Welcome to this DJUSD tutorial on the use of Illuminate Education.  This tutorial is particularly directed to teachers accessing this application for the first time, though it is appropriate for any beginning users.

Illuminate is an online application, accessed directly through their web address, or URL.  If you ever lose track of the Illuminate URL, it is always kept on the district website.  To find the Illuminate page, go to the www.djusd.net home page, type part of the word "illuminate" in the search box, and click on the link to the page.  Once on the page, click on the Illuminate link, taking you to http://djusd.illuminateed.com  Feel free to save this URL as a favorite in your browser.

**Browser choice**:  Firefox or Chrome are the preferred browsers; If your computer has less than 1 GB RAM memory, such as most of the district computers still running Windows XP, it's recommended that you not use Chrome as it uses most of your on-board memory, and will slow your computer if you open other applications simultaneously.  The Safari browser in Apple products is also fine.  Users of Microsoft's Internet Explorer will experience graphics display issues while using Illuminate, so it is not generally recommended.

**Login** with your district Google account by clicking the blue "Sign In with Google" button at the bottom of the page.

**Extensive help documentation** is reached by clicking the HELP icon, including tutorial videos.  The support phone numbers is 949-242-0343. Using the email support link will generally produce an answer from their support system within the day.

The system dashboard is this initial login page.  Further **Navigation** in Illuminate is controlled by these words in white on the left side of the page.

The home page is organized as a set of **tiles,** which you are free to organize to suit your needs.  In order to edit these tiles and layout, you can click the **Edit Layout** button in the lower right hand corner.

You can access **widgets** by selecting the data dashboard incon on the top right hand side of your screen. You are free to organize these widgets to suit your needs. Using these widget buttons you can close or open widgets by clicking the up or down carats, you may edit the name of your widget clicking the pencil icon, or delete them altogether by clicking the **X**.  You may also **drag and drop** them in any order you wish them to appear on the page.  Bringing any widget to the top of the page will expand the widgets to full-page width, though the default view is half-page.  To change a widget from full page to half page, first delete the widget, then re-add it. Clicking on the **Add Widgets** tab allows you to add the type of widget you prefer to see on your home page.  Some widgets, such as the assessment widgets, can be added more than once so you may view more than one data set.  These widgets can display date of your choice, determined by these drop-down menus,

Notice that one of the home page widgets is your **student roster**. Clicking on the student number of any student allows you to view **Student Profile data available for this student**. This report is also organized as widgets which can re-ordered, closed, opened, or deleted depending on the need. If you delete any widgets, they will stay deleted until you re-add them. Notice that within each widget, you can customize the range of data displayed. Just remember that once you change the layout of any individual student's Student Profile

Behind each of the **navigation tabs** you will find more information available to you.

The **Students** tab allows you to develop information on your students through various filtering choices you can make.

Behind the **Reports** tab is a very powerful tool for viewing assessment data for a wide variety of needs. An example of how a teacher can quickly develop information on the students in class can be seen by clicking Reports, then **List Reports**, then filter for **Prebuilt** reports, and click **Update**. To get a feeling for how your students are doing in English Language Arts, one route would be to click the Prebuilt Report: **CST Cluster Scores – Student List by Course**.

**CST Cluster Scores - Student List by Course**

Academic Year:    Select Course:      Test Year:    Select Subject:    Select Test:    Report Type:      * Gender:    * Ethnicity:

| 2011-2012 ▾ | 2Language Arts 5 ▾ | 2010-2011 ▾ | ELA ▾ | Grade 4 ELA ▾ | Scores ▾ | All ▾ | All ▾ |

Race:      * Special Ed:    * Socio Economic:    English Proficiency:

| All Students ▾ | All students ▾ | All Students ▾ | All Students ▾ |

This is just a quick example.  For more information on reports building, please consult other videos available to you in the Illuminate HELP documentation.

Behind the **Assessments** tab, **General** subgroup, you will have access to assessments created by you, by the district, and those created by the state that have been taken by your students.  You will also have access to the utility allowing you to create assessments in Illuminate.  To find existing assessments, simply type a portion of the name of the assessment in the Search box, and the needed assessments will display.