



Data Entry Interface (DEI) User Guide

2023–24



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Introduction

This user guide supports users of the Data Entry Interface (DEI) who have students participating in the FAA—Performance Task. The DEI is a component of the Online Testing System that allows authorized users to enter student assessment data.

Organization of the User Guide

This user guide includes the following sections:

[How to Access Student Tests in the DEI:](#) This section explains how to enter student information and select appropriate tests and forms.

[How to Use the Test Tools in the DEI:](#) This section describes the tools available to support users' needs in the DEI.

[How to Enter Student Responses in the DEI:](#) This section explains how to enter student responses for the FAA—Performance Task.

[How to Navigate the DEI and Submit the Test:](#) This section explains how to navigate the DEI and submit student tests.

There are also appendices with additional information and instructions.

About Testing Policies and Procedures

This document describes the features and functions of the DEI. It does not provide information about test administration policies and procedures. For information about the policies and procedures that govern secure and valid test administration, please refer to the [FAA—Performance Task Test Administration Manual \(TAM\)](#), available on the FAA Portal.

How to Access Student Tests in the DEI

This section explains how to enter student information and select the correct tests in the DEI. If you need assistance logging in to the DEI, please refer to [Appendix A: Login Information for the DEI](#).

Important Dates for the Spring 2024 FAA—Performance Task

Elementary and Middle School (Grades 3–8) and Civics End-of-Course	
Student Testing Window	February 26–April 12, 2024
Student Responses Entered into DEI	No later than 11:59 p.m. (ET) on April 12, 2024
Algebra 1, Biology 1, ELA 1, ELA 2, Geometry, and U.S. History	
Student Testing Window	March 11–April 26, 2024
Student Responses Entered into DEI	No later than 11:59 p.m. (ET) on April 26, 2024

Step 1: Activating Your TIDE User Account or Resetting Your Password

Teachers who have previously accessed the DEI will need to reset their password for the Spring 2024 FAA—Performance Task administration. To do so, navigate to the [FAA Portal](#) and, under Quick Access, select the System card for the Data Entry Interface. On the login page, select the “Request a new one for this school year” link.

For all new users, an account must first be created by a system administrator in the Test Information Distribution Engine (TIDE). Once the account has been created, each new user will receive a TIDE activation email that contains links to activate their account and to request a new activation email. The activation link is valid for only 15 minutes. After that time, the activation link will expire, and the user will need to select the Forgot Your Password? link to request a new activation email.

If a new user has not received the TIDE activation email, they are encouraged to check the spam folder. Emails are sent from DoNotReply@cambiumassessment.com, so users may need to add this address to their contact list. If the email is not in the spam folder, users should contact their AAC to confirm that they created the account in TIDE. Contact the FAA Service Center toll-free at 877-655-3001 or via email (FAAServiceCenter@cambiumassessment.com) if this step has been completed and the issue has not been resolved.

Step 2: Entering Student Information

After you log in to the DEI, the **Enter Student Information** page appears. Your system administrator will provide you with a roster of students participating in the FAA—Performance Task from TIDE. Using the information from the roster, enter the login information for the student being assessed.

Figure 1. 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 appears on the roster.
2. In the *FLEID* field, enter the student's FLEID as it appears on the roster.
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 this error appears, verify that you correctly entered the first name and FLEID. If this does not resolve the error, contact your system administrator so that they can review 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, verify all student information and confirm that it is correct. If all the information is correct, select **Next**. The *Available Tests* page appears.

Figure 2. Is This the Student? Page

Please review the following information.	
First Name Demo	FLEID DM111222333167
Last Name Performance Task	Grade 05
Date of Birth August 14, 2012	School Demo School 9005

If any of the information is incorrect, you cannot proceed with the entry of student responses until the student information has been corrected. Log out of the DEI and refer to the section below.

Correcting Student Information

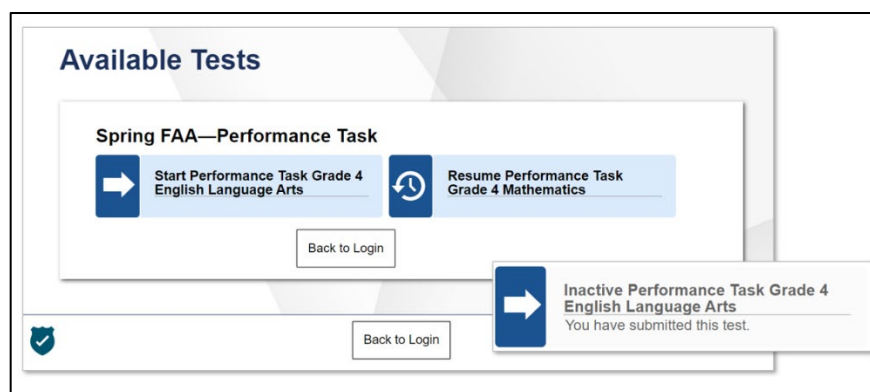
For any corrections to student information, teachers should complete a TIDE Correction Request in TIDE. Corrections to student information may include assessment grade, student name misspelling, weekend release, and/or correction of students listed or not listed in TIDE. If a change in assessment is needed, where a student is no longer participating in the FAA—Performance Task and is now participating in the FAA—Datafolio or FAST, you will need to identify in the TIDE Correction Request which assessment the student is moving to. For more information, refer to the [TIDE Quick Guide For AATs](#).

