

DYNAMIC LEARNING MAPS (DLM) CHECKLIST FOR TEST COORDINATORS (2021-22)

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.

NOTE: All documents and other resources can be found on www.ride.ri.gov/assessment-materials and additional links are embedded below, as necessary.

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	1. Sign up for DLM Test Updates during the year at https://dynamiclearningmaps.org/test-updates .
	2. Register for the DLM Test Coordinator Training. Registration information can be found at www.ride.ri.gov/assessment-training . The slide deck and recording will be posted on that webpage after the webinar.
	3. Confirm student eligibility to participate in DLM alternate assessments. <ul style="list-style-type: none"> • RIDE will upload students and register them for the DLM alternate assessments the week of January 10, 2022. • 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.
	4. Download the following documents from www.ride.ri.gov/assessment-materials from the <i>Test Coordinator</i> tab or from https://dynamiclearningmaps.org/rhodeisland : <ul style="list-style-type: none"> • <i>Test Coordinator Manual</i> • <i>Data Management Manual</i> • <i>RI Guide to Required Training</i> • <i>Accommodations and Accessibility Manual</i> • <i>Educator Portal User Guide</i> • <i>Test Administrator Checklist for distribution to anyone preparing for DLM.</i>
	5. Log in to Educator Portal (EP) New Test Coordinators: New test coordinators should contact their special education director for an account or contact heather.heineke@ride.ri.gov for an account. Once an account has been created for you: <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, contact your district special education director or district testing coordinator to verify your email address and have it resent.

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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>
	<p>6. Complete the Security Agreement in Educator Portal.</p> <ul style="list-style-type: none"> • Read: <i>Test Administration Manual</i>, page 32 or <i>Educator Portal User Guide</i>, page 16.
	<p>7. 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: <i>Manage User Account for All States</i> (page 10) in <i>Educator Portal User Guide</i> for instructions on how to add and update users in Educator Portal.
	<p>8. Develop a Training Plan for Test Administrators. Test administrator training must be completed at least two weeks prior to the test window opening. Once test administrators have completed their training, they must print a certificate of completion.</p> <ul style="list-style-type: none"> • Read: <i>Guide to Required Training (RI edition)</i> (www.ride.ri.gov/assessment-manuals) • All educators must have an account in Educator Portal before they can access the Moodle site to complete their training. Accounts are created in Moodle after an Educator Portal account is created and activated. Moodle accounts can be accessed three hours after the Educator Portal account is created. • Last year's username and password are still active and can be used to access Educator Portal and Moodle accounts. <i>Forgot your username or password?</i> Click <i>Forgot Password?</i> on the Moodle home page. • New Test Administrators must complete all four modules and take the post tests before they will be allowed to administer the DLM tests. • Returning Test Administrators do not have to complete all four training modules. Only one module is required for any teacher who administered the DLM tests last year and they must complete all four posttests (even though they don't have to view all four modules) before they will be allowed to administer the DLM tests. Educator Portal records determine who is a returning test administrator. <p>Districts have two options for training test administrators:</p> <p>Option 1: Self-Directed Training using the Training Courses (formerly Moodle) training site.</p> <ul style="list-style-type: none"> • The Training Courses training site is separate from Educator Portal. When you create a teacher account in Educator Portal, another account is automatically created in the training site and can be accessed three hours after the Educator Portal created and activated. • Access the training modules here: https://training.dynamiclearningmaps.org/login/index.php • Forgot your username or password? Use the <i>Forgotten your username or password?</i> link on the Training Courses home page to reset your password. <p>Option 2: Facilitated in-person training led by district administrators.</p> <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 Training Courses site only by district administrators.
	<p>9. Run the Training Status Extract in Educator Portal to ensure that all test administrators have completed the necessary training requirements.</p>

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✓	<ul style="list-style-type: none"> • Read: <i>Understanding the Training Status Extract</i> in the <i>Educator Portal User Guide</i>, page 108.
	<p>10. Create student rosters in Educator Portal.</p> <ul style="list-style-type: none"> • The week of January 10, 2021: 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 they have completed all of their required training. • Step-by-step instructions for creating rosters can be found here: <ul style="list-style-type: none"> ○ Create a file for multiple teachers and schools, see <i>Manage Roster Data</i> in the <i>Data Management Manual</i> (page 123). ○ Create a roster manually, see <i>Create a Roster Manually</i> in the <i>Data Management Manual</i> (page 134).
	<p>11. Ensure technology personnel installed KITE Student Portal on assessment devices. The Student Portal is what teachers will use to administer DLM. It's where the actual test will be available for teachers to administer.</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 on www.ride.ri.gov/assessment-manuals and click on either the <i>Test Coordinator</i> or <i>Technology Coordinator</i> tab. • Download information can also be found at: https://dynamiclearningmaps.org/kite • If Kite Student Portal is not installed on the computer or laptops used for testing, contact your district assessment coordinator or technology coordinator.
	<p>12. Ensure accommodations and test supports are updated in the student's IEP</p> <ul style="list-style-type: none"> • Accommodations must be included in each student's IEP. If the accommodations need to be adjusted or added, they must be amended in the IEP before the student can begin testing by either convening a full IEP Team meeting <i>or</i> by following an amendment process set by the district.
	<p>13. Run the PNP report in Educator Portal to ensure that each student's Personal Needs and Preferences Profile (PNP) is updated (<i>Educator Portal User Guide, Accessing All Extracts for All States</i> (page 96) and <i>Understanding the PNP Settings Counts Extract for All States</i>, page 105).</p> <ul style="list-style-type: none"> • Test administrators cannot begin testing until the PNP is completed for each student. • Step-by-step instructions for completing the PNP can be found in the <i>Educator Portal User Guide</i>, page 28, <i>Complete the PNP Profile</i>.
	<p>14. 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.</p> <ul style="list-style-type: none"> • March 21, 2022: All First Contact Surveys and Personal Needs and Preferences must be completed. • Read: Information on how to run and understand the First Contact Survey data extract can be found in the <i>Educator Portal User Guide</i> (page 104). • Read: Step-by-step instructions for completing the First Contact Survey can be found in the <i>Educator Portal User Guide</i> (page 39).
	<p>15. Schedule locations and times for assessment sessions.</p> <ul style="list-style-type: none"> • Test window: April 5 – May 21, 2021. All assessments must be completed by the end of the school day on May 21, 2021.
	<p>16. Monitor test completion progress.</p>

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	<ul style="list-style-type: none">• Read: Instructions on how to run and understand the Monitoring Report can be found in the <i>Educator Portal User Guide</i>, page 81.• Watch: <i>Test Administration Monitoring for Year-End States</i> (1:40 min) (https://dynamiclearningmaps.org/district-staff-video-resources-ye)