



COLORADO

Department of Education

2017 CoAlt DLM Administration Training for DACs

Mindy Roden, Assessment Unit

Fall 2016

COLORADO
DEPARTMENT of EDUCATION

cde

Quick Background

- **Dynamic Learning Maps is a multi-state consortia**
 - Colorado - 3rd year of participation
 - ELA and Math – grades 3-9
 - Corresponding assessment for 10-11 for PSAT 10/SAT
- **Online test for ELA and Math**
 - Students take 5-7 testlets each in both ELA and Math
 - Each testlet takes 5-7 minutes (on average) with wait time for the next testlet to load
 - total of 10-14 testlets
 - Approximately 1 hour/content area = 2 hours

Background

- **Teachers complete individualized survey for each student that places the student in the first testlet**
 - Students move up or down in complexity based on performance
- **Can adjust materials for testing as long as the construct being measured does not change**
 - Baseball hat for cowboy hat
 - Pencils for paper clips

Linkage Levels

- **Five linkage levels**
 - Initial Precursor (IP)
 - Distal Precursor (DP)
 - Proximal Precursor (PP)
 - Target (T)
 - Successor (S)
- **Target - most closely aligned to EE**
- **Successor - exceeds the expectations for the EE**

Requirements

- **Certified teacher**

- Full/part time classroom teacher
- Related services provider (SLP, OT, etc.)
- Long term certified substitute
- Participate in training every year

- **CDE recommends**

- New teachers to your district take the Required Teacher Training Modules
- Returning teachers take the Returning Teacher Training Modules

Required Training

- Users must be updated in Educator Portal (EP) first
- Moodle site for ELA/Math
 - Accounts rolled over from EP
 - 2 types of training modules
 - Facilitated
 - Self-Directed
 - Must pass with 80% accuracy

Note: All quizzes must be completed in Moodle in order for teachers to access Educator Portal and view students



Training Links

<https://www.cde.state.co.us/assessment/trainings>

■ Links to:

- DLM Moodle training site
- DLM Required Training document
- Short videos for frequent tasks
- Instructionally Embedded Assessments Webinar

Getting Started

- **Accept security agreement**
- **Add Users**
- **Verify student enrollment**
 - Check CDE upload
 - Add newly enrolled students
 - Transfer/exit students as needed
- **Roster students to teachers**
- **Teachers complete DLM training (through Moodle)**
- **Teachers complete PNP/First Contact Survey**
 - Some accommodations must be indicated in PNP to receive in system
 - FCS used to place student in initial testlet



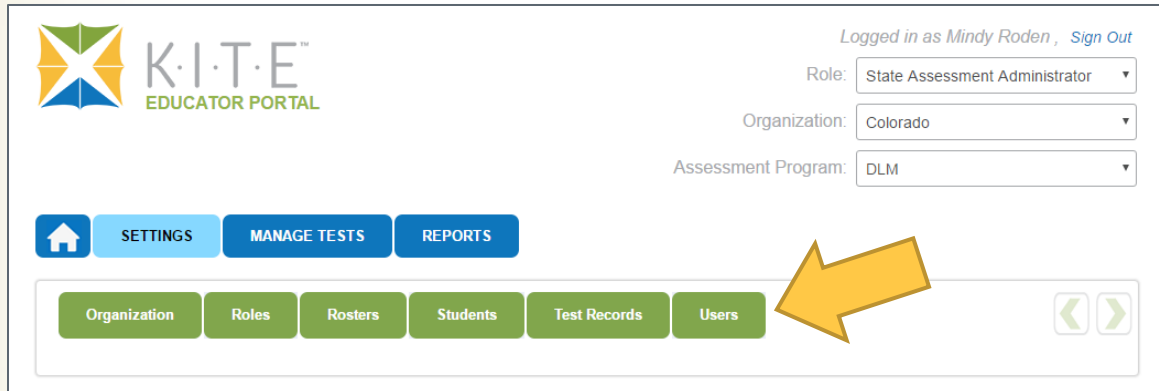
Category 1 supports ***must*** be marked in PNP. Braille forms are delivered as a .brf and brailled locally.

