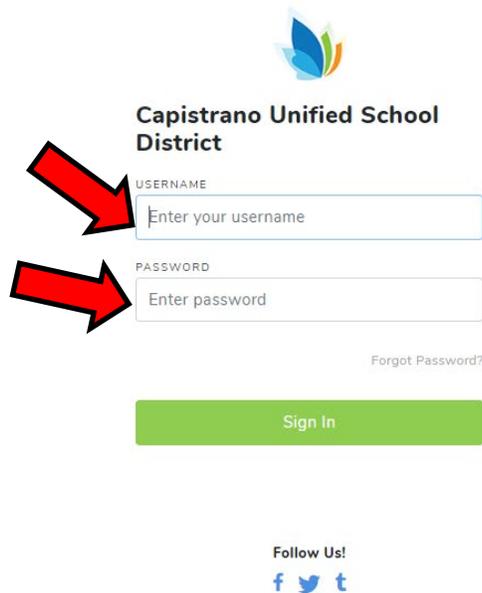


Guide on How to Set Up a Student Group in Illuminate

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.




Capistrano Unified School District

USERNAME
Enter your username

PASSWORD
Enter password

[Forgot Password?](#)

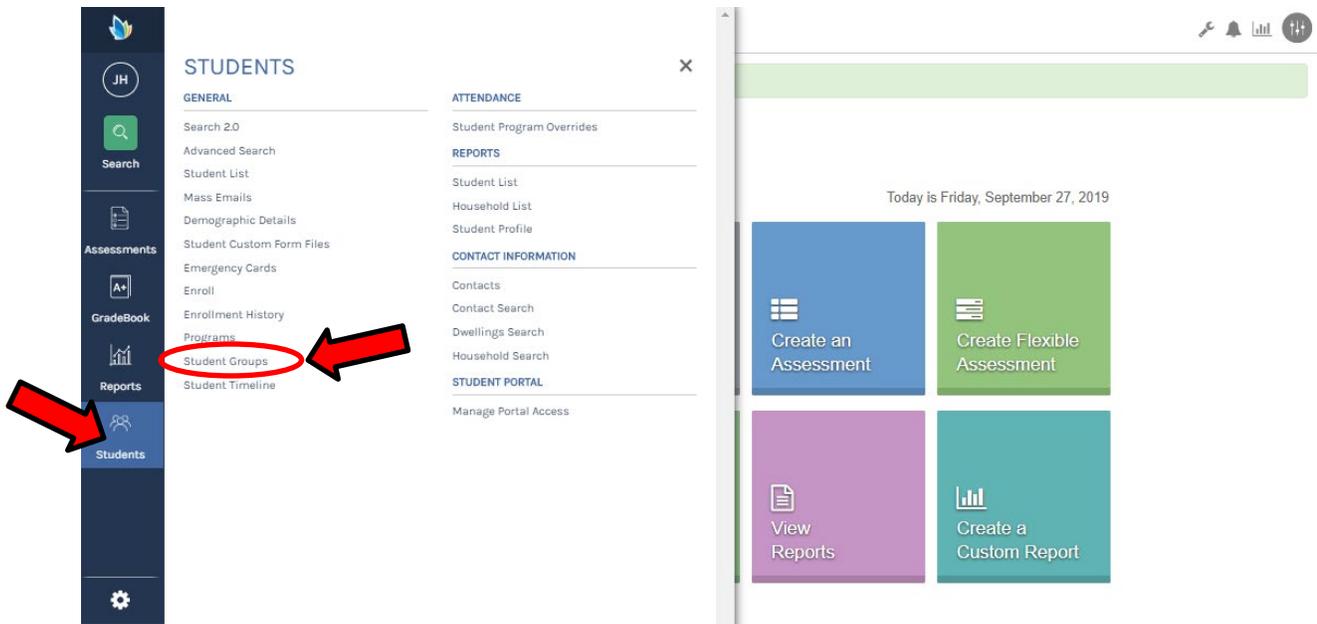
Sign In

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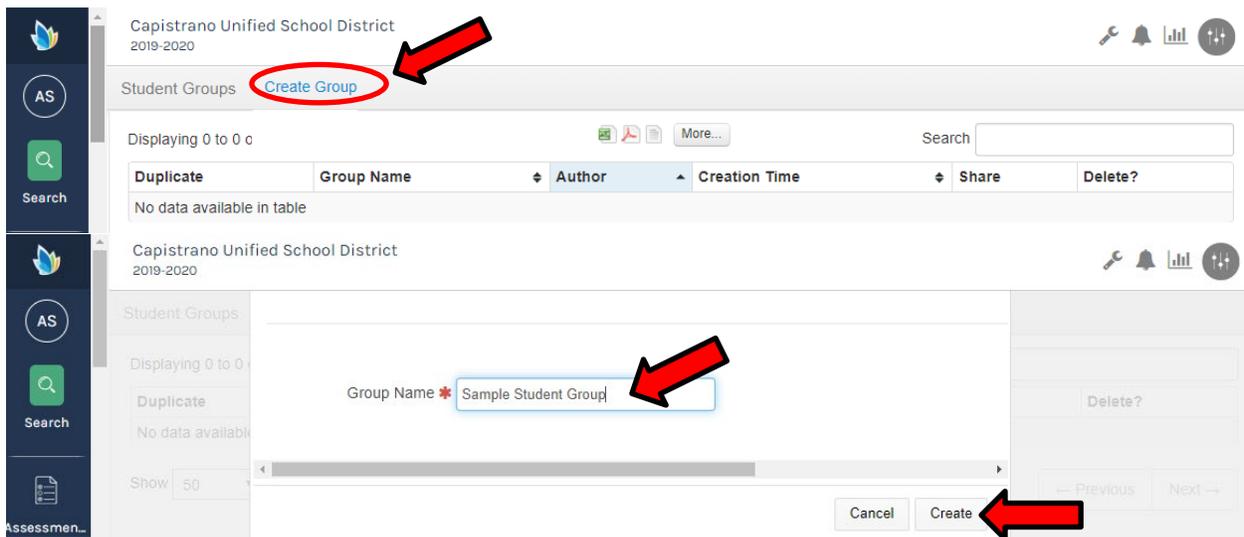


Create a Student Group:

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”.

Capistrano Unified School District 2019-2020

Student Group Details Group List Summary View Student List Grade Levels Programs Reports Sections Students Add Students Share

Only currently enrolled students will appear in reports/features that use Student Groups

Sample Student Group

Group Name:

Visibility Group?: Yes No

Source	Name
Grade Levels	
Programs	
Reports	
Sections	
Students	

Capistrano Unified School District 2019-2020

Student Group - Add Students Group List Summary View Student List Grade Levels Programs Reports Sections Students Add Students Share

Sample Student Group

Site: Enrollment/Roster Date:

Departments:

Courses:

Students:

[Additional Filters](#)

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”.

Capistrano Unified School District 2019-2020

Find Students

Clear Selections

Displaying 1 to 50 of 147

Student Id	First Name	Last Name	Select
74	Paige		<input type="checkbox"/>
74	Pasha		<input type="checkbox"/>
74	William		<input type="checkbox"/>
74	Lainey		<input type="checkbox"/>
74	Matthew		<input type="checkbox"/>
74	Morgan		<input type="checkbox"/>

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.

Capistrano Unified School District
2019-2020

Student Group - Student List Group List Summary **View Student List** Grade Levels Programs Reports Sections Students Add Students Share

This list represents all currently enrolled students who have been added to this group.
If you would like to freeze this list of students below so that changes to the underlying reports, sections, programs and grade levels will not change student membership in the group, [click here](#).

