

Working with users in the ISA

User types

ISBE Teach administration-level users (district, school and test) must have accounts to access ADS features. Most user accounts provide access to ISBE Teach for the purpose of working with organization records, student data, and test assignments.

Those who administer or work with tests must also have user accounts, so that they can access the student test assignments, testing status and other records in ISBE Teach.

Students do not have assigned user accounts for ISBE Learn. They get an access code for their test specified for their organization level, as discussed in Taking Tests.

User Roles

	District Org Administrator	School Org Administrator	Test Administrator
Students			
View All Students at a School	X	X	
View Student Class Roster	X Can view student class rosters at any school within their district	X Can view student class rosters within their school	X Can view student class rosters for their assigned class(es)
View / Edit Student Profile	X Can view/edit any student within their district	X Can view/edit any student within their school	X Can view/edit any student in their assigned class(es)
Add Single Student to a Class (Walk-ins)	X	X	
Generate Access Code for a Single Student	X	X	X
Tests			

	District Org Administrator	School Org Administrator	Test Administrator
View Test Assignments by Class	X Can view test assignments for any class within their district	X Can view test assignments for any class within their school	X Can view test assignments for their assigned class(es)
Generate Test Access Codes for a Class	X	X	X
Reset Student Login	X	X	
Cancel a Student Test	X	X	
Restore a Canceled Test	X	X	
Users			
View Users	X Can view other district or school users within their district	X Can view other school users within their school	
Upload Users (via CSV file)	X	X	
Edit User Account Information (Name, Email, Password)	X	X	
View/Change User Role	X	X	
View/Change User Status	X	X	
View User Class Assignments	X	X	
Assign User to	X	X	

	District Org Administrator	School Org Administrator	Test Administrator
Class			
Remove User Class Assignments	X	X	
Grant/Revoke User Permission to an Organization	X	X	

Setting up and maintaining user accounts

Each staff member in the districts and schools who will work with ISBE Teach must have a user account. Use the User Upload Template to enter the information into a comma-separated (.csv) file, and then upload the file through ISBE Teach. Many of the Organization Administrators will be pre-populated by ISBE. It will then be the responsibility of the Org Admins to create accounts for additional District or School Org Admins and all Test Administrators.

Note: All users must be created via the User Upload Template.

Preparing the user template for uploading

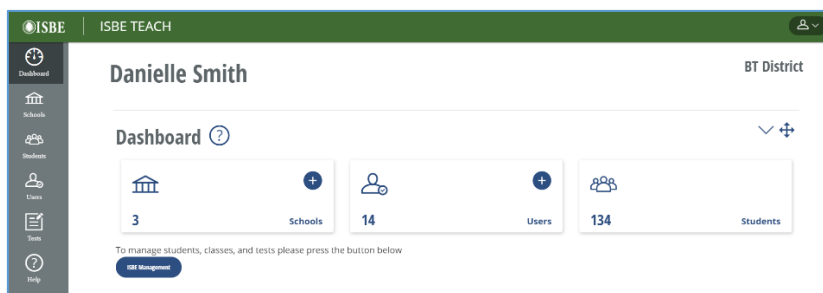
To download and prepare the user template for upload



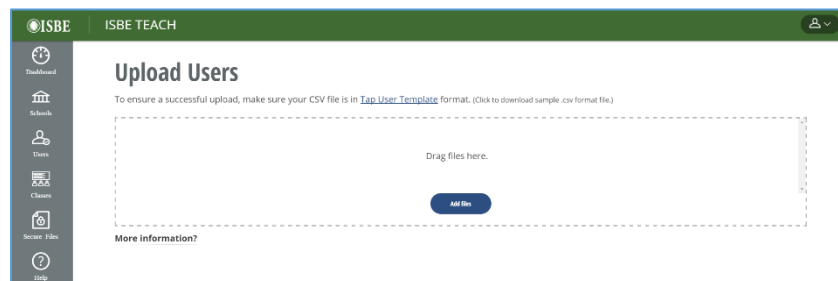
1. Open the Upload Users page.

