



# Wyoming Alternate Assessment (Wy-ALT)

## Data Entry Interface User Guide

Spring 2015

Published March 6, 2015

*Prepared by the American Institutes for Research®*



# Table of Contents

<b>Introduction to this User Guide</b> .....	<b>4</b>
User Guide Content .....	4
Additional Resources .....	4
About Testing Policies and Procedures .....	5
<b>Section I. Logging in to the Data Entry Interface</b> .....	<b>6</b>
About Usernames and Passwords .....	7
<b>Section II. Accessing the Student’s Alternate Assessment</b> .....	<b>8</b>
Step 1 – Entering Student Information.....	8
Step 2 – Verifying Student Information .....	9
Step 3 – Selecting the Test.....	10
Step 4 – Confirming the Test and Selecting the Test Form .....	11
Step 5 – Test Instructions and Help.....	12
<b>Section III. Understanding the Data Entry Interface</b> .....	<b>13</b>
Test Tools .....	13
Global Tools.....	13
Context Menu Tools.....	14
<b>Section IV. General Test Rules and Navigation</b> .....	<b>15</b>
Navigation and Pause Rules.....	15
Test Timeout (Due to Inactivity) .....	15
Proceeding through the Test.....	15
Entering Student Response Data .....	15
Navigating to Items .....	17
Pausing Tests .....	17
Completing Data Entry and Reviewing Marked Items .....	18
Your Results Page.....	19
<b>User Support</b> .....	<b>20</b>

## Table of Figures

Figure 1. User Cards on Portal .....	6
Figure 2. DEI card.....	6
Figure 3. Login Page.....	6
Figure 4. Enter Student Information Login Page.....	8
Figure 5. Sample Is This The Student? Page.....	9
Figure 6. Sample Tests For This Student Page.....	10
Figure 7. Is This the Correct Test? Page .....	11
Figure 8. Test Instructions and Help Page .....	12
Figure 9. Sample Test Page .....	13
Figure 10. Context Menu .....	14
Figure 11. Item Buttons .....	15
Figure 12. Questions Drop-Down.....	17
Figure 13. Pause Test Message .....	17
Figure 14. Done Entering Data Button.....	18
Figure 15. Done Entering Data Page.....	18
Figure 16. Sample “Your Results” Page .....	19

# Introduction to this User Guide

This user guide supports users of the Data Entry Interface (DEI). The DEI is a component of the Online Testing System that allows authorized users to enter student assessment data, such as item 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 provides information about the following sections:

- [Section I. Logging in to the Data Entry Interface](#), explains how to access the DEI.
- [Section II. Accessing the Student’s Alternate Assessment](#), explains how to enter student information and select the appropriate tests and forms.
- [Section III. Understanding the Data Entry Interface](#), describes the layout of the DEI.
- [Section IV. General Test Rules and Navigation](#), explains how to navigate through 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>	Bold text is used to indicate a link or button that is clickable.

## Additional Resources

The following publications provide additional information:

- For information about which operating systems and browsers are supported, see the [System Requirements](#) document.
- For information about student and user management, see the [TIDE User Guide](#).

The above resources are available on the Wyoming Alternate Assessment Portal (<http://wyoassessment.org>).

## **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 [Directions for Administration Manual](#) available on the Wyoming Alternate Assessment Portal (<http://wyoassessment.org>).

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

Access to the Data Entry Interface is via the Wy-ALT Portal. To access this site, you must have an authorized username and password.

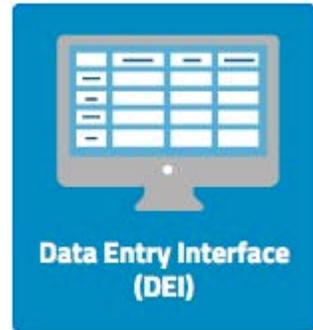
1. Open your web browser and navigate to the Wy-ALT portal (<http://wyoassessment.org>).
2. Select your user role.

Figure 1. User Cards on Portal



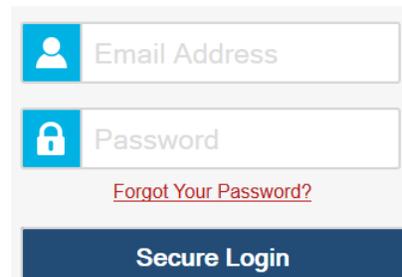
3. Select **Data Entry Interface**. The login page appears.

