



Entering Individual Flex Paper Form Responses for Online Scoring



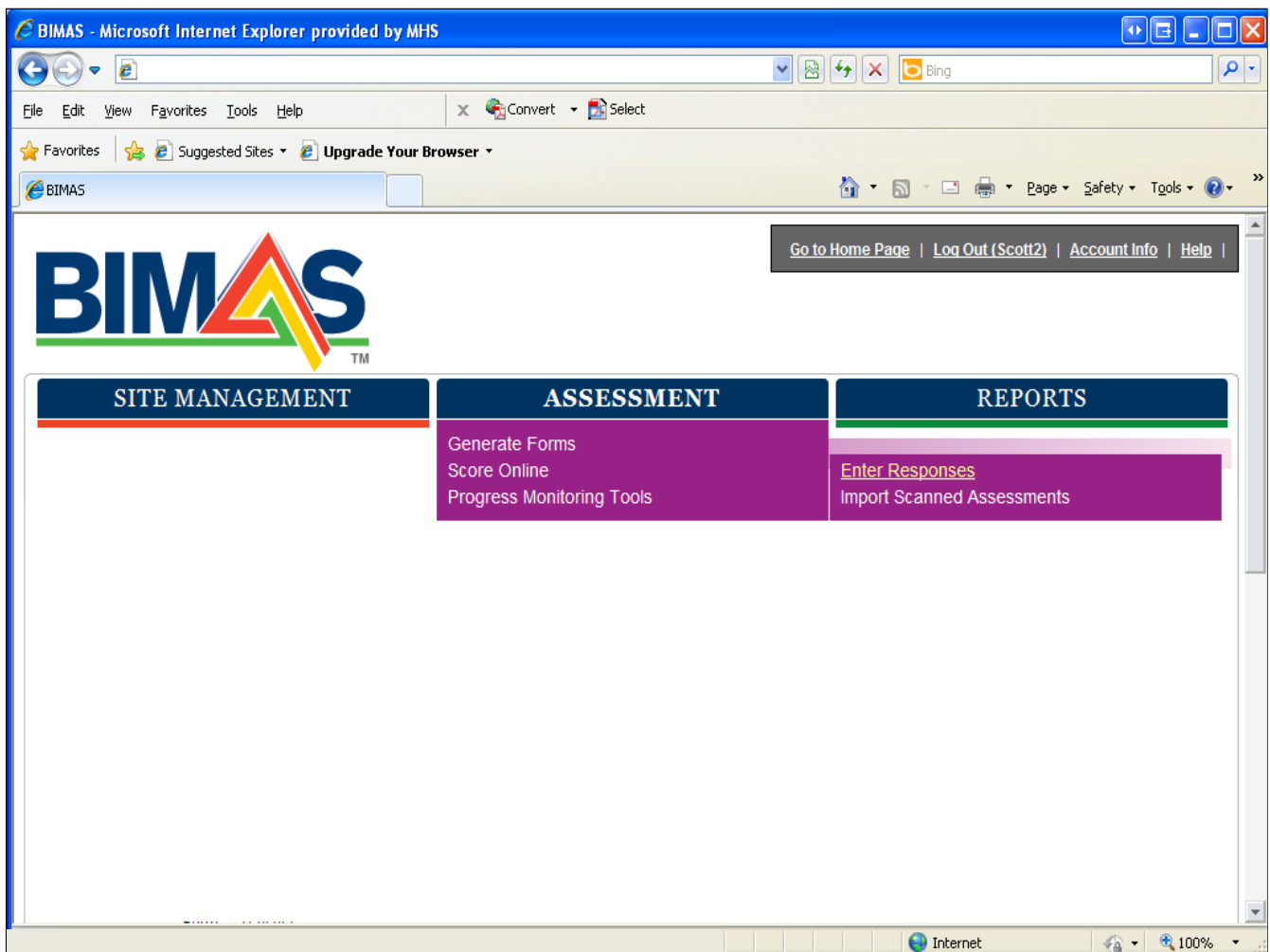
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Entering Individual Flex Paper Form Responses for Online Scoring

