ISBE

ENSURING THAT EVERY STUDENT IS PREPARED TO SUCCEED.

ILLINOIS SCIENCE ASSESSMENT

Import Wizard Webinar
February 2018

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  - Headset connected to a computer
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  - Question & Answer Session will be held at the end of the Webinar.
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  - Text questions will be posted in a Q & A document after the Webinar.
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Agenda

- 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

Welcome / Introductions

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

Systems Used for ISA

- 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

User Accounts

- 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.

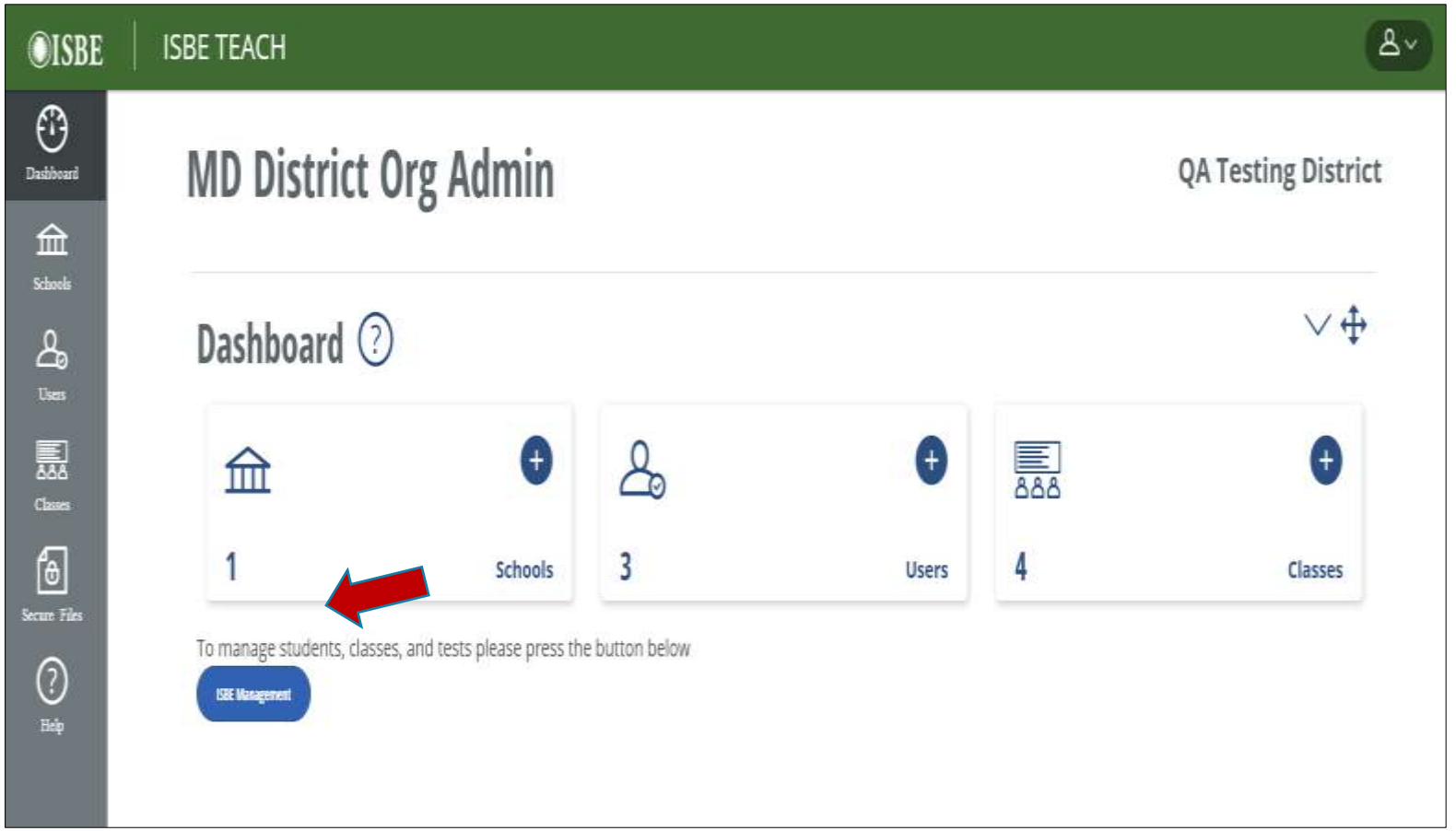
Initial Rostering

- 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**

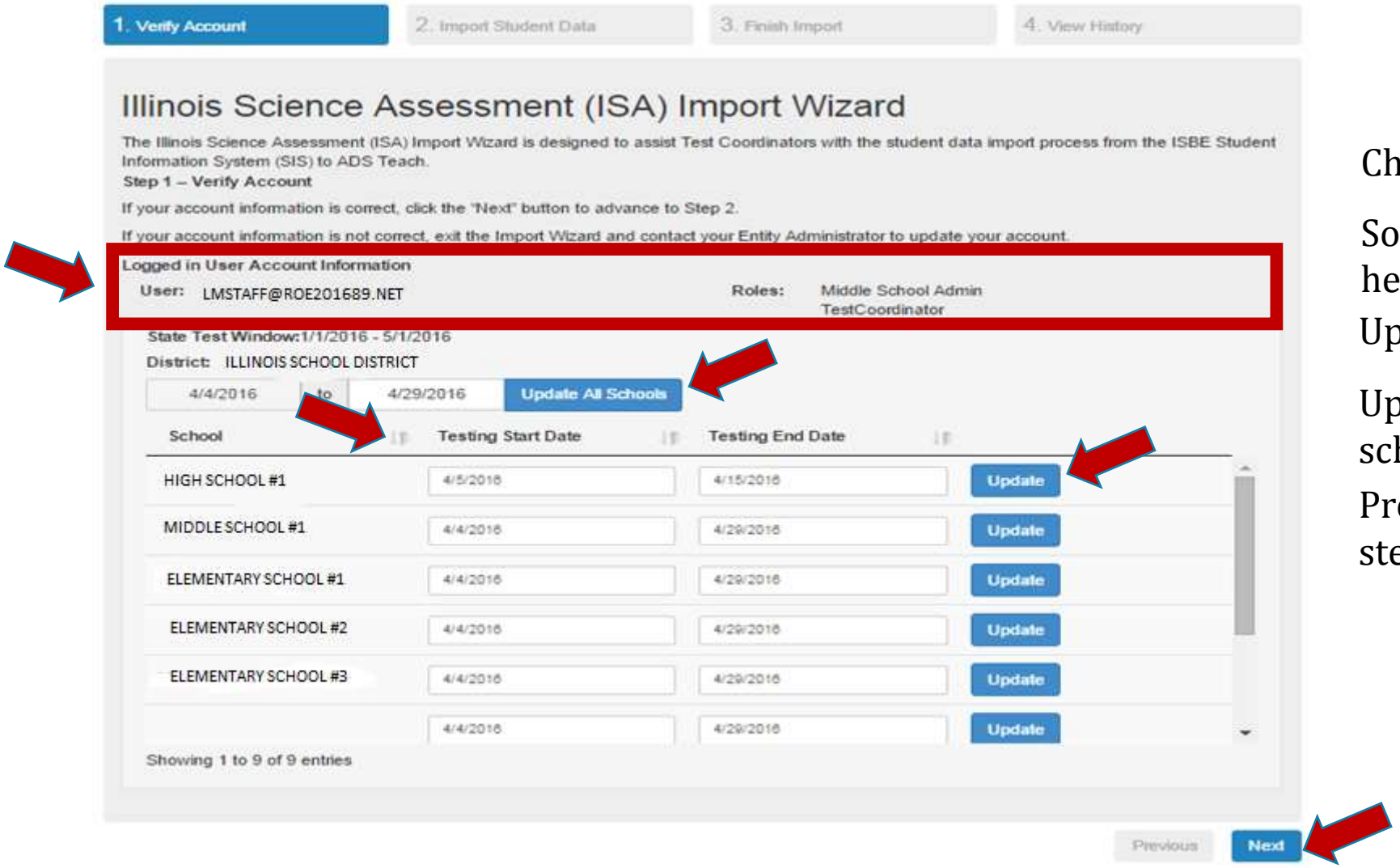
Getting Started

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

ISBE Teach Home Page



ISA Import Wizard – Step 1



Check credentials

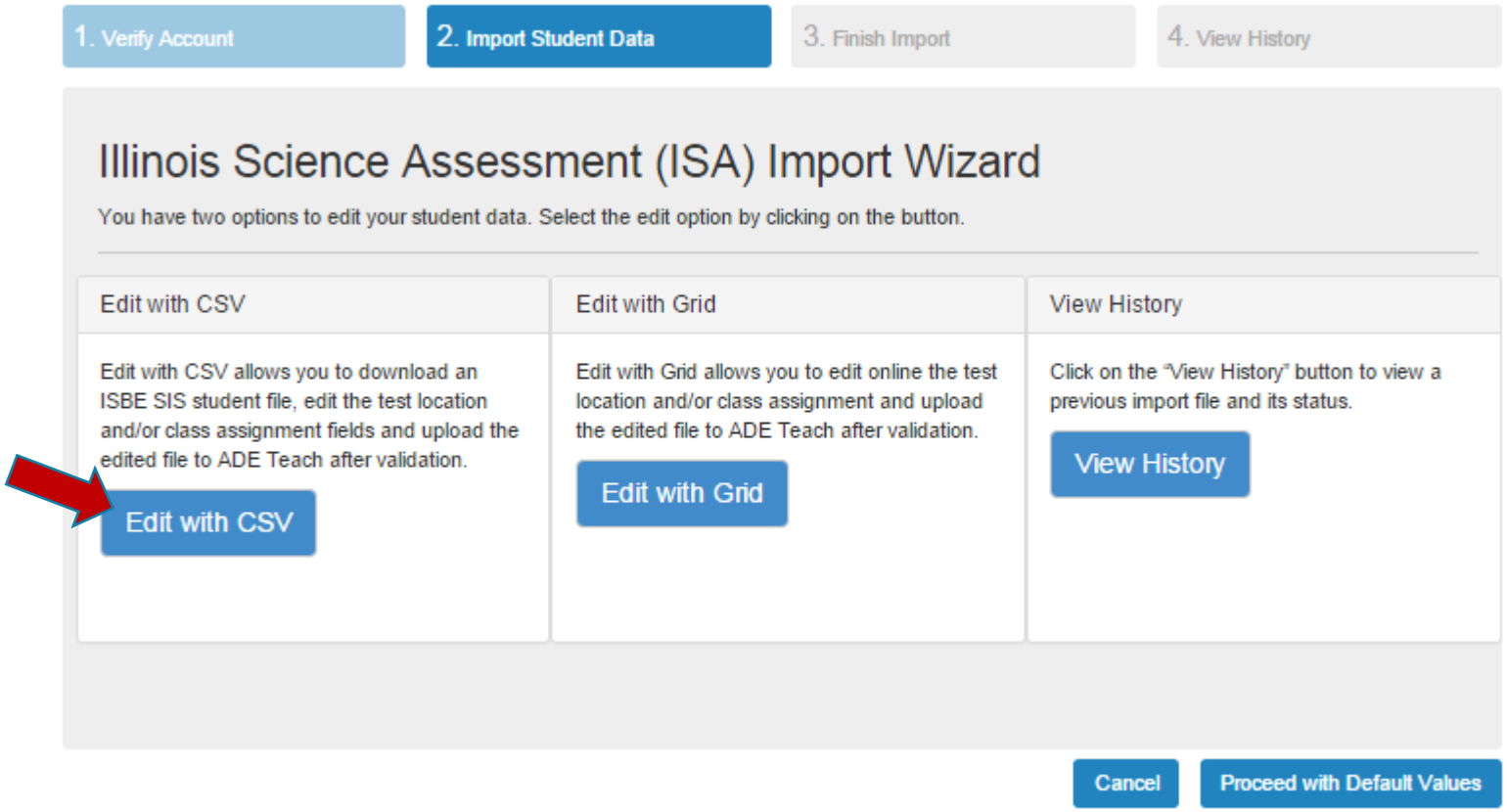
