

# CIM: CREATING AND SCHEDULING A TEST

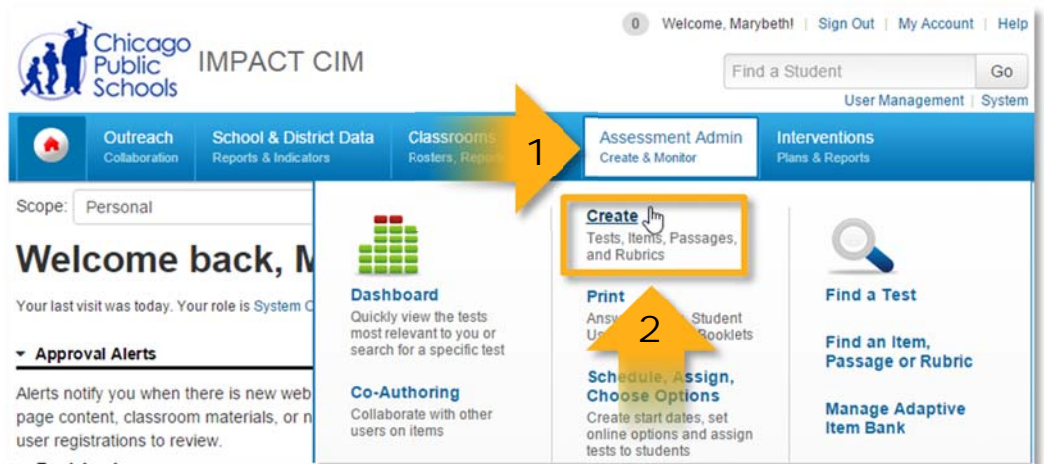
## Quick Start Guide

This Quick Start Guide will take you through the process of manually creating a test in CIM.

### Navigate to Create

1. Hover over **Assessment Admin** in the menu bar.

2. Click **Create**.

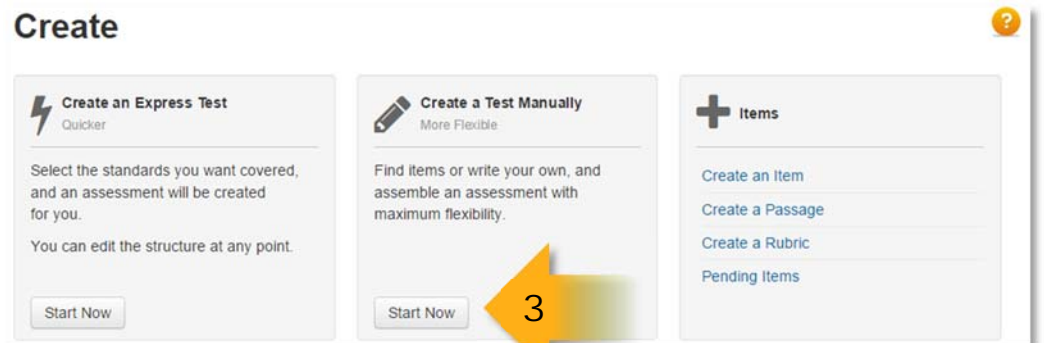


The screenshot shows the IMPACT CIM dashboard. At the top, there is a navigation bar with several menu items: Outreach, School & District Data, Classrooms, Assessment Admin, and Interventions. A yellow arrow labeled '1' points to the 'Assessment Admin' menu item. Below the navigation bar, there is a 'Create' button highlighted with a yellow arrow labeled '2'. The 'Create' button is located in a section titled 'Create Tests, Items, Passages, and Rubrics'.

### Select Manual Test

3. Under **Create a Test Manually**, click

**Start Now**



The screenshot shows the 'Create' page with three main options: 'Create an Express Test', 'Create a Test Manually', and '+ Items'. The 'Create a Test Manually' option is highlighted with a yellow arrow labeled '3'. Below this option, there is a 'Start Now' button.