Step 4: Selecting a Test

The **Available Tests** page displays the tests available for response entry. On this page, you can select the test for the student.

NOTE: If no tests appear for the student, contact your AAC to ensure that your training status has been updated in TIDE.

Figure 3. Available Tests Page



An arrow indicates that the test has not been started and no responses have been entered or that the test has been submitted. A clock face indicates that the test has been started but is paused and still needs to be completed. Once a test has been submitted, the box is grayed-out with a message indicating that the test has been submitted.

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. If the grade associated with the student needs to be corrected, you will need to log in to TIDE and submit a TIDE Correction Request. For more information, refer to the [TIDE Quick Guide for AATs](#).

Selecting the Correct Test Form (Spring 2024 FAA—Performance Task)

Select the test name. For the Spring 2024 FAA—Performance Task, the **Select Test Form** page appears. On this page, select the form that corresponds with the student's test booklet. For example, if your student was administered Form A of the Grade 8 English Language Arts (ELA) test booklet, you would select **ELA Grade 8 Form A** in the drop-down menu.

Figure 4. Select Test Form

Step 5: Reviewing Instructions and Help

NOTE: When a test is selected, an auto-generated Session ID displays in the banner. The Session ID will be helpful if you need to contact the FAA Service Center for technical assistance.

Items Performance Task DemoLast, DemoFirst (FLEID: FL101112101435) UAT-45A4-3

After selecting a test, the **Instructions and Help** page appears. On this page, you can review the rules of the DEI and its available tools.

Figure 5. Instructions and Help Page

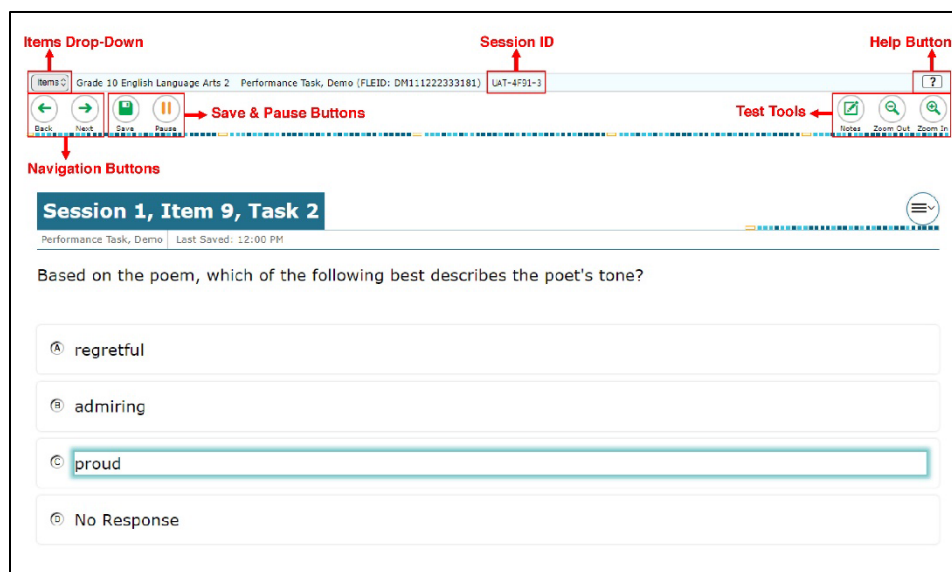
To proceed and begin response entry:

1. **Optional:** To review the test settings, select **View Test Settings**. The **Review Test Settings** window appears displaying the 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, select **Begin Test Now**.

How to Use the Test Tools in the DEI

[Figure 6](#) displays a sample DEI test page. While the content is different for each FAA—Performance Task student test, the headers and tools are similar. Some test pages may have only one item, and others may have multiple items. You must select the appropriate response option for each item. The DEI automatically captures and saves the responses when entered.

Figure 6. Sample Test Page in the DEI



Test Tools in the DEI

The DEI has several on-screen tools that support users' needs. Teachers entering data for the FAA—Performance Task will have access to the global tools in the top banner of every page in the DEI.

Global Tools

The **Items** drop-down list enables you to return to a specific test item.

The **Session ID** is a unique identifier to the current test. You should take note of this ID if you need to contact the FAA Service Center for technical assistance.

The **Navigation** buttons in the upper-left corner allow you to move between test pages.

The **Save** button allows you to save the test. Please note, the information entered in the DEI is saved automatically.

