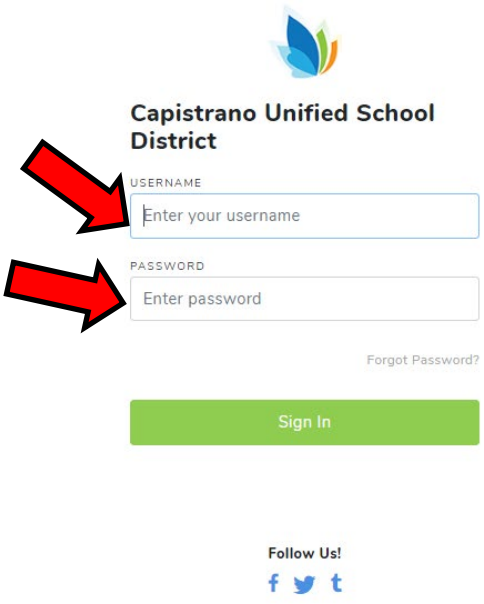
Guide on How to Set Up a Student Group in Illuminate

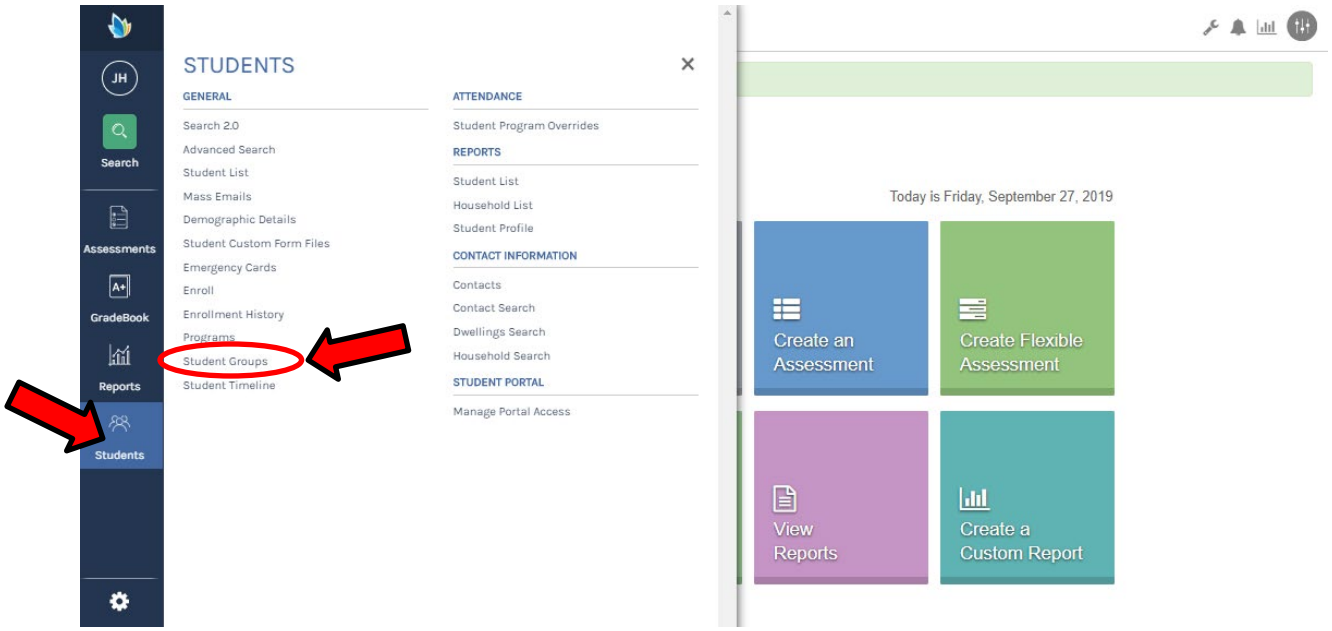
Login to Illuminate:

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.

