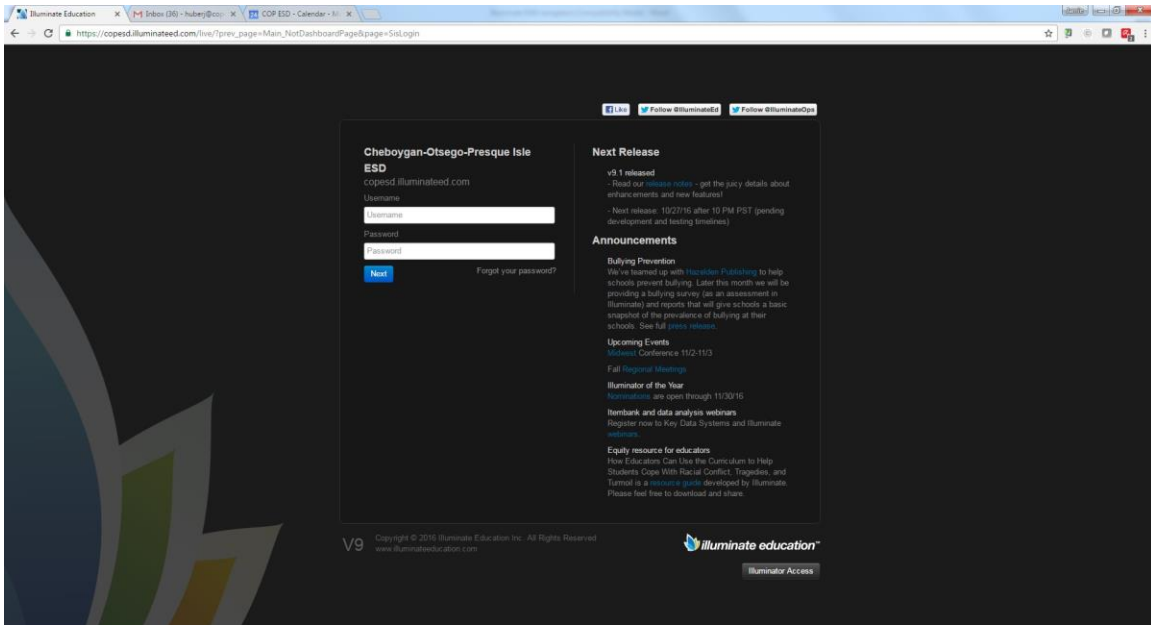


# COPESD- Illuminate EWS Report Navigation

Step 1- Go to COP website located at [www.copesd.org](http://www.copesd.org) and select the link to illuminate

