



DYNAMIC[™]
LEARNING MAPS

GUIDE TO DLM REQUIRED
TEST ADMINISTRATOR
TRAINING 2015-16

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AUDIENCE AND PURPOSE

This guide helps access Dynamic Learning Maps™ (DLM) required test administration training in Moodle.

CHECKLIST

Use this checklist to access and manage participation in required test administrator training. Major tasks are listed with links to resources.

☑	Tasks	Resources
	1. Review the About DLM Required Test Administrator Training section.	Page 3 of this manual
	2. Review any additional guidelines provided by the individual state or district about expectations for DLM required training.	Page Error! Bookmark not defined. of this manual
	3. Make sure to have an Educator Portal account. This is a necessary step before gaining access to Moodle.	See TEST ADMINISTRATION MANUAL
	4. Wait at least one week after receiving an Educator Portal account, then log in to Moodle.	Gain Access and Log In to Moodle on page 11
	5. Complete the required training course, including facilitated training sessions, self-directed modules, and post-tests according to your state's requirements. This step should be completed at least two weeks before the first test administration window of the year.	Complete a Module (self-directed on page 14 and Take a Post-Test on page 16
	6. View progress and results.	Monitor the Completion of Required Test Administrator Training on page 22

ABOUT DLM REQUIRED TEST ADMINISTRATOR TRAINING

OVERVIEW

DLM provides required training for test administrators:

- Training is designed for test administrators who are new to DLM and those who administered DLM assessments previously (returning test administrators).
- The training is required for all test administrators (no access to student KITE login information will appear in Educator Portal if the training is incomplete)
- Successful completion of the course requires passing all post-tests with score of 80% or higher

The training is located in Moodle, which is a training website separate from Educator Portal. training.dynamiclearningmaps.org

ABOUT REQUIRED TRAINING FOR NEW TEST ADMINISTRATORS

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 beginning student assessment. 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 are provided below.

◆ Part 1 – About the DLM System

Video: 28:00

Post-test time: 15:00

Participants will be able to:

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

◆ Part 2 – Accessibility by Design

Video: 55:00

Post-test time: 15 minutes

Participants will learn about:

- ◆ Accessibility by Design

- ♦ Six steps to customize DLM accessibility supports for students
- ♦ Testlet Information Pages
- ♦ 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 about:

- ♦ Testlet structure
- ♦ Item types
- ♦ Completing testlets
- ♦ Standard test administration process
- ♦ Allowable practices
- ♦ 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 about:

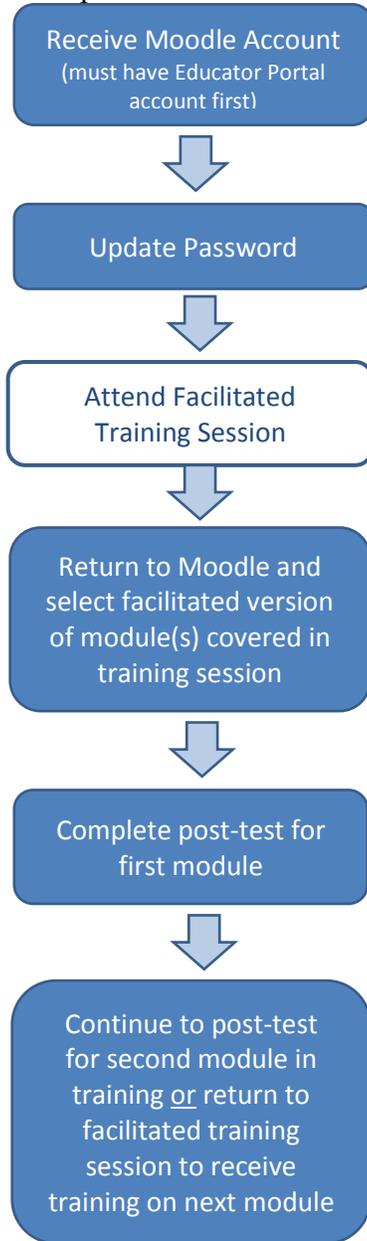
- ♦ Checking Data
- ♦ Completing the First Contact Survey
- ♦ Utilize Practice Activities and Released Testlets
- ♦ Planning and Scheduling for Assessment Administration Days
- ♦ Considerations for Test Administration

PROCESS FOR COMPLETING THE NEW TEST ADMINISTRATOR COURSE

Required 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.

