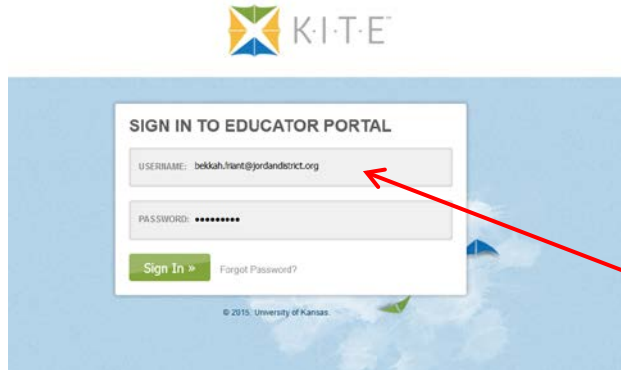


# Instructions for Creating an Instructional Plan (Adding Essential Elements you have chosen for your student)

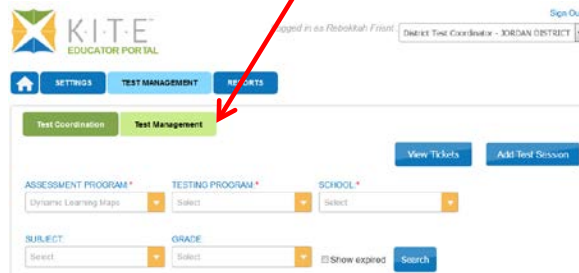
More information can be found in the TAM pgs. 134-146.

1. Login to Educator Portal: <https://educator.cete.us/AART/login.htm>



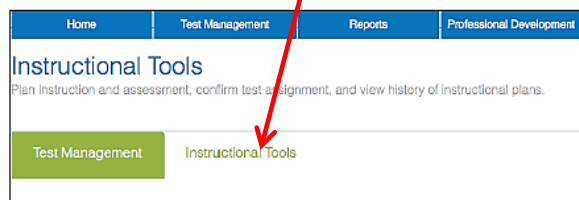
Remember that your **username** is your Jordan school district email address. If you can't remember your password, contact Gaylene Miller and she can send you a new link to set your password.

2. Click **Test Management**.

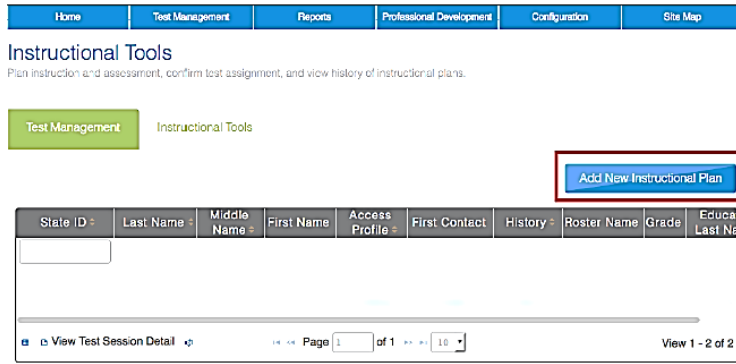


Your screen will look slightly different.

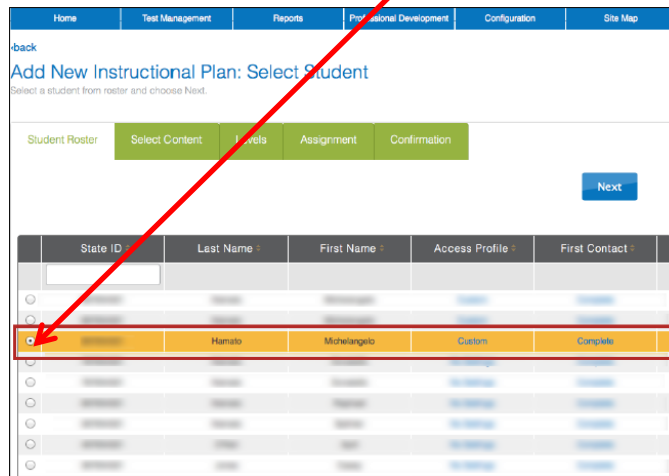
3. Click **Instructional Tools**.



4. Click **Add New Instructional Plan**.



5. Select student by clicking on this



Click **Next**.

Under the **Select Content** tab, you will be clicking on the Essential Element. Follow this link to see a list of the Essential Elements to help you choose the right one for your student. <http://dynamiclearningmaps.org/content/essential-elements>

Follow this link to see the ELA blueprint, it will tell you how many EE's you need to pick in each conceptual area.

[http://dynamiclearningmaps.org/sites/default/files/ELA\\_IM\\_Blueprint.pdf](http://dynamiclearningmaps.org/sites/default/files/ELA_IM_Blueprint.pdf)

Follow this link to see the Math blueprint, it will tell you how many EE's you need to pick in each conceptual area.