To begin generating individual Flex form responses:

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





Entering Individual Flex Paper Form Responses for Online Scoring

There are two ways to enter responses:

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

Select the second option: **Enter Paper Form Responses.**

BIMAS - Microsoft Internet Explorer provided by MHS

File Edit View Favorites Tools Help

Convert Select

Favorites Suggested Sites Upgrade Your Browser

BIMAS

Go to Home Page | Log Out (Scott2) | Account Info

BIMAS

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

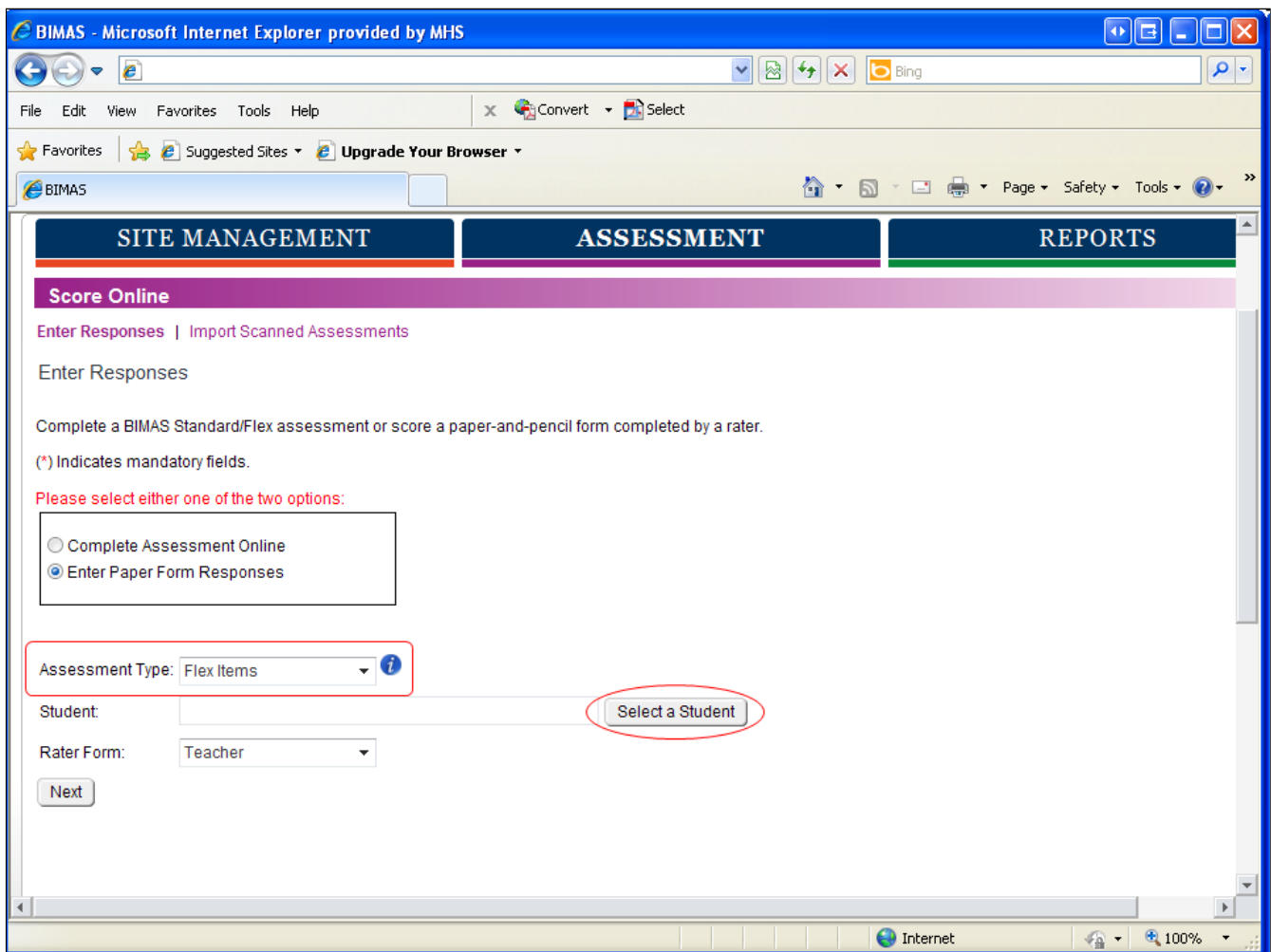
Assessment Type: Standard Items

*Form ID: Enter Form ID...

Next

Internet 100%

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



BIMAS - Microsoft Internet Explorer provided by MHS

File Edit View Favorites Tools Help

Convert Select

Favorites Suggested Sites Upgrade Your Browser

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: Flex Items

Student: **Select a Student**

Rater Form: Teacher

Next

Internet 100%



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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 students by school, grade, or class.

The screenshot shows the 'Select a student' window in the BIMAS application. The window contains a table of students with the following columns: STUDENT ID, LAST NAME, FIRST NAME, SCHOOL, GRADE, and CLASS. The search fields for STUDENT ID, LAST NAME, and FIRST NAME are circled in red. The SCHOOL column has a dropdown menu open, showing a list of schools including Alhambra High School, Pasadena High School, Burbank Junior High School, Wednesday School, Rain School, Cloud School, and Hamilton School. The dropdown menu is also circled in red.

STUDENT ID	LAST NAME	FIRST NAME	SCHOOL	GRADE	CLASS