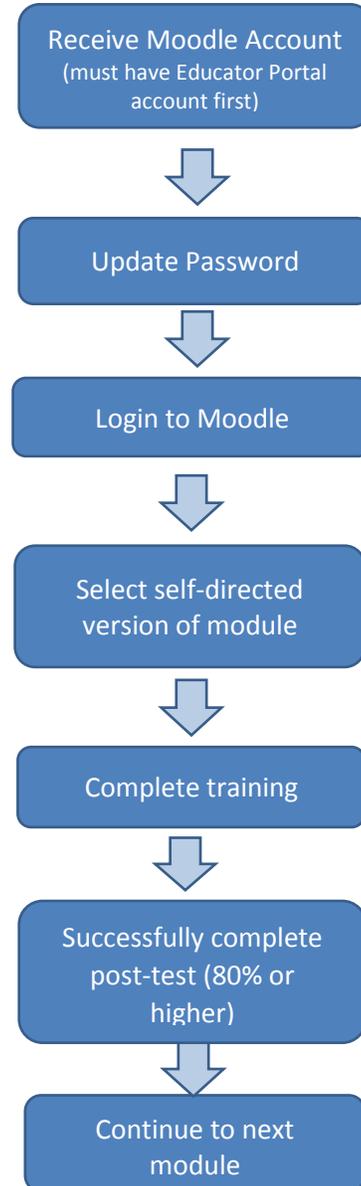
Facilitated Training

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.



Educators in each state have access to both Self-Directed (SD) and Facilitated (F) training options in Moodle. Participants must choose the correct version according to their state’s guidelines:

Part 2-SD: Accessibility by Design (Self-Directed)

Click the link below to start the module. When you have finished, the post-test quiz will be available.

 [Part 2-SD Training \(Self-Directed\)](#) 

Part 2-F: Accessibility by Design (Facilitated)

 [Part 2-F Module \(Facilitated\)](#)

Test administrators must complete one version of each of the four modules. The modules must be finished in order. When first entering the course, only the first training module (Part 1) is visible. Each additional module becomes available after the previous module is successfully completed.

ABOUT REQUIRED TRAINING FOR RETURNING TEST ADMINISTRATORS

Training is required for all educators who will administer Dynamic Learning Maps alternate assessments in 2015-16. The training course for returning test administrators is designed for test administrators who completed all training requirements in 2014-15. Returning test administrators must successfully complete one module with a passing score on all four parts of the post-test before the first test administration window of the year for the state begins.

Hint: 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.

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 to independently complete the post-test. Specific time estimates for the required training video and the post-test is provided below.

◆ **Returning Test Administrator Training – Review of the DLM Alternate Assessment System**

Video: Less than 24 minutes

Post-test time: 20:00

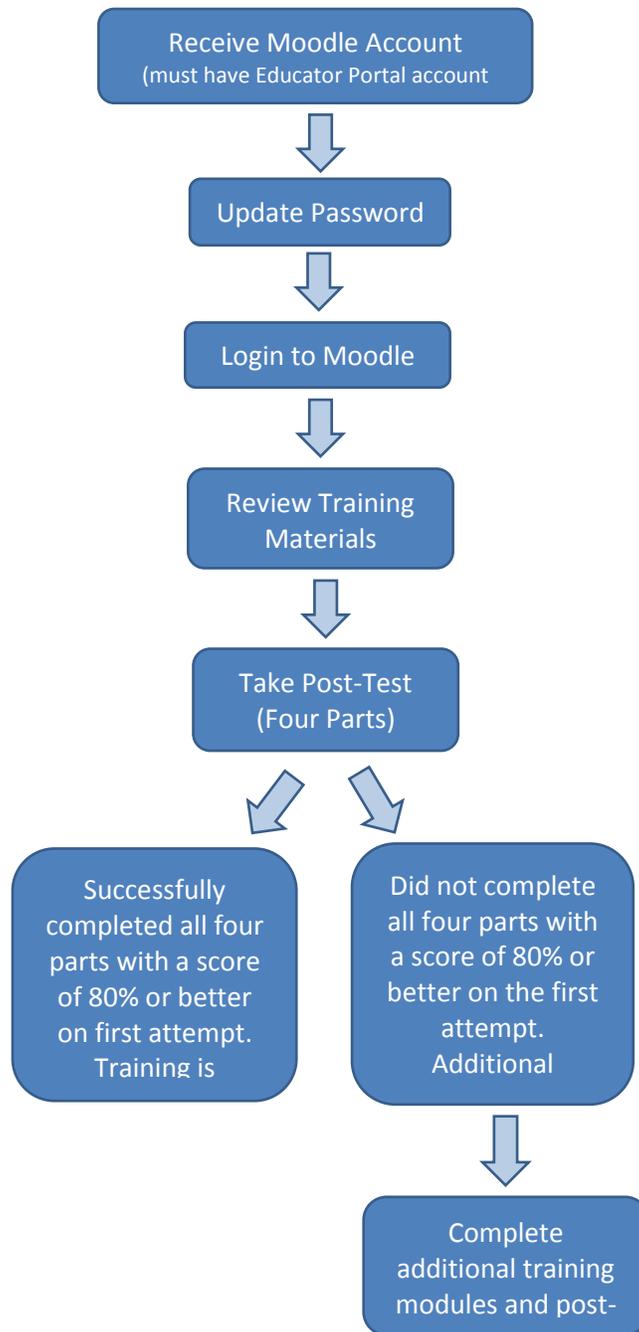
Participants will learn how to prepare for the DLM assessment:

- ♦ Review the components of the DLM Alternate Assessment System
- ♦ Clarify the security demands of the DLM system
- ♦ Review accessibility options and allowable practices
- ♦ 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 additional 30 minutes to 4 hours, depending on the areas in which the test administrator was not successful on the first attempt.

