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

2023–2024

**Cambium Assessment**

# Learner Characteristics Inventory (LCI)

The purpose of the LCI is to collect data on students who qualify for the Idaho Alternate Assessment (IDAA). The Idaho Department of Education (the Department) 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 teacher (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 09, 2024 and will close on May 24, 2024.



Figure 1. Student's TIDE Settings

**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 ISAT Assessments or Idaho Alternate Assessments.



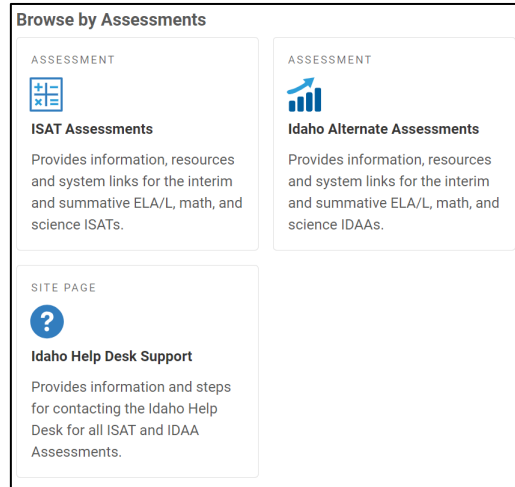**Browse by Assessments**

ASSESSMENT

**ISAT Assessments**

Provides information, resources and system links for the interim and summative ELA/L, math, and science ISATs.

ASSESSMENT

**Idaho Alternate Assessments**

Provides information, resources and system links for the interim and summative ELA/L, math, and science IDAAs.

SITE PAGE

**Idaho Help Desk Support**

Provides information and steps for contacting the Idaho Help Desk for all ISAT and IDAA Assessments.

Figure 2. Homepage Portal Cards

2. Select **Data Entry Interface.**



SYSTEM

**Data Entry Interface**
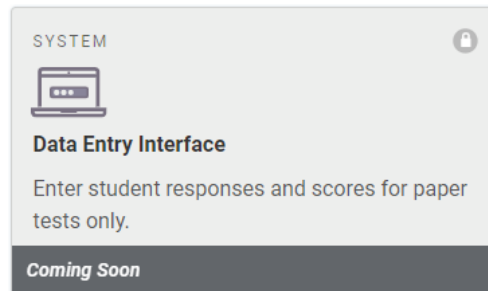
Enter student responses and scores for paper tests only.

**Coming Soon**

Figure 3. Card for the Data Entry Interface

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



Email Address

Password

Forgot Your Password?

