

# Missouri's Guide to Required Test Administration Training 2014-2015 for English Language Arts and Mathematics

This manual addresses only the Missouri required test administration training and covers the following:

- Enrolling in a Missouri required module
- Taking the modules
- Taking the post-tests
- Reviewing a module
- Viewing the transcript

This manual is an abbreviated version and was adapted from the Dynamic Learning Maps manual "Guide to DLM Required Training and Professional Development 2014-15" which covers more functions. To view the manual in its entirety please see:

[http://www.dynamiclearningmaps.org/sites/default/files/guide\\_to\\_dlm\\_reqd\\_training\\_and\\_prof\\_dev\\_2014-15.pdf](http://www.dynamiclearningmaps.org/sites/default/files/guide_to_dlm_reqd_training_and_prof_dev_2014-15.pdf)

## Missouri's Guide to Required Test Administration Training 2014-2015 for English Language Arts and Mathematics

Seven required Test Administration Training modules are created for Educators in the district to take and pass at 80% or higher in order to administer the English language arts and mathematics MAP-A Assessments. These modules will inform educators about the Dynamic Learning Maps assessment program, explain how to administer tests, and provide background information about working with students with the most significant cognitive disabilities.

Educators include District Test Coordinators, Special Education Directors, teachers, paraprofessionals, plus other staff at the district's discretion.

Each module has two portions: a tutorial and a test. The educator enrolls in each module, taking the modules in order, completing the tutorial, and taking the test to demonstrate mastery of the subject. If an educator does not pass the test, the module can be taken again until mastered. However, to help prepare for the post test please print the PowerPoint slides and notes for the modules. Have these available when taking the modules. These can be found on the MAP-A web page Quick Links "Training", <http://dese.mo.gov/college-career-readiness/assessment/map-a#Training>

---

**Note:** Professional Development modules are also available to help educators prepare for classroom instruction. At this time, these modules can be accessed at:

<http://secure.dynamiclearningmaps.org/unc/modules.html>

The Professional Development modules are not available at this time in Educator Portal but will be migrated into Educator Portal later in fall 2014.

---

To begin the Required Test Administration Training, each educator will need an Educator Portal user name and password. Educator Portal is accessed from a web browser. Firefox 23.0 and 22.0 or higher is recommended. Other browsers or versions may provide a slightly different user experience. Please see the MAP-A web page Quick Links, "Applications and Technical Requirements", <http://dese.mo.gov/college-career-readiness/assessment/map-a#AppChart>

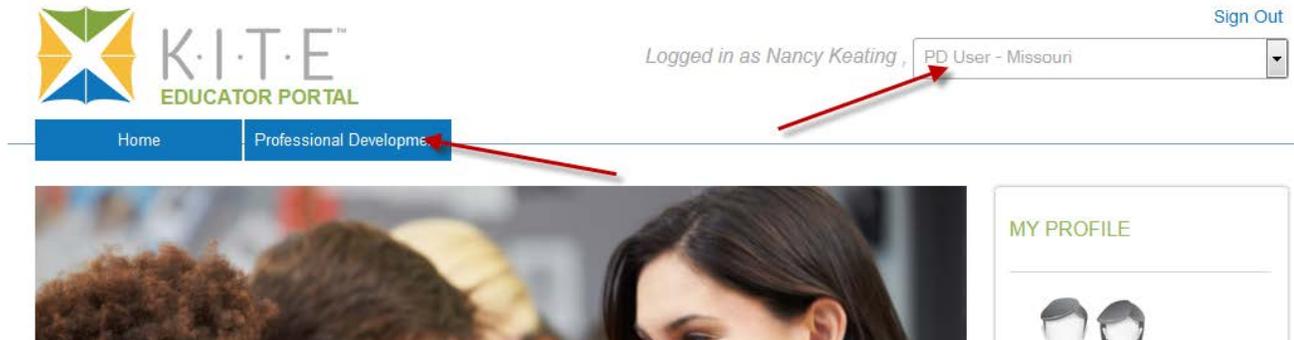
**NOTE:** If an educator does not have an account, please contact the district Data Steward. The district Data Steward must upload educators into Educator Portal.

---

## Enrolling in a Module

To enroll in a professional development module, perform the following steps.

1. Log in to Educator Portal. You will see your name and your primary role. Using the dropdown arrow, you must change your role to PD User.
2. Click the Professional Development menu. An educator must have the Professional Development tab in order to proceed. If the tab is unavailable, please see the district data steward to edit the educator's account and add the "PD User" function.

