# ELPA21
English Language Proficiency Assessment
for the 21st Century

# Test Delivery System
## Data Entry Interface User Guide
(For Paper and Braille Test Administrations)

2023–2024

Published July 29, 2023

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# CA
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## Assessment

# Table of Contents

# 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 Louisiana ELPS and ELPT Portal (http://la.portal.cambiumast.com).

# Login Information

Authorized users can access the Data Entry Interface via the Louisiana portal.

1. Navigate to the Louisiana portal (https://la.portal.cambiumast.com/).

2. Select the appropriate user card or assessment card. Then select **Data Entry Interface (DEI).**

Figure 1. Card for DEI
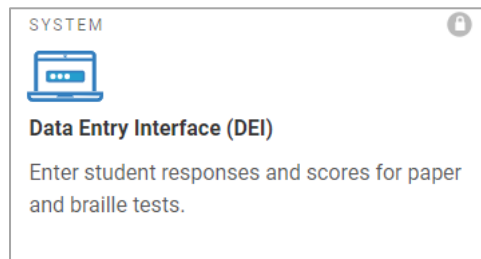


3. In the *Login* page that appears, enter your email address and password.

Figure 2. Login Page
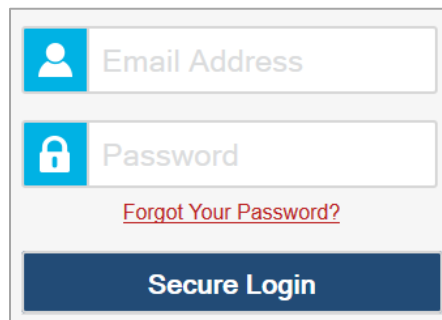


4. Click **Secure Login**.

- If the *Enter Code* page appears, an authentication code will be emailed to you. You must enter this code in the *Enter Emailed Code* field and click **Submit** within 15 minutes. If the code expires, click **Resend Code** to request a new one.

# 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 3. 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 *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 4. Is This the Student? Page



*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 5. Available Tests Page

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 6). If the test does not require functionality checks, the **Instructions and Help** page (see Figure 9) appears.

Figure 6. Audio/Video Checks Page

Data Entry Interface User Guide

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.

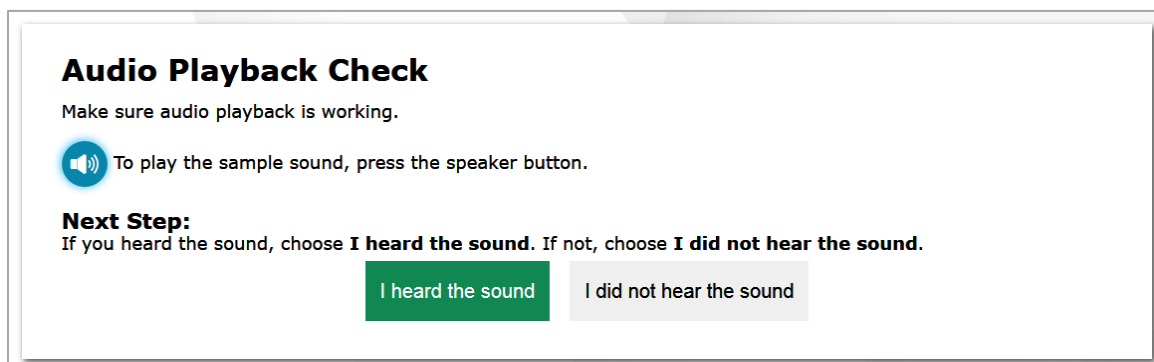The page may consist of any of the following functionality checks:

- 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 7. 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 you 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 8. Recording Device Check Panel
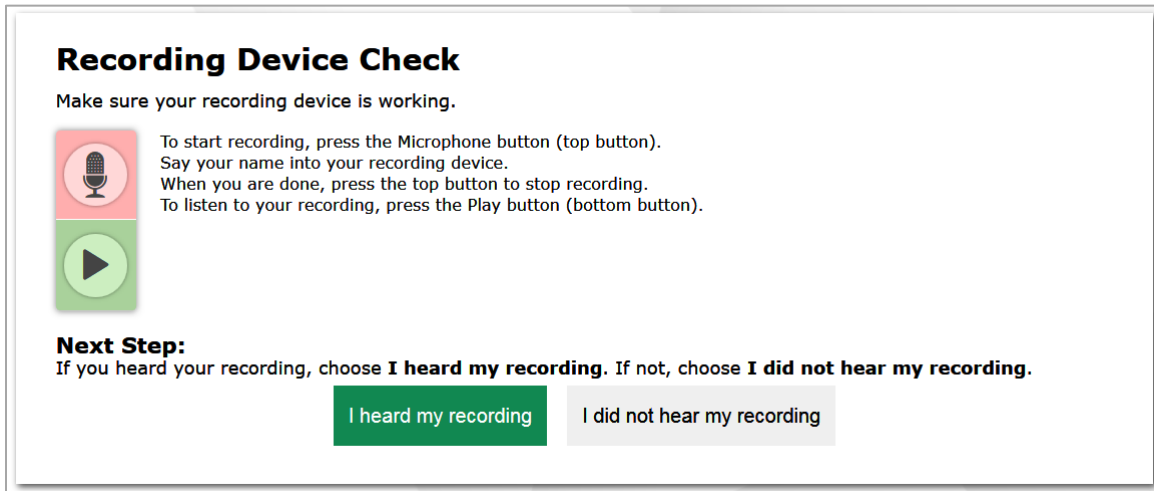


*To check recording device settings:*

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 (see Figure 9). On this page, you can review the rules of the Data Entry Interface and its available tools.

