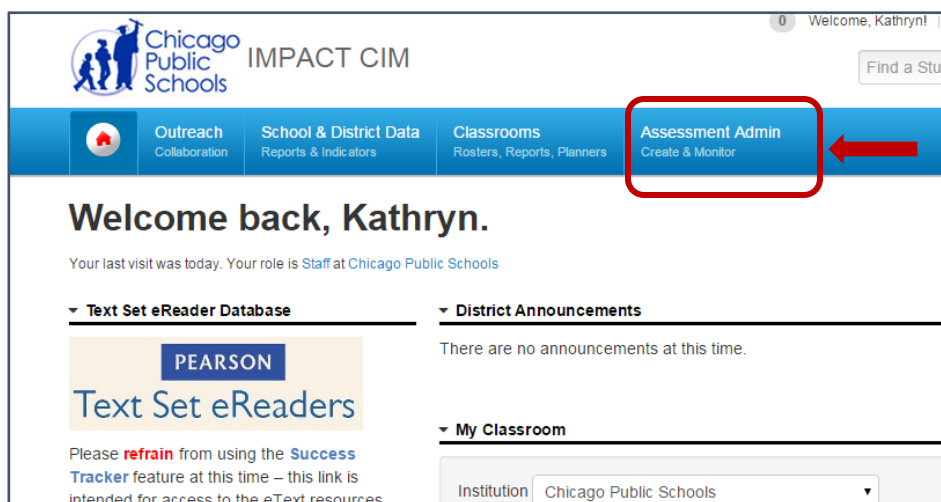
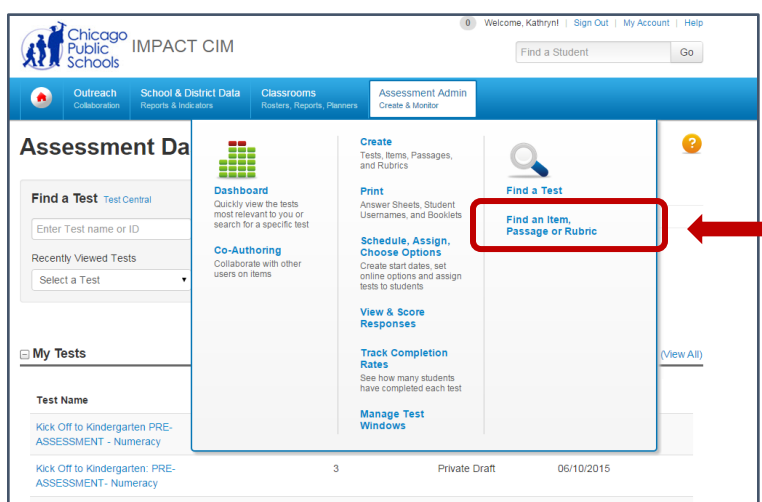


Creating Assessments in CIM with the INSPECT Item Bank

1. Go to the CIM homepage: <https://cim.cps.k12.il.us/> and log with your CPS username and password.
2. Once logged in, go to the blue menu bar near the top of the page and hover over **Assessment Admin**

