Logging in to take the test

When a student is ready to take the assigned assessment, he or she accesses ISBE Learn in a testing room under the direction of a Teacher, proctor, test monitor, or other educator.
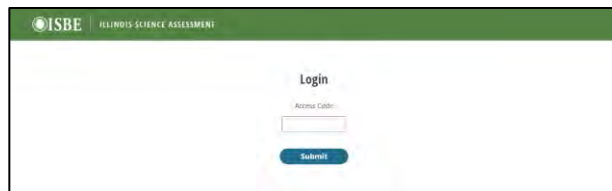
To log into a test

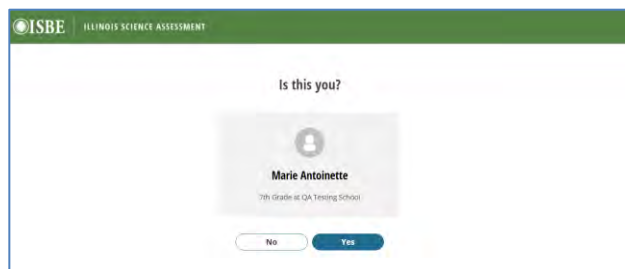| District Org Admin	School Org Admin	Test Admin	Student

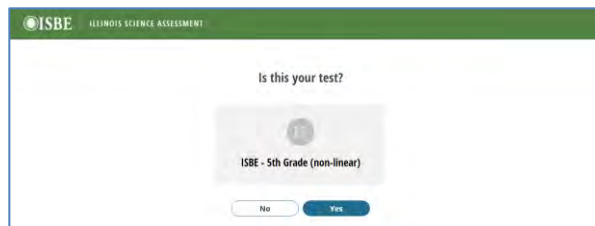1. On the ISBE Learn start page, click **Start**.

2. The **Login** page opens. Enter your access code. Click **Submit**.

3. Next, ISBE Learn displays your name, school, and grade to confirm your identity. Click **Yes** to proceed, or **No** to start over.

4. The test verification screen shows the name of the test. If this is the correct test, click **Yes**. If the wrong test is displayed, click **No** and speak to the Testing Administrator or proctor about the issue.
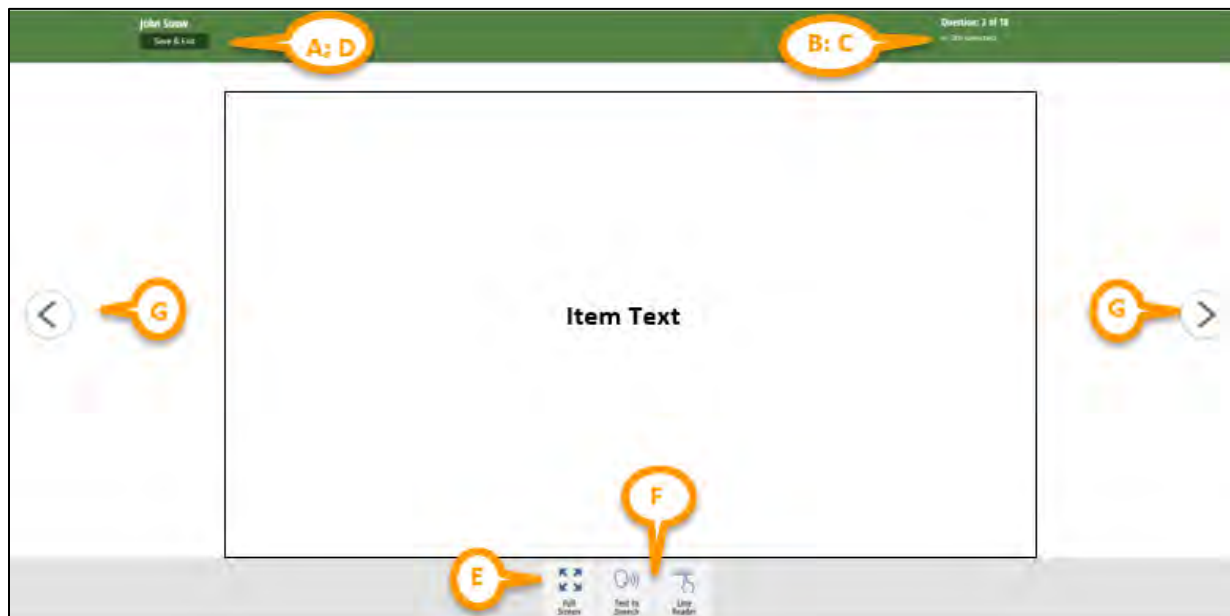
5. ISBE Learn displays the Start Test page with basic information and test instructions.
To start the test, click **Start Test**.
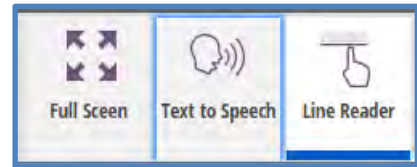

