



Preparing for the 2023 DLM-AA: District and Building Test Coordinators

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Agenda

- Important Dates
- Educator Portal
- Testing Platform
- Student Enrollments
- Tasks for Teachers to Complete Prior to Testing
- Data Verification
- Stay Connected
- Questions

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Important Dates

Instructionally Embedded Assessment Window	Now through February 22, 2023
Verify enrollment records	Ongoing through end of testing for organization
Student uploads to Kite Educator Portal	<ul style="list-style-type: none">• Biweekly through January 6, 2023• Weekly beginning January 13, 2023
Data Lockdown	February 15, 2023
Rosters created	March 1, 2023
Test Window	March 15-May 10, 2023
2023 Score Reports	June 30, 2023

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EDUCATOR PORTAL

- Users
- Users Extract
- Who Can Administer the DLM
- Students
- Rosters

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Users

- Are you a building or district test coordinator who is new to DLM? Ask your principal or superintendent to request a Kite Educator Portal account from [Pam Hartwig](#)
- Set up a user account for *any new teachers* in Kite Educator Portal.
 - Steps to account creation found on page 15 of [Data Management Manual](#)
- Teachers who tested in prior years will still have an account in Kite Educator Portal.
 - If a user has moved from one district to another, please contact ISBE to get the teacher's account updated
 - Impacts training
- Review all teachers' accounts
 - Remove "proctor" and as needed, replace with "teacher"
 - Inactivate former users
- Teachers can reset their passwords as needed
 - See page 154 of [Educator Portal User Guide](#) for password reset instructions

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Users Extract

- Verify users by viewing a "Users" extract from Kite Educator Portal

The screenshot shows the Kite Educator Portal interface. At the top, there is a navigation bar with buttons for 'SETTINGS', 'MANAGE TESTS', 'REPORTS', 'DASHBOARD', and 'HELP'. The 'REPORTS' button is circled in red. Below the navigation bar, there is a section titled 'Data Extracts' with a note: 'Student data extracts include Personally Identifiable Information (PII), take appropriate precaution to protect saved files.' Below the note is a table with the following data:

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	11/16/2022 10:44 AM		New File
DLM Exited Students	List of students who were exited anytime during the previous year's assessments	05/09/2022 01:01 PM		
Users	Educator Portal users and their associated role(s).	10/31/2022 11:28 AM		New File

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Who Can Administer the DLM?

- For districts struggling with staffing issues, other employees besides a teacher can administer the DLM
 - Check out [this resource](#)
 - If a paraprofessional will be administering the DLM, they must be in constant-line-of-sight supervision of a licensed educator
 - Licensed educator must input any student responses for teacher-administered testlets
- Before test administration can begin:
 - Ensure the test administrator has an active Kite Educator Portal account
 - Completed security agreement
 - Verify the test administrator has completed training



Students

- Students in grades 3-11 and [certain 12th graders](#)
- Ensure that every student whose Individualized Education Program (IEP) indicates participation in the alternate assessment is enrolled and rostered in Kite, including homebound and hospitalized students.
 - A student's disability should not be a specific learning disability or a speech/language impairment only
- DO NOT add students directly to Kite. If students need to be added, please contact [Pam Hartwig](#).

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Rosters

- DTCs and/or BTCs will need to create rosters for each teacher and for each content area assessed by that teacher.
- Subject areas assessed include:
 - ELA and Math in grades 3-11
 - Science in grades 5, 8 and 11
 - Do not roster 12th graders for Science
- Steps to creating rosters begin on page 129 of the [Data Management Manual](#)
 - Option to complete a bulk upload of rosters using the Roster Upload Template.

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TESTING PLATFORM

- Student Portal
- Locating Kite Suite
- Kite Student Portal Versions

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Student Portal

- Version 9.0.0 now available
- Must be installed before teachers administer the DLM
- Chromebook and iPad apps should automatically update unless they are set not to by IT department
 - Verify with IT department to ensure the apps update
- The Mac and Windows installers and instructions have been posted to the [DLM site](#) for download and installation
- Completed by February 8, 2023



Locating Kite Suite

The screenshot shows the website dynamiclearningmaps.org. The navigation menu includes links for [Kite[®] Suite](#), [Educator Portal[™]](#), [Professional Development](#), [SEA Login](#), and [Training Courses](#). A red arrow points to the 'Kite Suite' link. Below the navigation menu, there are several images of children and a central logo for DYNAMIC LEARNING MAPS. The main content area features the text: "Dynamic Learning Maps[®] Alternate Assessment" and "provide an instructionally relevant assessment and report assessment results to help guide instruction."

