

# ILLINOIS SCIENCE ASSESSMENT

## Import Wizard Webinar

### April 2016



# Notice – This Webinar Is Being Recorded!

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This call is being recorded.

Please do not provide any student, personal, or vendor information.

- **Tips for Listening**
  - Computer speakers
  - Headset connected to a computer
  - Telephone
- **Tips for Speaking**
  - 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.

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

## Presenters

- **Dan Brown**  
*Division Supervisor, Assessment and Accountability*
- **David Hope**  
*Project Administrator, Information Technology*

## Contributing Members

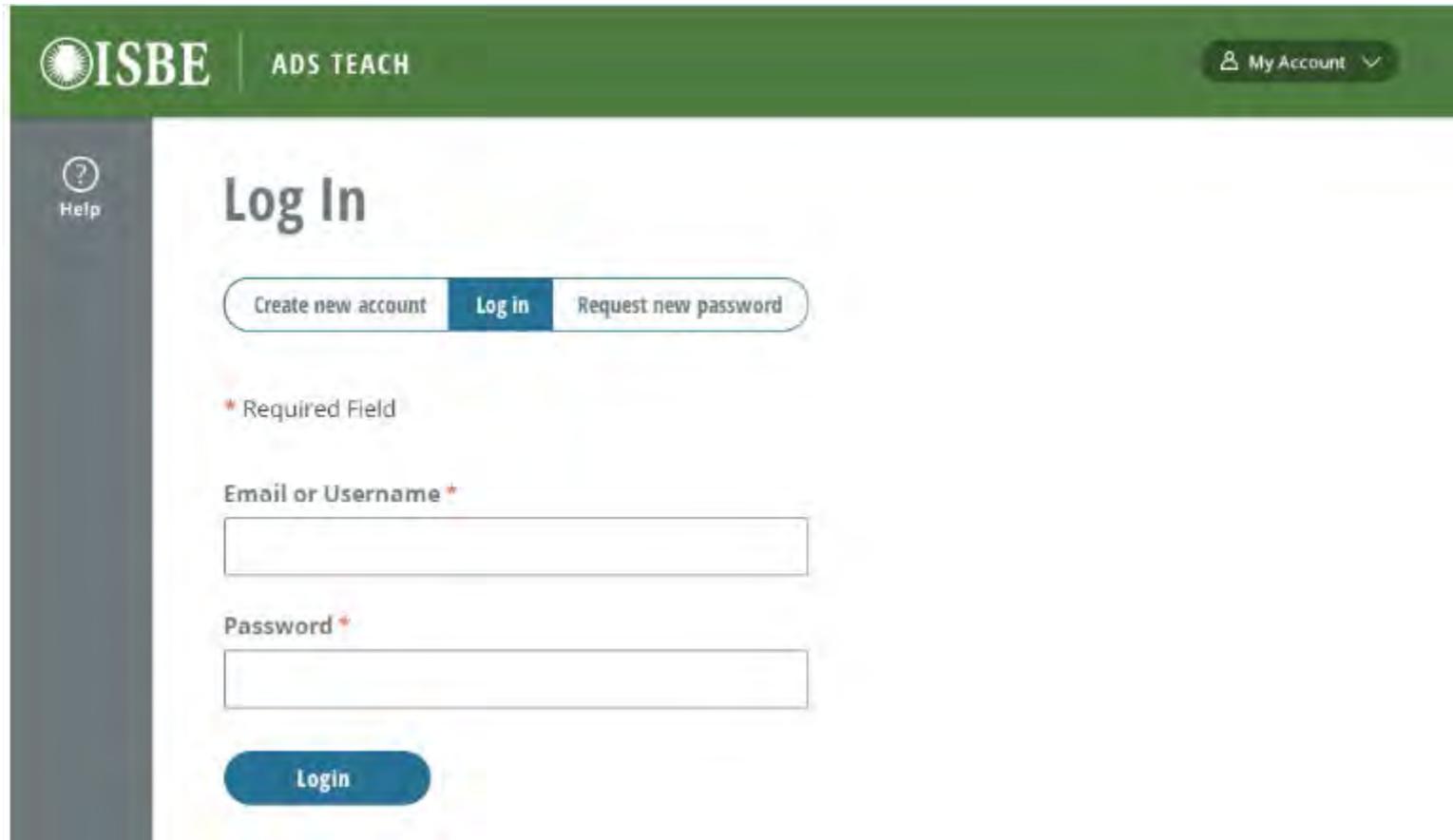
- **Pam Stanko**  
*Science Content Specialist, Assessment and Accountability*
- **Kevin Bowsher**  
*Software Developer, Information Technology*
- **Kiran Sripathi**  
*Software Developer, Information Technology*
- **Joshua Pierce**  
*Software Developer, Information Technology*
- **Ken White**  
*Software Developer, Information Technology*
- **Naga Mummadi**  
*Database Architect, Information Technology*
- **John Shake**  
*Division Supervisor, Information Technology*

