



District Training FAQ

Resources

- ASSESSMENT COORDINATOR MANUAL
- DATA MANAGEMENT MANUAL
- TECHNOLOGY SPECIFICATIONS MANUAL
- District Training for Instructionally Embedded Model States (Training Video)
- Dynamic Learning Maps® (DLM®) website (dynamiclearningmaps.org)

What are my key duties?

The **assessment coordinator**'s key responsibility is to serve as a resource for test administrators, data managers, and technology personnel. The ASSESSMENT COORDINATOR MANUAL includes a checklist of key duties to help you support assessment in your district or school.

The **data manager**'s key responsibility is to upload user and student data to Kite® Educator Portal, verify information, and make changes as necessary. The DATA MANAGEMENT MANUAL includes a checklist of key duties to help you support assessment in your district or school.

The key responsibility of **technology personnel** is to download Kite Student Portal onto all testing devices (desktop computers, laptops, and iPads). The TECHNOLOGY SPECIFICATIONS MANUAL includes a checklist of key duties to help you support assessment in your district or school.

Assessment coordinators, data managers, and technology personnel must read their respective manuals, explore the DLM website (particularly the state's specific page and the helplet videos), and watch the district training video. An optional follow-up Q&A session is offered and recommended.

Educator Portal

What is Educator Portal?

Educator Portal is a website (educator.kiteaai.org) educators use to access and manage student data. Data managers upload and edit users, students, and rosters as needed. Test administrators complete each student's Personal Needs and Preferences (PNP) Profile and First Contact survey, which are located in Educator Portal. Also, each student's login credentials for Student Portal, the application students use to take the assessment, are accessed in Educator Portal. Test administrators use the Instruction and Assessment Planner within Educator Portal to select Essential Elements for instruction and assessment and monitor progress toward meeting blueprint requirements for instructionally embedded assessments during both the fall

and spring windows. Educator Portal is also where all educators involved with the DLM alternate assessment complete the test security agreement.

Who will create accounts in Educator Portal for District Test Coordinators?

Staff from the State Education Agency (SEA) will create Educator Portal accounts for assessment coordinators who also serve the role of District Test Coordinator (DTC). Data managers and assessment coordinators can create all other Educator Portal accounts for the district.

Required Test Administrator Training in Moodle

Resources

- Guide to DLM Required Test Administrator Training
- Facilitator Guide to DLM Required Test Administrator Training
- TEST ADMINISTRATION MANUAL

Where is the DLM Required Test Administrator Training?

The 2022–2023 DLM Required Test Administrator Training is delivered in Moodle, an online training site (<http://training.dynamiclearningmaps.org>). Check your state's policy regarding training requirements.

Do returning teachers need to participate in Required Test Administrator Training?

Yes, all test administrators must take the Required Test Administrator Training. The state education agency (SEA) determines if returning test administrators take the shorter training created for returning test administrators or if all test administrators take the longer required training for new test administrators. Check with your State Assessment Administrator (SAA) for the requirements in your state for returning test administrators.

How does a test administrator get a Moodle account?

A Moodle account is created for each test administrator with an active account in Educator Portal. Each test administrator must have only one active account in Educator Portal with a correct email address and an educator identifier. Once test administrators have an active account in Educator Portal, they will be auto-registered in Moodle within 3 hours.

How does the test administrator access Moodle?

For a procedure, see the section titled Access Moodle Training Site in the Guide to DLM Required Test Administrator Training.

Do assessment coordinators have to complete the Required Test Administrator Training?

Although the DLM Consortium does not require assessment coordinators to complete the training, some states do. Check with your SEA for recommendations and requirements.

Other Questions

Are there sample testlets where teachers and students can practice using Student Portal?

Yes, direct teachers to the DLM website and look for the Guide to Practice Activities & Released Testlets. This resource includes usernames and passwords for demo students, which an educator (and even parents) may use to log in to Student Portal and practice with a student. Also, using the released testlets is a good way to see how a particular assistive technology device works with Student Portal.

Why should I contact the DLM Service Desk? Can't the teacher do that?

Test administrators should not be encouraged to call the Service Desk directly since this takes time away from their responsibilities for students in the classroom. Instead, test administrators should provide the assessment coordinator with the pertinent information about any testing issues they encounter or difficulty in using Educator Portal. By serving as the point of contact, the assessment coordinator may identify that several test administrators are having the same issue or question. Technology personnel may be able to assist test administrators.

Use the manuals as your guide to troubleshoot. All the manuals contain troubleshooting tips.

If someone was subscribed to Test Updates and their email address changed, will they still receive Test Update emails?

An individual with an email change will need to sign up for Test Updates (<https://dynamiclearningmaps.org/test-updates>) using their new email address.