

# Online Testing System

## Data Entry Interface User Guide

(For Paper and Braille Test Administrations)

2020-21

ELPA21 Screener, ELPA21 Summative

Published September 24, 2020

*Prepared by Cambium Assessment, Inc.*



# Table of Contents

<b>Introduction to this User Guide .....</b>	<b>1</b>
User Guide Content.....	1
Additional Resources .....	2
About Testing Policies and Procedures .....	2
<b>Section I. Logging in to the Data Entry Interface .....</b>	<b>3</b>
About Usernames and Passwords.....	4
<b>Section II. Accessing the Student's Assessment .....</b>	<b>6</b>
Step 1 – Entering Student Information .....	6
Step 2 – Verifying Student Information.....	7
Step 3 – Selecting the Test.....	7
Step 4 – Functionality Checks .....	8
Audio Playback Check.....	10
Recording Device Check .....	11
Step 5 –Instructions and Help.....	12
<b>Section III. Understanding the Data Entry Interface.....</b>	<b>13</b>
ELPA21 Example Screens .....	13
Domain Exemptions and the DEI .....	13
Test Tools .....	14
Global Tools.....	14
<b>Section IV. General Rules and Navigation.....</b>	<b>15</b>
Navigation and Pause .....	15
Navigating to Questions .....	15
Pausing Data Entry .....	15
Data Entry Timeout (Due to Inactivity) .....	15
Proceeding through the Test .....	16
Completing Data Entry and Reviewing Data Entry .....	16
Done Reviewing Test Page .....	18
<b>Appendix A. Contact Us .....</b>	<b>19</b>
<b>Revision Log.....</b>	<b>20</b>

## Table of Figures

Figure 1. ELPA21 User Card .....	3
Figure 2. DEI card .....	3
Figure 3. Login Page .....	4
Figure 4. Enter Code Page .....	4
Figure 5. Enter Student Information Page .....	6
Figure 6. Is This the Student? Page .....	7
Figure 7. Sample Available Tests Page.....	8
Figure 8. Audio/Video Checks Page.....	9
Figure 9. Audio Playback Check Panel .....	10
Figure 10. Recording Device Check Panel.....	11
Figure 11. Sample You Are Almost Ready to Begin Your Test Page .....	12
Figure 12. Sample Test Page – ELPA21 .....	13
Figure 13. Items Drop-Down .....	15
Figure 14. Paginated Item Tabs.....	16
Figure 15. Done Entering Data Button .....	16
Figure 16. Review/Submit Test Page .....	17
Figure 17. Sample Done Reviewing Test Page .....	18

# Introduction to this User Guide

This user guide supports users of the Data Entry Interface (DEI) for the ELPA21 Screener and the ELPA21 Summative. DEI is a component of the Online Testing System that allows authorized users to enter student assessment data from a paper-pencil test into an online format which is then submitted for scoring.




For the ELPA21 Screener or Summative, student responses from the paper-pencil forms (accommodated standard print, large print, and Braille) will be entered into DEI. For the Screener, this also includes scores for the locally administered Speaking items; for the Summative, this includes recording the student responses to questions in the Speaking section of the test. 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](#) (DEI): 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 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.
<b>Text</b>	<b>Bold</b> text is used to indicate a link or button that is clickable.

## **Additional Resources**

The following publications provide additional information:

- For information about student and user management, rosters, and appeals, see the [TIDE User Guide](#).
- For information about how to administer the test to students, see the *Directions for Administration* manual that came with the ELPA21 test forms.

The above resources are available on the [Washington Comprehensive Assessment Program \(WCAP\) Portal](#).

## **About Testing Policies and Procedures**

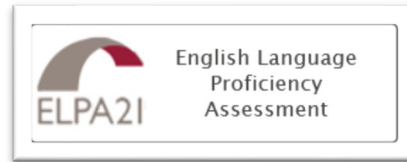
This document describes the features and functions of the Data Entry Interface. It does not provide information about test administration policies and procedures. For information about policies and procedures that govern secure and valid test administration, see the [PIRG](#) available on the [WCAP Portal](#).

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

Authorized users can access the DEI on the [WCAP Portal](#). The desktop Window, Mac, and Linux browsers, and the mobile iOS, iPadOS, and ChromeOS browser support the DEI application.

