



FLORIDA DEPARTMENT OF  
**EDUCATION**  
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# Data Entry Interface User Guide

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2023–2024

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## Introduction to the DEI User Guide

This user guide provides instructions for using the Data Entry Interface (DEI). The DEI is a component of the Test Delivery System that allows authorized users to enter student responses for Benchmarks for Excellent Student Thinking (B.E.S.T.) paper-based EOCs and Grades 3–10 Florida Assessment of Student Thinking (FAST) paper-based ELA and Mathematics assessments and submit them for processing and immediate reporting.

### 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 Test Tools](#): This section describes the tools available to support users' needs in DEI.
- [Navigation and General Test Rules](#): This section explains how to navigate the test and submit it for scoring.

There are also appendices with additional information and instructions.

Table 1. Key Elements

<i>Icon</i>	<i>Description</i>
<b><i>bold italic</i></b>	Boldface italics indicate a page name.
<b>bold</b>	Boldface indicates an item users click or a drop-down list name.
<i>italic</i>	Italics indicate a field name or drop-down list selection.

### Additional Resources

The following publications provide additional information on the technical aspects of the assessments and are available on the [FAST Portal](#) and [FSA Portal](#):

- The [Supported Operating Systems and Devices](#) page provides information about supported desktops and laptops and related hardware requirements.
- The [TIDE User Guide](#) provides information about student and user management in the Test Information Distribution Engine (TIDE).
- The [Test Administrator User Guide](#) provides information about administering online tests via the Test Administrator (TA Interface).
- The [Technology Guide](#) provides information about
  - network and Internet requirements,
  - general, peripheral, and software requirements, and
  - installing the Secure Browser and other configurations, including text-to-speech (TTS), on various operating systems.

## How to Access a Student's Assessment

This section explains how to log into the DEI, select the appropriate student, and test in the system.

### Step 1 – Log in to the DEI System

The DEI allows authorized users to enter student responses and submit them for scoring.

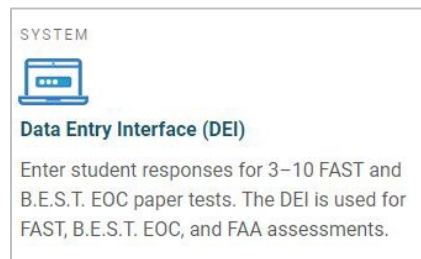
1. Navigate to the either the [FAST Portal](#) or [FSA Portal](#).
2. Select the **Assessment & Technology Coordinators** card.

Figure 1. Assessment & Technology Coordinators Portal Card



3. Click the **Data Entry Interface (DEI)** card.

Figure 2. Data Entry Interface Portal Card



4. On the **Login** page that appears, enter your email address and password.

Figure 3. Login Page

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5. Click **Secure Login**.
  - a. 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 of the email being sent. If the code expires, click **Resend Code** to request a new one on the **Enter Code** page.

Figure 4. Enter Code Page

## Step 2 – Entering Student Information

After you log in to the DEI, the **Enter Student Information** page appears. On this page, you will enter the login information for the student whose responses you are recording. School assessment coordinators can search for the student's login information in TIDE. This information can also be found on the student's test ticket or PreID label.

Figure 5. Enter Student Information Page

1. In the *Student First Name* field, enter the student's first name as it appears in TIDE.
2. In the *FLEID* field, enter the student's FLEID.
3. Select **Sign In**.

**Note:** The DEI generates an error message if there is an issue with the login information for the student. The following is the most common error:

**Student Name and FLEID Do Not Match:** If you receive a no match error message, verify that you correctly entered the first name and FLEID. If this does not resolve the error, users with appropriate permissions will need to view the student's record in TIDE to verify the first name associated with the student's FLEID.

## Step 3 – Verifying Student Information

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

Figure 6. Is This the Student? Page

Is This the Student?	
Please review the following information.	
<b>First Name</b> PMUAT	<b>FLEID</b> DM129009002092
<b>Last Name</b> Testing	<b>Grade</b> 03
<b>Date of Birth</b> July 1, 2008	<b>School</b> Demo School 9009

Next Log Out

- If all the information is correct, select **Next**. 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 DEI and notify the appropriate school personnel that the student's information is incorrect. Data entry cannot begin until this information is corrected.