Test screen layout

On each ISBE Learn page you will find the following items:

A. Your name
B. Question number and total number of questions in the test or section
C. Test name, in case of multiple sections in the test, this will also indicate the Section Name
D. **Save** and **Exit** button (see <reference>)
E. Full Screen toggle
F. Buttons for accessibility features (see <reference>).
G. **Next and Back** buttons

Using accessibility features

Accessibility features are tools that help you read and understand test questions. Accessibility features are available to all students that want to use them. Examples of accessibility features currently available in ISBE Learn are:
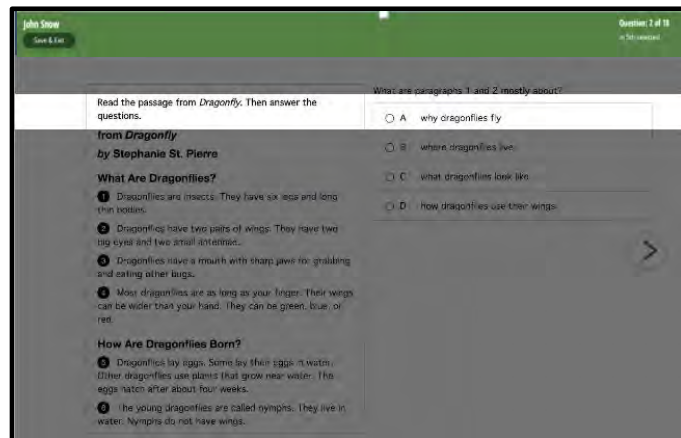
- The **Text to Speech feature**, which reads the question text and answer choices out loud to the student.
- The **Line Reader feature**, which students can use to focus on one line at a time.

When a feature is in use, a dark blue bar appears at the bottom of the tool button. In the picture above, the Line Reader tool is currently in use.

To use the Line Reader

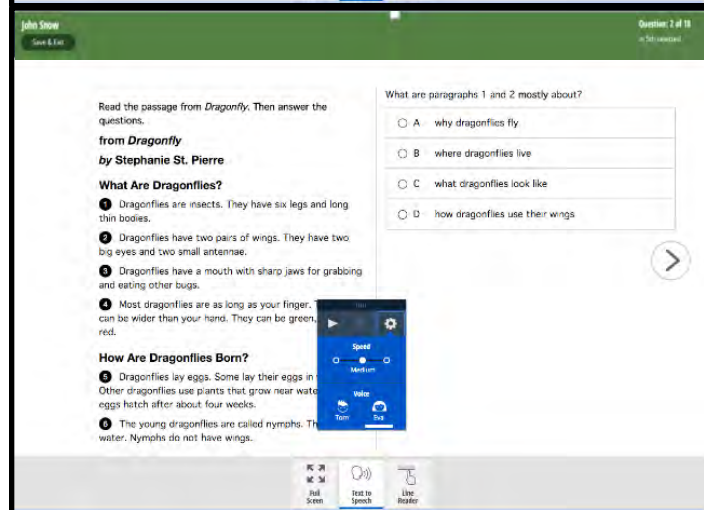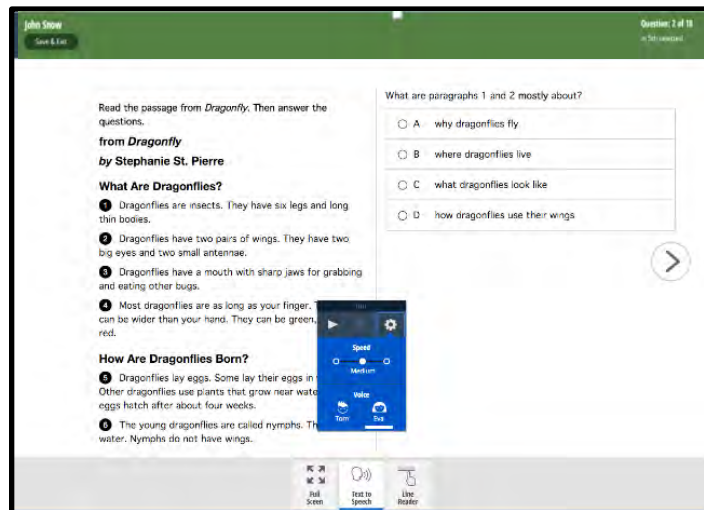| District Org Admin	School Org Admin	Test Admin	Student

