FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

Paper-Based Postsecondary FCLE Materials User Guide

How to Order Materials, Print PreID Labels, Enter Responses for Scoring, and Return Materials

Spring 2024

Table of Contents

Introduction 2

Ordering Materials 2

Placing an Order 2

Viewing Order History 5

Viewing the Order Summary 6

Printing On-Demand PreID Labels 7

Entering Student Responses for Scoring 9

How to Access a Student's Assessment 9

Step 1 – Log in to the Data Entry Interface (DEI) System 10

Step 2 – Entering Student Information 11

Step 3 – Verifying Student Information 12

Step 4 – Selecting a Test 13

Step 5 – Test Instructions and Help 14

How to Use Test Tools 15

Test Tools 15

Navigation and General Test Rules 16

Proceeding Through a Test 16

Pausing Tests 17

Test Timeout (Due to Inactivity) 17

Reviewing Items and Completing Data Entry 18

Use Support and Troubleshooting Information 20

Returning Materials 20

Preparing Materials for Return 20

Packaging Materials for Return 21

Packaging Procedures 22

Returning Scoreable Braille Materials 22

Labeling Boxes for Return 23

UPS Instructions 24

Introduction

While the majority of your students will take the Florida Civic Literacy Exam (FCLE) as a computer-based test in Cambium's Test Delivery System (TDS), there may be some students who need to take a paper-based assessment. Paper-based assessments for FCLE should be limited to students with a disability who have a documented need for accommodated testing materials or for students in correctional facilities with limited access to technology. Paper-based assessments are available in the following versions:

- FCLE Test and Response Book – Regular Print
- FCLE Large Print Test and Response Book
- FCLE One-Item-Per-Page Test and Response Book
- FCLE UEB Contracted Braille Kit
- FCLE UEB Uncontracted Braille Kit

If a need for one of these paper-based materials has been determined, use the processes outlined in this guide to order and return these materials, as well as enter responses into the Date Entry Interface (DEI) for scoring.

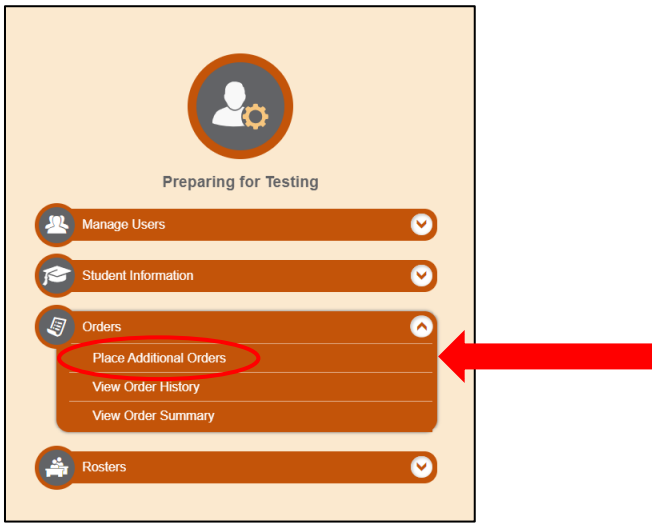
Ordering Materials

This section describes how to place an order for paper-based FCLE materials in TIDE, view the order history, and review order quantities.

Placing an Order

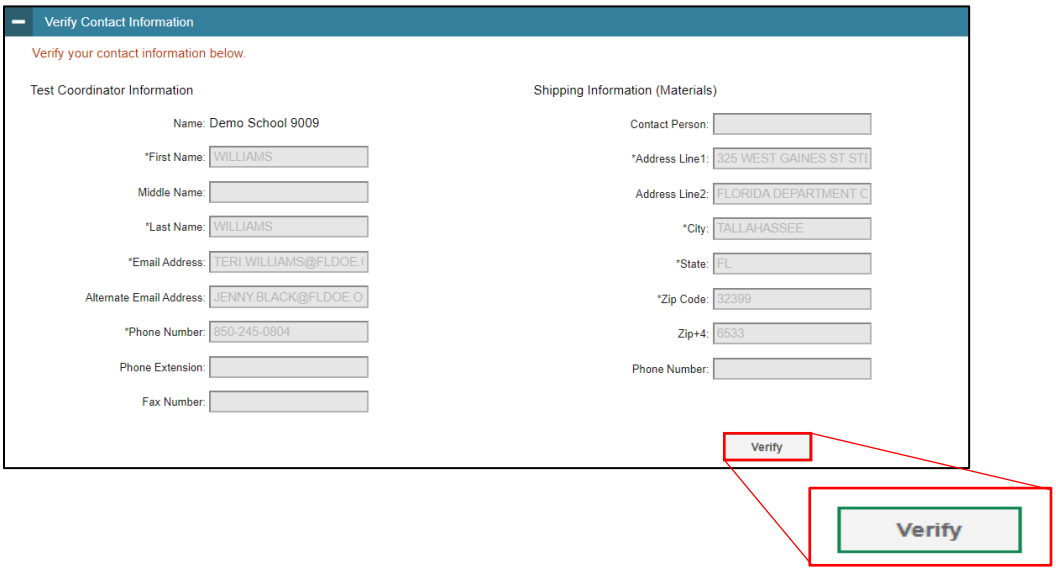
Log in to TIDE with the Institution Test Administrator (ITA) role for your institution. The first section on the homepage, ***Preparing for Testing***, includes a drop-down menu called **Orders**.

1. Click the expand icon [] to view a list of related tasks. Select **Place Additional Orders**.



Prior to placing your first order in TIDE, the ITA must verify that the contact information and shipping address is correct. If the information needs to be updated, please contact FDOE. Institutions will not be able to place an order without first verifying the contact and shipping information in TIDE.

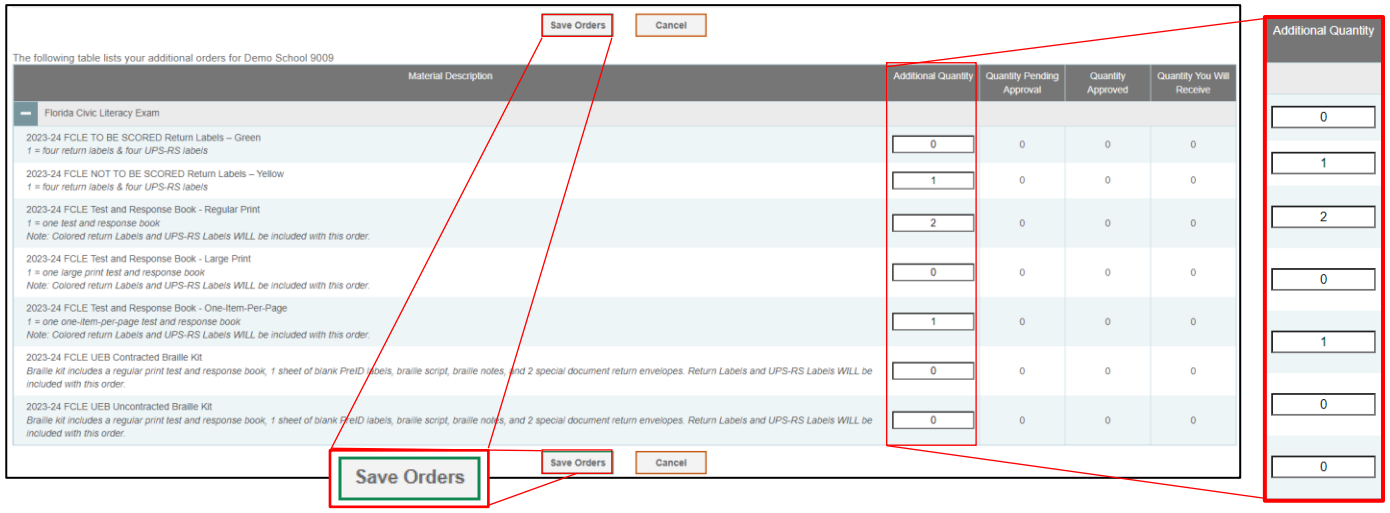
2. The first time you access the ***Place Additional Orders*** screen each school year, the ***Verify Contact Information*** panel will appear. You may need to expand this panel to see the details. Review your contact information and shipping information on this screen, then click **Verify**.



