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	02/29/2020 09:31 PM		New File
DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	03/30/2020 08:29 AM		New File
First Contact Survey File	Current First Contact survey settings by student	02/29/2020 09:31 PM		New File
PNP Setting Counts	Student PNP setting counts by organization.	01/29/2020 11:01 AM		New File
PNP Settings	Personal Needs and Preferences (PNP) settings by student.			New File
Roster	Student assignment by educator and subject.	02/29/2020 09:32 PM		New File
Security Agreement Completion	Security Agreement status by organization			New File
Student Roster and First Contact Survey Status	Roster and First Contact Survey status by student and subject.			New File
Training Status	List of DLM users by organization and their training completion status	02/29/2020 09:32 PM		New File
Users	Educator Portal users and their associated roles.	04/16/2020 09:30 AM		New File

53



53

Current Enrollment Extract

current enrollment information for active students in the selected organization, including

- accountability district and school
- attendance district and school
- student name
- student grade
- student demographic information

54



54

DLM Test Monitoring Extract

tracks completion of assessments in the spring by student and subject area

- number of end-of-year testlets not started
- number of end-of-year testlets completed
- End of Year #Testlets Required

R	S	T	U	V
End of Year # Testlets Not Started	End of Year # Testlets In Progress	End of Year # Testlets Completed	End of Year # Testlets Required	Field Test # Testlets Completed

55



55

First Contact Survey File Extract

information for each student in the selected organization, including

- all the responses selected on the First Contact survey
- if the First Contact survey is not started, in progress, ready to submit, or submitted
- date and name of last person who modified the First Contact survey for the student

56



56

PNP Settings Count Extract

number of students in the organization (school or district) for which a particular PNP feature has been selected

57



57

PNP Settings Extract

information for each active student in the selected organization, including

- student name, school, district, and grade
- Personal Needs Preferences Profile selections
- date and name of last person who modified the settings

Note: If a student does not appear on the extract, no PNP Profile settings have been selected.



58

58

Roster Extract

students rostered by teacher and subject, including

- roster name
- teacher name
- student name and grade
- subject



59

59

Security Agreement Completion Extract

lists each user and if the user has accepted the security agreement

- A teacher who has not accepted the terms of the security agreement will not have access to Educator Portal.



60

60

Training Status Extract

determines if users enrolled in Required Test Administration Training completed the training

- username and roles
- school and district
- type of training
- if the user has completed the training

A teacher cannot access testlets in the spring assessment window if Required Test Administrator Training is not complete.

61



61

User Extract

provides Educator Portal users and their role(s) in a selected organization and the user status

- active: user has an activated account
- pending: user is in the system but has not activated the account
- inactive: user rights have been removed

62



62

Student Roster and First Contact Survey Status Extract

Student Roster and First Contact Survey Status Extract

- Extract will provide testing readiness information in one extract
 - grade
 - rostered subjects
 - First Contact survey status and completion date

63



63

Managing Data Verification and Revisions (1)

Data cleanup is the responsibility of all users.

Teachers should verify if student data is correct and contact their data manager if they find any incorrect data.

64



64

Managing Data Verification and Revisions (2)

Data cleanup means asking the following questions:

- Is every student in the right district?
- Is every student in the right building?
- Is every student rostered to the right teacher?
- Do any students appear who will not be taking the DLM alternate assessment?
- Does the student have a valid SSID?
- Is every student enrolled in the correct grade (5, 8, and HS)?
- Is every student rostered for science only and not ELA or math?

65



65

DLM SERVICE DESK

66



66

Protect Student Data Privacy

Please 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.

67



67

DLM Service Desk Contact Information

Phone: 1-855-277-9751 (toll-free)

Email: DLM-support@ku.edu

Live Chat: Kite Educator Portal

Mon-Fri, 7:00 a.m. - 5:00 p.m., Central Time

- testing environment issues
- test administration issues
- user account issues
- student information issues

68



68

KEY TEST ADMINISTRATION DATES

69



69

Key Dates (1)

Jan 10th - Feb 1st OSSE enrolls grade 5 and grade 8 DLM eligible students; LEAs enroll DLM eligible high school students

Jan 13th - Feb 1st Teacher accounts added/updated in K to Educator Portal by test coordinators

Feb 1st - Feb 16th OSSE rosters students eligible for DLM assessment

Feb 16th Start window for First Contact Survey and Personal Needs and Preferences (PNP) completion by teachers (Note: must be completed prior to testing)

March 14th DLM testing window opens

Apr 29th DLM testing window closes

70



70

Key Dates (2)

Ongoing: Required Test Administrator Training (Note: required to access student data and complete the First Contact Survey, Personal Needs and Preferences (PNP) settings, and to administer testlets)

Ongoing: School Test Security Plan submission to LEA/OSSE (Note: must be sent to OSSE 15 business days prior to testing)

Ongoing: Continuous monitoring of student data and communicating with OSSE for assistance as needed.

Virtual Meetings: Feb 4th: Dynamic Learning Maps (DLM) Test Coordinator Q&A Session, 11:00 a.m. Register for the Q&A session [here](#).

71



71

THANK YOU

72



72
