Test Delivery System

Data Entry Interface User Guide

2023 -2024

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Introduction to this User Guide

This user guide supports use of 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. 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 the Data Entry Interface](#): 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, network and software requirements, and installing the secure browsers, see the *Quick Guide for Setting Up Your Online Testing Technology* document.

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

- For information about administering online tests via the Operational Test Administration Interface, see the *Test Administrator Guide.*

- For information about previewing student assessments in the Test Delivery System, see the *Modular Previewing System User Guide.*

The above resources are available on the Wyoming Assessment Portal (https://wyoassessment.org).

About Testing Policies and Procedures

This document describes the features and functions of the Data Entry Interface (DEI). 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 Wyoming Assessment Portal.

Section I. Logging in to the Data Entry Interface

Authorized users can access the Data Entry Interface via the Wyoming Assessment Portal.

1. Navigate to the Wyoming Assessment Portal (https://wyoassessment.org).
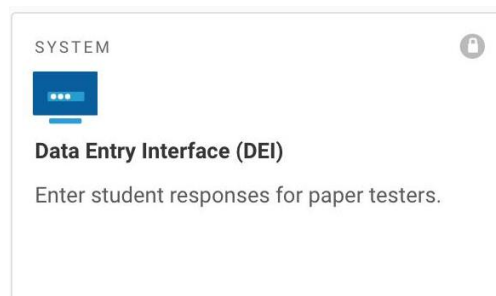
2. Select your user role.
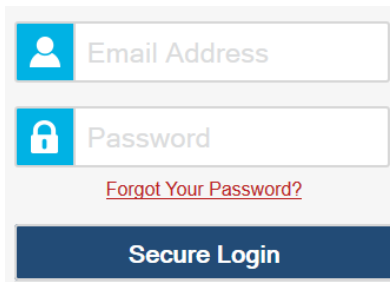
Figure 1. User Cards
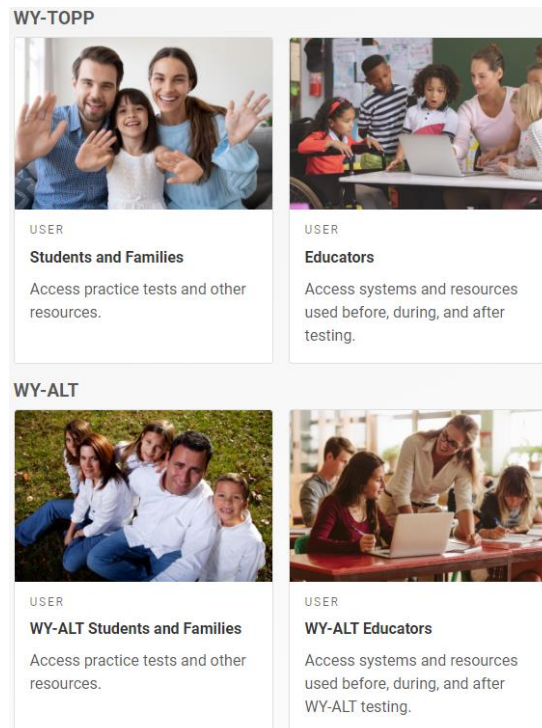
3. Select **Data Entry Interface (DEI)**. The login page appears.

Figure 2. DEI card

4. Enter your email address and password.

5. Click **Secure Login**.

Figure 3. Login 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 email containing a temporary link to the *Reset Your Password* page. To activate your account, you must set up your password and set a security question within 15 minutes of receiving this email.

- **If your first temporary link expired or you forgot your password:**

  On the login page, click **Forgot Your Password?,** then enter your email address in the *Email Address* field to reset your password. If your account is already set up, you will need to answer your security question, as well. You will then receive an email with a new link to reset your password.

- **If you did not receive an email containing a temporary password:**

  Check your spam folder to make sure your email program did not categorize it as junk mail. If your email did not arrive, contact your Building or District Test Coordinator to make sure you are eligible for a TIDE account.

- **Additional help:**

  If you are unable to log in, contact the Wyoming 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 Login 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 WISER ID.

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 WISER ID 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 WISER ID.

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

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 6. Available Tests Page

Available tests indicate whether you are entering data for a new test opportunity or resuming an open opportunity.

⚠️	**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, from the ***Choose a Test Form*** page select the test form for the student.

📝	**Note:** When entering data for a **Braille paper tester**, verify that the student's presentation is set to Braille in TIDE before selecting the Braille test form in DEI.

