

# To create an assessment in Illuminate Education:

There are two options:

Create an assessment using Illuminate Ed Itembank questions.

OR

Create an assessment using a test you've already created.

# Create an assessment using Illuminate Ed Itembank questions.

1. There are two ways to start:

- Along the top left, choose **Assessments**, then select “**Create a New Assessment.**”
- Or, on the main screen, select “**Create an Assessment.**”

The screenshot displays the Illuminate Education dashboard. At the top, there is a navigation bar with the logo and a search bar. Below the navigation bar, there are tabs for 'Students', 'Special Ed', 'GradeBook', 'Reports', and 'Assessments'. The 'Assessments' tab is highlighted. The main content area shows a greeting 'Hi Eileen' and the date 'Today is Wednesday, July 19, 2017'. Below this, there is a notification banner from Ingham ISD (ISD) regarding a data center upgrade. The dashboard features a grid of action tiles: 'View Assessments', 'Create an Assessment', 'View Gradebooks', 'Search for a Student', 'View Reports', 'Create a Custom Report', and 'View Favorites'. Two purple arrows point from the text on the left to the 'Assessments' tab and the 'Create an Assessment' tile.

2. You will then have four options. Choose **“Itembank.”**

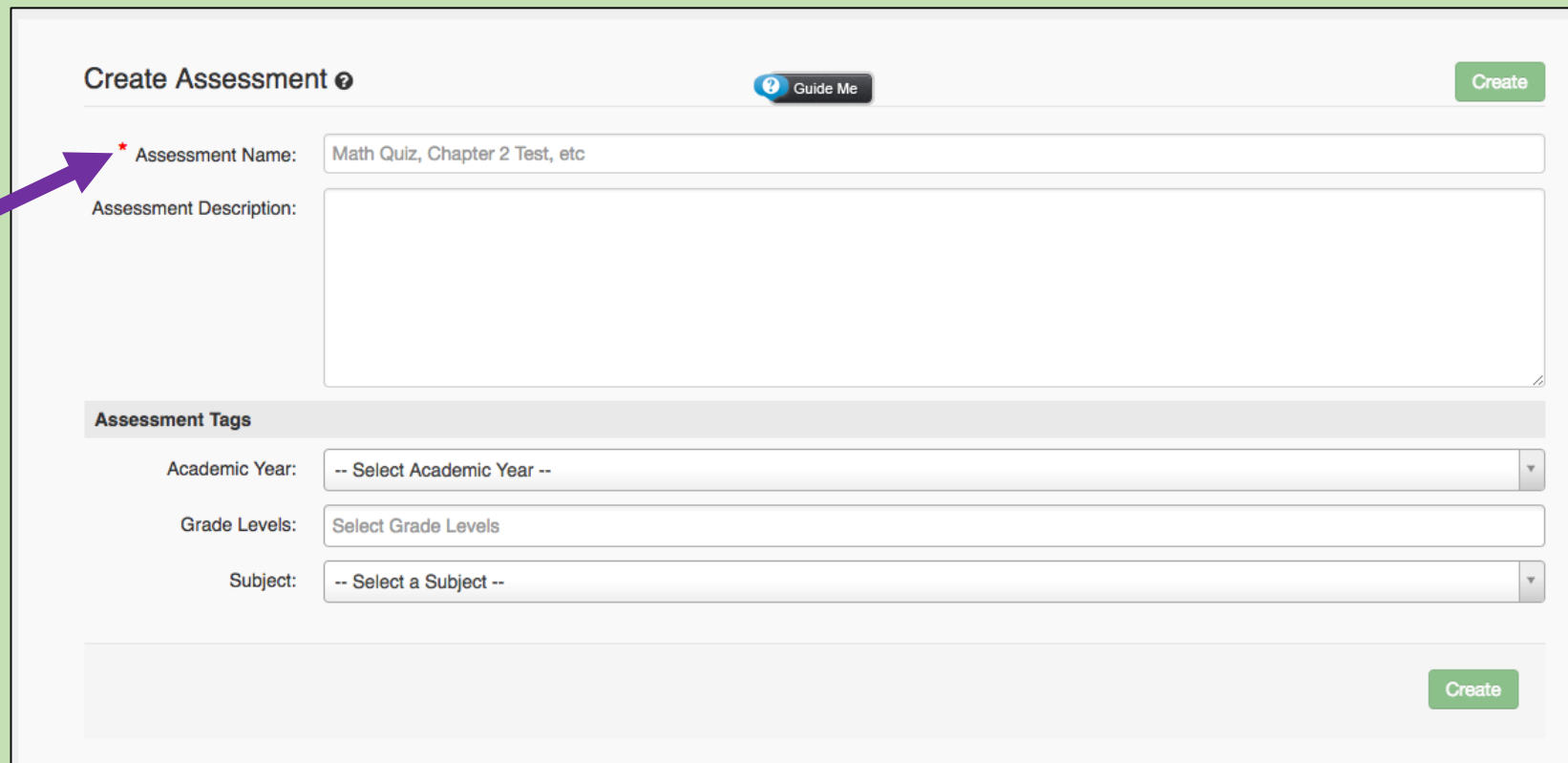
Create a New Assessment

- On The Fly**  
SCAN NOW! Quickly scan your answer sheets and your student responses.
- Manual/Hybrid Assessment**  
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.
- Skills Assessment**  
Give one-on-one skills assessments.
- Itembank**  
Jump out to the Illuminate Itembank to build an assessment from a bank of items.  
[Learn More](#)

