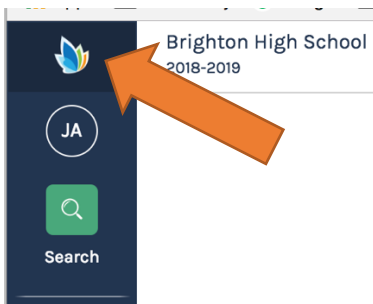


Getting Started on Illuminate – Counselors Recording Student Visits

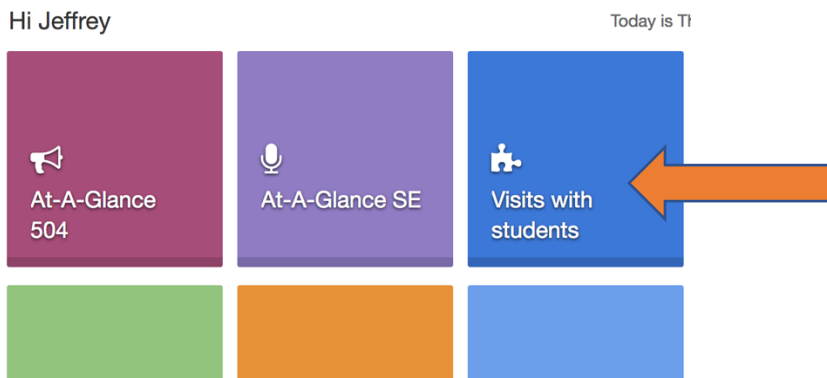
Sign on to Illuminate:
Brighton.illuminateed.com

UserName: first initial, last name
Initial Password: Brighton

If you don't see the tiles page, click the symbol in the upper left corner of the screen



On tiles page select tile for: Visits with students



You will see a screen like the one below. Click in “Students” and begin typing, select name(s), Click “Find Students”

RTI Visits recording Overview Information Columns Responses

Site: Brighton High School Enrollment/Roster Date: Control Panel (09-13-2018)

Departments: Filter Departments (Optional)

Courses: Filter Courses (Optional)

Teachers: Filter Teachers (Optional)

Classes: Filter Classes (Optional)

Students: Filter Students (Optional) ←

Additional Filters

View Type: --

Find Students ←

Then you will be taken to a screen like the one below.

Saved Autosave Saved a few seconds ago

ID	First Name	Last Name	Grade Level	Made contact	Contact Person	Contact Date	Contact Subject
1	20012050	Amanda	Arrowsmith	12	<input checked="" type="checkbox"/>	<div style="border: 1px solid #ccc; padding: 5px;"> Sprys-Tellner Goode Petit Miner Sandberg Johnson Vecchioni Beane Ivers </div>	

←

- (1) You must check “made contact”
- (2) Pull down and choose your name as “contact person”
- (3) Pull down and indicate the “contact date”
- (4) Pull down or type in “Contact Subject” you can use one or both boxes

Scroll further right to see the rest of the form, filling in what you think is important to record.

Contact Date	Contact Subject	Contact Subject	PARENT contact	Comments
			<input type="checkbox"/>	

←

- (5) Check in box if parent was contacted.
- (6) Enter comments

Be careful:

Always add a new line, don't modify an old one (unless that was your purpose)

Short cuts:

(1) Enter more than one student name at a time.

(2) Drag to copy information down a column when entering many with the same information.

(3) Keep the window open on your desk and enter while the student is with you.

Have fun:

Play with the other tiles

Select "Students" → Search 2.0