



ILLINOIS SCIENCE ASSESSMENT

2017

# System User Guide

February 2017



# Contents

<b>ABOUT THIS GUIDE .....</b>	<b>1</b>
<b>ADS USER ROLES .....</b>	<b>2</b>
<b>INTRODUCTION TO ADS.....</b>	<b>3</b>
Overview .....	3
Logging into ISBE Teach.....	4
Navigating in ISBE Teach .....	5
<b>ISA PREPARATION CHECKLIST.....</b>	<b>8</b>
<b>WORKING WITH USERS.....</b>	<b>9</b>
User types .....	9
User Roles .....	9
Setting up and maintaining user accounts .....	12
Editing user information .....	15
Assigning Test Admins to Classes .....	18
<b>WORKING WITH STUDENTS AND CLASSES.....</b>	<b>22</b>
Students, tests, and classes .....	22
ISBE ISA Import Wizard .....	22
Creating and maintaining student profiles .....	29
Adding walk-in students .....	31

<b>TEST ASSIGNMENT AND ACCESSIBILITY FEATURE ACCESS .....</b>	<b>33</b>
Reviewing test status.....	33
Cancel a test.....	34
Restore a test.....	35
<b>TAKING TESTS .....</b>	<b>36</b>
Printing Test Access Codes (Test Tickets) .....	36
Logging in to take the test .....	39
Using accessibility features .....	41
Taking tests .....	44
<b>ADMINISTERING TESTS.....</b>	<b>47</b>
Before the test.....	47
During the test .....	47
After the test .....	48

## About this guide

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Welcome to the *ISBE Assessment Delivery System User Guide*. This guide provides overview information and step-by-step instructions to help you use the Assessment Delivery System (ADS), ISBE Teach and ISBE Learn, to administer online assessments.

You will interact with two components: ISBE Teach for administrators and ISBE Learn for students.

# ADS User Roles

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There are two roles in ISBE Teach and one for ISBE Learn.

## ISBE Teach

- Organization Administrator
- Test Administrator

## ISBE Learn

- Student

The goal of this guide is to provide necessary information and instructions for people in the title role.

The **Organization Administrator** (Org Admin) is a staff member who is granted access at either the district or the school level. Org Admins with district-level permissions have access to the district as well as all schools within the district. Org Admins with school-only permissions cannot view district users, classes or students outside of their assigned school.

The Org Admin maintains schools in the district, as well as user accounts and access at the district or school levels or both. Org Admins manage user accounts, student records, and classes, as well as work with student data and test assignments. Local policy will determine if student and class management is coordinated at the district or school level.

As an Org Admin, it's important for you to be familiar with the features of ADS used by the staff members you interact with and support.

A **Test Administrator** is a school staff member who administers or proctors online test delivery in the ADS. As a test administrator, you may need to be familiar with other features of the ADS that other staff members use, such as your school's test coordinator.

There is another role for ADS: the **student** who takes tests in ISBE Learn. While students are not officially set up as users, you should understand how they interact with the system.

Actions are often performed by multiple user roles. To make it clearer whether a particular role can perform an action, you will find a role bar like this at the top of each procedure.



When a role is highlighted (all of the roles are highlighted above) that user can perform the procedure described. If a procedure is not available to a user role, it will be dimmed in the role bar as shown below.



# Introduction to ADS

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## Overview

The **Illinois School Board of Education (ISBE)** uses the Assessment Delivery System (ADS) to administer the Illinois Science Assessment (ISA).

This section introduces you to the components of ADS that administrators and educators use to: set up organizations, users, and students; review test assignments; and administer tests; and review score reports for the diagnostic test version.

As a District or School Organization Administrator or Test Administrator, you will primarily work with ISBE Teach, where you will set up and maintain the tests. Test Administrators will also work with ISBE Learn which is used to deliver the ISBE ISA online assessment to your students.

## Components of the Assessment Delivery System

The Assessment Delivery System (ADS) consists of two unique parts that administrators and educators use to develop, assign, and administer ISBE online assessments.

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

## ISBE Teach

The bulk of a school's preparation work occurs in ISBE Teach. The organizational structure (districts and schools), classes, and student profiles must be set up before students can take assessments in ISBE Learn. Students and test administrators must be assigned to classes, and tests must be assigned to classes and students. All of this is accomplished through ISBE Teach.

For the Illinois Science Assessment, ISBE will set up the organizations (districts and schools) across the state as well as the District Organization Administrator(s) and School Organization Administrators (per ISBE EPS system). In turn, Organization Administrators (Org Admins) at the district will create additional school-level Organization Administrators and all Test Administrators. Organization Administrators (district or school depending on district policy) will set up classes and students by using the integrated ISBE ISA Import Wizard (ISBE Management Tool) that is embedded in ISBE Teach and connects to the ISBE SIS. Test assignments will be automatically assigned to students by the student grade level.

## ISBE Learn

Test Administrators will work closely with ISBE Learn. Students will not know what ISBE Learn is even though they use this platform to take the test. Each student will enter a unique access code, found on the student's test ticket, into a browser on a school device that meets technical requirements.

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## Logging into ISBE Teach

To use the features described in the next several sections, you must log into ISBE Teach. If you do not have a user login, contact your Org Admin.

### To access ISBE Teach

Org Admin

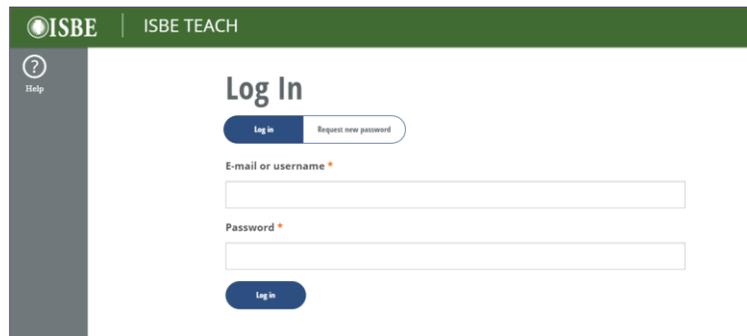
Test Admin

Student

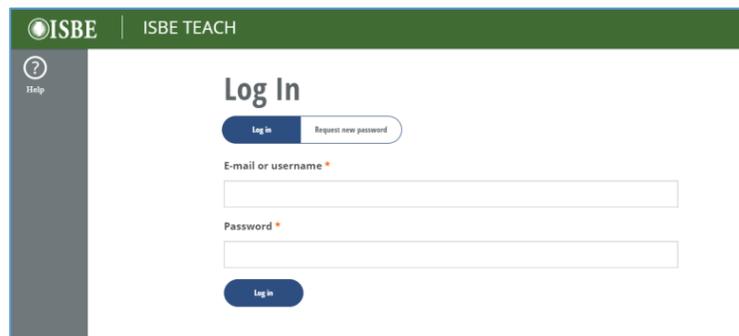
1. Click the link below or open your browser and type the ISBE Teach URL into the address bar:

<https://teach-isa.ileducates.org>

The **Log In** page opens.

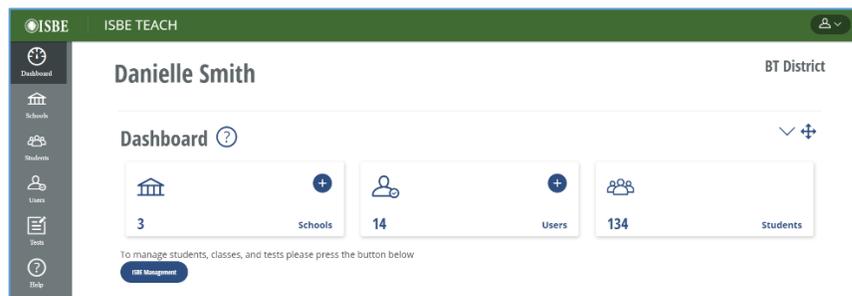


2. Enter your E-mail address or username and password.
3. Click **Log in** under the password field.



4. The ISBE Teach Dashboard opens. This serves as your home page for ISBE Teach.

**Note:** This dashboard will vary depending on the User Role assigned to you. The parts of the dashboard are explained in the next section of the guide.



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## Navigating in ISBE Teach

The dashboard displays a gallery of tiles that link to all the information and actions available to you in ISBE Teach. The links will vary, depending on the number of schools assigned to you and your role in the system. A Test Administrator, for example, typically sees only the tiles and menus for **Students** and **Assigned Tests**.

### Parts of the ISBE Teach Dashboard

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#### Org Admin Dashboard (District Permissions)

The screenshot shows the ISBE Teach interface for a District Administrator. The header includes the ISBE logo and "ISBE TEACH" with a user profile icon. The main header area displays the user's name "Danielle Smith" and the district "BT District". A sidebar on the left contains navigation icons for Dashboard, Schools, Students, Users, Tests, and Help. The main content area features a "Dashboard" title with a help icon and a refresh icon. Below this are three data tiles: "3 Schools", "14 Users", and "134 Students". Each tile has a plus icon for adding more. At the bottom, there is a message: "To manage students, classes, and tests please press the button below" followed by an "ISBE Management" button.

#### Org Admin Dashboard (School Permissions)

The screenshot shows the ISBE Teach interface for a School Administrator. The header includes the ISBE logo and "ISBE TEACH" with a user profile icon. The main header area displays "School Org Admin" and "ISBE School Demo". The sidebar on the left contains navigation icons for Dashboard, Students, Users, Tests, and Help. The main content area features a "Dashboard" title with a help icon and a refresh icon. Below this are three data tiles: "3 Users", "28 Students", and "83 Assigned Tests". Each tile has a plus icon for adding more. At the bottom, there is a message: "To manage students, classes, and tests please press the button below" followed by an "ISBE Management" button.

#### Test Administrator Dashboard

The screenshot shows the ISBE Teach interface for a Test Administrator. The header includes the ISBE logo and "ISBE TEACH" with a user profile icon. The main header area displays "ISBE Test Admin" and "BT School". The sidebar on the left contains navigation icons for Dashboard, Students, Tests, and Help. The main content area features a "Dashboard" title with a help icon and a refresh icon. Below this are two data tiles: "79 Students" and "266 Assigned Tests". Each tile has a plus icon for adding more.

**Tiles** – on the center of the dashboard are tiles that link you to the orgs, users, and students assigned to you.

- **Schools (District Org Admin only)** – view schools in your district
- **Users (Org Admin only)** – view, add, or upload users (Setting up and maintaining user accounts).
- **Students** – view, add, or upload students (Creating and maintaining student profiles).
- **Assigned Tests (School Org Admin and Test Admin)** – view tests assigned to your classes and students

**Navigation Dashboard Menu** – Each tile type is associated with an item located in the left side Dashboard navigation. These menus are available to you anywhere in ISBE Teach.

### Org Admins

- **Districts (State Org Admin only)** – view districts
- **Schools (District Org Admin only)** – view schools
- **Users** – view/edit users at districts or schools; upload users.
- **Students** – view all students or by class for permitted schools; show assigned tests; generate access code by student; add single student to a class
- **Tests** – list of assigned tests by Class; Generate Access Codes by class; list of student test assignments, shows test status, provides test support actions.
- **Help** – Provides help information for the Test and Test platform

### Test Administrator

- **Students** – view students for assigned classes; show assigned tests; generate access code by student
- **Tests** – list of assigned tests by Class; Generate Access Codes by class; list of student test assignments, shows test status, provides test support actions.
- **Help** – Provides help information for the Test and Test platform

## Parts of an ISBE Teach information page

ISBE Teach data is generally displayed in a list format, as shown below.