The **Pause** button allows you to pause the test. Pausing a test gives you the option to either return to the **Available Tests** page or log out of the DEI. When you return to the test, you are directed to the first page with an unanswered question.

The **End Test** button appears only after you respond to all required items. It is not shown in

[Figure 6](#). To start the test submission process, click  in the top banner.

The **Notes** tool allows you to enter notes in an on-screen notepad. These notes remain available throughout the test.

The **Zoom** buttons allow you to magnify font size. Multiple zoom levels are available.

The **Help** button in the upper-right corner opens an online version of this user guide.

How to Enter Student Responses in the DEI

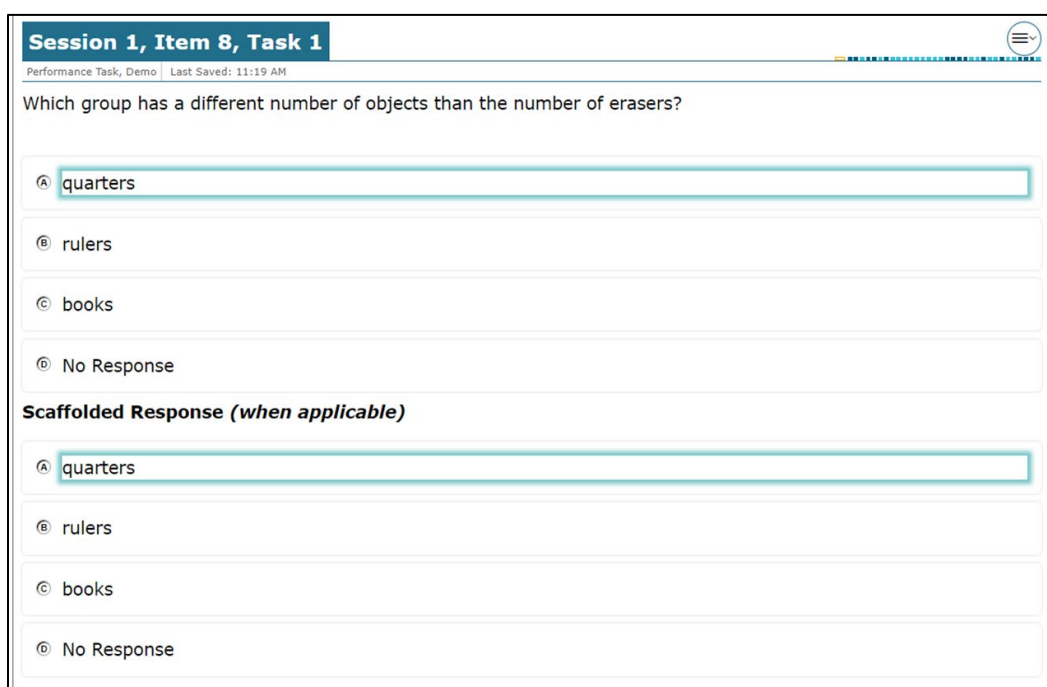
This section outlines the steps to enter student responses for the FAA—Performance Task. Teachers must enter all student responses for the FAA—Performance Task prior to the published deadline for student response entry.

The items in the DEI render similarly to the items in the test booklet for Tasks 1, 2, and 3 and the questions in Writing Prompt 1 for English language arts (ELA) assessments. First, the item includes the stimulus question from the teacher script. Then, the student response options are listed as selected-response options, with the correct response indicated with a light green border, in a similar way in which they are presented in the “Student Response” column in the test booklet.

Response Layout for Task 1

[Figure 7](#) illustrates the available responses in the DEI for Task 1 ONLY in Sessions 1 and 2. Because Task 1 includes scaffolding options, the response options are repeated. The correct response is noted by a light green border.

Figure 7. Response Layout for Task 1



Session 1, Item 8, Task 1

Performance Task, Demo | Last Saved: 11:19 AM

Which group has a different number of objects than the number of erasers?

A quarters

B rulers

C books

D No Response

Scaffolded Response (when applicable)

A quarters

B rulers

C books

D No Response

Response Layout for Multi-Select Tasks

[Figure 8](#) illustrates the available response options in the DEI for a multi-select task that requires **two** responses. Both correct responses are noted by a light green border.

Figure 8. Response Layout for Multi-Select Task

Session 1, Item 8, Task 2

Performance Task, Demo | Last Saved: 11:28 AM

Which two groups of words show how sand pine trees got their name?

because the tree grows pinecones

because the tree bark changes color

because the tree grows very tall

because the tree needs sandy dirt to grow well

No Response

Response Layout for Sorting Tasks

[Figure 9](#) illustrates the available response options in the DEI for a sorting task. The correct response will be described in the “Student Response” row in the test booklet. The teacher will then select whether the student responded correctly, incorrectly, or with no response. The correct response will be noted by a light green border.