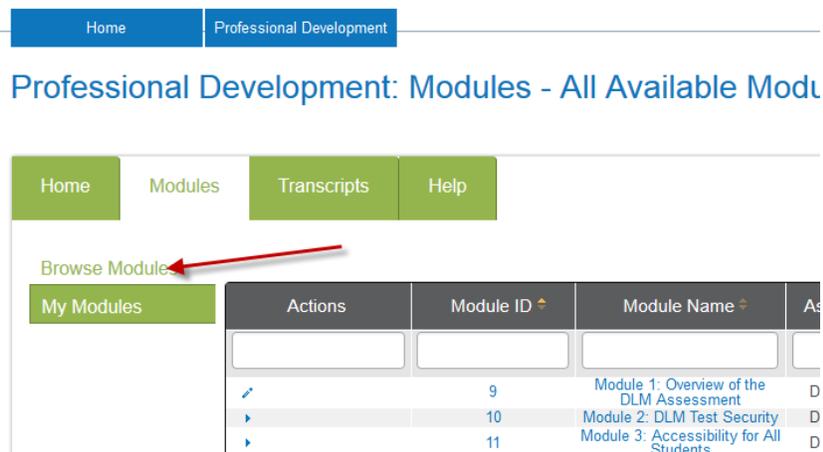


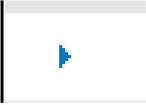
3. After the Professional Development screen opens, click the Modules tab.



**NOTE:** The Help tab is not active at this time.

4. Then click on “Browse Modules”



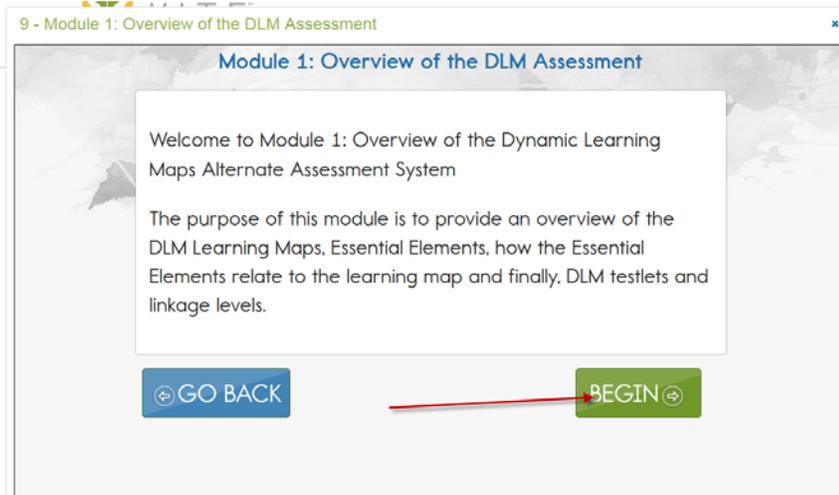
5. View the list of modules.
  - Five columns will appear.
  - Seven modules appear with Module ID#, Module Names, and enrollment status.
  - The modules must be taken in order.
6. Click on the first module. Read basic information regarding the module and test taking. Then click “Close”.
7. Enroll in the first module by clicking the tiny arrow under the Actions column.

A pop up message will say, “Successfully enrolled to module 9”
8. Click “OK”
9. Now click on the “My Modules” – left side tab. Only the first module will appear.
10. Click on, “9 – Module 1: Overview of the DLM Assessment”