PROCESS FOR COMPLETING THE RETURNING TEST ADMINISTRATOR COURSE

Returning test administrator training is only provided in a self-directed format. The process flow below shows how a test administrator successfully completes training.



SUCCESSFUL COMPLETION OF TRAINING REQUIREMENTS

All training requirements must be complete before the test administrator will have access to the student's KITE login information.

- Each post-test must be completed with a score of 80% or better.
- All post-tests must be successfully completed in order for the entire training course to be complete.

COMPLETING POST-TESTS

After completing each facilitated training session, take the post-test. Post-test questions are in true/false, multiple-choice, and multi-select, multiple choice formats. Procedures for completing the post-tests are located in Take a Post-Test on page 16.

Participants in facilitated training sessions complete three test questions before starting the real post-test content:

1. Certification that they attended a facilitated session (answer = true)
2. Date of facilitated training session
3. Location of facilitated training session

These three questions are not scored but the results are shared with the state education agency staff.

Immediately after submitting the post-test, the results become available. The results include the participant's overall performance (whether or not the post-test was passed), indication of which items were answered correctly or incorrectly, and comments about incorrect answers.

When a post-test allows multiple attempts, it is best to view the feedback immediately. Post-tests should be retaken after reviewing the feedback and reviewing training materials as needed. Post-test questions are always in the same order but the response options may vary from one attempt to the next. Make sure to read each question carefully while taking a post-test. More information about re-taking a post-test is located in Retake a Post-Test on page 20.

COMPLETING THE COURSE

Successful completion of each post-test will be indicated with a general feedback. Another indicator that a post-test has been successfully completed is that the next training module will become available OR a message displays at the bottom of the screen indicating all requirements have been met. See the Monitor the Completion of Required Test Administrator Training on page 22 for more information.

When all requirements are met, the test administrator may download/print a completion certificate for his or her own records. This procedure is described in Print a Completion Certificate on page 23.

Within 3-5 business days after completing all training requirements, a participant's completion status will be marked in Educator Portal. The participant will not see this indicator directly in Educator Portal. However, after accepting the security agreement for 2015-16 and completing all training requirements, the test administrator will be able to view the student's login and password in Educator Portal. Until both requirements are complete, it will be labeled as "RESTRICTED."

MANAGE REQUIRED TRAINING IN MOODLE

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Hint: This section includes the procedures to access required training through Moodle. For information on the contents of required training see the About DLM Required Test Administrator Training on page 3.

GAIN ACCESS AND LOG IN TO 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.

- If the participant was a DLM test administrator in 2014-15, a Moodle account is created by 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 at least one full week after the Educator Portal account is created.

ACCESS MOODLE TRAINING SITE

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: 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.

DLM Required Test Administrator Training

 **DYNAMIC**
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[Home](#) ► [Log in to the site](#)

Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

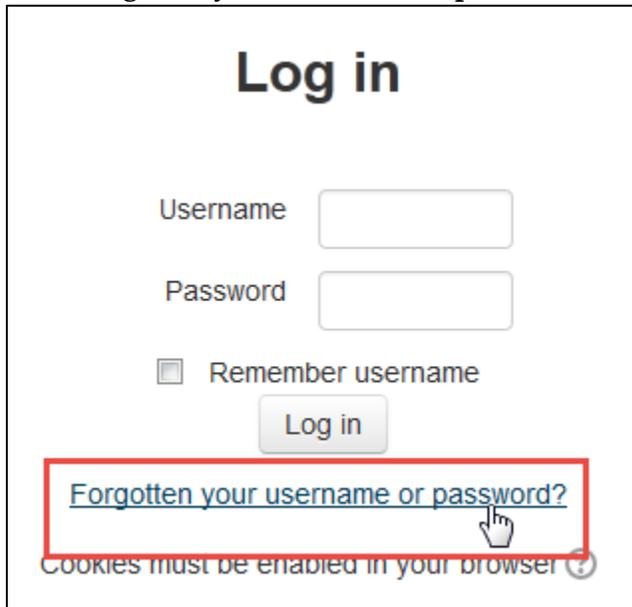
Cookies must be enabled in your browser 

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.

RESET PASSWORD

To reset a password on the training site, follow these steps.

