



# Online Data Entry Guide

Early Years Evaluation - Pre-Reading (EYE-PR)

v. 1.0



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# 1. Log in

Access the Early Years Evaluation online data entry site using <https://earlyyearsevaluation.com/app>.

Depending on your assigned role, you can access various features of our system with the username and password provided by the EYE team, such as resources, editing a child's demographic information, entering scores, generating reports, and so on.

Select your preferred language from the language selector at the top right corner.



How do I log into my EYE account?

A screenshot of a login form on a dark blue background. The form has two input fields: "Registered Email" with a person icon and "Password" with a lock icon. Below the fields is a green "Log In" button. At the bottom left of the form is a link labeled "Forgot Password?". Green lines with numbered circles (1, 2, 3) point to the email field, the password field, and the "Log In" button, respectively. A red line with a red circle points to the "Forgot Password?" link.

1 Enter your full email address

2 Enter your password  
(Note: username and password are case-sensitive)

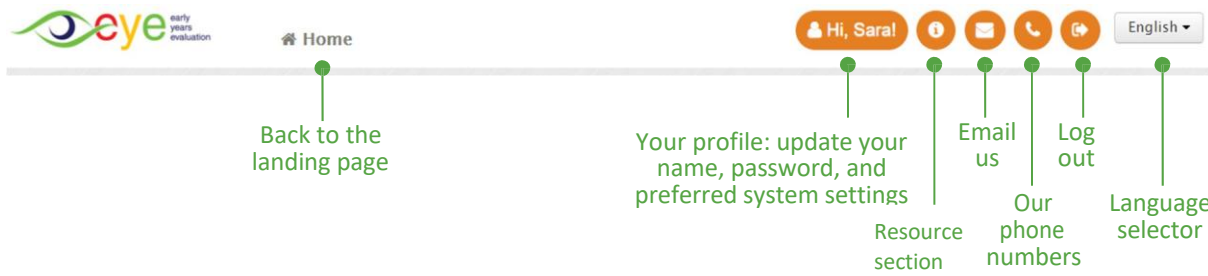
3 Click this button to submit your username and password and login to the EYE system

If you forget your password, click on this link to request a password reset.

For your security, if it is your first time logging into an evaluation session, you are required to change your password.

## 2. General navigation (sticky navigation bar)

How to use the icons on the header sector



The screenshot shows a header navigation bar with the following elements and callouts:

- Home**: A house icon with a callout pointing to it that says "Back to the landing page".
- Hi, Sara!**: A user profile icon with a callout pointing to it that says "Your profile: update your name, password, and preferred system settings".
- Resource section**: An icon representing a resource section with a callout pointing to it that says "Resource section".
- Email us**: An envelope icon with a callout pointing to it that says "Email us".
- Our phone numbers**: A telephone icon with a callout pointing to it that says "Our phone numbers".
- Log out**: A power icon with a callout pointing to it that says "Log out".
- Language selector**: A dropdown menu labeled "English" with a callout pointing to it that says "Language selector".

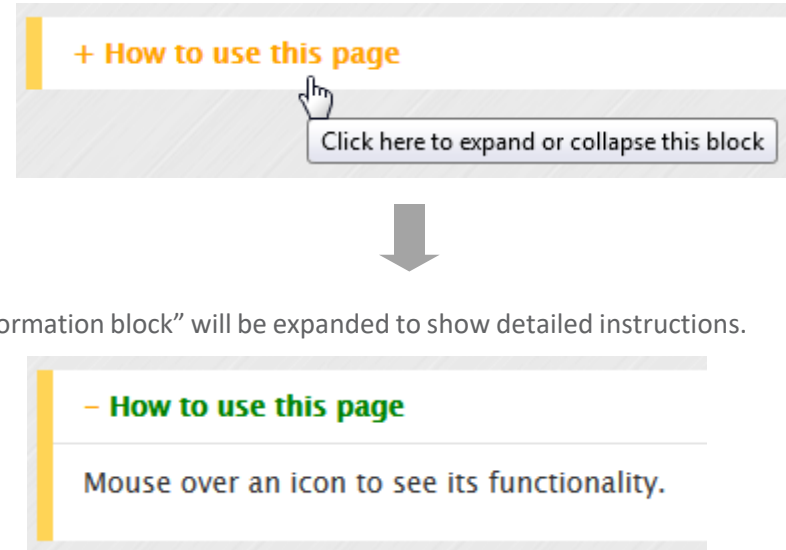
For ease of navigation, the navigation bar in the header section is consistent or “sticky” while you scroll.

