Data Entry Interface (DEI)

For Paper and Braille Test Administrations

Training Module
2019 – 2020

Cambium Assessment

Module Objectives

After viewing this presentation, you should be able to:

- Understand what the Data Entry Interface (DEI) is and how to access it

- Enter student responses into the DEI

- Use the different features available in the DEI

How the DEI is Used

The DEI can be used for both paper and braille test administration:

- To record spoken responses to the speaking test

- To enter and transcribe student responses for all other test items

- TIDE is the "home" for all student data and accommodations.

- Before a TA can enter data for a student into the DEI, that student's record should be checked in TIDE to ensure that the correct flag has been set for a paper or braille form.

- Domain exemptions <u>must</u> be marked in TIDE prior to paper testing and data entry.

Accessing the Data Entry Interface

To access the DEI, navigate to the Teachers and Test Administrators page on the portal, and select the **Data Entry Interface** icon.

Data Entry Interface (DEI)
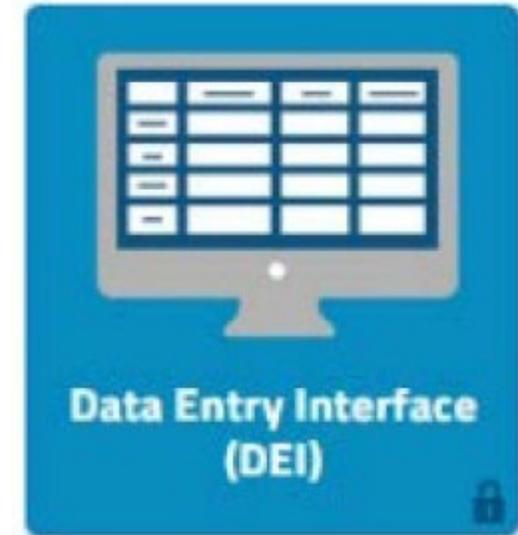
Accessing the Data Entry Interface

Log in with your username and password.

Accessing the DEI, continued

Enter Code

✓ A code has been sent to your email address. The code will expire after 15 minutes.

👤 Enter Emailed Code

Submit

Resend Code

Cancel

- The system has an authentication process that will be triggered when you log in from a different device or browser or after clearing your browser's cache.

- If you see this screen, an email containing the code will have been sent automatically to your email address.

- Enter the code and click **Submit**.

- If you need the code to be resent, click **Resend Code.**

Accessing the Data Entry Interface

- You will be prompted to enter information for the student you are testing.

- Enter the student's first name and student ID, and then click **Sign In.**

Accessing the Data Entry Interface

- Verify that the student's demographic information is correct.

- If all of the student's information is correct, click **YES.** If any information is incorrect, click **NO** and then contact your test coordinator.

Is This the Student?
Please review the following information.

First Name	**Last Name**
FirstName	LastName

WISER ID	**Grade**
3000300013	08

Date of Birth	**School:**
December 17, 2006	Demo School 1

| Yes | No |

Test and Form Selection

Test and Form Selection

- Select the correct form from the **Test Forms** drop-down menu.

- After you select the test form, select **Next** to proceed.
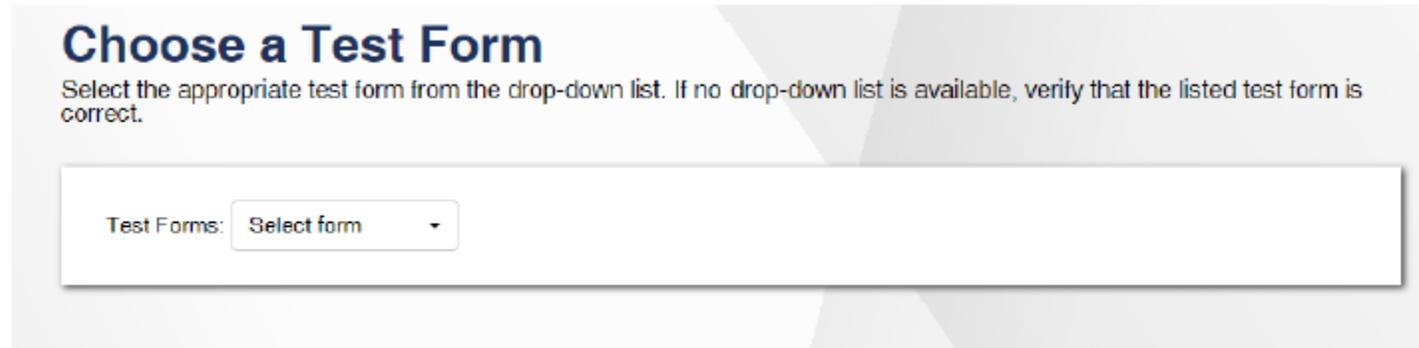
Choose a Test Form

