



DYNAMIC[®]
LEARNING MAPS

**FACILITATOR GUIDE TO
REQUIRED TEST
ADMINISTRATOR TRAINING
2023–2024**

INSTRUCTIONALLY EMBEDDED MODEL

Revision Date: 08/01/2023

DYNAMIC LEARNING MAPS CONSORTIUM
COPYRIGHT ©2023

FINDING HELP

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

Hint: Print this page and keep it handy!

Table 1

Where to Find Help

Local Technology Representative	State Education Agency	The DLM Service Desk* 1-844-675-4479 (toll-free), live chat feature in Kite® Educator Portal, or DLM-support@ku.edu
Kite® Student Portal installation General computer support Internet availability Display resolution Issues with sound, headphones, speakers, etc.	How to use Student Portal and Educator Portal Training requirements Assessment questions Assessment scheduling Test invalidation requirements Student Individualized Education Program (IEP) requirements Test window dates, extensions, requirements, etc. Testlet resets (may take up to 72 hours)	Data issues (rosters, enrollment, etc.)

*IF CONTACTING THE DLM SERVICE DESK:

- **Do not send any Personally Identifiable Information (PII)** for a student via email or the Educator Portal Live Chat. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes information such as a student's name or state identification number. Each state has unique PII requirements. Please check with your assessment coordinator to find out what student information can be legally emailed or submitted using Live Chat in your state.
- **Do send:**
 - your contact information (email address and name)
 - the state and district in which your school is located
 - error messages, including the testlet number if applicable to the problem
 - the Service Desk ticket number when following up on a previously submitted issue

FACILITATOR GUIDE TO REQUIRED TEST ADMINISTRATOR TRAINING 2023–2024

CONTENTS

Audience and Purpose	4
<i>OVERVIEW</i>	5
<i>REQUIRED TRAINING FOR NEW TEST ADMINISTRATORS</i>	7
<i>INSTRUCTIONS FOR ACCESSING THE TRAINING VIA EDUCATOR PORTAL</i>	8
<i>INSTRUCTIONS FOR FACILITATORS WHO DO NOT HAVE AN ENROLLED EDUCATOR PORTAL ROLE</i>	10
Accessing Training Courses	10
Log In to Training Courses	10
<i>FACILITATED TRAINING MATERIALS</i>	11
Accessing Resources for Facilitated Training	11
Procedures for Delivering Facilitated Training.....	12
Equipment Required for Delivering a Facilitated Training.....	12
Training Sessions.....	13
Post-tests	14
<i>SELF-DIRECTED TRAINING MODULES.....</i>	15
Training Overview.....	15
<i>RETURNING TEST ADMINISTRATOR TRAINING</i>	17
Continuing Education	18
<i>APPENDIX.....</i>	19
Facilitators Who Are Also Test Administrators	19
Document History	20

AUDIENCE AND PURPOSE

This guide helps trainers and facilitators access Dynamic Learning Maps® (DLM®) Required Test Administrator Training in Kite® Educator Portal and assists them in preparing for and delivering the training.

The DLM Required Test Administrator Training is different from professional development that supports curriculum and instruction. For more information about professional development, visit the DLM professional development site (dlmpd.com).

OVERVIEW

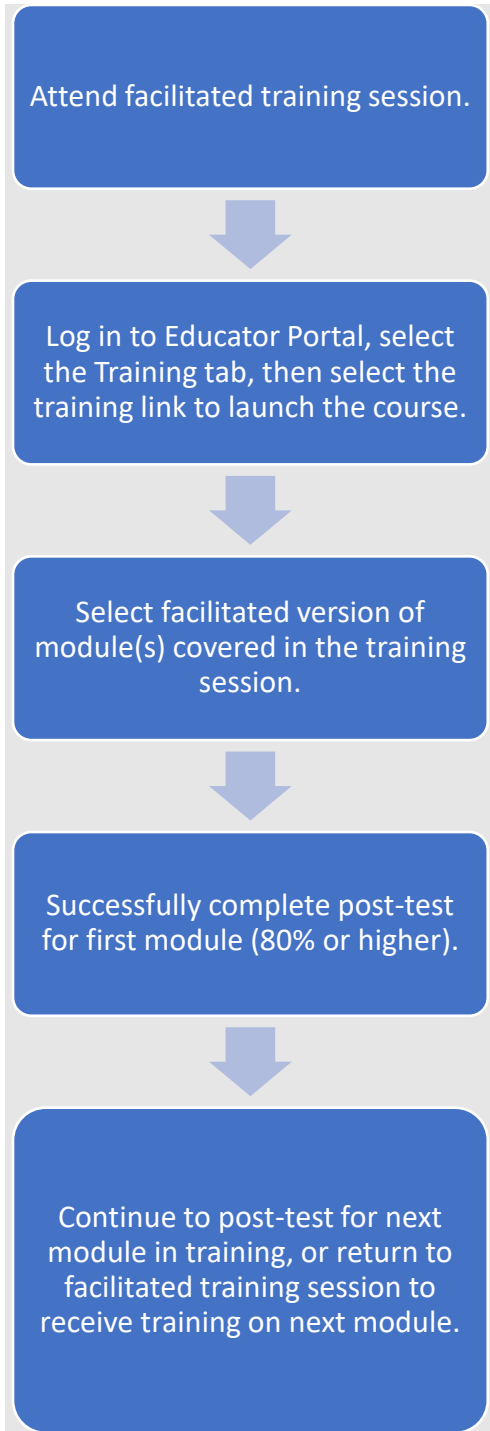
This document describes how to access the resources and materials needed to facilitate the Dynamic Learning Maps® (DLM®) Required Test Administrator Training.

