QuISBE

Illinois Science Assessment Formative Platform

Test Administrator Walkthrough

Audience: Test Administrators

- Staff that roll out new assessment tools within their district or school

- Staff that perform test administration tasks for their district or school, such as:
    - User management
    - Class roster management

Webinar Goals

To provide district and school test administrators with information they need to:

1. Set up their district or school in QuISBE

2. Give science teachers access to QuISBE

Topics Covered

- QuISBE Overview
- How to access QuISBE
- Administrator Task Checklist
- Help & Support Resources

Brief introduction of the QuISBE platform

OVERVIEW

What is QuISBE?

Pronounced as *quiz-bee*

- Formative science assessment platform

- Benefits:
  - Immediate assessment scoring & feedback for students
  - Measurement of student and class proficiency against IL Learning Standards for Science

What is QuISBE?

- Intended for low-stakes science assessments
- Optional
- For students in grades 5, 8, and 9 to 12

Key Features

- Teachers create their own online science assessments

- Real-time student scoring and feedback

- Track student proficiency across assessments

Question & Content Types

- Multiple choice/multiple select
- True/False
- Fill in the blanks
- Drop down lists
- Drag and drop
- Drag text
- Mark the words

Can also add:

- Images
- Audio
- Video
- HTML5 simulations

User Roles

Organization Administrator (District or School)	Administration tasks, such as user management and class rostering
Teacher	Creating and administering online assessments to their classes; tracking student progress
Student	Taking assessments

System Requirements

- Same hardware/device requirements as the ISA Summative

- No need to install additional software

- Secure Exam Browser is not needed

- For full list of system requirements, go to: https://www.isbe.net/Documents/QuISBE-Systems-Requirements-Document.pdf

HOW TO ACCESS QUISBE

Existing Users

If you are a test administrator who has accessed QuISBE in the prior school year, you already have a QuISBE user account.

To access QuISBE, go to https://quisbe.ileducates.org/ and log in with your email address and password.

Forgot Password

QuISBE

- If you have forgotten your password, click Forgot Password on the log in page

- Enter your district email address

- Click "I'm not a robot"

- Click Submit

- If an account is found for your email address, you will get a Reset Password email with instructions to log in to QuISBE

Reset your password

EMAIL ADDRESS*

✉ Enter Email Address

Password reset instructions will be sent to your registered email address.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

☐ I'm not a robot
reCAPTCHA
Privacy - Terms

SUBMIT   CANCEL

Existing Users

New Users

If you are a test administrator who has never accessed QuISBE, and you are listed in the **ISBE Entity Profile System (EPS)** for your district, you will receive an email invitation to join QuISBE starting on **September 19, 2022.**

QuISBE invitation

Sender:
noreply@quisbe.ileducates.org

Email Subject: Invitation to join <your organization name> on QuISBE

- Your name will be indicated in the email

- Your district

- You will have the role "Organization administrator"

- Create your QuISBE account by clicking the link in the email

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QuISBE

AAA Academy Admin,

Admin has invited you to join AAA Academy on QuISBE, Illinois State Board of Education's formative assessment platform, with the role of Organization administrator.

You may now join QuISBE by clicking the link below or copying and pasting it to your browser.

https://stg-quisbe.ileducates.org/user/register_invite?invite=7ceee71f-...

This link will lead you to a page requiring you to provide your name and set your password to create your account. Once your account is created, you will be logged in to QuISBE.

For help with technical issues creating your account or logging in, please contact customer support at isbe-isa-support@psionline.com.

John Hicks
Illinois State Board of Education

QuISBE

Illinois State Board of Education's formative assessment platform

100 N. 1st Street, Springfield, IL 62777

New Users

QuISBE

Create your account

FIRST NAME*

Sophia

LAST NAME*

Goodwin

PASSWORD*

Password strength:

CONFIRM PASSWORD*

Passwords match:

Rule

Password character length of at least 8 characters

Password character length of at most 64 characters

Password must contain 1 special characters

Password must contain 1 numeric characters

EMAIL*

test_quisbe_112422021@mailinator.com

A valid email address. All emails from the system will be sent to this address. The email 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 email.