- Information from the User Guide
  - Assessment Delivery System (ADS)
    - ISBE Teach – equivalent to PearsonAccess<sup>Next</sup> and KITE
    - ISBE Learn – equivalent to TestNav
- ISBE Student Information System (SIS) – Source of all 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

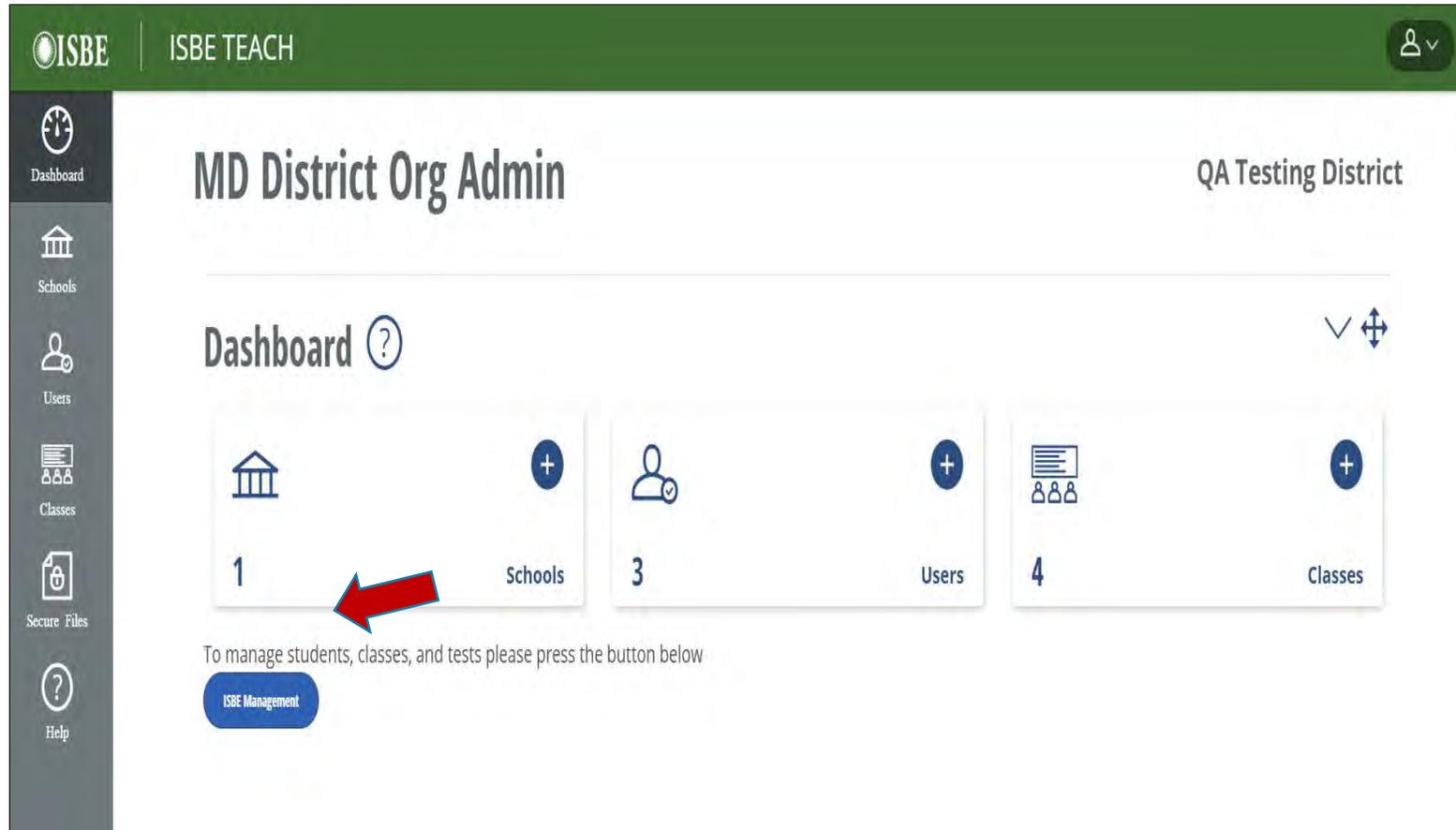
- ISBE will load the initial user accounts
- When? – Target date is Friday afternoon
- Who? – two waves
  - ISBE will pull district and school level administrator data from EPS to capture at least one district and building level person
  - ISBE will export all PAN users with roles of LEA or District Technology and load them into ISBE Teach as **District Organization Administrators**
- Why? –
  - Completing final production testing on the ISA Import Wizard today and tomorrow
  - EPS has the official administrative contact person for each organization
  - PAN has the most recent set of additional LEA and District Technology users that have been approved by superintendents (or designees)
- Do not! – attempt to add yourself as a user via ISBE Teach before the initial upload of users takes place

