

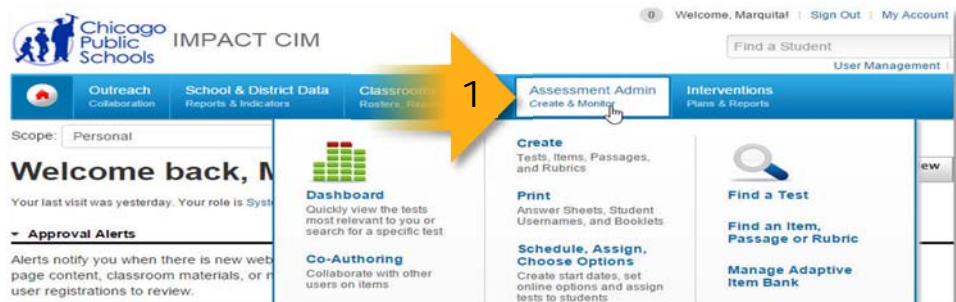
CIM: PRINTING A BLANK PLAIN PAPER ANSWER SHEETS (TEACHERS)

Quick Start Guide

This Quick Start Guide will help you Print Blank Answer Sheets for Classroom and Benchmark tests. Please see Appendix A to view the available print options.

Navigate to Test Dashboard

1. Click on **Assessment Admin** in the menu bar.



Chicago Public Schools IMPACT CIM

Welcome, Marquital | Sign Out | My Account

Find a Student | User Management

Outreach Collaboration | School & District Data Reports & Indicators | Classroom Rosters, Plans | **Assessment Admin Create & Monitor** | Interventions Plans & Reports

Scope: Personal

Welcome back, M

Your last visit was yesterday. Your role is System Administrator

Approval Alerts

Alerts notify you when there is new web page content, classroom materials, or new user registrations to review.

Dashboard: Quickly view the tests most relevant to you or search for a specific test

Co-Authoring: Collaborate with other users on items

Create: Tests, Items, Passages, and Rubrics












Print: Answer Sheets, Student Usernames, and Booklets


Schedule, Assign, Choose Options: Create start dates, set online options and assign tests to students

Find a Test: Find an Item, Passage or Rubric

Manage Adaptive Item Bank





2. Locate the desired test.

	Test Name	Subject	Grade Level
   	CPS Quarter 1 Benchmark Literacy Grade K SY15-16	English Language and Literature	K
   	CPS Quarter 1 Benchmark Literacy Grade K SY15-16 - Spanish	English Language and Literature	K
   	CPS Quarter 1 Benchmark Literacy Grade 1 SY15-16	English Language and Literature	1

3. Click on  icon to generate an Answer Sheet.

Note: All tests ready to be Scheduled and In Progress are displayed.



	Test Name	Subject	Grade Level
   	CPS Quarter 1 Benchmark Literacy Grade K SY15-16	English Language and Literature	K
   	CPS Quarter 1 Benchmark Literacy Grade K SY15-16 - Spanish	English Language and Literature	K
   	CPS Quarter 1 Benchmark Literacy Grade 1 SY15-16	English Language and Literature	1

Print Answer Sheet

- Use the section search to filter for the desired section(s).

Section School/Grade

Section Search

Region:
Network 12

School Type:
-- Either School Type --

School:
BLACK

Grade Level:
K

Department:
-- All Departments --

Course:
KG CHGO READ FRMWF

Teacher:
-- All Teachers --

Include sections not assigned to the test

Search



- Click on the desired section name(s).

Your search returned 1 sections. Generate Answer Sheet

Results 1 - 1 of 1

<input checked="" type="checkbox"/>	Section	Teacher	# of Students
<input checked="" type="checkbox"/>	KG CHGO READ FRMWRK SECT HR B104	[Redacted]	28

Generate Answer Sheet



- Deselect All Students by clicking the next to **Student Name**.

ACT 0861D English [23250]

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

SUBJECT: English Language and Literature ADMINISTRATION DATES: 4/5/2016 - 5/2/2016

