

Test Delivery System Data Entry Interface User Guide

(For Paper and Braille Test Administrations)

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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 Test Delivery System and is used in conjunction with paper/pencil and braille tests. The DEI allows authorized users to enter student assessment data, such as question responses and scores.

Organization of the User Guide

This user guide includes the following sections:

- [How to Access a Student's Assessment](#): This section explains how to enter student information and select the appropriate tests and forms.
- [How to Use the Test Tools in the Data Entry Interface](#): This section describes the layout and structure of DEI.
- [Navigation and General Test Rules](#): This section explains how to navigate the test and submit it for scoring.

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 *Test Administration Manual* available on the Iowa ELPA21 Portal (<http://iowaelpa21.portal.cambiumast.com>).

Login Information

Authorized users can access the Data Entry Interface by following the steps below:

1. Access the IDOE login page at <http://portal.ed.iowa.gov>. Use your Enterprise A&A account ID and password to log in.
 - For help setting up an account see the [Enterprise A&A Account Set-up and Help](#).

Figure 1. Iowa Department of Education Portal



2. Click the **Iowa ELPA21** application from your menu. You will be directed to the Iowa ELPA21 Online Assessment System portal.
 - If you do not have access to **Iowa ELPA21**, you will need to request access, please see option 3 under EdPortal Online training, on how to request access.

Figure 2. Iowa Department of Education Portal Menu



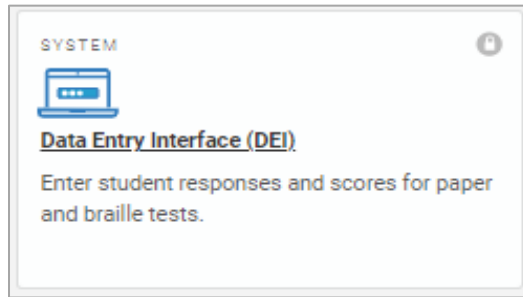
3. Select the appropriate Administrator card (see [Figure 3](#)). You will be taken to the User pages.

Figure 3. User Card on Portal



4. Select **Data Entry Interface**.

Figure 4. Card for DEI



How to Access a 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 Page

The screenshot shows a web interface titled "Enter Student Information". It contains two input fields: "Student First Name" with the text "JOHN" and "SSID" with the text "1234567890". Below these fields are two links: "Run Diagnostics" and "Browser: Chrome v91". At the bottom of the page, there is a shield icon with a checkmark, a green "Sign In" button, and a grey "Log Out" button.

To enter a student's information:

1. In the *Student 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**.

Please note, 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:** If this error appears, 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

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

At the bottom of the page, there is a shield icon, a green button labeled "Yes", and a grey button labeled "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 is incorrect, do not proceed with the data entry for this student. Log out of the application and 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. An auto-generated session ID is also displayed in the banner. The session ID can be used to look up test information in the Reporting.

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

Figure 7. Available Tests Page

Available Tests
Choose a test for data entry.

ELPA21 Screener

→ Grades 4-5 Screener DEI
This is opportunity 1 of 1

At the bottom of the page, there is a shield icon and a button labeled "Back to Login".

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

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 is correct. The list of tests is determined by the grade associated with the student's record 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](#)). If the test does not require functionality checks, the **Instructions and Help** page (see [Figure 11](#)) appears.

Figure 8. Audio/Video Checks Page

Audio/Video Checks

Your test uses multi-media features. Please perform the following checks before continuing.

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**.

Recording Device Check

Make sure your recording device is working.

1. To start recording, press the Microphone button (top button).
2. Say your name into your recording device.
3. When you are done, press the top button to stop recording.
4. To listen to your recording, press the Play button (bottom button).

Next Step:

If you heard your recording, choose **I heard my recording**. If not, choose **I did not hear my recording**.

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Each functionality check appears in its own panel. To proceed to the first test page, do the following:

- 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:

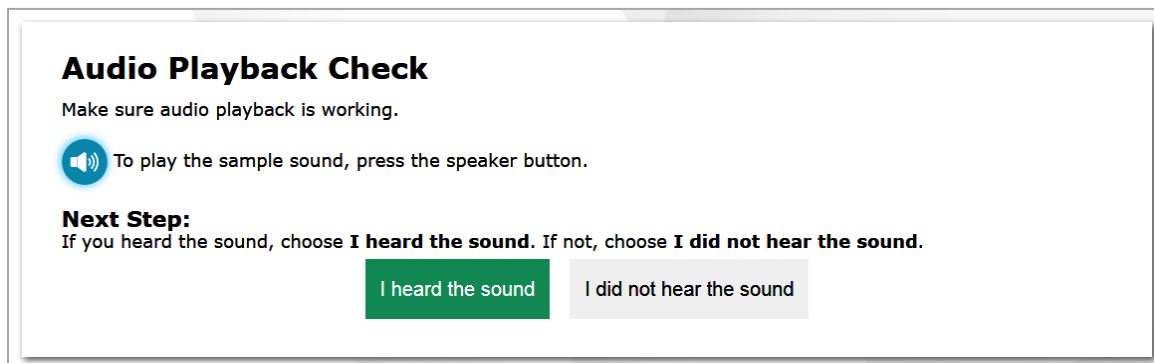
- [Audio Playback Check](#)
- [Recording Device Check](#)

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.

If the audio does not work, you should log out. You can troubleshoot the device and headphones or move to another device with working audio

Figure 9. Audio Playback Check Panel



To check audio settings:

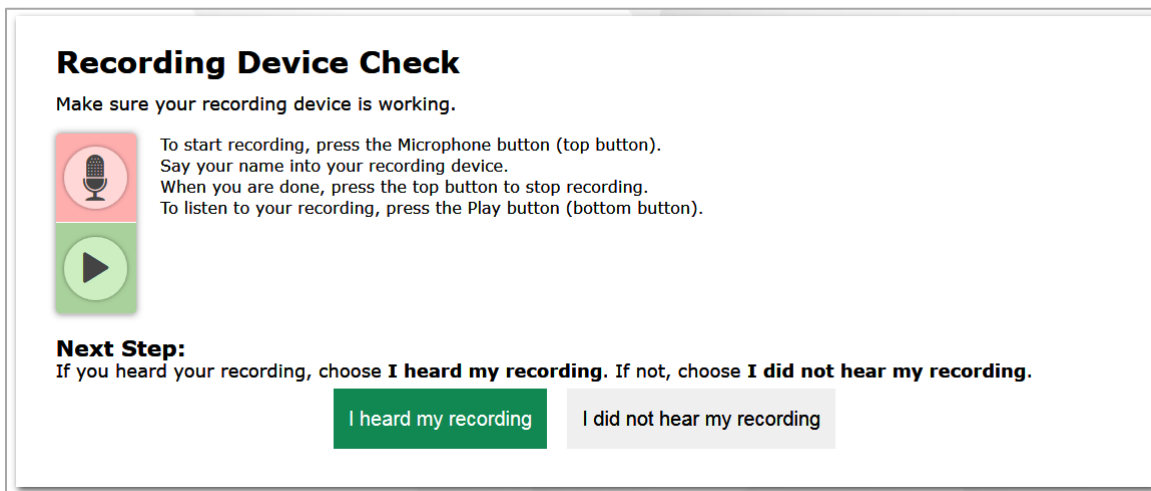
1. Select the  icon and listen to the audio.
2. Depending on the sound quality, do one of the following:
 - If the sound is audible, select **I heard the sound**.
 - If the sound is not audible, select **I did not hear the sound**. The **Sound Check: Audio Problem** panel appears.
 - To try again, click **Try Again**. This takes you back to the **Audio Playback Check** panel.

Recording Device Check




The **Recording Device Check** panel appears for tests that require recorded audio responses. On this panel, you can record your voice and verify that you can hear the recorded audio.

If the audio does not work, you should log out. You should troubleshoot the recording device or set up a new recording device.

