

Illuminate Step by Step Guide to Creating & Administering PUHSD Assessments

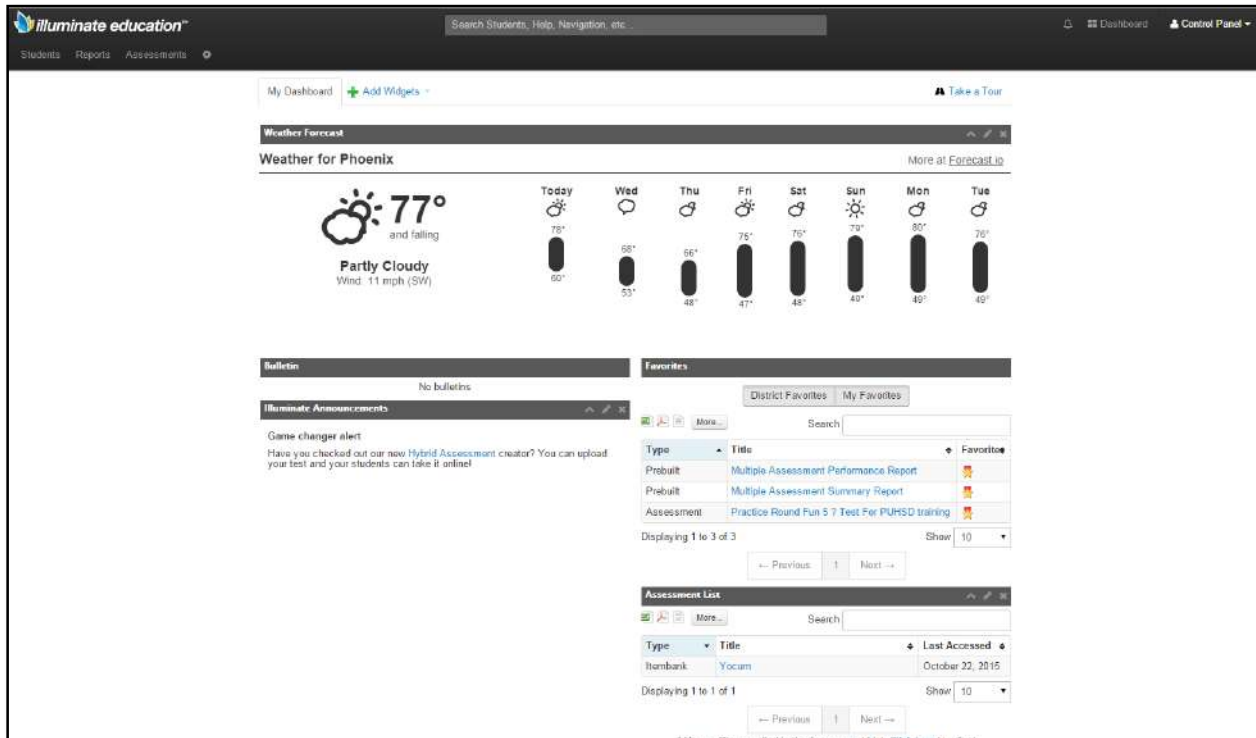
<https://phoenixunion.illuminateed.com>

Login: your school computer login

Illuminate log in site for students: <https://phoenixunion.illuminatehc.com>

Their student ID number is their username and their password. Once they log in they will be prompted to change their password.

“Take a Tour” – top right of the dashboard

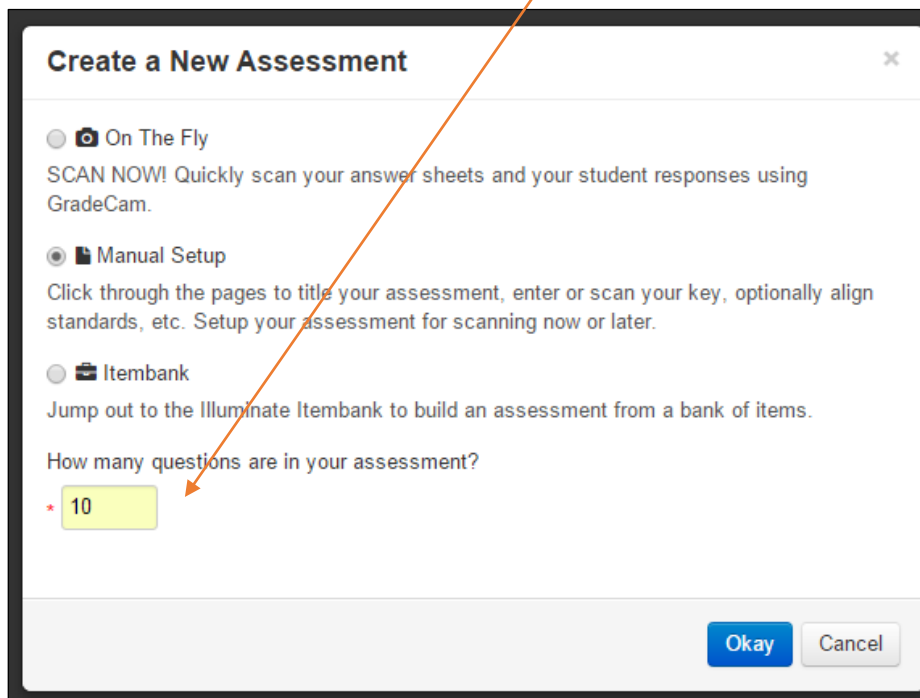


Creating a Manual Setup Assessment


Navigation: **Assessments > Create a New Assessment > Select Manual Setup > Type the number of questions > Select Okay**


- Assessment can be administered online if students have access to Illuminate Home Connection Student Portal or administered by scanning using a bubble sheet
- Manual Setup is not an itembank assessment using pre-constructed items, but an assessment that is already completed and users have the answer key or information ready in-hand
- Examples would include teacher-made quizzes, curriculum assessments, etc.


The number of assessment items must be entered here - Click OKAY when finished.



Create a New Assessment ✕

 On The Fly
SCAN NOW! Quickly scan your answer sheets and your student responses using GradeCam.

