**MAP-A DTC Program Training Script by Caryn Giarratano, 7/27/22**

Slide 1: **Introduction of MAP-A Training**--Good afternoon. I am Caryn Giarratano, the Assistant Director of Assessment in charge of the Missouri Assessment Program-Alternate—commonly called MAP-A. This required state assessment is given to the most severely cognitively disabled students who form the lowest one percent of the academic range for the tested student population.

Slide 2: **Part One Overview**--The Alternate instructional and assessment program is managed by Dynamic Learning Maps, a consortium of 22 states called the Kite program, with the Kansas University Achievement and Assessment Institute taking the lead as the administrator of the program.

Slide 3: **Kite Programs--**There are five programs that operate under the “Kite” umbrella—Educator Portal, Student Portal, State Education Agency, Kite Suite, and DLM Training Courses (nicknamed Moodle). The most-used program is Educator Portal, a massive database in which educators enroll users, enroll and roster students, and manage instructional plan items called Essential Elements (EEs).

Slide 4: **Educator Portal Uses**--Educator Portal offers a menu of choices to complete a variety of tasks: to add information; to choose which concepts—called Essential Elements--to teach; and to review data extracts for details contained in the system.

Slide 5: **Reports and Extracts**—The Educator Portal user pulls reports and extracts to learn details about the data in the system, including: current enrollment; blueprint coverage; instructional monitoring; first contact survey status; personal needs profile status; parent information; rosters; and security agreements.

Slide 6: **Testing Requirements**--Students who are eligible for MAP-A do not participate in the grade level or end of course state standardized assessments. The grades required to test for MAP-A are grades 3-8 and 11 for ELA and math; and grades 5, 8 and 11 for science. Note: MAP-A students in grades 1-12 who qualify as English learners may also take the WIDA Alternate ACCESS English language proficiency test. MAP-A students are not included in national or international assessments.

Slide 7: **Aligned to** **MLS**—The English language arts, math, and science Essential Elements--assessed by MAP-A—are directly aligned to the Missouri Learning Standards, although at a reduced breadth, depth, and complexity. Please find links to the Crosswalks in the script:

* <https://dese.mo.gov/media/pdf/curr-mapa-ela-k-12-crosswalk>
* <https://dese.mo.gov/media/pdf/curr-mapa-math-k-12-crosswalk>
* <https://dese.mo.gov/media/pdf/curr-mapa-science-k-12-crosswalk>

Slide 8: **Instructionally Embedded**--Instruction and assessment occur throughout the year. Missouri has two Instructionally Embedded testing windows that span three months each. The fall window opens in September and closes in December. The spring window opens in February and closes in May. Assessment items are embedded in the day-to-day instruction provided by teachers.

Slide 9: **Student Eligibility**--The average IQ scores of general education students fall between 85 and 115--colored green on the chart--with 68 percent of the population in this range. A significant cognitive delay is found in two percent of the student population, with IQ scores that fall at 70 or below. Students with the most significant cognitive delay form one percent of the population, with IQ scores that fall at or below 55. Students with the most significant cognitive delay require constant supervision and assistance.

Slide 10: **Update** **Student Portal--**Student Portal is the Kite program used to test students and must be updated on the student’s testing device each year before the first testing window--many MDTCs ask their IT department to help. Teachers log the student into Student Portal using the student’s credentials and give one or more testlets to the student during a single test session. Testlets contain 3-5 questions, and usually take five minutes to give per testlet.

Slide 11: **Part Two—Responsibilities**--This section highlights the responsibilities of the MAP-A District Test Coordinator.

Slide 12: **Request Educator Portal Account**--The first step in assuming the MAP-A DTC (MDTC) responsibilities in Educator Portal is to contact Assistant Director of Assessment Caryn Giarratano to request an Educator Portal account, or to ask her to transfer your account from last year’s district to this year’s district.

Slide 13: **Find** **Educator Portal Link** (screenshot)—To find the Educator Portal link, go to the landing page at dynamiclearningmpas.org (<https://dynamiclearningmaps.org/>) and click on the words Educator Portal—the red arrow points to the link).

