

# ONLINE TESTING

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# Online Testing

# Create/Manage Student Passwords for Online Testing

From the district level, this lesson will guide you on setting up our Online Testing tool for your district.

You will need to have the Online Testing Parent/Student Portal permissions enabled and setup by your Implementation Manager. This process also includes setting up your site's Parent/Student Portal, an additional website that your Implementation Manager will provide you.





## Where to Start

GENERAL	Schedule 2.0 BETA	ATTENDANCE	No-Show List
Search 2.0	Walk-In Scheduler	Attendance Details	Retention/Promotion List
Search	Locator		Rosters by Classroom
Advanced Search	Schedule History	REPORTS	Search Transfers
Bus Information	Schedule Modification Log	CAHSEE Pre-ID	STAR Pre-ID
Comments	Special Ed. Details	CA Phys. Fitness Pre-ID	Student Profile
Counselor Logs	Student Groups	CA Phys. Fitness Pre-ID (EDS)	
Create New Student	Student Modification Log	CA Phys. Fitness Pre-ID (EM)	CONTACT INFORMATION
CTE Pathways	Transfer Details	CELDT Pre-ID	Contacts
Demographic Details	CAHSEE Waivers	Student List	Contact Search
Discipline Details	Withdrawal Form	Enrollment by Attendance Program	Dwellings Search
Enroll		Enrollment by Day	Household Search
Enrollment History	HEALTH	Enrollment by 10-Day Period	
Enrollment Boundary Check	Health Details	Enrollment by Ethnicity	STUDENT PORTAL
Language Details	Health Office Logs	Enrollment by Teacher	Manage Portal Access
Picture Upload	Immunizations	Entries and Exits	
Programs	Medications	Gains and Losses	
Retentions/Promotions	Modification Log	Household List	
Schedule	Screenings	Incomplete Schedules	

1. Click on the **Students** tab.
2. Under Student Portal, select **Manage Portal Access**.

# Generating Student Passwords

Student Portal Management [Add a Student](#) **1**

Displaying 0 to 0 of 0     Search

Student ID	Last Name	First Name	Temporary Password	Disable
No data available in table				

Show

[← Previous](#) [Next →](#)

1. To add a student to the Student Portal, click **Add a Student**.

Site:  Enrollment/Roster Date:  Student Group:

Students:

[Additional Filters](#)




**2**

**Students**

Enable Portal using   **4**

Displaying 1 to 50 of 588  
Show

Search

   [More...](#)

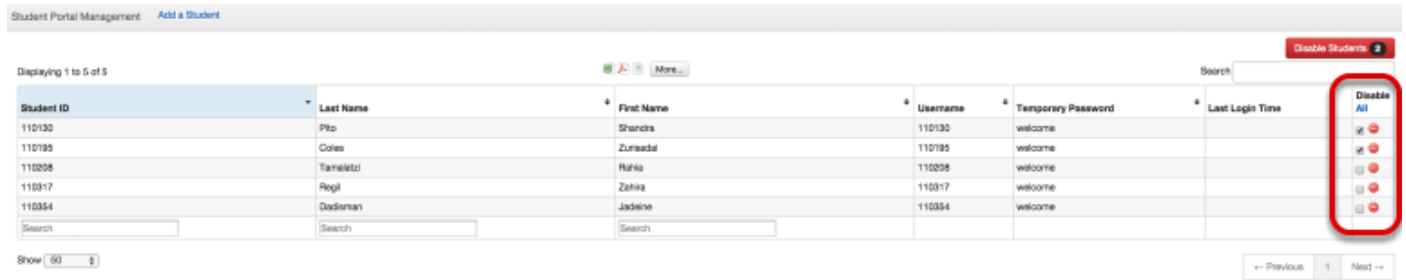
<input checked="" type="checkbox"/>	Student ID	Last Name	First Name	Username
<input checked="" type="checkbox"/> <b>3</b>	110130	Pito	Shandra	110130
<input checked="" type="checkbox"/>	110195	Coles	Zurisadai	110195
<input checked="" type="checkbox"/>	110208	Tamalatzki	Rahia	110208
<input checked="" type="checkbox"/>	110317	Regil	Zahira	110317
<input checked="" type="checkbox"/>	110354	Dadisman	Jadeine	110354
<input checked="" type="checkbox"/>	110355	Dorenbos	Aja	110355

2. Select the input controls to generate a group of students. Click **Find Students**.

3. Check the individual student or check all students.

4. To set temporary passwords, choose **Random Password** or **Custom Password**. Once the password is set, select **Ok**.

# Managing Student Users and Passwords

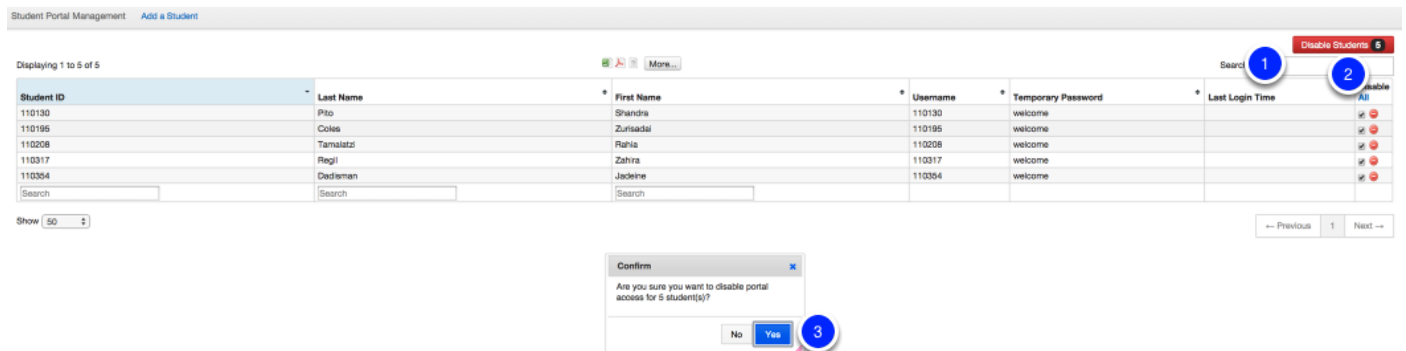


1. Click **Students**.
2. Under Student Portal, select **Manage Portal Access**.

A student list will generate displaying Student Portal information such as Student ID, Last Name, First Name, and the students' temporary password. **Upon first login, students will be prompted to change their password.**

Disable will delete the student's access to the Student Portal and remove password information.

## To Disable or Remove Student Users



1. Search for the student you need to remove or reset their password.
2. Select **Disable Students**.
3. Click **Yes** to confirm.

## To Disable or Reset Student Passwords

**First, remove a student:**

1. Search for the student you wish to reset their password for.
2. Select **Disable**, click **Yes** to confirm.

**Next, add a student:**

1. Select **Add a Student**.
2. Use the input controls to find students. Click **Submit**. You can also search for the student in the Search bar using Student ID.
3. Check the individual student or students.
4. To set temporary passwords, choose **Random Password** or **Custom Password**. Once the password is set, select **Ok**.

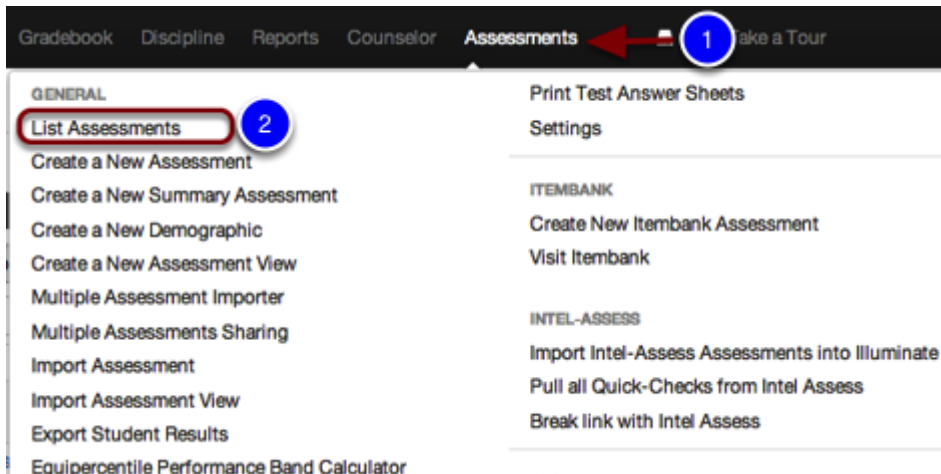
## Next Steps

For additional resources on Online Testing, see the Illuminate U! lesson: [U360 Online Testing Administration](#)

# Enable Assessment for Online Testing

This lesson will show you how to set up an assessment to be administered online via the Illuminate Student Portal. Itembank and Non-Itembank assessments can be available for online testing. Non-Itembank assessments will only show answer choices for students and would need a copy of the assessment. Itembank created assessments will display the items online and are available for students to view.

## Where to Start



1. Click on **Assessments**.
2. Select **List Assessments**.

Author	Year	Grade	Type (7 selected items)	Scope	Subject
Me	2014-15	PS PD	Assessment	Intel-Assess Quick Check	English Language Arts
Others	2013-14	TK K	DIBELS Next	State	Mathematics
Shared to Me	2012-13	1 2 3	Summary Assessment	Benchmarks	Writing
	2011-12	4 5 6	Demographic	Teacher Created	Reading
	2010-11		Other National Benchmark Assessment	Demographic	English Language Arts

Search assessments...