11. Click View Module.

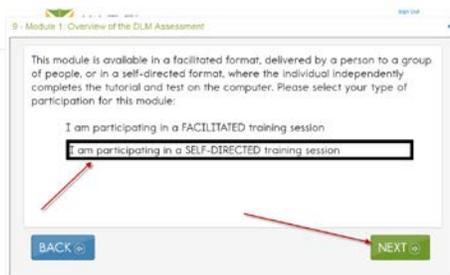


12. Click Begin.



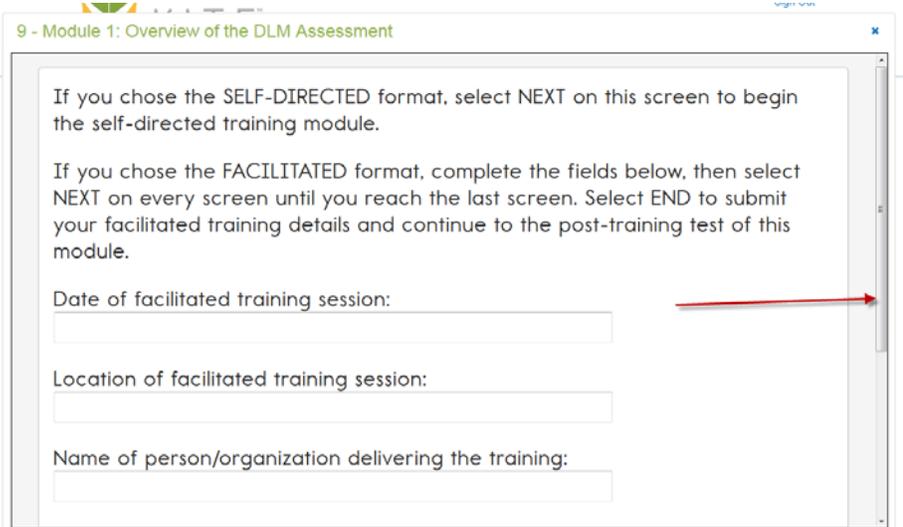
13. Click:

"I am participating in a SELF-DIRECTED training session. (Missouri districts will NOT be using the facilitated versions of the Required Test Administration Training. However, facilitated versions of the Professional Development Modules can be used once they are migrated into Educator Portal



14. Click "NEXT".

15. On this screen, please move the right side scroll bar in the interior window to the bottom of the window to find the "NEXT" button and click "NEXT".



The screenshot shows a window titled "9 - Module 1: Overview of the DLM Assessment". The window contains the following text and form fields:

If you chose the SELF-DIRECTED format, select NEXT on this screen to begin the self-directed training module.

If you chose the FACILITATED format, complete the fields below, then select NEXT on every screen until you reach the last screen. Select END to submit your facilitated training details and continue to the post-training test of this module.

Date of facilitated training session:

Location of facilitated training session:

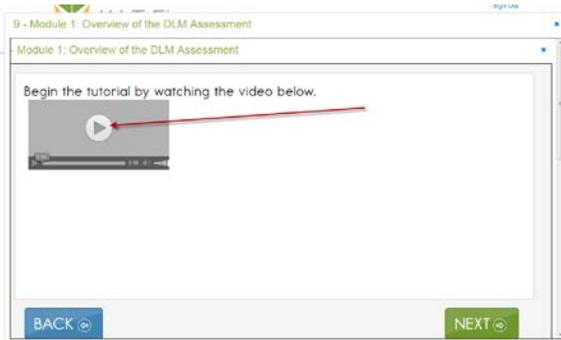
Name of person/organization delivering the training:

A red arrow points to the right side scroll bar of the interior window, indicating the instruction to move it to the bottom.

16. You will be asked a question to get you thinking about this module. Answer the question and then click "NEXT".

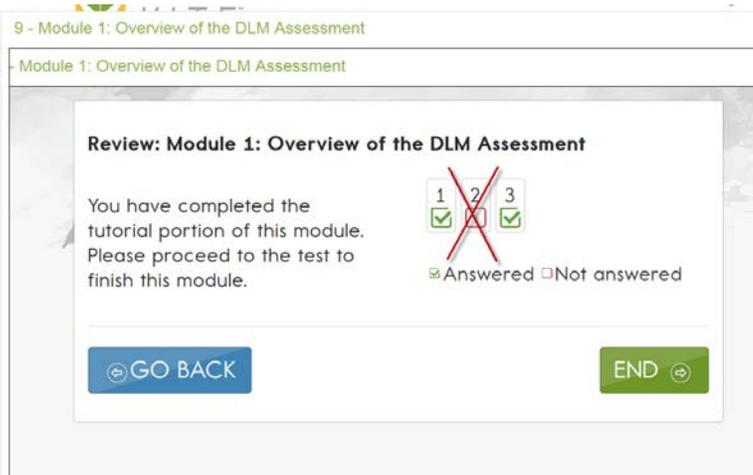
17. The next screen will tell the viewer about the module being required. After reading the statement, click 'NEXT'.

18. Begin the tutorial by watching the video. Do not click “NEXT” on this screen before you have watched the video.



19. Continue the training module until you are finished. When you get to this screen, **DO NOT** check mark the blank #2 square. Square #2 is only clicked when facilitated Professional Development Modules are taken in Educator Portal. The PD Modules will be migrated to Educator Portal later this fall 2014.

If either squares 1 or 3 are not check marked, then click “GO BACK” and answer those questions.



