

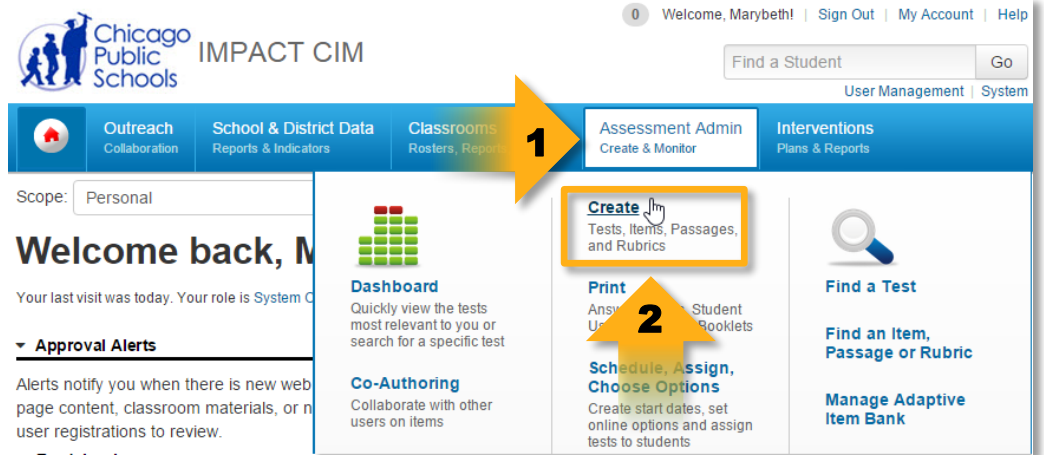
CIM: CREATING A TEST

Quick Start Guide

This Quick Start Guide will take you through the process of manually creating a test in CIM.

