



# **Illuminate Online Assessment Guide wusd.illuminateed.com**

Melissa Oliver

[moliver@wusd.k12.ca.us](mailto:moliver@wusd.k12.ca.us)

[bit.ly/wusdilluminate](http://bit.ly/wusdilluminate)

**Illuminate underwent a MAJOR UPDATE on 12/22/17 with a more streamlined interface. This manual is being updated to reflect these changes. You will notice that many workflows have changed slightly in appearance to create consistency across the platform.**

## **Table of Contents**

[Table of Contents](#)

[Logging Into Illuminate Google SSO](#)

[Accessing the Student Portal \(Updated\)](#)

[Resetting Student Portal Passwords \(deprecated feature\)](#)

[Previewing Student Portal View](#)

[Creating Assessments](#)

[Creating an Itembank Assessment \(Standard Mode\)](#)

[Item Type Reference Table](#)

[Creating an Itembank Assessment \(Quick Mode\)](#)

[Manual/Hybrid Assessment](#)

[Skills Assessment](#)

[On the Fly Assessment](#)

[Summary Assessment](#)

[Online Testing](#)

[Preview an Assessment](#)

[Assign via Portal](#)

[Assign via QuickCode](#)

[Live Proctoring](#)

[Giving Feedback](#)

[Pen & Paper Testing](#)

[Printing Answer Documents](#)

[Generic/Re-Useable](#)

[Custom for Specific Assessments](#)

[Printing Itembank Test Materials](#)

[Sheet Designer](#)

[Scanning](#)

[Grade from Camera](#)

[Grade from Scanner](#)

[Sharing an Assessment](#)

[Duplicating an Assessment](#)

[Grading & Giving Feedback on Assessments Administered Online](#)

[Reports in Illuminate](#)

[Assessment Report List](#)

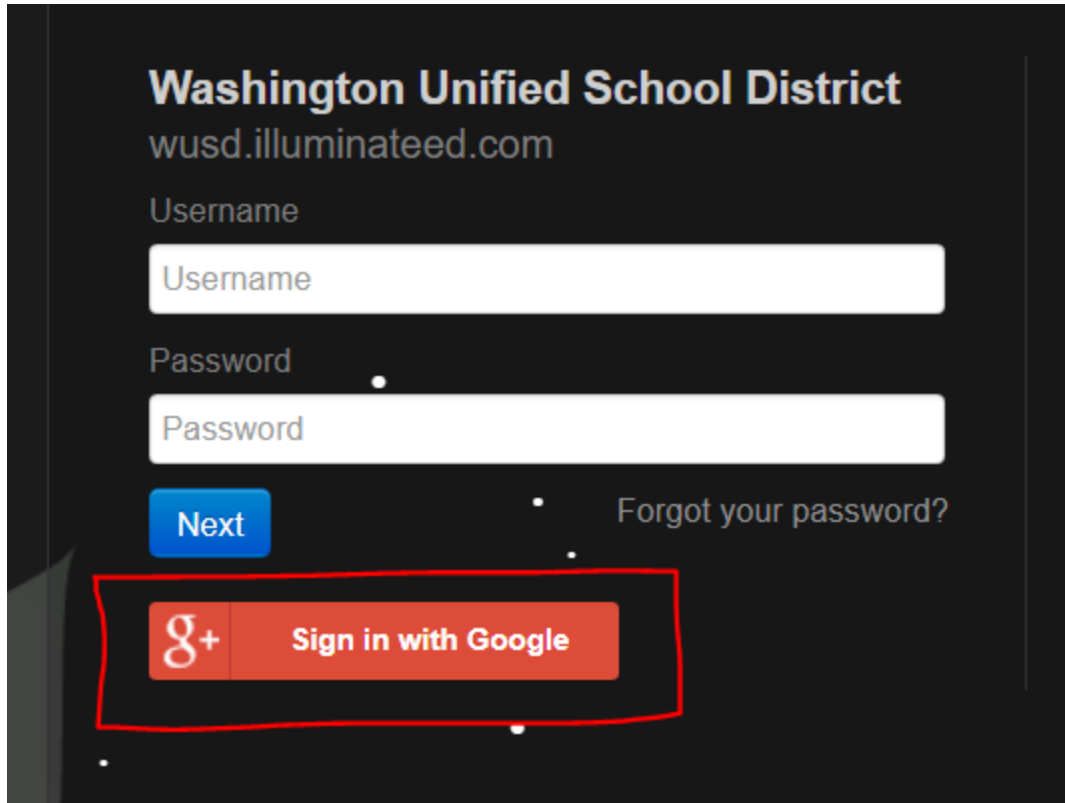
[Assessment Report Abstracts](#)

[Accessing Pre-Built Reports](#)

[Building Custom Reports](#)

## Logging Into Illuminate Google SSO

1. Visit [wusd.illuminateed.com](https://wusd.illuminateed.com) (Chrome is the supported browser)
2. Click the Button that says Sign in with Google (you may be asked to verify your WUSD Google Account)



**Washington Unified School District**  
wusd.illuminateed.com

Username

Password

[Next](#) [Forgot your password?](#)

 [Sign in with Google](#)

## Accessing the Student Portal (Updated)

07/19/17: NEW! We transitioned to Google Single Sign-on for the Student Portal.

1. Visit [wusd.illuminatehc.com](http://wusd.illuminatehc.com)
2. Click on the Sign in with Google Button. On Chromebooks, students will be taken directly to the portal. On PCs, students will be asked to enter their Google Credentials. (If using PCs for online assessment, you may wish Test with the Quick Code, rather than

the portal to avoid having to login into Google, especially with younger students)

If a student is unable to login into the portal,

- First, check their URL ([wusd.illuminatehc.com](https://wusd.illuminatehc.com)) to ensure they are attempting to login to the correct portal. You should see our district logo. Oftentimes, the error is that students are attempting to login to a different district's portal. This occurs frequently and is worth checking before completing a helpdesk ticket.
- Next, if student has been enrolled for more than a day and you've checked the URL to ensure they are logging into the correct portal, please complete a [helpdesk ticket](#). There may be an error with our Sync. ***These students can still complete the assessment via the quick code method.***

Note: Illuminate gets its student enrollment data from Aeries during a nightly sync. This means it is not possible to give students access on their first day of enrollment.

## Resetting Student Portal Passwords (deprecated feature)

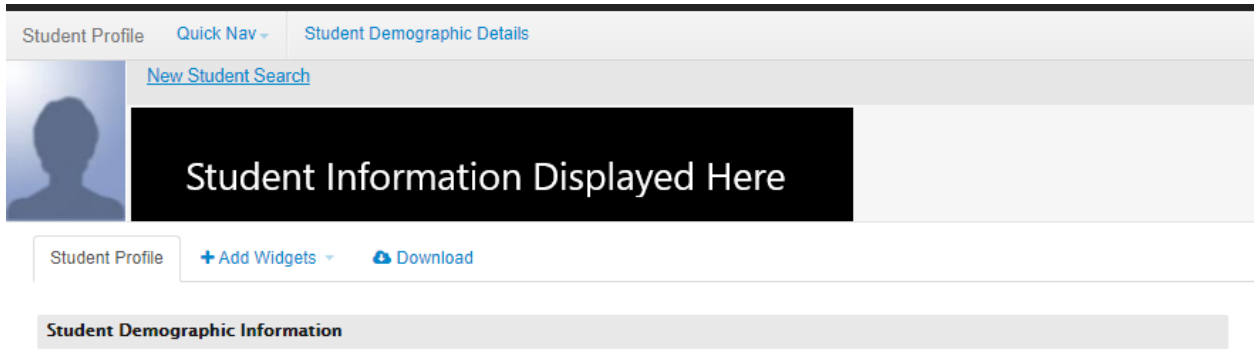
This option is no longer available as everything is tied to students Google Account and completely automated. If a student is unable to login to their Google account and need a password reset, please complete a helpdesk ticket or call x1400 from a district phone to reach our helpdesk line.

## Previewing Student Portal View

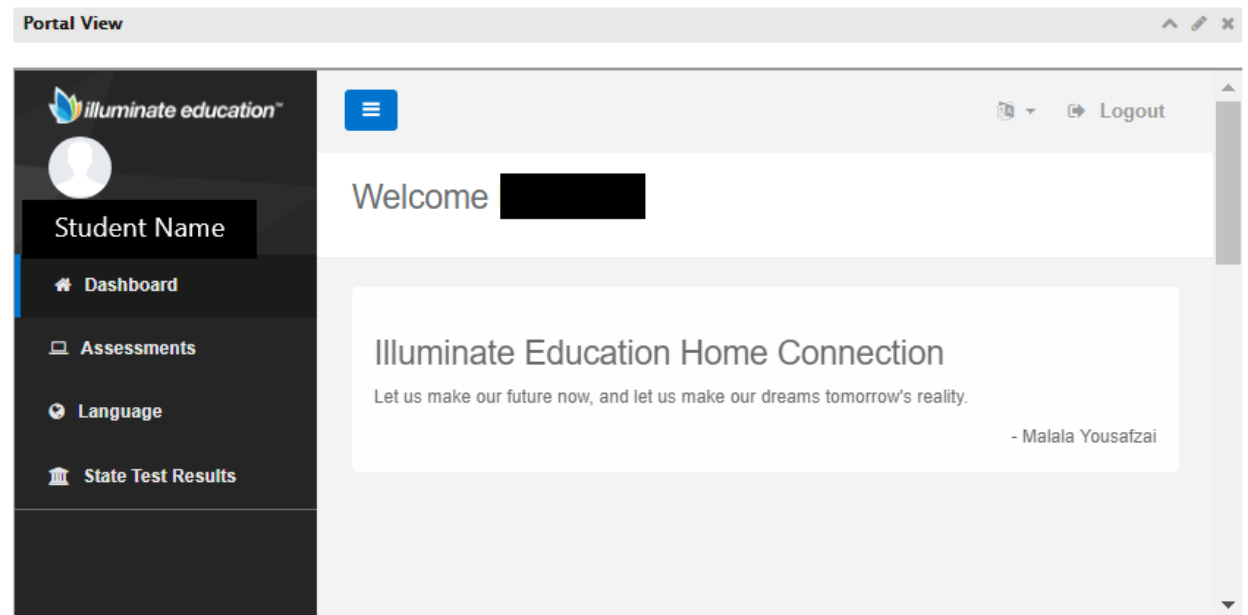
1. Search for student in search bar and click on their name.



2. This should land you by default in Student Profile View. If your view is different, you can click on Quick Nav > Student Profile



3. Scroll to the bottom and you'll see Portal View Widget as it would appear for students.



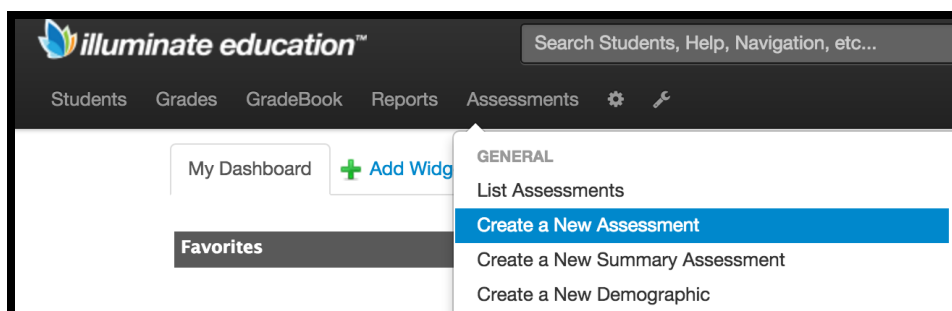
## Creating Assessments

### Itembank

Itembank contains pre-built test items that are aligned to CCSS standards that allow you to create a standards-aligned assessment in minutes. There are two modes for test creation: standard and QuickMode. Choose Standard if you want maximum control over the test items that appear on your assessment and/or if you plan on administering your assessment using pen and paper.. Choose Quick Mode for those quick checks for understanding on a particular standard.

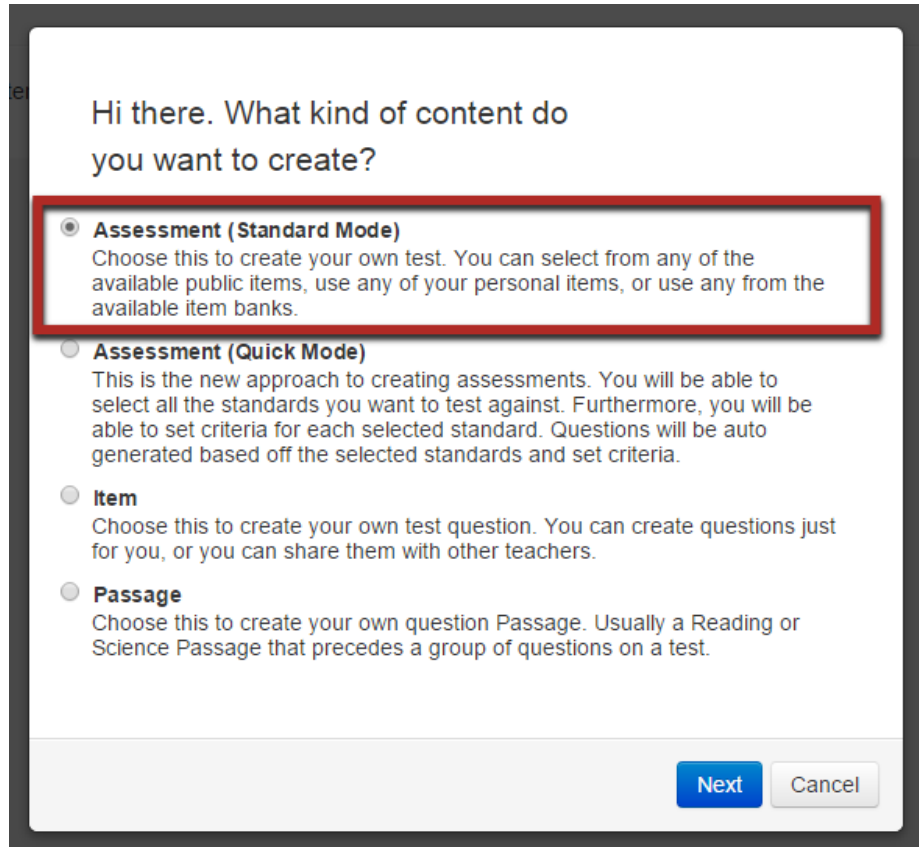
### Creating an Itembank Assessment (Standard Mode)

[Login to Illuminate](#) > In the Black Ribbon, choose Assessments > Create a New Assessment



Choose Itembank > Okay

Choose Assessment (Standard Mode) > Next



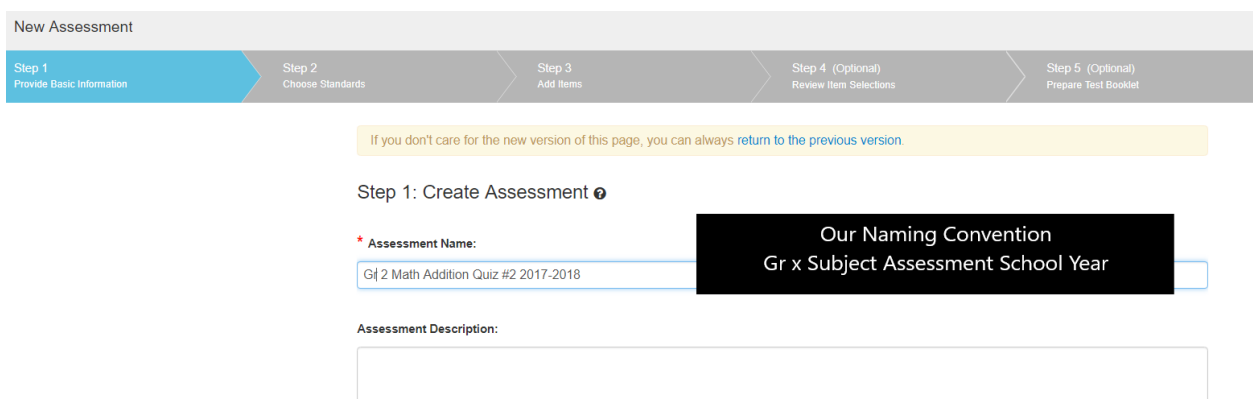
Hi there. What kind of content do you want to create?

- ☒ **Assessment (Standard Mode)**  
Choose this to create your own test. You can select from any of the available public items, use any of your personal items, or use any from the available item banks.
- ☐ **Assessment (Quick Mode)**  
This is the new approach to creating assessments. You will be able to select all the standards you want to test against. Furthermore, you will be able to set criteria for each selected standard. Questions will be auto generated based off the selected standards and set criteria.
- ☐ **Item**  
Choose this to create your own test question. You can create questions just for you, or you can share them with other teachers.
- ☐ **Passage**  
Choose this to create your own question Passage. Usually a Reading or Science Passage that precedes a group of questions on a test.

Next Cancel

**Step 1: Provide Basic Information.** Name Your Assessment (and other optional details). **Assessment Name is the only required detail.** Then, Click **Create**.

