QuISBE User Guide

Purpose:

QuISBE provides 5th and 8th grade students with an opportunity to become familiar with science content prior to the spring summative assessment. Multiple practice tests are available for each grade. Each practice test contains 32 items. This is the same number of items as 1 section of the ISA exam. (The ISA has 3 sections). Each test may be completed during one class period or over the course of several days. Each test includes machine-scored and hand-scored items. Teachers will use the rubric to hand-score open-ended constructed-response items. Student final scores will be calculated in QuISBE after the open-ended items have been scored.

If you have any questions regarding QuISBE, please schedule Office Hours with Pearson by visiting the Illinois Support Site, selecting the Resources dropdown, and choosing Program Delivery Team Office Hours.

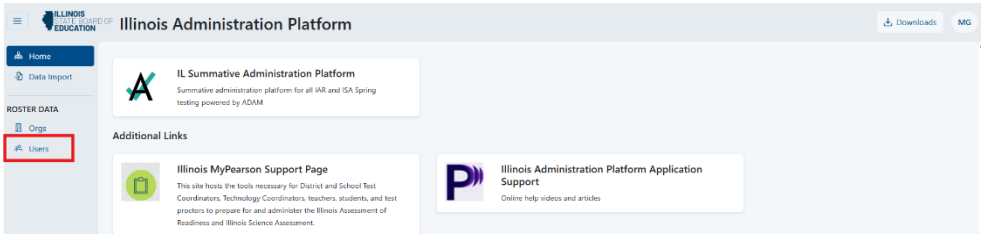
Prerequisites

1. Pearson will set up courses and classes.
2. Review the next steps for the School Test Coordinator and Teacher roles.

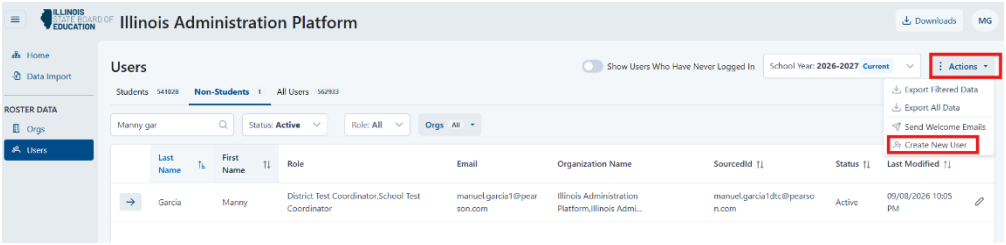
Creating Teachers for QuISBE

1. The DTC or STC should sign in to the Illinois Administrative Platform, Launchpad, at https://launchpad.pearson.com.

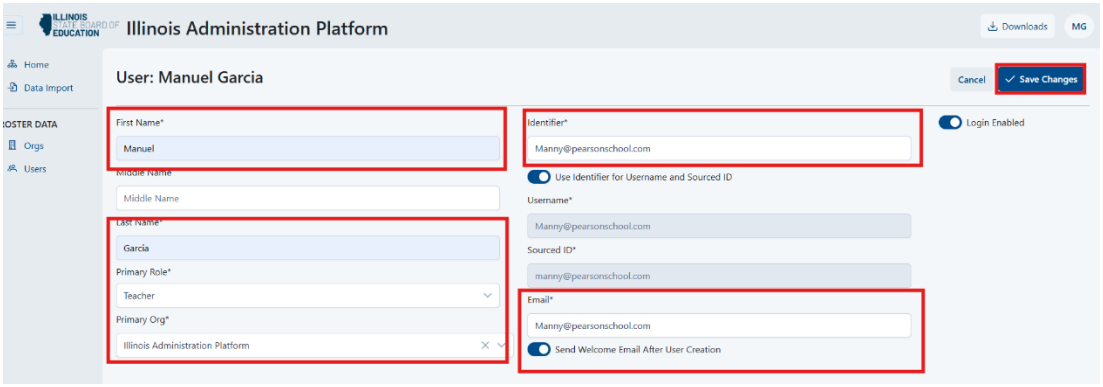
2. Go to **Roster Data**, and then select **Users**.



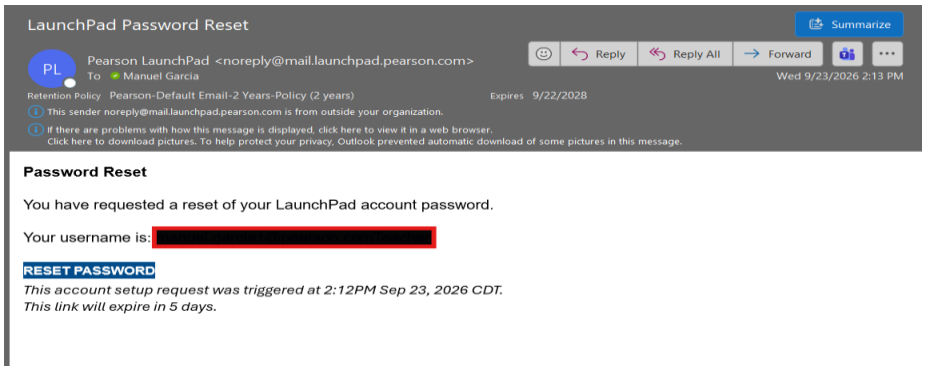
3. Go to **Action**, and then select **Create New User**.



4. Complete the required fields: enter the teacher's first and last name, select Teacher as the Primary Role, and choose the teacher's school as the Primary Org. The Identifier and Email fields should match. Then, select Save Changes.



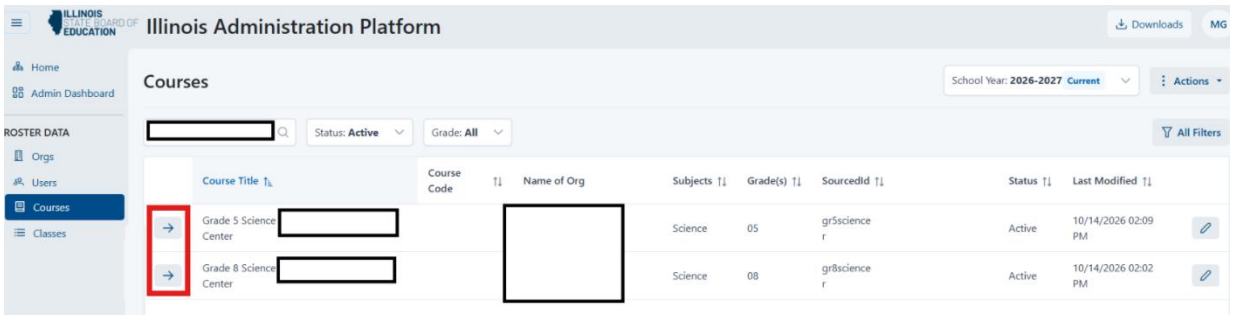
5. The teacher will receive an email with instructions to access QuISBE and create a password.



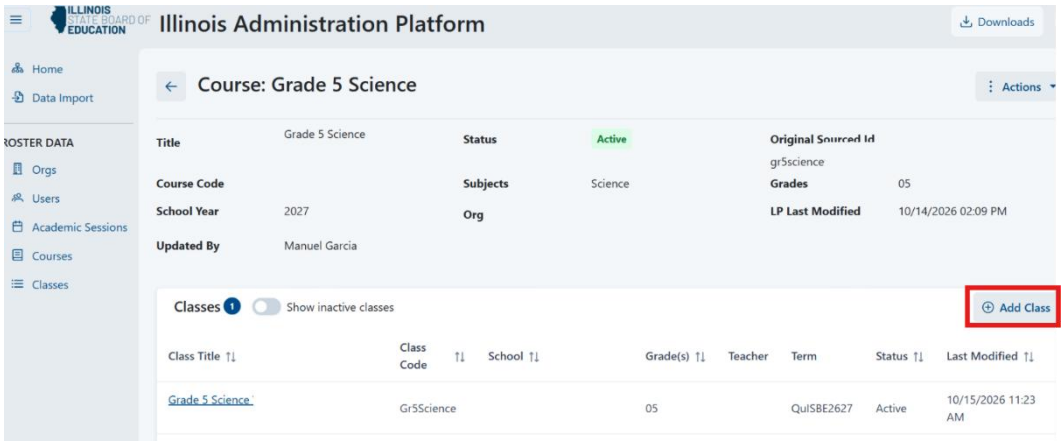
Note: The Teacher role is intended exclusively for QuISBE. Do not assign additional roles to teacher accounts. Allow up to 24 hours after creating a new account for full access to LaunchPad and QuISBE ADAM.

