UPDATED

Teacher Instructions for Administering the Interim 2 Online Assessment

NOTE: On 2/20/15, Illuminate changed the Add Roster page.
This job aid has been updated to reflect those changes.

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 16 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 3 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!

- **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.

- **STUDENT INSTRUCTIONS** (Optional) – Instructions you can give to your students.

Testing Window

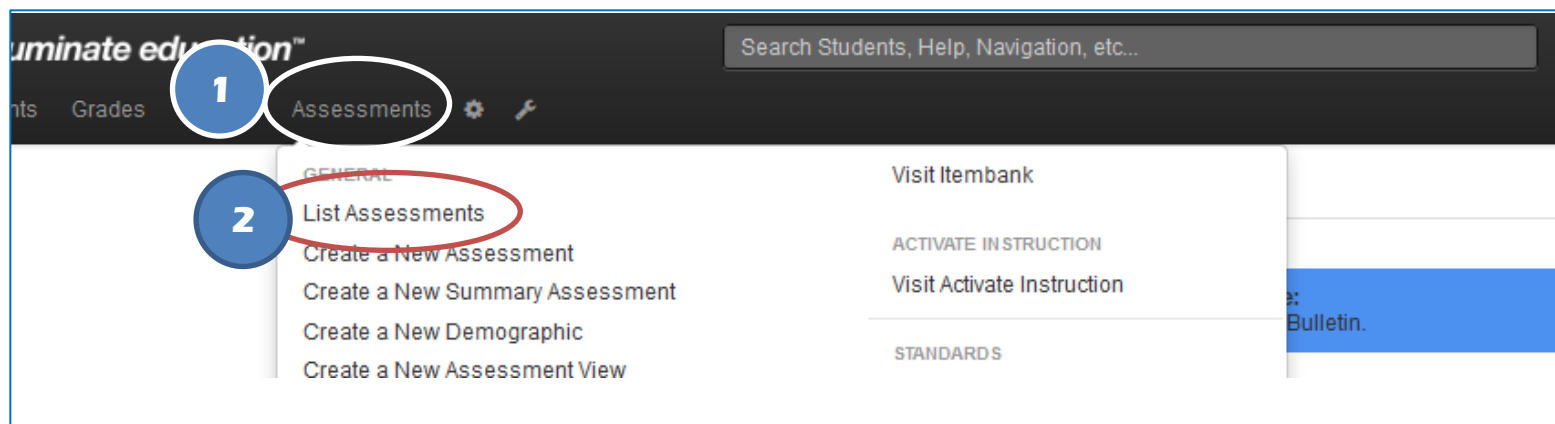|	Testing Window	Grading Constructed Responses End Date
Traditional	2/23/15 – 3/13/15	Ends 3/20/15
Year-Round	3/9/15 – 3 /27/15	Ends 5/1/15

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 5, if you already have the test opened.

1. **Login** to Illuminate: sdusd.illuminateed.com.
   —OR—
   from within *sandi.net*, click **Staff** > **Applications** > **Illuminate** > **Overview** > click "**here**"