Okay Cancel

# 3. Then create a name for your assessment.

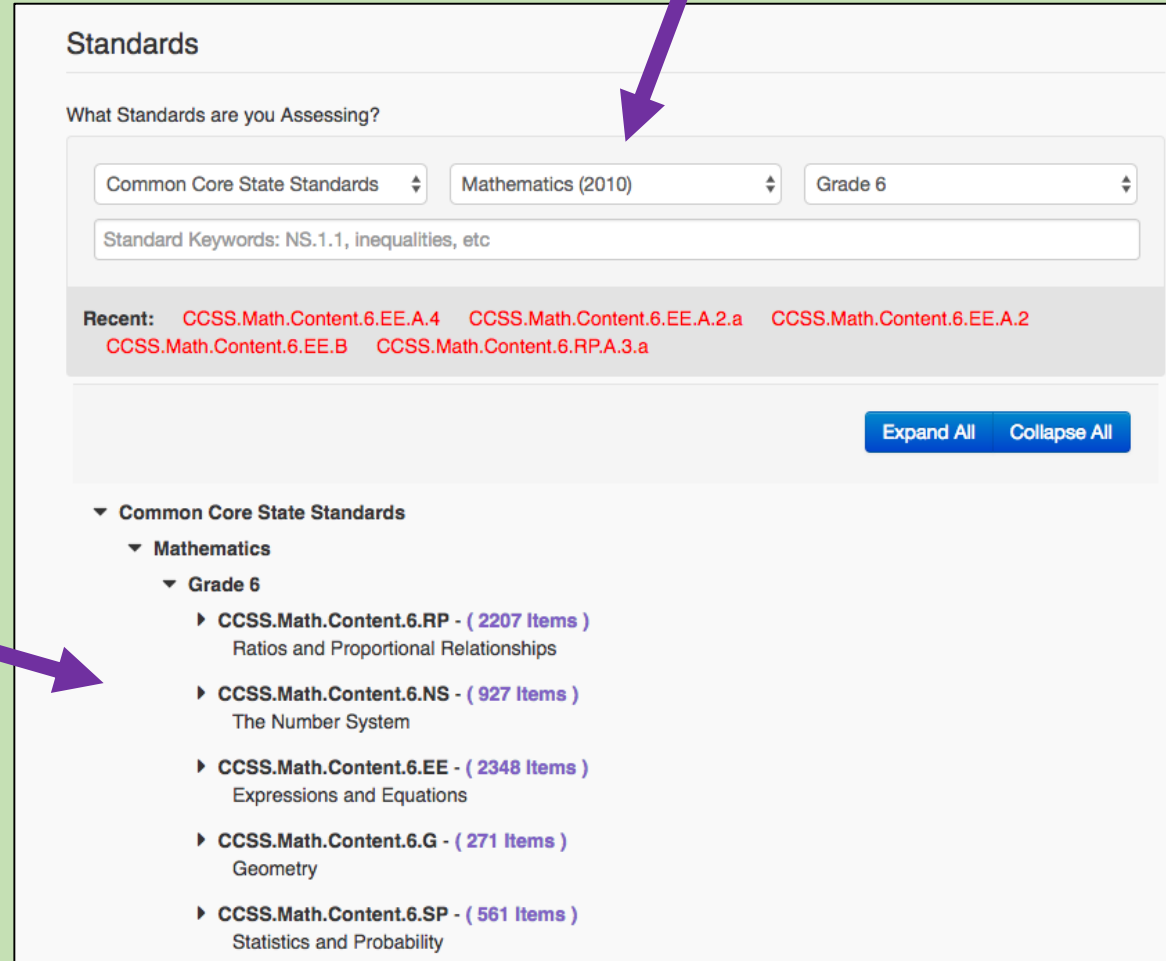
→The other fields below are optional; you might fill them in if you think you'll ever want to search for your assessment by subject, year, etc.



The screenshot shows a 'Create Assessment' form. At the top left is the title 'Create Assessment' with a help icon. To its right is a 'Guide Me' button. At the top right is a green 'Create' button. Below the title is a text input field for 'Assessment Name' containing the text 'Math Quiz, Chapter 2 Test, etc'. A red asterisk is next to the label 'Assessment Name:'. A purple arrow points from the left towards this asterisk. Below the name field is a larger text area for 'Assessment Description:'. Underneath is a section titled 'Assessment Tags' with a grey background. It contains three fields: 'Academic Year:' with a dropdown menu showing '-- Select Academic Year --', 'Grade Levels:' with a text input field containing 'Select Grade Levels', and 'Subject:' with a dropdown menu showing '-- Select a Subject --'. At the bottom right of the form is another green 'Create' button.

# 4. Then choose your Standard Type, Subject, and Grade Level.

→ After you make your selections, the standards will pop up below.



**Standards**

What Standards are you Assessing?

Common Core State Standards Mathematics (2010) Grade 6

Standard Keywords: NS.1.1, inequalities, etc

**Recent:** CCSS.Math.Content.6.EE.A.4 CCSS.Math.Content.6.EE.A.2.a CCSS.Math.Content.6.EE.A.2  
CCSS.Math.Content.6.EE.B CCSS.Math.Content.6.RP.A.3.a

