Data Entry Interface
User Guide

2023–2024

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Prepared by Cambium Assessment, Inc.

Cambium
Assessment

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Introduction to this User Guide

This user guide provides instructions for using the Data Entry Interface (DEI). DEI is a component of the Test Delivery System that allows authorized users to enter student assessment response data, such as student responses for ISAT paper tests in ELA and mathematics, the Learner Characteristics Inventory (LCI), or the Student Response Check (SRC), and submit them for processing.

Organization of the User Guide

This user guide includes the following sections:

- Login Information: This section explains how to log in to DEI.

- How to Access a Student's Assessment: This section explains how to enter student information and select the appropriate tests and forms.

- How to Use the Test Tools in the Data Entry Interface: This section describes the tools available in DEI.

- Navigation and General Test Rules: This section explains how to navigate the test and submit it for scoring.

- How to Complete the LCI and SRC in the Data Entry Interface

- User Support and Troubleshooting

Login Information

Authorized users can access DEI via the Idaho Portal.
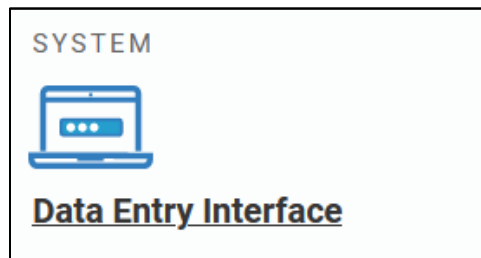
1. Navigate to the Idaho Portal and select either the ISAT Assessments or Idaho Alternate Assessments card.
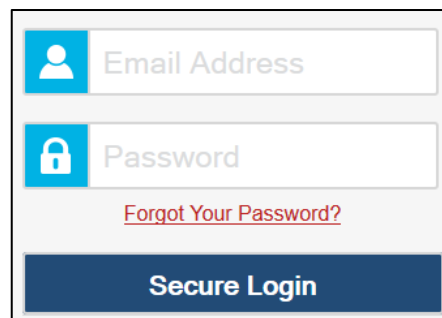
Figure 1. Assessment Portal Cards
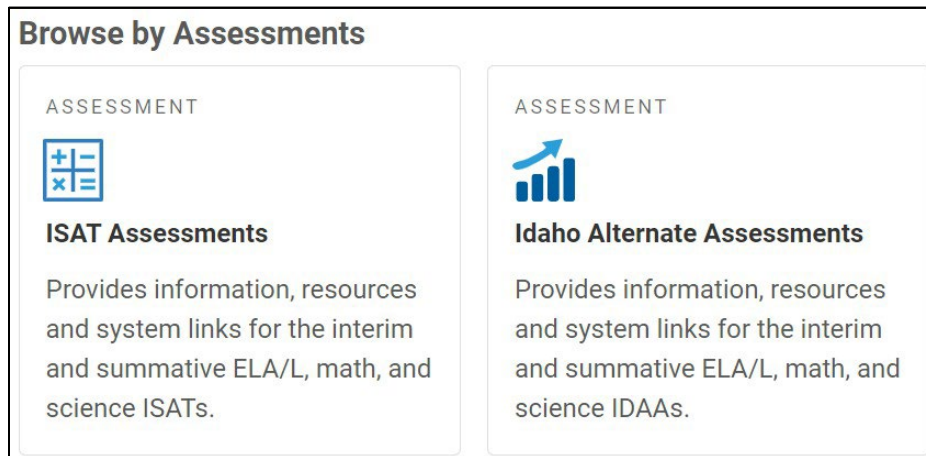
2. Select **Data Entry Interface**.

Figure 2. Card for Data Entry Interface

3. On the *Login* page that appears, enter your email address and password.

Figure 3. Login Page

4. Click **Secure Login**.
    a. If the *Enter Code* page appears, an authentication code will be emailed to you. You must enter this code in the *Enter Emailed Code* field and click **Submit** within 15 minutes. If the code expires, click **Resend Code** to request a new one.

Figure 4. Enter Code Page

How to Access a Student's Assessment

This section explains how to select the appropriate student and test form.

1. On the ***Enter Student Information*** page, enter the student's first name as it appears in TIDE and their EDUID. Then select **Sign In**.

Figure 5. Enter Student Information Page

2. On the ***Is This the Student?*** page, verify that the right student is selected.

   - If all the information is correct, select **Yes**. The ***Available Tests*** page appears.

   - If any of the information is incorrect, do not proceed with the data entry for this student. Log out of the application and notify the appropriate school personnel that the student's information is incorrect. Data entry cannot begin until this information is corrected.

Figure 6. Is This the Student? Page

3. On the *Available Tests* page, select the appropriate test name.

   - If the tests available for the student are not correct, select **Back to Login**. Verify that the grade associated with the student is correct. The list of tests is determined by the grade associated with the student's record in TIDE.

