



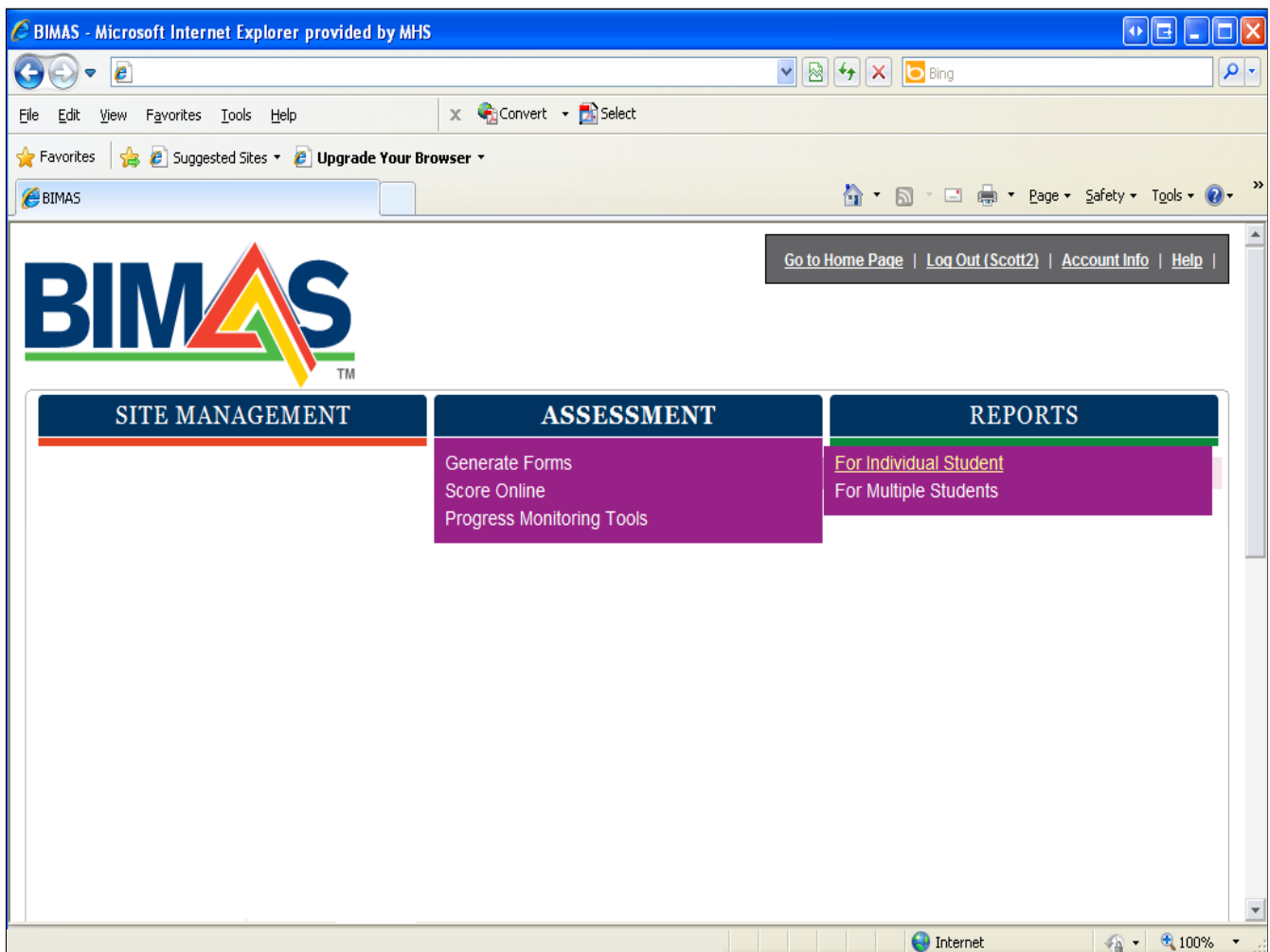
Generating BIMAS Standard Web Links for Emailing to Raters (for an Individual Student)