WUSD uses the following naming convention for district assessments. Gr x Subject Assessment School Year (Example: Gr 2 Math Addition Quiz #1 2017-2018. Feel free to adapt for classroom use to keep yourself organized.)



New Assessment

Step 1: Provide Basic Information

Step 2: Choose Standards

Step 3: Add Items

Step 4 (Optional): Review Item Selections

Step 5 (Optional): Prepare Test Booklet

If you don't care for the new version of this page, you can always [return to the previous version](#).

Step 1: Create Assessment ⓘ

\* Assessment Name:

Gr 2 Math Addition Quiz #2 2017-2018

Assessment Description:

Our Naming Convention  
Gr x Subject Assessment School Year

**Step 2: Choose Standards.** Use the Drop Down Menus to Select Your Desired Standard Type/Subject/Grade Level. I recommend using the Expand All Button to see individual

standards, then click on the desired standard. The number next to each standard shows the number of available questions in the itembank.

### Step 2: Standards

What Standards are you Assessing?

Common Core State Standards

Mathematics (2010)

Grade 2

Standard Keywords: NS. 1.1, inequalities, etc

Recent:

CCSS.Math.Content.5.NBT.A.1

CCSS.Math.Content.5.NBT.A.3

CCSS.Math.Content.5.NBT.A.4

CCSS.Math.Content.5.NBT.B

CCSS.Math.Content.2.NBT.B.7

Expand All

Collapse All

▼ Common Core State Standards

▼ Mathematics

▼ Grade 2

▼ CCSS.Math.Content.2.OA - ( 363 Items )

Operations and Algebraic Thinking

▼ CCSS.Math.Content.2.OA.A - ( 236 Items )

Represent and solve problems involving addition and subtraction.

CCSS.Math.Content.2.OA.A.1 - ( 236 Items )

%Selected

Use addition and subtraction within 100 to solve one- and two-step word problems involving situations of adding to, taking from, putting together, taking apart, and comparing, with unknowns in all positions, e.g., by using drawings and equations with a symbol for the unknown number to represent the problem.

### Step 3: Add Items

### Step 3: Add Items

Selected Standards

CCSS.Math.Content.2.OA.A.1

CCSS.Math.Content.2.NBT.B.7

Item Banks

[Inspect](#)

Authors

[Select Authors](#)

Item Types

[Select Item Types](#)

Item Keywords

[Enter Item Keywords](#)

Passages

[With or Without Passages](#)

Passage Title

[Enter Passage Title](#)

Attributes

[Item \(Language\(English\)\)](#)

Item / Passage Identifiers

[Enter Identifiers](#)

Locked Status

[Locked or Unlocked](#)

Reset

Search

Click on any of the links to further narrow your selections. This is particularly useful if you have chosen standards with lots of available questions. **HIGHLY RECOMMENDED:** Limit Item Banks to Inspect. The Inspect Item Bank is a curated standards-aligned bank. Click Search to see available questions.

Question Type

Online Only (Pencil icons means question available for pen & paper administration)

Aligned Standard

CCSS.Math.Content.2.OA.A.1

Question DD

Teacher Instructions

TEACHER READS:

Meena collected 45 roses. Her friend Miryam gave her 16 more. Put the total number of roses that Meena has in the box.

45 + 16 =

Show Information

0:00 / 0:18

Meena collected 45 roses. Her friend Miryam gave her 16 more. Put the total number of roses that Meena has in the box.

45 + 16 = 61

62 29 60 45

Practice

Click to show Rationale & Item Info

Click to practice the question yourself and submit a response.

Click here to show more information, rubric, DOK, Bloom's and more!

If you like the question, Click Add to Add it to your Assessment

Add

Scroll through Questions and Choose Add as Desired.

The Right Menu will provide a balance of Items, Standards, and Types.

## Item Type Reference Table

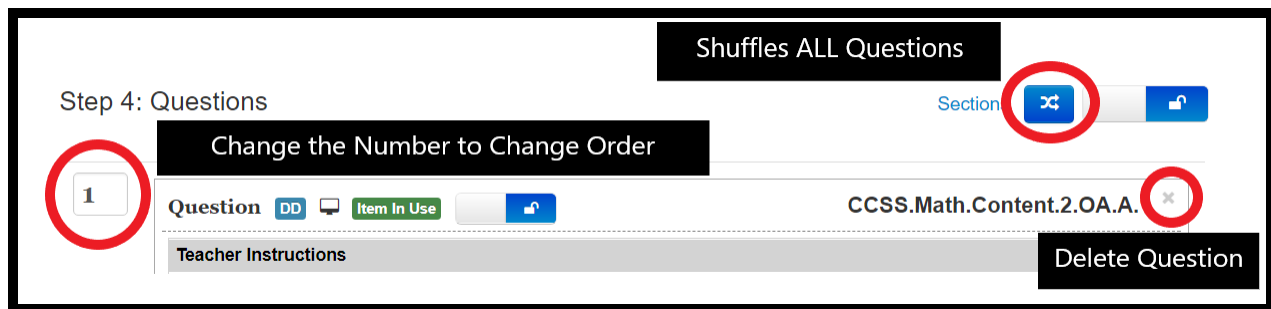
| Item Type | Item Description                                                                            | Test Type | Auto-Graded? |
|-----------|---------------------------------------------------------------------------------------------|-----------|--------------|
| MC        | <b>Multiple Choice</b><br>Only one answer choice                                            |           | Y            |
| NTSR      | <b>Non-Traditional Selected Response</b><br>Multiple Possible Correct Answers<br>Checkboxes |           | Y            |

|                  |                                                                                                                                |                                                                                                                              |   |
|------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---|
| <b>EBS<br/>R</b> | <b>Evidence Based Selected Response</b><br>Part 1: Select an option<br>Part 2: Response. Provide evidence in support of part 1 |                                           | Y |
| <b>ST</b>        | <b>Selectable Text</b><br>Click anywhere on the text to select an option<br>Only one option can be selected                    |                                           | Y |
| <b>SD</b>        | <b>Select Dropdown</b><br>Click anywhere within provided dropdown                                                              |                                           | Y |
| <b>CR</b>        | <b>Constructed Response</b><br>Type a response.<br>Text box will expand<br>Limited formatting tools provided                   | <br>Essays, performance tasks, short text | N |
| <b>ECR</b>       | <b>Explicit Constructed Response</b><br>Type a response<br>No formatting tools provided                                        | <br>Short Text, Table Fill-in             | N |
| <b>DR</b>        | <b>Drawing Response</b><br>Free hand drawing, plotting points, undo & erase options available                                  | <br>Graphing                            | N |
| <b>MER</b>       | <b>Math Equation Response</b><br>Select buttons representing numbers & math symbols to create a numeric response or equation   | <br>Math Only                           | Y |
| <b>MP</b>        | <b>Multi-Part</b><br>Uses different item types                                                                                 |                                         | Y |
| <b>DD</b>        | <b>Drag and Drop - Classify</b><br>Select an object, then drag and drop it to the appropriate location in the response area    |                                         | Y |
| <b>DD</b>        | <b>Drag and Drop - Order</b><br>Select an object, then drag and drop it to appropriate location in response area               |                                         | Y |
| <b>NL</b>        | <b>Graphing - Number Line</b><br>Click in the response area to create a point                                                  |                                         | Y |

|            |                                                                                         |                                                                                     |   |
|------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---|
| <b>GPP</b> | <b>Graphing - Place Point</b><br>Click to place point on a graph                        |  | Y |
| <b>GPL</b> | <b>Graphing - Place Line</b><br>Click to place two points on a graph to generate a line |  | Y |
| <b>MA</b>  | <b>Matching Tables</b><br>Select answer choices in table format                         |  | Y |

**Step 4: Review Item Selections (Optional)**

During this step, you can delete individual questions, change the order, reshuffle.

**Step 5: Prepare Test Booklet (Optional but Recommended if Administering Assessment with Pen & Paper)**

You'll see lots of options for customizing the appearance of your paper exam. I recommend clicking on Generate to preview the pdf to ensure you're happy with the format before going to next step. Options not limited to ones shown below.

Step 5: Print Options ?

GenerateSaved

\* Font Face

☒ Helvetica (Sans-Serif)

☐ Times (Serif)

☐ DejaVu (Serif)

☐ DejaVu (Sans-Serif)

☐ OpenDyslexic (Sans-Serif)

\* Question Spacing

☐ Minimal - 1x

☒ Medium - 1.5x

☐ Large - 2x

☐ XL - 3x

☐ XXL - 4x

☐ XXXL - 10x

\* Font Size

☐ Tiny - 8pt

☒ Small - 10pt

☐ Med - 12pt

☐ L - 14pt

☐ XL - 16pt

\* Choice Spacing

☒ Minimal - 1x

☐ Medium - 1.5x

☐ Large - 2x

☐ XL - 3x

☐ XXL - 4x

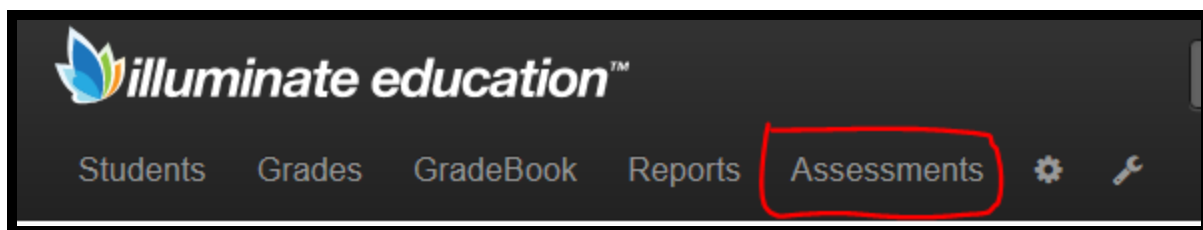
☐ XXXL - 10x

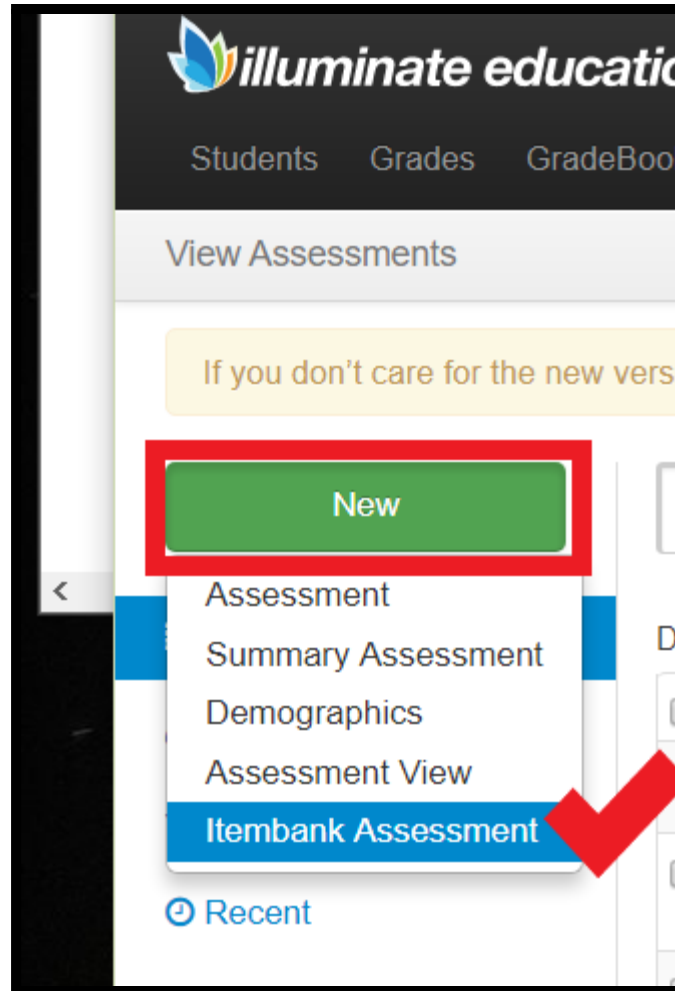
### Step 6: Publish

Click **Publish** or Publish and Administer which will take you directly to the Online Administration Interface.

## Creating an Itembank Assessment (Quick Mode)

[Login to Illuminate](#) > In the Black Ribbon, choose Assessments > New Assessment > Itembank Assessment





Choose Assessment (Quick Mode) > Next

Hi there. What kind of content do you want to create?

☐ **Assessment (Standard Mode)**  
Choose this to create your own test. You can select from any of the available public items, use any of your personal items, or use any from the available item banks.

☒ **Assessment (Quick Mode)**  
This is the new approach to creating assessments. You will be able to select all the standards you want to test against. Furthermore, you will be able to set criteria for each selected standard. Questions will be auto generated based off the selected standards and set criteria.

☐ **Item**  
Choose this to create your own test question. You can create questions just for you, or you can share them with other teachers.

☐ **Passage**  
Choose this to create your own question Passage. Usually a Reading or Science Passage that precedes a group of questions on a test.

[Next](#) [Cancel](#)

**Step 1: Enter Details.** Name Your Assessment (and other optional details). **Assessment Name is the only required detail.** Then, Click **Create**.

WUSD uses the following naming convention for district assessments. Gr x Subject Assessment School Year (Example: Gr 2 Math Addition Quiz #1 2017-2018. Feel free to adapt for classroom use to keep yourself organized.)

New Quick Assessment

Step 1: Enter Details | Step 2: Select Standards | Step 3 (Optional): Select Exclusions | Step 4: Generate Questions

If you don't care for the new version of this page, you can always [return to the previous version](#).

\* Assessment Name:  Our Naming Convention  
Gr x Subject Assessment School Year

Assessment Description:

Academic Year:

Grade Levels:

Subject:

**Step 2: Select Standards.** Use the Drop Down Menus to Select Your Desired Standard Type/Subject/Grade Level. I recommend using the Expand All Button to see individual standards, then click on the desired standard. The number next to each standard shows the number of available questions in the itembank.

Quick Assessment: Gr 2 Math Addition Quiz #1 2017-2018

Step 1 Enter Details   Step 2 Select Standards   Step 3 (Optional) Select Exclusions

Common Core State Standards   Mathematics (2010)   Grade 2

Standard Keywords: NS.1.1, inequalities, etc

Recent: [H/SS.USH.8.2](#) [CCSS.ELA-Literacy.L.9-10.3](#) [CCSS.ELA-Literacy.W.9-10](#) [CCSS.ELA-Literacy.RL.2.1](#)  
[CCSS.Math.Content.1.OA](#)

[Expand All](#) [Collapse All](#)

- ▼ Common Core State Standards
  - ▼ Mathematics
    - ▼ Grade 2
      - ▼ CCSS.Math.Content.2.OA - ( 363 Items )  
Operations and Algebraic Thinking
        - ▼ CCSS.Math.Content.2.OA.A - ( 236 Items )  
Represent and solve problems involving addition and subtraction.
          - CCSS.Math.Content.2.OA.A.1 - ( 236 Items )  
Use addition and subtraction within 100 to solve one- and two-step word problems involving situations of adding to, taking from, putting together, taking apart, and comparing, with unknowns in all positions, e.g., by using drawings and equations with a symbol for the unknown number to represent the problem.
        - ▼ CCSS.Math.Content.2.OA.B - ( 38 Items )  
Add and subtract within 20.
          - CCSS.Math.Content.2.OA.B.2 - ( 38 Items )  
Fluently add and subtract within 20 using mental strategies. By end of Grade 2, know from memory all sums of two one-digit numbers.

Once a standard is selected, choose the number of desired questions for each standard.

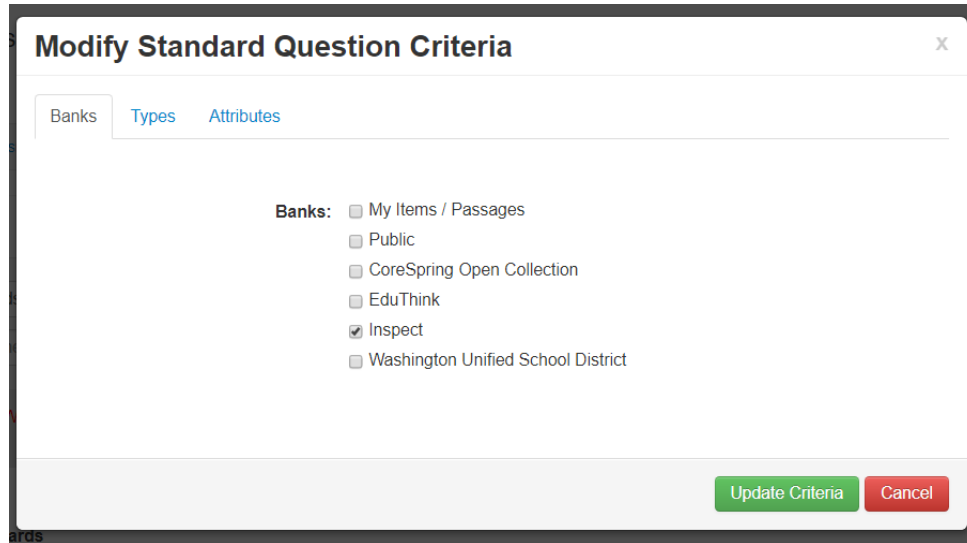
## Step 2: Select Standards

### Selected Standards

|                                                         |                                                                      |                                 |                        |
|---------------------------------------------------------|----------------------------------------------------------------------|---------------------------------|------------------------|
| CCSS.Math.Content.2.OA.B.2 <a href="#">Show Details</a> | How many questions for this standard? <input type="text" value="5"/> | <a href="#">Modify Criteria</a> | <a href="#">Delete</a> |
|---------------------------------------------------------|----------------------------------------------------------------------|---------------------------------|------------------------|

You can further refine your quick assessment by choosing Modify Criteria and then Update Criteria when complete. See recommendations for each modification below.