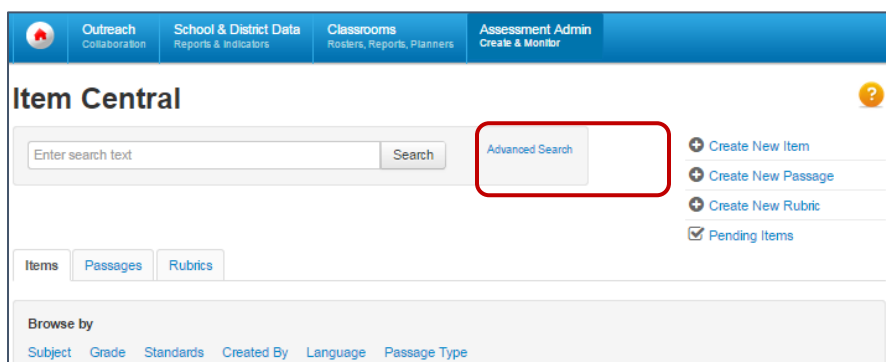


3. Select **Find an Item, Passage or Rubric**



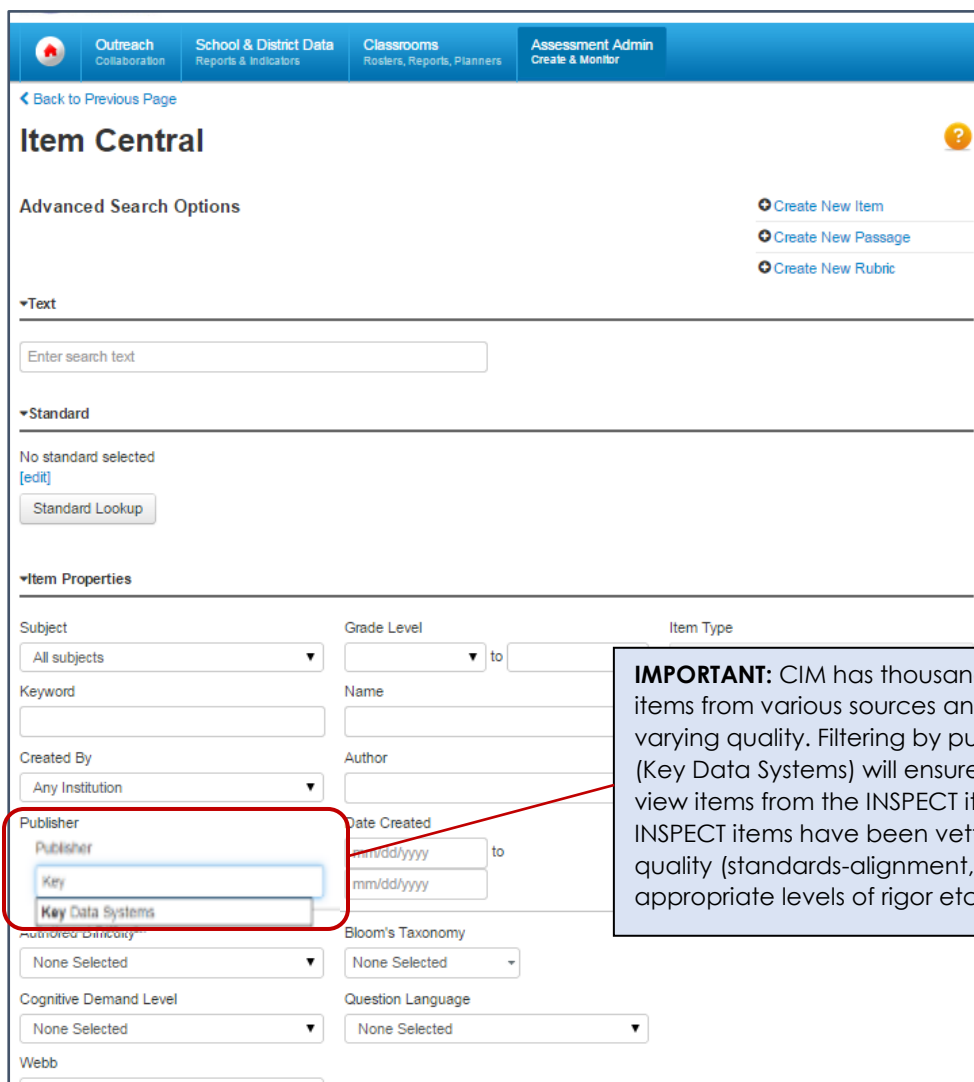
Creating Assessments in CIM with the INSPECT Item Bank

- Select the **Advanced Search** option, located to the right of the search bar.



