

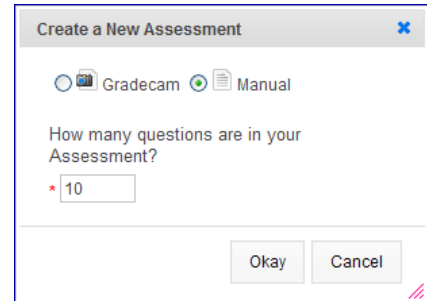
Creating an Assessment

There are two options for creating an assessment

- **GradeCam** – Scan now for an on the fly exam **OR**
- **Manual** — Create an exam for later use. This option lets you enter the answer key, link standards, and share your assessment during the creation process.

Create an Assessment

- Once logged into Illuminate, click on the **Assessment** tab.
- Click **Create a New Assessment** from the Sub Navigation Menu. The *Create a New Assessment* dialog box appears.
- Select the **Manual** option
- Enter the number of questions you want on this assessment
- Click **Okay**. This takes you to the **Information** tab

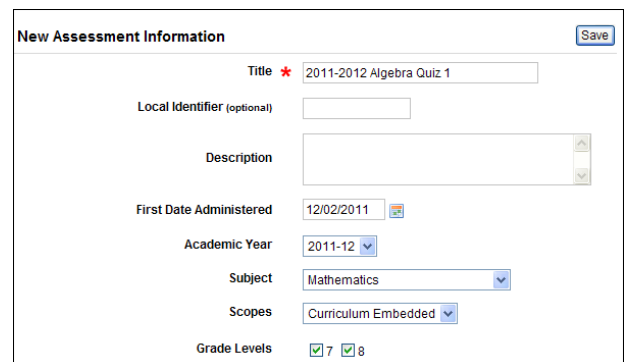


You will be taken to each of the following tabs during the creation process



Information tab: Enter test information.

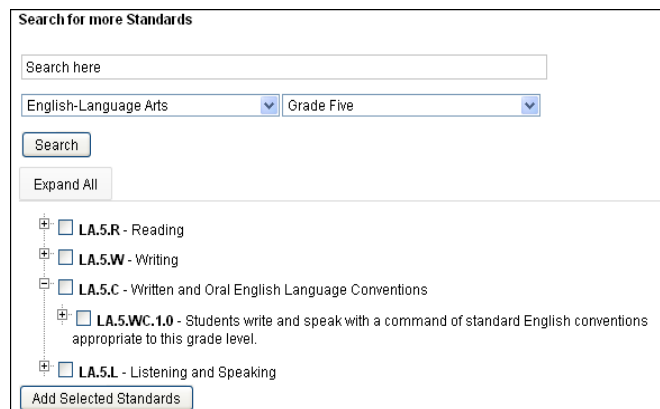
- Give your assessment a title. It is recommended you include the academic year, and subject in the title.
- Make sure to select the appropriate Academic Year, Subject, Scope and grade from the drop down lists.
- Click **SAVE**.



Standards tab: Search for Standards by Subject and/or grade



- Click **+** to expand the list to select more specific standards or Strands
- Once all standards are selected, click **Add Selected Standards** at the bottom of the page.



Alignment tab:

- Use the green **Flip icon** to view questions horizontally or vertically, and select the standards to go with each question.
- Click **SAVE**

Align Questions to Standards

↻ LA.5.R LA.5.RL.3.0 LA.5.W

Q1	LA.5.R	LA.5.RL.3.0	LA.5.W
Q2	LA.5.R	LA.5.RL.3.0	LA.5.W
Q3	LA.5.R	LA.5.RL.3.0	LA.5.W
Q4	LA.5.R	LA.5.RL.3.0	LA.5.W
Q5	LA.5.R	LA.5.RL.3.0	LA.5.W

Lets you flip between the two views for aligning standards.

OR

Align Questions to Standards

↻

	Q1	Q2	Q3	Q4	Q5
LA.5.R	Q1	Q2	Q3	Q4	Q5
LA.5.RL.3.0	Q1	Q2	Q3	Q4	Q5
LA.5.W	Q1	Q2	Q3	Q4	Q5

Questions tab:

- Enter correct answer for each question. You may also add more questions. Illuminate allows for 2 answers to a question: Ex A and/or C
 - AC (no space) both answers required
 - A,C – Either/Or is correct
- Click **SAVE**

Rubric	Correct	Points	Standards
Q1	<input type="checkbox"/> A	1	LA.5.R, LA.5.W
Q2	<input type="checkbox"/> C	1	LA.5.RL.3.0
Q3	<input type="checkbox"/> B	1	LA.5.W
Q4	<input type="checkbox"/> C	1	LA.5.R, LA.5.RL.3.0
Q5	<input type="checkbox"/> D	1	LA.5.R, LA.5.W

Share tab: to share this assessment with other teachers. Use the following recommended guidelines when setting permissions.

- **View and download = Yes**
 - **Administer = Yes**
 - **Edit = No**
 - **Share with Users – Yes** (this option will be used most often. Enter names of teachers you wish to share with)
 - **Share with Site-** Shares with all teachers at the site – **Don't use**
 - **Share with grade level** – shares with all users of the selected grade level District Wide – **Don't use**
- Once permissions have been selected, click **SAVE Permissions**

Current Permissions

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

Add Permissions

Share with a user group (s)

Share with a site(s)

Share with a user(s)

Share with a grade level (s) K 1 2 3 4 5 6 7 8 9 10 11 12 13

Can View & Download Yes No

Can Administer Yes No

Can Edit Yes No

Use this option for sharing with specific teachers











Changing Performance Band breakdown (Optional)

- Click on the **Advanced** tab
- Select **Performance Bands**
- Customize the values and/or labels as desired.
- Click **SAVE**

Performance Bands Save

Untitled

Customize + Add Performance Band

	Minimum % Correct		Label	Mastery?	
	<input type="text" value="90"/> % to 100%		<input type="text" value="Advanced"/>	<input checked="" type="checkbox"/>	
	<input type="text" value="80"/> % to any score less than 90%		<input type="text" value="Proficient"/>	<input checked="" type="checkbox"/>	
	<input type="text" value="70"/> % to any score less than 80%		<input type="text" value="Basic"/>	<input type="checkbox"/>	
	<input type="text" value="60"/> % to any score less than 70%		<input type="text" value="Below Basic"/>	<input type="checkbox"/>	
	<input type="text" value="0"/> % to any score less than 60%		<input type="text" value="Far Below Basic"/>	<input type="checkbox"/>	

Print Answer Sheets

When you are ready to give the assessment you will need to print the answer sheets.

- Click on the **Assessment** tab
- Select **General** from the sub menu
- Select **List Assessments**
- Select Assessment
- Go to the **GradeCam** section and select **Print Answer Sheets (Pre Slugged)**
- Select who to print.
- Click **Print** twice