The screenshot shows the ISBE Teach interface. The top navigation bar includes the ISBE logo and 'ISBE TEACH'. A left sidebar contains navigation icons for Dashboard, Schools, Students, Users, and Tests. The main content area is titled 'BT School Students' and includes a '+ Add Single Student' button. Below the title are dropdown menus for 'BT School' and 'All Students', and a search bar. A table displays student information with columns for State identifier, First name, Middle name, Last name, Grade, and Operations. A callout box labeled 'Page Name' points to the title 'BT School Students'. Another callout box labeled 'Organization Name' points to 'BT District'. A callout box labeled 'Page Buttons' points to the '+ Add Single Student' button. A callout box labeled 'Org Filters' points to the dropdown menus.

State identifier	First name	Middle name	Last name	Grade	Operations
3259561545218	Jennifer	Lee	Freeman	9	Generate access code

**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** – Enter a term in the field to display only items containing your term.

**Sortable Columns** – Click the header of a list column to sort.

**Page Navigation** – Click a number to move through multiple pages of information.

## Sorting and filtering lists in ISBE Teach

You can more quickly locate an item in a very long list by using the sort or filter functions.

To filter lists, enter your search term in the **Search field** that appears above ADS lists. Entries that do not include your terms will be hidden. For example, filtering a list of students for “10” will return all students in Grade 10 plus any that have “10” in any other field.

Click on the table header of the column to sort entries in a list. Click again to toggle between ascending and descending order.

## Getting help

ISA program support is provided through the various online resources and through the ISBE Student Assessment and Accountability Division.

- For additional information about ISA, visit the ISBE Science page at <https://www.isbe.net/Pages/Illinois-Science-Assessment.aspx>
- Support telephone number: 866-317-6034

# ISA Preparation Checklist

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The following checklist provides a summary of the high level steps that need to be completed prior to the start of the test window.

## Test Operation Set up

### Completed by ISBE Assessment Team

- 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

- 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
- Review Student Test Assignments (Org Admins/Test Admins)
- Generate/Print Test Access Codes for Classes/Students
- Manage Student Test (Org Admin / Test Admin)

# Working with users

## 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
<b>Students</b>			
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

	District Org Administrator	School Org Administrator	Test Administrator
<b>Tests</b>			
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	
<b>Users</b>			
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	X	X	

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

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# 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.

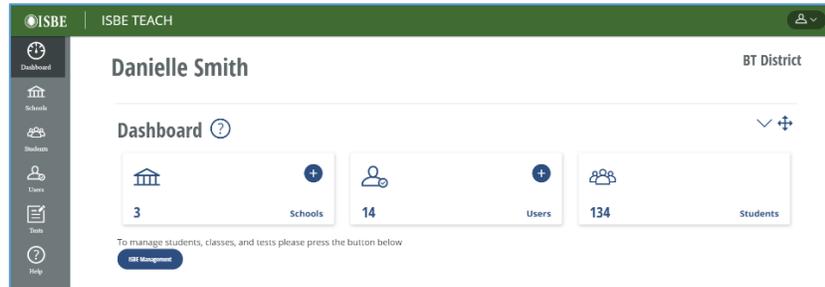
## Preparing the user template for uploading

### To download and prepare the user template for upload

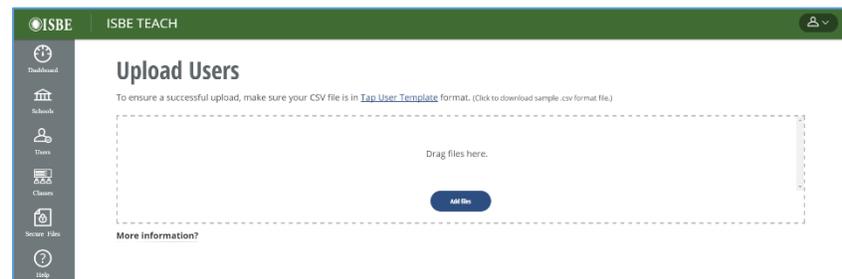
Org Admin	Test Admin	Student
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1. Open the Upload Users page.

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

**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.

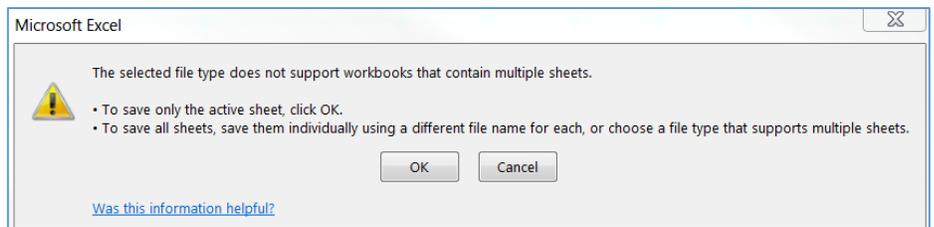
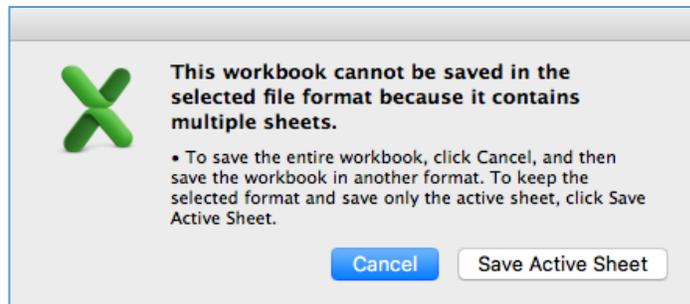
**Notes:**

- 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

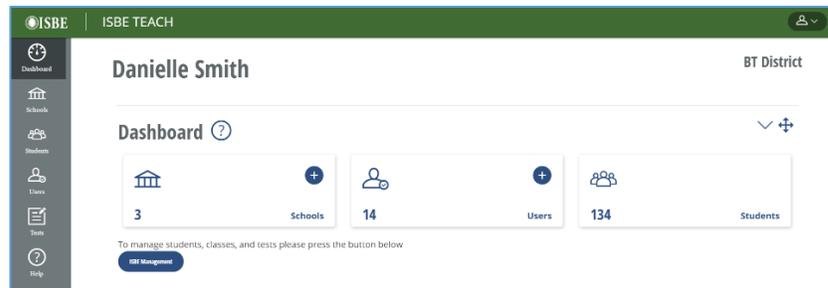
### To upload user information

Org Admin

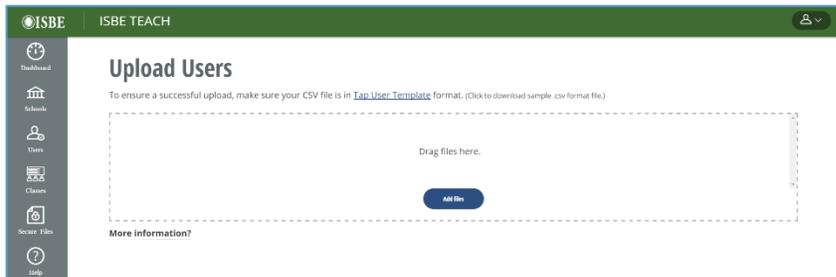
Test Admin

Student

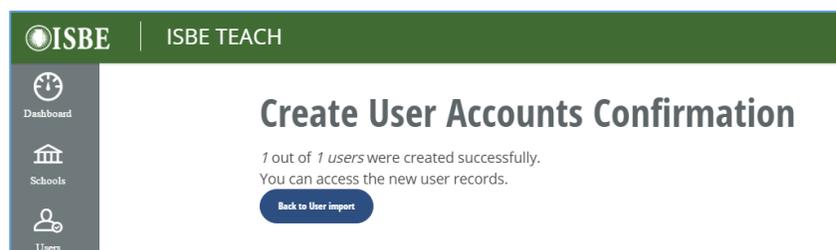
1. Click the  button on the Users Dashboard menu bar in ISBE Teach, or click the **Upload Users** button at the top of the **Users** Page  
The **Upload Users** page opens.



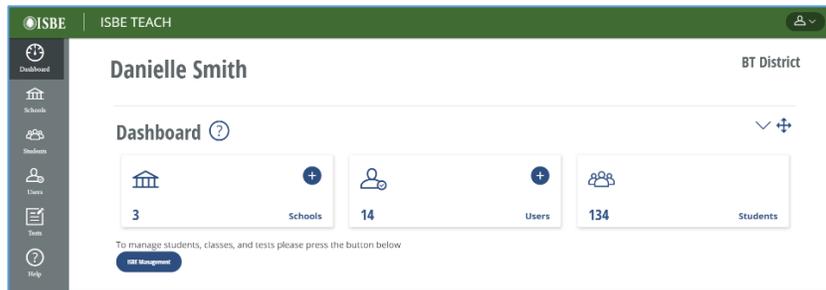
2. Add the .csv file with user information in one of two ways:
  - a. Drag the .csv file with user information into the box.
  - b. Click **Add files**, locate and select the .csv file with user information, and then click **Open**.



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.

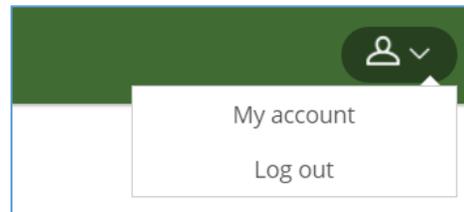
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## Editing user information

### 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.

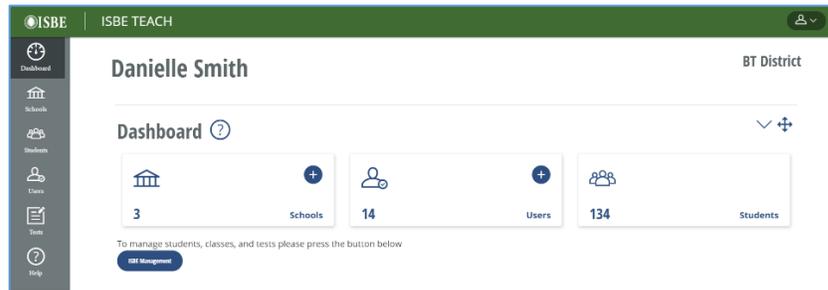
## To edit another user's account

Org Admin

Test Admin

Student

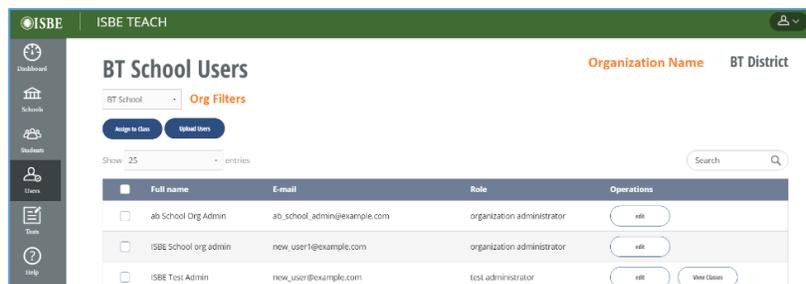
1. Select the **Users** tile from the ISBE Teach Dashboard or select **Users** from the left Navigation Menu.



