



PERFORMANCE TASKS

Illuminate Help Documents: EUPISD



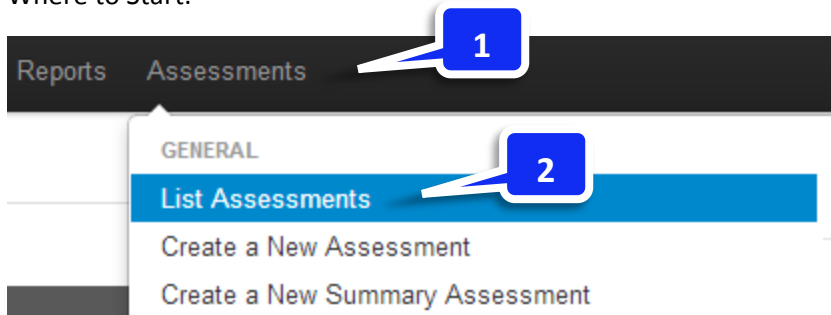
1. [Download and Administer the Performance Task](#)
2. [Enter Scores for the Performance Task](#)

DECEMBER 9, 2014

Download & Administer the Performance Task

This lesson will guide you through the process of downloading the materials to administer the performance tasks housed in Illuminate. The performance task document has two sections (teacher only & student only). Students complete the performance task using printed copies of the student information. The teacher must manually score the task and enter these scores into Illuminate.

Where to Start:



1. Select the **Assessments** Tab.
2. Click **List Assessments**.



3. Select the **Clear** button to clear all previous search data.
4. Type **PT 1** to select all assessments named Performance Task 1.
5. Click the **Search** button.
6. Find and select the correct Performance task from the list. They are named using G for grade and PT for performance task.

Displaying 1 to 8 of 8 (filtered from 329 total entries)



<input type="checkbox"/>	Scan	Duplicate	Type	ID	Title
<input type="checkbox"/>			Assessment		2014-15 Science G1 PT 1
<input type="checkbox"/>			Assessment		2014-15 Science G2 PT 1
<input type="checkbox"/>			Assessment		2014-15 Science G3 PT 1
<input type="checkbox"/>			Assessment		2014-15 Science G4 PT 1
<input type="checkbox"/>			Assessment		2014-15 Science G5 PT 1
<input type="checkbox"/>			Assessment		2014-15 Science G6 PT 1
<input type="checkbox"/>			Assessment		2014-15 Science G7 PT 1
<input type="checkbox"/>			Assessment		2014-15 Science HS Biology PT 1

Your screen will appear one of two ways in the next section...both screenshots will be shown.





Screenshot 1:


Hello there. We noticed you don't have any student responses for this assessment. Let's change that.

Prepare

-  [Print Answer Sheets](#)
-  [Download Materials](#)

Administer

-  [Online](#)
-  [Scan](#)
-  [Enter](#)
-  [Import](#)



7. Select **Download Materials**.
8. Click on the document(s) listed. This an automatic download. The document will be in PDF format containing both teacher instructions and student information. Print only the Student Information section to distribute to students.

Materials

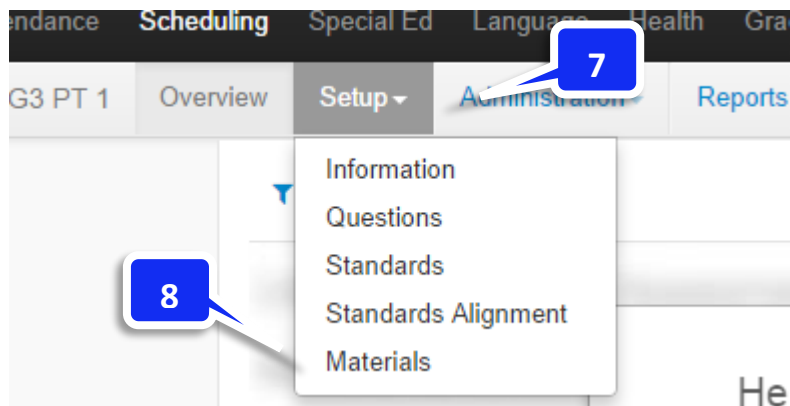
Displaying 1 to 1 of 1

<input type="checkbox"/>	Title
<input type="checkbox"/>	2014-15_P_Task_1_Science_G3



Show ▼

Screenshot 2:



7. Select **Setup**.
8. Click **Materials**.
9. Click on the document(s) listed. This is an automatic download. The document will be in PDF format containing both teacher instructions and student information. Print only the Student Information section to distribute to students.