### Report Parameters

4. Populate the fields as desired and applicable.

5. Scroll down to the bottom of the page.

## Create: Manual Test

Test Name\*

Subject\*

Grade Level\*  to

Number of Items   All Multiple Choice

Institution Source

Test Category

Score Type

Test Focus\*  ELA  Reading  Writing  
For reporting purposes only

Preferred Standards Document

Answer Key Only  Yes  No

Enable Assessment Notes  Yes  No

### Generate Test

6. Configure any additional settings here.

7. Click .

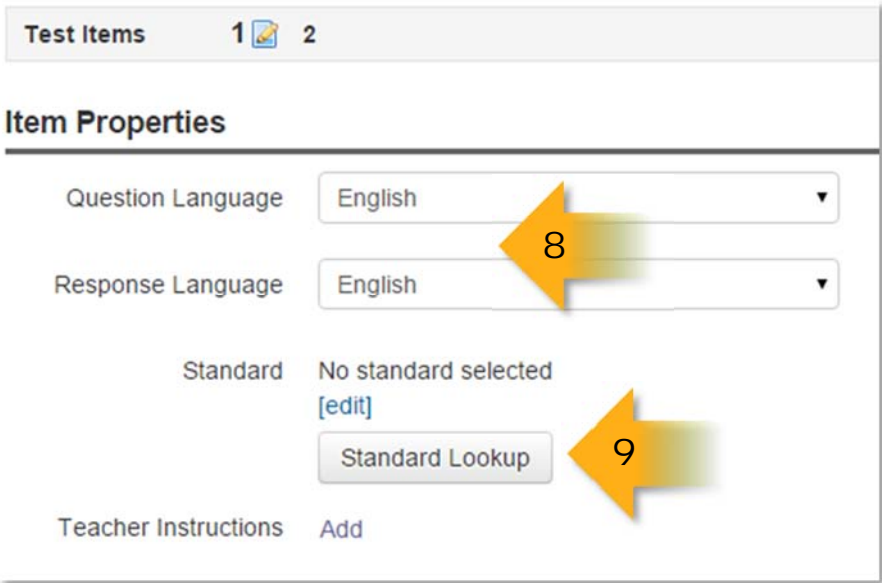
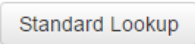
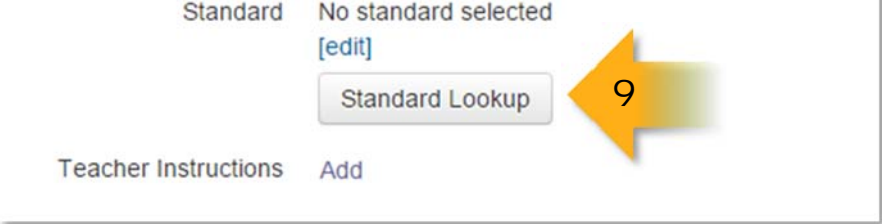

