



**DYNAMIC**®  
LEARNING MAPS

FACILITATOR GUIDE  
TO REQUIRED TEST  
ADMINISTRATOR  
TRAINING 2017-18

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## 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.

Hint: Print this page and keep it handy!

For these items:	Contact:
<ul style="list-style-type: none"><li>• KITE® Client installation</li><li>• General computer support</li><li>• Internet availability</li><li>• Display resolution</li><li>• Issues with sound, headphones, speakers, etc.</li></ul>	Local technology representative
<ul style="list-style-type: none"><li>• How to use KITE Client and Educator Portal</li><li>• Training requirements</li><li>• Assessment questions</li><li>• Assessment scheduling</li></ul>	Local assessment coordinator
<ul style="list-style-type: none"><li>• Data issues (rosters, enrollment, etc.)</li></ul>	The DLM Service Desk* 1-855-277-9751 (toll-free) or <a href="mailto:DLM-support@ku.edu">DLM-support@ku.edu</a>
<ul style="list-style-type: none"><li>• Test invalidation requirements</li><li>• Student Individualized Education Plan (IEP) requirements</li><li>• Assessment window dates, extensions, requirements, etc.</li><li>• Test resets (may take up to 72 hours)</li></ul>	State education agency

### *\*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 assessment coordinator to find out what student information can be legally emailed 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 2017-18

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## CONTENTS

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<b>Audience and Purpose</b> .....	4
<b>OVERVIEW</b> .....	5
<b>NEW TEST ADMINISTRATOR REQUIRED TRAINING</b> .....	7
<b>GAIN ACCESS AND LOG IN TO MOODLE</b> .....	9
<b>Accessing Moodle</b> .....	9
<b>Log In To Moodle</b> .....	9
<b>FACILITATED TRAINING MODULES</b> .....	11
<b>Accessing Facilitator Resources for Facilitated Training</b> .....	11
<b>Procedures for Delivering Facilitated Training</b> .....	13
Equipment Required for Delivering a Facilitated Training .....	13
<b>Training Sessions</b> .....	13
Post-Tests .....	14
<b>SELF-DIRECTED TRAINING MODULES</b> .....	15
<b>Training Overview</b> .....	15
<b>RETURNING TEST ADMINISTRATOR TRAINING</b> .....	17
<b>Continuing Education</b> .....	18
<b>APPENDIX</b> .....	19
<b>Facilitators Who Are Also Test Administrators</b> .....	19
<b>Cross Reference Training Modules to Other DLM Resources</b> .....	20
<b>Document History</b> .....	22

## **AUDIENCE AND PURPOSE**

This guide helps trainers access DLM required test administrator training in Moodle and assists them in preparing for and delivering the required test administrator training.

The required test administrator training is different from professional development that supports curriculum and instruction. For more information about professional development, visit <http://dlmpd.com>.

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## OVERVIEW

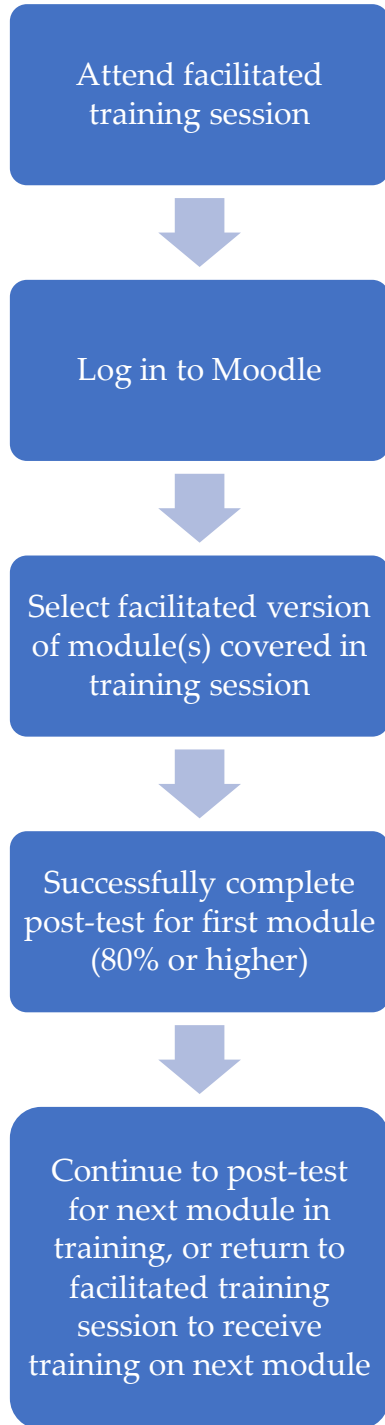
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Training is required for those who will administer Dynamic Learning Maps® (DLM®) alternate assessments in 2017–2018. New test administrators must successfully complete four modules before assessment begins. Training for new test administrators is available 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 Returning Test Administrator Training is not available in a facilitated format. It is only available in the self-directed format. The following flow charts highlight the differences between the facilitated and self-directed training.

