

# Online Testing System

## Data Entry Interface User Guide

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# Introduction to this User Guide

This user guide supports users of the Data Entry Interface (DEI). The 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.

## User Guide Content

This user guide includes the following sections:

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

Table 1. Key Icons and Elements

Icon	Description
	<b>Alert:</b> This symbol accompanies important information regarding a task that may cause minor errors.
	<b>Note:</b> This symbol accompanies additional information or instructions of which users must take note.
	<b>Policy:</b> This symbol accompanies information regarding test administration policies.
<b>Text</b>	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 Coordinators Manual \(TCM\)](#).
- For information about which operating systems and browsers are supported, see the [System Requirements](#) 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 Administration Manual \(TAM\)](#).

- 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 Portal (<http://oh.portal.airast.org/ocba/> )

### **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 *Spring 2017 Test Coordinators Manual*, available on the Portal.

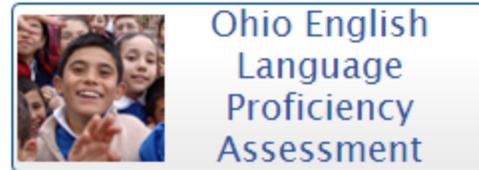
## Section I. Logging in to the Data Entry Interface

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

1. Navigate to the [Portal](#).

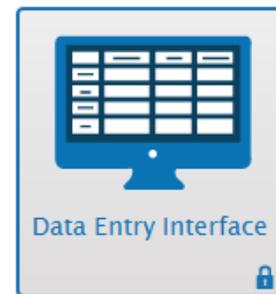
Figure 1. User Card

2. Select the Ohio English Language Proficiency Assessment Card on the portal home page.



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 white text "Secure Login".

### About Usernames and Passwords

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an email containing a temporary password and a login link for the Ohio systems. To activate your account, you must log in within thirty days of receiving the email. If it has been more than thirty days then your password has expired, but you may still login using the instructions below (see "If your first temporary password expired"). Upon successful login you must update your password and set a security question.

- **If your first temporary password expired:**

Select **Click here to request one** on the login page to request a new temporary password. Enter your email address in the *Email Address* field. You will be sent an automated email from [AIRAST-DoNotReply@airast.org](mailto:AIRAST-DoNotReply@airast.org) with a new temporary password.

- **If you forgot your password:**

Select **Forgot Your Password?** on the login page and then enter your email address in the *Email Address* field. You will be sent an automated email from [AIRAST-DoNotReply@airast.org](mailto:AIRAST-DoNotReply@airast.org) with a new temporary password.

- **If you did not receive an email containing a temporary password:**

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 Ohio Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support](#) section of this user guide.

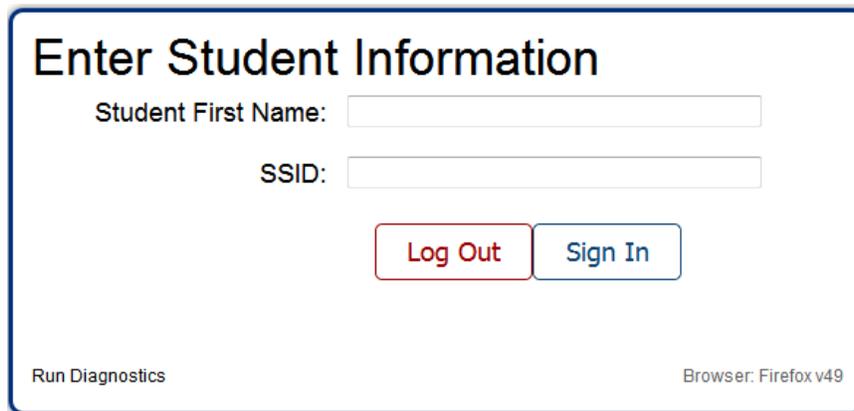
## Section II. Accessing the Student's Assessment

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



Enter Student Information

Student First Name:

SSID:

Log Out Sign In

Run Diagnostics Browser: Firefox v49

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.
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 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 5. Is This the Student? Page

### Is This the Student?

Please review the following information.

First Name: First22

Last Name: Last

SSID: 8888888022

Grade: 10

Date of Birth: December 6, 2004

School: Demo School 2

**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 **Yes**. The **Available Tests** page appears.
- If any of the information is incorrect, do not proceed with the data entry for this student. Click **No**. 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.