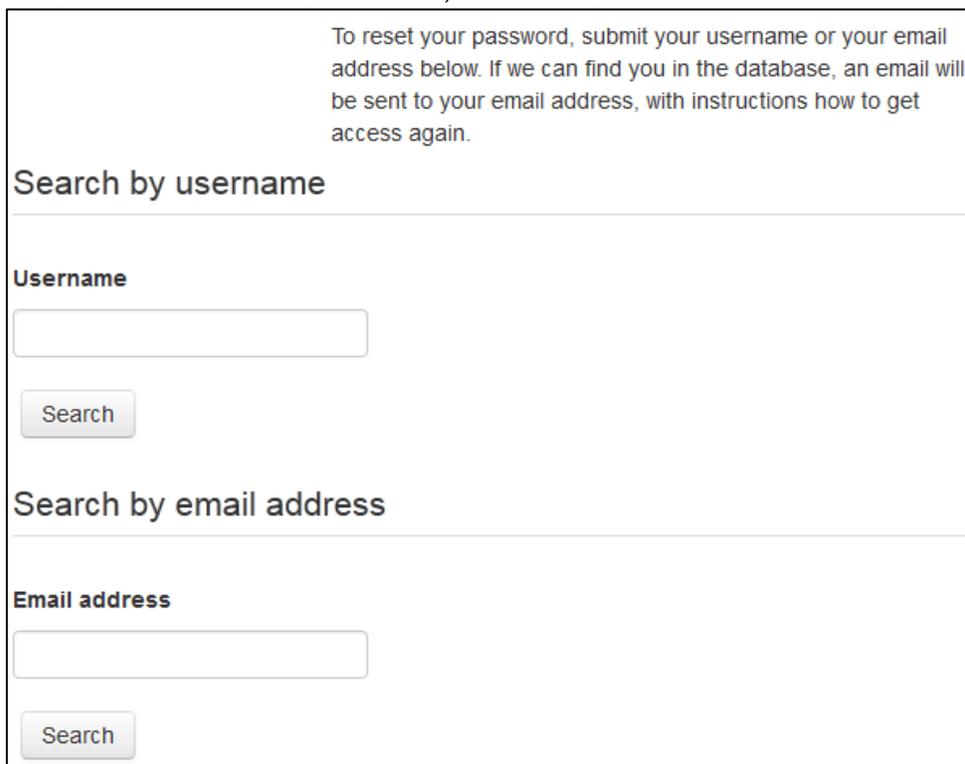
1. Click **Forgotten your username or password?**



The screenshot shows a login form with the following elements:

- Log in** (title)
- Username
- Password
- Remember username
- Log in (button)
- [Forgotten your username or password?](#) (link, highlighted with a red box and a mouse cursor)
- cookies must be enabled in your browser (notification with a question mark icon)

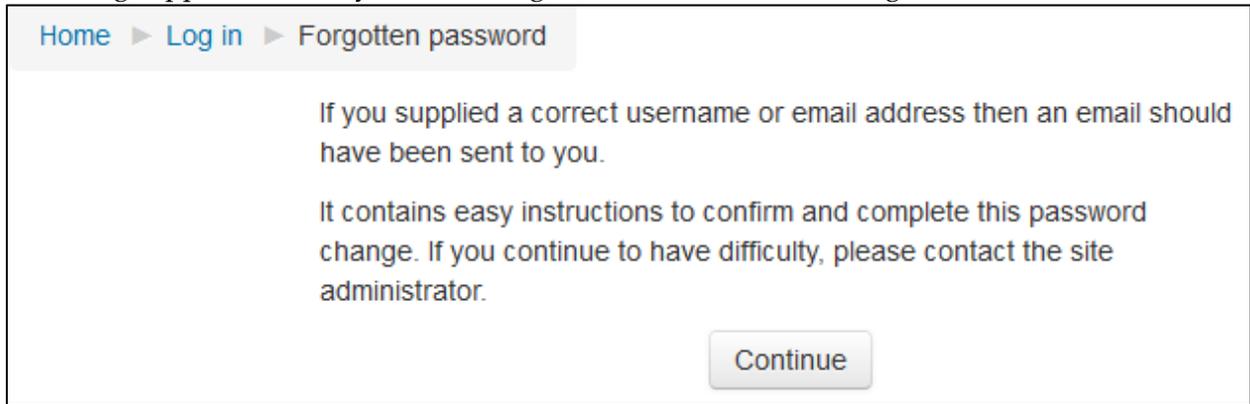
2. Enter **Username** or **Email address**; click **Search**.



