Test Delivery System

Ohio English Language Proficiency Assessment (OELPA)

Data Entry Interface User Guide

(For Paper and Braille Test Administrations)

2018-2019

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Introduction to this User Guide

This user guide supports users of the Data Entry Interface (DEI). DEI is a component of the Test Delivery System and is used in conjunction with paper/pencil tests. The DEI 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: This section explains how to access DEI.

- Accessing the Student's Assessment: This section explains how to enter student information and select the appropriate tests and forms.

- Understanding: This section describes the layout and structure of DEI.

- General Test Rules and Navigation: This section 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.

Additional Resources

The following publications provide additional information:

- 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 *Test Administrator Guide.*

- 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 Ohio 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 *Test Administration Manual* available on the Arkansas ELPA21 Portal (http://ar.portal.airast.org).

For students with domain exemptions, the domain exemptions **MUST** be entered in TIDE **prior** to logging into the DEI to enter the student's test responses.

Section I. Logging in to the Data Entry Interface

Authorized users can access the Data Entry Interface via the Arkansas ELPA21 Portal.

1. Navigate to Portal.

2. Select the Ohio English Language Proficiency Assessment Card on the portal home page.

Figure 1. User Cards
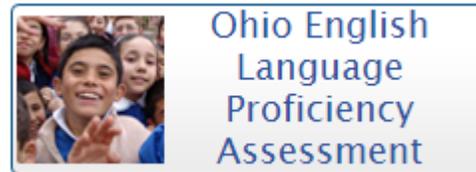
3. Select **Data Entry Interface**. The login page appears.

Figure 2. DEI card
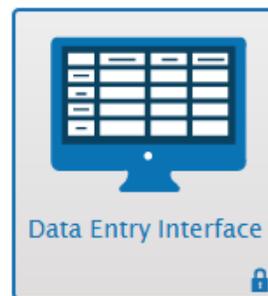
4. Enter your email address and password.

5. Click **Secure Login**. The *Enter Student Information* page appears (see Figure 5).
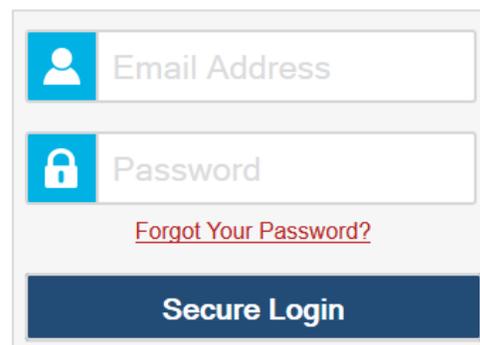
Figure 3. Login Page

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Figure 4. Enter Code Page

If you have not logged in using this browser before, or if you have cleared your browser cache, the **_Enter Code_** page appears (see Figure 4) and an email containing an authentication code is sent to your address.

i.   In the _Enter Emailed Code_ field, enter the emailed code.

ii. Click **Submit** to access the **_Enter Student Information_** page.

Note: You must use the authentication code within 15 minutes of the email being sent. If the code has expired, click **Resend Code** to request a new code.

About Usernames and Passwords

Your username is the email address associated with your account in TIDE. When you are added to TIDE, you will 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 or if you forgot your password:**

  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 the email 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 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 5. Enter Student Information Login Page

To enter a student's information:

6. In the _Student First Name_ field, enter the student's first name as it exists in TIDE.

7. In the _SSID_ field, enter the student's SSID.

8. 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 6. Is This the Student? Page

*To verify the student's personal information:*

- If all the information is correct, click **Yes**. The *Available Tests* page appears.

- If any of the information is incorrect, do not proceed with the data entry for this student. Click **No**. You must 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.

Figure 7. Available Tests Page
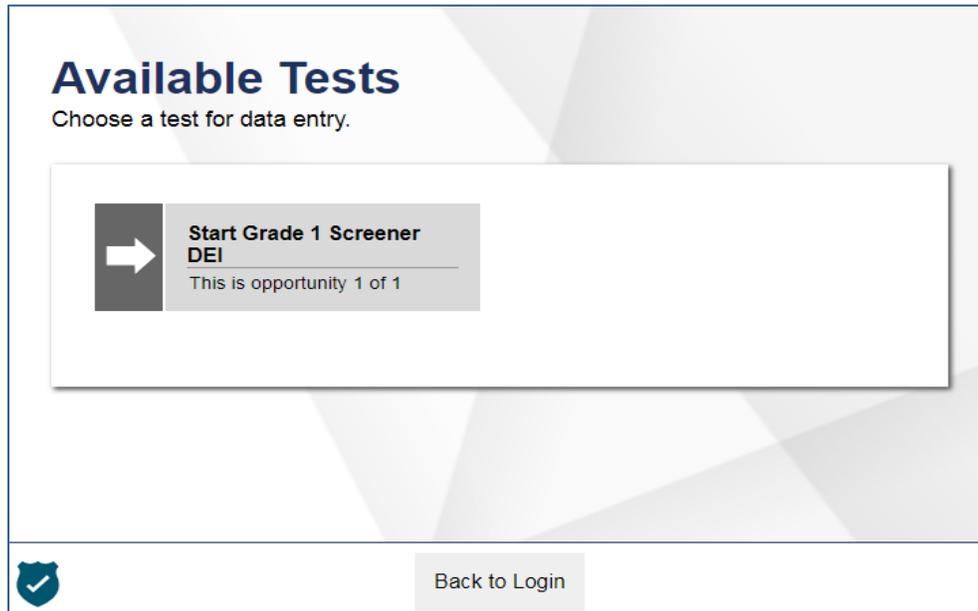
Available tests display an arrow indicating whether you are entering data for a new test opportunity or resuming an opportunity.