Navigate to Create

1. Hover over “Assessment Admin” in the menu bar.

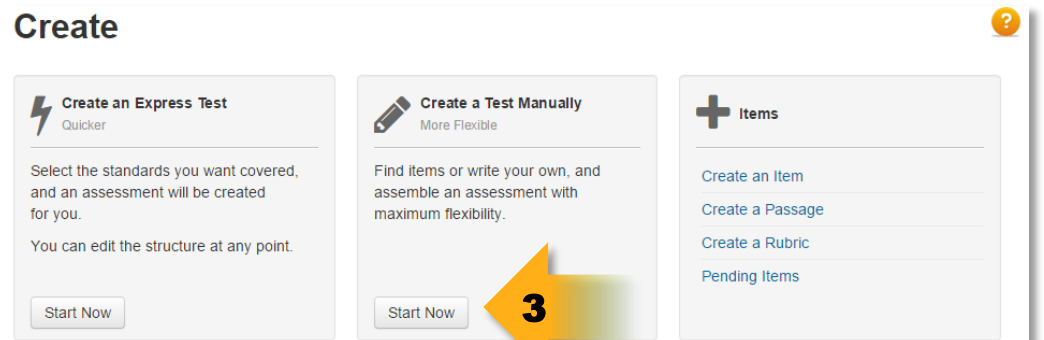


2. Click “Create.”

Select Manual Test

3. Under “Create a Test Manually,” click

Start Now



Report Parameters

4. Populate the fields as desired and applicable.

5. Scroll down to the bottom of the page.

Create: Manual Test

Test Name*

Subject*

Grade Level* to

Number of Items All Multiple Choice

Institution Source

Test Category

Score Type ⓘ

Test Focus* ELA Reading Writing
For reporting purposes only

Preferred Standards Document

Answer Key Only Yes No

Enable Assessment Notes Yes No ⓘ

Generate Test

6. Configure any additional settings here.

7. Click .

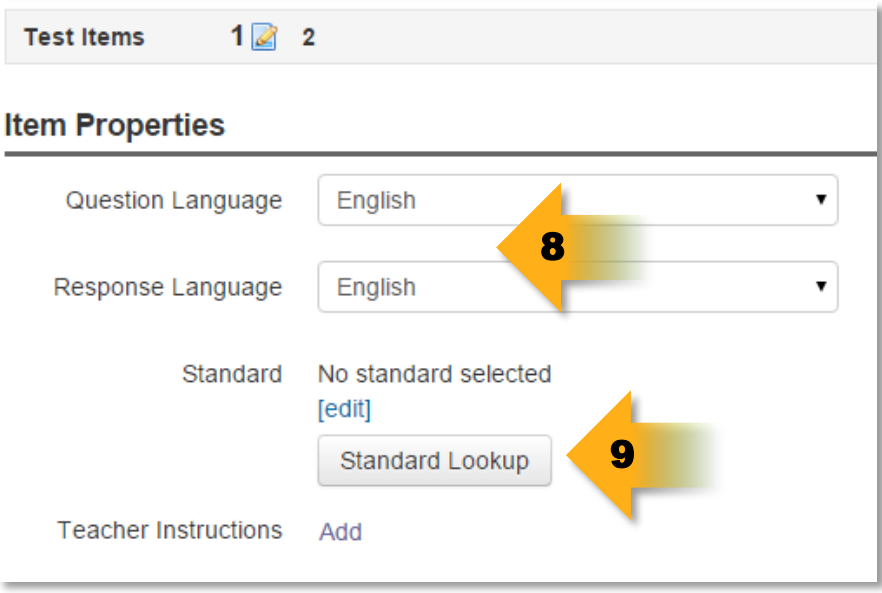

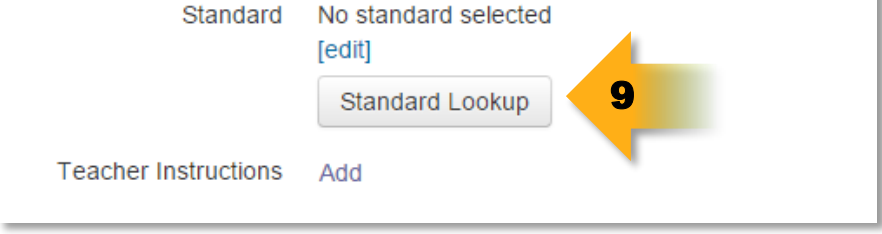
^ Initial Item Settings

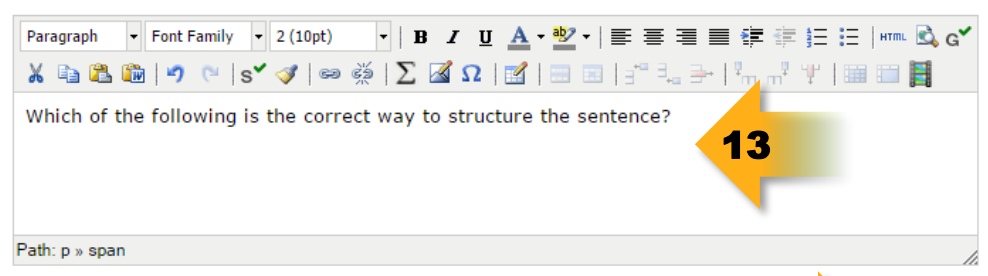

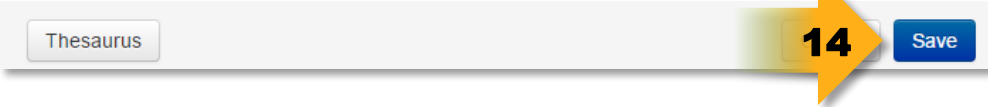

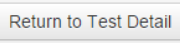

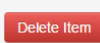
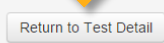

