

Online Testing System

Data Entry Interface User Guide

2017-2018

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Introduction to this User Guide

This user guide supports users of the Data Entry Interface (DEI). DEI is a component of the Online Testing System that allows authorized users to enter student assessment data, such as question responses and scores. This introduction describes the contents of this document and includes a key for identifying icons and elements found throughout the guide.

Please note: for 2017-2018 the DEI will only be utilized for the ELPA Braille assessments.

User Guide Content

This user guide includes the following sections:

- [Logging in to the Data Entry Interface](#): This section explains how to access DEI.
- [Accessing the Student’s Assessment](#): This section explains how to enter student information and select the appropriate tests and forms.
- [Understanding the Data Entry Interface](#): This section describes the layout and structure of DEI.
- [General Test Rules and Navigation](#): This section explains how to navigate the test and submit it for scoring.

Table 1. Key Icons and Elements

Icon	Description
	Alert: This symbol accompanies important information regarding a task that may cause minor errors.
	Note: This symbol accompanies additional information or instructions of which users must take note.
	Policy: This symbol accompanies information regarding test administration policies.
Text	Bold text is used to indicate a link or button that is clickable.

Additional Resources

The following publications provide additional information:

- For information about policies and procedures that govern secure and valid test administration, see the online *Test Administration Manual (TAM)*.
- For information about which operating systems and browsers are supported, see the *Operating System Support Plan* document.

- For information about student and user management, and rosters, see the *TIDE User Guide*.
- For information about administering online tests via the TA Interface, see the *Test Administrator User Guide*.
- For information about network and internet requirements, and general peripheral and software requirements, see the *Technical Specifications Manual for Online Testing*.
- For information about installing secure browsers, see the *Secure Browser Installation Manual*.

The above resources are available on the OAKS Portal (<http://oaksportal.org>).

About Testing Policies and Procedures

This document describes the features and functions of the Data Entry Interface. It does not provide information about test administration policies and procedures. For information about policies and procedures that govern secure and valid test administration, see the [Oregon Test Administration Manual](#). Although the Data Entry Interface is accessed outside of a secure browser, TAs must comply with all security requirements described in Section 2: Test Security of the Test Administration Manual.

Section I. Logging in to the Data Entry Interface

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

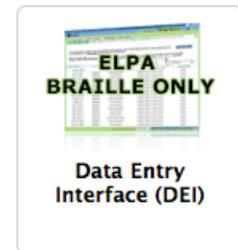
1. Navigate to the OAKS Portal (<http://oaksportal.org>).
2. Select your user role.

Figure 1. User Cards



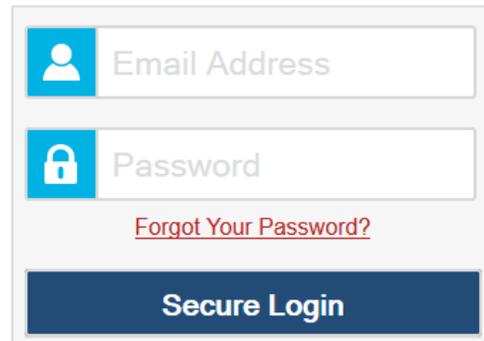
3. Select **Data Entry Interface**. The login page appears.

Figure 2. DEI card



4. Enter your email address and password.
5. Click **Secure Login**.

Figure 3. Login Page

A login form with a light gray background. It contains two input fields: the first is labeled 'Email Address' with a blue person icon to its left; the second is labeled 'Password' with a blue padlock icon to its left. Below the password field is a red link that says 'Forgot Your Password?'. At the bottom of the form is a dark blue button with the text 'Secure Login' in white.

For more information about user roles, consult the resources available on the portal.

Section II. Accessing the Student's Assessment

This section explains how to enter student information and select the correct test form.

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 4. Enter Student Information Login Page

To enter a student's information:

1. In the *Student First Name* field, enter the student's first name as it exists in TIDE.
2. In the *SSID* field, enter the student's SSID or Temp ID (for ELPA Screener only).
3. Click **Sign In**.