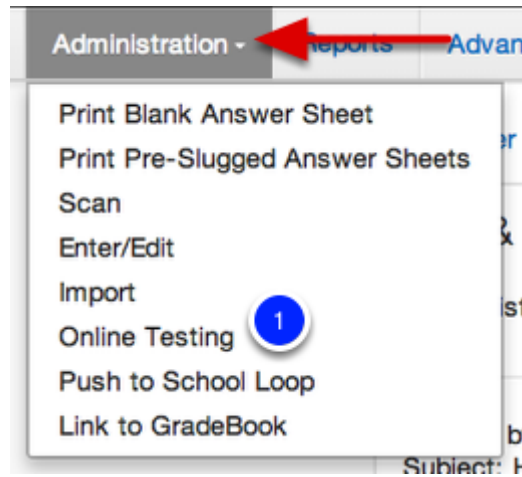
Displaying 1 to 50 of 419

Itembank	Itembank	Type	ID	Title	Author	Date Administered	Last Accessed	Tested
<input type="checkbox"/>	<input type="checkbox"/>	Itembank		0 ELA RF.K.2a Rhyming Practice Test	Illuminate, User	December 4, 2013		0
<input type="checkbox"/>	<input type="checkbox"/>	Itembank		0 ELA RF.K.2a Rhyming Test	Illuminate, User	December 4, 2013		0
<input type="checkbox"/>	<input type="checkbox"/>	Itembank		2013-14 Math Gr. 2 Sample	Illuminate, User			0
<input type="checkbox"/>	<input type="checkbox"/>	Itembank		4th Grade Social Studies Assessment	Illuminate, User		June 9, 2014	0
<input type="checkbox"/>	<input type="checkbox"/>	Itembank		ABCPS German Test	Illuminate, User			0
<input type="checkbox"/>	<input type="checkbox"/>	Itembank		AIIPS	Illuminate, User			0
<input type="checkbox"/>	<input type="checkbox"/>	Itembank		Action Learning Systems - Synced Solution - Test 15013 - Grade 5 ELA Unit 1	Learning Systems, Action		June 8, 2014	0
<input type="checkbox"/>	<input type="checkbox"/>	Itembank		Action Learning Systems - Synced Solution - Test 15014 - Grade 6 ELA Elementary Unit 1	Learning Systems, Action			0

3. Once in your List of Assessments, click on the **title** of the assessment you would like to use.



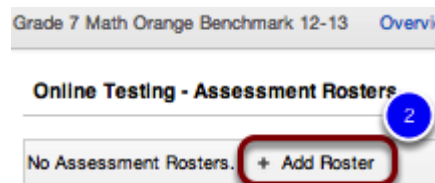
## Assign/Enable an Assessment



Once in the Assessment Overview:

1. Select the **Administration** menu, then **Online Testing**.

### Add Roster



2. Click **Add Roster**. This will give you the ability to select the students you would like to make this test available to.

## Online Testing - Assessment Roster

---

Testing Window Start: 06/18/2014 **3** 12 : 00 AM ↕

Testing Window End: 06/25/2014 **4** 11 : 02 AM ↕

Academic Year: All Academic Years **5** ↕

Grade Level: All Grade Levels **6** ↕

Site: Illuminate School District **7** ↕

User: **8** ↕

Departments: All Departments **9** ↕

Course: **10** ↕

Sections: All Sections **11**

Students: All Students **12**

Student Count: 6413 Students

[Online Testing - Administration Settings](#) Show

---

[Online Testing - Tool Settings](#) Show

---

Cancel Save **13**

**This page is where you will select administration dates, times, and what students have access to the test.**

3. Testing Window Start Date- Select when students will be able to start taking the exam.
4. Testing Window End Date- Select when the exam will become unavailable for any more students to take.
5. Academic Year- You can assign this test to a certain Academic Year.
6. Grade Level- You can assign this test to a certain Grade Level.
7. Site- If you have access to multiple sites, you can select which sites students can access the test.

8. User- Select your name.
9. Departments- Optional.
10. Course- Select the course you would like to assign this test to.
11. Section- This is generally for secondary, this allows you to chose a specific period.
12. Students- You may select All Students, or just specific students to make this test available to online.
13. Click **Save**.

## Administration Settings (Click Show):

**Online Testing - Administration Settings** Hide

---

Time of Day Window:  All Day  Daily Window 1

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

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

4 CR Input Method:  Online Entry  Written

5 Availability:  Open  Password

6 Browser:  Any Browser / Device  Locked Browser Only  
Locked Browser supports Windows or Mac Desktop only. Mobile and iOS devices not supported. See the [Installation Instructions](#) for more info.

Randomize Answer Choices:  Normal Choice Order  Randomize Choice Order 7

**1. Time of Day Window** This will limit assessments from appearing for students outside the hours specified. This feature works based on the timezone of the district. Ex. If it is set from 7am-3pm and a student decides to try to take a test at 3:01pm, they will not be able to. The time stamp will only allow the test to be started during that window. It will NOT log out the child if they are taking the test and the window closes.

**2. Time Duration** If you would like to restrict the amount of time a student as to complete the test.

**3. Student Pauses** If you would like the student to be able to pause the assessment to use the bathroom, etc.

**4. Constructed Response Input Method** Do you want students to write answers to a constructed response question in a box online, or on a physical piece of paper?

**5. Availability** Open to all students? Or do you want to require a password to access the test?

**6. Browser** Would you like students to be able to use any browser/device to take the assessment or would you like to restrict them to a locked browser?

*This feature will only be seen on the screen if enabled or turned on by a System Administrator. If using this feature, there are steps you must take to make it work:*

- First, install the locked browser from [www.illuminateed.com/downloads](http://www.illuminateed.com/downloads).
- Next, in your assessment, set up your online testing roster (which is outlined here). When you are setting that roster, select "locked browser."
- Then, make sure to set a password for the administrator to unlock a student's locked browser.
- Finally, it then will open the assessment from the student's portal window in a locked browser as long as it has been installed on the work station. Students will use a regular browser (i.e. Google Chrome) to log into their portal and clicking on the test will allow it to start in the locked browser.

*Currently, our locked browser option is not supported by Chromebooks since you cannot install plugins on them. If using Chromebooks, click on the link below for information from Google on how to work around this.*

<https://support.google.com/chrome/a/answer/3273084?hl=en>

**7. Randomize Answer Choices** When enabled, this will randomize all students answer choices similar to having different versions of the test. Questions/Items will be in the same order for each student, but given a different order of answer choices for the item.

8. Click **Save**.

## Tool Settings (Click Show):

### Online Testing - Tool Settings Hide

Ruler:  Disable  Use Item Setting

Calculator Basic:  Enable  Disable  Use Item Setting

Calculator Scientific:  Enable  Dsiable  Use Item Setting

Protractor:  Enable  Disable  Use Item Setting

Digital Notepad:  Enable  Disable

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

Formula Sheet:  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!*

This is where you will enable tools for students to use with their online assessment. Currently, the following tools are available:

- Ruler
- Calculator Basic
- Calculator Scientific
- Protractor
- Digital Notepad

Each tool has a variety of options on how it is assigned to students to utilize during the assessment:

1. **By default**, tools previously assigned to items by vendors and authors, will be available for students and are marked as **Use Item Setting**.
2. **By default**, the **Digital Notepad** is available for students in their toolbar during the assessment.
3. **Enable** will turn on the tool and make it available to use for *all items*
4. **Disable** will turn off the tool and it will not be made available, even if the tool is part of the item's setting

5. Select **Cancel** if you don't want to apply any changes made

6. Select **Save** to save and apply changes made

**Note:** Rulers can only 'Use Item Setting' because the ruler is specific to image sizes.

## Online Testing Assessment Rosters Overview

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
Walls, Clyde	Jul 25, 2013 3:13:00 PM	Jun 30, 2014 5:13:00 PM	All Day	<span style="color: green;">■</span>	None			Lincoln Elementary School	Walls, Clyde				3	<span style="color: red;">✗</span>		<a href="#">Edit</a>	<input type="checkbox"/>
Illuminats, User	Apr 15, 2013 1:40:00 PM	Sep 1, 2013 3:40:00 PM	All Day	<span style="color: red;">■</span>	None			Lincoln Elementary School	Walls, Clyde				2	<span style="color: green;">✓</span>			

Legend: ■ Pending ■ Current ■ Passed

[Delete](#)

Once **Save** has been selected you will be redirected to the information screen that shows all of the details of the test. From here you can view the Window Start and End date, Status of a test (Pending, Current, Passed), Time Duration (If Applicable), Grade level, Site, User, Department, Course, Section, Students (assigned to take the test online), and you can Edit, Delete and Add (Add Roster) more students to the test from here.

**Note:** If an **X** shows in the box under 'Portal' this means that some of the students rostered to this test do not have portal access. To see a list of which students have access and which students who do not, click on the number under 'Students'. Those who do have access already, will still be able to take the exam.

You can also **Preview Online Assessment**, if you would like to see what it will display like to students. Once clicked you will get some options to customize the way you view your preview (i.e. availability, browser, constructed response input method, etc.).

## Next Steps

Get to know our progressing monitoring tools while administering the assessment in [Monitoring Progress on Online Assessments](#).

For additional resources on Online Testing, see the Illuminate U! lesson: [U360 Online Testing Administration](#)

# Enabling Locked Browsers for Online Testing

Illuminate Locked Browser is a custom browser that locks down the testing environment within Illuminate Online Testing. The browser is created by and licensed for use from [Respondus](#). When students use the Locked Browser they are unable to print, copy, go to another URL, or access other applications. When an assessment is started, students are locked into it until they submit it for grading.

We've created this downloads page as a resource for downloading and installing the Illuminate Locked Browser. You'll be able to find all the current versions of Illuminate Locked Browser. If you are not a district or site tech, please talk with someone at your district or site before installing any of these programs.

*NOTE:* There are permissions that must be enabled to use this feature. ('Online Testing- Allow use of Locked Browser')

## Current Version:

The current versions of the Illuminate Locked Browser are:

**1.0.5.16 (PC)** Released: 10-29-2013

**1.0.5.12 (Mac)** Released: 09-04-2013

To download and utilize locked browsers click here: <https://www.illuminateed.com/downloads/lockedbrowser.html>

## NOTE: Chromebooks and Locked Browser Option

Currently, our locked browser option is not supported by Chromebooks since you cannot install plugins on them. If using Chromebooks, click on the link below for information from Google on how to work around this.