Creating Classes in LaunchPad (Only STC and DTC)

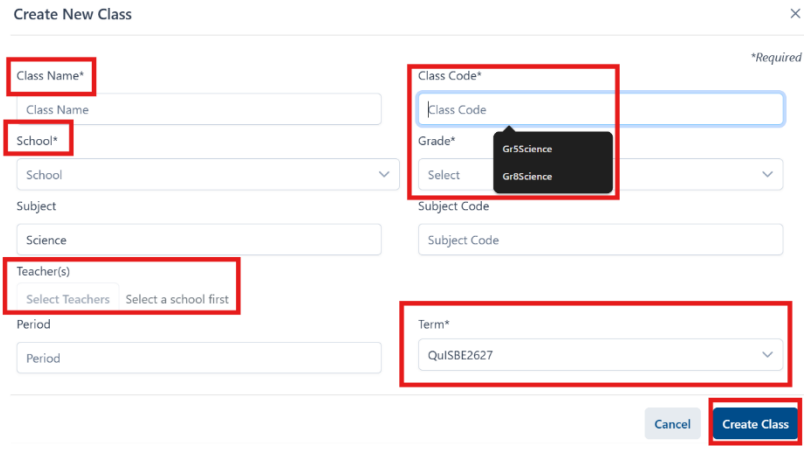
In LaunchPad, select **Courses** to view the available Grade 5 and Grade 8 Science courses. Select the Arrow icon next to the course in which you want to create a class.



There you will see Add Class to your selected Course. Click on Add Class.

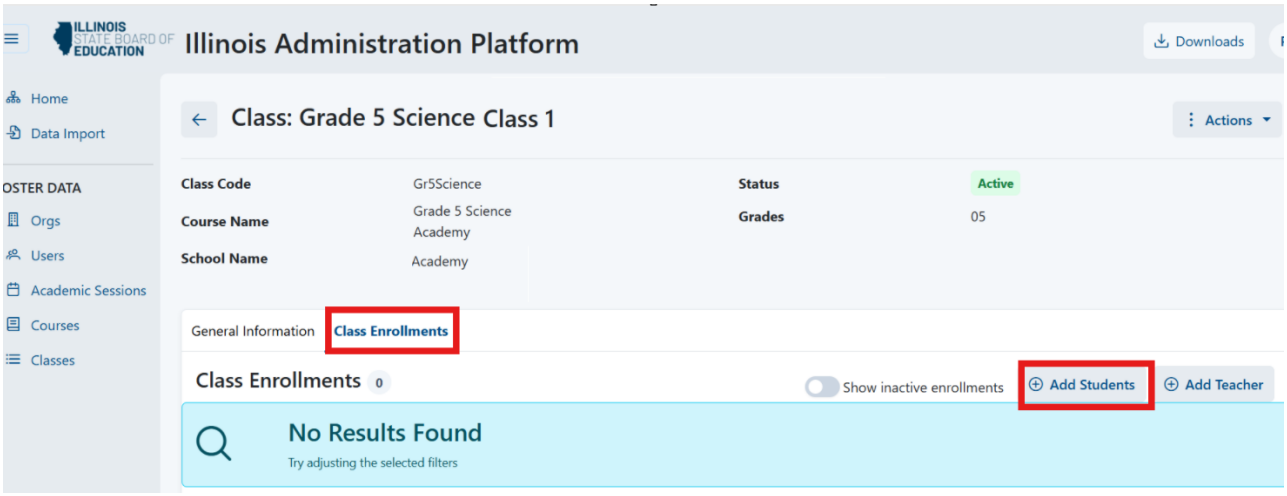


In the **Create New Class** window, enter the **Class Name** and select the **School**, **Class Code** (**Gr5Science** or **Gr8Science**) , **Grade** (5 or 8), **Teacher** assigned to the students, and **Term** (**QuISBE2627**). Then, select **Create Class**.

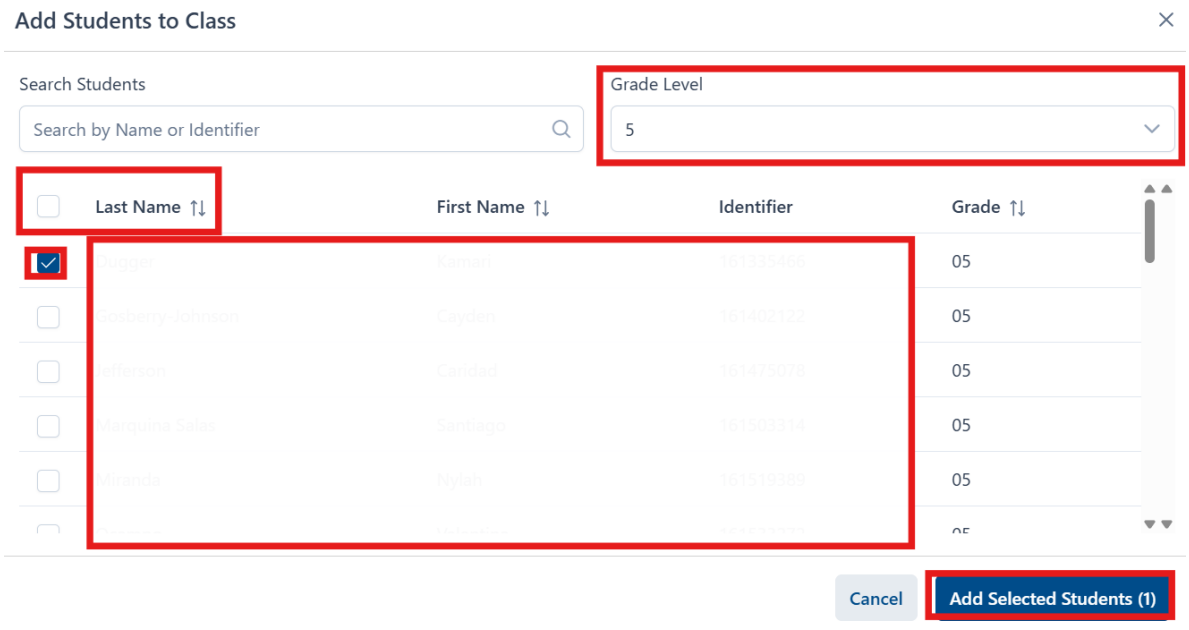


Note: The Class Code must be unique for each new class created. If a duplicate code is entered, the system will display the following warning: "A class with this code already exists at the selected school."

Select the newly created class to open its settings. Then, select **Class Enrollments** and **Add Students** to enroll students assigned to the teacher.



In the **Add Students to Class** window, select Grade 5 or 8. Select the checkbox next to each student you want to add, or select the checkbox next to **Last Name** to choose all students. Use **Search Students** to locate students quickly, and then select **Add Selected Students**.



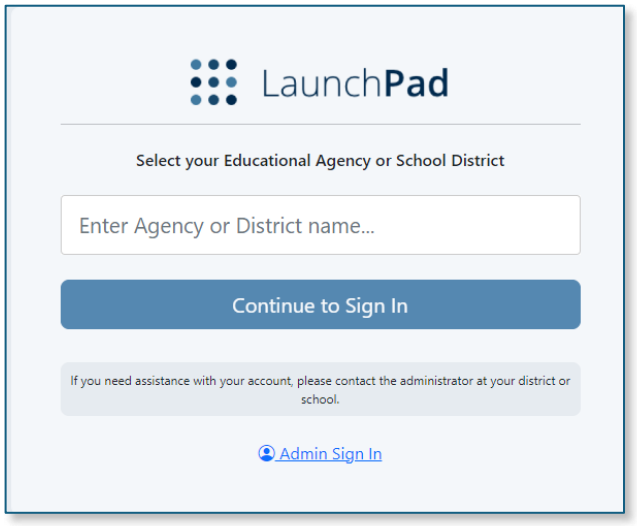
Note: Pearson created a sample class, Class 1, to support this process. Small schools may use Class 1 by adding the appropriate students and teacher(s).

Allow up to 24 hours for classes created in LaunchPad to sync with QuISBE ADAM.

