GUIDE TO DLM REQUIRED TRAINING & PROFESSIONAL DEVELOPMENT 2014-15

CONTENTS

AUDIENCE AND PURPOSE

This guide helps users access Dynamic Learning Maps™ (DLM) required test administration training and instructional professional development in Educator Portal. Information in this guide will also be located in the TEST ADMINISTRATION MANUAL when it is published in mid-September 2014.

CHECKLIST

Use this checklist to access and manage your participation in required training and professional development modules. Major tasks are listed with links to resources.

☑	Tasks	Resources
	1. Review the About DLM Required Training and Professional Development section.	Page 3 of this manual.
	2. Review any additional guidance provided by your state or district about expectations for DLM required training and professional development.	Page 27 of this manual.
	3. Gain access to Educator Portal if you do not already have an account.	Instructions in Appendix.
	4. Enroll yourself in available modules.	Enroll in a Module on page 5
	5. Required for all test administrators: Complete required training modules, including tutorials and tests. This step should be completed at least two weeks before your first test administration window of the year.	View a Module on page 7 and Take a Module Test on page 10
	6. Complete professional development modules as desired or as instructed by your state or district.	View a Module on page 7 and Take a Module Test on page 10
	7. View your progress and results.	View a Transcript on page 15

ABOUT DLM REQUIRED TRAINING AND PROFESSIONAL DEVELOPMENT

OVERVIEW

See your district Assessment Coordinator for a training plan tailored specifically to your state and district and for training or professional development which falls outside the scope of DLM.

DLM provides required training for test administrators and professional development modules for instructional support. What is the difference?

Required Test Administration Training	Professional Development for Instruction
Seven modules that cover critical content for managing and delivering DLM assessments	More than 50 modules that cover a variety of topics to support instruction in academics
Required for Test Administrators (no tests will be delivered if training is incomplete)	Optional but recommended. States and districts may recommend or require specific modules.
States decide which format(s) to offer: self-directed or facilitated. States and districts may decide that some professional development modules are required. Successful completion = pass post-test quiz with score of 80% or higher	

Both required training and professional development modules are located on the **Professional Development** tab in Educator Portal.

ABOUT REQUIRED TEST ADMINISTRATION TRAINING

Training is required for those who will administer Dynamic Learning Maps alternate assessments in 2014-15. Test administrators must successfully complete seven modules with a passing score on each module's post-test quiz before testing begins. Total training time is estimated at just under four hours. For more detail about the modules see Contents of Required Training Modules on page 16.

Modules should be completed in the order listed.

1. Overview of the DLM System
2. Test Security
3. Accessibility for All Students
4. How the Assessment Works
5. Preparing for the Test
6. Computer Delivered Testlets
7. Teacher Administered Testlets

REQUIRED TRAINING FORMATS AND STRUCTURE OF THE MODULES

Required test administrator training is available in **self-directed** and **facilitated** formats. Two process flows are included below to highlight the differences between facilitated and self-directed training.
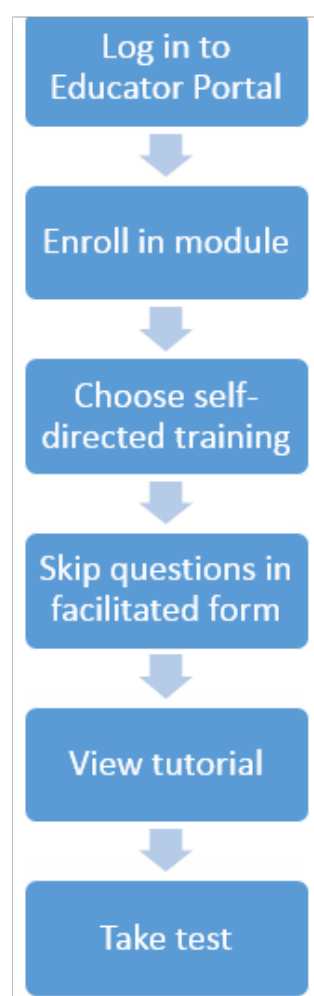
Facilitated Training

The first step of facilitated training is completed outside of Educator Portal. The remaining steps are completed inside Educator Portal.
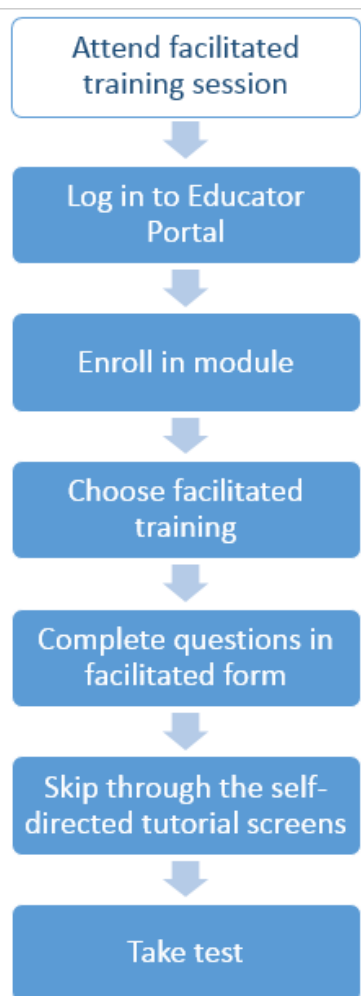
Self-Directed Training

All steps of self-directed training are completed inside Educator Portal.

```
Facilitated Training flow:
Attend facilitated training session
  ↓
Log in to Educator Portal
  ↓
Enroll in module
  ↓
Choose facilitated training
  ↓
Complete questions in facilitated form
  ↓
Skip through the self-directed tutorial screens
  ↓
Take test
```

```
Self-Directed Training flow:
Log in to Educator Portal
  ↓
Enroll in module
  ↓
Choose self-directed training
  ↓
Skip questions in facilitated form
  ↓
View tutorial
  ↓
Take test
```

For each required training module, there is only one version available in Educator Portal. Participants enroll in that module regardless of whether they are completing the self-directed or facilitated version. Once enrolled, only certain parts of the module apply to each group. Once a module is selected, the user will follow the instructions to navigate to the correct section.

