# CIM: VIEWING STUDENT PROFILES

## Quick Start Guide

This Quick Start Guide will take you through the process of viewing historical student information in CIM, including enrollment, attendance, grades, and standardized test scores.

### Find a Student

1. Type in a student identifier, such as an ID or last name.

2. Click **Go**.

### Select the Correct Student

3. If more than one entry appears, locate the desired student and click the name.

### View Student Overview

4. The profile defaults to the student overview, displaying demographics.

5. View current enrollment information.
Set Standardized Test Parameters

6. Click “Standardized Tests” in the Menu bar.

7. Click .

8. Select the year of standardized test records you would like to view.

View Test Detail

9. Student scores for individual tests will display. Click “Distribution Chart” to see how this student performed in relation to peers.

10. Click “Details” to see how the student performed in specific test strands.

Open Benchmarks

11. Click “Benchmark Tests” in the Menu bar.
View Benchmark Detail

12. The page will default to the current year. To change the displayed test year, click **Show Filters**.

13. View Benchmark scores and score groups.

14. To view additional test detail, click the test name.

Open Enrollment & Academic Records

15. Click **Enrollment & Academic Record** in the Menu bar.

View Enrollment

16. Enrollment data (such as school, absences, and tardies) displays by the year.

17. Use the scrollbar to scroll down to the bottom of the page.
View Academic Record
18. View current course schedule and corresponding grades.

19. To view records for previous years, click on the desired school year ribbon.

Open Programs
20. Click “Programs” in the Menu bar.

View Programs
21. If the student is part of any specific program, start and end dates are viewable here.

Create PDF
22. Click Create PDF.

23. Select and define the items you wish to print on the report.

24. Click Create PDF.