<div style="border: 1px solid #ccc; background-color: #e6f2e6; padding: 5px; margin-bottom: 5px;">  <b>Resume Grades 9-12 ELPA21 Listening DEI Test</b>  <small>This is opportunity 1 of 1</small> </div>	<div style="border: 1px solid #ccc; background-color: #e6f2e6; padding: 5px; margin-bottom: 5px;">  <b>Start Grades 9-12 ELPA21 Reading DEI Test</b>  <small>This is opportunity 1 of 1</small> </div>
<div style="border: 1px solid #ccc; background-color: #e6f2e6; padding: 5px; margin-bottom: 5px;">  <b>Start Grades 9-12 ELPA21 Writing DEI Test</b>  <small>This is opportunity 1 of 1</small> </div>	<div style="border: 1px solid #ccc; background-color: #e6f2e6; padding: 5px; margin-bottom: 5px;">  <b>Start Grades 9-12 ELPA21 Speaking DEI Test</b>  <small>This is opportunity 1 of 1</small> </div>

**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. Tests will be grayed out and marked as “Inactive” once they have been submitted for scoring.

- **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-E392-1

Test Forms: ELPA21:OP:DEI:Listening:912:W17 ▼

#### Grades 9-12 ELPA21 Listening DEI Test

---

Line Reader: Line Reader Off

Permissive Mode: Permissive Mode Disabled

Mouse Pointer: System Default

Language: English

Color Choices: Black on White (default)

Masking: Masking Not Available

Zoom: 1X

Exempted Domains: No Exemptions

---

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

Next
Back to Login

*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.



**Note:** The Test Forms drop-down list only appears the first time a TA logs into a test. It will not appear if a test is paused and resumed.

## 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**.

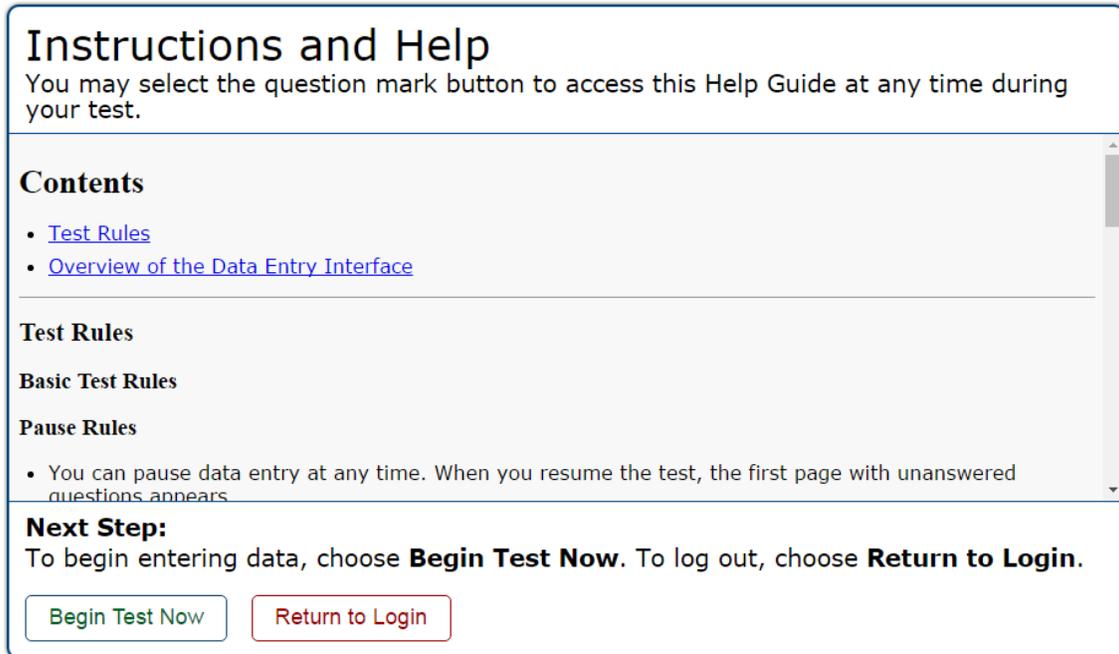
To verify the recording device is working:

- 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](#)

