You have two options for entering the data for a student who does not take the test digitally:

- One is to take a PDF, print it out, administer the test, and then go through each item entering the option that the student selected. You're basically transcribing the responses from paper pencil to the digital environment.

- The other is to complete a form that has all of the items entered directly.

We will pick data entry. Notice that we go through the same routine of selecting a disability primary and secondary. We will then pick a science test grade 5. In this case, and very importantly, you are in data entry mode. Do not use this mode with a student. No audio will be played. So, you need to just go through each item and record what the student had answered. Where do whales live? You would have recorded what the student has so you're basically transcribing each item from the PDF paper pencil to the digital environment and making a record of the students responses picking an a, b, or c. When you are done, you'll press the checkmark, you'll sign off, and you will submit. 2020 is the PIN. You'll pick the accommodations and back to the screen for a new student.