Notes: DEI generates an error message if you cannot sign in. The following is the most common student login error.

Student Name and ID Do Not Match: Verify that you correctly entered the SSID or Temp ID 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 SSID or Temp ID.

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 5. Is This the Student? Page

Is This the Student?

Please review the following information.

First Name: student14
Last Name: Demo
SSID: 9999999818
Grade: 02
Date of Birth: December 28, 2006
School: zzz AIR Training School2

Next Step:
If the student's information is correct, choose **Yes**. If not, choose **No**.

To verify the student's personal information:

- If all the information is correct, click **Next**. The **Available Tests** page appears.
- If any of the information is incorrect, do not proceed with the data entry for this student. Click **Log Out**. You must 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 Test

The **Available Tests** page displays the tests available for data entry. On this page, you can select the test for the student.

Figure 6. Available Tests Page

Available Tests

Choose a test for data entry.

ELPA



Resume Grades 9 – 12 ELPA Screener
Braille DEI

This is opportunity 1 of 1

Next Step:
If you wish to log out, select **Back to Login**.

Back to Login

Available tests display an arrow indicating whether you are entering data for a new test opportunity or resuming an opportunity.

- **Start** indicates that you are beginning data entry for this test.
- **Resume** indicates that you are resuming data entry for this test.



Important: If no tests appear for the student, confirm the student's test eligibility in TIDE.

To select an available test:

- Click the test name. The **Choose a Test Form** page appears.
- If the tests available for the student are not correct, click **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.

Step 4 – Confirming the Test and Selecting the Test Form

After you select a test, a session ID automatically generates. The session ID can be used to look up test information in the Online Reporting System. The **Choose a Test Form** page displays the session ID and the test you selected. On this page, you can select the test form for the student.

Figure 7. Choose a Test Form Page

Choose a Test Form

Select the appropriate test form from the drop-down list. If no drop-down list is available, verify that the listed test form is correct.

Session ID: UAT-313E-3
Grades 9 – 12 ELPA Screener Braille DEI

 **Universal Tools**

Expandable Items	On
Expandable Passages	On
Line Reader	On
Mark for Review	On
Mouse Pointer	System Default

 **Embedded Designated Supports**

Print Size	1X
------------	----

Next Step:
To use this test form, choose **Next**. To return to the Login page, choose **Back to Login**.

Next
Go Back

To select a test form:

1. From the **Test Forms** drop-down list, select the appropriate form.
2. Click **Next**.



Warning: If multiple forms are listed, the test form selected must match the form indicated on the test materials.

Step 5 – Audio Playback Check

After selecting a test form, the **Audio Playback Check** page appears. On this page you will verify the audio playback is working correctly.

Figure 8. Audio Playback Check Screen

Audio Playback Check

Make sure audio playback is working.

 To play the sample sound, press the speaker button.

Next Step:
If you heard the sound, choose **I heard the sound**. If not, choose **I did not hear the sound**.

To verify the audio playback is working:

- Click on the Sound  button to hear the sample sound. If you hear the sound, click **I heard the sound**.
- If you do not hear the sound, click **I did not hear the sound**.

Step 6 – Recording Device Check (Speaking Test Only)

After verifying the audio, the **Recording Device Check** page appears. On this page, you will verify the recording device is working correctly.

Figure 9. Recording Device Check Screen

Recording Device Check

Make sure your recording device is working.

1. To start recording, press the Microphone button.
2. Say your name into your recording device.
3. When you are done, press the Stop button.
4. To listen to your recording, press the Play button.




Next Step:
If you heard your recording, choose **I heard my recording**. If not, choose **I did not hear my recording**.