Materials

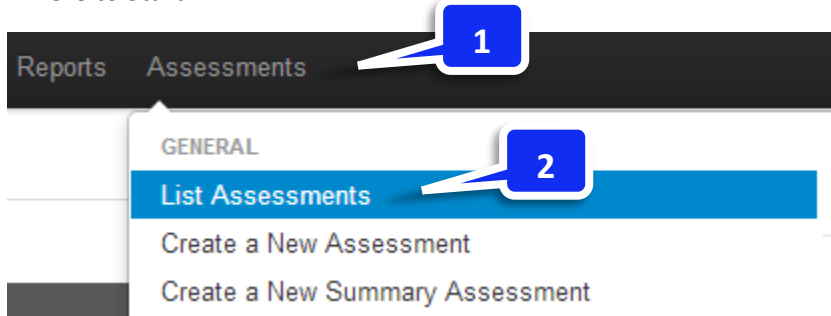
Displaying 1 to 1 of 1

<input type="checkbox"/>	Title
<input type="checkbox"/>	2014-15_P_Task_1_Science_G3

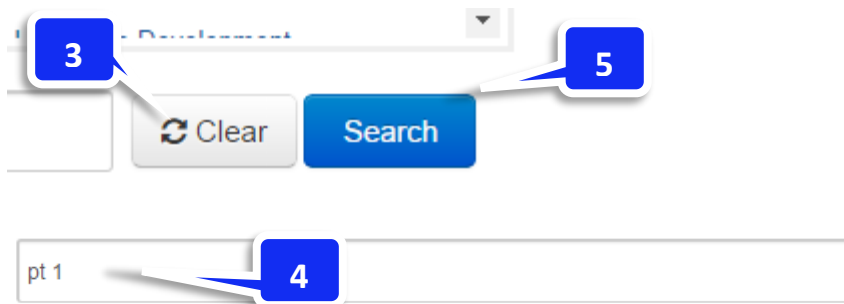
Show 50 ▼

Enter Scores for the Performance Task:

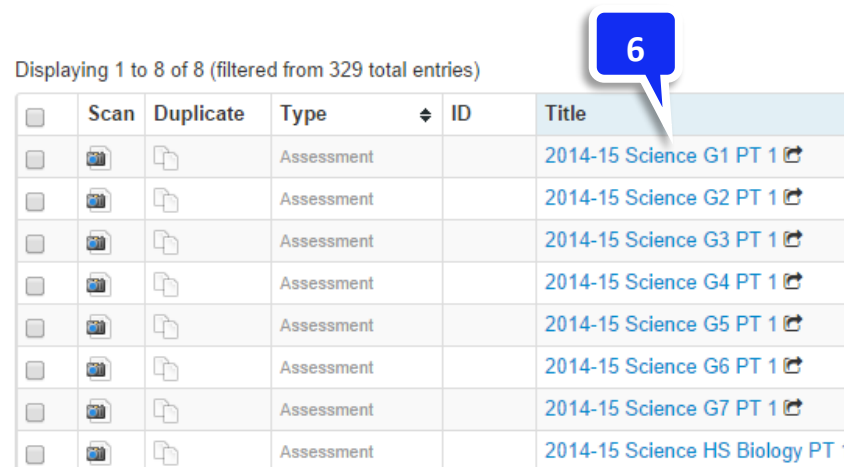
Where to Start:



1. Select the **Assessments** Tab.
2. Click **List Assessments**.

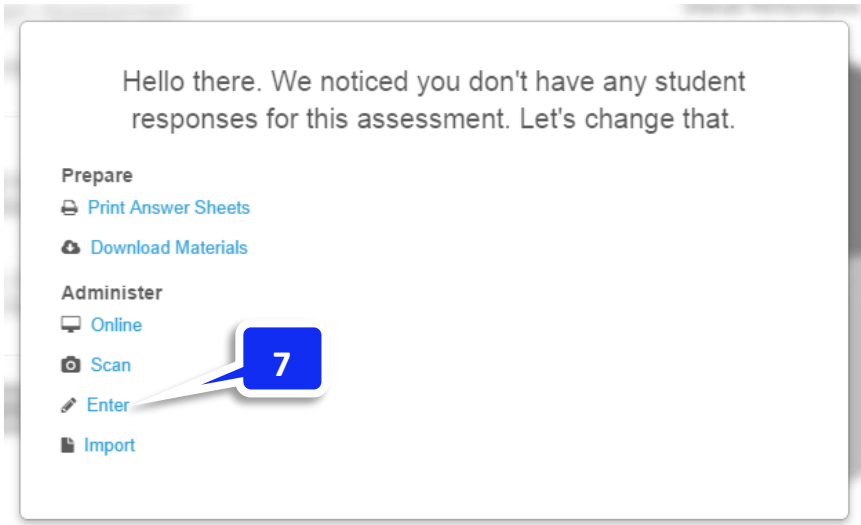


3. Select the **Clear** button to clear all previous search data.
4. Type **PT 1** to select all assessments named Performance Task 1.
5. Click the **Search** button.
6. Find the performance task you are scoring.



