

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

Year-End Model

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Feel Free to Pause!



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Audience and Purpose

Assessment
Coordinators

Data
Managers

Purpose: explain the responsibilities of these roles.

Technology
Personnel



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ASSESSMENT DESIGN



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Overview

Assessment Design
and Terminology

Roles/Responsibilities



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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



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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

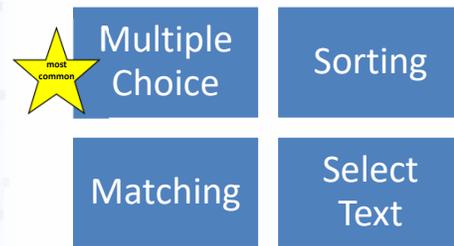
Testlet Structure

- 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.

Blueprints

- Blueprints
 - list the Essential Elements assessed
 - for each grade
 - for each subject
 - are organized into groups of related Essential Elements
 - by claims and conceptual areas for ELA and mathematics
 - by domains for science

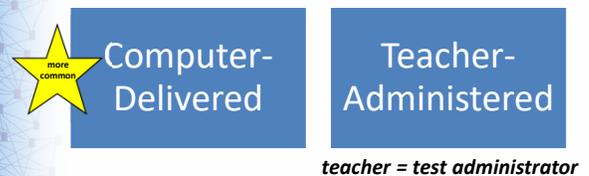
Item Types



Testlets

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

Testlet Types



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CIA [2]8 different from IE

Cole III, Alson, 8/6/2019

Slide 9

CIA [2]9 different from IE

Cole III, Alson, 8/6/2019

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.

Assessment Window

Spring
Early March to Early June

Each state chooses dates within this timespan. Check the state's page of the DLM website for specific dates.

Linkage Levels for ELA and Math

Linkage Levels	Complexity
Initial Precursor	Least complex; foundational
Distal Precursor	Knowledge and skills needed to reach the target
Proximal Precursor	Provides access to the target
Target	Aligns to content of the Essential Element
Successor	Progresses beyond the target

ASSESSMENT DELIVERY

Linkage Levels for Science

Linkage Levels	Complexity
Initial Precursor	Least complex
Precursor	More complex
Target	Most complex; aligns with Essential Element

Kite® Suite

Educator Portal

Student Portal

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CIA [2]10 different from IE

Cole III, Alson, 8/6/2019

Slide 16

CIA [2]11 different from IE

Cole III, Alson, 8/6/2019

1A 213

Personal Learning Profile

First Contact

Personal Needs and Preferences

both accessed in Educator Portal

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1A 214

Required Training for Test Administrators

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

Approximate training time: 2.5 hours

- 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.

Approximate training time: one hour

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Personal Learning Profile

PNP Profile	First Contact
<ul style="list-style-type: none"> • Display • Language & Braille • Audio & Environment • Other Supports 	<ul style="list-style-type: none"> • Communication • Academics • Sensory Characteristics • Motor Characteristics • Computer Access

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21A 215

Checkpoint Review

Year-End Model of the DLM Alternate Assessment

Blueprints of Essential Elements

Testlets and Linkage Levels

Spring Window

First Contact Survey

PNP Profile

Educator Portal and Student Portal

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Test Administration Practices

<ul style="list-style-type: none"> • Allowed ✓ <ul style="list-style-type: none"> – 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 	<ul style="list-style-type: none"> • Not Allowed ✗ <ul style="list-style-type: none"> – 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
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More information is provided in the TEST ADMINISTRATION MANUAL and the ACCESSIBILITY MANUAL.

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ROLES AND RESPONSIBILITIES

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CIA [2]13 different from IE

Cole III, Alson, 8/6/2019

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CIA [2]14 different from IE

Cole III, Alson, 8/6/2019

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CIA [2]15 different from IE

Cole III, Alson, 8/6/2019

District Staff Roles

Assessment
Coordinators

Data
Managers

Each role has its own manual on the DLM website.

