

Dear District Test Coordinators,

To ensure a smooth testing experience, we need your help in verifying that your district's data in Educator Portal is correct. Clean data will allow KITE Client to deliver the correct testlets to your students. The deadline for our state for data cleanup is 3/11/16. The Spring testing window for our state will open on 4/4/16 and close on 5/27/16.

Please review the five areas below for accuracy:

1. Users files
2. Enrollment files
3. Rosters files
4. Personal Needs and Preferences (PNP or Access Profile) for each student
5. First Contact Surveys for each student

Generate Data Extracts from the Reports Menu on the Home Page in Educator Portal. Then compare the data in those reports with the data from your local student information system. Ask the educator who is responsible for the PNP and the First Contact Survey for each student to go into Educator Portal and confirm that each student's survey is submitted and in completed status. More details for all five areas are below:

1. **Download Current User Data Extract:** Verify that the spelling of teachers name is correct, that the teacher's first and last name is in the correct field and that the e-mail address is correct. Edit and update as needed.
2. **Download Current Enrollment Data Extract:** Verify grade, subject and school. If a student is listed / enrolled in multiple schools, confirm this is needed or correct the data.
3. **Download Roster Data Extract:** Verify students are NOT listed on more than one roster for the same subject.
4. **Download Accessibility Profile Data Extract:** Verify settings (such as check to ensure braille is not marked for a student who will NOT be taking a testlet in braille).
5. **View students' First Contact Surveys:** Verify the survey is submitted and complete.
6. **Edit sample teacher letter provided below:** Teachers play a critical role in creating clean data.

Sincerely,

Caryn Giarratano, Ph.D.
Assistant Director Assessment
Office of College and Career Readiness
Missouri Department of Elementary and Secondary Education



Data Clean-Up and Validation for 2015-16

In preparation for Spring testing, everyone should take steps to validate and clean up data in Educator Portal. In most cases, the district Data Steward is the role best suited to organize the effort. States and teachers also have a role in the validation.

WHY DOES THIS DATA CLEAN-UP MATTER?

Incorrect enrollment information = inaccurate testlet assignments

Duplicate students = incorrect delivery of testlets in the Spring

Duplicate rosters = incorrect delivery of testlets in the Spring

Incorrect data = inaccurate reports

Accurate information about teachers and students is required so that all students who need to participate in DLM assessments for state accountability purposes are ready for testing; and so they receive testlets that best match their needs and abilities. Incorrect or duplicate data may result in no test assignment or incorrect test assignment for a student.

WINDOW PROCESS FLOW

Missouri's window opens April 4, 2016. The steps in the timeline below should be completed to be ready for testing.



Procedures Overview

TEACHERS' DATA CLEANUP RESPONSIBILITIES

The TEST ADMINISTRATION MANUAL includes procedures for checking student information.

- Complete training in Moodle at 80% or higher. Print certificates to keep as proof.
- Review or complete each student's Accessibility Profile (Access Profile or PNP).
- Review and check Student Data – spelling, DOB, grade, race, gender.
- Check rosters – make sure each student is on only one roster per content area.
- Review or complete First Contact Survey for each student.

NOTE: A teacher will not be able to administer a testlet unless the required training is passed and the First Contact Survey is completed in Educator Portal. The ACCESSIBILITY MANUAL is a valuable resource for teachers making decisions about the Access/PNP Profile.

DISTRICT'S DATA CLEANUP RESPONSIBILITIES

1. Edit the attached letter to teachers to ask for help in making data accurate.
2. After teachers have completed their cleanup, cleanup time begins for district level staff. Plan ahead to finish the cleanup before the deadline, March 18, 2016.
3. Assemble your plan and team members to conduct data cleanup and validation.
4. Determine how the data clean-up process responsibilities are communicated.
5. Use procedures from the Data Steward Manual to pull data extracts from Educator Portal and view current data.
6. Edit the data compared to your district or state data. Are the students in the right places? If not, review the section titled Manage Student Moves in the Data Steward Manual to add them to the new school or district, and remove them from the old school or district. Correct inaccurate data by using administrative knowledge, teacher reference or school/district level databases. Only the District Test Coordinator can manually edit student information.
7. Look for students enrolled more than once with identical information except perhaps one field, such as the state ID. A student may have been enrolled using a state ID with a transposed number and then a second time with the corrected state ID. Investigate which one is correct and remove the wrong one.