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Kite Student Portal

Kite Student Portal

Student Portal is the secure platform where students take DLM assessments. While in Student Portal, students cannot access unauthorized webpages or applications. Use the links below to install Student Portal and view supported platforms. Additional resources are provided to ensure your assessment experience runs smoothly.

**Student Portal must be updated to the latest version for the 2022-23 school year. See device details and installation instructions below for more information.*

Chrome	
Instructions	Supported Platforms
Installation Instructions (pdf)	ChromeOS 91+
ios iPad	
Mac	
Windows	
Additional Kite Resources	
Screen Requirements	

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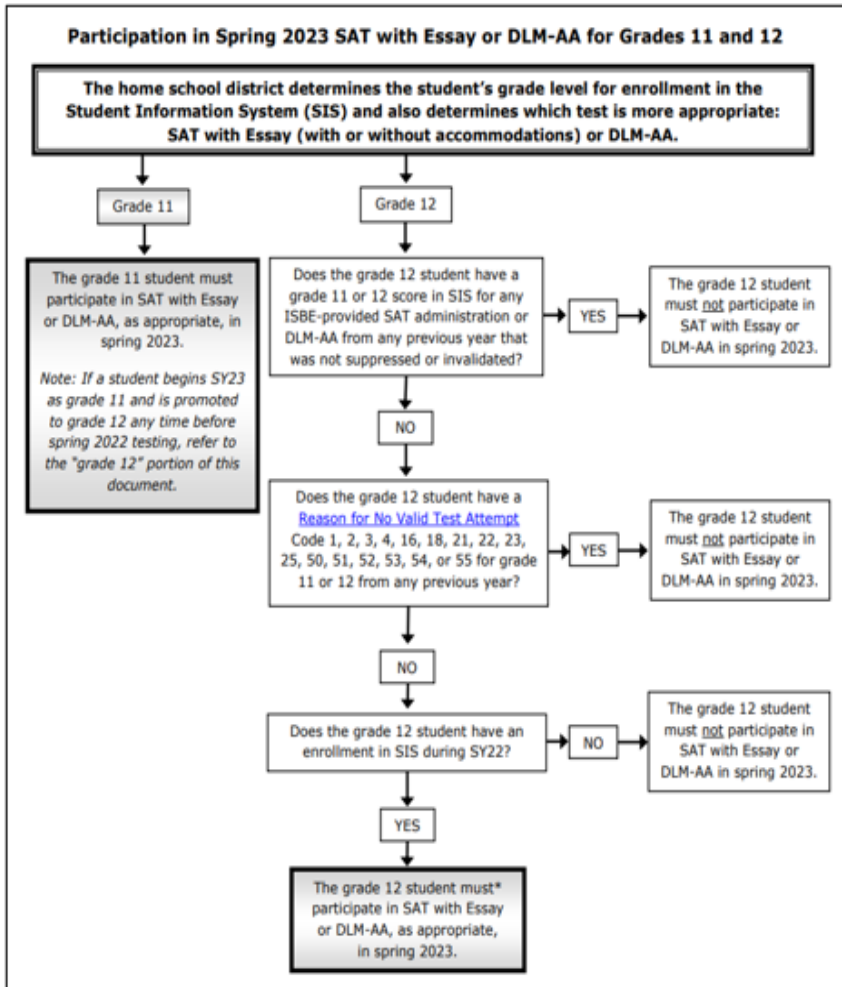
STUDENT ENROLLMENTS

- Grade 12: Who Must Test?
- Pre-ID Report

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Grade 12: Who Must Test?



Students who transfer into an Illinois public school for the first time (e.g., from out of state, from a private school, or who were home schooled) who have sufficient credits to qualify for grade 12 status do not and may not participate in DLM-AA in spring 2023, as they were not considered part of the Illinois public school system during grade 11.