[http://dynamiclearningmaps.org/sites/default/files/Math\\_IM\\_Blueprint.pdf](http://dynamiclearningmaps.org/sites/default/files/Math_IM_Blueprint.pdf)

6. Select the **Essential Element**.

Back Selected Student: | Grade: | Roster: | Subject: Next

Select Essential Element

Level section will be available once Essential Element Chosen.

Available	Level	Level Description
<input type="radio"/>	Initial Precursor	
<input type="radio"/>	Distal Precursor	
<input type="radio"/>	Proximal Precursor	
<input type="radio"/>	Target	
<input type="radio"/>	Successor	

Essential elements that have an assessment are listed in Black, those without an assessment are listed in Grey.

Select Essential Element

Select Essential Element

- ELA.EE.RL.5.3 Compare two characters i
- ELA.EE.RL.5.6 Determine the point of v
- ELA.EE.L.5.4.a Use sentence level conte
- ELA.EE.RI.5.1 Identify words in the te
- ELA.EE.RL.5.2 Identify the central ide
- ELA.EE.L.5.5.c Demonstrate understandin
- ELA.EE.RI.5.4 Determine the meanings o
- ELA.EE.RL.5.6 Determine the point of v
- ELA.EE.RI.5.5 Determine if a text tell
- ELA.EE.RL.5.3 Compare two characters i
- ELA.EE.L.5.4.a Use sentence level conte
- ELA.EE.RI.5.1 Identify words in the te
- ELA.EE.RL.5.2 Identify the central ide
- ELA.EE.L.5.5.c Demonstrate understandin
- ELA.EE.RI.5.4 Determine the meanings o
- ELA.EE.W.5.6 With guidance and suppor
- ELA.EE.RI.5.5 Determine if a text tell

Element Chosen.

Level	Level Description
Initial Precursor	
Distal Precursor	
Proximal Precursor	
Target	
Successor	

7. Click, **Next**.

Under the **Levels** tab you will be picking the linkage level for the student. If you follow these links you can see each of the EE's and drill down to see the linkage levels.

<http://dynamiclearningmaps.org/content/educator-resource-page/ELA>

<http://dynamiclearningmaps.org/content/educator-resource-page/Math>

8. Select the linkage level.

The system will select a recommended level for the student and it will show a red asterisk (\*). But, you may override that choice and pick a more appropriate level.

9. Click, **Next**.

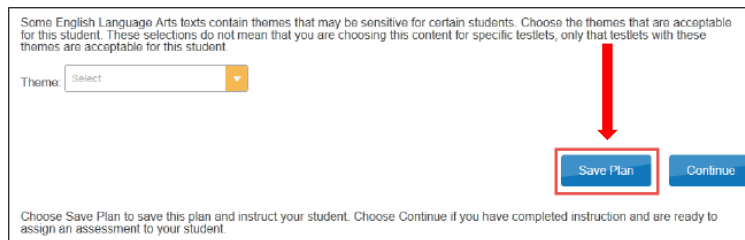
10. Under the **Assignment** tab, review the Essential Element you picked for the student.

You can also select a **Theme** for the ELA testlets. This does not mean that you are picking the content for the ELA testlets, but that you are selecting the themes that are acceptable, sensitive content for the student. **Choosing the Theme is Optional.**

11. Click the **PDF** icon to view or save the Instructional Information.



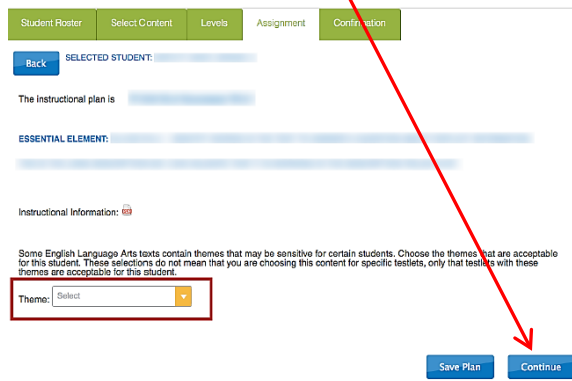
12. After looking over the Instructional information and you are finished setting up the plan, click **Save Plan**.



The plan will save in the

system and the window will close. At this point you can provide instruction to your student. After providing instruction to your student, go to step #14. (You will need to create an Instructional Plan for each of the 8 Essential Elements

If you are done providing instruction, and are ready to assign an assessment (testlet) to your student, click **Continue**.