## 3. Select your session

You will see tabs at the top of the page to select the type of session you want to access. Click on the EYE-PR tab.

## 4. Information on how to use a page

To see detailed instructions on how to use a page, click on the **How to use this page** bar.



The diagram illustrates the process of expanding an information block:

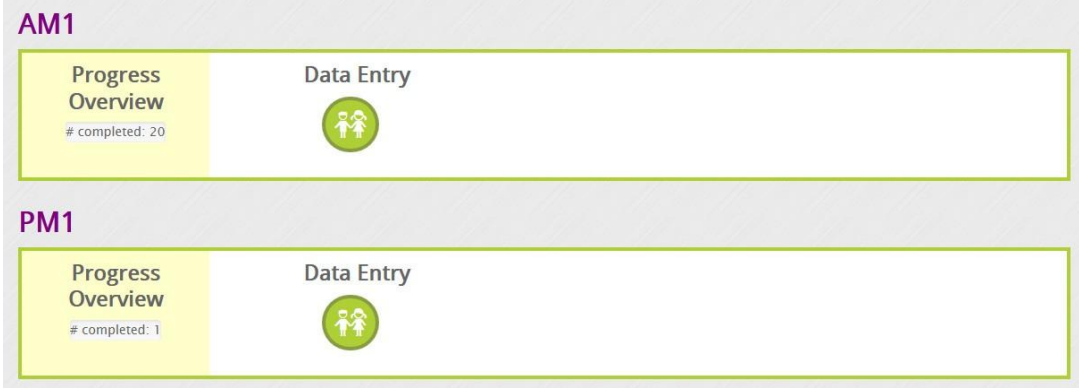
- A collapsed block with a yellow bar on the left and the text "+ How to use this page". A mouse cursor is shown clicking on the text, and a callout box says "Click here to expand or collapse this block".
- A downward-pointing arrow indicates the transition.
- An expanded block with a yellow bar on the left and the text "- How to use this page". Below the text, it says "Mouse over an icon to see its functionality."

## 5. Edit children on your list


### 5.1 Select a list to begin

The children assigned to you will be listed on the landing page.

If you have access to multiple lists of children, you will see all of them listed on your landing page.



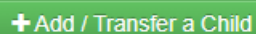
The screenshot shows two list cards. The first card is for 'AM1' and has a 'Progress Overview' button with '# completed: 20' and a 'Data Entry' button with a children icon. The second card is for 'PM1' and has a 'Progress Overview' button with '# completed: 1' and a 'Data Entry' button with a children icon.

Please click on the **Manage Children Data and Enter Scores** icon  to proceed to data entry.

You can also see the progress of data entry for each list on the landing page.


### 5.2 Add / Transfer a child to your list

If your jurisdiction did not provide child-level demographic data for upload, please add each child's demographic information by clicking the **Add / Transfer a Child** button. Follow the on-screen instructions to complete the process.

 + Add / Transfer a Child

You can always add children to your list before an evaluation session is closed.

### 5.3 Edit a child's information

If your jurisdiction provides child-level demographic data for upload, please carefully check the children on the list(s). Our team works with the EYE coordinator for your jurisdiction to ensure that all information is correct; however, errors can still occur. Click the pencil  icon to edit a child's information. Make the necessary changes and click **Update**. All required fields must be complete.

## 5.4 Exclude a child from score entry

### 5.4.1 A child is no longer in your class

Put a checkmark in the **Moved** column to indicate a child has moved out.

### 5.4.2 A child is not being assessed

Put a checkmark in the **Not Assessed** column if a child is exempt from the entire assessment. Please indicate a reason in the **Note** column.

