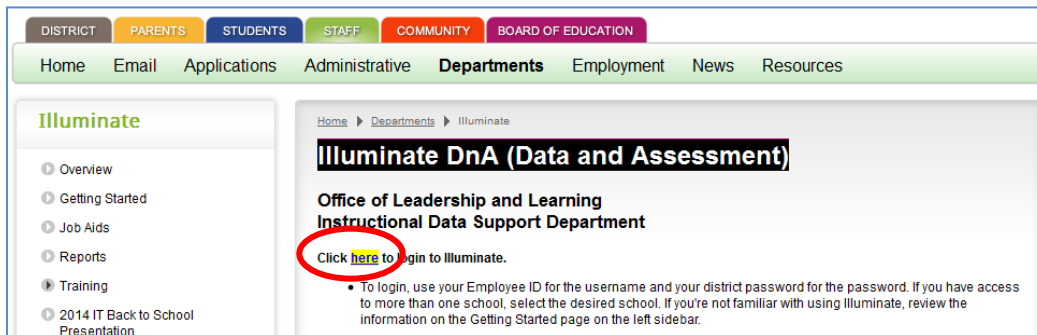# Entering Student Assessment Results in Illuminate
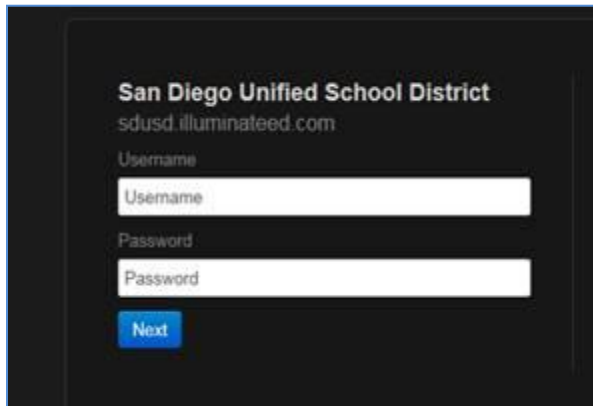
> **T**his job aid provides step-by-step instructions for entering student assessment results directly into Illuminate.

STEP 1: LOGIN

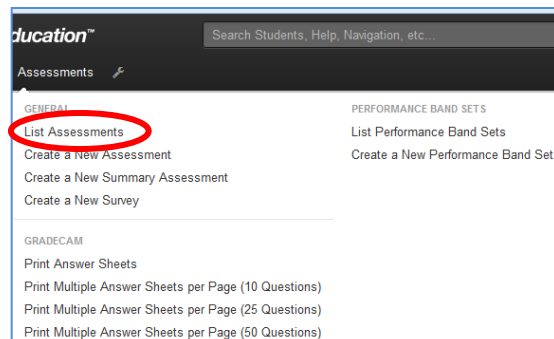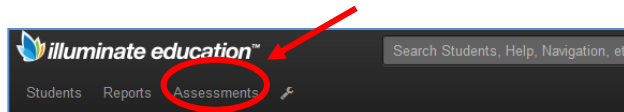1) Go to http://www.sandi.net/illuminate.
2) Select "Click here".

3) Use your employee ID for the username and district password to login. Select desired school site if applicable.
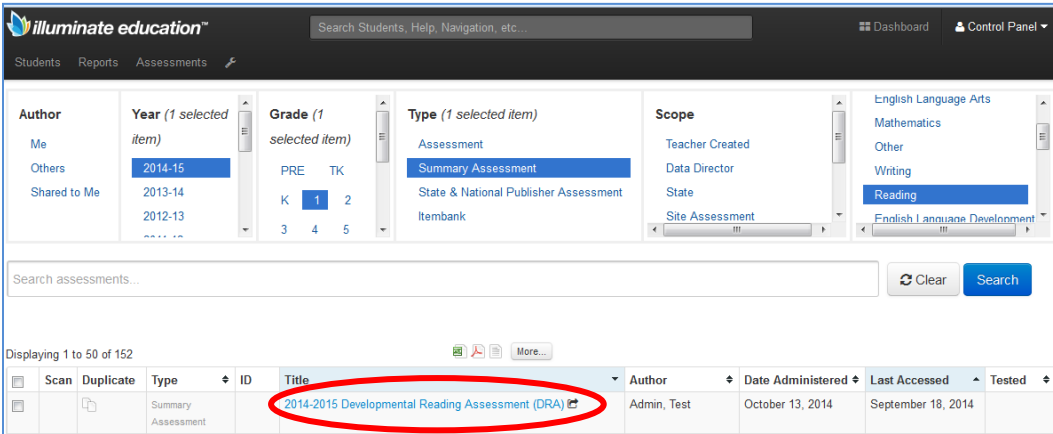