Category 1 Supports Provided in KITE Client Via Access Profile	Category 2 Supports Requiring Additional Tools/Materials	Category 3 Supports Provided Outside the System
<ul style="list-style-type: none">▪ Magnification▪ Invert Color Choice▪ Color Contrast▪ Overlay Color▪ Spoken Audio	<ul style="list-style-type: none">▪ Uncontracted Braille▪ Alternate Form-Visual Impairment▪ Single-switch System /Access Profile Enabled▪ Two-switch System▪ Individualized Manipulatives▪ Calculator	<ul style="list-style-type: none">▪ Human Read Aloud▪ Braille-BVI-Read Aloud▪ Sign Interpretation of Text▪ Language Translation of Text▪ Test Administrator Entering of Responses for Student▪ Partner-Assisted Scanning (PAS)

Getting Started

- **CDE will upload students in January from Data Pipeline (pull in December)**
 - Verify students are indicated correctly for CoAlt
- **After upload**
 - Verify enrollment
 - Add new students
 - Roster students to teachers

Adding User Manually



K.I.T.E.™
EDUCATOR PORTAL

Logged in as Mindy Roden , [Sign Out](#)

Role: State Assessment Administrator ▼

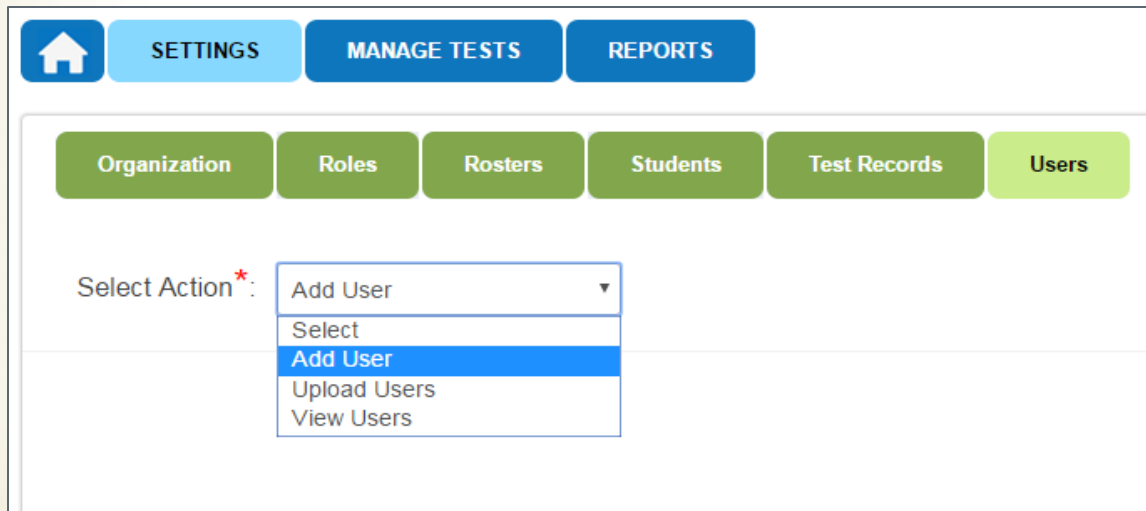
Organization: Colorado ▼

Assessment Program: DLM ▼

Home SETTINGS MANAGE TESTS REPORTS

Organization Roles Rosters Students Test Records **Users**

An orange arrow points to the 'Users' button in the navigation bar.



Home SETTINGS MANAGE TESTS REPORTS

Organization Roles Rosters Students Test Records **Users**

Select Action*:

- Add User ▼
- Select
- Add User
- Upload Users
- View Users

Adding User Manually

USER INFORMATION

FIRST NAME:*	LAST NAME:*	EMAIL ADDRESS:*
<input type="text"/>	<input type="text"/>	<input type="text"/>
EDUCATOR IDENTIFIER:		
<input type="text"/>		

Adding User Manually

USER INFORMATION

FIRST NAME:*

LAST NAME:*

EMAIL ADDRESS:*

EDUCATOR IDENTIFIER:

SELECT ORGANIZATION & ASSIGN ROLES

STATE:*

ASSESSMENT PROGRAM:*

ROLE:*

DISTRICT:*

- Select
- Building Principal
- Building Test Coordinator
- Building User
- Consortium Assessment Program Administrator
- District Superintendent
- District Test Coordinator
- District User
- Global System Administrator
- HS
- PD Admin
- Scorer
- Scoring Building Lead
- Scoring District Lead
- Scoring State Lead
- State Assessment Administrator
- State Scorer
- State System Administrator
- Teacher
- Teacher: PNP Read Only

SCHOOL:*

Add

Edit

State

Select

Region

District

School

Default

10

Save

Adding User Manually

USER INFORMATION

FIRST NAME:* LAST NAME:* EMAIL ADDRESS:*

EDUCATOR IDENTIFIER:

SELECT ORGANIZATION & ASSIGN ROLES

STATE:*

ASSESSMENT PROGRAM:*

ROLE:*

DISTRICT:*

SCHOOL:*

Edit	State	Assessment Program	Role	Region	District	School	Default
	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	

Page of 0

Adding User Manually

USER INFORMATION

FIRST NAME:* LAST NAME:* EMAIL ADDRESS:*



EDUCATOR IDENTIFIER:

SELECT ORGANIZATION & ASSIGN ROLES

STATE:*

ASSESSMENT PROGRAM:*

ROLE:*

Edit	State	Assessment Program	Role	Region	District	School	Default
 	<input type="text" value="Select"/> Colorado	<input type="text" value="Select"/> DLM	<input type="text" value="Select"/> Teacher	<input type="text" value="Select"/>	<input type="text" value="Select"/> Training District	<input type="text" value="Select"/> High School	<input checked="" type="radio"/>

Page 1 of 0 10

Error Messaging

User with same educator identifier exists for organization Colorado.

USER INFORMATION

FIRST NAME:*

margo

LAST NAME:*

allen

EMAIL ADDRESS:*

allen_m@cde.state.co.us

EDUCATOR IDENTIFIER:

allen_m@cde.state.co.us

Duplicate Email Address found in system for another user

USER INFORMATION

FIRST NAME:*

mindy

LAST NAME:*


roden

EMAIL ADDRESS:*

roden_m@cde.state.co.us

EDUCATOR IDENTIFIER:

Adding Students Manually

 **K.I.T.E.™**
EDUCATOR PORTAL

Logged in as Mindy Roden , [Sign Out](#)


Role:

Organization:

Assessment Program:

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

[Organization](#) [Roles](#) [Rosters](#) [Students](#) [Records](#) [Users](#)



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

[Organization](#) [Roles](#) [Rosters](#) [Students](#) [Test Records](#) [Users](#)

Select Action*:

- Select
- Add Student**
- Exit Student
- Find Student
- Transfer Students
- Upload Enrollment
- Upload TEC
- View Students

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Adding Students Manually

STATE:*	DISTRICT:*	SCHOOL:*
Colorado	Training District	High School
LEGAL FIRST NAME:*	LEGAL MIDDLE NAME:	LEGAL LAST NAME:*
M		Roden
GENERATION:	DATE OF BIRTH:*	GENDER:*
Select	08/01/2016	Female
CURRENT SCHOOL YEAR:*	CURRENT GRADE:*	AYP SCHOOL IDENTIFIER:
2017	Grade 3	
ATTENDANCE DISTRICT IDENTIFIER:	ATTENDANCE SCHOOL IDENTIFIER:	COMPREHENSIVE RACE:*
00000000	0003	White
HISPANIC ETHNICITY:*	FIRST LANGUAGE:	STATE STUDENT IDENTIFIER:*
No	Select	1010101010
LOCAL STUDENT IDENTIFIER:	GIFTED STUDENT:	STATE ENTRY DATE:
	Select	mm/dd/yyyy
SCHOOL ENTRY DATE:*	DISTRICT ENTRY DATE:	PRIMARY DISABILITY CODE:*
08/02/2016	mm/dd/yyyy	Documented Disability
ASSESSMENT PROGRAM:*	ESOL PARTICIPATION CODE:*	
Dynamic Learning Maps	Not Eligible [0]	



