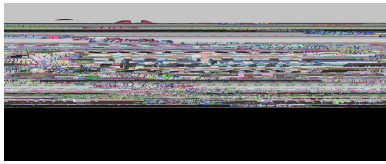


- Slide 8 Before a teacher can view student demographic data, two things must occur. First, the state or district must enroll students taking the DLM alternate assessment into Educator Portal. Then the district creates rosters, which will link students to a teacher for each assessed subject.
- Slide 9 Teachers may use the Students tab in Educator Portal to verify the correctness of the spelling of the student's name and other demographic data. When reviewing a student's grade, make sure the grade assigned to the student aligns with the grade in the NYSAA Birthdate Ranges chart because students should be tested based on their birthdate in the subjects for each grade level. The NYSAA Birthdate Ranges Chart is found among the resources on NY's page of the DLM website. Also, teachers should check that each student they are responsible for assessing is rostered to them for the correct subjects and students they are not responsible for testing are removed from their rosters. Teachers will need to contact their District Test Coordinator if changes need to be made to student demographic data or rosters.
- Slide 10 From the View Student Record screen for each student, a teacher may select or edit accessibility support selections in a student's PNP Profile and review, edit, and submit a student's First Contact survey. The First Contact Survey and PNP Profile will be discussed in more detail next. A student's username and password for Kite Student Portal are also located here. Student Portal is the application students use to take testlets. It must be downloaded onto testing devices.
- Slide 11 It is the responsibility of the teacher to complete a student's First Contact Survey in Educator Portal prior to administering the DLM assessment. The First Contact Survey is a series of questions about the student covering a variety of topics, including communication, academic skills, and attention.



- Slide 12 There are instances where a student is rostered to one teacher for ELA and a different teacher for mathematics and/or science. In these situations, the teachers should coordinate to complete the First Contact Survey for the student. And finally, after the first testlet has been delivered during the spring assessment window, making changes to selections in a student's First Contact Survey will not impact or change the linkage level of later testlets.
- Slide 13 The student's Personal Needs and Preferences, or PNP, Profile is also accessed from the Student View screen in Educator Portal. The PNP Profile is where a teacher selects the accessibility supports a student will use when testing. A variety of accessibility supports, some delivered in Student Portal and others outside the system, are available to the student and can be adjusted between testlets. Teachers should refer to the student's IEP guidance when selecting accessibility options.
- Slide 14 Accessibility support selections are important so that students are able to demonstrate what they know and can do on the assessment. Next, we will cover some things to keep in mind when making selections in the student's PNP Profile. Select only those supports that a student has documented on their IEP, is familiar with using during instruction, and needs to access the assessment content. Do not select all available accessibility supports, as some supports are not compatible with others. For a student who took the DLM assessment last year, the accessibility supports chosen last year remain in the system. Review the accessibility supports prior to assessing the student, as a student's needs may change from one year to the next.
- Slide 15 The Test Management tab of Educator Portal provides teachers with the necessary tools to administer DLM assessments for both the required spring assessment window and the optional instructionally embedded window.



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DATA MANAGEMENT FOR T



- Slide 26 Teachers have access to a variety of helpful information on NY's page of the DLM website. Several resources are listed alphabetically on the page and can be filtered. As a teacher, you should select the Teacher role from the filter options. You'll likely often use the filters for Instructional Resources and Assessment Resources from the category filters and then, of course, the content area filters. You do not have to apply any filters. They just help you narrow the list of resources for easier browsing. As far as data management goes for teachers, the main resource you'll want to use is the Educator Portal User Guide because it will walk you through how to use Educator Portal and complete the tasks described in this training. Additionally, you can use the link to the Educator Resource Videos page in the list of resources to access several helplet videos. The videos will show you how to complete various tasks, like Getting Started in Educator Portal, Monitoring the Assessment Using Extracts, and Completing the First Contact Survey and PNP Profile, among others. These videos are relatively short.
- Slide 27 Thank you for your attention to this training.