



Teacher Instructions for Administering the Interim 2 Online Assessment

This job aid provides teachers with step-by-step instructions on how to administer the Interim 2 test online. Please take the time to read and follow each step carefully. The instructions are divided into 5 sections. [Hint: When viewing this document online, you can click on the desired section below to go to that section.] Page 14 has options for students who can't access an online test or if you need help.



- **SECTION 1** – Shows you how to provide your students with access to an online test. It is strongly suggested that you “practice” these steps with a Practice Test* before administering an Interim 2 assessment. *Page 2 has a list of the practice tests available plus additional information about using them with your students. If you don't follow this job aid using a practice test, plan to do this section a few days before you give an Interim 2 test to make sure your students can access the online test! Step 9 has more info.
- **SECTION 2** – Provides the link to the Student Portal where your students login to take an online test. Pull-out instructions for your students start on page 16.
- **SECTION 3 (Optional)** – Monitor your students as they take the test.
- **SECTION 4 (Optional)** – Grade your students' Constructed Response items.
- **SECTION 5 (Optional)** – Instructions you can give to your students.

Testing Window

	Testing Window	Grading Constructed Responses End Date
Traditional	2/23/15 – 3/13/15	Ends 3/20/15
Year-Round	3/9/15 – 3/27/15	Ends 5/1/15

Get Started

Follow these instructions to open an Online Practice Test or Interim 2 Assessment that you want to give online. Skip to **Section 1**, page 3, if you already have the test opened.

1. Login to Illuminate (sdusd.illuminateed.com). Enter your Employee ID for the Username and your District Password for the Password.
2. Find the desired Practice Test or Interim 2 assessment (page 2 has a list of titles and availability):
 - a. click **Assessments > List Assessments**
 - b. click **Clear** to remove previously selected filters then:

To Open a Practice Test:




- ✓ Type *Online Practice* in the **Search** box. Illuminate will *automatically* search
- ✓ click the *title* of the desired test to open

To Open an Interim Assessment 2:

- ✓ Select the **Year - 2014-15** filter
- ✓ Select the desired **Grade** filter
- ✓ Type *Interim Assessment 2* in the **Search** box
- ✓ **Important!** – click the **Search button**
- ✓ Click the *title* of the desired test to open

Practice Tests (available now)

The practice tests have been created to give you an opportunity to practice the steps in this job aid so that 1) you'll feel comfortable administering the actual Interim 2 tests and 2) your students will feel comfortable taking tests online. The practice tests also provide an excellent opportunity to make sure that your students can log in to the test site with their laptops and provide time to resolve any connectivity or student device issues before the actual test. See [page 14](#) for support information. *Help your students understand that the purpose of the practice test is to make sure they can log in and feel comfortable with this new way of testing; their answers will **not** count.*

Online Practice Literacy Test for Secondary Grades 
Online Practice Math Test for Secondary Grades 
Online Practice Test for Elementary Students 

Interim Assessment 2 titles (available February 16)

2014-15 Literacy Interim Assessment 2 - GRADE 1
2014-15 Literacy Interim Assessment 2 - GRADE 10
2014-15 Literacy Interim Assessment 2 - GRADE 11
2014-15 Literacy Interim Assessment 2 - GRADE 2
2014-15 Literacy Interim Assessment 2 - GRADE 3
2014-15 Literacy Interim Assessment 2 - GRADE 4
2014-15 Literacy Interim Assessment 2 - GRADE 5
2014-15 Literacy Interim Assessment 2 - GRADE 6
2014-15 Literacy Interim Assessment 2 - GRADE 7
2014-15 Literacy Interim Assessment 2 - GRADE 8
2014-15 Literacy Interim Assessment 2 - GRADE 9
2014-15 Mathematics Interim Assessment 2 - GRADE 1
2014-15 Mathematics Interim Assessment 2 - GRADE 2
2014-15 Mathematics Interim Assessment 2 - GRADE 3
2014-15 Mathematics Interim Assessment 2 - GRADE 4
2014-15 Mathematics Interim Assessment 2 - GRADE 5
2014-15 Mathematics Interim Assessment 2 - GRADE 6
2014-15 Mathematics Interim Assessment 2 - GRADE 7
2014-15 Mathematics Interim Assessment 2 - GRADE 8
2014-15 Mathematics Interim Assessment 2 - INTEGRATED MATH I
2014-15 Mathematics Interim Assessment 2 - INTEGRATED MATH II

Section 1

Set Up An Interim Assessment for Online Administration

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Disregard the message in the pink box shown below that appears when you follow the instructions for step 1 on the next page for these Math Interim Assessment 2 tests:

- **Grade 3**
- **Grade 4**
- **Grade 6**
- **Integrated Math II**

Media Format: Paper Only

This Assessment contains content designed for 'Paper Only'. Administering this Assessment Online may not work properly or be confusing to students.