The screenshot shows a page for resetting a password with the following elements:

- To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.
- Search by username**
- Username
- Search (button)
- Search by email address**
- Email address
- Search (button)

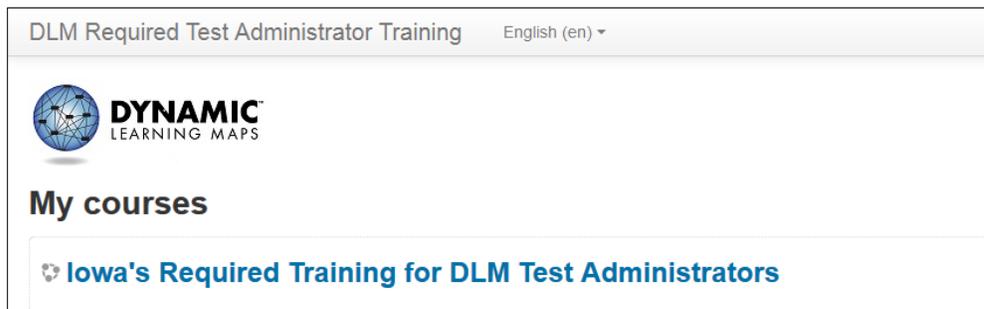
3. A message appears. Check your matching email account for a message with instructions.



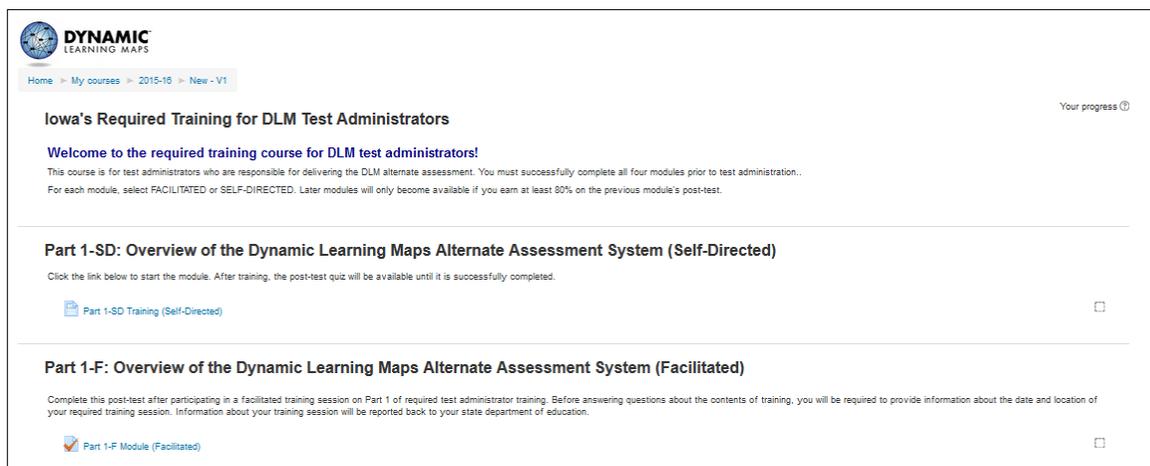
COMPLETE A MODULE (SELF-DIRECTED)

This procedure applies to the self-directed modules. To complete a facilitated module, attend a training session, then go to Take a Post-Test on page 16.

1. Log in to Moodle at training.dynamiclearningmaps.org.
2. Click the course name.



3. A welcome message appears with links to self-directed and facilitated modules. Choose the self-directed version.



Hint: Only one module will be accessible. As each module is successfully completed, the next becomes available. Successful completion means passing the post-test with a score of 80% or higher.

4. Click the link for the self-directed module.

Part 1-SD: Overview of the Dynamic Learning Maps Alternate Assessment 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 \(Self-Directed\)](#)

5. The first slide contains a greeting and directions.

Part 1-SD Training (Self-Directed)

Dynamic Learning Maps
Required Test Administration Training - Part 1



Welcome to the Dynamic Learning Maps™ Required Test Administration Training. This is the first of four parts to the training. You must pass post-tests after completing each part in order to have access to all of the tools required to administer the DLM® Alternate Assessment. After you complete this training, complete the post-test that is linked to the training Moodle site.

0% 100%



www.dynamiclearningmaps.org
For information or support regarding this module please contact DLMPO@unc.edu

Survey Powered By 

6. Follow the onscreen instructions to complete the module.

Hint: Read each slide and view the embedded videos. After completing a slide, click the arrow key at the bottom of each screen. Brief activities will follow each video. When prompted, answer the questions in each activity. These questions help check understanding of the training materials. Answers are not scored. A back button allows the review of previously viewed information.

7. Click the course name to return to the main course page.

The screenshot shows a Moodle course breadcrumb: Home > My courses > 2015-16 > Iowa - Test Admin > Part 2-SD: Accessibility by Design (Self-Directed) > Part 2-SD Training (Self-Directed). Below the breadcrumb is the title "Part 2-SD Training (Self-Directed)". The main content area features the "Dynamic Learning Maps" logo and the text "Required Test Administration Training - Part 2 IM". A message box states: "You have completed this part of the Required Test Administration Training. Look for the link to the post-test on the Moodle where you found this video." Below the message is a progress bar showing 0% to 100% completion.

8. Go to Take a Post-Test on page 16.

TAKE A POST-TEST

Hint: The next module appears only after passing the current module's post-test with a score of 80% or higher.

To take the post-test for a module, follow these steps.