^ Test Item Settings


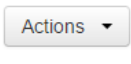
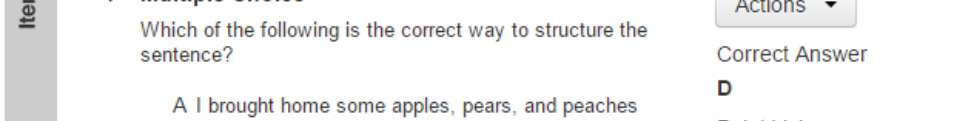

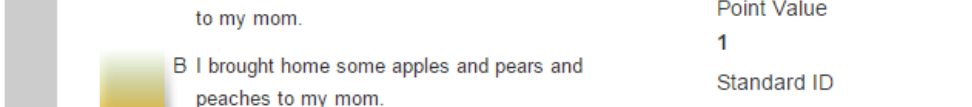
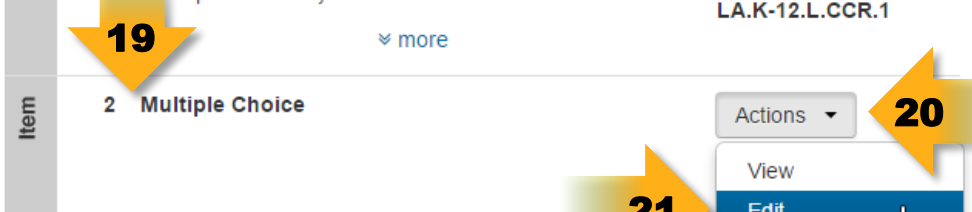
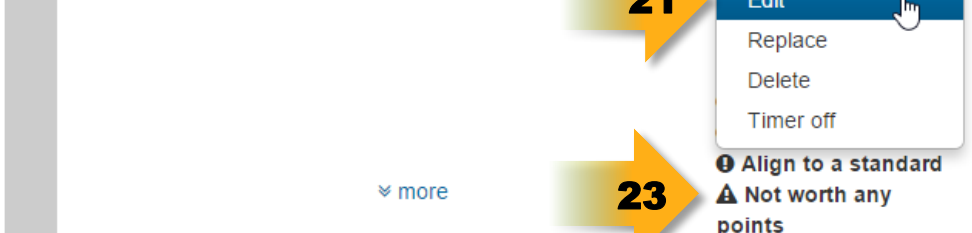

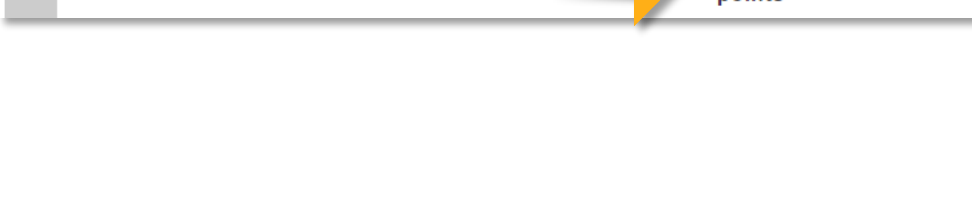
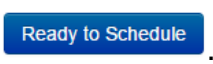
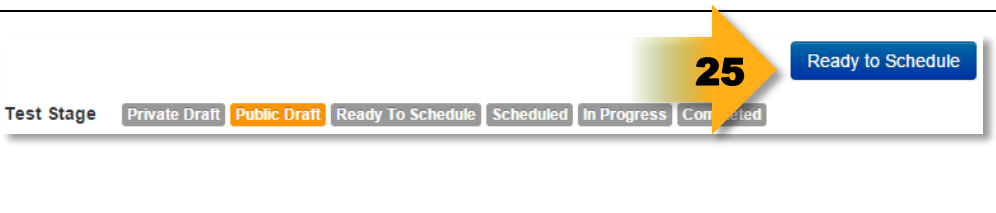
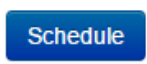
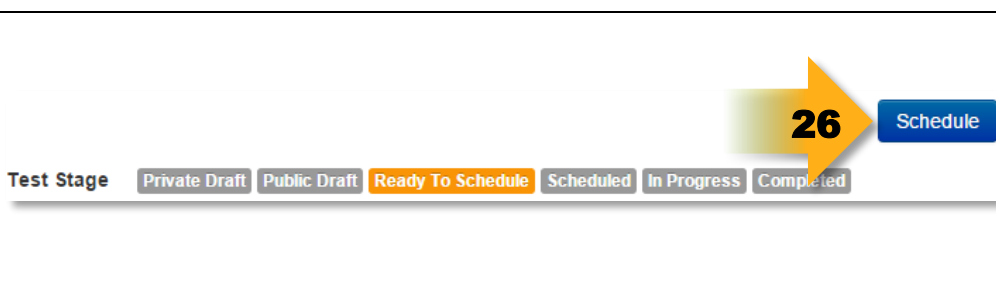
^ Optional

