

Test Delivery System Data Entry Interface User Guide

(For Paper and Braille Test Administrations)

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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 Test Delivery System and is used in conjunction with paper/pencil and braille tests. The DEI allows authorized users to enter student assessment data, such as question responses and scores.

Organization of the User Guide

This user guide includes the following sections:

- [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 layout and structure of DEI.
- [How to Navigate the DEI and General Test Rules](#): This section explains how to navigate the test and submit it for scoring.

There is also an alphabetized [Appendix](#) with additional information and instructions.

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 *Test Administration Manual* available on the Arkansas ELPA21 Portal (<http://ar.portal.cambiumast.com>).

How to Access a 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 1. Enter Student Information Page

The screenshot shows the 'Enter Student Information' page. The main heading is 'Enter Student Information'. Below it, there are two input fields. The first is labeled 'Student First Name:' and contains the text 'JOHN'. The second is labeled 'SSID:' and contains the text '1234567890'. Below these fields, there are two links: 'Run Diagnostics' and 'Browser: Chrome v91'. At the bottom of the page, there is a shield icon with a checkmark, a green 'Sign In' button, and a grey 'Log Out' button.

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 *Student ID* field, enter the student's SSID.
3. Click **Sign In**.

Please note, the 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:** If this error appears, verify that you correctly entered the SSID 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.

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 2. Is This the Student? Page

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



To verify the student's personal information:

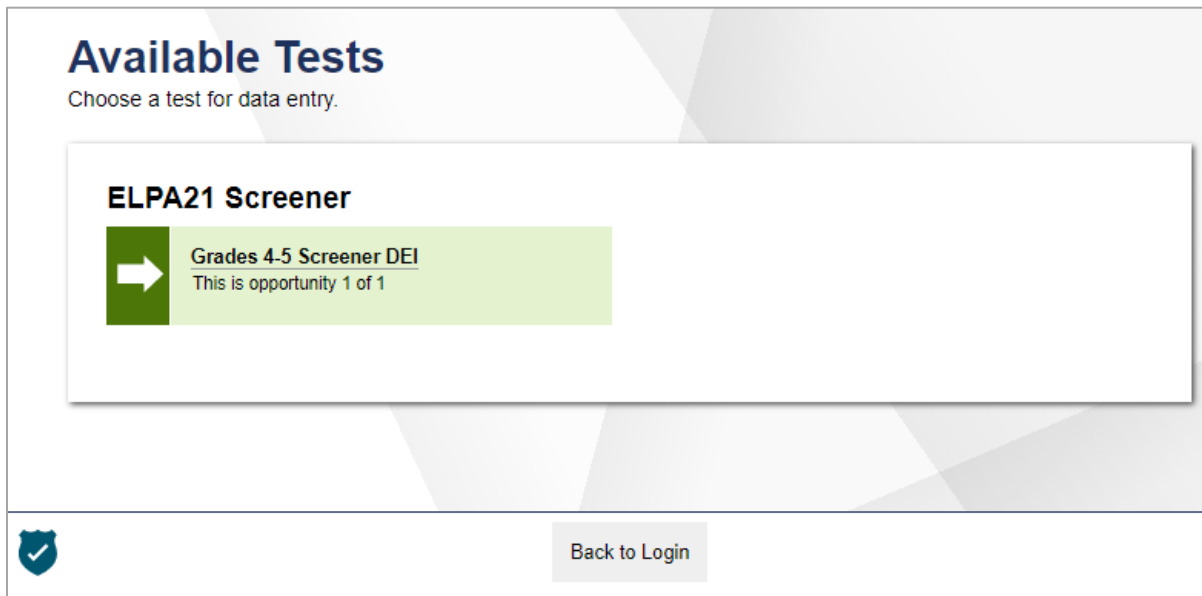
- If all the information is correct, click **Yes**. The **Available Tests** page appears.
- If any of the information is incorrect, do not proceed with the data entry for this student. Log out of the application and notify the appropriate school personnel that the student's information is incorrect. Data entry cannot begin until this information is corrected.

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. An auto-generated session ID is also displayed in the banner. The session ID can be used to look up test information in the Reporting.

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

Figure 3. Available Tests Page



Available tests indicate whether you are entering data for a new test opportunity or resuming an open opportunity.

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 – Functionality Checks

Depending on the test content, you may need to verify that your device is functioning properly from the **Audio/Video Checks** page (see [Figure 4](#)). If the test does not require functionality checks, the **Instructions and Help** page (see [Figure 7](#)) appears.

