How to Use ITI Part 2 Script

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Welcome to How to Use the Instructional Tools Interface. This video is the second in a two-part series. It provides a step-by-step procedure to use the Instructional Tools Interface, sometimes referred to as ITI.

The Instructional Tools Interface is a section of Educator Portal which is used by test administrators during the instructionally embedded assessment window. The first video in this series offers an overview of instructionally embedded assessments.

Instructionally embedded assessments are administered after instruction is provided on an Essential Element. Essential Elements available for assessment are in the blueprints. Additional state-specific guidelines may provide further expectations.

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ITI is a section of Educator Portal within the Test Management area. In the ITI, teachers choose Essential Elements that will be the focus of instruction and assessment for each student. The ITI is a place where they record their choices, confirm assignment of testlets to be delivered to the student through KITE, and receive materials such as Testlet Information Pages (TIPs) and Instructional Resources that help to prepare for the administration of the testlet.

The Test Administration Manual has a section called *Instructionally Embedded Assessments* that provides more information about this type of assessment.

This video walks through the typical procedures for using the ITI.

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Before using the ITI, teachers choose the Essential Elements and appropriate linkage levels for the student's instruction. These choices are usually driven by the blueprint in a subject for the student's grade.

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For example, here is a partial list of the tested Essential Elements for fifth grade English language arts. For a comprehensive list, see your state's DLM webpage.

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For each Essential Element selected, the teacher also chooses a linkage level. Here you will see an example of a fifth grade diagram or mini map that is available through the Educator Resource Page on your state's DLM website. This mini map shows the relationship of nodes at different linkage levels, which are outlined in blue.

The best choice of linkage level provides an appropriate balance of challenge and access for the student. The choice should be a level that represents a good instructional target for the student. It is not ideal to choose a linkage level that is too low – one the student has already mastered. Your state may also provide more guidance about how to choose the best linkage level for the student.

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Once you have chosen the Essential Elements and linkage levels for a student, the next step is to enter those choices in the Instructional Tools Interface. A student will have one instructional plan for every Essential Element you have selected. The student may only have an instructional plan for one linkage level at a time for any given Essential Element.

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When creating instructional plans for students, it is important to note that a student must be on a roster for that subject and grade, AND the First Contact Survey must have been completed and submitted BEFORE a plan can be created.

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Assigning an instructionally embedded assessment begins with creating an instructional plan. To access the Instructional Tools Interface, sign into Educator Portal. ITI is located in the Test Management area. Once you have selected Test Management, select the Instructional Tools tab.

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To begin the process of creating an instructional plan, select the button "Add New Instructional Plan". Then, on the "Student Roster" tab, click on a student. The students listed are the ones that are on your roster and might be available to have an instructional plan added. Only students who have complete First Contact data can have an instructional plan created.

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On the Select Content tab, choose the Essential Element for the selected student.

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The Essential Elements with assessments available are listed in black type. Essential Elements that do not currently have assessments available are shown in gray type.

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On the next screen, you will see the linkage levels that are available for assessment. Notice that the system has made a recommendation of a particular linkage level for this student for this Essential Element. This is marked with a red asterisk. That recommendation is based on responses to the First Contact survey for this student. You have the ability to either accept the system's recommendation or to override and select a different level for the student instead. It's a good idea to use the descriptions of the linkage levels to make a good judgment about what is an appropriate instructional target for the student.

If the short descriptions here are not enough information to be able to distinguish between levels to find the one that you think is the best fit for your student, select the "More" button to the right of the description to pop up a new window that gives you a longer description of what will be assessed with the testlets at that linkage level.

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For English Language Arts Essential Elements, you also have an option to choose whether or not certain topics or themes may be provided to this particular student. On the Assignment tab, you can see a list of themes that may include things like accidents, death, disability, family problems, etcetera. Make a good decision based on guidance from your district and your state and also your professional judgment about which of these themes might be appropriate for an ELA text provided as part of a testlet for this student.

You do not have to request any of these themes. The themes are completely optional. Just because you've chosen a theme does not guarantee that your student will receive a testlet with a text that has that theme. Checking a box simply indicates that it would be okay for this student to receive a testlet with that theme.

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Once you've completed these steps, use the Continue button to stop and SAVE the plan. After saving the instructional plan, the system will ask if you want to create another plan for the same student in the same subject. If you choose YES, the system will go back to the EE selection screen. If you choose NO, it goes back to the student browser.

Educators have the flexibility to change their mind about instruction (for instance, to change to a different EE or linkage level) up until the point when the assessment is confirmed. A change may be necessary when a student has made considerable growth in the EE and the educator previously selected a lower linkage level. It may also be necessary when a student experiences significant regression due to disability or absence. The procedure to make any changes to the choice of Essential Elements or linkage levels are described later in this video.

Once the instructional plan is saved, to print Instructional Information, click on the PDF icon. This year the instructional information is the EE, list of linkage levels and nodes, and the mini-map. These PDFs are also located on the Educator Resource Page on the DLM website, where they are labeled as Tested Essential Elements.