Click the  button on the Users tile in ISBE Teach, or click the **Upload Users** button at the top of the **Users** Page.

The **Upload Users** page opens.



2. Click the link **Tap User Template** to download the template file. You will use the template to set up the schools or other organizations.



3. Open the file **tapuser_template.xlsx** in Excel or another spreadsheet software program.

	A	B	C	D	E	F
1	First name	Last name	Email	Roles	State Code	Organization Identifiers
2	Diana	Porter	dporter8@staff.a0001.edu	organization administrator	IL	a0001
3	Jesse	Myers	jmyers3@staff.a0001.edu	test administrator	IL	ab0001
4	Bonnie	Powell	bpowell@staff.a0001.edu	test administrator	IL	ab0001,ab0002
5						

Note: Make sure to keep the column headers as is in row 1, but delete the examples in rows 2-4 of the User Upload Template.

4. Enter each user's information on a separate row:
 - **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.

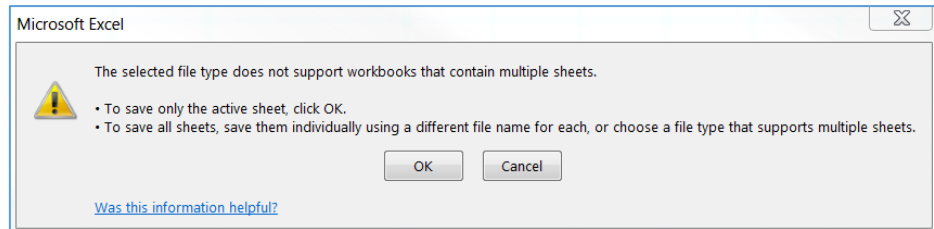
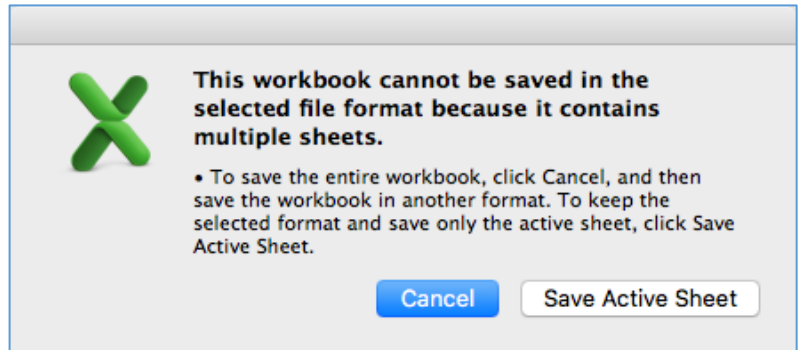
Notes:

- 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.

5. Save the file in Windows Comma Separated values format (.csv).

NOTE: A .csv file does not support multiple tabs. Your computer displays a message asking how you want to save the file.


- If the data tab was the active sheet when you saved the file, click **Save Active Sheet** or **OK**.
- Follow the on screen prompts to save the file.

