

Test Delivery System (TDS)

Data Entry Interface (DEI) User Guide

Ohio Graduation Tests (OGT)

2020-2021 Administration

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Prepared by Cambium Assessment



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Introduction to this User Guide

This user guide supports users of the Data Entry Interface (DEI) for the Ohio Graduation Tests (OGT). The DEI is a component of the Online Testing System that allows authorized users to enter student assessment data, such as question responses and scores. This introduction describes the contents of this document and includes a key for identifying icons and elements found throughout the guide.

User Guide Content

This user guide includes the following sections:

- [Logging in to the Data Entry Interface](#): Explains how to access the DEI.
- [Accessing the Student’s Assessment](#): Explains how to enter student information and select the appropriate tests and forms.
- [Understanding the Data Entry Interface](#): Describes the layout and structure of the DEI.
- [General Test Rules and Navigation](#): Explains how to navigate 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 resources are available on the Portal (<http://oh.portal.cambiumast.com/>) to provide additional information:

- For information about policies and procedures that govern secure and valid test administration, see the online [2020-2021 OGT Test Administration Manual](#) (OGT-TAM), available on the Portal.
- Test administrators entering responses for testers using a test booklet need access to a device with a supported Internet browser installed so that the test administrator may log into the Data Entry Interface. The Data Entry Interface does not require the installation of the Secure Browser or SecureTestBrowser app. See the [Quick Guide for Setting Up Your Online Testing Technology](#) document on the portal for more information.

Section I. Logging in to the Data Entry Interface

Authorized users can access the Data Entry Interface via the Ohio Portal.

1. Navigate to the Ohio's State Tests [Portal](#).

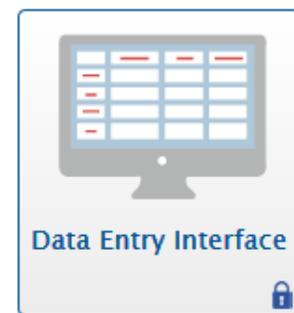
Figure 1. User Card

2. Select the Teachers/Test Administrators User Card.



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

Figure 2. DEI Card



4. Enter your Username (email address) and password.

Figure 3. Sign In Page

5. Click **Secure Login**.

A screenshot of the login page. At the top left, the word "Login" is written in a bold, blue font. Below it are two input fields: the first has a person icon and is labeled "Email Address"; the second has a padlock icon and is labeled "Password". Below the password field is a red link that says "Forgot Your Password?". Underneath these is a dark blue button with the white text "Secure Login". Below the button, the text "First Time Login This School Year?" is written in a bold, blue font. Underneath that, a smaller line of text says "The password you used during the previous school year has expired." At the bottom, there is a red link that says "Request a new one for this school year."

About Usernames and Passwords

Your username is the email address associated with your account in the Test Information Delivery System (TIDE). When you are added to TIDE, you receive an activation email containing a temporary link to the **Reset Your Password** page. To activate your account, you must set your password within 15 minutes of the email being sent.

- **If your first temporary link expired:**

In the activation email you received, click the second link provided and proceed to request a new temporary link.

- **If you forgot your password:**

On the *Login* page, click **Forgot Your Password?** and then enter your email address in the *Email Address* field to reset your password. You will receive an email with a new temporary link to reset your password.

- **If you did not receive an email containing a temporary link or authentication code:**

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 District Test Coordinator to make sure you are listed in TIDE.

- **Additional help:**

If you are unable to log in, contact the Ohio Help Desk for assistance. You must provide your name and email address. Contact information is available in the [User Support 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.

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 4. Enter Student Information Sign In 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 *Student ID* field, enter the student's SSID.
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 ID Do Not Match: Verify that you correctly entered the SSID and first name. If this does not resolve the error, consult the student's record in TIDE to verify the first name associated with the student's SSID.

Step 2 – Verifying Student Information

After entering a student's information, the *Is This the Student?* page appears. On this page, you can verify the student's information is correct.

