



Slide 1. This presentation describes LEA and teacher requirements for completing the spring 2022 Dynamic Learning Maps[®] (DLM[®]) alternate assessment for the District of Columbia.

Slide 2. The objectives of this training are to discuss key dates and information about the District of Columbia spring 2022 assessment, teacher preparation and data management practices, and a view of extracts and reports available in Kite[®] Educator Portal.

Slide 3. The District of Columbia assessment window for 2022 runs from March 14, 2022, through April 29, 2022, and requires science to be assessed in grades 5, 8, and high school.

Slide 4. For the DLM science assessment, regardless of the grade, each student completes nine science testlets. Each testlet assesses one of the Currently Tested Essential Elements for Science.

Each testlet begins with an engagement activity followed by three to five items. Multiple choice is the only type of item currently used in DLM science assessments.

A student typically takes 5 to 15 minutes to complete a single testlet. Therefore, the total administration time needed is approximately 45 to 135 minutes.

Slide 5. District of Columbia has selected March 14, 2022, through April 29, 2022, as the spring assessment window. A few steps must be completed prior to administering the spring assessment. First, the teacher must complete the Required Test Administrator Training and accept the Test Security Agreement. Then, the student must be enrolled and rostered to the teacher. Finally, the student's First Contact survey must be completed.

Slide 6. Educator Portal accounts must be activated in order to log in to the required training course. After the initial activation, training course accounts are automatically created within three hours.

Slide 7. The link to access the required training is located at the bottom of the DLM website or can be accessed directly by typing training.dynamiclearningmaps.org into the address bar of any supported web browser.

Slide 8. The username is the same email address used for the Kite Educator Portal account. The initial password is the first part of the email address before the @ symbol. Usernames and passwords are case-sensitive.

Slide 9. If you have completed required training for Maryland, contact OSSE for information on DC required training.

Slide 10. The next section will highlight teacher preparation steps.

Slide 11. Teachers need to take certain steps to prepare for DLM assessment administration. New teachers must activate their Educator Portal account. All teachers, new or returning, must agree to the 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. Teachers who do not agree to the security standards will not have access to Educator Portal.

Slide 12. All teachers, new or returning, must complete the Required Test Administrator Training. Required Test Administrator Training can be accessed from the District of Columbia DLM webpage using the link titled **Training Courses**.

Slide 13. Lastly, teachers need to complete the First Contact survey and Personal Needs and Preferences (PNP) Profile for all rostered students in Educator Portal.

Slide 14. Kite Student Portal must be installed on all student devices used to administer the DLM assessment. Macs and PCs require an uninstall of older versions. Chrome auto-updates if that feature is turned on.

When the application is launched and an older version is still installed, a message will display informing the user that the most recent version is not installed.

Refer to installation instructions when installing Student Portal. Installation instructions for supported platforms, screen requirements, and additional resources are found on the DLM website.

Slide 15. Under the Instructional Resources tab on the Educator Resource Page for Science, several science instructional activities are available to support teachers who are beginning to use the DLM Essential Elements for science instruction. Model activities are provided for all three grade bands and all three science domains are represented.

Slide 16. Data managers are commonly called District Test Coordinators or data managers in the DLM system. For the District of Columbia LEAs will be responsible for managing and monitoring student data.

Slide 17. For the DLM assessment, a data manager is responsible for gathering, editing, and uploading data in Kite Educator Portal for users. Users include educators, test administrators, and staff who need access to student data. For the District of Columbia, the LEA is the data manager and is responsible for enrolling high school students taking the DLM assessment. OSSE is responsible for creating rosters which connect students to educators for a subject.

Slide 18. To assist with the data management process, upload templates and manuals can be accessed on DC's DLM website. Helpful manuals and templates include the DATA MANAGEMENT MANUAL; the EDUCATOR PORTAL USER GUIDE; templates for user uploads, student enrollment, and rostering; and the state organizational table for DC.

Slide 19. You must use the District of Columbia Organizational Table and exact information when uploading or editing users and enrolling and editing students. Each entity within the organizational table has a parent organization.

Slide 20. All users should be added prior to students being enrolled and rostered. Users may be added or inactivated throughout the year.

Slide 21. Important general information about 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 by user with the role of District Test Coordinator, District User, or District Superintendent.

Slide 22. To complete tasks in Educator Portal for users, select **Users** from the **Settings** drop-down menu.

Slide 23. After selecting **Users** from the settings drop-down menu, select **Add User** to add users manually, or **Upload Users** with a Users Upload Template.

Slide 24. Resending the Kite activation email is a common request. The most common reasons the email would need to be resent include

- 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
- And lastly, the user deleted the account activation email not knowing what it was.

Slide 25. Common reasons to edit a user account include

- a teacher moves from one school to another
- a user has a name or email address change
- a user needs to have a role added or removed

These edits can be made manually or using an upload template.

