
Appendix 2.6

Extended Assessment: Data Entry

Getting Started

1) Login

The screenshot shows a web browser displaying the Oregon Department of Education (ODE) Data Enterprise website at <https://district.ode.state.or.us/home/>. The page title is "District Home - ODE District". The navigation bar includes links for Special Ed Connection, Projects, Report Card Resource Arc..., BRT Online Training (3), User Dashboard, Sitemap, Log In, and Help.

Welcome to the ODE District Web Site

This site hosts centralized data collection applications for all offices within the **Oregon Department of Education**. Among these pages, you will find the latest information and news regarding statewide implementation of finance and data collection systems, program documentation, and data loading instructions spanning most of ODE's web-based applications.

If you have a login and password, use the Quick Login to get to applications you are associated with. If you have problems locating something, try our new search option located at the top of the page!

Recent News ...view all | **Upcoming Events** ...view all

- Achievement Data Insight: Kindergarten Assessment 2015-16 Report Validation Window Closed
- Extended Assessment: Testing and Data Entry Windows
- Achievement Data Insight: Final Fall Membership Data Available
- Second Period Cumulative ADM: Audit/Review Window
- Achievement Data Insight: Kindergarten Assessment 2015-16 Report Validation Window - Updated
- Staff Position Collection: Open through **February 1, 2016**
- Staff Position Collection Open **December 17 - February 1**
- Achievement Data Insight: Graduation and Dropout Validations **Closing Friday, December 11**
- Staff Position: Video Training Today, **December 10** at 2 PM
- Second Period Cumulative ADM: Collection Open **December 10 - January 11**

Schedule of Due Dates ...view all

- Monday, January 11, 2016
 - Second Period Cumulative ADM 15-16 (7/1 - 12/31) (Opened on 12/10/2015)
- Friday, January 22, 2016
 - Validation - Fall Membership 2015-2016 (Opened on 11/12/2015)
- Tuesday, January 26, 2016
 - Validation - Kindergarten Assessment 2015-2016 (Opened on 1/11/2016)
- Monday, February 1, 2016
 - Staff Position 15-16 (Opened on 12/17/2015)
- Friday, February 12, 2016
 - Division 22 Standards for Public Elementary and Secondary Schools 15-16 (Paper) (Opened on 10/29/2015)
- Monday, February 15, 2016
 - Facility Grant 15-16 (Paper) (Opened on 12/17/2015)
- Friday, February 26, 2016

QUICK LOGIN

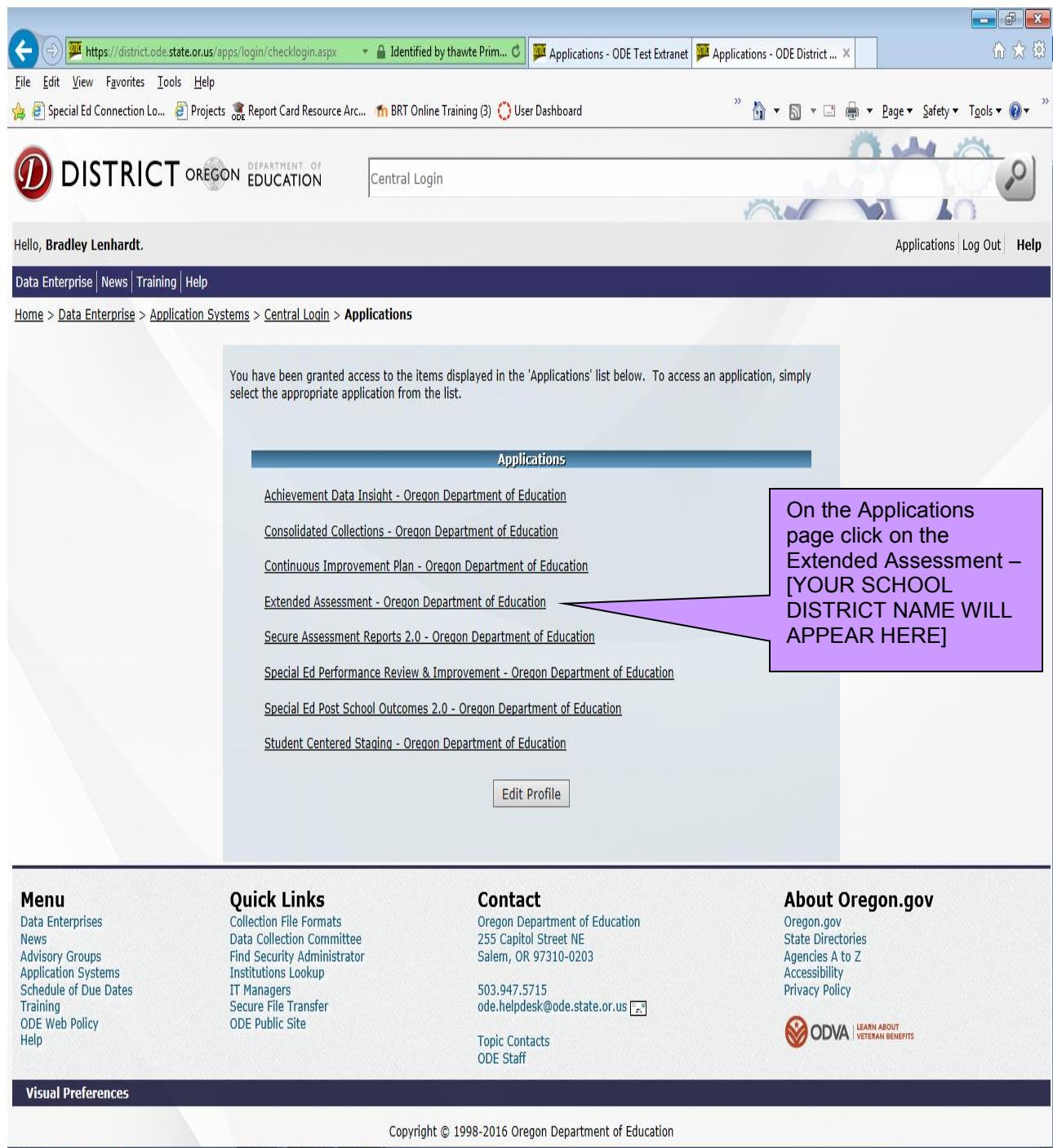
User Name:
 Password:

