

Online Testing System

Data Entry Interface User Guide

2015-2016

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Introduction to this User Guide

This user guide supports users of the Data Entry Interface (DEI). The DEI is a component of the Online Testing System that allows authorized users to enter student assessment data, such as item 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 provides information about the following sections:

- [Section I. Logging in to the Data Entry Interface](#), explains how to access the DEI.
- [Section II. Accessing the Student’s Alternate Assessment](#), explains how to enter student information and select the appropriate tests and forms.
- [Section III. Understanding the Data Entry Interface](#), describes the layout of the DEI.
- [Section IV. General Test Rules and Navigation](#), explains how to navigate through 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. |
| Text | Bold text is used to indicate a link or button that is clickable. |

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 the paper/pencil HSA Alternate Assessments, see the *Spring 2016 HSA-Alt Paper/Pencil Directions for Administration*.

- For information about network and internet requirements, general peripheral and software requirements, and configuring text-to-speech settings, 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 Hawai'i Statewide Assessment Program Portal (alohahsap.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 *Spring 2016 HSA-Alt Test Administration Manual* and the *Spring 2016 HSA-Alt Paper/Pencil Directions for Administration* available on the Hawai'i Statewide Assessment Program Portal (alohahsap.org).

Section I. Logging in to the Data Entry Interface

Access to the Data Entry Interface is via the HSAP Portal. To access this site, you must have an authorized username and password.

1. Navigate to the HSA-Alt Portal at alohahsap.org/HSA_ALT.
2. Select your user role.

Figure 1. User Cards



3. Select **Data Entry Interface**. The login page appears.

Figure 2. DEI card



4. Enter your username and email address.
5. Click **Secure Login**.

Figure 3. Login Page

For more information about user roles, consult the resources available on the portal.

About Usernames and Passwords

Your username is the e-mail address associated with your account in the Test Information Distribution Engine (TIDE).

Test Administrators and Second Raters involved in paper/pencil test administration must have an "HSA-ALT" user account in TIDE in order to access the DEI. Please consult with your school Test Coordinator if you are unsure of your user role in TIDE or if you need to be added to TIDE as an "HSA-ALT" user. Additionally, all TAs and Second Raters involved in paper/pencil test administration must either attend the face-to-face training session on Oahu on February 12, 2016 **OR** complete the online TA Certification Course for Paper/Pencil Administration prior to testing during the Spring 2016 testing window. This course may be accessed at the HSA-Alt portal website at alohahsap.org/HSA_ALT.



Note: Important Information Regarding Your Passwords

If you are a user who was recently added to TIDE, you should receive an e-mail that contains a temporary password and a link to log in to HSAP systems. You must log in with your temporary password within 3 days of receiving the email in order to activate your account. You must update your password and select and answer a security question.

Did your first temporary password expire?

If you did not log in within 3 days of receiving the first password email and activate your account, you can select the **Click here to request one** link on the *First Time User* section of the login page to request a new temporary password. Enter your email address in the *Email Address* field. The HSAP Help Desk will send you a new email with a different temporary password.

Did you forget your password?

If you forgot your password, you can reset it. **Click the Forgot Your Password?** button on the **Single Sign On** page and then enter your email address in the *Email Address* field. You will receive another email containing a new temporary password, which also expires in 3 days.

Did you not receive an email containing a temporary password?

Check your spam folder to make sure your email provider did not categorize it as "junk" mail. If you still do not have an email, contact your school Test Coordinator to make sure you are present in TIDE.

Additional Help

If you are unable to log in, contact the HSAP Help Desk for assistance. You must provide your name and e-mail address. Contact information is available in the [User Support](#) section of this user guide.