Training is required for all educators who will administer DLM alternate assessments in 2023–2024. New test administrators must successfully complete four modules before assessment begins. Training for new test administrators is available in self-directed and facilitated formats.

State policy determines whether a state requires returning test administrators to complete the new training course or the returning training course. The course for returning test administrators is not available in a facilitated format. It is only available in the self-directed format. The following flow chart highlights the differences between the facilitated and self-directed training.

Facilitated Training

Facilitated training is presented to an audience, but the post-tests are accessed individually via Educator Portal.



Self-Directed Training

All steps of self-directed training are accessed via Educator Portal.



REQUIRED TRAINING FOR NEW TEST ADMINISTRATORS

Training is required for all educators who will administer Dynamic Learning Maps® (DLM®) alternate assessments in 2023–2024. New test administrators must successfully complete four modules, with a passing score of 80% or higher on each module’s post-test, before assessment begins. The content of the training and post-tests are the same whether completed in the facilitated or self-directed format. Modules must be completed in the order listed below.

The total training time for new test administrators is estimated at approximately two hours and 30 minutes. The timeframe includes videos and activities, but not the time to independently complete post-tests. Time estimates and brief descriptions of the material covered in each module are provided below.

- **Module 1—Overview of the Dynamic Learning Maps® Alternate Assessment**

Approximately 30 minutes

Topics:

1. Design of the DLM System
2. Terminology
3. Accessibility Supports
4. Security Demands of the DLM System

- **Module 2—Testlets**

Approximately 25 minutes

Topics:

1. Testlet Structure
2. Item Types
3. Computer-Delivered Testlets
4. Teacher-Administered Testlets

- **Module 3—The Instructionally Embedded Model**

Approximately 35 minutes

Topics:

1. Overview of the Instructionally Embedded Model
2. First Contact Survey
3. Instruction and Assessment Planner
4. Assessment Results

- **Module 4—Becoming Familiar with DLM Resources**

Approximately 25 minutes

Topics:

1. Important Resources
2. Professional Development
3. Test Administration Considerations
4. Test Administrator Responsibilities