The screenshot shows the 'Item Central' page with a navigation bar at the top containing 'Outreach Collaboration', 'School & District Data Reports & Indicators', 'Classrooms Rosters, Reports, Planners', and 'Assessment Admin Create & Monitor'. Below the navigation bar is a search bar with the text 'Enter search text' and a 'Search' button. To the right of the search bar is a red-bordered box containing the 'Advanced Search' link. On the right side of the page, there are several action buttons: 'Create New Item', 'Create New Passage', 'Create New Rubric', and 'Pending Items' (which has a checkmark).

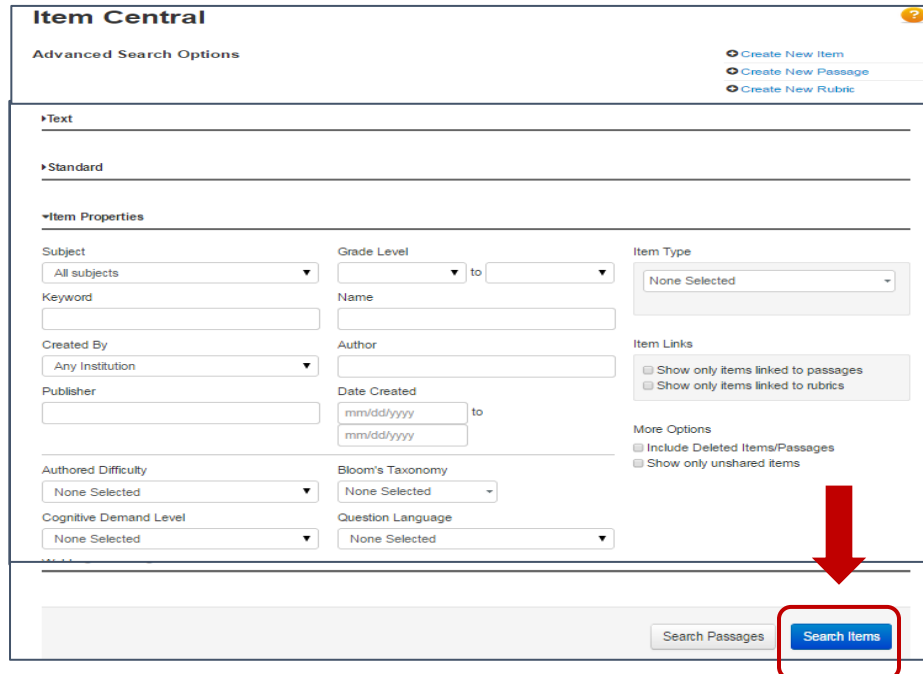
- On the **Advanced Search Options** page, scroll down the page to the **Publisher** field (located under **Item Properties**). To search for items that are part of the INSPECT Item Bank, type **"Key Data Systems"** in the **Publisher** search field. *Note - After typing a few letters, a drop-down will display. Select **"Key Data Systems"** from the drop-down.*



The screenshot shows the 'Advanced Search Options' page. It features a navigation bar at the top with the same menu items as the previous screenshot. Below the navigation bar is a 'Back to Previous Page' link and the 'Item Central' title. The main content area is titled 'Advanced Search Options' and contains several sections: 'Text' with a search bar, 'Standard' with a 'Standard Lookup' button, and 'Item Properties' with various filters. The 'Publisher' filter is highlighted with a red box, and a dropdown menu is open showing 'Key Data Systems' selected. A callout box with a red arrow pointing to the dropdown contains the following text: **IMPORTANT:** CIM has thousands of test items from various sources and of varying quality. Filtering by publisher (Key Data Systems) will ensure you only view items from the INSPECT item bank. INSPECT items have been vetted for quality (standards-alignment, appropriate levels of rigor etc.)

Creating Assessments in CIM with the INSPECT Item Bank

6. Select any additional **Advanced Search Options** you would like. See the Appendix (pg XX) for details on some useful search filters.
7. After selecting your desired search options, click the blue **Search Items** button in the lower-left corner of the page.



