Online Testing System

Data Entry Interface User Guide

Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

2018-2019

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The information contained in this document is to be used only for the Spring 2018 Alternate Assessment for Students with Significant Cognitive Disabilities

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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 responses for the Alternate Assessment. 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](): 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.

Additional Resources

The following publications provide additional information:

- For information about policies and procedures that govern secure and valid test administration, see the online *2018-2019 AASCD Test Coordinator's Manual* (TCM).

- For information about installing secure browsers, see the [Secure Browser Installation Manual]().

- For information about which operating systems and browsers are supported, see the [System Requirements]() document.

- For information about network and internet requirements, and general peripheral and software requirements, see the Technical Specifications Manual.

- For information about student and user management, and rosters, see the TIDE User Guide.

The above resources are available on the Ohio Alternate Assessment Portal (https://oh-alt.portal.airast.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 Directions for Administration Manual available on the Ohio Alternate Assessment Portal (http://oh-alt.portal.airast.org/).

Section I. Logging in to the Data Entry Interface

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

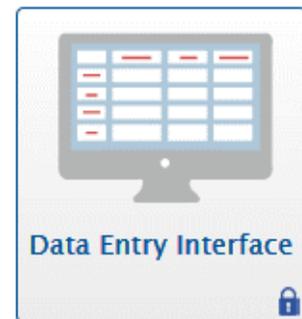1. Navigate to the AASCD Portal
    (http://oh-alt.portal.airast.org/).

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 Username (email address
    from TIDE) and password.

5. Click **Secure Login**.

Figure 3. Login Page

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 link to the *Reset Your Password* page. To activate your account, you must set up your password and set a security question within 15 minutes of receiving this email.

• **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 to reset your password. 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 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

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

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 display an arrow associated with the test name that indicates 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

> **Important:** If no tests appear for the student, confirm the student's test eligibility is set to "Yes" for the Alternate Assessment in TIDE.
>
> **Important:** If the student has been randomly assigned a Second Rater, their *Available Tests* screen will have tests for each subject designated "(Second Rater)". The second rater should select the test designated (Second Rater)for data entry. Tests without the "(Second Rater)" designation are intended or data entry by the TA/TE.

To select an available test:

- If the tests available for the student are not correct, click **Back to Login**. Verify that the grade associated with the student is correct and the student's test eligibility in TIDE is set to "Yes" for the Alternate Assessment. The list of tests is determined by Test Eligibiliy (Alternate Assessment) and the enrolled grade associated with the student's record in TIDE.

Step 4 – Test Instructions and Help

After selecting a test, the *Instructions and Help* page appears. This page provides links to the Help Guide and Test Settings as well as information regarding test security.

Figure 7. Instructions and Help Page

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 9 displays a sample DEI test page. 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
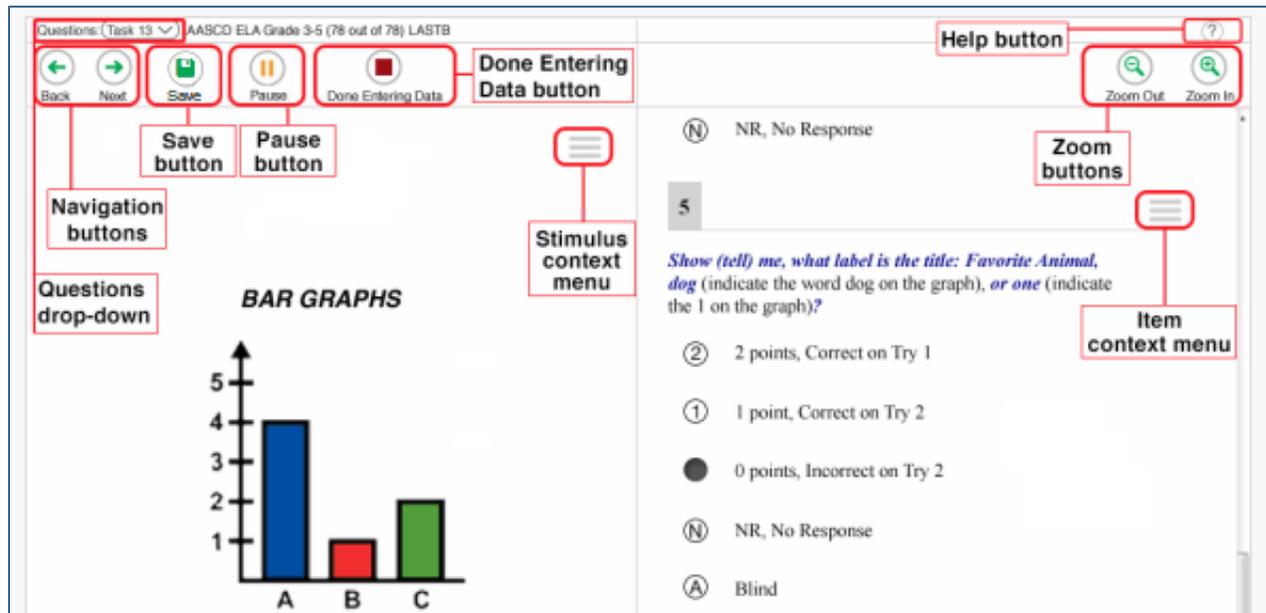
Test Tools

DEI has several on-screen tools that support users' needs. These include global tools and context menu tools.