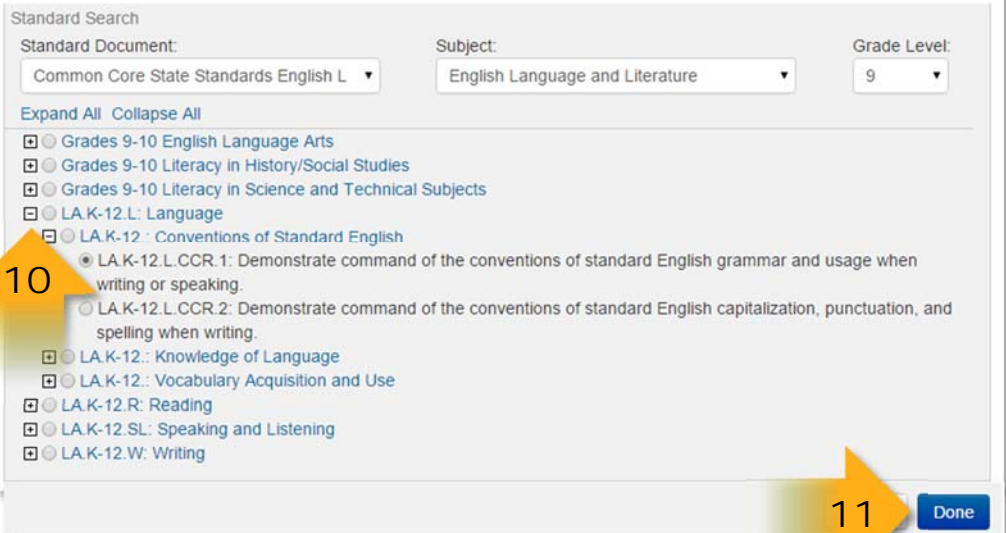

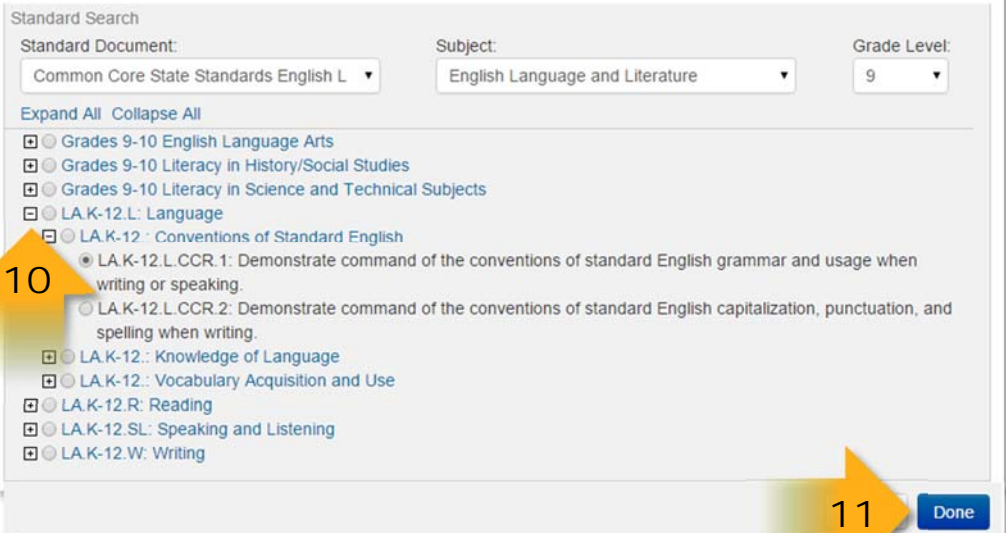
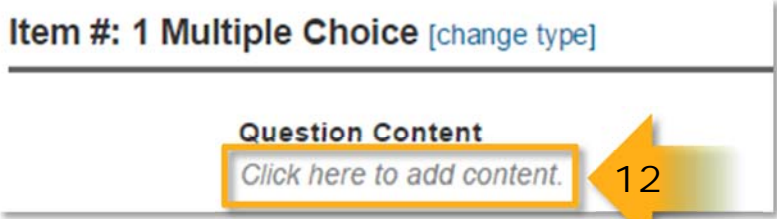
^ Initial Item Settings

