

Data Entry Interface User Guide

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Table of Contents

Data Entry Interface User Guide	1
Introduction to this User Guide.....	1
Organization of the User Guide	1
About Testing Policies and Procedures	1
Login Information.....	2
How to Access a Student’s Assessment.....	2
How to Use the Test Tools in the Data Entry Interface	6
Test Tools	6
How to Navigate the DEI and General Test Rules	10
Proceeding Through a Test	10
Pausing Tests.....	10
Test Timeout (Due to Inactivity)	10
Completing Data Entry and Reviewing Questions.....	11
User Support and Troubleshooting Information	12
Usernames and Password Issues	12
Change Log	13

Introduction to this User Guide

This user guide provides instructions for using the Data Entry Interface (DEI). DEI is a component of the Test Delivery System that allows authorized users to enter student assessment data, such as question responses and scores, and submit them for processing.

Organization of the User Guide

This user guide includes the following sections:

- [Login Information](#): This section explains how to log in to DEI.
- [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 tools available in DEI.
- [How to Navigate the DEI and General Test Rules](#): This section explains how to navigate the test and submit it for scoring.

About Testing Policies and Procedures

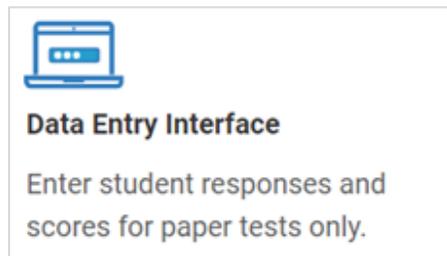
This document describes the features and functions of the Data Entry Interface. It does not provide information about test administration policies and procedures. For information about policies and procedures that govern secure and valid test administration, see the *Oregon Test Administration Manual (TAM)* available on the Oregon Statewide Assessment System Portal (<https://osasportal.org/>).

Login Information

Authorized users can access DEI via the OSAS Portal.

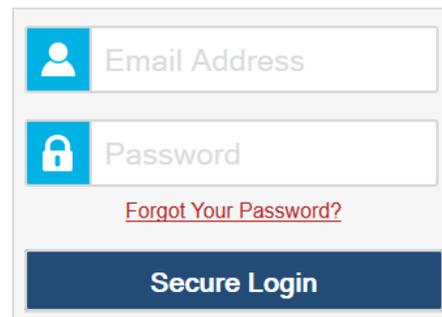
1. Navigate to the OSAS Portal (<https://osasportal.org/>).
2. Select the appropriate user role. Then select **Data Entry Interface**.

Figure 1. Card for Data Entry Interface



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

Figure 2. Login Page

A login form with a light gray background. It features two input fields: the first is labeled "Email Address" with a blue user 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.

4. Click Secure Login.
 - a. If the **Enter Code** page appears, an authentication code will be emailed to you. You must enter this code in the *Enter Emailed Code* field and click **Submit** within 15 minutes. If the code expires, click **Resend Code** to request a new one.

How to Access a Student's Assessment

This section explains how to select the appropriate student and test.

1. On the **Enter Student Information** page, enter the student's last name as it appears in TIDE and their SSID. Then select **Sign In**.

Figure 3. Enter Student Information Page

2. On the **Is This the Student?** page, verify that the right student is selected.
 - If all the information is correct, select **Next**. 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.

Figure 4. Is This the Student? Page

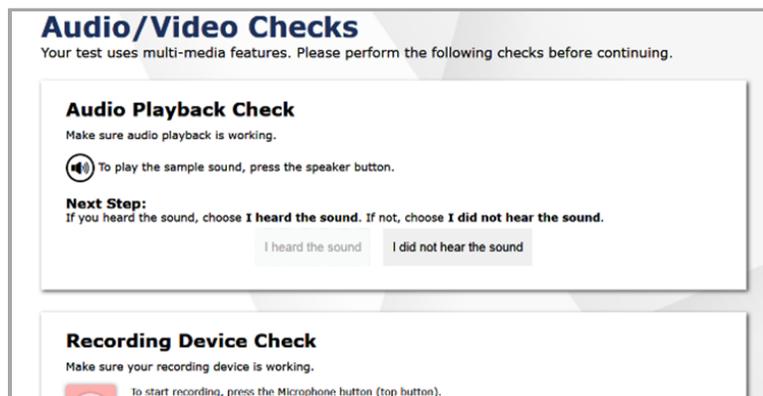
3. On the **Available Tests** page, select the appropriate test name.
 - If the tests available for the student are not correct, select **Back to Login**. Verify that the grade associated with the student is correct. The list of tests is determined by the grade associated with the student's record in TIDE.