Figure 5. Is This the Student? Page

The screenshot shows the 'Is This the Student?' page with the following information:

Field	Value
First Name FN	Last Name LN
SSID: DEMO03873	Grade 10
Date of Birth March 1, 2008	School: DEMO School

At the bottom of the page, there is a green 'Next' button and a grey 'Log Out' button. A blue shield icon with a checkmark is visible in the bottom left corner.

Verify the student's personal information:

- If all the information is correct, click **Next**. The **Available Tests** page appears.
- If any of the information is incorrect, do not proceed with the data entry for this student. Click **Log Out**. You must notify the appropriate district personnel that the student's information is incorrect. Data entry cannot begin until this information is corrected.

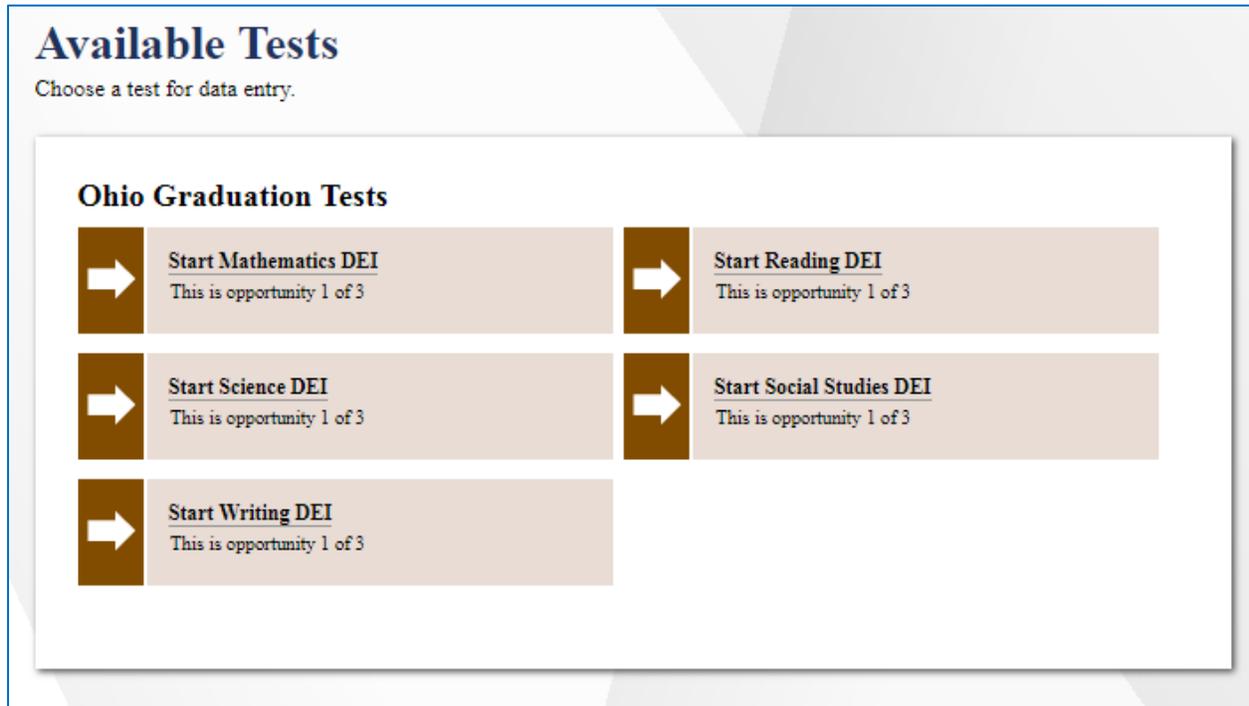


Important: Enrolled grade for OGT must be 12, 13 or 14 in TIDE.

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 display an arrow associated with the test subject in a shaded brown box that indicates whether you are entering data for a new test opportunity or resuming an opportunity. Subject tests will be grayed out and marked as “Inactive” once all three opportunities have been submitted for scoring.

- **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 form:

- Click the test name. The **Choose a Test Form** page appears.

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.