2. Enter your Employee ID for the Username and your District Password for the Password.
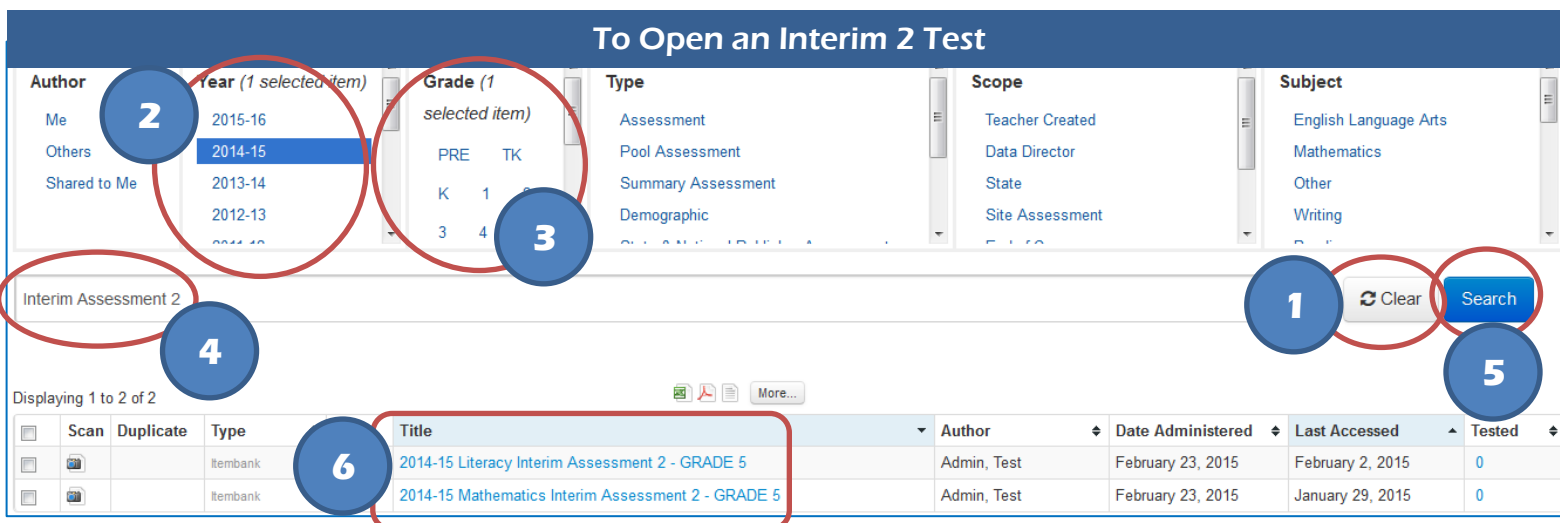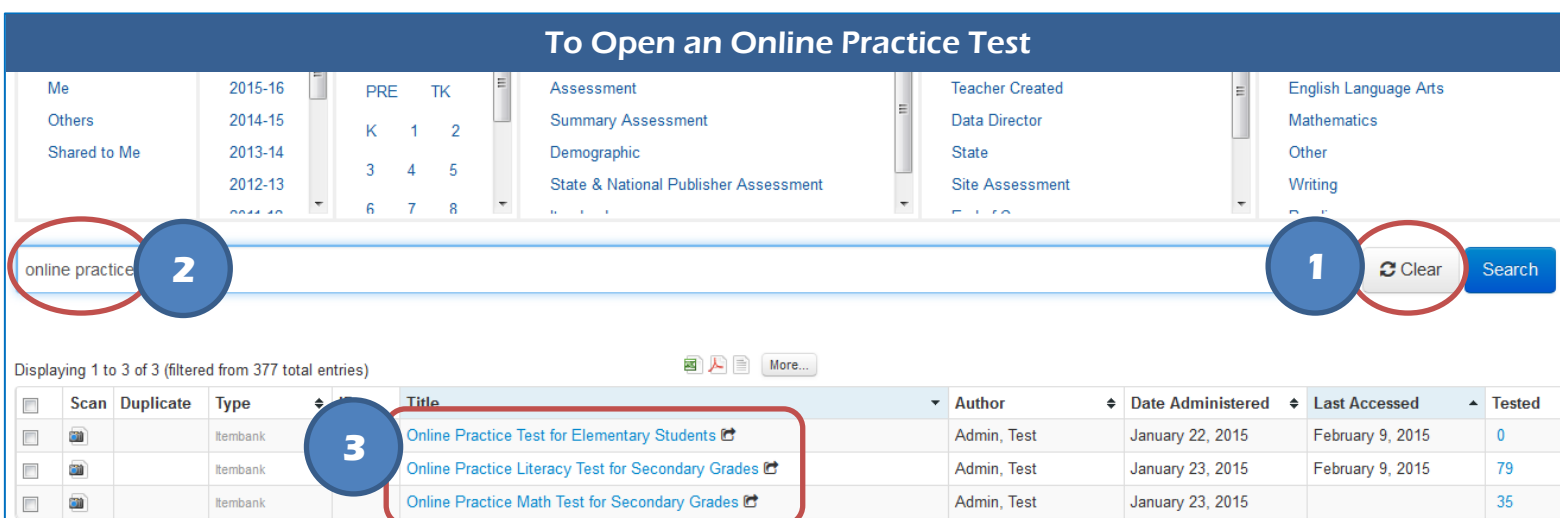
Open an Online Practice Test or Interim 2 Assessment
(page 3 has a list of titles)

