HOW TO ACCESS THE DATA ENTRY INTERFACE (DEI)

This document provides instructions describing how to access the Data Entry Interface (DEI). The DEI is used for the following tasks:

- Submission of the Connecticut Alternate Assessment Eligibility Form*
- Submission of the Connecticut Alternate Science (CTAS) Assessment Student Ratings Recorded on the Student Score Worksheet*
- Transcription of Large Print and Braille Student Responses for the Smarter Balanced Summative Assessment and the Next Generation Science Standards (NGSS) Assessment
- Transcription of Out-of-State Tester Student Responses for the Smarter Balanced Summative Assessment and the NGSS Assessment

*NOTE: Only Trained TEAs have user permissions to submit the Connecticut Alternate Assessment Eligibility Form and CTAS Student Score Worksheet through the DEI.

LOG IN TO THE DEI

1. From the CSDE Comprehensive Assessment Program Portal (https://ct.portal.airast.org/), select a program card.
2. Click the Data Entry Interface card. The DEI login page appears.
3. Enter your school email address and password associated with your TIDE account, then click Secure Login. The DEI appears.
ENTER AND CONFIRM STUDENT INFORMATION

1. On the Enter Student Information page, enter the student’s First Name and Student ID (SASID), taking care to ensure that the student information matches the information included in the Public School Information System (PSIS) and in TIDE. Click Sign In to continue.

2. The Is This the Student? page will appear to allow for review of the student’s first name, grade, student ID and school. If the information is correct, click Yes to continue. If the screen displays incorrect information, click No and contact your District or School Test Coordinator.
SELECT A TASK

1. The **Tasks for This Student** page includes eligible tasks for data entry. You may start or resume tasks that have the words **Start** or **Resume** preceding the task name.

   **Note:** For the purposes of this brochure, only the Connecticut Alternate Assessment Eligibility Form is featured on the Tasks for This Student page. Only relevant tasks will appear for your student based on the student’s information in TIDE.

   Tasks that have been completed for the student will appear with the word **Inactive** next to the task name. The text for inactive tasks is shaded in a light grey and the task will not be selectable.

2. The **Choose a Task** page will allow you to select the task based on your selection in Step 1. Click the **Next** button to proceed to the next page.

3. The **Instructions and Help** page appears. Click **Begin Task Now** to begin entering data for the task that you have selected.
COMPLETE, REVIEW, AND SUBMIT A TASK

1. Respond to the items in the task appropriately for the student.

2. Once all items are completed, the Finished button will appear at the top of the screen. Click Finished to complete the task and proceed to the review page.

3. On the You are finished entering data page, you may review or edit data entered for the task. To review or edit data, select the item that you wish to review. Once you have verified that the data you have entered is accurate, click I am finished with this task.

4. Select Yes to submit the task. Select No if the task needs to be reviewed again.
Once submitted, the *Finished Reviewing Task* page will appear. To enter more data in the DEI, do one of the following:

- To enter data for another task for the same student, click **Enter More Data for This Student**.
- To continue data entry for another student, click **Enter Data for a Different Student**.

If you are finished entering data, click **Log Out** to exit the DEI.

Contact the Connecticut Comprehensive Assessment Program Help Desk for additional guidance.

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