Educator Portal User Guide
2021–2022

Revision Date: 08/05/2021

All screenshots, data dictionaries, and templates shown or referred to in this manual are accurate on the Revision Date noted above.

When this manual is updated, the Revision Date will also be updated. A summary of changes is included in the Appendix under Document History.

FINDING HELP

When the information in this manual and resources from your state's Dynamic Learning Maps® (DLM®) webpage do not lead to solutions, these contacts can provide additional support (Table 1).

HINT: Print this page and keep it handy!

Table 1

Additional Supports for Users

Local Technology Representative	State Education Agency	The DLM Service Desk* 1-855-277-9751 (toll-free) or DLM-support@ku.edu
Kite® Student Portal installation	How to use Student Portal and Educator Portal	Data issues (rosters, enrollment, etc.)
General computer support	Training requirements	
Internet availability	Assessment questions	
Display resolution	Assessment scheduling	
Issues with sound, headphones, speakers, etc.	Test invalidation requirements	
	Student Individualized Educational Plan (IEP) requirements	
	Test window dates, extensions, requirements, etc.	
	Testlet resets (may take up to 72 hours)	

*When contacting the Kite Service Desk:

- **Do not send any Personally Identifiable Information** (PII) for a student via email or Educator Portal Live Chat. 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 Student Identifier number. Each state has unique PII requirements. Please check with your district assessment coordinator to find out what student information can be legally emailed or submitted using Live Chat in your state.
- Do send
  - your contact information (email address and name)
  - your school (include the district if contacting state-level personnel)
  - error messages, including the testlet number if applicable to the problem.

EDUCATOR PORTAL USER GUIDE 2021–2022

CONTENTS

AUDIENCE AND PURPOSE

The EDUCATOR PORTAL USER GUIDE for the Dynamic Learning Maps® (DLM®) alternate assessment provides users, particularly users with the role of Teacher in Educator Portal, with step-by-step procedures for using Educator Portal for the assessment. Educator Portal users (e.g., teachers, assessment coordinators, and data managers) manage student information and access reports in Educator Portal.

WHAT'S NEW IN THIS VERSION

Information about these topics has been added or enhanced in this version (Table 2).

Table 2

Changes in this Version of the Manual

Topic	Starting Page
New user roles of Regional Test Coordinator and Regional User	77
Changes to the User Extract for these roles	77
General edits throughout	Throughout

To learn about updates to test administration resources such as this manual, subscribe to Test Updates on the DLM website.

INTRODUCTION

ABOUT THE DYNAMIC LEARNING MAPS ALTERNATE ASSESSMENT SYSTEM

The Dynamic Learning Maps® (DLM®) Alternate Assessment System assesses what students with the most significant cognitive disabilities know and can do in grades 3–8 and high school. State departments of education determine which subjects and grades are assessed in each state. The DLM Alternate Assessment System provides accessibility by design and is guided by the core beliefs that all students should have access to challenging grade-level content, and that test administrators must adhere to the highest levels of integrity in providing instruction and in administering assessments based on this challenging content.

ABOUT THE KITE SUITE AND EDUCATOR PORTAL

The Kite® Suite was designed to deliver the next generation of large-scale assessments and was tailored to meet the needs of students with the most significant cognitive disabilities who often have multiple disabilities.

Students have accounts in **Kite Student Portal**.

Kite Student Portal is the customized, secure interface used to deliver the assessment to students. Educators and staff do not have accounts in Student Portal. Students have their own unique username and password. Either the student signs in to Student Portal, or their test administrator signs in for them.

Once Student Portal is launched, other websites or other applications cannot be accessed during the assessment. Student Portal on iPads has an auto-lock feature that prevents students from using other apps while Student Portal is in use.

Staff and educators have accounts in **Kite Educator Portal**.

Kite Educator Portal is the administrative application through which staff and educators manage student data and retrieve reports and extracts. Users can access Educator Portal using a supported browser listed on the Kite Suite page. For information about uploading user-, enrollment-, and roster records in Educator Portal, see the DATA MANAGEMENT MANUAL on the DLM website.

HOW TO USE THE DLM WEBSITE

Additional resources for test administrators are available on the DLM website. In addition to the DLM Consortium-provided resources, state-specific resources may also be available. Bookmark your state webpage or save it to your favorites for quick access later.

To access resources for your state and role, follow these steps:

1. Go to the DLM website.
2. Hover over the **For States** tab to reveal a list of states.
3. Select your state.

RESOURCES ON THE DLM WEBSITE

Table 3 lists DLM resources designed for test administrators. These resources are available on most state webpages.

Table 3

DLM Resources for Test Administrators

Resource	Purpose
TEST ADMINISTRATION MANUAL (PDF)	Supports test administrators in preparing themselves and students for assessment.
EDUCATOR PORTAL USER GUIDE (PDF)	Supports test administrators in navigating Educator Portal to access assessment information, including student data and reports.
ACCESSIBILITY MANUAL (PDF)	Provides guidance to state leaders, districts, educators, and IEP teams on the selection and use of accessibility supports available in Student Portal.
Instructional Resources for your state	Includes additional resources for educators and test administrators, such as test blueprints, tested Essential Elements and their associated mini-maps, materials collections list for each window, and sample Testlet Information Pages (TIPs).
Guide to DLM Required Test Administrator Training (PDF)	Helps test administrators access the DLM Required Test Administrator Training on the Training Courses website.
Guide to Practice Activities & Released Testlets (PDF)	Supports the test administrator in using practice activities and released testlets in Student Portal with student demo accounts.

Resource	Purpose
Test Updates (webpage)	Provides breaking news on test administration activities. Register to receive alerts when new resources become available. See Test Updates.

This manual will discuss Educator Portal as it relates to the two state models: Year-End and Instructionally Embedded.

Year-End Model

Year-End model states have required testing in the spring assessment window but may optionally participate in the instructionally embedded assessment window during the fall and winter months. Those states are

- Alaska
- Colorado
- Illinois
- Maryland
- New Hampshire
- New Jersey
- New Mexico

- New York
- Oklahoma
- Pennsylvania
- Rhode Island
- Utah
- West Virginia
- Wisconsin

Plus, the District of Columbia and Miccosukee.

Instructionally Embedded Model

Instructionally Embedded model states have required testing in two instructionally embedded windows: a fall window and a spring window. Those states are

- Arkansas
- Delaware
- Iowa
- Kansas
- Missouri
- North Dakota

RESTRICTIONS FOR YEAR-END MODEL STATES IN THE SPRING ASSESSMENT WINDOW

Access to the Test Management screen in Educator Portal in the spring assessment window is restricted for a test administrator (educators with the Educator Portal role of Teacher) until:

- All Required Test Administrator Training modules are completed with a passing score of 80% or higher on each post-test.

> HINT: For a Year-End model state participating in the instructionally embedded assessment window, the ability to create plans and assign testlets in the Instruction and Assessment Planner is also restricted until the Required Test Administrator Training is passed with a score of 80% or higher.

Users who have not completed each requirement will receive the following error messages:

"Access to Test Management is restricted due to incomplete Required Test Administrator Training. You must complete all Required Test Administrator Training before receiving access to Test Management."

RESTRICTIONS IN THE INSTRUCTION AND ASSESSMENT PLANNER FOR INSTRUCTIONALLY EMBEDDED STATES

Test administrators (educators with the Educator Portal role of Teacher) will not be able to create plans for students and assign testlets in the Instruction and Assessment Planner until the assessment window is open and the following have been completed:

- They have completed all Required Test Administrator Training modules with a passing score of 80% or higher on each post-test.
- The student is listed on their rosters for the correct subjects for the DLM alternate assessment.
- The First Contact survey has been completed and submitted for each student on their rosters.

> HINT: Ensure the student is assigned to the correct grade and subject in Educator Portal.

The data manager or assessment coordinator can correct grade or roster information and help with any of the above problems.

COMMON VIEW ACCESS ISSUES

A user's role in Educator Portal may limit their access to view tabs, features, or data. If a user cannot access needed information, they may need to be assigned a new or additional role in Educator Portal. Go to the Manage User Data section in the DATA MANAGEMENT MANUAL.
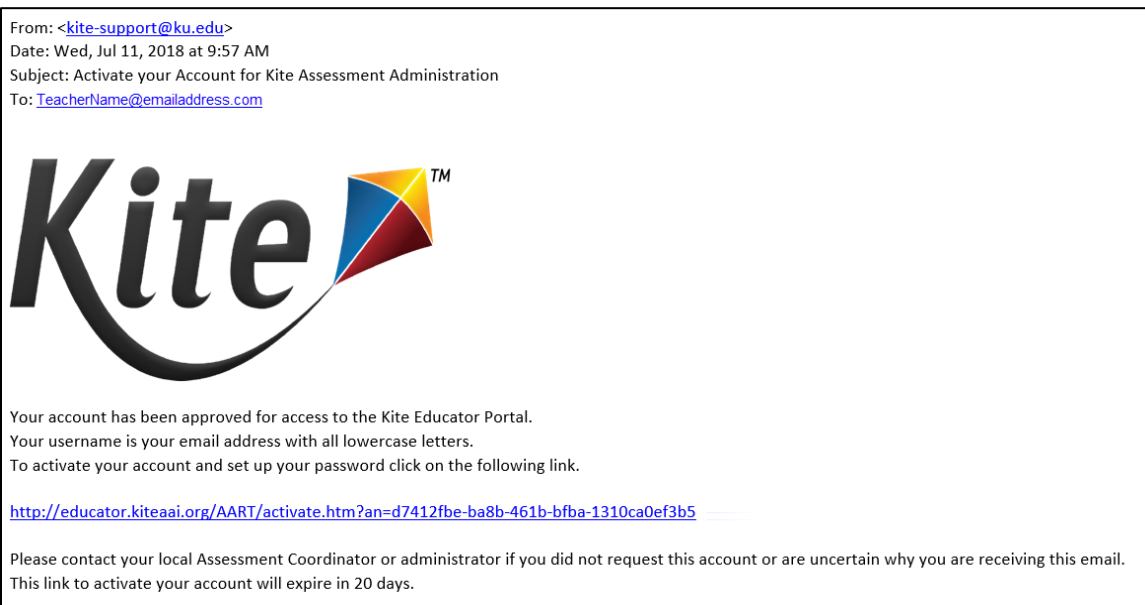
MANAGE USER ACCOUNT FOR ALL STATES

ACTIVATE EDUCATOR PORTAL ACCOUNT

This procedure is required for all first-time Dynamic Learning Maps® (DLM®) alternate assessment users.

> HINT: If you already activated your Kite® Educator Portal account and received your username and password, proceed to Getting Started in Educator Portal on page 11.

1. Users will receive a Kite Suite activation email message from kite-support@ku.edu.

    From: <kite-support@ku.edu>
    Date: Wed, Jul 11, 2018 at 9:57 AM
    Subject: Activate your Account for Kite Assessment Administration
    To: TeacherName@emailaddress.com

    Kite ™

    Your account has been approved for access to the Kite Educator Portal.
    Your username is your email address with all lowercase letters.
    To activate your account and set up your password click on the following link.

    http://educator.kiteaai.org/AART/activate.htm?an=d7412fbe-ba8b-461b-bfba-1310ca0ef3b5

    Please contact your local Assessment Coordinator or administrator if you did not request this account or are uncertain why you are receiving this email. This link to activate your account will expire in 20 days.

    The activation email is sent only after the state or district data manager uploads your user information into Educator Portal. If you did not receive an activation email message, then ask your data manager to resend the Kite activation email or wait for them to upload your user information.

2. Select the link in the message. The Activate User screen appears.

3. Fill out the fields and select **Activate**.

ACTIVATE USER

FIRST NAME:

Mari

LAST NAME:

Langas

PASSWORD:

CONFIRM PASSWORD:

Activate

4. You will receive a confirmation message. Select **Back To Login**.

Account for Mari Oahu Langas has been successfully activated.
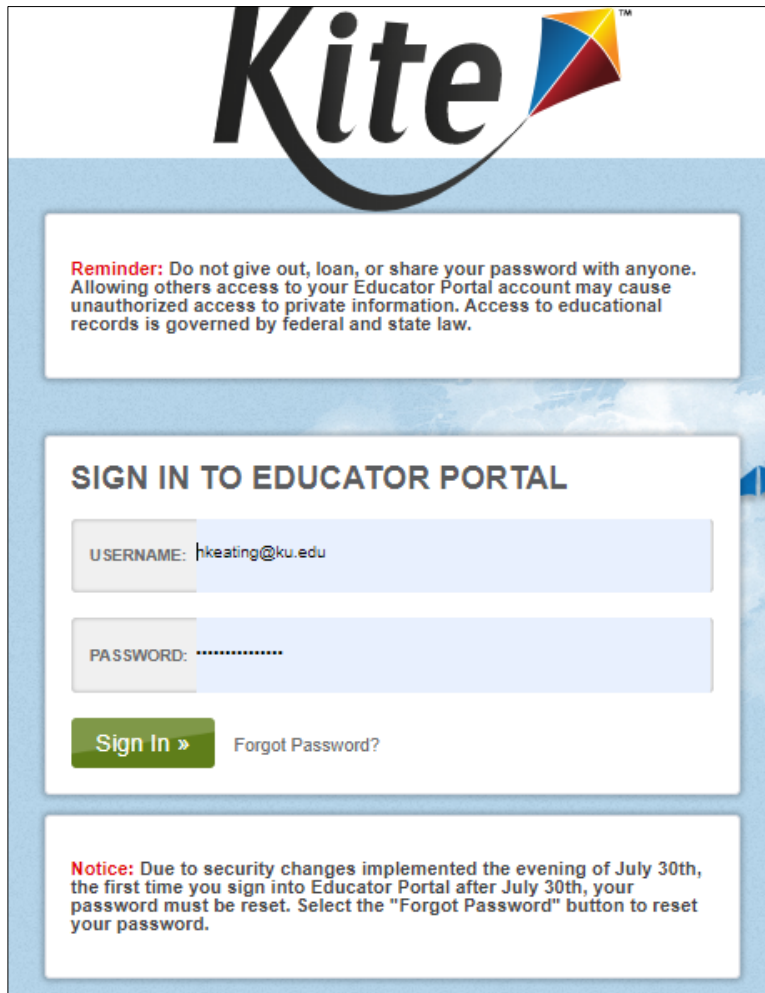
Back To Login

GETTING STARTED IN EDUCATOR PORTAL

> HINT: Kite Educator Portal is a secure web-based application that may be accessed using any supported web browser. For a list of supported web browsers, see Kite Suite on the DLM website.

To log in to Educator Portal, follow these steps:

1. Using a supported web browser, go to https://educator.kiteaai.org.
2. Complete these fields on the Sign In screen.
   - Username (usually your email address, all lowercase)
   - Password (case sensitive)
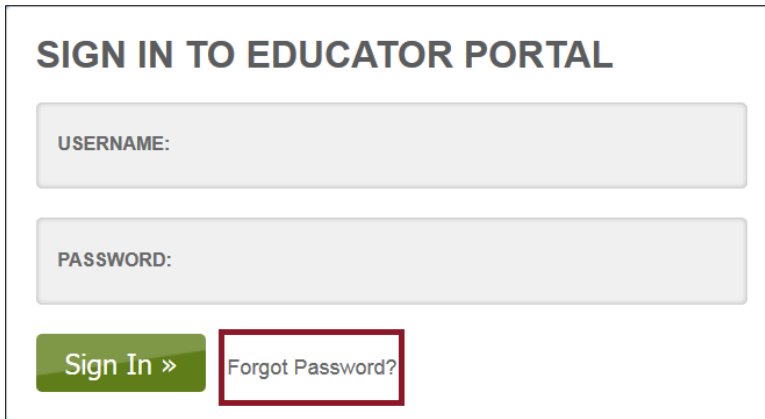
3. Select **Sign In**.

RESET EDUCATOR PORTAL PASSWORD

> HINT: This procedure is only for forgotten passwords. To change a password before it expires, go to the procedure titled Change Password on page 15.

To reset your Educator Portal password, follow these steps:
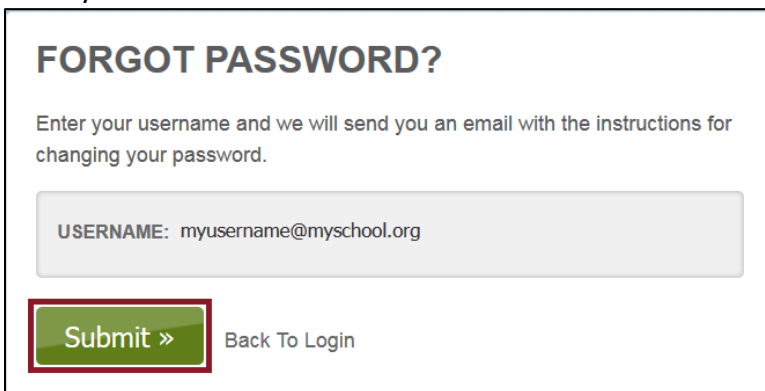
1. Go to Educator Portal.

2. Select **Forgot Password?**

3. Enter your username.
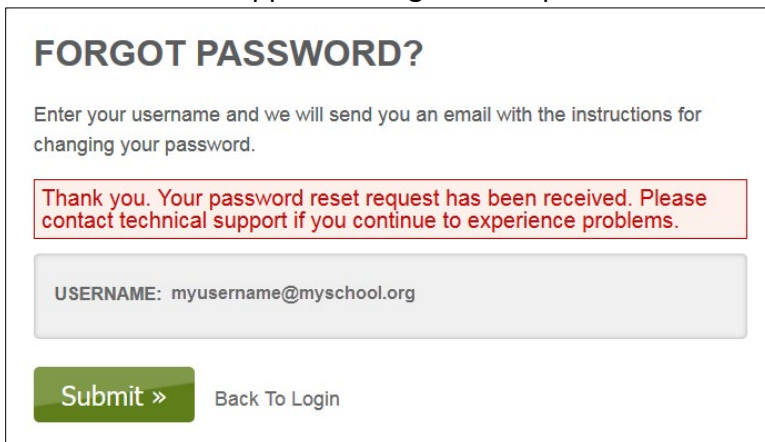
4. Select **Submit**.

5. A notification will appear stating that the password reset request has been received.

6. kite-support@ku.edu will send a password reset email within one hour. If this automated message does not arrive after an hour, check junk or spam folders.

Kite Service Desk
Kite Account Password re-set

Hi kitetrainer@ku.edu

A password reset has been requested for your Kite account.

To reset your password, please click the following link:
https://educator.kiteaai.org/AART/forgotPassword/resetPassword.htm?ah=hKTYvssn3pHfV%2FcOgBYmjQ%3D%3D&user=jar.ku.edu&expiredByOrg=false

This link is available until date [2020-06-17] time [02:49:23] Time Zone (CST)
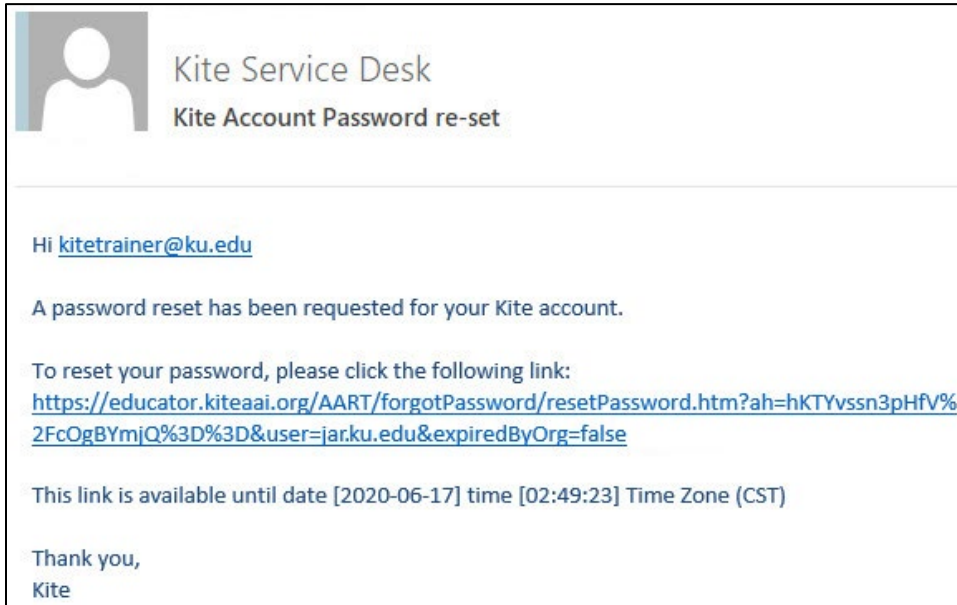
Thank you,
Kite
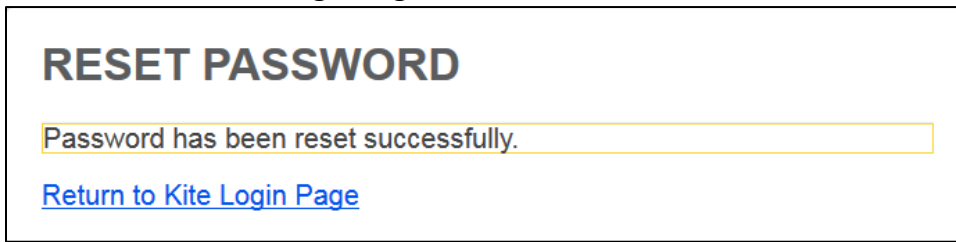
7. Select the reset link in the message.
8. Enter your username and type a new password. Confirm the new password.

RESET PASSWORD

If your password reset is successful, you will be routed directly to the login page where you can login with your new password.

USERNAME:

user@schooldistrict.edu

PASSWORD:

Password

CONFIRM PASSWORD:

Confirm Password

Submit

9. Select **Submit**.

10. Select **Return to Kite Login Page**.

RESET PASSWORD
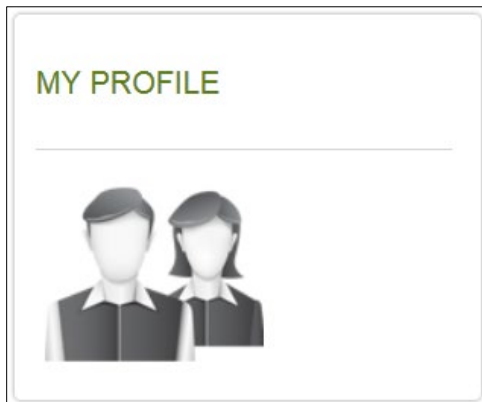
Password has been reset successfully.

Return to Kite Login Page

CHANGE PASSWORD
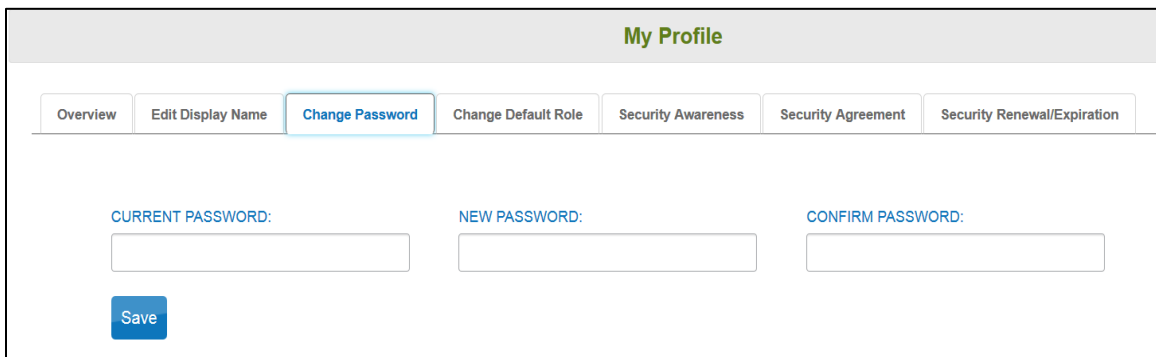
To change your password, follow these steps.

1. Select **My Profile**.

MY PROFILE

2. Select the **Change Password** tab.
3. Complete these fields in the tab.

My Profile

| Overview | Edit Display Name | Change Password | Change Default Role | Security Awareness | Security Agreement | Security Renewal/Expiration |

CURRENT PASSWORD: NEW PASSWORD: CONFIRM PASSWORD:

Save

4. Select **Save**.
5. Select **X** to close the pop-up window.
6. You will receive a message to log out of Educator Portal and then sign back in with your new password. You will not receive an activation email following this procedure.

