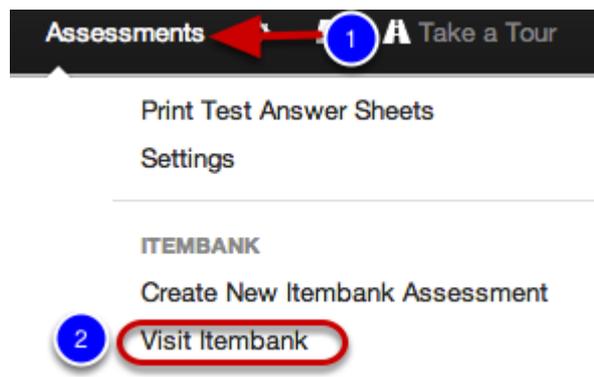


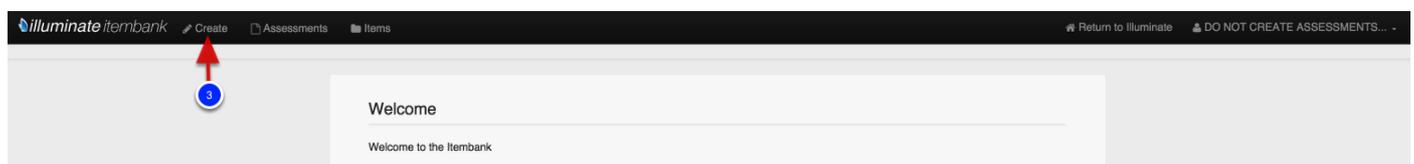
# Create a Quick Assessment

This lesson will guide you through the process of creating a Quick Assessment in the Illuminate Itembank. Quick Assessments are created in four steps, basically you will input the standard(s) you wish to generate questions for, provide any exclusions, and the amount of questions you want, then items will populate an assessment based on your criteria.

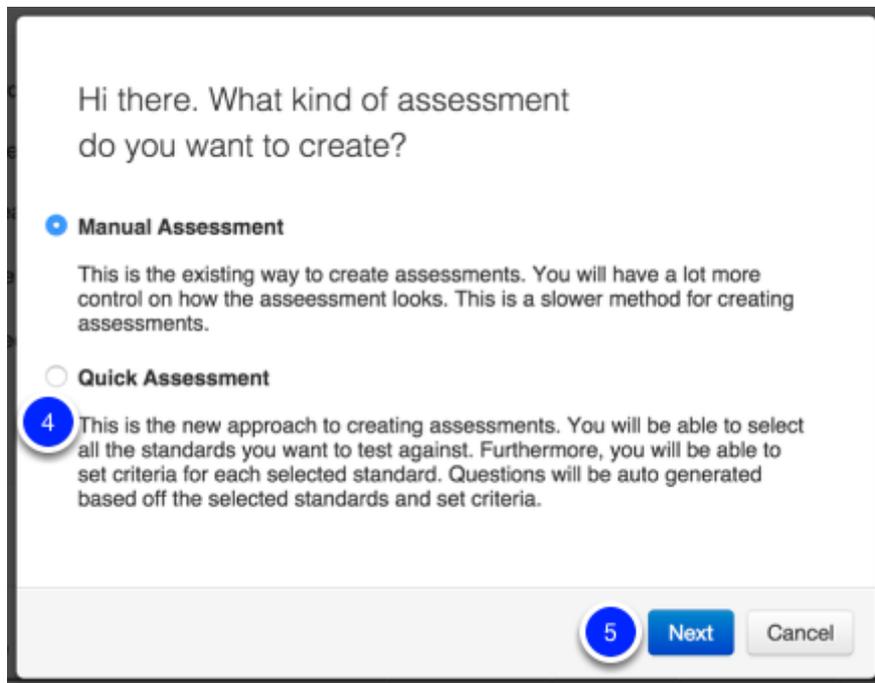
## Where to Start



1. Click on the **Assessments** tab.
2. Under **Itembank**, click **Visit Itembank**.



3. Select **Create** at the top of the page.



4. Select **Quick Assessment**.

5. Press **Next**.

## Create a Quick Assessment

The system will then start to guide you through the 4 steps to creating your quick assessment. Note you can click on the 'Step 1, Step 2...etc.' tabs to navigate through/back.

