

CIM: VIEWING STUDENT PROFILES

Quick Start Guide

This Quick Start Guide will take you through the process of viewing historical student information in CIM, including enrollment, attendance, grades, and standardized test scores.

Find a Student

1. Type in a student identifier, such as an ID or last name.

2. Click **Go**.

Select the Correct Student

3. If more than one entry appears, locate the desired student and click the name.

Student Search

smith, john [Advanced Search](#)

Student Name ^	Student ID	Grade	School
Smith, John	104101000	9	Harold D. Brown Community Learning Center
Smith, John	104101000	8	Harold D. Brown Community Learning Center
Smith, John	104101000	10	Harold D. Brown Community Learning Center
Smith, John	104101000	3	Harold D. Brown Community Learning Center
Smith, John	104101000	PK	Harold D. Brown Community Learning Center

View Student Overview

4. The profile defaults to the student overview, displaying demographics.

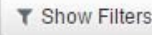
5. View current enrollment information.

Student Profile: John Lee Smith

Grade 10
Student ID: 104101000

[Student Overview](#) | [Standardized Tests](#) | [Benchmark Tests](#) | [Enrollment & Academic Record](#) | [Programs](#) | [Learning Plan & Teacher's Notes](#) | [Classroom Tests](#) | [Interventions](#)

Personal Information		Current Enrollment	
Guardian or Parent	-	School	Harold D. Brown Community Learning Center
Address	104101000	Grade	10
Telephone	104101000	Homeroom	104101000
Date of Birth	104101000	Enrollment Dates	08/01 - Present
Gender	M	Days Enrolled	0
Ethnicity	NOT Hispanic/Latino	Absences	0
Race	104101000	Tardy	0
Race Reporting Category	N/A	Disciplinary Actions	NA
Lunch Status	Denied	Taking Classes at	Harold D. Brown Community Learning Center
Special Education	NA		
Gifted & Talented	NA		
Test Accommodations	N/A		

<p>Set Standardized Test Parameters</p> <p>6. Click “Standardized Tests” in the Menu bar.</p>	
<p>7. Click </p>	
<p>8. Select the year of standardized test records you would like to view.</p>	
<p>View Test Detail</p> <p>9. Student scores for individual tests will display. Click “Distribution Chart” to see how this student performed in relation to peers.</p>	
<p>10. Click “Details” to see how the student performed in specific test strands</p>	
<p>Open Benchmarks</p> <p>11. Click “Benchmark Tests” in the Menu bar.</p>	

View Benchmark Detail

12. The page will default to the current year. To change the displayed test year, click **Show Filters**.

13. View Benchmark scores and score groups.

14. To view additional test detail, click the test name.

Menu: Student Overview | Standardized Tests | **Benchmark Tests** | Enrollment & Academic Record | Learning Plan & Teacher's Notes | Classroom Tests | Interventions

ELA

Test Name	Test Date	Test Score	Score Group
Literacy Grade 8 Performance Task EOY SY13-14 - CPS Generic Standards	4/28/2014	66.7% (2/3)	Below
CPS Quarter 1 Benchmark Literacy Grade 8 SY13-14 - Common Core State Standards English Language Arts: 9/10	9/30/2013	66.7% (4/6)	Below
Literacy Grade 8 Performance Task BOY SY13-14 - CPS Generic Standards	4/28/2014	33.3% (1/3)	Academic Warning

Mathematics

Test Name	Test Date	Test Score	Score Group
Math Grade 8 Performance Task EOY SY13-14 - CPS Generic Standards	4/28/2014	100.0% (3/3)	Exceeds
CPS Benchmark Math Grade 8 : Representations of Linear Relationships - Common Core State Standards Mathematics: 9/10	9/30/2013	72.7% (16/22)	Meets

Open Enrollment & Academic Records

15. Click **“Enrollment & Academic Record”** in the Menu bar.

Menu: Student Overview | Standardized Tests | Benchmark Tests | **Enrollment & Academic Record** | Programs

