



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

Version 3

May 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)<Search**. Select your assessment. At top, select **Setup** and on the dropdown select, **Materials**. Select and print. Questions that are computer enhanced may not appear fully in the test booklet.

	Title
<input type="checkbox"/>	Itembank Teacher Booklet Web Only
<input type="checkbox"/>	Itembank Test Booklet Web Only

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

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

2nd-3rd 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	Year (1 selected item)	Grade	Type (1 selected item)	Scope (1 selected item)	Subject
Me	2015-16	K	Itembank	District Benchmark	English Language Arts
Others	2014-15	1		Site Assessment	Mathematics
Shared to Me		2		Teacher Created	Writing
					Reading

Search assessments...

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

- Click on the Assessment Title
- Preview your online assessment prior to administering it. To access online testing options you can:

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

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

Preview Cancel

Two Ways to Roster Students for Testing

1. Add a Roster (Password Protected)

- Click on Administration < Online Testing < + Add Roster
- 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

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

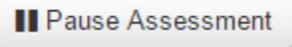
Students

3110

- 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

- 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.

-  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.

- Students log on at: <https://scusd.illuminatehc.com> to test.

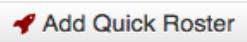
Username:

Password:

2. Create a Quick Roster (No Password)

Quick rostering allows Illuminate online testing users to create a quick access code for all students on their roster to take an assessment via illuminate.online. Quick rostering bypasses the District Home Connection Portal and requires no setup for Student Portal access.

- Click on Administration < Online Testing <



The assessment roster was successfully added.

Online Testing - Assessment Rosters

Delete	Edit	Created By	Window Start	Window End	Time of Day Window	Status	Time Duration	Academic Year	Grade Level	Site	User	Department	Course	Section	Students	Portal	Password
<input type="checkbox"/>	Edit	Illuminate, Illuminate User	Apr 27, 2016 12:36:00 PM	May 4, 2016 2:36:00 PM	All Day	■	None								0	<input checked="" type="checkbox"/>	Access Code: YZ92EPE

Quick Rostering for Formative Assessment
 Students use a new website - illuminate.online
 Students enter their unique Student ID
 All students use the Access Code

Legend: Pending Current Passed

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NEW STUDENT LOG IN FOR QUICK ROSTER

<https://testing.illuminateed.com/auth/quick>



Student ID:

Access Code:

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> for regular rostered students or

<https://testing.illuminateed.com/auth/quick> for Quick Rostered students using the access code to log in

Provide students with logon information:

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

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

SAY For Regular Roster

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

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.*

The screenshot shows the Illuminate assessment interface. At the top, it says "Welcome Francis". Below that is a green notification bar: "Password was updated successfully". A blue warning bar follows: "There is no gradebook data available for because there are no open grading periods yet." The main content area is divided into two sections: "Pending Assessments" and "Recent Assessments".

Assessments	Testing Window Ends
My test 789	Friday, October 23, 2015 at 2:00 AM

The "Recent Assessments" section shows "No assessments at this time". At the bottom of the interface, there is a navigation bar with several buttons: a speech bubble icon, a pause icon, a green button labeled "Review / Finish", and a red flag icon.

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

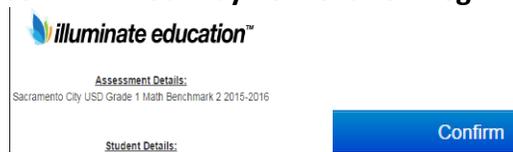
read when saved. Flagging the item will remind you to go back and decide whether or not you want to change the answer during this test segment.

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.

SAY For Quick Roster

SAY: Enter you student ID number and the Access Code that is written on the board exactly as it is written, and click Next. You will now see the name of the assessment you are about to take and under Student Details, you should see your name and id number. Please raise your hand if it is not you. You can now click on Confirm. You may now click on Begin Test.

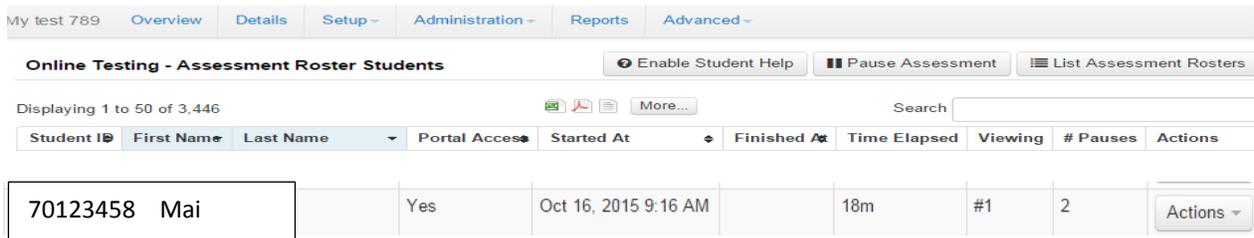


If you are unsure of an answer, provide what you think is the best answer; there is no penalty for guessing. If you would like to review that answer at a later time, mark the item by clicking on the green button with the flag at the top of the page it will turn read when saved. Flagging the item will 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



Student ID	First Name	Last Name	Portal Access	Started At	Finished At	Time Elapsed	Viewing	# Pauses	Actions
70123458	Mai		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.

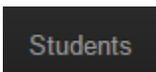
Finish after they finish reviewing. Once a student selects **Finish** the student will not be able to review answers.

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.

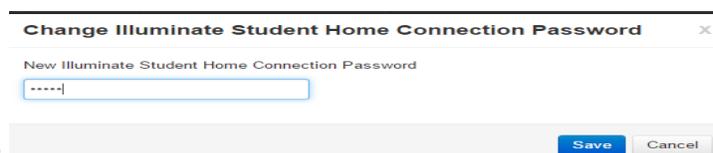
Reopen: If a student accidentally click finish before completing all questions, under actions, you can reopen that students test.



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



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<

Search

Select your Benchmark: Sacramento City USD Grade 6 Math Benchmark 2
2015-2016

Select Administration<Enter/Edit

View

Students With Data

Under View use the dropdown menu and

Find Students

Select Constructed Response Scroll to the Question you need to score Q20

Question Info

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

to students name to enter their score. Q1 2 Scores will save if **autosave** is checked. Save Autosave