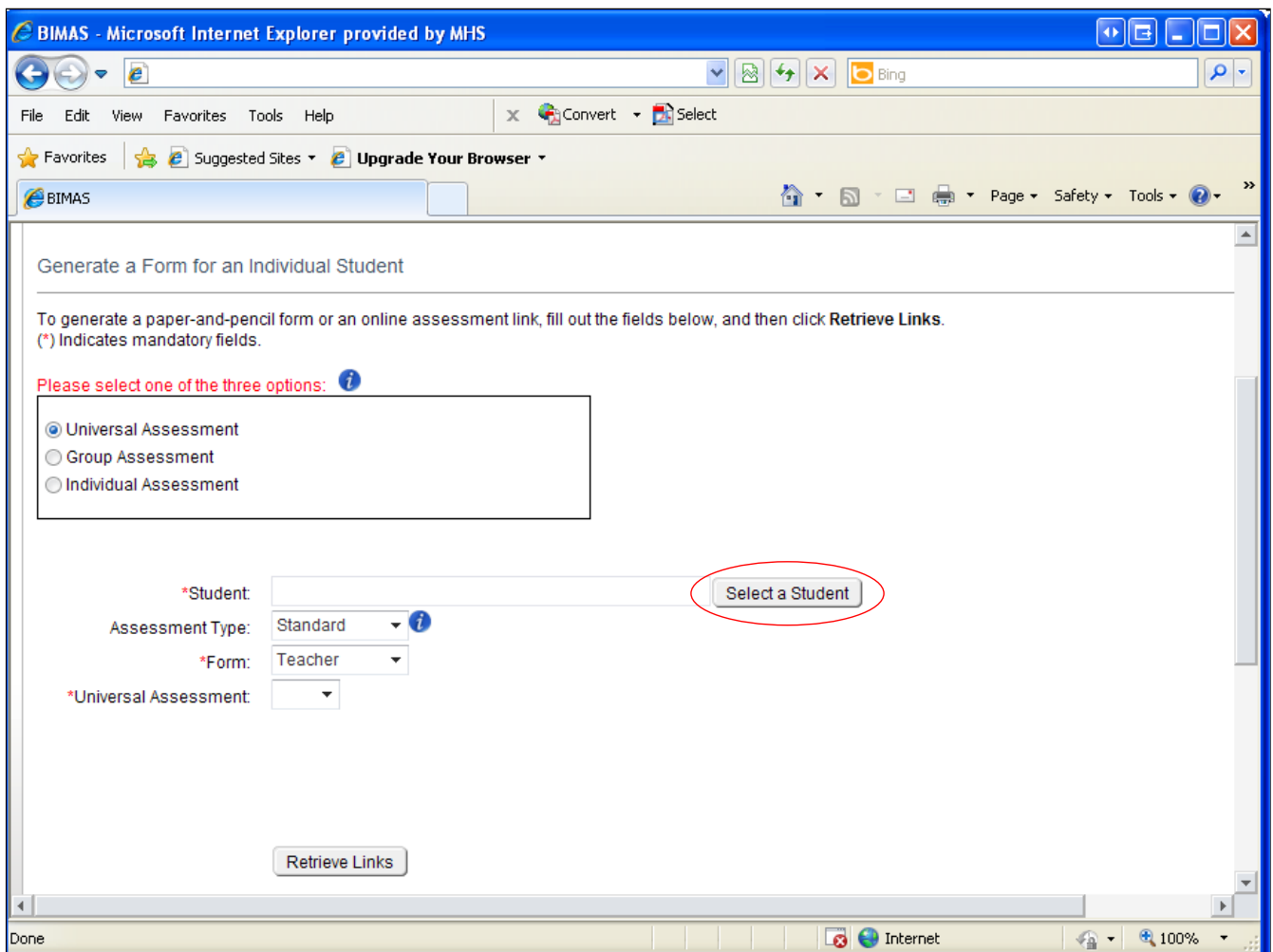
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In the U.S.A., P.O. Box 950, North Tonawanda, NY 14120-0950
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To generate web links:

1. Click **Assessment**.
2. Select **Generate Forms**.
3. Select **For Individual Student**.



Click **Select a Student**.





Generating BIMAS Standard Web Links for Emailing to Raters

The **Select a Student** window appears with a list of students to chose 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.

Select the student by clicking the checkbox beside his/her name.

Click **Select**.

The screenshot shows the 'Select a student' window in Microsoft Internet Explorer. The window title is 'BIMAS - Microsoft Internet Explorer provided by MHS'. The address bar shows 'BIMAS'. The page content includes the BIMAS logo and the text 'Select a student'. Below this is a table with the following columns: STUDENT ID, LAST NAME, FIRST NAME, SCHOOL, GRADE, and CLASS. The table contains several rows of student data. A dropdown menu is open for the SCHOOL column, showing options: Show All, Alhambra High School, Pasadena High School, Burbank Junior High School, Wednesday School, and Rain School. The Student ID, Last Name, and First Name fields are circled in red, and the School dropdown is also circled in red.