View Enrollment

16. Enrollment data (such as school, absences, and tardies) displays by the year.

17. Use the scrollbar to scroll down to the bottom of the page.

2015-2016 1 Total Enrollment

School	Wright Elementary	Withdrawal Code	--
Grade	1	Enrollment Dates	08/01 - Present
Homeroom Teacher	Kevin Smith	Days Enrolled	0
		Absences	0
		Tardy	0

2014-2015 1 Total Enrollment

School	Wright Elementary	Withdrawal Code	Unknown
Grade	1	Enrollment Dates	08/01 - 06/30
Homeroom Teacher	Kevin Smith	Days Enrolled	194
		Absences	5.5
		Tardy	0

<p>View Academic Record</p> <p>18. View current course schedule and corresponding grades.</p>	<p>Academic Record</p> <p><input type="checkbox"/> 2015-2016</p> <table border="1"> <thead> <tr> <th>Course, Teacher</th> <th>S1Q1</th> <th>S1Q2</th> <th>S1Q3</th> <th>S1PR1</th> <th>S1PR2</th> <th>S2PR3</th> <th>S2PR4</th> </tr> </thead> <tbody> <tr> <td>CHGO READING FRMWK SECT 1, [Teacher Name]</td> <td>B</td> <td>C</td> <td>A</td> <td>C</td> <td>B</td> <td>B</td> <td>A</td> </tr> <tr> <td>HEALTH EDUCATION SECT 1, [Teacher Name]</td> <td>C</td> <td>F</td> <td>B</td> <td>A</td> <td>F</td> <td>F</td> <td>D</td> </tr> <tr> <td>LEARNING TECHNOLOGY SECT 1, [Teacher Name]</td> <td>B</td> <td>C</td> <td>A</td> <td>A</td> <td>A</td> <td>B</td> <td>A</td> </tr> <tr> <td>LISTENING STANDARDS SECT 1, [Teacher Name]</td> <td></td> <td></td> <td>B</td> <td>A</td> <td></td> <td></td> <td>NA</td> </tr> <tr> <td>MATHEMATICS STD SECT 3, [Teacher Name]</td> <td></td> <td></td> <td>A</td> <td>A</td> <td></td> <td></td> <td>B</td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> 2013-2014</p> <p><input type="checkbox"/> 2012-2013</p>	Course, Teacher	S1Q1	S1Q2	S1Q3	S1PR1	S1PR2	S2PR3	S2PR4	CHGO READING FRMWK SECT 1, [Teacher Name]	B	C	A	C	B	B	A	HEALTH EDUCATION SECT 1, [Teacher Name]	C	F	B	A	F	F	D	LEARNING TECHNOLOGY SECT 1, [Teacher Name]	B	C	A	A	A	B	A	LISTENING STANDARDS SECT 1, [Teacher Name]			B	A			NA	MATHEMATICS STD SECT 3, [Teacher Name]			A	A			B
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<p>Create PDF</p> <p>22. Click .</p>	<p>Create PDF for Johnathan Smith</p> <p>I would like to generate a student profile PDF with the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Student Overview (includes the student's personal/demographic information and a summary of their student performance) <input checked="" type="checkbox"/> Benchmark Test Data <ul style="list-style-type: none"> <input checked="" type="radio"/> Overview data only <input type="radio"/> Detailed data <input type="checkbox"/> Programs <p>Choose test options → <input type="radio"/> Last test taken by this student <input type="radio"/> All tests taken between</p> <p>2006-2007 and Current School Year</p> <p>View this data by: <input type="radio"/> Test <input type="radio"/> Standards View: <input type="radio"/> All Subjects <input type="radio"/> Math <input type="radio"/> ELA <input type="radio"/> Reading <input type="radio"/> Writing <input type="radio"/> Social Studies</p> <p><input type="checkbox"/> Most recent year available</p> <p>Between 2006-2007 and Current School Year</p> <p><input type="button" value="Create PDF"/> <input type="button" value="Cancel and Return to Student Profile"/></p>																																																
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