CREATE NEW ACCOUNT

- First and Last Name are prepopulated

- Set a new password for your QuISBE account

- Email address is read-only (this is your district email address)

- Click Create new account. After creating your account, you will be logged in to QuISBE

**New Users**

You are logged in

User Menu

A. My Account – View, update your account info (email, password, name, upload your photo)

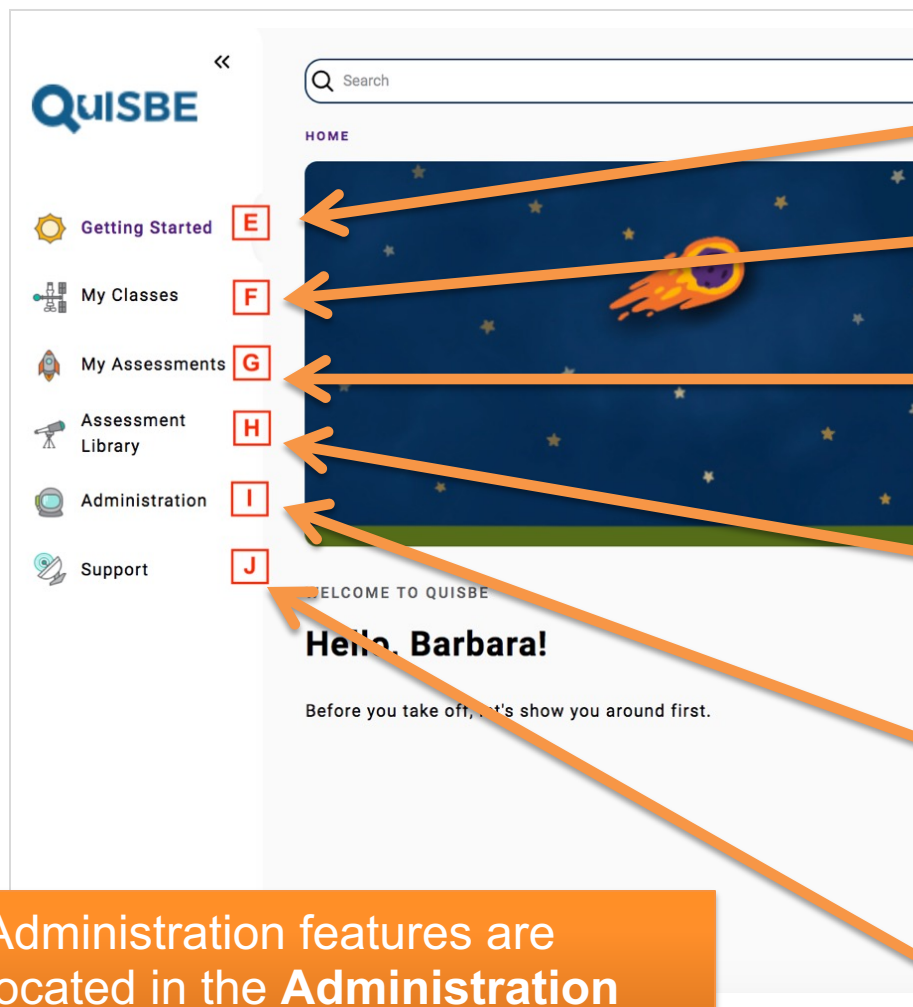**B. My Invitations** – List of pending invitations to join other districts or schools in QuISBE

C. My Organizations – List of organizations you have access to, and your user role for each organization

D. Log out – Log out of QuISBE. Note that users are automatically logged out after 45 minutes of inactivity.
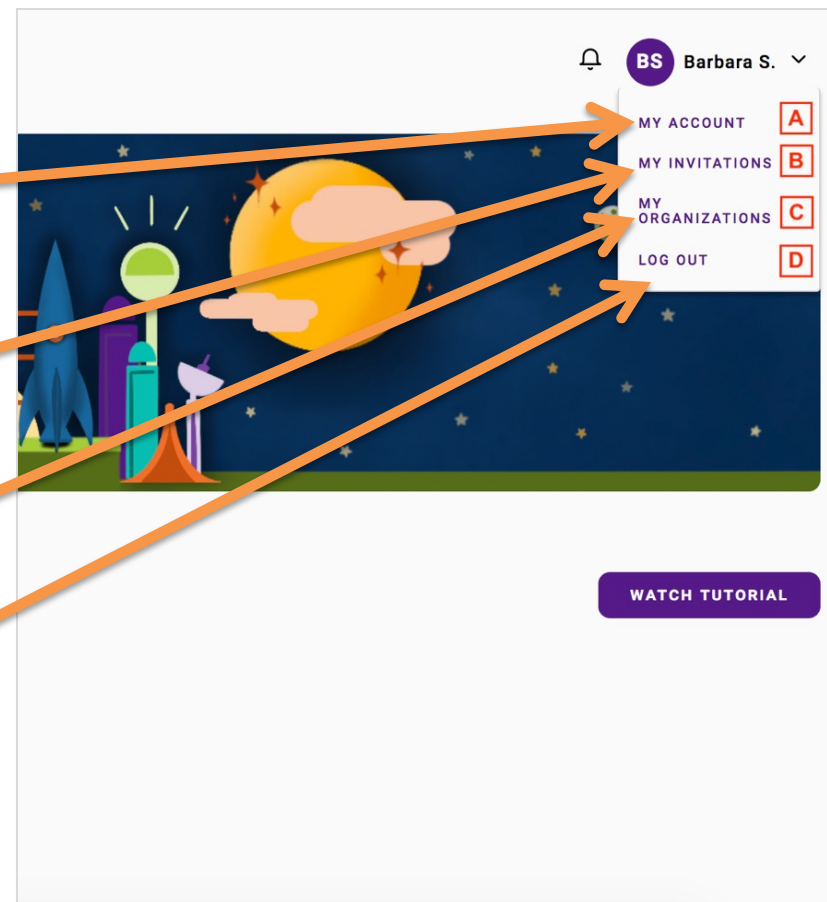
Left Pane

