



Illinois  
State Board of  
Education



## ILLINOIS SCIENCE ASSESSMENT 2023

# Systems User Guide

January 2023

### **2023 Feature Updates Include:**

- Spanish translated tests are now available to be taken online
  - See Appendix E for information on how to convert a student's test sections to the Spanish version along with other pertinent info regarding Spanish keyboards and special characters
- Additions to the accessibility features
  - Magnifier
    - See the section "Using accessibility features" for more information on this tool

# Contents

ABOUT THIS GUIDE	3	Test Status Overview Dashboard.....	37
ADS (ASSESSMENT DELIVERY SYSTEM) USER ROLES	4	Reviewing test status .....	40
INTRODUCTION TO ADS	5	Cancel a test.....	41
Overview .....	5	Unlock Student Login .....	41
Logging into ISBE Teach .....	6	Student Test Status Reports .....	43
Navigating in ISBE Teach.....	7	Submit Tests in Paused or In Progress Status.....	45
ISA PREPARATION CHECKLIST	11	TAKING TESTS	48
WORKING WITH USERS	12	Printing Test Access Codes/Tickets ..	49
User types .....	12	Logging in to take the test .....	52
User Roles .....	12	Test screen layout .....	54
Setting up and maintaining user accounts .....	15	Taking tests .....	55
Adding Individual Users .....	15	Using accessibility features.....	58
Uploading Users in Bulk .....	17	Item Review & Bookmark .....	65
Editing user information .....	21	ADMINISTERING TESTS	67
Assigning Test Admins to Classes ...	23	Before the test .....	67
WORKING WITH STUDENTS AND CLASSES (ISBE MANAGEMENT)	26	During the test .....	67
Using the ISBE Management Tool ....	27	After the test .....	72
Editing Student Rosters Using the CSV Editor .....	29	APPENDICES	73
Editing Student Rosters using the Online Editor .....	31	Appendix B: Creating an Excel PivotTable .....	75
Maintaining and Creating Student Profiles .....	34	Appendix C: Pulling test access codes by a single test section .....	78
Adding walk-in students .....	35	Appendix D: Current ISA Safe Exam Browser (SEB) Versions.....	81
TEST MANAGEMENT	37	Appendix E: Guide to Assigning a Spanish Test to a Student .....	82
		Appendix F: Test Instructions .....	90

## About this guide

---

Welcome to the *ISBE Assessment Delivery System User Guide*. This guide provides overview information and step-by-step instructions to help you use the Assessment Delivery System (ADS), ISBE Teach, ISBE Management, and ISBE Learn to administer online assessments.

Administrators and Teachers will interact with ISBE Teach and ISBE Management. Students will interact with ISBE Learn.

# ADS (Assessment Delivery System) User Roles

---

There are two roles in ISBE Teach and one in ISBE Learn.

## ISBE Teach

- Organization Administrator
- Test Administrator

## ISBE Learn

- Student

The goal of this guide is to provide necessary information and instructions for people in the administrator roles.

The **Organization Administrator** (Org Admin) is a staff member who is granted access at either the district or the school level. Org Admins with district-level permissions have access to the district as well as all schools within the district. Org Admins with school-only permissions cannot view district users, classes or students outside of their assigned school.

The Org Admin maintains schools in the district, as well as user accounts and access at the district or school levels or both. Org Admins manage user accounts, student records, and classes, as well as work with student data and test assignments. Local policy will determine if student and class management is coordinated at the district or school level. As an Org Admin, it's important for you to be familiar with the features of ADS used by the staff members you interact with and support.

A **Test Administrator** is a school staff member who administers or proctors online test delivery in the ADS. For the smoothest testing experience, as a test administrator, you may need to be familiar with features of the ADS that other staff members use, such as your school's test coordinator.

There is another role in the ADS: the **student** who takes tests in ISBE Learn. While students are not officially set up as users, you should understand how they interact with the system.

Actions are often performed by multiple user roles. To make it clearer whether a particular role can perform an action, you will find a role bar like this at the top of each procedure.



When a role is highlighted (all the roles are highlighted above), that user can perform the procedure described. If a procedure is not available to a user role, it will be dimmed in the role bar as shown below.



# Introduction to ADS

---

## Overview

The **Illinois School Board of Education (ISBE)** uses the Assessment Delivery System (ADS) to administer the Illinois Science Assessment (ISA). This section introduces you to the components of ADS that administrators and educators use to set up organizations, users, and students, review test assignments, and administer tests.

As a District or School Organization Administrator or Test Administrator, you will primarily work with ISBE Teach where you will manage users/students, generate/print test codes and perform other test section maintenance. Test Administrators will also work with ISBE Learn which is used to deliver the ISBE ISA online assessment to your students.

## Components of the Assessment Delivery System

The Assessment Delivery System (ADS) consists of two unique parts that administrators and educators use to develop, assign, and administer ISBE online assessments.

<b>ISBE Teach</b>	<b>Administrators:</b> Manage districts, schools, classes, students, users and tests.
<b>ISBE Learn</b>	<b>Students:</b> Take online tests.

## ISBE Teach

The bulk of a school's preparation work occurs in ISBE Teach.

For the Illinois Science Assessment, ISBE will set up the organizations (districts and schools) across the state as well as the District Organization Administrator(s) and School Organization Administrators (per ISBE Entity Profile System (EPS)). In turn, Organization Administrators (Org Admins) at the district will create additional school-level Organization Administrators and all Test Administrators (Test Admins); Org Admins will also assign Test Admins to classes. Org Admins (district or school depending on district policy) have the (optional) ability to split the default rosters of students (divided by grade) into smaller class sections by using the integrated ISBE Management Tool that is embedded on the ISBE Teach Dashboard page and connects to the ISBE SIS. Test assignments are automatically assigned to students by the student grade level.

## ISBE Learn

Test Administrators will work closely with ISBE Learn. Students will not know what ISBE Learn is even though they use this platform to take the test. Each student will enter a unique 10-character access code, found on the student's test ticket, into a browser on a school device that meets technical requirements and is running the SEB (Safe Exam Browser) application.

## Logging into ISBE Teach

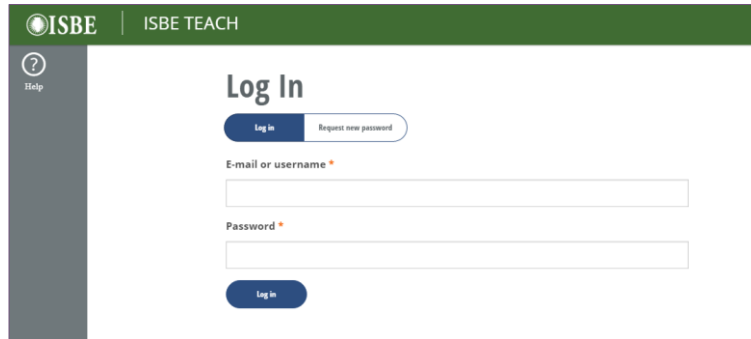
To use the features described in the next several sections, you must log into ISBE Teach. If you do not have a user login, contact your Org Admin (usually your Superintendent/Director or Principal).

Org Admin	Test Admin	Student
-----------	------------	---------

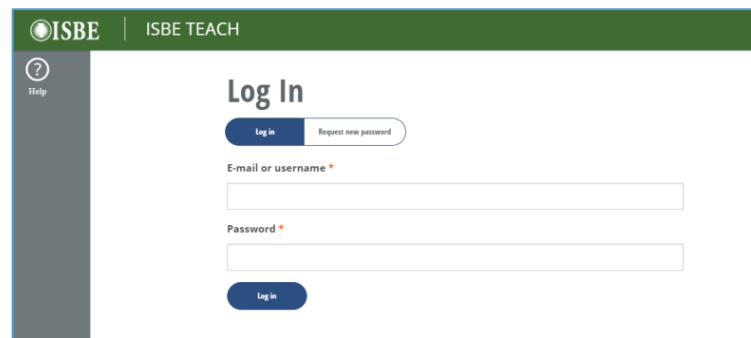
1. Click the link below or open your browser and type or copy and paste the ISBE Teach URL into the address bar:

<https://teach-isa.ileducates.org>

The **Log In** page opens.

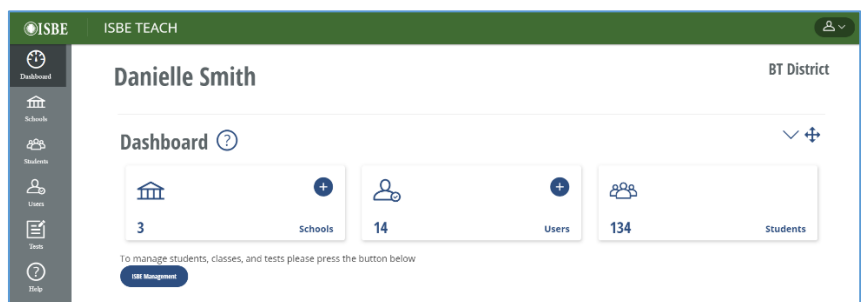


2. Enter your e-mail address or username and password.
3. Click **Log in** under the password field\*.



4. The ISBE Teach Dashboard opens\*. This serves as your home page for ISBE Teach.

**Note:** This dashboard will vary depending on the User Role assigned to you. The parts of the dashboard are explained in the next section of the guide.



\*If you receive an error message about an incorrect username/password, use the "Request new password" button to receive an e-mail to reset your password. Otherwise contact your district/school Org Admin to verify they created your account.

## Navigating in ISBE Teach

The dashboard displays a gallery of tiles that link to all the information and actions available to you in ISBE Teach. The links will vary, depending on the number of schools assigned to you and your role in the system. A Test Administrator, for example, typically sees only the tiles and menus for **Students** and **Assigned Tests**. The **Test Status Overview** is located on the Dashboard page below the tiles.

### Parts of the ISBE Teach Dashboard

#### Org Admin Dashboard (District Permissions)

The screenshot shows the Org Admin Dashboard for a District Administrator. The header bar is green with the ISBE logo and "ISBE TEACH" text. A user profile icon is in the top right. The left sidebar is dark grey with icons for Dashboard, Schools, Students, Users, Tests, and Help. The main content area has a white background. At the top, it says "Danielle Smith" and "BT District". Below this is a "Dashboard" section with a question mark icon and a expand/collapse icon. There are three tiles: "3 Schools", "14 Users", and "134 Students". Each tile has a plus icon in the top right corner. Below the tiles, there is a message: "To manage students, classes, and tests please press the button below" and a blue button labeled "ISBE Management".

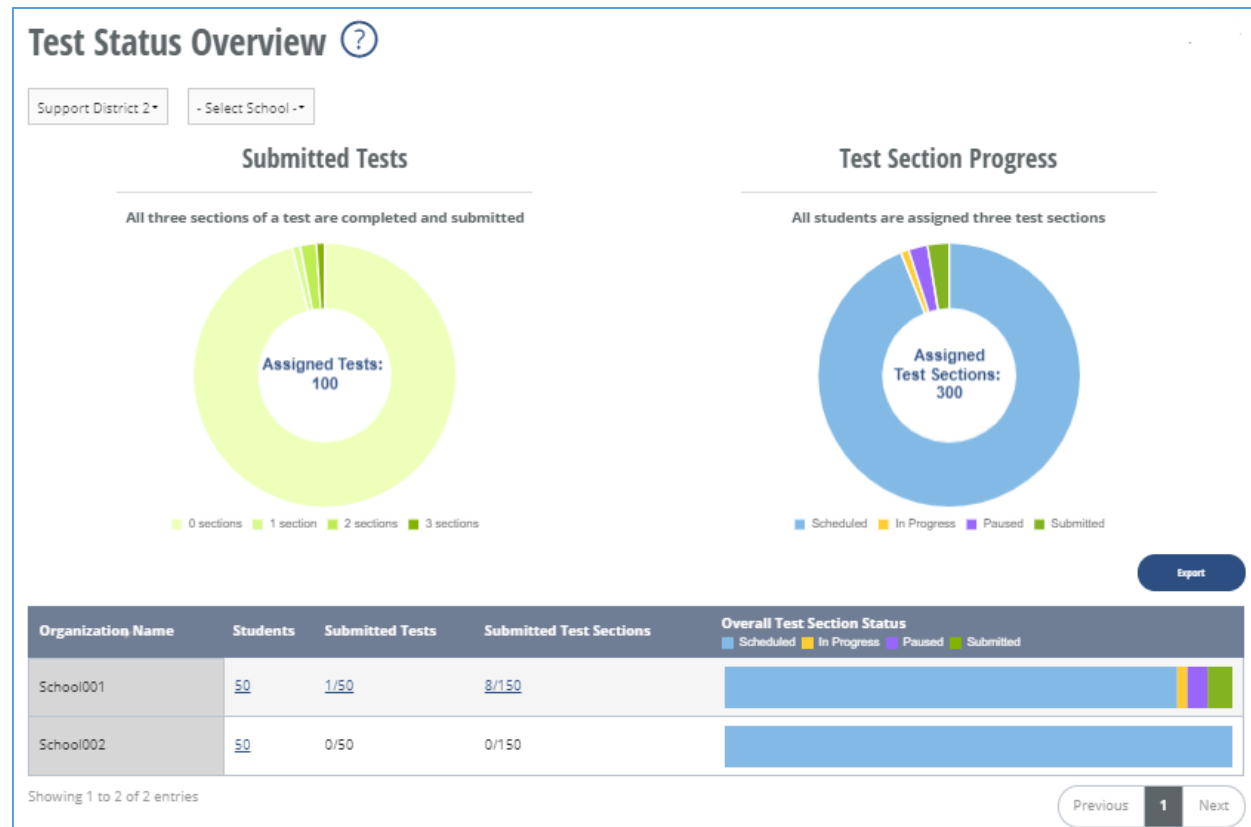
#### Org Admin Dashboard (School Permissions)

The screenshot shows the Org Admin Dashboard for a School Administrator. The header bar is green with the ISBE logo and "ISBE TEACH" text. A user profile icon is in the top right. The left sidebar is dark grey with icons for Dashboard, Students, Users, Tests, and Help. The main content area has a white background. At the top, it says "School Org Admin" and "ISBE School Demo". Below this is a "Dashboard" section with a question mark icon and a expand/collapse icon. There are three tiles: "3 Users", "28 Students", and "83 Assigned Tests". Each tile has a plus icon in the top right corner. Below the tiles, there is a message: "To manage students, classes, and tests please press the button below" and a blue button labeled "ISBE Management".

#### Test Administrator Dashboard

The screenshot shows the Test Administrator Dashboard. The header bar is green with the ISBE logo and "ISBE TEACH" text. A user profile icon is in the top right. The left sidebar is dark grey with icons for Dashboard, Students, Tests, and Help. The main content area has a white background. At the top, it says "ISBE Test Admin" and "BT School". Below this is a "Dashboard" section with a question mark icon and a expand/collapse icon. There are two tiles: "79 Students" and "266 Assigned Tests". Each tile has a plus icon in the top right corner.

## Test Status Overview Dashboard



**Tiles** – on the center of the dashboard are tiles that link you to the orgs, users, and students assigned to you.

- **Schools (District Org Admin only)** – view schools in your district.
- **Users (Org Admin only)** – view, add, or upload users (setting up and maintaining user accounts).
- **Students** – view, add, or upload students (creating and maintaining student profiles).
- **Assigned Tests (School Org Admin and Test Admin)** – view tests assigned to your classes and students.

**Navigation Dashboard Menu** – Each tile type is associated with an item located on the left side Dashboard navigation menu. These menus are available to you anywhere in ISBE Teach.

### Org Admins

- **Districts (State Org Admin only)** – view districts.
- **Schools (District Org Admin only)** – view schools.
- **Users** – view, add, or upload users at districts or schools.
- **Students** – view all students or by class for permitted schools; show assigned tests; generate access code by student; add single student to a class.
- **Tests** – list of assigned tests by Class; Generate Access Codes by class; list of student test assignments, shows test status, provides test support actions, download student test status report.
- **Help** – provides help information for the Test and Test platform.



---

## Test Administrator

- **Students** – view students for assigned classes; show assigned tests; generate access code by student.
- **Tests** – list of assigned tests by Class; Generate Access Codes by class; list of student test assignments, shows test status, provides test support actions.
- **Help** – provides help information for the Test administration **and** Test platform.

**Test Status Overview Dashboard** – Located below the dashboard tiles, this section provides a summary of the student test status within your organizations. This is visible to both Org Admins and Test Admins. Test Admins must be assigned to classes to see data.

- **Org Filters** – used to change the data that is shown on the charts and table. Depending on users' permissions, may select the district, school and classes to be shown.
  - **Donut Charts** – show the Submitted Tests (progress of students completing all three test sections) and the Test Section Progress (progress of individual test sections). Hover over sections of the charts to view details. Click on the chart sections to navigate to the test details page and table.
  - **Summary Table** – view summary of test status for child organizations. Use hyperlinks or bar chart labels to click through to Details page.
  - **Export** – Export a .CSV file of Summary table or Details table.
- 

## Parts of an ISBE Teach Information Page

ISBE Teach data is generally displayed in a list format, as shown below.

The screenshot displays the ISBE Teach interface. On the left is a sidebar with icons for Dashboard, Schools, Students, Users, and Tests. The main header shows the ISBE logo and 'ISBE TEACH'. The main content area is titled 'BT School Students'. It includes a 'Page Name' label, an 'Organization Name' label (BT District), a 'Page Buttons' label (Add Single Student), and 'Org Filters' (BT School, All Students). There is a search bar and a table of student data. The table has columns for State identifier, First name, Middle name, Last name, Grade, and Operations. A sample row shows a student named Jennifer Lee Freeman in grade 9 with a 'Generate access code' button.

**Page Name** – Displays the name of the page.

**Organization Name** – Displays the name of the highest organization (State, District, School) to which a user is assigned. If you belong to multiple orgs of that same level, this field will show a drop-down filter.

**Org Filters** – Use the drop-down filters to select the District, School, Class information displayed in the table. The filters shown will vary based on your organization permission level.

**Page Buttons** – Select buttons to initiate the described action.

**Operations** – Select from the buttons on each row to take action on a specific user, student or assignment.

**Search List** – Enter a term in the field to display only items containing your term.

**Sortable Columns** – Click the header of a list column to sort.

**Page Navigation** – Click a number to move through multiple pages of information.

## Sorting and filtering lists in ISBE Teach

You can more quickly locate an item in a very long list by using the sort or filter functions.

To filter lists, enter your search term in the **Search field** that appears above the table on the top-right. Entries that do not include your terms will be hidden. For example, filtering a list of students for "10" will return all students in Grade 10 plus any that have "10" in any other field (i.e., the State Identifier). Click on the table header of the column to sort entries in a list. Click again to toggle between ascending and descending order.

## Getting help

ISA program support is provided through various online resources, through the ISBE Student Assessment and Accountability Division and our support partners.

- For additional information about ISA, visit the ISBE Science page at: <https://www.isbe.net/isa>
- Support telephone number: (855) 340-3911
- Support email: [isbe-isa-support@psionline.com](mailto:isbe-isa-support@psionline.com) (consider using the below listed web chat in lieu of email for quicker responses)
- Support chat: <https://techsupportchat.psiexams.com/techsupportchat/isbechat.jsp>

## Online Help

Use the Help icon in the left navigation menu on the Teach website to search for information and documentation on ISA test administration, ISBE Teach and ISBE Learn.

## Test accommodations

All students can use the online test accessibility features: Text to Speech, Line Reader, Calculator, Answer Eliminator, Highlighter, and Magnifier. See the section "Using accessibility features" later in this guide for more information.

The ISA now supports online Spanish tests. See Appendix E for instructions on assigning Spanish-language tests to your students and configuring keyboards to enable accents for extended response (short-answer) questions. Please note that online Spanish tests do not support text to speech. Students requiring this accommodation should be given a paper test with a human reader.

Offline materials are available for students with testing accommodations that require paper tests or a human reader. Districts may request secure testing materials via the Secure Document process or via Bulk Print Ordering. Paper Test information is available on [ISBE.net/isa](https://www.isbe.net/isa).

**Note: Schools and Districts are responsible for scribing student test responses made on paper tests into the corresponding online test assignment. There is no offline scoring of paper tests.**

# ISA Preparation Checklist

The following checklist provides a summary of the high-level steps that need to be completed prior to the start of the test window.

## Test Operation Setup

### Completed by ISBE Assessment Team

- ☐ Load Organizations (uses state RCDTS code)
- ☐ Roster Students into default classes (5-default, 8-default, 11-default)
- ☐ Load initial set of District Organization Administrators (Org Admins) based on data in ISBE's Entity Profile System (EPS)

### Completed by Districts/Schools Org Admins

- ☐ Load Additional District and School Org Admins
- ☐ Review Student Roster and Classes; Optional
  - - Move students to new classes (using ISBE Management Tool)
- ☐ Load Test Administrators (Test Admins)
- ☐ Assign Test Administrators to Classes

## Test Preparation & Management

### Completed by Districts/Schools Org Admins

- ☐ Install Secure Exam Browser (SEB) on testing devices
  - Test that the SEB is installed properly by using the SEB Install Check access codes found on [isbe.net/isa](https://isbe.net/isa). Make sure you can enter an Install Check exam and that the questions and images load as expected after launching an Install Check test access code.
  - Verify that the technical whitelist listed at [isbe.net/isa](https://isbe.net/isa) (under "Assessment Technology Requirements") is given clearance
- ☐ Review Student Test Assignments (Org Admins/Test Admins)
  - Assign Spanish Tests to students requiring this accommodation (Org Admin)
- ☐ Generate/Print Test Access Codes for Classes/Students (Org Admins/Test Admins)
- ☐ Guide students through ISA Tutorial and/or ISA Practice Test (optional)
  - <https://teach-isa.ileducates.org/tutorial>
  - <https://teach-isa.ileducates.org/practicetest>
- ☐ Manage Student Test (Org Admin / Test Admin)
- ☐ Review Student Test Status Report (Org Admin)

# Working with users

## User types

ISBE Teach administration-level users (district, school and test) must have accounts to access ADS features. Most user accounts provide access to ISBE Teach for the purpose of working with organization records, student data, and test assignments. Those who administer or work with tests must also have user accounts in order to access the student test assignments, testing status and other records in ISBE Teach.

Students do not have assigned user accounts for ISBE Learn. They get access codes for each of their test sections specified for their organization level, as discussed in Taking Tests.

## User Roles

	District Org Administrator	School Org Administrator	Test Administrator
<b>Students</b>			
View All Students at a School	X	X	
View Student Class Roster	X Can view student class rosters at any school within their district	X Can view student class rosters within their school	X Can view student class rosters for their assigned class(es)
View / Edit Student Profile	X Can view/edit any student within their district	X Can view/edit any student within their school	X Can view/edit any student in their assigned class(es)
Add Single Student to a Class (Walk-ins)	X	X	
Generate Access Code for a Single Student	X	X	X

	District Org Administrator	School Org Administrator	Test Administrator
<b>Tests</b>			
View Test Assignments by Class	X Can view test assignments for any class within their district	X Can view test assignments for any class within their school	X Can view test assignments for their assigned class(es)
Generate Test Access Codes for a Class as a .PDF or .CSV	X	X	X
Unlock Student Login	X	X	
Submit a Paused or In Progress Test	X	X	
Download Student Test Status Report	X Report includes all students in their district	X Report includes all students in their school	
Test Status Overview Access	X	X	X Can view students and tests for assigned class(es)
Assign Spanish Test to Students	X	X	
<b>Users</b>			
View Users	X Can view other district or school users within their district	X Can view other school users within their school	
Upload Users (via CSV file)	X	X	
Add a single User (via on-screen feature)	X	X	
Edit User Account Information (Name, Email, Password)	X	X	
View/Change User Role	X	X	

	District Org Administrator	School Org Administrator	Test Administrator
View/Change User Status	X	X	
View User Class Assignments	X	X	
Assign User to Class	X	X	
Remove User Class Assignments	X	X	
Grant/Revoke User Permission to an Organization	X	X	

---

## Setting up and maintaining user accounts

Each staff member in the districts and schools who work with ISBE Teach must have a user account. Users may be added in bulk with the [User Upload Template](#) or individually using the [Add User](#) feature. Use the User Upload Template to enter the information into a comma-separated (.csv) file, and then upload the file through ISBE Teach. ISBE will pre-populate your district Organization Administrators who are listed as ISA administrators and test coordinators in EPS. It is the responsibility of the pre-populated Org Admins to create accounts for additional District or School Org Admins and all Test Administrators.

### Notes:

- All users in the system are removed at the end of every test window. EPS-listed ISA coordinators/administrators will be re-added to the system before the next test window, but the rest of the users must have “new” accounts created for them by district/school organization administrators.
- Users may be added individually using the Add User feature or in bulk with the User Upload Template. The guides below show step-by-step instructions for both methods.