Section 1 – Set Up An Interim Assessment for Online Administration [\(Return to top\)](#)

Before your students can take an online test, you need to give them access to the test. The steps include selecting which students will have access to the test, when, and for how long. Once you follow the instructions in this section a few times, you'll be able to do this very quickly.

1. Click **Online** in the “Hello there” box (if the “Welcome to Assessment 2.0” box appears, click on the X to close or scroll down and select “Dismiss” or “View This Later”) – OR – from within an opened assessment, click **Administration > Online Testing**. (If you see a pink box, see instructions on the previous page.)
2. Click **Add Roster** to begin the process.
3. Set the **Testing Window Start and End Date and Times** to the dates when your students can begin taking the online test and the end date when they will no longer be allowed to log in to take it. For example, let's say you've decided that your class is going to take the test on March 12th and 13th. School starts at your site at 8:30am and ends at 3pm. You would set the start date for 3/12/2015 at 8:30am and the end date for 3/13/2015 at 3pm. [Hint: You can always change your settings – step 9b shows you how to edit a saved roster.]

Testing Window Start Date	<input type="text" value="01/12/2015"/>		<input type="text" value="12"/>	:	<input type="text" value="00"/>	<input type="text" value="AM"/>
Testing Window End Date	<input type="text" value="01/19/2015"/>		<input type="text" value="5"/>	:	<input type="text" value="54"/>	<input type="text" value="PM"/>

4. Select **Daily Window** for the **Time of Day Window**. The **Daily Start Time and Daily End Time** boxes appear. Set the time to match the start and end of your school day or the start and end time your students will be allotted to take this test*. The Interim tests are untimed so if your students don't finish

Time of Day Window	<input type="radio"/> All Day	<input checked="" type="radio"/> Daily Window	
Daily Start Time	<input type="text" value="7"/>	<input type="text" value="30"/>	<input type="text" value="AM"/>
Daily End Time	<input type="text" value="3"/>	<input type="text" value="30"/>	<input type="text" value="PM"/>

a test, they can complete it on the following day(s) during the same start and end time you set or you can change the start and end times each day if desired. Note: Once a student selects the “**Finish**” button on the online test, he/she will no longer be allowed to log in to the test even if the window is still open unless you re-open it for them (page 10, step 5).

Tip: be sure to select **Daily Window** because the **All Day** option will allow your students to take the test at any time during the testing window – even at home – until they select **Finish** on the online test.

[*Hint for Secondary teachers: You can add a roster for each period so that students can only take the test while they are in your class during that period. To do this, have in mind which period you are setting up for online testing. Let's say its 2nd Period from 9:00 to 9:50. You would set the start time to 9:00am and the end time to 9:50am; then you would select your 2nd period class in the **Sections** filter (see step 8). For added security, you have the option of adding a password for each period (see step 7 for more information)].

5. Time Duration and Student Pauses (Accept Program Defaults)

Since there is no time limit for an Interim Assessment, nothing needs to be done here. [Hint: Students don't need to pause an untimed test and their responses are autosaved. Page 8, step 5 explains how to resume an assessment if a computer is shut down or times out.]

Time Duration	<input type="text" value="0"/>	Minutes. Set to '0' for no time limit.
Student Pauses	<input type="text" value="3"/>	Set to '0' to disallow student pausing.

6. Set the Constructed Response Input Method (Accept Program Default)

Leave the **Online Entry** default. [Section 4](#) explains how to grade the constructed response items from within Illuminate.

Constructed Response Input Method	<input checked="" type="radio"/> Online Entry	<input type="radio"/> Written
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7. Availability (Optional)

Leave on **Open** unless you want to assign a password. If you select **Password**, a Password box appears as shown below, allowing you to type in a password. Secondary teachers may want to assign a password for each period – see hint in Step 4 above. Passwords can be changed each day for each period for added security.

