

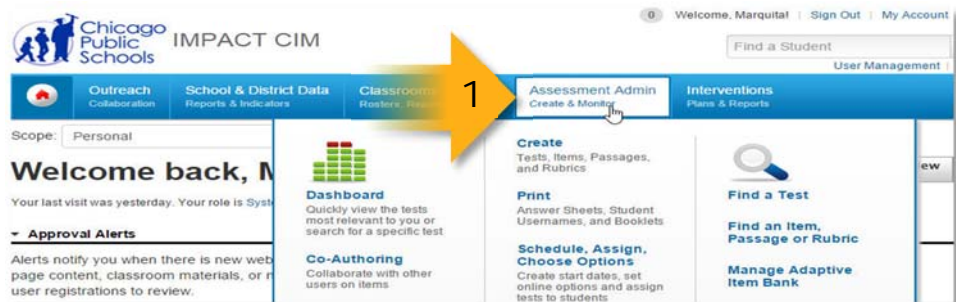
CIM: PRINTING A BLANK PLAIN PAPER ANSWER SHEETS (TEACHERS)

Quick Start Guide

This Quick Start Guide will help you Print Blank Answer Sheets for Classroom and Benchmark tests. Please see Appendix A to view the available print options.

Navigate to Test Dashboard

1. Click on **Assessment Admin** in the menu bar.



Chicago Public Schools IMPACT CIM

Welcome, Marquital | Sign Out | My Account

Find a Student | User Management

Outreach Collaboration | School & District Data Reports & Indicators | Classroom Rosters, Plans | **Assessment Admin Create & Monitor** | Interventions Plans & Reports

Scope: Personal

Welcome back, M
Your last visit was yesterday. Your role is System Administrator

Approval Alerts
Alerts notify you when there is new web page content, classroom materials, or new user registrations to review.

Dashboard
Quickly view the tests most relevant to you or search for a specific test

Co-Authoring
Collaborate with other users on items













Create
Tests, Items, Passages, and Rubrics


Print
Answer Sheets, Student Usernames, and Booklets

Schedule, Assign, Choose Options
Create start dates, set online options and assign tests to students


Find a Test
Find an Item, Passage or Rubric
Manage Adaptive Item Bank




2. Locate the desired test.

	Test Name	Subject	Grade Level
   	CPS Quarter 1 Benchmark Literacy Grade K SY15-16	English Language and Literature	K
   	CPS Quarter 1 Benchmark Literacy Grade K SY15-16 - Spanish	English Language and Literature	K
   	CPS Quarter 1 Benchmark Literacy Grade 1 SY15-16	English Language and Literature	1

3. Click on  icon to generate an Answer Sheet.

Note: All tests ready to be Scheduled and In Progress are displayed.



	Test Name	Subject	Grade Level
   	CPS Quarter 1 Benchmark Literacy Grade K SY15-16	English Language and Literature	K
   	CPS Quarter 1 Benchmark Literacy Grade K SY15-16 - Spanish	English Language and Literature	K
   	CPS Quarter 1 Benchmark Literacy Grade 1 SY15-16	English Language and Literature	1

Print Answer Sheet

- Use the section search to filter for the desired section(s).

Section School/Grade

Section Search

Region:

School Type:

School:

Grade Level:

Department:

Course:

Teacher:

Include sections not assigned to the test



- Click on the desired section name(s).

Your search returned 1 sections.

Results 1 - 1 of 1

<input checked="" type="checkbox"/>	Section	Teacher	# of Students
<input checked="" type="checkbox"/>	KG CHGO READ FRMWRK SECT HR B104	[Redacted]	28



- Deselect All Students by clicking the next to **Student Name**.

ACT 0861D English [23250]

Test Stage: Private Draft Public Draft Ready To Schedule Scheduled In Progress Completed

SUBJECT: English Language and Literature ADMINISTRATION DATES: 4/5/2016 - 5/2/2016
 GRADE LEVEL: 11 COLLECTION STATUS: Not Started

