

# Online Testing System

## Data Entry Interface User Guide

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*Prepared by Cambium Assessment, Inc.*



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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 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](#): 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
	<b>Alert:</b> This symbol accompanies important information regarding a task that may cause minor errors.
	<b>Note:</b> This symbol accompanies additional information or instructions of which users must take note.
	<b>Policy:</b> This symbol accompanies information regarding test administration policies.

## 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 *Paper-Pencil Test Administration Manual* available on the Delaware Portal

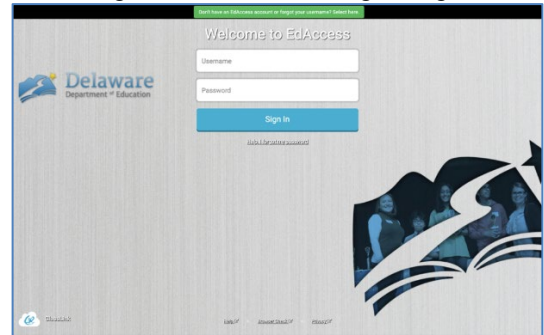
(<https://de.portal.cambiumast.com/>).

## Section I. Logging in to the Data Entry Interface

Authorized users can access the Data Entry Interface via the Delaware Department of Education's (DDOE's) EdAccess or LEA ClassLink application.

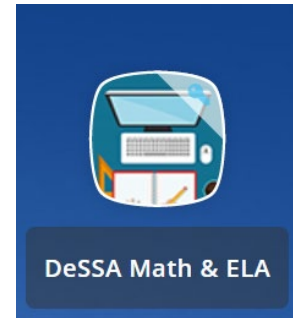
1. Access the DDOE EdAccess or LEA ClassLink login page at <https://launchpad.classlink.com/ddoe>. Use your regular ID and password to log in. If a district is using their own ClassLink instance, this login step will be different.
2. Select your two-factor authentication image.

Figure 1. EdAccess Login Page



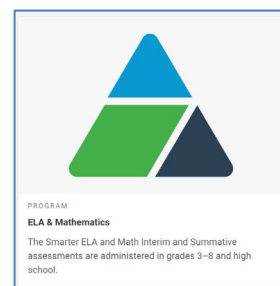
3. After you have successfully logged in to EdAccess or LEA ClassLink, you will see a list of applications available to you, including DeSSA Math & ELA.
  - Click the **DeSSA Math & ELA** button. You will be directed to the DeSSA Portal.

Figure 2. DDOE DeSSA Math & ELA Icon



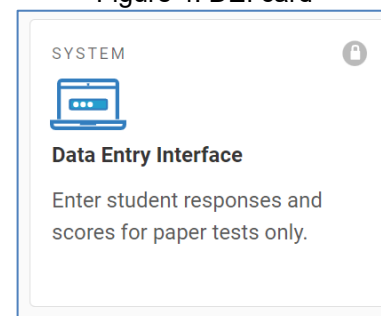
4. Click the **ELA & Mathematics** user card to access DeSSA application.

Figure 3. DeSSA Portal: Test Card



5. Click **Data Entry Interface**. If you are authorized to access this application, you will be automatically directed to the DEI home page. You will not have to log in again.

Figure 4. DEI card



## 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

**Enter Student Information**

**Student First Name:**  
EX: JORDAN

**Student ID:**  
EX: 123456789

Run Diagnostics      Browser: Chrome v80

 **Sign In**      Log Out

*To enter a student's information:*

1. In the *Student First Name* field, enter the student's first name as it exists in TIDE.
1. In the *Student ID* field, enter the student's SSID.
2. 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

**Is This the Student?**  
Please review the following information.

<b>First Name</b> Kilop	<b>Last Name</b> Test
<b>SSID:</b> 8196642711	<b>Grade</b> 02
<b>Date of Birth</b> September 9, 2001	<b>School:</b> Demo School 1



