



# Idaho Alternate Assessment (IDAA) Learner Characteristics Inventory (LCI) Quick Guide

2022–2023

Published January 10, 2023



## Learner Characteristics Inventory (LCI)

The purpose of the LCI is to collect data on students who qualify for the Idaho Alternate Assessment (IDAA). The State Department of Education (SDE) will use LCI data to correlate a student's IDAA scores with their teacher's ratings of their academic skills and knowledge. The data are also used as part of a state-level review to ensure that only those students with the most significant cognitive disabilities are taking the IDAA.

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

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, 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 in the Data Entry Interface (DEI). Directions for using the [Data Entry Interface User Guide](#). The LCI window opens on January 31, 2023 and will close on May 12, 2023.

Figure 1. Student's TIDE Settings

The screenshot shows the 'Student Demographics' form. On the left, there are several input fields: '\*District: -- Select --', '\*School: -- Select --', '\*EDUID: [text input]', '\*Student's Last Name: [text input]', '\*Student's First Name: [text input]', 'Student's Middle Name: [text input]', '\*Gender:  Male  Female', '\*Birth Date (MMDDYYYY): [text input]', and '\*Grade: - Select -'. On the right, there are radio button options: '\*Section 504 Status:  Yes  No', '\*Special Education Status:  Yes  No', 'IDAA Eligible:  Yes  No', '\*Primary Disability Type: - Select -', '\*EL Status:  Yes  No', 'EL Category: - Select -', '\*Migrant Status:  Yes  No', and 'Economic Disadvantage:  Yes  No'. A red box highlights the 'Primary Disability Type' dropdown menu. Below these fields is a 'Field Test' section with an 'ELA: - Select -' dropdown menu.



**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 Resources page](#) by typing LCI in the search field.



# How to Log into the DEI

Authorized users can access the Data Entry Interface via the Idaho Portal.

1. Navigate to the [Idaho Portal](#) and select ELA/Literacy and Math Assessments, Science Assessments, or Idaho Alternate Assessments.

Figure 2. Homepage Portal Cards

Browse by Assessments

<p>ASSESSMENT</p>  <p><b>ELA/Literacy and Math Assessments</b></p> <p>Provides information, resources and system links for the interim and summative ELA/L and math ISATs.</p>	<p>ASSESSMENT</p>  <p><b>Science Assessments</b></p> <p>Provides information, resources and system links for the interim and summative science ISATs.</p>
<p>ASSESSMENT</p>  <p><b>Idaho Alternate Assessments</b></p> <p>Provides information, resources and system links for the interim and summative ELA/L, math, and science IDAAs.</p>	<p>SITE PAGE</p>  <p><b>Idaho Help Desk Support</b></p> <p>Provides information and steps for contacting the Idaho Help Desk for all ISAT and IDAA Assessments.</p>

2. Select **Data Entry Interface**.

Figure 3. Card for the Data Entry Interface

SYSTEM 



**Data Entry Interface**

Enter student responses and scores for paper tests only.

**Coming Soon**

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

Figure 4. Login Page





[Forgot Your Password?](#)

**Secure Login**

4. Click **Secure Login**. The **Enter Student Information** page appears.
  - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears and an email containing an authentication code is sent to your address.

Figure 5. Enter Code Page

**Enter Code**

✓ A code has been sent to your email address. The code will expire after 15 minutes.

**Submit**

**Resend Code**

[Cancel](#)

- b. In the *Enter Emailed Code* field, enter the emailed code.
    - c. Click **Submit** to log into the DEI.

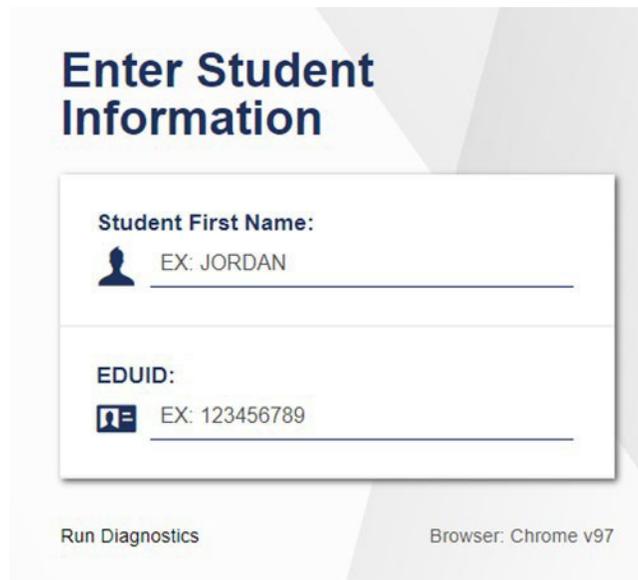
## How to Complete the LCI

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. The LCI only needs to be completed once for each qualifying student. This section outlines and explains the steps for completing the LCI for qualifying students.