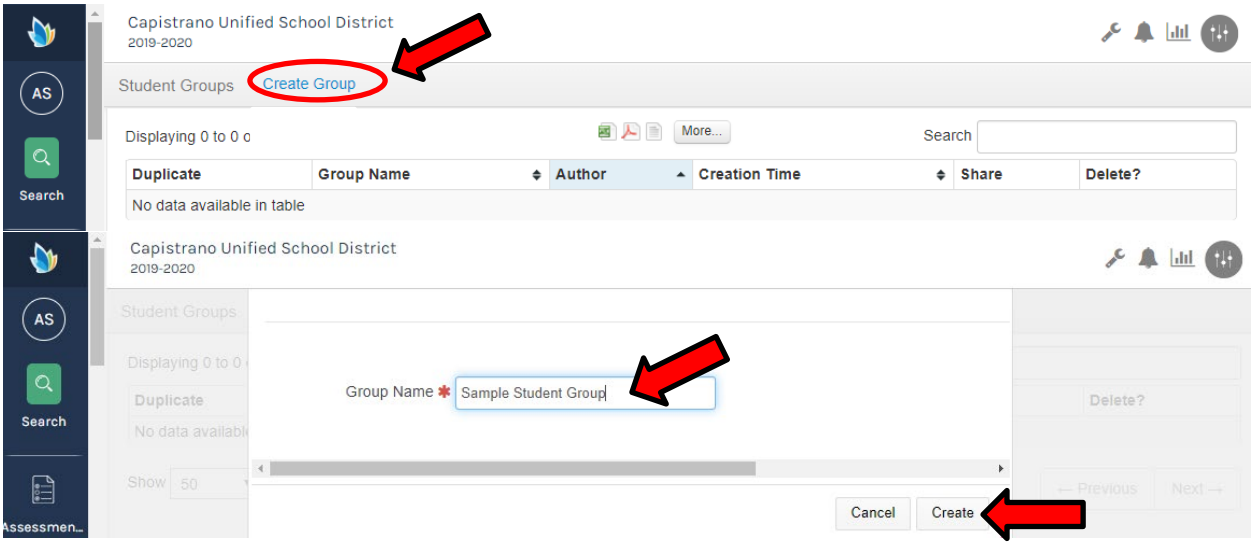


Create a Student Group:

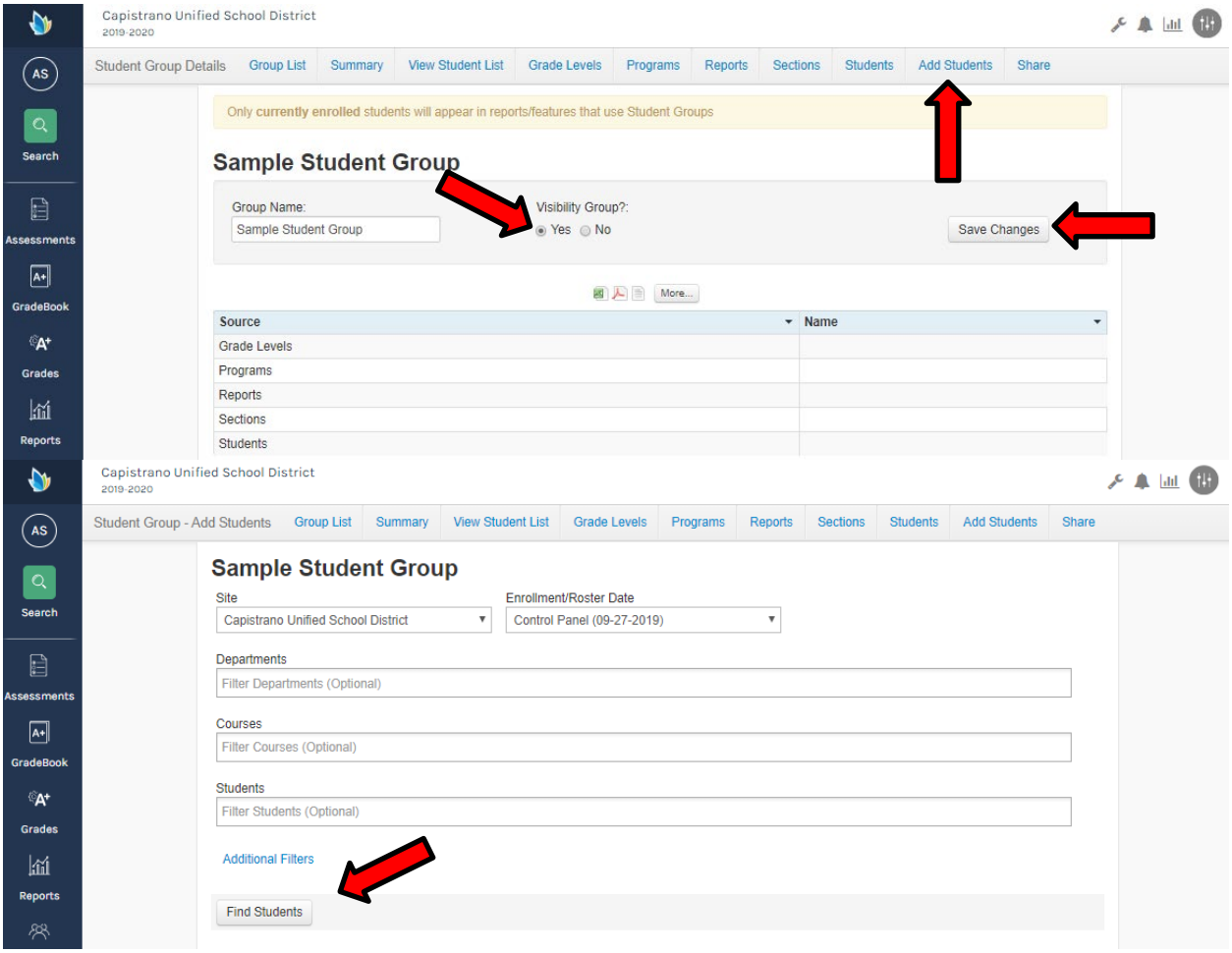
Click on **"Students"** on the left side of the screen and select **"Student Groups"**.



