



DYNAMIC[™]
LEARNING MAPS

FACILITATOR GUIDE FOR
REQUIRED TEST
ADMINISTRATOR TRAINING
2015-16

Required Test Administrator Training is different from professional development that supports curriculum and instruction. For more information about professional development, visit <http://dynamiclearningmaps.org/content/professional-development>

Help Desk

Hint: Print this page and keep it handy!

For questions regarding the online testing system or for additional assistance, please contact the Help Desk at 1-855-277-9751 (toll-free) or DLM-support@ku.edu.

- The Help Desk is open Monday through Friday from 8:00 a.m. to 7:00 p.m. Central Time.
- During your state's spring testing window, the Help Desk is open from 7:00 a.m. to 7:00 p.m. Central Time.
- The Help Desk is closed in observance of the following holidays.

| | |
|---------------------------------|--|
| Labor Day | Monday, September 7, 2015 |
| Veterans Day | Wednesday, November 11, 2015 |
| Thanksgiving Day | Thursday, November 26, 2015 & Friday, November 27, 2015 |
| Christmas & New Year's break | Thursday, December 24, 2015 through Friday, January 1, 2016 |
| Martin Luther King, Jr. Day | Monday, January 18, 2016 |
| Memorial Day | Monday, May 30, 2016 |
| Independence Day | Monday, July 4, 2016 |

For help with these items, contact your state education agency.

- State-specific training plans and schedules.
- Continuing education units offered for completing required test administrator training.
- Availability of additional resources for facilitators.
- Policies on availability of an option for differentiated training for returning test administrators.

For help with these items, contact the Help Desk at 1-855-277-9751 (toll-free) or DLM-support@ku.edu

- Access to the Moodle training site, including usernames and passwords.
- Technical troubleshooting, such as browser errors.
- Questions about navigation within the training site, including course completion.

For help with technical issues related to Internet availability, video streaming, display resolution, and/or issues with sound/headphones/speakers, etc., contact your Technical Liaison.

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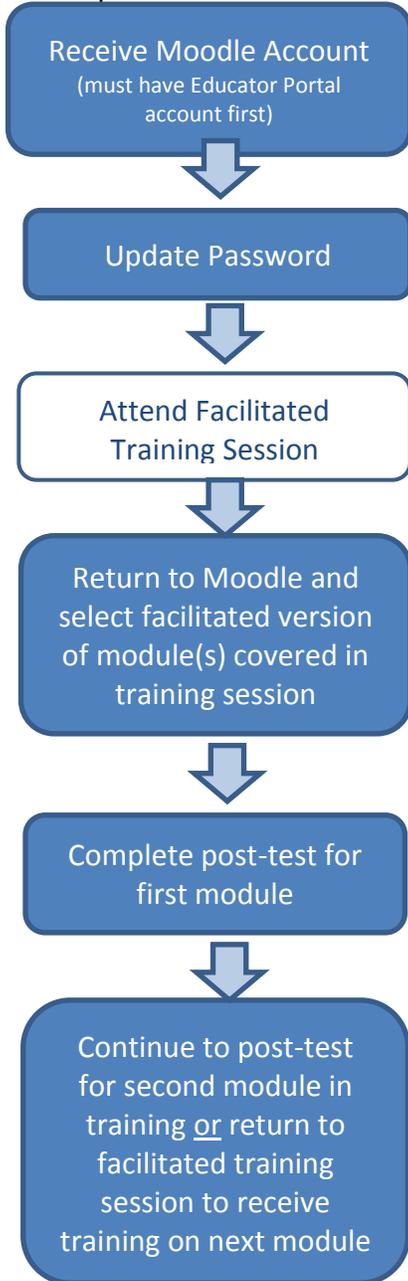
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Overview

Training is required for those who will administer Dynamic Learning Maps alternate assessments in 2015-16. New test administrators must successfully complete four modules before testing begins. Training for new test administrators is available in self-directed and facilitated formats. Two process flows are included below to highlight the differences between facilitated and self-directed training.