E. Getting Started – Home landing page

F. My Classes – View your assigned classes and the students/assignments/results for each of them.

G. My Assessments – Create new assessments and view/edit your existing assessments.

H. Assessment Library – ISBE may provide several sample assessments this school year.

I. Administration – Manage invitations, users, students, classes/class rosters, export results, and generate reports for your district/school. *Accessible to Organization Administrator users only.*

J. Support – Contact information for customer support and link to the QuISBE support site.

Administration features are located in the **Administration** section

Administration

- Administration is where you would go to manage data for your organization
- If you are a District Organization Administrator, you will have access to your district and all schools in your district
- If you are a School Organization Administrator, you will only have access to your school

District and school names are clickable

Summary counts are clickable

Administration Tabs for District or School

A. Info – Indicates if the org is a district or school; RCDTS Code is also listed

B. Invitations – View and create user invitations for the district or school

C. Users – View and manage users for the district or school

D. Students – View students for the school. NOTE: *Students* tab is always empty at district level

E. Classes – View classes at the school. NOTE: *Classes* tab is visible only for schools

F. Export Results – Export results for the district or school

G. Reports – Access school or district reports

GETTING STARTED

Administration Task Checklist

☐ 1. Invite organization administrators

☐ 2. Check school student rosters

☐ 3. Create science class rosters

☐ 4. Invite science teachers

☐ 5. Assign classes to class owners

Invite people from your district or school to join QuISBE as Organization Administrators

INVITE ORGANIZATION ADMINISTRATORS

Invite Organization Administrators

WHAT	Invite people from your district / school to join QuISBE as "Organization administrators"
WHY	So they can assist with admin tasks such as rostering, user management, etc.
HOW	Two methods: • Invite users one at a time • Invite users via file upload *(recommended if you want to invite many users)*

On the following slides, we will walk through inviting users ***one at a time***

View existing users for your school or district

Go to the **Administration** section

View existing users for your school or district

Go to the Users tab.

Individuals listed in the Users tab already have an account and **do not need to be invited**.

They can simply log in to QuISBE, or use Forgot Password to reset their password.

Existing users are listed on the Users tab

Invite users one at a time

Click the action drop down list in the upper right to see the full list of actions, then click **Invite User**

Woodland Middle School Users

IMPORT USER INVITATIONS ∨

INVITE USER

ADD USER

Info   Invitations   Users   Students   Classes   Export Results   Reports

[Search by Email]   **GO**

Name	Email	Status	Roles	Number of classes	Join date	Last access	Action
Benjamin Simmons	woodlandmsteacher@mailinator.com	Active	Teacher	1	07/17/2021	09/06/2022 - 10:37	**EDIT** ∨
Jane Paulson	woodlandmsadmin@mailinator.com	Active	Organization administrator	0	07/19/2021	09/13/2022 - 07:12	**EDIT** ∨

Fill out the user invitation form

1. Enter **First Name**, **Last Name**, **Email Address**

2. Select the desired role

3. Click **Send Invitation.** The invitation will be emailed immediately

Note that you cannot invite someone if they are already a user in your school or district

Invite users one at a time

View Invitations on Invitations tab

All sent invitations appear on the Invitations tab.

1. If the individual did not receive their invitation, click **Resend** to send it again. You can also **Delete** invitations if the email address or role is incorrect.

2. Once a user accepts their invitation and creates their account, the invitation will no longer appear on the **Invitations** tab; the user's record will appear in the **Users** tab.

