

# 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

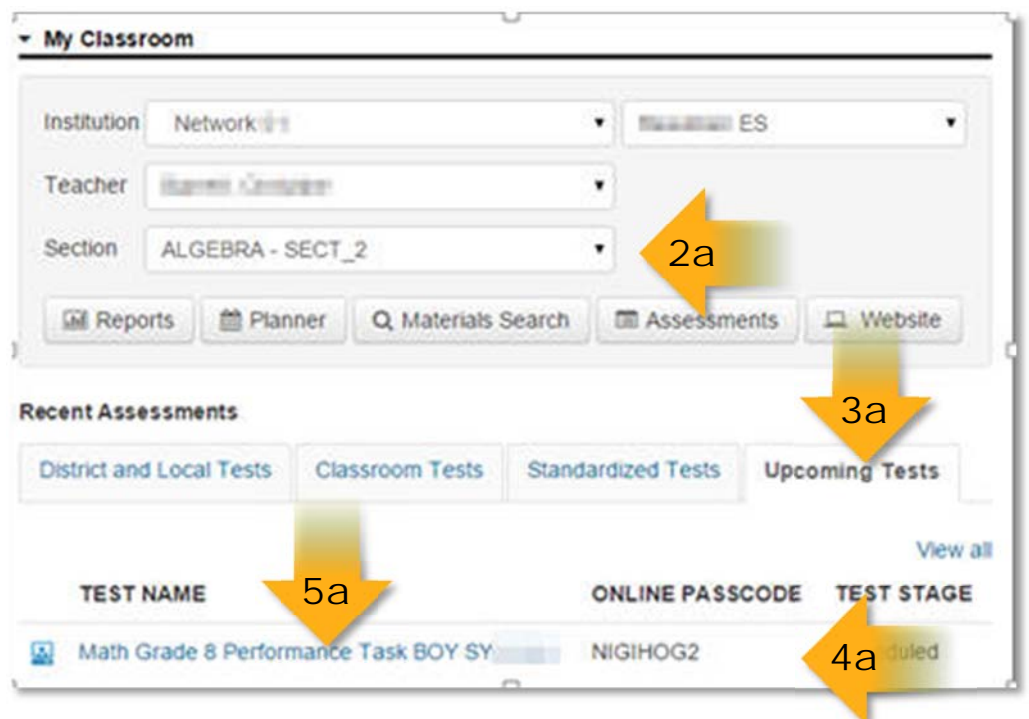
1a. After logging into CIM, use the scroll bar to scroll down to the bottom of the page.



The screenshot shows the top of the CIM interface. At the top right, it says "Welcome, Marquita". Below this is a navigation bar with five main sections: Outreach Collaboration, School & District Data Reports & Indicators, Classrooms Rosters, Reports, Planners, Assessment Admin Create & Monitor, and Interventions Plans & Reports. Below the navigation bar is a "Scope" dropdown set to "Personal" and buttons for "View", "Edit", "Add", and "Reset". The main heading says "Welcome back, Marquita." and below that, it says "Your last visit was today. Your role is System Operator at Chicago Public Schools". A yellow arrow labeled "1a" points to the scroll bar on the right side of the page.

### 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 several dropdown menus: "Institution" (Network), "Teacher" (Marquita), and "Section" (ALGEBRA - SECT\_2). Below these are buttons for "Reports", "Planner", "Materials Search", "Assessments", and "Website". A yellow arrow labeled "2a" points to the "Assessments" button. Below this is a "Recent Assessments" section with four tabs: "District and Local Tests", "Classroom Tests", "Standardized Tests", and "Upcoming Tests". A yellow arrow labeled "3a" points to the "Upcoming Tests" tab. Below the tabs is a table with columns "TEST NAME", "ONLINE PASSCODE", and "TEST STAGE". A yellow arrow labeled "5a" points to the "TEST NAME" column, and another yellow arrow labeled "4a" points to the "TEST STAGE" column. The first row in the table shows "Math Grade 8 Performance Task BOY SY" with passcode "NIGIHOG2" and stage "Scheduled".

3a. Click "Upcoming Tests."