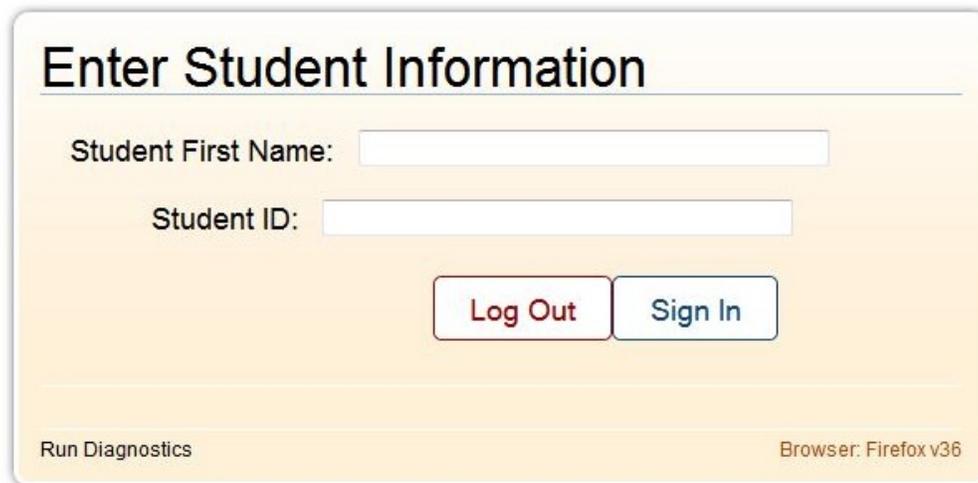
Section II. Accessing the Student's Alternate Assessment

This section explains how to verify student information and select the correct test and form.

Step 1 – Entering Student Information

After you log in to the Data Entry Interface, the *Enter Student Information* page appears.

Figure 4. Enter Student Information Login Page



To enter a student's information:

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



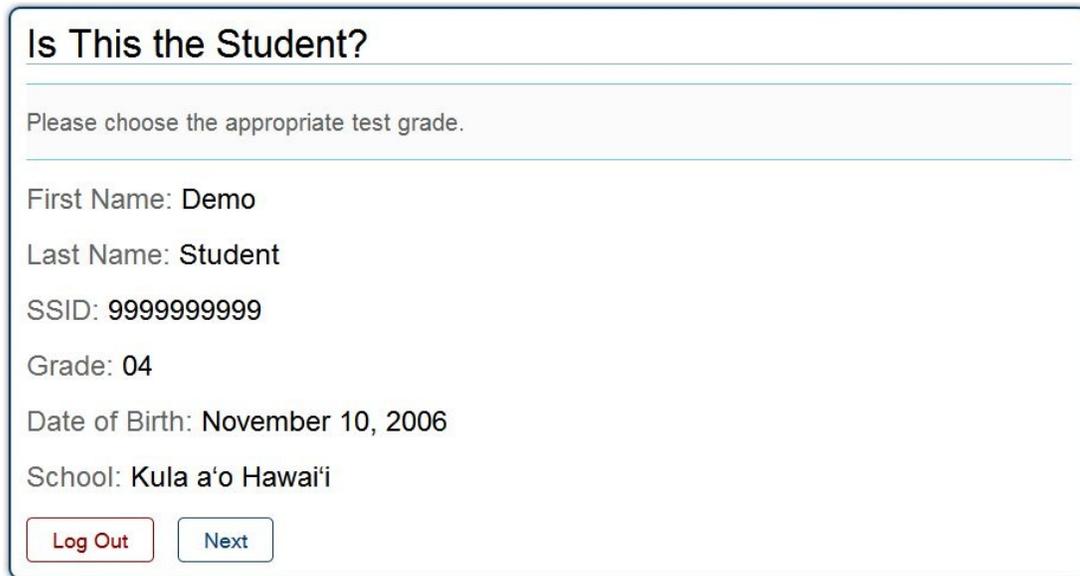
Notes: The DEI generates an error message if you cannot sign in. The following is the most common student login error.

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 logging in, the *Is This The Student?* page appears.