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

### For District Org

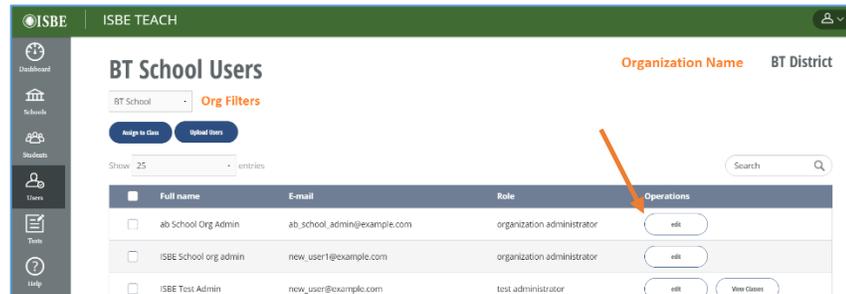
**Admins:** To see all of the users at the district level, select the -Select School- option.



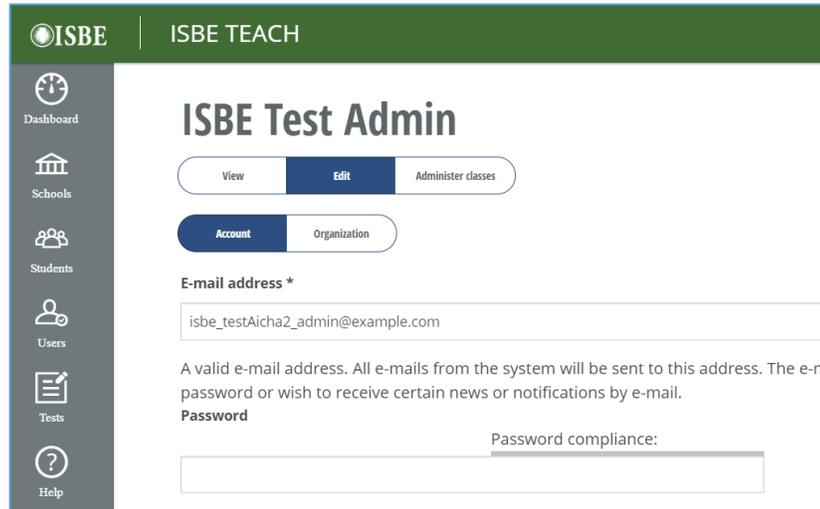
**Note:** if you belong to multiple districts or multiple schools, use the Organization Name filter to select the desired organization.

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.

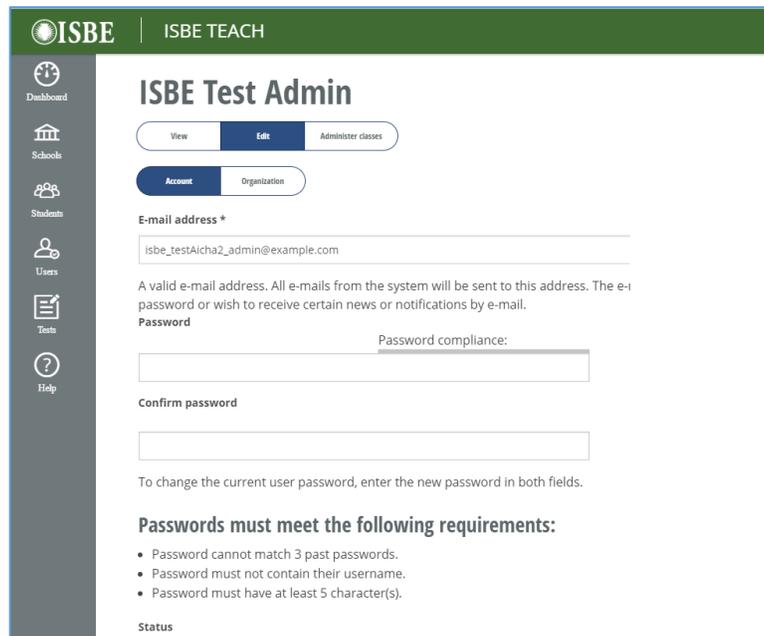


- The user page for your user opens with the Edit tab selected.
- Beneath the Edit tab are two additional tabs:
  - Account** – used to edit the user’s information.
  - Organization** - used to edit the user’s organizational assignments.



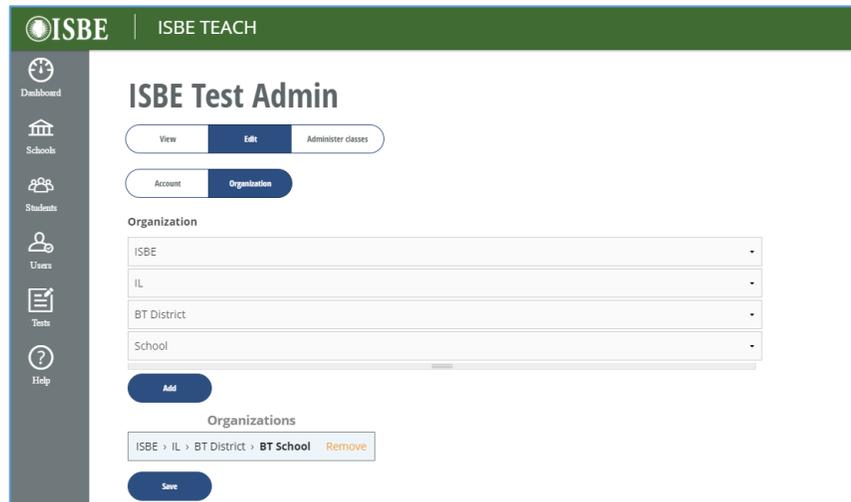
- Click the **Account** button to edit account information. You can edit the following:
  - Email Address
  - Current password
  - User Status
  - User Role
  - User Full Name

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



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

8. 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.



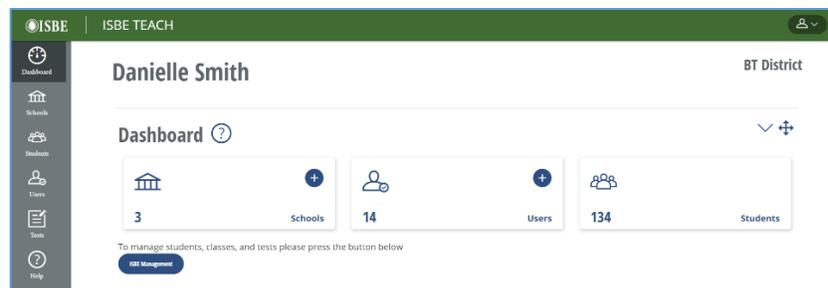
## Assigning Test Admins to Classes

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



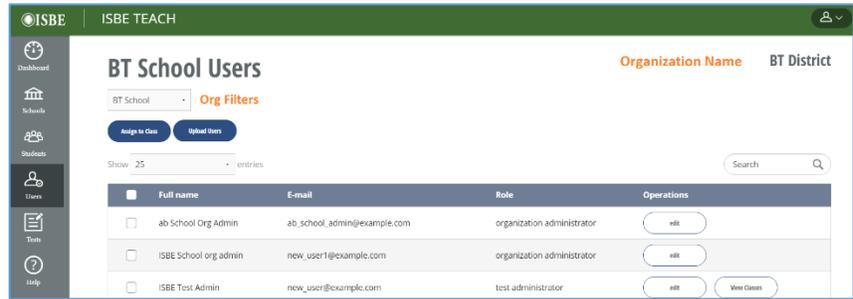
1. Select the **Users tile** from the ISBE Teach Dashboard or select **Users** from the left Navigation Menu.



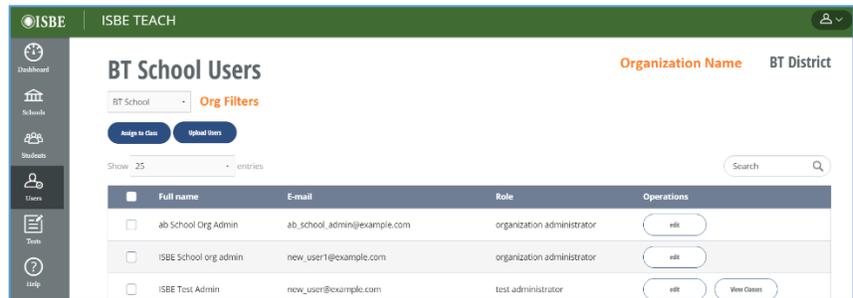
2. Use the **Org Filters** above the table to select the organization of the user you wish to assign to a class.

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

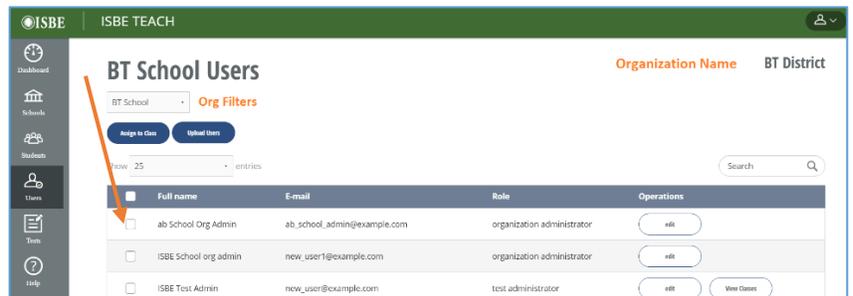
**Note:** If you belong to multiple districts or multiple schools, use the Organization Name filter to select the desired organization.



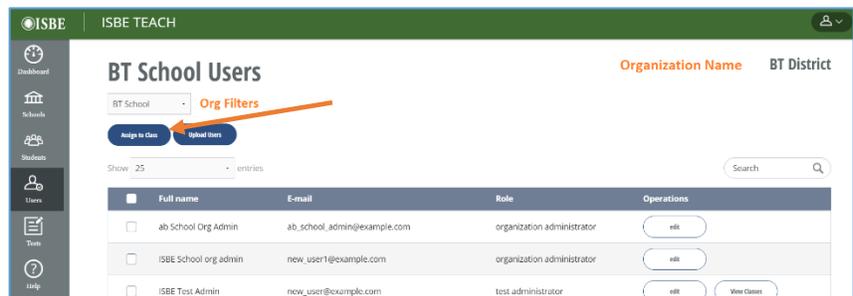
3. You may view the classes currently assigned to a Test Admin by selecting the **View Classes** button under the Operations column in the User list table



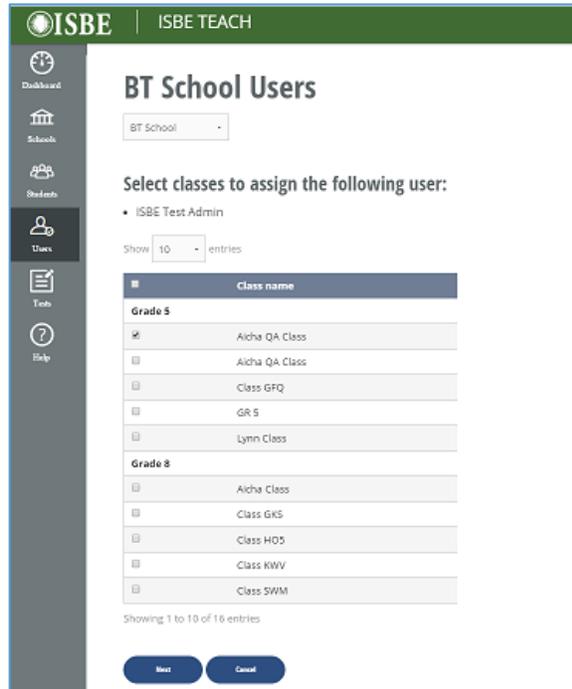
4. Select the user(s) you want to assign to a class by checking the box to the left of their name(s) in the **Users** list.



