



Kansas Assessment Program

Test Coordinator Training

August 20, 2024



Agenda Topics



- Welcome to the 2024-25 school year!
- General KAP updates
- KELPA
 - KELPA Screener
- Kite[®] Technology updates
- Dynamic Learning Maps[®] (DLM[®]) updates
- ACT information

Welcome KAP Test Coordinators!



Trainers for today's webinar:

ATS

Susan Martin

Lisa Braun

Katherine Kocen

Drew Jarrett

ATLAS

Aletra Johnson

KSDE

Lee Jones (ACT)

Cary Rogers (DLM)

Chelsea Pelfrey

Julie Ewing

2024-25 Test Coordinator Training Webinars



All webinars are conducted online via Zoom. A link to the webinar recordings, a PDF of the slide deck, and any additional resources can be found on the KAP website's [DTC Training page](#).

2024-25 Webinar Dates	
August 20, 2024	January 21, 2025
September 17, 2024	February 18, 2025
October 15, 2024	March 11, 2025
November 19, 2024	April 15, 2025
December 17, 2024	May 20, 2025

Reminders



2024-2025 Kansas Assessment
Program Overview

[Kansas Assessments Overview Calendar
\(ksassessments.org\)](https://ksassessments.org)



Are you a new DTC?

Contact Chelsea Pelfrey at cpelfrey@ksde.org



Parent Portal – Emails must be
added for new school year

DTC Roles & Responsibilities



Communication



Update Roles in Kite Educator Portal



Complete Annual Test Security and Ethics Training

Train all staff involved in testing before testing window opens



Document found on the Assessment page at ksde.org

Security and Ethics Training



All District Test Coordinators must complete training Security and Ethics Training held by KSDE, **and train staff before testing.**



All “in-district” training must be completed by **January 7, 2025**, for anyone administering a KELPA assessment.



All “in-district” training must be completed by **March 14, 2025**, for anyone administering a KAP assessment in ELA, Math, and/or Science, plus cPass.

BTC/DTC Regional Trainings



The following table shows the dates for all for BTC/DTC regional trainings scheduled for the 2024-25 school year. Training sessions will take place from 9:00 am – 2:00 pm. Click the link in the table below for more information and to register at a specific training location.

Regional Training Date	Location
September 16 (Monday)	Greenbush - Lawrence
September 26 (Thursday)	ESSDACK - Hutchinson
September 27 (Friday)	Smoky Hills - Salina
October 10 (Thursday)	Greenbush - Girard
October 18 (Friday)	Orion - Clearwater
November 13 (Wednesday)	SWPESC - Sublette
November 14 (Thursday)	NKEESC - Oakley

August Timeline



Date	Reminder
6	Required DLM test administrator training opens for teachers. Complete by September 9.
20	DTC/BTC Virtual Training Webinar @ 1:00 p.m.
30	DTCs make sure all personnel needing Educator Portal accounts have them.
30	DTCs update Educator Portal accounts, deactivate accounts for personnel no longer in the district or no longer involved with assessments.
30	Enroll and roster students eligible for DLM. Make sure students are enrolled before sending TASC records for general KAP.

KAP Updates



Kansas Assessment Program

Changes for 2024-2025



New Summative Assessments – ELA, Math, and Science

- Reminder- New assessment = new cut scores. Scores available following standard setting and SBOE approval. Fall 2025

New Interim Assessments – ELA, Math, and Science

- Two testing windows – fall and spring
- Focused Interims for Science – 5 and 8
- Newly expanded Instructional Mini-Tests with standards-based blocks