Never loan or share your password with anyone. Allowing others to access your Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

COMPLETE THE SECURITY AGREEMENT

All educators with an account in Educator Portal must read and agree to the security agreement. The security agreement expires each year during the last week of July or the first week of August and must be renewed through Educator Portal. Test administrators are expected to deliver the DLM assessments with integrity and maintain the security of testlets. Educators will not be able to move forward in Educator Portal until they agree to the security agreement.

> HINT: Ask your district assessment coordinator for additional guidance on state and district test security policies and procedures for reporting testing irregularities.

CHANGE DISPLAY NAME

The display name is the name that shows when users log in to the application. The default display name is the first name and last name that were defined when the user account was created by the data manager. Changing your display name is optional.

To edit your display name, follow these steps.

1. Select **My Profile**.
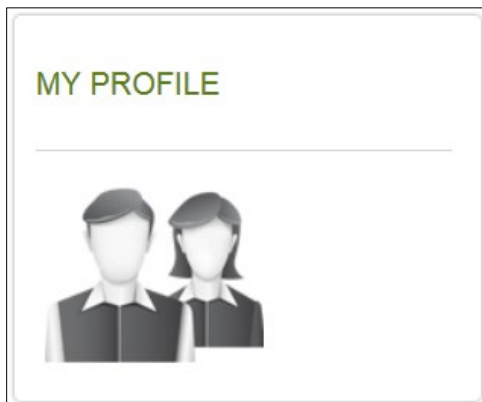
2. Select the Edit Display Name tab.
3. Type your Display Name.

4. Select **Save**.
5. Select **X** to close the pop-up window.

CHANGE USER ROLE VIEW

If users require multiple roles (because of responsibilities in different buildings or districts), the data manager can set up access with those roles, and users are able to switch roles to view the students in each building or district. The role name is followed by the organization and assessment program. Select the drop-down arrow to choose the desired role, organization, and assessment program. The role must be selected before the organization(s) and assessment program(s) matching that role become available.

CHANGE DEFAULT ROLE, ORGANIZATION, AND ASSESSMENT PROGRAM

The default role, organization, and assessment program impact the view that appears when users first log in to Educator Portal. Data managers define the default role, organization, and assessment program for each user when creating accounts. Changing the default role, organization, or assessment program is optional.

To change the default role, organization, and assessment program, follow these steps:

1. Select **My Profile**.

   MY PROFILE
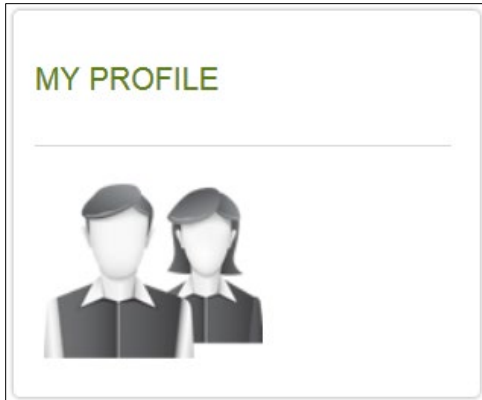
2. Select the **Change Default Role** tab.
3. Choose a new default role, if desired.

   Your default role is:

   Role: Teacher

   Organization: Training School

   Assessment Program: DLM

4. Select **Save**.
5. If the role spans across more than one organization or assessment program, the default for those roles can be set through the drop-down menus for each in Change Default Role in Educator Portal.

NOTE: Kansas has more than one assessment program in Educator Portal. Therefore, some Kansas users may have more than one program option in the drop-down menu.

6. Select **X** to close the pop-up window.

MANAGE STUDENT DATA FOR ALL STATES

Procedures in this section are the primary responsibility of the test administrators (i.e., users with the Teacher role in Educator Portal). Building- and district-level Educator Portal users may also use these procedures to manage student data, although their view of the screens in Educator Portal is different from a test administrator's view. Data managers should refer to the DATA MANAGEMENT MANUAL for recommended procedures.

All users are responsible for confirming that student data is accurate and for correcting inaccurate data. Ensuring accurate data at the beginning of the school year helps guarantee accurate test administration and accurate Individual Student Score Reports at the end of the school year. Actions such as validating the correct grade and checking the spelling of names are vital to this process.

VIEW AND CHECK STUDENT DATA

> HINT: When a student leaves or joins a classroom after a required assessment window has opened, their test administrator should notify the district or building test coordinator who has the permissions in Educator Portal to add, exit, or transfer the student as needed. The student can then receive testlets and have accurate records.

Every year, the First Contact survey must be submitted for each student. The Personal Needs and Preferences (PNP) Profile should be reviewed every year to take advantage of supports that may benefit a student.

- **Option 1:** As soon as students are enrolled and rostered to their teacher, a teacher can complete the PNP Profile and First Contact survey. Refer to Complete the PNP Profile on page 28 and Complete the First Contact Survey on page 39.
- **Option 2:** As soon as the instructionally embedded window opens for a state and the student is enrolled and rostered to their teacher, the teacher can complete both the First Contact survey and the PNP Profile within the Instruction and Assessment Planner. More information about the Instruction and Assessment Planner is on page 56.

To view and check student records **before** the opening of the fall window, follow these steps:
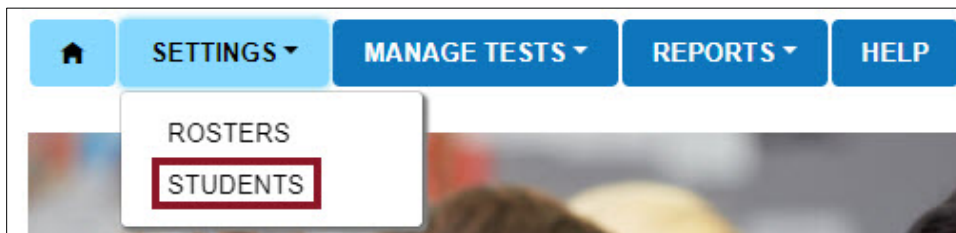
1. Select **Settings**.

2. Select **Students** from the drop-down menu.

   HINT: If applicable, apply filters in the Select Organization fields to choose the necessary level (e.g., if a test administrator is responsible for students from more than one district or building).

3. Select **Search**.

4. Sort, filter, move columns left or right, hide columns, and search as needed.

> HINT: Users can customize the view of each table to make work easier and more efficient. Select the kebab menu (three vertical dots) in a column header to sort the column in ascending or descending order, filter, add or remove columns from the table, and lock specific columns in place. Select and drag a column header to reorder the columns in the table to best suit your needs.

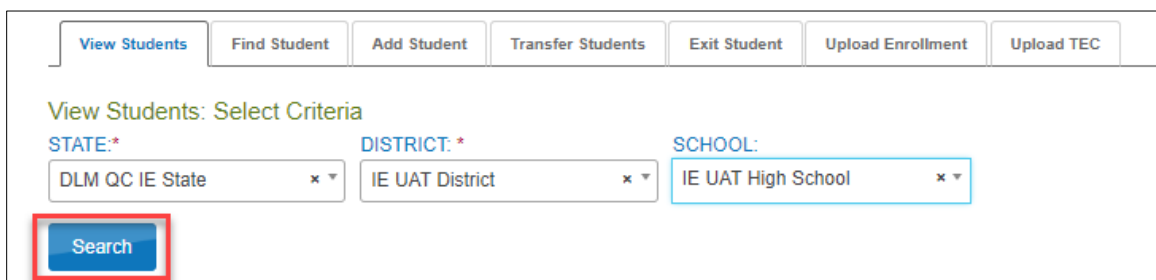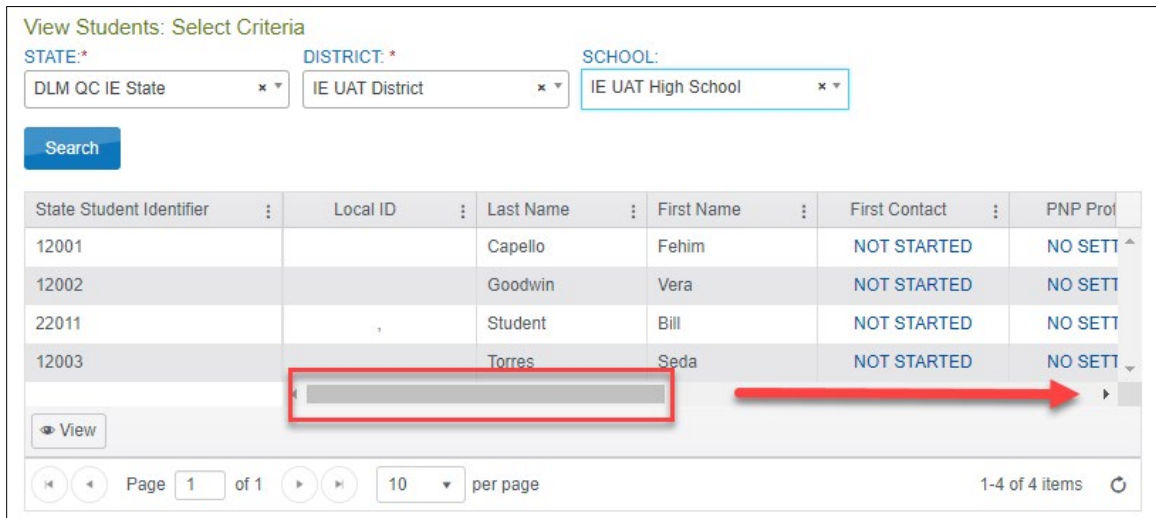5. Review the **State Student Identifier, First Name, Last Name, and Grade** fields for accuracy. Data in these fields will appear on the Individual Student Score Report. Make any necessary corrections before proceeding. Test administrators will not be able to edit these fields. They will need to contact their assessment coordinator who does have permissions in Educator Portal to edit student accounts.
    - If all fields are accurate for all students, go to the next step.
    - If one or more fields contain incorrect information for a student, then **Stop! Do not proceed until student data is correct.** Do not enter First Contact survey or PNP Profile data for these students. Do not attempt to test these students. Contact your assessment coordinator or data manager to have the information corrected. Once corrected, the test administrator can proceed with the First Contact survey and the PNP Profile for the student.
6. Use the scroll bar to view the PNP Profile survey column. Does the link read Custom?
    - If yes, go to the next step.
    - If no, go to Complete the PNP Profile on page 28 of this manual. The PNP Profile is not required, but many supports are available in the PNP Profile that can benefit a student. However, select only those supports that a student is accustomed to using so the student is not confused during testing.

7. Scroll to view the First Contact survey column. Does the link read Complete?
   - If yes, go to the next step.
   - If no, go to Complete the First Contact Survey on page 39 of this manual.
8. To view an individual student record, select anywhere in the row for the desired student. The row will highlight. Then select the **View** button in the bottom left of the table.

9. The View Student Record overlay appears. Educator Portal users with roles that permit editing will see the word "Edit" in the upper-right corner of the screen. However, test administrators will not have the option to edit a student's record.

A user with the Educator Portal role of Teacher can access the student's username and password on the View Student Record pop-up window if the Required Test Administrator Training has been completed. No other user will have access to the student's credentials from this screen.

In the following screenshot, the student's name and State Student Identifier are fictitious and the student's Student Portal username and password are blurred for security.

District-level users and building test coordinators will have the Edit function in the upper-right corner. They can select **Edit** in the Student Record and update the student's personal information, if needed.

Fields with asterisks are required.

VIEW AND CHECK ROSTER

The data manager creates roster records that link students to educators. Test administrators are responsible for confirming that students who appear on their roster(s) are eligible to participate in the DLM alternate assessment and that they are rostered to each subject in which they will be assessed.

> HINT: Review the About Dynamic Learning Maps section of the TEST ADMINISTRATION MANUAL to learn more about eligibility for DLM alternate assessments. Also, some states provide state-specific eligibility and participation requirements. When provided, they are on the DLM webpage for the state.

To access all rosters, follow these steps:

1. Select **Settings**.
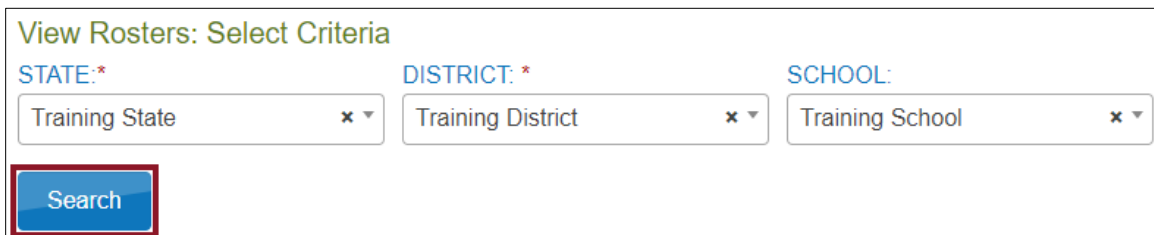
2. Select **Rosters** from the drop-down menu.
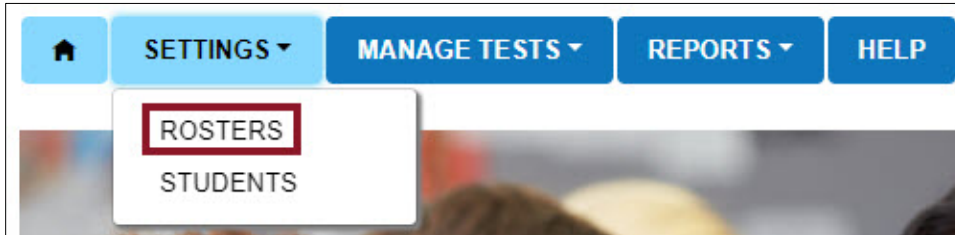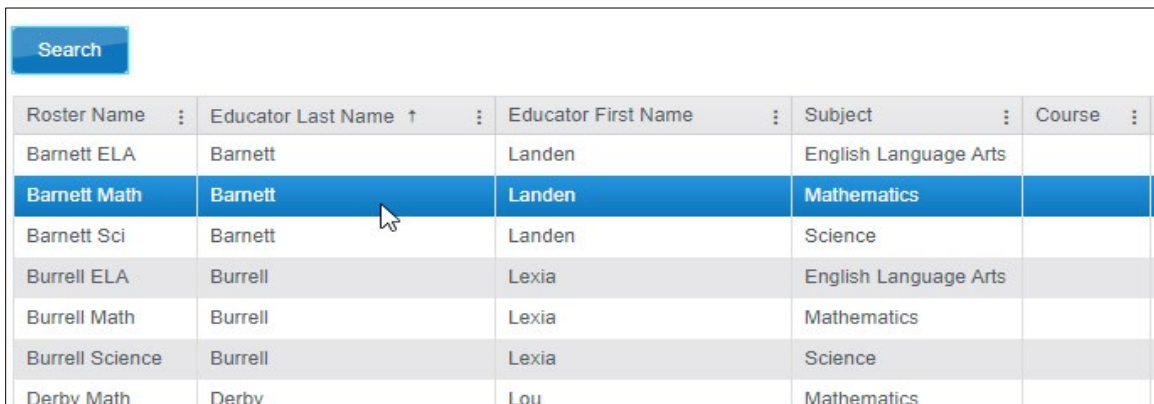
> HINT: Test administrators do not have the option to create roster records.

3. If applicable, apply all necessary filters in the provided fields to choose the level needed. These fields will automatically be populated for test administrators.
   Select **Search**.

4. Sort, filter, move columns left or right, hide columns, and search as needed. Select on a roster in the table to view students currently assigned to that roster.

> HINT: Users can customize the view of each table to make work easier and more efficient. Select the kebab menu (three vertical dots) in a column header to sort the column in ascending or descending order, filter, add or remove columns from the table, and lock specific columns in place. Select and drag a column header to reorder the columns in the table to best suit your needs.

5. For test administrators (users with the role of Teacher), the View Roster screen will appear as below with the heading "View Roster" followed by the roster name.

Educator Portal users with roles that permit editing will be able to make edits on the View/Edit Roster screen (i.e., selecting a new educator and adding or removing students). The heading on their screen will show "View/Edit."

NOTE: All student and educator names used in this manual are fictitious.

> HINT: Rosters cannot be changed after a state's spring assessment window closes.

6. Check the roster data. If a problem with roster data occurs, see Table 4 for possible solutions.

Table 4

Troubleshooting for Roster Data

If	Then
All expected students appear on the roster and are eligible to participate in the DLM alternate assessment.	Go to the next step.
A student is not rostered to the correct subject.	Work with the data manager to update the roster record for the student.
A student who is not eligible to participate in the DLM alternate assessment appears on the roster.	Work with the data manager to remove the student from the roster.
An unknown student appears on the roster.	Work with the data manager to remove the student from the roster.
A student who should participate in the DLM alternate assessment does not appear on the roster.	Work with the data manager to add the student to the correct roster for each subject to be tested. Make sure the student's correct grade level is identified.
No rosters appear.	Work with the data manager to provide student and educator data for the roster files. The data manager will create the roster records in Educator Portal.

7. Review the **First Name** and **Last Name** fields for accuracy.
   - If all fields are accurate for all students, go to the next step.
   - If one or more fields contain incorrect information for a student, then provide the data manager with the correct information.

   HINT: Educator Portal users with the appropriate role permissions may edit data as they complete this procedure. Teachers, however, will need to request help from a qualified user (i.e., their assessment coordinator) if they find incorrect roster information.

8. After editing data, select **Save**.
9. Select **X** to close the pop-up window.

COMPLETE THE PNP PROFILE

The ACCESSIBILITY MANUAL and the TEST ADMINISTRATION MANUAL contain additional information about best practices and policies and about the selection and use of the accessibility supports available in the DLM Alternate Assessment System.

Test administrators enter each student's personal needs and preferences in the PNP Profile so that students may receive customized access to their assessments. Not all students require a customized testlet. Best practice is to review the PNP Profile to ensure the student has the most positive experience possible. Most Educator Portal roles can edit and submit the PNP Profile. For a complete list of which user roles have permission to edit or submit the PNP Profile, go to the DATA MANAGEMENT MANUAL section called Roles and Permissions in Educator Portal.

> HINT: Test administrators will need approximately 15–20 minutes to complete each student's PNP Profile. Test administrators must have the student's IEP on hand or know which supports the student currently receives.

To enter data in the PNP Profile before the opening of the instructionally embedded window, follow these steps:
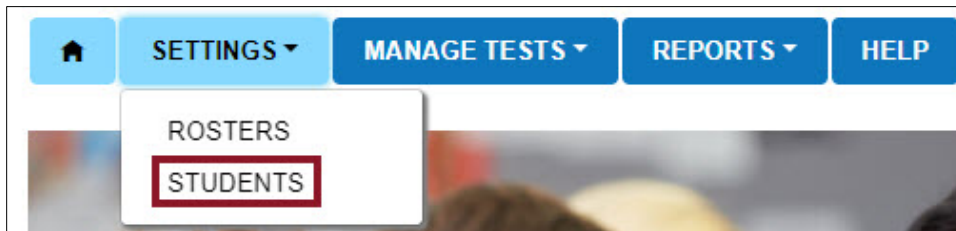
1. Select **Settings**.

2. Select **Students** from the drop-down menu.

3. If applicable, apply filters in the Select Organization fields to choose the level needed. Settings for teachers will auto-populate.

4. Select **Search**.

5. In the list of students, select anywhere in the row for the desired student. The row will highlight. Then select the **View** button in the bottom left of the table.

6. On the View Student Record window, select the link next to PNP Profile.

> HINT: The PNP Profile link will state "No Settings." After the PNP Profile has been edited and saved, the link will state "Custom."

7. The **Summary** tab appears, showing Student Demographics on the left and the Current Profile Settings on the right. The other tabs at the top of the page provide four categories of accessibility options.

8. To edit or change the student's PNP profile settings, select **Edit Settings**.

HINT: While moving through the tabs, be sure to select Save on each tab. This action will display a message that the profile attributes have been successfully saved.

Some PNP Profile options are automatically set to Activate by Default. Users cannot deselect these options.

9. Select the **Display Enhancements** tab to review and select any desired options. Use the vertical scroll bar on the right, if necessary, to view all available options.

See Table 5 for Display Enhancements options.

Table 5

Display Enhancements Options

Number	Field or Button	Action and Description
1	Magnification	Magnification provides screen magnification during testing, with options of 2×, 3×, 4×, or 5× magnification. Students using higher levels of magnification may need to scroll on their device to navigate the screen or have the testlet projected for ease of access.
2	Overlay Color	The overlay color is the background color of the test. The default color is white. Users may choose a different color by selecting the small arrow in the bottom-right corner of the color box.
3	Invert Color Choice	The invert color choice will cause the test background to appear black with white lettering. Users can change the display to a different color scheme.
4	Contrast Color	The contrast color section allows users to choose from several background and text color schemes.

HINT: When Spoken Audio is selected, words are highlighted in yellow as they are spoken. If yellow overlay color or yellow contrast color options are selected, the yellow highlighting used with Spoken Audio will make the words disappear. If yellow overlay or yellow contrast optimize a student's access to the assessment, the test administrator must read aloud to the student instead of using Spoken Audio. Test administrators are always permitted to read aloud the testlets to their students.

10. Select **Save** to save all Display Enhancements selections.
11. Select **Language & Braille** to review and select the support option related to language and braille. Nemeth code is always provided for mathematics, when needed.

☑ **Braille**

Braille File Type

○ EBAE

◉ UEB
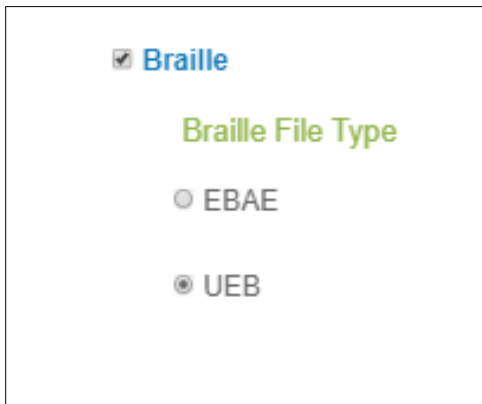
12. Select **Save**.

> HINT: Each state decides which braille file type will be available for selection, either English Braille American Edition (EBAE) or Unified English Braille Code (UEB) or both. The test administrator selects one of the file types but only if the student is proficient in reading braille. Braille is not to be selected for emerging braille readers. The Alternate Form-Visual Impairment option may be more suitable for a student with a visual impairment who does not read braille.

Table 6 lists the availability of braille testlets for either assessment model.

Table 6

Availability of Braille Testlets

Subject	Grades	Linkage Levels	Window
ELA and mathematics	3–5	Target and Successor	Both Windows
ELA and mathematics	6–8 and high school	Proximal Precursor, Target, and Successor	Both Windows
Science	3–8 and high school	Target level only	Spring Assessment Window only

13. Select **Audio & Environment Support** to review and select support options related to spoken audio and switch use.
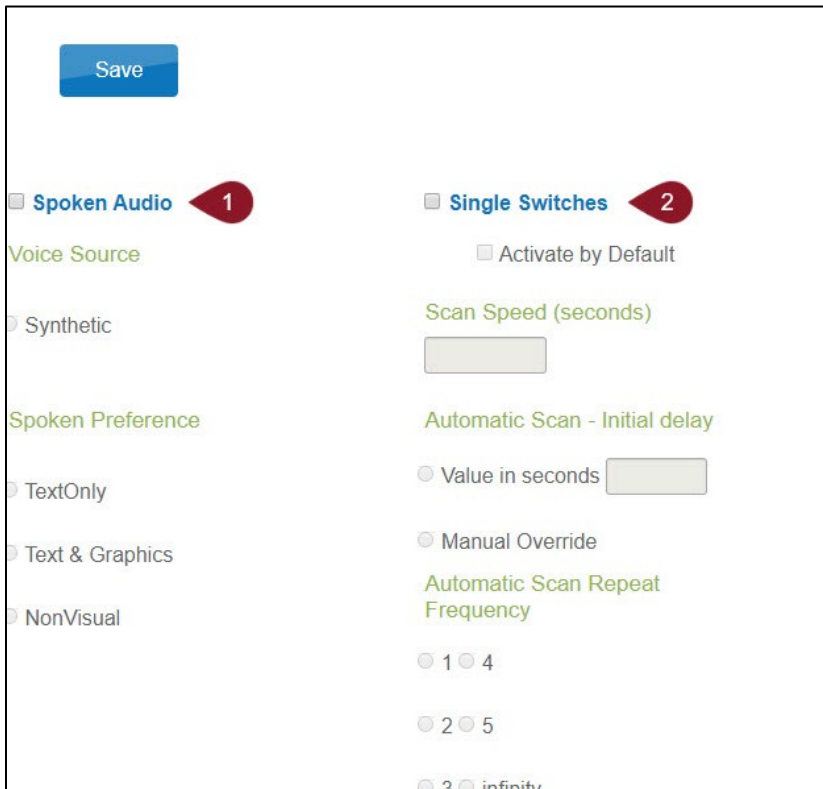
Table 7 describes Audio & Environment Support options.