This module is available in a facilitated format, delivered by a person to a group of people, or in a self-directed format, where the individual independently completes the tutorial and test on the computer. Please select your type of participation for this module:

I am participating in a FACILITATED training session

I am participating in a SELF-DIRECTED training session

BACK ⊙   NEXT ⊙

If you chose the SELF-DIRECTED format, select NEXT on this screen to begin the self-directed training module.

If you chose the FACILITATED format, complete the fields below, then select NEXT on every screen until you reach the last screen. Select END to submit your facilitated training details and continue to the post-training test of this module.

Date of facilitated training session:

Location of facilitated training session:
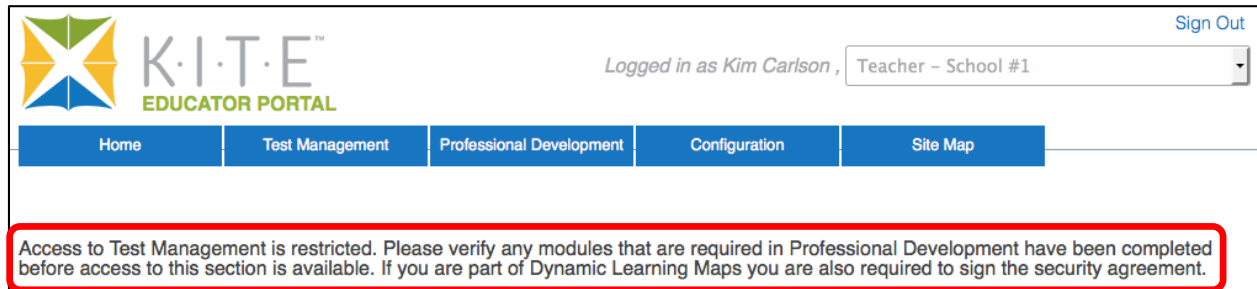
Name of person/organization delivering the training:

MONITOR YOUR COMPLETION OF REQUIRED TEST ADMINISTRATION TRAINING

To monitor your completion of all required test administration training modules go to View a Transcript on page 15.

REQUIRED TRAINING AND ACCESS TO DLM TESTS

If required test administration training has not been completed the user will not be able to access the Test Management tab. The user will not be able to retrieve student login information or testlet information in order to administer tests.

ABOUT PROFESSIONAL DEVELOPMENT TO SUPPORT INSTRUCTION

Accessing the DLM professional development modules will support your instruction as you implement the DLM Essential Elements and administer the DLM Assessment. The DLM professional development modules are offered in multiple formats and can be accessed through Educator Portal (https://educator.cete.us) or a web interface (http://secure.dynamiclearningmaps.org/unc/facilitated/index.html).

A Virtual Community of Practice (http://clds.dlmpd.com/) is also available to encourage collaboration among educators across the consortium and provide a means of distributing and sharing instructional resources.

PROFESSIONAL DEVELOPMENT FORMATS

Each module is available in two formats: self-directed and facilitated.

Self-directed (SD) modules are intended for individual use. Each lasts approximately 30-45 minutes and focuses on a single topic related to instruction of students with significant cognitive disabilities or the DLM system.

Facilitated (F) modules are intended for use by groups. The modules cover the same content as self-directed modules. The content is delivered via video, and materials are provided to support interaction among the group of participants. These facilitated modules are being used in traditional training formats and by small groups of teachers in professional learning communities.

You can access both formats of modules through Educator Portal. You may enroll in either the self-directed OR facilitated format of the module, and if you enroll in the facilitated format, you will be asked to certify that you have completed the facilitated training with a group.

To help you find the correct format, look for SD or F near the beginning of the module name. For example:

1-SD Common Core Overview
or
1-F Common Core Overview

MONITOR YOUR COMPLETION OF PROFESSIONAL DEVELOPMENT MODULES

To monitor your completion of professional development modules go to View a Transcript on page 15.

# MANAGE YOUR REQUIRED TRAINING & PROFESSIONAL DEVELOPMENT IN EDUCATOR PORTAL

> Hint: This section is for people taking professional development and required training (usually teachers and test administrators). For information on the contents of required training and professional development see the About DLM Required Training and Professional Development on page 3.

GAIN ACCESS TO EDUCATOR PORTAL

Your Data Steward must create your account in Educator Portal. Then you will receive an email message with instructions for how to activate your account. Refer to procedures in Educator Portal section of this manual, starting with the procedure titled Contents of Required Training Modules on page 16.

ACCESS A MODULE

Both required training and professional development modules are located on the **Professional Development** tab.

Home	Test Management	Professional Development	Configuration	Site Map
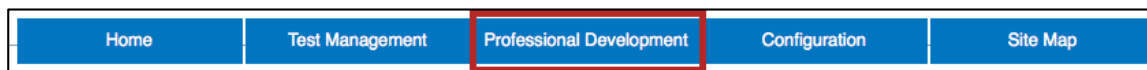
ENROLL IN A MODULE

To enroll in a professional development module, follow these steps.