---

## Adding Individual Users


### Using the Add User Feature

Org Admin

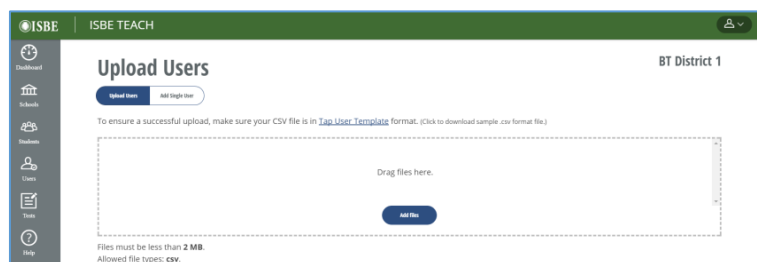
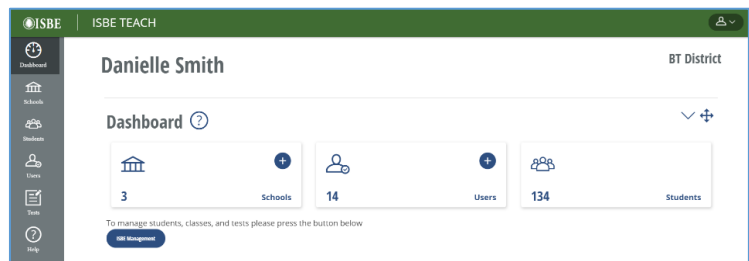
Test Admin

Student

1. Access the Add Single User feature through two different paths:

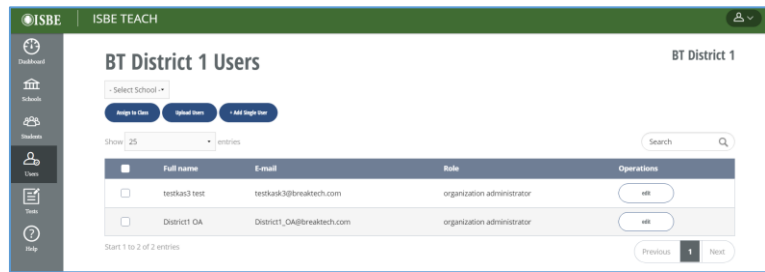
- Click the  button on the Users Dashboard menu bar in ISBE Teach to access the **Upload Users** Page.
- Select the **Add Single User** Button at the top of the page.

The **Add User** page will open.



- Click on **Users** in the left navigation to open the Users summary page. Select the **Add Single User** Button at the top of the page.

The **Add User** page will open.

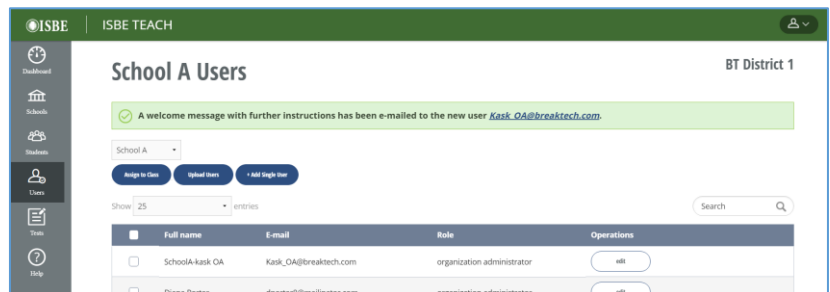


- Enter or select the following information to create a new user:

- Email address
- First name
- Last name
- Organization
- User Role

Select **Save** to create the user and return to the Users summary page.

- The new user is visible on the Users Summary Page and will be emailed a welcome message with further instructions.



- To add multiple new users, select the **Save and add another** button once you have entered the first new user's information. The new user will be emailed a welcome message and the screen will refresh to an empty Add user form.

## Notes:

- The organization selection on the **Add User** page defaults to the primary organization to which you have permission. If you have district permissions and a school was selected prior to accessing the Add User page, the selected school will be shown in the Organization drop down fields for the new user.



- The Add User feature assigns users to a single organization. If new users should be associated with multiple organizations, edit their user accounts to associate additional organizations after their initial creation.
- **New users will receive email messages** confirming their new accounts and containing time-sensitive password creation URL prompt (this email is valid for 72 hours). These emails contain the URL for ISBE Teach.
- **Creating Test Administrators:** After uploading new test administrators, you should assign them to classes so they can see students and rostered classes. See [Assigning users to classes](#) for details. Org Admins do not have to be assigned to classes as they have access to all classes at their permitted schools.


## Uploading Users in Bulk

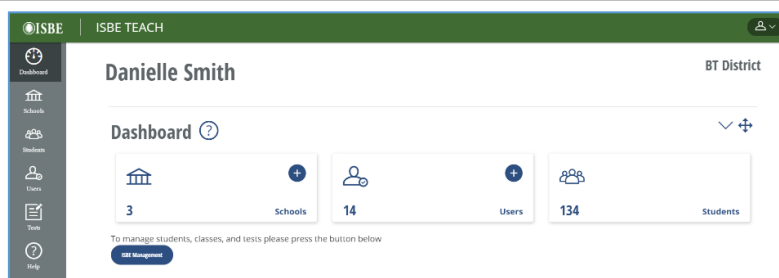
### Preparing the user template for uploading

Org Admin	Test Admin	Student
-----------	------------	---------

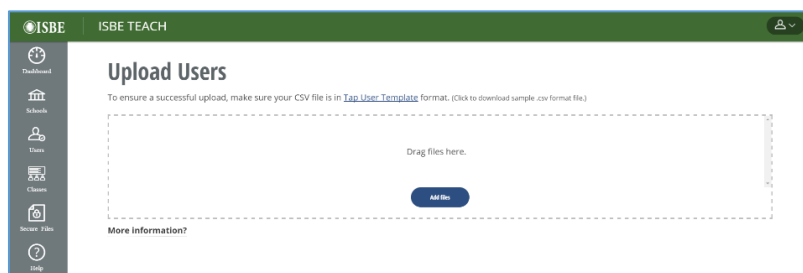
To download and prepare the user template for upload

1. Open the Upload Users page.

Click the  button on the **Users** tile on the ISBE Teach **Dashboard** page or click the **Upload Users** button at the top of the **Users** Page.



2. Click the link **Tap User Template** to download the template file. You will use the template to set up the schools or other organizations.



3. Open the file `tapuser_template.xlsx` in MS-Excel or another spreadsheet software program.

	A	B	C	D	E	F
1	First name	Last name	Email	Roles	State Code	Organization Identifiers
2	Diana	Porter	dporter8@staff.a0001.edu	organization administrator	IL	a0001
3	Jesse	Myers	jmyers3@staff.a0001.edu	test administrator	IL	ab0001
4	Bonnie	Powell	bpowell@staff.a0001.edu	test administrator	IL	ab0001,ab0002
5						

**Note:** In your file, make sure to keep the column headers as are shown in row 1 of the template, but delete the examples in rows 2-4 of the User Upload Template.

---

#### 4. Enter each user's information on a separate row:

- **First name and Last name** - the full name of the staff member to add as an ADS user.
- **Email** - the person's business email address.
- **Roles** - indicates the staff member's functional role. May be organization administrator or test administrator (**All lowercase, no CAPS**)
- **State Code** - two-letter postal code for the user's state. (use **IL**)
- **Organization Identifiers** – Use the RCDTS code for the organization. To assign more than one org to a user, separate RCDTS codes utilizing a comma in the appropriate cell on the spreadsheet.

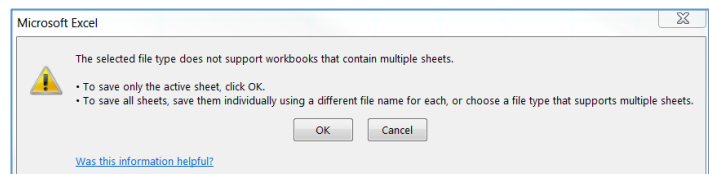
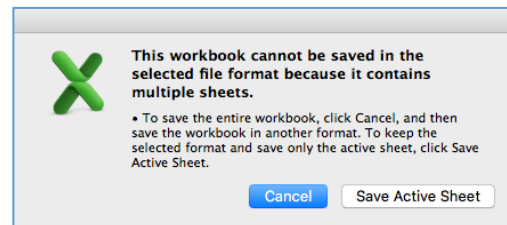
#### Note:

- Assigning a user to a district will automatically grant that user permission to see **all** schools and their associated rosters within the selected district.
- 

#### 5. Save the file in Windows Comma Separated values format (.csv).

**Note:** A .csv file does not support multiple tabs. Your computer displays a message asking how you want to save the file.

- If the data tab was the active sheet when you saved the file, click **Save Active Sheet** or **OK**.
- Follow the on-screen prompts to save the file.



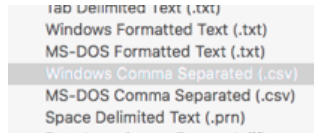
#### User Upload Template Tips

- Keep the column headers in the User Upload Template. You should delete the sample data before uploading your users.
- Do not use commas in any of the columns/fields except for the Organization Identifier field. Only use commas in the Organization Identifier field if you are assigning the new user to more than one organization.
- The Roles field can be either: organization administrator or test administrator (**All lowercase, no CAPS**)
- The State Code should be: IL
- The Organization Identifier is the full 15-digit RCDTS code for the LEA or school level organization.
  - Ensure that the leading zeros of the RCDTS are captured in the sheet or the upload will fail. Right-click the RCDTS column and select "Format Cells",

change the Cell format to Custom; highlight general, replace that word (general) with 15 zeros, then save.

- **WARNING:** You cannot re-open the file after saving with the custom formatting, otherwise the upload will fail as the leading zeros will be ignored.

- If you copy/paste information into the form, make sure to remove any extra spaces after the information in the field.
- Save your completed template as a CSV file prior to uploading it.
  - If you use a Mac, use the **Windows Comma Separated (.csv)** option to save your file.




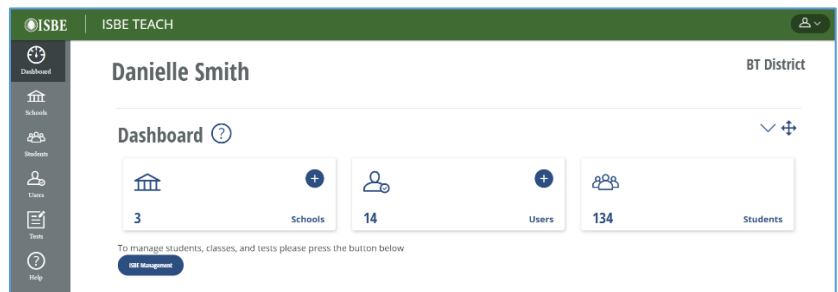
## Uploading user information

Org Admin

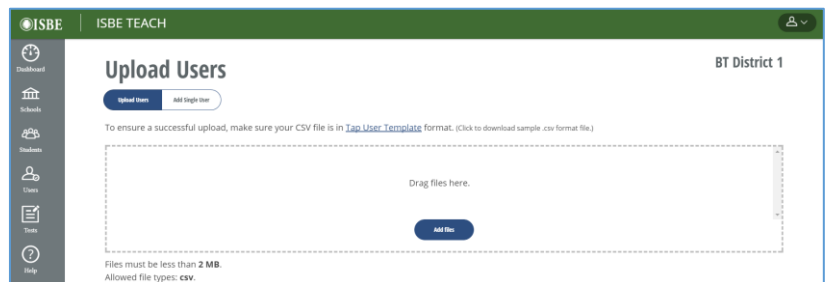
Test Admin

Student

1. Click the  button on the Users Dashboard menu bar in ISBE Teach or click the **Upload Users** button at the top of the **Users** page to open the **Upload Users** page.



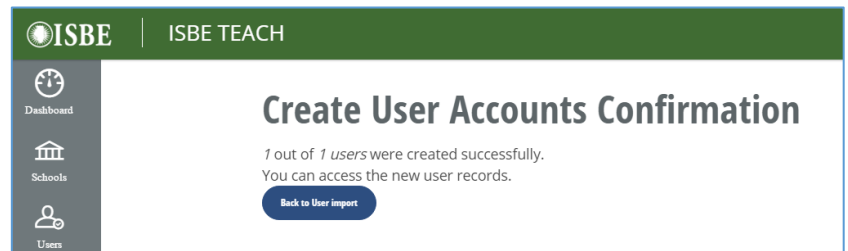
2. Add the .csv file with the user information in one of two ways:
  - Drag the .csv file with user information into the box.
  - Click **Add files**, locate and select the .csv file with user information, and then click **Open**.



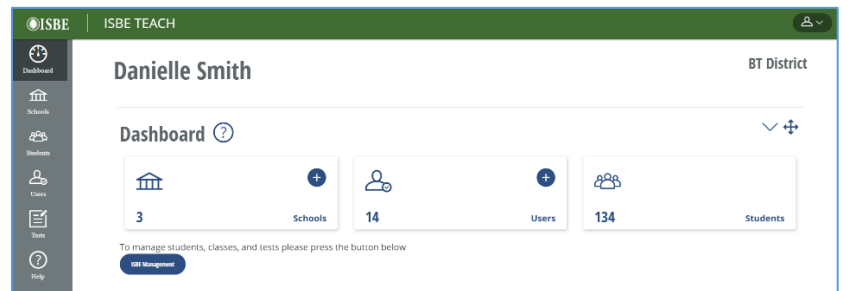
3. You will briefly see a "Processing..." message.

If the upload completes with no errors, you will see Create User Accounts Confirmation.

If Teach encounters problems with the upload, a page appears that lists the errors. Correct your .csv file and try the upload again.



4. When you have successfully uploaded users, the number of users visible to you on the ISBE Teach dashboard will increase.



### Notes:

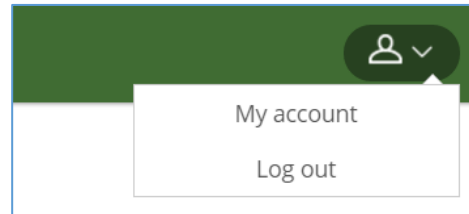
- Upon upload and creation, new users will receive email messages confirming their new accounts and containing a time-sensitive password creation URL prompt (this email is valid for 72 hours). These emails contain the URL for ISBE Teach.
- **Uploading Test Administrators:** After uploading new test administrators, you must assign them to classes in order for them to see students and rostered classes. See [Assigning Test Admins to Classes \(page 23\)](#) for details. It is not required to assign Org Admins to classes as they have access to all the classes at their permitted schools.

# Editing user information

## Edit your own user account

Users can edit their own email address or create a new password by selecting the **My account** link from the account icon in the upper right corner of the page.

**Note:** The email address associated with their user in ISBE Teach **must** match the email address associated with them in the ISBE SIS system for a user to be able to view and edit student rosters via the ISBE Management Tool.



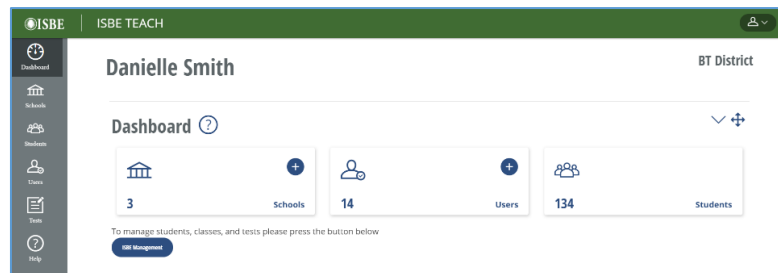
## Editing another user's account

As an Org Admin, you can edit another user's information if the user is either a peer or a subordinate within your organization, i.e., if you have district level permissions, you may edit other district or school users within your district. If you have school level permissions, you may edit other school users within your school.

### To edit another user's account

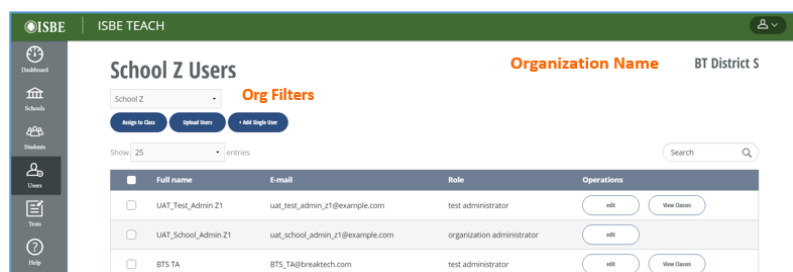
Org Admin	Test Admin	Student
-----------	------------	---------

1. Select the **Users** tile from the ISBE Teach Dashboard or select **Users** from the left Navigation Menu.



2. Use the **Org Filters** above the table to select the school of the user you wish to edit.

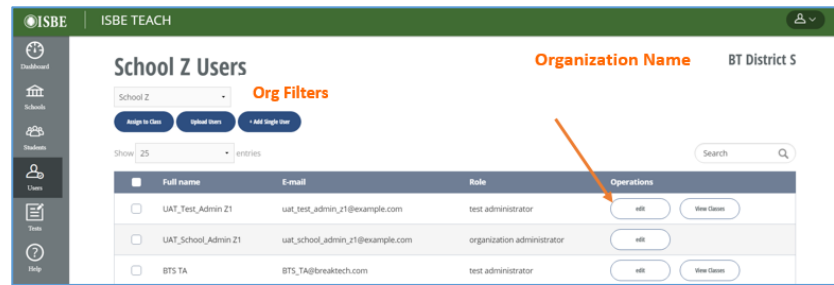
**For District Org Admins:**  
To see all the users at the district level, select the – Select School- option.



**Note:** if you belong to multiple districts or multiple schools, use the Organization Name filter in the upper right to select the desired district and/or use the Org filter above the blue buttons to select the desired school.

3. Click the **edit** button under the Operations column for the user you want to change.

**Note:** If you cannot find your user, be sure you are displaying the correct district or school.

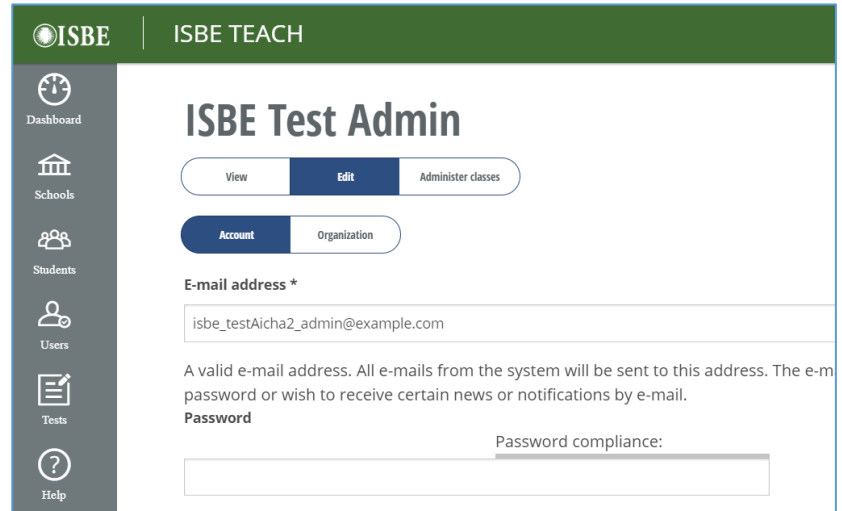


4. The user page for your user opens with the Edit tab selected.

Beneath the Edit tab are two additional tabs:

**Account** – used to edit the user's information.

**Organization** - used to edit the user's organizational assignments.

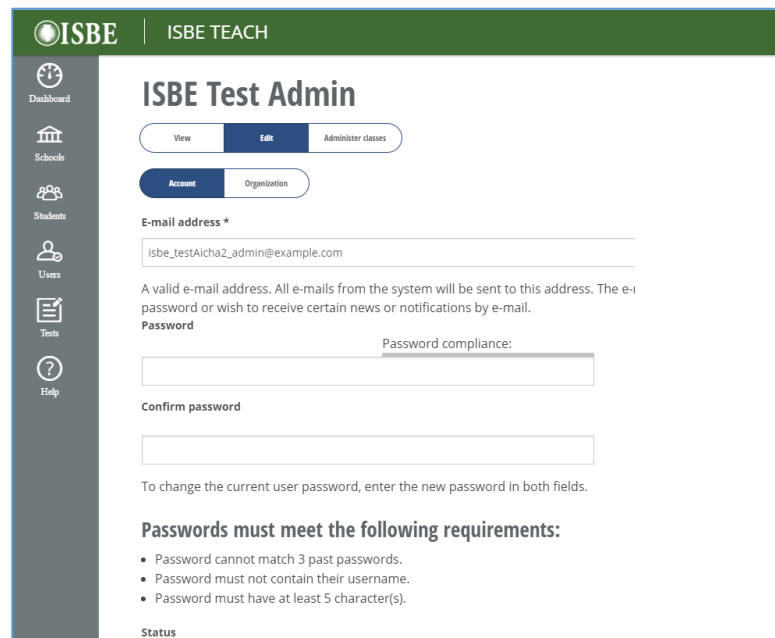


5. Click the **Account** button to edit account information. You can edit the following:

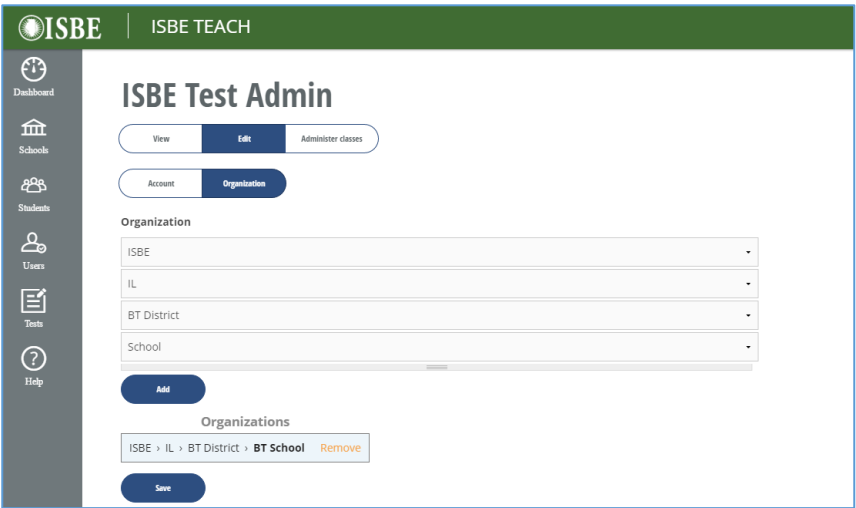
- Email Address
- Current password
- User Status
- User Role
- User Full Name

**Note:** To prevent a user from accessing ISBE Teach, update their Status to Blocked. Once a user is blocked, you will no longer be able to see them in your user list

Click **Save** to save your changes.



- Click the Organization tab to edit a user's **organizational** information.
  - Use the drop-down fields to define the user's state, district, and school.
  - Select **Add** to save a new organization to the user's profile.
  - Select **Remove** to remove an assigned school.



Click **Save** to save your changes.

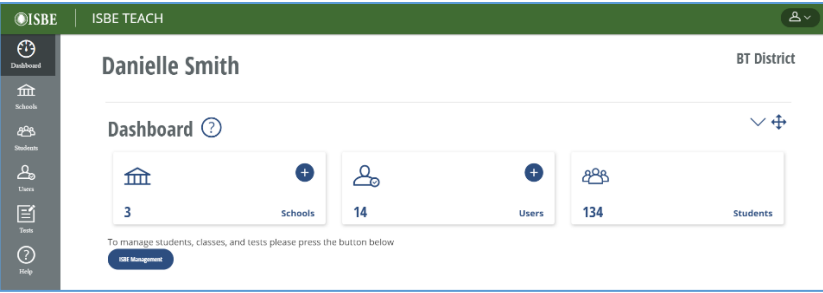
## Assigning Test Admins to Classes

Test Administrators must be assigned to classes before they can view rostered students, generate test access codes (test tickets) for students, or manage student tests.

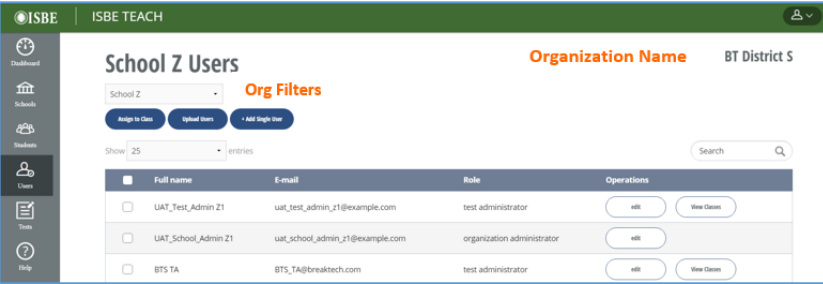
### To assign a user to a class

<b>Org Admin</b>	<b>Test Admin</b>	<b>Student</b>
------------------	-------------------	----------------

- Select the **Users** tile from the ISBE Teach Dashboard or select **Users** from the left Navigation Menu.