Invitations

IMPORT USER INVITATIONS | ˅

Info   Invitations   Users   Students   Classes   Export Results

Email		GO

Name	Email	Roles	Invited on	Invited by	Action
Amy Goodwin	test_quisbe_112422021@mailinator.com	Organization administrator	11/24/2021	woodlandmsadmin@mailinator.com	RESEND	˅
					DELETE

Invite users one at a time

Administration Task Checklist

☑ 1. Invite organization administrators

☐ 2. Check school student rosters

☐ 3. Create science class rosters

☐ 4. Invite science teachers

☐ 5. Assign classes to class owners

Check that students appear on school student rosters in QuISBE

CHECK SCHOOL STUDENT ROSTERS

Check Student Rosters

WHAT	Check that school student counts are what you expect
WHY	Schools in QuISBE are populated and updated with student data pulled from the Illinois Student Information System (SIS) *NOTE: Students are not created, deleted or moved between districts/schools directly in QuISBE; all student data is retrieved from the SIS.*

On the following slides, we will walk through how to *check student counts for each school*

SIS Integration

- When a district or school becomes "active" (i.e. has one or more users), QuISBE will pull student data from the Illinois SIS

- Allow **24 – 48 hours** for initial list of students to populate in QuISBE

- Only students from the following grades will populate in QuISBE: **Grade 5**, **Grade 8**, **Grades 9 to 12**

- Updates occur **every 24 hours** (new students, removed students, student demographic updates)

Check School Student Roster

1. In the **Students** column, check that student counts for each school are what you expect
    - If the student count for a school is zero, **allow 24 to 48 hours** for the initial list of students to populate

2. Click the number in the **Students** column to go directly to the **Students** tab for a school to see the list of students

---
HOME > **ADMINISTRATION**

Administration

IMPORT USER INVITATIONS

Name	ID	Invites	Users	Students	Classes
ABC District	070160001000000	1	1	0	-
ABC School	070160001000120	0	0	10	0
XYZ School	070160001000121	0	0	1	0

Check school student roster

Students tab

1. Students pulled from the Illinois SIS appear on the **Students** tab.

2. **Name**, **ID**, **Grade Level**, **DOB** and Student Code columns are populated for each student. Note that student data retrieved from the SIS (**Name**, **ID**, **Grade**, **DOB**) is not editable in QuISBE – changes must be made in Illinois SIS.

HOME > ADMINISTRATION > STUDENTS

ABC School Students

| Info | Invitations | Users | Students | Classes | Export Results |

GRADE LEVEL

[Search by Name, Student Code or ID] [- Any - ▾] [GO]

Name	ID	Grade Level	DOB	Student Code	Action
Anita Annes	111111111	8	03/28/2008	111111111	EDIT ▾
Billy Benson	222222222	8	12/31/2009	222222222	EDIT ▾
Cristina Christinzio	333333333	8	03/07/2008	333333333	EDIT ▾
Dannie Doyle	444444444	8	11/05/2010	444444444	EDIT ▾
Elaine Eisenberg	555555555	8	03/07/2007	555555555	EDIT ▾

Check school student roster

Administration Task Checklist

☑ 1. Invite organization administrators

☑ 2. Check school student rosters

☐ 3. Create science class rosters

☐ 4. Invite science teachers

☐ 5. Assign classes to class owners

CREATE SCIENCE CLASS ROSTERS

Create science class rosters

WHAT	Create *science* classes for *grades 5, 8, and 9 to 12 only*
WHY	Do this if local policy requires class rostering at the district or school level. NOTE: You may skip this step if local policy allows science teachers to create their own science classes and roster their own students
HOW	Two methods: • Upload student roster file (recommended if you need to roster many classes) – available to Organization Administrators only • Create one class at a time - available to both Organization Administrators and Teachers

On the following slides, we will walk through the *roster file upload* process

Go to the School > Classes tab

1. Click the number in the **Classes** column to directly navigate to the classes for a school

IMPORTANT: Classes can only be created at the school level; classes cannot be created at the district level

HOME > ADMINISTRATION

Administration

IMPORT USER INVITATIONS

Name	ID	Invites	Users	Students	Classes
ABC District	070160001000000	1	1	0	-
ABC School	070160001000120	0	0	10	0
XYZ School	070160001000121	0	0	1	0

Upload student roster file

Classes tab

All classes for a school are listed on the **Classes** tab

Click **Roster Students to Classes**

Roster Students to Classes page

1. **STEP 1: Export Student File** - Click **Export Students** to download a CSV file containing students for the school
   - **You can roster students to classes only if they are in the student export**
   - **A student cannot be rostered if their record has not been pulled into QuISBE from the SIS**
2. **STEP 2: Update the CSV file to indicate the classes for each student -** Open the CSV file using a text editor or your preferred software for editing CSV files (such as MS Excel)
3. **STEP 3: Import the updated CSV file**

