

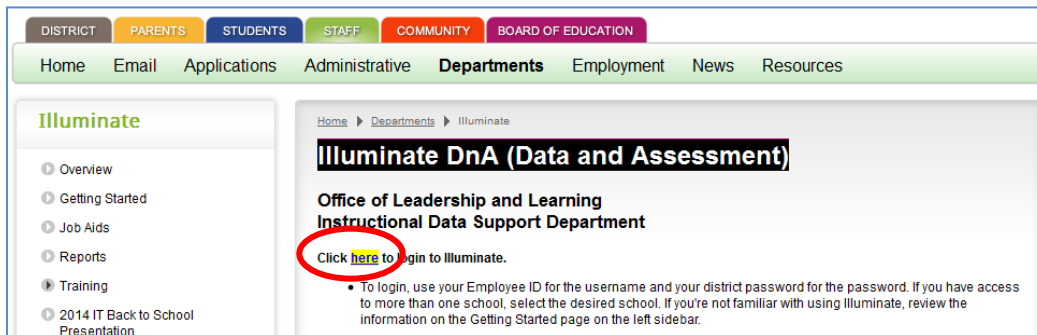


Entering Student Assessment Results in Illuminate

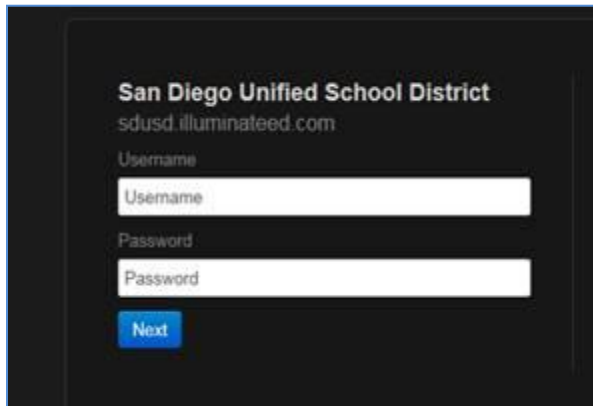
This job aid provides step-by-step instructions for entering student assessment results directly into Illuminate.

STEP 1: LOGIN

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

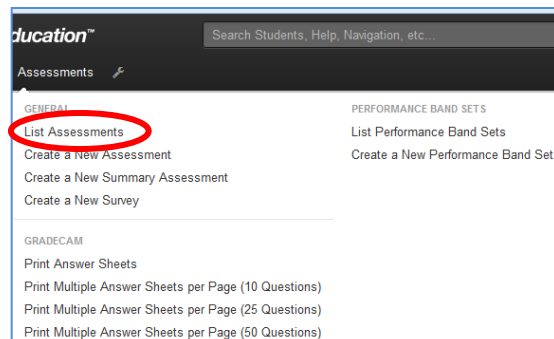
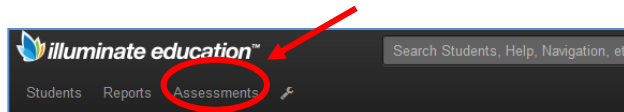


- 3) Use your employee ID for the username and district password to login. Select desired school site if applicable.

