

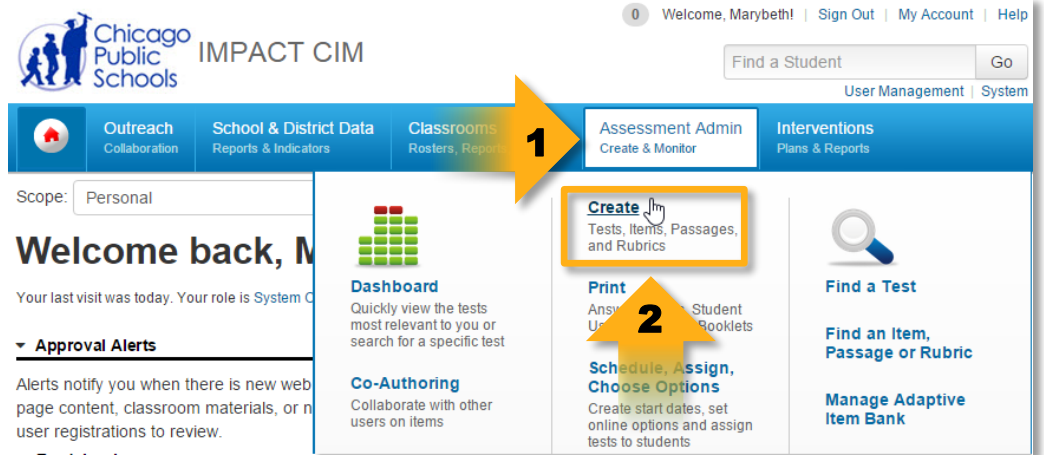
CIM: CREATING A TEST

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.

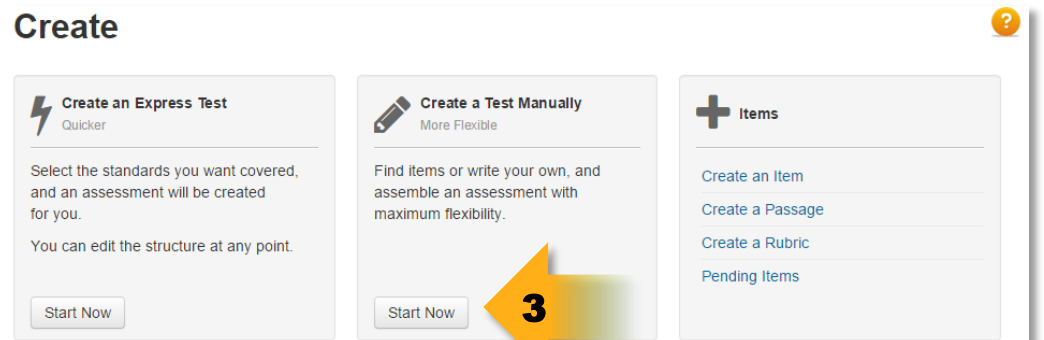


2. Click “Create.”

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.