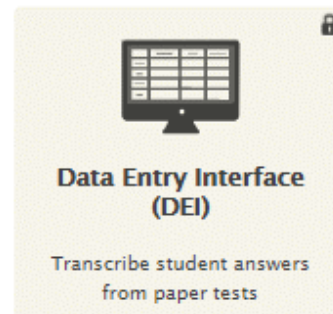
- 
1. Navigate to the [WCAP Portal](#).
  2. Select the ELPA21 user card.

Figure 1. ELPA21 User Card



- 
3. Select **Data Entry Interface**. The **Login** page appears.

Figure 2. DEI card



4. Enter your email address and password.
5. Click the **Secure Login** button. The **Enter Student Information** page appears (see [Figure 5](#)).
  - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears (see [Figure 4](#)) and an email containing an authentication code is sent to your address.
    - i. In the *Enter Emailed Code* field, enter the emailed code.
    - ii. Click the **Submit** button to access the **Enter Student Information** page.

**Note:** You must use the authentication code within 15 minutes of the email being sent. If the code has expired, click the **Resend Code** button to request a new code.

Figure 3. Login Page

Figure 4. Enter Code Page

## About Usernames and Passwords

- Your username is the email address associated with your account in TIDE. When you are added to TIDE, you receive an email containing an activation link for the WCAP systems. You can use this link to log in within 15 minutes of receiving it. If it has been more than 15 minutes your activation link has expired, but you may still login using the instructions below (see “If your first temporary password expired”). Upon successful login you must update your password and set a security question.
- **If your first activation link expired:**

Select **Request a new one** on the **Login** page to request a new activation link. Enter your email address in the *Email Address* field. You will be sent an automated email from [DoNotReply@cambiumast.com](mailto:DoNotReply@cambiumast.com) with a new activation link.

- **If you forgot your password:**

Select **Forgot Your Password?** on the **Login** page and then enter your email address in the *Email Address* field. You will be sent an automated email from [DoNotReply@cambiumast.com](mailto:DoNotReply@cambiumast.com) with a new activation link.

- **If you did not receive an email containing an activation link:**

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 Coordinator (SC) or District Test Coordinator (DC) to make sure you are listed in TIDE.

- **Additional help:**

If after following these steps you are unable to log in, contact the WCAP Help Desk for assistance. You must provide your name and email address. Contact information is available in the [Appendix A: Contact Us](#) section of this user guide.



## Section II. Accessing the Student's Assessment

This section explains how to enter student information and select the correct test form. Please note that a student's test eligibility is set in TIDE. Eligibility rules are below.

### Standard and Large Print DEI access

'Test Mode' needs to be changed from Online to Paper on the TIDE student settings page.

### Braille DEI access

'Test Mode' needs to be changed from Online to Paper on the TIDE students settings page and then make sure to set Paper-Pencil Braille for ELPA21 under Non- Embedded Accommodations.

If you still do not see these tests available for your student in DEI after verifying this information in TIDE, please contact the WCAP [Help Desk](#) for assistance.

## 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

*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 **SSID** field, enter the student's SSID or Temporary ID if administering the ELPA21 Screener.
3. 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 SSID 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

First Name	Last Name
FirstName679	LastName679
SSID: ZZ9999679	Grade 11
Date of Birth October 12, 1998	School: AIR School

Operational Assessment

Next Log Out

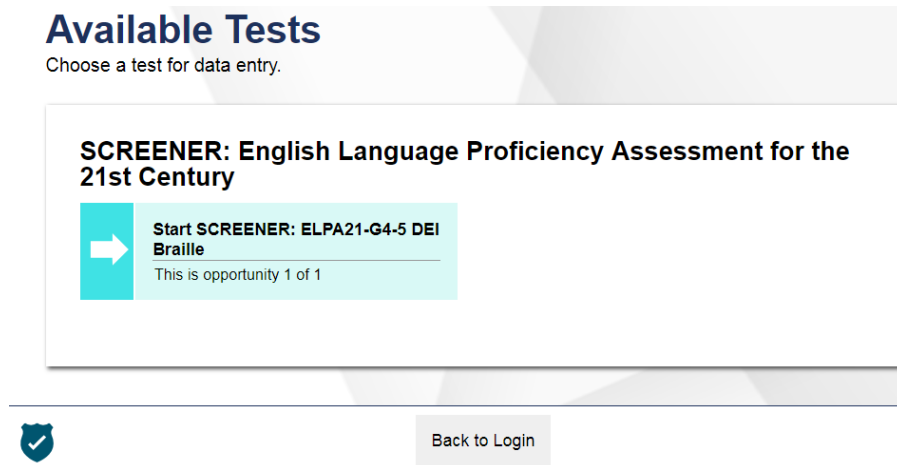
*To verify the student's personal information:*