Sort by column head

Update all schools

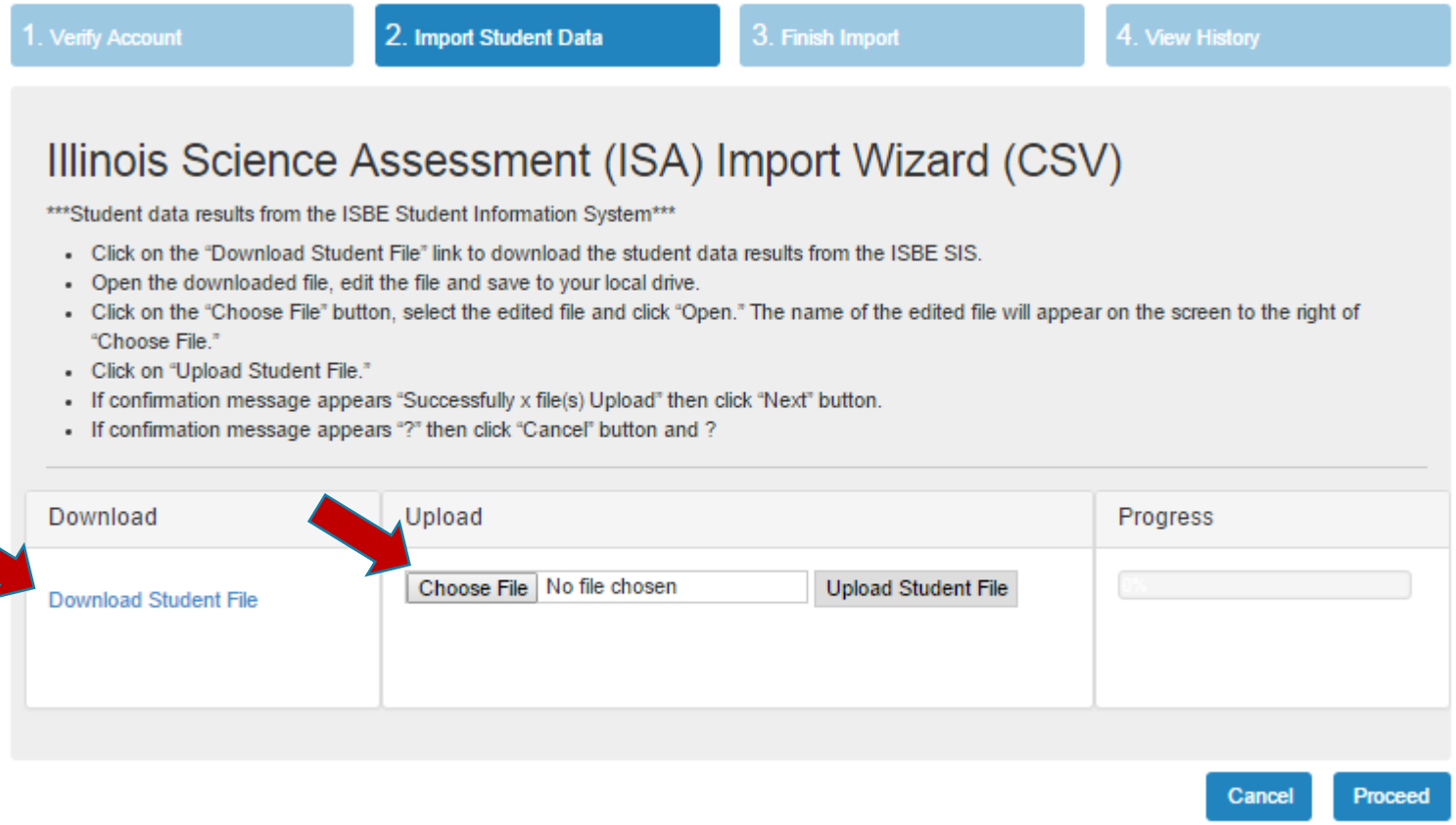
Update single school

Proceed to next step

Step 2 – Edit with CSV



Step 2 – Edit with CSV



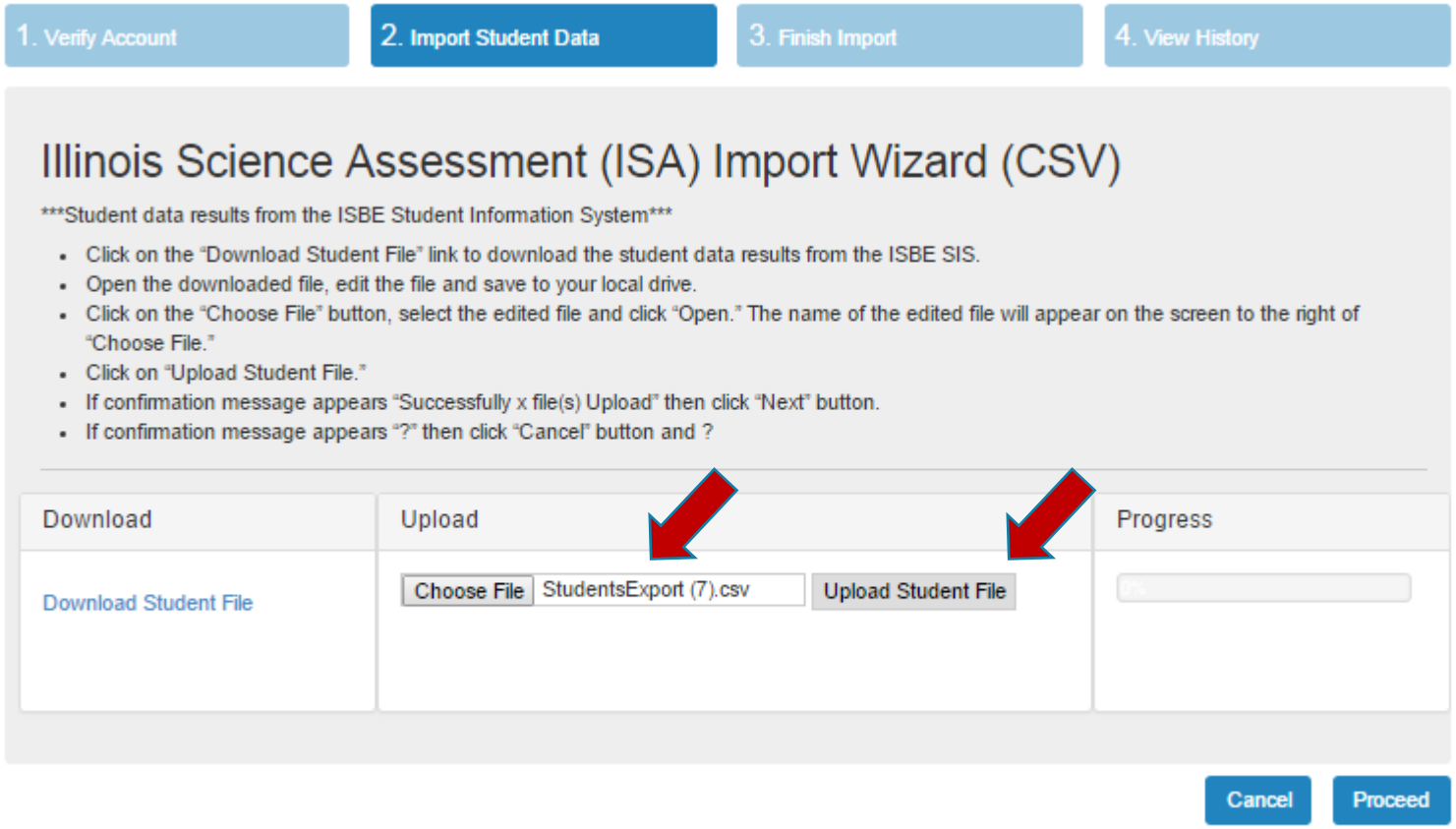
Download student list

Section and Location editable

Location must be valid RCDTS

Browse to saved file

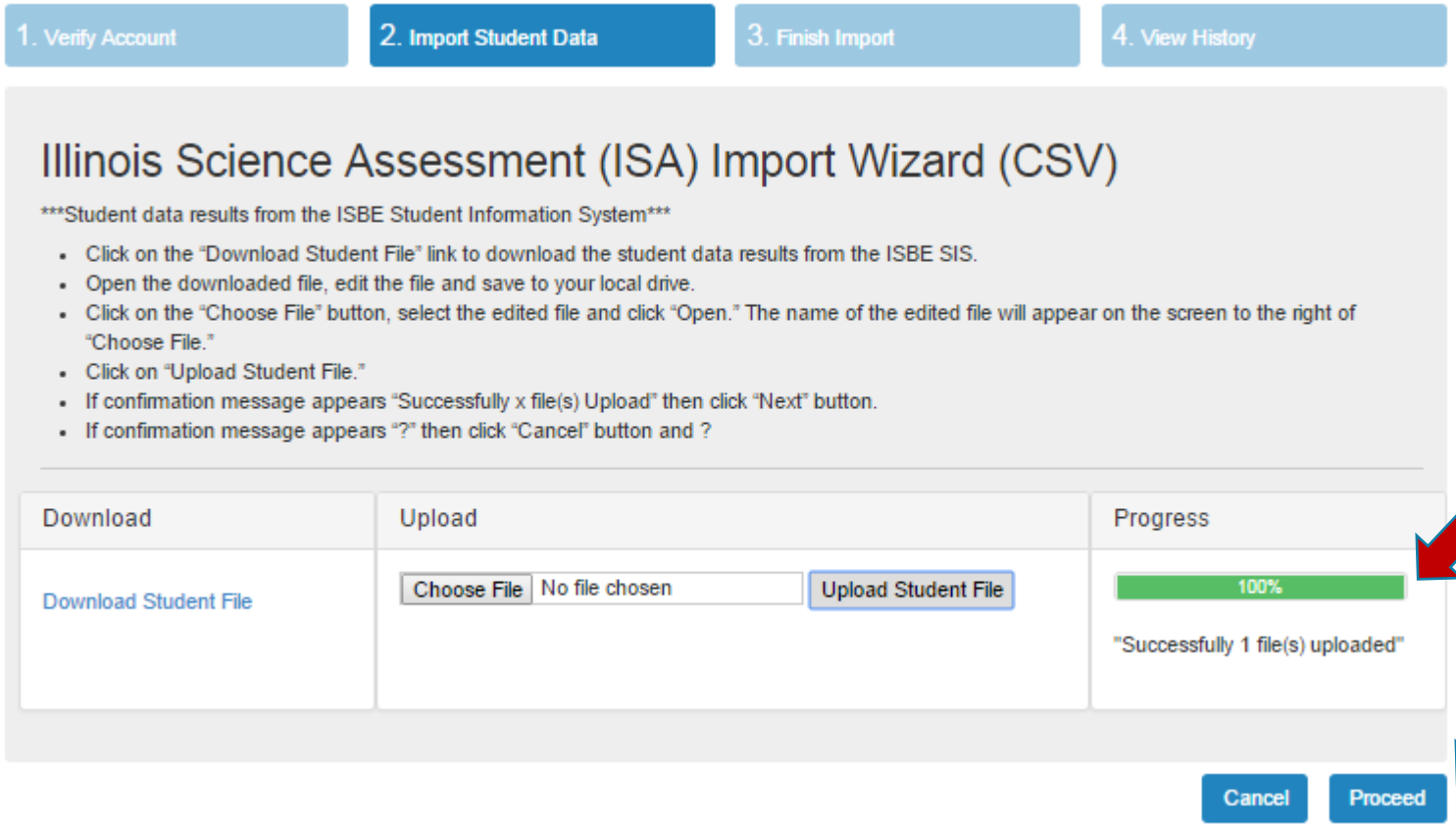
Step 2 – Edit with CSV



File is selected

Upload selected file

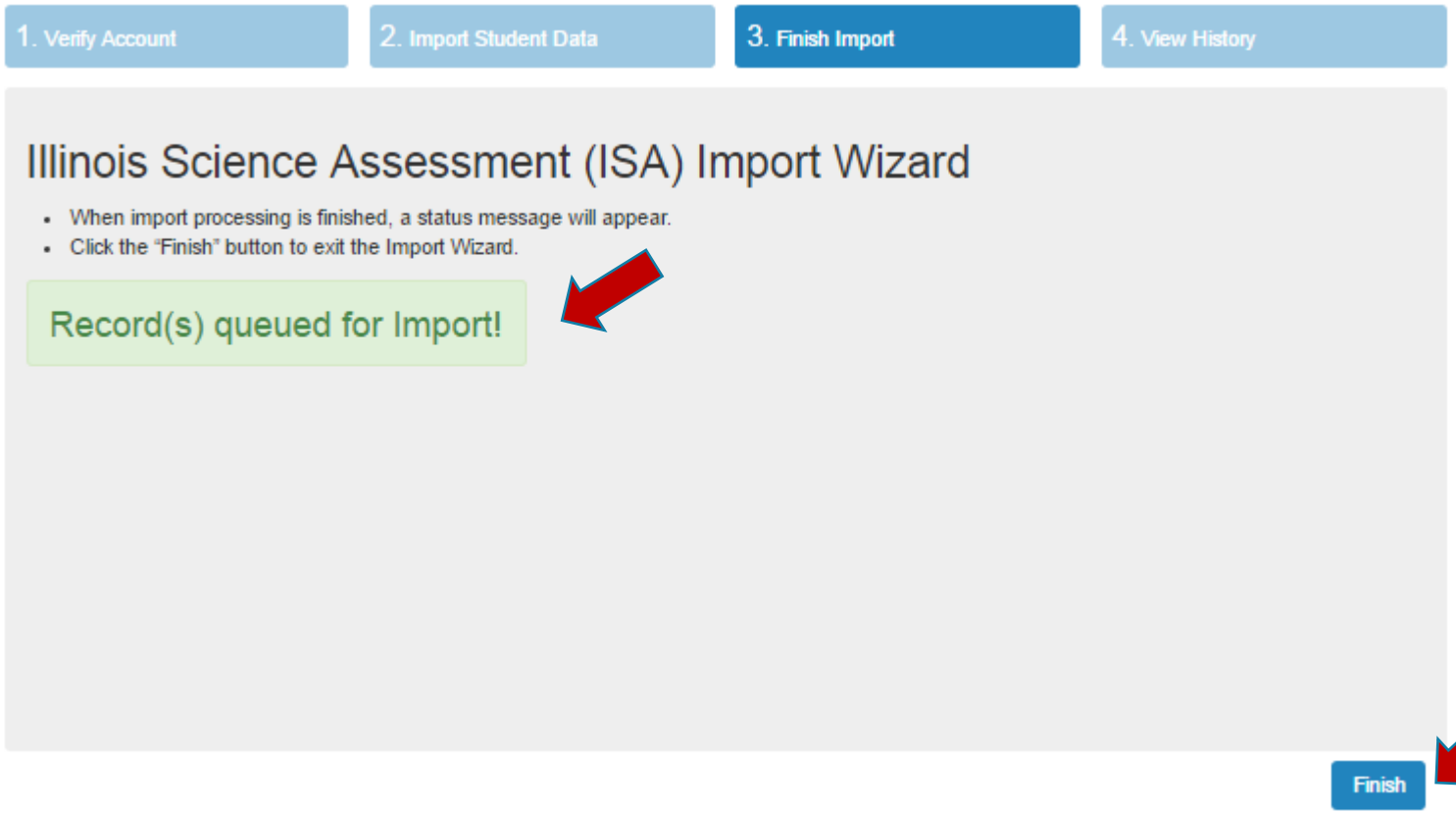
Step 2 – Edit with CSV



Upload complete

Proceed to next step

Step 3 – Finish Import



Records are ready

View log

Step 4 – View History

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

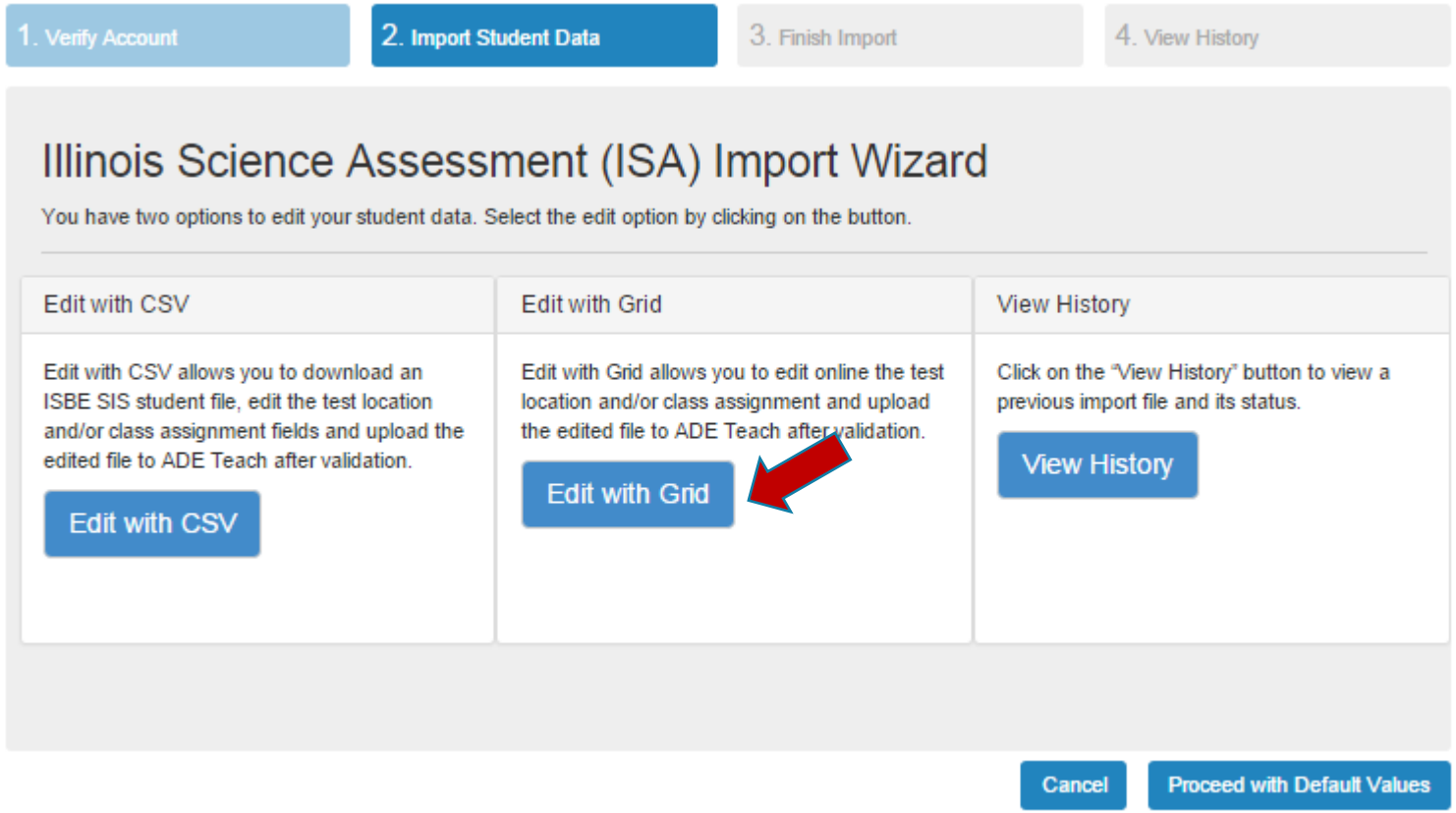
Illinois Science Assessment (ISA) Import Wizard

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

Step 2 – Edit with Grid



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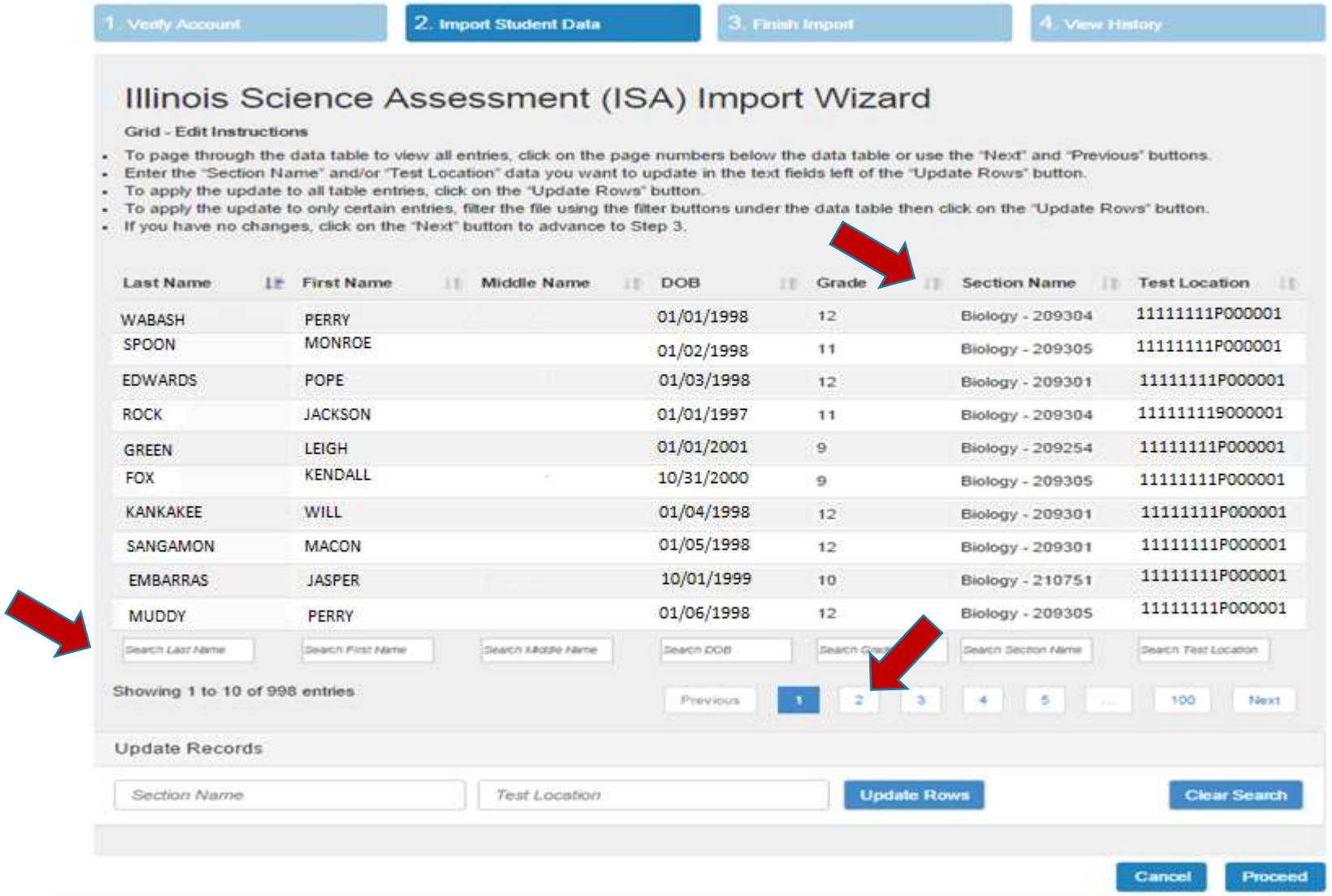


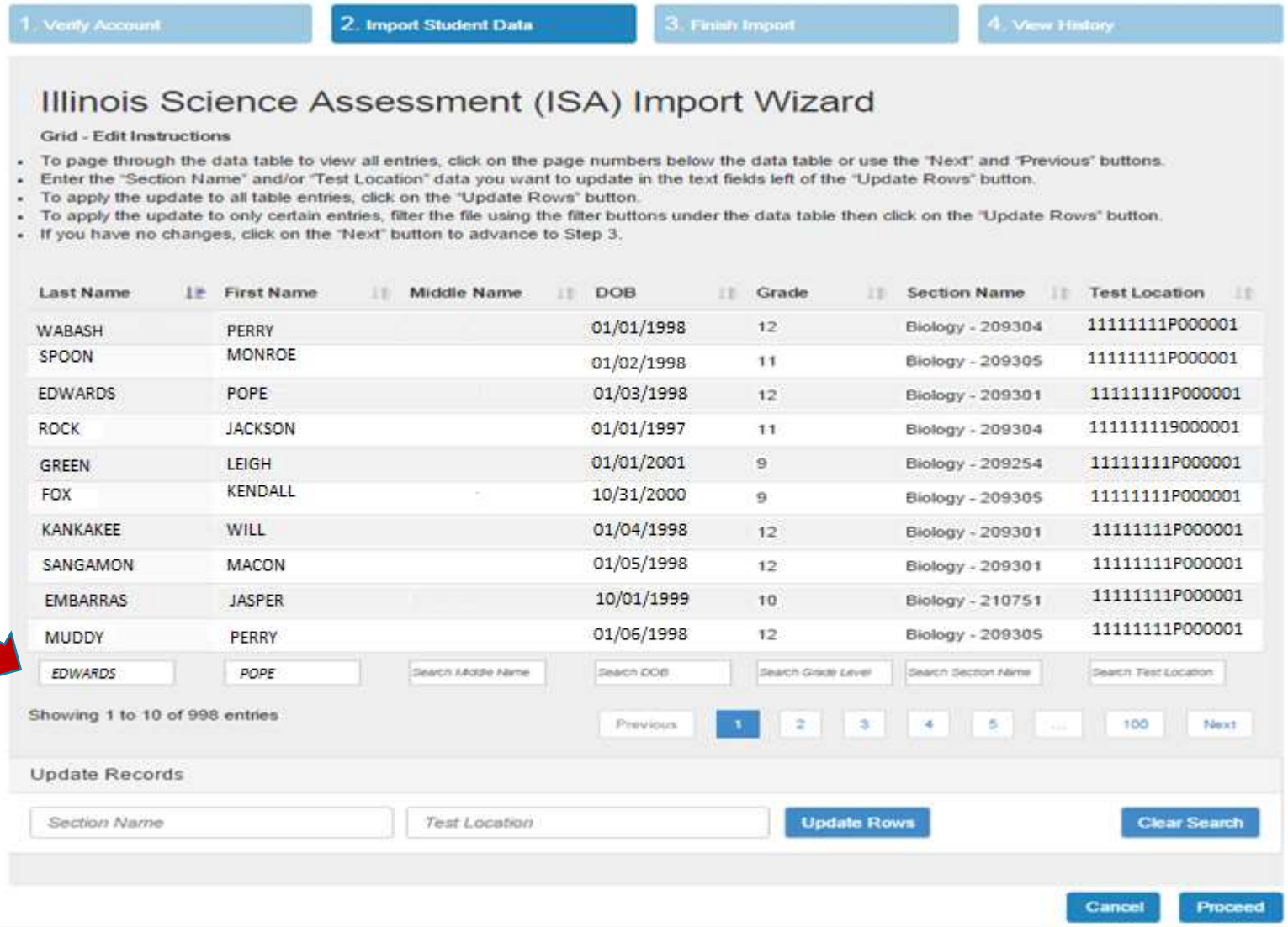
Sort records

Filter records

Paging

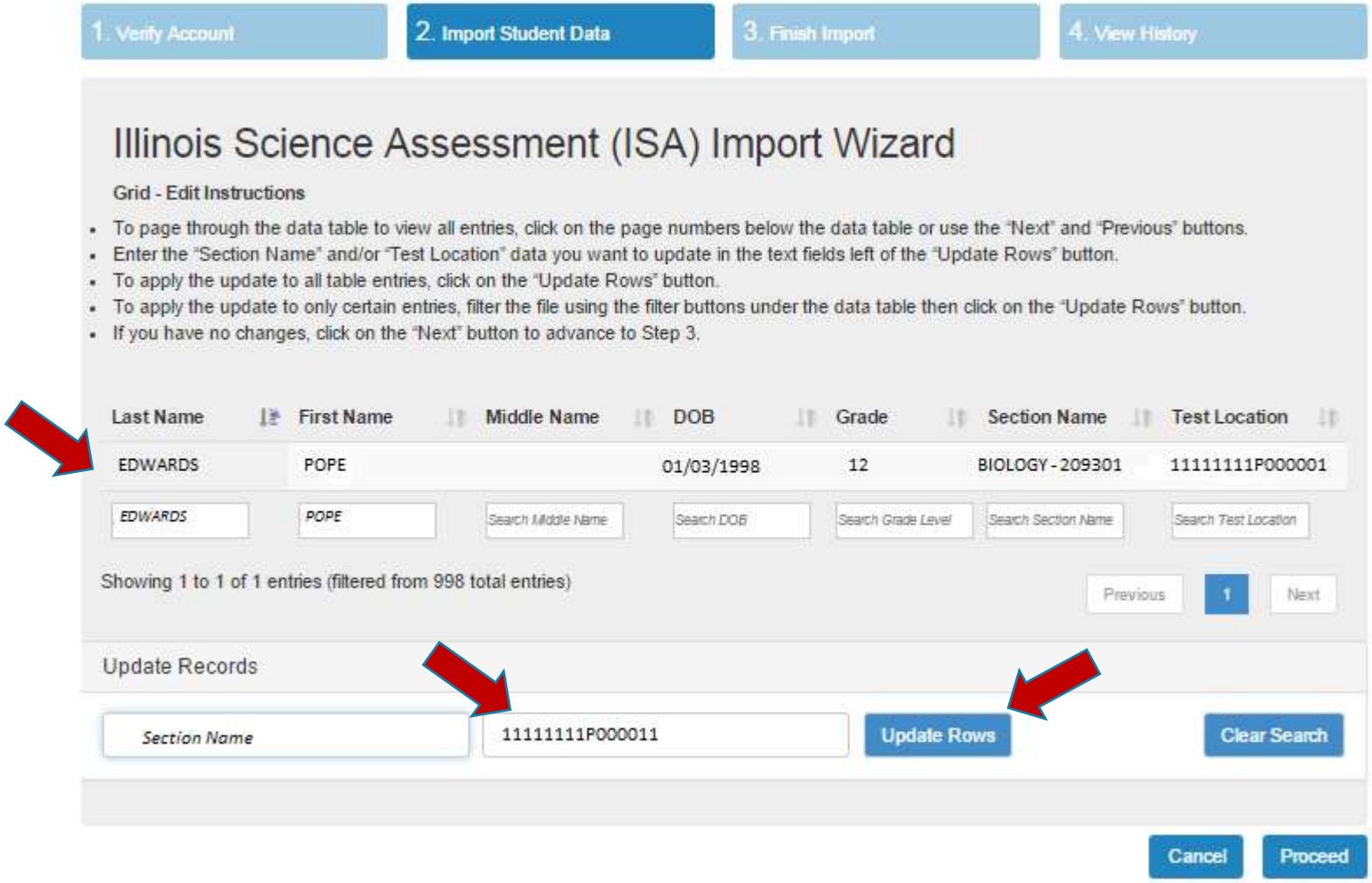
ISBE | Step 2 – Edit with Grid

ENSURING THAT EVERY STUDENT IS PREPARED TO SUCCEED.