Pre-ID Report

- [Home](#)
- [Student](#)
- [Assessment](#)
- [Adjusted Cohort](#)
- [Teacher](#)
- [Early Childhood Transition](#)
- [Prenatal](#)
- [Reports](#)

- Student ▲
- Assessment ▲
- Assessment Enrollment Verification ▼
- Illinois Assessment of Readiness (IAR) ▼
- DLM-AA ▲
- DLM-AA Assessment Pre-ID Summary Details
- DLM-AA Correction and Score (all students) Summary Details
- DLM-AA Assessment Scores Grid Summary
- DLM-AA Dynamic Learning Maps Summary
- SAT/PSAT ▼
- Unassigned Test Results ▼

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TASKS FOR TEACHERS TO COMPLETE PRIOR TO TESTING

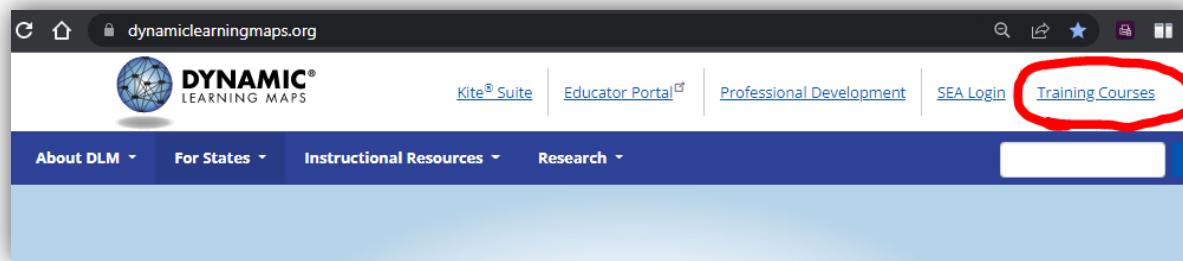
- Required training
- Facilitated Training
- Personal needs and preferences profile
- First contact survey

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Required Training

- Accessed via DLM website



- New teacher accounts takes 5-7 business days to be established
- Returning teacher training approximately 1 hour
- New teacher training approximately 4 hours
- Print or save electronic version of certificate of completion
 - Retain until training for proceeding year is begun

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Facilitated Training

- If you will be leading facilitated training for your organization, send an email to [Pam Hartwig](#) requesting facilitated trainer access.
 - It may take DLM up to a week to grant necessary access
 - School improvement days have been used by districts to complete facilitated training
- Look at the [Facilitator Guide to Required Training](#) for details

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Personal Needs & Preferences Profile (PNP)

- Teachers can refer to page 27 of the [Educator Portal User Guide](#) for guidance on completing the PNP
 - Display Enhancements
 - Recent
 - Language and Braille
 - Audio and Environment Support
 - Other supports including alternate form for visual impairment, two-switch system, individualized manipulatives, calculator, human read aloud, sign interpretation, language translation, test admin enters responses for student, and partner assisted scanning.
- DTCs and BTCs can monitor completion of the PNP with the PNP Settings extract
- Monitor completion of the student PNP Profile in Educator Portal.
 - *Test tickets will not be produced unless these are completed and submitted by the test administrator.*

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First Contact Survey

- Completed in Kite Educator Portal
 - Communication
 - Academics
 - Sensory Characteristics
 - Motor Characteristics
 - Computer Access
- In Progress, Not Started Status
- Survey tells Kite Educator Portal where to place the student in the test
- It takes 1 business day from completion or update of the First Contact Survey before testlet is issued
- Educator Portal User Guide steps teachers through completion of survey

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DATA VERIFICATION

- Final upload for spring 2023 assessment
- Data verification
- Compare current enrollment extract to district data
- Missing students?
- Obtaining a roster extract
- Roster verification

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Final Upload for Spring 2023 Assessment

- No uploads to DLM from SIS will occur after February 15, 2023
- Student upload requests *after* February 15, 2023 must be made by the district to the [Assessments Department](#) at ISBE

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Data Verification

- Obtain a Current Enrollment extract from Kite Educator Portal

Role: State Assessment Administra...

Organization: Illinois

Assessment Program: DLM

SETTINGS ▾ MANAGE TESTS ▾ REPORTS ▾ DASHBOARD HELP

Data Extracts

Note: Student data extracts include Personally Identifiable Information (PII), take appropriate precaution to protect saved files.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	11/16/2022 10:44 AM	csv	New File

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Compare Current Enrollment Extract to District Data

- Are correct students enrolled?
- Are students enrolled in correct grades?
- Are students enrolled in correct schools?
- Do you have students enrolled more than once?
 - Determine which student is correct and exit incorrect student enrollment
- Home schools should collaborate with serving school to verify enrollment data
- Contact [Pam Hartwig](#) for assistance with any edits

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Missing Students?