Slide 26. When a user leaves the district or changes positions and no longer needs access to student data in Educator Portal, the user should be deactivated. Sometimes a user who was deactivated will need to be reactivated. Both tasks are completed manually in Educator Portal. Users at the building level cannot deactivate users.

Slide 27. After users have been added to the system, the next step is to enroll students.

Slide 28. Here is some important information about students:

- All students must be enrolled every school year.

- A student who has been exited from the system cannot be enrolled manually, however they can be reactivated using the Find Student feature and also enrolled using an upload.

Slide 29. To complete data management tasks for students, in Educator Portal, select **Settings** and then choose **Students**.

Slide 30. LEAs may enroll students prior to or after the state upload. The state will enroll students in grades 5 and 8. LEAs will enroll high school students. If a student moves between LEAs, the LEA will need to contact OSSE.

Slide 31. The process to add a student manually begins with entering the **State Student Identifier**. Enrolling students using an upload will be discussed in detail later in this presentation.

Slide 32. Common edits made for students include a change of school, grade, or corrections to demographic data. Edits can be made manually or through an upload template in Educator Portal. A student upload does not impact students in the system who are not in the upload.

Slide 33. To view all students enrolled in an organization, click **View Students** and **Search**. A table will populate with all students in that organization. Select a student to make edits.

Slide 34. The Find Student feature allows data managers to find a student in the system using the State Student Identifier. A message will pop-up if the student is enrolled in an organization in which you do not have rights. Contact the SEA if the student should be enrolled in your organization. Students who have been enrolled in the DLM assessment in previous years can be enrolled for the current school year using this feature. Edits can be made to a student's information when located using the Find Student feature. The system retains student information. If during the year a student was enrolled in another district and exited, the student may be enrolled into another district using the Find Student feature. The key is that the exact State Student Identifier must be used.

Slide 35. When the **Find Student** tab is selected, the field to enter the State Student Identifier appears. Enter the State Student Identifier and select **Search**.

Slide 36. A student must be exited when the student is leaving the state, leaving the district with an unknown destination, or is no longer taking the DLM alternate assessment. Exits can be done manually or using the Test, Exit, Clear (or TEC) upload.

Slide 37. From the **Student** selection, go to the **Settings** and click on the **Exit Student** Tab to search for the student. Using the **Upload TEC** student exit option involves the upload of a template, which will be covered later in this presentation.

Slide 38. As mentioned previously, if only a few students need to be transferred, do so manually. To transfer several students, use the TEC template to exit all students from the current school, and then use an enrollment upload to add students to the new school. A data manager can only transfer a student between schools in the same district; however, a state-level user can transfer a student manually between districts. A student may be transferred at any time prior to the spring window closing. All student data, such as the First Contact survey, PNP Profile, and the completed testlets follow the student to the new school.

Slide 39. After selecting students from the **Settings** drop-down menu, select **Transfer Students**. Select the student's current **School** and select **Search**. Follow the directions to complete the student's transfer to another school within the district.

Slide 40. Changing a student's grade can be accomplished two ways: through a template upload or using the Find Student feature. If the grade change is made using the Find Student feature during the spring assessment window, the system will provide a warning message that all testing sessions completed will be inactivated. The student will have to start testing over at the new grade level, and the system will assign the first testlet based on information in the student's First Contact survey.

Slide 41. Now that users and students are in the system, rosters can be created.

Slide 42. Here is some important information to know about rosters. Rosters connect an enrolled student to a teacher in a subject area. Students may not be rostered to a teacher with an inactive Educator Portal account. OSSE will roster all students including rostering any new students that come into your school. LEAs can update students on existing 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.

Slide 43. To complete data management tasks for rostering, select **Settings** and then choose **Rosters**. Select **Create Roster** to create rosters manually or **Upload Rosters** to create a roster using an upload.

- Slide 44. Within Educator Portal, rosters can be created manually or with an upload. All students will be rostered by OSSE.
- Slide 45. Students can only be on one roster for a subject. When creating rosters manually, a warning message will appear if attempting to add a student to a roster who is already on a roster for the same subject. If the data manager confirms the decision, the student will be removed from the old roster and placed on the new roster.
- Slide 46. For this section, we'll discuss the data upload process.
- Slide 47. When adding users, enrolling, editing, or exiting students, follow the instructions and use the field definitions in the *DATA MANAGEMENT MANUAL* for the specific upload. Upload templates can be found on the DLM website or use the question mark icon that appears when the upload option is selected in Educator Portal.
- Slide 48. Shown here is the Educator Portal screen when using an upload to create rosters. For the template that must be used, select the **question mark icon** next to **File**. The application works similarly when uploading users, the Test Exit Clear (TEC) file, and student enrollments.
- Slide 49. The upload process is the same for a user file, enrollment file, roster file, and TEC (Test, Exit, Clear) file. To upload, all files must have a .csv file extension. When uploading the files take note of the template being used and the required information for the template. The system will provide error messages to assist you with correcting any errors.
- Slide 50. Next, data extracts and reports will be discussed. They are available in Educator Portal and are useful in monitoring the assessment.
- Slide 51. Educator Portal has many extracts available to district and building-level users as well as teachers. The extracts are in CSV format. The extracts a user can access depends on the user's role.
- Slide 52. In Educator Portal, select the **Reports** tab and then **Data Extracts** from the drop-down menu.
- Slide 53. The extracts are listed in alphabetical order. The following slides will provide information about each extract from the list.