Global Tools

Global tools are those available on every page in the top banner.

- 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 task.

- 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 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

Context menu tools are available for each question and stimulus on the test. 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:

Figure 9. Context Menu

- **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, and a flag icon 🏴 appears next to the number on the test page. The **Questions** drop-down list displays (marked) for the selected question.

- **Item Response Reset**: Select **Item Response Reset** from the context menu to clear data entry for a chosen response.

- **Comment**: Select **Comment** from the context menu to provide feedback for the item. After entering the comment in the text box, select **Save and Close**. Comments are automatically submitted to the system and cannot be edited or reviewed after submission.

- **Strikethrough**: Each question's response option can be struck out.

    o To strike out an option, right-click in the response option area and select **Strikethrough**. A line appears through the text or image.

    o 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 a question 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 **April 12, 2019 5:00 PM**.

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 responses that have been entered are automatically saved. Pausing the test does not impact any responses 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 10. Item Buttons

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

Important: For all English language arts, mathematics, science and social studies tests, the student must be administered at least one task block. This may require you to manually navigate to the correct task pages. You should not submit a test unless you are certain that all required tasks and associated items for the student have responses entered.

- If the student was administered **task block 1–5**, you will automatically start with **Task 1**.
  - Use the [**Next**] button to navigate to the next task page.
  - At a minimum, all questions for Tasks 1-5 must have responses entered.
  - After you have entered responses for the student's concluding task, submit the student's results.
- If the student was administered **task block 3–9**, you will start with **Task 3**.
  - Tasks 1 and 2 should be left blank, do not enter data or No Response, for these tasks.
  - Use the Questions drop-down menu to "jump" to Task 3.
  - Use the [**Next**] button to navigate to the next task page.
  - At a minimum, all questions for Tasks 3-9 must have responses entered.
  - After you have entered responses for the student's concluding task, submit the student's results.
- If the student was administered **task block 6–12**, you will start with **Task 6**.
  - Tasks 1-5 should be left blank, do not enter data or No Response, for tasks 1-5.
  - Use the Questions drop-down list to "jump" to Task 6.
  - Use the [**Next**] button to navigate to the next task page.
  - All items for Tasks 6-12 must have responses entered.
  - When you are done with Task 12, submit the student's results.

Important: DO **NOT** enter data for items that were not administered to a student. Items not administered to the student should remain blank. Test Administrators may use the Item Response Reset tool to remove incorrect data. For more information, review the Test Tools section.

Policy Reminder: This user guide does not provide information about test administration policies and procedures. Please consult the Directions for Administration Manual available on the Alternate Assessment for Students with Significant Cognitive Disabilities Portal (http://oh-alt.portal.airast.org/) to determine the student's starting and concluding tasks. Test Administrators/teachers must follow the instructions provided in the Directions for Administration Manual.

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 list.

Figure 11. Task Drop-Down
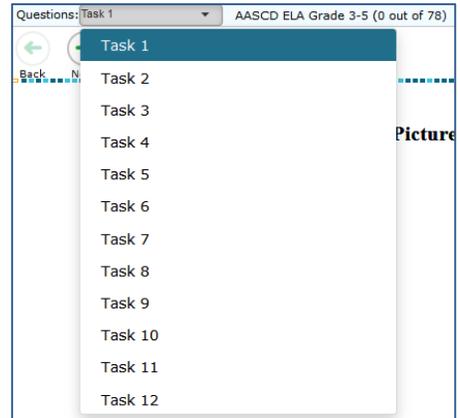
Pausing Tests

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 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 scores 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.

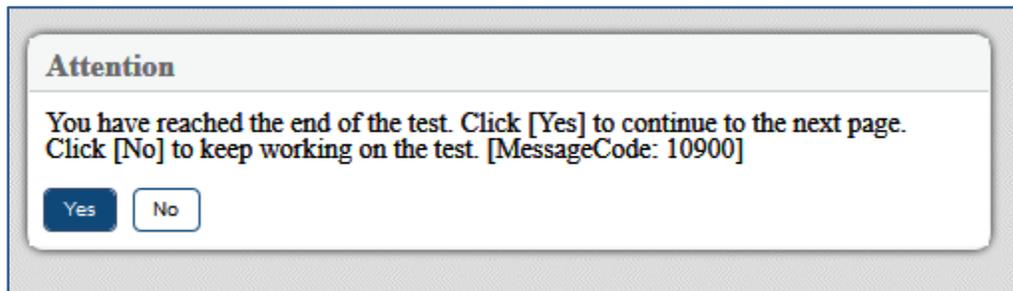# Completing Data Entry and Reviewing Questions

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

Figure 12. Done Entering Data Button

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

Figure 13. Attention Message

Attention

You have reached the end of the test. Click [Yes] to continue to the next page. Click [No] to keep working on the test. [MessageCode: 10900]

Yes   No

- Select **Yes** to proceed to the Review Screen, Select **No** to return to entering data.

