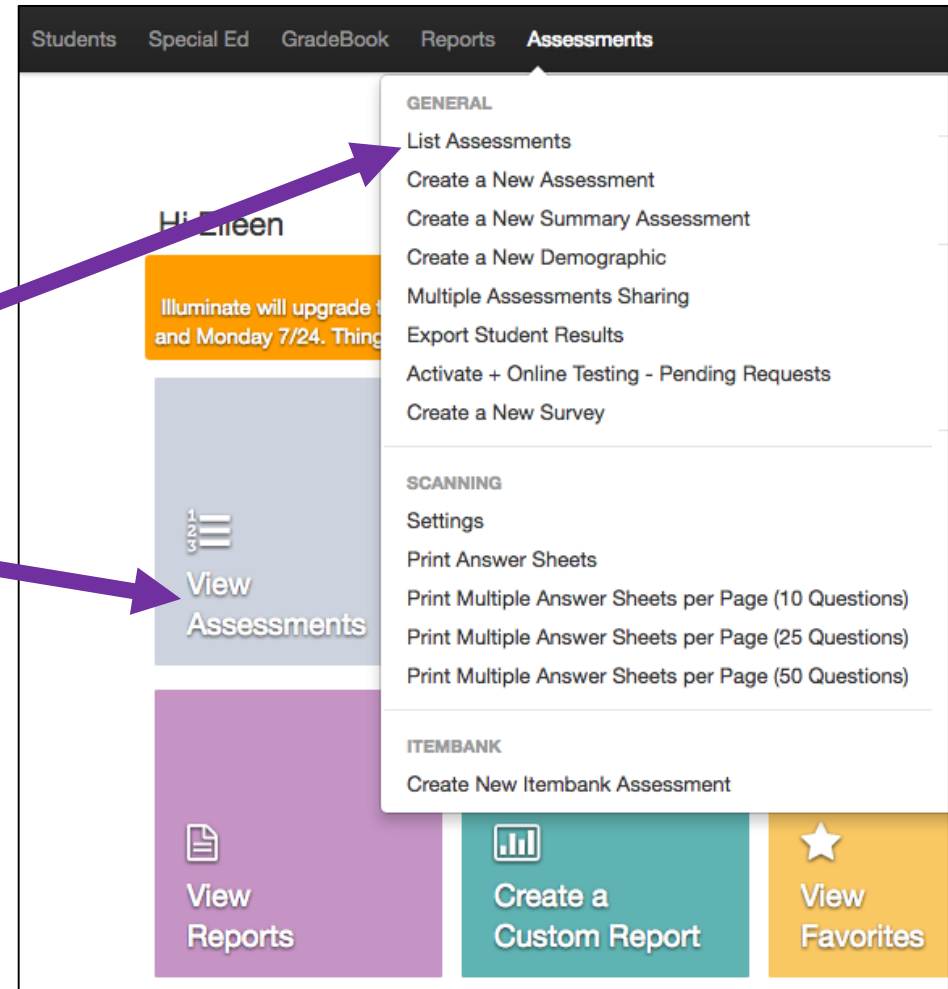


Giving the Assessment and Gathering/Entering Data

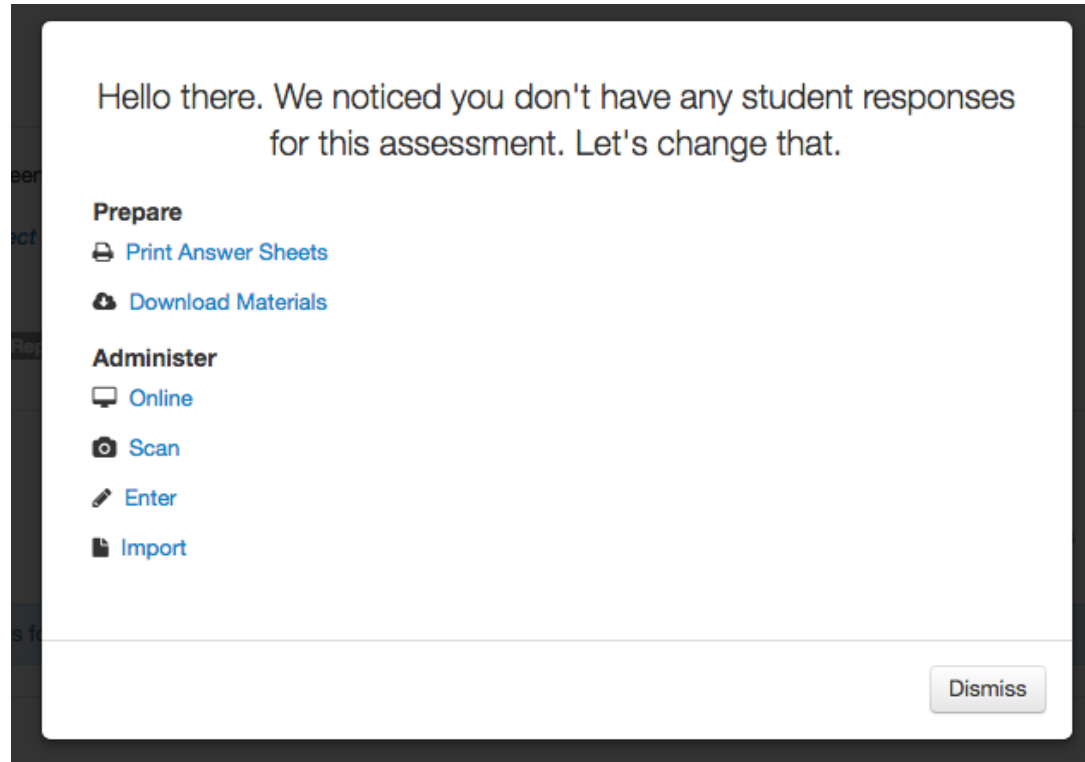
Find this PowerPoint at www.sixthgradewithmrsbietzen.weebly.com

When it is time to give your assessment, go to the main screen and select **List (or View) Assessments**.

Then find your assessment, and click on its name.



Normally, this box will pop up.



If you created your assessment using the Itembank questions, start by clicking on **Download Materials**. Here you'll find your test booklet.

If you're using a test you created, click on **Print Answer Sheets**.

[You can also get there by clicking on the **Administration** tab on the top.]

You may have to play with the **Print Answer Sheets** page individually because each teacher may have to type in different information.

Normally I start with typing in my name under the **Teachers** section.

Then, I type in my name under the **Classes** section to find my two classes.

Depending on how many classes you have, this may look different for you. When you think you have all your classes selected, click on **Generate**.

Overview Details Setup Administration Reports Advanced

Assessment Detail > Print Answer Sheets

Print Pre-Slugged Print Blank

Enrollment/Roster Date 16-17 | Y Student Group All Students

Courses Filter Courses (Optional)

Teachers Filter Teachers (Optional)

Classes Filter Classes (Optional)

Students Filter Students (Optional)

Additional Filters

Advanced Options

Generate

After you click Generate, you can scroll down and see your bubble sheets. You can either print them from here or **download** them first and then print them later.

******When you hand out the bubble sheets to your students, make sure they DO NOT mark inside the square – ONLY use this area to bubble in their answer. The camera will not be able to read their answer if there are other marks there.

Print/Download Sheets

[Download](#) [Print](#)

Note: If your answer sheets are not printing out correctly, use the Download option.