Figure 2. DEI card



4. Enter your email address and password.
5. Click **Secure Login**.

Figure 3. Login Page

The image shows a login form with a light gray background. It contains two input fields: the first is labeled 'Email Address' with a person icon, and the second is labeled 'Password' with a lock icon. Below the password field is a red link that says 'Forgot Your Password?'. At the bottom of the form is a dark blue button with the text 'Secure Login' in white.

For more information about user roles, consult the resources available on the portal.

## About Usernames and Passwords

Your username is the e-mail address associated with your account in the Test Information Distribution Engine (TIDE).



### **Note: Important Information Regarding Your Passwords**

If you are a user who was recently added to TIDE, you should receive an e-mail that contains a temporary password and a link to log in to Wy-ALT systems. You must log in with your temporary password within 30 days of receiving the email in order to activate your account. You must update your password and select and answer a security question.

#### **Did your first temporary password expire?**

If you did not log in within 30 days of receiving the first password email and activate your account, you must contact the Wy-ALT Help Desk. You can only reset your password after you have selected a security question and answer. The Wy-ALT Help Desk will send you a new email with a different temporary password. You **MUST** log in within 30 days to activate your account.

#### **Did you forget your password?**

If you forgot your password, you can reset it. **Click the *Forgot Your Password?*** link on the login page and then enter your email address in the *Email Address* field. You will receive another email containing a new temporary password, which also expires in 30 days.

#### **Did you not receive an email containing a temporary password?**

Check your spam folder to make sure your email provider did not categorize it as “junk” mail. If you still do not have an email, contact the appropriate personnel to make sure you are present in TIDE.

#### **Additional Help**

If you are unable to log in, contact the Wy-ALT Help Desk for assistance. You must provide your name and e-mail address. Contact information is available in the [User Support](#) section of this user guide.

## Section II. Accessing the Student's Alternate Assessment

This section explains how to verify student information and select the correct test and form.

### Step 1 – Entering Student Information

After you log in to the Data Entry Interface, the *Enter Student Information* page appears.

Figure 4. Enter Student Information Login Page

To enter a student's information:

1. In the *First Name* field, enter the student's first name as it exists in TIDE.
2. In the *Student ID* field, enter the student's WISER ID.
3. Click **Sign In**.



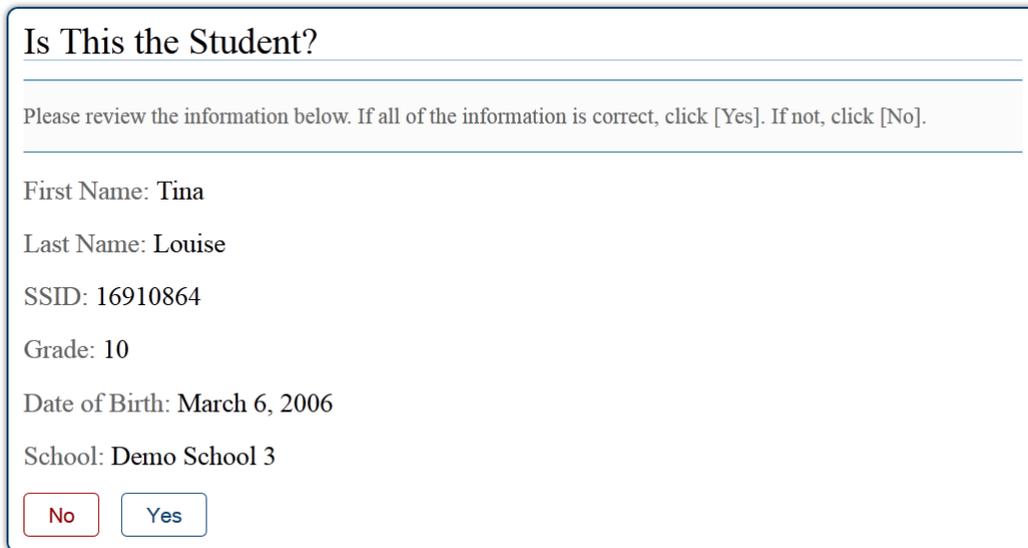
**Notes:** The DEI generates an error message if you cannot sign in. The following is the most common student login error.