Table 7

Audio & Environment Support Options

Number	Field or Button	Action and Description
1	Spoken Audio	When Spoken Audio is selected, Voice Source automatically selects Synthetic. Human read aloud is always an available option and can be selected under Other Support.

Under Spoken Preference, Text & Graphics is automatically selected. This selection can be changed by choosing Text Only or NonVisual. |

Number	Field or Button	Action and Description
2	Single Switches*	**Scan Speed (seconds):** The number of seconds an item or row will be highlighted and available for selection before the system moves to the next item or row. The scan speed must be equal to or greater than the value entered under Automatic Scan–Initial Delay.
		Automatic Scan–Initial Delay: Specifies whether scanning will begin automatically when a page appears.
		Value in seconds: Determines how long the system waits to begin scanning items after a page appears.
		Manual Override: The system will wait for the user to select the switch to initiate scanning on a page.
		Automatic Scan Repeat Frequency: How many times the system will repeat the scan cycle before stopping when a selection is not made.

* Single-switch access is to be selected for students requiring one-switch automatic scanning.

14. Select **Save** to save all information and move to the next tab.
15. Select **Other Supports** to review and select any additional support options.

Table 8 describes Other Supports options.

Table 8

Other Supports Options

Number	Field or Button	Action and Description
1	Supports Provided by the Alternate Form-Visual Impairment option	**Alternate Form-Visual Impairment option:** Most testlets are designed for all DLM students. For a limited number of Essential Elements and linkage levels, the Alternate Form-Visual Impairment option is provided for students with visual impairments who do not read braille. These forms are teacher-administered.
		Selecting the Alternate Form-Visual Impairment option in the student's PNP Profile will direct the system to deliver that form when available for an Essential Element and linkage level. An Alternate Form-Visual Impairment option will have the letters BVI (Blind Visual Impairment) in the title of the test session and is sometimes referred to as a BVI form.
		The Testlet Information Page (TIP) will contain alternate text descriptions of pictures for the test administrator to read to the student. If neither a braille form nor an Alternate Form-Visual Impairment testlet is available for an Essential Element or linkage level, a standard form of the testlet will be delivered.
2	Supports Requiring Additional Tools	**Two-switch system:** Two-switch scanning does not require activation in the PNP Profile. The Kite Student Portal automatically supports two-switch step scanning, with one switch set up to emulate the Tab key to move between choices and the other switch set up to emulate the Enter key to select the choice when highlighted.
		Individualized manipulatives: Educators may use supports that are familiar to students (e.g., abacus, unit cubes, interlocking blocks, counters, linking letters, etc.).
		Calculator: Educators may use a calculator unless the TIP specifically indicates a calculator may not be used.

Number	Field or Button	Action and Description
3	Supports Provided Outside the System	**Human read aloud:** The test administrator may always read aloud the text on the screen.
		For students with visual impairments who need human read aloud, the test administrator should also refer to the alternate text in the TIP for standardized descriptions of pictures and graphics.
		Descriptions of pictures and graphics should only be read aloud to students who have visual impairments.
		Sign interpretation: For students whose primary mode of receptive communication is sign language, test administrators may sign the assessment to the student using American Sign Language, Exact English, or personalized sign systems. Sign language interpreters should use the alternate text provided in the TIP for descriptions of pictures and graphics.
		Language translation: State policy determines whether translation can be used. Typically, test administrators may translate the assessment for students who are English learners and whose best receptive communication is a language other than English. Computer language translations are not provided. Ask the assessment coordinator if language translation is permitted in your state.
		Test administrator enters responses for student: If students are unable to select their response options independently and accurately, they may indicate their selected responses through their normal response types or forms of communication, such as eye gaze. Then on the student's behalf, the test administrator may enter those responses.
		Partner-assisted scanning (PAS): A strategy in which test administrators assist students with scanning. The test administrator scans through the student's response options. The student indicates their desired selection.

16. Select **Save**.
17. Select **X** to close the pop-up window.

> HINT: To edit existing PNP Profile settings before testing begins, refer to Complete the PNP Profile on page 28. After the available and appropriate supports are selected and saved, the test administrator may check the Summary tab to review the current profile settings.

CHANGING PNP PROFILE SETTINGS DURING TESTING

Using Exit Does Not Save Is Permitted

Before following this process, ask the district assessment coordinator if using **EXIT DOES NOT SAVE** is allowed in your state. If it is allowed, these steps can be used to change a PNP Profile setting during testing. If not allowed, go to the next section.

1. Suspend testing while you complete steps 2–4. Although the testlet does not have a pause button, testing can be suspended for up to 90 minutes.
2. Go to the student's PNP Profile and select or deselect the desired support settings.
3. Save the new selection(s) in the PNP Profile before exiting.
4. Go back to the suspended testlet.
5. Use the **EXIT DOES NOT SAVE** button. The testlet will revert to the unused status.

Table 9 indicates how soon the change will be available. Options that change immediately will be available with the next testlet. If an option takes overnight to change, wait until the next day to administer the next testlet.

Table 9

Accessibility Support Delay Time after Updating the Student's PNP Profile

Support	How soon the change appears in a testlet
Alternate Form-Visual Impairment	Overnight, if available for the Essential Element at the linkage level
Braille, both UEB and EBAE	Overnight, if available for the Essential Element at the linkage level
Calculator	Immediately
Contrast color	Immediately
Individualized manipulatives	Immediately
Invert color choice	Immediately
Magnification	Immediately
Overlay color	Immediately
Single-switch system	Overnight
Spoken Audio	Overnight
Two-switch system	Immediately

Using Exit Does Not Save Is Not Permitted

If **EXIT DOES NOT SAVE** is not permitted, then follow these steps, which are similar to the previous but does not use **EXIT DOES NOT SAVE**.

1. Suspend testing while you complete steps 2–4.
2. Go to the PNP Profile and select or deselect the desired support settings.
3. Save the new selection(s) in the PNP Profile before exiting.
4. Go back to the suspended testlet.
5. Resume testing, allowing the student to answer as many items as possible.
6. Submit the testlet. The options that change immediately will be available with the next testlet. If an option takes overnight to change, wait until the next day to administer the next testlet.

Updated supports will be visible under the Current Profile Settings on the **Summary** tab.

COMPLETE THE FIRST CONTACT SURVEY

The First Contact survey is the first step in determining the initial placement of students in the DLM alternate assessment. The First Contact survey is a collection of background information about students who are eligible for the DLM alternate assessment. The survey goes beyond basic demographic information and includes items on topics such as communication, assistive technology devices, motor and sensory impairments, and academic performance. The test administrator enters information in the survey about each of these categories for each student in Educator Portal. Detailed information about the First Contact survey is available in the ACCESSIBILITY MANUAL. Also, the TEST ADMINISTRATION MANUAL has an appendix which lists all First Contact survey questions.

The First Contact survey settings follow the student from year to year. However, the survey must be reviewed, updated, and submitted each year. If the survey is not submitted, testlets will not be assigned to the student.

> HINT: Educator Portal presents the previous year's First Contact survey responses from the matching student record. The test administrator updates items based on changes in the student's data and learning capabilities. The survey must be submitted each year, even if no changes are made.

When completing the First Contact survey, some screens in the survey have drop-down menus that expand, filter, or branch, requesting more information based on responses provided to the first part of the item.

> HINT: Set aside approximately 20–30 minutes to complete a new survey, or 10–20 minutes to update an existing survey for each student. If desired, preview the survey questions in the TEST ADMINISTRATION MANUAL appendix.
>
> Not all Educator Portal roles have permission to complete, edit, and submit the First Contact survey. Other users may only view the First Contact survey and the PNP Profile.

Test administrators can use the following steps to enter data in the First Contact survey if their instructionally embedded window is not open. If completing the survey in the Instruction and Assessment Planner, follow the steps in the Use the Instruction and Assessment Planner for Instructionally Embedded Model States section on page 56.

1. Select **Settings**.
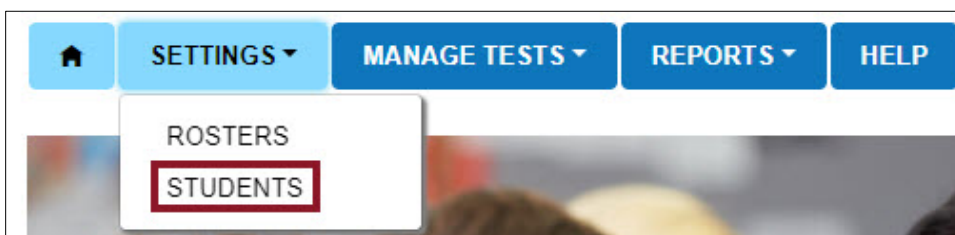
2. Select **Students** from the drop-down menu.

> HINT: If applicable, apply filters in the Select Organization fields to choose the necessary level. For users with the Teacher role, the organization information auto-populates.

3. Select **Search**.

4. To view a student's First Contact survey status, select the link in the First Contact column. You may need to use the table's horizontal scroll bar at the bottom of the grid to scroll to the right to have access to additional columns.

HINT: The First Contact survey can also be accessed by going to the State Student Identifier column, selecting a student's number, and viewing the student record.

5. The First Contact survey column will show one of four status options:

- **Not Started:** No fields have been completed.
- **In Progress**: Some fields are completed and saved. The survey has not been submitted.
- **Ready to Submit**: All required fields are completed. The survey has not been submitted.
- **Completed**: All required fields are completed. The survey has been submitted.

6. Read the information on the Welcome screen. Verify the student's name, then select **Start Survey.**

HINT: The First Contact survey includes nine tabs, each containing a section of the survey. Each tab will display either blue or orange circles. Blue circles indicate that all items for that tab have been completed, while orange circles indicate that one or more items have not been completed.

The First Contact survey does not have to be completed in one sitting. Surveys that are in progress will be saved so that users can complete the survey later. When resuming a survey, select Edit Survey at the top of the screen and then complete and submit the survey.

7. On the **Special Education** tab, complete the survey on the student's primary disability and placement. Select **Next.**

HINT: Pay attention to tabs with a vertical scroll bar on the right to be sure all required questions are answered. Tabs with multiple sections may have multiple circles. The Next button will not be available until all required questions have been answered.

8. On the **Sensory Capabilities** tab, complete the survey on the student's hearing and vision sensory capabilities. In the vision portion of the tab, the test administration makes selections that describe the student's vision and may indicate that the student reads braille. However, indicating braille in the First Contact survey does NOT automatically assign a braille testlet for an Essential Element and linkage level. For a braille testlet to be assigned, two factors must be in place:
    *   The test administrator must select the braille support in the PNP Profile.
    *   A braille form must be available at the linkage level for the Essential Element being assessed.

HINT: Braille is only available at upper linkage levels for some Essential Elements. If a student is proficient enough in reading braille to take the DLM alternate assessment using braille, select braille in the PNP Profile.

9. Select **Next**.

10. On the **Motor Capabilities And Health** tab, complete the survey on the student's motor capabilities and health. Select **Next**.

11. On the **Computer Instruction** tab, complete the survey on the student's primary use of a computer during instruction. Select **Next.**

12. On the **Communication** tab, complete the survey on the student's expressive and receptive communication abilities and needs. Select **Next**.

13. On the **Language** tab, complete the survey on the student's language preferences. Select **Next**.

14. On the **Academic** tab, complete the survey on the student's skills in reading, mathematics, and writing. Select **Next.**

15. On the **Complete** tab, you must select **Submit Survey** to submit all answers and exit.

> HINT: If a test administrator edited a First Contact survey after it was submitted, the test administrator must select the Submit Survey button on the Complete tab again to save it, even if no changes have been made.

After selecting Submit Survey, the link in the First Contact column in the View Students table will display Completed. To make changes to a student's First Contact survey, select the Completed link for the student and make all necessary changes.

The First Contact survey must be submitted before Educator Portal will allow assessment participation in any window. For Year-End model states, if the First Contact survey is submitted after the opening of their spring assessment window, assessment participation is delayed until the day after the survey was submitted.

> **NOTE FOR KANSAS ONLY:** Kansas is the only DLM Consortium state that uses Educator Portal to test both general education students and DLM students.
>
> Rarely, the Not Applicable status will appear in the First Contact survey column. Kansas DLM test administrators who encounter the Not Applicable status need to ensure that they are logged in as a DLM user and that the student's information has been loaded properly into the system.

MANAGE SPRING ASSESSMENTS FOR YEAR-END MODEL STATES

Procedures in this section are the primary responsibility of the test administrator (users with the Educator Portal role of Teacher). Screenshots will show the test administrator view.

Each state selects the subjects tested. Testlets in those DLM subjects are required during the spring assessment window. One testlet at a time for each subject is delivered. The number of testlets delivered varies by subject and grade level.

All students in the same grade and subject receive the same number of testlets during the spring assessment window. Specifics about the number of testlets and information about the structure of the testlets can be found in the TEST ADMINISTRATION MANUAL.
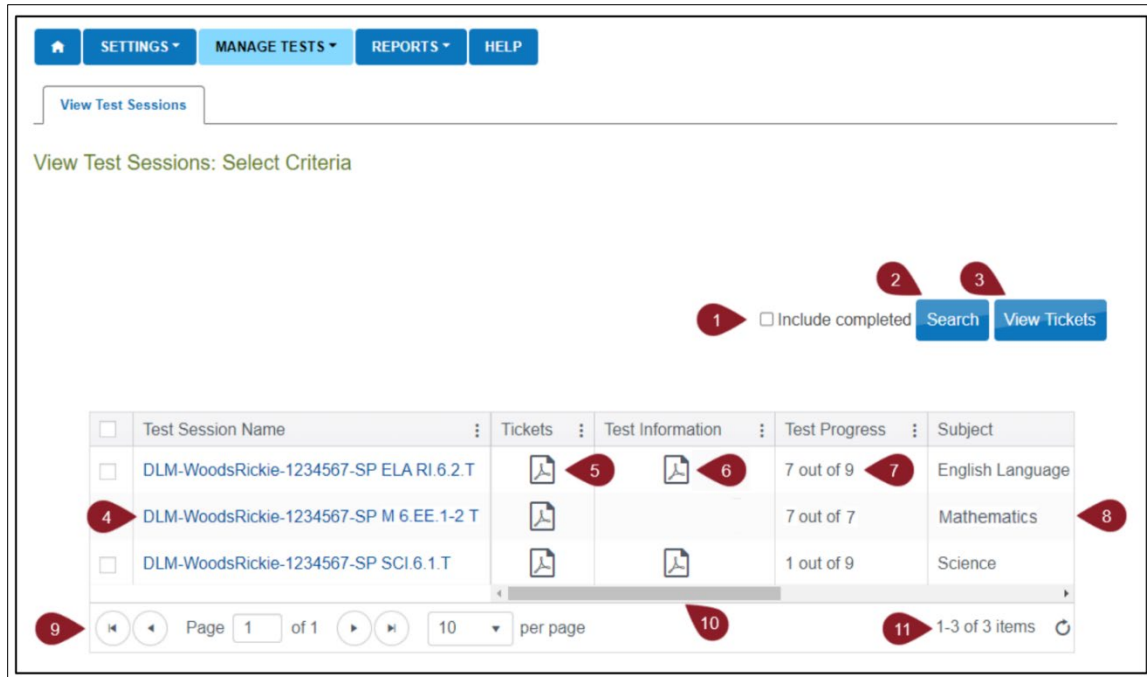
Table 10 describes the Test Management page.

Table 10

Description of Test Management Page

Number	Field or Button	Action and Description
1	Include completed	Select this box to include all completed testlets in your search. If you do not select this box and select Search, then the table will only populate current testlets available to your students.
2	Search	Select Search to populate the test session table.
3	View Tickets	To download multiple test tickets into one PDF, first select the individual test session rows from the table to include in the PDF, then select View Tickets. A PDF will open with the test tickets for each selected row.

Number	Field or Button	Action and Description
4	Test Session Name	Test Session Names typically include the student's name, the system ID, and the collection name.
		DLM - <Student Last Name><Student First Name> - <Student System ID> - <Test Collection Name>
		Example: DLM-WoodsRickie-1234567-SP M 6.EE1-2 T
		This test session name means it is DLM testlet number 1234567 and has been assigned to Rickie Woods in the spring window. It is a mathematics testlet for grade 6, claim 4, "Students solve increasingly complex mathematical problems, making productive use of algebra and functions." The testlet is for conceptual area C4.1, which is "Use operations and models to solve problem." The Essential Element is "Identify equivalent number sentence." This testlet is at the Target level.
5	Tickets	Select the PDF icon in the Tickets column to view information such as the student's username and password to log in to Kite Student Portal.
6	Test Information	The Test Information Page (TIP) provides detailed information about a specific testlet, including certain materials needed for the testlet, alternate text for human read-aloud, and more.
7	Test Progress	Test Progress column shows the number of testlets that have been completed out of the number of testlets required for a subject for a grade during the spring assessment window.
		The example in this screenshot shows fake student, Rickie Woods, completed six English language arts (ELA) testlets and is ready to take the seventh testlet.
		Rickie has completed all the mathematics testlets for grade 6, and therefore the TIP is no longer available.
		For science, the first of nine testlets is available for Rickie to take.
8	Subject	The Subject column provides the subject name for each testlet.

Number	Field or Button	Action and Description
9	Page	If you have numerous students with available testlets, use the page arrow at the bottom of the table to navigate to additional pages or expand the table to display up to 90 rows.
10	Scroll bar	Use the scroll bar to access additional information, such as Grade, Roster Name, School ID, and School Name
11	Number of items	Displays the total number of rows (items) with available testlets.

VIEW STUDENT USERNAME AND PASSWORD

Educators view student usernames and passwords in Educator Portal. Students must have a username and password to access Student Portal and take the DLM alternate assessment.

> HINT: Each student's username and password are the same for all DLM alternate assessments for the current testing year. If the student participated in the instructionally embedded assessment, the student would use the same credentials for the spring assessments. Field test testlets also use the same username and password.

Test administrators need a PDF reader to complete this procedure.

To view student usernames and passwords, follow these steps:

1. Select **Manage Tests**.
2. Select **Test Management** from the drop-down menu.

> HINT: An error message will appear if a user with the Educator Portal role of Teacher has not passed all Required Test Administrator Training modules.
>
> Users with the Educator Portal role of Teacher will have the Test Management page as it appears in the following screenshot. District- and building-level users will have additional choices in drop-down menus to filter results and will need to make selections for each required option.

3. Select **Search**. A list of test sessions will display.

> HINT: If no students appear in the table after selecting Search, work with the assessment coordinator or data manager to confirm that a roster for each applicable subject has students connected to you.

4. Select the PDF icon under Tickets next to the name of the desired test to open the test ticket as a PDF.

HINT: The Test Progress column on the Test Management screen shows the number of testlets that have been completed by a student out of the number of testlets required for a subject for the grade during the spring assessment window. For a Year-End model state, all subjects being tested by the state will display. For an Instructionally Embedded model state, only science testlets will displayed.

For each test ticket, the Test Progress column will indicate a specific testlet (e.g., testlet 1 of 9, testlet 2 of 9, and so on). Field test testlets will not be included in the number of testlets required and will instead be indicated by an NA in the Test Progress column.

By default, Test Management only displays testlets that still need to be taken, one per subject. Completed testlets can be included by selecting the **Include completed** box above the chart.

5. The **Username** and **Password** fields are the student's login credentials for Student Portal.


```
                                              Dynamic Learning Maps
                                              2020_ELA - Kite Trainer

State ID: 1612531
Name: Woods, Rickie
UserName: _____
Password: _____
Test Collection: DLM Collection
Test Form: DLM 1
Test Section: Section 1
Ticket Number: N/A
```

> HINT: The student's username and password may be printed. These are secure documents and should be handled accordingly. They should be securely destroyed when all testing for the student is completed.

If a student does not appear in Test Management, verify that the First Contact survey was completed. After the survey is submitted, testlets will be available the following day.

RETRIEVE TESTLET INFORMATION PAGE (TIP) IN TEST MANAGEMENT

This procedure describes retrieving the TIP in the Test Management section of Educator Portal for the following:

-   operational testlets for Year-End model states during the spring assessment window
-   science testlets for Instructionally Embedded model states during the spring window
-   field test testlets for all subjects for both models during both windows

> HINT: The TIP may be printed, but remember that TIPs are secure documents and should be handled accordingly.

Most TIPs have multiple pages that include alternate text for human read aloud for students who are blind or visually impaired. Alternate text attachments may be lengthy and do not need to be printed unless they are going to be used. TIPs are subject-specific. Science TIPs for testlets at the Initial linkage level contain picture response cards that must be printed before testing. Best practice is to print picture response cards in color. Use the TIP to prepare for testlet administration.

TIPs are located on the Test Management screen. To view the TIPs, follow these steps:

1. Select **Manage Tests**.

> HINT: To view a list including completed or expired test sessions, select the boxes next to the search button.

2. Select **Test Management** from the drop-down menu. Users in both models who have the Educator Portal role of Teacher will have the Test Management screen as it appears in the following screenshot. District- and building-level users will have additional drop-down menus to filter results and will select options for each starred menu.

3. Select **Search**.

4. Select the PDF icon in the Test Information column to open the test ticket for the desired testlet.

5. Review the TIP. When the student finishes the testlet, securely shred the TIP. It is a secure testing document. Also shred the TIPs that were printed for any testlets the student was assigned but did not take.

RETRIEVE BRAILLE READY FILE FOR YEAR-END MODEL STATES

In the spring assessment window, some alternate assessments include Braille Ready Files (BRF) of testlets to support student needs in ELA, mathematics, and science. A student's PNP Profile must have been marked for braille for the system to deliver a braille form, if available.

The Kite system assigns the braille testlets the same way that non-braille testlets are assigned; they are adaptive and are delivered one at a time. If an available braille form is assigned for the Essential Element at the linkage level being tested, the BRF icon will appear in the Test Information column.

Braille testlets for some ELA and mathematics Essential Elements at upper linkage levels are available in the optional instructionally embedded assessment window during the fall and winter months for Year-End model states. Go to the ACCESSIBILITY MANUAL or the TEST ADMINISTRATION MANUAL for more information regarding braille, such as which linkage levels may have braille testlets, and what the system does when a braille testlet is not available for an Essential Element or linkage level.

> HINT: Braille testlets are only available at the upper linkage levels. DLM alternate assessments are never to be considered as an assessment of the student's braille language skills, but rather an assessment where the student can demonstrate their knowledge, skills, and understanding of the DLM Essential Elements.

For a Year-End model state to access an ELA, mathematics, or science BRF in the spring window and for an Instructionally Embedded model state to access a science BRF in the spring window, follow these steps:

1. Select **Manage Tests**.
2. Select **Test Management** from the drop-down menu.
3. Select **Search**.
4. Select the braille icon in the Test Information column if it appears for a testlet.
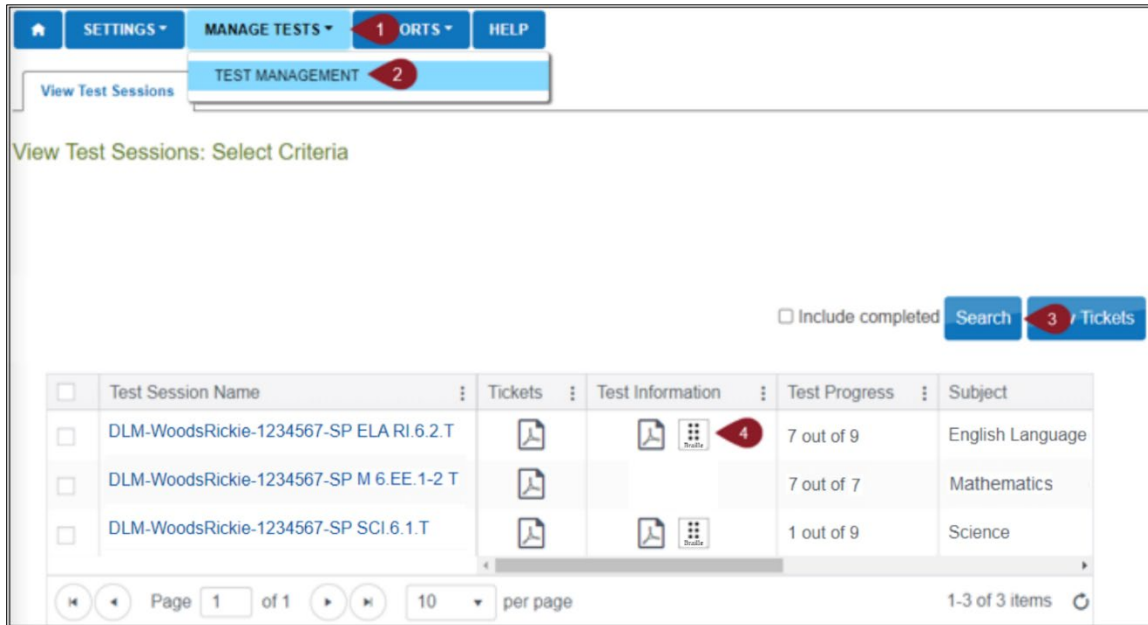
5. Save the BRF to an external drive by using special software for BRFs. Do not save BRFs to a computer.
6. Open and emboss the BRF.
7. The student responds to the items in the embossed testlet.