 Manual Setup
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.

 Itembank
Jump out to the Illuminate Itembank to build an assessment from a bank of items.

How many questions are in your assessment?

* 10

New Assessment Information

1 Title *

2 Local Identifier (optional)

3 Description

4 First Date Administered 09/08/2015

5 Academic Year 2015-16

6 Subject -- Choose a Subject Area --

7 Scope -- Choose a Scope --

8 Grade Levels TK1 TK2 K 1 2 3 4 5 6

9 Lock Assessment
[Manage Lockdown Preference](#)

10 Show in Student and Parent Portal Yes No

11 Performance Band Set District Default 1

12

****See example of New CTE District Assessments on page 5.****

The following information is required when creating an assessment:

- **Title (1)** must be entered in order for assessment to save and be stored in the Assessment List

Follow the naming conventions below.

District CRTs/Pre-Posttests: DPT for District Pre-Test, DFE for District Final Exam

Department.course.exam.semester.year

Ex. CTE.ACCT1-2.DPT.S1.F15

Teacher-created Assessments:

Email login name.course.exam.semester.year

Ex. Yocum.BTE1.Chapter1Quiz.S1.F15

All other options are considered optional, but helpful in organizing and locating the assessment in the Assessment List:

- Assign a **Local Identifier (2)** which would be a unique code, serial number or character such 1201 or HIST4
- Provide a **Description (3)** about the assessment, goals, administration instructions, etc.; This is especially helpful if sharing the assessment with others and communicating assessment procedures and directions; This also displays on the student's landing page in the student portal *prior* to beginning the assessment.
- **First Date Administered (4)** and **Academic Year (5)*** will generate by default to the date and year the assessment is being created
- Apply a **Subject (6)***, **Scope (7)***, and **Grade Level(s) (8)*** to the assessment based on the assessment's design
- Authors or those who created the assessment, or with permission to edit, can **Lock Assessment (9)** and its features from users its shared to
- Illuminate Home Connection Portal users can choose if the assessment is available and displayed in the **Student and Parent Portal (10)**
- Select a **Performance Band Set (11)** to apply to the assessment. The district default will always apply unless changed
- **Save (12)** once completed and ready to move forward preparing the assessment for administration

**Illuminate Best Practice is to select tags to the assessment to maximize the use and efficiency of the search within the Assessment List*

New Assessment Information

Title * CTE.BAKING1-2.DFE.S1.F15

Local Identifier
(optional)

Description
This is the District Final Exam for
Banking & Financial Services 1-2 at
Metro Tech High School.

First Date Administered 12/16/2015

Academic Year 2015-16

Subject CTE

Scope District Benchmark

Grade Levels 8 9 10 11 12

Lock Assessment
[Manage Lockdown
Preference](#)

Show in Student and
Parent Portal Yes No

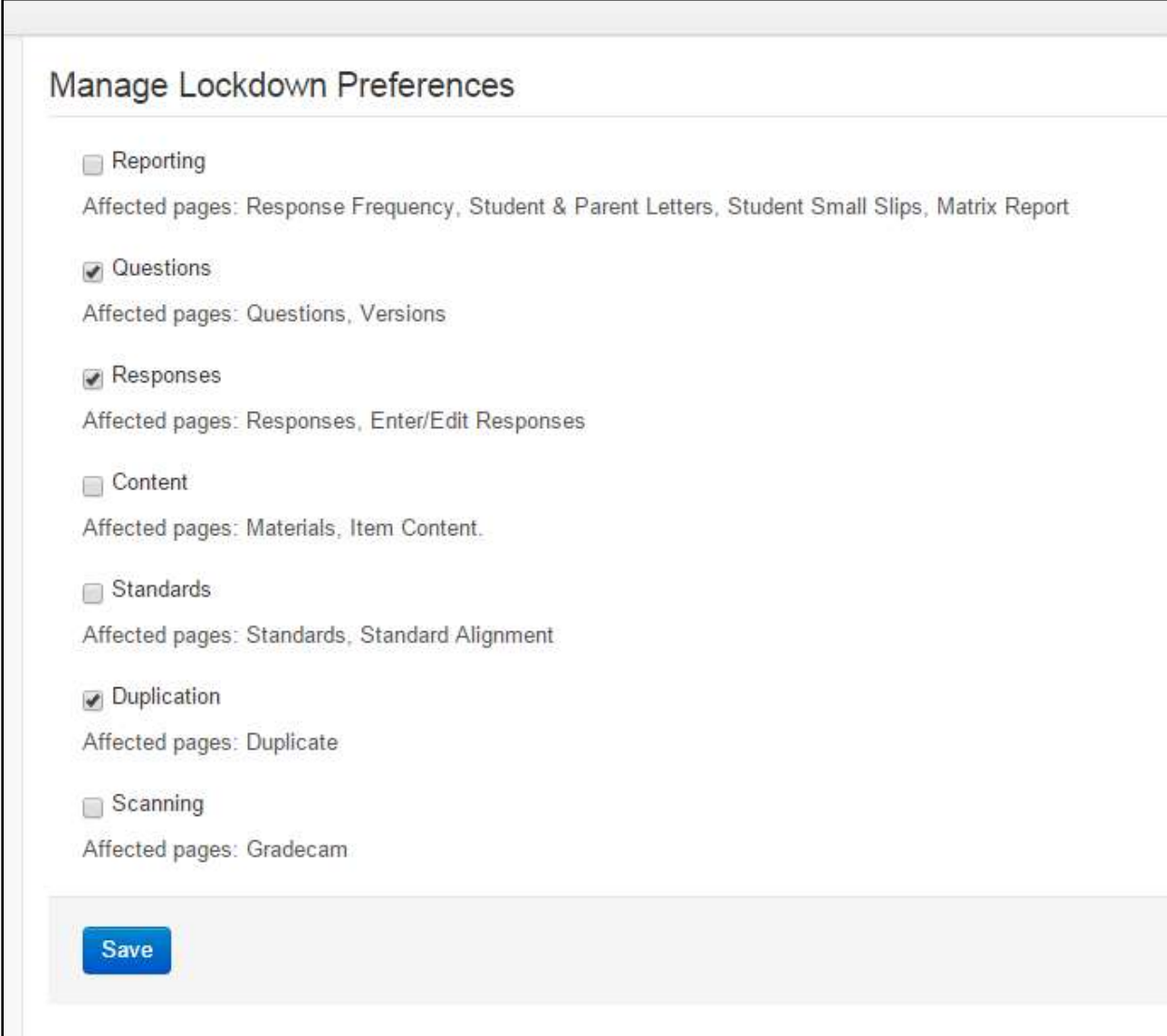
Performance Band Set District Default

Save

Manage Lockdown Preferences

Lockdown Preferences help manage the assessment information to which teachers & students can view and have access. The checked box items are locked for users once the assessment is shared to them.

