

Online Testing System

Data Entry Interface User Guide

2017-2018

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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 (the Test Administrator [TA-ALT] and Second Raters) 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 includes the following sections:

- [Logging in to the Data Entry Interface](#): This section explains how to access the DEI.
- [Accessing the Student’s Alternate 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 the DEI.
- [General Test Rules and Navigation](#): This section explains how to navigate through the test and submit it for scoring.

Table 1. Key Icons and Elements

Icon	Description
	Warning: This symbol accompanies information regarding actions that may cause errors.
	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, 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 2018 HSA-Alt Paper/Pencil Directions for Administration*.
- For information about network and internet requirements, and general peripheral and software requirements, 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 2018 HSA-Alt Test Administration Manual* and the *Spring 2018 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.



- Test Administrators and Second Raters involved in paper/pencil test administration must have a "TA-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 a "TA-ALT" user.
- TAs and Second Raters must have attended a face-to-face training session **OR** have completed the online HSA-Alt TA Certification Course for Paper/Pencil Administration before they can access the Data Entry Interface. (The certification course can be found using the Training Sites link found in the Teachers or Test Coordinators/Administrators section of the HSA-ALT page at alohahsap.org).
- Users with the "TA" role in TIDE will be able to access to the online administration of the HSA-Alt. However, users must also be entered into TIDE in the role of TA-ALT to access the DEI system used for the Paper-Pencil administration of the assessment.

Accessing the Data Entry Interface (DEI)

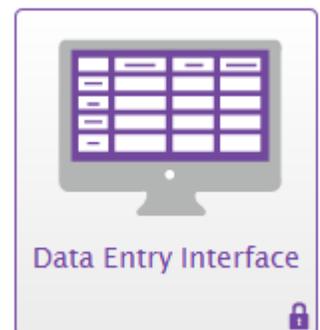
1. Navigate to the HSA-Alt Portal at <https://hsa-alt.alohahsap.org/>.
2. Select your user role.

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**.

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

Figure 3. Login Page

The screenshot shows a login form with two input fields: 'Email Address' (with a person icon) and 'Password' (with a lock icon). Below the password field is a red link for 'Forgot Your Password?'. A dark blue button labeled 'Secure Login' is positioned below the form. Underneath the button, there is a section titled 'First Time Login This School Year?' with a message stating 'The password you used during the previous school year has expired.' and a red link for 'Request a new one' for this school year.

About Usernames and Passwords

Your username is the e-mail address associated with your account in the Test Information Distribution Engine (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 activation link expires:**

If you did not activate your account within 15 minutes of receiving the first email containing the activation link, click the second link included in the activation email or select the [Click here](#) to request one link in the First-Time User section of the Login page. Enter your email address in the Email Address field and click Next. You will receive another email containing a new activation link, which also expires in 15 minutes.

- **If you forgot your password:**

If you forgot your password, you can reset it. Click the **Forgot Your Password? link** on the **Login** page. Enter your email address in the *Email Address* field and click **Submit** (Note: Ensure that the email address you use is the one that your Principal or Test Coordinator used to register you in TIDE). Enter the answer for your selected security question and click **Submit**. You will receive an email containing a link to set up a new password, which also expires in 15 minutes. (It may take up to 10 minutes to receive the new email.)

- **If you did not receive an account activation or password reset email:**

Emails containing the account activation or password reset link come from AIRAST-DoNotReply@airast.org. Check your spam folder to make sure your email program 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 added in TIDE. Only users who have been added to TIDE will receive an email with an activation or password reset link.

- **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. On this page, you should 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 (keep in mind, some students' "first name" might include more than one name or a hyphenated name).
2. In the *Student ID* field, enter the student's ten-digit SSID (e.g., 999999987).
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. On this page, you can verify the student's information is correct.

Figure 5. Is This the Student? Page

Is This the Student?

Please review the following information.

First Name: Demo

Last Name: Student

SSID: 1234567890

Grade: 03

Date of Birth: November 10, 2001

School: Kula a'o Hawai'i

Next Step:
If the student's information is correct, choose **Yes**. If not, choose **No**.

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 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. On this page, you can select the test for the student.

Figure 6. Available Tests Page

Available Tests
Choose a test for data entry.

HSA-Alt

<p>→ Start Grades 3-5 HSA-Alt Math This is opportunity 1 of 1</p>	<p>→ Start Grades 3-5 HSA-Alt Math (Second Rater) This is opportunity 1 of 1</p>
<p>→ Start Grades 3-5 HSA-Alt ELA This is opportunity 1 of 1</p>	<p>→ Start Grades 3-5 HSA-Alt ELA (Second Rater) This is opportunity 1 of 1</p>
<p>→ Start Grade 4 HSA-Alt Science This is opportunity 1 of 1</p>	<p>→ Start Grades 4 HSA-Alt Science (Second Rater) This is opportunity 1 of 1</p>
<p>→ Start HSA-Alt LCI Form This is opportunity 1 of 1</p>	

Next Step:
If you wish to log out, select **Back to Login**.

