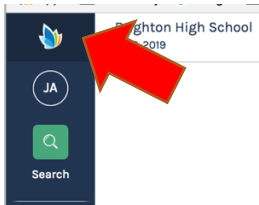


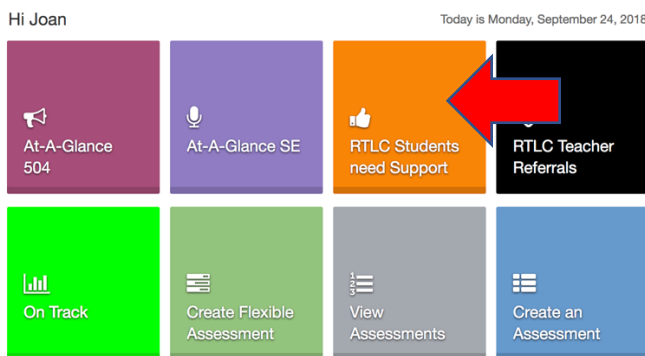
## Reporting students who need support

Sign on to Illuminate: [Brighton.illuminateed.com](http://Brighton.illuminateed.com)

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



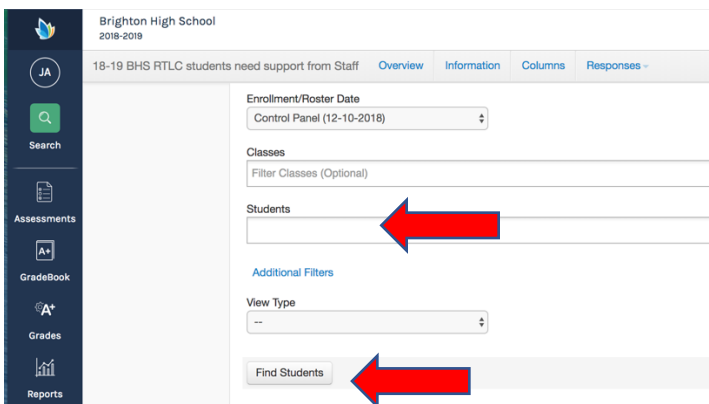
On tiles page select the Orange tile: RTLTC Students need support



You will see a screen like this.


Click in "Students" and Enter and Select student name(s)



Click "Find Students"



You will encounter a screens like these.

NOTE: If you see a “+” sign and garbage can to the left, that means you can see the reports the student already has in the system.


 **Save**  Autosave

		ID	First Name	Last Name
1	 			

Please DO NOT type over the other entry.

Click on the “+” to get a new, clean row for your comments.

Find Students > Enter/Edit by Grid or by Column or by Student

 **Save**  Autosave

	ID	First Name	Last Name	Grade Level	Needs support	Teacher name	Current date	Primary issue	Secondary issue
1	2d		g	11	<input type="checkbox"/>			<ul style="list-style-type: none"><li>May fail Semester</li><li>low grade</li><li>attendance</li><li>low tests</li><li>reading</li><li>writing</li><li>math</li><li>organization</li><li>missing work</li></ul>	

(1) Check “Needs support”

(2) Enter your name

(3) Record date (clicking far right will give you a calendar)

(4) For Primary Issue, pull down and select “May fail Semester”

(4) For Secondary Issue, type COURSE name in ALL CAPITAL LETTERS

If you want to add information, Scroll further right to see the rest of the form, filling in additional comments.

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

Click on **Save**