Use the following screenshot as a guide for creating district assessments:



The screenshot shows a web interface titled "Manage Lockdown Preferences". It contains a list of seven categories, each with a checkbox and a list of affected pages:

- Reporting
Affected pages: Response Frequency, Student & Parent Letters, Student Small Slips, Matrix Report
- Questions
Affected pages: Questions, Versions
- Responses
Affected pages: Responses, Enter/Edit Responses
- Content
Affected pages: Materials, Item Content.
- Standards
Affected pages: Standards, Standard Alignment
- Duplication
Affected pages: Duplicate
- Scanning
Affected pages: Gradecam

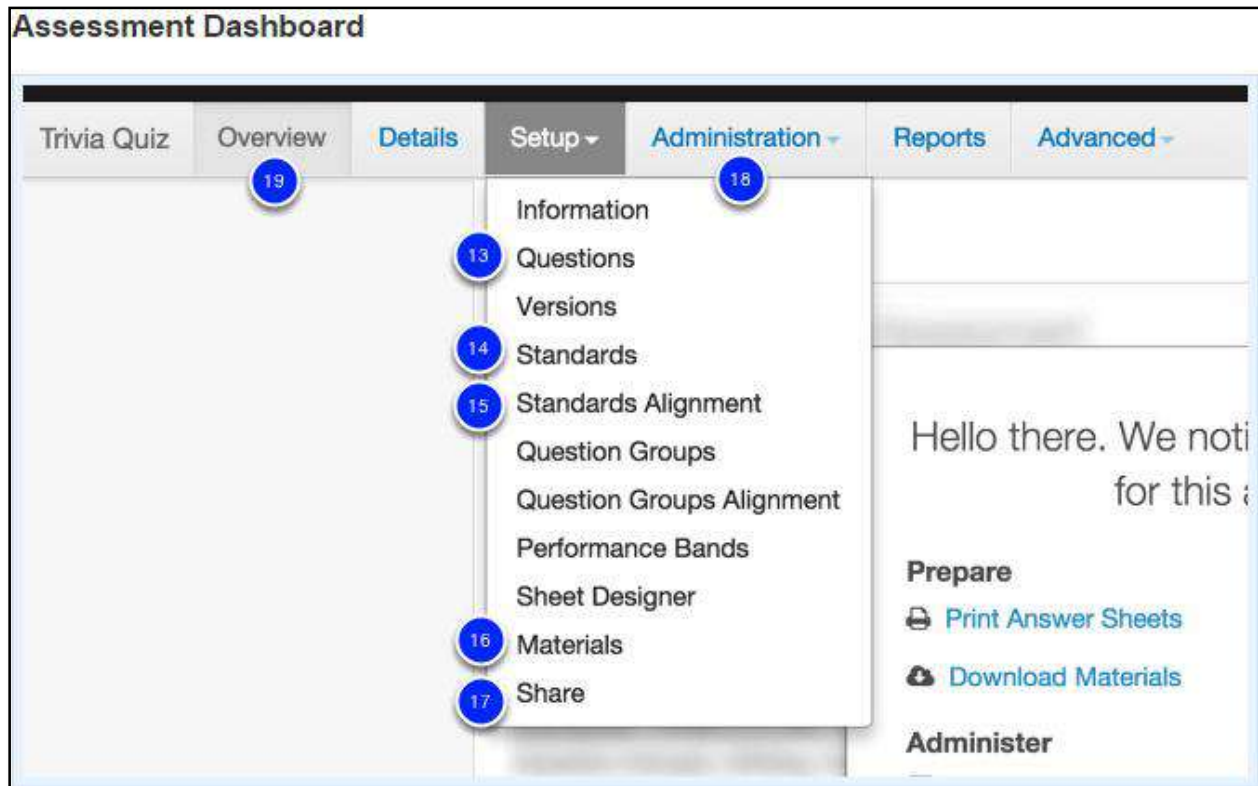
At the bottom left of the form is a blue "Save" button.

Once the user clicks SAVE, the standards to be assessed must be added.

****NOTE: DO NOT add the answer key prior to adding the standards. If so, users will have to enter the answer key twice.**

See the screenshot below, showing the Assessment Dashboard.

Click Setup – Click Standards



After the Assessment Information has been saved, by default you will be directed to **Questions (13)** to enter an answer key.

The following is available in the Assessment Dashboard and are optional to add to the assessment:

- For more in depth data analysis, select **Standards (14)** that are being assessed and align the standards to items or questions in **Standards Alignment (15)**
- Have a digital copy of the assessment available and upload to attach a copy of the assessment using **Materials (16)**
- **Share (17)** the assessment with colleagues based on your visibility and if they can view and download, can administer, and/or can edit the assessment you are sharing

To start administration, select **Administration (18)**. This is where you can print answer sheets, enter/edit scores manually, or assign the assessment online

Once the assessment has been created, visit **Overview (19)** to see the assessment's design and various Reports when student data is available.

For more information, visit the lesson [Create a Manual Assessment](#) in our [Assessments](#) help manual.

The following screen allows users to choose ALL standards assessed on this test.

Choose the appropriate CTE Technical Standards, listed under the PUHSD from the subject area dropdown menu.