INSTRUCTIONS FOR ACCESSING THE TRAINING VIA EDUCATOR PORTAL

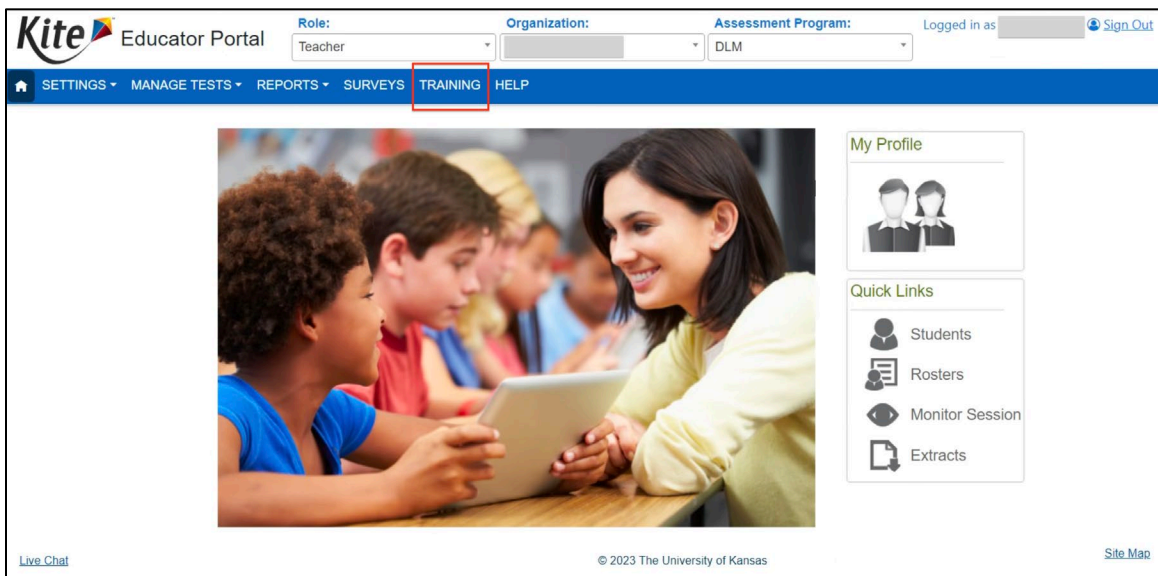
To access the training and facilitator resources in Educator Portal, follow the steps below:

1. Log in to [Educator Portal](#).



The screenshot shows the Kite Educator Portal login interface. At the top is the Kite logo. Below it is a reminder box: "Reminder: 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." The main section is titled "SIGN IN TO EDUCATOR PORTAL" and contains two input fields: "USERNAME:" and "PASSWORD:". Below the fields is a green "Sign In >" button and a link for "Forgot Password?". At the bottom, it says "© 2023. University of Kansas."

2. Select the **Training** tab from the main menu.



The screenshot shows the Kite Educator Portal main menu. The top navigation bar includes "Kite Educator Portal", "Role:" (Teacher), "Organization:", "Assessment Program:" (DLM), and "Logged in as" with a "Sign Out" link. The main menu items are "SETTINGS", "MANAGE TESTS", "REPORTS", "SURVEYS", "TRAINING" (highlighted with a red box), and "HELP". Below the menu is a large image of a teacher interacting with students. To the right is a "My Profile" section with a user icon and a "Quick Links" section with icons for "Students", "Rosters", "Monitor Session", and "Extracts". At the bottom, there is a "Live Chat" link, "© 2023 The University of Kansas", and a "Site Map" link.

3. Select the **Facilitators** option from the course name list.

The screenshot shows the Kite Educator Portal interface. At the top, there are navigation menus for SETTINGS, MANAGE TESTS, REPORTS, SURVEYS, TRAINING (highlighted), and HELP. Below the navigation, there are dropdown menus for Role (Teacher), Organization, and Assessment Program (DLM). The main content area is titled 'Training Course: Select to Launch Course' and includes a red note: 'Example (varies by state)'. A table lists three course options:

Course Name	Completed
State - Facilitators - Year	no
State - New - Year	no
State - Returning - Year	no

At the bottom of the table, there are pagination controls: 'Page 1 of 1', '10 per page', and '1-3 of 3 items'. The footer includes 'Live Chat', '© 2023 The University of Kansas', and 'Site Map'.

Note: Some users may also have access to the New and Returning courses. However, facilitators must use the Facilitators course to access the facilitator materials. If the Training tab does not appear, or you do not have an Educator Portal account, refer to the next section for instructions on accessing the Facilitators course.

INSTRUCTIONS FOR FACILITATORS WHO DO NOT HAVE AN ENROLLED EDUCATOR PORTAL ROLE

ACCESSING TRAINING COURSES

Most facilitators will be enrolled in Required Test Administrator Training by the state for their role in Educator Portal. Facilitators who have an enrolled Educator Portal role must access the training via Educator Portal. Facilitators who do not have an enrolled Educator Portal role will need to access the training via [Training Courses](#).

LOG IN TO TRAINING COURSES

HINT: Your username is your email address.

At your first login, use your temporary password which is the first part of your email address, up to the “@”. For example, educator Jane Jones will use her email of jjones@email.com as her login name and a temporary password of jjones on her first login to Training Courses. She will then be prompted to change her password.

If unable to log in to the Training Courses, contact your local assessment coordinator to ensure your information was submitted for your enrollment in Training Courses as a facilitator. Verify the email address provided to enroll you in Training Courses.

FACILITATED TRAINING MATERIALS

Facilitated training is provided only for new test administrators. Each facilitated training module includes a video, activities, and a post-test. Videos and activities are completed as a group, while participants complete post-tests independently. The Facilitators course provides designated facilitators all the materials needed to conduct facilitated training for new test administrators. Refer to the section Instructions for Accessing the Training via Educator Portal for the steps to access the Facilitators course.