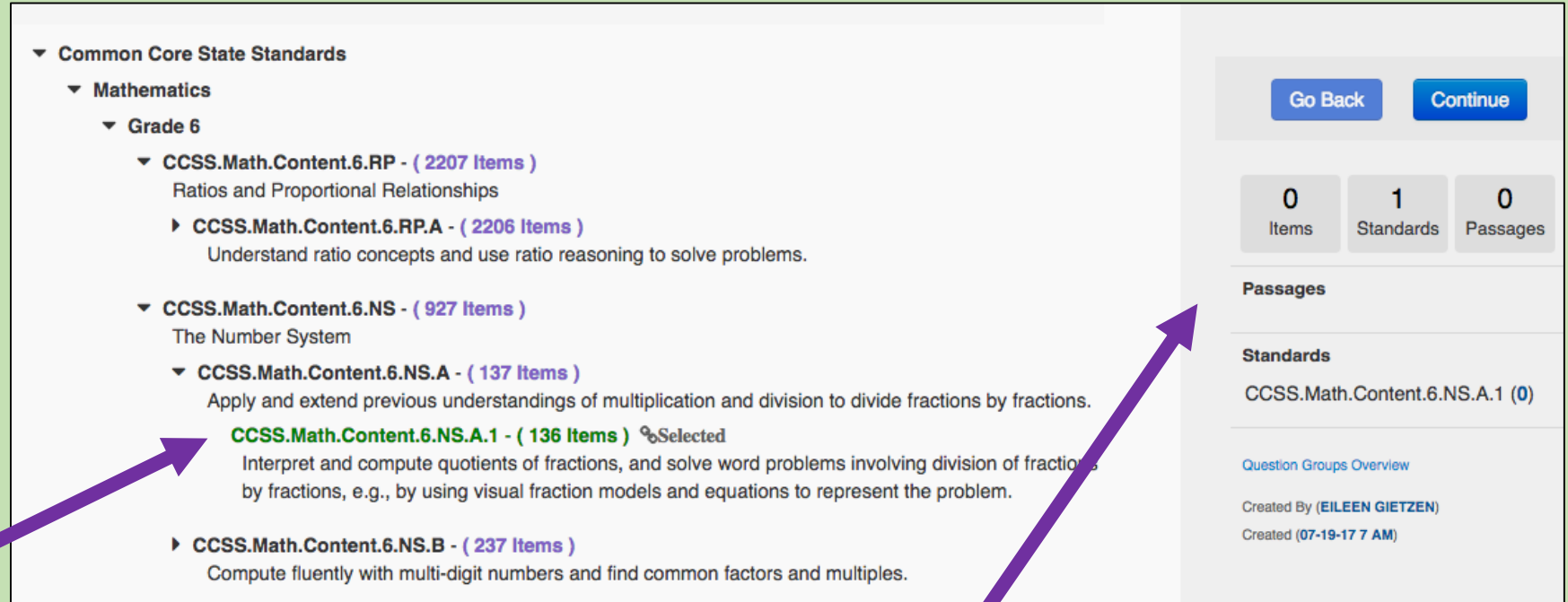
Expand All Collapse All

- ▼ Common Core State Standards
  - ▼ Mathematics
    - ▼ Grade 6
      - ▶ **CCSS.Math.Content.6.RP** - ( 2207 Items )  
Ratios and Proportional Relationships
      - ▶ **CCSS.Math.Content.6.NS** - ( 927 Items )  
The Number System
      - ▶ **CCSS.Math.Content.6.EE** - ( 2348 Items )  
Expressions and Equations
      - ▶ **CCSS.Math.Content.6.G** - ( 271 Items )  
Geometry
      - ▶ **CCSS.Math.Content.6.SP** - ( 561 Items )  
Statistics and Probability

# 5. Click the arrow tabs to drop down to the sub standards.


When you find the standards you want to include in your assessment, click on them.

They will turn green and show a link icon to the right.



The screenshot shows a hierarchical list of Common Core State Standards. The selected standard, **CCSS.Math.Content.6.NS.A.1**, is highlighted in green and includes a link icon. Two purple arrows point from the explanatory text to this standard and to the summary panel on the right.

**Common Core State Standards**

- ▼ **Mathematics**
  - ▼ **Grade 6**
    - ▼ **CCSS.Math.Content.6.RP - ( 2207 Items )**  
Ratios and Proportional Relationships
      - ▶ **CCSS.Math.Content.6.RP.A - ( 2206 Items )**  
Understand ratio concepts and use ratio reasoning to solve problems.
    - ▼ **CCSS.Math.Content.6.NS - ( 927 Items )**  
The Number System
      - ▼ **CCSS.Math.Content.6.NS.A - ( 137 Items )**  
Apply and extend previous understandings of multiplication and division to divide fractions by fractions.
        - CCSS.Math.Content.6.NS.A.1 - ( 136 Items )**  Selected  
Interpret and compute quotients of fractions, and solve word problems involving division of fractions by fractions, e.g., by using visual fraction models and equations to represent the problem.
        - ▶ **CCSS.Math.Content.6.NS.B - ( 237 Items )**  
Compute fluently with multi-digit numbers and find common factors and multiples.

**Summary Panel:**

- Go Back** **Continue**
- 0 Items | 1 Standards | 0 Passages
- Passages**
- Standards**  
CCSS.Math.Content.6.NS.A.1 (0)
- [Question Groups Overview](#)
- Created By (EILEEN GIETZEN)
- Created (07-19-17 7 AM)

Every time you select a standard, it will show you how many and which standards you've selected to the right here.

6. Once you've selection all the standards you want in your assessment, click **Continue**.

You will now see this screen.

The screenshot displays the 'illuminate itembank' interface. At the top, there is a navigation bar with 'illuminate itembank' logo, 'Create', 'Assessments', and 'Items' tabs. Below this is a sub-navigation bar for 'Chapter 1 Test' with buttons for 'Details', 'Add Items', 'Review', 'Overview', 'Booklet', and 'Publish'. The main content area is titled 'Search Filters' and contains several filter categories: 'Selected Standards' (CCSS.Math.Content.6.NS.A.1, CCSS.Math.Content.6.NS.B.2, CCSS.Math.Content.6.NS.B.3), 'Item Banks' (INSPECT - SBAC), 'Item Types' (Select Item Types), 'Passages' (With or Without Passages), 'Attributes' (Item (Language(English))), 'Authors' (Select Authors), 'Item Keywords' (Enter Item Keywords), 'Passage Title' (Enter Passage Title), and 'Item / Passage Identifiers' (Enter Identifiers). At the bottom of the filter section are 'Reset' and 'Search' buttons. On the right side, there is a summary panel with 'Go Back' and 'Continue' buttons, and three boxes showing '0 Items', '3 Standards', and '0 Passages'. Below this, there are sections for 'Passages' and 'Standards' (CCSS.Math.Content.6.NS.A.1 (0), CCSS.Math.Content.6.NS.B.2 (0), CCSS.Math.Content.6.NS.B.3 (0)). At the very bottom right, it says 'Question Groups Overview' and 'Created By (EILEEN GIETZEN)'.

So that you are not overwhelmed with hundreds of possible questions, there are a few ways to filter down your options.

- One, only selection one of you standards at a time. Click on that standard, then a box will pop up where you can unselect the other standards.

Common Core - Common Core State Standards » Grade 6 » Mathematics (2010)	
CCSS.Math.Content.6.NS.A.1	Interpret and compute quotients of fractions, and solve word problems involving division of fractions by fractions, e.g., by using visual fraction models and equations to represent the problem.
CCSS.Math.Content.6.NS.B.2	Fluently divide multi-digit numbers using the standard algorithm.
CCSS.Math.Content.6.NS.B.3	Fluently add, subtract, multiply, and divide multi-digit decimals using the standard algorithm for each operation.

- Or, choose a specific question type. These two question types allow you to use bubble sheets and make grading simple!

Item Type
<input type="checkbox"/> Item Type
<input checked="" type="checkbox"/> Multiple Choice / Selected Response (one correct)
<input checked="" type="checkbox"/> Non-Traditional Selected Response (select all, T/F, Y/N, C/I)
<input type="checkbox"/> Evidence Based Selected Response
<input type="checkbox"/> Highlight - Selectable Text
<input type="checkbox"/> Highlight - Shading
<input type="checkbox"/> Highlight - Hotspot
<input type="checkbox"/> Select Dropdown
<input type="checkbox"/> Constructed Response
<input type="checkbox"/> Explicit Constructed Response



# 7. Now it is time to choose your questions.

Found 0 Passage(s), 244 Item(s)

⏪ ⏩ 1 2 3 4 5 6 7 8 9 10 ⏪ ⏩

**Question** MC / 🗨️ CCSS.Math.Content.6.NS.A.1

**Teacher Instructions**

TEACHER READS:

Read the question to yourself and select the best answer.