3. Next, the ***Search for Orders*** panel will display. The drop-down menu should already be populated with your institution. Click **Search** to continue.

Note: If you already verified your contact information during a prior login, you will be taken directly to the ***Search for Orders*** panel.

4. A list of materials available to order will appear. In the Additional Quantity column, enter the quantity of each material you need to order.



5. Click **Save Orders**. A text box will appear allowing you to enter additional comments. Please note that comments for orders are optional and for your internal use only.
6. Click **Submit** to submit your order. The ***Order Summary*** window appears to show you an overview of your order. Click **Close** to return to the ***Place Additional Orders*** page.

Note: You can modify quantities on your orders up until 10:00 a.m. ET every day. Once an order is pulled from TIDE, a new order will need to be placed for any additional materials. This new order will be pulled from TIDE the next business day and will have a different order number.

If you try to place your order during the time orders are being sent to the vendor, you will see the following message: "Today's orders have recently been updated, and your current order has not been saved. Please try to place your order again in 15 minutes."

The table below describes the columns on the **Place Additional Orders** page.

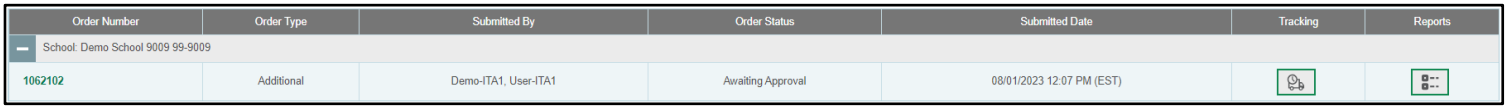
Status	Description
Material Description	Description of the materials available to order.
Additional Quantity	Total quantity you wish to order. (After you enter an order quantity and select **Save Orders**, this number will appear in either the Quantity Approved or Quantity Pending Approval column. The number in this column resets to zero once the order has been sent to the vendor.)
Quantity Pending Approval	Additional quantity you ordered that is pending approval. This number resets to zero once the order has been approved or denied.
Quantity Approved	Quantity of the most recent order approved. This number resets to zero once the order has been sent to the vendor (around 10:00 a.m. ET every morning).
Quantity You Will Receive	Total order quantity to be shipped from the vendor.

Viewing Order History

You can review your order history, track order status, and view reports related to box contents and security information from this page. To view order history:

1. From the Orders task menu on the TIDE homepage, select **View Order History**.

The **View Order History** page will appear.



Order Number	Order Type	Submitted By	Order Status	Submitted Date	Tracking	Reports
School: Demo School 9009 99-9009						
1062102	Additional	Demo-ITA1, User-ITA1	Awaiting Approval	08/01/2023 12:07 PM (EST)		

2. To view the order details, click the order number in the left column. The ***Order Details*** report page appears.
3. To view the order's tracking report, click the tracking icon [ ].
4. To view the order's packing lists and security checklists, click the reports icon [ ].

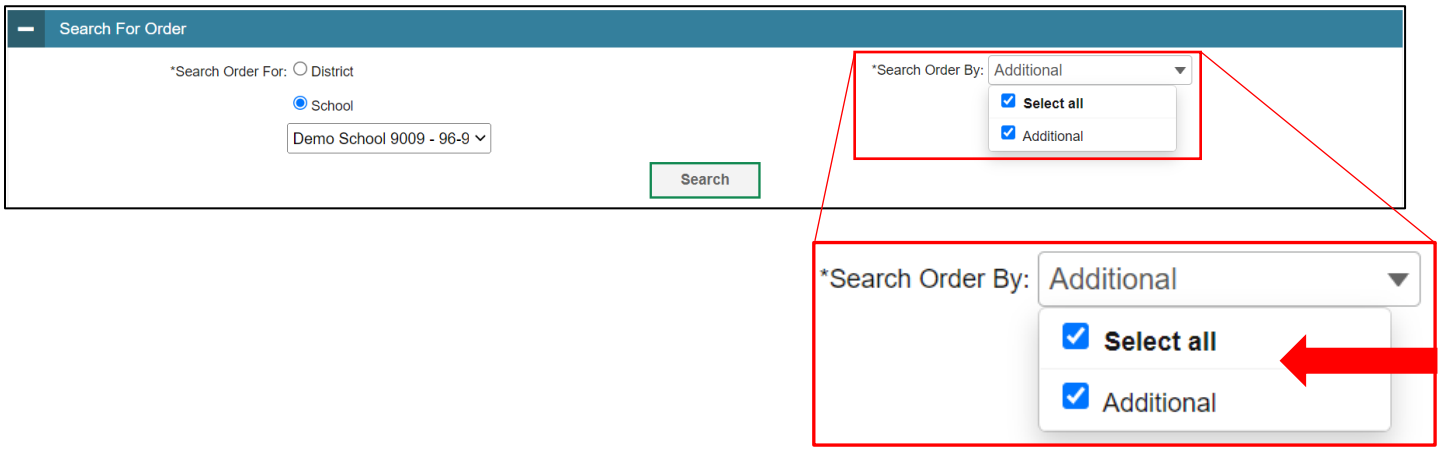
Viewing the Order Summary

You can review reports summarizing test materials orders for your institution. To review order quantities by test material:

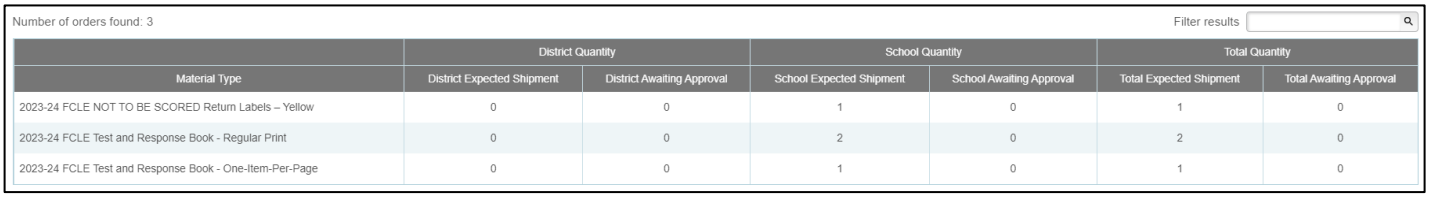
1. From the Orders task menu on the TIDE homepage, select View Order Summary.

The **Search for Order** page will appear. Your institution should automatically populate in the drop-down menu.

2. Select the checkbox next to **Additional and/or Select all** in the **Search Order By** drop-down list to populate your orders.



3. Click **Search**. The order summary will appear.



Number of orders found: 3 — Filter results

	District Quantity		School Quantity		Total Quantity	
Material Type	District Expected Shipment	District Awaiting Approval	School Expected Shipment	School Awaiting Approval	Total Expected Shipment	Total Awaiting Approval
2023-24 FCLE NOT TO BE SCORED Return Labels – Yellow	0	0	1	0	1	0
2023-24 FCLE Test and Response Book - Regular Print	0	0	2	0	2	0
2023-24 FCLE Test and Response Book - One-Item-Per-Page	0	0	1	0	1	0

The table below describes the columns on the **View Order Summary** page.

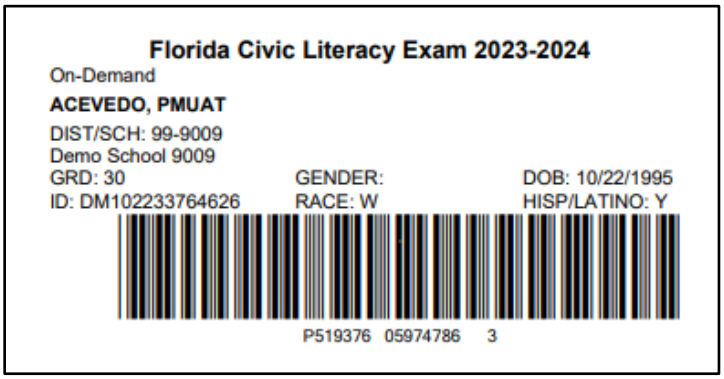
Column	Description
Material Type	Description of the materials available for a particular administration.
District Expected Shipment	N/A
District Awaiting Approval	N/A
School Expected Shipment	Approved institution-level order quantities.
School Awaiting Approval	Institution-level order quantities pending approval.
Total Expected Shipment	Sum of approved order quantity for institution.
Total Awaiting Approval	Sum of pending order quantity for institution.

