



Kansas Assessment Program

Test Coordinator Training

October 15, 2024

Agenda Topics



- KAP Updates
- KELPA
- 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

Mitch Montague

Drew Jarrett

ATLAS

Aletra Johnson

KSDE

Julie Ewing

Lee Jones (ACT)

Cary Rogers (DLM)

Chelsea Pelfrey

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

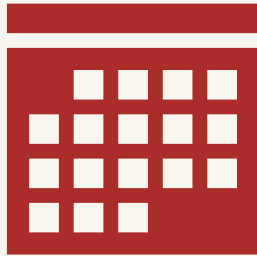
November 19, 2024

April 15, 2025

December 17, 2024

May 20, 2025

Reminders

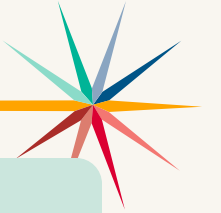


[2024-25 Kansas Assessment Program Overview Calendar](#)



Are you a new DTC?
Contact Chelsea Pelfrey at
cpelfrey@ksde.org

Security and Ethics Training



All District Test Coordinators must complete **in person Test 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.

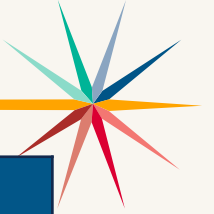
BTC/DTC Regional Trainings



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) – FULL	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
MAKEUP DATE December 4 (Wednesday)	Bishop Learning Center - Topeka
MAKEUP DATE January 15 (Wednesday)	Bishop Learning Center - Topeka

October/November Timeline



Date	Reminder
14	Fall Interim Assessment window opens. Closes November 1.
15	DTC/BTC Virtual Training Webinar at 1:00 pm.
30	WorkKeys paper administration Fall Window 2.
30	WorkKeys w/accommodations Fall Window 2: October 30-November 1, 4-8, & 12.
November	
19	DTC/BTC Virtual Training Webinar @ 1:00 p.m.
29	Last day to submit TEST records and enter PNP for students needing Braille.

KAP Updates



Kansas Assessment Program

Balanced Assessment System Page



- New page on the KAP website!
- Accessible from the navigation under “**About**” or by clicking the link in the opening block
- [Balanced Assessment System](#)

The screenshot shows the KAP website interface. At the top, there is a navigation bar with 'Roles', 'Resources', 'About', and 'Kite Status'. A dropdown menu is open under 'About', showing 'About Our Tests', 'Balanced Assessment System' (highlighted with a green circle '1'), and 'FAQs'. Below the navigation, the main content area features a 'Welcome to the Kansas Assessment Program' section. This section includes a paragraph about the KAP and a 'Balanced Assessment System' button (highlighted with a green circle '2'). The background of the main content area is a field of sunflowers. At the bottom of the page, there is a 'Browse by Role' link.

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.

TTS Resources



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

Text to Speech Options



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

Documentation in the IEP

- Example 1: Consistent with the accommodations that Sean is using in the classroom, he will receive the following accommodations on statewide assessments: Simultaneous visual and auditory access to text through the independent use of text-to-speech for all allowable parts of the assessment.
- Example 2: The district will apply for approval of TTS for passages and graphics on the state assessment. If approved the student would receive TTS for passages and graphics, if it is not approved, the student would receive questions and responses for ELA through TTS when allowed (grades 6-8 and 10).
- [Examples of Frequency, Location, and Duration for Accommodations & Modifications](#) (PDF)
- [Assuring the Documentation of Frequency, Location, and Duration of Accommodations on the IEP](#) (PDF)
- [Documenting Frequency, Location, and Duration of Accommodations and Modifications on the IEP during the school year](#) (PDF)

TASN Instruction within Inclusive Learning Environments Resources

Text to Speech Series ([Slides](#)) Presented by Christina Kerr, Infinitec Cadre Member

- [Text to Speech: The What, Why & Who](#) - In this session you will learn what is text to speech, why you should use text to speech with students and who can benefit from it.
- [Considering Text-to-Speech: SETting the Stage for Tool Selection](#) - In this session you will learn about the SETT framework and the importance of considering the student, environment and tasks before choosing a text to speech tool.
- [Using the uPAR/PAR to Gather Data for Consider Text-to-Speech for Students](#) - In this Session you will learn what is the uPAR/PAR, the basics of how to administer it and how to interpret the results.
- [Selecting Text to Speech Tools to Meet Your Student's Needs](#) - In this session you will learn about some of the most common differences between text to speech tools and learn about accessible for Inaccessible text. Included in the slides will be additional videos on some of the most commonly used text to speech tools that can be explored.
- [Ideas for Getting Started with Text to Speech Tools](#) - In this session you will learn about get inspiration and tips on getting started with the process. Included in the slides will some barriers and ways to overcome the barriers.

Questions?

