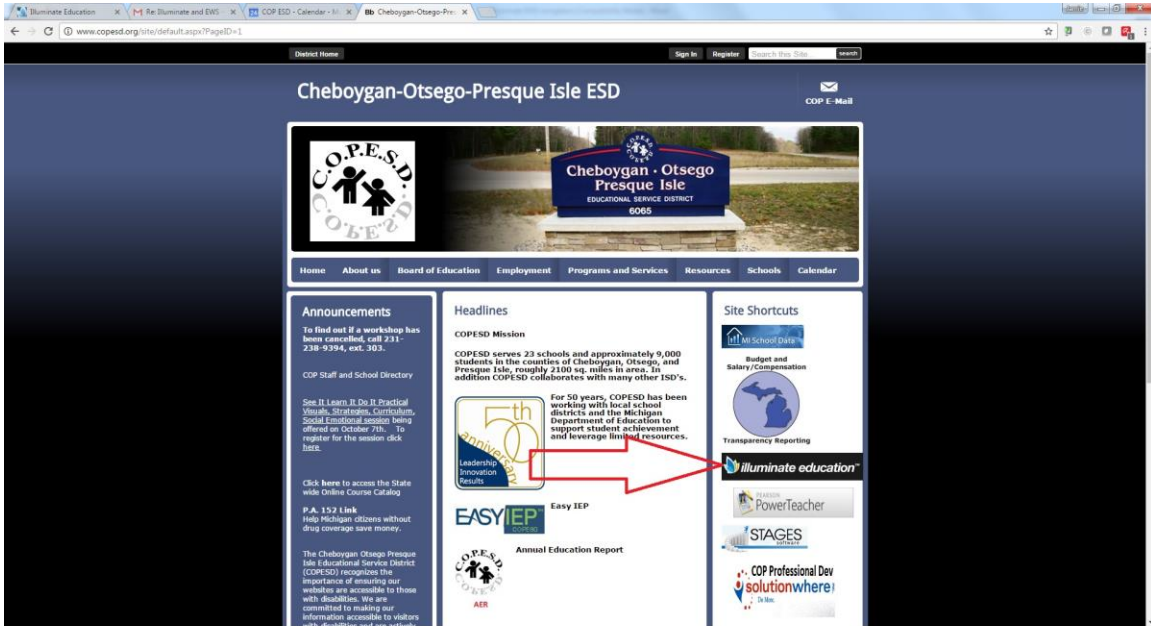
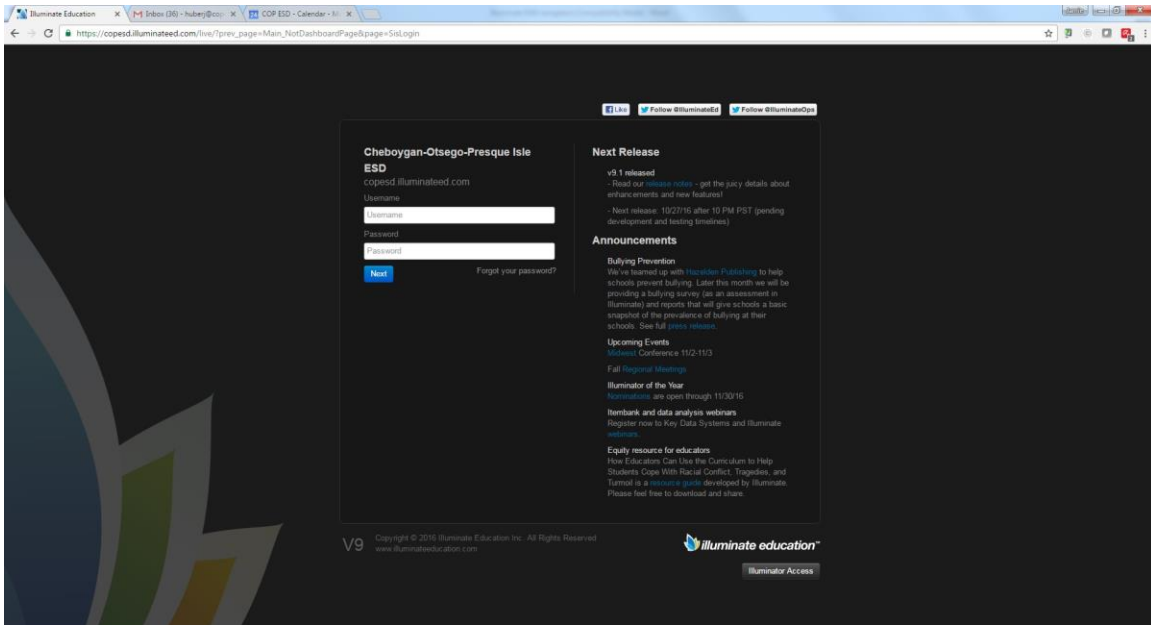


