Online Testing System

Data Entry Interface User Guide

Ohio Graduation Tests (OGT)

2018-2019 Administration

Published September 4, 2018

Prepared by the American Institutes for Research®

Table of Contents

Table of Figures

Introduction to this User Guide

This user guide supports users of the Data Entry Interface (DEI) for the Ohio Graduation Tests (OGT). The DEI is a component of the Online Testing System that allows authorized users to enter student assessment data, such as question responses and scores. 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 DEI.

- 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 DEI.

- General Test Rules and Navigation: 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.
Text	Bold text is used to indicate a link or button that is clickable.

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 OGT Test Administration Manual* (OGT-TAM).

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

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

- For information about administering online tests via the TA Interface, see the *2018-2019 OGT Test Administration Manual* (OGT-TAM). For information about network and internet requirements, and general peripheral and software requirements, see the Technical Specifications Manual for Online Testing.

- For information about installing secure browsers, see the Secure Browser Installation Manual.

The above resources are available on the Portal (http://oh.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 OGT-TAM, available on the Portal.

Section I. Logging in to the Data Entry Interface

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

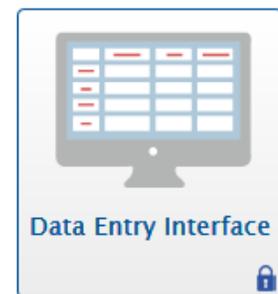1. Navigate to the Ohio's State Tests [Portal](#).

2. Select the Teachers/Test Administrators User Card.

Figure 1. User Card

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

Figure 2. DEI Card

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

5. Click **Secure Login**.

Figure 3. Sign In 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 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 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 Sign In 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 *Student ID* 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

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. 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 in a shaded brown box 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 or if the student has not taken the prerequisite form for the test (e.g. Student must take Form 01, before Form 02).

- **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.

To select an available test form:

• Click the test name. The ***Choose a Test Form*** page appears.

Figure 7. Choose a Test Form Page

To select a test form:

1. From the **Select Form** drop-down list, select the appropriate form.

   • If the tests available for the student are not correct, click **Back**. The list of tests is determined by the OGT test eligibility associated with the student's record in TIDE.

2. Once you have selected the appropriate form, click **Next**.

> **Warning:** If multiple forms are listed, the test form selected must match the form indicated on the test materials.

> **Note:** The Test Forms drop-down list only appears the first time a TA logs into a test. It will not appear if a test is paused and resumed.

Step 4 – Test Instructions and Help

After selecting the form, the *Instructions and Help* page appears. This is the same page that a tester testing online 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 DEI test page. Some test pages may have only one question, and others may have multiple questions. You must select/enter verbatim the response the student recorded in the OGT test booklet or that the student recorded on the blank sheets provided for each question. The DEI 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

Test Tools

The DEI includes the same global tools and context menu tools that are available to online testers. 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 **Questions** drop-down list enables you to quickly return to a specific test page. Marked pages display `(marked)` in this list.

- 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 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.

- **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, (marked) appears next to the question number.

- **Tutorial**: Select **Tutorial** from the context menu to view an animation explaining how to respond to a question type.

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 questions only if you have not submitted the test for scoring.

You may pause tests at any time and return to them later in the day to complete data entry. Tests must be completed and submitted immediately after testing is completed. No responses will be able to be entered after the close 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.

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.

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. Question Buttons
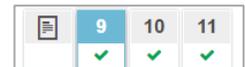
Policy Reminder: This user guide does not provide information about test administration policies and procedures. Please consult the directions in the *Ohio Graduations Tests Test Administration Manual* to learn about procedures for responding to questions and completing a test in the Data Entry Interface.

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.