Example Filter

Step 2 – Edit with Grid

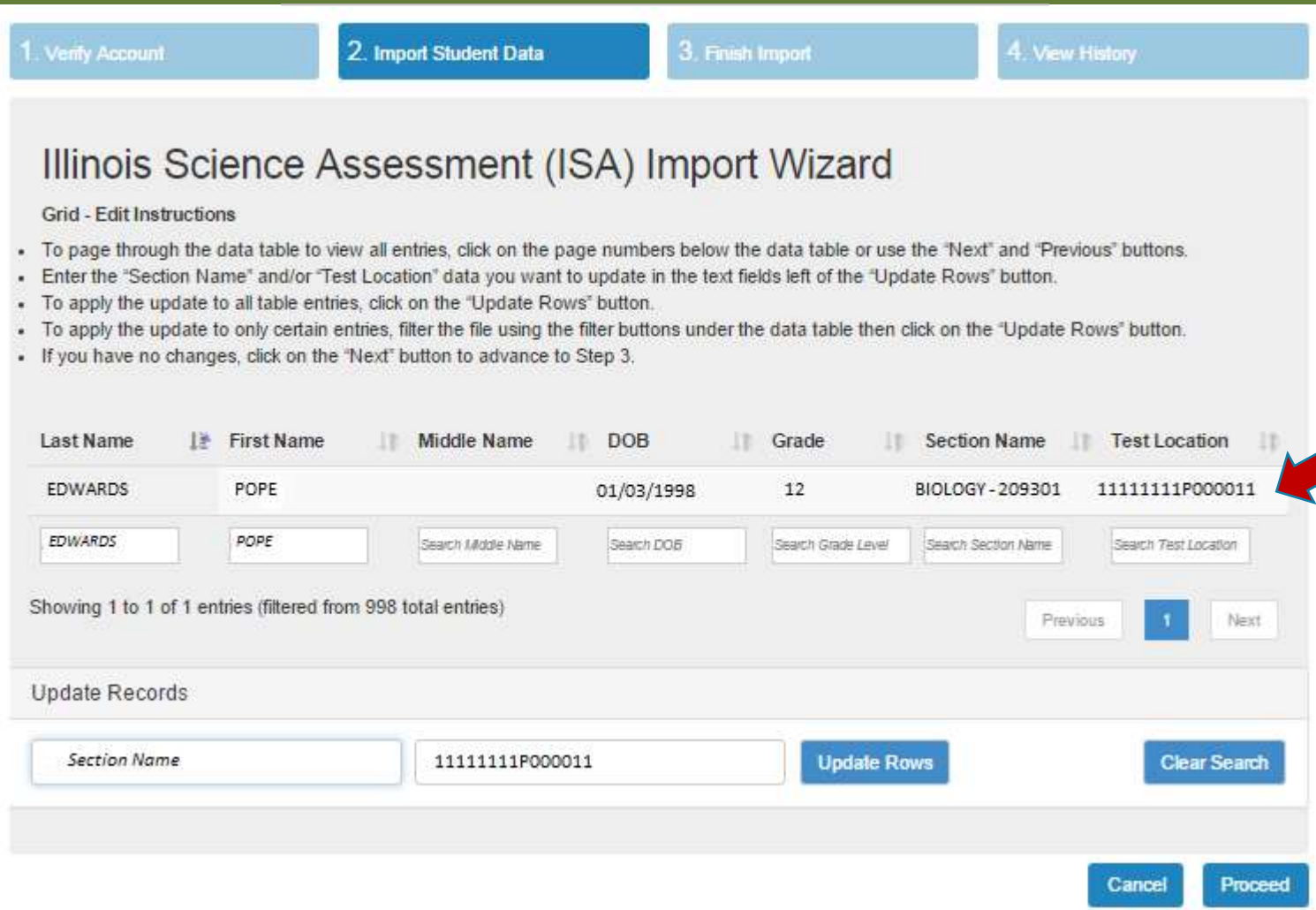


Filtered records

Insert change

Apply changes

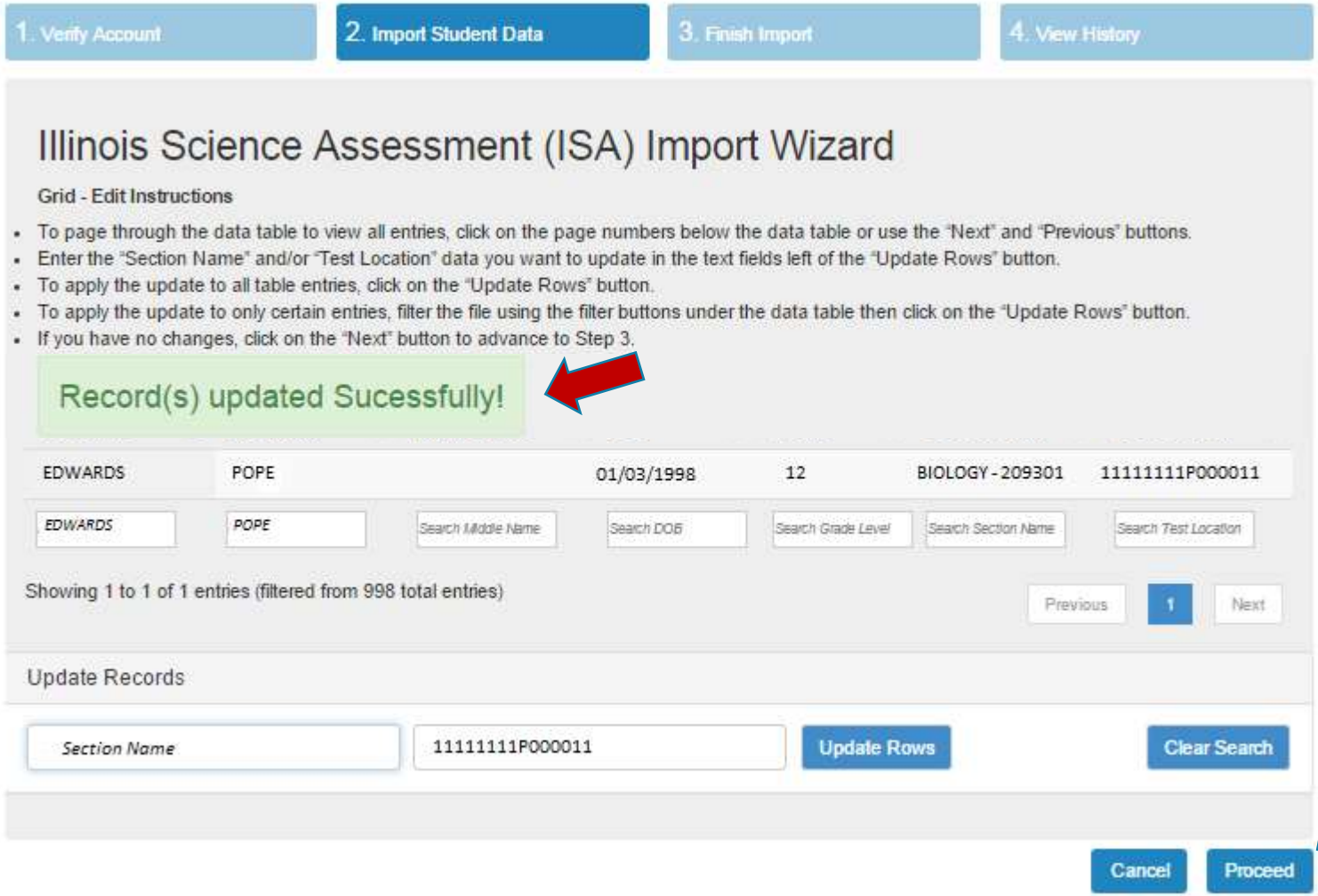
Step 2 – Edit with Grid



Updated record set

Other records will have default values

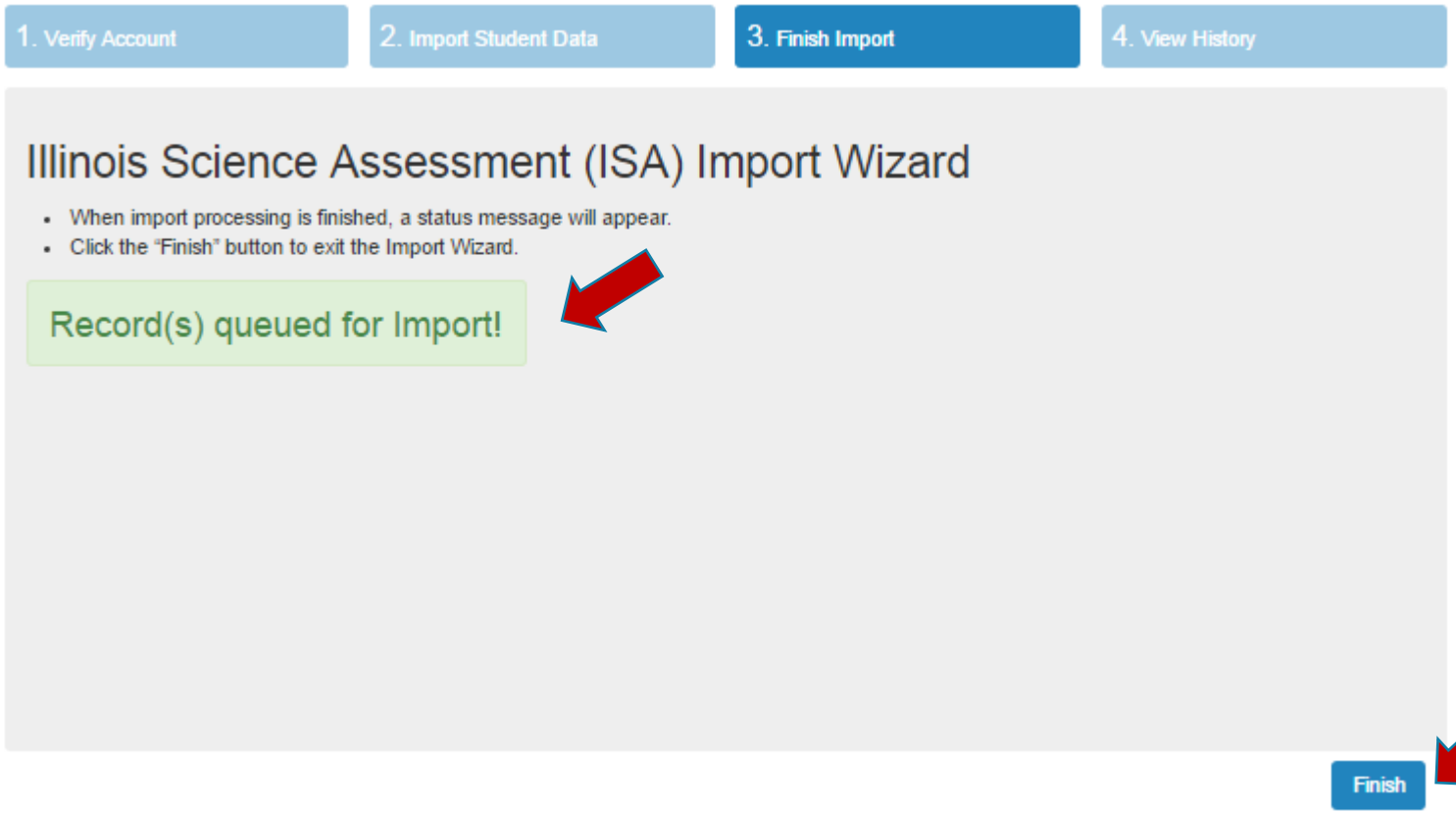
Step 2 – Edit with Grid



Records are ready

Proceed to confirmation

Step 3 – Finish Import



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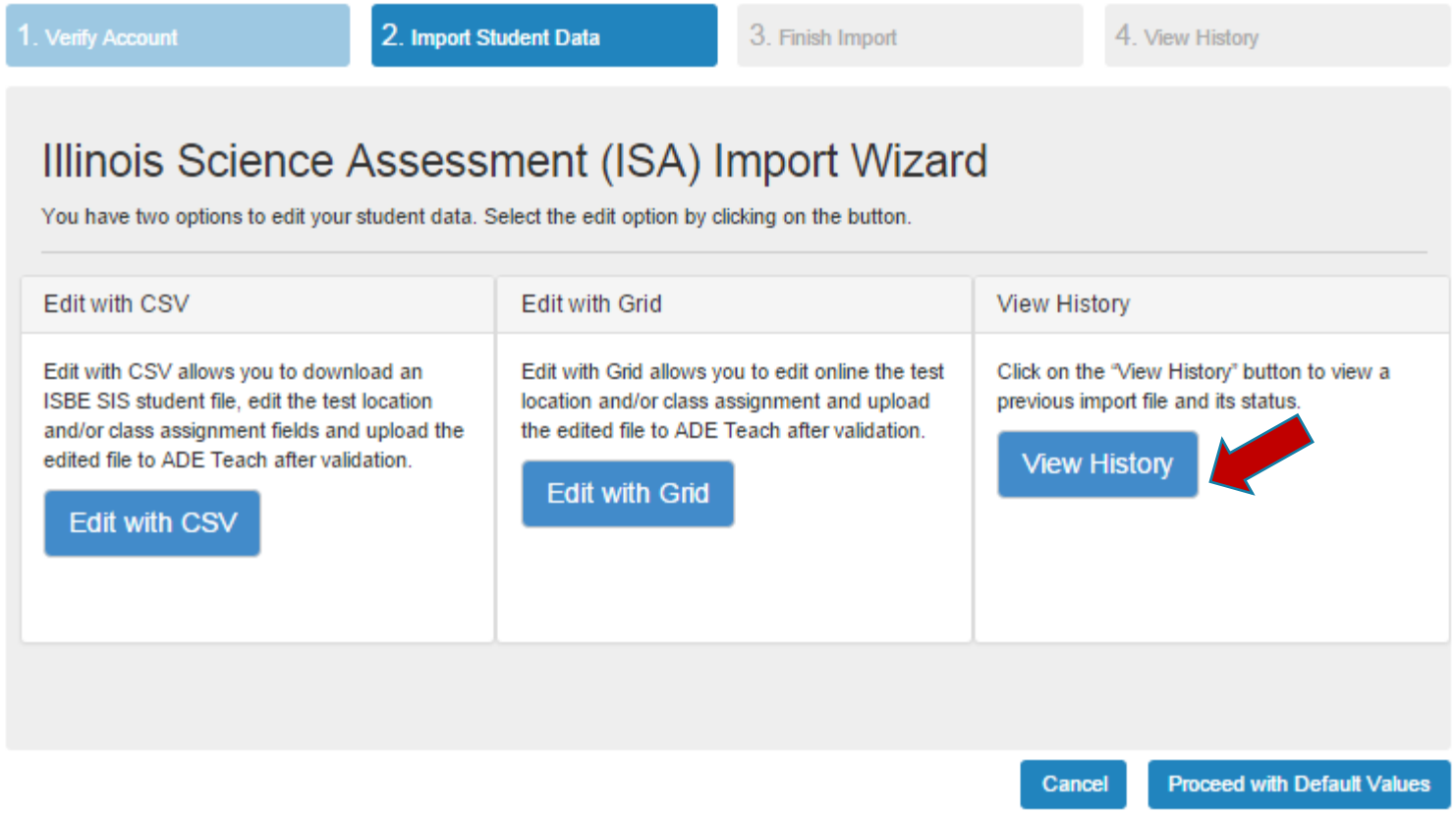
1108	Complete	LMSTAFF@ROE.NET	Mar 9 2016 3:52PM	24	7	17

Showing 1 to 102 of 102 entries

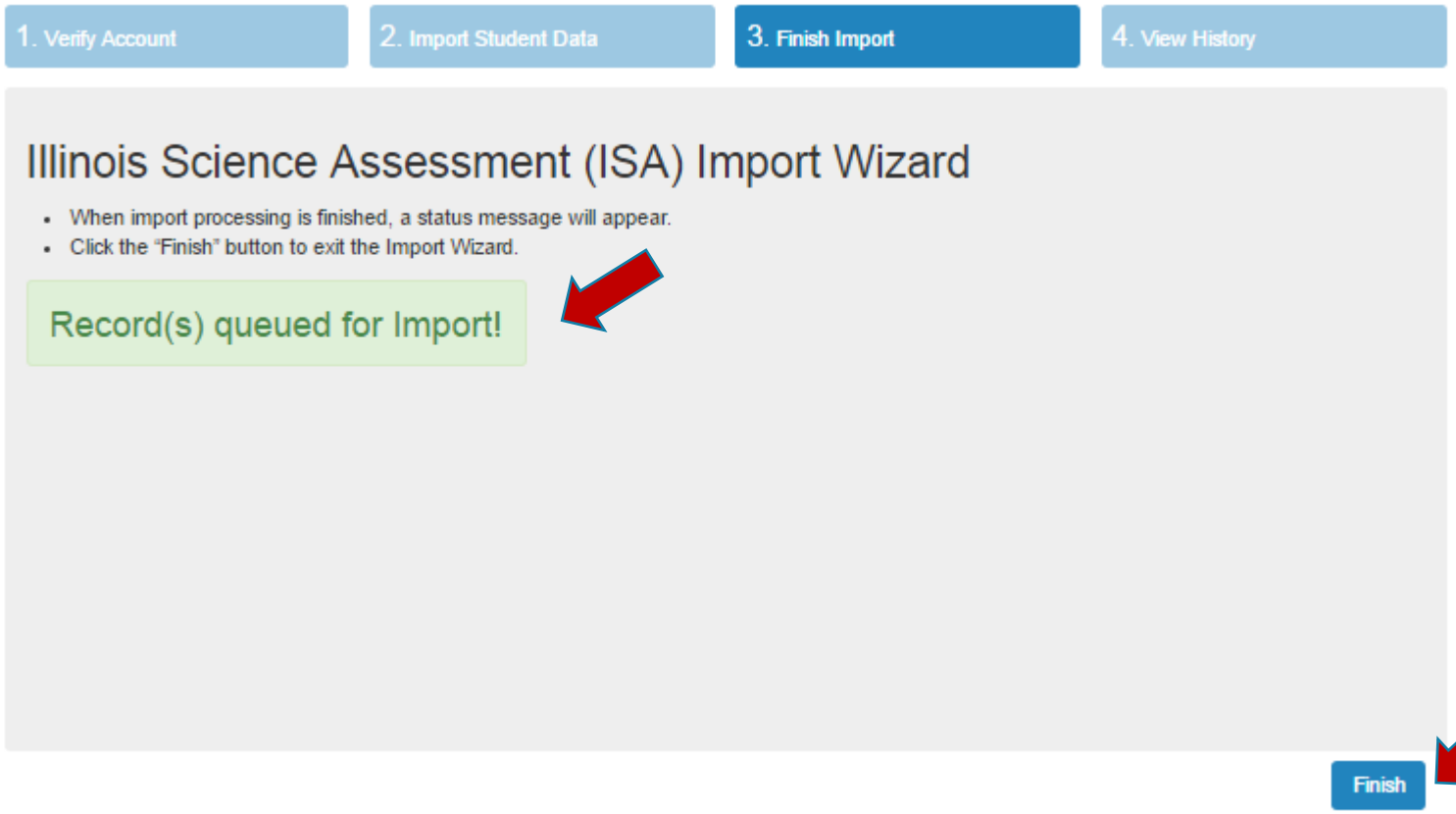
Step 2 – Proceed with Default



View Logs

Proceed with defaults

Step 3 – Finish Import



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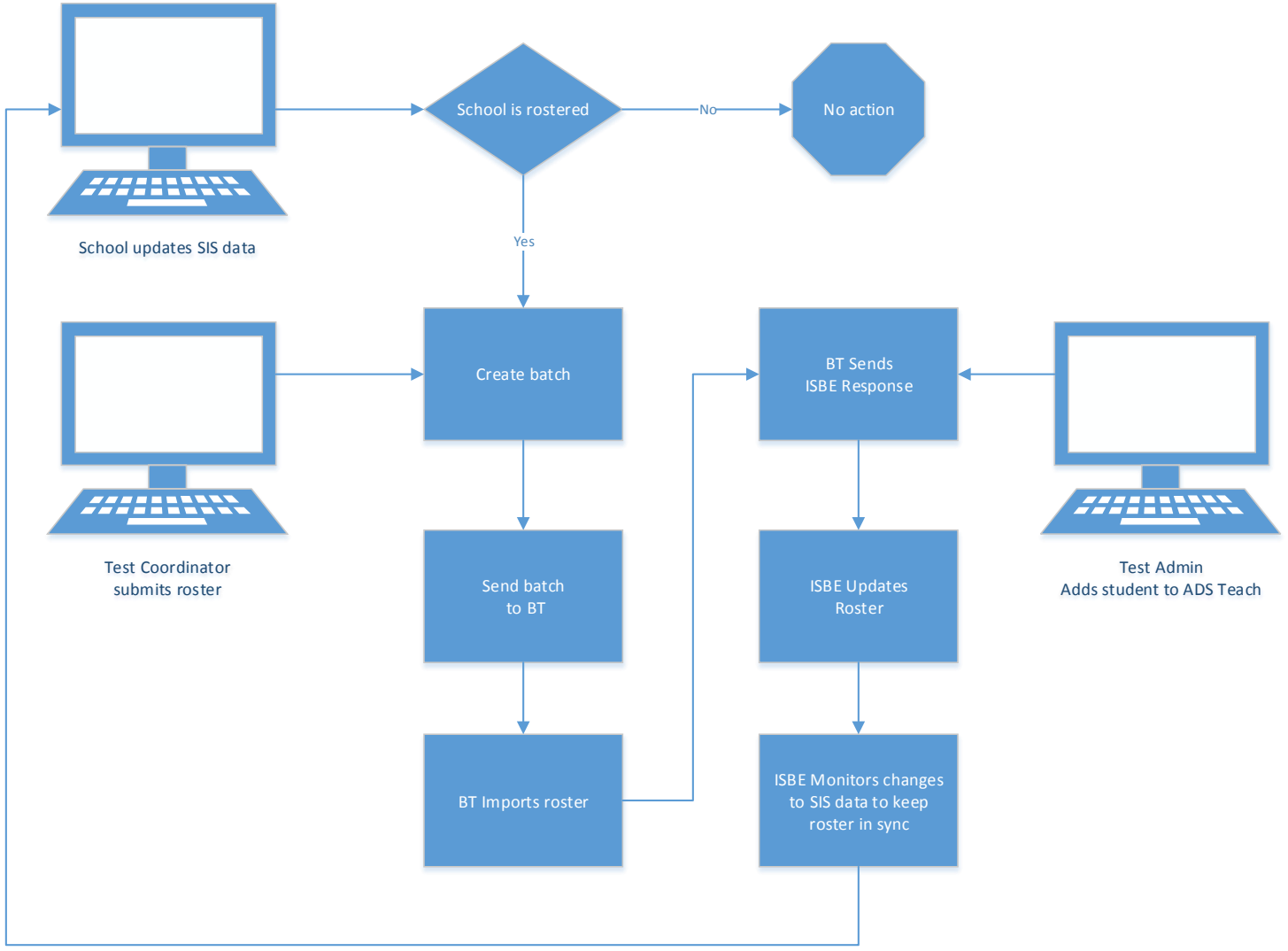
1117	Error	LMSTAFF@ROE.NET	Mar 10 2016 8:45AM	998	0	0
1108	Complete	LMSTAFF@ROE.NET	Mar 9 2016 3:52PM	24	7	17

Showing 1 to 102 of 102 entries

ISA Flow Chart



Next Steps - Districts

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

White List

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://breaktechisbetoolbar.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

DTC and STC Resources

- 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 Contact Information

- **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	RKBGMYGMWD	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

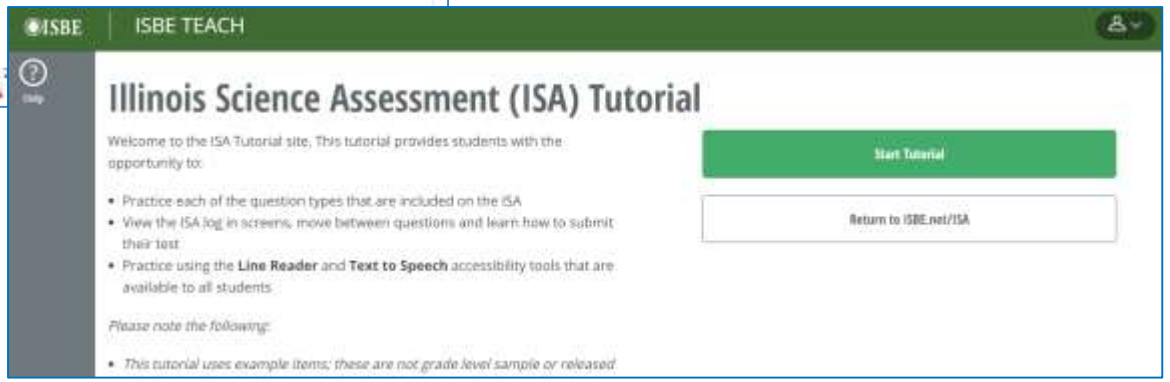
- ☐ Load Additional District and School Org Admins
- ☐ Review Student Roster and Classes; Move students to new classes (optional)
- ☐ Load Test Administrators (Test Admins)
- ☐ Assign Test Administrators to Classes

Test Preparation & Management

Completed by Districts/Schools Org Admins

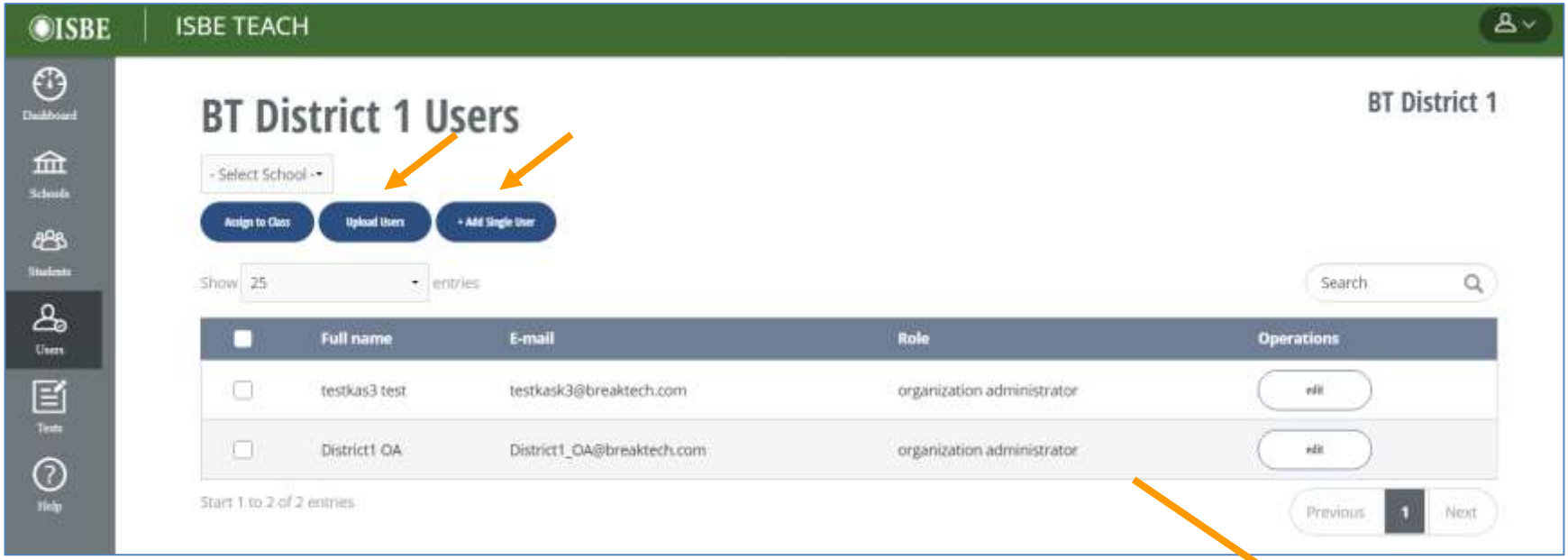
- ☐ Install Secure Exam Browser (SEB) on testing devices
- ☐ Guide students through ISA Tutorial (optional)
- ☐ Review Student Test Assignments (Org Admins/Test Admins)
- ☐ Generate/Print Test Access Codes for Classes/Students
- ☐ Manage Student Test (Org Admin / Test Admin)
- ☐ Download Student Test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

ISA Tutorial

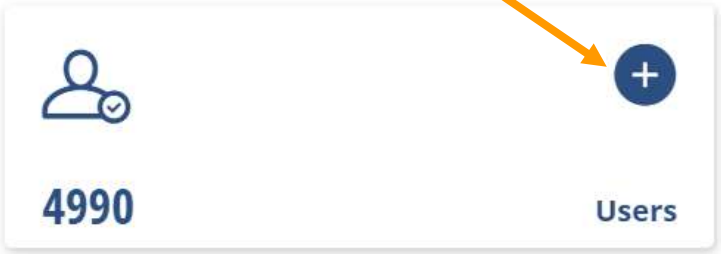


- Link to the ISA Tutorial from the ISBE.net/ISA page.
- No SEB is required to take the Tutorial.

