



Enter BIMAS Standard Paper Form Responses



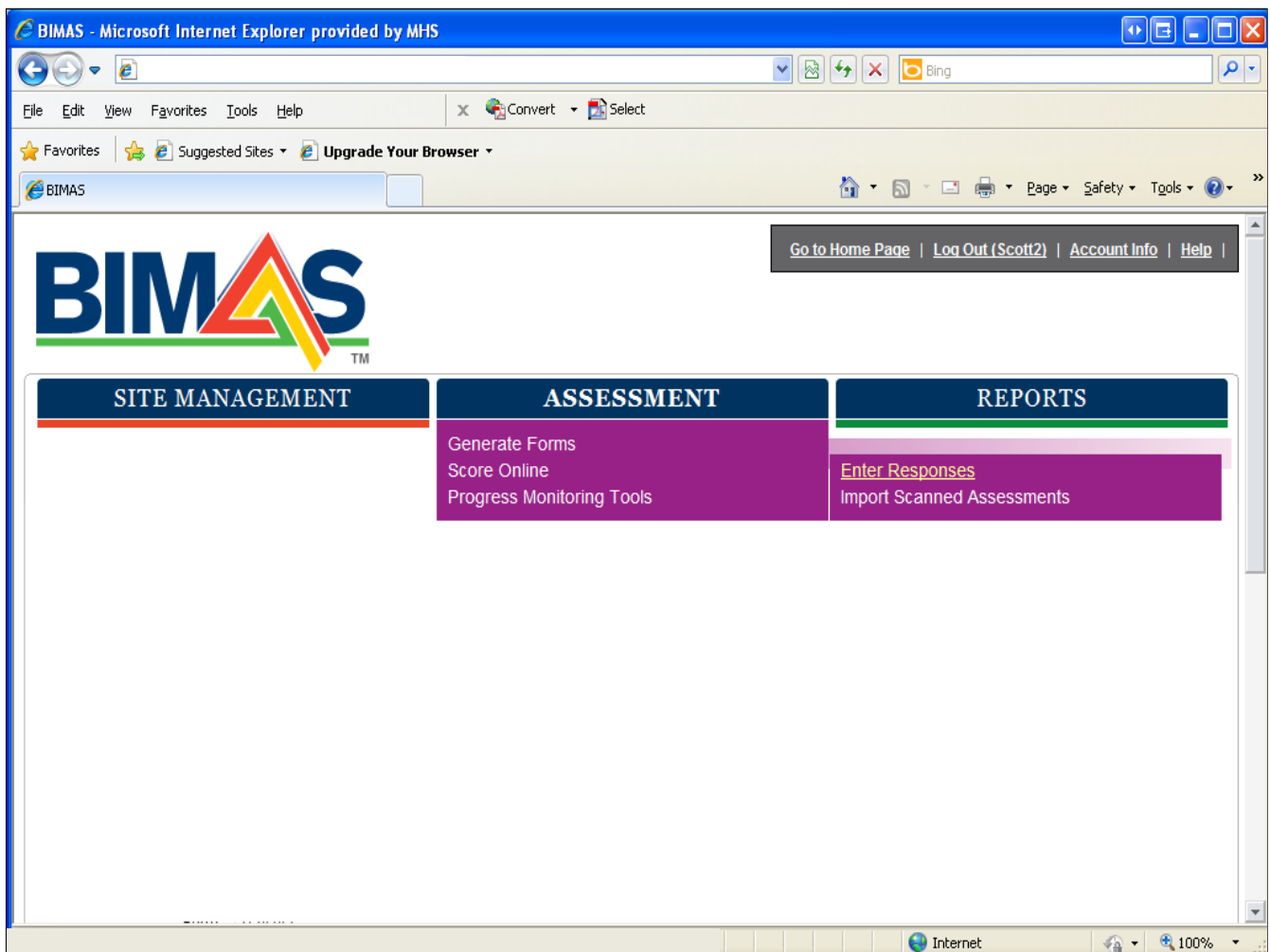
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In the U.S.A., P.O. Box 950, North Tonawanda, NY 14120-0950
In Canada, 3770 Victoria Park Avenue, Toronto, ON M2H 3M6



Enter BIMAS Standard Paper Form Responses

To begin entering paper form responses:

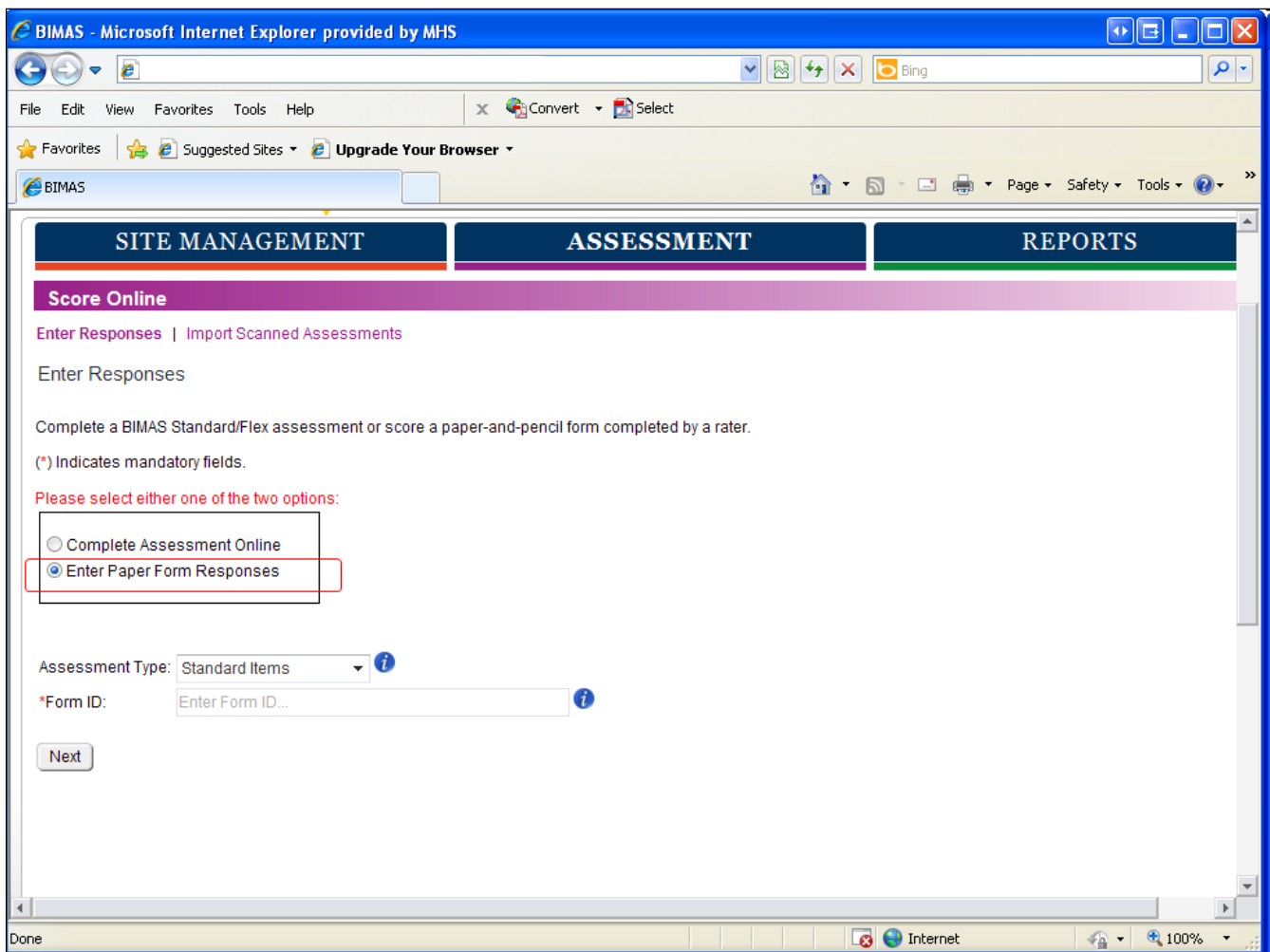
1. Click **Assessment**.
2. Select **Score Online**.
3. Select **Enter Responses**.



There are two ways to enter responses:

1. Complete Assessment Online
2. Enter Paper Form Responses

If you are entering already-completed responses from a paper form, select **Enter Paper Form Responses**.





Enter BIMAS Standard Paper Form Responses

Click the **Assessment Type** drop-down menu and select **Standard Items**.
(If you want information on Flex Items, consult the help file, *Enter Individual Flex Form Responses for Online Scoring*.)