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



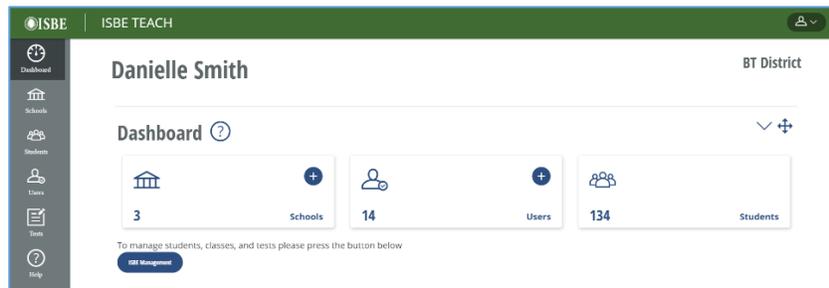
6. A list of classes appears.  
Click the box to the left of each class name you want to assign to the user(s).
7. Click **Next**
8. If successful, a confirmation message appears



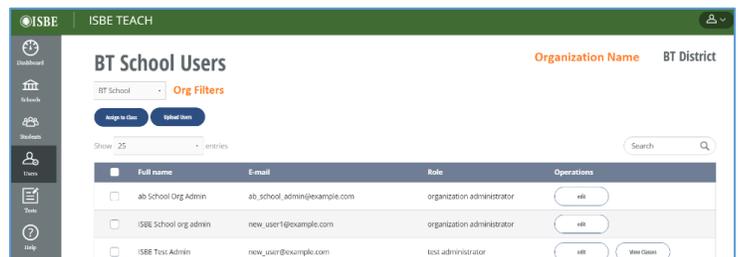
### To Unassign/remove a Test Admin from a class



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.

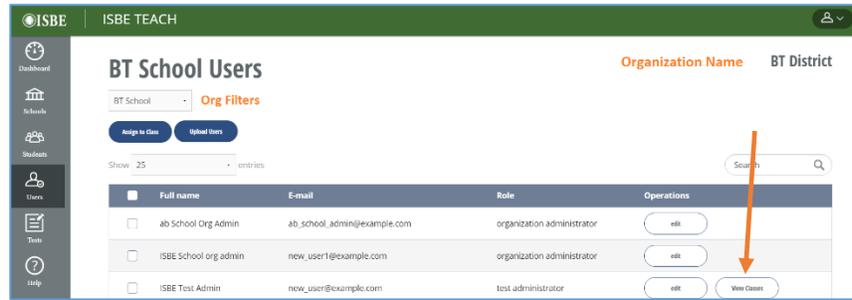


**For District Org Admins:** To see all of the users at the district level, select the -Select School- option.

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

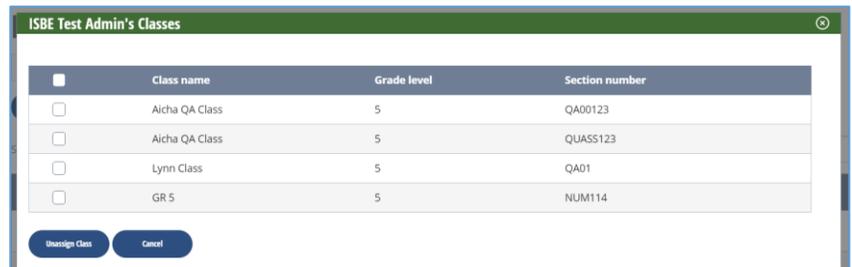
3. Select the **View Classes** button under the Operations column in the User list.

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



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

5. 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.

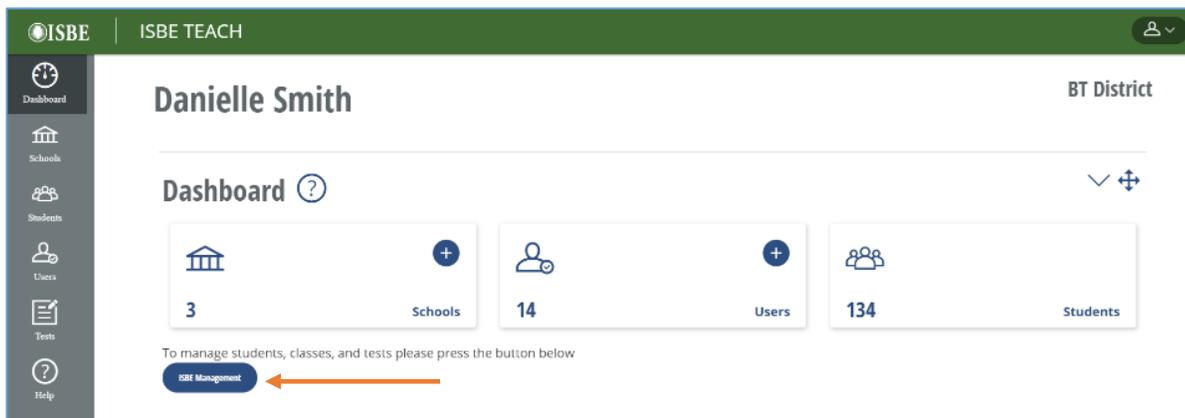
# Working with students and classes

## Students, tests, and classes

Just as schools are related to districts, students must be linked to classes before a student can be assigned to take a test. So just like users and schools, students and classes must be created.

As a District or School Administrator, you will use the ISBE ISA Import Wizard to select the students and classes for the Illinois Science Assessment.

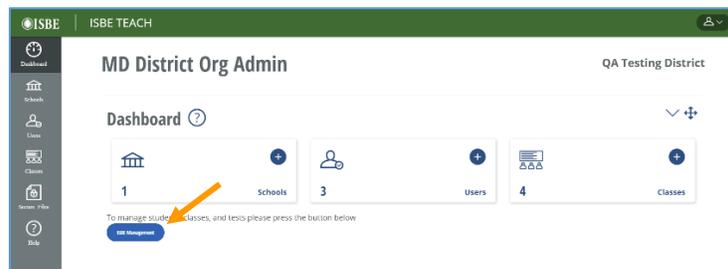
## ISBE ISA Import Wizard



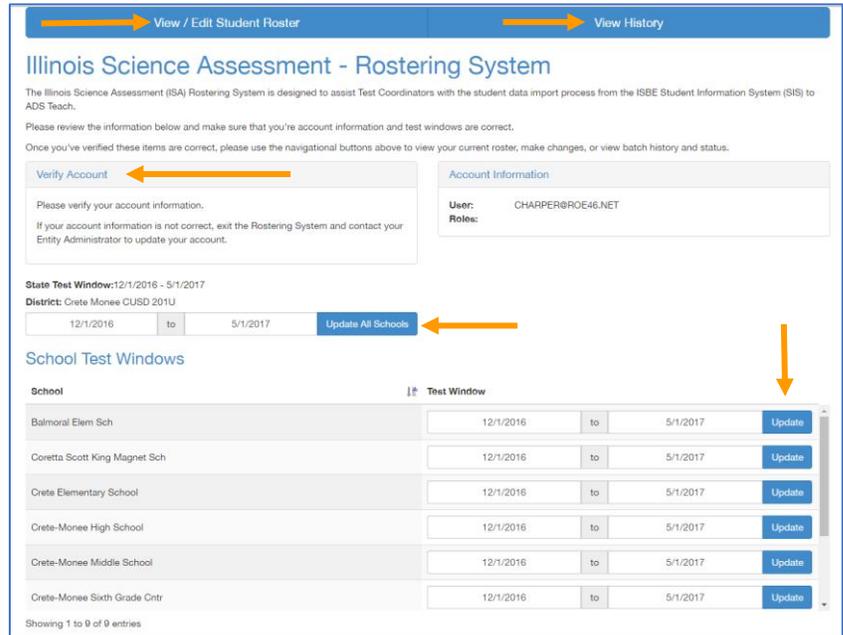
### To use the ISA Import Wizard



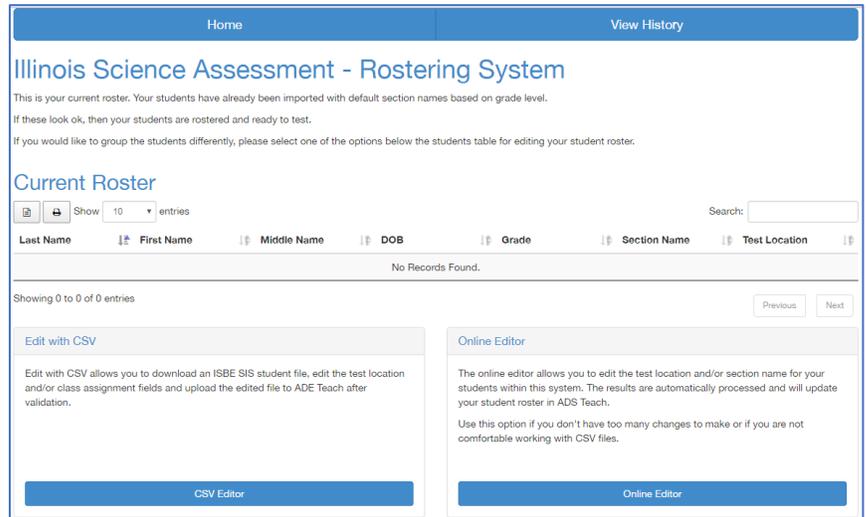
1. Log into ISBE Teach.
2. Select **ISBE Management** button located below the Dashboard tiles. The ISA Import Wizard will open.



3. Verify your account information.
4. Review/update test window date range
  - a. Update for all schools, enter the date range in the top set of text boxes. Click **Update All Schools**.
  - b. Update an individual school, enter the date range next to the school. Click **Update**
5. Select View/Edit Student Roster to see the current student roster.
6. Select View History to see activity related to prior batch submissions.



7. Review and Edit Roster
  - a. The current roster is displayed in the grid on the main roster page.
  - b. To make changes, use either the **CSV Editor** or the **Online Editor**



## Editing Student Roster using the CSV Editor

1. To edit by CSV, click **CSV Editor** from the Roster home screen.

Home View History

### Illinois Science Assessment - Rostering System

This is your current roster. Your students have already been imported with default section names based on grade level. If these look ok, then your students are rostered and ready to test. If you would like to group the students differently, please select one of the options below the students table for editing your student roster.

#### Current Roster

Show 10 entries Search:

Last Name	First Name	Middle Name	DOB	Grade	Section Name	Test Location
No Records Found.						

Showing 0 to 0 of 0 entries Previous Next

##### Edit with CSV

Edit with CSV allows you to download an ISBE SIS student file, edit the test location and/or class assignment fields and upload the edited file to ADE Teach after validation.

**CSV Editor**

##### Online Editor

The online editor allows you to edit the test location and/or section name for your students within this system. The results are automatically processed and will update your student roster in ADE Teach.

Use this option if you don't have too many changes to make or if you are not comfortable working with CSV files.

**Online Editor**

2. You can update student rosters at either the district or an individual school level. Download the file from the preferred level.
3. Once the file has downloaded, open it in an editing program such as Excel and make the necessary changes. Save the updated file.

Home View / Edit Student Roster View History

### Illinois Science Assessment - Rostering System

- 1. Download File**

You can either download one file with the entire district data or a file for each school. Click the download button(s) you want to work with to download student data from the ISBE SIS.

**District File**

  - Crete-Monee CUSD 201U

**School Files**

  - Balmoral Elem Sch
  - Coretta Scott King Magnet Sch
  - Crete Elementary School
  - Crete-Monee High School
  - Crete-Monee Middle School
- 2. Select Modified File**

Click on "Choose File", select the edited file and click "Open". The name of the edited file will appear in the place of "No File Chosen".