8. The test administrator transfers the student's responses from the embossed testlet to the computer equivalent testlet in Student Portal and submits the testlet.
9. The testlet is scored, and the next testlet in the subject becomes available in approximately 15 minutes. The next testlet may or may not be a braille form. If it is available in braille, follow the described process.
10. When the testing is over, securely destroy all embossed testlets, the TIPs, and the test tickets. Also, delete the BRF files from the external drive.

USE THE INSTRUCTION AND ASSESSMENT PLANNER FOR INSTRUCTIONALLY EMBEDDED MODEL STATES

Test administrators in Instructionally Embedded model states are required to meet the blueprint requirements in ELA and mathematics during the fall window and ELA, mathematics, and science during the spring window.

> NOTE: Test administrators in Year-End model states can also use the Instruction and Assessment Planner to create plans and assign testlets during the fall and winter months after the opening of their instructionally embedded assessment window. Assessing students during this window is optional but recommended for Year-End model states. Ask for state guidance about testing requirements during the optional instructionally embedded assessment window. Be aware that some of the requirements for Instructionally Embedded model states are different from those for Year-End model states, although the steps are very similar.

After the window opens, test administrators follow these steps to access the Instruction and Assessment Planner:

1. Select **Manage Tests**.

2. Select **Instruction and Assessment Planner** from the drop-down menu.
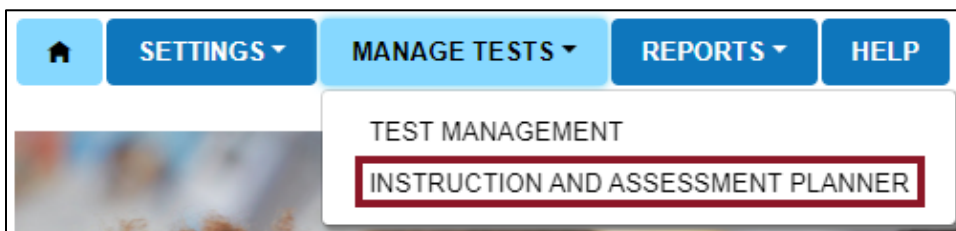
STUDENT ACTIVITY TABLE

When users with the Educator Portal role of Teacher open the Instruction and Assessment Planner, each student rostered to them will automatically appear in the Student Activity Table on the initial page. By default, students are listed numerically by grade and then alphabetically

by student name. The test administrator can filter the students by grade and by student name, if desired. The following graphic shows details in the Student Activity Table. The screenshots that follow are for Instructionally Embedded model states and include information about meeting blueprint requirements.
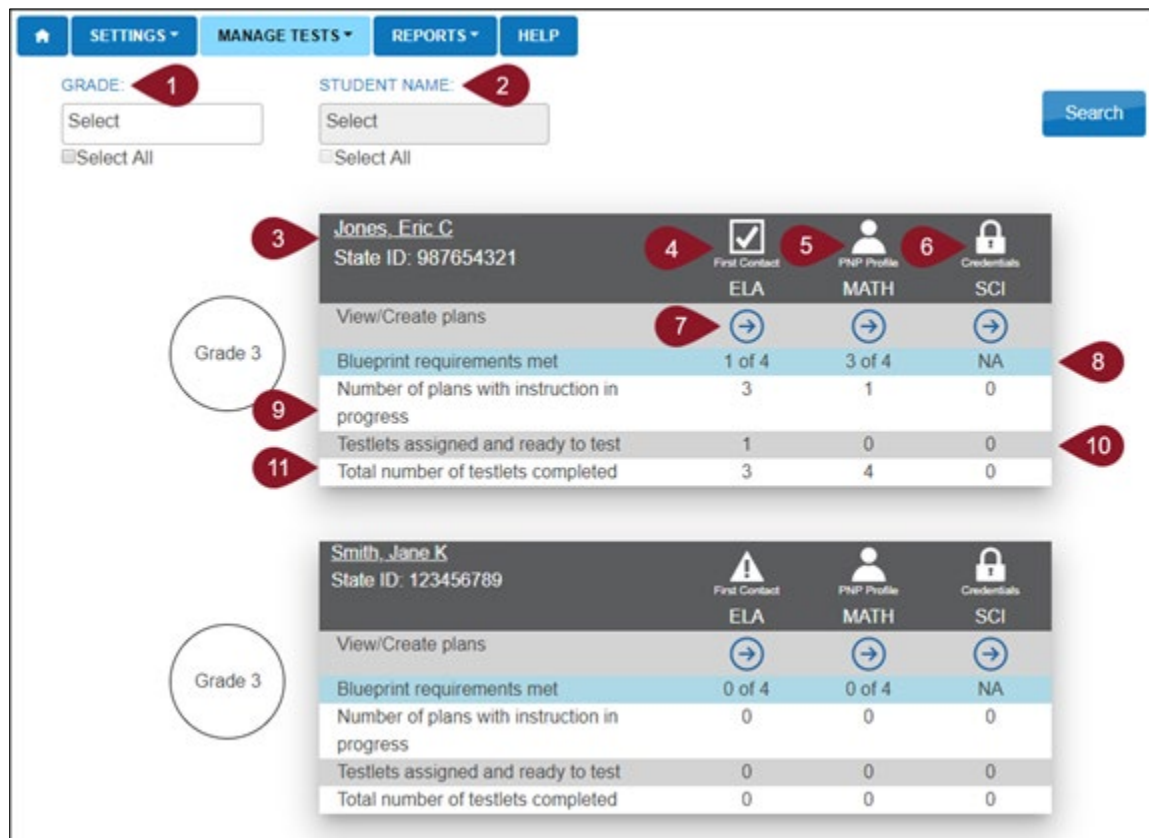
Table 11 describes the Student Activity table.

Table 11

Description of the Student Activity Table

Number	Field or Button	Action and Description
1	Filter by grade, if desired	If you have students in multiple grades, go to the **Select** box to filter results by grade in the Student Activity Table.
2	Filter by student name, if desired	After filtering by a specific grade, go to the **Select** box to filter by a specific student.
3	Student Name and State ID	The student's name is a hyperlink. Select the student's name to display the View Student Record page where more student demographic information is available. Verify the information is correct (i.e., no typographical errors, the first name is in the first name cell, etc**.**).

Number	Field or Button	Action and Description
4	First Contact survey	Select the First Contact icon to access the student's First Contact survey.
5	PNP Profile	Select the human silhouette icon to view the student's Personal Needs and Preferences (PNP) Profile. Complete this before testing, following the guidelines in the student's IEP. Use the ACCESSIBILITY MANUAL for more guidance.
6	Student Portal login credentials	Select the padlock icon to view a student's login credentials for Kite Student Portal.
7	Student View Page	From this screen, the First Contact survey can be accessed, completed, and submitted; the PNP Profile can be accessed, supports chosen, and saved. Once the First Contact survey is submitted, access to the Student View Page is released. Each Essential Element will have a recommended linkage level based on the First Contact survey responses. Select the arrow icon in each column to choose subject-specific Essential Elements for instruction and subsequent assessment. Each student's testing progress is also available on the Student View Page.
8	Blueprint requirements met	This row is only shown for Instructionally Embedded model states where blueprint requirements must be met during the fall window and again in the spring window. Data in this row corresponds to the Essential Elements and linkage level actions in the cards on the Student View Page.
9	Number of plans with instruction in progress	The number of plans with instruction in progress correspond to the Essential Elements and linkage level actions in the cards on the Student View Page.
10	Testlets assigned and ready to test	The number of testlets that are assigned and ready to be assessed in Student Portal. This corresponds to the Essential Elements and linkage level actions in the cards on the Student View Page.
11	Total number of testlets completed	The number of testlets completed by the student as of the current date. This number corresponds to the Essential Elements and linkage level actions in the cards on the Student View Page.

HINT: Test administrators must complete the student's First Contact survey prior to creating a plan for a student. A triangular caution symbol on the Student Activity Table indicates an incomplete First Contact survey. A checkmark symbol indicates a completed and submitted First Contact survey.

 Incomplete   Completed

CREATE A PLAN

Procedures in this section are the primary responsibility of the test administrator. To choose an Essential Element for instruction, follow these steps:

1. Select **Manage Tests**.
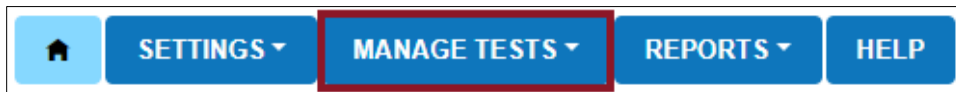
2. Select **Instruction and Assessment Planner** from the drop-down menu.
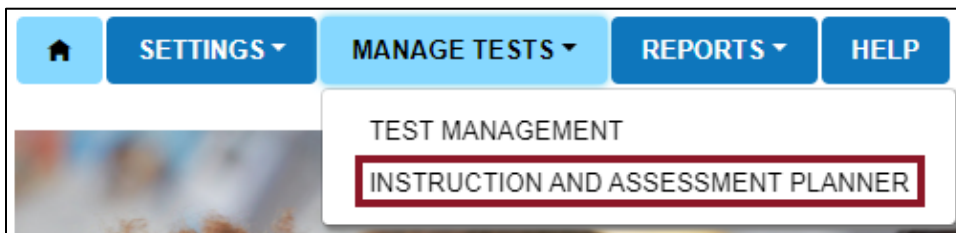
HINT: All district- and building-level users, including test administrators and proctors, can create plans for students. District- and building-level users will choose a district or school from the drop-down menu(s) and select Search. Users with Teacher and Proctor roles will not have drop-down menus because their school is already known.

3. If the First Contact survey is complete, select the arrow icon in the selected student's View/Create plans row in the Student Activity Table for the desired subject (ELA, math, or science).

NOTE: Science is available for testing during the fall window using the Instruction and Assessment Planner but is optional. During the spring window, science testing is in the Test Management section of Educator Portal and is required.

4. The Student View Page has two main sections: the informational section at the top of the page and the larger blueprints section in the lower portion of the page. Icons, directions, and other important information is in the top informational section.

Student View Page

The following is an example of the Student View Page.
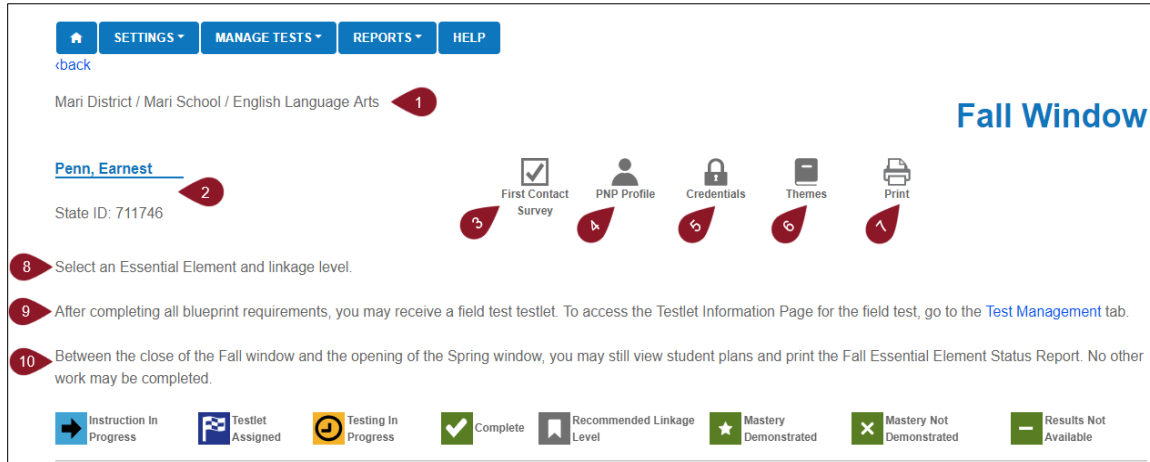
Table 12 describes the informational section of the Student View Page.

Table 12

Description of the Student View Page

Number	Field or Button	Action and Description
1	District, school, subject	Name of the current district, school, and subject for the selected student.
2	Student name and State ID	Student's name and their State Student Identifier. The student's name is a hyperlink. Select the student's name to display the View Student Record screen for more demographic information.
3	First Contact survey	Select the First Contact survey icon to view, edit, or submit the student's First Contact survey. The First Contact survey icon must display a checkmark indicating completion before selecting any Essential Elements for instruction.
4	PNP Profile	Select the human silhouette icon to view, edit, or submit the student's PNP Profile.
5	Student Portal login credentials	Select the padlock icon to view the student's login credentials for Kite Student Portal.

Number	Field or Button	Action and Description
6	Sensitive themes	Select the book icon to choose themes that are not acceptable for this student. Any themes that you select as not appropriate will not be used in any testlet throughout the administration for any subject. After selecting one or more themes to not be used, select **Save**. Select in the Themes box and choose all sensitive themes from the drop-down list that you do not want for a particular student. Then select **Save**.
7	Print	Print the Essential Elements Status Report, which is a PDF of the Student View Page as of the date and time the report is printed. This report is per student, per subject.
8	Student View Page instructions	User instructions on how to proceed on the Student View Page.
9	Field Test TIPs page*	If the student receives a field test testlet after completing all blueprint requirements, select the Test Management link in the sentence to access the TIP for the field test testlet.
10	Student View Page actions*	Details the availability of the student plans as well as the Fall Essential Element Status Report between the fall and spring window.

*Instructionally Embedded model states only.

All states will see the directions between the quick links and the icons: Select an Essential Element and linkage level.
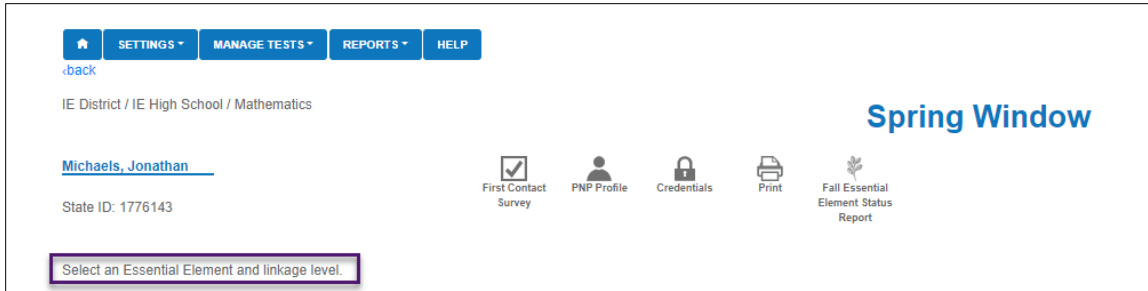
These two messages appear **only** for Instructionally Embedded model states.

- After completing all blueprint requirements, students may receive a field test testlet. To access the TIP for the field test, go to the **Test Management** tab.
- Between the close of the fall window and the opening of the spring window, test administrators may still view student plans and print the Fall Essential Element Status Report. No other work may be completed.
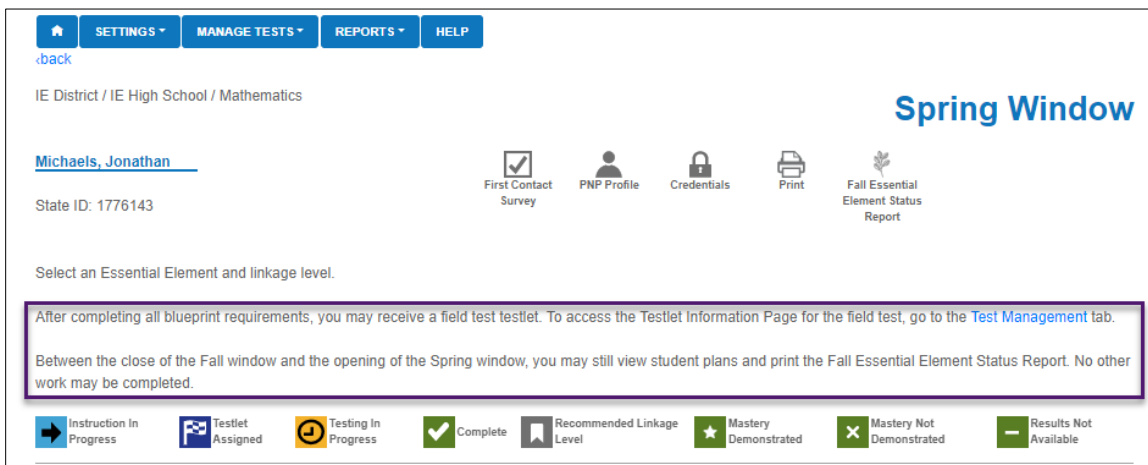
On the right side of the screen, use the vertical scroll bar to access more of the blueprint section on the Student View Page.

The short description for each linkage level for an Essential Element is in a cell or field called a card. The card for each linkage level will have various quick links that can be selected.
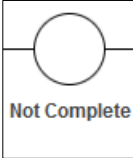
> HINT: A quick link is a term used for a connection between documents or applications which enables materials to be quickly accessed.

Table 13 describes the blueprint section of the Student View Page.

Table 13

Description of the Blueprint Section of the Student View Page

Number	Field or Button	Action and Description
1	Blueprint requirements*	Grades 3–8 students have four blueprint requirements to meet in each window for both ELA and mathematics.
		High school students have three requirements for ELA in both windows.
		High school students have only one requirement for mathematics in both windows.
		Each blueprint requirement is sectioned with a border around it. The directions for each requirement are found at the top of each bordered section.
		The claim and conceptual area descriptions are included in the bordered requirement. The number of Essential Elements within each bordered requirement may be different, and the directions for each requirement may be different.
		Year-End model states will not have these requirements during their optional instructionally embedded assessment window.
2	Recommended linkage level icon	The flag icon indicates the recommended linkage level based on responses provided by the test administrator in the student's First Contact survey.

Number	Field or Button	Action and Description
3	Begin Instruction	Begin Instruction is the starting status of an Essential Element card selected for instruction. When the user selects the **Begin Instruction** quick link, the date is documented on the card and the status changes to Instruction in Progress.
	Instruction in Progress	**Instruction in Progress** indicates that a plan has been created and instruction has started outside of Educator Portal. The date of this action is also included in the card.
4	Kebab menu	Select the vertical three-dot kebab icon (⋮) to set or change the status of a specific Essential Element. Quick links are accessed from the kebab menu.
5	Testlet Assigned	The teacher completed instruction for the Essential Element and linkage level and assigned a testlet for it. At that time, a testlet becomes available for the student in Kite Student Portal.
6	Testlet Complete	The student completed the testlet associated with the specific Essential Element and linkage level in Kite Student Portal.
7	Star Icon	The student showed mastery at the specific linkage level for the Essential Element. HINT: The icon displays an X if the student did not show mastery for that linkage level.

Number	Field or Button	Action and Description
8	Requirement Complete	The icon displays either Complete or Not Complete in the upper-right corner of the claim border. HINT: In the first example, the blueprint requirement has not been met for the claim, therefore the circle icon is blank and displays the words Not Complete. Not Complete When the blueprint requirement for the claim is met, the circle icon fills in with a checkmark and displays the words Complete. Complete

*Instructionally Embedded model states only.

1. Choose Essential Elements in the appropriate linkage level according to the blueprint requirements for the claim detailed at the top of each requirement section.

Choose at least three EEs, including at least one RL and one RI.

Claim: ELA.C1 Students can comprehend text in increasingly complex ways.
Conceptual Area: ELA.C1.1 Determine critical elements of text

Incomplete

Essential Element	Initial Precursor	Distal Precursor	Proximal Precursor	Target	Successor
ELA.EE.RI.3.1 Answer who and what questions to demonstrate understanding of details in a text.	attend to object characteristics	identify familiar people, objects, places, events	identify concrete details in an informational text	identify/answer questions about concrete details	identify words related to explicit information

Essential Element	Initial Precursor	Distal Precursor	Proximal Precursor	Target	Successor
ELA.EE.RI.3.2 Identify details in a text.	seek absent objects	attend to object characteristics	identify illustrations for familiar text	identify concrete detail in informational text	identify explicit details in informational texts

Essential Element	Initial Precursor	Distal Precursor	Proximal Precursor	Target	Successor

HINT: Blueprint requirements are only displayed for Instructionally Embedded model
states. Year-End model states will not have any blueprint requirements in the
Instruction and Assessment Planner during their optional instructionally
embedded assessment window. Instead, Year-End model states meet their
blueprint requirements with assessments during their required spring
assessment window, which is managed in Test Management.

For both assessment models, a flag icon in each Essential Element header
indicates the recommended linkage level for instruction based on First Contact
Survey responses.

Essential Element	Initial Precursor 🚩		Distal Precursor	
ELA.EE.RI.3.1 Answer who and what questions to demonstrate understanding of details in a text.	attend to object characteristics	⋮	identify familiar people, objects, places, events	⋮

2. Select the Essential Element for instruction. Select the linkage level. For ELA and
    mathematics, five linkage level cards, one for each linkage level, display in each Essential
    Element row. At a glance, each card displays a short description of the linkage level.

    HINT: Science Essential Elements display only three linkage level cards.

3. Select the kebab menu (three vertical dots) icon in the appropriate linkage level card to
    access the pop-up box displaying the long linkage level description along with an icon
    that links to the mini-map for the selected Essential Element. Download the mini-map
    for instructional support.

ELA.EE.RL.8.5 ✕

Initial Precursor: The student can identify a
forward sequence in a routine that they are
familiar with (e.g., observed, participated in).

Mini-Map 📄 PDF

➡️ **Begin Instruction**

HINT: A mini-map is a small cluster of nodes associated with each ELA and mathematics Essential Element within the learning map model. Downloading the mini-map PDF for the Essential Element provides a short, three- to five-page document showing the relationship of the nodes in the mini-map.

When selecting the mini-map icon for science, the user will access a similar type of document as those for ELA and mathematics. However, since the learning map model for science is not yet fully developed, the science documents display the relationship of linkage levels in each science Essential Element, but not the nodes of a learning map model.

Downloading the mini-map for the writing Essential Elements will display sequential pages for each of the writing Essential Elements in a single PDF. Therefore, this PDF is much longer. The test administrator needs to scroll down through several pages to view its entirety.

4. Select **Begin Instruction.** The card displays **Instruction In Progress** with the date.
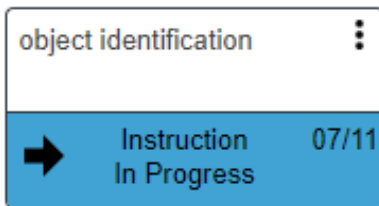
5. Provide instruction outside of Educator Portal. After the test administrator believes appropriate instruction has been provided to the student and the student is ready for the assessment, the test administrator returns to the Student View Page in the Instruction and Assessment Planner. On the linkage level card for the Essential Element, select the kebab menu on the card and select **Instruction Complete Assign Testlet**.

ELA.EE.RL.8.5

Initial Precursor: The student can identify a forward sequence in a routine that they are familiar with (e.g., observed, participated in).

Mini-Map

Instruction Complete
Assign Testlet

Instruction Complete
Do Not Assign Testlet
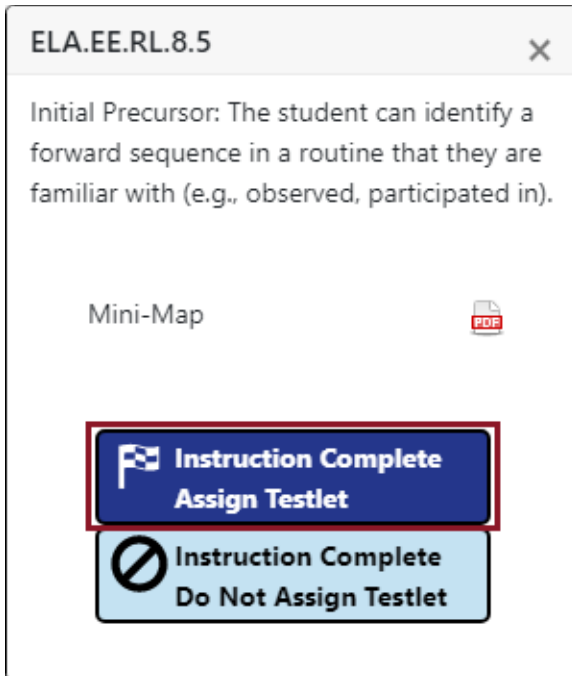
HINT: Sometimes the test administrator will decide that a specific Essential Element or linkage level should not be tested. If the test administrator does not plan to assign the student a testlet after instruction is complete, the option for Instruction Complete Do Not Assign Testlet should be selected. By selecting this option, a testlet in Student Portal will not be assigned to the student. The Instruction In Progress mark will be removed from the Student Activity Table, and the linkage level will revert to its original status for that Essential Element. If desired later, it can be selected again.

