

DYNAMIC[®]
LEARNING MAPS

EDUCATOR PORTAL USER GUIDE

Revision Date: 08/09/2019

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 a state's Dynamic Learning Maps® (DLM®) webpage do not lead to solutions, these contacts can provide additional support.

HINT: Print this page and keep it handy!

For these items:	Contact:
<ul style="list-style-type: none">• Kite® Student Portal installation• General computer support• Internet availability• Display resolution• Issues with sound, headphones, speakers, etc.	Local technology representative
<ul style="list-style-type: none">• How to use Kite Student Portal and Educator Portal• Training requirements• Assessment questions• Assessment scheduling• Test invalidation requirements• Student IEP requirements• Assessment window dates, extensions, requirements, etc.• Test resets (may take up to 72 hours)	Local assessment coordinator
<ul style="list-style-type: none">• Data issues (rosters, enrollment, etc.)	Local assessment coordinator or data manager

IF CONTACTING THE DLM SERVICE DESK:

- **Do not send any Personally Identifiable Information (PII)** for a student via email. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes information such as a student's name or state identification number. Each state has unique PII requirements. Please check with your district assessment coordinator to find out what student information can be legally emailed 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

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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.

Topic	Starting Page
New section Use the Instruction And Assessment Planner	61
Enhanced explanatory information added to the section Access Reports and Data Extracts	81
Understanding the Instructionally Embedded Monitoring Extract	83
Updates to the Glossary	111

To learn about updates to test administration resources such as this manual, subscribe to Test Updates on the DLM website (<https://dynamiclearningmaps.org/test-updates>).

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 through 8 and high school. State departments of education determine which subjects and grades are assessed in each state. The DLM system provides accessibility by design and is guided by the core beliefs that all students are to 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 SYSTEM AND EDUCATOR PORTAL

The Kite system 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. Educators and students use two of the four applications in the Kite system.

Students have accounts in Kite Student Portal.



Kite Student Portal is the customized, secure interface test administrators use to deliver the assessment to students. Students log in with their own unique username and password, which the test administrator provides. Once Student Portal is launched, students are prevented from accessing websites or other applications during the assessment. Practice activities and released testlets are also available through Student Portal with demo usernames and passwords. Educators and staff do not have accounts in Student Portal.

Staff and educators have accounts in Kite Educator Portal.



Kite Educator Portal is the administrative application in which staff and educators manage student data and retrieve reports. Users can access Educator Portal via <https://educator.kiteaai.org>. For information on working within Educator Portal, see the DATA MANAGEMENT MANUAL or the EDUCATOR PORTAL USER GUIDE on the DLM website (dynamiclearningmaps.org).

HOW TO USE THE DLM WEBSITE

Additional resources for test administrators are available on the DLM website. The DLM Consortium provides resources, and state-specific resources may also be available.

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

1. Go to the DLM website: <http://dynamiclearningmaps.org>.
2. Hover over the States tab to reveal a list of states.
3. Select your state.

HINT: Bookmark your state page or save it to your favorites for quick access later.

RESOURCES ON THE DLM WEBSITE

The following table lists DLM resources designed for test administrators. These resources are available on most state webpages.

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
Educator Resource Page (webpage)	Includes additional resources for educators and test administrators, such as test blueprint, 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 DLM Moodle training website. Training modules are located in Moodle. (http://training.dynamiclearningmaps.org/)
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
Test Updates Page (webpage)	Provides breaking news on test administration activities. Sign up to receive alerts when new resources become available. (http://dynamiclearningmaps.org/test-updates)

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

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
Delaware
District of Columbia
Illinois
Maryland
Miccosukee (<https://dynamiclearningmaps.org/sabie>)
New Hampshire
New Jersey
New Mexico
New York
Oklahoma
Rhode Island
Utah
West Virginia
Wisconsin

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

Arkansas
Iowa
Kansas
Missouri
North Dakota

NO TEST MANAGEMENT ACCESS 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 until the user does the following:

- Completes all Required Test Administrator Training modules with a passing score on each post-test.
- Reads, agrees to, and signs the security agreement in Educator Portal.

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 is also restricted until those two requirements are completed.

Users who have not completed each requirement will receive one of 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.
- Access to Test Management is restricted because the user has not accepted and completed the annual security agreement. All previously accepted security agreements expire the first week of August. You must read, sign, and accept this year's security agreement in Educator Portal before receiving access to Test Management.
- Access to Test Management is restricted due to missing annual requirements. All previously accepted security agreements expire the first week of August. You must read, sign, and accept this year's security agreement in Educator Portal and 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 will not be able to create plans and assign testlets in the Instruction and Assessment Planner until completing the below:

- The test administrator has read, agreed to, and signed the security agreement.
- The student is listed on the correct test administrator's roster.
- The First Contact survey is complete and has been submitted for each student.
- The student is rostered to the correct subjects for the DLM alternate assessment.

HINT: Ensure the student is assigned to the correct grade level 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. See Assign a User Role or Multiple Roles in the DATA MANAGEMENT MANUAL.

EDUCATOR PORTAL PROCEDURES

MANAGE USER ACCOUNT FOR ALL STATES


ACTIVATE EDUCATOR PORTAL ACCOUNT

This procedure is required for all first time DLM alternate assessment users.

HINT: If you have already activated your Educator Portal account and received your username and password, go to the procedure titled Getting Started in Educator Portal on page 12.

- Users will receive a Kite® 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



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.

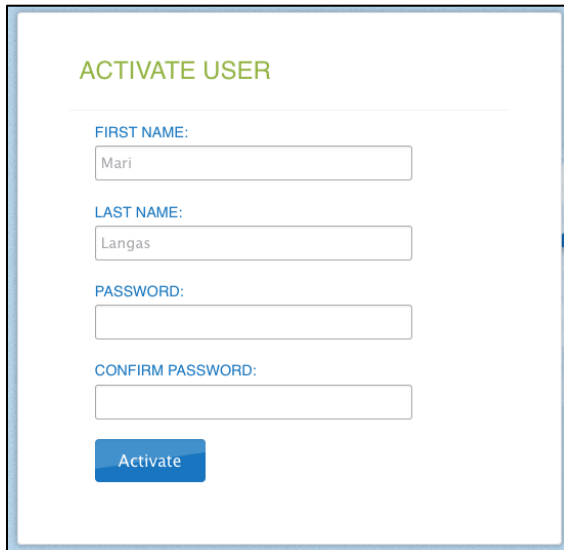
<http://educator.kiteai.org/AART/activate.htm?an=d7412fbe-ba8b-461b-bfba-1310ca0ef3b5>

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.

If:	Then:						
Yes	Go to Step 2.						
No	<p><i>The activation email message is sent only after your state or district data manager has uploaded your information into Educator Portal.</i></p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">If:</th> <th>Then:</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>Ask your data manager to resend the Kite activation email message.</td> </tr> <tr> <td>No</td> <td>Wait until your data manager has uploaded your user information.</td> </tr> </tbody> </table>	If:	Then:	Yes	Ask your data manager to resend the Kite activation email message.	No	Wait until your data manager has uploaded your user information.
If:	Then:						
Yes	Ask your data manager to resend the Kite activation email message.						
No	Wait until your data manager has uploaded your user information.						

HINT: The email message may reference Kite Assessment Administration, 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**.



ACTIVATE USER

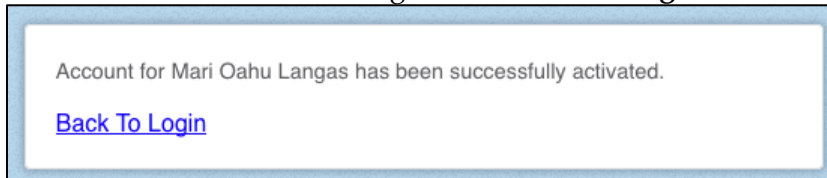
FIRST NAME:

LAST NAME:

PASSWORD:

CONFIRM PASSWORD:

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



Account for Mari Oahu Langas has been successfully activated.

[Back To Login](#)

GETTING STARTED IN EDUCATOR PORTAL

To log in to Educator Portal, follow these steps:

1. Using a recommended browser, go to <https://educator.kiteaai.org>.
2. Complete these fields on the Sign In screen:
 - a. Username (usually your email address; use lower case)
 - b. Password (case sensitive)

3. Click **Sign In**.

Kite™

Notice: Do not give out, loan, or share your password with anyone. Allowing others access to your Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

SIGN IN TO EDUCATOR PORTAL

USERNAME:

PASSWORD:

Sign In » [Forgot Password?](#)

RESET EDUCATOR PORTAL PASSWORD

HINT: This procedure is only for forgotten passwords. To simply change a password, see the procedure titled Change Password on page 15.

To reset an Educator Portal password, follow these steps

1. Go to Educator Portal at <https://educator.kiteaai.org>.
2. Click **Forgot Password?**

SIGN IN TO EDUCATOR PORTAL

USERNAME:

PASSWORD:

Sign In » **Forgot Password?**

3. Enter your Username.

FORGOT PASSWORD?

Enter your username and we will send you an email with the instructions for changing your password.

USERNAME: myusername@myschool.org

Submit » Back To Login

4. Click **Submit**.
5. A notification will appear stating that the password reset request has been received.

FORGOT PASSWORD?


Enter your username and we will send you an email with the instructions for changing your password.

Thank you. Your password reset request has been received. Please contact technical support if you continue to experience problems.

USERNAME: myusername@myschool.org

Submit » Back To Login

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 myusername@myschool.org

A password reset has been requested for your Kite account.

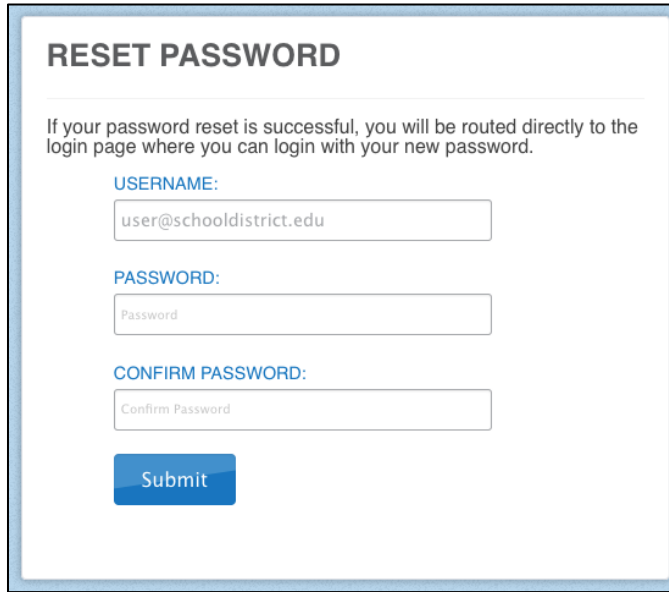
To reset your password, please click the following link:
<http://educator.kiteaai.org/AART/forgotPassword/resetPassword.htm>

This link is available until date [2018-07-25] time [02:23:52] Time Zone (CST)

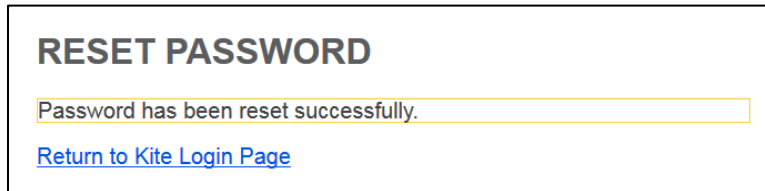
Thank you,
Kite

7. Click the link in the message.
8. Enter your Username.

9. Type a new password in the Password and Confirm Password fields.



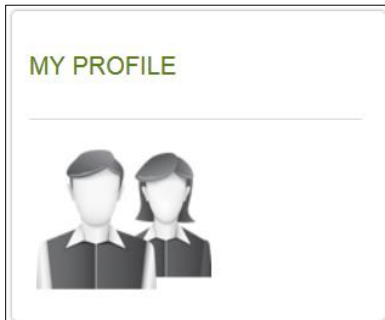
10. Click **Submit**.
11. Click **Return to Kite Login Page**.



CHANGE PASSWORD

To change your password, follow these steps:

1. Click **My Profile**.



2. Click the **Change Password** tab.
3. Complete these fields:
 - a. Current Password
 - b. New Password

4. Confirm Password



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

HINT: Remember, never give out, 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

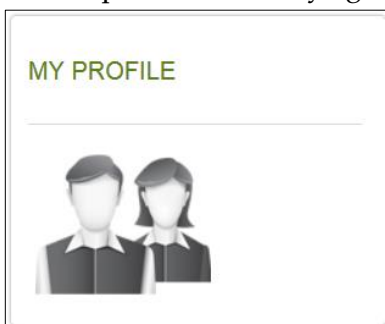
All educators with an account in Educator Portal must read, agree to, and sign the security agreement. The security agreement expires each year during the first week of August and must be renewed through Educator Portal. Test administrators are expected to deliver the DLM assessments with integrity and maintain the security of testlets.

If test administrators do not agree to the security agreement (and complete the Required Test Administrator Training), they will not have access to information on the Test Management screen in Educator Portal and will not be able to deliver assessments.

The steps to complete the security agreement are below.

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

1. To complete the security agreement, go to My Profile.



2. Click the **Security Agreement** tab.

The screenshot shows the 'My Profile' page with the 'Security Agreement' tab selected. The page contains a list of tabs: Overview, Edit Display Name, Change Password, Change Default Role, Security Awareness, Security Agreement, and Security Renewal/Expiration. The main content area includes a paragraph about the Kite suite, a list of security standards, and two radio button options for agreement. The first option is selected and highlighted with a red box. Below the options is a text input field for the full name and a 'Save' button.

3. Choose the first option to agree to follow the standards.

This close-up shows the two radio button options. The first option, 'I have read this security agreement and agree to follow the standards.', is selected and highlighted with a red box. The second option is 'I have read this security agreement and DO NOT agree to follow the standards.'. Below the options is a text input field labeled 'Full Name' and a 'Save' button.

4. Type your name.

This close-up shows the text input field for the full name. The text 'Full Name' is visible inside the field. To the right of the field is a blue 'Save' button.

5. Click **Save**.

The screenshot shows the 'My Profile' page with the 'Security Agreement' tab selected. The text input field for the full name now contains 'Susan K. Thomas'. The 'Save' button is highlighted with a blue box. The rest of the page content is the same as in the previous screenshots.

HINT: If you accidentally select **DO NOT agree** in the security agreement, go back to My Profile and agree to follow the standards.

CHANGE DISPLAY NAME

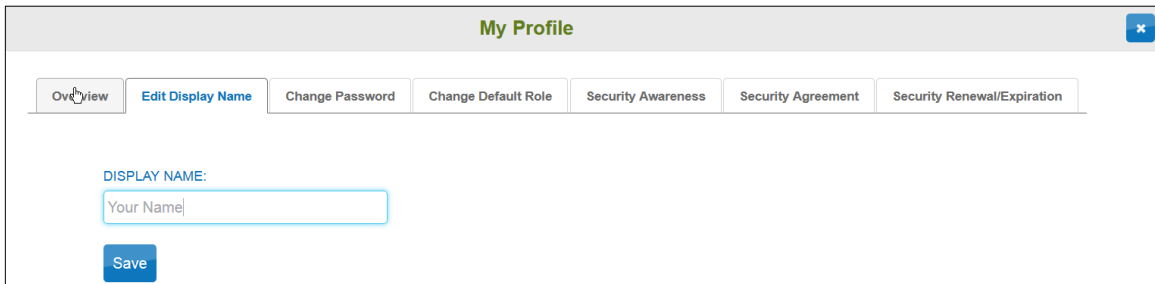
The display name is the name that shows when users log in to the application. The default display name is the first name and last name that were defined in the user upload by the data manager. Changing your display name is optional.

To edit your display name, follow these steps:

1. Click **My Profile**.



2. Click the **Edit Display Name** tab.
3. Type your Display Name.

A screenshot of a "My Profile" pop-up window. The title bar says "My Profile" in green. Below the title bar is a row of tabs: "Overview", "Edit Display Name" (which is selected and highlighted in blue), "Change Password", "Change Default Role", "Security Awareness", "Security Agreement", and "Security Renewal/Expiration". Below the tabs, there is a label "DISPLAY NAME:" followed by a text input field containing "Your Name". Below the input field is a blue "Save" button.

4. Click **Save**.
5. Click **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 a particular building or district. The role name is followed by the organization and assessment program. Click 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.



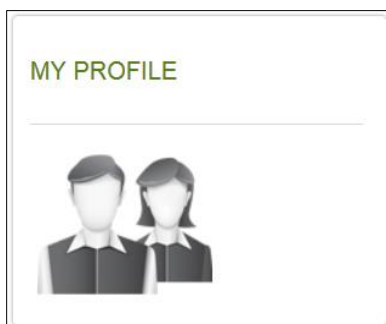
HINT: The Help button leads to frequently asked questions and answers for various Educator Portal tasks.

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 these is optional.

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

1. Click **My Profile**.



2. Click the **Change Default Role** tab.

3. Choose a new default role, if desired.

Your default role is:

Role:

Organization:

Assessment Program:

4. Click **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.

My Profile

Overview Edit Display Name Change Password **Change Default Role** Security Awareness

Your default role is:

Role:

Organization:

Assessment Program:

Your available role

- KAP
- KELPA2
- DLM**
- District Test Coordinator

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

6. Click **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 differ from a test administrator's view. Data managers are to use the DATA MANAGEMENT MANUAL for recommended procedures.

All users are responsible for confirming that student data is accurate and taking steps to correct inaccurate data. Ensuring accurate data at the beginning of the school year helps guarantee accurate test administration and 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: Test administrators may need to take action when a student leaves or joins their classroom after a required assessment window has opened. A district-level user or building test coordinator can add, exit, or transfer the student as needed so the student will receive testlets and have accurate records.

Year-End model states will use the following steps to complete the First Contact survey and the Personal Needs and Preferences (PNP) Profile. Instructionally embedded model states can easily perform these functions within the Instruction and Assessment Planner. However, if an Instructionally Embedded model state user wants to perform these functions before the opening of the fall window, the following steps can be used.

To view and check student records, follow these steps:

1. Click **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. Click **Search**.

SELECT ORGANIZATION
Specify organization level and click on Search.

STATE:*
DLM QC State x ▾

DISTRICT:*
DLM QC District x ▾

SCHOOL:
High School x ▾

Search

4. Sort, filter, and search as needed.

View Students Find Student Add Student Transfer Students Exit Student Upload Enrollment Upload TEC

SELECT ORGANIZATION
Specify organization level and click on Search.