Cancel

Clear

<p>Define Language and Standard(s)</p> <p>8. Choose the desired Question Language and Response Language.</p>	 <p>The screenshot shows the 'Item Properties' form. At the top, there are 'Test Items' numbered 1 and 2. Below is the 'Item Properties' section with three rows: 'Question Language' set to 'English', 'Response Language' set to 'English', and 'Standard' set to 'No standard selected [edit]'. A 'Standard Lookup' button is below the standard field. At the bottom, there is a 'Teacher Instructions' field with an 'Add' button. Yellow arrows with numbers 8 and 9 point to the language and standard fields respectively.</p>
<p>9. Click <input type="button" value="Standard Lookup"/> .</p>	
<p>Select Standard(s)</p> <p>10. Use the <input type="checkbox"/> icons to expand the standard categories and select the desired standards.</p>	 <p>The screenshot shows the 'Item Standard Picker' dialog. It has search filters for 'Standard Document' (Common Core State Standards English L), 'Subject' (English Language and Literature), and 'Grade Level' (9). Below are expandable categories: 'Grades 9-10 English Language Arts', 'Grades 9-10 Literacy in History/Social Studies', 'Grades 9-10 Literacy in Science and Technical Subjects', 'LA.K-12.L: Language', 'LA.K-12.: Conventions of Standard English', 'LA.K-12.: Knowledge of Language', 'LA.K-12.: Vocabulary Acquisition and Use', 'LA.K-12.R: Reading', 'LA.K-12.SL: Speaking and Listening', and 'LA.K-12.W: Writing'. A yellow arrow with number 10 points to the 'LA.K-12.L: Language' category. At the bottom right, there is a 'Done' button with a yellow arrow and number 11 pointing to it.</p>
<p>11. After all standard (s) are selected for Item 1, click <input type="button" value="Done"/> .</p>	
<p>Edit Question</p> <p>12. Scroll down to Item #1 and click “Click here to add content.”</p>	 <p>The screenshot shows the question editor for 'Item #: 1 Multiple Choice [change type]'. Below the title is a 'Question Content' field containing the text 'Click here to add content.'. A yellow arrow with number 12 points to this text.</p>