Figure 7. Available Tests Page
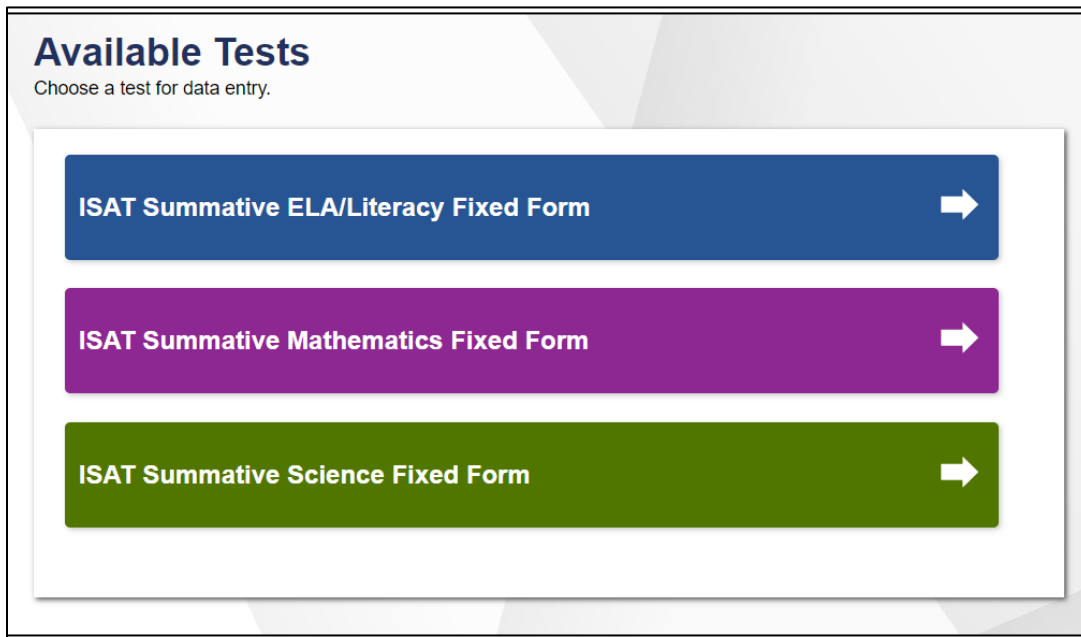
4. Depending on the type of media content available in the test, you may need to verify that your device's media playback is functioning properly on the *Audio/Video Checks* page. Each functionality check appears in a separate panel.

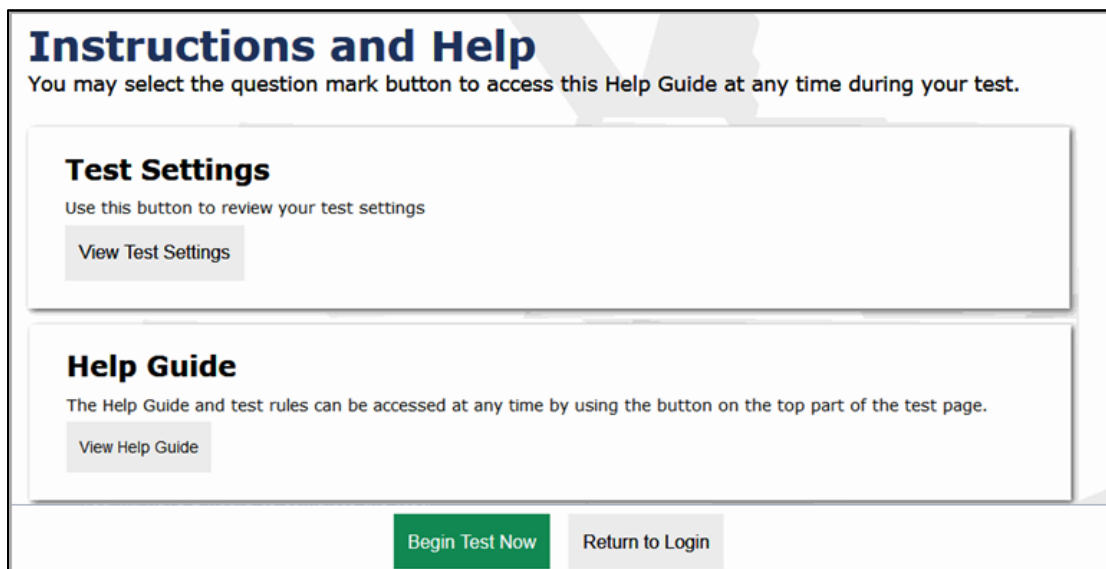Figure 8. Audio/Video Checks Page

5
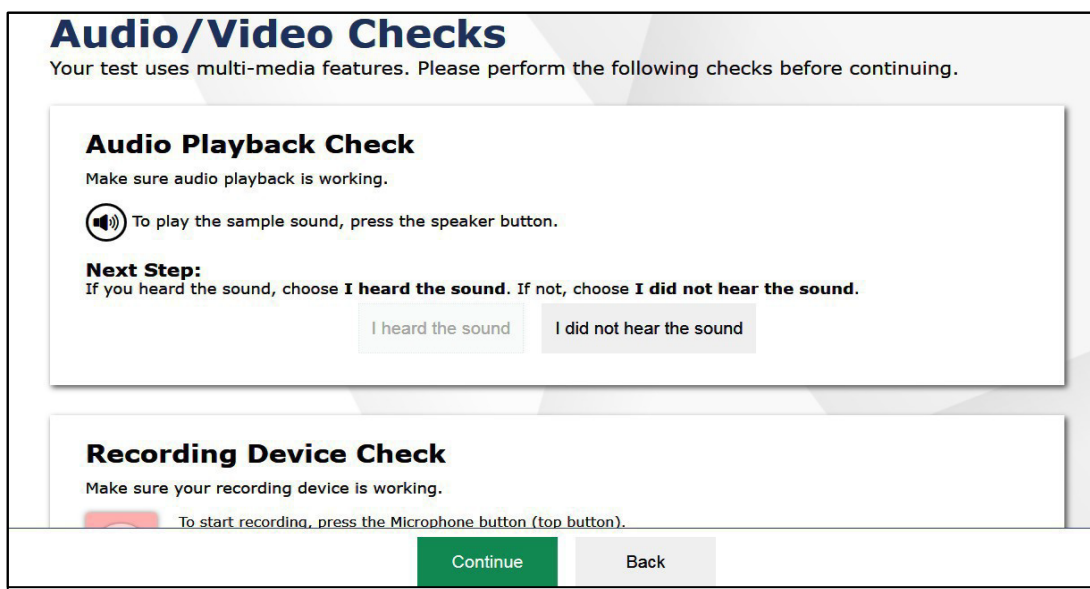
- Each functionality check appears in its own panel. To proceed to the first test page, do the following:

- **Audio Playback Check**: This panel appears for tests with listening questions. To test the device's audio playback functionality, select 🔊 and listen to the audio. If the sound is clearly audible, select **I heard the sound**.

  o If the sound is not clearly audible, select **I did not hear the sound** and follow the instructions that appear.