Is This the Correct Test

- ✓ Select form
- OGT-FA19-WR-FM1-ENU-DEI
- OGT-FA19-WR-FM2-ENU-DEI
- OGT-FA19-WR-FM3-ENU-DEI

To select a test form:

1. From the **Select Form** drop-down list, select the appropriate form.
 - If the tests available for the student are not correct, click **Back**. The list of tests is determined by the OGT test eligibility associated with the student's record in TIDE.
2. Once you have selected the appropriate form, click **Next**.



Warning: If multiple forms are listed, the test form selected must match the form indicated on the test materials.

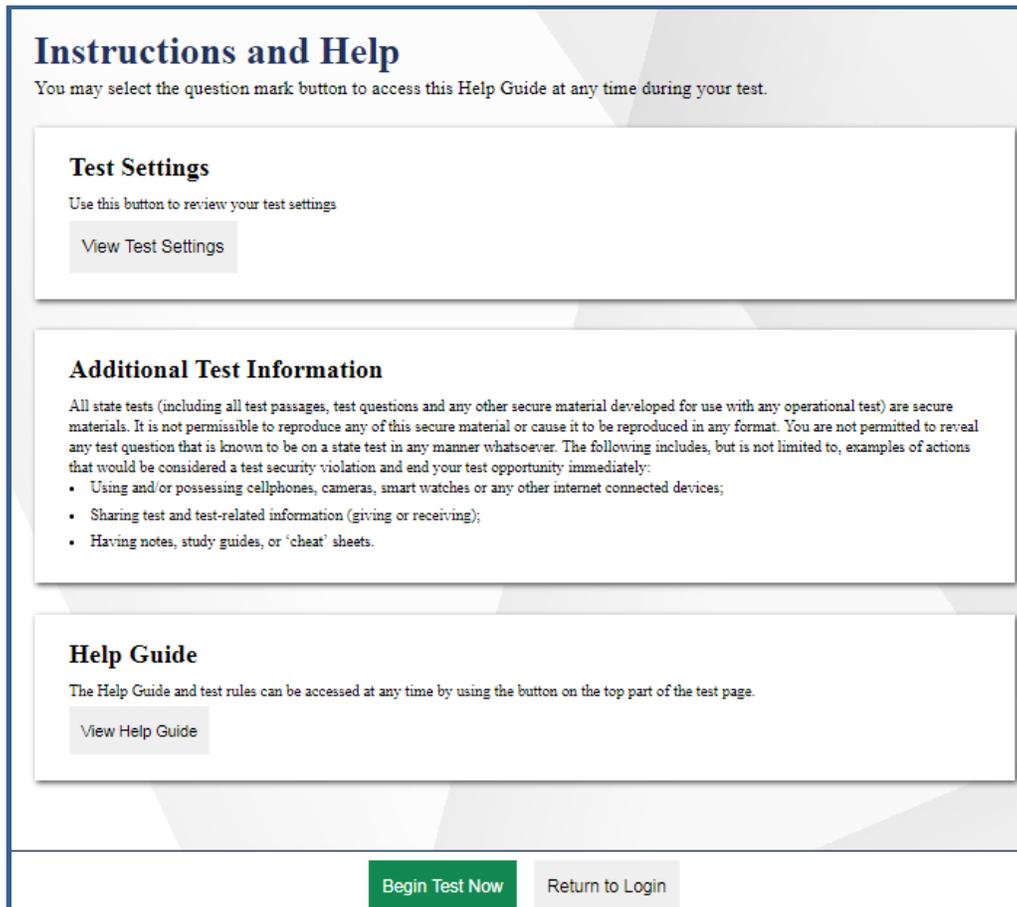


Note: The Test Forms drop-down list only appears the first time a test administrator logs into a test. It will not appear if a test is paused and resumed.

Step 4 – Test Instructions and Help

After selecting the form, the **Instructions and Help** page appears. This is the same page that a tester testing online sees that provides links to the Help Guide and Test Settings as well as the information regarding test security.

Figure 8. Instructions and Help Page



Instructions and Help

You may select the question mark button to access this Help Guide at any time during your test.