STATE:*
DLM QC State x ▾

DISTRICT:*
DLM QC District x ▾

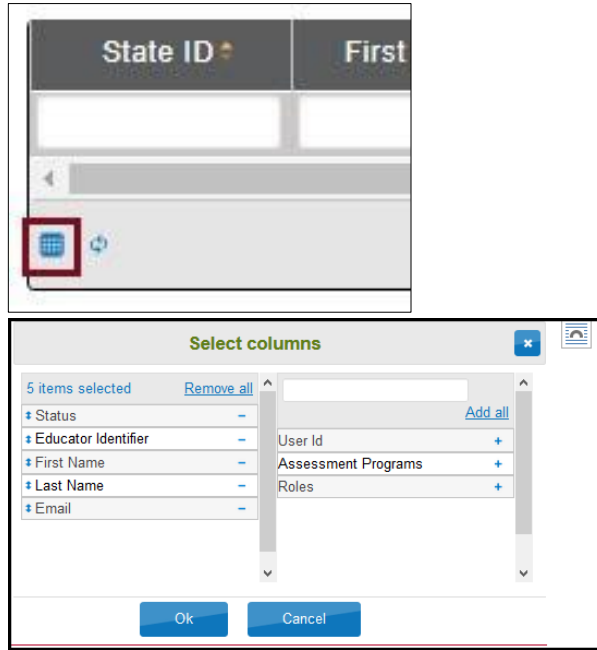
SCHOOL:
High School x ▾

Search

State ID	First Name	Last Name	Current School Year	Local Id
			2019	
			2019	
			2019	

Page 1 of 1 10 View 1 - 3 of 3

HINT: Columns can be organized by clicking on the choose columns icon at the bottom of the table window. The view can be personalized for the user to make their work easier. Once the screen opens, columns can be reorganized by clicking and dragging to a new position in the lineup. The user can also remove one or more columns from view so not so many columns are visible. Later, if the user changes their mind and wants to see all possibilities in the table. Select **Add all**. Once satisfied with the arrangement, click **OK**.



5. Review the following fields for accuracy. Data in these fields will appear on the Individual Student Score Report. Make corrections before proceeding:

- State ID
- First Name
- Last Name
- Grade

If:	Then:
All fields are accurate for all students,	Go to the next step.
One or more fields contain incorrect information for	Stop! Do not proceed. Do not enter First Contact survey or PNP Profile data for these students. Do not attempt to test these students. Contact your

If:	Then:
one or more students,	assessment coordinator or data manager to have the information corrected. Do not proceed until student data is correct.

6. Scroll to view the PNP Profile survey field. Does the link read Custom?

If:	Then:
Yes	Go to the next step.
No	Go to Complete the PNP Profile page 29 of this manual.

7. Scroll to view the First Contact survey field. Does the link read Complete?

If:	Then:
Yes	Go to the next step.
No	Go to Complete the First Contact Survey, page 42 of this manual.

8. To view an individual student record, click the student State ID number.

State ID	First Name	Last Name	Current School Year	Local Id
1436073			2019	
			2019	
			2019	

Page 1 of 1 10 View 1 - 3 of 3

9. The View Student Record overlay appears. Test administrators will not have the option to edit.

View Student Record - ✖

Student

Student State ID: <input type="text"/>	Date of Birth: <input type="text"/>
Kite Login Username: <input type="text"/>	Password: <input type="text"/>

Demographic

Gender: <input type="text"/>	Comprehensive Race: <input type="text"/>
First Language: <input type="text"/>	Hispanic Ethnicity: <input type="text"/>

Profile

Primary Disability: <input type="text"/>	PNP Profile: No Settings
Assessment Program: DLM - Dynamic Learning Maps	First Contact Survey: NOT STARTED

School Enrollment

Accountability:

Student Local ID: <input type="text"/>	Gifted Student: <input type="text"/>	School Entry: <input type="text"/>	
State Entry: <input type="text"/>	District Entry: <input type="text"/>	School Entry: <input type="text"/>	

Subject	Course	Educator	Roster
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

HINT: A user with the role of Teacher will see the username and password if the Required Test Administrator Training has been taken and passed and if the security agreement is signed. Other users do not see the student's credentials.

10. OPTIONAL: District-level users and building test coordinators can click **Edit** in the Student Record and change the student's personal information.

Edit Student Record - [Close]

Student

LEGAL FIRST NAME:* LEGAL MIDDLE NAME: LEGAL LAST NAME:*

GENERATION: STATE STUDENT ID:*

Demographic

GENDER:* DATE OF BIRTH:* FIRST LANGUAGE:

COMPREHENSIVE RACE:* HISPANIC ETHNICITY:*

Profile

PRIMARY DISABILITY:* ASSESSMENT PROGRAM:* GIFTED STUDENT:

ESOL PARTICIPATION:*

School Enrollment for Year 2018

DISTRICT: SCHOOL: GRADE :*

ACCOUNTABILITY DISTRICT: ACCOUNTABILITY SCHOOL: LOCAL STUDENT IDENTIFIER:

STATE ENTRY DATE: DISTRICT ENTRY DATE: SCHOOL ENTRY DATE:*

VIEW AND CHECK ROSTER

The data manager uploads a roster file that links students to educators. Test administrators are responsible for confirming that students who appear on their roster are eligible to participate in the assessment and that they are rostered to each subject area 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.

To access the rosters for all states, follow these steps:

1. Click **Settings**.



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



HINT: Test administrators do not have the option to create or upload rosters.

3. If applicable, apply filters in the Select Organization fields to choose the level you need.
4. Click **Search**.

SELECT ORGANIZATION

Specify organization level and click on Search.

STATE:*

DLM QC State x ▾

DISTRICT:*

DLM QC District x ▾

SCHOOL:

High School x ▾

Search

5. Sort, filter, or search as needed; click the roster you wish to view.

Roster Name	Educator Identifier	First Name	Last Name	Subject
Allman Nancy ELA Grade 5	NancyAllman	Nancy	Allman	English Language Arts
Allman Nancy Math Grade 5	NancyAllman	Nancy	Allman	Mathematics
Allman Nancy Science Grade 5	NancyAllman	Nancy	Allman	Science

6. For users with the role of Teacher, the View Roster screen will appear.

View Roster - Jones Nora ELA Grade 3

ROSTER NAME: SUBJECT: COURSE:

SELECT EDUCATOR

	First Name	Last Name	Educator Identifier	Status	Email
Assigned Educator					
<input checked="" type="checkbox"/>	Nora	Jones	16578215	Active	norajones@...

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For other users, the View/Edit Roster screen appears.

View/Edit Roster - Allman Nancy Math Grade 5

ROSTER NAME: SUBJECT: COURSE:

SELECT EDUCATOR

	First Name	Last Name	Educator Identifier	Status	Email
Assigned Educator					
<input checked="" type="checkbox"/>	Nancy	Allman	NancyAllman	Active	lisafweeks+1@...

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

7. Check the roster data.

If:	Then:
All expected students appear and they are eligible to participate in the DLM alternate assessment	Go to the next step.

If:	Then:
A student is not rostered to the right subject	Work with the data manager to update the roster record for the student.
A student who is not eligible to participate appears	Work with the data manager to remove the student from the roster.
An unknown student appears	Work with the data manager to remove the student from the roster.
A student who is to participate does not appear	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 students appear	Work with the data manager to provide student and educator data for the roster files. The data manager will upload the roster files to Educator Portal.

8. Review the following fields for accuracy:

- First Name
- Last Name

If:	Then:
All fields are accurate for all students	Go to the next step.
One or more fields contain incorrect information for one or more students	<ul style="list-style-type: none"> a) Contact the data manager with the correct information. b) Go to the next step while the data manager works to correct the information.

HINT: Building- and district-level users may edit data as they complete this procedure. Teachers, however, will need to request help from a building- or district-level user if they find incorrect roster information.

9. If editing data, click **Save**.

10. Click **X** to close the pop-up window.

COMPLETE THE PNP PROFILE

The Accessibility Manual contains additional information about best practices and policies and about the selection and use of the accessibility supports available in the DLM 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, although not every student needs a customized testlet. However, best practice is to review the PNP Profile to ensure the student has the most positive experience possible. Most, but not all, district and building roles and test administrators can edit and submit the PNP Profile. For a complete list of which user roles have permission to edit or submit the PNP Profile, see the DATA MANAGEMENT MANUAL section called Roles and Permissions in Educator Portal.

HINT: Each student’s PNP Profile takes about 15-20 minutes for test administrators to complete. Test administrators must have the student’s Individualized Education Program (IEP) at hand or know which supports the student currently receives.

To enter data in the PNP Profile, follow these steps:

1. Click **Settings**.



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



3. If applicable, apply filters in the Select Organization fields to choose the level you need. Settings for teachers will auto populate.
4. Click **Search**.

A form titled 'SELECT ORGANIZATION' with the instruction 'Specify organization level and click on Search.' It contains three dropdown menus: 'STATE:' with 'DLM QC State', 'DISTRICT:' with 'DLM QC District', and 'SCHOOL:' with 'High School'. A blue 'Search' button is at the bottom, highlighted with a red border.

- In the list of students, click the State ID number for the student.

State ID	First Name	Last Name	Current School Year	Local Id
1436073			2019	
			2019	
			2019	

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- On the View Student Record window, click the link next to PNP Profile.

View Student Record -

Student

Student State ID: [redacted] Date of Birth: [redacted]
 Kite Login Username: [redacted] Password: [redacted]

Demographic

Gender: [redacted] Comprehensive Race: [redacted]
 First Language: [redacted] Hispanic Ethnicity: [redacted]

Profile

Primary Disability: [redacted] PNP Profile: [No Settings](#)
 Assessment Program: DLM - Dynamic Learning Maps First Contact Survey: [NOT STARTED](#)

School Enrollment

Accountability:

Student Local ID: [redacted] Gifted Student: [redacted] School Entry: [redacted]
 State Entry: [redacted] District Entry: [redacted]

Subject	Course	Educator	Roster
[redacted]	[redacted]	[redacted]	[redacted]

HINT: The PNP Profile link will state No Settings until the PNP Profile has been edited and is complete as shown above. When the PNP Profile is complete, the link will say Custom.

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

The screenshot shows a web interface with a top navigation bar containing five tabs: Summary, Display Enhancements, Language & Braille, Audio & Environment Support, and Other Supports. The 'Summary' tab is active. On the left, under 'Student Demographics', there are input fields for 'FIRST NAME:', 'MIDDLE NAME:', 'LAST NAME:', 'STATE ID:', 'GRADE:' (with 'Grade 9' selected), 'GENDER:', and 'DATE OF BIRTH:' (with '01/01/1900' selected). On the right, under 'Current Profile Settings', the text reads 'No accessibility preferences have been set'. A blue 'Edit Settings' button is located in the top right corner of the settings area and is highlighted with a red rectangular box.

HINT: The PNP Profile window will display the currently selected supports in edit mode.

This screenshot is similar to the previous one but shows the 'Current Profile Settings' section highlighted with a red box. Under 'Magnification', the text says 'Magnification : 2x'. Under 'Contrast Color', there is a black button with the white text 'ABC'. The 'Edit Settings' button remains highlighted with a blue box.

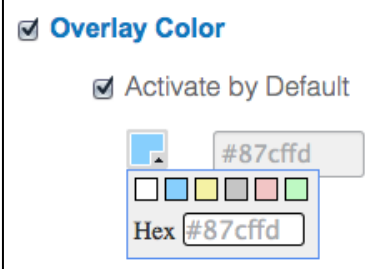
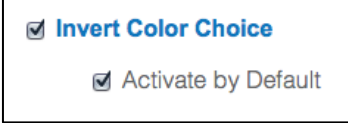
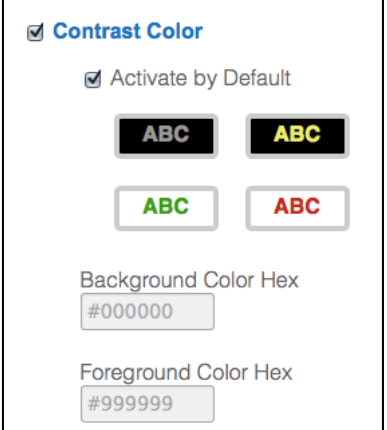
While moving through the tabs, be sure to click **Save** on each tab. This action will display a message that the profile attributes have been successfully saved.

Some PNP Profile options are automatically set to Activate by Default. Users may not deselect Activate by Default.

8. Click the **Display Enhancements** tab to review and select **Options**.

The following table describes the Display Enhancement options.

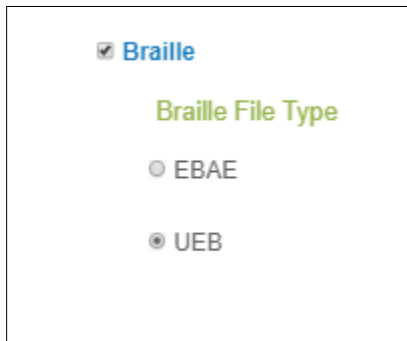
Display Enhancements	Definition	Screen
Magnification	Magnification allows users to choose the amount of screen magnification during testing. Users can choose from a magnification of 2x, 3x, 4x, or 5x. Magnification can make the images on the student’s device so large that scrolling is needed to view the full image. Students using higher levels of magnification may need to have the testlet projected for ease of viewing.	

Display Enhancements	Definition	Screen
Overlay Color	The overlay color is the background color of the test. The default color is white. Users may choose a different color by clicking the small arrow in the bottom right corner of the color box.	
Invert Color Choice	The invert color choice will cause the test background to appear black with white lettering. Use Contrast Color to change the display to a different color scheme.	
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 color overlay or yellow color contrast 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.

9. Click **Save** to save all information.

10. Click **Language & Braille** to review and select the support option related to language and braille. Braille testlets are available only during the spring assessment window.



Braille

Braille File Type

EBAE

UEB

HINT: Your state decides which braille file type will be available for use. You might see only one file type available for selection or you might see both if your state has decided to include both EBAE and UEB.

Braille is to be selected only if the student is proficient in reading braille. Braille is not to be selected for emerging braille readers. Other options, such as alternate forms, are suitable for a student with a visual impairment who does not read braille.


11. Click **Save**.

12. Click **Audio & Environment Support** to review and select support options related to read aloud and switch use.

<input type="checkbox"/> Spoken Audio	<input type="checkbox"/> Single Switches
Voice Source	<input type="checkbox"/> Activate by Default
<input type="radio"/> Synthetic	Scan Speed (seconds)
	<input type="text"/>
Spoken Preference	Automatic Scan - Initial delay
<input type="radio"/> TextOnly	<input type="radio"/> Value in seconds <input type="text"/>
<input type="radio"/> Text & Graphics	<input type="radio"/> Manual Override
<input type="radio"/> NonVisual	Automatic Scan Repeat Frequency
	<input type="radio"/> 1 <input type="radio"/> 4
	<input type="radio"/> 2 <input type="radio"/> 5
	<input type="radio"/> 3 <input type="radio"/> infinity
	<input type="button" value="Save"/>

The following table describes the Audio & Environment Support options.

Audio & Environment Support	Definition	Screen
Spoken Audio	<p>When Spoken Audio is selected, Voice Source automatically selects Synthetic. (Human read aloud is always an available option and is selected under Other Support.)</p> <p>Text & Graphics is automatically selected. The user can change this selection to TextOnly or NonVisual.</p>	<p><input checked="" type="checkbox"/> Spoken Audio</p> <p><input checked="" type="checkbox"/> Activate by Default</p> <p>Voice Source</p> <p><input type="radio"/> Human</p> <p><input checked="" type="radio"/> Synthetic</p> <p>Read At Start</p> <p><input type="radio"/> True</p> <p><input type="radio"/> False</p> <p>Spoken Preference</p> <p><input type="radio"/> TextOnly</p> <p><input checked="" type="radio"/> Text & Graphics</p> <p><input type="radio"/> GraphicsOnly</p> <p><input type="radio"/> NonVisual</p> <p>Audio for directions only</p> <p><input type="radio"/> True</p> <p><input checked="" type="radio"/> False</p>

Audio & Environment Support	Definition	Screen
<p>Single Switches</p> <p>Single-switch system: scanning is activated using a switch set up to emulate Enter on the keyboard.</p>	<p>Single-switch access is to be selected for students requiring one-switch automatic scanning.</p> <hr/> <ul style="list-style-type: none"> • Scan Speed (seconds) is the number of seconds that a particular 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 allows you to specify 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 allows you to specify that the system will wait for the user to select the switch to initiate the scanning on a page. • Automatic Scan Repeat Frequency determines how many times the system will repeat the scan cycle before 	<p> Single Switches</p> <p><input type="checkbox"/> Activate by Default</p> <p>Scan Speed (seconds) <input type="text" value="2"/></p> <p>Automatic Scan - Initial delay</p> <p><input checked="" data-bbox="980 642 1008 678"/> Value in seconds <input type="text" value="5"/></p> <p><input type="radio"/> Manual Override</p> <p>Automatic Scan Repeat Frequency</p> <p><input type="radio"/> 1 <input type="radio"/> 4</p> <p><input type="radio"/> 2 <input type="radio"/> 5</p> <p><input type="radio"/> 3 <input checked="" data-bbox="1052 1024 1079 1060"/> infinity</p>

Audio & Environment Support	Definition	Screen
	stopping when a selection is not made.	

13. Click **Save** to save all information and move to the next tab.

14. Click **Other Supports** to review and select other support options.

Supports Provided By Alternate Form	Supports Requiring Additional Tools	Supports Provided Outside the System
<input type="checkbox"/> Alternate Form - Visual Impairment	<input type="checkbox"/> Two switch system <input type="checkbox"/> Individualized manipulatives <input type="checkbox"/> Calculator	<input type="checkbox"/> Human read aloud <input type="checkbox"/> Sign interpretation <input type="checkbox"/> Language translation <input type="checkbox"/> Test admin enters responses for student <input type="checkbox"/> Partner assisted scanning

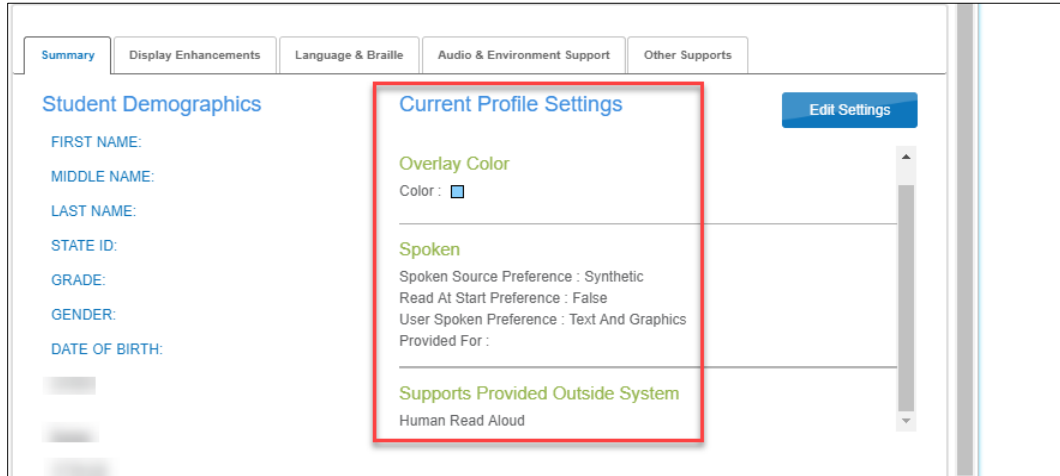
The following table describes Other Supports options.