<https://support.google.com/chrome/a/answer/3273084?hl=en>

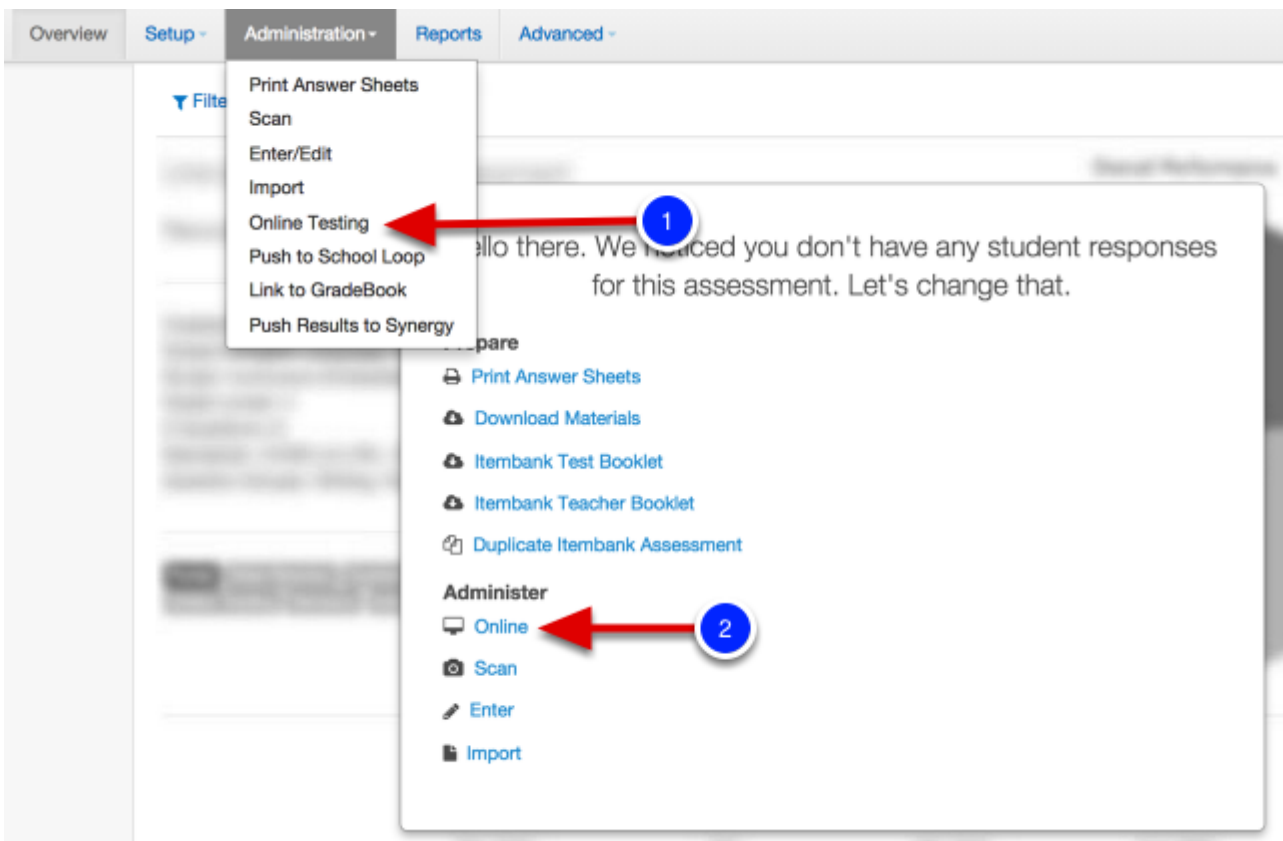
## Using a Locked Browser

- First, install the locked browser as outlined above.
- Next, in your assessment, set up your online testing roster (which is outlined in the document '[Enable Assessment for Online Testing!](#)'). When you are setting that roster, select "Locked browser."
- Then, make sure to set a password for the administrator to unlock a student's locked browser.
- Finally, it then will open the assessment from the student's portal window in a locked browser as long as it has been installed on the work station. Students will use a regular browser (i.e. Google Chrome) to log into their portal and clicking on the test will allow it to start in the locked browser.

# Monitoring Progress on Online Assessments

This lesson will guide you through the process of using Illuminate's Proctoring tools for Online Assessments. You can monitor student progress, allow them to prompt you for help, and pause their assessment. It is helpful to open the proctor screen on a device you are using to monitor the administration.

## Where to Start



Once in the assessment overview, select:

1. **Administration**, and then **Online Testing** OR
2. Just click **Online**.

Online Testing - Assessment Rosters

Created By	Window Start	Window End	Time of Day Window	Status	Time Duration	Academic Year	Grade Level	Site	User	Department	Course	Students	Portal	Password	Edit	Delete
Walks, Clyde	Dec 13, 2013 5:50:00 PM	Dec 23, 2013 7:50:00 PM	All Day	<span style="color: red;">■</span>	None			Lincoln Elementary School	Walks, Clyde			31			Edit	

Legend: ■ Pending ■ Current ■ Passed

Here you will see the roster you set up for this assessment.

2. To monitor progress, click on the **number** (ie. 31) under 'Students'.



# Proctoring Tools Overview

Online Testing - Assessment Roster Students

2 Enable Student Help    Pause Assessment    List Assessment Rosters 4

3 Search

1

Displaying 1 to 22 of 22

Student ID	First Name	Last Name	Portal Access	Started At	Finished At	Time Elapsed	Viewing	# Pauses	Actions
113743	Ngocson	Bendiola	Yes	Apr 16, 2014 11:10 AM		04m	Finished	2	Actions - Force Finish Resume
113759	Thuynguyen	Carpinteiro	Yes						Actions -
113755	Nhung Michelle	Fontenot	Yes	Apr 16, 2014 11:10 AM	Apr 16, 2014 11:15 AM	04m	Finished	1	Actions -
114409	Karine	luchi	Yes	Apr 16, 2014 11:14 AM	Apr 16, 2014 11:15 AM	01m	Finished	0	Actions -
113840	Canh Dinh	Kowertz	Yes	Apr 16, 2014 11:10 AM	Apr 16, 2014 11:12 AM	01m	Finished	0	Actions -
121581	Jayana	Krysty	Yes	Apr 16, 2014 11:12 AM	Apr 16, 2014 11:15 AM	03m	Finished	1	Actions -

This will populate your roster. There are a few things you can do on this page:

1. Look over your roster, for each student you will see that you can **view Start/Finish times, Time Elapsed, What question they are viewing, any pauses, and you can take action depending on what is available.**
2. **Enable Student Help**- This allows students to click a button to alert you that they need help.
3. **Pause Assessment**- This pauses the assessment for ALL students. The Pause under the 'Actions' menu pauses it for an individual student. If the test is timed, Pause will not negatively impact the student's allotted time, it will merely continue when un-paused.

## Enable Student Help

Learning About Itembank Item Types

Zoom In    Zoom Out    Reset    Chaysea Arguello

Online Only Items - Question 8

Previous    Question 8    Next

Protractor    Calculator    Calculator

Review / ✓

Saved

Zoom In    Zoom Out    Reset    Chaysea Arguello

Online Only Items - Question 8

Previous    Question 8    Next

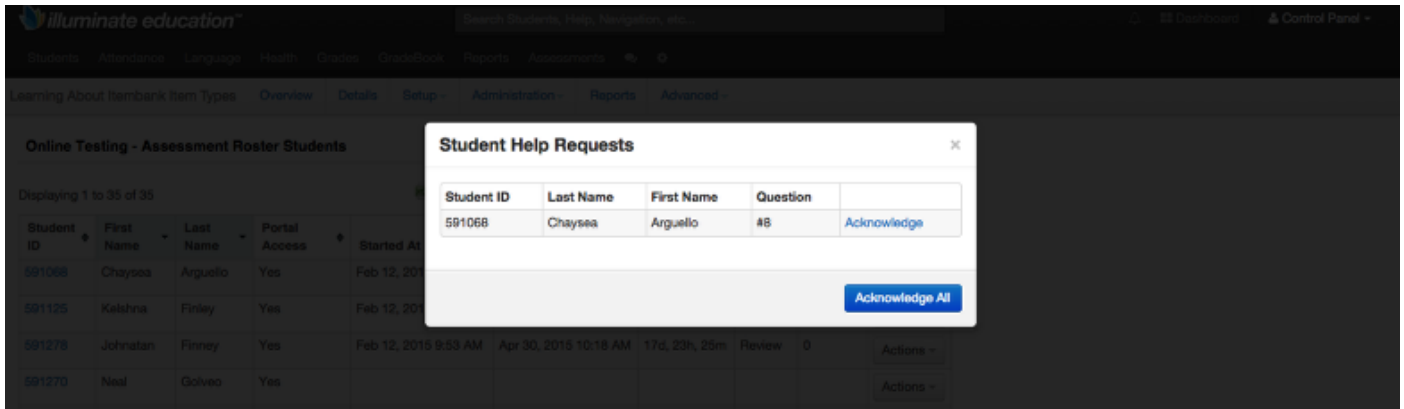
Protractor    Calculator    Calculator

Part A:

James solved the math problem  $7 \times 9 = \dots$ . Choose a situation that could be described

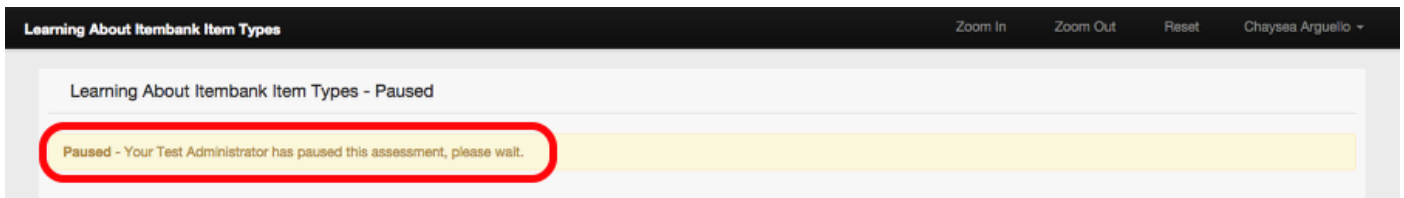
When enabled, this feature provides a student the **Help** icon when taking an assessment. During the assessment, the student can select the **question mark** icon, alerting the student it has been sent.