Figure 10. Recording Device Check Panel



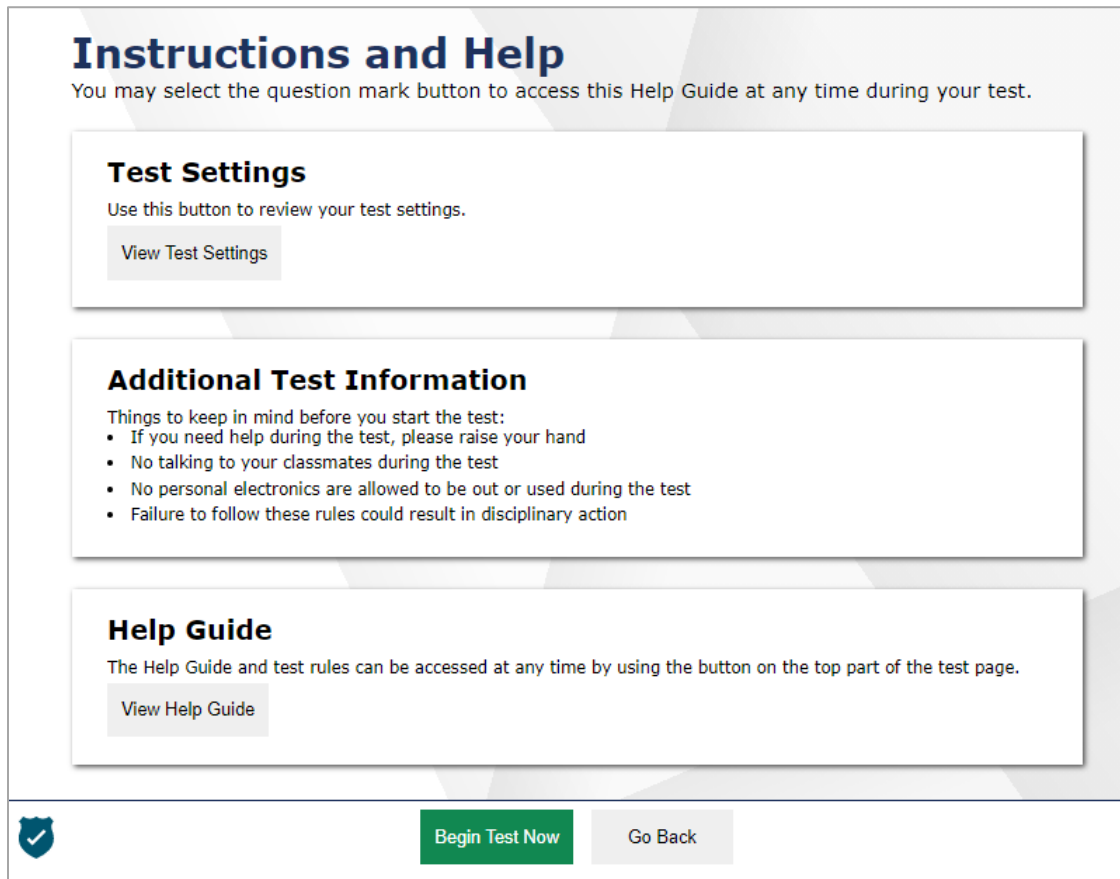
To check recording device settings:

1. To begin recording, select the  icon.
2. Speak into your recording device.
3. To stop recording, select the  icon.
4. To listen to your recorded audio, select the  icon.
5. Depending on the recorded audio quality, do one of the following:
 - If the recorded audio is audible, select **I heard my recording**.
 - If the recorded audio is not audible, select **I did not hear my recording**. The **Problem Recording Audio** panel appears.
 - To try again, click **Try Again**. This takes you back to the **Recording Device Check** panel.
 - To select a new recording device, click **Select New Recording Device**. The **Recording Input Device Selection** panel appears from where you can select a different recording input 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 11. Instructions and Help Page



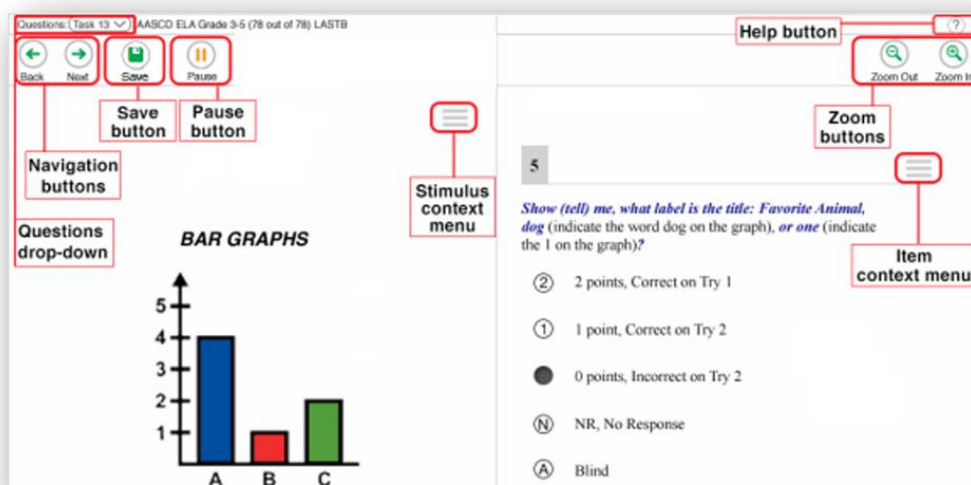
To proceed and begin data entry:

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

How to Use the Test Tools in the Data Entry Interface

[Figure 12](#) 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 12. Sample Test Page











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.