When you receive your order, please retain the entirety of the contents, including the box your order was shipped in, as you will need the UPS and colored labels and the box to return your order.

Printing On-Demand PreID Labels

Institutions will locally print On-Demand PreID Labels for any student with a regular print paper-based administration. These labels help to identify the student who completed the test to ensure accuracy when entering student responses into the Data Entry Interface (DEI). Blank labels for printing On-Demand PreID Labels will automatically ship with orders containing regular print test and response books. A blank sheet of labels will also be included in each braille kit. Institutions can order additional sheets of labels in TIDE, if needed.

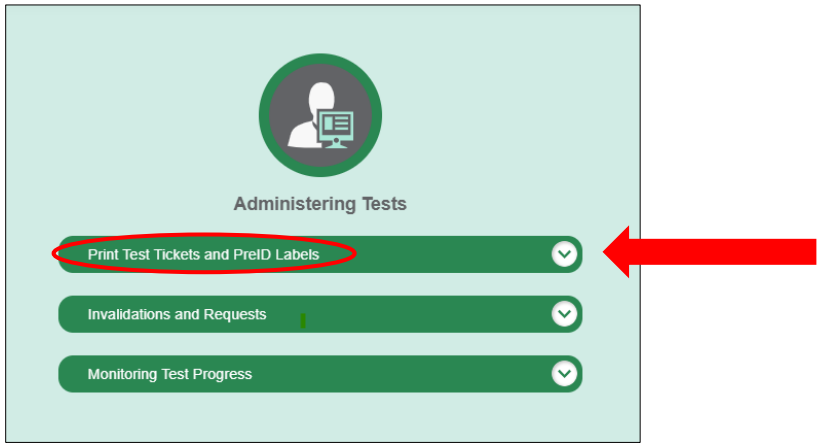
Sample On-Demand PreID Label



TIDE generates On-Demand PreID Labels as a PDF file that you download through your browser.

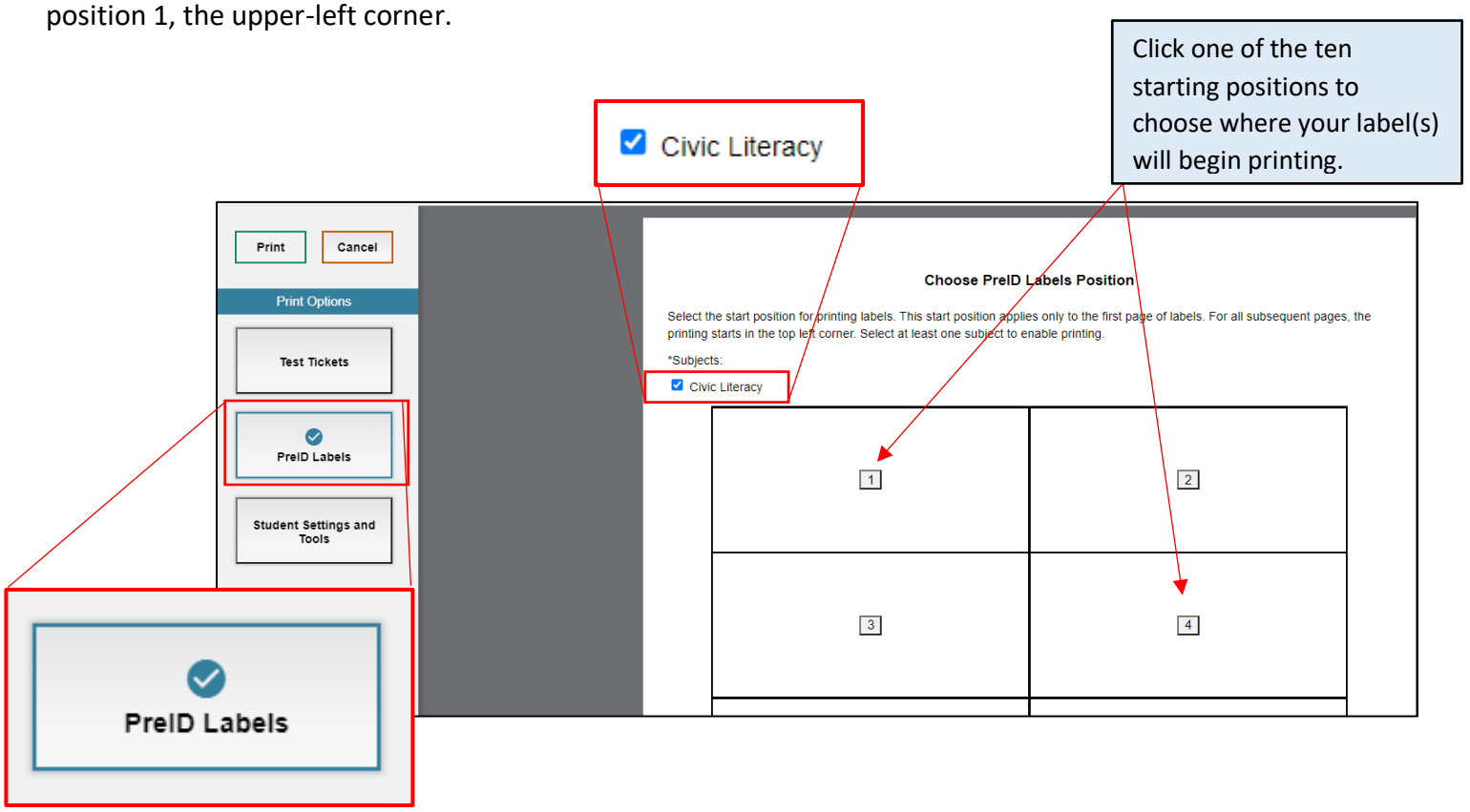
To Print On-Demand PreID Labels:

1. From the Print Test Tickets and PreID Labels task menu on the TIDE homepage, select **Print from Student List** or **Print from Roster List**.



2. Enter desired search criteria and click **Search**. Students are sorted by Last Name. Click a column heading to change the sort order, if desired.
3. Do one of the following:
   a. Mark the checkboxes for the students you want to print.
   b. Mark the checkbox at the top of the table to print PreID labels for all displayed students.
4. Click the print icon [ ] and then select **Selected PreID Labels**.
5. The ***Choose Label Position*** page appears for selecting the start position for printing on the first page (see below).
6. Verify that **PreID Labels** is selected under *Print Options* on the left of your screen.
7. Check the box next to Civic Literacy and click the start position.

The start position applies only to the first page of labels. For all subsequent pages, the printing starts in position 1, the upper-left corner.



8. Click **Print** to generate a PDF of your labels.
9. You will print your labels directly from this PDF on the blank labels provided by the vendor.
   a. Confirm that label sheets are loaded correctly.
   b. Print using the highest quality settings available on your printer to ensure proper scanning.
   c. Make sure that the "Print to Fit" option is unchecked to prevent barcodes from being cut off.

Note: Ensuring high quality printing after PDF generation will vary based on the specifications of your printer. To enhance label quality, check that the printer is minimizing image compression and that the highest quality settings are applied. Contact your technology coordinator for assistance with adjusting printer settings.

Once On-Demand PreID labels are printed, check each label to ensure that all information is printed correctly and is not smudged.

Entering Student Responses for Scoring

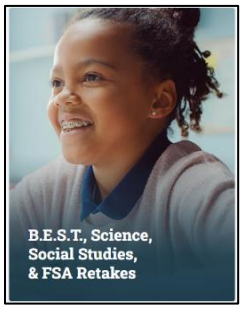
How to Access a Student's Assessment

After students complete paper-based testing, you will enter their responses into the Data Entry Interface (DEI) for scoring. All paper-based tests must be entered into the DEI locally, with the exception of Braille materials. If your institution does not have local braille transcription available, you may return Braille materials to Pearson for transcription and entry into the DEI. This section explains how to log into the DEI, select the appropriate student, and submit student responses for scoring.

