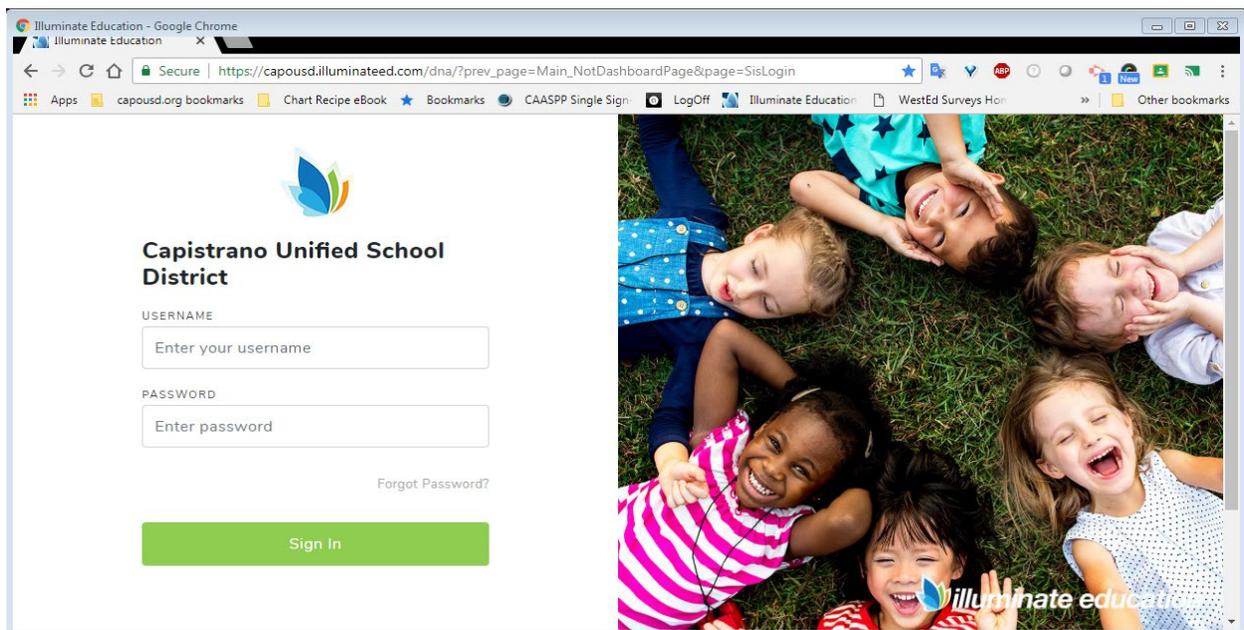


# Guide on How to Print and Scan Answer Sheets

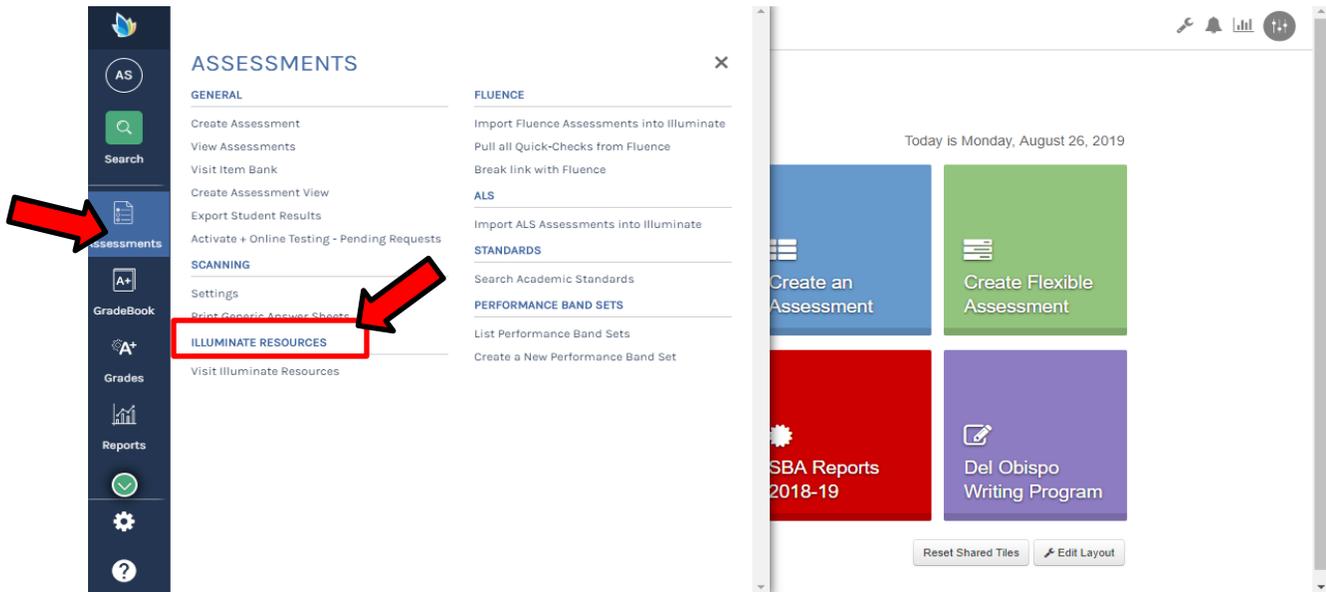
Access the CUSD Illuminate page by clicking on the link below and sign in with your username and password. Please make sure you are using Chrome as your browser.