Adding Students Manually

ASSESSMENT PROGRAM:*

Dynamic Learning Maps ▼

ESOL PARTICIPATION CODE:*

Select ▼

USA ENTRY DATE:

mm/dd/yyyy

Save

Reset

Adding Students Manually

Home SETTINGS MANAGE TESTS REPORTS

Organization Roles Rosters **Students** Test Records Users

Select Action*: View Students

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

SELECT ORGANIZATION
Specify organization level search

STATE*: Colorado

DISTRICT*: Select

SCHOOL: Select

Search

ID	First Name	Last Name	C
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Adding Students Manually

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

[Organization](#) [Roles](#) [Rosters](#) [Students](#) [Test Records](#) [Users](#)

Select Action*: [View Students](#)

SELECT ORGANIZATION
Specify organization level and click on search

STATE*:
[Colorado](#)

DISTRICT*:
[Training District](#)

SCHOOL:
[Select](#)

[Search](#)

State ID	First Name	Last Name	Current School Year	Local Id
1010101010	M	Roden	2017	

[Grid](#) [Table](#) [Print](#) [Refresh](#) [Filter](#) [Export](#) [Import](#) [Add](#) [Edit](#) [Delete](#) [Cancel](#) [OK](#)

Page 1 of 1 10 View 1 - 1 of 1

Adding Students Manually

Select Action*: Add Student ▼

Student already exists with same state student identifier.

STATE*: Colorado ▼

DISTRICT*: Training District ▼

SCHOOL*: Middle School ▼

LEGAL FIRST NAME*: Mel

LEGAL MIDDLE NAME:

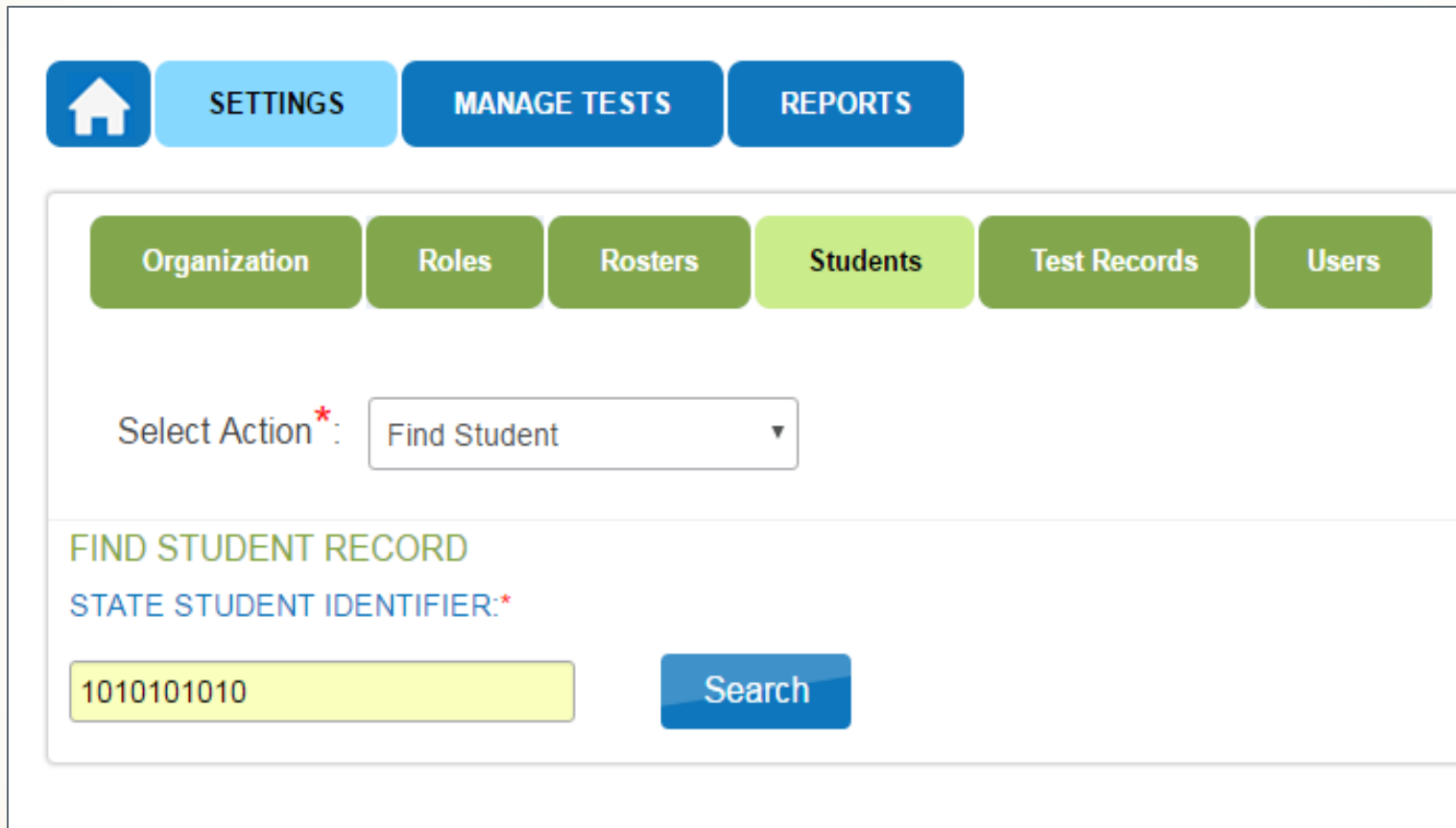
LEGAL LAST NAME*: Roden

GENERATION: Select ▼

DATE OF BIRTH*: 08/16/2010

GENDER*: Male ▼

Finding a Student



The screenshot shows a web application interface for finding a student record. At the top, there is a navigation bar with four buttons: a home icon, "SETTINGS", "MANAGE TESTS", and "REPORTS". Below this is a secondary navigation bar with six buttons: "Organization", "Roles", "Rosters", "Students" (highlighted in light green), "Test Records", and "Users". Under the "Students" button, there is a "Select Action*" dropdown menu with "Find Student" selected. Below the dropdown, the text "FIND STUDENT RECORD" is displayed in green. Underneath, the label "STATE STUDENT IDENTIFIER:*" is shown in blue. A text input field contains the value "1010101010", and a blue "Search" button is positioned to its right.

Home SETTINGS MANAGE TESTS REPORTS

Organization Roles Rosters **Students** Test Records Users

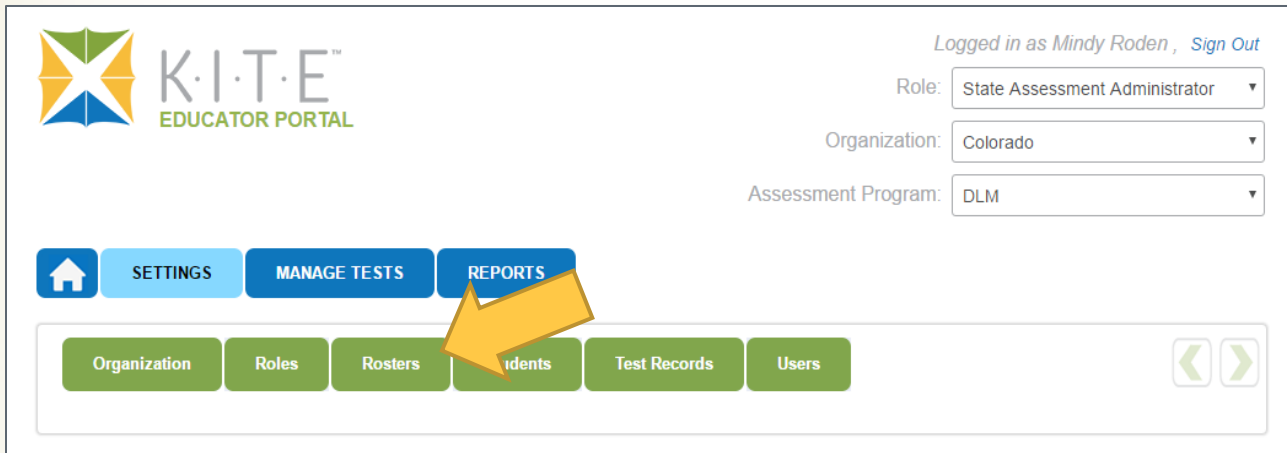
Select Action*: Find Student ▼

FIND STUDENT RECORD

STATE STUDENT IDENTIFIER:*

1010101010 Search

Creating Rosters Manually



K.I.T.E.™
EDUCATOR PORTAL

Logged in as Mindy Roden , [Sign Out](#)