## Step 4 – Selecting a Test

The **Available Tests** page displays a list of the student's eligible tests available for data entry. An auto-generated session ID also displays in the banner, which you can use to look up test information in the Test Information Distribution Engine (TIDE) after submitting the data.

The available tests indicate whether you are entering data for a new test opportunity or resuming an open opportunity.

Figure 7. Available Tests Page

Available Tests

**B.E.S.T. End-of-Course (EOC)**

Start B.E.S.T. Algebra 1 EOC - PBT Start B.E.S.T. Geometry EOC - PBT

**FAST - ELA Reading**

Start Grade 10 FAST PM1 ELA Reading - PBT

Back to Login

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- To choose a test for data entry, select the appropriate test name.
- If the tests available for the student are not correct, select **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.
- **Note:** Student's must have a paper test indicator set in TIDE for their test to appear in the DEI. If no tests are available for the student, you should log out, confirm the correct test indicator is set in TIDE, and try again.

### Step 5 – Test Instructions and Help

After selecting a test, the **Instructions and Help** page appears. On this page, you can review the Paper-Based Accommodation and Help Guide.

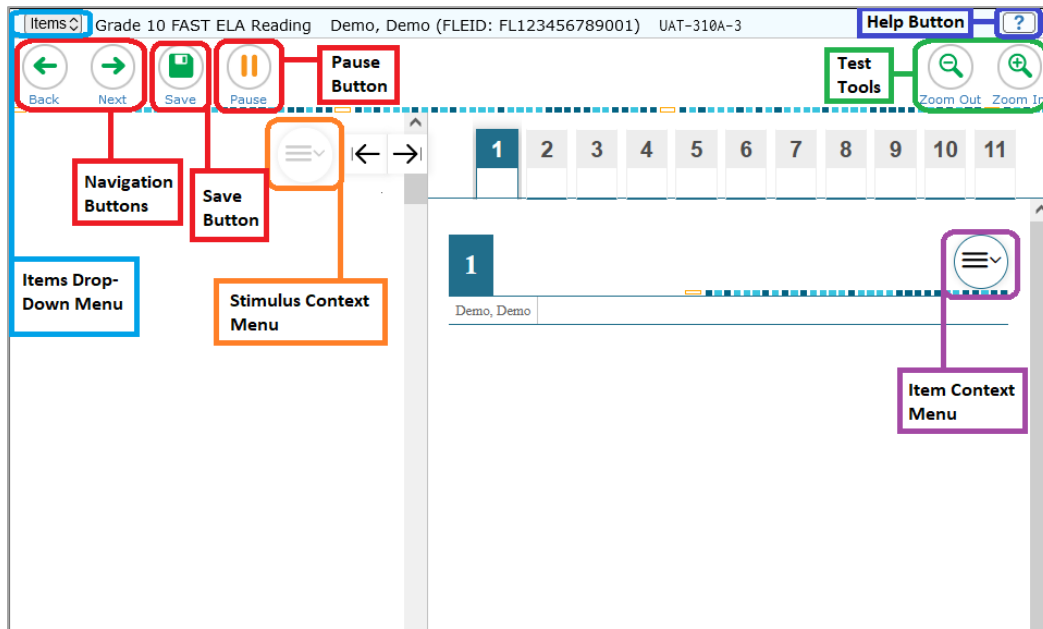
Figure 8. Instructions and Help Page

1. Select the type of paper-based accommodation you are transcribing. You must also mark that you agree to the test administration and security procedures. Please note, this is a required step to process with testing.
2. *Optional:* To review the help guide, select **View Help Guide**. To close the **Help Guide** window, select **Back**.
3. To officially begin or resume entering in responses, select **Begin Test Now**.

## How to Use Test Tools

Figure 9 displays a sample DEI test page. You will select the corresponding response option for each item or leave the item blank if the student did not respond to the item in the paper test and response book. Ensure you scroll down to see all content for the item. The DEI 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. You can access these tools by clicking the buttons in the global menu at the top of the page, or by selecting options from the context menus  that appear for each item or stimulus.