[Back to Login](#)

Available tests indicate whether you are entering data for a new test or resuming a test entry.



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

- **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-ALT) must complete the Learner Characteristics Inventory (LCI). When the TA-ALT first logs into the DEI for each student, the LCI (circled in blue above) will be the only available test option 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. On this page, you can select the test form for the student.

Figure 7. Choose a Test Form Page

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.

Session ID: UAT-673A-3

Test Forms:

Grades 3-

Embedded Universal Tools

?	Expandable Passages	On
?	Suppress Score	Off
?	Zoom	No default zoom applied

Embedded Accommodations

?	Language/Presentation	English
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Next Step:
 To use this test form, choose **Next**. To return to the Login page, choose **Back to Login**.

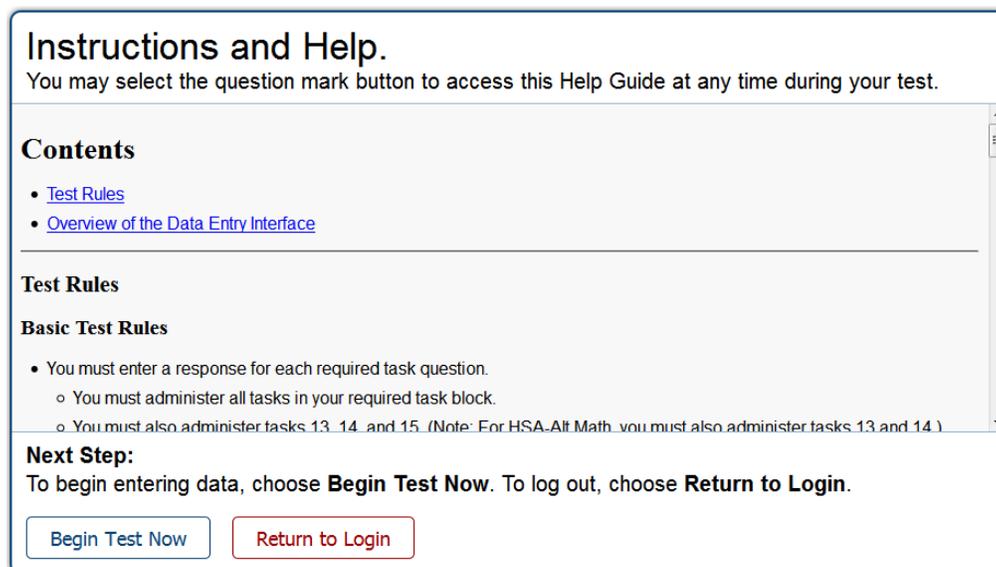
To select a test form:

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**.

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



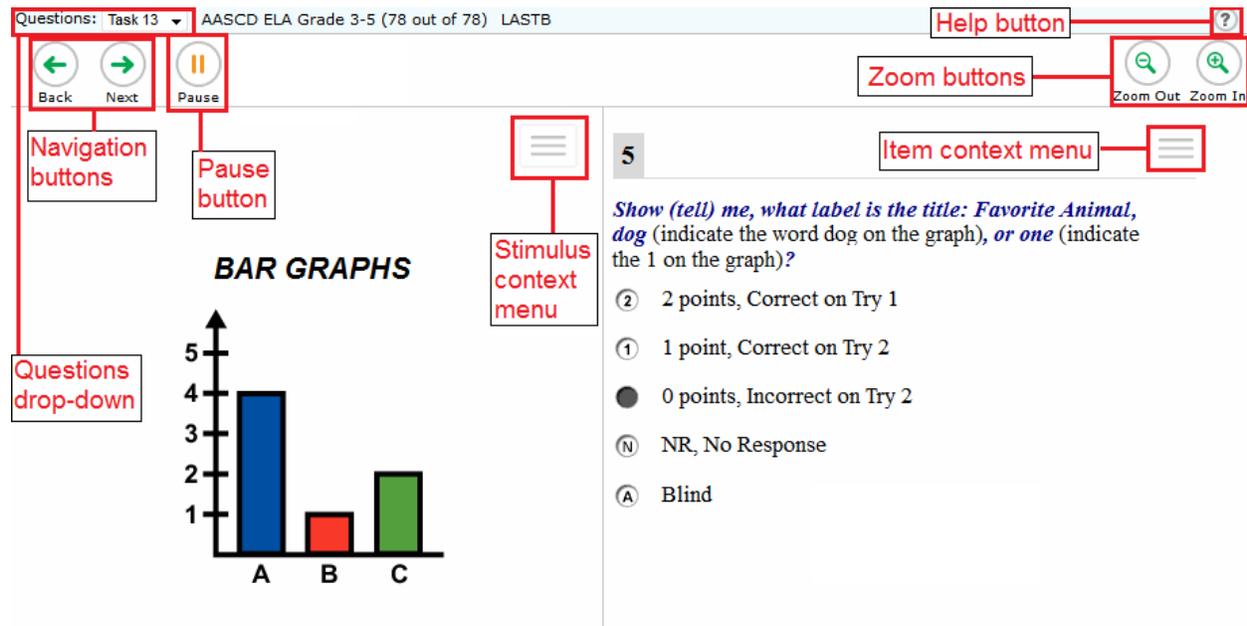
To proceed and begin data entry:

1. Review the information on this page to understand the available test tools and how to navigate through the Data Entry Interface.
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 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 DEI system automatically captures and saves the response data when you enter it.

Figure 9. Sample Test Page



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 and stimulus on the test.

Global Tools

- The question mark [?] button in the upper-right corner opens the **Instructions and Help** page.
- **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 item page. Marked pages display (marked) in this list.
- The **Pause** button allows you to pause the test. Pausing a test logs you out of the DEI. 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.
- The **Finished** button appears after you respond to all required items. To start the test submission process, click  in the top banner.

Expansion Tool

When items are associated with a passage or other stimuli, 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 correct 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 test 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 of the DEI.

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 2018 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**.



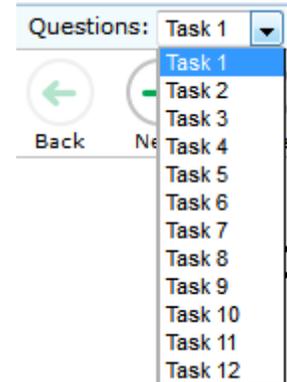
Policy Reminder: This user guide does not provide information about test administration policies and procedures. Please consult the directions in the *Spring 2018 HSA-Alt Test Administration Manual* and the *Spring 2018 HSA-Alt Paper/Pencil Directions for Administration* to learn about procedures for 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 the items in a specific task, select the appropriate task from the **Questions** drop-down list.

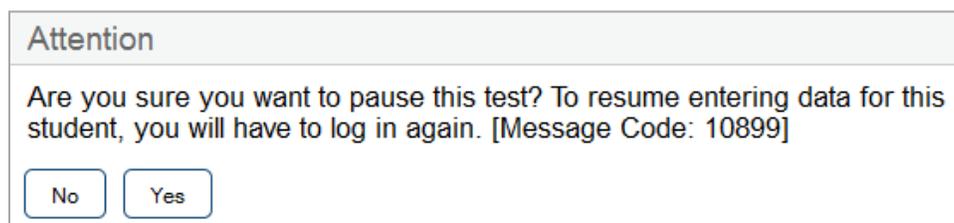
Figure 10. Questions Drop-Down



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 correct the 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. Done Entering Data Page

You are done entering data.
 If you wish to review your entries, select a question number below.

Questions:

1 2 3

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

Done Entering Data page options:

- To review answers and go back to the test, select an item listed on this page. Items that were marked for review display a flag  icon.



Caution: You should only enter responses for items you administered to your student based on the HSA-Alt starting and stopping rules found in the *Spring 2018 HSA-Alt Paper/Pencil Directions for Administration*. You **should not** enter data for questions if your student was not administered those items during the paper/pencil test session(s).

- While you are reviewing the test, the **Finished** button remains on the page. To return to this **Done Entering Data** page, click that button again.
- To complete the testing process, click **Submit Test**. 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?



Caution: 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. Done Reviewing Assessment Page

Done Reviewing Test

The test was submitted. You may view the test details below.

Test Reviewed As: Student, Demo (Student ID: 1234567890)

Test Name: Grades 3-5 HSA-Alt Mathematics

Data Entry Completed On: 2/13/2018

This is your score: 262

Next Step:

To continue data entry for this student, select **Enter More Data for This Student**. To continue data entry for another student, select **Enter Data for a Different Student**. If you are done entering data, select **Log Out**.

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 **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**.



Note: Once you have completed the LCI form click **Enter More Data for This Student** to return to the **Available Tests** 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 Administration >> Paper/Pencil 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

Change Log

This Change Log can be used to identify specific changes that are made to any of the information included in the original document throughout the current school year.

Change	Section	Date