Select the appropriate test form from the drop-down list. If no drop-down list is available, verify that the listed test form is correct.

Test Forms: Select form ▾

- **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.

Instructions and Help
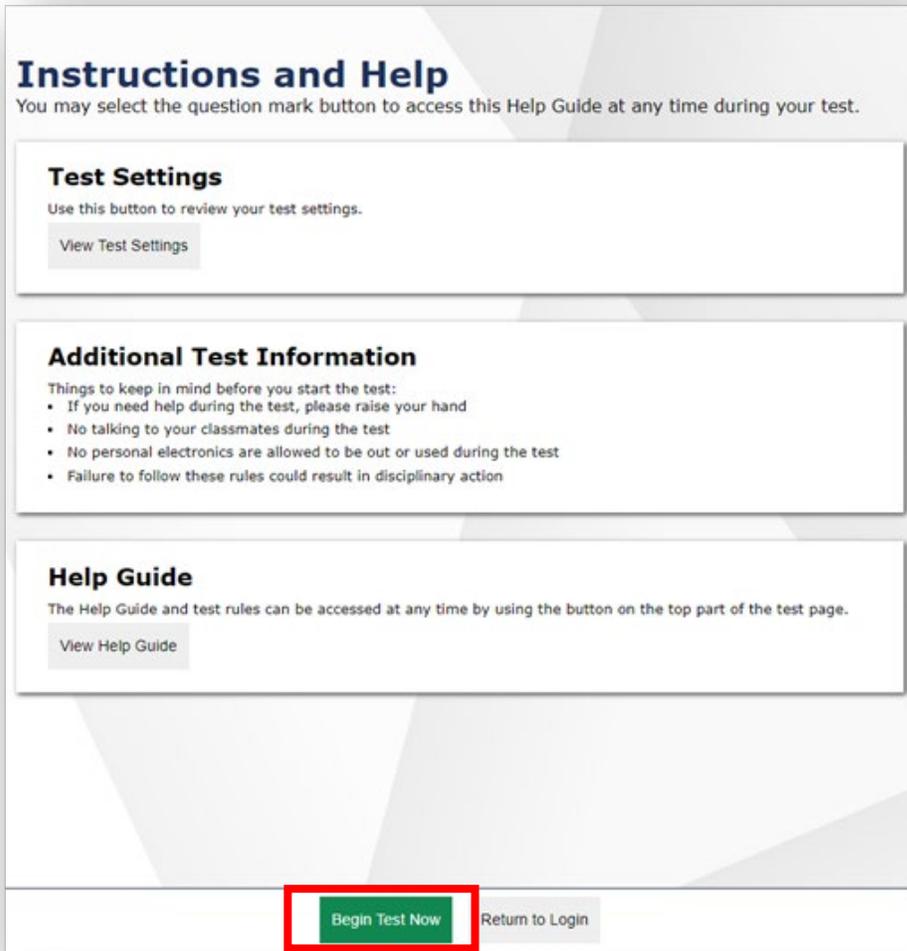
Instructions and Help
You may select the question mark button to access this Help Guide at any time during your test.

