

QUICK START GUIDE FOR MAP-A (updated 2/9/17)

Missouri Department of Elementary and Secondary Education (DESE)

Below is a list of tasks to be completed by school district personnel who plan to use the Missouri Assessment Program-Alternate (MAP-A).

RESPONSIBILITIES OF ALL ROLES:

1. If you need assistance, contact Assistant Director for Assessment Caryn Giarratano (573-751-6731, caryn.giarratano@dese.mo.gov), DESE Assessment (573-751-3545, assessment@dese.mo.gov) or the DLM Service Desk (844-675-4479, dml@ku.edu).
2. Bookmark the DESE MAP-A webpage by clicking [here](#) and note the important dates.
3. Sign up for Dynamic Learning Maps (DLM) Test Updates by clicking [here](#).
4. Sign up for Special Education ListServ (SELS) by clicking [here](#).
5. **Important Note:** It is best for educators expected to administer the MAP-A assessment to be given access to Educator Portal as soon as possible and for all students expected to take the MAP-A be given access to a device that has the latest version of KITE Client. See system requirements by clicking [here](#).

DISTRICT ROLE RESPONSIBILITIES:

- A. **District Test Coordinator:** The District Test Coordinator (DTC) is presumed to be at the district level and serves as the liaison between the district and DESE or DLM. The DTC oversees the assessment process, manages staff roles and responsibilities, develops and implements a comprehensive training plan, develops a schedule for test implementation, monitors and supports test preparation/administration and develops a plan to facilitate communication between parents/guardians and staff.
- Contact DESE Assessment to request the set-up of your Educator Portal (EP) account. Follow the directions sent via email by KITE Support. Complete the Security Agreement within Educator Portal that appears at the first login.
 - Save or print a copy of the Assessment Coordinator Manual by clicking [here](#). See the Table of Contents to find “Checklists for Assessment Coordinators.”
 - View the webinar for Assessment Coordinators by clicking [here](#). Click on the additional links for more information (slides, script, FAQ).
 - Manage district staff roles and responsibilities: identify educators who will serve as test administrators (teachers) for the MAP-A; identify personnel to fill the roles of Technology Personnel and Data Manager; if possible, designate a backup person for each of these roles; make sure each person is aware of his/her role and responsibilities and the timeline of events; and review the checklists of responsibilities for data manager, technology personnel and test administrator. See the training for all roles available by clicking [here](#) (at the bottom of the page) and encourage all to take the training before the first testing window opens in the fall.
 - Monitor Test Administrator (teacher) completion of all parts of required test administration trainings and the Security Agreement (Log on to Educator Portal. Click Reports in the blue box. Click downloads. Click New File in the Training Status row).
- B. **Data Manager:** The duties of the data manager are to gather, validate and upload test administrator (teacher), student and roster data into Educator Portal and to maintain records as needed.
- Download and save (or print) a copy of the Data Management Manual by clicking [here](#). See the Table of Contents to find the “Checklist to Manage Data.”
 - Activate your Educator Portal Account by following the directions sent by KITE Support via email and complete the Security Agreement upon the first login when it appears (ask your DTC to create your account).

- View the webinar for Data Managers by clicking [here](#).
 - Upload all test administrators, student enrollment and student rosters to Educator Portal using the directions and screen shots found in the Data Management Manual. Look in the Table of Contents under “Educator Portal Procedures for Data Managers.”
 - Go to Missouri’s page on the DLM site to find state resources. To find and download the Templates tab by clicking [here](#) (under the templates tab). Choose these files: Enrollment Upload Template (csv), Roster Upload Template (csv), State Organizational Table MO (xls), User Upload Template (csv), User Template Translation Guide MO (pdf).
- C. **Technology Personnel**: Technology Personnel are to modify spam lists, favorites and “white list” websites and email to allow access to DLM content; download appropriate software; verify the district network meets requirements; and provide technical support for Educator Portal and KITE Client.
- Download and save (or print) a copy of the [Technical Specifications Manual](#). See the Table of Contents to find the “Checklist to Manage Technology for DLM Alternate Assessments.”
 - View the webinar “Technology Specifications Training” by clicking [here](#).
- D. **Test Administrator**: The Test Administrator (teacher) is the person who actually administers the assessments to students.
- Contact your DTC to request the set-up of your Educator Portal (EP) account. Follow the directions sent via email by KITE Support. Complete the Security Agreement within Educator Portal that appears at the first login.
 - Download and save or print a copy of the [Guide to DLM Required Test Administrator Training](#) and review the “About DLM Required Test Administrator Training” section.
 - After your Educator Portal account is activated, see how to complete the required training in the above manual on page 13 (four required training courses and post-tests with a score of 80% or better). The user name is your email address and your password is the part of your email address before the @. Once completed, you must click the “Get your certificate” button in order to have your status updated to “training completed.” You must complete the science assessment.
 - Download and save or print a copy of the [Accessibility Manual](#) for guidance on selection and use of accessibility features for completing the Personal Needs and Profile information for each student in the Table of Contents under “Six Steps to Customize DLM Accessibility Supports for Students.”
 - On the [DESE MAP-A web page](#) are five tabs. Click the Resources tab and download the [English Language Arts](#), [Math](#) and [Science](#) Blueprints. Print the pages that correspond with the grade level you teach to use when selecting the Essential Elements for students.
 - Download and save (or print) the [Educator Portal User Guide](#). See the Table of Contents to find “Use the Instructional Tools Interface (ITI)” section to use for creating an instructional plan for each student.
 - Read the [Guide to Practice Activities and Released Testlets](#) to become familiar with the format and accessibility features.
 - See Science resources, including manuals and released testlets by clicking [here](#).
 - See instructional and informational videos [here](#).
 - Read the [Test Administration Manual](#) prior to giving testlets.