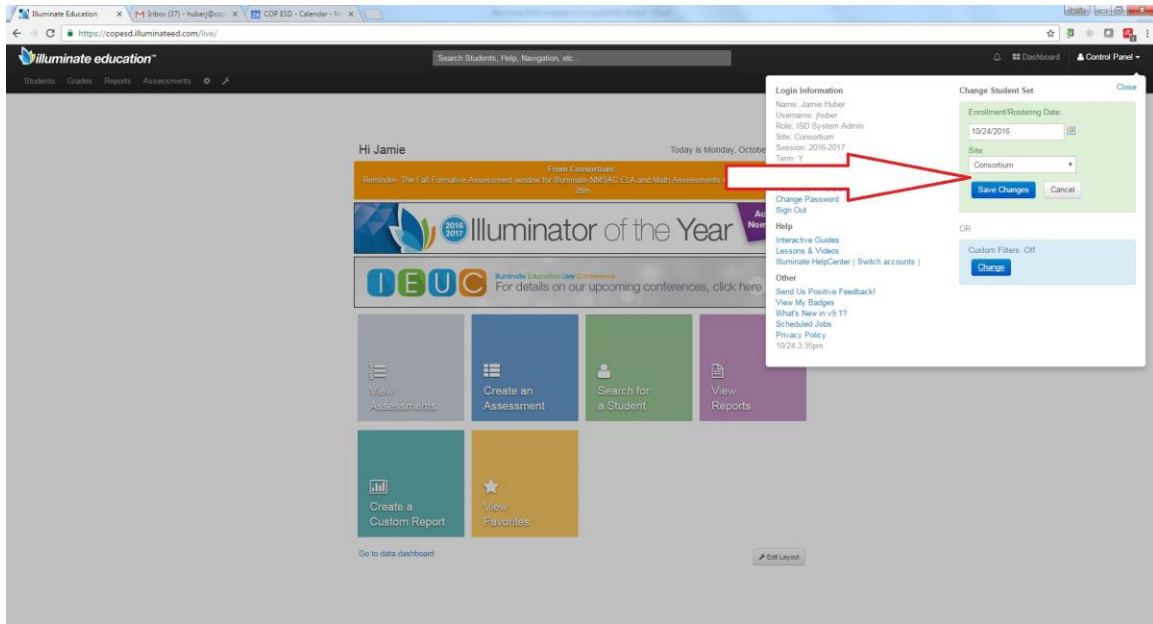


Step 2- Log into Illuminate

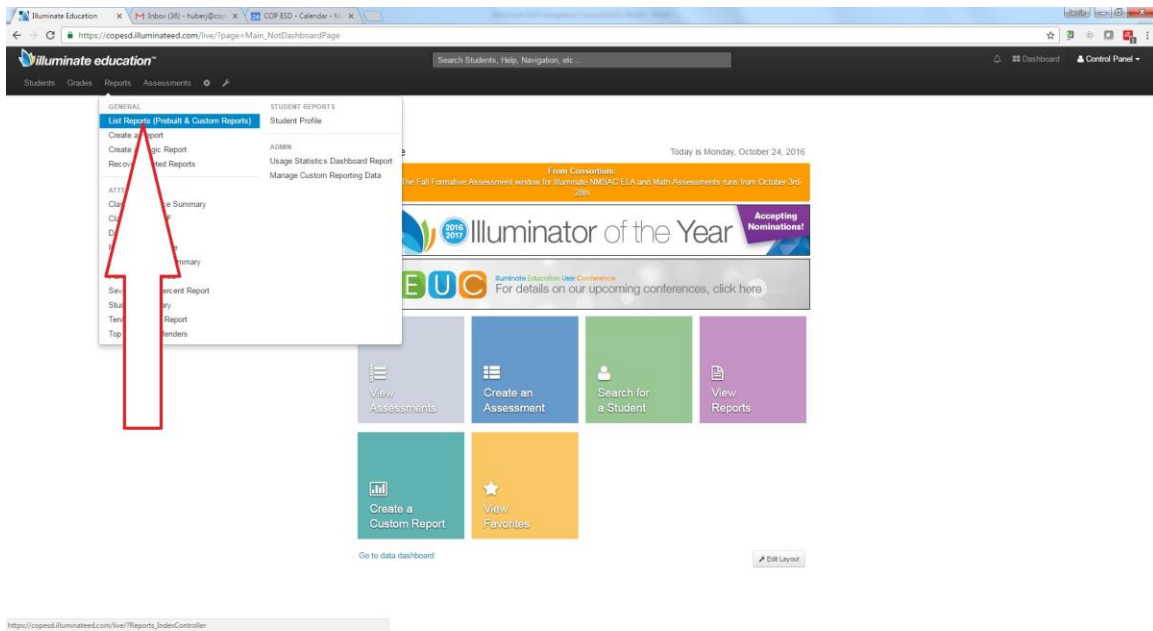


## COPESD- Illuminate EWS Report Navigation

Step 3- (If applicable) Select the correct site from the drop down menu and click save in the Control Panel- NOT Applicable if you have access to only one site.