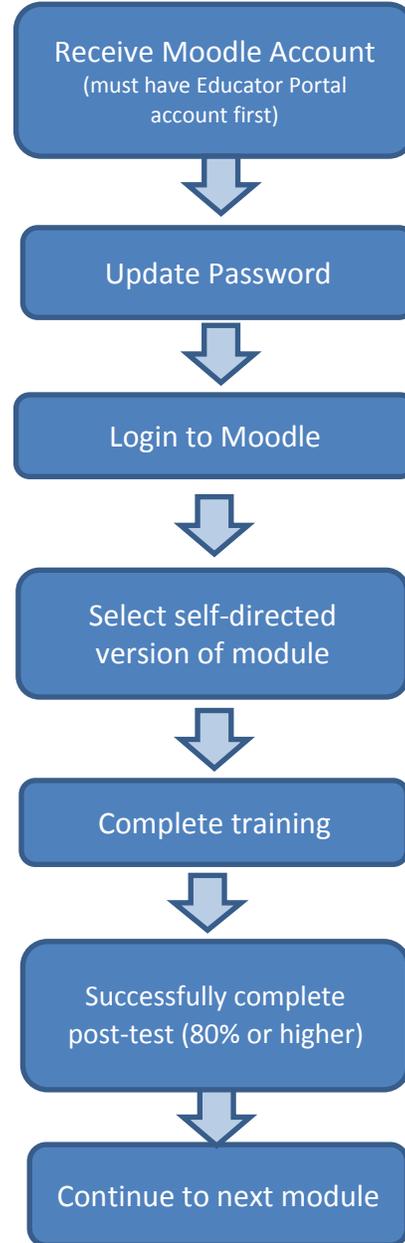
Facilitated Training

The facilitated training session is completed outside of Moodle. The remaining steps are completed inside Moodle.



Self-Directed Training

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



New Test Administrator Required Training

Hint: Returning test administrator training is NOT available in a facilitated format. It is only available in the self-directed format.

Training is required for all educators who will administer Dynamic Learning Maps alternate assessments in 2015-16. New test administrators must successfully complete four modules with a passing score on each module's post-test before testing begins. Modules must be completed in the order listed below.

Total training time for new test administrators is estimated at just under four hours. This includes videos and time to independently complete post-tests. Specific time estimates for each part of the required training is provided below.

✦ **Part 1 – About the DLM System**

Video: 28:00

Post-test time: 15:00

Topics:

1. Describe the components of the DLM system:
 - a. Learning Maps
 - b. Claims and Conceptual Areas
 - c. DLM Essential Elements
 - d. Testlets and Linkage Levels
2. Clarify the security demands of the DLM system

✦ **Part 2 – Accessibility by Design**

Video: 55:00

Post-test time: 15 minutes

Participants will learn:

1. Accessibility by Design
2. Six steps to customize DLM accessibility supports for students
3. Testlet Information Pages
4. Testlet delivery and results

✦ **Part 3 – Understanding and Delivering Testlets in the DLM System**

Video: 44:00

Post-test time: 15:00

Participants will learn:

1. Testlet structure
2. Item types
3. Completing testlets
4. Standard test administration process
5. Allowable practices
6. Practices to be avoided

✦ **Part 4 – Preparing to Administer the Assessment**

Video: less than 26:00

Post-test time: less than 15 minutes

Participants will learn:

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

Design of Facilitated Required Training Modules

Each required training session includes one or more videos, and activities, and a separate 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 resources on Moodle specific to facilitated training. These materials are listed in the course list after logging into Moodle.

A Moodle account will be created for each test administrator with an active account in Educator Portal account. Allow at least one full week for access to Moodle after your Educator Portal account is created.

Log in to Moodle at training.dynamiclearningmaps.org.

To log in to the Moodle training site, follow these steps.

1. Use a recommended browser to go to training.dynamiclearningmaps.org .
 - ♦ Google Chrome 30.0
 - ♦ Mozilla Firefox 25.0
 - ♦ Apple Safari 6
 - ♦ Microsoft Internet Explorer 9
2. Enter your **Username** and **Password**.

Hint: Hint: Your username is the same email address used for Educator Portal.