## Teacher View



On the assessment's Online Roster, a **Student Help Request** window will pop-up or alert the administrator. They can either **Acknowledge** a single student or **Acknowledge All**, if multiple students are asking for help.

## Pause Assessment

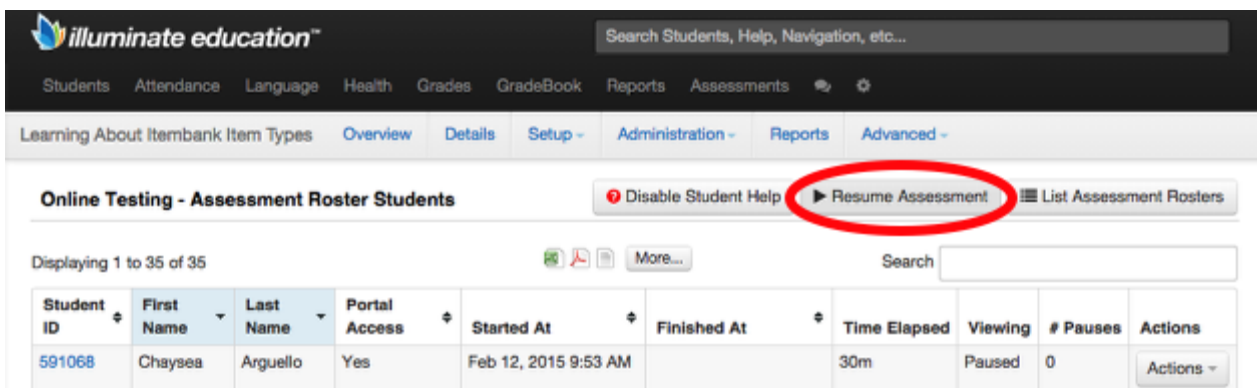


When enabled, this feature will **Pause Assessment** and freeze *all students* assessments from being changed. Pauses are meant to be short-term breaks when you need to get the class' attention, take a quick short break, stand-up and stretch, etc.

If you pause and students exit the portal without submitting results or completing the assessment, the timer will continue to track how long the student has been testing. Students will be able to continue the test at anytime within the testing window.

Student's previous work will remain available and saved.

## Teacher View



The screenshot shows the 'illuminate education' interface. At the top, there is a search bar and navigation tabs for 'Students', 'Attendance', 'Language', 'Health', 'Grades', 'GradeBook', 'Reports', and 'Assessments'. Below this, there are sub-tabs for 'Learning About Itembank Item Types', 'Overview', 'Details', 'Setup', 'Administration', 'Reports', and 'Advanced'. The main heading is 'Online Testing - Assessment Roster Students'. Below the heading, there are buttons for 'Disable Student Help', 'Resume Assessment' (circled in red), and 'List Assessment Rosters'. A table below shows student data with columns for Student ID, First Name, Last Name, Portal Access, Started At, Finished At, Time Elapsed, Viewing, # Pauses, and Actions. The first row shows student 591068, Chaysea Arguello, with a 'Paused' status and 0 pauses.

The administrator will then need to **Resume Assessment** for all students or individual students in the *Actions* menu. To note, resuming the assessment will stop the timer, making the time elapsed data more valid. Students can still leave the assessment without submitting or finishing, and will be able to return to the test at any time within the testing window to complete it.

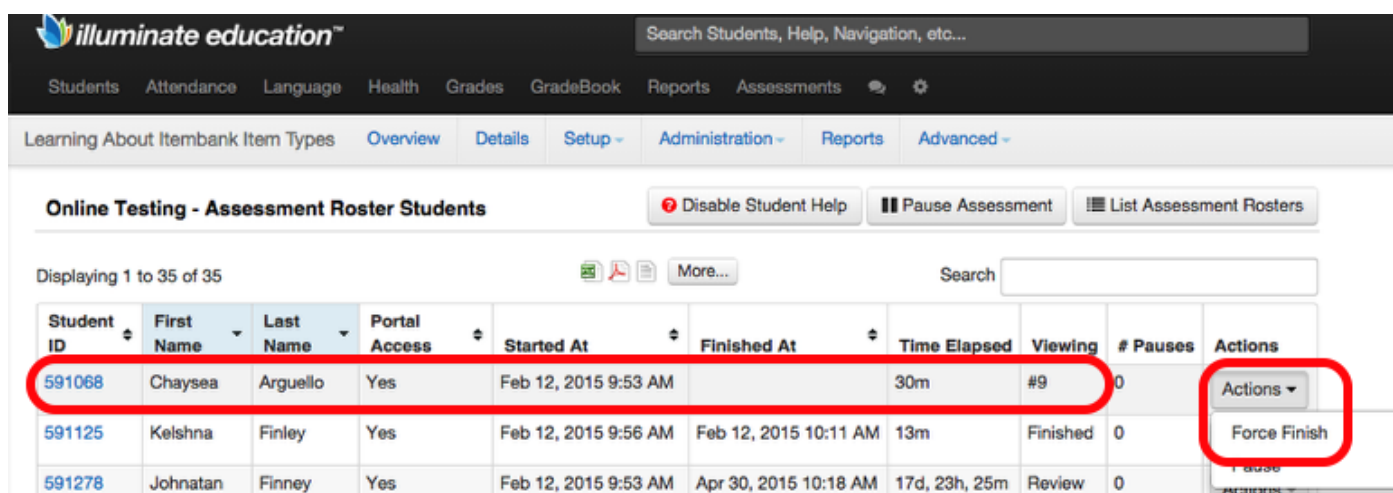
## Actions Menu

Depending on where a student is on the administration of the assessment, a variety of *actions* will be available. Available actions will also depend on the **Online Testing Window** created for the assessment and roster.

## No Actions Available

Until a student has begun an assessment, no actions will be available for the administrator in the student's *Actions* menu.

## Force Finish



The screenshot shows the 'illuminate education' interface. At the top, there is a search bar and navigation tabs for 'Students', 'Attendance', 'Language', 'Health', 'Grades', 'GradeBook', 'Reports', and 'Assessments'. Below this, there are sub-tabs for 'Learning About Itembank Item Types', 'Overview', 'Details', 'Setup', 'Administration', 'Reports', and 'Advanced'. The main heading is 'Online Testing - Assessment Roster Students'. Below the heading, there are buttons for 'Disable Student Help', 'Pause Assessment', and 'List Assessment Rosters'. A table below shows student data with columns for Student ID, First Name, Last Name, Portal Access, Started At, Finished At, Time Elapsed, Viewing, # Pauses, and Actions. The first row shows student 591068, Chaysea Arguello, with a 'Paused' status and 0 pauses. The 'Actions' menu for this student is open, showing 'Force Finish' circled in red. The second row shows student 591125, Kelshna Finley, with a 'Finished' status and 0 pauses. The third row shows student 591278, Johnatan Finney, with a 'Review' status and 0 pauses.

**Force Finish** will be an available option while a student is taking an assessment. The administrator can select *Force Finish* to manually end the student's session and submit results.

To allow the student to take the assessment again, the administrator must *Re-Open* the assessment.

## Pause/Resume

illuminate education™ Search Students, Help, Navigation, etc...

Students Attendance Language Health Grades GradeBook Reports Assessments

Learning About Itembank Item Types Overview Details Setup Administration Reports Advanced

Online Testing - Assessment Roster Students Disable Student Help Pause Assessment List Assessment Rosters

Displaying 1 to 35 of 35 More... Search

Student ID	First Name	Last Name	Portal Access	Started At	Finished At	Time Elapsed	Viewing	# Pauses	Actions
591068	Chaysea	Arguello	Yes	Feb 12, 2015 9:53 AM		30m	#9	0	Actions Force Finish Pause
591125	Kelshna	Finley	Yes	Feb 12, 2015 9:56 AM	Feb 12, 2015 10:11 AM	13m	Finished	0	
591278	Johnatan	Finney	Yes	Feb 12, 2015 9:53 AM	Apr 30, 2015 10:18 AM	17d, 23h, 25m	Review	0	

illuminate education™ Search Students, Help, Navigation, etc...

Students Attendance Language Health Grades GradeBook Reports Assessments

Learning About Itembank Item Types Overview Details Setup Administration Reports Advanced

Online Testing - Assessment Roster Students Disable Student Help Pause Assessment List Assessment Rosters

Displaying 1 to 35 of 35 More... Search

Student ID	First Name	Last Name	Portal Access	Started At	Finished At	Time Elapsed	Viewing	# Pauses	Actions
591068	Chaysea	Arguello	Yes	Feb 12, 2015 9:53 AM		44m	Paused	0	Actions Force Finish Resume
591125	Kelshna	Finley	Yes	Feb 12, 2015 9:56 AM	Feb 12, 2015 10:11 AM	13m	Finished	0	
591278	Johnatan	Finney	Yes	Feb 12, 2015 9:53 AM	Apr 30, 2015 10:18 AM	17d, 23h, 25m	Review	0	

As opposed to pausing all students on the roster, you can **Pause** individual students once they have begun the assessment. Pausing stops the time elapsed timer and freezes the student's screen from moving forward.