Other Support	Definition
Supports Provided by Alternate Form	
Alternate Form – Visual Impairment	Most testlets are designed for all DLM students. For a limited number of Essential Elements and linkage levels, alternate forms are provided for students with visual impairments. Alternate forms are teacher-administered, not braille. Selecting Alternate Form – Visual Impairment in the student’s PNP Profile will direct the system to deliver that form when available. An Alternate Form – Visual Impairment will have the letters BVI in the title of the test session and 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 are available for an Essential Element or linkage level, a standard form of the testlet will be delivered.
Supports Requiring Additional Tools	
Two-switch system	Two-switch scanning does not require any activation in the PNP Profile. The system 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 Testlet Information Page (TIP) specifically indicates a calculator may not be used.
Supports Provided by the Test Administrator Outside the System	
Human read aloud	The test administrator may read the assessment to the student. Read aloud the text on the screen and, if needed, refer to the alternate text provided as part of most TIPs for standardized descriptions of pictures and graphics. Descriptions of pictures and graphics are only to be read aloud to students who have visual impairments.
Sign interpretation	For students whose primary mode of receptive communication is sign, test administrators may sign the assessment to the student using American Sign Language, Exact English, or personalized sign systems. Sign language interpreters are to use the alternate text provided in the TIP for picture descriptions.
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. Language translations are not provided via the computer.
Test administrator enters responses for student	If students are unable to select their response options themselves, they may indicate their selected responses through normal response types and/or forms of communication, such as eye gaze, and then test administrators may key in those responses. This is only to be used when students are unable to independently and accurately record their responses into the system.
Partner-Assisted scanning (PAS)	PAS is a strategy in which test administrators assist students with scanning, or going through, students' response options. Students make indications when their desired choices are presented.

15. Click **Save**.

16. To see all of the selected PNP Profile settings, go back to the **Summary** tab.



17. Click **X** to close the pop-up window.

HINT: Use this same procedure to edit existing PNP Profile settings.

The supports in the PNP Profile are listed under five tabs: **Summary**, **Display Enhancements**, **Language & Braille**, **Audio & Environment Support**, and **Other Supports**. After the available and appropriate supports are selected and saved, the test administrator may check the **Summary** tab to see the current profile settings.

CHANGING PNP PROFILE SETTINGS DURING TESTING

To change a PNP Profile setting during testing, follow this process:

1. The test administrator exits the testlet by using the **EXIT DOES NOT SAVE** button. Contact the district assessment coordinator for direction if the use of **EXIT DOES NOT SAVE** is not allowed in the state.
2. The test administrator in a Year-End model state logs into Educator Portal, goes to Settings and View Students, selects the PNP Profile, and selects or deselects the desired support settings. Test Administrators in Instructionally Embedded model states will access PNP Profile in the Instruction and Assessment Planner in Educator Portal.
3. The test administrator must save the new selection(s) in the PNP Profile before exiting.

Support	How soon does the change appear in the testlet after updating the PNP Profile?
Magnification	Immediately
Overlay Color	Immediately
Invert Color Choice	Immediately
Contrast Color	Immediately
Spoken Audio	Overnight

Support	How soon does the change appear in the testlet after updating the PNP Profile?
Braille, both UEB and EBAE	Overnight, if available for the testlet at the linkage level
Alternate Form-Visual Impairment	Overnight, if available for the testlet at the linkage level
Single-switch system	Overnight
Two-switch system	Immediately
Individualized manipulatives	Immediately
Calculator	Immediately

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

The screenshot shows a user interface with several tabs: Summary, Display Enhancements, Language & Braille, Audio & Environment Support, and Other Supports. The 'Summary' tab is active, displaying 'Student Demographics' on the left and 'Current Profile Settings' on the right. The 'Current Profile Settings' section is highlighted with a red box and includes an 'Edit Settings' button. Under 'Magnification', the value is '2x'. Under 'Contrast Color', there is a black button with the text 'ABC'.

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 survey of learner characteristics that goes beyond basic demographics. This survey covers a variety of areas, including communication, academic skills, and attention.

Detailed information about the First Contact survey is available in the TEST ADMINISTRATION MANUAL along with an appendix that contains 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, the student will not receive any testlets.

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/learning capabilities. The survey must be submitted each year, even if no changes are made.

Questions marked with a red asterisk must be completed, because the system assigns each student to a specific linkage level for the first testlet based on responses to these questions. All questions should be completed to support the ongoing development of improved instructional and assessment resources for educators and students with the most significant cognitive disabilities.

When completing the First Contact survey, test administrators will need to provide information about each student's primary disability, sensory capabilities, motor capabilities, computer access, communication abilities, and academic skills. Some screens in the First Contact survey have drop-down menus that expand, filter, or branch, requesting more information based on answers provided to the first part of the question.

HINT: Set aside approximately 20-30 minutes to complete a new survey, or 10-20 minutes to update an existing survey. Preview the survey questions in the TEST ADMINISTRATION MANUAL appendix.

Only users with the role of District Test Coordinator, Building Test Coordinator, and Teacher have permission to complete, edit, and submit the First Contact survey. Other users may only view the First Contact survey.

Test administrators in Year-End model states who did not participate in the instructionally embedded assessment window will follow the following steps to enter data in the First Contact survey. Test administrators in an Instructionally Embedded model state can also follow these steps if completing this task before the fall window opens. If completing the survey after the fall window opens, the First Contact survey may be easily accessed within the Instruction and Assessment Planner. See the section Use the Instruction And Assessment Planner on page 61.

1. Click **Settings**.



2. Click **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. Click **Search**.

SELECT ORGANIZATION
Specify organization level and click on Search.

STATE:*
DLM QC State x ▾

DISTRICT:*
DLM QC District x ▾

SCHOOL:
High School x ▾

Search

4. To view a student, click the student's State ID number.

State ID	First Name	Last Name	Current School Year	Local Id
1436073			2019	
			2019	
			2019	

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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. Survey has **not** been submitted.
 - **Ready to Submit:** all required fields are completed. Survey has **not** been submitted.
 - **Complete:** all required fields are completed, and survey has been submitted.

SETTINGS MANAGE TESTS REPORTS HELP

View Students Find Student Add Student Transfer Students Exit Student Upload Enrollment Upload TEC

SELECT ORGANIZATION
Specify organization level and click on Search.

STATE:*
DLM QC State x

DISTRICT:*
DLM QC District x

SCHOOL:
ES x

Search

School Id	School Name	Grade	PNP Profile	First Contact
			Select	Select
ELEMENTARYSCHOOL	ES	Grade 3	NO SETTINGS	Completed
ELEMENTARYSCHOOL	ES	Grade 3	NO SETTINGS	Ready to Submit
ELEMENTARYSCHOOL	ES	Grade 4	NO SETTINGS	In Progress
ELEMENTARYSCHOOL	ES	Grade 5	NO SETTINGS	NOT STARTED

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- On the View Student Record screen, click the link in the First Contact Survey column. The student and teacher in this example are both fictitious.

View Student Record - Cari Revie

Student

Student State ID: 1776123 Date of Birth: 01/01/2019

Demographic

Gender: Female Comprehensive Race: Native Hawaiian or Pacific islander
First Language: Other Signed Language Hispanic Ethnicity: Yes

Profile

Primary Disability: Developmental Delay PNP Profile: [No Settings](#)
Assessment Program: DLM - Dynamic Learning Maps First Contact Survey: [In Progress](#)
ESOL Participation: State ESOL/Bilingual Funded ESOL Entry:
USA Entry:

School Enrollment

- IM District (IM_DT) / IM School (IM_SCH) Grade 3, School Year 2020

Accountability:
Student Local ID: 1776123 Gifted Student:
State Entry: District Entry: School Entry: 01/01/2019

Subject:	Course	Educator	Roster
English Language Arts		Lexia Burrell	Burrell ELA
Mathematics		Lexia Burrell	Burrell Math

7. Read the information on the Welcome screen. Verify the student's name. Click **Start Survey**.

Welcome to the First Contact Survey

Note: Each bubble indicates a page within a tab. Before submitting the survey, check each bubble to see if it is blue or yellow.

- - You have answered all questions on this page
- - You have not answered all questions on this page

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

The First Contact survey does not have to be completed in one sitting. In-progress surveys will be saved so that users can complete in-progress First Contact surveys at a later time. When resuming a survey, click **Edit Survey** at the top of the screen and then complete and submit the survey. Users must complete the First Contact survey in order to access testlets at the opening of the assessment window.

8. Complete the survey on the student's primary disability and placement. Click **Next**.

Welcome Special Education Sensory Capabilities Motor Capabilities And Health Computer Instruction Communication Language Academic Complete

Special Education Services Previous Next

Select the student's Primary Disability*

Primary Disability Select

Educational Placement: Choose the option that best describes the student's educational placement. "Regular Class" means a typical classroom, not a resource room or separate class.

*
 80% or more of the day in Regular Class
 40% - 79% of the day in Regular Class
 Less than 40% of the day in Regular Class
 Separate School: Includes public or private separate day school for students with disabilities, at public school

HINT: After clicking **Next**, a blue circle will be visible in the finished tab, indicating that all questions for that section have been completed. Tabs with multiple sections may have multiple circles. Ensure that all circles are blue. If any circles are orange, revisit the section and make sure that all information was submitted successfully.

9. On the **Sensory Capabilities** tab, complete the survey on the student's hearing and vision sensory capabilities. Completing the vision part of the First Contact survey where a test administration might mark that the student requires the use of braille does not automatically assign a braille testlet when available. In order to have the opportunity for a braille testlet, the test administrator must also select the braille support in the PNP

Profile.

Welcome	Special Education	Sensory Capabilities	Motor Capabilities And Health	Computer Instruction	Communication	Language	Academic	Complete
•	•	••	•	•	•••••	•	•••••	•

Vision Previous Next

Vision.

- No vision loss suspected or documented
- Normal vision with glasses or contact lenses
- Blind or low vision, including vision that is not completely corrected with glasses or contact lenses
- Questionable vision but testing inconclusive

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

10. Click Next.

Welcome	Special Education	Sensory Capabilities	Motor Capabilities And Health	Computer Instruction	Communication	Language	Academic	Complete
•	•	••	•	•	•••••	•	•••••	•

Hearing Previous Next

Hearing*

- No hearing loss suspected/documentated
- Deaf or hard of hearing
- Questionable hearing but testing inconclusive

11. On the **Motor Capabilities** tab, complete the survey on the student's motor capabilities and health. Click **Next**.

The screenshot shows a navigation bar at the top with tabs: Welcome, Special Education, Sensory Capabilities, Motor Capabilities And Health (selected), Computer Instruction, Communication, Language, Academic, and Complete. Below the navigation bar is a blue header for the survey titled "Arm/Hand Control and Health" with "Previous" and "Next" buttons. The survey content includes a heading "Arm and hand control: Mark all that apply*" followed by four checkbox options: "Uses two hands together to perform tasks", "Uses only one hand to perform tasks", "Requires physical assistance to perform tasks with hands", and "Cannot use hands to complete tasks even with assistance". At the bottom, there is a question: "Does the student have any health issues (e.g., fragile medical condition, seizures, therapy or treatment that prevents the student from accessing instruction, medications, etc.) that interfere with instruction or assessment?" with a red asterisk below it.

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

The screenshot shows a navigation bar at the top with tabs: Welcome, Special Education, Sensory Capabilities, Motor Capabilities And Health, Computer Instruction (selected), Communication, Language, Academic, and Complete. Below the navigation bar is a blue header for the survey titled "Computer Access and Attention During Instruction" with "Previous" and "Next" buttons. The survey content includes a heading "Computer Use: Select the student's primary use of a computer during instruction*" followed by five radio button options: "Accesses a computer independently", "Accesses a computer independently given assistive technology", "Uses a computer with human support (with or without assistive technology)", "This student has not had the opportunity to access a computer", and "This student cannot access a computer with human or assistive technology support". At the bottom, there is a question: "Level of attention to teacher-directed instruction*" with a red asterisk below it.

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

The screenshot shows a navigation bar at the top with tabs: Welcome, Special Education, Sensory Capabilities, Motor Capabilities And Health, Computer Instruction, **Communication**, Language, Academic, and Complete. The 'Communication' tab is active, indicated by a blue highlight and five orange dots. Below the navigation bar is a blue header for 'Expressive Communication' with 'Previous' and 'Next' buttons. The main content area contains two questions:

Does the student use speech to meet expressive communication needs?*

Yes

No

Choose the highest statement that describes the student's expressive communication with speech*

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

The screenshot shows a navigation bar at the top with tabs: Welcome, Special Education, Sensory Capabilities, Motor Capabilities And Health, Computer Instruction, Communication, **Language**, Academic, and Complete. The 'Language' tab is active, indicated by a blue highlight and one orange dot. Below the navigation bar is a blue header for 'Primary Language' with 'Previous' and 'Next' buttons. The main content area contains two questions:

Indicate the student's use of English as a primary language. "Primary" means it is used more than 50% of the time.

Is English the student's primary language?*

Yes

No

Is English the primary language spoken in the student's home?*

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

The screenshot shows a navigation bar at the top with tabs: Welcome, Special Education, Sensory Capabilities, Motor Capabilities And Health, Computer Instruction, Communication, Language, **Academic**, and Complete. The 'Academic' tab is active, indicated by five orange dots. Below the navigation bar is a blue header for 'Reading Skills' with 'Previous' and 'Next' buttons. The main content area contains instructions: 'Reading skills: MARK EACH ONE to show how consistently the student uses each skill. If the student previously demonstrated and no longer receives instruction, mark "More than 80%".' Below this are two rows of questions, each with four radio button options corresponding to the frequency categories: 'Almost never (0% - 20% of the time)', 'Occasionally (21% - 50% of the time)', 'Frequently (51% - 80% of the time)', and 'Consistently (More than 80% of the time)'. Question A is 'Recognizes single symbols presented visually or tactually (e.g., letters, numerals, environmental signs such as restroom symbols, logos, trademarks, or business signs such as fast food restaurants)'. Question B is 'Understands purpose of print or Braille but not necessarily by manipulating a book (e.g., knows correct orientation, can find beginning of text, understands purpose of text in print or Braille, enjoys being read to)'. All radio buttons are currently unselected.

16. On the **Complete** tab, click **Submit Survey** to submit all answers and exit.

The screenshot shows the same navigation bar as in the previous image, but now the 'Complete' tab is active, indicated by an orange dot. Below the navigation bar is a blue header for 'Ready to Submit' with a 'Submit Survey' button highlighted with a red border. The main content area contains the text: 'Your responses have been saved but not submitted. Please press the Submit Survey button to submit your responses.'

17. On the **Student Record Report**, the **First Contact** link will read **Completed**.

The screenshot shows a web application interface for managing student records. At the top, there are navigation tabs: SETTINGS, MANAGE TESTS, REPORTS (selected), and HELP. Below these are several buttons: View Students, Find Student, Add Student, Transfer Students, Exit Student, Upload Enrollment, and Upload TEC. The main area is titled 'SELECT ORGANIZATION' and includes a search bar and dropdown menus for STATE (DLM QC State), DISTRICT (DLM QC District), and SCHOOL (ES). A 'Search' button is at the bottom left. On the right, a table displays a list of schools with the following columns: School Id, School Name, Grade, PNP Profile, and First Contact. The first row is highlighted with a red box, showing 'ELEMENTARYSCHOOL', 'ES', 'Grade 3', 'NO SETTINGS', and 'Completed'. Other rows show 'Ready to Submit', 'In Progress', and 'NOT STARTED'. A pagination bar at the bottom of the table indicates 'Page 1 of 1' and 'View 1 - 4 of 4'.

School Id	School Name	Grade	PNP Profile	First Contact
ELEMENTARYSCHOOL	ES	Grade 3	NO SETTINGS	Completed
ELEMENTARYSCHOOL	ES	Grade 3	NO SETTINGS	Ready to Submit
ELEMENTARYSCHOOL	ES	Grade 4	NO SETTINGS	In Progress
ELEMENTARYSCHOOL	ES	Grade 5	NO SETTINGS	NOT STARTED

18. To make additional changes after completion, click the **Completed** link.

NOTE: For Kansas only: Kansas is the only consortium state at this time that uses Educator Portal to test both the 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 will 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.

HINT: If the First Contact survey is not completed for the current school year, then any state participating in the instructionally embedded assessment window will not be able to create plans or assign testlets in the Instruction and Assessment Planner.

For Year-End model states participating only in the spring assessment window, the system will not assign a testlet to the student until the test administrator submits the First Contact survey. If the test administrator completes First Contact survey before the spring assessment window opens, testlets will be available when the assessment window opens. If the test administrator completes the First Contact survey after the spring assessment window opens, testlets will be assigned 24 hours following First Contact survey completion.

If editing a First Contact survey after completion and submission, the test

administrator much click the **Submit Survey** button on the **Complete** tab again to save it, even if no changes have been made.

MANAGE SPRING ASSESSMENTS FOR YEAR-END MODEL STATES

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

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

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 will use the same credentials for the spring assessments.

You will need a PDF reader to complete this procedure.

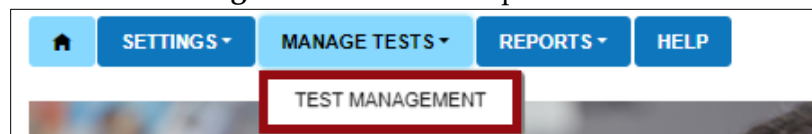
To view student usernames and passwords, follow these steps:

1. Click **Manage Tests**.



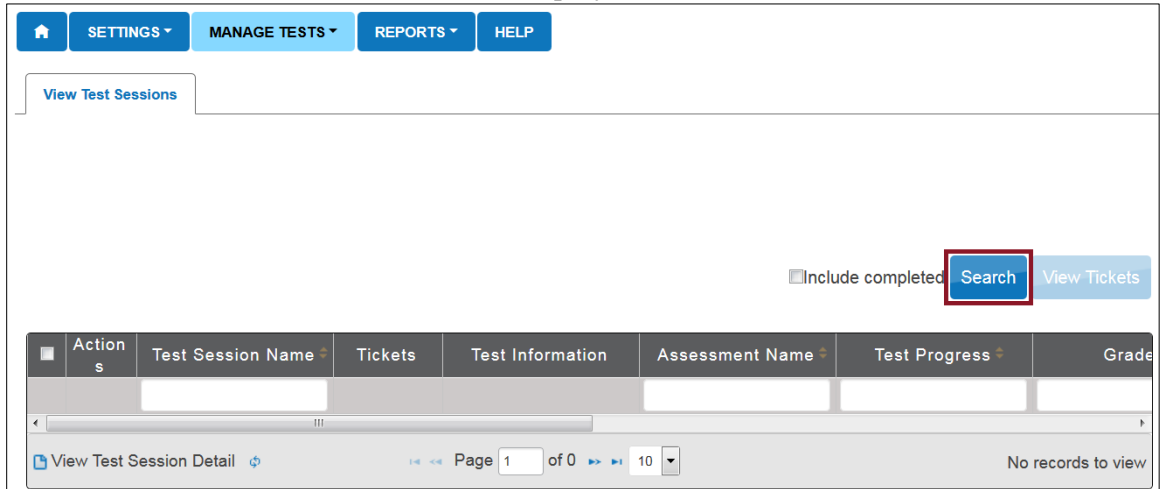
HINT: An error message will appear if the user has not passed all Required Test Administrator Training modules in Moodle and/or completed the security agreement in Educator Portal.

