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

**Student Logs in**

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

3. Students click **Sign In**.
4. The student enters the online test passcode and clicks **Go**.

5. Instruct the students to click **Start Your Test**.

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

Using the Porctor 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.

Admin Access to Proctor Dashboard

7b. Hover over Assessment Admin.

8b. Click on Track Completion Rates.

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

10. Switch between Courses/Sections.

11. Shows the # of students that have **Not Started**, are **In Progress** or are **Complete**.

12. Test Progress Display:
   - **Green** (correct)
   - **Red** (incorrect)
   - **Blue** (Undefined).

   *Note: A Color shade is not displayed for Open Response items.*

13. Displays students Results.
**Teacher Progress Status**

14. Students’ progress is listed under “Device ID”.

- ![Icon](image1) means the students are still taking their test online.
- ![Icon](image2) means the test has been submitted.
- Students with no icon have not yet started.

**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.