



ILLINOIS SCIENCE ASSESSMENT

Import Wizard Webinar
February 2018



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2

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- Welcome and Introductions
- Introduction to Assessment Delivery System (ADS)
- User Accounts
- Initial Rostering of Students
- ISA Import Wizard
- Administering Tests
- Next Steps: Districts
- User Guide
- Questions & Answers
- ISBE Contact Information

Presenters

- **Dan Brown**
Division Supervisor, Assessment and Accountability
- **Katrina Kasten**
Project Lead, Breakthrough Technologies

Contributing Members

- **Joshua Pierce**
Software Developer, Information Technology
- **Andy West**
Software Developer, Information Technology
- **Naga Mummadi**
Database Architect, Information Technology

- Information from the User Guide
 - Assessment Delivery System (ADS)
 - ISBE Teach – equivalent to PearsonAccess^{Next} and KITE
 - ISBE Learn – equivalent to TestNav
- ISBE Student Information System (SIS) – Source of student data – as always, keep SIS updated!
- ISBE ISA Import Wizard – User interface used for ISA to transmit student information from SIS to ISBE Teach

- ISBE loaded initial user accounts
 - When? – 2/22/2018
 - Who? – ISBE used district and school level EPS data for each RCDTS code:
 - Primary Contact
 - ISA Coordinator
 - If school districts entered ISA Coordinator data, then the result will be two user accounts for each RCDTS code in IWAS.
 - Why? –
 - EPS has the official administrative contact person and ISA test coordinator for each organization. ISBE purges the ISBE-Teach users accounts each year as part of system security procedures.

- ISBE performed a statewide sweep to roster students for ISA
- This resulted in students being loaded with default Test Sections (same as sessions in PAN) and test locations (testing schools)
- Why?
 - The initial load starts the churn process (automatically exiting and enrolling triggered by actions taken in SIS)
 - Competes the work for district **if you do not want to customize your sections and test locations**

<https://teach-isa.ileducates.org/user/login?nextDestination=dashboard>



ISBE | ISBE TEACH

Help

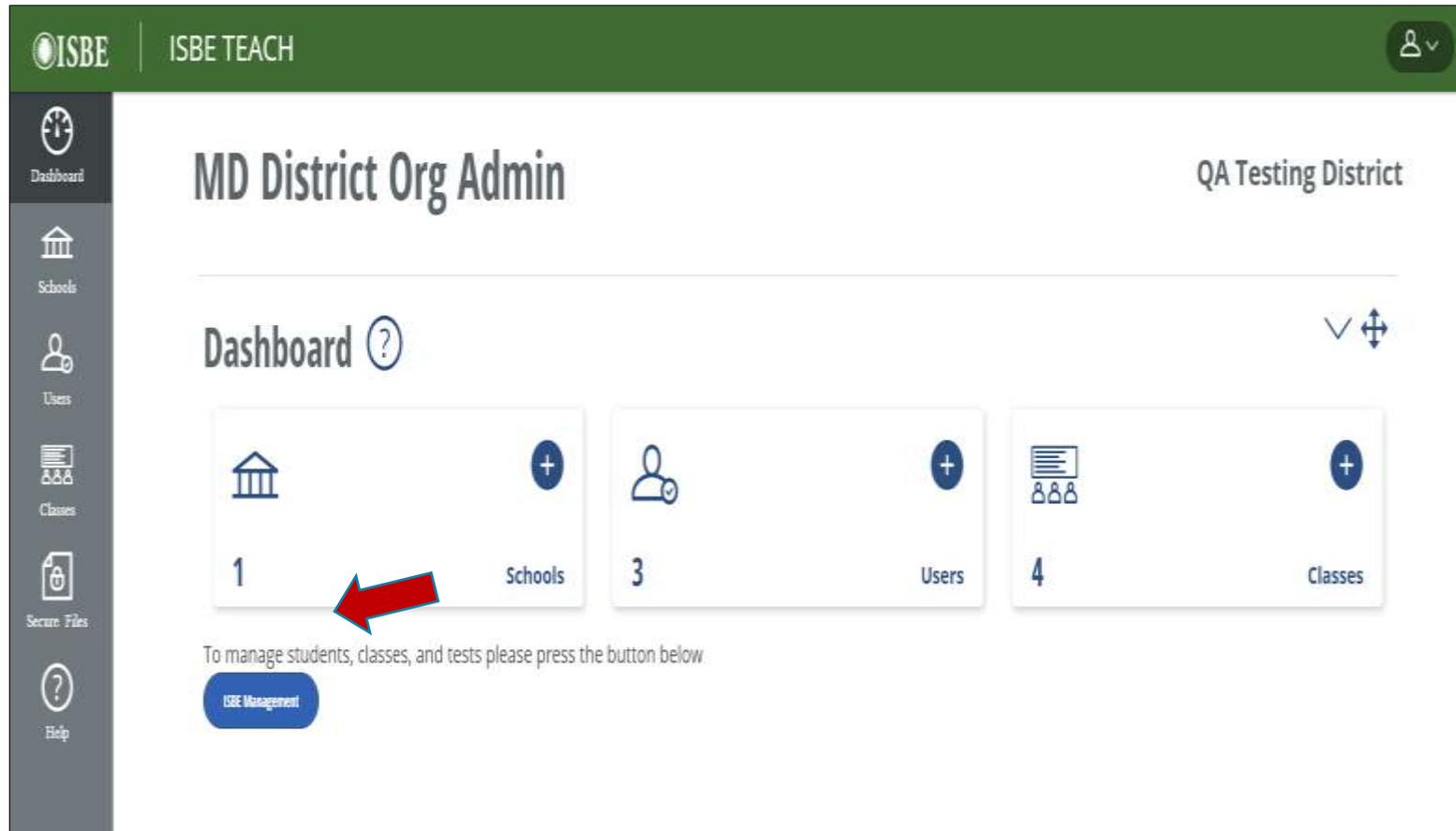
Log In

Log in Request new password

E-mail or username *

Password *

Log in



The screenshot shows the ISBE Teach interface. At the top, there is a green header with the ISBE logo and the text "ISBE TEACH". On the right side of the header is a user profile icon. Below the header is a sidebar with navigation options: Dashboard, Schools, Users, Classes, Secure Files, and Help. The main content area is titled "MD District Org Admin" and "QA Testing District". Below this is a "Dashboard" section with a question mark icon and a dropdown arrow. The dashboard contains three cards: "Schools" with a count of 1, "Users" with a count of 3, and "Classes" with a count of 4. A red arrow points to the "Schools" card. Below the cards is a text prompt: "To manage students, classes, and tests please press the button below" followed by a blue button labeled "ISBE Management".

1. Verify Account | 2. Import Student Data | 3. Finish Import | 4. View History

Illinois Science Assessment (ISA) Import Wizard

The Illinois Science Assessment (ISA) Import Wizard is designed to assist Test Coordinators with the student data import process from the ISBE Student Information System (SIS) to ADS Teach.
Step 1 – Verify Account

If your account information is correct, click the "Next" button to advance to Step 2.
If your account information is not correct, exit the Import Wizard and contact your Entity Administrator to update your account.

Logged in User Account Information

User: LMSTAFF@ROE201689.NET Roles: Middle School Admin, TestCoordinator

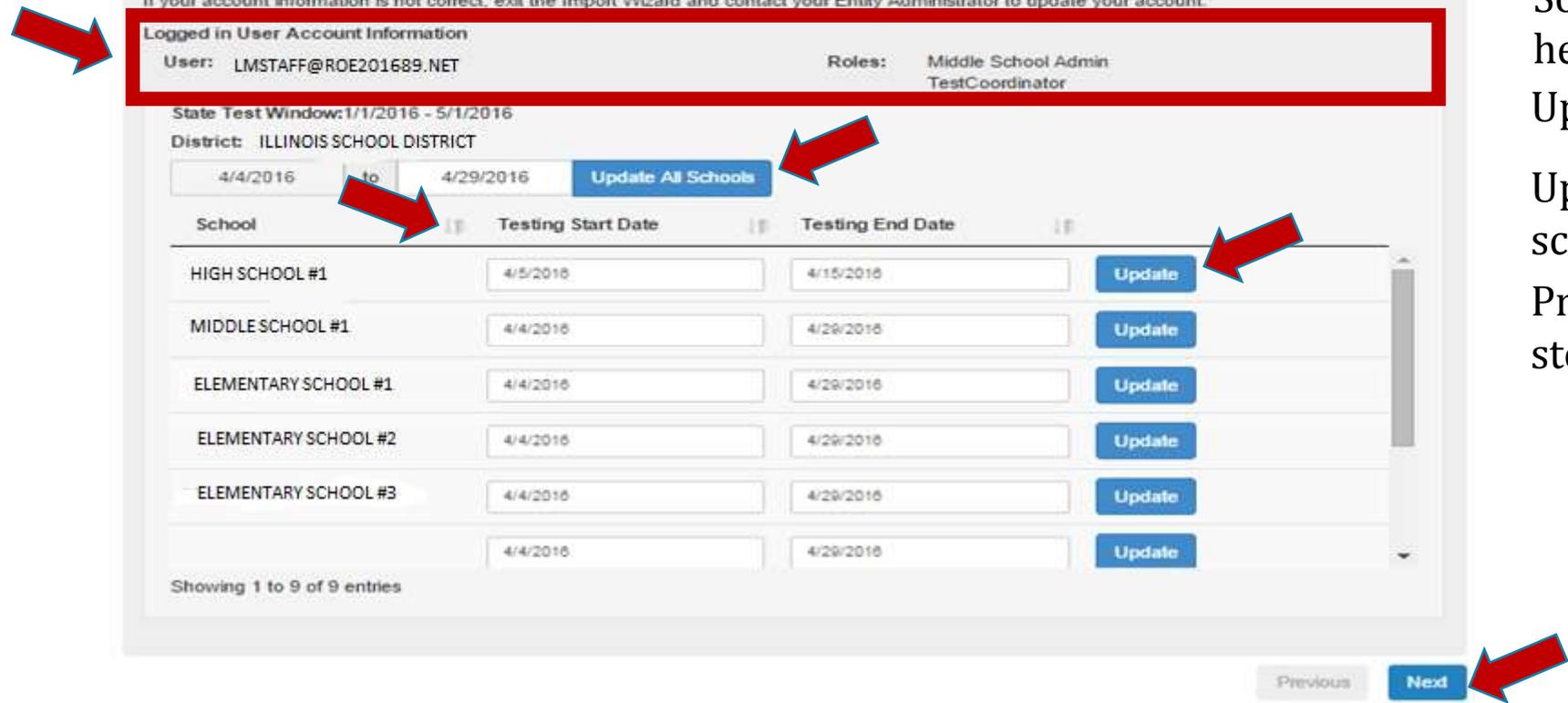
State Test Window: 1/1/2016 - 5/1/2016
District: ILLINOIS SCHOOL DISTRICT

