



## **Generating BIMAS Standard Web Links for Emailing to Raters (for a Class/Group)**



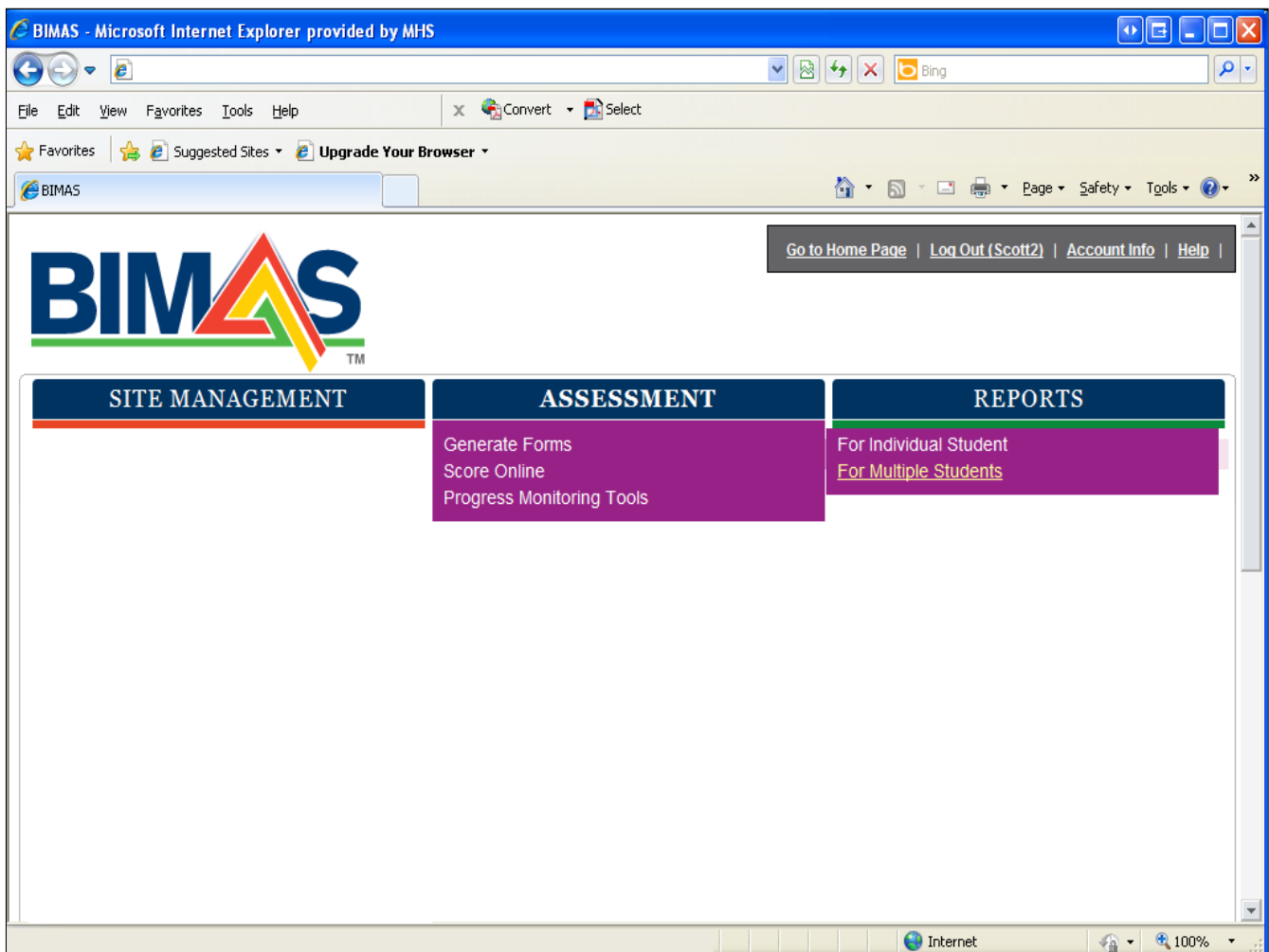
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## Generating BIMAS Standard Web Links for Emailing to Raters