- If all the information is correct, click the **Yes** button. The ***Available Tests*** page appears.
- If any of the information is incorrect, do not proceed with the data entry for this student. Click the **No** button. You must notify your SC 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. If the student completed a Braille test, the test title will include "Braille" in the name.

Figure 7. Sample Available Tests Page



Available tests display an arrow indicating whether you are entering data for a new test opportunity or resuming an opportunity. A solid arrow indicates that the test has not been started and no data has been entered. A dashed arrow indicates that the test has been started, but still needs to be reviewed and submitted. If a test is grayed-out, then it has already been submitted in DEI and is no longer available.

- **Start** indicates that you are beginning data entry for this test.
- **Resume** indicates that you are resuming data entry for this test.



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

*To select an available test:*

- Click the test name next to the big arrow. The **Choose a Test Form** page appears.

## 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](#)).


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.

 To start recording, press the Microphone button (top button).

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

- Verify each functionality, then click the **Continue** button. A green check mark will appear in the upper-right corner of the functionality panel that you have verified.

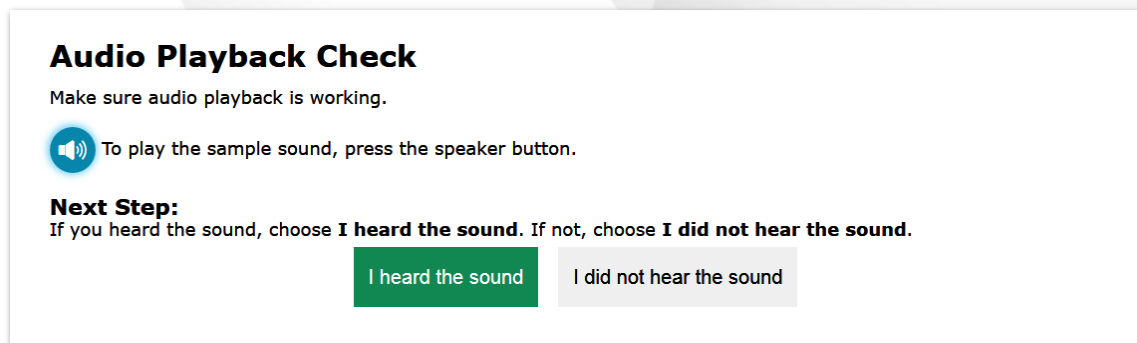
The page may consist of any of the following functionality checks:

- [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.


Figure 9. Audio Playback Check Panel



To check audio settings:

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

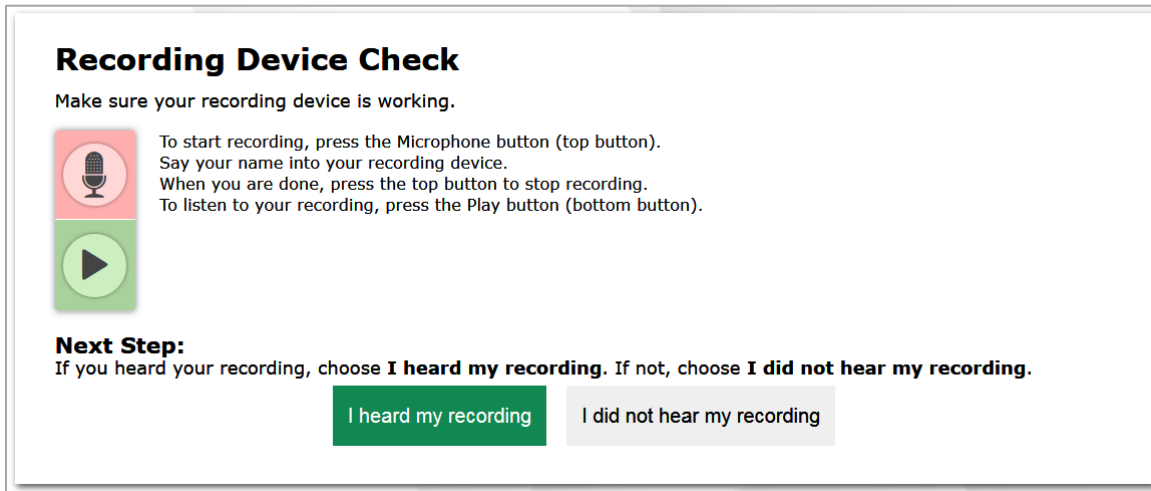


**Note:** If the audio does not work, you can click the logout button  in the upper-right corner of the page to log out. You can troubleshoot the device and headphones or move to another device with working audio.