**Banks (HIGHLY RECOMMENDED):** INSPECT is the recommended Itembank. It is the most robust and only contains curated items aligned to the Common Core State Standards.



The screenshot shows a dialog box titled "Modify Standard Question Criteria" with a close button (X) in the top right corner. It has three tabs: "Banks", "Types", and "Attributes". The "Banks" tab is selected. Below the tabs, there is a section labeled "Banks:" followed by a list of checkboxes. The "Inspect" checkbox is checked. At the bottom right, there are two buttons: "Update Criteria" (green) and "Cancel" (red).

**Modify Standard Question Criteria**

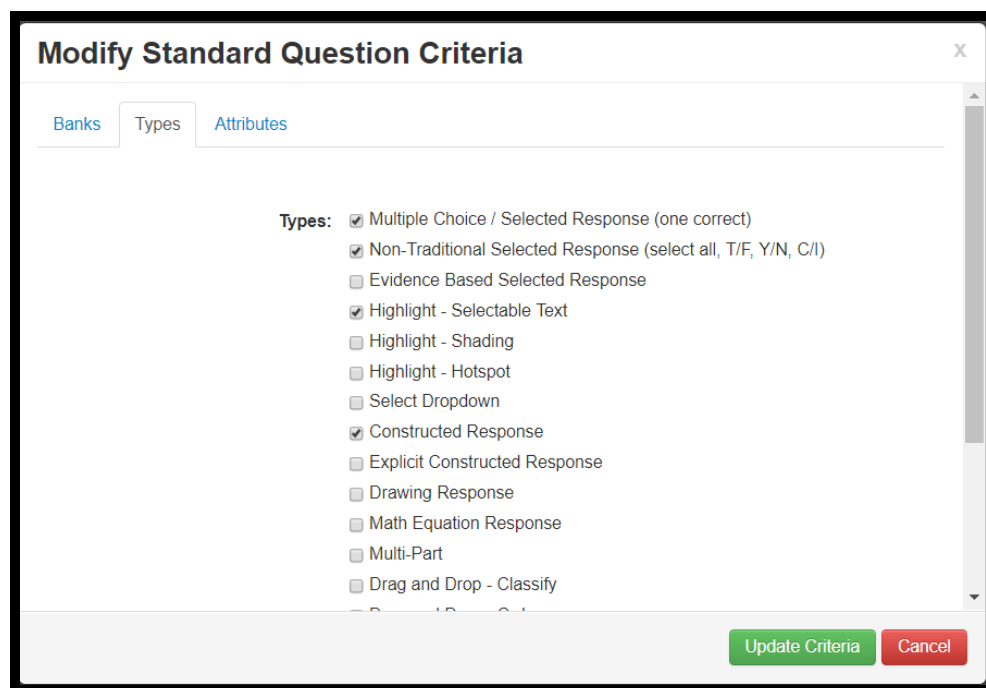
Banks   Types   Attributes

**Banks:**

- ☐ My Items / Passages
- ☐ Public
- ☐ CoreSpring Open Collection
- ☐ EduThink
- ☒ Inspect
- ☐ Washington Unified School District

Update Criteria   Cancel

**Item Types (Optional/Suggested):** These are all different question types that students will see on CAASPP. It is recommended to choose several different question types or leave blank to see all. If you limit your search to a single question type, your query may result in 0 results.



The screenshot shows the same dialog box, but with the "Types" tab selected. The "Types:" section contains a list of checkboxes for various question types. Several are checked: "Multiple Choice / Selected Response (one correct)", "Non-Traditional Selected Response (select all, T/F, Y/N, C/I)", "Highlight - Selectable Text", "Constructed Response", and "Explicit Constructed Response". At the bottom right, the "Update Criteria" (green) and "Cancel" (red) buttons are visible.

**Modify Standard Question Criteria**

Banks   Types   Attributes

**Types:**

- ☒ Multiple Choice / Selected Response (one correct)
- ☒ Non-Traditional Selected Response (select all, T/F, Y/N, C/I)
- ☐ Evidence Based Selected Response
- ☒ Highlight - Selectable Text
- ☐ Highlight - Shading
- ☐ Highlight - Hotspot
- ☐ Select Dropdown
- ☒ Constructed Response
- ☐ Explicit Constructed Response
- ☐ Drawing Response
- ☐ Math Equation Response
- ☐ Multi-Part
- ☐ Drag and Drop - Classify

Update Criteria   Cancel

**Attributes:** You can limit your question type by SBAC Claims, DOK, language paper vs. web administration and more. When you limit your search to a single attribute, your query may result in 0 results. **For paper administration, you MUST change the following: Media Type > Paper Only**

**Modify Standard Question Criteria**

**Difficulty:**

-- None --  
*Item Difficulty Level*

**Media Type:**

Paper Only  
*Availability: Paper, Web, or Both*

**Depth of Knowledge:**

-- None --  
*Webb's Depth of Knowledge*

**Bloom's Taxonomy:**

-- None --  
*Bloom's Taxonomy Difficulty Level*

**Update Criteria** **Cancel**

Remember to click Update Criteria when complete.

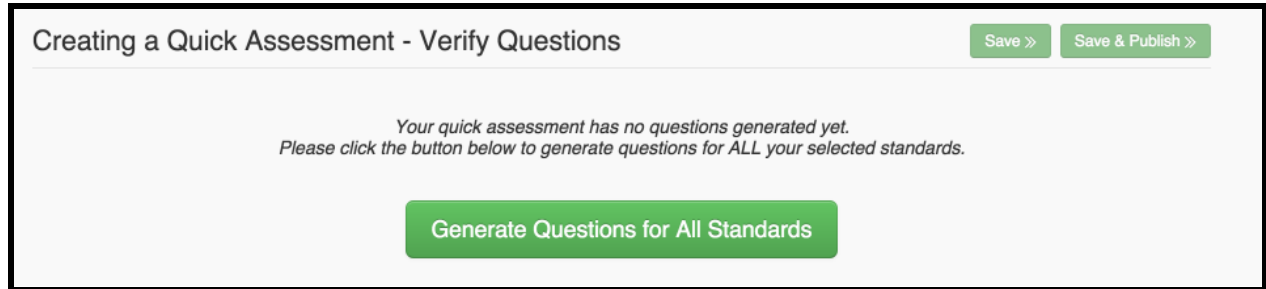
When finished with selecting standards and modifying criteria (if desired), Choose [Next](#)

**Step 3: Select Exclusions** (if needed). This would apply if you created multiple assessments and wanted to avoid using those questions on formative assessments throughout the unit.

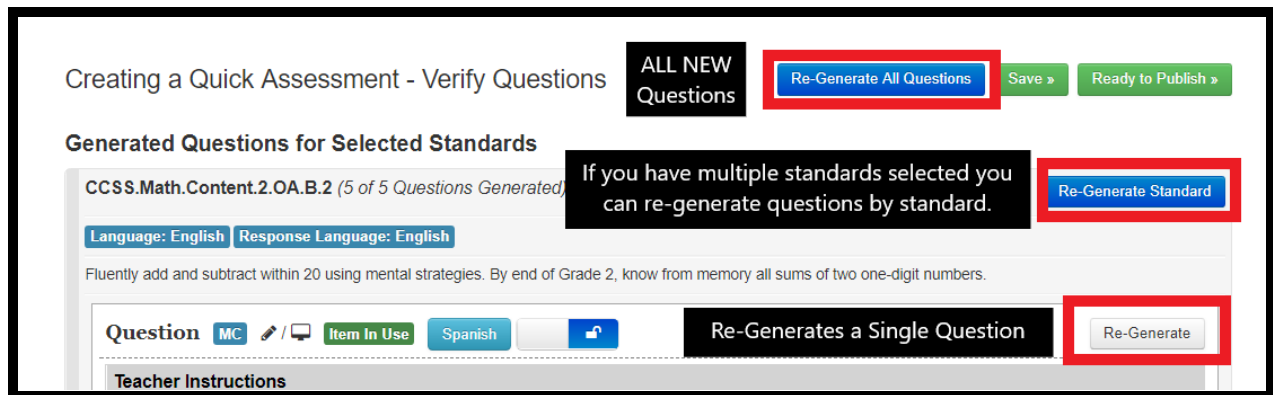
Example: You created a unit assessment and don't want to use those questions on quizzes throughout the unit. Search for your previously created assessment and select to exclude any questions from appearing on your quick assessment. Click [Next](#).

If Step 3 doesn't apply to you, click [Next](#) to go Step 4.

**Step 4: [Generate Questions for All Standards](#).**



Review Questions and Re-Generate by Question, Standard, or All Questions as needed.



Satisfied with your Quick Assessment? Click **Ready to Publish**. If you not quite finished and want to further refine your assessment later, click **Save**.

Creating a Quick Assessment - Verify Questions

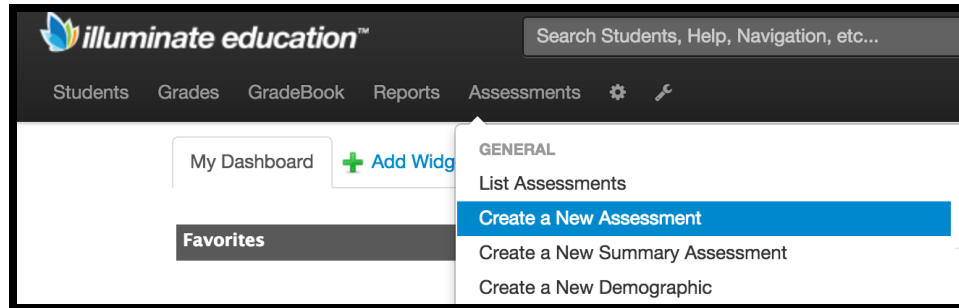


Review Choices. Click **Publish** or Publish and Administer (Choose the latter if you're want to go ahead and [assign it to your students for online testing](#).)

## Manual/Hybrid Assessment

Manual Assessment allows you to take an existing assessment and create an answer document for. A Hybrid Assessment allows you to take an electronic version of an existing assessment (pdf, docx, jpg, and other file types) and upload them to make them accessible to students for online testing.

[Login to Illuminate](#) > In the Black Ribbon, choose Assessments > Create a New Assessment



Choose Manual/Hybrid Assessment! Setup. Enter the number of questions your assessment has and click **Okay**

A screenshot of the 'Create a New Assessment' form. The title 'Create a New Assessment' is at the top. There are three radio button options: 'On The Fly', 'Manual/Hybrid Assessment' (selected and highlighted with a red box), and 'Skills Assessment'. Below 'On The Fly' is the text 'SCAN NOW! Quickly scan your answer sheets and your student responses.' Below 'Manual/Hybrid Assessment' is the text 'Click through the pages to title your assessment, enter or scan your key, optionally align standards, etc. Setup your assessment for scanning now or later.' Below 'Skills Assessment' is the text 'Give one-on-one skills assessments.' Below 'Itembank' is the text 'Jump out to the Illuminate Itembank to build an assessment from a bank of items.' A text input field labeled 'How many questions are in your assessment? \*' contains the number '10' and is also highlighted with a red box. At the bottom right, there are 'Okay' and 'Cancel' buttons, with the 'Okay' button highlighted by a red box.

**Step 1 Provide Basic Information.** Enter Assessment Title, Select Show More to mark availability in Student Portal & Choose Performance Band, and Click **Next**.

If you don't care for the new version of this page, you can always [return to the previous version](#). Don't worry, we can still be friends. ✕

### Step 1: Provide Basic Information

Title: \*

Description: 

Our naming convention is Gr X Subject Assessment School Year.

Local Identifier:

First Date Administered:

Academic Year:  ▼

Subject:  ▼

Scope:  ▼

Grade Levels: ☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Show in Student and Parent Portal: ☒ Yes ☐ No

Performance Band Set:  ▼

[Show Less](#)

Mark Yes if you want students to see their results in the portal when complete. Parent portal is not enabled at this time.

Note: Assessment Title is ***the only required*** information on this menu. District Default Performance Band is a traditional 80-89%, 90-100% scale. You can create your own performance band.

**Step 2 Choose Standards.** Select Your Standards (Common Core ELA or Math, ELD Standards (2012), NGSS, CTE & More!), Grade Level, Click Search. Recommend Choosing Expand All so you will be able to view individual standards.

## Step 2: Choose Standards

### Find and link standards

Choose a Standard Collection ▾

Search standard keywords, e.g., Reading, 1.1

English Language Arts/Literacy ( ▾ Grade 2 ▾

Search

Choose your Standards & Grade Level, Then Click Search

**Search Results** 147 standards found 

Expand All

☐ CCSS.LA.2.R - Reading  
☐ CCSS.LA.2.W - Writing  
☐ CCSS.LA.2.SL - Speaking and Listening  
☐ CCSS.LA.2.L - Language

Link selected standards

Choose Expand All to See Individual Standards.

Select standards by checking the box

☐ CCSS.LA.2.R - Reading  
☐ CCSS.LA.2.RL - Literature  
☐ CCSS.LA.2.RL.KID - Key Ideas and Details  
☐ CCSS.LA.2.RL.2.1 - Ask and answer such questions as who, what, where, when, why, and how to demonstrate understanding of key details in a text.  
☐ CCSS.LA.2.RL.CCR.1 - Read closely to determine what the text says explicitly and to make logical inferences from it; cite specific textual evidence when writing or speaking to support conclusions drawn from the text.  
☐ CCSS.LA.2.RL.2.2 - Recount stories, including fables and folktales from diverse cultures, and determine their central message, lesson, or moral.  
☒ CCSS.LA.2.RL.2.3 - Describe how characters in a story respond to major events and challenges.  
☐ CCSS.LA.2.RL.CCR.2 - Determine central ideas or themes of a text and analyze their development; summarize the key supporting details and ideas.

Once your standards are checked, click **Link selected standards**. Then, click on Step 3 above or Next at the bottom.

Assessment: Gr 2 ELA Wonders Unit 1 Week 1 2017-2018

Step 1 Provide Basic Information Step 2 Choose Standards Step 3 Prepare Answer Key Step 4 Attach Materials Step 5 Sheet Designer Step 6 Share with Others

3 standards were added to this assessment

### Step 2: Choose Standards

#### Find and link standards

Choose a Standard Collection

Search standard keywords, e.g., Reading, 1.1

Select a subject area

Search

**Standards Added?**  
Click Step 3 at the Top or Next at the Bottom.

#### Already linked Standards 3 standard(s)

| Questions | Standard                                                                                                                                                                                                                  | Remove?                  |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 0         | CCSS.LA.2.RL.2.1 » Grade 2 » English Language Arts/Literacy » Common Core State Standards<br>Ask and answer such questions as who, what, where, when, why, and how to demonstrate understanding of key details in a text. | <input type="checkbox"/> |
| 0         | CCSS.LA.2.RL.2.3 » Grade 2 » English Language Arts/Literacy » Common Core State Standards<br>Describe how characters in a story respond to major events and challenges.                                                   | <input type="checkbox"/> |

## Step 3: Prepare Answer Key

### Step 3: Prepare Answer Key

|     | Advanced                 | Rubric                              | Correct | Weight | Extra Credit             | Question Groups                        | Standards                                  | Delete                   |
|-----|--------------------------|-------------------------------------|---------|--------|--------------------------|----------------------------------------|--------------------------------------------|--------------------------|
| Q1  | <input type="checkbox"/> | <input type="checkbox"/>            | c       | 2      | <input type="checkbox"/> | <input type="checkbox"/> Comprehension | <input type="checkbox"/> CCSS.LA.2.RL.2.1  | <input type="checkbox"/> |
| Q2  | <input type="checkbox"/> | <input type="checkbox"/>            | b       | 2      | <input type="checkbox"/> | <input type="checkbox"/> Vocabulary    | <input type="checkbox"/> CCSS.LA.1.L.1.4.c | <input type="checkbox"/> |
| Q3  | <input type="checkbox"/> | <input type="checkbox"/>            | b,c     | 2      | <input type="checkbox"/> | <input type="checkbox"/> Comprehension | <input type="checkbox"/> CCSS.LA.2.RL.2.1  | <input type="checkbox"/> |
| Q4  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 2       | 2      | <input type="checkbox"/> | <input type="checkbox"/> Vocabulary    | <input type="checkbox"/> CCSS.LA.1.L.1.4.c | <input type="checkbox"/> |
| Q5  | <input type="checkbox"/> | <input type="checkbox"/>            | d       | 2      | <input type="checkbox"/> | <input type="checkbox"/> Comprehension | <input type="checkbox"/> CCSS.LA.2.RL.2.1  | <input type="checkbox"/> |
| Q6  | <input type="checkbox"/> | <input type="checkbox"/>            | c       | 2      | <input type="checkbox"/> | <input type="checkbox"/> Comprehension | <input type="checkbox"/> CCSS.LA.2.RL.2.1  | <input type="checkbox"/> |
| Q7  | <input type="checkbox"/> | <input type="checkbox"/>            | a       | 2      | <input type="checkbox"/> | <input type="checkbox"/> Vocabulary    | <input type="checkbox"/> CCSS.LA.1.L.1.4.c | <input type="checkbox"/> |
| Q8  | <input type="checkbox"/> | <input type="checkbox"/>            | c       | 2      | <input type="checkbox"/> | <input type="checkbox"/> Comprehension | <input type="checkbox"/> CCSS.LA.2.RL.2.1  | <input type="checkbox"/> |
| Q9  | <input type="checkbox"/> | <input type="checkbox"/>            | b,e     | 2      | <input type="checkbox"/> | <input type="checkbox"/> Vocabulary    | <input type="checkbox"/> CCSS.LA.1.L.1.4.c | <input type="checkbox"/> |
| Q10 | <input type="checkbox"/> | <input type="checkbox"/>            | c       | 1      | <input type="checkbox"/> | <input type="checkbox"/> Comprehension | <input type="checkbox"/> CCSS.LA.2.RL.2.1  | <input type="checkbox"/> |
| Q11 | <input type="checkbox"/> | <input type="checkbox"/>            | d       | 1      | <input type="checkbox"/> | <input type="checkbox"/> Comprehension | <input type="checkbox"/> CCSS.LA.2.RL.2.1  | <input type="checkbox"/> |

1

**Advanced:** Use if you want to assign different point values to a question for different answers or answer combinations.