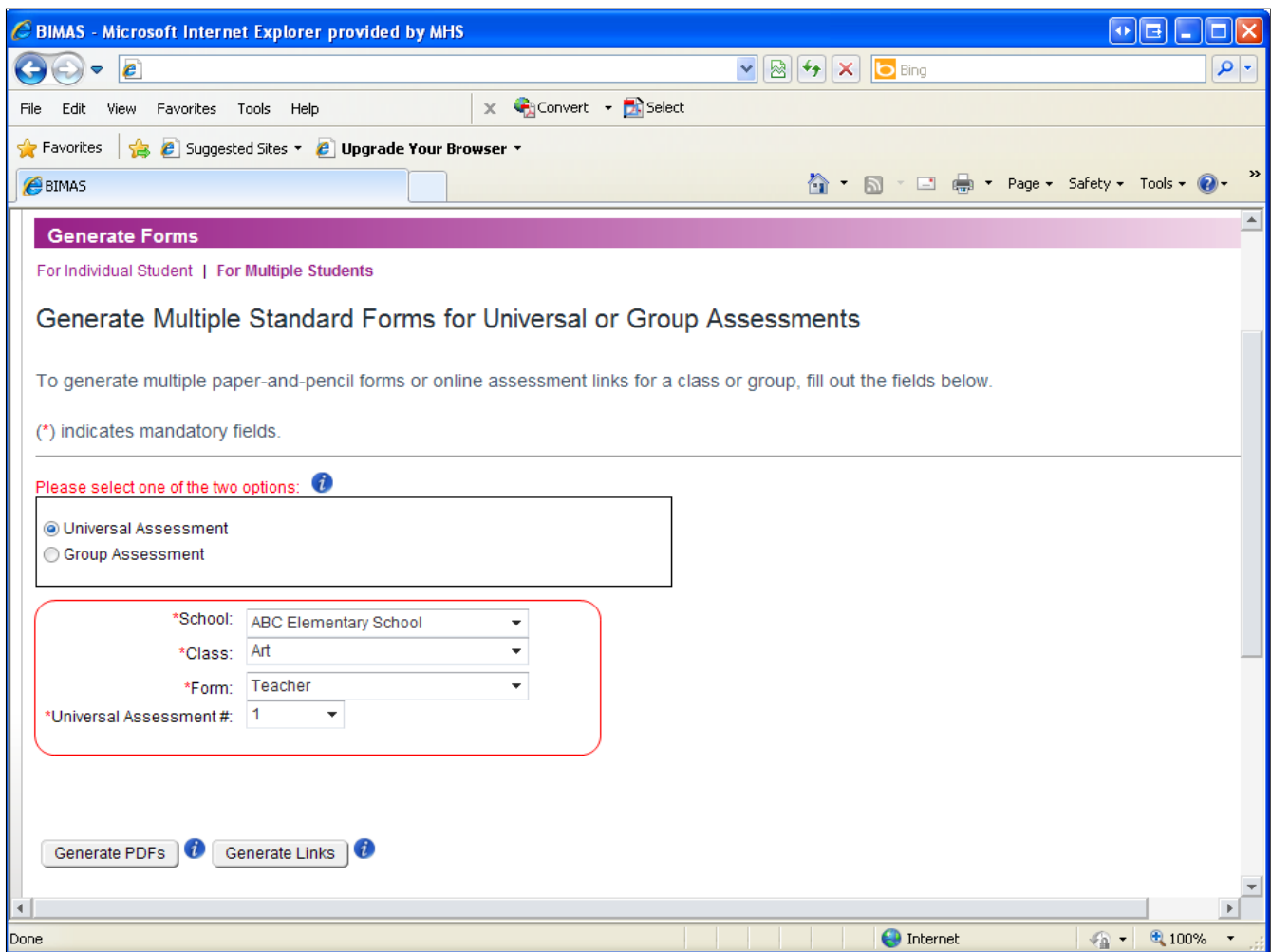
To generate web links:

1. Click **Assessment**.
2. Select **Generate Forms**.
3. Select **For Multiple Students**.



Under these settings, select the

- School,
- Class (or Group/Semester for Group Assessment),
- Form, and
- Universal Assessment number (or Group Assessment # for Group Assessment).



**Generate Forms**

For Individual Student | For Multiple Students

## Generate Multiple Standard Forms for Universal or Group Assessments

To generate multiple paper-and-pencil forms or online assessment links for a class or group, fill out the fields below.

(\*) indicates mandatory fields.