20. When both squares 1 or 3 are check marked, click “END”.

21. Educators are asked if they are sure they want to end. If you are ready, click “YES”.



## Now it is time to take a Test for the Module

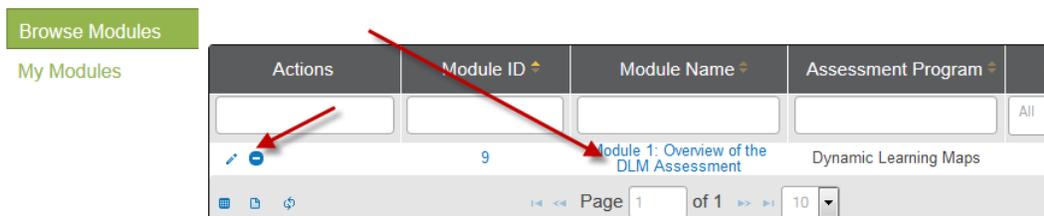
The post-test associated with the first module must be taken to complete the first Required Test Administration Training module.

1. To take the test, click the name of the module you are ready to take.

**HINT:** Modules with available tests display two icons.

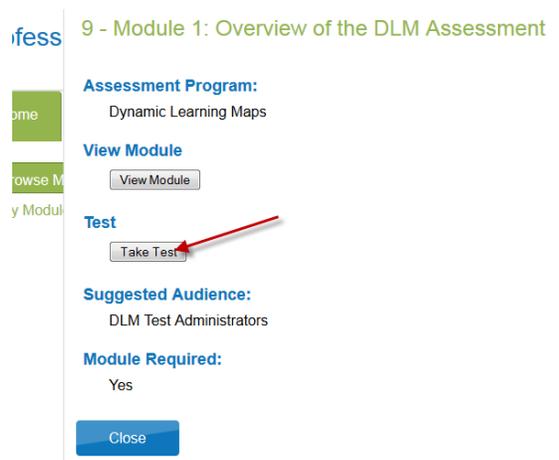


2. Click on the module.



Actions	Module ID	Module Name	Assessment Program
 	9	Module 1: Overview of the DLM Assessment	Dynamic Learning Maps

3. When the next screen opens, click "Take Test".



9 - Module 1: Overview of the DLM Assessment

Assessment Program:  
Dynamic Learning Maps

View Module  
[View Module](#)

Test  
[Take Test](#)

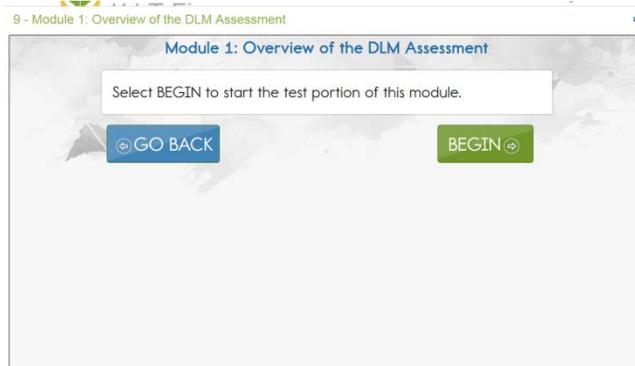
Suggested Audience:  
DLM Test Administrators

Module Required:  
Yes

[Close](#)

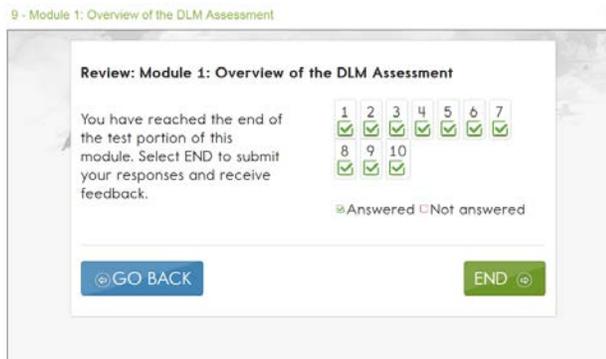
- Click Begin.

**NOTE:** The module test resembles a test that students take in KITE Client.

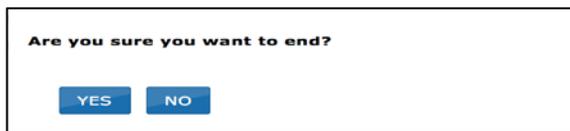


- Click Next to move between questions.
- When you have finished Module 1, all green squares will have a green check mark. If any squares do not have a check mark, the square will be red and blank. The educator will need to click "GO BACK" and answer the question(s).