[Forgot User Name or Password?](#)

QUICK LINKS

[Collection File Formats](#)
[Data Collection Committee](#)
[Data NEWSline](#)
[ODE Data Collection Partnership](#)
[Digital Learning Advisory Council](#)
[Find Security Administrator](#)
[Institutions Lookup](#)
[IT Managers](#)
[Free and Reduced Lunch](#)
[Secure File Transfer](#)
[Visual Preferences](#)
[ODE Public Site](#)

- 2) On the Applications page click on the “Extended Assessment - Oregon Department of Education” link



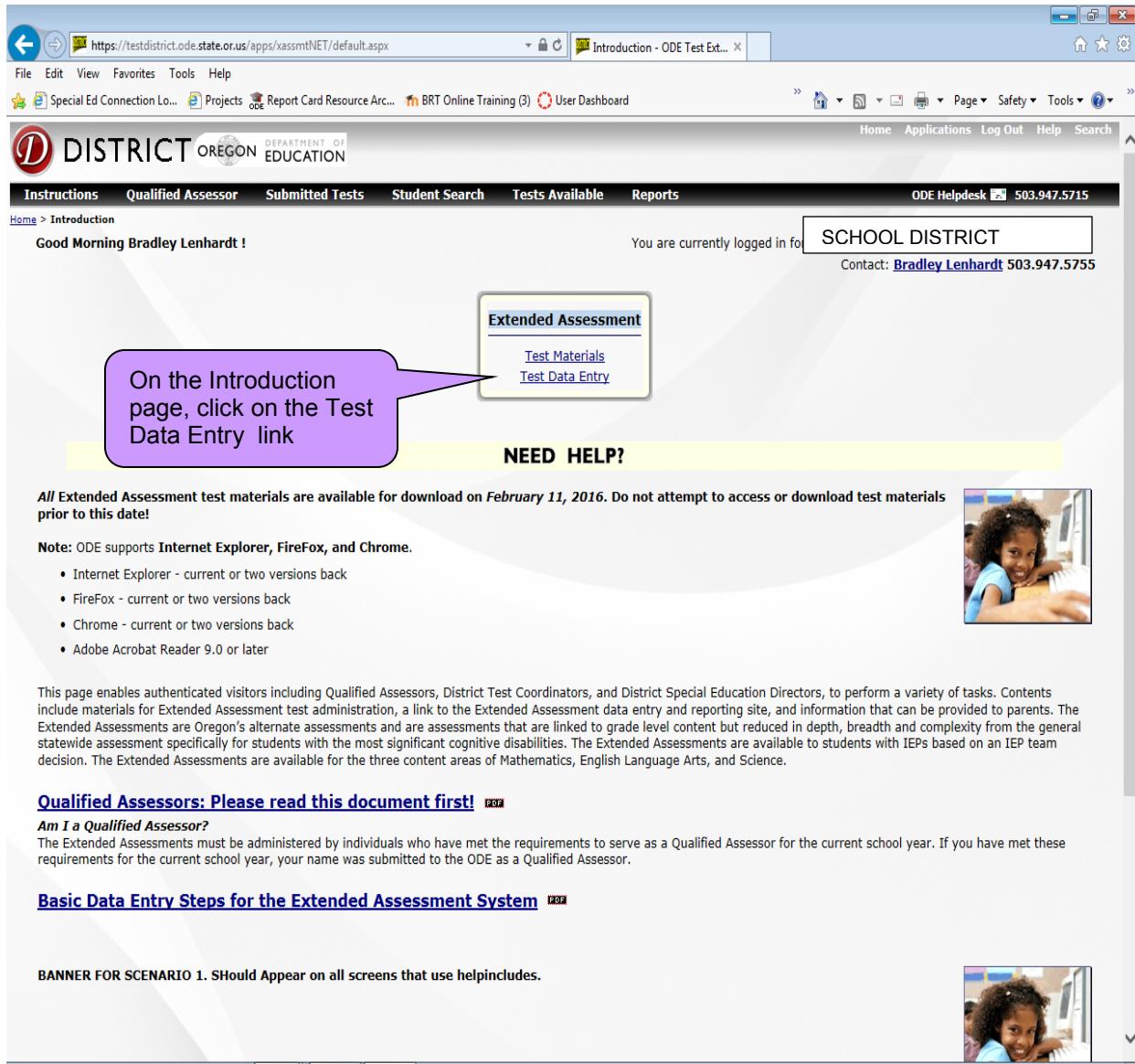
The screenshot shows a computer screen displaying the Oregon Department of Education's Application Systems interface. The browser address bar shows the URL <https://district.ode.state.or.us/apps/login/checklogin.aspx>. The page title is "Applications - ODE Test Extranet". The main content area is titled "Applications" and lists several applications:

- [Achievement Data Insight - Oregon Department of Education](#)
- [Consolidated Collections - Oregon Department of Education](#)
- [Continuous Improvement Plan - Oregon Department of Education](#)
- [Extended Assessment - Oregon Department of Education](#)
- [Secure Assessment Reports 2.0 - Oregon Department of Education](#)
- [Special Ed Performance Review & Improvement - Oregon Department of Education](#)
- [Special Ed Post School Outcomes 2.0 - Oregon Department of Education](#)
- [Student Centered Staging - Oregon Department of Education](#)

A purple callout box points to the "Extended Assessment - Oregon Department of Education" link with the text: "On the Applications page click on the Extended Assessment - [YOUR SCHOOL DISTRICT NAME WILL APPEAR HERE]".

The page also includes a "Central Login" button, a navigation menu with links like "Data Enterprise", "News", "Training", and "Help", and a footer with links for "Menu", "Quick Links", "Contact", and "About Oregon.gov".

- 1) Once you select the “Extended Assessment – [Name of your school district]” link you will find two links in the “**Extended Assessment**” box:
 1) “Test Materials” (a link to the Extended Assessment test materials (Scoring Protocol and Student Materials) for each subject area and grade level) and 2) “Test Data Entry”. For our purposes--entering a student(s) Extended Assessment data--select the “Test Data Entry” link.