Test Settings
Use this button to review your test settings.
View Test Settings

Additional Test Information
Things to keep in mind before you start the test:
• If you need help during the test, please raise your hand
• No talking to your classmates during the test
• No personal electronics are allowed to be out or used during the test
• Failure to follow these rules could result in disciplinary action

Help Guide
The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page.
View Help Guide

Begin Test Now   Return to Login

Before beginning data entry, the **Instructions and Help** page will appear.
• The **Help Guide** will bring up content that explains the Test Rules and gives an overview of the Data Entry Interface.
• The **Test Settings** will show the student's test settings.
• Some important reminders are listed under **Additional Test Information.**
• Selecting the **Begin Test Now** button will take you to the first question of the test. You may select the question mark button to access this Help Guide at any time during the test.

Entering Data into the DEI

After selecting **Begin Test Now**, you will see the data entry page for an item. Similar to the test booklet, the item questions are presented in bold text. This screenshot shows you an example of what a listening item looks like.

The data entry page will display one item at a time within a task. Notice the numbered tabs at the top right corner of the screen. These tabs represent items associated with the task. A green checkmark will appear in each tab after data has been entered for that item. You can use the green arrow buttons labeled **Back** and **Next** in the upper-left corner of the screen to move between the items of a task. You can also jump directly to a specific task using the **Questions** drop-down menu.

Entering Data into the DEI, continued
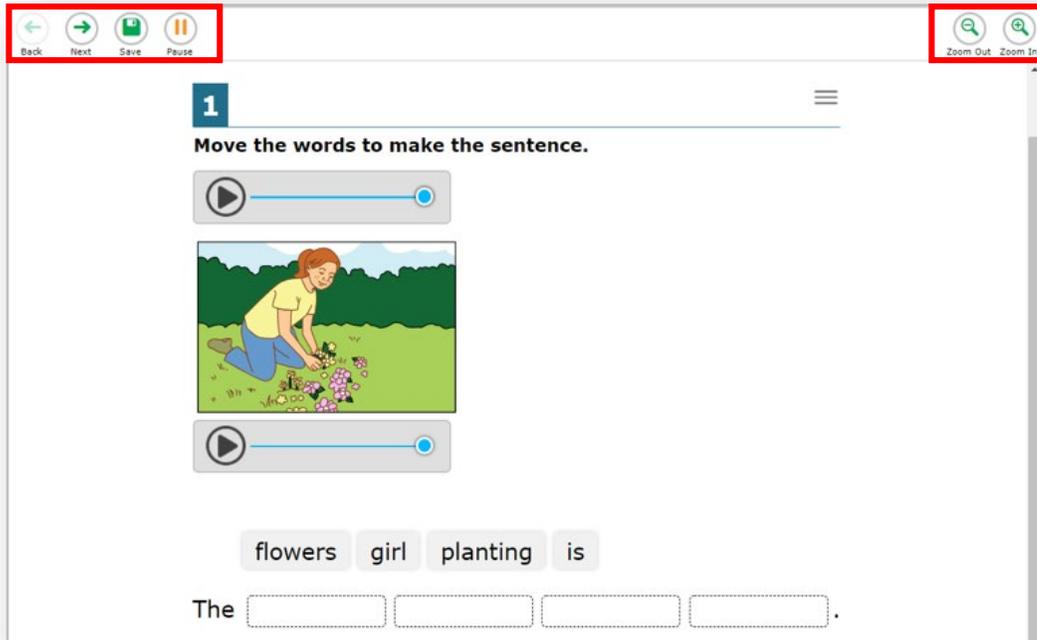
The **Save** button can be used to save a response, but is not necessary to use since responses are automatically saved upon selection.

The **Pause** button is used to pause the data entry session without submitting the test, so you can continue entering data at a later time.

You can use the **Zoom Out** and **Zoom In** buttons at the top right of the screen to magnify text and images.

Please note that the DEI is designed to look similar to the online test students see when testing online, therefore students may have additional tools and accommodations available. These tools and accommodations are not necessary for TA's to use when using the DEI.

For each task and item, enter the response given by the student. As soon as the answer is selected, the DEI immediately saves it.

