



Kansas Assessment Program

# Test Coordinator Training

September 17, 2024

# Agenda Topics

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- KAP Updates
  - Text to Speech (TTS) Changes for 2024-25
  - PNP and TTS Demo
- KELPA
  - KELPA Screener Reminders
- Kite<sup>®</sup> Technology updates
  - Documentation refresh
  - Instructional Mini Tests
- Dynamic Learning Maps<sup>®</sup> (DLM<sup>®</sup>) updates
- ACT information

# Welcome KAP Test Coordinators!

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## Trainers for today's webinar:

### ATS

Susan Martin

Lisa Braun

Katherine Kocen

Mitch Montague

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

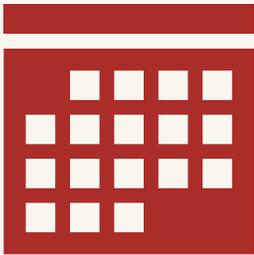
April 15, 2025

December 17, 2024

May 20, 2025

# Reminders

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[2024-25 Kansas Assessment Program Overview Calendar](#)



Are you a new DTC?  
Contact Chelsea Pelfrey at [cpelfrey@ksde.org](mailto:cpelfrey@ksde.org)



Kite Parent Portal  
Emails must be added for the new school year

# 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
<del>September 16 (Monday)</del>	<del><a href="#">Greenbush - Lawrence</a></del>
September 26 (Thursday) - FULL	<a href="#">ESSDACK - Hutchinson</a>
September 27 (Friday)	<a href="#">Smoky Hills - Salina</a>
October 10 (Thursday)	<a href="#">Greenbush - Girard</a>
October 18 (Friday)	<a href="#">Orion - Clearwater</a>
November 13 (Wednesday)	<a href="#">SWPESC - Sublette</a>
November 14 (Thursday)	<a href="#">NKEESC - Oakley</a>
MAKEUP DATE December 4 (Wednesday)	Bishop Learning Center - Topeka
MAKEUP DATE January 15 (Wednesday)	Bishop Learning Center - Topeka

# September Timeline



Date	Reminder
3	Submit TASC records for Instructional Mini Tests and Interims.
3	Instructional Mini Tests available for ELA, Math, and Science
9	DLM Test administrators complete First Contact Surveys and enter PNPs. First Contact survey must be submitted prior to creating instructional plans.
9	DLM Instruction and Assessment Planner opens. Teachers must enter instructional plans for ELA and Math for each student. Teachers provide instruction on the EE and assess when the student is ready. Blueprint coverage must be completed by December 20.
9	Order materials for PreACT 8/9. Deadline October 18.
30	PreAct 8/9 opens for grade 9 students. Closes November 8.

# October Timeline



Date	Reminder
2	WorkKeys paper administration for Fall Window 1.
2	WorkKeys Online Testing for Fall Window 1 & 2 opens. Closes Nov. 12.
2	WorkKeys with accommodations Fall Window 1: Oct 2-4, 7-11, & 14.
14	Fall Interim Assessment window opens. Closes November 1.
15	DTC/BTC Virtual Training Webinar at 1:00 pm.