**Student Name and ID Do Not Match:** Verify that you correctly entered the WISER ID 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 WISER ID.

## Step 2 – Verifying Student Information

After logging in, the *Is This The Student?* page appears.

Figure 5. Sample Is This The Student? Page



The screenshot shows a web form titled "Is This the Student?". Below the title is a light gray instruction box: "Please review the information below. If all of the information is correct, click [Yes]. If not, click [No].". The form displays the following student information: First Name: Tina, Last Name: Louise, SSID: 16910864, Grade: 10, Date of Birth: March 6, 2006, and School: Demo School 3. At the bottom, there are two buttons: "No" (with a red border) and "Yes" (with a blue border).

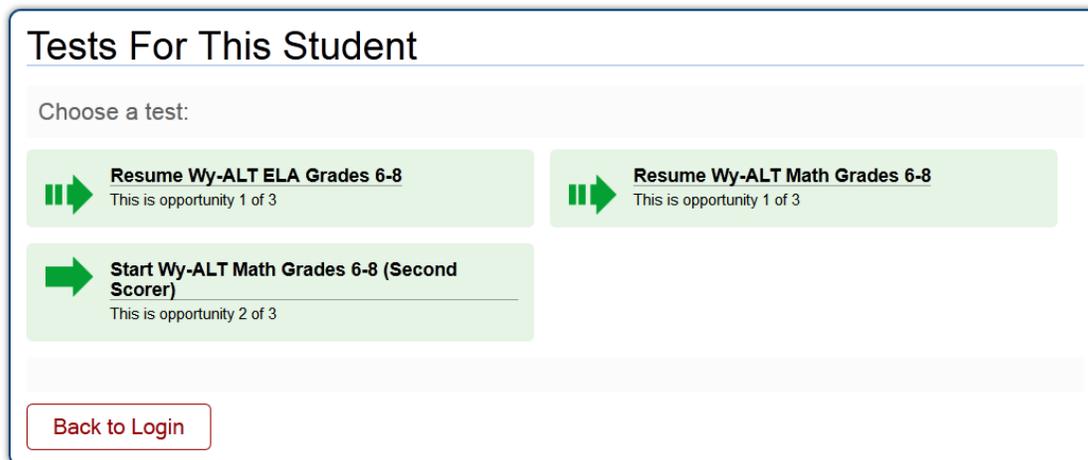
*To verify the student's personal information:*

- If all the information is correct, click **Yes**. The **Your Tests** page appears.
- If any of the information displayed is incorrect, do not proceed with the data entry for this student. Click **No**. You must 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 **Tests For This Student** page displays the tests available for data entry.

Figure 6. Sample Tests For This Student Page



Available tests are shaded green and have an arrow indicating whether you are entering data for a new test opportunity or resuming an opportunity.

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

Inactive tests are shaded gray. These are tests that have already been completed.

*To select an available test:*

- Click the test name. The **Is This the Correct Test?** page appears.
- If the tests available for the student are not correct, click **Back to Login**. Verify that the grade associated with the student reflects the correct grade band. The list of tests is determined by the grade associated with the student's record in TIDE.

## Step 4 – Confirming the Test and Selecting the Test Form

After you select a test, a session ID automatically generates. The session ID can be used to look up test information in the Online Reporting System. The ***Is This the Correct Test?*** page displays the session ID and the test you selected.

Figure 7. Is This the Correct Test? Page



**Is This the Correct Test?**

Session ID: UAT-AF78-1

Test Forms: Select a form

---

Is the test listed above the test you want to enter data for? If it is, click [Yes, Start Entering Data]. If not, click [No].