Sample Student Group

Displaying 1 to 3 of 3

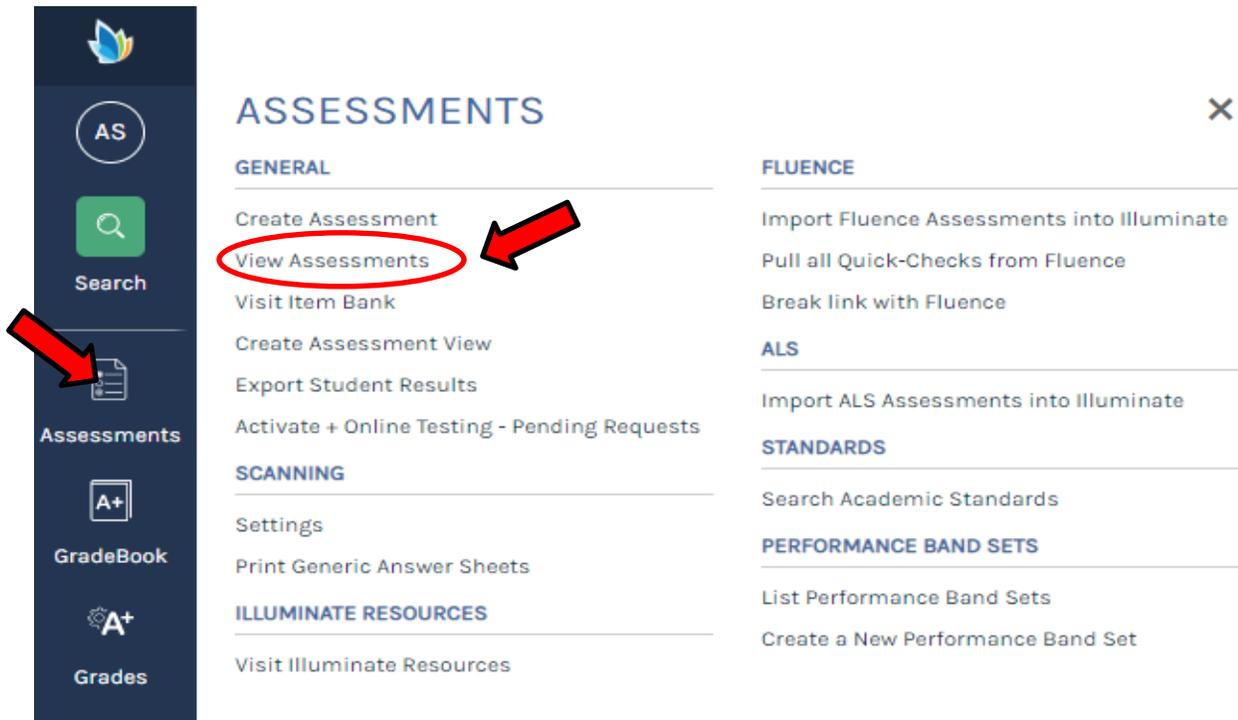
Student ID	First Name	Last Name
74	William	
74	Paige	
74	Matthew	

Show 50

← Previous 1 Next →

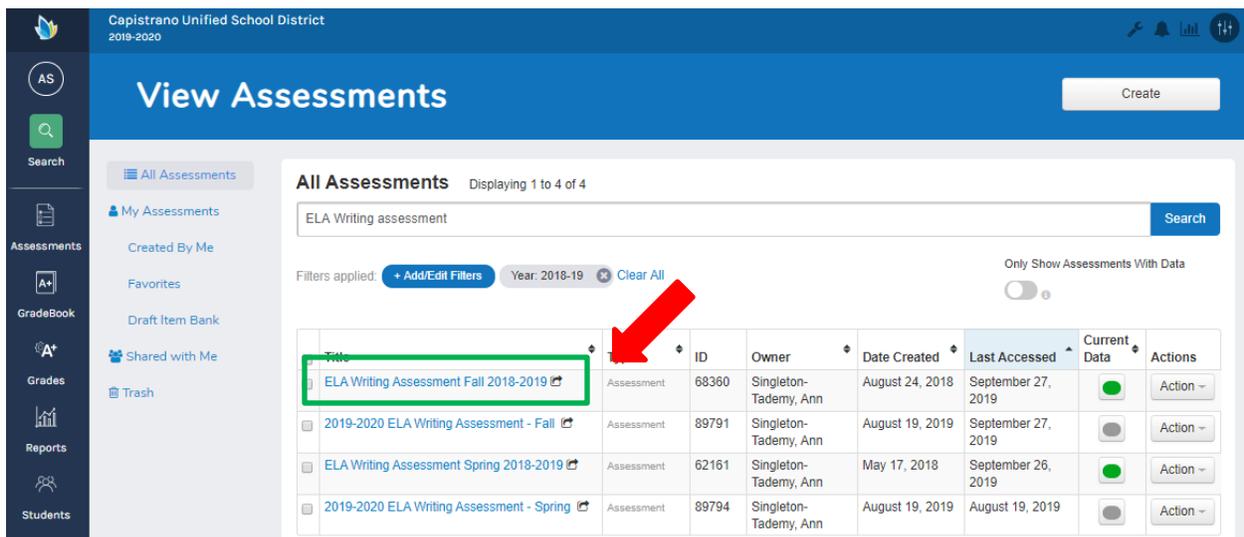
Generating Reports:

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”.