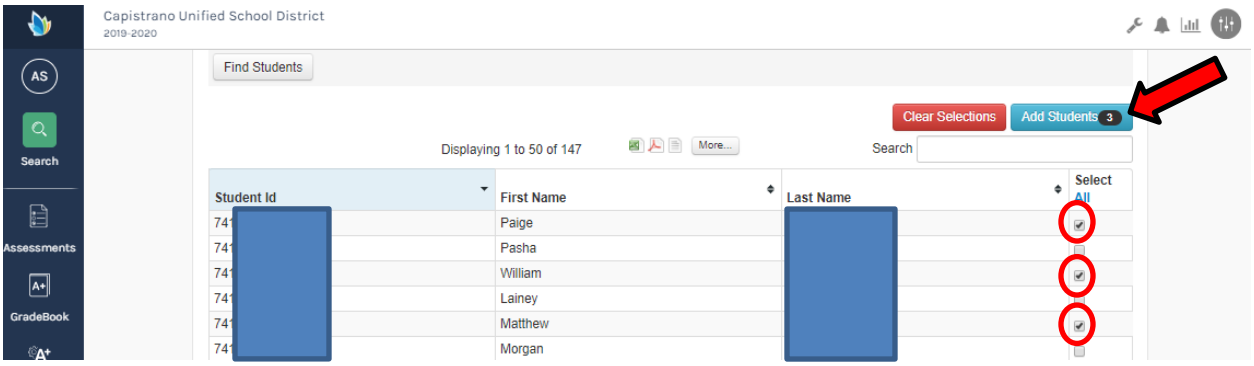
Click on **"Create Group"**, type in the title of your student group, and click on **"Create"**.



