

2018-19 New
York State
Alternate
Assessment
(NYSAA)

**Educator Checklist: Administration of
NYSAA through Dynamic Learning
Maps (DLM)**

Step 1: Read and become familiar with the DLM Test Administrator’s Manual (TAM), Accessibility Manual, and Educator Portal User Guide			
	Yes	No	Done
Updated manuals can be located at http://dynamiclearningmaps.org/newyork or http://www.p12.nysed.gov/assessment/nysaa/			
Step 2: Test Administrators must have an account set up in Educator Portal, https://educator.cete.us/			
	Yes	Done	Done
If the Educator does not have an account in Educator Portal, contact the District/Building Test Coordinator (DTC/BTC) and Data Manager to set up an Educator account. For additional assistance contact NYSED at CBTSupport@nysed.gov or EMSCASSESSINFO@nysed.gov .			
District/Building Test Coordinator (DTC/BTC): Data Manager:			
When the DTC/BTC sets up an account the first time for an Educator, the Educator will receive an email from KITE-support@ku.edu . If the activation email is not received, check your SPAM files. Also, inquire to your technology managers as to firewalls and other software, which may block access.			
Verify your Educator Profile (i.e., user role, district, etc....) (Refer to <i>Manage User Account</i> section of the Educator Portal User Guide located on the NY DLM NYSAA webpage).			
Certified Educators must then complete the Security Agreement (Refer to <i>Manage User Account</i> section of the Educator Portal User Guide located on the NY DLM NYSAA webpage). The security agreement must be completed to work in the KITE Educator Portal (EP) system.			
Step 3A: NEW Test Administrators must complete required turn key training and the qualifiers in Moodle to be eligible as a Test Administrator			
	Yes	Done	Done
Required training: Facilitated training (Consortium Model). For those educators who cannot make or missed a facilitated training, they can avail themselves of the self-directed training in Moodle.			
Test Administrators must access MOODLE (after first establishing an account in Educator Portal (EP) and waiting up to 3 hours for Moodle account to be activated) to take the qualifiers. Moodle: http://training.dynamiclearningmaps.org/login/index.php <ul style="list-style-type: none"> ▪ User Name: email address used in Kite Educator Portal (all lower-case letters) ▪ Password: email address up to @ (all lower-case letters) 			
Test Administrator Qualifications: <ul style="list-style-type: none"> ○ Test Administrators complete the 4 required training modules then the 4 required qualifiers (post-quizzes) in MOODLE (approximate time commitment 2 hours 30 minutes). <ul style="list-style-type: none"> ▪ Each qualifier must be passed with 80% or better accuracy. ▪ A completion certificate will be available when all requirements have been met. 			

<ul style="list-style-type: none"> ✓ This certificate must be printed for your records. ✓ This self-directed training is available for Continuing Teacher and Leader Education (CTLE) credit. Please email EMSCASSESSINFO@nysed.gov and provide your name as it appears on your NY certification, email, name of training, training hours, date, and copy of training completion certificate. 			
<p>NOTE: All training requirements must be completed before the test administrator will have access to the student's Kite Student Portal log-in information. Additional professional development resources available to all at http://dlmpd.com/clds/video-links/ and http://dynamiclearningmaps.org/content/erp_ye.</p>			
<p>Step 3B: RETURNING Test Administrators must complete 1 module of Self directed training to be eligible as a Test Administrator</p>			
<p>Required training:</p> <ul style="list-style-type: none"> ▪ Test Administrators complete the required overview training module then the required qualifier (post-quiz) in MOODLE (Consortium Model) (approximate time commitment 1 hour 15 minutes). ▪ The quiz must be passed with 80% or better accuracy. ▪ Educators who do not pass, will then be required to re-take the module(s) that they struggled with and re-take the corresponding qualifiers with 80% accuracy or better. ▪ The next training module will only become available when the quiz is successfully completed, or a message appears that all requirements have been met. ▪ A completion certificate will be available when all requirements have been met. This certificate must be printed for your records, especially if you request CTLE credit. 	Yes	No	Done
<p>This self-directed training is available for CTLE credit. Please email EMSCASSESSINFO@nysed.gov and provide your name as it appears on your NY certification, email, name of training, training hours, date, and copy of training completion certificate.</p>			
<p>NOTE: All training requirements must be completed before the test administrator will have access to the Kite Student Portal log-in information. Returning Test Administrators who are NOT enrolled in the returning test administrator training should contact their District or Building Test Coordinator, who can then contact NYSED at EMSCASSESSINFO@nysed.gov, provide the teacher's name, email, school and district Additional professional development resources are available to all at http://dlmpd.com/clds/video-links/ and http://dynamiclearningmaps.org/content/erp_ye.</p>			
<p>Step 4: Accessibility Supports/Accommodations</p>			
	Yes	No	Done
<p>The expectation is that accessibility supports are similar to those which have been used during instruction (refer to the Accessibility Manual).</p>			
<p>Do not have the assessment be the first time a student is using accessibility features.</p>			
<p>NOTE: Best Practices would have accessibility features documented on a student's IEP as testing accommodations (refer to Accessibility Memo http://www.p12.nysed.gov/assessment/nysaa/2016-17/accessibility-sscd.pdf)</p>			
<p>Step 5: Complete Personal Needs and Preferences (PNP) and First Contact Survey (FC Survey) in Educator Portal</p>			
	Yes	No	Done
<p>For new students, complete the Personal Needs and Preferences (PNP) and First Contact Survey (FC Survey). Make sure to utilize student's IEP for this information</p>			
<p>For returning students, review and update as necessary the information in the PNP and FC Survey and complete any new information required in the FC Survey</p>			
<p>NOTE: The information from the FC Survey generates the student's first testlet's adaptive linkage level.</p>			