STEP 2: SELECT THE ASSESSMENT

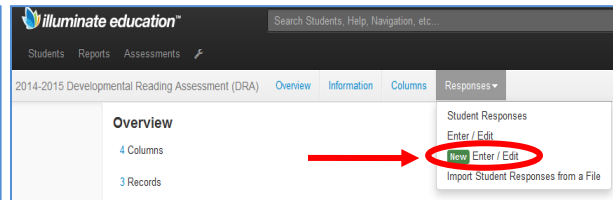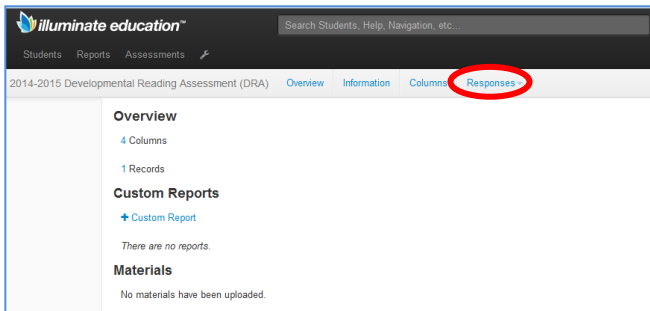1) Click on the **Assessments** tab and select **List Assessments**.

2) Use the filters to search for the assessment name or type in a partial name of the assessment in the search box. You will see a list of assessments.

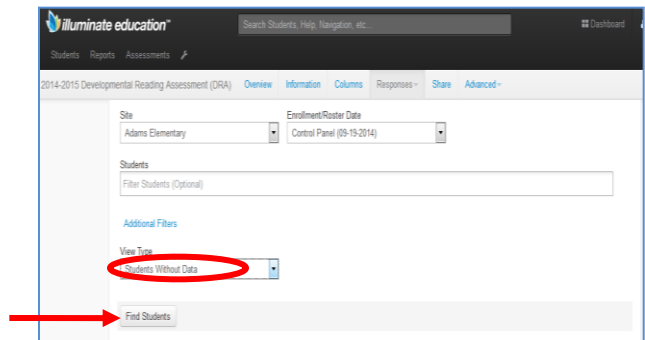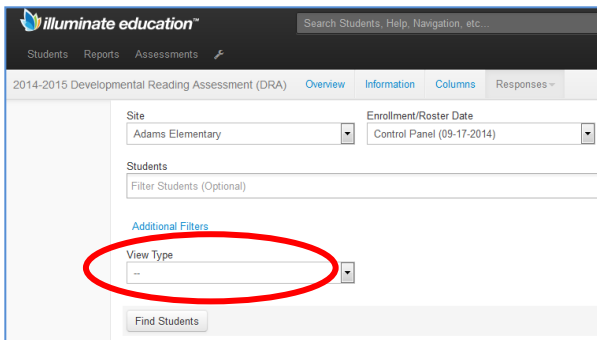3) Click on the assessment title (e.g. 2014-2015 Developmental Reading Assessment).

STEP 3: ENTER STUDENT DATA

1) Click on the **Responses** tab and select **New Enter/Edit.**

2) Go to **View Type** and use the dropdown arrow and click on **Students without Data.** Click "Find Students" button.

3) You will be directed to the "View Responses" page. You will have two options to enter or change a student's score. To enter multiple scores, click on **Enter Response by Column**. To enter a single student, click on **by Student**.

4) Use the dropdown feature to enter the score. The Filldown button is available for populating the same score for all or blank rows. Click on the blank box, use the dropdown to select a score and click on "Filldown".

5) Once you enter/edit scores, be sure to click **Save**.

Please direct questions for help on using Illuminate to help@illuminate.com or call 949-242-0343. Please direct district related questions such as requests for specific reports or concerns with district data to illuminate@sandi.net .