**Illuminate Ed: Creating Manual/Hybrid Assessments**

Purpose: You create an answer key in Illuminate Ed for an assessment that has been created outside Illuminate (teacher-made or from your teacher edition). You provide the paper version and students can either enter answers on a bubble sheet printed from Illuminate Ed (you or they scan them using the camera on your computer) or they can enter answers online through iAssess. (Think chapter or unit assessments…)

1. Click on “Assessments” on the top left side, then choosing “**Create an New Assessment**” from the drop-down menu.
2. On the next pop-up window, choose “**Manual/Hybrid Assessment**.” Then type in how many questions will be on your assessment and click “Okay.”
3. Step 1: Provide Basic Information – Choose a **title** for your assessment, then “Next.” (“Description” and “More options” are optional.)
4. Step 2: If you want to **assign standards** to your questions (optional – if you want to break down your questions by standards in “Reports”), click on “Select a Subject Area” and “Select a Grade Level,” then “Search.” When the search results come up, expand and choose the standards that you want, then click on “Link Selected Standards.” The standards you selected will be listed. Click “Next.”
5. Step 3: Make your **answer key** by typing in the correct answers. You can assign different weights to the questions and also select a standard in the right column, then click “Next.”
6. Step 4: You can attach your assessment by clicking on “Upload” and follow the prompts.
7. Step 5: Sheet Designer – here you can change the format of the answers, then click “Next.”
8. Step 6: Share with Others – you can choose to share with others, then click “Next.”
9. Step 7: Administer – you can choose to print answer sheets or administer online.
* If you want to print answer sheets, choose “Generate” on the next window, then “Print.” Middle school and high school: You will want to select a course and/or classes before you print and do this for each class.) Answer sheets are “pre-slugged” which means they are already printed with student names and coded with ID numbers. Note: they may print slowly…
* To “Administer Online” (great practice for district assessments and SBAC), you will click on “Test in Portal” on the right side of the next screen. Go through the options on the next page. To add your roster, click on the desired classes. Yes, you can select more than one (for middle/high school) by holding the “Ctrl” key. Then click “Save.” Now students will see the assessment in iAssess when they log in.
1. When your test is all set up and saved, you can **see your assessment** by clicking on “Assessments” on the top left side, then “View Assessments.” You can click “My Assessments” on the left to weed out the others.
2. They click the “iAssess” icon on their desktop, sign in, choose “Take an Assessment” (green box), and they should see a link to your test. You can also monitor their progress in real time by selecting the assessment, then “Administration,” then “Online Testing.”
3. Students can click on a link after they have finished their test to see their results, including which questions they got correct or incorrect. They can see this later on for any assessment in iAssess by clicking on the blue box (Continue to Portal) when they log in, then click Assessments on the left side, then choose their assessment. On the bottom half of the screen, they can click on the tab that says “scores by question” and see which questions they got right and wrong.

**Illuminate Ed: On The Fly Assessments**

Purpose: This is a quick way to administer an assessment for which you have not previously set up answers in Illuminate. You will need to print blank answer sheets prior to administration (see below). You can print a generic class set of answer sheets, then make copies to have ready. (Think quick informal assessment, CFU, exit slip, or warmup.)

1. On the top left side of the screen, click on “Assessments”, then “Create a New Assessment.”
2. Choose “On The Fly”, then enter the number of questions on your assessment, then “Okay.”
3. On the next page, you can scan your answer key or just quickly type the correct answers in.
4. At the top of the window, click on “Scan Student Responses.”
5. Under the camera window, notice “Teacher” and “Student”. If you want students to scan their own papers, select “Student.” You will then need to change the window each time to clear the results. The “Teacher” version keeps a running list of the answers scanned instead of one at a time.

**Illuminate Ed: Printing Generic Answer Sheets**

1. Click on the “Assessment” link on the top left side, click on “Print Answer Sheets.”
2. When the next window comes up, notice “Print Pre-Slugged” is already chosen – this means that the answer sheets will print with student names already on them and their ID information coded.
3. If you have multiple classes, choose a course then a class.
4. At the bottom, change the number of questions if you need to (automatically set at 10).
5. Under “Advanced Options”, you can change it to print multiple answer sheets on each sheet of paper, if you want to save paper, especially for shorter tests…
6. Click on “Generate.” After it generates the answer sheets, scroll down and choose “Print.”

Note: printing can be a bit slow….

1. You can then make copies to keep handy for an “On the Fly” assessment.

**Illuminate Ed: Reports**

1. Click on the “Assessment” link on the top left side and choose the assessment that you want to see reports for.
2. Click the blue “Reports” link.
3. On the next window, click on “Where Do I Start (For Teachers)?”
4. Choose the report that you want to see.

Note: In addition to the guides, lessons, and videos available under the Control Panel, there are also videos available on YouTube if you search for Illuminate Ed Assessments

**Illuminate Ed: Creating Itembank Assessments**

Purpose: You create an assessment from the Illuminate Ed itembank. Students can either enter answers on a bubble sheet printed from Illuminate Ed (you or they scan them using the camera on your computer) or they can enter answers online through iAssess. (Think SBAC-type questions…)

**Create your assessment:**

1. Click on “Assessments” on the top left side, then choosing “**Create an Assessment**” from the drop-down menu.
2. On the next pop-up window, choose “**Itembank**” then click “Okay.”
3. On the next pop-up window, choose “**Assessment (Standard Mode)**” then click “Next.”

(Quick Mode allows you to choose standards but you cannot preview and choose the questions.)

1. Next window: choose a title for your test, then click “Create.” (Description and tags are optional.)
2. Next window: Choose which “type” of standards you want to assess (CCSS, NGSS, etc.) then a subject area and a grade level. Then, down below, you can expand and collapse to select the standard(s) you want to assess. Then click “Continue” (blue button on the right side).
3. Next window (“Search Filters”): Click on “Select Item Types” and choose which kinds of items you want to assess (multiple choice, constructed response, etc.), then click on “Update Filters.”
4. Your items will come up down below. You can scroll through and select and de-select the items you want on your assessment. Then click “Continue” (blue button on the right side).
5. The next window shows you your assessment. If it is ok, click “Continue” twice.
6. Next window (Print Options): Scroll down to see where to change the layout of the assessment. If you click “Generate”, a PDF is created and downloaded for you to view and/or print. Then click “Continue.”
7. Next window (Publish your assessment): You can “publish” your assessment or “publish and administer.” Once you publish, you cannot edit any more.
8. On the top right side, click “Return to Illuminate” or “Dashboard.”
9. Click on “Assessments” then “List Assessments.” You can now print answer sheets or administer online.