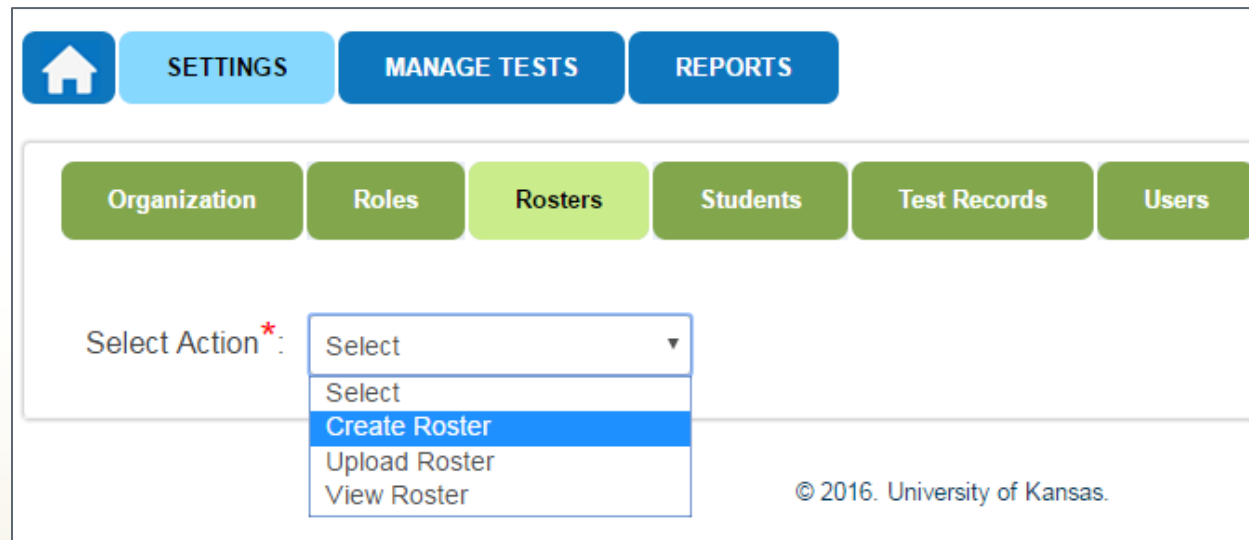
Role: State Assessment Administrator ▼

Organization: Colorado ▼

Assessment Program: DLM ▼

Home SETTINGS MANAGE TESTS REPORTS

Organization Roles **Rosters** Students Test Records Users



Home SETTINGS MANAGE TESTS REPORTS

Organization Roles **Rosters** Students Test Records Users

Select Action*:

- Select ▼
- Select
- Create Roster**
- Upload Roster
- View Roster

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Creating Rosters Manually

Select Action*: Create Roster

STATE*: Colorado DISTRICT*: Training District SCHOOL*: High School

Search

ROSTER NAME*: SUBJECT*: Select COURSE*: Select

SELECT EDUCATOR*

	First Name	Last Name	Educator Identifier	Status	Email
<input type="checkbox"/>	Brandon	Teacher	B Teacher	Pending	district.c

Page 1 of 1 View 1 - 1 of 1

SELECT STUDENTS*

	Student Identifier	First Name	Middle Name	Last Name	Gender
<input type="checkbox"/>	1010101010	M		Roden	MALE

Page 1 of 1 View 1 - 1 of 1

Save

Unique Name for Roster

- **Last name_subject**
 - Roden_ELA
 - Roden_ELA_4
 - Roden_ELA_5
- **Not something generic**
 - DLM
 - Teacher
 - CoAlt

Creating Rosters Manually

STATE:* Colorado DISTRICT:* Training District SCHOOL:* High School

Search

ROSTER NAME:* Teacher_ELA SUBJECT:* Select COURSE:* Select

SELECT EDUCATOR*

	First Name	Last Name	Status	Email
<input type="checkbox"/>	Brandon		Pending	bteacher@traini
View 1				

SELECT STUDENTS*

	Student Identifier	First Name	Last Name	Grade
--	--------------------	------------	-----------	-------

English Language Arts

Creating Rosters Manually

Select Action*: Create Roster

STATE*: Colorado DISTRICT*: Training District SCHOOL*: High School

Search

ROSTER NAME*: Teacher_ELA SUBJECT*: English Language Arts COURSE*: Select

SELECT EDUCATOR*

	First Name	Last Name	Educator Identifier	Status	Email
<input checked="" type="checkbox"/>	Brandon	Teacher	B Teacher	Pending	bteacher@trainingdistrict.