- **Sound and Video Playback Check**: This panel appears for tests with both audio and video content. To verify the functionality of audio and video playback, select ▶ to play the video and sound. If the video plays and the sound is clearly audible, select **I could play the video and sound**.

  o If you are not able to play the video or hear the sound, select **I could not play the video or sound** and follow the instructions that appear.

- **Video Playback Check**: This panel appears for tests with video content. To verify the functionality of video playback, select ▶ to play the video. If the video plays without issue, select **I could play the video**.

  o If you are not able to play the video, select **I could not play the video** and follow the instructions that appear.

5. Once all functionality checks have been verified, select **Continue** to proceed to the *Instructions and Help* page.

- To review the student's test settings, select **View Test Settings**. The *Review Test Settings* window appears, displaying the student's test settings.

- To review the help guide, select **View Help Guide**.

Figure 9. Instructions and Help Page

Instructions and Help
You may select the question mark button to access this Help Guide at any time during your test.

Test Settings
Use this button to review your test settings

View Test Settings

Help Guide
The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page.

View Help Guide

Begin Test Now   Return to Login

6. To officially begin or resume the test opportunity, select **Begin Test Now**.

To proceed and begin data entry:

Optional: To review the student's test settings, select View Test Settings. The Review Test Settings window appears displaying the student's test settings. To close the window, select OK. To review additional test information or acknowledgements, if available, students review the information on the page and proceed as instructed.

Optional: To view the help guide and understand how to navigate the site and use the available test tools, select View Help Guide. The Help Guide window appears. To close the window, select Back. To officially begin or resume the test opportunity, click Begin Test Now.

Entering Student Responses

- The DEI will NOT include the STOP pages included in the paper/pencil booklet.

- The DEI will NOT include the Session numbers included in the paper/pencil booklet.

- The DEI will allow data entry users to skip items (in case the student did not answer one of the questions in the paper/pencil copy of the test).

- The DEI will include BOTH the CAT portion and the PT portion.

- The DEI will continue the numbering of the items between the CAT and the PT (e.g. in the ELA Gr5 P/P booklet the first PT question is numbered "1." but in the DEI, the question is numbered "39."

- The data entry user is NOT required to listen to or read the passages prior to data entry but can if that will assist in data entry.

- The data user is required to enter student responses exactly as the appear in the paper/pencil booklet. This includes:

    o All options selected
    o All text, numbers, symbols entered into text boxes
    o All formatting including
        ▪ Spelling
        ▪ Grammar
        ▪ Punctuation
        ▪ Spacing
        ▪ Bolding
        ▪ Underlining

- The data entry user does NOT have to enter information student wrote on scrap paper into the DEI.

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How to Use the Test Tools in the Data Entry Interface

Figure 10 displays a sample DEI test page. Some test pages may have only one question, and others may have multiple questions. You must select the appropriate response option for each question. DEI automatically captures and saves the response data when you enter it.

Figure 10. Sample Test Page
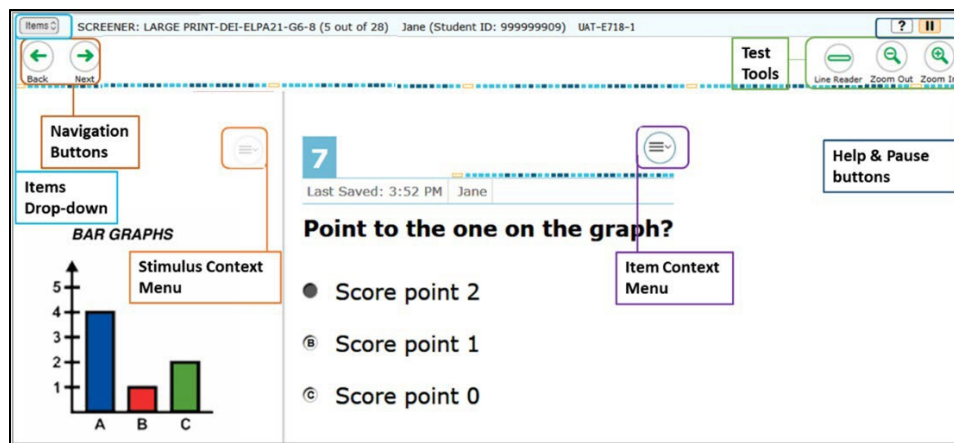
Test Tools

DEI has several on-screen tools that support users' needs. You can access these tools by clicking the buttons in the global menu at the top of the page, or by selecting options from the context menus ⊜ᵛ that appear for each question or stimulus.

Table 1 lists the tools available in the global menu section of the test page.

Table 1. Global Tools

Tool Name	Instructions
Help ❓	To view the on-screen *Help Guide* window, select the question mark ❓ button in the top-right corner.
Pause	To pause a test, select ⏸ . If you pause the test, you will be logged out.
Zoom buttons 🔍🔍	To enlarge the text and images on a test page, select **Zoom In**. Multiple zoom levels are available. To undo zooming, select **Zoom Out**.
Items Drop-Down	The Items drop-down list enables you to quickly return to a specific test question.
Navigation Buttons	The navigation buttons in the upper left allow you to move between test pages.
Finished Button	The Finished button appears after you respond to all required questions. To start the test submission process, click ⏹ in the top banner.

