Dynamic Learning Maps® (DLM®)
Fall Training for District Roles
Instructionally Embedded Model

© 2021 Accessible Teaching, Learning, and Assessment Systems (ATLAS)

1

Audience and Purpose
- Explain the responsibilities of
  - assessment coordinators
  - data managers
  - technology personnel

2

Overview
- Assessment design and terminology
- Roles and responsibilities

3

Feel Free to Pause!

4

Subjects
- English language arts
  - Grades 3-8 and high school
  - Reading, writing
  - States choose the grade(s) in high school
- Mathematics
  - Grades 3-8 and high school
  - States choose the grade(s) in high school
- Science
  - Grade bands 3-5, 6-8, and high school
  - States choose the grade(s) within each grade band

5

6
Standards: Essential Elements

- Essential Elements
  - are the learning targets for the DLM assessments
  - provide a bridge from grade-level content standards to academic expectations for students with the most significant cognitive disabilities
  - align to states’ grade-level standards

Blueprints

- Blueprints
  - list the Essential Elements available for assessment
    - for each grade
    - for each subject
  - include requirements regarding the number of ELA and mathematics Essential Elements to be assessed
  - are organized into groups of related Essential Elements
    - by claims and conceptual areas for ELA and mathematics
    - by domains for science

Testlets

- Testlets are short assessments that comprise the assessment as a whole.
- The number of testlets varies by grade and subject based on test blueprint requirements.
- Each testlet includes 3-9 conceptually-related items.
- A student typically takes 5-15 minutes to complete a single testlet.

Testlet Structure

- Each testlet begins with an engagement activity to
  - spark student interest
  - activate prior knowledge
  - provide a context for the items that follow
- Items follow the engagement activity.

Item Types

- Single-select multiple choice (most common)
- Multiple choice multi-select
- Drag and drop sorting
- Matching
- Select text

Testlet Types

- Computer-delivered (more common)
- Teacher-administered
  - teacher = test administrator
Linkage Levels

- Linkage levels
  - help make the academic content of the Essential Elements accessible to the widest range of participating students as possible
  - provide multiple levels of complexity for each Essential Element
- Each testlet a student takes is designed to assess one particular linkage level.
  - Writing testlets are an exception.

Linkage Levels for ELA and Mathematics

<table>
<thead>
<tr>
<th>Linkage Levels</th>
<th>Complexity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Precursor</td>
<td>Least complex; foundational</td>
</tr>
<tr>
<td>Distal Precursor</td>
<td>Knowledge and skills needed to reach the target</td>
</tr>
<tr>
<td>Proximal Precursor</td>
<td>Provides access to the target</td>
</tr>
<tr>
<td>Target</td>
<td>Aligns to content of the Essential Element</td>
</tr>
<tr>
<td>Successor</td>
<td>Progresses beyond the target</td>
</tr>
</tbody>
</table>

Linkage Levels for Science

<table>
<thead>
<tr>
<th>Linkage Levels</th>
<th>Complexity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>Least complex</td>
</tr>
<tr>
<td>Precursor</td>
<td>More complex</td>
</tr>
<tr>
<td>Target</td>
<td>Most complex; aligns with Essential Element</td>
</tr>
</tbody>
</table>

Assessment Windows

- Fall (early September to mid-December)
- Spring (early February to mid-May)

Instructionally Embedded Model

Attention!

- Results from all ELA and mathematics testlets taken during BOTH the fall and spring windows are used to determine the student’s final, end-of-year score report.
- Results from science testlets taken during the spring window only determine a student’s final, end-of-year score report for science.
ASSESSMENT DELIVERY

Kite® Suite

- Educator Portal
- Student Portal

Personal Learning Profile (1)
- In Educator Portal
  - First Contact survey
  - Personal Needs and Preferences (PNP) Profile

Personal Learning Profile (2)
- PNP Profile
  - display
  - language and braille
  - audio and environment
  - other supports
- First Contact survey
  - communication
  - academics
  - sensory and motor characteristics
  - computer access

Test Administration Practices
- Allowed
  - Taking breaks
  - Logging into Student Portal for the student, navigating across screens, and entering the student’s chosen responses
  - Using special equipment for positioning
  - Using an interactive whiteboard to project the student’s testlets
  - Human read aloud
- Not Allowed
  - Influencing a student’s responses
  - Hints or hand-over-hand guidance
  - Previewing a student’s testlet ahead of time then teaching the student the answers
  - Removing/reducing the number of response options
  - Adding pictures or communication symbols to response options that are text only