Click **Assessments** > **List Assessments**

(1) Assessments	**Visit Itembank**
(2) List Assessments	**ACTIVATE INSTRUCTION**
Create a New Assessment	Visit Activate Instruction
Create a New Summary Assessment	
Create a New Demographic	**STANDARDS**
Create a New Assessment View	

Follow the steps in the appropriate box below to find an *online practice test* or an *Interim Assessment 2*. Once you find the assessment you want to set up, click on its **title** to open it.

To Open an Online Practice Test

Me	2015-16	PRE TK	Assessment	Teacher Created	English Language Arts
Others	2014-15	K 1 2	Summary Assessment	Data Director	Mathematics
Shared to Me	2013-14	3 4 5	Demographic	State	Other
	2012-13	6 7 8	State & National Publisher Assessment	Site Assessment	Writing

(2) online practice   **(1)** Clear   Search

Displaying 1 to 3 of 3 (filtered from 377 total entries)   More...

	Scan	Duplicate	Type		Title	Author	Date Administered	Last Accessed	Tested
☐	📷		Itembank	**(3)**	Online Practice Test for Elementary Students	Admin, Test	January 22, 2015	February 9, 2015	0
☐	📷		Itembank		Online Practice Literacy Test for Secondary Grades	Admin, Test	January 23, 2015	February 9, 2015	79
☐	📷		Itembank		Online Practice Math Test for Secondary Grades	Admin, Test	January 23, 2015		35

To Open an Interim 2 Test

Author	Year *(1 selected item)*	Grade *(1 selected item)*	Type	Scope	Subject
Me **(2)**	2015-16	PRE TK	Assessment	Teacher Created	English Language Arts
Others	2014-15	K 1	Pool Assessment	Data Director	Mathematics
Shared to Me	2013-14	3 4 **(3)**	Summary Assessment	State	Other
	2012-13		Demographic	Site Assessment	Writing

Interim Assessment 2   **(4)**   **(1)** Clear   **(5)** Search

Displaying 1 to 2 of 2   More...

	Scan	Duplicate	Type		Title	Author	Date Administered	Last Accessed	Tested
☐	📷		Itembank	**(6)**	2014-15 Literacy Interim Assessment 2 - GRADE 5	Admin, Test	February 23, 2015	February 2, 2015	0
☐	📷		Itembank		2014-15 Mathematics Interim Assessment 2 - GRADE 5	Admin, Test	February 23, 2015	January 29, 2015	0

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 16 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

return to top

Teachers administering Math Interim 2 Assessments for *Grade 3, Grade 4, Grade 6 or Integrated Math II*, disregard the message in the pink box shown below that appears when you follow the upcoming instructions:

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. What you see on this page will depend on whether or not you have student responses for this test. (If you see the "Welcome to Assessment 2.0" box on top, click on the X to close or scroll down and select "Dismiss" or "View This Later".)
   a. If there are not yet any student responses for this assessment, the "Hello there" box appears. Click **Online** (step 1a).
   b. If there are student responses, you won't see the "Hello there" box. Click **Administration > Online Testing** (step 1b). This is also how you return to the add roster screen from within the assessment.
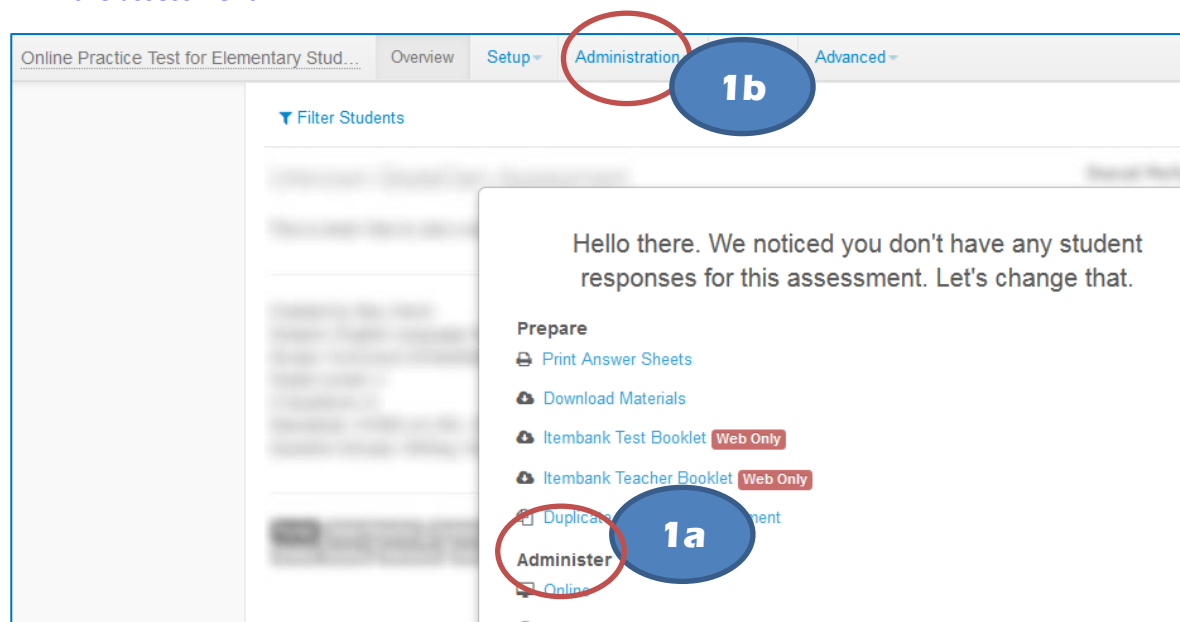
2. Click **Add Roster** to begin the process.
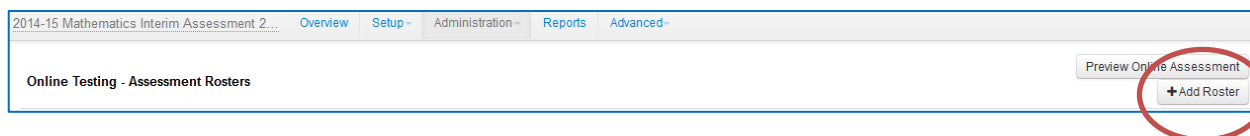
3. Set the **Testing Window Start and End Date and Times** to the dates when your students can begin taking the online test and the end date when they will no longer be allowed to log in to take it. For example, let's say you've decided that your class is going to take the test on March 12th and 13th. 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 – page 8, step 2 shows you how to edit a saved roster.]

4. **Select Students**
   The remaining filters allow you to select the students you want to take the test. Below are 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, you don't need to select any filters. If you have access to *all students at your site*, select the appropriate filters such as **Academic Year**, **User, Course,** and/or **Section** until you see the names of the students you want to take the test.

   <mark>Important: don't change the **All Departments** setting; otherwise, you will see 0 students regardless of any other filters selected.</mark>

   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 5 match the start and end times of each period you add. For added security, you have the option of adding a password for each period (see step 8 for more information). 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	**Sample of a Secondary Teacher's Student Filters (multiple periods)** Note: the *Students* box has been omitted

Academic Year	All Academic Years		Academic Year	All Academic Years
Grade Level	All Grade Levels		Grade Level	All Grade Levels
Site	La Jolla Elementary		Site	San Diego Sci Tech
User			User	
Departments	All Departments		Departments	All Departments
Course	All Courses		Course	All Courses
Sections	All Sections Third Grade - 1(A) (772287)		Sections	All Sections ENGLGCP1AP (HP) - 3(A-B) (7636 ENGLISH 1 SM(P) - 2(A-B) (787877 ENGLISH 1 SM(P) - 4(A-B) (761859

You will now see 2 options. Click on **Show** next to **Online Testing – Administration Settings** to do steps 5-8 below. Ignore the **Online Testing – Tool Settings** for now. This is a setting that will be used in the future, but is not available at this time.

Online Testing - Administration Settings Show

Online Testing - Tool Settings Show

5. 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 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 12, step 5).