COPESD- Illuminate EWS Report Navigation

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

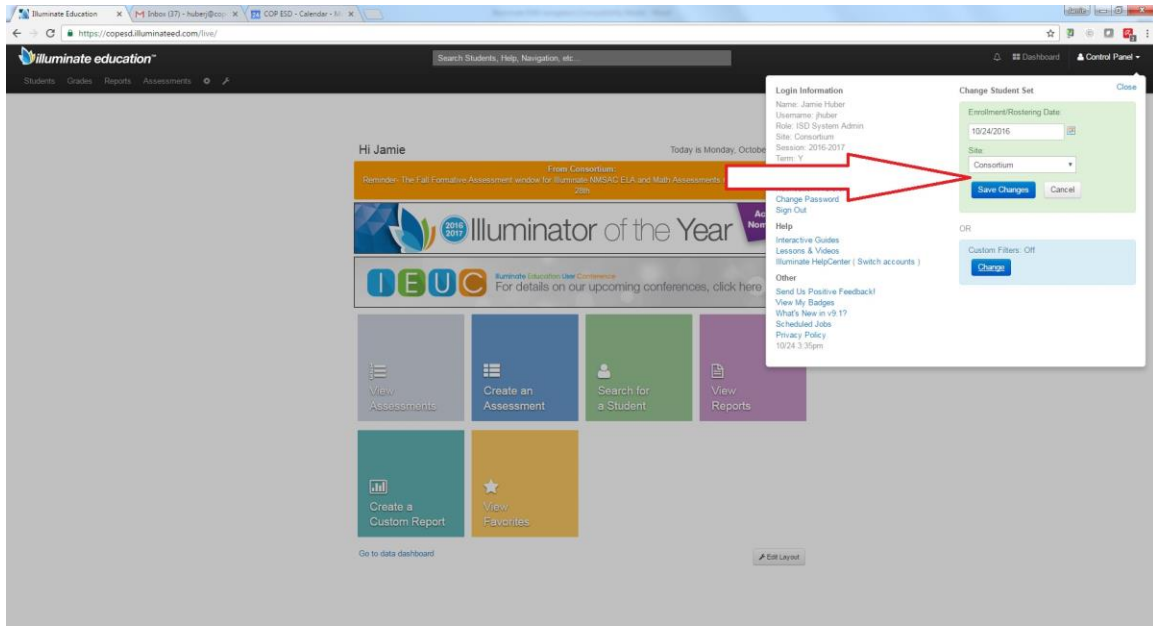


Step 2- Log into Illuminate

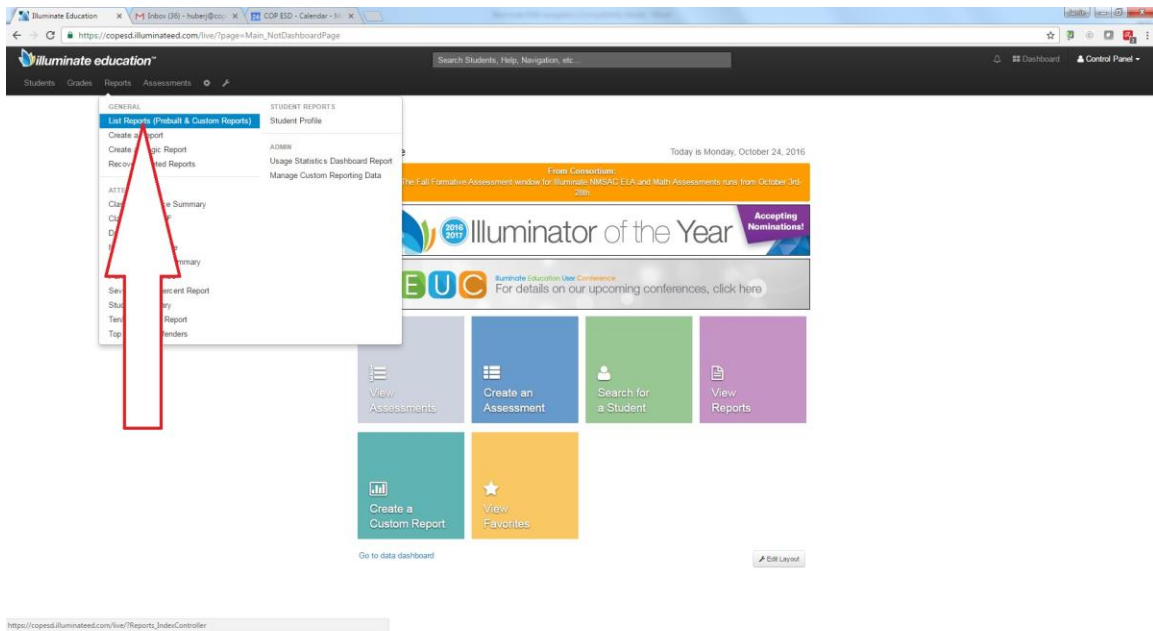


COPESD- Illuminate EWS Report Navigation

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"

The screenshot shows the Illuminate EWS Reports interface. At the top, there is a search bar and a 'Search' button. Below this is a filter section with a 'Tags' tab. The 'On Track' tag is selected and highlighted in blue. A red arrow points to the 'On Track' tag, and another red arrow points to the 'Search' button. Below the filter section is a table of reports.

Duplicate	ID	Manage	Type	Title	Author	Last Accessed
	238		Prebuilt	On-Track Student Detail Report	Illuminate	October 19, 2016
	368		Prebuilt	M-STEP Performance Summary	Illuminate	September 5, 2016
	370		Prebuilt	M-STEP Student Summary	Illuminate	September 7, 2016
	369		Prebuilt	M-STEP Student Roster	Illuminate	August 26, 2016
	3004		Custom Report	DEMO Delete Unnamed Report	Huber, James	May 11, 2016
	2976		Custom Report	ChEB IIN Delete	Huber, James	May 11, 2016
	2977		Custom Report	DELETE Unnamed Report	Huber, James	May 10, 2016
	2976		Custom Report	DEMO DELETE	Huber, James	May 10, 2016
	321		Prebuilt	NWEA Student Report	Illuminate	March 17, 2016
	2445		Custom Report	M-STEP Report by Ranking	Huber, James	March 2, 2016
	2446		Custom Report	District Bottom 30% Report	Huber, James	February 24, 2016
	2334		Custom Report	4th Grade Interim Assessment Summary Report	Huber, James	February 9, 2016
	2326		Custom Report	Sample Custom Report	Huber, James	February 9, 2016
	1156		Custom Report	2015-2016 AIMSWEB MAZE	Huber, James	October 26, 2015
	308		Prebuilt	AIMSweb IEP/Non-IEP Comparison Report	Illuminate	October 22, 2015
	139		Prebuilt	Class Roster for Posting	Illuminate	September 20, 2015
	105		Prebuilt	Class Roster With Reading and Math MEAP	Illuminate	August 4, 2015