Changes for 2024-2025



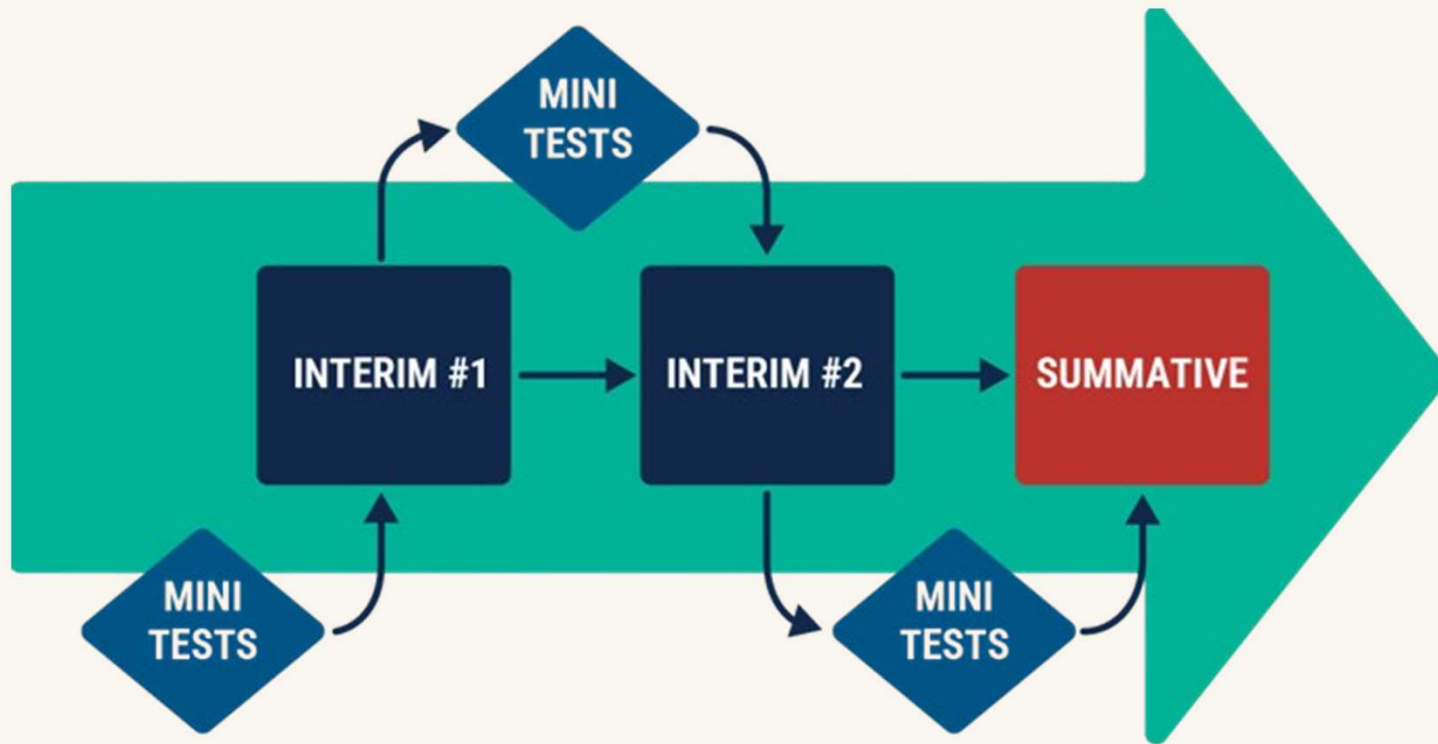
Student Personal Needs Profile (PNP)

- All text to speech accommodations previously marked in Kite will be removed for the upcoming school year.
- New guidance for TTS

TTS will be available for Science and Math for all students.

- **This is now a universal feature.**

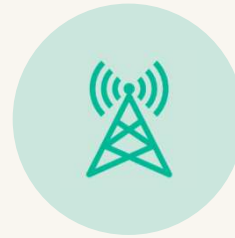
Balanced Assessment System



Interim Tests



Interim Guide for Educators and Test Coordinators available on the [KAP website](#).



TASC records – you must submit TASC records through KIDS to “enroll” students in the Kite System for Interim tests.



TASC submission window begins September 3.



Interim tests – Kite System auto enrolls students in interim tests.

Instructional Mini-Tests



Mini-tests cover the range of the standards.

Can be used as formative tools after a unit is taught to check for understanding.

Reports available; immediate results.

Mini-tests are located under Interim Tab in Educator Portal.

New reporting tool for teachers.