A recipe requires  $\frac{1}{4}$  of a cup of cranberries for 1 batch of scones.

How many batches of scones can be made using  $6\frac{1}{2}$  cups of cranberries?

A  $\frac{13}{8}$  batches

B 24 batches

C  $24\frac{1}{2}$  batches

D 26 batches

[Click to show Rationale & Item Info](#) Add

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**Question** NTSR / 🗨️ 2 Alternate(s) CCSS.Math.Content.6.NS.A.1

**Teacher Instructions**

TEACHER READS:

Read the question to yourself and select the best answer(s).

Which of the following division problems has been completed correctly and reduced to lowest terms? Select *all* that apply.

A  $\frac{4}{9} \div \frac{7}{5} = \frac{29}{45}$

B  $\frac{2}{8} \div \frac{6}{7} = \frac{14}{48}$

When you find an item you like, just click the blue **Add** button.

To remove an item, just click on the Add button again. (It will turn red and say **Remove.**)

As you add questions, it will show you how many you've added for each standard on the right side.

The screenshot displays a test interface with the following components:

- Navigation buttons: "Go Back" and "Continue" (both in blue).
- Summary grid:

5 Items	3 Standards	0 Passages
3 MC	2 NTSR	0 ECR
- Section headers: "Passages" and "Standards" (both in bold).
- Standards list:
  - CCSS.Math.Content.6.NS.A.1 (2)
  - CCSS.Math.Content.6.NS.B.2 (2)
  - CCSS.Math.Content.6.NS.B.3 (1)

A purple arrow points from the text on the left to the "Standards" section of the interface.

8. After you've added all your items, click **Continue**. You can now review your items and remove any you no longer want. If everything looks good, click **Continue** again.

Questions Overview			Add Section	
1	MC	A recipe requires [table]of a cup of cra	CCSS.Math.Content.6.NS.A.1	+
2	NTSR	The answer to a division problem in Davi	CCSS.Math.Content.6.NS.A.1	+
3	NTSR	Which of the following equations have a	CCSS.Math.Content.6.NS.B.2	+
4	MC	Evaluate. [table]	CCSS.Math.Content.6.NS.B.2	+
5	MC	What is the value of the expression 279.	CCSS.Math.Content.6.NS.B.3	+

You may now move around your items to change the order. Click on the double arrows icon to move an item up or down.

## 9. You may now make some formatting choices.

Print Options ⓘ

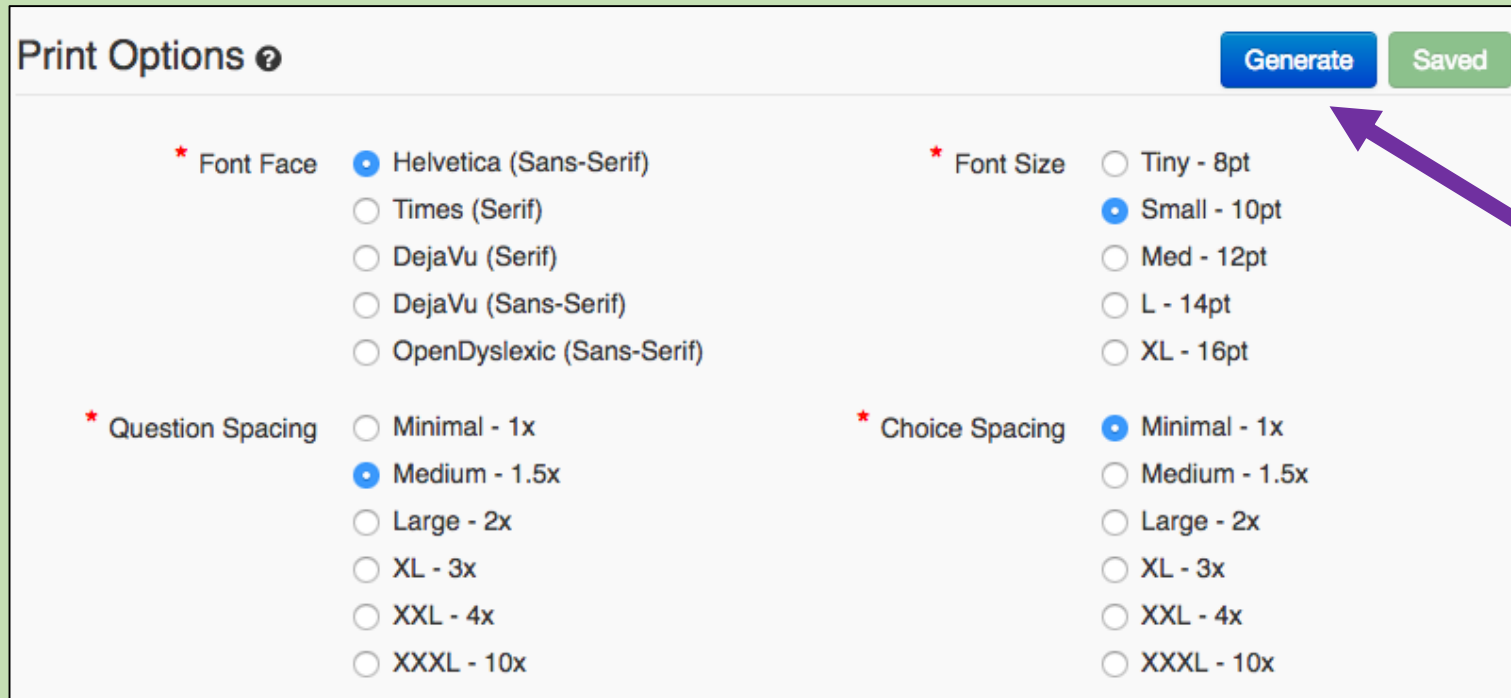
**Generate** **Saved**

\* Font Face  Helvetica (Sans-Serif)  
 Times (Serif)  
 DejaVu (Serif)  
 DejaVu (Sans-Serif)  
 OpenDyslexic (Sans-Serif)

\* Question Spacing  Minimal - 1x  
 Medium - 1.5x  
 Large - 2x  
 XL - 3x  
 XXL - 4x  
 XXXL - 10x

\* Font Size  Tiny - 8pt  
 Small - 10pt  
 Med - 12pt  
 L - 14pt  
 XL - 16pt

\* Choice Spacing  Minimal - 1x  
 Medium - 1.5x  
 Large - 2x  
 XL - 3x  
 XXL - 4x  
 XXXL - 10x



After you've made your selections, click on the **Generate** button to create a PDF of your assessment.