A screenshot of a web browser displaying the Oregon Department of Education's Test Materials page. The URL is https://testdistrict.ode.state.or.us/apps/xassmtNET/default.aspx. The page header includes the ODE logo, navigation links like File, Edit, View, Favorites, Tools, Help, and a search bar. A top menu bar has links for Special Ed Connection, Projects, Report Card Resource Arc..., BRT Online Training, User Dashboard, Home, Applications, Log Out, Help, and Search. A sidebar on the left shows a navigation tree: Home > Introduction. The main content area displays a message "Good Morning Bradley Lenhardt!" and a status bar indicating "You are currently logged in as SCHOOL DISTRICT". A callout bubble points to the "Test Data Entry" link within a box labeled "Extended Assessment". Below this, a "NEED HELP?" section features a photo of a smiling child and a note about download availability. A "Qualified Assessors" section follows, along with a "Basic Data Entry Steps for the Extended Assessment System" PDF link. A banner at the bottom states "BANNER FOR SCENARIO 1. SHOULD APPEAR on all screens that use helpincludes.".

On the Introduction page, click on the Test Data Entry link

Extended Assessment

[Test Materials](#)
[Test Data Entry](#)

NEED HELP?

All Extended Assessment test materials are available for download on **February 11, 2016**. Do not attempt to access or download test materials prior to this date!

Note: ODE supports **Internet Explorer, FireFox, and Chrome**.

- Internet Explorer - current or two versions back
- FireFox - current or two versions back
- Chrome - current or two versions back
- Adobe Acrobat Reader 9.0 or later

This page enables authenticated visitors including Qualified Assessors, District Test Coordinators, and District Special Education Directors, to perform a variety of tasks. Contents include materials for Extended Assessment test administration, a link to the Extended Assessment data entry and reporting site, and information that can be provided to parents. The Extended Assessments are Oregon's alternate assessments and are assessments that are linked to grade level content but reduced in depth, breadth and complexity from the general statewide assessment specifically for students with the most significant cognitive disabilities. The Extended Assessments are available to students with IEPs based on an IEP team decision. The Extended Assessments are available for the three content areas of Mathematics, English Language Arts, and Science.

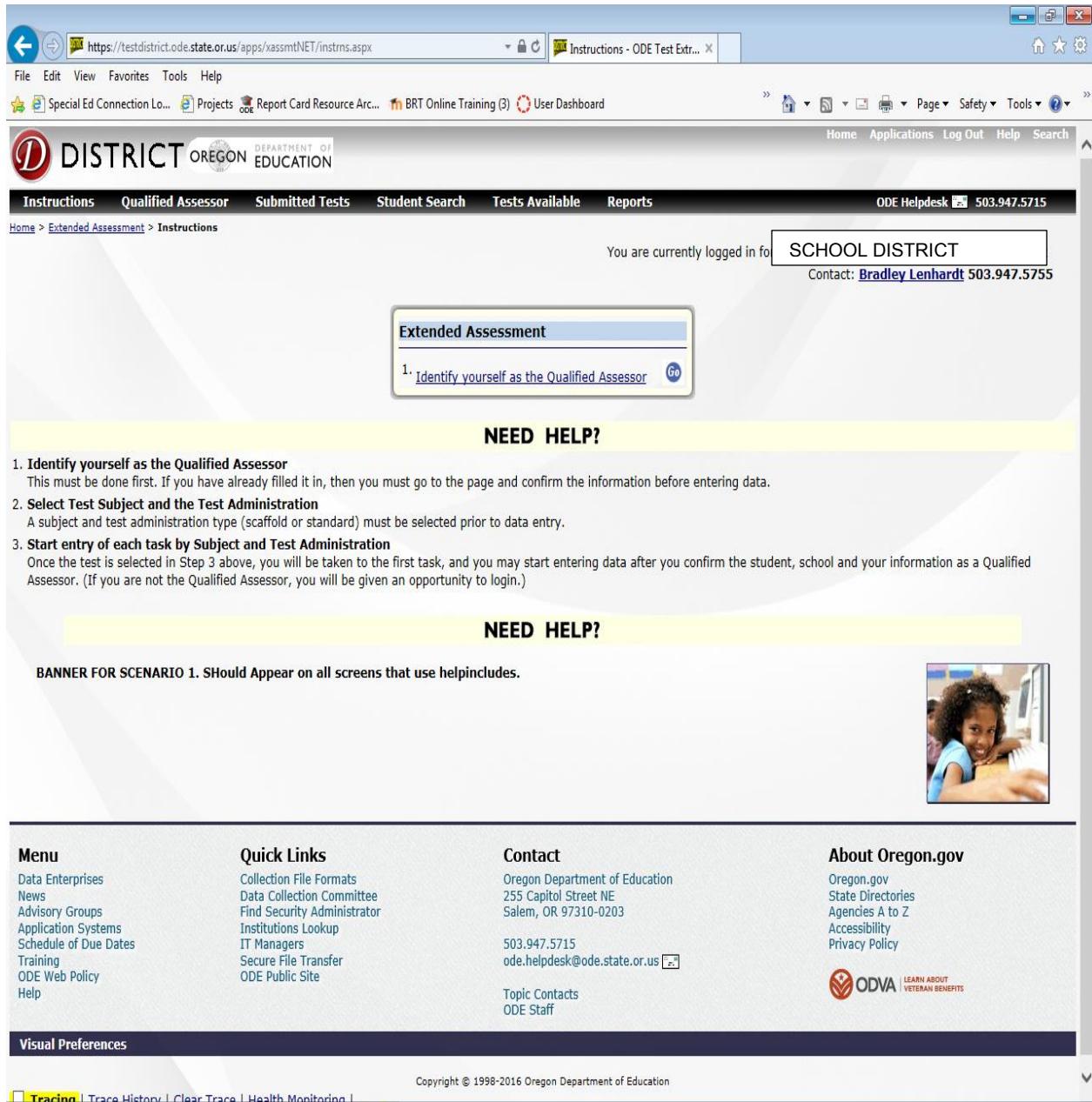
Qualified Assessors: Please read this document first! [PDF](#)

Am I a Qualified Assessor?
The Extended Assessments must be administered by individuals who have met the requirements to serve as a Qualified Assessor for the current school year. If you have met these requirements for the current school year, your name was submitted to the ODE as a Qualified Assessor.