BIMAS - Microsoft Internet Explorer provided by MHS

File Edit View Favorites Tools Help

Convert Select

BIMAS

Page Safety Tools

SITE MANAGEMENT **ASSESSMENT** **REPORTS**

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: Standard Items ⓘ

*Form ID: Enter Form ID... ⓘ

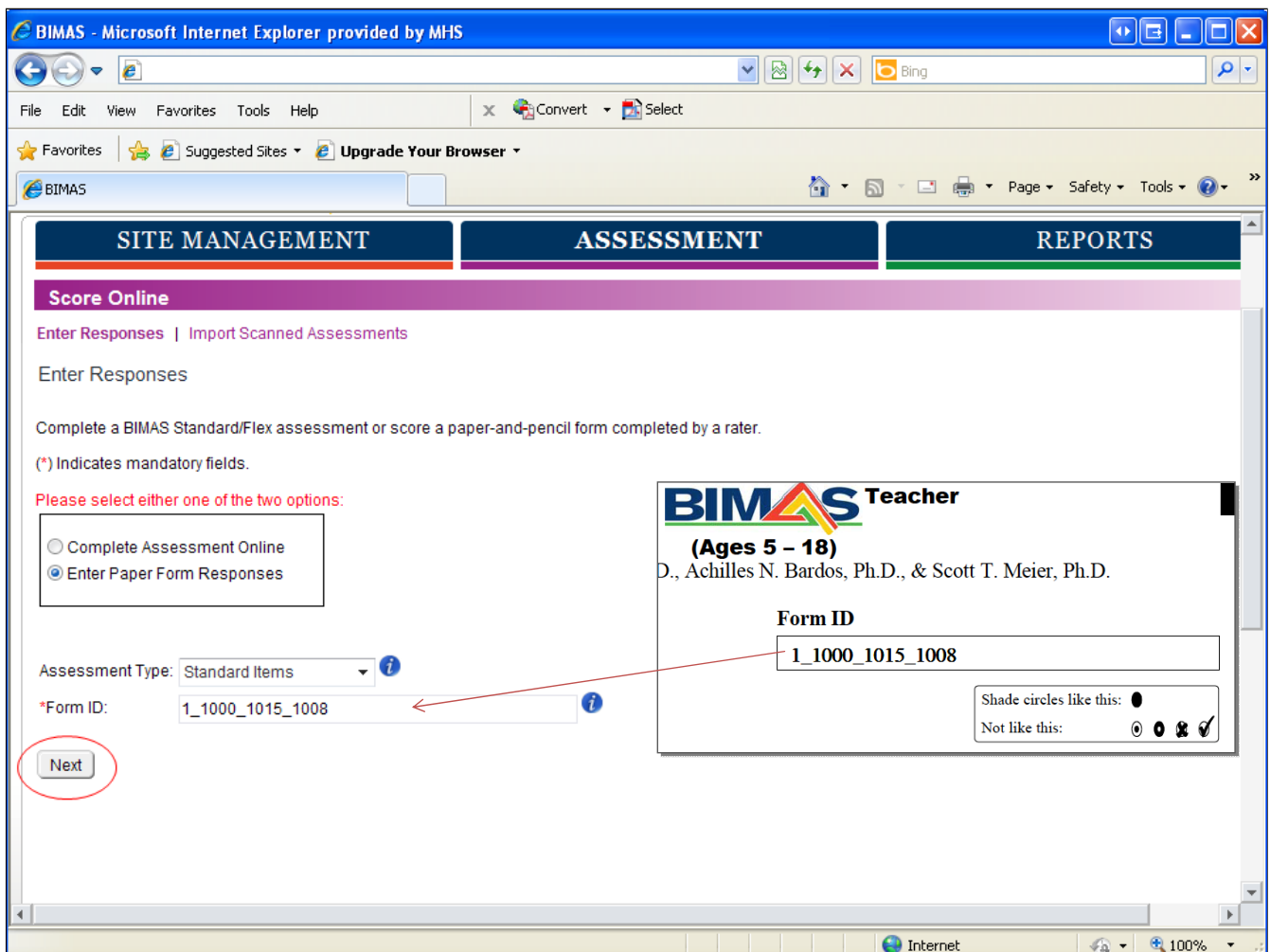
Next

Internet 100%

1. Enter the **Form ID**.

The Form ID can be found on the top left corner of the Paper form. Ensure that you enter the Form ID exactly as it appears using under scores.

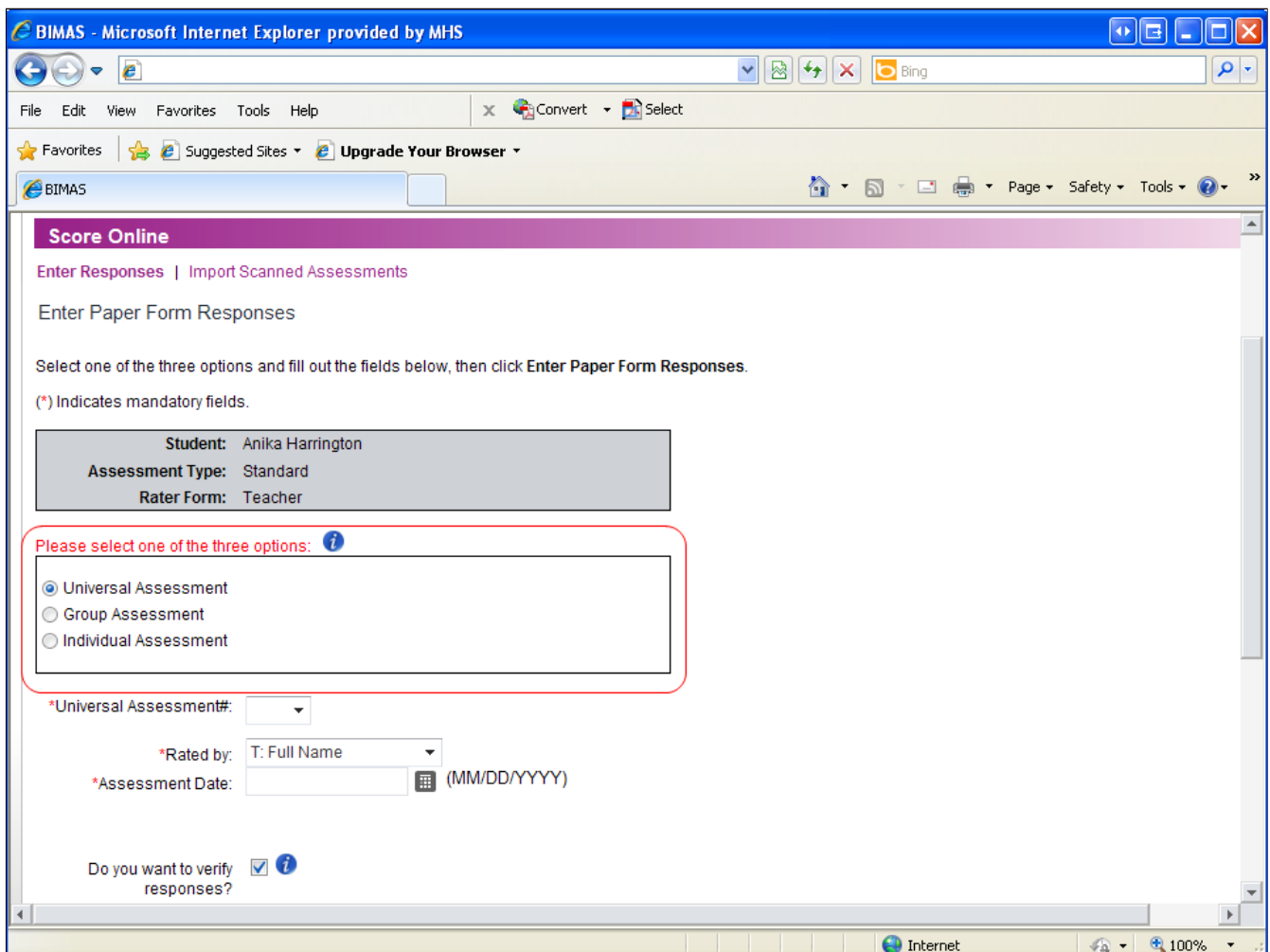
2. Click **Next**.