JOSEPH ALLEMAN (3134129484)
Sample

1. A B C D E

2. A B C D E

3. A B C D E

4. A B C D E

5. A B C D E

6. A B C D E

7. A B C D E

8. A B C D E

Form Identifier -- Do not mark

⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙

WASHINGTON WOODS MIDDLE SCHOOL
16 HOMEBASE, E. Gietzen

ETHAN ANTIEAU (8560706752)
Sample

1. A B C D E

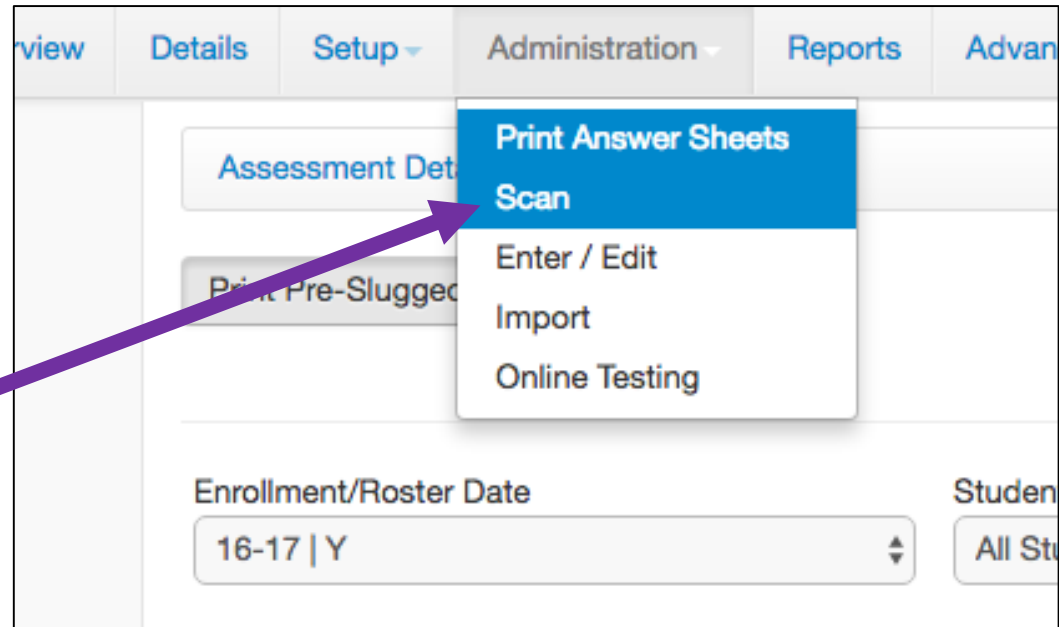
2. A B C D E

3. A B C D E

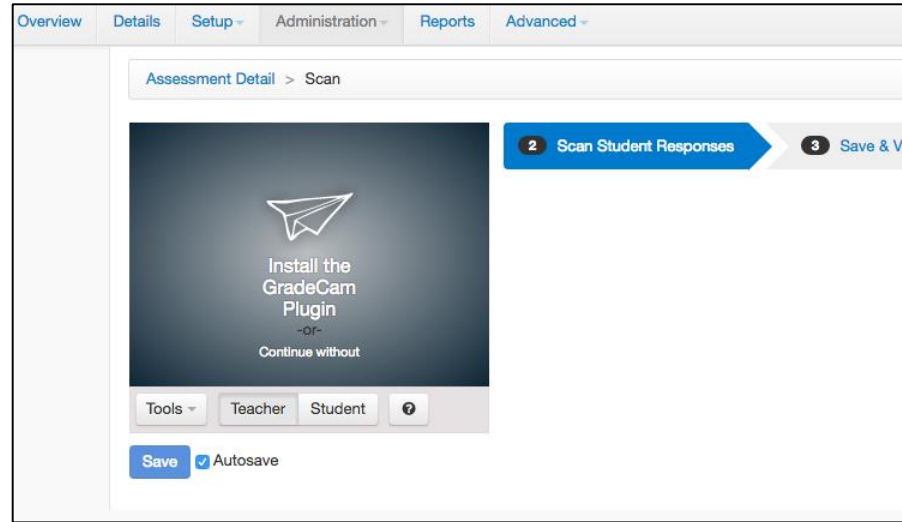
Now that you have your test booklets and answer sheets printed, you are ready to give the test and then gather the data.

If you are giving a Multiple Choice test, this part is easy!