# KAP Updates

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Kansas Assessment Program

# Text to Speech Changes for 2024-25



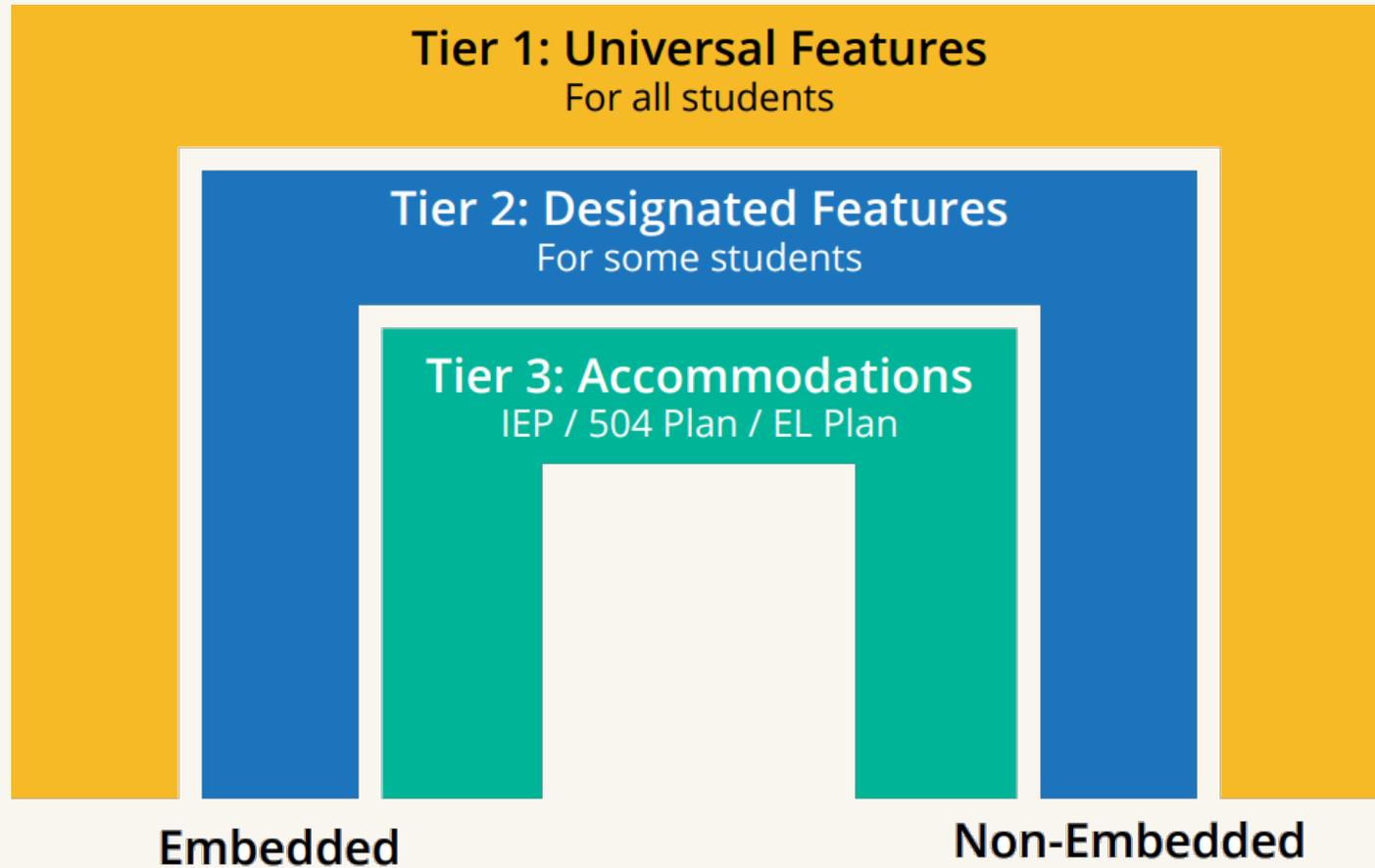
## Student Personal Needs Profile (PNP)

- 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.

# 3-Tier Accessibility Framework



# What's Changing

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## Universal Tier 1

All students will have access to TTS for math summative assessment.

## Accommodation Tier 3

Students on an IEP, 504 plan, or ILP. Limit the grade levels from all grades to 6-8 and 10 for TTS ELA questions and responses.

## Accommodation Tier 3

Approval required for TTS ELA passages and explanation of graphics. Includes all grade levels with IEP or 504.

# Why Change?

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- Our current text to speech guidelines do not align with our state mission/vision.
  - 3<sup>rd</sup>-5<sup>th</sup> grade focus on learning to read
  - Decoding standards in 3<sup>rd</sup>-5<sup>th</sup> grade
  - Every Child Can Read Act
- We want to provide the most appropriate accommodation needed and current guidelines automatically assign highest level accommodation according to disability and not need.

# TTS Research (NCEO)

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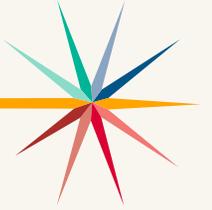


What are the research findings on who should use this accommodation?

- Not all students benefit from TTS
- Policies should target the small number of students who may benefit from this accommodation.
- Students with print disabilities may see the most benefit
  - Reading-related learning disabilities
  - Visual impairments

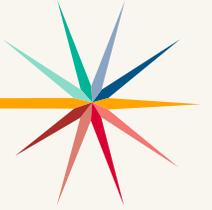
# TTS Resources

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- [Fact Sheet Text-to-Speech \(TTS\)](#)
  - Available from the KSDE website and the KAP website
- [Text-to-Speech for Passages and Graphics Application \(ksde.org\)](#)