<input type="checkbox"/> 7052700	Arocho	Juanita	Alhambra High School	10	Art
<input type="checkbox"/> 5053911	Alley	Eugene	Pasadena High School	K	Mathematics 1
<input type="checkbox"/> 2323232	Adams	Rachel	Burbank Junior High School	10	AR02 General
<input type="checkbox"/> 567833	Anders	Kelly	Wednesday School	10	English 122
<input type="checkbox"/> 123231	Anders	heather	Rain School	10	Politics 1
<input type="checkbox"/> 123267	Anders	Kelly	Cloud School	10	Art History 1
<input type="checkbox"/> 123290	Anders	Kelly	Hamilton School	10	Geometry 1



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When the student is found:

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

STUDENT ID	LAST NAME	FIRST NAME	SCHOOL	GRADE	CLASS	
<input checked="" type="checkbox"/>	5474561	Harrington	Anika	Alhambra High School	12	Theatre Arts 3220
<input type="checkbox"/>	9312869	Blass	Christopher	Mcallister	9	Mathematics 4
<input type="checkbox"/>	7052700	Arocho	Juanita	Mcallister	7	Science/Health 1
<input type="checkbox"/>	8769067	Haynes	Frank	Burbank Junior High School	9	MU221 & MU222 Jazz
<input type="checkbox"/>	5764465	West	Cedric	Pasadena High School	12	Theatre Arts 3220
<input type="checkbox"/>	4010903	Ruiz	Richard	Mcallister	6	Art 4
<input type="checkbox"/>	9074942	Hoag	Wilma	Highland Hall	1	Language Arts 2
<input type="checkbox"/>	4567725	Mitchell	Wilburn	Burbank Junior High School	10	PA29 Advanced Dram
<input type="checkbox"/>	6242001	Ector	Clyde	Highland Hall	4	Language Arts 1
<input type="checkbox"/>	5320242	William	Cecil	Pasadena High School	10	Biology 2201



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Click the **Rater Form** drop-down menu and select the correct rater.

The Student and type of Rater Form can be found on the front page of the Paper Form.

