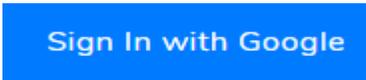




How to Print and Scan a Flex Assessment

Log In to Illuminate

1. Log in to Illuminate at: <https://scusd.illuminateed.com>



2. Click on:



3. Click on:  if requested to and enter your scusd.edu email address and password

Find the Assessment ID Number of the Assessment you want to administer

Internal ID	Scan	Duplicate	Type	Number	Title
37768			Flexible		THE WEST TEST 

Printing Answer Sheets

1. Click on the name of the assessment.

2. Select



3. Go to  [Print Answer Sheets](#)

4. You will be on the filter page

Site: Enrollment/Roster Date: Student Group:

Departments

Courses

Teachers

Classes

Students

[Additional Filters](#)

[Advanced Options](#)



5. To select a class by teacher, select the dropdown on CLASSES

Classes

Filter Classes (Optional)

6. Select the **teachers name** with course code wanted after name(EX:

Chery - 2000 - ATT (337619)

Advanced Options

and if you want larger bubbles, select

7. Change the Bubble Sizes to:

Bubble Sizes Small (default) Medium Large
 X-Large XX-Large

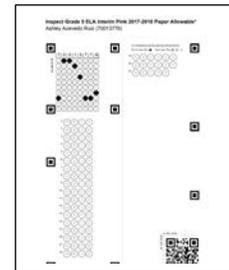
This will modify the size of answer bubbles on your answer sheet.

8. **Generate** and open your file

prefilled.pdf

. You can print or download

and save the file to print later.



Scanning Answer Sheets – (video <https://vimeo.com/240881628>)

1. Connect Document Camera to laptop or use the camera to scan.

2. Find your assessment and select

Administer

3. Select  Grade with Camera The camera should automatically set up

4. In the camera window or with the doc cam place answer sheets you should hear a click and see the results for that student, continue until all documents have been scanned.

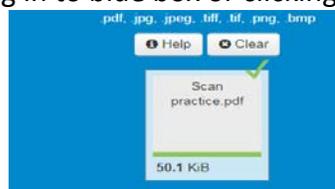
5. Go Back to Assessment to view results.

Grade from Scanner

1. From the copier scan the answer sheets and send them to yourself.

2. Select **Administer** and  Grade from Scanner

3. Upload your file by dragging in to blue box or clicking on blue box and uploading.



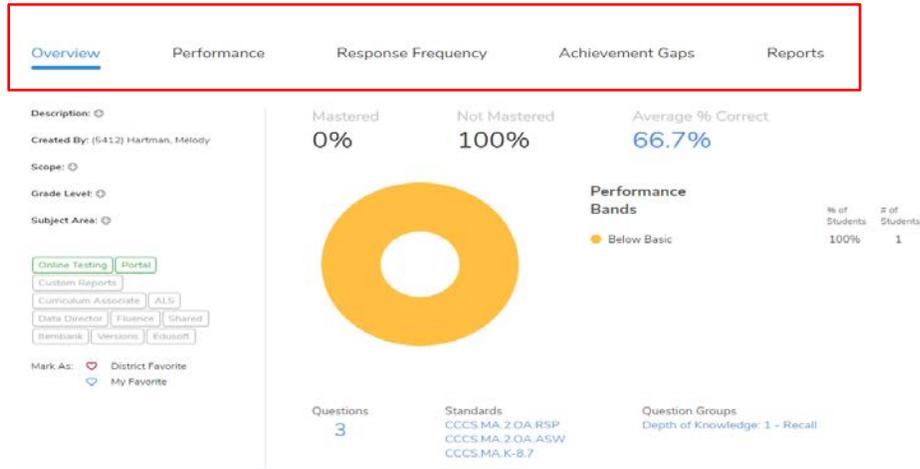
4. You will see your file.