Basic Data Entry Steps for the Extended Assessment System [PDF](#)

BANNER FOR SCENARIO 1. SHOULD APPEAR on all screens that use helpincludes.

- 2) Having selected the “Test Data Entry” link you’ll see a link in the Extended Assessment box. Select the "Identify yourself as the Qualified Assessor" link.**



The screenshot shows a web browser window for the Oregon Department of Education's Test Data Entry system. The URL is https://testdistrict.ode.state.or.us/apps/xassmtNET/instrns.aspx. The page title is "Instructions - ODE Test Extr...". The main content area has a header "Extended Assessment" and a sub-step "1. Identify yourself as the Qualified Assessor". Below this, there is a yellow banner with the text "NEED HELP?". Underneath the banner, there is a list of three steps:

1. Identify yourself as the Qualified Assessor
2. Select Test Subject and the Test Administration
3. Start entry of each task by Subject and Test Administration

Each step has a brief description and a note. Step 1 notes that it must be done first if already filled. Step 2 notes that a subject and test administration type must be selected. Step 3 notes that once selected, the user will be taken to the first task. A "Contact" section at the top right shows "SCHOOL DISTRICT" and "Contact: Bradley Lenhardt 503.947.5755". At the bottom, there is a "Visual Preferences" bar with "Tracing" and other options, and a copyright notice for the Oregon Department of Education.

- 3) Enter the “Qualified Assessor” and “Data Submitter” information and select “I understand and accept responsibility as outlined above.”

SCHOOL DISTRICT
Contact: [Bradley Lenhardt](#) 503.947.5755

**Extended Assessment
Qualified Assessor Information**

Qualified Administrator/Assessor Demographics
Qualified Assessor (automatically filled from login):

Login Name: dataowner

Qualified Assessor is:

First Name: Bradley **Last Name:** Lenhardt

Your Name (Data Submitter) is:

First Name: Bradley **Last Name:** Lenhardt

Schools and districts are responsible for entering accurate information into the data entry system. The Qualified Assessor responsible for assessing the student will also be held responsible for the accuracy of the data as entered and may be contacted by ODE; however, districts may decide that someone other than the Qualified Assessor will have access to data entry.

I understand and accept responsibility as outlined above
 I decline

NEED HELP?

BANNER FOR SCENARIO 1. SHOULD Appear on all screens that use helpincludes.

Menu

- Data Enterprises
- News
- Advisory Groups
- Application Systems
- Schedule of Due Dates
- Training
- ODE Web Policy

Quick Links

- Collection File Formats
- Data Collection Committee
- Find Security Administrator
- Institutions Lookup
- IT Managers
- Secure File Transfer
- ODE Public Site

Contact

Oregon Department of Education
255 Capitol Street NE
Salem, OR 97310-0203
503.947.5715
ode.helpdesk@ode.state.or.us

About Oregon.gov

- Oregon.gov
- State Directories
- Agencies A to Z
- Accessibility
- Privacy Policy

 LEARN ABOUT

Searching for the Student

- 1) The search engine works best when you limit the number of search parameters. ODE recommends searching for the student by entering his/her SSID only. (Note: Make sure the SSID is the state ID and not a district ID).

The screenshot shows a Microsoft Internet Explorer window displaying the Oregon Department of Education's Extended Assessment - ODE District Site. The URL is https://district.ode.state.or.us/apps/xassmtNET/stdtschl.aspx. The page title is "Extended Assessment - ODE District Site". The main navigation menu includes Applications, Introduction, Instructions, Qualified Assessor, Submitted Tests, Student Search, Tests Available, and Reports. The "Student Search" link is highlighted. Below the menu, a breadcrumb trail shows "Extended Assessment > Student and School Information". A message "You are currently logged in for" is displayed above the search form. The search form is titled "Student and School Information" and contains a "Select Search Parameters" section. It includes fields for District ID, School ID, Enrolled Grade (with options 03, 04, 05), SSID(s) (with a note "Use ',' to separate SSIDs"), District Student ID, SSN, First Name, Last Name, Date of Birth (MMDDYYYY), and Gender. A "Search" button is at the bottom. A callout bubble from the "SSID(s)" field provides instructions: "On the Student and School Information page, enter as many (or as few) search parameters as are needed to pull up a student list (e.g., District, School, Enrolled Grade)". Another callout bubble from the "SSID(s)" field states: "SSID is usually sufficient information to select an individual student. Make sure the SSID is the state ID." The status bar at the bottom shows "Done", "Internet", "100%", "12:01 PM", and several open application icons.

- 2) Once you have entered the student(s) SSID(s) select the “Search” button.

The screenshot shows a Microsoft Internet Explorer window with the title "Extended Assessment - ODE District Site - Microsoft Internet Explorer provided by Oregon Department of Education". The URL is https://district.ode.state.or.us/apps/xassmtNET/stdtschl.aspx. The page header includes "Oregon Department of Education [US]" and "Live Search". Below the header is a toolbar with various icons. The main content area has a blue header "Student and School Information" and a sub-header "Select Search Parameters". The search form contains the following fields:

- District ID: Oregon Department of Education.....2336
- School ID: Oregon Department of Education.....2336
- Show Implicitly Administered Institutions (checkbox)
- Enrolled Grade: dropdown menu showing 03, 04, 05
- District Student ID: text input field
- SSID(s): text input field containing 12241636 (with note: "Use ',' to separate SSIDs")
- SSN: text input field
- First Name: text input field
- Last Name: text input field
- Date of Birth: text input field
- MMDDYYYY: text input field
- Gender: dropdown menu
- Search: button

A yellow callout bubble labeled "NEED HELP?" points to the "Search" button with the instruction: "Once you've entered all the parameters, select the Search button". A numbered step "1) Select the search parameters that you wish to search by." is also present.

