

November 11, 2015

Dear Educators Administering the DLM,

It appears that the DLM has finally worked out the bugs with the ITI, so you may begin entering in Essential Elements that you want assess your students on. Please remember that the Blueprint document (linked below) has the EE's that you can choose from.

We have heard from many secondary teachers, explaining that their students are not on their rosters, it is likely one or both of the following reasons:

- 1 The student isn't flagged on the IEP for 2016 Assessment Year — In some cases this requires an addendum
- 2 The student isn't in a DLM generating course (course code) which is taught by you (You must work with the counselors to fix the students schedule (We have no over-ride method available this year). Course **must be** Functional LA or Functional Math (see attached course code document and share this with the school counselor).

Please note that DLM has released an updated version of the Testing Administration Manual. (TAM). This is your guide, please use it. (Linked Below)

Remember that will be working on Instructionally Embedded Assessments until March when the End of Year spring assessment will begin.

If you are feeling rusty from the Training modules (I know I am) I'd recommend downloading the new TAM and reading the first couple of sections on "How the Assessment System Works" pp 21-24 and "Instructionally Embedded Assessments Overview" pp 74-80. Below are quick/short reference sections from the TAM that have great how-to steps and pictures to really help you through this process.

Let me know if you are stuck — I'll try and help dig you out.

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Quick Reference Instructions/Helps

These sections of the TAM have really great how-to steps and pictures to walk you through the process:

Complete the Access Profile "PNP" pp 106-117

Complete the First Contact Survey pp 117 - 124

Manage Assessments

View Student Username and Password pp 125-130

Retrieve Testlet Information Page pp 130 - 133

Using the Instructional Tools Interface (ITI) pp 134-147

- Create an Instructional Plan pp 134-138
- Confirm an Instructional Plan pp 138-141
- View Instructional Plan History pp 141-143
- Print Instructional Plan History pp 143-145
- Cancel an Instructional Plan pp 145-147
- Cancel a confirmed Instructional Plan pp 147

KITE "Tester" User Guide pp161-170

Glossary pp 170-174

Helpful Documents & Sites/Tools:

Test Administration Manual (TAM) - This is your DLM Guide (There are great Step-by-step instructions)

http://www.dynamiclearningmaps.org/sites/default/files/tam_im_2015-16.pdf

Blueprint ELA IM - pool of available ELA EEs (organized by Grade-Level)

http://www.dynamiclearningmaps.org/sites/default/files/ELA_IM_Blueprint.pdf

Blueprint Math IM - pool of available Math EE's (organized by Grade-Level)

http://www.dynamiclearningmaps.org/sites/default/files/Math_IM_Blueprint_0.pdf

Educator Resource Page IM

http://www.dynamiclearningmaps.org/content/erp_im

Essential Elements Selections Records

Tested Essential Elements (nodes, mini-map, pathways)

(Additional) PD Modules Supporting Essential Elements (Excel Table that Cross-references PD modules to EEs — to enhance your instruction)

ELA Materials Collections for ITI 2015-16 (PDF) - List of common materials by grade that the tests will ask for.

http://www.dynamiclearningmaps.org/sites/default/files/documents/ERP/ELA_Materials_Collections_ITI_2015-2016.pdf

Math Materials Collections for ITI 2015-16 (PDF) - List of common materials by grade that the tests will ask for.

http://www.dynamiclearningmaps.org/sites/default/files/documents/ERP/Math_Materials_Collections_ITI_2015-2016.pdf

DLM Familiar Texts - Texts may be downloaded and used in instruction

http://www.dynamiclearningmaps.org/content/familiar_texts_single_ee_im

Videos available to Watch

Using the Instructional Tools Interface (ITI) for Instructionally Embedded Assessment

<http://www.dynamiclearningmaps.org/content/erp/videos#UsingITI>

Writing Testlet Video

<http://www.dynamiclearningmaps.org/content/erp/videos#WritingTestletVideo>

English Language Arts Testlet Overview

<http://www.dynamiclearningmaps.org/content/erp/videos#ELAOverviewVideo>

Mathematics Testlet Overview

<http://www.dynamiclearningmaps.org/content/erp/videos#MathOverviewVideo>

About the DLM System

<http://www.dynamiclearningmaps.org/content/erp/videos#AboutDLMVideo>

More About Initial Precursor Items

<http://www.dynamiclearningmaps.org/content/erp/videos#AboutIPIVideo>

Other

Educator Portal

<https://educator.cete.us/AART/login.htm>

DLM Moodle Training Site (to complete the required modules)

<http://training.dynamiclearningmaps.org/login/index.php>

DLM Training Site Instructions (How to access/login, etc)

<http://www.davis.k12.ut.us/cms/lib09/UT01001306/Centricity/Domain/93/2016%20PD%20Login%20Steps.pdf>

KITE Client Software downloads for Windows, Mac, iPad & Chromebooks - Teachers the software is different this year and new versions need to be installed. Please put in an STS service request in encore ASAP so that STSs will which computers will need the Kite Client software for testing.

<http://www.dynamiclearningmaps.org/content/kite>