ACCESSING RESOURCES FOR FACILITATED TRAINING

Depending on state policy, the Facilitators course may route the user to complete the training for new test administrators within the Facilitators course before access to the facilitator resources is granted. Otherwise, once inside the Facilitators course, all the materials needed to facilitate training for new test administrators will be provided, including the Guide to Required Test Administrator Training, which explains to trainees how to complete their training, whether self-directed or facilitated (Figure 1).

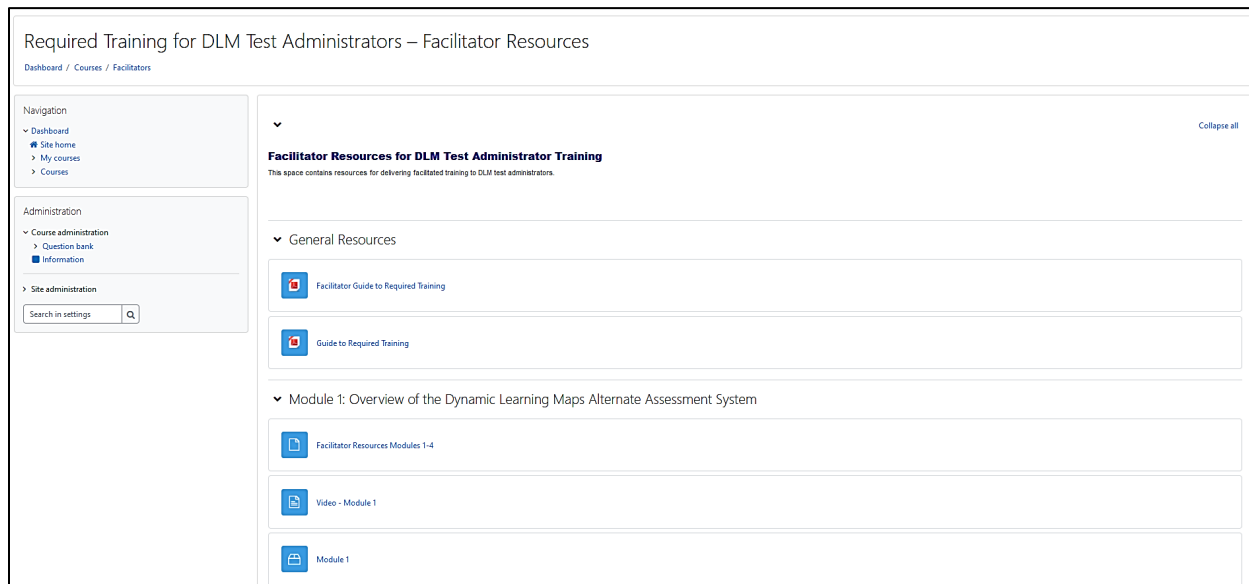
The rest of the list of facilitator resources includes instructions, module videos, transcripts, PowerPoint files, and activities. Select the link to Facilitator Resources Modules 1–4, then read the document entitled Instructions for Facilitating DLM Required Test Administrator Training. Use the links to the other resources per those instructions. The videos are designed to be downloaded or streamed directly from Vimeo. Some states allow facilitators access to the module post-tests with the answers, which will be among the facilitator resources if allowed.

The facilitator resources also provide an option to view each module the way it appears to those completing the self-directed modules. Facilitators may guide their audiences through the videos and then embedded, interactive process activities included in this option if desired.

Note: If you choose not to present the modules this way, please clarify to your audience when presenting Module 3 (using the PowerPoint file or video) that due to some revisions for 2023–2024, the First Contact Surveys for returning students will not be placed in Ready to Submit status. They will be reset to Not Started, and all required items must be completed and submitted for 2023–2024.

Figure 1

Facilitator Resources for DLM Required Test Administrator Training



PROCEDURES FOR DELIVERING FACILITATED TRAINING

To prepare for and deliver facilitated training, follow these steps:

- Ensure each participant has only one active Educator Portal account, is assigned the role of Teacher in Educator Portal, and has completed the annual security agreement.
- Prepare for the training session by doing the following before training day:
 - Preview the videos before beginning training, either by streaming them or downloading them.
 - Make notes of topics to reinforce any questions you anticipate.
 - Review the sections of the TEST ADMINISTRATION MANUAL that align with parts of training to familiarize yourself with details for each module as needed.
 - Print materials to distribute to trainees (e.g., transcripts, presentation slides PDF, note-taking guides, etc.) if desired.
- Set up the training area with equipment.
- Deliver facilitated training modules.
- Direct users to return to computers and take the post-tests in Educator Portal. See the Guide to DLM Required Training for more detail and procedures for participants.