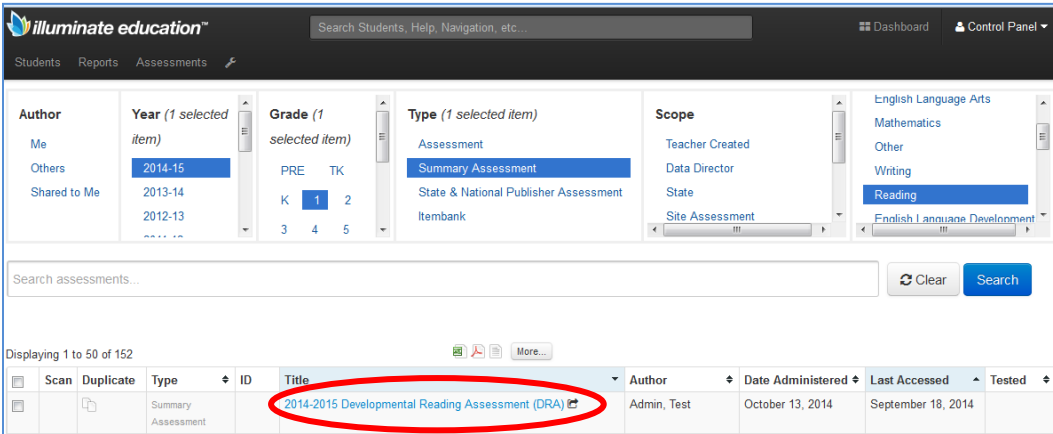


STEP 2: SELECT THE ASSESSMENT

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

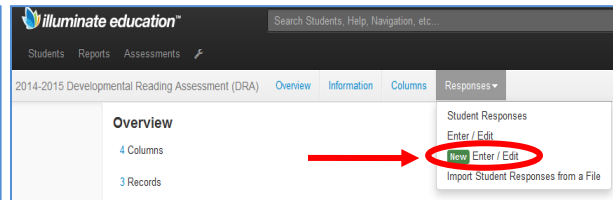
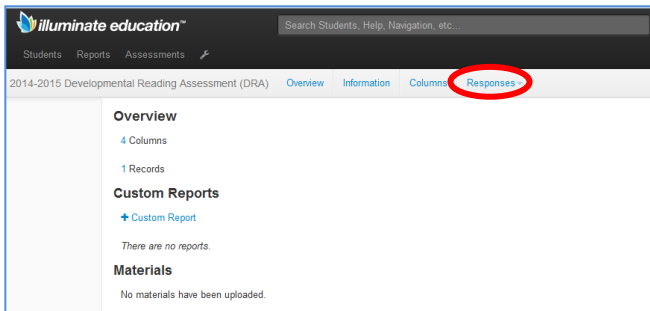


- 2) Use the filters to search for the assessment name or type in a partial name of the assessment in the search box. You will see a list of assessments.
- 3) Click on the assessment title (e.g. 2014-2015 Developmental Reading Assessment).

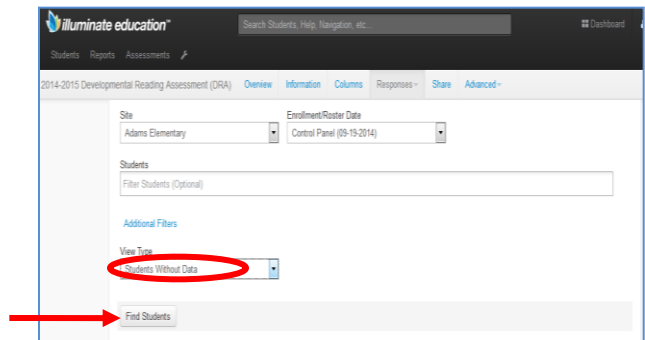
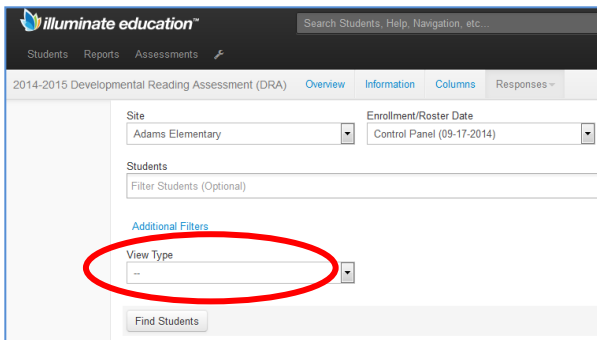


STEP 3: ENTER STUDENT DATA

- 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.



Entering Student Assessment Results, continued

- 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**.

2014-2015 Developmental Reading Assessment (DRA) Overview Information Columns Responses Share Advanced

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

Displaying 1 to 22 of 22

Student ID	First Name	Last Name	Grade Level	Instructional Reading Level Reporting Period 1	Instructional Reading Level Reporting Period 2	Instructional Reading Level Reporting Period 3	Instructional Issues Comments
			3				
			3				
			3				

- 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”.

2014-2015 Developmental Reading Assessment (DRA) Overview Information Columns Responses

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

Save or cancel

ID	First Name	Last Name	Grade Level	Instructional...	All	Filldown
			3			
			3	All		
			3	12		
			3	3		

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

2014-2015 Developmental Reading Assessment (DRA) Overview Information Columns Responses

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

Save or cancel

You have unsaved changes.

ID	First Name	Last Name	Grade Level	Instructional...	All	Filldown
			3	3		
			3	4		
			3			

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.