**Choose File** CreteMoneeCUSD201U.csv
- 3. Upload Changes**

Click on "Upload" to submit the changes and queue the request for processing.

**Upload Student File**

4. Select the Modified File
  - a. Click **Choose File** and browse to the edited file to add it to the wizard.
5. Click **Upload Student File** to upload the file.

Home View / Edit Student Roster View History

### Illinois Science Assessment - Rostering System

- 1. Download File**

You can either download one file with the entire district data or a file for each school. Click the download button(s) you want to work with to download student data from the ISBE SIS.

**District File**

  - Crete-Monee CUSD 201U

**School Files**

  - Balmoral Elem Sch
  - Coretta Scott King Magnet Sch
  - Crete Elementary School
  - Crete-Monee High School
  - Crete-Monee Middle School
- 2. Select Modified File**

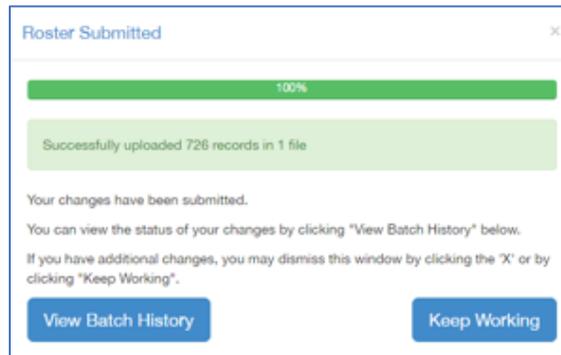
Click on "Choose File", select the edited file and click "Open". The name of the edited file will appear in the place of "No File Chosen".

**Choose File** CreteMoneeCUSD201U.csv
- 3. Upload Changes**

Click on "Upload" to submit the changes and queue the request for processing.

**Upload Student File**

6. Once complete you will see a success message stating the number of successfully uploaded records.
7. From here, you can exit this screen by selecting buttons to **View Batch History** or **Keep Working**.



## Editing Student Roster using the Online Editor

1. To edit the roster online, click **Online Editor** from the Roster home screen.

2. A student grid will open.
3. Use the onscreen filters and search tools to identify the subset of students and data you wish to update.

Note: Filter the selection before you update the records. Filters may be applied by name, DOB, grade level, section name and test location.

Click the column headers to sort the table by that column.

4. **Update Records:** Once the subset of data is identified, enter the new Section Name and Test Location in those fields. Select **Update Rows** to apply the changes.

Home View / Edit Student Roster View History

### Illinois Science Assessment - Rostering System

**Grid - Edit Instructions**

- To page through the data table to view all entries, click on the page numbers below the data table or use the "Next" and "Previous" buttons.

**To Edit Records:**

- Enter the "Section Name" and/or "Test Location" data you want to update in the text fields to the left of the "Update Rows" button.
- To apply the update to only certain entries, filter the results using the filter buttons under the data table.
- To apply the changes, click on the "Update Rows" button.
- Once you are finished making changes, click "Submit Changes" to complete the process.

Last Name	First Name	Middle Name	DOB	Grade	Section Name	Test Location
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	rcdts:56099201U263002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	rcdts:56099201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	rcdts:56099201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	rcdts:56099201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	rcdts:56099201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	rcdts:56099201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	rcdts:56099201U261002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	rcdts:56099201U263002
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	8	8 - Default	rcdts:56099201U261002

Show 1 to 10 of 724 entries

Update Records

Section Name Test Location Update Rows Clear Search

Submit Changes

Once your changes are complete, click "Submit Changes" to complete the process.

Submit Changes

5. Once the data update is complete, you will see the following message

Record(s) updated Successfully!

6. Select **Submit Changes** to send the updates to the ADS Teach.

Update Records

Section Name Test Location

Submit Changes

Once your changes are complete, click "Submit Changes" to complete the process.

Submit Changes

Note: If you do not select submit changes, none of your changes will be saved.

7. Once complete, you will see a confirmation screen of the successful batch submission.

View / Edit Student Roster

Roster Submitted

Your changes have been submitted.

You can view the status of your changes by clicking "View Batch History" below.

View Batch History

- View Batch History shows the history and record counts for previously submitted batches.

Home View / Edit Student Roster

Illinois Science Assessment - Rostering System

View History

Refresh History

Batch	Status	Creator	Created	Imported	Processed	Failed
6791	Imported	CHARPER@ROE46.NE T	Feb 21 2017 12:42PM	723	0	0
6790	Draft	CHARPER@ROE46.NE T	Feb 14 2017 4:03PM	724	0	0
6731	Error	kib	Jan 6 2017 10:38AM	25	25	0
6730	Complete	kib	Jan 6 2017 10:25AM	25	0	1
6729	Complete	kib	Jan 6 2017 8:57AM	25	25	0
6728	Complete	kib	Jan 6 2017 8:52AM	25	25	0
6727	Complete	kib	Jan 3 2017 11:33AM	25	0	0
6726	Complete	kib	Dec 28 2016 10:06AM	25	0	0
6725	Error	kib	Dec 27 2016 2:20PM	25	0	25
6724	Complete	kib	Dec 27 2016 1:46PM	25	25	0
6723	Error	kib	Dec 27 2016 1:23PM	25	0	0
6722	Error	kib	Dec 27 2016 12:50PM	25	0	25
6721	Error	kib	Dec 27 2016 10:42AM	25	0	0
6720	Draft	CHARPER@ROE46.NE T	Dec 19 2016 11:32AM	726	0	0
6719	Error	CHARPER@ROE46.NE T	Dec 19 2016 11:31AM	726	0	0

- Exit the ISBE Import Wizard and return to ISBE Teach by closing the window.



# Creating and maintaining student profiles

Before you can assign and administer ISBE online assessments to students in your district, a record for each student must exist in ISBE Teach. To upload students, use the ISBE ISA Import Wizard described above. The ISA Import Wizard will search SIS for exits and enrollments and automatically remove/add students from/to your roster if they have not started testing. However, if a previous district has not exited a student, please contact the district/school contact and work to complete the exit and new enrollment process in SIS. If time does not allow for this process (testing has started in your district) then school administrators can follow the manual process detailed in the next section to add the student to ISBE Teach. As always, as time allows, complete the work to keep SIS updated.

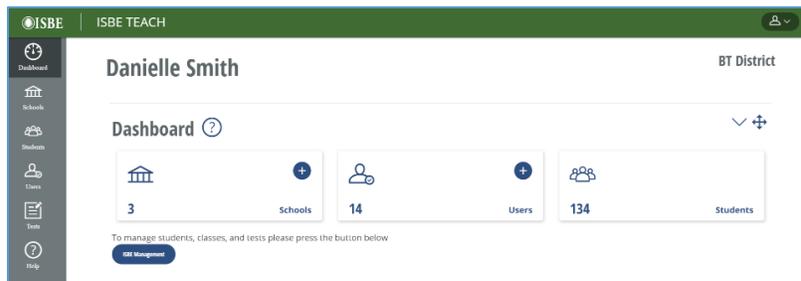
## Editing student information

### To edit student information

**Note:** At the completion of the test, ISBE will use the student data as it is entered in SIS to compile the final ISA results. If you make updates in ISBE-Teach to a student’s record, these will not be captured unless you also update the record in SIS.

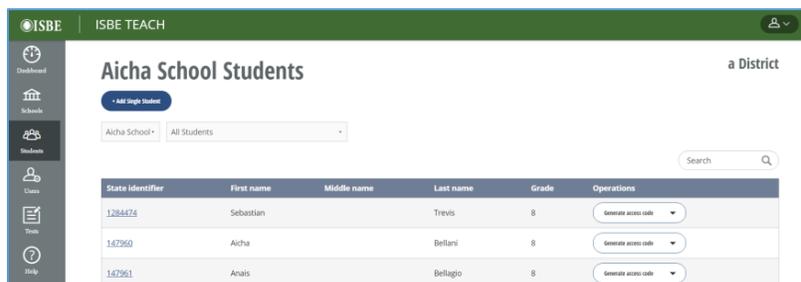


1. Select the **Students tile** from the ISBE Teach dashboard or select **Students** from the left Navigation Menu.



The Students page will open

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



3. Select the **State Identifier** of the Student you want to edit. The Student Profile page opens.

State identifier	First name	Middle name	Last name	Grade	Operations
1284474	Sebastian		Trevis	8	Generate access code
147960	Aicha		Bellani	8	Generate access code

- 
4. Click **Edit Student** to make the profile editable.
  5. Make the changes in the student's profile.  
**Note:** fields marked with an asterisk (\*) are required.
  6. Click **Save Student Data** at the bottom of the page.

## Edit *Sebastian Trevis*

[View Student](#) [Edit Student](#)

Demographic Info	State Student ID *
	1284474
	Local Student ID
	88888888
	Grade *
	8
	First Name *
	Sebastian
	Middle Name
	Last Name *

---

**Note on changing the State Student ID**

Even though the State Student ID is editable, remember that it is a unique identifier of your student.

---

# Adding walk-in students

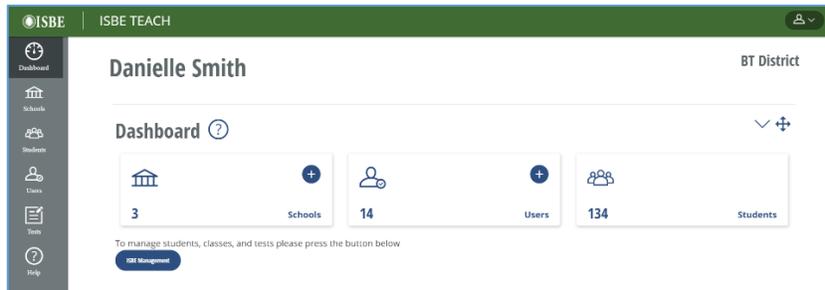
The ISBE ISA Import Wizard tool will search SIS for exits and enrollments and automatically remove/add students from/to your roster if they have not started testing. However, if a previous district has not exited a student, please contact the district/school contact and work to complete the exit and new enrollment process in SIS. If time does not allow for this process (testing has started in your district) then school administrators can follow the manual process detailed below to add the student to ISBE Teach. As always, as time allows, complete the work to keep SIS updated.

## Adding a walk-in student

**Note:** The new student will automatically be assigned a test based on their grade level.

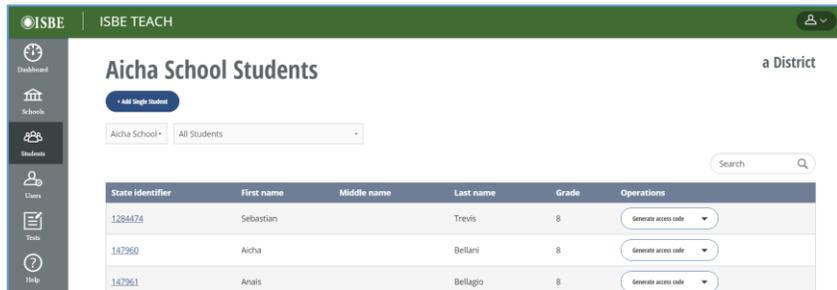
<b>Org Admin</b>	Test Admin	Student
------------------	------------	---------

1. Select the **Students tile** from the ISBE Teach dashboard or select **Students** from the left Navigation Menu.



The Students page will open

2. Use the **Org Filters** above the table to select the organization to which you plan to add a walk-in student.



If you have permissions to more than one school ensure you add students to the correct school.