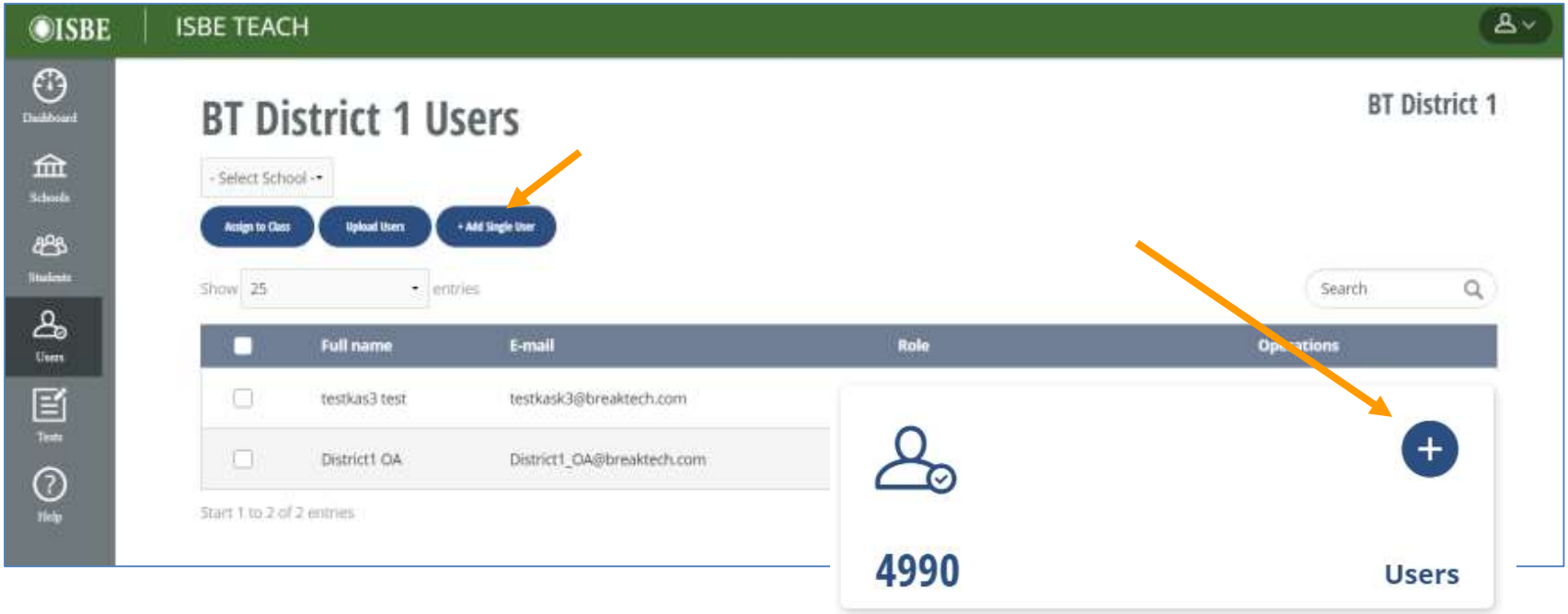
Add New Users



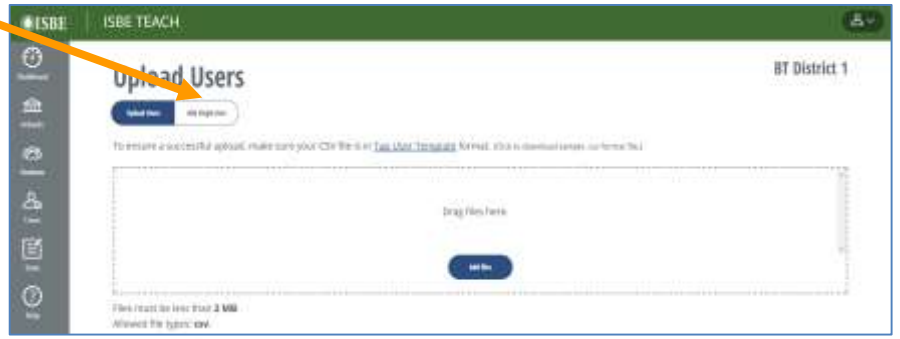
- Add single users manually
- Add users in bulk via upload



Adding Users – Manually



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



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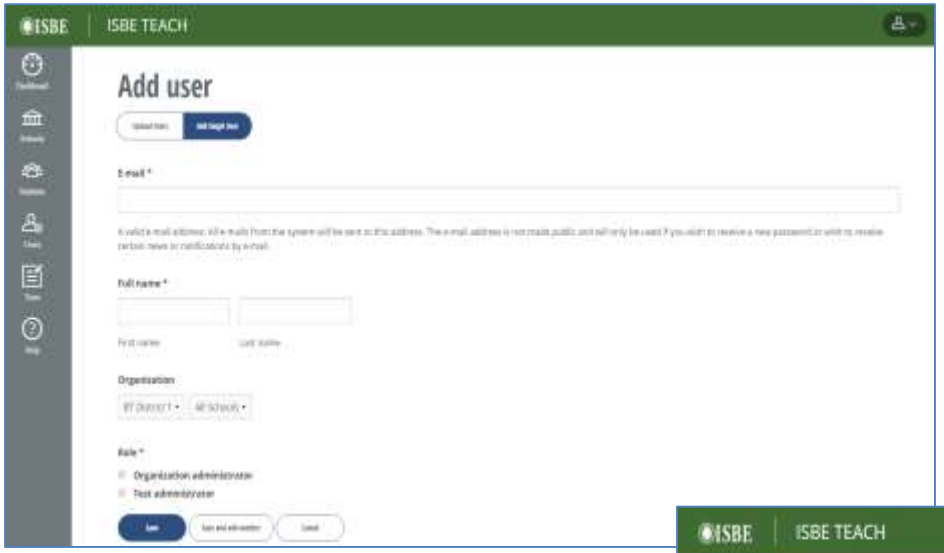
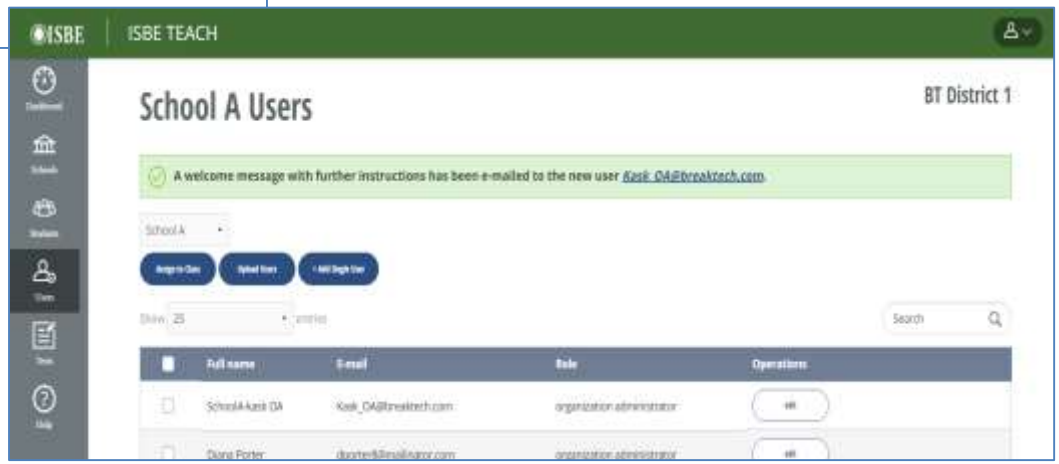
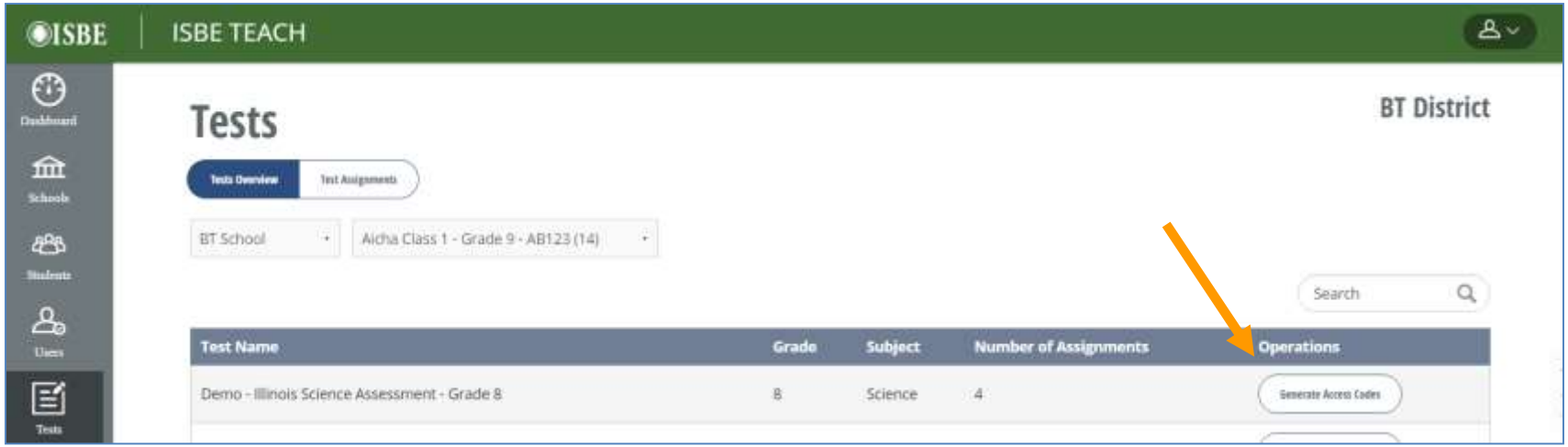


- Enter or select the requested information on the Add user page to create a new user.
- Selecting Save and Add another vs Save resets the form and allows for immediate creation of another user.



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

Download/Print Access Codes

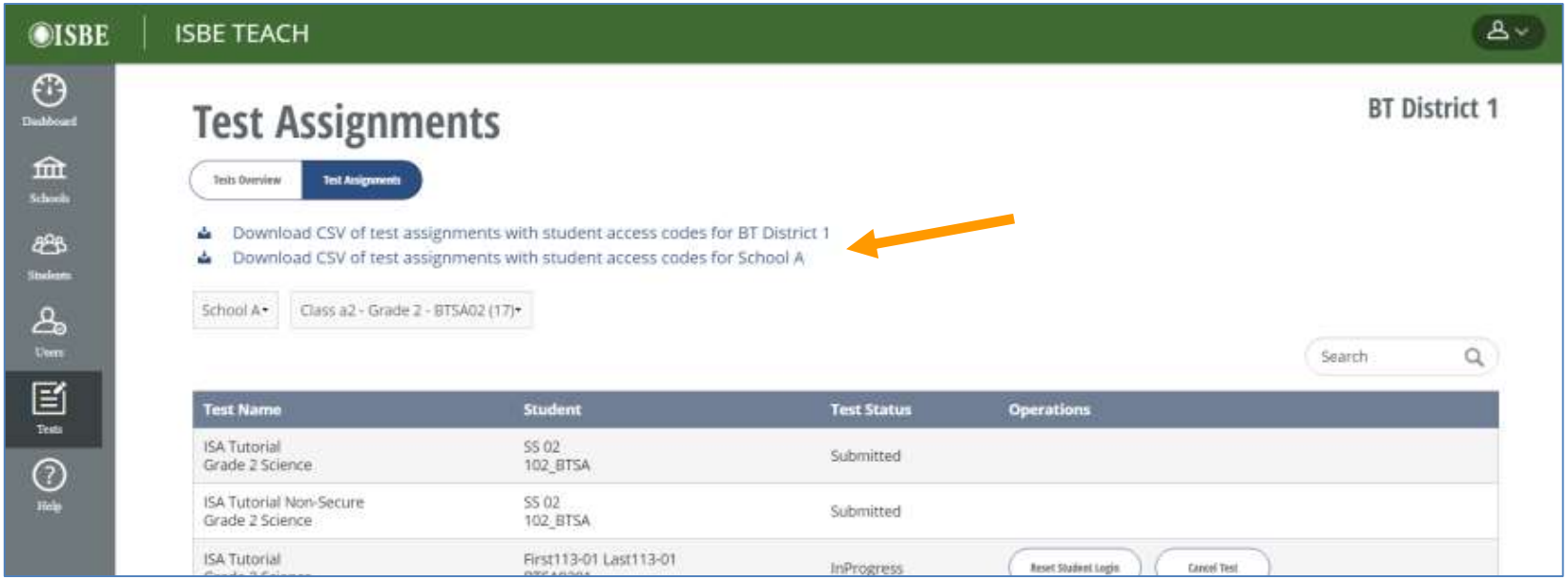


- Use org filters to select the class
- Tests are automatically assigned
- One row/test assignment per student grade level
- Org Admins and Test Admins can generate test access codes for the class. Available as a .PDF or .CSV file

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



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

Notes:

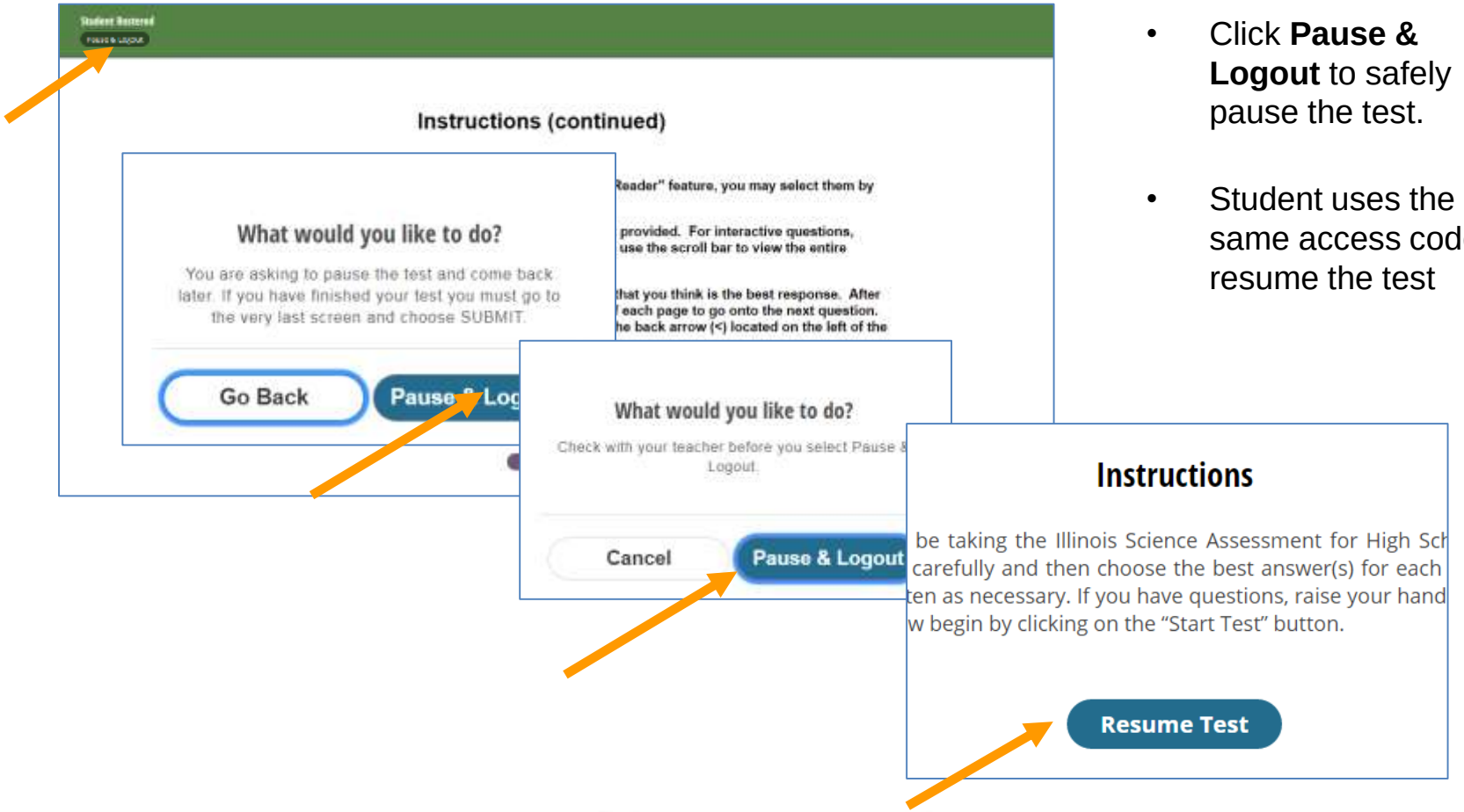
- The file download will be managed by the browser you are using.
- All students with assigned tests, regardless of their test status will be shown in these reports.
- This report can also be used to download all of the access codes for your district or school at one time.

Student Test Status Report

	A	B	C	D	E	F	G	H	I	J	K	L
1	District name	District RCDTS	School name	School RCDTS	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	DDDDDDDDD	Canceled
6	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	Illinois Science	5	Angel	Sweet	10003_BTSA	EEEEEEEEEE	Submitted
7	BT District 1	BT1	School A	BTSA	Class a9 - Grade 9 - BTSA09	2018 Illinois Sci	9	extra	extra	EXTRA_BTSA	YXCSHRWZZS	Paused
8	BT District 1	BT1	School A	BTSA	Class b5 - Grade 5 - BTSB05	Illinois Science	5	Last113-01	First113-01	BTSB0501	LPZDUSKDKK	Scheduled
9	BT District 1	BT1	School A	BTSA	Class b5 - Grade 5 - BTSB05	Illinois Science	5	Last113-01	First113-01	BTSB0501	WETWAYJLGQ	Scheduled
10	BT District 1	BT1	School A	BTSA	Class b5 - Grade 5 - BTSB05	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	JJJJJJJJJ	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	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	ZONOWDKCQI	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	DYDVEHIHLG	Scheduled

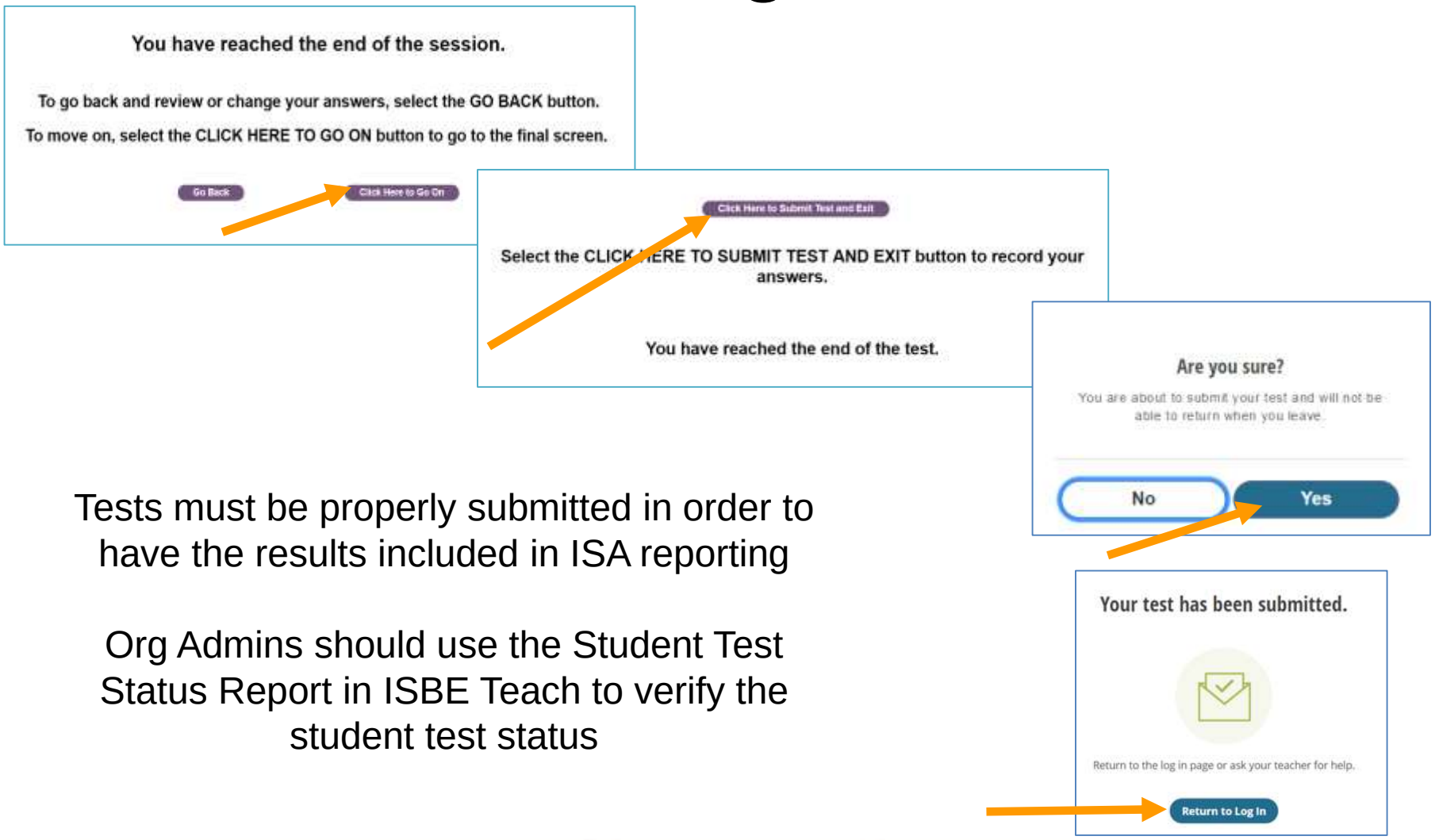
- Can use column filter tool to help sort or use PivotTables to sort the information
- User Guide appendix provides information on how to create a PivotTable

