

From: DPI
Sent: Wednesday, February 18, 2015 11:13 AM
To: DACs
Subject: Dynamic Learning Maps Deadline and Updates

Dear District Assessment Coordinator-

This email contains important information regarding the Spring 2015 DLM assessment. Please be sure to share this information with the appropriate parties within your district. This email covers the following topics:

- Deadline for Districts to Upload Data into the DLM Portal-**Due Monday, February 23**
- Monitoring Test Administrations-Data Extracts and District-Level Webinars
- Deadline for Districts to complete the Personal Needs Profile and First Contact Survey-**Due March 9**
- Text-to-Speech Feature (Synthetic voice) NOT available for Spring 2015- Memo Attached

Deadline for Data Uploads-Due Monday, February 23****

The deadline for districts to upload users, student demographics, and rosters for students eligible to take the DLM alternate assessment is **Monday, February 23**. Districts should follow the processes outlined in the [DLM Data Steward Manual](#) in order to complete the upload of users, students and rosters into KITE Educator Portal.

Districts should pay close attention to students who attend school outside of their resident district and follow the attached DPI Guidance for DLM Uploads. Districts should also only load students that are expected to take the assessment and remove any records for students who no longer qualify for the alt. assessment, who are no longer enrolled in the district, or for which there is a duplicate record. DPI will work with districts to validate data loaded into the portal.



WI DPI Guidance
for Uploads-Fi...

Please contact Kristen Burton at kristen.burton@dpi.wi.gov and 608-267-3164 or Phil Cranley at philip.cranley@dpi.wi.gov and 608-266-9798 with questions or concerns.

Monitoring Assessments -

The following data extracts are available for select users with the District Test Coordinator role. If the user does not have permission to view the extract, it will not appear in the list.

Name of Data Extract	Summary
Current Enrollment	Enrollment data for your organization
Accessibility Profile	Access (PNP) settings for your organization
Roster	Roster data for your organization
Users	User data for your organization
Test Records	Test records for students in your organization

DLM Test Administration Monitoring	Testlets assigned and completed in a subject (per student)
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More information on Data Extracts can now be found in the [DLM Data Steward Manual](#) beginning on page 80.

DLM will host two webinars for school and district-level staff who monitor assessments in preparation for the spring administration. Please see the details below.

When: Tuesday, February 24 11:00 a.m. – noon Central time or Tuesday, March 3 2:00 -3:00 p.m. Central time

Topics: Are identical for both dates (no need to attend both events) • Overview of DLM • Who is eligible • Test delivery overview • Finding help in your district/school • How to monitor completion of testlets • Where to learn more

Access: Click here to access audio and video <https://desktopconnect.ku.edu/dlmac> (You must have an internet connection. Speakers or headphones are needed to access the audio.)

*Recorded versions will be available on the DLM website 2 days after the live session. Staff who could not participate in a live webinar could use the recording to learn about the responsibilities and procedures to monitor assessments.

Deadline for Districts to complete the Personal Needs Profile (PNP) and First Contact Survey-Due March 9****

Test administrators should complete the PNP and First Contact Survey for each of their students by March 9. Directions on how to complete these tasks can be found in the [Test Administration Manual](#). Please keep in mind that PNPs may need to be updated if completed earlier this year for the field tests.

Text to Speech Feature Not Available for Spring 2015- Read aloud support for students who take Dynamic Learning Maps alternate assessments will be limited to the use of human read aloud for the assessment window that opens March 30-May 22, 2015. The attached memorandum provides additional background, describes how the correct type of read aloud will be recorded in the student's Personal Needs and Preferences (PNP) profile, and highlights the expectations for delivering assessments with human read aloud support. Additional resources are listed at the end.



Text To Speech
Memo.pdf

Please contact Kristen Burton at kristen.burton@dpi.wi.gov and 608-267-3164 should you have any questions or concerns.