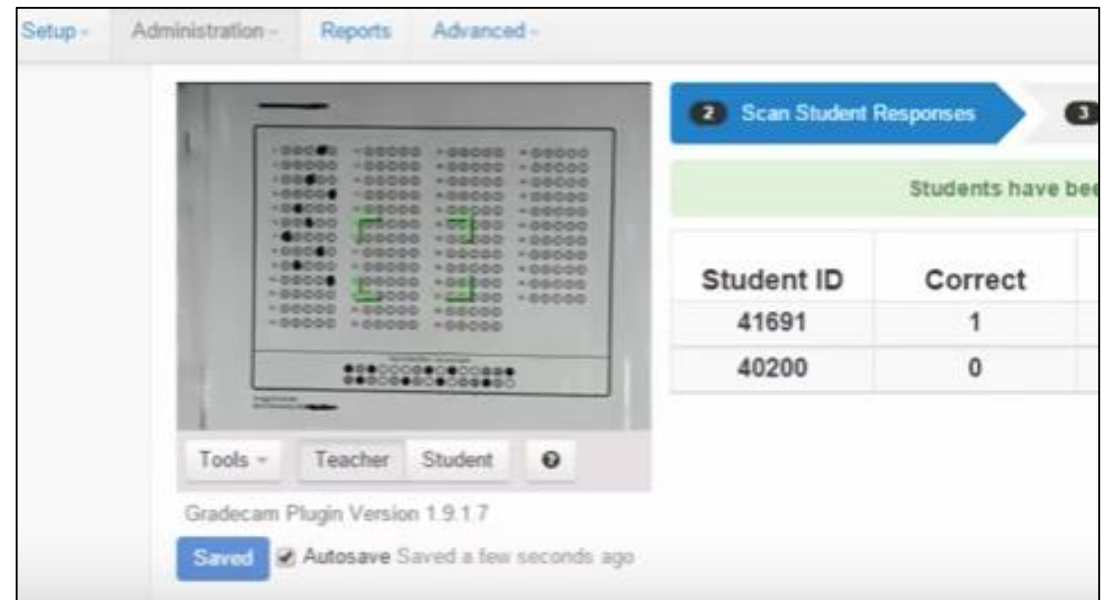
Under **Administration**, click on **Scan**.



Last I knew, to scan the bubble sheets, you had to use Internet Explorer. You will also need to install the GradeCam Plugin.



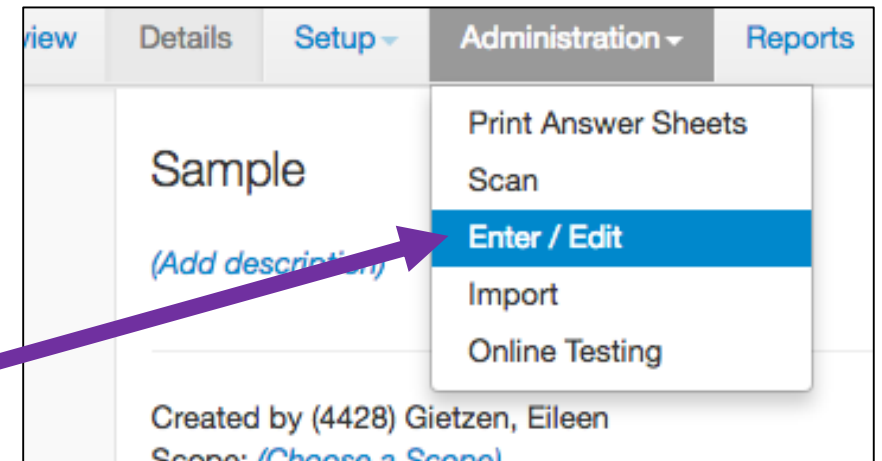
Once this is set up, you can use your document camera to scan in your students' bubble sheets.