The screenshot shows the 'Find and link standards' interface. At the top, there is a dropdown menu labeled 'Choose a Standard Collection'. Below it is a search bar with the placeholder text 'Search standard keywords, e.g., Reading, 1.1'. Underneath the search bar is another dropdown menu labeled 'Select a subject area'. This menu is open, showing a list of subject areas. The 'PUHSD' section is expanded, and 'Professional Sales and Marketing (2015)' is highlighted in blue. Other subject areas visible include Science (2013), Crosscutting Concepts Appendix G, Science & Engineering Practices Appendix F, Standards for Foreign Language Learning, and Foreign Language (1998).

Click "Link selected standards" to link the standards to the assessment.

The screenshot shows the 'Find and link standards' interface with search results. The 'Search Results' section indicates that 40 standards were found. The results are listed with checkboxes and expand/collapse icons. The first few results are: P.WES 1.0 - 1.0 COMPLEX COMMUNICATION, P.WES 2.0 - 2.0 COLLABORATION, P.WES 3.0 - 3.0 THINKING AND INNOVATION, P.WES 4.0 - 4.0 PROFESSIONALISM, P.WES 5.0 - 5.0 INITIATIVE AND SELF-DIRECTION, P.WES 6.0 - 6.0 INTERGENERATIONAL AND CROSS-CULTURAL COMPETENCE, P.WES 7.0 - 7.0 ORGANIZATIONAL CULTURE, and P.WES 8.0 - 8.0 LEGAL AND ETHICAL PRACTICES. A green button labeled 'Link selected standards' is located at the bottom of the results list. An orange arrow points from the text above to this button.

From the Assessment Dashboard – Click Setup – Click Standards Alignment

Using the next screen, users indicate those standards (*columns*) assessed by each individual item (*rows*).

Align Questions to Standards




	1.0 COMPLEX COMMUNICATION: Employs complex communication* skills in a manner... <input type="checkbox"/> P.WES 1.0	2.0 COLLABORATION: Collaborates, in person and virtually, to complete tasks... <input type="checkbox"/> P.WES 2.0	4.0 PROFESSIONALISM: Conducts oneself in a professional manner appropriate to... <input type="checkbox"/> P.WES 4.0	5.0 INITIATIVE AND SELF-DIRECTION: Exercises initiative and self-direction in the... <input type="checkbox"/> P.WES 5.0	5.E Exercises leadership in the workplace. <input type="checkbox"/> P.WES 5.E	7.A Navigates organizational structures and systems. <input type="checkbox"/> P.WES 7.A
Q1	<input type="checkbox"/> P.WES 1.0 (Q1)	<input type="checkbox"/> P.WES 2.0 (Q1)	<input checked="" type="checkbox"/> P.WES 4.0 (Q1)	<input type="checkbox"/> P.WES 5.0 (Q1)	<input type="checkbox"/> P.WES 5.E (Q1)	<input checked="" type="checkbox"/> P.WES 7.A (Q1)
Q2	<input type="checkbox"/> P.WES 1.0 (Q2)	<input type="checkbox"/> P.WES 2.0 (Q2)	<input checked="" type="checkbox"/> P.WES 4.0 (Q2)	<input checked="" type="checkbox"/> P.WES 5.0 (Q2)	<input type="checkbox"/> P.WES 5.E (Q2)	<input type="checkbox"/> P.WES 7.A (Q2)
Q3	<input type="checkbox"/> P.WES 1.0 (Q3)	<input type="checkbox"/> P.WES 2.0 (Q3)	<input checked="" type="checkbox"/> P.WES 4.0 (Q3)	<input type="checkbox"/> P.WES 5.0 (Q3)	<input type="checkbox"/> P.WES 5.E (Q3)	<input type="checkbox"/> P.WES 7.A (Q3)
Q4	<input type="checkbox"/> P.WES 1.0 (Q4)	<input type="checkbox"/> P.WES 2.0 (Q4)	<input checked="" type="checkbox"/> P.WES 4.0 (Q4)	<input type="checkbox"/> P.WES 5.0 (Q4)	<input type="checkbox"/> P.WES 5.E (Q4)	<input type="checkbox"/> P.WES 7.A (Q4)
Q5	<input type="checkbox"/> P.WES 1.0 (Q5)	<input type="checkbox"/> P.WES 2.0 (Q5)	<input checked="" type="checkbox"/> P.WES 4.0 (Q5)	<input type="checkbox"/> P.WES 5.0 (Q5)	<input checked="" type="checkbox"/> P.WES 5.E (Q5)	<input type="checkbox"/> P.WES 7.A (Q5)
Q6	<input checked="" type="checkbox"/> P.WES 1.0 (Q6)	<input checked="" type="checkbox"/> P.WES 2.0 (Q6)	<input type="checkbox"/> P.WES 4.0 (Q6)	<input type="checkbox"/> P.WES 5.0 (Q6)	<input type="checkbox"/> P.WES 5.E (Q6)	<input type="checkbox"/> P.WES 7.A (Q6)
Q7	<input checked="" type="checkbox"/> P.WES 1.0 (Q7)	<input type="checkbox"/> P.WES 2.0 (Q7)	<input checked="" type="checkbox"/> P.WES 4.0 (Q7)	<input type="checkbox"/> P.WES 5.0 (Q7)	<input type="checkbox"/> P.WES 5.E (Q7)	<input type="checkbox"/> P.WES 7.A (Q7)
Q8	<input checked="" type="checkbox"/> P.WES 1.0 (Q8)	<input type="checkbox"/> P.WES 2.0 (Q8)	<input type="checkbox"/> P.WES 4.0 (Q8)	<input type="checkbox"/> P.WES 5.0 (Q8)	<input type="checkbox"/> P.WES 5.E (Q8)	<input type="checkbox"/> P.WES 7.A (Q8)
Q9	<input type="checkbox"/> P.WES 1.0 (Q9)	<input type="checkbox"/> P.WES 2.0 (Q9)	<input checked="" type="checkbox"/> P.WES 4.0 (Q9)	<input checked="" type="checkbox"/> P.WES 5.0 (Q9)	<input type="checkbox"/> P.WES 5.E (Q9)	<input type="checkbox"/> P.WES 7.A (Q9)
Q10	<input type="checkbox"/> P.WES 1.0 (Q10)	<input type="checkbox"/> P.WES 2.0 (Q10)	<input checked="" type="checkbox"/> P.WES 4.0 (Q10)	<input type="checkbox"/> P.WES 5.0 (Q10)	<input type="checkbox"/> P.WES 5.E (Q10)	<input type="checkbox"/> P.WES 7.A (Q10)


Click SAVE

Next, the answer key must be added.