Figure 4. Audio/Video Checks Page



Audio/Video Checks
Your test uses multi-media features. Please perform the following checks before continuing.

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**.

Recording Device Check
Make sure your recording device is working.

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

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



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

- Verify each functionality, then click **Continue**. A green check mark will appear in the upper-right corner of the functionality panel that you have verified.

The page may consist of any of the following functionality checks:

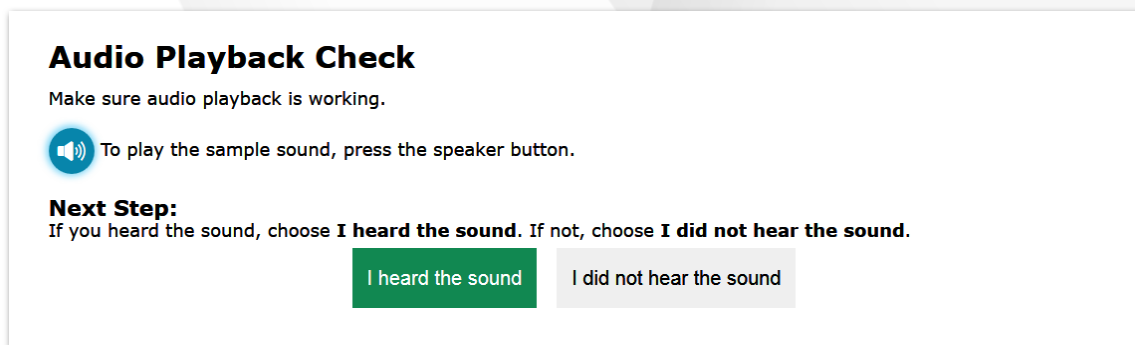
- [Audio Playback Check](#)
- [Recording Device Check](#)

Audio Playback Check


The **Audio Playback Check** panel appears for tests with listening questions. On this panel, you must verify that you can hear the sample audio.

If the audio does not work, you should log out. You can troubleshoot the device and headphones or move to another device with working audio.

Figure 5. Audio Playback Check Panel



To check audio settings:

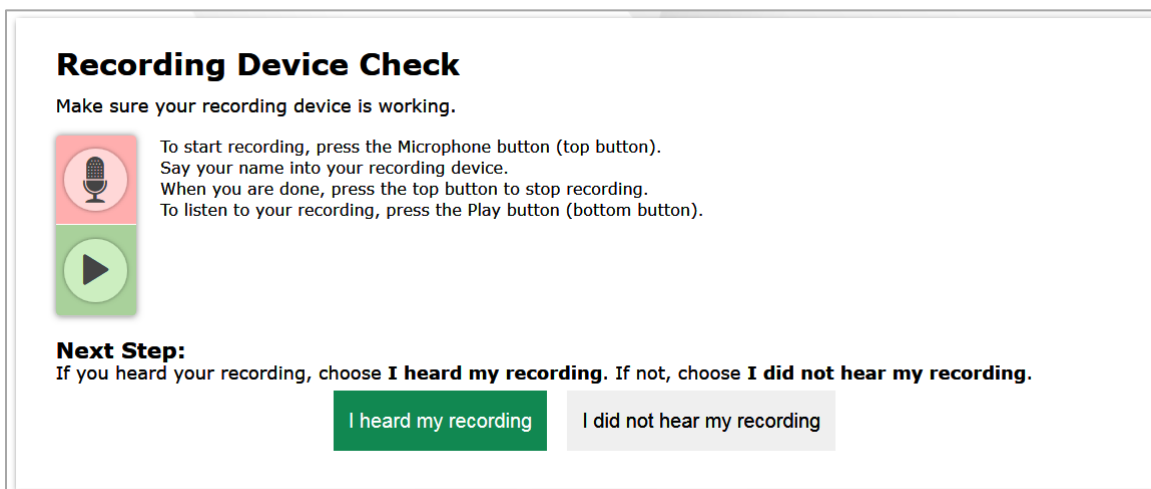
1. Select the  icon and listen to the audio.
2. Depending on the sound quality, do one of the following:
 - If the sound is audible, select **I heard the sound**.
 - If the sound is not audible, select **I did not hear the sound**. The **Sound Check: Audio Problem** panel appears.
 - To try again, click **Try Again**. This takes you back to the **Audio Playback Check** panel.