- Manuals uploads not permitted
 - Creates issues with score data
 - The need to manually upload indicates a problem with the student's SIS record
 - Plenty of time remaining to update SIS records so students are captured in regular SIS uploads
 - For students already in Kite, contact [Pam Hartwig](#) for assistance with transferring or moving students



Obtaining a Roster Extract

- Obtain a Roster extract from Kite Educator Portal

[Home](#)
[SETTINGS](#)
[MANAGE TESTS](#)
[REPORTS](#)
[DASHBOARD](#)
[HELP](#)

Data Extracts

Note: Student data extracts include Personally Identifiable Information (PII), take appropriate precaution to protect saved files.

Extract	Description	Requested	File	Action
Current Enrollment	Current enrollment information for active students.	11/16/2022 10:44 AM		New File
DLM Exited Students	List of students who were exited anytime during the previous year's assessments	05/09/2022 01:01 PM		
DLM General Research File (GRF)	General Research File from the most recent year with final student assessment results for each rostered subject. Data Detail EE Crosswalk	07/05/2022 11:47 AM		New File
DLM Incident File	List of students who may have experienced test administration incidents during previous year's assessments.			New File
DLM On-Demand Exited Students File	List of students who were exited anytime during the current year's assessments.			New File
DLM Special Circumstance File	List of students who were assigned special circumstance codes during previous year's assessments.	05/09/2022 01:01 PM		
DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	06/22/2022 10:10 AM		New File
First Contact Survey File	Current First Contact survey settings by student	05/04/2022 10:32 AM		New File
PNP Setting Counts	Student PNP setting counts by organization.	12/30/2021 11:38 AM		New File
PNP Settings	Personal Needs and Preferences (PNP) settings by student.	12/30/2021 11:38 AM		New File
Parent Portal Registration	Number of parents registered in each district for the current school year along with the type of registration method used by each district.	08/26/2022 05:06 PM		New File
Parents	Parent details for active parent student relation.			New File
Roster	Student assignment by educator and subject.	08/02/2022 01:21 PM		New File

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Roster Verification

- Are students in grades 3-11 and certain 12th graders rostered for ELA and Math?
- Are students in grades 5, 8 and 11 rostered for Science?
 - Ensure no 12th graders are rostered for Science
- Are students rostered to correct teachers?
- Make edits as needed

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Stay Connected

- Stay connected with ISBE
- Stay connected with DLM

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Stay Connected with ISBE

- Assessment webinars
- Click Dimensions messaging



ASSESSMENT

Communications

- Assessment Listserv
- Presentations and Webinars Archive
- State Assessment Review Committee

RESOURCES

- 2022-23 State Assessment Dates 📅 (Updated 09/30/2022)
- 2021-22 State Assessment Dates 📅 (Updated 1/14/2022)
- Grade 12 SAT and DLM-AA: Who must test? 📅 (Updated 10/1/2021)
- Assessment Security Monitoring Survey



ASSESSMENT COMMUNICATIONS

- News and Updates 2021-2022 School Year
- News and Updates 2019-2021 School Years
- Illinois Assessment Dates
- Important Links and Resources
- Presentations and Webinars

UPCOMING PRESENTATIONS AND WEBINARS

- **November 29, 2022: District and Building Test Coordinator Webinar 10:00 AM - 12:00 PM**
Dynamic Learning Maps district and building test coordinators are encouraged to attend this webinar in preparation for the spring 2023 administration. The session will provide information that will enable coordinators to be prepared well in advance of the opening test date. The presentation will be followed by a question-and-answer session. Attendance is optional. ISBE will post a recording of the webinar.
 - Register for the District and Building Test Coordinator Webinar now!
- **November 29, 2022: Teachers Webinar 3:30 PM - 5:30 PM**
Teachers who will be administering the Dynamic Learning Maps assessment are encouraged to attend this webinar in preparation for the spring 2023 administration. The session will provide information that will enable teachers to be prepared well in advance of the opening test date. The presentation will be followed by a question-and-answer session. Attendance is optional. ISBE will post a recording of the webinar.
 - Register for the Preparing for the 2023 DLM-AA: Teachers Webinar now!
- **December 2, 2022: Assessment Update 10:00 AM - 11:00 AM**
ISBE's Assessment Department will provide the most recent updates in Illinois assessments. The webinar will also serve as an open forum for questions and concerns about testing. The webinar is suggested for test coordinators, administrators, and technology staff.
 - Registration

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Stay Connected with DLM

Dynamic Learning Maps® Alternate Assessment

We provide an instructionally relevant assessment and report assessment results.

