CIM: CREATING A TEST  
Quick Start Guide

This Quick Start Guide will take you through the process of manually creating a test in CIM.

Navigate to Create

1. Hover over “Assessment Admin” in the menu bar.

2. Click “Create.”

Select Manual Test

3. Under “Create a Test Manually,” click "Start Now".
Report Parameters

4. Populate the fields as desired and applicable.

5. Scroll down to the bottom of the page.

Generate Test

6. Configure any additional settings here.

7. Click 'Generate Test'.
### Define Language and Standard(s)

8. Choose the desired Question Language and Response Language.

9. Click [Standard Lookup].

### Select Standard(s)

10. Use the icons to expand the standard categories and select the desired standards.

11. After all standard(s) are selected for Item 1, click [Done].

### Edit Question

12. Scroll down to Item #1 and click “Click here to add content.”
Enter Question content.

13. Record the question content in the box provided.

Note: Spelling/grammar checks and an equation editor are available when entering question content.

14. Click Save.

Configure Answer Choices

15. Enter the answer choices next to the corresponding letter. Simply click on the text to change its content.

16. For the correct option, enter the amount of points it is worth and check the correct response checkbox.

17. To allow tools and manipulatives, check the “Enabled” checkbox and select the desired support(s).

18. To save changes, click Return to Test Detail.
**Edit Remaining Item Type Information**

19. Scroll down to find remaining question items.

20. Click [Actions ▼].

21. Click [Edit].

22. Repeat steps 12-18 for this item and all other question items for this test.

23. CIM will indicate if necessary information has not yet been entered on specific test items.

24. When all information has been entered for each test item, click [Make Public].

**Prepare Test for Scheduling**

25. Click [Ready to Schedule].

**Schedule Test**

26. Click [Schedule].
**Configure Test Options**

27. Enter desired test dates.

28. Note the student passcode required to take the test.

29. Enable any additional test options.

30. Edit course assignments as necessary for the test, if this option is available.

31. Click **Save**.

**Test is Ready to Take**

32. The test is now “In Progress” meaning it is poised for students to take it. Have students log in with the passcode to do so.

*Note: The test will also be visible under “Upcoming Tests” for any classes to which it was assigned.*