NOTE: In Integrated Model states such as Missouri, if testing occurred on two rosters, call the DLM Service Desk to combine the two rosters before the spring window.
8. It is advised that more than one person check the data. Pull a new data extract to check your work and/or distribute new extracts to appropriate audiences for others to check the information.
9. Use procedures from the Data Steward Manual to modify the data (see table on page 3 of this document).
10. While data collection and comparison can be addressed simultaneously for all three types of files, if uploading new templates, please process uploads in the following order so that records and relationships are correctly linked: **First:** Upload User file | **Second:** Upload Enrollment file | **Third:** Upload Roster file

USING THE DATA EXTRACTS

Here are some suggestions on how DLM extracts can be used to compare district and/or state data to identify corrections that are needed.

Experienced Excel users might consider using these features to review and compare data (click on the links for these features to find tutorials).

- [Sort](#) the data by a specific column to identify duplicates (for example name).
- Apply a [filter](#) to a column to view select records (for example, in the Enrollment file, choose DLM Status and filter out 2016 (the correct value) to see which records have incorrect data or blanks).
- Use [VLOOKUP](#) to search for a value and return a value from a related cell.

WHERE TO FIND CLEANUP PROCEDURES IN THE DATA STEWARD MANUAL

Procedures in the Data Steward Manual may be helpful in completing specific actions.

Data Steward Actions	Procedure Title (from Data Steward Manual)
User <ol style="list-style-type: none"> 1. View the User Extract. 2. Compare the extract data against your district or state data. 3. Correct data. 	View User Extract p. 51. Change User Account Information p. 44.
Enrollment <ol style="list-style-type: none"> 4. View the Current Enrollment Extract. 5. Compare the extract data against your state or district data. 6. Keep rows of information that require correction. 7. Delete rows of information that do not require correction. 8. Delete specified columns to prepare the extract for use as an Enrollment File. 9. Upload the Enrollment File*. 10. Exit students from the system if needed. <p><i>*Some information may be edited manually.</i></p>	View Current Enrollment Extract p. 80. Change Enrollment Data Previously Uploaded p. 64. Remove a Student from Educator Portal p. 72. <i>Edit a Student Record Manually p. 70.</i>
Roster <ol style="list-style-type: none"> 11. View the Roster Extract. 12. Compare the extract data against your state or district data. 13. Keep rows of information that require correction. 14. Delete rows of information that do not require correction. 15. Delete specified columns to prepare the extract for use as a Roster File. 16. Upload the Roster File. 	View Roster Extract p. 105. Change Roster Data p. 97.

WHERE TO FIND OTHER HELP

Common error messages and solutions related to file uploads into Educator Portal are summarized on the KITE Troubleshooting webpage <http://dynamiclearningmaps.org/content/kite-troubleshooting>.

Contact the DLM Help Desk for additional help at DLM-support@ku.edu or 1-(844) 675-4479.

NOTE: DLM does not host all the data a state might need for accountability purposes. Contact your state education agency with any questions about how students count for accountability purposes.

SAMPLE DRAFT LETTER THAT MAY BE SENT BY THE DTC TO THE MAP-A TEACHER IN THE DISTRICT

Dear [Teacher’s Name],

Your role is crucial in verifying accurate student data in KITE Educator Portal for the Dynamic Learning Maps assessments. Having accurate data ensures delivery of the correct testlet to your student(s) through the KITE Client test delivery engine. Please verify your student data by [this date].

If this information is incorrect, tell your District Data Steward or Testing Coordinator:

1. Is your name spelled correctly? Is your first name in the “first name field” and your last name in the “last name field?” Is your email address correct? Do you see your name in Educator Portal more than one time (a teacher must only be in Educator Portal ONE time).
2. View your student’s data to verify the accuracy of his or her grade, state student ID, date of birth, gender, comprehensive race and the spelling of names and any other pertinent information.

If this information is incorrect, each teacher is asked to please correct it:

1. View the Personal Needs and Preferences (PNP or Access Profile) to verify that the correct accessibility supports appear for your students in the KITE Client testing environment. Please review the Accessibility Manual for all allowable practices (such as Read Aloud is an allowable practice for all students). Please remember that PNP settings may be adjusted at any time during testing.
 - a. Is your student blind or have a visual impairment?
 - b. Is your student proficient enough in braille at this time to be able to demonstrate in the testlets what he or she knows and can do in relationship to the Essential Elements? The DLM Alternate Assessment is not a test about braille skills and should not be delivered to students who are just learning braille and are not yet proficient in that language.
2. View the First Contact Surveys to verify that the survey is correct, submitted and complete.
3. View your rosters and verify that students are NOT listed on more than one roster for the same content area. If the “do not use” data files have testing information that needs to be transferred to the correct roster, please call the DLM Service Desk (844-675-4479).
4. Make sure all automatically-generated testlets have been given.

Please sign on the below line to confirm that you have completed the data review for your students and return this form to me by _____. If you have any questions, please contact me, and I can make the corrections for you.

Teacher Name: _____

Date: _____

Sincerely,

Your District Test Coordinator