# Text to Speech Options



Questions & Responses (ELA)	Passages & Graphics – [Requires KSDE approval]
<ul style="list-style-type: none"><li>• For students in Grades 6-8 and 10.</li><li>• Synthetic voice reads questions and responses only, NOT PASSAGES.</li><li>• Students must have an IEP, 504 plan, or ILP that states they must have questions and responses read aloud.</li><li>• <b>This is for ELA only.</b><ul style="list-style-type: none"><li>• Math and Science automatically include TTS on all test content.</li></ul></li></ul>	<ul style="list-style-type: none"><li>• For students with and IEP or 504 plan in all grades and subjects</li><li>• Synthetic voice reads detailed descriptions of visual elements</li><li>• Synthetic voice reads ELA passages</li><li>• Must be approved by KSDE<ul style="list-style-type: none"><li>• Application due by January 31.</li></ul></li></ul>

# PNP Profile Demo



- Manual PNP Changes
- Upload PNP with Excel spreadsheet
- On the PNP upload
  - Questions & Responses (ELA) = Text and Graphics
  - Passages and Graphics = Nonvisual

The screenshot displays a web interface for configuring a PNP profile. It features four tabs: Summary, Accommodations, Designated Supports, and Universal Features. The 'Universal Features' tab is active, showing two columns of settings: 'Embedded' (Included in the Kite Student Portal) and 'Non-Embedded' (Outside of the Kite Student Portal). Each tool has a 'Tool Name' and a 'Status' toggle.

Category	Tool Name	Status
Embedded (Included in the Kite Student Portal)	American Sign Language (ASL)	On
	American Sign Language	On
	Keyword Translation	Off
	Single Switch	Off
Text to Speech	Questions & Responses (ELA)	On
	Passages & Graphics	Off
Non-Embedded (Outside of the Kite Student Portal)	ASL Interpreter	Off
	Braille Form	Off
	Scribe	Off
	Specialized Calculator	On

A 'Save' button is located in the bottom right corner of the interface.

# TTS Demonstration in Kite

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- Demo the difference between:
  - Question and Responses
  - Passages and Graphics

# TTS – Example Science Item



## Universal Support

- “Using Figure 1, select the words that explain whether Habitat B was a success.”
- “Habitat B is an example of a [Select from the following options](#), negative. Neutral. Positive. Human impact on bird diversity in the area because the data shows that the sanctuary, [Select from the following options](#), decreases survival. Supports more species. Results in less predation. Helps new species evolve.”

## Passage and Graphic

- “Using Figure 1, select the words that explain whether Habitat B was a success.”
- [There are two drop-down menus to complete a sentence.](#) Habitat B is an example of a, [first drop-down menu with three options, the words](#), negative. Neutral. Positive. Human impact on bird diversity in the area because the data shows that the sanctuary, [second drop-down menu with four options, the phrases](#), decreases survival. Supports more species. Results in less predation. Helps new species evolve.”

Using Figure 1, select the words that explain whether Habitat B was a success.

Habitat B is an example of a  human impact on bird diversity in the area because the data shows  the sanctuary .

- Select
- negative
- neutral
- positive

Using Figure 1, select the words that explain whether Habitat B was a success.

Habitat B is an example of a  human impact on bird diversity in the area because the data shows that the sanctuary .

- Select
- decreases survival.
- supports more species.
- results in less predation.
- helps new species evolve.

# Questions?

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

# KELPA Updates

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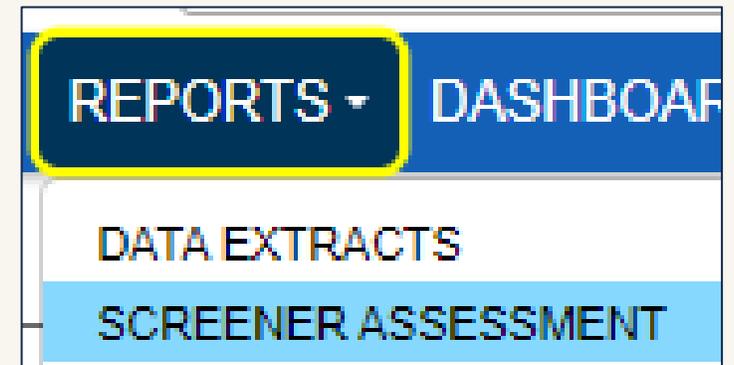
# KELPA

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 located in Reports > Screener Assessment



# KELPA Screener Reminders

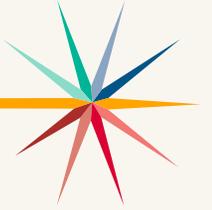
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- When to use "Reassign"
  - A student was originally assigned to Teacher A but needs to be assigned to Teacher B, before assessment is started.
  - Student was added to the incorrect grade/grade band and needs a new test assigned.
  - Student location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

# Kite Technology Updates

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*Kite*  <sup>TM</sup>

# Student Portal Updates

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- 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
- Specific student
  - Reports > Student Report Archive > Enter Student Last Name or State Student Identifier.