If the screen does not automatically pop up, follow this navigation on the Assessment Dashboard - Click Setup – Click Questions

Alignment of questions to standards was successfully saved.

 Scan  Add Question  Print

	Advanced 	Rubric	Correct	Points	Extra Credit	Standards
Q1	<input type="checkbox"/>	<input type="checkbox"/>	A	1	<input type="checkbox"/>	P.BANK 1.2
Q2	<input type="checkbox"/>	<input type="checkbox"/>	C	1	<input type="checkbox"/>	P.BANK 1.3
Q3	<input type="checkbox"/>	<input type="checkbox"/>	C	1	<input type="checkbox"/>	P.BANK 1.1
Q4	<input type="checkbox"/>	<input type="checkbox"/>	B	1	<input type="checkbox"/>	P.BANK 1.1
Q5	<input type="checkbox"/>	<input type="checkbox"/>	B	1	<input type="checkbox"/>	P.BANK 6.2, P.BANK 6.3
Q6	<input type="checkbox"/>	<input type="checkbox"/>	A	1	<input type="checkbox"/>	P.BANK 6.4
Q7	<input type="checkbox"/>	<input type="checkbox"/>	B	1	<input type="checkbox"/>	P.BANK 6.5
Q8	<input type="checkbox"/>	<input type="checkbox"/>	D	1	<input type="checkbox"/>	P.BANK 8.5
Q9	<input type="checkbox"/>	<input type="checkbox"/>	C	1	<input type="checkbox"/>	P.BANK 8.6
Q10	<input type="checkbox"/>	<input type="checkbox"/>	A	1	<input type="checkbox"/>	P.BANK 9.1

Enter each correct answer as it corresponds to the item number.

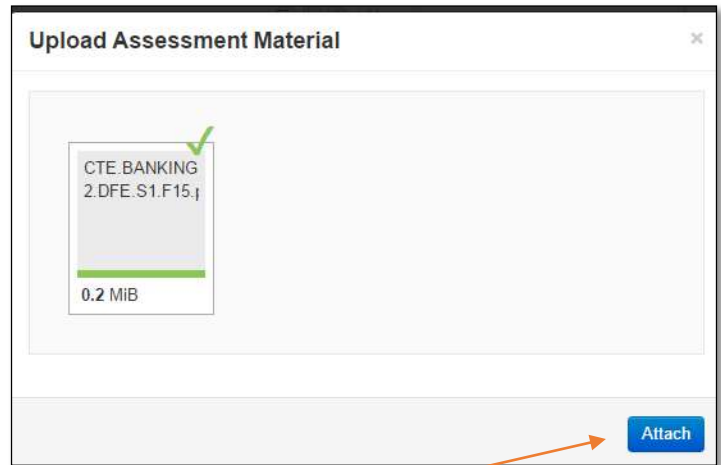
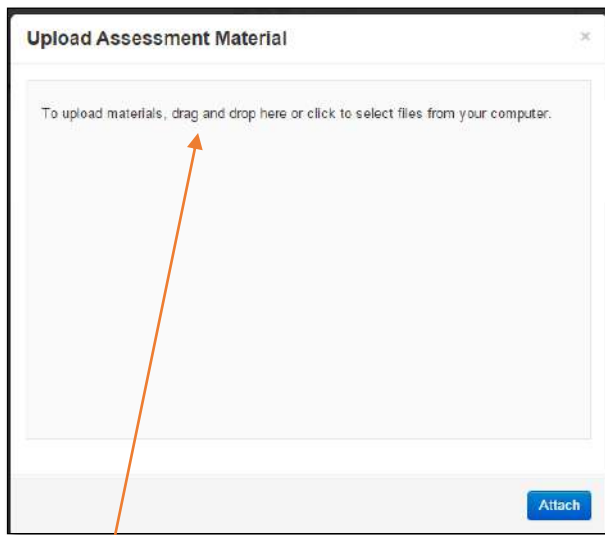
Click SAVE

Next, the Materials (PDF or other file of the actual assessment) must be added.

From the Assessment Dashboard – Click Setup – Click Materials



Click Upload



Drag & drop the file from your computer – click Attach



The assessment materials are now associated with this assessment.

Share the assessment with appropriate users:

From the Assessment Dashboard, click Setup – Click Share

Here, users can determine to whom the assessment is shared, how it is shared, and how those users can utilize the assessment. Share with a specific site, user, department, etc.

Current Permissions

Can View & Download View Users	Can Administer View Users	Can Edit View Users	Remove <input type="checkbox"/>
---	--	--	---------------------------------

This assessment hasn't been shared with any users. [Click here](#) to share with some users.

Share with some users

Select how you would like to share this assessment

Share With:
Example: Everyone at Ames High School

Select the site you'd like to access your assessment.

Site:

All Sites
Alhambra High School
BioScience High School
Bostrom Alt. Center for Edu.
Carl Hayden Comm. High School
Central High School
Cesar Chavez High School
Desiderata

Give these users the ability to:

- Can View & Download
- 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.

Share with some users

Select how you would like to share this assessment

Share With

Example: Anita Book, Al Jibra, & Kurt Lecture

Type the name of a staff member you'd like to access your assessment.

User

Example: Begin typing the name (1st or last) of a staff member. Keep typing & select the full name when it appears. Repeat as necessary to add additional staff.
To reduce the risk of selecting an old account, you may only share with users affiliated with the year you are currently logged in as.

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.