Slide 14: **Educator Portal Login Screen** (screenshot)--When the login page opens, complete the blanks. Your user name is your email address. Use the password you created that fits the requirements sent in the email from Kite when you were invited to activate your account. Click Sign In. If you forgot your password, click “forgot password?”

Slide 15: **Sign Security Agreement** (screenshot)—“My Profile” automatically opens to the Security Agreement. You must click the box that says you agree—see where the red arrow is pointing--and click Save. Then, x out of this box.

Slide 16: **MDTC Responsibilities**--The MAP-A DTC is responsible for pulling reports, maintaining the user list, enrolling students, rostering students, and sharing the DESE *MAP-A Update* with others in the district who work with this program.

Slide 17: **Pull** **Individual Student Reports**—Individual Student Reports are posted in Educator Portal the first business day of July. MDTCs are the only users who have permission to pull them. Here are instructions to locate them: Go to the landing page at <https://dynamiclearningmaps.org/>. Logon to Educator Portal, click on the blue box called Reports, and choose Alternate Assessment. Click the End-of-Year tab, then choose ”Students (Bundled).” Choose the correct year.

* Most MDTCs print two copies, one for the student file, and one to send home to parents.
* Parents must be notified of when and how they will receive the ISRs by the end of July.
* Best practice would be to notify parents at the end of the school year. For example, parents could be emailed that the ISRs will be distributed at Open House in August.

Slide 18: **Enroll Users**--The Educator Portal main page features a photo of a teacher wearing a yellow sweater. From this page, the MDTC edits and maintains the names of people in his or her district, who work with the MAP-A program. To find the user list, click on the blue box titled Settings and choose Users from the drop-down box.

Slide 19: **Enrollment** **User Tabs**—A new screen opens that has three tabs. To edit the existing list first, choose the View Users tab (it is open by default), leave the state as Missouri and enter your district in the name box, if it isn’t already populated. Leave the School as Select. Click Search. The screen with your district’s current users will open. Deactivate the users who no longer work with MAP-A in your district by clicking the box on the left of each user’s row, scrolling to the bottom and clicking the Deactivate box.

Slide 20: **Add a New User**--If your new teacher has transferred from another district, contact the DESE Assistant Director of Assessment in charge of MAP-A (Caryn) to edit the teacher’s profile from last year, to keep the teacher’s history as a returning teacher. If the teacher is new to Educator Portal, the MDTC may go to the User screen, click on the Add User tab and complete the boxes at the top. The email address and Educator Identifier must be the same. In the middle, leave the state as Missouri. Choose DLM as the Assessment program. The role for a teacher is teacher. Two new boxes open to allow the selection of district and school. Complete those. Click Add. Click Save.

Slide 21: **Translation Guide—Users**--If many users must be added, download the User Upload Template, found on the DLM Missouri page, and view the Translation Guide-Users, found on the DESE MAP-A page under the Administration tab. The translation guide may help with navigating the CSV enrollment template. Be sure to use the most recent CSV template from the DLM Missouri page.

Slide 22: **Role Assignment in Educator Portal**--Generally, only one person serves as the MAP-A District Test Coordinator and is in charge of the DTC responsibilities for this assessment. This person does not have to be the District-wide DTC. The MAP-A DTC may be the Special Education Director or a counselor to whom the District-wide DTC has delegated the MAP-A responsibilities. Data managers and technical directors are sometimes given roles in Educator Portal and are usually called District Users. Test administrators are assigned the teacher role. Missouri does not use the Proctor role for MAP-A. Sometimes superintendents are assigned the role of superintendent. District Data Managers may be assigned the responsibility of maintaining the user and student lists. Technical Directors usually do not need a role in Educator Portal unless they also serve as data managers.

Slide 23: **Enroll Students**--There are three methods in which to enroll students: Find Student, Add Student, or Upload Enrollment.

