2019-20 New York State Alternate Assessment (NYSAA)

# Educator Checklist: Administration of NYSAA through Dynamic Learning Maps (DLM)

| Step 1: Read and become familiar with the DLM Test Administrator's Manual (TAM), Accessibility Manual, and Educator Portal User Guide | | | |
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| | **Yes** | **No** | **Done** |
| Updated manuals can be located at http://dynamiclearningmaps.org/newyork or http://www.p12.nysed.gov/assessment/nysaa/ | | | |
| **Step 2: Test Administrators must have an account set up in Educator Portal, https://educator.kiteaai.org** | | | |
| | **Yes** | **Done** | **Done** |
| If the Educator does not have an account in Educator Portal, contact the District/Building Test Coordinator (DTC/BTC) and Data Manager to set up an Educator account. For additional assistance contact NYSED at CBTSupport@nysed.gov or EMSCASSESSINFO@nysed.gov.<br><br>District/Building Test Coordinator (DTC/BTC):<br>Data Manager: | | | |
| When the DTC/BTC sets up an account the first time for an Educator, the Educator will receive an email from kite-support@ku.edu. If the activation email is not received, check your SPAM files. Also, inquire to your technology managers as to firewalls and other software, which may block access. | | | |
| Verify your Educator Profile (i.e., user role, district, etc.…) (Refer to *Manage User Account* section of the **Educator Portal User Guide** located on the NY DLM NYSAA webpage). | | | |
| Certified Educators **must** then complete the Security Agreement (Refer to *Manage User Account* section of the **Educator Portal User Guide** located on the NY DLM NYSAA webpage). The security agreement must be completed to work in the KITE Educator Portal (EP) system. | | | |
| **Step 3A: NEW Test Administrators must complete required turn-key training and the qualifiers in Moodle to be eligible as a Test Administrator** | | | |
| | **Yes** | **Done** | **Done** |
| **Required training for NEW teachers**: Facilitated training (Consortium Model). For those educators who cannot make or missed a facilitated training, they can avail themselves of the self-directed training in Moodle. | | | |
| Test Administrators must access MOODLE (after first establishing an account in Educator Portal (EP) and waiting up to 3 hours for Moodle account to be activated) to take the qualifiers.<br>Moodle: http://training.dynamiclearningmaps.org/login/index.php<br>▪ User Name: email address used in Kite Educator Portal (all lower-case letters)<br>▪ Password: email address up to @ (all lower-case letters) | | | |
| Test Administrator Qualifications:<br>o Test Administrators complete the 4 required training modules then the 4 required qualifiers (post-quizzes) in MOODLE (approximate time commitment 2 hours 30 minutes).<br>▪ Each qualifier must be passed with 80% or better accuracy.<br>▪ A completion certificate will be available when all requirements have been met. | | | |

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| ✓ **This certificate must be printed for your records.**<br>✓ This self-directed training is available for **Continuing Teacher and Leader Education (CTLE)** credit. Please email EMSCASSESSINFO@nysed.gov and provide your name as it appears on your NY certification, email, name of training, training hours, date, and copy of training completion certificate. | | | |
| NOTE: All training requirements must be completed before the test administrator will have access to the student's Kite Student Portal log-in information.<br>Additional professional development resources available to all at http://dlmpd.com/clds/video-links/ and http://dynamiclearningmaps.org/content/erp_ye. | | | |
| **Step 3B: RETURNING Test Administrators must complete 1 module of Self-directed training to be eligible as a Test Administrator** | | | |
| | **Yes** | **No** | **Done** |
| **Required training for RETURNING teachers**:<br>▪ Test Administrators complete the required overview training module then the required qualifier (post-quiz) in MOODLE (Consortium Model) (approximate time commitment 1 hour 15 minutes).<br>▪ The quiz must be passed with 80% or better accuracy.<br>▪ Educators who do not pass, will then be required to re-take the module(s) that they struggled with and re-take the corresponding qualifiers with 80% accuracy or better.<br>▪ The next training module will only become available when the quiz is successfully completed, or a message appears that all requirements have been met.<br>▪ A completion certificate will be available when all requirements have been met. This certificate must be printed for your records, especially if you request CTLE credit. | | | |
| This self-directed training is available for CTLE credit. Please email EMSCASSESSINFO@nysed.gov and provide your name as it appears on your NY certification, email, name of training, training hours, date, and copy of training completion certificate. | | | |
| NOTE: All training requirements must be completed before the test administrator will have access to the Kite Student Portal log-in information.<br>Returning Test Administrators who are NOT enrolled in the returning test administrator training should contact their District or Building Test Coordinator, who can then contact NYSED at EMSCASSESSINFO@nysed.gov, provide the teacher's name, email, school and district. This should be done prior to taking the Moodle training.<br>Additional professional development resources are available to all at http://dlmpd.com/clds/video-links/ and http://dynamiclearningmaps.org/content/erp_ye. | | | |
| **Step 4: Accessibility Supports/Accommodations** | | | |
| | **Yes** | **No** | **Done** |
| The expectation is that accessibility supports are similar to those which have been used during instruction (refer to the Accessibility Manual). | | | |
| Do not have the assessment be the first time a student is using accessibility features. | | | |
| NOTE: Best Practices would have accessibility features documented on a student's IEP as testing accommodations (refer to Accessibility Memo http://www.p12.nysed.gov/assessment/nysaa/2016-17/accessibility-sscd.pdf) | | | |
| **Step 5: Complete Personal Needs and Preferences (PNP) and First Contact Survey (FC Survey) in Educator Portal-** | | | |
| | **Yes** | **No** | **Done** |
| For new students, complete the Personal Needs and Preferences (PNP) and First Contact Survey (FC Survey). Make sure to utilize student's IEP for this information | | | |
| For returning students, review and update as necessary the information in the PNP and FC Survey and complete any new information required in the FC Survey | | | |
| NOTE: The information from the FC Survey generates the student's first testlet's adaptive linkage level. | | | |