Pausing the Test



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

Submitting the Test



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

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Test Preparation & Management

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- ☐ Install Secure Exam Browser (SEB) on testing devices
- ☐ Guide students through ISA Tutorial (optional)
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- ☐ 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:

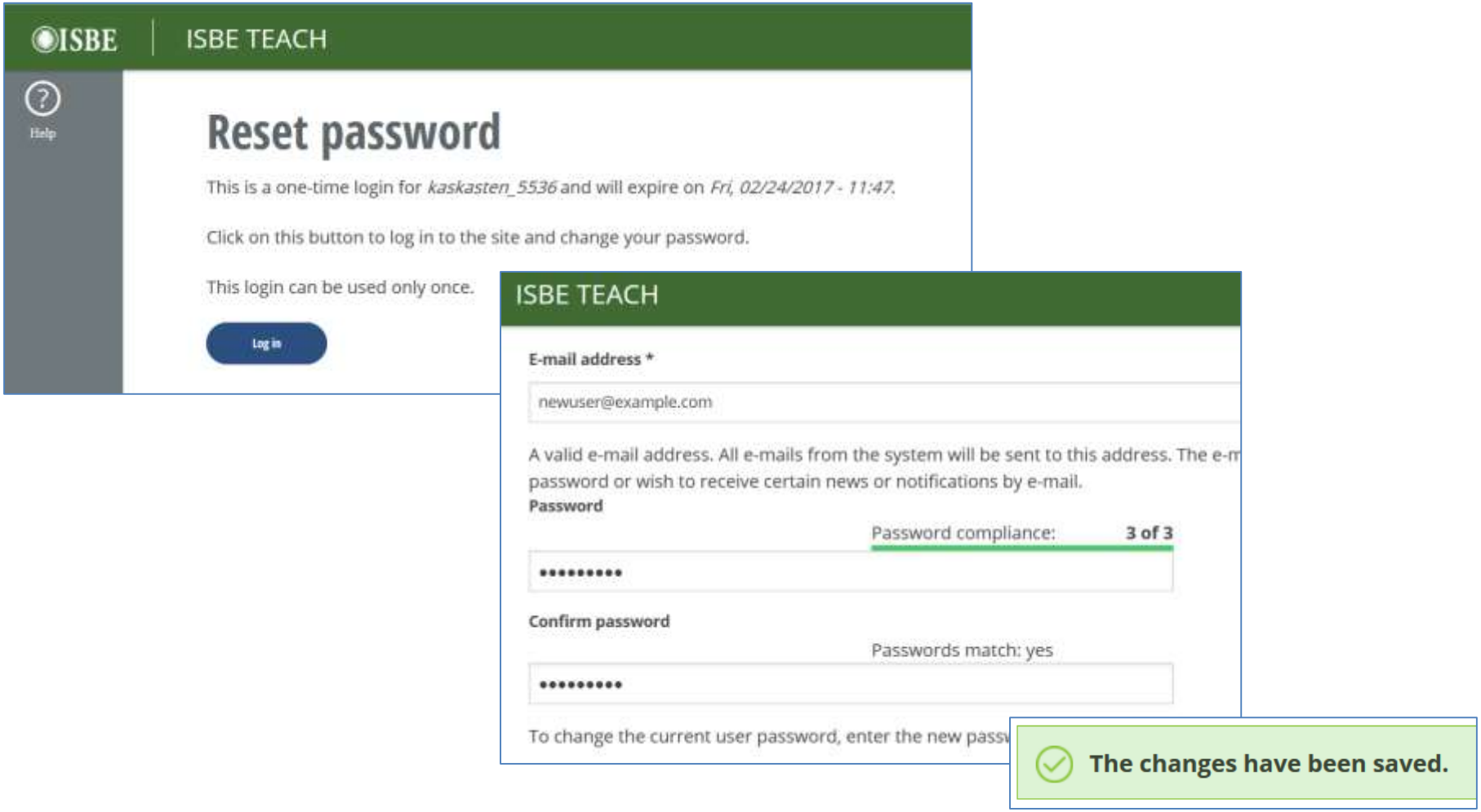
https://teach-isa.ileducates.org/user/reset/3600654/1487369260/fHGW8a9HwqJTcmadTKltECYCLevkrIBpwSE

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



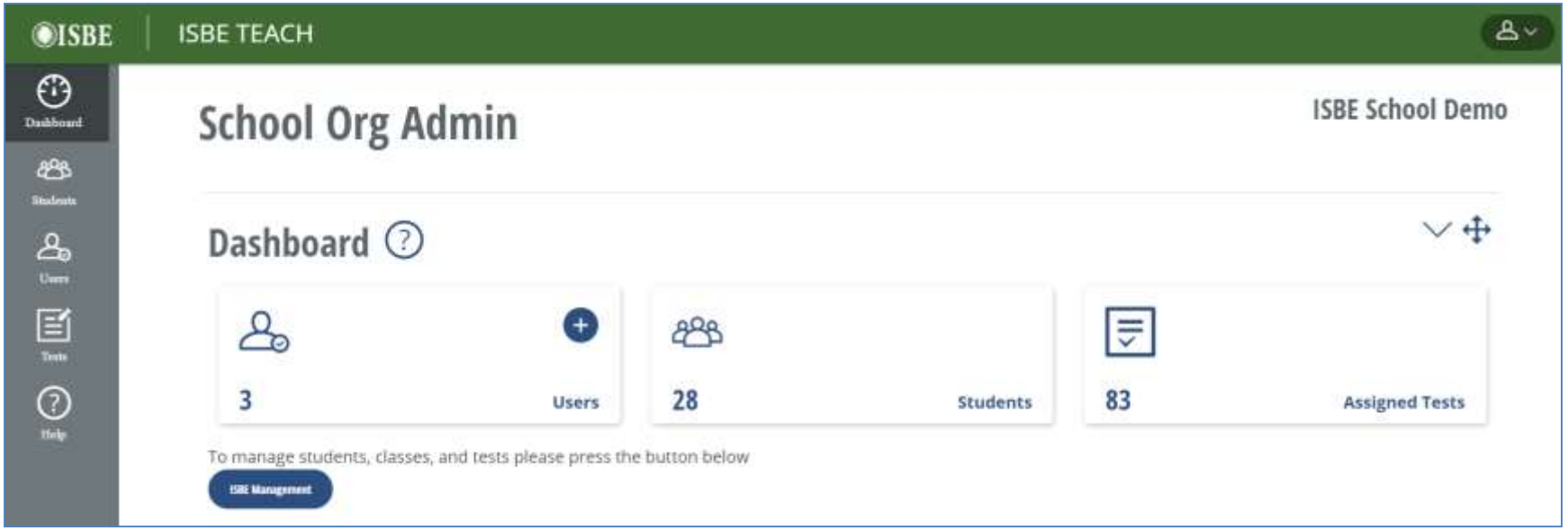
Dashboard: Org Admin

(District Level)

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

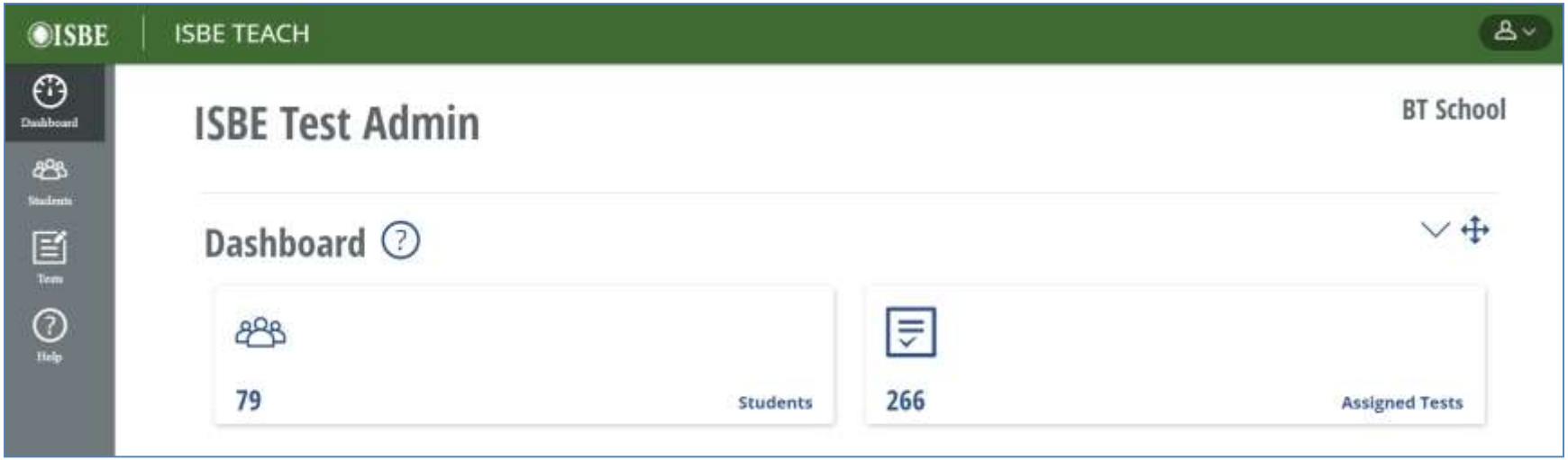
Dashboard: Org Admin

(School Level)



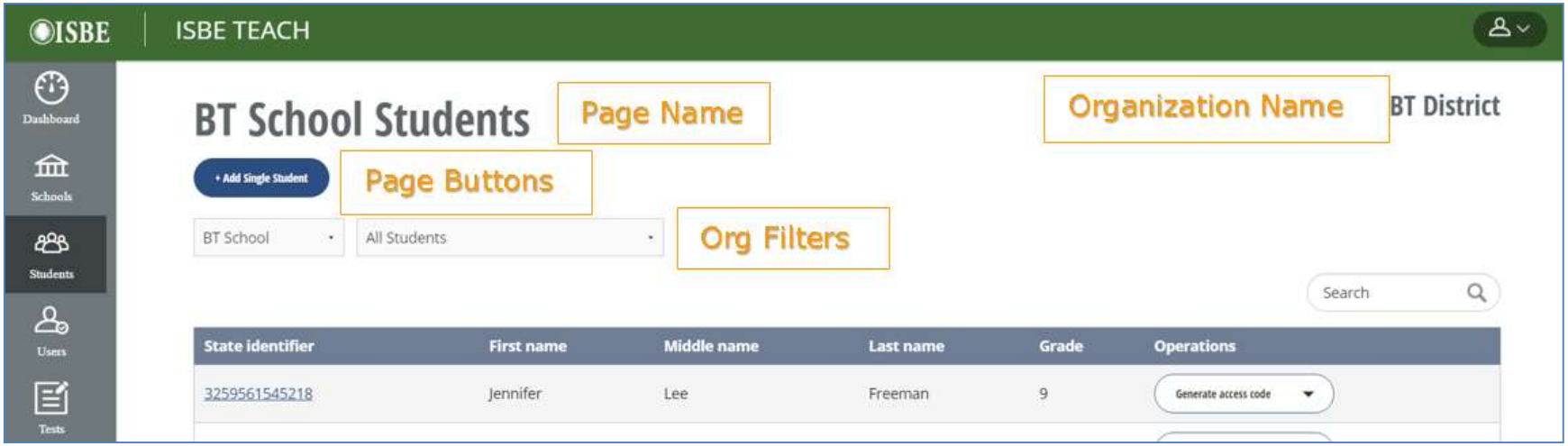
- Summary count of users, students, and test assignments at the school
- Link to the ISBE Management tool

Dashboard: Test Admin



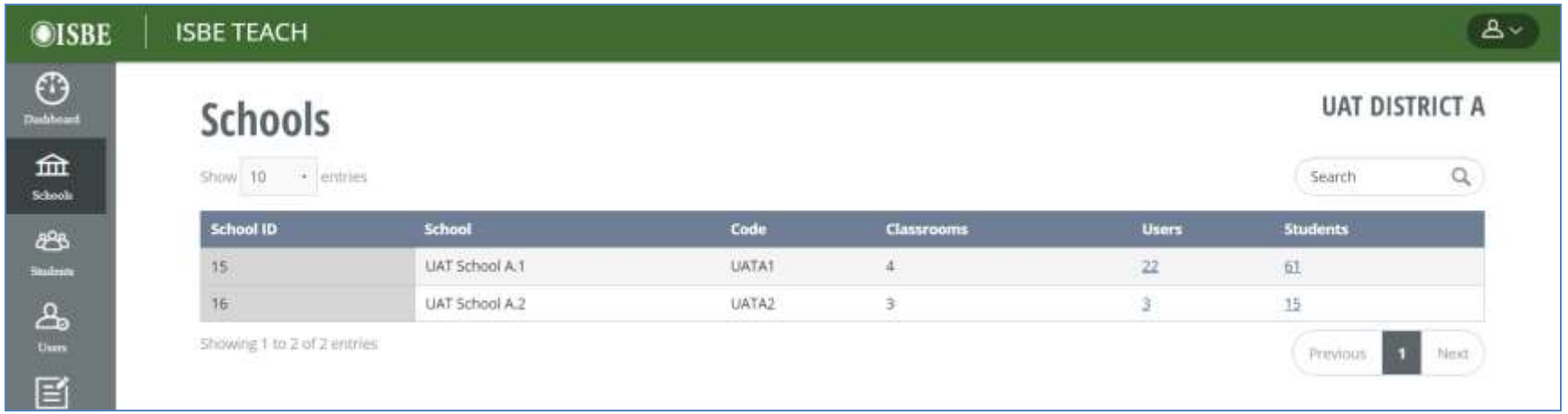
- Summary count of students and test assignments to which the test administrator has access

Page Navigation



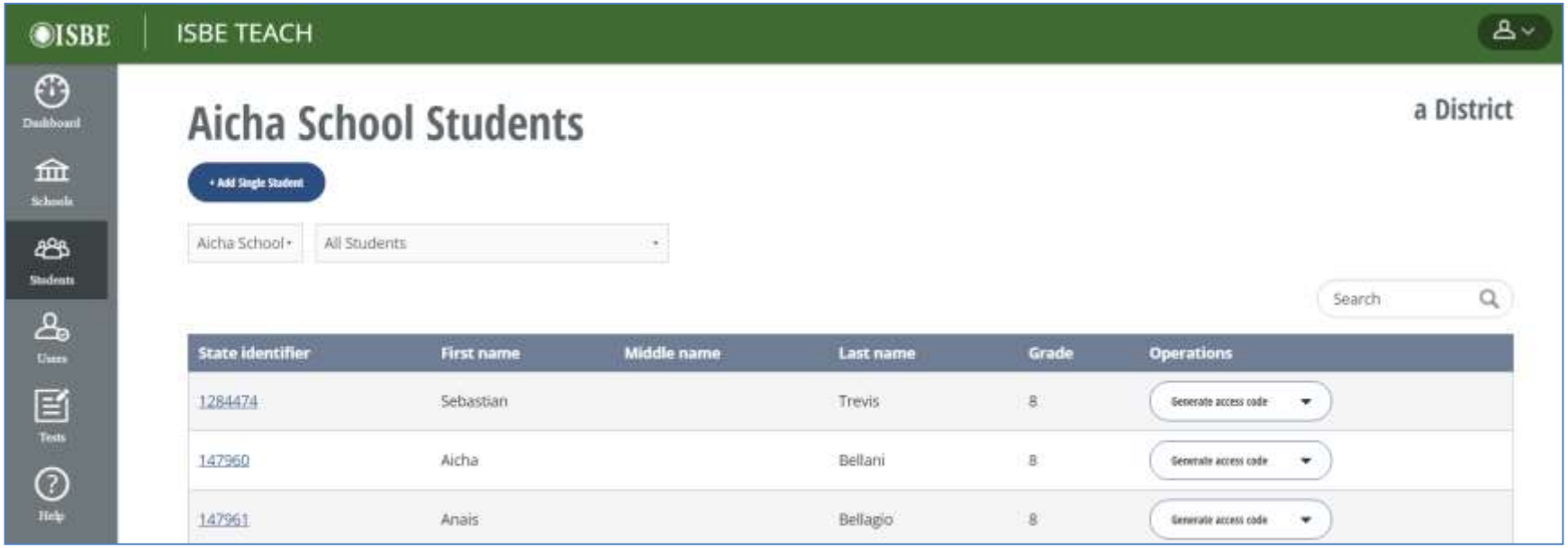
- **Page Name** – Displays the name of the page.
- **Organization Name** – Displays the name of the highest organization (State, District, School) to which a user is assigned. If you belong to multiple orgs of that same level, this field will show a drop down filter.
- **Org Filters –** Use the drop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



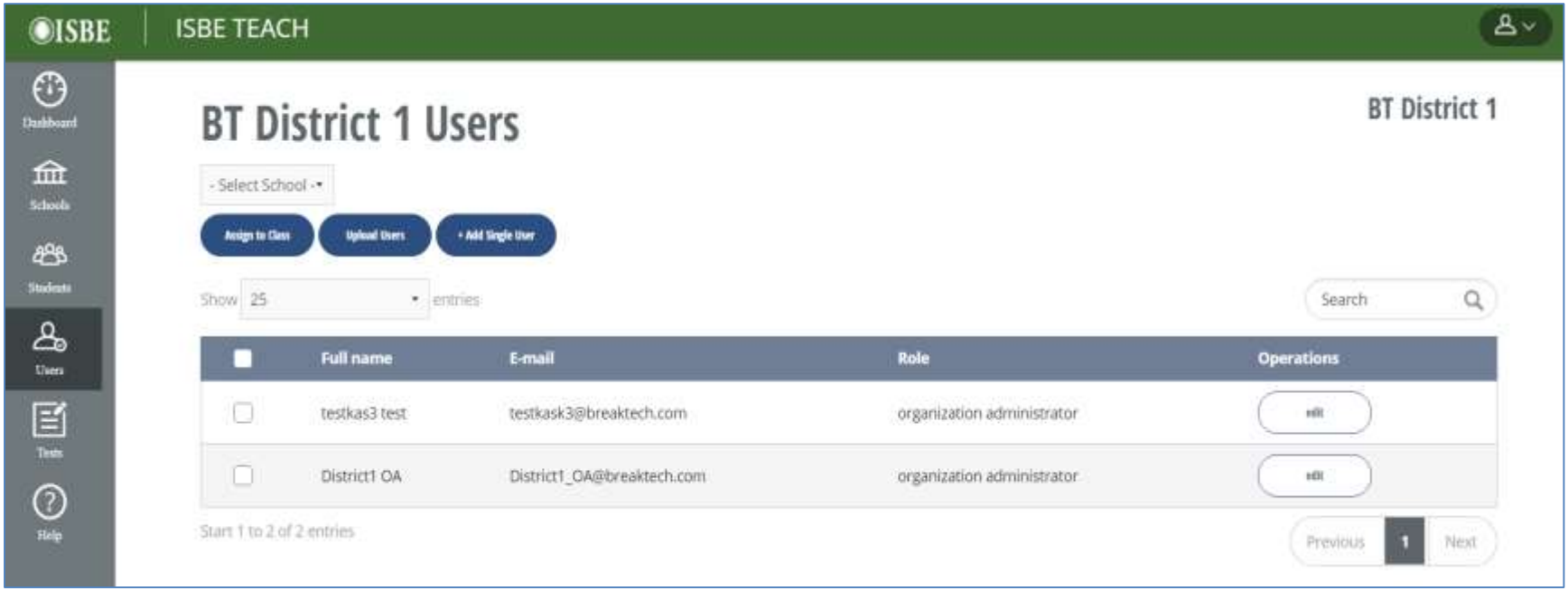
- List of all the schools in the district
- The Schools page is only visible to Org Admins with District permissions

Students Page



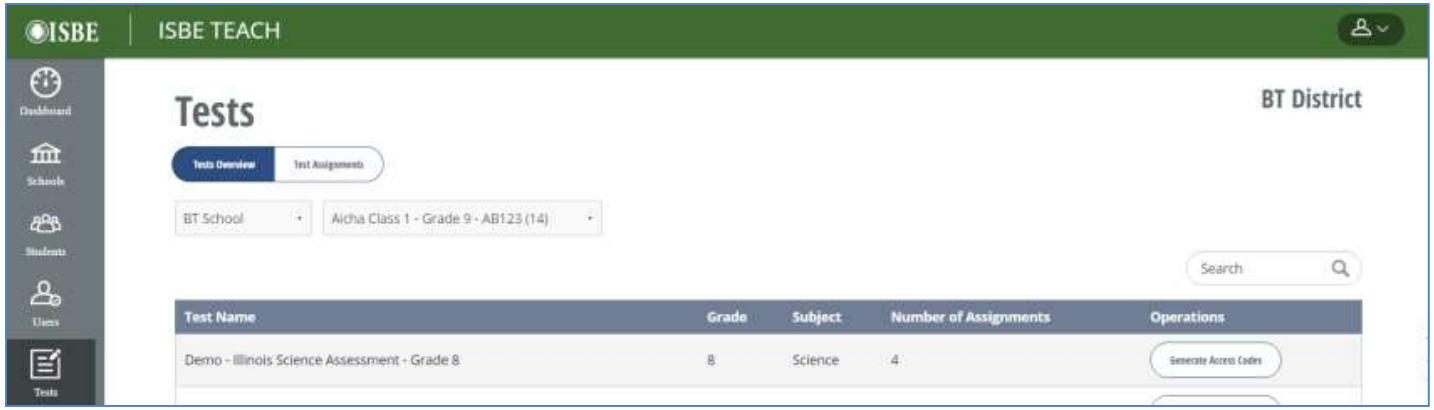
- Test Admins have access to students in their classes
- Org Admins have access to all students in all classes within their permitted organization

Users Page



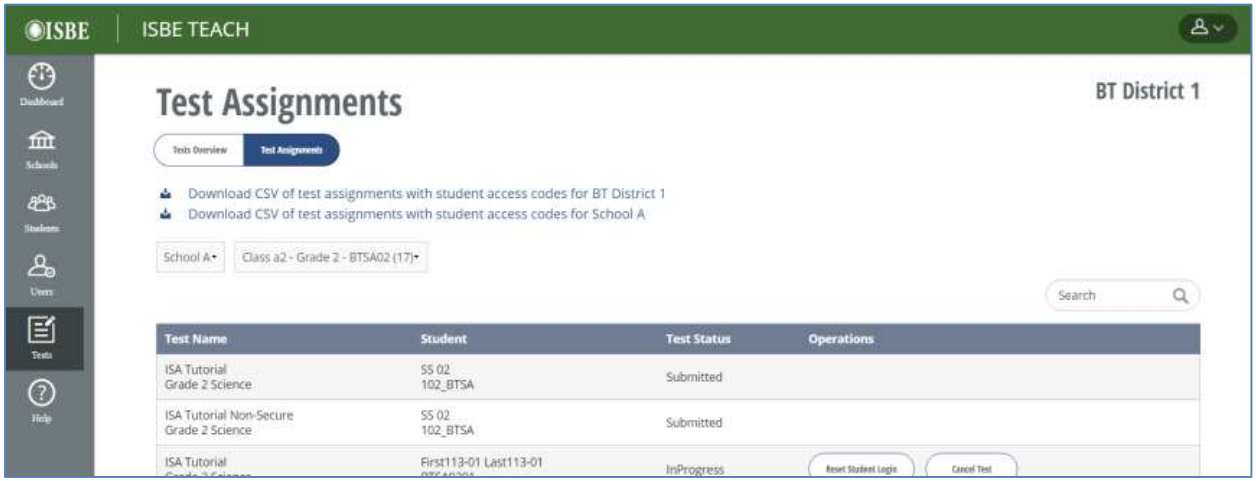
- List of users for a district or school
- District-level Org Admins can view / edit district and school users
- School-level Org Admins can view / edit school users only

