Slide 1   Welcome! This presentation describes the data management responsibilities for those with the role of Teacher in Kite® Educator Portal.

Slide 2   Educator Portal is used by test administrators to view student information, roster information, complete a student's First Contact Survey, or FCS, and Personal Needs and Preferences, or PNP, Profile, access Testlet Information Pages, or TIPs, and access student usernames and passwords for the assessment.

Slide 3   Educator Portal is a web-based system for managing student data and retrieving reports. The application is compatible with Mozilla Firefox, Google Chrome, Microsoft Edge, and Safari web browsers.

Slide 4   For a new test administrator, an account must be added by a District Test Coordinator or Building Test Coordinator. Test administrators are assigned the role of Teacher. Going forward in this presentation, test administrators will be referred to simply as teachers. After being added, the teacher will receive an activation email from kite-support@ku.edu. Access Educator Portal at kiteaai.org. Additionally, there are links to Educator Portal in the footer and header of the DLM website.

Slide 5   Each new school year, whether a new teacher or returning teacher, completing the DLM Security Agreement is required to access Educator Portal.

Slide 6   The Security Agreement from the previous school year expires the last week of July. So, the first time a teacher logs in at the start of the new school year, the Security Agreement will pop up on the screen. To have access to Educator Portal, the I-have-read-this-security-agreement-and-agree-to-follow-the-standards box must be selected and saved.

Slide 7   Student data management is required to ensure a smooth testing experience. Teachers have specific tasks to complete for their rostered students in Educator Portal.

Slide 8   Before a teacher can view student demographic data, two things must occur. First, the state or district must enroll students taking the DLM alternate assessment into Educator Portal. Then the district creates rosters, which will link students to a teacher for each assessed subject.

Slide 9   Teachers may use the Students tab in Educator Portal to verify the correctness of the spelling of the student's name and other demographic data. When reviewing a student's grade, make sure the grade assigned to the student aligns with the grade in the NYSAA Birthdate Ranges chart because students should be tested based on their birthdate in the subjects for each grade level. The NYSAA Birthdate Ranges Chart is found among the resources on NY's page of the DLM website. Also, teachers should check that each student they are responsible for assessing is rostered to them for the correct subjects and students they are not responsible for testing are removed from their rosters. Teachers will need to contact their District Test Coordinator if changes need to be made to student demographic data or rosters.

Slide 10   From the View Student Record screen for each student, a teacher may select or edit accessibility support selections in a student's PNP Profile and review, edit, and submit a student's First Contact survey. The First Contact Survey and PNP Profile will be discussed in more detail next. A student's username and password for Kite Student Portal are also located here. Student Portal is the application students use to take testlets. It must be downloaded onto testing devices.

Slide 11   It is the responsibility of the teacher to complete a student's First Contact Survey in Educator Portal prior to administering the DLM assessment. The First Contact Survey is a series of questions about the student covering a variety of topics, including communication, academic skills, and attention. Responses to the survey items are used to provide an optimal match between the student's linkage level assignment for the first Essential Element being tested in each subject during the spring assessment window. A student's First Contact Survey must be submitted each school year before the student can be assessed.

Slide 12   There are instances where a student is rostered to one teacher for ELA and a different teacher for mathematics and/or science. In these situations, the teachers should coordinate to complete the First Contact Survey for the student. And finally, after the first testlet has been delivered during the spring assessment window, making changes to selections in a student's First Contact Survey will not impact or change the linkage level of later testlets.

Slide 13   The student's Personal Needs and Preferences, or PNP, Profile is also accessed from the Student View screen in Educator Portal. The PNP Profile is where a teacher selects the accessibility supports a student will use when testing. A variety of accessibility supports, some delivered in Student Portal and others outside the system, are available to the student and can be adjusted between testlets. Teachers should refer to the student's IEP guidance when selecting accessibility options.

Slide 14   Accessibility support selections are important so that students are able to demonstrate what they know and can do on the assessment. Next, we will cover some things to keep in mind when making selections in the student's PNP Profile. Select only those supports that a student has documented on their IEP, is familiar with using during instruction, and needs to access the assessment content. Do not select all available accessibility supports, as some supports are not compatible with others. For a student who took the DLM assessment last year, the accessibility supports chosen last year remain in the system. Review the accessibility supports prior to assessing the student, as a student's needs may change from one year to the next.

Slide 15   The Test Management tab of Educator Portal provides teachers with the necessary tools to administer DLM assessments for both the required spring assessment window and the optional instructionally embedded window.

Slide 16   The Test Management tab in Educator Portal is active when an assessment window, either the required spring assessment window or the optional instructionally embedded window, is open. Additionally, to have access to the assessment tools and information in Test Management, the following must be done:

- The teacher must have agreed to the DLM Security Agreement for the current school year and completed the DLM Required Test Administer Training for the current school year.
- The District Test Coordinator must have enrolled and rostered students to the teacher in the assessed subjects assessed for their grade.
- And, the teacher must have completed and submitted the First Contact Survey and selected and saved the desired accessibility supports for all students on the roster.