Technology
Personnel

dynamiclearningmaps.org

footer of every page of the site

CONTACT US dlim@ku.edu Follow DLM on Twitter	ACCESS Access Educator Portal login SEA login	OTHER ATLAS SITES ATLAS I-SMART ELM SE-SESE	SERVICE DESK DLM-support@ku.edu Current hours: 7:00 a.m.–5:00 p.m. CDT, M–F
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or go directly to

educator.kiteaa1.org

dynamiclearningmaps.org

ABOUT US STATES KITE® SUITE PROFESSIONAL DEVELOPMENT RESEARCH

Year-End Model

- Alaska
- Colorado
- Delaware
- District of Columbia
- Illinois
- Maryland
- Miccosukee

[more](#)

Instructionally Embedded Model

- Arkansas
- Iowa
- Kansas
- Missouri
- North Dakota

Test Updates

- Required Test Administrator Training
- Event Recruitment Survey

ASSESSMENT COORDINATORS

dynamiclearningmaps.org

Manuals and Blueprints

- [Accessibility Manual \(pdf\)](#) 8/17 provides guidance on the installation and use of accessibility features
- [Assessment Coordinator Manual \(pdf\)](#) 8/17 supports district and building staff to prepare for and monitor assessments
- [Blueprint ECA \(pdf\)](#) 7/17 pool of available Essential Elements (EEs) and the requirements for coverage within each conceptual area
- [Blueprint Math \(pdf\)](#) 7/17 pool of available Essential Elements (EEs) in Mathematics
- [Blueprint Science \(pdf\)](#) pool of available pathways Essential Elements (EEs) for Science
- [Data Management Manual \(pdf\)](#) 8/17 supports data managers with managing user, student, and roster data in Educator Portal
- [Educator Portal User Guide \(pdf\)](#) 8/17 provides guidance and support for users navigating Educator Portal
- [Facilitator Guide to DLM Required Test Administrator Training \(pdf\)](#) 8/17 supports facilitators in accessing DLM required test administrator training and support resources
- [Guide to DLM Required Test Administrator Training \(pdf\)](#) 8/17 helps users access DLM required test administrator training
- [Guide to Practice Activities and Released Test Items \(pdf\)](#) 8/17 facilitates educators and districts with equity and Student Portal
- [Technology Specifications Manual \(pdf\)](#) 8/17 supports technology personnel in preparing schools for the technology needs of the DLM assessment
- [Test Administration Manual \(pdf\)](#) 8/17 supports Test Administrators in preparing themselves and students for the DLM assessment

Each manual includes a checklist of tasks to perform.

Assessment Coordinators

- 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

CIA [2]16 different than IE

Cole III, Alson, 8/6/2019

Assessment Coordinators

- 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.

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Assessment Coordinators

- 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.

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training.dynamiclearningmaps.org

Log in

Username

Password

Remember username

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

Instructions provided in the
 • *Guide to DLM Required Test Administrator Training and the*
 • *Facilitator Guide to DLM Required Test Administrator Training*

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DLM Service Desk

1-855-277-9751
 dlmsupport@ku.edu

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Assessment Coordinators

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ABOUT US	STATES	KITE® SUITE	PROFESSIONAL DEVELOPMENT	RESEARCH
Year-End Model	Alaska	Instructionally Embedded Model	Test Updates	M Site Maps® (DLM for the n in access) once page
Colorado	Arkansas	Required Test Administrator Training		
Delaware	Iowa	Event Recruitment Survey		
District of Columbia	Kansas			
Illinois	Missouri			
Maryland	North Dakota			
Missoula				

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

Get test updates via email

- Subscribe automatically
- Automatic subscription not working?
- Subscribe manually
- Subscribe once and forget it! No need to re-subscribe each year. Just let us know if your email address changes.
- Unsubscribe from test updates

To:

Cc:

Bcc:

Subject:

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Assessment Coordinators

- 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.

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Assessment Coordinators

- 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.

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Monitor? Where?

Extracts

Educator Portal

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Assessment Coordinators

- 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)

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Educator Portal

- 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
 - Completion of the First Contact survey
 - PNP settings selections

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Assessment Coordinators

- What should be done during the assessment window?
 - Monitor and support test administration.
 - Facilitate communication between DLM and district staff.
 - Monitor assessment activity (e.g., test administrators trained, First Contact surveys completed, [CA \[2\]17](#) tests completed, etc.)
 - Help troubleshoot as necessary.