JEO fact check

Julie C. Ewing, 2024-08-12T19:48:28.965

Resources for Teachers



- Interim Assessment Development Guides
 - [Assessment Development](#)
 - ELA and math: 3-8, and 10
 - Science: 5 & 8
- [Interim Training Resources](#)

Braille Practice Booklets



- Braille practice booklets are available again this year.
- Created using KAP Subject Practice test content (ELA, Math, Science).
- Help familiarize students with the layout and formatting of different question types used in the Interim Predictive and Summative braille booklets.
- Online version tagged for text-to-speech will be available in Student Portal.
- If you had a student last year that had Braille marked on their PNP, KU will contact you in August regarding shipping practice booklets to you.

Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

KELPA Updates



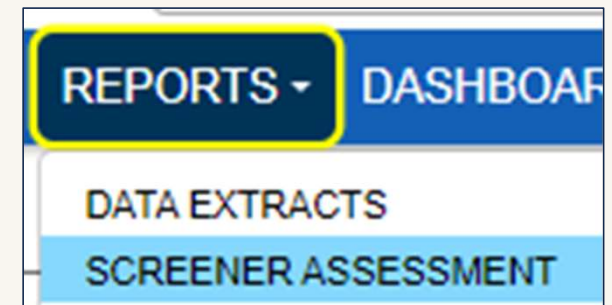
KELPA

Kansas English Language Proficiency Assessment

KELPA Screener Reminders



- Reminders
 - If a student completes session 3, they need to be scored, after the scoring has been completed the report is then auto-generated
 - If a student only finishes session 1 or 2 and does not get session 3 assigned, they will have a report of 'Not Proficient' automatically assigned
- Reports are in
 - Reports > Screener Assessment



KA1

Slide 20

KA0 Julie, I am making some updates on this slide since the reports auto-generate now after the scoring is completed.

Kocen, Katherine Ann, 2024-08-19T14:55:19.015

KA1 [@Braun, Lisa Marie] Is this still going on?

Kocen, Katherine Ann, 2024-08-19T14:58:38.879

BM1 0 Nope. We're done with this! I'll delete it!

Braun, Lisa Marie, 2024-08-19T15:14:27.129

KELPA Screener Reminders



- When to use "Reassign"
 - A student was originally assigned to Teacher A but needs to be assigned to Teacher B, before assessment is started.
 - Student was added to the incorrect grade/grade band and needs a new test assigned.
 - Student location change.
- How to
 - Screener Student Extract > Add "YES" to Reassign Screener Column J >> Upload

Kite Technology Updates



Student Portal Updates



- 2024 – 25: Kite Student Portal version 11.0
- New Quit Passwords
 - Device-Specific
 - May Change During Year
 - Contact the Kite Service Desk
- Accessible Windows Client
 - Not posted – Contact the Kite Service Desk

Technology Coordinator Webinars



- Live Technology Coordinator Webinars
 - Thursday, August 22nd - 2:00pm CT
 - Tuesday, September 10th - 10:00 am CT
 - Wednesday, September 18th - 9:00am CT
- Who should attend?
 - District & School Technology Coordinators
- What will be shared?
 - Where to find resources
 - General troubleshooting
 - Android device support

Relevant Resources

[Assessments Overview Calendar \(pdf\)](#) 

[KELPA Screener Manual \(pdf\)](#) 

[Kite Accessibility Manual \(pdf\)](#) 

[Kite Suite Whitelist Settings \(pdf\)](#) 

[Kite Technology Coordinator Webinar](#) 

View Previous Year Score Reports



DTC role can view previous year score reports multiple ways:

- Summative
 - Reports > General Assessment > Student (Individual) / Student (Bundled) / School Summary / District Summary > Select the needed report year
- Interim
 - Interim > View Results > Predictive Report > Student Reports / Student Bundled Reports / School / District reports > Select the needed report year
- One student
 - Reports > Student Report Archive > Enter Student Last Name or State Student Identifier.

Documentation & Training – New Look!

- All New Documentation
- Available Now:
 - Kite Practice Test Guide
 - Kite Accessibility Manual
 - KAP PNP Planning Tool
 - KELPA Screener Manual
- Much more to come soon!
- Updated Videos
 - Training tab on KAP website

Test Administration Scoring and Reporting **Training**

Training Resources

Resources marked with a star symbol ★ are unique to the KELPA Assessment.