Example Non-traditional Multiple Choice.

- **ABC:4** Student chooses ABC they get 4 points
- **A:2; BC:3; C:1; ABC:4** Student gets 2 pts for A, 3 pts for BC, 1 pt for C, and 4 pts for ABC

**Rubric:** Check this for short answer, extended responses, and other question types that the teacher needs to grade. If checked, you want the value in correct to match the weight.

**Correct:** Place the correct answers in this column. For questions that require multiple answers, separate choices with a comma. Any questions that are rubric graded, you want a value in the correct column that matches the weight.

**Extra Credit:** Check if you like the question to be considered extra credit.

**Question Groups:** Click + to Add Question Groups. This allows for looking at results by another category. In this example, scores can be distinguished by comprehension and vocabulary.

**Standards:** Click + and Choose the Aligned Standards. If you find you're missing a standard or two, you can always return to Step 2 but be sure to save first!

**Delete:** If you changed your mind, click this box.

**+Add More Questions:** Want Even More? Add More Questions Here.

#### Tips:

- If not M/C, mark rubric.
- If rubric is marked, correct = points. Example above 1 = 1, or 10 = 10
- Advanced options allows for you to assign multiple answers and multiple point values for questions. Click the **?** next to Advanced for More information.
- If traditional M/C, put the correct answer "C" in the box.
- Check Extra Credit for Extra Credit

### Step 4: Attach Materials

Click on Upload and Attach your Assessment. This is required for online administration and recommended for easy access to your assessment materials.

**Step 4: Attach Materials**

**Upload**

| <input type="checkbox"/> | Title                               | Type | Author          | Date Uploaded            |
|--------------------------|-------------------------------------|------|-----------------|--------------------------|
| <input type="checkbox"/> | Gr_2_ELA_Comprehension_Unit1_Week_1 | User | TestAdmin, WUSD | January 3, 2018, 2:23 pm |

Show

← Previous 1 Next →

**Back** **Next**

### Step 5: Sheet Designer

You have the option to change your question labels, response options (multiple choice and number grid) as well as change number of responses.

**Note:** The Number Grid Response Option is not currently compatible with online testing and only compatible with pen & paper administration.

### Step 5: Sheet Designer

✎ Change number of responses

| <input type="checkbox"/> Check All | Question Label | Response Options |                                                                                                                                                                                                                                  |   |   |   |
|------------------------------------|----------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|
| <input type="checkbox"/> Q1        | 1              | Multiple Choice  | Number Grid is another Response Option. This is a great choice for answers that require number entry that you will be administering via scantron. Currently the number grid response option is not available for online testing. |   |   |   |
| <input type="checkbox"/> Q2        | 2              | Multiple Choice  |                                                                                                                                                                                                                                  |   |   |   |
|                                    |                | Multiple Choice  |                                                                                                                                                                                                                                  |   |   |   |
|                                    |                | Rubric           |                                                                                                                                                                                                                                  |   |   |   |
|                                    |                | Multiple Choice  |                                                                                                                                                                                                                                  |   |   |   |
|                                    |                | Multiple Choice  | A                                                                                                                                                                                                                                | B | C | D |
|                                    |                | Multiple Choice  | A                                                                                                                                                                                                                                | B | C | D |
|                                    |                | Multiple Choice  | A                                                                                                                                                                                                                                | B | C | D |
| <input type="checkbox"/> Q8        | 8              | Multiple Choice  | A                                                                                                                                                                                                                                | B | C | D |
| <input type="checkbox"/> Q9        | 9              | Multiple Choice  | A                                                                                                                                                                                                                                | B | C | D |
| <input type="checkbox"/> Q10       | 10a            |                  | A                                                                                                                                                                                                                                | B | C | D |
| <input type="checkbox"/> Q11       | 10b            |                  | A                                                                                                                                                                                                                                | B | C | D |

If doing a pen & paper administration with rubric items, you have response item choice to print space on scantron for a 1, 4, or 8 lines and even space for an essay.

2 part Question?  
Change the Question Label

### Step 6: Share with Others Work Smarter! Not Harder! #BetterTogether

Do you want to share with your grade level team? Choose Share with Site & Grade Level > Choose Site > Grade Level Be sure to check the correct permissions > Share. The Screenshot example below shows my assessment shared with Westfield Village 2nd grade Teachers.

- **View & Download:** This allows user to see assessment and results. Might be appropriate for administrators & specialists.
- **Can Administer:** This allows users to administer the assessment as well as remove any results.
- **Can Edit:** Use with extreme caution. This allows others to CHANGE your assessment.

**Share with some users**

Select how you would like to share this assessment

Share With

Example: Anyone affiliated with 4th grade students at Earl E. Lerner Elementary School

☐ I understand how sharing works, so get the textual guidance out of my way.

Select the site & grade level combination you'd like to access your assessment.

Site

Grade Level ☐ K ☐ 1 ☒ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

Example: Selecting "Ames High" as Site & "9" as Grade Level gives anyone at Ames High School who teaches 9th grade students access to this assessment during the year(s) in which they teach 9th grade students.

Give these users the ability to

☒ Can View & Download  
Allows user(s) to open the assessment, view its reports, & download its results

☒ Can Administer  
Allows user(s) to scan student answer sheets, manually enter student responses, download assessment materials, and import student response data for this assessment; user(s) may also remove responses for students to which they have access.

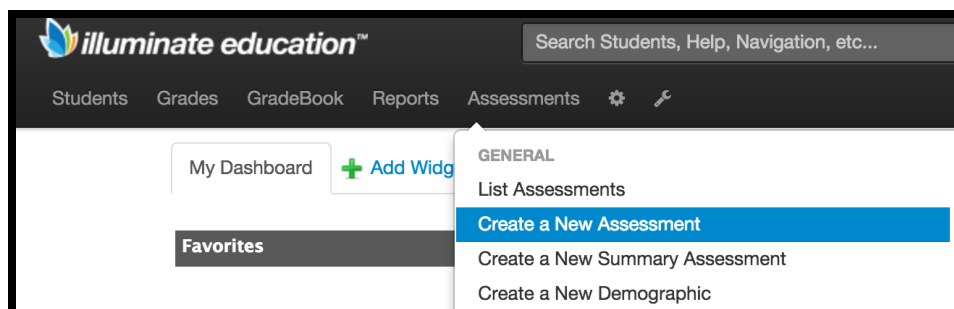
☐ Can Edit  
Allows user(s) to modify the structure of the assessment (change info, answers, standard alignment, etc.); user(s) will never have permission to delete the assessment

**Step 7: Exit Creation Mode.** Now you're ready to [Assign to Students](#).

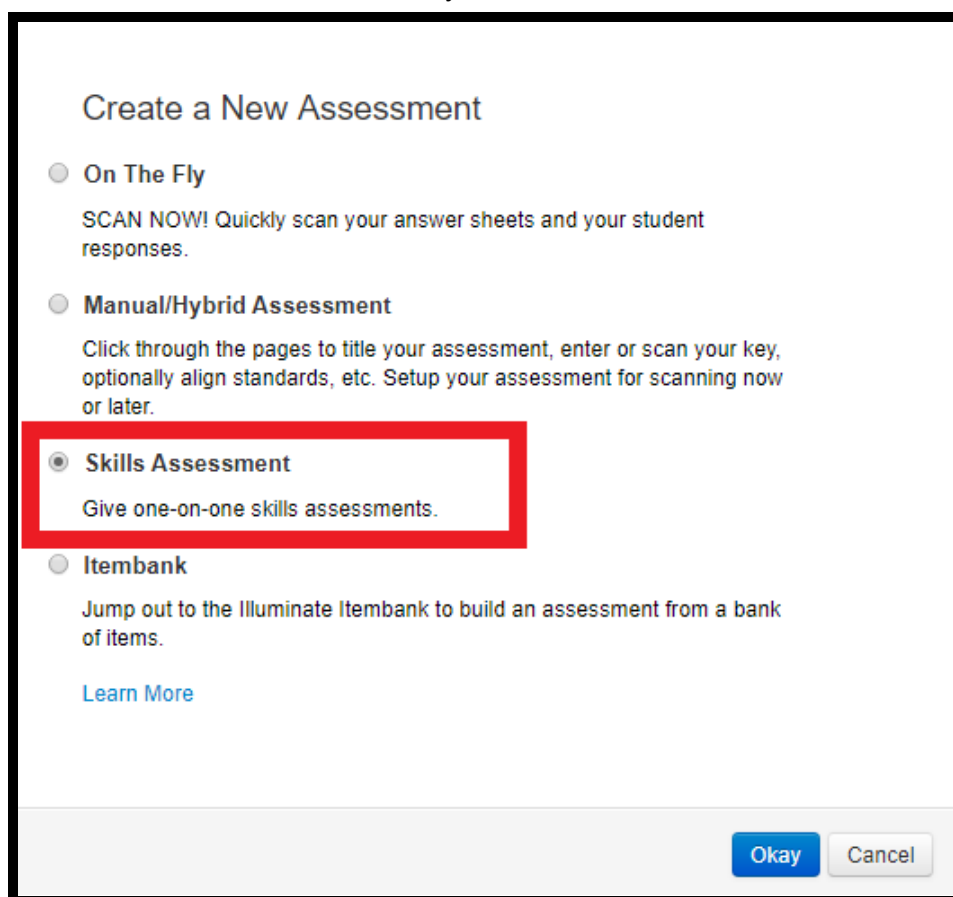
## Skills Assessment

This is designed for 1:1 assessments. Great for early literacy and numeracy assessments.

[Login to Illuminate](#) > In the Black Ribbon, choose Assessments > Create a New Assessment



Choose Skills Assessment > Okay



The screenshot shows a dialog box titled "Create a New Assessment". It contains four radio button options: "On The Fly", "Manual/Hybrid Assessment", "Skills Assessment", and "Itembank". The "Skills Assessment" option is selected and highlighted with a red rectangular border. Below each option is a brief description. At the bottom right of the dialog are "Okay" and "Cancel" buttons.

**Create a New Assessment**

- ☐ **On The Fly**  
SCAN NOW! Quickly scan your answer sheets and your student responses.
- ☐ **Manual/Hybrid Assessment**  
Click through the pages to title your assessment, enter or scan your key, optionally align standards, etc. Setup your assessment for scanning now or later.
- ☒ **Skills Assessment**  
Give one-on-one skills assessments.
- ☐ **Itembank**  
Jump out to the Illuminate Itembank to build an assessment from a bank of items.  
[Learn More](#)

**Okay** **Cancel**

**Step 1: Provide Basic Information**

The screenshot shows a web form titled 'Creating a New Skills Assessment'. It has two steps: 'Step 1: Provide Basic Information' (active) and 'Step 2: Add Questions'. A yellow banner at the top says: 'If you don't care for the new version of this page, you can always [return to the previous version](#). Don't worry, we can still be friends.' The form fields include: 'Title' (text input), 'Academic Year' (dropdown menu showing '2017 - 2018' with a note 'This field will be disabled after the first student is assessed.'), 'Subject Area' (dropdown menu showing '-- Choose a Subject Area --'), 'Scope' (dropdown menu showing '-- Choose a Scope --'), 'Grade Levels' (dropdown menu showing '-- Choose a Grade Level --'), and 'Description' (large text area). At the bottom right are 'Create' and 'Cancel' buttons.

## Step 2: Add Questions

Choose your question type

**Basic Question:** For Simple letter, sound, or word recognition

Type your prompt (what students see) > Choose Font

Type Directions (what teachers see)

Type Question Groups (example: consonants, vowels, or ??) Question Groups will allow for more robust reporting and more flexibility in administration.

This interface shows three radio button options for question types: 'Basic Question' (selected, described as 'Simple letter, sound or word recognition.'), 'Image Question' (described as 'Single image upload with auto resize & centering.'), and 'Advanced Question' (described as 'Full control/customization over the look and feel.').

Prompt:

*This is what the student will see.*

Font Face:



**Image Question:** Single Image upload with auto resize and centering

Upload Image and Resize if Needed

Add Title

Directions (What Teacher Sees)

Question Groups

Upload an Image

All images will be centered. Large images will be auto-scaled to fit viewable area.  
ONLY one image is allowed on this view. Uploading a second image will replace the first image.  
Best image types to use: GIF, JPG, PNG.

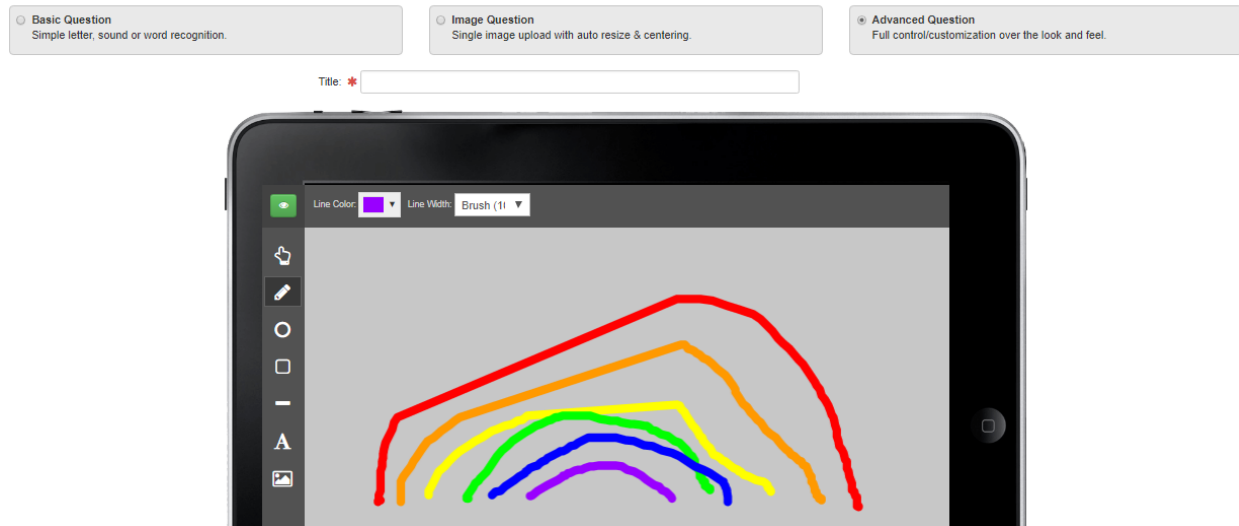


**Advanced Question:** Full control/customization over the look and feel.

A Rainbow of Possibilities with Advanced Questions

Add Directions (What Teachers See)

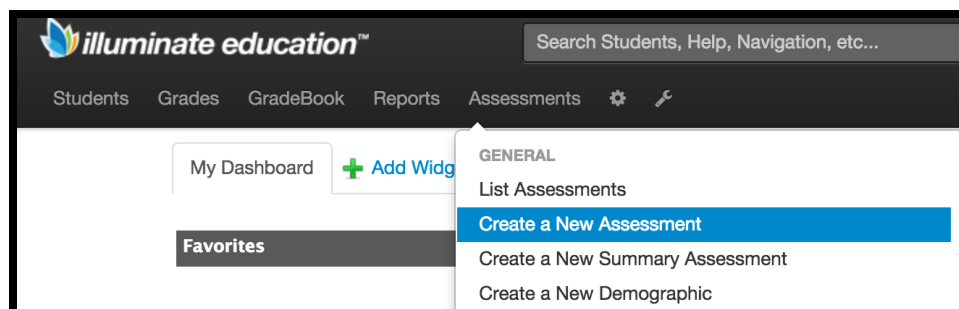
Question Groups



## On the Fly Assessment

Use this option for quick assessments that you will scan. A Few Possible Uses: Warm-ups, Exit Tickets. Answer Documents need to be printed out in advance. To support this structure in class, it's possible to print out default answer documents (pre-slugged with Student ID Numbers) and laminate or place in place sleeve for reuse.

