Illinois State Board of Education

James T. Meeks, Chairman
Tony Smith, Ph.D., State Superintendent of Education

Student Assessment Listserv

ISA Update

May 13, 2016

Hello,

Here is a link to a worksheet that may make it easier to load users. Directions and other information (slides) are below. Have a great weekend!

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ISA User Accounts

- Excel Workbook with Column F formatted
- Work with the .xls file, enter all 15 digits of RCDTS in column F
- After you are finished with all data entry
  - File, save as, and change the "save as type" to CSV (comma delimited)
  - Don't open the file
- Go into ISBE Teach, users, and load the CSV file

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ISA Trouble Report

- dabrown@isbe.net
- Subject Line – "Service Desk Ticket"
- State ID
- RCDTS Code (15 digits)
- Class Name
- Error Code
- Action Requested

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Technology Issues

- Document Students Impacted
  - SID, First Name, Last Name, DOB, Issue
  - Excel Workbook – hold it until we do Science Corrections
- Submit Tests in ISBE–Teach
- Cannot submit – I'm working on a solution.