Upload student roster file

Exported CSV students file has 9 columns

1. student id, last name, first name, middle name, dob, organization id - Prepopulated with SIS data; <u>do not change any of these fields</u>

4. action
Leave as 'add'

student id	last name	first name	middle name	dob	class grade	add to class name	organization id	action
100000001	ANNES	ANNIE		1/8/11			340490500042003	add
100000002	BENNISON	BEN	SAMUEL	2/4/11			340490500042003	add
100000003	ABRAHAM	CARLIE	SUSAN	2/24/11			340490500042003	add
100000004	GARCIA	REINA		8/5/10			340490500042003	add
100000005	BOWEN	ETHAN	ANTHONY	6/18/11			340490500042003	add
100000006	SANTOS	OLIVER		11/25/10			340490500042003	add
100000007	HOSTETLER	SOPHIE		12/8/10			340490500042003	add
100000008	MAMALIS	GIANNA		3/12/11			340490500042003	add
100000009	ALEXANDER	TAMRYN		12/21/10			340490500042003	add

2. class grade
<u>Fill in the class grade</u> with the grade level number (e.g. 5, 8, 9, etc)
Note that this is the grade for the class, not the grade for the student

3. add to class name
<u>Fill in the class name</u> with alphanumeric text

Upload student roster file

Important things to note about 'class grade' and 'add to class name'

student id	last name	first name	middle name	dob	class grade	add to class name	organization id	action
100000001	ANNES	ANNIE		1/8/11	5	Period 1	340490500042003	add
100000002	BENNISON	BEN	SAMUEL	2/4/11	5	Period 1	340490500042003	add
100000003	ABRAHAM	CARLIE	SUSAN	2/24/11	5	Period 1	340490500042003	add
100000004	GARCIA	REINA		8/5/10	5	Period 2	340490500042003	add
100000005	BOWEN	ETHAN	ANTHONY	6/18/11	5	Period 2	340490500042003	add
100000006	SANTOS	OLIVER		11/25/10	5	Period 2	340490500042003	add
100000007	HOSTETLER	SOPHIE		12/8/10	5	Period 3	340490500042003	add
100000008	MAMALIS	GIANNA		3/12/11	5	Period 3	340490500042003	add
100000009	ALEXANDER	TAMRYN		12/21/10	5	Period 3	340490500042003	add

- Combination of *class grade* and *add to class name* form a unique class in a school
- You can have multiple classes with the same *add to class name* as long as the *class grade* is different for each of them
- In the above example, the following 3 classes will be created when the roster file is uploaded (if they don't already exist for the school):
    - A grade 5 class named 'Period 1'
    - A grade 5 class named 'Period 2'
    - A grade 5 class named 'Period 3'

Upload student roster file

Before you upload the roster, make sure that:

- Header row is present (do not delete the header row)

- You did not change data in the following columns for students: Student ID, Last Name, First Name, Middle Name, DOB, Organization ID

- Organization ID is populated with the correct RCDTS ID for the school (Note that Excel or other software sometimes truncates leading/trailing zeroes or changes the number format in the file)

- The following columns are populated for each student:
    - class grade
    - add to class name

Upload student roster file

Import the completed roster

1. Once the CSV roster file is complete, click **Choose File** and select the updated CSV roster file on your computer

1. Click **Import** to import the roster file

Roster File Upload Errors

- When an error is found for a record, the record will not be processed.
- You will be able to download a data file containing records with errors, including a detailed error description.
- Download this data file, fix the errors, then reimport the fixed file.

Below are some sample errors that you may encounter.

Error Message	How to Fix
Student ID <Student ID> does not exist in the organization <Organization ID>	Make sure that the Student ID is correct and the Student ID exists in the Students tab for the school (i.e. student has been pulled into QuISBE from the SIS)
Organization ID does not exist: <Organization ID>	Make sure that the Organization ID is the correct 15-digit RCDTS code for the school
Organization ID is not a school: <Organization ID>	Make sure that the Organization ID is the correct 15-digit RCDTS code for the school; students cannot be rostered directly to a district RCDTS code

For a full description of rules and how to resolve upload errors, refer to this article on the QuISBE support site: https://quisbe-support.ileducates.org/space/QCLS/1925283841/Rostering+classes+via+file+upload

Upload student roster file

Classes tab

Upon successful roster import, new classes will be listed on the **Classes** tab; if a class already exists, students are added to the existing class

1. **Number of students** indicates the number of students in the class
2. **Class Owner** – By default, the Administrator who uploaded the roster. Class should be reassigned to the teacher.
3. To view the students in the class, click the **Class Name**