Slide 24: **Find Student Method**—The Find Student method is the easiest one to use for enrolling a student and works best with a low number of students. Click on the Settings box, then choose Students. Click the Find Student tab, enter the student state identifier--MOSIS number--and click Search (see the red arrow). If the student is enrolled in the MDTC’s district, the student record will open. A new feature this year allows MDTCs to find a student by first and last name (see the green arrows).

Slide 25: **Activate Student in System**--If the student is not enrolled in the district, but is in the system, a message box will open that says, “This student is not yet activated for the current school year. Do you wish to activate the student?” Click yes. Be sure to update student information, especially the grade level, school building and schoolentry date in the lower right corner (complete only the boxes with red asterisks).

Slide 26: **Add Student Method**--If the student is not in the system, a message typed in red letters will state, “State Student Identifier does not exist.” In this case, the MDTC must click the tab, Add Student.

Slide 27: **Add Student Form**--A new screen will open to allow the user to enter the student information into Educator Portal. The school entry date is usually the first day of school for this year--or the day the student transferred to the district--and found in the lower right corner, marked with a red asterisk. If the user enrolls students before school begins, he or she must use today’s date--meaning, one cannot use a future date.

Slide 28: **Uploading Enrollment**—Districts with a large number of MAP-A students may find the Upload Enrollment method more time efficient. Here are instructions for uploading enrollment: Go to Settings, choose Students, then click the Upload Enrollment tab. A new screen opens. Complete the drop-down boxes--if not already populated--then click on the “File ?” to view the Enrollment Upload Template. Download the template to the desktop, save it as a CSV file and leave it open. Follow the instructions on the template, then click the Upload button and select the file just created.

Slide 29: **Translation Guide-Enrollment**--Use the Translation Guide-Enrollment located on the DESE MAP-A page under the Administration tab to assist in completing the Enrollment Template fields. This guide may help to navigate the CSV enrollment template. Be sure to use the most recent CSV template from the DLM Missouri page.

Slide 30: **Roster Students**—There are two methods to create a roster. If the district MAP-A population is small, use the Create Roster tab. If the population is large, use the Upload Roster tab.

Slide 31: **Translation Guide—Rosters**--If the decision is to use the Upload Roster method, the MDTC may find the Translation Guide--Rosters on the MAP-A page under the Administration tab, helpful for completing the CSV roster template found on the DLM Missouri page.

Slide 32: **Steps for** **Creating a Roster**—To create a roster, click Settings, Rosters, then Create Roster. Complete all boxes that have a red asterisk. Choose a roster name. There are three facts that must be the same for students to be on the same roster (teacher, building, and subject). It is a good practice to name the roster with those three facts. For example, if Mrs. Jones teaches math to all MAP-A students in the middle school, her roster name may be: JonesMSMath (Jones for the teacher, MS for the building, and math for the subject). If a district has multiple middle schools, it may be a better choice to use the initials of the middle school instead of the generic MS. Create a roster for one subject at a time (ELA, math, and science). Leave the box for state as Missouri. If they are not already populated, enter the district name in the district box, enter the school name, and click Search.

Slide 33: **Create Roster Details**—After clicking Search, more information appears. Choose the teacher’s name from the Select Educator drop-down box, click the boxes in each student’s row to be included on this roster (the second column), scroll down, and click Save.

Slide 34: **Upload Roster**—Districts with a large number of rosters may find the Upload Roster method more time efficient. Click settings, Roster, and Upload Roster. Complete the drop-down boxes (if necessary), then click on the “File ?” to view the Roster Upload Template. Download and follow the instructions on it, then click the Upload button and select the file that was just created. For assistance, see the Data Management Manual on the DESE MAP-A page under the Manuals tab. Open the manual and touch Control and F at the same time, then type the section heading, “Create a Roster Template File” in the search box.

Slide 35: **Remove Testlet**—Only MAP-A District Test Coordinators have permission to deselect testlets after they have been assigned. Logon to Educator Portal and click on Manage Tests. Choose Instruction and Assessment Planner. Complete the drop-down boxes for district and school if they are not automatically populated. Click Search. Find the student’s table. Click on the blue arrow under the subject one wishes to view. Find the Essential Element that needs to be deselected. Click on the stack of three dots. When the new dialogue box opens, click on cancel testlet. Testlets that have already been taken cannot be canceled.

