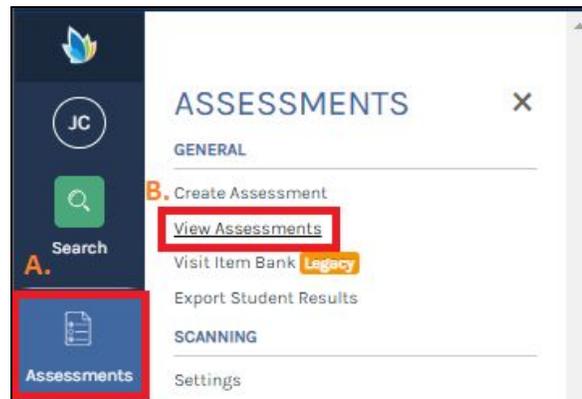


Illuminate Tutorial: How to Show Assessment Results to Students

1. At the Illuminate Homepage,
 - a. Click the “Assessment” icon.
 - b. Then click “View Assessments”



2. Now at the “View Assessments” page.
 - a. You can search for your assessment here.
 - b. Once you have found your assessment click the title of the assessment.

A screenshot of the "All Assessments" page. The page title is "All Assessments" and it says "Displaying 1 to 50 of 523". There is a search bar with the text "Search All Assessments" and a "Search" button. Below the search bar is a "+ Add Filters" button and a toggle for "Only Show Assessments With Data". The main content is a table with the following columns: Title, Type, ID, Owner, Date Created, Last Accessed, Current Data, and Actions. The first row is highlighted with a red box and contains the following information:

Title	Type	ID	Owner	Date Created	Last Accessed	Current Data	Actions
2018/19 Gr. 6 Math District Common Assessment 3	Item Bank	49578		February 19, 2019	April 2, 2020	<input checked="" type="checkbox"/>	Action -
Geometry Test	Item Bank	22431		April 8, 2016	March 27, 2020	<input type="checkbox"/>	Action -
Surface Area & Volume	Item Bank	22194		March 11, 2016	March 27, 2020	<input type="checkbox"/>	Action -

3. Once you have selected your assessment.
 - a. Click “Setup” and then select “Information”

A screenshot of the assessment setup page for "2018/19 Gr. 6 Math District Common Asses...". The page has tabs for "Overview", "Details", "Setup", and "Administration". The "Setup" tab is selected, and a dropdown menu is open showing options: "Information", "Answer Key", "Standards", "Standards Alignment", and "Materials". The "Information" option is highlighted with a red box. Below the tabs, there is a "Filter Students" button and the title "2018/19 Gr. 6 Math District Common Asses". Below the title, there is a "Created by" field. At the bottom, there are several buttons: "Itembank", "Portal", "Online Testing", "Shared", "Curriculum Associate", "ALS", "Custom Reports", "Fluence", "Versions", "Edusoft", and "Data Director". The page number "11 (19.0%)" is visible in the bottom right corner.

4. At the Assessment Detail Information page.
 - a. Click “More Options”

Palm Crest Elementary
2019-2020

2018/19 Gr. 6 Math District Common Asses... Overview Details Setup - Administration -

Assessment Detail > Information

Title: * 2018/19 Gr. 6 Math District Common Assessment 3

Description: Created by Andrea Redecker

A. **More Options**

5. Once you have clicked “More Options”
 - a. Check the author of the assessment. They will have full rights in order to show the assessment scores in the Student Portal.
 - b. At “Show in Student and Parent Portal”. “Yes” should be checked off. **If you are not able to check the “Yes” off. Contact the author of the assessment to make changes or send an email to help@lcsud.net.** Click “Save” to save all your changes.

Palm Crest Elementary
2019-2020

2018/19 Gr. 6 Math District Common Asses... Overview Details Setup - Administration - Reports Advanced -

Assessment Detail > Information

Title: * 2018/19 Gr. 6 Math District Common Assessment 3

Description: Created by

A. **Author: (814)**

Local Identifier: <blank>

First Date Administered: 02/26/2019

Academic Year: 2018-19

Subject: -- Choose a Subject Area --

Scope: -- Choose a Scope --

Grade Levels:

- K
- 1
- 2
- 3
- 4
- 5
- 6

Lock Assessment:
This will lock classified assessment pages to other user.