3) Once the list(s) of student(s) appears, check to see if the name in the Qualified Assessor box is accurate. If not, follow these steps to make the necessary change(s):

- a) Check ("x") the blank box to the left of the student's name for which you want to change the name of the assessor,
- b) Click on the "Modify Assessor" button,
- c) Type in the correct name, and
- d) Click "Save".

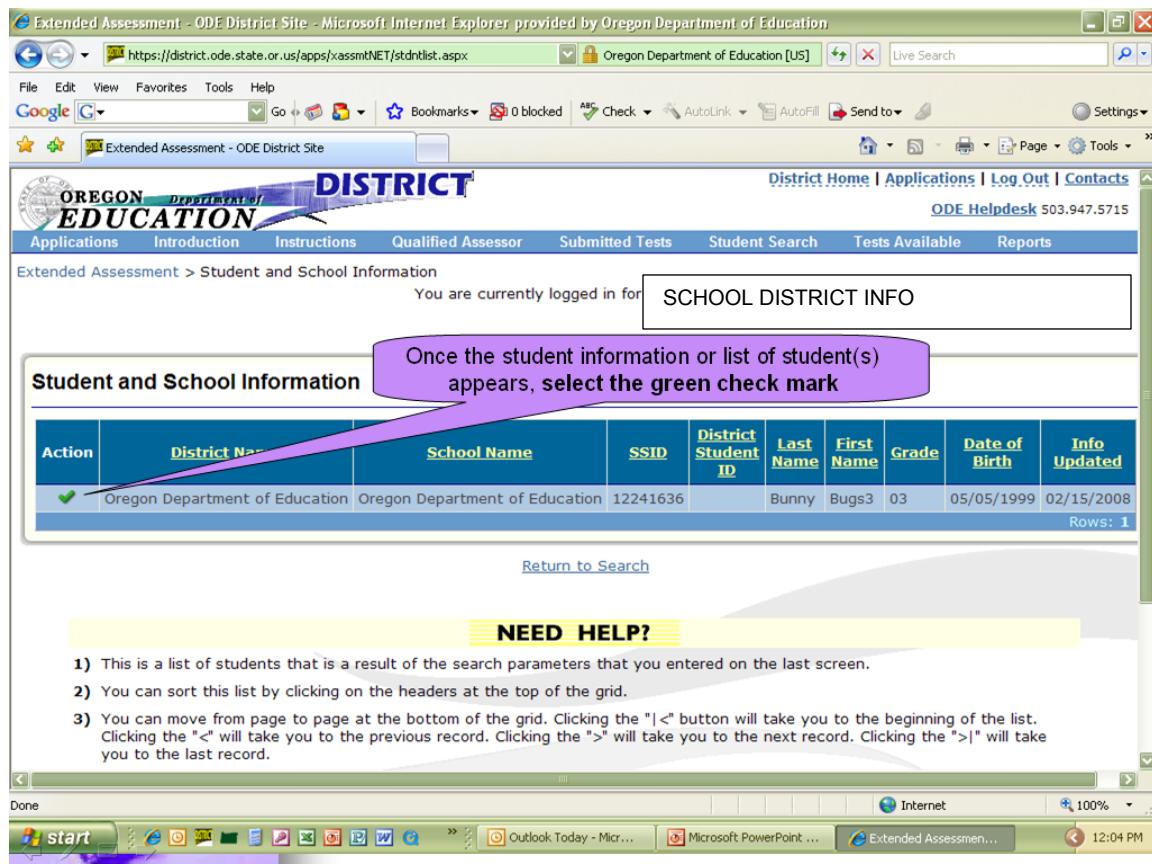
If there's a need to change the name of a student's assessor, you can do so by:

- 1) Checking the blank box to the left of the student(s) for which you want to change the name of the assessor,
- 2) Clicking on the "Modify Assessor" button,
- 3) Typing in the correct name, and
- 4) Clicking "Save".

Action	School ID	Test Name	Completed Tasks	Grade	SSID	Name	Name
<input type="checkbox"/>	2336	Oregon Department of Education	Reading-High-Standard	1	10	Bunny	Bugs1
<input checked="" type="checkbox"/>	2336	Oregon Department of Education	Math-High-Scaffold	1	10	Bunny	Bugs1

- 4) To enter data on a particular student, select the green check mark on the left of the student's information.

(Note: You can use the column headers to sort student lists; you may also re-format how many students will show up on each page by using the arrows at the bottom of the student list)



The screenshot shows a Microsoft Internet Explorer window displaying the 'Extended Assessment - ODE District Site'. The URL is <https://district.ode.state.or.us/apps/xassmtNET/stdntlist.aspx>. The page title is 'DISTRICT' with the 'OREGON DEPARTMENT OF EDUCATION' logo. The menu bar includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The toolbar includes 'Google', 'Go', 'Bookmarks', 'Check', 'AutoLink', 'AutoFill', 'Send to', and 'Settings'. The address bar shows the current page. The main content area has a header 'District Home | Applications | Log Out | Contacts' and 'ODE Helpdesk 503.947.5715'. Below this is a navigation menu with links: 'Applications', 'Introduction', 'Instructions', 'Qualified Assessor', 'Submitted Tests', 'Student Search', 'Tests Available', and 'Reports'. The 'Student Search' link is underlined. The sub-page title is 'Extended Assessment > Student and School Information'. A message says 'You are currently logged in for [REDACTED] SCHOOL DISTRICT INFO'. A purple callout bubble with white text reads: 'Once the student information or list of student(s) appears, select the green check mark'. The main table has columns: Action, District Name, School Name, SSID, District Student ID, Last Name, First Name, Grade, Date of Birth, and Info Updated. The first row shows: Action (with a green checkmark), District Name (Oregon Department of Education), School Name (Oregon Department of Education), SSID (12241636), District Student ID (Bunny), Last Name (Bugs3), First Name (03), Grade (05/05/1999), Date of Birth (02/15/2008), and Info Updated (Rows: 1). Below the table is a 'Return to Search' link. A yellow box labeled 'NEED HELP?' contains three numbered steps: 1) This is a list of students that is a result of the search parameters that you entered on the last screen. 2) You can sort this list by clicking on the headers at the top of the grid. 3) You can move from page to page at the bottom of the grid. Clicking the "|<" button will take you to the beginning of the list. Clicking the ">|" will take you to the previous record. Clicking the ">" will take you to the next record. Clicking the "|>" will take you to the last record. The taskbar at the bottom shows icons for Start, Internet, Microsoft PowerPoint, and Extended Assessment, with the time 12:04 PM.

