Illuminate Training
Assessments – Part 1

❖ **FINDING/OPENING EXISTING ASSESSMENTS**

1. On the Main Navigation Bar, select the **Assessments** tab.
2. On the Sub-Navigation Bar, select the **General** tab.
3. Select the **List Assessments** link.
4. Click on any Assessment title to **open** it.

   Note: If you have a lot of assessments in your list, use the Filters at the top of the screen to filter for the assessment you need. You can filter by year, grade, type, sub-type, and/or subject. The more filters you apply, the fewer assessments will display. After applying the filters, click **Update** to update the list of assessments.

Once your assessment is open you will be in the **Overview** tab. Here you will see all the features about this exam. From here you can print answer sheets, scan student sheets, and view all the reports available to you once students answer sheets have been scanned.

Overview

7 Linked Standards

25 Questions

0 Students

Reports

- Response Frequency
- Performance Summary
- Peer Comparison
- Student & Parent Letters
- Student Small Slips
- Statistics
- Standard Progress
- Overview
- Standards Overview
- Question Group Overview

GradeCam

- Print Answer Sheet (Blank)
- Print Answer Sheets (Pre-Slugged)
- Scan Student Answer Sheets
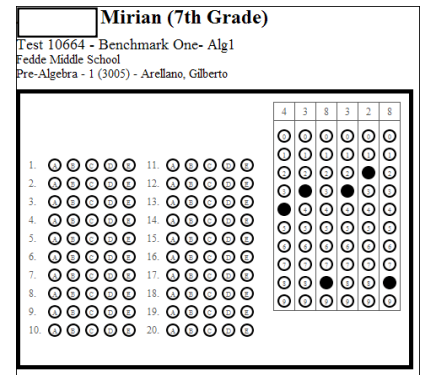
❖ PRINTING ANSWER SHEETS

Illuminate has many options for printing answer sheets. It is recommended you always print pre-slugged answer sheets. This bubbles in the student's ID number. You can print answer sheets that are specific to an assessment or you can print generic pre-slugged answer sheets that can be used with all assessments.

- **Printing answer sheets designed to go with a specific assessment**

1. Open a specific assessment by clicking on the **Assessment** tab, selecting **General**, and **List Assessments**.
2. Find and click on the assessment you want to give.
3. On the Overview tab, select **Print Answer Sheets – Pre Slugged**.
4. Now select from the options provided to print answer sheets for a specific Course, Section, and Students.
5. Click **Print**. A sample of answer sheets display on the screen.
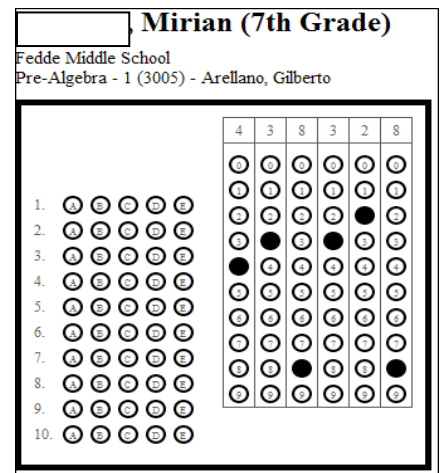6. Click **Print** again to print the sheets.
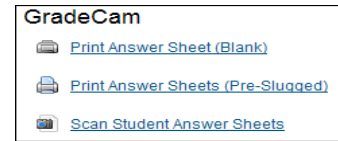
Note: Answer sheets that are designed to go with a specific assessment will display the student name, test name and ID and course and section.

- **Printing Pre-slugged Answer Sheets with GradeCam for an entire course**

Illuminate provides an option for printing a single answer sheet per student that can be used throughout the year for all assessments. In such a case you would print answer sheets with a maximum number of questions you would ever need for any assessment. You would need to laminate these answer sheets so once scanned, student responses could be erased and the answer sheets could be used again.

1. Click on the **Asssessments** tab.
2. Select **GradeCam** in the sub-navigation menu.
3. Select **Print Answer Sheets (Pre-Slugged)**.
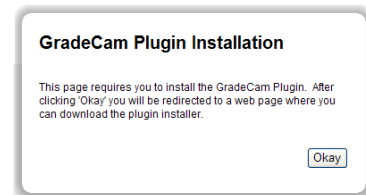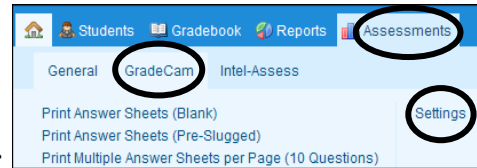4. Working left to right, select the course, section, and students to print.

5. Enter the number of questions. Since this will be used for all assessments during the year, enter a number high enough to cover your longest exam (80-100)
6. Click **Print** to see a sample and **Print** again to print the answer sheets.

Note: Notice that on this answer sheet no test name is included on the answer sheet. Only the student's name, school, and course/section are displayed.

❖ **INSTALLING THE GRADECAM PLUG-IN/CAMERA SETUP**
This is a one time setup for the computer you are going to use for scanning.