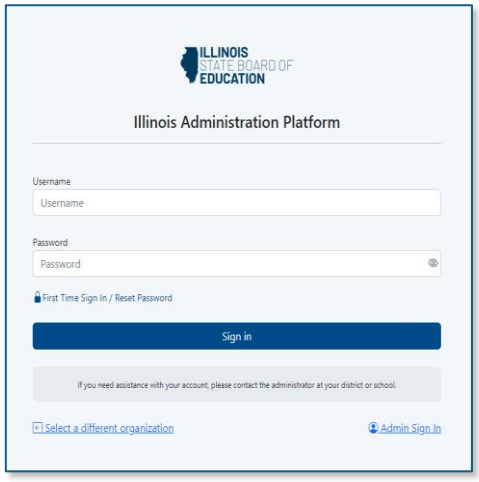
District/School Test Coordinator or Teacher Login

1. Open the Launchpad URL, https://launchpad.pearson.com, using Google Chrome. Other browsers are not recommended.

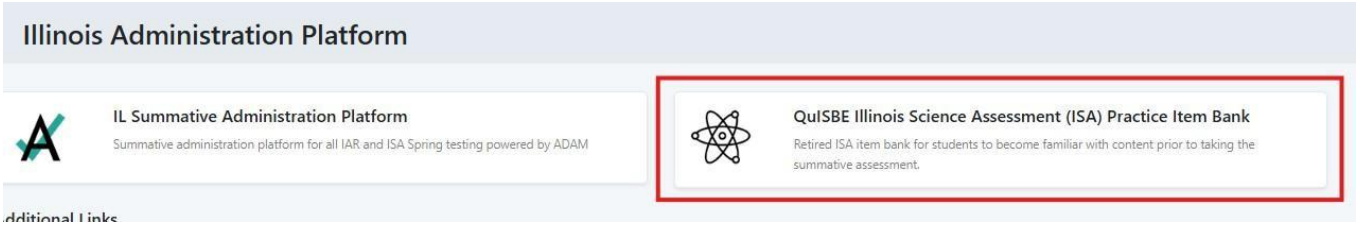
2. Enter **Illinois Administration Platform** for your agency or district, and then select **Continue to Sign In**.
    a. Note: This step only needs to be completed one time to access the Illinois Administration Platform.



3. On the next screen, enter the username and password provided to you, and then select **Sign In**.



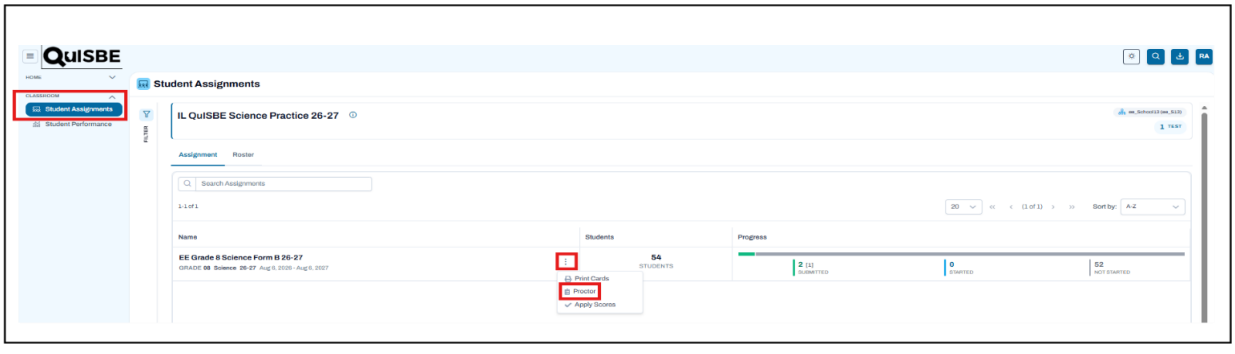
4. Select the **QuISBE Illinois Science Assessment (ISA) Practice Item Bank**.



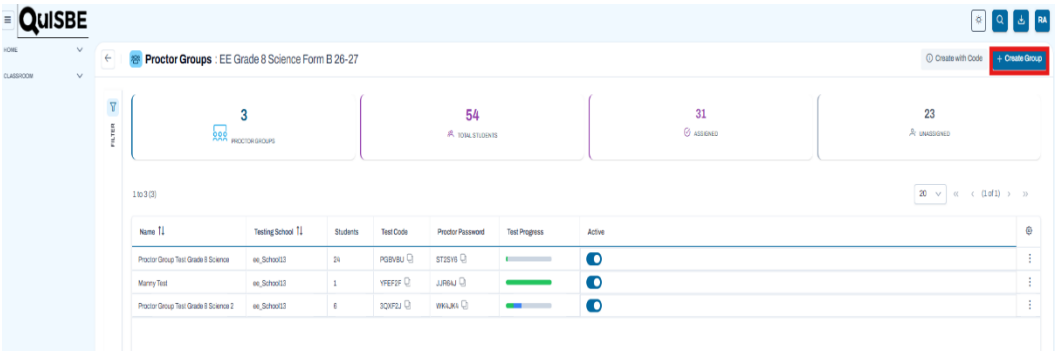
Note: If you do not have a login for LaunchPad, ask your DTC or STC to create your account.

How to create Proctor Groups

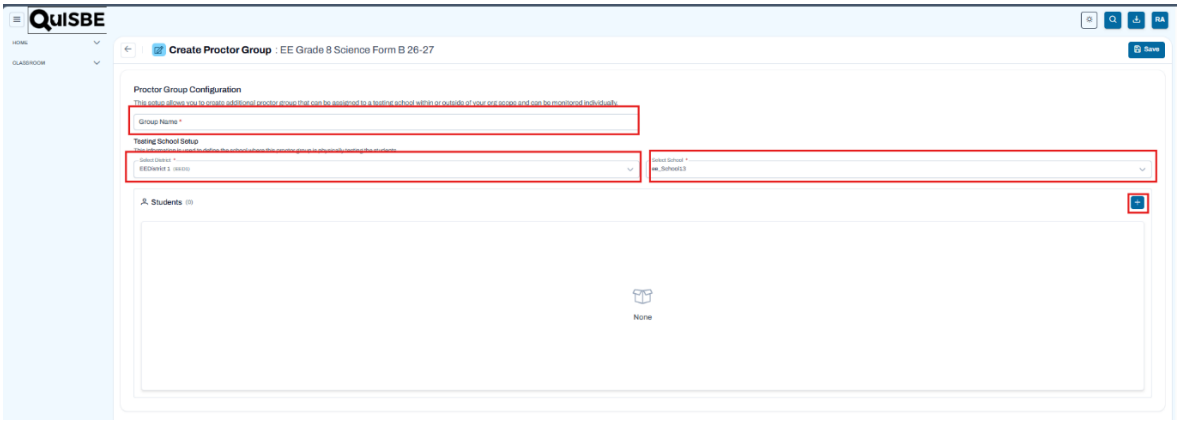
Go to **Classroom > Student Assignments**. Then, select the three dots next to the course name for the course where you want to create a proctor group, and select **Proctor**.



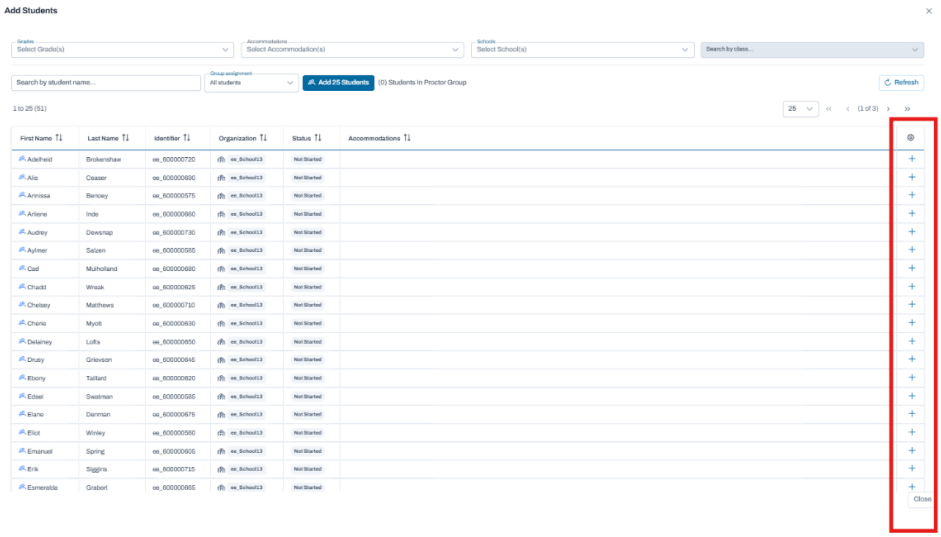
On the Proctor Group page, select **Create Group** in the upper-right corner.