6. After selecting **Assign Testlet**, a pop-up box will ask the test administrator to confirm and assign a testlet. Once the testlet is assigned, the card in the Student Activity Table displays **Testlet Assigned** with the date. Select **Continue**.

Assign Testlet?

Assigning a testlet cannot be reversed.

Select Continue to assign testlet or Cancel to go back and review.

Continue   Cancel
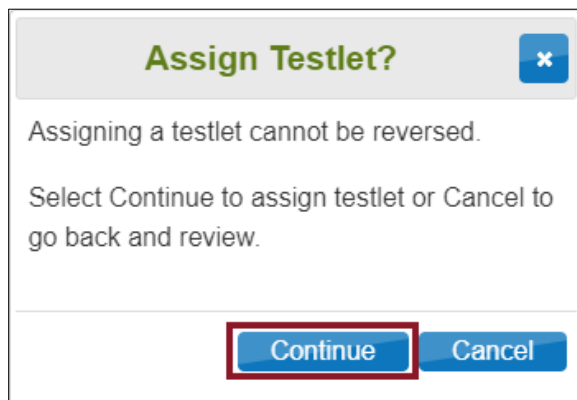
7. Once the testlet is assigned, select the kebab menu in the card to download the TIP.
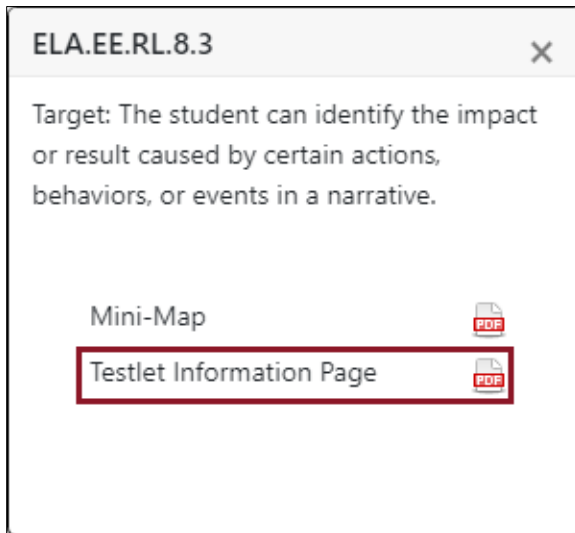
RETRIEVE BRAILLE READY FILE FOR INSTRUCTIONALLY EMBEDDED STATES

Instructionally Embedded states retrieve the Braille Ready File (BRF) in the kebab menu during the fall and winter months for some ELA and mathematics Essential Elements at upper linkage levels. The BRF icon will be visible once the testlet has been assigned if the Essential Element at the specific linkage level has a braille equivalent.

To retrieve the BRF, follow these steps:

1. In the kebab menu, click the braille icon next to Braille Ready File.
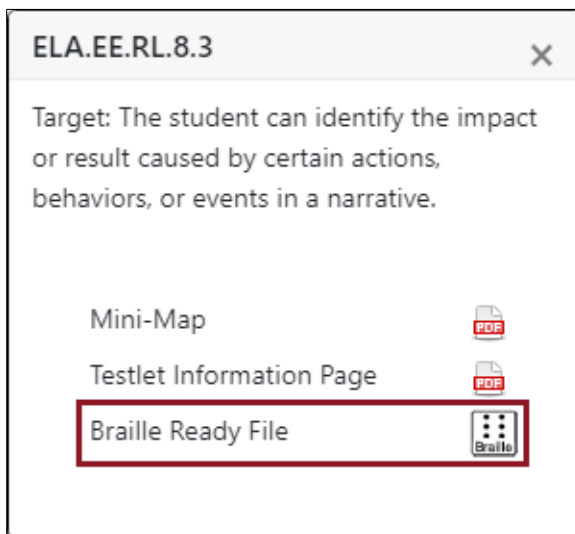
2. Save the BRF to an external drive by using special software for BRFs. Do not save BRFs to a computer.
3. Open and emboss the BRF.
4. The student responds to the items in the embossed testlet.
5. The test administrator transfers the student's responses from the embossed testlet to the computer equivalent testlet in Student Portal and submits the testlet.

6. The embossed testlet must be shredded along with any embossed testlets the student was assigned but did not take. Delete the TIP. Delete the files from the external drive when the process is complete.

> HINT: A BRF may not be available for a second testlet for an Essential Element at a linkage level, even if the first testlet did have a BRF.

The BRFs for science assessments in the spring window will be retrieved in the Test Management page in Educator Portal once the testlet has been assigned. The instructions that an Instructionally Embedded model state will use for science BRFs are the same as the instructions that a Year-End model state uses. For instructions, go to the Retrieve Braille Ready File for Year-End Model States section of this manual on page 54.

CANCEL A TESTLET AFTER IT HAS BEEN ASSIGNED

Once a testlet has been assigned, a test administrator cannot cancel it. If a test administrator needs to cancel a testlet that has already been assigned, the district test coordinator must be contacted for assistance.

In the following example, the district test coordinator will select the linkage level card for the specified testlet and select **Cancel Testlet**. The testlet will return to the unused status.

A test administrator will not see the Cancel Testlet button.
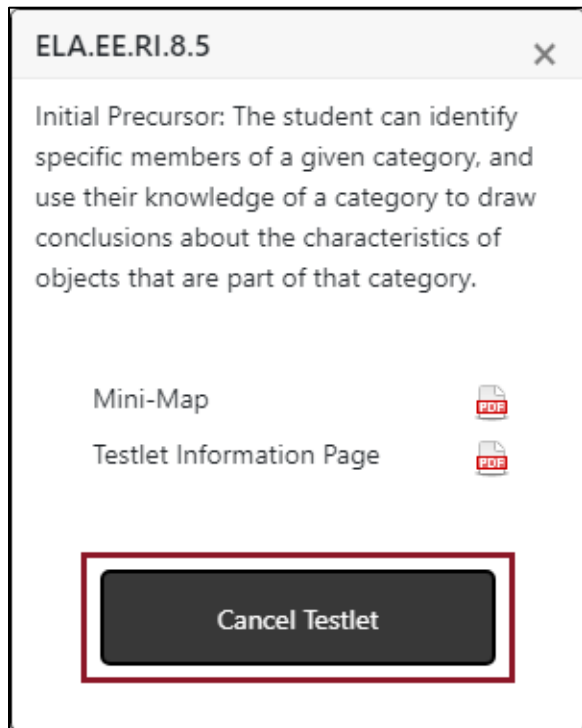
RETESTING THE SAME ESSENTIAL ELEMENT AND LINKAGE LEVEL

Test administrators can select the same Essential Element and linkage level more than one time, if desired. At least one testlet is available for every Essential Element at every linkage level. In the following example, the student took a testlet for this Essential Element at the same linkage level two times; once on March 4 where the student did not master the linkage level (X icon) and again on March 9 where the linkage level was mastered (star icon).
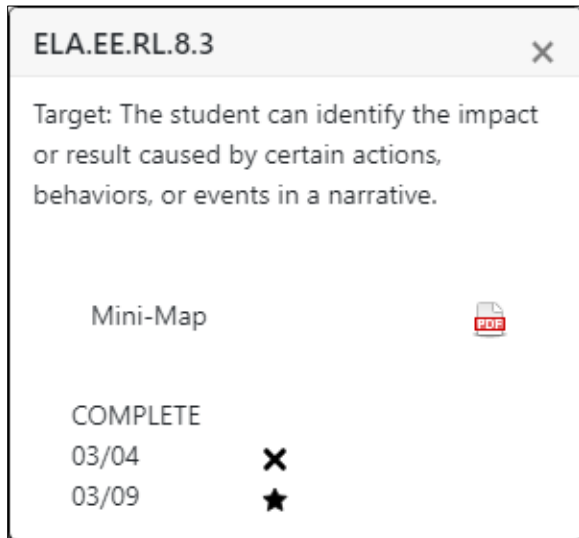
Sometimes more than one testlet at a linkage level is not available. A message will display stating all testlets at this linkage level have been assessed, as displayed in this example.
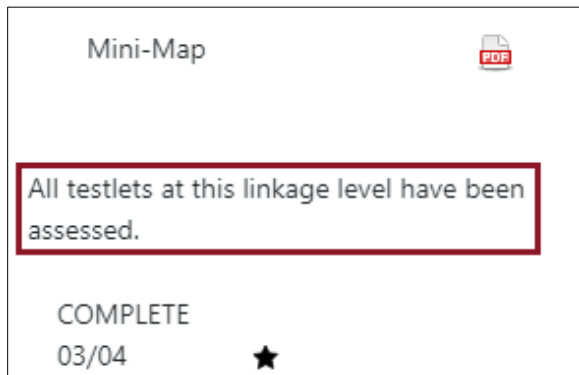
After reading the TIP and gathering the materials, administer the testlet in Student Portal. Once the testlet is submitted, come back to the Instruction and Assessment Planner to access the results.

If the Student View Page was open during the administration of the testlet, select the refresh button in your web browser to display the results.
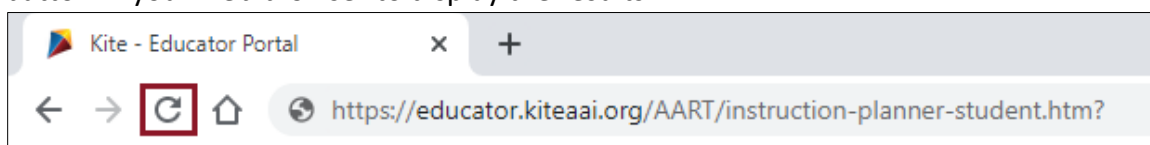
The card on the Student Activity Page will update to one of three statuses:

1. Testlet Complete with a star, indicating mastery.
2. Testlet Complete with an X, indicating mastery was not achieved.
3. Testlet Complete with a dash, indicating results are not yet ready. The dash will only display for writing testlets because they are scored outside of Educator Portal. Their results are published in the Student Individual Score Reports in Educator Portal after the spring window closes.
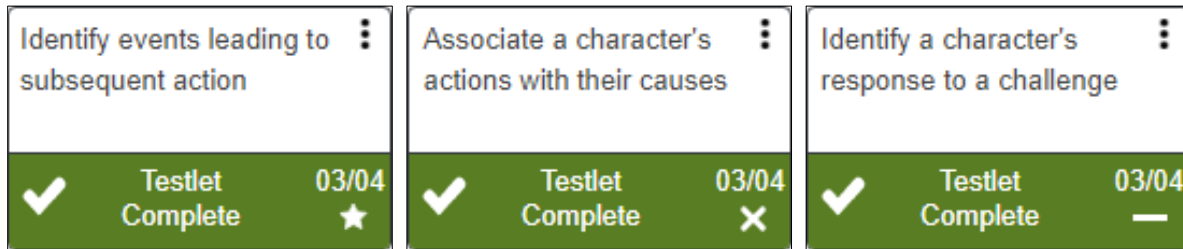
After a testlet is complete, the TIP is no longer available. If the student received a BRF, the BRF icon also is no longer available.

If another testlet is available, the **Begin Instruction** action button can be selected. In the following example another testlet is available.
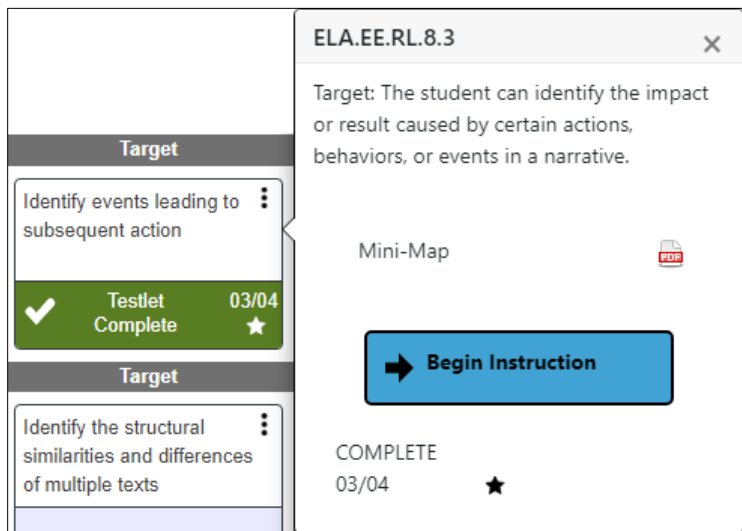
The Student Activity Table updates with every action that occurs for an Essential Element at a linkage level, showing data about the student for each subject tested. Use the **back** button under the Home icon in the upper left to return to the Student Activity Table.
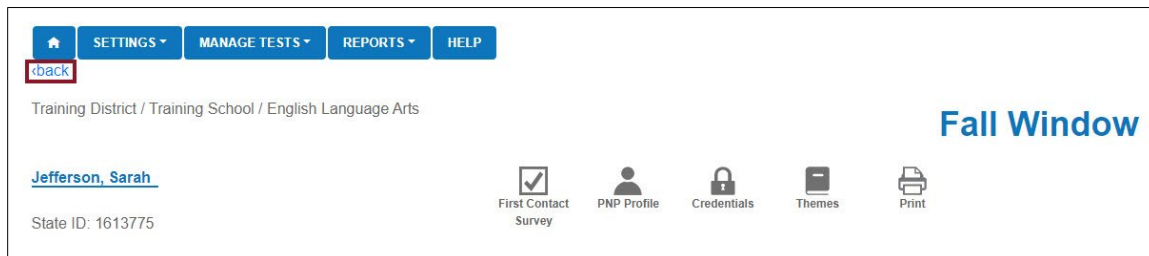
At a glance, the test administrator can see if blueprint requirements have been met, how many plans have instruction in progress, if testlets are assigned but have not been tested, and the total number of completed testlets.

Dukes, Lindon State ID: 1776125	First Contact	PNP Profile	Credentials
	ELA	**MATH**	**SCI**
View/Create plans	→	→	→
Blueprint requirements met	4 of 4	4 of 4	NA
Number of plans with instruction in progress	2	1	0
Testlets assigned and ready to test	5	0	1
Total number of testlets completed	12	15	8

HINT: Assessing science is optional during the fall instructionally embedded window. Therefore, science will display as NA for blueprint requirements met.

FIELD TEST TESTLETS FOR INSTRUCTIONALLY EMBEDDED MODEL STATES

After the blueprint requirements are met for a student in ELA and mathematics in the fall window, one field test testlet in each subject may be available. The TIP for the field test is not in the Instruction and Assessment Planner. Instead, access the TIP by selecting Test Management in the sentence at the top of the screen. The words are a hyperlink, and when selected, the test administrator is taken to where the TIP is located in the Test Management section of Educator Portal. The TIP can be downloaded and printed. Administer the field test testlet in Student Portal using the student's credentials.

BETWEEN THE FALL AND SPRING WINDOWS FOR INSTRUCTIONALLY EMBEDDED MODEL STATES

Between the close of the fall window and the opening of the spring window, the Student Activity Table will be grayed out. Users may still view student plans and print the Fall Essential Element Status Report. However, no other work may be undertaken during this time.

The Essential Elements Status Report is a per student, per subject report that captures everything from the Student View Page and the Student Activity Table together in one PDF report at the date and time the report is accessed. The report is accessed in the Instruction and Assessment Planner at the top of the Student View Page. The report includes all Essential Elements and linkage levels on the blueprint for the subject. Users will observe various stages of instruction and testing and the associated dates.

During the fall window, the Essential Elements Status Report can be printed at any time by selecting the printer icon.
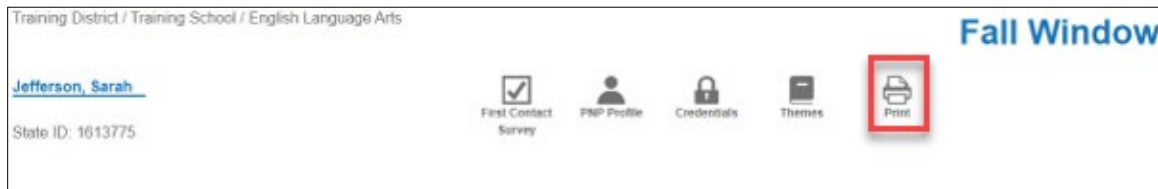
At the close of the fall window, the fall Essential Elements Status Report becomes a static report. It continues to be available by selecting the leaf icon at the top of the Student View Page. With the opening of the spring window, the spring version of the report becomes available by selecting the printer icon.
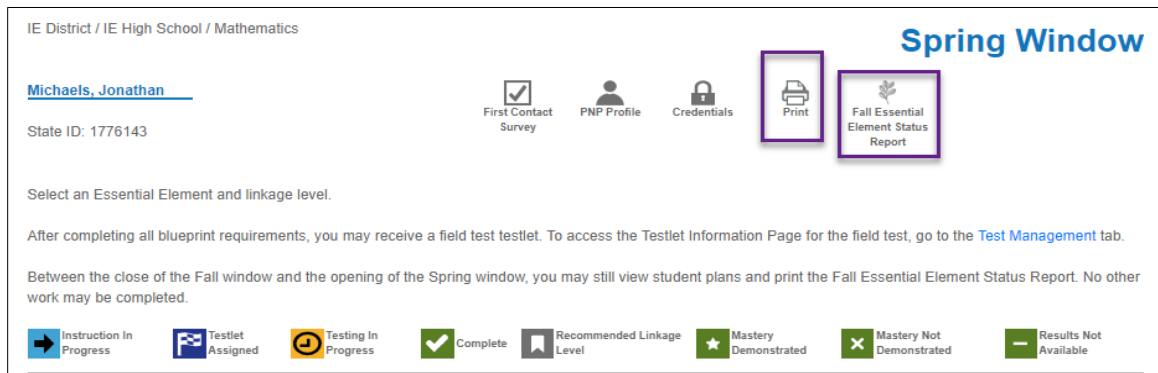
The Essential Elements Status Report is especially designed for test administrators, but any educator may also find it useful. Information on the Essential Elements Status Report complements the DLM Blueprint Coverage Report. More information about that report can be found later in this manual in the Understanding the DLM Instructionally Embedded Monitoring Extract for Instructionally Embedded Model States section on page 99.

The Essential Element Status Report for each subject and student is 3–4 pages long, depending on the subject. The following is an example of the upper part of an Essential Elements Status Report for fictional student Lindon Dukes.

ESSENTIAL ELEMENT STATUS REPORT : FALL WINDOW

Dukes, Lindon			Report Date: 07/26/2019
State ID: 1776125		ELA	Credentials
Blueprint requirements met		4 of 4	Username: [redacted]
			Password: [redacted]
Number of plans with instruction in progress		1	
Testlets assigned and ready to test		5	
Total number of testlets completed		12	

➡ Instruction In Progress	🚩 Testlet Assigned	🕐 Testing In Progress	✅ Complete	🔖 Recommended Linkage Level	⭐ Mastery Demonstrated	❌ Mastery Not Demonstrated	— Results Not Available

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Choose at least three EEs in C1.1, including at least one RL and one RI. ✅ Complete

Claim: ELA.C1 Students can comprehend text in increasingly complex ways.
Conceptual Area: ELA.C1.1 Determine critical elements of text

Essential Element	Initial Precursor	Distal Precursor	Proximal Precursor	Target 🔖	Successor
ELA.EE.RL.4.1 Use details from the text to recount what the text says.	identify familiar people, objects, places, events	identify character actions	identify character actions	recount events and connect details with events	recount key details of a story
				✅ Testlet Complete 07/23 ⭐	
ELA.EE.RL.4.3 Use details from the text to describe characters in the story.	understand object names	identify concrete details in a familiar story	identify characters, setting, and major events	desribe characters in narrative	describe characters, setting, and events
			➡ Instruction In Progress 07/26		
ELA.EE.RL.4.5 Identify elements that are characteristic of stories.	identify familiar people, objects, places, events	name or identify objects in pictures	identify beginning, middle, and end of a story	recognition of change	recognition of change
				✅ Testlet Complete 07/23 ⭐	
ELA.EE.RI.4.1 Identify explicit details in an informational text.	understand object names	name or identify objects in pictures	identify concrete detail in informational text	identify explicit text details and words	identify explicit text details and words
			✅ Testlet Complete 07/23 ⭐		

THE SPRING WINDOW FOR INSTRUCTIONALLY EMBEDDED MODEL STATES

When the spring window opens, all plans and actions from the fall window are removed from the Instruction and Assessment Planner. Only the Fall Essential Element Status Report remains available and accessible (using the leaf icon).

In the Student Activity Table, Blueprint Requirements Met in the top row will revert to 0 out of the number of requirements, depending on the grade and subject (i.e., 0 of 4).

Neither the First Contact survey nor the PNP Profile need be submitted again.

Testing science in the spring window is required and follows this process:

1. The system assigns the first science Essential Element to be tested. The linkage level is assigned based on the test administrator's responses in the First Contact survey.
2. The system scores the first testlet.

3. About 15 minutes later, the system assigns the second science Essential Element.
4. The linkage level assigned to the second Essential Element is based on the student's performance on the first Essential Element that was tested.
5. The system scores the second testlet.
6. About 15 minutes later, the system assigns the third science Essential Element.
7. The linkage level assigned to the third Essential Element is based on the student's performance on the second Essential Element that was tested.
8. The process continues until all Essential Element in the blueprint are met.

In the Student Activity Table, the column for science will display NA. By selecting the arrow in the science column, the test administrator can access the hyperlink to the Test Management screen where science is administered.

All the steps and processes for ELA and mathematics during the spring window are the same as they were during the fall window. Test administrators may select the same Essential Elements and linkage levels for ELA and mathematics as they did during the fall window, or they may select others. In addition to the spring version of the Essential Element Status Report, other reports and extracts are also available in Educator Portal through the **Reports** tab. These are described in the next section of this manual.

Year-End model states will no longer have any access to the Instruction and Assessment Planner tab in Educator Portal once their optional instructionally embedded assessment window closes.

ACCESS REPORTS AND DATA EXTRACTS

Reports and data extracts are available through Educator Portal. Each Educator Portal user role is granted certain access permissions within the system. Use the following key and table to determine which alternate assessment reports and extracts are available for each role (Table 14, Table 15, Table 16, Table 17, and Table 18).

Table 14

Key of Abbreviations and Definitions

Abbreviation	Definition
BTC	Building Test Coordinator
BUS	Building User
DTC	District Test Coordinator
DUS	District User
RTC	Regional Test Coordinator
RUS	Regional User
SAA	State Assessment Administrator
SUP	District Superintendent
TEA	Teacher

Table 15

Alternate Assessment Extracts for Year-End Model States by Educator Portal Role

Extracts for Year-End model states*	Roles that can access these extracts
Current Enrollment	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
DLM Test Administration Monitoring	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
First Contact Survey	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
General Research File and other end-of-year files and extracts	SAA and DTC
PNP Settings	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
PNP Setting Counts	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
Parents	SAA and DTC only in states where available
Roster	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
Security Agreement	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS
Student Roster and First Contact Survey Status	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
Training Status	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS
Users	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS

*Year-End model states include AK, CO, IL, MD, NH, NJ, NY, OK, PA, RI, UT, WV, WI, plus Miccosukee and the District of Columbia.

Table 16

Alternate Assessment Reports for Year-End Model States by Educator Portal Role

Reports for Year-End model states*	Roles that can access reports
Class Roster Report	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
End-of-Year Reports	Has access if granted by the SAA
Monitoring Summary	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS
Student Progress Report	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA

*Year-End model states include AK, CO, IL, MD, NH, NJ, NY, OK, PA, RI, UT, WV, WI, plus Miccosukee and the District of Columbia.