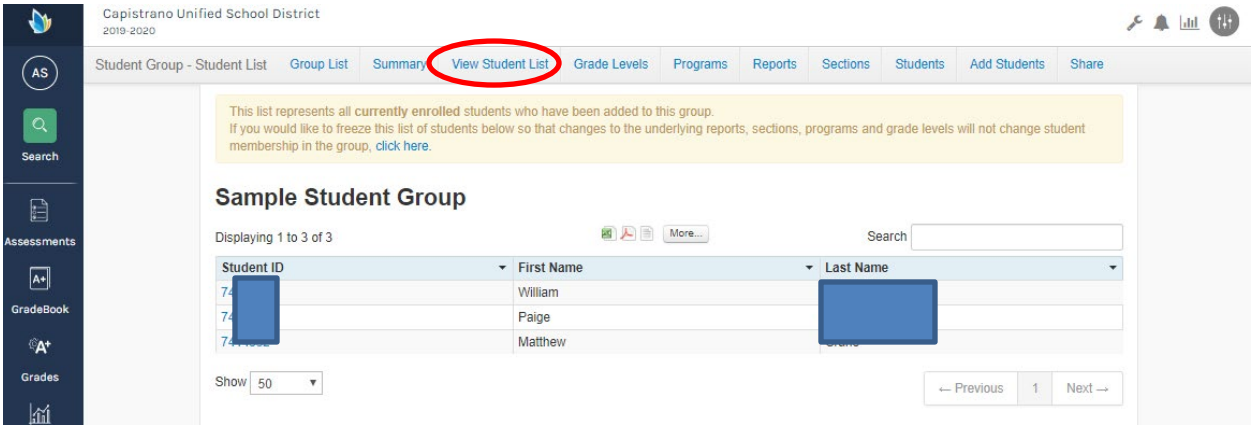
Click on **"Yes"** under Visibility Group and click on **"Save Changes"**. Then click on **"Add Students"**. Apply any filters such as department or courses and click on **"Find Students"**.



Scroll down the screen and your rostered students will be listed. Click on the box to the right of the student to include them in your group. Once you have finished selecting, click on **"Add Students"**.



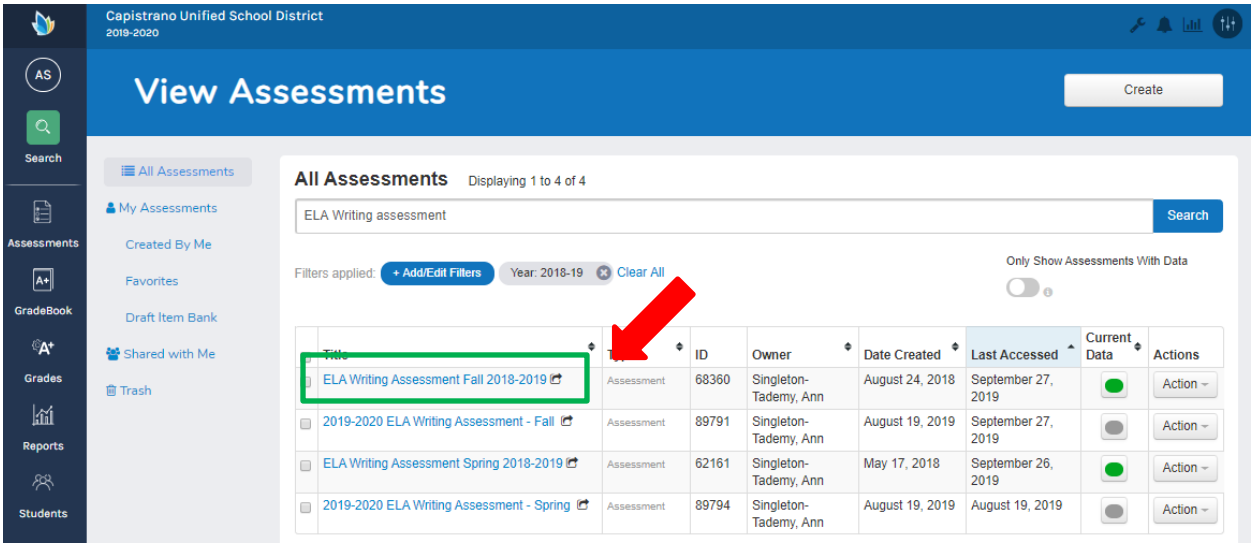
Scroll back to the top of the screen and click on **"View Student List**" to see the list of students selected for the Student Group.



