



*Directions for Administration  
of the  
Online District Benchmarks  
for  
ELA and Math*

Version 2

January 2016

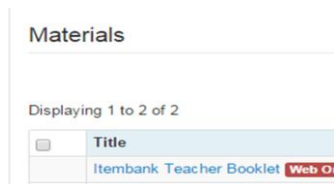
## Prior to Administering a Test Session

Before you administer a test session, check to see if the following has been completed:

- ☐ Verify the security of the testing environment prior to beginning a test session.
  - ✓ Student seats are arranged in a way so they cannot see each other's answers.
  - ✓ All displayed instructional materials (e.g., vocabulary charts, periodic tables, etc.) are covered or taken down.
  - ✓ Post TESTING IN PROGRESS – DO NOT DISTURB and NO ELECTRONIC DEVICES signs
- ☐ Ensure that students do not have access to digital, electronic, or manual devices during testing.
- ☐ Students have their log in information
- ☐ Student log in portal: <https://scusd.illuminatehc.com/login>

## Test Booklet

To review the test beforehand and for teacher directions, go to **Assessments<List Assessments<District Benchmark<(Subject) and Search**. Select your assessment. At top, select **Setup** and on the dropdown select, **Materials**. Select and print.



\*In **grades 2-11** not all questions have instructions that need to be read as students should be working independently. Please review beforehand the **test booklet** for questions that have directions that need to be read to students.

## Administration Directions for Grade 1

ELA: teachers should read the questions, passages and answers to the students in all benchmarks.

Math: teachers can use their discretion on whether to read aloud to students or not.

## Administration Directions for Grade 2

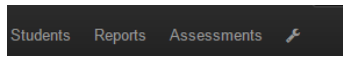
1<sup>st</sup> benchmark only: teachers can use their discretion on whether to read aloud to students or not in both ELA and math.

2<sup>nd</sup>-3<sup>rd</sup> benchmark: teachers should NOT read the assessment to students.

## Administering a Test Session

To administer a test session, follow the steps in the table below.

1. Log in to Illuminate at: [Scusd.illuminateed.com](https://scusd.illuminateed.com) on any browser (do not use Internet Explorer).
2. Select the Assessment tab, click List Assessments



3. Click on your grade level and under Scope District Benchmark and click Search

Author: Me, Others, Shared to Me

Year (1 selected item): 2015-16, 2014-15

Grade: K, 1, 2

Type (1 selected item): State & National Publisher Assessment, Itembank

Scope (1 selected item): Publisher/Curriculum Embedded, Site Assessment, District Benchmark, Teacher Created

Subject: English Language Arts, Mathematics, Writing, Reading

Search assessments... Clear Search

4. Click on the Assessment Title

Title	Author
Sacramento City USD Grade 2 Math Benchmark 1 2015-2016	Illuminate, Assessments

5. Preview your online assessment prior to administering it. To access online testing options you can:

Use the:

Hello there. We noticed you don't have any student responses for this assessment. Let's change that.

- Prepare
- Print Answer Sheets
  - Download Materials
  - Itembank Test Booklet **Web Only**
  - Itembank Teacher Booklet **Web Only**
  - Duplicate Itembank Assessment
  - View in Itembank
- Administer
- Online
  - Scan
  - Enter
  - Import

Online Testing - Assessment Rosters

Preview Online Assessment

+ Add Roster

6.

7. Click Preview

Preview

Cancel

The Online Testing Administration Settings have already been set for the district.

### Create a Testing Window (Add Roster)

+ Add Roster

8. Click on

9. Select the testing window start and end times for each class or period. Think about when you want students to access the test and click save.

## Online Testing - Assessment Roster

Testing Window Start: 10/26/2015 8:00 AM

Testing Window End: 10/26/2015 2:00 PM

Academic Year: All Academic Years

Grade Level: 2nd Grade

Site: Sacramento City Unified School

User:

Departments: All Departments

Course: All Courses

Sections: All Section

Students: All Students

Cancel Save

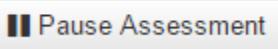

10. You will be taken back to the Online Testing Assessment Rosters. Click on the number under the Student column.



11. You will now have access to view students as they test.

Student ID	First Name	Last Name	Portal Access	Started At	Finished At	Time Elapsed	Viewing	# Pauses	Actions
7000111	Mai	Test	Yes						Actions

12. Look over your roster, for each student you will see that you can view Start/Finish times, Time Elapsed, What question they are viewing, any pauses and you can take action (pause or force quit). Force finish will manually end the student's session and submit results.

13.  This pauses the assessment for ALL students. The Pause under the 'Actions' menu pauses it for an individual student. You will then need to click  to continue.

## ALL TEACHERS READ:

**SAY:** Today you will take the District Benchmark for (insert grade, ELA or mathematics) test. If you need an individual break during the test, raise your hand and wait for my instructions and permission. At this time, you must turn off and put away all unauthorized electronic devices. This includes cell phones, music players, and PDAs (personal digital assistants).

Once you have logged on, wait for my directions to start the test. I will be checking that you have entered the correct information.

Have students open the web browser (not Internet Explorer) and enter: <https://scusd.illuminatehc.com>

Provide students with login information:

- ☐ Local student id number
- ☐ Password or Temporary password (12345 if student is new)
- ☐ Have students use their local id number or whatever system you have set up at your school for their password

Log on information may be provided on a card or piece of paper and should be collected.