**Secure Login**
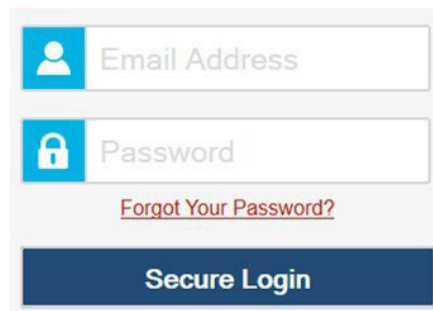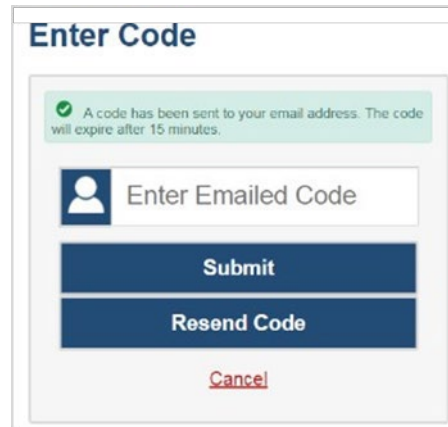
Figure 4. Login Page

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.
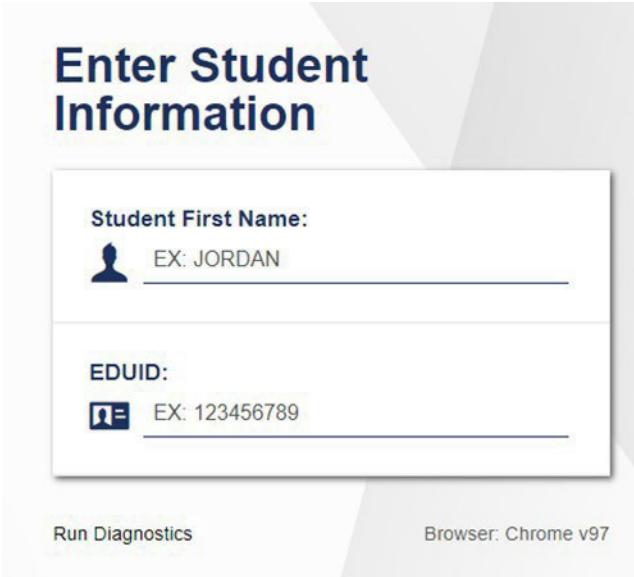


Figure 5. Enter Code Page

   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 for whom you are completing the LCI.



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

*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.
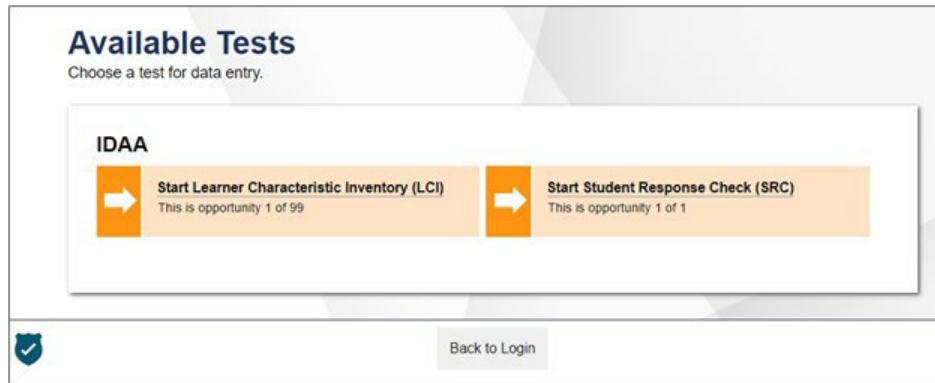


Figure 8. Available Tests showing the LCI and SRC

- 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 by clicking on the link as shown in Figure 9.
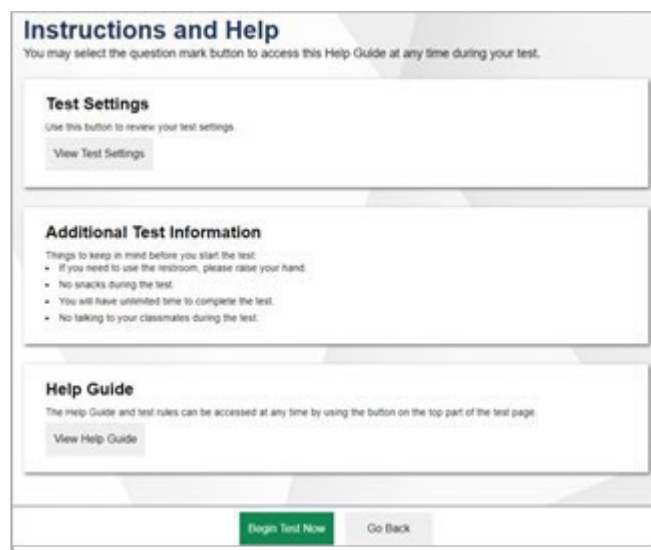