4/4/2016 to 4/29/2016 **Update All Schools**

School	Testing Start Date	Testing End Date	
HIGH SCHOOL #1	4/5/2016	4/15/2016	Update
MIDDLE SCHOOL #1	4/4/2016	4/29/2016	Update
ELEMENTARY SCHOOL #1	4/4/2016	4/29/2016	Update
ELEMENTARY SCHOOL #2	4/4/2016	4/29/2016	Update
ELEMENTARY SCHOOL #3	4/4/2016	4/29/2016	Update
	4/4/2016	4/29/2016	Update

Showing 1 to 9 of 9 entries

Previous **Next**



Check credentials

Sort by column head

Update all schools

Update single school

Proceed to next step

1. Verify Account **2. Import Student Data** 3. Finish Import 4. View History

Illinois Science Assessment (ISA) Import Wizard

You have two options to edit your student data. Select the edit option by clicking on the button.

Edit with CSV	Edit with Grid	View History
<p>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.</p> <p>Edit with CSV</p>	<p>Edit with Grid allows you to edit online the test location and/or class assignment and upload the edited file to ADE Teach after validation.</p> <p>Edit with Grid</p>	<p>Click on the "View History" button to view a previous import file and its status.</p> <p>View History</p>

[Cancel](#) [Proceed with Default Values](#)

1. Verify Account **2. Import Student Data** 3. Finish Import 4. View History

Illinois Science Assessment (ISA) Import Wizard (CSV)

Student data results from the ISBE Student Information System

- Click on the "Download Student File" link to download the student data results from the ISBE SIS.
- Open the downloaded file, edit the file and save to your local drive.
- Click on the "Choose File" button, select the edited file and click "Open." The name of the edited file will appear on the screen to the right of "Choose File."
- Click on "Upload Student File."
- If confirmation message appears "Successfully x file(s) Upload" then click "Next" button.
- If confirmation message appears "?" then click "Cancel" button and ?

Download	Upload	Progress
Download Student File	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Student File"/>	<input type="text" value="0%"/>

Download student list

Section and Location editable

Location must be valid RCDTS

Browse to saved file

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- If confirmation message appears "?" then click "Cancel" button and ?

Download	Upload	Progress
Download Student File	<input type="button" value="Choose File"/> StudentsExport (7).csv <input type="button" value="Upload Student File"/>	<input type="text" value="0%"/>

File is selected
Upload selected
file

- 1. Verify Account
- 2. Import Student Data**
- 3. Finish Import
- 4. View History

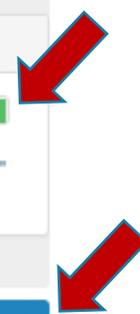
Illinois Science Assessment (ISA) Import Wizard (CSV)

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- If confirmation message appears "Successfully x file(s) Upload" then click "Next" button.
- If confirmation message appears "?" then click "Cancel" button and ?

Download	Upload	Progress
Download Student File	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload Student File"/>	<div style="width: 100%;"><div style="width: 100%; height: 10px; background-color: green;"></div>100%</div> <p>"Successfully 1 file(s) uploaded"</p>

Upload complete
Proceed to next
step



- 1. Verify Account
- 2. Import Student Data
- 3. Finish Import**
- 4. View History

Illinois Science Assessment (ISA) Import Wizard

- When import processing is finished, a status message will appear.
- Click the "Finish" button to exit the Import Wizard.

Record(s) queued for Import!



Records are ready
View log

Finish



- 1. Verify Account
- 2. Import Student Data
- 3. Finish Import
- 4. View History

Illinois Science Assessment (ISA) Import Wizard

View History

Batch	Status	Creator	Created	Imported	Processed	Failed
1122	Error	LMSTAFF@ROE.NET	Mar 10 2016 8:56AM	998	0	0
1121	Error	LMSTAFF@ROE.NET	Mar 10 2016 8:51AM	998	0	0
1120	Error	LMSTAFF@ROE.NET	Mar 10 2016 8:48AM	998	0	0
1117	Error	LMSTAFF@ROE.NET	Mar 10 2016 8:45AM	998	0	0
1108	Complete	LMSTAFF@ROE.NET	Mar 9 2016 3:52PM	24	7	17

Showing 1 to 102 of 102 entries

- 1. Verify Account
- 2. Import Student Data**
- 3. Finish Import
- 4. View History

Illinois Science Assessment (ISA) Import Wizard

You have two options to edit your student data. Select the edit option by clicking on the button.

Edit with CSV	Edit with Grid	View History
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- [Cancel](#)
- [Proceed with Default Values](#)

1. Verify Account | 2. Import Student Data | 3. Finish Import | 4. View History

Illinois Science Assessment (ISA) Import Wizard

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.
- Enter the "Section Name" and/or "Test Location" data you want to update in the text fields left of the "Update Rows" button.
- To apply the update to all table entries, click on the "Update Rows" button.
- To apply the update to only certain entries, filter the file using the filter buttons under the data table then click on the "Update Rows" button.
- If you have no changes, click on the "Next" button to advance to Step 3.

Last Name	First Name	Middle Name	DOB	Grade	Section Name	Test Location
WABASH	PERRY		01/01/1998	12	Biology - 209304	11111111P000001
SPOON	MONROE		01/02/1998	11	Biology - 209305	11111111P000001
EDWARDS	POPE		01/03/1998	12	Biology - 209301	11111111P000001
ROCK	JACKSON		01/01/1997	11	Biology - 209304	111111119000001
GREEN	LEIGH		01/01/2001	9	Biology - 209254	11111111P000001
FOX	KENDALL		10/31/2000	9	Biology - 209305	11111111P000001
KANKAKEE	WILL		01/04/1998	12	Biology - 209301	11111111P000001
SANGAMON	MACON		01/05/1998	12	Biology - 209301	11111111P000001
EMBARRAS	JASPER		10/01/1999	10	Biology - 210751	11111111P000001
MUDDY	PERRY		01/06/1998	12	Biology - 209305	11111111P000001

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

Showing 1 to 10 of 998 entries

Previous | 1 | 2 | 3 | 4 | 5 | ... | 100 | Next

Update Records

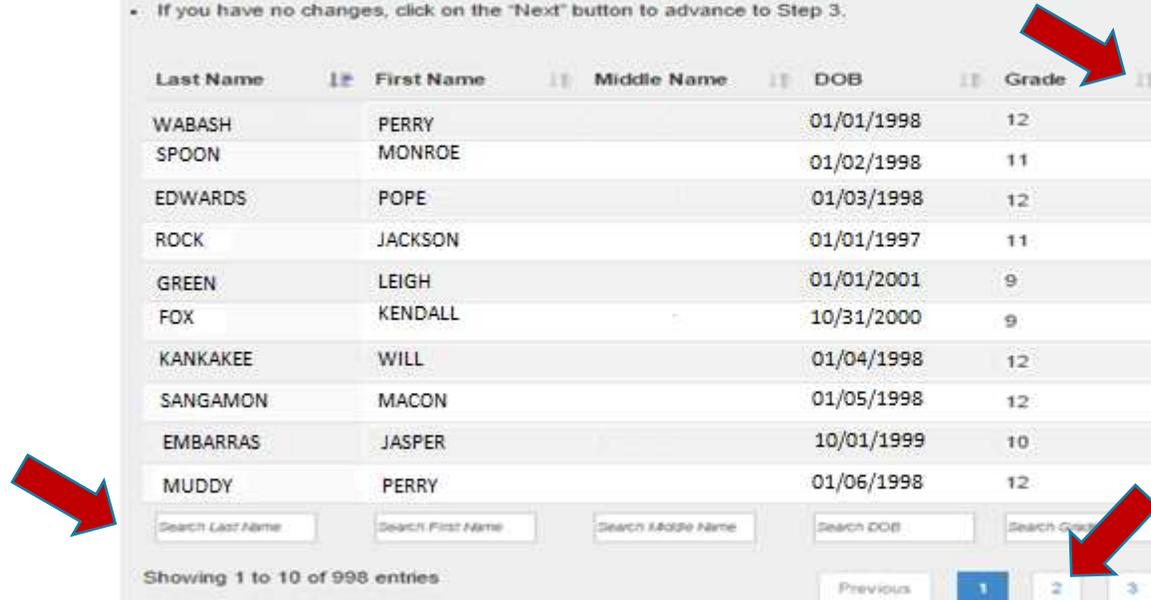
Section Name: | Test Location: | **Update Rows** | Clear Search