1. Click **Professional Development**.

Home	Professional Development

2. Click **Modules**.

Home	Modules	Transcripts	Help
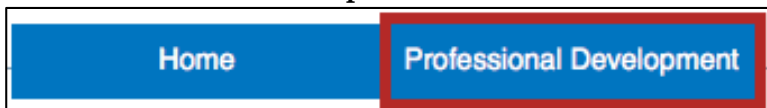
3. Review the list of modules.
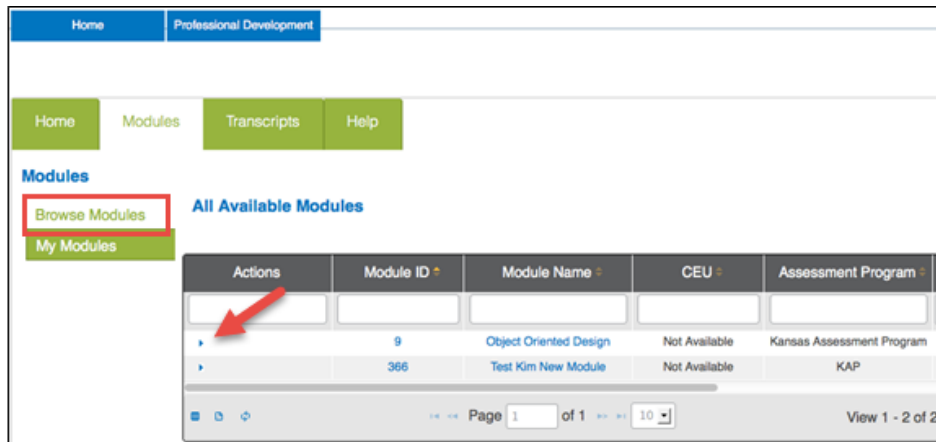
4. In the **Actions** column, click the Enroll button.

5. A confirmation message appears.
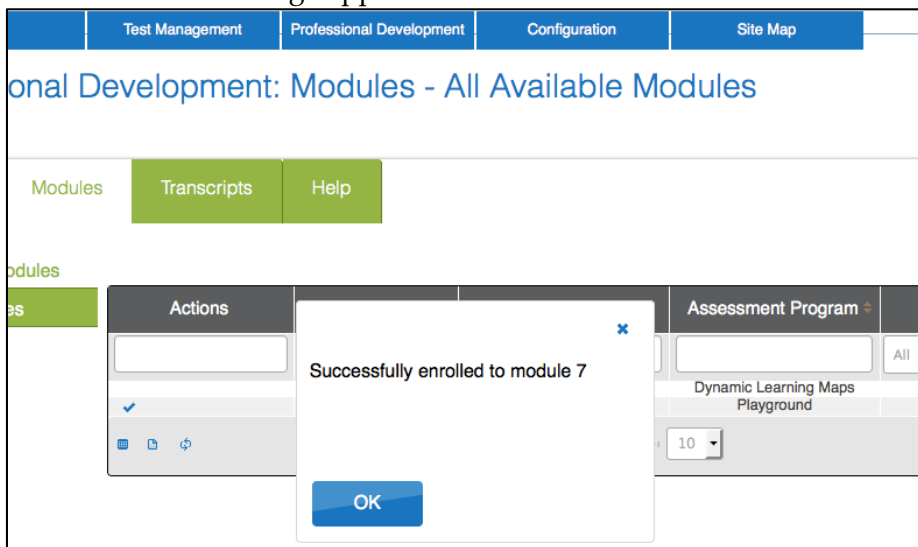
CANCEL ENROLLMENT (OR UNENROLL) FROM A MODULE
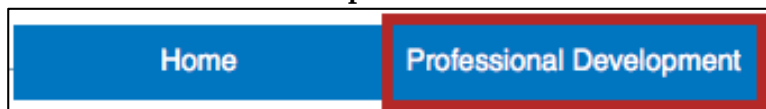
1. Click **Professional Development**.

2. Click **Modules**.

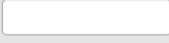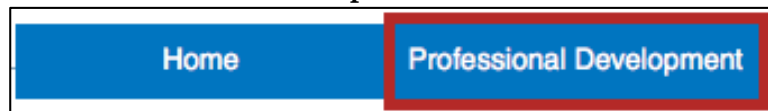3. Click **My Modules**.

4. Review the list of modules.

5. In the **Actions** column, click the Unenroll button.

VIEW A MODULE

To view a module's tutorial, follow these steps.

1. Click **Professional Development**.

2. Click **Modules**.

3. Click **My Modules**.

4. Click the **Module Name**.

Hint: The **My Modules** tab displays a checkmark next to completed modules.

Modules with available tests display two icons.