[Login to Illuminate](#) > In the Black Ribbon, choose Assessments > Create a New Assessment



Choose On The Fly and Enter the # of Questions for your Assessment.

### Create a New Assessment

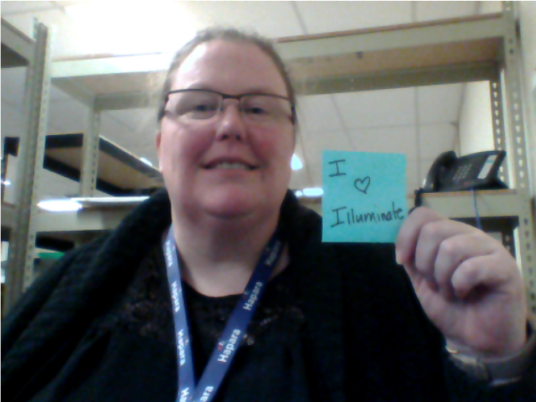
- ☒ **On The Fly**  
SCAN NOW! Quickly scan your answer sheets and your student responses.
- ☐ **Manual/Hybrid Assessment**  
Click through the pages to title your assessment, enter or scan your key, optionally align standards, etc. Setup your assessment for scanning now or later.
- ☐ **Skills Assessment**  
Give one-on-one skills assessments.
- ☐ **Itembank**  
Jump out to the Illuminate Itembank to build an assessment from a bank of items.

How many questions are in your assessment? \*

Okay Cancel

Integrated Camera (5986-029d) ?

1 Scan Answer Keys 2 Scan Student Responses 3 Save & View Results



Version "1.0.2" loaded. Begin grading!

Tools ▾

Answer Keys

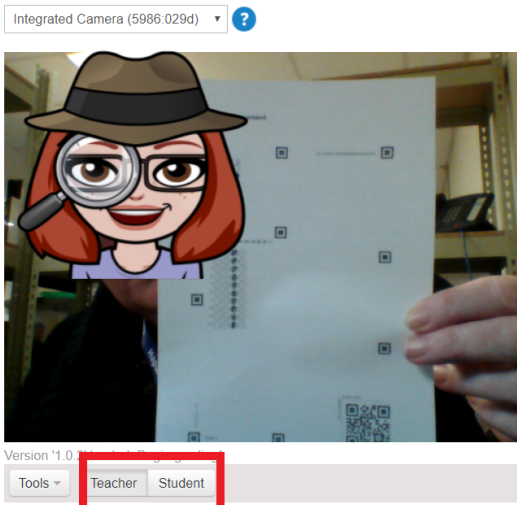
- 
- 
- 
- 
- 
- 
- 
- 
- 
-

Complete your Answer Key.

Selfie, optional.

## Step 2: Scan Student Responses

1st Timers: You may have to enable your camera permissions.



| 1 Scan Answer Keys       |         |         |          |                 |                     |
|--------------------------|---------|---------|----------|-----------------|---------------------|
| 2 Scan Student Responses |         |         |          |                 |                     |
| 3 Save & View Results    |         |         |          |                 |                     |
| Student                  | Version | Correct | Possible | Percent Correct | Incorrect Responses |
|                          | 1       | 10      | 10       | 100             | Show                |

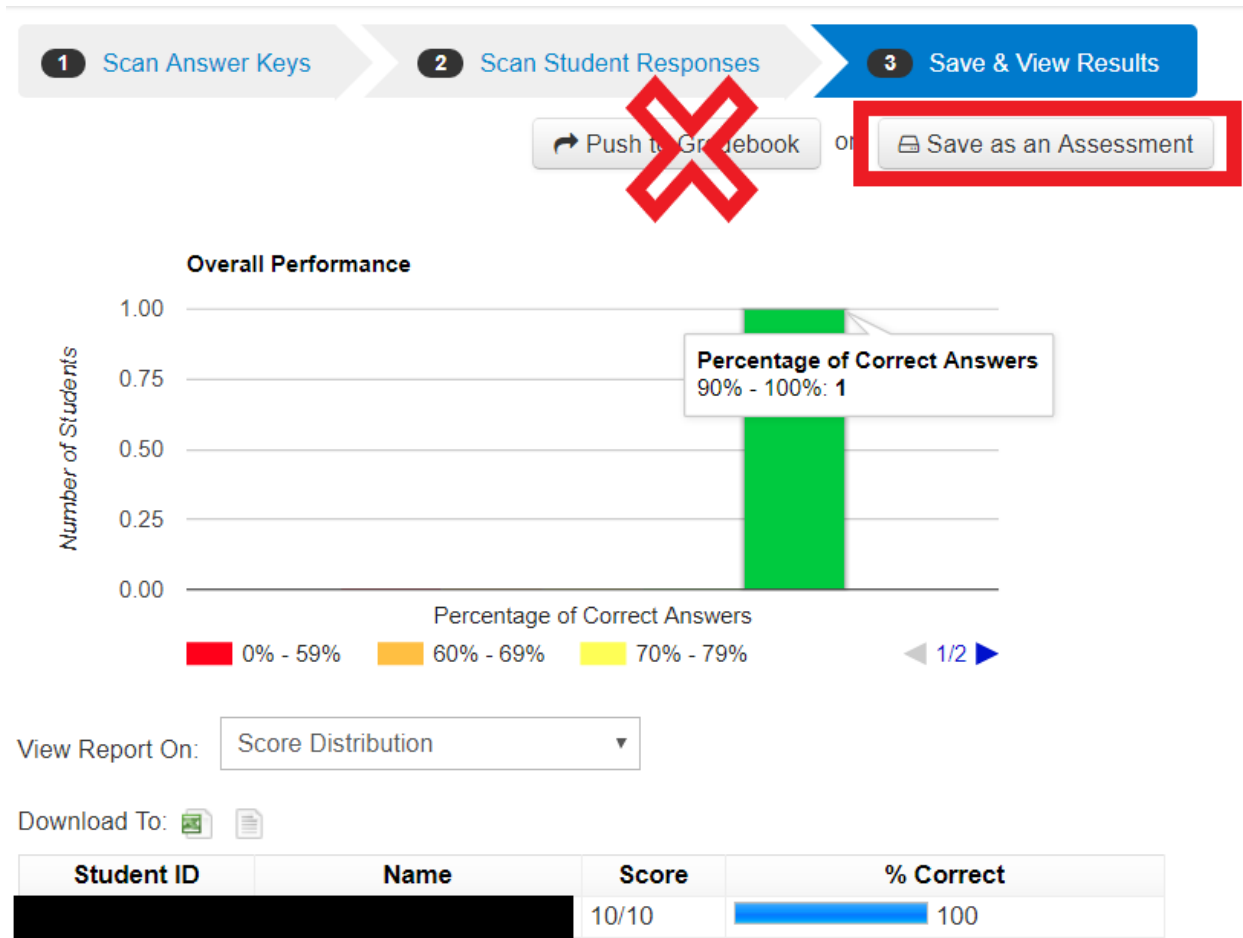
Look! You have Teacher & Student Scan Mode. If students are scanning their sheets, switch to student so no Confidential information is revealed.

Bitmoji will probably not appear.

## Save & Review Results

**Want to Keep Your Results?** Save as an Assessment and complete the steps accordingly.

Note: Push to Gradebook not an option as we aren't currently set up for Illuminate Gradebook.



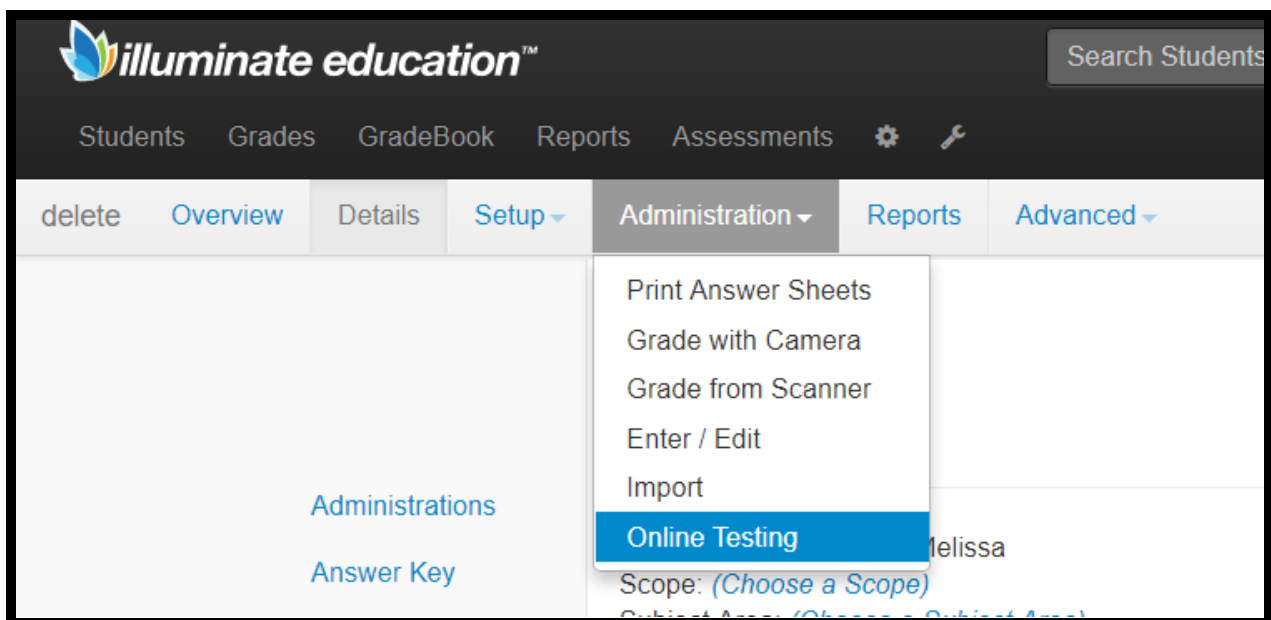
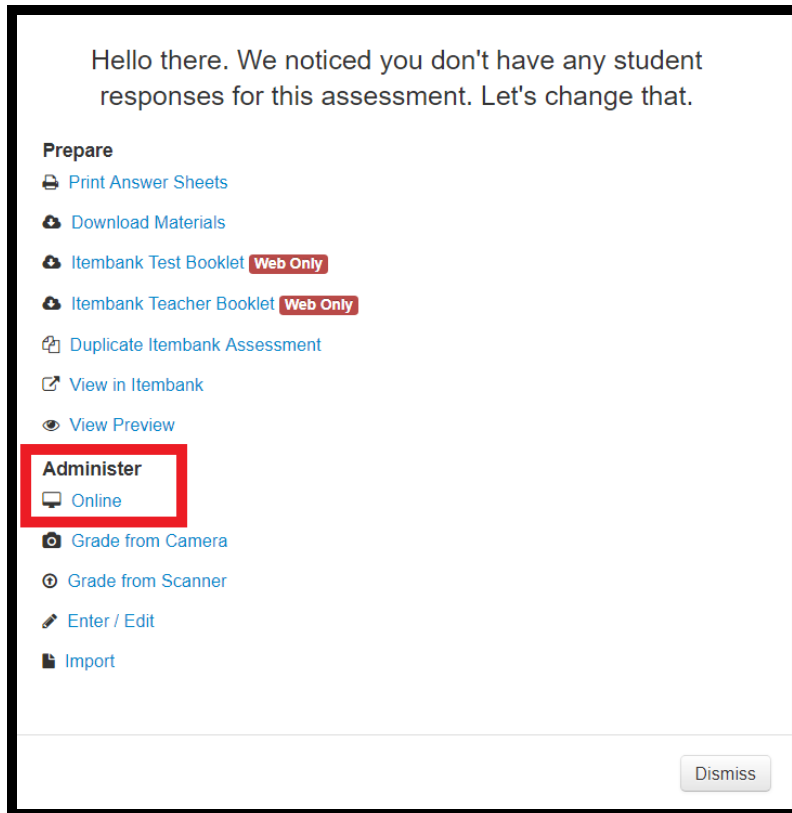
## Summary Assessment

This content is coming soon!

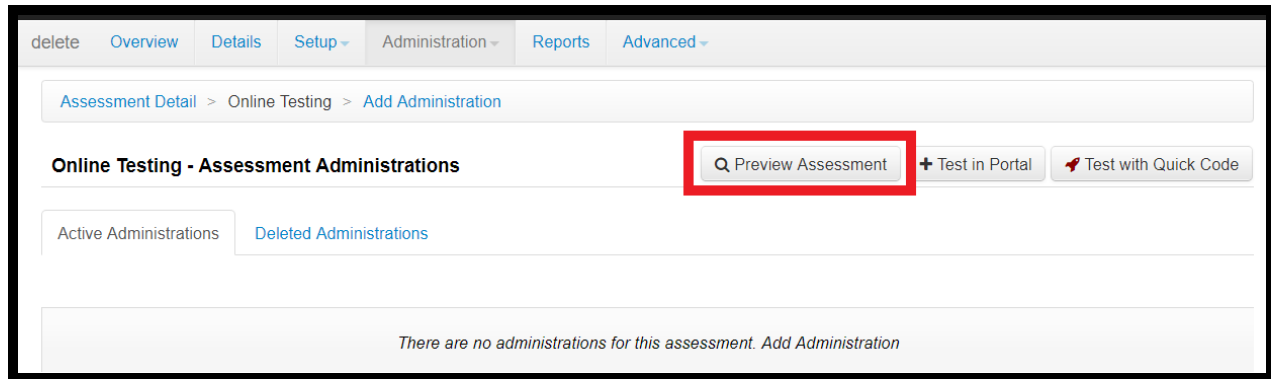
## Online Testing

### Preview an Assessment

To preview an assessment, click on the desired assessment within Illuminate and choose Administration > Online within the Tool Bar or on the Pop-up Window (this window is only visible if you have no data within the assessment)

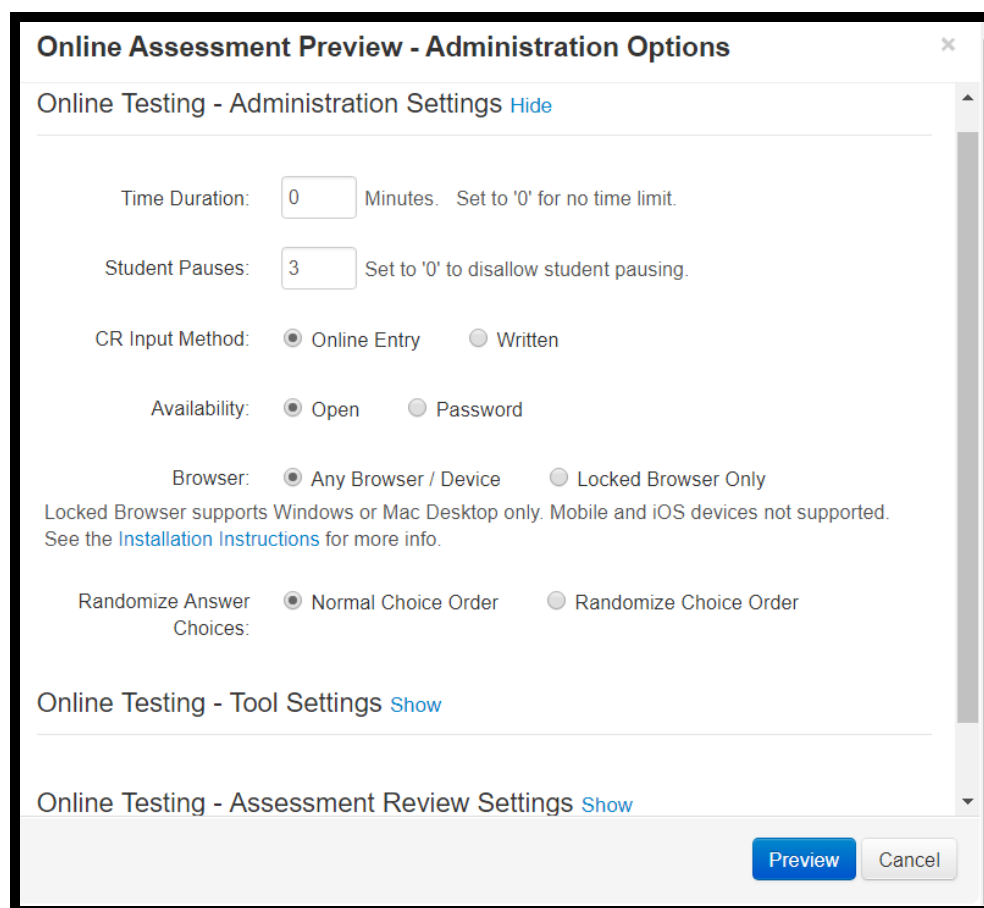


Within the Assessment Administration Window > Click Preview Assessment



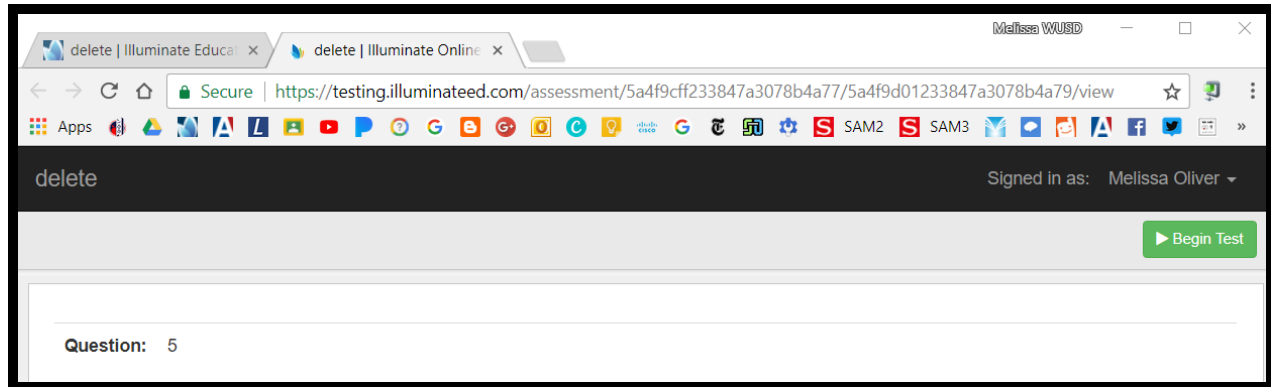
The screenshot shows the 'Online Testing - Assessment Administrations' page. At the top, there are tabs: 'delete', 'Overview', 'Details', 'Setup', 'Administration', 'Reports', and 'Advanced'. Below the tabs is a breadcrumb trail: 'Assessment Detail > Online Testing > Add Administration'. The main heading is 'Online Testing - Assessment Administrations'. To the right of the heading is a red box highlighting the 'Preview Assessment' button. Other buttons include '+ Test in Portal' and 'Test with Quick Code'. Below the heading, there are two tabs: 'Active Administrations' and 'Deleted Administrations'. At the bottom, a message states: 'There are no administrations for this assessment. Add Administration'.