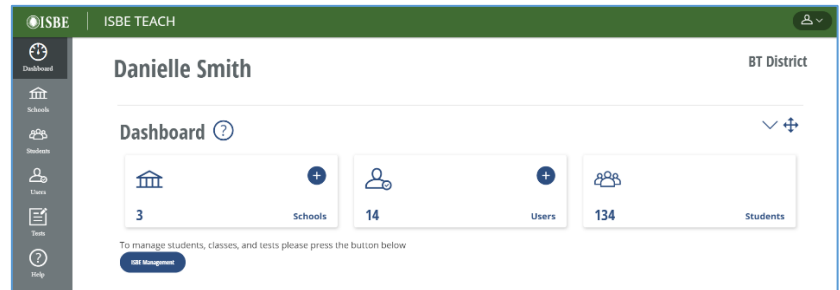


Uploading user information

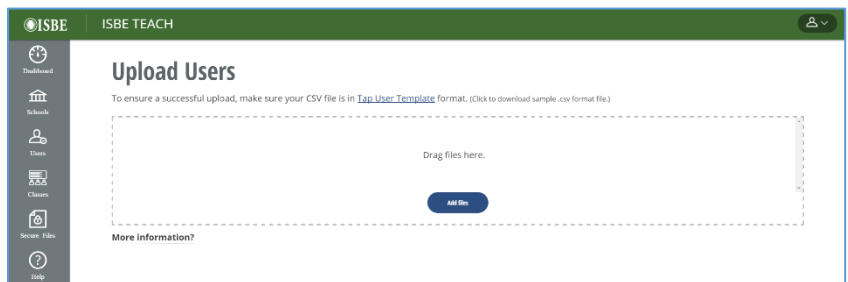
To upload user information

Org Admin	Test Admin	Student
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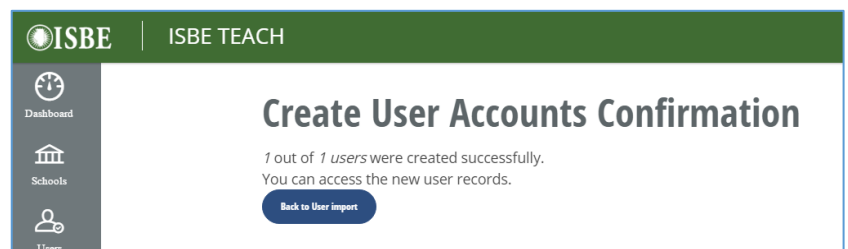
1. Click the  button on the Users Dashboard menu bar in ISBE Teach, or click the **Upload Users** button at the top of the **Users** Page
The **Upload Users** page opens.



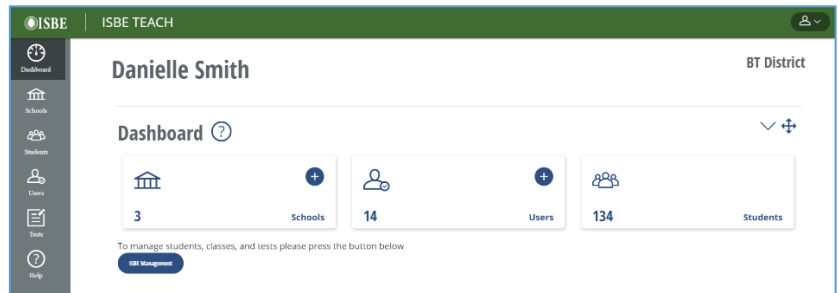
2. Add the .csv file with user information in one of two ways:
 - a. Drag the .csv file with user information into the box.
 - b. Click **Add files**, locate and select the .csv file with user information, and then click **Open**.



3. You will briefly see a "Processing..." message.
4. If the upload completes with no errors you will see Create User Accounts Confirmation.
5. If ADS encounters problems with the upload, a page appears that lists the errors that prevented a successful upload. Correct your .csv file and try the upload again.



6. When you have successfully uploaded users, the number of users visible to you on the ISBE Teach dashboard will increase.



Notes:

Upon upload and creation, new users will receive email messages confirming their new accounts and a time sensitive password creation URL prompt (this email is valid for 72 hours). These emails contain the URL for ISBE Teach.

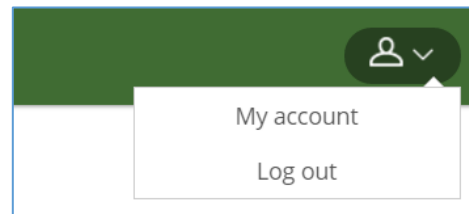
Uploading Test Administrators: After uploading new test administrators, you should assign them to classes. In order for Test Admins to see students and rostered classes, they must first be assigned to classes. See [Assigning users to classes](#) for details. It is not required to assign Org Admins to classes as they have access to all classes at their permitted schools.