Test Updates

[DLM Instructionally Embedded Fall Window Now Open](#)
September 22, 2022
The Dynamic Learning Maps® (DLM®) Instructionally Embedded model fall window has opened for the 2022–2023 academic year. The Instruction and Assessment Planner is used to create instructional plans and assign testlets for students.

[2023 Kite® Student Portal Installers Release](#)
July 20, 2022
We are happy to announce that the Kite Student Portal app and installers for the 2023 school year are now available!

additional test updates

DLM News

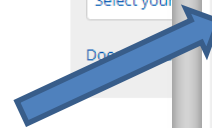
[New Publication by DLM Staff](#)
March 23, 2021
The COVID-19 pandemic caused changes in instruction and assessment nationwide. These changes impact the defensible reporting of results. DLM staff explored several instruction and assessment scenarios. They examined how each scenario may inform decisions about scoring and reporting for the 2020-2021 year. Check out the [project brief](#) to learn more.

[New Publication by DLM Staff](#)
November 17, 2020
DLM staff explored the relationship between DLM academic achievement standards and postsecondary opportunities for students with significant cognitive disabilities.

The results of the study conducted in 2019-2020 found that students with significant cognitive disabilities who meet the DLM academic achievement standards have the academic skills necessary for pursuing postsecondary education or competitive integrated employment.

View the [Technical Report](#) and browse other reports and resources on the [DLM Publications page](#).

[additional news articles](#)



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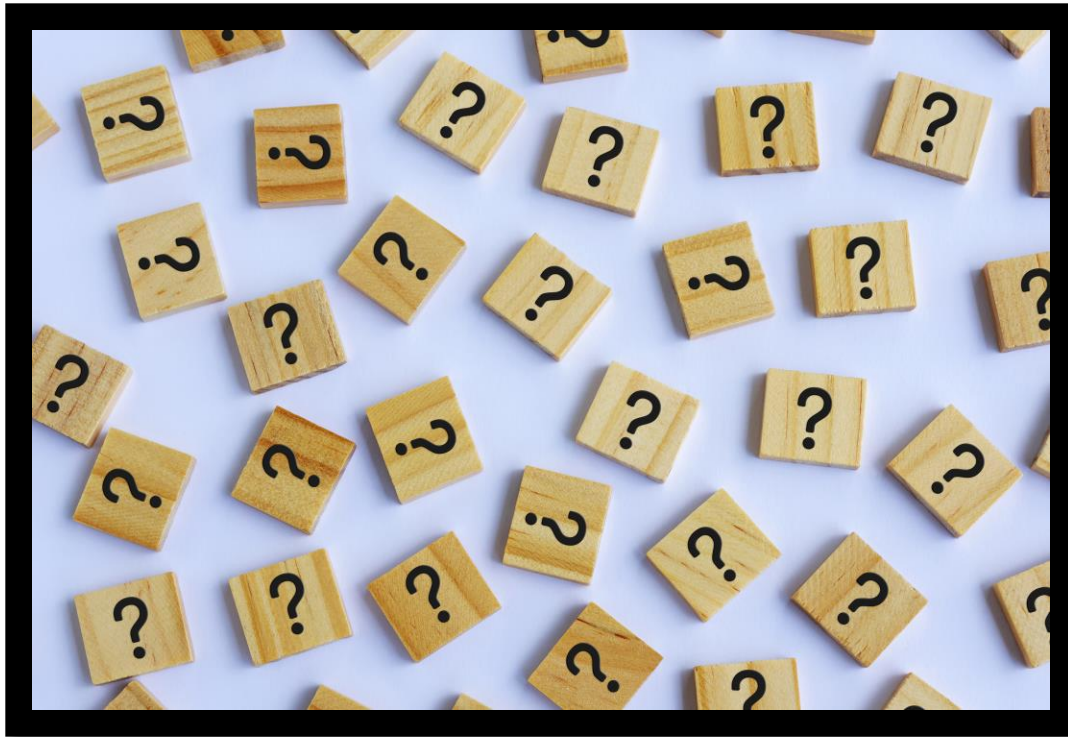
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Questions?



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