Figure 5. Available Tests Page



4. Depending on the type of media content available in the test, you may need to verify that your device's media playback is functioning properly on the **Audio/Video Checks** page. Each functionality check appears in a separate panel.

Figure 6. Audio/Video Checks Page



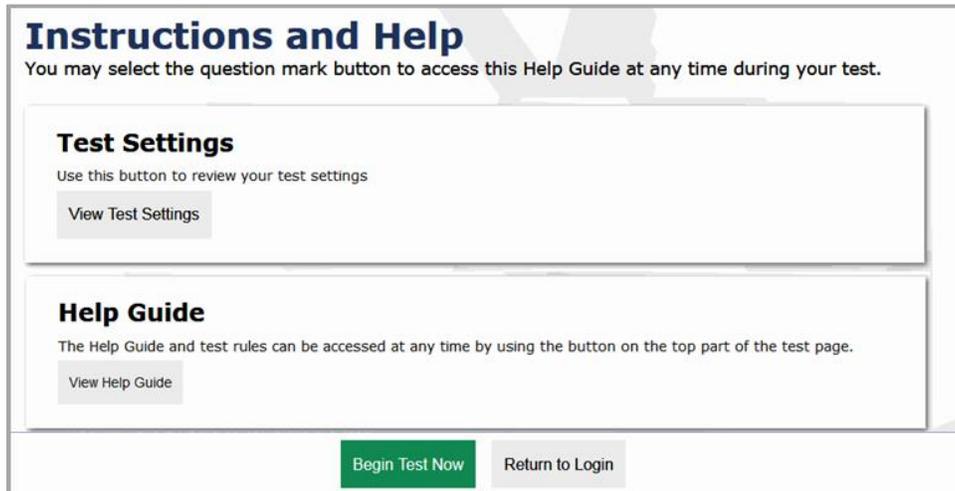
The following functionality check panels may appear:

- **Text-to-Speech Check:** This panel appears if a student has the Text-to-Speech (TTS) setting. To test TTS settings, select  and listen to the audio. If the voice is clearly audible, select **I heard the voice**.
 - If the voice is not clearly audible, adjust the settings using the sliders and select  to listen to the audio again. If you still cannot hear the voice clearly, select **I did not hear the voice** and follow the instructions that appear.
- **Audio Playback Check:** This panel appears for tests with listening questions. To test the device's audio playback functionality, select  and listen to the audio. If the sound is clearly audible, select **I heard the sound**.
 - If the sound is not clearly audible, select **I did not hear the sound** and follow the instructions that appear.

Data Entry Interface User Guide

- **Recording Device Check:** This panel appears for tests with questions that require students to record spoken responses. It also displays for students who have a Speech-to-Text (STT) accommodation. To verify recording device functionality, select  and record a vocal sample. Then select  to stop recording and select  to listen to the recorded audio. If the recorded audio is clearly audible, select **I heard my recording**.
 - If the recorded audio is not clearly audible, select **I did not hear my recording** and follow the instructions that appear.
 - If testing on a device with multiple recording options, you can select the **Select New Recording Device** option to open the **Recording Input Device Selection** panel and select a different recording device.
 - **Sound and Video Playback Check:** This panel appears for tests with both audio and video content. To verify the functionality of audio and video playback, select  to play the video and sound. If the video plays and the sound is clearly audible, select **I could play the video and sound**.
 - If you are not able to play the video or hear the sound, select **I could not play the video or sound** and follow the instructions that appear.
 - **Video Playback Check:** This panel appears for tests with video content. To verify the functionality of video playback, select  to play the video. If the video plays without issue, select **I could play the video**.
 - If you are not able to play the video, select **I could not play the video** and follow the instructions that appear.
5. Once all functionality checks have been verified, select **Continue** to proceed to the **Instructions and Help** page.
- To review the student's test settings, select **View Test Settings**. The **Review Test Settings** window appears, displaying the student's test settings.
 - To review the help guide, select **View Help Guide**.