Figure 9. Response Layout for Sorting Task

Session 1, Item 8, Task 3

DEMO, Demo | Last Saved: 4:14 PM

Which sentences go in each group?

A Correct

B Incorrect

C No Response

Response Layout for Task 2, Task 3, and Writing Prompt 1: Selected Response

[Figure 10](#) illustrates the available response options in the DEI for Task 2 and Task 3 in Sessions 1 and 2, and for Writing Prompt 1 selected-response questions in Session 3 for English language arts (ELA).

Figure 10. Task 2, Task 3, and Writing Prompt 1 Response Layout

Session 1, Item 9, Task 2

Performance Task, Demo | Last Saved: 5:21 PM

Based on the poem, which of the following best describes the poet's tone?

- A) regretful
- B) admiring
- C) proud
- D) No Response

Response Layout for Writing Prompt 2: Open Response

[Figure 11](#) illustrates a sample of the direct-entry option for the ELA open-response Writing Prompt 2. Teachers will have the option of either typing the student's response directly into the text box provided on the screen or uploading a digital copy of the completed student response template. Please refer to pages 51–62 of the [TAM](#) for more information about Writing Prompt 2.

Figure 11. Writing Prompt 2 Response Layout

Session 3, Writing Prompt 2, Question 6

Submit Digital Copy of Responses

To submit the student's response by uploading a digital copy, select Add Files below.

Upload a file

+ Add Files

Submit Direct Entry of Responses

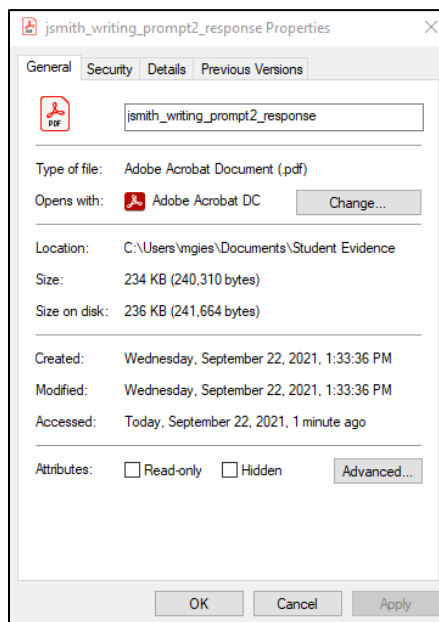
To submit the student's response by using the direct-entry option, type into the text boxes below.

1. What new title will you use for your argument?
2. What topic and claim will you write in the introduction for your argument?
3. Which reason will you include in your argument? (Reason 1)
4. Which reason will you include in your argument? (Reason 2)
5. What is the conclusion for your argument that supports the claim that teens should be aware of what advertisements say?

Supported File Size and Types

To review the size of the file, right-click on the file name and select **Properties**. A pop-up window with information on the file, including file size, appears.

Figure 12. File Properties



Any of the supported file types listed in [Table 1](#) may be uploaded, as long as each file meets the file size parameters. Before uploading a document that has been saved as a file type that is not included in the table below (e.g., .docx, .xlsx, .pptx), please convert it into a PDF file.

Table 1. Supported File Types

Supported File Types	
File Category	File Type
Image Files	GIF, JPG, JPEG, PNG, SVG
Text Files	TXT
PDF*	PDF

NOTE: Please convert any Microsoft Office files (i.e., .docx, .xlsx, .pptx) into a PDF file before uploading.

IMPORTANT: The student response template is a secure document. Once the student response is printed, the teacher must delete all electronic versions from the district-provided device or computer. Use of personal recording devices (e.g., cell phone, tablet, camera, digital recorder) to capture a student’s writing product is strictly prohibited. Student evidence may be recorded using only district-provided equipment (e.g., scanner, tablet, laptop) and submitted through a secure data upload process.

How to Navigate the DEI and Submit the Test

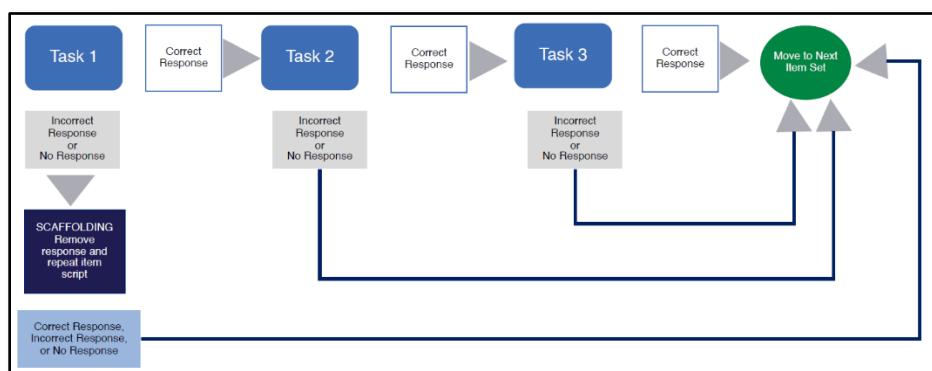
Navigation Guidelines

The items for each FAA—Performance Task student test in the DEI will follow the administration procedures that the teacher is expected to follow while administering the assessment to the student. For your reference, this section includes flowcharts that visually illustrate these administration procedures. Please refer to the [TAM](#) for in-depth information on how to administer the FAA—Performance Task.