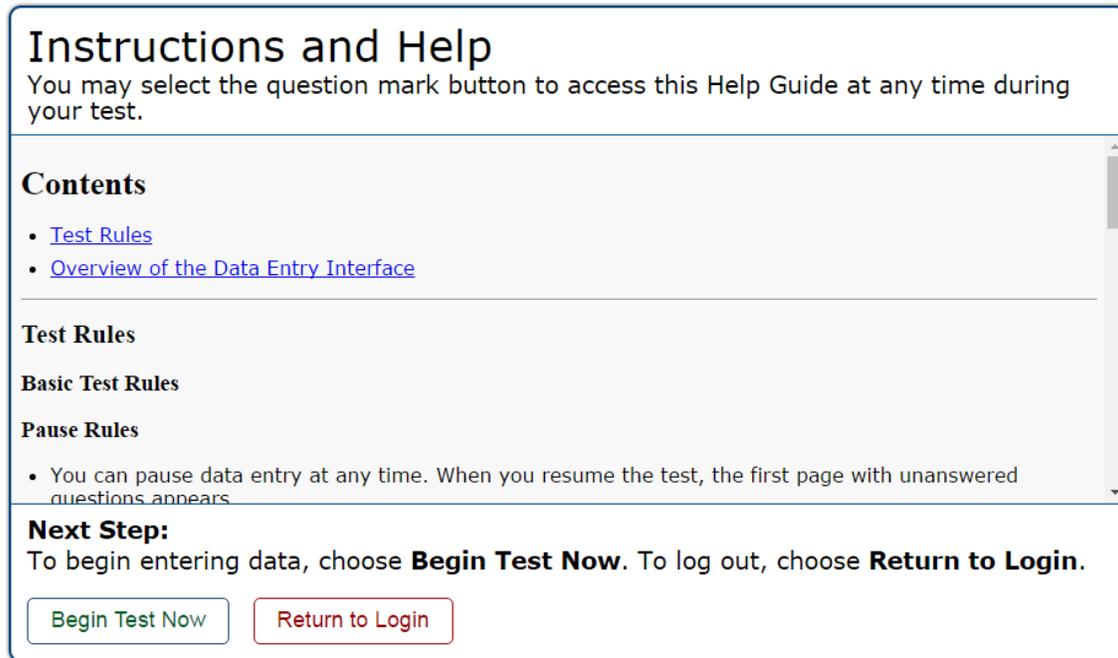
To verify the recording device is working:

- Press the **Microphone**  button to start the recording and say your name in the microphone. When you are finished, press the **Stop**  button. Press the **Play**  button to listen to your recording. If you hear your voice, click **I heard my recording**.
- If you do not hear your voice, click **I did not hear my recording**.

Step 7 – Test Instructions and Help

After you heard your recording, the **Instructions and Help** page appears. On this page, you can review the rules of the Data Entry Interface and its available tools.

Figure 10. 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.

Contents

- [Test Rules](#)
- [Overview of the Data Entry Interface](#)

Test Rules

Basic Test Rules

Pause Rules

- You can pause data entry at any time. When you resume the test, the first page with unanswered questions appears.

Next Step:

To begin entering data, choose **Begin Test Now**. To log out, choose **Return to Login**.

[Begin Test Now](#) [Return to Login](#)

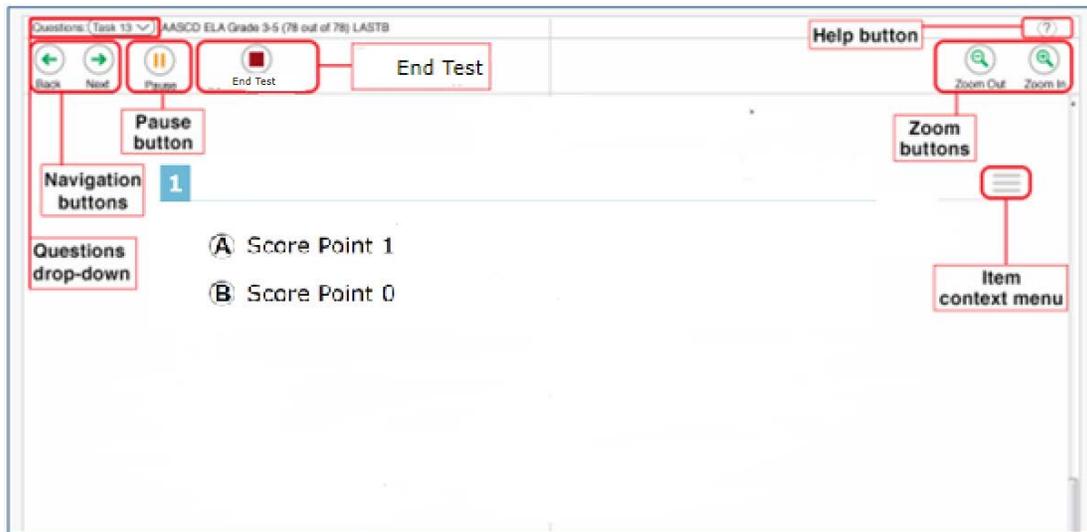
To proceed and begin data entry:

1. Review the information on this page.
2. To officially begin or resume the test opportunity, click **Begin Test Now**. The test opportunity officially begins or resumes.

Section III. Understanding the Data Entry Interface

[Figure 11](#) 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 11. Sample Test Page



Test Tools

DEI has several on-screen tools that support users' needs. These include global tools and context menu tools. Global tools are those available on every page in the top banner. Context menu tools are available for each question and stimulus on the test.

Global Tools

- The question mark button in the upper-right corner opens the **Instructions and Help** page.
- **Zoom** buttons allow you to magnify font size. Multiple zoom levels are available.
- The **Questions** drop-down list enables you to quickly return to a specific test page. Marked pages display (marked) in this list.
- The **Pause** button allows you to pause the test. Pausing a test logs you out of DEI. When you return to the test, you are directed to the first page with unanswered questions.
- The **Notepad** tool allows you to enter notes in an on-screen notepad. These notes remain available throughout the test.
- The navigation buttons in the upper-left allow you to move between test pages.
- The **End Test** button appears after you respond to all required questions. To start the test submission process, click  in the top banner.

Context Menu Tools

You can select tools from the context menu available for each question. To open the context menu, select  next to a question or stimulus. You can also open the context menu by right-clicking a question or stimulus. The following context menu tools are available:

- **Notepad:** Select **Notepad** from the context menu to enter notes or comments for a question.
- **Mark for Review:** Select **Mark for Review** from the context menu to identify a question as one you may want to return to later. The question number displays a dog-eared style flap. In the **Questions** drop-down list, (marked) appears next to the question number.
- **Strikethrough:** Each question's response option can be struck out.
 - To strike out an option, right-click in the response option area and select **Strikethrough**. A line appears through the text or image.
 - To remove a strikethrough, right-click that option again and select **Undo Strikethrough**.

Section IV. General Test Rules and Navigation

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

Navigation and Pause Rules

You may review questions before pausing or submitting the test. You may change the selected responses for questions only if you have not submitted the test for scoring.

You may pause tests at any time and return to them later to complete data entry. Tests must be completed and submitted before the end of the administration window.

Test Timeout (Due to Inactivity)

As a security measure, you are automatically logged out after 20 minutes of inactivity. This pauses the test.



Note: 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 scores that have been entered are automatically saved. Pausing the test does not impact any scores that you entered.

Proceeding through the Test

You must enter student response data for every test question on a page before proceeding to the next page in the test. After you select response options for the required questions on a page, click **Next** to go to the next page. To return to a previous page, click **Back**.



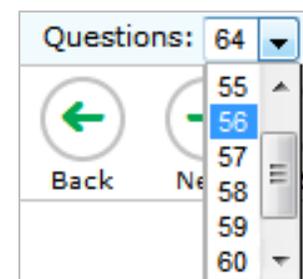
Policy Reminder: This user guide does not provide information about test administration policies and procedures. Please consult the directions in the appropriate *Test Administration Manual* to learn about procedures for responding to questions and completing a test in the Data Entry Interface.

Navigating to Questions

You can navigate to questions page by page or jump directly to a question page.

- To navigate page by page, click the **Back** or **Next** buttons at the top of the screen.
- To jump directly to a question page, select the appropriate question from the **Questions** drop-down

Figure 12. Navigating to Questions



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 test form again. DEI opens the test to the first page with unanswered questions from which you paused the test. You may also go back to review or change scores for questions already entered.