The screenshot shows the BIMAS Teacher web application interface. The main navigation tabs are SITE MANAGEMENT, ASSESSMENT, and REPORTS. The current page is titled "Score Online" and has sub-links for "Enter Responses" and "Import Scanned Assessments". The "Enter Responses" section contains instructions for completing a BIMAS Standard/Flex assessment or scoring a paper-and-pencil form. A red box highlights the instruction "Please select either one of the two options:" with two radio buttons: "Complete Assessment Online" and "Enter Paper Form Responses". The "Enter Paper Form Responses" option is selected. Below this, the "Assessment Type" is set to "Standard Items". The "*Form ID:" field contains the value "1_1000_1015_1008". A red circle highlights the "Next" button. A red arrow points from the "Form ID" field to the "Form ID" field in the "BIMAS Teacher" form preview, which also displays the value "1_1000_1015_1008". The preview also shows the "BIMAS Teacher" logo, the text "(Ages 5 - 18)", and the authors "D., Achilles N. Bardos, Ph.D., & Scott T. Meier, Ph.D.". There are also instructions for shading circles: "Shade circles like this: ●" and "Not like this: ○ ○ ✘ ✓".

Under **Enter Paper Form Responses**, select one of the three options:

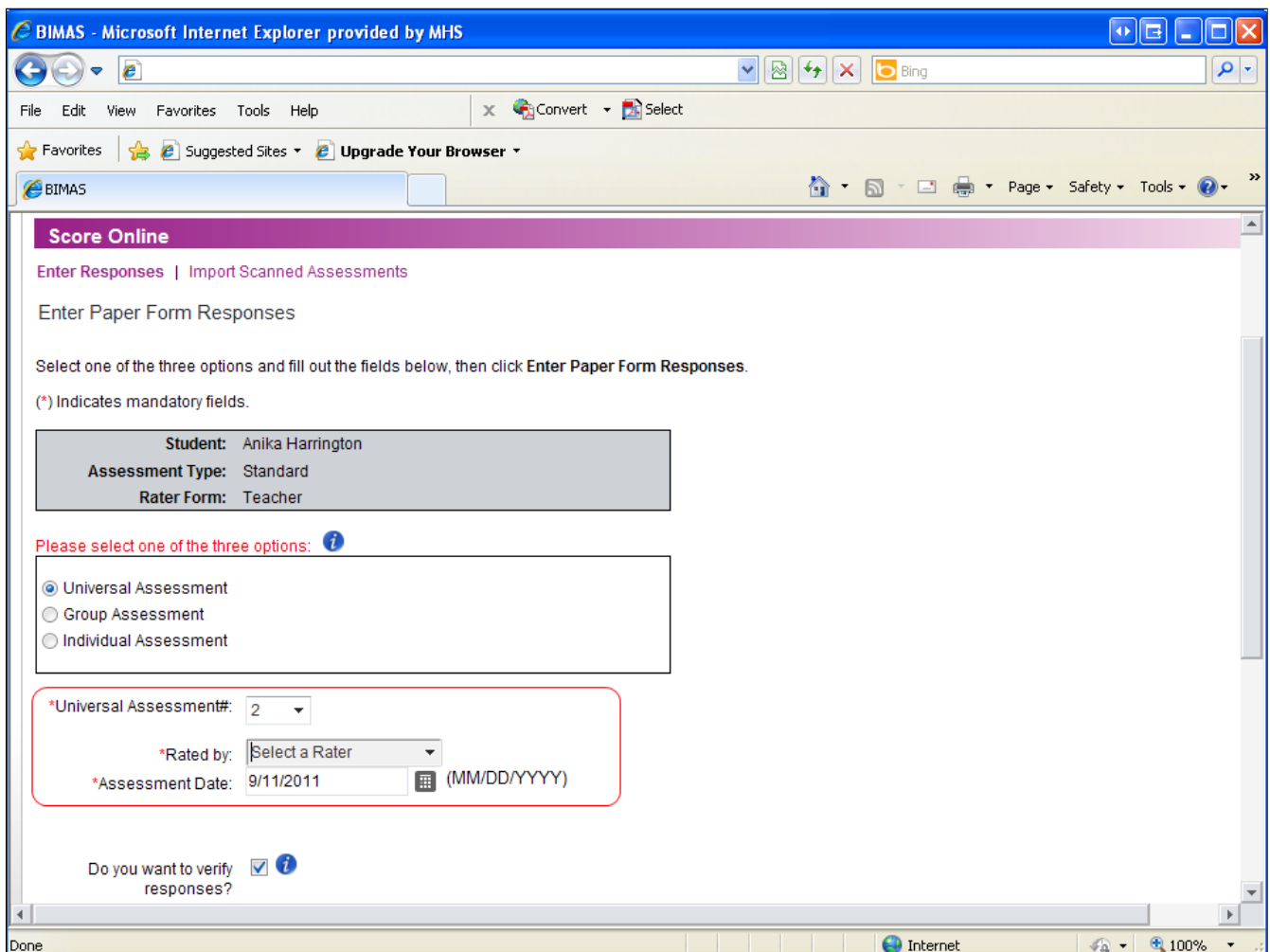
1. Universal Assessment
2. Group Assessment
3. Individual Assessment



