ILLUMINATE

HOW TO CREATE ONLINE MANUAL ASSESSMENT

First of all, log into illuminate and follow the steps below:

1. Click Assessments.
2. Under General, click Create a New Assessment.
1. Select **Manual/Hybrid Assessment**.
2. Enter the **number of questions**, that will be on your assessment.
3. Click **Okay**.

**Enter Assessment Information**

1. Enter a **Title**. This is the only requirement on this information page, however, the more specific you get in this area, the easier it will be to find your assessment later using filters.
2. Optional- Enter a **Description**. The description will not tie to filters but can contain any information you find helpful. Information entered here also displays on the Assessment Details page as well as the landing page for a student when they are about to begin an
online assessment. So, you could enter extra Instructions or even Test Taking Strategies to display for students.

Looking for more assessment information options? Click Show More (See below for more information).

**Show More Options**

3. Local Identifier- Any local district ID you may want to use.
4. To associate your assessment to a particular year, select the year from the Academic Year drop down menu. If you want your assessment to be used again each year, select Repeats Yearly. This means there is no need to duplicate your assessment for each academic year.
5. Optional-To help with filtering, select: Subject, Scope and/or Grade Levels.
6. You can choose to show assessment results in the Student and Parent Portal (If your District is utilizing this feature). Selecting Yes, means the results of the student's
assessment will show in the portal. Selecting No will show that the test was assigned, but will not show students/parents the results.

7. You can also select a **Performance Band Set**.
8. Click **Save**.

**Edit Assessment Questions**

![Assessment Questions](image)

Once you've entered assessment information, you will be automatically taken to the Questions page. You can always access this page by clicking on **Setup**, and selecting **Answer Key**.

Enter the answer to each of your questions in the **Correct (1)** column. You may opt to use the **tab** key on your keyboard to advance your cursor. **Points (2)** Enter a point value for the answer choice, note that the system does support decimal point values, i.e. 1.5, 2.3, 1.2, etc. You can also **Print (3)** this page. After all your answers are entered, click **Save (4)**.

Take a moment to explore how you determine your answer key and LiG scanning options to customize your answer sheet. Visit [Customize Your Answer Key with LiG](#) for more details.

**Multiple Answers**
You may opt to require up to 5 answers for any question(s) on your assessment. Follow these guidelines:
- Enter all answers the student will be required to bubble in order to get the question correct.
- Enter the answers in alphabetical order (for example, type "AB" and not "BA").
- Enter the answers with no spaces or characters between letters (BCE' not 'B C E') if all answers are correct.
- Enter the answers with commas between the letters (for example, type 'D, E') if either answer is correct.
- Enter a star character ( * ) on the answer key to give a student credit for blanks versus the system marking those answers incorrect. This also designates students who didn’t mark the correct answer. For example, if a student was not required to take an entire assessment, or answer specific questions (SpEd, certain program, etc.) the star will act as a default to indicate they did not bubble the answer but received credit.

Custom Point Values
If you want to assign different point values for specific answers or answer combinations, you can do that from within the "Correct" box for any question. Select the Advanced box and follow the notes on this process:

- To indicate the point value to associate with an answer choice, write the letter of the answer, a colon, and then the points earned for that selection (e.g. A:2)
- To list multiple answers as having point values, list all answers and their points, separated by a comma (e.g. A:2, B:1). In the example above each rubric score is a different value. This means that if a 1 is bubbled on the answer document, the student is awarded 1 point; if a 2 is bubbled, the student is awarded 4 points; if a 3 is bubbled the student receives 6 points; and if a 4 is bubbled receives 10 points.
- If you want to indicate that a student can get a particular point value through selecting multiple answer choices, write the answer choices, a colon, and the value (e.g. ABC:4)
- You can list as many point value options as you like so that you have full flexibility to have partial and full credit (e.g. A:2, B:1, C:1, AB:3, ABC:4)
- In the "Points" column, you will want to indicate the maximum number of points that a student can receive for that question. The highest value in the "Correct" column
must not exceed the value in the "Points" column. If you enter your answer key such that there are correct answers with point values that exceed the maximum "Points", you will get an error when you try to save your answer key.

1. In the 'Correct' box, write out the point value for each answer choice by letter : point value. This should be followed by a comma if entering more values. For example, A:2, B:1, C:0.5, etc.
2. In the 'Points' box, enter the MAXIMUM point value possible.
3. When done, click **Save**.