- ISBE will perform a statewide sweep to roster students for ISA
- This will result in students being loaded with default Test Sections (same as sessions in PAN) and test locations (testing schools)
- Why?
  - I want to do a load test on the system to see how long it takes batches to process
  - The initial load starts the churn process (automatically exiting and enrolling triggered by actions taken in SIS)
  - Completes the work for district **if you do not want to customize your sections and test locations**
- **To customize sections and test locations – continue with the ppt.**

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



The screenshot shows the login interface for the ISBE ADS TEACH system. At the top, there is a green header with the ISBE logo and the text "ADS TEACH". On the right side of the header, there is a "My Account" link with a dropdown arrow. Below the header, on the left, is a dark grey sidebar with a "Help" link. The main content area is titled "Log In" and contains three buttons: "Create new account", "Log in" (which is highlighted in blue), and "Request new password". Below these buttons, there is a red asterisk indicating a required field. The form includes two input fields: "Email or Username" and "Password", both marked with a red asterisk. At the bottom of the form is a blue "Login" button.



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, there is a user profile icon with a dropdown arrow. Below the header, the main content area is titled "MD District Org Admin" and "QA Testing District". The main content area features a "Dashboard" section with a question mark icon and a dropdown arrow. Below the dashboard title, there are 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, there is a text prompt: "To manage students, classes, and tests please press the button below" and a blue button labeled "ISBE Management". On the left side, there is a vertical sidebar with icons for "Dashboard", "Schools", "Users", "Classes", "Secure Files", and "Help".

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	<a href="#">Update</a>
MIDDLE SCHOOL #1	4/4/2016	4/29/2016	<a href="#">Update</a>
ELEMENTARY SCHOOL #1	4/4/2016	4/29/2016	<a href="#">Update</a>
ELEMENTARY SCHOOL #2	4/4/2016	4/29/2016	<a href="#">Update</a>
ELEMENTARY SCHOOL #3	4/4/2016	4/29/2016	<a href="#">Update</a>
	4/4/2016	4/29/2016	<a href="#">Update</a>

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><a href="#">Edit with CSV</a></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><a href="#">Edit with Grid</a></p>	<p>Click on the "View History" button to view a previous import file and its status.</p> <p><a href="#">View History</a></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
<a href="#">Download Student File</a>	<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

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

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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
<a href="#">Download Student File</a>	<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

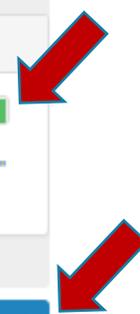
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- Click on "Upload Student File."
- If confirmation message appears "Successfully x file(s) Upload" then click "Next" button.
- If confirmation message appears "?" then click "Cancel" button and ?

Download	Upload	Progress
<a href="#">Download Student File</a>	<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



# Step 3 – Finish Import

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!

Finish

Records are ready  
View log

- 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
<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><a href="#">Edit with CSV</a></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><a href="#">Edit with Grid</a></p>	<p>Click on the "View History" button to view a previous import file and its status.</p> <p><a href="#">View History</a></p>

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

1. Verify Account | 2. Import Student Data | 3. Fresh 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

Showing 1 to 10 of 998 entries

Sort records

Filter records

Paging

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

## Illinois Science Assessment (ISA) Import Wizard

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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
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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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- 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
---------	------	------------	----	------------------	-----------------

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

Records are ready  
Proceed to  
confirmation



# Step 3 – Finish Import

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!