EQUIPMENT REQUIRED FOR DELIVERING A FACILITATED TRAINING

The presenter's computer should have access to stream training videos from the internet or have the training videos downloaded to the computer or a flash drive to display locally. Videos should be accessed and reviewed well before the training. Prepare the following equipment:

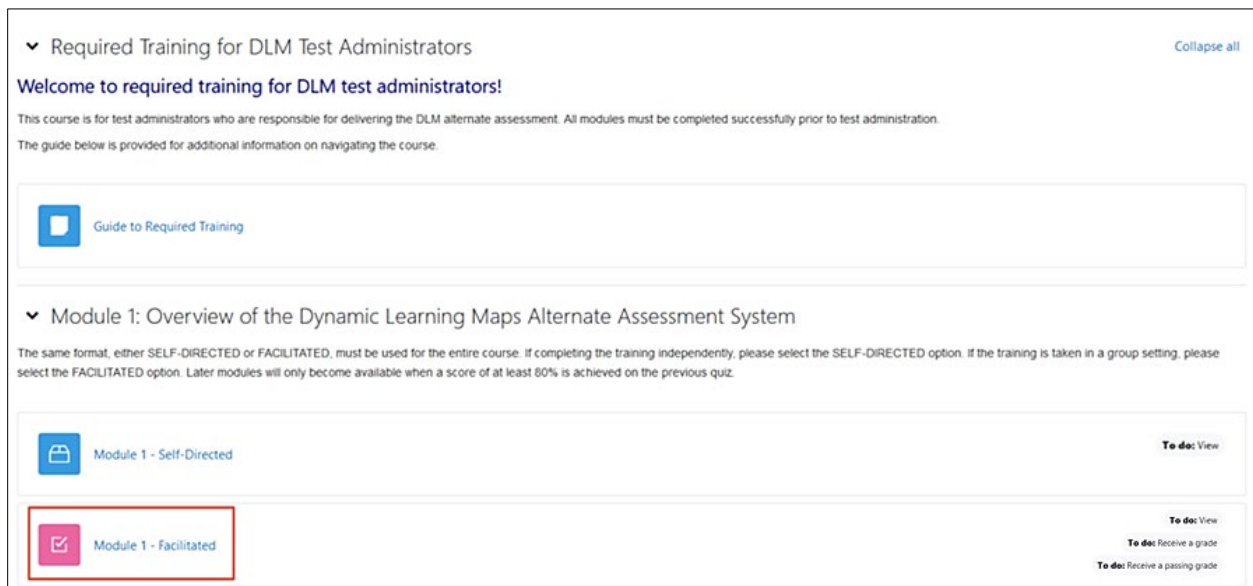
- Videos from your state’s Facilitator Resources
- LCD projector with external speakers or sound system
- Computers with internet access (optional) are needed for participants to complete the required post-tests via Educator Portal. Facilitators have the option to have participants take the post-tests as each training session is completed or have participants take the post-tests later in Educator Portal.

TRAINING SESSIONS

All four facilitated modules can be completed in one or multiple sessions. The modules must be completed sequentially. New test administrators completing facilitated training will log in to Educator Portal to complete the post-tests. After selecting the Training tab from the Educator Portal main menu and launching the course from the course list, the main page in the training course contains a greeting and lists the available course(s), which are either self-directed or facilitated. Facilitated training participants must complete post-tests by selecting the **facilitated** option (Figure 2).

Figure 2

Module 1: Facilitated Option



Only the first module, or part of the course, will be available initially. The next module only becomes available after successfully completing the post-test for the current module with a score of 80% or higher.

Additional detailed information about the training, including navigating the training course, completing the module post-tests, and monitoring completion of the training course, can be found in the Guide to DLM Required Test Administrator Training.

POST-TESTS

Each one of the four required training modules includes a post-test. Participants must complete every post-test with a score of 80% or higher for the system to register the training as complete. The participant must pass a post-test before being allowed to move on to the next module but can retake a post-test as many times as necessary to achieve a passing score. Post-tests must be completed independently by accessing the training in Educator Portal to count toward successful completion of the required training.

