**Professional Development for October 26th**

**Reminders**

* Set up collections folder
	+ Make sure you have the blank forms in there if you are just setting up your folder.
	+ Create a folder for last year’s documents
* Make sure all your 1st quarter CQEs are shared in the department folder and that the department folder is shared with bhsschoolimprove.
* Follow the test set up directions on our website for your CQEs on Illuminate
	+ Look under SI → Resources
	+ Don’t create the test “on the fly” and don’t lock it
	+ Use the HS grading scale
	+ Share the test with colleagues AND principal
* Scanning options and issues
* CQE’s in Illuminate can be changed, added to, subtracted from, and adjusted until you scan the first results
* If there are problems with utilizing Illuminate this week - please let us know
* After school support, drop in or for flex-time available in C-12 on Wednesday this week

**Illuminate Reporting**

* Overview Page
	+ If you picked HS Letter Grade you will get our colors segmented by grade
* Response Frequency - links to Item Analysis
	+ Overall
	+ By Standard
	+ By Question Group
* Statistics
* Student Small Slips
	+ Can bring it up for the whole class or just one student

**Tasks to Complete**

* Meet with PLC to determine question groups for all CQEs.
* Working with your PLC, link 1st card marking CQE on ILLUMINATE to standards and/or question groups
* Working with your PLC, Identify standards and question groups on last year’s 2nd, 3rd, and 4th card marking, CQE