### Facilitated Training

The facilitated training session is completed outside of Moodle. The post-tests are completed inside Moodle.



### Self-Directed Training

All steps of self-directed training are completed inside Moodle.



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## NEW TEST ADMINISTRATOR REQUIRED TRAINING

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Training is required for all educators who will administer Dynamic Learning Maps® (DLM®) alternate assessments in 2017–2018. New test administrators must successfully complete four modules, with a passing score 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.

Total training time for new test administrators is estimated at approximately 2 hours and 30 minutes. Total training time will be a little more than that for states that administer the DLM science alternate assessment. The timeframe includes videos and activities, but not the time to independently complete post-tests. Time estimates and brief descriptions of material covered in each module are provided below.

◆ **Module 1 – About the DLM Alternate Assessment System**

Approximately 40 minutes

Topics:

1. Describe the components of the DLM Alternate Assessment System
  - a. DLM Maps
  - b. Claims and Conceptual Areas
  - c. DLM Essential Elements
2. Testlets and Linkage Levels
3. Clarify the security demands of the DLM Alternate Assessment System

◆ **Module 2 – Understanding and Delivering Testlets in the DLM Alternate Assessment System**

Approximately 45 minutes

Topics:

1. Testlet Structure
2. Item Types
3. Accessibility Supports
4. Allowable Practices
5. Practices to Avoid

◆ **Module 3 – Test Administration and Scoring**

Approximately 35 minutes

Topics:

1. First Contact Survey
2. Test Administration Process
3. Completing Testlets
4. Instructional Tools Interface (Integrated Model States Only)
5. Testlet Information Pages
6. Assessment Windows
7. Assessment Results

◆ **Module 4 – Preparing to Administer the Assessment**

Approximately 30 minutes

Topics:

1. Checking Data
2. Completing the First Contact Survey
3. Utilize Practice Activities and Released Testlets
4. Planning and Scheduling for Assessment Administration Days
5. Considerations for Test Administration



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## GAIN ACCESS AND LOG IN TO MOODLE

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### ACCESSING MOODLE

Facilitators and test administrators will need a Moodle account to access the required training. A Moodle account is created for each test administrator with an active Educator Portal (EP) account. In addition, each test administrator must have only one active account in EP, and the account must have a correct email address and educator identifier.

- If the participant is a returning Dynamic Learning Maps® (DLM®) test administrator, they will have Moodle access by the date the state launches required training.
- If the participant is a new DLM test administrator with an activated EP user account, they will have Moodle access when the training window opens.
- If the participant is a new DLM test administrator without an EP user account, they will have Moodle access within three hours after the creation and activation of an EP account.

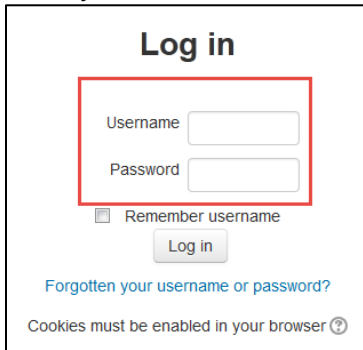
### LOG IN TO MOODLE

All facilitators and test administrators will log in to Moodle to access the training using the same process. A link to the DLM Moodle training site is located under the Professional Development tab on the DLM webpage. You may also access Moodle by going to [training.dynamiclearningmaps.org](http://training.dynamiclearningmaps.org).

Your username is the same email address used for EP. The first time you log in, use your temporary password: the first part of your email address up to the @ symbol. For example, educator Jane Jones will use her email address, jjones@email.com, as her login name and temporary password, jjones, the first time she logs in to Moodle. She will then be prompted to change her password. If unable to log in to the training site, check to make sure you have an EP account or click **Forgotten your username or password?** If those steps do not resolve the issue, contact your assessment coordinator.

To log in, follow the steps below.

1. Open the latest version of a recommended browser.
2. Go to [training.dynamiclearningmaps.org](http://training.dynamiclearningmaps.org).
3. Enter your **Username** and **Password**.




**Log in**

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser 

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## FACILITATED TRAINING MODULES

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Facilitated training is provided only for new test administrators. Each facilitated training module includes one or more videos, activities, and a post-test. Videos and activities are completed as a group, while participants complete post-tests independently.

### ACCESSING FACILITATOR RESOURCES FOR FACILITATED TRAINING

Designated facilitators have access to facilitated training resources in Moodle. In order to access these resources, do the following.

1. Log in to Moodle.
2. Choose Facilitator Resources.



3. The page lists General Resources at the top and then resources for each testing module. Resources may include videos, video transcripts, and handouts for each section of the required training.