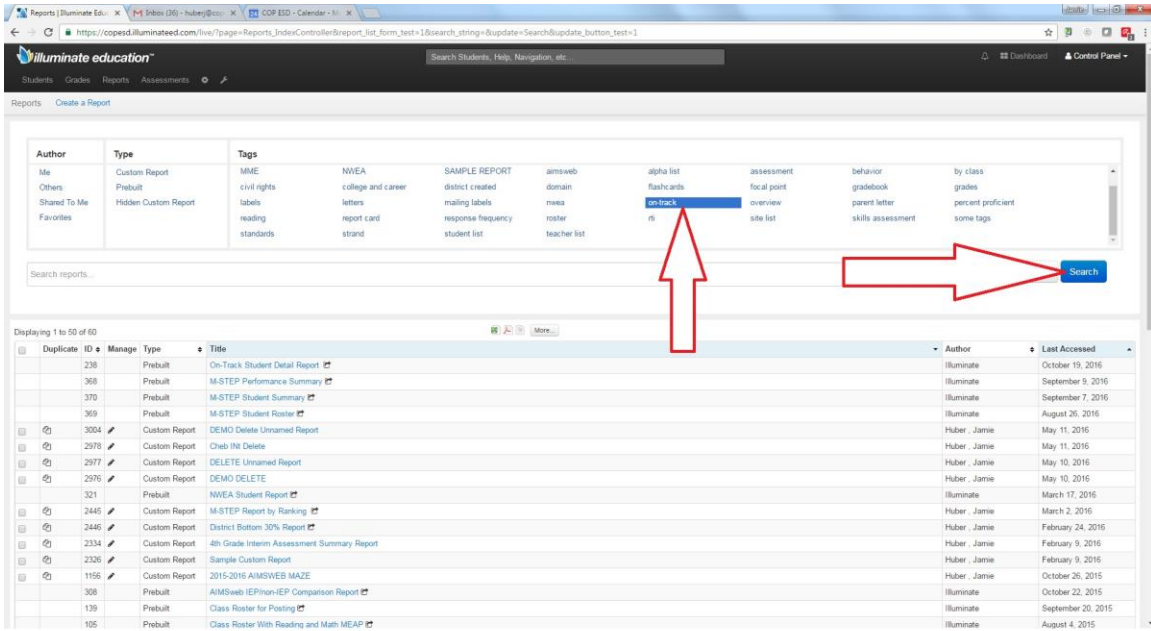


Step 4 Click on "reports" Tab and then "List Reports" from the drop down menu

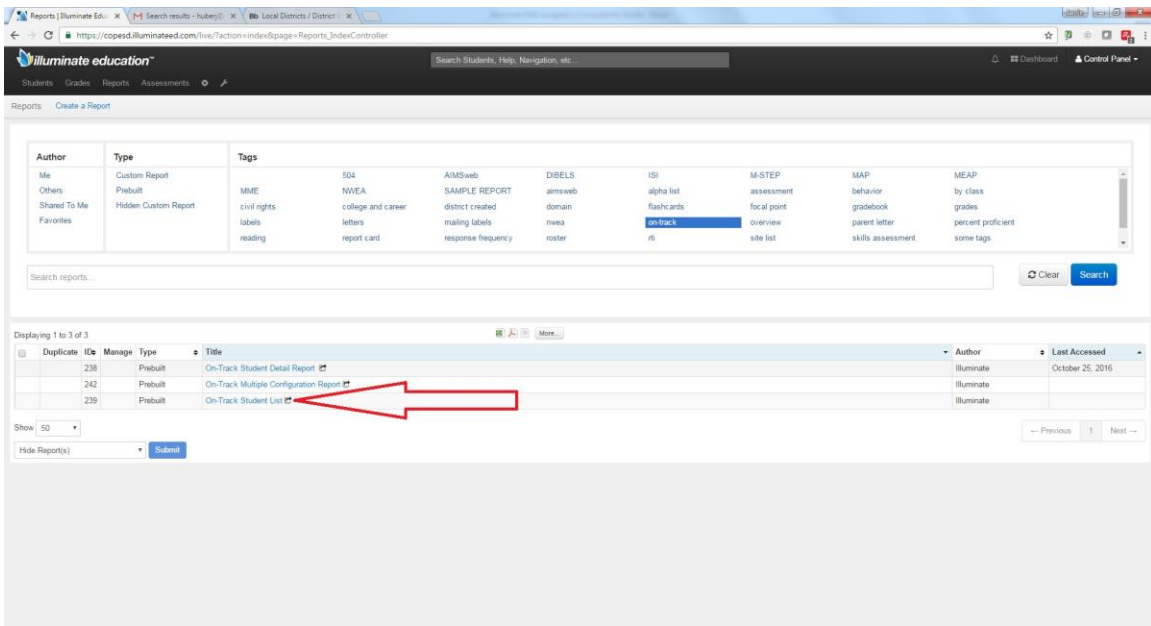


# COPESD- Illuminate EWS Report Navigation

## Step 5- First select "On Track" to filter then click on "Search"

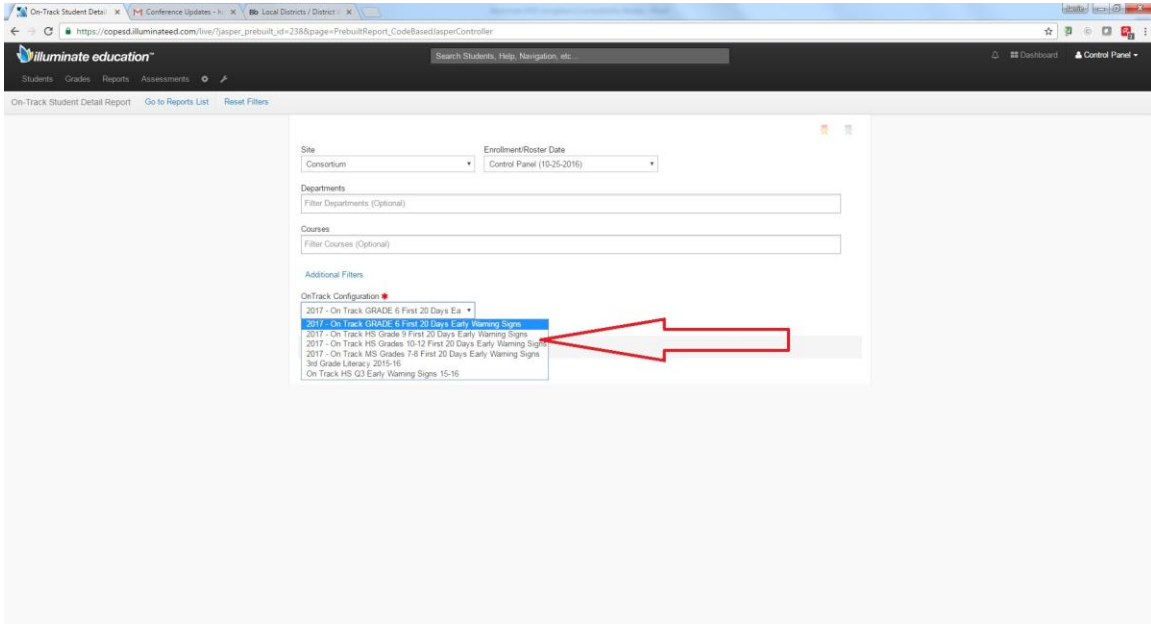


## Step 6- Select "On-Track Student List Report"

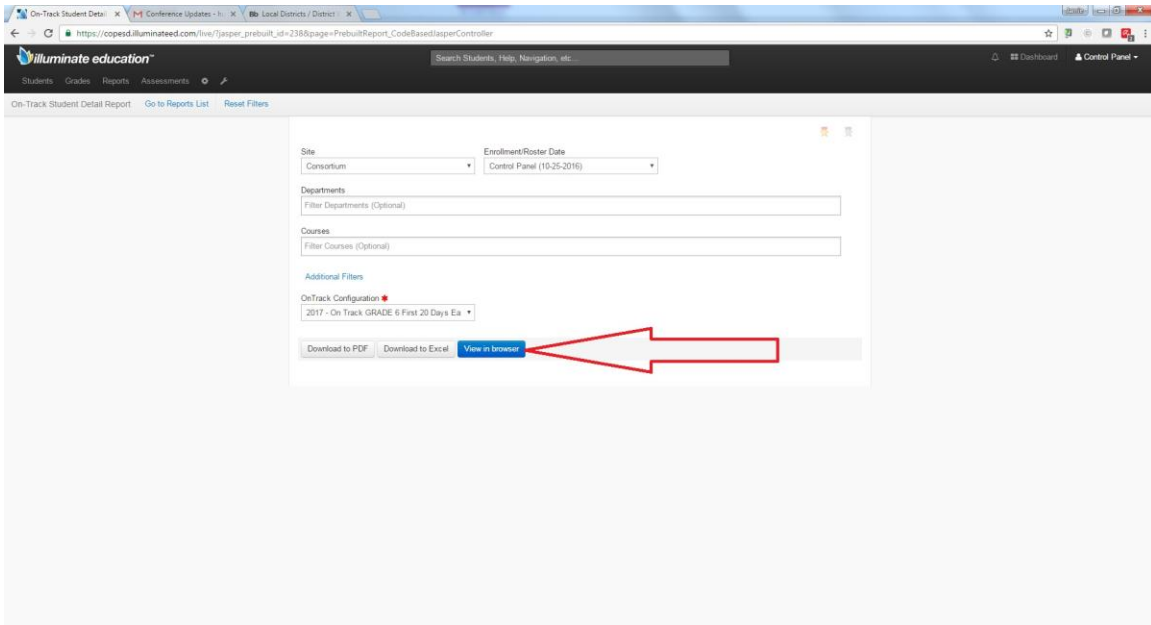


