GUIDE TO DLM REQUIRED TEST ADMINISTRATOR TRAINING 2021-2022

YEAR-END MODEL

RHODE ISLAND EDITION

Publication Date: 07/15/2021
**FINDING HELP**

When the information in this manual and resources from the Rhode Island Department of Education (RIDE) do not lead to solutions, these contacts can provide additional support.

HINT: Print this page and keep it handy!

<table>
<thead>
<tr>
<th>District or School Technology Coordinator</th>
<th>RIDE Heather Heineke, Assessment Specialist <a href="mailto:heather.heineke@ride.ri.gov">heather.heineke@ride.ri.gov</a> <a href="http://www.ride.ri.gov/dlm">www.ride.ri.gov/dlm</a></th>
<th>District Test Coordinator and/or Special Education Director</th>
<th>The DLM Service Desk* 1-855-277-9751 or <a href="mailto:DLM-support@ku.edu">DLM-support@ku.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Kite® Student Portal installation</td>
<td>• Test invalidation requirements</td>
<td>• How to use Student Portal and Educator Portal</td>
<td>• Data issues (rosters, enrollment, etc.)</td>
</tr>
<tr>
<td>• General computer support</td>
<td>• Test window dates, extensions, requirements, etc.</td>
<td>• Training requirements</td>
<td></td>
</tr>
<tr>
<td>• Internet availability</td>
<td>• State assessment policies</td>
<td>• Assessment scheduling</td>
<td></td>
</tr>
<tr>
<td>• Display resolution</td>
<td></td>
<td>• Student Individualized Education Program (IEP) requirements</td>
<td></td>
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<tr>
<td>• Issues with sound, headphones, speakers, etc.</td>
<td></td>
<td>• Test Resets (may take up to 72 hours)</td>
<td></td>
</tr>
</tbody>
</table>

*When contacting the DLM Service Desk:*

- **Do not** send any **Personally Identifiable Information** (PII) for a student via email. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes information, such as a student’s name or state identification number. You may send the student’s SASID, school name, and grade.
- **Do** send:
  - your contact information (email address and name)
  - your school name (include the district if contacting state-level personnel)
  - error messages, including the testlet number if applicable to the problem
  - the Service Desk ticket number when following up on a previously submitted issue
RI GUIDE TO DLM REQUIRED TEST ADMINISTRATOR TRAINING 2021-2022

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**Audience and Purpose**
This guide helps trainees access Dynamic Learning Maps® (DLM®) required test administrator training in Training Courses.

**Checklist**
Use this checklist to access and participate in required test administrator training.

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<tr>
<th>nº</th>
<th>Tasks</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Review the About DLM Required Test Administrator Training section.</td>
<td>Page 4 of this manual</td>
</tr>
<tr>
<td>2.</td>
<td>Complete the required annual Security Agreement in Educator Portal.</td>
<td>See the EDUCATOR PORTAL USER GUIDE</td>
</tr>
<tr>
<td>3.</td>
<td>Wait three hours after activating an Educator Portal account, then log in to Training Courses.</td>
<td>Gain Access and Log in to Training Courses (page 7)</td>
</tr>
<tr>
<td>4.</td>
<td>Complete the required training course, including facilitated training sessions, or self-directed modules, and post-tests. This step should be completed at least two weeks before the first test administration window of the year.</td>
<td>Complete a Self-Directed Course (page 13) and Take a Post-Test (page 15)</td>
</tr>
<tr>
<td>5.</td>
<td>Print a copy of the completion certificate for your records.</td>
<td>Print a Completion Certificate (page 20)</td>
</tr>
</tbody>
</table>
1. About DLM Required Test Administrator Training

Overview: updates and reminders for 2021-22
The DLM Alternate Assessment Consortium provides required training for test administrators:

- **The training is required for all test administrators** (no access to student Kite® login information will appear in Educator Portal if the training is incomplete).
- There are two types of training courses:
  - *New Test Administrator* training for those who are new to the DLM alternate assessments or who did not complete their test coordinator training last year (2020-21).
  - *Returning Test Administrator* training is for those educators who completed their training last year (2020-21).
- **The training is located in Training Courses**, which is a training website separate from Educator Portal. All educators who will participate in administering the DLM assessments must have an Educator Portal account. Contact your special education director or test coordinator for information if you need an account in Educator Portal. *Teachers cannot access the Training Courses site without an active Educator Portal account.*
- If you are new to DLM and need an account in Educator Portal, contact your district special education director or district testing coordinator.
- If you are a returning teacher and have moved districts or schools, contact Heather Heineke at heather.heineke@ride.ri.gov and provide your previous email address, school, and district and your new email address, school, and district and she will transfer your account.
- **The Training Courses training site is open beginning on September 30, 2021.** If you complete the modules at that time, you will not need to repeat the modules for the spring administration. Your LEA may require you to attend additional training prior to administering the DLM assessments in April 2021. The LEA is responsible for ensuring all test administrators are trained to administer the state assessments that will be given in their school.
- **NEW: Test coordinators must complete these training modules** as well before they can roster students or perform any other tasks in Educator Portal.
- **LEAs in Rhode Island should select which option will work best for their educators**; either self-directed or facilitated. LEAs are responsible for determining how best to train test administrators and ensuring that all test administrators are trained appropriately. Please check with your special education director or district test coordinator to determine the training option selected as well as any dates, times, and location for test administrator training.
- Successful completion of the course requires passing all post-tests with score of 80% or higher.
2. Process for Completing the Test Administrator Course

Required training for new test administrators is available in self-directed and facilitated formats, while the returning test administrator course is only available in the self-directed format. The process flows are included below to highlight the differences between the two training formats.
<table>
<thead>
<tr>
<th>New Test Administrator Course</th>
<th>Returning Test Administrator Course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Facilitated</strong></td>
<td><strong>Self-Directed</strong></td>
</tr>
<tr>
<td>Attend facilitated training</td>
<td>Log into Training Courses.</td>
</tr>
<tr>
<td>session.</td>
<td></td>
</tr>
<tr>
<td>Log into Training Courses.</td>
<td>Select Module 1—Self-directed.</td>
</tr>
<tr>
<td>Select Module 1—Facilitated</td>
<td>Complete training and activity.</td>
</tr>
<tr>
<td>covered in training session.</td>
<td></td>
</tr>
<tr>
<td>Successfully complete post-</td>
<td>Successfully complete post-test for</td>
</tr>
<tr>
<td>test for first module (80% or</td>
<td>first module (80% or higher).</td>
</tr>
<tr>
<td>higher).</td>
<td></td>
</tr>
<tr>
<td>Take post-test for next</td>
<td>Continue by selecting self-directed</td>
</tr>
<tr>
<td>module or return to</td>
<td>version of next module.</td>
</tr>
<tr>
<td>facilitated training session</td>
<td></td>
</tr>
<tr>
<td>for next module.</td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>**Complete all parts, but with a</td>
</tr>
<tr>
<td></td>
<td>score of less than 80% on first</td>
</tr>
<tr>
<td></td>
<td>attempt. More training is necessary.</td>
</tr>
<tr>
<td></td>
<td>Complete additional modules and</td>
</tr>
<tr>
<td></td>
<td>post-tests.</td>
</tr>
</tbody>
</table>

Log into Training Courses.

View training video(s).

Take all post-test parts.

Successfully complete all parts with a score of 80% or higher on first attempt. Training is complete.

Complete additional modules and post-tests.

Log into Training Courses.

Select Module 1—Self-directed.

Complete training and activity.

Successfully complete post-test for first module (80% or higher).

Continue by selecting self-directed version of next module.

Take post-test for next module or return to facilitated training session for next module.

Complete all parts, but with a score of less than 80% on first attempt. More training is necessary.
Gain Access and Log in to Training Courses
A Training Courses account will be created for each test administrator with an active account in Educator Portal. Each test administrator must have only one active account in Educator Portal with a correct email address and an educator identifier. **Once test administrators have an active account in Educator Portal, they will be automatically registered in Training Courses within three hours.**

- If the participant was a DLM test administrator the previous year, a Training Courses account will be created by September 30, 2021.
- If the participant is a new DLM test administrator in 2021-2022 and an Educator Portal user account must be created by your LEA first, then, once that account is activated, a Training Courses account is ready when the training window opens (September 30, 2021).
- If the participant is a new DLM test administrator in 2021-2022 and an Educator Portal user account is created **after** the start of the state’s required training window, a Training Courses account will be ready within three hours after the Educator Portal account is created. Educator Portal account must be activated before the test administrator can begin their training.

