

# Guide on How to Create a Flexible 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](mailto:astademy@capousd.org).



**Capistrano Unified School District**

USERNAME

PASSWORD

[Forgot Password?](#)



Click on the green tile “Create Flexible Assessment”.

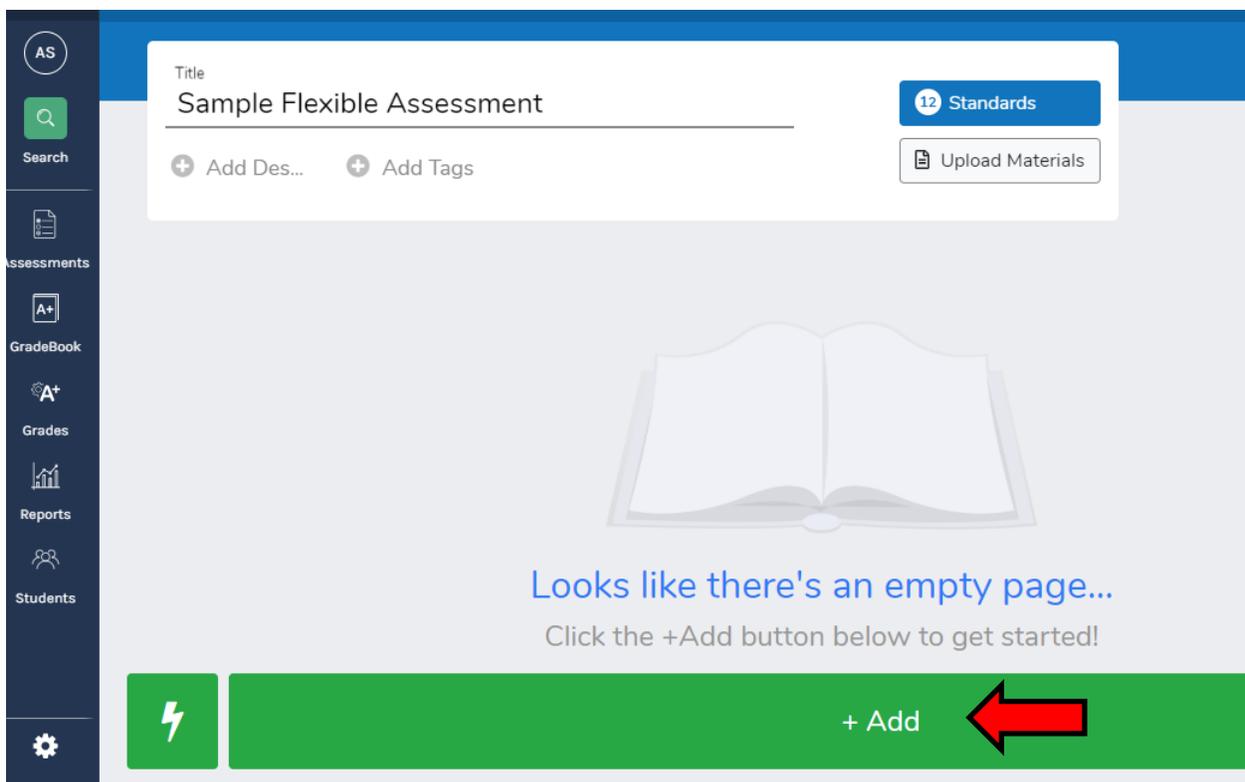
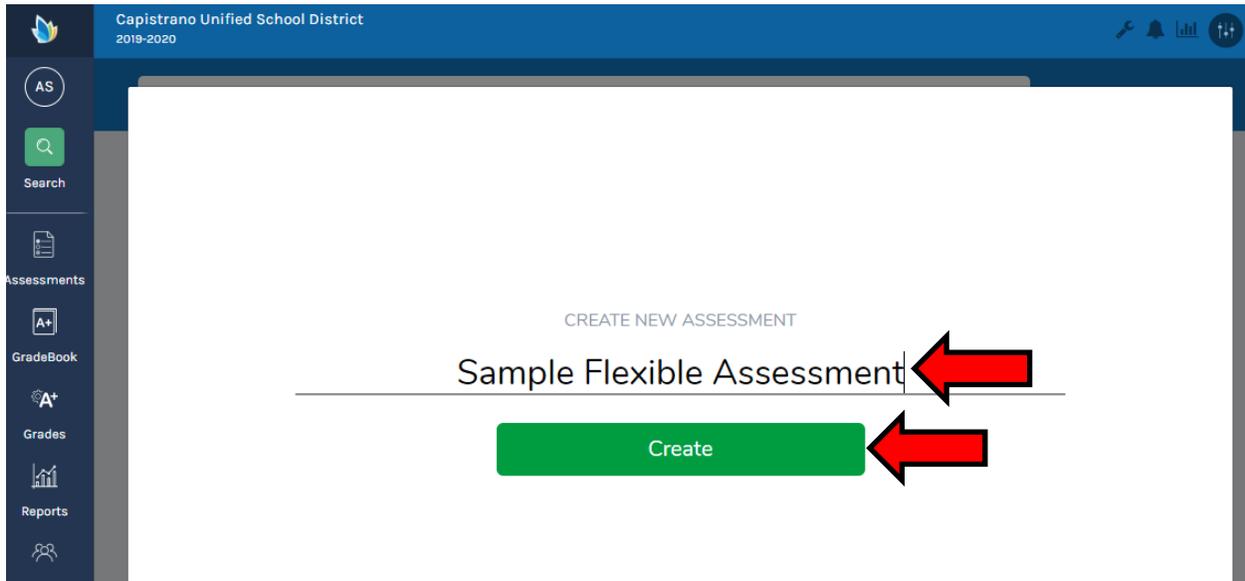
Capistrano Unified School District  
2019-2020