Time of Day Window   ○ All Day   ● Daily Window

Daily Start Time   7 : 30 AM▼

Daily End Time   3 : 30 PM▼

⭐ 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.

6. **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 10, step 5 explains how to resume an assessment if a computer is shut down or times out.]

Time Duration   0   Minutes.   Set to '0' for no time limit.

Student Pauses   3   Set to '0' to disallow student pausing.

7. 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.

CR Input Method: ● Online Entry   ○ Written

8. **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   ○ Open   ● Password

Password   [   ]   Optionally require password before students can begin assessment.

9. Congratulations! You've made it to the final step – now just click **Save.**

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:

1. Click the **number in blue** to view the students you just set up to take the online test. A new page opens (see screenshot on page 12) that allows you to:
    a. 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 16.
    b. monitor student progress while they are taking the test online (step-by-step instructions are in Section 3.)
    c. return to the previous page by clicking on **List Assessment Rosters** or the back button

2. Click **Edit** to return to the *Add Roster* screen to change any settings

3. **Add** another roster

4. **Preview** the Online test if you would like to see how it will display to students

5. **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 located in the *Reports* subtab in the opened assessment.

Online Testing - Assessment Rosters														
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	Complete	None			Hamilton Elementary	Fairchild, Catrina M			(EK_SM) Kindergarten - SEI/MEC - 1(A) (765533)	25 ✓			Edit	☐

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. See page 5, step 1 for a review of these steps with screenshots.

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

(Return to top)

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 18. 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 18. 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).

    https://sdusd.illuminatehc.com

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.]

    What would you like to see?

    Main Dashboard
    Assignments
    Class
    Assessments

    Pending Online Assessments   (View All)

    Online Practice Test for Elementary Students

    A▸Activate Instruction™
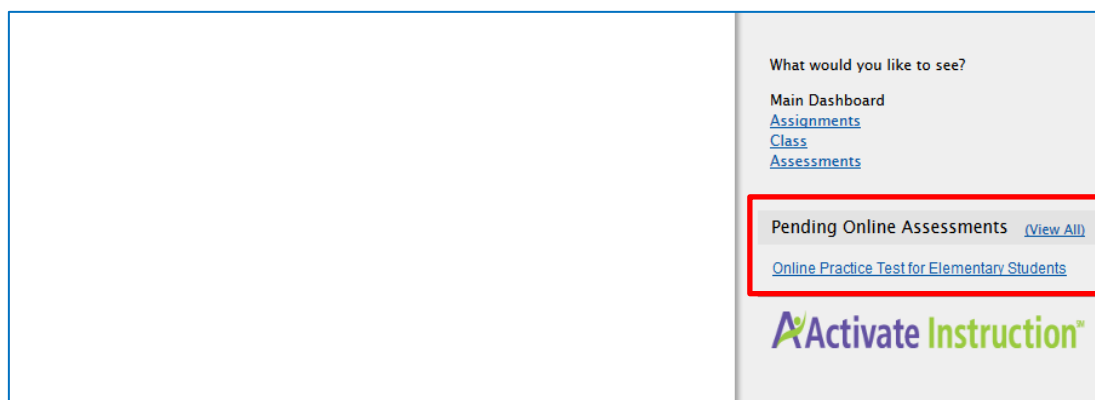
4. Tell your students to click **Begin Test** to start the test. When your students click on the **Finish** button on the test, they are returned to the **Student Portal** where they will sign out.

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

(Return to top)

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.]

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

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.

Section 4

Grading Constructed Response Items
(OPTIONAL)