Slide 36: **Transfer Students**—MDTCs may transfer students within the district in Educator Portal. Logon to Educator Portal. Choose settings. Select Students. Choose the tab called Transfer Students. Ensure the boxes are correctly populated and click search. Click on the name of the student and click next. In the table under destination attendance school, select the correct school. Scroll to the right and choose the exit reason, code 1. Click next and follow the finishing prompts. Only DESE may transfer students from one district to another.

Slide 37: **Clean Data in EP—**Before and during the testing windows are good times to tidy Educator Portal to ensure the data for the test results are clean. Data cleaning suggestions include…

* Delete Proctor roles--Missouri doesn’t use proctors for MAP-A.
* Verify that teachers’ email addresses and educator identifiers match. A good practice is to copy the teacher email address and paste it into the Educator Identifier box.
* Ensure all users are active. If a user is no longer working with MAP-A in the district, deactivate the user. If the account status is Pending, and that person still works with MAP-A in your district, resend him or her the activation email.
* Make sure all First Contact Surveys are submitted and Personal Needs Profiles are completed—tasks that are required before testlets can be created.
* Check accuracy in student profiles, especially MOSIS numbers.
* Keep MAP-A students enrolled in Educator Portal, even if they are in a grade that is not required to test. It is best practice to complete the First Contact Survey and Personal Needs Profile, even if the student will not be tested.

Slide 38: **Kite Collector**—MAP-A district test coordinators and building administrators are encouraged to complete test observation forms and submit them to the data folks at DLM, to provide evidence of validity for the assessment system. The form is called Kite Collector, and is submitted electronically. Kite Collector information is posted on the DESE MAP-A page under the Resources tab, within the Other Resources section.

* Never share student information, called PII. For example, never use a student’s name in Kite Collector. Say instead, for example, “the student wearing a yellow shirt.”
* View the link to instructions and protocols in the script…<https://dynamiclearningmaps.org/protocol>.
* See the Kite Collector questions at the link in the script…[https://dese.mo.gov/media/pdf/asmt-mapa-dlm-kite-collector-questions.](https://dese.mo.gov/media/pdf/asmt-mapa-dlm-kite-collector-questions)
* Test observers may visit the App Store for iOS, or Play Store for Android, to use Kite Collector on a smart phone.
* Test observers may see the link to use the web-based format to enter Kite Collector data… [https://collector.kiteaai.org](https://collector.kiteaai.org/).

**Slide 39: Part Three--Tour of DESE MAP-A Page--**To learn more about MAP-A, visit the DESE MAP-A page at the link in the script…<https://dese.mo.gov/quality-schools/assessment/map-a>. It is recommended to bookmark the website to allow for quick future access.

Slide 40: **Viewing the Tabs**—There are six tabs on the MAP-A webpage to organize the guidance documents: Administration, Eligibility, Manuals, Resources, Training, and Parent Information.

Slide 41: **Administration Tab**--Please view *LEA MAP-A Responsibilities*, a guidance document under the Administration tab to view what MAP-A responsibilities are assigned to the DTC, the MAP-A DTC, the Data Manager, and the Test Administrator (teacher). Also included in this document are deadlines, and links for more information. The Administration Tab also houses documents that describe the assessment model Missouri uses (Instructionally Embedded), the number of testlets required in each grade and subject, scoring and reporting information for data managers, and translation guides for uploading enrollment, rosters, and users.

Slide 42: **Number of Testlets**--The Number of Testlets Chart indicates the minimum number of testlets required to cover the Blueprint of each subject per grade. For example, in grade 6, there are seven ELA testlets required, six math testlets required, and zero science testlets required. However, it is best practice to teach and test the science Essential Elements and give grade 6 students all nine of the science testlets. The Blueprints must be covered twice each year.

Slide 43: **Eligibility Tab**—This tab links to the Compliance page for eligibility guidance for MAP-A students, with links to Form D, Form E, the IEP Form, Assessment Checklist, Decision-Making Flow Chart, and Decision-Making Guidance Document.