Step 1 – Log in to the Data Entry Interface (DEI) System

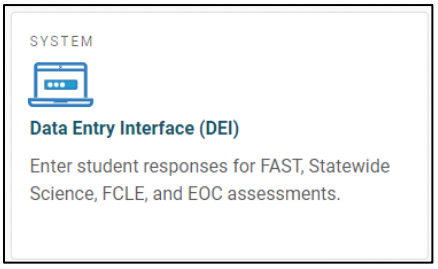
The DEI allows authorized users to enter student responses and submit them for scoring.

1. Navigate to the Florida Statewide Assessments Portal (www.flfast.org).
2. Select the **B.E.S.T., Science, Social Studies, & FSA Retakes** card.

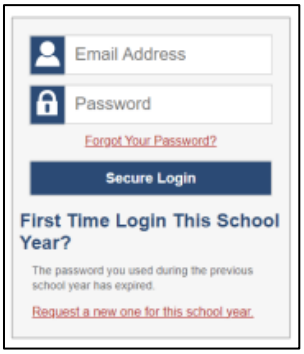


3. Select the **Assessment & Technology Coordinators** card.

4. In the *After Testing* column, Click the **Data Entry Interface (DEI)** card.

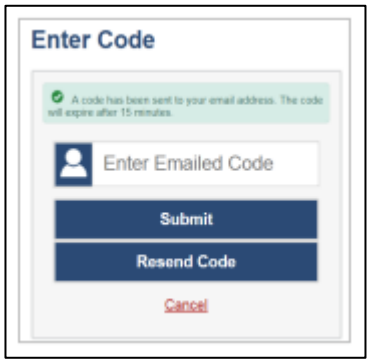


5. On the ***Login*** page that appears, enter your emails address and password.



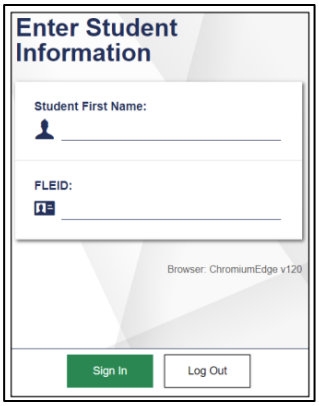
6. Click **Secure Login**.

   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.



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. Institutional Test Administrators or Campus Test 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.



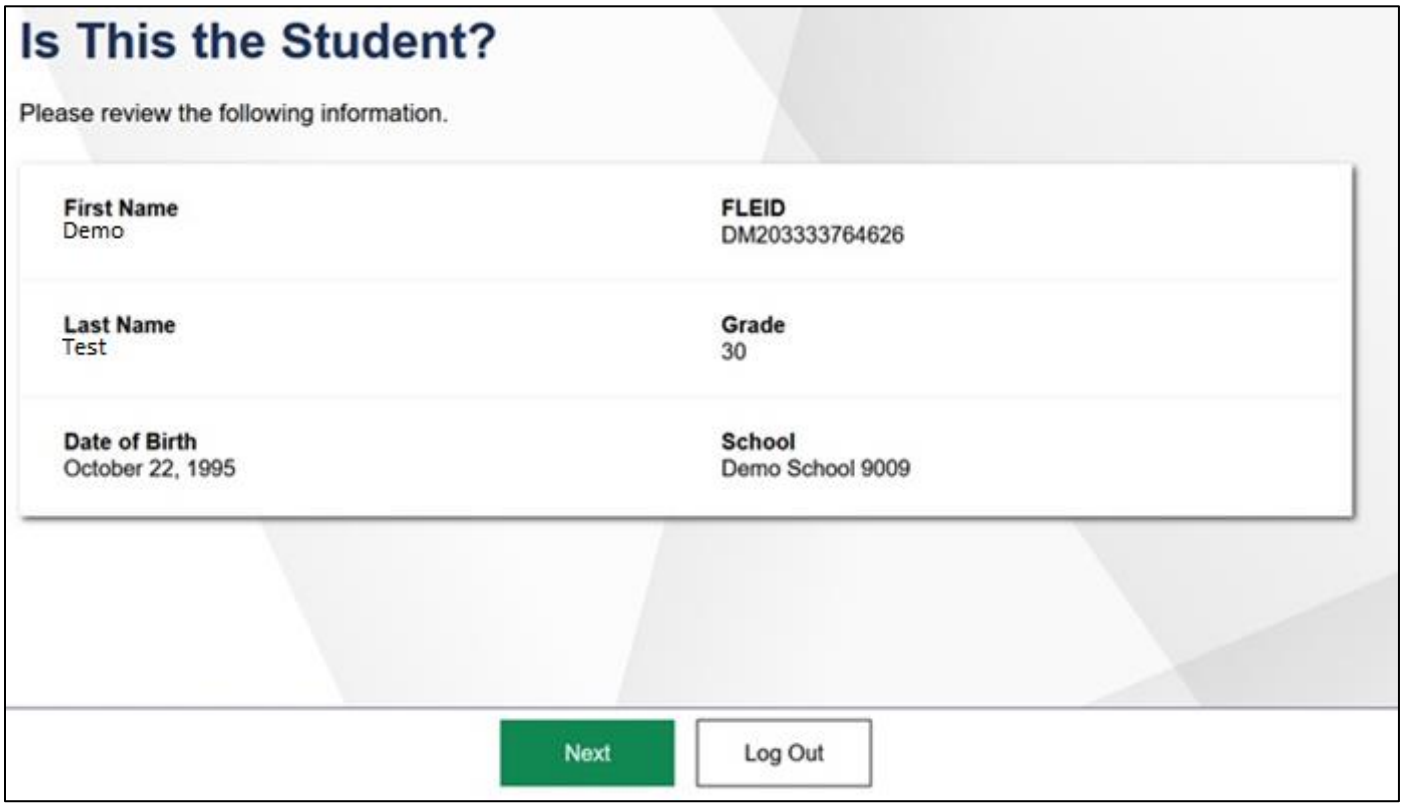
1. In the *Student First Name* field, enter the student's first name as it appears in TIDE.
2. In the *FLEID* field, enter the student's FLEID.
3. Select **Sign In**.

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 successfully 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.

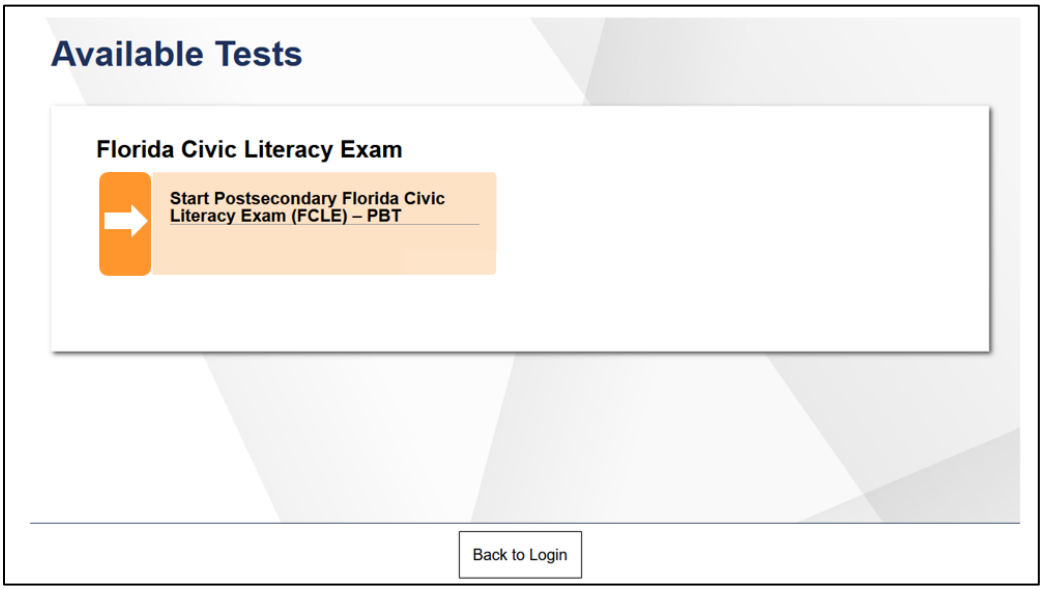


- If all the information is correct, select **Next**. The ***Available Tests*** page appears.
- If any of the information is incorrect, do not proceed with the data entry for this student. Log out of the DEI and notify the appropriate personnel that the student's information is incorrect. Data entry 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 autogenerated 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.