Class page

All students rostered to the class appear in the **Student Roster** section

Period 1

ADD EXISTING STUDENT | ∨

⚙ CLASS SETTINGS
🗑 DELETE CLASS
⬇ EXPORT RESULTS
📄 PROFICIENCY REPORTS

Student Roster

Name	Code	Action
Alfonse Commings	737955350	✏ EDIT ⊗ REMOVE ⬇ EXPORT RESULTS
Calypso La Wille	43082557	✏ EDIT ⊗ REMOVE ⬇ EXPORT RESULTS
Cherry Karsh	541182757	✏ EDIT ⊗ REMOVE ⬇ EXPORT RESULTS
Clevey Fouldes	756024114	✏ EDIT ⊗ REMOVE ⬇ EXPORT RESULTS
Derrik Vanlint	302879430	✏ EDIT ⊗ REMOVE ⬇ EXPORT RESULTS
Etty Measom	28761425	✏ EDIT ⊗ REMOVE ⬇ EXPORT RESULTS
Ileana Bliston	681154222	✏ EDIT ⊗ REMOVE ⬇ EXPORT RESULTS
Mufinella Leitch	931659475	✏ EDIT ⊗ REMOVE ⬇ EXPORT RESULTS
Vachel Roja	200887679	✏ EDIT ⊗ REMOVE ⬇ EXPORT RESULTS
Vance Arnke	203043335	✏ EDIT ⊗ REMOVE ⬇ EXPORT RESULTS
Yorgo Rusk	729023546	✏ EDIT ⊗ REMOVE ⬇ EXPORT RESULTS

Upload student roster file

Update the class roster

- **Remove** – To remove a student from the class
- **Add Existing Student** - To add a student from the school roster to the class
- **Class Settings** - To change the class name and grade level
- **Delete Class –** To delete the class (a class can only be deleted if it has zero students in the Student Roster, so you must first remove all students from the class)

Period 1

ADD EXISTING STUDENT | ∨

⚙ CLASS SETTINGS
🗑 DELETE CLASS
⬇ EXPORT RESULTS
📄 PROFICIENCY REPORTS

👥 **Student Roster**

Name	Code	Action		
Alfonse Commings	737955350	🖉 EDIT	⊗ REMOVE	⬇ EXPORT RESULTS
Calypso La Wille	43082557	🖉 EDIT	⊗ REMOVE	⬇ EXPORT RESULTS
Cherry Karsh	541182757	🖉 EDIT	⊗ REMOVE	⬇ EXPORT RESULTS
Clevey Fouldes	756024114	🖉 EDIT	⊗ REMOVE	⬇ EXPORT RESULTS
Derrik Vanlint	302879430	🖉 EDIT	⊗ REMOVE	⬇ EXPORT RESULTS
Etty Measom	28761425	🖉 EDIT	⊗ REMOVE	⬇ EXPORT RESULTS
Ileana Bliston	681154222	🖉 EDIT	⊗ REMOVE	⬇ EXPORT RESULTS
Mufinella Leitch	931659475	🖉 EDIT	⊗ REMOVE	⬇ EXPORT RESULTS
Vachel Roja	200887679	🖉 EDIT	⊗ REMOVE	⬇ EXPORT RESULTS
Vance Arnke	203043335	🖉 EDIT	⊗ REMOVE	⬇ EXPORT RESULTS
Yorgo Rusk	729023546	🖉 EDIT	⊗ REMOVE	⬇ EXPORT RESULTS

Upload student roster file

Administration Task Checklist

☑ 1. Invite organization administrators

☑ 2. Check school student rosters

☑ 3. Create science class rosters

☐ 4. Invite science teachers

☐ 5. Assign classes to class owners

Invite science educators for a school to join QuISBE as Teachers

INVITE SCIENCE TEACHERS

Invite science teachers

WHAT	Invite *science* teachers who teach *grades 5, 8, and 9 to 12 only*
WHY	… so that they can create assessments and assignments for their classes, view reports
HOW	Two methods: • Invite users one at a time • Invite users via file upload *(recommended if you want to invite many users)*

On the following slides, we will walk through *user invitation creation via file upload*

View existing teachers for a school

Go to the **Administration** section

Click the *school name* if you want to view teachers for a school

View existing teachers for a school

Users with the teacher role listed in the Users tab already have an account - **they do not need to be reinvited.**

Existing users can simply log in to QuISBE, or use Forgot Password to reset their password.