- [KELPA Screener Training Slides \(pptx\)](#) 📄 ★
- [KELPA Screener Training \(video\)](#)** 📺 ★ ▼
- [Standardized Assessment Best Practices for Test Questions](#) 🔗
- [DTC Virtual Training Webinars](#) 🔗

Instructional Mini Tests



- August 26 - Instructional Mini Test window opens
 - Users can View and Build/Copy Instructional Mini Tests
- September 3 – Start submitting TASC records through KIDS
 - Assign students, take tests, access results

Next Kite Technology Update



- Demos!
 - Student PNP Profile Settings (Updated for 24-25!)
 - Student Portal Magnification
- New Instructional Mini Test options

Kite Service Desk Contact Info



Contact Methods



kap-support@ku.edu



855-277-9752



Live Chat in Educator Portal



Hours of Operation

7:00 AM – 5:00 PM CT
Monday – Friday



Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

DLM Updates



DYNAMIC[®]
LEARNING MAPS

DLM Dates



DLM Dates	Date Open	Date Closed
Required Training	August 6, 2024	April 25, 2025
Fall Test Window	September 9, 2024	December 20, 2024
Spring Test Window	February 3, 2025	April 25, 2025

Test Coordinator Checklist



August-September 8, 2024

✓ Task	Resource
Sign up for DLM test updates	Subscribe to DLM Test Updates
Sign up for KAA listserv	To sign up, send this information: Subject line: KAA Listserv Body of message: Email address, First Name, Last Name, USD Number, USD Name Send to this address: croggers@ksde.org
Become familiar with the Assessment Coordinator Manual and Data Management Manual	Assessment Coordinator Manual for Instructionally Embedded Model (pdf) Data Management Manual (pdf)
Become familiar with District Staff Training Resources	Dynamic Learning Maps Website
Log into Educator Portal and complete security agreement	Educator Portal Educator Portal Manual
Notify KSDE (Julie Ewing) about new or changed buildings in the district.	jeving@ksde.org
Obtain list of teachers administering the DLM this year	
Make sure DLM teachers are entered into Educator Portal and have access to the DLM assessment with the role of teacher. Teachers can't complete the required training that opens on Aug. 6 th until they have been listed as a teacher for DLM.	Educator Portal Data Management Manual (pdf) Educator identifier will be needed for each teacher
Deactivate accounts for users who are no longer active in the district for DLM	Data Management Manual (pdf)
Request list of students, grade, and subjects that will be taking the DLM this year. If a student tested "at target" or "advanced" in ELA and math, the team needs to determine if the DLM is still the most appropriate assessment for the student.	This is an IEP team decision. IEP teams need to review eligibility for the DLM annually. Make sure teams have made decisions about 3 rd graders in the fall so that both test windows are administered.
Use instructions in Data Management Manual and templates to prepare user, enrollment, and roster files.	Data Management Manual (pdf) <ul style="list-style-type: none"> • Add a Student Record Manually (PDF) • DLM-Upload Enrollment Template (PDF) • Creating a Roster Manually (PDF)
By Aug. 26 upload enrollment file template or enroll students using the user interface	Educator Portal Data Management Manual (pdf)
By Aug. 26 upload roster files template or add rosters using the user interface (link students to teacher for each subject area they will be tested in)	For HS students only roster them in the grades and subjects that are testing. 10 th ELA/Math 11 th Science Data Management Manual (pdf)
Notify the educators when data uploads are completed.	
Verify data for accuracy with educators	
Print year-end reports for DLM students- provide copy for teacher and parents	Educator Portal

September 9 – December 20, 2024

✓ Task	Resource
Manage student moves as needed	Data Management Manual (pdf) page 113 of manual
Manage data verification and revisions (changes to user, enrollment, and roster data) promptly	Data Management Manual (pdf)
Monitor blueprint completion using the data extract: DLM instructionally embedded monitoring. All students rostered to the subject should be at 100)	Educator Portal

February 3 – April 25, 2025

✓ Task	Resource
Manage student moves as needed	Data Management Manual (pdf) page 113 of manual
Manage data verification and revisions (changes to user, enrollment, and roster data) promptly	Data Management Manual (pdf)
Monitor blueprint completion using the data extract: DLM instructionally embedded monitoring. All students rostered to the subject should be at 100)	Educator Portal
By April 25 , enter Special Circumstance Codes (1 SC code entered per subject). Teachers will need to assign 1 testlet per subject (ELA and math) to the student before the SC code can be entered.	Educator Portal Special Circumstance Codes for Kansas (pdf)