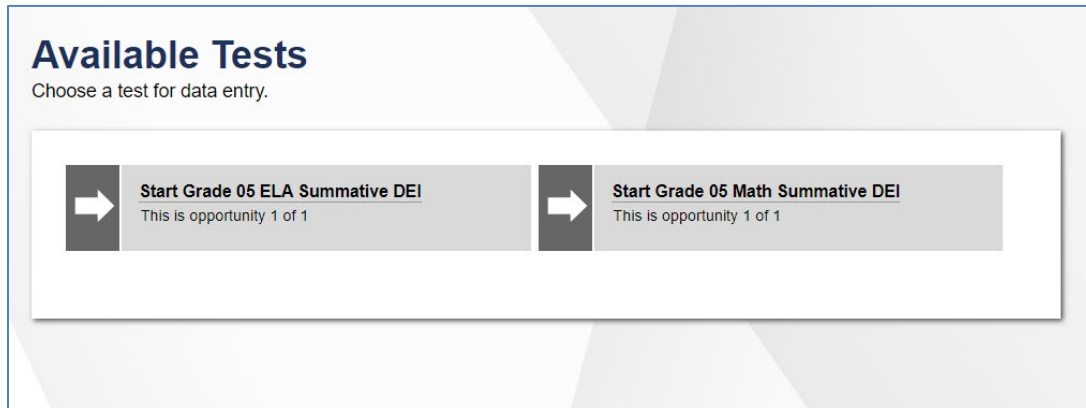
*To verify the student's personal information:*

- If all the information is correct, click **Yes**. The ***Available Tests*** page appears.
- If any of the information is incorrect, that will affect the entry of the student responses, please do not proceed. This might include wrong class grade. If the information does not affect the entry of the student responses, please proceed to enter student responses.

### 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. An auto-generated session ID is also displayed in the banner. The session ID can be used to look up test information in the Centralized Reporting System.

Figure 7. Available Tests Page



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



**Warning:** If no tests appear for the student, confirm the student's test eligibility in TIDE.

### Step 4 – Functionality Checks

Depending on the test content, you may need to verify that your device is functioning properly from the **Audio/Video Checks** page (see [Figure 8](#)).



**Note:** If the test does not require functionality checks, the **Instructions and Help** page (see [Figure 10](#)) appears.

Each functionality check appears in its own panel.

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:

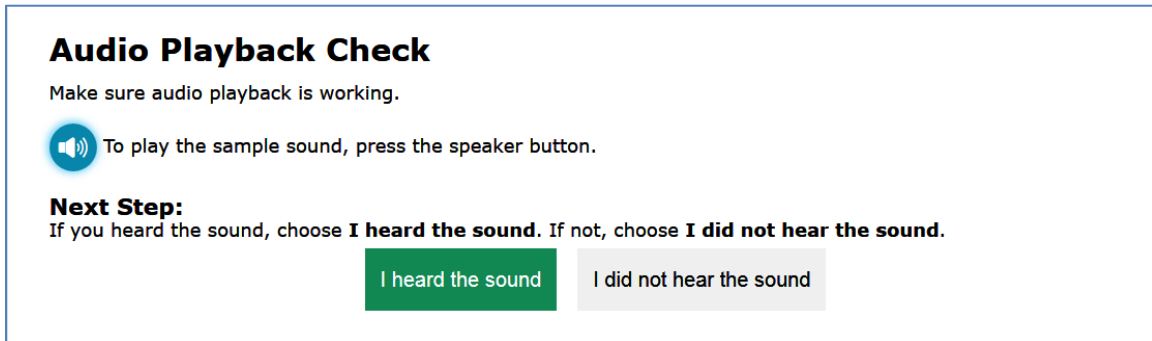
- [Audio Playback Check](#)
- [Sound and Video Playback Check](#)



## 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 8. Audio Playback Check Panel



**Audio Playback Check**


Make sure audio playback is working.

 To play the sample sound, press the speaker button.