3. Select the **+Add Single Student** button. The Add Student Page will open.
4. You will be required to enter or select the following information:
  - **State Student ID**
  - **Class**
  - **Grade**
  - **First Name**
  - **Last Name**
  - **Gender**
  - **Date of Birth**
5. Click **Save Student Data** at the bottom of the page.

## Add Student

<b>Demographic Info</b>	<b>State Student ID *</b> <input style="width: 95%; height: 20px;" type="text"/>
	<b>Local Student ID</b> <input style="width: 95%; height: 20px;" type="text"/>
	<b>District</b> <div style="background-color: #f0f0f0; padding: 2px;">Aicha District</div>
	<b>School</b> <div style="background-color: #f0f0f0; padding: 2px;">Aicha School</div>
	<b>Class *</b> <div style="background-color: #f0f0f0; padding: 2px;">- Select -</div>
	<b>Grade *</b> <input style="width: 95%; height: 20px;" type="text"/>

6. If the save was successful, ISBE Teach displays a confirmation message.

## Aicha School Students

✔ You have successfully added *Kat Sopko*.

+ Add Single Student

Aicha School ▾

All Students ▾

**Notes:**

The new student will automatically be assigned a test based on their grade level. The State Identifier for students entered as walk-in students is appended with the Org ID (RCDTs code) for tracking purposes.

# Test Assignment and Accessibility Feature Access

Tests will automatically be assigned to students based on the student's grade level. All students will have access to the following two test accessibility features: Text to Speech and Line Reader.

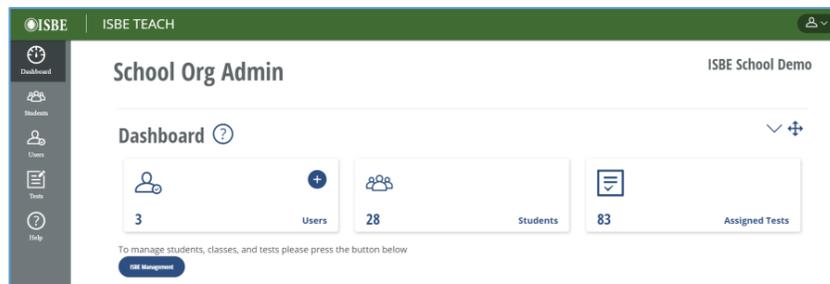
## Reviewing test status

You will be able to see the test status for each student once a test is assigned to them. In its initial state, the test status will be "scheduled" When a student has completed testing, the test status will change to "submitted".

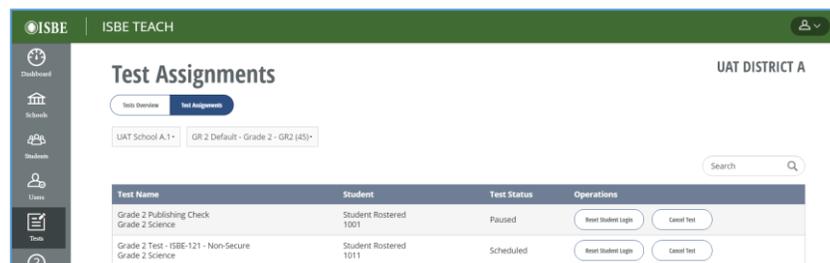
To review the test status for students in a class



1. Select the **Assigned Tests** tile from the ISBE Teach dashboard or select **Tests** from the left Navigation Menu.



2. Select the **Tests Assignments** tab.
3. Use the **Org Filters** above the table to select the school and class for the student or class whose test status you want to know.



The standard codes for test status are:

- Scheduled – a test has been assigned and not yet begun
- In progress – a student has navigated to the first question of the test
- Paused – a student has exited the test, or the test has been unlocked for them
- Canceled – the test has been canceled
- Submitted – the test has been submitted.

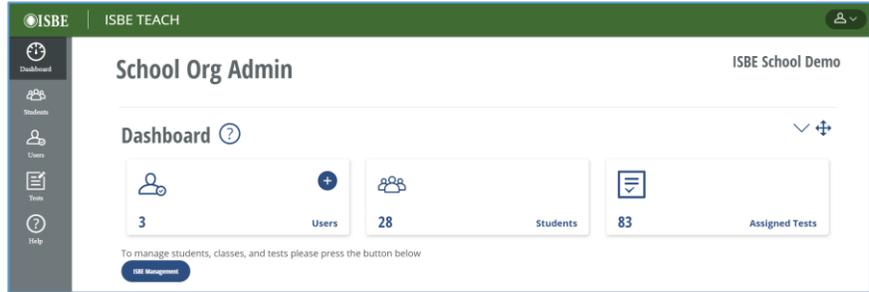
# Cancel a test

If a student is no longer eligible or required to take the ISA, you may cancel their test.

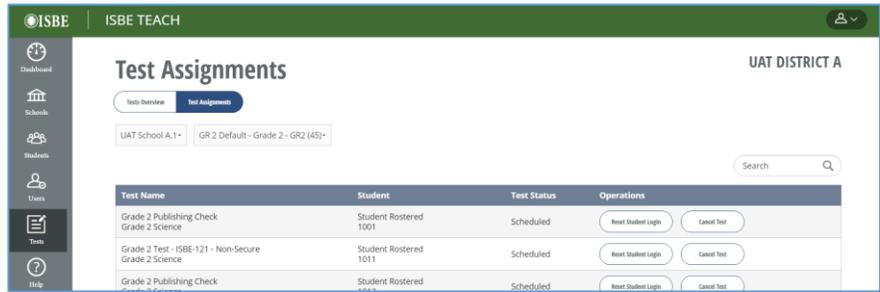
## To cancel a student's test



1. Select the **Assigned Tests** tile from the ISBE Teach dashboard or select **Tests** from the left Navigation Menu.

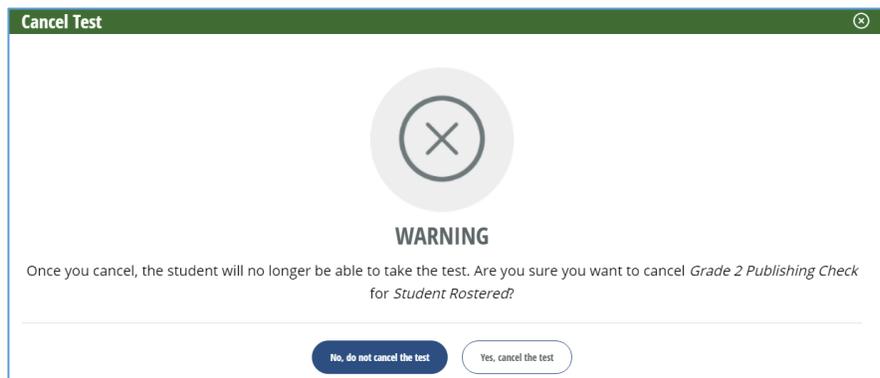


2. Select the **Tests Assignments** tab.
3. Use the **Org Filters** above the table to select the school and class for the Student whose test you want to cancel.

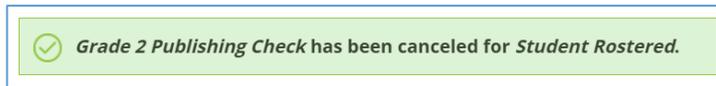


4. Select the **Cancel Test** button under the Operations column in the student's row.

Follow the instructions on the verification screen to complete cancelling the test.



5. Upon success, the following banner will be displayed.



# Restore a test

In the event that a student’s test was accidentally cancelled, you may restore their test assignment.

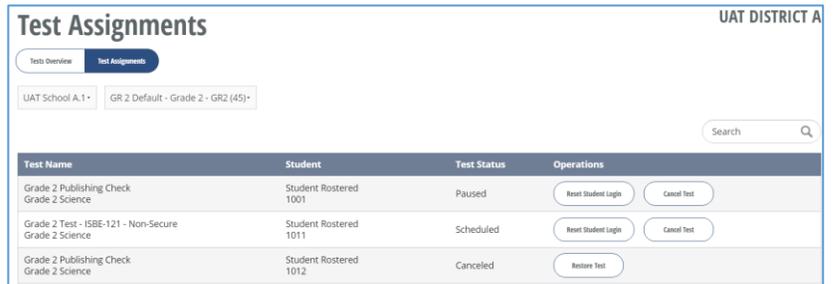
## To restore a student’s test



1. Select the **Assigned Tests** tile from the ISBE Teach dashboard or select **Tests** from the left Navigation Menu.

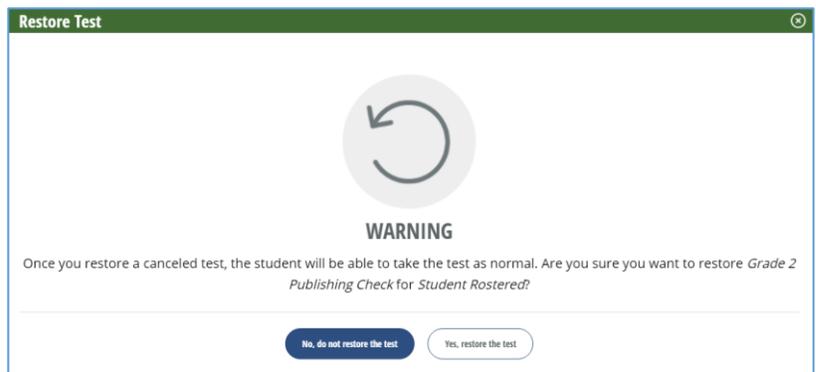


2. Select the **Tests Assignments** tab.
3. Use the **Org Filters** above the table to select the school and class for the Student whose test you want to restore

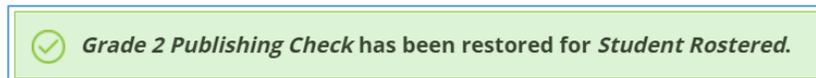


4. Select the **Restore Test** button under the Operations column in the student’s row.

Follow the instructions on the verification screen to complete restoring the test.



5. Upon success, the following banner will be displayed.



# Taking Tests

Before taking the Illinois Science Assessment, a student must have an access code (a unique code that provides one student with access to one specific test) and access to a school computer that meets the technical requirements of the Assessment Delivery Platform. See the section “Printing Test Access Codes” section below for details.

Access codes (test tickets) are generated for each student and assessment combination after test assignments are made. Check with your school Org Administrator to find out how these access codes are provided to the students. Depending on local policy, you may be required to provide these codes to students at test time.

Tests will be administered using a Safe Exam Browser (SEB) which locks down the device, preventing the student from navigating away from the test mid-assessment. Ensure that the SEB is properly deployed and installed on all testing devices prior to initiating student testing.

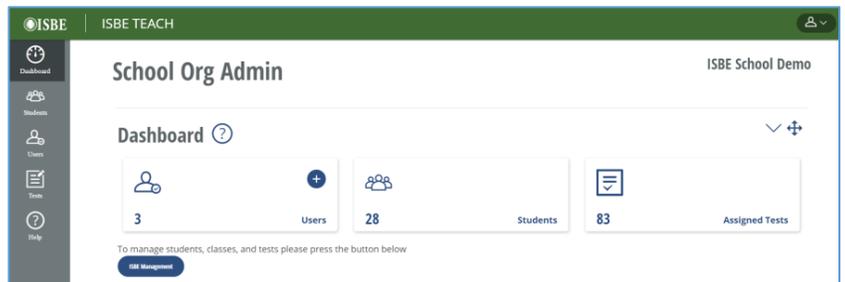
## Printing Test Access Codes (Test Tickets)

Before a student can take a test, you must generate an access code (test ticket), which is a unique code that provides one student with access to one assessment. ISBE Teach generates access codes for each student and assessment combination.