Figure 7. Choose a Test Form Page

To select a test form:

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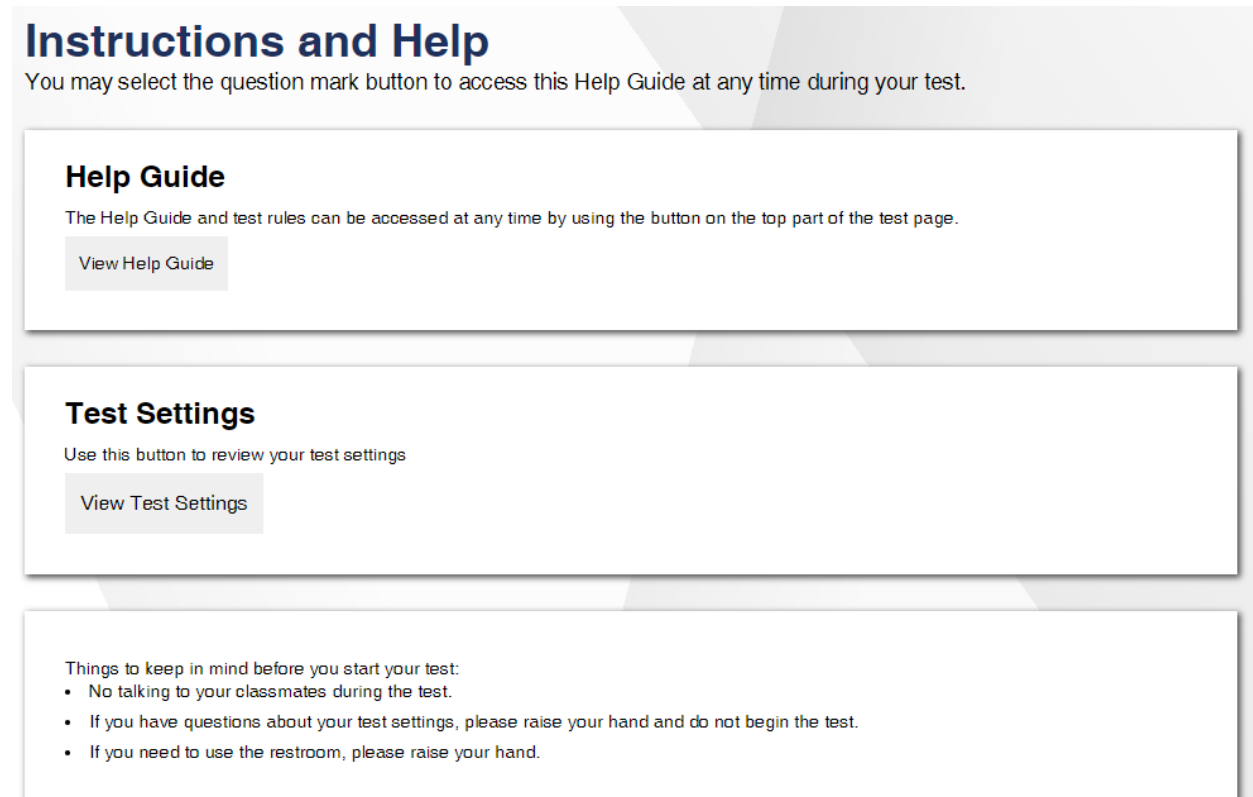
2.   Click **Next**.

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

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.

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 the appropriate response option for each question. DEI automatically captures and saves the response data when you enter it.

