

# 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

[\(https://de.portal.cambiumast.com/\)](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.

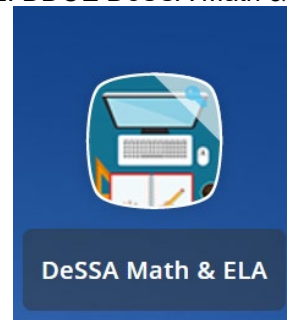
1. Access the DDOE EdAccess or LEA ClassLink login page at <https://launchpad.classlink.com/ddoe>. Use your regular ID and password to log in. If a district is using their own ClassLink instance, this login step will be different.
2. Select your two-factor authentication image.



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

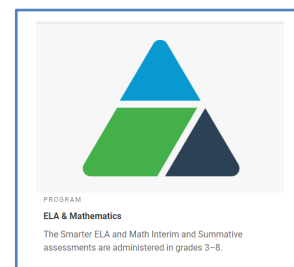
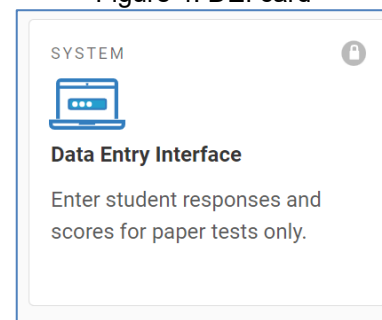


Figure 4. DEI card

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.



## 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



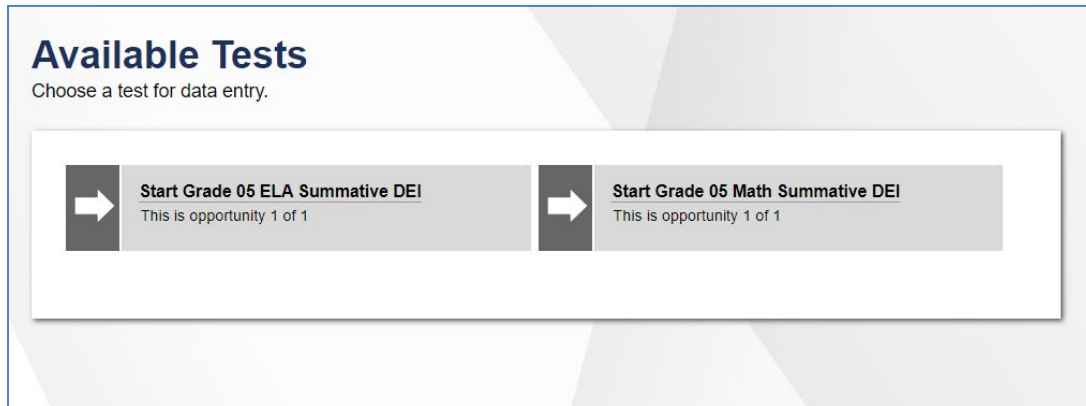
*To verify the student's personal information:*

- 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:

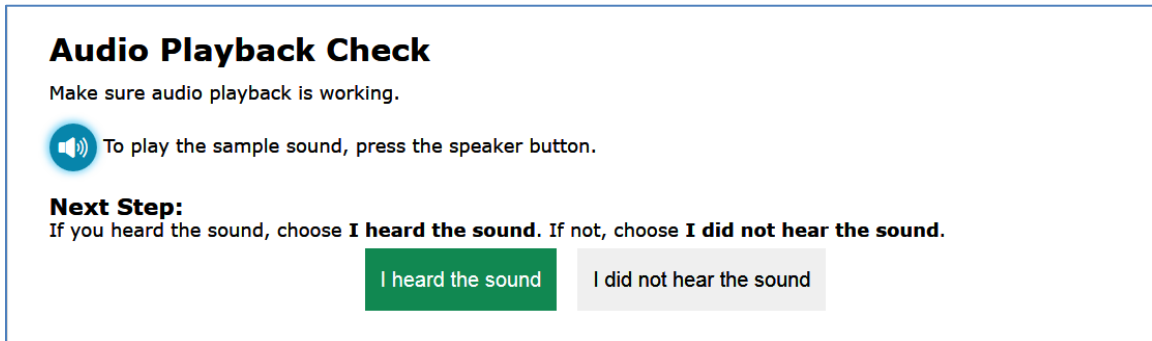
- [Audio Playback Check](#)
- [Sound and Video Playback Check](#)




## 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



*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.

