

Dynamic Learning Maps® Consortium Supplemental Training for Data Management

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Nancy Keating

WELCOME & INTRODUCTIONS



Webinar Format

- Meant to supplement the District Data Management training
- Specific to Oklahoma data managers

District User

District User	CSV Uploads	Manual Changes Using the User Interface
	User Upload Template, Enrollment Upload Template, Roster Upload Template, and Test, Exit, and Clear (TEC) Template	Create and edit users, students, rosters, and transfer students within the district, find students

Learning Objectives

- Understand the difference between Educator Portal and KITE Client
- Know expectations of data management to prepare the district for testing
- Find the District Data Management Training
- Find other resources such as templates and helplet videos <http://www.dynamiclearningmaps.org/oklahoma>
- Know the troubleshooting functions for test administrator support
- Understand the impact of student privacy laws in Oklahoma

KITE[®] System

- Educator Portal
 - Used for data management and for test administration preparation
 - Must have compatible browser and an account with your own login credentials
- KITE Client
 - Used for testing students
 - Only students have logins
 - Test administrators do not have a login for KITE Client

Helpful Skills for Data Management

- Top priority: accurate data entry
 - Accurate state identifier, accurate spelling, date of birth, grade level, and other demographic/biographic data
 - Everyone has responsibility for accuracy
 - Test administrators
 - Assessment coordinators
 - Data managers
- Experience with Excel and uploading CSV files

Data Management Expectations

- Data should have been entered accurately and ready for test administrators by the end of December
- Data must be updated as often as needed throughout the year, even during the spring assessment window.
- Also many educators in Oklahoma administered the instructionally embedded assessments during the fall and winter months.

Oklahoma 2017 Spring Assessment Window

March 15, 2017 to May 12, 2017

Data Readiness

- Test administrators need time to complete the First Contact survey and the Access Profile
- Students must be rostered to the test administrator for each appropriate content area
- First Contact survey must be completed and submitted
- Access Profile may need to be completed.

Data Cleanup

- Changes can be made any time
- However, a cleanup would be good to do by March 3
- Cleanup completed before the opening of the spring assessment window on March 15, 2017
- Data cleanup questions
- No data lockdown this year
- Enhancements to Educator Portal

Questions?

- What questions do you have about the expectations of data management?

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TRAINING AND RESOURCES



Resources

- <http://dynamiclearningmaps.org/oklahoma>
- District Data Management Training
- Helplet videos
 - How to Get Started
 - How to Add a User Manually

Manuals

- DATA MANAGEMENT MANUAL
- EDUCATOR PORTAL USER GUIDE

Demo View Student

- Educator Portal new feature
- Find Student
 - Helpful at beginning of year
 - Helpful to find just one student

Questions?

- What questions do you have about the training and resources?

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TROUBLESHOOT: 6 MOST COMMON ISSUES

Troubleshoot: 6 Most Common Issues

1. Test administrators must take all required training and pass at 80% or higher.
2. Test administrators must read, agree to, and sign the Security Agreement.
3. Test administrators must complete and submit the First Contact survey. Access Profile should also be completed.
4. Test administrators must have the role of 'teacher' and have their educator identifier on their EP account.
5. Students must be correctly rostered to the test administrator.
6. An up-to-date supported browser must be used for Educator Portal.

Questions?

- What questions do you have about troubleshooting, especially the issues related to data management?

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STUDENT DATA PRIVACY

Student Data Privacy

- Read, agree to, and sign the Security Agreement
- Do not send any Personally Identifiable Information (PII) for a student via email. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes information such as a student's name or state identification number. Each state has unique PII requirements.
- Oklahoma does NOT allow any student level information to be transmitted by email.

Questions about this

- What questions do you have about student data privacy, security, and email?

Review

- Understand the difference between Educator Portal and KITE Client. Know expectations of data management to get the district ready
- Find the District Data Management Training
- Find other resources such as templates and helplet videos
<http://www.dynamiclearningmaps.org/oklahoma>
- Know the troubleshooting functions for test administrator support
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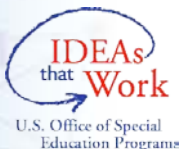
QUESTIONS?

WRAP-UP

THANK YOU!

For more information: www.dynamiclearningmaps.org

For Professional Development:
www.dlmpd.com



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