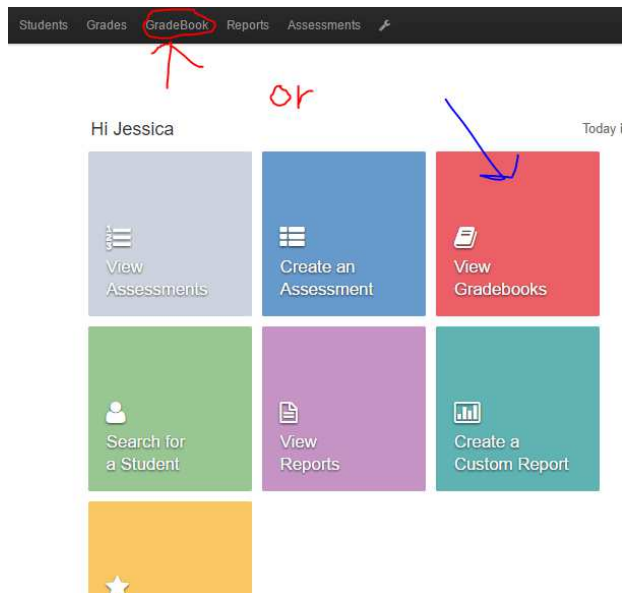


## How to turn on your filters for each gradebook to show the current trimester only.

Once logged in to Illuminate. Go to your GradeBook screen.



Next, select any of your gradebooks. You will need to do this for ALL of your gradebooks.

Displaying 1 of 25 rows

GradeBook	Students	Periods	Sh
3 ELA - Holder	ELA 3	3	Ye
3 ELA - Holder NO	ELA 3	3	Ye
3 ELA - Martin	ELA 3	3	Ye
3 ELA - Martin NO	ELA 3	3	Ye
3 ELA - Schultz	ELA 3	3	Ye
3 Homeroom - Holder	HOMEROOM GR 03	1	Ye
3 Homeroom - Martin	HOMEROOM GR 03	1	Ye
3 Homeroom - Schultz	HOMEROOM GR 03	1	Ye
3 Math - Holder	MATH 3	4	Ye
3 Math - Holder NO	MATH 3	4	Ye
3 Math - Martin	MATH 3	4	Ye
3 Math - Martin NO	MATH 3	4	Ye
3 Math - Schultz	MATH 3	4	Ye
3 Related Arts - Schultz	HOMEROOM GR 03	1	Ye
3 Science - Holder	SCIENCE 3	5	Ye
3 Science - Holder NO	SCIENCE 3	5	Ye
3 Science - Martin	SCIENCE 3	5	Ye
3 Science - Schultz	SCIENCE 3	5	Ye

3. To ensure that you are seeing assessments/assignments that are ONLY in the trimester we are currently in, you will need to click the "filter" at the top of the gradebook screen.

Students Grades GradeBook Reports Assessments

3 Homeroom - Schultz My GradeBooks - View- Filter - Assignments - Re

**3 Homeroom - Schultz** (Changes Last Saved 03-06-2017 10:45 am)

Create Assignment Manage Students **Filter**

LL LB 1			LL LB 2		
Follows Rules TRI 2	Follows Rules TRI 2	Follows Rules	Follows Direc. TRI 2	Follows Directions T	Follows Directions
03/02	01/15	11/17	03/02	01/15	11/17
3	3	3	3	3	3
Name	Mark				

4. Select "Yes" for Enabled and "Trimester 2". Then, select update.

**3 Homeroom - Schultz** (Changes Last Saved 03-06-2017 10:45 am)

Create Assignment Manage Students Filter

Enabled  Yes  No

Students

Assignments Filter By

Show Assignments For  Trimester 1  Trimester 2  Elementary School Year  Trimester 3

Update

LL LB 1	LL LB 2
---------	---------

Once you select Update, you will only see the assignments/assessments that were entered in trimester 2.

**Reminder: You will need to do this for every gradebook you have. Also, once trimester is over, you will need to switch it to trimester 3 (using the same steps – except select trimester 3 instead of trimester 2) so that you can then start seeing the assignments/assessments for trimester 3.**

**Also, related arts teachers: you have access to everybody's gradebooks (all of them including math, ELA, etc.). Please make sure that when you are entering assignments into the gradebooks and/or adjusting scores, you are ONLY selecting the Related Arts gradebook. Thank you!**