Table 2 lists the tools available in the global menu section of the test page.





Table 2. Global Tools

Tool Name	Instructions
Help 	To view the on-screen <b>Help Guide</b> window, select the question mark [  ] button in the top-right corner.
Pause 	To pause a test, select  . If you pause the test, you will be logged out.
Zoom buttons 	To enlarge the text and images on a test page, select <b>Zoom In</b> . Multiple zoom levels are available. To undo zooming, select <b>Zoom Out</b> .








[Table 3](#) lists the tools available in the context menus for items and stimuli.

Table 3. Context Menu Tools

Tool Name	Instructions
Mark for Review 	To mark an item for review, select <b>Mark for Review</b> from the context menu. The item number displays a flap [  ] in the top-right corner and a flag icon [  ] appears next to the item number on the test page. The <b>Items</b> drop-down menu also displays a flag icon next to the item number.
Tutorial 	To view a short video demonstrating how to respond to a particular item type, select <b>Tutorial</b> from the context menu.

[Table 4](#) lists any additional tools that are available on the test page.

Table 4. Other Tools

Tool Name	Instructions
Expand buttons 	You can expand the stimulus section or the item section for easier readability. <ul style="list-style-type: none"> <li>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.</li> <li>To expand the item section, select the left arrow icon [  ] below the global menu. To collapse the expanded item section, select the right arrow icon [  ] in the top-left corner.</li> </ul>

## Navigation and General Test Rules

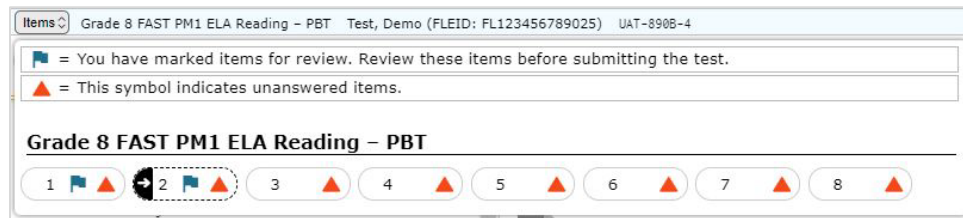
This section explains how to navigate a test, pause data entry, end a test, and submit a test for scoring.

### Proceeding Through a Test

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

- To navigate page-by-page, select the **Next** or **Back** button at the top of the screen.
  - Items that are linked to Reading passages will be displayed in tabs in the top-right corner of the screen. You can select these tabs to navigate to the next item in the group or use the Next button.
- To jump directly to an item, select the appropriate item from the **Items** drop-down menu 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.

Figure 10. Items Drop-Down

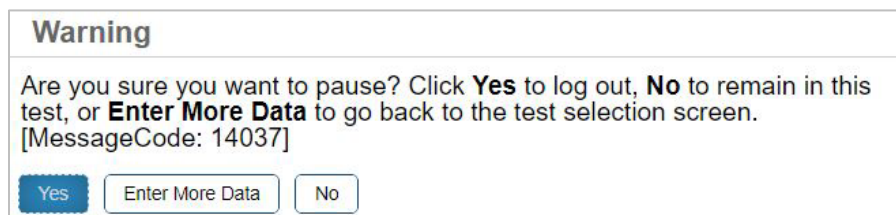


### Pausing Tests

**Data entry for a test must be completed within the same day;** all started tests in the DEI will close out overnight each day. However, if you need to pause your data entry and return to it later the same day, you may do so. When you are ready to resume data entry for the test, you must log in, select the student and the correct test again. The DEI opens to the first page with unanswered items. After resuming a test, you may go back to review or responses for previous items. Pausing the test does not impact any responses that you entered.