# Documentation & Training – New Look!



## New Documentation!

- Available Now:
  - Kite Practice Test Guide
  - Kite Accessibility Manual
  - KAP PNP Planning Tool
  - KELPA Screener Manual
- Updated Videos
  - Training tab on KAP website
  - Help Tab in EP

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](#) 🔗

# Interim Assessment

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- When submitting a TASC Record, ensure all needed subjects are included
- Reminder there are ELA, Math and Science Interim assessments this year
  - Science – Grades 5 and 8

# New! Instructional Mini Tests

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- The new Mini Tests have been enhanced to incorporate more Technology Enhanced (TE) items
- Added 63 new writing Mini Tests
  - Grades 3, 4, 6, 7, 8 and 10
- Additional Mini Tests will be added to EP every 2 – 3 weeks
- New reading Mini Test will have additional info
  - Lexile Level
  - Complexity

# Balanced Assessment System: Instructional Mini Tests Video



- KAP Website Announcement [Instructional Mini Tests Accelerate Student Learning](#)
- Stay tuned for additional announcements and information about the KAP Balanced Assessment System!

## Announcements

### Instructional Mini Tests Accelerate Student Learning

September 12, 2024

The KAP Balanced Assessment System is designed to support student learning by providing actionable information to educators. Check out the video below to learn how one...

[Read more](#)

# New! Review a Test – Student Portal



- Review Mini Test in SP
- Students can view their answers, cannot make edits
- Some accommodations will continue to work (display enhancements)
- Tools and TTS not available

The screenshot displays the Kite Student Portal interface. At the top left is the 'Kite STUDENT PORTAL' logo. At the top right, it says 'Signed in as Sean Skaggs'. Below the header is a blue navigation bar with a 'Home' icon and a 'Sign Out' link. The main content area features a 'Welcome Back Sean' message. Below the message are three large, colorful buttons: a green button with a pencil icon labeled 'TAKE A TEST', a blue button with a calculator icon labeled 'PRACTICE FIRST', and a dark grey button with a magnifying glass icon labeled 'REVIEW A TEST'.

# New! Feedback Report



- PDF Report on how students performed on Instructional Minis
  - Displays the question and available responses, correct answer
  - Table shows how students performed
  - Rationale explains why the correct answer is correct
- Designed to be used alongside Review a Test in Student Portal

**Question - 4**

Choose the correct unit for each conversion.

5 millimeters  
10 meters

**Question - 2**

Kate uses a half gallon of milk every week. How many pints (pt) of milk does she use?

2 pt  
 4 pt  
 6 pt  
 8 pt

Response Options	% Answered	# Answered
Opt1	0.00%	0
Opt2	100.00%	1
Opt3	0.00%	0
Opt4	0.00%	0
No Response	0.00%	0

**Rationale:**  
Key. 1 gallon = 8 pints. 0.5 gallon = 4 pints., Student confuses with the conversion from pound to ounce, and takes 1 gallon = 12 pints., Student converts 0.5 gallon to quarts., Student does the conversion for 1 gallon.

# Science Instructional Mini Tests

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- New for the 2024-25 school year!
- Instructional Mini Tests for science available for grades 3-8 and high school
  - Aligned to the NGSS and to KSDE's suggested scope and sequence
  - Offer classroom teachers resources to build self-selected mini tests to gauge student learning
  - Help inform and refine classroom instruction
  - Help monitor student progress toward learning goals

# What Is Included

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- Each Block is a set of 5-8 assessment items, all aligned to the NGSS and centered on a science phenomenon that presents students a problem to investigate.
- Each Block incorporates multiple dimensions:
  - disciplinary core ideas
  - science and engineering practices
  - cross-cutting concepts

# Next Kite Technology Update

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- Demo!
  - Interactive Reporting for Interim assessment
- New Interim assessment reports
  - Standards report

# Kite Service Desk Contact Info



## Contact Methods



[kap-support@ku.edu](mailto:kap-support@ku.edu)