Username:

Password:

Login

**SAY:** Enter you student ID number under Username and Password, and click Submit.

At the top of the page you should see Welcome and your name. If you do not see your name, please raise your hand and I will come help you.

Ensure all students have successfully logged on. Inform students of the test session in which they are participating.

**SAY:** Under Pending Assessments you will see

*Sacramento City USD Grade \_\_ (Math or ELA) Benchmark (1, 2 or 3) 2015-2016.* Click on the title to open your assessment. Please wait quietly while I verify each of your tests. At the top of the page you will see a green button that says, Begin Test, *Click on it to begin your test.*

Welcome Francis

Password was updated successfully

⚠ There is no gradebook data available for because there are no open grading periods yet.

Pending Assessments		Recent Assessments			
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left; padding: 5px;">Assessments</th> <th style="text-align: left; padding: 5px;">Testing Window Ends</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"><a href="#" style="color: #007bff;">My test 789</a></td> <td style="padding: 5px;">Friday, October 23, 2015 at 2:00 AM</td> </tr> </tbody> </table>	Assessments	Testing Window Ends	<a href="#" style="color: #007bff;">My test 789</a>	Friday, October 23, 2015 at 2:00 AM	<p style="padding: 5px;">No assessments at this time</p>
Assessments	Testing Window Ends				
<a href="#" style="color: #007bff;">My test 789</a>	Friday, October 23, 2015 at 2:00 AM				

💬


⏸

🔍 Review / ✓ Finish

🚩

**SAY:** You will now begin on question 1. If you are unsure of an answer, provide what you think is the best answer; there is no penalty for guessing. If you would like to review that answer at a later time, mark the item by clicking on the green button with the flag at the top of the page it will turn read when saved. Flagging the item will remind you to go back and decide whether or not you want to change the answer during this test segment.

If you need help during the test please raise your hand and I will assist you.

You may **PAUSE** at any point in the test by selecting the **PAUSE** button . When you are ready to resume your test, click on the green resume button at the top of the page. If there are no questions, you may **Begin Test now**.

## Monitoring Student Progress

My test 789   Overview   Details   Setup   Administration   Reports   Advanced									
Online Testing - Assessment Roster Students					Enable Student Help		Pause Assessment		List Assessment Rosters
Displaying 1 to 50 of 3,446					More...		Search		
Student ID	First Name	Last Name	Portal Access	Started At	Finished	Time Elapsed	Viewing	# Pauses	Actions
70123458	Mai	Test	Yes	Oct 16, 2015 9:16 AM		18m	#1	2	Actions

### Student Help Requests

Student ID	Last Name	First Name	Question	
70123458	Mai	Test	#1	Acknowledge

[Acknowledge All](#)

Once students have started their tests, the testing administrator (TA) should circulate through the room to ensure that all conditions of test security are maintained. The TA should also continue to monitor students testing progress.

If a student asks for assistance either in answering an item or manipulating an item type, the TA should gently instruct the student to try his or her best but that the TA cannot help answer an item. The TA may remind the student to reread the instructions to that item.

**SAY:** I can't help you with your test. Try to do the best that you can.

## Ending a Test Session

When there are approximately 10 minutes left in the test session, the TA should give students a brief warning.

**SAY:** We are nearing the end of this test session. Please review any completed or marked items now. Do not submit your test unless you have answered all of the questions.

**Finish** after they finish reviewing. Once a student selects **Finish** the student will not be able to review answers.

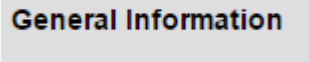
**SAY:** This test session is now over. If you have not finished, select **PAUSE**, and you will be able to finish at another time. If you have finished, select **FINISH**.

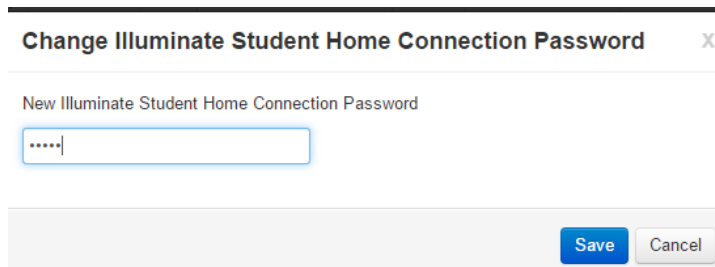
**Reopen:** If a student accidentally click finish before completing all questions, under actions, you can reopen that students test.

Actions  
Re-Open

## **Student in Illuminate but Can't Access Student Portal**

Go to **Students** tab  and click **search 2.0**. Enter **Local Student ID** and **Search**

Last row under **General Information**  is **Portal Password: [Change](#)** Click on Change



Change Illuminate Student Home Connection Password ×

New Illuminate Student Home Connection Password

.....|

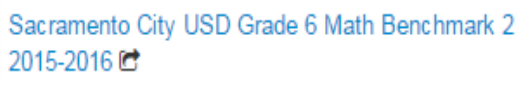
**Save** **Cancel**

Add password 12345 and Save.


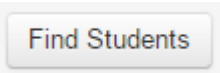
Now make sure you add the student to the assessment roster so the student can test.

## **Grading Constructed Response Items**


Select Assessments<List Assessments<District Benchmark<English Language Art or Mathematics< 




Select your Benchmark: 

Select Administration<Enter/Edit

Under View use the dropdown menu  and .

Select  Scroll to the Question you need to score  **Q20** 

Students answer will show. To view the question and rubric, click on: . Use the dropdown next to

students name to enter their score.  Scores will save if **autosave** is checked.   Autosave