

## MAP-A Best Practices Timeline—10/17/19

Missouri is a member of the Dynamic Learning Maps (DLM) collaborative and participates in the Instructionally Embedded model of the DLM Alternate Assessment (MAP-A) that includes instructionally embedded assessments in the fall and spring to provide the best possible learning opportunities for students who are severely cognitively disabled. During the test windows, teachers instruct first, then test, using the Essential Elements that are based on the Missouri Learning Standards as part of the district's curriculum.

**Never send Personally Identifiable Information (PII) via email** (student name, birthdate, MOSIS number). If this information must be discussed, do so in a phone call.

**NOTE:** [Educator Portal](#) prefers Google Chrome or Mozilla Firefox. It does **NOT** like Internet Explorer.

### August:

- Teachers may register for the [Regional Professional Development Center](#) (RPDC) facilitated training via [My Learning Plan](#).
- Teachers activate their accounts and log in to [Educator Portal](#). Click on MY PROFILE on the right sidebar and sign the security agreement (click "I agree").
- Teachers review DLM [manuals](#) (click on the Manuals tab), especially [Guide to DLM Required Test Administrator Training](#), [Educator Portal User Guide](#) and [Test Administration Manual](#).
- Teachers complete the required online training in [Moodle](#) (scroll to the bottom of the page).
- [Teachers review ELA and math teacher materials](#)—View information about the Blueprints, Essential Elements, professional development, glossary, familiar texts, writing, collection lists and sample TIPs.
- [Teachers review Science materials](#)—View Essential Elements, collection lists, sample TIPs and instructional activities.
- District staff may view additional information on the [DLM Missouri page](#) and watch training videos under [Educator Resource Videos](#).
- District Test Coordinators (DTCs) or Building Test Coordinators enroll new teachers and update current user profiles (see [Data Management Manual](#)).
- District Test Coordinators or Data Managers enroll and roster students (see [Data Management Manual](#)).
- District Test Coordinators ensure that all MAP-A teachers receive the *MAP-A Update* email newsletter.

### September:

- Teachers watch videos on the [Assessments and Instructional Planner](#)—See "Using the Instruction and Assessment Planner (4:49)" and "Overview of the Instructionally Embedded Assessments (18:10)" to learn how to use the tool that is replacing Instructional Tools Interface (opens for use 9/9).
- Teachers choose each student's Essential Elements beginning September 9 for the fall testing window, 9/9-12/20 (see page 64 under Create an Instructional Plan of the [Educator Portal User Guide](#)).
- Teachers use [the alternate standards crosswalks](#) to create instructional plans that integrate district curriculum with Essential Elements.
- Teachers complete the First Contact Survey (see page 42 of the [Educator Portal User Guide](#)).
- Teachers complete the Personal Needs and Preferences Profile (see page 35 in the [Accessibility Manual](#) and page 21 of the [Educator Portal User Guide](#)).
- Use the Blueprints ([ELA](#), [Math](#) and [Science](#)) to select the Essential Elements (see page 65 in the [Educator Portal User Guide](#)).
- Review the [Guide to Practice Activities & Released Testlets](#) to review the testing format.

### October:

- District Test Coordinators (or Building Test Coordinators) begin pulling monthly reports to check on student progress. Go to [Educator Portal](#). Click on the blue box called Reports. Choose Data Extracts. Choose to pull any of the information, but of special interest is the extract entitled DLM Instructionally

Embedded Monitoring and DLM Blueprint Coverage Summary. Click on New File. Leave the default filters in place. Click Ok, then Yes. After “in queue” returns to “CSV” save the spreadsheet to your hard drive with the date of download (example: testmonitor101219 or Blueprint101219).

- District Test Coordinators may check Blueprint coverage details. Click on Reports. Choose Alternate Assessment. Choose a tab (for example, Instructionally Embedded or End-of-Year). Choose Blueprint Coverage. Complete the drop-down boxes.
- All grade levels 3-12 may participate in all three subjects (at no cost to the district) to help prepare those who are required to test in the spring (ELA: 3-8 and 11, Math 3-8 and 11, Science 5, 8, 11). There are no testlets for 12<sup>th</sup> grade math.

### **December:**

- The Planner will be unavailable 12/21-2/2.

### **February:**

- On the 3rd, use the Educator Portal Planner to choose each student’s Essential Elements (testing window is 2/3-5/15).
- Teachers choose EEs from the Blueprints and test students exactly as was done in the fall.

### **March:**

- District Test Coordinators and Data Managers clean up data (ensure student information is correct—name, birthday, MOSIS #, teacher name, rosters).
- DTCs or DMs ask DLM or Caryn to transfer students who have moved to preserve the testing history (exiting the student may cause testing history to be dropped).

### **May:**

- Teachers finish all testing before May 15.
- School personnel destroy Testlet Information Pages, scratch paper, and student user name and password printouts.
- Ask District Technology Personnel to watch for the release of technology updates that come out over the summer.
- Send Caryn or [assessment@dese.mo.gov](mailto:assessment@dese.mo.gov) the **name and contact information of the incoming MAP-A DTC.**

### **Resources:**

- *Legislation Regarding Alternate Assessment...*  
[Revised Statute 160.570.2](#)...school districts are required to establish a written policy on student participation in statewide assessments.
- *ELA Strategies...*  
[https://iptv.pbslearningmedia.org/collection/ela-strategies-for-students-with-cognitive-disabilities/#.WrO9\\_S7waCg](https://iptv.pbslearningmedia.org/collection/ela-strategies-for-students-with-cognitive-disabilities/#.WrO9_S7waCg).
- For assistance contact: DLM Service Desk at 844-675-4479/dlm-support@ku.edu or Caryn at 573-751-6731/ [caryn.giarratano@dese.mo.gov](mailto:caryn.giarratano@dese.mo.gov).