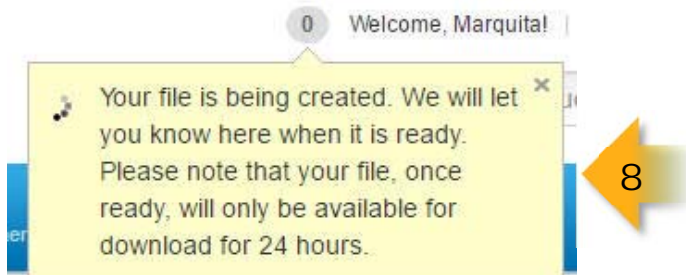


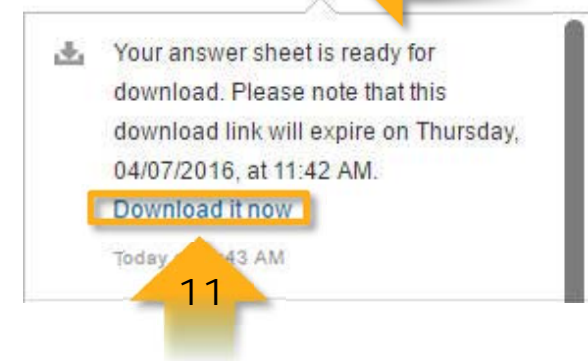
Section School/Grade

RS2 English IV SECT 1 Students: 8

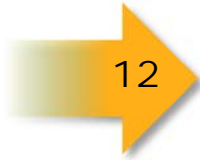
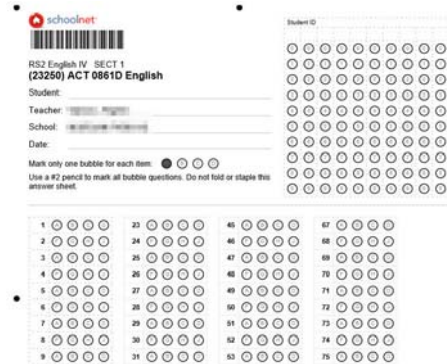
<input checked="" type="checkbox"/>	Student Name	Student ID	Grade
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	12
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	12
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	12



- Click on **Generate Blank Answer Sheet**.

<p>8. CIM will begin generating the Answer Sheet.</p> <p><i>Note: A status indicator is located at the top of the page.</i></p>	
<p>9. Once complete, a number will appear, letting you know that the answer sheet is ready for download.</p>	
<p>10. Click on the RED circle. Your answer sheet is ready for download.</p>	
<p>11. Click on Download it now.</p>	

12. A PDF file is created that includes a cover sheet and a blank sheet that can be used for any student.

schoolnet

R12 English IV - SECT 1
(23250) ACT 0861D English

Student: _____

Teacher: _____

School: _____

Date: _____

Mark only one bubble for each item. ● ○ ○ ○ ○




Use a #2 pencil to mark all bubble questions. Do not fold or staple this answer sheet.

1	○	○	○	○	21	○	○	○	○	41	○	○	○	○	61	○	○	○	○
2	○	○	○	○	22	○	○	○	○	42	○	○	○	○	62	○	○	○	○
3	○	○	○	○	23	○	○	○	○	43	○	○	○	○	63	○	○	○	○
4	○	○	○	○	24	○	○	○	○	44	○	○	○	○	64	○	○	○	○
5	○	○	○	○	25	○	○	○	○	45	○	○	○	○	65	○	○	○	○
6	○	○	○	○	26	○	○	○	○	46	○	○	○	○	66	○	○	○	○
7	○	○	○	○	27	○	○	○	○	47	○	○	○	○	67	○	○	○	○
8	○	○	○	○	28	○	○	○	○	48	○	○	○	○	68	○	○	○	○
9	○	○	○	○	29	○	○	○	○	49	○	○	○	○	69	○	○	○	○
					30	○	○	○	○	50	○	○	○	○	70	○	○	○	○
					31	○	○	○	○	51	○	○	○	○	71	○	○	○	○
										52	○	○	○	○	72	○	○	○	○
										53	○	○	○	○	73	○	○	○	○
										54	○	○	○	○	74	○	○	○	○
										55	○	○	○	○	75	○	○	○	○

Appendix A:

What You Can Print

Depending on the test, the following options are available in your Assessment Admin Teacher Profile.

	Download a test booklet. This generates a PDF file for downloading and printing. A word file format is available from the Test Detail. Printing test booklets is not available for Answer Key Only tests.
	Download instructions, if available, in PDF format for the test. This typically applies to tests that have scoring rubrics for open response items.
	Generate “plain paper” answer sheets. This includes question bubbles with the student information and Test ID at the top of each page or just the first page.