# Table of Contents

**Online Testing System Data Entry Interface User Guide** ....................................................... 1  
  Introduction to this User Guide ................................................................................................ 1  
  Organization of the User Guide .............................................................................................. 1  
  About Testing Policies and Procedures ................................................................................. 1  
  How to Access a Student’s Assessment .................................................................................. 2  
    Step 1 – Entering Student Information .................................................................................. 2  
    Step 2 – Verifying Student Information .............................................................................. 3  
    Step 3 – Selecting the Test .................................................................................................. 3  
    Step 4 – Functionality Checks ............................................................................................ 4  
      Audio Playback Check ..................................................................................................... 6  
      Recording Device Check .................................................................................................. 7  
      Sound and Video Playback Check .................................................................................... 8  
    Step 5 – Test Instructions and Help ................................................................................... 9  
  How to Use the Test Tools in the Data Entry Interface ............................................................ 2  
  Test Tools ............................................................................................................................... 2  
    Global Tools ....................................................................................................................... 2  
    Context Menu Tools .......................................................................................................... 2  
    Expansion Tool .................................................................................................................. 3  
  How to Navigate the DEI and General Test Rules ................................................................. 1  
    Navigation and Pause Rules ............................................................................................... 1  
    Test Timeout (Due to Inactivity) ......................................................................................... 1  
    Proceeding through the Test .............................................................................................. 1  
    Navigating to Questions .................................................................................................... 1  
    Pausing Tests ..................................................................................................................... 2  
    Completing Data Entry and Reviewing Questions ............................................................. 2  
    Done Reviewing Test Page ............................................................................................... 3  
  Appendix ................................................................................................................................ 2  
  L .......................................................................................................................................... 2  
    Login Information for the DEI ........................................................................................... 2  
  U ......................................................................................................................................... 3  
    User Support and Troubleshooting Information .................................................................. 3  


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 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 *Oregon Test Administration Manual (TAM)* available on the Oregon Statewide Assessment System Portal (https://osasportal.org/).
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

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 or TempID.

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 or TempID 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 or TempID.
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.

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. 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 Online Reporting System (ORS).

If no tests appear for the student, confirm the student’s test eligibility in TIDE.
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 *Audio/Video Checks* page appears. If the test does not require functionality checks, the *Instructions and Help* 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 8) appears.
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](#)
- [Sound and Video Playback Check](#)
Data Entry Interface User Guide

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.

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.
Data Entry Interface User Guide

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**

To check recording device settings:

1. To begin recording, select the `Recording Device Check` icon.

2. Speak into your recording device.

3. To stop recording, select the `Recording Device Check` icon.

4. To listen to your recorded audio, select the `Recording Device Check` 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.
How to Access a Student’s Assessment

Sound and Video Playback Check

The Sound and Video Playback Check panel appears for tests with video content. On this panel, you must verify that you can view the sample video and hear its associated sound. If this panel is available on the Audio/Video Checks page, the Audio Playback Check panel is not displayed, since the Sound and Video Playback Check panel also verifies audio functionality.

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

Figure 7. Sound and Video Playback Check Panel

To check sound and video settings:

1. Select the icon to play the video and audio.

2. Depending on the playback quality, do one of the following:
   - If you can play the video and sound, select I could play the video and sound.
   - If you cannot play the video or sound, select I could not play the video or sound. The Sound and Video Playback Problem panel appears.
     - To try again, click Try Again. This takes you back to the Sound and Video Playback Check panel.
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.

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 9 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.

![Sample Test Page](image)

**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 *Items* drop-down list enables you to quickly return to a specific test question.
- The *Line Reader* tool allows you to highlight individual lines of text. All content except for the line in focus is grayed out for greater emphasis.
- The *Masking* tool allows you to cover distracting areas of the test page.
- The navigation buttons in the upper left allow you to move between test pages.
- The *End Test* button appears after you respond to all required questions. To start the test submission process, click ![in the top banner](image).

**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:
Data Entry Interface User Guide

- **Highlight**: Select an area of text and then select **Highlight Selection**. 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. Advanced editing features, such as word and character count, spell check, and text formatting options are available. Furthermore, the text can be copied and pasted into text response areas of items displayed on that 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 **Items** drop-down list displays for the selected question.

- **Select Previous Version**: To view and 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**.

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

**Expansion Tool**

When questions are associated with a passage or other stimuli, you can expand the stimulus 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 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.

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.

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 Items drop-down list.
  - 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.
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 or change 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 End Test button appears in the global menu after you have responded to all required questions.

When you click End Test, the next page gives you two options:

- Review the data you entered.
- Submit the test for scoring.
Data Entry Interface User Guide

**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 for Scoring**. After you click **Submit Test for Scoring**, 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.

![Done Reviewing Test](image)

**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 **Available Tests** page. From there, you can proceed through the test selection and verification process.

- If you are done entering test data, click **Log Out**.
Login Information for the DEI

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

1. Navigate to the OSAS Portal (https://osasportal.org/) and select your user role.

2. Select Data Entry Interface.

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

4. Click Secure Login. The Enter Student Information page appears (see Figure 1).
Data Entry Interface User Guide

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.

![Enter Code Page](image)

- 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 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).

**Oregon Statewide Assessment System Helpdesk**

Toll-Free Phone Support: 1-866-509-6257

Email Support: osashelpdesk@cambiumassessment.com

Chat Support: [https://osasportal.org/chat.stml](https://osasportal.org/chat.stml)

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

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 or TempID of the student whose test was affected by the issue
- The Test Administrator name and contact information
- The test name and question number
Data Entry Interface User Guide

- 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 OSAS Helpdesk for assistance. You must provide your name and email address. Contact information is available in the User Support section of this user guide.