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

KELPA Updates



KELPA

Kansas English Language Proficiency Assessment

Questions?

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

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

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

View Previous Year Score Reports



DTC role can view previous year score reports multiple ways:

- Interim
 - Interim > View Results > Interim Report > Student Reports
 - NOTE: District and School Summary and Cluster report access has been removed. District and school Interim data will become available with the new Interactive reporting.
- Specific student
 - Reports > Student Report Archive > Enter Student Last Name or State Student Identifier.

PNP Updated to Text to Speech



- Update in Educator Portal
 - Students in grades 3 – 5 do not have access to TTS: Questions and Responses (ELA)
 - Kite Service Desk has reached out to DTCs to notify of impacted students

The screenshot shows a settings page with four tabs: Summary, Accommodations, Designated Supports, and Universal Fe. The 'Designated Supports' tab is active. Under the 'Embedded' section, it states '(Included in the Kite Student Portal)'. Below this, there are four rows of settings, each with a 'Tool Name' and a 'Status' toggle:

Tool Name	Status
American Sign Language (ASL)	Off
Keyword Translation	Off
Single Switch	Off
Text to Speech	On

Under the 'Text to Speech' row, there is a radio button selected for 'Passages & Graphics'.

Documentation & Training – New Look!



New Documentation!

- Available Now:
 - KAP Instructional Mini Test Guide
 - KAP Interim Test Administrator Manual
 - KAP Test Coordinator Manual
 - Kite Practice Test Guide
 - Kite Accessibility Manual
- Training Videos:
 - Training tab on KAP website
 - Help Tab in EP

The screenshot shows a navigation bar with four tabs: "Test Administration" (selected), "Assessment Development", "Scoring and Reporting", and "Training". Below the navigation bar, the "Test Administration Resources" section is displayed. It includes a note: "Resources marked with a star symbol ★ are unique to the Interim Assessment." There are two expandable sections: "Accommodations" (collapsed) and "Manuals & Guides" (expanded). The "Manuals & Guides" section lists several PDF documents, each with a "New" badge and a star icon indicating it is unique to the Interim Assessment:

- [KAP Instructional Mini Test Guide \(pdf\)](#) ★ New
- [KAP Interim Test Administrator Manual \(pdf\)](#) ★ New
- [KAP PNP Planning Tool \(pdf\)](#)
- [KAP Test Coordinator Manual \(pdf\)](#) New
- [Kite Accessibility Manual \(pdf\)](#) New
- [Kite Practice Test Guide \(pdf\)](#) New

Instructional Mini Tests



- Newly released Mini Tests have been enhanced to incorporate more Technology Enhanced (TE) items
 - Including: ELA reading and writing, math and **science!**
- Additional Mini Tests will be added to EP every 2 – 3 weeks
- Newly released reading Mini Test will have additional info
 - Lexile Level
 - Complexity

Science Instructional Mini Tests



Planned Release Date	Number of Science Instructional Mini Tests to be Released
October 25th	15 - 20
November 8th	15 - 20
November 22nd	13 - 18
December 6th	12 - 17

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' with a user profile icon. Below the header is a blue navigation bar with a 'Home' icon and a 'Sign Out' button. 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.

Interim Assessment

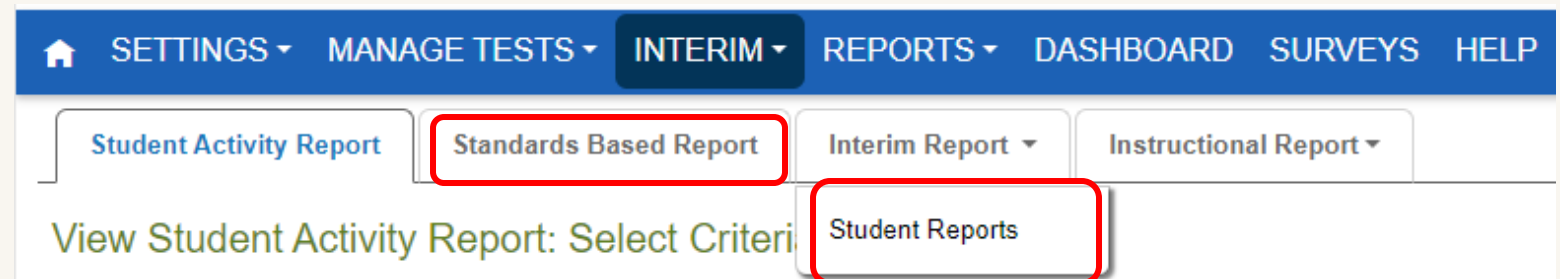
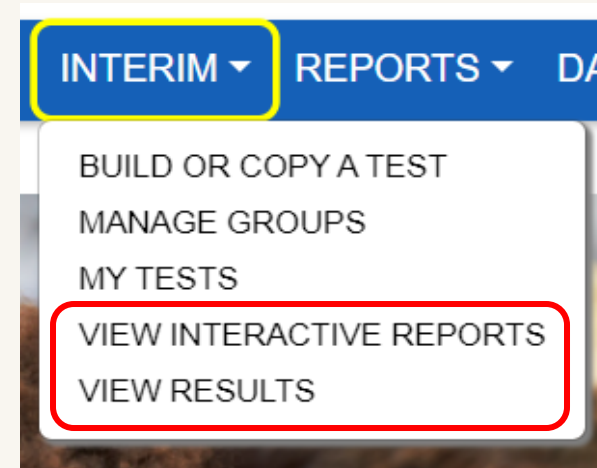