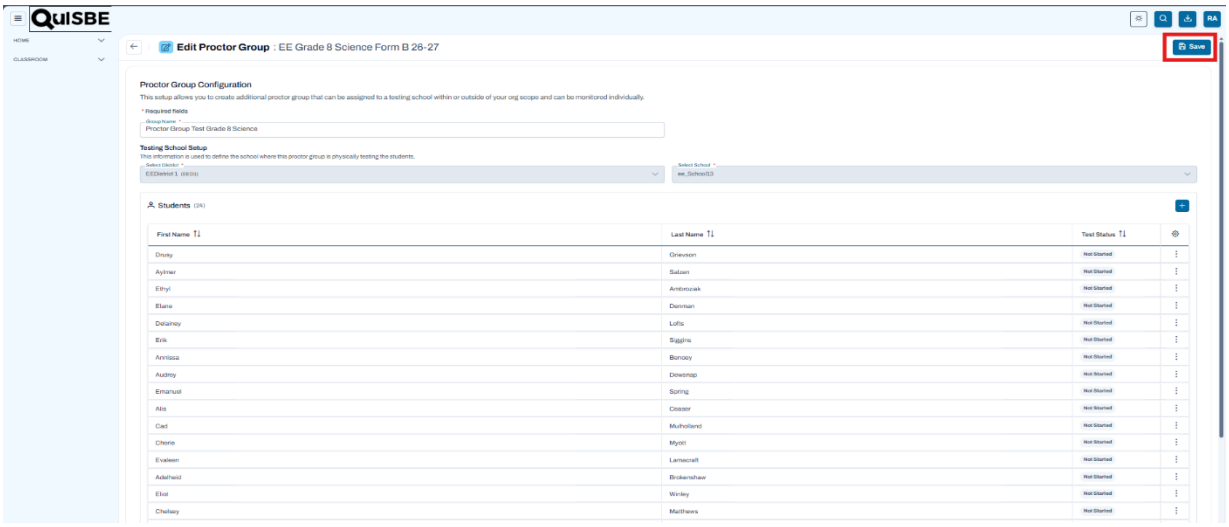
Enter the **Group Name**, select the **District** and **School**, and then select the **+** icon to add students.



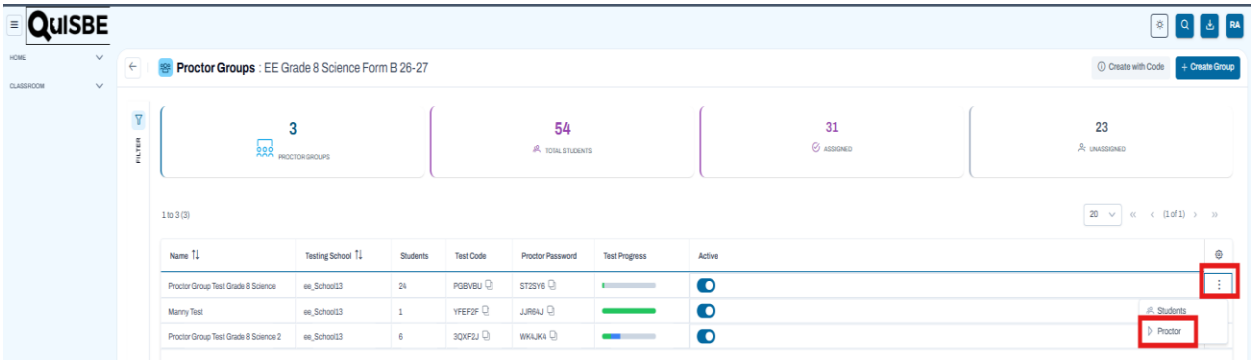
The Add Students pop-up window will appear. Select the **+** icon next to each student who should be added to the proctor group. After all students have been added, select **Close**.



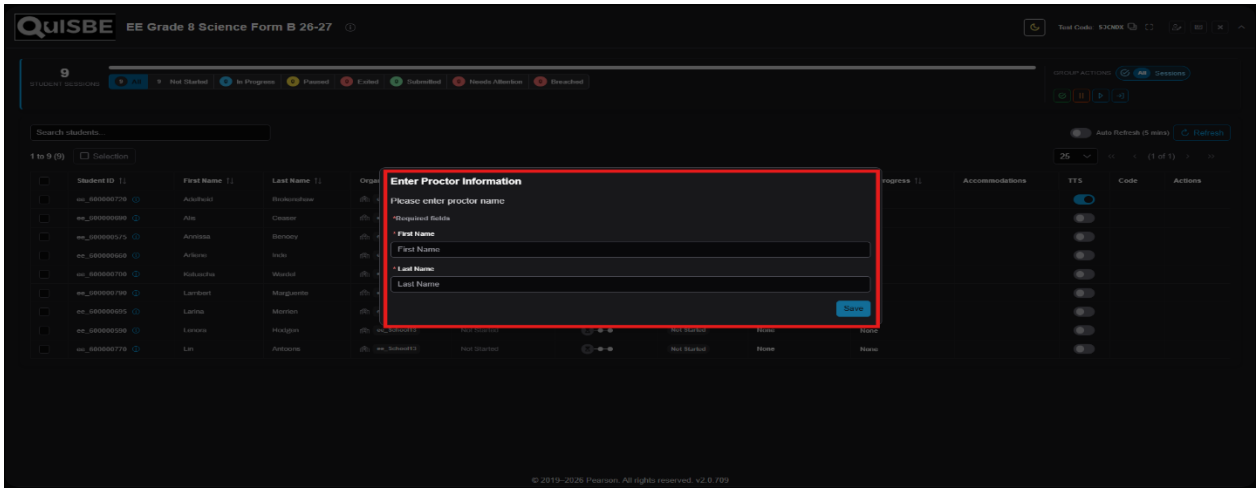
Select **Save** in the upper-right corner to create the proctor group.



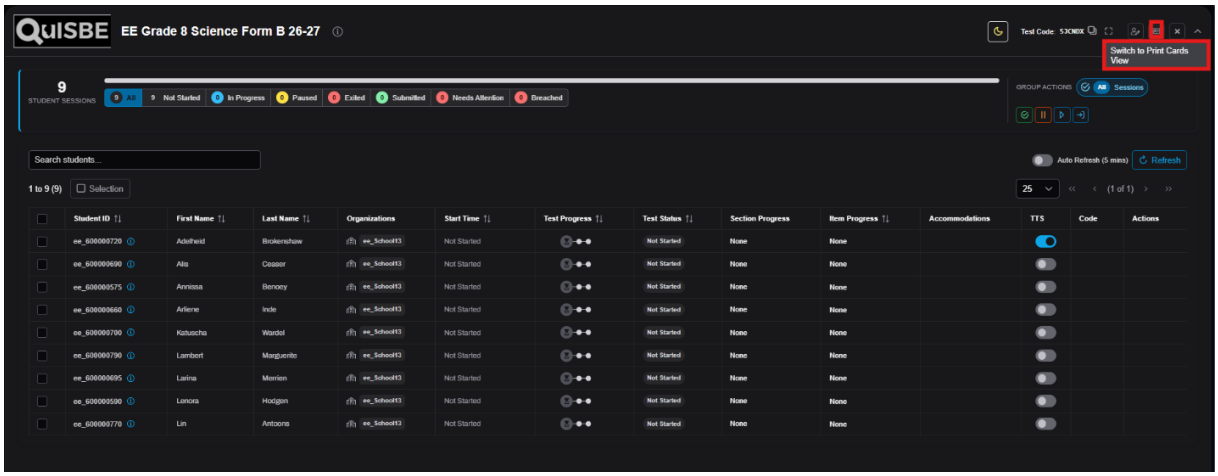
Select the three dots next to the proctor group you created, and then select **Proctor**.