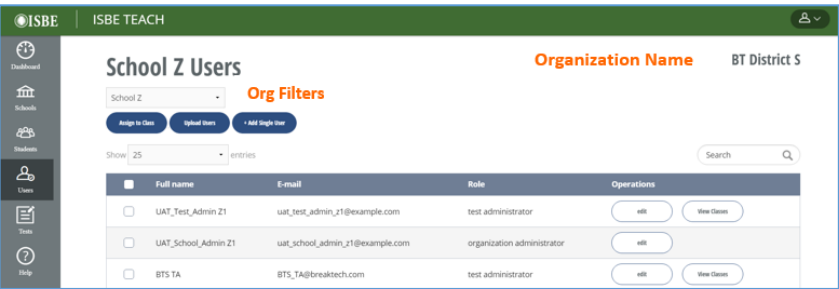


- Use the **Org Filters** above the table to select the organization of the user you wish to assign to a class.

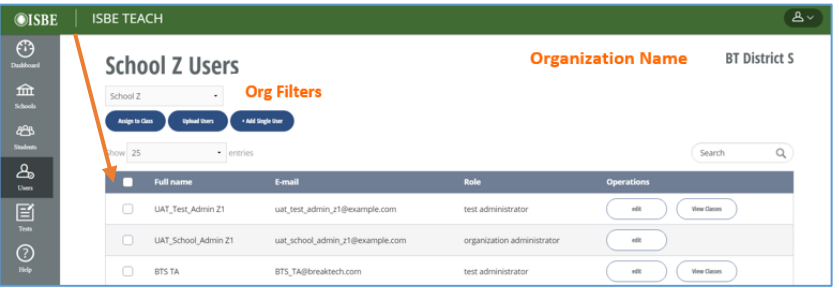


**For District Org Admins:** To see all the users at the district level, select the -Select School- option. **Note:** If you belong to multiple districts or multiple schools, use the "Organization Name" filter to select the desired organization.

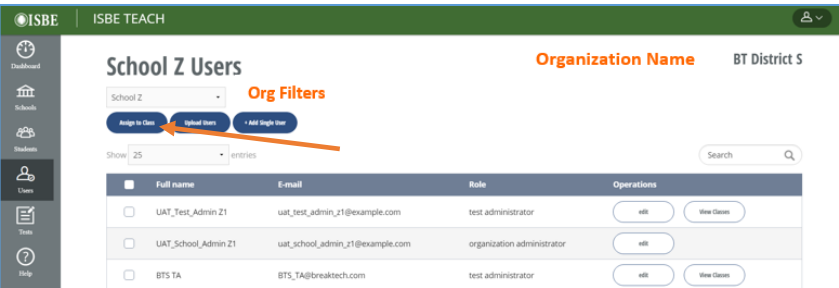
3. You may view the classes currently assigned to a Test Admin by selecting the **View Classes** button under the Operations column in the User list table.



4. Select the user(s) you want to assign to a class by checking the box to the left of their name(s) in the **Users** list.



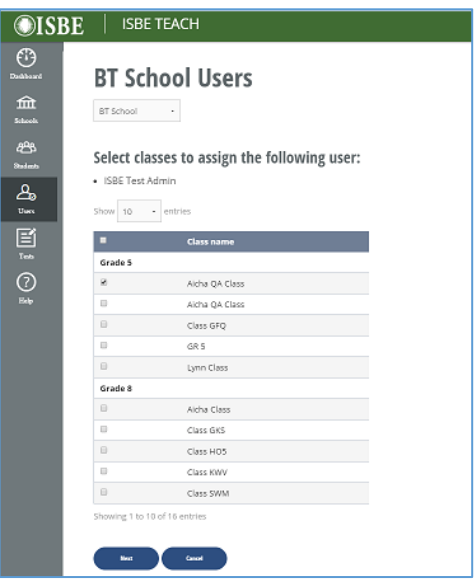
5. Click the **Assign to Class** button under the Org Filters.



6. A list of classes appears. Click the box to the left of each class name you want to assign to the user(s).

Click **Next**

If successful, a confirmation message appears.

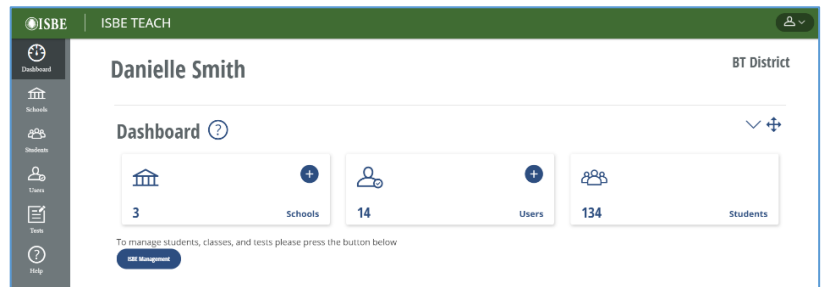




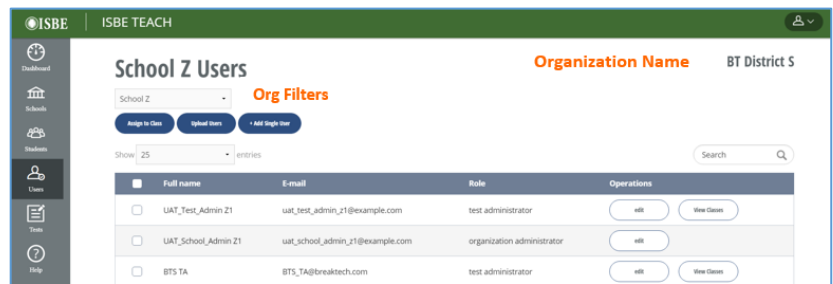
## To Unassign/Remove a Test Admin from a class

Org Admin	Test Admin	Student
-----------	------------	---------

1. Select the **Users** tile from the ISBE Teach Dashboard or select **Users** from the left Navigation Menu.



2. Use the **Org Filters** above the table to select the organization of the user you wish to unassign from a class.

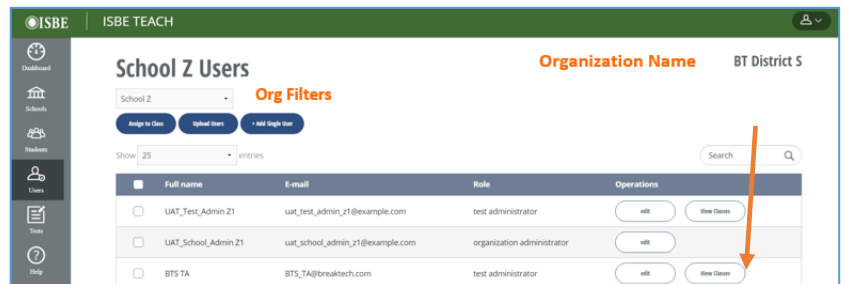


**For District Org Admins:** To see all the users at the district level, select the -Select School- option.

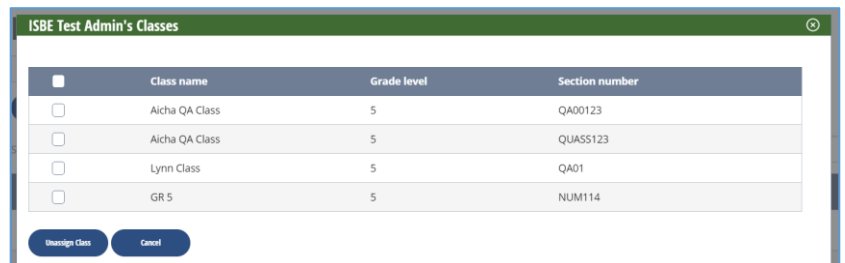
**Note:** If you belong to multiple districts or multiple schools, use the Organization Name filter to select the desired organization.

3. Select the **View Classes** button under the Operations column in the User list.

**Note:** If the View Classes button is not visible, it indicates that Test Admin is not assigned to any classes



4. Select the check boxes next to classes you wish to remove from the Test Admin.
5. Select **Unassign Class** to complete the action or **Cancel** to leave the class assignments as is.



**Note:** Once removed/unassigned from a class, a Test Admin will no longer be able to view the rostered students in that class or their associated test assignments.

# Working with students and classes (ISBE Management)

As a District or School Administrator, you may use the ISBE Management Tool (blue button located on the "Dashboard" page) to organize how the students appear rostered at your school(s) by utilizing the built-in "Online Editor" or the "CSV Editor". By default, students are rostered into a single "Default" class for each grade level. Please note that changing a student's class is optional and does not impact testing or results.

If you are testing students as part of the IIKA program, do not move students out of the preassigned default classes. If you have questions about the rostered students, reach out to your ISBE IIKA program contact.

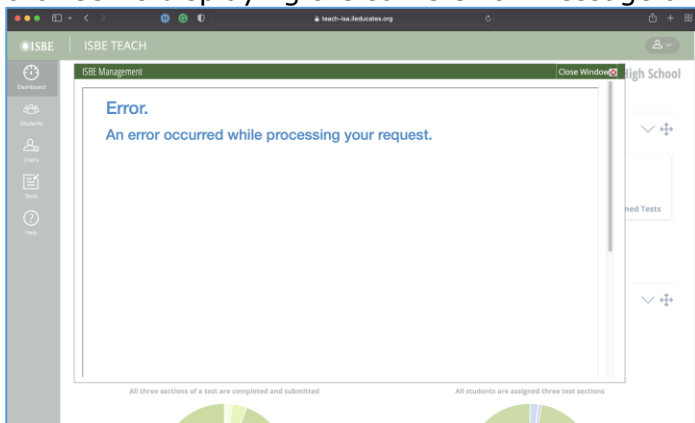
## Primary Tool Uses:

- Break students into more nuanced test sections
  - This is strictly **optional** and is meant to help Test Administrators see only the students for whom they manage testing. All testing can successfully be completed with the students remaining in the pre-populated, "Default" grade-level classes.
  - To move students into a specific class section, edit the "SectionName" field with the desired class name (typically a period number, teacher name, time of day, etc.)
- Change the school in which a student appears in Teach
  - This is done by changing a student's "TestLocation" field to the RCDTS of another school, and is typically done when a student is initially rostered at a "home school" in ISBE Management/Teach but will be testing at another school (their "serving school")

## NOTES

- Class names and TestLocation fields **CANNOT** have a comma in them due to the uploaded file being a .csv. If a comma is used, the upload will be rejected.
- If you are unable to access the ISBE Management Tool or if your roster appears empty, verify that the email address associated with your ISBE Teach account matches your account in SIS.

Troubleshooting: The below error message (or a similar one) may appear when you attempt to access the ISBE Management Tool using the **Safari browser**. To fix this, try accessing the ISBE MGMT Tool using Chrome, Firefox, Edge or Opera. Contact support if a non-Safari browser is displaying the same error message and preventing you from accessing the tool.



# Using the ISBE Management Tool

Org Admin

Test Admin

Student

## Log into ISBE Teach.

1. Select the blue **ISBE Management** button located below the Dashboard tiles. The ISBE Management Tool ("Illinois Science Assessment – Rostering System") will open.

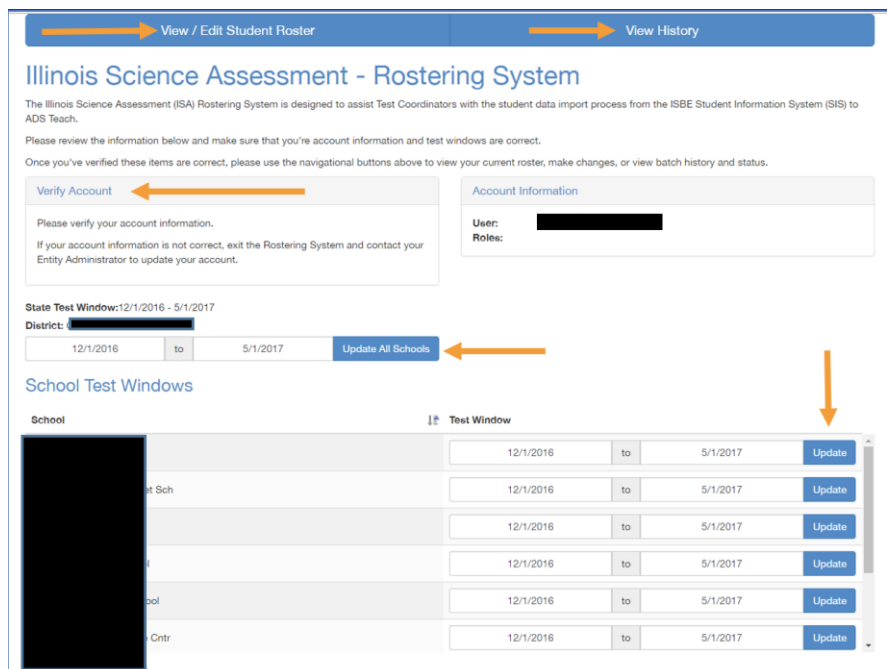
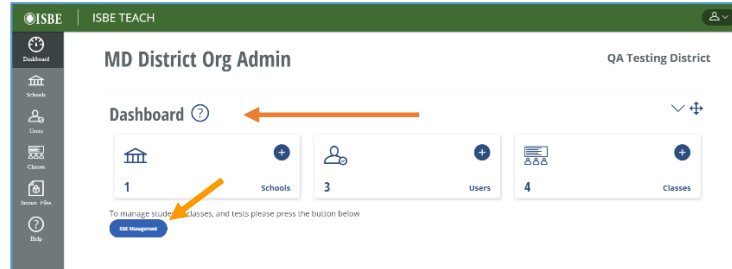
NOTE: If an error message appears, switch to an internet browser that is NOT Safari and try again.

2. Verify your account information.
3. Review/update test window date range

a) To update all the listed schools, enter the date range in the top set of text boxes. Click **Update All Schools**.

b) To update an individual school, enter the date range next to the school. Click **Update**.

4. Select View/Edit Student Roster to see the current student roster.
5. Select View History to see status updates regarding prior batch submissions. If a roster upload fails, this may provide some insight as to what you can fix.



## 6. View/Edit Student Roster(s)

- a) The current roster is displayed in the grid on the main roster page.
- b) To make changes, use either the **CSV Editor** or the **Online Editor**
- c) If your roster claims there are "0 of 0 students", it's possible your e-mail in Teach doesn't match the one in SIS. Alternatively, your school may be a "serving school" and you must contact the listed "home schools" in IWAS to have them move students into the correct school/classes.

The screenshot shows the 'Illinois Science Assessment - Rostering System' interface. At the top, there are tabs for 'Home' and 'View History'. Below the title, a message states: 'This is your current roster. Your students have already been imported with default section names based on grade level. If these look ok, then your students are rostered and ready to test. If you would like to group the students differently, please select one of the options below the students table for editing your student roster.'

The 'Current Roster' section features a table with columns: Last Name, First Name, Middle Name, DOB, Grade, Section Name, and Test Location. A search bar is located to the right of the table. Below the table, it says 'No Records Found.' and 'Showing 0 to 0 of 0 entries'. There are 'Previous' and 'Next' buttons.

At the bottom, there are two options for editing the roster: 'Edit with CSV' and 'Online Editor'. The 'Edit with CSV' option includes a description: 'Edit with CSV allows you to download an ISBE SIS student file, edit the test location and/or class assignment fields and upload the edited file to ADE Teach after validation.' The 'Online Editor' option includes a description: 'The online editor allows you to edit the test location and/or section name for your students within this system. The results are automatically processed and will update your student roster in ADS Teach. Use this option if you don't have too many changes to make or if you are not comfortable working with CSV files.'

Next ISBE MGMT instructions on following page

# Editing Student Rosters Using the CSV Editor

**\*Best for editing students in bulk**

1. To edit by CSV, click CSV Editor from the "View/Edit Student Roster" screen.

Home View History

## Illinois Science Assessment - Rostering System

This is your current roster. Your students have already been imported with default section names based on grade level.  
If these look ok, then your students are rostered and ready to test.  
If you would like to group the students differently, please select one of the options below the students table for editing your student roster.

### Current Roster

Show 10 entries Search:

Last Name	First Name	Middle Name	DOB	Grade	Section Name	Test Location
No Records Found.						

Showing 0 to 0 of 0 entries Previous Next

#### Edit with CSV

Edit with CSV allows you to download an ISBE SIS student file, edit the test location and/or class assignment fields and upload the edited file to ADE Teach after validation.

[CSV Editor](#)

#### Online Editor

The online editor allows you to edit the test location and/or section name for your students within this system. The results are automatically processed and will update your student roster in ADS Teach.

Use this option if you don't have too many changes to make or if you are not comfortable working with CSV files.

[Online Editor](#)

2. You can update student rosters at either the district or an individual school level. Download the file from the preferred level.
3. Once the file has downloaded, open it in an editing program such as Excel and make the necessary changes. Save the updated file (double check that the file format is .csv).

Home View / Edit Student Roster View History

## Illinois Science Assessment - Rostering System

### 1. Download File

You can either download one file with the entire district data or a file for each school.  
Click the download button(s) you want to work with to download student data from the ISBE SIS.

**District File**

[Crete-Monee CUSD 201U](#)

**School Files**

- [Balmoral Elem Sch](#)
- [Coretta Scott King Magnet Sch](#)
- [Crete Elementary School](#)
- [Crete-Monee High School](#)
- [Crete-Monee Middle School](#)

### 2. Select Modified File

Click on "Choose File", select the edited file and click "Open". The name of the edited file will appear in the place of "No File Chosen".

[Choose File](#) CreteMoneeCUSD201U.csv

### 3. Upload Changes

Click on "Upload" to submit the changes and queue the request for processing.

[Upload Student File](#)

- a) The only fields that can be changed are "SectionName" (what class you'd like the student(s) to appear in on Teach) and "TestLocation" (the RCDTS code of the school at which the student should appear in Teach).

b) **WARNING: No commas should be used in any cell as this will cause the system to reject the upload**

4. Click **Choose File** and browse to the edited file to add it to the wizard.
5. Click **Upload Student File** to upload the file.

The screenshot shows the 'Illinois Science Assessment - Rostering System' interface. It has three tabs: 'Home', 'View / Edit Student Roster', and 'View History'. The 'View / Edit Student Roster' tab is active. The interface is divided into three sections: 1. Download File, 2. Select Modified File, and 3. Upload Changes. In section 2, there is a 'Choose File' button and a text input field containing 'CreateMoneeCUSD201U.csv'. An orange arrow points to the 'Choose File' button.

6. Once complete you will see a success message stating the number of successfully uploaded records.
  - a) If the upload fails, see 8a
7. From here, you can exit this screen by selecting buttons to View Batch History or Keep Working.

The screenshot shows a 'Roster Submitted' window with a green progress bar at 100%. It states 'Successfully uploaded 726 records in 1 file'. Below this, it says 'Your changes have been submitted. You can view the status of your changes by clicking "View Batch History" below. If you have additional changes, you may dismiss this window by clicking the "X" or by clicking "Keep Working".' There are two buttons: 'View Batch History' and 'Keep Working'.

8. "View Batch History" shows the history and record counts for previously submitted batches.
  - a) For failed uploads you can click the linked number under the "Failed" column and inspect which specific entries failed to try and correct the issue. Contact support if it's still unclear what caused the upload to fail

Home

View / Edit Student Roster

Illinois Science Assessment - Rostering System

View History

Refresh History

Batch	Status	Creator	Created	Imported	Processed	Failed
6701	Imported	CHARPER@ROE46.NET	Feb 21 2017 12:42PM	723	0	0
6700	Draft	CHARPER@ROE46.NET	Feb 14 2017 4:03PM	724	0	0
6731	Error	klb	Jan 6 2017 10:38AM	25	25	0
6730	Complete	klb	Jan 6 2017 10:25AM	25	0	1
6729	Complete	klb	Jan 6 2017 8:57AM	25	25	0
6728	Complete	klb	Jan 6 2017 8:52AM	25	25	0
6727	Complete	klb	Jan 3 2017 11:33AM	25	0	0
6726	Complete	klb	Dec 28 2016 10:06AM	25	0	0
6725	Error	klb	Dec 27 2016 2:20PM	25	0	25
6724	Complete	klb	Dec 27 2016 1:46PM	25	25	0
6723	Error	klb	Dec 27 2016 1:23PM	25	0	0
6722	Error	klb	Dec 27 2016 12:50PM	25	0	25
6721	Error	klb	Dec 27 2016 10:42AM	25	0	0
6720	Draft	CHARPER@ROE46.NET	Dec 19 2016 11:32AM	726	0	0
6719	Error	CHARPER@ROE46.NET	Dec 19 2016 11:31AM	726	0	0

# Editing Student Rosters using the Online Editor

**\*Best for editing individual students**

1. To edit the roster in the ISBE MGMT Tool itself, click **Online Editor** from the "View/Edit Student Roster" page.

Home View History

## Illinois Science Assessment - Rostering System

This is your current roster. Your students have already been imported with default section names based on grade level. If these look ok, then your students are rostered and ready to test. If you would like to group the students differently, please select one of the options below the students table for editing your student roster.

### Current Roster

Show 10 entries Search:

Last Name	First Name	Middle Name	DOB	Grade	Section Name	Test Location
No Records Found.						

Showing 0 to 0 of 0 entries Previous Next

#### Edit with CSV

Edit with CSV allows you to download an ISBE SIS student file, edit the test location and/or class assignment fields and upload the edited file to ADE Teach after validation.

CSV Editor

#### Online Editor

The online editor allows you to edit the test location and/or section name for your students within this system. The results are automatically processed and will update your student roster in ADE Teach. Use this option if you don't have too many changes to make or if you are not comfortable working with CSV files.

Online Editor

2. A student grid will open.
3. Use the onscreen filters and search tools to identify the subset of students and data you wish to update.
  - a) Any updates will be applied to every student listed in the table so make sure to double check that you've filtered out any students that don't need edits.

**Note:** Filter the selection before you update the records. Filters may be applied by name, DOB, grade level, section name and test location.

4. Click the column headers to sort the table by that column.

Home View / Edit Student Roster View History

## Illinois Science Assessment - Rostering System

### Grid - Edit Instructions

- To page through the data table to view all entries, click on the page numbers below the data table or use the "Next" and "Previous" buttons.

#### To Edit Records:

- Enter the "Section Name" and/or "Test Location" data you want to update in the text fields to the left of the "Update Rows" button.
- To apply the update to only certain entries, filter the results using the filter buttons under the data table.
- To apply the changes, click on the "Update Rows" button.
- Once you are finished making changes, click "Submit Changes" to complete the process.

Last Name	First Name	Middle Name	DOB	Grade	Section Name	Test Location
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56099201U263002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56099201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56099201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56099201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56099201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56099201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56099201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56099201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56099201U263002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56099201U261002

Search Last Name Search First Name Search Middle Name Search DOB Search Grade Search Section Name Search Test Location

Showing 1 to 10 of 10 entries Previous 1 2 3 4 5 ... 73 Next

#### Update Records

Section Name Test Location

Update Rows Clear Search

#### Submit Changes

Once your changes are complete, click "Submit Changes" to complete the process.

Submit Changes

5. Update Records: Once the subset of data is identified, enter the new Section Name and/or Test Location in the associated fields. Select **Update Rows** to apply the changes.

Double check that only the student(s) you want to edit are listed in the table as the update will be applied to all listed students.

Home View / Edit Student Roster View History

### Illinois Science Assessment - Rostering System

**Grid - Edit Instructions**

- To page through the data table to view all entries, click on the page numbers below the data table or use the "Next" and "Previous" buttons.

**To Edit Records:**

- Enter the "Section Name" and/or "Test Location" data you want to update in the text fields to the left of the "Update Rows" button.
- To apply the update to only certain entries, filter the results using the filter buttons under the data table.
- To apply the changes, click on the "Update Rows" button.
- Once you are finished making changes, click "Submit Changes" to complete the process.

Last Name	First Name	Middle Name	DOB	Grade	Section Name	Test Location
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56009201U263002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56009201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56009201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56009201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56009201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56009201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56009201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56009201U263002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	roctts:56009201U261002

Show 1 to 10 of 724 entries

Previous 1 2 3 4 5 ... 73 Next

**Update Records**

Section Name Test Location

**Update Rows** **Clear Search**

**Submit Changes**

Once your changes are complete, click "Submit Changes" to complete the process.

**Submit Changes**

6. Once the data update is complete, you will see the following message:
7. Verify that only the desired students had their information updated by pressing the "Clear Search" button and browsing the entire roster

Record(s) updated Successfully!

8. Select **Submit Changes** for the updates to be reflected in ADS Teach.

**Note:** If you do not select submit changes, none of your changes will be saved.

**Update Records**

Section Name Test Location

**Submit Changes**

Once your changes are complete, click "Submit Changes" to complete the process.

**Submit Changes**

9. Once complete, you will see a confirmation screen of the successful batch submission.

View / Edit Student Roster

### Roster Submitted

Your changes have been submitted.

You can view the status of your changes by clicking "View Batch History" below.

**View Batch History**



10. "View Batch History" shows the history and record counts for previously submitted batches.