Figure 7. Instructions and Help Page



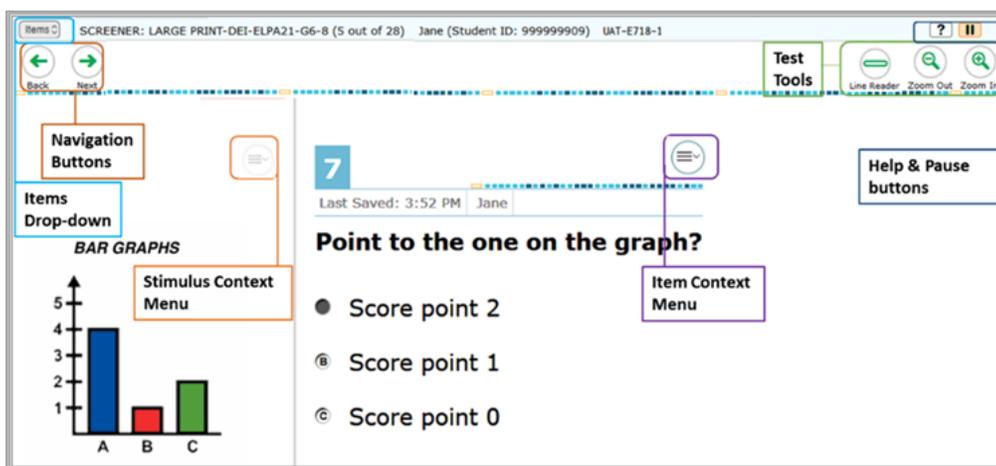
6. To officially begin or resume the test opportunity, select Begin Test Now.

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.

Please note that constructed responses in the DEI must be input in English. For tests or surveys delivered in languages other than English, Test Administrators may use a translation platform to translate student responses before entering the response into the DEI.

Figure 8. Sample Test Page



Test Tools

DEI has several on-screen tools that support users' needs. You can access these tools by clicking the buttons in the global menu at the top of the page, or by selecting options from the context menus  that appear for each question or stimulus.

Table 1 lists the tools available in the global menu section of the test page.

Table 1. Global Tools

Tool Name	Instructions
Calculator 	To use the on-screen calculator, select Calculator in the global menu.
Dictionary 	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select Dictionary in the global menu.
Global Notes 	To enter notes in an on-screen notepad, select Notes in the global menu. These notes are available globally and can be accessed from any page in the test.
Help 	To view the on-screen Help Guide window, select the question mark  button in the top-right corner.

Tool Name	Instructions
Language Toggle 	For items and stimuli that have content in two languages, you can select the language in which to display the content for easier readability. By default, items are presented in the language specified at the beginning of the test. To switch the language, select Language Toggle in the global menu.
Line Reader 	To emphasize an individual line of text in a passage or question, select Line Reader in the global menu. This tool is not available while the Highlighter tool is in use.
Masking 	<i>The Masking tool temporarily covers a distracting area of the test page. To use this tool:</i> Select Masking in the global menu. Click and drag across the distracting area. To close the Masking tool, select Masking again. To remove a masked area, select  in the top-right corner of that area.
Pause	To pause a test, select  . If you pause the test, you will be logged out.
Periodic Table 	To view the on-screen periodic table, select Periodic Table in the global menu.
System Settings 	To adjust audio volume during the test, select  in the top-right corner. If you are testing on a mobile device, you cannot use this tool to adjust volume. To adjust audio volume on mobile devices, use the device's built-in volume control. You can also specify the language in which the buttons, messages, and other labels are displayed on the test page.
Zoom buttons 	To enlarge the text and images on a test page, select Zoom In . Multiple zoom levels are available. To undo zooming, select Zoom Out .

[Table 2](#) lists the tools available in the *context menus for questions and stimuli*.

Table 2. Context Menu Tools

Tool Name	Instructions
American Sign Language	You can watch videos that translate test content into American Sign Language (ASL). <ul style="list-style-type: none"> From the context menu, select American Sign Language. If only one ASL video is available, the video opens automatically. If multiple ASL videos are available, sign language () icons appear next to the test content for each video. Select the icon for the test content you wish to translate into ASL.
Glossary	To open the glossary, select a word or phrase that has a border around it.

Tool Name	Instructions
Highlighter	<p>To highlight text, select the text on the screen and then select Highlight Selection from the context menu. If multiple color options are available, select an option from the list of colors that appears.</p> <p>To remove highlighting, select Reset Highlighting from the context menu.</p> <p>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.</p>
Mark for Review	<p>To mark a question for review, select Mark for Review from the context menu. The question number displays a flap  in the top-right corner and a flag icon  appears next to the question number on the test page. The Items drop-down menu also displays a flag icon next to the question number.</p>
Notepad	<p>To enter notes for a question, select Notepad from the context menu. After entering a note, a pencil icon  appears next to the question number on the test page.</p> <p>You can access your notes for a question only on that question's test page.</p>
Select Previous Version	<p>To restore responses previously entered for a Text Response question, select the Select Previous Version option from the context menu. A list of saved responses appears. Select the appropriate response and click Select.</p>
Strikethrough	<p>For selected-response questions, you can cross out an answer option to focus on the options you think might be correct.</p> <p>There are two options for using this tool:</p> <ul style="list-style-type: none"> • Option A: <ul style="list-style-type: none"> a. To activate Strikethrough mode, open the context menu and select Strikethrough. b. Select each answer option you wish to strike out. c. To deactivate Strikethrough mode, press Esc or click outside the question's response area. • Option B: Right-click an answer option and select Strikethrough.
Text-to-Speech	<p>To listen to passages and questions, select a Speak option from the context menu.</p> <p>To listen to your responses to Text Response items, use the TTS button in the item response area.</p>
Tutorial	<p>To view a short video demonstrating how to respond to a particular question type, select Tutorial from the context menu.</p>

[Table 3](#) lists any additional tools that are available on the test page.