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Table 2 lists any additional tools that are available on the test page.

Table 2. Other Tools

| Tool Name	Instructions
Expand Passage	To expand the passage section, select the double arrow ⬈ icon. The stimulus section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow ⬈ icon again.
Expand Buttons	You can expand the stimulus section or the question section for easier readability. • To expand the stimulus section, select the right arrow icon →❘ below the global menu. To collapse the expanded stimulus section, select the left arrow icon ❘← in the top-right corner. • To expand the question section, select the left arrow icon ❘← below the global menu. To collapse the expanded question section, select the right arrow icon →❘ in the top-left corner.

Navigation and General Test Rules

This section explains how to navigate a test, pause data entry, and submit a test for scoring.

Proceeding Through a Test

You must enter student response data for each required question on a page before proceeding to the next page in the test. You can navigate to questions page-by-page or jump directly to a question, illustrated by Figure 11.

- To navigate page-by-page, select the **Next** or **Back** button at the top left of the screen.

- Questions that are grouped together may be paginated to appear individually. Tabs for each question in the group appear in the top-right corner.

- To jump directly to a question, click the **Items** drop down arrow (Figure 11) to bring up the **Items** drop-down window in the top-left corner. Select the appropriate item number from the window, illustrated by Figure 12.
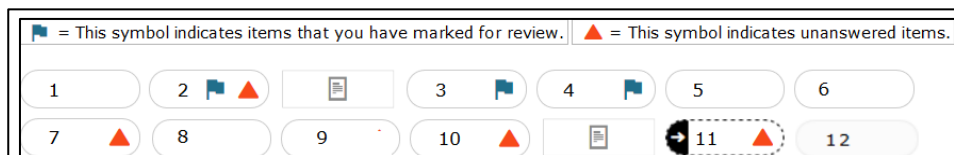
Figure 11. Page Jump and Items Dropdown Arrow
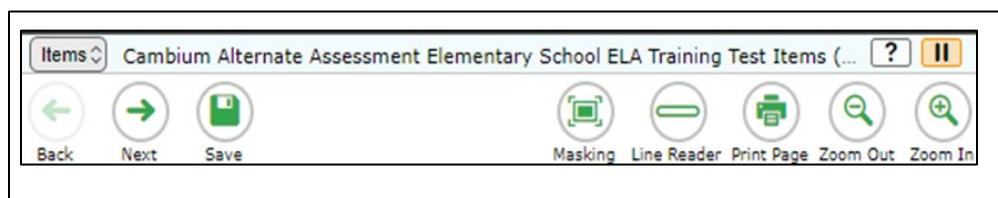
- If an item was marked for review, ⚑ displays next to the item's number.

- If an item was skipped or has not been answered, ▲ displays next to the item's number.

- If an item was marked as having no response or unsupported response, ∅ displays next to the item's number (see Figure 12).

Figure 12. Items Drop-Down Window

Pausing Tests

You may pause data entry at any time. When you are ready to resume data entry for the test, you must log in and select the student and test form again. DEI opens to the first page with unanswered questions in the segment from which you paused the test. After resuming a test, you may go back to review or change scores for previous questions. Pausing the test does not impact any scores that you entered.

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1. To pause data entry, select ⏸ in the upper-right corner. A confirmation message appears (see Figure 11).

2. Select **Yes** to confirm that you want to pause the test.

Test Timeout Due to Inactivity

As a security measure, you are automatically logged out after 20 minutes of inactivity. This pauses the test. Before the system logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.
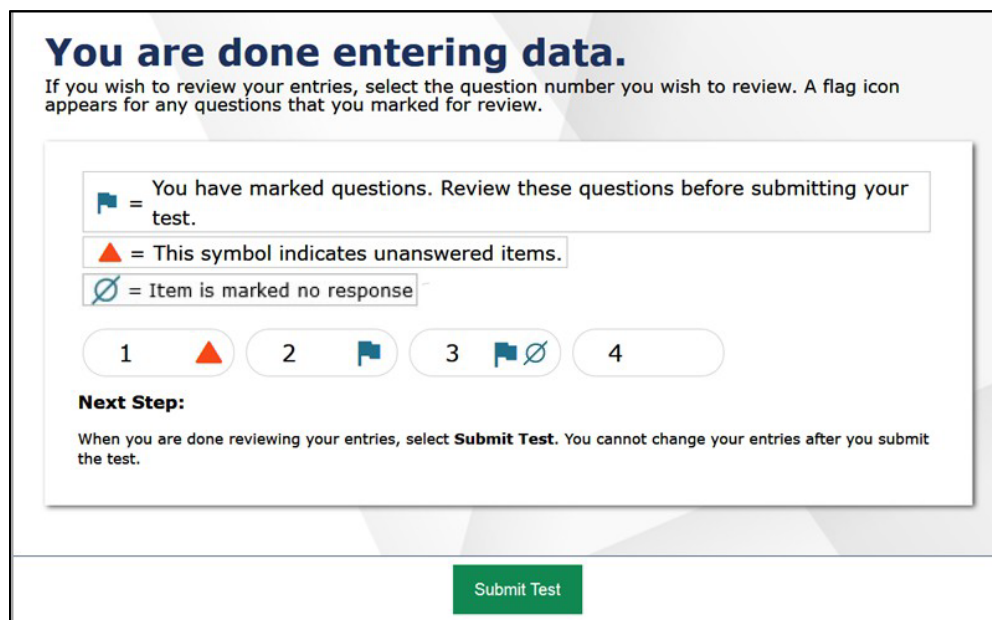
All responses that you have entered are automatically saved.