When ready, the student's information will show *Viewing as Paused*. In the *Actions* menu, **Resume** will be available to allow the student to continue taking the assessment.

# Re-Open

Learning About Itembank Item Types Overview Details Setup Administration Reports Advanced

Online Testing - Assessment Roster Students Disable Student Help Resume Assessment List Assessment Rosters

Displaying 1 to 35 of 35 More... Search

Student ID	First Name	Last Name	Portal Access	Started At	Finished At	Time Elapsed	Viewing	# Pauses	Actions
591068	Chaysea	Arguello	Yes	Feb 12, 2015 9:53 AM		30m	Paused	0	Actions
591125	Kelshna	Finley	Yes	Feb 12, 2015 9:56 AM	Feb 12, 2015 10:11 AM	13m	Finished	0	Actions
591278	Johnatan	Finney	Yes	Feb 12, 2015 9:53 AM	Apr 30, 2015 10:18 AM	17d, 23h, 25m	Review	0	Re-Open
591270	Neal	Golveo	Yes						Actions

When students click 'Finish' on an assessment, they submit results and are locked out of the assessment. For a student to continue the assessment, the administrator needs to re-open it. In the student's **Actions** menu, select **Re-Open**.

Now the student can either log into the portal or they can refresh their portal account if already logged in, and see the assessment under *Pending Assessments*

## Next Steps

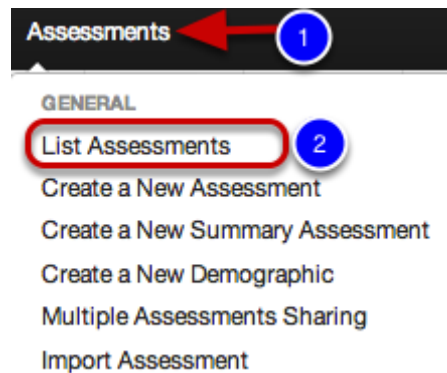
Now that you have learned all about monitoring progress, take a look at [Grading Constructed Response Items](#) to get started evaluating student's work!

# Grading Constructed Response Items

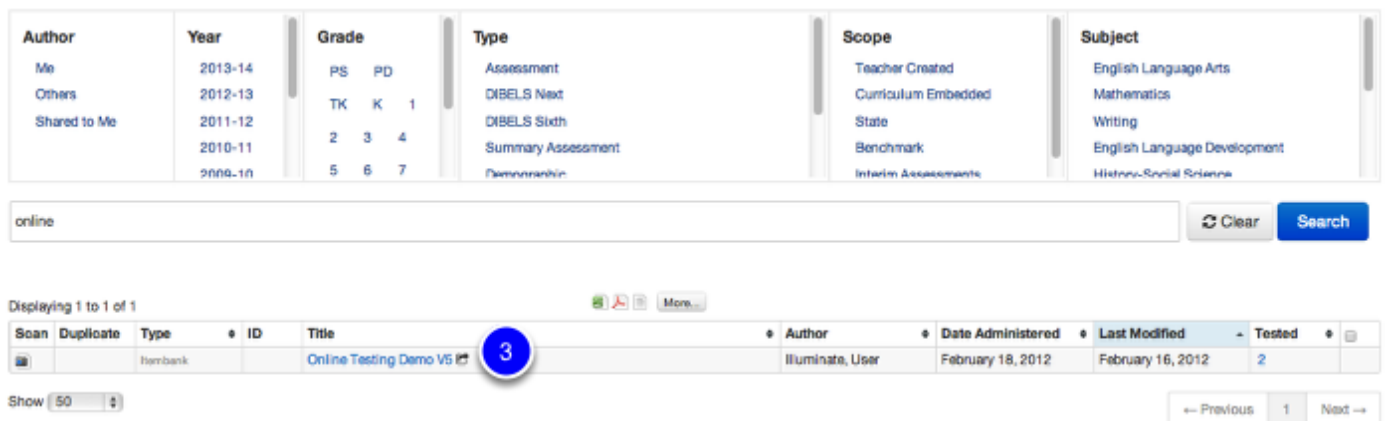
This lesson will guide you through the process of grading a constructed response item that was on an assessment administered online. This means that students typed in a response, which Illuminate stores, but does not grade for a user. The user must manually enter these scores.

There are two ways to see these scores for grading.

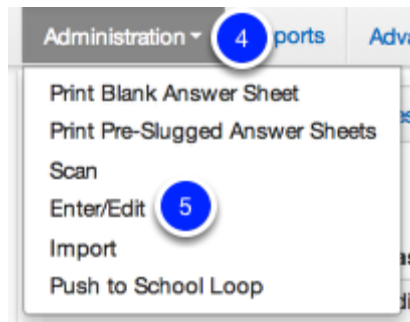
## Where to Start



1. Select the **Assessments** tab.
2. Click **List Assessments**.



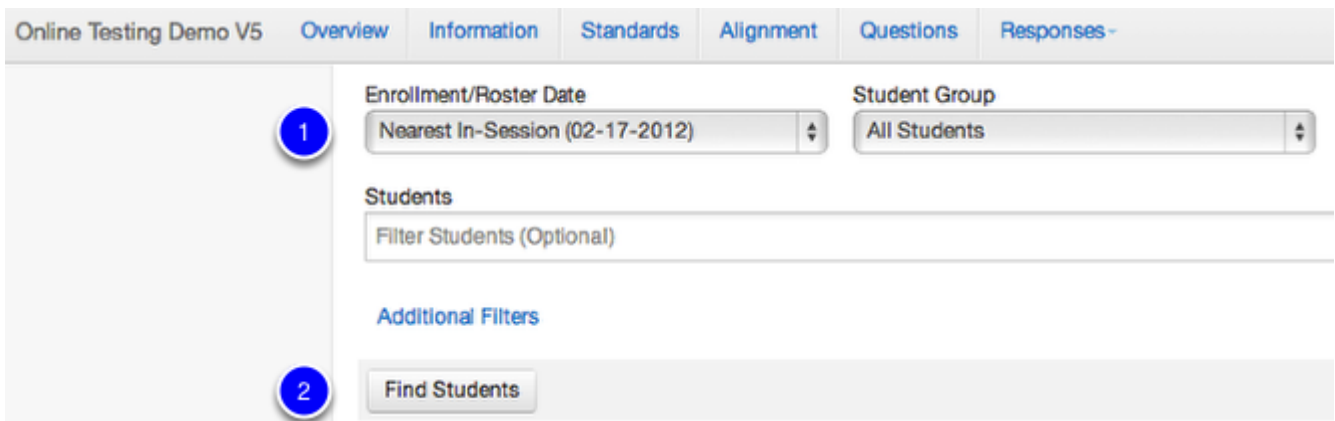
3. Once in your list of assessments, find the assessment you need to grade responses for, click on the **title**.



Once in the Assessment Overview:

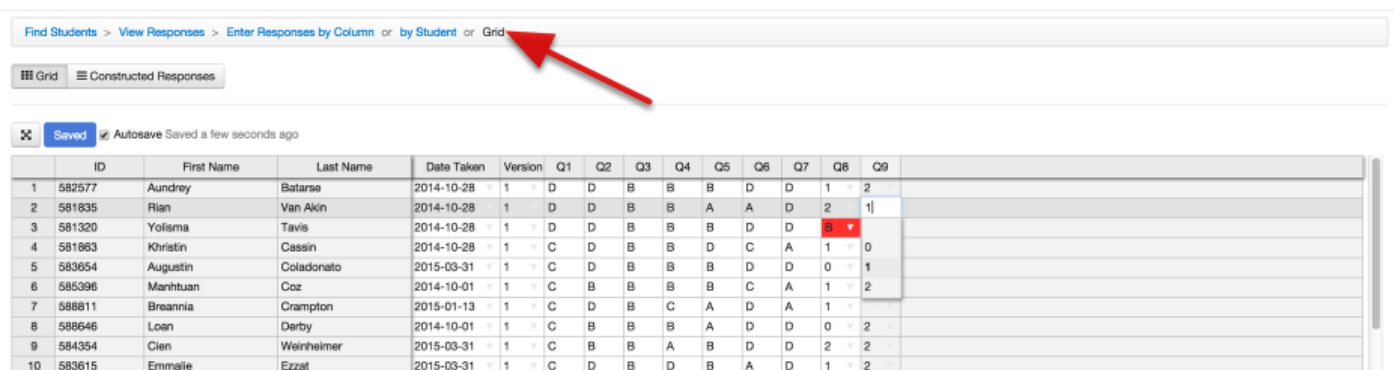
4. Click on **Administration**.
5. Select **Enter/Edit**.

## Entering Data for a Constructed Response



1. Use the dropdown menus to specify what students you want to enter data for.
2. Click **Find Students**.

## Entering Constructed Response Data using the Grid



1. Once you've followed steps 1-5 under 'Where to Start', select **Grid** at the top of your page. The Grid Enter/Edit method utilizes the same set of features- fill down, rubric dropdown, locked header/column, autosave, highlighting of wrong value input, etc- as 'Enter Responses by Column' or 'By Student'.