## 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.

Figure 10. Recording Device Check Panel



**Recording Device Check**




Make sure your recording device is working.

To start recording, press the Microphone button (top button).  
Say your name into your recording device.  
When you are done, press the top button to stop recording.  
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**.

I heard my recording    I did not hear my recording

To check recording device settings:

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

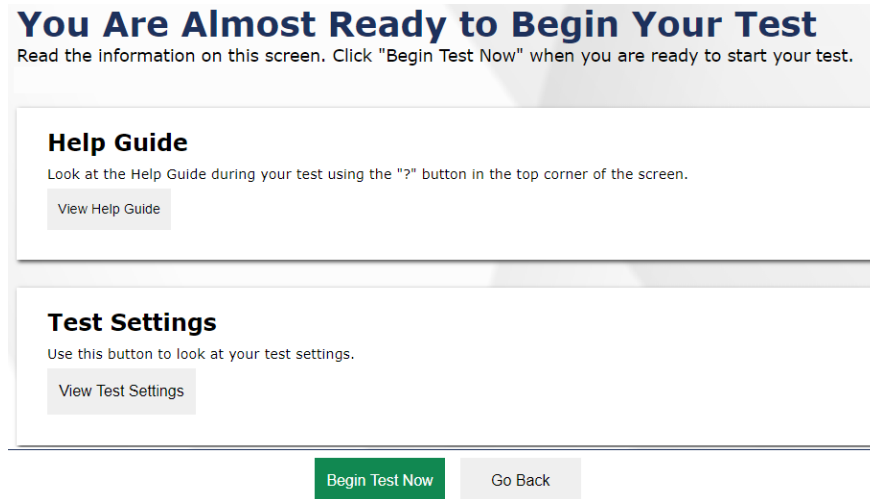


**Note:** If the audio does not work, you can click the logout button  in the upper-right corner of the page to log out. You can troubleshoot the device and headphones or move to another device with working audio.

## Step 5 –Instructions and Help

After selecting a test form, the **You Are Almost Ready** page appears. On this page, you can review the rules of the Data Entry Interface and its available tools. Click the **Begin Test Now** button when you are ready to begin entering student response data.

Figure 11. Sample You Are Almost Ready to Begin Your Test Page



*To proceed and begin data entry:*

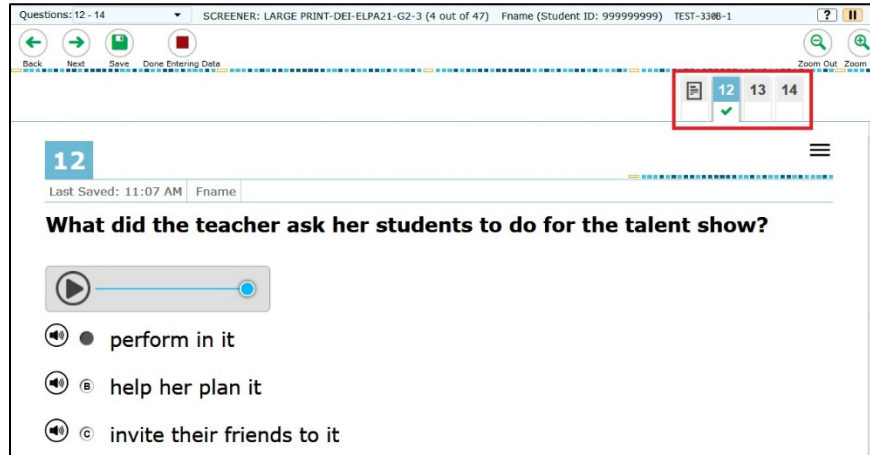
1. *Optional:* To view the help guide and understand how to navigate the site and use the available test tools, select the **View Help Guide** button. The **Help Guide** window appears. To close the window, select the **Back** button.
2. *Optional:* To review the student's test settings, select the **View Test Settings** button. The **Review Test Settings** window appears displaying the student's test settings. To close the window, select the **OK** button.
3. To officially begin or resume the test opportunity, click the **Begin Test Now** button. To log out, choose the **Return to Login** button.