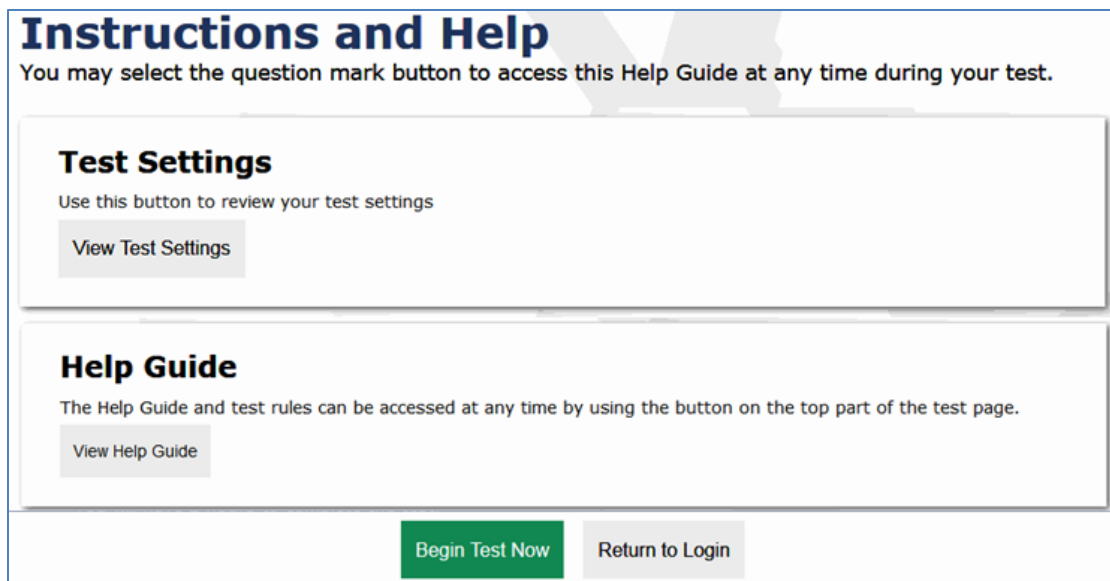


**Note:** If the audio or video does not work, you can click  in the upper-right corner of the page to log out. You can troubleshoot the device and headphones or move to another device.

## Step 5 – Test Instructions and Help

After selecting a test form, the **Instructions and Help** page appears. On this page, as an option, you can review the rules of the Data Entry Interface and its available tools. To proceed and begin data entry, click **Begin Test Now**:

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.

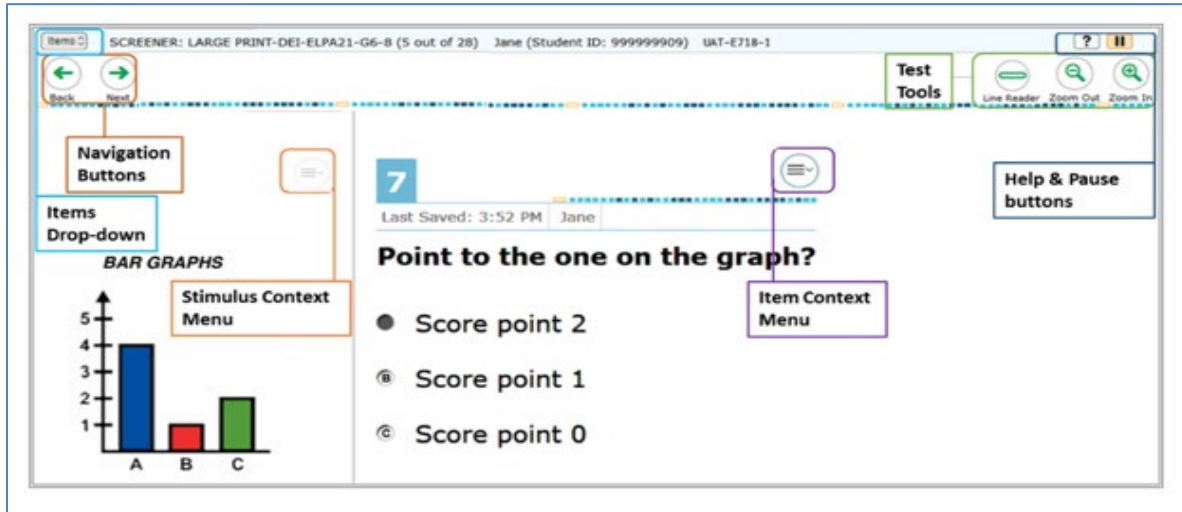
View Help Guide

Begin Test Now    Return to Login

## 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.

## 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

If absolutely needed, you may pause tests at any time and return to them later to complete data entry. We must enter students' responses verbatim as soon as they are done testing. If a student doesn't answer a question, then leave it blank. Do not enter a response as it would become a security incident. 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 responses 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**.