When all questions are answered and all squares are green with green checkmarks, click "END".



- Educators are asked if they are sure they want to end. If you are ready, click "YES".



Hint: The My Modules page displays a checkmark next to completed modules.



## Enrolling in a New Module

Enroll in the next module by repeating the steps beginning on page 3. If preferred, an Educator can enroll in all modules at the same time.

## Reviewing a Module

After you have completed a professional development module, you can still access the tutorial for reference. You may review a module as often as needed. However, please access the PowerPoint presentations with notes to prepare for the post test if you have not already done so. These can be found on the MAP-A web page Quick Links “Training”, <http://dese.mo.gov/college-career-readiness/assessment/map-a#Training>

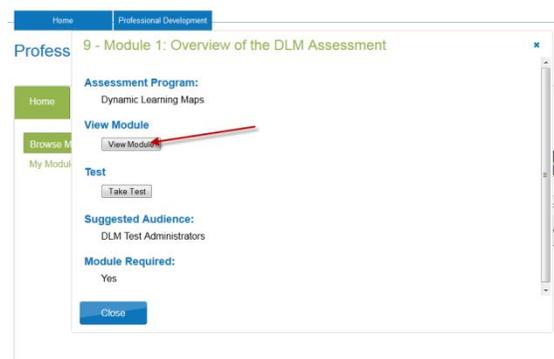
If an educator wants to review a module in Educator Portal, perform the following steps.

1. Click the name of the module that you need to review.

### Professional Development: Modules - My Modules

Actions	Module ID	Module Name	Assessment Program	Enrollment
	9	Module 1: Overview of the DLM Assessment	Dynamic Learning Maps	In Progress

2. Click View Module.



3. After viewing the module, close it to return to the list of modules.

## Viewing a Professional Development Transcript

When an educator has attempted or completed a Required Test Administration module, progress can be viewed on the Transcripts tab.

To view your transcript, perform the following steps.

1. Log in to Educator Portal.
2. Click the Professional Development menu.

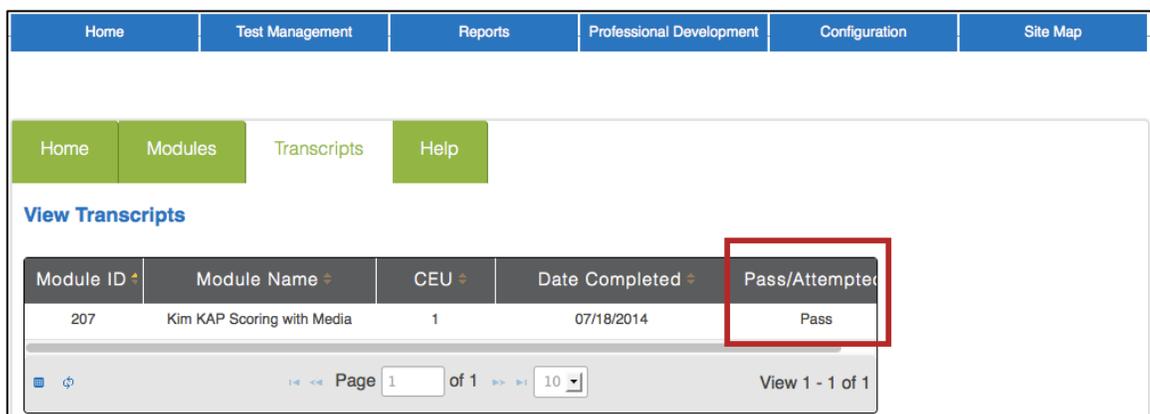


3. Click the Transcripts tab.



Hint: The information may take a few seconds to load.

4. Review the courses in the list.



The screenshot shows the 'View Transcripts' page. At the top is a navigation bar with buttons for Home, Test Management, Reports, Professional Development, Configuration, and Site Map. Below it is a sub-menu with Home, Modules, Transcripts, and Help. The 'Transcripts' sub-menu is active. The main content area is titled 'View Transcripts' and contains a table with the following data:

Module ID	Module Name	CEU	Date Completed	Pass/Attempted
207	Kim KAP Scoring with Media	1	07/18/2014	Pass

Below the table is a pagination control showing 'Page 1 of 1' and a 'View 1 - 1 of 1' indicator. The 'Pass/Attempted' column header and the 'Pass' value in the first row are highlighted with a red border.

Hint: The Pass/Attempted column displays “Pass” if you have passed the test for the module or “Attempted” if you did not pass.