This will take you to the **Confirmation**

**Tab** where you will click **Confirm Assignment**. (If you are ready to test your student right after creating your plan, you may skip steps 14-17)

**If you are planning to instruct your students after creating instructional plans, begin with step #14 to confirm the instructional plan and assign a testlet to your student.**

13. Login to **Educator Portal** (see step #1 for picture)

14. Click **Test Management**. (See step #2 for picture)

15. Click **Instructional Tools**. (See step #3 for picture)

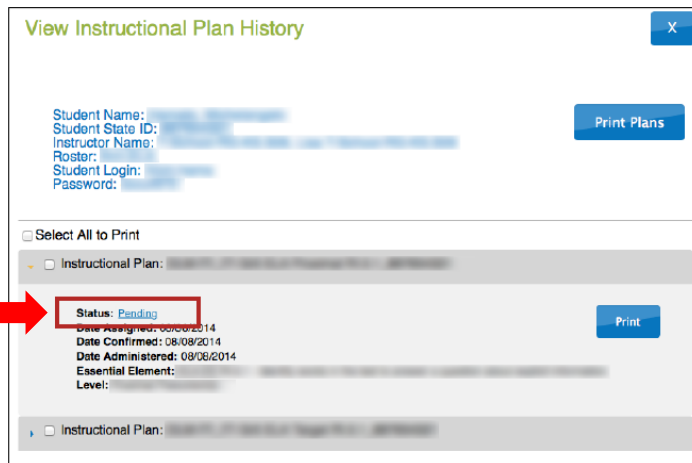
16. Select **Student** (see step #6 for picture).

17. Scroll to the right and find the **History** Column, Click **History**.



State ID	Last Name	Middle Name	First Name	Access Profile	First Contact	History	Roster Name	Grade	Educa Last Na

18. On the **View Instructional Plan History** window, select the Essential Element you are ready to test on. The status will show **Pending**.



View Instructional Plan History

Student Name: [blurred]  
Student State ID: [blurred]  
Instructor Name: [blurred]  
Roster: [blurred]  
Student Login: [blurred]  
Password: [blurred]

Select All to Print

Instructional Plan: [blurred]

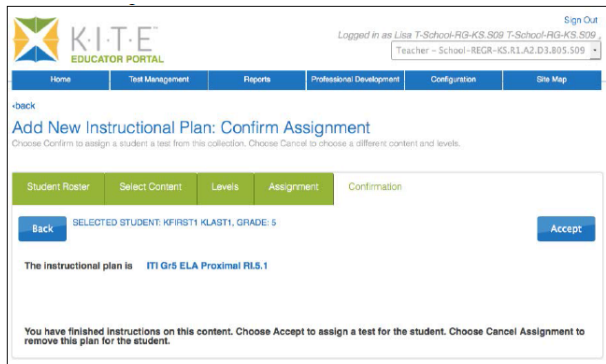
**Status: Pending**

Date Assigned: 08/08/2014  
Date Confirmed: 08/08/2014  
Date Administered: 08/08/2014  
Essential Element: [blurred]  
Level: [blurred]

Instructional Plan: [blurred]

19. Click **Pending**. The Confirmation tab will appear.

20. To assign the testlet to the student, Click **Accept**.



KITE EDUCATOR PORTAL

Logged in as Lisa T-School-RIG-KS S00 T-School-RIG-KS S00  
Teacher - School-REGR-KS.R1.A2.D3.B05.500

Home Test Management Reports Professional Development Configuration Site Map

back

Add New Instructional Plan: Confirm Assignment

Choose Confirm to assign a student a test from this collection. Choose Cancel to choose a different content and levels.

Student Roster Select Content Levels Assignment Confirmation

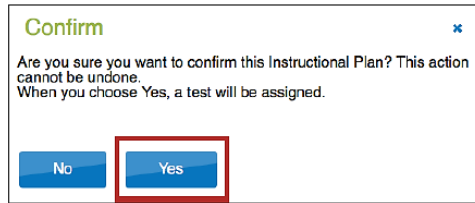
Back SELECTED STUDENT: KPFRST1 KLAST1, GRADE: 5

The instructional plan is ITI Gr5 ELA Proximal RL5.1

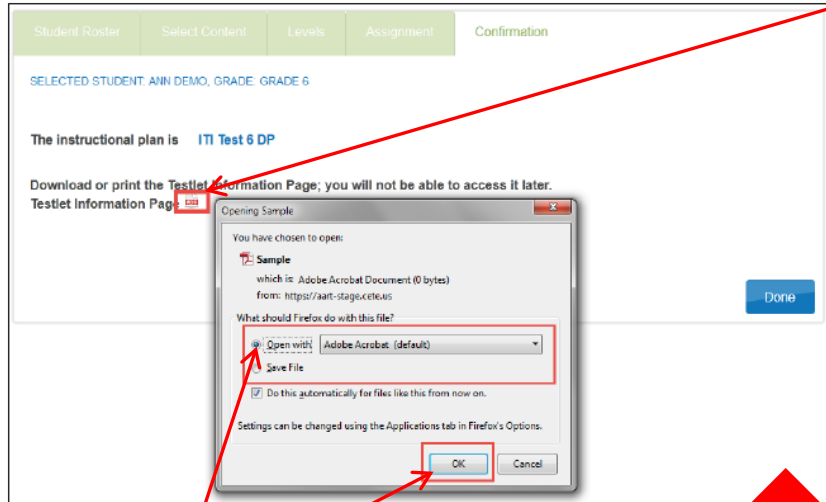
You have finished instructions on this content. Choose Accept to assign a test for the student. Choose Cancel Assignment to remove this plan for the student.