Editing user information

Edit your own user account

Users are able to edit their own email address or create a new password by selecting the **My account** link from the account icon in the upper right corner of the page.

Note: The email address used in the ISBE Teach must match the email address associated with the ISBE SIS system in order to roster or update classes.



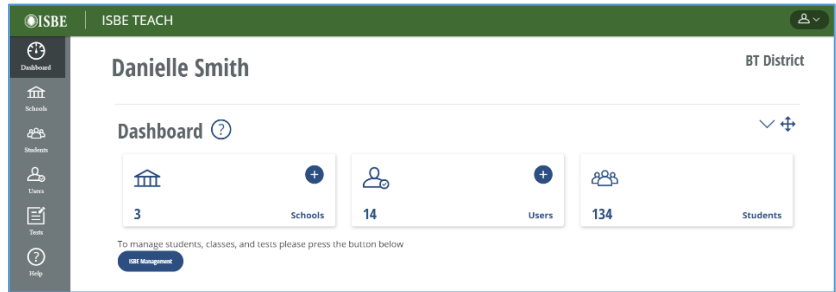
Editing another user's account

As an Org Admin, you can edit another user's information if the user is either a peer or a subordinate within your organization. I.e. if you have district level permissions, you may edit other district or school users within your district. If you have school level permissions, you may edit other school users within your school.

To edit another user's account



1. Select the **Users tile** from the ISBE Teach Dashboard or select **Users** from the left Navigation Menu.

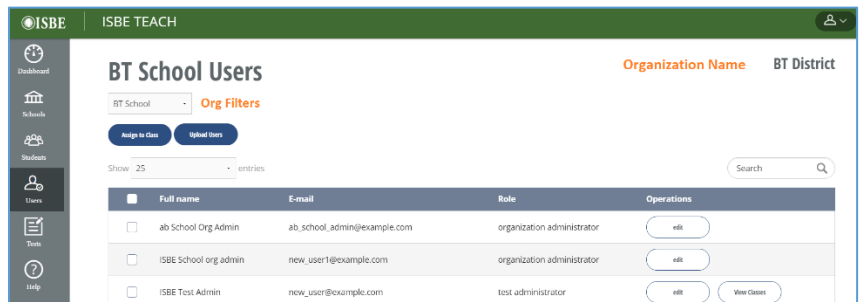


2. Use the **Org Filters** above the table to select the organization of the user you wish to edit.

For District Org

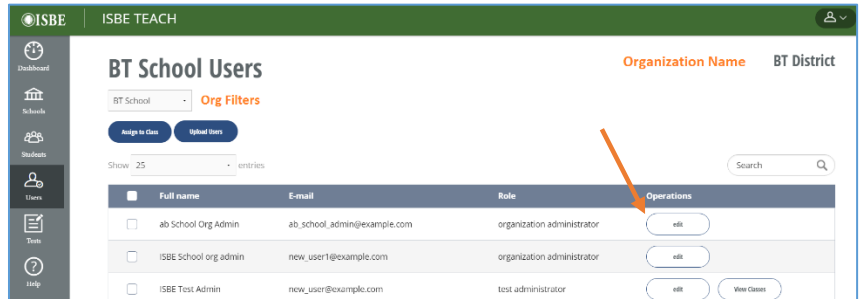
Admins: To see all of the users at the district level, select the -Select School- option.

Note: if you belong to multiple districts or multiple schools, use the Organization Name filter to select the desired organization.