Session 1

Session 1 includes 16 item sets comprised of three tasks each. It is administered in an adaptive format. This adaptive administration process is illustrated in [Figure 13](#) and is outlined below.

Figure 13. Session 1 Administration



- Each student starts at Task 1. A student who responds correctly moves on to Task 2. A student who responds incorrectly to Task 1 will be readministered the task with scaffolding (refer to page 34 of the [TAM](#) for more information). After the task is readministered with scaffolding, the student moves on to the next item set.
- Each student who responds correctly at the Task 2 level moves on to the Task 3 level. A student who responds incorrectly or provides no response at the Task 2 level will move on to the next item set.
- Following the administration of Task 3, regardless of whether the student responds correctly, incorrectly, or provides no response, he or she will move on to the next item set.

As the teacher enters responses into the DEI, a similar adaptive process occurs. The following example illustrates how the DEI adapts as student responses are entered for an item.

- **The student responded incorrectly to Item 1, Task 1, but then answered correctly when the task was presented again when the teacher used scaffolding.**

In this case, the teacher would select the incorrect answer initially chosen by the student for Item 1, Task 1 in the “Student Response” row. Then the teacher would select the correct answer chosen by the student in the “Scaffolded Response” section. Because the student did not respond to the task correctly on the first attempt, the administration procedures indicate that the student would then be administered Item 2, Task 1. The next question presented in the DEI would then be Item 2, Task 1.

Correcting Student Responses in Session 1

When Session 1 student responses are entered into the DEI, the DEI will adapt based on the first time a response to a task is entered, and you cannot change previously entered responses. Therefore, it is critical that you enter the student responses accurately. If a mistake is made while entering Session 1 student responses into the DEI, the test will need to be reset.

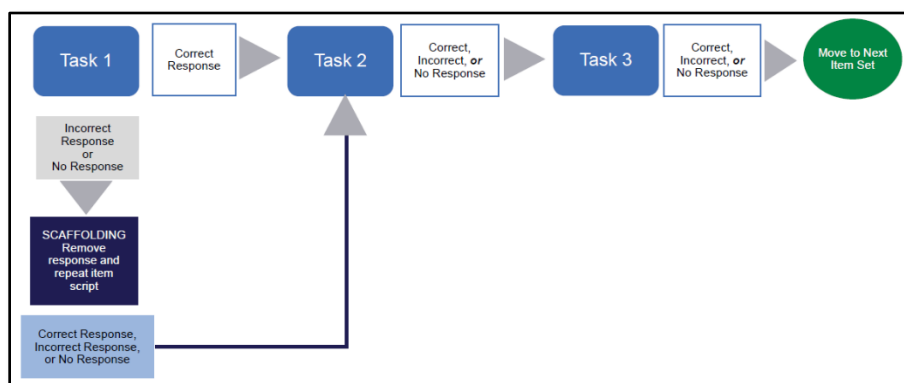
Consider the following example: During administration, you administer Task 1 of an item set. The student responds correctly at Task 1, and you proceed to administer Task 2. When entering this student's responses into the DEI, you accidentally select a response option other than the one provided by the student and, after selecting Next, you are moved to the next item set instead of Task 2. You realize the error. At this point, the test must be reset. You should pause the test in the DEI, log in to TIDE, and create a request to reset the test. For information about creating requests, refer to the [TIDE Quick Guide For AATs](#).

Test resets are managed in TIDE and must be approved by an SLC or AAC. When your request is approved, the test will be reset. You may then go back into the DEI and reenter the student's responses.

Session 2

Session 2 includes three or four item sets comprised of three tasks each. Session 2 is *not* administered in an adaptive format. Each student starts at Task 1, then moves on to Task 2 and Task 3 regardless of whether they answer each task correctly, incorrectly, or with no response. Scaffolding procedures apply at Task 1 for Session 2 administration. The administration process for Session 2 is illustrated in [Figure 14](#).

