



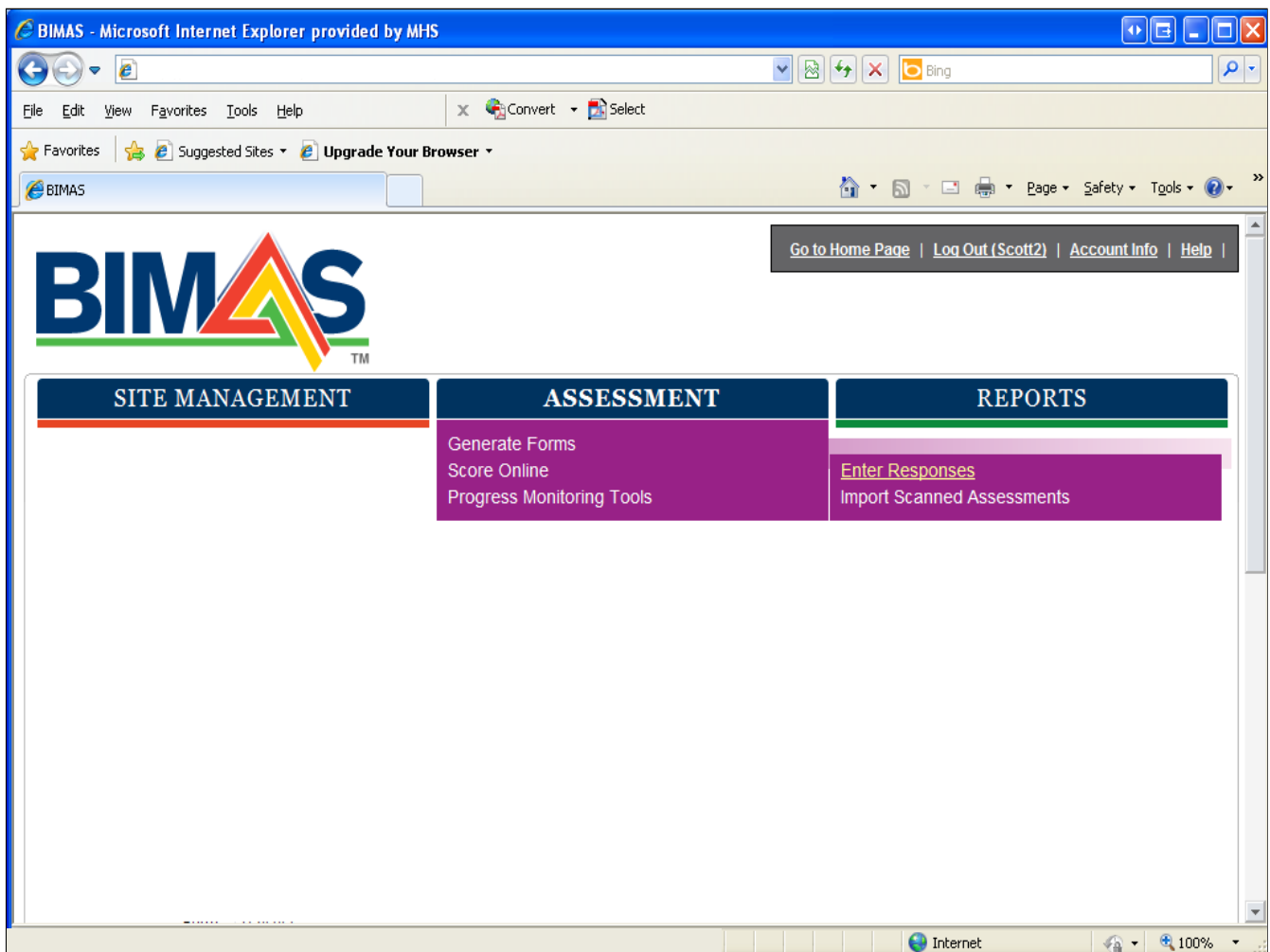
**Complete Individual Flex
Assessment Online**
(for Raters with a BIMAS Online User Account)



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In the U.S.A., P.O. Box 950, North Tonawanda, NY 14120-0950
In Canada, 3770 Victoria Park Avenue, Toronto, ON M2H 3M6

To begin completing the Flex form assessment online:

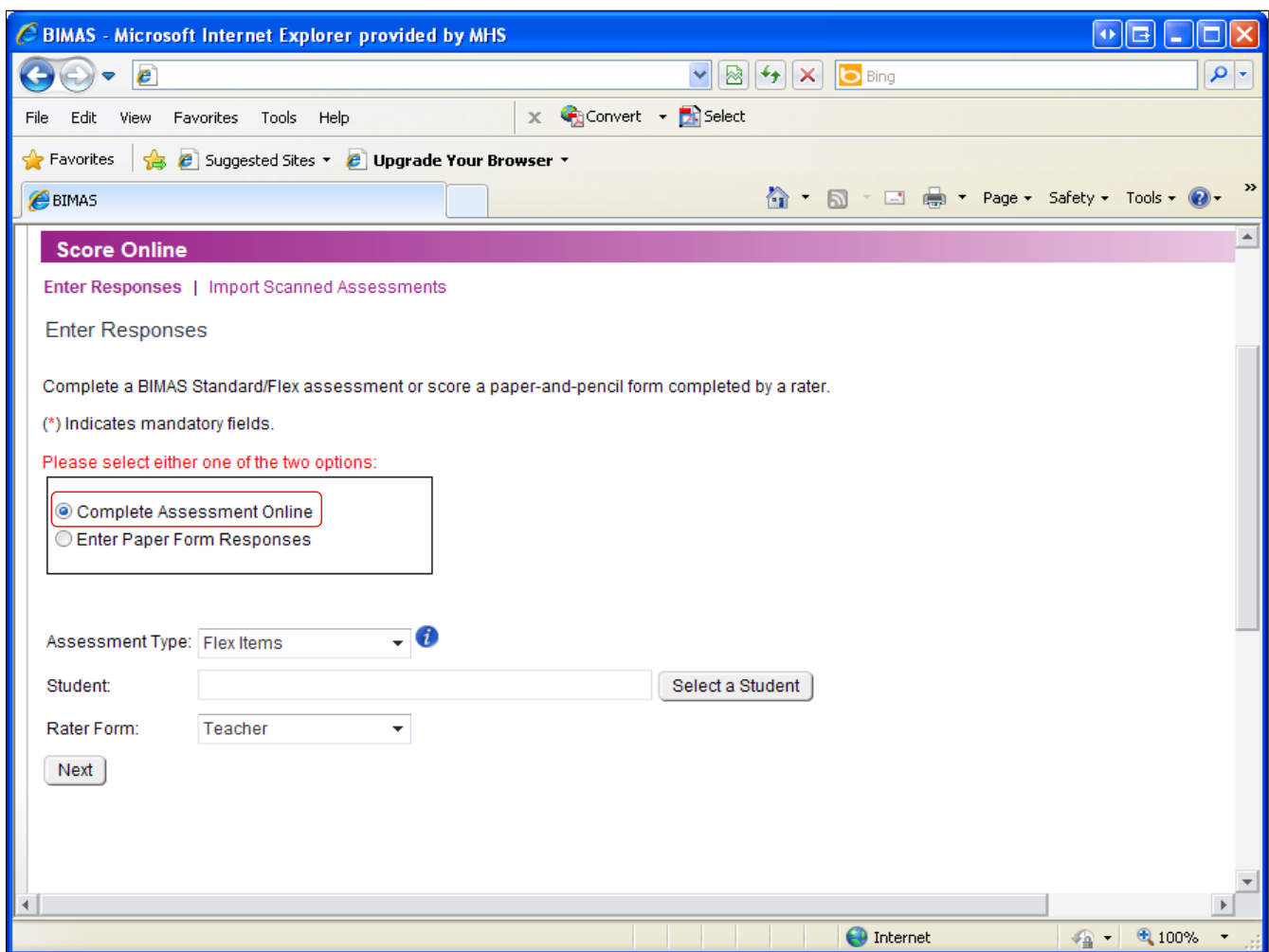
1. Click **Assessment**.
2. Select **Score Online**.
3. Select **Enter Responses**.



There are two ways to enter responses:

1. Option 1: Complete Assessment Online
2. Option 2: Enter Paper Form Responses

If you are not entering already-completed responses from a paper form, select **Complete Assessment Online**.



Score Online

[Enter Responses](#) | [Import Scanned Assessments](#)

Enter Responses

Complete a BIMAS Standard/Flex assessment or score a paper-and-pencil form completed by a rater.

(*) Indicates mandatory fields.

Please select either one of the two options:

Complete Assessment Online

Enter Paper Form Responses

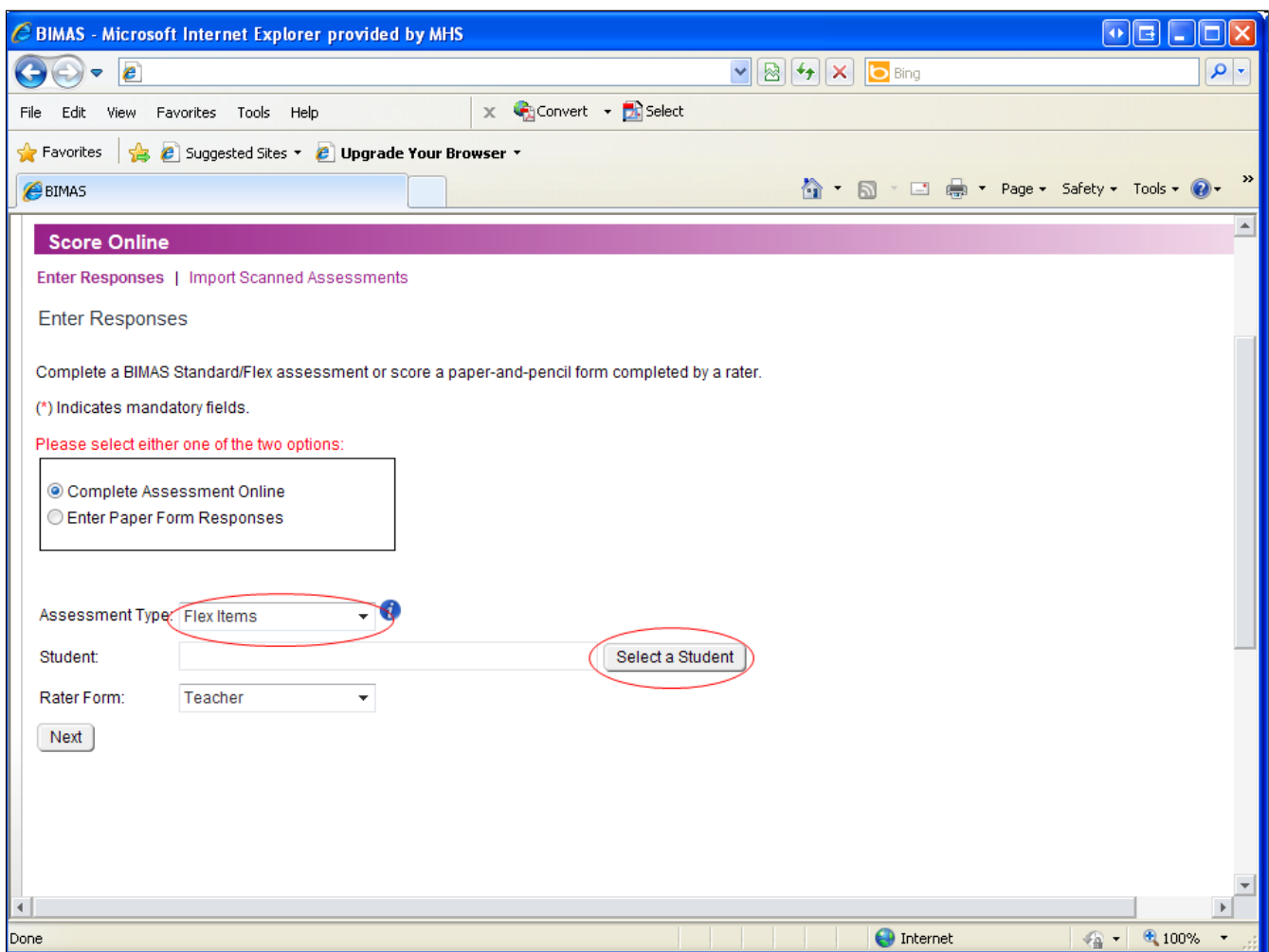
Assessment Type: Flex Items i

Student: Select a Student

Rater Form: Teacher

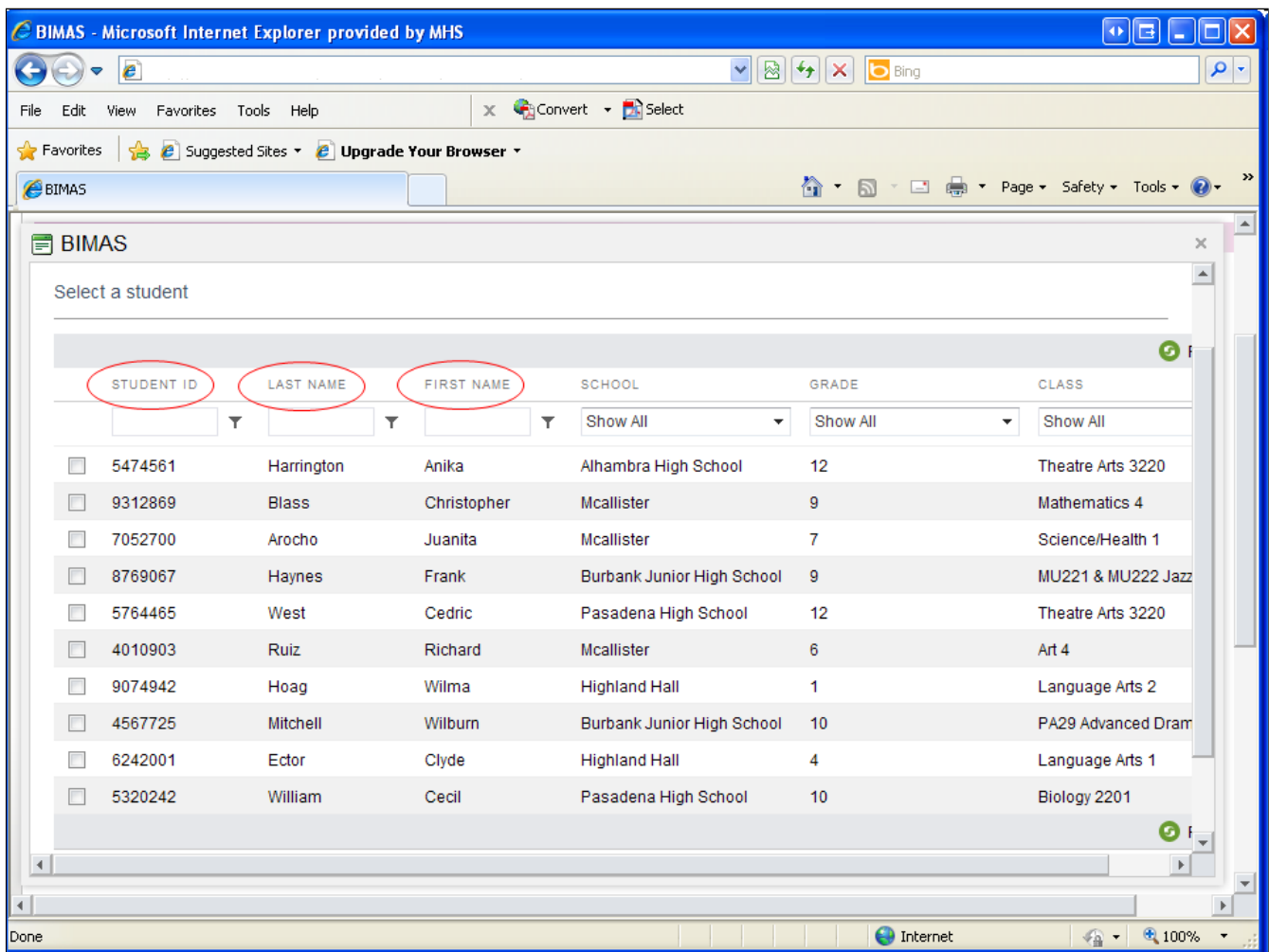
Next

1. Click the **Assessment Type** drop-down menu and select **Flex Items**.
(If you want information on Standard Items, refer to the help file, *Complete BIMAS Standard Assessments Online*.)
2. Click **Select a Student**.