Action	District Name	School Name	SSID	District Student ID	Last Name	First Name	Grade	Date of Birth	Info Updated
<input checked="" type="checkbox"/>	Oregon Department of Education	Oregon Department of Education	12241636	Bunny	Bugs3	03	05/05/1999	02/15/2008	Rows: 1

[Return to Search](#)

NEED HELP?

- 1) This is a list of students that is a result of the search parameters that you entered on the last screen.
- 2) You can sort this list by clicking on the headers at the top of the grid.
- 3) You can move from page to page at the bottom of the grid. Clicking the "|<" button will take you to the beginning of the list. Clicking the ">|" will take you to the previous record. Clicking the ">" will take you to the next record. Clicking the "|>" will take you to the last record.

- 5) After selecting the green check mark you will be taken to the “Student Demographic Data” screen to review the information currently in the system for that student.

The screenshot shows the "Student Demographic Data" page. At the top, there are navigation links: Instructions, Qualified Assessor, Submitted Tests, Student Search, Tests Available, and Reports. Below that, the path is Home > Extended Assessment > Student Demographic Data. A contact note for Bradley Lenhardt (503) 947-5755 is displayed. The main area is titled "Student Demographic Data". It shows student details: SSID # 12241636, First Name: Bugs3, MI: , Last Name: Bunny. Enrolled Grade: KG, Birth Date: 5/5/2003, District Student ID: 2243, Gender: M, Ethnicity: Hispanic. Attending District: Beaverton SD 48J, Attending School: Beaverton SD 48J. There are dropdown menus for Primary and Secondary Disability Codes, both currently set to "Not Applicable". A tooltip "Info Updated: 8/24/2016" is visible. A yellow callout box on the left contains an "Important Note" about reporting errors to the district office. A purple callout box on the right points to the "Next Step" link with the instruction: "If all student information is correct, Click the Next Step link to proceed to the Tests Available page."

Important Note:
If any relevant information is incorrect, contact your district office to make the necessary updates to the student's SSID record.

If all student information is correct, Click the Next Step link to proceed to the Tests Available page.

- 6) On the Student Demographic screen on page 10, there are two new drop down boxes for the Primary and Secondary disability codes.
- The items are optional this year (16-17) – if they do not have that information, leave them set to the default and continue on.
 - The only validation on these is that the Primary and Secondary cannot be set to the same disability code.
- 7) If all of the information is correct click "Next Step" to proceed to the tests available page
- 8) If a "No Tests Available" message appears after clicking "Next Step" this could mean that something in the student demographic information is wrong (e.g., student is listed incorrectly as Kinder, 1st, or 2nd grade).

NB: If any relevant information is incorrect contact your district security administrator or district test coordinator to make the necessary updates to the student's file.

Selecting the Test(s)

- 1) On the (Extended) Assessment List page select the subject area assessment for which you are entering data.

The screenshot shows the 'Extended Assessments' page from the Oregon Department of Education's system. At the top, there's a navigation bar with links like 'Instructions', 'Qualified Assessor', 'Submitted Tests', 'Student Search', 'Tests Available', and 'Reports'. Below that is a 'STUDENT INFO' section with a note about AYP calculations. The main table lists available tests for Grade 05:

Test - Grade 05	Submit	Status
Assessment ELA	5/6/2016 11:59:59 PM	Not Started
Assessment Mathematics	5/6/2016 11:59:59 PM	Not Started
Assessment Science	5/6/2016 11:59:59 PM	Not Started
Observational Rating Assessment	5/6/2016 11:59:59 PM	Not Started

A blue star icon is positioned next to the first test in the list. Below the table are links for 'Student Response Frequency Report' and 'Return to Student Info'. A yellow banner at the bottom left contains numbered instructions. A small photo of a smiling child is in the bottom right corner.

1) On the (Extended) Assessment List, all possible applicable assessments for this student are listed.
2) Select the subject area assessment for which you are entering data.
3) Cf. Oregon's Extended Assessment Administration Manual for guidance regarding the administration of the Observational Rating Assessment.

- 2) Always select tests carefully and verify that you are entering data into the correct one.

Entering Data

- 1) Once you've selected the subject area assessment for which you wish to enter the data, use the drop down menu for each item and enter the data **OR** you can use the keyboard to type the first number of the response, tab to the next item and do the same, and so forth.

Instructions Qualified Assessor Submitted Tests Student Search Tests Available Reports

[Home](#) > [Extended Assessment](#) > **Task Information**

Contact: [Bradley Lenhardt](#) (503) 947-5755

Assessment Mathematics: High

STUDENT INFO																																			
School: 1186 Aloha High School																																			
District: 2243 Beaverton SD 48J																																			
Qualified Assessor: Rob Magee																																			
Save Task	Return to Assessment List	Delete Task																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 5%;">Item #</th> <th style="width: 45%;"></th> <th style="width: 50%;"></th> </tr> </thead> <tbody> <tr><td>1</td><td>Item 1</td><td>Not attempted ▾</td></tr> <tr><td>2</td><td>Item 2</td><td>Not attempted ▾</td></tr> <tr><td>3</td><td>Item 3</td><td>Not attempted ▾</td></tr> <tr><td>4</td><td>Item 4</td><td>Not attempted ▾</td></tr> <tr><td>...</td><td>...</td><td>Not attempted ▾</td></tr> <tr><td>44</td><td>Item 44</td><td>Not attempted ▾</td></tr> <tr><td>45</td><td>Item 45</td><td>Not attempted ▾</td></tr> <tr><td>46</td><td>Item 46</td><td>Not attempted ▾</td></tr> <tr><td>47</td><td>Item 47</td><td>Not attempted ▾</td></tr> <tr><td>48</td><td>Item 48</td><td>Not attempted ▾</td></tr> </tbody> </table>			Item #			1	Item 1	Not attempted ▾	2	Item 2	Not attempted ▾	3	Item 3	Not attempted ▾	4	Item 4	Not attempted ▾	Not attempted ▾	44	Item 44	Not attempted ▾	45	Item 45	Not attempted ▾	46	Item 46	Not attempted ▾	47	Item 47	Not attempted ▾	48	Item 48	Not attempted ▾
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<p>RECORDING NOTES</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>																																			
Save Task	Return to Assessment List	Delete Task																																	

NEED HELP?