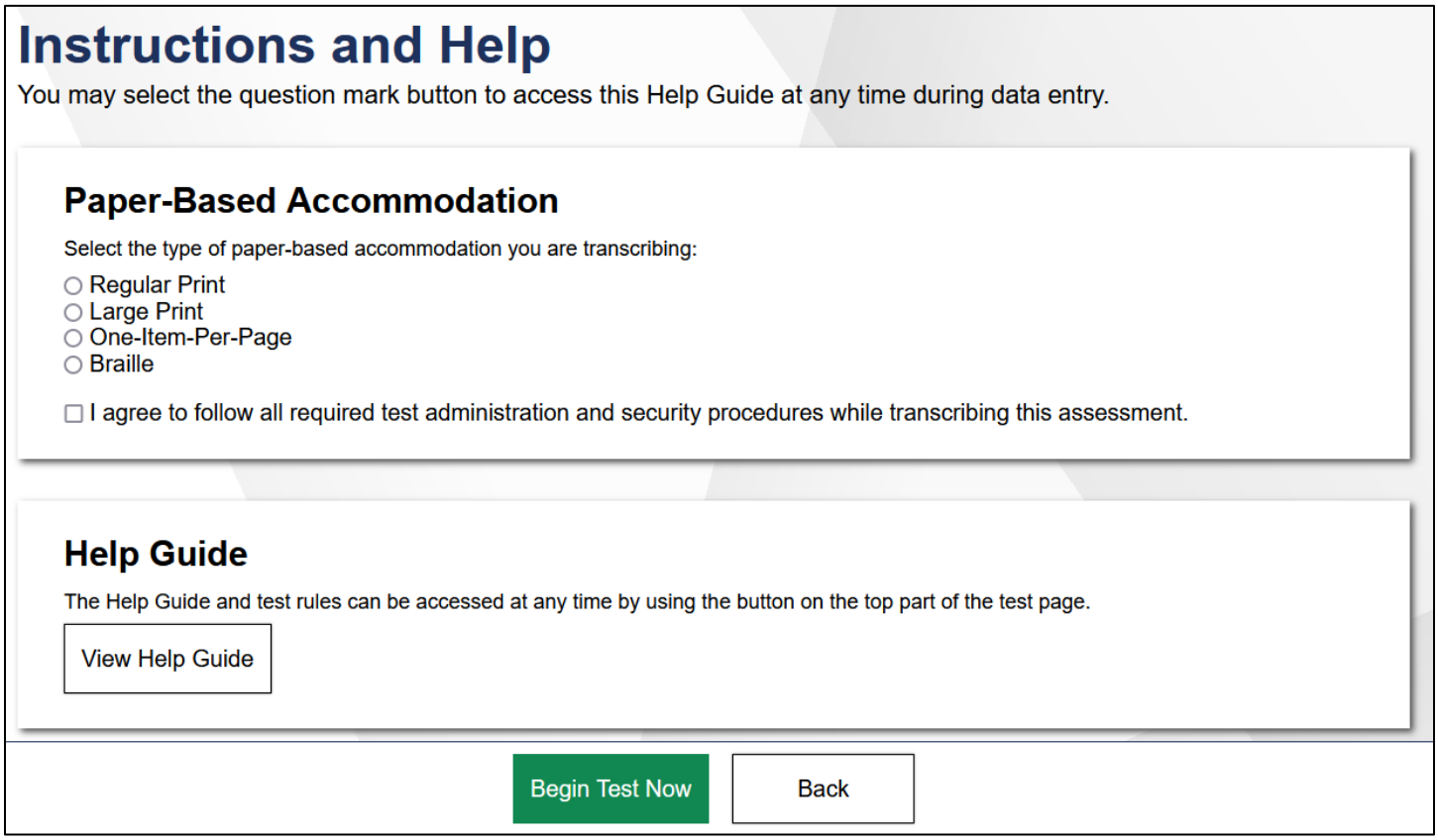
The available tests indicate whether you are entering data for a new test opportunity or resuming an open opportunity.



- To enter the student's responses, select **Start Postsecondary Florida Civic Literacy Exam (FCLE) – PBT**.
- If the FCLE is not available for the student, select **Back to Login**. The student 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 input the Paper-Based Accommodation and review the Help Guide.

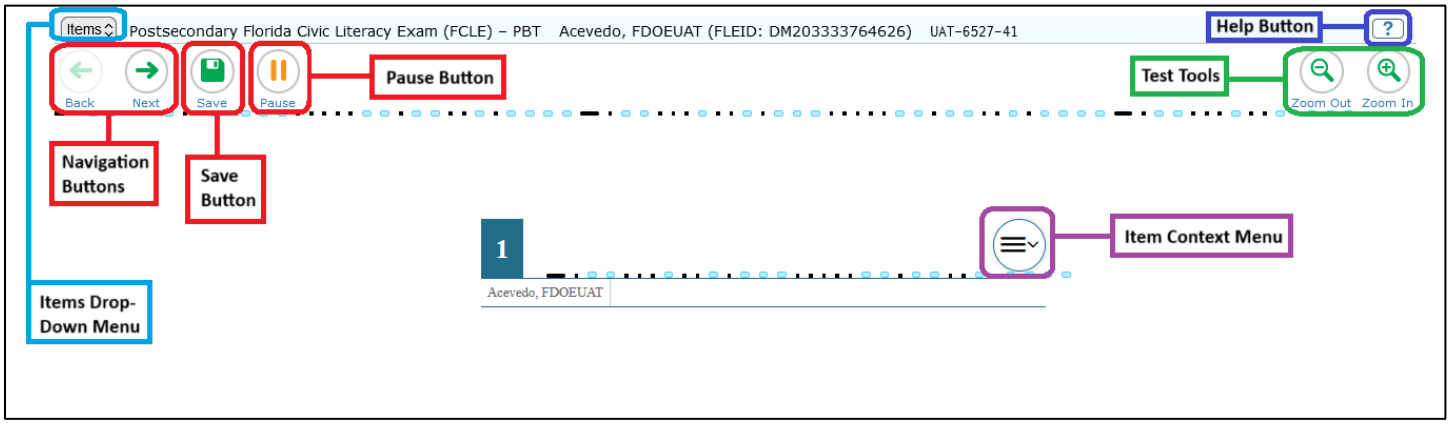


1. Select the type of paper-based accommodation you are transcribing. You must also mark that you agree to the test administration and security procedures. Please note, this is a required step to proceed with transcribing.
2. To officially begin or resume entering in responses, select **Begin Test Now**.

Note: To review the help guide, select **View Help Guide**. To close the ***Help Guide*** window, select **Back**.

How to Use Test Tools

Below is a sample of the 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.



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.

The table below lists the tools available in the global menu section of the test page.

Global Tools

Tool Name	Instructions
Help	To view the on-screen ***Help Guide*** 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 **Zoom In**. Multiple zoom levels are available. To undo zooming, select **Zoom Out**.

The next table lists the tool available in the context menus for items.

Context Menu Tools

Tool Name	Instructions
Mark for Review	To mark an item for review, select **Mark for Review** from the context menu. The item number displays a flap [1] in the top-right corner and a flag icon [ ] appears next to the item number on the test page. The **Items** drop-down menu also displays a flag icon next to the item number.