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**ACCESS TRAINING COURSES TRAINING SITE**
To log in to the Training Courses training site, follow these steps.
1. Use a recommended browser to go to [training.dynamiclearningmaps.org](http://training.dynamiclearningmaps.org).
2. Enter your username and password.

---

HINT: Your username is the same email address used for Educator Portal.

At your first login, use your temporary password which is the first part of your email address, up to the “@.” For example, educator Jane Jones will use her email of jjones@email.com as her login name and a temporary password of jjones on her first login to Training Courses. She will then be prompted to change her password.
HINT: If unable to log in to the training site, check to make sure you have an Educator Portal account or use the option for **Forgotten your username or password?** If these steps do not resolve the issue, contact your district special education or assessment coordinator.

**RESET PASSWORD**
To reset a password on the training site, follow these steps.

1. Click **Forgotten your username or password?**

2. Enter username or email address; click **Search**.

3. A message appears. Check your matching email account for a message with instructions.
ABOUT THE NEW TEST ADMINISTRATOR COURSE

In the Required Training for New Test Administrators course, test administrators must successfully complete four modules with a passing score on each module’s post-test before beginning student assessment. Modules are available one at a time in sequential order. Trainees must pass the post-test at 80% or higher in order to access the next module. Modules are available in the order listed below.

Total training time for new test administrators is estimated at approximately two and a half hours. The timeframe includes videos and time to independently complete post-tests. Specific time estimates for each module of the required training are provided below.

- **Module 1—Overview of the Dynamic Learning Map Alternate Assessment**
  Approximately 35 minutes
  Topics:
  1. Components of the DLM System
  2. Security Demands of the DLM System

- **Module 2—Understanding and Delivering Testlets in the DLM Alternate Assessments**
  Approximately 30 minutes
  Topics:
  1. Testlet Structure
  2. Standard Test Administration Process
  3. Accessibility Supports
  4. Allowable Practices and Practices to be Avoided

- **Module 3—Test Administration and Scoring**
  Approximately 35 minutes
  Topics:
  1. First Contact Survey
  2. Test Administration Process
  3. Testlet Information Pages
  4. Assessment Windows
  5. Assessment Results

- **Module 4—Preparing to Administer the Assessment**
  Approximately 20 minutes
  Topics:
  1. Checking Data
  2. Completing the First Contact Survey
  3. Utilize Practice Activities and Released Testlets
  4. Planning and Scheduling for Assessment Administration Days
  5. Considerations for Test Administration

LEAs in Rhode Island should select which option will work best for their educators; either self-directed or facilitated. LEAs are responsible for determining how best to train test administrators and ensuring that all test administrators are trained appropriately. Please check with your LEA to determine the training option selected as well as any dates, times, and locations for test administrator training.
All four modules must be completed using the same format, either self-directed or facilitated. The modules must be finished in order. When first entering the course, only the first training module is visible. Each additional module becomes available after the previous module is successfully completed. Your state may incorporate additional modules to be completed after the required training is complete.

**Required Training for Returning Test Administrators**

The training course for returning test administrators is designed for test administrators who completed all training requirements in the previous school year. **Returning test administrators must successfully complete one module with a passing score on all four parts of the post-test before the first test administration window of the year for the state begins.**

**NOTE:** A returning test administrator is identified based on Educator Portal records. If a teacher is a returning test administrator from the previous year and believes to have been mistakenly placed in the course for new test administrators, contact Heather Heineke at heather.heineke@ride.ri.gov. If a teacher did not complete the training requirements last year, they will have to take the training modules for new test administrators.

The returning test administrator required training takes approximately one hour to one hour and 15 minutes to complete. This includes the video and time to independently complete the post-test.

- **Returning Test Administrator Training—Review of the DLM Alternate Assessment System**

Participants will learn how to prepare for the DLM alternate assessment:

- Review the components of the DLM Alternate Assessment System.
- Clarify the security demands of the DLM alternate assessment.
- Review accessibility options and allowable practices.
- Review test administration practices.

If any returning test administrator training post-test section is not successfully completed on the first attempt, additional training will be required. The additional training may take an additional 30 minutes to four hours, depending on the areas in which the test administrator was not successful on the first attempt.
Successful Completion of Training Requirements
All training requirements must be complete before the test administrator will have access to the student’s Kite login information.