Item Central

Advanced Search Options

[Create New Item](#)
[Create New Passage](#)
[Create New Rubric](#)

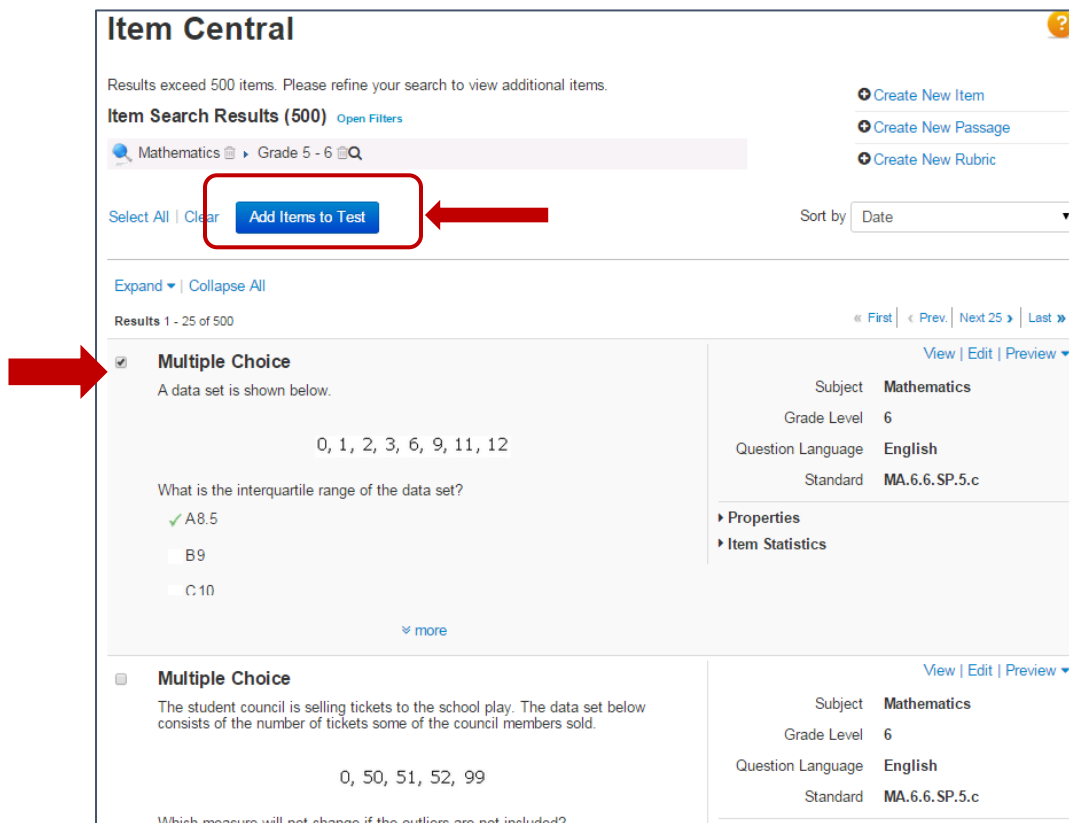
▶Text
 ▶Standard

▼Item Properties

Subject: All subjects
 Grade Level: [] to []
 Item Type: None Selected
 Keyword: []
 Name: []
 Created By: Any Institution
 Author: []
 Publisher: []
 Date Created: mm/dd/yyyy to mm/dd/yyyy
 Item Links:
 Show only items linked to passages
 Show only items linked to rubrics
 More Options:
 Include Deleted Items/Passages
 Show only unshared items
 Authored Difficulty: None Selected
 Bloom's Taxonomy: None Selected
 Cognitive Demand Level: None Selected
 Question Language: None Selected

Creating Assessments in CIM with the INSPECT Item Bank

- Browse the search results and check the gray box next to the items you would like to use on your assessment. Once you select your items, click the blue **Add Items to Test** button.



Item Central

Results exceed 500 items. Please refine your search to view additional items.

Item Search Results (500) [Open Filters](#)

Mathematics Grade 5 - 6

Select All | Clear **Add Items to Test** Sort by Date

Expand | Collapse All

Results 1 - 25 of 500

Multiple Choice
A data set is shown below.