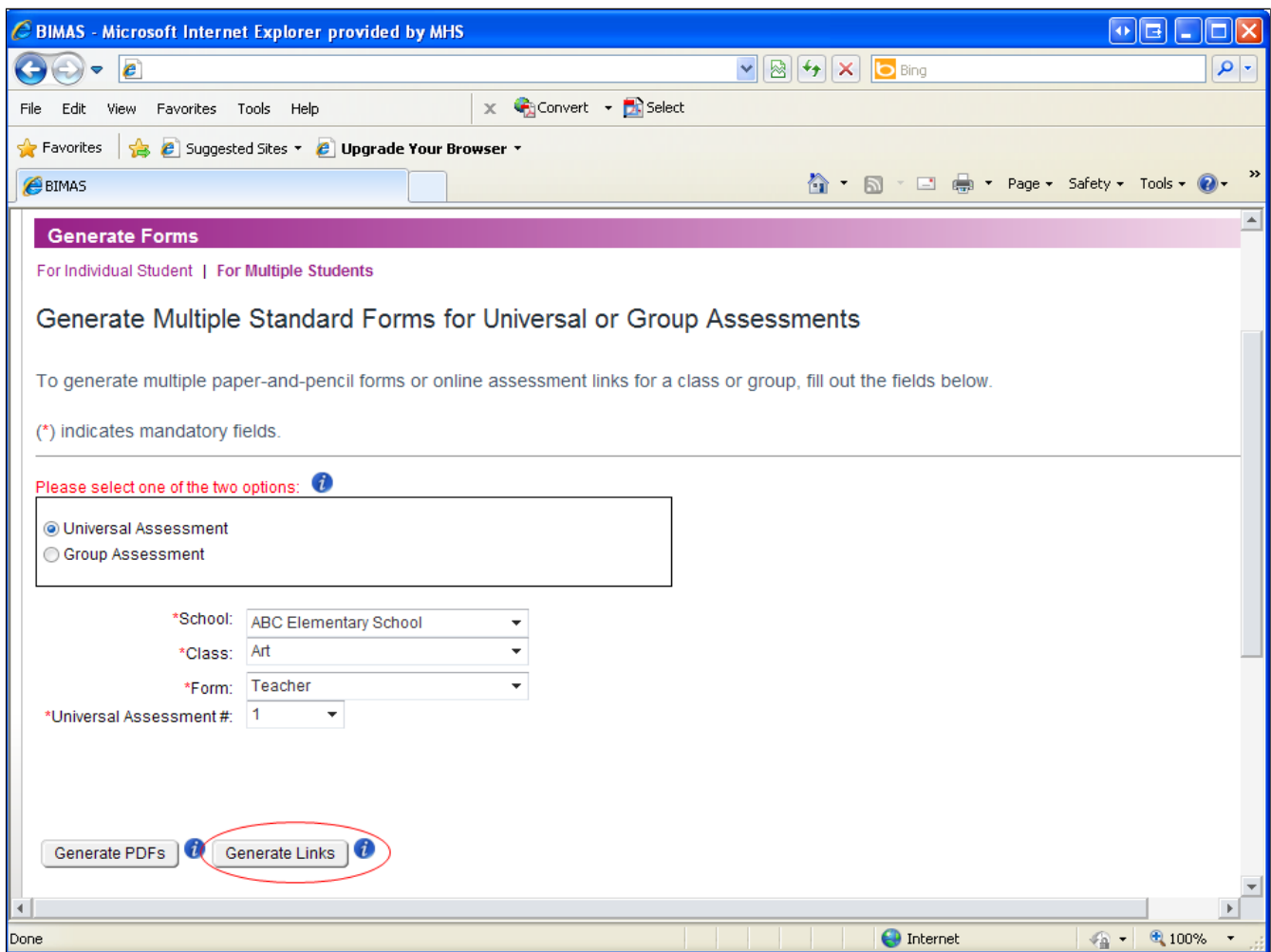
Please select one of the two options: [?](#)

Universal Assessment  
 Group Assessment

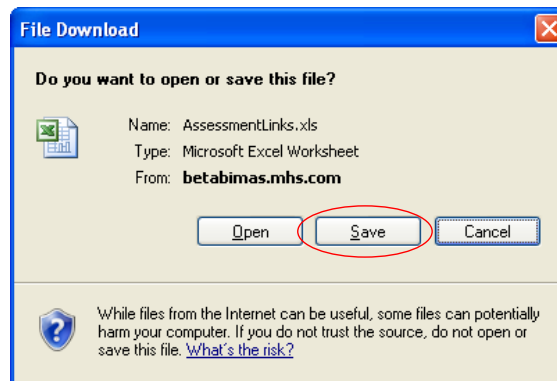
\*School: ABC Elementary School  
\*Class: Art  
\*Form: Teacher  
\*Universal Assessment #: 1

Generate PDFs [?](#)    Generate Links [?](#)

Click **Generate Links**.