[https://capousd.illuminateed.com/dna/?prev\\_page=Main\\_NotDashboardPage&page=SisLogin](https://capousd.illuminateed.com/dna/?prev_page=Main_NotDashboardPage&page=SisLogin)

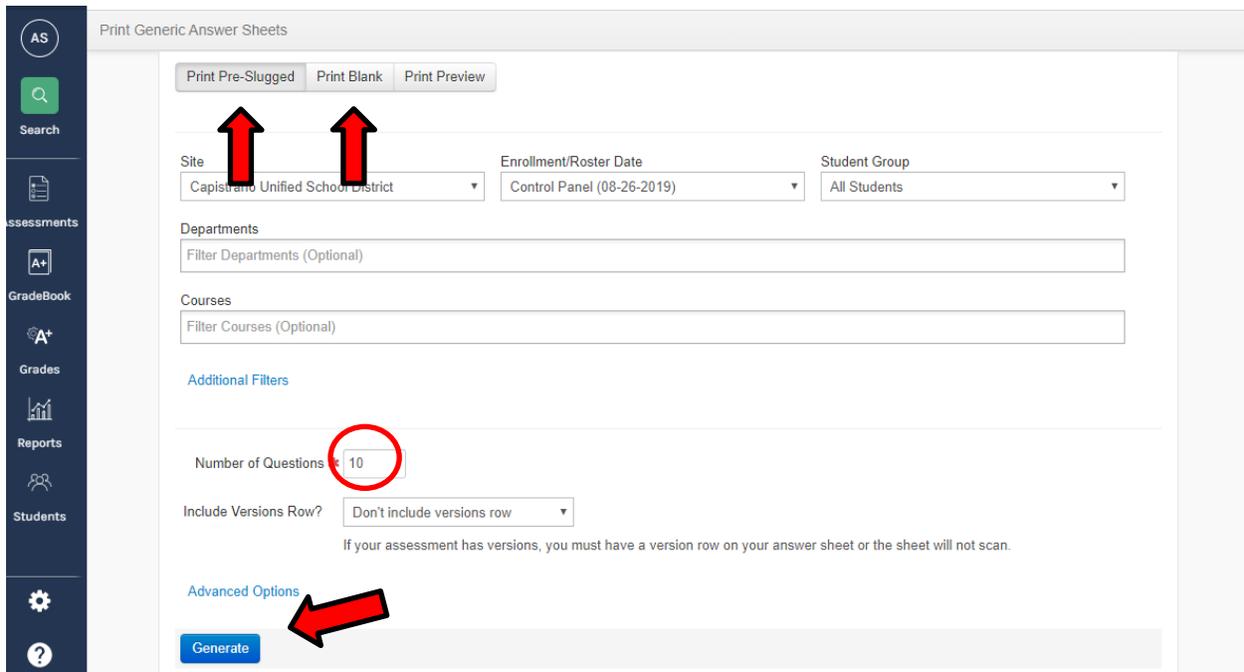
If you are unsure whether you have an account or have forgotten your password, please contact Ann Tademy at [astademy@capousd.org](mailto:astademy@capousd.org).



