

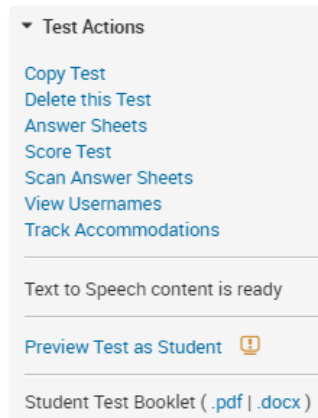
Printing Answer Sheets

It is essential to review the printer settings in this document before printing answer sheets to use with an assessment in Schoolnet.

Accessing Print Options

To access print options as a teacher:

1. In the Assessments menu, select Assessment Dashboard
2. In the default Active Tests tab, select an option from the Actions menu for a test
3. To view all print options, click the title to go to the Test Detail



There are a variety of print options in the Test Detail page, including a link to print the test booklet in PDF or Word format.

Printing Answer Sheets

Each plain-paper answer sheet includes question bubbles, student information and the test ID. The answer sheet PDF file contains a cover sheet, an answer sheet for each student selected for the download, and a blank sheet to use for a new student.

Teachers and test administrators can print answer sheets as soon as a test is scheduled.

Before printing any answer sheets, make sure the printer is set up properly. All the answer sheets need to be printed from Adobe. You can use any version, but it **critical** that you choose the correct settings.

Use the following settings with Adobe Reader (up to version 9):

- For Page Scaling, select **None**
- Check **Auto-Rotate and Center**
- For Zoom, select **100%**

Use the following settings with Adobe Reader (versions 10+):

- For Size Options, select **Actual Size**
- For Orientation, select **Auto Portrait/Landscape**

How your answer sheets are printed is **essential** to scanning success. Please follow these guidelines:

- Laser printers are highly recommended; while ink jets may work, but they do not always produce clear QR codes which can impact scanning and generate QR code errors
- Use white, 20 lb. bond paper—*not recycled*, which unfortunately can be darker and markings may be more difficult to erase
- NEVER photo copy blank answer sheets; if you need additional blank sheets, reprint the last page rather than photocopying it

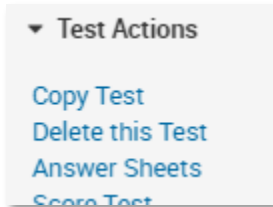
When a sheet is printed correctly, six dots, called page markers, will be centered on the page with an approximately 1" margin. If you scan and get the error "Markers not found," it is most often because the sheets were not printed correctly or the printer was not aligned correctly and the markers are too far to the left or right.

Printing Answer Sheets

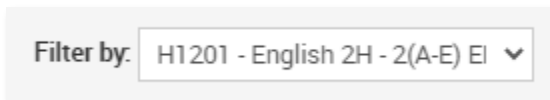
Generating Answer Sheets

To generate answer sheets:

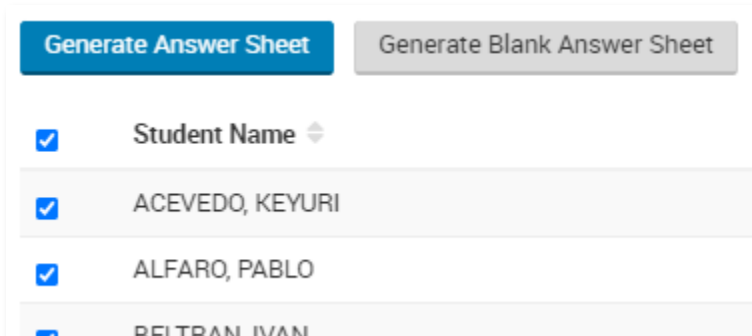
1. On the Test Detail Page, click **Answer Sheets**



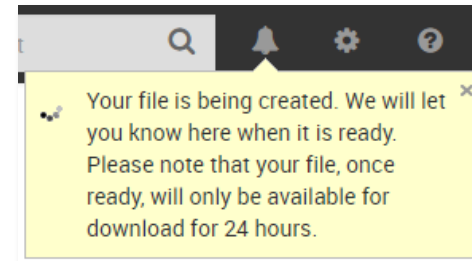
2. On the Answer Sheet Generator page, choose a class



3. Click **Generate Answer Sheets**



4. A message will let you know that the file is being generated
You can navigate elsewhere while the file is being created.



5. An alert will show when it is ready for download. .