Test Settings

Use this button to review your test settings

View Test Settings

Additional Test Information

All state tests (including all test passages, test questions and any other secure material developed for use with any operational test) are secure materials. It is not permissible to reproduce any of this secure material or cause it to be reproduced in any format. You are not permitted to reveal any test question that is known to be on a state test in any manner whatsoever. The following includes, but is not limited to, examples of actions that would be considered a test security violation and end your test opportunity immediately:

- Using and/or possessing cellphones, cameras, smart watches or any other internet connected devices;
- Sharing test and test-related information (giving or receiving);
- Having notes, study guides, or 'cheat' sheets.

Help Guide

The Help Guide and test rules can be accessed at any time by using the button on the top part of the test page.

View Help Guide

Begin Test Now Return to Login

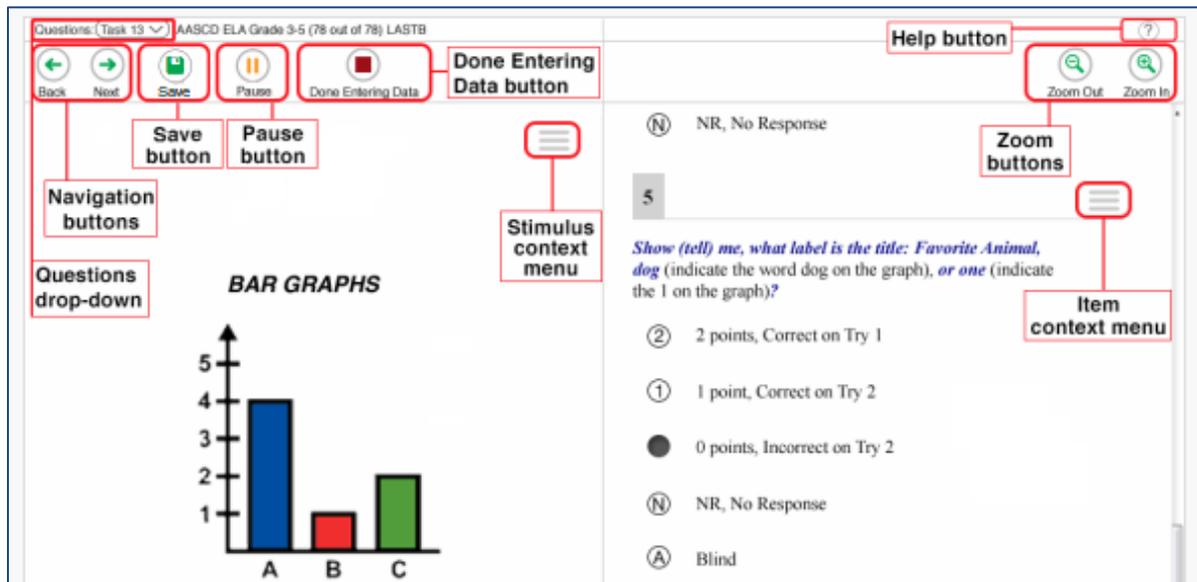
To proceed and begin data entry:

1. Review the information on this page.
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 DEI test page. Each OGT test page has only one question. For each question, you must select or enter verbatim the response the tester recorded in the OGT test booklet or on the blank sheets provided to the tester. The DEI automatically captures and saves the response data when you enter it, however the save button is also available for use.

Figure 9. Sample Test Page



Test Tools

The DEI includes the same global tools and context menu tools that are available to online testers. The following on screen tools listed are those that support the data entry.

Global Tools

Global tools are those available on every page in the top banner.

- 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 **Items** button enables you to quickly return to a specific test page. The blue flag icon indicates an item marked for review. The orange triangle icon indicates an unanswered question.
- 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 navigation buttons in the upper-left allow you to move between test pages.
- The **Done Entering Data** button appears after you visit every test page. To start the test submission process, click  in the top banner.

Context Menu Tools

Context menu tools are available for each question on the test. 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.

