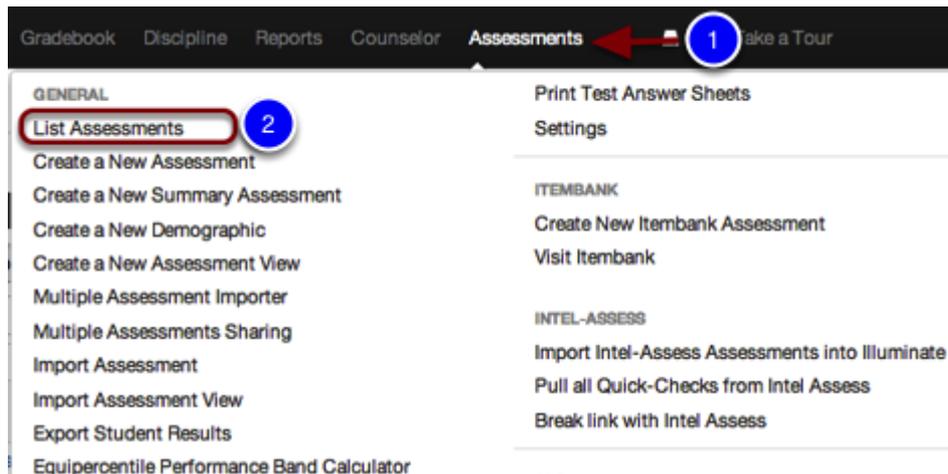


Enable Assessment for Online Testing

This lesson will show you how to set up an assessment to be administered online via the Illuminate Student Portal. Itembank and Non-Itembank assessments can be available for online testing. Non-Itembank assessments will only show answer choices for students and would need a copy of the assessment. Itembank created assessments will display the items online and are available for students to view.

Where to Start



1. Click on **Assessments**.

2. Select **List Assessments**.

Author	Year	Grade	Type (1 selected item)	Scope	Subject
Me	2014-15	PG PD	Assessment	Intel-Assess Quick Check	English Language Arts
Others	2013-14	TK K	DIBELS Next	State	Mathematics
Shared to Me	2012-13	1 2 3	Summary Assessment	Benchmarks	Writing
	2011-12	4 5 6	Demographic	Teacher Created	Reading
	2010-11		State & National Benchmark Assessment	Personnel	English Language Arts

Search assessments... Clear Search

Displaying 1 to 50 of 419 More...

Scan	Duplicate	Type	ID	Title	Author	Date Administered	Last Accessed	Tested
		Itembank		0 ELA RF.K.2a Rhyming Practice Test	Illuminate, User	December 4, 2013		0
		Itembank		0 ELA.RF.K.2a Rhyming Test	Illuminate, User	December 4, 2013		0
		Itembank		2013-14 Math Gr. 2 Sample	Illuminate, User			0
		Itembank		4th Grade Social Studies Assessment	Illuminate, User		June 9, 2014	0
		Itembank		ABCPS German Test	Illuminate, User			0
		Itembank		ABPS	Illuminate, User			0
		Itembank		Action Learning Systems - Synced Solution - Test 15013 - Grade 5 ELA Unit 1	Learning Systems, Action		June 8, 2014	0
		Itembank		Action Learning Systems - Synced Solution - Test 15014 - Grade 6 ELA ElementaryUnit 1	Learning Systems, Action			0

3. Once in your List of Assessments, click on the **title** of the assessment you would like to use.

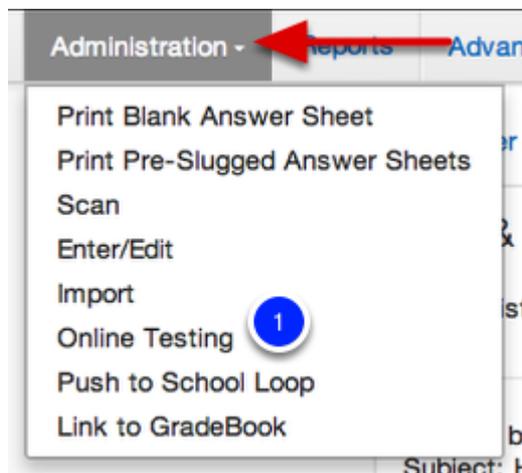
Making an Assessment Available Online



Once in the assessment **Overview**, find the section labeled **Online Testing**.

1. Click **Online Testing Administration**.

If using Assessments 2.0



Once in the Overview:

1. Select the **Administration** menu, then **Online Testing**.

Online Testing - Assessment Rosters

No Assessment Rosters. [+ Add Roster](#)

2. Click **Add Roster**. This will give you the ability to select the students you would like to make this test available to.

Online Testing - Assessment Roster

Testing Window Start Date: 05/23/2014 12:00 A

Testing Window End Date: 05/30/2014 9:00 A

Time of Day Window: All Day Daily Window

Time Duration: 0 Minutes. Set to '0' for no time limit.