If your training plan includes having participants complete each post-test immediately after each module is presented, budget extra time for those who may require multiple attempts before achieving a passing score of 80% or higher. Alternatively, you might plan for all participants to complete the post-tests at the end of the training session. Participants who need to retake a post-test may return to the training course later to retake post-tests as needed. Remember that if a participant does not pass a post-test for a module, the next post-test is not available until the previous module's post-test is retaken and passed.

SELF-DIRECTED TRAINING MODULES

Self-directed training is completed independently by test administrators online via Educator Portal. The videos, activities, and post-tests are the same as in the facilitated format.

TRAINING OVERVIEW

The following is an overview of the training process.

- Participants log in to Educator Portal, select the Training tab, then launch the training to read a welcome greeting and view their available course.
- Clicking on the course opens the page with the available module(s). Modules are only available one at a time, in sequential order. Subsequent modules become available after the previous module's post-test has been successfully completed with a score of 80% or higher.
- Completing a module:
 - Modules contain instruction, videos, and activities.
 - Participants are directed to complete the post-test after completing the training portion of the module.
 - Participants can review and change responses prior to submitting the final post-test.
 - After completing the post-test, participants receive a notification either indicating a pass of 80% or higher or the need to retake the post-test if the score was below 80%.
 - Participants can review the questions and feedback against their own responses.
 - Participants may only return to the review screen for up to two minutes after leaving the results screen.
 - The previous post-test becomes completely unavailable to users once the post-test in the next module starts.
- Participants continue through each module until successfully completing each post-test.
- After successfully completing the fourth module, participants receive a congratulatory message.

HINT: The Test Management tab is only available to a test administrator who has read and agreed to the Security Agreement in addition to completing the Required Test Administrator Training post-tests at 80% or higher. Access to the Test Management tab is granted approximately 30 minutes after the training is completed.

Participants can email a copy of the completion certificate to the facilitator after finishing the required training.

Additional detailed information about the training, including navigating the training course, completing the module post-tests, and monitoring completion of the training course, can be found in the Guide to DLM Required Test Administrator Training.

RETURNING TEST ADMINISTRATOR TRAINING

HINT: Returning Test Administrator Training is NOT available in a facilitated format. It is only available in the self-directed format. Additionally, see state-specific guidance regarding availability of this option.

State policy determines whether a state requires returning test administrators to complete the new training course or the returning training course.

In states that offer the returning training course, a returning test administrator is identified based on Educator Portal records. If a participant is a returning test administrator from the previous school year and believes they have been mistakenly placed in the course for new test administrators, contact the district assessment coordinator.

The Returning Test Administrator Training takes approximately one hour to one hour and 15 minutes to complete. Training time includes the video and time for participants to independently complete the post-test. The Returning Test Administrator Training is not facilitated.

Returning Test Administrator Training—Review of the DLM Alternate Assessment

- Approximately one hour.
- Participants will learn how to prepare for the DLM alternate assessment.
 - Review the terminology used in the DLM Alternate Assessment System.
 - Review the available accessibility supports.
 - Review the security demands of the DLM system.
 - Review the structure of testlets.
 - Review the Instructionally Embedded model.
 - Review the Instruction and Assessment Planner.
 - Review test administration practices, considerations, and responsibilities.

If any post-test is not successfully completed on the first attempt, the returning test administrator must complete additional training. The additional training may take an added 30 minutes to four hours, depending on the areas in which the test administrator was not successful on the first attempt.

Additional detailed information about the training, including navigating the training course, completing the module post-tests, and monitoring completion of the training course, can be found in the Guide to DLM Required Test Administrator Training.

CONTINUING EDUCATION

The DLM test administrator training does not provide Continuing Education Units (CEUs) for the completion of modules. However, states or local education agencies may offer CEUs. Contact your district assessment coordinator for more information.

APPENDIX

FACILITATORS WHO ARE ALSO TEST ADMINISTRATORS

In some locations, facilitators also serve as test administrators. If the facilitators are also test administrators, they will have a Teacher role and be enrolled in the appropriate course automatically via Educator Portal, just like the other test administrators.

Some states require facilitators to complete training themselves regardless of whether they are test administrators. If this is the case, all facilitators will also be enrolled as students in the training course and will be expected to complete the course.

DOCUMENT HISTORY

NOTE: Page numbers are valid ONLY for the date and version noted. They may change in future versions (Table 2).

Table 2

Document History of Changes

Date	Section Name/ Summary of Changes	Starting Page
08/01/2023	Updated screenshots throughout.	N/A
08/01/2023	New information for accessing and logging in to training courses.	5