Hint: 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 Moodle. She will then be prompted to change her password.



Hint: If unable to log in to the training site, check to make sure you have an Educator Portal account or use the option for Forgotten your username or password? If those steps don't resolve the issue, please contact the Help Desk at 1-855-277-9751 (toll-free) or DLM-support@ku.edu.

Upon logging into Moodle, the user sees the state's required training and the facilitator resources:



After clicking on the Facilitator Resources link, the page lists General Resources at the top, and then resources for each testing module following. Resources may include videos, video transcripts, and handouts for each section of the required training:



Home > My courses > 2015-16 > Iowa - Facilitators

Facilitator Resources for DLM Test Administrator Training

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

General Resources

-  [Facilitator Guide to 2015-16 DLM Required Test Administrator Training \(PDF\)](#)
-  [Guide to 2015-16 DLM Required Test Administrator Training \(PDF\)](#)
-  [Iowa's Policy Guidance - DRAFT](#)
-  [Crosswalk: Module Contents and TAM Sections](#)

Part 1: Overview of the Dynamic Learning Maps Alternate Assessment System

-  [Video - Part 1.1](#)
-  [Video - Part 1.2](#)
-  [Full facilitator guide \(including handouts\)](#)
-  [Facilitator guide \(without handouts\)](#)
-  [Agenda](#)
-  [Handout 1.1](#)
-  [Handout 1.2](#)
-  [Video transcript](#)
-  [Powerpoint presentation used in the video](#)
-  [Post-test assessment with answers](#)

General resources vary depending on the state; however, all facilitators will have access to the facilitator guide and the participant guide in this section. In the section for each part of training, the full facilitator guide including handouts contains the guide, agenda, handouts, transcript, and post-test (if available). Post-test assessments with answers are also available to facilitators. Videos are designed to be streamed directly from YouTube, but alternative links are also provided to stream or download the videos from Dropbox and Wordpress.

Procedures for Delivering Facilitated Required Training

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

1. Ensure participants have Educator Portal accounts and are identified in Educator Portal as teachers at least one week before training is scheduled to start. This ensures enough time for their accounts to be created in Moodle using the Educator Portal account information.
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 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 with access to stream training videos from the internet or with 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)** for participants to complete the required post-test after each module. This occurs inside of Moodle: 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

The main course page in Moodle contains a greeting and lists the available course(s), either self-directed or facilitated. Only the first module, or part of the course, will be available at first. The next module only becomes available upon successfully completing the post-test for the current module with a score of 80% or higher.

See Cross Reference Training Modules to on page 14 to view the alignment of training topics.

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 training session but have 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 re-take a post-test may return to Moodle later to retake post-tests as needed. But remember that if a participant does not pass a post-test for one module, the next post-test is not available until the first post-test is retaken and passed.

Manage Required Training

Gain Access and Log In to Moodle

A Moodle account is created for each test administrator with an active Educator Portal account. Allow at least one full week for access to Moodle after the Educator Portal account is created.

- If the participant was a DLM test administrator in 2014-15, a Moodle account is created by the date that the state launches required training (Oklahoma - 9/1/15).
- If the participant is a new DLM test administrator in 2015-16 and an Educator Portal user account is created by 9/1/15 a Moodle account is ready when the training window opens.
- If the participant is a new DLM test administrator in 2015-16 and an Educator Portal user account is created AFTER 9/1/15, a Moodle account will be ready no later than one full week after the Educator Portal account is created.

Training

The facilitator does not have access to the participants' progress through the training modules. An overview of the training process is included below.

- Participants log in to Moodle to read welcome greeting and view their available course (self-directed or facilitated).
- Clicking on the course opens the page with the available module(s). Modules are only available once 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 exercises.
 - The participant is directed to complete the post-test after completing the training portion of the module.
 - The participant can review and change responses prior to submitting the final post-test.
 - After completing the post-test, the participant receives 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.
 - The participant 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 the user once starting the post-test in the next module.
- The participant continues through each module until successfully completing each post-test.
- Upon successfully completing the fourth module, the participant receives a congratulatory message and has the option to print a completion certificate.