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



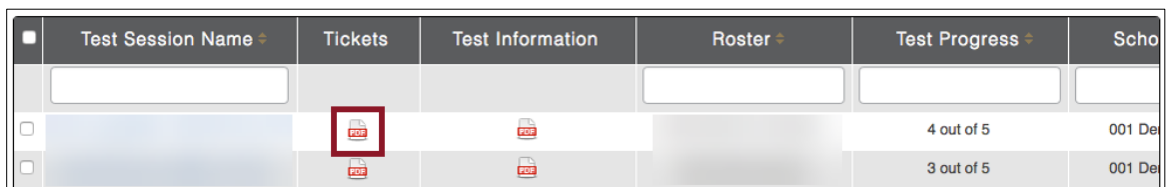
HINT: Users with the role of Teacher will see the Test Management screen as it appears in the screenshot above. District- and building-level users will see additional choices in the drop-down menus to filter results and will select options for each starred menu.

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



HINT: If no students appear, work with the assessment coordinator or data manager to confirm that you have a roster with students connected to you.

4. Click the PDF icon under Tickets next to the name of the desired test.



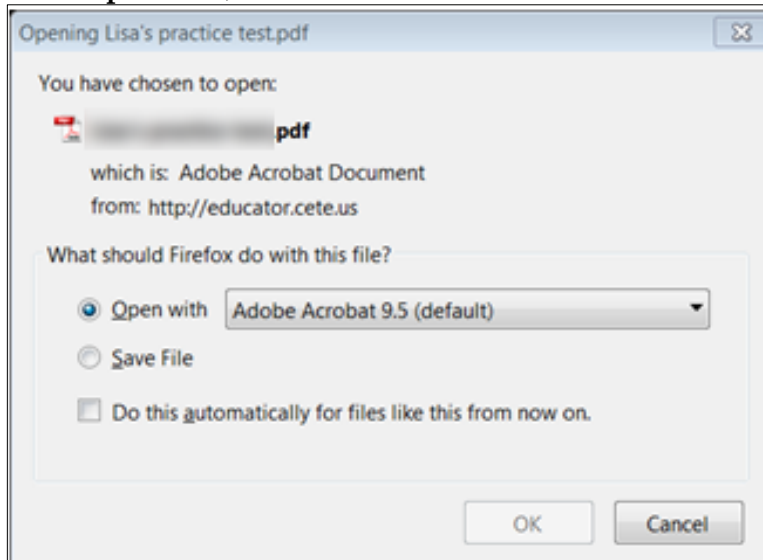
HINT: The Test Progress column on the Test Management screen shows the number of testlets that have been completed out of the number of required testlets required for a subject during the spring assessment window. Year-End model states will see all subjects being tested. Instructionally embedded model states will see science testlets completed in this screen.

For each test ticket, the Test Progress column will indicate a specific testlet (e.g., Testlet 1 of 5, Testlet 2 of 5). 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. Click **Open with**; choose Adobe Acrobat.



6. Click **OK**.
7. View the student username and password.

**Playground
Demo 1 - Smith**

First Name: Jesse
Last Name: Callahan
UserName: 55557
Password: y4t95
Test Collection: Check Graph Labels
Test Form: Check Graph Labels
Test Section: Section 1
Ticket Number: N/A

HINT: You may print student usernames and passwords. Treat these as secure documents and handle accordingly.

- Compare the student names to the students expected.

If	Then
All students appear,	The test administrator may begin to administer assessments.
A student does not appear,	Check the following: <ul style="list-style-type: none"> • Is First Contact survey complete? • Was First Contact survey submitted less than 24 hours ago?

RETRIEVE TESTLET INFORMATION PAGE (TIP) FOR YEAR-END MODEL STATES

This procedure describes retrieving the Testlet Information Page (TIP) for operational testlets for Year-End model states during the spring assessment window and field test testlets for either model during the fall or spring window.

HINT: You may print the TIP, but remember that TIPs must be treated as secure documents and 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 are to only be printed when needed. TIPs are subject-specific. Science TIPs contain picture-response cards for the student to view. Best practice is to print these in color. Use the TIP to prepare for testlet administration.

- TIPs are located on the Test Management screen.
- Click **Manage Tests**.

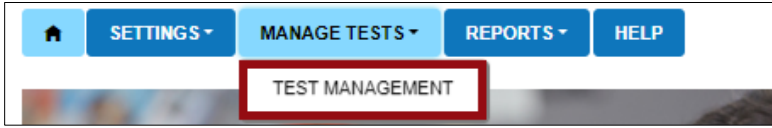


HINT: To view a list including completed or expired test sessions, click the boxes next to the search button.

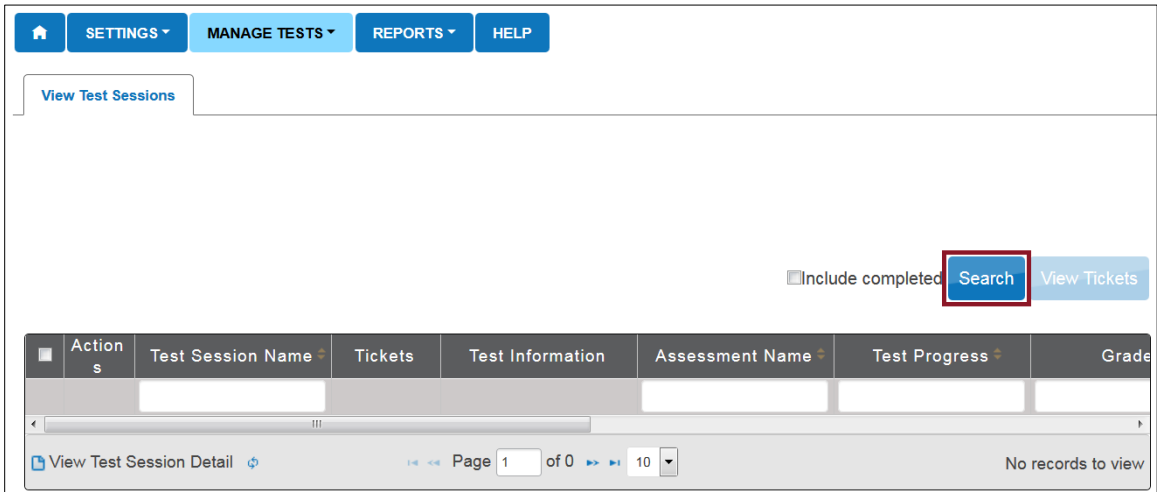
Users with the role of Teacher in Year-End model states for the spring assessment window will see the Test Management screen as it appears in the screenshot below. District- and building-level users will see drop-down menus to filter results and will select options for each starred menu.

Teachers in Instructionally Embedded model states will use Test Management testlets.

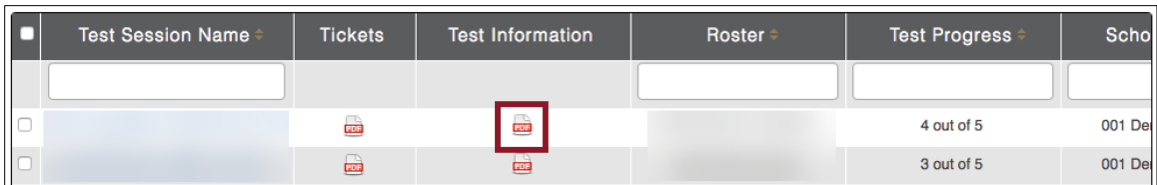
3. Select **Test Management** from the drop-down menu.



4. Click **Search**.



5. Click the PDF icon under Test Information next to the desired test.



HINT: Test Session Names are long, but they will typically include the student's name, the system ID, and the collection name.

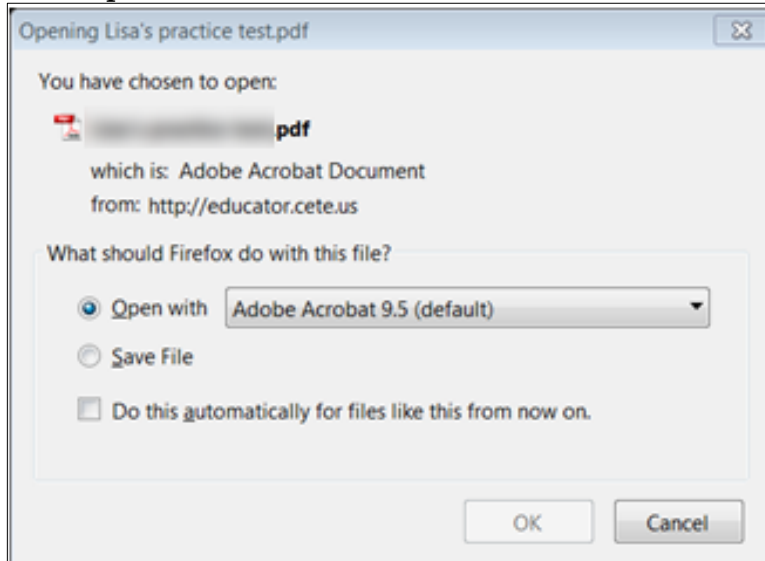
DLM-<Student Last Name><Student First Name>-<Student System ID>-<Test Collection Name>

Example: DLM-DoeJane-1234567-SP ELA RI.3.2.T

This test session name means it is DLM testlet number 1234567 and has been

assigned to Jane Doe in the spring window. It is an ELA testlet for Reading Informational in grade 3, conceptual area 2, at the Target level.

6. Click **Open with**; choose Adobe Acrobat.



7. Click **OK**.
8. View the TIP.
9. When the student has finished with the testlet, shred the TIP. It is a secure testing document. Also shred the TIPs 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 be marked for braille in order 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. The BRF will appear when the testlet is assigned and is accessible in the Test Information column. As each testlet is assigned to the student, the educator embosses the testlet locally. After the student completes the testlet, the test administrator transfers the student's responses into the accompanying testlet in Student Portal, then the link to the BRF will no longer be available. Therefore, test administrators must plan in advance to emboss testlets as they are received.

Braille testlets for some Essential Elements are available in the fall instructionally embedded assessment window for some ELA and mathematics Essential Elements. See the ACCESSIBILITY MANUAL for more information regarding braille, such as which braille forms are offered, which linkage levels have braille, and what the system does when a braille file is not available for a particular Essential Element or linkage level.

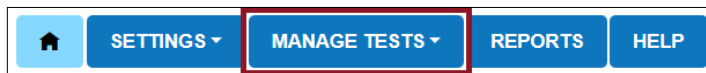
HINT: Braille testlets are only available at the upper linkage levels. The DLM alternate assessments are never to be considered as an assessment of the student's braille language skills, but rather an assessment where the student can demonstrate their knowledge, skills, and understanding of the DLM Essential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

Not all Essential Elements or linkage level have braille testlets available.

For states participating in the instructionally embedded assessment window, Braille Ready Files are easily accessible in the Instruction and Assessment Planner. After the Braille Ready File is retrieved, follow steps 5-7 below.

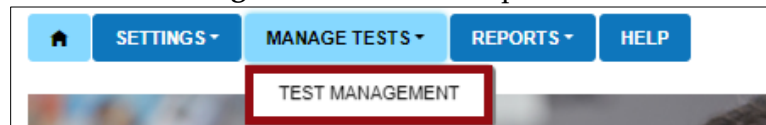
Year-End model states testing only in the spring assessment window will follow all the steps below:

1. Click **Manage Tests**.

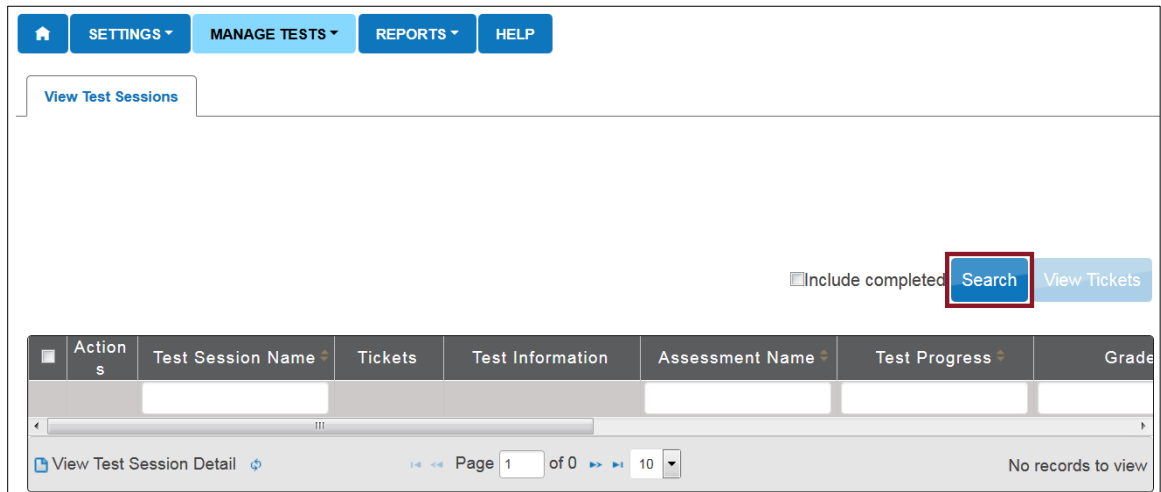


HINT: Users with the role of Teacher will see the Test Management screen as it appears in the screenshot below. District- and building-level users will see drop-down menus to filter results and will select options for each starred menu.

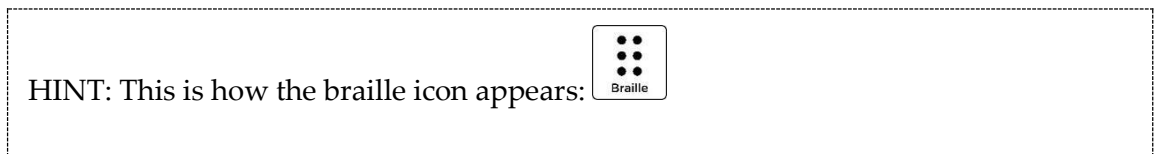
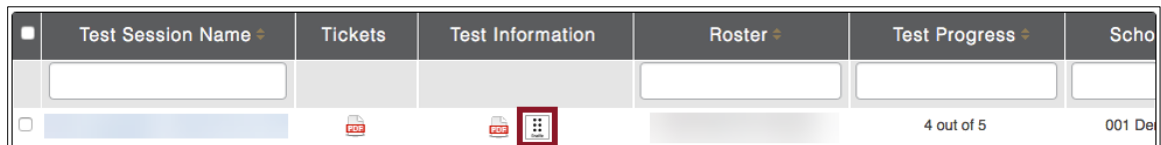
2. Select **Test Management** from the drop-down menu.



3. Click **Search**.



4. Click the braille icon in the Test Information column.



5. Save the BRF to an external drive by using special software for BRFs.
6. Open and emboss the BRF.
7. When the student has finished the testlet and the test administrator has transferred the student's responses into the accompanying testlet in Student Portal, shred the embossed testlet. Also shred any embossed testlets the student was assigned but did not complete. Do not save BRFs to a computer. Instead, save them to an external drive and delete them when they are completed.

USE THE INSTRUCTION AND ASSESSMENT PLANNER

Instructionally Embedded model states require the administration of instructionally embedded assessments to cover the blueprint during the fall window and again during the spring window.

Test administrators in Year-End model states can also use the Instruction and Assessment Planner to create plans and assign testlets during the fall instructionally embedded assessment window. Assessing students is optional in Year-End model states but recommended during this window. Seek state guidance about testing requirements during the instructionally embedded assessment window.

Test administrators using the Instruction and Assessment Planner will follow the steps below.

HINT: The Instruction and Assessment Planner is available for English language arts, mathematics, and science in the fall instructionally embedded assessment window.

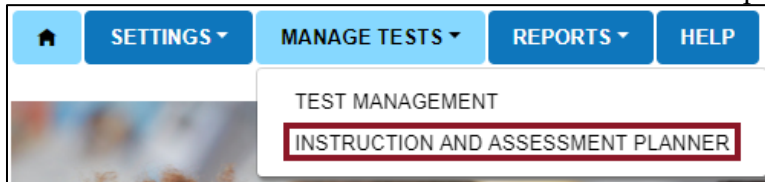
Science is not available for testing using the Instruction and Assessment Planner during the spring window. In the spring, science assessments are managed using the **Test Management** tab.

To access the Instruction and Assessment Planner, follow these steps:

1. Click **Manage Tests**.



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



STUDENT ACTIVITY TABLE

When users with the Teacher role open the Instruction and Assessment Planner, each student rostered to them will automatically appear in the Student Activity Table on the initial page. Students are listed numerically by grade level and then alphabetically by default. The test administrator is able to filter the students by grade and by student name, if desired. The following graphic details the Student Activity Table.

The screenshot shows the 'Student Activity Table' interface. At the top, there are navigation tabs: 'SETTINGS', 'MANAGE TESTS', 'REPORTS', and 'HELP'. Below these are two search filters: 'GRADE:' (1) and 'STUDENT NAME:' (2), both with 'Select' dropdown menus and 'Select All' checkboxes. A 'Search' button is located to the right. The main table displays student activity data for two students, both in 'Grade 3' (indicated by callout 9). The first student is 'PORTER, [redacted]' (3). The table has columns for 'First Contact' (4), 'PNP Profile' (5), and 'Credentials' (6). Below these are columns for 'ELA', 'MATH', and 'SCI'. The first student's row shows '1 of 4' for ELA, '3 of 4' for MATH, and 'NA' for SCI. The second student's row shows '0 of 4' for ELA, '0 of 4' for MATH, and 'NA' for SCI. The table also includes rows for 'Number of plans with instruction in progress', 'Testlets assigned and ready to test', and 'Total number of testlets completed'. Callout 7 points to the 'View/Create plans' link, callout 8 to the 'Blueprint requirements met' row, callout 10 to the 'Total number of testlets completed' row, and callout 11 to the 'Testlets assigned and ready to test' row.

