CIM: CREATING A TEST (USING AN ITEM BANK FOR ENGLISH TEACHERS)

Quick Start Guide

This Quick Start Guide will take you through the process of creating an ELA test using an Item bank in CIM. This path will allow you to select individual questions from the Item Bank before generating a test.

Navigate to Find an Item

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

2. Click “Find an Item Passage or Rubric.”

Choose A Section Path: There are two ways to search for passages to include in and/or add to a test. To find passages using an Advanced Search, go to Step 3. To browse for passages by subject, grade, and standard go to Step 6.

1st Option: Advanced Search

3. Click “Advanced Search,” to search by Publisher.

Note: See Appendix B for details about other useful search filters available under Advanced Search that can speed the item selection process.
4. Scroll down to the "Publisher," "Subject," "Grade," and "Standards" fields, located under Item Properties, and enter desired search parameters.

Note: To search for items that are part of the Inspect item bank, type "Key Data Systems" in the Publisher search field.

5. Click on "Search Passages" to search for the desired items. Then proceed to Step 26.

2nd Option: Browse Passages.

6. Click "Passages".

7. Select Subject link.

Note: This will allow you to select the "subject" that is attached to a passage.

   a. Select the radio button for the "Subject" desired.

8. Note that as you change filter criteria the total number of Items changes on the right side of the list.
9. Select **Grade** link.

   Note: This will allow you to narrow the search and select a “Grade Range” for your desired passage.

   a. Select the radio buttons for the low and high grade levels desired.

10. Select **Standards** link.

   Note: This will allow you to narrow the search and select “Standards” to which your passage must be aligned.

11. Select the “Standards” as desired.

12. Note: More specific standards can be selected by expanding the standards list by clicking the Symbol.

13. The selected standards appear in a list above the filter criteria. Selections can be deleted by clicking .
14. Click on **View Results** to see the selected test questions.

Choose A Passages Path: There are two ways to search for the Items in a passage to add to a test. To view a passage and select questions associated to the passage (*The view option allows you to select or deselect the Items linked to the Passage*), go to Step 15. To add all items related to each passage to a test, go to Step 25.

**Option 1: Review Selected Passages**

15. “Passage Browsing Results” displays the selected filter criteria.

*Each filter selection can be deleted by clicking on the [ ].*

16. Allows you to see the number of “Items,” “Passage Type,” “Subject,” “Grade Level,” “Language,” and “Publisher” that are associated to the passage.

17. Click on “View” to see the passage and the questions that are related to the title selected.
### 1st Option (Passage Detail)

18. Review the Passage.

19. Scroll down to the bottom of the page.

20. **Note:** The questions are visible by clicking on the option to Expand All or Collapse All.

21. Check or Uncheck the desire Items linked to the Passage that you would like to add to your test.

22. **Note:** you can click on “View”, to see the answer selections for the question.

23. Click “Back to Previous Page” and repeat steps 17-21 for each desired passage.

24. If you agree to the selected Items in step 21, you can Click on “Add Passage and Selected Items to Test” to start creating your test.
Option 2: Item Selection

25. Check ✓ each passage that you would like to appear on the test.

26. Select

Add Passages with Items to Test to create test.

Add Items to a Test

26a. To add the selected items to an Existing Test, search for the test by Test Name or Test ID then Click Go. Then skip to Step 30.
26b. To create a **New Test** with the selected items, Click on

![Create new Test with these items](image)

**New Test Creation:**

27. Populate the fields as desired and applicable. The number of items will be prefilled based on the test items you’ve selected.

28. Scroll down to the bottom of the page.

29. Test category has three options:
   - **My Classroom:** Test will be visible for the creator’s classroom only.
   - **Common Classroom:** Test can be shared with other teachers in the school.
   - **School Assessment:** Test can be scheduled for any teacher in the school.
30. Click **Generate Test**.

**Edit Remaining Item Type Information**

31. Scroll down to view all items on the test.

32. To preview a Student View, click on **“Preview Online Test”**.

33. Click on **“Start Test Now,”** to experience and view how the student will take the test online.

34. Click on the red **X** to close the preview window.

35. CIM will indicate if any necessary information has not yet been entered for specific test items.
36. When all information has been entered for each test item, click **Make Public**, if the button is available.

Note: For a description of the test scheduling process in CIM, see Appendix A: *Understanding Test Stages*.

<table>
<thead>
<tr>
<th>Prepare Test for Scheduling</th>
</tr>
</thead>
<tbody>
<tr>
<td>37. Click <strong>Ready to Schedule</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedule Test</th>
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<tr>
<td>38. Click <strong>Schedule</strong>.</td>
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</tbody>
</table>
### Configure Test Options

39. Enter desired test dates.

40. The passcode required for student to take the test online is displayed.

41. Enable any additional test options, as desired.

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

43. Click **Save**.
Test is Ready to Take

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

*Note: The test will also be visible on the CIM Home Page under “Upcoming Tests” for any courses to which it was assigned in step 42.*

45. **Note the student passcode required for student to take the test online, and the test ID that can be used to find the test when scoring open response items.**
Understanding Test Stages

The test stages define the readiness state for the test. This determines when a test is available for scheduling and distribution. Every test has a test stage and can only be in one stage at a time.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
<th>Trigger for Next Phase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Draft</td>
<td>A test only visible to the test creator. This is the default state of a test when it is created (from new or copy). This test is fully available for editing.</td>
<td>To make to a test available to other users for review or content creation, click <strong>Make Public</strong>.</td>
</tr>
<tr>
<td>Public Draft</td>
<td>A test that is visible to all users who are able to create and edit tests. This test is fully available for editing. The “Ready for Scheduling” option is not available on public drafts until there are no items with errors on the test. This stage does not apply to teacher-created classroom tests.</td>
<td>Click <strong>Ready to Schedule</strong> on the Test Detail page.</td>
</tr>
<tr>
<td>Ready for scheduling</td>
<td>The content of this test and the test properties are now locked. To locate, click <strong>Schedule</strong> on the Assessment Admin navigation bar.</td>
<td>Start, end, and score due dates have been indicated.</td>
</tr>
<tr>
<td>Scheduled</td>
<td>A test that has been assigned a test window but has not reached the started date.</td>
<td>A test automatically switches from <strong>Scheduled</strong> to <strong>In Progress</strong> when the start date is reached.</td>
</tr>
<tr>
<td>In Progress</td>
<td>A test that is between the start date and the end date (inclusive).</td>
<td>A test automatically switches from <strong>In Progress</strong> to <strong>Complete</strong> when the end date is passed.</td>
</tr>
<tr>
<td>Complete</td>
<td>A test is <strong>Complete</strong> when the test window closes.</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Appendix B: Item Advanced Search Options

**Text**: Search for ELA items by associated with a particular text/passage. You can also use this option to search by text genre and/or keyword.

**Standard Lookup**: Select the standard(s) for which you would like to find assessment items.

**Subject and Grade Level**: Filter items by subject and/or grade level.

**Keyword**: Search for items by keyword. Useful for searching for items related to a particular topic/concept.

**Publisher**: Enter “Key Data Systems” to search for INSPECT items (see Step 6 for details).

**Item Type**: Search for items of a particular type (e.g., Open Response).

**Item Links**: Search for items that are linked to passages and/or rubrics.

**Bloom’s Taxonomy**: Search for items by Bloom’s level.

**Webb**: Search for items at a particular Depth of Knowledge (DOK) level.