Entering Student Response Data
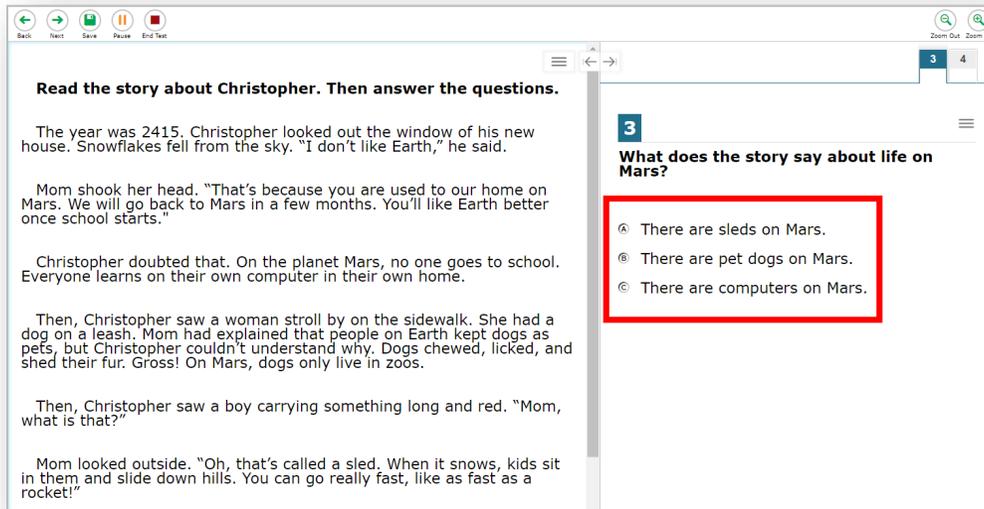
When entering the paper administration data for the multiple choice Listening, Reading, and Writing sections, students mark their responses in their test booklet. At the conclusion of the testing session, the TA will input the student's responses into the DEI.

For the Writing constructed response & word and sentence builder section, the TA will copy the student's response from the test booklet into the DEI for scoring. For the word & sentence builder items, the TA will drag and drop the response tiles to match the student's response exactly.

For the constructed-response items, the TA will use the DEI to transcribe the student's written responses verbatim.

For the Speaking section, the TA will record the student's spoken responses directly into the DEI during testing.

Entering Student Response Data:

Submitting the Test

After completing data entry, be sure to review all entered data. Follow the instructions provided in the *Directions for Administration Manual*.
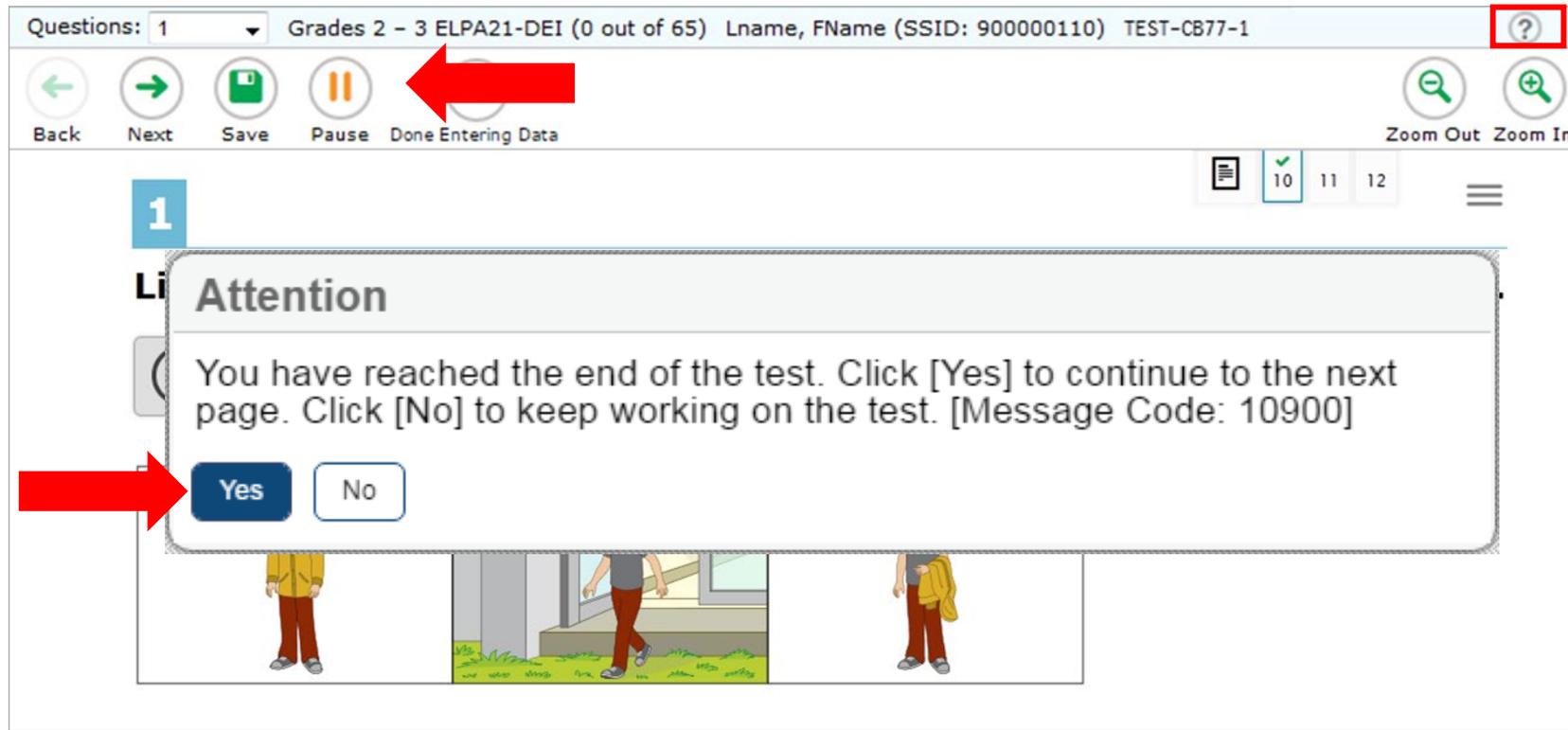
When you have checked all responses you have entered and are ready to submit the test, click the red **Done Entering Data** button to continue.

Review and Submit

- You will receive one more opportunity to review your entries.

- You may review your entries again or submit the test for scoring.

- Click **Submit Test** and **Yes** to complete the submission process.

Done Reviewing Test
The test was submitted. You may view the test details below.

Test Reviewed As:
Test, Kilop (Student ID: 8196642817)

Test Name:
Grades 4-5 Reading DEI

Data Entry Completed On:
5/17/2019

If you wish to review another test, you must log out and then log in again.
No scores are reported for this test.

Next Step:

To log out of the test, 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

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

From here, you may choose to **log out** or **enter data for a different student.**

Helpful Hints

- If your state allows it, you may skip items that the student has not answered by clicking the **Next** button.

- Questions may appear differently in the DEI from how they appear in the paper test booklets:

  ◦ Instead of circling a letter, you may need to click on a word or image.

  ◦ Instead of drawing a line between two objects, you may need to drag and drop one object on top of the other.

  ◦ Instead of filling in a blank, you may need to choose an answer from a drop-down list.

- For a test with domain exemptions to be scored correctly, the exempted domain(s) must be selected in TIDE, and all the questions in this domain must be skipped while the test is being transcribed into the DEI. If any questions are answered in a domain, it will be scored and reported, even if the student is exempted from that domain in TIDE.

Thank You!

- For additional information, please visit wyoassessment.org page, which contains:

  » *DEI User Guide*

  » Test Administration Manuals

- For further assistance, please contact the Wyoming Help Desk

  Wyoming Help Desk
  (888)897-8024
  wyohelpdesk@cambiumassessment.com