## Section III. Understanding the Data Entry Interface

### ELPA21 Example Screens

Figure 12 displays a sample **DEI Test** page for ELPA21 tests. Some test pages may have only one question, and others may have multiple questions. You may skip an item by clicking on the **Next** button. DEI automatically captures and saves the response data when you enter it.

Figure 12. Sample Test Page – ELPA21



The data entry page will display one item at a time within a task. Notice the drop-down **Items** tabs at the top left corner of the screen. These tabs represent items associated with the task. You can use the green arrow buttons labeled **Back** and **Next** in the upper-left corner of the screen to move between the items of a task. You can also jump directly to a specific task using the **Items** drop-down menu.

### Domain Exemptions and the DEI

The DEI will include all the test questions that are in the standard print, large print, or Braille paper-pencil test booklets. During the test administration, the TA instructed the student to skip items that tested a domain for which the student has a Domain Exemption. Those same items will need to be skipped within the DEI while transcribing the student responses.

**IMPORTANT NOTE ABOUT DOMAIN EXEMPTIONS FOR THE ELPA21 SCREENER:** Students with one or more domain exemptions will be automatically administered both Steps Two and Three of the Screener but will not be presented with any items from the exempted domain in either Step Two or Three. In addition to the above information, please also note that only DC, District Administrator (DA), and SC user roles can set domain exemptions in TIDE. Refer to the Guidelines on Tools, Supports and Accommodations for additional information on domain exemptions.




## 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.



**Note:** The interface will have certain tools and accommodations available. This is because the interface is designed in the same way as the online test that the student sees for those students testing online. Most of these tools and accommodations are not needed when transcribing student responses into the DEI, but they are explained on the following pages to help users understand the system.

## Global Tools

- The question mark button in the upper-right corner opens the **Help Guide** page.
- The **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 test page. Marked pages display (marked) in this list.
- The **Pause** button allows you to pause the test. Pausing a test logs you out of DEI. When you return to the test, you are directed to the first page with unanswered questions.
- The **Save** button can be used to save a response, but it is not necessary to use, because responses are automatically saved as soon as they are selected.
- The **Next and Back** navigation buttons in the upper-left allow you to move between test pages.
- The **Done Entering Data** button  appears after you respond to all required questions. To start the test submission process, click in the top banner.

## Section IV. General Rules and Navigation

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

### Navigation and Pause

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 at any time and return later to complete data entry. All data entry must be completed and submitted before the end of the administration window. For the ELPA21 screener, the completed entry must be submitted before the seven-day score data turnaround will begin.

### Navigating to Questions

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

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

Figure 13. Items Drop-Down



### Pausing Data Entry

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. You may also go back to review (or change scores for ELPA21 items) for questions already entered.

*To pause data entry:*

1. Click the **Pause** button in the top banner. A confirmation message pops up.
2. Click the **Yes button** to confirm that you want to pause data entry.

### Data Entry Timeout (Due to Inactivity)

As a security measure, you are automatically logged out after 30 minutes of inactivity.



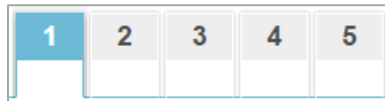
**Note:** Before the system logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

All data that have been entered are automatically saved. Pausing data entry does not impact any answers that you have entered.

## Proceeding through the Test

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

Figure 14. Paginated Item Tabs



**Note:** Questions that are grouped together may be paginated to appear individually. Buttons for each question in the group appear in the upper-right corner. You can click these buttons to navigate question in the group.