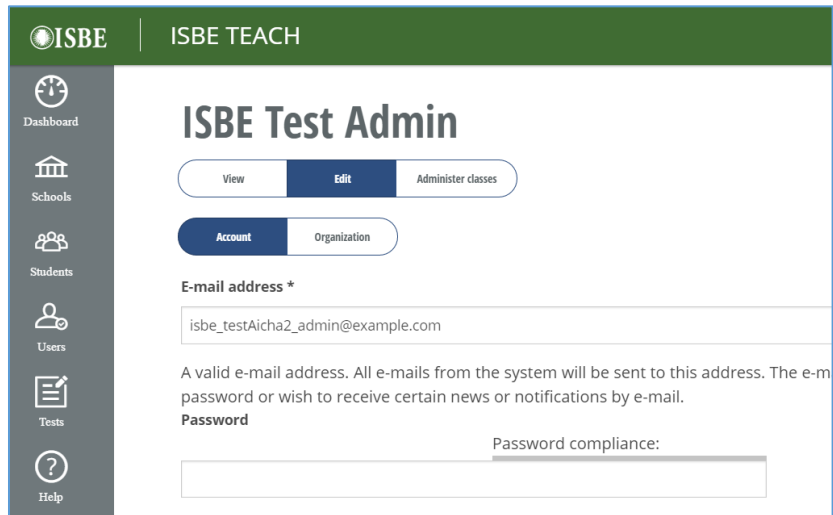


3. Click the **edit** link under the Operations column for the user you want to change.

Note: Be sure you are displaying the correct district or school if you cannot find your user.



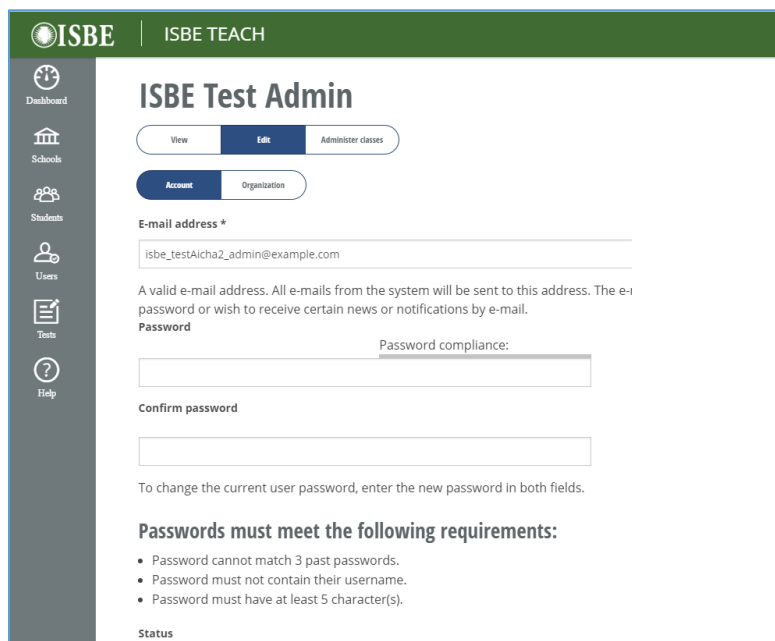
- The user page for your user opens with the Edit tab selected.
- Beneath the Edit tab are two additional tabs:
 - Account** – used to edit the user’s information.
 - Organization** - used to edit the user’s organizational assignments.



- Click the **Account** button to edit account information. You can edit the following:
 - Email Address
 - Current password
 - User Status
 - User Role
 - User Full Name

Note: To prevent a user from accessing ISBE Teach, update their Status to Blocked.

- Click **Save** to save your changes.