1. To pause data entry, select **Pause** in the upper-left corner. A warning message appears.

Figure 11. Pause Warning Message



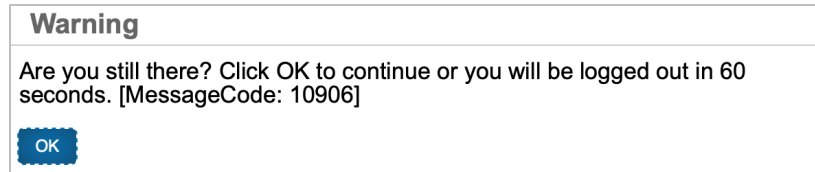
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2. Select **Yes** to pause the test and log out. Select **Enter More Data** to pause the test and return to the **Available Tests** page. Select **No** to continue the test.

### Test Timeout (Due to Inactivity)

As a security measure, you are automatically logged out after 59 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 60 seconds, you are logged out.

Figure 12. Timeout Warning Message

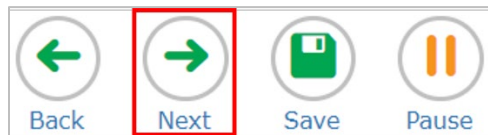


All responses that you have entered are automatically saved.

### Reviewing Items and Completing Data Entry

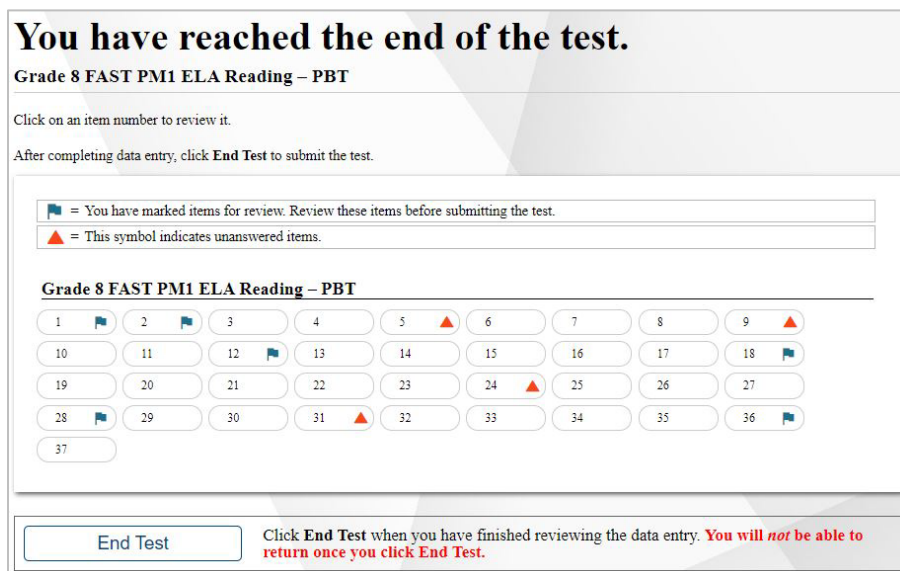
After you have viewed all items, you must submit the test for processing.

Figure 13. Next Button



1. When you have finished entering data and verifying responses for the test, click **Next** on the last page of the test. The **You have reached the end of the test** page appears.

Figure 14. Done Entering Data Page

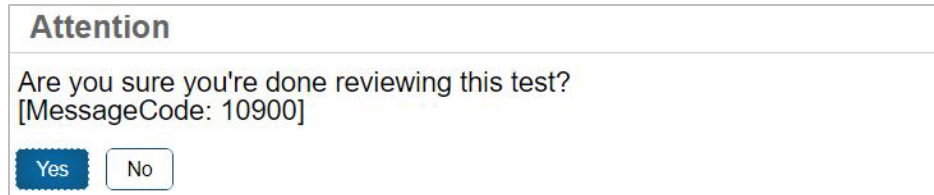


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- On the **You have reached the end of the test** page, you may review responses by selecting an item number listed on this page. Items marked for review display a flag [ 🚩 ] icon. Unanswered items display a warning [ ⚠️ ] icon.

When you have finished reviewing, select **End Test**. Confirm your decision in the message that pops up (see [Figure 15](#)). After you select **End Test**, the test is officially completed. You can no longer review or enter data for this student’s test opportunity. The **Data Entry Completed** page appears (see [Figure 16](#)).