Global Tools


[Table 1](#) lists the tools available in the global menu section of the test page.

Table 1. Global Tools

Tool Name	Instructions
Help 	To view the on-screen Help Guide window, select the question mark  button in the top-right corner.
Items drop-down list 	To quickly return to a specific test question, select it from the items drop-down list.
Navigation buttons 	To move between test pages, select  to move back or  to move forward.
Pause 	To pause a test, select  . If you pause the test, you will be logged out.




Tool Name	Instructions
Zoom buttons 	To enlarge the text and images on a test page, select Zoom In . Multiple zoom levels are available. To undo zooming, select Zoom Out .

Context Menu Tools

You can select tools from the context menu available for each question. To open the context menu, select  next to a question or stimulus. You can also open the context menu by right-clicking a question or stimulus. The following context menu tools are available:

[Table 2](#) lists the tools available in the context menus for questions and stimuli.

Table 2. Context Menu Tools





Tool Name	Instructions
Highlighter	<p>To highlight text, select the text on the screen and then select Highlight Selection 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 Reset Highlighting 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>
Mark for Review	<p>To mark a question for review, select Mark for Review from the context menu. The question number displays a flap  in the top-right corner and a flag icon  appears next to the question number on the test page. The Items drop-down menu also displays a flag icon next to the question number.</p>
Notepad	<p>To enter notes for a question, select Notepad from the context menu. After entering a note, a pencil icon  appears next to the question number on the test page.</p> <p>You can access your notes for a question only on that question's test page.</p>
Select Previous Version	<p>To restore responses previously entered for a Text Response question, select the Select Previous Version option from the context menu. A list of saved responses appears. Select the appropriate response and click Select.</p>
Strikethrough	<p>For selected-response questions, you can cross out an answer option to focus on the options you think might be correct.</p> <p>There are two options for using this tool:</p> <ul style="list-style-type: none"> • Option A: <ol style="list-style-type: none"> a. To activate Strikethrough mode, open the context menu and select Strikethrough. b. Select each answer option you wish to strike out. c. To deactivate Strikethrough mode, press Esc or click outside the question's response area. • Option B: Right-click an answer option and select Strikethrough.
Tutorial	<p>To view a short video demonstrating how to respond to a particular question type, select Tutorial from the context menu.</p>

Other Tools

In addition to the global tools and context menu tools, there are some additional tools that may be available to students based on their accommodations or the test page layout.

[Table 3](#) lists any additional tools that are available on the test page.

Table 3. Other Tools

Tool Name	Instructions
Expand buttons	<p>You can expand the stimulus section or the question section for easier readability.</p> <ul style="list-style-type: none"> • To expand the stimulus section, select the right arrow icon  below the global menu. To collapse the expanded stimulus section, select the left arrow icon  in the top-right corner. • 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 top-left corner.

Navigation and General Test Rules

This section describes how to navigate a test, pause data entry, end a test, and submit a test for scoring.

Proceeding Through a Test

You must enter student response data for each required question on a page before proceeding to the next page in the test. You can navigate to questions page-by-page or jump directly to a question.




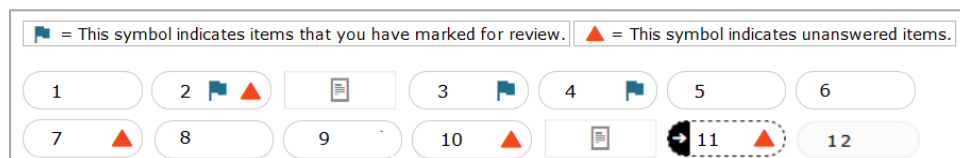

- To navigate page-by-page, select the **Next** or **Back** button at the top of the screen.
 - Questions that are grouped together may be paginated to appear individually. Tabs for each question in the group appear in the top-right corner.
- To jump directly to a question, select the appropriate question from the **Questions** drop-down list in the top-left corner.
 - If an item was marked for review,  displays next to the item's number.
 - If an item was skipped or has not been answered,  displays next to the item's number.
 - If an item was marked as having no response or unsupported response,  displays next to the item's number.

Figure 13. 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 student and test form again. DEI opens to the first page with unanswered questions in the segment from which you paused the test. After resuming a test, you may go back to review or change scores for previous questions. Pausing the test does not impact any scores that you entered.

