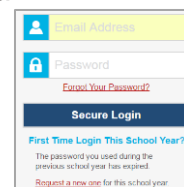
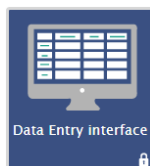
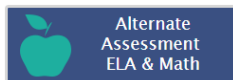


How to Access the Data Entry Interface (DEI)

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.

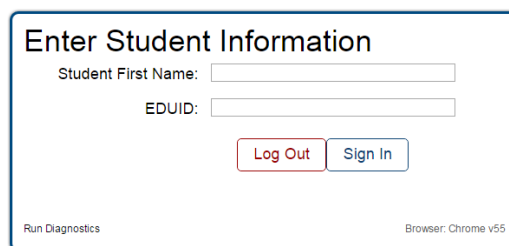
Log-In

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.

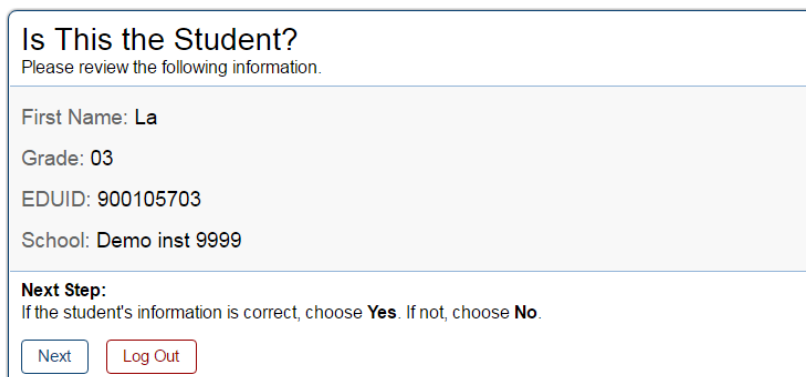
A login form with fields for "Email Address" and "Password". Below the password field is a red link "Forgot Your Password?". A blue "Secure Login" button is at the bottom. Below the button is a "First Time Login This School Year?" message: "The password you used during the previous school year has expired. Request a new one for this school year." At the bottom right is a "Sign Out" link.

Enter and Confirm Student Information

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

A form titled "Enter Student Information" with two input fields: "Student First Name:" and "EDUID:". Below the fields are "Log Out" and "Sign In" buttons. At the bottom left is "Run Diagnostics" and at the bottom right is "Browser: Chrome v55".

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.

A form titled "Is This the Student?" with the instruction "Please review the following information." Below are four lines of information: "First Name: La", "Grade: 03", "EDUID: 900105703", and "School: Demo inst 9999". Below this is a "Next Step:" section: "If the student's information is correct, choose **Yes**. If not, choose **No**." At the bottom are "Next" and "Log Out" buttons.

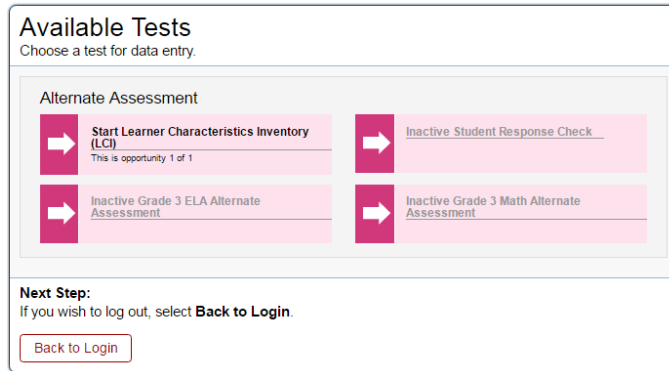
Select a Task

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.

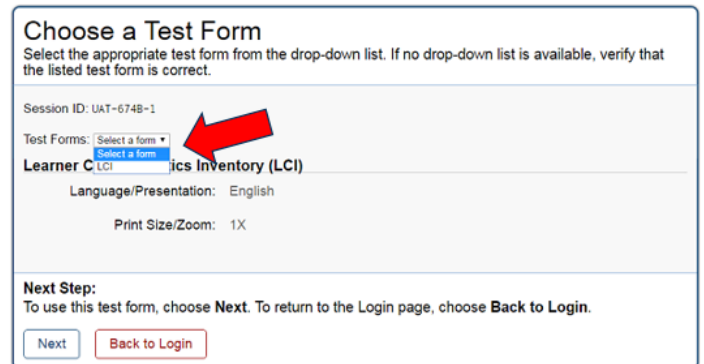
NOTE: • A submitted LCI will appear gray.

- 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.



The screenshot shows the 'Available Tests' interface. At the top, it says 'Choose a test for data entry.' Below this is a section titled 'Alternate Assessment' containing four buttons with right-pointing arrows: 'Start Learner Characteristics Inventory (LCI) This is opportunity 1 of 1', 'Inactive Student Response Check', 'Inactive Grade 3 ELA Alternate Assessment', and 'Inactive Grade 3 Math Alternate Assessment'. At the bottom, a 'Next Step' section instructs the user: 'If you wish to log out, select **Back to Login**.' A 'Back to Login' button is provided.



The screenshot shows the 'Choose a Test Form' interface. It prompts the user to '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.' The page displays 'Session ID: UAT-674B-1' and a 'Test Forms' dropdown menu with 'Select a form' selected. Below the dropdown, the text reads 'Learner C LCI' and 'ics Inventory (LCI)'. Further down, it shows 'Language/Presentation: English' and 'Print Size/Zoom: 1X'. A red arrow points to the dropdown menu. At the bottom, a 'Next Step' section instructs: 'To use this test form, choose **Next**. To return to the Login page, choose **Back to Login**.' Two buttons, 'Next' and 'Back to Login', are provided.



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.

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?

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. **Important note:** 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: (EUID: 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**.

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