- a) For failed uploads you can click the linked number and inspect which specific entries failed to try and correct the issue

Home

View / Edit Student Roster

Illinois Science Assessment - Rostering System

View History

Refresh History

Batch	Status	Creator	Created	Imported	Processed	Failed
6791	Imported	CHARPER@ROE46.NET	Feb 21 2017 12:42PM	723	0	0
6790	Draft	CHARPER@ROE46.NET	Feb 14 2017 4:03PM	724	0	0
6731	Error	klb	Jan 6 2017 10:38AM	25	25	0
6730	Complete	klb	Jan 6 2017 10:25AM	25	0	1
6729	Complete	klb	Jan 6 2017 8:57AM	25	25	0
6728	Complete	klb	Jan 6 2017 8:52AM	25	25	0
6727	Complete	klb	Jan 3 2017 11:33AM	25	0	0
6726	Complete	klb	Dec 28 2016 10:06AM	25	0	0
6725	Error	klb	Dec 27 2016 2:20PM	25	0	25
6724	Complete	klb	Dec 27 2016 1:46PM	25	25	0
6723	Error	klb	Dec 27 2016 1:23PM	25	0	0
6722	Error	klb	Dec 27 2016 12:50PM	25	0	25
6721	Error	klb	Dec 27 2016 10:42AM	25	0	0
6720	Draft	CHARPER@ROE46.NET	Dec 19 2016 11:32AM	726	0	0
6719	Error	CHARPER@ROE46.NET	Dec 19 2016 11:31AM	726	0	0

11. Exit the ISBE Management Tool and return to ISBE Teach by closing the window. The updates should appear within five minutes on Teach.



# Maintaining and Creating Student Profiles

The Teach website will search SIS for exits and enrollments and should automatically remove/add students from/to your roster(s) if they have not started testing. However, if a previous district has not exited a student, please contact the district/school contact and work to complete the exit and new enrollment process in SIS. If time does not allow for this process (i.e., testing has started in your district), then school administrators can follow the process detailed in the next section to add the student manually to ISBE Teach. As always, as time allows, complete the work to keep SIS updated as manually creating students should be a last resort.

## Editing student information

**Note:** At the completion of the test window, ISBE will use the student data as it is entered in SIS to compile the final ISA results. Any updates made in ISBE-Teach to a student's record will not be captured unless you also update the record in SIS.

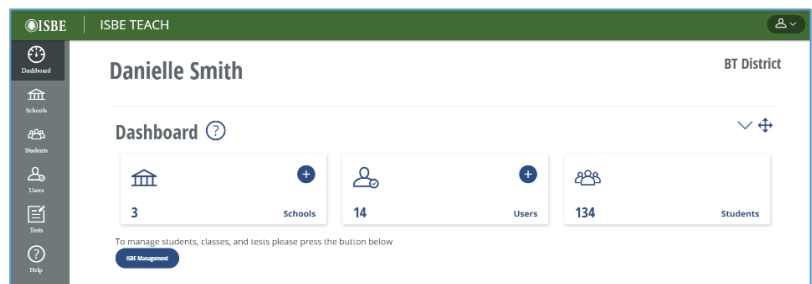
Org Admin

Test Admin

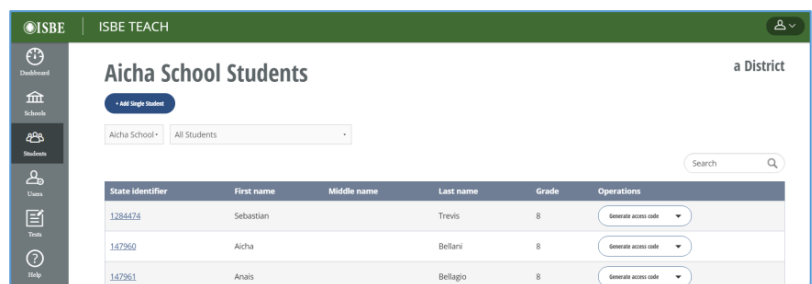
Student

1. Select the **Students** tile from the ISBE Teach dashboard or select **Students** from the left Navigation Menu.

The **Students** page will open.



2. Use the **Org Filters** above the table to select the district and/or school of the student you wish to edit.



3. Select the **State Identifier** of the Student you want to edit. The Student Profile page opens.

State identifier	First name	Middle name	Last name	Grade	Operations
1284474	Sebastian		Trevis	8	Generate access code
147960	Aicha		Bellani	8	Generate access code

- Click **Edit Student** to make the profile editable.
- Make the changes in the student's profile.  
**Note:** fields marked with an asterisk (\*) are required.
- Click **Save Student Data** at the bottom of the page.

Edit Sebastian Trevis
View Student
Edit Student

Demographic Info

State Student ID \*

1284474

Local Student ID

88888888

Grade \*

8

First Name \*

Sebastian

Middle Name

Last Name \*

### Note on changing the State Student ID

Even though the State Student ID is editable, remember that it is a unique identifier of your student.

## Adding walk-in students

The ISBE-Teach site will search SIS for exits and enrollments and automatically remove/add students from/to your roster if they have not started testing. If a previous district has not exited a student that now attends one of your schools, please contact the district/school contact and work to complete the exit and new enrollment process in SIS. If time does not allow for this process (testing has started in your district) then school administrators can follow the manual process detailed below to add the student to ISBE Teach. As always, as time allows, complete the work to keep SIS updated.

**Note:** The new student will automatically be assigned their three test sections based on their grade level.

Org Admin	Test Admin	Student
-----------	------------	---------

- Select the **Students tile** from the ISBE Teach dashboard or select **Students** from the left Navigation Menu.

The **Students** page will open.

ISBE
ISBE TEACH

Dashboard
Schools
Users
Students

Danielle Smith

BT District

Dashboard

3 Schools

14 Users

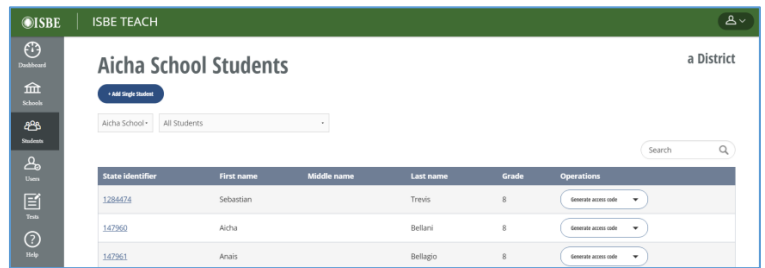
134 Students

To manage students, classes, and tests please press the button below

Get Management

2. Use the **Org Filters** above the table to select the district and/or school to which you plan to add a walk-in student.

If you have permissions to more than one school, ensure you add students to the correct school.



State Identifier	First name	Middle name	Last name	Grade	Operations
1284478	Sebastian		Trevis	8	Generate access code
147960	Aicha		Bellani	8	Generate access code
147961	Anais		Bellagio	8	Generate access code

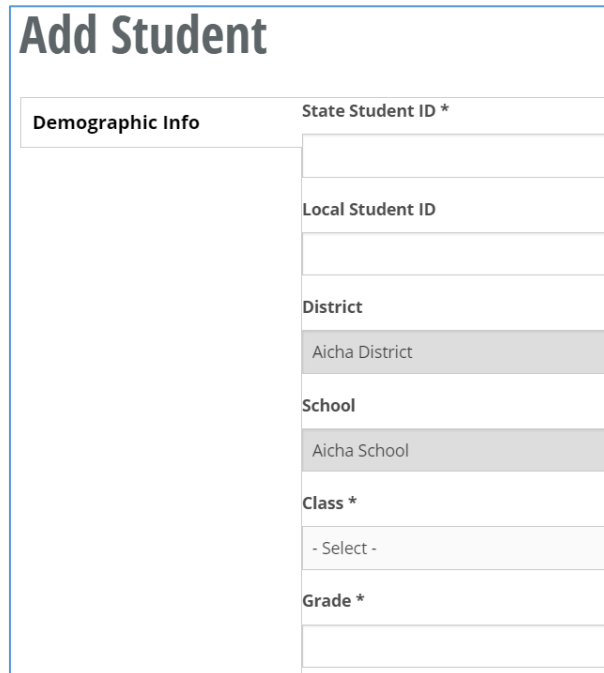
3. Select the blue “**+Add Single Student**” button. The Add Student Page will open.

You will be required to enter or select the following information:

- **State Student ID**
- **Class**
- **Grade**
- **First Name**
- **Last Name**
- **Gender**
- **Date of Birth**

-Double check that all the information matches the student profile in SIS to prevent merging issues post-test window

-Click **Save Student Data** at the bottom of the page.



### Add Student

Demographic Info

State Student ID \*

Local Student ID

District

Aicha District

School

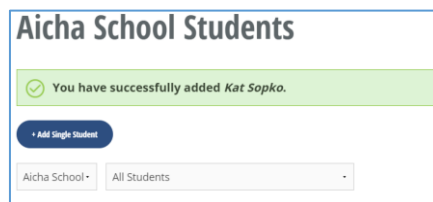
Aicha School

Class \*

- Select -

Grade \*

4. If the save was successful, ISBE Teach displays a confirmation message.



### Aicha School Students

✓ You have successfully added Kat Sopko.

+ Add Single Student

Aicha School • All Students

## Notes:

The new student will automatically be assigned a test based on their grade level.

- If the manually created student needs to test in Spanish, see appendix E for information on how to convert the assigned English tests to Spanish tests.

The State Identifier for students entered as walk-in students is appended with the Org ID (RCDTS code) for tracking purposes.

- Example: A student with the SID “012345678” at the school 001122334455667 will show up in the Teach system with a SID of “012345678\_001122334455667” to mark them for post-test window corrections that ensure their test results end up attached to their proper SIS profile

# Test Management

Tests will automatically be assigned to students based on the student's grade level. All students will have access to the following test features: Text to Speech, Line Reader, Highlighter, Magnifier, Calculator, Answer Eliminator, Bookmark, and Review. Each student taking the 2023 ISA will have three (3) test sections assigned to them which means that they will have three (3) unique test access codes assigned to them.

The titles of these test assignments follow this format (where X is 5, 8 or 11):

- 2023 Illinois Science Assessment - Grade X - Section 1
- 2023 Illinois Science Assessment - Grade X - Section 2
- 2023 Illinois Science Assessment - Grade X - Section 3

For Spanish tests the titles will be:

- Evaluación de ciencias de Illinois 2023 - Grado X - Sección 1
- Evaluación de ciencias de Illinois 2023 - Grado X - Sección 2
- Evaluación de ciencias de Illinois 2023 - Grado X - Sección 3

## Test Status Overview Dashboard

The feature provides users with a responsive, summary view of the student test status in the organizations to which they have permission. This feature is available to both Org Admins and Test Admins. Test Admins must be assigned to classes to see data.

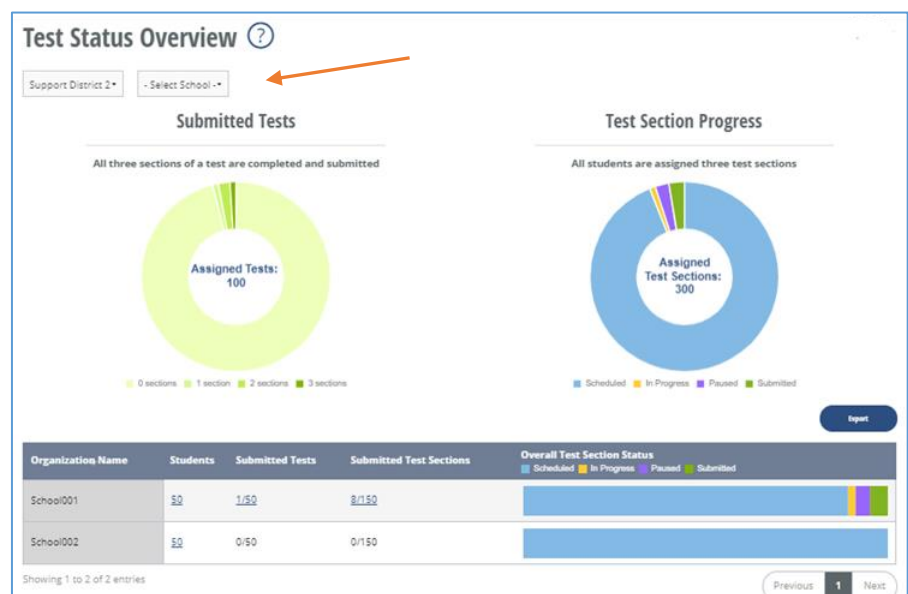
Users may use this feature to view aggregate summaries and detail tables. Additionally, .CSV files may be exported that show all the student details on a single row.

### Using the Test Status Overview Dashboard

Org Admin	Test Admin	Student
-----------	------------	---------

1. From the Dashboard tab in Teach, scroll down below the Dashboard tiles to view the **Test Status Overview**
2. Use the **Org Filters** to select the desired student and test data to be shown in the charts and tables.

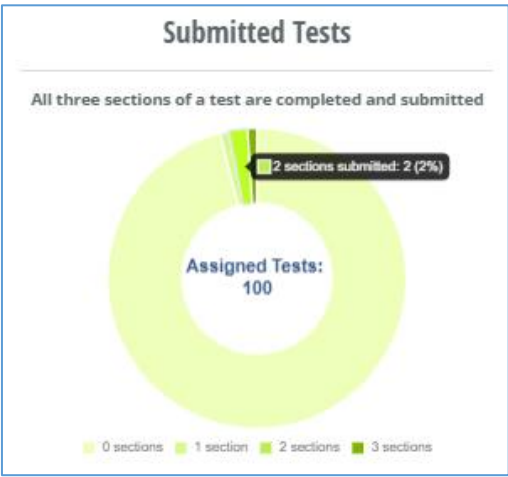
With district-level permissions, you can drill down to schools or classes. With school-level permissions, you will see both school and class information.



3. **Donut Chart – Submitted Test.** This is an aggregate view of all three student test sections that are completed and submitted for each student.

Users can hover over sections in the chart to see the number and percentage of tests in each section.

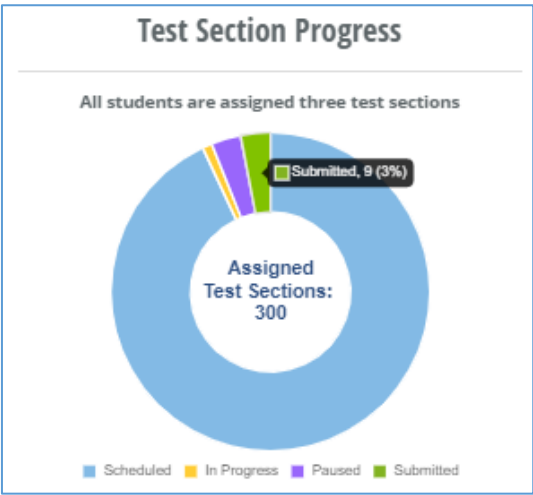
Click on a section of the chart to open a new page containing test and student details for that section of the chart.



Class	Student Identifier	First Name	Last Name	Grade	Test Section Status
Science (SD25School00101)	SD25SCHOOL0010102	First002	Last002	1	ISA 2021 5th Section 1: Submitted ISA 2021 5th Section 2: Paused ISA 2021 5th Section 3: Submitted
Science (SD25School00102)	SD25SCHOOL0010201	First001	Last001	1	ISA 2021 8th Section 1: InProgress ISA 2021 8th Section 2: Submitted ISA 2021 8th Section 3: Submitted

4. **Donut Chart – Test Section Progress.** This is a summary view of all three individual test sections assigned to all of the students in your organization.

Users may hover over the chart and click on labeled sections for more detail.



5. **Summary Table** – This is a summary table of the child-level organizations of the organizations shown in the donut charts.

If the donut charts show a district-level summary, this table shows school-level totals. If the donut charts show a school-level summary, this table shows class-level totals.

Organization Name	Students	Submitted Tests	Submitted Test Sections	Overall Test Section Status
School001	50	1/50	8/150	Scheduled In Progress Paused Submitted
School002	50	0/50	0/150	Scheduled In Progress Paused Submitted

Showing 1 to 2 of 2 entries

Previous 1 Next

6. **Summary Export** – This is a .CSV file download of the child-level summary information in the Summary Table.

Click the **Export** button above the Summary Table to access this file.

	A	B	C	D	E	F	G	H	I	J
1	Organization Name	Organization RCDTS	Students Assigned	Tests Submitted	Tests Assigned	Test Sections Scheduled	In Progress	Paused	Submitted	
2	School001	SD2SCHOOL001	50	50	1	150	133	3	6	8
3	School002	SD2SCHOOL002	50	50	0	150	149	0	1	0

The .CSV file contains the following fields:

Organization Name, Organization RCDTS, Students, Assigned Tests, Submitted Tests, Assigned Test Sections, Test Status (Scheduled, In progress, Paused, Submitted).

## 7. Test Details Page

The table on this page provides the student test detail for the selected chart section.

Access this page by any of the following:

Click on a section of a donut chart.

Click on a section of the donut charts or the bar chart in the summary table.

Click on a hyperlink in the summary table.

Test Status Detail						
Organization: <i>Support District 2</i>						
This page is showing: 2 Test Sections Submitted						
<a href="#">Export</a>						
Class	Student Identifier	First Name	Last Name	Grade	Test Section Status	
Science (SD2School00101)	SD2SCHOOL0010102	First002	Last002	1	ISA 2021 5th Section 1: Submitted	ISA 2021 5th Section 2: Paused
Science (SD2School00102)	SD2SCHOOL0010201	First001	Last001	1	ISA 2021 8th Section 1: InProgress	ISA 2021 8th Section 2: Submitted

Once selected, the test status detail for that set of data will open on a new page.

## 8. Export Test Detail –

Download a .csv file of the detail shown on the Test Status Detail page by clicking the **Export** button above the table.

	A	B	C	D	E	F	G	H	I	J	K	L
1	District Name	District RCDTS	School Name	School RCDTS	Class Name	Section Number	Student ID	First Name	Last Name	Grade	Test Section 1	Te
2	Support District 2 SD2	School001	SD2SCHOOL001	Science	SD2School00101	SD2SCHOOL0010101	First001	Last001	1	ISA 2021 5th Section 1	Su	
3	Support District 2 SD2	School001	SD2SCHOOL001	Science	SD2School00102	SD2SCHOOL0010201	First001	Last001	1	ISA 2021 8th Section 2	Su	
4	Support District 2 SD2	School001	SD2SCHOOL001	Science	SD2School00101	SD2SCHOOL0010102	First002	Last002	1	ISA 2021 5th Section 1	Su	
5	Support District 2 SD2	School001	SD2SCHOOL001	Science	SD2School00101	SD2SCHOOL0010103	First003	Last003	1	ISA 2021 5th Section 1	Su	

The .CSV file contains the following fields:

District Name, District RCDTS, School Name, School RCDTS, Class Name, Section Number, Student ID, First Name, Last Name, Grade, Test Section 1, Test Section 1 Status, Test Section 1 Access Code, Test Section 2, Test Section 2 Status, Test Section 2 Access Code, Test Section 3, Test Section 3 Status, Test Section 3 Access Code

**Note:** Organization Admins may use this feature to download a .csv file containing the test details of all students in a school. District Org Admins - select the student hyperlink in the summary table to open the Test Details page. Click the export button to download the .csv file. School Org Admins – select the Export Schools button (next to the Export Classes button) to open a Test Details page and access the export button.

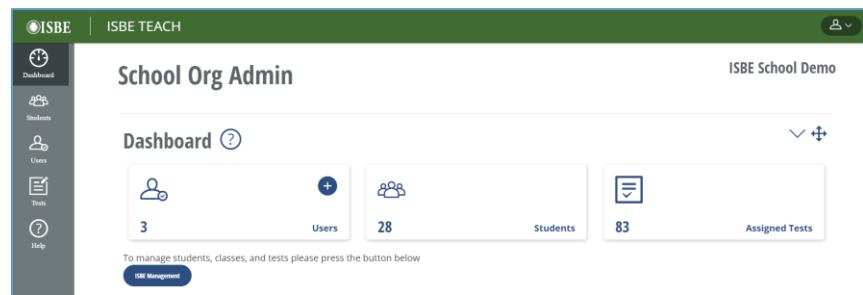
## Reviewing test status

In its initial state, a test status will be "Scheduled." When a student has completed testing, the test status will change to "Submitted." In between those two states, a test will either be "InProgress" or "Paused".

### To review the test status for students in a class

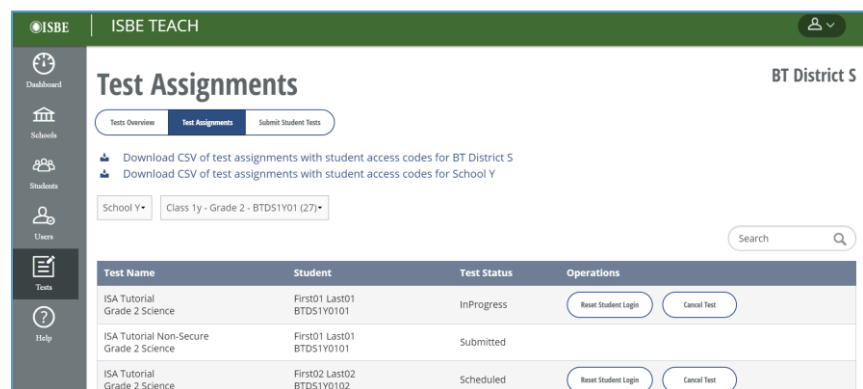


1. Select the **Assigned Tests** tile from the ISBE Teach dashboard or select **Tests** from the left Navigation Menu.

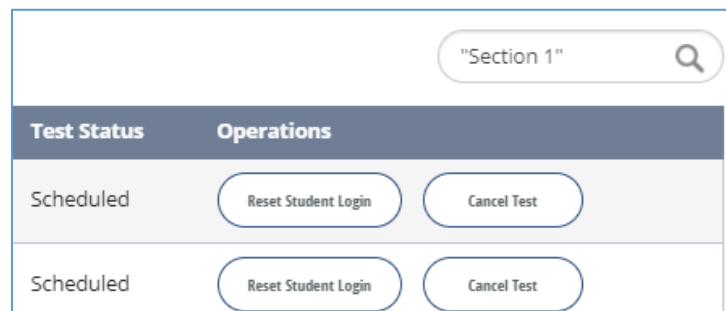


2. Select the **Tests Assignments** tab.

Use the **Org Filters** above the table to select the school and class for the student or class whose test status you want to know.



3. To **search for a specific phrase or test section** in the list of tests, use quote marks around the section name (**e.g. "section 1"**) in the search field to allow for a discreet search.



### The standard codes for test status are:

- Scheduled – a test has been assigned and not yet begun
- In progress – a student has navigated to the first question of the test or is actively testing
- Paused – a student has exited the test, or the test has been unlocked for them
- Canceled – the test has been canceled
- Submitted – the test has been submitted.



# Cancel a test

If a student is no longer eligible or required to take the ISA, Org Admins should complete the ISBE Reason for No Valid Test Assessment (RNVTa) form and submit it to ISBE per the defined process. Additional information can be found on the ISBE.net/ISA page.

# Unlock Student Login

If a student receives an error message indicating that their test section has been locked, Org Admins have permission to unlock the student login. This process enables the student to enter the access code and resume the test from their most recent saved item.

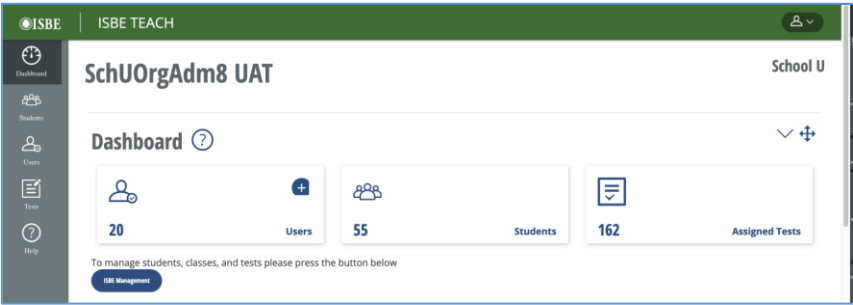
**Note:** Using this button while a student is actively taking a test will cause the student’s test to display an error and require them to exit out. You should only unlock a student login if the student receives a test-locked error message when entering their access code. Repeated clicking of this function in rapid succession could cause multiple errors and may even boot the student out again once they re-enter the exam.

Once an Org Admin or Test Admin has successfully completed unlocking the test section, the test status of the student will change from In Progress to Paused. Contact support if you’ve attempted to unlock a test a couple times and it is showing as “Paused” but the access code is still being rejected.