To pause data entry:

1. Click **Pause** in the top banner. A confirmation message pops up.
2. Click **Yes** to confirm that you want to pause the test.

Completing Data Entry and Reviewing Questions

The End Test button appears at the top of the screen.

Figure 13. End Test Button



When you click **End Test**, the next page gives you two options:

- Review the data you entered.
- Submit the test for scoring.

Figure 14. Done Entering Data Page

You are done entering data.
If you wish to review your entries, select a question number below.

 You have marked questions. Review these questions before submitting your test.

 Please review your unanswered questions before submitting the test.

Questions:

1	6 	11	16	21 	26	31
2	7	12	17	22 	27 	32
3	8	13	18	23	28	33
4	9 	14	19	24	29	
5	10 	15 	20	25	30	

Next Step:
When you are done reviewing your entries, select **I'm done here** You cannot change entries after you submit the test.

I'm done here

Done Entering Data page options:

- To review answers and go back to the test, select a question listed on this page. Questions that were marked for review display a flag  icon. Questions that were not answered display a warning  icon.
- To complete the testing process, click **I'm done here**. Only do this once you are sure that you have completed entering the students' responses and remember that every question must have a response (no skipping questions is permitted, unless a student is exempt from a domain) before the test is submitted.



Note: After you click **I'm done here**, the test is officially completed. You cannot log back in and review the data you entered.

Done Reviewing Assessment Page

After you submit the test, the **Done Reviewing Assessment** page appears, displaying the student's name, the test name, and the data entry completion date.

Figure 15. Done Reviewing Assessment Page

Done Reviewing Test

The test was submitted. You may view the test details below.

Test Reviewed As: Test, Student (Student ID: ORT-213)

Test Name: Grades 9 – 12 ELPA Screener Braille DEI

Data Entry Completed On: 7/19/2018

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**.

Log Out

Enter More Data for This Student

Enter Data for a Different Student

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

Results page options:

- Click **Enter Data for Different Student** to enter scores or responses for another student. You are directed to the **Enter Student Information** login page.
- Click **Enter More Data for this Student** to enter data for the same student without having to enter that student's demographic information again. You are directed to the **Available Tests** page for this student. From there, you can proceed through the test selection and verification process.
- If you are done entering test data, click **Log Out**.

User Support

For additional information and assistance in using the Online Testing System, contact the OAKS Help Desk. If you have a policy of test administration question, refer to the *Test Administration Manual*.

The Help Desk is open Monday—Friday 7:00 a.m. to 5:00 p.m. Pacific Time (except holidays or as otherwise indicated on the OAKS Portal).



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

- Test Administrator name
- If the issue pertains to a student, provide the SSID or Temp ID (for ELPA Screener only) and associated district or school for that student. Do not provide the student's name.
- If the issue pertains to a TIDE user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Affected test session ID and question number, if applicable.
- Operating system and browser version information, including version numbers (for example, Windows 7 and Firefox 13 or Mac OS 10.7 and Safari 5)
- Information about your network configuration, if known:
 - Secure browser installation (to individual devices or network)
 - Wired or wireless internet network setup

Change Log

Change	Date
Removed "21" from heading in upper righthand corner of each page.	7/25/18
Removed "21" and referred to both assessments in the note in "Introduction to this User Guide" (pg. 1)	7/25/18
Updated Figure 2 to remove "21" in Section I (pg. 3)	7/25/18
Added references to Temp ID in instructions and note under "Step 1 – Entering Student Information" in Section II (pg. 4)	7/25/18
Updated Figure 6 to reflect new test labels and addition of Screener under "Step 3 – Selecting the Test" in Section II (pg. 6)	7/25/18
Updated Figure 7 to reflect new test labels and addition of Screener under "Step 4 – Confirming the Test and Selecting the Test Form" in Section II (pg. 7)	7/25/18
Corrected label for "End Test" button under "Global Tools" in Section III (pg. 10)	7/25/18
Updated Figure 15 to reflect new test labels and addition of Screener under "Done Reviewing Assessment Page" in Section IV (pg. 15)	7/25/18
Added reference to Temp ID to User Support section (pg. 16)	7/25/18