Once you are satisfied with your assessment, click **Continue**.

10. You are now ready to publish!  
Make sure you are happy with  
everything before you select  
**Publish.**

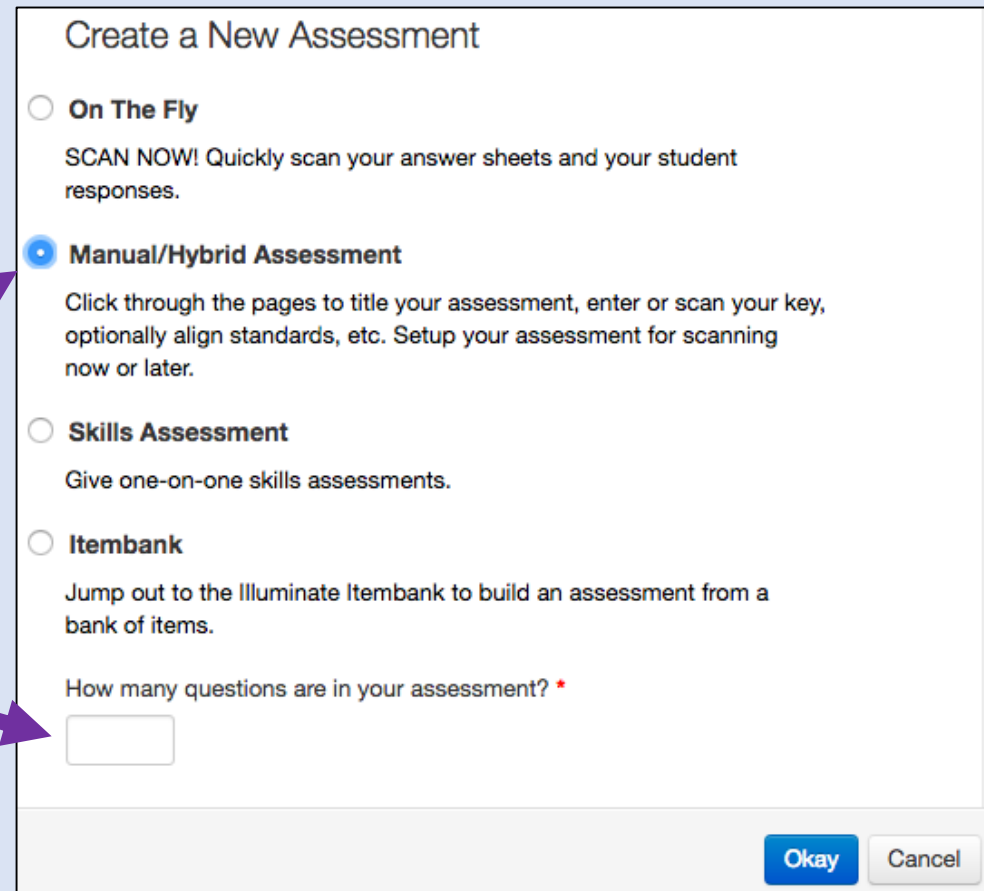
Now on to....

Creating an assessment using a test you've already created.

Again, start by selecting Create a New Assessment.

This time, choose **Manual/Hybrid Assessment**.

Then, type in how many questions are on your test.



The screenshot shows a dialog box titled "Create a New Assessment" with four radio button options: "On The Fly", "Manual/Hybrid Assessment", "Skills Assessment", and "Itembank". The "Manual/Hybrid Assessment" option is selected. Below the options is a text input field for the number of questions, with a red asterisk indicating it is required. The dialog box has "Okay" and "Cancel" buttons at the bottom right. Two purple arrows point from the text on the left to the "Manual/Hybrid Assessment" option and the question count input field.

Create a New Assessment

On The Fly  
SCAN NOW! Quickly scan your answer sheets and your student responses.

Manual/Hybrid Assessment  
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.

Skills Assessment  
Give one-on-one skills assessments.

Itembank  
Jump out to the Illuminate Itembank to build an assessment from a bank of items.

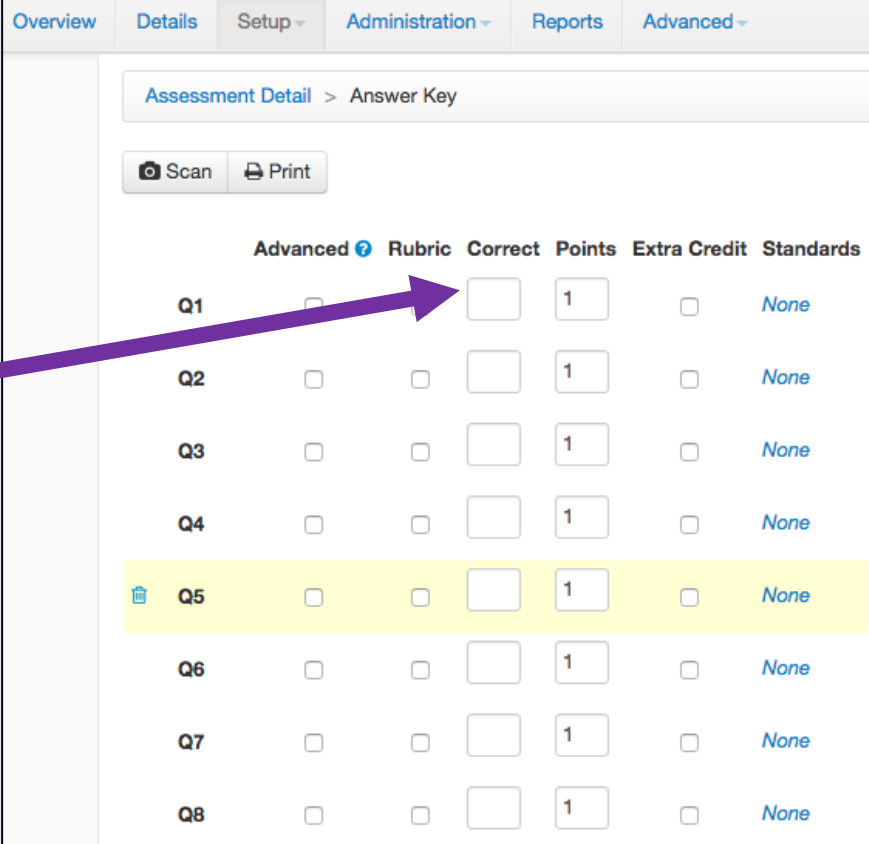
How many questions are in your assessment? \*

Okay Cancel

First, determine if your assessment is **Multiple Choice** or Short Answer graded with a rubric.


