

## MAP-A Update

Missouri Assessment Program—Alternate  
Missouri Department of Elementary and Secondary Education  
Volume 6 issue 3, Week beginning March 13, 2017

MAP-A Test Windows 2016-2017	Opening Date	Closing Date
Spring Assessment Window	March 27, 2017	May 19, 2017

**Helpful Hint:** Student login and password information stay the same year-to-year.

**Data Cleanup and Validation for 2017:** In preparation for the conclusion of spring assessment, district personnel are encouraged to validate and clean up data in Educator Portal to ensure score reports are returned correctly and District level data is accurate.

### **Teacher Data Cleanup Responsibilities:**

1. Review or complete each student's Access Profile. Please review the [ACCESSIBILITY MANUAL](#)
2. Review or complete each student's First Contact survey.
3. Review and check student data – spelling, DOB, grade, race, and gender.
4. Review and check rosters – make sure each student is on the appropriate roster for each content area being tested (ELA, M, SCI).
5. 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? Does your educator ID match your email address? Do you see your name in Educator Portal more than one time? A teacher must be in Educator Portal as an active user only ONE time.
6. Once a reviews are completed any changes should reported to your District testing Coordinator or Data Manager.

**NOTE:** The [TEST ADMINISTRATION MANUAL](#) includes procedures for checking student information. The [ACCESSIBILITY MANUAL](#) is a valuable resource for teachers making decisions about the Access Profile.

### **District Data Cleanup Responsibilities (no lockdown this year!)**

1. After teachers have completed their cleanup, DTCs are asked to finish the cleanup by the end of April. Use procedures from the [DATA MANAGEMENT MANUAL](#) to pull data extracts from Educator Portal (go to the Reports box in Educator Portal) and save the extracts in a file.
  - **Download Current User Data Extract:** Verify the spelling of each teacher's name is correct, the teacher's first and last names are in the correct fields, and the email address is correct and matches the educator ID.
  - **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.
  - **Download Roster Data Extract:** Pull an extract for district rosters. Verify students are listed on the correct roster for each subject (ELA, M, SCI).
  - **Download Accessibility Profile Data Extract:** Verify settings, e.g., check column AK to ensure braille is marked only for students who will be taking testlets in braille. Check column BS for Alternate Form – Visual Impairment to ensure only students who have a visual impairment have this support selected. Also, check columns M through AD to make sure only appropriate display settings have been selected.
2. Look for students who have been enrolled more than once with identical information except perhaps one field, e.g., the state ID (MOSIS number). A student may have been enrolled using a state ID with a transposed number and then a second time with the corrected state ID. Exit the wrong one. **NOTE:** If testing occurred on both accounts, call the DLM Service Desk to ask for the accounts to be combined.
3. More than one person should check the data. Pull a new data extract to check your work and/or distribute new extracts to appropriate audiences for them to check the information.

4. Use procedures from the DATA MANAGEMENT MANUAL to modify data.
5. While data collection and comparison can be addressed simultaneously for the user, enrollment, and roster templates, [new templates](#) (under the template tab) should be processed in the following order so records and relationships are correctly linked: **First:** Upload User file | **Second:** Upload Enrollment file | **Third:** Upload Roster file.

**Hints to Using Data Extracts (for advanced spreadsheet users):**

1. [Sort](#) the data by a specific column to identify duplicates (for example, name).
2. Apply a [filter](#) to a column to view select records (for example, in the Enrollment file, choose DLM Status and filter out 2017 [the correct value] to see which records have incorrect data or blanks).
3. Use [VLOOKUP](#) to search for a value and return a value from a related cell.

**Teachers and Building/District Administrators Are Requested to Participate (OPTIONAL):**

The Dynamic Learning Maps (DLM) Alternate Assessment Project requests your participation in a study designed to help teachers and administrators interpret and use information found in DLM Individual Student Score Reports. The purpose of the study is to determine the effectiveness of a self-directed training module. The module includes a tutorial and quiz. You will also be asked to evaluate the tutorial. This study is open to anyone who is administering at least one DLM alternate assessment in 2016-17.

Total participation time is approximately 35-45 minutes. The tutorial will be available from March 3–March 24, 2017. All participants who complete the post-test with a score of 80% or higher will also receive a completion certificate. Your participation in this study is voluntary. If at any time you discontinue the study, your results will be discarded. The results of the research study may be published, but all results will be provided in aggregate form. No names or identifiable information will be used.

No risks are anticipated as a result of participating in this study. The benefits of participating in the study include an improved understanding of DLM score report components and how they can be used to inform instructional decision making. Results from the study will be used to inform development of interpretive guides and refinement of future score reports.

To participate, please visit [https://kansasedu.qualtrics.com/jfe/form/SV\\_0Ba8IsqXsy4N5XL](https://kansasedu.qualtrics.com/jfe/form/SV_0Ba8IsqXsy4N5XL). If you have any questions regarding the study, please contact [d1m-support@ku.edu](mailto:d1m-support@ku.edu).

We appreciate your assistance! *Dynamic Learning Maps Staff*

---

Caryn Giarratano, Ph.D. | Assistant Director Assessment | Office of College and Career Readiness  
Missouri Department of Elementary and Secondary Education | 573-751-6731 | [dese.mo.gov](http://dese.mo.gov)