1. To pause data entry, select . A confirmation message appears.
2. Select **Yes** to confirm that you want to pause the test.

Test Timeout Due to Inactivity

As a security measure, you are automatically logged out after 20 minutes of inactivity. This pauses the test. 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.

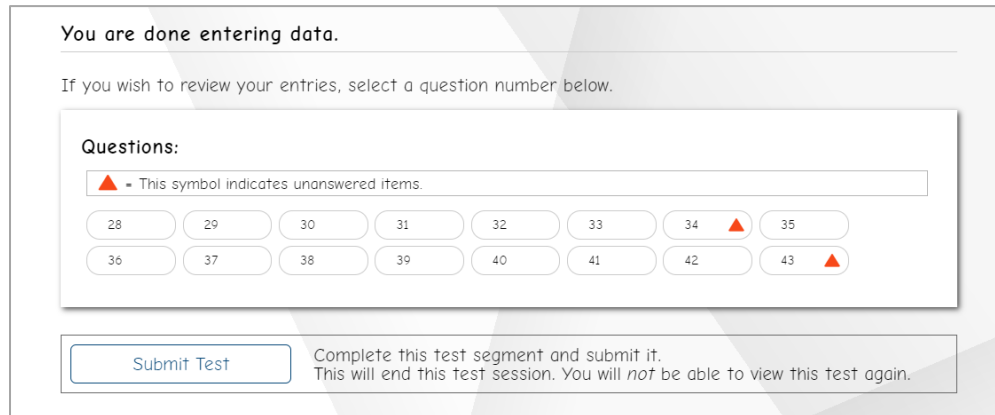
All responses and scores that have been entered are automatically saved. Pausing the test does not impact any data that you entered.

Reviewing Questions and Completing Data Entry

When you are done entering data for the student, you must submit the test for processing.

1. To finish entering data for the test, select **Next** on the last page of the test.

Figure 14. Done Entering Data Page



You are done entering data.

If you wish to review your entries, select a question number below.

Questions:

▲ - This symbol indicates unanswered items.

28	29	30	31	32	33	34 ▲	35
36	37	38	39	40	41	42	43 ▲

Submit Test Complete this test segment and submit it.
This will end this test session. You will *not* be able to view this test again.

2. On the ***You are done entering data*** page, do one of the following:
 - To review answers, select a question number listed on this page.
 - To complete the testing process, select **Submit Test**. After you select **Submit Test**, you can no longer review or enter data for this student's test opportunity.
3. On the ***Done Reviewing Test*** page, do one of the following:
 - To enter scores or responses for another student, select **Enter Data for Different Student**. The ***Enter Student Information*** login page appears.
 - To enter data for another test opportunity with the same student, select **Enter More Data for this Student**. The ***Available Tests*** page appears. From there, you can proceed through the test selection and verification process.
 - If you are done entering test data, select **Log Out**.

User Support and Troubleshooting Information

For information and assistance in using the Data Entry Interface, contact the Iowa ELPA21 Help Desk. The Help Desk is open Monday–Friday from 7:00 a.m. to 7:00 p.m. (except holidays or as otherwise indicated on the Iowa ELPA21 portal).

Iowa ELPA21 Help Desk

Toll-Free Phone Support: 1-855-873-5710

Chat Support:
<https://iowaelpa21.portal.cambiumast.com/contact.html>

Email Support:
iowaelpa21helpdesk@cambiumassessment.com

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- The district and school name
- The SSID of the student whose test was affected by the issue
- The Test Administrator name and contact information
- The test name and question number
- Any error messages and codes that appeared
- Operating system and browser information

Username and Password Issues

Authorized users can access the Data Entry Interface via the Iowa ELPA21 Online Assessment System through the IDOE login page at <http://portal.ed.iowa.gov>. Use your Enterprise A&A account ID and password to log in (for help setting up an account see the [Enterprise A&A Account Set-up and Help](#)).

- **Additional help:**

If you are unable to log in, contact the Iowa ELPA21 Help Desk for assistance. You must provide your name and email address.

Change Log

Location	Change	Date
2	Added login information here that was previously in an “Appendix” section of the document.	7/12/2023
8	Updated Figure 10 to remove the “End Test” button.	7/12/2023
10-12	Updated the “Test Tools” section to a table format.	7/12/2023
13-14	Updated the “Navigation and General Test Rules” section.	7/12/2023