Reviewing Questions and Completing Data Entry

When you are done entering date for the student, you must submit the test for processing.

1. The **End Test** button will appear in the global menu once you reach the last question on the test.
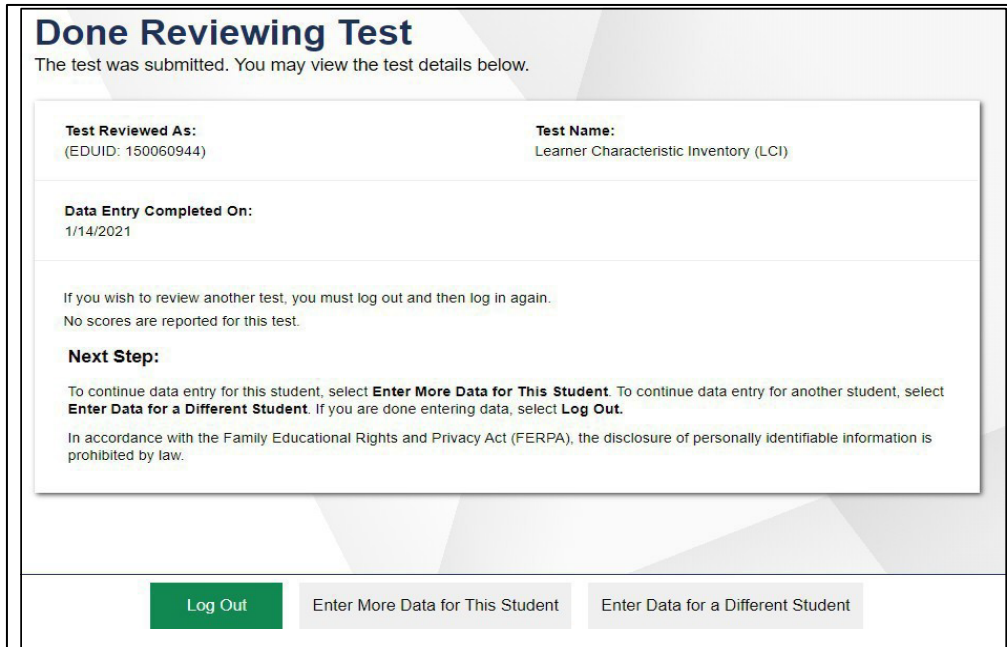
Figure 13. Done Entering Data Page

2. On the *You are done entering data* page, do one of the following:

- To review answers, select a question number listed on this page.

- To complete the testing process, select **Submit Test**. After you select **Submit Test**, you can no longer review or enter data for this student's test opportunity.

3. On the ***Done Reviewing Test*** page, do one of the following, as illustrated by Figure 14:

Figure 14: Done Reviewing Test Page

- To enter responses for another student, select **Enter Data for Different Student**. The ***Enter Student Information*** login page appears.

- To enter data for another test opportunity with the same student, select **Enter More Data for this Student**. The ***Available Tests*** page appears. From there, you can proceed through the test selection and verification process.

- If you are done entering test data, select **Log Out**.

How to Complete the LCI and SRC

Before a qualifying student can access an Idaho Alternate Assessment (IDAA) in the secure browser, the teacher must complete the Learner Characteristics Inventory (LCI) in the DEI. For students who do not have a consistent, observable mode of communication, the teacher will also complete the Student Response Check (SRC) in the DEI after administering it to the student in the classroom. The LCI and SRC only need to be completed once for each qualifying student. This section outlines and explains the steps for complete the LCI and SRC for qualifying students.

The TE must complete the LCI **one time each year** before a student can take their first IDAA.
The teacher (TE) must complete the LCI **one time each year** before a student can take their first IDAA.

The SRC is required only for those students for whom the Early Stopping Rule (ESR) is being considered. The SRC is not required for students whose mode of communication is clearly understandable and recognizable.

The *Special Education* and *IDAA Eligible* fields must be coded "yes" and *Primary Disability Type* selected in TIDE before the TE can complete the LCI or the SRC, as illustrated in Figure 1 below. Please see the TIDE User Guide on the Idaho Portal for instructions about adding or editing student settings in TIDE. The TE completes the LCI and the SRC in the Data Entry Interface (DEI). The LCI and SRC window opens on January 09, 2024 and will close on May 24, 2024.

Figure 15. TIDE Student Settings for LCI and SRC

> **Note:** Completing the LCI in the DEI will take less time if the TE collects all a student's information beforehand.

> There are two versions of the LCI: one for students in grades 3–8 and one for students in high school. Printable PDF versions of the LCI are available on the Idaho Portal Learner Characteristics Inventory (LCI) page The Learner Characteristics Inventory (LCI) Quick Guide provides instructions and assistance for logging into Data Entry Interface and completing the LCI.**Note:** The SRC must be administered to the student following the guidelines outlined in the SRC Quick Guide before the student's responses can be entered into the DEI.

Step 1 – Entering Student Information

After you log into the Data Entry Interface, the *Enter Student Information* page appears. On this page, you can enter the login information for the student being tested.

Figure 16. Enter Student Information Page

To enter a student's information:

- In the *Student First Name* field, enter the student's first name as it exists in TIDE.