Hi Ann

Today is Monday, September 9, 2019

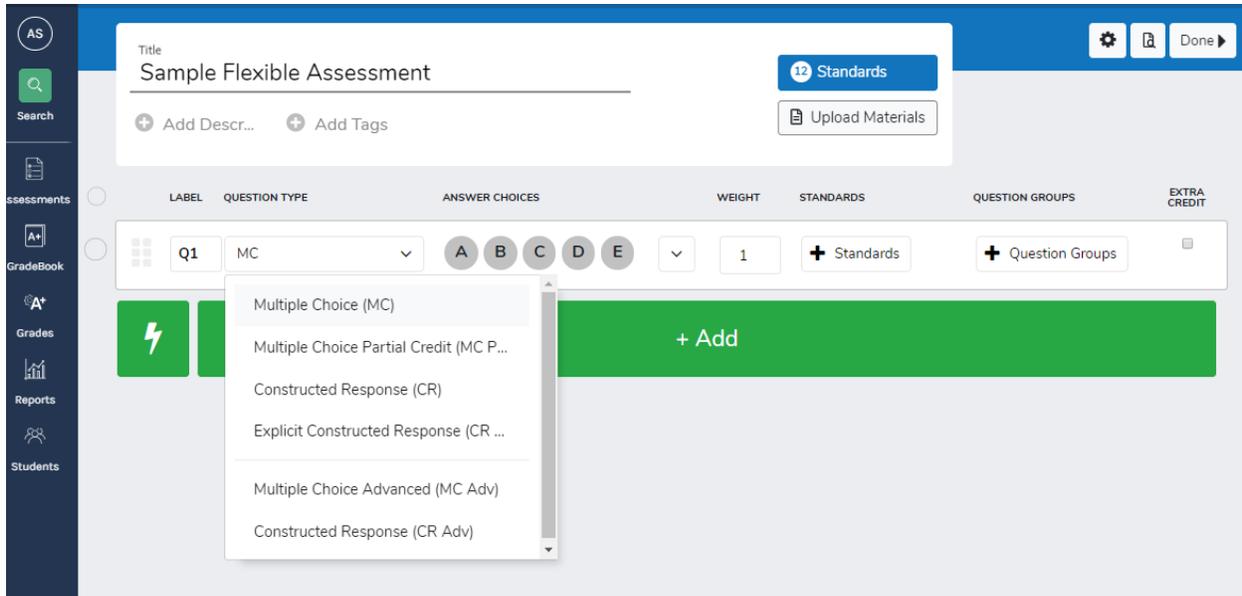
View Assessments	Create an Assessment	Create Flexible Assessment	Create a Custom Report
View Reports	SBA Reports 2018-19	Search for a Student	Del Obispo Writing Program

Type the title of the assessment and click **“Create”**. Then click on **“Add”** to start adding questions.



## Adding Questions:

There are several types of questions available to utilize. Click on the type of question and indicate the correct answer or answers.



The screenshot displays the 'Sample Flexible Assessment' creation interface. At the top, there is a title field 'Sample Flexible Assessment' and buttons for 'Standards' and 'Upload Materials'. Below this is a table with columns: LABEL, QUESTION TYPE, ANSWER CHOICES, WEIGHT, STANDARDS, QUESTION GROUPS, and EXTRA CREDIT. The first row shows a question labeled 'Q1' with a 'MC' (Multiple Choice) type. A dropdown menu is open under the 'QUESTION TYPE' column, listing options: Multiple Choice (MC), Multiple Choice Partial Credit (MC P...), Constructed Response (CR), Explicit Constructed Response (CR ...), Multiple Choice Advanced (MC Adv), and Constructed Response (CR Adv). A green '+ Add' button is visible to the right of the dropdown.

## Overview of Question Types:

- Multiple Choice – only one answer is correct and answers can be one or multiple selections. For example, the answer could be “A” (one selection) or “A & D” (multiple selections) but both must be selected to be correct.
- Multiple Choice (Partial Credit) – provides points for correct answers that are close or almost correct. For example, “B and D” are correct. If a student only answers “B” or only answers “D”, then they will receive half of the point total. Also, there is an option for deducting points for incorrect answers.
- Multiple Choice (Advanced) – questions that require a weighting answer choice such as “A and E”=2 but “A”=5
- Constructed Response – teacher-scored using rubric scoring
- Constructed Response (Advanced) – teacher-scored using rubric score for short answer (paragraph), essay, charts, graphs; performance measured on multiple criteria in a rubric. This provides the ability to alter the rubric scores and their point values.
- Explicit Constructed Response – auto scored for fill in the blank or short answer question. Ability to add alternative correct answers and weight.