**Next Step:**  
If you heard the sound, choose **I heard the sound**. If not, choose **I did not hear the sound**.

**I heard the sound** **I did not hear the sound**

*To check audio settings:*

1. Select the  icon and listen to the audio.
2. Depending on the sound quality, do one of the following:
  - If the sound is audible, select **I heard the sound**.
  - 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.

## Sound and Video Playback Check


The *Sound and Video Playback Check* panel appears for tests with video content. On this panel, you must verify that you can view the sample video and hear its associated sound.



**Note:** If this panel is available on the **Audio/Video Checks** page, the *Audio Playback Check* panel is not displayed, since the *Sound and Video Playback Check* panel also verifies audio functionality.

Figure 9. Video Check Panel

### Sound and Video Playback Check



Make sure audio playback is working.


Make sure video and audio playback are working. To play the sample video and sound, press the play button.

**Next Step:**  
If you were able to play the video and its sound, choose **I could play the video and sound**. If not, choose **I could not play the video or sound**.


I could play the video and sound

I could not play the video or sound

*To check sound and video settings:*

1. Select the  icon to play the video and audio.
2. Depending on the playback quality, do one of the following:
  - If you can play the video and sound, select **I could play the video and sound**.
  - If you cannot play the video or sound, select **I could not play the video or sound**. The *Video Playback Problem* panel appears.
    - To try again, click **Try Again**. This takes you back to the *Sound and Video Playback Check* panel.

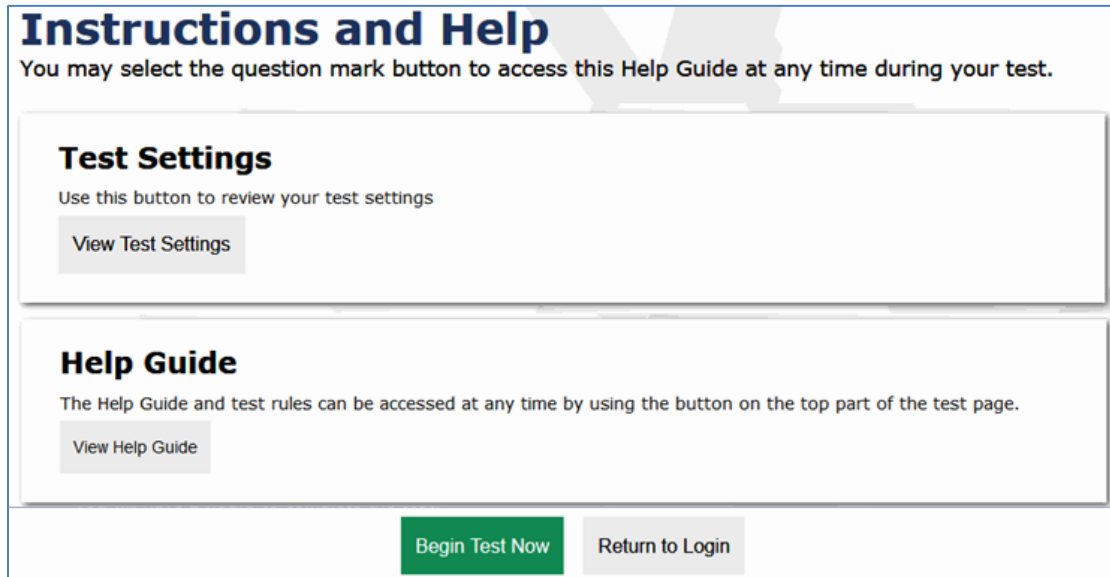


**Note:** If the audio or video does not work, you can click  in the upper-right corner of the page to log out. You can troubleshoot the device and headphones or move to another device.