In the pop-up window that appears, click **Save** to save the file to your computer.



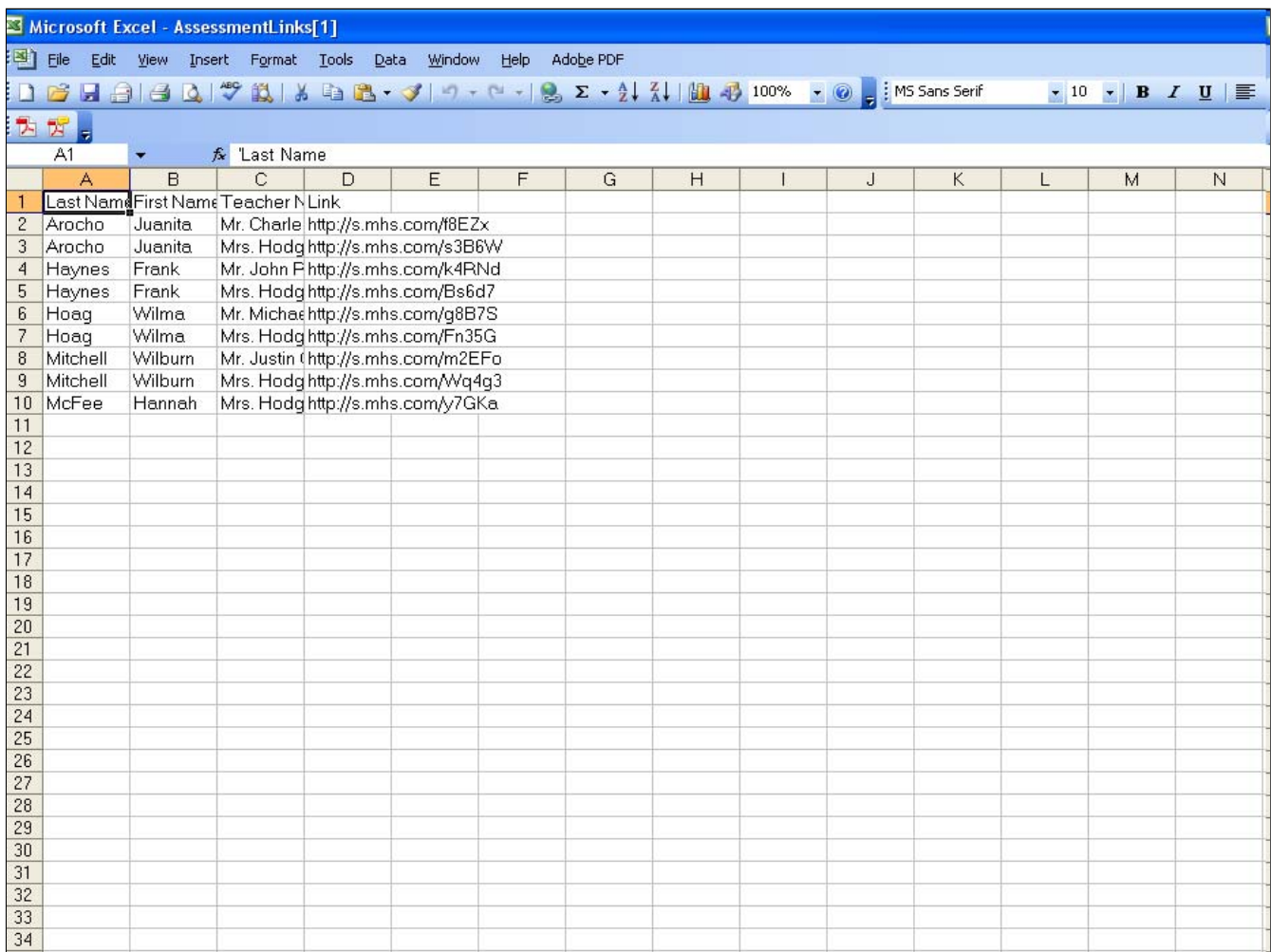
An Excel file will be generated and saved on your desktop.