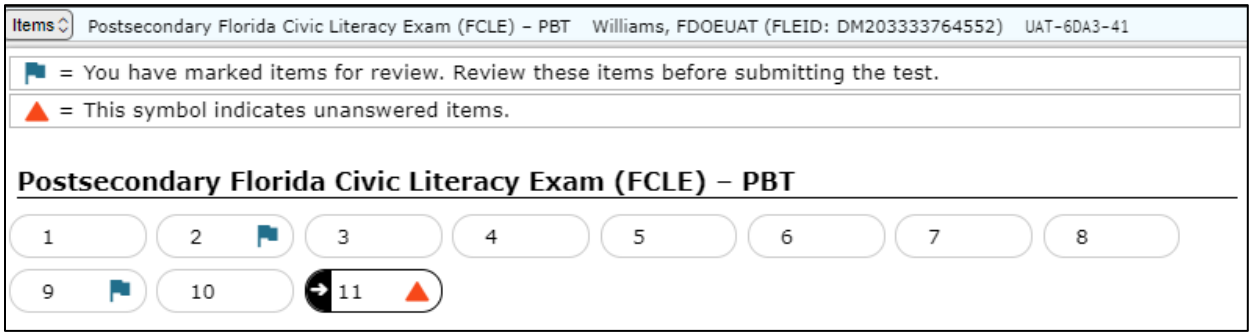
Navigation and General Test Rules

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.

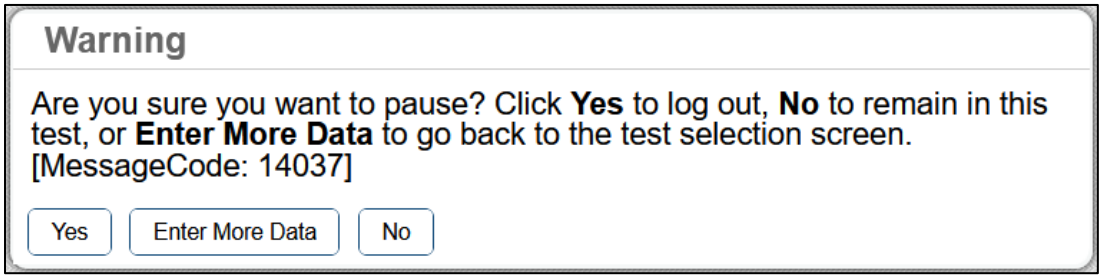
- To navigate page-by-page, select the **Next** or **Back** button at the top of the screen.
- To jump directly to an item, select the appropriate item from the Items drop-down menu in the top left corner.
  - If an item was marked for review, [ ] displays next to the item's number.
  - If an item was skipped or has not been answered, [ ] displays next to the item's number.



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.

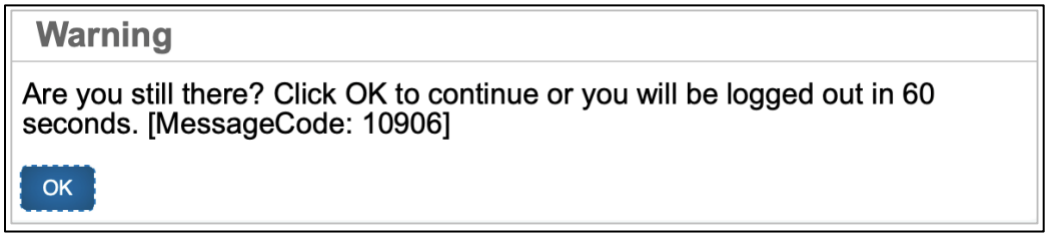
1. To pause data entry, select **Pause** in the upper-left corner. A warning message appears.



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)

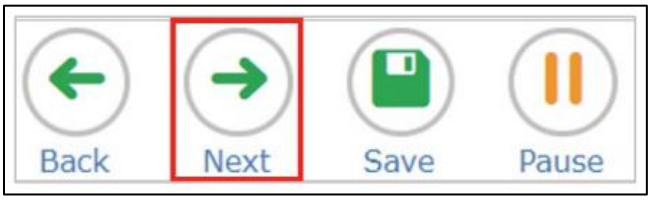
As a security measure, you are automatically logged out after 59 minutes of inactivity. This pauses the test. Before the system logs you out, a warning message appears on the screen. If you do not click **OK** within 60 seconds, you are logged out.



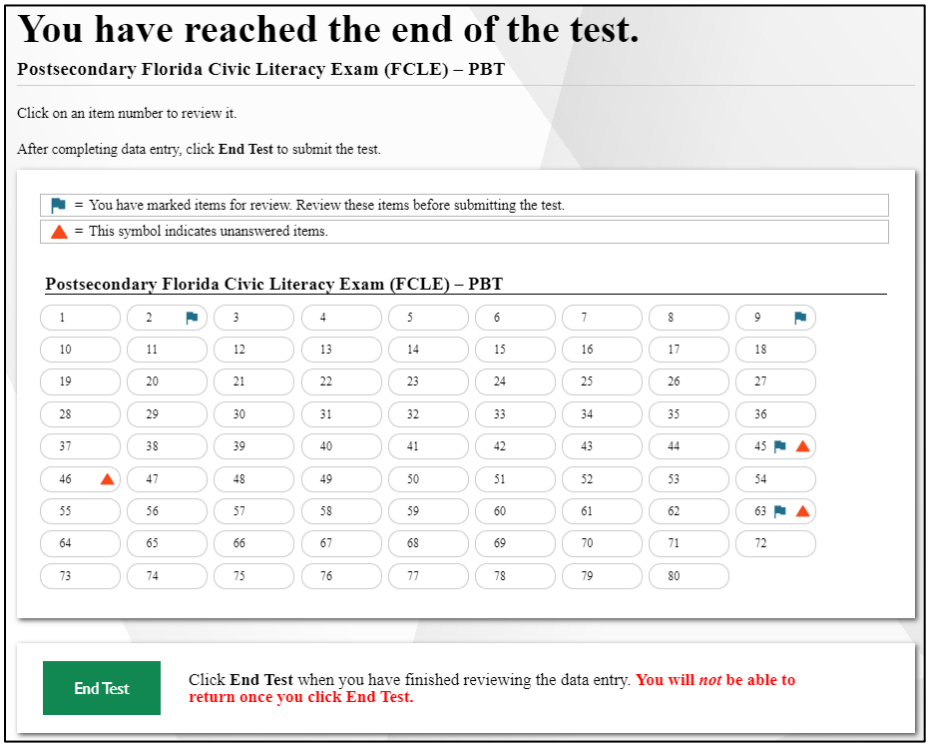
All responses that you have entered are automatically saved.

Reviewing Items and Completing Data Entry

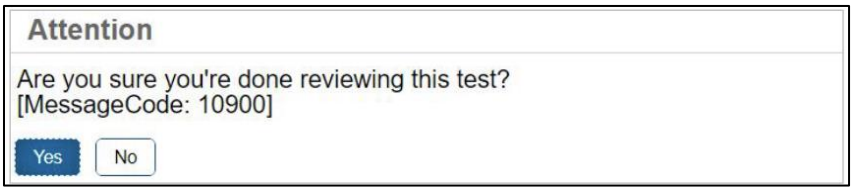
After you have viewed all the items, you must submit the test for processing.