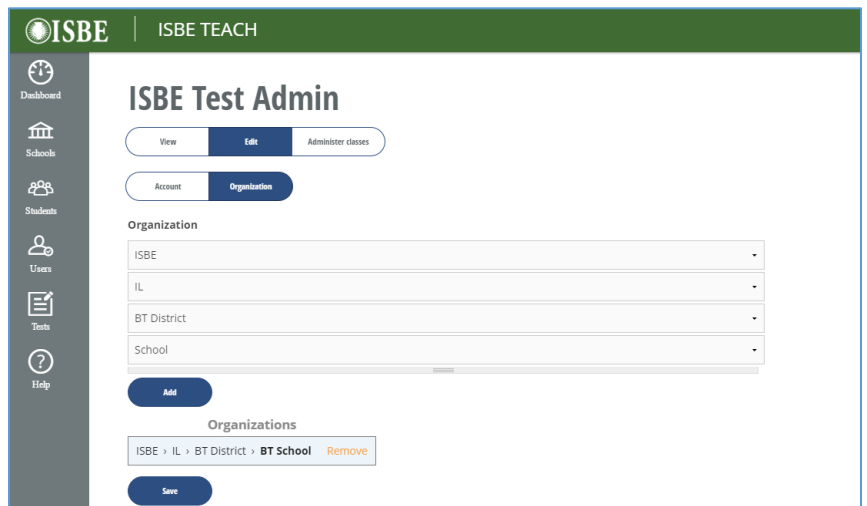


- Click the Organization tab to edit a user’s organizational information.

Use the drop down fields to define the user’s state, district, and school.

Select **Add** to save a new organization to the user’s profile.

Select **Remove** to remove an assigned



school.

9. Click **Save** to save your changes.

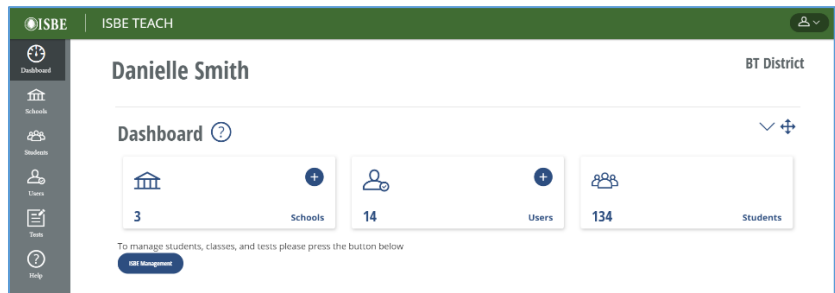
Assigning Test Admins to Classes

Test Administrators must be assigned to classes before they can view rostered students, generate test access codes (test tickets) for students, or manage student tests.

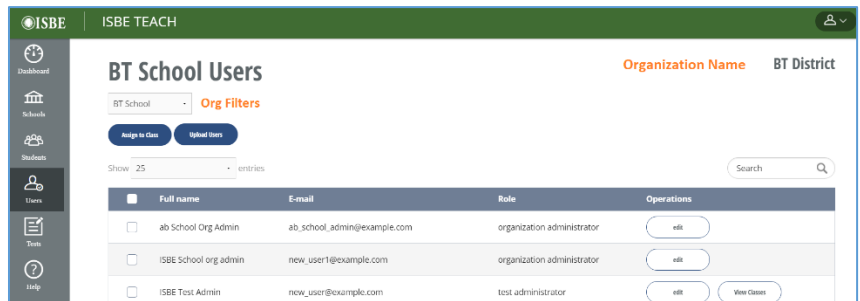
To assign a user to a class

Org Admin	Test Admin	Student
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1. Select the **Users** tile from the ISBE Teach Dashboard or select **Users** from the left Navigation Menu.



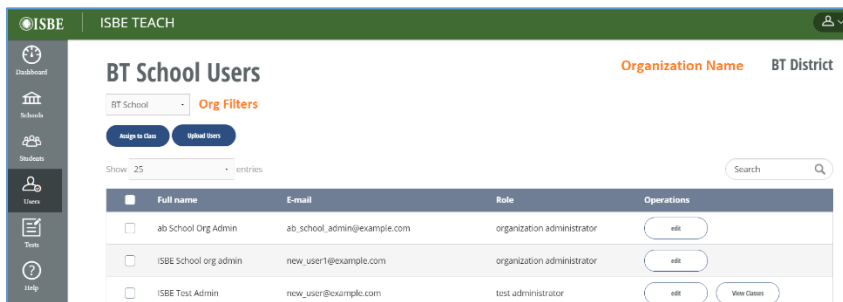
2. Use the **Org Filters** above the table to select the organization of the user you wish to assign to a class.