The screenshot shows a web browser window titled "BIMAS - Microsoft Internet Explorer provided by MHS". The address bar shows "BIMAS". The page content includes a navigation bar with "Score Online", "Enter Responses", and "Import Scanned Assessments". The main heading is "Enter Paper Form Responses". Below this, there is a instruction: "Select one of the three options and fill out the fields below, then click Enter Paper Form Responses." A note states: "(*) Indicates mandatory fields." A grey box displays the following information: "Student: Anika Harrington", "Assessment Type: Standard", and "Rater Form: Teacher". A red box highlights a section with the text "Please select one of the three options:" followed by three radio button options: "Universal Assessment" (selected), "Group Assessment", and "Individual Assessment". Below this, there are several form fields: "*Universal Assessment#:" with a dropdown menu, "*Rated by:" with a dropdown menu showing "T: Full Name", and "*Assessment Date:" with a text input field and a calendar icon, followed by "(MM/DD/YYYY)". At the bottom, there is a checkbox labeled "Do you want to verify responses?" which is checked, and a help icon.

For a Universal Assessment,

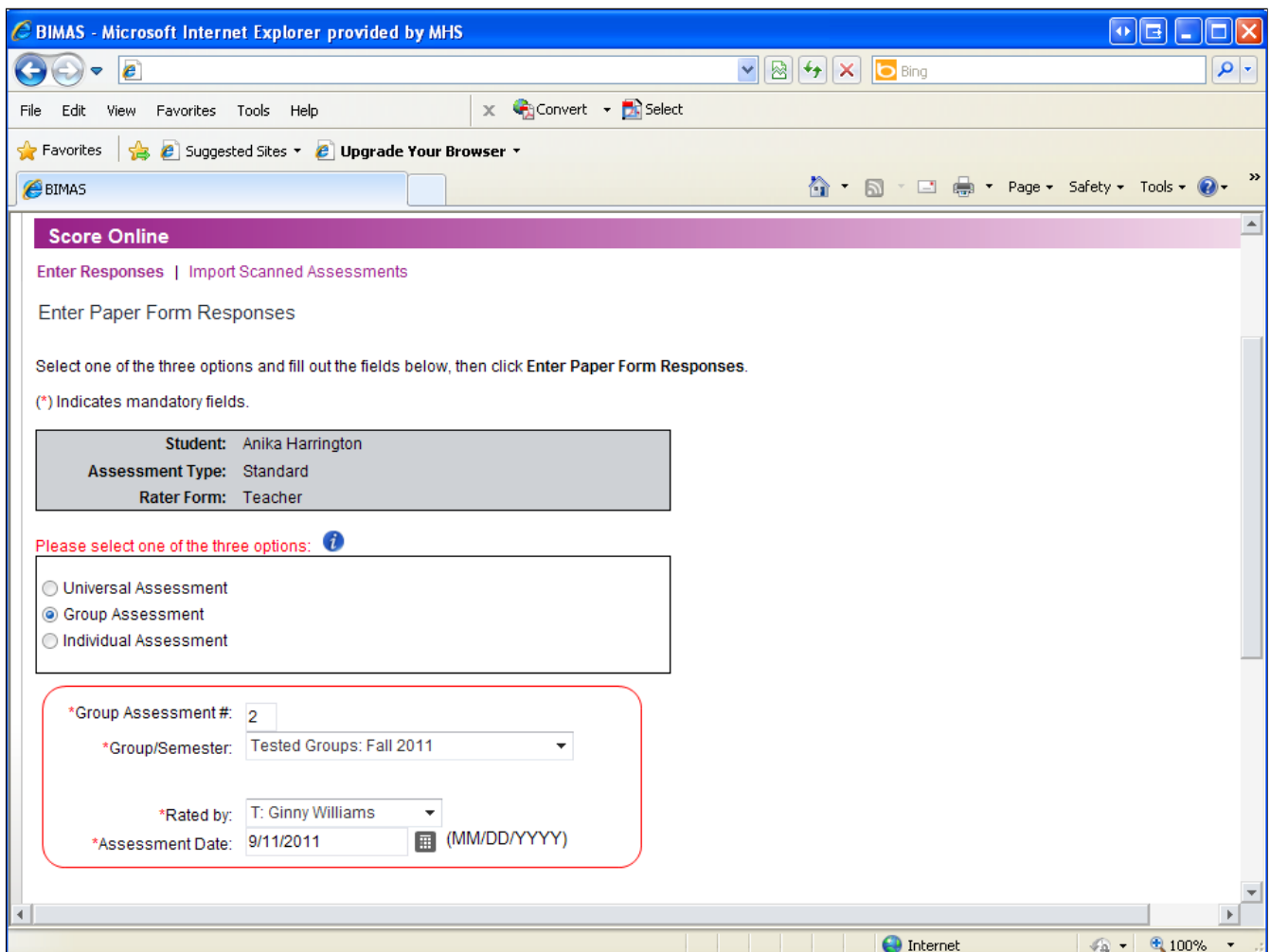
1. Select a **Universal Assessment #** from the drop-down menu.
2. Find the rater on the front page of the paper form and select him/her from the **Rated by** drop-down menu.
3. Select the **Assessment Date**, as found on the front page of the paper form.