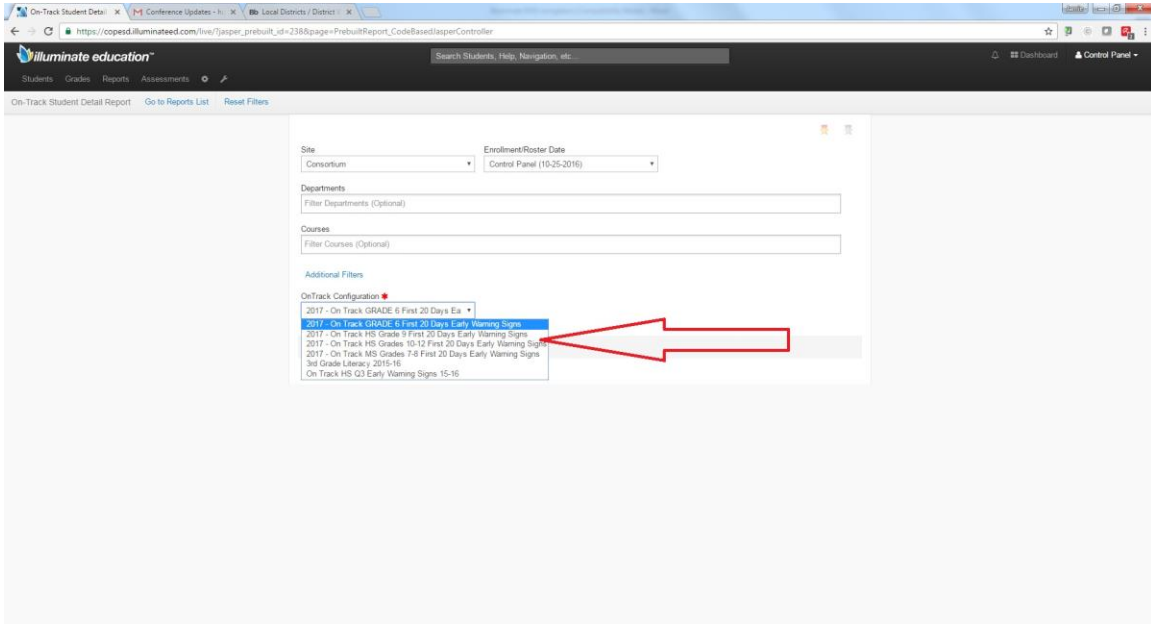
Step 6- Select "On-Track Student List Report"

The screenshot shows the Illuminate EWS Reports interface after a search. The 'On Track' tag is still selected in the filter section. Below the filter section is a table of reports. The 'On-Track Student List Report' is highlighted in blue, and a red arrow points to it. Below the table is a 'Show' dropdown menu set to '50' and a 'Submit' button.

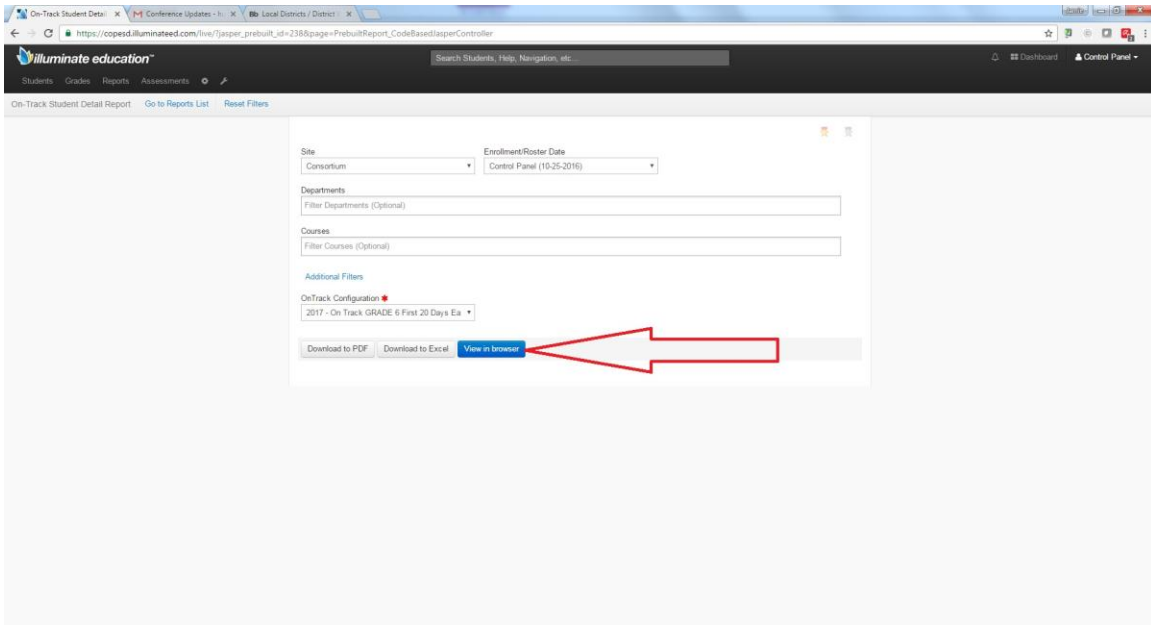
Duplicate	ID	Manage	Type	Title	Author	Last Accessed
	238		Prebuilt	On-Track Student Detail Report	Illuminate	October 25, 2016
	242		Prebuilt	On-Track Multiple Configuration Report	Illuminate	
	239		Prebuilt	On-Track Student List	Illuminate	

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 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”