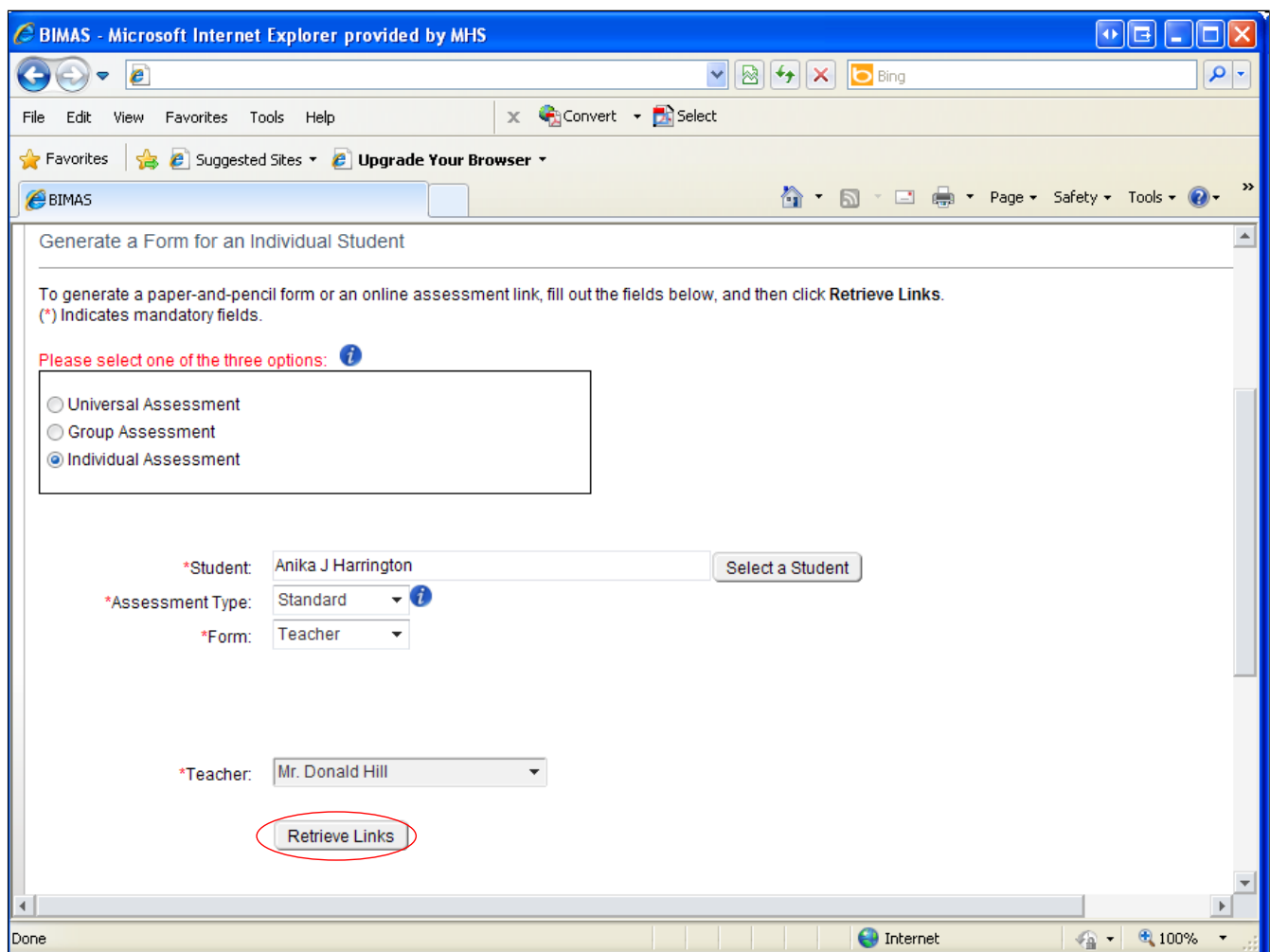
STUDENT ID	LAST NAME	FIRST NAME	SCHOOL	GRADE	CLASS
<input type="checkbox"/> 7052700	Arocho	Juanita	Alhambra High School	10	Art
<input type="checkbox"/> 5053911	Alley	Eugene	Pasadena High School	K	Mathematics 1
<input type="checkbox"/> 2323232	Adams	Rachel	Burbank Junior High School	10	AR02 General
<input 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

Choose whether you wish to generate a **Universal, Group, or Individual Assessment**.