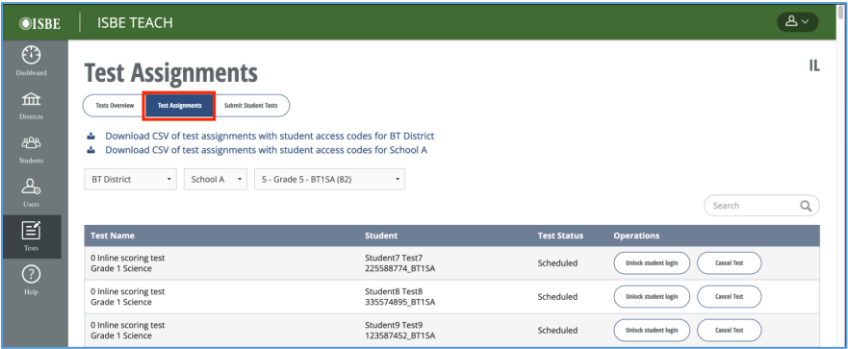
## To unlock a student’s test

Org Admin	Test Admin	Student
-----------	------------	---------

1. Select the **Assigned Tests tile** (only visible for school-level Org Admins) from the ISBE Teach dashboard or select **Tests** from the left Navigation Menu.



2. Select the **Test Assignments** tab. Use the **Org Filters** above the table to select the school and class for the Student(s) whose test(s) you want to unlock.




3. To **search for a specific test section** in the list of tests, use quote marks around the section name (e.g., **"section 1"**) in the search field. You can also search for specific students by name.

"Section 1"	
Test Status	Operations
Submitted	
Submitted	
Submitted	
InProgress	<button>Unlock student login</button> <button>Cancel Test</button>

4. Identify the row with the specific **test** to update. Select the **Unlock Student Login** button under the Operations column in the student's row.

\*Follow the instructions on the verification screen to complete restoring the test.

Unlock student login



**WARNING**

Unlock a student's login only if the student has problems logging in or has been locked out of the test. Once you unlock a student's login, the student will be able to log in and take their test. Answers to questions previously provided by the student and uploaded to the server will remain intact once the student login is unlocked. Are you sure you want to unlock student login for *0 Inline scoring test for Student? Test?*

No, do not unlock student loginYes, unlock student login

Once an Org Admin has successfully completed the unlock, the student's test status on the Test Assignment page will change from In Progress to Paused. It may take a minute or two for the system to process the change and fully unlock the access code. Refrain from repeatedly unlocking a section in short succession. If, a few minutes after the first attempt, the test is not unlocked, then try once again. Contact support if the issue is still not fixed.

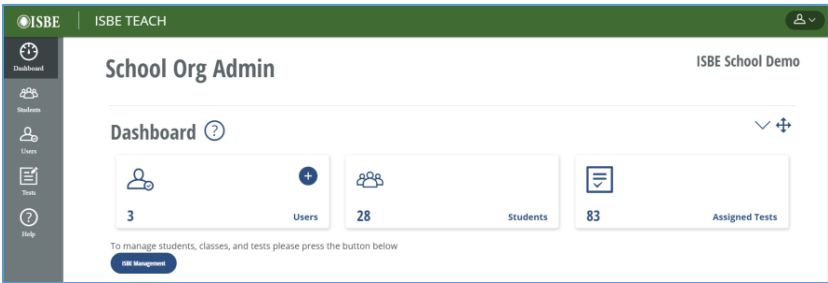
# Student Test Status Reports

Organization Admins can download a report of student test statuses in their organization(s). This is a particularly helpful tool at the end of the test to verify that all students have submitted all three test sections. [Appendix B](#) provides instructions on how to create an Excel PivotTable that summarizes and analyzes the data in the Student Test Status Report.

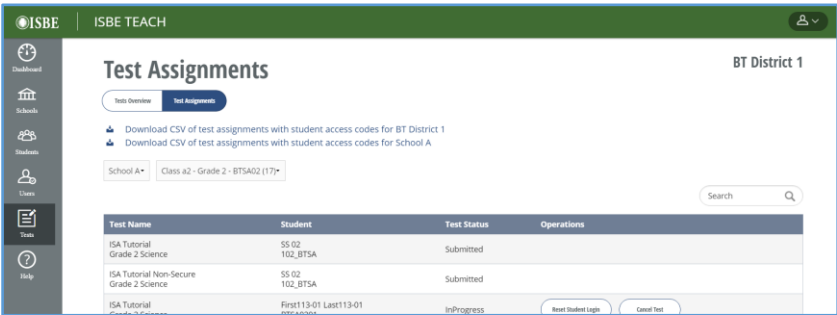
## To download the Student Test Status report.

Org Admin	Test Admin	Student
-----------	------------	---------

1. Select the **Assigned Tests** tile (only visible for school-level Org Admins) from the ISBE Teach dashboard or select **Tests** from the left Navigation Menu.



2. Select the **Tests** Assignments tab.



If you have District permissions, you will see two links:

- All district Student report
- All School report (for the selected school)

If you have School permissions, you will see a single link for all the students in the selected school.

The following fields are included for each student in the downloaded .CSV files

### District Report

District name  
District RCTDS  
School name  
School RCTDS  
Class name  
Test name  
Test Grade  
Last name  
First name  
Student ID  
Access Code  
Test Status

### School Report

School name  
School RCTDS  
Class name  
Test name  
Test Grade  
Last name  
First name  
Student ID  
Access Code  
Test Status

**Notes:**

- Once the download CSV link is clicked, the file download will be managed by the browser you are using.
- All students with assigned tests, regardless of their test status, will be shown in these reports. Each student test assignment will be on a unique row. Each student taking the 2022 ISA will have three (3) test sections assigned to them which means that they will have three (3) unique test access codes assigned to them.
- The titles of these test assignments will follow this format (where X is 5, 8 or 11):
  - 2023 Illinois Science Assessment - Grade X - Section 1
  - 2023 Illinois Science Assessment - Grade X - Section 2
  - 2023 Illinois Science Assessment - Grade X - Section 3
- For Spanish tests the titles will be:
  - Evaluación de ciencias de Illinois 2023 - Grado X - Sección 1
  - Evaluación de ciencias de Illinois 2023 - Grado X - Sección 2
  - Evaluación de ciencias de Illinois 2023 - Grado X - Sección 3
- Tip: This report can also be used to download all the access codes for your district or school at one time. Appendix C shows how to organize the data into separate Test Sections.

# Submit Tests in Paused or In Progress Status

Once all students in your district and or school have completed testing, tests left in “Paused” or “In Progress” may be submitted by Org Admins using the **Submit Test** feature. First, ensure the student in fact finished engaging with the test (even if not all items were attempted), then use the **Submit Test** feature to place the student record(s) into “Submitted” status for scoring.

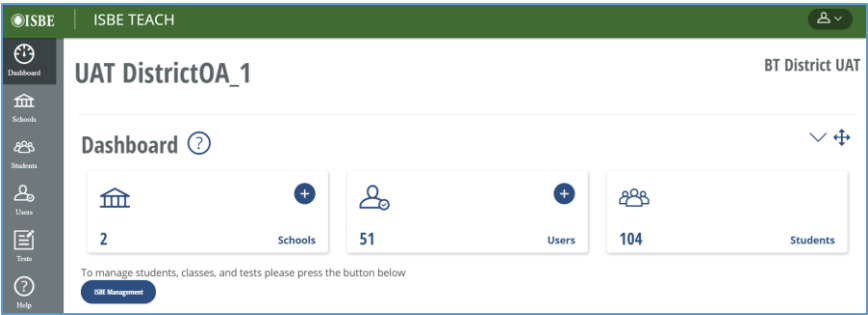
Once a test is submitted, it is **not** possible for the student to continue working on that section of the test.

Note: If you attempt to manually submit a test section, but the test status never changes from “Paused” or “In Progress” to “Submitted”, this typically indicates that the student logged into the test but never visited or answered a question. Have the student attempt logging into the exam and taking the test to confirm this or reach out to support.

## To submit tests in Paused or In Progress status

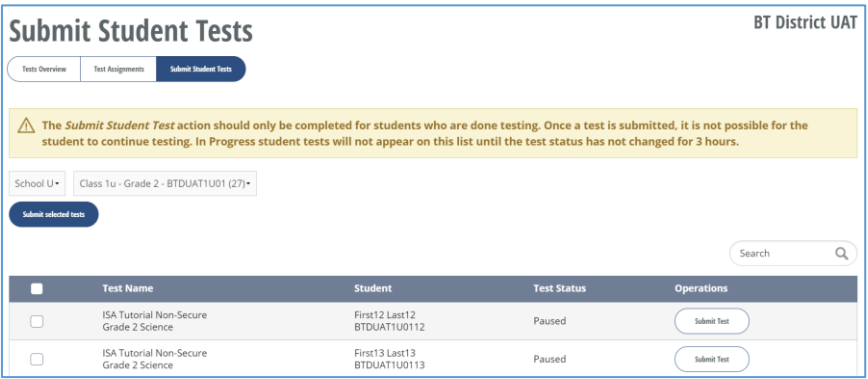
Org Admin	Test Admin	Student
-----------	------------	---------

- 1. Select the **Assigned Tests** tile (only visible for school-level Org Admins) from the ISBE Teach dashboard or select **Tests** from the left Navigation Menu.




- 2. Select the **Submit Student Tests** tab. Only tests in “Paused” or “In Progress” status will be shown on the displayed table.

Use the Org filters to select the school and/or class of the student(s) test(s) to be submitted.



- To **search for a specific test section** in the list of tests, use quote marks around the section name (e.g., "section 1") in the search field. You may also search for students by name.


"Section 1" 	
Test Status	Operations
Scheduled	<input type="button" value="Reset Student Login"/> <input type="button" value="Cancel Test"/>
Scheduled	<input type="button" value="Reset Student Login"/> <input type="button" value="Cancel Test"/>


**Note:** In Progress student tests will not appear on this page until their status has not changed for 3 hours.

## Submit a single test section

- Select the **Submit Test** button in the operations field of the student test section that is to be submitted.

Follow the instructions on the verification screen to complete the test submission.


Submit Test 



**WARNING**

Once you submit, the student will no longer be able to take the test. Are you sure you want to submit *ISA Tutorial Non-Secure for First12 Last12*?

- The following banner will be displayed when the test section is successfully submitted.

 *ISA Tutorial Non-Secure* has been submitted for *First12 Last12*. The displayed status will be updated shortly.

**Note:** The displayed status will not update immediately. Depending on system traffic, it could take up to 5 minutes for the updated status to be shown in ISBE Teach.

## Submit multiple test sections

- To submit multiple test sections, select the check box to the left of the student test in the table.

To submit all entries in the table, select the check box in the header row.

School U ▾

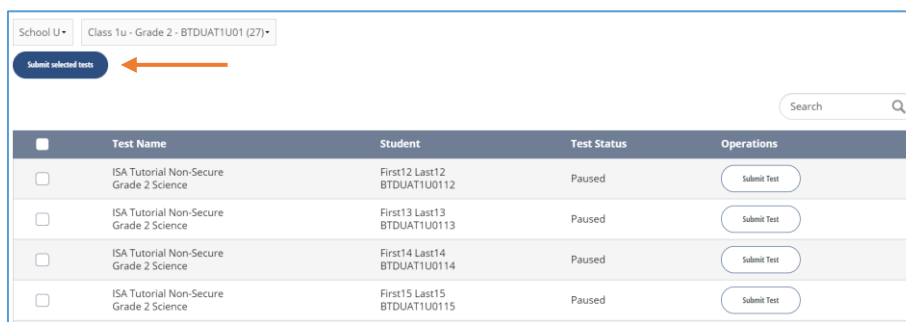
Class 1u - Grade 2 - BTDUAT1U01 (27) ▾

Submit selected tests

Search

<div></div>	Test Name	Student	Test Status	Operations
<div><input type="checkbox"/></div>	ISA Tutorial Non-Secure Grade 2 Science	First12 Last12 BTDUAT1U0112	Paused	<div>Submit Test</div>
<div><input type="checkbox"/></div>	ISA Tutorial Non-Secure Grade 2 Science	First13 Last13 BTDUAT1U0113	Paused	<div>Submit Test</div>
<div><input type="checkbox"/></div>	ISA Tutorial Non-Secure Grade 2 Science	First14 Last14 BTDUAT1U0114	Paused	<div>Submit Test</div>
<div><input type="checkbox"/></div>	ISA Tutorial Non-Secure Grade 2 Science	First15 Last15 BTDUAT1U0115	Paused	<div>Submit Test</div>

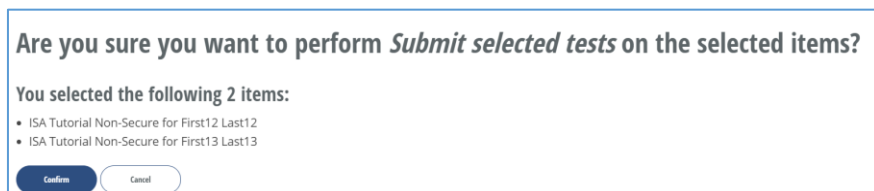
2. Once the tests to submit are checked, select the **Submit selected tests** button.



The screenshot shows the ISBE Teach interface. At the top, there are dropdown menus for 'School U' and 'Class 1u - Grade 2 - BTDUAT1U01 (27)'. Below these is a blue button labeled 'Submit selected tests' with an orange arrow pointing to it. To the right is a search bar. Below the button is a table with four columns: 'Test Name', 'Student', 'Test Status', and 'Operations'. The table contains four rows of test data, each with a checkbox in the 'Operations' column.

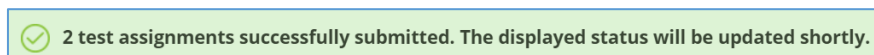
	Test Name	Student	Test Status	Operations
<input type="checkbox"/>	ISA Tutorial Non-Secure Grade 2 Science	First12 Last12 BTDUAT1U0112	Paused	<button>Submit Test</button>
<input type="checkbox"/>	ISA Tutorial Non-Secure Grade 2 Science	First13 Last13 BTDUAT1U0113	Paused	<button>Submit Test</button>
<input type="checkbox"/>	ISA Tutorial Non-Secure Grade 2 Science	First14 Last14 BTDUAT1U0114	Paused	<button>Submit Test</button>
<input type="checkbox"/>	ISA Tutorial Non-Secure Grade 2 Science	First15 Last15 BTDUAT1U0115	Paused	<button>Submit Test</button>

3. A confirmation message listing the number of selected tests and the student name(s) will appear. Follow the onscreen prompts to complete the bulk submit.



The screenshot shows a confirmation dialog box with the title 'Are you sure you want to perform *Submit selected tests* on the selected items?'. Below the title, it says 'You selected the following 2 items:' followed by a bulleted list: 'ISA Tutorial Non-Secure for First12 Last12' and 'ISA Tutorial Non-Secure for First13 Last13'. At the bottom are two buttons: 'Confirm' and 'Cancel'.

4. A success banner will be shown when the test assignments are successfully submitted.



The screenshot shows a success banner with a green checkmark icon and the text: '2 test assignments successfully submitted. The displayed status will be updated shortly.'

### Notes:

- The displayed status will not update immediately. Depending on system traffic, it could take up to 5 minutes for the updated status to be shown in ISBE Teach.
- If the displayed status does NOT change after a few minutes, it's possible the student logged into the test but never visited/answered a single question. The system prevents tests that have no answers recorded from being submitted. Contact support to confirm this is the case, or have the student login and attempt to legitimately take the test section at the next convenient moment to confirm this. Attempting to submit the test more than twice will not resolve the issue.

## Taking Tests

Before taking the Illinois Science Assessment, a student must have an access code (a unique code that provides one student with access to one specific test) for each test section, and access to a school computer that meets the technical requirements of the Assessment Delivery Platform. See the section "Printing Test Access Codes" section below for details.

Access codes (test tickets) are generated for each student. Check with your school Org Administrator to find out how these access codes should be provided to the students. Depending on local policy, you may be required to provide these codes to students at test time.

Tests will be administered using a Safe Exam Browser (SEB) which locks down the device, preventing the student from navigating away from the test mid-assessment. Ensure that the SEB is properly deployed and installed on all testing devices prior to initiating student testing. SEB information for the ISA can be found on the ISBE Website ([isbe.net/isa](http://isbe.net/isa)) under the "Assessment Technology Requirements" tab. Current versions are listed in Appendix D. The ISA SEB has a unique configuration applied to it, and the ISA will only work with the official ISA SEB.

Students will be required to complete three (3) different test sections to complete the entire ISA exam. The test sections will appear as three separate test sections on the Assigned Tests page, and students will need a unique access code to take each test section. To maintain test security, only print and distribute the set of access codes for the current test section to students at a time. Students within a class/session must start the section together, work at their own paces to finish, then start the next section together if testing more than one section in a session. Students **cannot** be issued all codes at once.

The titles of test assignments will follow this format (where X is 5, 8 or 11):

- 2023 Illinois Science Assessment - Grade X - Section 1
- 2023 Illinois Science Assessment - Grade X - Section 2
- 2023 Illinois Science Assessment - Grade X - Section 3

The titles of test assignment in Spanish will follow this format (where X is 5, 8 or 11):

- Evaluación de ciencias de Illinois 2023 - Grado X - Sección 1
- Evaluación de ciencias de Illinois 2023 - Grado X - Sección 2
- Evaluación de ciencias de Illinois 2023 - Grado X - Sección 3

If students need a Spanish-language online test, follow the process defined in Appendix E prior to the beginning of testing to convert English test assignment to Spanish tests



## Printing Test Access Codes/Tickets

Before a student can take a test, you must generate an access code (test ticket), which is a unique 10-character code that provides one student with access to one of their three assigned assessments. ISBE Teach generates access codes for each student and assessment combination. Access codes may be downloaded as .PDF or as .CSV files.

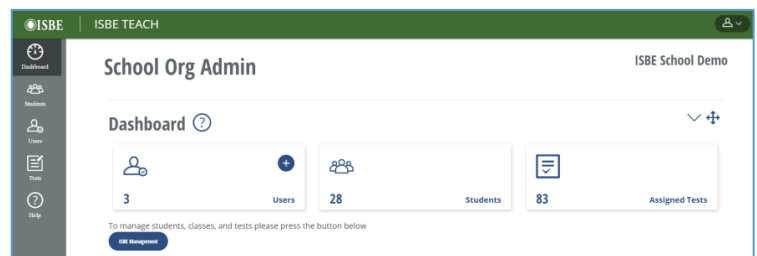
**Appendix C** shows how to group the access codes provided on the CSV download link found on the Test Assignment page by test sections.

**IMPORTANT:** If you download the access codes as .CSV files, this data is editable. It is your responsibility to ensure data integrity. Be especially careful if sorting the data to ensure that assigned access codes remain associated with the correct students.

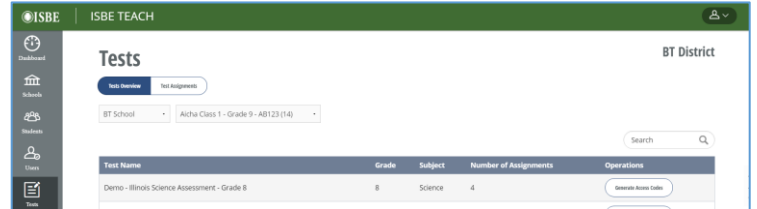
### To Generate a Test Access Code for a Class

Org Admin	Test Admin	Student
-----------	------------	---------

1. Select the **Assigned Tests** tile from the ISBE Teach dashboard or select **Tests** from the left Navigation Menu.

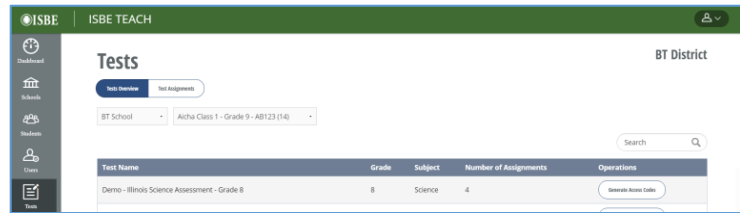


2. Select the **Tests Overview** tab. Use the **Org Filters** above the table to select the school and class for which you want to generate access codes.



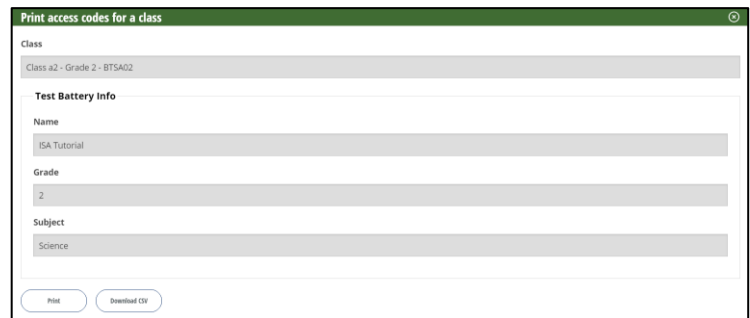
**Note:** Test Administrators must be assigned to a class before they can generate access codes.

3. In the Test Name column, find the Test Section to be tested.  
Click **Generate Access Codes** in the Operations column of that Test Section.



Note: If your class contains students in multiple grades, you will see a row for each grade level. Generate access codes for each grade level.

4. The Print access codes for a class page shows the class and test battery information for the codes.



- If the information is not correct, close the page.
- If the information is correct: Select the Print button for a formatted PDF of the access codes -Or – Select the Download CSV button to download this list as a .CSV file.
- Follow the on-screen prompts to complete this step.

**Note:** Access codes generated via the Test Overview page will only show codes for student test assignments that are in the following status: Scheduled, In Progress, Paused. Test assignments that are in Cancelled or Submitted status will be excluded from these lists.

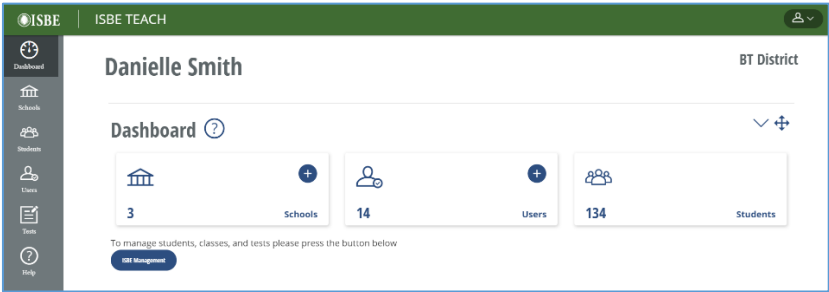
# To Generate a Test Access Code for an individual student

Org Admin

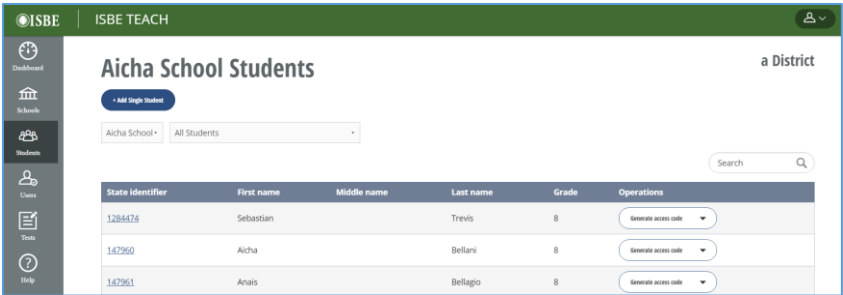
Test Admin

Student

1. Select the **Students** tile from the ISBE Teach dashboard or select **Students** from the left Navigation Menu.



2. Use the **Org Filters** above the table to select the school and class for the student for whom you want to print the access code.
- Use the search field as needed to find the student and test section assignment.



3. Click **Generate Access Codes** in the Operations column for the Test Section assignment list.
- Select the specific Test Section by clicking on the name.



4. The Print access codes page shows the test battery information for the student.
- If the information is not correct, close the page.
  - If the information is correct, click **Print access code** and go to the next step.



## Logging in to take the test

When a student is ready to take the assigned assessment, he or she accesses ISBE Learn in a testing room under the direction of a teacher, proctor, test monitor, or other educator.