## 5.5 Sort the list of children

The children's names on your class list will be displayed *as last name and first name* by default. To change the display order, mouse over one of the following header cells and click on the arrow sign:

- Last Name
- First Name
- Date of Birth

You can click on one of the following header cells to sort the children on the list. If you “mouse over” a sortable header, it will display an arrow sign. Click on the arrow sign to sort the children in the list using that column.

Status	Edit	Last Name	First Name	Date of Birth (dd/mm/yyyy)
Filter <input type="text"/>		<input type="text" value="Search..."/>	<input type="text" value="Search..."/>	

## 6. Search/filter information on your list

Please use the **filter/search row** below the header to search the list's children quickly.

Status	Edit	Last Name	First Name	Date of Birth (dd/mm/yyyy)	Gender	EYE-TA RTI	Moved	Not Assessed	Note
Filter		Search...	Search...		Filter				Search...



Select a category from the drop-down list to filter the children in the list. To see the complete list, select Unfilter from the drop-down list.

## 7. Navigate between lists of children

To navigate between various lists of children, click on the **Home** link in the breadcrumb.


Click on the **Home** link on the breadcrumb near the top of the page to go back to the landing page and select a different list.



## 8. Enter scores

You can complete a child's data entry over multiple log-in sessions. When you re-enter a partially completed child assessment, the system will save your previously entered data and take you back to where you left off.

## 8.1 Begin a score entry session for a child

On the page with the list of children, click the **Start** button  in the first column to begin a score entry session for a child. You will be prompted to add the date that the evaluation took place.

**Child's Name:** Test Child  
**School:** Sample School

**Fields with \* are required.**

**Date of Evaluation \***  *Required format: dd/mm/yyyy*

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After you have submitted the evaluation information, you will see the score entry page. Please see below for a detailed description of the layout of a typical score entry page.

**General layout of a score entry page**  
You can navigate to a different child on the same list by clicking the name of the list on the breadcrumb. Please remember to save your scores before leaving a score entry page.

Do you want to save a partially completed page?  
Click the Save results.

Home / Demo Class 1 PM - List of Children / Child U

## Early Years Evaluation-Pre Reading

Child's Name: Child U  
School: Practice School 1

Save

PR1	Letter Knowledge	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> exempted
PR2	Sound-Letter Relationships	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> exempted
PR3	Phonological Awareness: Blend Syllables Into Words	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> exempted

Item number      Item      Scores

If a child is unable to complete an item or is noncompliant and refuses to complete an item, select the **Not completed** option.

## 8.2 Continue a score entry session already in progress for a child

On your list of children, click the **Continue** button  in the first column to continue a partially completed score entry.

## 8.3 Submit scores as final and generate reports

When you have recorded a child's scores for all items within the EYE- PR, we recommend that you double-check or edit the scores as necessary. Once you choose to generate the report, you will not be able to go back and edit any of the scores entered.

If you have missing scores, the system will prompt you to fill them out before proceeding to report generation.


**IMPORTANT**

**5 out of 10 items have missing score(s).** Please enter any missing scores, or make any necessary edits now. Once the report has been generated, you **cannot go back** to edit scores.

## 9. Download a child report

On your List of Children page, click the **Get Report** button to download a report for each child.

Displaying 1–23 of 23 children

Status	Edit	Last Name	First Name	Date of Birth (dd/mm/yyyy)	Gender	EYE-TA RTI	Moved	Not Assessed	Note
Filter		Search...	Search...		Filter				Search...
<b>Get Report</b>		A	Child	07/09/2018	Female	<input checked="" type="checkbox"/> 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

If you are not granted permission to access the reports, you will only see the **Complete** status in the first column and no button will be provided for report download.

Personnel who are not granted accessed to the reports will see a **Complete** status in the children list.

<b>Complete</b>		Jones	Oliver	23/01/2010	Male	17/09/2014	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
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## 10. Resources section

Click on the **Help & Resources** icon on the sticky navigation bar to access the available resources. Follow the on-screen instructions to download the required resources.



## 11. Log out

Click on the **Log Out** icon on the sticky navigation bar to sign out of the system.



## 12. Contact us

If at any stage, you experience difficulties when completing the online data entry, please email us at [eye-support@thelearningbar.com](mailto:eye-support@thelearningbar.com). You can also contact us by clicking on the **Email Us** icon on the sticky navigation bar.



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