The screenshot displays the BIMAS web application interface. The main navigation bar includes 'SITE MANAGEMENT', 'ASSESSMENT', and 'REPORTS'. The 'Enter Responses' section is active, showing options to 'Enter Responses' or 'Import Scanned Assessments'. The 'Enter Responses' section includes a form for entering paper form responses. A preview of a 'Teacher Flex Form' is shown on the right, containing student and teacher information.

Form Fields:

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

Teacher Flex Form Preview:

BIMAS Teacher Flex Form
(Ages 5 -18)
James L. McDougal, Psy.D., Achilles N. Bardos, Ph.D., & Scott T. Meier, Ph.D.

Today's Date
MM DD YY

School: Alhambra High School
Student's Name: Anika J Harrington
Class Name: Theatre Arts 3220
Grade: 12
Student's Date of Birth: 10-20-1993
Student ID: 5474561
Date Printed: 09-08-2011
Teacher's Name: Mr. Alan Murphy



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Click **Next**.



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Fill out the information fields:

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

The screenshot shows a web browser window titled "BIMAS - Microsoft Internet Explorer provided by MHS". The page is titled "Enter Paper Form Responses" and contains the following information:

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: Flex
Rater Form: Teacher

Please select one of the three options:

- Universal Assessment
- Group Assessment
- Individual Assessment

***Rated by:** T. Mr. Alan Murphy (dropdown menu)

***Assessment Date:** 4/14/2011 (calendar icon) (MM/DD/YYYY)

Do you want to verify responses? ?

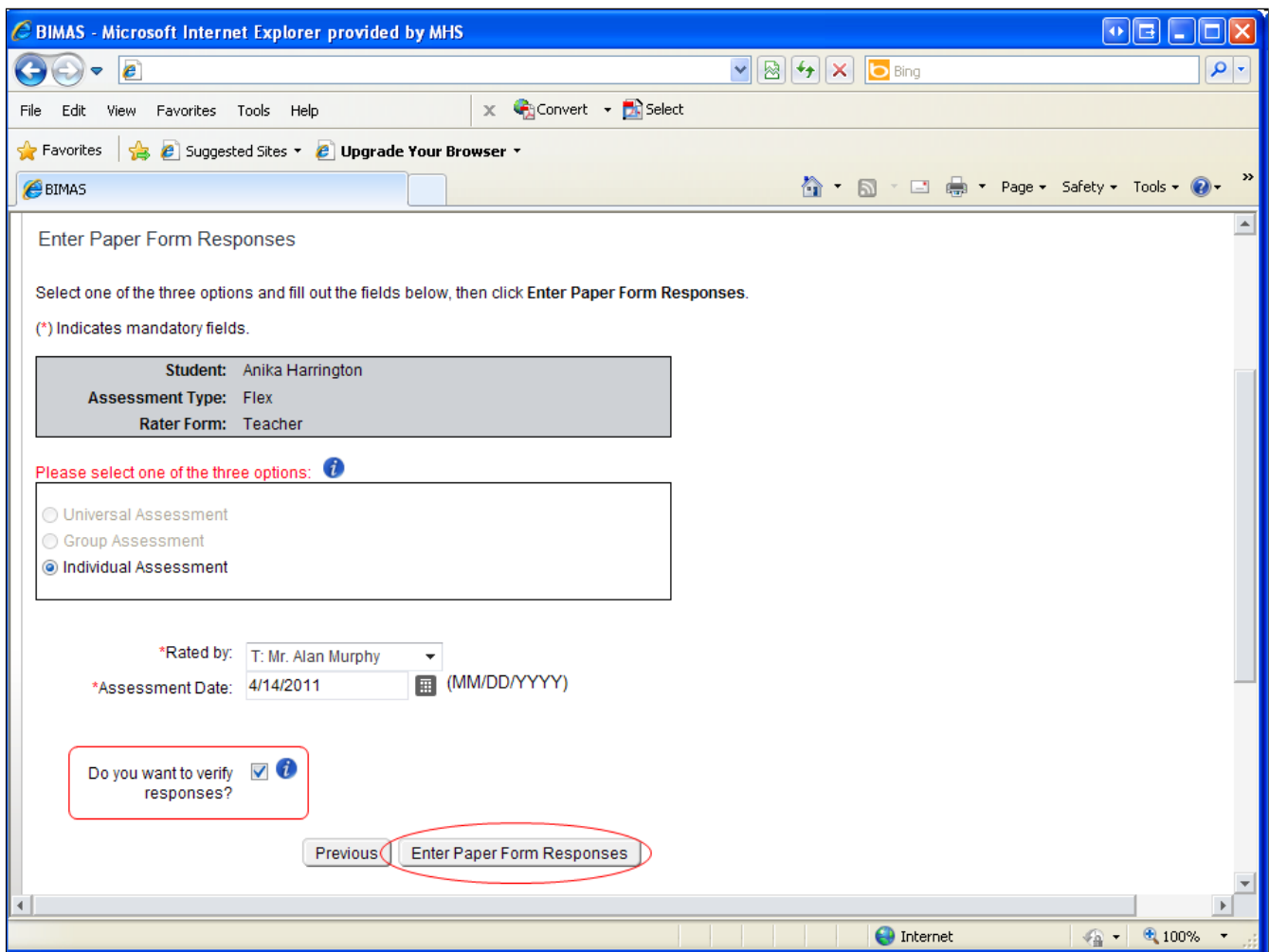
Buttons: Previous, Enter Paper Form Responses