1. Give your assessment a **name**. This is technically the only requirement on this page. The description and tags are optional but help to quickly find the assessment later on.

2. Click **Continue**.

3. Next you will want to select the standard(s) you wish to assess. This questions will generate based on your standard selection(s).

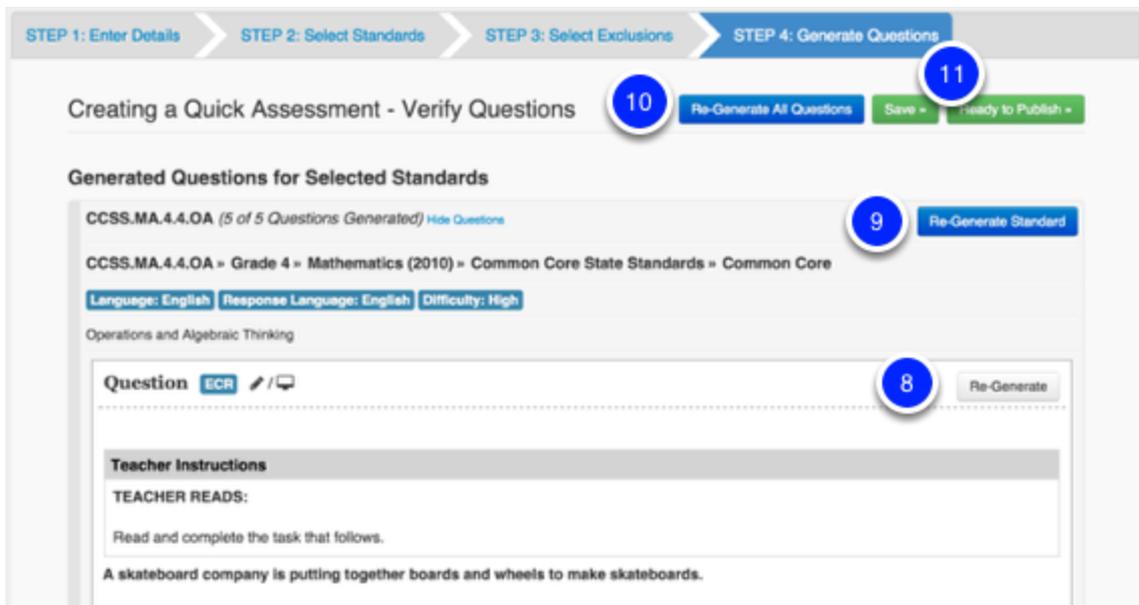
4. Once you select a standard(s) they will populate at the top of the page. Enter how many questions you wish to have for each standard. You can also **Modify Criteria** for the questions (i.e. only certain Depth of Knowledge levels, etc.) and **Delete** standards from this list.

5. Click **Continue**.

This step is optional. It allows you to exclude questions from other assessments you may have given.

