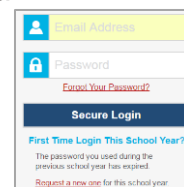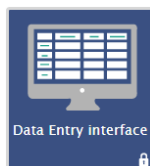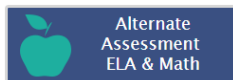# How to Access the Data Entry Interface (DEI)

This document provides instructions describing how to access the Data Entry Interface (DEI) to submit the Learner Characteristics Inventory (LCI) and enter student's paper-pencil test responses. The submission of the LCI is required in order to determine student eligibility prior to the administration of any alternate assessment.
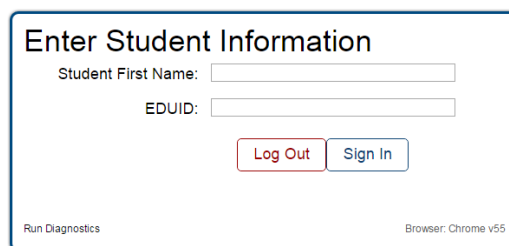
Log-In

1. From the ISAT portal (http://idaho.portal.airast.org/) click on the **Alternate Assessment ELA & Math** assessment card.

2. Click the **Data Entry Interface** card.

3. Enter your log-in information (email address and password), and then click **Secure Login**. The Data Entry Interface will appear.
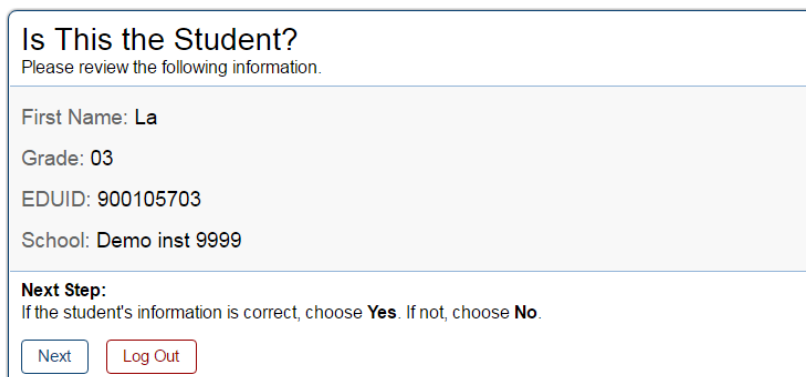
Enter and Confirm Student Information

1. Enter the student's First Name and Student EDUID. Click **Sign In** to continue.

2. The **Is This the Student?** page will appear to allow for review of the student's first name, grade, EDUID, and school. If the information is correct, click **Next** to continue. If the screen displays incorrect information, click **Log Out** and contact your District or School Test Coordinator.
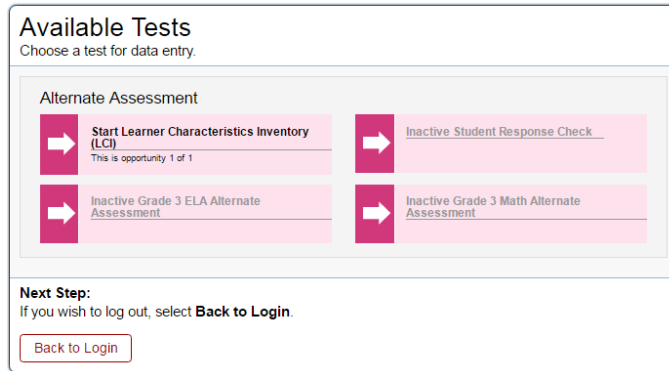
Select a Task

1. When the **Available Tests** page appears, you will be prompted to select the Learner Characteristics Inventory (LCI) from the menu. If the LCI is available, it must be submitted prior to beginning the Idaho Alternate Assessment Student Response Check (SRC) and the Idaho Alternate Assessments ELA & Math.
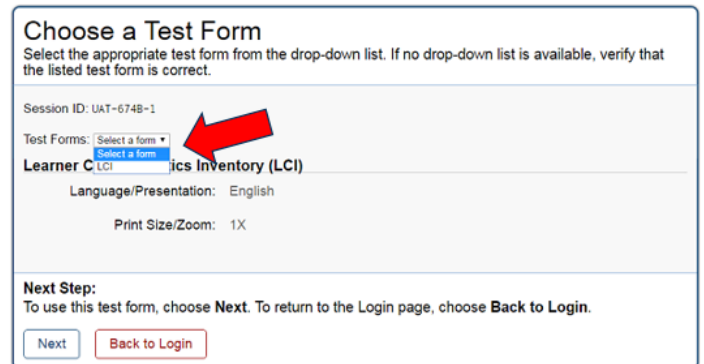
   Available Tests
   Choose a test for data entry.

   Alternate Assessment
   - ➡ **Start Learner Characteristics Inventory (LCI)**
     This is opportunity 1 of 1
   - ➡ Inactive Student Response Check
   - ➡ Inactive Grade 3 ELA Alternate Assessment
   - ➡ Inactive Grade 3 Math Alternate Assessment

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

   [Back to Login]

   NOTE: • **A submitted LCI will appear gray.**
   - **Item responses will need to be entered in the DEI only for any student taking the Paper-Pencil ID-AA test. Paper Tester eligibility must be set to "Yes" in TIDE.**
   - **Only students who have Special Education Status and Alt Assessment selected as Yes in TIDE will have access to the LCI.**

2. The **Choose a Test Form** page will allow you to select the task based on your selection in Step 1. Click the **Next** button to begin entering data for the task that you have selected.

   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-674B-1

   Test Forms: [Select a form ▼]
   [Select a form / LCI]
   Learner C **ics Inventory (LCI)**

   Language/Presentation: English

   Print Size/Zoom: 1X

   Next Step:
   To use this test form, choose **Next**. To return to the Login page, choose **Back to Login**.

   [Next]   [Back to Login]

Complete, Review, and Submit a Task

1. Respond to the items in the LCI task appropriately for the student.

2. Once all items are completed, the **Finished** button will appear at the top of the screen. Click **Finished** to complete the LCI task.

3. To review or edit data, select the item you wish to review. Once the data you have entered is accurate, click **I'm done here**.

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

1	4	7	10	13	16	19	22
2	5	8	11	14	17	20	23
3	6	9	12	15	18	21	

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

I'm done here

4. Select **Yes** to submit the test. Select **No** if the test needs to be reviewed again.

Warning
Are you sure you're done reviewing this test?
Yes   No

5. Once submitted, the **Done Reviewing Test** page will appear. To enter data for another test for the same student, click **Enter More Data for This Student**. To continue data entry for another student, click **Enter Data for a Different Student**. If you are finished entering data, select **Log Out** to exit the DEI. <u>**Important note**</u>: Entering additional student test data in DEI applies for students eligible to take **paper-pencil** tests only.

Done Reviewing Test
The test was submitted. You may view the test details below.

Test Reviewed As: (EDUID: 900105795)

Test Name: Learner Characteristics Inventory (LCI)

Data Entry Completed On: 1/25/2017

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

No scores are reported for this test.

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.

Contact the Idaho Help Desk for additional guidance.
Email: **IDHelpDesk@air.org**   Phone: 1.844.560.7365