- **Mark for Review:** Select **Mark for Review** from the context menu to identify a question as one you may want to return to later. The question number displays a dog-eared style flap. In the **Items** pop-up, the blue flag icon appears next to the question number.
- **Tutorial:** Select **Tutorial** from the context menu to view an animation explaining how to respond to a question type.

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 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 tests at any time and return to them later in the day to complete data entry. Tests must be completed and submitted immediately after testing is completed. No responses will be able to be entered after the close of the administration window.

Test Timeout (Due to Inactivity)

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



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

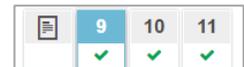
Proceeding Through the Test

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



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 to the next question in the group.

Figure 10. Question Buttons



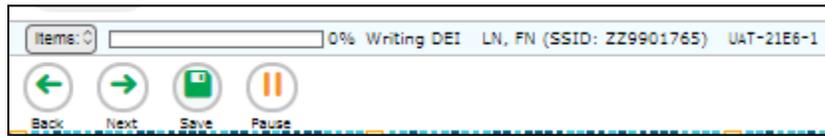
Policy Reminder: This user guide does not provide information about test administration policies and procedures. Please consult the directions in the *OGT Test Administration Manual* to learn about procedures for responding to questions and completing a test in the Data Entry Interface.

Navigating to Questions

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

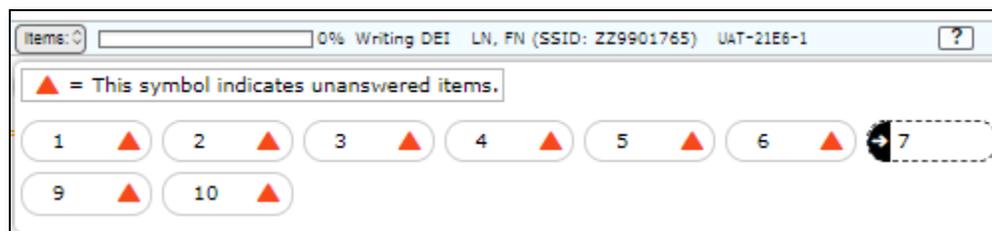
- To navigate page by page, click the **Back** or **Next** buttons at the top left of the screen.

Figure 11. Page Navigation



- To jump directly to a question, select the appropriate question from the **Items** pop-up.

Figure 12. Items 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 an unanswered question from which you paused the test. You may also go back to review responses previously entered.

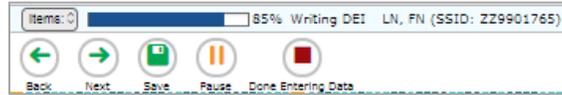
To pause data entry:

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

Completing Data Entry and Reviewing Questions

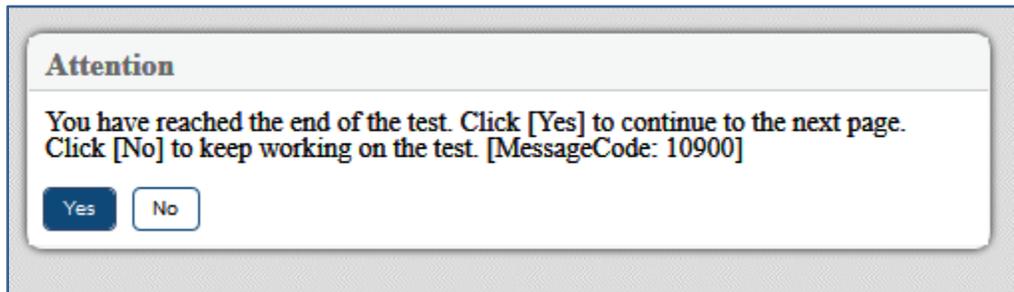
The **Done Entering Data** button appears at the top of the screen.