Figure 11. Questions Drop-down
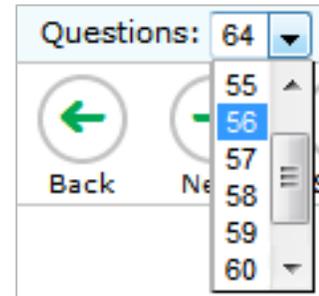
Pausing Tests

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 form again. The DEI opens the test to the first page with unanswered questions from which you paused the test. You may also go back to review responses previously 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.

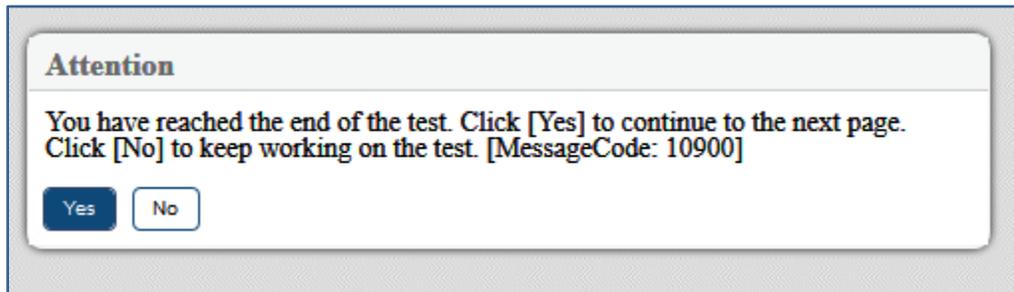## Completing Data Entry and Reviewing Questions

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

Figure 14. Done Entering Data Page
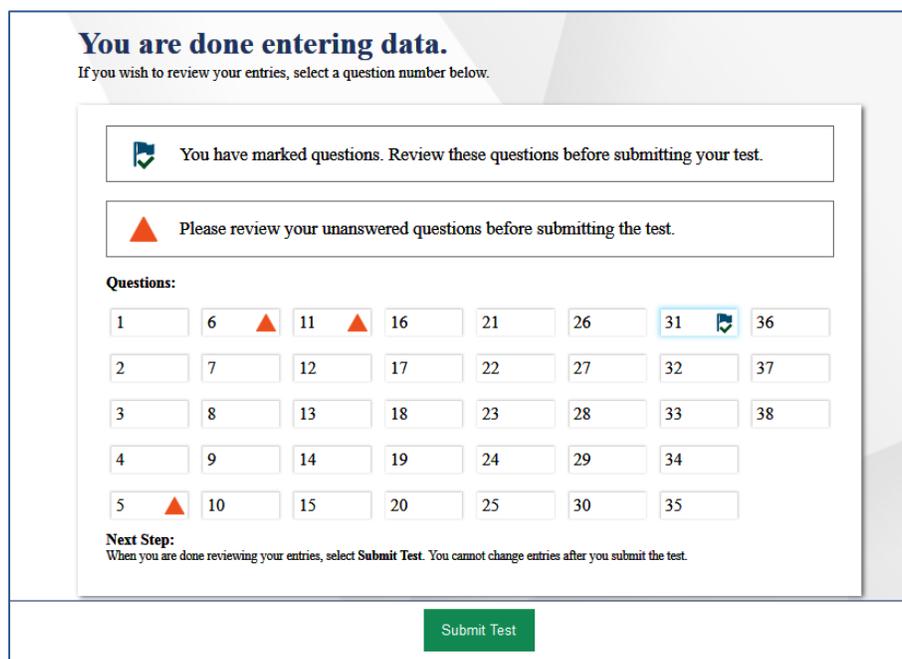
Done Entering Data page options:

- To review answers and go back to the entering data, select a question listed on this page. Questions that were marked for review display a flag ![flag icon] icon. Questions that were not answered display a warning ![warning icon] icon.

