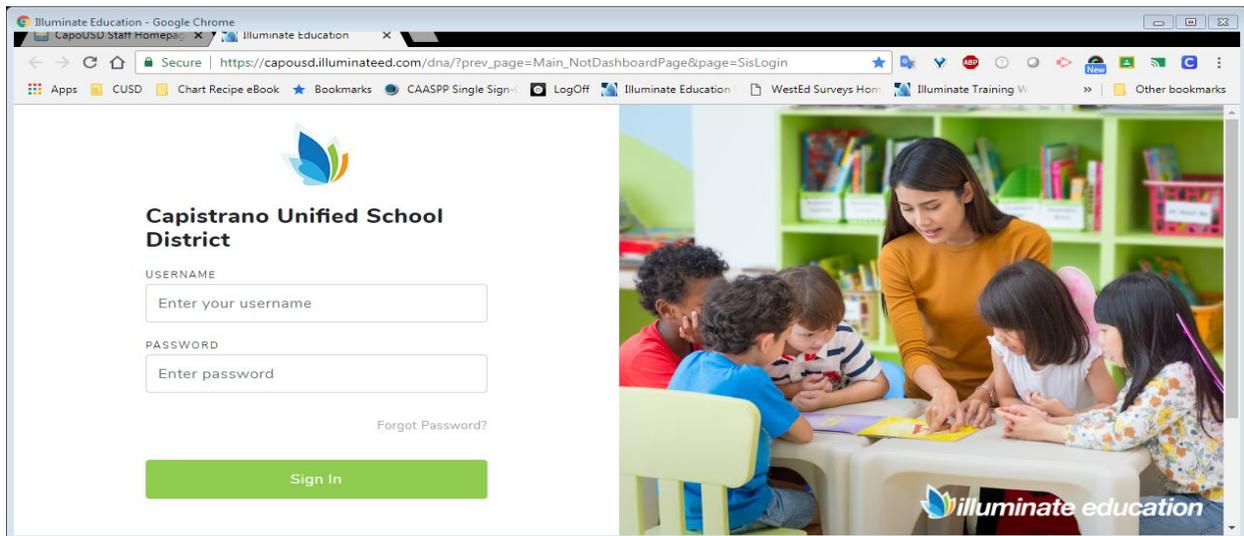


Guide on How to Use an On-the-Fly Assessment

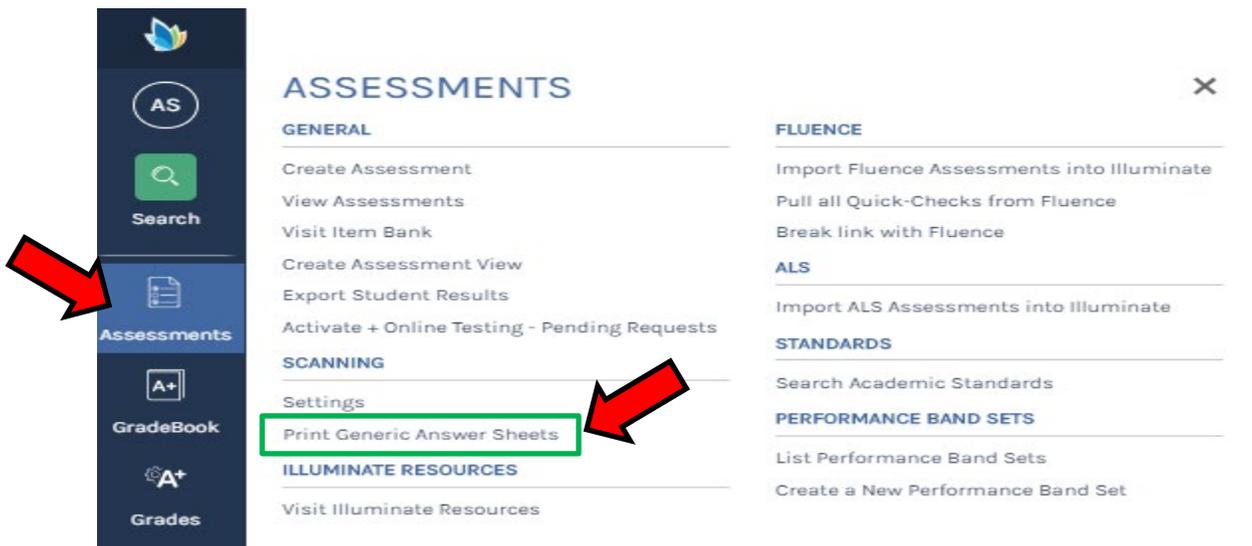
Login to Illuminate

Access the CUSD Illuminate page here: <https://capousd.illuminateed.com/dna/> and sign on with your user name and password. If you are unsure whether you have an account or have forgotten your password or need your password reset, please contact Ann Tademy at astademy@capousd.org.



Print Answer Sheets

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



There is an option of printing out Pre-Slugged (with Student Name and ID#) or Blank answer sheets and students need to bubble in their ID#. Click on either **“Print Pre-Slugged”** or **“Print Blank”**. For Pre-Slugged answer sheets there is an option to select grade level or class(es).

Fill in the number of questions and click on **“Generate”**. If you have multiple versions of the exam, click on **“Include versions row”** option.