- Fall Interim Window is **Open!**
 - October 14 – November 1
- When submitting a TASC Record, ensure all needed subjects are included
- Reminder there are ELA, Math and Science Interim assessments this year
 - Science – Grades 5 and 8

Interim Reports – Demo!



- Interim Student Report
 - Interim Assessment - Family Report
- Standards Based Report
- Interim Interactive Reporting Tool
 - Area Performance
 - Item Performance
 - Individual Student



Next Kite Technology Update



- Test Coordination
 - Relocating Grade 2 Reading Test Information
- Demo!
 - Update to Monitoring Screen
 - Monitor multiple grade levels

Kite Service Desk Contact Info



Contact Methods



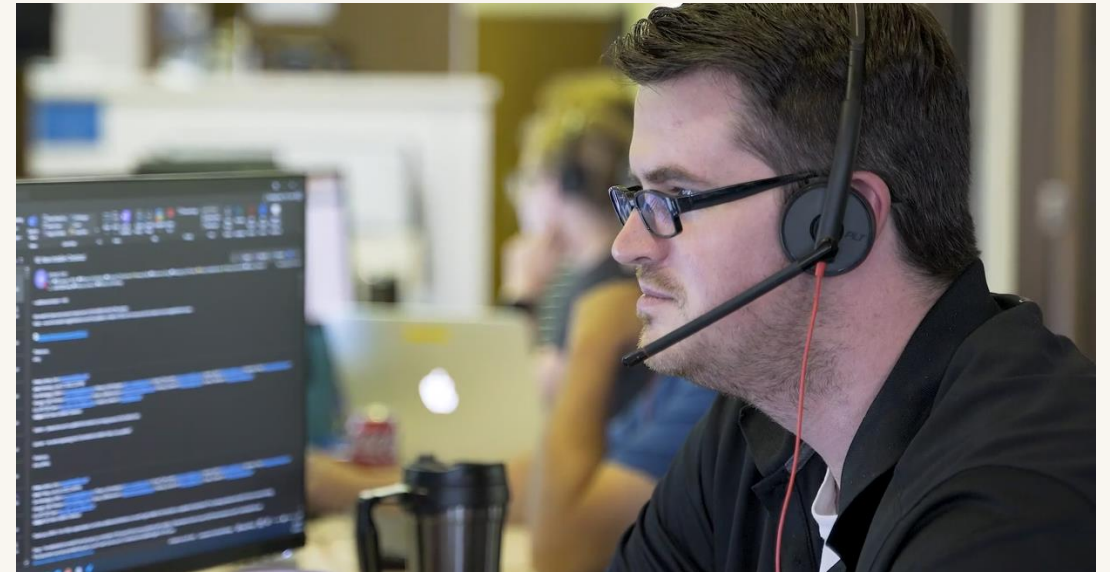
kap-support@ku.edu



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



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>

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

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	

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 (marilangas@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

DLM Webinars



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

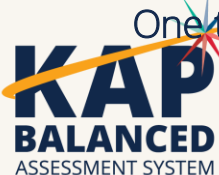
- August 22 [What do I need to do to get ready for the fall test window?](#) (Vimeo) / [Slides](#) (PDF)
- September 4 [How do I write instructional plans?](#) (Vimeo) / [Slides](#) (PDF)
- October 10 DLM resources – How do I prepare my students for the DLM? [Webinar Registration](#)
- **November 14 Instructionally Embedded Assessments to Guide Classroom Instruction (provided by DLM staff) [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



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

Questions?

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

ACT Information



ACT[®]

WorkKeys



- Paper Test Window 2 is October 30.
 - You can order additional materials needed by October 18.
 - You can also enroll additional students during that time.
- If you are testing online, you can still enroll students and set up test sessions until November 8.
 - Online testing can be completed any time until November 12.
- If you have chosen to test in the spring, information to prepare for spring testing will be sent out by early November.

PreACT 8/9



- The ordering window for PreACT 8/9 for your grade 9 students 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.

Spring ACT



- The final deadline for submitting Test Accessibility and Accommodations System (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.
- The Schedule of Events for Spring 2025 ACT will be posted on the Kansas ACT website by early November.

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:
November 19

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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