



# 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
2 Techtopia	123451234512345	<b>NCEXKJEOAG</b>	BTSEBS71101
3 Techtopia	123451234512345	<b>RKBGMYG MWD</b>	BTSEBS71110
4 Techtopia	123451234512345	<b>JLPVCXPCLH</b>	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 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

ISA	Illinois Science Assessment
ISBE Teach	The name of the platform used by test 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 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
- ☐ 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)



# Submit Student Tests

## Submit Student Tests

BT District UAT

Tests Overview Test Assignments **Submit Student Tests**

**The *Submit Student Test* action should only be completed for students who are done testing. Once a test is submitted, it is not possible for the student to continue testing. In Progress student tests will not appear on this list until the test status has not changed for 3 hours.**

School U Class 1u - Grade 2 - BTDUAT1U01 (27)

Submit selected tests

<input type="checkbox"/>	Test Name	Student	Test Status	Operations
<input type="checkbox"/>	ISA Tutorial Non-Secure Grade 2 Science	First12 Last12 BTDUAT1U0112	Paused	<span>Submit Test</span>
<input type="checkbox"/>	ISA Tutorial Non-Secure Grade 2 Science	First13 Last13 BTDUAT1U0113	Paused	<span>Submit Test</span>

- 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

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

## Users

Organization Administrators  
Test Administrators

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



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# New User Email

From: [noreply@ileducates.org](mailto:noreply@ileducates.org) <[noreply@ileducates.org](mailto:noreply@ileducates.org)> on behalf of ISBE Teach <[noreply@ileducates.org](mailto: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/fHGW8a9HwqJTcmadTKltECYCLevkrlBpwSE>

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


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

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


-- ISBE team



# New User Email / Account Set Up

 ISBE

ISBE TEACH

 Help

## Reset password

This is a one-time login for *kaskasten\_5536* and will expire on *Fri, 02/24/2017 - 11:47*.

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

This login can be used only once.

Log in

ISBE TEACH

E-mail address \*

newuser@example.com

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

Password

.....

Password compliance: 3 of 3

Confirm password

.....

Passwords match: yes

To change the current user password, enter the new password.



The changes have been saved.



# Dashboard: Org Admin

## (District Level)

ISBE | ISBE TEACH

ISBE UAT District A Org Admin

UAT DISTRICT A

Dashboard ?

Schools	Users	Students
3	32	76

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

[ISBE Management](#)

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



# Dashboard: Org Admin

## (School Level)

The screenshot shows the 'School Org Admin' dashboard for 'ISBE School Demo'. The top navigation bar includes the ISBE logo and 'ISBE TEACH'. A left sidebar contains links for Dashboard, Students, Users, Tests, and Help. The main content area is titled 'School Org Admin' and features a 'Dashboard' section with three summary cards: 'Users' (3), 'Students' (28), and 'Assigned Tests' (83). Each card has an icon and a '+' button. Below these cards is a text prompt: 'To manage students, classes, and tests please press the button below', followed by a blue 'ISBE Management' button. A user profile icon is visible in the top right corner.

Category	Count
Users	3
Students	28
Assigned Tests	83

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



# Dashboard: Test Admin

The screenshot shows the ISBE Test Admin dashboard. At the top, there is a green header bar 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, on the left, is a dark grey sidebar with four icons: a dashboard icon, a group of people icon labeled 'Students', a document icon labeled 'Tests', and a question mark icon labeled 'Help'. The main content area has a title 'ISBE Test Admin' and a school identifier 'BT School' in the top right. Below the title, there is a 'Dashboard' label with a help icon and a collapse/expand icon. The dashboard features two summary cards: the first card shows a group of people icon, the number '79', and the label 'Students'; the second card shows a document icon with a checkmark, the number '266', and the label 'Assigned Tests'.

Category	Count
Students	79
Assigned Tests	266

- 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

ISBE | ISBE TEACH

Dashboard  
 Schools  
 Students  
 Users

## Schools

Show  entries

UAT DISTRICT A

Search

School ID	School	Code	Classrooms	Users	Students
15	UAT School A.1	UATA1	4	<a href="#">22</a>	<a href="#">61</a>
16	UAT School A.2	UATA2	3	<a href="#">3</a>	<a href="#">15</a>

