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](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 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
2019
Illinois Science Assessment (ISA)
## Definitions

<table>
<thead>
<tr>
<th>ISA</th>
<th>Illinois Science Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISBE Teach</td>
<td>The name of the platform used by test 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 2019

• Submit Paused & In Progress Tests
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
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- Manage Student Test (Org Admin / Test Admin)
- Download Student Test Status Report (Org Admin)
- Submit Paused / In Progress Student Tests (Org Admin)
Submit Student Tests

- Only Org Admins can submit student tests
- Only non-active tests in Paused or In Progress status will appear on this page
- Tests can be submitted individually or in bulk.
- Confirmation is shown after the action is complete

Reminder
Once a test is submitted, this action cannot be undone.
ISBE-ISA

ISBE-Teach 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>

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

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- Review Student Test Status Report (Org Admin)
- Submit Paused / In Progress Student Tests (Org Admin)
New User Email

From: noreply@ileducates.org <noreply@ileducates.org> on behalf of ISBE Teach <noreply@ileducates.org>
Sent: Friday, February 14, 2019 7:37 AM
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

Reset password
This is a one-time login for kaskaten_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 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)

- 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 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

<table>
<thead>
<tr>
<th>Full name</th>
<th>E-mail</th>
<th>Role</th>
<th>Operations</th>
</tr>
</thead>
<tbody>
<tr>
<td>testkas3 test</td>
<td><a href="mailto:testkask3@breaktech.com">testkask3@breaktech.com</a></td>
<td>organization administrator</td>
<td>edit</td>
</tr>
<tr>
<td>District1 OA</td>
<td><a href="mailto:District1_OA@breaktech.com">District1_OA@breaktech.com</a></td>
<td>organization administrator</td>
<td>edit</td>
</tr>
</tbody>
</table>
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)
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☐ 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)
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☐ Manage Student Test (Org Admin / Test Admin)
☐ Download Student Test Status Report (Org Admin)
☐ Submit Paused / In Progress Student Tests (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

- **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 cannot 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.
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
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**

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- **Assign Test Administrators to Classes**

**Test Preparation & Management**

*Completed by Districts/Schools Org Admins*

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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.
ISA Preparation Checklist

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- Submit Paused / In Progress Student Tests (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

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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)
- Submit Paused / In Progress Student Tests (Org Admin)
Test Page - Overview

- Use org filters to select the class
- Tests are automatically assigned
- One row/test assignment per student grade level

**Download / Print Access Codes**
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>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td>BT District 1</td>
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<td>Class a5 - Grade 5 - BTSA05</td>
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<tr>
<td>BT District 1</td>
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<td>Sweet</td>
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<td>Class b5 - Grade 5 - BTSA05</td>
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<td>First113-01</td>
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<td>Last113-02</td>
<td>First113-02</td>
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<td>9</td>
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<td>ArtsTest1</td>
<td>1002_B TSA</td>
<td>DVEHENVILG</td>
<td>Scheduled</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
Submit Student Tests

Only Org Admins can submit student tests
Only non-active tests in Paused or In Progress status will appear on this page
Tests can be submitted individually or in bulk.
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<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.)

[Image of two GUI screens for verifying identity and test ownership]
Test Taking (cont’d.)

Instructions

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.
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.
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
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)
- Submit Paused / In Progress Student Tests (Org Admin)