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

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Completed by Districts/Schools Org Admins – IN PROGRESS

- ☐ Load Additional District and School Org Admins
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Test Preparation & Management

Completed by Districts/Schools Org Admins

- ☐ Install Secure Exam Browser (SEB) on testing devices
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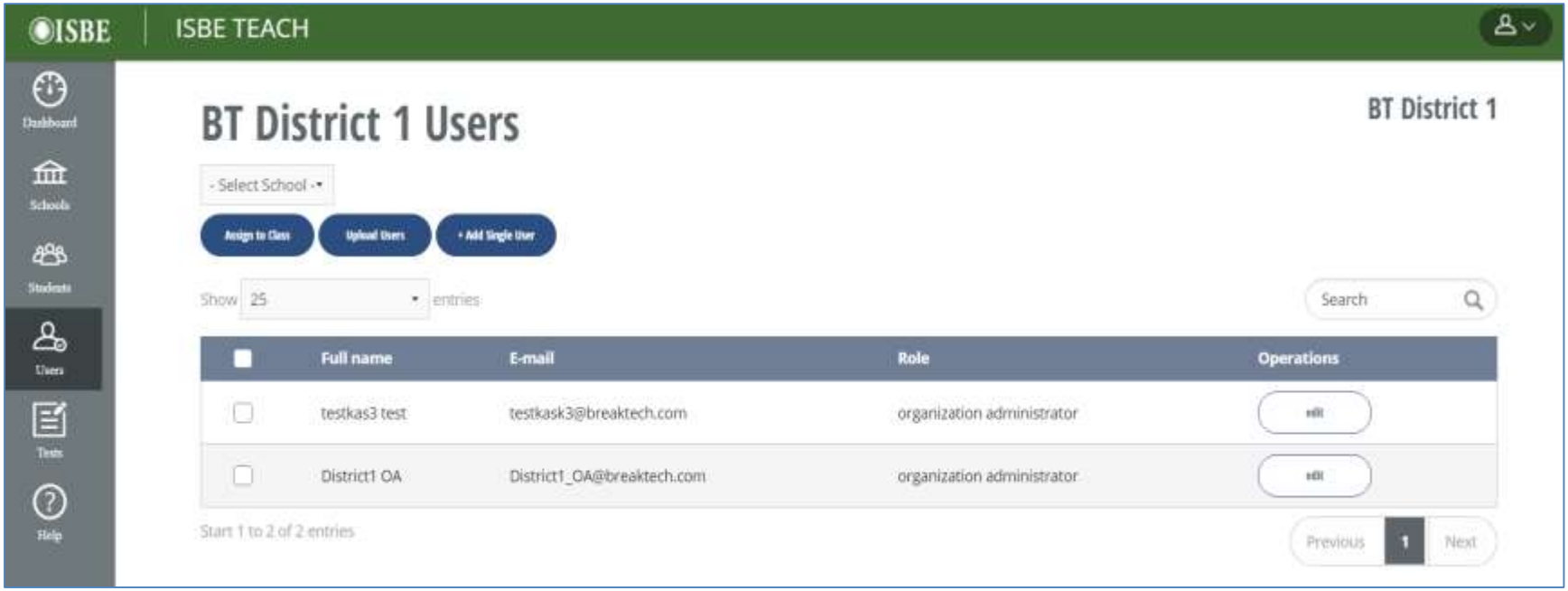
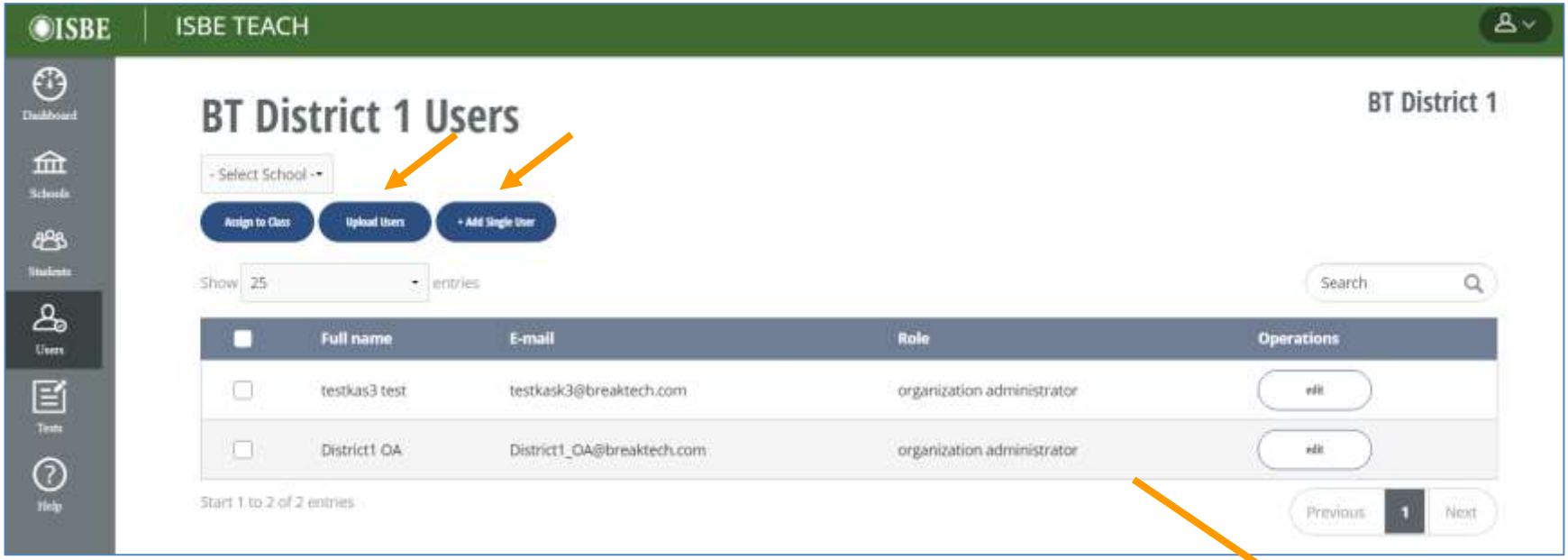
- ☐ Generate/Print Test Access Codes for Classes/Students
- ☐ Manage Student Test (Org Admin / Test Admin)
- ☐ Download Student Test Status Report (Org Admin)

Users Page

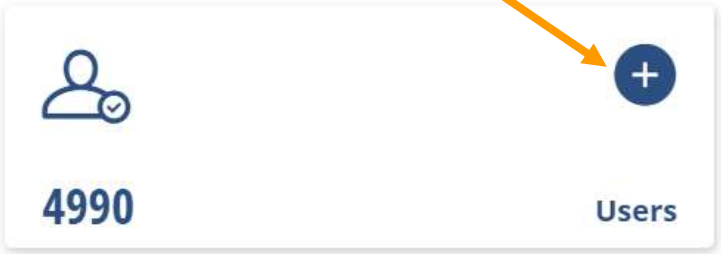


- Review the pre-loaded list of users for a district or school

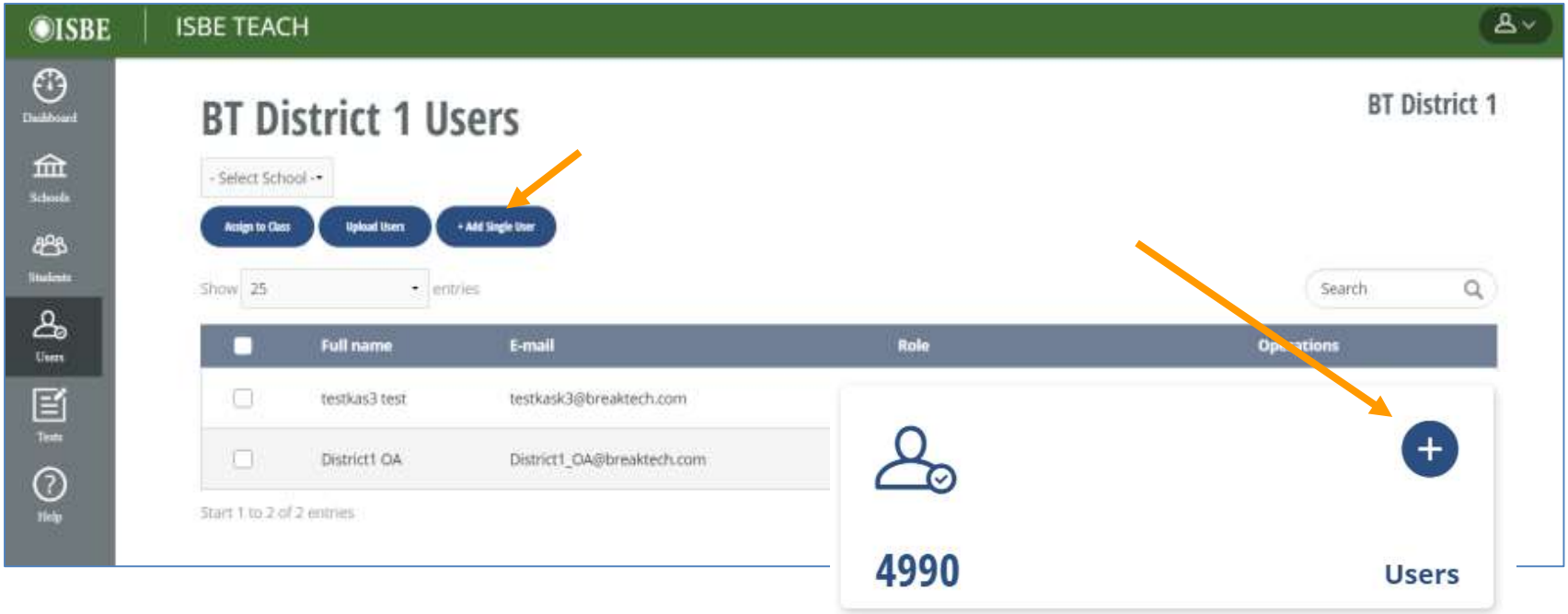
Add New Users



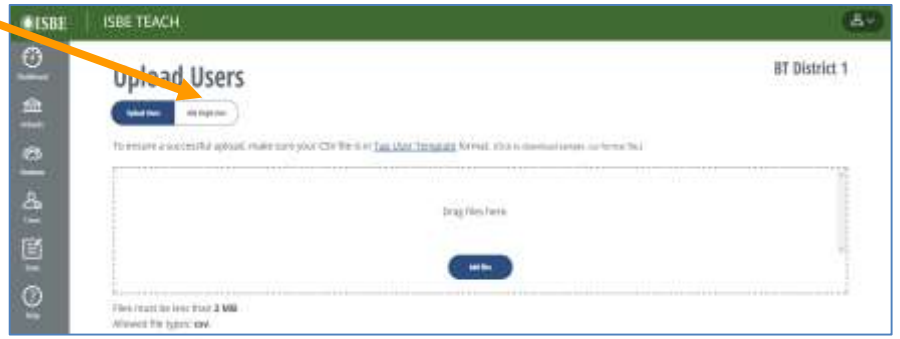
- Add single users manually
- Add users in bulk via upload



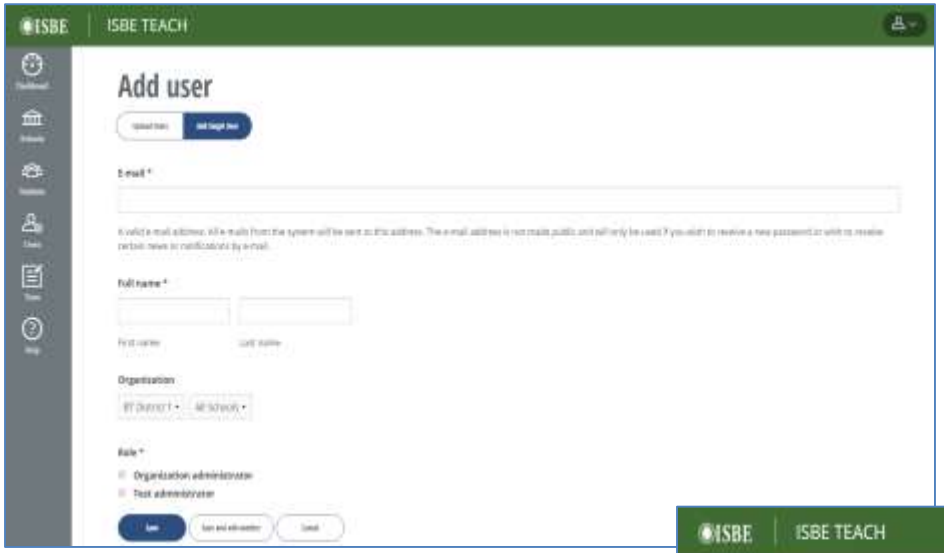
Adding Users – Manually



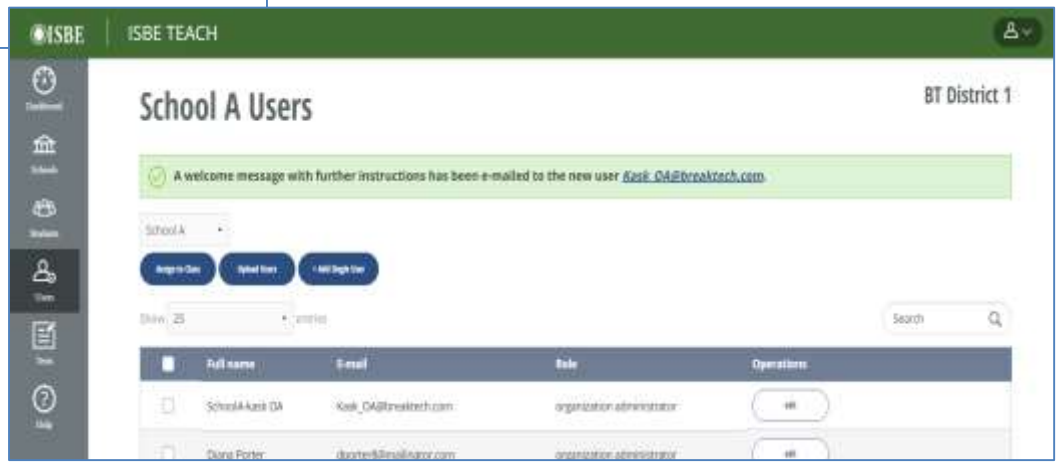
- Select the Add Single User button from the Users page, the Upload Users page or the plus button from the dashboard tile



Adding Users – Manually

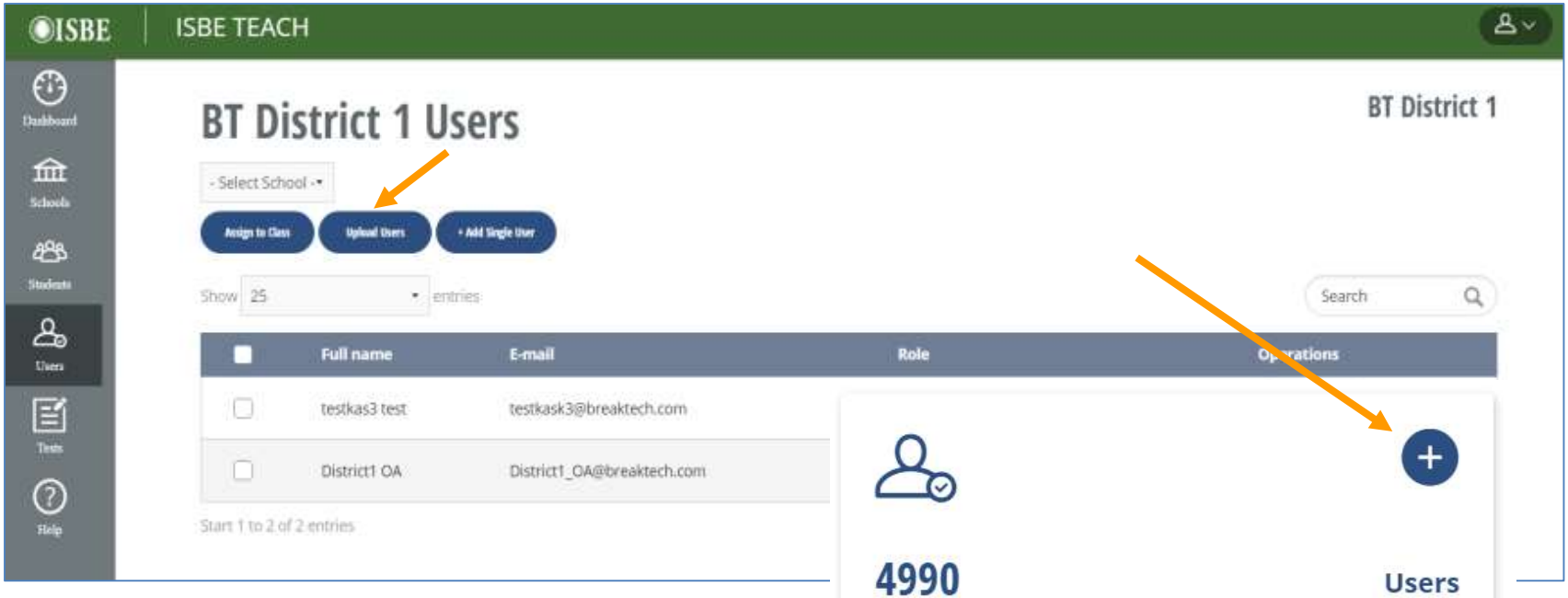


- Enter or select the requested information on the Add user page to create a new user.
- Selecting Save and Add another vs Save resets the form and allows for immediate creation of another user.



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

Adding Users – Bulk Upload



- 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

Users Upload Template

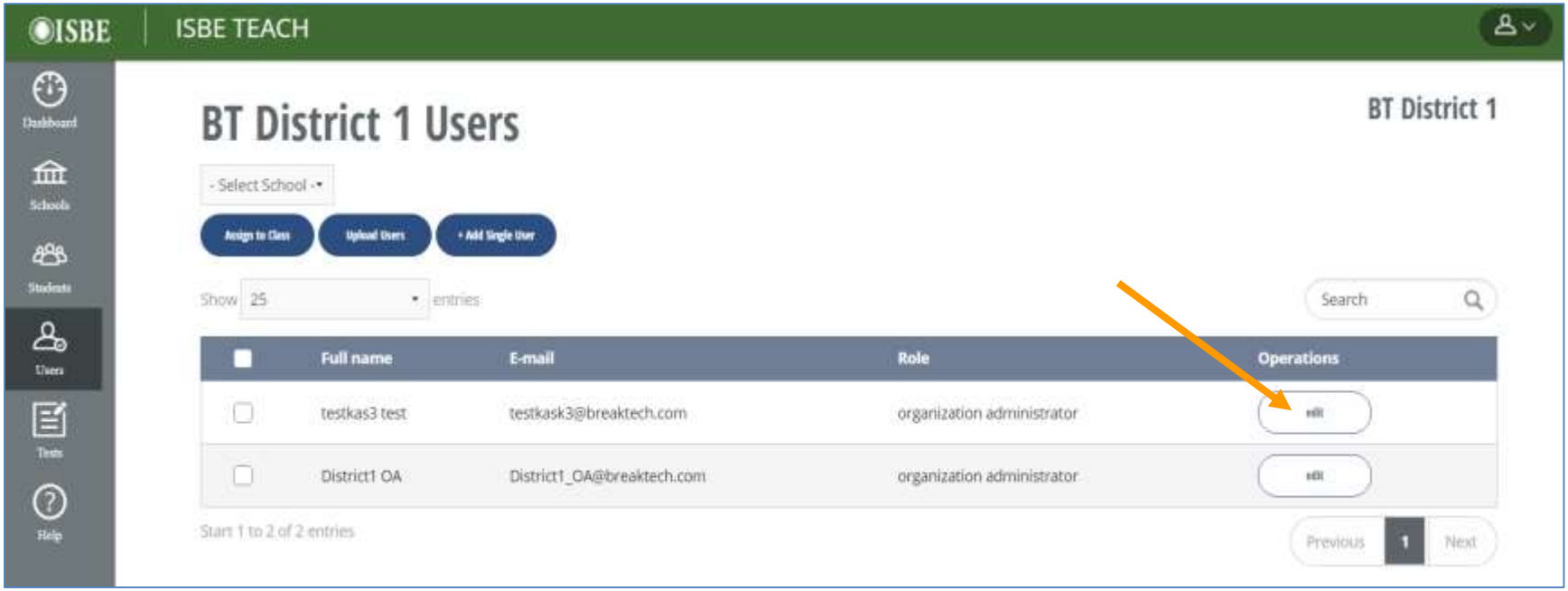
	A	B	C	D	E	F
1	**First name**	**Last name**	**Email**	**Roles**	**State Code**	**Organization Identifiers**
2	Diana	Porter	dporter8@staff.a0001.edu	organization administrator	IL	a0001
3	Jesse	Myers	jmyers3@staff.a0001.edu	test administrator	IL	ab0001
4	Bonnie	Powell	bpowell@staff.a0001.edu	test administrator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

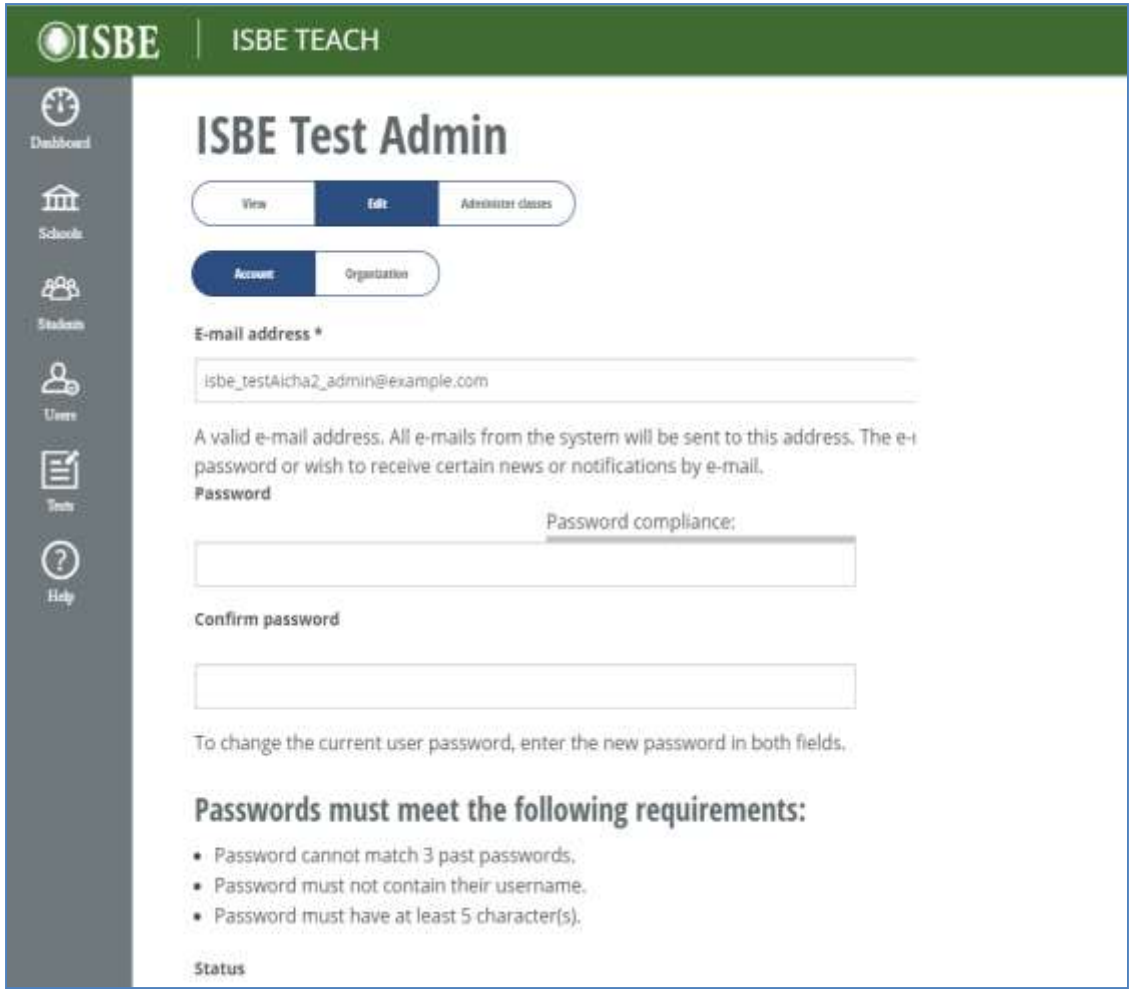
Edit Users



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.