The screenshot shows the 'ASSESSMENTS' page with a sidebar on the left. The sidebar contains icons for 'AS', 'Search', 'Assessments', 'GradeBook', and 'Grades'. The 'Assessments' menu item is highlighted with a red arrow. The main content area is titled 'ASSESSMENTS' and has a close button (X) in the top right. It is divided into several sections: 'GENERAL', 'FLUENCE', 'ALS', 'STANDARDS', and 'PERFORMANCE BAND SETS'. Under 'GENERAL', the 'View Assessments' link is circled in red, with a red arrow pointing to it. Other links in the 'GENERAL' section include 'Create Assessment', 'Visit Item Bank', 'Create Assessment View', 'Export Student Results', and 'Activate + Online Testing - Pending Requests'. The 'FLUENCE' section includes 'Import Fluence Assessments into Illuminate', 'Pull all Quick-Checks from Fluence', and 'Break link with Fluence'. The 'ALS' section includes 'Import ALS Assessments into Illuminate'. The 'STANDARDS' section includes 'Search Academic Standards'. The 'PERFORMANCE BAND SETS' section includes 'List Performance Band Sets' and 'Create a New Performance Band Set'.

Then click on the title “ELA Writing Assessment Fall 2018-2019”.



The screenshot shows the 'View Assessments' page for Capistrano Unified School District 2018-2020. The page title is 'View Assessments' and there is a 'Create' button in the top right. The left sidebar contains icons for 'AS', 'Search', 'Assessments', 'GradeBook', 'Grades', 'Reports', and 'Students'. The main content area is titled 'All Assessments' and shows 'Displaying 1 to 4 of 4'. There is a search bar with 'ELA Writing assessment' entered and a 'Search' button. Below the search bar, there are filters: 'Filters applied: + Add/Edit Filters Year: 2018-19 Clear All' and a toggle for 'Only Show Assessments With Data'. The main content is a table with the following data:

Title	ID	Owner	Date Created	Last Accessed	Current Data	Actions
ELA Writing Assessment Fall 2018-2019	68360	Singleton-Tademy, Ann	August 24, 2018	September 27, 2019	Green dot	Action
2019-2020 ELA Writing Assessment - Fall	89791	Singleton-Tademy, Ann	August 19, 2019	September 27, 2019	Grey dot	Action
ELA Writing Assessment Spring 2018-2019	62161	Singleton-Tademy, Ann	May 17, 2018	September 26, 2019	Green dot	Action
2019-2020 ELA Writing Assessment - Spring	89794	Singleton-Tademy, Ann	August 19, 2019	August 19, 2019	Grey dot	Action

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

The screenshot shows the Capistrano Unified School District assessment interface. The top navigation bar includes 'Reports', which is circled in red with an arrow pointing to it. Below this, an 'Overall Performance' donut chart is displayed with the following data:

Category	Count	Percentage
Blue	1214	6.4%
Green	5092	26.9%
Yellow	7520	39.8%
Red	5082	26.9%

Below the chart, the 'All Assessment Reports' section is expanded, showing a table of reports. The 'Student Responses' report is highlighted with a green box and an arrow pointing to it.

ID	Type	Title	Author	Last Accessed
1	Prebuilt	Student Responses ⓘ	Illuminate	September 27, 2019
376	Prebuilt	Response Frequency ⓘ	Illuminate	September 27, 2019
285	Prebuilt	Pivot Table ⓘ	Illuminate	September 27, 2019
314	Prebuilt	Matrix Report ⓘ	Illuminate	September 27, 2019
294	Prebuilt	District Peer Comparison ⓘ	Illuminate	September 27, 2019

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

The screenshot shows the 'ELA Writing Assessment Fall 2018-2019' interface. The 'Student Group' dropdown menu is open, showing options: 'Student Group: Sample Student Group', 'All Students', and '---'. The 'Student Group: Sample Student Group' option is highlighted. A red arrow points to this option. Below the form, the 'Submit' button is also highlighted with a red arrow.

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

ELA Writing Assessment Fall 2018-2019

Displaying 1 to 2 of 2

Student ID	First Name	Last Name	Grade Level	Version	Date Taken	Number Correct	Number Possible	% Correct	Performance Band	Performance Band Level	Progress Bar	Delete?
7	Paige		7	1	Oct 15, 2018	1	4	25%	1	1	<div style="width: 25%; background-color: red;"></div>	<input type="checkbox"/>
7	Matthew		7	1	Oct 22, 2018	3	4	75%	3	3	<div style="width: 75%; background-color: green;"></div>	<input type="checkbox"/>

Show 50

← Previous 1 Next →