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

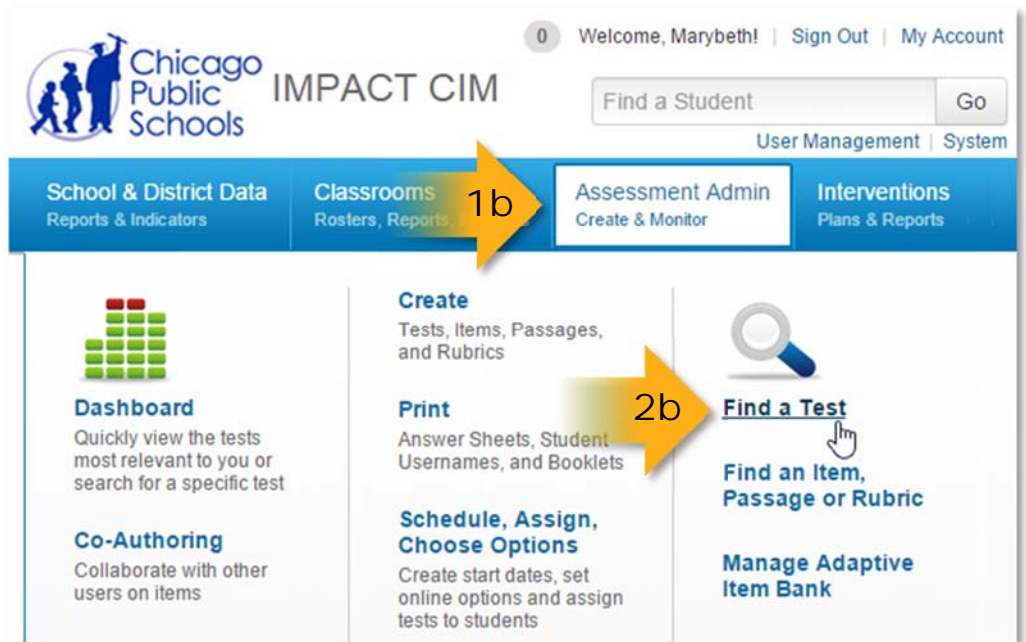
5a. Click the test name to view test details and score the test.

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'**

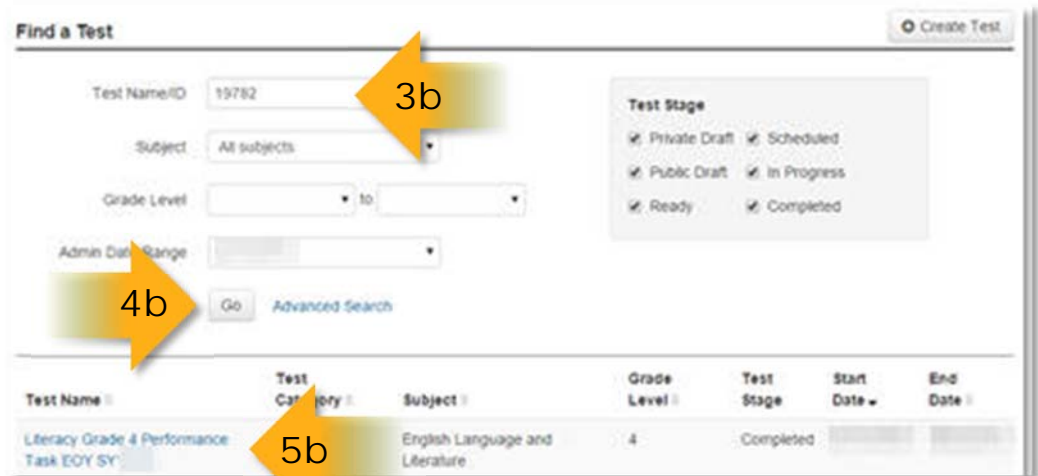
1b. Hover over "Assessment Admin" in the menu bar.



