



Dynamic Learning Maps® Consortium Supplemental Training for Data Management

August 22, 23, and 29, 2016



The present publication was developed under grant 84.373X100001 from the U.S. Department of Education, Office of Special Education Programs. The views expressed herein are solely those of the author(s), and no official endorsement by the U.S. Department should be inferred.





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WELCOME & INTRODUCTIONS



Webinar Format

- Meant to supplement the District Data Management training
- Specific to Iowa data managers
- Divided into sections with opportunity to ask questions after each section

Learning Objectives

- Understand the model for Iowa and impact on data management
- Know expectations of data management to prepare the district for testing
- Find the District Data Management Training
- Find other resources such as templates and Helplet videos <http://www.dynamiclearningmaps.org/iowa>
- Know the troubleshooting functions for test administrator support
- Understand the impact of student privacy laws

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UNDERSTAND MODEL AND EXPECTATIONS OF DATA MANAGEMENT

Iowa is an Integrated Model State

- Integrated Model State
 - Instructionally embedded window:
Sept. 21, 2016 - Dec. 16, 2016
 - Jan. 4, 2017 - Feb. 27, 2017
 - Iowa's spring assessment window
March 15 - May 19, 2017

Data Management Expectations

- What does this mean to you?
 - Data must be entered, accurate, and ready for test administrators well before Sept. 21st
 - Data must be updated as often as needed throughout the year

Data Readiness

- Test administrators need time to complete the First Contact survey and the Access Profile
- Students must be rostered to the test administrator for each appropriate content area

Data Cleanup

- A cleanup would be good to do between Dec. 16 - Jan. 4
- Again, between Feb. 28, 2017 and March 10, 2017
- Cleanup completed before the opening of the spring assessment window on March 15, 2017

KITE System

- Educator Portal
 - Used for data management and for test administration preparation
 - Must have compatible browser and an account with your own login credentials
- KITE Client
 - Used for testing students
 - Only students have logins
 - Test administrators do not have a login for KITE Client

Helpful Skills for Data Management

- Top priority: accurate data entry
 - Accurate state identifier, accurate spelling, date of birth, grade level, and other demographic/biographic data
 - Everyone has responsibility for accuracy
 - Test administrators
 - Assessment coordinators
 - Data managers
- Experience with Excel and uploading CSV files

District User

District User	CSV Uploads	Manual Changes Using the User Interface
	User Upload Template, Enrollment Upload Template, Roster Upload Template, and Test, Exit, and Clear (TEC) Template	Create and edit users, students, rosters, and transfer students, find students, using the User Interface

Questions?

- What questions do you have about Iowa's DLM model and the expectations of data management?

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TRAINING AND RESOURCES



Resources

- <http://dynamiclearningmaps.org/iowa>
- District Data Management Training
- Helplet videos
 - How to Get Started
 - How to Add a User Manually

Manuals

- DATA MANAGEMENT MANUAL
 - Iowa Specific Appendix
- EDUCATOR PORTAL USER GUIDE

Demo View Student

- Educator Portal new feature
- Find Student
 - Helpful at beginning of year
 - Helpful to find just one student

Questions?

- What questions do you have about the training and resources?

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TROUBLESHOOT: 6 MOST COMMON ISSUES

Troubleshoot: 6 Most Common Issues

1. Test administrators must take all required training and pass at 80% or higher.
2. Test administrators must read, agree to, and sign the Security Agreement.
3. Test administrators must complete and submit the First Contact survey. Access Profile should also be completed.
4. Test administrators must have the role of 'teacher' and have their educator identifier on their EP account.
5. Students must be correctly rostered to the test administrator.
6. An up-to-date supported browser must be used for Educator Portal.

Questions?

- What questions do you have about troubleshooting, especially the issues related to data management?

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STUDENT DATA PRIVACY

Student Data Privacy

- Read, agree to, and sign the Security Agreement
- Do not send any Personally Identifiable Information (PII) for a student via email. This is a federal violation of the Family Education Rights and Privacy Act (FERPA). PII includes information such as a student's name or state identification number. Each state has unique PII requirements.
- Iowa now allows the student state identifier to be emailed to DLM and state department.

Questions about this

- What questions do you have about student data privacy, security, and email?

Review

- Understand the model for Iowa and impact on data management
- Know expectations of data management to get the district ready
- Find the District Data Management Training
- Find other resources such as templates and helplet videos <http://www.dynamiclearningmaps.org/iowa>
- Know the troubleshooting functions for test administrator support
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QUESTIONS?



WRAP-UP

THANK YOU!

For more information: www.dynamiclearningmaps.org

For Professional Development:

www.dlmpd.com



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