Test Delivery System

Data Entry Interface User Guide

Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD)

2019-2020 Administration

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Prepared by Cambium Assessment

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Introduction to this User Guide

This user guide supports users of the Data Entry Interface (DEI) for the full paper version of the Alternate Assessment for Students with Significant Cognitive Disabilities (AASCD) and the Learning Characteristics Inventory Survey (LCI). The Data Entry Interface is a component of the Online Testing System that allows authorized users to enter student assessment data, such as question responses. 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 Data Entry Interface.
- **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 Data Entry Interface.
- **General Test Rules and Navigation**: Explains how to navigate the test and submit it for scoring.

Table 1 Key Icons and Elements

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>⚠️</td>
<td>Alert: This symbol accompanies important information regarding a task that may cause minor errors.</td>
</tr>
<tr>
<td>📑</td>
<td>Note: This symbol accompanies additional information or instructions of which users must take note.</td>
</tr>
<tr>
<td>📝</td>
<td>Policy: This symbol accompanies information regarding test administration policies.</td>
</tr>
<tr>
<td>Text</td>
<td>Bold text is used to indicate a link or button that is clickable.</td>
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</table>

Additional Resources

The following resources are available on the portal (http://oh.portal.airast.org/) to provide additional information:

- For information about policies and procedures that govern secure and valid test administration, see the online *Spring 2020 AASCD Test Administration Manual* (AASCD-TAM). For information about policies and procedures specific to administering the AASCD on paper, see the online *Spring 2020 AASCD Supplemental Instructions for Paper Testing* (AASCD-SIFPT). Both of these resources are available on the AASCD Portal.

- Test administrators entering responses for testers using a test booklet need access to a device with a supported Internet browser installed so that the test administrator may log into the Data Entry Interface. The Data Entry Interface does not require the installation of the Secure Browser or AIRSecureTest App. See the *Quick Guide for Setting Up Your Online Testing Technology* document on the portal for more information.
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 Ohio Alternate Assessment Portal.

   ![Figure 1. Portal Card](image)

2. Select the Teachers/Test Administrators User Card.

   ![Figure 2. User Card](image)

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

   ![Figure 3. DEI Card](image)

4. Enter your Username (email address) and password.

5. Click Secure Login.

   ![Figure 4. Sign In Page](image)
About Usernames and Passwords

Your username is the email address associated with your account in the Test Information Distribution Engine (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 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 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.

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 5. Enter Student Information Sign In Page](image)

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**.

**Notes:** The Data Entry Interface 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 that the student’s information is correct.

Figure 6. Is This the Student? Page

*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 district 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 for the student and the Learning Characteristics Inventory survey (if assigned to the student) for the test administrator to complete before testing the student. On this page, you can select the appropriate test for the student.

Figure 7. Available Tests Page

Available tests for the student display an arrow associated with the test subject in a shaded teal box that indicates whether you are entering data for a new test opportunity or resuming an opportunity. Subject tests will be grayed out and marked as “Inactive” once the opportunity has 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.

**Note:** If the Learning Characteristics Inventory was not assigned for the student, the survey will not show under the Available Tests.

To select an available test, click the test name.

- **Learning Characteristics Inventory (LCI)** – the test administrator will not have a Learning Characteristics Inventory to complete for all of their students, only AASCD students with the **LCI Assignment** flag marked in TIDE as Yes will show on the page.

- **AASCD Full Paper** – Only an AASCD student marked in TIDE with a test mode of paper is eligible for the full paper version of the AASCD and requires the test administrator to enter their responses in the Data Entry Interface. If an AASCD student has a test mode of online or supplemental, their tests will be conducted in the Student Interface. Refer to the AASCD Test Administrator User Guide for more information on online and supplemental testing.
Step 4 – Test Instructions and Help

After selecting the test, the Instructions and Help page appears. This is the same page that an online or supplemental tester sees that provides links to the Help Guide and Test Settings as well as the information regarding test security.

Figure 8. 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 Data Entry Interface test page for the AASCD. The AASCD tests and the Learning Characteristics Inventory have only one question per page, but some questions may have more than one part or sub-question. For each question, you must select or enter verbatim the response the student indicated during paper testing. Student test questions/items cannot be skipped. It is recommended that administrators use the Optional Student Response Form from the *Spring 2020 AASCD Supplemental Instructions for Paper Testing* to record responses for their paper testers. The Data Entry Interface automatically captures and saves the response data when you enter it, however the save button is also available for use.

