

CIM: LOCATING AND SCORING A TEST

Quick Start Guide

This Quick Start Guide will take you through the process of locating and scoring a pre-created test in CIM. There are two ways to complete this task; both will be outlined in this guide.

Scroll to Class Data

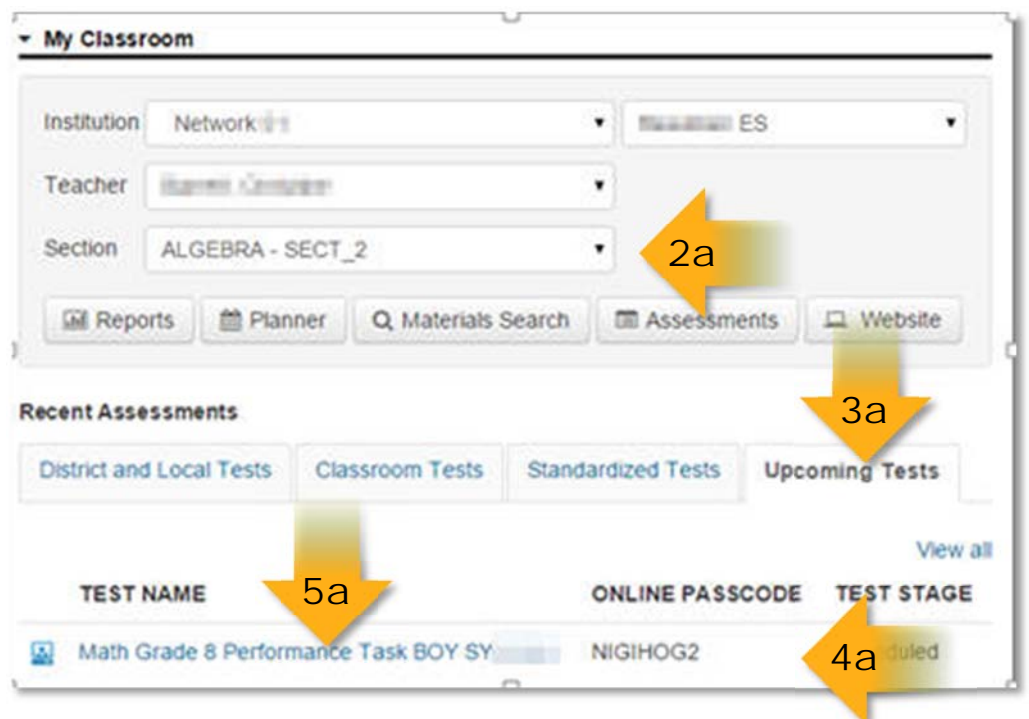
1a. After logging into CIM, use the scroll bar to scroll down to the bottom of the page.



The screenshot shows the top of the CIM interface. The Chicago Public Schools logo and 'IMPACT CIM' are at the top left. A user greeting 'Welcome, Marquita' is at the top right. Below is a blue navigation bar with buttons for 'Outreach Collaboration', 'School & District Data Reports & Indicators', 'Classrooms Rosters, Reports, Planners', 'Assessment Admin Create & Monitor', and 'Interventions Plans & Reports'. A 'Scope' dropdown is set to 'Personal', and there are 'View', 'Edit', 'Add', and 'Reset' buttons. Below the navigation bar, it says 'Welcome back, Marquita.' and 'Your last visit was today. Your role is System Operator at Chicago Public Schools'.

Locate the Test

2a. Your parameters will be viewable under the “My Classroom” heading. Select the desired section.