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| **Step 6: Kite Suite** | | | |
| | **Yes** | **No** | **Done** |
| Kite Student Portal is used for assessing students.<br>Check the DLM website for the current version of Student Portal at https://dynamiclearningmaps.org/requirements<br>*The new software update covers all platforms. For more information on Kite Student Portal, including status, system requirements, and installation instructions*https://dynamiclearningmaps.org/requirements | | | |
| Sign up for test updates at http://dynamiclearningmaps.org/content/operational-testing. | | | |
| Educator Portal is used by Educators for data management.<br>Educators must verify accuracy of the Roster (Refer to the *Manage Student Data* section of the **Educator Portal User Guide**):<br>▪ Confirm Student Eligibility- refer to student's IEP and the 2019-20 NYSAA Birthdate Chart<br>▪ If students are entered in error, Educators must contact the DTC/BTC and Data Manager, who can make corrections. If Educators cannot "see" students in Educator Portal, some questions to explore:<br>✓ Did the educator complete training; including passing the associated quizzes, and print the completion certificate only if requesting CTLE credit?<br>✓ Did the educator agree to and print the security agreement?<br>✓ Are the students rostered to the educator? | | | |
| If you need assistance:<br>▪ Contact your DTC/BTC first for assistance<br>▪ Then contact NYSED CBTSupport@nysed.gov or EMSCASSESSINFO@nysed.gov.<br>▪ Also, contact DLM Service Desk at 1-855-277-9751or email at DLM-support@ku.edu for assistance | | | |
| Prior to testing ensure that the following have been "checked"<br>✓ system requirements,<br>✓ internet connections,<br>✓ navigating the system,<br>✓ including checking for compatibility of assistive technology devices<br>✓ troubleshooting issues | | | |
| **Step 7: Test Administrator preparations:** | | | |
| | **Yes** | **No** | **Done** |
| The braille ready file (BRF) comes in uncontracted EBAE and UEB (note Refer to Braille Forms section in the TAM).<br>Requests for materials necessary for embossing should be made to NYSED at EMSCASSESSINFO@nysed.gov or 518-474-5900 no later than 2/7/2020. | | | |
| Language translators must be provided by district. | | | |
| Adaptive and specialized equipment or furniture; Noise buffers/headphones must be provided by district | | | |
| Refer to student's IEP for student specific Testing Accommodations (this test is not-timed, breaks are allowed, and students are expected to be tested in a separate or alternate area or setting). | | | |
| Refer to Testlet Information Pages (TIPs) for specific test materials (e.g., manipulatives, calculators, etc.…) (refer to *Retrieve Testlet Information* page and *Gather Materials* section of the **TAM.** | | | |
| **Step 8: Develop a plan to facilitate communications with parents (DLM resources)** | | | |
| | **Yes** | **No** | **Done** |
| http://dynamiclearningmaps.org/content/information-parents | | | |
| **Step 9: Test Administration Period March 11- June 7, 2019** | | | |
| | **Yes** | **No** | **Done** |
| Prior to the end of testing, contact DTC and confirm all eligible students have been tested or that special circumstance codes have been entered for students not tested. | | | |

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| Special Circumstance Codes can ONLY be entered by DTC:<br>✓ Ensure student is entered into Educator Portal<br>✓ Complete the FC Survey for the student to generate student testlets once the window opens (but **do not** open or administer testlet).<br>✓ Notify DTC/BTC to enter appropriate special circumstance code for the student prior to the end of the administration period. | | | |
| For DLM testing system questions, please contact DLM Service Desk at 1-855-277-9751 or email at DLM-support@ku.edu for assistance.<br>For NYS data related question, please email NYSED-CBT at CBTSupport@nysed.gov<br>For policy related issues, please call State Assessment at 518-474-5900 or email EMSCASSESSINFO@nysed.gov. | | | |
| **Step 10: Complete online educator survey** | | | |
| | **Yes** | **No** | **Done** |
| Please refer to the NYSAA homepage for more information | | | |
| http://www.p12.nysed.gov/assessment/nysaa/ | | | |