## Accessing Illuminate

Go to the phoenixunion.org home page. Under staff select Illuminate Education.



Use your school login information (user name and your school password).

# Printing Bubble Sheets

This is your user dashboard. You will need to select the assessment tab.



Click on the assessment tab and select "Print Answer Sheets"

Select your "Courses"



Select the number of questions.

Select "Generate"



You will then click on **download**.

*Note: you may have a pop up blocker. If this happens address that issue (it will be in the search bar).



A separate window, as shown above, will open. You can then print your bubble sheets. Each sheet will be designated for each student. Their name will be at the top.

## Accessing the CRT Exam

Click on the assessment tab once again.

When the drop down menu appears select "List Assessments"
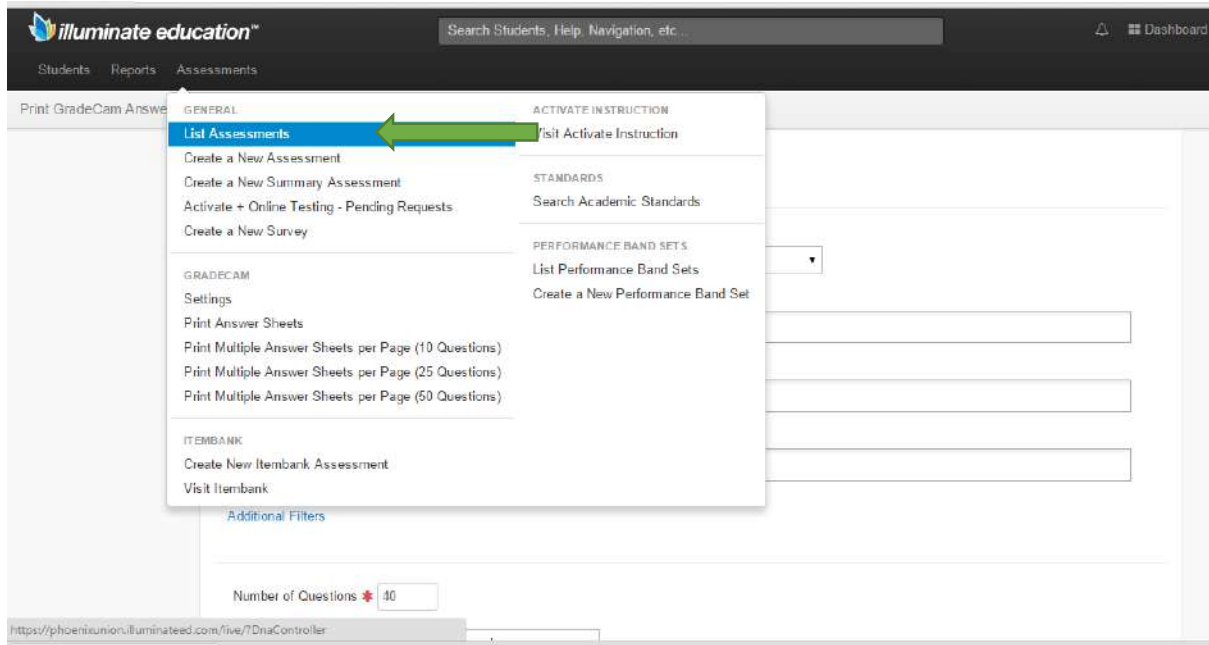


The following page will appear. Go to scope and select "District Benchmark"

This should be the ONLY exam you select.

Then select SEARCH



The list of exams will appear. Select the exam you're going to be administering.

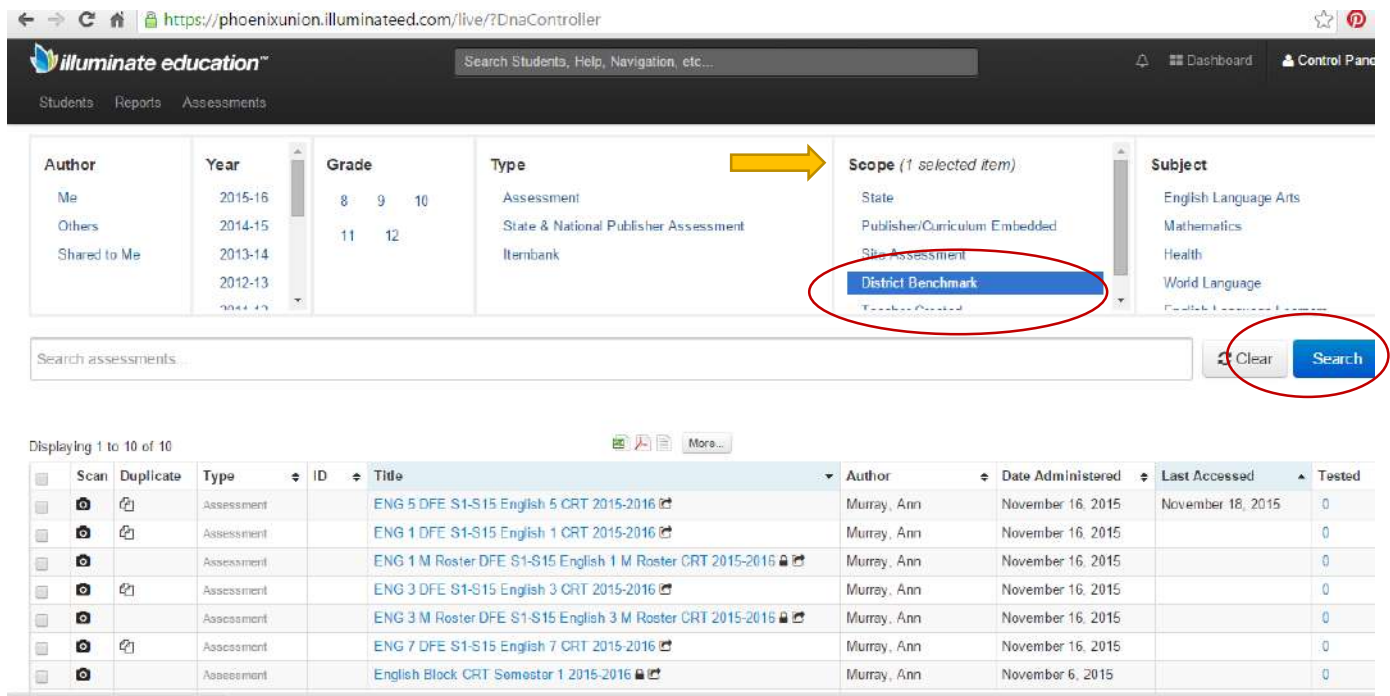Finally, after you've selected the exam you will select "Scan"

This will be once students are done and can have their test submitted or scanned into illuminate.