**Enter Assessment Standards**

Click on **Setup** and select **Standards**.
1. Select the **subject** and the **grade level** for the standards to which you will be tying your assessment items/questions. Click **Search**.
2. You can click any plus (+) symbol to expand the strand or sub-strand and see the standards housed within.
3. Here you can see an expanded selection.
4. Select standards for your assessment by **checking** them. Note that you can come back to this step numerous times.
5. After selecting all of your desired standards, click **Link Selected Standards**.

**Standards Alignment**

Click on **Setup** and select **Standard Alignment**.

1. On each question’s row, click on the standard with which you want it to align. Note that you may opt to link a question to more than one standard. You can also use the check box next to the standard text to select that all questions be aligned to that particular standard.

2. Click **Save** when finished.

**Align Questions to Standards**

Click the **Flip icon** if you would like to view and select standards by column rather than row. However, **if you have already selected some standards**, be sure to click **Save** first. When you are finished selecting standards for questions, click **Save**.

**Question Groups**
Click on **Setup** and select **Question Groups**.

1. Click **Add from State Clusters** if questions have been linked to areas tested by the state (e.g. ELA, Math, SS, Science).
2. You can also create your own group. Click **+ Add Question Group** to add your own grouping one at a time. Provide a **label** for the group, then click **Save**. Repeat these steps to create as many groups as you desire.
3. You can also add Question Groups in mass by clicking on the green **+ Add Question Groups** button. Type in your groups separated by a comma, then select **Add Question Groups**.

**Add from Itembank (Only shows as option if it is an Itembank Assessment)**

If you select Add from Itembank:
1. Select the question groups you wish to add to this test by clicking **Add**, to skip question groups, click **Skip** (Illuminate will default to skip).
2. Click **Add Question Groups**.

**Question Groups Alignment**
Align Questions to Groups

<table>
<thead>
<tr>
<th>Grammar</th>
<th>Q1 (Grammar)</th>
<th>Q2</th>
<th>Q3 (Grammar)</th>
<th>Q4</th>
<th>Q5 (Grammar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vocabulary</td>
<td>Q1 (Vocabulary)</td>
<td>Q2 (Vocabulary)</td>
<td>Q3 (Vocabulary)</td>
<td>Q4 (Vocabulary)</td>
<td>Q5 (Vocabulary)</td>
</tr>
</tbody>
</table>

Checkmark any question to link it to your question group. If you change your mind, you can always click to uncheck it. After you have linked your questions, click **Save**.

**Performance Bands**

Click on **Setup** and select **Performance Bands**.

1. If you are creating new assessment performance bands, click on **Add new performance band set**. You can apply performance bands Overall, by Standard and to Question Groups.
When adding a new set of performance bands, the red band shown will be your lowest band which will remain at 0; you can edit the name and color of this band if you would like. Start by naming the Performance Band set, then:
1. Edit the name the performance band (Label).
2. Edit the color of the band by clicking on the color square.
3. Enter the lowest value you want to assign to the band. The 100+ and 0 on your screen will remain static. Upon adding your value, the band will automatically add to the set in the correct spot with its higher band above/lower band below it based on the number you inputted. When you add your first band, it will add to the top automatically.
4. Click Add Band. It will automatically add to the top of your screen. Add additional bands at the bottom of the page. Follow the same steps outlined in steps 1-4.
5. To delete bands select the trash can icon at the right.
6. Click Save or Save and Return to Assessment. Note: You can create multiple bands before clicking submit.

Attach Materials

1. Click on Materials, under Setup.
2. Click Upload.
To upload materials, drag and drop here or click to select files from your computer.
3. Drag and drop the materials you want attached to the test, once uploaded they will show with a green checkmark.
4. Click Attach.

Once materials have been uploaded, you can edit them from the Materials page. Note that if you click the checkbox next to a document, you have the ability to download the document (Cloud) or delete the document (Trash Can).

Share
To share this assessment with other users, click on Setup, and then Share.
1. Select who you would like to share with, i.e. Grade Level.
2. Based on what you chose in Step 1, you will get some specific options. Select any that apply.
3. Give users the ability to: View and Download the test, Administer the test, and/or Edit the test.
4. Click Share.
Once you've shared with users, they will display at the top of this page.

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Create Online Roster

1. Click on Test in portal option to make this test available online.
2. Select your testing Window start and end time, Academic Year, Grade Level and Site.
3. Under Online Testing - Administration Settings, make sure you select under Inline Booklet: your PDF that you will be uploading. Click on the Save option.
4. That's it.