Create: Manual Test

Test Name*

Subject*

Grade Level* to

Number of Items All Multiple Choice

Institution Source

Test Category

Score Type ⓘ

Test Focus* ELA Reading Writing
For reporting purposes only

Preferred Standards Document

Answer Key Only Yes No

Enable Assessment Notes Yes No ⓘ

Generate Test

6. Configure any additional settings here.

7. Click .

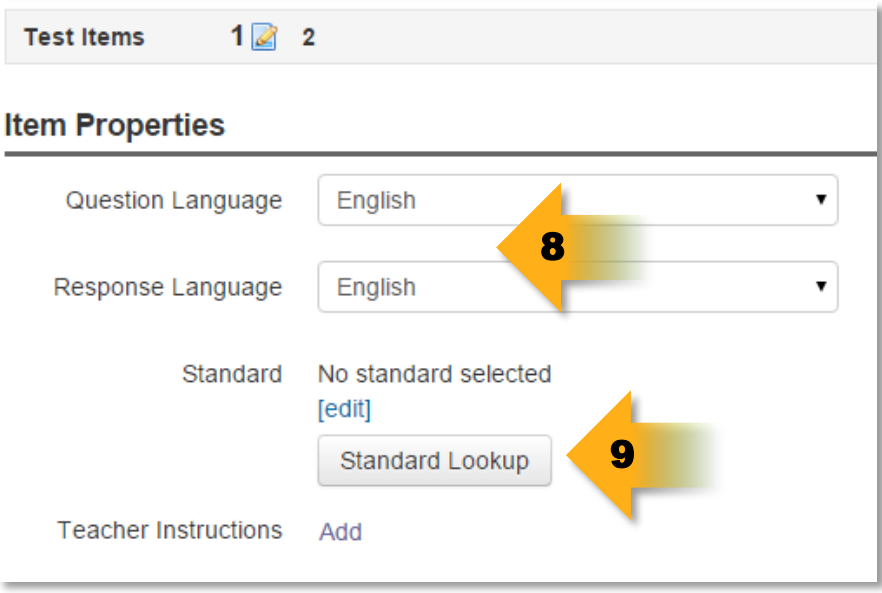

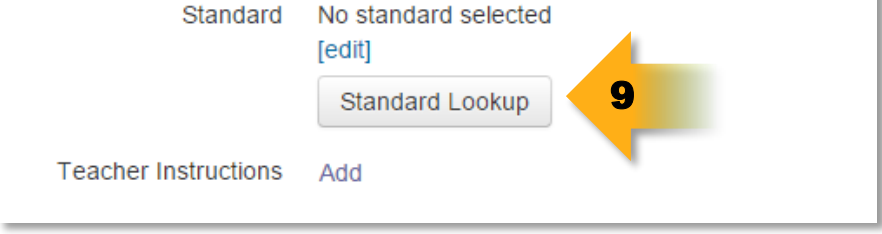

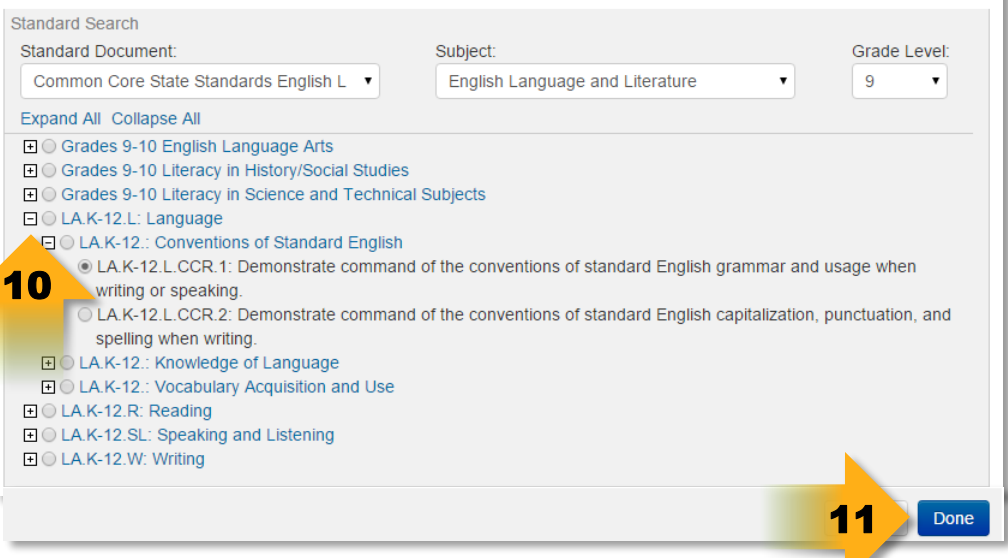

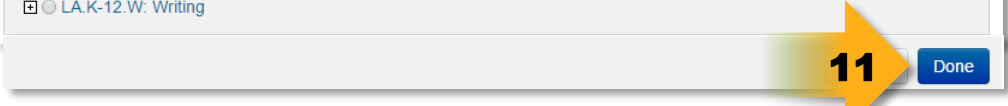
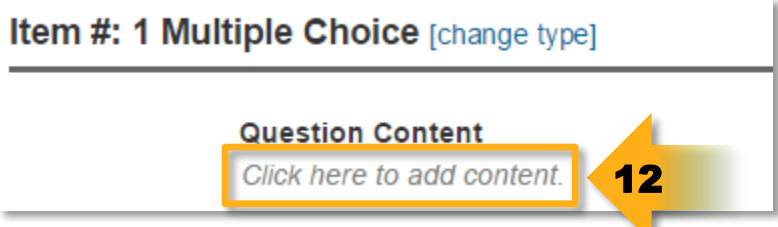
^ Initial Item Settings

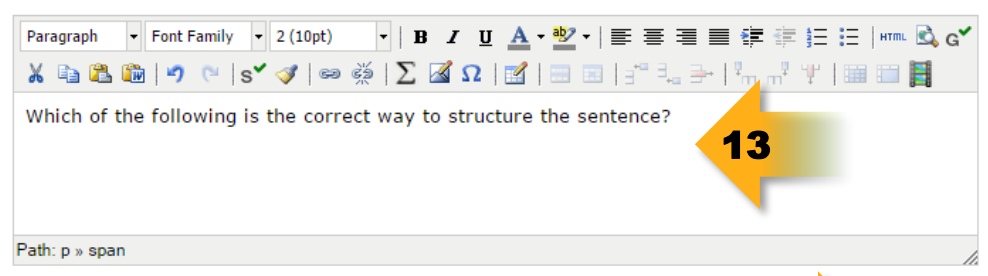

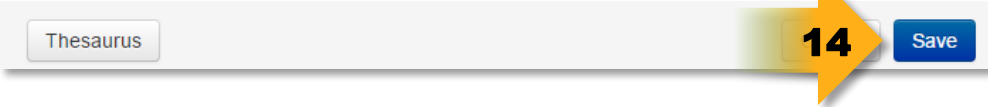

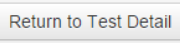

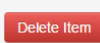
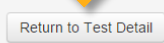