Availability	<input type="radio"/> Open	<input checked="" type="radio"/> Password
Password	<input type="text"/>	Optionally require password before students can begin assessment.

8. Select Students

The remaining filters allow you to select the students you want to take the test. The next page provides examples of the filters automatically filled in for an elementary teacher and a secondary teacher. Note: the **Students** box with student names has been purposely omitted.

Depending on your situation, you may not need to select any filters at all. Look at the **Students** box to see if the students that you want to take the online test are listed. If so, click **Save**. If not, select the appropriate filters such as **Section** or **Course**, etc. until you see the names of the students you want to take the test then **Save**. You can also select just one or two students in the **Students** box by clicking on the student's name (hold down the Ctrl (PC) or Cmd (Mac) keys to select more than one student).

[Hint for Secondary teachers: if you are adding a roster for each period so that, for example, your 2nd period students can only take the test during your second period, select the period in the **Section** box then **Save**. Repeat the steps in this section for each period. Make sure the **Daily Start** and **End Times** in step 4 match the start and end times of each period you add. If you need to add rosters for a different test, remember to open that test *first*, then follow the steps in this section.]

Sample of an Elementary Teacher's Student Filters (no combo class)

Note: the **Students** box has been omitted

Academic Year: All Academic Years

Grade Level: All Grade Levels

Site: La Jolla Elementary

User:

Departments: All Departments

Course: All Courses

Sections: All Sections
Third Grade - 1(A) (772287)

Sample of a Secondary Teacher's Student Filters (multiple periods)

Note: the **Students** box has been omitted

Academic Year: All Academic Years

Grade Level: All Grade Levels

Site: San Diego Sci Tech

User:

Departments: All Departments

Course: All Courses

Sections: All Sections
ENGLGCP1AP (HP) - 3(A-B) (7636
ENGLISH 1 SM(P) - 2(A-B) (78787
ENGLISH 1 SM(P) - 4(A-B) (761859

Once **Save** has been selected, you will be redirected to the *Online Testing – Assessment Rosters* page shown below. For each roster you add, it reflects the options you selected. In addition, you can:

- Click the **number in blue** to view the students you just set up to take the online test. A new page opens (screenshot is on [page 10](#), step 4) that allows you to:
 - check if your students have access to the *Student Portal*. You should see **Yes** for each student in the *Portal Access* column. If you see **No**, or if a student is missing, follow the instructions on [Page 14](#).
 - monitor student progress while they are taking the test online (step-by-step instructions are in [Section 3](#).)
 - return to the previous page by clicking on **List Assessment Rosters** or the back button
- Click **Edit** to return to the *Add Roster* screen to change any settings
- Add** another roster
- Preview** the Online test if you would like to see how it will display to students
- Delete** a roster (click the check box next to the roster you want to delete then click the **Delete** button).
Note: This does not delete the student results, only the roster. To delete student results, open the *Student Responses* assessment report (click on the *Reports* subtab in the opened assessment).

Online Testing - Assessment Rosters

4

Preview Online Assessment

3

+ Add Roster

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	Edit	Delete
Admin, Test	Jan 18, 2015 12:00:00 AM	Jan 25, 2015 2:01:00 PM	Daily From: 7:30AM To: 3:30PM	<div> <div></div> <div>Complete</div> </div>	None			Hamilton Elementary	Fairchild, Catrina M			(EK_SM) Kindergarten - SEI/MEC - 1(A) (765533)	<div>25</div> <div>1</div>	<div>✓</div>		<div>Edit</div> <div>2</div>	<div></div> <div>5</div>

Delete

5

Legend:

Pending

Current

Passed

Whenever you want to return to the *Online Testing – Assessment Rosters* page shown above, click **Administration > Online Testing** from within the opened assessment – OR – open the desired assessment and click **Online** in the “Hello there” box. If you are adding a roster for a different test, open that test *first* and repeat the steps from the beginning of this section.