- In the *Student ID* field, enter the student's EDUID.
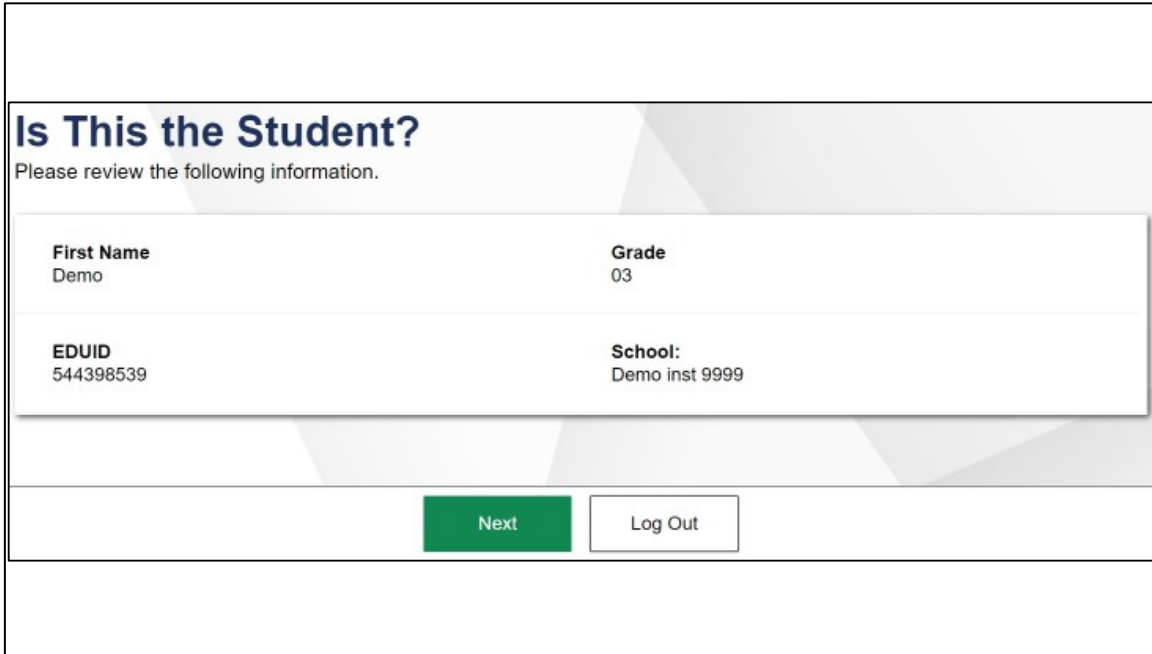
- Click **Sign In**.

Please note, the DEI generates an error message if you cannot sign in. The most common student login error states:

Student Name and ID Do Not Match: If this error appears, verify that you correctly entered the EDUID and first name. If this does not resolve the error, consult the student's record in TIDE to verify the first name associated with the student's EDUID.

Step 2 – Verifying Student Information

After entering a student's information, the *Is This the Student?* page appears. On this page, you can verify the student's information is correct.

Figure 17. Is This the Student? Page

## To verify the student's personal information:

- If all the information is correct, click **Yes**. The *Available Tests* page appears.

- If any of the information is incorrect, do not proceed with the data entry for this student. Logout of the application and notify the appropriate school personnel that the student's information is incorrect. Data entry cannot begin until this information is corrected.

Step 3 – Selecting the LCI or the SRC

The *Available Tests* page will display the LCI and the SRC as "tests" for qualifying students.

Figure 18. Available Tests showing the LCI and SRC
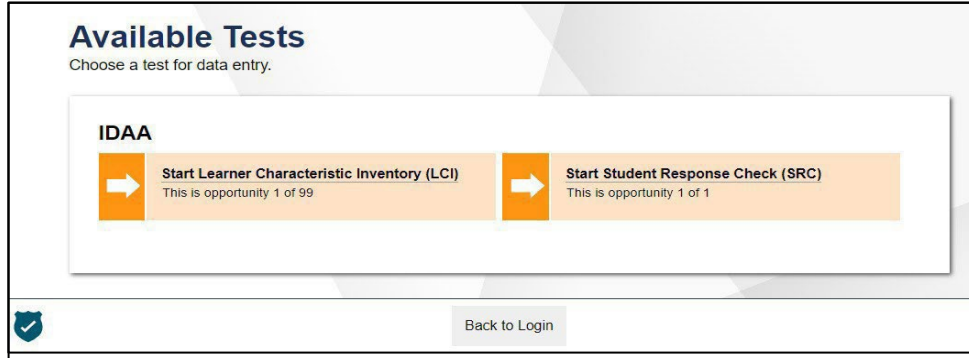
- Click the LCI or SRC 'test'

- If the LCI or SRC does not appear for the student as expected, confirm that the Special Education Status and IDAA Eligible fields are coded "yes" and the Primary Disability Type is selected in TIDE.

Step 4 – Begin Test Now

From the ***Instructions and Help*** page, click **Begin Test Now** to launch the LCI or the SRC. Do not click the link to **View Test Settings** because there are no test settings associated with the LCI or the SRC. You may view the Help Guide as necessary.

Figure 19. Instructions and Help Page with Begin Test Now Button
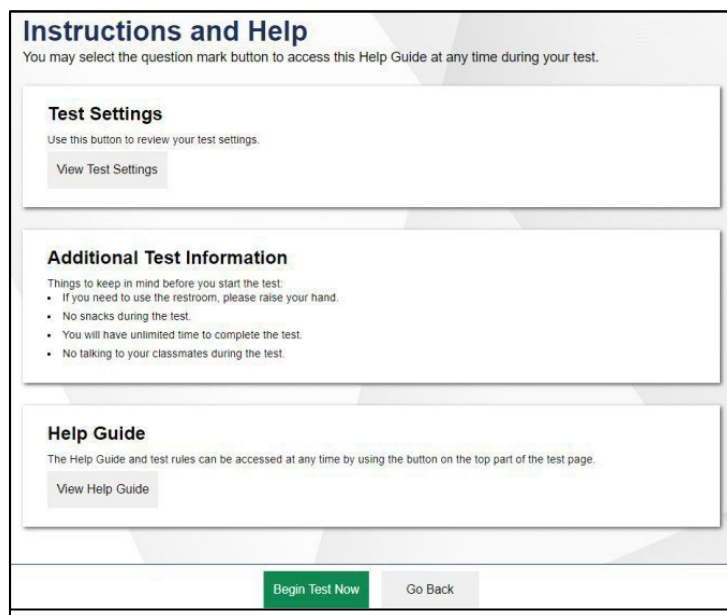

Step 5 – Respond to Items

Answer all required items on the LCI and SRC using the mouse or keyboard as appropriate. You must answer each item before navigating to the next item. Item 6 on the LCI may be skipped only if the student's primary language is English, as illustrated in the figure below.