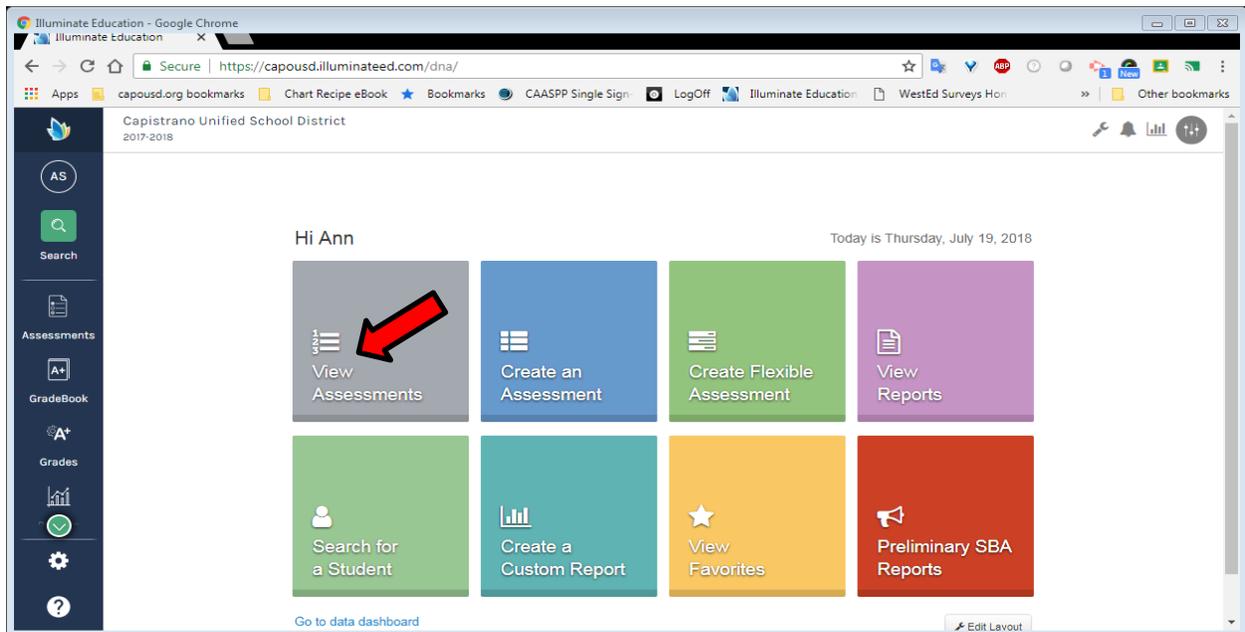
**Print Generic Answer Sheets:**  
Click on “Assessments” and select “Print Generic Answer Sheets”.



Select either “**Print Pre-Slugged**” (with students’ name and Student ID) or “**Print Blank**” (student will need to bubble in their Student ID), which students and the number of questions on the assessment. Then click on “**Generate**”.



**Print Answer Sheets for a specific Assessment:  
Click on the grey tile “View Assessments”.**



Find the assessment title and click on it. If you have trouble locating the assessment title, type in a portion of the title and click on “Search”. Click on the assessment title.

View Assessments | Illuminate Education - Google Chrome

Capistrano Unified School District  
2017-2018

View Assessments

If you don't care for the new version of the assessment list, you can return to the [previous version](#). You are currently viewing the new assessment list.

Create  More Filters Search

Displaying 1 to 50 of 62

ID	Type	Title	Owner	Date Created	Last Accessed	Actions
51433	Itembank	2017-18 CFA - Algebra 1 - EMC 1	Chamberlain, David J.	June 28, 2017	July 19, 2018	Action
51434	Itembank	2017-18 CFA - Algebra 1 - EMC 2	Chamberlain, David J.	June 28, 2017	May 18, 2018	Action
51428	Itembank	2017-18 CFA - Algebra 1 - EMC 3	Chamberlain, David J.	June 28, 2017	July 19, 2018	Action
51432	Itembank	2017-18 CFA - Algebra 1 - EMC 4	Chamberlain, David J.	June 28, 2017	May 18, 2018	Action
51487	Itembank	2017-18 CFA - Algebra 1 - EMC 5	Chamberlain, David J.	June 28, 2017	May 18, 2018	Action
51482	Itembank	2017-18 CFA - Algebra 1 - EMC 6	Chamberlain, David J.	June 28, 2017	June 8, 2018	Action
51430	Itembank	2017-18 CFA - Algebra 1 - EMC 7	Chamberlain, David J.	June 28, 2017	June 8, 2018	Action

Then click on “Administration” and select “Print Answer Sheets”.