Section 2

Students Login to the Student Portal and Take the Online Test

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Section 2 – Students Login to the Student Portal and Take Online Test [return to top](#)

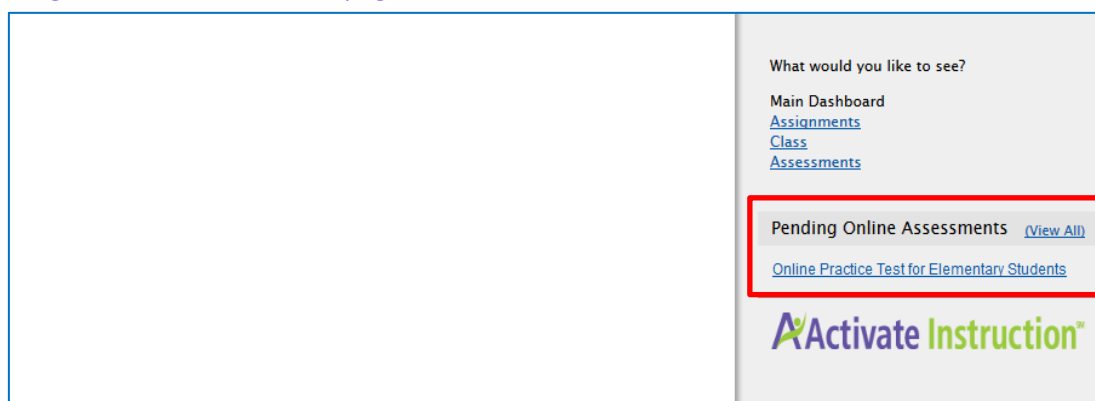
Students take the online test by logging into the **Student Portal** with the same ID and password used in your classroom. The **Student Portal** provides links to the online Interim Assessments that you set up for your students in [Section 1](#). The basic steps for your students to open and take an online test are listed below. There are also instructions written specifically for your students starting on Page 16 in [Section 5](#). These instructions have been intentionally placed at the end of this job aid for easy access to make copies for your students or project them onto your Smartboard with your document camera if desired.

Important: Before your students take an Interim 2 assessment, it will be helpful to review the directions in the Teacher Copy that Assessment Services provides – OR – once the Interim 2 tests are shared, you can locate this document in **Download Materials** in the “Hello there” box when you first open an Interim assessment – OR – click on the **Setup** tab > **Materials** from within an opened assessment.

1. Have your students open their **Firefox** browser.
2. Provide them with the link to the *Student Portal* below or on [page 16](#). When they log on, make sure your students select the **Student** tab – not the **Parent** tab (the Parent Portal is not active at this time).



3. The link(s) to the *Online Practice Test* or *Interim 2 online test(s)* that you previously set up appear on the right side of the *Student Portal* under the **Pending Online Assessments** header. Direct your students to click on the title of the test you want them to take. [Hint: To easily see what a student sees in his/her **Student Portal**, open his/her “Student Profile Report,” then scroll down to the **Portal View** widget at the bottom of the page.]



4. Tell your students to click **Begin Test** to start the test. When your students click on the **Finish** button on the test, they are returned to the **Student Portal** where they will sign out.
5. If a student needs to stop taking a test for a short time or for the day, nothing needs to be done because answers are autosaved. To resume taking a test if the computer was shut down or timed out, students simply log back into the *Student Portal* and click the test they need to finish in the *Pending Online Assessments* section. If they don't see the test, click **View All**.

Section 3

Monitoring Student Progress

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Section 3 – Monitor Student Progress [return to top](#)

While your students are taking an online test, you can monitor their progress, allow them to prompt you for help, or pause/resume/force finish/re-open their test.


1. Skip this step if you are on the *Online Testing – Assessment Rosters* page of the test your students are currently taking as shown in the screenshot below. If not, open the same assessment you previously set up in [Section 1](#). For example, if your students are taking a Literacy Interim 2 - Grade “x” assessment, you will open the same titled assessment in Illuminate then click **Online** in the “Hello there” box – OR – from within the opened assessment, click **Administration > Online Testing**.
2. Click the **number in blue** under *Students* for the class you want to monitor. [Hint: Secondary teachers click the appropriate number in blue next to the class roster currently taking the test.]