1. Click on the **Assessments** tab.
2. Select the **GradeCam** sub tab.
3. Choose **Settings** in the right column.
4. A GradeCam Plug-in Installation dialogue box opens.
5. Click **Okay** to install.
6. A new window will open instructing you to download the plug-in installer. Click **download**.
7. If prompted, **Save** the file then run it, otherwise simply click **Run**. .
8. **Restart your Browser** and sign back in to Illuminate.
9. Navigate back to: **Assessments** – **GradeCam** – **Settings**.
10. From the drop menu option, you will be able to choose your camera (ex. USB Video Device).
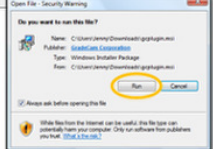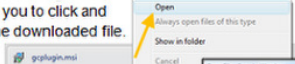11. Click **Save**.
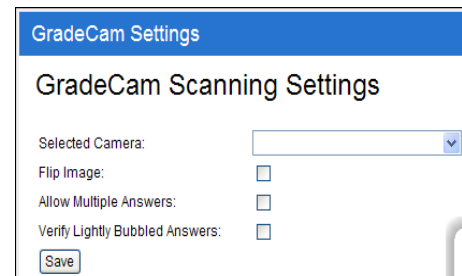
❖ **SCANNING ASSESSMENTS**
Navigate to: **Assessments – General - List Assessments**

1. When viewing your assessment list you may click the **scan** icon to enter the scanning screen, **or...**
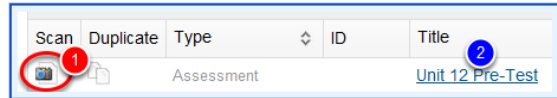
2. You may opt to open the assessment by clicking on its **name.** Once your assessment is open, you will be on the **Overview** tab.

3. Scroll down to the **GradeCam** section. Click on **Scan Student Answer Sheets**

4. **Select Mode**

   • **Teacher Mode**- Shows a list of student scores

   • **Student Mode**- Shows student name and score

5. Place the answer sheet below the camera lens and wait for the **Beep.**

6. When all student sheets have been scanned, return to Teacher Mode and select, **Proceed to Results**

7. After reviewing student performance, you may click **Save as an Assessment**

❖ TROUBLESHOOTING: REASONS WHY A SHEET WON'T SCAN
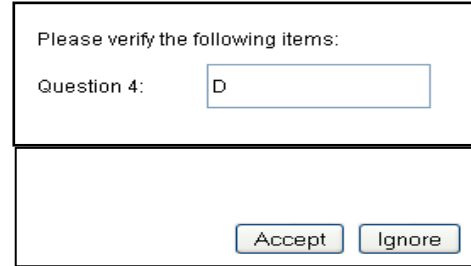
Problems with Answer Sheets
If a student did not bubble his/her answer sheet correctly the program will not be able to accept it. In such cases error messages may pop up:

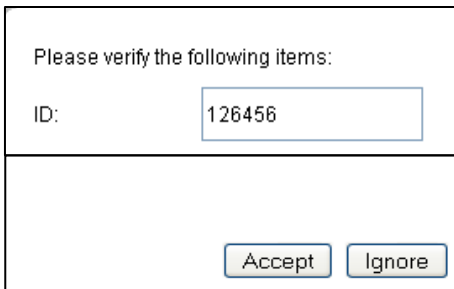| Please verify the following items:	Please verify the following items:
Question 4: [ ]	Question 4: [D]
Accept Ignore	Accept Ignore

If a student forgot to bubble in a question you might get this error message. Verify that the student's answer sheet for this question is blank and click **Accept,** or click **Ignore** and hand the sheet back to the student to be completed and try scanning again.

If a student doesn't bubble in clearly or bubbles two possible answers, you might see this error message. Verify from the student's answer sheet which answer he/she bubbled, and change it to what the student answered, and then click **Accept**. You can also click **Ignore**, and hand the sheet back to the student to correct the problem. Once corrected, try scanning again.

Please verify the following items:
ID: [126456]
Accept   Ignore

If a student ID has an error you may get this message. Verify the student's ID number and correct it on the screen and click **Accept.**

Problems with camera or positioning
- Hold the answer sheet below or in front of your camera so the **entire black box** (which contains the bubbled answers on the sheet appears on the smaller screen on your computer

- Adjust the camera's **focus**

- Is the answer sheet showing upside down on your computer screen? Click **Settings**, check **Flip Image** and then click **Done, Return to Scanning**.

- **Too much light** can be a problem (e.g., it creates glare). Turn off half your lights or shield the scanning area from bright lights. If a **glare** is causing problems (e.g., with laminated sheets), try holding something over the scanning area to block the glare.

- Your sheet might be **too far from the screen**. Try holding it closer or setting it on a stack of books to bring it closer to the camera.

❖ VIEWING ASSESSMENT REPORTS

1. On the Main Navigation Bar, select the **Assessments** tab.
2. On the Sub-Navigation Bar, select the **General** tab
3. Select the **List Assessments** link.
4. Click on any Assessment title to **open** it. Once your assessment is open, you will be on the **Overview** tab.
5. You will see a **Reports** section with report titles listed beneath it. Click on **any report's title** to open it.
6. The input controls you see will be related to your site and role (e.g., teacher, administrator, etc.). Populate each **drop-down menu** working left-to-right, to provide information on the group of students whose data you would like to view.

Reports

- Response Frequency
- Performance Summary
- Peer Comparison
- Student & Parent Letters
- Student Small Slips
- Statistics
- Standard Progress
- Overview
- Standards Overview
- Question Group Overview

Performance Summary Report

As of	Range	From 11/06/2011

School	Department	Teacher	Course	Section
Fedde Middle School	All Departments	All Teachers	All Courses	

Submit