Table 17

Alternate Assessment Extracts for Instructionally Embedded Model States by Educator Portal Role

Extracts for IE model states*	Roles that can access these extracts
Current Enrollment	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
DLM Blueprint Coverage Summary	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
DLM Instructionally Embedded Monitoring	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
First Contact Survey	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
General Research File and other end-of-year files and extracts	SAA and DTC
PNP Settings	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
PNP Setting Counts	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
Parents	SAA and DTC only in states where available
Roster	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
Security Agreement	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS
Student Roster and First Contact Survey Status	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
Training Status	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS
Users	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS

*Instructionally Embedded model states include AR, DE, IA, KS, MO, and ND.

Table 18

Alternate Assessment Reports for Instructionally Embedded Model States by Educator Portal Role

Reports for IE model states*	Roles that can access these extracts
Blueprint Coverage Summary	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
Class Roster Report	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA
End-of-Year Reports	Has access if granted by the SAA
Monitoring Summary	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS
Student Progress Report	SAA, RTC, RUS, SUP, DTC, DUS, BTC, BUS, TEA

*Instructionally Embedded model states include AR, DE, IA, KS, MO, and ND.

REPORTS

AGGREGATE REPORTS

Understanding Aggregate Reports for All States

Testing results are summarized in the Aggregate reports across a state, region, district, school, or class. In states with regions, the RTC and RUS will access the aggregate reports for each district in their region. The reports are in a PDF or CSV format. The number of students tested by grade, subject, and performance level are included in the reports. Aggregate reports do not contain individual student data.

Reports are released based on user role:

- State-level users can access state-level reports.
- Regional-level users can access individual district-level reports across their region.
- District-level users can access district-level reports.
- Building-level users can access building-level reports.
- Teachers can access class-level aggregate reports but only for the students to whom they are rostered.

- Users may filter their reports to receive more specific data (e.g., a district user may generate a report for just one school within their district).

Accessing Aggregate Reports for All States

To access an Aggregate report, follow these steps:

1. Select **Reports**.

2. Select **Alternate Assessment** from the drop-down menu.
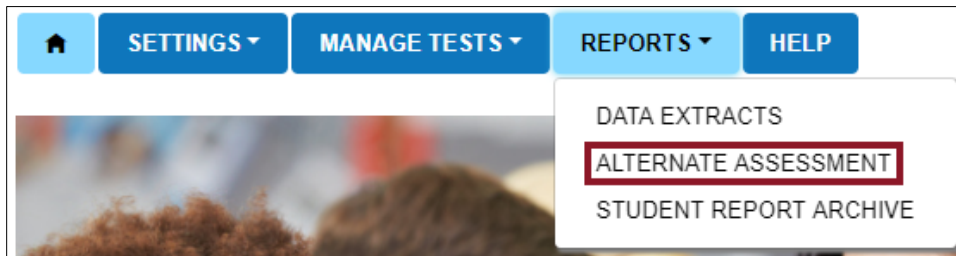
3. Select the **End-of-Year** tab.

4. Choose the applicable Aggregate report. Depending on the user's role and permissions, only the Aggregate reports that are applicable to their role will display.
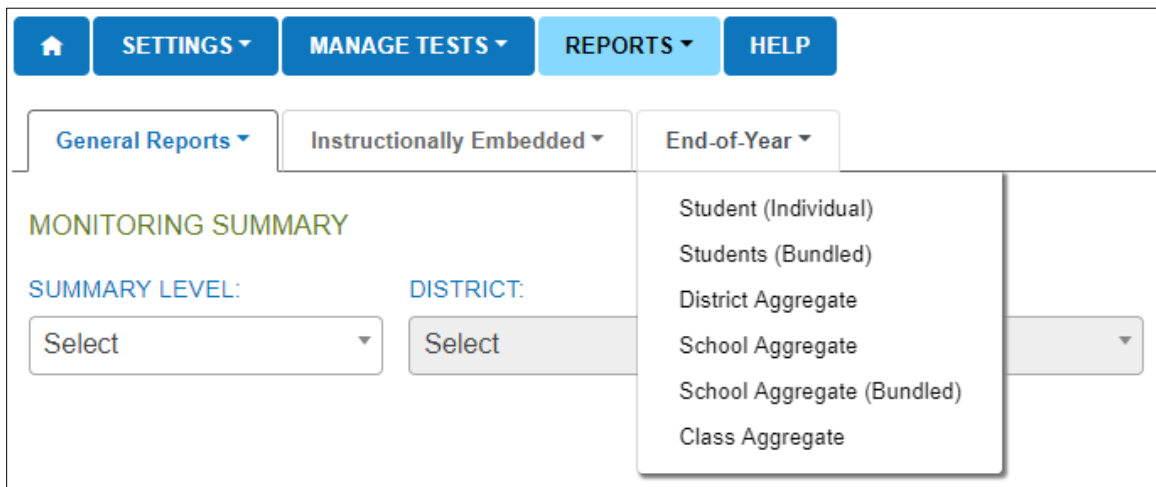
5. Select all appropriate filters, then select the report file icon to view the report as a PDF or CSV file.
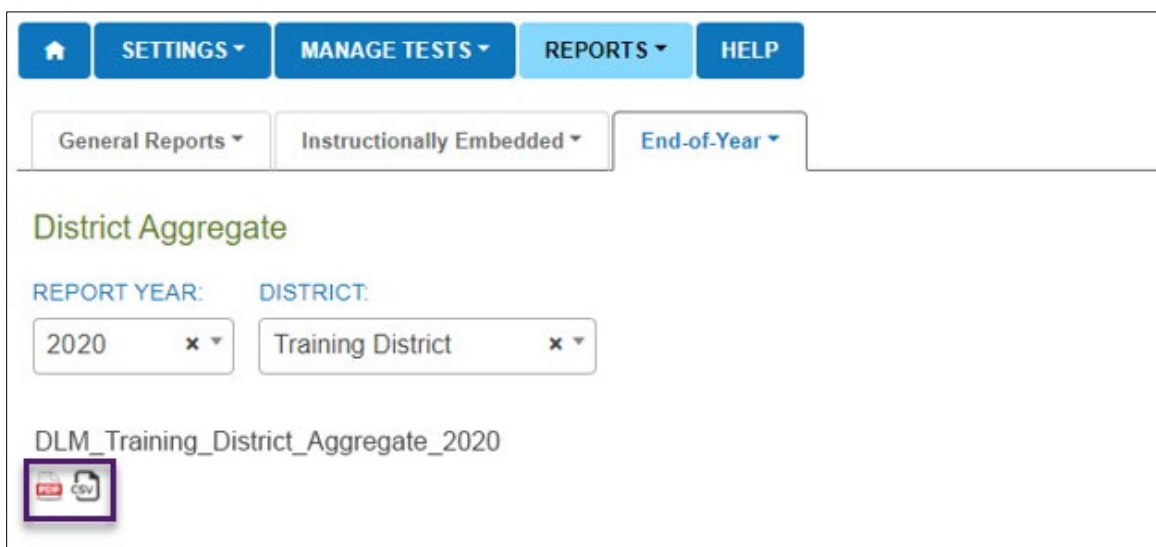
HINT: Aggregate reports for 2021–2022 will become available in the summer of 2022.

Monitoring Summary Report

The Monitoring Summary Report can be accessed at the state, regional, district, and school level, depending on the user's Educator Portal permissions.

The report displays by organization, grade, and subject. The report can be viewed in Educator Portal or downloaded and saved as a PDF.

For a user with a regional role, the Monitoring Summary Report will be by each district in the region.

Users with the Educator Portal role of Teacher do not have access to this report.

Accessing the Monitoring Report for All States

To view the Monitoring Summary report, follow these steps:

1. Select **Reports**.

2. Select **Alternate Assessment** from the drop-down menu.
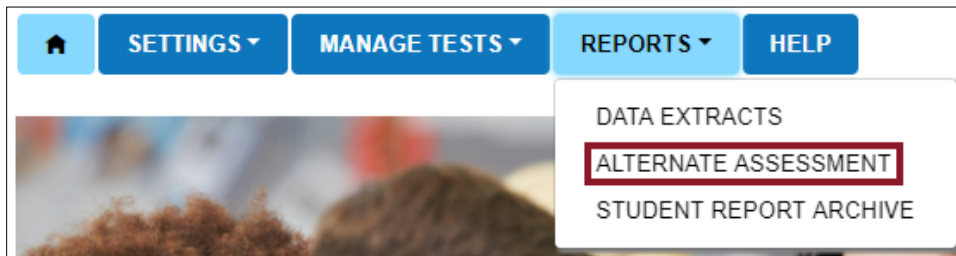
3. Select the organizational level. The report will appear in the space below the organizations. The Monitoring Summary Report is a status report and displays data for the date on which it was accessed.
4. Select the **Save** button to download and print the report.

Understanding the Monitoring Summary Report for an Instructionally Embedded Model State

The following describes the columns in the report:

- **Instructionally Embedded Fall Window:** Aggregate files provided by grade for ELA, mathematics, and science.
- **Instructionally Embedded Spring Window**: Aggregate files provided by grade for English language arts (ELA), mathematics, but not science. Science will display NA in these columns.
- **Spring Science Window**: Aggregate files provided by grade for science.

In the following example for an Instructionally Embedded model state, at the time the report was accessed for this district, the system displays aggregate data for both the fall and spring required instructionally embedded assessment windows, and for the required science spring assessment window.

The numbers displayed in each set of columns are the numbers of rostered students. Add together the numbers in each set of columns to equal the sum of all students rostered per grade, subject, and window.

NOTE: Understanding the column headings is important to understanding the data in them. No = no students.

MONITORING SUMMARY

SUMMARY LEVEL: District

DISTRICT: IM District×

SCHOOL: Select

7/26/2019

Save

DLM Test Administration Monitoring Summary

District : IM District

District Name	Grade	Subject	Instructionally Embedded Fall Number of Rostered Students				Instructionally Embedded Spring Number of Rostered Students				Spring Science Number of Rostered Students		
			No Plans Created	No Testlets Taken	Only One Testlet Completed	More Than One Testlet Completed	No Plans Created	No Testlets Taken	Only One Testlet Completed	More Than One Testlet Completed	No Testlets Taken	Testing In Progress	All Required Testlets Completed
IM District	3	English Language Arts	1	3	4	2	0	1	4	5	N/A	N/A	N/A
IM District	3	Mathematics	1	2	5	2	2	2	3	3	N/A	N/A	N/A
IM	3	Science					N/A	N/A	N/A	N/A			

During the required instructionally embedded **Fall Window**, 10 students in grade 3 are rostered to ELA. Of those 10 students, only one student had zero plans created. Of the nine students with plans created, three had taken no testlets. Four students completed only one testlet. Two students completed more than one testlet.

During the required instructionally embedded **Spring Window**, 10 students in grade 3 are rostered to ELA. Of those 10 students, all students had plans created. One student had taken no

testlets. Four students completed only one testlet. Five students completed more than one testlet.

During the Spring Science window in this example state, grade 3 students are not required to take science testlets and are not rostered to science. Therefore, NA displays.

Understanding the Monitoring Summary Report for a Year-End Model State

The following describes the columns in the report:

- **Instructionally Embedded Window:** Aggregate files provided by grade for ELA, mathematics, and science for the optional instructionally embedded assessment window during fall and winter months.
- **Year-End Window**: Aggregate files provided by grade for ELA, mathematics, and science for required testing during the spring assessment window.

In the following example for a Year-End model state, the system displays aggregate data for both the optional instructionally embedded window and the required Year-End window.

SUMMARY LEVEL: District

DISTRICT:

SCHOOL:

7/23/2018

Save

DLM Test Administration Monitoring Summary

District ID	District Name	Grade	Subject	Instructionally Embedded Number of Rostered Students				Year End Number of Rostered Students		
				No Plans Created	Plans Created; No Testlets Taken	Only One Testlet Completed	More Than One Testlet Completed	No Testlets Taken	Testing In Progress	All Required Testlets Completed
		4	English Language Arts	1	2	1	0	0	0	11
		4	Mathematics	1	0	0	0	0	0	10
		5	English Language Arts	2	1	0	3	0	0	12
		5	Mathematics	2	1	0	0	0	0	12

During the optional instructionally embedded window, four students in grade 4 are rostered in ELA. Of those four students, one student had no plans created, two students with plans created had taken no testlets, one student completed one testlet, and none of the students completed more than one testlet. Only one student in grade 4 is rostered to mathematics, but no plans were created for the student.

During the required spring assessment window, in the Year-End columns, 11 students in grade 4 students are rostered in ELA. Of those 11 students, all completed testing in ELA, and 10 students are rostered in mathematics and all 10 completed testing.

To monitor individual student data in Year-End model states, access the DLM Test Administration Monitoring extract, which is described in the Data Extracts section of this manual on page 94. This extract accompanies the Monitoring Summary Report and displays individual student data across multiple columns.

Understanding the Blueprint Coverage Report for an Instructionally Embedded Model State

> HINT: The Blueprint Coverage Report will not display for Year-End model states. Students in Year-End model states meet their blueprint requirements during the spring assessment window when each student is tested over the entire blueprint in each subject.

This report is only provided for states where the instructionally embedded assessments are required in the fall and the spring window. This report is a status report and compliments the data in the Essential Elements Status Report, which is accessed from the Instruction and Assessment Planner.

The Blueprint Coverage Report displays students grouped by district, school, subject, grade, window, and teacher. All students rostered to one teacher, for one grade, for one subject, for one window are listed in columns side by side. The report lists each claim and conceptual area in the blueprint. The top row of each claim includes the requirement for the claim and has an indication of whether a student has fully or partially met the requirement.

The report also displays the student's testlet activity for each of the Essential Elements. Each Essential Element includes a short description, which matches the short description that appears for each Essential Element in the Student Activity Table in the Instruction and Assessment Planner.

The Blueprint Coverage Report does not indicate the linkage level that was tested for the Essential Element nor if the linkage level was mastered. However, this information is available in the Essential Element Status Report accessed from the Instruction and Assessment Planner.

In the following example, all students are fictitious. The key is used to interpret results. A solid dot is displayed by each Essential Element that was tested for each student, along with the date. However, the linkage level is not displayed. If that information is needed, the Essential Elements Status Report will display the linkage level. A student can be tested more than once on an Essential Element, and a test administrator can select the same linkage level or a different one.

Fictitious student Lindon Dukes was tested three times on 7/23 for claim 2, conceptual area M.C2.1, and Essential Element M.EE.4.G.1. The test administrator may have administered testlets at two or three different linkage levels on 7/23. In this example, student Wilburn Haynes is rostered but was not tested at the time the report was accessed.

If the test administrator had created a plan and began instruction, but if the student was not yet tested on that Essential Element, the cell will display an empty circle, meaning a plan was created but not yet tested. Lindon Dukes shows one plan created on 7/23 but not tested for claim 2, conceptual area M.C2.1, and Essential Element M.EE.4.G.1.

On the top row of each blueprint requirement, beneath the student name, a circle will display. The circle will be empty if the blueprint requirement is not fully met. That circle will fill with

checkmark once the student has met the blueprint requirement. In this table, Lindon Dukes has a solid circle with a checkmark, meaning they met the blueprint requirement for claim 2. This checkmark will align with the checkmark for the requirement in the Student Activity Table in the Instruction and Assessment Planner.

The key in the Blueprint Coverage Report indicates whether the student "met criterion." Note that Wilburn Haynes does not have any circles at all. This is because no plans have yet been created for them. Garrett Read has one plan created, but no testlets taken. Garrett has not met the blueprint requirements for the claims.

Conceptual Area	EE	EE Description	Dukes, Lindon	Haynes, Wilburn	Read, Garrett
Choose two EEs from Claim 2 in different conceptual areas.			✅		
M.C2.1	M.EE.4.G.1	Recognize parallel lines and intersecting lines.	● 7/23 ● 7/23 ● 7/23 ○ 7/23 Saved		
M.C2.1	M.EE.4.MD.5	Recognize angles in geometric shapes.			
M.C2.1	M.EE.4.MD.6	Identify angles as larger and smaller.	● 7/23		
M.C2.2	M.EE.4.MD.3	Determine the area of a square or rectangle by counting units of measure (unit squares).	● 7/23		

Conceptual Area	EE	EE Description	Dukes, Lindon	Haynes, Wilburn	Read, Garrett
Choose two EEs from Claim 3 in different conceptual areas.			✅		○
M.C3.1	M.EE.4.MD.2.a	Tell time using a digital clock. Tell time to the nearest hour using an analog clock.	● 7/23		
M.C3.1	M.EE.4.MD.2.b	Measure mass or volume using standard tools.			
M.C3.1	M.EE.4.MD.2.d	Identify coins (penny, nickel, dime, quarter) and their values.			
M.C3.2	M.EE.4.MD.4.b	Interpret data from a picture or bar graph	● 7/23		● 7/18

Note: All students listed in this manual are fictitious.

Accessing the Blueprint Coverage Report

To view the Blueprint Coverage report, follow these steps:

1. Select **Reports**.

🏠	SETTINGS ▾	MANAGE TESTS ▾	REPORTS	HELP

2. Select **Alternate Assessment** from the drop-down menu.
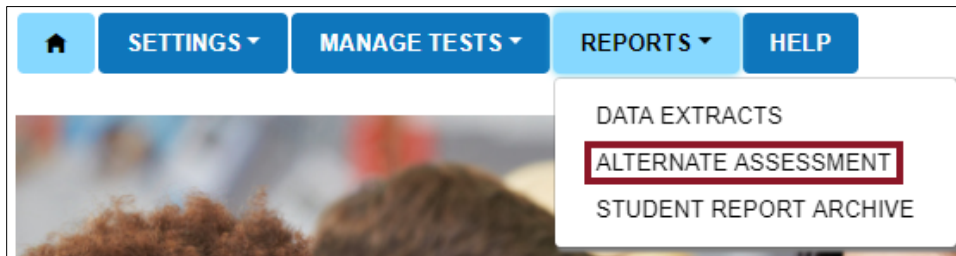
3. Select the **Instructionally Embedded** tab.

4. Select **Blueprint Coverage** from the Instructionally Embedded drop-down menu.
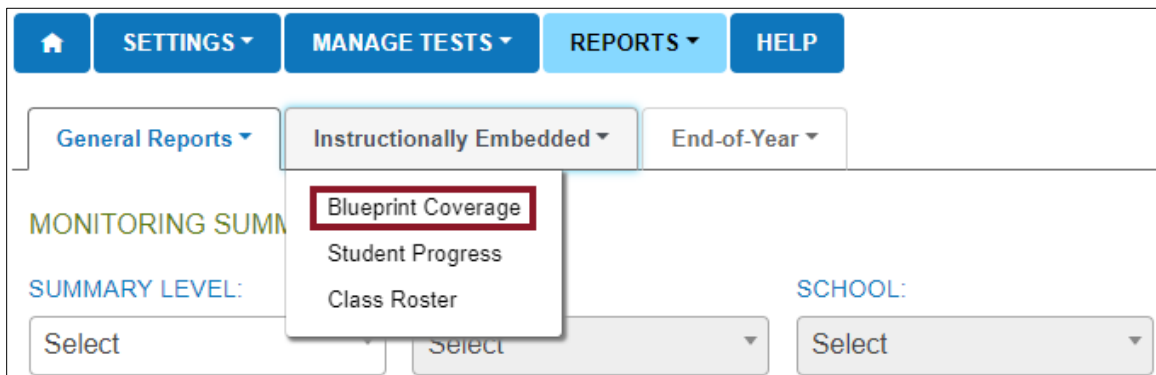
5. Select the appropriate report criteria in the available drop-down menus.
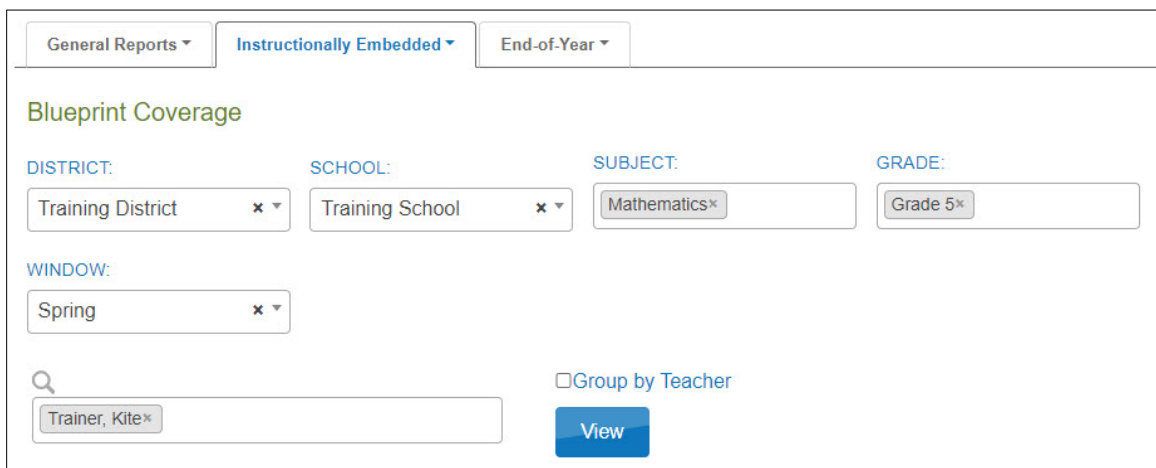
6. Select **View**.

7. To save as a PDF, select **Save** and the file will automatically download.

NOTE: The Blueprint Coverage Report contain students' Personally Identifiable Information (PII), including the student's name, school, and grade, among other data. Treat any printed report as a secure document and handle accordingly.

Understanding the Student Progress Report for an Instructionally Embedded Model State

The Student Progress Report displays the conceptual area(s), the Essential Elements, and the linkage levels tested on the date the report is accessed. The Student Progress Report contains similar data to the Essential Element Status Report, which is available until the spring window closes. The Student Progress report is available to the end of July.

During the fall window, the report summarizes a student's progress for the required assessment of ELA and mathematics Essential Elements and the optionally assessed science Essential Elements.

During the spring window, the report summarizes a student's progress for the required assessment of ELA and mathematics Essential Elements, but not science. Although science testing is required in the spring window, science results are not reported until the end-of-year Individual Student Score Reports become available in the summer or early fall, depending on the state.

Understanding the Student Progress Report for a Year-End Model State

The Student Progress report summarizes a student's progress during the optional instructionally embedded assessment window for ELA, mathematics, and science.

Year-End model states will not have any data in this report during their spring assessment window. The results from testlets delivered during the required spring assessment window are not reported until the end-of-year Individual Student Score Reports become available in the summer or early fall, depending on the state.

Accessing the Student Progress Report for All States

> NOTE: The Student Progress Report contain students' PII, including the student's name, school, grade, and State Student Identifier, among other data. Treat any printed report as a secure document and handle accordingly.

To view the Student Progress Report, follow these steps:

1. Select **Reports**.

2. Select **Alternate Assessment** from the drop-down menu.
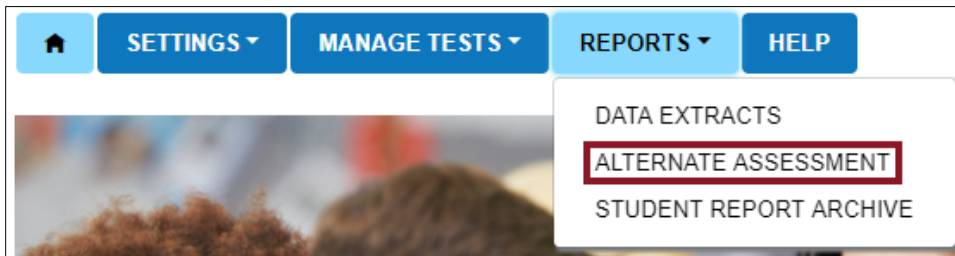
3. Select the **Instructionally Embedded** tab.
4. Select **Student Progress** from the drop-down menu.
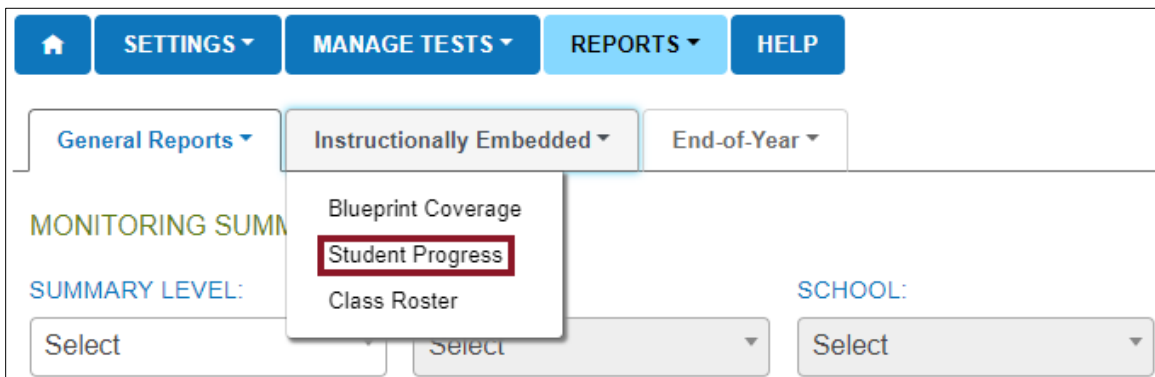
5. Complete filters.
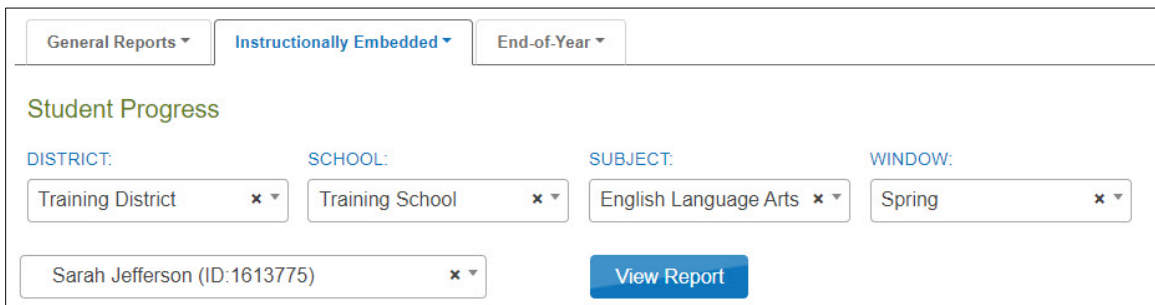
The above student is a fictious student in a fictious district and school.