Online Testing - Assessment Rosters													Preview Online Assessment		+ Add Roster	
Created By	Window Start	Window End	Time of Day Window	Status	Time Duration	Academic Year	Grade Level	Site	User	Department	Course	Students	Portal	Password	Edit	Delete
Walls, Clyde	Dec 13, 2013 5:50:00 PM	Dec 20, 2013 7:50:00 PM	All Day	<div></div>	None			Lincoln Elementary School	Walls, Clyde			31			Edit	<div></div>

Delete

Legend: PendingCurrentFinished

Here are a few things you can do on this page:

1. For each student you can **view Start/Finish times, Time Elapsed, What question he/she is viewing, any pauses, and you can take action and pause/force finish/resume a student's test yourself.**
2. **Enable Student Help (Optional)** – This allows students to see this  button on their online test. When they click on it, you will be alerted on this monitoring page. When the student clicks on it, he/she sees this message: “Your Test Administrator has been notified that you need help. Please wait for assistance.” If you enable the help button, you will need to explain to your students what the button does.
3. **Pause Assessment** – Unnecessary for an untimed test.
4. **List Assessment Rosters** will return you to the previous page




Online Testing - Assessment Roster Students

Enable Student Help

Pause Assessment

List Assessment Rosters

Displaying 1 to 22 of 22

 More...

Search

Student ID	First Name	Last Name	Portal Access	Started At	Finished At	Time Elapsed	Viewing	Pauses	Actions
113743	Ngocson	Bendiola	Yes	Apr 16, 2014 11:10 AM		04m	Finished	2	Actions
113759	Thuynguyen	Carpinteiro	Yes						Force Finish Resume
113755	Nhung	Fontenot	Yes	Apr 16, 2014 11:10	Apr 16, 2014 11:15	04m	Finished	1	Actions

5. Sometimes students prematurely click **Finish** when taking an online test and then become locked out. If this happens, you can easily re-open it for them by selecting **Re-Open** under *Actions*. *Note:* If the assessment window has already closed, you will have to re-open that as well before a student can log into the assessment again. To do this, follow step 1 above.

Student ID	First Name	Last Name	Started At	Finished At	Portal Access	Actions
117741	Mitzie	Apodaco			Yes	
121652	Rufus	Aristondo	Mar 19, 2013 3:42 PM	Apr 25, 2013 4:08 PM	Yes	Re-Open
111913	Ha Kelly	Azer	Apr 01, 2013 10:55 AM	Apr 03, 2013 10:54 AM	Yes	Re-Open

Section 4

Grading Constructed Response Items (OPTIONAL)

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Section 4 – Grading Constructed Response Items (Optional) [return to top](#)

When a student answers a constructed response item, Illuminate stores but does not grade the item. The following instructions show you how to view and score your students' Constructed Response answers on an assessment administered online. You can also view the question, rubric, and test attributes as well.

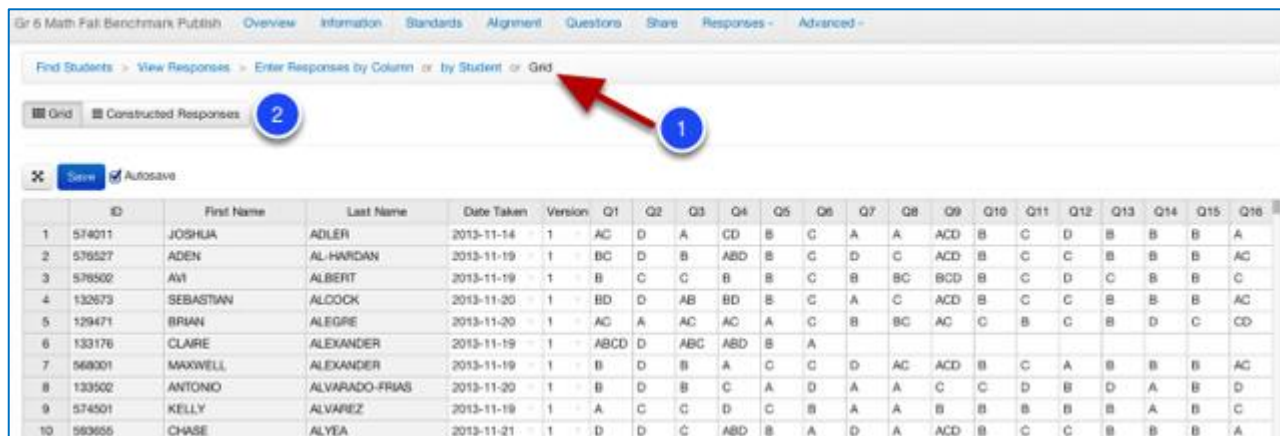
Find Your Students Whose Constructed Response Items You Want to Grade

1. Open the assessment for which you want to grade the constructed response items. Skip to step 2 if it's already opened. Refer to page 1 for instructions on how to log in to Illuminate and find an assessment.
2. Click **Administration > Enter/Edit**.
3. Click in the appropriate boxes to specify which students you want to grade constructed response items and then select **Find Students**.

