

Dynamic Learning Maps® (DLM®) Alternate Assessment for New Mexico

District Test Coordinators (DTC)

February 2021

Topics

Necessary steps for students to be assessed

Monitoring



Question-and-answer opportunities will be provided at the end of the presentation.

NECESSARY STEPS FOR STUDENTS TO BE ASSESSED

Necessary Steps

DTC must

- add teachers who will be administering the assessment
- enroll students
- roster students

Test Administrator must

- complete training
- complete the security agreement
- confirm student and roster information are correct
- complete each student's First Contact survey


DTC RESPONSIBILITIES

DTC Responsibilities

to gather, edit, and upload data in Educator Portal for

- users: educators, test administrators, staff
- enrollment: students
- rosters: assigning students to educators

Data Management in Educator Portal

 dynamiclearningmaps.org

footer of every page of the site

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d1m@ku.edu

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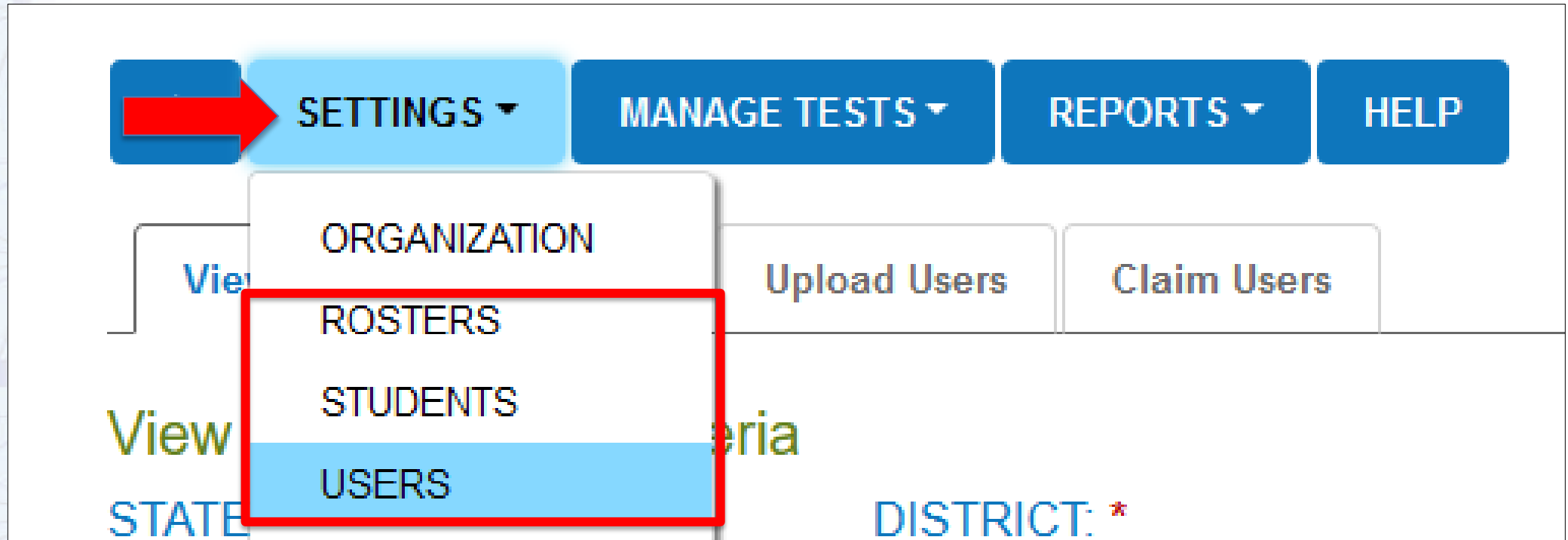
SERVICE DESK

1-855-277-9751

DLM-support@ku.edu

Current hours: 7:00 a.m.–5:00 p.m. CDT, M–F

Data Management Tasks in Educator Portal



MANAGE USERS

Info to Know: Users

Users remain in the system from year to year.

All test administrators must be assigned the teacher role in Educator Portal.