If it is **Multiple Choice**, fill in the correct answer (A, B, C, etc) under the column titled **Correct**.

**\*\***After you type in all correct answers, **BE SURE TO CLICK ON SAVE** before moving on!**\*\***



Assessment Detail > Answer Key

Scan Print

	Advanced ?	Rubric	Correct	Points	Extra Credit	Standards
Q1	<input type="checkbox"/>		<input type="text"/>	1	<input type="checkbox"/>	None
Q2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	<input type="checkbox"/>	None
Q3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	<input type="checkbox"/>	None
Q4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	<input type="checkbox"/>	None
 Q5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	<input type="checkbox"/>	None
Q6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	<input type="checkbox"/>	None
Q7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	<input type="checkbox"/>	None
Q8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	1	<input type="checkbox"/>	None

If your assessment is **Short Answer** graded with a rubric, you will need to check the box under **Advanced** for each question.

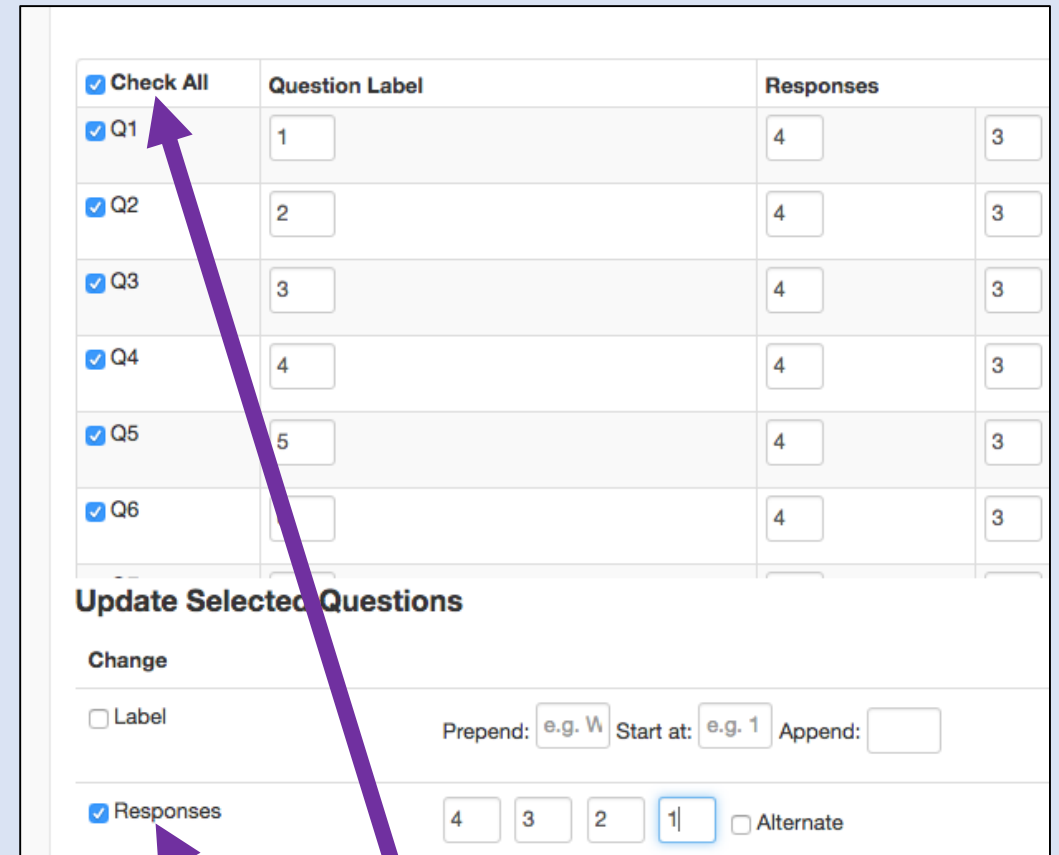
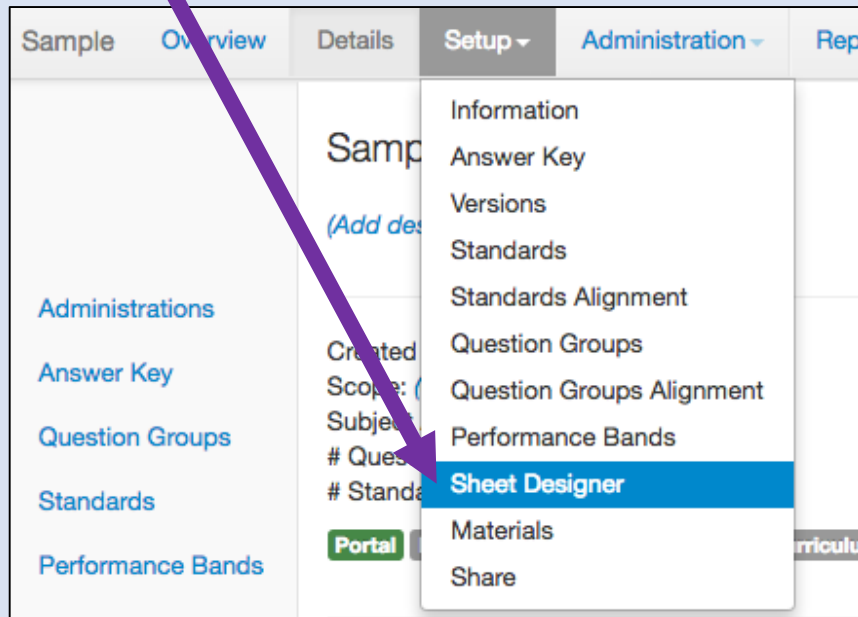
	Advanced ?	Rubric	Correct
Q1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4:4, 3:3, 2:2, 1:1
Q2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4:4, 3:3, 2:2, 1:1
Q3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4:4, 3:3, 2:2, 1:1
Q4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4:4, 3:3, 2:2, 1:1

Then, in the box under **Correct**, you will need to assign the possible point values to the number you'll be filling in on the bubble sheet. **Tip: COPY & PASTE!**

After you type in all correct answers, **BE SURE TO CLICK ON SAVE** before moving on!