Figure 20. Item 6 on the LCI

Navigate through the LCI and SRC items in three ways:

1. Use the **Back** and **Next** buttons in the navigation bar to move back and forth between items and the **Save** button to save responses, as illustrated in the figure below.

Figure 21. Navigation Bar Illustrating Back, Next, and Save Buttons
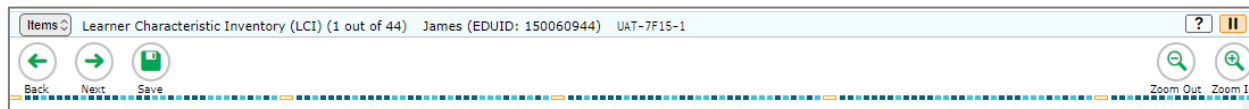
2. Navigate through items on the LCI associated with a stimulus using the item numbers on the right side of the screen, as illustrated in the figure below.

Figure 22. LCI Stimulus with Multiple Associated Items
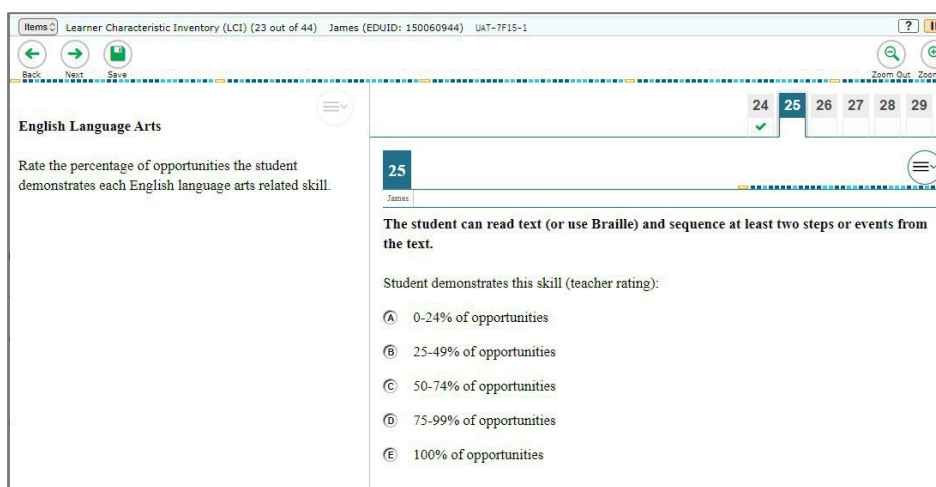
3. **For the SRC only:**
   - You will not be able to move to the next item until an answer is selected. If a student does not have a consistent, observable mode of communication, select "Mark as No Response" in the Context Menu.

Figure 23. Item Context Menu
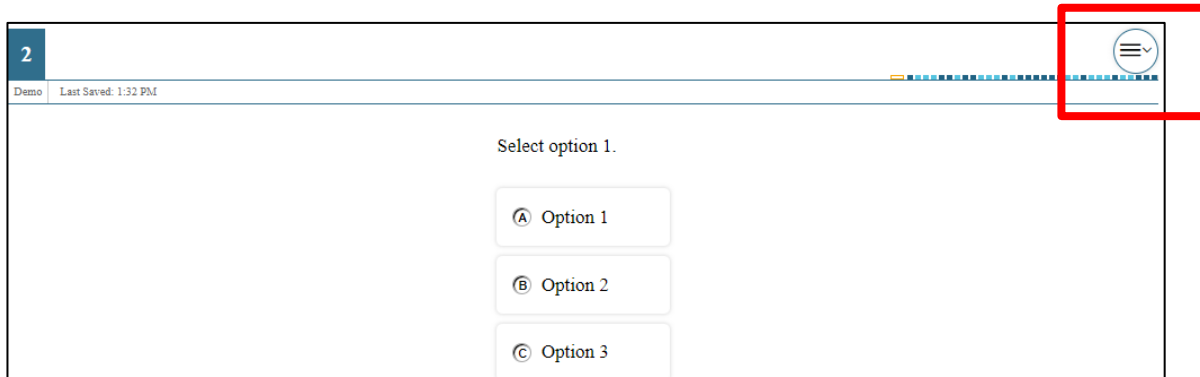
Step 6 – Finishing and Submitting the LCI or the SRC

1. After responding to the last item on the SRC, click the **Next** button, as illustrated in the figure below.

Figure 24. LCI End Test Button

a. Clicking **Next** takes the user to the **You are done entering data** page, as illustrated in the figure below.

b. Click on any item if it needs to be reviewed. Otherwise, click **Submit Test**, as illustrated in the figure below

Figure 25. LCI "You are done entering data" Page

- Any unanswered items display a warning ▲ icon. As mentioned above, only LCI item 6 may be left unanswered. Review the data you entered.

- Submit the test.

Step 7: After Submitting the LCI or SRC

After you submit the LCI or the SRC, the ***Done Reviewing Test*** page appears, displaying the student's name, the test name, and the data entry completion date, as illustrated in the figure below.

