



**WEBINAR: ISAT Comprehensive Assessment System:  
Test Information Distribution Engine  
Idaho State Department of Education,  
September 28, 2017**

**Q: Is there any way to add permissions to School Coordinators to allow them to add students? It's much easier to have the school manage their own student lists.**

A: We received feedback from several districts that wanted different levels of control at the local level. Since we are not able to customize this for districts, a change of this type requires additional training by the local LEA's. We will work to incorporate this change in 2018/19 administration so districts have adequate time to address this change and establish local processes.

**Q: If a user is entered into the system with more than one role, can the lower role be removed without deleting the user completely?**

A: Yes, delete the users account with the lower role and the person will remain in the system with the higher role.

**Q: So, if we have a student taking ELA at one high school and math at a different high school, we would load them into both high schools?**

A: Yes that is correct. We call this feature "dual enrollment" and the specifics for how to accomplish this is outlined in the Dual Enrollment Quick Guide, found in the "System Information – Quick Guides" folder on the resources page of the portal.

**The teachers would not have to be assigned to both schools in order to test?**

A: No, teachers do not have to be assigned to both schools in order for a student to complete testing.

**Q: If a student is marked for taking an Alt Assessment, wouldn't they also need to be marked as Special Education Status?**

A: That is correct. The system is configured to require the "Special Education Status" field to be marked as "Yes" in order to set the "Alt Assessment" flag as "Yes."

**Q: What if a student is Alt for ELA but not for Math? How or what should be selected for the "Alt Assessment" flag?**

A: The system is configured to allow students to take one type of assessment. It does not allow selecting an ISAT test for one subject and an Alternate Assessment for a different subject. In this situation, the student should complete the ISAT test for a specific subject first (in either ELA or Math). Once completed, the student's Alt Assessment flag should be marked as "Yes" in order for the student to complete the Alternate Assessment for the other required subject.

**Q: Sometimes we may have a student that takes the regular Math ISAT, but takes the alternate ELA assessment. How do we code students in situations like that?**

A: In this situation, the student should complete the regular Math ISAT test first. Once completed, the student's Alt Assessment flag should be marked as "Yes" in order for the student to complete the Alternate ELA Assessment.

**Q: If a student is cognitively impaired and requires an ISAT ELA, why would they not qualify for a regular Math?**

A: Eligibility for Alternate Assessments is content-specific. Students may qualify for the alternate assessment in one or both content areas, as determined by the IEP team in meeting all three eligibility criteria. Eligibility criteria can be found here:

**Q: When would you recommend that we upload files to prepare for spring testing? We will not be participating in the interim assessment.**

A: We recommend uploading files as soon as districts are able. Another reason to add your students and create rosters for teachers, regardless of your use of the entire system, is providing teachers access to the previous ISAT data for their

current students and use the interactive reports for differentiating instruction and intervention levels.

**Q: When students are dual enrolled, for example in District A for Math and District B for ELA, which district will see the test scores?**

A: District- and school-level users in both districts/schools will be able to see all test scores for the student. As with all students, a teacher will only be able to see a student's scores if they have a roster with that student listed. AIR Ways now allows teachers to filter their reports by subject. Therefore, if the teacher at district A only wants to see the student's math scores, AIR Ways Reporting settings can be updated to only display math scores.

**Q: I used to be able to change a student's in-district school by just uploading a new student file with the change. Will this no longer work? It sounds like now it might put them in 2 of our district schools at once (or is that only true if it is another district)?**

A: That is correct; if you use the same process for changing a student's school information, the student will now appear in both schools. The simplest way to change a student's school would be to use the "Move to Other School" button found on the View/Edit/Export Students search results page.

If changing schools for many students at once, two rows per student will need to be included in the upload file. The first row should include the student's current district and school information and the "Delete Student" column will need to be set to "Y"; the second row should contain the student's new school information.

**Q: For the Ethnicity identifier, when we mark 1 ethnicity Yes, do we need to mark all Ethnicities NO or can they be left blank?**

A: Yes, because all of the fields in the **Race and Ethnicity** section are required at least one field but be marked as "Yes" and the rest should be marked as "No."

**Q: Does this mean that a student with multiple ethnicities should only be marked yes for one ethnicity, or can a student with multiple ethnicity be marked yes in all ethnicities that apply?**

A: Users are able to mark multiple ethnicity fields as "Yes."

**Q: If we have a student non-participation code listed as "medical" during the spring testing window, will we have to also rectify them in the data in the following August?**

A: You will need to file an appeal so that this student is not counted in your denominator.

**Q: Will everyone need to retake the TA certification course every year?**

A: Yes. This requirement is to ensure all staff administering the assessment receive annual training for consistency in test administration procedures. Annual training also allows the SDE to incorporate new updates whenever necessary.

**Q: If users have changed their name since last year (and thus their email address), we can only change the email by deleting the user and re-importing or call for assistance. Will this affect the historical records for that teacher? Can the DA call helpdesk for this?**

A: If a user changes their email address and you do not want to affect their historical records, please contact the Idaho Help Desk. AIR will update the user's email address. All other user information may be edited in TIDE.

**Q: I was told by my school test coordinator that there is only a Grade 11 Interim Assessment. For Grade 9 & 10 students, do they each need to be identified as "off-grade level"?**

A: Students in grades 9-12 can take the grade 11 High School Interim Assessments without indicating off-grade-level testing. Students in grades 3-8 that take off-grade-level interim assessments need to be indicated in TIDE.

**Q: Have the templates to upload Students, Users, and Rosters changed from last year, or will my exports already setup continue to work?**

A: The only template that has undergone significant changes in 2017-18 is the **Upload Students** file. All other upload files remain the same as last year. For direct assistance on uploading files, please contact the Idaho Help Desk.

**Q: Last year I exported all Secondary Rosters from our SIS. My administrators now say they are nearly unusable for them now to identify how students in specific Math or English courses scored and that Helpdesk said I need to upload rosters differently. I have no idea how to do this differently for Secondary Rosters. Do I need to contact Helpdesk on this?**

A: The Roster Upload files have not changed since last year; the file layout used during the 2016-17 school year is exactly the same format that will be used for the 2017-18 school year. For direct assistance on uploading rosters, please contact the Idaho Help Desk.