Accept

21. Click **Yes**.



22. The Test Information Page (TIPS) can be printed by clicking on the **PDF** icon.



Click **Open with**. Click **OK**.  
Print out TIPS sheet.

23. Click **Done**.

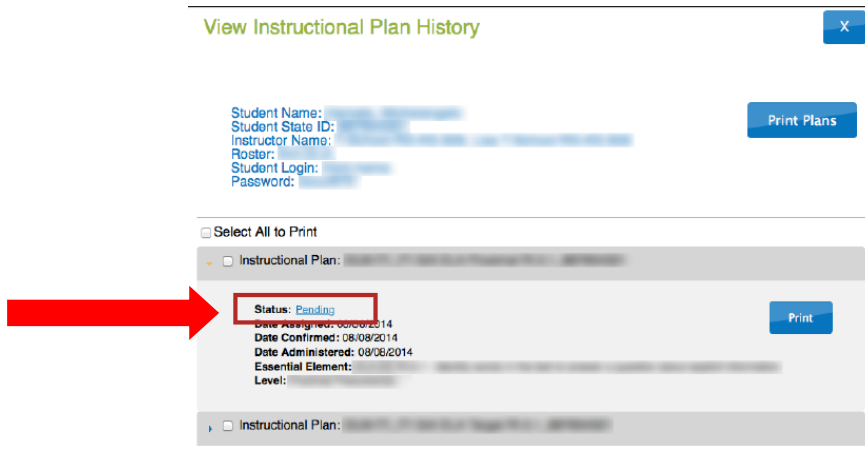
24. Log Student in to KITE and Administer the Testlet.

25. Repeat these steps for each of the Essential Elements you have chosen for your student.

If after instructing your student you decide that you need to remove an Essential Element, you will follow these steps. The only time a Essential Element can be changed is **Before** you click **Confirm Assignment**.

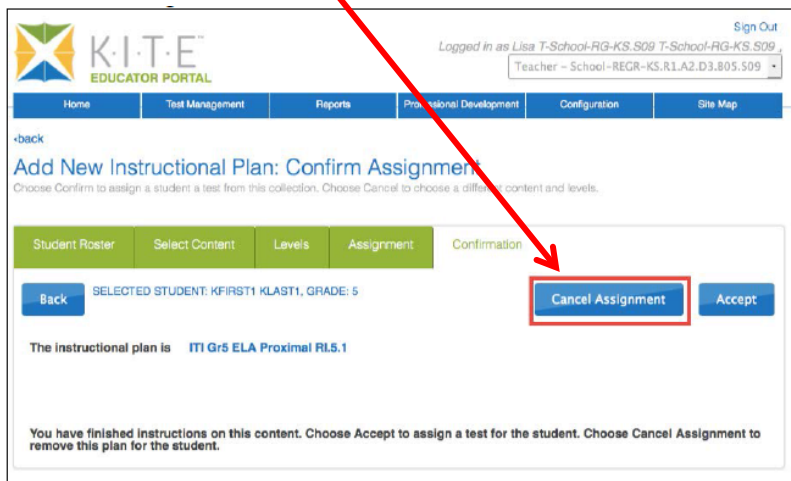
1. Login to **Educator Portal** (see step #1 for picture)
2. Click **Test Management**. (See step #2 for picture)
3. Click **Instructional Tools**. (See step #3 for picture)
4. Select **Student** (see step #6 for picture)
5. Scroll to the right and find the **History** Column, Click **History** (see step # 18 for picture)

6. Locate the Essential Element you want to cancel. It still should show **Pending**.



Click **Pending**.

7. Click **Cancel Assignment**.



8. Click **Yes** on Confirmation page.

9. If you want to enter all of the Essential Elements at this time, you will need to repeat these steps

10. If you need to Cancel your Assignment after clicking on **Confirm**, please contact Bekkah Friant and she will be able to take care of it for you.

If you have any questions regarding the process for creating a Instructional Plan, please contact Gaylene Miller@ 801-567-8112 or [gaylene.miller@jordandistrict.org](mailto:gaylene.miller@jordandistrict.org)