Recording Device Check

The **Recording Device Check** panel appears for tests that require recorded audio responses. On this panel, you can record your voice and verify that you can hear the recorded audio.




If the audio does not work, you should log out. You should troubleshoot the recording device or set up a new recording device.

Figure 6. Recording Device Check Panel



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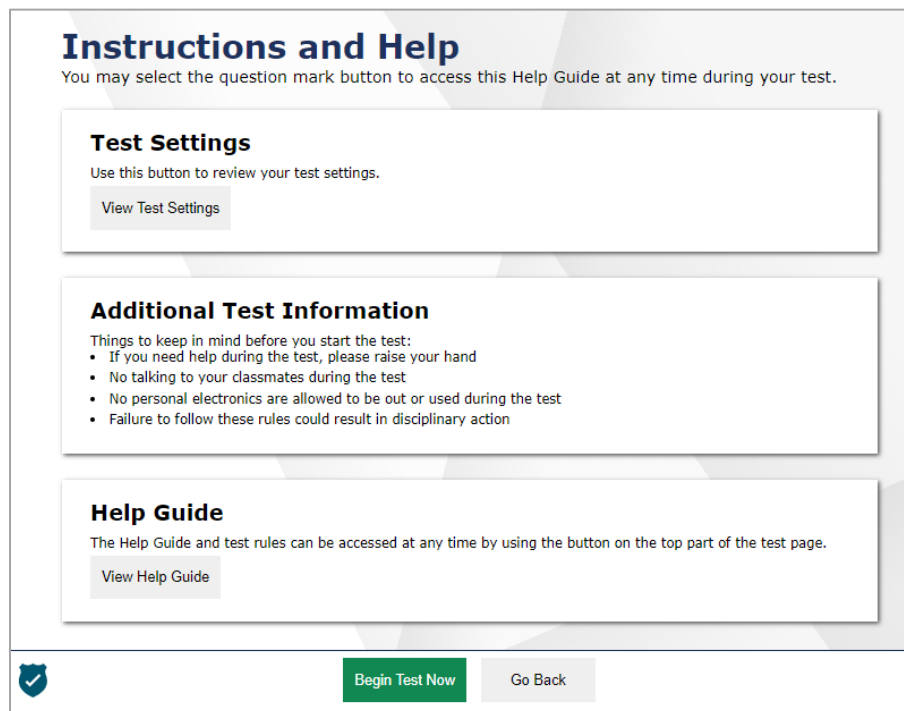
To check recording device settings:

1. To begin recording, select the  icon.
2. Speak into your recording device.
3. To stop recording, select the  icon.
4. To listen to your recorded audio, select the  icon.
5. Depending on the recorded audio quality, do one of the following:
 - If the recorded audio is audible, select **I heard my recording**.
 - If the recorded audio is not audible, select **I did not hear my recording**. The **Problem Recording Audio** panel appears.
 - To try again, click **Try Again**. This takes you back to the **Recording Device Check** panel.
 - To select a new recording device, click **Select New Recording Device**. The **Recording Input Device Selection** panel appears from where you can select a different recording input device.

Step 5 – Test Instructions and Help

After selecting a test form, the **Instructions and Help** page appears. On this page, you can review the rules of the Data Entry Interface and its available tools.

Figure 7. Instructions and Help Page



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To proceed and begin data entry:

1. *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**.
2. *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**.
3. To officially begin or resume the test opportunity, click **Begin Test Now**.

How to Use the Test Tools in the Data Entry Interface

Figure 8 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 8. 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.
- 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.
- **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 question.
- The **Notes** tool allows you to enter notes in an on-screen notepad. These notes remain available throughout the test. Depending on the tool's settings, advanced editing features, such as word and character count, spell check, and text formatting options may be available.
- The navigation buttons in the upper left allow you to move between test pages.
- The **Done Entering Data** 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:

- **Highlight:** Select an area of text and then select **Highlight Selection**. If multiple color options are available, select an option from the list of colors to highlight the text.
- **Notepad:** Select **Notepad** from the context menu to enter notes or comments for a question. After entering a note, a pencil icon  appears next to the question number on the test page.
- **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 and a flag icon  appears next to the number on the test page. The **Questions** drop-down list displays  for the selected question.
- **Strikethrough:** Each question's response option can be struck out. If the tool is set to the enhanced mode, you can strikethrough multiple lines of text, such as an answer option spanning more than a line, as well as graphics.
 - 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**.
- **Tutorial:** Select **Tutorial** from the context menu to view an animation explaining how to respond to a question type.