Existing users are listed on the Users tab

Go to Invitations tab for a School

1. In the Administrations section:
   - Go to the **Invitations** tab for a *district* if you want to invite teachers for several schools in the district
   - Go the the **Invitations** tab for a *school* if you want to invite teachers for a specific school

2. Click **Import User Invitations**
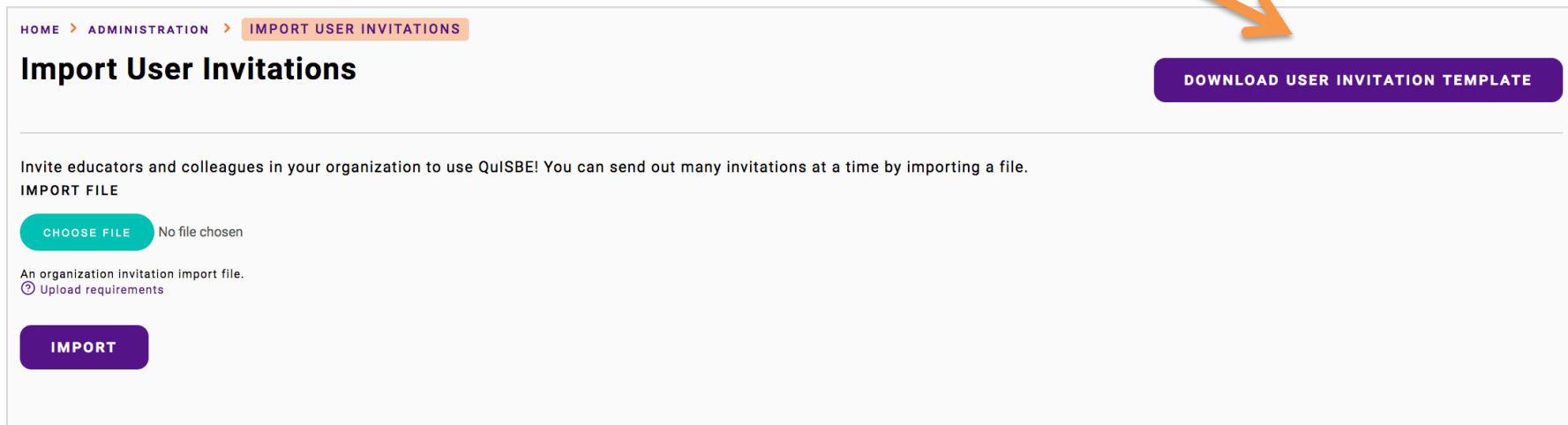
Import User Invitations page

Click **Download User Invitation Template** to download the CSV template to your computer

Using a text editor or a CSV file editing tool, open the CSV template and add the users that you want to invite to the file

HOME > ADMINISTRATION > IMPORT USER INVITATIONS

Import User Invitations

DOWNLOAD USER INVITATION TEMPLATE

Invite educators and colleagues in your organization to use QuISBE! You can send out many invitations at a time by importing a file.

IMPORT FILE

CHOOSE FILE   No file chosen

An organization invitation import file.
⊙ Upload requirements

IMPORT

User Invitation Template

First Name	Last Name	Email	Role	State Code	Organization Identifiers
Jane	Lynch	emailaddress1@mailinator.com	teacher	IL	190220114000327
Stephen	Short	emailaddress2@mailinator.com	teacher	IL	190220114000327
David	McDougal	emailaddress3@mailinator.com	teacher	IL	190220114000327
Sally	Moses	emailaddress4@mailinator.com	teacher	IL	190220114000327
Angela	Erickson	emailaddress5@mailinator.com	teacher	IL	190220114000327

- Fill in **First Name**, **Last Name** and **Email** columns for each teacher you want to invite

- **Role** – Indicate "teacher" for teachers; all LOWERCASE, no uppercase letters

- **State Code** - Always 'IL'

- **Organization Identifiers** – Full 15-digit RCDTS Code for the school that the teacher belongs to

Invite users via file upload

Import the user invitations file

1. Click **Choose File** to find the updated CSV user invitation file on your computer

2. Click **Import** to import the file – If there are no errors in your file, invitations will immediately be sent to all users in the imported file.

Invite users via file upload

User Invitation File Upload Errors

If your file contains one or more errors, <u>no user invitations will be sent</u>. You have to fix all errors in the file and re-upload the file. Below are some error messages you might encounter when you import a user invitation file.