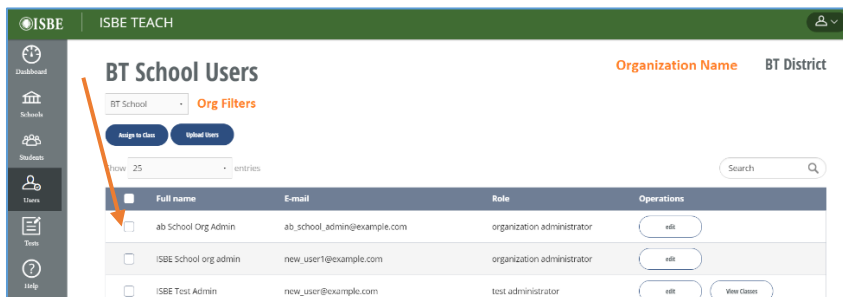
For District Org Admins: To see all of the users at the district level, select the -Select School- option.

Note: If you belong to multiple districts or multiple schools, use the Organization Name filter to select the desired organization.

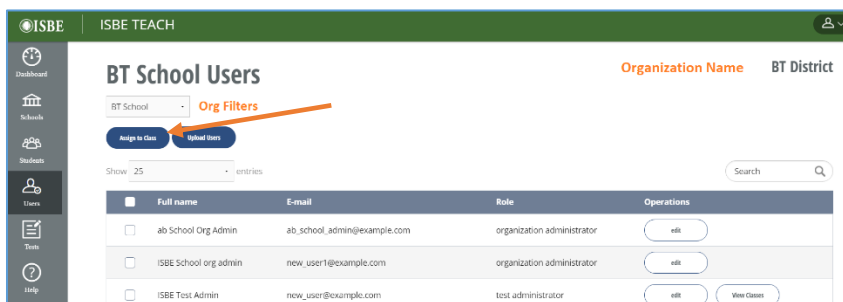
3. You may view the classes currently assigned to a Test Admin by selecting the **View Classes** button under the Operations column in the User list table



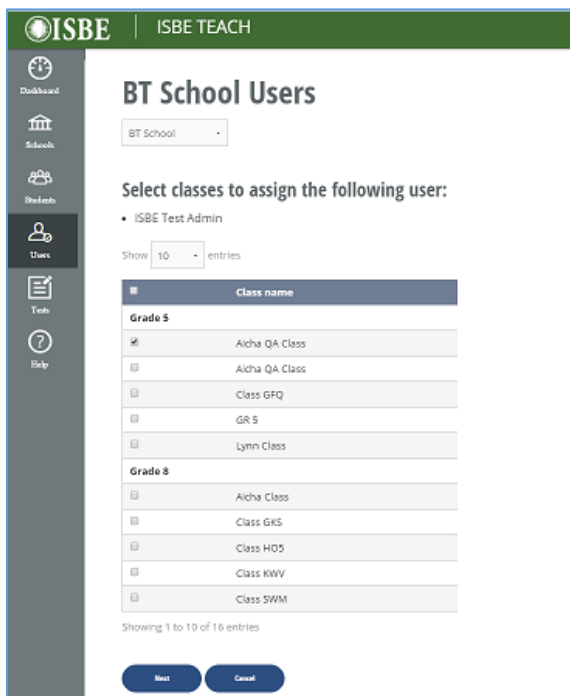
4. Select the user(s) you want to assign to a class by checking the box to the left of their name(s) in the **Users** list.