Participants are able to email a copy of the completion certificate to the facilitator upon finishing the required training. DLM distributes an updated list of completed training to each state monthly.

Detailed information about required training 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.

The returning test administrators required training is estimated to last less than 1 hour unless the module is not successfully completed on the first attempt. This includes the video and time for participants to independently complete the post-test. Specific time estimates for the required training video and post-test is provided below. The returning test administrator training is not facilitated.

✦ **Returning Test Administrator Training – Review of the DLM AA System**

Video: Less than 24 minutes

Post-test time: 20:00

Participants will learn how to prepare for the DLM assessment:

1. Review the components of the DLM Alternate Assessment System
2. Clarify the security demands of the DLM system
3. Review accessibility options and allowable practices
4. Review test administration practices

If the module is not successfully completed on the first attempt, additional training will be required. The additional training may take an added 30 minutes to 4 hours, depending on the areas in which the test administrator was not successful on the first attempt.

A “returning test administrator” is identified based on Educator Portal records. If a participant is a returning test administrator from 2014-15 and believes to have been mistakenly placed in the course for new test administrators, contact the local or state education agency.

Continuing Education

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

Appendix

Cross Reference Training Modules to Other DLM Resources

| Module Topics | Manual/Resource | Section |
|--|----------------------------|--|
| Part 1 – About the DLM System | | |
| Describe the components of the DLM system: <ul style="list-style-type: none"> • Learning Maps • Claims and Conceptual Areas • DLM Essential Elements • Testlets and Linkage Levels | <i>Test Administration</i> | About Dynamic Learning Maps: The Learning Map |
| | | About Dynamic Learning Maps: Essential Elements |
| | | Introduction to DLM Testlets: Essential Elements, Nodes and Mini-Maps |
| Clarify the security demands of the DLM system | <i>Test Administration</i> | Before Beginning Assessments: Security Agreement |
| | Manual/Resource | Section |
| Part 2 – Accessibility by Design | | |
| Accessibility by Design | <i>Test Administration</i> | Before Beginning Assessments: Evaluate and Choose Accessibility Supports (PNP Settings) |
| Six steps to customize DLM accessibility supports for students | <i>Accessibility</i> | Six Steps to Customize DLM Accessibility Features and Supports for Students |
| Testlet Information Pages | <i>Test Administration</i> | Instructionally Embedded Assessments: Testlet Information Page and Materials Needed |
| | | Spring Operational Assessments: Testlet Information Page and Materials Needed |
| Testlet delivery and results | <i>Test Administration</i> | How the Assessment Works |

| | Manual/Resource | Section |
|---|----------------------------|--|
| Part 3 – Understanding & Delivering Testlets in the DLM System | | |
| Testlet structure | <i>Test Administration</i> | Computer-Delivered Testlets: Testlet structure |
| | | 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> | Computer-Delivered Testlets: Completing a Computer-Delivered Testlet |
| | | Teacher-Administered Testlets: Administering Testlets |
| | | KITE User Guide: Start Test/ Complete Test |
| Standard test administration process | <i>Test Administration</i> | Computer-Delivered Testlets |
| | | Teacher-Administered Testlets |
| Allowable practices | <i>Test Administration</i> | Allowable Practices |
| Practices to be avoided | <i>Test Administration</i> | Practices to Avoid |
| | Manual/Resource | Section |
| Part 4 – Preparing to Administer the Assessment | | |
| Checking Data | <i>Test Administration</i> | Manage Assessments |
| | | Access Reports and Data Extracts |
| Completing the PNP and First Contact Survey | <i>Test Administration</i> | Mange Student Data |
| | <i>Accessibility</i> | Step 4: Enter Data into the KITE System |
| | | Enter Data in the Access (PNP) Profile |
| Utilize Practice Activities and Released Testlets | <i>Test Administration</i> | Practice Activities and Released Testlets |
| Planning and Scheduling for Assessment Administration Days | <i>Test Administration</i> | Scheduling and Setup |
| Considerations for Test Administration | <i>Test Administration</i> | KITE User Guide |