6. Use keywords to find the assessment you wish to exclude, once selected they will display at the top of the page.

7. When finished, select **Continue**.



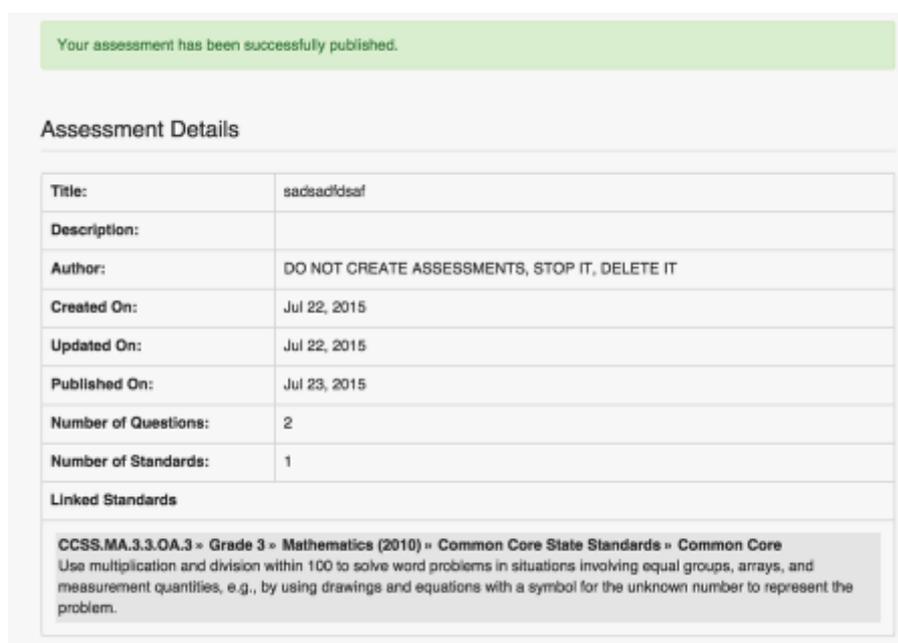
8. Questions based on the standard(s) you selected will populate. You can re-generate a question if it is not to your liking by clicking **Re-Generate**.

9. You can Re-Generate all questions for a specific standard as well by clicking **Re-Generate Standard**.

10. You can Re-Generate All Questions for the entire assessment if you wish by selecting **Re-Generate All Questions**.

11. When finished, you can **Save** the assessment if you wish to come back to it later, or you can select **Ready to Publish** if you are ready to push the assessment into Illuminate and administer it.

If saving, you can access the assessment again by clicking the **Assessments** tab at the top of the page.



If publishing, you will receive a success message at the top of the page along with the Assessment Details.

# Accessing the Assessment in Illuminate

The screenshot shows the Illuminate Education web application interface. At the top, there is a navigation bar with the logo and a search bar. Below the navigation bar, there are several tabs: Students, Attendance, Scheduling, SpecEd, Language, Health, Grades, GradeBook, Behavior, Reports, and Assessments. The Assessments tab is selected and highlighted with a blue circle and the number 1. Below the navigation bar, there is a sidebar with filters for Author, Year, and Grade. The main content area is divided into three sections: a search bar, a list of assessments, and a detailed view of a selected assessment. The list of assessments is a table with columns for Scan, Duplicate, Type, ID, and Title. The detailed view shows a menu of options for the selected assessment, with 'List Assessments' highlighted by a red circle and the number 2. The table below shows a list of assessments with columns for Scan, Duplicate, Type, ID, Title, and Date.

Scan	Duplicate	Type	ID	Title		
		Assessment		California Treasur		
		Assessment		Key Data Sys - Gr		
		Itembank		Final Assessment		
		DIBELS Next		DIBELS Next Gra		
		DIBELS Next		DIBELS Next Grade 5 Middle		
		DIBELS Next		DIBELS Next Grade 4 Beginning		
		Itembank		Key Data Sys - SBAC - Grade 5 Math CCSS Interim Formative Assessment Pink 2014-2015		
		Itembank		Key Data Sys - PARCC - Grade 5 Math CCSS Summative Assessment 2014-2015		
		Itembank		Key Data Sys - SBAC - Grade 5 ELA CCSS Interim Formative Assessment Pink 2014-2015		
		Assessment		Answer Sheet Example		
		Itembank		Algebra November Interim Assessment B		

To administer your exam after publishing:

1. Select the **Assessments** tab.
2. Click **List Assessments**.
3. Click on the **Title** of the assessment.