1. Click the **Line Reader** icon at the bottom of the page. A gray shadow appears over the page, with a line highlighted to help you focus on your reading.
   The highlight will move as you scroll up or down the page.

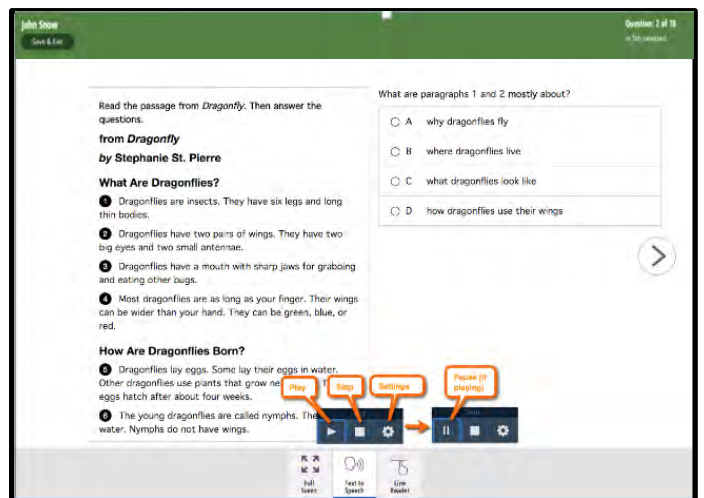2. To stop using the Line Reader, click the **Line Reader** icon again.

To use Text-to-Speech

District Org Admin	School Org Admin	Test Admin	**Student**

1. To listen to a voice read the text on the page, click the **Text to Speech** button. You see three controls—Play, Stop, and Settings.

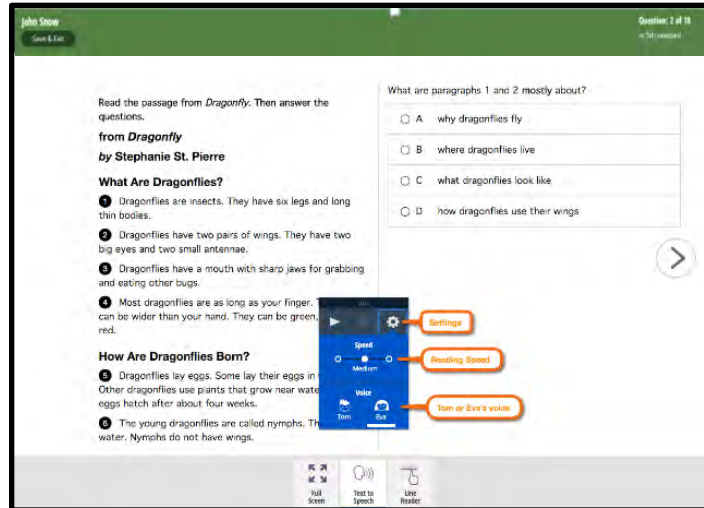2. Text to Speech will begin reading at the beginning of the text.

3. Click the **Play** icon to start reading the lines on the screen. The line being read is highlighted in yellow, and the blue highlight moves from word to word as they are read.