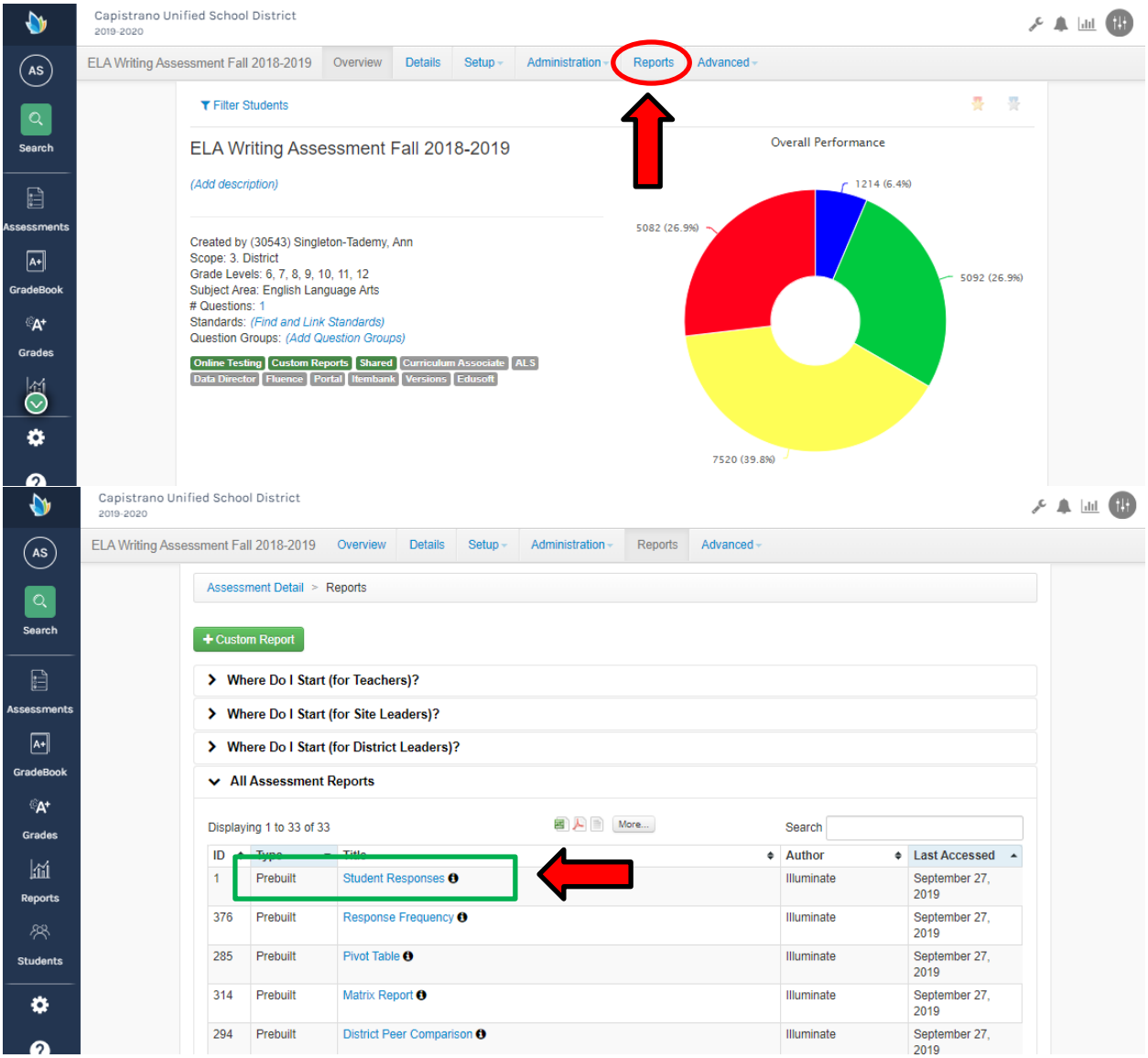
Generating Reports:

Now when generating reports you are able to select this Student Group as a subgroup filter on any report. For example, to generate the Student Response report for the Fall ELA Writing Assessment from 2018-19, click on **"Assessments"** and select **"View Assessments"**.