Student Pauses: 3 Set to '0' to disallow student pausing.

Constructed Response Input Method: Online Entry Written

Availability: Open Password

Browser: Any Browser / Device Locked Browser Only
 Locked Browser supports Windows or Mac Desktop only. Mobile and IOS devices not supported. See the [Installation Instructions](#) for more info.

Academic Year: All Academic Years

Grade Level: All Grade Levels

Site: Kennedy High School

User:

Departments: All Departments

Course: All Courses

Sections: All Sections
ALGEBRA II B - 3 ()

Students: All Students
Ancira, Kun
Anticouni, Saganpal
Ashland, Carmella
Blackledge, Trinn Quar

Student Count: 41 Students

Cancel Save

This page is where you will select administration dates, times, and what students have access to the test.

3. Testing Window Start Date- Select when students will be able to start taking the exam.
4. Testing Window End Date- Select when the exam will become unavailable for any more students to take.
5. Time of Day Window- This will limit assessments from appearing for students outside the hours specified. This feature works based on the timezone of the district. Ex. If it is set from 7am-3pm and a student decides to try to take a test at 3:01pm, they will not be able to. The time stamp will only allow the test to be started during that window. It will NOT log out the child if they are taking the test and the window closes.
6. Time Duration- If you would like to restrict the amount of time a student has to complete the test.
7. Student Pauses- If you would like the student to be able to pause the assessment to use the bathroom, etc.
8. Constructed Response Input Method- Do you want students to write answers to a constructed response question in a box online, or on a physical piece of paper?
9. Availability- Open to all students? Or do you want to require a password to access the test?
10. Browser- Would you like students to be able to use any browser/device to take the assessment or would you like to restrict them to a locked browser?
11. Academic Year- You can assign this test to a certain Academic Year.
12. Grade Level- You can assign this test to a certain Grade Level.
13. Site- If you have access to multiple sites, you can select which sites students can access the test.
14. User- Select your name.
15. Departments- Optional.
16. Course- Select the course you would like to assign this test to.
17. Section- This is generally for secondary, this allows you to choose a specific period.

18. Students- You may select All Students, or just specific students to make this test available to online.

19. Click **Save**.

Online Testing Assessment Rosters

Online Testing - Assessment Rosters Preview Online Assessment + Add Roster

Created By	Window Start	Window End	Time of Day Window	Status	Time Duration	Academic Year	Grade Level	Site	User	Department	Course	Section	Students	Portal	Password	Edit	Delete
Walls, Clyde	Jul 25, 2013 3:13:00 PM	Jun 30, 2014 5:13:00 PM	All Day	■	None			Lincoln Elementary School	Walls, Clyde				3	X		Edit	
Illuminats, User	Apr 15, 2013 1:40:00 PM	Sep 1, 2013 3:40:00 PM	All Day	■	None			Lincoln Elementary School	Walls, Clyde				2	✓			

Legend: ■ Pending ■ Current ■ Passed

Once **Save** has been selected you will be redirected to the information screen that shows all of the details of the test. From here you can view the Window Start and End date, Status of a test (Pending, Current, Passed), Time Duration (If Applicable), Grade level, Site, User, Department, Course, Section, Students (assigned to take the test online), and you can Edit, Delete and Add (Add Roster) more students to the test from here.

Note: If an **X** shows in the box under 'Portal' this means that some of the students rostered to this test do not have portal access. To see a list of which students have access and which students who do not, click on the number under 'Students'. Those who do have access already, will still be able to take the exam.

You can also **Preview Online Assessment**, if you would like to see what it will display like to students. Once clicked you will get some options to customize the way you view your preview (i.e. availability, browser, constructed response input method, etc.).

Re-Opening an Online Test

Online Testing - Assessment Roster Students List Assessment Rosters

Displaying 1 to 24 of 24 Search

Student ID	First Name	Last Name	Started At	Finished At	Portal Access	Actions
117741	Mitzie	Apodaco			Yes	
121652	Rufus	Aristondo	Mar 19, 2013 3:42 PM	Apr 25, 2013 4:08 PM	Yes	Re-Open
111913	Ha Kelly	Azer	Apr 01, 2013 10:55 AM	Apr 03, 2013 10:54 AM	Yes	Re-Open
117775	Tyler	Balladares	Mar 26, 2013 12:46 PM		Yes	
24595	Lemont	Bienick			Yes	

Sometimes students prematurely click 'Finish' and then become locked out of a test. If this happens, you can easily re-open it for them by navigating back into the Online Testing-Assessment Rosters and clicking on the **number** under 'Students'. Your roster will populate and you will see **Re-Open** under 'Actions'. *Note:* If the assessment window has already closed, you will have to re-open that as well before a student can log into the assessment again.

Next Steps

For additional resources on Online Testing, see the Illuminate U! lesson: U360 Online Testing Administration