Figure 9. Sample Test Page
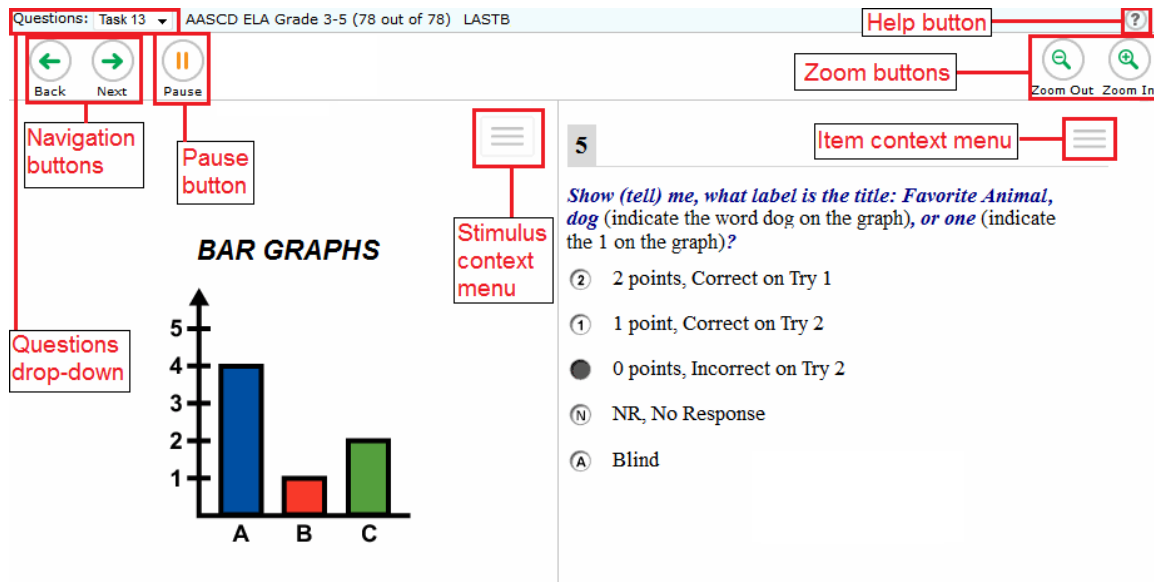
Test Tools

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 **Help Guide**.

- **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 question.

- 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 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:

- **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.

- **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 at the top of the page. In the **Items** drop-down list in the upper left corner, a flag icon ⚑ appears next to the number on the test page. The **Items** drop-down list displays ⚑ for the selected question.

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 question where the student has provided a response. If the student did not provide a response, leave the question blank and proceed to the next page. 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 10. Question Buttons
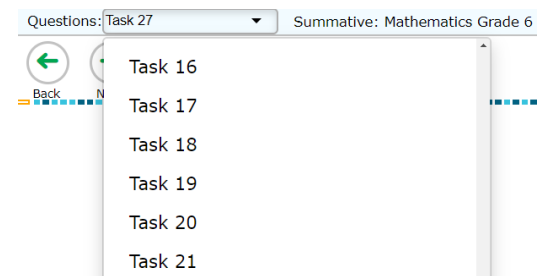
| 1 | 2 | 3 | 4 | 5 |

> **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 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 list.

Figure 11. Questions Drop-Down

| Questions: Task 27 | ▼ | Summative: Mathematics Grade 6 |

Task 16
Task 17
Task 18
Task 19
Task 20
Task 21

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 in the segment from which you paused the test. You may also go back to review or change answers 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.

Device Recommendation

When using an iPad or other small devices, users may be unable to see all selections for some items that include drop-down menus. To avoid this, it is recommended that TA use a larger monitor or screen while entering student answers in the DEI interface. Please contact the Helpdesk if you have further questions.

Completing Data Entry and Reviewing Questions

The **Done Entering Data** button appears at the top of the screen.

Figure 12. Done Entering Data Button

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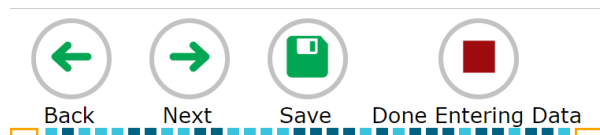
When you click **Done Entering Data**, the next page gives you two options:

- Review the data you entered.

- Submit the test for scoring.

Figure 13. 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.

  - o Note: If a warning icon is displayed next to a question that was not answered, please confirm the student's response for that item, if provided, has been entered into the DEI.