Slide 54. The Current Enrollment extract lists all active students in the selected organization. Other information included for each student is the accountability district and school, attendance district and school, student name, student grade, and student demographic information.

Slide 55. During the spring assessment window, the DLM Test Monitoring Extract is used to track the completion of testing by a student. For science, students are required to complete nine testlets.

The “End of Year # of Testlets Not Started” category will always be a 0 or a 1. Testlets are only delivered one at a time, so if a number 1 is in the “End of Year # of Testlets Not Started” category, then the student still has at least one testlet to complete. A 0 means in the best-case scenario, the student has completed testing. On the other hand, a 0 may mean the student’s First Contact survey has not been submitted and the system therefore cannot deliver the first testlet of the assessment.

The “End of Year # of Testlets Completed” category is the number of testlets a student has completed in the series. The “End of Year # of Testlets Required” is the number of testlets total in a subject the student would need to complete. When “End of Year # of Testlets Completed” is the same as “End of Year # of Testlets Required,” the student has completed the assessment for that subject.

Slide 56. The First Contact Survey File extract lists all students in the selected organization, responses for each student to questions on the survey, status of survey completion which includes: not started, in progress, ready to submit, and submitted. The extract also includes the date and person’s name who last modified the First Contact survey for the student.

Slide 57. The PNP Settings Count Extract provides an aggregate count of the number of students in the organization for which a particular PNP feature has been selected.

Slide 58. In contrast to the PNP Settings Count extract, the PNP Settings extract lists students individually in an organization for which PNP selections have been made, along with the date and name of the last person who modified selection settings for the student. Note: If a student does not appear on the extract, no PNP Profile settings have been selected for that student.

Slide 59. The Roster extract can be used to determine if a student is rostered to the correct teacher for science testlet administration.

Slide 60. The Security Agreement Completion extract lists each user and shows if the user has accepted the security agreement. Note: A teacher who has not accepted the terms of the DLM Security Agreement will not have access to Educator Portal.

Slide 61. The Training Status Extract determines if users enrolled in Required Test Administrator Training completed the training. Teachers must complete the Required Test Administrator Training to access the assessment. The extract includes each enrolled user's username and roles, school and district, type of training, and if the user has completed the training.

Slide 62. The Users Extract provides Educator Portal users and their role(s) in a selected organization and the user status: active, pending, or inactive. Active means the user has an activated account. Pending means the user is in the system but has not activated the account. Inactive means the user's rights have been removed.

Slide 63. The Student Roster and First Contact Survey Status extract provides the testing readiness information all in one extract. Data within the extract includes the grade, rostered subjects, and First Contact survey status and completion date for each student.

Slide 64. Data cleanup is the responsibility of all users. Teachers do not have rights to edit student or roster data in Educator Portal. Teachers will need to contact their data manager to have edits made to data.

Slide 65. 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?
- Is every student rostered for science only and not ELA or math?

Slide 66. The DLM Service Desk is available to help with the data management tasks covered in this presentation.

Slide 67. When contacting the DLM Service desk using email or live chat, do not send student personally identifiable information (PII), as this is a federal violation of the Family Education Rights and Privacy Act also known as FERPA.

Slide 68. You may contact the DLM Service Desk by phone at 1-855-277-9751, through email at DLM-support@ku.edu, or by using the live chat feature in Educator Portal. The DLM Service Desk hours are Monday through Friday, 7:00 a.m. to 5:00 p.m. Central Time. Service Desk hours are extended during the spring assessment window.

Slide 69. Finally, we'll look at key dates to remember before and during DLM test administration.

Slide 70. These next two slides show important dates to remember. January 10 through February 1, OSSE enrolls grade 5 and grade 8 DLM-eligible students. LEAs enroll DLM-eligible high school students. January 13 through February 1, LEAs should add and update teacher accounts in Kite Educator Portal. February 1 through February 16, OSSE will roster students eligible for DLM assessment. February 16, teachers should begin completing the First Contact survey and Personal Needs and Preferences (PNP) profile for their rostered students. March 14, the DLM testing window opens and closes on April 29.

Slide 71. Ongoing dates to remember include, completing the required test administrator training, which is required for test administrators to begin administering testlets. Submit the School Test Security Plan to the LEA or OSSE 15 business days prior to testing. Continuous monitoring of student data and communicating with OSSE for assistance as needed. Prior to the window opening, DLM and OSSE will host a virtual Q&A session on February 4 at 11:00 a.m. Use the link in this presentation to register for the session.

Slide 72. This concludes the presentation. Thank you for taking the time to view.