<p>Enter Question content.</p> <p>13. Record the question content in the box provided.</p> <p><i>Note: Spelling/grammar checks and an equation editor are available when entering question content.</i></p>	
<p>14. Click  .</p>	
<p>Configure Answer Choices</p> <p>15. Enter the answer choices next to the corresponding letter. Simply click on the text to change its content.</p>	<p>Answer Choices</p> <p>A · I brought home some apples, pears, and peaches to my mom.  Answer is worth <input type="text" value="0"/> points and <input type="checkbox"/> is the correct response. ✕ Teacher Explanation Student Explanation</p>
<p>16. For the correct option, enter the amount of points it is worth and check the correct response checkbox.</p>	<p>B · I brought home some apples and pears and peaches to my mom. Answer is worth <input type="text" value="0"/> points and <input type="checkbox"/> is the correct response. ✕ Teacher Explanation Student Explanation</p>
<p>17. To allow tools and manipulatives, check the “Enabled” checkbox and select the desired support(s).</p>	<p>C · I brought my mom some apples and pears and peaches. Answer is worth <input type="text" value="0"/> points and <input type="checkbox"/> is the correct response. ✕ Teacher Explanation Student Explanation</p>
<p>18. To save changes, click  .</p>	<p>D · I brought my mom some apples, pears, and peaches. Answer is worth <input type="text" value="1"/> points and <input checked="" type="checkbox"/> is the correct response. ✕ Teacher Explanation Student Explanation</p> <p>[add new answer choice]</p> <p>Tools and Manipulatives</p> <p><input type="checkbox"/> Enabled </p> <p>  </p>

<p>Edit Remaining Item Type Information</p> <p>19. Scroll down to find remaining question items.</p>	
<p>20. Click .</p>	
<p>21. Click .</p>	
<p>22. Repeat steps 12-18 for this item and all other question items for this test.</p>	
<p>23. CIM will indicate if necessary information has not yet been entered on specific test items.</p>	
<p>24. When all information has been entered for each test item, click .</p>	
<p>Prepare Test for Scheduling</p> <p>25. Click .</p>	
<p>Schedule Test</p> <p>26. Click .</p>	

<p>Configure Test Options</p> <p>27. Enter desired test dates.</p>	<p>Test Settings</p> <p>Start Date* <input type="text" value="mm/dd/yyyy"/></p> <p>End Date* <input type="text" value="mm/dd/yyyy"/></p> <p>Score Due Date* <input type="text" value="mm/dd/yyyy"/></p> <p><input type="checkbox"/> Prevent the students from accessing the test results until after the end date</p>
<p>28. Note the student passcode required to take the test.</p>	<p>Online Test Options</p> <p>Note: It is highly recommended to Preview Online Test before administration to students.</p> <p>Administer this test with <input checked="" type="radio"/> Schoolnet Browser Test Tunnel - Standard browser settings <input type="radio"/> Schoolnet Secure Tester - Schoolnet's built-in Secure Tester delivery system</p>
<p>29. Enable any additional test options.</p>	<p>Online Passcode is required for a student to access this test: <input type="text" value="LASUD1"/></p> <p><input checked="" type="checkbox"/> Show student scores upon test submission</p> <p><input checked="" type="checkbox"/> Display this test on the Take a Test list on the student home page</p> <p><input type="checkbox"/> Prevent the students from accessing the test before the start date or after the end date</p>
<p>30. Edit course assignments as necessary for the test, if this option is available.</p>	<p><input type="checkbox"/> Enforce test time</p> <p><input checked="" type="checkbox"/> Allow students to pause test</p> <p><input type="checkbox"/> Allow only assigned students to take test</p> <p>Assignment for Chicago Public Schools</p> <p><input checked="" type="radio"/> Assign to students <input type="radio"/> Recommend to teachers <input type="radio"/> Recommend to schools</p>
<p>31. Click <input type="button" value="Save"/>.</p>	<p>Test is currently unassigned</p> <p>Accept Quick Assignment: 158 Courses (English Language and Literature, Grade 9) in All Schools</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>
<p>Test is Ready to Take</p> <p>32. The test is now "In Progress" meaning it is poised for students to take it. Have students log in with the passcode to do so.</p> <p><i>Note: The test will also be visible under "Upcoming Tests" for any classes to which it was assigned.</i></p>	<p>Sample Test [20741]</p> <p>Online Passcode: LASUD1</p> <p>Test Stage <input type="button" value="Private Draft"/> <input type="button" value="Public Draft"/> <input type="button" value="Ready To Schedule"/> <input type="button" value="Scheduled"/> <input checked="" type="button" value="In Progress"/> <input type="button" value="Completed"/></p>