Slide 44: **Manuals Tab**—Links to the 11 current Dynamic Learning Maps manuals are included on this tab for school district personnel’s convenience.

Slide 45: **Resources Tab**—The MAP-A program provides a wide array of supporting materials that are housed on this tab, including: Blueprints, Performance Level Descriptors, Kite Collector information, the Student Portal closure procedure on a Mac, and how to submit student writing samples.

Slide 46: **Blueprint Claims and EEs**—In the MAP-A program, three subjects are tested: ELA, math, and science.

* Each subject has a set of concepts collected into documents called Blueprints.
* Each Blueprint for ELA and math is divided into four claims.
* Listed within each claim are Concepts.
* Within each Concept are small chunks of information called Essential Elements.
* Each grade level has a page of Essential Elements for each subject.
* In the gray rows are instructions to the teacher on how to cover the Blueprint for that subject and grade.
* In this 5th grade math example of part of a Blueprint, there are three sets of instructions visible.
	+ The first set of instructions says: Choose three Essential Elements from Claim 1 in at least two different conceptual areas.
	+ The red arrow points to the instructions.
	+ The blue arrow points to Claim 1.
	+ The yellow dots are examples of Essential Elements that could be chosen to follow the instructions.
	+ Note: There are seven Essential Elements in Claim 1 from which to choose three Essential Elements within three Concepts.

Slide 47: **Training Tab**—The PowerPoint presentation and script you are viewing right now, called District Test Coordinator Training Presentation and District Test Coordinator Training Script, are posted under the Training Tab with other professional development presentations regarding the MAP-A program for users of Educator Portal and Student Portal. Information on this tab is expected to help prepare teachers for required training. All MAP-A teachers are required to take the DLM Required Training, nicknamed Moodle, prior to testing MAP-A students in Student Portal. The Required Training link is in the script… <https://training.dynamiclearningmaps.org/>

Slide 48: **Parent Information Tab**—The Parent Information tab is organized into three sections.

* Section 1: Explanation of the MAP-A Program: Documents for parents that describe the alternate program are posted here in seven languages, plus an explanation of how the alternate assessment prepares students for their future.
* Section 2: Individual Student Report Information: Documents for parents are posted here to explain the Individual Student Reports from a variety of perspectives.
* Section 3: Remote Learning: Under this section are resources to create curriculum, practice taking released testlets, and learning activities for parents and teachers.

Slide 49—**Finding an Activity**—The Build Your Own Curriculum has instructions in a PowerPoint called [Finding an Activity](https://dese.mo.gov/media/file/finding-activity-match-essential-element). This is guidance on how to create curriculum based on the Dynamic Learning Maps Essential Elements.

**Slide 50: Part Four-- Pull Reports**--The MAP-A District Test Coordinator is responsible for ensuring MAP-A students in the district meet the state assessment requirements. One method is to pull reports and extracts in Educator Portal to check testing progress. Many MDTCs email teachers to encourage the completion of testing before the assessment window closes--to avoid having the district receive the designations of Level Not Determined. Best practice is for teachers to create a pattern of teaching an Essential Element, immediately testing it, and then repeat, until all Blueprints are covered for that window.

Slide 51: **Find Data Extracts** (screenshot)--To find data extracts, go to the home page, with the photo of the teacher wearing a yellow sweater. Click on the blue box called Reports and select Data Extracts from the drop-down menu.

Slide 52: **Data Extracts Instructions** (screenshot)--A new screen opens with a list of data extracts. The most important report for tracking assessment progress is *DLM Instructionally Embedded Monitoring*. Click on the button called New File in that row. In this screenshot, the monitoring report is the third from the top, marked by the red arrows.

Slide 53: **Create Extract**--A box opens to allow the MDTC to choose the filters. Leave everything as default and click Ok. The Assessment Program should say DLM. District should say the name of the district. School should say Select. Teacher should be blank. Grade should be blank. Window should say Select.