Cancel | Proceed

Sort records

Filter records

Paging



1. Verify Account | 2. Import Student Data | 3. Finish Import | 4. View History

Illinois Science Assessment (ISA) Import Wizard

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EDWARDS	POPE		01/03/1998	12	Biology - 209301	11111111P000001
ROCK	JACKSON		01/01/1997	11	Biology - 209304	111111119000001
GREEN	LEIGH		01/01/2001	9	Biology - 209254	11111111P000001
FOX	KENDALL		10/31/2000	9	Biology - 209305	11111111P000001
KANKAKEE	WILL		01/04/1998	12	Biology - 209301	11111111P000001
SANGAMON	MACON		01/05/1998	12	Biology - 209301	11111111P000001
EMBARRAS	JASPER		10/01/1999	10	Biology - 210751	11111111P000001
MUDDY	PERRY		01/06/1998	12	Biology - 209305	11111111P000001

Showing 1 to 10 of 998 entries

Update Records

Example Filter



1. Verify Account | **2. Import Student Data** | 3. Finish Import | 4. View History

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- If you have no changes, click on the "Next" button to advance to Step 3.

Last Name	First Name	Middle Name	DOB	Grade	Section Name	Test Location
EDWARDS	POPE		01/03/1998	12	BIOLOGY - 209301	11111111P000001

EDWARDS POPE Search Middle Name Search DOB Search Grade Level Search Section Name Search Test Location

Showing 1 to 1 of 1 entries (filtered from 998 total entries) Previous 1 Next

Update Records

Section Name: 11111111P000011 [Update Rows] [Clear Search]

[Cancel] [Proceed]

Filtered records

Insert change

Apply changes



1. Verify Account **2. Import Student Data** 3. Finish Import 4. View History

Illinois Science Assessment (ISA) Import Wizard

Grid - Edit Instructions

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Last Name	First Name	Middle Name	DOB	Grade	Section Name	Test Location
EDWARDS	POPE		01/03/1998	12	BIOLOGY - 209301	11111111P000011

EDWARDS POPE Search Middle Name Search DOB Search Grade Level Search Section Name Search Test Location

Showing 1 to 1 of 1 entries (filtered from 998 total entries) Previous 1 Next

Update Records

Section Name 11111111P000011 Update Rows Clear Search

Cancel Proceed

Updated record set
Other records will have default values



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Illinois Science Assessment (ISA) Import Wizard

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- To apply the update to all table entries, click on the "Update Rows" button.
- To apply the update to only certain entries, filter the file using the filter buttons under the data table then click on the "Update Rows" button.
- If you have no changes, click on the "Next" button to advance to Step 3.

Record(s) updated Successfully!

EDWARDS	POPE	01/03/1998	12	BIOLOGY - 209301	11111111P000011	
<input type="text" value="EDWARDS"/>	<input type="text" value="POPE"/>	<input type="text" value="Search Middle Name"/>	<input type="text" value="Search DOB"/>	<input type="text" value="Search Grade Level"/>	<input type="text" value="Search Section Name"/>	<input type="text" value="Search Test Location"/>

Showing 1 to 1 of 1 entries (filtered from 998 total entries)

Previous **1** Next

Update Records

Records are ready
Proceed to
confirmation

- 1. Verify Account
- 2. Import Student Data
- 3. Finish Import**
- 4. View History

Illinois Science Assessment (ISA) Import Wizard

- When import processing is finished, a status message will appear.
- Click the "Finish" button to exit the Import Wizard.

Record(s) queued for Import!



Records are ready
View log

Finish



- 1. Verify Account
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- 4. View History

Illinois Science Assessment (ISA) Import Wizard

View History

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1117	Error	LMSTAFF@ROE.NET	Mar 10 2016 8:45AM	998	0	0
1108	Complete	LMSTAFF@ROE.NET	Mar 9 2016 3:52PM	24	7	17

Showing 1 to 102 of 102 entries

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[Cancel](#) [Proceed with Default Values](#)

View Logs
Proceed with defaults



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Illinois Science Assessment (ISA) Import Wizard

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Record(s) queued for Import!



Records are ready
View log

Finish



1. Verify Account

2. Import Student Data

3. Finish Import

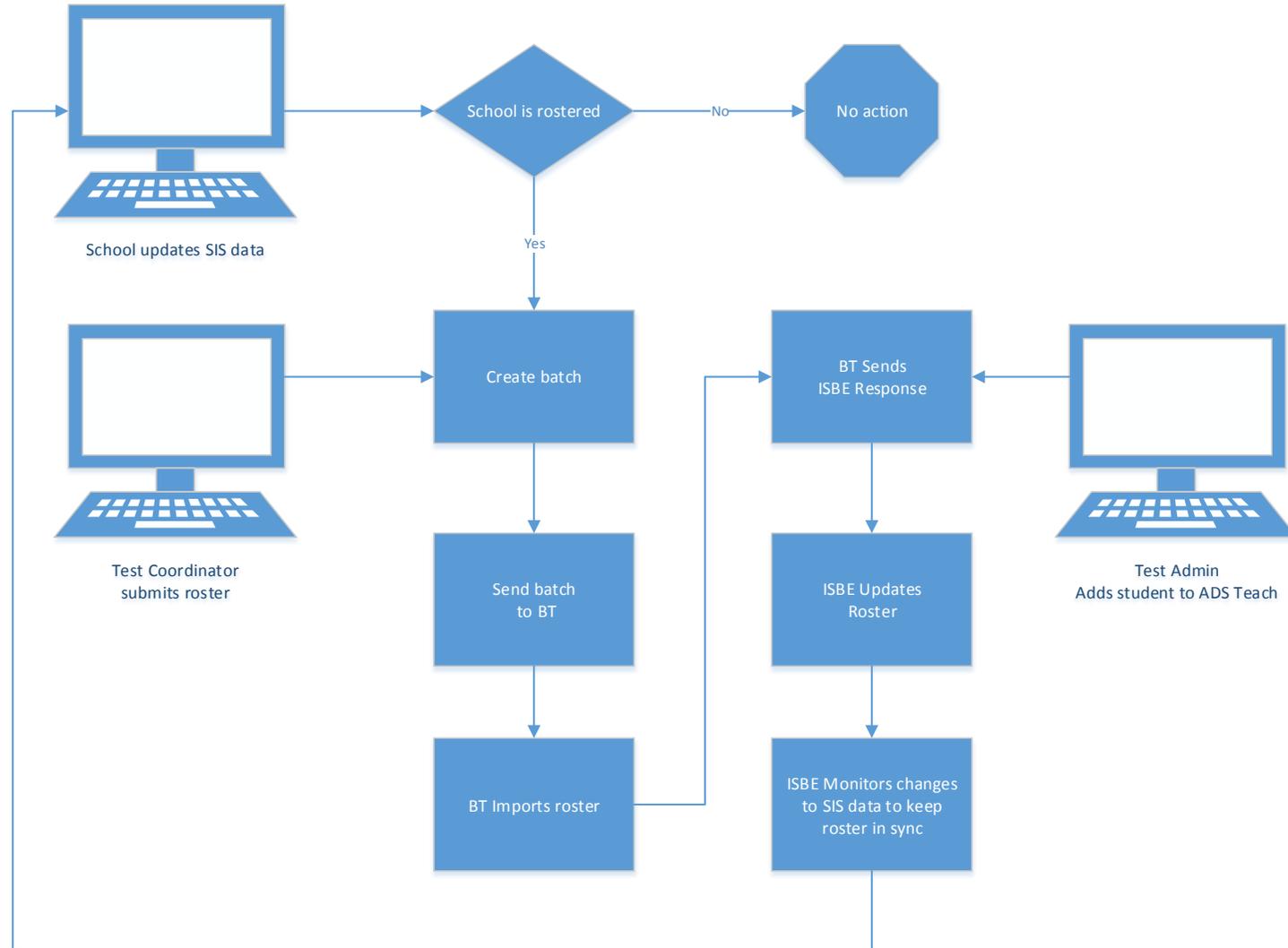
4. View History

Illinois Science Assessment (ISA) Import Wizard

View History

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1117	Error	LMSTAFF@ROE.NET	Mar 10 2016 8:45AM	998	0	0
1108	Complete	LMSTAFF@ROE.NET	Mar 9 2016 3:52PM	24	7	17