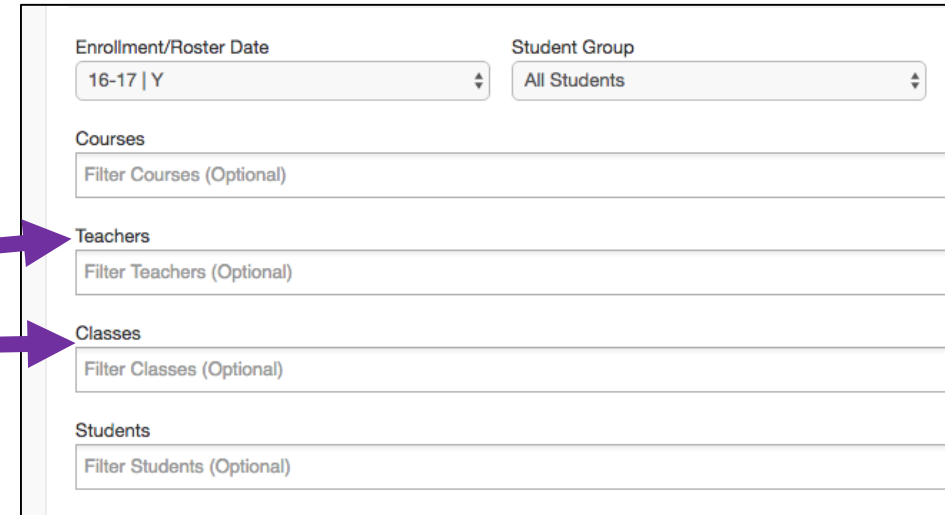
If you are not using a Multiple Choice test, gathering the data is not quite as quick and simple, but **totally worth the effort** to **give feedback** to your students and use for **report cards**.

If you are using a point-based rubric to grade, there are two ways to enter your data:

1. Print out bubble sheets and fill in the point value they earn on each question, then scan the bubble sheets like above.
2. Or, **enter** your students' results directly into Illuminate Education.



You will need to find your class(es) by typing in your name into the **Teachers** and **Classes** boxes.



Enrollment/Roster Date: 16-17 | Y

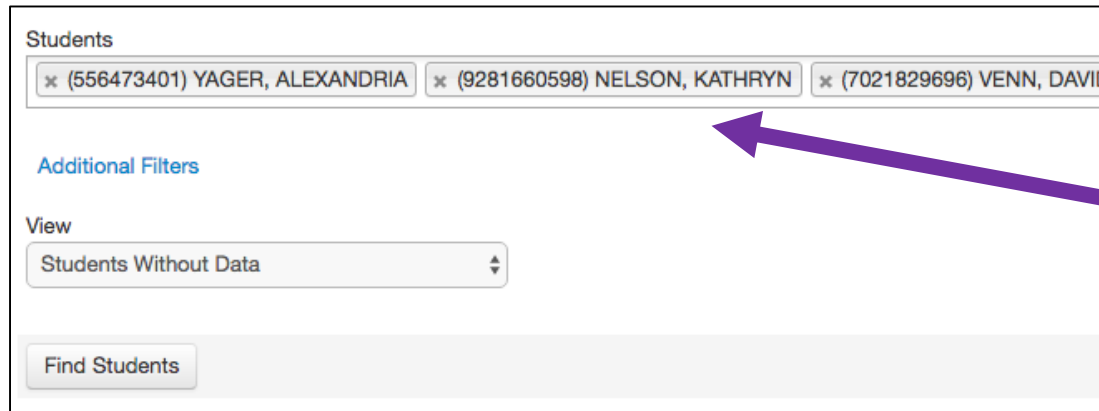
Student Group: All Students

Courses: Filter Courses (Optional)

Teachers: Filter Teachers (Optional)

Classes: Filter Classes (Optional)

Students: Filter Students (Optional)



Students

(556473401) YAGER, ALEXANDRIA (9281660598) NELSON, KATHRYN (7021829696) VENN, DAVID

Additional Filters

View: Students Without Data

Find Students

Tip: Instead of bringing up your whole class at once, you can type in a few student's names (like the first 5-6 tests on the top of your pile) to only grade a few at a time.

You can then type in the point value they earned on each question.

Assessment Detail > Find Student Responses > by Grid or by Student or by Question

✕ Saved Autosave Saved a few seconds ago

	ID	First Name	Last Name	Date Taken	Version	Q1	Q2	Q3	Q4	Q5	Q6
1	9281660598	KATHRYN	NELSON			4	3	3	3	4	4
2	7021829696	DAVID	VENN			3	3	3	2	2	3
3	556473401	ALEXANDRIA	YAGER			3	3	2	2		

→ To add more student results, go back to the **Administration** tab and select **Enter/Edit**, and add more student names.