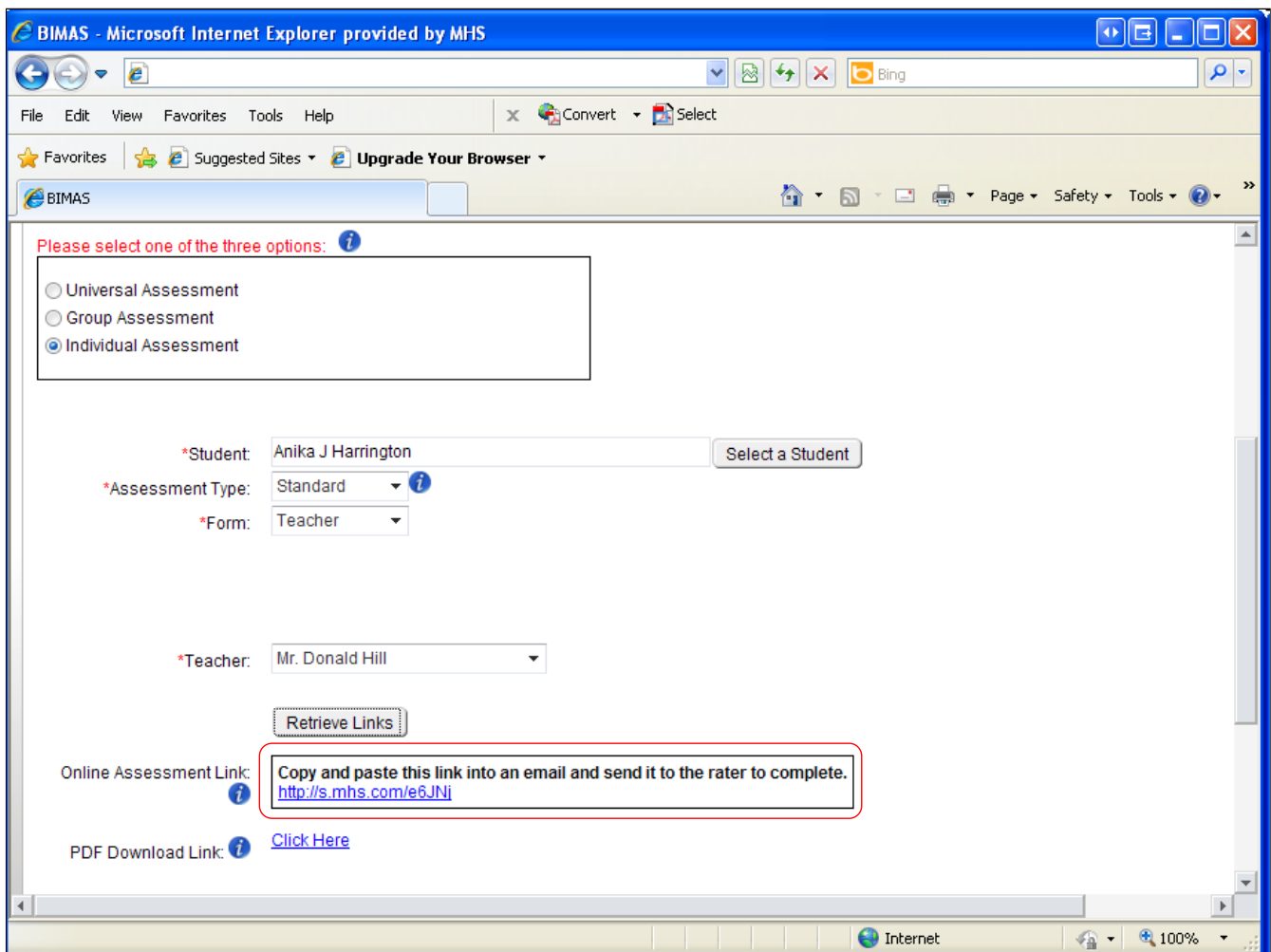
Complete the following remaining fields using the drop-down boxes:

1. Assessment Type
2. Form
3. Teacher name, if you are generating a Teacher form

Click **Retrieve Links**.



Copy and paste the generated link into an email, and send the email to the rater to complete.





When the Rater receives the email and clicks on the web link, he/she is 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