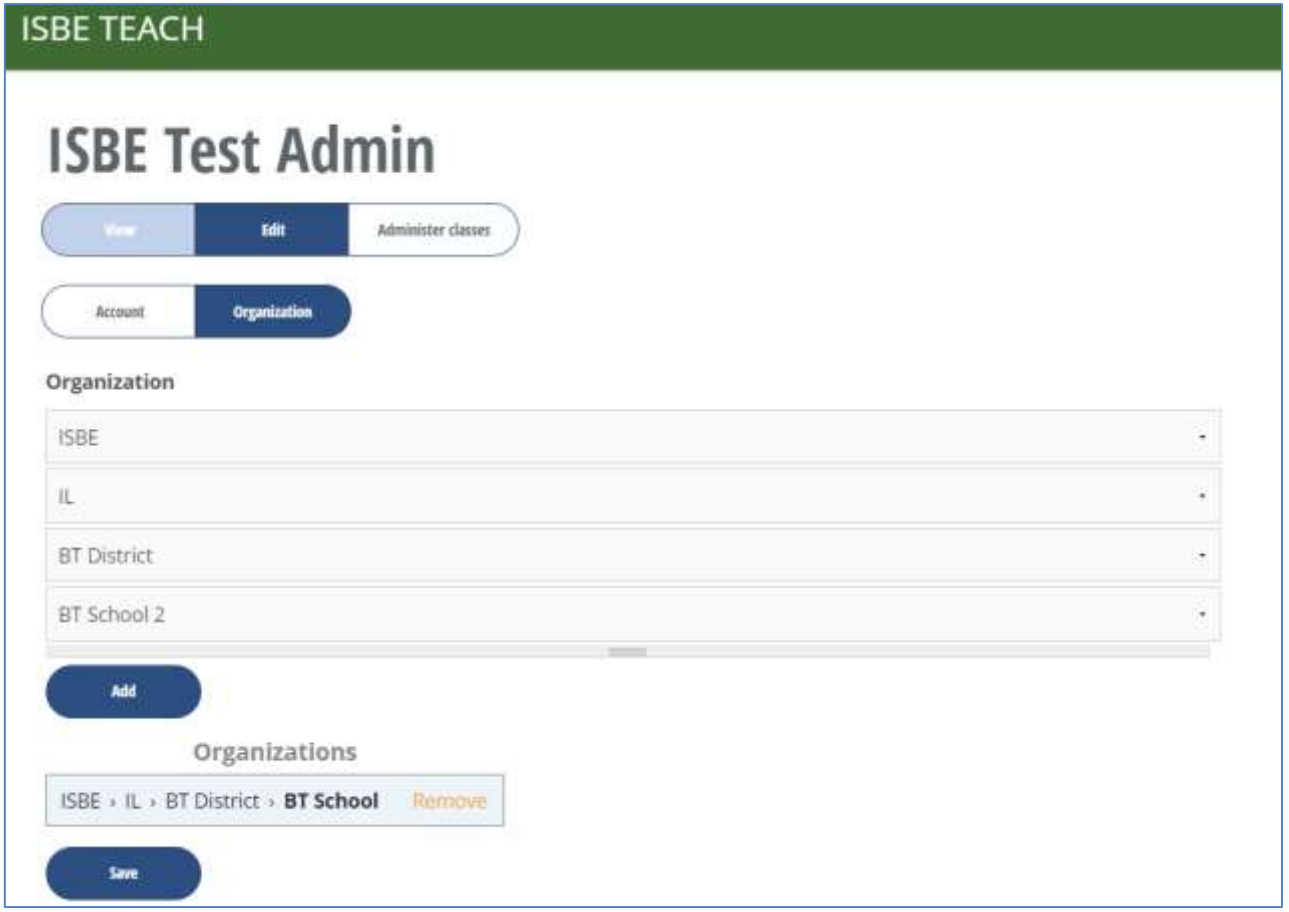
Edit Users Account Info



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



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.

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Test Preparation & Management

Completed by Districts/Schools Org Admins

- ☐ Install Secure Exam Browser (SEB) on testing devices
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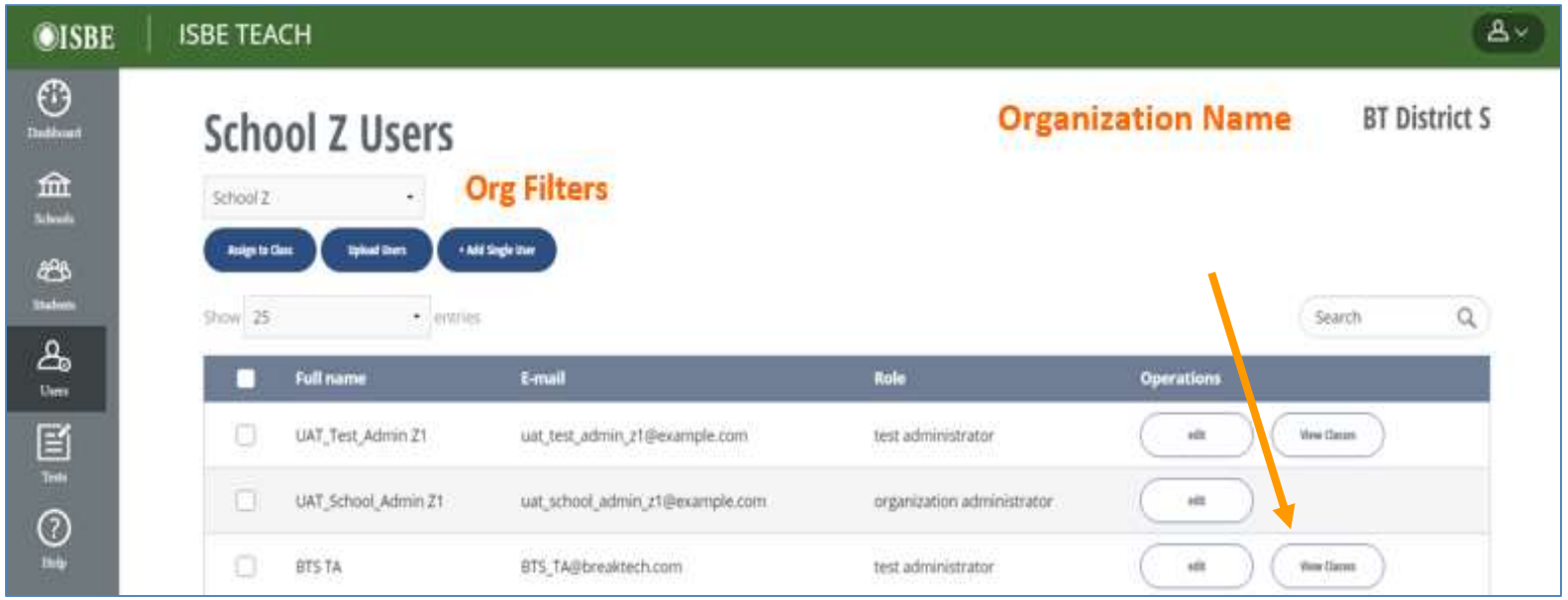
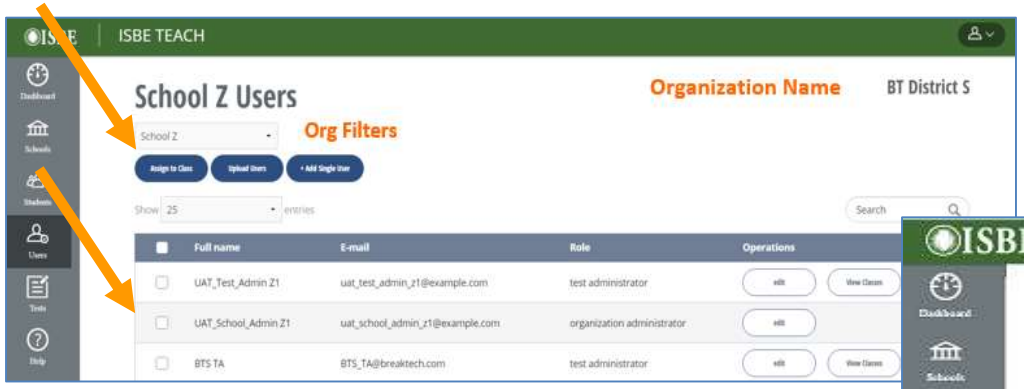
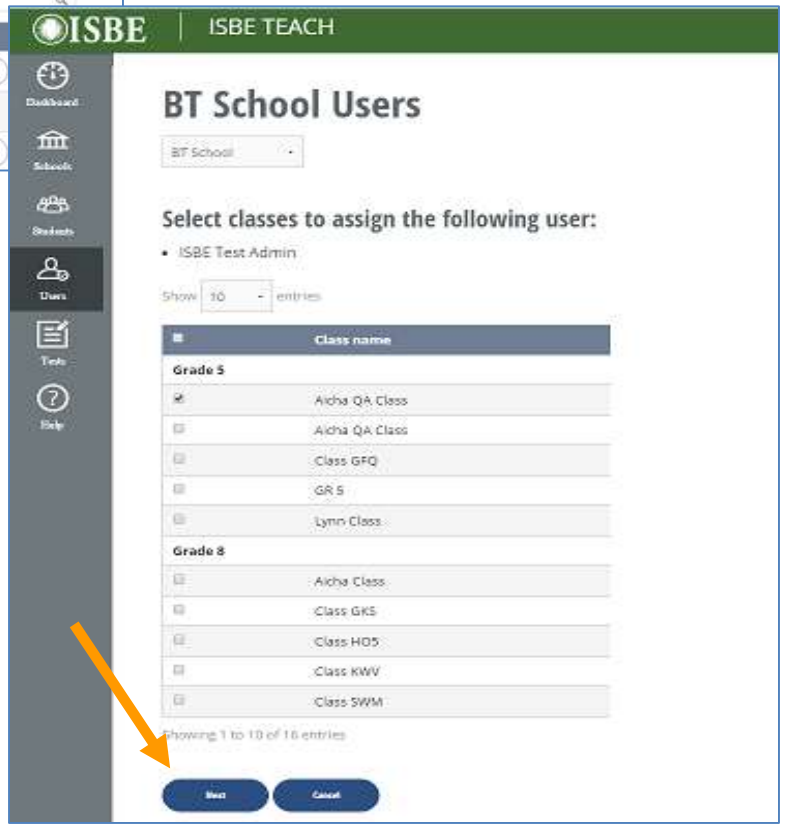
Assign Test Admins to Classes



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

Assign Test Admins to Classes





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.

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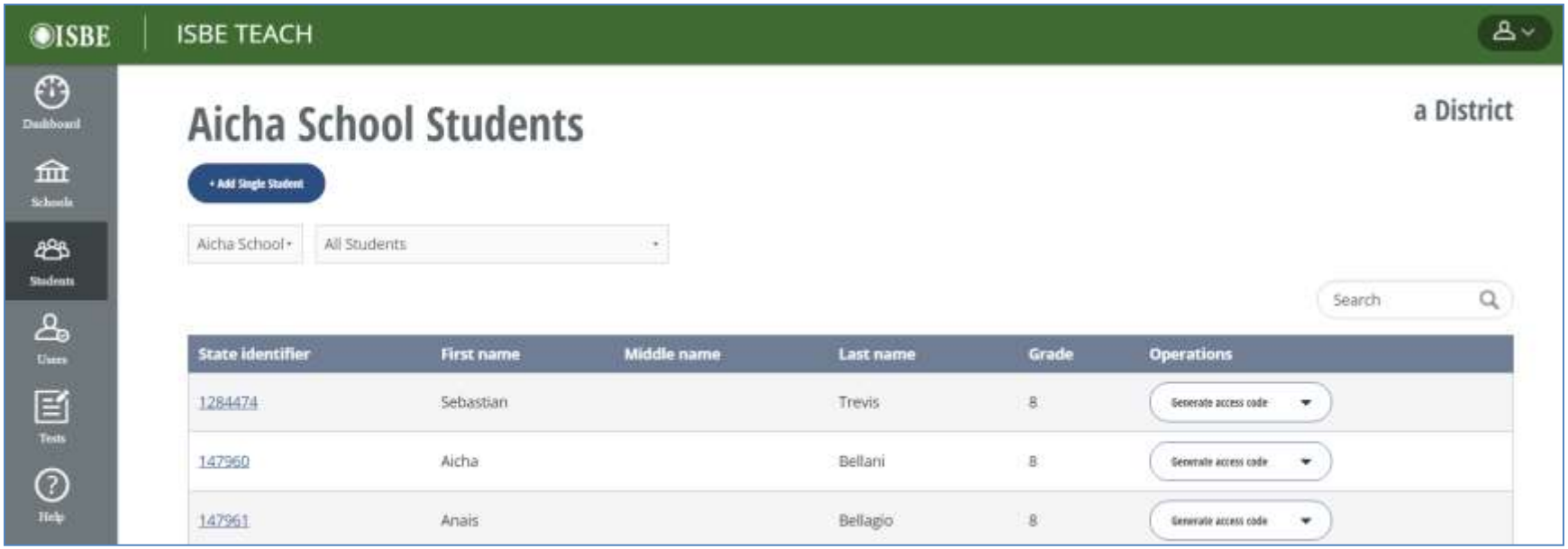
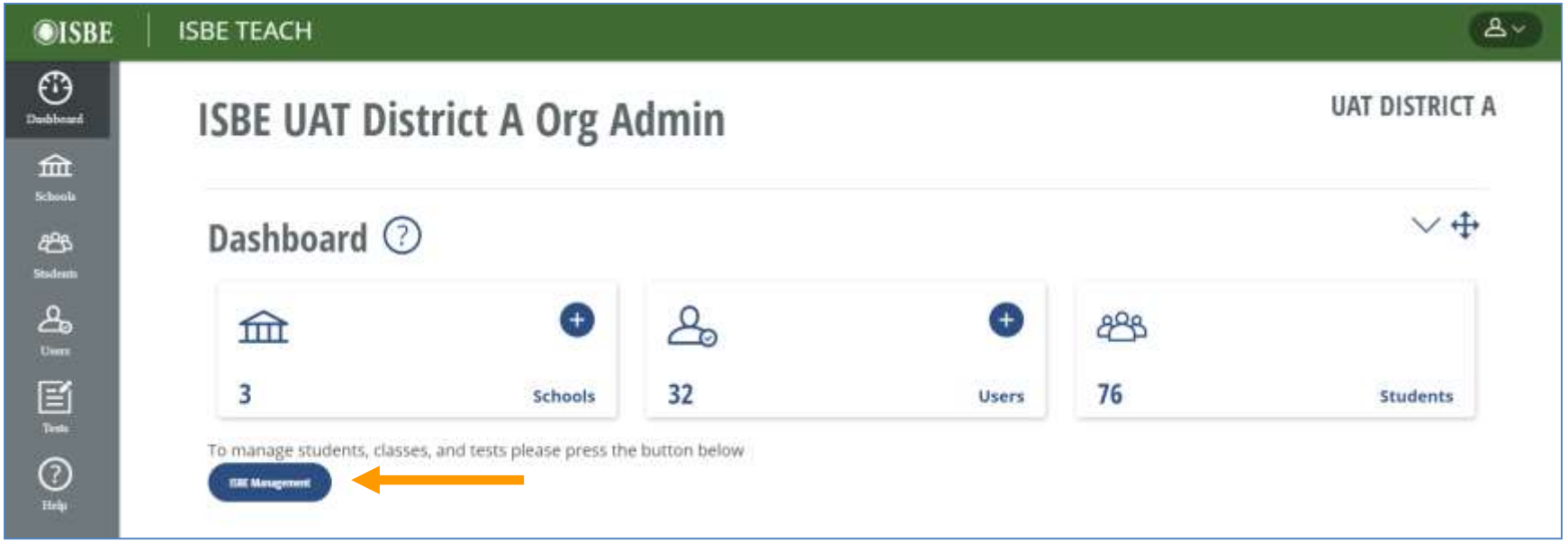
Students Page



- 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



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

ISA Preparation Checklist

Test Operation Set up

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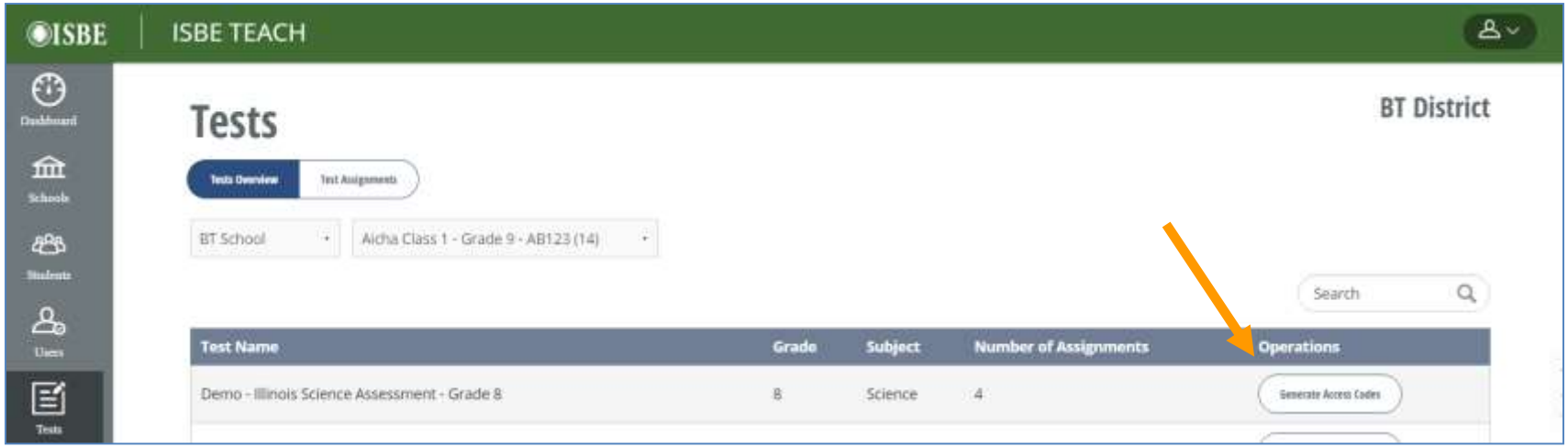
Test Page - Overview

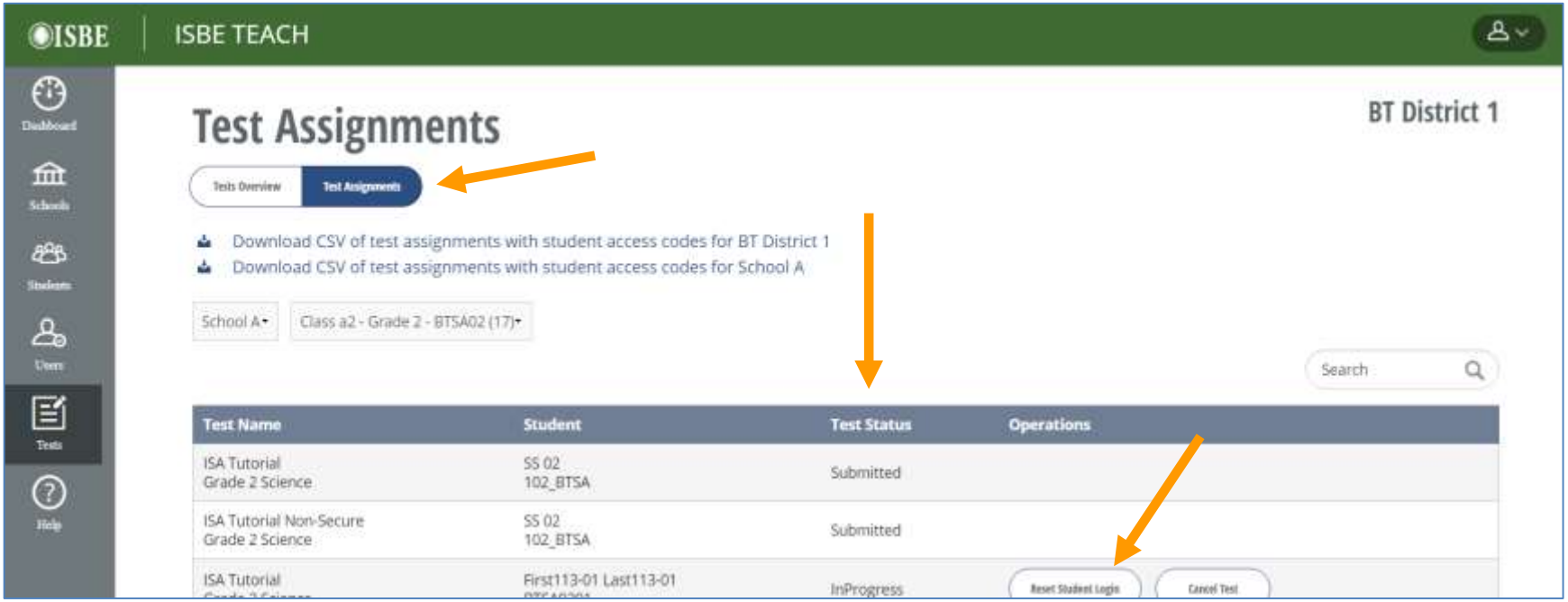


- Use org filters to select the class
- Tests are automatically assigned
- One row/test assignment per student grade level
- Org Admins and Test Admins can generate test access codes for the class. Available as a .PDF or .CSV file