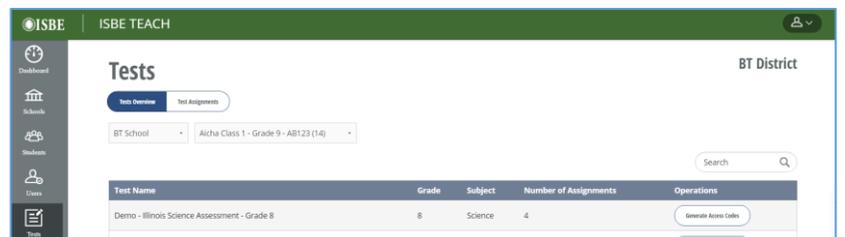
### To Generate a Test Access Code for a Class



1. Select the **Assigned Tests tile** from the ISBE Teach dashboard or select **Tests** from the left Navigation Menu.



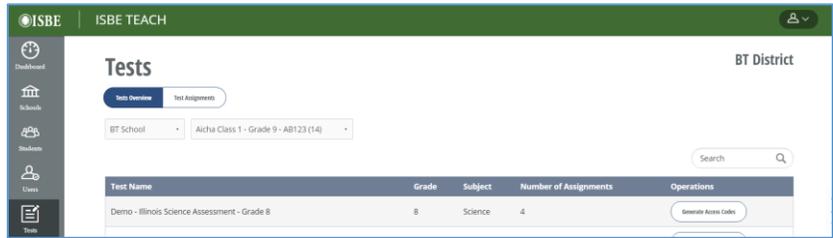
2. Select the **Tests Overview** tab.
3. Use the **Org Filters** above the table to select the school and class for which you want to generate access codes.



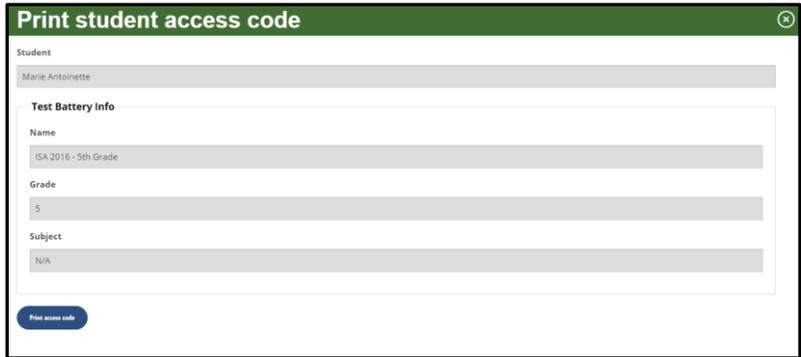
Note: Test Administrators must be assigned to a class before they can generate access codes.

- Click **Generate Access Codes** in the Operations column.

Note: If your class contains students in multiple grades, you will see a row for each of those grade levels. Generate access codes for each grade level.



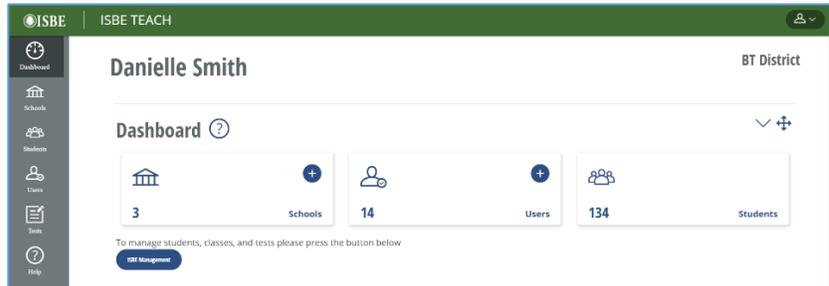
- The Print access codes for a class page shows the class and test battery information for the codes.
  - If the information is not correct, close the page.
  - If the information is correct, click Print access code and go to the next step.



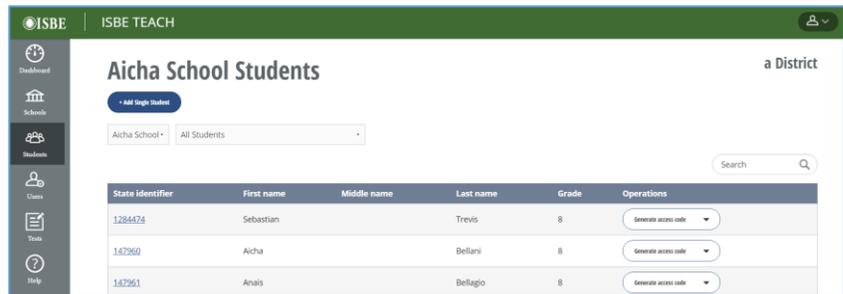
### To Generate a Test Access Code for an individual Student



- Select the **Students tile** from the ISBE Teach dashboard or select **Students** from the left Navigation Menu.



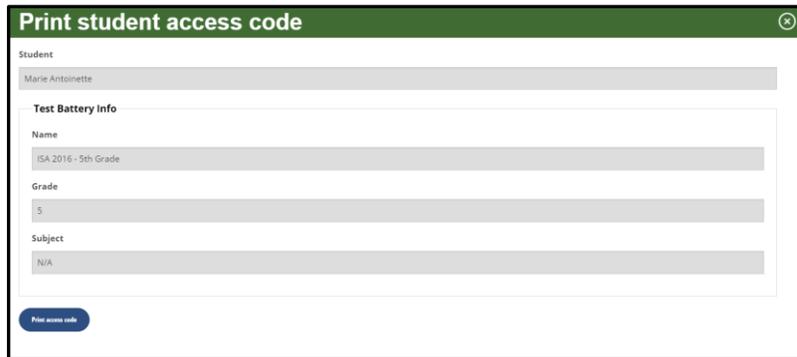
2. Use the **Org Filters** above the table to select the school and class for the student for which you want to print the access code.



3. Click **Generate Access Codes** in the Operations column.

4. The Print access codes page shows the test battery information for the student.

- If the information is not correct, close the page.
- If the information is correct, click Print access code and go to the next step.



# 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.

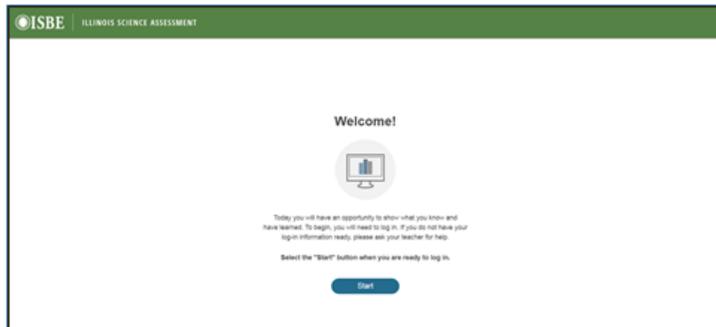
## To log into a test

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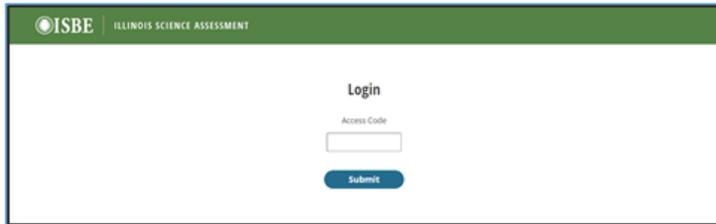
Org Admin	Test Admin	<b>Student</b>
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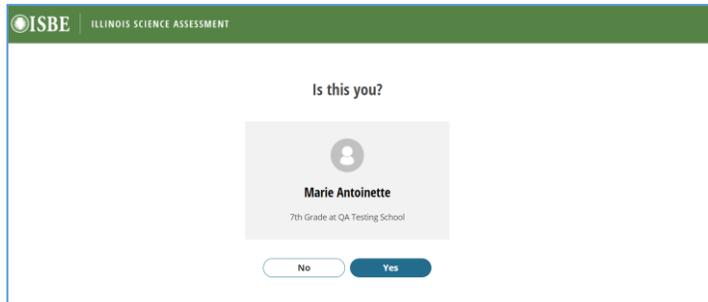
1. On the ISBE Learn start page, click **Start**.



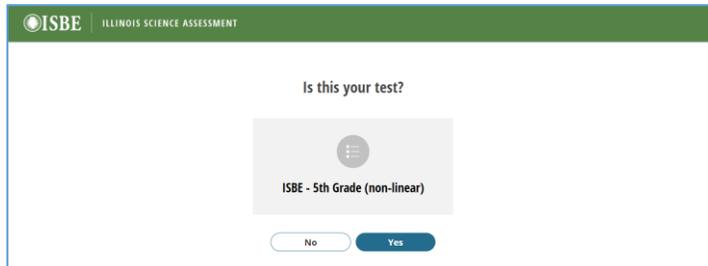
2. The **Login** page opens. Enter your access code. Click **Submit**.



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.

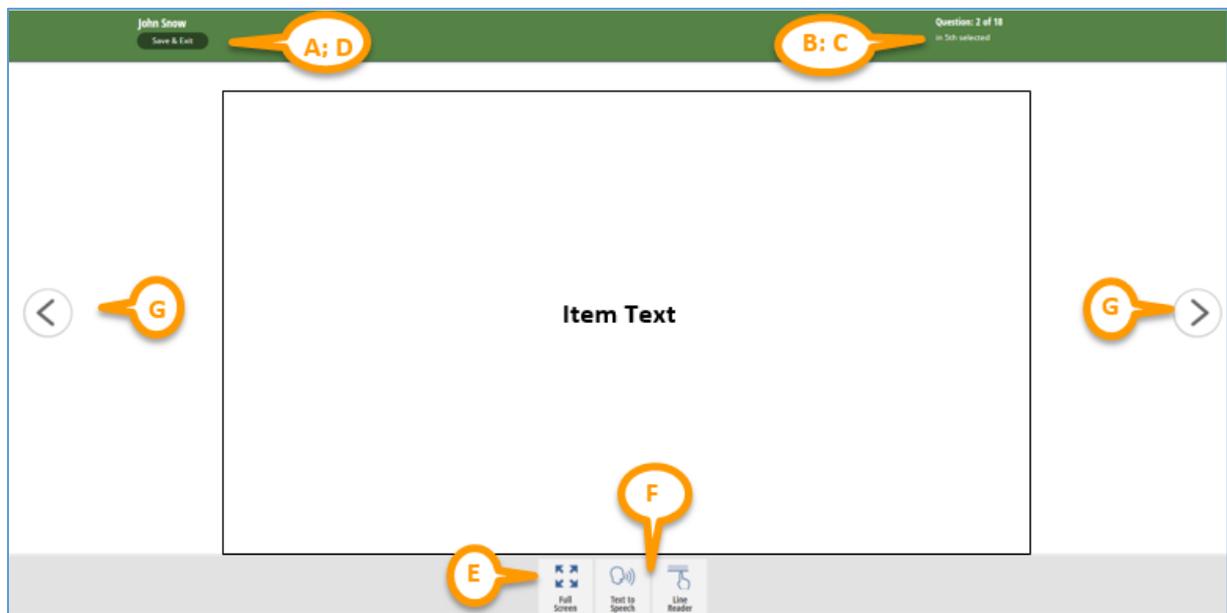
To start the test, click **Start Test**.