Other Tools

In addition to the global tools and context menu tools, there are some additional tools that may be available to students based on their accommodations or the test page layout.

- **Expand Buttons:** You can expand the passage section or the question section for easier readability.
 - To expand the passage section, select the right arrow icon  below the global menu. To collapse the expanded passage section, select the left arrow icon  in the upper-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 upper-left corner.

How to Navigate the DEI and General Test Rules

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

Proceeding through the Test

You must enter student response data for each required 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**.

Questions that are grouped together may be paginated to appear individually. Tabs for each question in the group appear in the upper-right corner. You can click these tabs to navigate to the next question in the group.

Figure 9. Paginated Item Tabs



Navigating to Questions

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




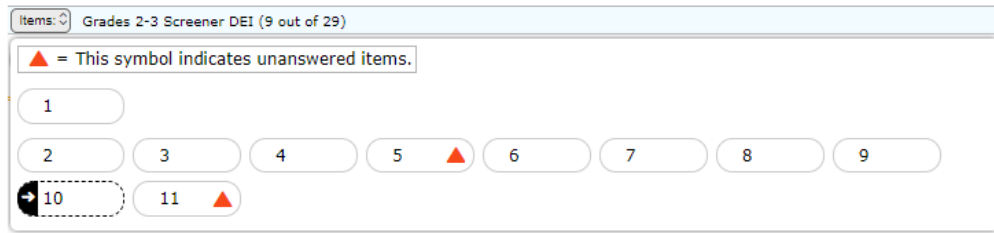
- To navigate page by page, click the **Back** or **Next** buttons at the top of the screen.
- To jump directly to a question, select the appropriate question from the **Questions** drop-down list. If a test consists of cover pages, cover page icons  are displayed in the **Questions** menu that you can use to navigate to the selected cover page.
 - If an item has been marked for review,  is displayed next to the item.
 - If an item has been skipped or not answered,  is displayed next to the item.
 - Items that students cannot navigate to are grayed out.

Figure 10. Questions Drop-Down



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 in the segment from which you paused the test. You may also go back to review or change responses or scores for questions already entered.

To pause data entry:

1. Click **Pause** in the upper-right corner. A confirmation message pops up.
2. Click **Yes** to confirm that you want to pause the test.

Completing Data Entry and Reviewing Questions

The **Done Entering Data** button appears in the global menu after you have responded to all required questions.