- **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:

- Click the test name. The ***Choose a Test Form*** 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 – Confirming the Test and Selecting the Test Form

After you select a test, a session ID automatically generates. The session ID can be used to look up test information in the Online Reporting System. The ***Choose a Test Form*** page displays the session ID and the test you selected. On this page, you can select the test form for the student.

Figure 8. Choose a Test Form Page

To select a test form:

1. From the **Test Forms** drop-down list, select the appropriate form.

   - **For Paper Tests**: Choose "All Domains" for students without domain exemptions or choose "Domain Exempt Version" for students with exempted domains.

   - **For Braille Tests**: There is only one from to select. Choose the option in the test forms drop-down.

2. Click **Next**.

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

Step 5 – Functionality Checks

Depending on the test content, you may need to verify that your device is functioning properly from the **Audio/Video Checks** page.

Note: If the test does not require functionality checks, the **Instructions and Help** page appears.

Figure 9. Audio Playback & Recording Device Check Screen

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

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.

Figure 10. Audio Playback Check Panel
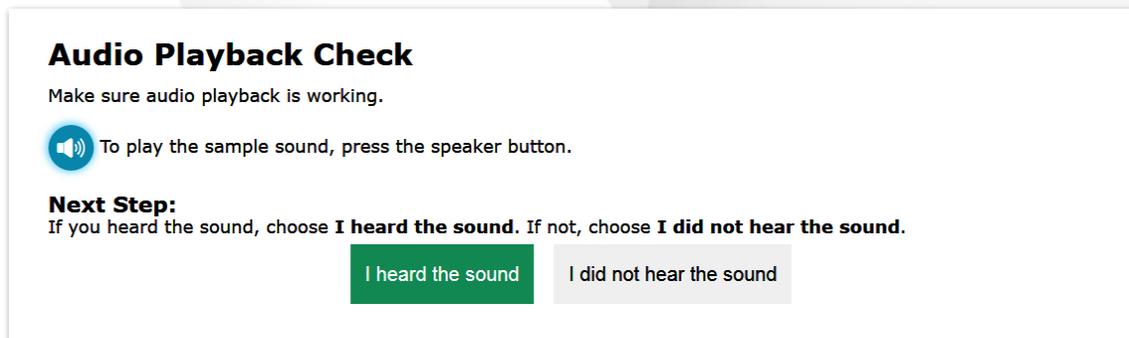
To check audio settings:

1. Select the Speaker icon and listen to the audio.

2. Depending on the sound quality, do one of the following:

    o   If the sound is audible, select **I heard the sound**.

    o   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.

Note: If the audio does not work, you can click in the upper-right corner of the page to log out. You can troubleshoot the device and headphones or move to another device with working audio.

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.

Figure 11. Recording Device Check Screen
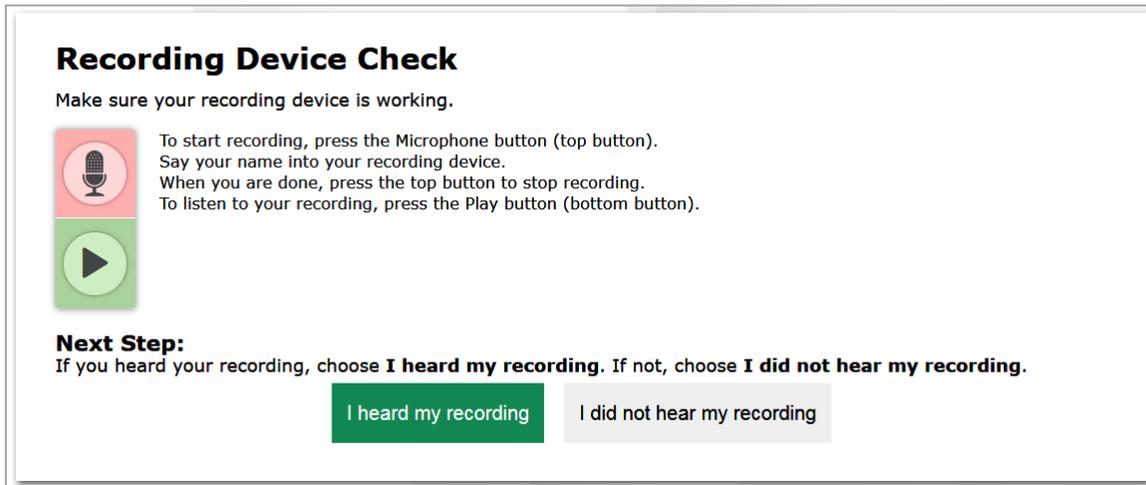
To check recording device settings:

1. To begin recording, select the Microphone icon.

2. Speak into your recording device.

3. To stop recording, select the icon (appears after recording starts).

4. To listen to your recorded audio, select the Play icon.

5. Depending on the recorded audio quality, do one of the following:

   o If the recorded audio is audible, select **I heard my recording**.

   o 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.

Note: If the audio does not work, you can click in the upper-right corner of the page to log out. You can troubleshoot the device and headphones or move to another device with working audio.

Step 6 – Test Instructions and Help

After you heard your recording, the *Instructions and Help* page appears. On this page, you can review the rules of the Data Entry Interface and its available tools.

Figure 12. Instructions and Help Page
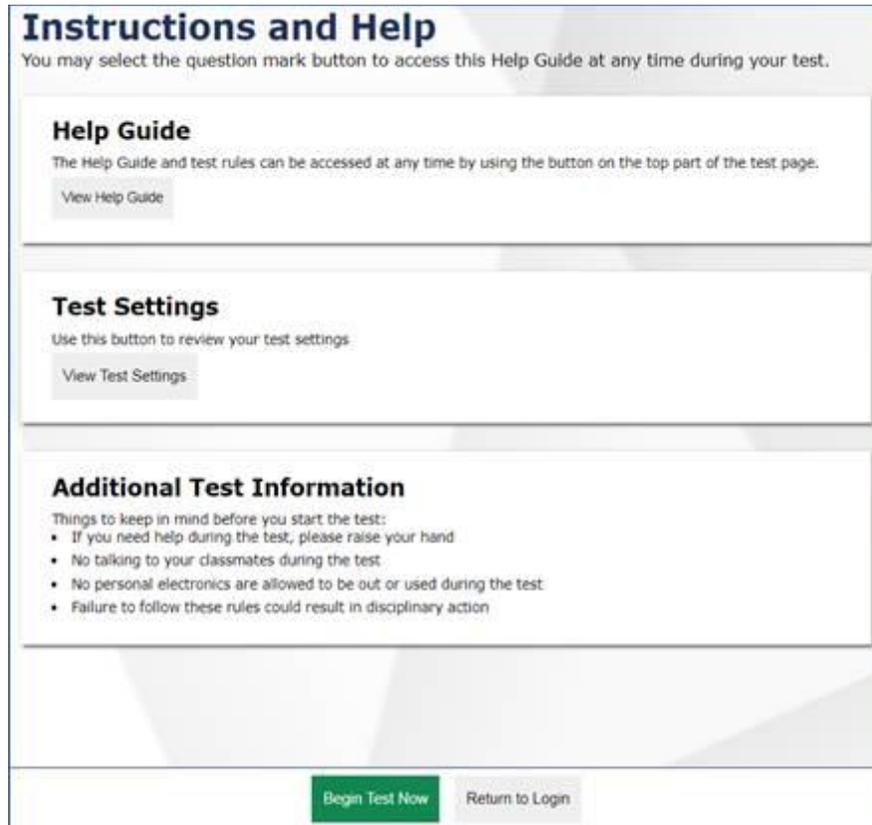
To proceed and begin data entry:

1. *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**.

2. *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**.

3. *Optional*: Review any additional test information, as applicable. To review information, select **View Additional Test Information**. The ***Additional Test Information*** window appears where you can review the instructions. To close the window, select **Back**.

4. To officially begin or resume the test opportunity, click **Begin Test Now**.

Section III. Understanding the Data Entry Interface

Figure 13 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, however the save button is also available for use.