- Attend a facilitated training or take the self-directed training in Training Courses.
- Complete each post-test in Training Courses with a score of 80% or better.
- All post-tests must be successfully completed in order for the entire training course to be complete.
- Print a completion certificate.
- Within two hours of completion of all training requirements, a participant’s completion status will be marked in Educator Portal.
3. **Complete Required Training in Training Courses**

**Complete a Facilitated Course**
To complete a facilitated module, first attend a classroom training session (if offered by your state), follow the steps below to access the post-test. Directions for post-tests are in the section called *Take a Post-Test* on page 14.

1. Log in to Training Courses at [training.dynamiclearningmaps.org](http://training.dynamiclearningmaps.org).
2. Click the course name for your state (Rhode Island).

3. A welcome message appears with links to self-directed and facilitated modules. Choose the facilitated format.

   ![Module Overview](image)

   **HINT:** Only one module will be available at a time. As each module is successfully completed, the next becomes available. Successful completion means passing the post-test with a score of 80% or higher.

4. Respond to the three items that appear before starting the post-test. The items are listed below:
   - certification that you attended a facilitated session (answer = true)
   - date of facilitated training session
   - location of facilitated training session

   **NOTE:** These questions are not scored but the results are shared with the RI Department of Education staff.

5. For more information on completing a post-test, go to the section called *Take a Post-Test* on page 14.
6. Take a Post-Test on page 14 of this guide.

**Complete a Self-Directed Course**

This procedure applies to the self-directed modules. To complete the self-directed course, view the module 1 recorded training online, then go on Take a Post-Test page 14.

1. Log into Training Courses at training.dynamiclearningmaps.org.
2. Click the course name for your state (Rhode Island).

![DLM Required Test Administrator Training](image)

My courses

- Iowa's Required Training for DLM Test Administrators

3. A welcome message appears with links to self-directed and facilitated modules. Choose the self-directed format.

![Required Training for DLM Test Administrators](image)

**HINT:** Only one module will be available at a time. As each module is successfully completed, the next becomes available. Successful completion means passing the post-test with a score of 80% or higher.
4. The first slide contains a greeting, directions, and a video.

5. Follow the onscreen instructions to complete the module.

HINT: Read each slide and view the embedded videos. After completing the module video, click the arrow key at the bottom of the screen. A brief activity will follow each video. When prompted, complete the activity. These questions help check understanding of the training materials. Answers are not scored. A back button allows the review of previously viewed information.

6. Click the course name to return to the main course page after viewing the module video and completing the activity to access the module post-test.
7. On the course page, click the *Self-Directed Quiz* option.

![Module 1 - Self-Directed
Module 1 - Self-Directed Quiz
Module 1 - Facilitated](image)

8. Go to

9. *Take a Post-Test* below if more information is needed on completing the post-test.

10. Repeat the steps above until each required module has been successfully completed.

**Take a Post-Test**

HINT: The next module appears only after passing the current module’s post-test with a score of 80% or higher.

To take the post-test for a module, follow these steps.

1. Click *Attempt quiz now*.

![Grading method: Highest grade
Attempt quiz now](image)

2. Answer the questions.

![Question 3
Answer saved
Marked out of 1.00
The Post-Test Quiz question will appear here.
Select one:

- True
- False](image)
3. When all questions are answered, click **Next**.

![Question 10](image)

4. The **Summary of Attempt Screen** appears. Choose an option to continue.

<table>
<thead>
<tr>
<th>If wanting to:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit answers</td>
<td>Click Submit all and finish.</td>
</tr>
<tr>
<td>Review questions and answers</td>
<td>Click Return to attempt.</td>
</tr>
</tbody>
</table>

**HINT:** Status indicates if questions were answered or not yet answered. If status shows a question is not yet answered, select return to attempt in order to answer all questions.
5. A confirmation screen appears after **Submit all and finish** is selected on the status screen. Click **Submit all and finish**. To return to the previous screen, click **Cancel**.