- Selecting **Yes** will take you to the You are done entering data Page

⚠️ **Important:** DO NOT enter data for items that were not administered to the student. *The test administrator should not enter a response to any question that was not administered to the student.* The DEI allows for submission of each task block (Tasks 1-5, Tasks 3-9, and Tasks 6-12) with the other questions not having a response entered.

Figure 14. Done Entering Data Page

Done Entering Data page options:

To review a response entered, select a question listed on this page.

- o Questions that were <u>marked for review</u> display a flag icon.

- o Questions that <u>were not answered</u> display a warning icon.

- o Questions that <u>were answered</u> will be blank.

 Important: DO NOT enter data for questions that were not administered to the student. *The test administrator should not enter a response to any question that was not administered to the student.* The DEI allows for submission of each task block (Tasks 1-5, Tasks 3-9, and Tasks 6-12) with other questions not having a response entered.

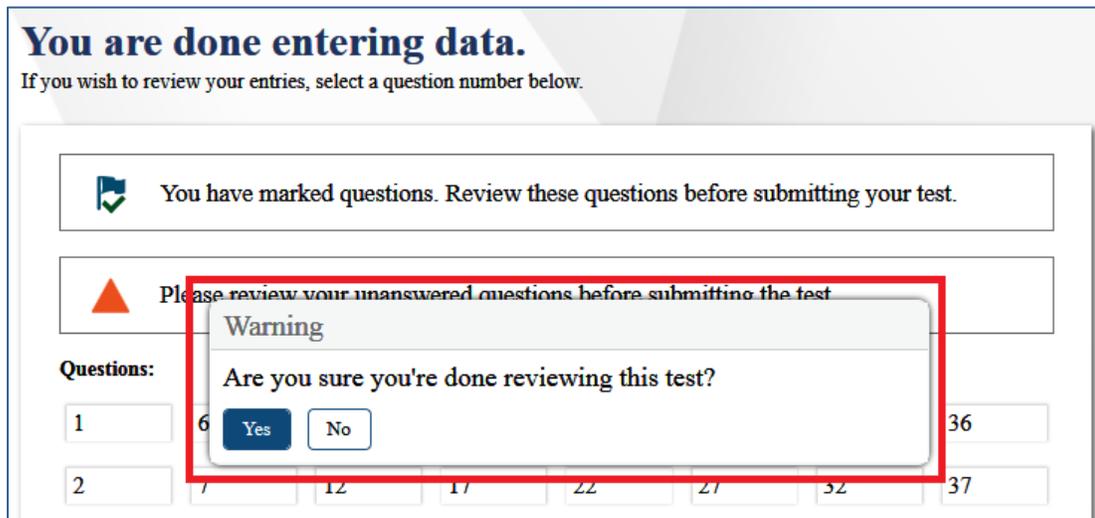- To complete the testing process, click **Submit Test**.

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

Submitting the Test

After you submit the test, the **_Warning: Are you sure you're done reviewing this test?_** message appears.

Figure 15. Warning Message on Done Reviewing Test Page

- To complete the testing process, click **Yes**.

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

Reviewing the Submitted Test Details Page

After you click **Yes**, the test details page will appear.

Figure 16. Test Details Page

Done Reviewing Test

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

Test Reviewed As:
LastName, FirstName (Student ID: ZZ8800318)

Test Name:
AASCD Science Grade 5

Data Entry Completed On:
2/14/2019

Scale Score: 366
Performance Level: 1

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 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**.

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 *2018-2019 AASCD Test Coordinator's Manual.*

The Ohio Help Desk is open Monday—Friday (except holidays) or as otherwise indicated on the Ohio Portal).

> **Ohio Help Desk**
> **Customer Support Phone:** 877-231-7809
> **Customer Support Email:** ohhelpdesk@air.org
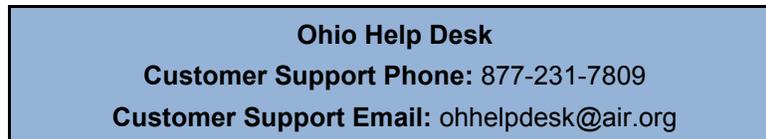
Please provide the help desk with a detailed description of your problem, as well as the following:

- 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 10 and Firefox 61 or Mac OS 10.12 and Safari 9).

- Information about your network configuration, if known:

  o Secure browser installation (to individual devices or network).

  o Wired or wireless internet network setup.