### To log into a test

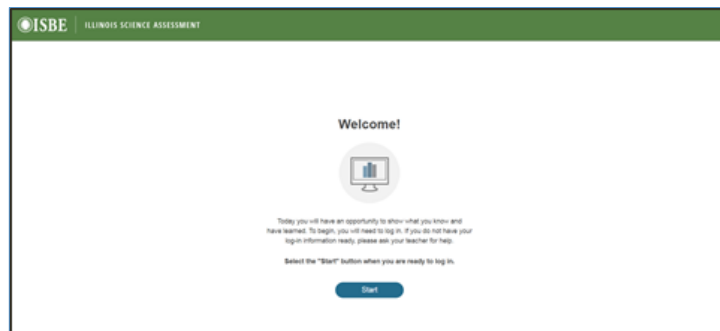
---

Org Admin	Test Admin	Student
-----------	------------	---------

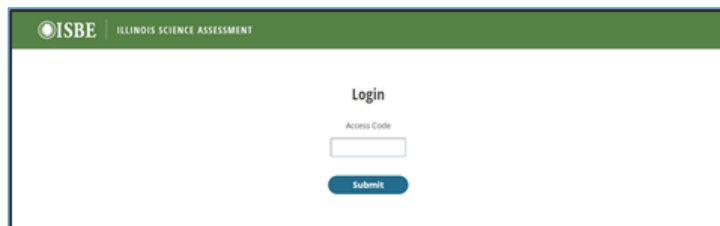
---

1. Open the ISBE-ISA Safe Exam Browser application on your respective device (see SEB Install and Troubleshooting Guide posted at [isbe.net/isa](https://isbe.net/isa) for further instructions)

2. On the ISBE Learn start page, click **Start**.

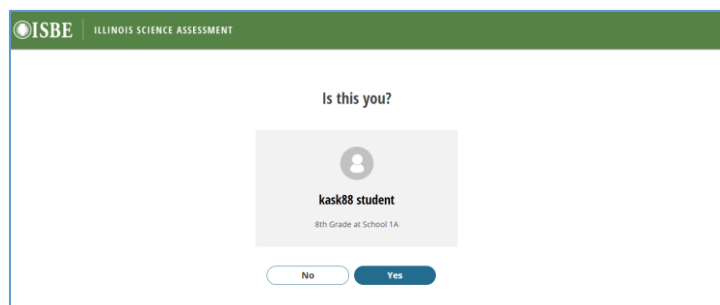


3. The **Login** page opens. Enter your access code. Click **Submit**.

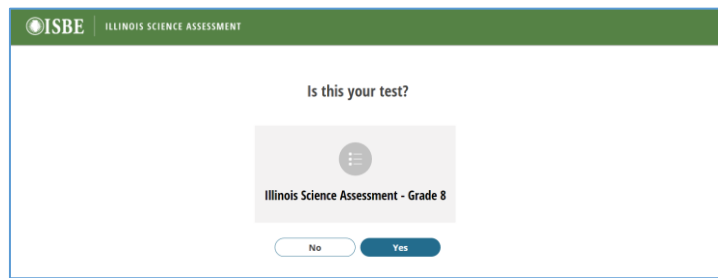


4. Next, ISBE Learn displays your name, school, and grade to confirm your identity. Click **Yes** to proceed, or **No** to start over.

**NOTE:** If the student selects “No”, the access code associated with that section will be locked for 30 minutes

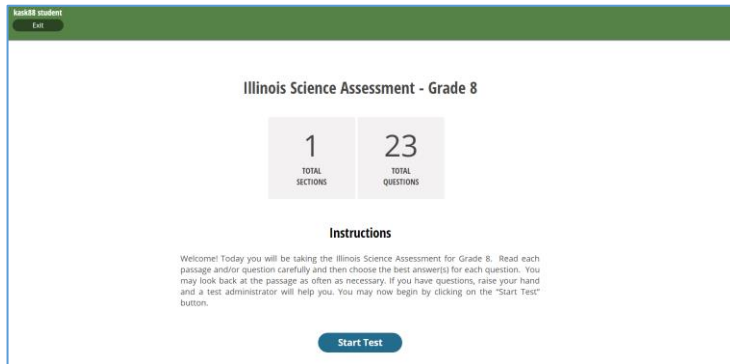


5. The test verification screen shows the name of the test and the test section. If this is the correct test, click **Yes**. If the wrong test is displayed, click **No** and speak to the Testing Administrator or proctor about the issue.



6. ISBE Learn displays the Start Test page with basic information and test instructions.

To start the test, click **Start Test**.



---

### Instructions text:

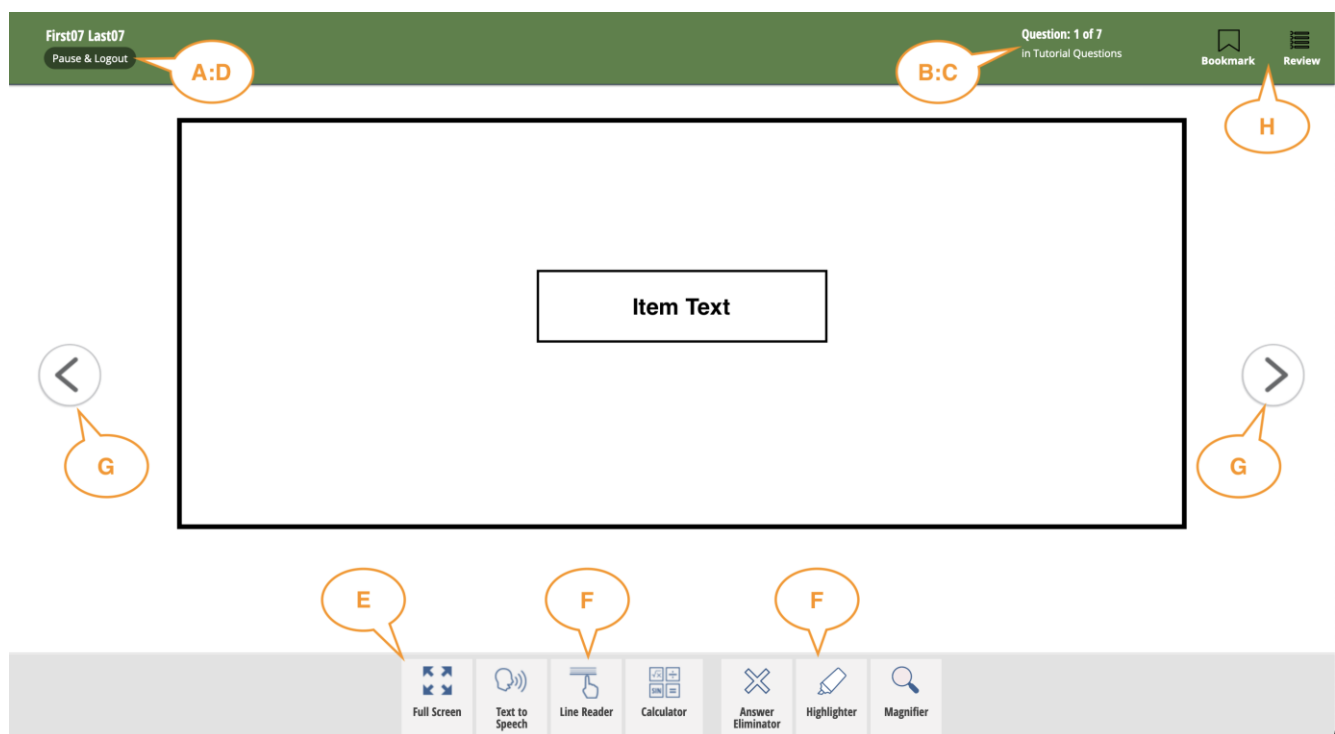
Welcome! Today you will be taking the Illinois Science Assessment. Read each passage and/or question carefully and then choose the best answer(s) for each question. You may look back at the passage as often as necessary. If you have questions, raise your hand and a test administrator will help you. You may now begin by clicking on the "Start Test" button.

---

## Test screen layout

On each ISBE Learn page you will find the following items:

- A. Your name
- B. Question number and total number of questions in the test or section
- C. Test name, in case of multiple sections in the test, this will also indicate the Section Name
- D. Pause & Logout (see **Pausing, logging out, and resuming a test**)
- E. Full Screen toggle (no purpose in SEB, will automatically be full screen)
- F. Buttons for accessibility features (see **Using accessibility features** on page 58).
- G. Next and Back buttons
- H. Bookmark & Item Review List



# Taking tests

Each assessment is composed of one section. A test section may include related material or questions of the same type.

## Navigating in ISBE Learn

Org Admin	Test Admin	Student
-----------	------------	---------

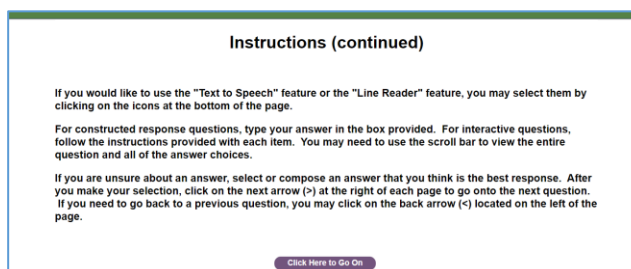
1. Log into ISBE Learn, enter your access code, and click Start Test. (See Logging in to take the test for detailed instructions.)

The Section Start page provides you with the test section name, the number of questions, and instructions.



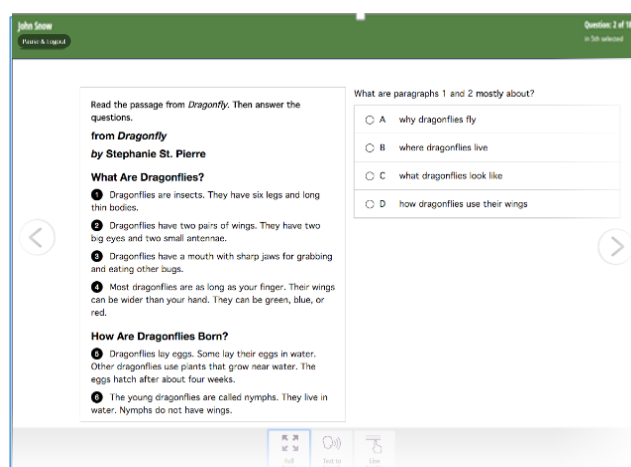
2. The Instructions (continued) page provides additional information for students.

Click the **Click Here to Go On** button to view the first question.



3. Several types of questions may appear on a test.

- To answer a multiple-choice question, click the correct answer.
- To answer a short answer question, enter the response in the field provided.
- To enlarge the test window to full screen, click **Full Screen**.
- To reduce the window to its original size, click **Full Screen** again.
- To navigate between questions, click **Next** (➤) or **Back** (➤).

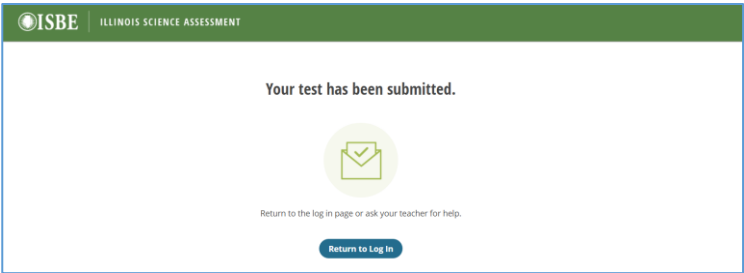


Pausing, logging out, and resuming a test

Org Admin	Test Admin	Student
-----------	------------	---------

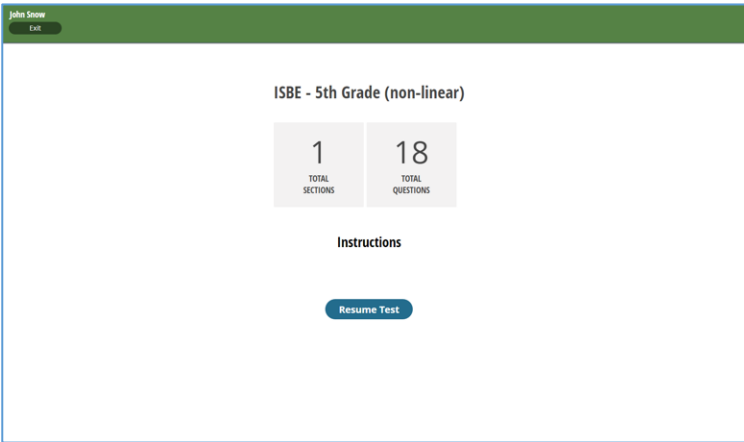
1. To save your work so you can return to it later, click **Pause & Logout** at the top left of your page.

ISBE Learn will display a message to let you either confirm that you want to save your work and exit or go back to the test.



2. To resume a test, log in with your original access code. ISBE Learn will confirm your name and test.

Click **Resume Test** to return to the place you exited the test.





## Submitting a test and exiting ISBE Learn

Org Admin	Test Admin	Student
-----------	------------	---------

1. When you reach the end of a test, ISBE Learn displays an End of the Session page. From this screen, to review your answers, use the **Item Review** feature to navigate and return to questions. Select the **Review** button to reopen the Review Item list if needed. If you are ready to submit your test, select **Go On** to go to the final screen in order to Submit your test.

**You have seen all of the questions in this session.**

Please review your answers.

Return to any question(s) you may have skipped, bookmarked, or would like to review. Select the **REVIEW** button to show the question list again.

**REVIEW**

When you are finished reviewing the questions, select the **GO ON** button.

**GO ON**

0 of 32 questions answered

Question 1

NOT ANSWERED

Question 2

NOT ANSWERED

Question 3

NOT ANSWERED

Question 4

NOT ANSWERED

Question 5

NOT ANSWERED

Question 6

NOT ANSWERED

Question 7

NOT ANSWERED

Question 8

NOT ANSWERED

Question 9

NOT ANSWERED

2. ISBE Learn displays a final end of test screen. Select **Go Back** to return to the prior slide and the review Item list. Select Submit **Test and Exit** to submit your test.

**Note:** Students **MUST** select **SUBMIT TEST AND EXIT** to submit tests for scoring and to complete the ISA.

**You have reached the end of the test.**

To return to the previous screen, select the **GO BACK** button.

**GO BACK**

Select the **SUBMIT TEST AND EXIT** button to submit your test.

**SUBMIT TEST AND EXIT**

3. ISBE Learn displays a message allowing you to confirm that you are ready to submit your test. Click **Yes** to submit your test, or No to return to the test.

**Note:** You cannot return to review items on the test once you select Yes.

**Are you sure?**

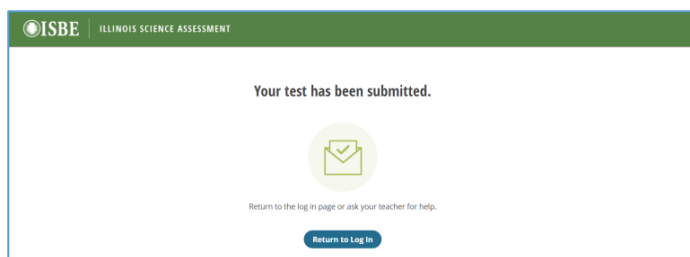
You are about to submit your test and will not be able to return when you leave.

No

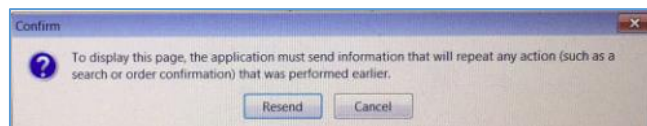
Yes

4. A final screen appears confirming that your test has been submitted.

Click **Return to Log In** to return to the ISBE Learn home page. From there, you can close the ISBE Learn page in your browser.



**Note:** Students taking the ISA on a Windows machine might see the following screen after clicking **Return to Log In**. This is ok and does not impact your test. Click **Resend** to return to the ISBE Learn home page.



## Using accessibility features

Accessibility features are tools available to all students that assist with test questions. Examples of accessibility features currently available in ISBE Learn are:



- **Text to Speech** - which reads the question text and answer choices out loud to the student (not available in the Spanish versions of the ISA)
- **Line Reader** - which students can use to focus on one line at a time
- **Calculator** - which gives students access to a four-function calculator
- **Answer Eliminator** - which allows students to cross off answers they don't want to select
- **Highlighter** - which gives students the ability to highlight item text
- **Magnifier** - which gives students ability to magnify the test content shown on the screen.

When a feature is in use, a dark blue bar appears at the bottom of the tool button. Click on the feature button to activate and deactivate its functionality.

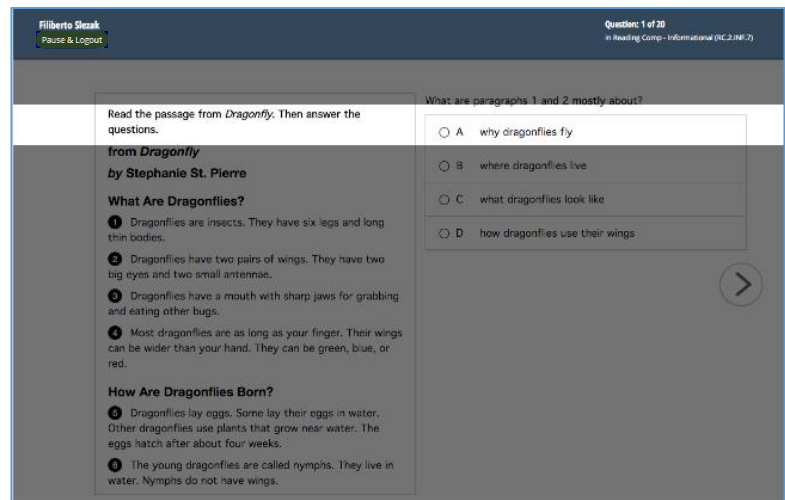
## To use the Line Reader

1. Click the **Line Reader** icon at the bottom of the page. A gray shadow appears over the page, with a line highlighted to help you focus on your reading.

The highlight will move as you scroll up or down the page.

To stop using the Line Reader, click the **Line Reader** icon again.

**Note:** For iPad users, tap to move the line.

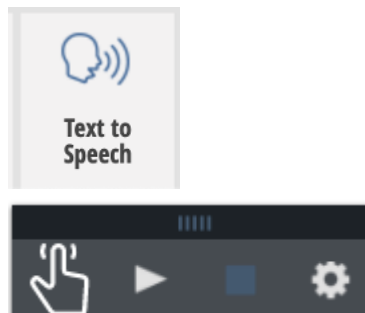


## To use Text-to-Speech

### Note:

- If you intend to use the Text to Speech feature, ensure that the volume on your testing device is turned on/up prior to launching the SEB (for reference, you can still adjust volume within the SEB). Wired headphones should be used to prevent distractions to other test-takers. Wireless (Bluetooth) headphones are NOT permitted.
- The TTS feature is not available for online Spanish test versions of the ISA. If a student needs verbal cues, we recommend ordering a paper test and using a human reader.

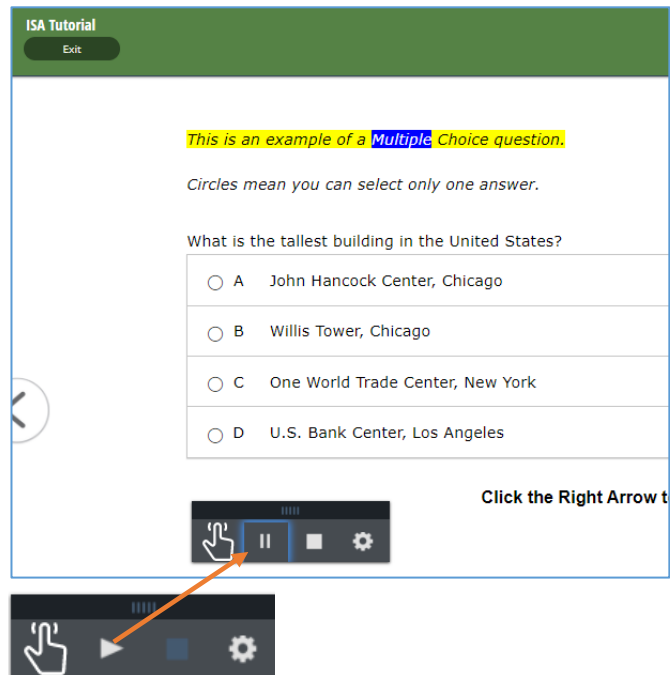
1. To listen to a voice read the text on the page, click the **Text to Speech** button. A panel with four control buttons will appear on screen: Click to Speak, Play, Stop, and Settings.



2. Click the **Play** icon to start reading the lines on the screen at the beginning of the question. The line being read is highlighted in yellow, and the blue highlight moves from word to word as they are read.

Click **Pause** to stop the reading. Click **Play** to begin again where you left off.

Click **Stop** to stop reading and return to the beginning of the text block.

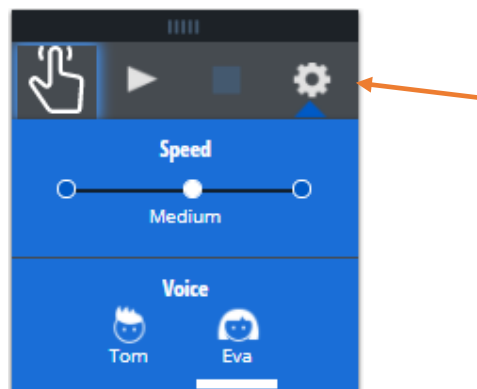


3. Use the **Click to Speak** icon to enable the ability to click on a sentence in the body of the question to begin the text to speech read back from that point.

**Note:** To re-read the answer choices, click on the sentence prior to the lettered list of answer choices.



4. Click the **Settings** icon, to **change** the speed at which the text is read or the voice that reads text.
  - Set the speed to slow, medium, or fast.
  - Listen to a female voice (called Eva) or a male voice (called Tom).
  - The playback default is set to Eva at medium speed.



5. To exit **Text to Speech**, click the TTS icon at the bottom of the page.



## To use the Calculator

Org Admin	Test Admin	Student
-----------	------------	---------

**Note:** The Calculator is available to all students at any point during the test.

1. To activate the calculator, click the calculator icon at the bottom of the page.



2. Once open, the calculator can be dragged to different spots on the page. Use your mouse to select the buttons and functions on the calculator.



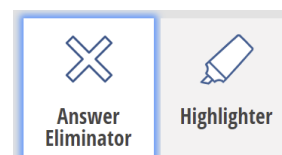
To deactivate the calculator, click the calculator icon at the bottom of the page.

## To use the Answer Eliminator

Org Admin	Test Admin	Student
-----------	------------	---------

**Note:** The Answer Eliminator can only be used on Multiple Choice questions.

1. To activate the answer eliminator tool, click the icon at the bottom of the page.



- Once activated, the possible answer choices for multiple choice questions will show a button with an "X" at the right.

What is the tallest building in the United States?

- ☐ A John Hancock Center, Chicago
- ☐ B Willis Tower, Chicago
- ☐ C One World Trade Center, New York
- ☐ D U.S. Bank Center, Los Angeles



- Students can visually cross off one or more choices by clicking on the button on the right.

The cross off can be erased by clicking on the button again.

What is the tallest building in the United States?

- ☐ A John Hancock Center, Chicago
- ☐ B Willis Tower, Chicago
- ☐ C One World Trade Center, New York
- ☐ D U.S. Bank Center, Los Angeles



- To deactivate the answer eliminator, click the button at the bottom of the page. Crossed off items will persist within a test even if the tool is deactivated and activated again.

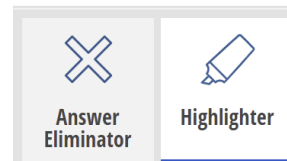
## To use the Highlighter

Org Admin

Test Admin

Student

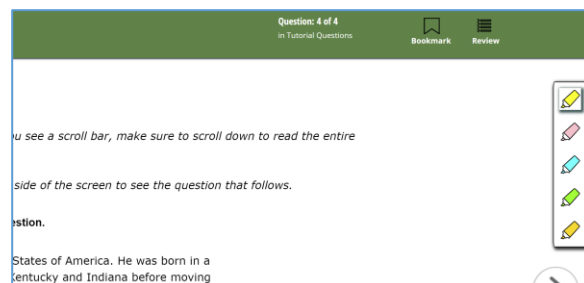
- To activate the highlighter, click the icon at the bottom of the page.



- Once activated the on-screen pointer will show a highlighter with the selected color.

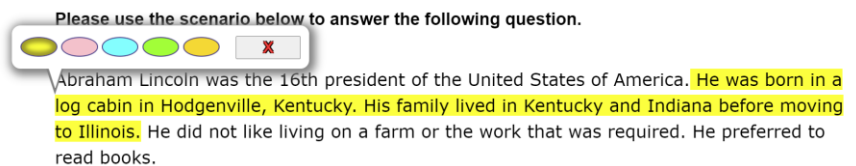


- Change the highlighter pen color by using the pen color selector.



4. To highlight, click and drag your mouse over the text to highlight (as if drawing with a highlighter)

Change the highlight color or remove the highlight by hovering over the text and then using the floating menu pointed to that text.

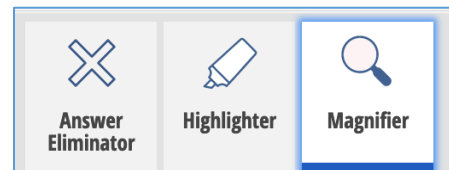


5. To deactivate the highlighter, click the button at the bottom of the page. Highlights will persist within a test even if the tool is deactivated and activated again.
6. Note: Students using the touch screen component of an iPad will need to tap+hold+drag to highlight text.

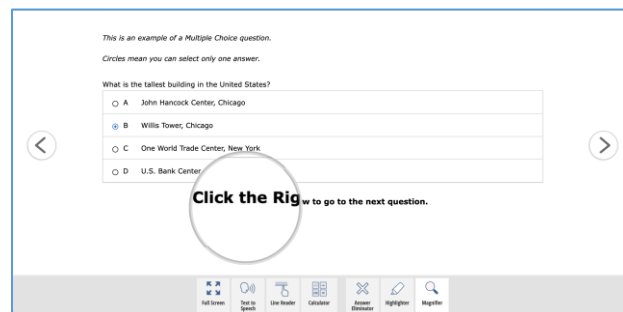
## To use the Magnifier

Org Admin	Test Admin	Student
-----------	------------	---------

1. To activate the magnifier, click the icon at the bottom-right of the page.



2. Once activated, a circle will appear and any text/images that it hovers over will be show as 2x magnification.



3. The magnifying circle can be moved by clicking/holding anywhere inside or on the edges and dragging the circle

(the mouse icon will turn into a hand)

- 
4. To deactivate the magnifier, click the button again. When re-enabled, the magnifier will be in the same spot as before it was disabled.