- 2) Click "Save Task" after entering all of the data in the Task or before exiting the system. Pay attention to any alert messages that may pop-up for your consideration:

1. If fewer than 10 items are entered for the ELA, Math, and Science subjects, the alert will read: "The minimum participation rule of 10 items has not been met. However, if the data are correct, please proceed with submission."
2. If fewer than 20 items are entered for the Oregon Observational Rating Assessment (ORora), the alert message will read: "Please enter a response for all of the items in the Observational Rating Assessment."
3. Note the additional section of data for entering the accommodation codes:
 - a. The 6 items do not affect the validations mentioned in bullet 2-4
 - b. These are only collected for the ELA, Math, and Science test subjects.
4. If an item was skipped during data entry, the alert message will read: "An item has been skipped during data entry -- please review to ensure the items have been entered correctly."
5. If a combination of not meeting the minimum requirement along with skipping an item, the alert message will include the applicable minimum participation rule as well as the item has been skipped message.

(Note: For server error messages, contact the ODE helpdesk)

- 3) If you have saved after entering data for the Task, you will (if needed) be able to resume data entry at a later date.

The screenshot shows a web browser window for the Oregon Department of Education's assessment system. The URL is <https://testdistrict.ode.state.or.us/apps/xassmtNET/assmttask.aspx?TstID=348&Task=1>. The page title is "Task Information - ODE Te...". The menu bar includes File, Edit, View, Favorites, Tools, Help, Special Ed Connection Lo..., Projects, Report Card Resource Arc..., BRT Online Training (3), User Dashboard, Page, Safety, Tools, and Help.

The main content area shows "STUDENT INFO" with the message "You are currently logged in for Salem-Keizer SD 24J". Below this, it says "Assessment ELA: Grade 05".

A purple speech bubble points to the "Save Task" button, containing the text: "Once you selected the \"Save Task\" button, you will receive the following message."

The "STUDENT INFO" section displays the following information:

- School: 735 Cummings Elementary School
- District: 2142 Salem-Keizer SD 24J
- Qualified Assessor: Bradley Lenhardt

A message "Record was Saved!" is displayed below the student info.

At the bottom, there are three buttons: Save Task, Return to Assessment List, and Delete Task.

A large table below lists 18 items, each with an item number, name, and status:

Item #	Item Name	Status
1	Item 1	Not attempted
2	Item 2	Not attempted
3	Item 3	Not attempted
4	Item 4	Not attempted
5	Item 5	Not attempted
6	Item 6	Not attempted
7	Item 7	Not attempted
8	Item 8	Not attempted
9	Item 9	Not attempted
10	Item 10	Not attempted
11	Item 11	Not attempted
12	Item 12	Not attempted
13	Item 13	Not attempted
14	Item 14	Not attempted
15	Item 15	Not attempted
16	Item 16	Not attempted
17	Item 17	Not attempted
18	Item 18	Not attempted

Continuing Data Entry

- 1) To enter data for another student select "Student and School" from the blue menu list at the left of the screen.

After Data Entry

- 1) Once you have entered and saved the data for an assessment, when you click on the “Return to Assessment List”, the applicable message indicating the status of data entry for this assessment will show as follows (see screen shot below):
 - If you have met the minimum participation rule for an assessment, you should see ‘Test Completed and the date completed’.
 - If you have not met the minimum participation rule, but have started, you should see ‘Test saved, but participation has not been met. # entered - # minimum for participation’ with the actual numbers for that assessment.
 - If you have not entered and saved data for a subject, it should see ‘Not Started’
 - If you re-save a test that previously met participation, and now does not meet, verify the status reflects that change. Conversely, if you re-save a test that previously did not meet participation, but now meets it, verify the status reflects that change.

Once you have entered and saved the data for an assessment, when you click on the “Return to Assessment List”, the applicable message indicating the status of data entry for this assessment will show here.

Test - Grade 05	Submit By	Status
Assessment ELA	5/13/2016 11:59:59 PM	Test Completed on 2/10/2016
Assessment Mathematics	5/13/2016 11:59:59 PM	Test saved, but participation has not been met. 2 entered - 10 minimum for participation.
Assessment Science	5/13/2016 11:59:59 PM	Not Started
Observational Rating Assessment	5/13/2016 11:59:59 PM	Test saved, but participation has not been met. 1 entered - 20 minimum for participation.

[Student Response Frequency Report](#)
[Return to Student Info](#)

NEED HELP?

- 1) This is a list of Tests that are currently available.
- 2) The first time you come into this page, you will see under the TASKS column that no tasks are selected. To get to the first task, you must select the link under the Test column.
- 3) After the first task is done, you will be presented with a number of tasks under the TASKS column. You may go to any of the tasks listed by clicking on the number link.
- 4) Once the first task is available, you will see a “Submit” button at the right hand of the list. You may click on this button at any time. However, if you have not completed the necessary minimum number of tasks, you will not be able to make this test as completed.
- 5) If you have completed the minimum number of tasks and have clicked the “Submit” button, you will see a notation that shows when the test has been completed and how many have been completed.
- 6) To return to the Student Demographic page, click the “Return to Student Info” link.

BANNER FOR SCENARIO 1. Should Appear on all screens that use helpincludes.

Data Entry Error

- 1) If you have made an error in your data entry, you have until the data entry deadline to revise (cf Current Testing Schedule link posted at <http://www.oregon.gov/ode/educator-resources/assessment/Pages/Assessment-Administration.aspx#main>).