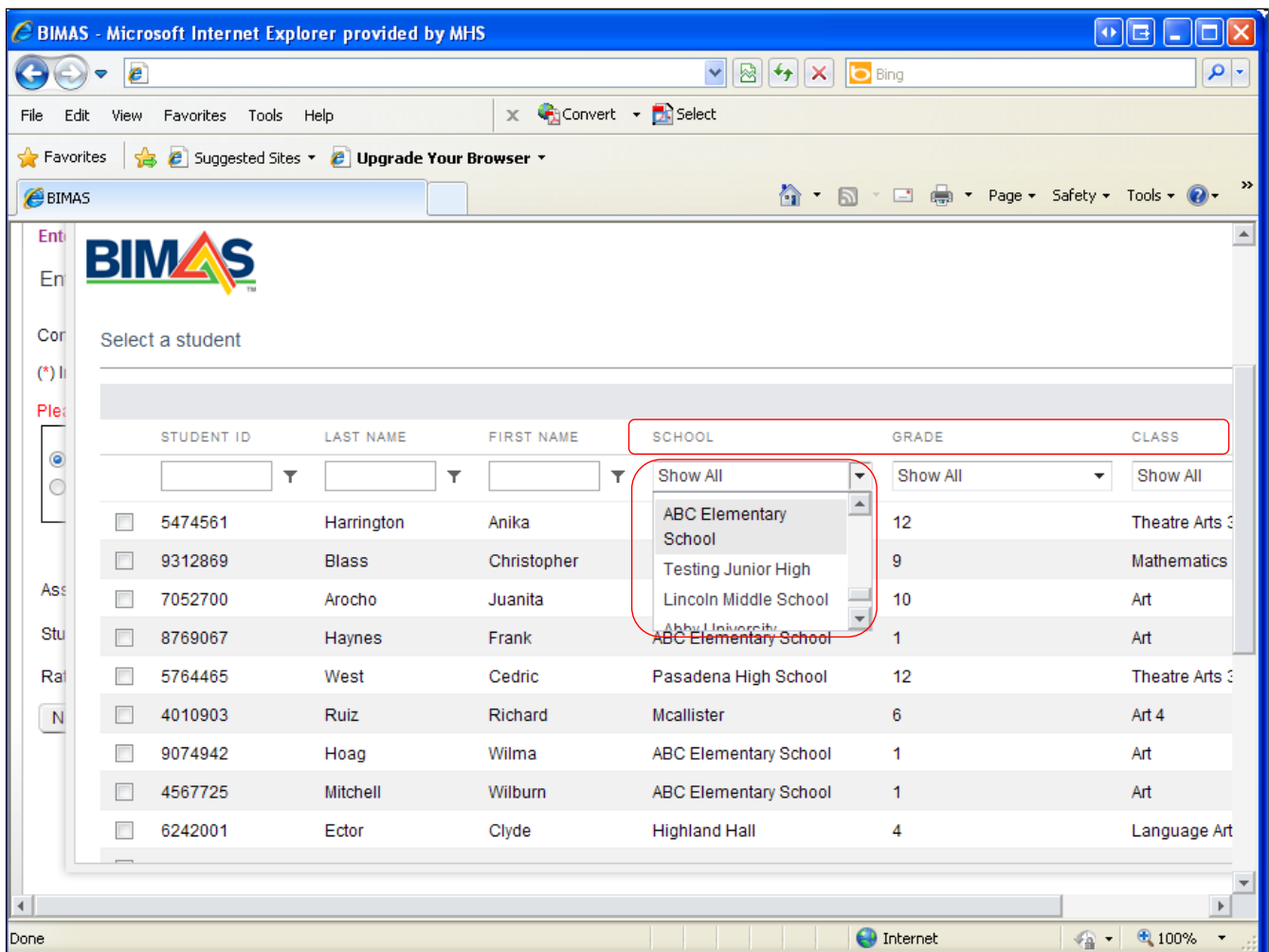


The **Select a Student** window appears with a list of students to choose from. The list may be long, so you can search for a student by entering any of the following information in the appropriate search fields, and pressing **Enter**.

