CIM: CREATING A TEST (USING AN ITEM BANK FOR MATH & SCIENCE TEACHERS)

Quick Start Guide

This Quick Start Guide will take you through the process of creating a test using an Item banks 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 Item Bank items to include and or add to a test. To find items using an Advanced Search, go to Step 3. To browse for items 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 each desired parameter.

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 Items” to search for the desired items. Then proceed to Step 15.

2nd Optional Route

6. Click .

7. Select link.

Note: This will allow you to select the “course/subject” that is attached to an items.

   a. Select the radio button for the “Subject” desired.

8. Note that as you change filter criteria the total number of available 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 items.

   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 items 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 **Clear Select**.
14. Click on **View Results** to see the selected test questions.

Review Selected Items

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

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

16. Check [ ] each test question that you would like to appear on the Test.

17. Optionally, click on “Preview” or “View” to see the question that was selected from a student perspective.

   *Note: The preview option allows you to turn the Manipulatives “Off” or “On” for the question you’re viewing.*

18. Click [ ].

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Add Items to a Test

19a. 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 25.

19b. To create a New Test with the selected items, Click on Create new Test with these items.
New Test Creation:
20. Populate the fields as desired and applicable. The number of Items will be prefilled based on the test items you’ve selected.

21. Scroll down to the bottom of the page.

22. 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.

23. Click on “Initial Item Settings” to select the Equation Editor for Math Assessments, if needed. 
   
   *See Appendix C for step by step instructions.*
24. Click **Generate Test**.

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

26. To preview a Student View, click on "**Preview Online Test**".

27. Click on **"Start Test Now,"** to experience and view how the student will take the test online.

28. Click on the red **"X"** to close the preview window.

29. CIM will indicate if any necessary information has not yet been entered for specific test items.
### Prepare Test for Scheduling

31. Click **Ready to Schedule**.

### Schedule Test

32. Click **Schedule**.

### Configure Test Options

33. Enter desired test dates.

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

35. Enable any additional test options, as desired.

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

37. Click **Save**.

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38. 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 classes to which it was assigned.

39. 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.
Appendix A:

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 Make Public.</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 Ready to Schedule 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 Schedule 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 Scheduled to In Progress 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 In Progress to Complete when the end date is passed.</td>
</tr>
<tr>
<td>Complete</td>
<td>A test is Complete when the test window closes.</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Appendix B: Item Advanced Search Option

- **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.
Appendix C: Initial Item Settings

Enable Text Formatting – “IMPORTANT” if your assessment includes Math items that require students to use the EQUATION EDITOR. You must select “Enable Text formatting for all open response items” and then check the “Enable Equation Editor” box.

- **Multiple Choice Answer Layout** – leave as default setting (“Use Item Settings”)
- **Enable Tools & Manipulatives** - Allows tools and manipulatives to be used on both online and printed tests. When you select this option, you can select the specific tools and manipulatives you want to include on a test. (e.g. four-function calculator, scientific calculator, graphing calculator, protractor, compass, rulers, centimeter ruler, and a unit ruler).