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.
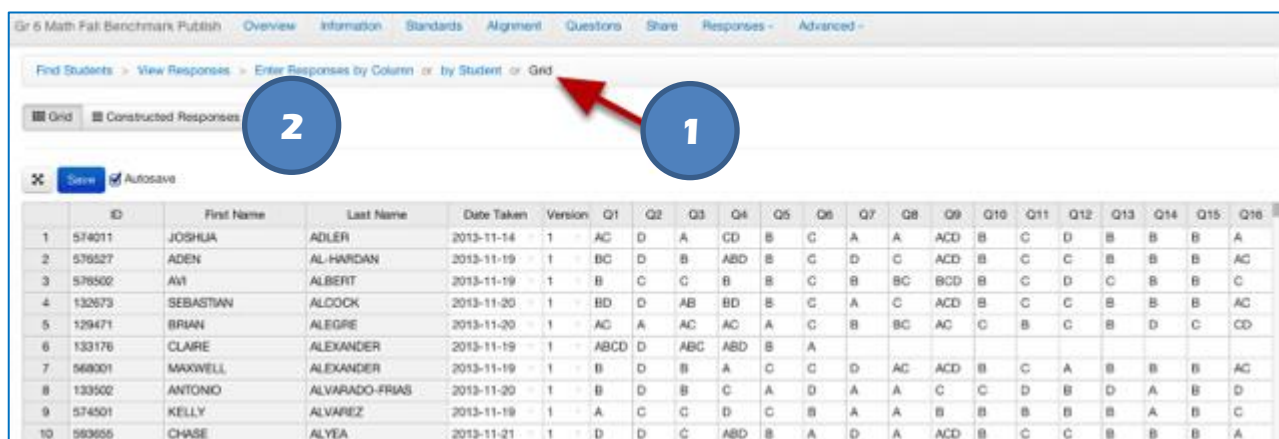
Find Your Students Whose Constructed Response Items You Want to Grade

1. Open the assessment for which you want to grade the constructed response items. See page 5, step 1 for a review of these steps with screenshots. 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.

2. To view the constructed response *question*, click **Constructed Responses**.

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.

Question Q20

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

Rubric   2 Point(s)

2 Point(s)	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 Point(s)	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 Point(s)	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).
    - o 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.

Prepared by Tressa Renee, District Trainer for Illuminate, Instructional Data Support Department, Office of Leadership and Learning, email: trenee@sandi.net, phone: 619-725-7201

# 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*.

   https://sdusd.illuminatehc.com

3. Select the **Student** tab. Login with your student id and password you use for your student device at school.
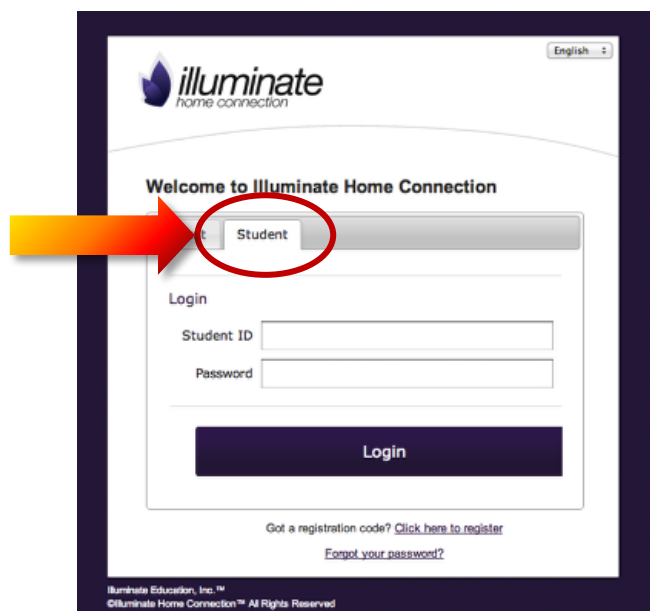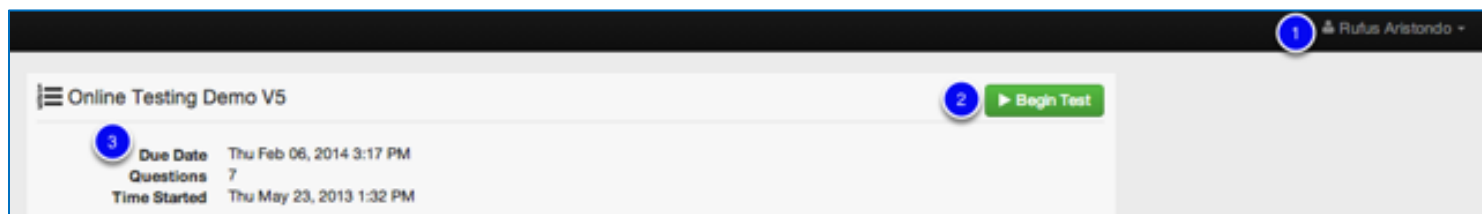
4. Your *Student Portal* opens. To begin taking your test, click the title of the test under **Pending Online Assessments** that your teacher directs you to.
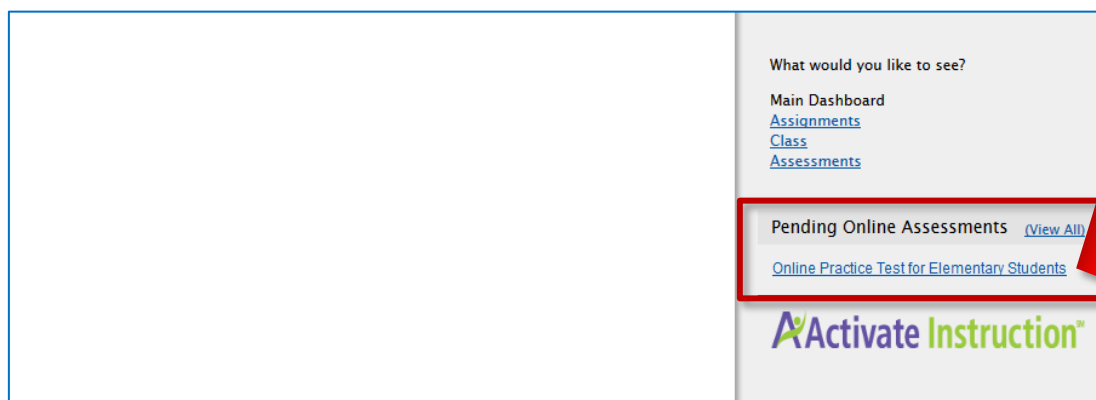
## Tips on Taking the Online Test

