

Illuminate Training Basic Orientation

GETTING STARTED

❖ RECOMMENDED BROWSERS

- Safari 5, Firefox 3, Chrome, Internet Explorer 8

❖ HOW TO LOG IN

- Open your browser and go to: abcusd.illuminateed.com
- Enter your username and password.

ABC Unified School District
abcusd.illuminateed.com

mwhite [password] Next

Forgot your Username or Password?

Logging into the new system.

1. Enter your Username and Password
2. Click Next
3. Wait for the Choose Your Site Box to Appear
4. Select the Site you wish to Login to
5. Click Login

- Click **Next**. As a teacher you will automatically go to your school home page.

❖ THE ILLUMINATE HOME PAGE (Dashboard)

- The Home page contains Widgets –Quick overview of data.
- Widgets can be added, hidden, deleted, or moved around using the tools located on each Widget title bar.



My Dashboard + Add Widgets What class would you like to view? (all classes) Academic Year 2011-2012

Bulletin No bulletins

Demographic Distribution Race & Ethnicity

CST Cluster Averages Test Year 2010-2011 Test Type Grade 6 ELA

Assessment List

Type	Title	Last Modified	Tested
ALS	Test12241 - Benchmark One-ELA7	October 20, 2011	0
ALS	Test12242 - Benchmark One-ELA8	October 20, 2011	0
ALS	Test10681 - Benchmark One-Foundations Of Algebra	October 18, 2011	0
ALS	Test10684 - Benchmark One-elist	October 18, 2011	0

Class Roster 0 Home Room

ID	Lastname	Firstname
438065	Tristan	Alexis
409802	Smith	Cynthia
406294	Valenzuela	Daniel
406387	Trejo	Guadalupe
437828	Valdez	Heydi
428198	Martinez	Isaac
46975	Taliez	Isaac

- You can return to the **Home** page from anywhere in Illuminate by clicking the House icon located in the Main Navigation bar.



❖ CHANGING YOUR PASSWORD

- After logging in the first time you will probably want to reset your password to one of your choosing.
- From any page within the program, click on the gold lock icon in the upper right hand corner of the screen.



- On the *Change My Password* screen, type the new password you would like to use. It must be 6 or more characters long. It can contain letters and/or numbers. It must not contain any spaces.
- Type the same password in the **Confirm password** section.
- Click **Save**.

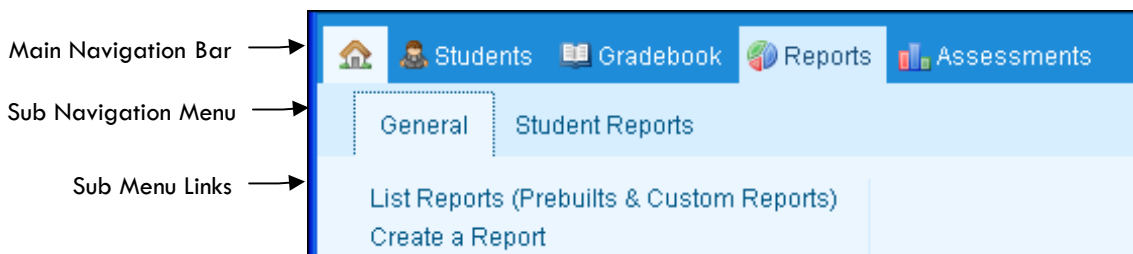
❖ GETTING HELP

- Click **Help** in the upper right corner of your screen to access step-by-step lessons and videos.
- You can download a manual that contains all the lessons in a selected section.



❖ BASIC NAVIGATION

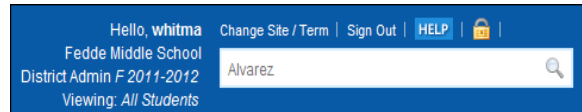
- Navigate easily through Illuminate using a series of menu options.
- The **Main Navigation** bar contains the main categories: *Home, Students, Gradebook, Reports, and Assessments* (Administrators may have additional categories).
- When you click on a Main Navigation bar item, a **sub-navigation bar** appears with additional options. Clicking on a sub-navigation menu item will display a list of **sub menu links**. Clicking on a link will take you to the appropriate screen.



❖ HOW TO DO A STUDENT SEARCH

There are several ways you can do a student search.

Do a Quick Search: Enter the student name in the text at the top right side of your screen and click on the magnifying glass. If you only enter the last name, you may get a list of students that match.

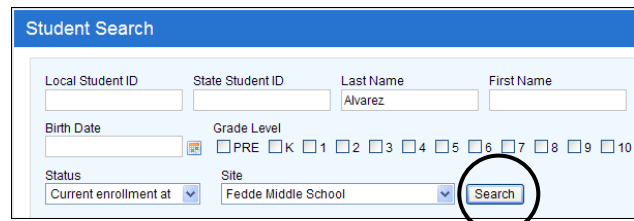


A Regular Student Search: This method will give you more options for searching.

- Click on **Students** in the Main Navigation Bar.
- Select the **General** tab from the sub navigation bar.
- Click on **Search**. The Student Search window displays.
- Enter any **criteria** by which you'd like to search. You may enter one piece of information or many pieces; the criteria will narrow down the list of students (or single student) produced.

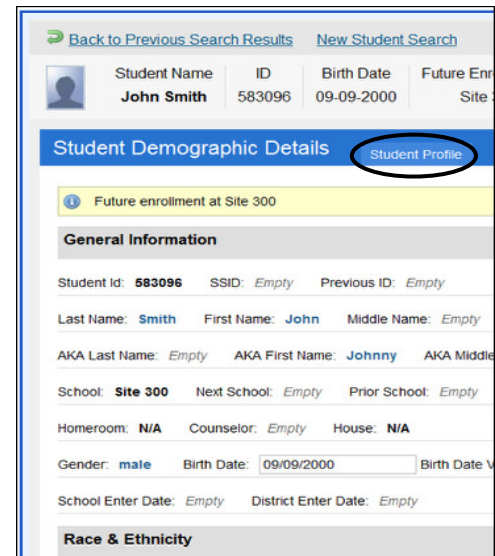


- Click **Search**.
- If your search criteria applies to more than one student, you will see a list of students.
- Notice the student names are highlighted in blue. Anything in blue means it is clickable. **Click** on the student whose data you wish to view.



ID	Student Name	State Student ID	Birth Date
424284	Smith, Aarnivia Da'Shawn	1170628863	10-09-2001
333827	Smith, Aaron Michael	7039663176	06-14-1995
436758	Smith, Adam Nicholas	4901400764	06-16-2006

- This will display the student's demographic data. To see additional student profile data (CST data, assessments, schedule, enrollment history, etc.), click on the **Student Profile** link.



❖ HOW TO LOG OUT

- At the end of your session be sure to log out of the system by clicking the **Sign Out** button located at the top right corner of the screen.