## Sample Questions:

Title  
Sample Flexible Assessment

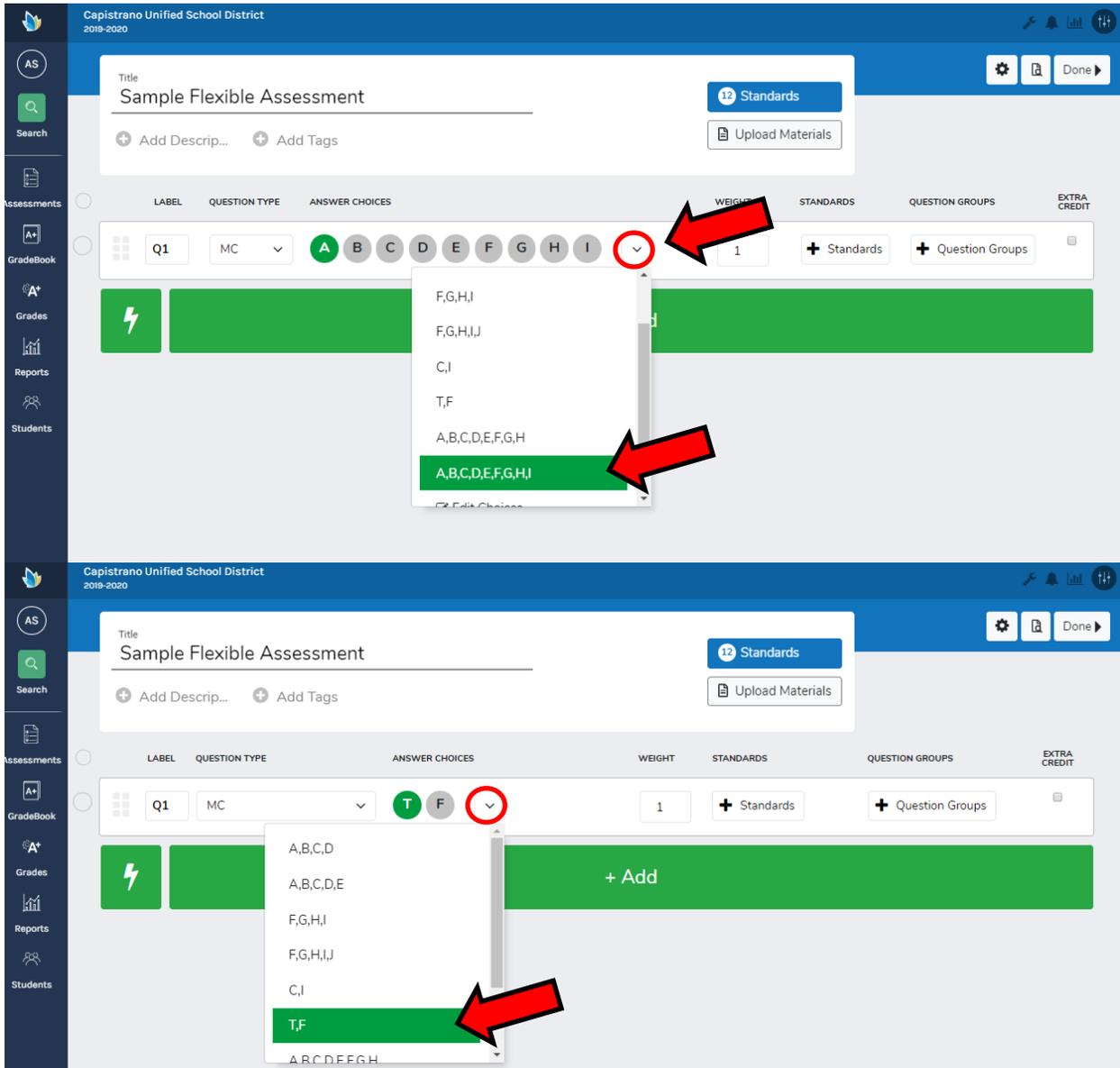
[Add Description](#) [Add Tags](#)

[Standards](#)

[Upload Materials](#)