---

5. Click **View Module** to access the tutorial.
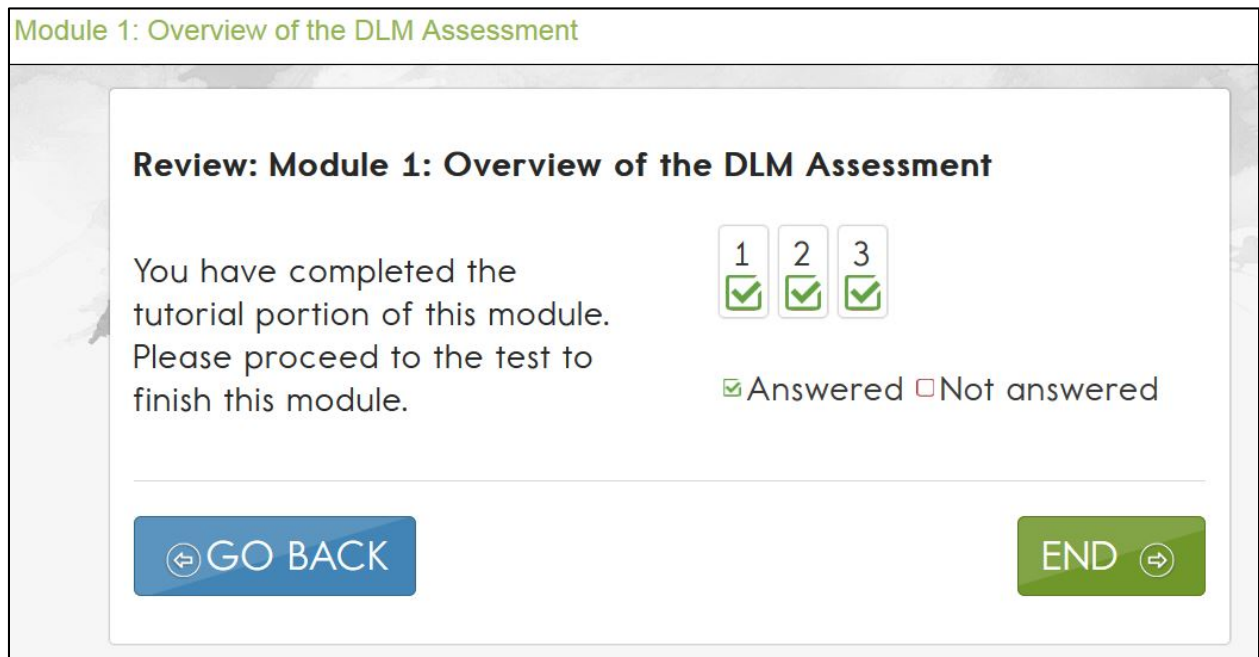
6. Click **Begin**.

The module resembles a KITE test.

7. Click **Next** to move to the next screen or Back to return to the previous screen.

When you have finished, click **End**. Ignore the section about which questions have or have not been answered on this screen.
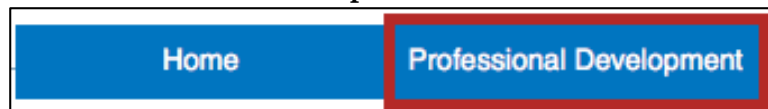
8. Click **Yes**.

Are you sure you want to end?

YES   NO

> Note: The My Modules list is displayed with two icons next to the module you have reviewed.
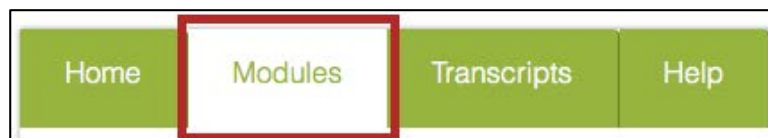
TAKE A MODULE TEST

To take a test (after viewing the module), follow these steps.

1. Click **Professional Development**.

Home	Professional Development

2. Click **Modules**.

Home	Modules	Transcripts	Help

3. Click **My Modules**.
4. Click the **Module Name** or **Module ID**.

Professional Development: Modules - My Modules

Home	Modules	Transcripts	Help

Browse Modules

My Modules

Actions	Module ID	Module Name	Assessment Program	Enrollment
				All
✎ ⊖	9	Module 1: Overview of the DLM Assessment	Dynamic Learning Maps	In Progress
✎ ⊖	10	Module 2: DLM Test Security	Dynamic Learning Maps	In Progress
✎ ⊖	11	Module 3: Accessibility for All Students	Dynamic Learning Maps	In Progress

Page 1 of 1   10 ▼   View 1 - 3 of 8

> Hint: Modules with available tests display two icons. ✎ ⊖

5. Click **Take Test**.

6. Click **Begin**.
   The module test resembles a KITE test.
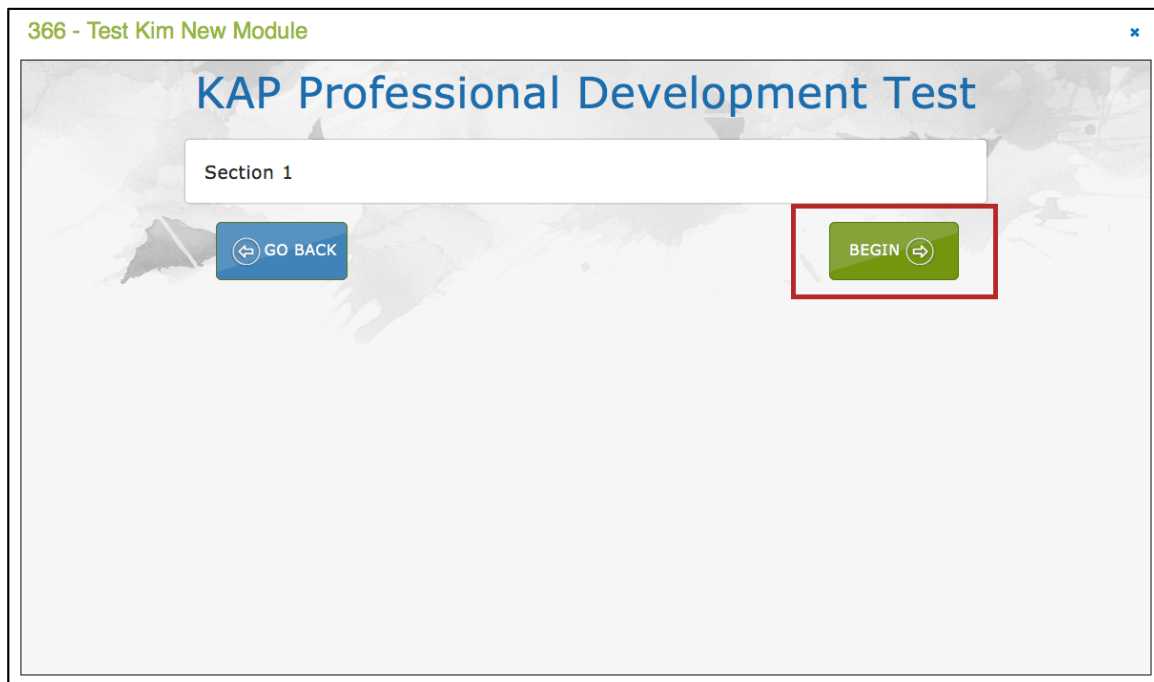
7. Click **Next** to move between questions.

8. When you have finished, confirm that you have answered all questions and then click **End**.

Review: Module 1: Overview of the DLM Assessment

You have reached the end of the test portion of this module. Select END to submit your responses and receive feedback.