The screenshot shows a web browser window titled "BIMAS - Microsoft Internet Explorer provided by MHS". The address bar shows "BIMAS". The page content includes a navigation bar with "Score Online", "Enter Responses", and "Import Scanned Assessments". Below this, the heading "Enter Paper Form Responses" is displayed. A message states: "Select one of the three options and fill out the fields below, then click Enter Paper Form Responses." A note indicates that asterisks (*) denote mandatory fields. A grey box displays the following information: Student: Anika Harrington, Assessment Type: Standard, Rater Form: Teacher. Below this, a section titled "Please select one of the three options:" contains three radio buttons: "Universal Assessment" (selected), "Group Assessment", and "Individual Assessment". A red-bordered box highlights the mandatory input fields: "*Universal Assessment#:" with a dropdown menu showing "2"; "*Rated by:" with a dropdown menu showing "Select a Rater"; and "*Assessment Date:" with a text input field containing "9/11/2011" and a calendar icon, with "(MM/DD/YYYY)" to its right. At the bottom, there is a checkbox labeled "Do you want to verify responses?" which is checked, accompanied by a help icon.

For a Group Assessment,

1. Enter a **Group Assessment #**.
2. Select a **Group/Semester** from the drop-down menu.
3. Find the rater on the front page of the paper form and select him/her from the **Rated by** drop-down menu.
4. Select the **Assessment Date**, as found on the front page of the paper form.



The screenshot shows a web browser window titled "BIMAS - Microsoft Internet Explorer provided by MHS". The address bar shows "BIMAS". The page content includes a header "Score Online" with links for "Enter Responses" and "Import Scanned Assessments". Below this is the section "Enter Paper Form Responses".

Select one of the three options and fill out the fields below, then click **Enter Paper Form Responses**.

(*) Indicates mandatory fields.

Student:	Anika Harrington
Assessment Type:	Standard
Rater Form:	Teacher

Please select one of the three options:

- Universal Assessment
- Group Assessment
- Individual Assessment

*Group Assessment #:

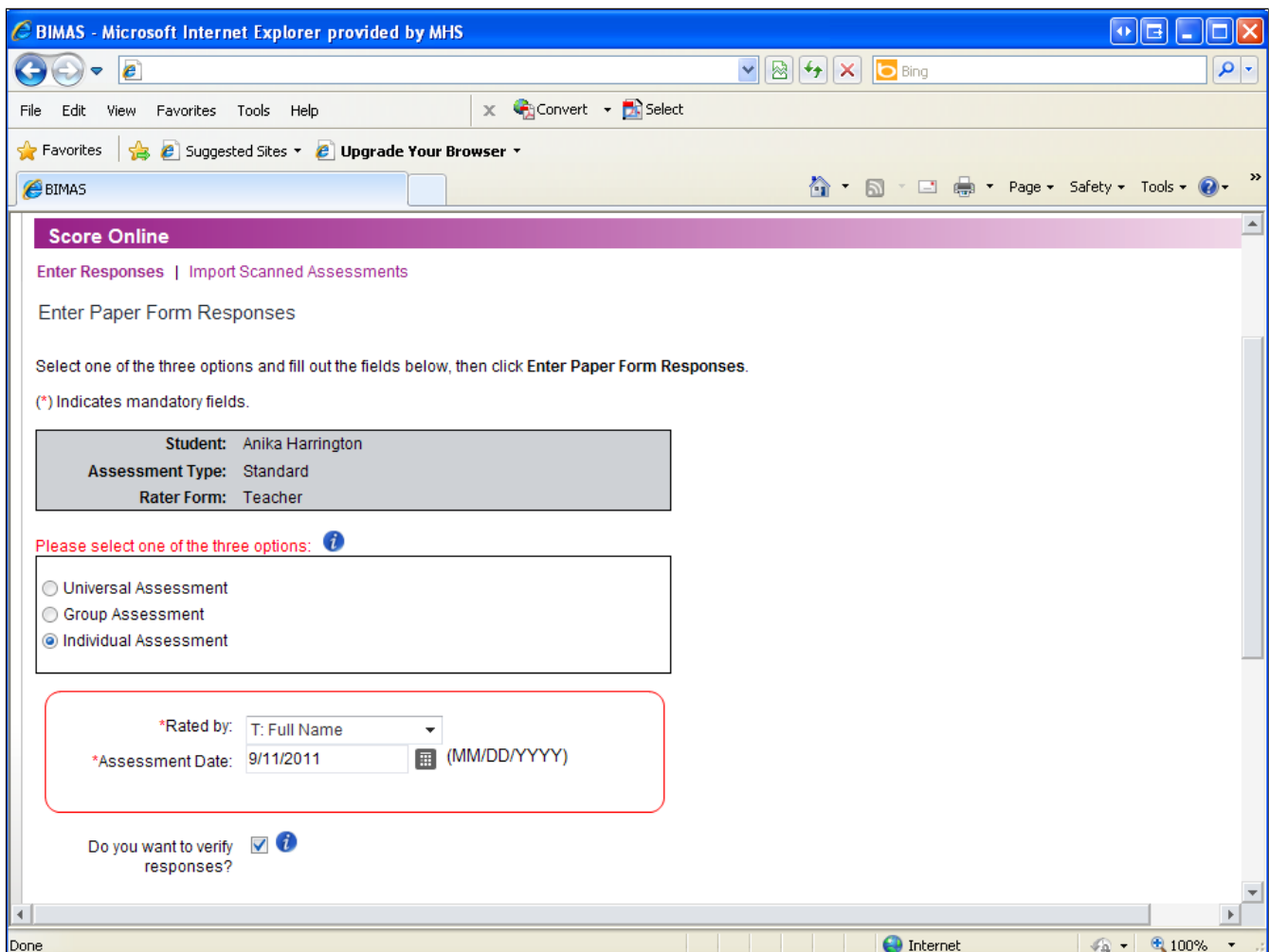
*Group/Semester:

*Rated by:

*Assessment Date: (MM/DD/YYYY)

For an Individual Assessment,

1. Find the rater on the front page of the paper form and select him/her from the **Rated by** drop-down menu.
2. Select the **Assessment Date**, as found on the front page of the paper form.



The screenshot shows a web browser window titled "BIMAS - Microsoft Internet Explorer provided by MHS". The address bar shows "BIMAS". The page content includes a header "Score Online" with links for "Enter Responses" and "Import Scanned Assessments". Below this is the section "Enter Paper Form Responses".

Select one of the three options and fill out the fields below, then click **Enter Paper Form Responses**.

(*) Indicates mandatory fields.

Student:	Anika Harrington
Assessment Type:	Standard
Rater Form:	Teacher

Please select one of the three options:

- Universal Assessment
- Group Assessment
- Individual Assessment

*Rated by: T: Full Name

*Assessment Date: 9/11/2011 (MM/DD/YYYY)

Do you want to verify responses?

Leave the box checked for **Do you want to verify responses**. This option will allow you to enter responses twice to ensure that your entries are accurate.

Click **Enter Paper Form Responses**.

The screenshot shows a web browser window titled "BIMAS - Microsoft Internet Explorer provided by MHS". The page content is as follows:

- Page Title: Enter Paper Form Responses
- Instruction: Select one of the three options and fill out the fields below, then click **Enter Paper Form Responses**.
- Note: (*) Indicates mandatory fields.
- Form Fields:
 - Student: Anika Harrington
 - Assessment Type: Standard
 - Rater Form: Teacher
- Options: Please select one of the three options:
 - Universal Assessment
 - Group Assessment
 - Individual Assessment
- Mandatory Fields:
 - *Universal Assessment#: [Dropdown]
 - *Rated by: T: Full Name [Dropdown]
 - *Assessment Date: 9/11/2011 [Calendar] (MM/DD/YYYY)
- Verification: Do you want to verify responses? [Help]
- Navigation: Previous [Button], **Enter Paper Form Responses** [Button]



Enter BIMAS Standard Paper Form Responses

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

If it is accurate, begin entering your Standard Item responses from the Paper Form.

Enter Paper Form Responses

Review the student and assessment information in the box below to ensure that it is correct. If it is accurate, begin entering the item responses from the paper form. If you to change any information, click **Previous**. When you are finished, click **Save**.

(*) Indicates mandatory fields.

Student:	Anika Harrington
Assessment Type:	Standard
Rater Form:	Teacher
Universal Assessment#:	
Group Assessment #:	
Rated by:	T: Full Name
Assessment Date:	9/11/2011

Instructions: Please enter the responses from the rater's completed paper assessment.

Response Key
0 = **Never** (Observed 0 times or not observed)
1 = **Rarely** (Observed 1-2 times or to a minimal extent)
2 = **Sometimes** (Observed 3-4 times or to a moderate extent)
3 = **Often** (Observed 5-6 times or to a significant extent)
4 = **Very Often** (Observed 7 or more times or to an extreme extent)
? = **Omit Item**

During the past week, this student...

	Responses	Verify
1. shared what he/she was thinking about.	<input type="text"/>	<input type="text"/>
2. appeared angry.	<input type="text"/>	<input type="text"/>
3. had trouble paying attention.	<input type="text"/>	<input type="text"/>

Ensure that you enter in all responses. Indicate omitted item(s) with a “?”.

Proceed by scrolling down the box.

Verify your responses to ensure that they are correct. BIMAS Online will inform you if there is a mismatch.

Student: Anika Harrington
Assessment Type: Standard
Rater Form: Teacher
Universal Assessment#: 1
Group Assessment #:
Rated by: T. Mr. Robert Ocampo
Assessment Date: 9/1/2011

Instructions: Please enter the responses from the rater's completed paper assessment.

