


CIM: PROCTORING ONLINE TESTS

Quick Start Guide

This Quick Start Guide will take you through the process on administering an assessment via computer for Students. *Prior to test day, review the following checklist:*

- Verify that all students have their Student ID number. Students logging into CIM for Online Assessments use their **Student ID to access the system.**
- Scroll to the bottom of any page to locate the Tech Check link (the recommended screen resolution is 1024 x 768) and make sure that all machines that will be used for testing are configured appropriately.
- Know the plan for students who are new and do not yet have an ID. Will they have a paper version of the test to take instead?

Locate Online Passcode

1. On  page scroll down to **Recent Assessments**, and Click on the **Upcoming Tests** tab to retrieve the Online Passcode.

Recent Assessments

District and Local Tests Classroom Tests Standardized **1** Upcoming Tests [View all](#)

TEST NAME	ONLINE PASSCODE	TEST STAGE
 Literacy Grade 2 Performance Task BOY SY15-16	CASEROS4	Completed
 Literacy Spanish Grade 2 Performance Task BOY SY15-16	TULYV4	Completed
 No Central Task - ELA Elementary Performance Task BOY SY15-16	QYDILUZ6	Completed

Student Logs in

2. Students log in with their Account **Student/Other** and **Student ID Only, No Password.**



Sign In

Account


Username

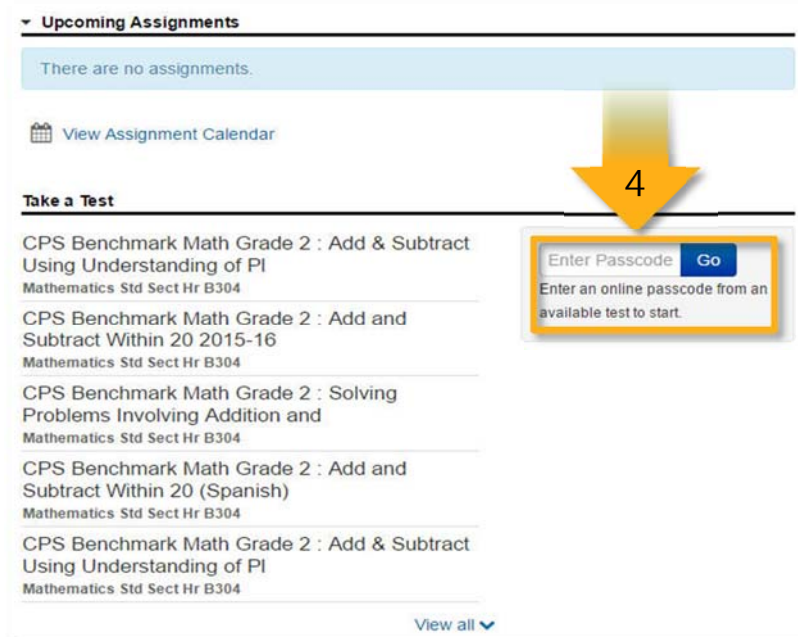
Password

Sign In **3**

3. Students click


Sign In

4. The student enters the online test passcode and clicks 



▼ **Upcoming Assignments**

There are no assignments.

 View Assignment Calendar

Take a Test

CPS Benchmark Math Grade 2 : Add & Subtract Using Understanding of PI
Mathematics Std Sect Hr B304


CPS Benchmark Math Grade 2 : Add and Subtract Within 20 2015-16
Mathematics Std Sect Hr B304

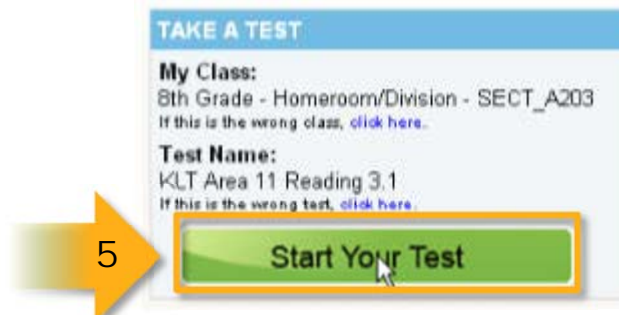
CPS Benchmark Math Grade 2 : Solving Problems Involving Addition and
Mathematics Std Sect Hr B304

CPS Benchmark Math Grade 2 : Add and Subtract Within 20 (Spanish)
Mathematics Std Sect Hr B304

CPS Benchmark Math Grade 2 : Add & Subtract Using Understanding of PI
Mathematics Std Sect Hr B304

[View all ▼](#)

5. Instruct the students to click 



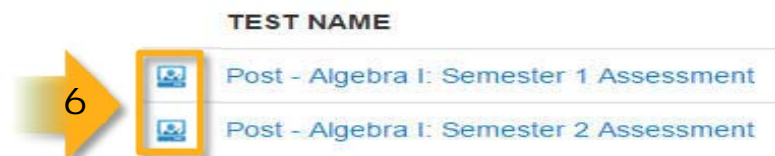
TAKE A TEST

My Class:
8th Grade - Homeroom/Division - SECT_A203
[If this is the wrong class, click here.](#)


Test Name:
KLT Area 11 Reading 3.1
[If this is the wrong test, click here.](#)


Start Your Test

6. Open and monitor the Proctor Dashboard. (described below)





TEST NAME

 [Post - Algebra I: Semester 1 Assessment](#)

 [Post - Algebra I: Semester 2 Assessment](#)

Using the Porcotor Dashboard is useful for both online testing and scanning scenarios, the Proctor Dashboard view allows the user to see the section's class roster, and differentiates those students who have **Not Started** the test from those who are **In Progress** or have **Submitted**. There is a quick link to **Score** submitted tests, to allow for the teacher/proctor to jump to scoring the student's open response answers, or reset the student's test of they submitted it in error.