Figure 13. Sample Test Page
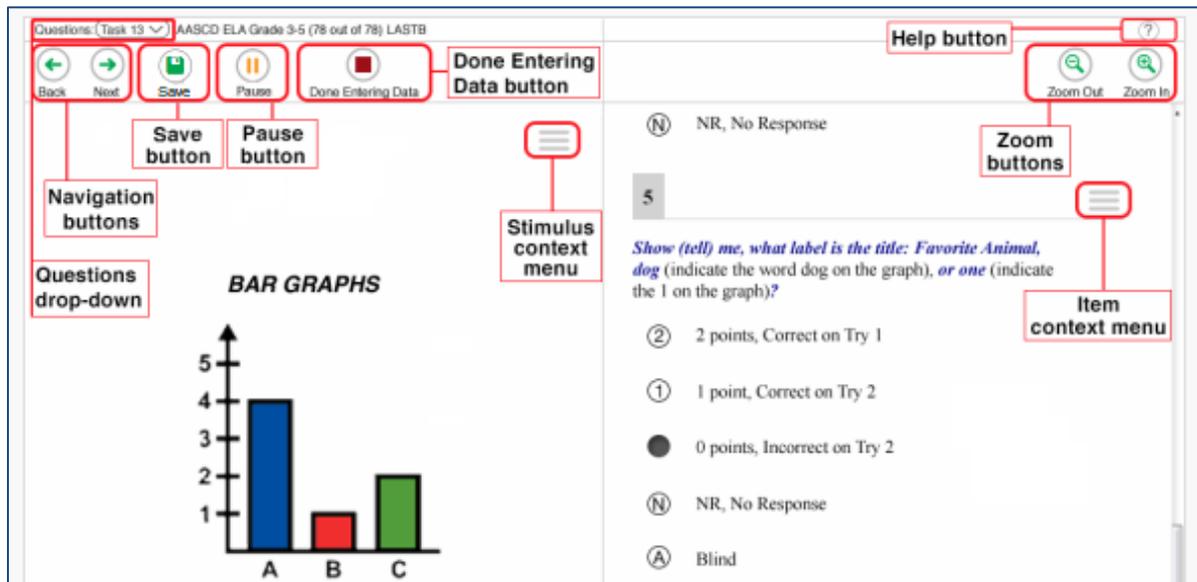
Test Tools

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.

- **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 as (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 **Line Reader** tool allows you to highlight individual lines of text.

- The **Masking** tool allows you to cover distracting areas of the test page.

- The **Notes** tool allows you to enter notes in an on-screen notepad. These notes remain available throughout the test.

- The navigation buttons in the upper-left allow you to move between test pages.

- The **Done Entering Data** button appears after you respond to all required questions. To start the test submission process, click (■) in the top banner.

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:

- **Highlight**: Select an area of text and then select **Highlight Selection** from the context menu to highlight the text.

- **Notepad:** Select **Notepad** from the context menu to enter notes or comments for a question.

- **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.

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

  o To strike out an option, right-click in the response option area and select **Strikethrough**. A line appears through the text or image.

  o 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, so that it overlaps the question section.

- To expand the stimulus section, click ⬚ in the corner of the stimulus section.

- To collapse the stimulus section, click ⬚ again.

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 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.

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.

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**.

Note: 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.

Figure 14. Question Buttons

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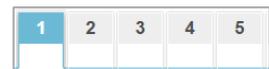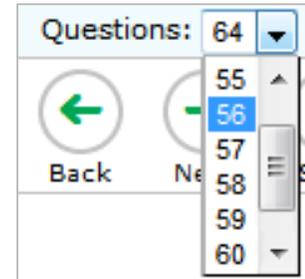
Navigating to Questions

You can navigate to questions page by page or jump directly to a question page.

Figure 15. Questions Drop-Down

- 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

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. DEI opens the test to the first page with unanswered questions 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 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 16. Done Entering Data Button

When you click **Done Entering Data**, the next page gives you two options:

- Review the data you entered.

- Submit the test for scoring.

Figure 17. Done Entering Data Page

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**. Only do this once you are sure that you have completed entering the students' responses and remember that every question answered by the student must be transcribed verbatim (unless a student is exempt from a domain) before the test is submitted.

> **Note:** After you click **Submit Test**, 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. For some tests, this page also displays the test score.

Figure 18. Done Reviewing Test Page

Done Reviewing Test 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**.

Note: Once the test has been submitted, no one can enter more data for this student.

User Support

For additional information and assistance in using the Test Delivery System, contact the Ohio Help Desk. If you have a policy or test administration question, *refer to the Test Coordinators Manual*.

The Help Desk is open Monday—Friday 7:00 a.m. to 7:00 p.m. Eastern Time (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

To assist you with your issue or question, please provide the Help Desk with detailed information that may include 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 7 and Firefox 13 or Mac OS 10.7 and Safari 5).

- Information about your network configuration, if known:

  o Secure browser installation (to individual devices or network).

  o Wired or wireless internet network setup.

Appendix A. Change Log

This Change Log can be used to identify specific changes that are made to any of the information included in the original document throughout the current school year.

Change	Location	Date