BIMAS Teacher Flex Form (Ages 5-18)
James L. McDougal, Psy.D., Achilles N. Bardos, Ph.D., & Scott T. Meier, Ph.D.

Today's Date: MM DD YY
04 14 11

School: Alhambra High School
Student's Name: Anika J Harrington
Class Name: Theatre Arts 3220
Grade: 12
Student's Date of Birth: 10-20-1993
Student ID: 5474561
Date Printed: 09-06-2011
Teacher's Name: Mr. Alan Murphy

3. Leave the box checked for **Do you want to verify responses**. This option will add a second column where you can enter responses a second time to ensure that your entries are accurate.
4. Click **Enter Paper Form Responses**.





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

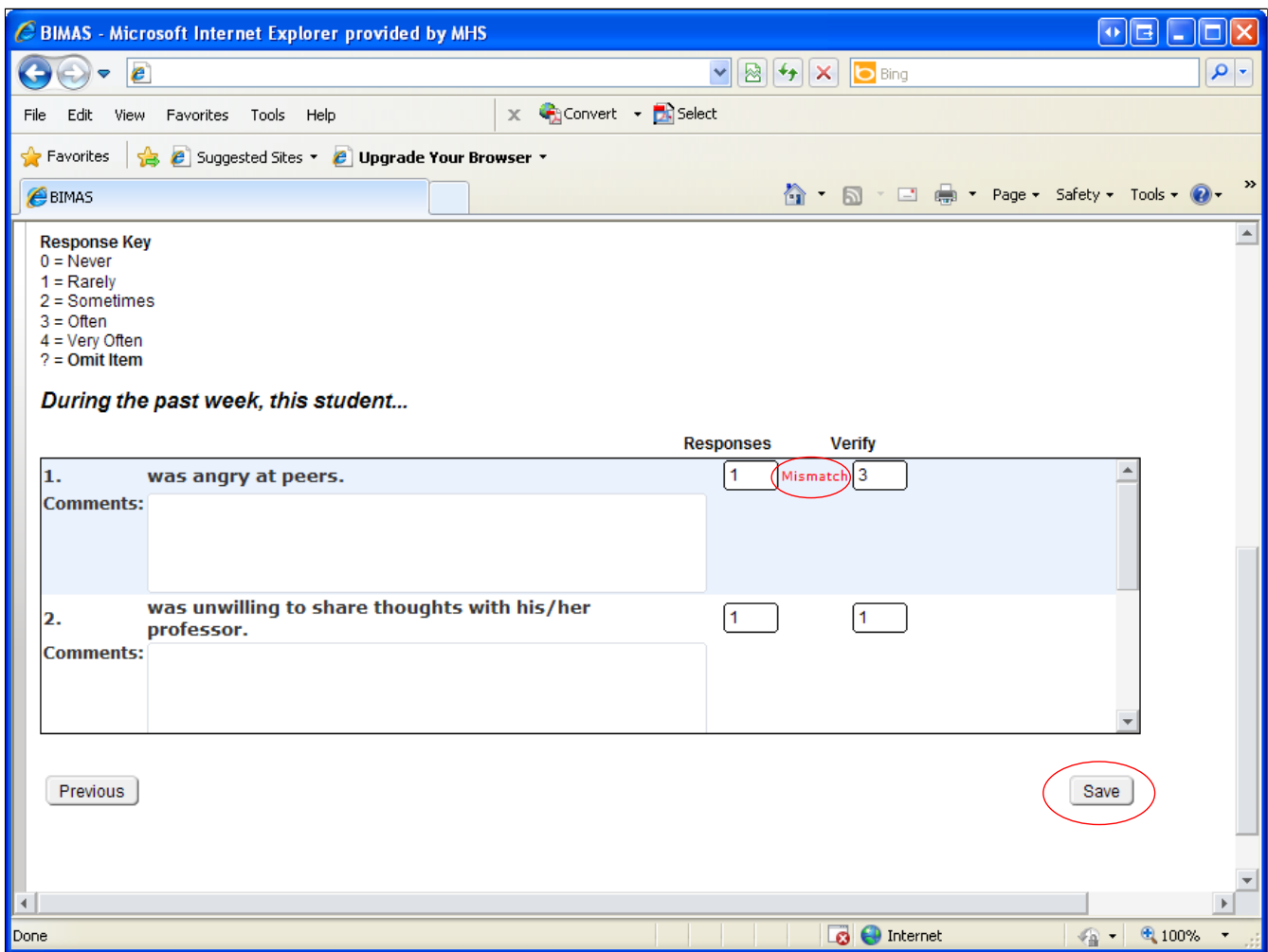
If it is accurate, begin entering your Flex item responses from the paper form.

The screenshot shows a Microsoft Internet Explorer browser window titled "BIMAS - Microsoft Internet Explorer provided by MHS". The address bar shows "BIMAS". The page content includes:

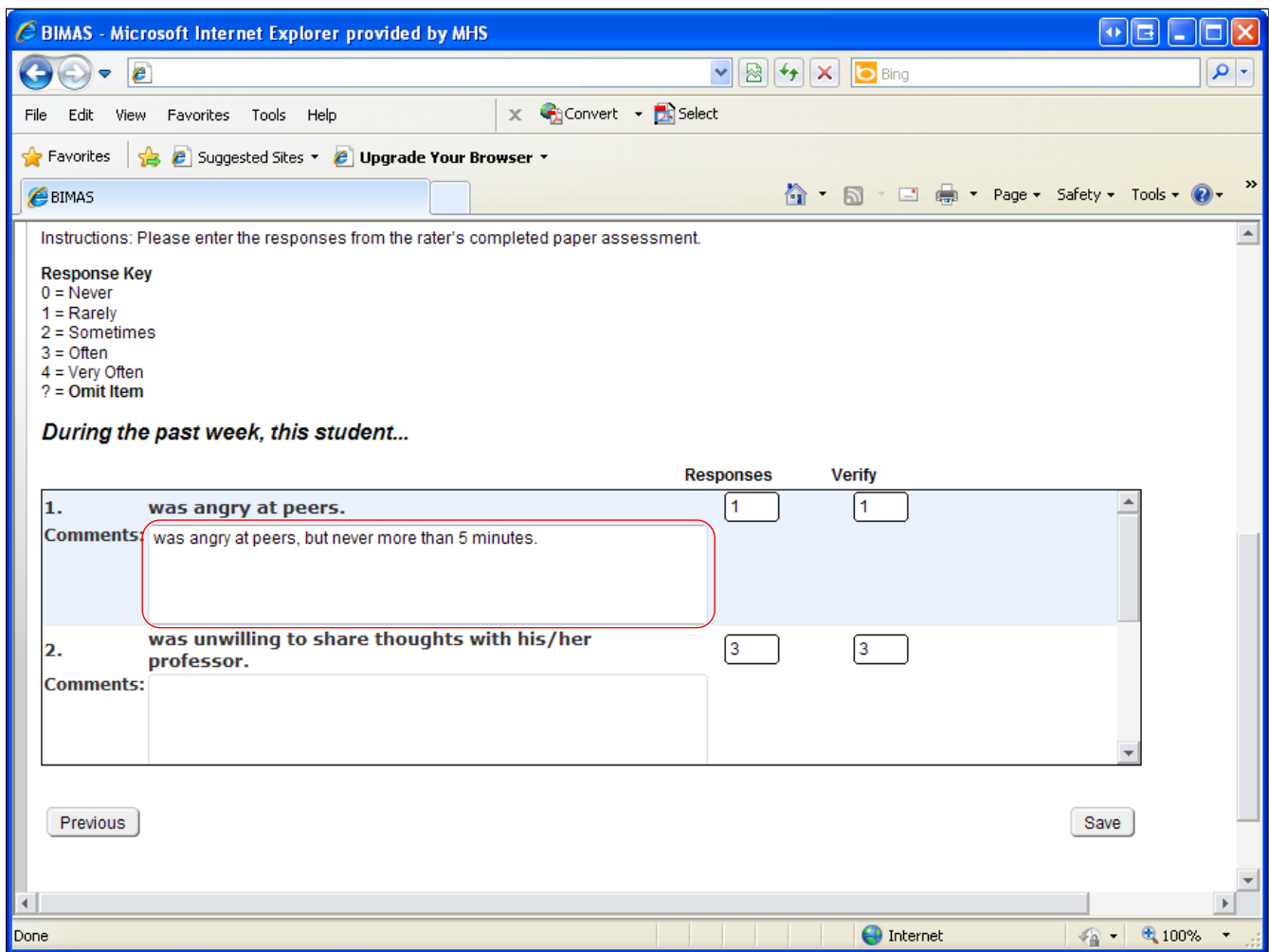
- Enter Paper Form Responses**
- Review the student and assessment information in the box below to ensure that it is correct. If it is accurate, begin entering the item responses from the paper form. If you need to change any information, click **Previous**. When you are finished, click **Save**.
- (*) Indicates mandatory fields.
- Student:** Anika Harrington
- Assessment Type:** Flex
- Rater Form:** Teacher
- Rated by:** T. Mr. Alan Murphy
- Assessment Date:** 4/14/2011
- Instructions: Please enter the responses from the rater's completed paper assessment.
- Response Key**
 - 0 = Never
 - 1 = Rarely
 - 2 = Sometimes
 - 3 = Often
 - 4 = Very Often
 - ? = Omit Item
- During the past week, this student...**
- Item 1: **was angry at peers.**
- Response input field:
- Verify input field:
- Comments:

Ensure that you enter in all responses. 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.



If the Rater has made any comments, enter them into the **Comments** field.



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

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

During the past week, this student...

		Responses	Verify
1.	was angry at peers.	<input type="text" value="1"/>	<input type="text" value="1"/>
Comments:	<input type="text" value="was angry at peers, but never more than 5 minutes."/>		
2.	was unwilling to share thoughts with his/her professor.	<input type="text" value="3"/>	<input type="text" value="3"/>
Comments:	<input type="text"/>		

Previous Save

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

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

