

## **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".

♦ illuminate education <sup>™</sup>	Search Students, Help, N	vavigation, etc		E Dashboard	Control Panel -
	ts Assessments				
My	Das GENERAL List Assessments	ACTIVATE INSTRUCTION Visit Activate Instruction	A Take a Tour		
IIIu	Create a New Assessment Create a New Summary Assessment Export Student Results	STANDARDS Search Academic Standards	^ # X		
click to Learn More!	Activate + Online Testing - Pending Requests Create a New Survey	PERFORMANCE BAND SETS List Performance Band Sets	3.2 C 2.2		
But	GRADECAM Print Answer Sheets Print Multiple Answer Sheets per Page (10 Questions)	Create a New Performance Band Set	^ # X		
l.	Print Multiple Answer Sheets per Page (25 Questions) Print Multiple Answer Sheets per Page (50 Questions)	5 reg (close eim -	gister now se to Disneyland) · book now, space is limited		
ID 200	TTEMBANK Create New Itembank Assessment Visit Itembank	manc	ce Summary A 🖉 🗙		
200	17232 Hurst Brittany	12 Year 2013-2014 V Test M	MME - M V Type Grade 11 Science V		

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

	My Dashboard  🕂 Add V	Create a New Assessment ×	A Take a Tour
	Illuminate Education User Confere	On The Fly     SCAN NOWI Quickly scan your answer sheets and your student responses using     GradeCam.	~#×
CLICK TO LEARN MORE!		Imanual Setup Click through the pages to title your assessment, enter or scan your key, optionally align standards, etc. Setup your assessment for scanning now or later.	
В	ulletin	<ul> <li>tembank</li> <li>Jump out to the Illuminate Itembank to build an assessment from a bank of items.</li> </ul>	× ≠ ×
C	Tass Roster	How many questions are in your assessment?	ntatively scheduled for October site will be under maintenance
			1 rolling release notes for
	D + Lastn	Okay Cancel	
		Dellanu do	∧ 2 ×

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

illuminate education		Search Students, Help, Navigation, etc	📰 Dashboard 🕹 Control Panel 🕶 🔺
Students Grades GradeBook R			
New Assessment			
	New Assessment	nformation	
	Title 🕯	2nd Quarter Common Exam	
	Local Identifier (optional)		
	Description		
	First Date Administered	01/17/2015	
	Academic Year	2014-15 •	
	Subject	Choose a Subject Area 🔹	
	Scope	Choose a Scope 🔹	



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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.

Local Identifier (optional)		•
Description		
First Date Administered	01/17/2015	
Academic Year	2014-15 •	
Subject	Choose a Subject Area 🔹	
Scope	- Choose a Scope •	
Grade Levels	9 10 11 12	
Lock Assessment		
Show in Student and Parent Portal	⊛ Yes ⊙ No	
Performance Band Set	District Default  District Default	
	HSLENG Grade Performance Band Set sample	
	Save	

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.

Illuminate education <sup>™</sup> Search Students, Help, Navigation, etc.		ion, etc				📰 Dashboard	🐣 Control Panel 🗝	
2nd Quarter Common Exam Overview	Setup - Administration -	Reports Advanced -						
	Your sher Scan	dated.						
	Enter/Edit Import					number of responses		
	Check A Online Testing	Respon	B	С	D	E		
	Q2 2	A	В	С	D	E		
	Q3 3	A	В	С	D	E		
	Change							
	🗎 Label	Prepend: e.g. W Start at: e.g. 1	Append:					
	Responses		Alternate					
	Apply Reset Labels R	set Responses						

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



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