Figure 13. Done Entering Data Button



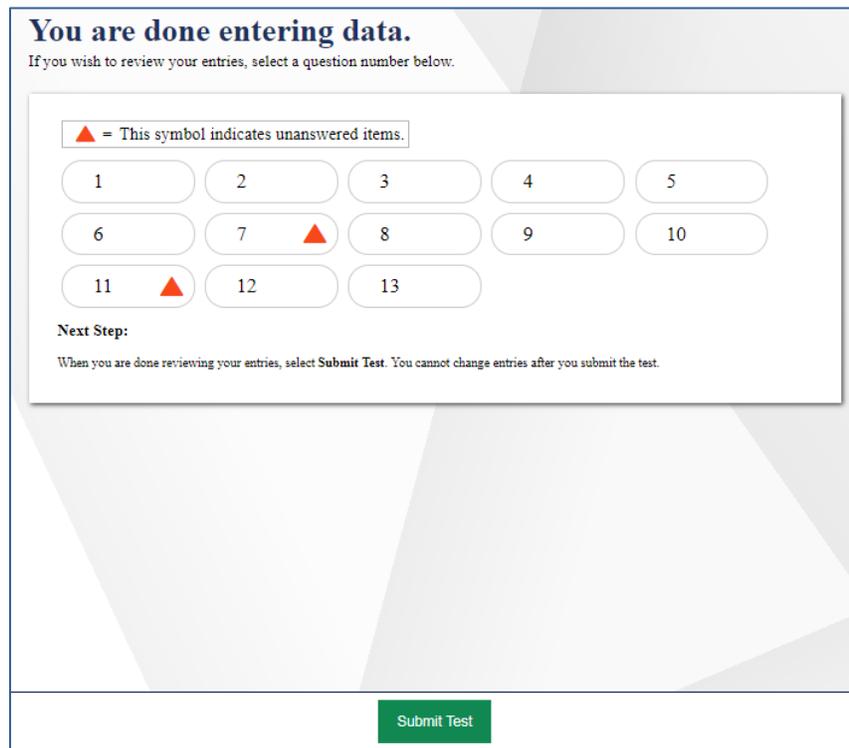
When you click **Done Entering Data**, the next page gives you two options:

Figure 14. Attention Message



- Select **Yes** to proceed to the Review Screen, Select **No** to return to entering data.
- Selecting **Yes** will take you to the You are done entering data Page

Figure 15. Done Entering Data Page



Done Entering Data page options:

- To review answers and go back to the entering data, 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 complete the data entry process, click **Submit Test**.



Note: After you click **Submit Test**, the test is officially completed.

Submitting the Test

After you submit the test, the **Warning: Are you sure you're done reviewing this test?** message appears.

Figure 16. Warning Message on Done Reviewing Test Page

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

 = This symbol indicates unanswered items.

1 2 3 4 5
6 7  8 9 10
11

Warning
Are you sure you're done reviewing this test?

Next Step:
When you are done

- To complete the testing process, click **Yes**.



Note: After you click **Yes**, the test is officially completed. **You cannot log back in and review the data you entered.**

Reviewing the Submitted Test Details Page

After you click **Yes**, the test details page will appear.

Figure 17. Test Details Page

Done Reviewing Test

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

Test Reviewed As: LN, FN (Student ID: ZZ9901765)	Test Name: Writing DEI
Data Entry Completed On: 8/20/2019	

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

Test details page options:

- Click **Enter Data for a 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 for this student. From there, you can proceed through the test selection and verification process.
- If you are done entering test data, click **Log Out**.

User Support

For additional information and assistance in using the Online Testing System, contact the Ohio Help Desk. If you have a policy or test administration question, refer to the [2020-2021 OGT Test Administration Manual](#) (OGT-TAM), available on the Portal.

The Ohio Help Desk is open Monday—Friday (except holidays) or as otherwise indicated on the Ohio Portal).



Please provide the help desk with a detailed description of your problem, as well as the following:

- Test Administrator name.
- If the issue pertains to a tester, provide the SSID and associated district or school for that tester. Do not provide the tester's name.
- If the issue pertains to a TIDE 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 10 and Firefox 78 or Mac OS 13.5 and Safari 13).
- Information about your network configuration, if known:
 - Secure browser installation (to individual devices or network).
 - Wired or wireless internet network setup.