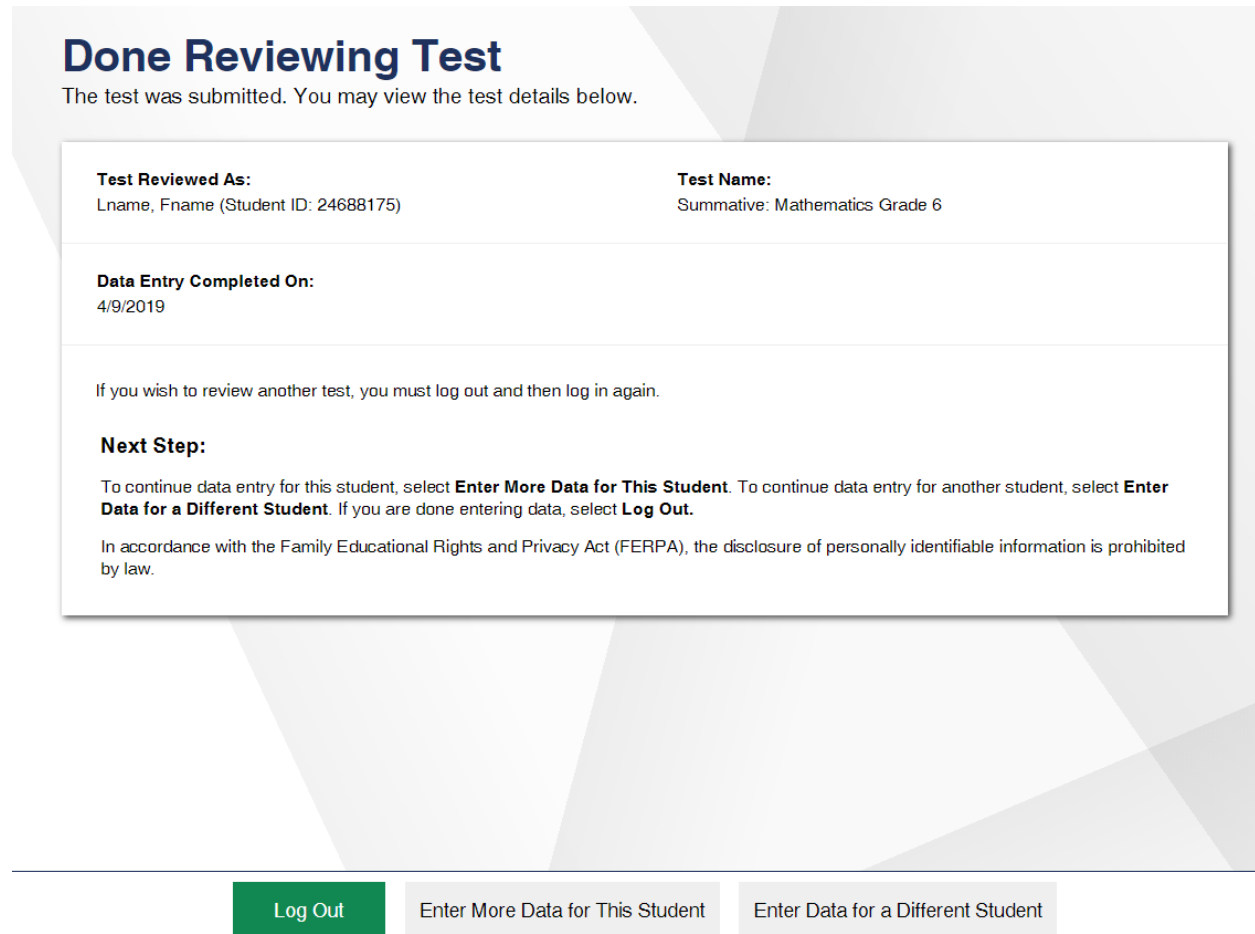- To complete the testing process, click **Submit Test**.

> **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.
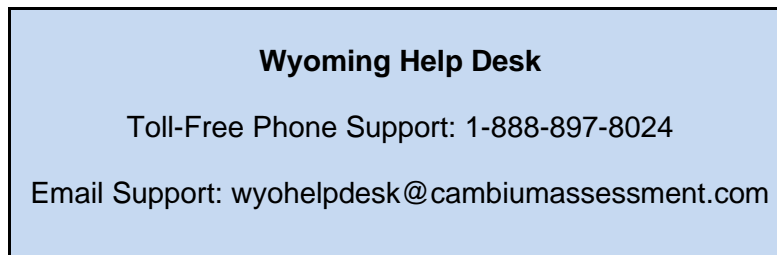
Figure 14. Done Reviewing Test Page

Results 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. From there, you can proceed through the test selection and verification process.

- If you are done entering test data, click **Log Out**.

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User Support

If this user guide does not answer your questions, please contact the Wyoming Help Desk.

The help desk is open Monday – Friday from 7:00 a.m. to 5:00 p.m. MT (except holidays or as otherwise indicated on the Wyoming Portal).

> **Wyoming Help Desk**
>
> Toll-Free Phone Support: 1-888-897-8024
>
> Email Support: wyohelpdesk@cambiumassessment.com

To assist you with your issue or question, please provide the Help Desk with detailed information that may include the following:

- The district and school name.

- The WISER 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.