Illuminate IRIP Directions

Entering IRIP Data

1. Go to: https://fraserk12.illuminateed.com/live//?SisLogin
2. Login using SAML
3. Click Assessments on the left. Select View Assessments.
4. You will be entering the information that will populate each of the fields via assessment. Open the grade level IRIP assessment that you want to work on.
5. Click Responses at the top. Select, Enter/Edit Responses.
6. Select Additional Filters. Enter the grade level you are working on in the grade level box. Click Find Students. The assessment will open.
7. Sort the assessment by Tier. Tap on the Tier column twice to sort by tier, high to low (3-1).
8. You will only be recording information on Tier 3 students, as those are the only students receiving an IRIP.
9. Move to the Additional Assessment column. Enter all relevant information.
10. Move to the Component Code. Enter all relevant information concluding with the Progress/Notes column.
11. Move to Services Received. List Services Received: Title, 504, Special Ed, ESL, Speech, At-Risk.
12. Move to Student Strengths. List Staff name and Student Strengths.
13. Move to Student Progress Notes. List any notes.
14. Move to Parent Participated in SSP, and add date.
15. Move to Parent Letter Sent, and add date.
16. The Assessment should be auto-saving.

Printing IRIP
17. Click Reports on the left. Select View Reports.
18. Open the grade level IRIP report that you want to print.
19. Go to Form Letters at the top. Click Download.
20. You will see a sentence in a yellow bar at the top saying:
    Your form letter is generating. Go to Scheduled Jobs to see the status of your form letter and download the file.
21. Click the Scheduled Jobs in that statement.
22. You will see form letter download, with a download button on the far right.
23. Click download, and the letters will go into your download folder.