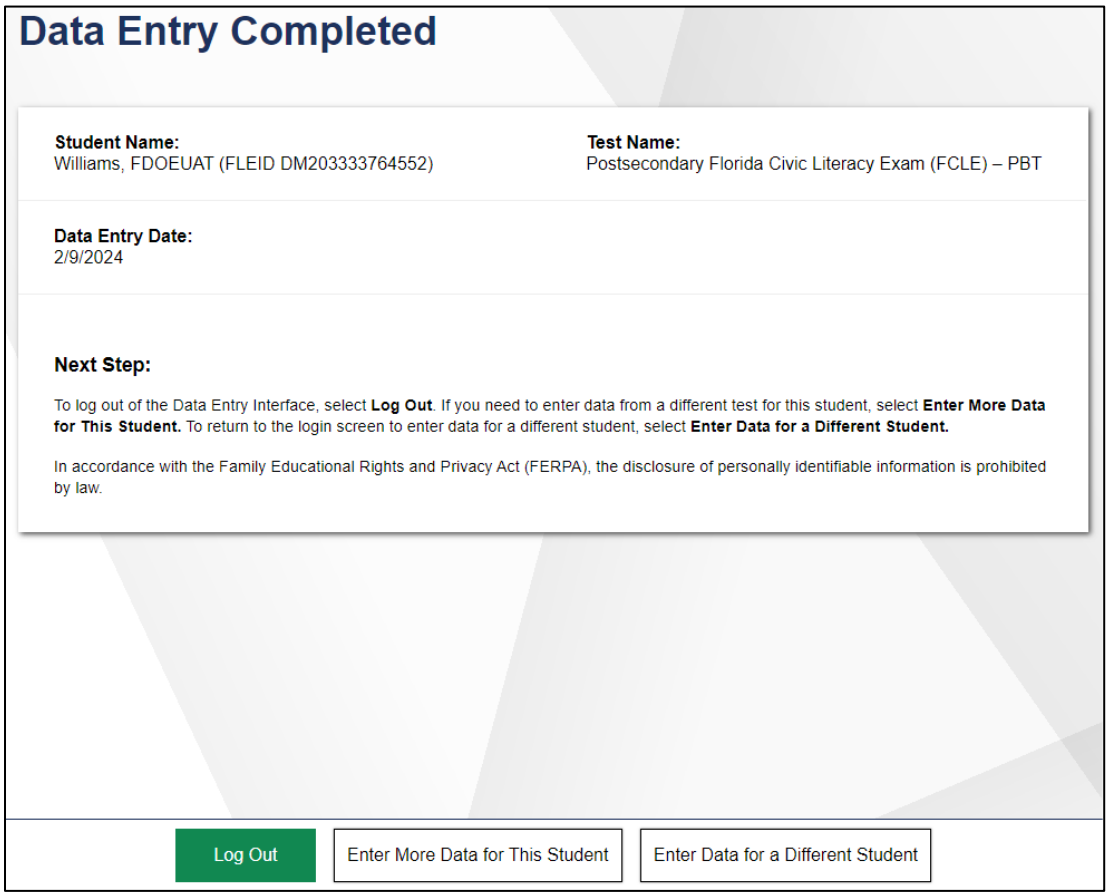
1. When you have finished entering data and verifying responses for the test, click **Next** on the last page of the test. The ***You have reached the end of the test.*** page appears.



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.



After you select **Yes**, 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.



2. On the ***Data Entry Completed*** page, do one of the following:
   - 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

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

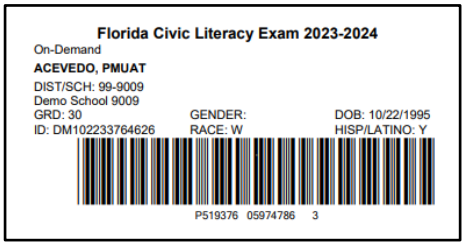
- Your institution's name
- The test name and item number
- Any error messages and/or codes that appeared
- Operating system and browser information

Returning Materials

Preparing Materials for Return

There are three important steps to follow when preparing FCLE materials for return to Pearson.

1. **Collect all secure materials.** Reference security checklists or other tracking documents found in the **View Order History** page in TIDE to verify you have collected all secure materials from test proctors.
2. **Confirm that scoreable tests have been entered into the Data Entry Interface (DEI).** Any scoreable regular print, large print, and one-item-per-page tests must be entered into the DEI for scoring. Braille materials may be entered locally or returned to Pearson for transcription and DEI entry. Any test and response books returned to Pearson without being first recorded into the DEI will not be scored.

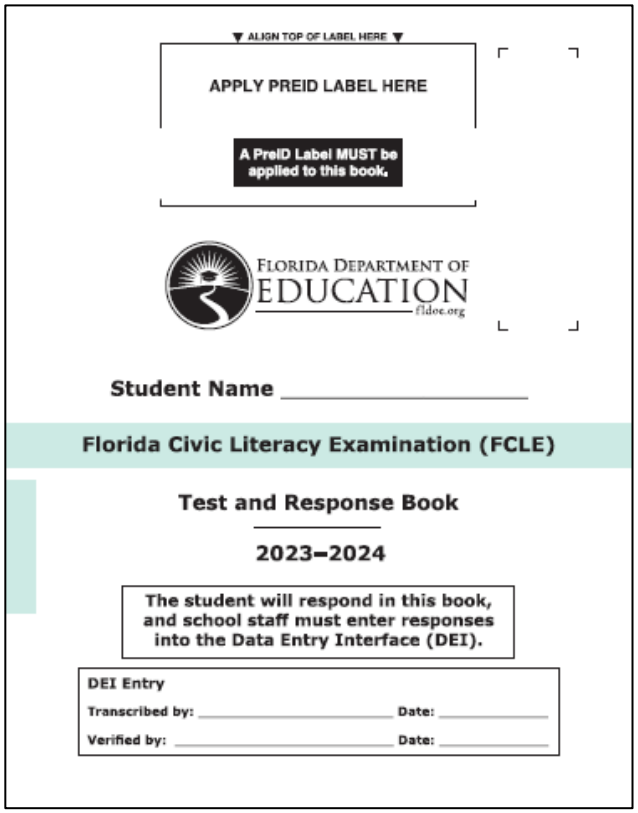


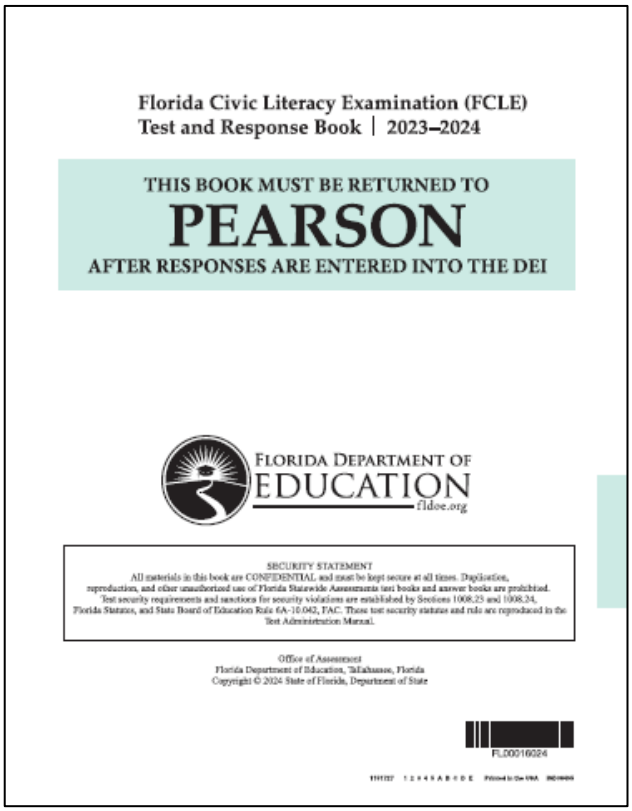
3. **Ensure a PreID label is applied to all regular print test documents.** The PreID label should be applied to the front cover of the test and response book. It should not be smeared or faded.

Once you have verified that the test documents are labeled correctly and prepared for processing, you are ready to separate materials into stacks.

As applicable, separate materials into the following stacks:

- TO BE SCORED: braille test materials that have not been transcribed and entered into the DEI.
- NOT TO BE SCORED: all regular print, large print, and one-item-per page test and response books (used and unused), defective documents, and all unused test materials.





Note: Secure test materials should never be destroyed (e.g., shredded, thrown in the trash), except for soiled documents. If a test document is soiled (e.g., with blood, vomit), email the security number to the Florida Help Desk at **FloridaHelpDesk@CambiumAssessment.com**. At their discretion, school personnel may transcribe responses into a replacement test document. The damaged test document should then be destroyed or disposed of in a secure manner (e.g., shredding, burning). Soiled test materials should not be returned.

Packaging Materials for Return

After you have verified that all regular print test and response books have PreID labels and have been sorted into the correct stacks, you're ready to pack materials in boxes for return.

We highly recommend re-using the boxes that your materials arrived in. These boxes are specially designed to endure the shipping process and protect the materials from damage enroute.