Figure 26. LCI Done Reviewing Test Page
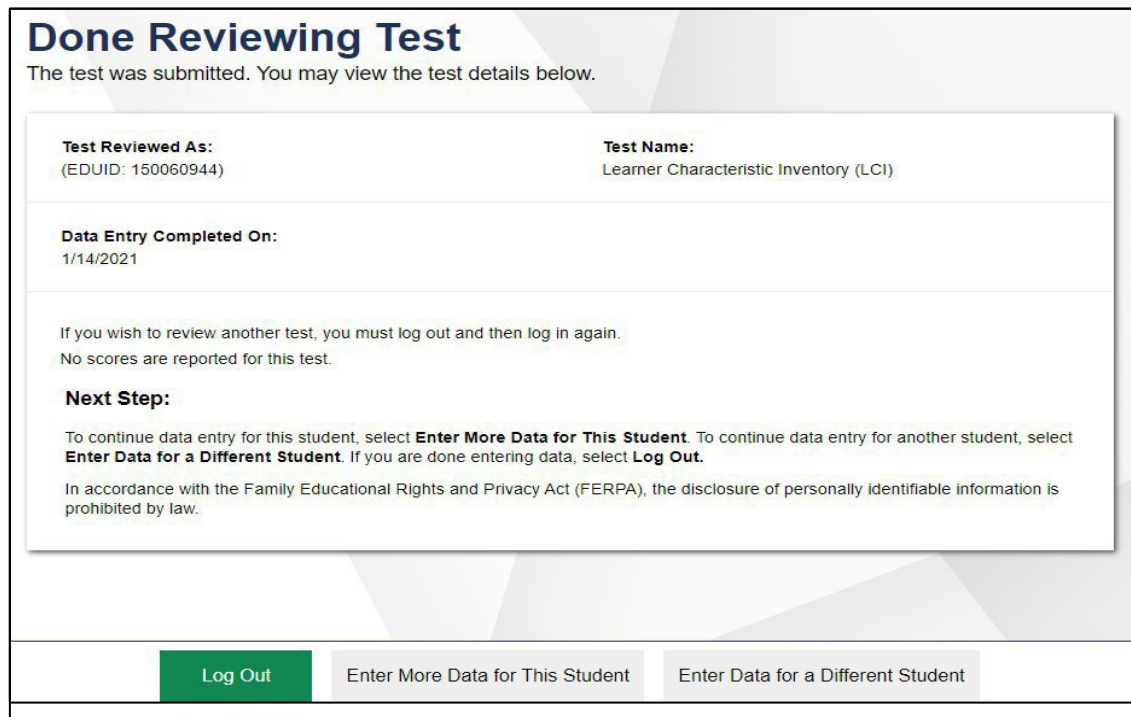
At this point you have three options:

1. Log Out. Choose this option when finished completing the LCI and/or SRC.

2. Enter More Data for This Student. Choose this option after completing the LCI and proceeding to the SRC, or vice versa.

3. Enter Data for a Different Student. Choose this option when completing the LCI and/or SRC for a different student.

User Support and Troubleshooting Information

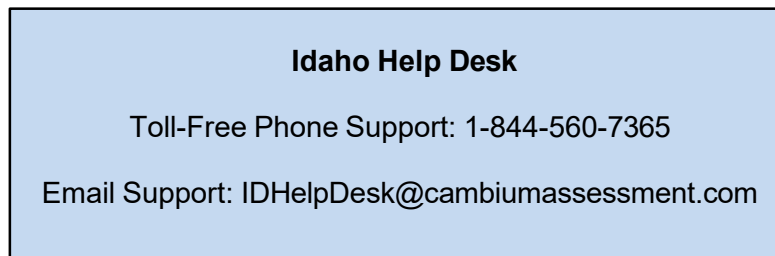## Common Login Errors

- **The first name and EDUID do not match.** This indicates that the first name entered does not match the first name associated with the EDUID. This information must match exactly as the information is found in TIDE.
    - If you find the student First Name or EDUID are incorrect in TIDE, your School Test Coordinator may be able to make a change so you can log into the DEI.

- **No tests are available at this time.** The student settings do not match the online testing parameters. Check to see if the student is eligible for the test, you are administering or if the correct test is in the operational test window.
    - If settings are incorrect in TIDE, contact your School Test Coordinator to correct these settings so you can log into the DEI.

For information and assistance in using the Data Entry Interface, contact the Idaho Help Desk. The Help Desk is open Monday–Friday from 8:00 am to 8:00 pm Mountain Time (except holidays or as otherwise indicated on the Idaho portal).

> **Idaho Help Desk**
>
> Toll-Free Phone Support: 1-844-560-7365
>
> Email Support: IDHelpDesk@cambiumassessment.com

Please provide the Helpdesk with a detailed description of your problem, as well as the following:

- The district and school name

- The Test Administrator name and contact information

- The test name and question number

- Any error messages and codes that appeared

- Operating system and browser information

Username and Password Issues

Your username for logging in to the Data Entry Interface is the email address associated with your account in TIDE. When you are added to TIDE, you receive an activation email containing a temporary link to the *Reset Your Password* page. To activate your account, you must set up your password within 15 minutes of the email being sent.

- **If your first temporary link expired**

    In the activation email, click the second link provided and proceed to request a new link.

- **If you forgot your password:**

    On the *Login* page, click **Forgot Your Password?** and then enter your email address in the *Email*

Address field. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

  Check your spam folder. If you still do not have an email, contact your School or District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

  If you are unable to log in, contact the Idaho Help Desk for assistance. You must provide your name and email address.

Change Log

Location	Change	Date
Throughout	Updated for 2023-2024: Added new screenshots, descriptions, LCI and SRC information and links, updated UX.	03/15/2024

Change Log