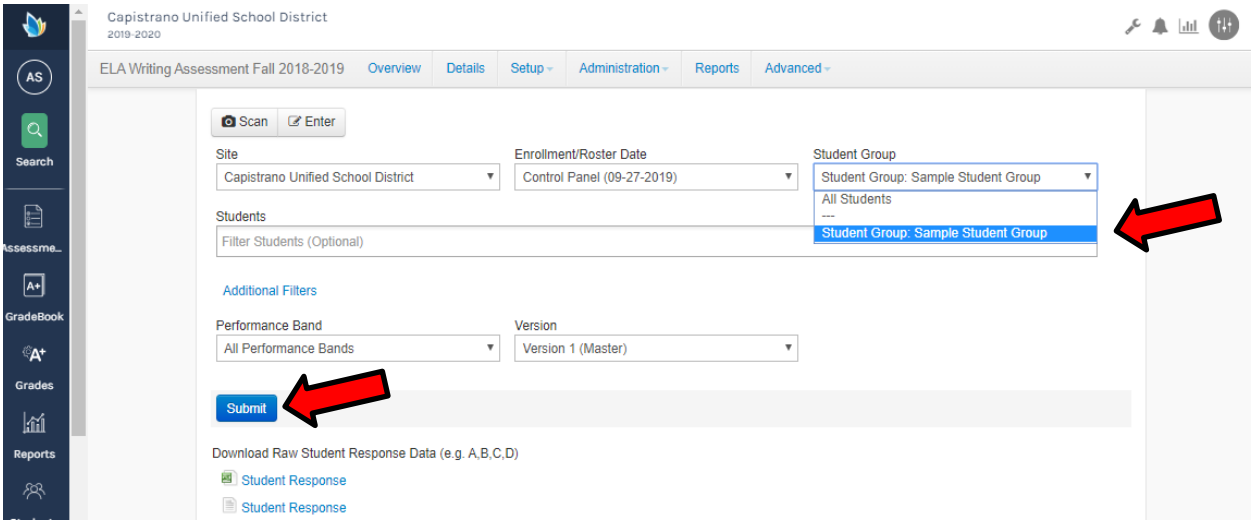
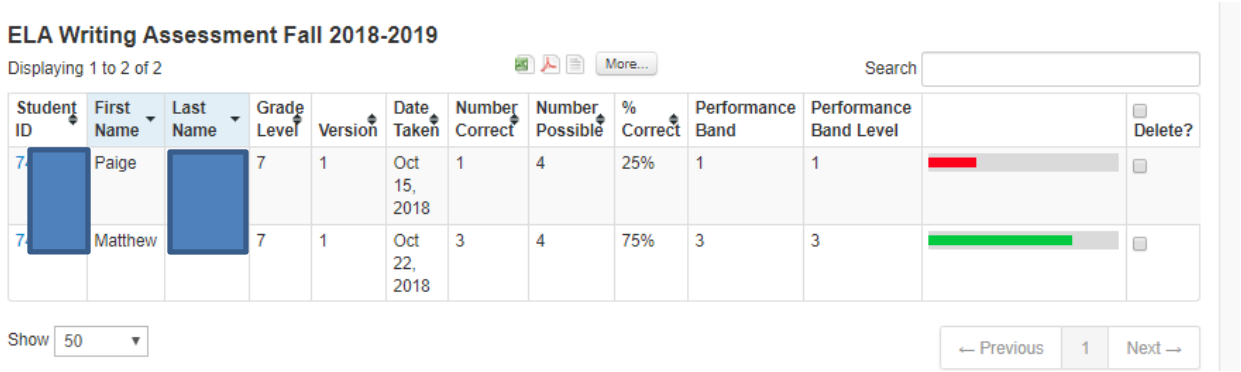
Then click on the title **"ELA Writing Assessment Fall 2018-2019"**.



Click on **“Reports”** and select the **“Student Responses”** report.



Then click on the dropdown arrow and select **“Sample Student Group”** under Student Group. Then click **“Submit”**.



Scroll down and the report will have been generated for those students in the “Sample Student Group” that have scores.