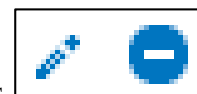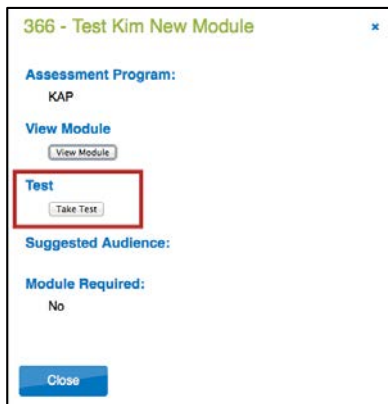| 1	2	3	4	5	6	7
☑	☑	☑	☑	☑	☑	☑

8	9	10
☑	☑	☑

☑ Answered ☐ Not answered

◁ GO BACK   END ▷

9. Click **Yes**.

Are you sure you want to end?

YES   NO

10. One of two messages will appear to let you know if you passed the quiz or if you need to review the tutorial and retake the quiz.

Feedback : Module 1: Overview of the DLM Assessment

Congratulations!

You achieved a score of 80% or higher on this module.

⇨ HOME PAGE

Feedback : Module 1: Overview of the DLM Assessment

Unfortunately, you did not achieve a score of 80% or higher on this module. Please review the tutorial and try again later. Remember that you must achieve a score of 80% or higher on this module before you will be able to administer tests to students.

⊕ **HOME PAGE**

11. Click **Home Page** to return to the **My Modules** tab.

Hint: The **My Modules** tab displays a checkmark next to the module and marks the Enrollment column as **Completed**.

✔

COMPLETED DOES NOT MEAN PASS

On this screen, **Completed** indicates that you have finished the tutorial and taken the test at least once. To view actual pass/attempt status for your tests, go to the **Transcripts** tab. See View a Transcript on page 15.

| Home | Modules | Transcripts | Help | **COMPLETED DOES NOT MEAN PASS** On this screen **Completed** indicates that you have finished the tutorial and taken the test at least once. |

Browse Modules				

Browse Modules
My Modules

| Actions	Module ID ⬍	Module Name ⬍	Assessment Program ⬍	Enrollment ⬍
				All ▾
✔	9	Module 1: Overview of the DLM Assessment	Dynamic Learning Maps	Completed
✎ ⊖	10	Module 2: DLM Test Security	Dynamic Learning Maps	In Progress
✎ ⊖	11	Module 3: Accessibility for All Students	Dynamic Learning Maps	In Progress
⊖	14	Module 5: Preparing for the Test	Dynamic Learning Maps	Enrolled
▦ ▭ ⟳	⏮ ◀ Page 1 of 1 ▶ ⏭ 10 ▾			View 1 - 4 of 8

RETAKE A MODULE TEST

If you did not pass a module with a score of 80% or higher, you can re-take the quiz. Follow the same instructions as described earlier to take a module test. Your previous answers will still be visible. Revise the answers you wish to change and select **End** to submit your quiz again.
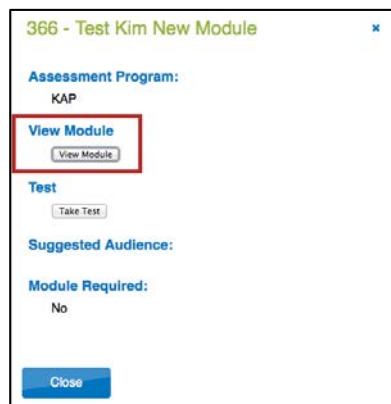
REVIEW A MODULE

After you complete a module, you can still access the tutorial for reference.

To review a module, follow these steps.

1. Click **Professional Development**.
2. Click **Modules**.
3. Click **My Modules**.
4. Click the name of the module that you wish to review.
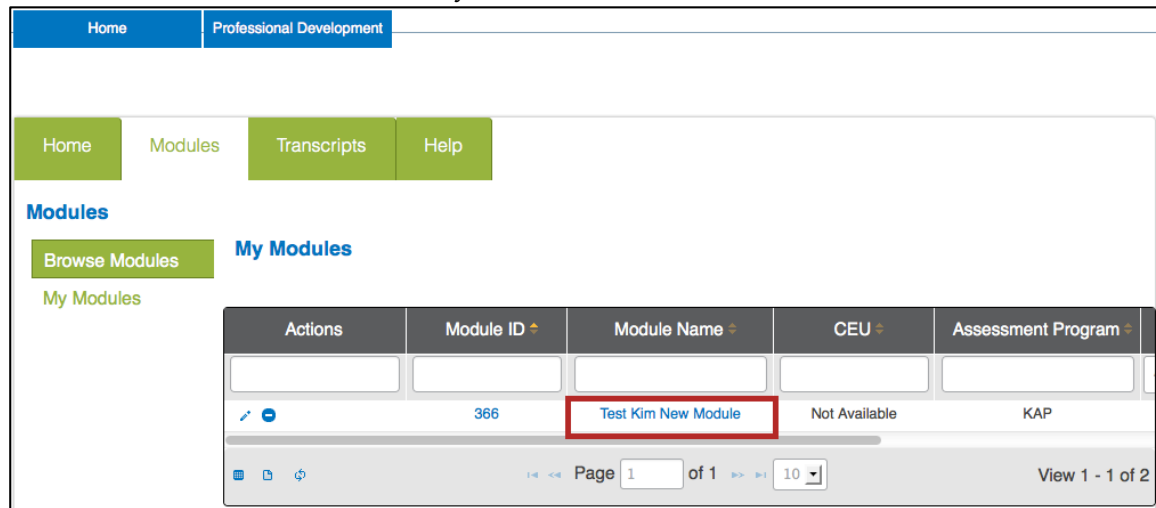
5. Click **View Module**.

6. After you finish viewing the module, close it to return to the list of modules.

Training modules which have been attempted or passed appear in the **Transcripts** tab in Educator Portal. Printable certificates are not yet available. However, you could print the screen as evidence of the modules you have completed.