4. Click **Pause** to stop the reading. Click **Play** to begin again where you left off.

5. Click **Stop** to stop reading and return to the beginning of the text block.
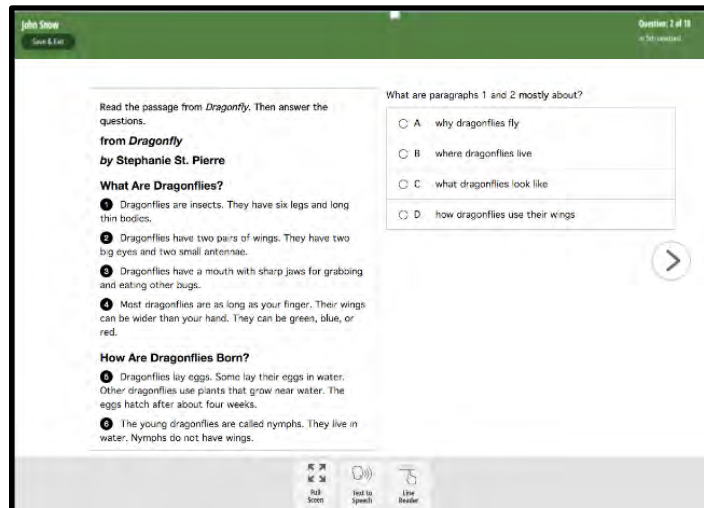
6. Click the **Settings** icon, to change the speed at which the text is read or the voice that reads text.

- Set the speed to slow, medium, or fast.
- Listen to a male voice (called Tom) or a female voice (called Eva).

7. To exit Text to Speech, click the **TTS** icon at the bottom of the page.

Taking tests

Each assessment is composed of one section. A test section may include related material or questions of the same type.
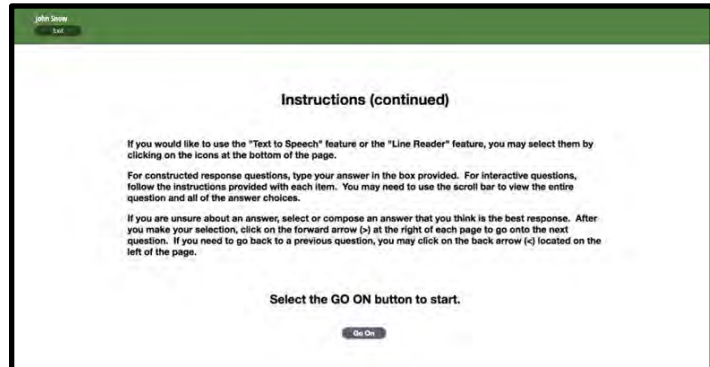
Navigating in ISBE Learn

To navigate in ISBE Learn

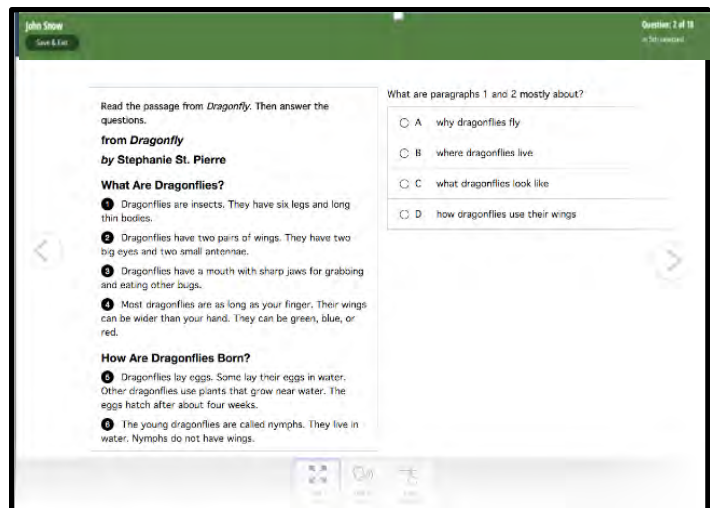| District Org Admin	School Org Admin	Test Admin	Student

1. Log into ISBE Learn, enter your access code, and click **Start Test.** (See **Logging in to take the test** for detailed instructions.)

2. The **Section Start** page provides you with the section number or name, the number of questions, and any instructions.

3. Click **Go On** to view the first question.

4. Several types of questions may appear on a test.

   - To answer a multiple choice question, click the correct answer.

   - To answer a short answer question, enter the response in the field provided.

   - To enlarge the test window to full screen, click **Full Screen**.

   - To reduce the window to its original size, click **Full Screen** again.

