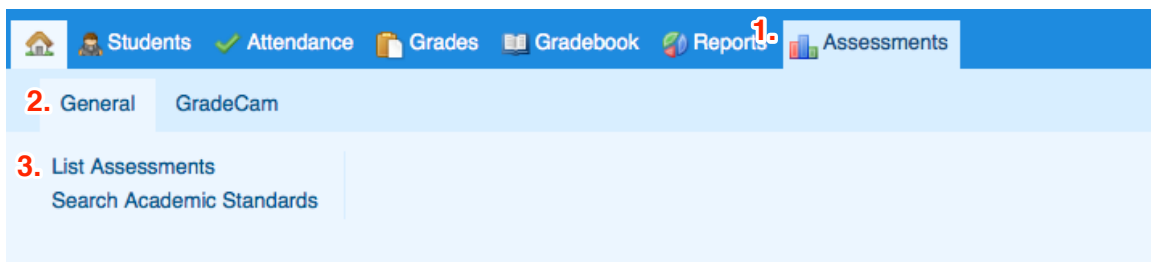


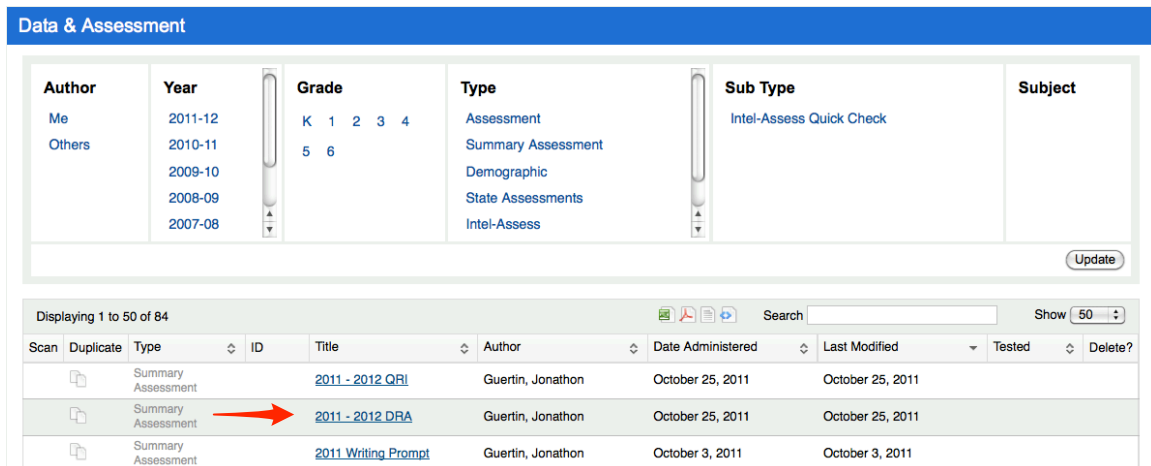
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Where to Start – Enter Assessment Results



1. Click **Assessments** at the top of the page.
2. Click **General**.
3. Click **List Assessments**.

Select an Assessment



1. From the assessment list, select the assessment you’d like to record results for.

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Recording Results – Writing Prompt

1. Select “2011 Writing Prompt” from the List Assessments screen.

The screenshot shows the '2011 Writing Prompt' assessment information page. The page has a blue header with the title '2011 Writing Prompt' and three tabs: 'Information', 'Columns', and 'Data'. The 'Information' tab is active. Below the header is the section 'Edit Summary Assessment Information'. The form contains the following fields:

- Title ***: 2011 Writing Prompt
- Description**: For each strand record either D for Developing, S for Secure, or A for Advanced.
- Date Administered**: 10/03/2011
- Subject**: -- Choose a Subject Area --
- Scopes**: -- Choose a Scope --
- Grade Levels**: K 1 2 3 4 5 6

2. Click on the **Data** tab.

The screenshot shows the '2011 Writing Prompt' assessment student data page. The page has a blue header with the title '2011 Writing Prompt' and three tabs: 'Information', 'Columns', and 'Data'. The 'Data' tab is active. Below the header is the section 'Viewing Summary Assessment Student Data'. There is a red '3.' icon and an 'Edit' button. The form contains the following fields:

- As of**: Range
- From**: 10/25/2011
- School**: [Dropdown]
- Department**: [Dropdown]
- Teacher**: [Dropdown]
- Course**: [Dropdown]
- Submit**: [Button]
- Displaying**: 0 to 0 of 0
- Columns**: Student ID, Organization and Ideas, Sentences and Word Choice, Voice and Style
- Message**: No data available in table

3. Click on the **Edit** button.

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The screenshot shows the '2011 Writing Prompt' interface. At the top, there are tabs for 'Information', 'Columns', and 'Data'. Below the tabs, there are several input fields: 'As of' (set to 'Range'), 'From' (set to '10/25/2011'), 'School' (set to 'Sage Canyon School'), 'Department' (set to 'EL'), 'Teacher' (set to 'Hadland, Kelly'), and 'Course' (set to '5th Grade'). A 'Submit' button is highlighted with a red '4.'. Below the filters, a table header is visible with columns: 'Student Name', 'Organization and Ideas', 'Sentences and Word Choice', 'Voice and Style', and 'Mechanics'. Green arrows pointing down are shown above the 'Organization and Ideas', 'Sentences and Word Choice', and 'Voice and Style' columns, with a red '6.' next to the first arrow.