Figure 9. Instructions and Help Page
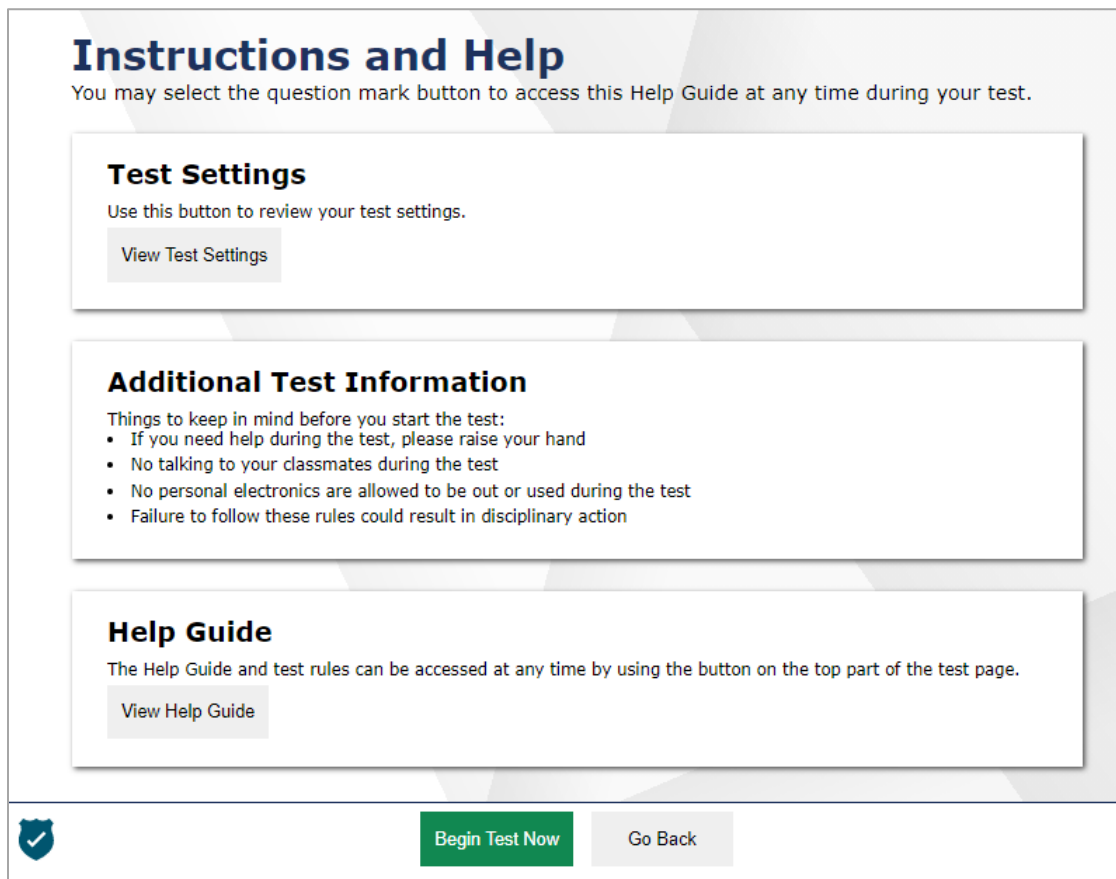


*To proceed and begin data entry:*

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 10](#) 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 10. Sample Test Page
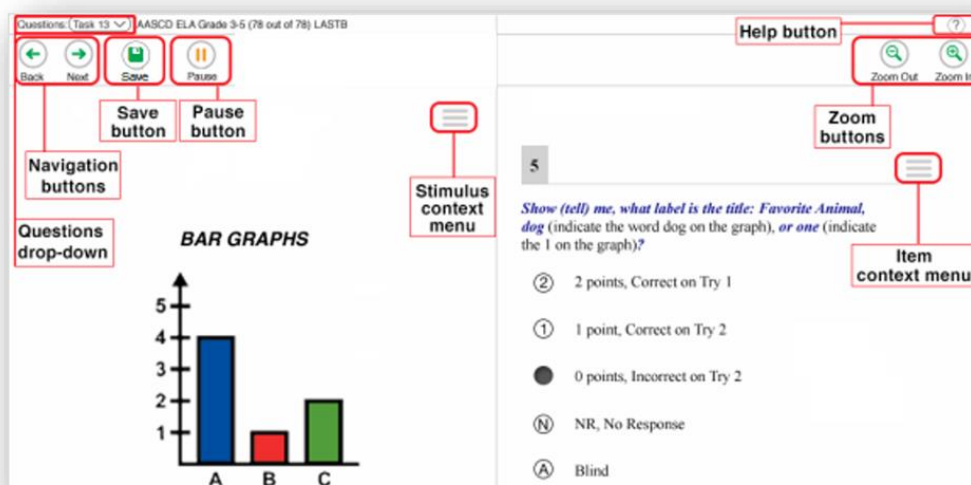


