# CIM: Locating and Scoring a Test

## Quick Start Guide

This Quick Start Guide will take you through the process of locating and scoring a pre-created test in CIM. There are two ways to complete this task; both will be outlined in this guide.

### Scroll to Class Data

1a. After logging into CIM, use the scroll bar to scroll down to the bottom of the page.

### Locate the Test

2a. Your parameters will be viewable under the “My Classroom” heading. Select the desired section.

3a. Click “Upcoming Tests.”

4a. The upcoming test information will display, including the online passcode for students.

5a. Click the test name to view test details and score the test.

To continue the process and score a test, skip to step 6 on page 3 of this document. For an alternate method of locating a test, please continue to the next page.
The above steps detail the recommended way of locating a test. The alternate method of finding a test requires knowing a Test ID or Test Name. The Test ID and Test Name are visible and should be noted while the test is being created.

**Open ‘Find a Test’**

1b. Hover over “Assessment Admin” in the menu bar.

2b. Click “Find a Test.”

**Locate a Test.**

3b. Search for the desired test. We strongly recommend using the Test ID to search for a test.

4b. Click Go.

5b. Click the test name to view test details.
Navigate to Scoring

6. Click **Score Test**.

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Report Scoring Parameters

7. Click “Locate a Section” in the menu bar.

8. “Region” “School Type” and “School” fields will be greyed out and uneditable.

9. Identify the Grade Level, Course, and Teacher for the course you will be entering scores.

10. Click **Search**.

Note: If no sections display after clicking “Search,” check the “Include sections not assigned to the test” box, then click “Search” once more. This will populate all courses that you teach.
<table>
<thead>
<tr>
<th>Select the Class</th>
<th>Score the Test</th>
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<tbody>
<tr>
<td>11. Click on the class section you will be scoring.</td>
<td>12. Users can score by individual students or by item number. Depending on your preference, click the desired tab.</td>
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<tr>
<td></td>
<td>13. Enter the scores.</td>
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<td>14. Click <strong>Save</strong>.</td>
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