Finish

Records are ready  
View log



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### View History

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

View Logs  
Proceed with defaults



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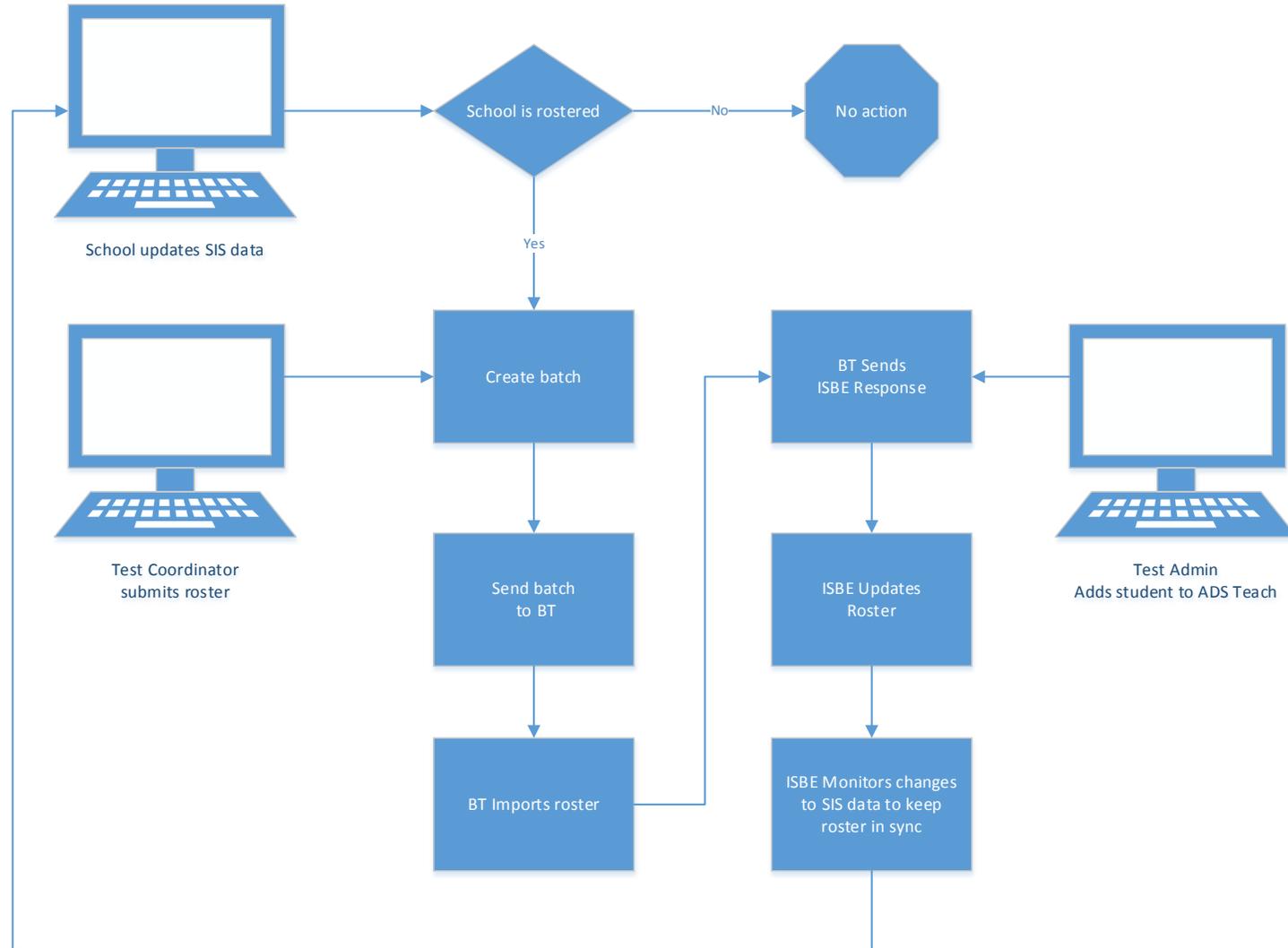
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#### View History

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Showing 1 to 102 of 102 entries



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

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

<https://d3pg1kg5uipjdh.cloudfront.net>

<https://d2bg7phh1gm4zk.cloudfront.net>

<https://parcctoolbar.speechstream.net>

<https://fonts.googleapis.com>

<https://fonts.gstatic.com>

<https://js-agent.newrelic.com>

<https://bam.nr-data.net>

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

<https://isbe-tap.s3.amazonaws.com>

<https://sec2.isbe.net>

<https://tds.ileducates.org>

- Working copy
  - Content is accurate
  - Working to reduce the 'white space' to make the document smaller
- Will be posted on the Science Web Page soon

- **ISBE Help**

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

This call is being recorded.

Please do not provide any Student, Personal, or Vendor information.

**Thank you for participating!**