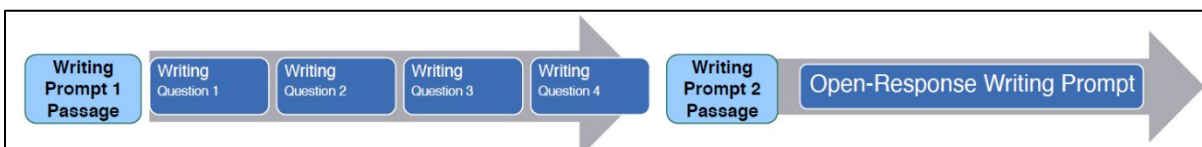
Figure 14. Session 2 Administration



Session 3 (English Language Arts Only)

All students in grades 4–10 who are participating in FAA—Performance Task ELA assessments will be administered Writing Prompts 1 and 2 in Session 3. Writing Prompt 1 includes four selected-response questions. These questions are not administered in an adaptive format, and there are no scaffolding procedures. Students will also create a writing product for Writing Prompt 2. Information on how teachers will submit responses for Writing Prompt 2 is included in the [Response Layout for Writing Prompt 2: Open Response](#) section. The administration process for Session 3 is illustrated in [Figure 15](#).

Figure 15. Session 3 Administration (ELA Only)



Navigating to Items

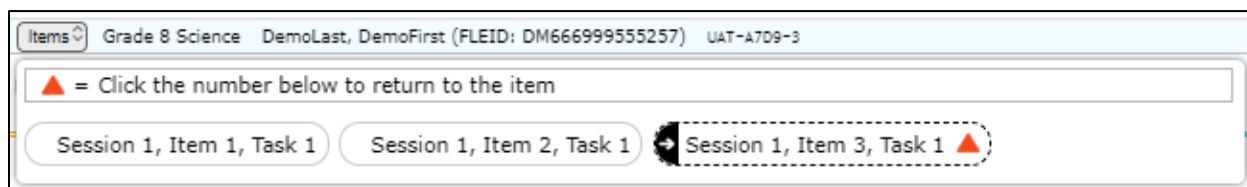
For all tasks presented in the DEI, after you select a response, select **Next** to go to the next task. To return to a previous page, select **Back**. Do **not** attempt to change a previously entered response. If you have entered a response incorrectly, pause the test and create a request in TIDE to reset the test. More information on creating requests in TIDE is available in [TIDE Quick Guide For AATs](#) on the FAA Portal.

You can navigate through the tasks in an item set one at a time by selecting the **Back** or **Next** buttons at the top of the screen. Alternatively, you can go directly to a specific task in an item set by selecting the appropriate number from the **Items** drop-down list.

Figure 16. Navigation Buttons



Figure 17. Items Drop-Down



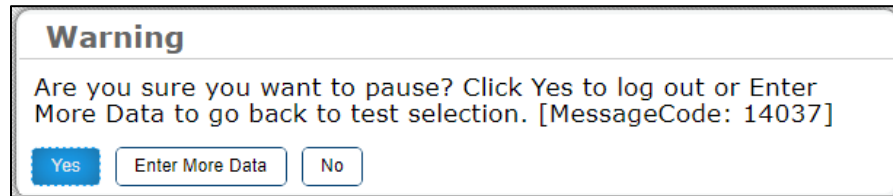
Pausing the Test

You may pause the test at any time. The DEI automatically saves uploaded data. Pausing the test does not impact previous entries. When you are ready to resume response entry for the student, select the appropriate test on the **Available Tests** page. The DEI opens the test to the first page with an unanswered question. You may also go back to review previously entered responses. However, if you discover during review that you have entered a response option other than the one provided by the student, you must pause the test and create a request in TIDE to reset the test. Do **not** attempt to change previously entered responses. More information on creating requests in TIDE is available in the [TIDE Quick Guide For AATs](#).

To pause the test:

1. Select the **Pause** button in the upper-right corner. A warning message appears.

Figure 18. Pause Confirmation Message



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)

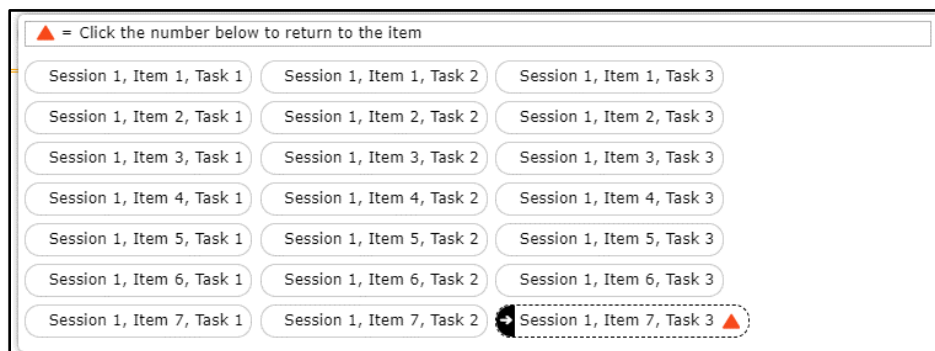
As a security measure, you are automatically logged out after 20 minutes of inactivity. Before the system logs you out, a warning message appears on the screen. If you do not click **OK** within 30 seconds, you are logged out.

Once a response is entered, it is automatically saved. Pausing the test does not impact any previously entered responses.