2017-18 CFA - Algebra 1 - EMC 1 | Illuminate Education - Google Chrome

Capistrano Unified School District  
2017-2018

2017-18 CFA - Algebra 1 - EMC 1 Overview Details Setup Administration Reports Advanced

Filter Students

2017-18 CFA - Algebra 1 - EMC 1  
(Add description)

Created by (34441) Chamberlain, David J.  
Scope: (Choose a Scope)  
Grade Levels: 7, 8, 9, 10, 11, 12  
Subject Area: Mathematics  
# Questions: 5  
Question Groups: (Add Question Groups)

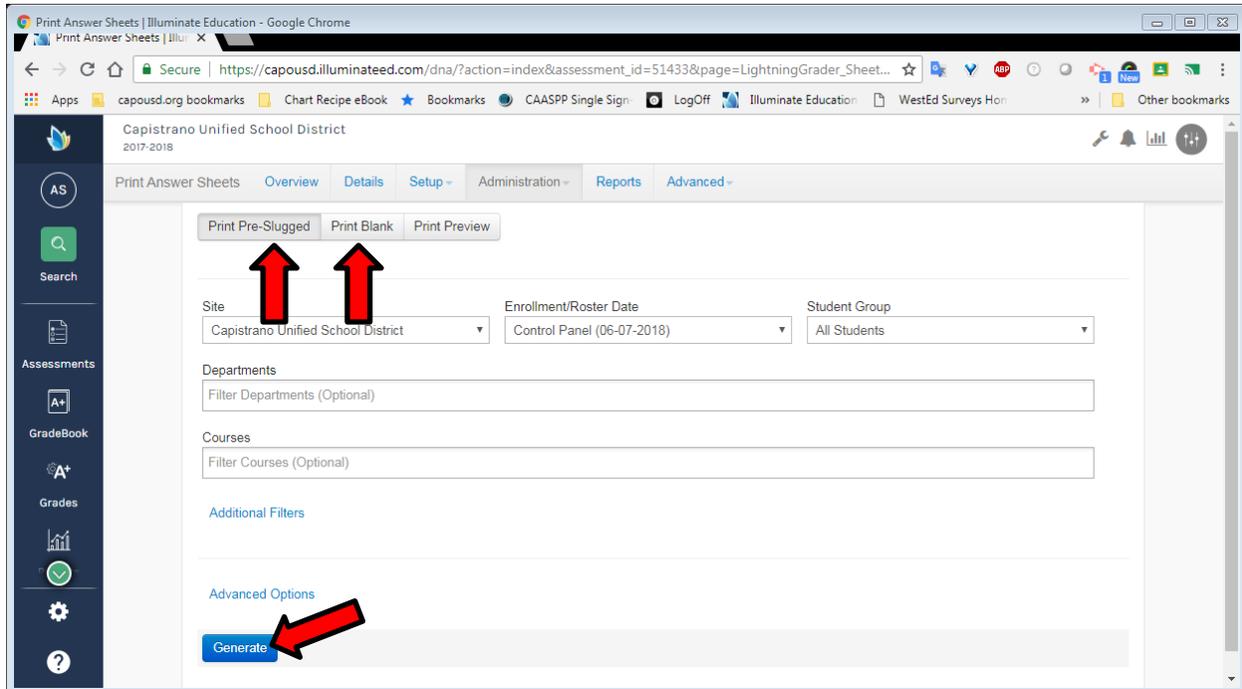
Administration

- Print Answer Sheets
- Grade with Camera
- Grade from Scanner
- Enter / Edit
- Import
- Online Testing
- Link to GradeBook
- Push to School Loop
- Push to Synergy

Overall Performance

598 (15.0%)  
1496 (37.5%)  
891 (17.3%)

Select either **“Print Pre-Slugged”** (with students’ name and Student ID) or **“Print Blank”** (student will need to bubble in their Student ID), which students and the number of questions on the assessment. Then click on **“Generate”**.



# How to Scan in Student Answer Sheets

Answer sheets can be scanned in one at a time using your scanner or document camera or you can create a PDF file for all your Answer Sheets and load it into Illuminate.

