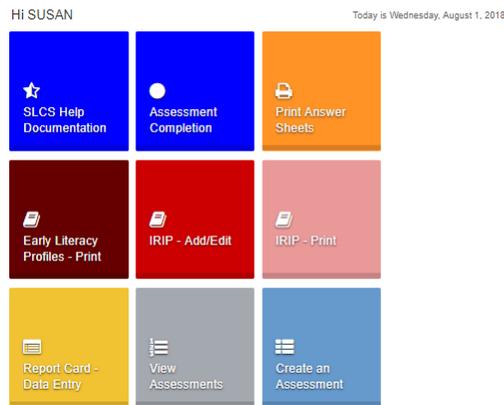


Step 1: Log in Illuminate DnA

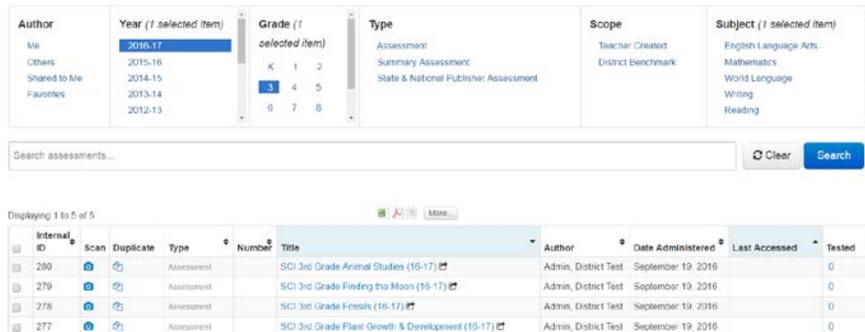
1.1 Login to your Illuminate DnA account on a chrome book or computer with document camera attached and ready to go. See the document called "Illuminate Document Camera Setup and Use" for one-time document camera setup.

Step 2: Choose your Assessment

2.1 Click on View Assessments



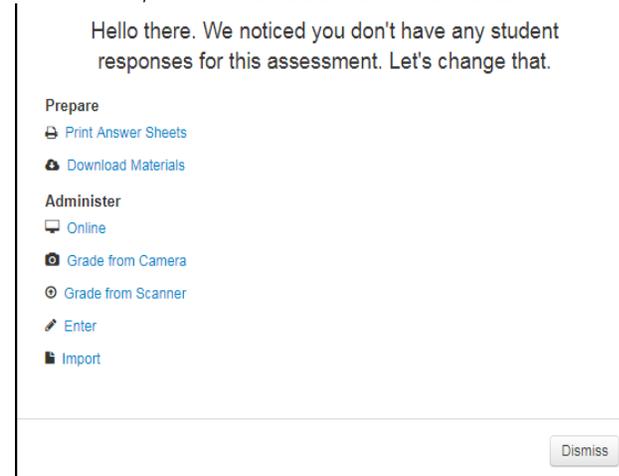
2.2 Click on **More Filters** then filter for the assessment you wish to scan and click SEARCH.



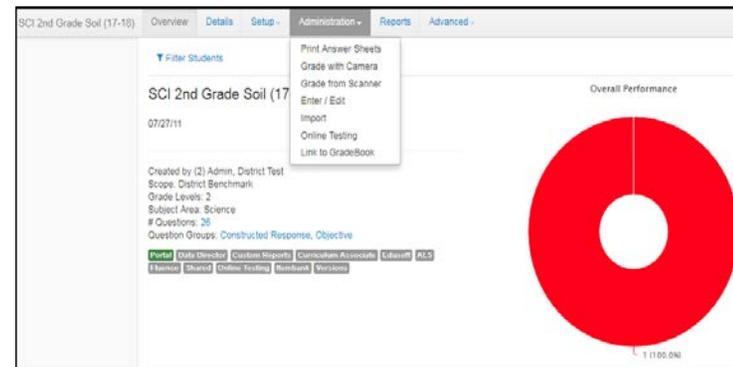
2.3 Select the assessment to scan by clicking on the assessment name.

Step 3: Scan Answer Sheets

3.1 The first time you try to scan a particular assessment, you may see this screen. If so, choose **Grade from Camera**

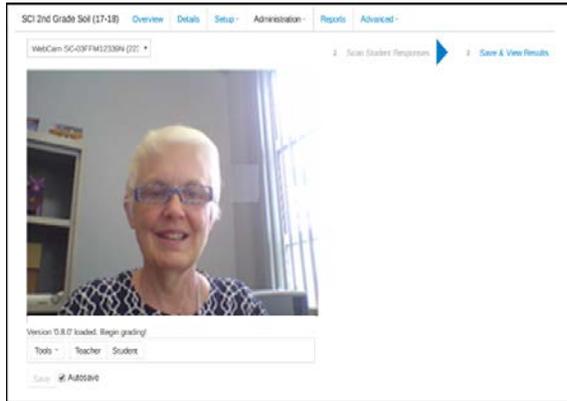


3.2 If this is NOT your first scanning experience with this particular assessment, you will land at the donut report, and then from the top choose **Administration/Grade with Camera**:



3.3 You will know you are ready to go if your camera is actively showing its input. (See lovely face below). Remember if you are using a

chrome book, the camera is only active when you are logged into your device as a staff member, not as a student.



- 3.4 Now click "Scan Student Responses". Hold the bubble sheet in front of the camera until the WHOLE PRINTED AREA of the bubble sheet appears in the camera. This works best in landscape format. You will see green dots indicating what the camera is reading.
- 3.5 Remember you can score in Teacher Mode (just see IDs and scores) or Student Mode (see a single student at a time).
- 3.6 Either way, you don't want to project to the classroom from your document camera or other device while scanning, so turn off or hide the projector.
- 3.7 **IMPORTANT:** If you are going to enter your Constructed Responses in the system later (See the sheet called "Entering Class Scores"), uncheck the box that says "Prompt me for unexpected blanks" in Tools/Settings. Otherwise you will have to click ACCEPT after every sheet.
- 3.8 To scan a different assessment, repeat from Step 2.1. Remember FILTERING IS EVERYTHING...

1. You can adjust the Lightning Grader Setting to alert for blanks or incorrect number of response. Select "Tools" then "Settings".
2. If you are missing an answer sheet for a student or students:
 - a. Select the correct assessment.
 - b. From the "Hello There" box click "Print Answer Sheets", or choose Administration/Print Answer Sheets.
 - c. In the Student Box, start to type the student's name and it should pop in. You can add more than one student at the same time.
 - d. Click Generate Answer Sheets and print.
3. If you have a student answer sheet that was not pre-slugged by the computer, you must bubble in the student's 7-digit student ID.
4. The constructed response questions on the bubble sheets will now have the rubric numeric value instead of ABCD so it should be easy to remember how to bubble this. Or you can skip bubbling constructed responses, and use the Score Entry method to enter the constructed response score if that is easier for you.
5. You may re-scan a student answer sheet and the computer will store the most recent data only. But you must scan another student's answer sheet before you re-scan for the student.
6. Do not write on the answer sheets with highlighter or marker. **ESPECIALLY** do not allow your students to bubble in anything in the square boxes or QR code. If this happens, transfer the answers to a blank answer sheet.
7. If a student changes an answer, make sure it is erased completely.
8. If the scanner rejects a student answer sheet, try to scan it a second time. If it still does not scan, note the error message and contact Monica Neal x2025 or Barb Heininger x8126.
9. Remember, your building Technology Liaison and/or Illuminate Experts WANT to help you scan successfully!

Helpful Hints