- Student ID,
- Last Name, or
- First Name

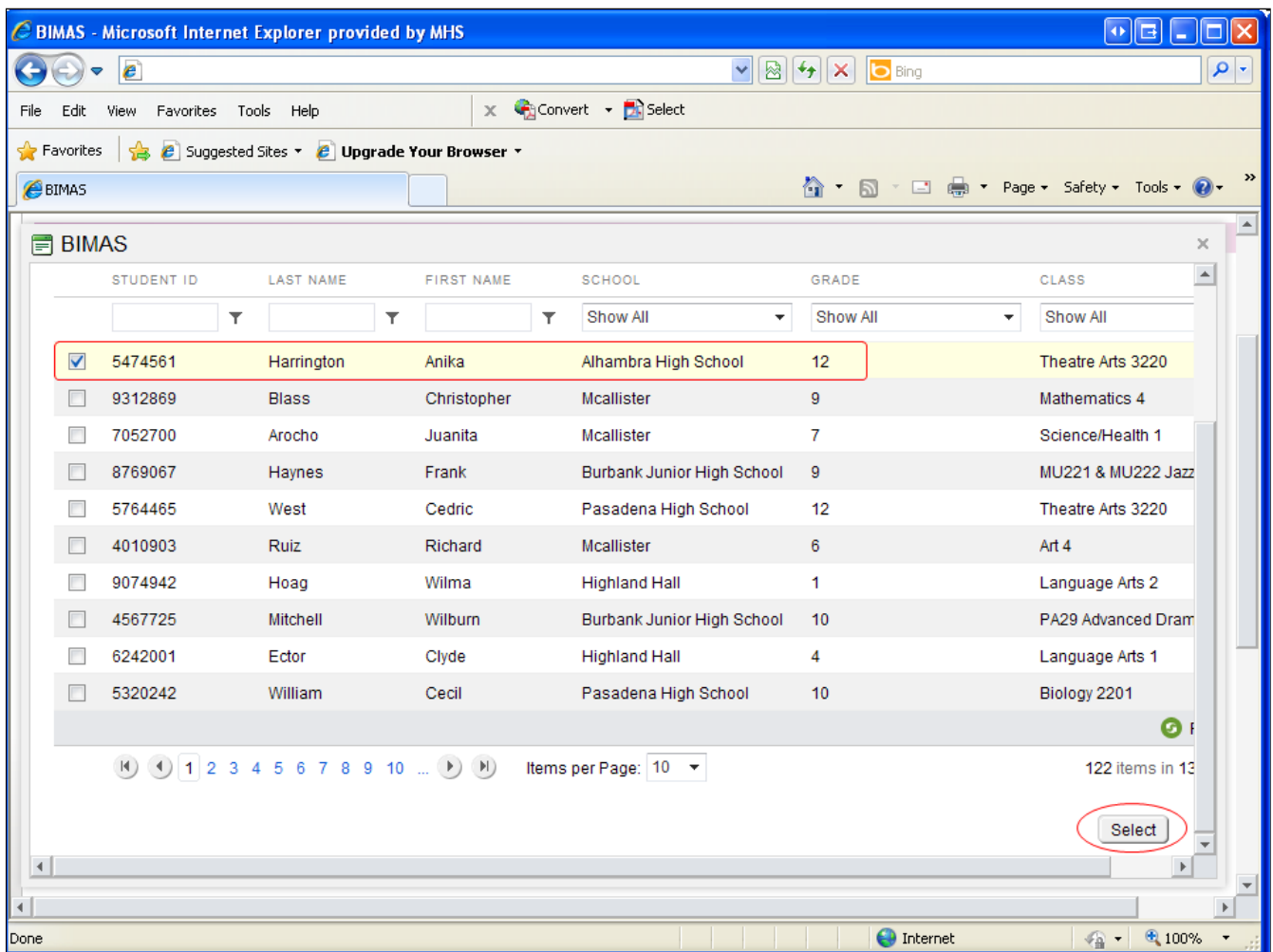


You can also filter the list of students by school, grade, or class.



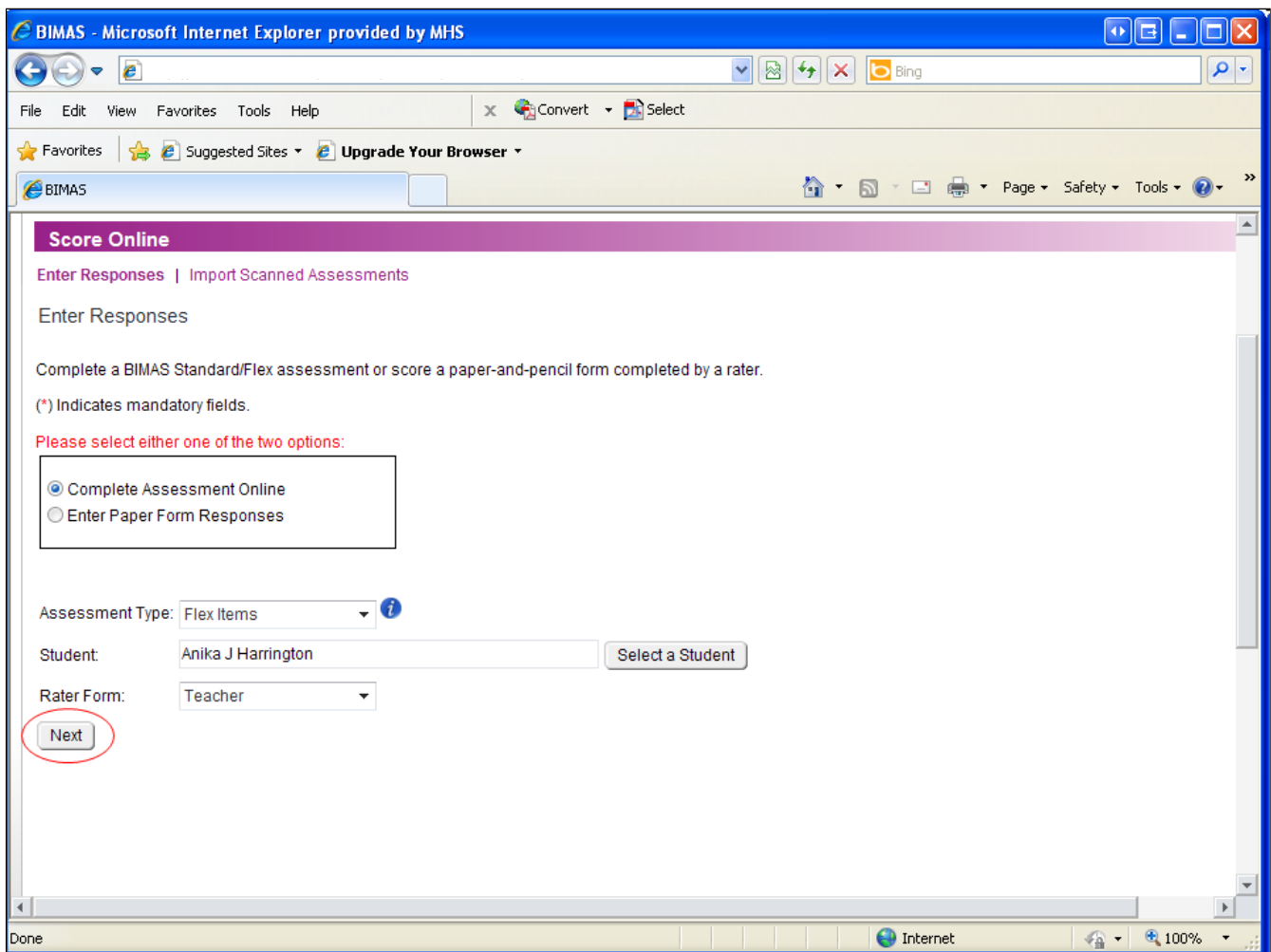
When the student is found:

1. Click the check-box to the left of the student.
2. Click **Select**.



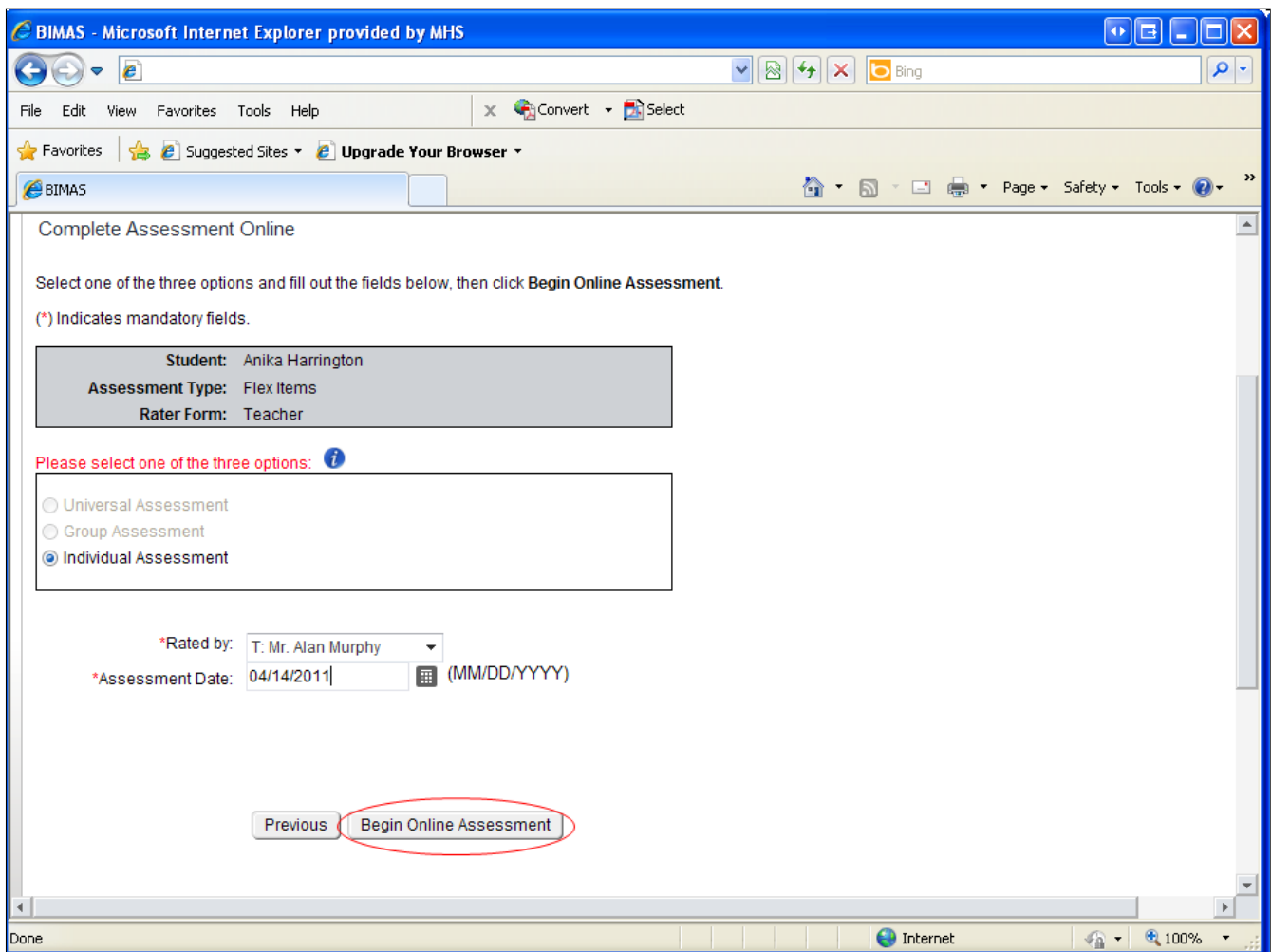
On the Complete Assessment Online page:

1. Click the **Rater Form** drop-down menu and select YOUR appropriate Rater Form.
2. Click **Next**.



Complete the information fields:

1. Select your name from the **Rated by** drop-down menu.
2. Select an **Assessment Date**.
3. Click **Begin Online Assessment**.




