


CIM: ADMINISTERING ONLINE TESTS

Quick Start Guide

This Quick Start Guide will take you through the process on administering an assessment via computer for Students. *Prior to test day, review the following checklist:*

- Verify that all students have their Student ID number. Students logging into CIM for Online Assessments use their **Student ID to access the system.**
- Scroll to the bottom of any page to locate the Tech Check link (the recommended screen resolution is 1024 x 768) and make sure that all machines that will be used for testing are configured appropriately.
- Know the plan for students who are new and do not yet have an ID. Will they have a paper version of the test to take instead?

Locate Online Passcode

1. On  page scroll down to **Recent Assessments**, and Click on the **Upcoming Tests** tab to retrieve the Online Passcode.



Recent Assessments		
District and Local Tests	Classroom Tests	Standardize-1
		Upcoming Tests
View all		
TEST NAME	ONLINE PASSCODE	TEST STAGE
 Literacy Grade 2 Performance Task BOY SY15-16	CASEROS4	Completed
 Literacy Spanish Grade 2 Performance Task BOY SY15-16	TULYV4	Completed
 No Central Task - ELA Elementary Performance Task BOY SY15-16	QYDILUZ6	Completed

Student Logs in

2. Students log in with their Account **Student/Other** and **Student ID Only, No Password.**

3. Students click





Chicago Public Schools IMPACT CIM


Sign In

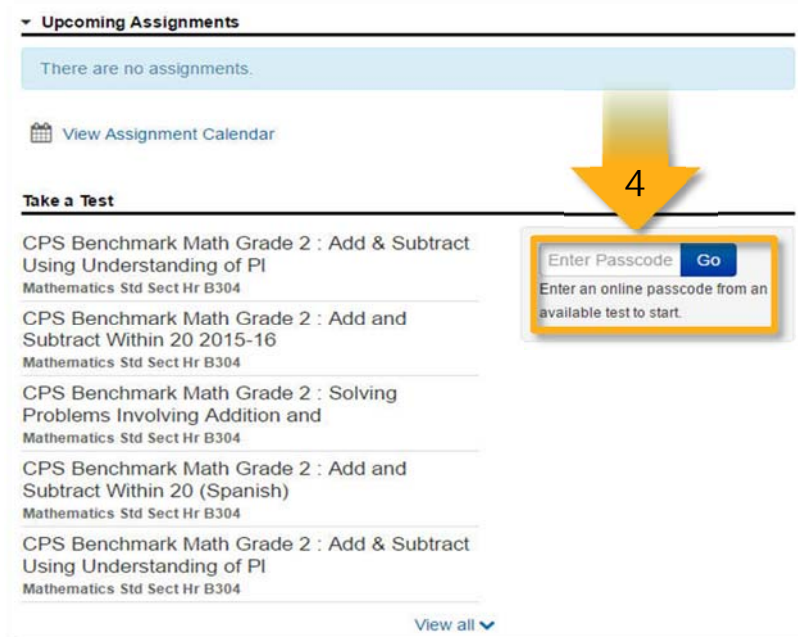
Account: Student / Other

Username:

Password:




4. The student enters the online test passcode and clicks 



▼ **Upcoming Assignments**

There are no assignments.

 View Assignment Calendar

Take a Test

CPS Benchmark Math Grade 2 : Add & Subtract Using Understanding of PI
Mathematics Std Sect Hr B304


CPS Benchmark Math Grade 2 : Add and Subtract Within 20 2015-16
Mathematics Std Sect Hr B304

CPS Benchmark Math Grade 2 : Solving Problems Involving Addition and
Mathematics Std Sect Hr B304


CPS Benchmark Math Grade 2 : Add and Subtract Within 20 (Spanish)
Mathematics Std Sect Hr B304

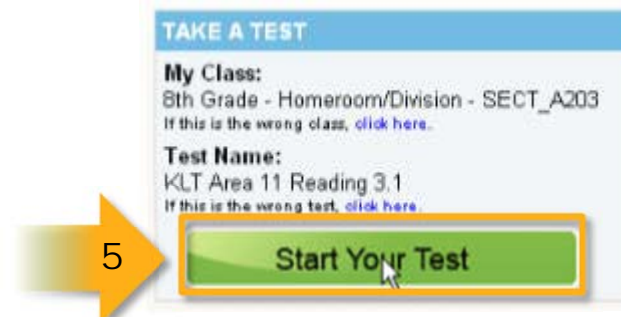
CPS Benchmark Math Grade 2 : Add & Subtract Using Understanding of PI
Mathematics Std Sect Hr B304

[View all ▼](#)

Enter Passcode 

Enter an online passcode from an available test to start.