Step 6: Kite Suite			
	Yes	No	Done
<p>Kite Student Portal is used for assessing students. Check the DLM website for the current version of Student Portal at http://dynamiclearningmaps.org/content/kite. Contact the Technology Coordinator to have Kite Student Portal installed on a new device or to remove KITE Client from testing devices previously used and then install Kite Student Portal. <i>The new software update covers all platforms. For more information on Kite Student Portal, including status, system requirements, and installation instructions, http://www.dynamiclearningmaps.com/content/kite.</i></p>			
<p>Sign up for test updates at http://dynamiclearningmaps.org/content/operational-testing.</p>			
<p>Educator Portal is used by Educators for data management. Educators must verify accuracy of the Roster (Refer to the <i>Manage Student Data</i> section of the Educator Portal User Guide):</p> <ul style="list-style-type: none"> ▪ Confirm Student Eligibility- refer to student's IEP and the 2018-19 NYSAA Birthdate Chart ▪ If students are entered in error, Educators must contact the DTC/BTC and Data Manager, who can make corrections. If Educators cannot "see" students in Educator Portal, some questions to explore: <ul style="list-style-type: none"> ✓ Did the educator complete training; including passing the associated quizzes, and print the completion certificate only if requesting CTLE credit? ✓ Did the educator agree to and print the security agreement? ✓ Are the students rostered to the educator? 			
<p>If you need assistance:</p> <ul style="list-style-type: none"> ▪ Contact your DTC/BTC first for assistance ▪ Then contact NYSED CBTSupport@nysed.gov or EMSCASSESSINFO@nysed.gov. ▪ Also, contact DLM Service Desk at 1-855-277-9751 or email at DLM-support@ku.edu for assistance 			
<p>Prior to testing ensure that the following have been "checked"</p> <ul style="list-style-type: none"> ✓ system requirements, ✓ internet connections, ✓ navigating the system, ✓ including checking for compatibility of assistive technology devices ✓ troubleshooting issues 			
Step 7: Test Administrator preparations:			
	Yes	No	Done
<p>The braille ready file (BRF) comes in uncontracted EBAE or UEB (note the <i>Refer to Braille Forms</i> section in the TAM). Requests for materials necessary for embossing must be made to EMSCASSESSINFO@nysed.gov in advance.</p>			
<p>Language translators must be provided by district.</p>			
<p>Adaptive and specialized equipment or furniture; Noise buffers/headphones must be provided by district</p>			
<p>Refer to student's IEP for student specific Testing Accommodations (this test is not-timed, breaks are allowed, and students are expected to be tested in a separate or alternate area or setting).</p>			
<p>Refer to Teacher Information Pages (TIPs) for specific test materials (e.g., manipulatives, calculators, etc....) (refer to <i>Retrieve Testlet Information</i> page and <i>Gather Materials</i> section of the TAM).</p>			
Step 8: Develop a plan to facilitate communications with parents (DLM resources)			
	Yes	No	Done
<p>http://dynamiclearningmaps.org/content/information-parents</p>			
Step 9: Test Administration Period March 11 June 7, 2019			
	Yes	No	Done

Prior to the end of testing, contact DTC/BTC and confirm all eligible students have been tested or that special circumstance codes have been entered for students not tested.			
Special Circumstance Codes: <ul style="list-style-type: none"> ✓ Ensure student is entered into Educator Portal ✓ Complete the FC Survey for the student to generate student testlets once the window opens (but do not administer testlet). ✓ Notify DTC/BTC to enter appropriate special circumstance code for the student prior to the end of the administration period. 			
For DLM testing system questions, please contact DLM Service Desk at 1-855-277-9751 or email at DLM-support@ku.edu for assistance. For NYS data related question, please email NYSED-CBT at CBTSupport@nysed.gov For policy related issues, please call State Assessment at 518-474-5900 or email EMSCASSESSINFO@nysed.gov .			
Step 10: Complete online educator survey			
	Yes	No	Done
Please refer to the NYSAA homepage for more information			
http://www.p12.nysed.gov/assessment/nysaa/			