Packaging Procedures

Follow the steps below to ensure your boxes are packed correctly:

1. **Organize the test and answer documents so that all materials are facing the same direction.** You can also divide the stack of materials into two halves with each half facing a different direction, but you should not alternate individual books in different directions.
2. **Use filler such as crumpled paper or bubble wrap so the materials will not shift during transport.** It is important that each box is filled to the top to prevent shipping damage.
3. **Close the box** by folding the larger flaps on top to cover the previous shipping labels.
4. **Seal the top of the box with at least three strips of packaging tape**. Make sure the tape wraps around the sides at least 2 inches so that the box remains securely closed.
5. **Flip the box over and securely tape the bottom of the box the same way.**
6. Once you have secured the box with tape, **apply the appropriate colored return label to the box** as shown on page 25. Your colored return label should be applied to the outside, top of the box on one flap. Do not apply it across the box seam. The colored return label is important because it helps the staff at the receiving facility sort and prioritize the processing of the box. Mislabeling boxes could mean that a student's score is not reported. See the Labeling Boxes for Return section for more information on colored labels.
7. **Place the correct UPS-RS label for the document type on the other flap of each box, making sure that it is not applied across the seam of the box** as shown on page 24. Tear off the bottom of the UPS label to keep a record of the tracking number located at the bottom of the label. To keep track of the materials in the box, you can apply the detachable receipt to the list of security numbers associated with that box.
8. **Group your boxes by colored return label and number the boxes.** For example, if you have two yellow-colored FCLE NOT TO BE SCORED materials boxes to return, you will number the boxes 1 of 2, and 2 of 2. If you are also returning one pink-labeled FCLE TO BE SCORED braille document, that box would be numbered 1 of 1.

Returning Scoreable Braille Materials

When preparing TO BE SCORED braille materials for return, you will follow the steps below:

1. **Verify that each Special Document Return Envelope contains documents for one student only.** If needed, you may use more than one envelope for the student, but do not return two students' documents in the same envelope. Ensure that the student envelope(s) contains the following braille test materials:

   Braille Test Documents:

   - Braille answer sheets containing student responses
   - Braille Test Books
   - Braille Testing Rules Acknowledgement Sheet
   - Regular Print Test Documents (with PreID label applied)

2. **Verify the following on the braille and associated regular print test documents:**
    - **Student name is included on the braille test books, braille answer sheets, and Testing Rules Acknowledgement Sheets.**
    - **Student responses are recorded on braille answer sheets, or if recorded for the student, in the regular print test documents.** Responses that are recorded for the student in the regular print document should be entered into the DEI, then all braille materials should be returned as NOT TO BE SCORED.
    - **Regular print test documents have the correct PreID label applied.** Do not place PreID labels on the braille test books.
3. **Once the special document materials are placed in the envelope, verify that the student information is completed on the front of the Special Document Return envelope.**
4. **Place the Special Document Return Envelope containing TO BE SCORED materials in the boxes in which they arrived.**

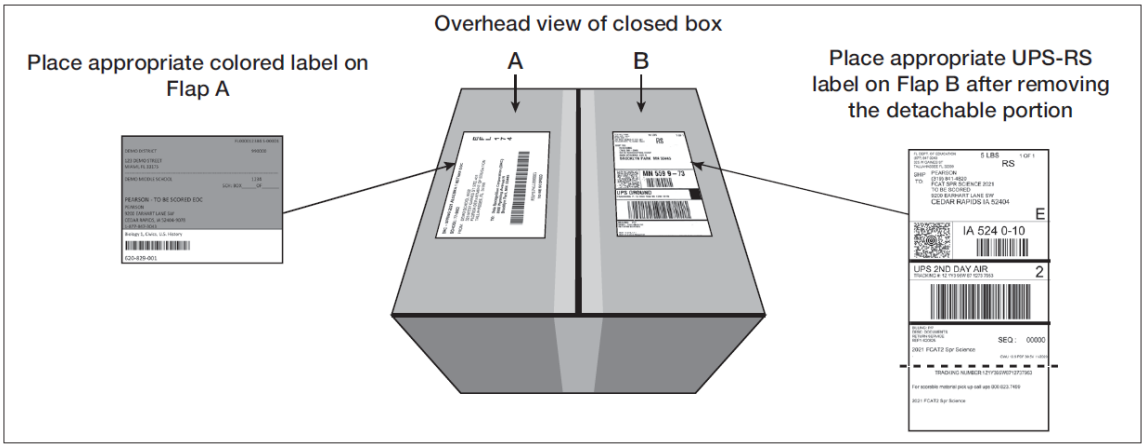
NOTE: A regular print test document with the correct PreID label applied should be included in the envelope even if the responses were not recorded for the student.

Labeling Boxes for Return

Every return label has a unique barcode, so do not copy or create your own labels. Request additional labels, if needed. **Do not apply more than one colored return label per box as you should only be sending back materials in the box that are grouped under the same label.**

Remove and keep record of the detachable tracking number located at the bottom of the UPS-RS label.

The chart below shows how the labels should be applied to your boxes. Labels may be placed over any existing shipping labels. Do not place labels over seams.



A colored return label must be applied to the outside of every box being returned to Pearson. The colored labels indicate the contents of the boxes when they arrive at the processing facilities. TO BE SCORED documents will be processed first, while NOT TO BE SCORED materials will be set aside to process last.

Apply the appropriate UPS Return Label based on the chart on the following page. Sending materials back with the wrong label will delay reporting of student results.

<table>
<tr><th colspan="3">FCLE to Pearson:
Colored Return and UPS-RS Labels Chart</th></tr>
<tr>
<td>TO BE SCORED
Braille that has not been entered into the DEI</td>
<td>FL00015422 S-00001
MIAMI DADE 130000
13135 S.W. 26TH STREEET
MIAMI, FL 33175
SCHOOL: _____ SCH #: _____
SCH: BOX_____OF_____
PEARSON-BRAILLE TO BE SCORED
PEARSON
9200 EARHART LANE SW
CEDAR RAPIDS, IA 52404-9078
FL FCLE PS: 2023-24
620-364-005 ANS</td>
<td>Return using UPS Next Day Air label
 </td>
</tr>
<tr>
<td>NOT TO BE SCORED
All paper-based tests that have been entered into the DEI and unused materials</td>
<td>FL00015421 S-00001
MIAMI DADE 130000
13135 S.W. 26TH STREEET
MIAMI, FL 33175
HIALEAH GARDENS MIDDLE SCHOOL 6751
SCH: BOX_____OF_____
PEARSON-NOT TO BE SCORED
PEARSON
7405 IRISH DRIVE SW
CEDAR RAPIDS, IA 52404-8964
FL FCLE PS: 2023-24
620-364-002 SEC</td>
<td>Return using UPS Ground label
 </td>
</tr>
</table>

UPS Return Instructions

Once you have prepared, packaged, and labeled your boxes for return, you may return your materials the following ways:

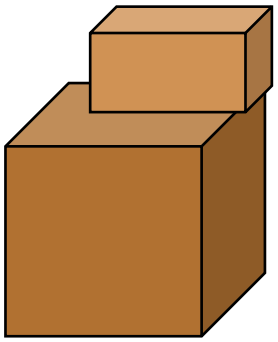
1. **Drop Off:** Take your materials to a UPS Customer Center or Store. Materials taken to a UPS Customer Center or Store must be dropped off by the location's posted "UPS Pickup" time on the specified return date to be considered an on-time return.
2. **Daily Pickup:** Return with your daily on-route pickup. If you have more than 10 boxes, contact UPS to ensure the driver is properly equipped.

3. **Schedule Online:** Schedule a pickup at UPS.com.

   1. CLICK HERE TO SCHEDULE A UPS PICK-UP ONLINE
      - Or go to www.ups.com/us, then click on Shipping > Schedule a Pickup
   2. Under the "Shipping Label Questions" section, enter at least one tracking number from a pre-printed UPS shipping label.
      - The tracking number is located directly above the barcode in the middle of the shipping label.
   3. Enter your school's details in the required fields of the "Pickup Information and Location" section (the UPS Account Number is not required).
   4. Under the "Service and Package Information" section, indicate the number of boxes and service level(s) (e.g., UPS Next Day Air, UPS Ground). Do not ship envelopes.
   5. Schedule your pickup date and time at least 24 hours in advance.

4. **Schedule by Phone:** Schedule a pickup by calling UPS at the specific vendor number below. Do not call the phone number for UPS published on their website.
   - Schedule your pick-up date and time at least 24 hours in advance.
   - There is not a charge for these services.

UPS for FCLE to Pearson
Call: 1-800-823-7459
Advise UPS that you have a pickup for Pearson using UPS-RS labels.



For questions about ordering or returning materials, please contact:

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866-815-7246
FloridaHelpDesk@CambiumAssessment.com