[DLM Test Coordinator Checklist \(pdf\)](#)

Required Training



• New Test Administrators

- Four modules (four post-tests) – 3 hours
 - Video
 - PDF PPT slides and transcript (optional)
 - Key points guide (optional)
 - Process activity (optional)
 - Post-test
 - Helpful reminders (optional)
- Optional videos Score Report, First Contact Survey, and DLM instructionally Embedded Assessments
- Facilitated and self-directed options

• Returning Test Administrators

- One module - 1 hour
 - Video
 - PDF PPT slides and transcript (optional)
 - Four-part post-test
 - Helpful reminders (optional)
- Optional videos Score Report and First Contact Survey
- Self-directed option only

Required Training



- Required training is accessed via Educator Portal (single login)
- Refer to the [Guide to Required Training](#) on the DLM website.
- Must pass quizzes with 80% accuracy.
- Make sure to click the link that says *2024-25 DLM Test Administrator Certificate* for the successful completion to register. That link will only appear if all required quizzes are completed with a passing grade.

Training Status Extract: Complete Date



- New 'RTComplete_Date' column displays the date each user completed required test administrator training

K	L	M	N
Role	User_Training_Type	RTComplete	RTComplete_Date
Teacher	New	No	
Teacher	New	No	
Teacher	New	No	
Teacher	Returning	Yes	8/28/2023
Teacher	New	No	
Teacher	New	No	
Teacher	New	No	
District User	New	No	
District User	New	No	
District Test	New	No	
District Test	New	No	
Teacher; Buil	Returning	Yes	2/14/2024
District User	New	No	
District Test	Returning	No	
Teacher; Buil	New	No	
Teacher; Buil	New	No	
Teacher; Buil	New	No	
District Test	New	No	
District Supe	New	No	
Teacher; Buil	Returning	Yes	1/19/2024
Teacher; Buil	New	No	
Teacher; Buil	New	No	
Teacher	New	No	
Teacher	Returning	Yes	3/22/2024
Teacher	New	Yes	3/18/2024
Teacher	New	No	

Required Training Updates for 2024-25



- Improved accessibility (Aptos font)
- Simpler slide content
- New QR codes for DLM website, Kite page of the DLM website, and resource videos
- More emphasis on
 - Use of Testlet Information Pages (TIPs)
 - Use of instructional and assessment resources (including PD)
 - Not rushing test administration sessions

2024-25 DLM Training for District Roles



- Same

- Optional, self-directed, posted to each state's page of the DLM website
- Separate lessons by role
 - Data managers
 - Assessment coordinators
 - Technology coordinators
 - District and building administrators
- Additional lessons for DLM terminology and what's new

- Different

- What's new lesson revised to highlight some of the new technology enhancements

Show Students Not Rostered to a Subject



- New 'Only show students who are NOT rostered to this subject' checkbox in UI when creating or editing a roster
- When selected, Students grid will only show students who are not already rostered to the subject
- Also available when editing a roster

State Student ID	Last Name	First Name	Middle Name	Gender	Grade	Local ID
1770000004	Wells	Gerald		Male	Grade 6	1770000004
1770000006	Webb	Junior		Male	Grade 8	1770000006
1770000008	Young	Valerie		Male	Grade 10	1770000008
1770000009	Phillips	Gerry		Female	Grade 11	1770000009
1770000010	Yates	Rodney		Male	Grade 12	1770000010

Edit Accountability District and School via UI



Edit Student Record - Ryan Perry

ID - Intellectual Disability x ▾ DLM-Dynamic Learning Mapsx Select ▾

ESOL PARTICIPATION:* 4 - Monitored ESOL Student... x ▾ ESOL ENTRY DATE: month/day/year USA ENTRY DATE: month/day/year

School Enrollment for Year 2024

DISTRICT: D177131 - Mari District A SCHOOL: 177131001 - Mari School 1 GRADE :* Grade 5 x ▾