The screenshot shows the 'Print Generic Answer Sheets' interface. A red arrow points to the 'Print Pre-Slugged' button. Another red arrow points to the 'English 7 - 1 (496321)' class selection in the 'Classes' list. A third red arrow points to the '10' in the 'Number of Questions' input field. A fourth red arrow points to the 'Generate' button at the bottom. The interface includes a sidebar with navigation options like Search, Assessments, GradeBook, Reports, and Students. The main content area has sections for Enrollment/Roster Date, Courses, and Classes. The 'Number of Questions' field is circled in red, and the 'Include Versions Row?' dropdown is set to 'Don't include versions row'.

Print Generic Answer Sheets

Print Pre-Slugged Print Blank Print Preview

Enrollment/Roster Date
Control Panel (10-11-2019)

Courses
Filter Courses (Optional)

Classes

- English 7 - 1 (496321)
- English 7 Acc - 2 (496155)
- English 7 - 4 (498014)
- English 7 Acc - 5 (498980)
- English 7 - 6 (496552)

Number of Questions: 10

Include Versions Row? Don't include versions row

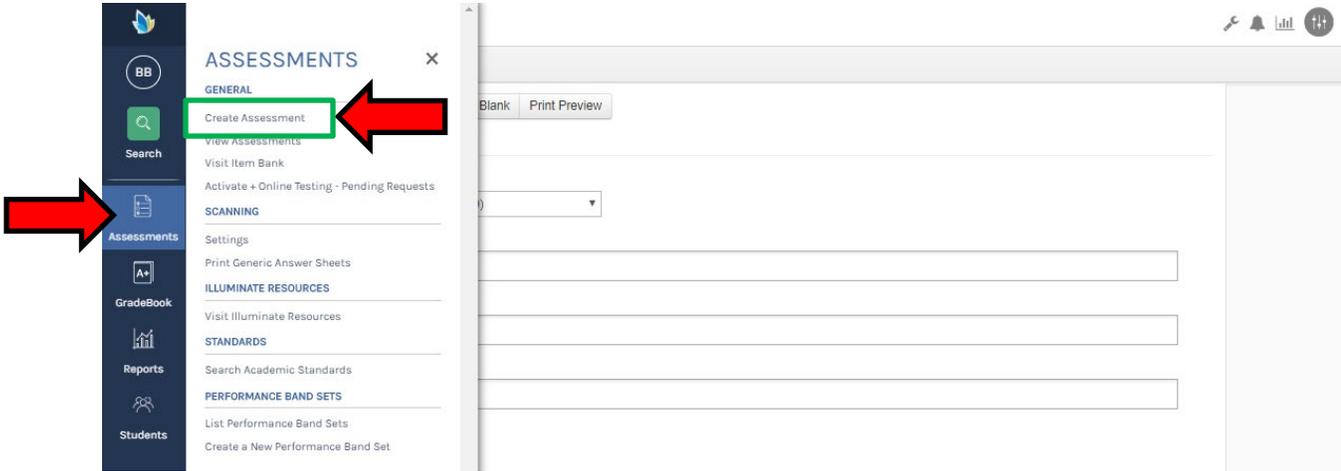
If your assessment has versions, you must have a version row on your answer sheet or the sheet will not scan.