Student	Grade	First Contact	PNP Profile	Credentials	ELA	MATH	SCI
PORTER, [redacted]	Grade 3	1 of 4	3 of 4	NA	3	1	0
[redacted]	Grade 3	0 of 4	0 of 4	0	0	0	0

	Field or Button	Action/Description
1	Filter by grade, if desired	If you have students in multiple grades, click 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, click the Select box to filter by a specific student.
3	Student Name and StateID	The student's name is a hyperlink. Click the student's name to display the View Student Record page where more student demographic information is available.
4	First Contact Survey	Click the First Contact icon to access the student's First Contact survey. <div style="border: 1px dashed black; padding: 10px; margin: 10px auto; width: 80%;"> <p>HINT: If the First Contact icon is a caution symbol with an exclamation point, the First Contact survey has not been submitted. If the icon is a box with a check mark, the First Contact survey has been submitted for this testing year.</p> </div>
5	PNP Profile	Click 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	Click the padlock icon to view a student's login credentials for Kite Student Portal.
7	Student View Page	Once the First Contact survey and the PNP Profile are submitted, click the arrow icon in each column to select 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 (IE ONLY)	This row is only shown for Instructionally Embedded model states where blueprint requirements must be met. This 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. This corresponds 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 that have been completed as of the current date. This 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 check mark symbol indicates a completed First Contact Survey.



– Incomplete FCS



– Completed FCS

CREATE A PLAN

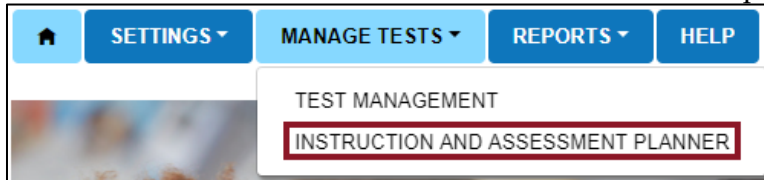
Procedures in this section are the primary responsibility of the test administrator.

To choose an Essential Element for instruction, follow these steps:

1. Click **Manage Tests**.



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



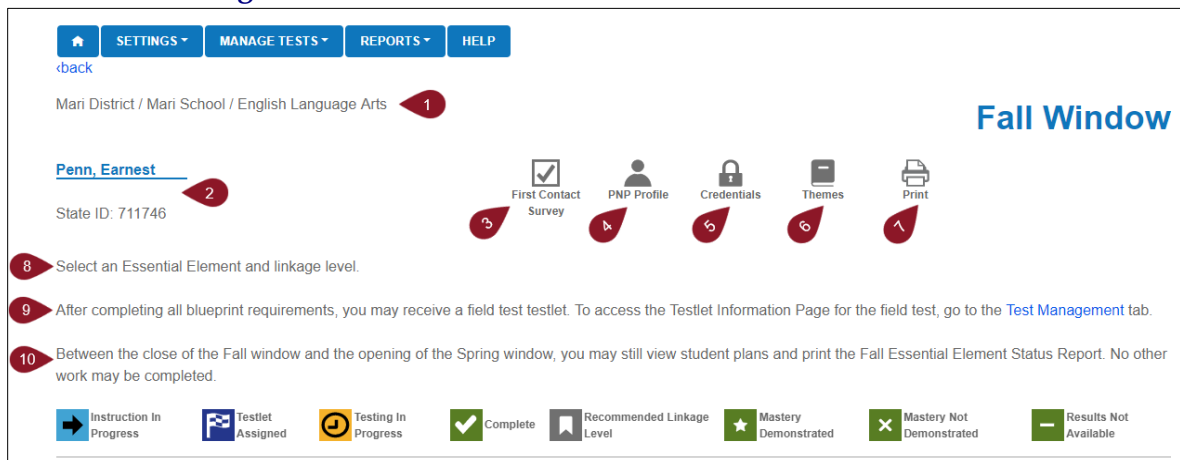
HINT: All district- and building-level users, including test administrators and proctors, can create plans for students. District- and building-level users will need to select a district and/or school from the drop-down menu(s) and click **Search**. Teachers and proctors will not see the drop-down menu(s) because their school is already known.

- If the First Contact survey is complete, click the arrow icon in the selected student's View/Create plans row in the Student Activity Table for the desired subject (ELA, MATH, or SCI).

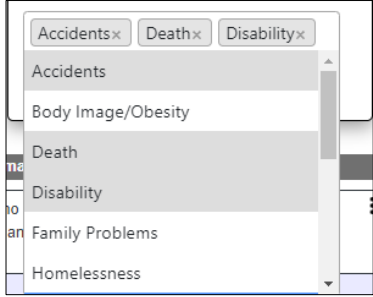
HINT: Science is not available for spring testing using the Instruction and Assessment Planner.

- 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 informational section.

Student View Page



	Field or Button	Action/Description
1	District/School/Subject	Description of the current district, school, and subject for the selected student.
2	Student Name and State ID	Student's name and State ID number. The student's name is a hyperlink. Click on the student's name to display the View Student Record screen for more demographic information.
3	First Contact Survey	Click on the First Contact Survey icon to view/edit/submit the student's First Contact survey. <div style="border: 1px dashed black; padding: 10px; margin-top: 10px;">HINT: The First Contact Survey icon must display a check mark noting completion in order for you to select any Essential Elements for instruction.</div>

4	PNP Profile	Click the human silhouette icon to view/edit/submit the student's Personal Needs and Preferences (PNP) Profile.
5	Student Portal Login Credentials	Click the padlock icon to view your student's login credentials for Kite Student Portal.
6	Sensitive Themes	<p>Click 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, click Save.</p> <div style="border: 1px dashed gray; padding: 10px; margin: 10px 0;"> <p>HINT: A list of sensitive themes is provided for you. Click the Select box and choose all sensitive themes from the drop-down list. Then click Save.</p>  </div>
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.
8	Student View Page Instructions	User instructions on how to proceed on the Student View Page.
9	Field Test TIPs Page (Instructionally Embedded States Only)	If the student receives a field test after completing all blueprint requirements, click the Test Management link in the sentence to access the Testlet Information Page for the field test testlet.
10	Student View Page Actions (Instructionally Embedded States Only)	Details the availability of the student plans as well as the Fall Essential Element Status Report between the Fall and Spring window.

All states will see the directions between the quick links and the icons: Select an Essential Element and linkage level.

Below the directs are two messages that appear only for Instructionally Embedded model states:

- After completing all blueprint requirements, students may receive a field test testlet. To access the Testlet Information Page 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.

Year-End model states will see the directions in the first row but not the other two messages.

The blueprint section of the Student View Page is visible further down the screen.

Choose three EEs in C1.2 (L, RL, or RI)-EEs must be from at least two different strands. 1


Claim: ELA.C1 Students can comprehend text in increasingly complex ways.
Conceptual Area: ELA.C1.2 Construct understandings of text 8 Not Complete

Essential Element	Initial Precursor	Distal Precursor	Proximal Precursor	Target	Successor
ELA.EE.RL.5.2 Identify the central idea or theme of a story, drama or poem. 3	identify familiar people, objects, places, events → Instruction In Progress 07/17 2	identify character actions	identify character's actions and the consequences	identify specific theme of a story and apt details	identify specific theme of a story and apt details
ELA.EE.RL.5.4 Determine the intended meaning of multi-meaning words in a text. 5	identify familiar people, objects, places, events Testlet Assigned 07/17 4	use prior knowledge to construct word meaning	identify multiple meanings of a word	construct word meaning using context clues	construct multiple meanings for a word
ELA.EE.RL.5.6 Determine the point of view of the narrator. 6	identify familiar people, objects, places, events ✓ Testlet Complete 07/17 7	identify character actions	narrator identification	recognition of different points of view	identify feelings or thoughts of narrator

Each linkage level for an Essential Element is located 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.


	Field or Button	Action/Description
1	Blueprint Requirements (Instructionally Embedded Model States Only)	<p>Grades 3–8 students have four requirements to meet in each window for both ELA and mathematics. High school students have three requirements for ELA and one requirement for mathematics in both windows.</p> <p>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.</p> <p>Year-End model states will not see these requirements.</p>
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.
3	Begin Instruction	Begin Instruction is the initial status of a specific 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.
4	Instruction in Progress	Indicates a plan has been created and instruction has begun outside of the Educator Portal with the date.
5	Kebab Menu (Vertical Ellipsis)	Click the three-dot icon to set/change the status of a specific Essential Element card. Quick links are accessed from the kebab menu.
6	Testlet Assigned	The teacher has completed instruction for the Essential Element and assigned a testlet, which is ready for the student in Kite Student Portal.
7	Testlet Complete	The student has completed the testlet associated with the specific Essential Element in Kite Student Portal.
8	Star Icon	<p>Indication that the student showed mastery in the specific linkage level.</p> <div style="border: 1px dashed black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>HINT: The icon will be replaced with an X if the student did not show mastery for that linkage level.</p> </div>

9	Requirement Complete	<p>Icon displaying whether the blueprint requirement is met. (Not visible in screenshot)</p> <div style="border: 1px dashed black; padding: 10px; margin: 10px 0;"> <p>HINT: In the example above, the blueprint requirement has not yet been met, therefore the icon is blank and shows as Not Complete. Once the particular blueprint requirement is met, the circle fills in to become solid and includes a check mark with the word Complete as shown below.</p> <div style="text-align: center;">  </div> </div>
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5. Choose specific Essential Elements in the appropriate linkage level according to the blueprint requirements 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 see any blueprint requirements.

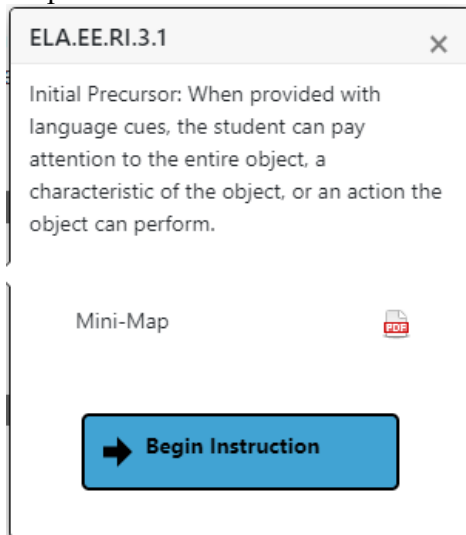
A flag icon in each Essential Element header indicates the recommended linkage level for instruction based on First Contact survey responses.

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

6. Select the Essential Element for instruction. Select the linkage level. 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 will display three linkage level cards.

7. Click the kebab menu (three vertical dots) icon in the appropriate linkage level card to see a pop-up displaying the long description along with a link to download the mini-map for the selected Essential Element.

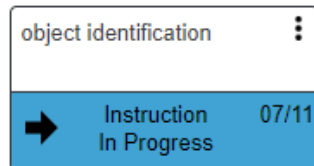


HINT: A mini-map is a small cluster of nodes within the learning map that are associated with an Essential Element. Downloading the mini-map PDF for the Essential Element provides a short, two to four page document showing the relationship of the nodes in the mini-map. Downloading the mini-map for Writing will display sequential pages for each of the Writing Essential Elements in a single PDF. This PDF is much longer. The test administrator will need to scroll down through several pages in order to view its entirety.

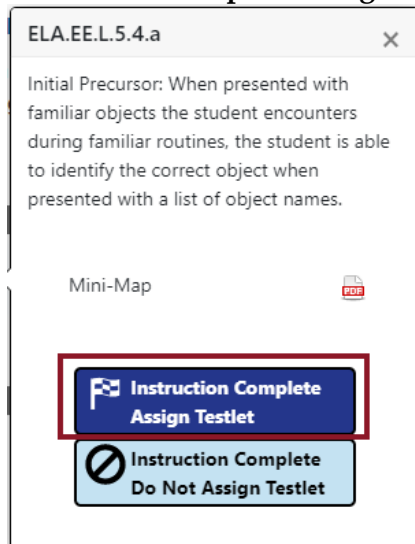
8. Click **Begin Instruction**.



HINT: After clicking **Begin Instruction**, the card will display Instruction in Progress with the date.



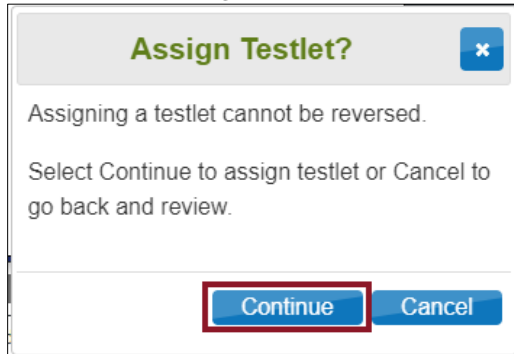
9. Provide instruction outside of Educator Portal. After the test administrator believes instruction is sufficient, and the student is ready for the assessment, return to the Student View Page in the Instruction and Assessment Planner. On the linkage level card for the Essential Element, click the kebab menu icon in the card again and select **Instruction Complete Assign Testlet**.



HINT: Sometimes the test administrator will decide that a particular Essential Element or a specific linkage level should not be tested. If the test administrator does not plan to assign the student a testlet after instruction is complete, select the option for **Instruction Complete Do Not Assign Testlet**. Selecting this option will not assign your student a testlet in Student Portal. The **Instruction In Progress** mark will be removed from the Student Activity

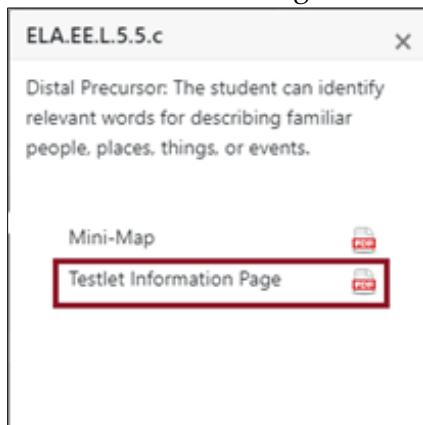
Table, and the linkage level will revert to its original status for that specific Essential Element. If desired at a later time, it can be selected again.

10. After selecting **Assign Testlet**, a pop-up box will appear asking the test administrator to confirm and assign a testlet. Click **Continue**.

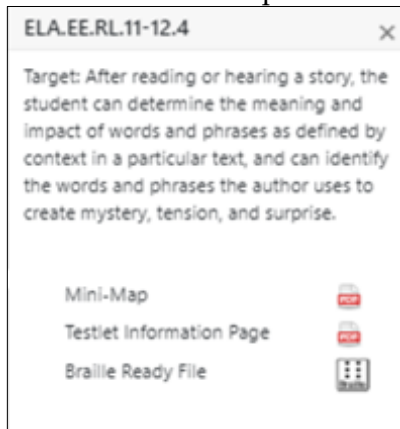


HINT: Once the testlet is assigned, the card in the Student Activity Table will display Testlet Assigned with the date. Please note the warning that once a testlet is assigned, the test administrator cannot go back and unassign the testlet.

11. Once the testlet is assigned, click the kebab menu icon in the card to download the Testlet Information Page.

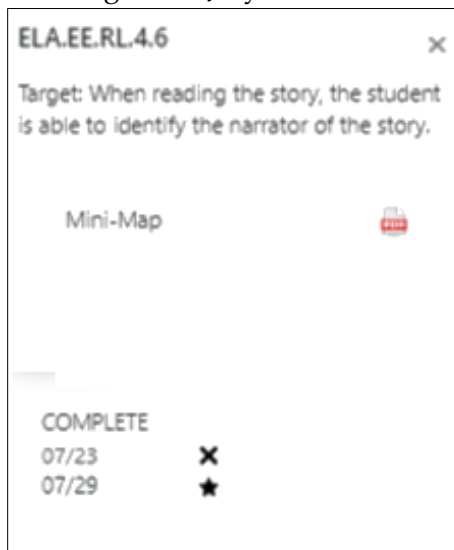


The Braille Ready File icon will be visible if the Essential Element at the specific linkage level has a braille equivalent.

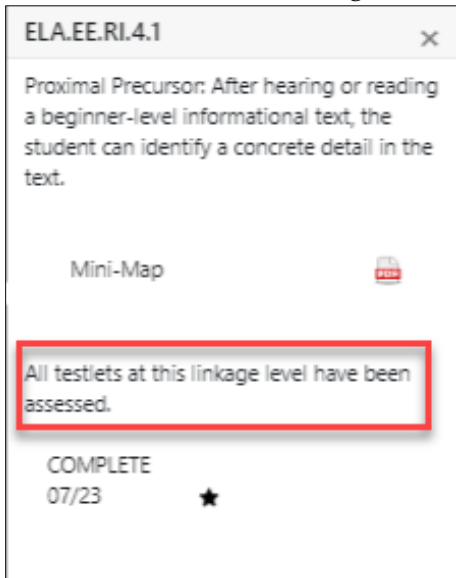


RETESTING THE SAME ESSENTIAL ELEMENT AND LINKAGE LEVEL

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 July 23 where the student did not master the linkage level. The student tested again on July 29 where the testlet was mastered.



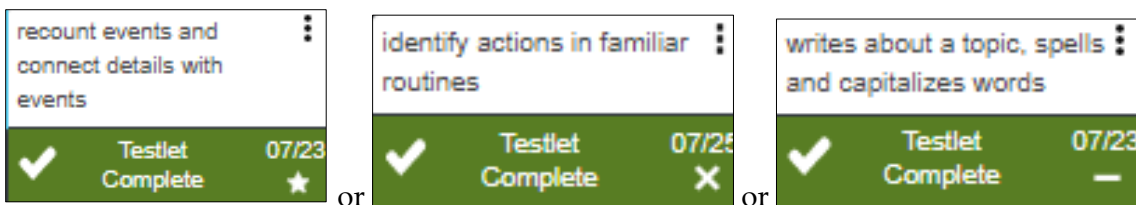
Sometimes more than one testlet at a linkage level is not available. The message will display that all testlets at this linkage level have been assessed, as seen in this example.



After reading the Testlet Information Page and gathering the materials, administer the testlet in Student Portal. Once the testlet is submitted, come back to the Instruction and Assessment Planner to see the results. If the Student View Page was open during the administration of the testlet, the test administrator will need to click the refresh button in the upper left corner of the browser.

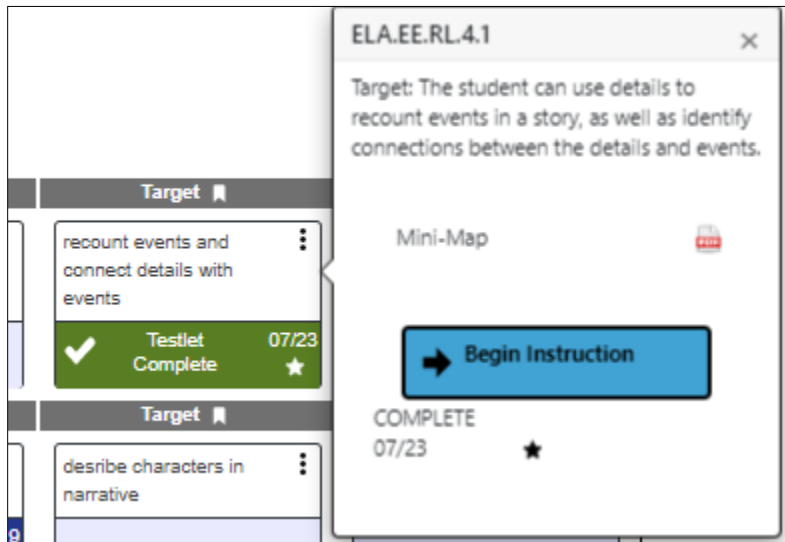
The card on the Student Activity Page will update to one of three statuses:

- Testlet Complete with a star, indicating mastery
- Testlet Complete with an X, indicating mastery was not achieved
- Testlet Complete with a dash, indicating results are not yet ready. The dash will only be displayed for writing testlets because they are scored outside of Educator Portal. Their results are published at the end of the year as the Student Individual Score Report available in Educator Portal.

