

DYNAMIC LEARNING MAPS (DLM) CHECKLIST FOR TEST COORDINATORS (2023-24)

The following checklist details the critical steps for test coordinators to follow. Refer to this checklist while preparing for the Dynamic Learning Maps alternate assessments.

Step
<p>1. Sign up for DLM Test Updates during the year at https://dynamiclearningmaps.org/test-updates.</p>
<p>2. Register for the DLM Test Coordinator Training. The test coordinator training webinar will be held February 13, 2024 (1:00pm – 3:00pm). Register here: https://register.gotowebinar.com/register/8185345532637803356. The webinar recording will be posted at www.ride.ri.gov/dlm.</p> <ul style="list-style-type: none"> • Watch DLM-produced test coordinator videos: all videos can be found at https://dynamiclearningmaps.org/district-staff-video-resources-ye <ul style="list-style-type: none"> ○ <i>District and Building Administrator Training for Year-End States</i> (24:00 min) ○ <i>Fall Training for District Roles</i> (36:26 min)
<p>3. Confirm student eligibility to participate in DLM alternate assessments.</p> <ul style="list-style-type: none"> • RIDE will upload students and register them for the DLM alternate assessments the week of January 22, 2024. • Make sure that any student eligible for the alternate assessments has an active enrollment record in the Enrollment Census and they have a designation of 3=Alternate Assessment in the Special Education Census. <ul style="list-style-type: none"> ○ For resources on determining eligibility for the alternate assessments, go to www.ride.ri.gov/dlm. ○ The <i>RISAP Test Coordinator Handbook</i> contains all policies related to state assessments. Go to www.ride.ri.gov/tc to download. • Outplacement Schools: Any student tutored to a school either within our outside of Rhode Island is responsible for administering any state assessments required by the Rhode Island Department of Education for the student’s current grade level. It is the responsibility of the sending district to ensure that the outplacement school tests the student at the correct grade level and in the correct content areas. If the grade level in the Enrollment Census do not match the grade level of the tests the student took, then any tests administered may be invalidated.
<p>4. Download the following documents from www.ride.ri.gov/assessment-manuals from the <i>Test Coordinator</i> tab or from https://dynamiclearningmaps.org/rhodeisland. The tasks in this checklist reference page numbers in each of these documents.</p> <ul style="list-style-type: none"> • <i>Test Coordinator Manual</i> • <i>Data Management Manual</i> • <i>RI Guide to Required Training</i> (posted at www.ride.ri.gov/assessment-manuals and click on the DLM tab). • <i>Accommodations and Accessibility Manual</i> • <i>Educator Portal User Guide</i> • <i>Test Administrator Checklist for distribution to anyone preparing for DLM.</i>
<p>5. Log in to Educator Portal (EP)</p> <p>New Test Coordinators: New district test coordinators should contact heather.heineke@ride.ri.gov for an account. Once an account has been created for you:</p> <ul style="list-style-type: none"> • You will receive an activation email from KITE_support@ku.edu. You must click on the link in that email to activate your Educator Portal account. • If you did not receive an automatic email from KITE_support@ku.edu, check your spam folder. If you still have not received it, contact Heather Heineke to verify your email address and have it resent.

DLM Test Coordinator Checklist (2023-24) (v.1 of 1; 10.2023)