Showing 1 to 102 of 102 entries



- Continue to Enroll and Exit students
- Continue to submit Teacher and Student Course Assignment

https://www.isbe.net/Documents/ISA_ADS_Whitelist.pdf

- *.ileducates.org
- https://isbe-isa-prod-tap.s3.amazonaws.com
- https://fonts.googleapis.com
- https://fonts.gstatic.com
- https://sec2.isbe.net
- https://js-agent.newrelic.com
- https://bam.nr-data.net
- d12absk6swphg7.cloudfront.net
- d2xk9byr7zaf37.cloudfront.net
- https://breaktechisbtoolbar.speechstream.net/
- https://breaktechisbecache.speechstream.net/
- https://breaktechisbeservices.speechstream.net/
- http://breaktechisbeservicesbackup.speechstream.net/
- https://speechstreamtoolbar.speechstream.net/
- https://speechstreamtoolbar-webservices.texthelp.com/
- https://speechstreamservicesbackup.speechstream.net/
- themes.googleusercontent.com
- www.google-analytics.com

- Posted on the ISA Website: <https://www.isbe.net/Pages/Illinois-Science-Assessment.aspx>
- Resources
 - Systems User Guide – provides help with all ISA systems used during testing
 - ISA 101 – basics about the ISA
 - Professional Testing Practices for Educators – specifics about ISA administration
 - 2018 Illinois Science Assessment Accommodations & Accessibility Features – guidance on ISA accommodations and accessibility features for students with IEP, 504, or EL plans

- **ISBE Help**

- [Science FAQ](#)
- [Science Web Page](#)
- 1-866-317-6034



Install Check

- Allows you to quickly check that the correct SEB is installed, you can access “Learn” and deliver test content
- Install Check Codes are posted to the ISA site <https://www.isbe.net/Pages/Illinois-Science-Assessment.aspx>
 - Under the Assessment Technology Requirements tab
 - Please use only the codes assigned to your district
 - Call ISBE if you need more

District Name	District RCDTS	Access code	Student id
Techtopia	123451234512345	NCEXKJEOAG	BTSEBS71101
Techtopia	123451234512345	RKBGMYG MWD	BTSEBS71110
Techtopia	123451234512345	JLPVCXPCLH	BTSEBS71111



Running Install Check

- Start SEB on the student device
- Sign in using one of your 10 character codes
- Navigate through the items
 - Note: “First Grade” test with three sample items
- Select "Pause and Logout" from the last item (this will allow you to reuse the access code)
- To completely exit the SEB use the password 472317



2018 Illinois Science Assessment (ISA)



Definitions

ISA	Illinois Science Assessment
ISBE Teach	The name of the platform used by testing administrators to manage the ISA for their students
ISBE Learn	The name of the testing platform used by students to take the ISA
SEB	The Secure Exam Browser for the ISA



New for 2018

- ISA Tutorial
- Manually add new users
- Download access codes as .CSV file
- Student test status report
- End of Test Review & Submit screens



ISA Preparation Checklist

Test Operation Set up

Completed by ISBE Assessment Team - COMPLETE

- Load Organizations (uses state RCDTS code)
- Roster Students into default classes (5-default, 8-default, Biology-(section)) (using ISBE Management Tool)
- 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 – IN PROGRESS

- Load Additional District and School Org Admins
- Review Student Roster and Classes; Move students to new classes (optional)
- 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
- Guide students through ISA Tutorial (optional)
- Review Student Test Assignments (Org Admins/Test Admins)
- Generate/Print Test Access Codes for Classes/Students
- Manage Student Test (Org Admin / Test Admin)
- Download Student Test Status Report (Org Admin)



ISA Tutorial

ASSESSMENT

ILLINOIS SCIENCE ASSESSMENT (ISA)

This Illinois Science Assessment (ISA) page will be updated as information becomes available. The ISA is **not** an alternate assessment. Students who participate in the DLM-AA alternate assessment will be assessed in science in grades 5, 8, and 11. In compliance with federal testing requirements, Illinois will administer a science assessment to students enrolled in a public school district in grades 5, 8 and once at the high school level. The high school assessment utilizes a course-based model with content aligned to Biology I. The assessment will be administered in an online format and is aligned to the Illinois Learning Standards for Science incorporating the Next Generation Science Standards (NGSS), which were adopted in 2014.

RESOURCES

- Letter from State Superintendent Smith on the Future of 3-8 Assessment and PARCC

TEST COORDINATORS AND ADMINISTRATORS

- 2018 ISA 101 Presentation
- Systems User Guide
- ISBE-Learn Tutorial - TA Guide
- ISBE-Learn Tutorial Website (NEW FOR 2018)
- Professional Testing Practices for Educators

- Link to the ISA Tutorial from the ISBE.net/ISA page.
- No SEB is required to take the Tutorial.

ISBE TEACH

Illinois Science Assessment (ISA) Tutorial

Welcome to the ISA Tutorial site. This tutorial provides students with the opportunity to:

- Practice each of the question types that are included on the ISA
- View the ISA log in screens, move between questions and learn how to submit their test
- Practice using the **Line Reader** and **Text to Speech** accessibility tools that are available to all students

Please note the following:

- This tutorial uses example items; these are not grade level sample or released

Start Tutorial

Return to ISBE.net/ISA



Add New Users

ISBE | ISBE TEACH

BT District 1

- Select School -

Assign to Class Upload Users + Add Single User

Show 25 entries

	Full name	E-mail	Role	Operations
<input type="checkbox"/>	testkas3 test	testkask3@breaktech.com	organization administrator	edit
<input type="checkbox"/>	District1 OA	District1_OA@breaktech.com	organization administrator	edit

Start 1 to 2 of 2 entries

Search

Previous 1 Next

- Add single users manually
- Add users in bulk via upload

4990

Users



Adding Users – Manually

ISBE | ISBE TEACH

BT District 1 Users

- Select School -

Assign to Class Upload Users + Add Single User

Show 25 entries

	Full name	E-mail	Role	Operations
<input type="checkbox"/>	testkas3 test	testkask3@breaktech.com		
<input type="checkbox"/>	District1_OA	District1_OA@breaktech.com		

Start 1 to 2 of 2 entries

Search

4990 Users

- Select the Add Single User button from the Users page, the Upload Users page or the plus button from the dashboard tile

ISBE | ISBE TEACH

Upload Users

Upload file(s) Add file(s)

To ensure a successful upload, make sure your file(s) is at [File Upload Guidelines](#) for that file(s) is downloaded from our server(s).

Drag files here

Add file

File must be less than 2 MB
Allowed file types: csv



Adding Users – Manually

Add user

Email *

It's valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Full name *

First name Last name

Organization

BT District 1 All Schools

Role *

Organization administrator

Test administrator

- Enter or select the requested information on the Add user page to create a new user.
- Selecting Save and Add another vs Save resets the form and allows for immediate creation of another user.

- New Users are visible on the Users Summary Page and are emailed a welcome message with further instructions.

School A Users BT District 1

A welcome message with further instructions has been e-mailed to the new user keek_OA@breaktech.com

School A

Show: 25 entries

	Full name	E-mail	Role	Operations
<input type="checkbox"/>	SchoolAAask DA	keek_OA@breaktech.com	organization administrator	<input type="button" value="edit"/>
<input type="checkbox"/>	David Porter	dporter@breaktech.com	organization administrator	<input type="button" value="edit"/>



Download/Print Access Codes

ISBE | ISBE TEACH

BT District

Tests

Tests Overview | Test Assignments

BT School | Alpha Class 1 - Grade 9 - AB123 (14)

Test Name	Grade	Subject	Number of Assignments	Operations
Demo - Illinois Science Assessment - Grade 8	8	Science	4	Generate Access Codes

- Use org filters to select the class
- Tests are automatically assigned
- One row/test assignment per student grade level
- Org Admins and Test Admins can generate test access codes for the class. Available as a .PDF or .CSV file

Class Name: GR 2 Default - Grade 2 - GR2
Test Name: Grade 2 Publishing Check

Last Name, First Name	Student ID	Access Code
Rostered, Student	1001	HCSMDEBHVJ
Rostered, Student	1012	DIGFKSXZDP
Rostered, Student	1017	FGIPNSOCWX
Rostered, Student	1019	HIUOJYPYEA



Student Test Status Report

Test Name	Student	Test Status	Operations
ISA Tutorial Grade 2 Science	SS 02 102_BTSA	Submitted	
ISA Tutorial Non-Secure Grade 2 Science	SS 02 102_BTSA	Submitted	
ISA Tutorial	First113-01 Last113-01	InProgress	Reset Student Login Cancel Test

- District Org Admins - All District report; School report(s)
- School Org Admins – School Report

Notes:

- 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.
- This report can also be used to download all of the access codes for your district or school at one time.



