# How to Use the Data Entry Interface

The Data Entry Interface (DEI) allows authorized users to enter student assessment data, such as responses and scores, for the California Assessment of Student Performance and Progress (CAASPP) and English Language Proficiency Assessments for California (ELPAC).

**1** Navigate to the [CAASPP & ELPAC website](#).

**2** Select the **System Links** menu from the navigation bar.

**3** Select the **DEI—Data Entry Interface**.

**4** Log on with your Test Operations Management System credentials.

**5** Enter the student's first name in the **Student First Name** field and SSID in the **Student ID** field.

**6** Select the **Sign In** button. Verify the student's personal information, then select the **Next** button.

**7** Select the desired assessment for data entry from the Available Tests screen. Then, select the **Begin Data Entry** button.

**8** Enter the appropriate responses/scores, using the **Next** button to advance through questions.

**9** Review the Data Entry Summary screen for questions that were not assigned a score.

**i** *Select a question number with a triangle symbol to go back to that question to assign a score, if a score was recorded.*

**10** Select the **Submit Test** button once all entries have been completed.

**11** Select the **Yes** button in the Attention pop-up message to continue to the next page or select the **No** button to continue data entry.

**12** Select the correct button for user's next steps (e.g., **Log Out**, **Enter Responses for a Different Test**, or **Enter Responses for a Different Student**).

**i** *For additional information and detailed instructions, access the CAASPP and ELPAC Data Entry Requirements section of the [Online Test Administration Manual web page](#).*