

Printing Assessments and Support Material

When you administer a Schoolnet assessment on paper, make sure to allow yourself time prior to the test to print test booklets and answer sheets. With both paper and online test administration, you can print several support documents to aid scoring.

Accessing Print Options

To access print options as a **test administrator**:

1. In the Assessments menu, select **Print**
2. To locate the test, click a column header to sort the list of tests, or use the search filters to narrow the list
3. Click the test name to access all print options
 - a. Some actions are also available through the icons to the left of the test names. Roll your cursor over the icons to see the tooltip text. These actions include: 'Download,' 'Generate Answer Sheet,' 'Generate Preslug file,' and 'View Usernames.'



To access print options as a **teacher** who is not set up with test administrator capabilities:

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 access options not available in the Actions menu, such as the scoring instructions, click the test name

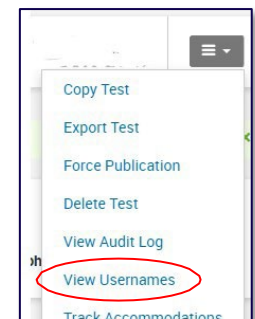
What You Can Print

What you can print depends on your level of access to the test, its content and the start date. If available for the test, you can print the following:

- Answer sheets
- Student usernames and passwords
- Student test booklet
- Answer key
- Test rubrics
- Scoring instructions
- Exemplars
- Cover sheet

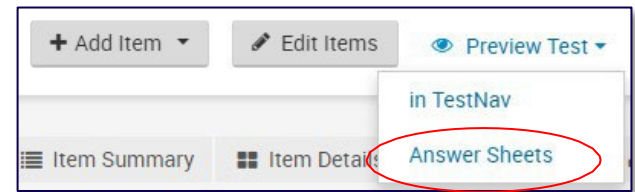
Student Usernames and Passwords

In the Test Detail banner in the action menu for a scheduled test, click **View Usernames** to locate and print student usernames and passwords for online testing, if applicable. Do not use this option if students sign in through another portal, such as PowerSchool.

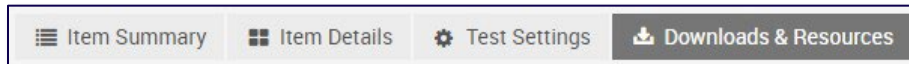


Answer Sheets

In draft status, you can preview answer sheets to see how many sheets of paper per student will be required and adjust assessment if desired before scheduling. For details on printing, see below.



Materials Available in the Downloads & Resources Tab



Student Test Booklets

Generate a PDF file of a test booklet so you can print it. A thumbnail image will represent an audio or video file. Use the Word option if you want to modify the font size or other formatting in the test booklet before printing (Tip: attach it for future use in the test detail page under Associated Resources).

Teachers can print school- and district-wide category test booklets on the start date of the test, or earlier if they have school level test administrator permissions.

Answer Key

For items you will score manually, download a scoring key that includes the correct answer and standard for each item. Answer keys can be downloaded for tests that include technology-enhanced items, such as Gap Match. The correct answer for technology-enhanced items will be shown as N/A, and the item type will be indicated.

Test Rubrics

Download instructions in PDF format for tests with scoring rubrics for open response items.

Scoring Instructions

Download instructions in PDF format for tests with scoring instructions for open response items.

Exemplars

Download exemplars if included with open response items. The PDF will include all text entered in the Exemplars field and list the file names of any attached files. The ZIP file will include the PDF and all attachments.

Cover Sheet

If answer sheets or test booklets for many students are being printed at one time for distribution to multiple classrooms, it may be helpful to have extra cover sheets with the test ID to use as a sorting aid.

Associated Resources

Some tests have associated resources, such as a pre-formatted test booklet PDF or grading rubric. Find these resources in the Associated Resources section. Then, click the document name to open the file and print as needed.

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 is **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**

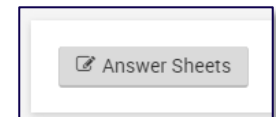
How your answer sheets are printed is **essential** to scanning success. Please follow these guidelines:

- 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 photocopy 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. These answer sheets will have to be entered manually online in Schoolnet.

Generating Answer Sheets: Teacher Procedure

To generate answer sheets, teachers click **Answer Sheets** on the test detail page, pick a section, and then click **Generate Answer Sheets**.

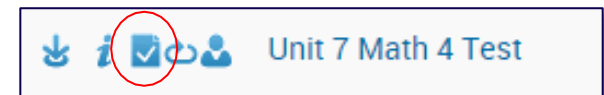


Generating Answer Sheets for Multiple Classrooms: Administrator Procedure

If printing answer sheets is handled centrally rather than by each teacher, a test administrator can print either by section or by grade and school. A cover sheet is included with each section to aid in distribution.

To generate answer sheets:

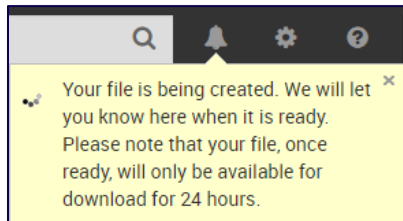
1. In the Assessments menu, select **Print**
2. Locate the test and click the Generate Answer Sheet icon
3. On the Answer Sheet Generator page, start on the Section tab
4. Filter as needed to see a list of the appropriate sections
5. Check the boxes next to the sections you want to include
6. At the top of the page, click **Generate Answer Sheet**



Or, use the School/Grade tab. To print answer sheets by school and grade, choose a school and grade and click **Generate Answer Sheet**.

Generate Answer Sheet File Alert

When you generate an answer sheet file, a message will let you know that the file is being generated. You can navigate elsewhere while the file is being created.



An alert will show when it is ready for download.