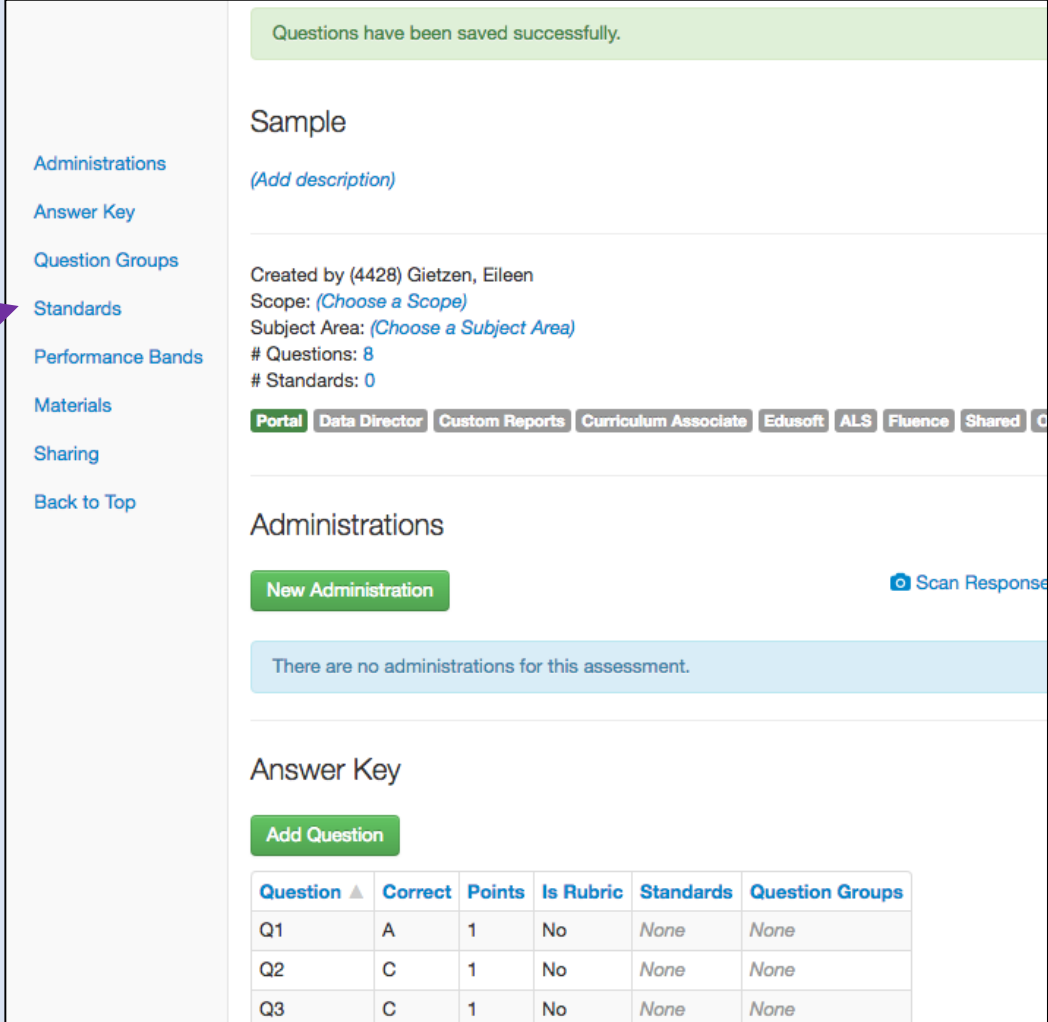
The answer key is automatically set up to use A, B, C, etc. as the choices. If you are using a point-based rubric, instead of assigning each point value to a letter, you can use the **Sheet Designer** tab to change the letters (A, B, C, D) to your point values (4, 3, 2, 1).



Click on **Check All**, then click on **Responses** and fill in the point values you're using.

Whether your test is Multiple Choice or Short Answer, you'll want to assign a **Standard** to each question.

After you click **Save**,  
you'll have a few options on the left side. Click on **Standards**, and then **Add Standards**. Choose all of the standards you want to include in your assessment.



Questions have been saved successfully.

Sample  
(Add description)

Created by (4428) Gietzen, Eileen  
Scope: (Choose a Scope)  
Subject Area: (Choose a Subject Area)  
# Questions: 8  
# Standards: 0

Portal Data Director Custom Reports Curriculum Associate Edusoft ALS Fluence Shared

Administrations  
New Administration Scan Response

There are no administrations for this assessment.

