



Personal Learning Profile Helplet Transcript

Slide 1. Hello, and welcome to the Dynamic Learning Maps® Personal Learning Profile Training, appropriate for test administrators. The personal learning profile is a term used to describe two sections of student data in Educator Portal – the First Contact survey and the Personal Needs and Preferences (PNP) section. Test administrators will use Educator Portal to access both sections.

Slide 2. At the conclusion of this video, test administrators will know:

1. how to access the First Contact survey,
2. the differences in the three statuses for First Contact survey.
3. how to review each students' demographic/biographic information to ensure the data is correct.
4. how to record each student's personal needs and preferences in PNP profile in Educator Portal.
5. the available resources to help after this training.

Slide 3. In this section, this training is intended to show test administrators how to access the student information in Educator Portal, which leads to the First Contact survey and PNP profile.

Slide 4. Log into Educator Portal. On the right side of the screen, click Students under Quick Links.

Slide 5. Under Settings, click Students from the drop menu.

Slide 6. The State, District, and School will populate. Click Search.

Slide 7. The students rostered to the test administrator will appear to the right. All students in this presentation are fictitious students in a fictitious state, district, and school that were created for this training.

Slide the scroll bar at the bottom of the screen to the far right.

Slide 8. Columns for PNP Profile and First Contact survey are now visible, providing a quick view for all of rostered students at one time.

Slide 9. The section will cover is the First Contact survey.

Slide 10. Four status options are available in the First Contact survey column:

- **Not Started:** no fields have been completed,
- **In Progress:** some fields are completed and saved. The First Contact survey has **not** been submitted,
- **Ready to Submit:** all required fields are completed. The First Contact survey has not been

submitted, and

- **Complete:** all required fields are completed, and the First Contact survey has been submitted.

Slide 11. Students who have never been enrolled in Educator Portal will have the status of NOT STARTED.

The test administrator must review and submit all NOT STARTED surveys. If the survey is not submitted, the student will not receive testlets when the assessment window opens.

Slide 12. Each year, students are enrolled in Educator Portal at the beginning of the school year. If a student took DLM alternate assessments in a previous year, all of the First Contact survey questions and answers are available to review. The status of the student's First Contact survey will be automatically marked as In Progress.

The test administrator must review and submit all In Progress surveys for the current year. If the survey is not submitted, the student will not receive testlets when the assessment window opens.

Slide 13. Test administrators may see the Ready to Submit status. This status means that all of the required fields are complete, but the survey has not been submitted.

Slide 14. The Complete status will display for students with all parts of the survey answered. These students will receive testlets provided all other requirements have been met.

Slide 15. A test administrator has two ways to access the First Contact survey. This slide shows the first. When In Progress or NOT STARTED is clicked, the First Contact survey screen opens directly.

Slide 16. The second way to access the First Contact survey is by clicking the student's State ID number in the State ID column. In this training, we will access fictitious student Bonnie Welsh's student record.

Slide 17. In this fictitious state, all student state ID numbers are 10 digits long. Double check the state ID. Are the student's date of birth, comprehensive race, gender, and primary disability correct? Is the grade correct? The subjects where the student is rostered are listed at the bottom of the screen. This student is rostered to Susan Thomas for ELA.

If any information for the student is incorrect, the test administrator must ask the assessment coordinator or data manager to edit the student's record before continuing.

Slide 18. Also notice on the middle right of the screen that the First Contact survey is marked Completed. If all of Bonnie's information is correct, she is ready for the opening of the assessment window.

Slide 19. However, on this screen the test administrator can also see that the student's Kite Student Portal Login Username and Password are RESTRICTED. Restricted means that not all parts of assessment preparation have been completed.

Slide 20. When test administrators click either of the words, RESTRICTED, they will see a message that the required training must be completed and the Security Terms and Conditions must be agreed to and signed. So, although the student's demographic information might be ready, the test administrator has not yet taken all of the steps needed to prepare for test administration.

After the test administrator completes training and reads, accepts, and signs the Security Agreement, both the test administrator and the student will be ready when the assessment window opens, and the student's login credentials will be available.

Slide 21. Now let's look at fictitious student Patricia Lane's Student Record. Click the State ID number.

Slide 22. After the test administrator has reviewed and is assured that the student's information is correct, the test administrator will notice that the First Contact survey for Patricia is In Progress. Since Patricia was enrolled in Educator Portal last year for assessments and is a returning student this year, her First Contact survey must be reviewed and completed again. Click In Progress.

Slide 23. The welcome screen for Patricia's First Contact survey appears.

The First Contact survey includes a variety of tabs, each containing a section of the survey. Each of the survey tabs contain small bubbles beneath the tab name. The bubbles indicate the number of screens with questions that must be answered on each tab. Each bubble changes color when a question has been completed. The next tab and Next button will not become available until all questions in the active tab's subject area are answered.

Slide 24. Click Start Survey.

Slide 25. As we go through Patricia's First Contact survey, answering or reviewing answers, tabs are unlocked. The previous button can be used to go back to make changes if needed. Once a category is answered, the Next button becomes available.

Slide 26. Now Expressive Communication questions are available. When an answer is selected, the Next button appears. Notice the answer in the survey indicates that Patricia does not use speech to meet expressive communication needs. However, more options become available if Yes is selected.

Slide 27. When Yes is chosen for the same question, another set of questions need to be answered. The Next button will not be available until all questions are answered. The scroll bar must be used to see the full set of questions and is employed throughout Educator Portal to view all parts of the system.