Using the *Grid* Option for Grading Constructed Responses

The quickest method for scoring constructed response items is using the *Grid* option:

1. Select **Grid** at the top of the page. The Grid Enter/Edit method utilizes the same set of features- fill down, rubric dropdown, locked header/column, autosave - as 'Enter Responses by Column' or 'By Student'.
2. To view the constructed response *question*, click **Constructed Responses**.



ID	First Name	Last Name	Date Taken	Version	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12	Q13	Q14	Q15	Q16
1	JOSHUA	ADLER	2013-11-14	1	AC	D	A	CD	B	C	A	A	ACD	B	C	D	B	B	B	A
2	ADEN	AL-HARDAN	2013-11-19	1	BC	D	B	ABD	B	C	D	C	ACD	B	C	C	B	B	B	AC
3	AVI	ALBERT	2013-11-19	1	B	C	C	B	B	C	B	BC	BCD	B	C	D	C	B	B	C
4	SEBASTIAN	ALDOCK	2013-11-20	1	BD	D	AB	BD	B	C	A	C	ACD	B	C	C	B	B	B	AC
5	BRIAN	ALEGRE	2013-11-20	1	AC	A	AC	AC	A	C	B	BC	AC	C	B	C	B	D	C	CD
6	CLAIRE	ALEXANDER	2013-11-19	1	ABCD	D	ABC	ABD	B	A										
7	MAXWELL	ALEXANDER	2013-11-19	1	B	D	B	A	C	C	D	AC	ACD	B	C	A	B	B	B	AC
8	ANTONIO	ALVARADO-FRIS	2013-11-20	1	B	D	B	C	A	D	A	A	C	C	D	B	D	A	B	D
9	KELLY	ALVAREZ	2013-11-19	1	A	C	C	D	C	B	A	A	B	B	B	B	B	A	B	C
10	CHASE	ALYEA	2013-11-21	1	D	D	C	ABD	B	A	D	A	ACD	B	C	C	B	B	B	A

After clicking on **Constructed Responses**, you will see your students' constructed response answers and can view test questions, scoring rubrics, and test attributes if desired – instructions are on the following page.

Grading Constructed Response Items

1. Your students' constructed response answers are listed in the *Student Response* column.
2. To view the question, scoring rubrics, and test attributes, click **Show Question** (in green). A window will pop up with the test question and rubric. You may need to scroll down in the pop up window to see all the information. Click the X in the upper right corner to close and return to your student responses.
3. Input a student's score by clicking in the appropriate box in the question number column. You can type it in or select the score from the dropdown that appears when you click in the box.
4. Make sure to **Save** as you go if Autosave is not selected.
5. To navigate to another Constructed Response item, use the **Arrow** keys next to the question number.

The screenshot displays the 'Student Responses' page for '6 Math Fall Benchmark Publish'. A table lists student data and their responses to Question Q20. A red arrow points from the 'Show Question' button in the table to a pop-up window titled 'Question Q20'.

ID	First Name	Last Name	Q20	Student Response
574011	JOSHUA	ADLER		Emily; they were not looking apples/pears, they were giving them.
574027	ADEN	AL-HARDAN		Emily's coordinate plane is correct because if the x-axis represents the number of apples and the y-axis represents the number pears, it shows the correct data. While Hanna's isn't correct because she is using the wrong quadrant of the coordinate plane, which means she is saying there are 2 apples for every -2 pears. Therefore, Emily is correct.
575002	ARI	ALBERT		Emily because Hanna did negative
532673	SEBASTIAN	ALCOCK		Emily has drawn the correct plane because Hanna's plane means that for every 2 apples that they picked they had -3 pears which is incorrect based on their information. However Emily's plane shows that there was for every 3 apples they picked three pears. That is correct.
529471	ERIK	ALSOPE		Emily's because her three black dots needs to be up not down only up and her dots are straight.
533176	CLAIRE	ALEXANDER		Emily has drawn the correct coordinate plane, because she followed the ratios, and they are lined up right too.
508001	MAXWELL	ALEXANDER		Emily has the write answer because she has the numbers in place so she as them correct then Hanna Hanna's would be write but Emily is more write
530502	ANTONIO	ALVARADO-FRAN		Emily is right because she got all the right answers and the other ones are in the negative places
574001	KELLY	ALVAREZ		Emily's coordinate plane is correct because if the x-axis represents the number of apples and the y-axis represents the number pears, it shows the correct data. While Hanna's isn't correct because she is using the wrong quadrant of the coordinate plane, which means she is saying there are 2 apples for every -2 pears. Therefore, Emily is correct.