# COPESD- Illuminate EWS Report Navigation

Step 7- Select/Highlight the 2017 On Track Report you are looking for from the dropdown menu shown:

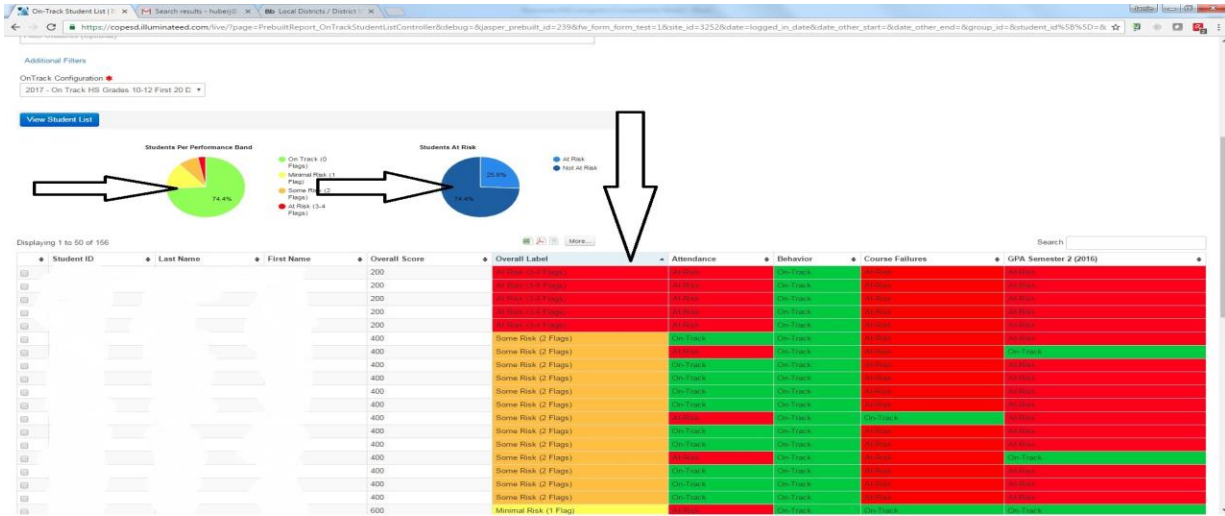


Step 8- Click "View in Browser"



# COPESD- Illuminate EWS Report Navigation

## Step 9- Review and interact with the selected report-



- Hover over pie chart to get # of students in each category
- Any Black next to students in 6<sup>th</sup> Grade Report=students not assessed (new or parochial)
- Click on Column headers to sort by that specific category. Clicking twice on the header will sort At risk to On track from top to bottom.
- Then count up the # of students flagged (ensure you could the red and orange together for 2+ flags)

## Step 10- To go to another EWS Report Select “Back to Reports” at the top of the screen. To sort by a single grade level click on “Additional Filters”