2. To see your Constructed Response question(s), click **Constructed Response**.

Gr 6 Math Fall Benchmark Publish Overview Information Standards Alignment Questions Share Responses - Advanced -

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

Grid Constructed Responses

Q20 Show Question

Save Autosave

ID	First Name	Last Name	Q20	Student Response
1 574011	JOSHUA	ADLER	-	Emily, they were not loosing apples/pears, they were gaining them
2 576527	ADEN	AL-HARDAN	-	Emily's coordinate plane is correct because if the x-axis represents the number of apples and the y-axis represents the number pears, it shows the correct data. While Hanna's isn't correct because she is using the wrong quadrant of the coordinate plane; which means she is saying there are 2 apples for every -2 pears. Therefore, Emily is correct.
3 576502	AVI	ALBERT	-	emily because hanna did negtive
4 132673	SEBASTIAN	ALCOCK	1	Emily has drawn the correct plane because Hanna's plane means that for every 2 apples that they picked they had -3 pears which is incorrect based on their information. However Emily's plane shows that there was for every 2 apples they picked three pears. That is correct.
5 129471	BRIAN	ALEGRE	2	Emily's because her three black dots needs to be up not down only up and her dots are strate.
6 133176	CLAIRE	ALEXANDER	-	-
7 568001	MAXWELL	ALEXANDER	-	emily has drawn the correct coordinate plain, because she followed the ratios, and they are lined up right two.
8 133502	ANTONIO	ALVARADO-FRIAS	2	Emily has the write answer because she has the numders in place so she as them correct then Hanna Hanna's would be write but Emily is more write
9 574501	KELLY	ALVAREZ	-	emily is right because she got all the right answers and the other ones are in the nightwv places

### Question Q20

Who has drawn the correct coordinate plane? Explain your answer.

**Rubric** 2 Point(s)

**2** Point(s) The student demonstrates a thorough understanding of plotting ratios on coordinate planes. The student identifies the correct choice and provides a detailed explanation. Emily is correct. Her x-values are the number of apples picked and her y-values are the number of pears picked. Hanna is incorrect because she plotted her points in the wrong quadrant.

**1** Point(s) The student demonstrates a partial understanding of plotting ratios on coordinate planes. The student identifies the correct choice, but does not provide a detailed explanation.

**0** Point(s) The student demonstrates inconsistent or no understanding of plotting ratios on coordinate planes.

Created on Sep 11, 2013  
Master ID 281772 | Revision 1 | INSPECT

Close

This view will show you a list of your students, scoring column, and the student response to the question.

1. Read the students response.
2. If you need to review the question and scoring rubric, click on **Show Question** and the question/rubric will show in a pop up window.
3. Input the student's score in the scoring column.
4. Make sure to **Save** as you go if Autosave is not selected.



5. To navigate to another Constructed Response item, simply use the **Arrow** keys at the top of the page.

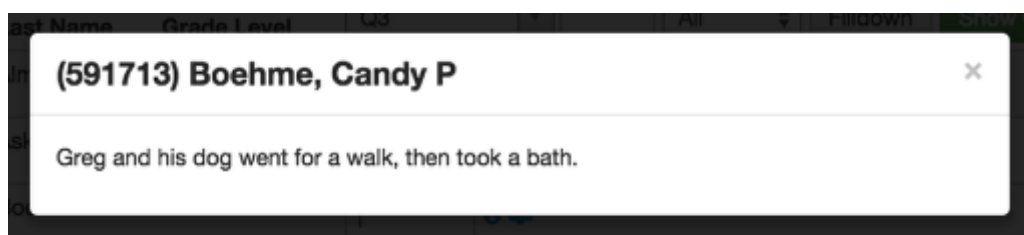
## Entering Constructed Response Data using 'By Column'

ID	First Name	Last Name	Grade Level	Q3		All	Filldown	Show Question
590807	Wasim	Almeyda	2	2	i			
590906	Scherezade	Askerlund	2	1	i			
591713	Candy P	Boehme	2	1	i			

This view will show you a list of your students and scoring column with an i next to it if the student typed in a response.

1. To read the students response, click on the blue i icon or the screen icon. (See below.)
2. If you need to review the question and scoring rubric, click on **Show Question** and the question/rubric will show in a pop up window.
3. Input the student's score in the scoring column.
4. Make sure to **Save** as you go if Autosave is not selected.
5. To navigate to another Constructed Response item, simply use the **dropdown** menu at the top of the page.

### If you click on the 'i' icon:



This will display just the student's response.

If you click on the screen icon:

The screenshot shows a window titled "Question Q10 (Alexandrie Engel)".

**Part A:**  
Choose the correct number to make the number sentence true.

$\times \frac{1}{12} = \frac{8}{12}$

**Part B:**  
Which fractions are equivalent to  $\frac{8}{12}$ ? Choose *all* that are correct.

A.  $4 \times \frac{2}{12}$

B.  $8 \times \frac{12}{12}$

C.  $4 \times \frac{4}{12}$

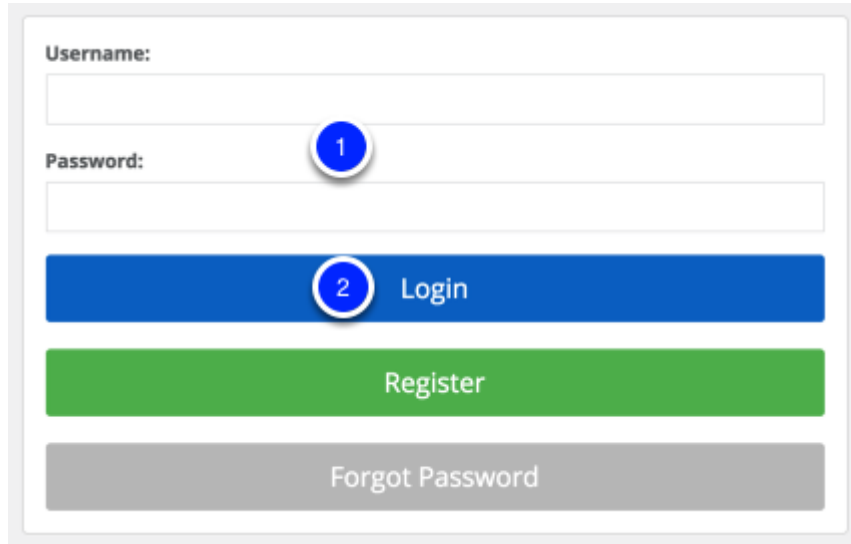
Close

This will display the student's response, along with the question and question information.

# Student/Family Guide

This lesson will guide you through the process of taking an assessment online and viewing your results from current and past assessments.

## How to Access Your Illuminate Home Connection Portal



The image shows a login form with the following elements:

- Username:** A text input field.
- Password:** A text input field with a blue circle containing the number '1' next to it.
- Login:** A blue button with a white circle containing the number '2' next to the text 'Login'.
- Register:** A green button with the text 'Register'.
- Forgot Password:** A grey button with the text 'Forgot Password'.

Open your preferred Internet Browser and visit your school's portal site. Your portal's web address should look something like the following: **yourdistrictname.illuminatehc.com**.

1. Type in your **Username** and **Password**. This information is available from your classroom teacher.
3. Click **Login**.

Your first time logging in you will be prompted to **change your password**. Contact your teacher if you forget your password.

# Portal Dashboard

illuminate education

Welcome User

There is no gradebook data available for because there are no open grading periods yet.

Pending Assessments

No pending Assessments at this time.

Recent Assessments

No assessments at this time

1. **Main Dashboard** is your default view when you sign in. You may also choose **Assessments**, **Attendance**, and **Classes, etc.**, along the left hand side.

2. **Assessments** shows all **Pending Online Assessments** displays all assessments available online.

3. Choose a language: **English** or **Spanish**.

4. When finished with the portal, always **Log Out**.

## Taking Your Online Assessment

Assessments

Missing Recent Scores? [Update](#)

Pending Assessments

Assessments	Testing Window Ends
Final Assessment V13	Friday, January 1, 2016 at 2:55 AM
Algebra October Interim Assessment A	Saturday, January 2, 2016 at 2:16 AM
ELA Test 1 Jan	Tuesday, January 5, 2016 at 9:58 PM
Algebra Jan.	Tuesday, January 5, 2016 at 10:25 PM
Algebra Jan (B)	Wednesday, January 6, 2016 at 9:25 PM
English Jan. Reading (A)	Wednesday, January 6, 2016 at 10:22 PM
English Jan. Reading	Friday, January 8, 2016 at 8:18 PM
ELA Test 1 Jan (B)	Friday, January 8, 2016 at 9:08 PM

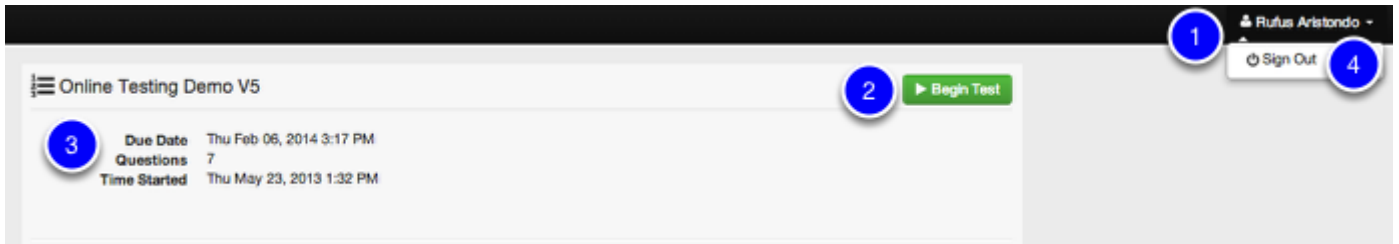
Recent Assessments

Assessment	Pts/Possible	Score	Date Taken
<a href="#">See what you know</a>	9/10	90	Jun 30, 2015
<a href="#">Math November Interim Assessment B</a>	10/23	43.5	May 1, 2015

To take an assessment(s) online, you may do one of the following:

1. Click on the **title** of the assessment you wish to take online under 'Pending Assessments'.

'Recent Assessments' shows the tests you have completed recently and your score.