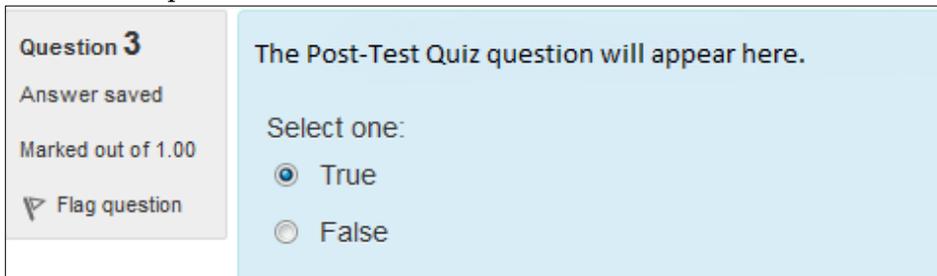
1. On the course page, click the post-test to match the type of training completed (self-directed or facilitated).

The screenshot shows a course module titled "Part 1-SD: Overview of the D...". Below the title is the instruction "Click the link below to start the module. After train...". There are two links: "Part 1-SD Training (Self-Directed)" and "Part 1-SD Post-Test (Self-Directed)". The second link is highlighted with a red box.

2. Click **Attempt quiz now**.

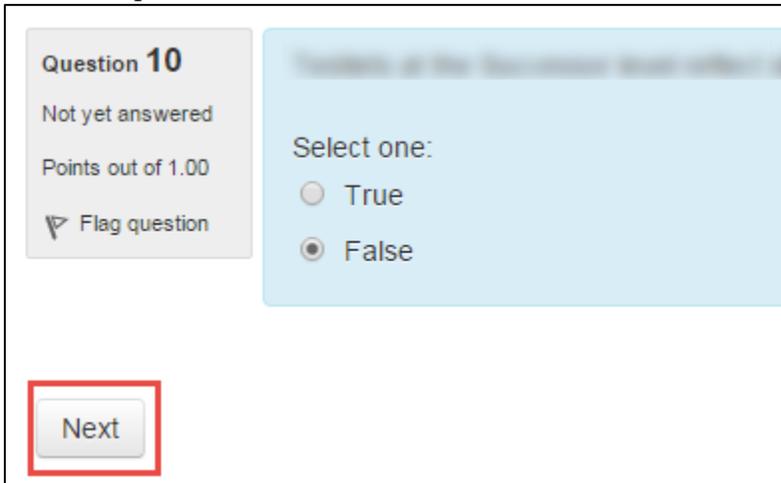
The screenshot shows the title "Part 1-SD Post-Test (Self-Directed)". Below the title is the text "Grading method: Highest grade". A button labeled "Attempt quiz now" is highlighted with a red box.

3. Answer the questions.



The screenshot shows a question card for 'Question 3'. On the left side of the card, it says 'Question 3', 'Answer saved', 'Marked out of 1.00', and a 'Flag question' button. The main area of the card is light blue and contains the text 'The Post-Test Quiz question will appear here.' Below this text, it says 'Select one:' followed by two radio button options: 'True' (which is selected) and 'False'.

4. When all questions are answered, click **Next**.



The screenshot shows a question card for 'Question 10'. On the left side, it says 'Question 10', 'Not yet answered', 'Points out of 1.00', and a 'Flag question' button. The main area is light blue and contains the text 'The Post-Test Quiz question will appear here.' Below this, it says 'Select one:' followed by two radio button options: 'True' and 'False' (which is selected). At the bottom left of the question card, there is a 'Next' button highlighted with a red rectangular border.

5. The **Summary of attempt** screen appears. Choose an option to continue.

If wanting to:	Then:
Submit answers	Click Submit all and finish.
Review questions and answers	Click Return to attempt.

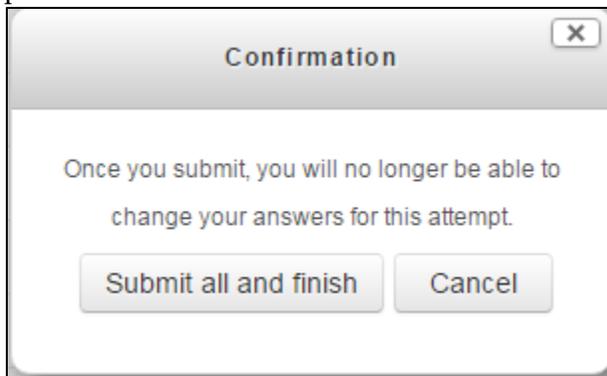
Hint: Questions flagged during the testing process appear on this screen near the question number.

Summary of attempt	
Question	Status
1	Answer saved
2	Not yet answered
3	Not yet answered
4 	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Not yet answered
9 	Not yet answered
10	Answer saved

Return to attempt

Submit all and finish

- A **Confirmation** screen appears. Click **Submit all and finish** or **Cancel** to return to the previous screen.