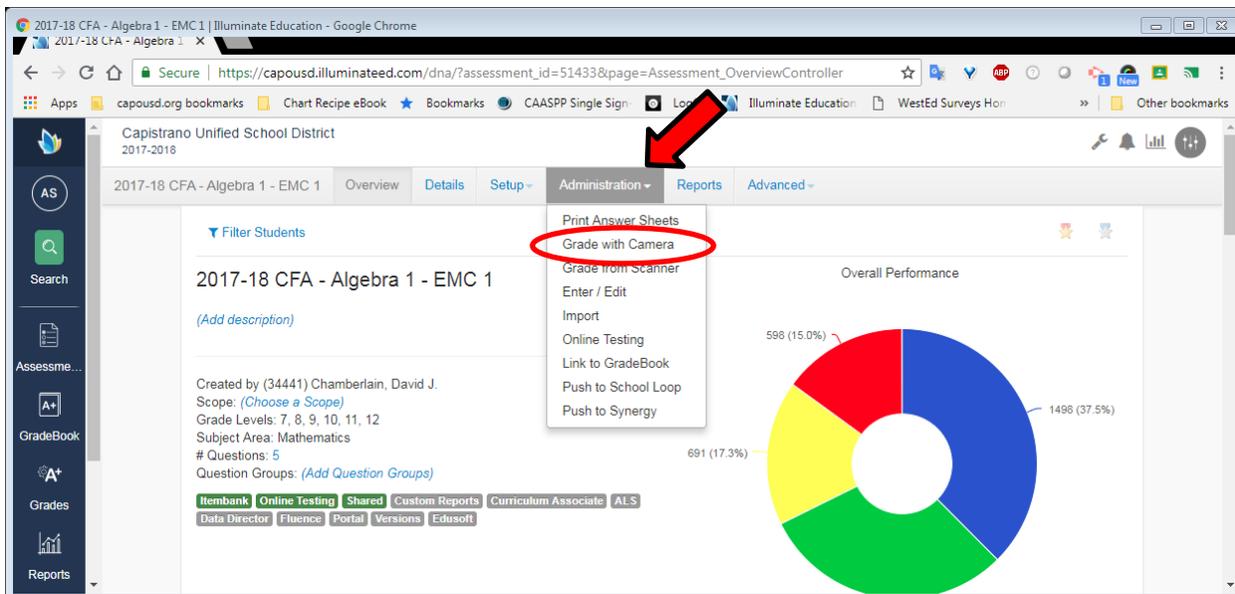
## Scanning Answer Sheets in One at a Time:

Plug your document camera into your computer and click on “View Assessments” and select the assessment you want to access.

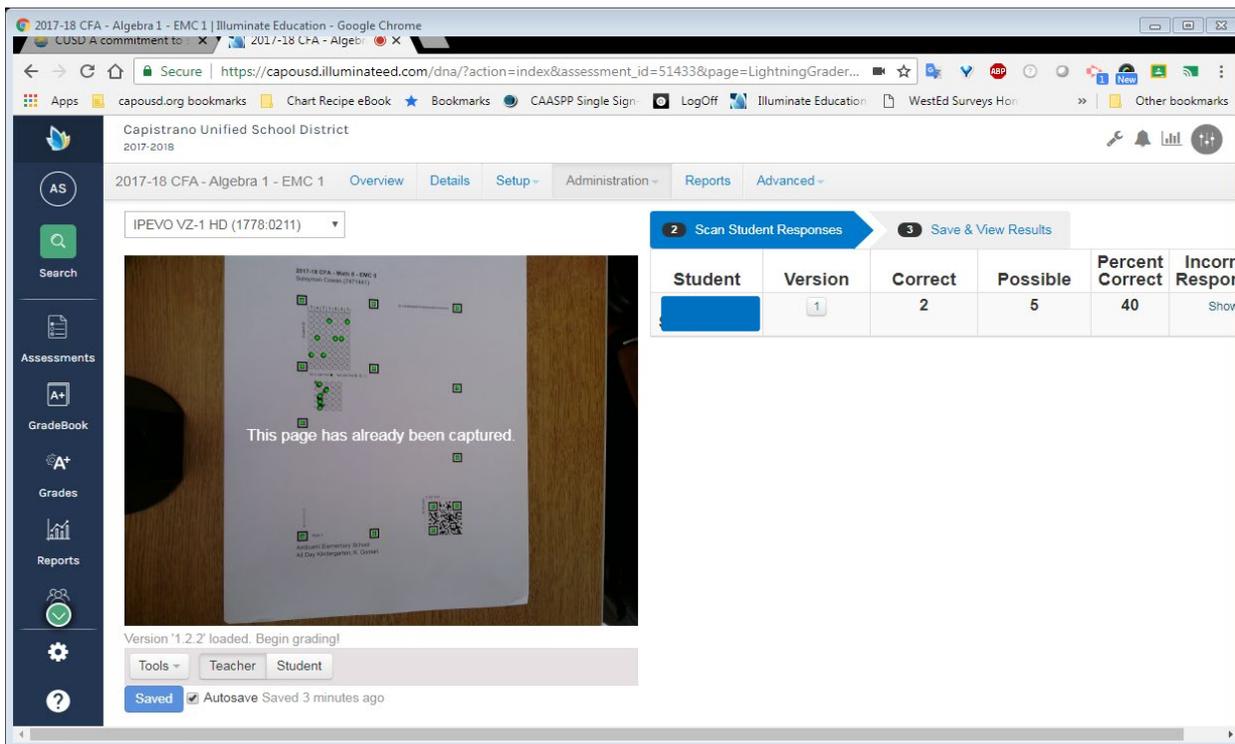
The image shows two screenshots from the Illuminate Education web application. The top screenshot is the dashboard for Capistrano Unified School District, displaying a grid of action buttons. A red arrow points to the 'View Assessments' button. The bottom screenshot shows the 'View Assessments' page with a search filter set to '2017-18 CFA'. A table of assessments is displayed, with the first row highlighted in green and a red arrow pointing to it.