ACCOUNTABILITY DISTRICT: D177132 - Mari District B x ▾ ACCOUNTABILITY SCHOOL: 177132001 - Mari School 4 x ▾ LOCAL STUDENT IDENTIFIER: 1770000003

STATE ENTRY DATE: month/day/year DISTRICT ENTRY DATE: month/day/year SCHOOL ENTRY DATE:* 01/01/2019

Save

New Upload Template Documents



- There have been some changes in the columns and orders so if using the Upload Templates for enrolling and rostering students you will need to use the new ones.
- These can be downloaded from Educator Portal

The screenshot shows the 'Upload Enrollment: Select Criteria' section of the Educator Portal. At the top, there is a navigation bar with links for SETTINGS, MANAGE TESTS, REPORTS, DASHBOARD, TRAINING, and HELP. Below this is a row of buttons: View Students, Find Student, Add Student, Transfer Students, Exit Student, Upload Enrollment (highlighted), and Upload TEC. The main content area is titled 'Upload Enrollment: Select Criteria' and contains three dropdown menus: STATE (set to Kansas), DISTRICT (set to Select), and SCHOOL (set to Select). A red note below the dropdowns states: 'Note: Files that contain blank lines or empty records will result in incomplete processing of the uploaded file.' Below the note is a 'File:' label with a question mark icon, followed by a large 'Select File' button and an 'Upload' button.

Fall Window: Sept. 9 - Dec. 20



Essential Elements for ELA and Mathematics

- are selected in the Instruction and Assessment Planner
- are required to be assessed
- have blueprint requirements
- contribute to a student's final, end-of-year Individual Student Score Report

Essential Elements for Science

- are selected in the Instruction and Assessment Planner
- are not *required* to be assessed
- do not have blueprint requirements
- do not contribute to the student's final, end-of-year Individual Student Score Report

DLM Webinars 2023-2024



DLM Webinars

[Register for entire 2024-25 Webinar Series](#)

****Content is subject to change at any time due to current events****

- August 22 What do I need to do to get ready for the fall test window? [Webinar Registration](#)
- September 4 How do I write instructional plans? [Webinar Registration](#)
- October 10 DLM resources – How do I prepare my students for the DLM? [Webinar Registration](#)
- December 5 DLM fall test window wrap-up What needs to be finished by Dec 20th? [Webinar Registration](#)
- February 6 DLM spring window [Webinar Registration](#)
- April 10 DLM wrap-up What needs to be finished by April 25th? [Webinar Registration](#)

[Join Zoom Meeting](#)

Meeting ID: 897 7927 3623

Passcode: 947213

One tap mobile: +13462487799,,89779273623#,,,,,0#,,947213# US (Houston)

Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

ACT Information



ACT[®]

Fall WorkKeys



- If you are planning to test WorkKeys on paper this fall, you must select a test date in Pearson Access Next and enroll students using the Student Data Upload template provided on the Kansas ACT web page by August 23.
- If you choose to test WorkKeys online, in PA Next choose online instead of a test date. Student enrollment for online WorkKeys is done through Validus. The login and realm information for that will be sent to building test coordinators September 4.
- If you are not testing this fall, let us know that and why.

PreACT 8/9



- The ordering window for PreACT 8/9 for your grade 9 students opens September 9 and closes October 18. Please **Do Not** order outside that window.
- There is no requirement to enroll students for PreACT 8/9.
- You may test any time from September 30-November 8.
- Be sure to return your answer documents promptly.

Spring ACT



- The Test Accessibility and Accommodations System (TAA) will open September 16 so you can begin submitting requests for accommodations for the ACT. The final deadline for those requests is January 10.
- Watch for the Schedule of Events to be posted soon for spring 2025 ACT.
- Test coordinators will continue to receive email updates on all three assessments from ACT and from the KSDE listserv.

Questions?

Please use the chat feature in Zoom to ask any relevant questions or clarifications.

Session Wrap Up



A PDF of the slides and a recording of this webinar will be posted on [DTC Virtual Training page](#) each Friday following the webinar.

Next Webinar:
September 17

Contact Information

- **Kite Service Desk**

☎ (855) 277-9752

✉ kap-support@ku.edu

- **DLM Service Desk**

☎ (855) 277-9751

✉ dlm-support@ku.edu

- **KAP Assessments**

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