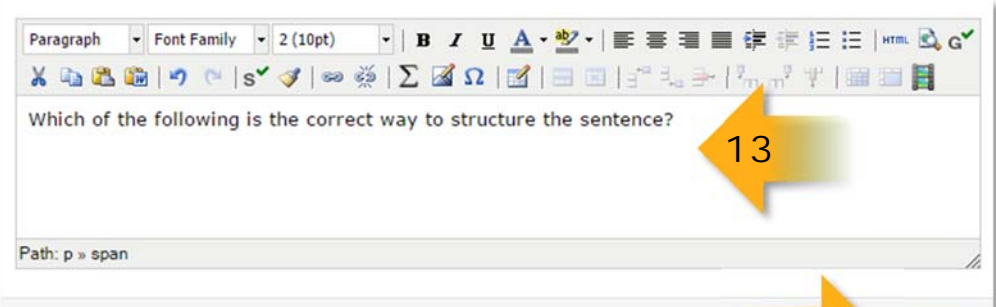


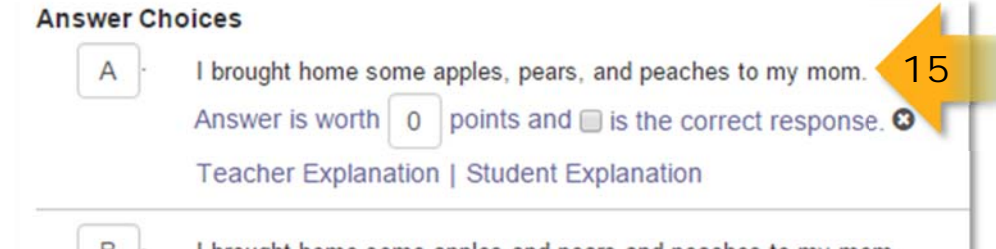
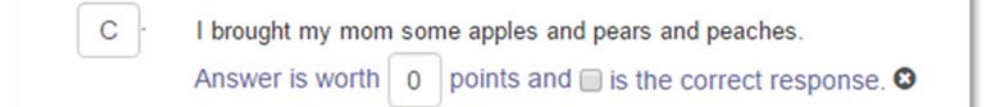
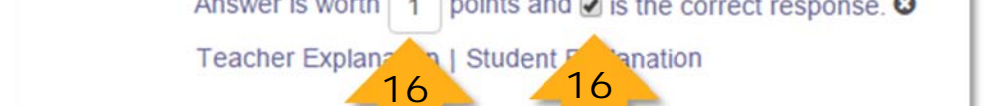
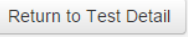
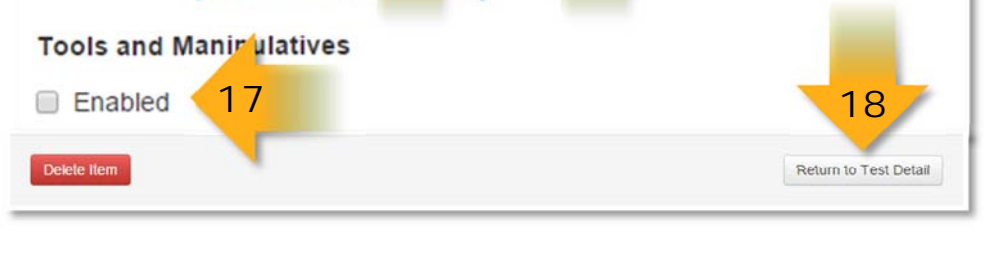
^ Test Item Settings

^ Optional

Cancel

Clear

<p><b>Define Language and Standard(s)</b></p> <p>8. Choose the desired Question Language and Response Language.</p>	
<p>9. Click  .</p>	
<p><b>Select Standard(s)</b></p> <p>10. Use the  icons to expand the standard categories and select the desired standards.</p>	
<p>11. After all standard (s) are selected for Item 1, click  .</p>	
<p><b>Edit Question</b></p> <p>12. Scroll down to Item #1 and select <b>Click here to add content.</b></p>	

<p><b>Enter Question content.</b></p> <p>13. Record the question content in the box provided.</p> <p><i>Note: Spelling/grammar checks and an equation editor are available when entering question content.</i></p>	
<p>14. Click .</p>	
<p><b>Configure Answer Choices</b></p> <p>15. Enter the answer choices next to the corresponding letter. Simply click on the text to change its content.</p>	
<p>16. For the correct option, enter the amount of points it is worth and check the correct response checkbox.</p>	
<p>17. To allow tools and manipulatives, check the <b>Enabled</b> checkbox and select the desired support(s).</p>	
<p>18. To save changes, click .</p>	