### Step 1 – Entering Student Information

After you log in to 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 6. 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 7. Is This the Student? Page

The screenshot shows a web page titled "Is This the Student?" with the instruction "Please review the following information." Below this is a white box containing a table of student information:

<b>First Name</b> Kilop	<b>Last Name</b> Test
<b>SSID:</b> 8196642711	<b>Grade</b> 02
<b>Date of Birth</b> September 9, 2001	<b>School:</b> Demo School 1

At the bottom of the page, there is a shield icon on the left and two buttons: a green "Yes" button and a grey "No" button.

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

The **Available Tests** page will display the LCI and Student Response Check (SRC) as “tests” for qualifying students.

Figure 8. Available Tests showing the LCI and SRC

The screenshot shows a web page titled "Available Tests" with the instruction "Choose a test for data entry." Below this is a white box containing two orange buttons:

<b>IDAA</b>	
<b>Start Learner Characteristic Inventory (LCI)</b> This is opportunity 1 of 99	<b>Start Student Response Check (SRC)</b> This is opportunity 1 of 1

At the bottom of the page, there is a shield icon on the left and a "Back to Login" button on the right.



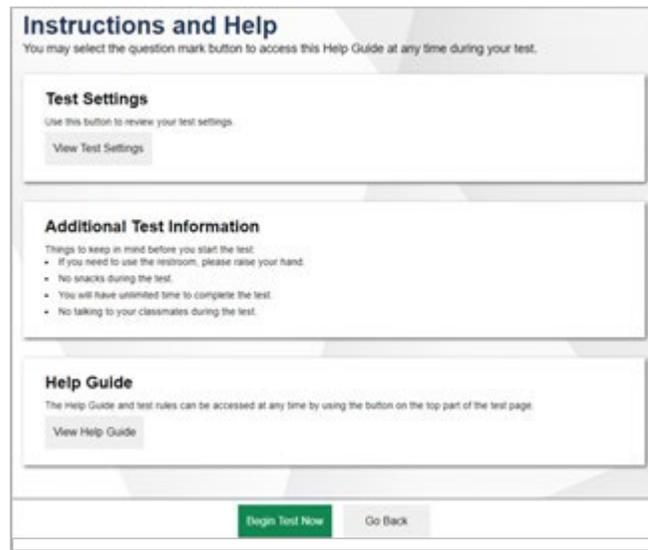
- Click the LCI test.

If the LCI 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. Do not click the link to **View Test Settings** because there are no test settings associated with the LCI. You may view the Help Guide as necessary.

Figure 9. Instructions and Help Page with Begin Test Now Button



## Step 5 – Respond to Items

Answer all required items on the LCI 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 10. Primary Language Item

6  
Demo

If yes, what is your student’s primary language (the dominant language spoken in the student’s home)?

A B C D E F G H I  
J K L M N O P Q R  
S T U V W X Y Z  
Space Delete

Navigate through the LCI items in two ways:



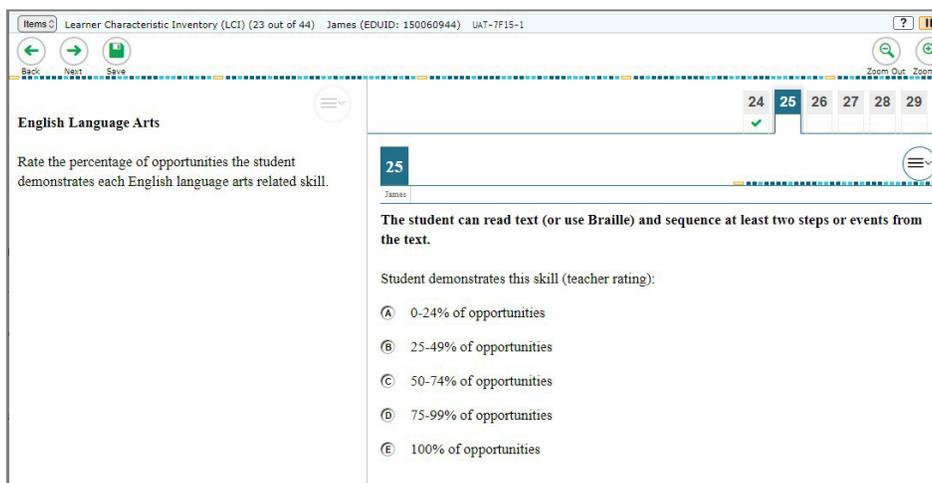
1. Use the **Back** and **Next** buttons in the navigation bar to move back and forth between items. Use the **Save** button to save responses, as illustrated in the figure below.