Student Test Status Report

	A	B	C	D	E	F	G	H	I	J	K	L
1	District name	District RCDS	School name	School RCDS	Class name	Test name	Test grade	Last name	First name	Student id	Access code	Test status
2	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	Illinois Science	5	5 SS		SS_BTSA	AAAAAAAAAA	Scheduled
3	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	2018 Illinois Sci	5	5 SS		SS_BTSA	BBBBBBBBBB	Submitted
4	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	Illinois Science	5	5 SS		SS_BTSA	CCCCCCCCCC	Scheduled
5	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	Illinois Science	5	Angel	Sweet	10003_BTSA	DDDDDDDDDD	Canceled
6	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	Illinois Science	5	Angel	Sweet	10003_BTSA	EEEEEEEEEEEE	Submitted
7	BT District 1	BT1	School A	BTSA	Class a9 - Grade 9 - BTSA09	2018 Illinois Sci	9	extra	extra	EXTRA_BTSA	YXCShRWZS	Paused
8	BT District 1	BT1	School A	BTSA	Class b5 - Grade 5 - BTSA05	Illinois Science	5	Last113-01	First113-01	BTSB0501	LPZDUSKDKK	Scheduled
9	BT District 1	BT1	School A	BTSA	Class b5 - Grade 5 - BTSA05	Illinois Science	5	Last113-01	First113-01	BTSB0501	WETWAYJLQ	Scheduled
10	BT District 1	BT1	School A	BTSA	Class b5 - Grade 5 - BTSA05	2018 Illinois Sci	5	Last113-01	First113-01	BTSB0501	EOVRSKEPIX	Scheduled
11	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	Illinois Science	5	Last113-01	First113-01	BTSA0501	JJJJJJJJ	Paused
12	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	Illinois Science	8	8 SS		108_BTSA	KKKKKKKK	Scheduled
13	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	2018 Illinois Sci	8	8 SS		108_BTSA	LLLLLLLLLL	Submitted
14	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	Illinois Science	8	8 SS		108_BTSA	MMMMMMMM	Scheduled
15	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	Illinois Science	8	Last113-01	First113-01	BTSA0801	HWRQFYGNUB	Submitted
16	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	2018 Illinois Sci	8	Last113-01	First113-01	BTSA0801	GSOXCONKJL	Paused
17	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	Illinois Science	8	Last113-01	First113-01	BTSA0801	WVQTYNYXPA	Scheduled
18	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	Illinois Science	8	Last113-02	First113-02	BTSA0802	ZONOWDKCQJ	Scheduled
19	BT District 1	BT1	School B	BTSB	Class a8 - Grade 8 - BTSA08	Illinois Science	8	Last113-02	First113-02	BTSA0802	AHULDZTBVW	Submitted
20	BT District 1	BT1	School B	BTSB	Class a9 - Grade 9 - BTSA09	Illinois Science	9	TestQA1	ArisTest1	1002_BTSA	DYDVEIHHLG	Scheduled
21	BT District 1	BT1	School B	BTSB	Class a8 - Grade 8 - BTSA08	Illinois Science	8	TestQA1	ArisTest1	1002_BTSA	WQSFBOVBC	Submitted

- Can use column filter tool to help sort or use PivotTables to sort the information
- User Guide appendix provides information on how to create a PivotTable



Pausing the Test

- Click **Pause & Logout** to safely pause the test.
- Student uses the same access code to resume the test

Student Centered
PAUSE & LOGOUT

Instructions (continued)

What would you like to do?

You are asking to pause the test and come back later. If you have finished your test you must go to the very last screen and choose SUBMIT.

Go Back Pause & Logout

What would you like to do?

Check with your teacher before you select Pause & Logout.

Cancel Pause & Logout

Instructions

Resume Test



Submitting the Test

You have reached the end of the session.

To go back and review or change your answers, select the GO BACK button.
To move on, select the CLICK HERE TO GO ON button to go to the final screen.

Go Back Click Here to Go On



Click Here to Submit Test and Exit

Select the **CLICK HERE TO SUBMIT TEST AND EXIT** button to record your answers.



You have reached the end of the test.

Are you sure?

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

No

Yes



Your test has been submitted.



Return to the log in page or ask your teacher for help.

Return to Log In



Tests must be properly submitted in order to have the results included in ISA reporting

Org Admins should use the Student Test Status Report in ISBE Teach to verify the student test status



ISBE-ISA

ISBE-Teach Walkthrough



System Components

ISBE Teach	Administrators: Manage districts, schools, classes, students and users
ISBE Learn	Students: Take online tests

Users

Organization Administrators
Test Administrators

Note: Reminder, the Org Admin role includes Test Administrator functions, so only one account is needed.



ISA Preparation Checklist

Test Operation Set up

Completed by ISBE Assessment Team - COMPLETE

- Load Organizations (uses state RCDTS code)
- Roster Students into default classes (5-default, 8-default, Biology-(section)) (using ISBE Management Tool)
- 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 – IN PROGRESS

- Load Additional District and School Org Admins
- Review Student Roster and Classes; Move students to new classes (optional)
- Load Test Administrators (Test Admins)
- Assign Test Administrators to Classes

Test Preparation & Management

Completed by Districts/Schools Org Admins – IN PROGRESS

- Install Secure Exam Browser (SEB) on testing devices
- Guide students through ISA Tutorial (optional)
- Review Student Test Assignments (Org Admins/Test Admins)
- Generate/Print Test Access Codes for Classes/Students
- Manage Student Test (Org Admin / Test Admin)
- Review Student Test Status Report (Org Admin)



New User Email

From: noreply@ileducates.org <noreply@ileducates.org> on behalf of ISBE Teach <noreply@ileducates.org>
Sent: Friday, February 17, 2017 4:07 PM
To: New User
Subject: An administrator created an account for you on the ISBE Assessment Delivery System

New User,

A site administrator has created your account for the ISBE Assessment Delivery System. You may now log in by clicking the link below or copying and pasting it to your browser:

<https://teach-isa.ileducates.org/user/reset/3600654/1487369260/fHGW8a9HwqJTcmadTKltECYCLvkrIBpwSE>

This link can only be used once and will lead you to a page requiring you to set your password. Once your password is set, you will be able to log in at <https://teach-isa.ileducates.org/user> using:

username: [<new user email>](#)

password: Your password (**Note: you will be prompted to change this when you first click the above link**)

-- ISBE team



New User Email / Account Set Up

ISBE | ISBE TEACH

Help

Reset password

This is a one-time login for *kaskasten_5536* and will expire on *Fri, 02/24/2017 - 11:47*.

Click on this button to log in to the site and change your password.

This login can be used only once.

Log in

ISBE TEACH

E-mail address *

newuser@example.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address will be used to create your account, to verify your account, to reset your password or wish to receive certain news or notifications by e-mail.

Password

Password compliance: **3 of 3**

Confirm password

Passwords match: yes

To change the current user password, enter the new password

✔ The changes have been saved.



Dashboard: Org Admin

(District Level)

ISBE | ISBE TEACH

ISBE UAT District A Org Admin UAT DISTRICT A

Dashboard ?

Category	Count
Schools	3
Users	32
Students	76

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

Management

- Summary count of schools, users, and students in the district
- Link to the ISBE Management tool



Dashboard: Org Admin

(School Level)

The screenshot displays the 'School Org Admin' dashboard for 'ISBE School Demo'. The dashboard features a sidebar with navigation options: Dashboard, Students, Users, Tests, and Help. The main content area shows a 'Dashboard' header with a help icon and a collapse/expand icon. Below the header are three summary cards: 'Users' with a count of 3, 'Students' with a count of 28, and 'Assigned Tests' with a count of 83. A 'Management' button is located at the bottom of the dashboard, with the text 'To manage students, classes, and tests please press the button below' above it.

Category	Count
Users	3
Students	28
Assigned Tests	83

- Summary count of users, students, and test assignments at the school
- Link to the ISBE Management tool



Dashboard: Test Admin

The screenshot shows the ISBE Test Admin dashboard. At the top, there is a green header with the ISBE logo and 'ISBE TEACH' text. A user profile icon is in the top right. Below the header, the page title 'ISBE Test Admin' is displayed, along with 'BT School' in the top right. A sidebar on the left contains navigation icons for Dashboard, Students, Tests, and Help. The main content area features a 'Dashboard' title with a help icon and a collapse icon. Two summary cards are shown: one for 'Students' with a count of 79 and an icon of three people, and another for 'Assigned Tests' with a count of 266 and an icon of a checklist.

Category	Count
Students	79
Assigned Tests	266

- Summary count of students and test assignments to which the test administrator has access



Page Navigation

The screenshot shows the ISBE TEACH interface. The top navigation bar includes the ISBE logo and 'ISBE TEACH' text. A sidebar on the left contains icons for Dashboard, Schools, Students, Users, and Tests. The main content area displays 'BT School Students' with a '+ Add Single Student' button. Below this are two dropdown filters: 'BT School' and 'All Students'. A search bar is located on the right. The main table has columns for State identifier, First name, Middle name, Last name, Grade, and Operations. A search bar is also present on the right side of the table.

