Hello! Welcome everyone. This is Olivia from Cambium Assessment. In this webinar, first I will present how to use the Data Entry Interface (DEI) to enter student responses on the Braille forms of the English Language Proficiency Assessments (ELPA21).
After viewing this presentation, you will understand:

1. What the DEI is and how to access it,
2. How to enter student responses into the DEI, and
3. Use the different features available in the DEI
The ELPA21 Braille DEI can be used:

- To enter student responses for students taking the test on Braille forms.
- To record responses to the speaking test for students who take the test on Braille forms.

The ELPA21 Braille DEI can be used for two purposes:

1. To enter student responses for Reading, Writing, and Listening tests/domains.
2. To record responses to the speaking test/domain.

So, for the speaking part you will be recording student responses simultaneously while administering the test, whereas you will be transcribing student responses into the DEI for Reading, Writing, and Listening domains after you have administered the test.
### Materials

- You should have the following materials:
  - Directions for Administration (DFA)
  - Braille student booklet
  - Manipulatives

*Check the list of required materials in DFA for each session and make sure they are on hand.*

While administering the test make sure you have

- The DFA for the grade band you are testing or entering data
- Braille student booklet, and
- Manipulatives

- Also, check the list of required materials for each session and make sure they are on hand
How to access the DEI:

You may access the DEI by navigating to the Teachers and Test Administrators page on the portal and selecting the **Data Entry Interface** icon.

*Please use Chrome or Firefox as a browser.*

Please use either Chrome or Firefox as a web browser as DEI is not supported by IE.
On the login page use the same username and password you use to access all AIR systems.
After logging into the DEI, you will be prompted to enter information for the student you are testing or you’ve tested and want to enter data. Enter the student’s first name and SSID number as pre-identified in TIDE.

Then, click **Sign In**.
Next you will be prompted to verify that the student’s demographic information is correct. Review every field and if all of the student’s information is correct, click **Next**. If any information is incorrect, click **Log Out** and then contact your test coordinator.
After verifying the student’s information, the Available Tests screen will appear. Only Braille tests will be available for the student based on the student’s eligibility settings.

**Two things to be noted on this page:**

1. Each domain (listening, reading, writing, and speaking) will be listed separately. So you will need to verify that the appropriate tests/domains are listed for the student. If the student is exempt from any of the domains then they will not appear in the Available Tests page as seen in the next slide.

2. You will also have the information pertaining to the test’s status on this page. If a test is grayed-out and says “Inactive” it means that it has already been submitted and is no longer available. If a test is ready to be resumed this indicates that the test has been started, but still needs to be reviewed and submitted.
This is an example of available tests page for a student who is exempt from Reading and Writing domains.
Test Form Selection

- Select the form number from the **Test Forms** drop-down menu. There is only one form for each test, so you will only have one option to select. After you select the test form, select **Next** to proceed.

On the next page, you must select a form from the **Test Forms** drop-down list. There is only one form for each test, so you will only have one option to select. After you select the test form, select **Next** to proceed.
After selecting a test, you will see an Audio Playback Check screen. Even though this feature is not going to be used while entering data into DEI you will still need to complete this process in order to proceed as the DEI system is built this way and used for other purposes as well. Click the sound icon and indicate whether the sound was audible by choosing either the I heard the sound or I did not hear the sound button.

If you click I did not hear the sound, you will receive a message advising you to adjust your device’s volume settings and try again.
For the speaking test only, you will also be asked to verify that your microphone is functioning as you will use this feature to record the student responses in speaking test.

To continue, click the microphone icon on this screen. Say your name or have the student say his/her name into the microphone and then click the top button again to stop recording.

Then, press the bottom button to play back the recording.

If you clearly hear the recording, click I heard my recording to proceed to the test.

If the audio is not clear, click I did not hear my recording and then click Try Again to record an audio sample again. You can either click Select New Recording Device to try recording using a different audio device, or click Logout to leave the test and adjust the microphone settings.
Once you are done with recording device check, the Instructions and Help page will appear. After you have finished reviewing the information about test tools on this screen, click **Begin Test Now**.
After selecting **Begin Test Now**, you will see the data entry page for an item. You see two different question types on this slide. You might be asked to score the student’s answer or mark the answer choice selected by the student.

The data entry page will display one item at a time. You can use the **Back** and **Next** buttons in the upper-left corner of the screen to move between the items. You can also jump directly to a specific item using the **Questions** drop-down menu.
In this slide, you see another type of question where the student is asked to select two options.

The Save button can be used to save a response, but is not necessary to use, because responses are automatically saved.

The Pause button is used to pause the data entry session without submitting the test.

The End Test button is used to submit the test and we will discuss pause and finish functions in more detail in a moment.

You can use the Zoom Out and Zoom In buttons at the top right of the screen if you want to change the font size on the screen.

You can use the Context Menu to mark a question for review.
After completing data entry, be sure to review all entered data before submitting the test.

When you have checked all responses you have entered and are ready to submit the test, click the red **End Test** button to continue.

If you are not ready to submit answers at this time, click the **Pause** button to save your work and navigate away from the system. If you choose to pause your session, remember to complete data entry and submit the test by the end of the administration window.

When you select finished option, you will be asked to confirm that you would like to submit the test. Click **Yes** to continue.
On the next page, you will have the final opportunity to review your entries before submitting the test for scoring. Each unanswered question has an orange icon beside it. To review a question, click a question number. You may click the End Test button at any time during the review process to return to this page.

When the test is ready for submission, click the I’m done here button. A pop-up window will ask you to confirm that you are done reviewing. Click Yes to submit the test.

Once submitted, the student’s tests are final. If you believe that test answers were submitted in error please consult your test coordinator.
For a test to be scored, it is required that all questions have a response – so please check carefully to be sure that all questions are answered before submitting the test.
Submitting the Test

The next screen will confirm that the student’s test has been submitted.

From here, you may choose to log out, enter more data for the same student on a different test, or enter data for a different student.
Thank you for participating this webinar. If you need additional information you may consult the *DEI User Guide and DFA*.

For further assistance, please consult your Help Desk.

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**Thank You!**

For additional information, consult:

- DEI User Guide
- Directions for Administration

**OSAS Help Desk**

- Toll-Free Phone Support: 1-866-509-6257
- Email Support: osashelpdesk@cambiumassessment.com
- Chat Support: https://osasportal.org/chat.stml

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