### Edit Remaining Item Type Information

19. Scroll down to find remaining question items.

20. Click **Actions**.

21. Click **Edit**.

22. Repeat steps 12-18 for this item and all other question items for this test.

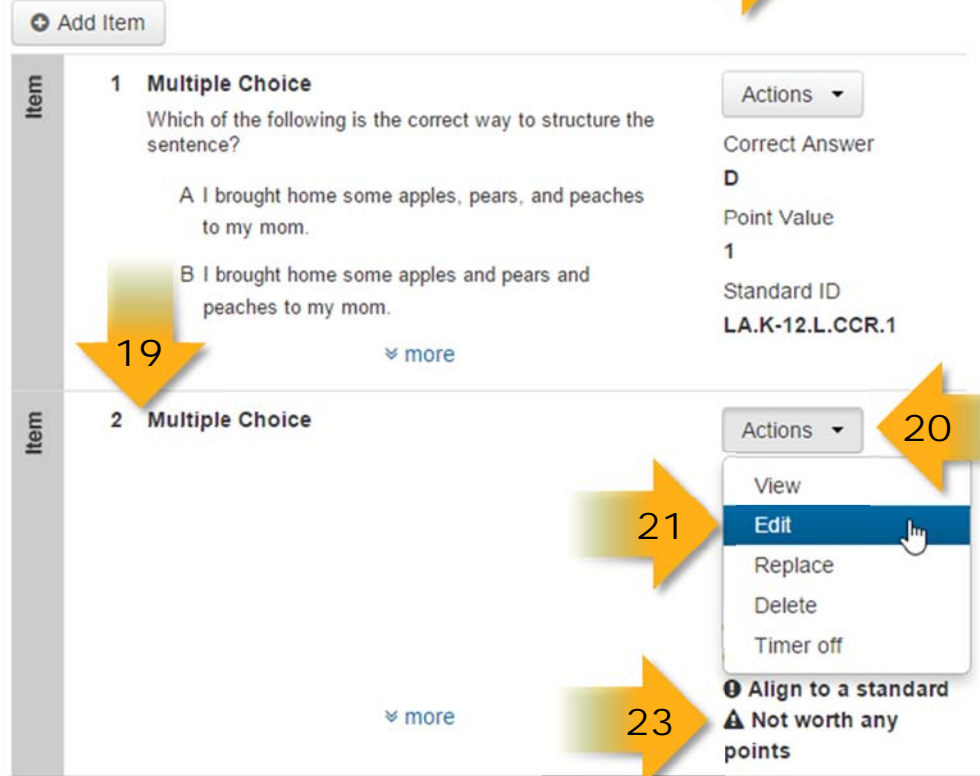
23. CIM will indicate if necessary information has not yet been entered on specific test items.