![Figure 9. Sample Test Page](image)

Test Tools

Since the Data Entry Interface is for administrator use only and not for student use, the Data Entry Interface will not include all available test settings and tools available to online or supplemental testers within the Student Interface. The following on screen tools listed are those that support the data entry.

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 **Items** button enables you to quickly return to a specific test page.
- The **Pause** button allows you to pause the test. Pausing a test will log you out of Data Entry Interface. 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 visit every test page. To start the test submission process, click 🗓 in the top banner.

**Context Menu Tools**

Context menu tools are available for each question 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.

- **Item Response Reset**: Select **Item Response Reset** from the context menu to reset all responses entered for that item. A warning pop-up will display asking if you are sure you want to reset all responses for that item.

- **Mark as No Response**: Select **Mark as No Response** from the context menu to indicate that the student was administered the item, but the student was unable to provide a discernible response to the item. Selecting Mark as No Response allows you to proceed to the next question for students with no mode of communication. This tool is not available for the LCI survey.

**Important**: If Mark as No Response is entered for all four of the first four items on an AASCD Test, the test opportunity ends and the test will be automatically submitted.

Refer to Section 8.2.1 of the *Spring 2020 AASCD Test Administration Manual* for information regarding students with no mode of communication and the early stopping rule.
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.

Navigation and Proceeding Through the Test

Test Segments

All AASCD Operational Field Tests have two segments. Segment 1 includes items 1-4 and segment 2 includes items 5-50. You will receive a pop-up message in the Data Entry Interface when you are about to exit a segment of the test.

Figure 10. Exit Segment Message

⚠️ Important: Once you have exited out of a test segment you cannot go back into that segment to review or change any responses. Selecting No will take you back to the current item.

Navigating to Questions

You must enter a response for each question on a page before proceeding to the next page in the test. After you select/enter the response option for a question, click Next to go to the next question. To return to a previous question, click Back.

Note: Questions that are grouped together will 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 11. Question Buttons

Policy Reminder: This user guide does not provide information about test administration policies and procedures. Please consult the directions in the Spring 2020 AASCD Test Administration Manual to learn about procedures for responding to questions and completing a test in the Data Entry Interface.
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 left of the screen.

  ![Figure 12. Page Navigation](image)

- To jump directly to a question, select the appropriate question from the **Items** drop-down.

  ![Figure 13. Items Drop-Down](image)

**Important:** Once you have exited out of a test segment you cannot go back into that segment to review or change any responses. The items in that segment will be grayed out in the items pop-up and the back button will not allow you to go back into the previous segment.

**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.

**Pausing Tests**

You may pause and resume data entry at any time within the test window. Tests must be submitted immediately after testing is completed. No responses will be able to be entered after the close of the administration window.

When you are ready to resume data entry for the test, you must log in and select the test again. The Data Entry Interface opens the test to the first page with an unanswered question from which you paused the test.

**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.
Exiting the Last Segment and Completing Data Entry

When you have entered a response for the last (50th) item on the test, you will receive the below pop-up message advising that you are about to exit a segment of the test.

![Attention](Image)

**Important:** Once you have exited out of a test segment you cannot go back into that segment to review or change any responses. Once you exit out of the last segment (item 50) you will not have the opportunity to review or change any responses on the test.

- Select **No** to return to item 50 and review your responses.
- Select **Yes** to return to item 50 and you will be able to select the Done Entering Data button.

The **Done Entering Data** button appears in the global menu next to the Pause button.

![Done Entering Data Button](Image)

When you click **Done Entering Data**, a pop-up message displays giving you two options:

![Attention Message](Image)

- Select **No** to return to entering data.
- Select **Yes** to exit out of the segment and proceed to submitting the test.
To submit the test for scoring, click **Submit Test**.

**Submitting the Test**

After you submit the test, the **Warning: Are you sure you’re done reviewing this test?** message appears.

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

  **Note:** After you click **Yes**, 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.

**Test details 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 *Spring 2020 AASCD Test Administration Manual*, available on the portal.

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

<table>
<thead>
<tr>
<th>Ohio Help Desk</th>
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<tbody>
<tr>
<td><strong>Customer Support Phone:</strong> 1-877-231-7809</td>
</tr>
<tr>
<td><strong>Customer Support Email:</strong> <a href="mailto:OHHelpdesk@air.org">OHHelpdesk@air.org</a></td>
</tr>
</tbody>
</table>

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 68 or Mac OS 10.12 and Safari 9).
- Information about your network configuration, if known:
  - Secure browser installation (to individual devices or network).
  - Wired or wireless internet network setup.