*To select a test form:*

1. From the *Test Forms* drop-down list, select the appropriate form.



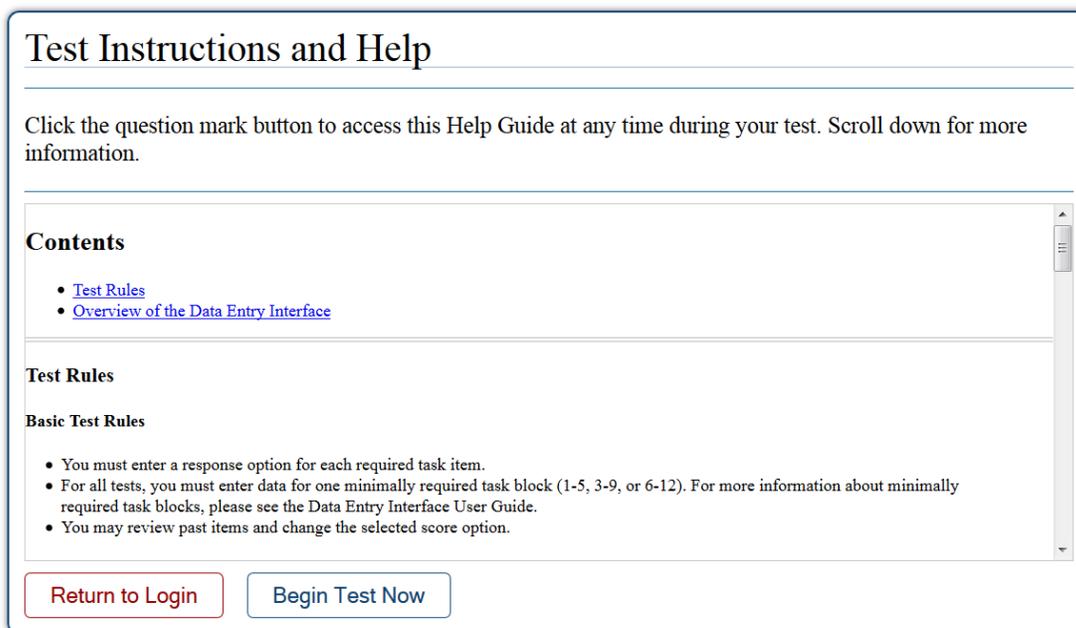
**Note:** The Wy-ALT will only have one form per test.

2. Click **Yes, Start Entering Data**.

## Step 5 – Test Instructions and Help

After selecting a test form, the **Test Instructions and Help** page appears. You can see an overview of the Data Entry Interface and available tools, as well as a summary of test rules and navigation.

Figure 8. Test Instructions and Help Page



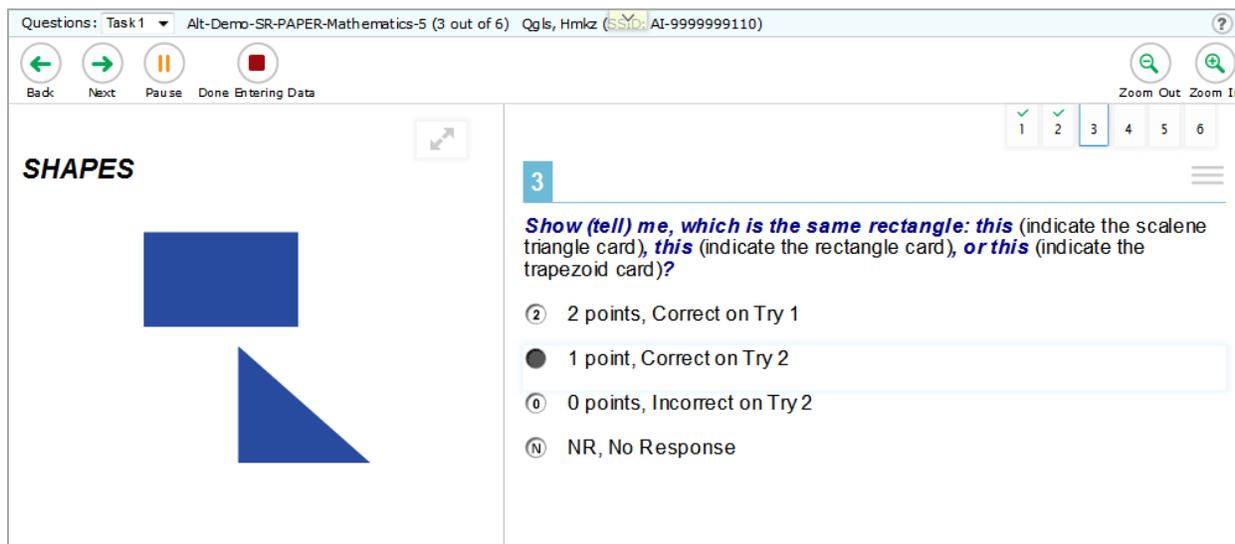
*To proceed and begin data entry:*

1. Review the information on this page to understand the available test tools and how to navigate through the online test.
2. After you have finished reviewing this page, click **Begin Test Now**. The test opportunity officially begins or resumes.

