

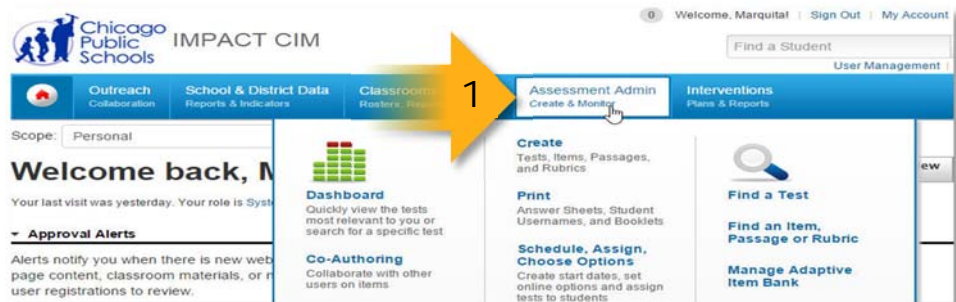
CIM: PRINTING PLAIN PAPER ANSWER SHEETS (TEACHERS)

Quick Start Guide

This Quick Start Guide will help you Print Answer Sheets and Test Booklets 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 Syst

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

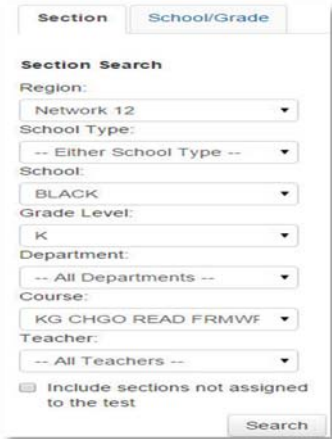
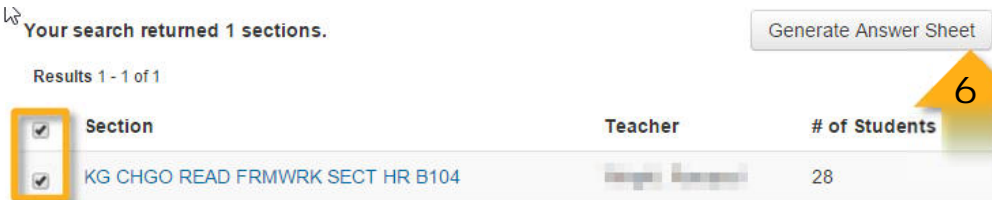
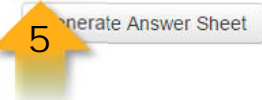

Test Name	Subject	Grade Level
CPS Quarter 1 Benchmark Literacy Grade K SY15-16	English Language and Literature	K
CPS Quarter 1 Benchmark Literacy Grade K SY15-16 - Spanish	English Language and Literature	K
CPS Quarter 1 Benchmark Literacy Grade 1 SY15-16	English Language and Literature	1


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

<p>Print Answer Sheet</p> <p>4. Use the section search to filter for the desired section(s).</p>	
<p>5. Check the desired section(s).</p>	
<p>6. Click the Generate Answer Sheet button.</p>	
<p>7. A PDF file is created that includes a cover sheet, an answer sheet for each student in the section, plus a blank sheet that can be used for a new student. If you need additional blanks, reprint this last page rather than photocopying it.</p>	

Print Test Booklets – If the test booklet does not require any formatting or other changes you can print it in PDF format from your profile by clicking  icon. If you would like to add additional instructions, go to the Tests Detail Screen and print an editable Word version instead. For Benchmark tests, this option is not available until the official Start Date of the test.

Navigate to Test Booklets

1. Click a test name to go to the Test Detail screen.

	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

1

2. Click on **Download Test (Word)** editable or **(PDF)** version underneath Test Actions.

▼ **Test Actions**

Copy Test
 Answer Sheets
 Score Test
 View Usernames

Download Test (pdf)
 Download Test (Word)
 Download Answer Key
 Cover sheet




Preview Online Test

2

Appendix A:

What You Can Print

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

	<p>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.</p>
	<p>Download instructions, if available, in PDF format for the test. This typically applies to tests that have scoring rubrics for open response items.</p>
	<p>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.</p>