Printing an Answer Sheet for Scanning
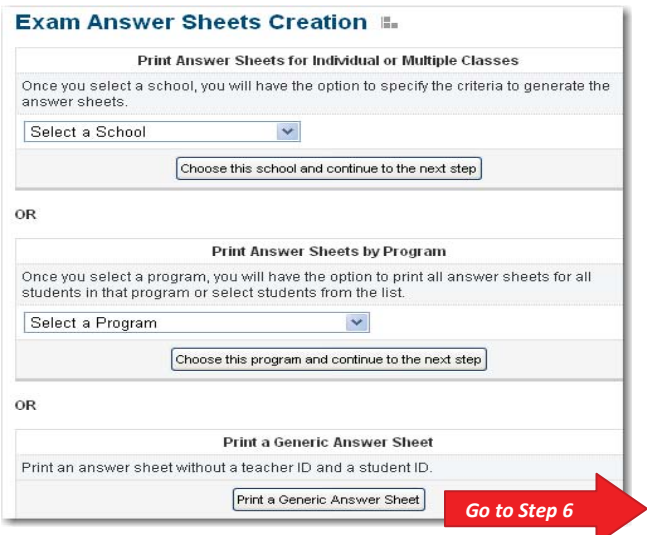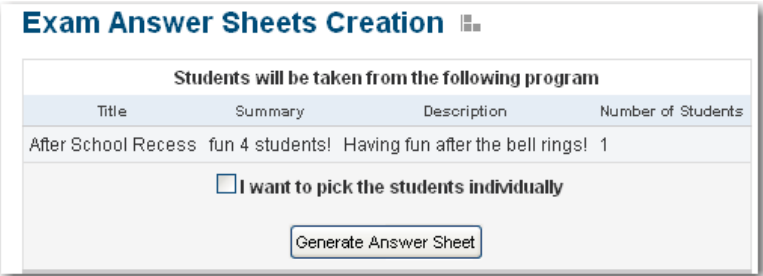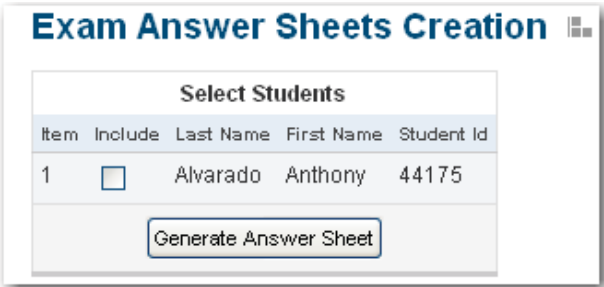
Before you begin…

You must have the following to print an answer sheet for scanning:

- Adobe Reader 7.0 or higher
- Letter Paper – Print on white, 8 ½ x 11 paper (Long exams may require legal paper- 8 x 14)
- Laser Quality Printer – Use a laser quality printer only. DO NOT make photocopies of answer sheets that will be scanned.

Follow these steps to print an answer sheet:

Step	Action
1	Locate and the Assessment Overview
2	a. Scroll down to the **Downloadable Assessment Materials** section b. Select the PDF answer sheet. Downloadable Assessment Materials Answer Sheet PDF With Student Names PDF Without Names (Generic)
4	Choose from one of three options: a) Print answer sheets for class(es) at a school (with student names) b) Print answer sheets for students participating in a program, (with student names) or c) Print a generic answer sheet without student names **Exam Answer Sheets Creation** **Print Answer Sheets for Individual or Multiple Classes** Once you select a school, you will have the option to specify the criteria to generate the answer sheets. Select a School [Choose this school and continue to the next step] OR **Print Answer Sheets by Program** Once you select a program, you will have the option to print all answer sheets for all students in that program or select students from the list. Select a Program [Choose this program and continue to the next step] OR **Print a Generic Answer Sheet** Print an answer sheet without a teacher ID and a student ID. [Print a Generic Answer Sheet] *Go to Step 6*
5	If you chose a) or b) in Step 4 you will receive a confirmation of your selection and an option to pick students to generate answer sheets for individually.

Questions? If you have any questions or concerns, contact DataDirector Customer Support at (877)993-2633.

Step	Action
	Click **Generate Answer Sheet.** **Exam Answer Sheets Creation** Students will be taken from the following program Title — Summary — Description — Number of Students After School Recess — fun 4 students! — Having fun after the bell rings! — 1 ☐ I want to pick the students individually [Generate Answer Sheet]
	If you checked the box to pick students individually— Check box next to student name(s) to create answer sheets for and click **Generate Answer Sheet.** **Exam Answer Sheets Creation** Select Students Item — Include — Last Name — First Name — Student Id 1 — ☐ — Alvarado — Anthony — 44175 [Generate Answer Sheet]
6	Save the document to your computer.
7	Open the PDF document
8	From within Adobe Acrobat, go to **File>Print** ▪ Verify that Page Scaling option is set to **Fit to Printer Margins** (exact verbiage varies)
9	Click **Print**

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Verify that your answer sheet printed correctly

If your answer sheet does not meet the following requirement, it will not scan correctly.

▪ Your answer sheet should have six registration marks. Verify that all six marks are clearly and darkly printed at the top and bottom of the page.

▪ Verify that all questions are included on the answer sheet. If your exam is long, you may need to use legal size paper for the answer sheet. **Good**

Bad

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