ILLINOIS SCIENCE ASSESSMENT

Import Wizard Webinar
February 2018
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  • Headset connected to a computer
  • Telephone

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  • Make sure you have a microphone plugged in or the computer you are using has a microphone before raising your hand.
  • Make sure all audio settings in the computer are un-muted and speakers are turned down before talking.

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  • Question & Answer Session will be held at the end of the Webinar.
  • Raise your hand to ask a question.
  • All text messages are logged.
  • Text questions will be posted in a Q & A document after the Webinar.
  • If you are using a telephone, the audio pin number must be typed in correctly before you can talk.

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  • If you are listening via telephone and close out of the Webinar on your computer, you will be disconnected.
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
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\textsuperscript{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.
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
https://teach-isa.ileducates.org/user/login?nextDestination=dashboard
ISBE Teach Home Page

MD District Org Admin

Dashboard

1 School
3 Users
4 Classes

To manage students, classes, and tests please press the button below.
ISA Import Wizard – Step 1

Check credentials
Sort by column
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
Step 2 – Edit with Grid
Step 2 – Edit with Grid

Sort records
Filter records
Paging
Step 2 – Edit with Grid

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

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
Step 4 – View History

<table>
<thead>
<tr>
<th>Batch</th>
<th>Status</th>
<th>Creator</th>
<th>Created</th>
<th>Imported</th>
<th>Processed</th>
<th>Failed</th>
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</table>

Showing 1 to 132 of 182 entries
Step 2 – Proceed with Default

View Logs
Proceed with defaults
Step 3 – Finish Import

Records are ready
View log
Step 4 – View History

Illinois Science Assessment (ISA) Import Wizard

View History

<table>
<thead>
<tr>
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<td>24</td>
<td>7</td>
<td>17</td>
</tr>
</tbody>
</table>

Showing 1 to 132 of 102 entries
Test Coordinator submits roster

School updates SIS data

Test Admin adds student to ADS Teach

School is rostered

BT sends ISBE response

ISBE updates roster

ISBE monitors changes to SIS data to keep roster in sync

Create batch

Send batch to BT

BT imports roster

No action

Yes

No
Next Steps - Districts

• Continue to Enroll and Exit students
• Continue to submit Teacher and Student Course Assignment
DTC and STC Resources

- Posted on the ISA Website: [https://www.isbe.net/Pages/Illinois-Science-Assessment.aspx](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
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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>ISA</td>
<td>Illinois Science Assessment</td>
</tr>
<tr>
<td>ISBE Teach</td>
<td>The name of the platform used by testing administrators to manage the ISA for their students</td>
</tr>
<tr>
<td>ISBE Learn</td>
<td>The name of the testing platform used by students to take the ISA</td>
</tr>
<tr>
<td>SEB</td>
<td>The Secure Exam Browser for the ISA</td>
</tr>
</tbody>
</table>
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.
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.
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
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

<table>
<thead>
<tr>
<th>District name</th>
<th>District RCDTS</th>
<th>School name</th>
<th>School RCDTS</th>
<th>Class name</th>
<th>Test name</th>
<th>Test grade</th>
<th>Last name</th>
<th>First name</th>
<th>Student id</th>
<th>Access code</th>
<th>Test status</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT District 1</td>
<td>BT1</td>
<td>School A</td>
<td>VTSA</td>
<td>Class a5 - Grade 5 - BTSA05</td>
<td>Illinois Science</td>
<td>5</td>
<td>5</td>
<td>SS</td>
<td>SS_B TSA</td>
<td>AAAAAAA</td>
<td>Scheduled</td>
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<td>Class a5 - Grade 5 - BTSA05</td>
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<td>School A</td>
<td>VTSA</td>
<td>Class a5 - Grade 5 - BTSA05</td>
<td>Illinois Science</td>
<td>5</td>
<td>Angel</td>
<td>Sweet</td>
<td>10003_B TSA</td>
<td>DDDDDD</td>
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<td>Sweet</td>
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<td>EEEEEEEE</td>
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<td>Class b5 - Grade 5 - BTSA05</td>
<td>Illinois Science</td>
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</tbody>
</table>

- 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

<table>
<thead>
<tr>
<th>ISBE Teach</th>
<th>Administrators:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Manage districts, schools, classes, students and users</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISBE Learn</th>
<th>Students:</th>
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<tbody>
<tr>
<td></td>
<td>Take online tests</td>
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</table>

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

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- Review Student Roster and Classes; Move students to new classes (optional)
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- Assign Test Administrators to Classes

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- 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/fHGW8a9HwqJTcmadTKlECYCLEvkI lpwSE

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

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 may be used as a 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 below.

The changes have been saved.
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

- 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

- 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

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>First name</td>
<td>Last name</td>
<td>Email</td>
<td>Roles</td>
<td>State Code</td>
</tr>
<tr>
<td></td>
<td>Diana</td>
<td>Porter</td>
<td><a href="mailto:dporter8@staff.a0001.edu">dporter8@staff.a0001.edu</a></td>
<td>organization administrator</td>
<td>IL</td>
</tr>
<tr>
<td>2</td>
<td>Jesse</td>
<td>Myers</td>
<td><a href="mailto:jmyers3@staff.a0001.edu">jmyers3@staff.a0001.edu</a></td>
<td>test administrator</td>
<td>IL</td>
</tr>
<tr>
<td>3</td>
<td>Bonnie</td>
<td>Powell</td>
<td><a href="mailto:bpowell@staff.a0001.edu">bpowell@staff.a0001.edu</a></td>
<td>test administrator</td>
<td>IL</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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.
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.
ISA Preparation Checklist

**Test Operation Set up**

*Completed by ISBE Assessment Team - COMPLETE*

- Load Organizations (uses state RCDTS code)
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*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

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.
ISA Preparation Checklist

Test Operation Set up

Completed by ISBE Assessment Team - COMPLETE

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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)
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

Completed by ISBE Assessment Team - COMPLETE

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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)
• 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
• 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

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
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<tr>
<td>District name</td>
<td>District RCDTS</td>
<td>School name</td>
<td>School RCDTS</td>
<td>Class name</td>
<td>Test name</td>
<td>Test grade</td>
<td>Last name</td>
<td>First name</td>
<td>Student id</td>
<td>Access code</td>
<td>Test status</td>
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<td>Scheduled</td>
<td></td>
</tr>
</tbody>
</table>

- 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

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- Load Additional District and School Org Admins
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- 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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- 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

<table>
<thead>
<tr>
<th>ISBE Teach</th>
<th>Administrators: Manage districts, schools, classes, students and users</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISBE Learn</td>
<td>Students: Take online tests</td>
</tr>
</tbody>
</table>

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.)
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.