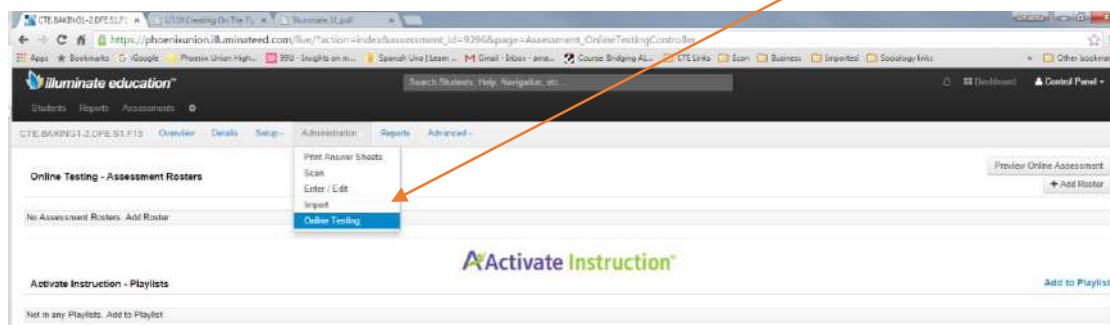
Can Edit
 Allows user(s) to modify the structure of the assessment (change info, answers, standard alignment, etc.); user(s) will never have permission to delete the assessment

Choose which capabilities the users will have with the assessment.

Ex. These two users will have the ability to view, download, and administer this assessment.

Next, check to ensure the assessment looks correct.

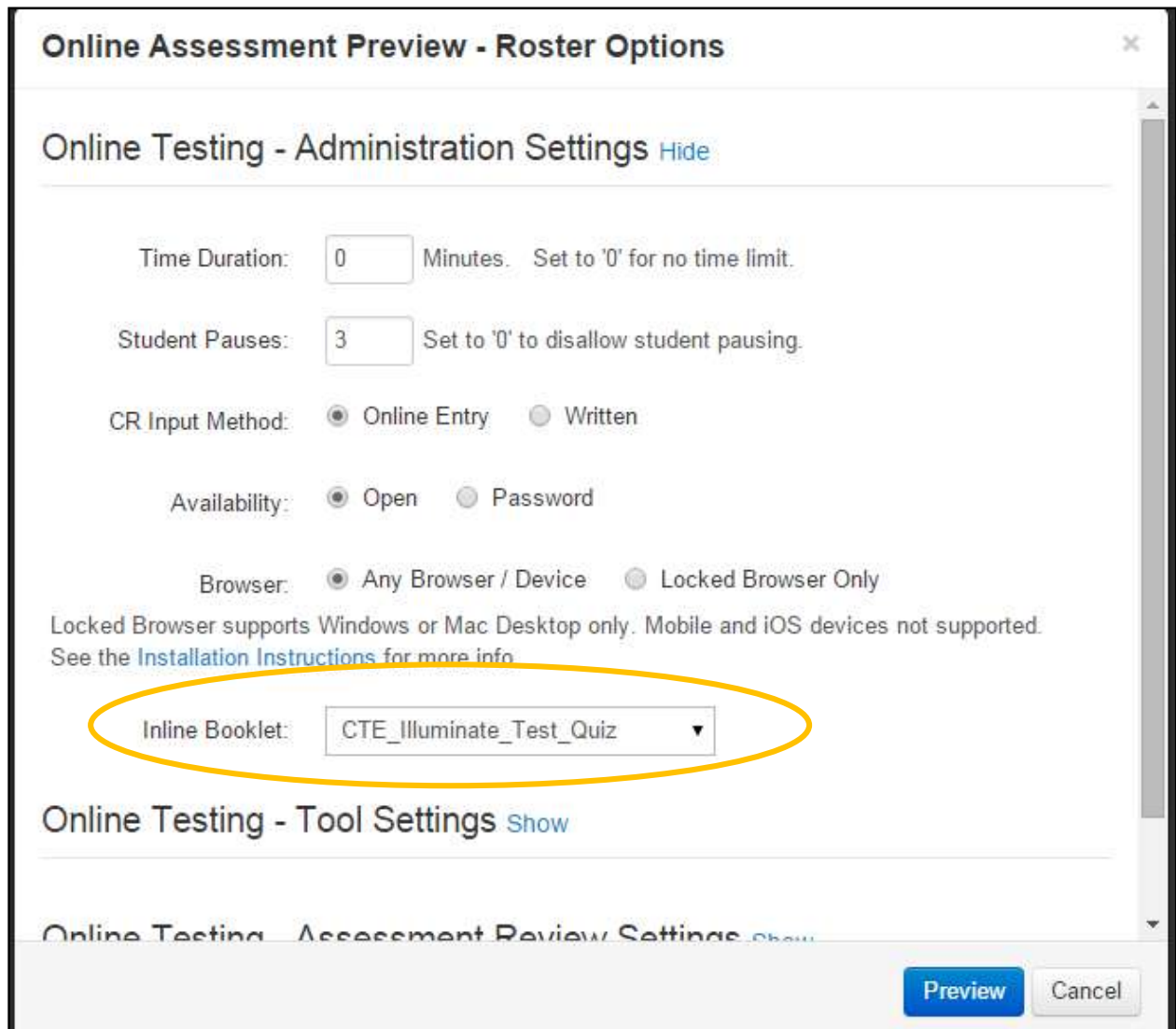
From the Assessment Dashboard, click Administration – Click Online Testing



Click Preview Online Assessment



Make sure to add the *Assessment Materials* – Click the drop down menu next to *Inline Booklet* and choose the materials to add



Other settings can be chosen from this menu, as seen on the following two screenshots.