Locate and open the Excel file.

The Excel file shows the Student's last and first name, the teachers name for the specified class and the corresponding online assessment link.

Adjust the column sizes, if necessary.

This assessment link directs the Rater to the assessment form online for them to complete.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Last Name	First Name	Teacher Name	Link										
2	Arocho	Juanita	Mr. Charles	<a href="http://s.mhs.com/t8EZx">http://s.mhs.com/t8EZx</a>										
3	Arocho	Juanita	Mrs. Hodg	<a href="http://s.mhs.com/s3B6W">http://s.mhs.com/s3B6W</a>										
4	Haynes	Frank	Mr. John F	<a href="http://s.mhs.com/k4RNd">http://s.mhs.com/k4RNd</a>										
5	Haynes	Frank	Mrs. Hodg	<a href="http://s.mhs.com/Bs6d7">http://s.mhs.com/Bs6d7</a>										
6	Hoag	Wilma	Mr. Michael	<a href="http://s.mhs.com/g8B7S">http://s.mhs.com/g8B7S</a>										
7	Hoag	Wilma	Mrs. Hodg	<a href="http://s.mhs.com/Fn35G">http://s.mhs.com/Fn35G</a>										
8	Mitchell	Wilburn	Mr. Justin	<a href="http://s.mhs.com/m2EFo">http://s.mhs.com/m2EFo</a>										
9	Mitchell	Wilburn	Mrs. Hodg	<a href="http://s.mhs.com/Wq4g3">http://s.mhs.com/Wq4g3</a>										
10	McFee	Hannah	Mrs. Hodg	<a href="http://s.mhs.com/y7GKa">http://s.mhs.com/y7GKa</a>										
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## Generating BIMAS Standard Web Links for Emailing to Raters

Each link can be copied and pasted into an email and sent to the desired Rater.

The screenshot shows a Microsoft Excel spreadsheet titled "AssessmentLinks[1]". The spreadsheet has four columns: "Last Name", "First Name", "Teacher N", and "Link". The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Last Name	First Name	Teacher N	Link										
2	Arocho	Juanita	Mr. Charles	<a href="http://s.mhs.com/BEZx">http://s.mhs.com/BEZx</a>										
3	Arocho	Juanita	Mrs. Hodg	<a href="http://s.mhs.com/s3B6W">http://s.mhs.com/s3B6W</a>										
4	Haynes	Frank	Mr. John P	<a href="http://s.mhs.com/k4RNd">http://s.mhs.com/k4RNd</a>										
5	Haynes	Frank	Mrs. Hodg	<a href="http://s.mhs.com/Bs6d7">http://s.mhs.com/Bs6d7</a>										
6	Hoag	Wilma	Mr. Michael	<a href="http://s.mhs.com/g8B7S">http://s.mhs.com/g8B7S</a>										
7	Hoag	Wilma	Mrs. Hodg	<a href="http://s.mhs.com/Fn35G">http://s.mhs.com/Fn35G</a>										
8	Mitchell	Wilburn	Mr. Justin C	<a href="http://s.mhs.com/m2EFo">http://s.mhs.com/m2EFo</a>										
9	Mitchell	Wilburn	Mrs. Hodg	<a href="http://s.mhs.com/Wq4g3">http://s.mhs.com/Wq4g3</a>										
10	McFee	Hannah	Mrs. Hodg	<a href="http://s.mhs.com/y7GKa">http://s.mhs.com/y7GKa</a>										
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When the Rater receives the email and clicks on the web link, they are taken to the assessment form that they must complete.

Upon completion and submission, responses are automatically captured in BIMAS Online.

**BIMAS Administration - Microsoft Internet Explorer provided by MHS**

BIMAS Administration

## BIMAS

### Juanita Arocho

Teacher Form

**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)

**During the past week, this student...**

#	Item	Never	Rarely	Sometimes	Often	Very Often
1.	shared what he/she was thinking about.	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
2.	appeared angry.	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
3.	had trouble paying attention.	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
4.	followed directions.	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
5.	appeared sleepy or tired.	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
6.	was impulsive.	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
7.	spoke clearly with others.	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
8.	appeared depressed.	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
9.	engaged in risk-taking behavior.	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4
10.	had problems staying on task.	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4

Next