Slide 28. Some screens have only one or two questions, while others, like this one, have several questions as noted by the scroll bar. Thoughtful answers are needed to ensure that the student is given a testlet at the right linkage level.

Slide 29. The Primary Language screen has three questions about a student's primary language.

Slide 30. Once the Academic tab is finished, then all of the questions in the survey have been answered. Now it's time to submit the survey. Click Submit Survey.

Slide 31. Patricia's survey is complete and successfully submitted. Click X to close the window.

Note: Sometimes while filling out the survey, the test administrator may be interrupted or need to stop before the survey is complete. When that happens, the selected answers will be saved. The survey will continue to show In Progress in the student's record because it has not yet been submitted.

Slide 32. Take a quick look back at Patricia's View Student Record screen. Now the First Contact survey is marked as Completed.

Slide 33. When viewing the screen showing the full list of students, Patricia's First Contact survey is now updated.

Slide 34. Next is an example of Paul Connor, a new student to DLM alternate assessments with a status of NOT STARTED under First Contact.

Slide 35. The test administrator begins entering information into the First Contact survey but is then interrupted and has to close out of Educator Portal before being able to complete and submit Paul's survey. Now Paul's status shows In Progress. Since the test administrator had already verified that Paul's demographic information was correct, the test administrator can click In Progress for Paul when they return to complete the survey.

Slide 36. Each year, states decide on whether their test administrators will complete the full set of First Contact survey questions or the minimum required ones. Questions or categories that are required for each state have a red asterisk. Test administrators are welcome to answer all questions in the survey, even if their state has only chosen the minimum required ones.

See an example of the red asterisk for the Special Education Services questions.

Slide 37. Many test administrators, other district educators, and IEP team members need to know the First Contact survey questions in advance. The full set of questions are located at the back of the TEST ADMINISTRATION MANUAL. Asterisks indicate questions that are required for all states. Other questions may be required based on state-specific directions. Science questions are required for states administering DLM science.

Slide 38. This section covers the second part of the student's two-part personal learning profile or PNP. PNP is a section in Educator Portal where test administrators enter each student's personal needs and preferences.

Slide 39. Repeat the steps described at the beginning of this video to access other students rostered the test administrator.

Slide 40. At the View Student Record screen, notice the PNP profile on the middle right of the screen and the status No Settings. Note that Patricia's First Contact survey is already complete. Once the test administrator completes the PNP profile, Patricia will be ready for the opening of the assessment window. Click No Settings.

Slide 41. Notice that the PNP profile set up is similar to First Contact survey with tabs across the top of the page, an Edit Settings button, and an X in the upper right corner. When the PNP profile opens, the test administrator will see a brief summary about the student. Click Edit Settings and enter a student's needs or preferences.

Slide 42. If Patricia needs magnification, select how much magnification is needed to be beneficial for Patricia. The magnification can be the default, but other choices are also available on this screen. After making the selections, click Save. Unlike the First Contact survey, a student may not have any needs or preferences for anything on this screen, and the test administrator is not required to choose options before moving to the next tab. Only choose options that a student uses during normal everyday instruction.

Slide 43. On the Language and Braille screen, a test administrator can choose braille for a student when appropriate. Many states allow the choice of either EBAE or UEB braille. Some states allow only one format of braille to be selected. Braille is never to be chosen for emerging braille readers. Only choose braille for students who are proficient braille readers. Braille is not available during the instructionally embedded assessment window during the fall and winter months. See the braille section of the Accessibility Manual and the Test Administration Manual to understand which grade levels and linkage levels are available in braille. Again, if a student cannot sufficiently take the assessment by reading braille, then make no choice on this screen and move to the next tab.

Slide 44. On the Audio and Environment Support tab, select options for Spoken Audio. Synthetic spoken audio is often referred to as read aloud with highlighting. Also, on this tab, the test administrator can select if the use of a single switch is needed. Test administrators can set scan speed, indicate if scanning should begin automatically when the page appears and select the number of times the scan cycle repeats before stopping.

Slide 45. If spoken audio is selected, other options become available. If a student has never used synthetic voice, the student may prefer the human read aloud option.

Slide 46. Notice that for student with visual impairment who do not read braille, an alternate form can be selected on this screen. Also, supports provided outside the system are selected on this screen such as human read aloud or that a test administrator enters responses for a student.

Slides 47. Reminder: Not every screen/tab needs a selection. Not every student needs a customized profile. Only choose the supports that a student uses during normal daily instruction. Click Save on every single screen where a selection was made. Review the summary again at the end. Edit if needed. Then click X in the upper right corner.

Slide 48. Patricia is now ready for assessments as soon as her test administrator completes the Required Test Administrator Training and reads, agrees to, and signs the Security Agreement.

Slide 49. From the View Student screen, test administrators can see the status of all their students. Patricia's PNP profile has the status of Custom.

Slide 50. The Kite system can be personalized for each student. The system was designed with accessibility fully in mind.

Many test administrators, other district educators, and IEP team members need to know the accessibility supports that are available for students. These are found in the ACCESSIBILITY MANUAL, which can be found each state's DLM webpage. Find the steps for completing the First Contact survey and PNP in the EDUCATOR PORTAL USER GUIDE.

Slide 51. For additional questions, use these resources or contact the District Assessment Coordinator.

Slide 52. Thank you for viewing the Dynamic Learning Maps Personal Learning Profile Training.