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. It is best practice to test all three subjects, beginning as soon as the testing window opens.

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:**
1. Teachers may register for the Regional Professional Development Center (RPDC) facilitated training via My Learning Plan.
2. Teachers activate their accounts and log in to Educator Portal. Click on MY PROFILE on the right sidebar and sign the security agreement (click the “I agree” circle).
4. Teachers complete the required online training in Moodle (scroll to the bottom of the page, click on Moodle, then logon using the email address as a user name and the part of the email before the @ as a temporary password).
5. 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.
6. Teachers review Science materials—View Essential Elements, collection lists, sample TIPs and instructional activities.
7. District staff may view additional information on the DLM Missouri page and watch training videos under Educator Resource Videos.
8. District Test Coordinators (DTCs) or Building Test Coordinators enroll new teachers and update current user profiles (see Data Management Manual).
9. District Test Coordinators or Data Managers enroll and roster students (see Data Management Manual).
10. District Test Coordinators ensure that all MAP-A teachers receive the MAP-A Update email newsletter.

**September:**
1. 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).
2. 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).
3. Teachers use the alternate standards crosswalks to create instructional plans that integrate district curriculum with Essential Elements.
4. Teachers complete the First Contact Survey (see page 42 of the Educator Portal User Guide).
6. Use the Blueprints (ELA, Math and Science) to select the Essential Elements (see page 65 in the Educator Portal User Guide).
7. Review the Guide to Practice Activities & Released Testlets to review the testing format.

October:
1. District Test Coordinators (or Building Test Coordinators) begin pulling monthly reports to check on student progress. Click on this link to watch the helplet, The DLM Instructionally Embedded Monitoring Extract (scroll to the bottom).
2. Instructions: 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. Click on New File. Leave the default filters in place. Click Ok, then Yes. After “in queue” changes back to “CSV” save the spreadsheet to your hard drive with the date of download (example: testmonitor101219).
3. 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.
4. All grade levels 3-12 may test in all three subjects (at no cost to the district) to help prepare those who are required to test (ELA: 3-8 and 11, Math 3-8 and 11, Science 5, 8, 11). There are no testlets for 12th grade math.
5. Note: The required EEs to cover the Blueprint for 11th grade math are ALL contained in the top nine rows of the Planner.

December:
1. The Planner will be unavailable 12/21-2/2.

January:
1. Begin the second round of teaching by printing the pages of the Blueprints and highlighting which Essential Elements are to be taught and tested during the spring testing window. Teachers may choose to teach/test the same EEs as first semester or choose new ones. It is best practice for all students in grades 3-11 to be tested in English, math and science. It is required to test 3-8 and 11 in English and math; and 5, 8 and 11 in science.

February:
1. On February 3rd, use the Educator Portal Planner to choose each student’s Essential Elements (testing window is 2/3-5/15).
2. Begin testing on February 4th.
3. Teachers make sure all students are on a roster. If a student is missing, contact your DTC.

March:
1. District Test Coordinators and Data Managers clean up data (ensure student information is correct—name, birthday, MOSIS #, teacher name, rosters).
2. DTCs or DMs ask Caryn to transfer students who have moved.

May:
1. Teachers finish all testing before May 15 (preferably before May 1st).
2. School personnel destroy Testlet Information Pages, scratch paper, and student user name and password printouts.
3. IEP teams are asked to review the Blueprints to consider next year’s EEs for the student’s goals.
4. Ask District Technology Personnel to watch for the release of technology updates that come out over the summer.
5. Send Caryn or assessment@dese.mo.gov the name and contact information of any new incoming MAP-A DTC's.
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.