## Test screen layout

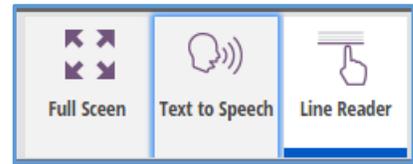
On each ISBE Learn page you will find the following items:

- 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 **Saving, exiting, and resume a test**)
- E. Full Screen toggle
- F. Buttons for accessibility features (see **Using accessibility features**).
- 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

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.

NOTE: For iPad users, tap to move the line.

## To use Text-to-Speech

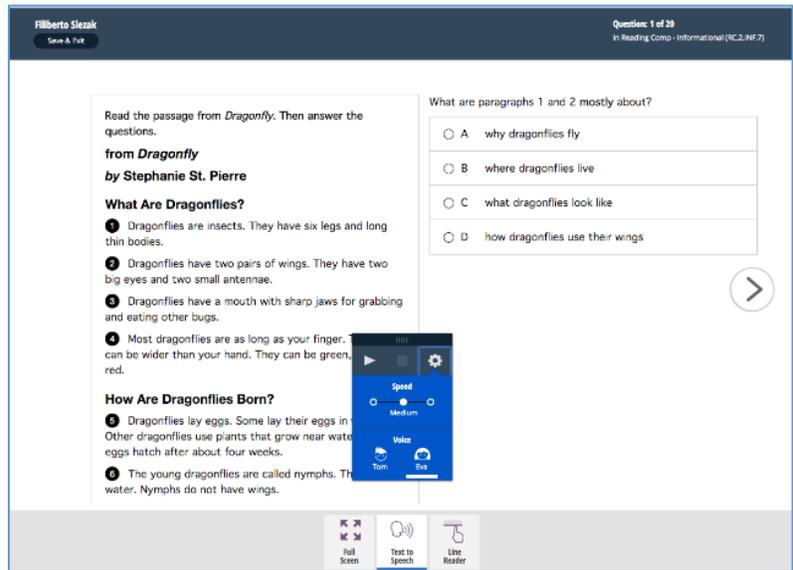
Org Admin

Test Admin

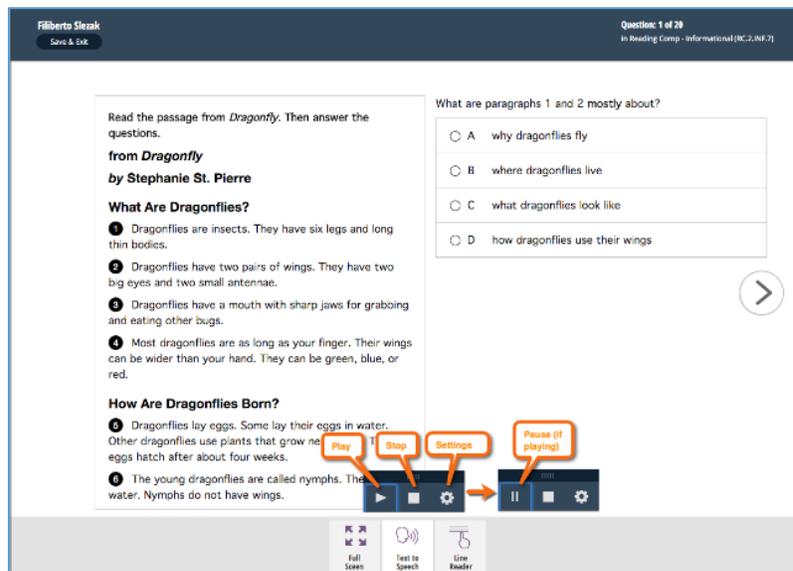
Student

**Note:** If you intend to use the Text to Speech feature, ensure that the volume on your testing device is turned on/up prior to launching the SEB.

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).

The screenshot shows a reading application interface. At the top, it says "Filiberto Slezak" and "Save & Edit". On the right, it says "Question: 1 of 20" and "In Reading Comp - Informational (RC.2.NF.7)". The main content area contains a passage about dragonflies by Stephanie St. Pierre, with sections "What Are Dragonflies?" and "How Are Dragonflies Born?". To the right of the passage are four multiple-choice questions. A settings overlay is visible in the center, showing a play button, a gear icon labeled "Settings", a speed slider labeled "Reading Speed" set to "Medium", and a voice selection button labeled "Tom or Eva's voice". At the bottom of the page, there are three icons: "Full Screen", "Text to Speech", and "Line Reader".

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

This screenshot is identical to the one above, but the settings overlay is removed. The interface shows the passage and questions as before. The "Text to Speech" icon at the bottom is now active, indicated by a blue highlight.

# 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

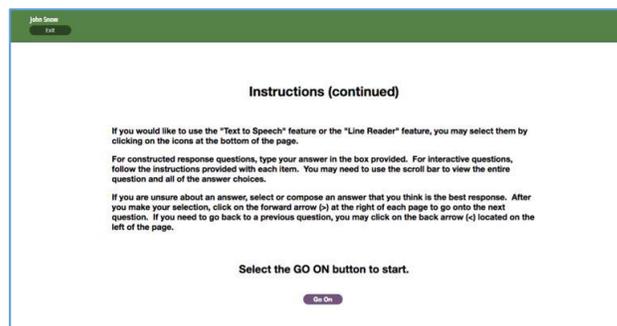
### To navigate in ISBE Learn

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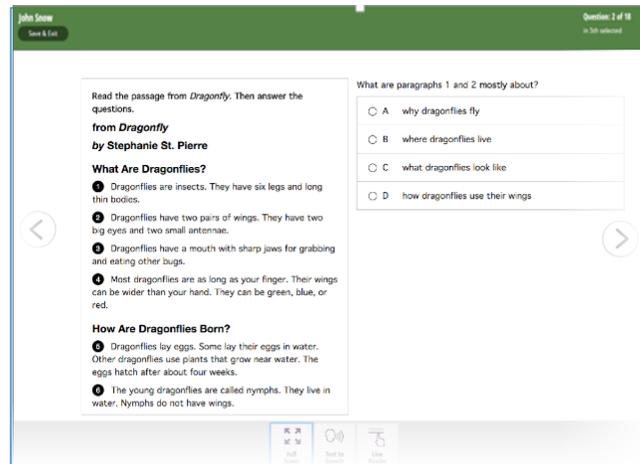
1. Log into ISBE Learn, enter your access code, and click **Start Test**. (See Logging in to take the test for detailed instructions.)



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

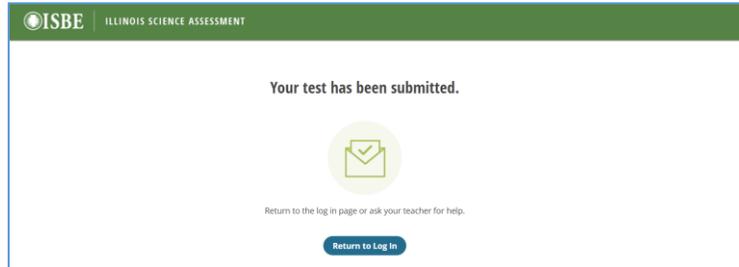
### To save, exit, and resume a test

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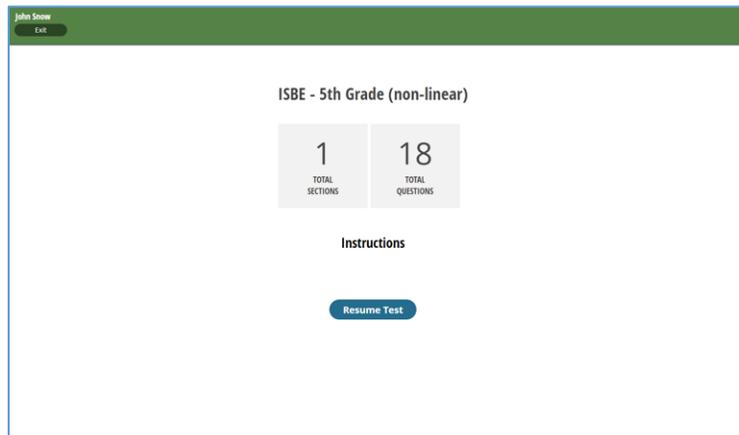
Org Admin	Test Admin	<b>Student</b>
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1. To save your work so you can return to it at a later time, click **Save & Exit** at the top left of your page.
2. ISBE Learn will display a message to let you either confirm that you want to save your work and 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

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.

ISBE ILLINOIS SCIENCE ASSESSMENT

Your test has been submitted.



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

Return to Log In

# Administering Tests

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Org Admin	Test Admin	Student
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## Before the test

Before the testing session, you should verify a number of items:

- The computers are ready (i.e. that the SEB has been installed).
- The students have been assigned to the correct class and test.
- All the access codes have been generated and prepared to present to students.

## During the test

Students log into ISBE Learn using the access codes you provide. There is nothing you need to do to start the test for them.

## Handling unexpected conditions

Here are some basic things to do when unexpected conditions interrupt testing.

- **Student is unable to complete the test.** The student should save and exit the test, then log back into ISBE Learn with the same access code to resume testing where he left off.
- **Power outage, technology failure, or computer crash.** ISBE Learn locks tests when these conditions occur. Once power is restored an **Org Admin** must complete the following steps:
  1. Log into ISBE Teach.
  2. Select **Tests**.
  3. Click the **Test Assignments** tab.
  4. Click the **Reset Student Login** link for the interrupted test assignments to make the tests available again.

The student can then log back into ISBE Learn with the same access code and resume testing.

- **Any other issues.** If a student receives an error code while testing, please use the table posted below to troubleshoot the issue and attempt to resolve it yourself. If you are unable to resolve the issue on your own, you may need to call ISBE Customer Support **1-866-317-6034**. If the issue involves the ISBE Teach or ISBE Learn software, be sure to write down any error codes that appear (they will be in the format ADP-xxxx) as these codes will help Customer Support identify and resolve your issues.

Below is a list of more commonly encountered codes, what they might mean and the possible actions to take.

Error Code	Error Description	Recommended Action
None	There was a problem logging in because the server cannot be reached.	<p>This error message appears if ISBE Learn cannot communicate with the server while a student is trying to log in.</p> <p>Check that the student computer has internet connectivity and that the Secure Exam Browser is up-to-date.</p>
TD-1000	There was a problem starting your test	<p>This error message appears if ISBE Learn is unable to communicate with the server or if content is unable to be downloaded. Check that the student computer has internet connectivity. If possible, attempt to save &amp; exit the test, and then log in again.</p> <p>If the error persists, contact the ISBE ISA support desk.</p>
ADP-1206	The Access Code does not match our records.	<p>This error message appears when the access code used by the student doesn't exist in the system.</p> <p>Verify the student's access code in ISBE Teach and try again.</p>
ADP-1229	There was a problem logging in because our records show that you are already logged in and your test is locked.	<p>This error usually happens if a student had a power outage, technology failure, or computer crash in the middle of their previous test session.</p> <p>Once power or the computer is restored to normal, an Org Admin can <b>Reset Student Login</b> to allow the student to log back in and resume testing (see <b>Handling unexpected conditions</b>)</p>
ADP-1451	<p>There was a problem saving your test results</p> <p>Or</p> <p>There was a problem submitting your test results</p>	<p>Quit Secure Exam Browser and log back in using the same Access Code to resume the test.</p> <p>When the test is resumed, item responses are restored using the last successfully saved test results available on the server. If applicable, make another attempt to submit the test.</p>

## After the test

After students submit their tests, ISBE Learn will automatically update the status of the tests and submit the responses. There is nothing you need to do to close out a testing session. Finally, collect the student access code (test ticket) and assure destruction of it within the district.