## 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 10. Instructions and Help Page



**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](#)

**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](#)

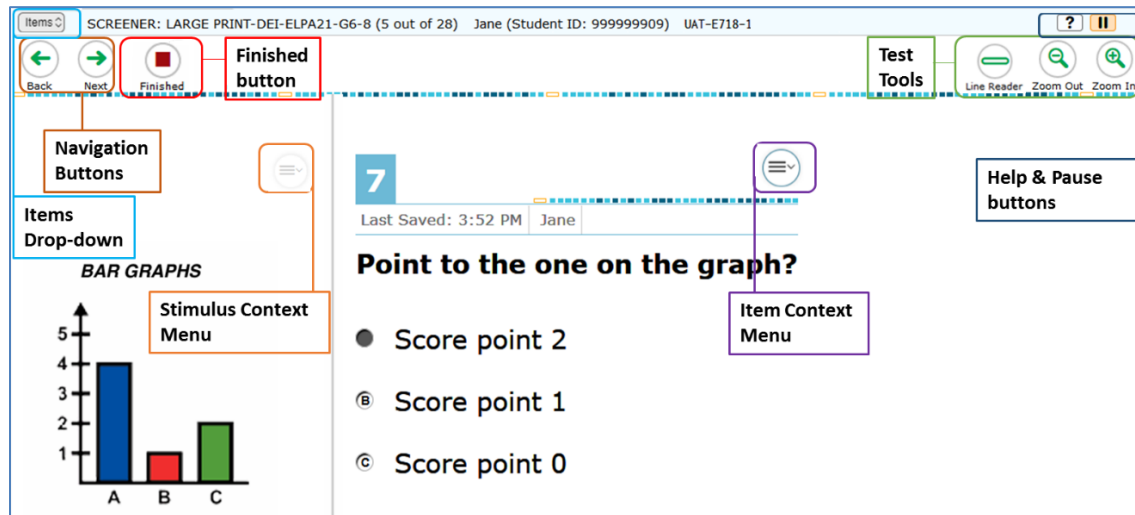
*To proceed and begin data entry:*

1. *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**.
2. *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**.
3. *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**.
4. To officially begin or resume the test opportunity, click **Begin Test Now**.

## Section III. Understanding the Data Entry Interface

[Figure 11](#) 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 11. Sample Test Page



Some test pages may have only one question and others may have more or may consist of multiple parts that students must answer.

- After entering respond to all the questions on a page, select Next in the upper-left corner to proceed to the next page.
- To navigate to a previous question in a test, select Back.

### 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. Description of the Global Tools and Context Menu Tools can be found in [Appendix A](#).

## 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 the student has responded to. You may skip items that the student has not answered by clicking the Next button.. 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 12. Question Buttons



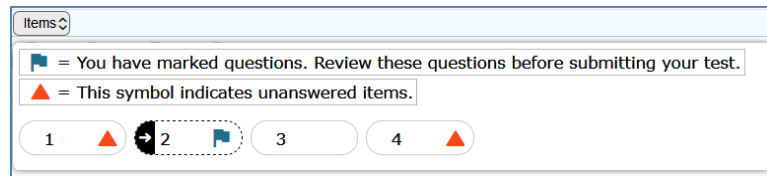
**Policy Reminder:** This user guide does not provide information about test administration policies and procedures. Please consult the directions in the appropriate *Test Administration Manual* to learn about procedures for responding to questions and completing a test in the Data Entry Interface.

## Navigating to Questions

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

- To navigate page by page, click the **Back** or **Next** buttons at the top of the screen.
- To jump directly to a question, select the appropriate question from the **Items** drop-down list.


Figure 13. Items 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 in the segment 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  in the upper-right corner. A confirmation message pops up.
2. Click **Yes** to confirm that you want to pause the test.

## Completing Data Entry and Reviewing Questions

The **Finished** button appears at the top of the screen. When you click **Finished**, the next page gives you two options:

- **Review the data you entered verify you have entered the correct student responses for the student assessment.**
- After completing the entry of student responses. Each test administrator is strongly encouraged to use the review the data entered. Please ensure all test items have been properly entered based on student responses before submitting the test for scoring.
- Submit the test for scoring.