Showing 1 to 2 of 2 entries

Previous **1** Next

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



# Students Page

ISBE | ISBE TEACH

Dashboard  
 Schools  
 Students  
 Users  
 Tests  
 Help

## Aicha School Students

+ Add Single Student

Aicha School ▾ All Students ▾

Search

State identifier	First name	Middle name	Last name	Grade	Operations
<a href="#">1284474</a>	Sebastian		Trevis	8	<a href="#">Generate access code</a> ▾
<a href="#">147960</a>	Aicha		Bellani	8	<a href="#">Generate access code</a> ▾
<a href="#">147961</a>	Anais		Bellagio	8	<a href="#">Generate access code</a> ▾

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



# Users Page

ISBE TEACH

Dashboard  
 Schools  
 Students  
 Users  
 Tests  
 Help

## BT District 1 Users

- Select School -

Assign to ClassUpload Users+ Add Single User

Show 25 entries

Search

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

Start 1 to 2 of 2 entries

Previous1Next

- 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

ISBE | ISBE TEACH

Tests

Tests Overview | Test Assignments | Submit Student Tests

BT District | BT School 1 | BT class 1a - Grade 2 - BTD1S1C1 (12)

Search

Test Name	Grade	Subject	Number of Assignments	Operations
ISA 2018 SEB Install Check	K	Science	5	Generate Access Codes

- Generate test access codes for the class

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

ISBE | ISBE TEACH

Test Assignments

Tests Overview | Test Assignments | Submit Student Tests

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

BT District | BT School 1 | BT class 1a - Grade 2 - BTD1S1C1 (12)

Search

Test Name	Student	Test Status	Operations
ISA 2018 SEB Install Check Grade K Science	kask Student 013101 013101_BT D1S1	Scheduled	Reset Student Login   Cancel Test
ISA 8th for OA Testing - Non-secure	kask Student 013101		



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## Test Preparation & Management

Completed by Districts/Schools Org Admins

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# Users Page

ISBE | ISBE TEACH

Dashboard  
 Schools  
 Students  
 Users  
 Tests  
 Help

## BT District 1 Users

- Select School -

Assign to ClassUpload Users+ Add Single User

Show 25 entries

Search

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

Start 1 to 2 of 2 entries

Previous1Next

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



# Add New Users

ISBE | ISBE TEACH

BT District 1 Users

- Select School -

Assign to Class Upload Users + Add Single User

Show 25 entries

Search

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

Start 1 to 2 of 2 entries

Previous 1 Next

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

4990

Users



# 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

**Add user**

E-mail \*

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

Full name \*

First name Last name

Organization

BT District 1 • All Schools •

Role \*

☐ Organization administrator  
☐ Test administrator

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

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

**School A Users** BT District 1

A welcome message with further instructions has been e-mailed to the new user [Kask\\_OA@breaktech.com](mailto:Kask_OA@breaktech.com).

School A

Show 25 entries

	Full name	E-mail	Role	Operations
<input type="checkbox"/>	SchoolA-kask OA	Kask_OA@breaktech.com	organization administrator	<input type="button" value="edit"/>
<input type="checkbox"/>	Diana Porter	dporter8@mailinator.com	organization administrator	<input type="button" value="edit"/>



# 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	<b>First name</b>	<b>Last name</b>	<b>Email</b>	<b>Roles</b>	<b>State Code</b>	<b>Organization Identifiers</b>
2	Diana	Porter	dporter8@staff.a0001.edu	organization administrator	IL	a0001
3	Jesse	Myers	jmyers3@staff.a0001.edu	test administrator	IL	ab0001
4	Bonnie	Powell	bpowell@staff.a0001.edu	test administrator	IL	ab0001,ab0002
5						

- **First name and Last name** - the full name of the staff member to add as an ADS user.
- **Email** - the person's business Email address.
- **Roles** - indicates the staff member's functional role. May either be: organization administrator or test administrator
- **State Code** - two-letter postal code for the user's state. (IL)
- **Organization Identifiers** – Use the **RCDTS** code for the organization. To assign more than one org to a user, separate RCDTS codes utilizing a comma in the appropriate cell on the spreadsheet.

## Notes:

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



# Edit Users

ISBE | ISBE TEACH

BT District 1 Users

- Select School -

Assign to Class Upload Users + Add Single User

Show 25 entries

Search

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

Start 1 to 2 of 2 entries


Previous 1 Next


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


 ISBE | ISBE TEACH


  
Dashboard

  
Schools

  
Students

  
Users

  
Tests

  
Help

## ISBE Test Admin

View

Edit

Administer classes

Account

Organization

**E-mail address \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address will be used to create a user account in the system. The e-mail address is used to receive certain news or notifications by e-mail.

**Password**

Password compliance:

**Confirm password**

To change the current user password, enter the new password in both fields.