Choose any Administration Options you would like to preview and then click preview.  
**Designated Supports and Accommodations can be found under Tool Settings.**



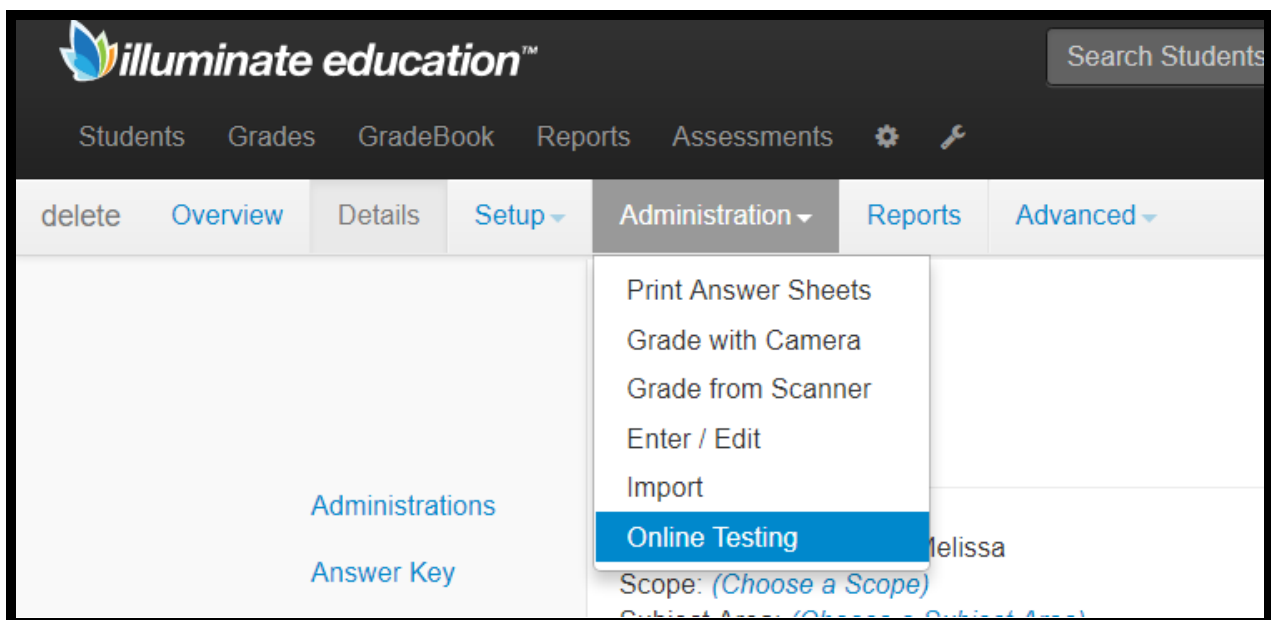
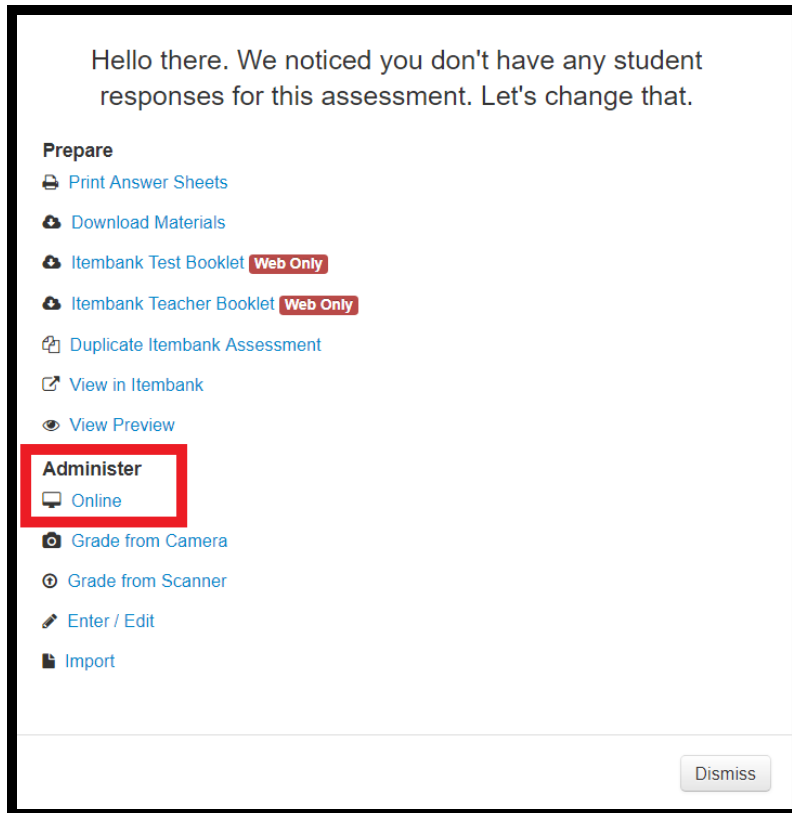
The screenshot shows the 'Online Assessment Preview - Administration Options' dialog box. The title bar says 'Online Assessment Preview - Administration Options'. The main heading is 'Online Testing - Administration Settings' with a 'Hide' link. Below the heading, there are several settings: 'Time Duration' (0 Minutes, Set to '0' for no time limit), 'Student Pauses' (3, Set to '0' to disallow student pausing), 'CR Input Method' (Online Entry, Written), 'Availability' (Open, Password), 'Browser' (Any Browser / Device, Locked Browser Only), and 'Randomize Answer Choices' (Normal Choice Order, Randomize Choice Order). Below these settings, there are two more sections: 'Online Testing - Tool Settings' with a 'Show' link, and 'Online Testing - Assessment Review Settings' with a 'Show' link. At the bottom right, there are 'Preview' and 'Cancel' buttons.

The Assessment Preview opens in a new tab. Click Begin Test to begin preview. To return to your assessment, return to previous tab. (Keyboard Shortcut: Control + 9)

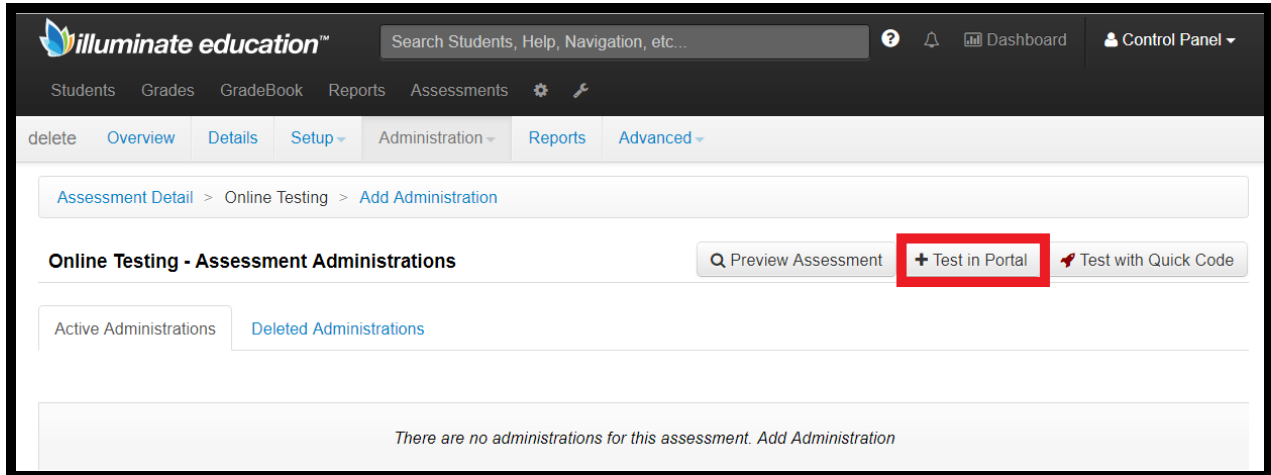


## Assign via Portal

To assign an assessment via online portal, click on the desired assessment within Illuminate and choose Administration > Online within the Tool Bar or on the Pop-up Window (this window is only visible if you have no data within the assessment)



Within the Assessment Administration Window > Click + Test in Portal



The screenshot displays the Illuminate Education web application interface. At the top, there is a navigation bar with the logo, a search bar, and links for Help, Navigation, Dashboard, and Control Panel. Below this is a secondary navigation bar with tabs for Students, Grades, GradeBook, Reports, Assessments, and a settings icon. The main content area shows a breadcrumb trail: Assessment Detail > Online Testing > Add Administration. The title of the section is 'Online Testing - Assessment Administrations'. There are three buttons: 'Preview Assessment', '+ Test in Portal' (which is highlighted with a red box), and 'Test with Quick Code'. Below the buttons, there are two tabs: 'Active Administrations' and 'Deleted Administrations'. At the bottom, a message states: 'There are no administrations for this assessment. Add Administration'.

Use the menus to set your testing window, choose classes, and students who will be assigned assessment.

[delete](#) [Overview](#) [Details](#) [Setup ▾](#) [Administration ▾](#) [Reports](#) [Advanced ▾](#)

Assessment Detail > Online Testing > Add Administration

### Online Testing - Assessment Administration

Testing Window Start:

01/05/2018  12 : 00 AM ▾

Testing Window End:

01/12/2018  2 : 00 AM ▾

Academic Year:

All Academic Years ▾

Grade Level:

All Grade Levels ▾

Site:

Washington Unified School Distri ▾

User:

▾

Departments:

All Departments ▾

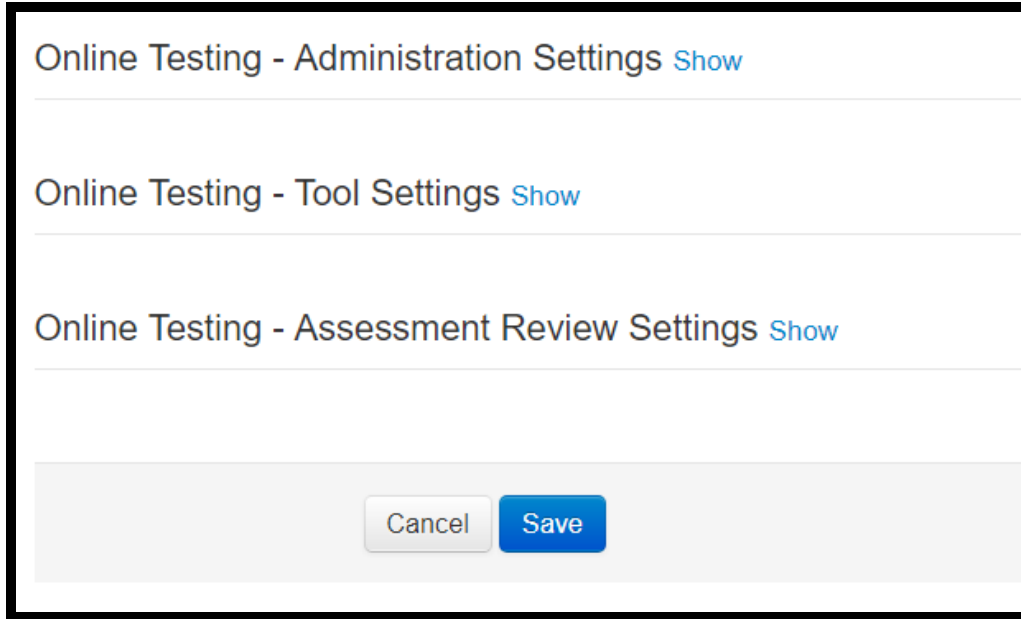
Course:

▾

Sections:

All Sections ▴

Click on Show to Expand Menus and change Administration, Tool, and Assessment Review Settings. Make Choices are leave default settings and Click Save.

The screenshot shows a web interface for 'Online Testing - Administration Settings'. It features three sections, each with a title and a 'Show' link: 'Online Testing - Administration Settings Show', 'Online Testing - Tool Settings Show', and 'Online Testing - Assessment Review Settings Show'. At the bottom of the interface are two buttons: a grey 'Cancel' button and a blue 'Save' button.

**Administration Settings:** Allows you to change time duration, set a password for your exam, randomize answer choices and more.

**Note:** At this time, we are investigating making the locked browser option available on our PCs. On Chromebooks, you can use Hapara Teacher Dashboard Focused Browsing Feature to create an environment where students can't visit other sites.

**Tool Settings:** These settings are by default. You can enable, disable, or use item setting. Calculator Basic, Calculator Scientific, Calculator Graphing, Protractor, Spell Checker, TTS (Text to Speech) Question, TTS Passage, Digital Notepad, Highlighting, Dictionary, Strikethrough, Reference Materials, Ruler

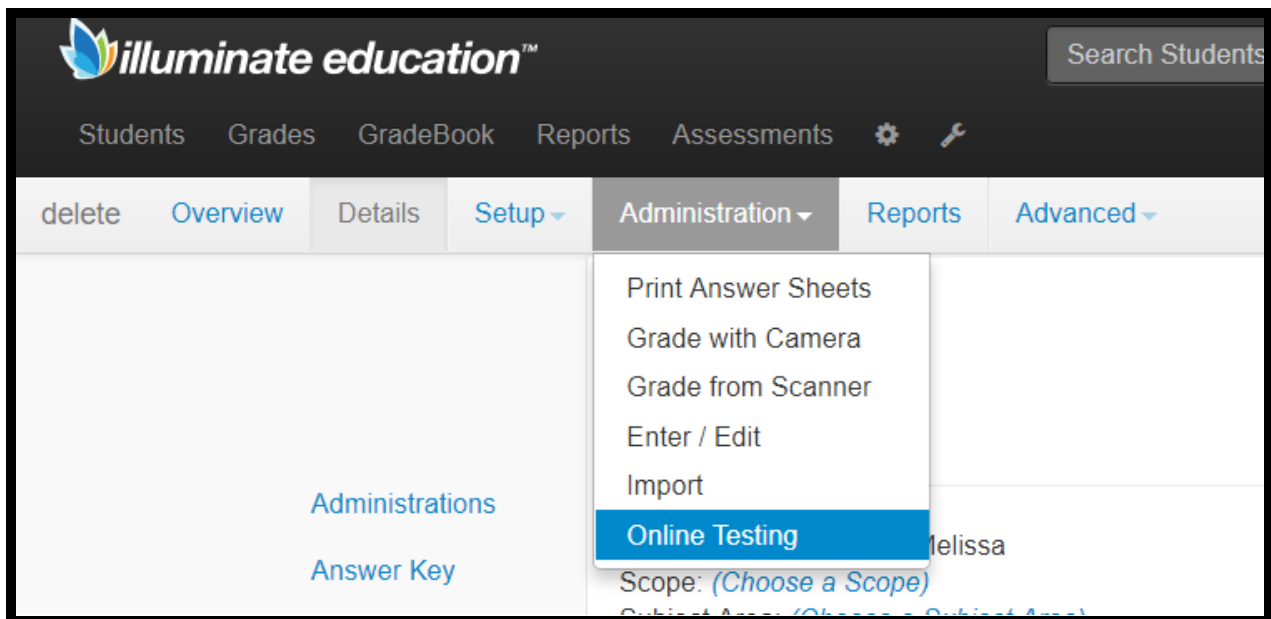
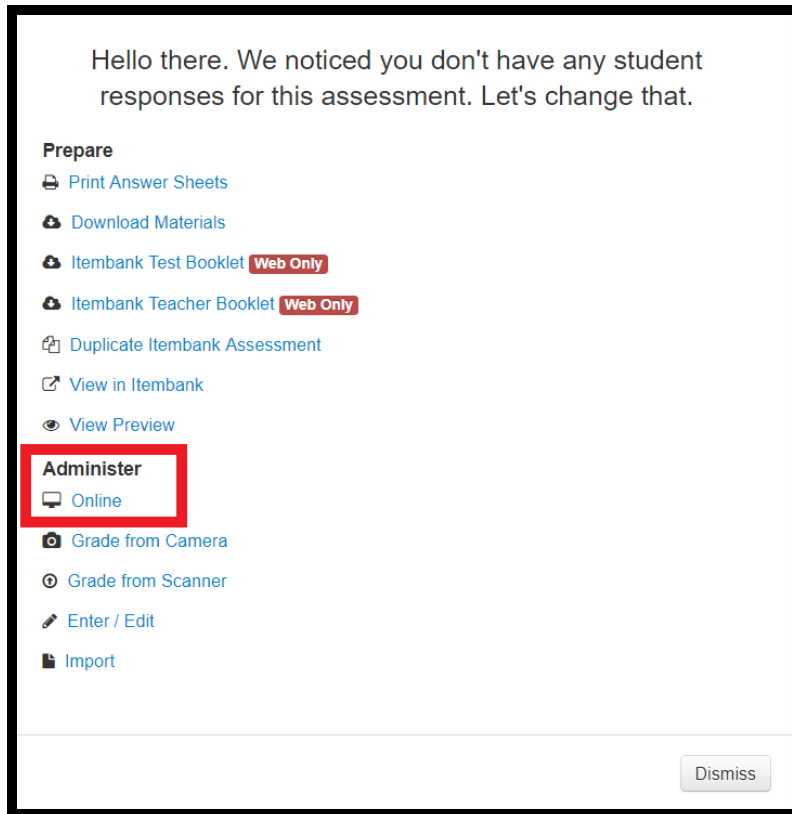
**Assessment Review Settings:** Choose whether you want students results visible to them, along with a time frame, and whether you want answer key visible.