Error Message	How to Fix
The following RCDTS Code does not exist: <RCDTS Code>	Check that you have used the correct 15-digit RCDTS Code for the district or school.
You are not authorized to invite users for this RCDTS Code: <RCDTS Code>	You can invite users to any district or school you can access in QuISBE. Check that you have used the correct 15-digit RCDTS Code for the district or school.
Invalid role. Valid roles are: "test administrator" "organization administrator" and "teacher"	Check that role is spelled correctly, all in LOWERCASE.
First Name, Last Name, Email address, Role or RCDTS Code is missing.	Supply the missing information for the row.
You cannot invite a user to both the parent organization RCDTS Code and a child organization RCDTS Code at the same time.	A user cannot be invited to both the district and the school at the same time. To fix this issue, remove the user invitation for either the district or school.
You cannot invite a user to the following RCDTS Code more than once: <RCDTS Code>.	The same RCDTS Code is present more than once for the same email address in the file – find the duplicate row for the email address and remove it.

For a full description errors, refer to this article on the QuISBE support site: https://quisbe-support.ileducates.org/space/QUSR/1925185537/Inviting+users+via+file+upload

Invite users via file upload

View Invitations on Invitations tab

All sent invitations appear on the Invitations tab.

1. If the individual did not receive their invitation, click **Resend** to send it again. You can also **Delete** invitations if the email address or role is incorrect.

2. Once a user accepts their invitation and creates their account, the invitation will no longer appear on the **Invitations** tab; the user's record will appear in the **Users** tab.

HOME > ADMINISTRATION > INVITATIONS

Invitations

IMPORT USER INVITATIONS | ⌄

Info   Invitations   Users   Students   Classes   Export Results

| Email | | | | GO |

Name	Email	Roles	Invited on	Invited by	Action
Amy Goodwin	test_quisbe_112422021@mailinator.com	Organization administrator	11/24/2021	woodlandmsadmin@mailinator.com	RESEND	⌄
					DELETE

Invite users via file upload

Administration Task Checklist

☑ 1. Invite organization administrators

☑ 2. Check school student rosters

☑ 3. Create science class rosters

☑ 4. Invite science teachers

☐ 5. Assign classes to class owners

Assign classes to users who teach the class

ASSIGN CLASSES TO OWNERS

Assign Classes to Owners

WHAT	Assign classes to their owners, i.e. the person responsible for creating assessments, assignments, etc. *A class owner can be a user with an 'Organization Administrator' or 'Teacher' role*
WHY	… so that the user can see their assigned classes in the My Classes section in QuISBE

On the following slides, we will walk through *how to assign classes to owners*

Important

You cannot make someone a class owner if they do not have a QuISBE user account:

- If the individual does not have a user account, you must first invite them to join QuISBE as an "Organization Administrator" or "Teacher"

- If the individual has already been invited, they must first accept their user invitation so that they can be assigned classes

Go Classes tab for a School

1. **Class Owner** – Current user assigned to the class.
2. In the **Action** drop down, ensure that "*Change class owner for selected classes*" is selected.
3. Select the checkboxes for the classes that you want to reassign
4. Click **Apply to Selected Items** to change the class owner for the selected classes

Assign classes to teachers

Change Class Owner

1. Selected Classes – List of selected classes that you will be changing class owners for

2. In the **Class Owner** field, search for the name or email address of the user you want to assign the class to. Select the user once he/she is found

IMPORTANT: If you cannot find the user in the Class Owner field, make sure that you invited them to join QuISBE and that they have accepted their user invitation

3. Click **Save** to finish

After saving, the new class owner should see the classes in the **My Classes** section when they log in

HOME > CHANGE OWNER

Change Class Owner

SELECTED CLASSES
- Period 1 (Grade 8)
- Period 3 (Grade 8)

CLASS OWNER*

SAVE

Cancel

Assign classes to teachers

Administration Task Checklist

☑ 1. Invite organization administrators

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After completing these steps, teachers are ready to start using QuISBE!

HELP & SUPPORT

Support

QuISBE Support Site

https://quisbe-support.ileducates.org/

QuISBE   Getting Started   Accounts   Users   Classes   Assessments   Reports   Return to QuISBE

Q What can we help you with?

Welcome to the QuISBE Support Site!

Getting Started
How to get started on QuISBE, system requirements, and FAQs

Accounts
Help logging in, updating your email address or password

Users
Inviting users, editing or removing users, setting permissions

Classes
Creating classes, rostering students, creating assignments and results

Assessments
Creating assessments, importing questions, supported question types

Reports
Generating, reading and understanding reports about assessment results

QuISBE User Guide

https://www.isbe.net/Documents/QuISBE-User-Guide.pdf

- Step-by-step instructions to getting started and various topics

- System Requirements

Help / Customer Support

- **Email**: isbe-isa-support@psionline.com

- **Phone**: (855) 340-3911

- **Chat**: https://techsupportchat.psiexams.com/techsupportchat/isbechat.jsp

QuISBE

Thank you!