B. **Show in Student and Parent Portal: Yes No**

Performance Band Set: District Default

Show Less

6. Once you have saved your changes or contacted the author or helpdesk to enable scores to be shown to students.
 - a. Click “Administration” and then click “Online Testing”

The screenshot shows the 'Administration' dropdown menu for the assessment '2018/19 Gr. 6 Math District Common Asses...'. The menu options are: Print Answer Sheets, Grade with Camera, Grade from Scanner, Enter / Edit, Import, **Online Testing** (highlighted), and Link to GradeBook. The page header includes 'Palm Crest Elementary 2019-2020' and navigation tabs for 'Overview', 'Details', 'Setup', 'Administration', and 'Reports'.

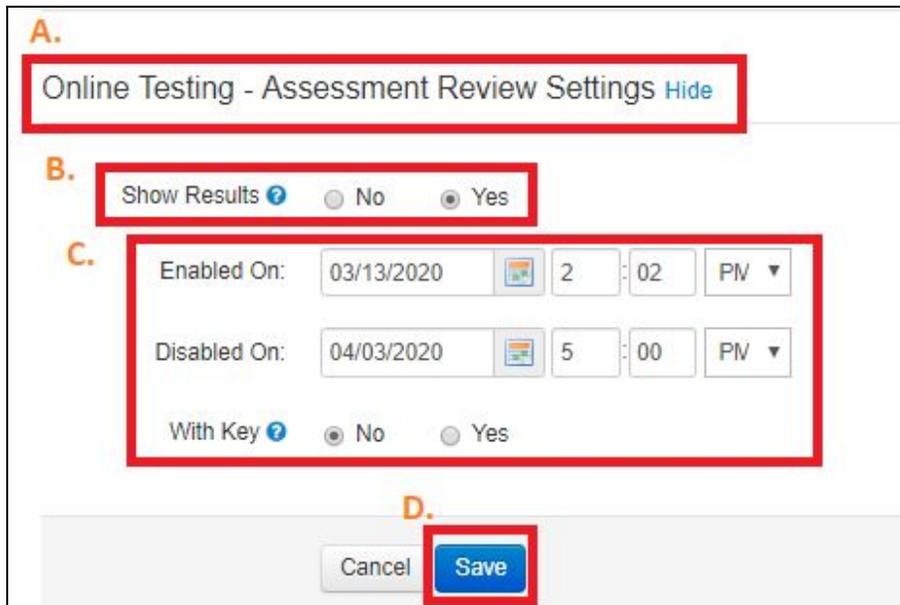
7. Once you are at the “Online Testing” page.
 - a. Look for the “Active Administrations” of the assessment and click “Edit”.

The screenshot shows the 'Online Testing - Assessment Administrations' page. It features a table with columns: Delete, Edit, Created By, Date Window, Time Window, Duration, Status, Site Info, Course Info, Student Info/Tools, and Auth Info. The 'Edit' button in the first row is highlighted with a red circle. The table contains one row of data for an active administration.

Delete	Edit	Created By	Date Window	Time Window	Duration	Status	Site Info	Course Info	Student Info/Tools	Auth Info
<input type="checkbox"/>	Edit		S: 2020-03-25 @ 12:00 am F: 2020-04-03 @ 07:00 pm	All Day	None	■	Academic Year: 2019-20 Grade Level: 6th Grade Site: Palm Crest Elementary User:	Department: All Departments Course: All Courses Sections: (ELM620) 6th Math - 1 (27100), (ELM620) 6th Math - 3 (28293)	Assessment Panel Students: 60 Aggregate View Portal Access: Yes	

Legend: ■ Pending ■ Current ■ Passed

8. At the Assessment Administration page.
 - a. Look for “Online Testing - Assessment Review Settings” and click “Show”. This will show all the view options to students.
 - b. At “Show Results” click “Yes”.
 - c. Now you want to put the time and date you would like the scores to be viewable and disabled.
 - d. Click “Save” once you have entered all your parameters.



A. Online Testing - Assessment Review Settings [Hide](#)

B. Show Results [?](#) No Yes

C. Enabled On: 03/13/2020 [?](#) 2 : 02 PM
Disabled On: 04/03/2020 [?](#) 5 : 00 PM
With Key [?](#) No Yes

D.