## Section III. Understanding the Data Entry Interface

[Figure 9](#) displays a sample test page. Some pages may have only one item, and others may have multiple items. You must select the appropriate response option for each item. The system automatically captures and saves the response data when you enter it.

Figure 9. Sample Test Page



### Test Tools

The 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 item on the test.

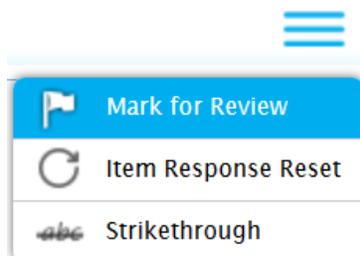
#### Global Tools

- The **?** button in the upper-right opens the **Test Instructions and Help** page.
- **Zoom** buttons allow you to magnify font size. The number of zoom levels is limited.
- The **Questions** drop-down list enables you to quickly return to a specific item page. Marked pages display (marked).
- The **Pause** button allows you to pause the test. When you return to the test, you are directed to the first page with unanswered items.
- The **Navigation** buttons in the upper-left allow you to move between test pages.
- **Done Entering Data button:** This button appears after scores have been selected for all required items. To start the test submission process, click **Done Entering Data**.

## Context Menu Tools

You can select tools from the context menu available for each item. To open the context menu, select  next to an item.

Figure 10. Context Menu



The following item tools are available:

- Comments: Select **Comments** from the context menu to provide feedback for the item. Comments are automatically submitted to the system and cannot be reviewed after submission.
- Mark for Review: Select **Mark for Review** from the context menu to identify an item as one you may want to return to later.
  - The item number appears in a dog-eared style flap. In the **Questions** drop-down list, (marked) appears next to the item number.
  - To review a marked item, select the appropriate item number from the **Questions** drop-down list.
- Item Response Reset: Select **Item Response Reset** from the context menu to clear data entry for a chosen item.
- Strikethrough: Each item's score option can be “eliminated” as a possible option.
  - To strike out an option, right click in the score option area and select **Strikethrough**. A line appears through the text or image.
  - To remove a strikethrough, right click on that option again and select **Undo Strikethrough**.

## 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 items before pausing or submitting the test. You may change the selected responses for items only if you have not submitted the test for scoring.



**Important:** Tests must be completed and submitted before the end of the administration window.

You may pause tests at any time and return to them later to complete data entry. Tests must be completed and submitted before the end 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.

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

## Proceeding through the Test

### Entering Student Response Data

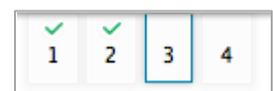
After you select response options for the required items on a page, click **Next** to go to the next page. To return to a previous page, click **Back**.



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

Please note that the item button numbers reflect sequential item numbering within the entire test. For example, if Task 1 and Task 2 each have six items, the item buttons will display 1-6 for Task 1 and 7-12 for Task 2.

Figure 11. Item Buttons



**Important:** For all Wy-ALT tests, students must be administered at least one task block. This may require you to manually navigate to the correct task pages. You should not submit a test unless you are certain that all required tasks and associated items for the student have responses entered.

- If students are administered **task block 1–5**, you will automatically start with **Task 1**.
  - Use the [**Next**] button to navigate to the next task page.
  - At a minimum, all items for Tasks 1-5 must have scores entered.
- If students are administered **task block 3–9**, you will start with **Task 3**.
  - Use the Questions drop-down menu to “jump” to Task 3.
  - Use the [**Next**] button to navigate to the next task page.
  - At a minimum, all items for Tasks 3-9 must have scores entered.
- If students are administered **task block 6–12**, you will start with **Task 6**.
  - Use the Questions drop-down list to “jump” to Task 6.
  - Use the [**Next**] button to navigate to the next task page.
  - All items for Tasks 6-12 must have scores entered.



**Important:** DO NOT enter data for items that were not administered to a student. Items not administered to the student should remain blank. Test Administrators may use the Item Reset Tool to remove incorrect data.