**Passwords must meet the following requirements:**

- Password cannot match 3 past passwords.
- Password must not contain their username.
- Password must have at least 5 character(s).

**Status**

Org Admins can:

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



# Edit User Organizations

ISBE TEACH

## ISBE Test Admin

View Edit Administer classes

Account Organization

Organization

ISBE	-
IL	-
BT District	-
BT School 2	-

Add

Organizations

ISBE > IL > BT District > **BT School** Remove

Save

To add a new org:

- Use the drop down filters to select the new organizations
- Click **Add**
- Click **Save**

To remove an org:

- Click **Remove**
- Click **Save**

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



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# Assign Test Admins to Classes

ISBE | ISBE TEACH

Organization Name BT District S

## School Z Users

School Z

Org Filters

Assign to Class Upload Users Add Single User

Show 25 entries

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

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





# Assign Test Admins to Classes

ISBE | ISBE TEACH

School Z Users

Organization Name BT District 5

School Z

Org Filters

Assign to Class Upload Users Add Single User

Show 25 entries

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

ISBE | ISBE TEACH

BT School Users

BT School

Select classes to assign the following user:

- ISBE Test Admin

Show 10 entries

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

Showing 1 to 10 of 16 entries



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# Students Page

ISBE | ISBE TEACH

Dashboard  
 Schools  
 Students  
 Users  
 Tests  
 Help

## Aicha School Students

Aicha School ▾

All Students ▾

Search

State identifier	First name	Middle name	Last name	Grade	Operations
<a href="#">1284474</a>	Sebastian		Trevis	8	<div>Generate access code ▾</div>
<a href="#">147960</a>	Aicha		Bellani	8	<div>Generate access code ▾</div>
<a href="#">147961</a>	Anais		Bellagio	8	<div>Generate access code ▾</div>

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



# ISBE Mgmt. Tool / Import Wizard

The screenshot shows the ISBE UAT District A Org Admin dashboard. The header includes the ISBE logo and 'ISBE TEACH'. The main title is 'ISBE UAT District A Org Admin'. The dashboard displays three cards: '3 Schools', '32 Users', and '76 Students'. Below these cards, a message states: 'To manage students, classes, and tests please press the button below'. An orange arrow points to a button labeled 'ISBE Management'.

Category	Count
Schools	3
Users	32
Students	76

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



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# Test Page - Overview

ISBE | ISBE TEACH

## Tests

Tests Overview | Test Assignments | Submit Student Tests

BT District | BT School 1 | BT class 1a - Grade 2 - BTD1S1C1 (12)

Test Name	Grade	Subject	Number of Assignments	Operations
ISA 2018 SEB Install Check	K	Science	5	<a href="#">Generate Access Codes</a>

- 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

Class Name: GR 2 Default - Grade 2 - GR2		
Test Name: Grade 2 Publishing Check		
Last Name, First Name	Student ID	Access Code
Rostered, Student	1001	HCSMDEBHVJ
Rostered, Student	1012	DIGFKSXZDP
Rostered, Student	1017	FGIPNSOCWX
Rostered, Student	1019	HIUOJYPYEA



# Test Page - Assignments

ISBE | ISBE TEACH

## Test Assignments

Tests Overview | **Test Assignments** | Submit Student Tests

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

BT District | BT School 1 | BT class 1a - Grade 2 - BTD1S1C1 (12) | Search

Test Name	Student	Test Status	Operations
ISA 2018 SEB Install Check Grade K Science	kask Student 013101 013101_BT D1S1	Scheduled	Reset Student Login   Cancel Test
ISA 8th for QA Testing - Non-secure	kask Student 013101		

- 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

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## Test Assignments

Tests Overview | **Test Assignments** | Submit Student Tests

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

BT District | BT School 1 | BT class 1a - Grade 2 - BT D1S1C1 (12)

Search

Test Name	Student	Test Status	Operations
ISA 2018 SEB Install Check Grade K Science	kask Student 013101 013101_BT D1S1	Scheduled	Reset Student Login   Cancel Test
ISA 8th for OA Testing - Non-secure	kask Student 013101		