Teacher Access to Proctor Dashboard

7a. Click on , beside a test name located on the  page, then jump to step 14.

Recent Assessments

District and Local Tests

Classroom Tests

Standardized Tests

Upcoming Tests

[View all](#)

TEST NAME

ONLINE PASSCODE

TEST STAGE

 9th Grade Literacy Summative Assessment Semester 1	MYVUS6	Completed
 9th Grade Literacy Summative Assessment Semester 2	XONUMILI8	Completed

7a

Admin Access to Proctor Dashboard

7b. Hover over Assessment Admin.

District Data
Classrooms
Assessment Admin
Create & Monitor

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

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

View & Score Responses

Track Completion Rates
See how many students have completed each test

Manage Test Windows

Find a Test
Find an Item, Passage or Rubric

7b

8b

8b. Click on Track Completion Rates.

9b. Click on , drill down to Teacher name. Click on Open Proctor Dashboard.

American History; Fall '09

Fashion Ave. Schools → South Region → Arrasene → ENGLISH 1 - (10) HOPKINS → Open Proctor Dashboard

9b

Track Proctor Dashboard

10. Switch between Courses/Sections.

11. Shows the # of students that have **Not Started**, are **In Progress** or are **Complete**.

12. Test Progress Display:

- **Green (correct)**
- **Red (incorrect)**
- **Blue (Undefined).**

Note: A Color shade is not displayed for Open Response items.

13. Displays students **Results**.

Track: Proctor Dashboard

[← Back to Previous Page](#)

Unit 5 Diagnostic[3013] [View Details](#)
Online Passcode: FYFER3

Section Chooser

Course/Section: MATHEMATICS 6 - Sec-01 Per-5

Username/Passwords

Answer Sheets

Test Booklet

Item Analysis

Not Started: 19
In Progress: 3
Completed: 1

Student	Test Progress (8 questions)	Results
Almashaqbeh, Ja'Ya 1034700	<div style="display: flex; justify-content: space-between;"><div style="width: 25%; background-color: red;"></div><div style="width: 25%; background-color: green;"></div><div style="width: 25%; background-color: blue;"></div><div style="width: 25%; background-color: blue;"></div></div>	25% (2/8)
Anderson, Pete Jr 1034900	<div style="display: flex; justify-content: space-between;"><div style="width: 25%; background-color: red;"></div><div style="width: 25%; background-color: green;"></div><div style="width: 25%; background-color: blue;"></div><div style="width: 25%; background-color: blue;"></div></div>	
Beeson, Nickalaus 1122038	<div style="display: flex; justify-content: space-between;"><div style="width: 25%; background-color: red;"></div><div style="width: 25%; background-color: green;"></div><div style="width: 25%; background-color: blue;"></div><div style="width: 25%; background-color: blue;"></div></div>	
Berrios, Adahsha 1077848	<div style="display: flex; justify-content: space-between;"><div style="width: 25%; background-color: red;"></div><div style="width: 25%; background-color: green;"></div><div style="width: 25%; background-color: blue;"></div><div style="width: 25%; background-color: blue;"></div></div>	
Blubaugh, Alexander 1090002	<div style="display: flex; justify-content: space-between;"><div style="width: 25%; background-color: red;"></div><div style="width: 25%; background-color: green;"></div><div style="width: 25%; background-color: blue;"></div><div style="width: 25%; background-color: blue;"></div></div>	

Teacher Progress Status

14. Students' progress is listed under "Device ID".

- Icon, means the students are still taking their test online.
- Icon, means the test has been submitted.
- Students with no icon have not yet started.

Proctor Dashboard

Post - Algebra I: Semester 1 Assessment[17866] Actions
 Passcode: JYKIME2 Enable Clickers

Section: RS1 Algebra 1 - SECT_1

Student in italics took this test in another section. Hover for section name.

Not Started	In Progress	Completed
2	0	7

Device ID	Student	ID	Test Progress (27 questions)	Results
	<i>Devon Smith</i>	100000		88% (37/42)
	<i>Emeline Torres</i>	100000		26% (11/42)
	<i>Marissa Smith</i>	100000		40% (17/42)
	<i>Devon Smith</i>	100000		21% (9/42)
	<i>Regina Allen</i>	100000		



Submitted Icon

15. Clicking on the pencil icon to allows you to Delete students test results, Score Open Response items and modify and review student responses.

- ▶ Activity 27F: Open Response (1 point) 1
- ▼ Activity 27G: Open Response (2 points) 2
 - ▶ Show Question
 - ▶ Show Response

(2 points)

Comment

Enter a comment to share with student and parent(s)
- ▶ Activity 27H: Open Response (1 point) 1