24. When all information has been entered for each test item, click **Make Public**.

### Prepare Test for Scheduling

25. Click **Ready to Schedule**.

#### Test Content



**24** Make Public

**19**

**20**

**21**

**23**

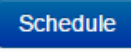
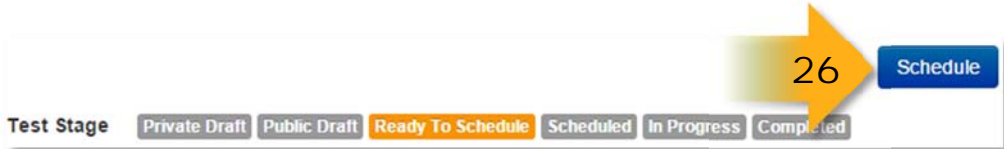
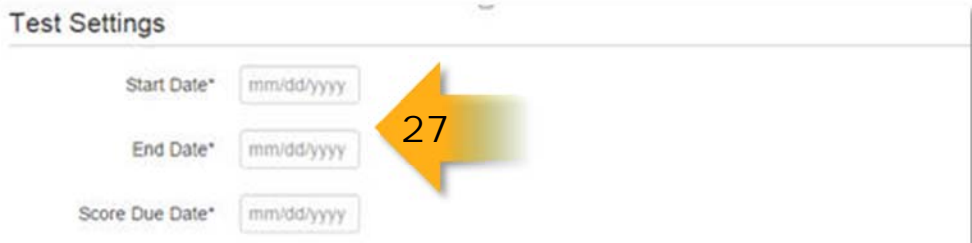
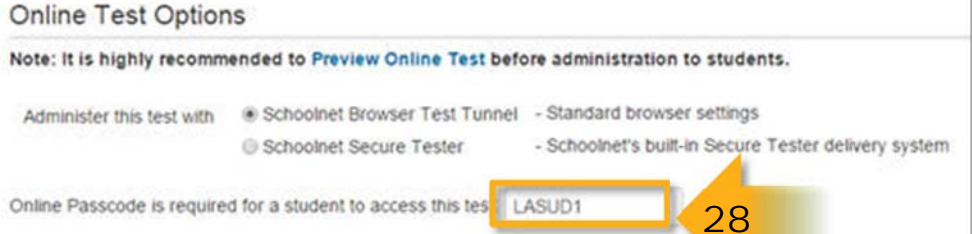
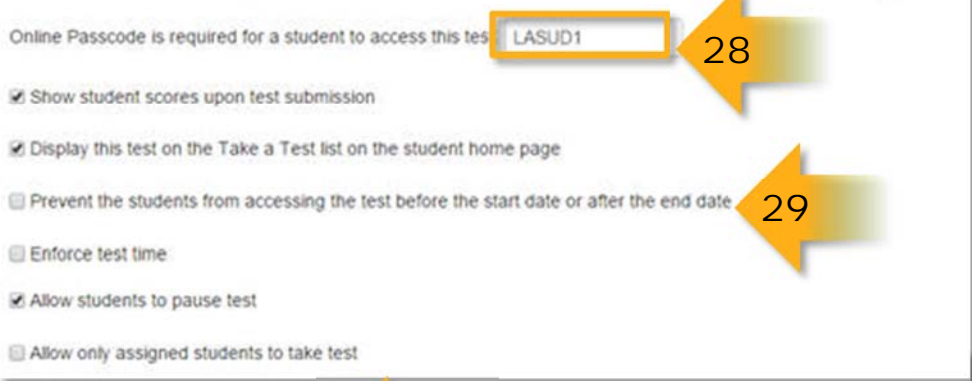
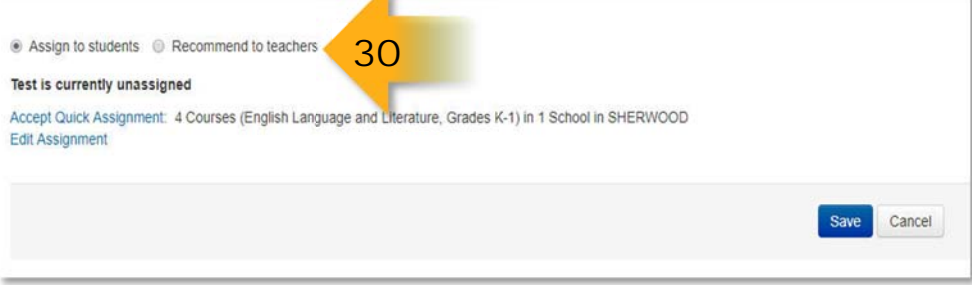