Reviewing Entered Responses

As you proceed through the test in the DEI, you can use the **Items** drop-down list to review previously entered responses. When you click the **Items** drop-down in the banner, the list of previously recorded items displays by Session number, Item number, and Task number.

Figure 19. Items Drop-Down List



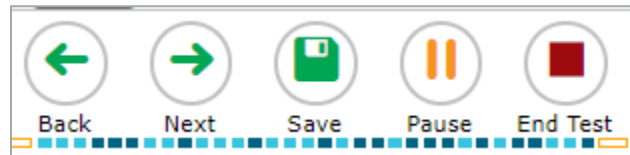
The task you were on when you clicked the **Items** drop-down is indicated with a white arrow displayed on a black background. An orange triangle indicates a task for which a student response has not been entered. For accuracy, you should use the **Items** drop-down periodically to review previously entered responses and determine which items and/or tasks remain in need of attention.

NOTE: If you discover that you have entered a response option other than the one provided by the student, pause the test in the DEI. Log in to TIDE and create a request to reset the test. Do not attempt to change previously entered responses.

Completing Response Entry

The **End Test** button appears in the banner after you have responded to all required questions.

Figure 20. End Test Button (far right)



When you select **End Test**, an attention message pops up advising that you have reached the end of the test. The user will select **Yes** to go to the next page or **No** to return to the test. When you select Yes, the **Submit Performance Task** page appears.

Figure 21. Attention Message

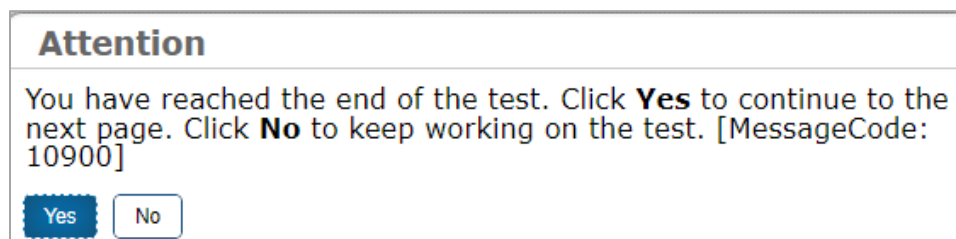
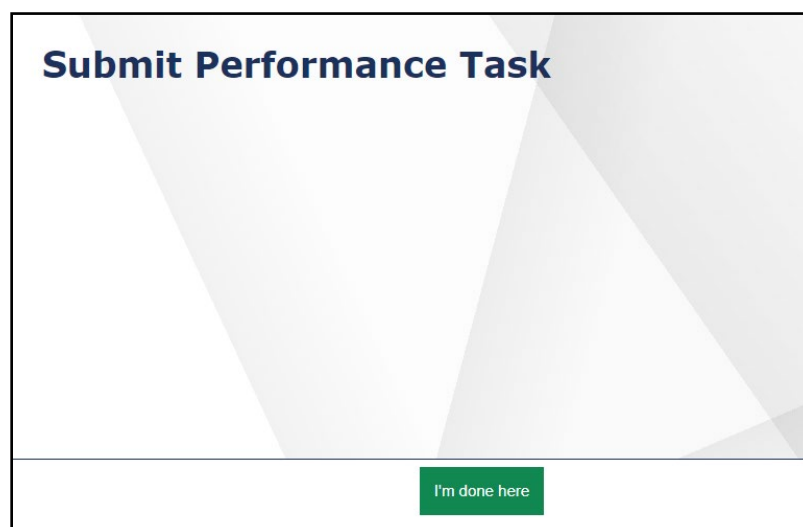
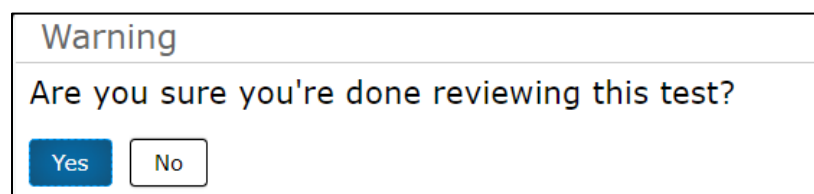


Figure 22. Submit Performance Task Page



To submit the test, select **I'm done here**. A warning message will pop-up confirming you are done reviewing the test. Select **Yes** to continue to the **Performance Task Completed** page. After you select **Yes** on the warning message, you cannot log back in and review the responses you entered.

Figure 23. Warning Message



Performance Task Completed Page

Once the test has been submitted, the **Performance Task Completed** page appears, displaying the student’s name, the test name, and the response entry completion date.

Figure 24. Performance Task Completed Page

Performance Task Completed

Student Name:
Performance Task, Demo (FLEID
DM111222333181)

Test Name:
Performance Task Grade3 English Language
Arts

Today's Date:
4/9/2024

Next Step:
To log out of the Performance Task Application, select **Log Out**.
In accordance with the Family Educational Rights and Privacy Act (FERPA), the disclosure of personally identifiable information is prohibited by law.

