

## Best Practices Timeline for MAP-A Teachers (9/3/20)

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). The program 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. Best practice would be to fully instruct students on the required Essential Elements in all three subjects and employ appropriate pacing when administering testlets.

Never send Personally Identifiable Information (PII) via email (student name, birthdate), **except the MOSIS number. MOSIS numbers may be emailed.** All information may be discussed in a phone call.

**NOTE:** [Educator Portal](#) prefers Google Chrome or Mozilla Firefox.

### August Plan for Teachers:

1. Register for the Regional Professional Development Center (RPDC) facilitated training via [My Learning Plan](#), if your district leadership so wishes.
2. Activate 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).
3. Watch training videos under [Educator Resource Videos](#), especially, "Using the Instruction and Assessment Planner."
4. Review DLM [manuals](#) (click on the Manuals tab), especially [Guide to DLM Required Test Administrator Training](#), [Educator Portal User Guide](#) and [Test Administration Manual](#).
5. Review [ELA and math teacher materials](#). View information about the Blueprints, Essential Elements (EEs), professional development, glossary, familiar texts, writing, collection lists and sample TIPs.
6. Review [Science materials](#)—View Essential Elements, collection lists, sample TIPs and instructional activities.
7. View additional information on the [DLM Missouri page](#).
8. Complete required online training in [Moodle](#) (scroll to the bottom of the page, click on Training Courses, then logon using the email address as a user name and the part of the email before the @ as a temporary password).

### September Plan for Teachers:

1. Use the Blueprints ([ELA](#), [Math](#) and [Science](#)) to select the Essential Elements (see page 65 in the [Educator Portal User Guide](#)).
2. Choose each student's Essential Elements in the Planner for the fall testing window (9/14/20-12/18/20) beginning September 14 (see page 64 under Create an Instructional Plan of the [Educator Portal User Guide](#)).
3. Complete the First Contact Survey (see page 42 of the [Educator Portal User Guide](#)).
4. Complete the Personal Needs and Preferences Profile (see page 35 in the [Accessibility Manual](#) and page 21 of the [Educator Portal User Guide](#)).
5. Review the [Guide to Practice Activities & Released Testlets](#) to review the testing format. See the [Released Testlets for At Home Instruction](#).

### October Plan for Teachers:

1. Note that 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 Blueprints for 12th grade math.

2. See the required [Number of Testlets Chart](#) to view the number of testlets required by grade and subject to cover the Blueprint.
3. **Note:** The required EEs to cover the Blueprint for 11th grade math are ALL contained in the **top nine** rows of the Planner.

December Notice for Teachers:

1. The Planner will be unavailable 12/19-1/31.

January Plan for Teachers:

1. Prepare for the second round of teaching/testing 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 Plan for Teachers:

1. Teachers ensure all students are on a roster. If a student is missing, contact the district's DTC.
2. On the day the spring window opens (2/1/21), use the Blueprints from January to enter each student's Essential Elements into the Educator Portal Planner.
3. Begin testing on February 2nd (testing window is 2/1-5/21).

April Plan for Teachers:

9. Continue the teaching/testing pattern to be halfway finished with the EEs chosen in January.

May Plan for Teachers:

1. Finish all teaching of EEs and testing before May 21 (but plan to finish two weeks early).
2. Destroy test materials (Testlet Information Pages, scratch paper, student user name and password printouts).
3. Review Blueprints to help set student goals for next year.

**Additional Resources:**

- 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/[dml-support@ku.edu](mailto:dml-support@ku.edu) or Caryn at 573-751-6731/ [caryn.giarratano@dese.mo.gov](mailto:caryn.giarratano@dese.mo.gov).