Figure 11. Navigation Bar Illustrating Back, Next, and Save Buttons



2. Navigate through items associated with a stimulus using the item numbers on the right side of the screen.

Figure 12. LCI Stimulus with Multiple Associated Items



## Step 6 – Finishing and Submitting the LCI

After responding to the last item on the LCI, the red **Finished** button will appear in the navigation bar, as illustrated in the figure below

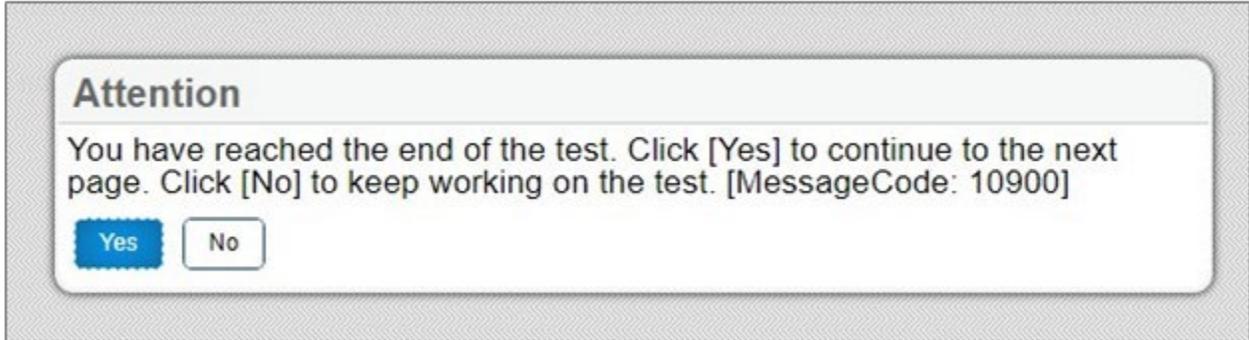
Figure 13. LCI End Test Button



Clicking the **Finished** button activates an **Attention** pop-up box.



Figure 14. Attention Pop-Up Box



- Click **Yes** takes the user to the **You are done entering data** page, as illustrated in the figure below.

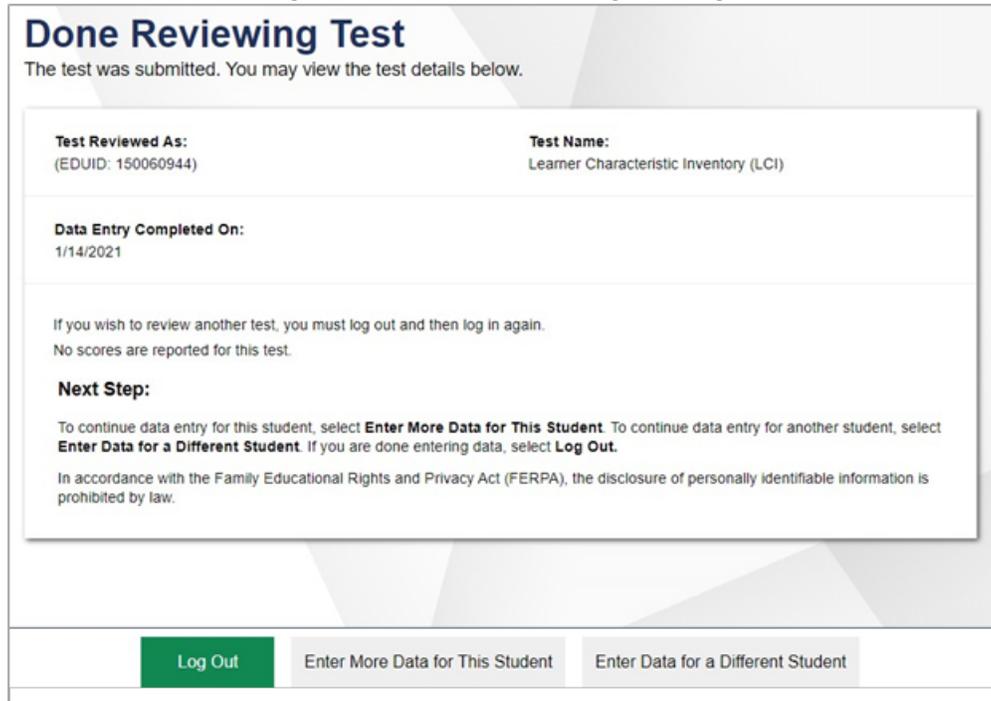
Figure 15. LCI “You are done entering data” Page

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

## Step 7 – After Submitting the LCI

After you submit the LCI, 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 16. LCI Done Reviewing Test Page



**Done Reviewing Test**  
The test was submitted. You may view the test details below.

<b>Test Reviewed As:</b> (EDUID: 150060944)	<b>Test Name:</b> Learner Characteristic Inventory (LCI)
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**Data Entry Completed On:**  
1/14/2021

If you wish to review another test, you must log out and then log in again.  
No scores are reported for this test.

**Next Step:**  
To continue data entry for this student, select **Enter More Data for This Student**. To continue data entry for another student, select **Enter Data for a Different Student**. If you are done entering data, select **Log Out**.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

[Log Out](#) [Enter More Data for This Student](#) [Enter Data for a Different Student](#)

At this point, you have three options:

1. **Log Out.** Choose this option when finished completing the LCI.
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 for a different student.