LABEL	QUESTION TYPE	ANSWER CHOICES	WEIGHT	STANDARDS	QUESTION GROUPS	EXTRA CREDIT								
Q1	MC	A B C D E	1	Standard	+ Question Groups									
Q2	MC	A B C D E	1	+ Standards	+ Question Groups									
Q3	MC Pl	A B C D E	1	+ Standards	+ Question Groups	Deduct for Incorrect Selections <input checked="" type="checkbox"/>								
Q4	MC Adv	A B C D E A B C D E A B C D E <a href="#">Add Alternative</a>	1 0.5 0.5	+ Standards	+ Question Groups									
Q5	CR	1 2 3 4	4	+ Standards	+ Question Groups									
> Paper Options (Default)														
Q6	CR Adv	1 2 3 4		+ Standards	+ Question Groups									
<div style="text-align: center;">Advanced Rubric Scoring</div> <table style="margin-left: auto; margin-right: auto;"> <tr><td>1</td><td>1</td></tr> <tr><td>2</td><td>2</td></tr> <tr><td>3</td><td>3</td></tr> <tr><td>4</td><td>4</td></tr> </table>							1	1	2	2	3	3	4	4
1	1													
2	2													
3	3													
4	4													
> Paper Options (Default)														
Q7	CR Exp	Fourteen 14 <a href="#">Add Alternative</a>	1 1	+ Standards	+ Question Groups									

Additionally, the number of answer choices for each question can be customized by clicking on the dropdown arrow next to the answer choices. The system will allow for up to 9 answer choices and True and False questions can be accommodated. (See examples)



## Adding Standards:

When adding the question, click on “+ Standards” and select the standard. To search for standards click on “Edit Standards”. Select the Providers, Subjects and Grade level and then select the standard. Each of the standards selected will be in the dropdown to select.

The image consists of three screenshots from a software interface, likely a learning management system, showing the process of adding standards to a question.

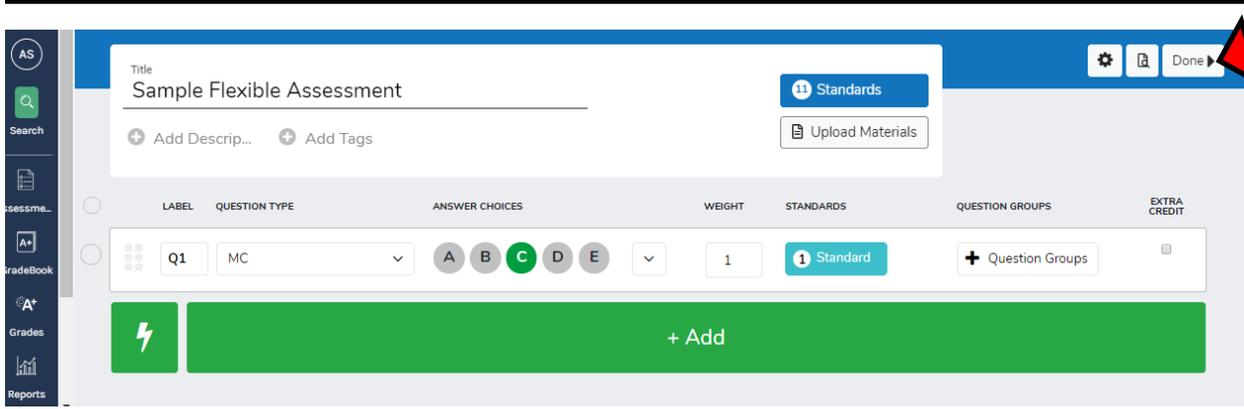
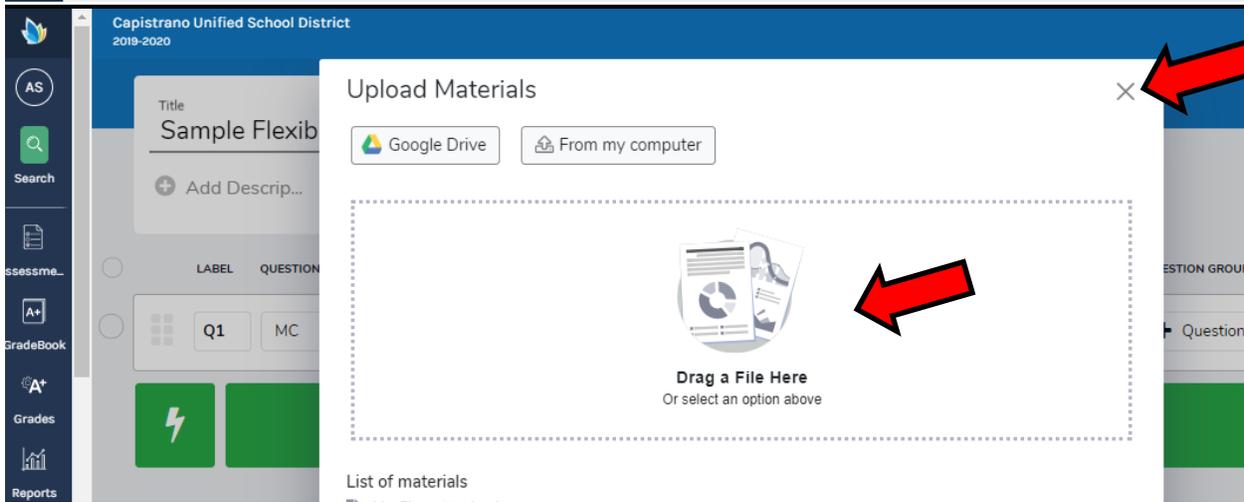
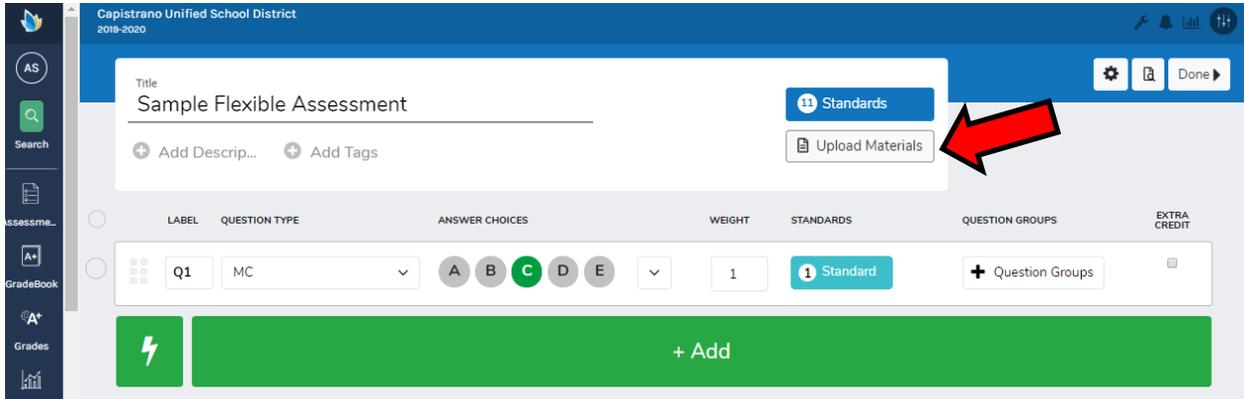
**Top Screenshot:** Shows the main interface for creating a question. The title is "Sample Flexible Assessment". The question type is "MC" (Multiple Choice). The answer choices are A, B, C, D, E. The weight is 1. A red arrow points to the "+ Standards" button. A dropdown menu is open, showing a list of standards. A red circle highlights the "Edit Standards" option, with another red arrow pointing to it.