Figure 14. Finished Button






Figure 15. Done Entering Data Page

**You are done entering data.**

If you wish to review your entries, select the question number you wish to review. A flag icon appears for any questions that you marked for review.

 = You have marked questions. Review these questions before submitting your test.

 = This symbol indicates unanswered items.



1  2  3 4

**Next Step:**

When you are done reviewing your entries, select **Submit Test**. You cannot change your entries after you submit the test.

**Submit Test**

*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**.



**Note:** After you click **Submit Test**, the test is officially completed. You cannot log back in and review the data you entered.

## Done Reviewing Assessment Page

After you submit the test, the **Done Reviewing Assessment** 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 16. Done Reviewing Assessment Page

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

<b>Test Reviewed As:</b> GUEST, GUEST (Student ID: GUEST)	<b>Test Name:</b> Grade 03 ELA - BriefWrite (IAB)
--	--

**Data Entry Completed On:**  
9/11/2018

If you wish to review another test, you must log out and then log in again.

**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](#)

### Results page options:

- Click **Enter Data for 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 **Tests for This Student** page. From there, you can proceed through the test selection and verification process.
- If you are done entering test data, click **Log Out**.



## Appendix A. Test Tools

Table 1 lists the tools available in the test page's global menu. Table 2 lists the tools available in the *Question* and *Stimulus* context menus.

Table 1. Tools in the Global Menu













Tool Name	Instructions
<b>Help</b> 	To view the on-screen <b>Instructions and Help</b> window, select the question mark [  ] button in the upper-right corner.
<b>Calculator</b> 	To use the on-screen calculator, select <b>Calculator</b> in the global menu.
<b>Dictionary</b> 	To look up definitions and synonyms in the Merriam-Webster dictionary or thesaurus, select <b>Dictionary</b> in the global menu.
<b>Masking</b> 	<p>The masking tool temporarily covers a distracting area of the test page. To use this tool:</p> <ol style="list-style-type: none"> <li>1. Select <b>Masking</b> in the global menu.</li> <li>2. Click and drag across the distracting area.</li> </ol> <p>To close the masking tool, select <b>Masking</b> again. To remove a masked area, select <b>X</b> in the upper-right corner of that area.</p>
<b>Notes</b> 	To enter notes in an on-screen notepad, select <b>Notes</b> in the global menu.
<b>Print Page</b> 	To print the entire test page, select <b>Print Page</b> in the global menu.
<b>Print Passage</b> 	To print a reading passage, select <b>Print Passage</b> in the global menu.
<b>System Settings</b> 	<p>To adjust audio volume during the test, select [  ] in the upper-right corner. Students testing with TTS can also use this tool to adjust TTS settings.</p> <p>Students testing on mobile devices cannot use this tool to adjust volume. To adjust audio volume on mobile devices, students must use the device's built-in volume control. On iPads, <b>Guided Access</b> must be turned off before adjusting volume.</p>
<b>Zoom</b> buttons  	To enlarge the text and images on a test page, select <b>Zoom In</b> . Multiple zoom levels are available. To undo zooming, select <b>Zoom Out</b> .

Table 2. Tools in the *Question* and *Stimulus* Context Menus

Tool Name	Instructions
<b>American Sign Language</b>	Videos that translate test content into American Sign Language (ASL) are available. To view ASL videos, select <b>American Sign Language</b> from the context menu.
<b>Closed Captioning</b>	Questions and stimuli with audio elements automatically display closed captions for students testing with the appropriate accommodations.