Instruction and Assessment Planner (1)
Required Training for Test Administrators

- For new test administrators, the training consists of
  - four modules
  - A note-taking guide for each module
  - a post-test for each module
- The training is offered in two formats
  - Online, self-directed
  - In-person, facilitated for groups

- For returning test administrators, the training consists of
  - one module
  - one post-test divided into four parts that correspond to the post-tests for new test administrators
  - Only an online, self-directed format is offered

Checkpoint Review—Design and Terminology

- Instructionally Embedded model
- Blueprints and Essential Elements
- Instruction and Assessment Planner
- First Contact survey
- Linkage levels
- Cycle of instructionally embedded assessments
- Fall and spring windows
- PNP Profile

Roles and Responsibilities

District Staff Roles

- Each role has its own manual on the DLM website
  - assessment coordinators
  - data managers
  - technology personnel

DLM Website

- d ynamiclearningmaps.org
  - state pages
  - search bar and filters
Manuals
• The manual for each role has a checklist of tasks to perform.
  – ASSESSMENT COORDINATOR MANUAL
  – DATA MANAGEMENT MANUAL
  – TECHNOLOGY SPECIFICATIONS MANUAL

Educator Portal
• educator.kiteaai.org

ASSESSMENT COORDINATORS—ROLES AND RESPONSIBILITIES

Identifying Staff
• Who will serve?
  – technology personnel
  – data managers
  – test administrators
• What do they need to know?
  – their roles and responsibilities
  – DLM assessment policies and procedures
  – state-specific policies

Training
• How will district staff and test administrators be trained?
  – Review checklists.
  – Promote DLM- and state-sponsored trainings.
  – Deliver required test administrator training (if assigned to facilitate).
  – Monitor educator completion of all parts of the required training and the test security agreement.
  – Identify training and resource needs.
  – Encourage and monitor participation in PD opportunities.

training.dynamiclearningmaps.org
• Learning management platform for Required Test Administrator Training
• Instructions
  – Guide to DLM Required Test Administrator Training
  – Facilitator Guide to DLM Required Test Administrator Training
Subscribe to Receive Updates

- Encourage test administrators, data managers, and technology personnel to subscribe to the DLM website’s test updates.

Communication

- How will lines of communication be established?
  - Initiate communication with data managers and technology personnel.
  - Serve as the point of contact to the DLM Service Desk.
  - Determine how to communicate with state or district representatives for information specific to the state or district.
  - Monitor creation of Educator Portal user accounts.
  - Monitor deadlines for teachers to activate accounts and complete training.
  - Establish an assessment security plan and monitor adherence to DLM- and state-specific policies.

DLM Service Desk

- Phone: 1-855-277-9751
- Email: dlmsupport@ku.edu
- Live chat: link in Educator Portal

Guidance

- Follow guidelines in the manuals and resources on the state’s specific page of the DLM website.
- Contact state education agency staff for matters of state-specific decisions.

Participation and Preparation

- Who will be assessed?
  - Make sure educators have identified who is eligible to take the DLM Alternate Assessment.
  - Collaborate with data managers to ensure students are identified and that student data is correct.
  - Assist test administrators and technology personnel in making sure testing devices and assistive technologies are configured correctly.
  - Support test administrators in creating a secure testing environment where distractions are minimized.

Communication with Parents/Guardians

- What about parents?
  - Develop a plan to facilitate communication with parents/guardians.
  - Schedule meetings as necessary.
  - Consider what parents will want to know about the assessment.
  - Use parent resources from the DLM website as needed.
    - Example: Parent Interpretive Guide (Spanish version available)
During the Assessment Windows

• What should be done during the assessment windows?
  – Monitor and support test administration.
  – Facilitate communication between DLM and district staff.
  – Monitor assessment activity (e.g., test administrators trained, testlets completed, blueprint requirements met, etc.)
  – Help troubleshoot as necessary.

Monitor? Where?

• Extracts are provided in Educator Portal.

Available Extracts

• Extracts are available to monitor
  – Completion of the Required Test Administrator Training and the test security agreement
  – Student enrollment and rosters
  – Users and their roles
  – Blueprint coverage
  – Completion of the First Contact survey
  – PNP Profile settings selections

Assessment Coordinators

• After the spring assessment window is completed...
  – Plan for next year!

DATA MANAGERS—ROLES AND RESPONSIBILITIES

• Review spreadsheet containing district and school information.
• Contact SEA representative about new or changed schools in the district or for corrections.
Data Management

• All data management is conducted in Educator Portal.
• State-level staff coordinate with DLM staff to create Educator Portal accounts for the district test coordinator role.
• New users must activate their account and complete the test security agreement.
• Existing users must recomplete the test security agreement each August.