Assessments assigned via portal are accessible to students via [wusd.illuminatehc.com](http://wusd.illuminatehc.com) and Google SSO. This link is also contained within our SSO Apps Portal. Teachers can [preview student portal view](#) via their student profile.

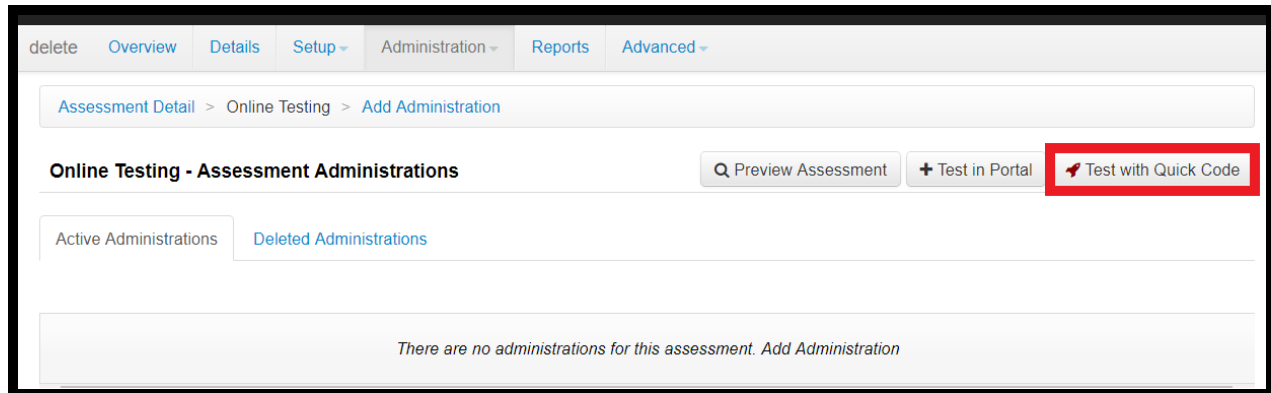
## Assign via QuickCode

Using QuickCode will bypass the student portal. This method is especially helpful for students who are unable to login to the portal and for administering assessments to students who may not be rostered to you.

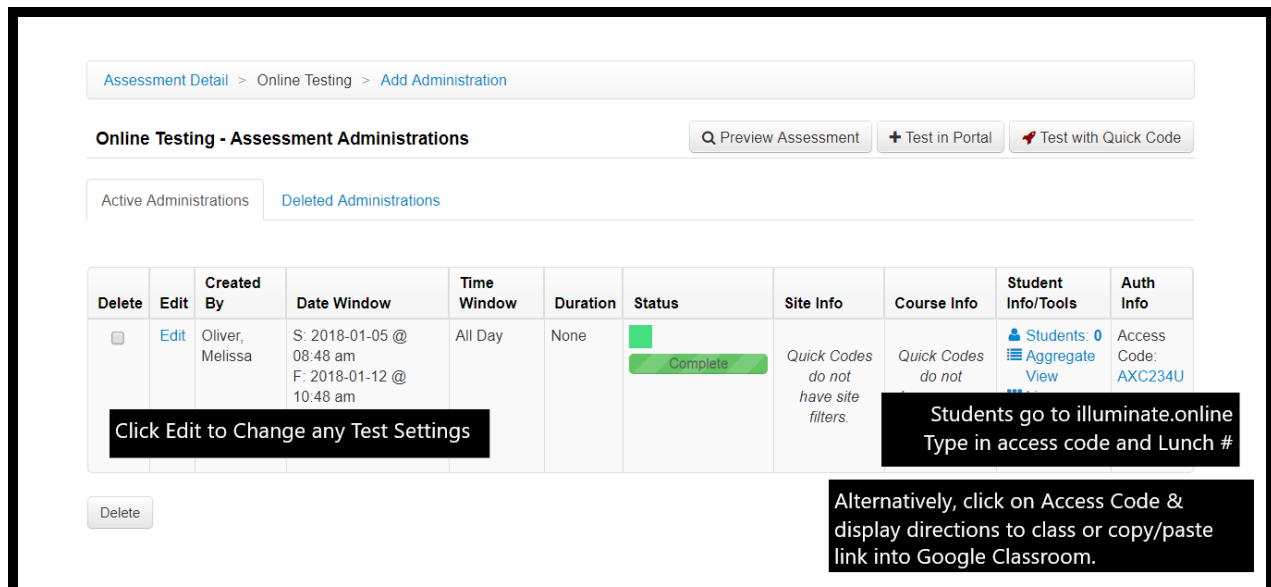
To assign an assessment via quickcode, click on the desired assessment within Illuminate and choose Administration > Online within the Tool Bar or on the Pop-up Window (this window is only visible if you have no data within the assessment)



Within the Assessment Administration Window > Click Test with Quick Code



Click on Edit to Change any Test Settings. Students can go to [illuminate.online](https://illuminate.online) and type in access code and lunch number.



Alternatively, click on the access code to display a pop-up with directions to the class or copy and paste the link into Google Classroom or push out via Hapara.

## Quick Access Code

Go to [illuminate.online](https://illuminate.online) and enter:

# AXC234U

You can share this link with your class:

[http://illuminate.online/?access\\_code=AXC234U](http://illuminate.online/?access_code=AXC234U)

Close

## Live Proctoring

Regardless of how you assign an assessment, live proctoring allows you to see what students are working on, display responses by question (this can be done anonymously) to promote student discussion, and more.

Once students are taking exam, click on Live Proctoring

Assessment Detail > Online Testing > Add Administration

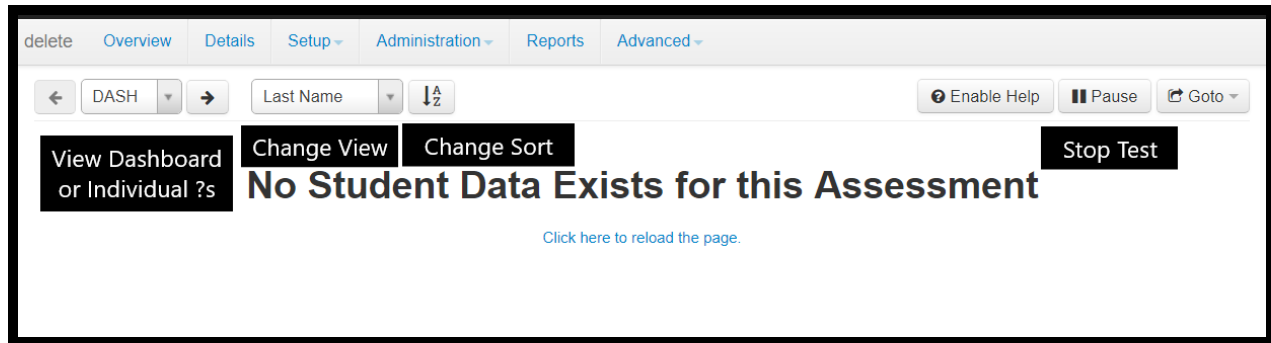
Online Testing - Assessment Administrations

Preview AssessmentTest in PortalTest with Quick Code

Active AdministrationsDeleted Administrations

| Delete                   | Edit                 | Created By      | Date Window                                          | Time Window | Duration | Status | Site Info                             | Course Info                             | Student Info/Tools                                                                                              | Auth Info            |
|--------------------------|----------------------|-----------------|------------------------------------------------------|-------------|----------|--------|---------------------------------------|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------|----------------------|
| <input type="checkbox"/> | <a href="#">Edit</a> | Oliver, Melissa | S: 2018-01-05 @ 08:48 am<br>F: 2018-01-12 @ 10:48 am | All Day     | None     |        | Quick Codes do not have site filters. | Quick Codes do not have course filters. | <div>Students: 0</div> <div>Aggregate</div> <div><div>Live Proctoring</div></div> <div>Portal Access: Yes</div> | Access Code: AXC234U |

Use Drop Downs and Buttons to change your view. Default is Dashboard which will show what students are working on. This can be changed to show individual questions. This is great option for short answer type questions that can then be displayed to promote student conversation. You can change the view and sort the screens, including an anonymous display. You can also pause the test using this screen as well.



## Giving Feedback

This content is coming soon!

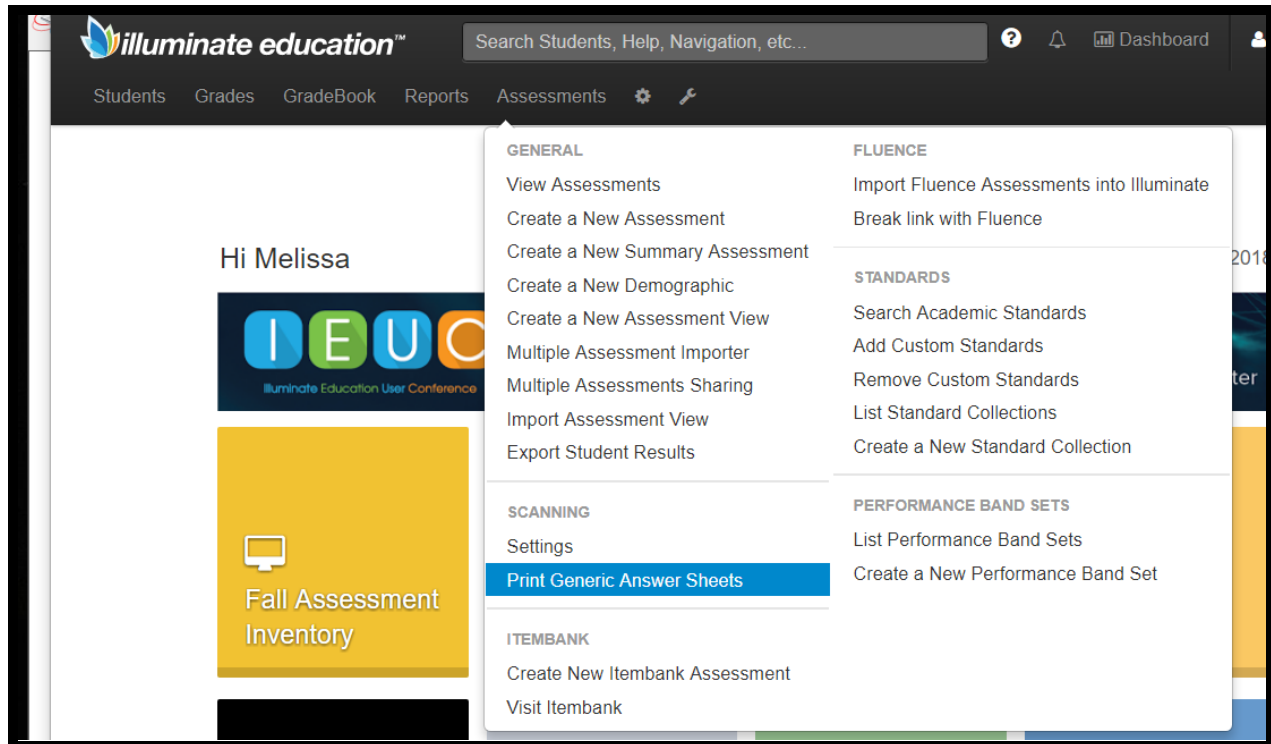
## Pen & Paper Testing

### Printing Answer Documents

#### Generic/Re-Useable

Generic Answer Documents can be quickly printed for use in combination with On-The-Fly Assessments. If you have an existing assessment, you can print out an generic answer document and create the answer key later within Illuminate. It is possible to laminate or place in plastic sleeve and reuse with whiteboard markers to recurring quick quizzes or exit tickets.

Under Assessments > Print Generic Answer Documents



Use Menus to select desired options for printing as well as enter the number of questions > Generate.

**Recommended:** Print Pre-Slugged (has Student ID pre-filled), Select Advanced Options for additional choices such as printing on multiple sheets of paper and more.

[Print Pre-Slugged](#) [Print Blank](#) [Print Preview](#) [?](#)

**Recommend pre-slugged.  
Student ID is already filled in!**

Site  
Washington Unified School District ▼

Enrollment/Roster Date  
Control Panel (01-04-2018) ▼

Student Group  
All Students ▼

Departments

Courses

[Additional Filters](#)

[Advanced Options](#)

**Click on Advanced Options for more  
choices to save paper and more!**

Multiple Answer Sheets ☐  
Per Page Allow each page to try and fit more than one answer sheet.

Bubble Sizes ☒ small (default) ☐ medium ☐ large  
This will modify the size of answer bubbles on your answer sheet.

Group By Class ☒ Yes ☐ No  
Doing this will include class information for each student.

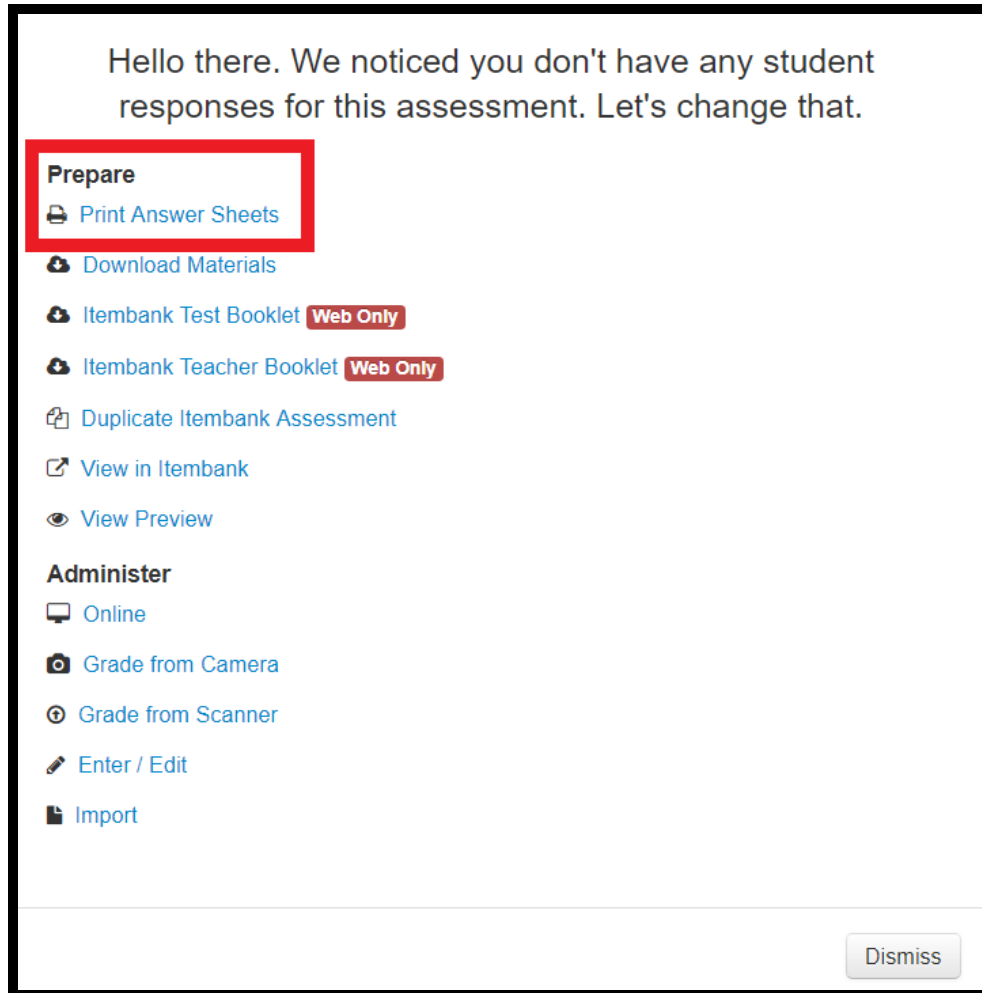
Sheet Header   
We only support 3 lines worth of text here otherwise the text will overflow on your sheet.