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	<ul style="list-style-type: none"> Watch: <i>Getting Started in Educator Portal</i> (video: 4:51) at https://dynamiclearningmaps.org/district-staff-video-resources-ye. <p>Returning Test Coordinators: Last year's username will remain the same, but you will need to reset your password by clicking on <i>Forgot Password?</i> on the Educator Portal home page.</p>
6.	<p>Complete the Security Agreement in Educator Portal. Instructions for completing the security agreement can be found in each of the manuals listed below.</p> <ul style="list-style-type: none"> Read: <i>Test Coordinator Manual</i>, page 38, <i>Test Administration Manual</i>, page 38 or <i>Educator Portal User Guide</i>, page 17.
7.	<p>Review and Update Test Administrator Accounts in Educator Portal. It is important that access to Educator Portal is given only educators who need it. Anyone who has an account, even if they have left your district or school, can access Educator Portal and that puts sensitive student information at risk.</p> <ul style="list-style-type: none"> Teachers cannot begin to prepare for testing or complete their training requirements until they have a test administrator account in Educator Portal. Watch: <i>Adding and Editing Users</i> (2:04 minutes) https://dynamiclearningmaps.org/district-staff-video-resources-ye. Read: in the <i>Educator Portal User Guide: Manage User Account for All States</i>, page 12. Read: in the <i>Data Management Manual</i>: <ul style="list-style-type: none"> <i>Manage User Data</i> on page 19 To add many new users: <i>Create a User Upload Template File</i>, page 38 <i>Add a User Manually</i> on page 46 <i>Activate a User</i> on page 57 <i>Deactivate a User</i> on page 58 NOTE: If you have a teacher who has an Educator Portal account with another district, contact Heather Heineke to transfer accounts to the new district so their training history can be transferred. Don't create a new account.
8.	<p>Develop a Training Plan for Test Administrators. Try to have test administrator training completed by March 15, 2024, to ensure that teachers have enough time to complete the First Contact Survey <i>before the start of the testing window</i>. Once test administrators complete their training, they must print their certificate of completion and give it to the district test coordinator as proof of their training. Additionally, test coordinators must show the Test Administrator Core Training, explained below</p> <ul style="list-style-type: none"> Download the <i>Test Administrator Core Training</i> from www.ride.ri.gov/assessment-manuals and edit the sections with your district and school policies and dates. Read: <i>Guide to Required Training (RI edition)</i> (www.ride.ri.gov/assessment-manuals and click on the DLM tab). All educators must have an account in Educator Portal before they can access the modules to complete their training. NEW for 2024: The training modules are now located in Educator Portal and can be accessed 30 minutes after the Educator Portal account is created. New Test Administrators must complete all four modules and pass all post-tests before they will be allowed to administer the DLM tests. Returning Test Administrators administered DLM last year and are required to complete only one training module. Educator Portal automatically records who administered the DLM last year in order to determine who is a returning test administrator. <p>Districts have two options for training test administrators:</p> <p>Option 1: Self-Directed Training</p> <ul style="list-style-type: none"> Access the training modules through Educator Portal. <p>Option 2: Facilitated in-person training led by district administrators.</p>

Commented [HH1]: 2024: Add what to do if they don't receive the automatic email.

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	<ul style="list-style-type: none"> In the past, the most popular option since it ensures all teachers are properly trained and all questions are answered. The facilitated training presentations, transcripts, activities, and videos can be accessed from the Educator Portal training tab only by district administrators.
9.	<p>Distribute the Test Administrator Checklist to any educators administering the DLM.</p> <ul style="list-style-type: none"> The <i>Test Administrator Checklist</i> is posted at www.ride.ri.gov/assessment-materials (click on the DLM tab).
10.	<p>Run the Training Status Extract in Educator Portal to ensure that all test administrators have completed the necessary training requirements.</p> <ul style="list-style-type: none"> Step-by-Step instructions for running the Training Status Extract, page 119 in the <i>Educator Portal User Guide</i>.
11.	<p>Create student rosters in Educator Portal. RIDE uses enrollment data provided by each district to register students. If the student demographic information, including grade level, is incorrect, that means the enrollment data RIDE received from your district is incorrect. Contact your district data manager to correct the student's enrollment information.</p> <p>Outplacement Schools must contact the sending district with any corrections. The sending district will then contact RIDE to make any necessary changes to student information in the Educator Portal.</p> <ul style="list-style-type: none"> The week of January 22, 2024: RIDE will register students to the DLM Educator Portal; rosters can be created after this date. Rosters must be created for each content area: <ul style="list-style-type: none"> English Language Arts (grades 3, 4, 5, 6, 7, 8, and 11) Mathematics, (grades 3, 4, 5, 6, 7, 8, and 11) Science (ONLY for grades 5, 8, and 11). Teachers cannot see students or complete the First Contact Survey until rosters are created and required training is complete. Watch: <i>Adding and Editing Rosters</i> (1:46 minutes) at: https://dynamiclearningmaps.org/district-staff-video-resources-ye Read: Step-by-step instructions for creating rosters can be found in the <i>Data Management Manual</i>: <ul style="list-style-type: none"> Create a file for multiple teachers and schools, see <i>Manage Roster Data</i> on page 116. Create a roster manually, see <i>Create a Roster Manually</i> on page 126.
12.	<p>Double check your rosters in Educator Portal. This will ensure that you don't leave students out or assign students to the wrong tests or teachers.</p> <ul style="list-style-type: none"> Read: <i>Change Roster Data or Remove a Roster</i>, page 130, <i>Data Management Manual</i> or <i>Educator Portal User Guide, View and Check Roster</i>, page 25. Step-by-Step instructions for running any report extract are on page 97 of the <i>Educator Portal User Guide</i>. <ul style="list-style-type: none"> Read: <i>Understanding the Student Roster and First Contact Survey Extract for All States</i>, page 116, <i>Educator Portal User Guide</i>
13.	<p>Ensure technology personnel installed KITE Student Portal on assessment devices. The Student Portal is what teachers will use to administer DLM. It's where teachers the actual test will be available for teachers to administer. Student log in information is found in Kite Educator Portal.</p> <ul style="list-style-type: none"> The <i>Technology Specifications Manual</i> contains instructions for installing the KITE Student Portal on testing devices and can be found at www.ride.ri.gov/assessment-manuals. Click on the DLM tab. The Kite Student Portal platform can be downloaded for individual devices at: https://dynamiclearningmaps.org/kite. If Kite Student Portal is not installed on the computer or laptops used for testing, contact your district test coordinator or technology coordinator.