The screenshot shows the 'My Classroom' section. It has dropdown menus for 'Institution' (Network), 'Teacher' (Marquita), and 'Section' (ALGEBRA - SECT_2). Below these are buttons for 'Reports', 'Planner', 'Materials Search', 'Assessments', and 'Website'. A 'Recent Assessments' section is visible with tabs for 'District and Local Tests', 'Classroom Tests', 'Standardized Tests', and 'Upcoming Tests'. Below the tabs is a table with columns for 'TEST NAME', 'ONLINE PASSCODE', and 'TEST STAGE'. The first row shows 'Math Grade 8 Performance Task BOY SY...', 'NIGHOG2', and 'Scheduled'.

3a. Click “**Upcoming Tests.**”

4a. The upcoming test information will display, including the online passcode for students.

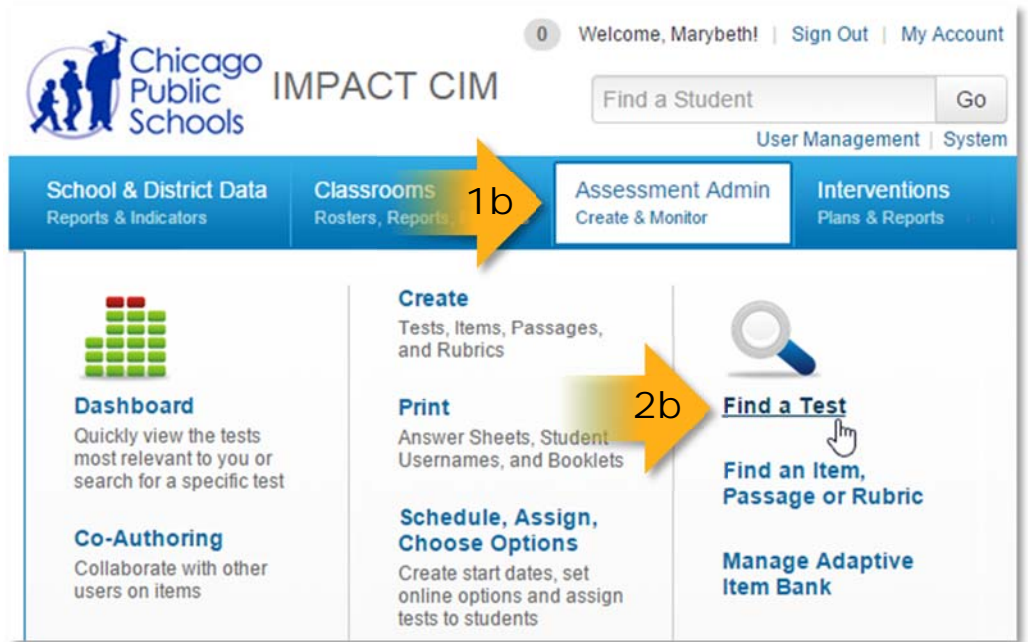
5a. Click the test name to view test details and score the test.

To continue the process and score a test, skip to step 6 on page 3 of this document. For an alternate method of locating a test, please continue to the next page.

The above steps detail the recommended way of locating a test. The alternate method of finding a test requires knowing a Test ID or Test Name. The Test ID and Test Name are visible and should be noted while the test is being created.

Open 'Find a Test'