**Middle Screenshot:** Shows the "Standards" selection screen. It has filters for Providers (1), Subjects (1), and Grade Levels (1). A search bar is present. A list of standards is shown, with "CCCS.LA.1.R Reading" and "CCCS.LA.1.RL Literature" selected, indicated by green checkmarks. A red arrow points to the "CCCS.LA.1.R Reading" standard.

**Bottom Screenshot:** Shows the main interface again, with the question type "MC" and answer choices A, B, C, D, E. The weight is 1. A red arrow points to the "+ Standards" button. A dropdown menu is open, showing a list of standards. A red arrow points to the "CCCS.LA.6-8.RH.1 Cite specific ..." standard.

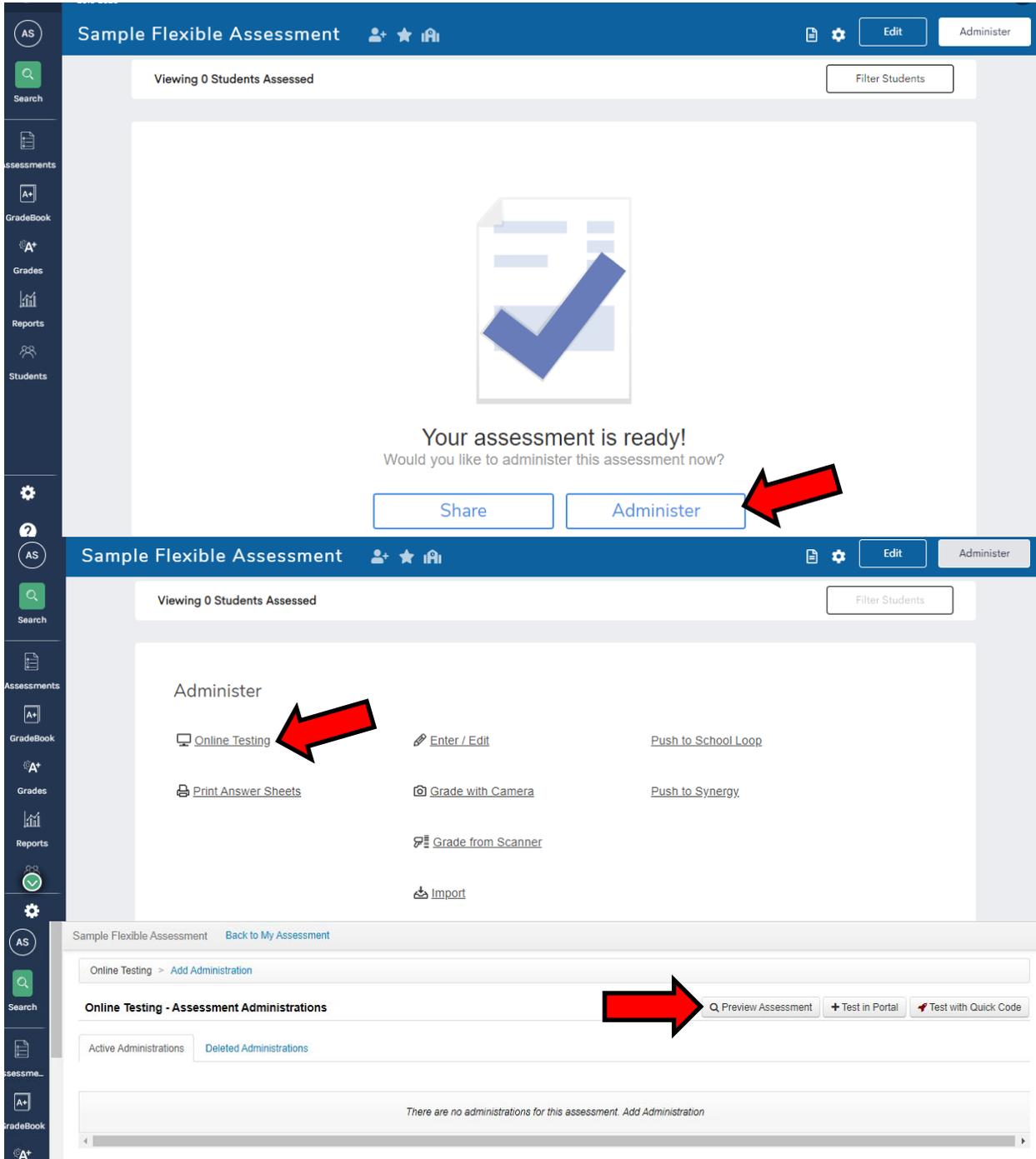
## Upload the Assessment:

To upload the assessment, click on “**Upload Materials**” and select the MS Word or PDF file. Click on the “**X**” to exit the screen and then click “**Done**”.



**Preview Assessment:**

Click on “Administer” and select “Online Testing”. Then click on “Preview Assessment”.



Click on **“Preview”**. Then click on **“Continue Test”** and **“Show Test”** to see the assessment.

The screenshot displays the 'Online Assessment Preview - Administration Options' dialog box. It contains the following settings:

- Time Duration: 0 Minutes. Set to '0' for no time limit.
- Student Pauses: 3 Set to '0' to disallow student pausing.
- CR Input Method:  Online Entry  Written
- Availability:  Open  Password
- Browser:  Any Browser / Device  Locked Browser Only  
See the [Installation Instructions](#) for more info.
- Test Booklet: Sample\_Questions\_for\_Assessn

Below the settings are sections for 'Online Testing - Tool Settings' and 'Online Testing - Assessment Review Settings'. At the bottom of the dialog, a red arrow points to the 'Preview' button, and another red arrow points to the 'Continue Test' button.

The main interface shows 'Questions: 7'. A red arrow points to the 'Show Test' button in the bottom toolbar. The toolbar also includes icons for edit, help, pause, and check.

The assessment content shows 'Question 1' with two radio button options: A and B.

## Sample Flexible Assessment:

### Sample Flexible Assessment

1. Which word in the paragraph below is used too much?  
My music teacher is nice. He plays nice music and we sing nice songs. He is nice to all of us.  
  
A. music  
B. nice  
C. plays

---

  2. What kind of sentence is this? I hope you have a happy birthday!  
  
A. a telling sentence  
B. a command sentence  
C. a sentence that shows excitement

---

  3. Over the summer, Melissa went camping. She learned how to build a fire. She learned how to fish. She found berries in the woods. On the first day of school, Melissa has to write a paper. Her teacher says the paper should explain how to do something. What is the BEST topic for Melissa's paper?  
  
A. how to build a fire  
B. her summer vacation  
C. where to go camping

---

  4. Which word belongs in the blank?  
I found many \_\_\_\_\_ on the beach  
A. shels  
B. shalls  
C. shells

---

  5. Which sentence has two subjects?  
A. The cat played with the toy  
B. My pet dog, Chipper, is a beagle  
C. The cat and the dog chased each other.
-

## Online Testing:

Click on “Administer” and select “Online Testing”. Then click on “Test in Portal”.

The image shows a three-step process for administering an assessment online. The first screenshot shows the 'Administer' button highlighted with a red arrow. The second screenshot shows the 'Administer' menu with 'Online Testing' circled and a red arrow pointing to it. The third screenshot shows the 'Test in Portal' button highlighted with a red arrow.

Sample Flexible Assessment

Viewing 0 Students Assessed

Filter Students

Your assessment is ready!  
Would you like to administer this assessment now?

Share Administer

Sample Flexible Assessment

Viewing 0 Students Assessed

Filter Students

Administer

Online Testing

Enter / Edit

Push to School Loop

Print Answer Sheets

Grade with Camera

Push to Synergy

Grade from Scanner

Import

Sample Flexible Assessment Back to My Assessment

Online Testing > Add Administration

Online Testing - Assessment Administrations

Preview Assessment + Test in Portal Test with Quick Code

Active Administrations Deleted Administrations

Select the testing window timeframe and courses and/or students to be evaluated. Click on **“Save”** once all selections have been made.