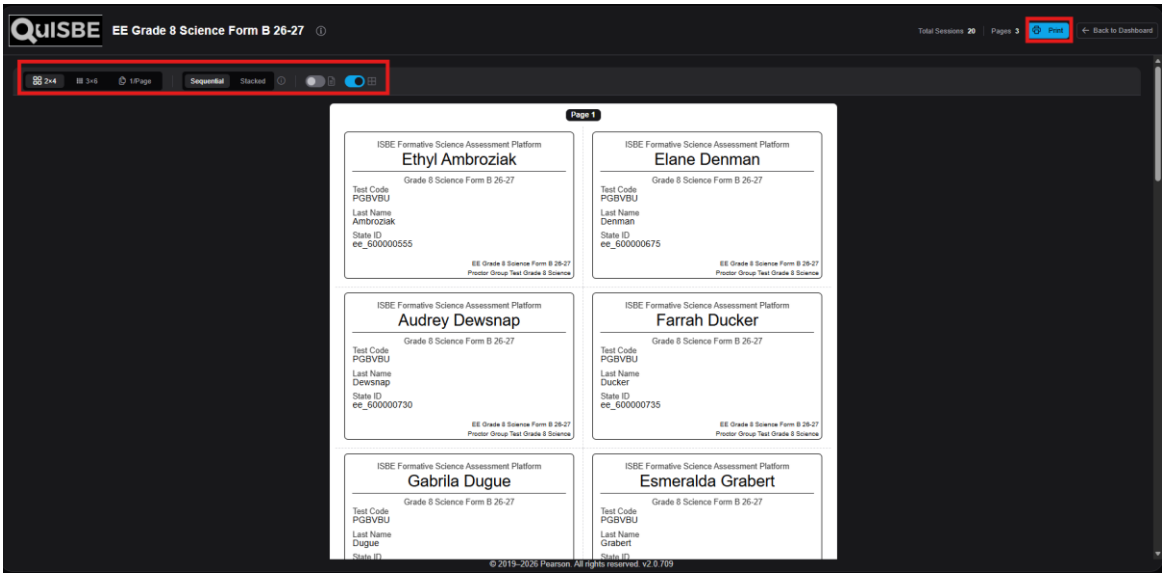
A new Proctor Dashboard window will appear. Enter your first and last name.



On the Proctor Dashboard, select **Switch to Print Cards View** (top-right corner of the page).

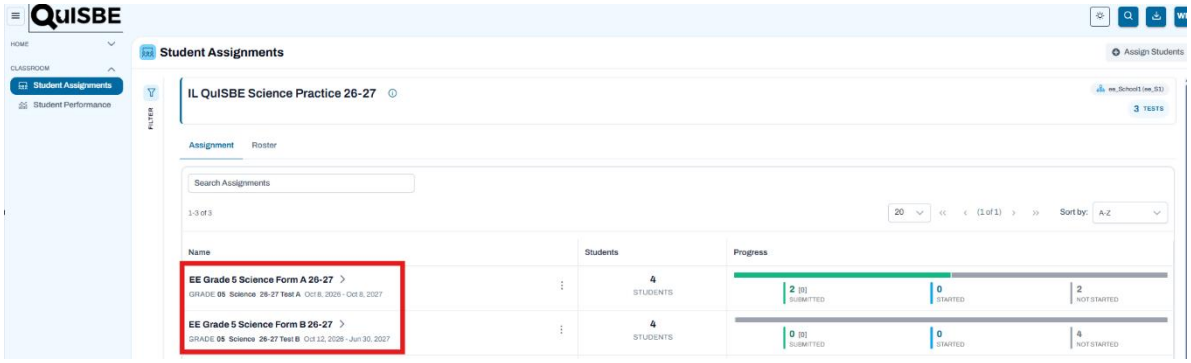


Select the preferred print card format in the upper-right corner before printing.

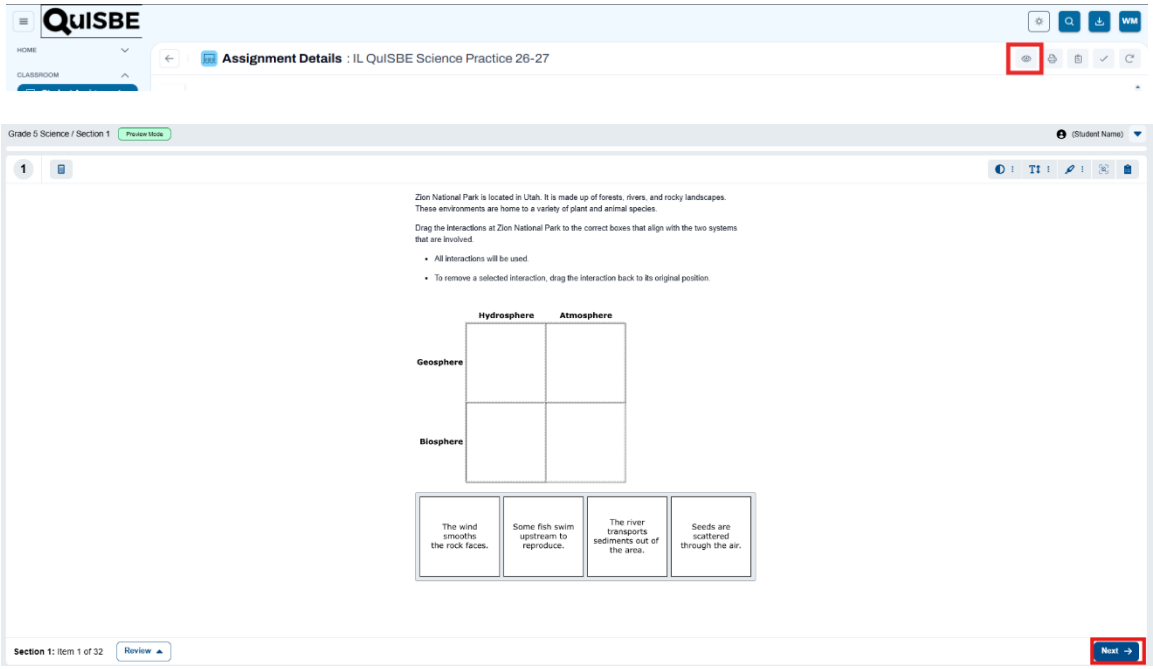


How to View QuISBE Test Items

Go to **Classroom > Student Assignments**, and then select the test form you want to view.



On the Assignment Details page, select the **Preview Form** eye icon in the upper-right corner. A new window will open and display the first question in the selected form.

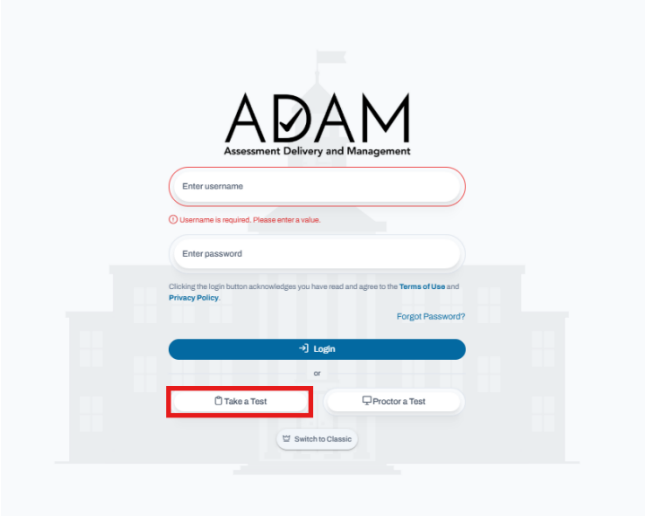


Note: This preview is similar to the student testing experience. Select Next in the lower-right corner to view each subsequent item.

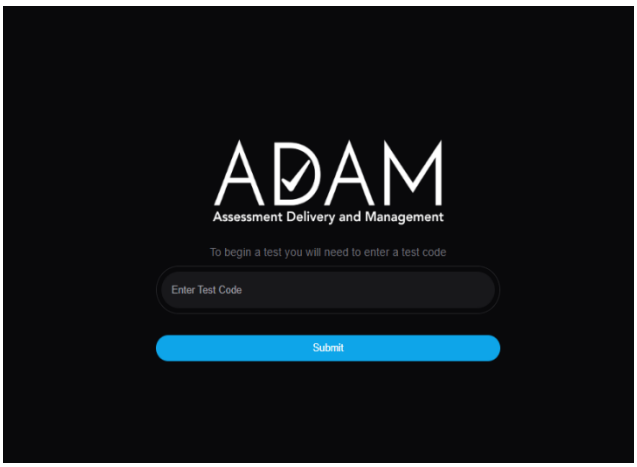
To print an item, adjust the browser zoom until the entire question fits on the screen, as shown in the image above. Then, capture the item using a screenshot or the Snipping Tool and print the captured image.