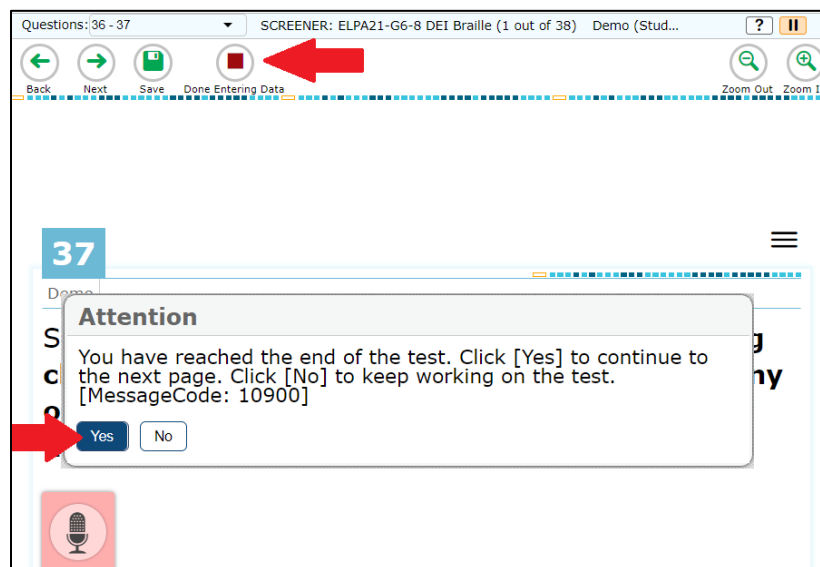


**Policy Reminder:** This user guide does not provide information about test administration policies and procedures. Please consult the directions in the *ELPA21 Test Administration Manual* for policy questions regarding the ELPA21 assessments.

## Completing Data Entry and Reviewing Data Entry

The **Done Entering Data** button appears at the top of the screen.

Figure 15. Done Entering Data Button



When you click the **Done Entering Data** button, an attention box gives you two choices: select the **No** button to go back to the test or select the **Yes** button to continue. When you select the **Yes** button the **You are done entering data** page gives you two options:

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

Figure 16. Review/Submit Test 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**

Review/Submit Test 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 review all the answers you entered before submitting the test, select a question number from the list and you will be returned to that item. If you choose to review entered data, the **Done Entering Data** button will remain on the screen during your review. You may click that button at any time during the review process to return to this page.
- To complete the testing process, click the **Submit Test** button.



**Note:** After you click the **Submit Test** button, the test is officially completed. You cannot log back in and review the data you entered. You **must** click the **Submit Test** button in order to submit ELPA21 scores. Scores not submitted this way by the close of the administration window will not be accepted for scoring or reporting.

## Done Reviewing Test Page

After you submit a test, the **Done Reviewing Test** page appears, displaying the student's name, the test name, and the data entry completion date.

Figure 17. Sample Done Reviewing Test Page

### Done Reviewing Test

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

<b>Test Reviewed As:</b> Test, Test (Student ID: SD9590407)	<b>Test Name:</b> Grades 9-12 Screener DEI
--	---

**Data Entry Completed On:**  
8/30/2018

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

**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**.  
 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

### Done Reviewing Test Page:

- Click the **Enter Data for a Different Student** button to enter scores or responses for another student. You are directed to the **Enter Student Information Login** page.
- Click the **Enter More Data for This Student** button 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 the **Log Out** button.

## Appendix A. Contact Us

For additional information and assistance in using the Data Entry Interface, contact the WCAP Help Desk. If you have a policy or test administration question, refer to the *ELPA21 Test Administration Manual* for the ELPA21 assessments.

The Help Desk is open Monday–Friday from 6:00 a.m. to 6:00 p.m. PT (except holidays or as otherwise indicated on the [WCAP Portal](#))

### Washington Comprehensive Assessment Program Help Desk

**Toll-Free Phone Support: 1-844-560-7366**

**Email Support: [wahelpdesk@cambiumassessment.com](mailto:wahelpdesk@cambiumassessment.com)**

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

- TA name
- If the issue pertains to a student, provide the test session ID, the student's SSID and associated school district. Do not provide any additional student information as doing so may violate FERPA policies.
- If the issue pertains to a DEI user, provide the user's full name and email address.
- Any error messages and codes that appeared, if applicable.
- Affected test session ID and question number, if applicable.
- Operating system and browser version information, including version numbers (for example, Windows 7 and Firefox 13 or Mac OS 10.7 and Safari 5)
- Information about your network configuration, if known:
  - Secure browser installation (to individual devices or network)
  - Wired or wireless internet network setup

## Revision Log

Updates to the user guide after 9/24/2020 are noted below.

Section	Page	Description of Change	Revision Date