Sheet Footer   
We only support 3 lines worth of text here otherwise the text will overflow on your sheet.

[Generate](#)

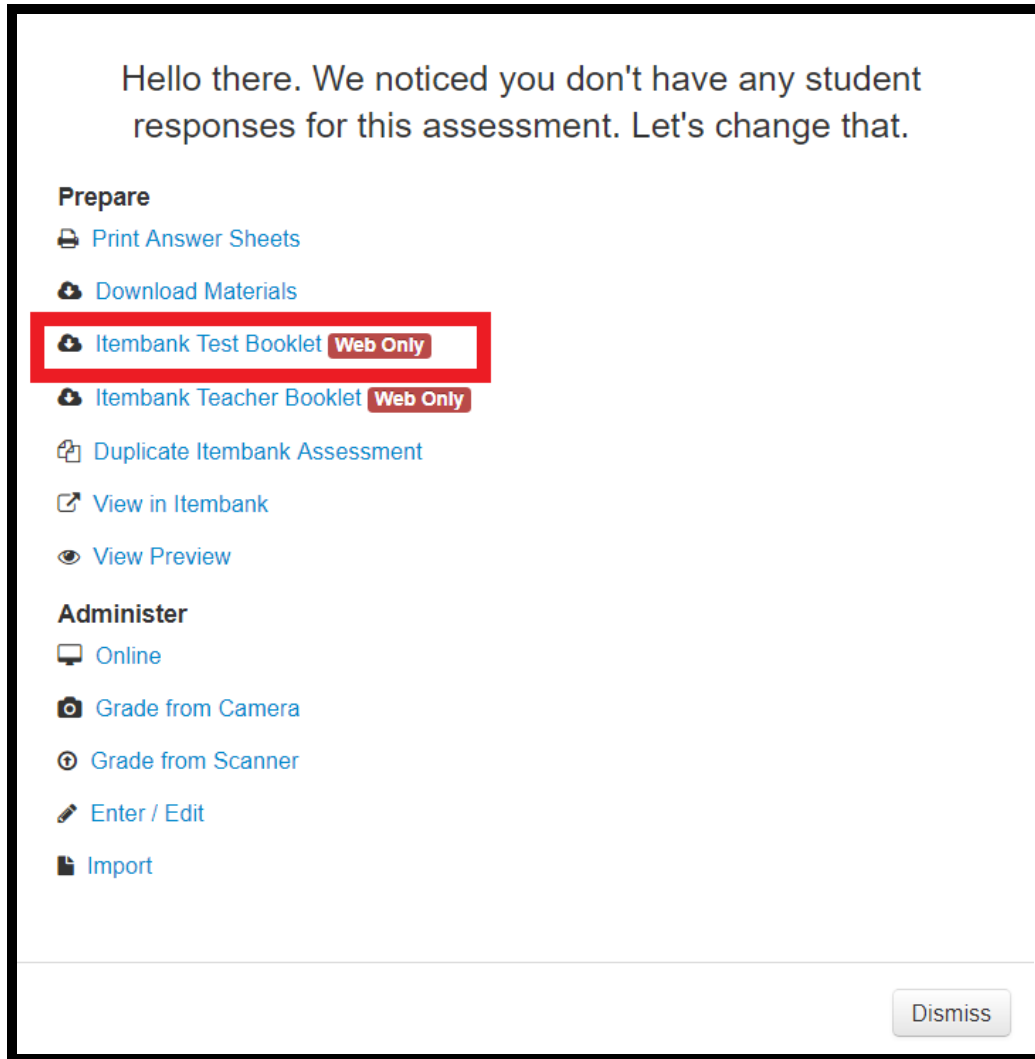
## Custom for Specific Assessments

If you have already created an assessment and plan for pen and paper administration, you can print out answer documents by clicking on the assessment. If you haven't administered the assessments, you'll see the pop-up menu with the option to Print Answer Sheets.



## Printing Itembank Test Materials

Click on your Assessment and Choose Print Itembank Test Booklet. If you see the icon Web Only, that means the assessment contains web only items that will be able to be administered in print. See [Creating an Itembank Assessment](#) for directions on ensuring you have print friendly options.



## Sheet Designer

This content is coming soon.

## Scanning

When students have completed their answer document, you can scan using a camera on your laptop or Chromebook and on some newer document cameras. Or, you can scan from a file (.pdf, .jpg, jpeg, .tiff, .tif, .png, .bmp file types supported.) You can easily scan a stack of answer documents on our printers and email the file to yourself to upload into Illuminate.

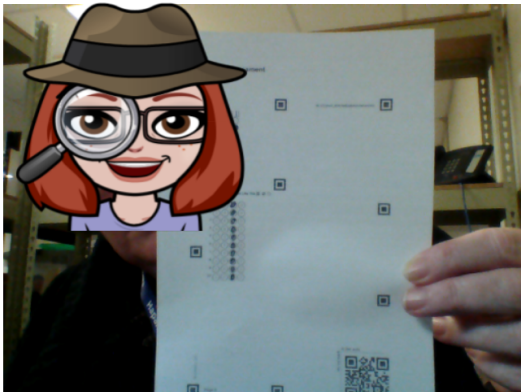
## Grade from Camera

Within your assessment, choose Administration > Scan with Camera (First time users will need to accept camera permissions)

Once students have completed the assessment, hold up answer document to camera.

NOTE: There is a teacher and student scan mode. If students are scanning you will want to use Student mode so confidential information is not revealed.

Integrated Camera (5986.029d) ?



Version 1.0.0  
Tools Teacher Student

1 Scan Answer Keys 2 Scan Student Responses 3 Save & View Results

| Student | Version | Correct | Possible | Percent Correct | Incorrect Responses |
|---------|---------|---------|----------|-----------------|---------------------|
|         | 1       | 10      | 10       | 100             | Show                |

Look! You have Teacher & Student Scan Mode. If students are scanning their sheets, switch to student so no Confidential information is revealed.

Bitmoji will probably not appear.

## Grade from Scanner

Once students have completed their assessments, scan the assessments using our Copiers and choose send to yourself. .pdf is the default file type for our copier scanning which is supported file type.

Download scanned file from your email.

Within your Illuminate assessment, click Administration > Grade from Scanner

Upload File > Follow the Prompts

If there are any questionably marked answer documents, you may see screens that ask you to verify student responses.

Grade from Scanner

**Review Student Work**  
Constructed Response questions will need review. When you are done scanning, sheets can be reviewed on the [Enter / Edit](#) page.



**Upload a File**  
Drop file to attach, or click to browse.  
pdf, .jpg, .jpeg, .tiff, .tif, .png, .bmp

[Help](#) [Clear](#)

[All My Uploads](#) [Settings](#)

Displaying 0 to 0 of 0

 [More...](#) Search

| ID                         | File Name | Date Uploaded | User | Status | Actions |
|----------------------------|-----------|---------------|------|--------|---------|
| No data available in table |           |               |      |        |         |

## Sharing an Assessment

Sharing is caring! Work harder, not smarter! #BetterTogether

Do you want to share with your grade level team?

Within Assessment, Choose Setup > Share

**Within a Skills Assessments**, on Details Tab, Scroll Down the page sharing and Click on Manage Sharing

Sharing [Manage Sharing](#)

This assessment has **NOT** been shared.

Choose Share with Site & Grade Level > Choose Site > Grade Level Be sure to check the correct permissions > Share. The Screenshot example below shows my assessment shared with Westfield Village 2nd grade Teachers.

- **View & Download:** This allows user to see assessment and results. Might be appropriate for administrators & specialists.
- **Can Administer:** This allows users to administer the assessment as well as remove any results.

- **Can Edit:** Use with extreme caution. This allows others to **CHANGE** your assessment.

The screenshot shows a 'Share with some users' form. At the top, it says 'Share with some users' and 'Select how you would like to share this assessment'. Below this is a 'Share With' dropdown menu set to 'Site & Grade Level'. An example text says: 'Example: Anyone affiliated with 4th grade students at Earl E. Lerner Elementary School'. There is a checkbox labeled 'I understand how sharing works, so get the textual guidance out of my way.' Below this is another instruction: 'Select the site & grade level combination you'd like to access your assessment.' This is followed by a 'Site' dropdown menu set to 'Westfield Elementary School' and a 'Grade Level' row of checkboxes from K to 12, with '2' selected. An example text says: 'Example: Selecting "Ames High" as Site & "9" as Grade Level gives anyone at Ames High School who teaches 9th grade students access to this assessment during the year(s) in which they teach 9th grade students.' Below this is a section 'Give these users the ability to' with three options: 'Can View & Download' (checked), 'Can Administer' (checked), and 'Can Edit' (unchecked). Each option has a brief description of its permissions. At the bottom is a blue 'Share' button.

## Duplicating an Assessment

You like the assessment someone shared with you but want to change it slightly. Don't start from scratch, rather duplicate the assessment. Now you are the owner and you can do whatever you like with the assessment.

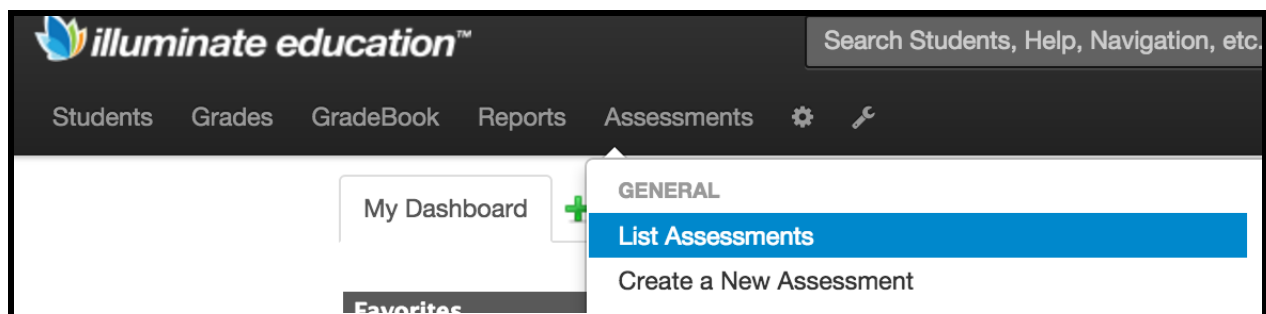
Within assessment you wish to duplicate, choose Advanced > Duplicate Itembank Assessment

Rename your new assessment copy

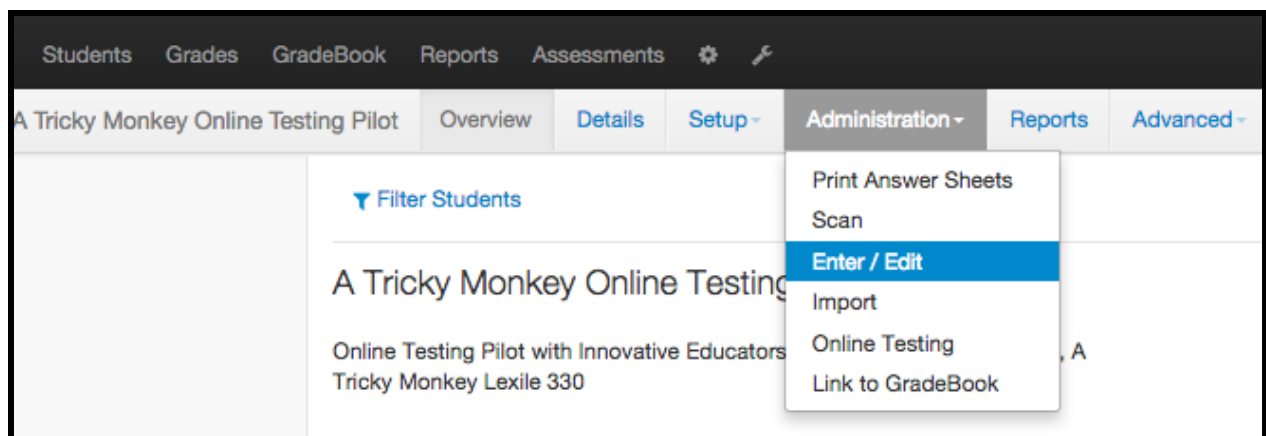
# Grading & Giving Feedback on Assessments Administered Online

If you provided an answer key or are using an Itembank Quick Assessment, Illuminate will automatically grade those questions for you. Any short answer questions you will need to grade and provide feedback yourself. These directions explain this process.

1. Login to Illuminate.
2. In Black Ribbon Bar, click Assessments > List Assessments



3. Locate your assessment and click on its title.
4. Click on Administration > Enter / Edit



5. If Elementary, Click Find Students. If Secondary, find your desired Classes by typing in class name, then click Find Students.
6. Click on Grid. This will show you all student names and their responses.

Find Students > View Responses > Enter Responses by Column or by Student or **Grid** or Constructed Response

Grid Constructed Responses

Save Autosave

|   | ID | First Name | Last Name | Date Taken | Version | Q1 | Q2 | Q3 | Q4 | Q5 |
|---|----|------------|-----------|------------|---------|----|----|----|----|----|
| 1 |    |            |           | 2015-10-22 | 1       | A  | C  | B  | C  | 4  |
| 2 |    |            |           | 2015-10-22 | 1       | A  | D  | A  | C  | 4  |
| 3 |    |            |           | 2015-10-22 | 1       | A  | B  | B  | C  | 4  |
| 4 |    |            |           | 2015-10-22 | 1       | B  | B  | B  | C  | 4  |
| 5 |    |            |           | 2015-10-22 | 1       | B  | D  | B  | C  | 4  |
| 6 |    |            |           | 2015-10-22 | 1       | A  | A  | B  | C  | 4  |
| 7 |    |            |           | 2015-10-22 | 1       | B  | C  | A  | D  | 4  |

To see Constructed Responses and **provide feedback to individual students**. Click on Constructed Responses on the top menu bar.

A Tricky Monkey Online Testing Pilot Overview Details Setup Administration Reports Advanced

Find Students > View Responses > Enter Responses by Column or by Student or Grid or **Constructed Response**

← Q5 → Save Autosave

Filter students...

Showing Answer for: [REDACTED]

I would dircribe him as a truble maker. **This is Student 1's Answer.**

**There is a drop-down menu for a 4 point rubric.**

8 words | 32 characters without spaces | 40 characters with spaces

Enter a comment... **You can enter comments here that students will see.**

|    | First Name | Last Name | Q5 |
|----|------------|-----------|----|
| 1  |            |           | 4  |
| 2  |            |           | 0  |
| 3  |            |           | 1  |
| 4  |            |           | 2  |
| 5  |            |           | 3  |
| 6  |            |           | 4  |
| 7  |            |           | 4  |
| 8  |            |           | 4  |
| 9  |            |           | 4  |
| 10 |            |           | 4  |
| 11 |            |           | 4  |
| 12 |            |           | 4  |
| 13 |            |           | 4  |
| 14 |            |           | 4  |
| 15 |            |           | 4  |
| 16 |            |           | 4  |
| 17 |            |           | 4  |
| 18 |            |           | 4  |

To see Constructed Responses and provide scores to your entire class at once, Click on Constructed Response

Find Students > View Responses > Enter Responses by Column or by Student or Grid or Constructed Response

Grid **Constructed Responses**

Note: Individual Feedback is not available in this view.

Q5 Show Question

Save Autosave

Drop-down scoring here.

|   | ID | First Name | Last Name | Q5 | Student Response                                                                                                                |
|---|----|------------|-----------|----|---------------------------------------------------------------------------------------------------------------------------------|
| 1 |    |            |           | 4  | I would describe him as a trouble maker.                                                                                        |
| 2 |    |            |           | 4  | I would describe Kojo as a prankster but he also is a learner about not pranking others because you can get in serious trouble. |
| 3 |    |            |           | 4  | he still has more to learn, nice, mean.                                                                                         |

7. Provide Scoring and Feedback for each response. If you have autosave clicked, then your scoring is saved ongoing.

## Reports in Illuminate

### Assessment Report List

[This tutorial](#) will walk you through accessing assessment reports. (This needs to be updated)

### Assessment Report Abstracts

[Here's a list of different assessment reports and detailed information about them.](#)

### Accessing Pre-Built Reports

This content is coming soon!

### Building Custom Reports

This content is coming soon!