- A post-test review screen appears. Choose an option to continue.

If wanting to:	Then:
Check a score	Look near the top of the page under Feedback .
Review questions and answers	Scroll down the page to view feedback on answers.
See a snapshot of answers	View the Quiz Navigation on the left of the screen. Responses are color-coded: <ul style="list-style-type: none"> ♦ Red – completely incorrect or not answered ♦ Yellow – partially correct ♦ Green – completely correct

Started on	Wednesday, August 19, 2015, 3:31 PM
State	Finished
Completed on	Wednesday, August 19, 2015, 3:59 PM
Time taken	27 mins 13 secs
Feedback	You have completed this assessment with at least 80% and may move on to the next module. Use the breadcrumbs at the top to return to the course.

Figure 1: Check your score near the top of the screen

A summary provides feedback with the opportunity to review the completed post-test’s questions and responses. There is no limit on the length of time that may be spent on the review screen. However, the participant may only return to the review screen for up to two minutes after leaving the results screen.

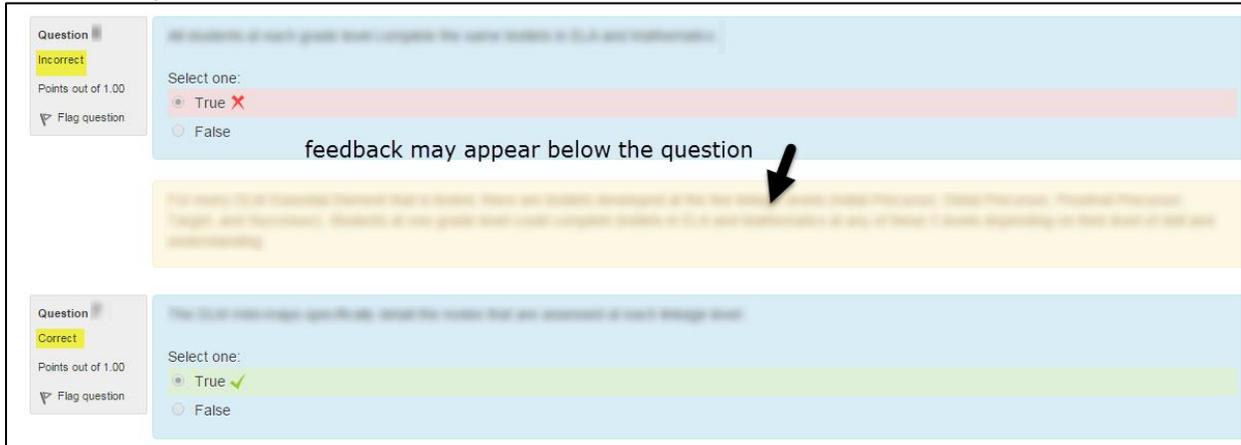


Figure 2: Scroll to review feedback, if desired

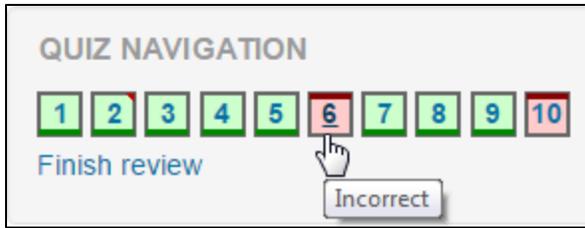
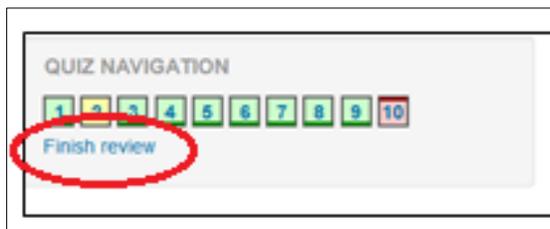


Figure 3: Quiz Navigation shows a snapshot of answers

Hover the cursor over a question number to show if the response is Incorrect, Partially correct, Correct, or Not answered.

8. Click **Finish review**.



9. The **Summary of your previous attempts** screen appears.

10. Did you pass the post-test with 80% or more?

If:	Then:
Yes	Go to Complete a Module (self-directed).
No	Go to Retake a Post-Test.

RETAKE A POST-TEST

If a participant scores less than 80% on the post-test, he or she is directed to retake it.

Hint: Remember to view feedback on post-test questions incorrectly answered on a previous attempt before retaking a post-test.

Started on	Friday, August 21, 2015, 3:56 PM
State	Finished
Completed on	Friday, August 21, 2015, 3:58 PM
Time taken	2 mins 31 secs
Feedback	Unfortunately, you did not complete this quiz with a score of 80% or higher. You may take the quiz again using the "Re-attempt quiz" button at the bottom or use the breadcrumbs at the top to return to the course to review the training materials.

1. Access the post-test questions with responses to review; existing answers cannot be changed.

Hint: Answers and responses are only available for a short time and only before leaving the webpage.