![Confirmation Screen](image)

6. A post-test review screen appears. Choose an option to continue.

<table>
<thead>
<tr>
<th>If wanting to:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check a score</td>
<td>Look near the top of the page under <strong>Feedback</strong>.</td>
</tr>
<tr>
<td>Review questions and answers</td>
<td>Scroll down the page to view feedback on answers.</td>
</tr>
<tr>
<td>See a snapshot of answers</td>
<td>View the <strong>Quiz Navigation</strong> on the left of the screen. Responses are color-coded:</td>
</tr>
<tr>
<td></td>
<td>- Red—completely incorrect or not answered</td>
</tr>
<tr>
<td></td>
<td>- Yellow—partially correct</td>
</tr>
<tr>
<td></td>
<td>- Green—completely correct</td>
</tr>
</tbody>
</table>

7. A summary provides feedback with the opportunity to review the completed post-test’s questions and responses. There is no limit on the length of time that may be spent on the review screen. However, the review screen may no longer be available after selecting **Finish Review**.

![Summary Screen](image)
8. Hover the cursor over a question number to show if the response is Incorrect, Partially correct, Correct, or Not answered.

9. Click Finish review.

10. The summary of your previous attempts screen appears.

11. Did you pass the post-test with 80% or more?

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Click the course name to return to the main course page.</td>
</tr>
<tr>
<td>No</td>
<td>Go to Retake a Post-Test on page 17 for New Test Administrator Course.</td>
</tr>
</tbody>
</table>

**Retake a Post-Test**

If a participant scores less than 80% on the post-test, they are directed to retake it. Participants taking the Returning Test Administrator Course will only have one attempt to pass a post-test. If the post-test is not passed on the first attempt, they will be directed to complete additional training.

**HINT:** Remember to view feedback on post-test questions incorrectly answered on a previous attempt before retaking a post-test.

1. Access the post-test questions with responses to review, if available. Existing answers cannot be changed.
HINT: Answers and responses are only available for a short time and only before leaving the webpage.

2. Click **Finish review** under Quiz Navigation on the left of the screen.

3. A summary of the previous attempts and a prompt to retake the post-test appears. Click **Re-attempt quiz**.

4. Answer questions. (See
5.  **Take a Post-Test on page 14 for more detail**).

6. After completing the post-test with a score of 80% or higher, continue to the next module.

**Review a Module (Self-Directed)**

Each self-directed module is available for review, even after the post-test is successfully completed.

1. Go to the course title and select the module to review.
2. Review the module.
3. Click the course name to return to the main page to access other modules.
Monitor the Completion of Required Test Administrator Training
To monitor completion of the required test administrator training, follow these steps.

1. Does this message appear at the bottom of the course page?

   ![Congratulations!]

   Congratulations! You have completed all 2020-21 training requirements for Dynamic Learning Maps Test Administrators. Click on the certificate link below to download a certificate of completion that you can print or save for your records.

   ![2020-21 DLM Test Administrator Certificate]

<table>
<thead>
<tr>
<th>If: Yes</th>
<th>Then: All modules are complete and post-tests are passed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Go to the next step.</td>
</tr>
</tbody>
</table>

2. On the course screen, look for check marks which note completed items.

   ![Module 1: Overview of the Dynamic Learning Maps]

   Module 1: Overview of the Dynamic Learning Maps
   Alternate Assessment System
   The same format, either SELF-DIRECTED or FACILITATED, must be used for the entire course. If completing the training independently, please select the SELF-DIRECTED option. If the training is taken in a group setting, please select the FACILITATED option. Later modules will only become available when a score of at least 80% is achieved on the previous quiz.

   ![Module 1 - Self-Directed](check)
   ![Module 1 - Self-Directed Quiz](check)

   HINT: A checkmark for a post-test only signals that the post-test was taken, not if the score is 80% or more.

3. Does the next module appear?

<table>
<thead>
<tr>
<th>If: Yes</th>
<th>Then: Go to Complete a Self-Directed on page 6.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>The previous module’s post-test has not been passed. The next module will only become available after scoring an 80% or higher on the current post-test. Go to the appropriate procedure: Take a Post-Test on page 14 or Retake a Post-Test on page 17 until all modules and tests are complete.</td>
</tr>
</tbody>
</table>

Print a Completion Certificate
A certificate verifying completion of test administrator training becomes available after successfully completing all post-tests.

1. Scroll to the bottom of the Training Courses page.
2. Click the certificate under the Congratulations heading.

![Certificate Image]

3. On the following page, click Get your certificate.

![Certificate Image]

4. The certificate will appear in a new window. Save or print a paper copy of the certificate.

Once this process is complete, educators will have access to the Test Management tab in Educator Portal within two hours if they have also read, agreed to, and signed the Security Agreement.