

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

Year-End Model

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the University of Kansas



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## Audience and Purpose

- Explain the responsibilities of
  - assessment coordinators
  - data managers
  - technology personnel



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## Overview

- Assessment design and terminology
- Roles and responsibilities



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## Feel Free to Pause!



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## ASSESSMENT DESIGN



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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



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## 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



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## 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 to complete a single testlet.



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## 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.



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## Item Types

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



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## Testlet Types

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



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## 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.



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## Linkage Levels for ELA and Mathematics

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



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## Linkage Levels for Science

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



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## Assessment Window

- Spring window (early March to June)
- State-specific dates
  - Check state's page of the DLM website



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## ASSESSMENT DELIVERY



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## Kite® Suite

- Educator Portal
- Student Portal



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## Personal Learning Profile (1)

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



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## 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



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## Test Administration Practices

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Allowed<ul style="list-style-type: none"><li>– Taking breaks</li><li>– Logging into Student Portal for the student, navigating across screens, and entering the student's chosen responses</li><li>– Using special equipment for positioning</li><li>– Using an interactive whiteboard to project the student's testlets</li><li>– Human read aloud</li></ul></li></ul> | <ul style="list-style-type: none"><li>• Not Allowed<ul style="list-style-type: none"><li>– Influencing a student's responses</li><li>– Hints or hand-over-hand guidance</li><li>– Previewing a student's testlet ahead of time then teaching the student the answers</li><li>– Removing/reducing the number of response options</li><li>– Adding pictures or communication symbols to response options that are text only</li></ul></li></ul> |
|---|---|



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## Required Training for Test Administrators

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• For <b>new</b> test administrators, the training consists of<ul style="list-style-type: none"><li>– four modules</li><li>– an activity for each module</li><li>– a post-test for each module</li></ul></li><li>• The training is offered in two formats<ul style="list-style-type: none"><li>– online, self-directed</li><li>– in-person, facilitated for groups</li></ul></li></ul> | <ul style="list-style-type: none"><li>• For <b>returning</b> test administrators, the training consists of<ul style="list-style-type: none"><li>– one module</li><li>– one post-test divided into four parts that correspond to the post-tests for new test administrators</li></ul></li><li>• Only an online, self-directed format is offered</li></ul> |
|--|--|



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## Checkpoint Review—Design and Terminology

- Year-End model
- Blueprints and Essential Elements
- Testlets and linkage levels
- Spring assessment window
- First Contact survey
- PNP Profile
- Educator Portal and Student Portal



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## ROLES AND RESPONSIBILITIES



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## District Staff Roles

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



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## DLM Website

- [dynamiclearningmaps.org](https://dynamiclearningmaps.org)
  - state pages
  - search bar and filters



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## Manuals

- The manual for each role has a checklist of tasks to perform.
  - ASSESSMENT COORDINATOR MANUAL
  - DATA MANAGEMENT MANUAL
  - TECHNOLOGY SPECIFICATIONS MANUAL



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## Educator Portal

- [educator.kiteaai.org](https://educator.kiteaai.org)



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## ASSESSMENT COORDINATORS—ROLES AND RESPONSIBILITIES



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## 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



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## 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.



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## [training.dynamiclearningmaps.org](https://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



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## Subscribe to Receive Updates

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



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## 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.



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## DLM Service Desk

- Phone: 1-855-277-9751
- Email: [dml-support@ku.edu](mailto:dml-support@ku.edu)
- Live chat: link in Educator Portal



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## 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.



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## 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.



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## 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)



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## During the Spring Assessment Window

- 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, testlets completed, etc.)
    - Help troubleshoot as necessary.



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## Monitor? Where?

- Extracts are provided in Educator Portal.



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



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## Assessment Coordinators

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



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## DATA MANAGERS—ROLES AND RESPONSIBILITIES

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## State Organizational Table

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

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## 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.

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## Roles in Educator Portal

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

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## 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.

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## 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.

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## 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.



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## Managing

- Throughout the spring window
  - manage changes to user, enrollment, and roster data promptly
  - manage student moves and transfers as needed



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## Assessment Coordinators and Data Managers



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## TECHNOLOGY PERSONNEL—ROLES AND RESPONSIBILITIES



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## 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.



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## 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).



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## Downloading and Installing Student Portal

- Available for
  - Windows and Macs
  - iPads
  - Chromebooks



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## Technology Resources

- TECHNOLOGY SPECIFICATIONS MANUAL
- EDUCATOR PORTAL USER GUIDE



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## Technology Personnel, Assessment Coordinators, Data Managers



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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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## Checkpoint Review—Roles and Responsibilities



***Collaboration is key!***



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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 (1)

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



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## 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



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## 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



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## Extracts (4)

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



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## Individual Student Score Reports

- End-of-year score reports are delivered in Educator Portal in late summer/early fall.
- 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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## RESOURCES FOR DISTRICT STAFF



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## 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



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## 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.



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## Q & A SESSION



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THANK YOU



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