2. Click **Finish review** under Quiz Navigation on the left of the screen.



3. A summary of the previous attempts and a prompt to retake the post-test appears. Click **Re-attempt quiz**.

A screenshot of the 'Part 4-SD Post-Test (Self-Directed)' page. The page title is 'Part 4-SD Post-Test (Self-Directed)' and the grading method is 'Highest grade'. Below the title is a section titled 'Summary of your previous attempts' with a table. The table has four columns: 'Attempt', 'State', 'Review', and 'Feedback'. The first row shows '1' attempt, 'Finished' state, 'Submitted Sunday, 16 August 2015, 5:21 PM', 'Not permitted' review, and a feedback message. Below the table is an 'Overall feedback' section with a 'Re-attempt quiz' button circled in red.

4. Answer questions. (See Take a Post-Test on page 16 for more detail).
5. The **Summary of your previous attempts** provides access to the post-test to review responses and the correct answers.

A screenshot of the 'Summary of your previous attempts' table. The table has four columns: 'Attempt', 'State', 'Review', and 'Feedback'. The first row shows '1' attempt, 'Finished' state, 'Submitted Thursday, 13 August 2015, 9:58 AM', 'Not permitted' review, and a feedback message. The second row shows '2' attempt, 'Finished' state, 'Submitted Saturday, 15 August 2015, 9:34 PM', 'Not permitted' review, and a feedback message.

6. After completing the post-test with a score of 80% or higher, continue to the next module.

REVIEW A MODULE (SELF-DIRECTED)

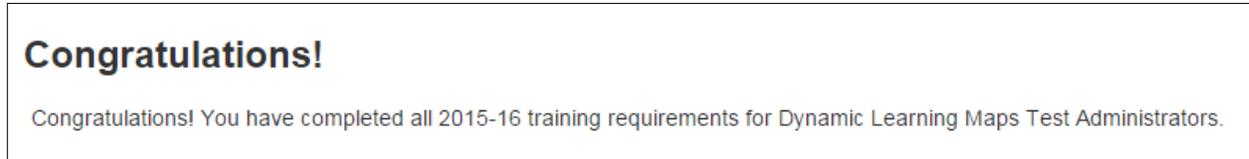
Each self-directed module is available for review, even after the post-test is successfully completed.

1. Go to the course title and select the module to review.
2. Review the module.
3. Click the course name to return to the main page to access other modules.

MONITOR THE COMPLETION OF REQUIRED TEST ADMINISTRATOR TRAINING

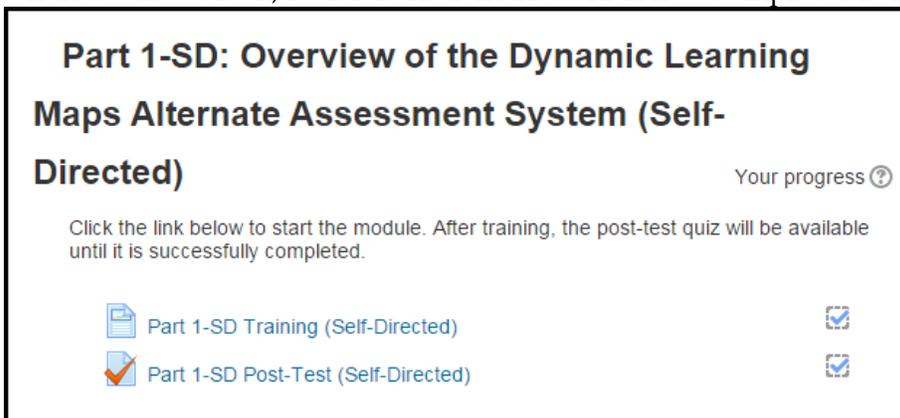
To monitor completion of the required test administrator training, follow these steps.

1. Does this message appear at the bottom of the course page?



If:	Then:
Yes	All modules are complete, and post-tests are passed.
No	Go to the next step.

2. On the course screen, look for check marks which note completed items.



Hint: A checkmark for a post-test only signals that the post-test was taken, not if the score is 80% or more.

3. Does the next module appear?

If:	Then:
Yes	Go to Complete a Module (self-directed) on page 14.
No	The previous module's post-test has not been passed. The next module will only become available after scoring an 80% or higher on the current post-test. Go to the appropriate procedure: Take a Post-Test on page 16 or Retake a Post-Test on page 20 until all modules and tests are complete.

PRINT A COMPLETION CERTIFICATE

A certificate verifying completion of test administrator training becomes available when all post-tests are successfully completed.

Congratulations!

Congratulations! You have completed all 2015-16 training requirements for Dynamic Learning Maps Test Administrators. Click on the certificate link below to download a certificate of completion that you can print or save for your records.

 [2015-16 DLM Test Administrator Certificate](#)

Click the icon to print the certificate if desired.