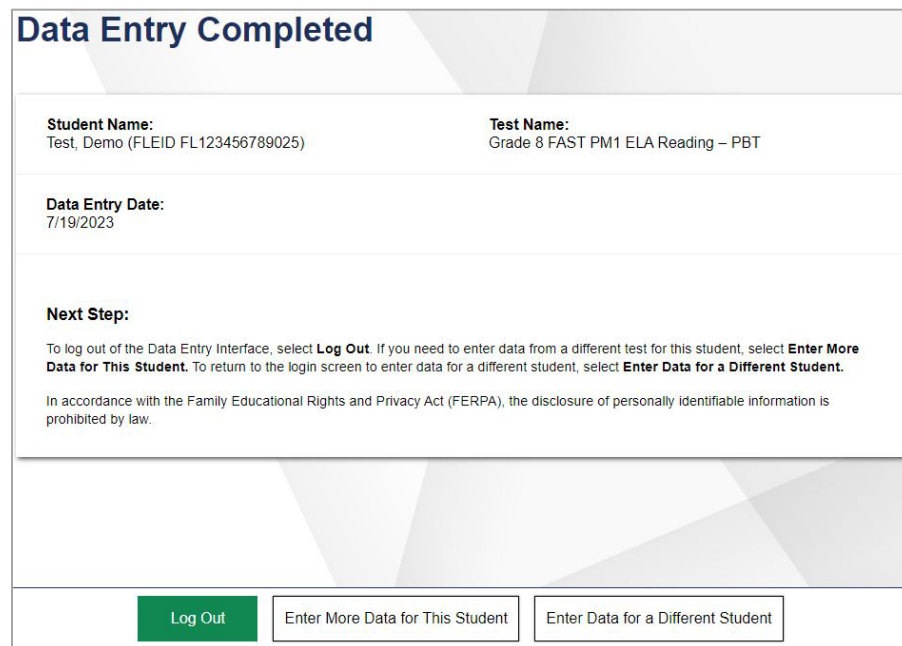
Figure 15. Attention Message



**Attention**

Are you sure you're done reviewing this test?  
[MessageCode: 10900]

Figure 16. Data Entry Completed Page



**Data Entry Completed**

**Student Name:**  
Test, Demo (FLEID FL123456789025)

**Test Name:**  
Grade 8 FAST PM1 ELA Reading – PBT

**Data Entry Date:**  
7/19/2023

**Next Step:**

To log out of the Data Entry Interface, select **Log Out**. If you need to enter data from a different test for this student, select **Enter More Data for This Student**. To return to the login screen to enter data for a different student, select **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.

- On the **Data Entry Completed** page, do one of the following:
  - To enter responses for the other test subject for 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.
  - To enter responses for another student, select **Enter Data for a Different Student**. The **Enter Student Information** login page appears.
  - If you have finished entering test data, select **Log Out**.

## User Support and Troubleshooting Information

For information and assistance in using the Data Entry Interface, contact the Florida Help Desk. The Help Desk is open Monday–Friday (except holidays) from 7:00 a.m. to 8:30 p.m. ET.

**Florida Help Desk**

Toll-Free Phone Support: 1-866-815-7246

Email Support:  
[FloridaHelpDesk@CambiumAssessment.com](mailto:FloridaHelpDesk@CambiumAssessment.com)

Please provide the Help Desk with a detailed description of your problem, as well as the following information as applicable:

- The district and school name
- The test name and item number
- Any error messages and/or codes that appeared
- Operating system and browser information

## Change Log

Location	Change	Date
Throughout Guide	Updated screenshots where appropriate.	8/9/23
<a href="#">Reviewing Items and Completing Data Entry</a>	Updated section with new end test procedure.	8/9/23
<a href="#">Step 1 – Log in to the DEI System</a>	Added two factor authentication information.	8/9/23

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Descriptions of the operation of the Test Information Distribution Engine, Test Delivery System, and related systems are the property of Cambium Assessment, Inc. (CAI) and are used with CAI’s permission.