NOTE: Answers cannot be selected within the magnifying circle. The student must either move the circle out of the way or turn off the magnifier

Students using the touch screen component of an iPad will need to tap+hold+drag to move the magnifier.



# Item Review & Bookmark

At any time during the test, students may select the bookmark or open the item review list.



## To use the Bookmark & Item Review

	Org Admin	Test Admin	Student
--	-----------	------------	---------

1. The Bookmark and Review list are accessible from the upper right corner of the test driver.



If you wish to bookmark an item for later reference, simply click the **bookmark** icon in the header. To remove a bookmark, click the bookmark icon again.



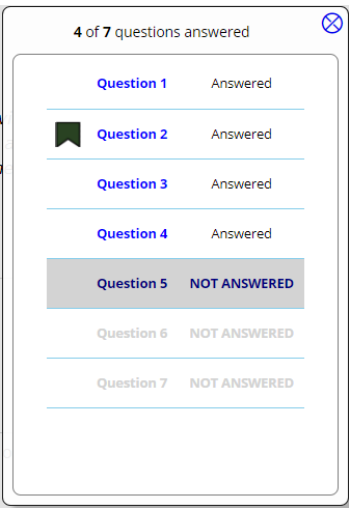
2. Select the **Review** icon to see a list of all the questions in the test session.

Questions already visited by a student are indicated by blue hyperlinks.

Questions not yet visited will be grayed out and not accessible via the **Review** icon.

Students can use this list to review which questions have been answered or bookmarked and can easily jump back to different questions by selecting the question number.

Close this list by clicking anywhere on the question screen or by clicking the “x” on the review list box.



3. At the completion of the test section, the **Item Review** list will appear on the final screen. Students may use this tool to verify that answers were selected for all questions and can jump back to questions by selecting the question number.

0 of 32 questions answered

**You have seen all of the questions in this session.**

Please review your answers.

Return to any question(s) you may have skipped, bookmarked, or would like to review. Select the REVIEW button to show the question list again.

REVIEW

When you are finished reviewing the questions, select the GO ON button.

GO ON

Question	Status
Question 1	NOT ANSWERED
Question 2	NOT ANSWERED
Question 3	NOT ANSWERED
Question 4	NOT ANSWERED
Question 5	NOT ANSWERED
Question 6	NOT ANSWERED
Question 7	NOT ANSWERED
Question 8	NOT ANSWERED
Question 9	NOT ANSWERED

# Administering Tests

---

Org Admin	Test Admin	Student
-----------	------------	---------

**IMPORTANT:** Prior to administering the ISA it is important for all Users (both Org Admins and Test Admins) to read through the **ISA Test Administrators Manual (TAM)**. This document defines all the current testing protocols for the current test year and can be found on the [ISBE.net/ISA](http://ISBE.net/ISA) website.

## Before the test

Before the testing session, you should verify several items:

- That the domains listed on the “ISA Summative Whitelist” (found on [isbe.net/isa](http://isbe.net/isa) under “assessment technology requirements”) are given access through your school’s firewall
- The computers are ready (i.e., that the SEB has been installed).
  - Utilize an SEB Install Check code listed on [isbe.net/isa](http://isbe.net/isa) to verify that the tests load as expected and that the SEB was correctly installed.
  - Current SEB versions are listed in Appendix C.
- The students have been assigned to the correct class and tests.
- All the access codes have been generated and prepared to present to students.

**IMPORTANT:** verify your school’s internet bandwidth speed per student. A minimum of ~380 kb per second per student is required to BEGIN the test (it can be lower after the test initially loads all its content). 450 kb/sec is recommended.

- If your school does NOT meet this requirement, you should stagger the logins so that your network is not overloaded as it will cause all the tests to stall out with an endless spinner. We recommend having a quarter of the testing students log in at a time. When their first questions appear as expected and if there are no endless spinners, then have the next batch of students log in and so on and so forth

## During the test

Students log into ISBE Learn using the access codes you provide. There is nothing you need to do to start the test for them.

### Handling unexpected conditions

Here are some basic things to do when unexpected conditions interrupt testing.

- **Students’ access codes are incorrect.** Log into Teach to verify the correct student access codes.
- **Student is unable to complete the test.** The student should save and exit the test, then log back into ISBE Learn with the same access code to resume testing where the individual left off. Students are not permitted to take the same test section over the course of multiple days. Additional testing requirements are available in the “Test Administration Manual” which can be found on [isbe.net/isa](http://isbe.net/isa).

- **Power outage, technology failure, or computer crash.** ISBE Learn locks tests when these conditions occur. Once power is restored an **Org Admin** must complete the following steps:
  1. Log into ISBE Teach.
  2. Select **Tests**.
  3. Click the **Test Assignments** tab.
  4. Click the **Unlock Student Login** link for all the interrupted test assignments to make the tests available again.
    - a. The student can then log back into ISBE Learn with the same access code and resume testing.
- **Any other issues.** If a student receives an error code while testing, please use the table below to troubleshoot the issue and attempt to resolve it yourself. If you are unable to resolve the issue on your own, you may need to call ISBE Customer Support (855) 340-3911. If the issue involves the ISBE Teach or ISBE Learn software, be sure to write down any error codes that appear (they will be in the format ADP-xxxx) as these codes will help Customer Support identify and resolve your issues.

**Below is a list of more commonly encountered codes, what they might mean, and the possible actions to take.**

Error Code	Error Description	Recommended Action
None	There was a problem logging in because the server cannot be reached.	<p>This error message appears if ISBE Learn cannot communicate with the server while a student is trying to log in.</p> <p>Check that the student computer has internet connectivity and that the Secure Exam Browser is up to date.</p>
<b>TD-1000</b>	There was a problem starting your test.	<p>This error message appears if ISBE Learn is unable to communicate with the server or if content is unable to be downloaded.</p> <p>First, check the network internet connectivity the student' computer. If possible, attempt to save &amp; exit the test, and then log in again.</p> <p>If the error persists, contact the ISBE ISA support desk.</p>
<b>ADP-1206</b>	The Access Code does not match our records.	<p>This error message appears when the access code used by the student doesn't exist in the system.</p>

Error Code	Error Description	Recommended Action
		Verify the student's access code in ISBE Teach and try again.
<b>ADP-1210</b>	The test you are trying to take requires the use of the Secure Browser.	<p>This error message appears if the student attempts to enter the access code using a non-secure browser rather than the SEB.</p> <p>Check that the correct version of the SEB is installed for Windows/Mac.</p>
<b>ADP-1228</b>	Test is already in progress.	<p>This error message appears when the student attempts to open another tab using the same browser/different browser.</p> <p>Verify the student's access code in ISBE Teach and try again. If a student receives an error message that their test is locked, follow the steps to <b>Unlock a Student Login</b></p>
<b>ADP-1229</b>	There was a problem logging in because our records show that you are already logged in and your test is locked.	<p>This error usually happens if a student had a power outage, technology failure, or computer crash in the middle of their previous test session.</p> <p>Once power or the computer is restored to normal, an Org Admin can <b>Unlock the Student Login</b> to allow the student to log back in and resume testing.</p>
<b>ADP-1230</b>	Your test has been submitted or Canceled. Please ask the teacher for help before moving on.	<p>When the student submitted a test and tried to log back into the test driver, they will see this error message.</p> <p>As of 2023 tests are not able to be canceled by school administrators/teachers so if you encounter a test in canceled status, please contact support.</p>
<b>ADP-1231</b>	Test is already in progress.	<p>This error message appears if a second instance of a test that is already In Progress is started.</p> <p>Once you've confirmed that the student is taking the correct test, an <u>Org Admin</u> should find that student's test on the <u>Tests/Test Assignment</u> page, and then select the <b>Unlock Student Login</b> button (following the on-screen prompts to complete the action). When complete, you should notice that the test status changed from In Progress to Paused.</p>

Error Code	Error Description	Recommended Action
<b>ADP-1232</b>	Test is not yet In Progress, but there is a valid Test Session Token which hasn't expired yet.	<p>Session token hasn't expired yet.</p> <p>Once you've confirmed that the student is taking the correct test, an <u>Org Admin</u> should find that student's test on the <u>Tests/Test Assignment</u> page, and then select the <b>Unlock Student Login</b> button (following the on-screen prompts to complete the action). When complete, you should notice that the test status changed from In Progress to Paused.</p>
<b>ADP-1300</b>		<p>This error is thrown when a student's test is trying to download content but doesn't have a valid token. This usually happens if their token expired (e.g., the student waited too long on the ID verification pages) or someone unlocked their test (their token) while they were mid-test.</p> <p>If a student was in a test or in the process of logging on when their test was "unlocked", this will cause this error. If the student logs back in and receives a 1232 error, an Org Admin should complete the <b>Unlock Student Login</b> test process (which will change it from In Progress to Paused status). The student will then be able to resume their test.</p>
<b>ADP-1451</b>	<p>There was a problem saving your test results.</p> <p>Or</p> <p>There was a problem submitting your test results.</p>	<p>Quit Secure Exam Browser and log back in using the same Access Code to resume the test.</p> <p>When the test is resumed, item responses are restored using the last successfully saved test results available on the server. If applicable, make another attempt to submit the test.</p>
<b>Escalate to Support</b>		
<b>ADP-1400</b>	Test is a Practice Test	Escalate to Support
<b>ADP-1401</b>	Test Token doesn't match.	Escalate to Support
<b>ADP-1402</b>	Test Form Revision Doesn't match	Escalate to Support
<b>ADP-1403</b>	Test is already Submitted and cannot be resumed.	Escalate to Support
<b>ADP-1404</b>	Test is already Completed and cannot be resumed.	Escalate to Support

Error Code	Error Description	Recommended Action
<b>ADP-1405</b>	Test is Canceled and cannot be resumed.	Escalate to Support
<b>ADP-1406</b>	Test Token has Expired.	Escalate to Support
<b>ADP-1407</b>	No Test Results were found.	Escalate to Support
<b>ADP-1453</b>	Test is already Submitted and cannot be taken.	Escalate to Support
<b>ADP-1454</b>	Test is already Completed and cannot be taken.	Escalate to Support
<b>ADP-1455</b>	Test is already Canceled and cannot be taken.	Escalate to Support
<b>ADP-1456 to ADP-16XX</b>		Escalate to Support

## After the test

After students submit their tests, ISBE Learn will automatically update the status of the tests and submit the responses. In order for Students' tests to be included in the final ISA reporting, the tests **must** be in Submitted status. Organization Admins should download the **Student Test Status Report** found on the Test Assignments page in Teach to verify the test submission status of their students. They may also use the Test Status Overview Dashboard to review student test status.

- If a student uses the Pause & Logout function of a test to exit their exam instead of submitting on the final page, their test status will show as Paused in Teach.
- If a student exits the SEB without exiting the test, their test status will appear in Teach as In Progress.

Once all students in your district and or school have completed testing, tests left in Paused or In Progress may be submitted using the **Submit Test** feature. First, ensure the student in fact finished engaging with the test (even if not all items were attempted), then use the **Submit Test** feature to place the student record(s) into "Submitted" status for scoring.

\*If a test does not change from "In Progress" or "Paused" to "Submitted" after an administrator manually submits it via Teach, it's possible the student never visited/answered a question in which case the system prevents the test from being manually submitted. Check with the student/test administrator that was in the room, otherwise contact support to investigate.

There is nothing administrators need to do to close out/submit a testing session within Teach outside of the above. Finally, collect the student access code (test ticket) and assure destruction of it within the district.

If Secure testing materials (e.g., paper tests) were used during the course of the ISA, please follow your Districts destruction of secure materials process.

## Exiting the Safe Exam Browser (SEB)

Prior to exiting the SEB, make sure that your students have completed the process of submitting their test(s). It is recommended that you properly exit the SEB at the end of the testing session.

- For Windows – select the close button or use Ctrl + Q and use the exit code: 472317
- For Macs – select the close button or use Command + Q and use the exit code: 472317
- For Chromebooks – long press on the power button and select either "Sign out" to return to the user login screen or "Shut down" to power down the device
- For iPads – Select the red button in the top-right corner of the screen; use the exit code: 472317.



# Appendices

---

**Appendix A:** Form to Report a Testing Irregularity or Security Breach

**Appendix B:** Create an Excel Pivot Table to Summarize Student Test Status

**Appendix C:** Pull test access codes for a single test section using the CSV download file.

**Appendix D:** Current SEB Versions

**Appendix E:** Guide to Assigning a Spanish Test to a Student

**Appendix F:** Test Instructions

# Appendix A: Form to Report a Testing Irregularity or Security Breach

## 2023 ISA

### Instructions for the School Test Coordinator (STC) or LEA Test Coordinator (LTC):

1. Call your LTC to report a testing irregularity or security breach **IMMEDIATELY** upon discovering it.
2. Complete this form, if instructed to do so by ISBE or your LTC, fax it to ISBE at **217-782-6097**.
3. Submit this form **within two school days**.
4. Maintain a copy of the submitted form for your school files.

**Note:** If the incident affects more than a single student, attach a sheet with a list of all student names and SSID numbers. Separate forms do NOT need to be completed for each student.

LEA/District Name:	
LEA/District Organization Code:	
School Name:	
Contact Name:	Role: <input type="checkbox"/> LTC <input type="checkbox"/> STC
Contact Phone and Extension:	

Date of Incident:	
Mode: <input type="checkbox"/> Computer <input type="checkbox"/> Paper	
Student Grade: <input type="checkbox"/> 5 <input type="checkbox"/> 8 <input type="checkbox"/> 11 Section # <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> ALL	
Test Administrator's Name:	
Student Name:	Date of Birth: _____
State Student ID Number:	Local Student ID:
Detailed Description of Incident	
Investigation Steps Taken:	
Actions Taken by Staff to Resolve:	
Was the incident resolved in a manner that allowed the student to continue testing? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If incident was related to a particular item, please provide item number (note that only students can read test content):	

## Appendix B: Creating an Excel PivotTable

The following instructions will walk you through creating an Excel PivotTable. The Student Test Status Report is downloaded as a .CSV file and includes all of the information needed to review the test status of students in your school(s). PivotTables are a great way to quickly summarize, analyze and explore data; using a PivotTable to review the student test status will quickly provide a summarized report of student tests by school and status. PivotTables can also be used to review test status at the class or even student level.

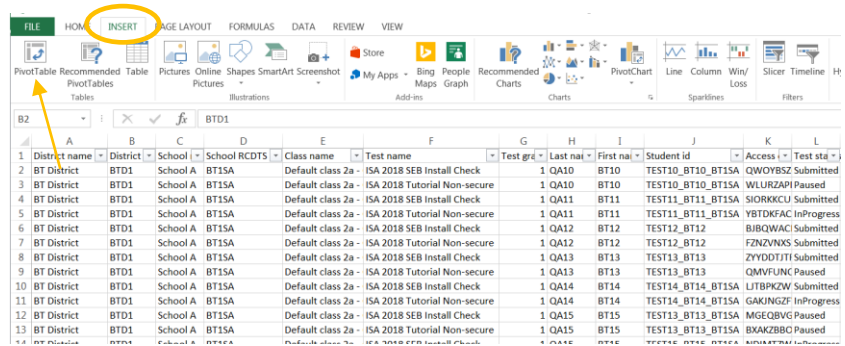
### Before you get started:

- To use a PivotTable, your data should be organized in a tabular format, and not have any blank rows or columns.
- Download the ISA Student Test Status Report and open the file in Excel.

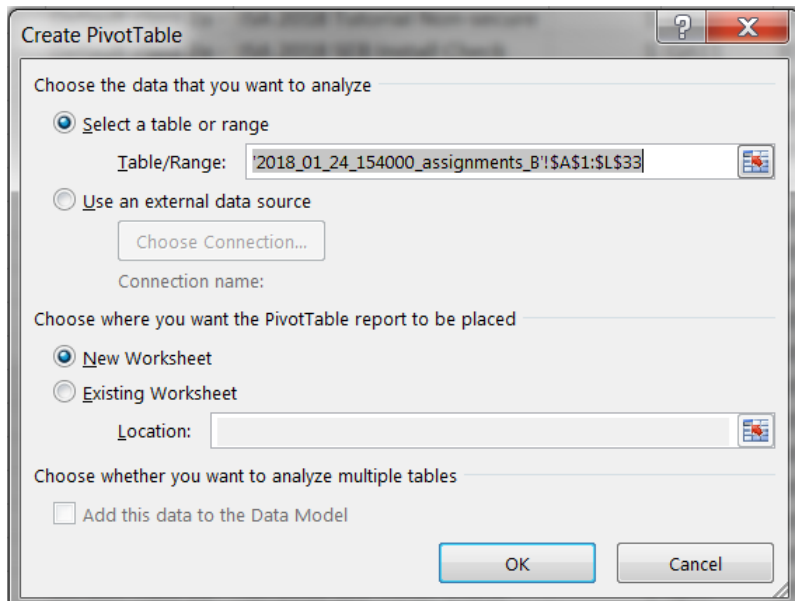
### Creating a PivotTable

1. Click a cell in the spreadsheet.
2. Go to **Insert > Tables > PivotTable**.

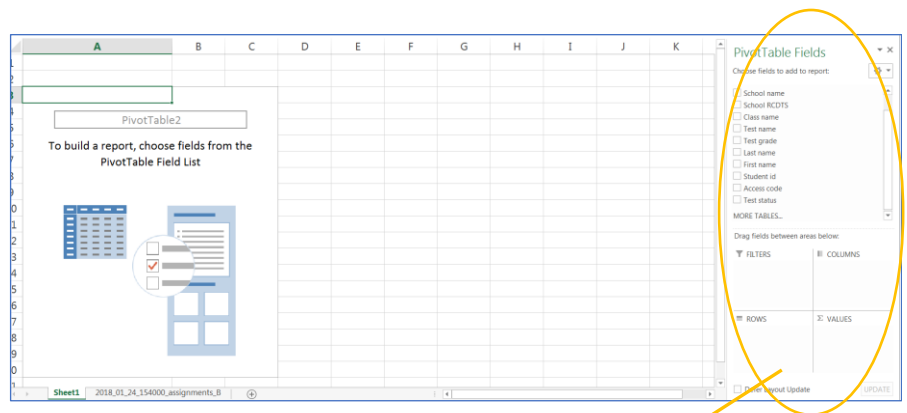
**Note:** If you're using Excel for Mac 2011 and earlier, the PivotTable button is on the Data tab in the Analysis group.



3. Excel will display the Create PivotTable dialog with your range or table name selected.
4. In the **Choose where you want the PivotTable report to be placed section**, select **New Worksheet**.
5. Click **OK**.



6. Excel will create a blank **PivotTable** on a new worksheet and display the **PivotTable Fields** list on the right side of the sheet.



7. Use the **PivotTable Fields** form on the right to manually drag-and-drop items into the PivotTable fields.

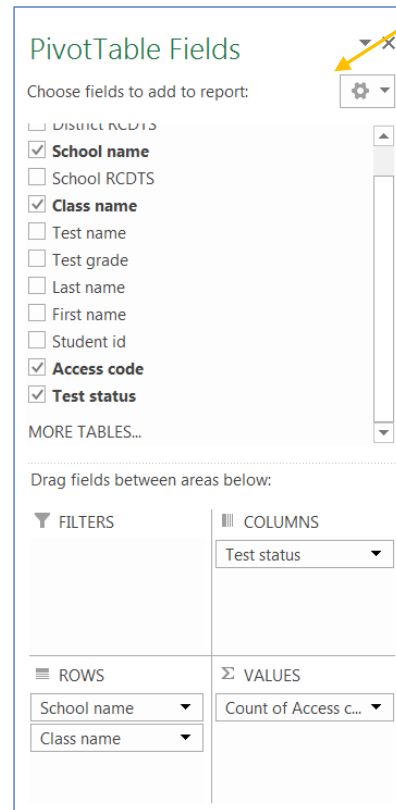
8. To create a summary student report, move the following items into the PivotTable fields.

**Rows:** School Name

**Columns:** Class Name

**Values:** Test Status

**Code**



**Note:** If you are a District Org Admin and you want to use the PivotTable to analyze data at a single school, drag-and-drop the School Name item into the Filters area. Use the filter selection in cell B1 above the table to select the school data you want displayed on the PivotTable.

9. As you select items and drop them into the PivotTable fields, the data will build the excel report to the left.
10. If you no longer want an item in your PivotTable, simply drag it out of the Fields list on the right or uncheck it.
11. If you don't see the Fields list, click anywhere in the PivotTable to open the list.

NOTE: If you'd like to save this report/information, you must select "File" -> "Save as...", and save it as an "Excel workbook (.xls)" file. If left as a CSV file the pivot table will not be saved as it is unsupported.

	A	B	C	D	E	F	G	H
1								
2								
3	Count of Access code		Column Labels					
4	Row Labels		Canceled					
5	School A		7	2	6	17	102	44
6	Class a2 - Grade 2 - BTSA02		3		3	5	6	17
7	Class a5 - Grade 5 - BTSA05		2	1		5	47	10
8	Class a8 - Grade 8 - BTSA08		2	1	3	3	31	13
9	Class a9 - Grade 9 - BTSA09					4	18	4
10	School B				2	3	90	7
11	Class b2 - Grade 2 - BTSA02				2	3	10	7
12	Class b5 - Grade 5 - BTSA05						40	
13	Class b8 - Grade 8 - BTSA08						30	
14	Class b9 - Grade 9 - BTSA09						10	
15	Grand Total		7	2	8	20	192	51

## Appendix C: Pulling test access codes by a single test section

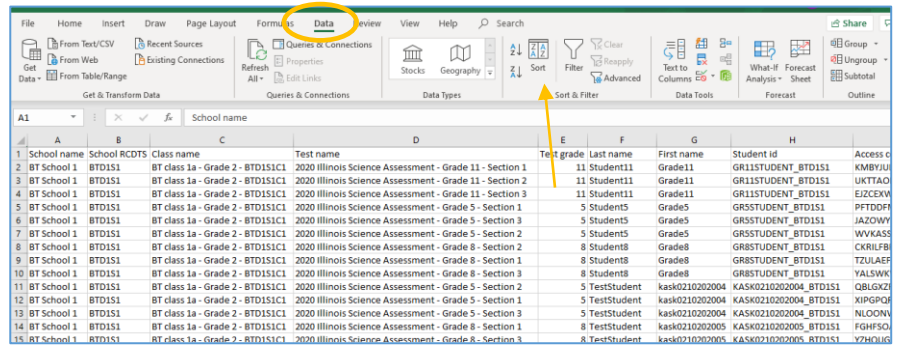
The following instructions will walk you through using the Sort and Filter features of Excel to organize the data in the Student Test Status Report to pull a set of test access codes by each of the three test sections for a grade.

### Before you get started:

- To use sort and filter, your data should be organized in a tabular format, and not have any blank rows or columns (if downloaded from Teach, this shouldn't be an issue).
- Download the CSV of test assignments with student access codes from the Test Assignment page and open the file in Excel.

### Sorting an Excel worksheet

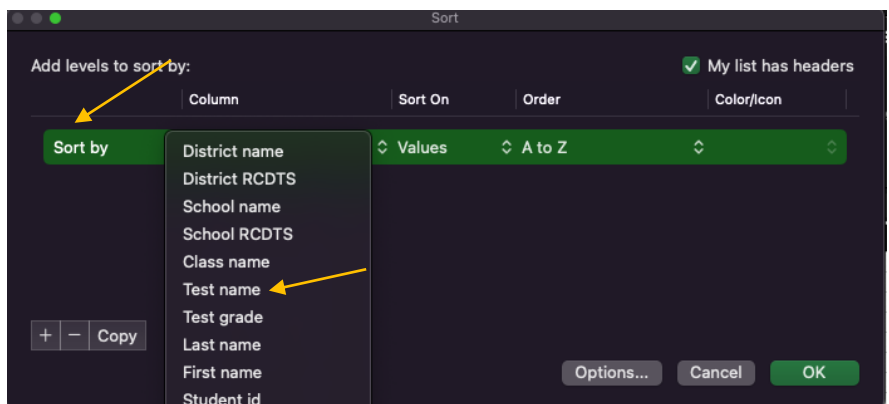
1. Highlight the entire worksheet to ensure that the correct student remains with the correct test code (can do this by selecting the box in the top left corner between column "A" and row "1" or by typing "command" + "A" (mac) or "CTRL" + "A" (windows))



2. Go to **Data > Sort & Filter > Sort\***
  - a. \*Sort may also be titled "Custom Sort"

3. In the Sort pop-up, select/enable "My list has headers". Then select **Test name** in the **Column** drop-down list and click **OK**.