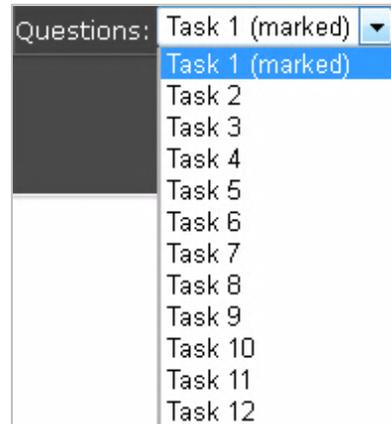
**Policy Reminder:** This user guide does not provide information about test administration policies and procedures. Please consult the directions in the appropriate [Directions for Administration Manual](#) to determine the student’s starting and concluding tasks. Test Administrators/teachers must follow the instructions provided in the *Directions for Administration Manual*.

## Navigating to Items

You can navigate to items page by page or jump directly to an item page.

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

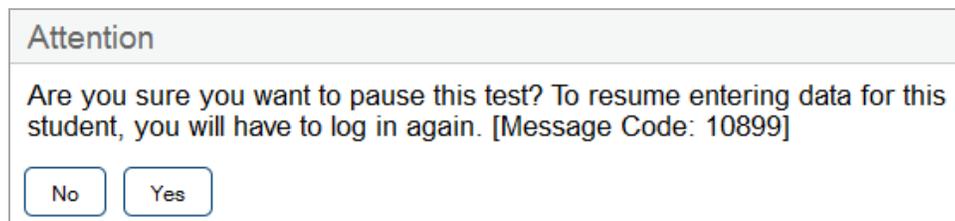
Figure 12. Questions Drop-Down



## 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 test form again. The DEI opens the test to the first page with unanswered items. You may also go back to review or change scores for items already entered.

Figure 13. Pause Test Message



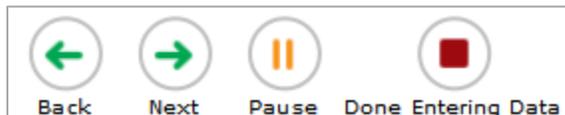
*To pause data entry:*

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

## Completing Data Entry and Reviewing Marked Items

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

Figure 14. Done Entering Data Button



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

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

Figure 15. Done Entering Data Page

**You are done entering data.**

---

You may now go back and review your entries, or click [Submit Test] if you are finished with this test. You cannot change entries after you submit this test.

---

✔ You have marked questions. Review these questions before submitting your test.

Task 1 (marked) ▾

Review Entered Data

Submit Test

*Done Entering Data page options:*

- To review answers and go back to the test, select an option from the drop-down list and then click **Review Entered Data**. While you are reviewing the test, the **Done Entering Data** button remains on the page. To return to this **Done Entering Data** page, click that button again.
- To complete the testing process, click **Submit Test**.



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

## Your Results Page

After you submit the test, the **Your Results** page appears, displaying the student’s name, the test name, and the data entry completion date. For some tests, this page also displays the test score.

Figure 16. Sample “Your Results” Page

### Your Results

---

Student Name: Holloway, Grant (Student ID: 28935743)  
 Test Name: Wy-ALT ELA Grades 3-5  
 Data Entry Completed On: 2/21/2015

**Scale Score: 441**

**Performance Level: 5**

---

Click [Enter Data for a Different Student] to continue data entry for another student. Click [Enter More Data for this Student] to enter data for another test for the same student. Click the [Log Out] button in the upper right of the page if you are done.

---

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.

Table 2. Performance Level Key

Number	Performance Level
1	Limited
2	Basic
3	Proficient
4	Accelerated
5	Advanced

### Results page options:

- Click **Enter More Data for 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 **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 **Log Out**.

## User Support

If this user guide does not answer your questions, please contact the Wy-ALT Help Desk.

**Wy-ALT Help Desk**  
**Customer Support Phone:** 888-897-8024  
**Customer Support Email:** [wyalhelpdesk@air.org](mailto:wyalhelpdesk@air.org)

To assist you with your issue or question, please provide the Help Desk with detailed information that may include the following:

- The district and school name
- The WISER ID of the student whose test was affected by the issue
- The Test Administrator name and contact information
- The test name and item number
- Any error messages and codes that appeared
- Operating system and browser information