Question Q20

Who has drawn the correct coordinate plane? Explain your answer.

Rubric 2 Point(s)

Point(s)	Description
2	The student demonstrates a thorough understanding of plotting ratios on coordinate planes. The student identifies the correct choice and provides a detailed explanation. Emily is correct. Her x-values are the number of apples picked and her y-values are the number of pears picked. Hanna is incorrect because she plotted her points in the wrong quadrant.
1	The student demonstrates a partial understanding of plotting ratios on coordinate planes. The student identifies the correct choice, but does not provide a detailed explanation.
0	The student demonstrates inconsistent or no understanding of plotting ratios on coordinate planes.

What if your students can't access an online test:

A file containing student IDs is sent to Illuminate from PowerSchool nightly so if you have a student who was enrolled in your class today, he/she should appear on your class roster in Illuminate tomorrow. You will need to set him/her up to take an online test the same way you did the other students in your class as shown in [Section 1](#).

On the day of testing:

If a new student is assigned to your class on the day your students are taking an Interim assessment, or you have a student who cannot take the test online for whatever reason, you can either have him/her:

- Take the test online the following day or
- Print out a test booklet so he/she can take the test on paper. Please note: some online test items may not be formatted correctly when printed. You will then hand-enter the scores (see instructions on page 12. Instead of clicking **Constructed Responses**, type in the scores in the Grid).
 - To print a student copy of the test: open the test > click **Download Materials** on the “Hello there” screen > click the link with the words “...Student_Copy” in the title. If the assessment is already opened, click the **Setup** tab > **Materials** > “...Student_Copy”. You may want to do this a day ahead of time.

If you need help:

- **Illuminate Issues:** Please direct questions for help on using Illuminate to help@illuminateed.com or call 949-242-0343. Please direct district related questions such as student rostering issues or concerns with the district data to illuminate@sandi.net.
- **Software/Hardware/Internet Connectivity Issues:** Please direct your questions for help with student devices, browsers or internet connectivity issues to the IT Help Desk at 619-209-4357.

Student Instructions

Student Instructions

To take a test online, you will open something called the **Student Portal**, then log in to it and click on the name of the test that your teacher directs you to.

Open an Online Test

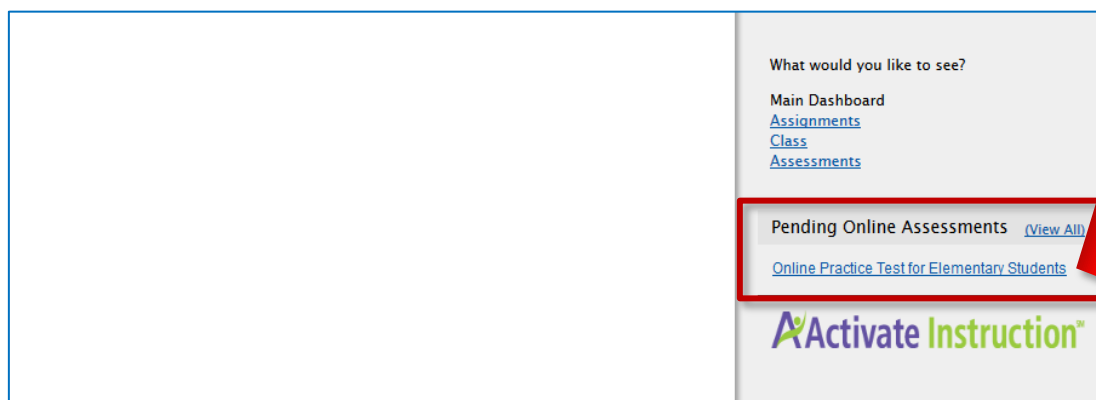
1. Open your *Firefox* browser.
2. Type the address below into the address bar in *Firefox* to open your *Student Portal*.