BIMAS - Microsoft Internet Explorer provided by MHS

Complete Assessment Online

Select one of the three options and fill out the fields below, then click **Begin Online Assessment**.

(*) Indicates mandatory fields.

Student: Anika Harrington
Assessment Type: Flex Items
Rater Form: Teacher

Please select one of the three options: 

Universal Assessment
 Group Assessment
 Individual Assessment

*Rated by: T. Mr. Alan Murphy

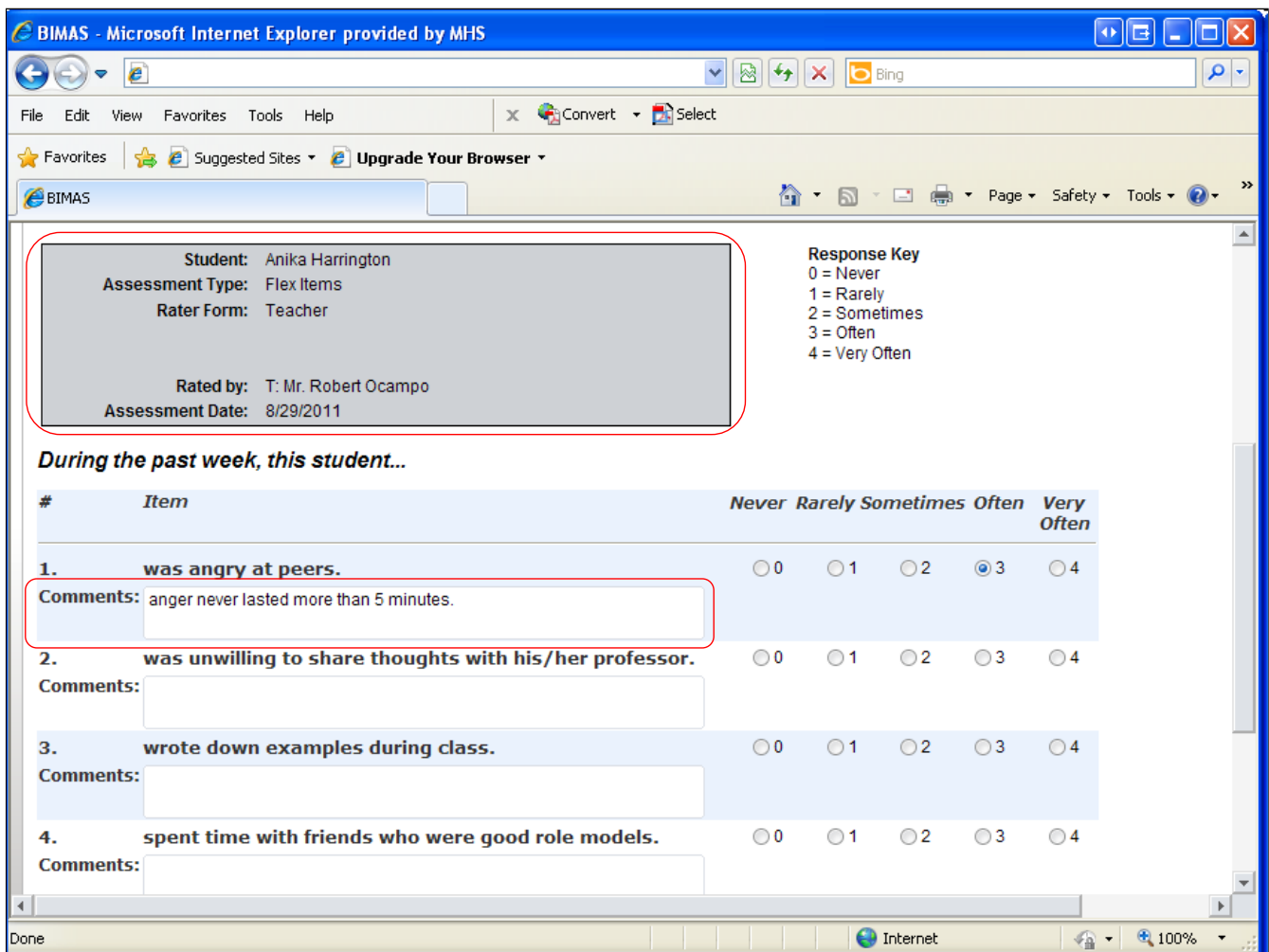
*Assessment Date: 04/14/2011 (MM/DD/YYYY)

Previous **Begin Online Assessment**

Review all the information displayed at the top of the page to ensure that it is correct.

If it is accurate, begin entering your Flex item responses.

You also have the option of entering comments for each Flex item.



Student: Anika Harrington
Assessment Type: Flex Items
Rater Form: Teacher

Rated by: T: Mr. Robert Ocampo
Assessment Date: 8/29/2011

Response Key
 0 = Never
 1 = Rarely
 2 = Sometimes
 3 = Often
 4 = Very Often

During the past week, this student...

#	Item	Never	Rarely	Sometimes	Often	Very Often
1.	was angry at peers. Comments: anger never lasted more than 5 minutes.	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input checked="" type="radio"/> 3	<input type="radio"/> 4
2.	was unwilling to share thoughts with his/her professor. Comments:	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
3.	wrote down examples during class. Comments:	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
4.	spent time with friends who were good role models. Comments:	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Complete all items on the page by clicking the appropriate circle on the five-point scale.

If you need to change or review previous information, click **Previous**.

Complete Assessment Online

Review the student and assessment information in the box below to ensure that it is correct. If it is accurate, begin entering your item responses. Click **Next** to proceed to the next page. Click **Save** when finished.