Roles in Educator Portal

• Building Test Coordinator
• Building User
• District Superintendent
• District Test Coordinator
• District User
• Proctor
• Teacher

Enrolling and Rostering

• Collect educator, student, and roster data.
• Prepare user, enrollment, and roster files.
  – Templates are provided under the Templates tab of a state’s page on the DLM website.
• Note: Check with the assessment coordinator before completing any uploads because in some states, state agency staff upload all files.
• Verify data for accuracy.

Reviewing and Updating

• Review and confirm user data from the previous year.
  – Deactivate accounts for users who are no longer active in the district for the DLM alternate assessment.
  – Contact the DLM Service Desk to consolidate any multiple accounts belonging to the same person.
  – Send a test email message to users to verify the accuracy of email addresses.
• Update existing users as needed.
• Upload new users and assign a role to each.

Confirming

• Confirm
  – students and educators are linked to correct schools in the User Upload and Enrollment Upload Templates
  – students are linked to the correct test administrator in the Roster Upload Template
• Notify the assessment coordinator and educators when uploads are complete.
  – Test administrators are trained to verify their rosters and student data and contact the assessment coordinator or data manager if corrections are needed.

Data Managers

• Throughout both assessment windows
  – manage changes to user, enrollment, and roster data promptly
  – manage student moves and transfers as needed
Assessment Coordinators and Data Managers

Technology Personnel—Roles and Responsibilities

Technology Personnel for Support
• May or may not need an Educator Portal account
• May be needed to provide technical support for test administrators and other district staff using Educator Portal and Student Portal
  – Troubleshooting information is provided on the DLM website.

Technology Tasks
• Determine which devices will be used for the assessment.
• Install the most current version of Student Portal on all devices to be used.
• Support educators in checking the compatibility of devices and accessibility supports.
• Verify local networks meet bandwidth requirements.
• Install a PDF reader (e.g., Adobe) on devices educators will use to access Educator Portal.
• Modify spam and junk email settings (whitelisting) to accept messages from DLM accounts (@ku.edu).

Downloading and Installing Student Portal
• Available for
  – Windows and Macs
  – iPads
  – Chromebooks

Technology Resources
• TECHNOLOGY SPECIFICATIONS MANUAL
• EDUCATOR PORTAL USER GUIDE
Technology Personnel, Assessment Coordinators, Data Managers

Personally Identifiable Information

- Everyone involved with the DLM alternate assessment is obligated to protect students’ personally identifiable information (PII).
- Be particularly careful about sharing PII electronically.
- If contacting the DLM Service Desk electronically, providing the student’s state ID is typically sufficient.

Checkpoint Review—Roles and Responsibilities

Collaboration is key!

Data Extracts

- Data Extracts
  - are available in Educator Portal
  - are located under the Reports tab
  - are based on user role
    - District users = district-level reports
    - Building users = building-level reports
    - Teachers = student and class reports
  - Reports are in PDF format.
  - Extracts are in CSV format.

Excerpts

- Current Enrollment
  - current enrollment information for active students
- Blueprint Coverage Summary
  - progress toward meeting blueprint requirements
- DLM Instructionally Embedded Monitoring
  - by student, subject, and window
    - testlets completed
    - blueprint requirements met
Extracts (2)
- First Contact Survey File
  - First Contact survey settings by student
- PNP Settings Count
  - student PNP Profile setting counts by organization
- PNP Settings
  - personal needs and preferences selections by student

Extracts (3)
- Roster
  - student assignment by educator and subject
- Security Agreement Completion
  - status by organization
- Training Status
  - users by organization and their completion status
- Users
  - users and their roles

Extracts (4)
- Are useful in monitoring the assessment throughout the both assessment windows
- Should be downloaded and saved in a secure location

Individual Student Score Reports
- End-of-year score reports are delivered in Educator Portal in mid-summer.
- In most states Building or District Test Coordinators provide test administrators end-of-year individual student score reports.
- Test administrators may have access to archived student score reports in Educator Portal for students rostered to them in the new school year.

RESOURCES FOR DISTRICT STAFF

Helplet Videos
- Getting Started in Educator Portal
- Adding and Editing Rosters Manually
- Exiting Students Manually
- Adding and Editing Users Manually
- Finding Previously Enrolled Students
- Adding and Editing Students Manually
- Transferring Students Within District
Checkpoint Review—Extracts and Score Reports

- Extracts available in Educator Portal help monitor various aspects of the assessment.
- Individual Student Score Reports (end-of-year) are delivered in Educator Portal.

Q & A SESSION

THANK YOU