0, 1, 2, 3, 6, 9, 11, 12

What is the interquartile range of the data set?

A.8.5
 B.9
 C.10

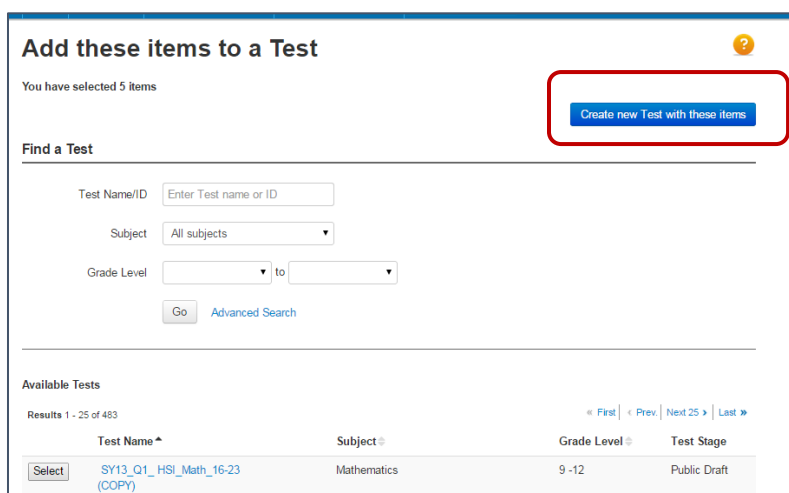
Subject: **Mathematics**
Grade Level: 6
Question Language: English
Standard: **MA.6.6.SP.5.c**

Multiple Choice
The student council is selling tickets to the school play. The data set below consists of the number of tickets some of the council members sold.

0, 50, 51, 52, 99

Which measure will not change if the outliers are not included?

- To create a new test using the selected items, click the blue **Create new Test with these items** button at the top of the page. *Note- You can also choose to search for and/or select an existing test to add these items to.*



Add these items to a Test

You have selected 5 items

Create new Test with these items

Find a Test

Test Name/ID:

Subject:

Grade Level: to

[Advanced Search](#)

Available Tests

Results 1 - 25 of 483

Test Name	Subject	Grade Level	Test Stage
<input type="button" value="Select"/> SY13_Q1_HSI_Math_16-23 (COPY)	Mathematics	9 -12	Public Draft

Creating Assessments in CIM with the INSPECT Item Bank

10. Enter the required test information and click **Generate Test**.

Create: Manual Test ?

Test Name*

Subject*

Grade Level* to

Number of Items All Multiple Choice

Institution Source

Test Category

Score Type ⓘ

Preferred Standards Document

Answer Key Only Yes No

Enable Assessment Notes Yes No ⓘ

[^ Initial Item Settings](#)