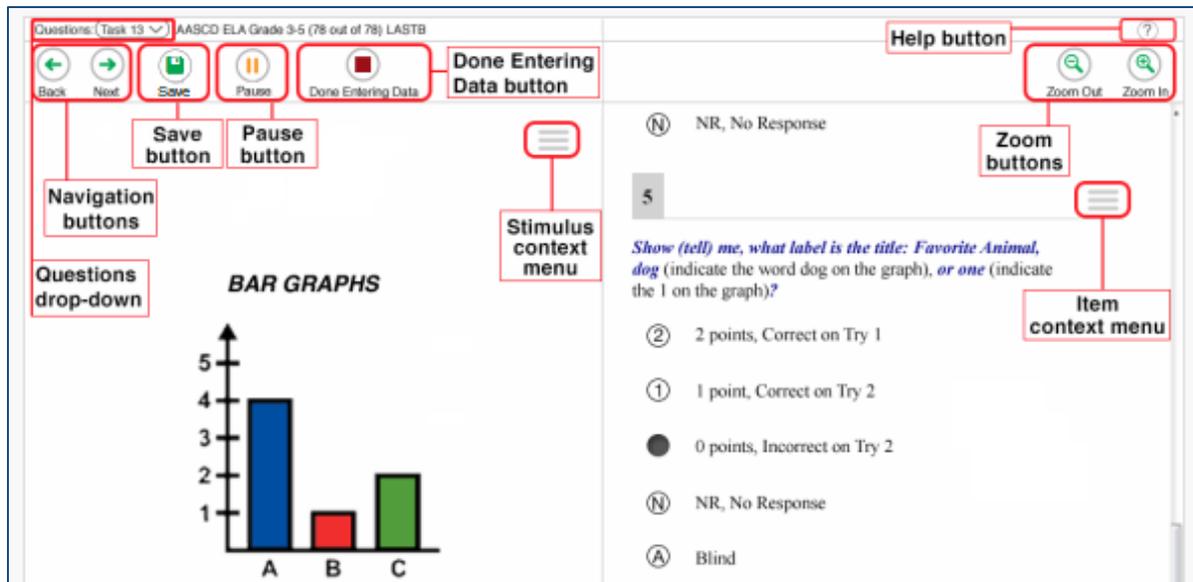
*To proceed and begin data entry:*

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

## 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. The DEI automatically captures and saves the response data when you enter it, however the save button is also available for use.

Figure 11. Sample Test Page



### Test Tools

The 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 **Line Reader** tool allows you to highlight individual lines of text.
- The **Masking** tool allows you to cover distracting areas of the test page.

- 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 **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** from the context menu to highlight the text.
- **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**.
- **Tutorial:** Select **Tutorial** from the context menu to view an animation explaining how to respond to a question type.

## Expand Passage Tool

When questions are associated with a passage, you can expand the stimulus section, so that it overlaps the question section.

- To expand the stimulus section, click  in the corner of the stimulus section.
- To collapse the stimulus section, click  again.

## 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.

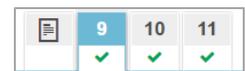
### Proceeding through the Test

You must enter student response data for 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**.



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

Figure 12. Question Buttons

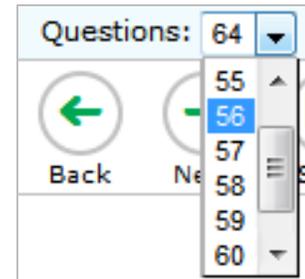


**Policy Reminder:** This user guide does not provide information about test administration policies and procedures. Please consult the directions in the appropriate *Test Administration Manual* to learn about procedures for responding to questions and completing a test in the Data Entry Interface.

## 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.



## 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. The 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 **Done Entering Data** button appears at the top of the screen.

Figure 14. Done Entering Data Button



When you click **Done Entering Data**, the next page gives you two options:

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

Figure 15. 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 **Submit Test**. You cannot change entries after you submit the test.

Submit Test

*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**.



**Note:** After you click **Submit Test**, the test is officially completed. You cannot log back in and review the data you entered.

## Done Reviewing Test Page

After you submit the test, the **Done Reviewing Test** 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 16. Done Reviewing Test Page

### Done Reviewing Test

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

---

Test Reviewed As: Last, First22 (Student ID: 8888888022)  
 Test Name: Grades 9-12 ELPA21 Speaking DEI Test  
 Data Entry Completed On: 2/2/2017

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 a 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 Ohio Help Desk. If you have a policy or test administration question, *refer to the Test Coordinators Manual*.

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

**Ohio Help Desk**  
**Customer Support Phone:** 1-877-231-7809  
**Customer Support Email:** OHHelpdesk@air.org

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 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.