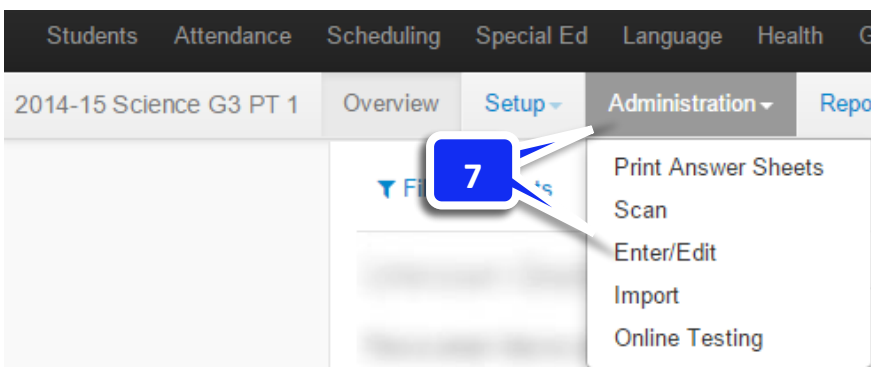
Your screen will appear one of two ways in the next section...both screenshots will be shown.

Screenshot 1:

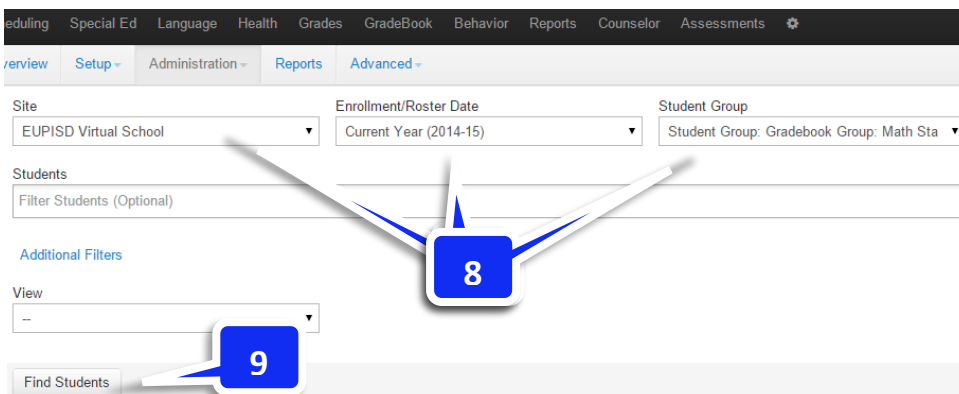


7. Screenshot 1: Select **Enter**.

Screenshot 2:



7. Screenshot 2: Select **Administration** & Click on **Enter/Edit**.



8. Select the correct information to find your students.

9. Click **Find Students**.

[Find Students](#) > [View Responses](#) > [Enter Responses by Column](#) or [by Student](#) or [Grid](#)

Displaying 1 to 6 of 6

	Student ID	First Name	Last Name	Level
	5678910234	Goofy	Dog	7
	6789012345	Pluto	Dog	7
	2345678901	Daisy	Duck	7
	1234567890	Donald	Duck	7
	345678912	Mickey	Mouse	7
	456789123	Minnie	Mouse	7

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9. Select **Grid**.
10. For each student, choose the date the performance task was completed.
11. If you used different versions, select it here. If not, leave this column blank.
12. Enter the composite rubric score for each student. You will only be able to select 0-4.
13. Select **Save**.

Grid Constructed Responses

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Save Autosave

	ID	First Name	Last Name	Date Taken	Version	Q1
1	5678910234	Goofy	Dog			
2	6789012345	Pluto	Dog			
3	2345678901	Daisy	Duck			
4	1234567890	Donald	Duck			
5	345678912	Mickey	Mouse			
6	456789123	Minnie	Mouse			

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