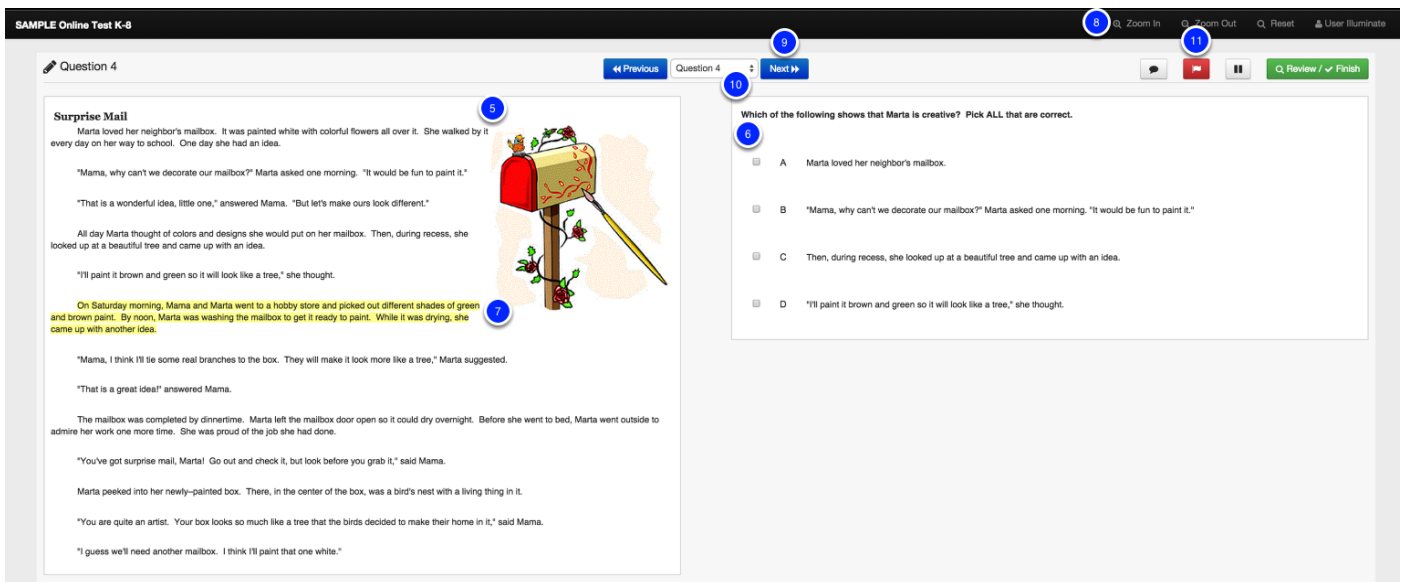


1. Here you can see your name.

2. To begin the test, select **Begin Test**.

3. This area displays all of the assessment information such as title, due date, and the number of questions on the assessment.

4. **Sign Out** when you need to leave this page or if you are finished with the assessment.



5. Pictures and passages display here. You may use your mouse to scroll up and down through the passage.

6. Here are your questions. **Click the bubble** to select the best answer choice.

7. You can **highlight** text using your mouse, just hold down your mouse button and glide over the text you wish to highlight. *Note-* Once you move away from this question, the text will no longer be highlighted.

8. **Zoom In/Zoom Out** allows you to make the text bigger or smaller on the page.

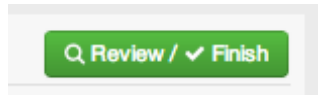
9. **Next** allows you to go to the next question in the assessment. **Answer choices will automatically save when Next is selected.**

10. Select a question in the dropdown to skip to a different question in the assessment.

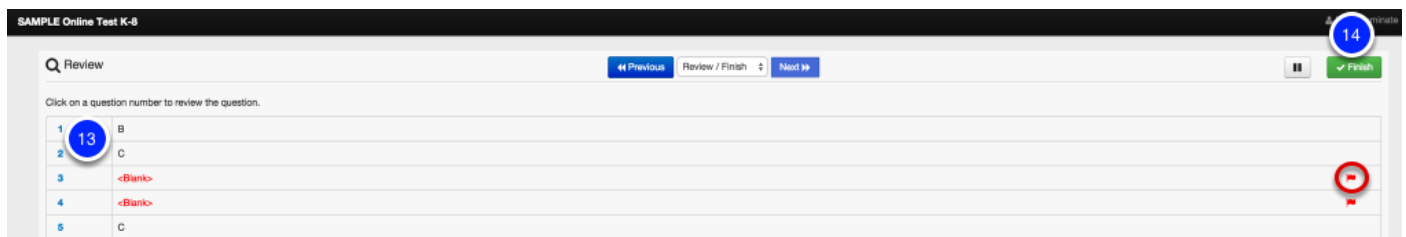
11. If you want to flag an item to come back to it later, hit the green **flag** button. This will show up on your final review page to indicate to you that you wanted to return to that item.

- A
- B
- C
- D
- E

This screen shot is an example of what a non-itembank test looks like, think of it like an online answer document. You will be inputting your answers to go along with a paper copy of a test.



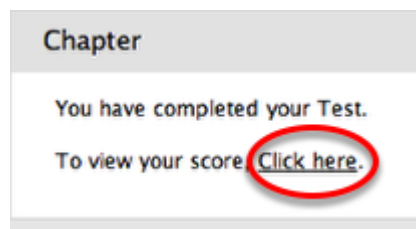
12. Select **Review/Finish** to review your answer choices and finish your assessment.



13. Review your answer choices. Click on the question number to go back to the question. Note that if you flagged an item to go back to, a little red flag shows at the far right.

14. Select **Finish** to end your assessment and save your score.

## Viewing Your Assessment Results



Once **Finish** is selected, to view your assessment scores, select **Click Here**.

## Assessments

Missing Recent Scores? [Update](#)

## Pending Assessments

Assessments	Testing Window Ends
Math October Interim Assessment A	Friday, July 17, 2015 at 6:49 PM
Test	Friday, July 31, 2015 at 11:08 PM
Key Data Sys - Grade 5 Math Performance Task CCSS	Thursday, September 10, 2015 at 12:28 AM
Final Assessment V12	Wednesday, December 2, 2015 at 2:48 AM
Final Assessment V13	Friday, January 1, 2016 at 2:55 AM
Pre Test	Friday, July 15, 2016 at 10:12 PM

## Recent Assessments

Assessment	Pts/Possible	Score	Date Taken
<a href="#">Math November Interim Assessment B</a>	23 /23	100	Jul 2, 2015
<a href="#">Math October Interim Assessment A</a>	14 /22	63.6	Jul 2, 2015
<a href="#">Unknown GradeCam Assessment</a>	5 /10	50	Jun 5, 2015
<a href="#">Unknown GradeCam Assessment</a>	5 /10	50	Jun 5, 2015
<a href="#">Unknown GradeCam Assessment</a>	9 /10	90	Jun 5, 2015
<a href="#">Unknown GradeCam Assessment</a>	9 /10	90	Jun 3, 2015
<a href="#">Unknown GradeCam Assessment</a>	5 /5	100	May 28, 2015
<a href="#">Quick Quiz - Unit 4</a>	4 /5	80	May 28, 2015
<a href="#">Quick Quiz 3</a>	5 /5	100	May 28, 2015

You will be returned to your Student Dashboard which will display the assessments you have taken, points earned, total points possible, percentage score, and date taken. **Click on the title** of an assessment to get a full report of performance.

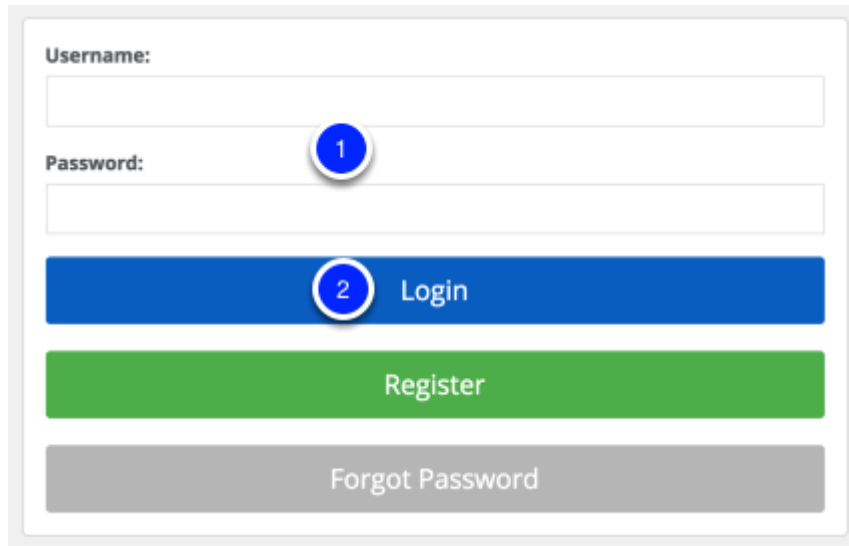
Select **Click to Update** to update your dashboard.

**Logout** when you are ready to exit the portal.

## Student/Family Guide (Spanish)

Esta lección le mostrara paso a paso como presentar el examen por Internet y también ver los resultados obtenidos tanto en este examen como en cualquier otro examen que haya tomado anteriormente.

### Cómo entrar al portal de Illuminate desde su hogar



The image shows a login form with the following elements:

- Username:** A text input field.
- Password:** A text input field with a blue circle containing the number '1' above it.
- Login:** A blue button with a blue circle containing the number '2' above it.
- Register:** A green button.
- Forgot Password:** A grey button.