Online Testing - Assessment Administration

Testing Window Start: 09/09/2019 12 : 00 AM

Testing Window End: 09/16/2019 2 : 00 AM

Academic Year: All Academic Years

Grade Level: All Grade Levels

Site: [Dropdown]

User: [Dropdown]

Departments: All Departments

Course: All Courses

Sections: All Sections  
5th Grade - All Day (499468)

Students: All Students

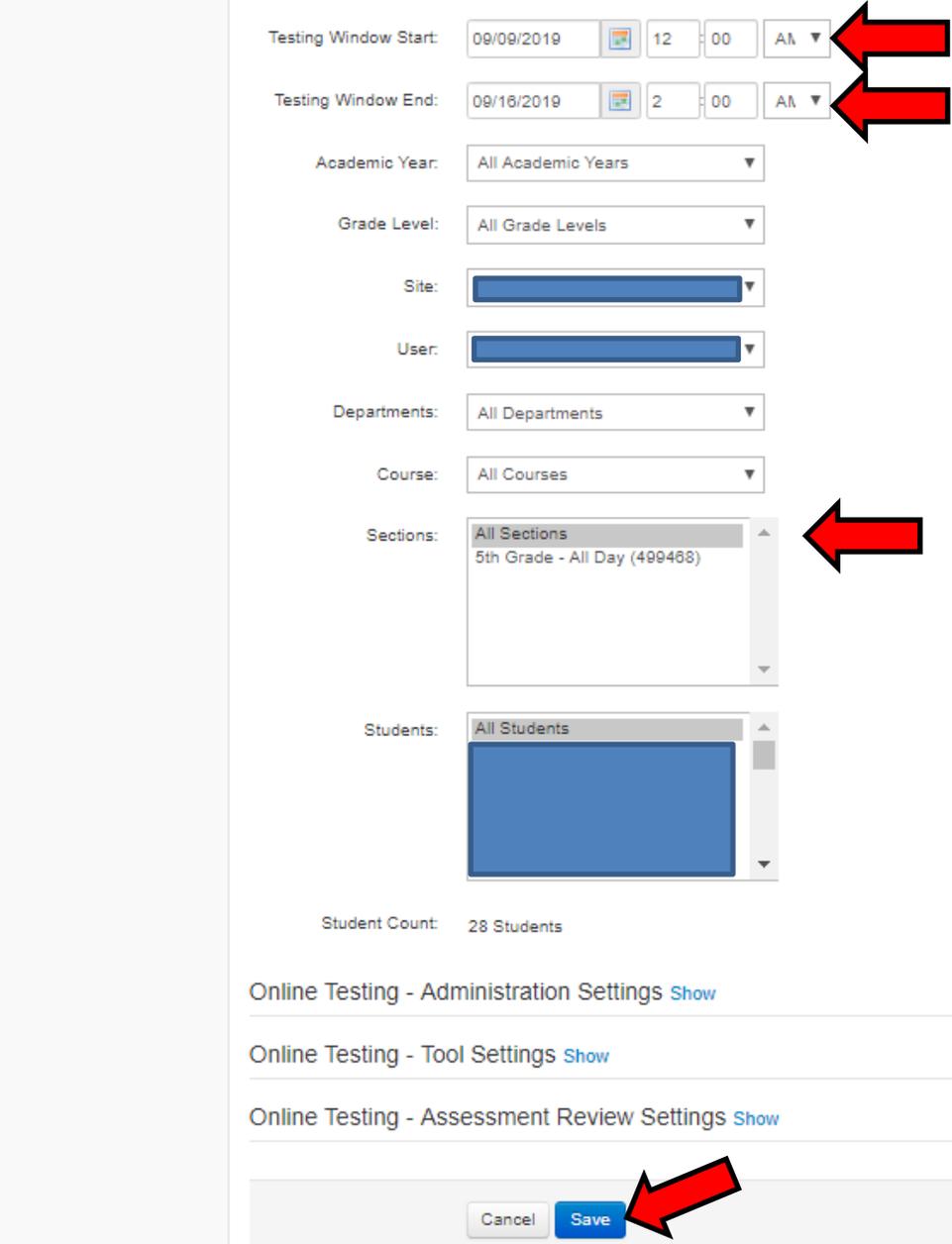
Student Count: 28 Students

[Online Testing - Administration Settings Show](#)

[Online Testing - Tool Settings Show](#)

[Online Testing - Assessment Review Settings Show](#)

Cancel Save



The Online Testing administration screen shows the testing session created. Click on **“Students”** under the Student Info/Tools column to view all students that have access to the assessment.