Slide 17   Once the required spring assessment window opens and all requirements have been completed, the teacher may begin administering testlets. The Test Management tab in Educator Portal is where the teacher finds the information necessary to administer the assessment. Information of particular importance is:

- Assigned testlets for each subject (Remember testlets in a subject are delivered one at a time. Based on a student's performance, the system may adapt the linkage level between testlets.)
- Test ticket information, which contains the student's username and password needed to log into Student Portal to take the assessment
- Testlet Information Pages, or TIPs, which will be covered in detail during this presentation, and
- Testlet administration completion status (The Test Progress column indicates for each testlet where it is in the series. For example, in ELA, if the Test Progress for a testlet is 2 of 9, it means that this is the second testlet delivered in the series, and there will be 7 more to come.)

If a student does not have testlets, contact the District Test Coordinator for troubleshooting.

Slide 18   TIPs pages provide teachers important information specific to each testlet including:
- Whether the testlet is computer-delivered or teacher-administered
- The number of items on the testlet
- Any materials needed and how they can be used
- Suggested substitute materials
- Actions not allowed for the content being assessed, such as defining specific terms
- Other comments or unique instructions for the testlet, and
- Any alternate text

Slide 19   Here is some additional information to keep in mind about TIPs. Every testlet is accompanied with a TIP specific to it. Therefore, TIPs are delivered one at a time like testlets since the system is adaptive between testlets and cannot all be delivered at one time at the beginning of the assessment. The teacher should review each TIP before assessing the student, so any materials needed are ready. Once the testlet has been administered, the TIP for that testlet is no longer available in the system.

Slide 20   A common question is "How do I know if a student has completed testing?" Educator Portal provides two methods to monitor testlet completion status for subjects. Teachers can use the Test Progress column on the Test Management screen, as was described previously. Another way is to pull the DLM Test Administration Monitoring data extract found under the Data Extracts tab. In this extract, testing is complete when the number of testlets completed matches the number of testlets required in a subject for the student. In Student Portal, when a student completes a testlet, a message indicates the number of testlets completed and the number of testlets required. For example, "You have completed two of nine testlets."

Slide 21   Optional testing can be completed during the instructionally embedded window using the Instruction and Assessment Planner. The Instruction and Assessment Planner, also known simply as the Planner, is used to select Essential Elements for instruction, plan and provide instruction, and then assign and administer testlets. Access the Planner through the Test Management tab in Educator Portal. There is another course available that explains how to use the Planner for planning and assessment.

Slide 22   Educator Portal provides an array of reports and data extracts to monitor testing progress.

Slide 23   In Educator Portal, teachers have access to Individual Student Score reports for students currently rostered to them. The student report has two sections, a Performance Profile and a Learning Profile. For teachers using the optional instructionally embedded window to plan instruction on Essential Elements and then assign and administer testlets to students after instruction, a Student Progress Report is available, which provides mastery information following administration of a testlet.

Slide 24   Teachers may use extracts to verify student information and monitor completion of testing. Extracts are found in Educator Portal under the Reports tab. Select the Data Extracts option. Teachers may use the Current Enrollment and Roster extracts to verify that students they are responsible for assessing are enrolled and rostered to them. The Current Enrollment extract can also be used to verify student demographic data. The First Contact Survey File and PNP Setting extract can be used to review selections made for students. As covered earlier, the DLM Test Administration Monitoring extract can be used to track completion of testing by student and subject. Also, the Student Login Usernames/Passwords extract provides students' sign-in credentials for the Student Portal application. Otherwise, student credentials are provided in the test tickets associated with each testlet assigned for a student. The extracts are grouped into tabbed categories. The DLM Test Administration Monitoring extract is found under the Test Administration and Monitoring tab. The others are found under the Student Information tab.

Slide 25   Several resources are available for teachers on the DLM website.

Slide 26   Teachers have access to a variety of helpful information on NY's page of the DLM website. Several resources are listed alphabetically on the page and can be filtered. As a teacher, you should select the Teacher role from the filter options. You'll likely often use the filters for Instructional Resources and Assessment Resources from the category filters and then, of course, the content area filters. You do not have to apply any filters. They just help you narrow the list of resources for easier browsing. As far as data management goes for teachers, the main resource you'll want to use is the Educator Portal User Guide because it will walk you through how to use Educator Portal and complete the tasks described in this training. Additionally, you can use the link to the Educator Resource Videos page in the list of resources to access several helplet videos. The videos will show you how to complete various tasks, like Getting Started in Educator Portal, Monitoring the Assessment Using Extracts, and Completing the First Contact Survey and PNP Profile, among others. These videos are relatively short.

Slide 27   Thank you for your attention to this training.