ID	Type	Title	Owner	Date Created	Last Accessed	Actions
51433	Itembank	2017-18 CFA - Algebra 1 - EMC 1	Chamberlain, David J.	June 28, 2017	July 19, 2018	Action
51434	Itembank	2017-18 CFA - Algebra 1 - EMC 2	Chamberlain, David J.	June 28, 2017	May 18, 2018	Action
51428	Itembank	2017-18 CFA - Algebra 1 - EMC 3	Chamberlain, David J.	June 28, 2017	July 19, 2018	Action
51432	Itembank	2017-18 CFA - Algebra 1 - EMC 4	Chamberlain, David J.	June 28, 2017	May 18, 2018	Action
51487	Itembank	2017-18 CFA - Algebra 1 - EMC 5	Chamberlain, David J.	June 28, 2017	May 18, 2018	Action

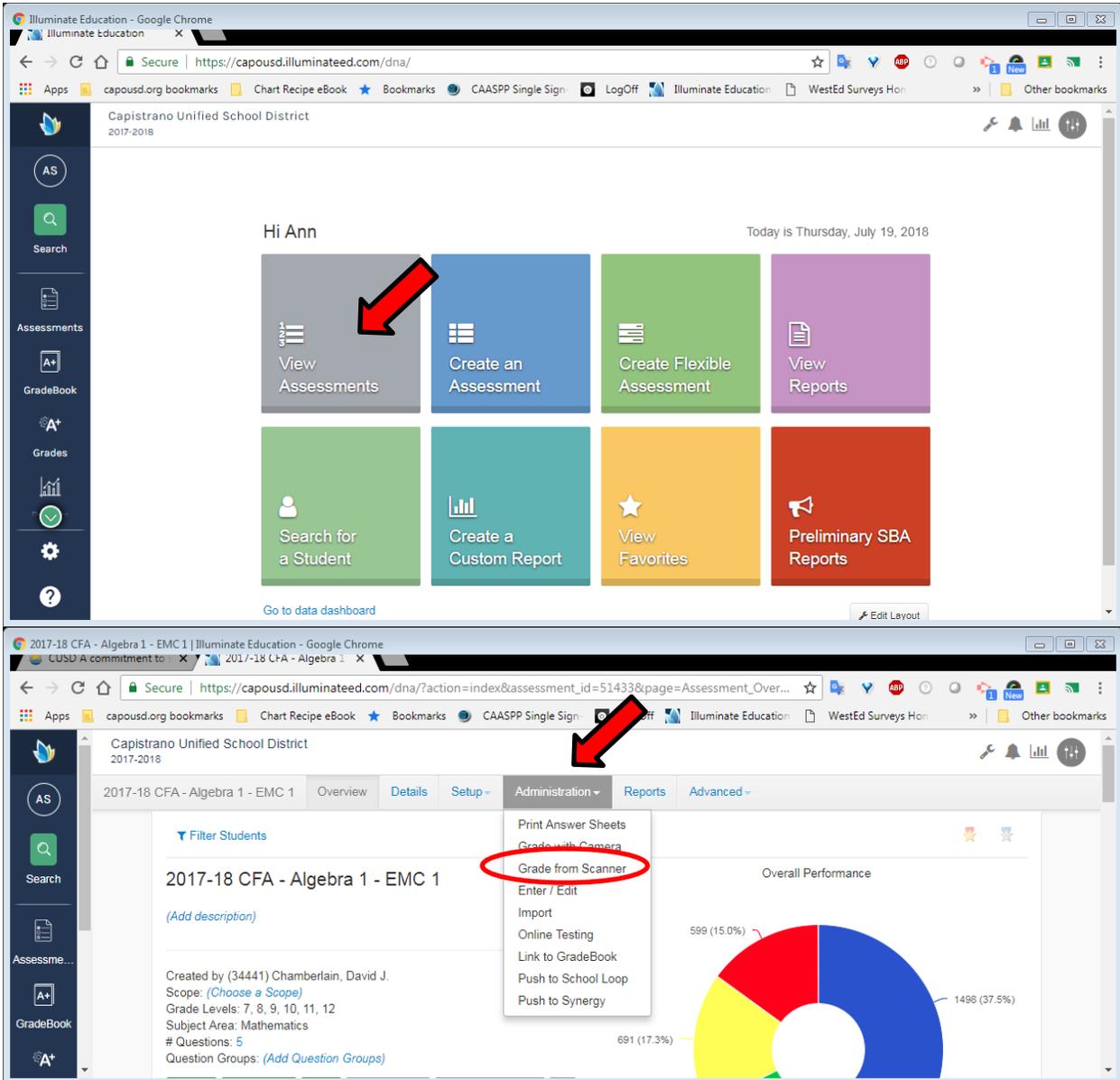
Click on “Administration” and select “Grade from Camera”.