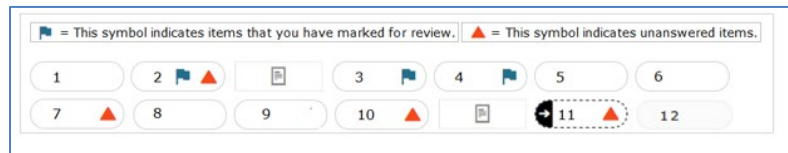
**Policy Reminder:** This user guide does not provide information about test administration policies and procedures. Please consult the directions in the appropriate *Test Administration Manual* to learn about procedures for responding to questions and completing a test in the Data Entry Interface.

## 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 12. Items Drop-Down



## Pausing Tests

You should try to enter the responses, immediately after the student has completed the test. While we recommend entering the student's responses in DEI at once, you may pause data entry, if needed. 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 responses for questions already entered. Pausing the test does not impact any responses that you entered.

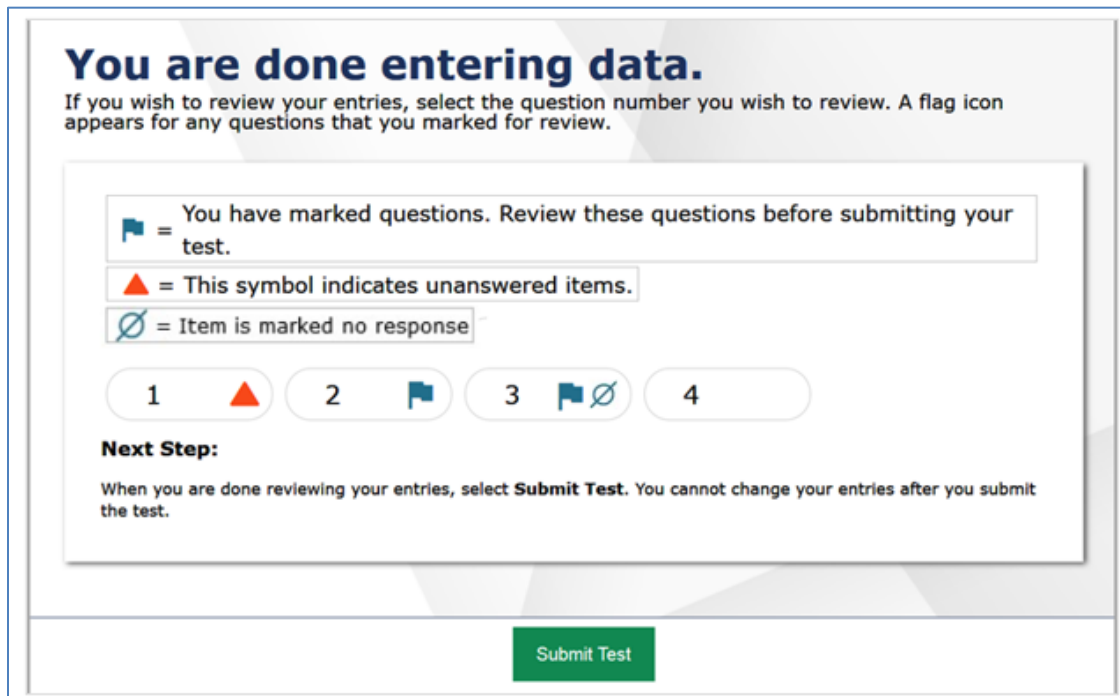
*To pause data entry:*



1. Click  in the upper-left corner. A confirmation message pops up.
2. Click **Yes** to confirm that you want to pause the test.

## Completing Data Entry and Reviewing Questions

When you click **Done Entering Data**, the **You are done entering data page** appears.

Figure 14. Done Entering Data Page



- On the **You are done entering data** page, do one of the following: To review answers and go back to the test, select a question number listed on this page. Questions marked for review display a flag  icon. Questions that were not answered by the student 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.

Figure 13. Done Reviewing Assessment Page

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

<b>Test Reviewed As:</b> Doe, Jane (Student ID: 9999990001)	<b>Test Name:</b> Grades 4-5 Reading DEI
<b>Data Entry Completed On:</b> 5/17/2020	

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](#)

### Results page options:

- Click **Enter Data for a Different Student** to enter 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. 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 style="text-align: center;"><b>Cambium Assessment, Inc.</b> <b>DeSSA Help Desk</b></p> <p style="text-align: center;">Telephone: (877) 560-8331 E-mail: <a href="mailto:DeSSAHelpDesk@cambiumassessment.com">DeSSAHelpDesk@cambiumassessment.com</a></p> <p style="text-align: center;">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

## Change Log

Location	Change	Date
Previously Appendix A	Test Tools removed	3/15/23
Throughout	Guidance has been simplified	3/15/23