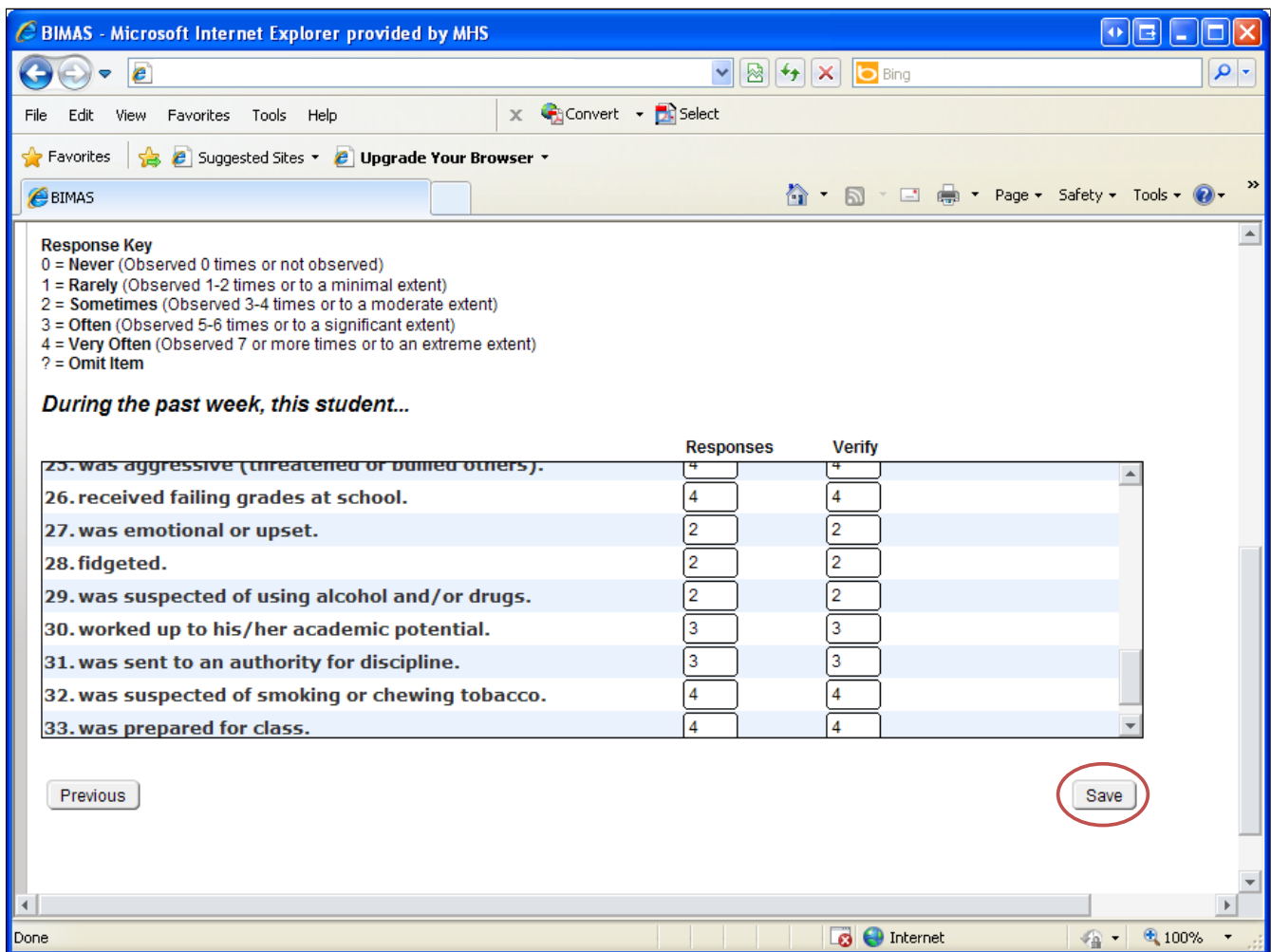
Response Key
 0 = Never (Observed 0 times or not observed)
 1 = Rarely (Observed 1-2 times or to a minimal extent)
 2 = Sometimes (Observed 3-4 times or to a moderate extent)
 3 = Often (Observed 5-6 times or to a significant extent)
 4 = Very Often (Observed 7 or more times or to an extreme extent)
 ? = Omit Item

During the past week, this student...

	Responses	Verify
1. shared what he/she was thinking about.	<input type="text" value="1"/>	<input type="text" value="1"/>
2. appeared angry.	<input type="text" value="2"/>	<input type="text" value="2"/>
3. had trouble paying attention.	<input type="text" value="3"/>	<input type="text" value="1"/> Mismatch
4. followed directions.	<input type="text" value="1"/>	<input type="text" value="1"/>
5. appeared sleepy or tired.	<input type="text" value="1"/>	<input type="text" value="1"/>
6. was impulsive.	<input type="text" value="1"/>	<input type="text" value="1"/>

Once you have entered all your responses and verified them, click **Save**.

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



Response Key
 0 = **Never** (Observed 0 times or not observed)
 1 = **Rarely** (Observed 1-2 times or to a minimal extent)
 2 = **Sometimes** (Observed 3-4 times or to a moderate extent)
 3 = **Often** (Observed 5-6 times or to a significant extent)
 4 = **Very Often** (Observed 7 or more times or to an extreme extent)
 ? = Omit Item

During the past week, this student...

	Responses	Verify
25. was aggressive (threatened or bullied others).	<input type="text" value="4"/>	<input type="text" value="4"/>
26. received failing grades at school.	<input type="text" value="4"/>	<input type="text" value="4"/>
27. was emotional or upset.	<input type="text" value="2"/>	<input type="text" value="2"/>
28. fidgeted.	<input type="text" value="2"/>	<input type="text" value="2"/>
29. was suspected of using alcohol and/or drugs.	<input type="text" value="2"/>	<input type="text" value="2"/>
30. worked up to his/her academic potential.	<input type="text" value="3"/>	<input type="text" value="3"/>
31. was sent to an authority for discipline.	<input type="text" value="3"/>	<input type="text" value="3"/>
32. was suspected of smoking or chewing tobacco.	<input type="text" value="4"/>	<input type="text" value="4"/>
33. was prepared for class.	<input type="text" value="4"/>	<input type="text" value="4"/>

Previous Save