En su computadora, abra su navegador de Internet preferido (Internet browser) y diríjase a la pagina de su escuela. Este es un ejemplo de cual seria el portal de entrada en la pagina de su escuela:

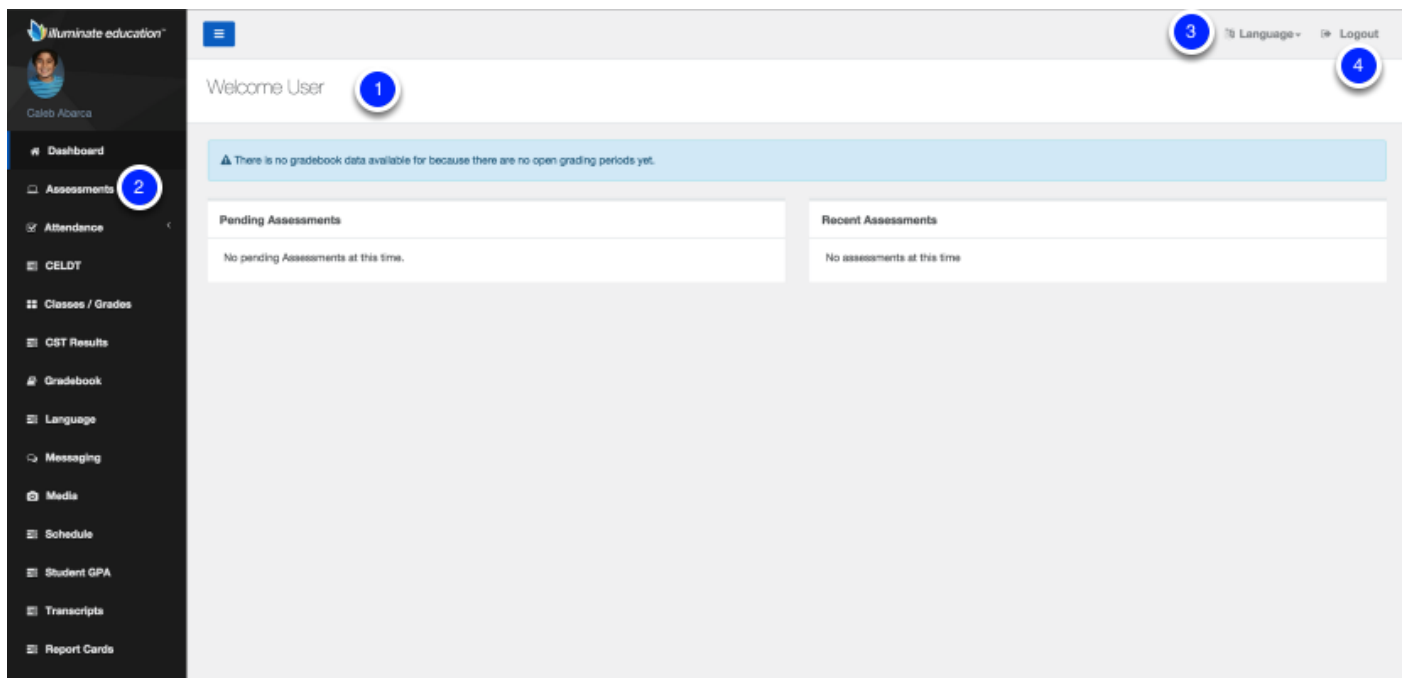
**[elnombredeldistrito.illuminatehc.com](http://elnombredeldistrito.illuminatehc.com)**

1. Indique su numero de identificación de estudiante y su contraseña (el profesor de la clase deberá previamente proveerle esta información).
2. Presione la barra que dice **Login**.

Al entrar por primera vez en la página, el sistema le requerirá que **cambie su contraseña**. Si ha olvidado la contraseña, por favor consulte con su profesor para obtenerla.



# Portal con el tablero de selecciones



1. **Main Dashboard** Esta es la página principal que usted verá cada vez que ingrese al banco de exámenes. En esta página también podrá tener acceso a sus clases y lista de asistencia siempre y cuando estas opciones estén disponibles.
2. **Assessments** Esta opción contiene todos los exámenes disponibles en el sistema así como los exámenes que el estudiante tiene pendientes. Al presionar la palabra **Assignments** o **View All**, obtendrá la lista de todas las pruebas disponibles en el sistema.
3. **Seleccione su idioma: English** (Inglés) o **Spanish** (Español).
4. Recuerde salir completamente de la página (**Logout**) una vez que termine con su prueba.

## Listo(a) para presentar la prueba en línea:

Assessments

Missing Recent Scores? [Update](#)

Assessments	Testing Window Ends
Final Assessment V13	Friday, January 1, 2016 at 2:55 AM
Algebra October Interim Assessment A	Saturday, January 2, 2016 at 2:16 AM
ELA Test 1 Jan	Tuesday, January 5, 2016 at 9:09 PM
Algebra Jan.	Tuesday, January 5, 2016 at 10:25 PM
Algebra Jan (B)	Wednesday, January 6, 2016 at 9:25 PM
English Jan. Reading (A)	Wednesday, January 6, 2016 at 10:22 PM
English Jan. Reading	Friday, January 8, 2016 at 8:18 PM
ELA Test 1 Jan (B)	Friday, January 8, 2016 at 9:08 PM

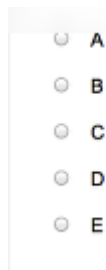
Recent Assessments	Pts/Possible	Score	Date Taken
<a href="#">See what you know</a>	9/10	90	Jun 30, 2015
<a href="#">Math November Interim Assessment B</a>	10/23	43.5	May 1, 2015

Escoja una de las siguientes dos opciones:

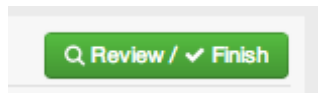
1. Seleccione el título del examen que desea presentar.

1. Aquí usted puede ver su nombre.
2. Para comenzar el examen, seleccione **Begin Test**.
3. En esta pagina usted podrá distinguir toda la información concerniente al examen tal como el título, fecha de vencimiento y el numero de preguntas que contiene.
4. Si termina el examen o necesita salir de la pagina, recuerde que deberá presionar **Sign out** para salir completamente de la pagina.

5. Aquí se muestran fotos y parajes. Usted puede usar el ratón para desplazarse de arriba a abajo a través de la pagina.
6. Aquí se muestran las preguntas del examen. Presione el circulo que contenga la mejor respuesta que se aplique a la pregunta en el examen.
7. Puede resaltar texto con el ratón , sólo mantener pulsado el botón del ratón y se deslizan sobre el texto que desea resaltar. Nota- Una vez que uno se aleja de esta pregunta , ya no se resaltará el texto .
8. Presione **Next** para avanzar a la siguiente pregunta. **Las respuestas ya seleccionadas en la pagina quedaran almacenadas una vez que presione Next.**
9. Para ver alguna otra pregunta del examen, seleccione **Skip to**.
10. Si quieres denunciar un elemento para volver a ella más tarde, pulse el botón de bandera verde . El mismo se mostrará en la página de revisión final para indicar a usted que usted quería volver a ese tema .

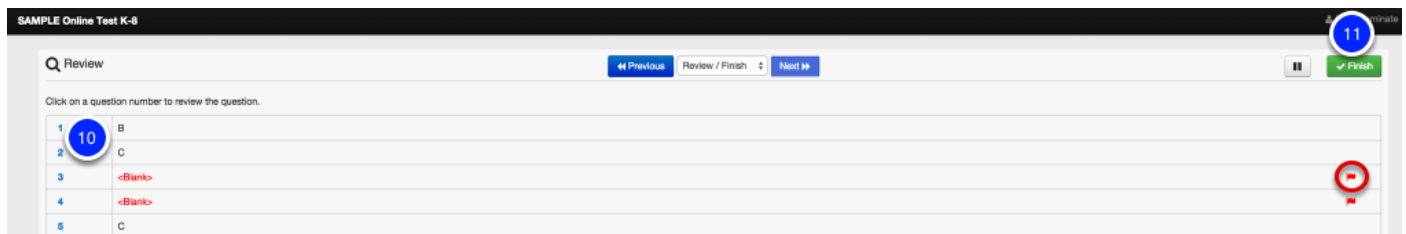


Esta pantalla muestra un ejemplo de opciones de respuesta a cualquier pregunta que no es parte del banco de datos del examen. Esta opción es en sí, el equivalente electrónico a tomar un examen tradicional leyendo las preguntas en el papel y seleccionando la respuesta correcta marcando el círculo correspondiente en la pantalla.



9. Para repasar las respuestas y finalizar el examen, presione **Review/Finish**.

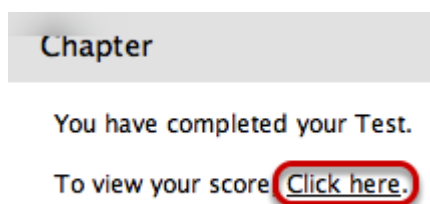
10. Antes de finalizar, también puede seleccionar **Previous** para regresar a la pregunta anterior.



11. Revise sus respuestas y si es necesario, presione el número de la pregunta que quiera volver a revisar. Tenga en cuenta que si usted Marcados un elemento para volver a, una banderita roja muestra en el extremo derecho .

12. Presione **Finish** para finalizar el examen y almacenar la puntuación.

## Revisando el resultado del examen



Una vez que presione **Finish**, el examen habrá terminado. Para ver el resultado, presione **Click Here**.

## Assessments

Missing Recent Scores? [Update](#)

## Pending Assessments

Assessments	Testing Window Ends
Math October Interim Assessment A	Friday, July 17, 2015 at 6:49 PM
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## Recent Assessments

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Unknown GradeCam Assessment	5 /10	50	Jun 5, 2015
Unknown GradeCam Assessment	9 /10	90	Jun 5, 2015
Unknown GradeCam Assessment	9 /10	90	Jun 3, 2015
Unknown GradeCam Assessment	5 /5	100	May 28, 2015
Quick Quiz - Unit 4	4 /5	80	May 28, 2015
Quick Quiz 3	5 /5	100	May 28, 2015

El sistema lo llevara a la pantalla que contiene el tablero de selecciones. Esta pantalla le mostrara los exámenes que se han tomado, los puntos acumulados, el total de puntos posibles, el porcentaje obtenido y la fecha en que se presentó el examen.

En esta pantalla también podrá seleccionar **Show All** para ver todos los exámenes que están disponibles, **Pending** para ver los exámenes que todavía no ha tomado y **Recent** para ver los exámenes que ha tomado recientemente. Para actualizar la información en la pantalla, presione **Update**.

Presione **Logout** para salir completamente del portal escolar.