- 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	SS_BTSA	AAAAAAAAAA	Scheduled
3	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	2018 Illinois Sci	5	5 SS	SS	SS_BTSA	BBBBBBBBBB	Submitted
4	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	Illinois Science	5	5 SS	SS	SS_BTSA	CCCCCCCCCC	Scheduled
5	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	Illinois Science	5	Angel	Sweet	10003_BTSA	DDDDDDDDDD	Canceled
6	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	Illinois Science	5	Angel	Sweet	10003_BTSA	EEEEEEEEEEEE	Submitted
7	BT District 1	BT1	School A	BTSA	Class a9 - Grade 9 - BTSA09	2018 Illinois Sci	9 extra	extra	extra	EXTRA_BTSA	YXCShRWZS	Paused
8	BT District 1	BT1	School A	BTSA	Class b5 - Grade 5 - BTSA05	Illinois Science	5	Last113-01	First113-01	BTSB0501	LPZDUSKDKK	Scheduled
9	BT District 1	BT1	School A	BTSA	Class b5 - Grade 5 - BTSA05	Illinois Science	5	Last113-01	First113-01	BTSB0501	WETWAYJLQ	Scheduled
10	BT District 1	BT1	School A	BTSA	Class b5 - Grade 5 - BTSA05	2018 Illinois Sci	5	Last113-01	First113-01	BTSB0501	EOVRSKEPIX	Scheduled
11	BT District 1	BT1	School A	BTSA	Class a5 - Grade 5 - BTSA05	Illinois Science	5	Last113-01	First113-01	BTSA0501	JJJJJJJJJJ	Paused
12	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	Illinois Science	8	8 SS	SS	108_BTSA	KKKKKKKKKK	Scheduled
13	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	2018 Illinois Sci	8	8 SS	SS	108_BTSA	LLLLLLLLLL	Submitted
14	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	Illinois Science	8	8 SS	SS	108_BTSA	MMMMMMMMMM	Scheduled
15	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	Illinois Science	8	Last113-01	First113-01	BTSA0801	HWRQFYGNUB	Submitted
16	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	2018 Illinois Sci	8	Last113-01	First113-01	BTSA0801	GSOXCONKJL	Paused
17	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	Illinois Science	8	Last113-01	First113-01	BTSA0801	WVQTYNYXPA	Scheduled
18	BT District 1	BT1	School A	BTSA	Class a8 - Grade 8 - BTSA08	Illinois Science	8	Last113-02	First113-02	BTSA0802	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
21	BT District 1	BT1	School B	BTSB	Class a9 - Grade 9 - BTSA09	Illinois Science	9	TestQA1	ArisTest1	1002_BTSA	WQEPBOVBC	Submitted

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



# Submit Student Tests

## Submit Student Tests

BT District UAT

Tests Overview Test Assignments **Submit Student Tests**

**The *Submit Student Test* action should only be completed for students who are done testing. Once a test is submitted, it is not possible for the student to continue testing. In Progress student tests will not appear on this list until the test status has not changed for 3 hours.**

School U Class 1u - Grade 2 - BTDUAT1U01 (27)

Submit selected tests

☐

Test Name	Student	Test Status	Operations
<input type="checkbox"/> ISA Tutorial Non-Secure Grade 2 Science	First12 Last12 BTDUAT1U0112	Paused	<span>Submit Test</span>
<input type="checkbox"/> ISA Tutorial Non-Secure Grade 2 Science	First13 Last13 BTDUAT1U0113	Paused	<span>Submit Test</span>

- 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.



# 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)



# ISA Tutorial

Home > Assessment > Illinois Science Assessment (ISA)

ASSESSMENT

Illinois Science Assessment (ISA)

RESOURCES

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

ASSESSMENT

## ILLINOIS SCIENCE ASSESSMENT (ISA)

This Illinois Science Assessment (ISA) page will be updated as information becomes available. The ISA is **not** an alternate assessment. Students who participate in the DLM-AA alternate assessment will be assessed in science in grades 5, 8, and 11.

In compliance with federal testing requirements, Illinois will administer a science assessment to students enrolled in a public school district in grades 5, 8 and once at the high school level. The high school assessment utilizes a course-based model with content aligned to Biology I. The assessment will be administered in an online format and is aligned to the Illinois Learning Standards for Science incorporating the Next Generation Science Standards (NGSS), which were adopted in 2014.

News and Updates

2017 Illinois Science Assessment Results

2016 Illinois Science Assessment Results

Resources and Documents

TEST COORDINATORS AND ADMINISTRATORS

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



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

ISBE | ISBE TEACH

## Illinois Science Assessment (ISA) Tutorial

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

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

Please note the following:

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

Start Tutorial

Return to ISBE.net/ISA



# ISBE-ISA

## ISBE-Learn Walkthrough



# System Components


ISBE Teach	<b>Administrators:</b> Manage districts, schools, classes, students and users
ISBE Learn	<b>Students:</b> 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

 ILLINOIS SCIENCE ASSESSMENT


Welcome!



