

MAP-A Update

Missouri Assessment Program—Alternate
Missouri Department of Elementary and Secondary Education
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MAP-A Test Windows 2020-2021	Start Date	End Date
Instructionally Embedded Window (required for ELA and math and encouraged for science)	September 14, 2020	December 18, 2020
Instruction and Assessment Planner in EP is Closed	December 19, 2020	January 31, 2021
Instructionally Embedded Window (required for all—ELA, math, science)	February 1, 2021	May 21, 2021

DLM Guidance for Distance Learning... Given the design of the DLM alternate assessment (MAP-A) and the complex, unique learning styles of this student population, the DLM alternate assessment should be delivered in person by qualified test administrators and not administered over Zoom, Microsoft Teams, Google Meet or any other virtual platform. Teachers are encouraged to continue instruction on the Essential Elements as DESE and DLM continue to gather information and guidance to support our students.

Teachers Must Complete Required Training... Below are links on instruction for the MAP-A program to study for required training:

- <https://dese.mo.gov/sites/default/files/asmt-mapa-timeline-for-teachers.pdf>
- <https://dynamiclearningmaps.org/erp/videos>
- https://desemo.adobeconnect.com/_a754202577/pdba6xdvh6tw/ (do not log in, click cancel)
- https://desemo.adobeconnect.com/_a754202577/p0oo9mvcz1q2/ (do not log in, click cancel)
- https://desemo.adobeconnect.com/_a754202577/pg08lklmvmor/ (do not log in, click cancel)
- https://desemo.adobeconnect.com/_a754202577/purctb26gjx4/ (do not log in, click cancel)
- https://desemo.adobeconnect.com/_a754202577/pzvz4dvkyucr/ (do not log in, click cancel)

Link to the logon screen for required training... <http://training.dynamiclearningmaps.org/>. The user name is the trainee's email address. The temporary password is the first part of the email address before the @.

Teacher Responsibilities...

- View Best Practices Timeline (<https://dese.mo.gov/sites/default/files/asmt-mapa-timeline-for-teachers.pdf>).
- Complete required training (see link in Timeline above).
- Print Blueprints (see links in Timeline above).
- Choose Essential Elements to teach/test.
- Complete PNP and First Contact Survey (Go to [Dynamiclearningmaps.org](https://dynamiclearningmaps.org). Logon to Educator Portal. Click Settings. Choose Students. Pick View Students. Click Search. When the table of students appears, scroll to the right to see the last two columns--PNP and First Contact. Click on the blue links to update/complete these documents, then click Submit.)

Planner... Logon to Educator Portal. Click on Manage Tests. Select Instruction and Assessment Planner. If the district and school boxes are not populated, use the drop-down boxes to complete them. Click Search. View the student information (First Contact Survey, PNP Profile, Credentials). To see the instructional plans, click on the blue circled arrow under the subject desired. The linkage level suggested by the system has a bookmark icon by the title of that level. Choose an Essential Element by clicking on the stack of dots and clicking on Begin Instruction. Return to the stack of dots to Assign Testlets. DTCs are the only ones who can cancel an assigned testlet. After a testlet is taken, it cannot be deleted. After a testlet is assigned, download or print the Test Information page (TIP sheet) to learn what materials are needed to give that testlet.

TIP (test information page)...Go to dynamiclearningmaps.org and logon to Educator Portal. Click on Manage Tests. Select Instruction and Assessment Planner. Complete the boxes and click Search. Tables will appear. Click the blue arrow below the subject of interest. Click the stack of three dots of the selected EE. Select the Test Information PDF. Download or print the TIP sheet.

Credentials for Student...Logon Educator Portal. Click Manage Tests. Select Instruction and Assessment Planner. Fill in the boxes and click Search. In the upper right-hand corner of the table click on Credentials to find the student's user name and password.

DTC Corner

DTC Responsibilities...

- View Best Practices Timeline for District Test Coordinators at <https://dese.mo.gov/sites/default/files/asmt-mapa-admin-guide-for-new-mapa-dtc.pdf>.
- Edit user list to deactivate people who no longer work with MAP-A in the district, or add new users.
- Enroll students (Go to dynamiclearningmaps.org. Log into Educator Portal. Click Settings. Choose students. Click Find Student tab. Insert or type the student MOSIS number. Say yes you wish to activate the student. Update the student information--grade, building, school entry date [the one with the red star]. Save.)
- Roster students to their teachers: Logon Educator Portal. Click Settings. Choose Rosters. Click Create Roster. Best practice is to name the roster: teachernamebuildingnamesubject (for example: SmithMSELA). Complete drop-down boxes with red stars. Click Search. Choose the teacher. Click the boxes in front of the students. Click Save.
- Learn how to pull reports (see below).

How to Pull Reports...

- Individual Score Reports for 2019-2020: Go to dynamiclearningmaps.org and logon Educator Portal. Click on the blue box called Reports and choose Alternate Assessment. Click on End-of-Year. Choose Students (Bundled). Choose 2020. Most districts print two ISRs (one to keep and one for parents).
- Monitor Student Progress: Pull the "Blueprint Coverage" report to check student coverage. Logon Educator Portal, click Reports, select Alternate Assessment, click Instructionally Embedded, click Blueprint Coverage, complete drop-down menus, click View.
- Monitor Teacher Test Administration: Pull the "DLM Test Administration Monitoring report" to verify the required number of testlets are completed. Login to Educator Portal. Click on the blue box called Reports. Select Data Extracts. Find the extract called "DLM Instructionally Embedded Monitoring." Click on the New File button. Select DLM assessment program. Select the district (leave school as select). Leave the default dates. Click Ok. The CSV icon will be replaced with "in queue." When the words change back to the icon, click on it to open the newly pulled extract spreadsheet.

Offsite Teacher Management...Please do NOT deactivate any offsite teachers connected to your district. Other districts still need to see offsite teacher accounts. The proper procedure is to disconnect the teacher from your district. If you wish to learn how, ask Caryn. If you prefer, simply ask Caryn to do it for you via email: send her the teacher's name, teacher's email, district name and building name.