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.
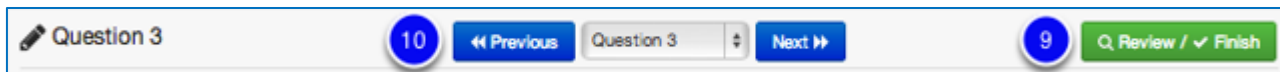
11. To review your answer choices: click on the question number to go back to the question.

12. Select **Finish** to end taking your test. Once you select **Finish**, you cannot log back in to the test.
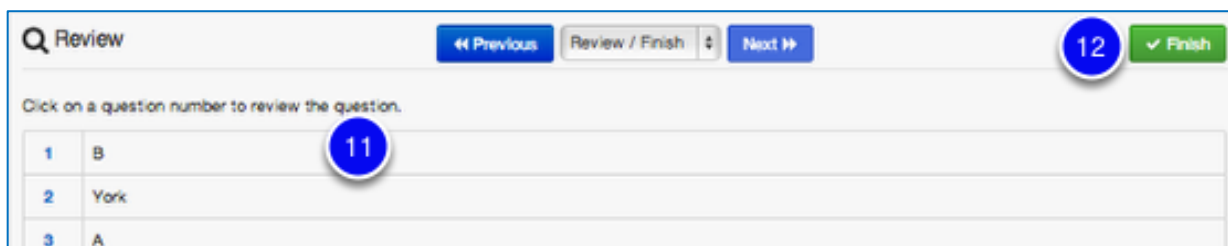
13. Click on **Click here** to go back to the *Student Portal* (Illuminate Home Connection)
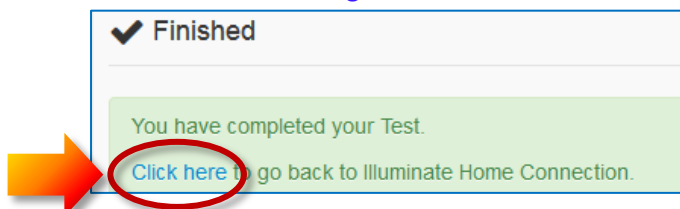
14. Congratulations! You have completed your test and are back at your *Student Portal*. Click **Sign Out** to close the Portal.

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.