Figure 5. Sample Is This The Student? Page



The screenshot shows a web form titled "Is This the Student?". Below the title is a light gray instruction box: "Please choose the appropriate test grade." Below this, the following student information is displayed:

- First Name: Demo
- Last Name: Student
- SSID: 9999999999
- Grade: 04
- Date of Birth: November 10, 2006
- School: Kula a'o Hawai'i

At the bottom of the form are two buttons: "Log Out" (with a red border) and "Next" (with a blue border).

To verify the student's personal information:

- If all the information is correct, click **Yes**. The **Your Tests** page appears.
- If any of the information displayed 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.

Figure 6. Sample Available Tests Page

Available Tests 13

Click on a test below to review it.

- ➔ **Start Grades 3-5 HSA-Alt Math**
This is opportunity 1 of 1
- ➔ **Start Grades 3-5 HSA-Alt Math (Second Rater)**
This is opportunity 1 of 1
- ➔ **Start Grades 3-5 HSA-Alt Reading**
This is opportunity 1 of 1
- ➔ **Start Grades 3-5 HSA-Alt Reading (Second Rater)**
This is opportunity 1 of 1
- ➔ **Start Grade 4 HSA-Alt Science**
This is opportunity 1 of 1
- ➔ **Start Grades 3-5 HSA-Alt Science (Second Rater)**
This is opportunity 1 of 1
- ➔ **Start HSA-Alt LCI Form**
This is opportunity 1 of 1

[Back to Login](#)

Available tests are shaded green and have 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.

Inactive tests are shaded gray. These are tests that have already been completed.



Notes: Prior to entering scores into the DEI the Test Administrator (TA) must complete the Learner Characteristics Inventory (LCI). When the TA first logs into the DEI for each student, the LCI (circled in red above) will be the only available test option available on the **Available Tests** page.

Follow the instructions in this guide to complete and submit the LCI form. See "Done Reviewing Assessment" below for additional information about returning to this page once the LCI form has been submitted.

Once the LCI form has been submitted the remaining HSA-Alt test forms for the student will be available for score entry, as shown above.



Important: Only the student's Test Administrator should complete the LCI Form. Second Raters should notify the student's Test Administrator if the LCI Form is the only form available on the **Available Tests** page. Second Raters **should not** select the LCI Form or enter any data for that form.



Important: All students who take the paper/pencil version of the HSA-Alt will require a second rater, so additional tests will appear on this screen. **Second Raters must select the content area tests with the words "Second Rater" in the test name.** Test Administrators must select the content area tests **without** the words "Second Rater" in the test name. Both Test Administrators and Second Raters should check to ensure they are selecting the correct test. 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 reflects the correct grade band. 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.

Figure 7. Sample Choose a Test Form Page

Choose a Test Form

Session ID: UAT-6CD4-1

Tasks: Select a form Select a form
Paper::G35M::SP16

Grades 3-5 HSA-Alt Math

Suppress Score: Display score to student

Zoom: No default zoom applied

Expandable Passages: On

If there are multiple test forms available for this test they will appear here for selection. If you do not see a drop-down menu above then there is only one test form. Click the [Next] button below when finished.

To select a test form:

1. From the *Test Forms* drop-down list, select the appropriate form. The name of the test form should begin with the word “Paper.”
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 *Test Instructions and Help* page appears. You can see an overview of the Data Entry Interface and available tools, as well as a summary of test rules and navigation.

Figure 8. Sample Test Instructions and Help Page

Test Instructions and Help

Click the question mark button to access this Help Guide at any time during your test. Scroll down for more information.

Contents

- [Test Rules](#)
- [Overview of the Data Entry Interface](#)

Test Rules

Basic Test Rules

- You must enter a score response option for each required task item.
 - You must administer all tasks in your required task block

[Return to Login](#) [Begin Test Now](#)

To proceed and begin data entry:

1. Review the information on this page to understand the available test tools and how to navigate through the online test.
2. After you have finished reviewing this page, click **Begin Test Now**. The test opportunity officially begins or resumes.