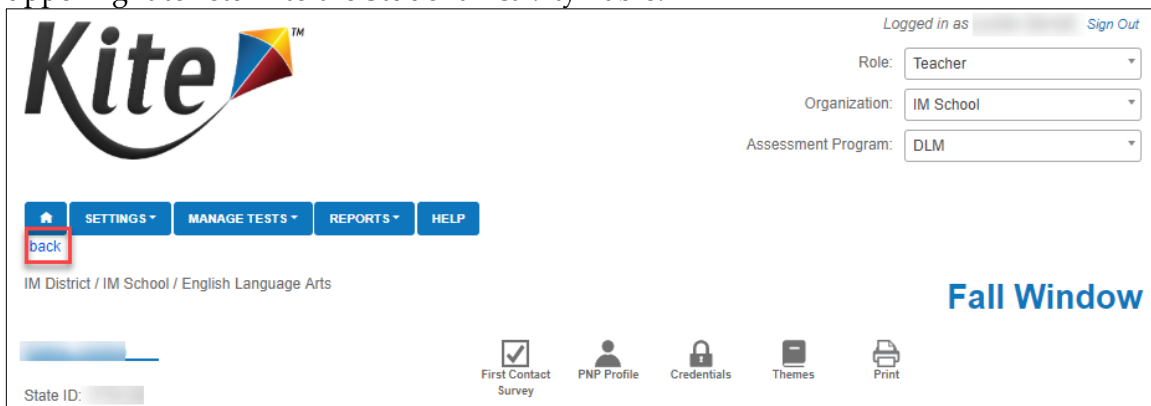


After a testlet is completed, the TIP is no longer available. If the student received a Braille Ready File, it is also no longer available. If another testlet is available, the **Begin Instruction** action button can be selected. In the below example, another testlet is available.

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



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 in the upper right to return to the Student Activity Table.



At a glance, the test administrator can see if all blueprint requirements have been met, how many plans still have instruction in progress, if any testlets are assigned but have not been

tested, and the total number of completed testlets.

Dukes, Linton			
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: Science assessment 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 each subject, one field test testlet may be available. To access the Testlet Information Page (TIP) for the field test testlet, click the **Test Management** hyperlink on the Student View Page. This action takes the test administrator directly to the Test Management section of Educator Portal where the field test testlet is available. Administer the field test in Student Portal using the student's credentials.

HINT: The student's Testlet Information Page for field test testlets can be found in the **Test Management** tab.

IM District / IM School / English Language Arts

Fall Window

State ID:

First Contact Survey
 PNP Profile
 Credentials
 Themes
 Print

Select an Essential Element and linkage level.

After completing all blueprint requirements, you may receive a field test testlet. To access the Testlet Information Page for the field test, go to the Test Management tab.

Between the close of the Fall window and the opening of the Spring window, you may still view student plans and print the Fall Essential Element Status Report. No other work may be completed.

Instruction In Progress
 Testlet Assigned
 Testing In Progress
 Complete
 Recommended Linkage Level
 Mastery Demonstrated
 Mastery Not Demonstrated
 Results Not Available

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, users may still view student plans and print the Fall Essential Element Status Report. However, no other work may be completed.

ACCESS THE ESSENTIAL ELEMENTS STATUS REPORT IN THE INSTRUCTION AND ASSESSMENT PLANNER

The Essential Elements Status Report is accessed in the Instruction and Assessment Planner. It is a per student per subject report that captures everything on the Student View Page and the Student Activity Table together in one PDF report at the time the reports is accessed. The report is available at any time during a window and can be printed. The report includes all Essential Elements and linkage levels on the blueprint for the subject. Users will see various stages of instruction and testing and the associated dates.

At the close of the fall window, the Essential Elements Status Report for fall becomes a static report but continues to be available until the close of the spring window. It can be accessed anytime during the spring window.

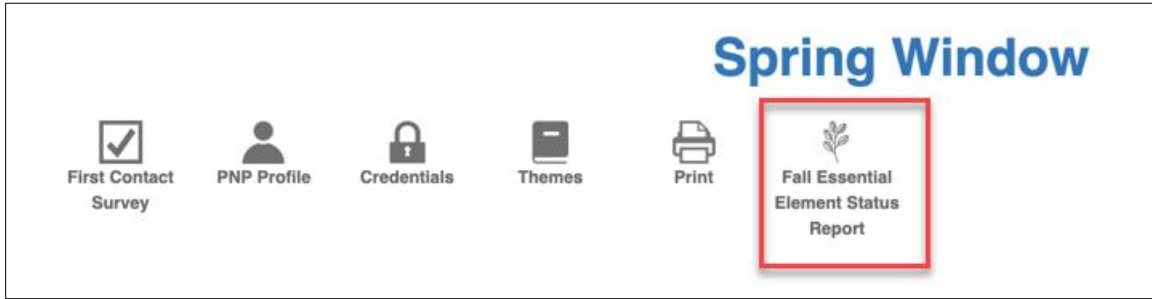
With the opening of the spring window, the spring report is available to provide information about the Essential Elements selected during the spring window. When the spring window closes, neither the fall nor the spring Essential Element Status Report is available.

This report is especially designed for test administrators, but any state, district, or building educator can also find it useful. Information on the report is complementary with the Understanding the DLM Instructionally Embedded Monitoring Extract for Instructionally Embedded Model States extract described on page 102, which is especially designed for state, district, and building users.

To access the Essential Elements Status Report during the fall window, click the printer icon. Also use the printer icon during the spring window to access the spring version of the report.

The screenshot shows the Kite Instruction and Assessment Planner interface. At the top left is the Kite logo. To the right, it says "Logged in as [username] Sign Out". Below that are three dropdown menus: "Role: Teacher", "Organization: IM School", and "Assessment Program: DLM". A navigation bar contains buttons for "SETTINGS", "MANAGE TESTS", "REPORTS", and "HELP". Below the navigation bar is a breadcrumb trail: "IM District / IM School / English Language Arts". On the right side, the text "Fall Window" is displayed in blue. At the bottom, there is a "Print" icon highlighted with a red box. Other icons include "First Contact Survey", "PNP Profile", "Credentials", and "Themes". The State ID is 1776125. At the bottom, it says "Select an Essential Element and linkage level."

To access the fall Essential Element Status Report during the spring, click the leaf icon.



The Essential Element Status Report for each subject and student is three or four pages long, depending on the subject. Below is an example of the 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	<u>Credentials</u>
Blueprint requirements met	4 of 4	Username: I
Number of plans with instruction in progress	1	Password: V
Testlets assigned and ready to test	5	
Total number of testlets completed	12	

Legend:

- Instruction In Progress (blue arrow icon)
- Testlet Assigned (blue flag icon)
- Testing In Progress (yellow clock icon)
- Complete (green checkmark icon)
- Recommended Linkage Level (grey book icon)
- Mastery Demonstrated (green star icon)
- Mastery Not Demonstrated (green X icon)
- Results Not Available (grey minus icon)

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 ✔ Testlet Complete 07/23 ★	recount key details of a story
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 ➔ Instruction In Progress 07/26	describe characters in narrative	describe characters, setting, and events
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 ✔ Testlet Complete 07/23 ★	recognition of change
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 ✔ Testlet Complete 07/23 ★	identify explicit text details and words	identify explicit text details and words

THE SPRING WINDOW FOR INSTRUCTIONALLY EMBEDDED MODEL STATES

When the spring window opens, all plans and actions from the fall window will have been removed from the Instruction and Assessment Planner. The Student Activity Table will revert back to 0 of 4 in the top row of Blueprint requirements met, depending on the grade and subject. The column for science will no longer be visible since administration for all science assessments is now required and is in the Test Management section of Educator Portal and is required. The First Contact survey does not have to be submitted again unless the test administrator wants to make changes in it. The PNP Profile does not have to be submitted again unless changes must be made.

Grade 4	Read, Garrett State ID: 1776126		✔ First Contact	👤 PNP Profile	🔒 Credentials
		ELA	MATH		
	View/Create plans	➔	➔		
	Blueprint requirements met	0 of 4	0 of 4		
	Number of plans with instruction in progress	0	0		
	Testlets assigned and ready to test	0	0		
Total number of testlets completed	0	1			

All the steps and processes during the spring window are the same as the fall window. Test administrators may select the same Essential Elements and linkage levels as they did during the fall window, or they may select others. The Essential Element Status Report for fall remains

available to view or print during the spring window. The spring version of the report is now available. Other reports and extracts are available in Educator Portal through the **Reports** Tab. These are described in the next section.

Year-End model states will no longer have access to the Instruction and Assessment Planner.

ACCESS REPORTS AND DATA EXTRACTS

A number of reports and data extracts are available through Educator Portal. Not all users have access to all reports and extracts. The table below lists the types of extracts and reports each user role can access.

File Type	File Type					
File Type	SAA	DTC	DU	BTC	BU	T
Reports						
Aggregate Reports	Each state will determine which roles have access to Aggregate reports.					
Essential Element Status Report	X	X	X	X	X	X
Monitoring Summary Report	X	X	X	X	X	
Blueprint Coverage Report (Instructionally Embedded Model states only)	X	X	X	X	X	X
Student Progress Report	X	X	X	X	X	X
Class Roster Report	X	X	X	X	X	X
End of Year Student Score Reports – Individual and Bundled	Each state determines which roles have access to Individual and Bundled End-of-Year Individual Student Score Reports.					
Extracts						
PNP Setting Counts Extract	X	X	X	X	X	X
PNP Settings Extract	X	X	X	X	X	X
Current Enrollment Extract	X	X	X	X	X	X
DLM Blueprint Coverage Summary Extract (Instructionally Embedded Model states only)	X	X	X	X	X	X
DLM Instructionally Embedded Monitoring Extract (Instructionally Embedded model states only)	X	X	X	X	X	X
DLM Test Administration Monitoring Extract (Year-End model states only)	X	X	X	X	X	X
First Contact Survey	X	X	X	X	X	X
Roster	X	X	X	X	X	X
Security Agreement Completion	X	X	X	X	X	
Training Status	X	X	X	X	X	
Users	X	X	X	X	X	

Table Key: SAA=State Assessment Administrator, DTC=District Test Coordinator, DU=District User, BTC=Building Test Coordinator, BU=Building User, T=Teacher

REPORTS

AGGREGATE REPORTS

Understanding Aggregate Reports for All States

The Aggregate report summarizes the testing results across the state, district, school, or class in PDF or CSV format. The report provides the number of students tested by grade, subject, and performance level. It does not contain individual student data.

Reports are released based on user role. Therefore, state-level users have access to state-level reports, district-level users have access to district-level reports, and so on. Teachers have access to class reports for students rostered to them.

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).

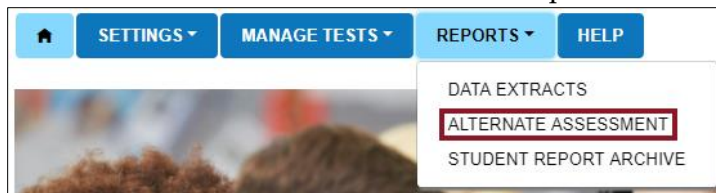
Accessing Aggregate Reports for All States

To access an Aggregate report, do the following:

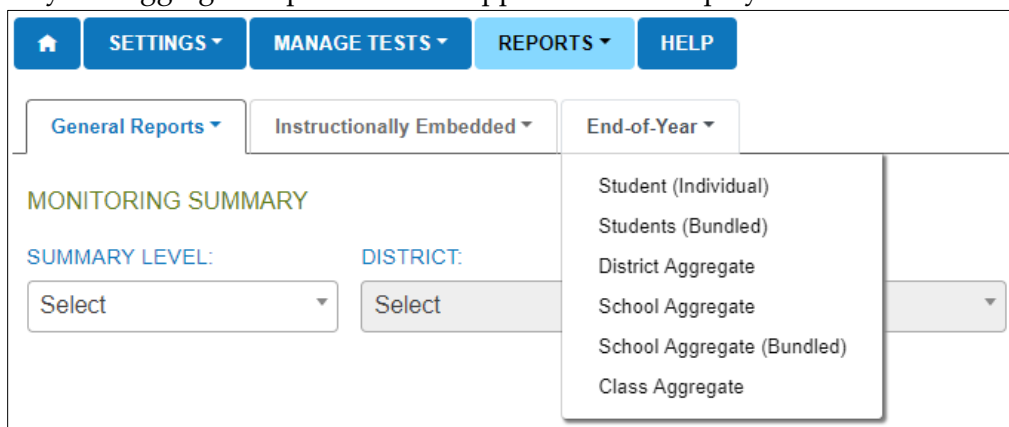
1. Click **Reports**.



2. Select **Alternate Assessment** from the drop-down menu.



3. Click 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 will display.



5. Enter filters.

General Reports ▾ Instructionally Embedded ▾ End-of-Year ▾

STUDENT (INDIVIDUAL)

REPORT YEAR: 2019 x ▲
2019
2018
2017
2016
2015

DISTRICT: Select ▾

SCHOOL: Select ▾

SUBJECT: Select ▾

GRADE: Select ▾

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6. Click the report file icon to view the report as a PDF or CSV file for 2019.

Kite™

Role: State Assessment Administra... ▾
Organization: ▾
Assessment Program: DLM ▾

General Reports ▾ Instructionally Embedded ▾ End-of-Year ▾

STATE AGGREGATE

REPORT YEAR: 2020 x ▾

STATE: ▾

State Aggregate Report

DLM_State_Aggregate_2020
PDF CSV

HINT: The aggregate reports for 2020 will become available in the summer of 2020 and will available in both PDF and CSV at that time.

MONITORING SUMMARY REPORT

Understanding the Monitoring Summary Report for an Instructionally Embedded Model State

The Monitoring Summary Report provides aggregate files by grade for ELA, mathematics, and science during the fall instructionally embedded window. The report provides aggregate files

by grade for ELA and mathematics during the spring instructionally embedded window. Three other columns provide data for science during the spring window.

The files can be accessed at the state, district, and building level, depending on the user's permissions. The report can be viewed in Educator Portal or saved as a PDF. Users with the role of Teacher do not have access to this report.

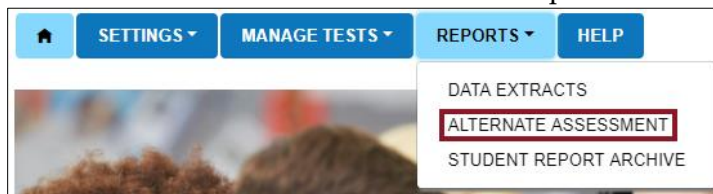
Accessing the Report for All States

To view the Monitoring Summary report, follow these steps:

1. Click **Reports**.



2. Select **Alternate Assessment** from the drop-down menu.



Higher level users will use the menus to select the report criteria. Choose the state, district, or school summary level. The report will appear in the space below.

The report is provided by district, grade, and subject in three main sets of columns:

- Instructionally Embedded Fall Number of Rostered Students
- Instructionally Embedded Spring Number of Rostered Students
- Spring Science Number of Rostered Students

In the following example in grade 3 for ELA, one student has no plans created, and therefore cannot take any testlets. Of the students with plans created, zero students have no testlets taken. To state this a different way, all grade 3 students with plans created in ELA have taken at least one ELA testlet.

The next column shows that zero students have only one testlet completed. In other words, of all the rostered students who have plans, none of those students have taken only one testlet. The last column shows that two students took more than one testlet.

View the Example for Instructionally Embedded Model State

Click **Save** to download a PDF of the report to your computer.

MONITORING SUMMARY

SUMMARY LEVEL: DISTRICT: SCHOOL:

District x IM District | 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	0	0	2	0	0	0	0	N/A	N/A	N/A
IM District	3	Mathematics	1	0	0	2	0	0	0	0	N/A	N/A	N/A
IM	3	Science	1	0	1	0	N/A	N/A	N/A	N/A	0	0	0

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

This next sample DLM Test Administration Monitoring Summary can be interpreted the same way as stated above for Instructionally Embedded model states. The difference is that for a Year-End model state, only two sets of data are available: that for the optional instructionally embedded assessment window and that for the End-of-Year summative assessment in the spring. Accompanying this report for a Year-End model state is the DLM Test Administration Monitoring extract, described on page 106.

View the Example for a Year-End Model State

SUMMARY LEVEL: DISTRICT: SCHOOL:

District x | |

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	0	0	0	0	0	0
		4	Mathematics	1	0	0	0	0	0	0
		5	English Language Arts	2	0	0	0	0	0	0
		5	Mathematics	2	0	0	0	0	0	0

BLUEPRINT COVERAGE REPORT

Understanding the Blueprint Coverage Report for an Instructionally Embedded Model State

HINT: Students in Year-End model states meet their blueprint requirements during the spring assessment window when the entire blueprint is accessed for each student.

This report is only provided for states where the instructionally embedded assessments are required in the fall and the spring window. This report complements the Essential Elements Status Report, which provides data for an individual student in one subject at a time. The Blueprint Coverage Report allows users to monitor all students rostered to a teacher one subject and one grade level at a time. The Blueprint Coverage report includes all currently rostered students, even if the student had no activity in the Instruction and Assessment Planner at the time the report is accessed.

The Blueprint Coverage Report displays students grouped by teacher, grade level, and subject. Students 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.

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. A student could be tested more than once on an Essential Element. Lindon Dukes was tested several times for Claim 1, Conceptual Area M.C1.3, and Essential Element M.EE 4 NBT 4. The date is provided each time a testlet was completed. In this example, the other two students are rostered but have not begun testing at this time.

If the test administrator created a plan and has begun instruction, but the student was not yet tested in 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 but not tested for Claim 2, Conceptual Area M.C2.1, and Essential Element EE.4.G.

On the top row of each requirement, a circle will display. The circle will be empty as long as the requirement is not fully met. That circle will fill in and include a checkmark once the student has met the requirements. This will align with the checkmark for the requirement in the Student Activity Table in the Instruction and Assessment Planner. The key indicates the student "met criterion." Note that Wilburn Haynes and Garrett Read do not have any circles at all. This is because no plans have yet been created for them.

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 found in the Essential Element Status Report accessed from the Instruction and Assessment Planner.