Log Out Enter More Data for This Student Enter Data for a Different Student

Performance Task Completed page options:

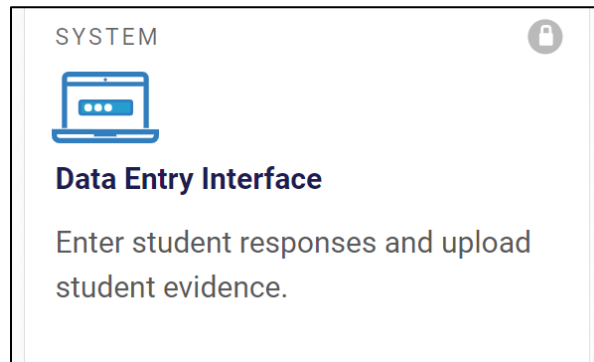
If you are finished working in the DEI want to end your session, select **Log Out**. Select **Enter More Data for This Student** to complete another available test for the same student without having to repeat the student login process. You are returned to the **Available Tests** page. From there, you can proceed through the test selection process. To access an available test for a different student, select **Enter Data for a Different Student**. You are returned to the **Enter Student Information** page.

Appendix A. Login Information for the DEI

Authorized users can access the DEI via the FAA Portal.

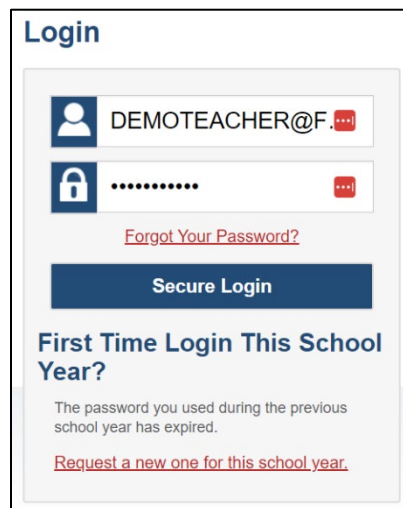
1. On the [FAA Portal](#) home page, navigate to the Quick Access section and select the **Data Entry Interface** card.

Figure 25. Data Entry Interface Card



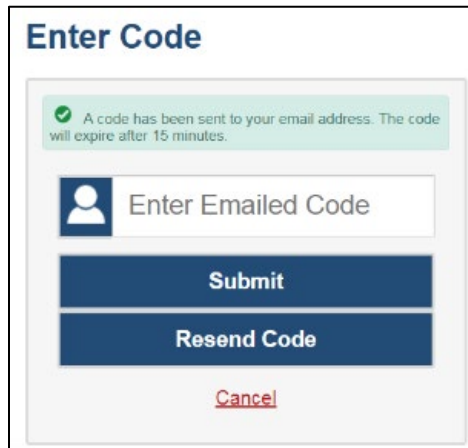
2. In the **Login** page that appears, enter your email address and password.

Figure 26. Login Page



3. Select **Secure Login**. The **Enter Student Information** page appears (see [Figure 1](#)).
 - a. If you have not logged in using this browser before, or if you have cleared your browser cache, the **Enter Code** page appears. An authentication code has been sent to the email address associated with your TIDE account.

Figure 27. Enter Code Page



The screenshot shows a web interface titled "Enter Code". At the top, there is a green notification box with a checkmark icon and the text: "A code has been sent to your email address. The code will expire after 15 minutes." Below this is a white input field with a person icon on the left and the placeholder text "Enter Emailed Code". Underneath the input field are two dark blue buttons: "Submit" and "Resend Code". At the bottom center, there is a red "Cancel" link.

- In the *Enter Emailed Code* field, enter the emailed code.
- Click **Submit** to log in to the DEI.

Appendix B: User Support and Troubleshooting Information

User Support

For information and assistance in using the DEI, contact the FAA Service Center. The Service Center is open Monday through Friday, from 7:00 a.m. to 8:30 p.m. eastern time (except holidays or as otherwise indicated on the FAA Portal).

<p style="text-align: center;">FAA Service Center Phone: 1-877-655-3001 Email Support: FAAServiceCenter@cambiumassessment.com Chat: https://faa.fsassessments.org/contact.html</p>
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To assist with your issue or question, please provide the FAA Service Center with detailed information that may include the following:

- The district and school name
- The FLEID of the student whose test was affected by the issue
- The teacher's name and contact information
- The test name and item number
- Any error messages and codes that appeared
- Operating system and browser information

Username and Password Issues

Your username for logging in to the DEI 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 has expired:

In the activation email you received, select the second link provided and proceed to request a new temporary link.

If you forgot your password:

On the **Login** page, select **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 level coordinator (SLC) or alternate assessment coordinator (AAC) to make sure you are listed in TIDE.

Additional help:

If you are unable to log in, contact the FAA Service Center for assistance. You must provide your name and email address.