MAP-A Update
Missouri Assessment Program—Alternate
Missouri Department of Elementary and Secondary Education
Volume 7 issue 10, Week beginning March 19, 2018

MAP-A Test Windows 2017-2018	Opening Date	Closing Date
Spring Assessment Window	March 26, 2018	May 18, 2018

Testlets Will Generate Automatically Next Week Based on First Contact Survey/Previous Testlets:
- Expect 5 ELA testlets (and maybe one field test at a higher linkage level);
- Expect 5 math testlets (and maybe one field test at a higher linkage level);
- Expect 9 science testlets (and maybe one field test at a higher linkage level).
- Expect one ELA, one math and one science testlet at a time.
- Each set should generate in about a half hour after the previous set is taken.

Teacher Cleanup Responsibilities:
- Clean-up data; teachers review Essential Elements (see Blueprints tab… http://dynamiclearningmaps.org/missouri);
- Ensure educator IDs and email addresses match.
- View the 1:06 minute video "Verifying Student Data"… (http://dynamiclearningmaps.org/erp/videos#VerifySDT).
- View the 50-second video "Verifying Rosters"… (http://dynamiclearningmaps.org/erp/videos#VerifyingRosters).
- Go to http://dynamiclearningmaps.org; click on Settings; click on Students; select View Students; click search; click on each student State ID to verify that the data is correct (MOSIS number, birthdate, first name in first name box, last name in last name box; ensure all data is correct in the View Student Record form.

See Updated Materials Collections Lists:
- See Educator Resource Page…http://dynamiclearningmaps.org/erp_im to find materials collections pages for each subject or click below.
- English Language Arts Materials Collections List for Spring 2017 Assessment (pdf).
- Mathematics Materials Collections List for Spring 2018 Assessment (pdf).
- Science Materials Collections List for Spring 2018 Assessment (pdf).
- View materials to use with alternate test forms for students with visual impairments and materials commonly needed in testlets (including items that may be substituted).
- A Writing Testlet FAQ has also been updated and added to the Educator Resource Pages. The DLM writing testlets assess a student's ability to communicate using writing and the precursor skills that lead to writing. The FAQ details how writing testlets are assessed in DLM testlets.
- Writing Testlet FAQ for Spring 2018 IM (pdf).

DTC Corner

Clean up user list: Go to dynamiclearningmaps.org. Select Reports. Click on Downloads. Choose the last extract called Users. Download the spreadsheet to view data that needs to be cleaned up.
- **Educator Identifier**: only teachers need this field completed; it must match the teacher's email address exactly. Make sure all email addresses are correct.
- **Pending**: Either deactivate the user or resend the email to request the user connect to the account.

- **One DTC**: In Educator Portal, it is allowed to have more than one District Test Coordinator, but best practice is to have only one. Having only one creates a clear line of responsibility to avoid conflicting changes and a lack of clarity about who is responsible for maintaining the data.
- **No Proctors**: Missouri does not use the Educator Portal role of proctor. If a district has designated a user as a proctor, please either deactivate the account or change the person to a different role.

Monitor Testing Progress: Every three weeks or so, go to dynamiclearningmaps.org. Click on Reports. Click on Downloads. Select DLM Test Administration Monitoring. Click on the New File box. Click Ok. Click Yes. After the "In Queue" words go back to the letters "CSV," click on CSV and save the file to your hard drive. Label it with the date you downloaded it. This report will provide documentation of teachers' testing progress to provide proof in case of a system (or teacher) error. Look at Columns R through V. At the end of the window, Columns T and U must match.

Trouble-shooting Tips to Ensure the Generation of Testlets:
- The state spring assessment window is open (*it is between March 26 and May 18*).
- The test administrator has completed the required training in Moodle and passed the quizzes at 80% or higher.
- The Security Agreement in Educator Portal for 2017-18 has been read, agreed to and signed.
- The First Contact survey has been completed and submitted prior to testing (*testlets become available the day after the First Contact survey is completed and submitted for the student*).
- Test administrators have the Teacher role in Educator Portal and have educator identifiers associated with their accounts (*their email addresses*).
- Students are rostered to the test administrator in each applicable subject (*potential subjects include ELA, M and SCI*).
- The student is rostered to the correct grade level for each subject being tested.

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