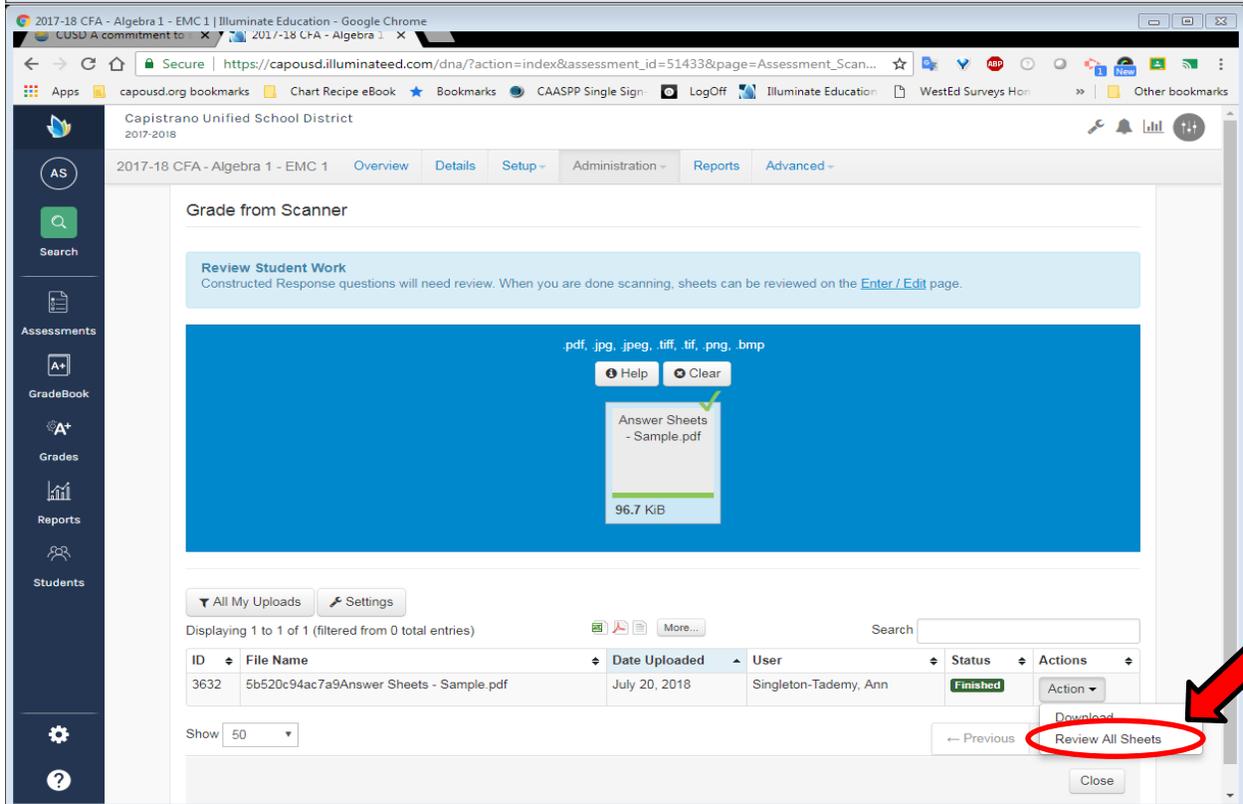
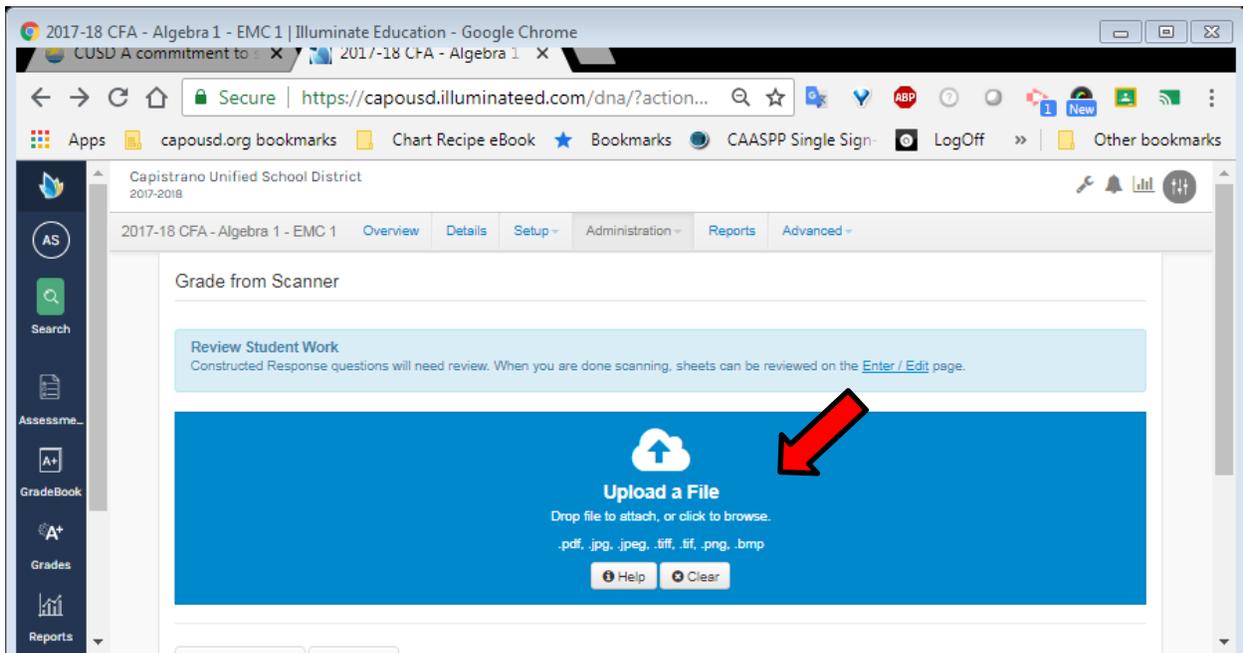
Position your answer sheet so that all of the scan points are highlighted in green. You may need to adjust the sheet up and down or side to side to activate the scanning device.



**Scan in Multiple Answer sheets from a PDF File:**  
Click on **“View Assessments”** and select the assessment you want to access as before. Then click on **“Administration”** and select **“Grade from Scanner”**.



Click on **“Upload a File”** and load your PDF of Student Answer Sheets. To view each answer sheet, click on **“Action”** and select **“Review All Sheets”**.



Each student's sheet will be displayed for you to review:

The screenshot shows the Illuminate Education interface for Capistrano Unified School District. The browser address bar shows the URL: <https://capousd.illuminateed.com/dna/?scanne...>. The page title is "2017-18 CFA - Algebra 1 - EMC 1". The interface includes a sidebar with navigation options: Search, Assessments, GradeBook, Grades, Reports, and Students. The main content area displays the scanned sheet for student ID 745. The sheet includes a grid of bubbles and a QR code. The interface also shows a table of answers for the scanned sheet.

Question	Answer
Q1	A
Q2	B
Q3	C
Q4	B
Q5	A