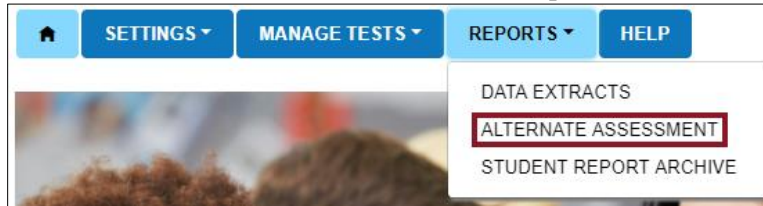
Accessing the Blueprint Coverage Report

To view the Blueprint Coverage report, follow these steps:

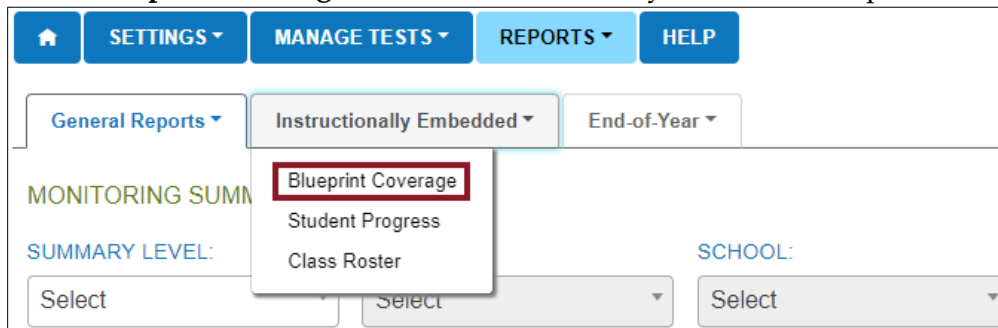
1. Click **Reports**.



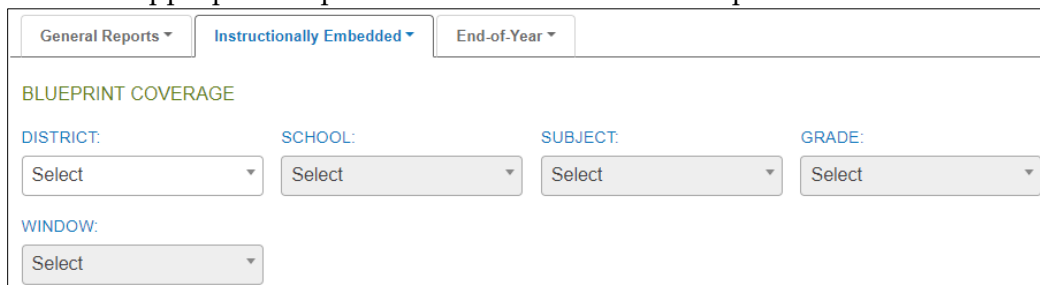
2. Select **Alternate Assessment** from the drop-down menu.



3. Click 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. Click **View**.

Instructionally Embedded ▾

BLUEPRINT COVERAGE

DISTRICT: IM District ▾
SCHOOL: IM School ▾
SUBJECT: Mathematics×
GRADE: Grade 4×

WINDOW: Fall ▾

HINT: The user in the above is logged in with the Teacher role. Once the teacher selects the criteria in the drop-down menus, the Blueprint Coverage Report will automatically display below. Other users will see an additional **View** button to select.

View the Example

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

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.	<input checked="" type="radio"/> 7/23 <input checked="" type="radio"/> 7/23 <input checked="" type="radio"/> 7/23 <input type="radio"/> 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.	<input checked="" type="radio"/> 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).	<input checked="" type="radio"/> 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.	<input checked="" type="radio"/> 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	<input checked="" type="radio"/> 7/23		<input checked="" type="radio"/> 7/18

Note: All students listed are fictitious.

STUDENT PROGRESS REPORT

Understanding the Student Progress Report for an Instructionally Embedded Model State

The Student Progress report summarizes a student's progress for the instructionally embedded assessments during the fall window for required assessment of ELA and mathematics Essential Elements and the optionally assessed science Essential Elements. During the spring window, only ELA and mathematics progress is reported. Science is required but not reported in the Student Progress report.

Test administrators may find the report useful when planning or reviewing instruction for a student. The report displays the conceptual area(s) tested, the Essential Element, the linkage level tested, and whether the student has been assessed at that level.

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. The report will not display any testlet delivered during the spring assessment window.

Accessing the Student Progress Report for All States

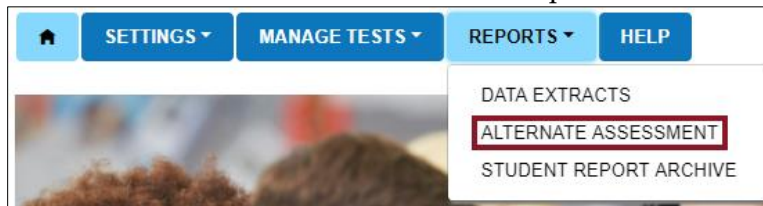
NOTE: All reports contain sensitive information, which may include the student's name, school, grade, and ID number, among other data. Treat any printed report as a secure document and handle it accordingly.

To view the Student Progress report, follow these steps:

1. Click **Reports**.

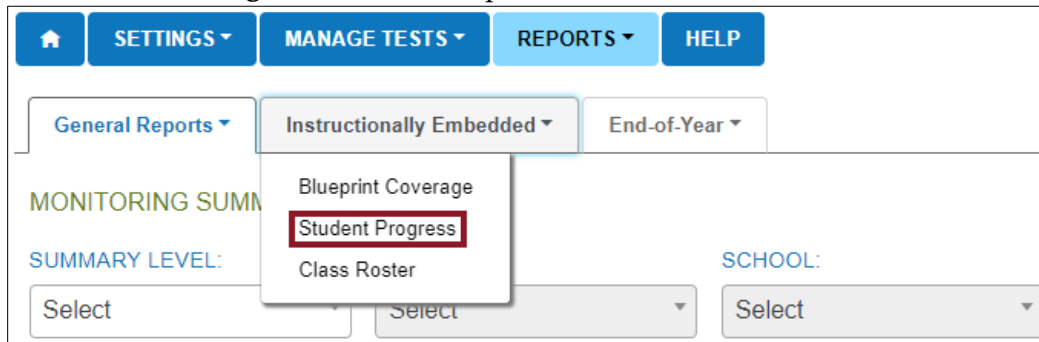


2. Select **Alternate Assessment** from the drop-down menu.



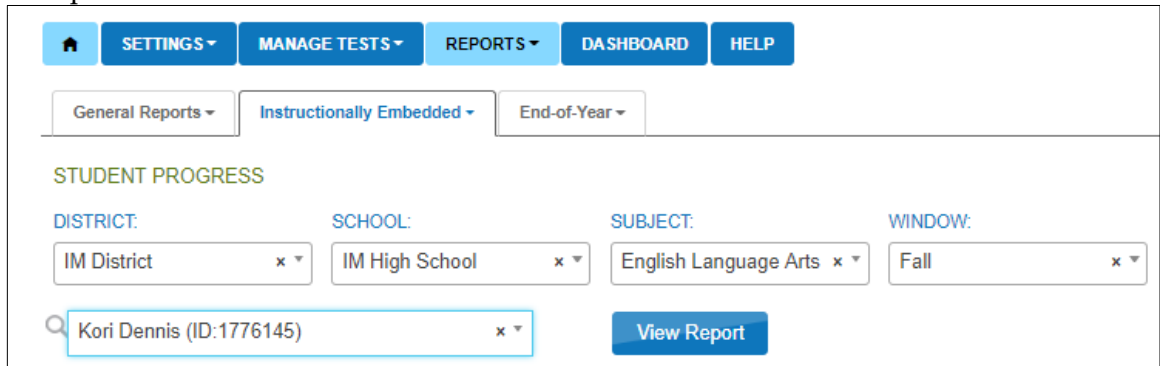
3. Click the **Instructionally Embedded** tab.

4. Select **Student Progress** from the drop-down menu.



The screenshot shows a navigation bar with buttons for Home, SETTINGS, MANAGE TESTS, REPORTS, and HELP. Below the navigation bar, there are three dropdown menus: 'General Reports', 'Instructionally Embedded', and 'End-of-Year'. The 'Instructionally Embedded' dropdown is open, showing options: 'Blueprint Coverage', 'Student Progress' (highlighted with a red box), and 'Class Roster'. Below the dropdowns, there is a 'MONITORING SUMMARY' section with a 'SUMMARY LEVEL:' dropdown set to 'Select' and a 'SCHOOL:' dropdown set to 'Select'.

5. Complete filters.



The screenshot shows the 'STUDENT PROGRESS' filter page. The navigation bar includes Home, SETTINGS, MANAGE TESTS, REPORTS, DASHBOARD, and HELP. Below the navigation bar, there are three dropdown menus: 'General Reports', 'Instructionally Embedded', and 'End-of-Year'. The main section is titled 'STUDENT PROGRESS' and contains four filter dropdowns: 'DISTRICT:' (IM District), 'SCHOOL:' (IM High School), 'SUBJECT:' (English Language Arts), and 'WINDOW:' (Fall). Below these filters, there is a search box containing 'Kori Dennis (ID:1776145)' and a 'View Report' button.

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

View the Example

The student listed is a fictitious.

1. The screen with the Individual Student Progress Report will display. Optionally, choose **Save** to save and/or print the report. The date, the student's name, district, and school

are provided on the report. This is a secure document.

STUDENT PROGRESS


DISTRICT: IM District x ▾ SCHOOL: IM High School x ▾ SUBJECT: English Language Arts x ▾ WINDOW: Fall x ▾

Kori Dennis (ID:1776145) x ▾


07-26-2019 Save

Individual Student Progress Report for Kori Dennis
IM High School, IM District, DLM QC IM State
Grade 11, English Language Arts






Claim: Students can produce writing for a range of purposes and audiences.
Conceptual Area: Use writing to communicate

Grade Level Expectation	Level 1	Level 2	Level 3	Level 4 	Level 5
ELA.EE.CW.11-12.T Conventional Writing				writes about topic using sentences and conclusion Assessed: 07/25	

Claim: Students can comprehend text in increasingly complex ways.
Conceptual Area: Integrate ideas and information from text

Grade Level Expectation	Level 1	Level 2	Level 3	Level 4 	Level 5
ELA.EE.RI.11-12.3 Determine how individuals, ideas,	identify actions in familiar routines	determine which	identify temporal information or	identify how details change across the	analyze relationship of people, events

HINT: A key is included at the bottom of the report. The report terms are defined in the table below.

	= Target		= Mastered		= Attempted		= Assessed, results not available		= Planned
---	----------	---	------------	---	-------------	---	-----------------------------------	---	-----------

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 instructionally embedded testlets assigned in the Instruction and Assessment Planner during the fall window and again in the spring window. This is a secure report.

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 particular linkage level but the Essential Element

was not yet assessed. If a user selects more than one student to view, the user will need to scroll down the screen. This is also a secure report.

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

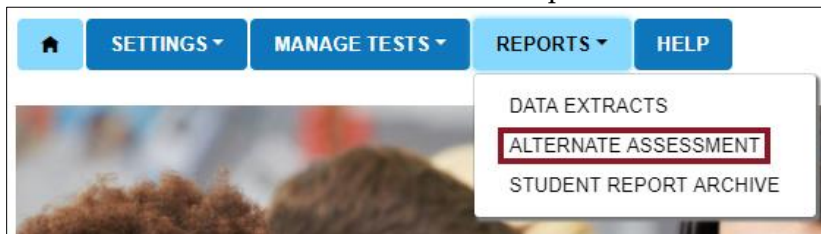
Users in Year-End model states will see the most recent assessment and current instructional goals for one or more students on a roster during the instructionally embedded assessment window if the test administrator used the Instruction and Assessment Planner.

Accessing the Student Progress Report for All States

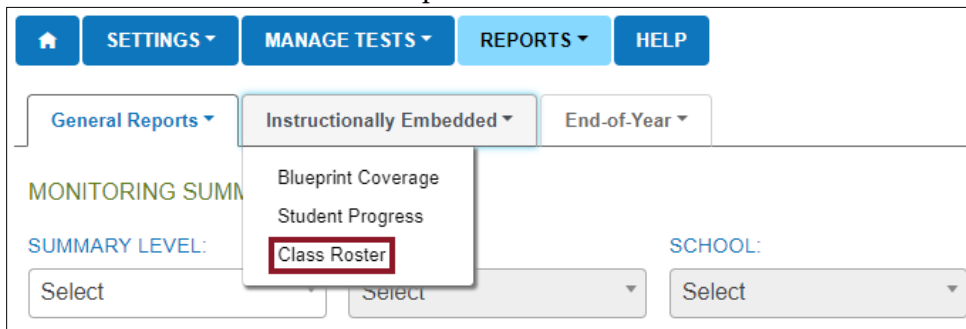
1. Click **Reports**.



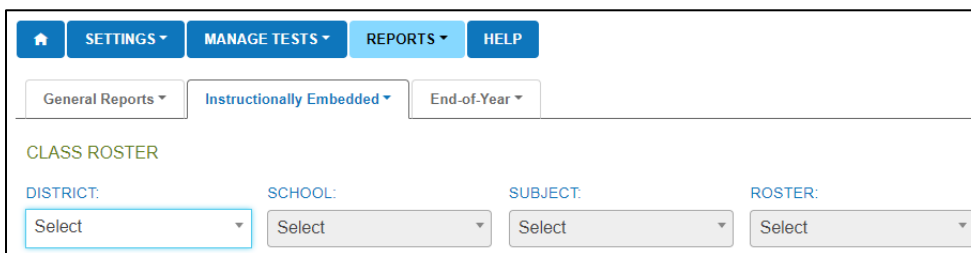
2. Select **Alternate Assessment** from the drop-down menu.



3. Click the **Instructionally Embedded** tab.
4. Select **Class Roster** from the drop-down menu.



5. Enter filters.



- After selecting a roster, choose one or more students.

View the Example for All States

- Click **View Report**.

- Optionally, click **Save** to save and/or print the report.

Essential Element	Recently Assessed	Current Instructional Goals
Grade 8		
ELA.EE.L.8.5.a	Demonstrate understanding of the use of multiple meaning words	Not Yet Assessed
		Successor
		recognize literal meaning of word or phrase

No instructional plans exist in Educator Portal for [redacted] and English Language Arts

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 determines which user roles have permission to view the reports. Additional resources, including videos, are available on each state’s DLM webpage. See 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 operational testlets taken in both the required fall and spring windows. Field test testlet results are not included in the score reports.

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

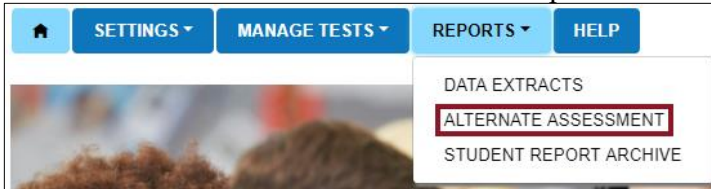
The Individual Student Score Reports for Year-End model states are from only the required spring assessment window. Neither assessments taken during the optional instructionally embedded assessment window nor field test testlet results are included in the end-of-year score reports.

Accessing Individual Student Score Reports for All States

1. Click **Reports**.

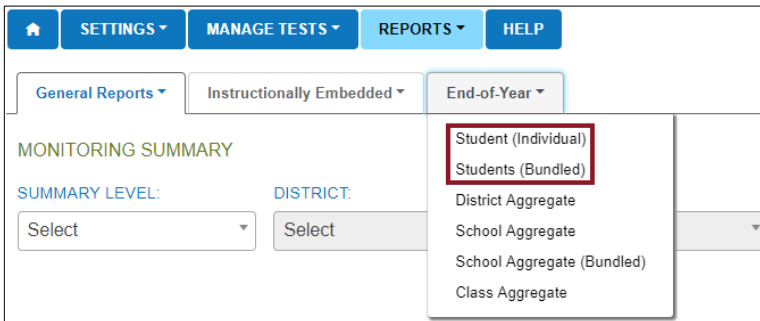


2. Select **Alternate Assessment** from the drop-down menu.

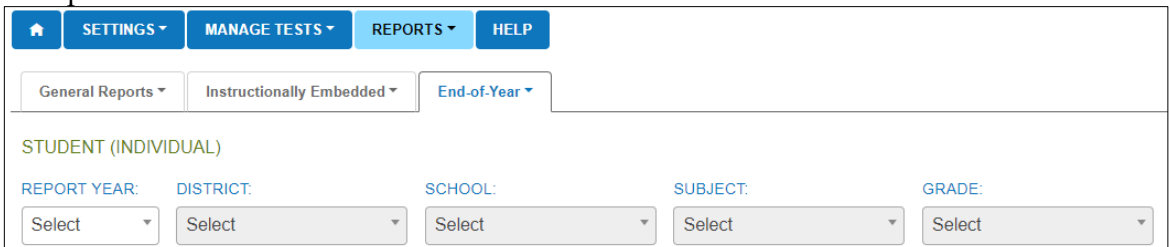


3. Click the **End-of-Year** tab.

4. Select either **Student (Individual)** or **Students (Bundled)**. These selections will only be visible to those who have access.



5. Complete filters.



6. For Individual Student Score Reports, click the student's name.



7. For Bundled Student Score Reports, open PDF files for individual grades, which can then be saved locally.

STUDENT REPORT ARCHIVE

Understanding the Student Report Archive for All States

Depending on state permissions, users may have the ability to access Individual Student Score Reports from previous years (beginning with 2015-2016). In most states, test administrators receive their Individual Student Score Reports from their district or building test coordinator instead of in Educator Portal. This is a state decision. In a state that permits test administrator report access in Educator Portal, 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 which they were previously rostered but are not currently, they must contact their assessment coordinator.

By using this feature, authorized users will access a table with PDF links to the Individual Student Score Reports for previous years by grade and subject. These archived reports do not include aggregate or bundled reports.

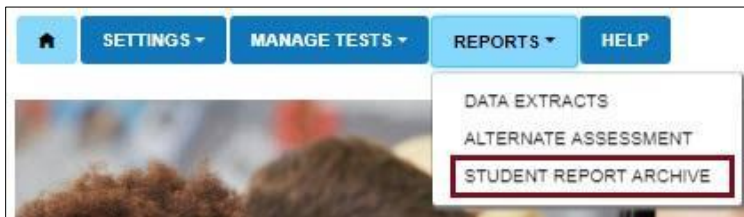
Individual Student Score Reports are the only reports that are archived in Educator Portal. Check with your assessment coordinator to find out if other extracts and other reports have been archived locally by your district or state.