MANAGE ENROLLMENT DATA

Info to Know: Students

All students must be enrolled every school year.

A student exited from the system

- cannot be enrolled manually
- can be reactivated using Find Student
- can be enrolled using an upload

Add a Student

When only a few students need to be added—manually

When several students need to be added—upload template

Transferring a Student

A student may be transferred manually, or several students may be transferred using CSV upload templates.

A DTC can transfer a student between schools in the same district.

A state-level user can transfer a student manually between districts.

Student data is not lost when a student is transferred.

Grade Changes

A student's grade can be changed through an enrollment upload or using the Find Student feature.

- If testing has already started, a warning message will appear that test sessions from the previously enrolled grade will be inactivated.
- Old test sessions from the previous grade will be inactivated.

A student's grade can be changed through the user interface via the Find Student feature.

For the spring assessment window, the system will ensure assignment of new testlets at the beginning of the assessment for the new grade at the correct linkage level.

Exit a Student

A student must be exited when the student is

- leaving the state
- leaving the district with an unknown destination
- no longer taking the DLM alternate assessment
- in grade 10 which is not being assessed this year

MANAGE ROSTER DATA

Info to Know: Roster Students

Rosters connect a student to a teacher in a subject area.

Districts will roster students.

New students can be added to an existing roster.

The teacher on a roster can be changed.

When all students are removed from a roster, the roster will be removed from the system.

Roster Students

- Rosters may be created manually or with an upload.
- Students must be rostered once for each subject area.

Subject Area	Grades
ELA	3–8 and 11
Mathematics	3–8 and 11
Science	5, 8, and 11

- Consider a standard naming convention.
 - e.g., teacher's last name, first name, subject

Rostering Students

Students can only be on one roster for a subject.

- A warning message will appear if attempting to add a student to a roster, but the student is already on a roster for the same subject.
- The student will be removed from the old roster and placed on the new roster if the process continues.

UPLOADS

Upload Info

Follow the instructions and use the field definitions in the DATA MANAGEMENT MANUAL for the specific upload.

Download the necessary CSV template from the DLM website or use the ? icon that appears when the upload option is selected in Educator Portal.

Upload Process

The upload process is the same for a user file, enrollment file, roster file, and TEC (Test, Exit, Clear) file.

All files must have a .csv file extension.

When uploading the files, the differences are

- the template used
- the information required

The system will provide error messages.

Where to Find Resources

- <https://dynamiclearningmaps.org/newmexico>

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NEW MEXICO

Given COVID-19's disruption to the 2020 spring assessment window and a long absence from school, DLM is providing guidance on how instructionally embedded assessments may be used as a baseline measure to help teachers better understand their students' instructional needs for the 2020-2021 school year. Go [here](#) for the Guidance document.

▸ [Manuals and Blueprints](#)


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2021 Spring Window: 3/22 - 6/11

NM uses the Year-End Model
Subjects Tested: English Language Arts, Mathematics, Science

[Elizabeth Russom](#), Assessment
[Sbicca Brodeur](#), Special Education

NMPED Assessment Bureau

DLM Service Desk: 1-855-277-9751

Data Management Resources on the DLM Website

- Manuals
 - DATA MANAGEMENT MANUAL
 - Educator Portal User Guide
- Templates
 - State Organizational Table
 - Upload Templates

Data Management Resources Continued

- District Staff Training Resources: Helplets

- ▶ 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
- ▶ Test Administration Monitoring

TEACHER RESPONSIBILITIES

Teacher Responsibilities to Deliver the Assessment

activate Educator Portal account

complete security agreement in Educator Portal

complete Required Test Administrator Training in Moodle

complete each student's First Contact survey and PNP Profile in Educator Portal

plan and deliver assessment to student in Student Portal

Required Test Administrator Training

Course

- four modules, post-tests
- offered in online self-directed format or facilitated format
- 2.5 hours to complete
 - completion certificate generated
- must have active Educator Portal account
- taken in Moodle
- completion tracked in a data extract in Educator Portal

Where to Find Resources

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Resources for Teachers on the DLM Website