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Assessment Coordinators

After the spring [CA \[2\]19](#) window is complete...

PLAN FOR NEXT YEAR!

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Slide 39

CIA [2]17 different for IE

Cole III, Alson, 8/6/2019

Slide 41

CIA [2]7 I rejected W&E's suggested revision in the IE version because I intended the language about who has NOT completed the training. Often, that extract is used to filter who has not completed the training.

Cole III, Alson, 8/6/2019

CIA [2]18 different from IE (slightly)

Cole III, Alson, 8/6/2019

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CIA [2]19 different from IE

Cole III, Alson, 8/6/2019

DATA MANAGERS

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Roles in Educator Portal

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

Users are not to have multiple email addresses in Educator Portal.



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Data Managers

dynamiclearningmaps.org STATES tab, then the applicable state

Templates	
Enrollment Upload Template (.csv)	template used to enroll multiple students into Educator Portal
Parent Notification Letter with Science (.docx)	notification letter for districts testing in mathematics, English language arts, and science
Parent Notification Letter with Science Español (.doc)	carta de notificación para los distritos a examinarse en Matemáticas, Artes del Lenguaje Inglés y Ciencia
Roster Upload Template (.csv)	template used to roster students to content areas and test administrators in Educator Portal
State Organizational Table (.xlsx)	names and numbers of schools and districts
TEC (Test, Exit, Clear) Upload Template (.csv)	template used to batch remove students from Educator Portal
User Upload Template (.csv)	template used to upload multiple users into Educator Portal

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Data Managers

- 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.

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Educator Portal

- 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.

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Data Managers

- 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.

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Data Managers

- 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 manger if corrections are needed.

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TECHNOLOGY PERSONNEL

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Data Managers

- Throughout the spring window [CIA \(2\)20](#)
 - manage changes to user, enrollment, and roster data promptly
 - manage student moves and transfers as needed

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Technology Personnel

- 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.

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Assessment Coordinators and Data Managers



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Technology Personnel

- 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).

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CIA [2]20 different than IE

Cole III, Alson, 8/6/2019

Technology Personnel

to download Student Portal

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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.

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Technology Personnel

- TECHNOLOGY SPECIFICATIONS MANUAL
- EDUCATOR PORTAL USER GUIDE

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Checkpoint Review

Collaboration is key!

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Technology Personnel, Assessment Coordinators, Data Managers

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EXTRACTS

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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.

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Extracts

- 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

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Extracts

- Current Enrollment
 - current enrollment information for active students
- DLM Test Administration Monitoring
 - number of testlets completed vs. number total

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Extracts

- are useful in monitoring the assessment throughout the spring window
- should be downloaded and saved in a secure location

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Extracts

- First Contact Survey File
 - First Contact survey settings by student
- PNP Settings Count
 - student PNP setting counts by organization
- PNP Settings
 - personal needs and preferences selections by student

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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.

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CIA [2]21 different from IE

Cole III, Alson, 8/6/2019

Slide 65

CIA [2]22 different from IE

Cole III, Alson, 8/6/2019

dynamiclearningmaps.org STATES tab, then the applicable state

Resources for Educators and District Staff

District Staff Training Resources
resources designed for district users, including Educator Portal how-to videos and role-specific training videos

Educator Resource Page for English Language Arts and Mathematics
resources and job aids to support test administrators

Educator Resource Page for Science
resources to support administrators testing in Science

Educator Resource Videos
videos provide information about assessment format, accessibility, and Educator Portal procedures

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Q & A SESSION

DYNAMIC LEARNING MAPS

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1A | 2 | 24

Getting Started in Educator Portal

Signing the Security Agreement

Adding and Editing Rosters Manually

Exiting Students Manually

Adding and Editing Users Manually

Finding Previously Enrolled Students

Adding and Editing Students Manually

Uploading Templates

Transferring Students Within District

Helplets

DYNAMIC LEARNING MAPS

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THANK YOU

DYNAMIC LEARNING MAPS

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Checkpoint Review

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

DYNAMIC LEARNING MAPS

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CIA [2]24 different from IE (different final sentence)

Cole III, Alson, 8/6/2019