5. Click the **Assign to Class** button under the Org Filters.



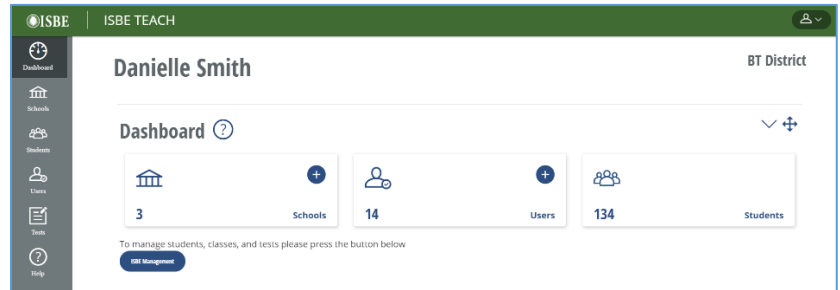
6. A list of classes appears. Click the box to the left of each class name you want to assign to the user(s).
7. Click **Next**
8. If successful, a confirmation message appears



To Unassign/remove a Test Admin from a class



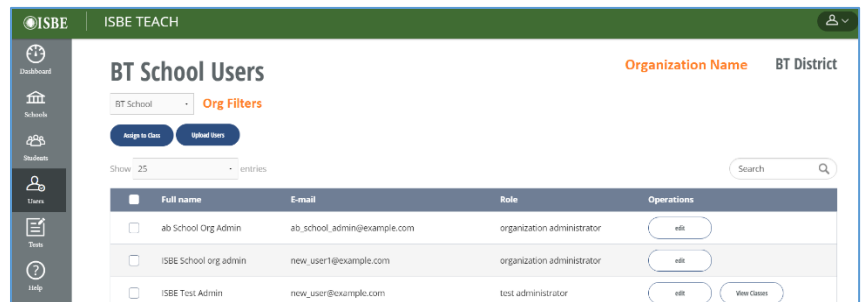
1. Select the **Users** tile from the ISBE Teach Dashboard or select **Users** from the left Navigation Menu.



2. Use the **Org Filters** above the table to select the organization of the user you wish to unassign from a class.

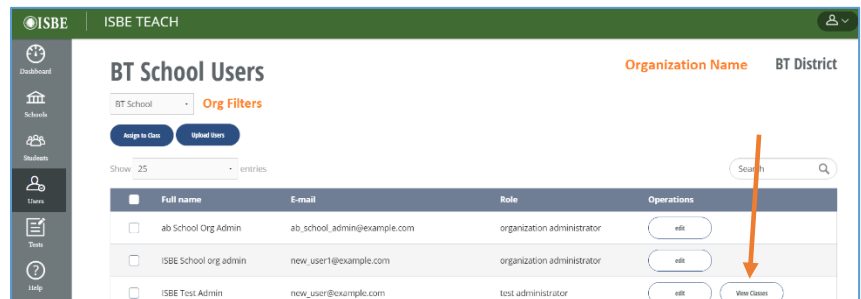
For District Org Admins: To see all of the users at the district level, select the -Select School- option.

Note: If you belong to multiple districts or multiple schools, use the Organization Name filter to select the desired organization.



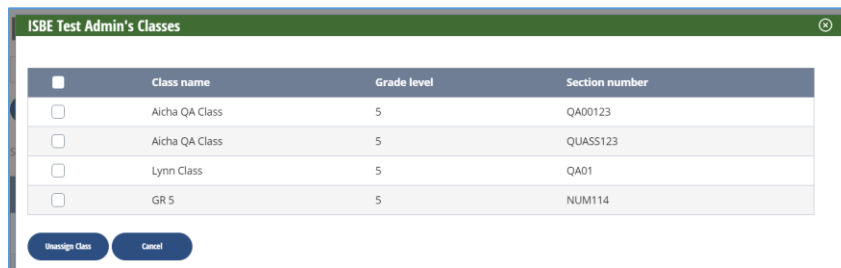
3. Select the **View Classes** button under the Operations column in the User list.

4. Note: If the View Classes button is not visible, it indicates that Test Admin is not assigned to any classes



5. Select the check boxes next to classes you wish to remove from the Test Admin.

6. Select **Unassign Class** to complete the action or **Cancel** to leave the class assignments as is.



Note: Once removed/unassigned from a class, a Test Admin will no longer be able to view the rostered students in that class or their associated test assignments.