(*) Indicates mandatory fields.

Student: Anika Harrington	Response Key 0 = Never 1 = Rarely 2 = Sometimes 3 = Often 4 = Very Often
Assessment Type: Flex Items	
Rater Form: Teacher	
Rated by: T. Mr. Alan Murphy	
Assessment Date: 4/14/2011	

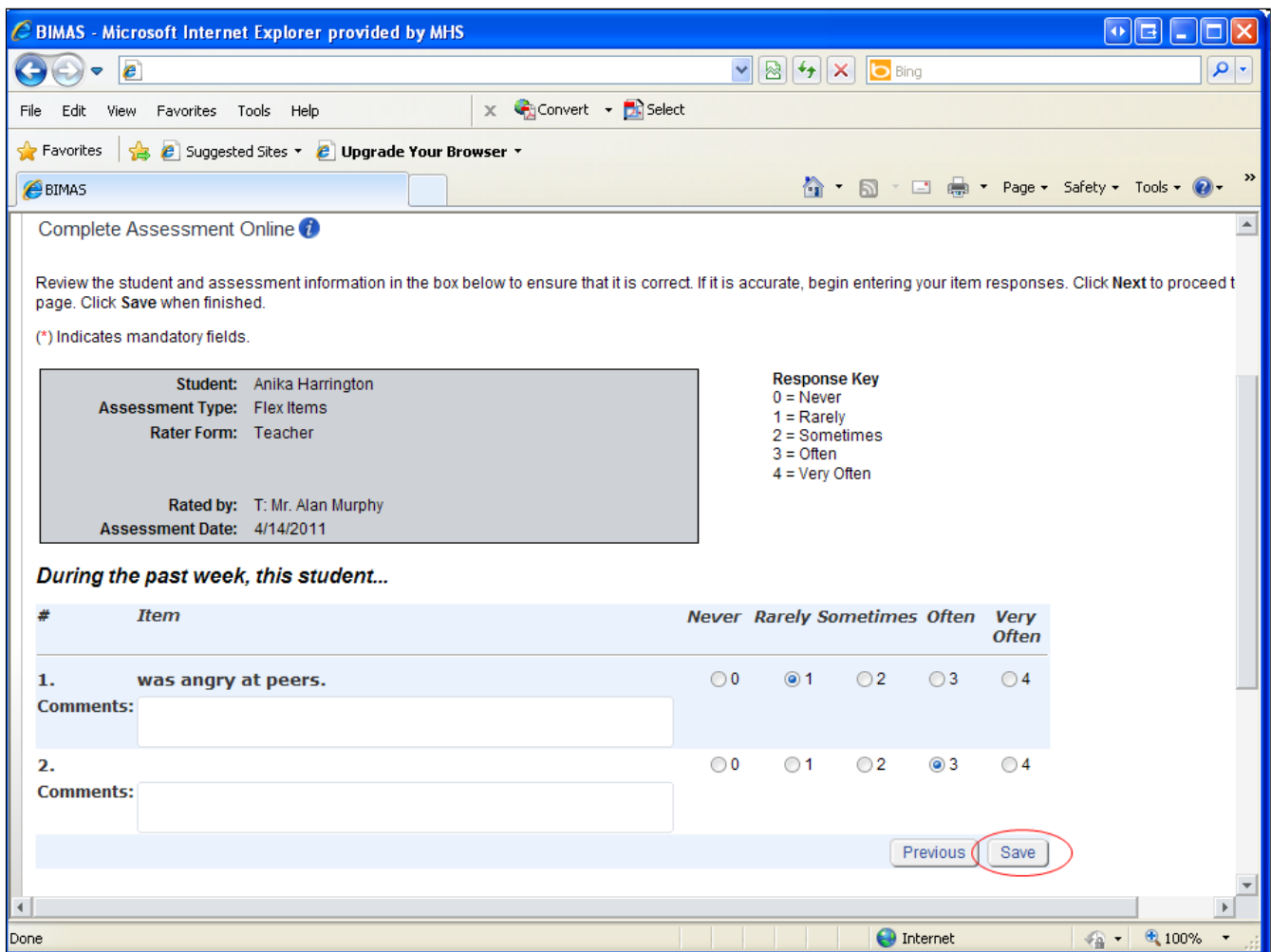
During the past week, this student...

#	Item	Never	Rarely	Sometimes	Often	Very Often
1.	was angry at peers.	<input type="radio"/> 0	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
Comments:						
2.		<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input checked="" type="radio"/> 3	<input type="radio"/> 4
Comments:						

[Previous](#) [Save](#)

Once you have entered all your responses for the Flex items, click **Save**.

Responses entered using this method are automatically captured in BIMAS Online.



Complete Assessment Online

Review the student and assessment information in the box below to ensure that it is correct. If it is accurate, begin entering your item responses. Click **Next** to proceed to the next page. Click **Save** when finished.

(*) Indicates mandatory fields.

Student: Anika Harrington	Response Key 0 = Never 1 = Rarely 2 = Sometimes 3 = Often 4 = Very Often
Assessment Type: Flex Items	
Rater Form: Teacher	
Rated by: T. Mr. Alan Murphy	
Assessment Date: 4/14/2011	

During the past week, this student...

#	Item	Never	Rarely	Sometimes	Often	Very Often
1.	was angry at peers.	<input type="radio"/> 0	<input checked="" type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
	Comments:	<input type="text"/>				
2.		<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input checked="" type="radio"/> 3	<input type="radio"/> 4
	Comments:	<input type="text"/>				

Previous **Save**