Page 1 of 1 View 1 - 1 of 1

SELECT STUDENTS*

	Student Identifier	First Name	Middle Name	Last Name	Gender
<input checked="" type="checkbox"/>	1010101010	M		Roden	FEMALE

Page 1 of 1 View 1 - 1 of 1

Save

Creating Rosters Manually

HOME SETTINGS MANAGE TESTS REPORTS

Organization Roles **Rosters** Students Test Records Users

Select Action*: Create Roster

Successfully created: Teacher_ELA

STATE:* Colorado DISTRICT:* Training District SCHOOL:* High School

Search

ROSTER NAME:* SUBJECT:* Select COURSE: Select

SELECT EDUCATOR*

SELECT STUDENTS*

Save

Creating Rosters Manually

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

[Organization](#) [Roles](#) [Rosters](#) [Students](#) [Test Records](#) [Users](#)

Select Action*: [View Roster](#)

SELECT ORGANIZATION
Specify organization level and click on search

STATE*:
Colorado

DISTRICT*:
Training District

SCHOOL:
Select

Search

Roster Name	Educator Identifier	First Name	Last Name	Subject
Teacher_ELA	B Teacher	Brandon	Teacher	English Language A

Page 1 of 1 10 View 1 - 1 of 1

Using CSV templates

- **Several uploads**
 - User Upload Template
 - Enrollment Upload
 - Roster Upload
 - Test/Exit/Clear (TEC)
- **On CDE's website, but check DLM for latest version**
<https://www.cde.state.co.us/assessment/newassess-coaltelam>
- Also need State Organization Table
 - All codes for schools in Colorado

Using CSV Templates

Assessment Program: DLM



SETTINGS

MANAGE TESTS

REPORTS

Organization

Roles

Rosters

Students

Test Records

Users



Select Action*: Upload Users

SELECT ORGANIZATION

select file and organization level, click on Upload

STATE:*

Colorado

DISTRICT:

Training District

SCHOOL:

Elementary School

FILE:*



Upload

Date	Time	Status	File
Page 1 of 0			

Roster Upload Template

Roster_Upload_Template - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles Cells Editing

F14

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Roster Na	Subject	Course	School Ide	School Ye	State Stud	Local Stud	Student L	Student L	Educator I	Educator F	Educator L	Remove from roster		
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															

Use table in
Data Management Manual
Pages 87-89

Enrollment Upload Template

Enrollment_Upload_Template (9) - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles

Calibri 11 Bold Italic Underline Wrap Text Merge & Center General \$ % , .00 .00 Conditional Formatting Format as Table Normal Good

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	AYP_Scho	Attendan	Student_L	Student_L	Student_L	Generatio	Gender	Date_of_E	Current_G	Local_Stu	State_Stu	Current_S	Attendan	School_Er	District_Er	Stat
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																

Use tables in
Data Management Manual
pages 50-56

Reports for 2016-17



Logged in as Mindy Roden , [Sign Out](#)

Role: State Assessment Administrator ▼

Organization: Colorado ▼

Assessment Program: DLM ▼



SETTINGS

MANAGE TESTS

REPORTS

Data Extracts

Downloads

Alternate Assessments

[Instructionally Embedded](#)

[Student Progress](#)

[Class Roster](#)

[Year End](#)

[Student \(Individual\)](#)

[Students \(Bundled\)](#)

STANDARD DATA EXTRACTS (CSV FILE)