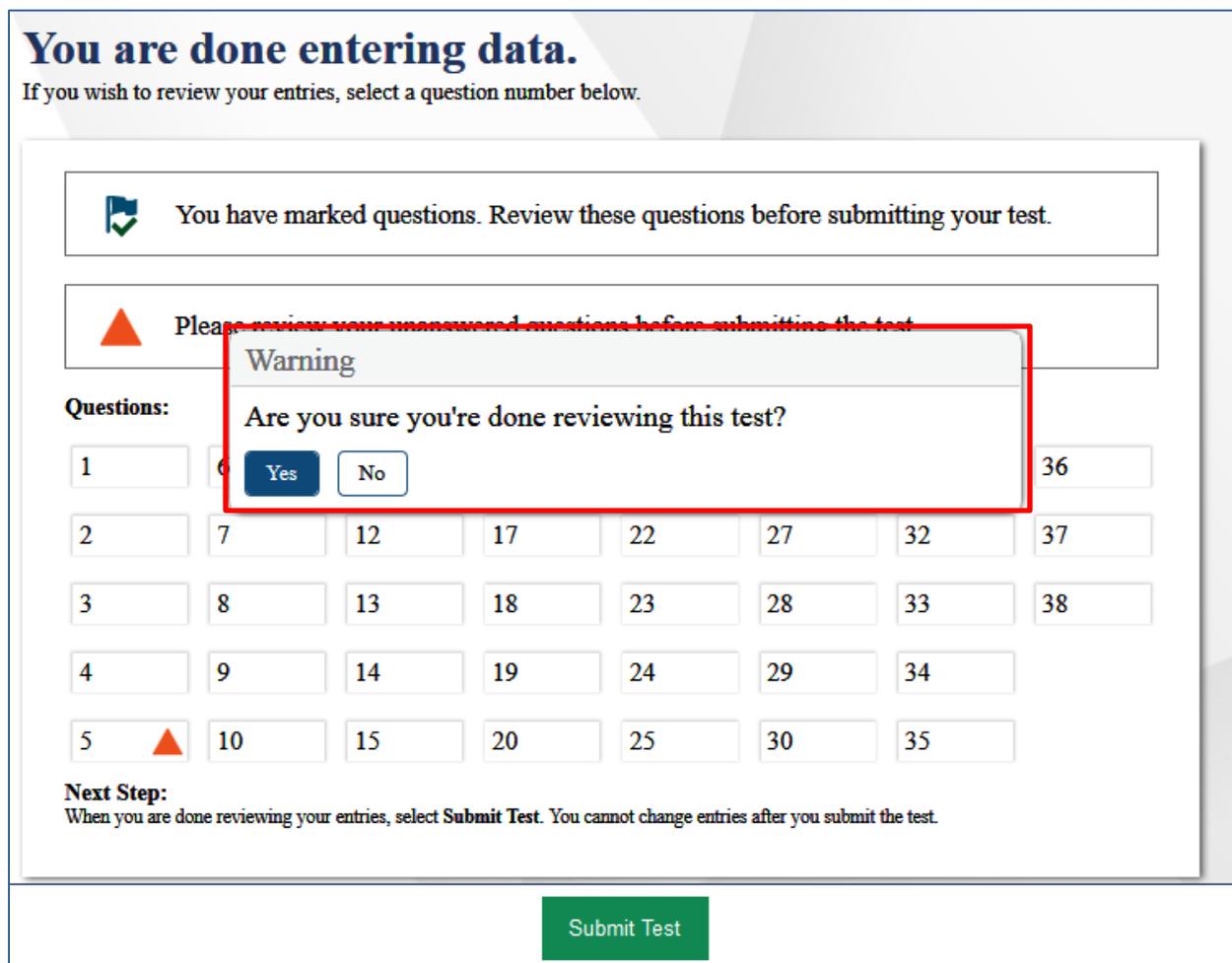- To complete the data entry process, click **Submit Test**.

> **Note:** After you click **Submit Test**, the test is officially completed.

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 **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.

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: ZZ9901668)

Test Name:
Mathematics Form 01

Data Entry Completed On:
8/30/2018

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 |

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 *Ohio Graduation Tests Test Administration 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:** 1-877-231-7809
> **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.