Sample Flexible Assessment [Back to My Assessment](#)

Online Testing > [Add Administration](#)

**Online Testing - Assessment Administrations** Preview Assessment + Test in Portal Test with Quick Code

Active Administrations [Deleted Administrations](#)

Delete	Edit	Created By	Date Window	Time Window	Duration	Status	Site Info	Course Info	Student Info/Tools	Auth Info
<input type="checkbox"/>	<a href="#">Edit</a>	Singleton-Tademy, Ann	S: 2019-09-09 @ 12:00 am F: 2019-09-16 @ 02:00 am	All Day	None	<span style="color: green;">■</span>	Academic Year: All Academic Years Grade Level: All Grade Levels	Department: All Departments Course: All Courses Sections: (none) - All Day (500258)	<a href="#">Assessment</a> <a href="#">Students: 4</a> <a href="#">Aggregate</a> <a href="#">View</a> Portal Access: No	

[Delete](#) Legend: Pending Current Passed

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Sample Flexible Assessment [Back to My Assessment](#)

**Students Administered for this Assessment** Enable Help Pause Goto

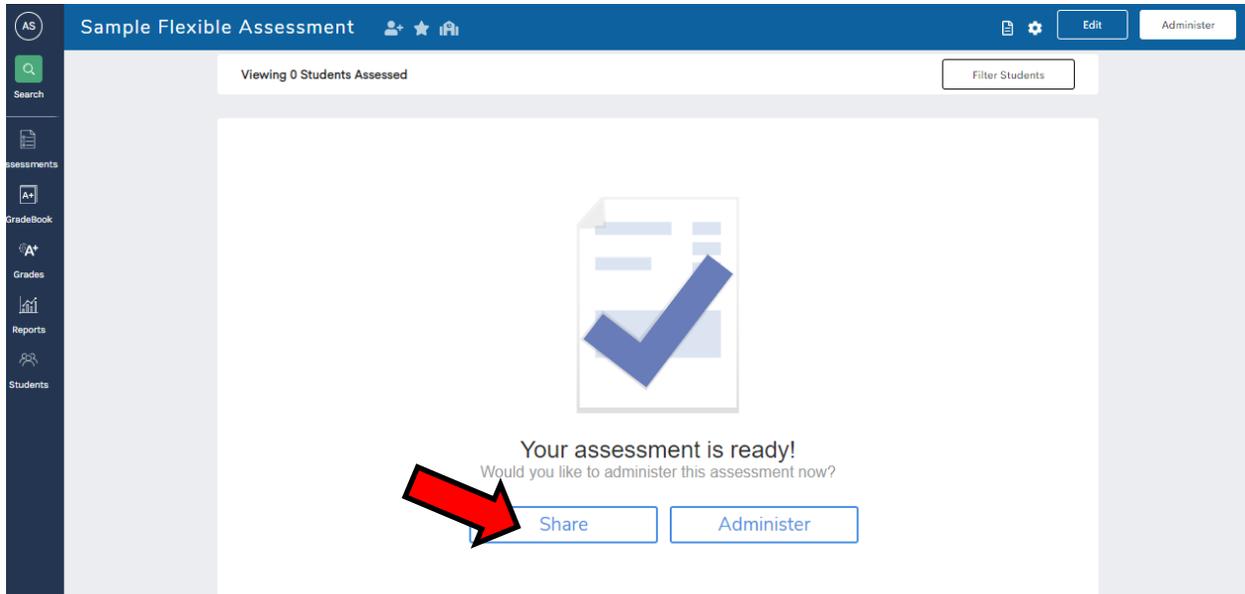
Displaying 1 to 4 of 4 More...

Actions	Student ID	First Name	Last Name	Portal Access	Started At	Finished At	Time Elapsed	Viewing	# Pauses
<a href="#">Actions</a>	74	[Redacted Student Information]							
<a href="#">Actions</a>	74								
<a href="#">Actions</a>	74								
<a href="#">Actions</a>	74								

Show  ← Previous 1 Next →

## **Share with Others:**

Once the assessment has been finalized, it can be shared with others by clicking on “Share”.



Click the dropdown in the Share With box and make your selection. For specific Users, type in the person's last name and select. Indicate what permissions you want to give the users. Then click **“Share”**.

Share

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**Current Permissions**

Can View & Download View Users	Can Administer View Users	Can Edit View Users	Remove
This assessment hasn't been shared with any users. <a href="#">Click here</a> to share it with some users.			

Save Changes

**Share with some users**

Select how you would like to share this assessment

Share With   

Example: Anita Book, Al Jibra, & Kurt Lecture

Type the name of a staff member you'd like to access your assessment.

User  

Example: Begin typing the name (1st or last) of a staff member. Keep typing & select the full name when it appears. Repeat as necessary to add additional staff.  
*To reduce the risk of selecting an old account, you may only share with users affiliated with the year you are currently logged in as.*

Give these users the ability to

Can View & Download  
Allows user(s) to open the assessment, view its reports, & download its results

Can Administer  
Allows user(s) to scan student answer sheets, manually enter student responses, download assessment materials, and import student response data for this assessment; user(s) may also remove responses for students to which they have access.

Can Edit  
Allows user(s) to modify the structure of the assessment (change info, answers, standard alignment, etc.); user(s) will never have permission to delete the assessment