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14.	<p>Ensure accommodations and test supports are updated in the student's IEP. Accommodations must be included in the student's IEP. If accommodations must be added or removed, the IEP must be amended before the student can begin testing by either convening a full IEP Team meeting <i>or</i> through the district amendment process.</p> <ul style="list-style-type: none"> Accommodations available on DLM are found in the <i>DLM Accessibility Manual</i> at www.ride.ri.gov/assessment-manuals and click on the DLM tab.
15.	<p>Ensure that teachers complete the Personal Needs and Preferences Profile (PNP) by running the PNP report in Educator Portal. Test administrators cannot begin testing until the PNP is completed for each student.</p> <ul style="list-style-type: none"> Step-by-Step instructions for running report extracts start on page 97 of the <i>Educator Portal User Guide</i>. <ul style="list-style-type: none"> Read: <i>Understanding the PNP Settings Extract for All States</i>, page 111, <i>Educator Portal User Guide</i>. Step-by-step instructions for completing the PNP can be found in the <i>Educator Portal User Guide</i>, page 31, <i>Complete the PNP Profile</i>.
16.	<p>Run the First Contact Survey report to ensure that it is updated for each student. Students will not be assigned testlets unless the First Contact Survey has been submitted. March 22, 2024: All First Contact Surveys and Personal Needs and Preferences must be completed.</p> <ul style="list-style-type: none"> Step-by-step instructions for running report extracts are on page 97 of the <i>Educator Portal User Guide</i>. <ul style="list-style-type: none"> Read: <i>Understanding the First Contact Survey File for All States</i>, page 109, <i>Educator Portal User Guide</i>. Step-by-step instructions for completing the First Contact Survey can be found in the <i>Educator Portal User Guide</i>, page 41, <i>Complete the First Contact Survey</i>.
17.	<p>Schedule locations and times for assessment sessions. It is important that teachers and students have a consistent, familiar location in which to test and that they have access to the same devices each day. Switching testing locations and devices can be disruptive to the testing process for students with significant disabilities.</p> <ul style="list-style-type: none"> Testing window: April 1 – May 31, 2024. All assessments must be completed by the end of the school day on May 31, 2024.
18.	<p>Monitor test completion progress. All information you need to monitor DLM testing in your district or school can be found in the <i>Educator Portal User Guide</i> and in the videos posted at the link below.</p> <ul style="list-style-type: none"> Page 82: Step-by-step instructions for accessing and running the monitoring report. Page 84: Read: <i>Understanding the Monitoring Summary Report for a Year-End Model State</i> Page 106: Read: <i>Understanding the DLM Test Administration Monitoring Extract for Year-End Model State</i>. Watch: these videos can be found at https://dynamiclearningmaps.org/district-staff-video-resources-ye <ul style="list-style-type: none"> <i>Test Administration Monitoring for Year-End States</i> (1:40 min) <i>Monitoring the Assessment Using Extracts</i> (2:05 min)

Important Dates	
Test Administrator Training Online Modules Open	Now
Students Registered to Kite Educator Portal	Week of January 22, 2024
DLM Test Coordinator Webinar	February 13, 2024
Have all Test Administrator Training completed by	March 15, 2024
PNP and First Contact Surveys Must be Completed	March 22, 2024
DLM Testing Window Opens	April 1, 2024
DLM Testing Window Closes	May 31, 2024

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