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:

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

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Preview Online Test

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Student Test Booklet ( .pdf | .doc )

Answer Key ( .pdf )

Scoring Instructions ( .pdf )

Cover Sheet ( .pdf )

▶ Status & Student Comments

**Test Content**

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

GRADE LEVEL: 3 - 8      COLLECTION STATUS: Not Started

**Section Search**

Region:

School Type:

School:

Grade Level:

Department:

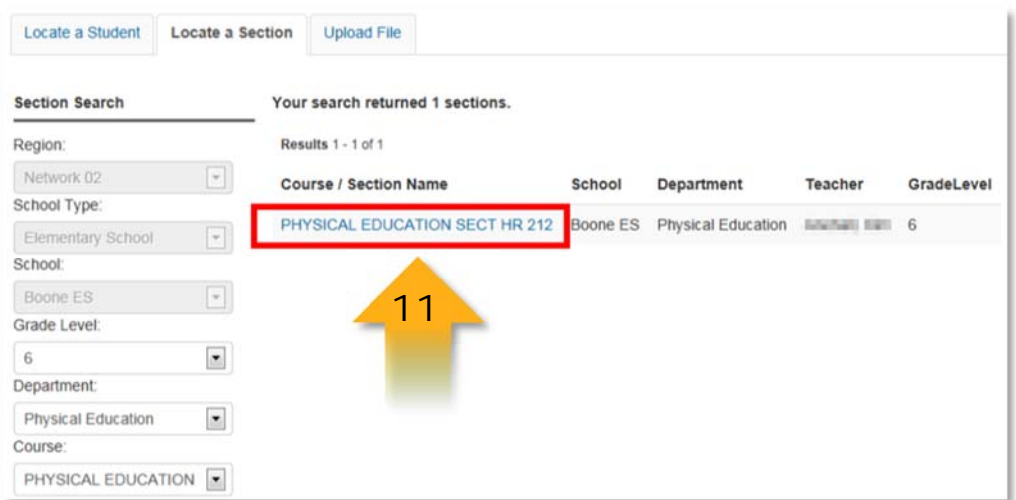
Course:

Teacher:

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

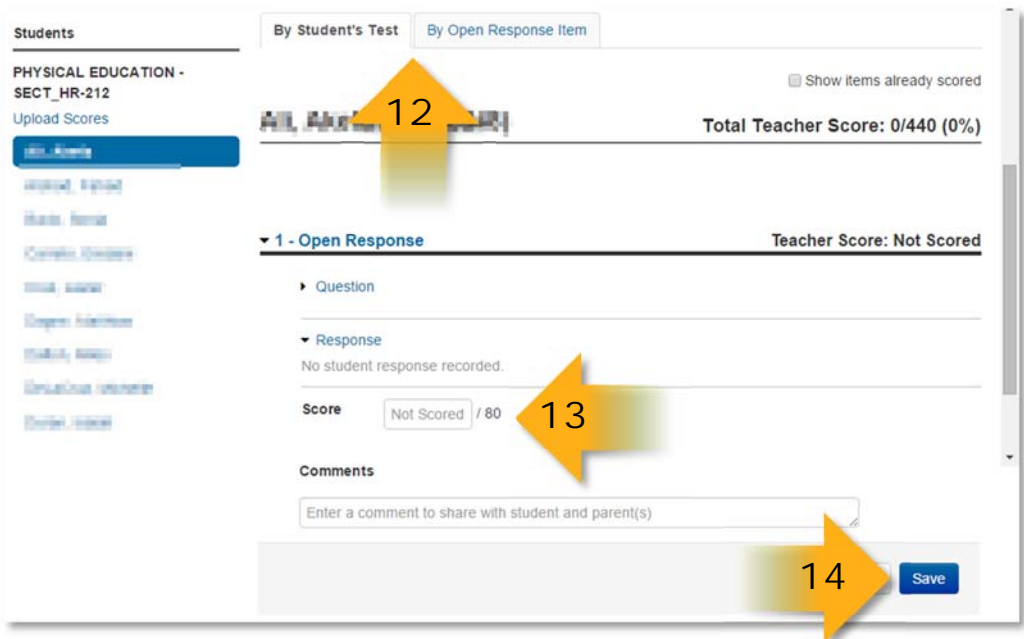
Course: PHYSICAL EDUCATION

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

All Scores   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)

Save

13. Enter the scores.

14. Click **Save**.