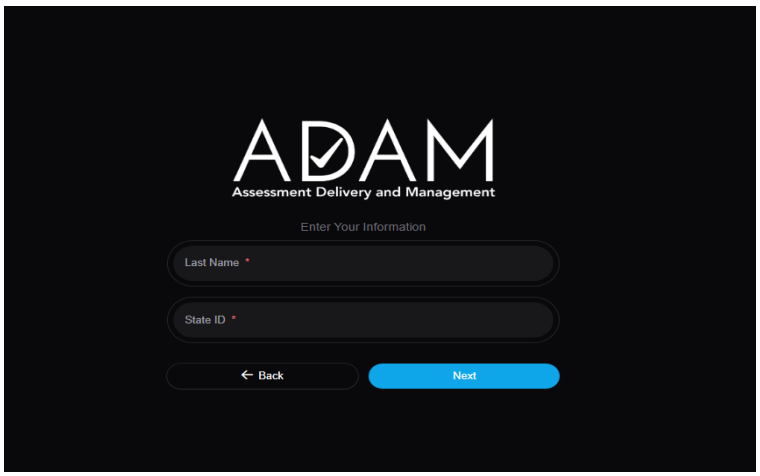
Student Experience

Students will sign in through adamexam.com.

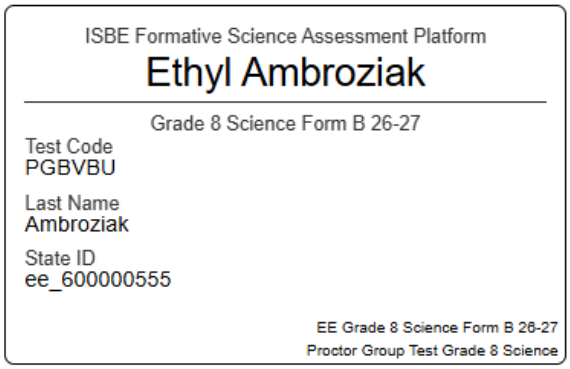


Students will be prompted to enter the Test Code, which is located on the Proctor Dashboard. The teacher will provide the Test Code to students.

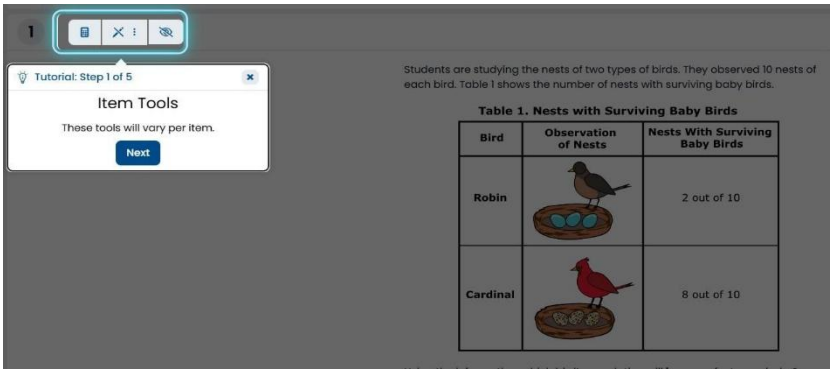




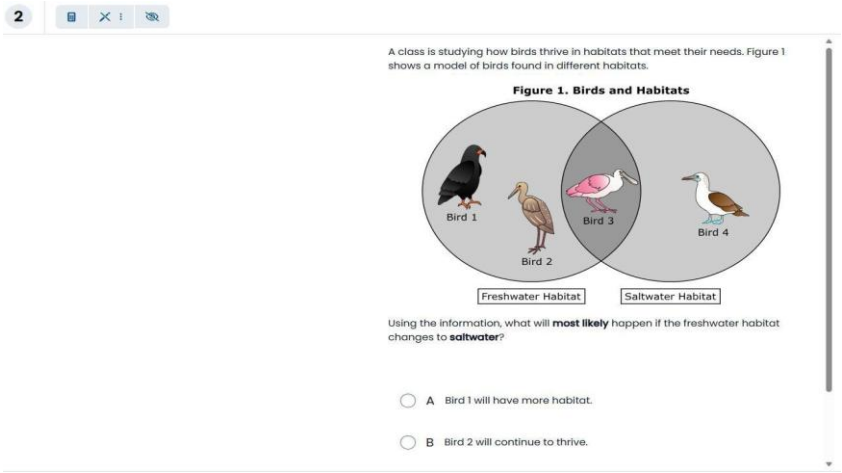
Students will then enter their last name and State ID exactly as they appear on the student print card to sign in to QuISBE and begin the test.



Upon entering the platform, the student will see their test. They can choose to interact with the tutorial or exit the tutorial and begin answering questions.

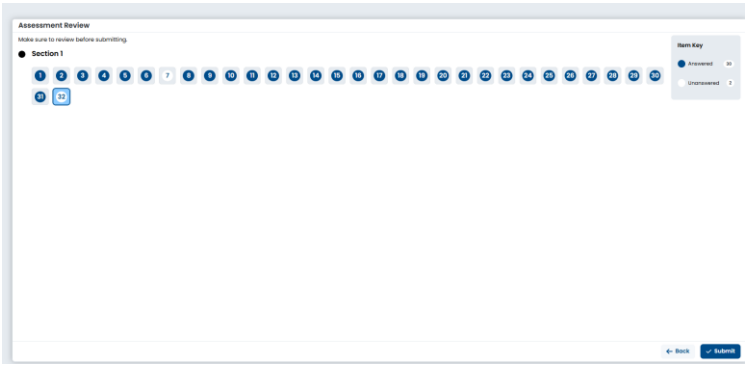


An example of what the student will see when taking the test is below:

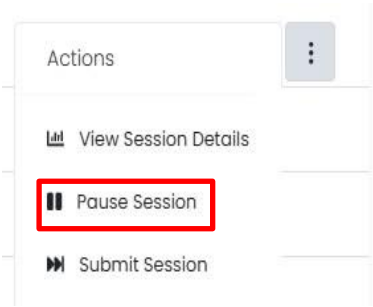


After all questions have been answered, students will proceed to the Assessment Review screen. From this screen, they may return to bookmarked items or select **Submit**. ADAM will then log the student out of the testing platform.

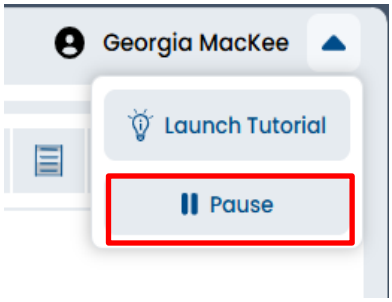
Note: All Science Form will include one sections, as shown below:



If a student needs to stop their practice test and continue on another day, please use the Pause Session feature on the Proctor Dashboard.



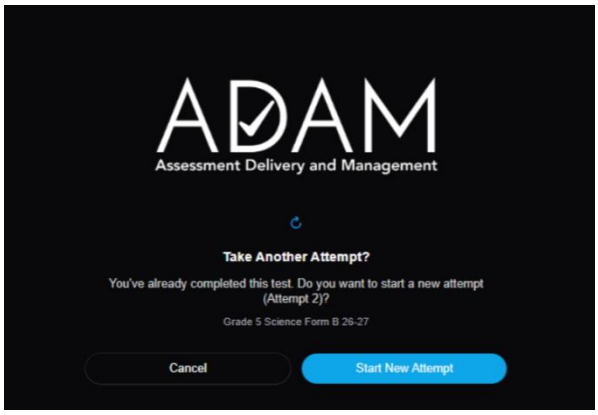
Alternatively, students may pause the test by selecting the Username dropdown on their test screen and choosing the Pause option, as shown below:



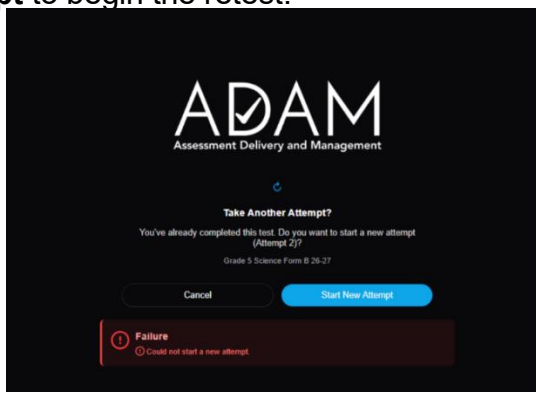
For any questions or concerns, please contact SCHIllinoisTeam@pearson.com.