3. Select the **Student** tab. Login with your student id and password you use for your student device at school.

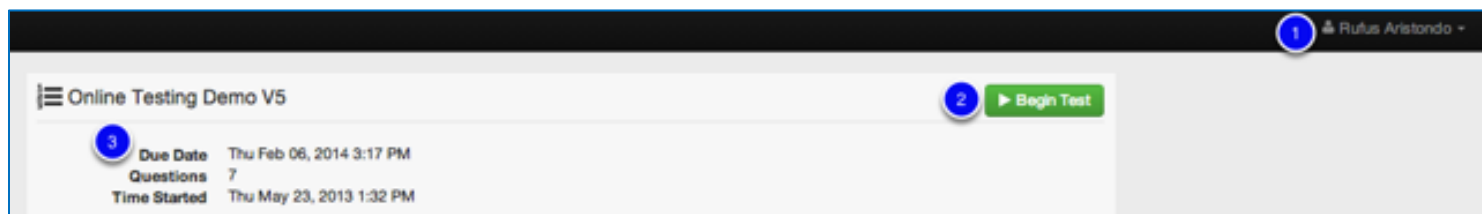


4. Your *Student Portal* opens. To begin taking your test, click the title of the test under **Pending Online Assessments** that your teacher directs you to.



Tips on Taking the Online Test

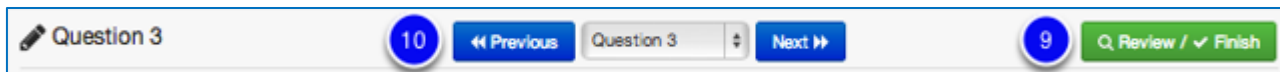
1. Here you can see your name.
2. To start taking the test, click **Begin Test**.
3. This area displays all of the test information such as title, due date, and number of questions.



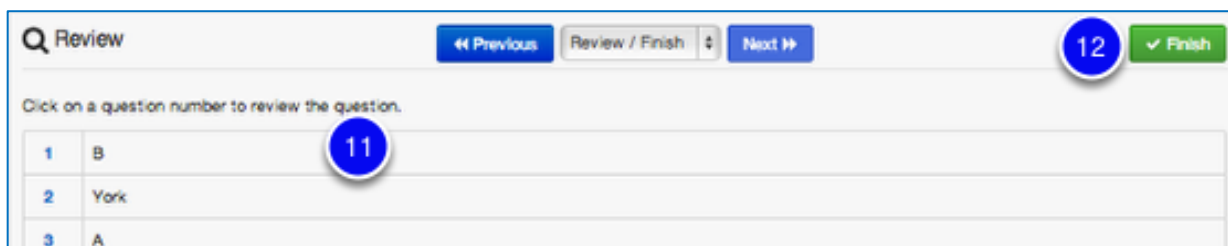
5. Pictures and passages display here. You may use your mouse to scroll up and down through the passage.
6. Here are your questions.
7. **Next** allows you to go to the next question in the test. Your answers will automatically save when **Next** is selected.
8. Click the drop down arrow next to the question number to skip to a different question.



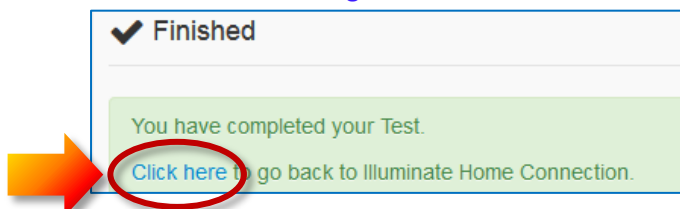
9. Select **Review/Finish** to review your answer choices and finish your test.
10. You may also select **Previous** to go back to the previous question.



11. To review your answer choices: click on the question number to go back to the question.
12. Select **Finish** to end taking your test. Once you select **Finish**, you cannot log back in to the test.



13. Click on **Click here** to go back to the *Student Portal* (Illuminate Home Connection)



14. Congratulations! You have completed your test and are back at your *Student Portal*. Click **Sign Out** to close the Portal.



What if you need to stop taking the test before you finish answering all the questions?

As soon as you select or type your answer, it is automatically saved so if you need to stop taking a test for a short time or for the day, nothing needs to be done. If you shut down your computer or it times out before you resume taking the test, simply log back into the *Student Portal* and click the test you need to finish in the *Pending Online Assessments* section. If you don't see the test, click **View All**. If you still don't see the test, let your teacher know.