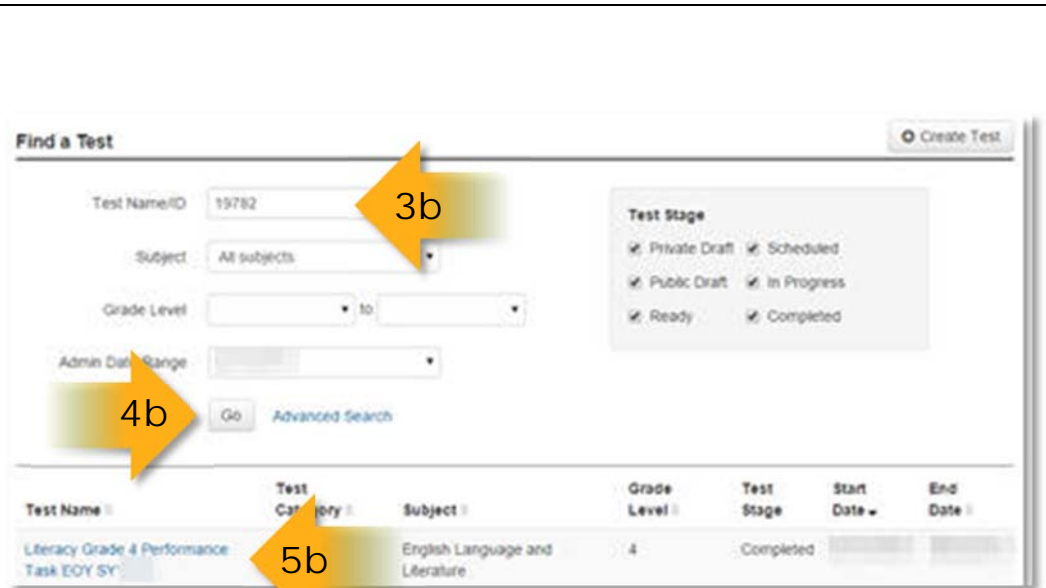
1b. Hover over "Assessment Admin" in the menu bar.



2b. Click "Find a Test."

Locate a Test.

3b. Search for the desired test. We strongly recommend using the Test ID to search for a test.



4b. Click .

5b. Click the test name to view test details.

Navigate to Scoring

6. Click [Score Test](#).

BOY ES Fitness Assessment sample test

Online Passcode: [REDACTED]

Test Stage: Private Draft Public Draft Ready To Schedule Scheduled **In Progress** Completed

Test Actions

- Copy Test
- Delete this Test
- Answer Sheets
- Score Test**
- View Usernames

Preview Online Test

Student Test Booklet (.pdf | .doc)

Answer Key (.pdf)

Scoring Instructions (.pdf)

Cover Sheet (.pdf)

▶ Status & Student Comments

Test Content

Item	Item	Actions
1	Open Response Number of Curl-Ups completed.	Actions Point Value: 80 Standard ID: HE.K.20 Response Type: Not Applicable
2	Open Response Number of Push-Ups completed	Actions Point Value: 86 Standard ID:

Report Scoring Parameters

7. Click “Locate a Section” in the menu bar.

8. “Region” “School Type” and “School” fields will be greyed out and uneditable.

9. Identify the Grade Level, Course, and Teacher for the course you will be entering scores.

10. Click .

Note: If no sections display after clicking “Search,” check the “Include sections not assigned to the test” box, then click “Search” once more. This will populate all courses that you teach.

SUBJECT: Physical Education ADMINISTRATION DATES: [REDACTED]

GRADE LEVEL: 3 - 8 COLLECTION STATUS: Not Started

Section Search

Region: [REDACTED]

School Type: [REDACTED]

School: [REDACTED]

Grade Level: [3]