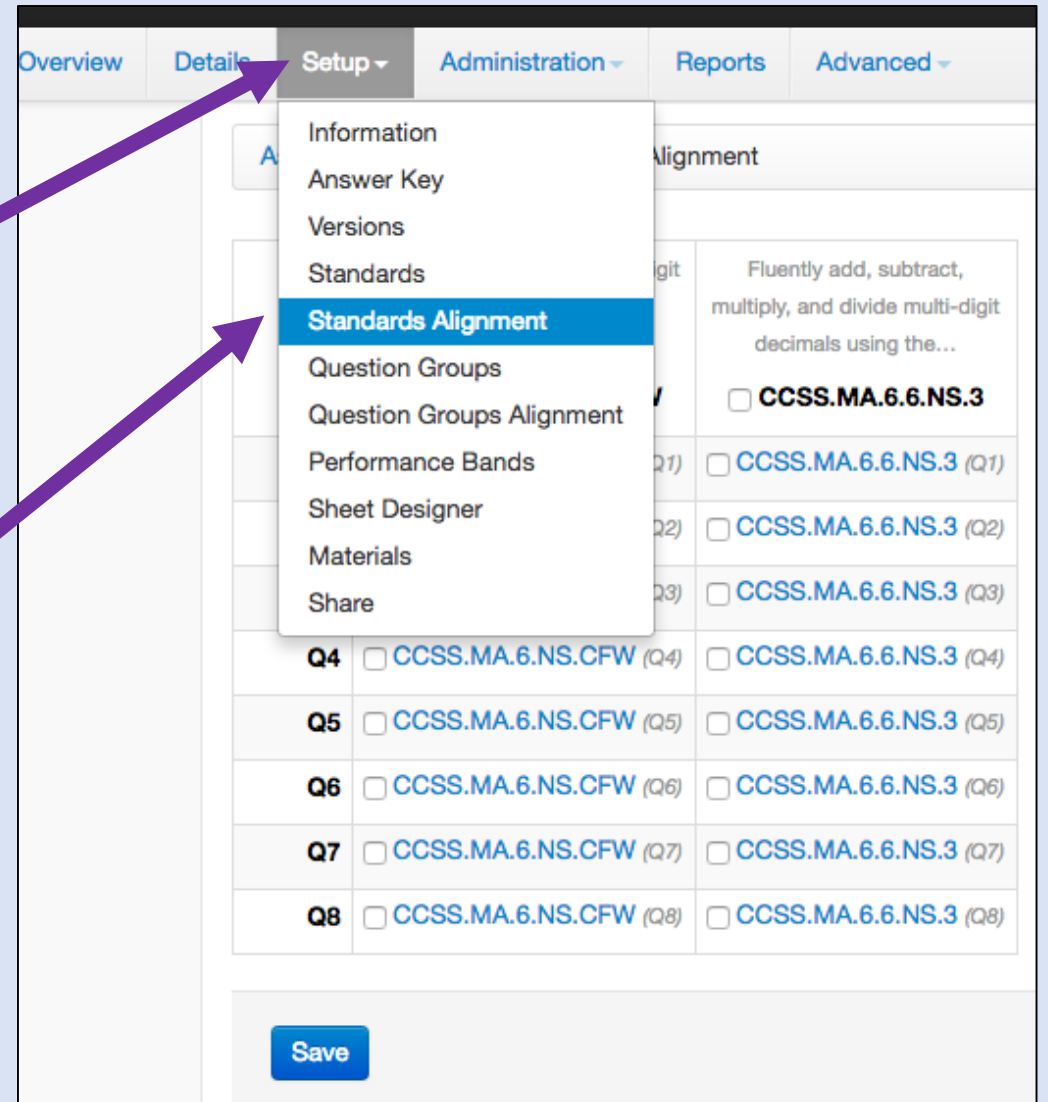
Answer Key  
Add Question

Question ▲	Correct	Points	Is Rubric	Standards	Question Groups
Q1	A	1	No	None	None
Q2	C	1	No	None	None
Q3	C	1	No	None	None

After you've selected all of the standards you want linked to your test questions, click on the button that says **Link Selected Standards**.

Next, click on **Setup** at the top. Then click on **Standards Alignment**.

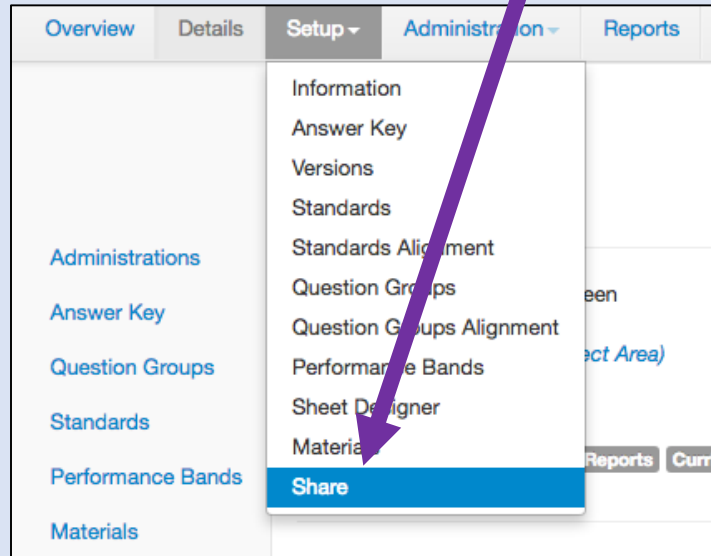
From there, you can select which standards to link to each question. Again, remember to **SAVE!**



The screenshot shows a software interface with a navigation bar at the top containing tabs for 'Overview', 'Details', 'Setup', 'Administration', 'Reports', and 'Advanced'. The 'Setup' tab is selected, and a dropdown menu is open, listing options: 'Information', 'Answer Key', 'Versions', 'Standards', 'Standards Alignment' (highlighted in blue), 'Question Groups', 'Question Groups Alignment', 'Performance Bands', 'Sheet Designer', 'Materials', and 'Share'. Below the menu, a table displays question alignment options. The table has columns for question IDs (Q4-Q8) and standard identifiers (CCSS.MA.6.NS.CFW and CCSS.MA.6.6.NS.3). Each cell contains a checkbox and the standard identifier. A 'Save' button is located at the bottom of the interface.

Question ID	Standard 1	Standard 2
Q4	<input type="checkbox"/> CCSS.MA.6.NS.CFW (Q4)	<input type="checkbox"/> CCSS.MA.6.6.NS.3 (Q4)
Q5	<input type="checkbox"/> CCSS.MA.6.NS.CFW (Q5)	<input type="checkbox"/> CCSS.MA.6.6.NS.3 (Q5)
Q6	<input type="checkbox"/> CCSS.MA.6.NS.CFW (Q6)	<input type="checkbox"/> CCSS.MA.6.6.NS.3 (Q6)
Q7	<input type="checkbox"/> CCSS.MA.6.NS.CFW (Q7)	<input type="checkbox"/> CCSS.MA.6.6.NS.3 (Q7)
Q8	<input type="checkbox"/> CCSS.MA.6.NS.CFW (Q8)	<input type="checkbox"/> CCSS.MA.6.6.NS.3 (Q8)

If you want to share this assessment with others, go to **Setup**, then **Share**.

A screenshot of a form titled 'Add Some Users to this Permission Group'. The form asks to 'Select how you would like to share this assessment'. The 'Share With' dropdown is set to 'User'. Below it, there is a text input field for a staff member's name, with an example: 'Example: Anita Book, Al Jibra, & Kurt Lecture'. There are three checkboxes: 'Can View & Download' (checked), 'Can Administer' (checked), and 'Can Edit' (unchecked). A 'Share' button is at the bottom. Purple arrows point from the text on the right to the 'User' dropdown, the name input field, and the 'Can Administer' checkbox.

Next to **Share With**, choose **User**.

Then type in the names of those you want to share it with.

Finally, check both “Can View & Download” and “Can Administer” – then click **Share**.