## Test Tools

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 [Items ⌄] | To quickly return to a specific test question, select it from the items drop-down list. |
| Navigation buttons [←] [→] | To move between test pages, select [← Back] to move back or [→ Next] to move forward. |
| Pause [II] | To pause a test, select [II]. 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 (icon) 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 | 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. |
| | To remove highlighting, select **Reset Highlighting** from the context menu. |
| | Text in images cannot be highlighted. This tool is not available while the Line Reader tool is in use. |
| Mark for Review | To mark a question for review, select **Mark for Review** from the context menu. The question number displays a flap (icon) in the top-right corner and a flag icon (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. |
| Notepad | To enter notes for a question, select **Notepad** from the context menu. After entering a note, a pencil icon (icon) appears next to the question number on the test page. |
| | You can access your notes for a question only on that question's test page. |
| Select Previous Version | 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**. |
| Strikethrough | For selected-response questions, you can cross out an answer option to focus on the options you think might be correct. |
| | There are two options for using this tool: |
| | • Option A: |
| |   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 | To view a short video demonstrating how to respond to a particular question type, select **Tutorial** from the context menu. |

Data Entry Interface User Guide

## 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 | You can expand the stimulus section or the question section for easier readability.<br><br>• 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.<br><br>• 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, $\varnothing$ displays next to the item's number.

Figure 11. Questions Drop-Down
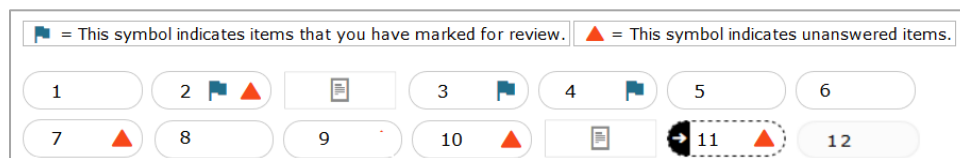


## Pausing Tests

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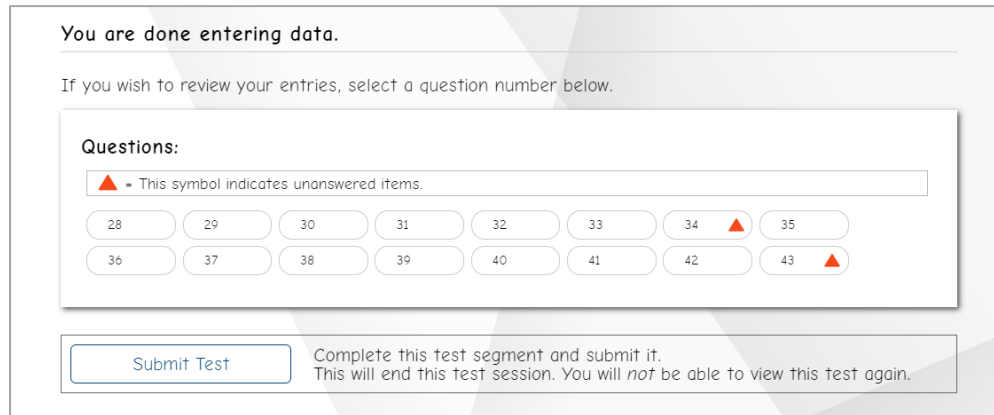
All responses and scores that have been entered are automatically saved. Pausing the test does not impact any data that you entered.

## 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 12. Done Entering Data Page



**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 Louisiana ELPT 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 Louisiana portal).

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**Louisiana ELPT Help Desk**

Toll-Free Phone Support: 1-866-758-0231

Chat Support:
https://la.portal.cambiumast.com/contact.html

Email Support:
laelpa21helpdesk@cambiumassessment.com

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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

Your username for logging in to the TA Site is the email address associated with your account in 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 up 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. 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 School or District Test Coordinator to make sure you are listed in TIDE.

Data Entry Interface User Guide

- **Additional help:**

  If you are unable to log in, contact the Louisiana ELPT 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 |
| 9 | Updated Figure 10 to remove the "End Test" button. | 7/12/2023 |
| 9-11 | Updated the "Test Tools" section to a table format. | 7/12/2023 |
| 12-13 | Updated the "Navigation and General Test Rules" section. | 7/12/2023 |

Change Log