Displaying 1 to 1 of 1 (filtered from 0 total entries) More... Search

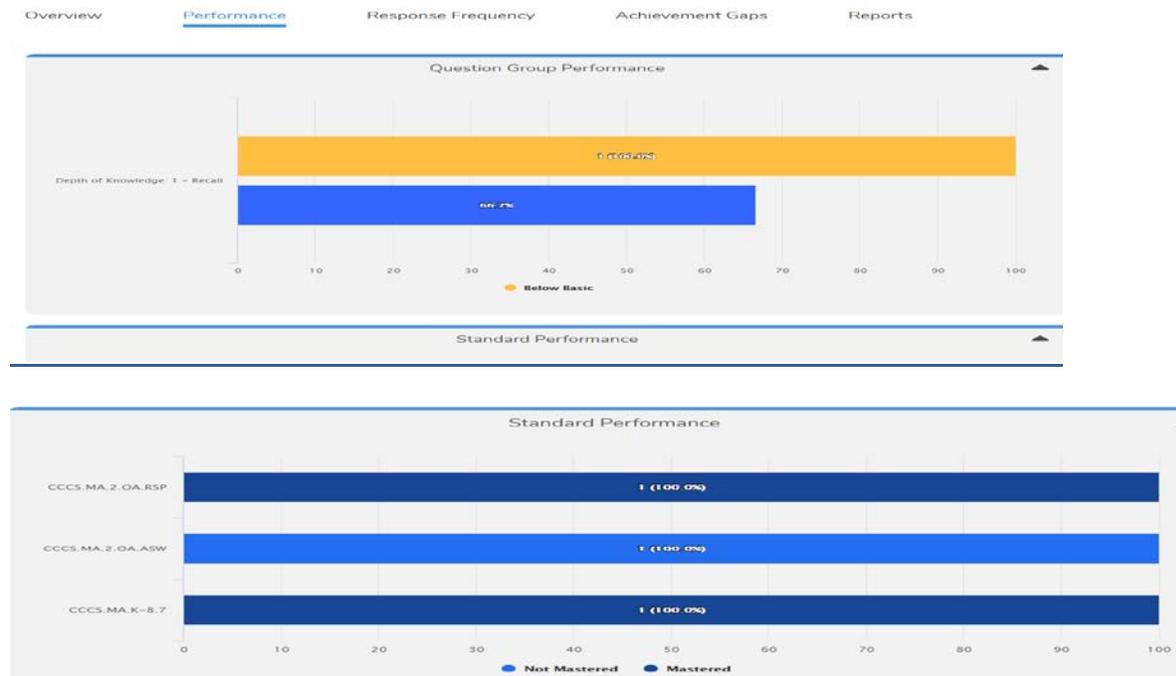
ID	File Name	Date Uploaded	User	Status	Actions
2	5a99ab40d0893Scan practice.pdf	March 2, 2018	Admin, Assessment / Test	Finished	Action

5. Go to Back to My Assessment and see your students' results.

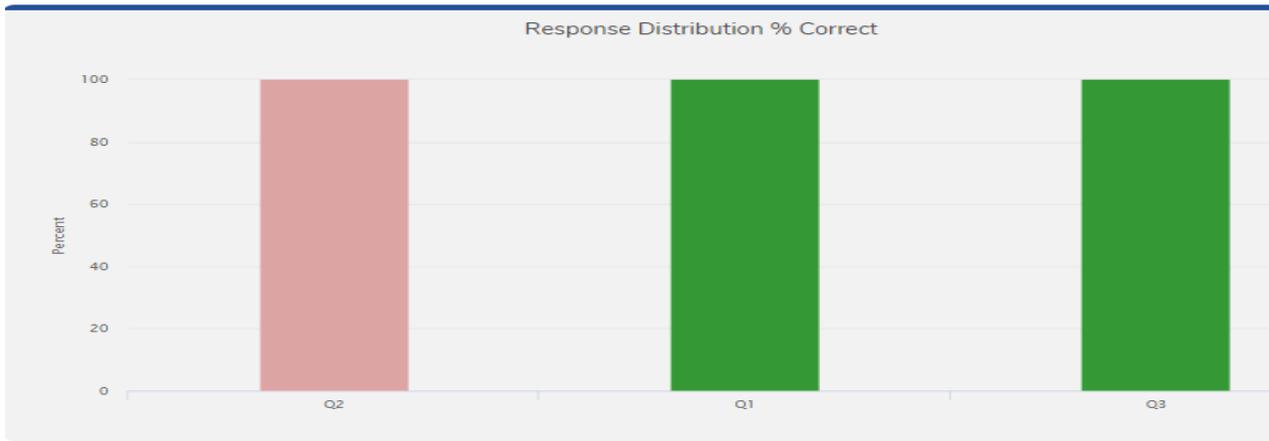
REPORTS
Overview



Performance



Response Frequency



Non Rubric

Question	% Points Earned	# Correct	# Incorrect	Points Possible	No Response	A	B	C
Q2	0%	0	1	1	0	1	0	0
Q1	100%	1	0	1	0	0	0	1
Q3	100%	1	0	1	0	1	0	0

Achievement Gaps