State identifier	First name	Middle name	Last name	Grade	Operations
3259561545218	Jennifer	Lee	Freeman	9	Generate access code

- **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; Sortable Columns; Page Navigation**



Schools Page

ISBE | ISBE TEACH

UAT DISTRICT A

Schools

Show 10 entries

Search

School ID	School	Code	Classrooms	Users	Students
15	UAT School A.1	UATA1	4	22	61
16	UAT School A.2	UATA2	3	3	15

Showing 1 to 2 of 2 entries

Previous 1 Next

- List of all the schools in the district
- The Schools page is only visible to Org Admins with District permissions



Students Page

ISBE | ISBE TEACH

Aicha School Students

+ Add Single Student

Aicha School | All Students

Search

State identifier	First name	Middle name	Last name	Grade	Operations
1284474	Sebastian		Trevis	8	Generate access code
147960	Aicha		Bellani	8	Generate access code
147961	Anais		Bellagio	8	Generate access code

- Test Admins have access to students in their classes
- Org Admins have access to all students in all classes within their permitted organization



Users Page

ISBE | ISBE TEACH

BT District 1

- Select School -

Assign to Class Upload Users Add Single User

Show 25 entries Search

	Full name	E-mail	Role	Operations
<input type="checkbox"/>	testkas3 test	testkask3@breaktech.com	organization administrator	edit
<input type="checkbox"/>	District1 OA	District1_OA@breaktech.com	organization administrator	edit

Start 1 to 2 of 2 entries Previous 1 Next

- List of users for a district or school
- District-level Org Admins can view / edit district and school users
- School-level Org Admins can view / edit school users only



Test Page

- Generate test access codes for the class

- All: View student test status
- Org Admins: Reset Student login, Cancel Test, or download Student Status Report



ISA Preparation Checklist

Test Operation Set up

Completed by ISBE Assessment Team - COMPLETE

- Load Organizations (uses state RCDTS code)
- Roster Students into default classes (5-default, 8-default, Biology-(section)) (using ISBE Management Tool)
- 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 - IN PROGRESS

- Load Additional District and School Org Admins
- Review Student Roster and Classes; Move students to new classes (optional)
- 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
- Guide students through ISA Tutorial (optional)
- Review Student Test Assignments (Org Admins/Test Admins)
- Generate/Print Test Access Codes for Classes/Students
- Manage Student Test (Org Admin / Test Admin)
- Download Student Test Status Report (Org Admin)



Users Page

ISBE | ISBE TEACH

BT District 1

BT District 1 Users

- Select School -

Assign to Class Upload Users Add Single User

Show 25 entries

Search

	Full name	E-mail	Role	Operations
<input type="checkbox"/>	testkas3 test	testkask3@breaktech.com	organization administrator	edit
<input type="checkbox"/>	District1 OA	District1_OA@breaktech.com	organization administrator	edit

Start 1 to 2 of 2 entries

Previous 1 Next

- Review the pre-loaded list of users for a district or school



Add New Users

ISBE | ISBE TEACH

BT District 1

BT District 1 Users

- Select School -

Assign to Class Upload Users + Add Single User

Show 25 entries

	Full name	E-mail	Role	Operations
<input type="checkbox"/>	testkas3 test	testkask3@breaktech.com	organization administrator	edit
<input type="checkbox"/>	District1 OA	District1_OA@breaktech.com	organization administrator	edit

Start 1 to 2 of 2 entries

Search

Previous 1 Next

- Add single users manually
- Add users in bulk via upload

4990

Users



Adding Users – Manually

ISBE | ISBE TEACH

BT District 1 Users

- Select School -

Assign to Class Upload Users + Add Single User

Show 25 entries

	Full name	E-mail	Role	Operations
<input type="checkbox"/>	testkas3 test	testkask3@breaktech.com		
<input type="checkbox"/>	District1_OA	District1_OA@breaktech.com		

Start 1 to 2 of 2 entries

Search

4990 Users

- Select the Add Single User button from the Users page, the Upload Users page or the plus button from the dashboard tile

ISBE | ISBE TEACH

Upload Users

Upload file Add file

To ensure a successful upload, make sure your CSV file is at [CSV User Template](#) for MS Excel. CSV is download under software file.

Drag files here

Add file

File must be less than 2 MB
Allowed file types: CSV



Adding Users – Manually

Add user

Email *

It's valid e-mail address. All e-mails from the system will be sent to the address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Full name *

First name Last name

Organization

BT District 1 All Schools

Role *

Organization administrator

Test administrator

- Enter or select the requested information on the Add user page to create a new user.
- Selecting Save and Add another vs Save resets the form and allows for immediate creation of another user.

- New Users are visible on the Users Summary Page and are emailed a welcome message with further instructions.

School A Users BT District 1

A welcome message with further instructions has been e-mailed to the new user keek_OA@breaktech.com

School A

Show: 25 entries

	Full name	E-mail	Role	Operations
<input type="checkbox"/>	SchoolAAdmin DA	keek_OA@breaktech.com	organization administrator	<input type="button" value="edit"/>
<input type="checkbox"/>	David Porter	dporter@breaktech.com	organization administrator	<input type="button" value="edit"/>



Adding Users – Bulk Upload

ISBE | ISBE TEACH

BT District 1 Users

- Select School -

Assign to Class Upload Users + Add Single User

Show 25 entries

	Full name	E-mail	Role	Operations
<input type="checkbox"/>	testkas3 test	testkask3@breaktech.com		
<input type="checkbox"/>	District1 OA	District1_OA@breaktech.com		

Start 1 to 2 of 2 entries

4990 Users

- Select the Upload Users button from the Users page or the plus button from the dashboard tile
- Download the User Upload template
- Save as a **CSV** file and attach to the upload users page to complete the upload

ISBE | ISBE TEACH

Upload Users

Upload Users Add Single User

To ensure a successful upload, make sure your CSV file is in the [User Upload Template](#) format. (This is downloaded sample.csv format file.)

Drag files here.

Go

Files must be less than 2 MB.
Allowed file types: csv



Users Upload Template

	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						

- **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 either be: organization administrator or test administrator
- **State Code** - two-letter postal code for the user’s state. (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.

Notes:

- Ensure that the leading zeros of the RCDTS are captured in the sheet or the upload will fail.
- Assigning a user to a district will automatically grant that user permission to see **all** schools within the selected district.
- Updates/edits to an existing user must be made through the ISBE Teach interface and can not be made through the Upload Template.



Edit Users

ISBE | ISBE TEACH

BT District 1 Users

- Select School -

Assign to Class Upload Users Add Single User

Show 25 entries

	Full name	E-mail	Role	Operations
<input type="checkbox"/>	testkas3 test	testkask3@breaktech.com	organization administrator	edit
<input type="checkbox"/>	District1 OA	District1_OA@breaktech.com	organization administrator	edit

Start 1 to 2 of 2 entries

Search

Previous 1 Next

Select the **edit** button from the Users page

Note: Updates/edits to an existing user must be made through the ISBE Teach interface and can not be made through the Upload Template.



Edit Users Account Info

The screenshot shows the ISBE TEACH user management interface. The top navigation bar includes the ISBE logo and 'ISBE TEACH'. A left sidebar contains navigation icons for Dashboard, Schools, Students, Users, Tests, and Help. The main content area is titled 'ISBE Test Admin' and features three tabs: 'View', 'Edit' (which is selected), and 'Administer classes'. Below the tabs are two sub-tabs: 'Account' (selected) and 'Organization'. The 'Account' section includes an 'E-mail address *' field with the value 'isbe_testAicha2_admin@example.com'. A note below the field states: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-i password or wish to receive certain news or notifications by e-mail.' The 'Password' section has a 'Password compliance:' label and an empty input field. Below it is a 'Confirm password' section with another empty input field. A note reads: 'To change the current user password, enter the new password in both fields.' A section titled 'Passwords must meet the following requirements:' lists three bullet points: 'Password cannot match 3 past passwords', 'Password must not contain their username', and 'Password must have at least 5 character(s)'. At the bottom, the 'Status' field is partially visible.

Org Admins can:

- Change a user's name, email address, and password
- Change a user's role
- Change a user's account status to blocked



Edit User Organizations

ISBE TEACH

ISBE Test Admin

View Edit Administer classes

Account Organization

Organization

- ISBE
- IL
- BT District
- BT School 2

Add

Organizations

ISBE > IL > BT District > BT School Remove

Save

- To add a new org:
- Use the drop down filters to select the new organizations
 - Click **Add**
 - Click **Save**

- To remove an org:
- Click **Remove**
 - Click **Save**

Note: Member organizations must all be at the same level. Only district or school.



ISA Preparation Checklist

Test Operation Set up

Completed by ISBE Assessment Team - COMPLETE

- Load Organizations (uses state RCDTS code)
- Roster Students into default classes (5-default, 8-default, Biology-(section)) (using ISBE Management Tool)
- 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 - IN PROGRESS

- Load Additional District and School Org Admins
- Review Student Roster and Classes; Move students to new classes (optional)
- 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
- Guide students through ISA Tutorial (optional)
- Review Student Test Assignments (Org Admins/Test Admins)
- Generate/Print Test Access Codes for Classes/Students
- Manage Student Test (Org Admin / Test Admin)
- Download Student Test Status Report (Org Admin)



Assign Test Admins to Classes

ISBE | ISBE TEACH

School Z Users Organization Name BT District S

School Z Org Filters

Assign to Class Upload Users Add Single User

Show 25 entries

	Full name	E-mail	Role	Operations
<input type="checkbox"/>	UAT_Test_Admin Z1	uat_test_admin_z1@example.com	test administrator	<input type="button" value="edit"/> <input type="button" value="View Classes"/>
<input type="checkbox"/>	UAT_School_Admin Z1	uat_school_admin_z1@example.com	organization administrator	<input type="button" value="edit"/> <input type="button" value="View Classes"/>
<input type="checkbox"/>	BTS TA	BTS_TA@breaktech.com	test administrator	<input type="button" value="edit"/> <input type="button" value="View Classes"/>

Use the View Classes button to identify which Test Admins have assigned classes



Assign Test Admins to Classes

ISBE | ISBE TEACH

Organization Name BT District 5

School Z

Org Filters

Assign to Class Update Users Add Single User

Show 25 entries

	Full name	E-mail	Role	Operations
<input type="checkbox"/>	UAT_Test_Admin Z1	uat_test_admin_z1@example.com	test administrator	edit View Classes
<input type="checkbox"/>	UAT_School_Admin Z1	uat_school_admin_z1@example.com	organization administrator	edit
<input type="checkbox"/>	BTS_TA	BTS_TA@breaktech.com	test administrator	edit View Classes

ISBE | ISBE TEACH

BT School Users

BT School

Select classes to assign the following user:

- ISBE Test Admin

Show 10 entries

	Class name
Grade 5	
<input checked="" type="checkbox"/>	Aicha QA Class
<input type="checkbox"/>	Aicha QA Class
<input type="checkbox"/>	Class GFD
<input type="checkbox"/>	GR 5
<input type="checkbox"/>	Lynn Class
Grade 8	
<input type="checkbox"/>	Aicha Class
<input type="checkbox"/>	Class GKS
<input type="checkbox"/>	Class HDS
<input type="checkbox"/>	Class KVV
<input type="checkbox"/>	Class SWM

Showing 1 to 10 of 16 entries

Next Cancel

1. Either select individual test admins or the whole list
2. Click **Assign a Class** button
3. Select the class(es) to which you want to assign the Test Admin(s).
4. Click **Next**.