Section III. Understanding the Data Entry Interface

[Figure 9](#) displays a sample test page. Some pages may have only one item, and others may have multiple items. You must select the appropriate response option for each item. The system automatically captures and saves the response data when you enter it.

Figure 9. Sample Test Page

The screenshot shows a test interface with a top banner containing navigation and status information. Below the banner, there are two questions. The first question, labeled '5', asks the user to identify labels on a bar graph titled 'BAR GRAPHS'. The graph has a vertical axis from 0 to 5 and three bars labeled A, B, and C. Bar A is blue and reaches 4, bar B is red and reaches 1, and bar C is green and reaches 2. The second question, labeled '6', asks the user to identify the number of animals in a scene based on the title and labels.

Questions: Task 13 | AASCD ELA Grade 3-5 (78 out of 78) | LASTB, FIRSTB (SSID: ZZ3000002)

Please review all entries before submitting the test for scoring.

Back Next Pause Finished

Zoom Out Zoom In

5

NR, No Response

Show (tell) me, what label is the title: Favorite Animal (indicate Favorite Animal on the graph), *dog* (indicate the word dog on the graph), *or one* (indicate the 1 on the graph)?

2 2 points, Correct on Try 1

1 1 point, Correct on Try 2

0 0 points, Incorrect on Try 2

NR, No Response

A Blind

6

Show (tell) me, where do you find the number of animals: here (indicate the title), *here* (indicate the animal names), *or here* (indicate the numbers)?

2 2 points, Correct on Try 1

1 1 point, Correct on Try 2

0 0 points, Incorrect on Try 2

Test Tools

The 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 item on the test.

Global Tools

- The **?** button in the upper-right opens the **Test Instructions and Help** page.
- **Zoom** buttons allow you to magnify font size. The number of zoom levels is limited.
- The **Questions** drop-down list enables you to quickly return to a specific item page.
- The **Pause** button allows you to pause the test. When you return to the test, you are directed to the first page with unanswered items.
- The **Navigation** buttons in the upper-left allow you to move between test pages.
- **Finished button:** This button appears after scores have been selected for all required items. To start the test submission process, click **Finished**.

Context Menu Tools

You can select tools from the context menu available for each item. To open the context menu, select  next to an item. The following item tools are available:

- **Notepad tool:** Select **Notepad** from the context menu to provide feedback for the item. Comments are automatically submitted to the system and cannot be reviewed after submission.

Expand/Collapse Stimulus Tool

When items are associated with a stimulus, you can expand the stimulus section, so that it overlaps the item 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 items before pausing or submitting the test. You may change the selected responses for items 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 30 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

Entering Student Response Data

The DEI will present Task 1 as the first task of the test. The DEI will not automatically determine the correct starting task for your student. Therefore, if your student began at Task 3 or at Task 6, you will need to manually advance to the correct starting task before entering response data. To determine the correct starting and stopping tasks for your student, please refer to the *Spring 2016 HSA-Alt Paper/Pencil Directions for Administration*.

You must enter student response data for each required item on a page before proceeding to the next page in the test. After you select response options for the required items on a page, click **Next** to go to the next page. To return to a previous page, click **Back**.



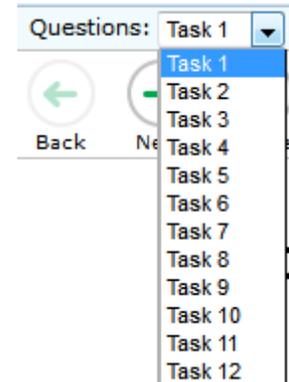
Policy Reminder: This user guide does not provide information about test administration policies and procedures. Please consult the directions in the *Spring 2016 HSA-Alt Test Administration Manual* and the *Spring 2016 HSA-Alt Paper/Pencil Directions for Administration* to learn about procedures for responding to items and completing a test in the Data Entry Interface.