Online Assessment Preview - Roster Options

Ruler: Disable Use Item Setting

Calculator Basic: Enable Disable Use Item Setting

Calculator Scientific: Enable Disable Use Item Setting

Protractor: Enable Disable Use Item Setting

Digital Notepad: Enable Disable

Reference Materials: Disable Use Item Setting

Calculator Graphing: Enable Disable Use Item Setting *Coming Soon!*

Straight Edge: Enable Disable Use Item Setting *Coming Soon!*

Dictionary: Enable Disable Use Item Setting *Coming Soon!*

Spell Checker: Enable Disable Use Item Setting *Coming Soon!*

Preview Cancel

Online Testing - Assessment Review Settings [Hide](#)

Show Results No Yes

Enabled On: :

Disabled On: :

With Key No Yes

Preview Cancel

Click Preview – The next screen looks blank, click Begin Test in top right corner to preview

CTE.BAKING1-2.DFE.51.F15 Amanda Yocum

Begin Test

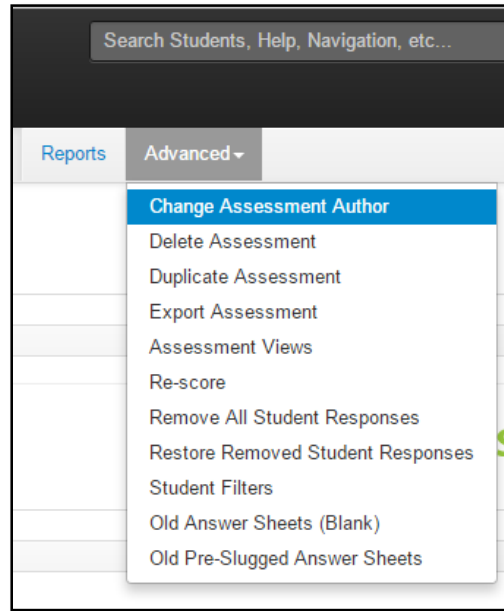
This is the District Final Exam for Banking & Financial Services 1-2 at Metro Tech High School.

Question: 35

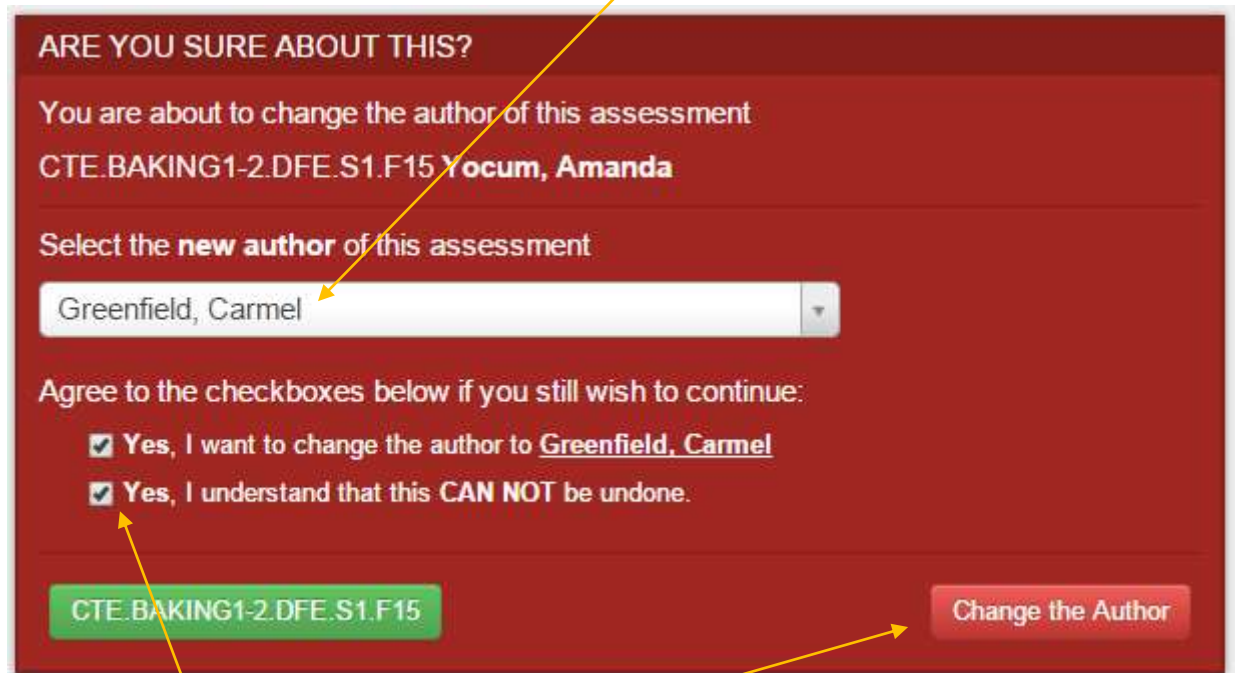
Change the Assessment Author

****It is necessary for teachers to use this tool to ensure test security when they are creating/entering district assessments. Once the new author is selected, the individual who created the assessment no longer has access to it.****

From the Assessment Dashboard, click Advanced – Click *Change Assessment Author*



Enter the name of the person who will be the new author – either Amanda Yocum or Carmel Greenfield, for district level assessments

A confirmation dialog box with a dark red background. At the top, it says "ARE YOU SURE ABOUT THIS?". Below that, it says "You are about to change the author of this assessment" and "CTE.BAKING1-2.DFE.S1.F15 Yocum, Amanda". There is a section titled "Select the new author of this assessment" with a dropdown menu showing "Greenfield, Carmel". Below this, it says "Agree to the checkboxes below if you still wish to continue:" followed by two checkboxes, both of which are checked. The first checkbox says "Yes, I want to change the author to Greenfield, Carmel". The second checkbox says "Yes, I understand that this CAN NOT be undone." At the bottom, there is a green button with the text "CTE.BAKING1-2.DFE.S1.F15" and a red button with the text "Change the Author". Three yellow arrows point from the text above to the dropdown menu, the first checkbox, and the "Change the Author" button.

Choose both YES boxes and click Change the Author to save.

For Teachers to Administer District Assessments

CTE Illuminate Practice Quiz is listed under District Favorites on the home screen.

Click on the link...

The screenshot shows the Illuminate Education dashboard. At the top, there is a search bar and navigation links for 'Students', 'Reports', and 'Assessments'. Below this is a 'My Dashboard' section with an 'Add Widgets' button. A large banner for the 'Illuminate User Conference Midwest' is visible, with a 'REGISTER NOW' button. Below the banner is a weather forecast for Phoenix, showing a high of 56° and a low of 51°. There is also a 'Bulletin' section with no bulletins and an 'Illuminate Announcements' section with a registration notice for the conference. The 'District Favorites' section is highlighted, showing a list of assessment reports and quizzes. The 'CTE Illuminate Practice Quiz' is listed at the bottom of the list. An orange arrow points from the text 'Click on the link...' to the 'CTE Illuminate Practice Quiz' link.