^ Test Item Settings

^ Optional

Cancel

Clear

<p>Define Language and Standard(s)</p> <p>8. Choose the desired Question Language and Response Language.</p>	
<p>9. Click  .</p>	
<p>Select Standard(s)</p> <p>10. Use the  icons to expand the standard categories and select the desired standards.</p>	
<p>11. After all standard (s) are selected for Item 1, click  .</p>	
<p>Edit Question</p> <p>12. Scroll down to Item #1 and click “Click here to add content.”</p>	

<p>Enter Question content.</p> <p>13. Record the question content in the box provided.</p> <p><i>Note: Spelling/grammar checks and an equation editor are available when entering question content.</i></p>	
<p>14. Click  .</p>	
<p>Configure Answer Choices</p> <p>15. Enter the answer choices next to the corresponding letter. Simply click on the text to change its content.</p>	<p>Answer Choices</p> <p>A · I brought home some apples, pears, and peaches to my mom.  Answer is worth <input type="text" value="0"/> points and <input type="checkbox"/> is the correct response. ✖ Teacher Explanation Student Explanation</p> <hr/> <p>B · I brought home some apples and pears and peaches to my mom. Answer is worth <input type="text" value="0"/> points and <input type="checkbox"/> is the correct response. ✖ Teacher Explanation Student Explanation</p> <hr/> <p>C · I brought my mom some apples and pears and peaches. Answer is worth <input type="text" value="0"/> points and <input type="checkbox"/> is the correct response. ✖ Teacher Explanation Student Explanation</p> <hr/> <p>D · I brought my mom some apples, pears, and peaches. Answer is worth <input type="text" value="1"/> points and <input checked="" type="checkbox"/> is the correct response. ✖ Teacher Explanation Student Explanation</p>
<p>16. For the correct option, enter the amount of points it is worth and check the correct response checkbox.</p>	<p> </p>
<p>17. To allow tools and manipulatives, check the “Enabled” checkbox and select the desired support(s).</p>	<p>Tools and Manipulatives</p> <p><input type="checkbox"/> Enabled </p>
<p>18. To save changes, click  .</p>	<p></p>

<p>Edit Remaining Item Type Information</p> <p>19. Scroll down to find remaining question items.</p>	
<p>20. Click </p>	
<p>21. Click </p>	
<p>22. Repeat steps 12-18 for this item and all other question items for this test.</p>	
<p>23. CIM will indicate if necessary information has not yet been entered on specific test items.</p>	
<p>24. When all information has been entered for each test item, click </p>	
<p>Prepare Test for Scheduling</p> <p>25. Click </p>	
<p>Schedule Test</p> <p>26. Click </p>	

<p>Configure Test Options</p> <p>27. Enter desired test dates.</p>	<p>Test Settings</p> <p>Start Date* <input type="text" value="mm/dd/yyyy"/></p> <p>End Date* <input type="text" value="mm/dd/yyyy"/></p> <p>Score Due Date* <input type="text" value="mm/dd/yyyy"/></p> <p><input type="checkbox"/> Prevent the students from accessing the test results until after the end date</p>
<p>28. Note the student passcode required to take the test.</p>	<p>Online Test Options</p> <p>Note: It is highly recommended to Preview Online Test before administration to students.</p> <p>Administer this test with <input checked="" type="radio"/> Schoolnet Browser Test Tunnel - Standard browser settings <input type="radio"/> Schoolnet Secure Tester - Schoolnet's built-in Secure Tester delivery system</p>
<p>29. Enable any additional test options.</p>	<p>Online Passcode is required for a student to access this test: <input type="text" value="LASUD1"/></p> <p><input checked="" type="checkbox"/> Show student scores upon test submission</p> <p><input checked="" type="checkbox"/> Display this test on the Take a Test list on the student home page</p> <p><input type="checkbox"/> Prevent the students from accessing the test before the start date or after the end date</p>
<p>30. Edit course assignments as necessary for the test, if this option is available.</p>	<p><input type="checkbox"/> Enforce test time</p> <p><input checked="" type="checkbox"/> Allow students to pause test</p> <p><input type="checkbox"/> Allow only assigned students to take test</p> <p>Assignment for Chicago Public Schools</p> <p><input checked="" type="radio"/> Assign to students <input type="radio"/> Recommend to teachers <input type="radio"/> Recommend to schools</p>
<p>31. Click <input type="button" value="Save"/>.</p>	<p>Test is currently unassigned</p> <p>Accept Quick Assignment: 158 Courses (English Language and Literature, Grade 9) in All Schools</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>
<p>Test is Ready to Take</p> <p>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.</p> <p><i>Note: The test will also be visible under "Upcoming Tests" for any classes to which it was assigned.</i></p>	<p>Sample Test [20741]</p> <p>Online Passcode: LASUD1</p> <p>Test Stage <input type="button" value="Private Draft"/> <input type="button" value="Public Draft"/> <input type="button" value="Ready To Schedule"/> <input type="button" value="Scheduled"/> <input checked="" type="button" value="In Progress"/> <input type="button" value="Completed"/></p>