Dynamic Learning Maps® (DLM®) Fall Training for District Roles
Year-End Model

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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!

5

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
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 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

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.

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 Window

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

Kite® Suite

- Educator Portal
- Student Portal

ASSESSMENT DELIVERY
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

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

- 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

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

ROLES AND RESPONSIBILITIES
District Staff Roles
- Each role has its own manual on the DLM website
  - assessment coordinators
  - data managers
  - technology personnel

DLM Website
- dynamiclearningmaps.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

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 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.

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
  - 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

State Organizational Table
- 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.

Managing

• Throughout the spring window
  – 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!

EXTRACTS
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.

Extracts (1)

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

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 spring window
- 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