

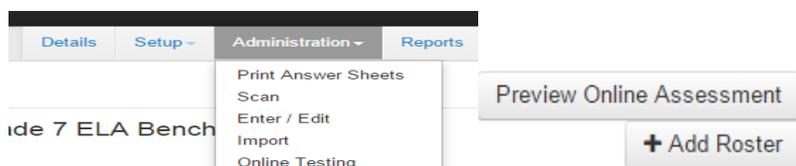
Illuminate Quick Tip Sheet

How do I know teachers are in Illuminate and have logged in? Principal's management functions to view who has logged in. Go to the **cog wheel**> **Users**> **User Management**.



How do my teachers print teacher and student booklets?- From **Assessments**>**Select List** then Select your assessment. Under **Setup** select **Materials**. Be sure teachers have access to test booklets during administration as some items are read by the teacher during administration. Teacher test booklets can be found on the U drive at: U:\Assessment, Research & Evaluation\Benchmarks.

How do I see or create test (admin or makeups), re-open a test, or see how many teachers tested? Go to the **Assessment**>**Administration**>**Online Testing**. You will now be on the **Online Testing-Assessment Roster** to see which classes are scheduled, finished, etc. Under **student** click the **number** for additional **actions** to pause, re-open, for force finished tests by students. If you just want to preview a test, select "Preview Online Assessment" in the upper right corner.



How Reports - The overview page provides schoolwide information on the results of the Benchmarks. For more detailed reports, from inside the Benchmark you want data for, go to **Reports** and click. Click on

> **Where Do I Start (for Site Leaders)?**

. Two reports to view are the **Site Peer Comparison** and the

Response Frequency. Click on [Go to Report](#). You can use the filters to create different views of the reports. Download to a PDF, Excel or just view in the browser.

SBAC Reports: Click on the **Reports** tab, the SBA tag and click search. Reports available are:

- [Smarter Balanced Assessments Performance Summary](#)
- [Smarter Balanced Assessments Student Report](#)
- [Smarter Balanced Assessments Student Roster Report](#)
- [Smarter Balanced ELA Data for Export](#)

How do I reset student passwords? – Go to <http://www.scusd.edu/district-benchmarks> **Resetting Passwords for Students** for step by step directions.

For **Benchmark** and **Illuminate** support please email: illuminatesupport@scusd.edu