Retesting Process

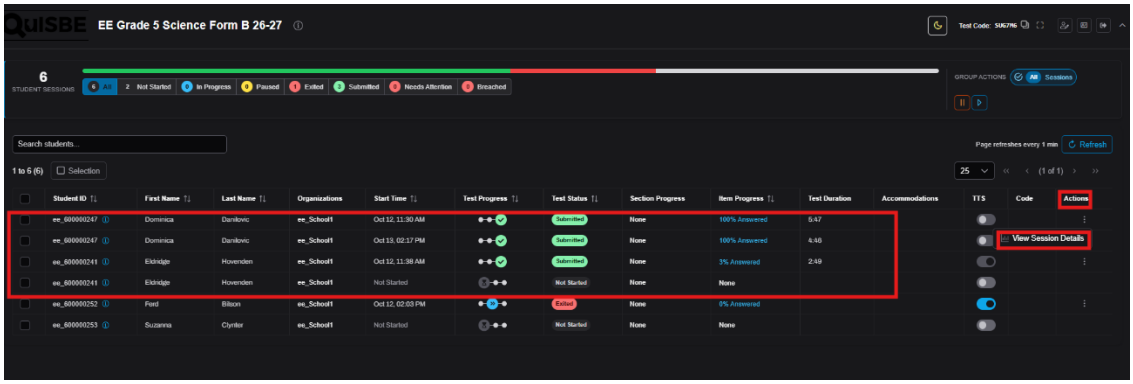
The student will use the same print card to retake the same test. Have the students sign in again at adamexam.com. After signing in, the student will see the screen shown below:



Note: The student may receive the failure message shown below. Instruct the student to select **Start New Attempt** to begin the retest.



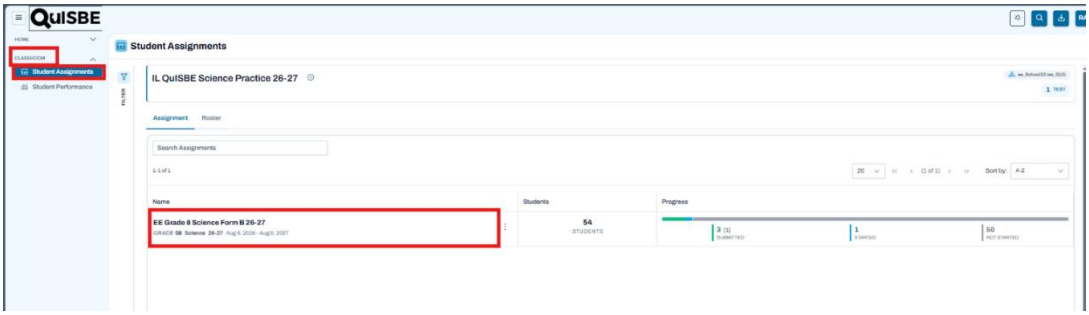
On the Proctor Dashboard, the student's new test attempt will appear below the previous attempt. Select **View Session Details** to review additional information about the retest.



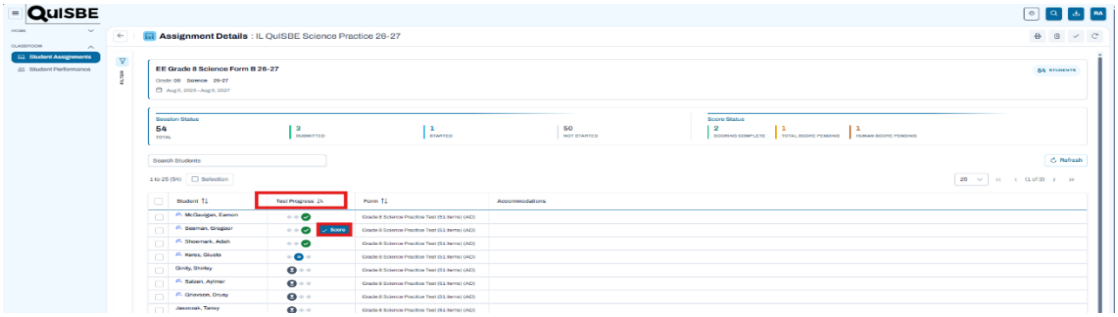
Note: Before the student retests, document all needed information from the current test. After the student completes the retest, the Student Performance Report will update to show the latest results, and previous test results will no longer be available for review.

Apply Scores

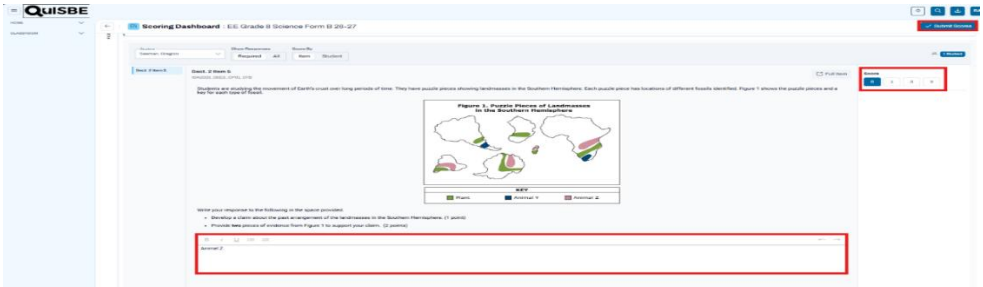
After the **Proctor Groups** are set up and students have completed testing, the next step is to enter scores for the hand-scored items before reviewing Student Performance. Go to **Classroom > Student Assignments** in the sidebar. Then, select the form the student completed.



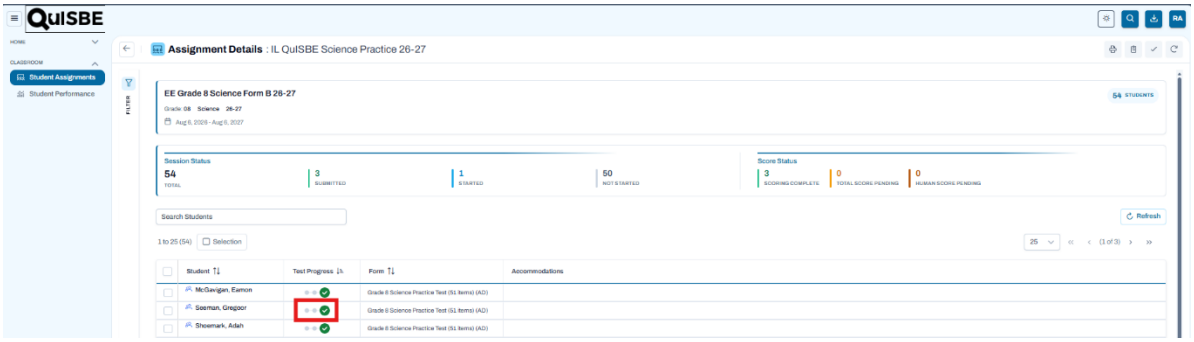
Next, click the Test Progress column twice to bring the students who still need to be scored to the top. Then click the blue **Score** button to manually score the students' items.



Next, review the student responses and use the **QuISBE Answer Key with Rubrics**, located on the Home page Dashboard in ADAM, to score the hand-scored items from 0 to 3. Then, select **Submit Scores** in the upper-right corner to finalize the student's score.