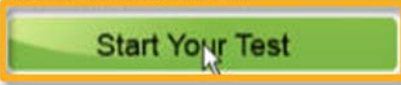
5. Instruct the students to click 



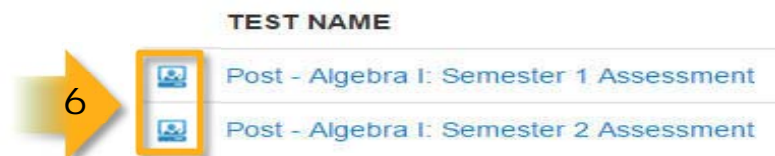
TAKE A TEST

My Class:
8th Grade - Homeroom/Division - SECT_A203
[If this is the wrong class, click here.](#)


Test Name:
KLT Area 11 Reading 3.1
[If this is the wrong test, click here.](#)




6. Open and monitor the Proctor Dashboard. (described below)





TEST NAME

 [Post - Algebra I: Semester 1 Assessment](#)

 [Post - Algebra I: Semester 2 Assessment](#)

Using the Proctor Dashboard is useful for both online testing and scanning scenarios, the Proctor Dashboard view allows the user to see the section's class roster, and differentiates those students who have **Not Started** the test from those who are **In Progress** or have **Submitted**. There is a quick link to **Score** submitted tests, to allow for the teacher/proctor to jump to scoring the student's open response answers, or reset the student's test if they submitted it in error.

Teacher Access to Proctor Dashboard

7a. Click on  , beside a test name located on the  page, then jump to step 14.

Recent Assessments

[District and Local Tests](#) [Classroom Tests](#) [Standardized Tests](#) [Upcoming Tests](#)

[View all](#)

TEST NAME	ONLINE PASSCODE	TEST STAGE
 9th Grade Literacy Summative Assessment Semester 1	MYVUS6	Completed
 9th Grade Literacy Summative Assessment Semester 2	XONUMIL18	Completed

7a

Admin Access to Proctor Dashboard

7b. Hover over **Assessment Admin**.

The screenshot shows a navigation bar with the following items: District Data, Classrooms, Assessment Admin (highlighted with a yellow box), and Reports. Below the navigation bar, there are several menu items: Create, Print, Schedule, Assign, Choose Options, View & Score Responses, Track Completion Rates (highlighted with a yellow box), and Manage Test Windows. A yellow arrow labeled '7b' points to the Assessment Admin menu item, and another yellow arrow labeled '8b' points to the Track Completion Rates menu item.

7b

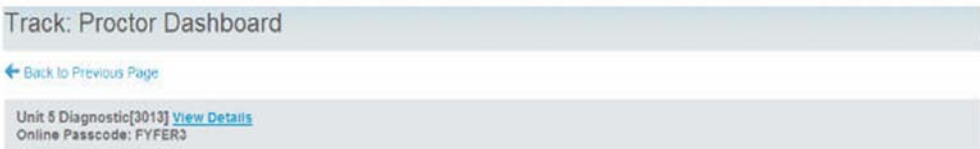
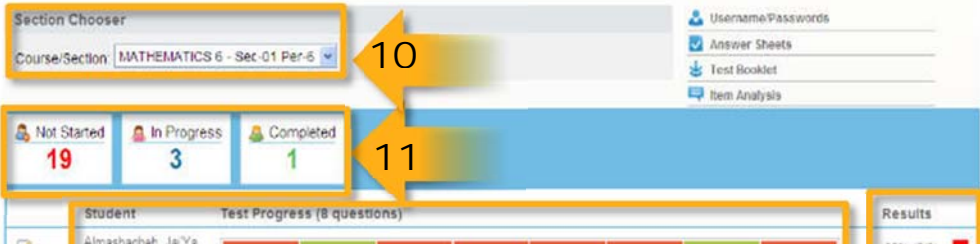


8b

8b. Click on **Track Completion Rates**.

9b. Click on  , drill down to Teacher name. Click on **Open Proctor Dashboard**.

The screenshot shows a breadcrumb trail: Fashion Ave. Schools → South Region → Arrasene → ENGLISH 1 - (10) HOPKINS. A yellow arrow labeled '9b' points to the 'ENGLISH 1 - (10) HOPKINS' link. Below the breadcrumb trail, there is a link labeled 'Open Proctor Dashboard' with a hand cursor icon.

9b

<p>Track Proctor Dashboard</p> <p>10. Switch between Courses/Sections.</p>	
<p>11. Shows the # of students that have Not Started, are In Progress or are Complete.</p>	
<p>12. Test Progress Display:</p> <ul style="list-style-type: none"> - Green (correct) - Red (incorrect) - Blue (Undefined). <p><i>Note: A Color shade is not displayed for Open Response items.</i></p>	
<p>13. Displays students Results.</p>	

Teacher Progress Status

14. Students' progress is listed under "Device ID".

- Icon, means the students are still taking their test online.
- Icon, means the test has been submitted.
- Students with no icon have not yet started.

Proctor Dashboard

Post - Algebra I: Semester 1 Assessment[17866] Actions
 Passcode: JYKIME2 Enable Clickers

Section: RS1 Algebra 1 - SECT_1

Student in italics took this test in another section. Hover for section name.

Not Started	In Progress	Completed
2	0	7

Device ID	Student	ID	Test Progress (27 questions)	Results
	<i>Devon Smith</i>	100000		88% (37/42)
	<i>Devon Smith</i>	100000		26% (11/42)
	<i>Devon Smith</i>	100000		40% (17/42)
	<i>Devon Smith</i>	100000		21% (9/42)
	<i>Devon Smith</i>	100000		



Submitted Icon

15. Clicking on the pencil icon to allows you to Delete students test results, Score Open Response items and modify and review student responses.

▶ Activity 27F: Open Response (1 point) 1

▼ Activity 27G: Open Response (2 points) 2

▶ Show Question

▶ Show Response

(2 points)

Comment

▶ Activity 27H: Open Response (1 point) 1

Delete Student Test Results Cancel Score