Manuals

- TEST ADMINISTRATION MANUAL
- ACCESSIBILITY MANUAL
- Educator Portal User Guide

Educator Resource Page

- test blueprints
- Currently Tested Essential Elements

Helplet videos

Released Testlets and Practice Activities

Professional development modules

MONITORING USING DATA EXTRACTS

Extracts

available in Educator Portal

- under the Reports tab

based on user role








- district users = district-level extracts
- building users = building-level extracts
- teachers = student and class extracts

provided in CSV format for extracts

Educator Portal: Extracts

The screenshot displays the Kite Educator Portal interface. At the top left is the Kite logo. In the top right corner, it shows 'Logged in as' followed by a blank field and a 'Sign Out' link. Below this are fields for 'Role:', 'Organization:', and 'Assessment Program:' (set to 'DLM'). A navigation bar contains buttons for Home, SETTINGS, MANAGE TESTS, REPORTS, and HELP. A red arrow points down to the REPORTS button, which has a dropdown menu open showing 'DATA EXTRACTS' and 'ALTERNATE ASSESSMENT'. Another red arrow points to 'DATA EXTRACTS'. On the right, there is a 'MY PROFILE' section.

Educator Portal: Extracts

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	02/26/2020 05:31 PM		New File
DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	03/30/2020 08:29 AM		New File
First Contact Survey File	Current First Contact survey settings by student	02/26/2020 05:31 PM		New File
PNP Setting Counts	Student PNP setting counts by organization.	01/29/2020 11:01 AM		New File
PNP Settings	Personal Needs and Preferences (PNP) settings by student.			New File
Roster	Student assignment by educator and subject.	02/26/2020 05:32 PM		New File
Security Agreement Completion	Security Agreement status by organization			New File
Student Roster and First Contact Survey Status	Roster and First Contact Survey status by student and subject.			New File
Training Status	List of DLM users by organization and their training completion status	02/26/2020 05:32 PM		New File
Users	Educator Portal users and their associated role(s).	04/16/2020 09:30 AM		New File

Current Enrollment Extract

current enrollment information for active students in the selected organization, including

- accountability district and school
- attendance district and school
- student name
- student grade
- student demographic information

DLM Test Monitoring Extract

tracks completion of assessments in the spring by student and subject area

- number of end-of-year testlets not started
- number of end-of-year testlets completed
- number of end-of-year testlets required

R	S	T	U	V
End of Year # Testlets Not Started	End of Year # Testlets In Progress	End of Year # Testlets Completed	End of Year # Testlets Required	Field Test # Testlets Completed

First Contact Survey File Extract

information for each student in the selected organization, including

- all the responses selected on the First Contact survey
- if the First Contact survey is not started, in progress, ready to submit, or submitted
- date and name of last person who modified the First Contact survey for the student

PNP Settings Extract

information for each active student in the selected organization, including

- student name, school, district, and grade
- Personal Needs Preferences Profile selections
- date and name of last person who modified the settings

Note: If a student does not appear on the extract, no PNP Profile settings have been selected.

Roster Extract

students rostered by teacher and subject, including

- roster name
- teacher name
- student name and grade
- subject

Security Agreement Completion Extract

lists each user and if the user has accepted or rejected the security agreement

- A teacher who has not accepted the terms of the security agreement will not have access to testlets in the spring window.

Training Status Extract

determines if users enrolled in Required Test Administration Training completed the training

- username and roles
- school and district
- type of training
- if the user has completed the training

A teacher cannot access testlets in the spring assessment window if the Required Test Administrator Training is not complete.

User Extract

provides Educator Portal users and their role(s) in a selected organization and the user status

- active: user has an activated account
- pending: user is in the system but has not activated the account
- inactive: user rights have been removed

New Extract!

Student Roster and First Contact Survey Status Extract

- extract will provide testing readiness information in one extract
 - grade
 - rostered subjects
 - First Contact survey status and completion date

Enrollment, Roster and First Contact Survey extracts will still be available individually.

Questions?



THANK YOU