



Instructional Tools Interface (ITI): Tips & Tricks for Phase B

This information supplements the Instructional Tools Interface (ITI) Overview video available on your Educator Resource Page.

Hints for Using the Instructional Tools Interface

Start with these resources on the Educator Resource Page:

- If you have not viewed the ITI overview video, view that first.
- Use the test blueprint for each student's grade to identify Essential Elements for instruction and assessment before launching ITI.
- Use the PDF files that describe nodes for each linkage level for each assessed Essential Element to identify the linkage level you plan to teach and assess. See the Blueprints for Phase B Testing found on the DESE MAP-A webpage click the bullet "Resources": <http://dese.mo.gov/college-career-readiness/assessment/map-a#Res>

How do you decide which Essential Elements and linkage levels to choose for instructional plans?

- The [Blueprints for 2014-2015](#) (one each for math and ELA) found on the DESE MAP-A webpage (click the bullet "Resources") list the Essential Elements that will be available for testing in each grade for the 2014-2015 school year. These are the Essential Elements educators use for instruction.
- When planning for which EEs to test in each window (Phase B and Phase C) and evaluating the whole blueprint for the student, remember that every EE available in Phase B will also be carried over into Phase C.
- Within each Essential Element, choose a linkage level that is an appropriate instructional target for the student. Choosing a level the student has already mastered, even without instruction, is not recommended in most cases. Exceptions might include cases where the student experienced significant regression due to health or disability, or during field testing, when instruction may have occurred before ITI was made available.
- Missouri educators need only choose the minimum required Essential Elements from the Blueprints for 2014-2015.

Other key things to remember:

- A student must have a complete, submitted First Contact Survey before the educator can create an instructional plan.
- Normally, an educator would create a plan and save it, then provide instruction, then go back into Educator Portal and confirm the plan. However, if instruction was already provided before going into ITI to create a plan, the educator can go straight to confirming the plan.
- NOTE: Once the plan is confirmed, and the testlet assigned, the educator cannot undo that step.

- As soon as the plan is confirmed, download the testlet information page (TIP) that appears as a PDF link on that page.
- After confirming the instructional plan, the student may be assessed at any time during the Phase B window.
- Testlets delivered through ITI will be a mix of operational and field test forms. Field test forms will be marked with “FT” in the name. Administer all tests as if they were operational.
- Not all Essential Elements and not all linkage levels within an Essential Element will be available on November 10 when the window first opens. Testlets at different linkage levels within the available Phase B EEs will be released on a rolling basis after November 10. Check back after November 17 if the linkage level for a Phase B Essential Element you need is not available on November 10.

Common Problems and Their Solutions

Missing First Contact Survey: A student must have a completed, submitted First Contact Survey before an instructional plan can be created.

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Add New Instructional Plan: Select Student

Select a student from roster and choose Next.

Student Roster
Select Content
Levels
Assignment
Confirmation

Next

You must complete a First Contact survey before setting up an Instructional Plan for this student.

	State ID	Last Name	First Name	Access Profile	First Contact
<input type="radio"/>	55507000	demo	Ann	No Settings	Complete
<input type="radio"/>	55507001	demo	Ann1	No Settings	Complete
<input type="radio"/>	55507002	demo	Ann2	Custom	Complete
<input type="radio"/>	55507003	demo	Ann3	Custom	Complete
<input checked="" type="radio"/>	55507004	demo	Ann4	Custom	Not Started
<input type="radio"/>	55507005	demo	Ann5	No Settings	Not Started
<input type="radio"/>	55507006	demo	Ann6	No Settings	Complete

No data for content framework: If you see this message, you are accessing ITI between testing windows or you have tried to choose an Essential Element where there will not be a testlet available in Phase B. Please choose another Essential Element. See the PDF, ESSENTIAL ELEMENTS AVAILABLE FOR PHASE B, on the Educator Resource Page.

The screenshot shows the ITI interface with the following elements:

- Navigation tabs: Student Roster, Select Content, Levels, Assignment, Confirm.
- Buttons: Back (blue), No Data for ContentFramework (red border).
- Text: SELECTED STUDENT: ANN DEMO, GRADE: GRADE 6
- Form fields:
 - Content Area: Mathematics (dropdown)
 - Claims: M.C1 - NUMBER SENSE: Students demonstrate increasingly (dropdown)
 - Conceptual Area: M.C1.2 - Compare, compose, and decompose numbers and sets (dropdown)
 - Essential Elements: (dropdown)

Assessment Content is Not Available at This Time: This message appears if the Essential Element is available during the testing window but there is not yet a testlet ready at the linkage level you chose. If you see this message, check back again on or after November 17 to find a testlet at that linkage level.

The screenshot shows the ITI interface with the following elements:

- Navigation tabs: Student Roster, Select Content, Levels, Assignment, Confirmation.
- Buttons: Back (blue).
- Text: SELECTED STUDENT: ANN DEMO, GRADE: GRADE 6
- Message box (red border): The instructional plan is **Assessment content is not available at this time for this Essential Element and Level. Please either check back in the future or select a different level or another Essential Element.**
- Text: **ESSENTIAL ELEMENT:** ELA.EE.RL.6.2 - IDENTIFY DETAILS IN A TEXT THAT ARE RELATED TO THE THEME OR CENTRAL IDEA.
THE STUDENT CAN IDENTIFY DETAILS THAT RELATE TO AND SUPPORT THE THEME OF A STORY.