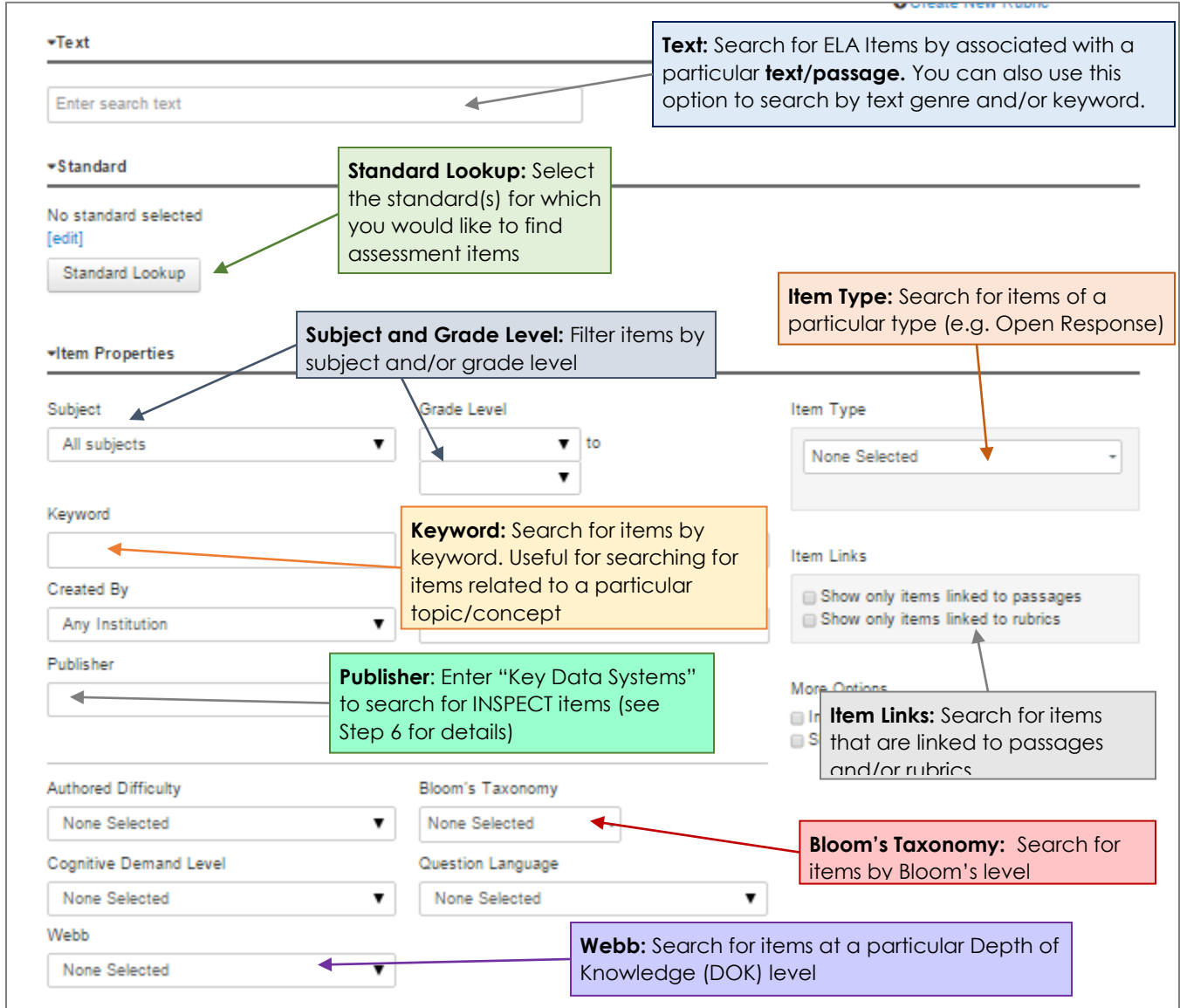
[^ Test Item Settings](#)

[^ Optional](#)

11.

Creating Assessments in CIM with the INSPECT Item Bank

APPENDIX: Item Advanced Search Options



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

Item Type: Search for items of a particular type (e.g. Open Response)

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 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

The screenshot shows a search interface with the following sections and options:

- Text:** A text input field labeled "Enter search text".
- Standard:** A section with "No standard selected [edit]" and a "Standard Lookup" button.
- Item Properties:**
 - Subject:** A dropdown menu currently showing "All subjects".
 - Grade Level:** A dropdown menu with "to" and another dropdown menu.
 - Item Type:** A dropdown menu currently showing "None Selected".
 - Item Links:** Two checkboxes: "Show only items linked to passages" and "Show only items linked to rubrics".
 - More Options:** Two checkboxes: "In" and "S".
- Keyword:** A text input field.
- Created By:** A dropdown menu currently showing "Any Institution".
- Publisher:** A text input field.
- Authoring and Taxonomy:**
 - Authored Difficulty:** A dropdown menu currently showing "None Selected".
 - Bloom's Taxonomy:** A dropdown menu currently showing "None Selected".
 - Cognitive Demand Level:** A dropdown menu currently showing "None Selected".
 - Question Language:** A dropdown menu currently showing "None Selected".
 - Webb:** A dropdown menu currently showing "None Selected".