Tool Name	Instructions
<b>Expand Passage</b>	To expand the passage section, select the double arrow [↗] icon. The section will expand and overlap the question section for easier readability. To collapse the expanded section, select the double arrow [↖] icon again.
<b>Expand buttons</b>	<p>The passage section or the question section can be expanded for easier readability.</p> <ol style="list-style-type: none"> <li>1. To expand the passage section, select the right arrow icon [→] below the global menu. To collapse the expanded passage section, select the left arrow icon [←] in the upper-right corner.</li> <li>2. To expand the question section, select the left arrow icon [←] below the global menu. To collapse the expanded question section, select the right arrow icon [→] in the upper-left corner.</li> </ol>
<b>Glossary</b> (Word List)	To open the glossary, click a word or phrase that has a border around it.
<b>Highlighter</b>	<p>To highlight text, select the text on the screen and then select <b>Highlight Selection</b> from the context menu. If multiple color options are available, select an option from the list of colors that appears.</p> <p>To remove highlighting, select <b>Reset Highlighting</b> from the context menu.</p> <p>Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use.</p>
<b>Mark for Review</b>	<p>To mark a question for review, select <b>Mark for Review</b> from the context menu. The question number displays a flap [1] in the upper-right corner, and a flag icon [🚩] appears next to the number on the test page. The <b>Questions</b> drop-down list displays [marked] for the question.</p>
<b>Notepad</b>	<p>To enter notes for a question, select <b>Notepad</b> from the context menu. After entering a note, a pencil icon [✎] appears next to the question number on the test page.</p> <p>Students can only access notes for a question on that question's test page.</p>
<b>Print Item</b>	To send a print request for an individual question, select <b>Print Item</b> from the context menu. After sending the request, a printer icon [🖨️] appears next to the question number on the test page.
<b>Reading Mode</b>	<p>Reading Mode opens a pop-up window that lets you view two pages of a reading passage at a time. To open Reading Mode, select [📖] below a reading passage.</p> <p>To exit Reading Mode, select [✕] in the lower-right corner of the pop-up window.</p>
<b>Select Previous Version</b>	To view and restore responses previously entered for a Text Response question, choose the <b>Select Previous Version</b> option from the context menu. A list of saved responses appears. Choose the appropriate response and click <b>Select</b> .

Tool Name	Instructions
<b>Strikethrough</b>	<p>For selected-response questions, the student can cross out an answer option to focus on the options he or she thinks might be correct. There are two options for using this tool:</p> <p>Option A:</p> <ul style="list-style-type: none"> <li>• To activate Strikethrough mode, open the context menu and select <b>Strikethrough</b>.</li> <li>• Select each answer option to strike out.</li> <li>• To deactivate Strikethrough mode, press <b>Esc</b> or click outside the question's response area.</li> </ul> <p>Option B:</p> <ul style="list-style-type: none"> <li>• Right-click an answer option and select <b>Strikethrough</b>.</li> </ul>
<b>Text-to-speech</b>	To listen to passages and questions, select a <b>Speak</b> option from the context menu.
<b>Tutorial</b>	To view a short video demonstrating how to respond to a particular question type, select <b>Tutorial</b> from the context menu.

## Appendix B. User Support

If this document does not answer your questions, please contact the DeSSA Help Desk.

The Help Desk is open Monday–Friday from 6:30 a.m. to 6:30 p.m. Eastern Time (except holidays).

<p><b>Cambium Assessment, Inc.</b> <b>DeSSA Help Desk</b></p> <p>Telephone: (877) 560-8331 E-mail: <a href="mailto:DeSSAHelpDesk@cambiumassessment.com">DeSSAHelpDesk@cambiumassessment.com</a></p> <p>Monday–Friday (except holidays) Hours: 6:30 a.m. to 6:30 p.m.</p>
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If you contact the Help Desk, provide as much detail as possible about the issues you encountered.

Include the following information:

- Test administrator name and IT/network contact person and contact information
- SSIDs of affected students
  - Do NOT provide any other student information, as doing so may violate Family Educational Rights and Privacy Act (FERPA) policies.
- Results ID for the affected student tests
- Test Session ID
- List of embedded accommodations
- Test name and grade
- Question number
- Operating system and browser version information
- Any error messages and codes that appeared, if applicable
- Information about your network configuration
  - Secure browser installation (to individual machines or network)
  - Wired or wireless Internet network setup