Figure 9. Instructions and Help Page with Begin Test Now Button

# 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.
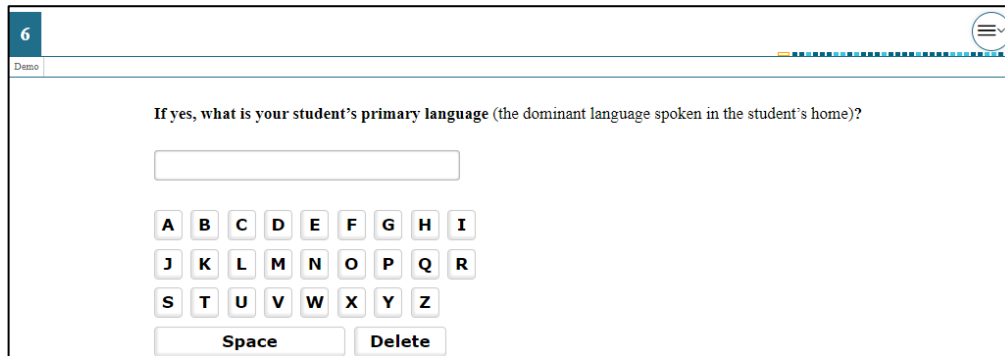


Figure 10. Primary Language Item

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.
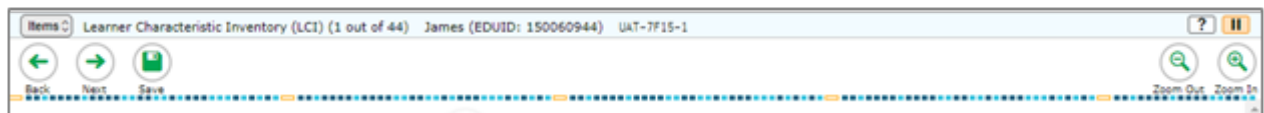


Figure 11. Navigation Bar Illustrating Back, Next, and Save Buttons

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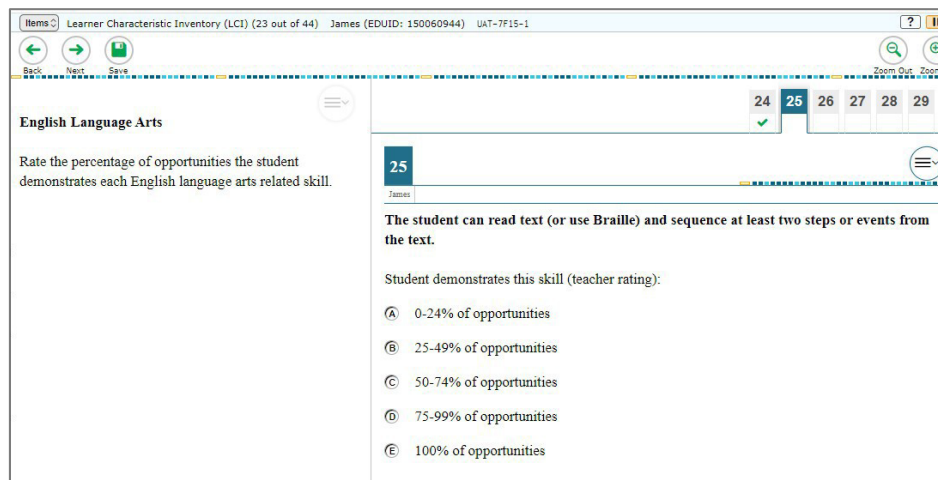


Figure 12. LCI Stimulus with Multiple Associated Items

# Step 6 – Finishing and Submitting the LCI

After responding to the last item on the LCI, click the **Next** button in the navigation bar, as illustrated in the figure below



Figure 13. 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**.**
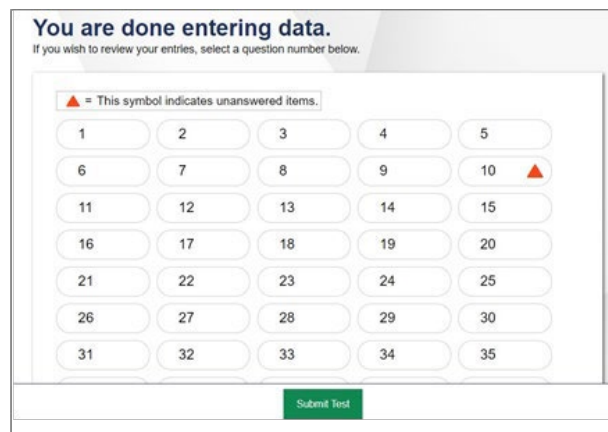


Figure 14. LCI "You are done entering data" Page

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

# 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 15. LCI Done Reviewing Test Page

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.