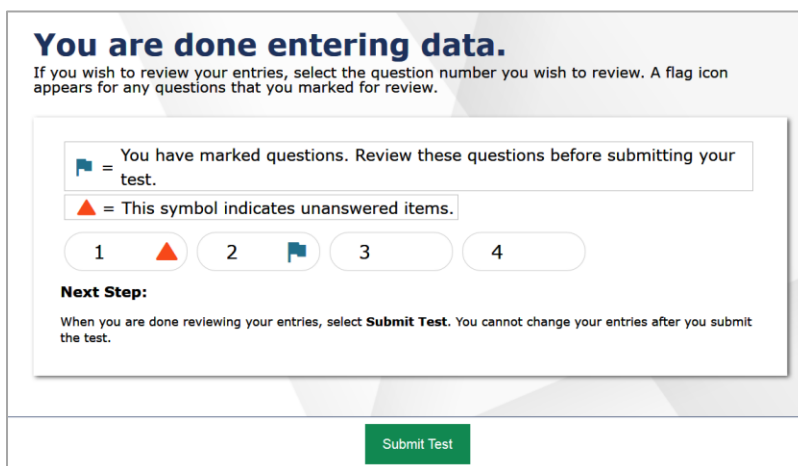
Figure 11. Done Entering Data Button



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



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

Figure 12. Done Entering Data Page



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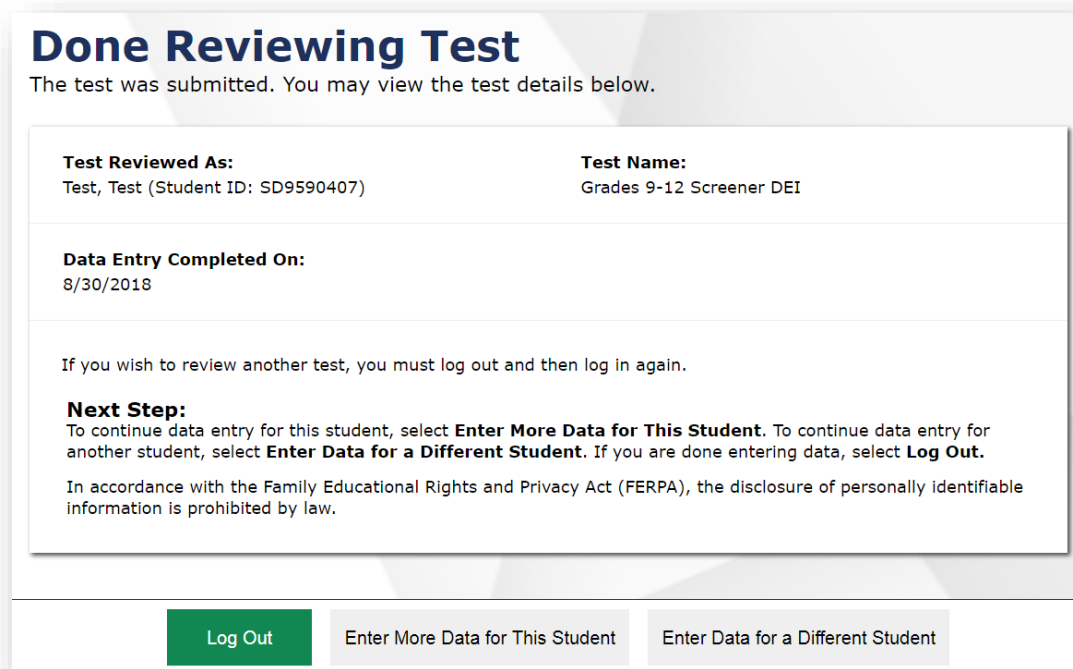
Done Entering Data page options:

- 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 **Submit Test**. After you click **Submit Test**, 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. For some tests, this page also displays the test score.

Figure 13. Done Reviewing Assessment Page



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

Test Reviewed As: Test, Test (Student ID: SD9590407)	Test Name: Grades 9-12 Screener DEI
Data Entry Completed On: 8/30/2018	

If you wish to review another test, you must log out and then log in again.

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

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 **Tests For This Student** page. From there, you can proceed through the test selection and verification process.
- If you are done entering test data, click **Log Out**.

Appendix

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Login Information for the DEI

Authorized users can access the Data Entry Interface via the Arkansas ELPA21 Portal.

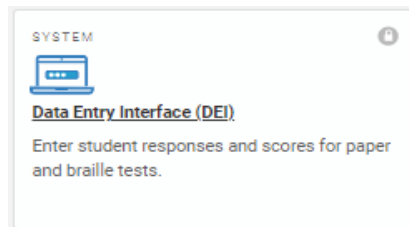
1. Navigate to the Arkansas ELPA21 Portal (<http://ar.portal.cambiumast.com>) and select your user role.

Figure 14. Portal User Cards



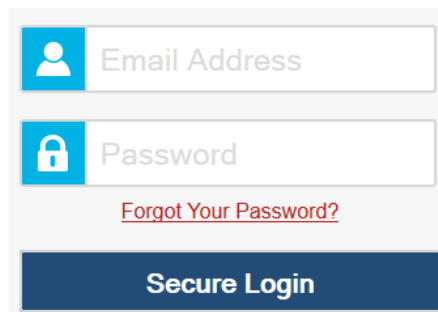
2. Select **Data Entry Interface**.

Figure 15. Card for DEI



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

Figure 16. Login Page



4. Click **Secure Login**. The **Enter Student Information** page appears (see [Figure 1](#)).

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- 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 17. Enter Code Page

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

U

User Support and Troubleshooting Information

User Support

For information and assistance in using the Data Entry Interface, contact the Arkansas ELPA21 Helpdesk. The Helpdesk is open Monday–Friday 7:00 a.m. to 7:00 p.m. (except holidays or as otherwise indicated on the Arkansas ELPA21 portal).

Arkansas ELPA21 Helpdesk

Toll-Free Phone Support: 1-844-332-5602

Chat Support: <https://ar.portal.cambiumast.com/contact.html>

Email Support: arelpa21helpdesk@cambiumassessment.com

To assist you with your issue or question, please provide the Helpdesk with detailed information that may include the following:

- The district and school name
- The SSID of the student whose test was affected by the issue
- 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

Usernames and Password Issues

Your username for logging in to the TA Site 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 you received, click the second link provided and proceed to request a new temporary 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 to make sure your email program did not categorize it as junk mail. 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 Arkansas ELPA21 Helpdesk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.