Today you will have an opportunity to show what you know and have learned. To begin, you will need to log in. If you do not have your login information ready, please ask your teacher for help.

Select the "Start" button when you are ready to log in.

Start

 ILLINOIS SCIENCE ASSESSMENT

Login

Access Code


Submit




# Test Taking (cont'd.)

ISBE | ILLINOIS SCIENCE ASSESSMENT


Is this you?

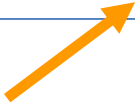
  
**Marie Antoinette**  
7th Grade at QA Testing School



ISBE | ILLINOIS SCIENCE ASSESSMENT

Is this your test?

  
**ISBE - 5th Grade (non-linear)**







# Test Taking (cont'd.)

John Snow  
Exit

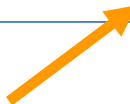
ISA 2016 - 8th Grade

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

Instructions

WE NEED INSTRUCTIONS HERE

Start Test



John Snow  
Exit

Instructions (continued)

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

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

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

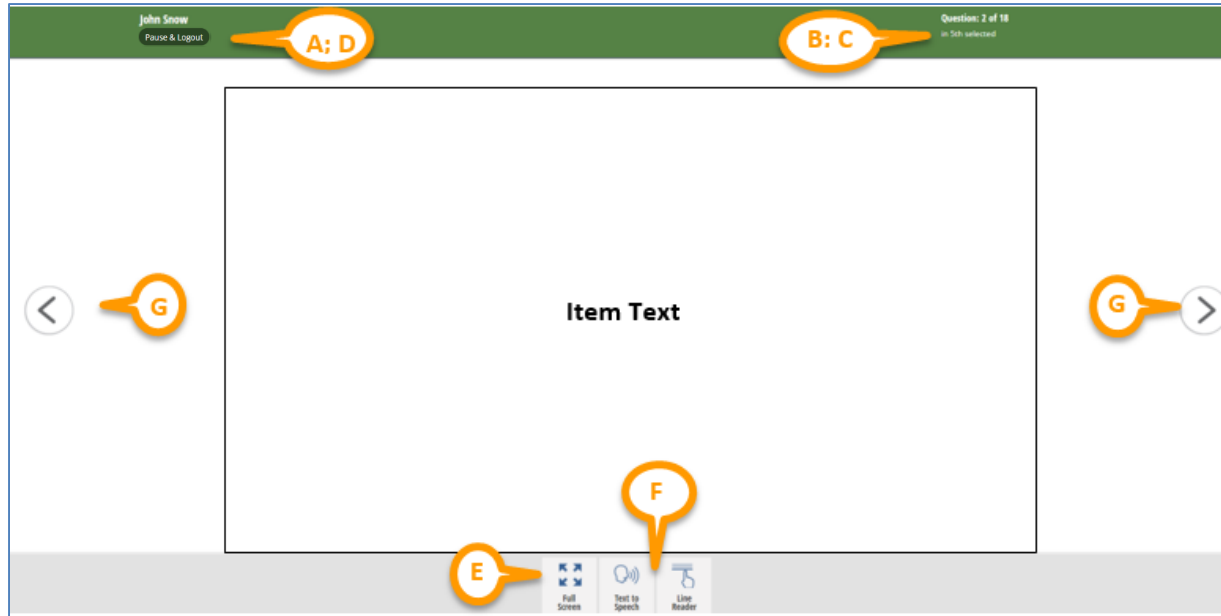
Select the GO ON button to start.

Go On





# Test Screen



**A.** Your name

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

**C.** Test name

**D.** Pause and Logout button

**E.** Full Screen toggle

**F.** Buttons for accessibility features

**G.** Next and Back buttons



# Pausing the Test

**Student Rostered**  
Pause & Logout

**Instructions (continued)**

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

Go Back Pause & Logout

**What would you like to do?**  
Check with your teacher before you select Pause & Logout.

Cancel Pause & Logout

**Instructions**  
be taking the Illinois Science Assessment for High School students. Please read the instructions carefully and then choose the best answer(s) for each question as necessary. If you have questions, raise your hand. To begin the test, please click on the "Start Test" button.

Resume Test

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



# Submitting the Test

You have reached the end of the session.

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

Go Back

Click Here to Go On

Click Here to Submit Test and Exit

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

You have reached the end of the test.

Are you sure?

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

No

Yes

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

Your test has been submitted.



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

Return to Log In



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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)