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After saving the plan and retrieving instructional information, the third step is to actually deliver instruction. This is done outside of the KITE system, using the typical techniques that you would use with the student and to teach this content.

Multiple resources to assist with instruction are available via the DLM website through the *Educator Resource* page or the *DLM professional development website* (dlmpd.com).

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When you're done with instruction, the fourth step is to return to the Instructional Tools Interface to confirm the choice of the Essential Element and linkage level if you have not already done so. It is the confirmation step that results in a test actually being assigned to a student.

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After the teacher has instructed the student on skills in the instructional plan and determines that the student is ready for assessment, the instructional plan should be confirmed in the ITI and then the system will assign the appropriate testlet. Once an assignment is confirmed, the student must complete the assignment before another instructional plan for the same Essential Element can be created.

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Now that you have completed instruction and are ready to test your student, return to Educator Portal to the Test Management tab and then the Instructional Tools tab.

Locate the student who you are ready to assess and scroll over to the History column.

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Once you click on the active link for History, the system shows the instructional plans for that student. Any plans you saved but have not yet confirmed or completed will show the status of Pending.

Also provided in this history overlay are the student's login and password information the student will need to access the testlet in the KITE system. You will want to make a note of this information before continuing.

Select the Pending link to go to a screen where you can confirm the assignment.

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Once you click on the option to Confirm Assignment, a pop up appears and asks you again to confirm the plan for this Essential Element and linkage level. When you select Yes, the testlet will be assigned and that is a step that cannot be undone.

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Once you have confirmed the assignment and are still on the confirmation page, you will see a link for a PDF. This PDF is the Testlet Information Page or TIP. Download this page.

Once you have downloaded and/or printed that page, select done.

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The Testlet Information Page or TIP provides information you need to know in order to be prepared to deliver the testlet that was assigned to the student. The TIP includes information like what kind of testlet it is, the number of items on it, and materials that may be needed when administering the testlet.

After you have reviewed the TIP and followed procedures in the Test Administration Manual to prepare for an assessment, use the student login information to log into KITE. Then select the testlet for that EE and linkage level from the student's list, and administer the testlet.

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There are two other procedures that may be useful to you in the Instructional Tools Interface. One of them is changing an instructional plan and the other is reviewing and printing the student's history of instructional plans.

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To adjust an instructional plan once you have started developing it, use the Back buttons on the Assignment tab to return to the previous step in the process. This will allow you to change the EE or linkage level.

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If you have already saved a plan for a student but have not yet confirmed it, you may still cancel the plan. To cancel a plan, return to that student's history in ITI. Find the pending plan that you want to change and select it. On the next screen, select "cancel assignment." Canceling the plan means removing that instructional plan completely for the student and starting over.

If you have already assigned the plan, saved it, and delivered instruction, and then you find you want to change the Essential Element or linkage level, the plan should be cancelled and a new plan created for the updated EE/linkage level.

Remember that once you have confirmed the plan, the testlet is assigned and the plan can no longer be changed or removed.

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The Instructional Plan History is very useful. You can view a student's history, which includes every plan that has been created or used with that student during the year. From the Instructional Tools tab, you can scroll over and see which students do or do not have a history. If the History is an active link, that indicates that they do have instructional plans. You can then select that link to view the plans for that student.

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In the history, it is possible to see the details for each of the student's instructional plan for each Essential Element and linkage level. Use the arrows to either collapse or expand the information about each plan. It is also possible to select and print one or more plans. Using the "print selected plans" option produces a version that is easily printable rather than viewing the plans in a browser.

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Let's conclude with a few reminders about the use of the Instructional Tools Interface.

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First, remember that the First Contact survey must be complete for a student and the student must be rostered to the subject before you can create an instructional plan for the student. The First Contact survey is used to generate the linkage level recommendations that you will see once you start creating a plan.

Second, remember that you can only have one active plan at a time per student per Essential Element and linkage level. A student may have multiple plans across different Essential Elements and linkage levels, but once the student has a plan for one linkage level for a given Essential Element, this plan must either be completed and the assessment administered, OR cancelled, before a new plan can be created for the same Essential Element.

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Third, the DLM blueprint lists the Essential Elements that are assessed for that year. It is important to consult the blueprint when planning instruction for that student. Your state or district may have also provided additional guidance about expectations for use of the Instructional Tools Interface including how often to use it, when to enter instructional plans, and which Essential Elements to assess.

Fourth, there are multiple steps in creating a plan for a student. There are differences between saving the plan and confirming the plan. If you save the plan before you provide instruction that leaves you some flexibility to continue with the plan later or to cancel it as needed. However, once you confirm the plan, that assigns an assessment to the student. You cannot change or cancel the plan after the assessment is assigned.

Finally, remember that when you have confirmed a plan and the testlet has been assigned to the student, you will see a link to a PDF file that is the Testlet Information Page or TIP. When you see that link, either download it or print it, in order to receive information that will help you prepare to administer that specific testlet to the student.

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This concludes the video. For more information please see dynamiclearningmaps.org.