Slide 54: **Create Extract Confirmation**--After clicking Ok, a second box may open called *Create Extract Confirmation* that says, “The existing report request and file will be deleted. Do you want to proceed?” Click Yes.

Slide 55: **In Queue**--The screen returns to the list of data extracts and the next-to-last column for the extract just chosen changes to say *in queue*. When it changes back to the CSV icon, click on it to open the spreadsheet.

Slide 56: **Test** **Monitoring** **Extract**—The Test Monitoring Extract has several columns and rows of information. Each row contains information about one student. Of most importance to note are three columns. Column K lists the percent of the Blueprint Requirements completed for ELA. Column R lists the percent of the Blueprint Requirements completed for math. Column Y lists the total number of science testlets that are completed. The goal is to have 100% Blueprint coverage in columns K and R and nine testlets in column Y.

Slide 57: **Other Data Extracts**—There are other data extracts in Educator Portal that may be useful to district test coordinators. The primary ones are…

* Current Enrollment—a list of active MAP-A students in the district.
* Blueprint Coverage Summary—an aggregate report of the percent of Blueprint coverage of tested MAP-A students.
* Exited Students—a list of students who were exited from the district.
* General Research File—a collection of student data from the previous school year.
* First Contact Survey File—the settings for each student on which the system bases its recommended linkage levels. FCSs must be completed before testlets will generate.
* PNP Settings—the Personal Needs Profile choices for the student, such as magnification.
* Roster—the lists of students assigned to teachers.
* Security Agreement Completion—a spreadsheet that indicates if a user has clicked yes or no to agree to security requirements.
* Training Status—a list of teachers that indicates who has completed the required training.
* Users—the list of all users in Educator Portal, both active and inactive.

Slide 58: **Alternate Assessment or Student Report Archive**—In addition to Data Extracts, there are other reports in Educator Portal that may be helpful to the MDTC. Under the blue box called Reports, the MDTC may choose either Alternate Assessment or Student Report Archive.

Slide 59: **Alternate Assessment Reports Details**— Let’s view Alternate Assessment first. Under Alternate Assessment are three tabs called: *General Reports*, *Instructionally Embedded Reports*, and *End-of-Year Reports*.

Slide 60: **General Reports**—The General Reports provide district or school level data for students in a total of 11 categories. Four categories are displayed for each testing window that are entitled--*no plans created*, *no testlets taken*, and *more than one testlet completed*. Three categories are displayed for science that are entitled--*no testlets taken*, *testing in progress,* and *all required testlets completed*.

Slide 61: **Instructionally Embedded Tab**—Under Reports, then Alternate Assessment, the Instructionally Embedded tab offers four choices: *Blueprint Coverage*, *Student Progress, Performance Report,* and *Class Roster*. The Blueprint Coverage Report offers district student progress towards covering the Blueprint, with the choice of which window. Student Progress offers the Blueprint of each student, with the choice of which window. The new Performance Report was added to Educator Portal at the end of July 2022. The Class Roster Report provides a list of the Essential Elements over which each student was assessed, and the date they were assessed.

Slide 62: **End-of-Year**—The End-of-Year tab contains seven reports that provide a range of data from Individual Student Reports--see Students (Bundled), and several levels of aggregate formats. To view current Individual Student Reports, go to the blue box called *Reports*, choose *Alternate Assessment*, and Click on the *End-of-Year* tab.

Slide 63: **Student Report Archive**—Click on the blue box called Reports and select Student Report Archive. A choice of two boxes are presented to allow the MDTC to look up a student under the last name or under the MOSIS number/Student State ID.

Slide 64: **MAP-A Update**—Anyone who works with the MAP-A program is encouraged to request the free DESE email newsletter called the *MAP-A Update*. To be added to the list, email caryn.giarratano@dese.mo.gov with the district name, first and last name, and email address. To view past editions, see the link in the script… <https://dese.mo.gov/quality-schools/assessment>.

Slide 65: **Thanks** for your attendance. The screen shows my name and contact information: Caryn Giarratano, caryn.giarratano@dese.mo.gov, 573-751-6731. You are welcome to ask questions anytime.