> Teachers who work in two or more DLM districts or states may need to take special steps regarding the required test administration training to ensure your training progress is accurately reported. Please contact the Help Desk for more information.
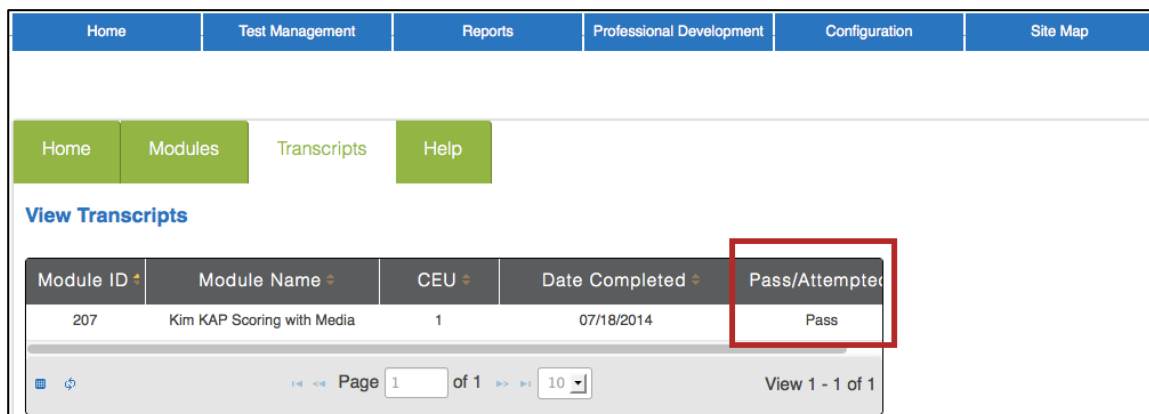
To view a transcript, follow these steps.

1. Click **Professional Development**.
2. Click **Transcripts**.

> Hint: The information may take a few seconds to load.

3. Review the modules in the list.

> Hint: The **Pass/Attempted** column displays "Pass" if you have passed the test for the module or "Attempted" if you did not pass.

APPENDIX

CONTENTS OF REQUIRED TRAINING MODULES

✦ **Module 1 – Overview of the DLM System**
Video: 15:00
Quiz time: 15:00
Topics:
1. About DLM learning maps and Essential Elements and their role in the DLM Alternate Assessment System.
2. How the Essential Elements relate to the map.
3. How linkage levels are used.
4. How testlets are structured.

✦ **Module 2 – Test Security in the Dynamic Learning Maps Alternate Assessment**
Video: 06:00
Quiz time: 10 minutes
Participants will learn:
1. About test security.
2. How to complete the DLM Security Agreement.
3. How to maintain integrity during the assessment process.
4. How to address violations of test security.

✦ **Module 3 – Accessibility for All Students**
Video: 28:00
Quiz time: 15:00
Participants will learn:
1. How DLM has created accessibility by design.
2. The six steps to customize DLM accessibility supports for students.
3. Guidelines for selecting features in the Personal Needs and Preferences Profile.

✦ **Module 4 – How the Assessment Works**
Video: less than 19:00
Quiz time: less than 15 minutes
Participants will learn how the assessment system works, including
1. The content of the assessment.
1. Types of assessments.
2. Design of the testlets.
3. How testlets are delivered.
4. How student responses lead to test results used for accountability purposes.

✦ **Module 5 – Preparing for the Test**
Video: 19:00
Quiz time: 10 minutes
Participants will learn how to prepare for the DLM assessment:
1. How to check, update, and add student data.
1. How to complete the First Contact Survey.
2. How to use practice activities and released testlets.
3. How to plan and schedule for assessment administration days.

✦ **Module 6 – Computer Delivered Testlets**
Video: 24:00
Quiz time: 10 minutes
Participants will learn:
1. About testlet structures used in DLM assessments.
2. About the various item types used in DLM assessments.
3. The process to complete testlets.
4. How to respond to items and navigation within a testlet.
5. Test day preparations.
6. Standard test administration process.
7. Allowable practices.
8. Practices to be avoided.

✦ **Module 7 – Teacher Administered Testlets**
Video: 30:00
Quiz time: 15 minutes
Participants will learn:
1. About teacher-administered testlet structures.
2. The process to complete teacher-administered testlets.
3. Test day preparations.
4. Standard test administration process.
5. Allowable practices.
6. Practices to be avoided.

AVAILABLE PROFESSIONAL DEVELOPMENT MODULES

This list of professional development titles will be available soon in Educator Portal. More modules are expected this fall and will be added into Educator Portal.

0	Who Are DLM Students
1	Common Core Overview
2	DLM Essential Elements
3	Universal Design for Learning
4	Instruction in English Language Arts
5	Standards of Mathematics Practice
6	Counting and Cardinality
7	IEPs Linked to the DLM Essential Elements
8	Symbols
9	Shared Reading
10	DLM Claims and Conceptual Areas
11	Speaking and Listening
12	Writing: Text Types and Purposes
13	Writing: Production and Distribution
14	Writing: Research and Range of Writing
15	The Power of Ten-Frames
16	Writing with Alternate Pencils
17	DLM Core Vocabulary and Communication
18	Unitizing
19	Forms of Number
20	Units and Operations
21	Place Value
22	Fraction Concepts and Models Part I
23	Fraction Concepts and Models Part II
24	Composing, Decomposing, and Comparing Numbers
25	Basic Geometric Shapes and Their Attributes
26	Writing Information and Explanation Texts

MANAGE USER ACCOUNT

ACTIVATE EDUCATOR PORTAL ACCOUNT

This procedure is required for all first time DLM users.

> Hint: Go to the procedure titled Access Educator Portal on page 21 if you have
>   already activated your KITE EP account and received your username and
>   password.