Table 3. Other Tools

Tool Name	Instructions
Expand buttons	<p>You can expand the stimulus section or the question section for easier readability.</p> <ul style="list-style-type: none"> – To expand the stimulus section, select the right arrow icon  below the global menu. To collapse the expanded stimulus section, select the left arrow icon  in the top-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 top-left corner.
Word Prediction	<p>When this tool is enabled, suggested words will pop up in a menu as you type a written response. You can select a word in the pop-up menu instead of typing it out manually.</p>

How to Navigate the DEI and General Test Rules

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

Proceeding Through a Test

You must enter student response data for each required question on a page before proceeding to the next page in the test. You can navigate questions page-by-page or jump directly to a question.

- To navigate page by page, select the **Back** or **Next** button at the top of the screen.
 - Questions that are grouped together may be paginated to appear individually. Tabs for each question in the group appear in the top-right corner. You can select these tabs to navigate to the next question in the group.
- To jump directly to a question, select the appropriate question from the **Items** drop-down list in the top-left corner.
 - If an item was marked for review,  displays next to the item's number.
 - If an item was skipped or has not been answered,  displays next to the item's number.

Figure 9. Items 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 student and test again. DEI opens the test to the first page with unanswered questions in the segment from which you paused the test. After resuming a test, you may also go back to review or change scores for previous questions. Pausing the test does not impact any scores that you entered.

- To pause data entry, select  in the upper-right corner. A confirmation message appears.
- Select **Yes** to confirm that you want to pause the test.

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 scores that you have entered are automatically saved.

Completing Data Entry and Reviewing Questions

When you are done entering data for the student, you must submit the test for processing.

1. To finish entering data for the test, select **Next** on the last page of the test.

Figure 10. 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.
 = This symbol indicates unanswered items.

2	3	4	5	6	7
8	9	10	11	12	13
14	15	16	17	18	19
20	21	22	23	24	25
26	27	28	29	30	31
32	33	34	35		

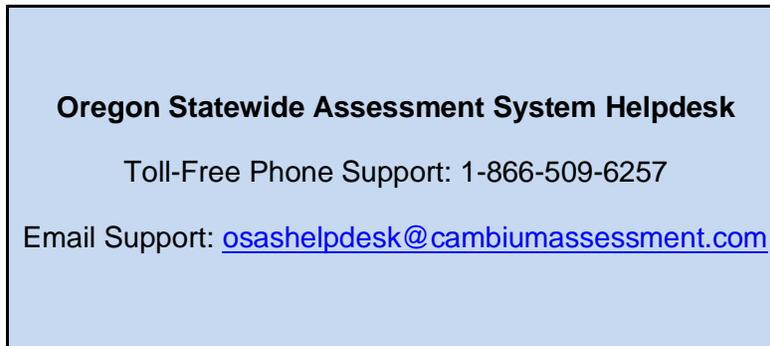
Next Step:
When you are done reviewing your entries, select **Submit Test For Scoring**. You cannot change entries after you submit the test.

[Submit Test for Scoring](#)

2. On the **You are done entering data** page, do one of the following:
 - To review answers, select a question number listed on this page.
 - To complete the testing process, select **Submit Test for Scoring**. After you select **Submit Test for Scoring**, you can no longer review or enter data for this student's test opportunity.
3. On the **Done Reviewing Test** page, do one of the following:
 - To enter scores or responses for another student, select **Enter Data for Different Student**. The **Enter Student Information** login page appears.
 - To enter data for another test opportunity with the same student, select **Enter More Data for this Student**. The **Available Tests** page appears. From there, you can proceed through the test selection and verification process.
 - If you are done entering test data, select **Log Out**.

User Support and Troubleshooting Information

For information and assistance in using the Data Entry Interface, contact the OSAS Helpdesk. The Helpdesk is open Monday–Friday 7:00 a.m. to 5:00 p.m. PT (except holidays or as otherwise indicated on the OSAS portal).



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

- The district and school name
- The SSID or Temp ID 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, click the second link provided and proceed to request a new 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. 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 OSAS Helpdesk for assistance. You must provide your name and email address.

Change Log

Location	Change	Date