## Facilitator Resources for DLM Test Administrator Training


This space contains resources for delivering facilitated training to DLM test administrators.

### General Resources

 [Facilitator Guide to Required Training 2017-18](#)

 [Guide to Required Training 2017-18](#)

### Part 1: About the DLM System

 [Video - Part 1](#)

 [Full Facilitator Guide \(including handouts\)](#)

 [Facilitator Guide \(without handouts\)](#)

 [Agenda](#)

 [Handout 1.1](#)

 [Handout 1.1 Answer Key](#)

 [Handout 1.2](#)

 [Handout 1.2 Answer Key](#)

 [Handout 1.3](#)

 [Handout 1.4 – Moodle Access Instructions](#)

 [Post-test assessment with answers](#)

 [PowerPoint presentation used in the video](#)

 [Video Transcript](#)

General resources vary by state. However, all facilitators will have access to this document and the participant guide called GUIDE TO 2017–2018 DLM REQUIRED TEST ADMINISTRATOR TRAINING. Each section of training includes videos, the facilitator guides for the module with resources, and PDFs of individual resources. The state will determine if the post-test assessment with answers is available to facilitators. The videos are designed to be streamed directly from YouTube (with alternative links provided to stream or download the videos from Dropbox and WordPress) or Vimeo.

## **PROCEDURES FOR DELIVERING FACILITATED TRAINING**

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

1. Ensure each participant has only one active Educator Portal (EP) account, is assigned the role of teacher in EP, and has completed the annual Security Agreement.
2. Prepare for the training session by doing the following before training day:
  - a. Preview the videos before beginning training, either by streaming them or downloading them.
  - b. Make notes of topics to reinforce and questions you anticipate.
  - c. Review the sections of the TEST ADMINISTRATION MANUAL (TAM) that align with parts of training to familiarize yourself with details for each module, as needed. (See the APPENDIX for a list of TAM sections associated with each module.)
3. Set up the training area with equipment.
4. Deliver facilitated training modules.
5. Direct users to return to computers and take the post-tests in Moodle. See the GUIDE TO DLM REQUIRED TRAINING for more detail and procedures for participants to access Moodle.

### ***EQUIPMENT REQUIRED FOR DELIVERING A FACILITATED TRAINING***



1. Presenter's computer should have access to stream training videos from the internet or have the training videos downloaded to the computer or flash drive to display locally. Videos should be accessed and reviewed well before the training.
2. Videos available from your state's facilitator resources area in Moodle
3. LCD projector with external speakers or sound system
4. Computers with internet access (optional) are needed for participants to complete the required post-test in Moodle after each module ([training.dynamiclearningmaps.org](http://training.dynamiclearningmaps.org)). 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.

## **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 Moodle to complete the post-tests. The main course page in Moodle contains a greeting and lists the available course(s), either self-directed or facilitated. Facilitated training participants must complete post-tests by selecting the facilitated option.

## Part 1-SD: About the DLM System (Self-Directed)



Click the link below to start the module. After training, the post-test quiz will be available until it is successfully completed.

 [Part 1-SD Training \(Self-Directed\)](#) 

 [Part 1-SD Post-Test \(Self-Directed\)](#) 

## Part 1-F: About the DLM System (Facilitated)

Complete this post-test after participating in a facilitated training session on Part 1 of required test administrator training. Before answering questions about the contents of training, you will be required to provide information about the date and location of your required training session. Information about your training session will be reported back to your state department of education.

 [Part 1-F Module \(Facilitated\)](#) 

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 required test administrator training, including navigating the required training, post-tests, and monitoring required training completion in Moodle, can be found in the [GUIDE TO DLM REQUIRED TEST ADMINISTRATOR TRAINING](#).

### ***POST-TESTS***

Each of the four required training modules includes a post-test. Participants must complete every post-test with a score of 80% or greater 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 has the opportunity to retake a post-test as many times as necessary to achieve a passing score. Post-tests must be completed independently in Moodle to count toward successful completion of required training.

If your training plan includes having participants complete the post-test after each training session, budget extra time for those who need to retake the post-test. Alternatively, you might plan for all participants to have time to complete the post-test one time during the training day. Participants who have to retake a post-test may return to Moodle 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.

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## SELF-DIRECTED TRAINING MODULES

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

### TRAINING OVERVIEW

An overview of the training process is included below.

- Participants log in to Moodle 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 correct answers 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 is started.
- Participants continue through each module until successfully completing each post-test.
- After successfully completing the fourth module, participants receive a congratulatory message.

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NOTE: The Test Management tab is only available to a test administrator who has read, agreed to, and signed the Security Agreement in addition to completing the Required Test Administrator Training quizzes at 80% or higher.