Department: -- All Departments --

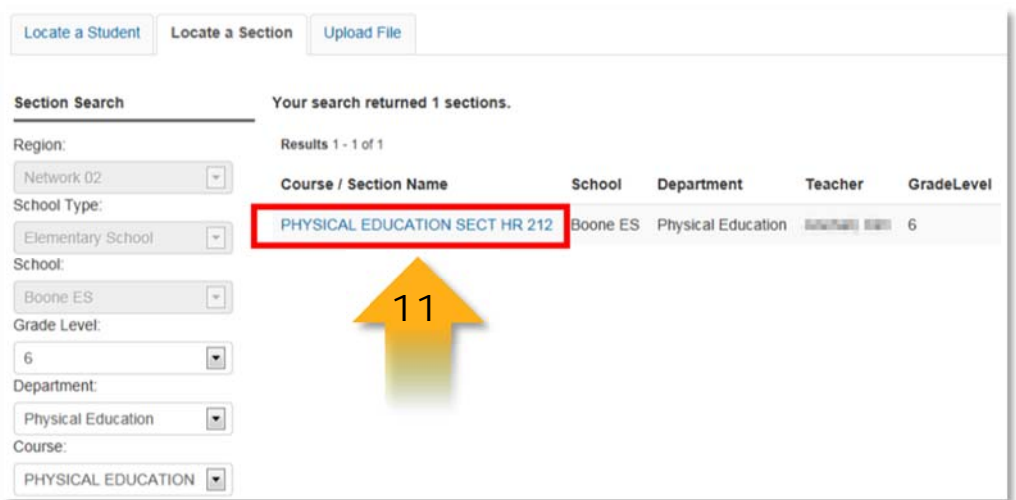
Course: -- All Courses --

Teacher: -- All Teachers --

Include sections not assigned to the test

Select the Class

11. Click on the class section you will be scoring.



Locate a Student Locate a Section Upload File

Section Search Your search returned 1 sections.

Region: Network 02

School Type: Elementary School

School: Boone ES

Grade Level: 6

Department: Physical Education

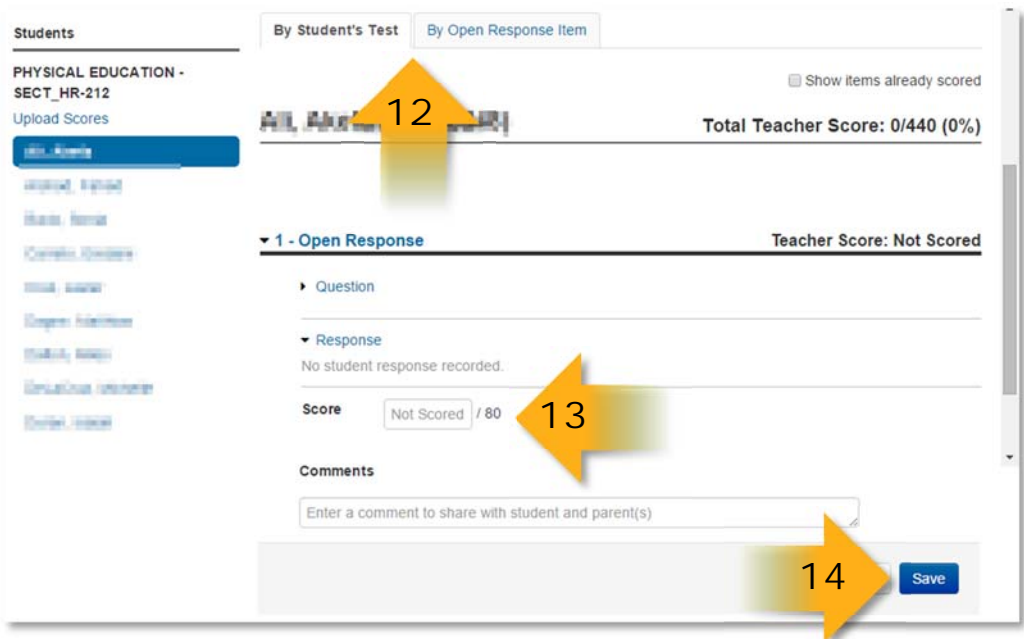
Course: PHYSICAL EDUCATION

Results 1 - 1 of 1

Course / Section Name	School	Department	Teacher	GradeLevel
PHYSICAL EDUCATION SECT HR 212	Boone ES	Physical Education		6

Score the Test

12. Users can score by individual students or by item number. Depending on your preference, click the desired tab.



Students By Student's Test By Open Response Item

PHYSICAL EDUCATION - SECT_HR-212

Upload Scores

Show items already scored

Total Teacher Score: 0/440 (0%)

▼ 1 - Open Response Teacher Score: Not Scored

▶ Question

▼ Response

No student response recorded.

Score Not Scored / 80

Comments

Enter a comment to share with student and parent(s)

13. Enter the scores.

14. Click .