A confirmation message will appear, and the View Classes button will appear in the operations column.



ISA Preparation Checklist

Test Operation Set up

Completed by ISBE Assessment Team - COMPLETE

- Load Organizations (uses state RCDTS code)
- Roster Students into default classes (5-default, 8-default, Biology-(section)) (using ISBE Management Tool)
- 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 - IN PROGRESS

- Load Additional District and School Org Admins
- Review Student Roster and Classes; Move students to new classes (optional)
- 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
- Guide students through ISA Tutorial (optional)
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- Download Student Test Status Report (Org Admin)



Students Page

ISBE | ISBE TEACH a District

Aicha School Students

[+ Add Single Student](#)

Aicha School ▾ All Students ▾

Search

State identifier	First name	Middle name	Last name	Grade	Operations
1284474	Sebastian		Trevis	8	Generate access code ▾
147960	Aicha		Bellani	8	Generate access code ▾
147961	Anais		Bellagio	8	Generate access code ▾

- Test Admins have access to students in their classes
- Org Admins now have access to all students in all classes within their permitted organization
- Use the ISBE Import Wizard to add students; Org Admins have access to Add a Single Student for immediate walk-in additions



ISBE Mgmt. Tool / Import Wizard

The screenshot shows the ISBE TEACH interface for a District A Org Admin. The main content area displays a dashboard with three summary cards: Schools (3), Users (32), and Students (76). Below these cards, a text prompt reads "To manage students, classes, and tests please press the button below" with an orange arrow pointing to a button labeled "ISBE Management". The left sidebar contains navigation icons for Dashboard, Schools, Students, Users, Tests, and Help. The top navigation bar includes the ISBE logo and the text "ISBE TEACH".

- Available to Org Admins
- Once complete, rostered classes will automatically update in ISBE Teach



ISA Preparation Checklist

Test Operation Set up

Completed by ISBE Assessment Team - COMPLETE

- Load Organizations (uses state RCDTS code)
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Test Page - Overview

ISBE | ISBE TEACH

BT District

Tests

Tests Overview | Test Assignments

BT School | Alpha Class 1 - Grade 9 - AB123 (14)

Test Name	Grade	Subject	Number of Assignments	Operations
Demo - Illinois Science Assessment - Grade 8	8	Science	4	Generate Access Codes

- Use org filters to select the class
- Tests are automatically assigned
- One row/test assignment per student grade level
- Org Admins and Test Admins can generate test access codes for the class. Available as a .PDF or .CSV file

Class Name: GR 2 Default - Grade 2 - GR2
Test Name: Grade 2 Publishing Check

Last Name, First Name	Student ID	Access Code
Rostered, Student	1001	HCSMDEBHVJ
Rostered, Student	1012	DIGFKSXZDP
Rostered, Student	1017	FGIPNSOCWX
Rostered, Student	1019	HIUOJYPYEA



Test Page - Assignments

ISBE | ISBE TEACH

BT District 1

Test Assignments

Tests Overview | **Test Assignments**

Download CSV of test assignments with student access codes for BT District 1
Download CSV of test assignments with student access codes for School A

School A | Class a2 - Grade 2 - BTSA02 (17)

Search

Test Name	Student	Test Status	Operations
ISA Tutorial Grade 2 Science	SS 02 102_BTSA	Submitted	
ISA Tutorial Non-Secure Grade 2 Science	SS 02 102_BTSA	Submitted	
ISA Tutorial Grade 2 Science	First113-01 Last113-01 075-10304	InProgress	Reset Student Login Cancel Test

- Users can view the student's test status, and can perform operations on a student's test.
- The **Reset Student Login** and **Cancel Test** operations are only available to Organization Admins. Test Admins do not have permissions to these operations



Student Test Status Report

ISBE | ISBE TEACH

BT District 1

Test Assignments

Tests Overview | Test Assignments

- Download CSV of test assignments with student access codes for BT District 1
- Download CSV of test assignments with student access codes for School A

School A • Class a2 - Grade 2 - BTSA02 (17) •

Search

Test Name	Student	Test Status	Operations
ISA Tutorial Grade 2 Science	SS 02 102_BTSA	Submitted	
ISA Tutorial Non-Secure Grade 2 Science	SS 02 102_BTSA	Submitted	
ISA Tutorial	First113-01 Last113-01	InProgress	Reset Student Login Cancel Test

- District Org Admins - All District report; School report(s)
- School Org Admins – School Report

Notes:

- 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.
- This report can also be used to download all of the access codes for your district or school at one time.



Student Test Status Report

	A	B	C	D	E	F	G	H	I	J	K	L
1	District name	District RCDS	School name	School RCDS	Class name	Test name	Test grade	Last name	First name	Student id	Access code	Test status
2	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	Illinois Science	5	5 SS		SS_BTSA	AAAAAAAAAA	Scheduled
3	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	2018 Illinois Sci	5	5 SS		SS_BTSA	BBBBBBBBBB	Submitted
4	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	Illinois Science	5	5 SS		SS_BTSA	CCCCCCCCCC	Scheduled
5	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	Illinois Science	5	Angel	Sweet	10003_BTSA	DDDDDDDDDD	Canceled
6	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	Illinois Science	5	Angel	Sweet	10003_BTSA	EEEEEEEEEEEE	Submitted
7	BT District 1	BT1	School A	BTSA	Class a9 - Grade 9 - BTSA09	2018 Illinois Sci	9	extra	extra	EXTRA_BTSA	YXCShRWZS	Paused
8	BT District 1	BT1	School A	BTSA	Class b5 - Grade 5 - BTSA05	Illinois Science	5	Last113-01	First113-01	BTSB0501	LPZDUSKDKK	Scheduled
9	BT District 1	BT1	School A	BTSA	Class b5 - Grade 5 - BTSA05	Illinois Science	5	Last113-01	First113-01	BTSB0501	WETWAYJLQJ	Scheduled
10	BT District 1	BT1	School A	BTSA	Class b5 - Grade 5 - BTSA05	2018 Illinois Sci	5	Last113-01	First113-01	BTSB0501	EOVRSKEPIX	Scheduled
11	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	Illinois Science	5	Last113-01	First113-01	BTSA0501	JJJJJJJJ	Paused
12	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	Illinois Science	8	8 SS		108_BTSA	KKKKKKKKKK	Scheduled
13	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	2018 Illinois Sci	8	8 SS		108_BTSA	LLLLLLLLLL	Submitted
14	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	Illinois Science	8	8 SS		108_BTSA	MMMMMMMMMM	Scheduled
15	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	Illinois Science	8	Last113-01	First113-01	BTSA0801	HWRQFYGNUB	Submitted
16	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	2018 Illinois Sci	8	Last113-01	First113-01	BTSA0801	GSOXCONKJL	Paused
17	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	Illinois Science	8	Last113-01	First113-01	BTSA0801	WVQTYNYXPA	Scheduled
18	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	Illinois Science	8	Last113-02	First113-02	BTSA0802	ZONOWDKCQJ	Scheduled
19	BT District 1	BT1	School B	BTSB	Class a8 - Grade 8 - BTSA08	Illinois Science	8	Last113-02	First113-02	BTSA0802	AHULDZTBVW	Submitted
20	BT District 1	BT1	School B	BTSB	Class a9 - Grade 9 - BTSA09	Illinois Science	9	TestQA1	ArisTest1	1002_BTSA	DYDVEIHHLG	Scheduled
21	BT District 1	BT1	School B	BTSB	Class a8 - Grade 8 - BTSA08	Illinois Science	8	TestQA1	ArisTest1	1002_BTSA	WQSFBOVBCT	Submitted

- Can use column filter tool to help sort or use PivotTables to sort the information
- User Guide appendix provides information on how to create a PivotTable



ISA Preparation Checklist

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ISA Tutorial

ASSESSMENT

ILLINOIS SCIENCE ASSESSMENT (ISA)

This Illinois Science Assessment (ISA) page will be updated as information becomes available. The ISA is **not** an alternate assessment. Students who participate in the DLM-AA alternate assessment will be assessed in science in grades 5, 8, and 11. In compliance with federal testing requirements, Illinois will administer a science assessment to students enrolled in a public school district in grades 5, 8 and once at the high school level. The high school assessment utilizes a course-based model with content aligned to Biology I. The assessment will be administered in an online format and is aligned to the Illinois Learning Standards for Science incorporating the Next Generation Science Standards (NGSS), which were adopted in 2014.