1. Did you receive your KITE activation email message KITE-support@ku.edu?

If…	Then…
Yes	Go to Step 2.
No	*The activation email message is sent ONLY after your state or district Data Steward has uploaded your user information into Educator Portal.* Did your Data Steward upload your user information into Educator Portal? <table><tr><td>**If…**</td><td>**Then…**</td></tr><tr><td>Yes</td><td>Ask your Data Steward to resend the KITE activation email message.</td></tr><tr><td>No</td><td>Wait until your Data Steward has uploaded your user information.</td></tr></table>

---------- Original message ----------
From: <KITE-support@ku.edu>
Date: Tue, Jan 21, 2014 at 3:00 PM
Subject: Activate your Account for KITE Assessment Administration
To: lastname, firstname

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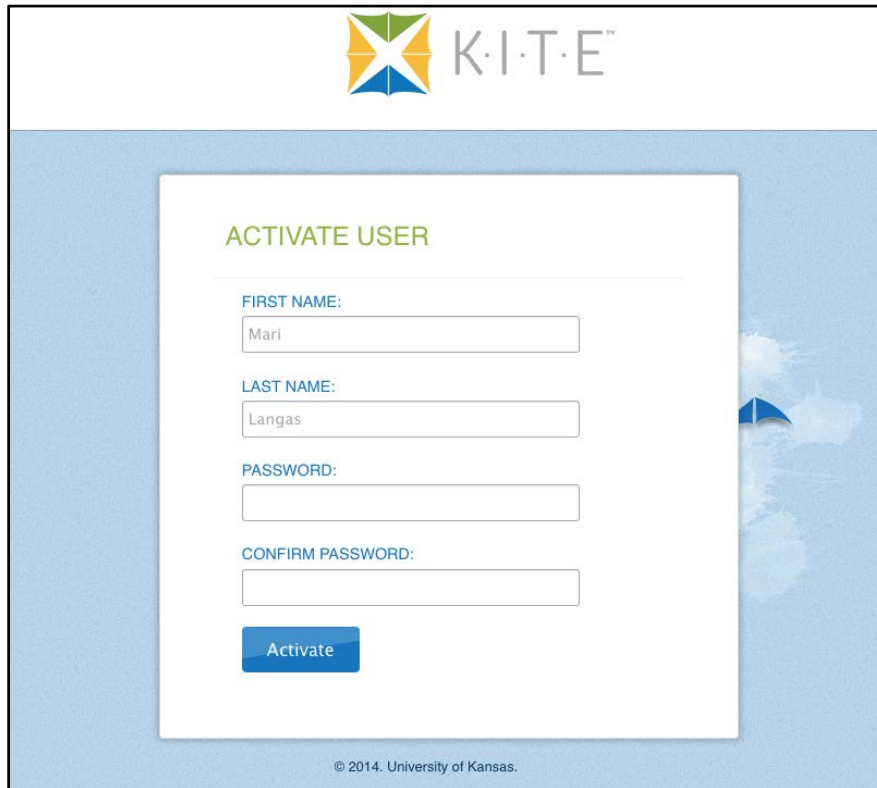To activate your account and set up your password click on the following link.

http://educator.cete.us/AART/activate.htm?an=14984efe-2085-4cf0-ab60-62654b38dbfc

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.

> Hint: The email message may reference KITE, but this is the path to Educator
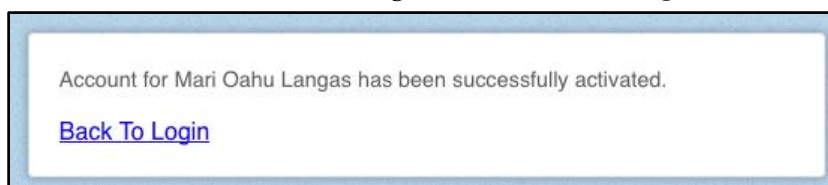>   Portal.

2. Click the link in the message. The **Activate User** screen appears.

---

3. Complete these fields:
   - **First Name**
   - **Last Name**
   - **Password**
   - **Confirm Password**
4. Click **Activate**.

5. Receive a confirmation message. Click **Back To Login**.

> Hint: The first time you access Educator Portal, go to the procedure titled Activate Educator Portal Account on page 19 of this guide.

To log in to **Educator Portal,** follow these steps:

1. Using a recommended internet browser, go to https://educator.cete.us.

2. Complete these fields on the **Sign In** screen.
   - **Username** (usually your email address; use lower case)
   - **Password** (case sensitive)

3. Click **Sign In**.

RESET EDUCATOR PORTAL PASSWORD

Hint:	Use this procedure ONLY if you forgot your password. To change your password, see Change Password on page 24.

To reset a password in Educator Portal, follow these steps:

1. Go to Educator Portal at https://educator.cete.us.
2. Click **Forgot Password?**

3. Type your **Username**.

4. Click **Submit**. Receive a password reset email from KITE-support@ku.edu within one hour; check your junk or spam email folders if this automated message does not arrive.

From: <KITE-support@ku.edu>
Date: Tue, Jan 21, 2014 at 12:07 PM
Subject: KITE Account Password re-set
To: user@schooldistrict.edu

Hi user@schooldistrict.edu

A password reset has been requested for your KITE account.