855-277-9752



Live Chat in Educator Portal



## Hours of Operation

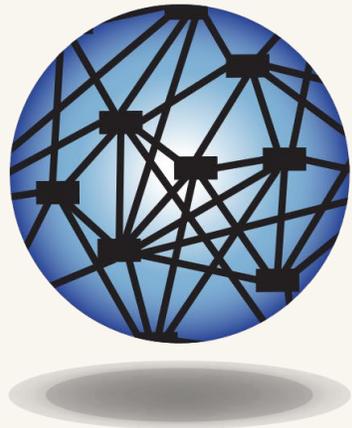
7:00 AM – 5:00 PM CT  
Monday – Friday

# Questions?

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

# DLM Updates

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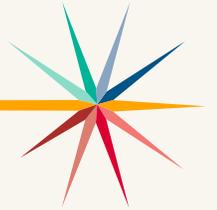
**DYNAMIC**<sup>®</sup>  
LEARNING MAPS

# 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	<i>Subscribe to DLM Test Updates</i>
Sign up for KAA listserv	<b>To sign up, send this information:</b> <b>Subject line:</b> KAA Listserv <b>Body of message:</b> Email address, First Name, Last Name, USD Number, USD Name <b>Send to this address:</b> <i>crogers@ksde.org</i>
Become familiar with the Assessment Coordinator Manual and Data Management Manual	<i>Assessment Coordinator Manual for Instructionally Embedded Model (pdf)</i> <i>Data Management Manual (pdf)</i>
Become familiar with District Staff Training Resources	<i>Dynamic Learning Maps Website</i>
Log into Educator Portal and complete security agreement	<i>Educator Portal</i> <i>Educator Portal Manual</i>
Notify KSDE (Julie Ewing) about new or changed buildings in the district.	<i>jewing@ksde.org</i>
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 <sup>th</sup> until they have been listed as a teacher for DLM.	<i>Educator Portal</i> <i>Data Management Manual (pdf)</i> Educator identifier will be needed for each teacher
Deactivate accounts for users who are no longer active in the district for DLM	<i>Data Management Manual (pdf)</i>
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 <sup>rd</sup> graders in the fall so that both test window are administered.
Use instructions in Data Management Manual and templates to prepare user, enrollment, and roster files.	<i>Data Management Manual (pdf)</i> <ul style="list-style-type: none"> <li>• <i>Add a Student Record Manually (PDF)</i></li> <li>• <i>DLM-Upload Enrollment Template (PDF)</i></li> <li>• <i>Creating a Roster Manually (PDF)</i></li> </ul>
<b>By Aug. 26</b> , upload enrollment file template or enroll students using the user interface	<i>Educator Portal</i> <i>Data Management Manual (pdf)</i>
<b>By Aug. 26</b> , 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 <sup>th</sup> ELA/Math 11 <sup>th</sup> Science <i>Data Management Manual (pdf)</i>
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	<i>Educator Portal</i>

## September 9 – December 20, 2024

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

## February 3 – April 25, 2025

✓ Task	Resource
Manage student moves as needed	<i>Data Management Manual (pdf)</i> page 113 of manual
Manage data verification and revisions (changes to user, enrollment, and roster data) promptly	<i>Data Management Manual (pdf)</i>
Monitor blueprint completion using the data extract: DLM instructionally embedded monitoring. All students rostered to the subject should be at 100)	<i>Educator Portal</i>
<b>By April 25</b> , 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.	<i>Educator Portal</i> <i>Special Circumstance Codes for Kansas (pdf)</i>

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

# Required Training

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## 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 Admins

- 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

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- 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 your completion to be documented successfully.
  - That link will only appear if all required quizzes are completed with a passing grade.

# Training Status Extract: Complete Date



- '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	

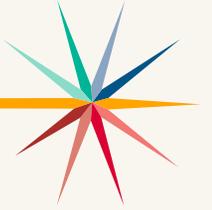
# Required Training Updates for 2024-25

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

SETTINGS • MANAGE TESTS • REPORTS • DASHBOARD TRAINING HELP

View Roster Create Roster Upload Roster

### Create Roster: Select Criteria

ROSTER NAME: \* Mari ELA Roster 2 SUBJECT: \* English Language ... COURSE: Select

STATE: \* DLM State DISTRICT: \* Mari District SCHOOL: \* Mari School

Search Clear

SELECT EDUCATOR\*  
Langas, Mari (mariangas@ku.edu) - Active

Only show students who are NOT rostered to this subject

SELECT STUDENTS\*

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 ESOL CALENDAR USA ENTRY DATE: month/day/year USA CALENDAR