Navigating to Items

You can navigate to items page by page or jump directly to an item page.

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

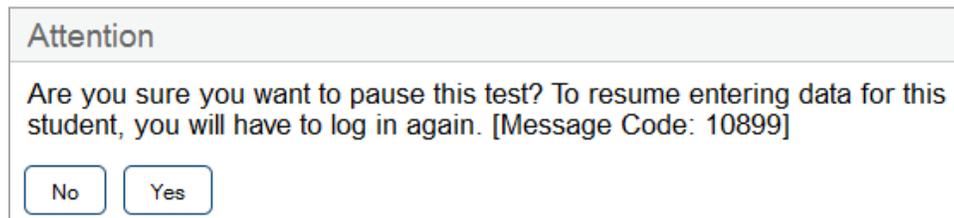
Figure 10. Questions Drop-Down



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. The DEI opens the test to the first page with unanswered items. You may also go back to review or change scores for items already entered.

Figure 11. Pause Test Message



To pause data entry:

1. Click **Pause** in the top row. A confirmation message pops up.
2. Click **Yes** to confirm that you want to pause the test.

Completing Data Entry and Reviewing Marked Items

The **Finished** button appears at the top of the screen.

Figure 12. Finished Button



When you click **Finished**, the next page gives you two options:

- Review the data you entered.
- Submit the test for scoring.

Figure 13. Sample Want to see an item again? Page

Want to see an item again?

If you would like to see any of the items on this test again click on the item position number below.

Please review your unanswered questions before submitting the test.

Select question(s) to review: Task 1

[Review Entered Data](#) [I'm done here](#)

Done Entering Data page options:

- To review answers and go back to the test, select an option from the drop-down list and then click **Review Entered Data**. While you are reviewing the test, the **Finished** button remains on the page. To return to this **Want to see an item again?** page, click that button again.
- To complete the testing process, click **I'm done here**. A pop-up dialogue box will appear asking you to confirm your selection. Click **Yes** to submit the test for scoring.

Figure 14. Submit Test Dialogue Box

Warning

Are you sure you're done reviewing this test?

[No](#) [Yes](#)



Note: After you click **Yes** on this dialogue box, 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. Unless the test score has been suppressed for the student, this page also displays the test score.



Note: Students' scores may be suppressed for operational tests. The "Suppress Score" setting is managed in TIDE. If a student has the "Suppress Score" feature enabled for a subject, then the "This is your score" line does not appear on this screen for that subject test.

Figure 15. Sample Done Reviewing Assessment Page

Done Reviewing Assessment

Test Reviewed As: Demo Student (Student ID: 999999999)

Test Name: Grades 3-5 HSA-Alt Math

Data Entry Completed On: 3/13/2015

This is your score: 262

Click on [Enter More Data] to continue data entry for another student. Click on [Enter More Data for this Student] to enter data for another test for the same student. Click the [Log Out] button in the upper right of the page if you are done entering data.

Log Out

Enter More Data for This Student

Enter Data for a Different Student

In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

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**.



Note: Once you have completed the LCI form click **Enter More Data for This Student** to return to the **Tests For This Student** page and begin score entry for a subject area test.

User Support

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

HSAP Help Desk
Customer Support Phone: 1-866-648-3712
Customer Support Email: hsaphelpdesk@air.org

To assist you with your issue or question, please provide the Help Desk with detailed information that may include the following. You may choose to use the *Help Desk Intake Form*, available on the alohahsap.org portal website in the **Resources >> Test Coordinators / Test Administrators >> Test Administration >> Online Administration** section.

- The complex area, school name, and 3-digit school code
- The SSID of the student whose test was affected by the issue
- The Test Administrator name and contact information
- The test name and item number
- Any error messages and codes that appeared
- Operating system and browser information
- The exact problem that occurred, including the steps leading up to the problem