Extract	Description	Requested	File	Action
Accessibility Profile	Personal Needs and Preferences (PNP) settings by student.	03/10/2016 03:14:13 PM	CSV	New File
Accessibility Profile Counts	Student accessibility profile counts by organization.	04/20/2016 01:40:52 PM	CSV	New File
Current Enrollment	Current enrollment information for active students.	06/24/2016 08:41:28 AM	CSV	New File
DLM Test Administration Monitoring	Testlets assigned, in progress, and completed by subject, and student.	06/24/2016 08:40:39 AM	CSV	New File
Roster	Student assignment by educator and subject.	04/20/2016 09:58:02 AM	CSV	New File
Training Status	List of DLM users by organization and their training completion status			New File
Users	Educator Portal users and their associated role(s).	06/13/2016 10:46:53 AM	CSV	New File

Note:

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

New DLM Webpage

www.dynamiclearningmaps.org/colorado

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[STATES](#)

[KITE® SUITE](#)

[PROFESSIONAL DEVELOPMENT](#)

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COLORADO

- [Manuals and Blueprints](#)
- [Videos, Training, and Educator Resources](#)
- [Templates](#)
- [Scoring & Reporting](#)

Contact



2017 Spring Window: March 15–April 28

[Colorado Department of Education](#)

[Mindy Roden](#), *Assessment*

[Gina Herrera](#), *Special Education*

CO uses the Year-End Model

▼ **Manuals and Blueprints**

Accessibility Manual (pdf) 09/26



provides guidance on the selection and use of accessibility features

Assessment Coordinator Manual (pdf) 09/27



supports district and building staff to prepare for and monitor assessments

Blueprint ELA (pdf)

pool of available Essential Elements (EEs) and the requirements for coverage within each conceptual area

Blueprint Math (pdf)

pool of available Essential Elements (EEs) in Mathematics

Data Management Manual (pdf) 10/13



supports data managers with managing user, student, and roster data in Educator Portal

Educator Portal User Guide (pdf) 09/26



provides guidance and support for users navigating Educator Portal

Facilitator Guide to DLM Required Test Administrator Training (pdf) 10/10

supports facilitators in accessing DLM required test administration training and support resources

Guide to DLM Required Test Administrator Training (pdf) 10/10

helps users access DLM required test administration training

Guide to Practice Activities and Released Testlets (pdf) 08/02

familiarizes educators and students with testlets and KITE[®] Client

Technology Specifications Manual (pdf) 08/01

supports technology personnel in preparing schools for the technology needs of the DLM assessment

Test Administration Manual 2016–17 (pdf) 10/10



supports Test Administrators in preparing themselves and students for the DLM assessment

Check the
website often.
DLM updates
manuals as
needed.

Templates do not change as often. CDE recommends that you continue to check the website to verify that you have the latest version.

▼ **Templates**

Enrollment Upload Template (csv)

template used to enroll multiple students into Educator Portal

Parent Notification Letter No Science (doc)

notification letter for districts testing in mathematics and English language arts

Parent Notification Letter No Science en Español (doc)

carta de notificación para los distritos examinándose en Matemáticas y Artes del Idioma Inglés

Roster Upload Template (csv)

template used to roster students to content areas and test administrators in Educator Portal

State Organizational Table CO (xlsx)

names and numbers of schools and districts in Colorado

TEC (Test, Exit, Clear) Upload Template (csv)

template used to batch remove students from Educator Portal

User Upload Template (csv)

template used to upload multiple users into Educator Portal

Resources

- **Student practice tests available in TAM**
 - Log-ins on page 42-43 (verify pages)
- **Additional professional development for teachers on DLM website**
- **Instructionally Embedded Assessments available for classroom use**
 - Do not count toward accountability
 - Teachers develop individual plans based on student needs

Final Points

- **DLM is making changes to the Educator Portal**
 - “smart data management”
 - No release date at this time
- **All districts will need to reinstall KITE client on all student devices**
 - Updated in September 2016
- **Testing should mirror general schedule to the greatest extent possible**
 - Minimize loss of instructional time

Resources

DLM SERVICE DESK

1-855-277-9751

DLM-support@ku.edu

Current hours: 7:00 a.m.–6:00 p.m. CDT, M–F
(will change once test window opens)

Mindy Roden

303.866.6709

roden_m@cde.state.co.us