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

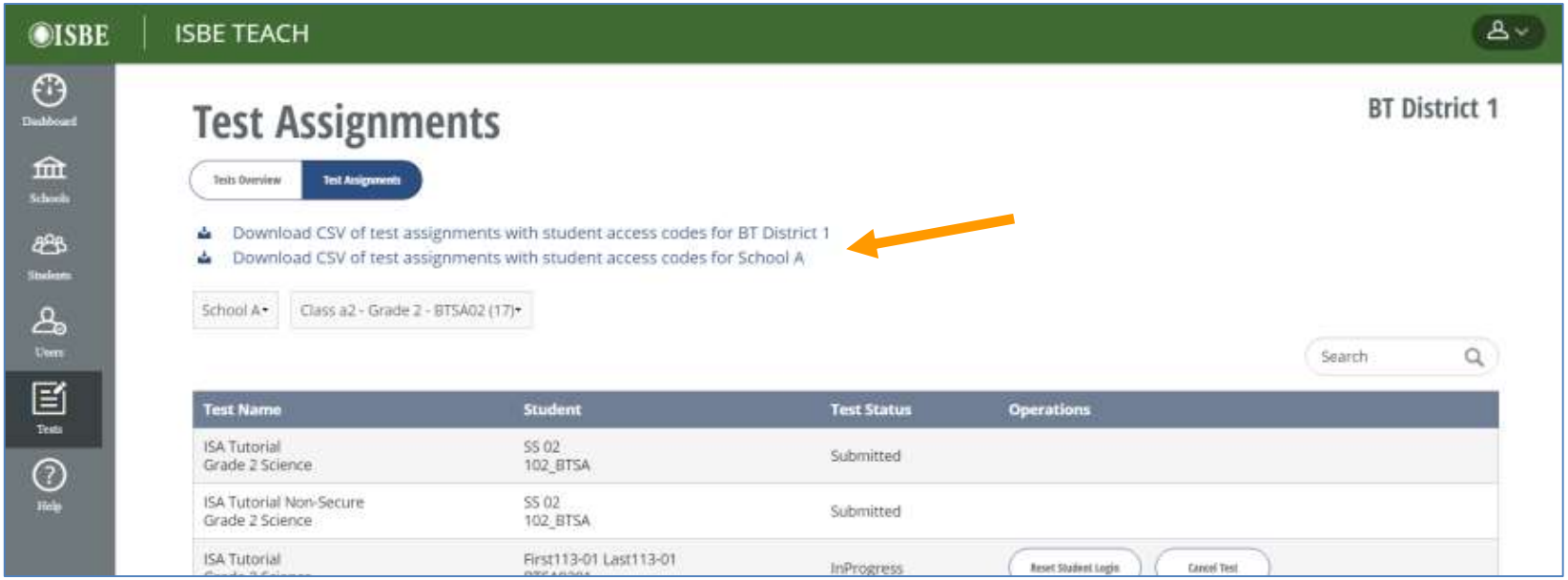
Last Name, First Name	Student ID	Access Code
Rostered, Student	1001	HCSMDEBHVJ
Rostered, Student	1012	DIGFKSXZDP
Rostered, Student	1017	FGIPNSOCWX
Rostered, Student	1019	HIUOJYPYEA

Test Page - Assignments



- 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



- 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 RCDTS	School name	School RCDTS	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	DDDDDDDDD	Canceled
6	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	Illinois Science	5	Angel	Sweet	10003_BTSA	EEEEEEEEEE	Submitted
7	BT District 1	BT1	School A	BTSA	Class a9 - Grade 9 - BTSA09	2018 Illinois Sci	9	extra	extra	EXTRA_BTSA	YXCSHRWZZS	Paused
8	BT District 1	BT1	School A	BTSA	Class b5 - Grade 5 - BTSB05	Illinois Science	5	Last113-01	First113-01	BTSB0501	LPZDUSKDKK	Scheduled
9	BT District 1	BT1	School A	BTSA	Class b5 - Grade 5 - BTSB05	Illinois Science	5	Last113-01	First113-01	BTSB0501	WETWAYJLGQ	Scheduled
10	BT District 1	BT1	School A	BTSA	Class b5 - Grade 5 - BTSB05	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	JJJJJJJJJ	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	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	ZONOWDKCQI	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	DYDVEHIHLG	Scheduled

- 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

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

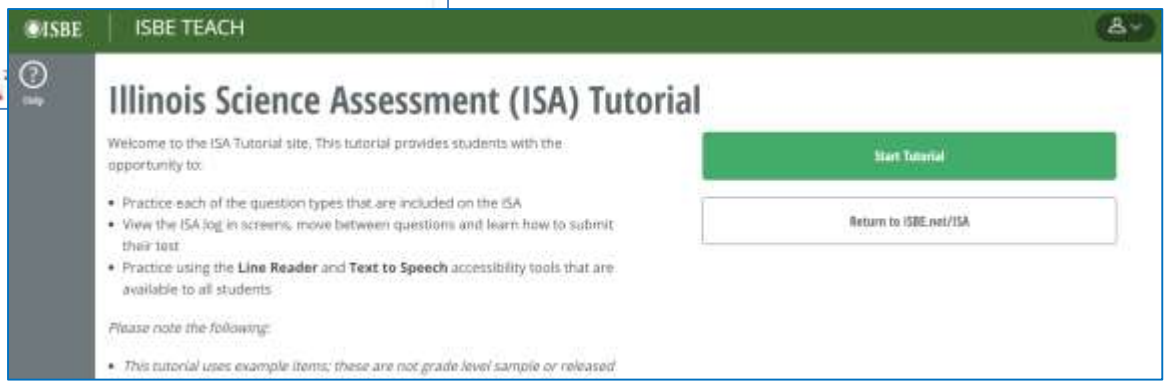
- ☐ Load Additional District and School Org Admins
- ☐ Review Student Roster and Classes; Move students to new classes (optional)
- ☐ Load Test Administrators (Test Admins)
- ☐ Assign Test Administrators to Classes

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



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

ISBE-ISA

ISBE-Learn Walkthrough

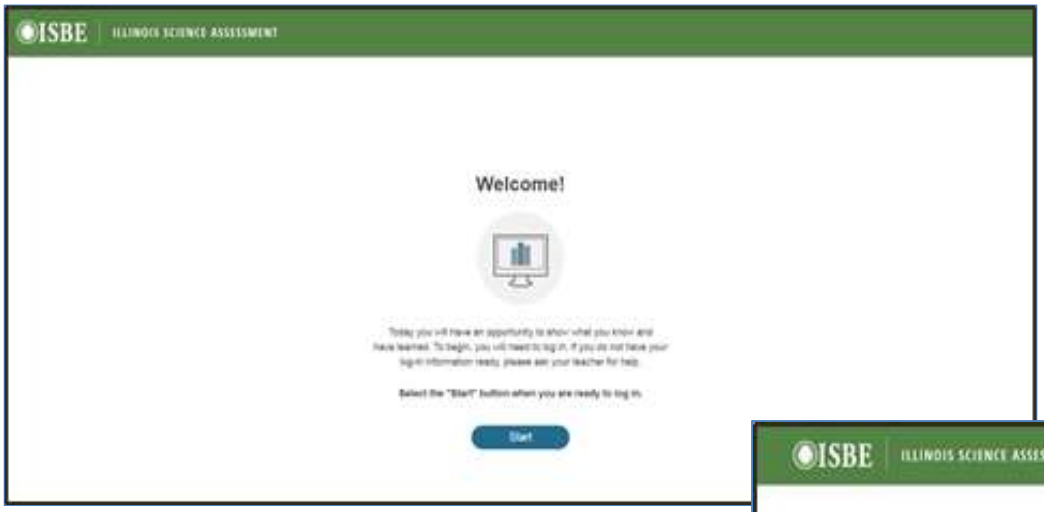
System Components

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

Testing

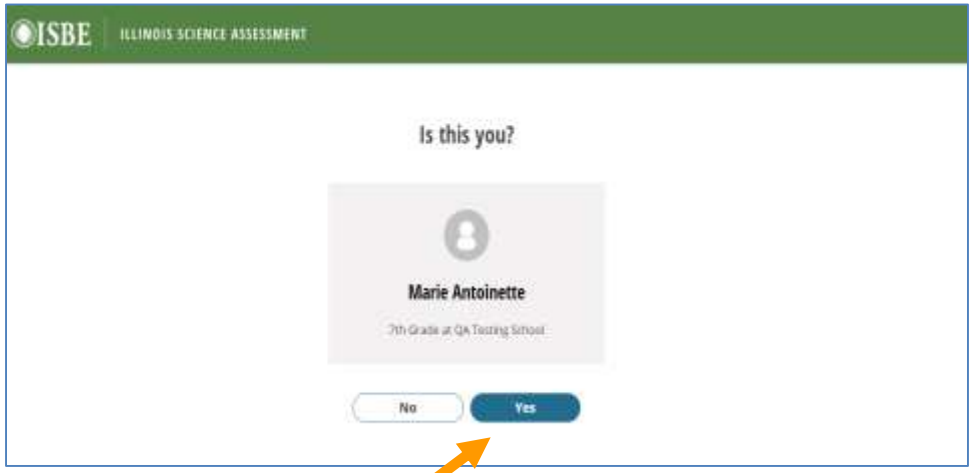
- Safe Exam Browsers (SEB) must be deployed on testing devices.
- Additional technical information and SEBs available from the ISA section of the ISBE site.

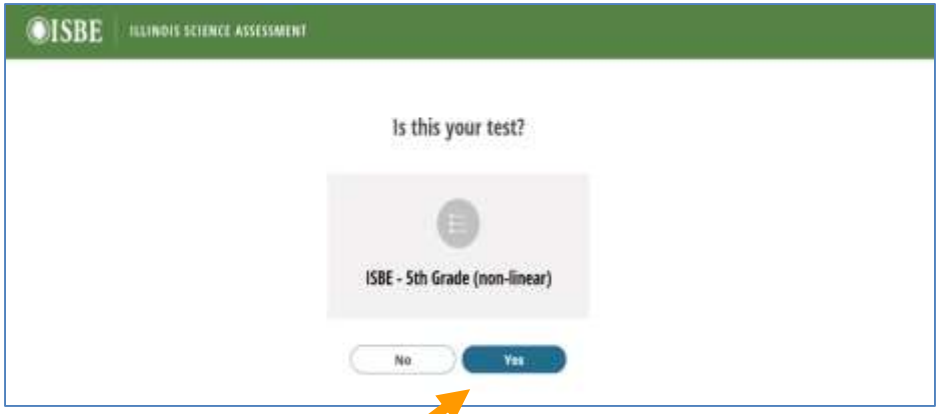
Logging In


ISBE
ILLINOIS SCIENCE ASSESSMENT
Welcome!
Start

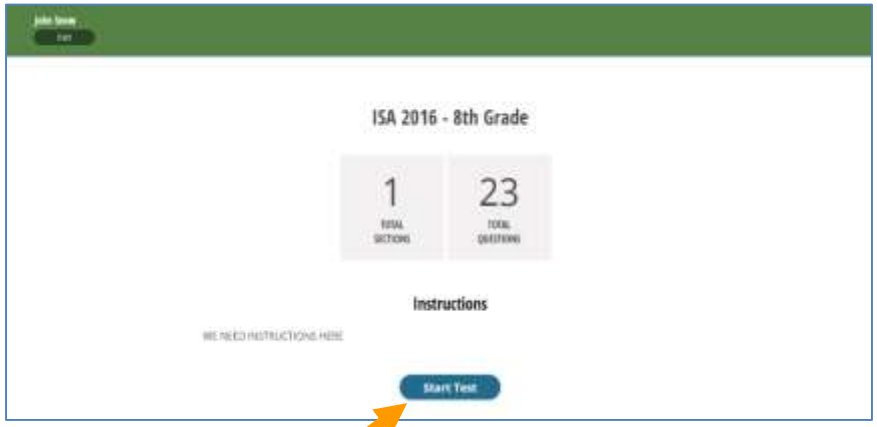
ISBE
ILLINOIS SCIENCE ASSESSMENT
Login
Access Code
Submit

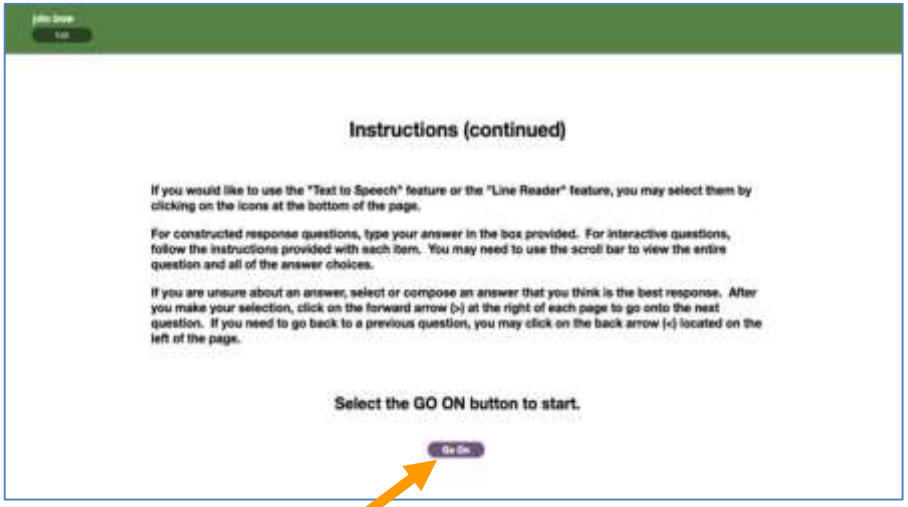
Test Taking (cont'd.)



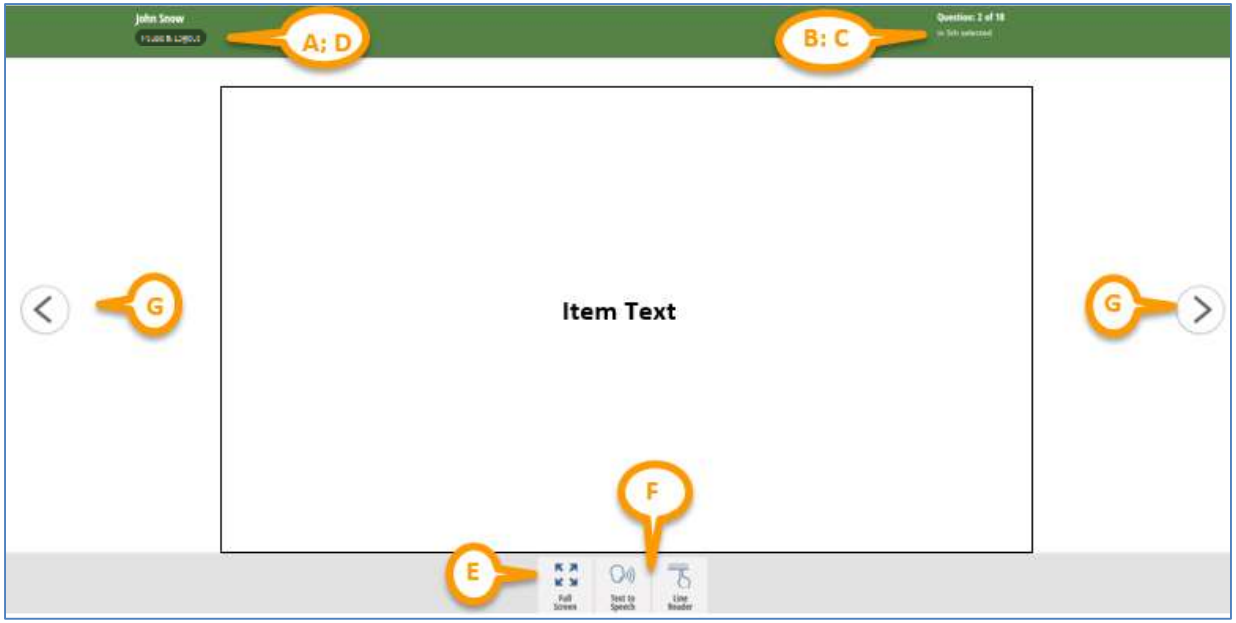


Test Taking (cont'd.)





Test Screen



A. Your name

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

C. Test name

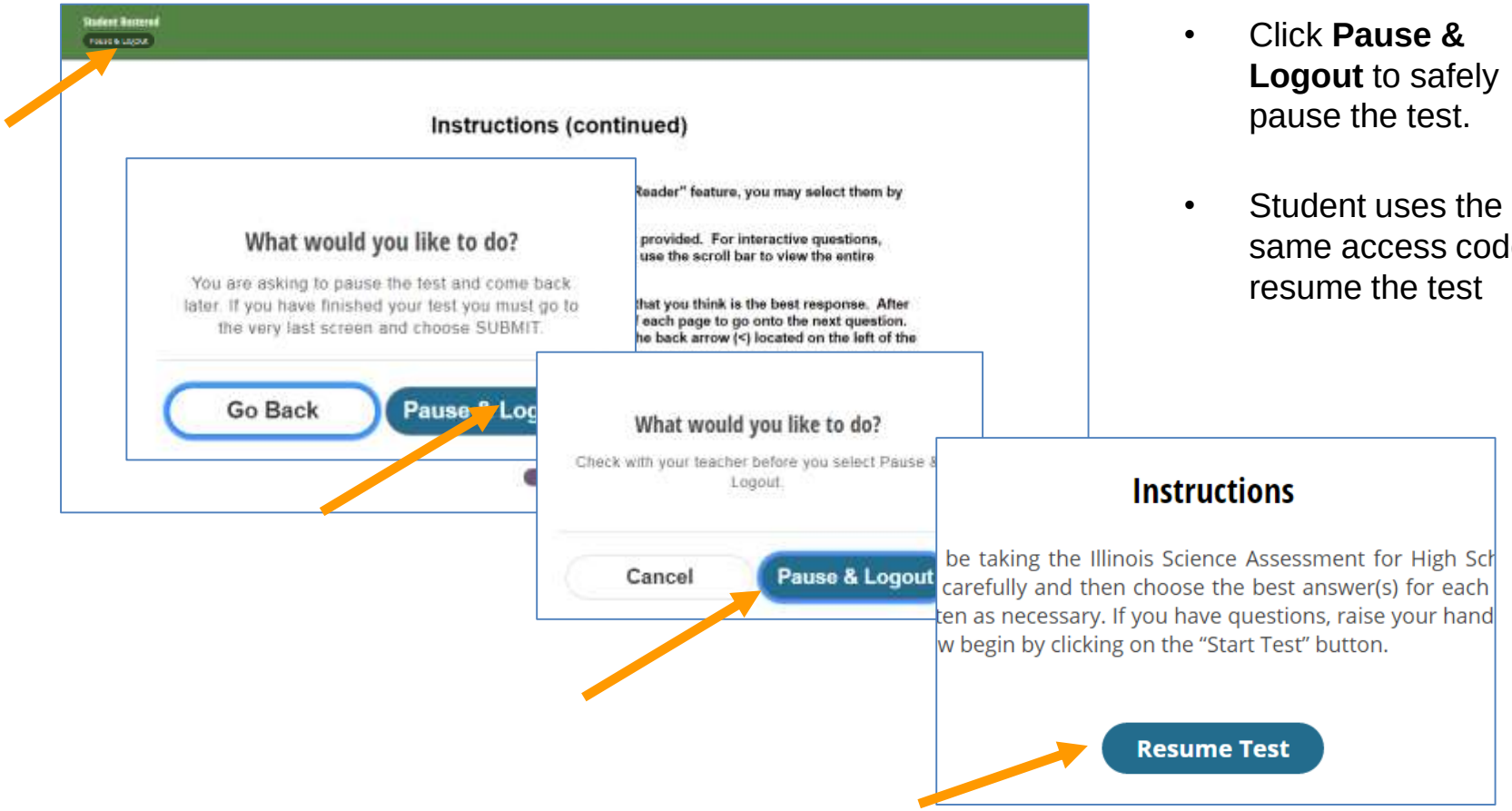
D. Pause and Logout button

E. Full Screen toggle

F. Buttons for accessibility features

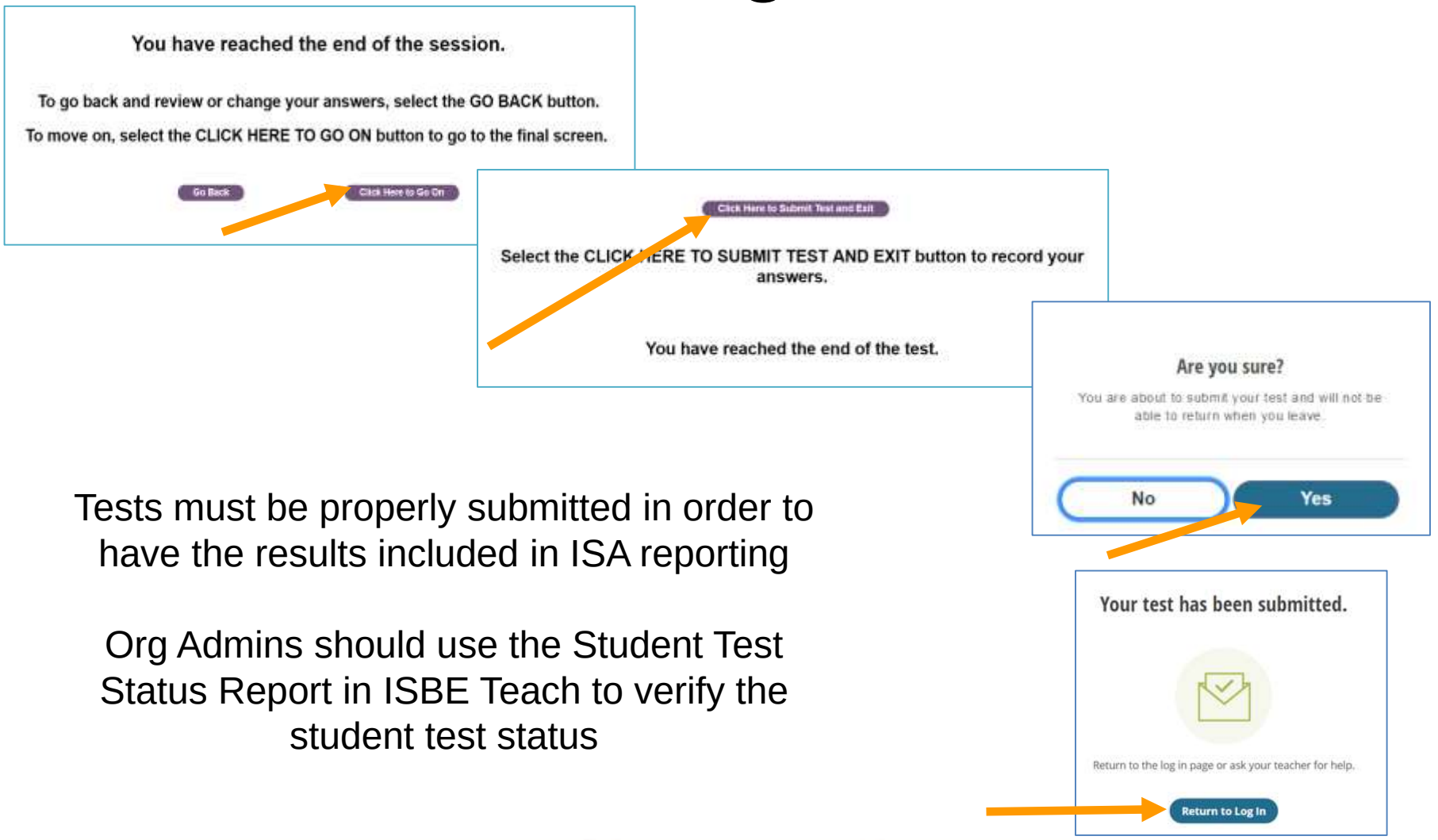
G. Next and Back buttons

Pausing the Test



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

Submitting the Test



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