Type	Title	Favorites
Prereq	Multiple Assessment Performance Report	
Prereq	Multiple Assessment Summary Report	
Assessment	TEst	
Assessment	Practice Round Fun 7 ? Test For PUHSD training	
Assessment	CTE Illuminate Practice Quiz	

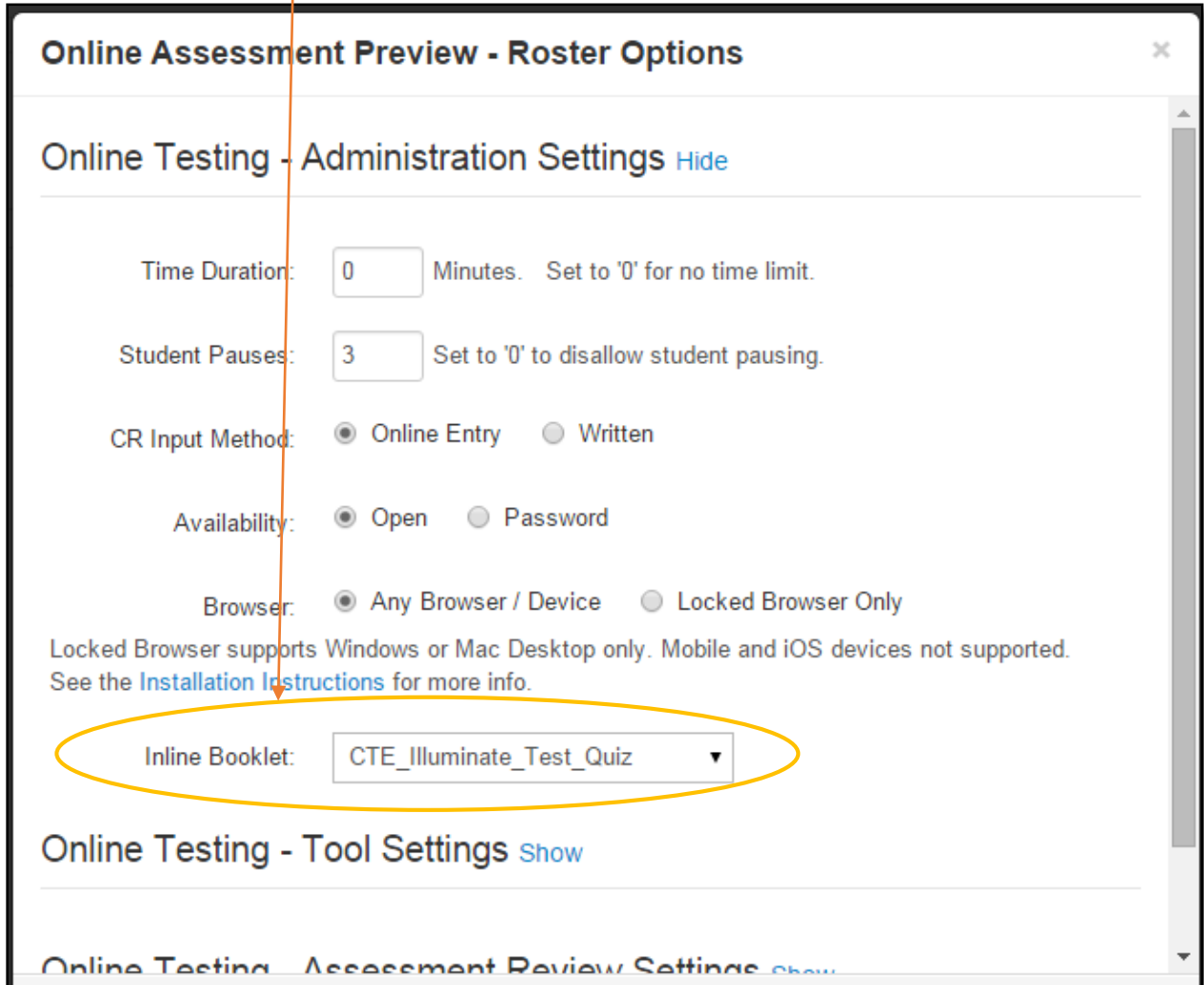
Click on Administer – Online

The screenshot shows a message: 'Hello there. We noticed you don't have any student responses for this assessment. Let's change that.' Below the message are two main sections: 'Prepare' and 'Administer'. Under 'Prepare', there are links for 'Print Answer Sheets' and 'Download Materials'. Under 'Administer', there are links for 'Online', 'Scan', 'Enter', and 'Import'. An orange arrow points from the text 'Click on Administer – Online' to the 'Online' link.

From this screen, teachers can *Preview Online Assessment...*



*****Teachers must select the *Inline Booklet* to attach materials, or there will be no test for students to see.**



Teachers must +Add Roster to be able to administer the test to students



And may choose several different options to administer the test.

Choose *Administration Settings* to select the *Inline Booklet* (materials) to show the test. (see screenshot on next page)

Online Testing - Administration Settings [Hide](#)

Time of Day Window: All Day Daily Window

Time Duration: Minutes. Set to '0' for no time limit.

Student Pauses: Set to '0' to disallow student pausing.

CR Input Method: Online Entry Written

Availability: Open Password

Browser: Any Browser / Device Locked Browser Only
 Locked Browser supports Windows or Mac Desktop only. [See the Installation Instructions](#) for more info.

Inline Booklet:

Click SAVE and the screen shown below will appear, indicating the assessment was assigned to students and they are now able to access it.

The assessment roster was successfully added.

Online Testing - Assessment Rosters [Preview Online Assessment](#)
[+ Add Roster](#)

Created By	Window Start	Window End	Time of Day Window	Status	Time Duration	Academic Year	Grade Level	Site	User	Department	Course	Section	Students	Portal	Password	Edit	Delete
Yocum, Amanda	Nov 18, 2015 12:00:00 AM	Dec 18, 2015 2:00:00 AM	All Day	Current	None			Central High School	Morgan, Renee				118	✔		Edit	Delete

Legend: Pending Current Passed

Activate Instruction