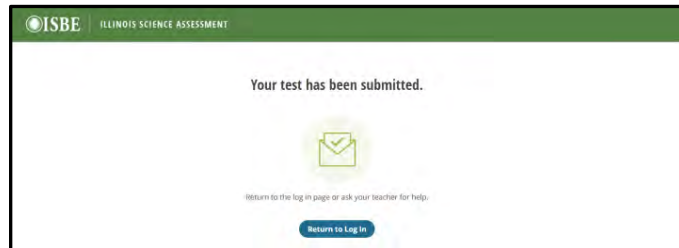   - To navigate between questions, click **Next** (>) or **Back** (<).
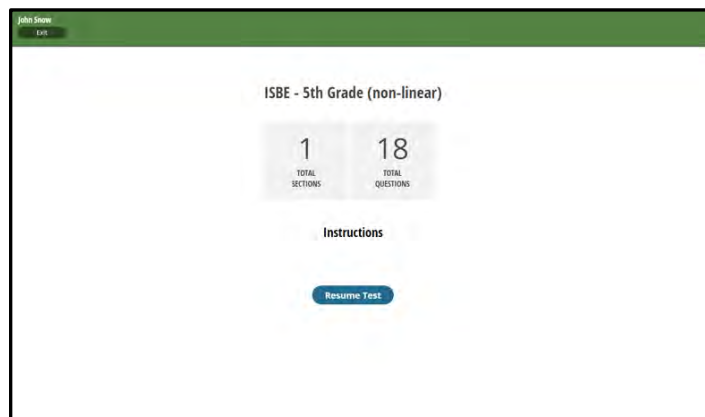
Saving, exiting, and resuming a test

To save, exit, and resume a test

District Org Admin	School Org Admin	Test Admin	Student

1. To save your work so you can return to it at a later time, click **Save & Exit** at the top left of your page.

2. ISBE Learn will display a message to let you either confirm that you want to save your work and exit, or go back to the test.
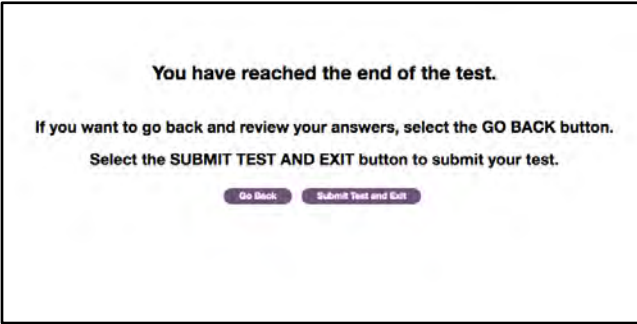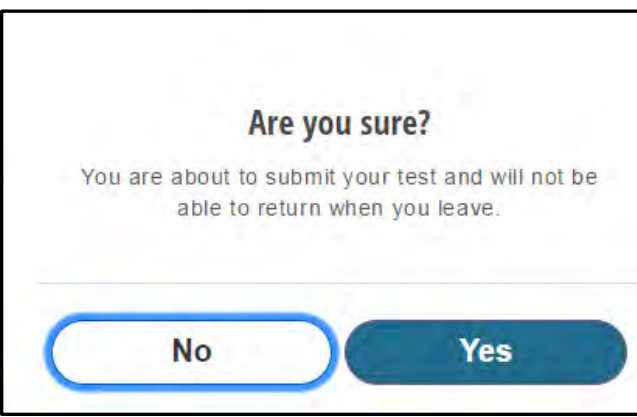

3. To resume a test, log in with your original access code. ISBE Learn will confirm your name and test. Click **Resume Test** to return to the place you exited the test.

Submitting a test and exiting ISBE Learn

To submit a test and exit ISBE Learn

District Org Admin	School Org Admin	Test Admin	Student

1. When you reach the end of a test, ISBE Learn displays an End of the Test Page. If you want to review your answers, select **Go Back**. If you are ready to submit your test, click **Submit Test and Exit** to save and submit your test.

You have reached the end of the test.

If you want to go back and review your answers, select the GO BACK button.

Select the SUBMIT TEST AND EXIT button to submit your test.

Go Back   Submit Test and Exit

2. ISBE Learn displays a message allowing you to confirm that you are ready to submit your test. Click **Yes** to submit your test, or **No** to return to the test.

   Note: You cannot return to the test once it is submitted.

Are you sure?

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

No   Yes

3. A final screen appears confirming that your test has been submitted.

4. Click **Return to Log In** to return to ISBE Learn home page. From there, you can close the ISBE Learn page in your browser.

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Your test has been submitted.

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

Return to Log In