To reset your password, please click the following link:
http://educator.cete.us/forgotPassword/resetPassword.htm

This link is available until date [2014-01-26] time [12:07:18] Time Zone (CST)

Thank you,
KITE
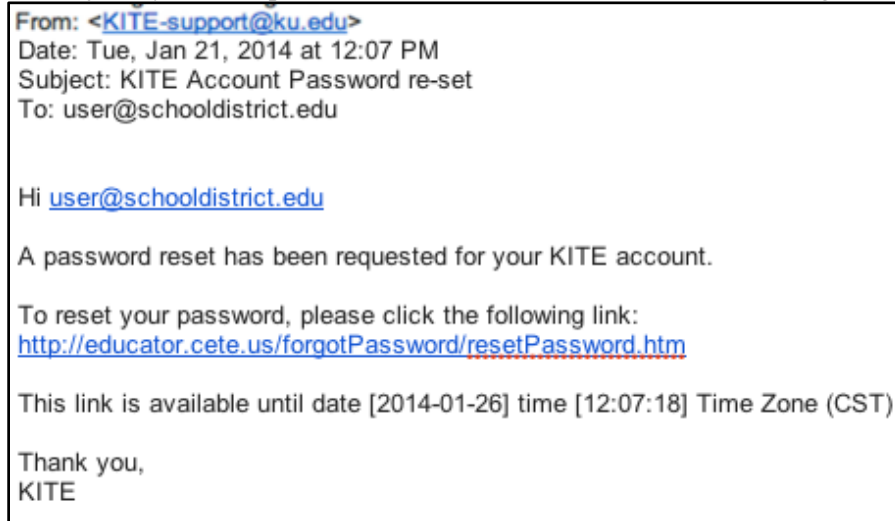
5. Click the link in the message.

6. Type your **Username**.

7. Type a new password in the **Password** and **Confirm Password** fields.

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

8. Click **Submit**.

RESET PASSWORD

Password has been reset successfully.

Return to KITE Login Page

9. Click **Return to KITE Login Page**.

CHANGE PASSWORD

To change your password, follow these steps:

1. Click **My Profile**.

2. Click **Change Password** on the left menu.
3. Complete these fields.
   - **Current Password**
   - **New Password**
   - **Confirm Password**

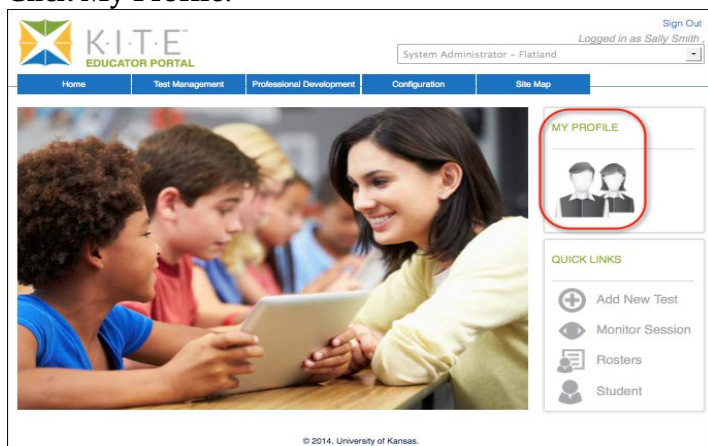4. Click **Save**.
5. Click the X to close the pop-up window.

COMPLETE SECURITY AGREEMENT

This procedure is required for all first-time DLM users and at annual renewal. It will appear the first time you log in.
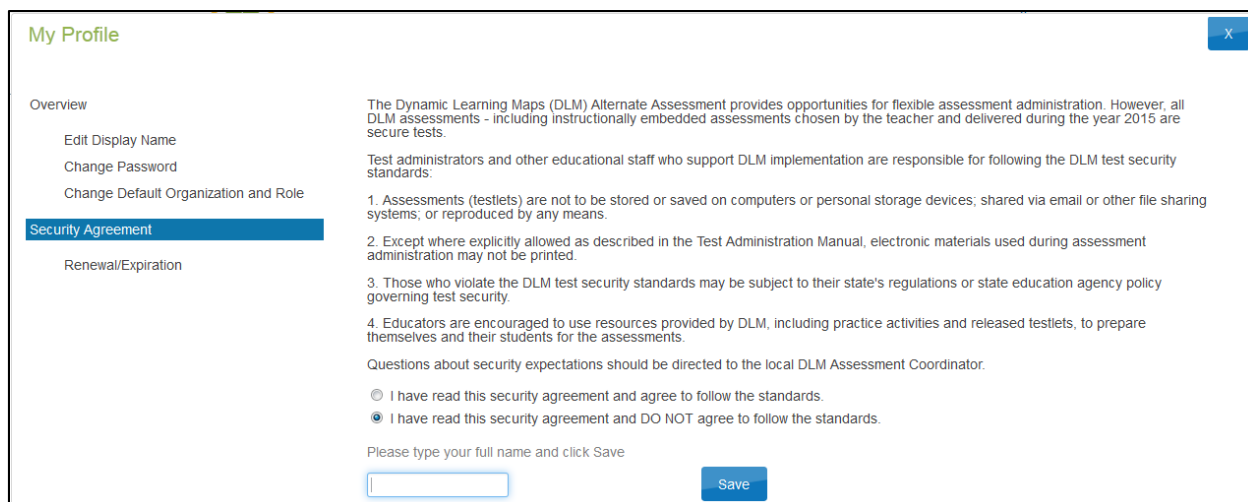
All educators who administer DLM tests are required to read and respond to a security agreement. This information is stored in Educator Portal and is renewable annually.

To complete the Security Agreement, follow these steps:
1. Click **My Profile**.

2. Click **Security Agreement** on the left menu.
3. Read the agreement.
4. Choose your reply.
5. Type your full name in the field.
6. Click **Save**.

7. Click the X to close the pop-up window.

CHANGE DISPLAY NAME

The display name is the name that shows when you log into the application. The default display name is the first name and last name that was defined in the user upload completed by your Data Steward to create your account. Changing your display name is optional.

To edit your display name, follow these steps:

1. Click **My Profile**.

2. Click **Edit Display Name** on the left menu.
3. Type your **Display Name**.

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

STATE APPENDIX

If your state has provided an appendix to this manual with information customized for your state, you will find it on your state's DLM webpage. The filename will look like this: GUIDE TO DLM REQUIRED TRAINING & PROFESSIONAL DEVELOPMENT APPENDIX ST (where ST is the two-letter abbreviation for your state).

SEAs: if you wish to provide a state appendix to this manual, send the finished file along with a DLM Website Update Request Form.