**25** Ready to Schedule

**Congratulations on creating your new test!**

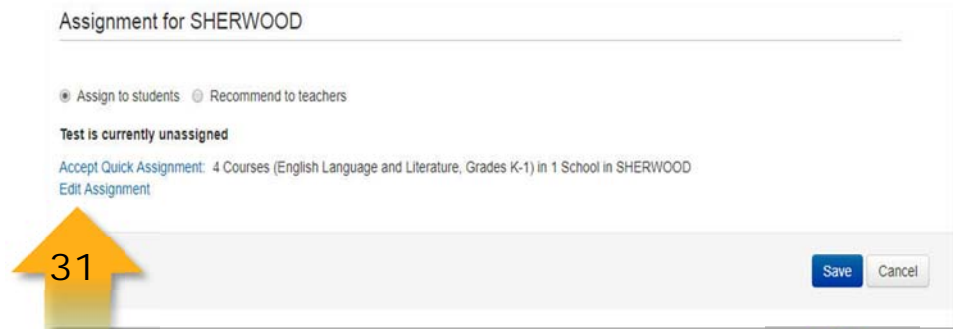
If you wish to continue on and schedule the test please proceed to step #30.



<p><b>Schedule Test</b></p> <p>26. Click .</p>	 <p>The screenshot shows a navigation bar with the following stages: Private Draft, Public Draft, Ready To Schedule (highlighted in orange), Scheduled, In Progress, and Completed. A blue 'Schedule' button is on the right, with a yellow arrow labeled '26' pointing to it.</p>
<p><b>Configure Test Options</b></p> <p>27. Enter desired test dates.</p>	 <p>The screenshot shows the 'Test Settings' section with three date input fields: Start Date*, End Date*, and Score Due Date*. Each field has a placeholder 'mm/dd/yyyy'. A yellow arrow labeled '27' points to the End Date* field.</p>
<p>28. Note the Online Passcode required for student to take the test.</p>	 <p>The screenshot shows the 'Online Test Options' section. A note states: 'Note: It is highly recommended to Preview Online Test before administration to students.' Below this, there are two radio button options for 'Administer this test with'. The 'Online Passcode is required for a student to access this test' field contains the value 'LASUD1'. A yellow arrow labeled '28' points to this field.</p>
<p>29. Enable any additional test options.</p>	 <p>The screenshot shows several checkboxes under 'Online Test Options':  <input checked="" type="checkbox"/> Show student scores upon test submission  <input checked="" type="checkbox"/> Display this test on the Take a Test list on the student home page  <input type="checkbox"/> Prevent the students from accessing the test before the start date or after the end date  <input type="checkbox"/> Enforce test time  <input checked="" type="checkbox"/> Allow students to pause test  <input type="checkbox"/> Allow only assigned students to take test      A yellow arrow labeled '29' points to the 'Prevent the students from accessing the test before the start date or after the end date' checkbox.</p>
<p><b>Select Delivery Method</b></p> <p>30. Choose from two options:</p> <ol style="list-style-type: none"> <li>Assign to students - Allows the test scheduler to assign the test to students directly based on their course schedule.</li> <li>Recommend to teachers - Allows the test scheduler to make the test available for teachers to administer based on their course schedule.</li> </ol>	 <p>The screenshot shows the 'Delivery Method' section with two radio button options: 'Assign to students' (selected) and 'Recommend to teachers'. Below this, it says 'Test is currently unassigned' and 'Accept Quick Assignment: 4 Courses (English Language and Literature, Grades K-1) in 1 School in SHERWOOD'. There is an 'Edit Assignment' link and 'Save' and 'Cancel' buttons at the bottom. A yellow arrow labeled '30' points to the 'Assign to students' radio button.</p>

### Assign the Test to courses

31. Choose from two options:
- Accept Quick Assignment – allows you to assign courses to take the test based on the test subject and grade level, which have been suggested for you.
  - Edit Assignment – click the link to manually select the desired courses and to be able to make changes to course assignments after the test is Scheduled or In Progress.



32. Click  .

### Test is Ready to Take

33. The test is now “In Progress” meaning it is poised for students to take it. Have students log in and enter the Online Passcode take the test.

*Note: The test will also be visible under “Upcoming Tests” for any classes to which it was assigned.*