Advanced Options

Generate

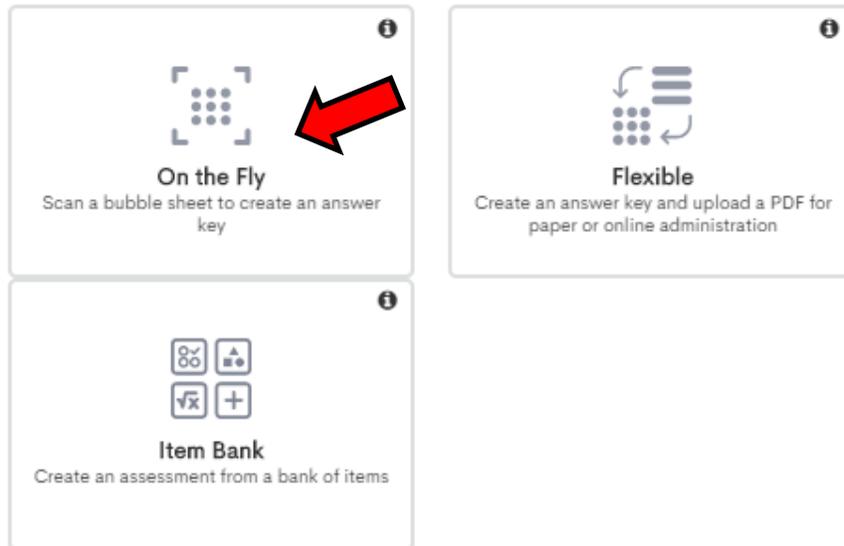
Create the Assessment

Click on “Assessments” and select “Create Assessment”. Then click “On the Fly”.



Create A New Assessment

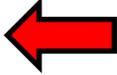
Assessment Other Legacy



Type in the number of questions on the assessment and click on “Create”.

On the fly assessment

Before you get started, please enter the amount of questions you would like on your assessment.



Back

Create



Scan Answer Key and Student Answer Sheets

Set up your document camera or scanning device. The Answer Key can either be manually entered or scanned, once the answer sheet has been accepted, click on “Scan Student Responses”.

The screenshot shows the Blackboard assessment interface. On the left is a navigation sidebar with icons for Search, Assessments, GradeBook, Reports, and Students. The main area is split into two panes. The left pane shows a document camera view of a wooden surface, with a status bar at the bottom indicating 'Version '1.3.0' loaded. Begin grading!' and '0x0'. The right pane is titled 'Answer Key' and has tabs for 'Teacher View', 'Student View', and 'Visual Results'. Below the title is a key icon and the text 'Enter or Scan an Answer Key'. A prominent blue button labeled 'Scan Student Responses' with a camera icon and a right-pointing arrow is highlighted with a red arrow. Below this button is a table with two columns: 'Question' and 'Answer'. The table contains five rows of data:

Question	Answer
1.	<input type="text" value="a"/>
2.	<input type="text" value="b"/>
3.	<input type="text" value="c"/>
4.	<input type="text" value="d"/>
5.	<input type="text" value="e"/>

Place the student answer sheet in view of the camera one student at a time. Then there is an option to either **“Push to Gradebook”** or **“Save as an Assessment”**. If saving as an assessment, enter a title for the assessment and click on **“Save”**.

