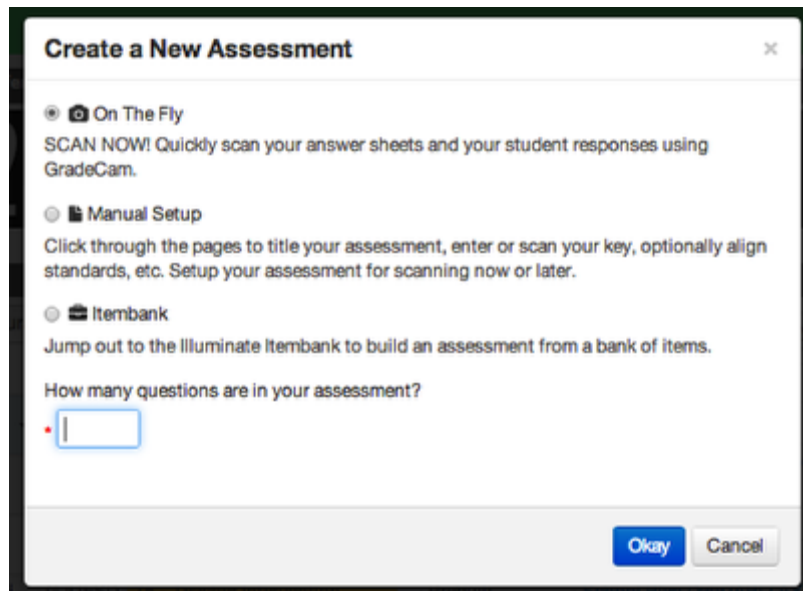


# Quick Guide - Create Assessments

While more detailed lessons are available in our "Assessments" manual, this quick guide can be printed as a single, 1-sided sheet.

## Select an Assessment Type



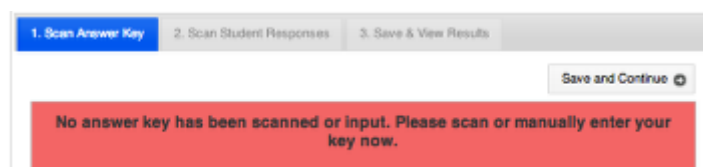
Click **Assessments** > click **Create a New Assessment** > Choose **On The Fly, Manual Setup, or Itembank\***

**On The Fly** means you will scan right now with no standards aligned (you can always save the results and align standards later).

**Manual Setup** means you will scan later and align standards before administering the assessment.

**Itembank** means you will create an assessment from an itembank library that will publish and be ready for scanning in Illuminate. \*Itembank features are permission-based only. If you do not see this option, it is not available to your site.

## Create an On The Fly Assessment

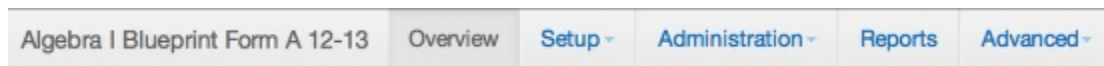


Enter the answer key by scanning or hand entry. Click **Save and Continue**.

Scan student responses > click **Proceed to Results**.

To save the results and align standards later, click **Save as an Assessment** or **Push to Gradebook**, to send results to your Gradebook as an assignment.

## Create a Manual Setup Assessment



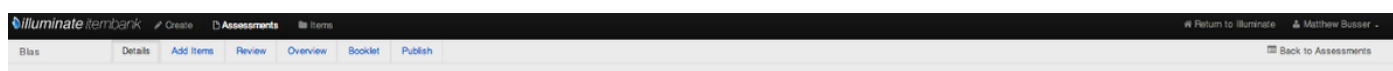
Enter the title > click **Save**. All other choices are options. To search/filter by subject, scope, or grade level, you must make these selections.

Select **Setup** > **Standards** > choose a standard set > select a grade level > click **Search**. Choose appropriate standards by checking the box in front of the standard > click **Add Selected Standards**.

Select **Standard Alignment** > click the associated standard for each question > Click **Save**.

Select **Questions** > scan or hand-entry the answer key > Click **Save**.

## Create an Itembank Assessment



\*First time logging in? You may have to register with your email address and Illuminate password.

Enter the title > select **Create**. Select standards by choosing a standard set and grade level > click **Search**. Choose appropriate standards by checking the box in front of the standard > Select **Continue**.

Select **Add Items** to search for items using filters. Click **Add** to choose items.

**Review** allows you to review items selected, shuffle answer choices, and item order.

**Booklet** allows you to arrange the layout of your assessment and **Generate**, or save/print a digital copy of the student and teacher booklets.

**Publish** means you will send this assessment to your Illuminate Assessment account, ready to scan and located in your Assessment List. It will be a permanent copy and you can no longer edit the assessment once published.