GRADE LEVEL: 11 COLLECTION STATUS: Not Started

Section School/Grade

RS2 English IV SECT 1 Students: 8

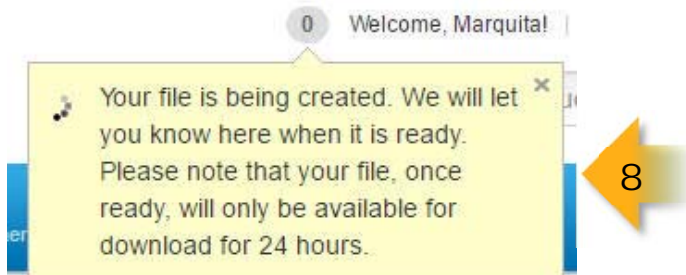


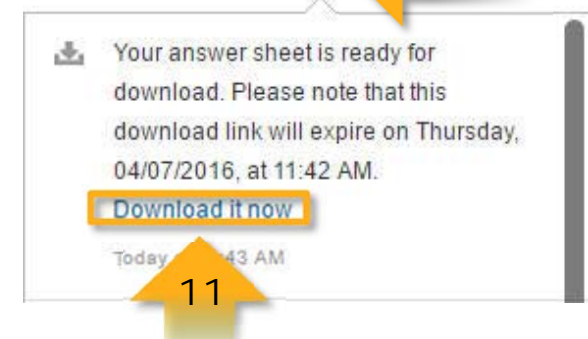
Generate Answer Sheet

<input checked="" type="checkbox"/>	Student Name	Student ID	Grade
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	12
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	12
<input checked="" type="checkbox"/>	[Redacted]	[Redacted]	12

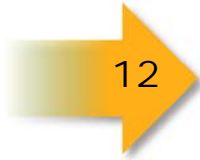
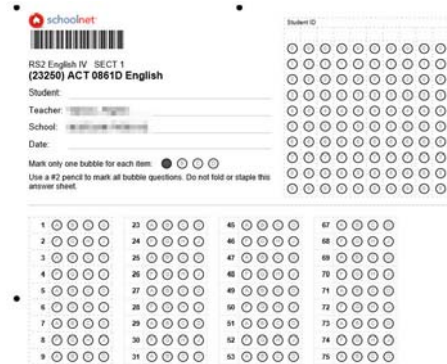
Generate Answer Sheet Generate Blank Answer Sheet



- Click on **Generate Blank Answer Sheet**.

<p>8. CIM will begin generating the Answer Sheet.</p> <p><i>Note: A status indicator is located at the top of the page.</i></p>	
<p>9. Once complete, a number will appear, letting you know that the answer sheet is ready for download.</p>	
<p>10. Click on the RED circle. Your answer sheet is ready for download.</p>	
<p>11. Click on Download it now.</p>	

12. A PDF file is created that includes a cover sheet and a blank sheet that can be used for any student.

schoolnet

Student ID: _____

R32 English IV - SECT 1
(23250) ACT 0861D English

Student: _____

Teacher: _____

School: _____

Date: _____

Mark only one bubble for each item. ● ○ ○ ○ ○




Use a #2 pencil to mark all bubble questions. Do not fold or staple this answer sheet.

1	○ ○ ○ ○	21	○ ○ ○ ○	41	○ ○ ○ ○	61	○ ○ ○ ○
2	○ ○ ○ ○	22	○ ○ ○ ○	42	○ ○ ○ ○	62	○ ○ ○ ○
3	○ ○ ○ ○	23	○ ○ ○ ○	43	○ ○ ○ ○	63	○ ○ ○ ○
4	○ ○ ○ ○	24	○ ○ ○ ○	44	○ ○ ○ ○	64	○ ○ ○ ○
5	○ ○ ○ ○	25	○ ○ ○ ○	45	○ ○ ○ ○	65	○ ○ ○ ○
6	○ ○ ○ ○	26	○ ○ ○ ○	46	○ ○ ○ ○	66	○ ○ ○ ○
7	○ ○ ○ ○	27	○ ○ ○ ○	47	○ ○ ○ ○	67	○ ○ ○ ○
8	○ ○ ○ ○	28	○ ○ ○ ○	48	○ ○ ○ ○	68	○ ○ ○ ○
9	○ ○ ○ ○	29	○ ○ ○ ○	49	○ ○ ○ ○	69	○ ○ ○ ○
		30	○ ○ ○ ○	50	○ ○ ○ ○	70	○ ○ ○ ○
		31	○ ○ ○ ○	51	○ ○ ○ ○	71	○ ○ ○ ○

Appendix A:

What You Can Print

Depending on the test, the following options are available in your Assessment Admin Teacher Profile.

	Download a test booklet. This generates a PDF file for downloading and printing. A word file format is available from the Test Detail. Printing test booklets is not available for Answer Key Only tests.
	Download instructions, if available, in PDF format for the test. This typically applies to tests that have scoring rubrics for open response items.
	Generate “plain paper” answer sheets. This includes question bubbles with the student information and Test ID at the top of each page or just the first page.