4. Click on the **Submit** button. A grid with your students will appear.
5. Record your results in the fields provided.
6. Green fill down arrows appear at the top of each column. Clicking on the arrow will fill down the entire column with the data entered in the first row.
7. Click the **Submit** button to save your work.

Note: Entries must be saved. After approximately 30 minutes of inactivity, the system will log you out. Any unsaved changes will be lost. Save often!

Writing Prompt – Data Entry Guidelines

When recording results, please adhere to the following entry guideline:

Score	Illuminate Entry
Developing	D
Secure	S
Advanced	A

Example:

Jonny Jensen

Strand	Score	Illuminate Entry
Organization and Ideas	Secure	S
Sentences and Word Choice	Secure	S
Voice and Style	Developing	D
Mechanics, Spelling, & Grammar	Advanced	A
Overall Writing	Secure	S

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Recording Results – DRA

1. Select “2011 – 2012 DRA” from the List Assessments screen.

2011 - 2012 DRA Information Columns **2** Data

Edit Summary Assessment Information

Title * 2011 - 2012 DRA

Description

Date Administered 10/25/2011

Subject -- Choose a Subject Area --

Scopes -- Choose a Scope --

Grade Levels K 1 2 3 4 5 6

2. Click on the **Data** tab.

2011 - 2012 DRA Information Columns Data

Viewing Summary Assessment Student Data **3** Edit

As of Range From 10/25/2011

School Department Teacher Course

Submit

Displaying 0 to 0 of 0

Student	Student ID	T1 - Independent DRA Level	T1 - Oral Reading Accuracy	T1 - Oral Reading Fluency	T1 - Comprehension	T2 - Independent DRA Level	T2 - Oral Reading Accuracy	T2 - Oral Reading Fluency
No data available in table								

3. Click on the **Edit** button.

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4. Click on the **Submit** button. A grid with your students will appear.
5. Record your results in the fields provided.
6. Green fill down arrows appear at the top of each column. Clicking on the arrow will fill down the entire column with the data entered in the first row.
7. Click the **Submit** button to save your work.

Note: Entries must be saved. After approximately 30 minutes of inactivity, the system will log you out. Any unsaved changes will be lost. Save often!

DRA – Data Entry Guidelines

When recording results, please adhere to the following entry guideline:

Score	Illuminate Entry
Independent DRA Level	A, 1, 2, 3, 4, 6, 8, 10, 12, 14, 16, 8, 20, 24, 28, 30, 34, 38, 40
Independent	I
Advanced	A
Instructional	INS*

**Instructional only applicable to a DRA Level of 28 or higher.*

Example:

Jonny Jensen

Strand	Score	Illuminate Entry
Independent DRA Level	30	30
Oral Reading Accuracy	Independent	I
Oral Reading Fluency	Advanced	A
Comprehension	Instructional	INS

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Recording Results – QRI

1. Select “2011 – 2012 QRI” from the List Assessments screen.

2011 - 2012 QRI Information Columns **2** Data

Edit Summary Assessment Information

Title ★ 2011 - 2012 QRI

Description

Date Administered 10/25/2011

Subject -- Choose a Subject Area --

Scopes -- Choose a Scope --

Grade Levels K 1 2 3 4 5 6

2. Click on the **Data** tab.

2011 - 2012 QRI Information Columns Data **3** Edit

Viewing Summary Assessment Student Data

As of Range From 10/25/2011

School Department Teacher Course Section

Submit

Displaying 0 to 0 of 0

Student	Student ID	T1 - Instructional QRI Passage	T1 - Oral Reading Accuracy	T1 - Comprehension Level with Look Books	T2 - Instructional QRI Passage	T2 - Oral Reading Accuracy	T2 - Comprehension Level with Look Books
No data available in table							

3. Click on the **Edit** button.

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4. Click on the **Submit** button. A grid with your students will appear.
5. Record your results in the fields provided.
6. Green fill down arrows appear at the top of each column. Clicking on the arrow will fill down the entire column with the data entered in the first row.
7. Click the **Submit** button to save your work.

Note: Entries must be saved. After approximately 30 minutes of inactivity, the system will log you out. Any unsaved changes will be lost. Save often!

QRI – Data Entry Guidelines

When recording results, please adhere to the following entry guideline:

Score	Illuminate Entry
Instructional QRI Passage	1, 2, 3, 4, 5, 6, MS
Instructional	INS
Independent	IND

Example:

Jonny Jensen

Strand	Score	Illuminate Entry
Independent QRI Passage	6	6
Oral Reading Accuracy	Independent	IND
Comprehension Level w/Look Books	Instructional	INS