**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



- Ensure you are using the newest Upload Templates for enrolling and rostering students.
- These can be downloaded from Educator Portal.
  - Hover over the question mark symbol highlighted below to access the file

Home SETTINGS ▾ MANAGE TESTS ▾ REPORTS ▾ DASHBOARD TRAINING HELP

View Students Find Student Add Student Transfer Students Exit Student Upload Enrollment Upload TEC

Upload Enrollment: Select Criteria

STATE:\* Kansas ✕ ▾ DISTRICT: Select ▾ SCHOOL: Select ▾

**Note:** Files that contain blank lines or empty records will result in incomplete processing of the uploaded file.

File: ? \*

Select File Upload

# Fall Window: September 9 – December 20

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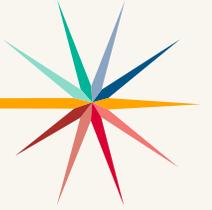
## Essential Elements for ELA and Mathematics

- 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



*\*\*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 20? [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

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

# Questions?

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

# ACT Information

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# Fall WorkKeys

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- Paper Test Window 1 is October 2.
- Paper Test Window 2 is October 30.
  - You can order additional materials needed for Test Window 2: October 2-18.
  - You can also enroll additional students during that time.
- Validus login and realm information was sent to all building test coordinators on September 4. The information is needed to access WorkKeys Online reporting.
- If you are testing online, you can now enroll students and set up test sessions between now and November 12.
- Testing can be completed any time from October 2-November

# PreACT 8/9

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- Ordering window for PreACT 8/9 for your grade 9 students now open
  - Window closes October 18.
- Please follow carefully the instructions for ordering provided on the Kansas ACT website. Pay particular attention to select **Kansas PreACT 8/9 2024-Grade 9 only** from the Choose Program drop-down menu.
- There is no requirement to enroll students for PreACT 8/9.
- You may test any time from September 30 - November 8.
- Return your answer documents promptly after completing testing to ensure that they are scored.

# Spring ACT

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- The Test Accessibility and Accommodations System (TAA) opened September 16
  - Begin submitting requests for accommodations for the ACT now.
- The final deadline for submitting TAA requests is January 10.
  - It is suggested that you submit these early since it can take 5-10 business days to get a response.
- Accommodations training webinar September 24.
  - [Register here](#)
- Watch for the Schedule of Events for Spring 2025 ACT to be posted soon on the Kansas ACT website.

# Questions?

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

# Session Wrap Up

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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:  
October 15

# Contact Information

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# KAP DTC Webinar Chat Transcript

**Question:** 3rd-5th should NOT get any added audio in their PNP unless they are completing the TTS application that requires KSDE approval??

**Answer:** That is correct.

**Question:** Would it be possible to have TTS available for grades 3-5 on items assessing comprehension, and remove the TTS for items assessing decoding? I understand this would likely not be possible this year.

**Answer:** We are not implementing TTS at that level of granularity at this time.

**Question:** What happens if one chooses TTS for a grade 3-5 student? Is it automatically disabled? Will there be a pop-up message that it is out of grade range?

**Answer:** Currently, TTS will not disable for grade 3-5 students or popup for a grade range. We are currently investigating options to make clear limits according to KSDE policy.

**Question:** Will there still be a non-visual choice or will that be text & graphics in the PNP?

**Answer:** Non-Visual is now called "Passages and Graphics". The functionality and requirements from KSDE are still the same.

**Question:** When "ILP" is referenced, does that only refer to an ESOL ILP Plan? SIT/GEI Plans no longer would qualify for any of the Text to Speech accommodations?

**Answer:** That is correct.

**Follow Up:** This is a concern as scores may not be reflective of language comprehension skills and the cognitive load for those students who are struggling readers. We just want to be able to offer a clean explanation as to why this change.

**Question:** What are "Quit Passwords"? Does each specific teacher need to contact you each time to get the new password?

**Answer:** Sometimes if device has Student Portal open and either loses power or other situations where the app is not closed properly users may get a red screen asking for a quit password to quit the app. We do require that a user contacting has an Educator Portal account and that if it is written down/documented that it is kept in a secure (locked) location such as a desk or file cabinet. So, if a teacher uses only iPads, they can call to get the iPad quit password, save it and then be able to get it without calling. That said, we could update passwords during the year so contacting each time is suggested.