6. Choose a student. Select **View Report**.

- The Individual Student Progress Report will display for each selected student. The date, the student's name, district, and school are provided on the report. This is a secure document and must be treated appropriated. Choose **Save** to download and print the report.

The following is an example of a Student Progress Report.

CLASS ROSTER REPORT

Understanding a Class Roster Report for an Instructionally Embedded Model State

The Class Roster report displays the most recent assessment and current instructional goals for one or more students on a roster. The information is only valid for testlets assigned in the Instruction and Assessment Planner during the fall window and again in the spring window. This is a secure report containing student PII.

The report uses a series of numbered filters at the top of the screen to filter the data to display. The report displays one or more students rostered to a single test administrator for one subject at a time. This report displays the Essential Element and the linkage level with both the short and long descriptor and whether it was recently assessed. The report also includes instructional goals for the student if a plan was created at a selected linkage level but was not yet assessed. If a user selects more than one student to view, the user needs to scroll down the screen. This is also a secure report.

Understanding a Class Roster Report for a Year-End Model State

Users in Year-End model states will have the most recent assessment and current instructional goals for one or more students on a roster during their optional instructionally embedded assessment window if the test administrator used the Instruction and Assessment Planner.

Year-End model states will not have any data in this report during their spring assessment window. The results from testlets delivered during the required spring assessment window are not reported until the end-of-year Individual Student Score Reports become available in the summer or early fall, depending on the state.

Accessing the Class Roster Report for All States

To access the Class Roster Report, follow these steps:

1. Select **Reports**.

2. Select **Alternate Assessment** from the drop-down menu.
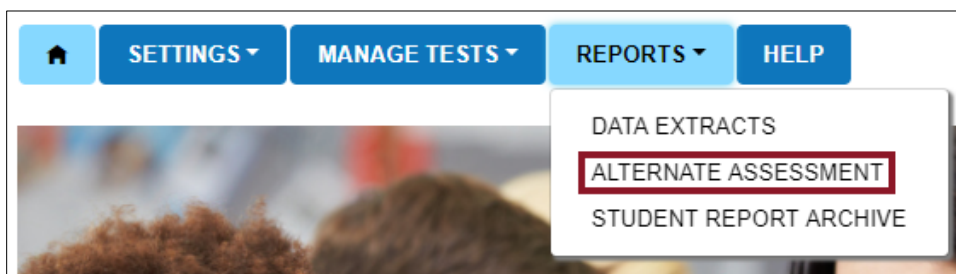
3. Select the **Instructionally Embedded** tab.
4. Select **Class Roster** from the drop-down menu.
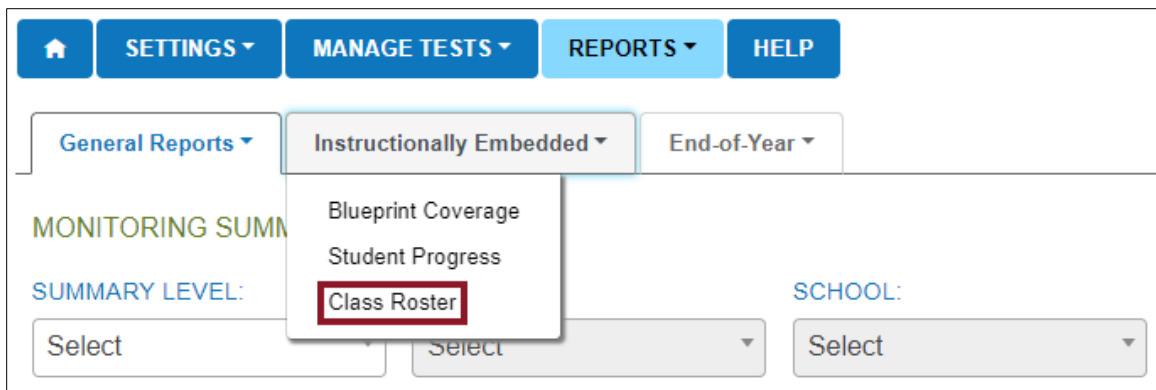
5. Enter filters.

6. After selecting a roster, choose one or more students from the drop-down menu, then select **View Report**.

7. Optionally, select **Save** to save or print the report.

The following is an example of the Class Roster Report.

STUDENT SCORE REPORTS

Aggregate Reports, Individual Student Score Reports, and Student Bundled Reports do not become available until mid-summer to early fall, depending on the state-determined dates. Each state decides the user roles that have permission to access the reports in Educator Portal. In many states, test administrators receive their Individual Student Score Reports from their

district or building test coordinator instead of in Educator Portal. To help understand the reports, additional resources, including videos, are available on each state's DLM webpage. Go to the **Scoring and Reporting** tab.

Understanding the Individual Student Score Reports for an Instructionally Embedded Model State

These summative reports present student results from all DLM required operational testlets taken in both the required fall and spring windows. Results from field test testlets are not calculated into the Individual Student Score Reports.

Understanding the Individual Student Score Reports for a Year-End Model State

The Individual Student Score Reports for Year-End model states are from **only** the required spring assessment window. Neither the results from testlets taken during the optional instructionally embedded assessment window nor field test testlets are calculated into the Individual Student Score Reports.

Accessing Individual Student Score Reports for All States

To access Individual Student Score Reports, follow these steps:

1. Select **Reports**.

2. Select **Alternate Assessment** from the drop-down menu.
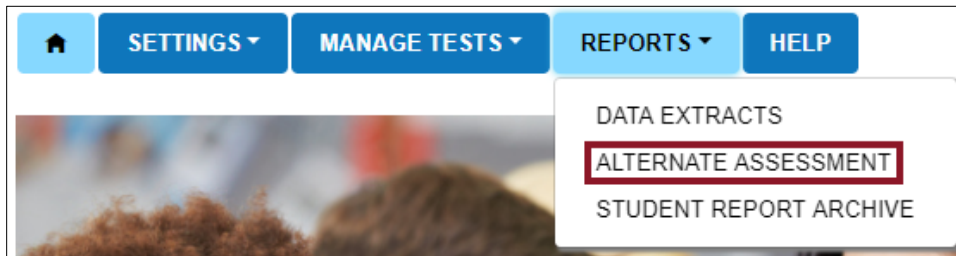
3. Select the **End-of-Year** tab.

4. Select either **Student (Individual)** or **Students (Bundled)**. The user role permission to access these reports is determined by state policy.
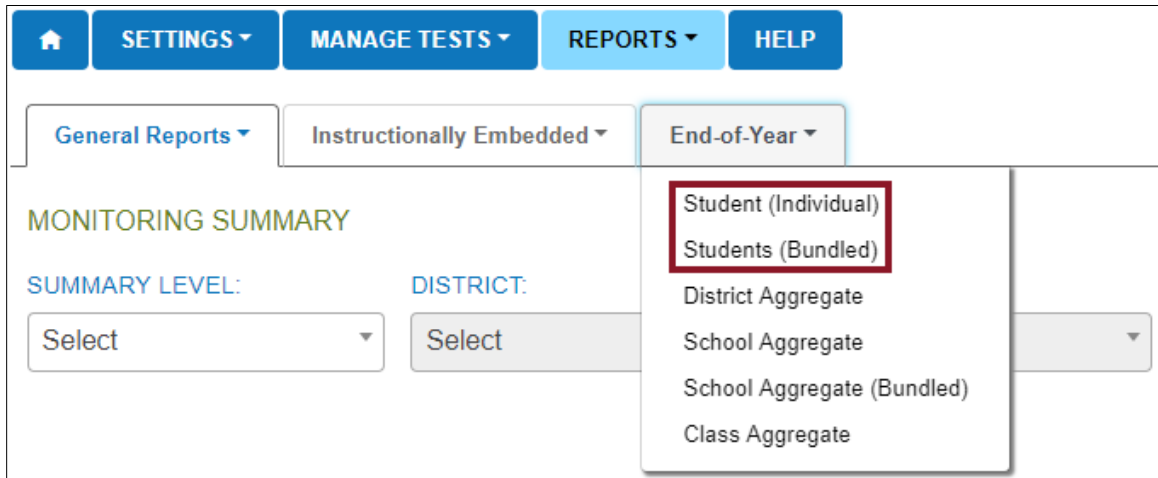
5. Complete the filters, then select a student's name to view the Individual Student Score Report.
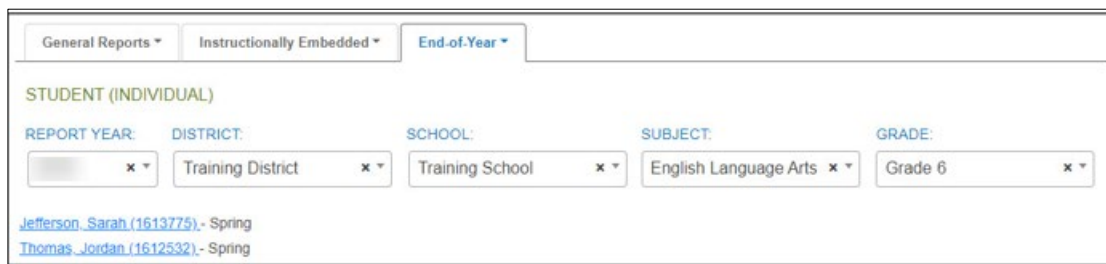
6. For Bundled Student Score Reports, open PDF files for individual grades, which can then be downloaded and saved.

STUDENT REPORT ARCHIVE

Understanding the Student Report Archive for All States

Depending on state policy, users may have permission in Educator Portal to access Individual Student Score Reports for students from previous years (beginning with 2015–2016). By using the Student Report Archive feature, state-authorized users can access a table with PDF links to the Individual Student Score Reports for previous years by grade and subject. The Student Report Archive does not include aggregate or bundled reports or any other extracts or reports. Other reports and extracts may have been archived locally by your district or state. Check with your assessment coordinator.

In most states, test administrators receive their Individual Student Score Reports from their district or building test coordinator instead of in Educator Portal. In a state that allows test administrators permission to access to the Student Report Archive, they will only have access to archived reports for students to which they are currently rostered. If a test administrator wants to view a report for a student to whom they were previously rostered but are not currently, they must contact their assessment coordinator.

Accessing the Student Report Archive for Any State

To access the Student Report Archive, follow these steps:

1. Select **Reports**.

2. Select **Student Report Archive** from the drop-down menu.
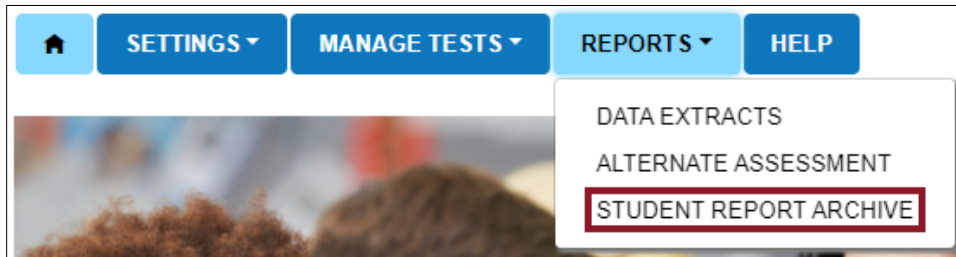
3. Enter Student Last Name or Student State Identifier (ID).
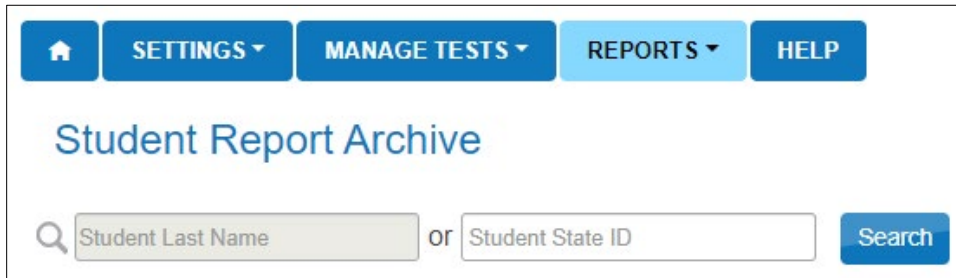
4. Select **Search**.

DATA EXTRACTS

The following data extracts are available for select users (Table 19). If the user does not have permission to view the extract, it will not appear in their list of extracts in Educator Portal. Refer to Table 14 through Table 18 to determine which reports and extracts are available for each user role.

Table 19

Description of Data Extracts

Name of Data Extract	Summary
Current Enrollment	Current enrollment information for active students.
DLM Blueprint Coverage Summary*	Percent of students meeting blueprint criteria per organization.
DLM Instructionally Embedded Monitoring*	A student-level extract for instructionally embedded testing during the fall and spring window. The extract is populated by data from the Instruction and Assessment Planner user interface.

Name of Data Extract	Summary
DLM Test Administration Monitoring**	Testlets assigned, in progress, and completed by subject and student. This extract complements the Monitoring Summary Report for a Year-End model state.
First Contact survey	Current First Contact survey settings by student.
PNP Setting Counts	This has the number of individual Personal Needs and Preferences (PNP) settings by organization (e.g., braille was selected for 12 students).
PNP Settings	PNP Profile settings by student. The PNP Profile is where a student's personal needs and preferences are recorded in Educator Portal.
Roster	Student assignment by educator and subject.
Security Agreement Completion	Completion of security agreement by user.
Student Roster and First Contact Survey Status	Readiness for testing based on the student being rostered and the First Contact survey being submitted.
Training Status	Training status by user.
Users	Educator Portal users and their associated roles.

*Instructionally Embedded model states only.
**Year-End model states only.

Table 20 defines common abbreviations used in extract file names.

Table 20

Common Abbreviations Used in Extract File Names

Abbreviation	Meaning
OrgID	The organization identifier for the district or school.
UserID	User identification number assigned by Educator Portal.
MM-DD-YY	The month, day, and year the file was created.
HH-MM-SS	The hour, minute, and second the file was created.

ACCESSING ALL EXTRACTS FOR ALL STATES

View data extracts by following these steps:
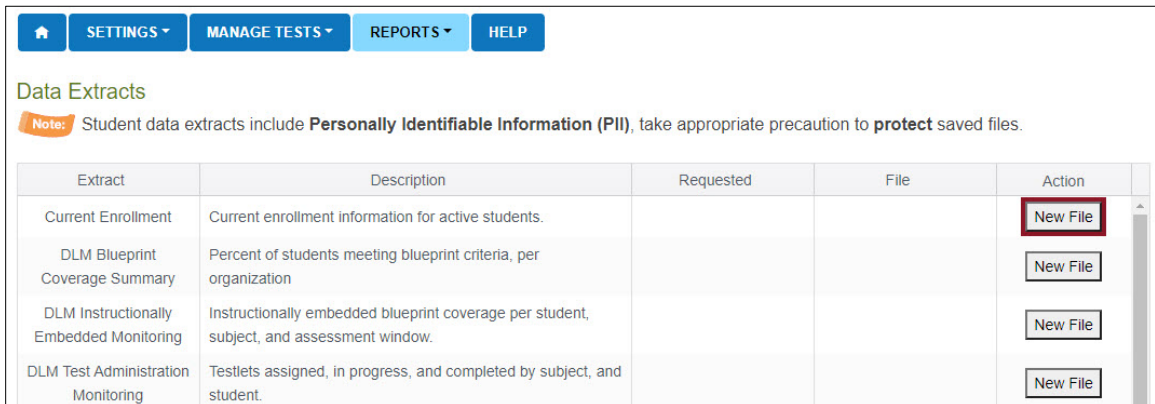
1. Select **Reports**.

2. Select **Data Extracts** from the drop-down menu.
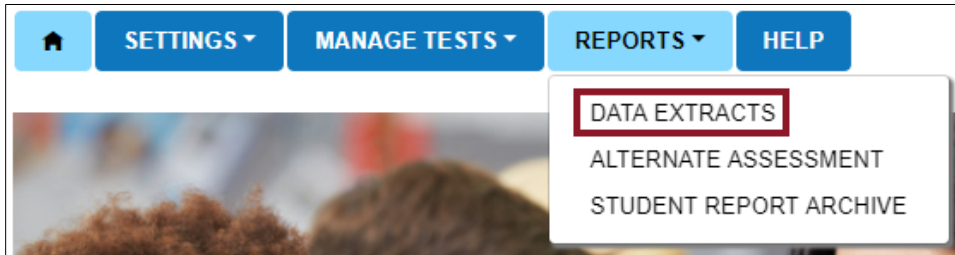
3. Select the **New File** button for the extract you wish to view.

State-, Regional-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of three summary levels: state, district, or school. For users with a regional role to access information across their region, they will leave the district and school field blank.

1. DLM is the default assessment program for states using the DLM alternate assessments. Other filters may be optional or required (required fields are marked with an asterisk).
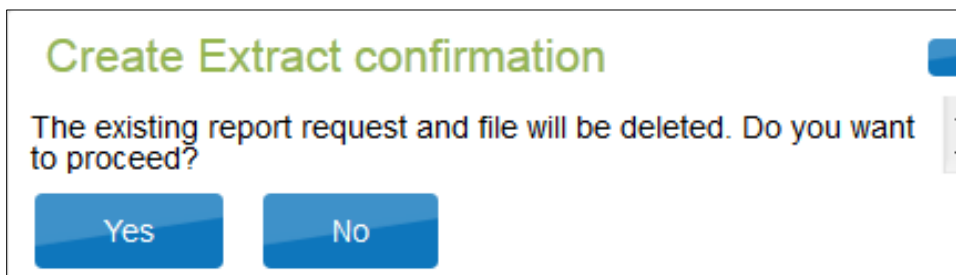
2. Some users may have extract filters to select. Select filters and select **OK**.

3. If you accessed the report previously, you will receive the following message. Select **Yes** to proceed.

> HINT: Each request for an extract replaces the previous extract. Users may save extracts and archive them as needed.

7. Accessing and downloading the data in some extracts, especially statewide extracts, may take several minutes. During the download process, the File field transitions from "In Queue" to "In Progress," and finally to displaying the CSV icon. Select the CSV icon to access the extract.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	06/17/2020 11:02 AM	CSV	New File
DLM Blueprint Coverage Summary	Percent of students meeting blueprint criteria, per organization	06/17/2020 11:02 AM	CSV	New File

> HINT: Think of a CSV file as an unformatted Excel file. The inability to apply formatting mostly impacts fields with leading zeroes.

8. Follow the browser's procedure for viewing or saving the CSV file to your computer.

UNDERSTANDING THE CURRENT ENROLLMENT EXTRACT FOR ALL STATES

The Current Enrollment extract includes all records for students who are enrolled in the user's organization. The records include those uploaded by a data manager via an Enrollment Upload Template file, manually with the user interface, or by a web service.

> HINT: A student who is enrolled in more than one school will have more than one record (e.g., English language arts [ELA] and mathematics in one school and science in another school).

Name of the Extract
When saving the Current Enrollment extract, the file has the following name:

Kite_Enrollment_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract
The extract includes information about each student.

UNDERSTANDING THE DLM BLUEPRINT COVERAGE SUMMARY EXTRACT FOR INSTRUCTIONALLY EMBEDDED MODEL STATES

The DLM Blueprint Coverage Summary extract is only available for Instructionally Embedded model states. This extract displays the percentage of students who have fully met blueprint requirements for each subject, grade, and criterion. Depending on Educator Portal user permissions, users can retrieve the summary at the state, district, and school level.

Name of the Extract
When saving the DLM Blueprint Coverage extract, the file has the following name:

DLM_Blueprint_Coverage_Summary_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract

The extract is sorted by district and school information, teacher, subject, and grade.

Some columns on the file are described in Table 21.

Table 21

Columns in the DLM Blueprint Coverage Extract

Column Heading	Definition
Criterion	Conceptual area.
Fall Window # Students Testing	Number of students currently rostered in the fall window.
Fall Window % Students Met	Percentage of those rostered students who have met the full requirements for the conceptual area in the fall window.
Spring Window # Students Testing	Number of students currently rostered in the spring window.
Spring Window % Students Met	Percentage of those rostered students who have met the full requirements for the conceptual area in the spring window.

Understanding the DLM Instructionally Embedded Monitoring Extract for Instructionally Embedded Model States

Only Instructionally Embedded model states will have the DLM Instructionally Embedded Monitoring extract. This extract enables state-, district-, and building-level users with appropriate Educator Portal permissions to quickly monitor the progress their students are making towards meeting full blueprint requirements. Test administrators also have access to this extract for the students rostered to them.

This extract is a large file and may take several minutes to access the data in it. A student will **not** appear on this extract until enrolled and rostered to at least one subject in the current school year.

The data in the extract displays in columns for:
- **ELA blueprints requirements in both windows:** the requirements vary from four requirements in grades 3–8 to three requirements in high school.
- **Mathematics blueprint requirements in both windows:** the requirements vary from four requirements in grades 3–8 to one requirement in high school.
- **Number of science assessments administered in the fall window:** the data reported in the extract will be the number of testlets taken per student in the fall window since testing science is optional and does not have blueprint requirements during that window.
- **Science blueprint requirements in the spring window:** the data reported in the extract will be the number of testlets that were completed out of the number required to meet

the science blueprint requirements. The number of testlets completed will vary per student, but the total number required to meet the blueprint for each students will be either nine for most states or 10 for states assessing high school end-of-instruction biology (i.e., 1 of 9, 2 of 9, 7 of 9, and so on).

Name of the Extract

When saving the DLM Instructionally Embedded Monitoring extract, the file has the following name:

DLM_ Instructionally_Embedded_Blueprint_Monitoring_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract

Table 22 describes fields in the extract.

Table 22

Fields in the DLM Instructionally Embedded Monitoring Extract

Column Heading	Definition
State	Name of Instructionally Embedded model state.
District	District in which the student is enrolled and rostered.
School ID	The unique code that has been assigned to the school in which the student is enrolled as listed in the state organizational table.
School Name	The school in which the student is enrolled that aligns to the school ID header as listed in the state organizational table.
Grade	The grade in which the student is enrolled.
Student Last Name	Student's last name.
Student First Name	Student's first name.
State Student ID	The student's State Student Identifier.
Window	Fall or spring window.
ELA Educator Last Name	Last name of the test administrator to whom the student is rostered for ELA.

Column Heading	Definition
Blueprint Requirement ELA % Met	Students in grades 3–8 have four requirements. This column presents the percentage of the blueprint requirements met during the fall window and again in the spring window. Those values will be: 0%, 25%, 50%, or 100%.