- a. If "My list has headers" is NOT enabled, can simply select "Column F" and it will return essentially the same data



- The Excel file will now be sorted by test section. You may copy/paste a single section of tests for which to distribute test access codes.

	A	B	C	D	E	F	G	H	I
	School name	School RCDTS	Class name	Test name	Test grade	Last name	First name	Student id	Access code
1	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 1	11	Student11	Grade11	GR11STUDENT_BT D1S1	KM
2	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 1	11	TestStudent	kask0210202006	KASK0210202006_BT D1S1	RA
3	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 1	11	TestStudent	kask0210202003	KASK0210202003_BT D1S1	VK
4	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 1	11	teststudent	kask0210202008	KASK0210202008_BT D1S1	BP
5	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 2	11	Student11	Grade11	GR11STUDENT_BT D1S1	UK
6	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 2	11	TestStudent	kask0210202006	KASK0210202006_BT D1S1	YH
7	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 2	11	TestStudent	kask0210202003	KASK0210202003_BT D1S1	GU
8	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 2	11	teststudent	kask0210202008	KASK0210202008_BT D1S1	XS
9	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 3	11	Student11	Grade11	GR11STUDENT_BT D1S1	EJ
10	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 3	11	TestStudent	kask0210202006	KASK0210202006_BT D1S1	WM
11	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 3	11	TestStudent	kask0210202003	KASK0210202003_BT D1S1	HB
12	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 3	11	teststudent	kask0210202008	KASK0210202008_BT D1S1	VP
13	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 5 - Section 1	5	Student5	Grade5	GR5STUDENT_BT D1S1	PT

## Filtering an Excel worksheet

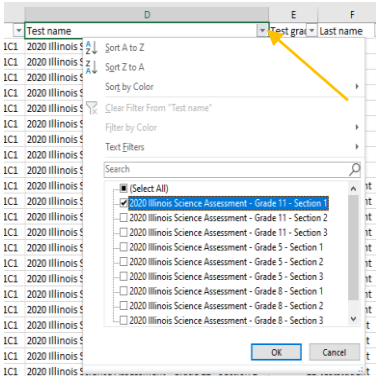
- Highlight the entire worksheet to ensure that all the information on the spreadsheet is included in the filter. (can do this by selecting the box in the top left corner between column "A" and row "1" or by typing "command" + "A" (mac) or "CTRL" + "A" (windows))
- Go to **Data > Sort & Filter > Filter**.

	A	B	C	D	E	F	G	H	I
	School name	School RCDTS	Class name	Test name	Test grade	Last name	First name	Student id	Access code
1	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 1	11	Student11	Grade11	GR11STUDENT_BT D1S1	KM
2	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 2	11	Student11	Grade11	GR11STUDENT_BT D1S1	UK
3	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 3	11	Student11	Grade11	GR11STUDENT_BT D1S1	EJ
4	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 5 - Section 1	5	Student5	Grade5	GR5STUDENT_BT D1S1	PF
5	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 5 - Section 2	5	Student5	Grade5	GR5STUDENT_BT D1S1	WM
6	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 5 - Section 3	5	Student5	Grade5	GR5STUDENT_BT D1S1	JAZ
7	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 8 - Section 1	8	Student8	Grade8	GR8STUDENT_BT D1S1	TZ
8	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 8 - Section 2	8	Student8	Grade8	GR8STUDENT_BT D1S1	CK
9	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 8 - Section 3	8	Student8	Grade8	GR8STUDENT_BT D1S1	YAL
10	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 5 - Section 1	5	TestStudent	kask0210202004	KASK0210202004_BT D1S1	XIP
11	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 5 - Section 2	5	TestStudent	kask0210202004	KASK0210202004_BT D1S1	CK

- Once you click the **Filter** feature, drop down arrows will appear on the right side of all column headers

	A	B	C	D	E	F	G	H	I
	School name	School RCDTS	Class name	Test name	Test grade	Last name	First name	Student id	Access code
1	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 1	11	Student11	Grade11	GR11STUDENT_BT D1S1	KM
2	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 2	11	Student11	Grade11	GR11STUDENT_BT D1S1	UK
3	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 3	11	Student11	Grade11	GR11STUDENT_BT D1S1	EJ
4	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 5 - Section 1	5	Student5	Grade5	GR5STUDENT_BT D1S1	PF
5	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 5 - Section 2	5	Student5	Grade5	GR5STUDENT_BT D1S1	WM
6	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 5 - Section 3	5	Student5	Grade5	GR5STUDENT_BT D1S1	JAZ
7	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 8 - Section 1	8	Student8	Grade8	GR8STUDENT_BT D1S1	TZ
8	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 8 - Section 2	8	Student8	Grade8	GR8STUDENT_BT D1S1	CK
9	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 8 - Section 3	8	Student8	Grade8	GR8STUDENT_BT D1S1	YAL
10	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 5 - Section 1	5	TestStudent	kask0210202004	KASK0210202004_BT D1S1	XIP
11	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 5 - Section 2	5	TestStudent	kask0210202004	KASK0210202004_BT D1S1	CK

- Click the drop-down arrow of the Test Name Column. Use the check list to select the specific test section. Click **OK**.



- The spreadsheet will now only show the test assignments for the selected test.

To create a new worksheet with only that test information. Copy and paste the filtered rows into a new worksheet.

	A	B	C	D	E	F	G	H
1	School name	School RCD	Class name	Test name	Test grade	Last name	First name	Student id
2	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 1	11	Student11	Grade11	GR11STUDENT_BT D1S1
17	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 1	11	TestStudent	kask0210202006	KASK0210202006_BT D1S1
23	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 1	11	teststudent	kask0210202008	KASK0210202008_BT D1S1
32	BT School 1	BT D1S1	BT class 1a - Grade 2 - BT D1S1C1	2020 Illinois Science Assessment - Grade 11 - Section 1	11	TestStudent	KASK0210202003	KASK0210202003_BT D1S1



## Appendix D: Current ISA Safe Exam Browser (SEB) Versions

Tests will be administered using a Safe Exam Browser (SEB) which locks down the device, preventing the student from navigating away from the test mid-assessment. Ensure that the SEB is properly deployed and installed on all testing devices prior to initiating student testing. This can be done by using the "SEB Install/Access Codes" listed on the ISA site ([isbe.net/isa](https://isbe.net/isa)) under the "Assessment Technology Requirements" tab. The ISA SEB has a unique configuration applied to it, and the ISA will only work with the official SEB installers provided on [isbe.net/isa](https://isbe.net/isa). Additional SEB information for the ISA can be found on the ISBE Website.

The table below lists the versions of the SEB that will be used for this year's ISA administration.

Links to the SEBs are available on the ISA page of the ISBE Website.

Operating System		SEB Version
<b>Windows</b>	Win 10, Win 11	ISA SEB v3.4.0
<b>Mac</b>	macOS 10.15, 11, 12, 13	ISA SEB v. 3.1.1
<b>Chromebook</b>	102+ We recommend using one of the three most recent versions of ChromeOS	ISA 2023 <ul style="list-style-type: none"><li>Link is available on <a href="https://isbe.net/isa">isbe.net/isa</a> under "Assessment Technology Requirements"</li></ul>
<b>iPad</b>	iOS 15.2-16.x <u>Supported Versions</u> <ul style="list-style-type: none"><li>iPad Pro (all models)</li><li>iPad Air (3rd gen and later)</li><li>iPad 5th – 9<sup>th</sup> generations</li></ul>	<ul style="list-style-type: none"><li>Link is available on <a href="https://isbe.net/isa">isbe.net/isa</a> under "Assessment Technology Requirements"</li></ul>

### Important Note

When installing a newer version of the ISBE-ISA Safe Exam Browser (SEB) **for Windows or Mac**, it is important to remove all vestiges of previously installed SEB instances. If a previous year's ISBE-ISA SEB or another vendor's SEB is not removed, problems may arise.

# Appendix E: Guide to Assigning a Spanish Test to a Student

At the beginning of the test window, all students will be assigned three test sections that will, by default, be in English. If a student needs to take the Spanish version instead, Organization Administrators should follow the below steps to swap English language test sections for Spanish language test sections.

### IMPORTANT NOTES:

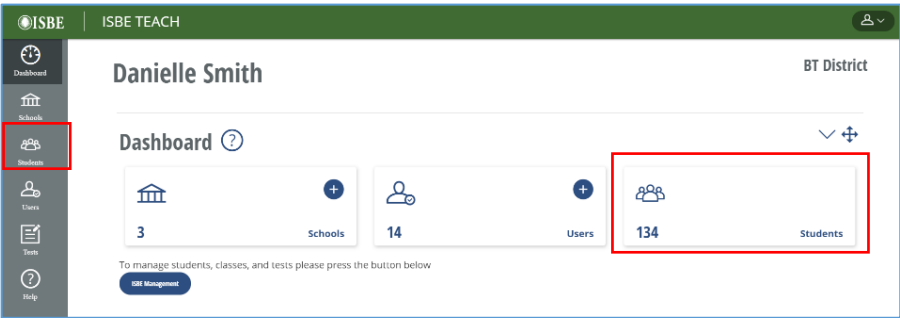
After assigning Spanish Tests to a student, Org Admins are unable to reassign an English test to that student. Verify that you are assigning Spanish tests to the correct student before completing the process.

If any of the student’s three test sections is in a status other than “Scheduled” (e.g. “In Progress”, “Paused”, or “Submitted”), they will no longer be able to have their test assignments converted to Spanish language tests. Contact the ISA support line at [isbe.net/isa](http://isbe.net/isa) if you believe there’s a mistake preventing you from changing a student’s tests to Spanish.

Org Admin	Test Admin	Student
-----------	------------	---------

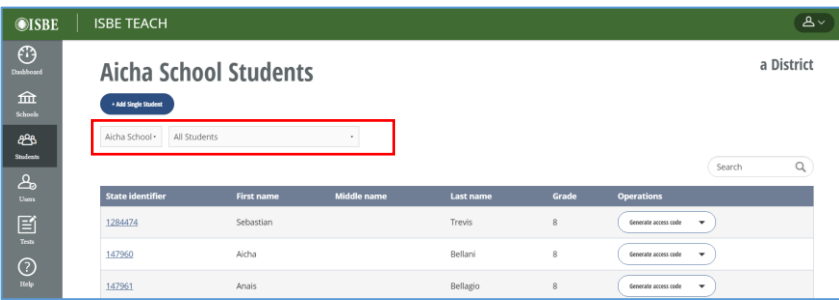
## How To Convert Assigned Test Sections from English to Spanish in Teach:

1. Select the **Students** tile from the ISBE Teach dashboard or select Students from the left Navigation Menu.



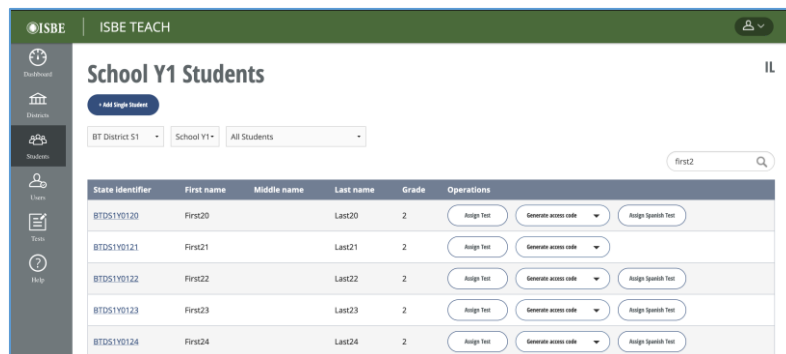
The “**Students**” page will open.

2. Use the **Org Filter Dropdowns** above the table to select the school and/or class in which the student taking the Spanish exam attends.



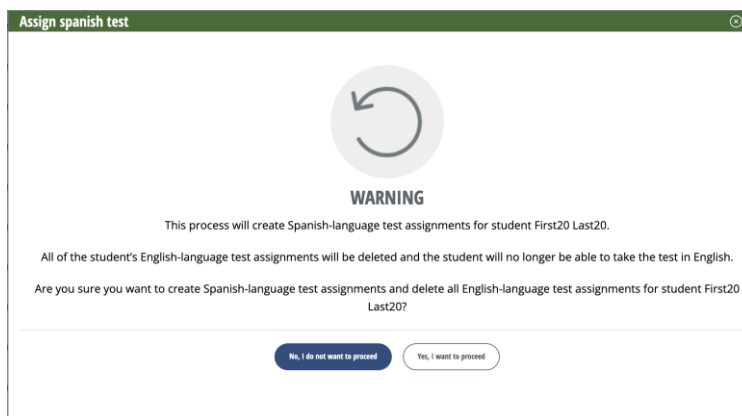
Use the “Search” field to look up the student’s SIS or name to find their record.

3. Once you’ve found the correct student, the **“Assign Spanish Test”** button will under the “Operations” column

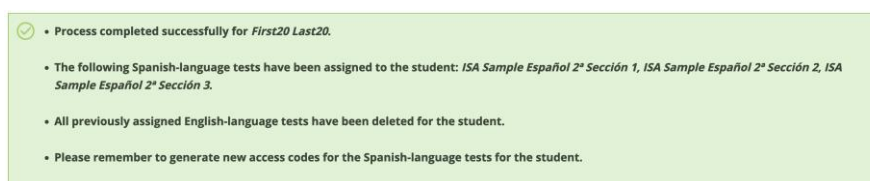


NOTE: If the “Assign Spanish Test” button does NOT appear, one or more of the student’s test assignments in a status other than “Scheduled” status. Contact support if you believe this is a mistake and need it fixed.

4. A confirmation screen asking to confirm the test swap. Reminder, the existing English tests will be deleted and you cannot undo this process once the Spanish tests are assigned.



5. A confirmation will appear when the tests have been swapped.



6. **NOTE:** You must re-generate and print out the access codes for the Spanish test sections as these will be different than the English - language access codes.

## Guide to Using Accents Based on Device Type:

As certain questions on the ISA require an extended response (short-answer essay), students may want to use accents and special character. Note that **these extended response questions are NOT graded based on grammar but rather ideas/content**

The following information describes to enable international keyboard layouts on the various device type for use in the SEB lockdown browser. At the end is information on how to use accents for each type of keyboard layout.

**NOTE:** Keyboards with Spanish special character keys labeled on them still require the below processes for accents to work as expected in the ISA.

## Mac:

### Notes:

- This is for individual macs. There may be an alternative way for tech coordinators to do this for managed macs via an MDM set-up.
  - Long-pressing a key until the pop-up menu shows a list of possible accents/special characters will NOT work while in the Safe Exam Browser so the following steps must be taken
1. Click on apple icon in top left and select "System Preferences" ("System Settings" if using MacOS 13.x, Ventura)
  2. Select (or search for) "Keyboard"
  3. Click on the "Input Sources" tab
  4. Click on the "+" button and choose the language(s) or dialect(s) you'd like available for your keyboard
    - a. Note: information on three common Spanish keyboards is provided below (page 88), Spain, Latin American, and U.S. English International
  5. Enable the "Show input menu in menu bar" feature
  6. On the top-menu bar in the top-right you should now be able to click an icon that's either a flag or initials to change between different languages
  7. Before entering the SEB, enable your desired keyboard language on the top-menu bar. Open the app and you should be all set!

## iPad:

There is no need to enable a special keyboard to enable students to include accents and Spanish characters. Students can simply **press and hold a letter** to open the special character menu. This allows students to choose the desired accent/character.

## **Windows 10:**

1. Open the Windows menu (click on Windows logo in bottom left of screen or type the Windows button)
2. Search for "Settings" or click on the Settings cog
3. Select the "Time & Language" settings
4. Select "Language" on the left-navigation menu
5. Scroll down to "Preferred languages" and select "+ Add a language"
6. Search and add your preferred regional dialect of Spanish. Provided shortcuts will be for Mexico, Spain and U.S. Eng International versions
7. Ensure that in the bottom right of the Windows toolbar that "ESP" is showing. If "ENG" is appearing instead, click on the letters and then select the Spanish language you'd like to use
8. You can now enter the Safe Exam Browser and will have the Spanish keyboard enabled for the ISA!

INTERNATIONAL ALTERNATIVE: Can simply use the English international keyboard which provides all the needed accents for Spanish. To do this, follow above steps 1-5. Under "Preferred Languages" select the "English (United States)" button and select "Options". Scroll down to Keyboards, select "+ Add a keyboard" and then choose the "United States-International" keyboard. The language indicator at the bottom right of the device will say "ENG INT"

## **Windows 11:**

1. Open the Windows menu (click on Windows logo in bottom left of screen or type the Windows button)
2. Search for "Settings" or click on the Settings cog icon
3. Select the "Time & Language" tab on the left-hand menu
4. Select "Language & region"
5. Select "Add a language" on the "Preferred languages" button
  - a) Search for your preferred Spanish dialect/keyboard layout, select "Next" and then "Install"
6. Ensure that in the bottom right of the Windows toolbar that "ESP" is showing. If "ENG" is appearing instead, click on the letters and then select the Spanish language you'd like to use
7. You can now enter the Safe Exam Browser and the Spanish keyboard will be enabled for the ISA!

To enable the US English International keyboard layout, see "INTERNATIONAL ALTERNATIVE" text above

## Chromebook:

This must be done by a tech coordinator with administrator access to Google Admin where they can control Chromebook settings/permissions.

Note: Due to some bugs regarding Chromebooks and keyboard layouts (see the WARNING below the steps), **we highly recommend creating a separate Organizational Unit for any/all student devices that need a Spanish keyboard** as they may need the app uninstalled/re-installed and will also need keyboard settings set up for them specifically (this will prevent interference/issues with other testing students). If possible, having separate Spanish testing Chromebooks that tech coordinators can initialize/set up with the correct keyboard language before testing is best as that will minimize issues

1. Navigate to the Google Admin console (admin.google.com) and login
2. In the left-nav menu, navigate to Devices > Chrome > Settings > Device
3. Double check that you have the correct Organizational Unit selected for your Spanish test-taking students
4. Click on the tab "Device Settings"
5. Navigate to Sign-in settings > Sign-in keyboard (may be easiest to "ctrl + F" or "command + F" and search for "sign-in keyboard")
6. Add or remove desired keyboard layouts and save the changes
7. Use the left-nav menu to navigate to "Devices" -> "Chrome" -> "Apps & Extensions" -> "Kiosks" and double check that the Spanish ISA Org Unit is still selected
8. If the app is not already installed, add it via the app ID:  
ejikkaandonohadbjpgdnoffgbcljgbhb
  - a. If the ISBE ISA SEB app is already installed, select the "Installed" drop-down menu and choose "Not installed". Wait until the app disappears from the Chromebook sign-in screen. Then change it back to "Installed" (THIS IS THE MOST IMPORTANT STEP!! The app must be freshly installed for the correct keyboard to be enabled)
9. On the sign-in screen for your Chromebook, click the bottom right menu with the clock/wi-fi/battery on it. Select "Keyboard" and change it to your preferred Spanish keyboard (Spanish (Latin America), Spanish (Spain), or English International are the ones covered by this guide)
10. Click the "Apps" icon in the bottom left and enter the ISBE ISA 2023 app\*\*\*
11. To verify that the Spanish keyboard is enabled, open an SEB Install Check exam (codes found on isbe.net/isa) and navigate to the essay question (5) and try entering accent keys.
12. You're all set! The Spanish keyboard you selected will be saved/used every time the ISBE ISA 2023 app is opened on that device unless the app is un-installed/re-

installed again. If the app is re-installed, steps 9+ must be followed to re-enable the desired Spanish keyboard layout

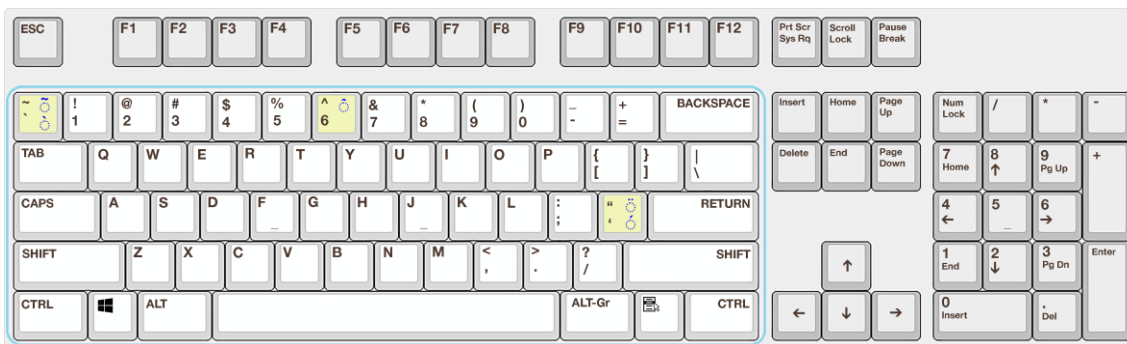
\*\*\***NOTE:** Whatever keyboard language is actively enabled the FIRST time the application is opened in kiosk mode after being installed (or re-installed) is the ONLY keyboard layout that will be available every other time the app is opened (i.e. it gets cached and cannot be changed). If you have a student accidentally select an incorrect language, the application will have to be uninstalled from their device via Google Admin and then re-installed to allow them to re-select the correct keyboard layout.

-To uninstall and re-install, simply double check you have the correct OU selected and then follow step 8a listed above

## Key Shortcuts for Accents:

These keyboard shortcuts should be consistent across all OS/device types for the specified keyboard layouts. There are no requirements regarding specific keyboards/languages/dialects of Spanish used, whatever the testing students are most comfortable with should both work and be accepted by ISBE (reminder: An extended text answer without any accents will be graded equally as one with the correct accents).

## English/U.S. International (sometimes has "PC" at end):



1. For **á, é, í, ó, ú**, etc
  - a. Tap the key to the left of "return" (on a standard English keyboard the apostrophe ('/")) key)
  - b. Type the letter you'd like accented. If the letter is compatible with accents, it will combine the two (hold shift on this step to capitalize)
2. For **ñ/Ñ**
  - a. Hold shift and use the prefix key in the top left above "tab" (`/~)
  - b. Type the letter "n"
    - i. To capitalize, simply hold shift while typing the letter "n"
3. Inverted question mark (¿)
  - a. Hold the "right-alt/option key" + "Shift" + "?/"
    - i. Right-alt is labelled "ALT-Gr" in above picture
4. Inverted exclamation point (¡)
  - a. Hold the right-side "alt/option key" + "1" (NO SHIFT)



## Spanish (Latin American):

**\*may also be titled Spanish (Mexico) on some systems\***

[Latin America - keyboard layout](#)



1. For **á, é, í, ó**, etc
  - a. Type the key to the right of "P" (on a standard English keyboard the "[/{" key)
    - i. Red box outlines this
  - b. Then type the letter you'd like accented (hold shift during this step for capitalization)
2. For **ñ/Ñ**
  - a. Tap the key to the right of "L" (on a standard English board the ";/:" key)
3. For upside down question mark (**¿**)
  - a. Tap the key to the left of the "delete" key (on a standard English board the "+/= " key)
4. For upside down exclamation point (**¡**)
  - a. The same as step 3a but hold SHIFT

## Spanish (Spain – ISO):



1. For **á, é, í, ó**, etc
  - a. Type the key to the right of "P" (on a standard English keyboard the "[/{" key)
  - b. Then type the letter you'd like accented (hold shift during this step for capitalization)
2. For **ñ/Ñ**
  - a. Tap the key to the right of "L" (on a standard English board the ";/:" key)
3. For upside down exclamation point (**¡**)
  - a. Tap the key to the left of the "delete" key (on a standard English board the "+/= " key)
4. For upside down question mark (**¿**)
  - a. Hold SHIFT and follow 3a (key to left of "delete" key)

## Appendix F: Test Instructions

(Prior to launching the secure exam browser, adjust the volume level on the test device.)

### Welcome Screen Text

#### Instructions

Welcome! Today you will be taking the Illinois Science Assessment for (Grade 5/8/11). Read each passage and/or question carefully and then choose the best answer(s) for each question. You may look back at the passage as often as necessary. If you have questions, raise your hand and a test administrator will help you. You may now begin by clicking on the "Start Test" button.

### Instructions Page Text

#### Instructions (continued)

At any time, you may select the "Bookmark" icon in the upper right corner to mark a question you wish to come back to at a later time.

You may also select the "Review" icon to see a list of all of the questions that you have seen up to that point. You can use this list to review which questions have been answered and to easily jump back to different question by selecting the question number.

There are five tools you can use during the test: Text to Speech, Line Reader, Calculator, Answer Eliminator, Highlighter, and Magnifier. To use a tool, select its icon located at the bottom of the page. Select it again to turn it off.

You may need to use the scroll bar to view the entire question and all of the answer choices. For constructed response questions, type your answer in the box provided. If you are unsure about an answer, select or compose an answer that you think is the best response.

When you are finished with the question, select the next arrow (>) located at the right of each page to go onto the next question. If you need to go back to a previous question, you may select the back arrow (<) located on the left of the page or use the Review icon.

Select the GO ON button.