Accessing the Student Report Archive for Any State

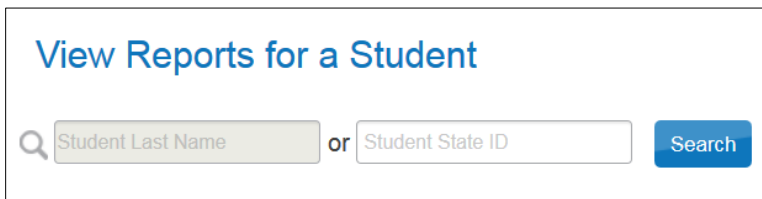
1. Click **Reports**.



2. Select **Student Report Archive** from the drop-down menu.



3. Enter **Student Last Name** or **Student State ID**.

A search form titled 'View Reports for a Student'. It features a search icon on the left, followed by two input fields: 'Student Last Name' and 'Student State ID', separated by the word 'or'. A blue 'Search' button is located to the right of the input fields.

4. Click **Search**.

DATA EXTRACTS

The following data extracts are available for select users. If the user does not have permission to view the extract, it will not appear in the list of extracts in Educator Portal.

Name of Data Extract	Summary
PNP Settings	PNP Profile settings by student. The PNP Profile is where a student's personal needs and preferences are recorded in Educator Portal.
PNP Setting Counts	This has the number of individual PNP settings by organization, e.g., braille was selected for 12 students.
Current Enrollment	Current enrollment information for active students.
DLM Test Administration Monitoring (For Year-End model states only)	Testlets assigned, in progress, and completed by subject and student. This extract complements the Monitoring Summary Report for a Year End model state.
DLM Blueprint Coverage Summary (For Instructionally Embedded model states only)	Percent of students meeting blueprint criteria per organization. Only available in Instructionally Embedded model states.
DLM Instructionally Embedded Monitoring Extract (For Instructionally Embedded model states only)	A student level extract for instructionally embedded testing during the fall and spring window for Instructionally Embedded model states. The extract is populated by data from the Instruction and Assessment Planner user interface.
First Contact survey	Current First Contact survey settings by student.
Roster	Student assignment by educator and subject.
Security Agreement Completion	Completion of security agreement by user.
Training Status	Training status by user.
Users	Educator Portal users and their associated roles.

The following table defines 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.

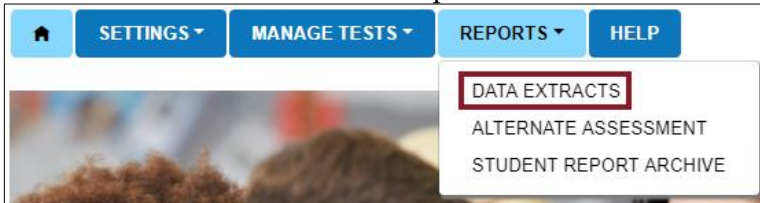
ACCESSING ALL EXTRACTS FOR ALL STATES

Every data extract is viewed by following these steps:

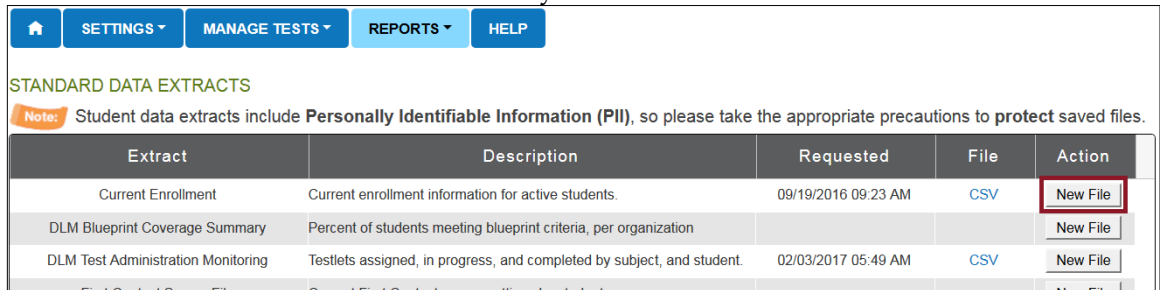
1. Click **Reports**.



2. Select **Data Extracts** from the drop-down menu.



3. Click the **New File** button for the extract you wish to view.

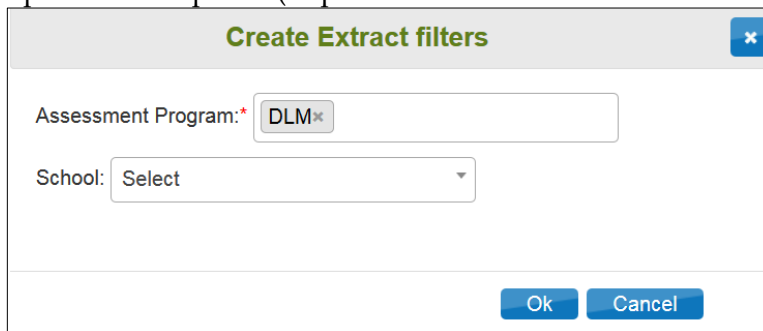


STANDARD DATA EXTRACTS

Note: Student data extracts include **Personally Identifiable Information (PII)**, so please take the appropriate precautions to protect saved files.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	09/19/2016 09:23 AM	CSV	New File
DLM Blueprint Coverage Summary	Percent of students meeting blueprint criteria, per organization			New File
DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	02/03/2017 05:49 AM	CSV	New File
First Contact Survey File	Current First Contact survey settings by student.			New File

4. DLM is the default for states using the DLM alternate assessments. Other filters may be optional or required (required fields are marked with a red asterisk).



Create Extract filters

Assessment Program:*

School:

Ok Cancel

5. Some users may have extract filters to select. Select filters and click **OK**.

6. If you accessed the report previously, you will receive the message below. Click **Yes** to proceed.

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

7. The File field transitions from In Queue to In Progress to CSV. Click CSV to access the extract file.

STANDARD DATA EXTRACTS

Note: Student data extracts include **Personally Identifiable Information (PII)**, so please take the appropriate precautions to **protect** saved files.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	07/20/2018 04:00 PM	CSV	New File
DLM Blueprint Coverage Summary	Percent of students meeting blueprint criteria, per organization	07/23/2018 01:07 PM	CSV	New File
DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	02/03/2017 05:49 AM	CSV	New File

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

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

UNDERSTANDING THE PNP PROFILE EXTRACT FOR ALL STATES

The PNP Profile extract creates 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 Profile download, the file will have 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. See the example below.

	D	E	O	P	Q	R
1	Student Last Name	Student First Name	Display - Overlay Color	Display - Overlay Color Activate by Default	Display - Overlay Color Code	Display - Overlay Color Desc
2			Selected	Selected	#87cffd	Light Sky Blue
3			Selected	Not Selected	#f52a4	Pale Goldenrod
4			Not Selected	N/A	N/A	N/A
5			Not Selected	N/A	N/A	N/A
6						

The file indicates whether or not a support has been selected for a student and, 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). You may also see the following results in columns:

N/A—indicates that the support has not been selected, either because the selection depends upon another item being checked.

Not Selected—appears when a support has been selected, but **Activate by Default** has not been selected.

Selected—indicates that the support has been selected on the student's PNP Profile.

Some columns on the file that may be of particular interest are described in the table below.

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 PNP SETTINGS COUNTS EXTRACT FOR ALL STATES

The PNP Settings Counts extract creates a CSV file that lists the total number of students who have a particular setting on their PNP Profile. Depending on the level of access, you can retrieve summary data in several configurations. If you have district- or state-level access, select filters for the report.

HINT: If the user has school-level access to Educator Portal (i.e., access to the data for only one school), there is no need to select any filters. The CSV file will have one line of data summarizing the PNP settings for the user's school.

State-, District-, and Building-Level Users

The state- and district-level filter windows display a choice of two summary levels, District or School, and three possible combinations for selecting the data to be included in the CSV file. A building-level user never has filter choices and always sees only their school data. Kansas users will also have data 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 see only DLM assessment settings.

State	District	School	Student Counts	Display - Magnification	Display - Overlay Color	Display - Invert Color Choice	Display - Masking
Oklahoma	Achille	Achille ES	DLM	0	0	0	0
Oklahoma	Achille	Achille ES	General Assessment	0	0	0	0
Oklahoma	Achille	Achille HS	DLM	0	0	0	0
Oklahoma	Achille	Achille HS	General Assessment	0	0	0	0

Settings	Filter	CSV Contents
District Summary Level	<p>Create Extract filters x</p> <p>Summary Level*: <input checked="" type="radio"/> District <input type="radio"/> School</p> <p><input type="button" value="Ok"/> <input type="button" value="Cancel"/></p>	CSV file contains two lines of data: PNP Profile counts summarized for the district.
School Summary Level	<p>Create Extract filters x</p> <p>Summary Level*: <input type="radio"/> District <input checked="" type="radio"/> School</p> <p>School: <input type="text" value="Select"/></p> <p><input type="button" value="Ok"/> <input type="button" value="Cancel"/></p>	CSV file contains multiple lines of data: one line for each of the schools in the district, except for Kansas.

Settings	Filter	CSV Contents
School Summary Level School selected	<p>Create Extract filters x</p> <p>Summary Level*: <input type="radio"/> District <input checked="" type="radio"/> School</p> <p>School: MySchool</p> <p><input type="button" value="Ok"/> <input type="button" value="Cancel"/></p>	CSV file contains one line of data: PNP Profile counts summarized for a single school, except for Kansas.

Name of the Extract

When you save the PNP Profile Counts download, the file will have 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.

E	F	G	H
Display - Magnification	Display - Overlay Color	Display - Invert Color Choice	Display - Masking
1	2	2	1
0	0	0	0

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.

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

Name of the Extract

When saving the Current Enrollment extract, the file will have 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

HINT: Students in Year-End model states meet blueprint requirements during the spring assessment window where the entire blueprint is accessed for each student.

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 requirements for each grade, subject, and criterion. Depending on role, users are able to pull a summary at the state, district, or school level.

Name of the Extract

When saving the DLM Blueprint Coverage extract, the file will have 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 that may be of particular interest are described in the table below.

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

HINT: Students in Year-End model states meet the blueprint requirements during the spring assessment window where the entire blueprint is accessed for each student.

The DLM Instructionally Embedded Monitoring extract is specifically for Instructionally Embedded model states that are required to meet the full blueprint requirements in the fall window and again in the spring window. This extract retrieves all blueprint information from the Instruction and Assessment Planner. This extract replaces the DLM Test Administration extract for the Instructionally Embedded model states.

This extract enables state-, district-, and building-level users to quickly monitor the progress their students make towards meeting full blueprint requirements. Test administrators also have access to this blueprint.

The ELA requirements vary from four requirements in grades 3–8 to three in high school. The mathematics requirements vary from four in grades 3–8 to one in high school. Science does not have blueprint requirements in the fall window. Therefore, for science, the requirement is NA during the fall window. Instead, the extract will report the number of testlets taken.

In the spring, although the required science assessment is not administered from the Instruction and Assessment Planner, the extract will provide the number of testlets that are completed. This number will vary per student, but the total number for all students will be either nine for most states or ten for states assessing end-of-instruction biology.

This extract is large, and an example will not be provided at this time. However, accessing the extract will be the same as accessing the other extracts described above.

Name of the Extract

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

DLM_Instructionally_Embedded_Blueprint_Monitoring_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the 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 ID number
Window	Fall or Spring
ELA Educator Last Name	Last name of the test administrator(s) to which the student is rostered for ELA
Blueprint Requirement ELA % Met	Students in grades 3–8 have four requirements. This presents the percentage of the blueprint requirements met during the fall window and again in the spring window. Those value will be either: 0%, 25%, 50%, or 100%. For high school ELA, the percentage met is 0%, 33%, 67%, or 100%, based on three requirements.
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

Column Heading	Definition
	rostered to ELA in the enrolled school, NA will display.
Math Educator Last Name	Last name of the test administrator(s) to which 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 presents the percentage of the blueprint requirements met during the fall window and again in the spring window. Those value will be either: 0%, 25%, 50%, or 100%. For high school math, the percentage met is 0% or 100%, based on one requirement.
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(s) to which the student is rostered for science during either the fall or spring window.

Column Heading	Definition
Science Testlets Taken	The number of optional science testlets administered during the fall window. During the spring window the number will display X or 9 for most states and X of 10 for states administering high school biology.

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

HINT: This extract is only available in Year-End model states. Instructionally Embedded model states will use the DLM Instructionally Embedded Monitoring extract.

The DLM Test Administration Monitoring extract allows users to track when a student is finished with spring assessments. This extract includes the number of testlets assigned, in progress, and completed by a student. Testlet counts are included for each subject, so a student may appear on more than one line in the extract. If a student is in more than one school, separate lines will appear for the student.

- A student will not appear on this extract until enrolled and rostered to at least one subject in the current school year.
- Data is available for the current testing year.
- The extract has two subsections: Fall Window Testlets and End-of-Year. The Instructional dates apply to the four columns of Instructional testlets administered during the instructionally embedded assessment window. The End-of-Year dates apply to the four columns of End-of-Year testlets delivered during the spring assessment window. A column for field test testlets is also included in this report.
- This is a large extract, and an example does not appear in this manual.

Create Extract filters

Assessment Program:

School:

Warning: The results in this extract include all testlets delivered for this school year.

Name of the Extract

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

Kite_DLM_Test_Administration_Status_Extract_OrgID_UserID_MM-DD-YY_HH-MM-SS.csv

Fields in the Extract

The four columns in the table below include data from the Instruction and Assessment Planner in Educator Portal.

Column Heading	Definition
Fall Window # Testlets Not Started	The number of plans created and testlets assigned for a student, but the testlets which have not yet been administered.
Fall Window # Testlets In Progress	The number of testlets that are in progress. Any number in this field means a testlet is in progress or Student Portal was closed without using the EXIT DOES NOT SAVE button.
Fall Window # Testlets Completed	The number of instructionally embedded testlets completed by the student.
Fall Window # Testlets Required	This column will always show an asterisk since this is an optional assessment for Year-End model states.

The four columns in the table below include data from spring assessments.

Column Heading	Definition
End of Year # Testlets Not Started	The number of testlets assigned by the system for the spring assessment, but which the student has not yet started. <div style="border: 1px dashed black; padding: 10px; margin: 10px auto; width: fit-content;">HINT: The system assigns testlets one at a time, not all at the beginning of spring assessment.</div>
End of Year # Testlets In Progress	The number of spring assessment testlets that were in progress at the time the extract was pulled.
End of Year # Testlets Completed	The number of testlets from spring assessments that have been completed by the student. By the end of the state's spring assessment, the numbers in this column are to equal the number in the End of Year # Testlets Required column.

End of Year # Testlets Required	The number of spring testlets for each student will vary depending on grade and subject.
Field Test # Testlets Completed	The number of field test testlets that were administered for a student.

UNDERSTANDING THE FIRST CONTACT SURVEY EXTRACT FOR ALL STATES

The First Contact survey extract creates a CSV file that lists learner characteristic settings for the students enrolled in a particular district or school. Only students who have First Contact survey settings are included in the file. The file contains a column for every possible First Contact survey setting and indicates if that setting has been chosen for a student.

Fields in the Extract

The file includes information about a student’s First Contact survey settings. Each of the possible First Contact survey settings are included in the file. See the example below.

The file indicates whether or not a learner characteristic has been selected for a student, and 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. You may also see the following results in columns:

- N/A—indicates that the characteristic has not been selected because the selection depends upon another item being checked.
- Not Selected—appears when a characteristic has not been selected, e.g., **Uses Sign Language**.
- Selected—indicates that the characteristic has been selected on the student’s First Contact survey.

Some columns on the file that may be of particular interest are described in the table below.

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 ROSTER EXTRACT FOR ALL STATES

The Roster extract creates a CSV file that lists the students and teachers on every roster in a particular school. When creating the extract, you must select the school.

Name of the Extract

When saving the Roster extract, the file will have 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 creates a CSV file that shows all records of security agreement status by organization.

Name of the Extract

When saving the Security Agreement Completion extract, the file will have 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, district, and building), name, and security agreement status. If the security agreement has been completed, the extract will display the user's signature and date.

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 TRAINING STATUS EXTRACT FOR ALL STATES

The Training Status extract creates 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 web service, user file, or the manual user interface.

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 you save 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. For example, if an educator works in more than one school, that user will appear on a line for each school in the CSV.

All of 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® (DLM®) alternate assessment.

display enhancements	Options that change the testlet appearance on the student’s device screen, including magnification, overlay color, inverted color choice, and contrast color.
Educator Portal	The administrative application where staff and educators manage student data and retrieve reports. Users can access Educator Portal via https://educator.kiteaai.org/ . For information on working within Educator Portal, see 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, and/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.
Essential Elements	Essential Elements build a bridge from the content in the grade-level standards to academic expectations for students with the most significant cognitive disabilities. 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.
First Contact survey	<p>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.</p> <p>Core questions from the First Contact survey are used to recommend the linkage level for each Essential Element during the fall window. Core questions are also used during the spring window for any Essential Elements that were not tested during the fall window.</p>

Instruction and Assessment Planner	A part in Educator Portal where test administrators perform assessment functions for a student during both the 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 mastery of an Essential Element at the tested linkage level and indications when the blueprint requirements are met.
instructionally embedded assessment	Assessment that occurs throughout instruction in both the fall and spring windows.
Kite Student Portal	A secure customized application used to deliver assessments to students. 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. See the TEST ADMINISTRATION MANUAL for more information about Student Portal.
linkage level	<p>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.</p> <p>Science: An incremental level of complexity toward the learning target where an assessment was developed for a particular Essential Element. 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.</p>
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. The PNP Profile includes information the system needs to make the student’s user interface 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

A plan, created through the Educator Portal Instructional Tools Interface, which includes the selected Essential Element and linkage level and leads to assignment of an instructionally embedded assessment during the instructionally embedded assessment window.

**Student Activity Table
(IE version)**

A page in the Instruction and Assessment Planner in Educator Portal. The Student Activity Table provides an at-a-glance overview of each student's progress in the subjects to which the student is rostered during the fall or the spring window. The table is part of the Instruction and Assessment Planner in Educator Portal used during required testing in both windows. The table populates the data based on the test administrator's actions on the Student View Page.

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 Version)**

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 instructionally embedded assessment window, test administrators use the Student View Page for several instruction and assessment actions for each student. This page is in the Instruction and Assessment Planner in Educator Portal and displays details about one student at a time for each Essential Element and linkage level. The test administrator will perform several actions, such as creating a plan and assigning a testlet. The system will automatically display information about the student's testing progress, such as mastery of an Essential Element at the linkage level tested.

testlet

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
Information Page
(TIP)**

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 particular 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.

Computer-delivered testlets require fewer materials than the teacher administered testlets.

STATE APPENDIX

DOCUMENT HISTORY

NOTE: Page numbers are valid **only** for the date and version noted.
They may change in future versions.

Date	Section Name/ Summary of Changes	Starting Page
08/09/2019	New section Use the Instruction And Assessment Planner	61
	Enhanced explanatory information added to the section Access Reports and Data Extracts	81
	Understanding the Instructionally Embedded Monitoring Extract	83
	Updates to the Glossary	111