Step 1- Go to COP website located at <u>www.copesd.org</u> and select the link to illuminate



Step 2- Log into Illuminate

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	Cheboygan-Otsego-Presque Isle	Next Release	
	copesd illuminateed.com Usemame	v9.1 released - Read our release notes - get the juicy details about enhancements and new features!	
	Usemane	 Next release: 10/27/16 after 10 PM PST (pending development and testing timelines) 	
	Password	Announcements	
	Patiends Parget your password? Next	Bullying Prevention We've learned up with Hauselour Publishing to help schools prevent bullying. Latter this month we will be providing a kullying survey (as an assessment in illuminate) and proofs that all group schools a basic snapshot of the prevalence of bullying at their schools. See the gross release.	
		Upcoming Events Midwell Conference 11/2-11/3	
		Illuminator of the Year Nominations are open through 11/30/16	
		Itembank and data analysis webinars Register now to Key Data Systems and Illuminate webinars.	
		Equity resource for educators How Educators Can Use the Curriculum to Help Students Cope With Racial Conflict, Tragedos, and Turmoil is a mercure guide developed by Illuminate. Please feel free to download and share:	
		illuminate education"	
		Illuminutor Access	

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



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

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

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

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Step 8- Click "View in Browser"

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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 6th 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"

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