

2017-18 OAAP Update

March 6, 2018

This update will cover:

- **DLM Quick Reference Guide**

The Oklahoma Alternate Assessment Program (OAAP) utilizes the Dynamic Learning Maps (DLM) Alternate Assessment System to measure the academic content knowledge and growth of students with the most significant cognitive disabilities. **All 2017-18 OAAP Assessments (including high school US History) will be administered through the Dynamic Learning Maps (DLM) Alternate Assessment System.** The OAAP mirrors the Oklahoma School Testing Program (OSTP) in regards to subjects/grade levels assessed.

Subject	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 11
ELA/Reading	X	X	X	X	X	X	X
Math	X	X	X	X	X	X	X
Science			X			X	X
US History							Field Test

Dates to Remember

Date	Description
9/19/17	Instructionally Embedded Assessment window opens (optional)
10/20/17	Precode enrollment file sent to DLM (this upload will not affect students already enrolled in the DLM system).
12/20/17 - 1/1/18	Instructional Tools Interface (ITI) temporarily closed
2/28/18	Instructionally Embedded Assessment window closes
3/1/18	Recommended deadline for DLM data verification/ revision.
March 12 – May 4, 2018	DLM spring test window (Revised - November 28, 2017)

DLM required training information found [HERE](#)

KITE Client Suite 5.0 for 2017-18 school year found **HERE**

Oklahoma State Department of Education,
Special Education Services

DLM Helpdesk 1-844-261-6481



Quick Reference Guide for the Dynamic Learning Maps (DLM) Alternate Assessment System

This quick reference guide only provides information for the most essential tasks associated with the alternate assessment. There is additional important information found in the Dynamic Learning Maps (DLM) manuals on the Oklahoma DLM webpage. It is the responsibility of the school district to ensure all staff who will be interacting with the alternate assessment read and familiarize themselves with the DLM manuals. All of the DLM manuals and other important information can be found at <http://dynamiclearningmaps.org/oklahoma>.

Step 1: Identify the OAAP District Test Coordinator (DTC)

Determine who in your school district will serve as the Oklahoma Alternate Assessment Program (OAAP) District Test Coordinator (DTC). The DTC account must be created by personnel from the Oklahoma State Department of Education (OSDE). If a DTC account has not been created for your district or a new DTC account is needed, send the name and email address of the designated person to Christie.Stephenson@sde.ok.gov or Kristen.Coleman@sde.ok.gov.

- New DTCs will receive an activation email from KITE Support containing next steps for setting up password

Step 2: The DTC creates additional user accounts in the DLM Educator Portal

The DTC is responsible for creating any additional user accounts needed within the school district, such as teacher accounts and building user accounts. DTCs do not have to create separate training accounts in the Moodle training site. The creation of a “teacher” role in Educator Portal also triggers the creation of a training account in Moodle. Information regarding managing user data and creating user accounts begins on page 15 of the DLM Data Management manual at [http://dynamiclearningmaps.org/sites/default/files/documents/Manuals Blueprints/Data Management Manual OK.pdf](http://dynamiclearningmaps.org/sites/default/files/documents/Manuals%20Blueprints/Data%20Management%20Manual%20OK.pdf).

- New users will receive an activation email from KITE Support containing next steps for setting up password
- If the DTC will also be a Test Administrator, a teacher role must be added to the DTCs user account in order for a Moodle training account to be created. This is done by the DTC.

Step 3: DTC enrolls students not yet enrolled

The OSDE utilizes OK EdPlan to complete one bulk enrollment upload into KITE Educator Portal in the fall. If for some reason students are not captured in this enrollment process, it is the responsibility of the school district to enroll additional students in Educator Portal. Information regarding this step begins on page 51 of the DLM Data Management manual found at [http://dynamiclearningmaps.org/sites/default/files/documents/Manuals Blueprints/Data Management Manual OK.pdf](http://dynamiclearningmaps.org/sites/default/files/documents/Manuals%20Blueprints/Data%20Management%20Manual%20OK.pdf).



Step 4: DTC creates rosters in Educator Portal

Information for this step begins on page 92 of the DLM Data Management manual found at http://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Data_Management_Manual_OK.pdf.

- All students must be rostered to specific tests for the grade in which they are enrolled. Students must be rostered to one test administrator per school, per grade, and per subject. For example, a 4th grade student will be included on a 4th grade ELA roster and a 4th grade math roster. Some sample roster names are “Ms. Williams 4th grade math” or “Mr. Brown 6th grade ELA”.

Step 5: Ensure completion of the following required tasks for Teachers/Test Administrators

- Complete the DLM Security Agreement. Information regarding this step can be found on page 31 of the *Test Administration Manual* found at http://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Test_Administration_Manual_YE.pdf.
- Required DLM training for Test Administrators. Information regarding this step can be found in the *Guide to Required DLM Test Administrator Training 2017-18* found at http://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Guide_to_Required_Training.pdf.
- Complete the First Contact Survey for each student. Information regarding the First Contact Survey begins on page 42 of the *Educator Portal User Guide* found at http://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Educator_Portal_User_Guide_OK.pdf.
- Complete the Access profile for each student. Information regarding the Access Profile begins on page 31 of the *Educator Portal User Guide* found at http://dynamiclearningmaps.org/sites/default/files/documents/Manuals_Blueprints/Educator_Portal_User_Guide_OK.pdf.

Step 6: Ensure installation of KITE Client Suite 5.0 on all devices used for test administration.

Information regarding this step can be found on the Oklahoma DLM webpage at <http://dynamiclearningmaps.org/oklahoma>.

Important Web Addresses/Phone Numbers

Oklahoma DLM Webpage: <http://dynamiclearningmaps.org/oklahoma>

OSDE-SES Assessment Webpage: <http://sde.ok.gov/sde/assessment>

Moodle training site: <https://training.dynamiclearningmaps.org/login/index.php>

KITE Educator Portal: <https://educator.cete.us/AART/configuration.htm>

Subscribe to DLM Test Updates by clicking [here](#).

Please contact Christie Stephenson at Christie.Stephenson@sde.ok.gov with any questions you might have regarding the Oklahoma Alternate Assessment Program (OAAP).

