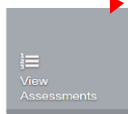


Entering Fall Literacy Body of Evidence Scores in Illuminate

Pg. 1

Login at <https://charemid.illuminateed.com> Your user name is your first initial last name, no spaces. Your password is either welcome or whatever you reset it to be. Contact Becky Smith if you need your account reset.

Click on View Assessments



Change to your grade level.

Make sure you are under **All Assessments** and type the following in the **Search** bar: **2019/20 Literacy Body of Evidence: Beg 2nd** (change the grade level, as needed). **It is very important that you select 2019/20 and Beg.** as there is a beginning, mid and end assessment for each grade level for the three times a year we enter data. Click on the blue Search button.

The screenshot shows the "All Assessments" page in the Illuminate system. On the left is a sidebar with navigation options: "All Assessments", "My Assessments", "Created By Me", "Favorites", "Draft Item Bank", "Shared with Me", and "Trash". The main content area is titled "All Assessments" and shows a search bar with the text "2019/20 Literacy Body of Evidence: Beg 2nd" and a blue "Search" button. Below the search bar is a table with columns: Title, Type, ID, Owner, Date Created, Last Accessed, Current Data, and Actions. The table contains one row for the assessment "2019/20 Literacy Body of Evidence Beg 2nd". A red arrow points to the blue title in the table. Below the table is a "Show" dropdown set to "50" and a "Submit" button. A red arrow points to the "Search" button.

Click on the blue title.

Click on Responses and select Enter/Edit.

The screenshot shows the "Overview" page for the assessment "2019/20 Literacy Body of Evidence Beg 2nd". The page has a breadcrumb trail: "2019/20 Literacy Body of Evidence Beg 2nd > Overview > Information > Columns > Responses > Share > Advanced". The "Responses" dropdown menu is open, showing three options: "Student Responses", "Enter / Edit", and "Import Student Responses from a File". A red arrow points to the "Enter / Edit" option.

Click in the Classes window. Your schedule should appear. Select your HR (home room option) and click Find Students. (This search page should automatically default to your school and name but if not, you may have to use the additional Site and Teachers filters before selecting classes.)

Classes

Students

Additional Filters

View Type

You can enter scores **by Column** or **by Student**. The following example will be for the choice, by Column.

Select **by Column**

Literacy Body of Evidence: Mid-2nd [Overview](#) [Information](#) [Columns](#) [Responses](#) [Share](#) [Advanced](#)

[Find Students](#) > [Enter/Edit by Grid](#) or [by Column](#) or [by Student](#)

Select the test name and then enter your scores.

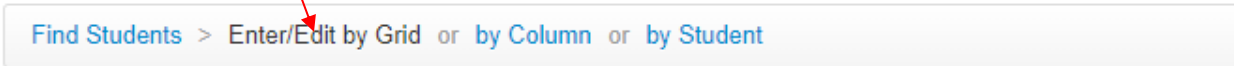
Click the blue Save button (at the top or the bottom of the page, it doesn't matter) when finished. Pull down and select the next test, enter scores, click Save, etc. Keep repeating until finished with score entry.

[Find Students](#) > [Enter/Edit by Grid](#) or [by Column](#) or [by Student](#)

or

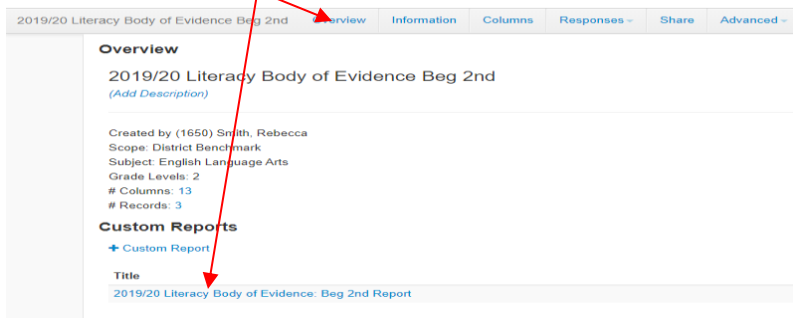
ID	First Name	Last Name	Grade Level	Phonemic A...		All	Filldown
			2	43			
			2	42			
			2	54			
			2	42			
			2				
			2	52			

**If you need to edit or enter more scores later, you can repeat the process or a faster way to edit is to select Enter/Edit by Grid and you will see your completed spreadsheet. Once there you can edit scores. Remember to click on Save (I know it Autosaves, but I think it is always good to be safe when saving. 😊)



Accessing the Final Report

Click on Overview. Click on the blue title (2019/20 Literacy Body of Evidence: Beg- Grade Level) under Custom Reports



Click on the PDF icon (middle box with red marks) to generate a PDF version of your report that you can print or save.