RESOURCES

- Letter from State Superintendent Smith on the Future of 3-B Assessment and PARCC

TEST COORDINATORS AND ADMINISTRATORS

- 2018 ISA 101 Presentation
- Systems User Guide
- ISBE-Learn Tutorial - TA Guide
- ISBE-Learn Tutorial Website (NEW FOR 2018)
- Professional Testing Practices for Educators

ISBE ISBE TEACH

Illinois Science Assessment (ISA) Tutorial

Welcome to the ISA Tutorial site. This tutorial provides students with the opportunity to:

- Practice each of the question types that are included on the ISA
- View the ISA log in screens, move between questions and learn how to submit their test
- Practice using the **Line Reader** and **Text to Speech** accessibility tools that are available to all students

Please note the following:

- This tutorial uses example items; these are not grade level sample or released

Start Tutorial

Return to ISBE.net/ISA

- Link to the ISA Tutorial from the ISBE.net/ISA page.
- No SEB is required to take the Tutorial.



ISBE-ISA

ISBE-Learn Walkthrough



System Components

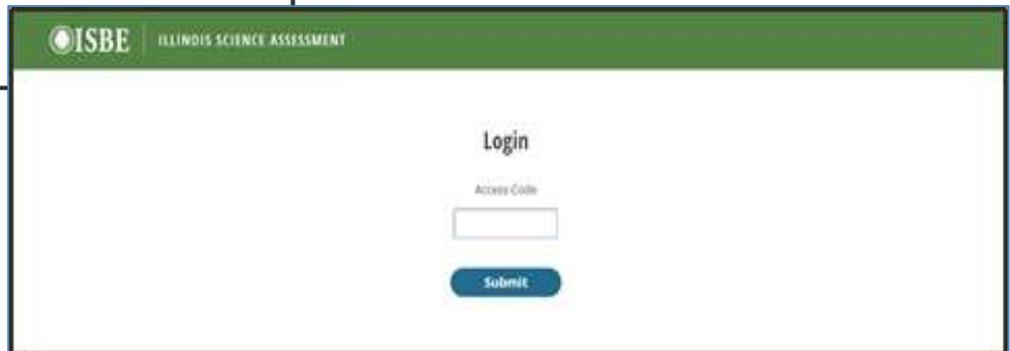
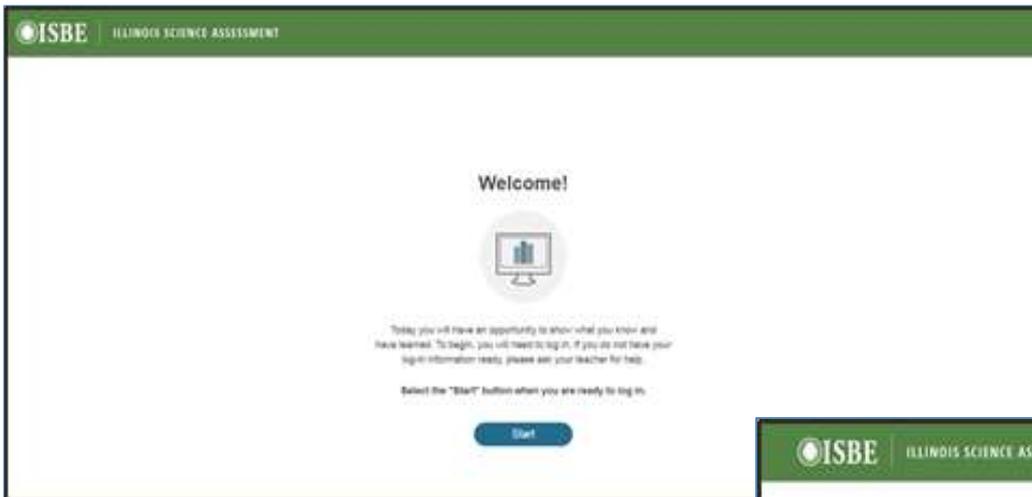
ISBE Teach	Administrators: Manage districts, schools, classes, students and users
ISBE Learn	Students: Take online tests

Testing

- Safe Exam Browsers (SEB) must be deployed on testing devices.
- Additional technical information and SEBs available from the ISA section of the ISBE site.



Logging In





Test Taking (cont'd.)

ISBE ILLINOIS SCIENCE ASSESSMENT

Is this you?


Marie Antoinette
7th Grade at QA Testing School



ISBE ILLINOIS SCIENCE ASSESSMENT

Is this your test?


ISBE - 5th Grade (non-linear)





Test Taking (cont'd.)

John Jones
Test

ISA 2016 - 8th Grade

1 TOTAL SECTIONS	23 TOTAL QUESTIONS
------------------------	--------------------------

Instructions

WE NEED INSTRUCTIONS HERE

Start Test

John Jones
Test

Instructions (continued)

If you would like to use the "Text to Speech" feature or the "Line Reader" feature, you may select them by clicking on the icons at the bottom of the page.

For constructed response questions, type your answer in the box provided. For interactive questions, follow the instructions provided with each item. You may need to use the scroll bar to view the entire question and all of the answer choices.

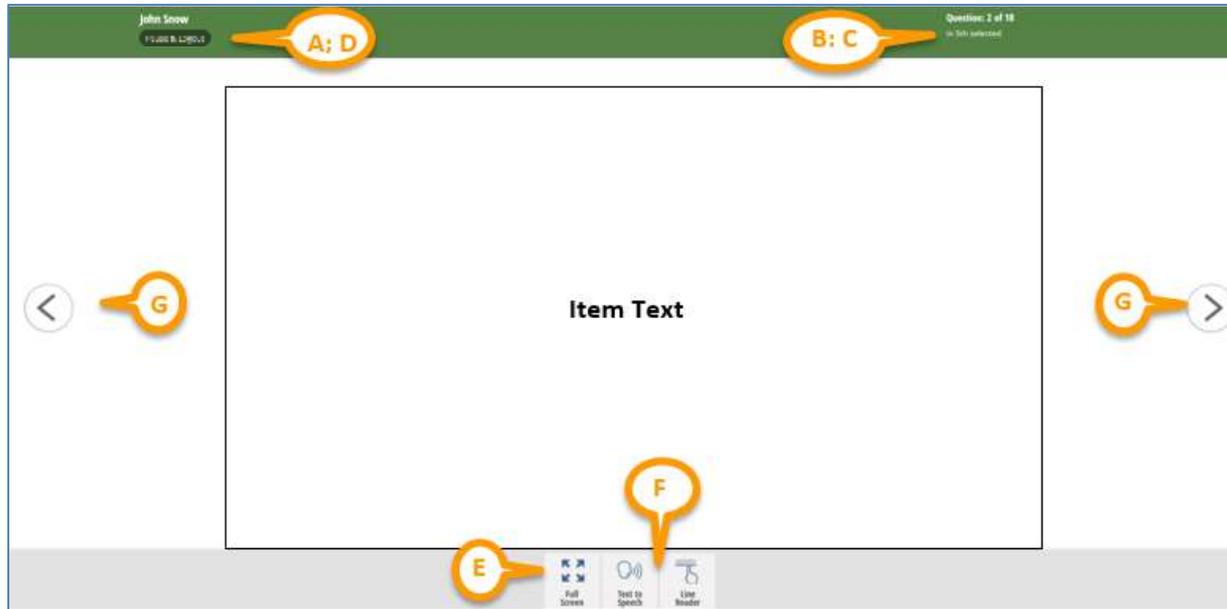
If you are unsure about an answer, select or compose an answer that you think is the best response. After you make your selection, click on the forward arrow (→) at the right of each page to go onto the next question. If you need to go back to a previous question, you may click on the back arrow (←) located on the left of the page.

Select the GO ON button to start.

Go On



Test Screen



A. Your name

B. Question number and total number of questions in the test

C. Test name

D. Pause and Logout button

E. Full Screen toggle

F. Buttons for accessibility features

G. Next and Back buttons



Pausing the Test

Student Centered
PAUSE & LOGOUT

Instructions (continued)

What would you like to do?

You are asking to pause the test and come back later. If you have finished your test you must go to the very last screen and choose SUBMIT.

Go Back Pause & Logout

What would you like to do?

Check with your teacher before you select Pause & Logout.

Cancel Pause & Logout

Instructions

Resume Test

- Click **Pause & Logout** to safely pause the test.
- Student uses the same access code to resume the test



Submitting the Test

You have reached the end of the session.

To go back and review or change your answers, select the GO BACK button.
To move on, select the CLICK HERE TO GO ON button to go to the final screen.

Go Back Click Here to Go On



Click Here to Submit Test and Exit

Select the **CLICK HERE TO SUBMIT TEST AND EXIT** button to record your answers.



You have reached the end of the test.

Are you sure?

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

No

Yes



Your test has been submitted.



Return to the log in page or ask your teacher for help.

Return to Log In



Tests must be properly submitted in order to have the results included in ISA reporting

Org Admins should use the Student Test Status Report in ISBE Teach to verify the student test status