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

Additional detailed information about required training, including navigating the required training, post-tests, and monitoring required training completion in Moodle, can be found in the [GUIDE TO REQUIRED TEST ADMINISTRATOR TRAINING](#).



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## RETURNING TEST ADMINISTRATOR TRAINING

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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 to have been mistakenly placed in the course for new test administrators, contact your district assessment coordinator.

The returning test administrator required training takes approximately one hour to one hour and 15 minutes to complete. Returning test administrators must also complete an additional short module in states that administer Dynamic Learning Maps® (DLM®) science alternate assessments. 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 System**

Approximately one hour without science module

Approximately 75 minutes with science module

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

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

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 required training, including navigating the required training, post-tests, and monitoring required training completion in Moodle, can be found in the [GUIDE TO REQUIRED TEST ADMINISTRATOR TRAINING](#).

## **CONTINUING EDUCATION**

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

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## APPENDIX

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### FACILITATORS WHO ARE ALSO TEST ADMINISTRATORS

In some locations, facilitators also serve as test administrators. If the facilitators are also test administrators, they have a teacher role, and they will 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.

## CROSS REFERENCE TRAINING MODULES TO OTHER DLM RESOURCES

Module Topics	Manual/Resource	Section
<b>Part 1 – About the DLM Alternate Assessment System</b>		
Describe the components of the DLM Alternate Assessment System: <ul style="list-style-type: none"> <li>• DLM Maps</li> <li>• Claims and Conceptual Areas</li> <li>• DLM Essential Elements</li> <li>• Testlets and Linkage Levels</li> </ul>	<i>Test Administration</i>	About the Dynamic Learning Maps Alternate Assessment System: The Dynamic Learning Maps Foundation
		About the Dynamic Learning Maps Alternate Assessment System: Essential Elements
		About the Dynamic Learning Maps Alternate Assessment System: The Relationship Between Essential Elements, Nodes, and Mini-Maps
Clarify the security demands of the DLM Alternate Assessment System	<i>Test Administration</i>	Before Beginning Assessments: Complete the Security Agreement
	Manual/Resource	Section
<b>Part 2 – Understanding and Delivering Testlets in the DLM Alternate Assessment System</b>		
Testlet Structure	<i>Test Administration</i>	Computer-Delivered Testlets: General Structure of Computer-Delivered Testlets
		Teacher-Administered Testlets: General Structure of Teacher-Administered Testlets
Item Types	<i>Test Administration</i>	Computer-Delivered Testlets: Computer-Delivered Item Types
Completing Testlets	<i>Test Administration</i>	KITE® Client User Guide: Begin Operational Assessment
Standard Test Administration Process	<i>Test Administration</i>	KITE Client User Guide: Begin Operational Assessment
Accessibility Supports	<i>Accessibility</i>	Demonstration of Access Profile Supports: What Students Will See
Allowable Practices	<i>Test Administration</i>	Allowable Practices
Practices to Avoid	<i>Test Administration</i>	Practices to Avoid
	Manual/Resource	Section
<b>Part 3 – Test Administration and Scoring</b>		
First Contact Survey	<i>Test Administration</i>	Complete or Update First Contact Settings
	<i>Educator Portal User Guide</i>	Manage Student Data: Complete the First Contact Survey
Test Administration Process	<i>Test Administration</i>	Computer-Delivered Testlets: Completing a Computer-Delivered Testlet
		Teacher-Administered Testlets: Teacher-Administered Testlet Administration
Instructional Tools Interface	<i>Test Administration</i>	Instructionally Embedded Assessments
Testlet Information Pages	<i>Test Administration</i>	Retrieve the Testlet Information Page and Gather Materials
Assessment Windows	<i>Test Administration</i>	How the Assessment System Works: Overview
Assessment Results	<i>Test Administration</i>	How the Assessment System Works: Assessment Results

Module Topics	Manual/Resource	Section
		Guidelines for Instructionally Embedded Assessments: Progress Reports
		Spring Assessments: Individual Student Score Reports
	Manual/Resource	Section
<b>Part 4 – Preparing to Administer the Assessment</b>		
Checking Data	<i>Educator Portal User Guide</i>	Manage Student Data: View and Check Student Data
		Access Reports and Data Extracts
Completing the First Contact Survey	<i>Test Administration</i>	Manage Student Data: Complete the First Contact Survey
Utilize Practice Activities and Released Testlets	<i>Test Administration</i>	Prepare for Assessment with Practice Activities and Released Testlets
Planning and Scheduling for Assessment Administration Days	<i>Test Administration</i>	Schedule and Arrange Assessment Sessions
Considerations for Test Administration	<i>Test Administration</i>	KITE Client User Guide

## DOCUMENT HISTORY

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

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Date	Section Name/ Summary of Changes	Starting Page
08/01/2017	Updated training times	7
	Updated training process diagrams	5
	Arranged sections to improve clarity	Throughout