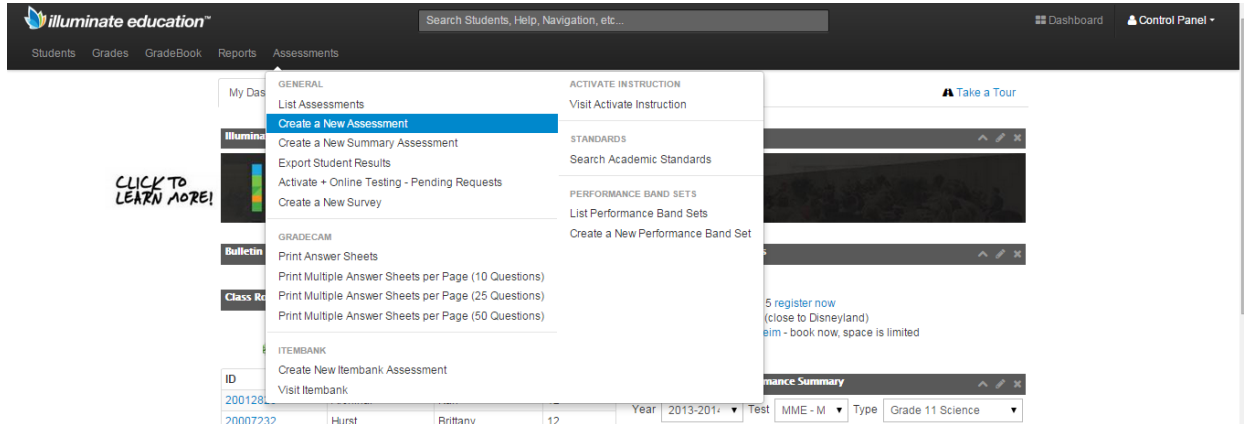# BHS Illuminate Help Sheet: Manual Setup Assessments
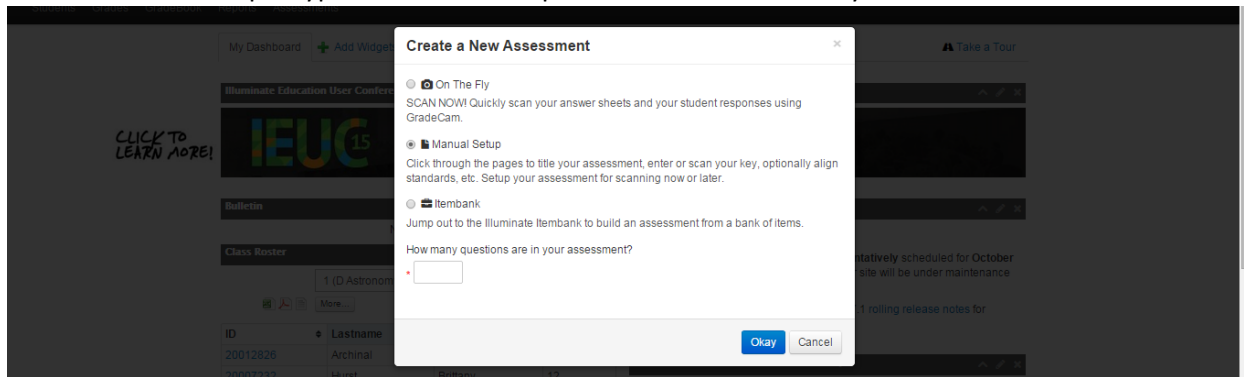
Manual Assessment:

For a manual assessment, you will set up the assessment before you print the answer sheets and give the students the assessment.

We will be using manual assessments for our common quarterly assessments.
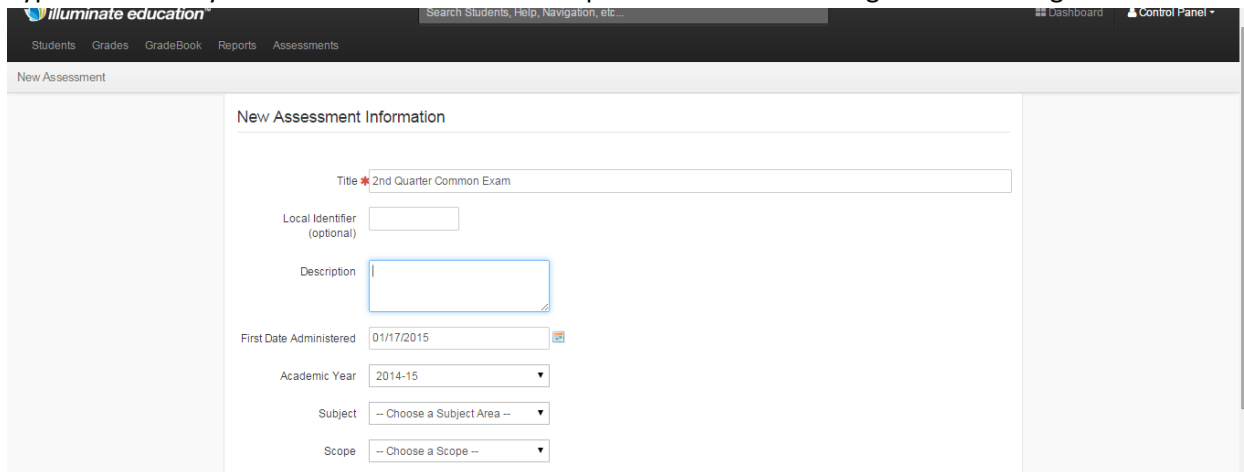
From the Assessment menu, click "Create a New Assessment".

Select "Manual Setup". Type the number of questions. Then Click "Okay".

Type a name for your assessment. Our school improvement leaders will give us a naming convention

Although "Title" is the only required information that you need to provide, you should select a performance band. It is also helpful to provide some of the other information.

When you have filled in all of the information that you would like to fill in, click "Save" at the bottom of the screen.

With a manual set-up, you can link standards to each question. You can also edit the answer sheet: change the number of responses, mark some to be graded with a rubric, etc. We won't get into that now.

To print answer sheets for this assessment, select "Print Answer Sheets" under the "Administration" menu.

The administration menu is also where you will go to scan the results.