Students in high school have three requirements. This column presents the percentage met during the fall window and again in the spring window. Those values will be 0%, 33%, 67%, or 100%. |
Total Number of ELA Testlets Taken	Total number of ELA testlets taken during either the fall window or in the spring window.
ELA Blueprint Requirement 1	If the student is rostered to ELA in the enrolled school, Met or Not Met displays. If a student is not rostered to ELA in the enrolled school, NA will display.
ELA Blueprint Requirement 2	If the student is rostered to ELA in the enrolled school, Met or Not Met will display. If a student is not rostered to ELA in the enrolled school, NA will display.
ELA Blueprint Requirement 3	If the student is rostered to ELA in the enrolled school, Met or Not Met displays. If a student is not rostered to ELA in the enrolled school, NA will display. If the student is in high school NA will display since there are only three requirements in high school.
ELA Blueprint Requirement 4	If the student is rostered to ELA in the enrolled school, Met or Not Met displays. If a student is not rostered to ELA in the enrolled school, NA will display. If the student is in high school NA will display since there are only three requirements in high school.
Math Educator Last Name	Last name of the test administrator to whom the student is rostered for mathematics during either the fall or spring window.
Blueprint Requirement Math % Met	Students in grades 3–8 have four requirements. This column presents the percentage of the blueprint requirements met during the fall window and again in the spring window. Those value will be: 0%, 25%, 50%, or 100%.

Students in high school have one requirement. This column presents the percentage of the blueprint requirement met during the fall window and again in the spring window. The value will be either 0% or 100%. |

Column Heading	Definition
Total Number of Math Testlets Taken	Total number of mathematics testlets taken during either the fall or spring window. This number aligns to the Student Activity Table in the Instruction and Assessment Planner.
Math Blueprint Requirement 1	If the student is rostered to mathematics in the enrolled school, Met or Not Met displays. If a student is not rostered to mathematics in the enrolled school, NA displays.
Math Blueprint Requirement 2	If the student is rostered to mathematics in the enrolled school, Met or Not Met displays. If a student is not rostered to mathematics in the enrolled school, NA displays. If the student is in high school, NA displays since high school students have only one requirement in math.
Math Blueprint Requirement 3	If the student is rostered to mathematics in the enrolled school, Met or Not Met displays. If a student is not rostered to mathematics in the enrolled school, NA displays. If the student is in high school, NA displays since high school students have only one requirement in math.
Math Blueprint Requirement 4	If the student is rostered to mathematics in the enrolled school, Met or Not Met displays. If a student is not rostered to mathematics in the enrolled school, NA displays. If the student is in high school, NA displays since high school students have only one requirement in math.
Science Educator Last Name	Last name of the test administrator to whom the student is rostered for science during either the fall or spring window.
Science Testlets Taken	The number of optional science testlets administered during the fall window. During the spring window, the number will display X of 9 for most states or X of 10 for states administering end-of-instruction biology in high school.

UNDERSTANDING THE DLM TEST ADMINISTRATION MONITORING EXTRACT FOR YEAR-END MODEL STATES

Only Year-End model states will have access to the DLM Test Administration Monitoring extract. This extract enables state-, region-, district-, and building-level users with appropriate Educator Portal permissions to quickly monitor testing participation for each student in the optional instructionally embedded assessment window, and to monitor the progress students make towards meeting blueprint requirements in the required spring assessment window. Test administrators also have access to this extract for students rostered to them.

- Testlet counts are included for each subject. Therefore, a student will appear on a separate line for each subject to which they are rostered. A student will **not** appear on this extract until enrolled and rostered to at least one subject in the current school year.

The extract has three subsections:
- **The Instructional # Testlets:** data are displayed in four columns and are from testlets administered during the optional instructionally embedded assessment window.
- **The End-of-Year # Testlets:** data are displayed in four columns and are from testlets administered during the required spring assessment window.
- **Field Test # Testlets:** data are displayed in one column and are for the number field test testlets administered during the spring assessment window. Zero or one field test testlet is available for each student in each subject.

Name of the Extract

When saving the DLM Test Administration Monitoring extract, the file has the following name:

Kite_DLM_Test_Administration_Status_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract

Table 23 includes information about the optional assessments available during the instructionally embedded assessment window.

Table 23

Information from Optional Assessments Available During the Instructionally Embedded Assessment Window

Column Heading	Definition
Instructional # Testlets Not Started	The number of testlets assigned to a student by the test administrator but not yet administered.
Instructional # Testlets In Progress	The number of testlets that are in progress or not yet submitted in Student Portal at the time the extract is accessed. Testlets can be taken one at a time in Student Portal. Therefore, the number of testlets in progress will display as 0 or 1.

Column Heading	Definition
Instructional # Testlets Completed	The number of instructionally embedded testlets completed by the student.
Instructional # Testlets Required	This column will always show an NA since this is an optional assessment for Year-End model states.

Table 24 includes information from the required assessments available during the spring assessment window.

Table 24

Information from Required Assessments Available During the Spring Assessment Window

Column Heading	Definition
End of Year # Testlets Not Started	The number of testlets assigned to the student by the system but not yet administered.
	The system assigns testlets one at a time per subject. Therefore, only one testlet per subject will display as not started.
End of Year # Testlets In Progress	The number of testlets that are in progress or not yet submitted in Student Portal at the time the extract is accessed.
	Testlets can be taken one at a time in Student Portal. Therefore, the number of testlets in progress will display as 0 or 1.
End of Year # Testlets Completed	The number of testlets that have been completed by the student. By the end of the state's spring assessment window, the numbers in this column should be equal to the numbers in the End of Year # Testlets Required column.
End of Year # Testlets Required	The number of testlets required to meet blueprint requirements for each subject. This number will vary depending per grade and subject.
Field Test # Testlets Completed	The number of field test testlets that were administered to a student; 0 or 1 field test testlet is available for each student in each subject.

The First Contact Survey extract is a CSV file that lists learner characteristic settings for the students enrolled in a district or school. Only students who have First Contact Survey settings are included in the file.

Fields in the Extract

The file contains a column for every possible First Contact survey setting and indicates whether a learner characteristic has been selected for a student. If a characteristic has multiple settings, the details of those settings are listed. For example, Hearing can be set to one of several classifications. The file lists the classification of the hearing loss and at what decibel levels.

The following results may appear in the extract.

- **N/A:** The characteristic has not been selected because the selection is dependent on another item being checked.
- **Not Selected:** A characteristic has not been selected (e.g., Uses Sign Language).
- **Selected:** The characteristic has been selected on the student's First Contact survey.

Some columns on the file are described in Table 25.

Table 25

Columns from the First Contact Survey Extract

Column Name	Description
Last Modified Time	The date and time that the First Contact survey settings were last modified. The format used is MM/DD/YYYY HH:MM AM/PM and time zone.
Last Modified By	The name of the person who made the last change to the First Contact survey settings.

UNDERSTANDING THE PNP SETTINGS COUNTS EXTRACT FOR ALL STATES

The PNP Settings Counts extract is a CSV file that lists the total number of students who have a particular setting on their PNP Profile.

> HINT: This CSV file will have one line of data summarizing the PNP settings for the user's selected organization.

State-, District-, and School-Level Users

Depending on the user role, filters are available for selecting a choice of four summary levels: state, region, district, or school. For users with a regional role to access information across their region, they will leave the district and school field blank.

Name of the Extract

When saving the PNP Profile Counts extract, the file has the following name:

Summary_PNP_Profile_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract

The report includes columns of information about the PNP Profile settings in use. Unlike the PNP Profile extract, PNP Profile settings are summarized by category. The extract provides a count of the total number of students who have the support selected in their PNP Profile.

	A	B	C	D	E	F	G	H
1	State	District	School	Student Counts	Display - Magnification	Display - Overlay Color	Display - Invert Color Choice	Display - Masking	Display - Contrast Col
2				DLM	487	145	85	0	
3									

> NOTE: Kansas users will also have data on a separate line for their general assessment included in this extract since Kansas uses Educator Portal for both their general assessment and the DLM alternate assessment. Other states will only have DLM alternate assessment settings.

UNDERSTANDING THE PNP SETTINGS EXTRACT FOR ALL STATES

The PNP Settings extract is a CSV file that lists the accessibility (PNP Profile) settings for the students enrolled in a particular district or school. Only students who have PNP Profile settings are included in the file. The file contains a column for every possible PNP Profile setting and indicates if that setting has been chosen for a student.

Name of the Extract

When you save the PNP Settings extract, the file has the following name:

Educator_Portal_PNP_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract

The file includes information about a student's PNP Profile settings. Each of the possible PNP Profile settings are included in the file.

Review the following example. The student names are fictitious.

	D	E	K	L	M	N	O
1	Student Last Name	Student First Name	Last Modified Time	Last Modified By	Display - Magnification	Display - Magnification Activate by Default	Display - Magnification Setting
2	Jefferson	Sarah	06/12/2020 10:42 AM CDT	Kite Trainer	Selected	Selected	2x
3	Woods	Rickie	02/13/2020 11:27 AM CST	Kite Trainer	Selected	Selected	N/A

The file indicates whether a support has been selected for a student. If a support has multiple settings, the details of those settings are listed. For example, the overlay color can be set to one of several predetermined colors. The file lists the hexadecimal value of the color selected (e.g., #87cffd) as well as the description of the color (e.g., Light Sky Blue).

The following results may appear in the extract:

- **N/A:** The support has not been selected. The selection is dependent on another item being checked.

- **Not Selected:** A support has been selected but Activate by Default has not been selected.
- **Selected:** The support has been selected on the student's PNP Profile.

Some columns on the file are described in Table 26.

Table 26

Columns from the PNP Settings Extract

Column Name	Description
Last Modified Time	The date and time that the PNP Profile settings were last modified. The format used is MM/DD/YYYY HH:MM AM/PM and time zone.
Last Modified By	The name of the person who made the last change to the PNP Profile settings.

UNDERSTANDING THE ROSTER EXTRACT FOR ALL STATES

The Roster extract is a CSV file that shows all roster records by organization, depending on the user's permissions or the organizational level selected. The extract includes all records whether created via a Roster Upload Template file, manually with the user interface, or by a web service.

Name of the Extract
When saving the Roster extract, the file has the following name:

Kite_Roster_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

UNDERSTANDING THE SECURITY AGREEMENT COMPLETION EXTRACT FOR ALL STATES

The Security Agreement Completion extract is a CSV file that shows the status of all security agreement records by organization.

Name of the Extract
When saving the Security Agreement Completion extract, the file has the following name:

Security_Agreement_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract
The fields in the Security Agreement Completion extract show each user's location (state, region, district, and building), the user's name, and security agreement status. If the security agreement has been completed, the extract will display the name entered in the agreement's signature field and the date the agreement was signed.

The security agreement status column will show as accepted, rejected, or blank. A blank field means the security agreement has not been started.

Understanding the Student Roster and First Contact Survey Extract for All States

This extract is available to all Educator Portal users in all states. Using this extract can help users quickly monitor two components of testing readiness: student rosters and the submission of the First Contact survey. A student cannot participate in the DLM alternate assessment until these two components are completed.

Each student enrolled for the school year will appear on the extract, typically one line per student. Occasionally, a student is enrolled for different subjects in different organizations. Those students will have more than one line in the extract.

Name of the Extract
When saving the Student Roster and First Contact Survey extract, the file has the following name:

Student_Roster_and_First_Contact_Survey_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract
The fields in the Student Roster and First Contact Survey extract display each student's organization (state, district, school name, and school code) followed by the student's demographic information (last name, first name, date of birth, grade, and State Student Identifier). Then a column displays the status of the First Contact Survey: Not Started, In Progress, Ready to Submit, or Completed. The extract will include the educator's name for each subject tested in the state, followed by whether the student is rostered to the educator for the subject: Rostered or Not Rostered.

Understanding the Training Status Extract for All States

The Training Status extract is a CSV file that shows a list of DLM users by organization and their training completion status.

Name of the Extract
When saving the Training Status extract, the file will have the following name:

DLM_PD_Training_Status_Details_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract
The fields in the Training Status extract show each user's district, school, username, first and last name, email, user role, and training status. Training completion status will show in the extract as Yes or No under the heading called RTComplete (RT stands for Required Training).

Understanding the Users Extract for All States

The Users extract includes all records for Educator Portal users in the user's organization. This includes those uploaded by a data manager via a User Upload Template file, manually with the user interface, or by a web service.

> HINT: A single user will have multiple records if the user is assigned to multiple organizations (e.g., a teacher who serves students from multiple schools).

Name of the Extract

When saving the Users extract, the file has the following name:

Kite_User_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields on the Extract

The extract includes information about the roles assigned to a user. If assigned to more than one organization, the user will appear on multiple lines in the CSV file. For example, if an educator works in more than one school, that user will appear in the file on a line for each organization.

All the user's assigned roles for a particular organization appear on a single line of the CSV. For example, if the user is a Building Test Coordinator and a Teacher, an X will be in each column.

GLOSSARY

This glossary compiles definitions and acronyms relevant to assessment for the Dynamic Learning Maps alternate assessment.

Term	Definition
display enhancements	Options that change the testlet appearance on the student's device screen, including magnification, overlay color, invert color choice, and contrast color.
Educator Portal	Educator Portal is a secure, web-based application designed to aid teachers and administrative users in the administration of assessments, including student enrollment and monitoring or tracking results. Users can access Educator Portal using any supported browser via https://educator.kiteaai.org/. For information on working within Educator Portal, access the DATA MANAGEMENT MANUAL and the EDUCATOR PORTAL USER GUIDE on the DLM website.
engagement activity	An activity at the beginning of a testlet that describes a scenario, taps prior knowledge or experience, or introduces the concept to be addressed. In English language arts reading testlets, the first reading of the text often serves as the engagement activity. In mathematics and science, the engagement activity provides context for the items. The engagement activity for some science testlets at the upper linkage levels include a short video without audio.
Essential Elements	Essential Elements are the content standards used for assessment for students with the most significant cognitive disabilities. Essential Elements are reduced in depth, breadth, and the level of complexity, and they build a bridge from the content in the grade-level standards to academic expectations. They are specific statements of knowledge and skills linked to the grade-level expectations identified in K–12 grade-level standards for English language arts and mathematics. Essential Elements in science are linked to the National Research Council's Framework for K–12.

Term	Definition
First Contact survey (IE model)	A survey used to collect background information about students who are eligible for the DLM alternate assessments. The survey goes beyond basic demographic information and includes questions on communication, assistive technology devices, motor and sensory impairments, and academic performance. In the fall window, data gathered from the core questions from the survey are used to **recommend** the linkage level for each Essential Element for all subjects. In addition to the core questions, data gathered from the science questions are used to **recommend** the linkage level for each science Essential Element. In the spring assessment window, data gathered from the core questions are also used to **recommend** the linkage level for any ELA and mathematics Essential Elements that were not tested during the fall window. In the spring assessment window for science, data gathered from the core questions plus the science questions are used to **assign** the linkage level of the student's first science testlet. In both windows, data gathered from the core questions plus data from the writing questions are used to **recommend** the linkage level for the writing testlet.
First Contact survey (YE model)	A survey used to collect background information about students who are eligible for the DLM alternate assessments. The survey goes beyond basic demographic information and includes questions on communication, assistive technology devices, motor and sensory impairments, and academic performance. In the optional instructionally embedded assessment window, data gathered from the core questions from the survey are used to **recommend** the linkage level for each ELA and mathematics Essential Element. In addition to the core questions, data gathered from the science questions are used to **recommend** the linkage level for each science Essential Element. Data gathered from the core questions plus data from the writing questions are used to **recommend** the linkage level for the writing testlet. In the spring assessment window, data gathered from the core questions are used to **assign** the linkage level for the student's first ELA and mathematics testlets.

Term	Definition
	Data gathered from the core questions plus data from the science questions are used to **assign** the linkage level of the student's first science testlet.
	In the spring window, data gathered from the core questions plus data from the writing questions are used to **assign** the linkage level for the writing testlet, instead of performance of previously completed testlets.
First Contact survey (Science Only)	A survey used to collect background information about students who are eligible for the DLM alternate assessments. The survey goes beyond basic demographic information and includes questions on communication, assistive technology devices, motor and sensory impairments, and academic performance.
	Data gathered from the core questions and the science questions are used to **recommend** the linkage level for each science Essential Element in the optional instructionally embedded assessment window. The same data is used to assign the linkage level to the first science Essential Element being tested in the spring assessment window.
Instruction and Assessment Planner (IE model)	A part in Educator Portal where test administrators perform assessment functions for a student during both the required fall and spring windows. Functions include selecting an Essential Element and linkage level for instruction and subsequent testing. Most data about the student can be accessed from the Instruction and Assessment Planner, including indication of mastery of an Essential Element at the tested linkage level and indication of when the blueprint requirements are met for each subject tested.
Instruction and Assessment Planner (YE model and Science)	A part in Educator Portal where test administrators perform assessment functions for a student during the optional instructionally embedded assessment window. Functions include selecting an Essential Element and linkage level for instruction and subsequent testing. Most assessment data about the student is provided in the Instruction and Assessment Planner during this window, including a mastery of a tested Essential Element at a linkage level. Score results are not used for the end-of-year Individual Student Score Reports.

Term	Definition
instructionally embedded assessment (IE model)	Instruction and assessment are closely integrated with assessment functions being performed throughout instruction in both the required fall and spring windows. Functions include educator-selected Essential Elements and linkage levels for instruction and subsequent testing. Most assessment data about the student is provided in the Instruction and Assessment Planner during each window, including a mastery indication for a tested Essential Element at a linkage level.
instructionally embedded assessment (YE model and Science)	Occurs during the optional instructionally embedded assessment window where instruction and assessment are closely integrated with assessment functions being performed throughout instruction. Functions include educator-selected Essential Elements and linkage levels for instruction and subsequent testing. Most assessment data about the student is provided in the Instruction and Assessment Planner during this window, including a mastery indication for a tested Essential Element at a linkage level.
Kite Student Portal	Student Portal is a secure testing platform used by students to take testlets. Once launched, Student Portal prevents students from accessing unauthorized webpages or applications during testing. All students taking the DLM alternate assessment will have unique accounts in Kite Student Portal. Test administrators do not have accounts in Student Portal.
	In addition to operational testing in the Student Portal, practice activities and released testlets can be administered using Student Portal. The login credentials for the practice activities and released testlets are unique to each one. Access the TEST ADMINISTRATION MANUAL for more information about Student Portal.

Term	Definition
linkage level	ELA and mathematics: A small section of the DLM learning map model containing one or more nodes that represent critical concepts or skills needed to learn the Essential Element. ELA and mathematics each have five linkage levels: Initial Precursor, Distal Precursor, Proximal Precursor, Target, and Successor.
	Science: An incremental level of complexity toward the learning target where an assessment was developed for the science Essential Elements. Science has three linkage levels: Initial, Precursor, and Target. Linkage levels are always related directly to grade-level Essential Elements but at different levels of cognitive complexity. The Target level is most closely related to the grade-level expectation.
Personal Learning Profile	A collective term used to describe a student's personal needs and preferences settings entered in the PNP Profile in addition to information about the student entered in the First Contact survey in Educator Portal.
Personal Needs and Preferences (PNP) Profile	Student-specific information that informs Kite Student Portal about an individual student's personal needs and preferences for each testlet. The PNP Profile includes information the system needs to make the student's user interface in Student Portal compatible with their accessibility needs. The PNP Profile includes information about display enhancements, language and braille, and audio and environmental supports. Educators who know the student provide the information in the profile found in Educator Portal.
plan (IE model)	A plan is created in the Instruction and Assessment Planner in Educator Portal. A plan includes the educator-selected Essential Element and educator-selected linkage level and leads to the educator-assigned testlet for ELA, mathematics, and science during the fall window and ELA and mathematics during the spring window. Science is administered from the Test Management section of Educator Portal in the spring window.
plan (YE model)	A plan is created in the Instruction and Assessment Planner in Educator Portal only during the optional instructionally embedded assessment window. A plan includes the educator-selected Essential Element and educator-selected linkage level and leads to the educator-assigned testlet for ELA, mathematics, and science.

Term	Definition
plan **(Science only)**	A plan is created in the Instruction and Assessment Planner in Educator Portal only during the optional instructionally embedded assessment window. A plan includes the educator-selected Essential Element and educator-selected linkage level and leads to the educator-assigned testlet for science.
Student Activity Table **(IE model)**	A page in the Instruction and Assessment Planner in Educator Portal. The Student Activity Table provides an at-a-glance overview for all students rostered to the test administrator in the subjects in which the students are being tested during either the fall or spring window. The data in the Student Activity Table populates based on test administrator's actions taken on the Student View Page for each student (i.e., how many testlets were administered and whether the students have met blueprint requirements). The table also includes three icons providing easy access to the First Contact survey, PNP Profile, and the student's credentials.
Student Activity Table **(YE model and science only)**	A page in the Instruction and Assessment Planner in Educator Portal. The Student Activity Table provides an at-a-glance overview for all students rostered to the test administrator in the subjects in which the students are being tested during the optional instructionally embedded assessment window. The data in the Student Activity Table populates based on the test administrator's actions on the Student View Page for each student (i.e., how many testlets were administered). The table also includes three icons providing easy access to the First Contact survey, PNP Profile, and the student's credentials.
Student View Page **(IE model)**	A page in the Instruction and Assessment Planner in Educator Portal that displays details about one student at a time for each Essential Element and linkage level. During both the required fall and spring windows, test administrators use the Student View Page for several actions for each student (i.e., creating a plan and assigning a testlet). The system will display information about the student's testing progress, including whether the student achieved mastery of an Essential Element at the linkage level tested. The system will also indicate on the Student View Page when the student meets blueprint requirements.

Term	Definition
Student View Page (YE model and Science Only)	A page in the Instruction and Assessment Planner in Educator Portal that displays details about one student at a time for each Essential Element and linkage level. During the optional instructionally embedded assessment window, test administrators use the Student View Page for several instruction and assessment actions for each student (i.e., creating a plan and assigning a testlet). The system will display information about the student's testing progress, indication whether the student achieved mastery of an Essential Element at the linkage level tested.
testlet (IE model)	A short assessment that begins with an engagement activity and includes three to nine items, depending on the subject. Together the items increase the instructional relevance of the assessment and provide a better estimate of a student's knowledge, skills, and understandings than can be achieved by a single assessment item. Each testlet assesses only one Essential Element except for the writing testlet, which assesses all writing Essential Elements together in one testlet. Testlets are either teacher-administered or computer-delivered. More specific information is found in the TEST ADMINISTRATION MANUAL.
testlet (YE model)	A short assessment that begins with an engagement activity and include three to nine items, depending on the subject. Together the items increase the instructional relevance of the assessment and provide a better estimate of a student's knowledge, skills, and understandings than can be achieved by a single assessment item. Each testlet assesses only one Essential Element, except for the writing testlet, which assesses all writing Essential Elements together in one testlet. Testlets are delivered one at a time in each subject. They are either teacher-administered or computer-delivered and they are adaptive, except for the writing testlet, which is always delivered last and linkage level assignment is not based on performance of previous testlets. More specific information is found in the TEST ADMINISTRATION MANUAL.

Term	Definition
testlet **(Science Only)**	A short assessment that begins with an engagement activity and includes three to five items. Together the items increase the instructional relevance of the assessment and provide a better estimate of a student's knowledge, skills, and understandings than can be achieved by a single assessment item. All students receive nine testlets. In states delivering end-of-instruction biology in high school, students receive 10 testlets. Each testlet assesses only one Essential Element. Testlets are delivered one at a time, are adaptive, and are either teacher-administered or computer-delivered. More specific information is found in the TEST ADMINISTRATION MANUAL.
Testlet Information Page (TIP) **(IE and YE models)**	A PDF that is unique to each testlet and provides specific information to guide the test administrator in delivering the assessment. The Testlet Information Page (TIP) for each testlet lists the materials needed or describes the attributes of the materials needed specific to a testlet. The materials listed in the TIP are especially needed for the teacher-administered testlets at the Initial and Distal Precursor linkage levels in ELA and mathematics, and the Initial linkage level for science. The TIP for testlets at the Initial level for science has picture response cards that must be printed before testing. Best practice is to print them in color. Computer-delivered testlets require fewer materials than the teacher administered testlets.
Testlet Information Page (TIP) **(Science Only)**	A PDF that is unique to each testlet and provides specific information to guide the test administrator in delivering the assessment. The Testlet Information Page (TIP) for each testlet lists the materials needed or describes the attributes of the materials needed specific to a testlet. The materials listed in the TIP are especially needed for the teacher-administered testlets at the Initial linkage level for science. The TIP at the Initial level will have picture response cards that must be printed before testing. Best practice is to have them printed in color. Computer-delivered testlets require fewer materials than the teacher administered testlets.

STATE APPENDIX

DOCUMENT HISTORY

Page numbers are valid **only** for the date and version noted (Table 27). They may change in future versions.

Table 27

Version History

Date	Section Name/Summary of Changes	Starting Page
8/05/2021	New user roles of Regional Test Coordinator and Regional User	77
8/05/2021	Changes to the User Extract for these roles	77
8/05/2021	General edits throughout	Throughout