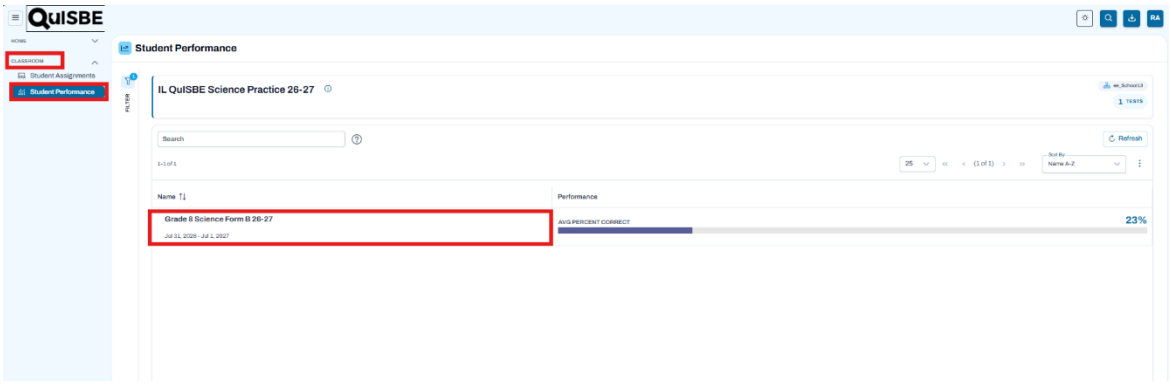


After scoring each hand-scored item, go to **Classroom > Student Assignments** to confirm that the students are scored and have a green check mark in **Test Progress**.

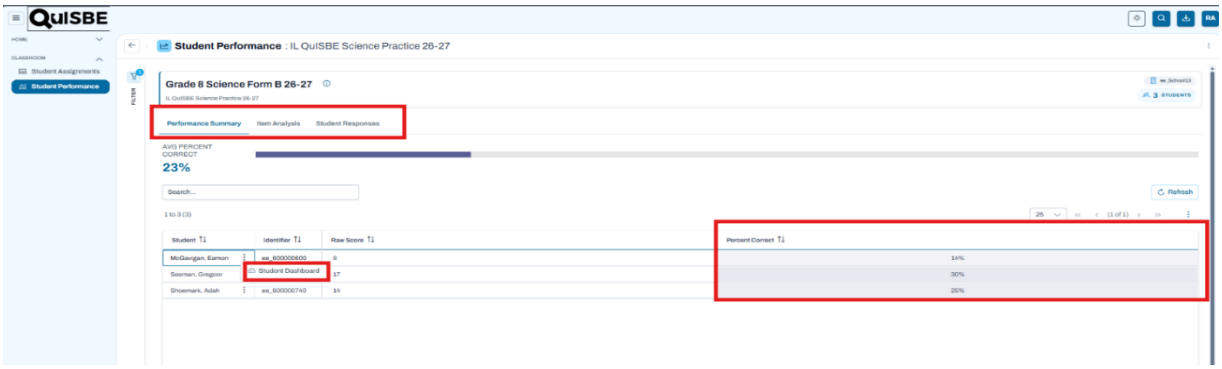


Reporting

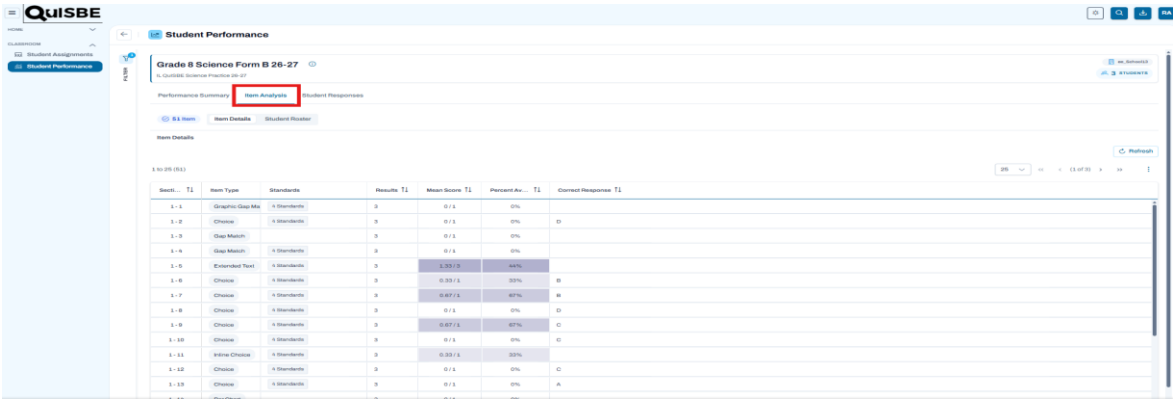
Go to **Classroom > Student Performance**, and then select the form for which you would like to review student performance.



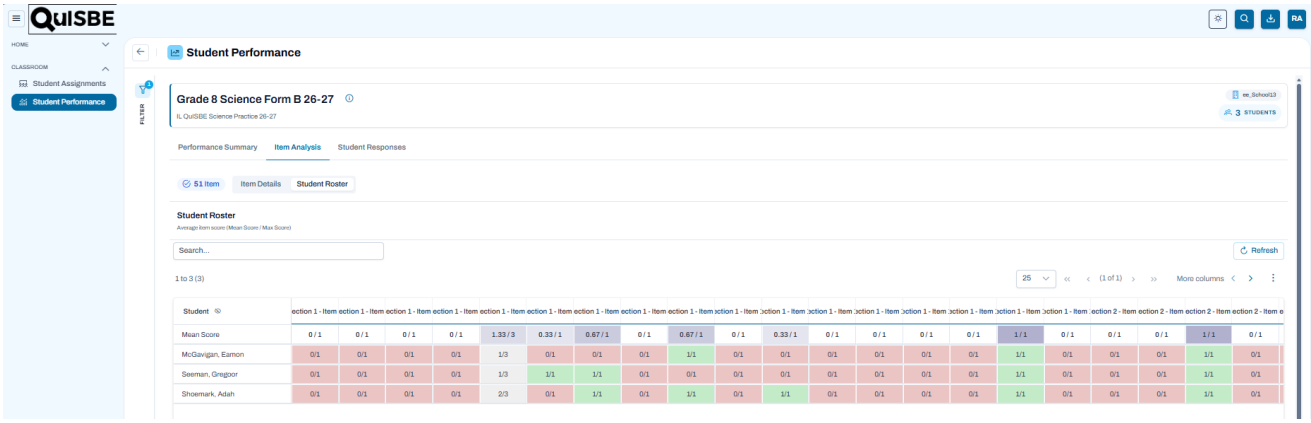
Available reporting options include Performance Summary, Item Analysis, Student Responses, Percent Correct, and Individual Student Dashboard.



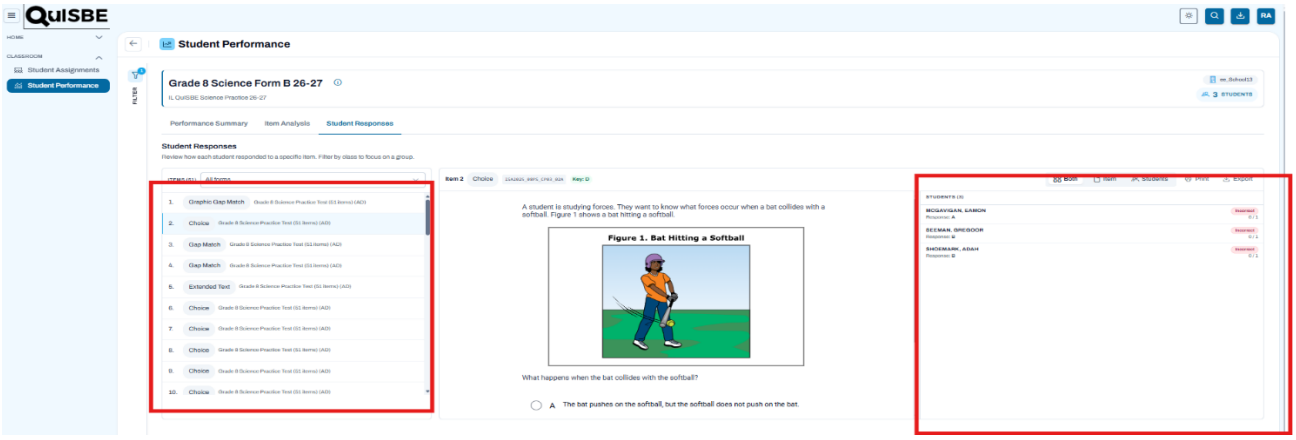
Item Analysis: Items Details



Items Analysis: Students Responses



Student Responses



Note: Before the student retests, document all needed information from the current test. After the student completes the retest, the Student Performance Report will update to show the latest results, and previous test results will no longer be available for review.