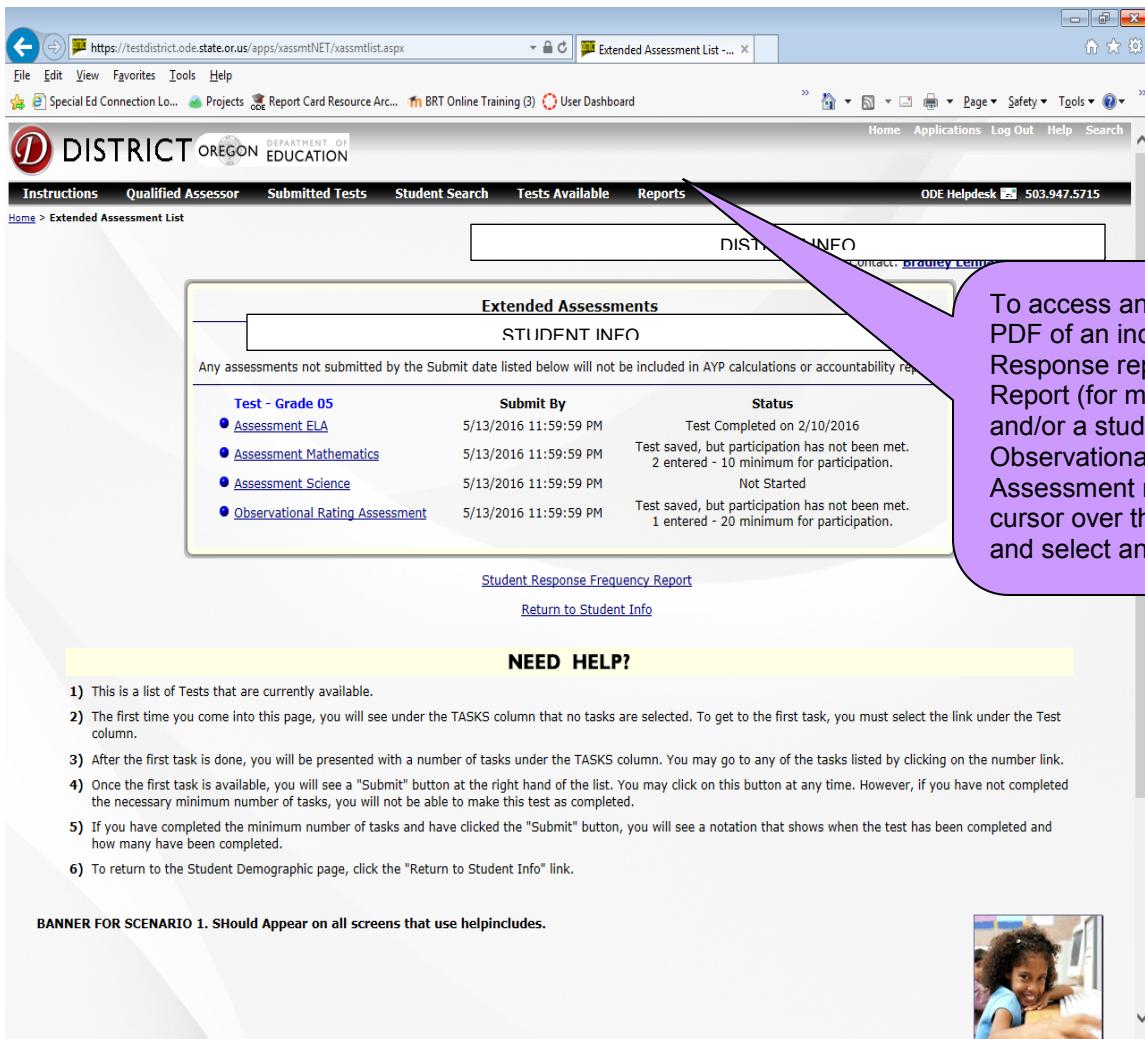
Back up

- 1) When you have successfully completed the data entry for a student, it is advisable to print a copy of the Extended Assessment List page or the Individual or Class Roster Report (cf “Reports” section below) to show that the data entry was completed and when.

Reports

The “Reports” menu is at the top of the page.

- 1) To access a summary of a **student’s** frequency of responses, click on “Reports” and select “Individual Student Reports”.
- 2) To access a summary of **students’** frequency of responses, click on “Reports” and select “Class Roster”.
- 3) To access a summary of a **student’s** scores on the Oregon Observational Rating Assessment, click on “Reports” and select “Observational Rating Assessment”.



To access and download a PDF of an individual Student Response report, a Class Report (for multiple students), and/or a student's Observational Rating Assessment report, hover the cursor over the "Reports" topic and select any of these links.

Extended Assessments

STUDFNT INFO

Any assessments not submitted by the Submit date listed below will not be included in AYP calculations or accountability reports.

Test - Grade 05	Submit By	Status
Assessment ELA	5/13/2016 11:59:59 PM	Test Completed on 2/10/2016
Assessment Mathematics	5/13/2016 11:59:59 PM	Test saved, but participation has not been met. 2 entered - 10 minimum for participation.
Assessment Science	5/13/2016 11:59:59 PM	Not Started
Observational Rating Assessment	5/13/2016 11:59:59 PM	Test saved, but participation has not been met. 1 entered - 20 minimum for participation.

[Student Response Frequency Report](#)
[Return to Student Info](#)

NEED HELP?

- 1) This is a list of Tests that are currently available.
- 2) The first time you come into this page, you will see under the TASKS column that no tasks are selected. To get to the first task, you must select the link under the Test column.
- 3) After the first task is done, you will be presented with a number of tasks under the TASKS column. You may go to any of the tasks listed by clicking on the number link.
- 4) Once the first task is available, you will see a "Submit" button at the right hand of the list. You may click on this button at any time. However, if you have not completed the necessary minimum number of tasks, you will not be able to make this test as completed.
- 5) If you have completed the minimum number of tasks and have clicked the "Submit" button, you will see a notation that shows when the test has been completed and how many have been completed.
- 6) To return to the Student Demographic page, click the "Return to Student Info" link.

BANNER FOR SCENARIO 1. SHould Appear on all screens that use helpincludes.

