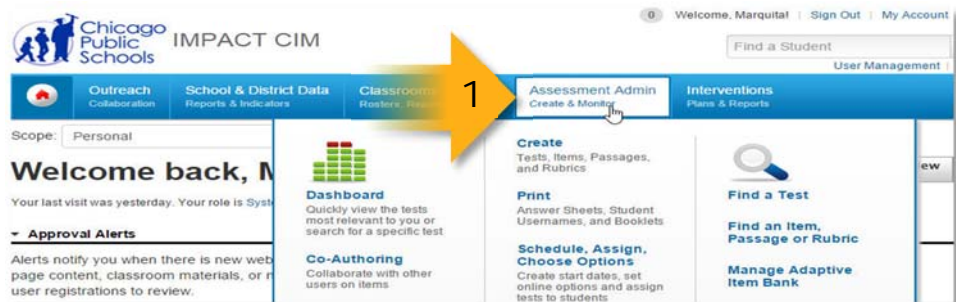# CIM: PRINTING A BLANK PLAIN PAPER ANSWER SHEETS (TEACHERS)

Quick Start Guide

This Quick Start Guide will help you Print Blank Answer Sheets for Classroom and Benchmark tests. Please see Appendix A to view the available print options.

Navigate to Test Dashboard 1. Click on **Assessment Admin** in the menu bar.	
2. Locate the desired test.	
3. Click on ☑ icon to generate an Answer Sheet. *Note: All tests ready to be Scheduled and In Progress are displayed.*	

Print Answer Sheet 4. Use the section search to filter for the desired section(s).	
5. Click on the desire section name(s).	
6. Deselect All Students by clicking the ☑ next to **Student Name.** 7. Click on **Generate Blank Answer Sheet.**	
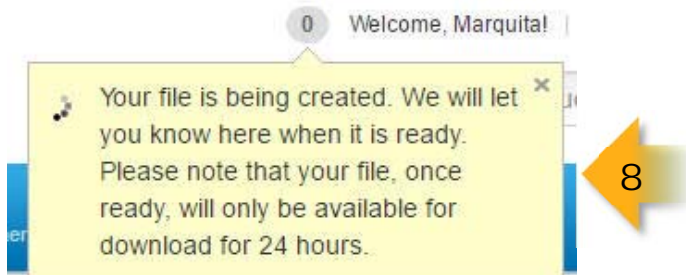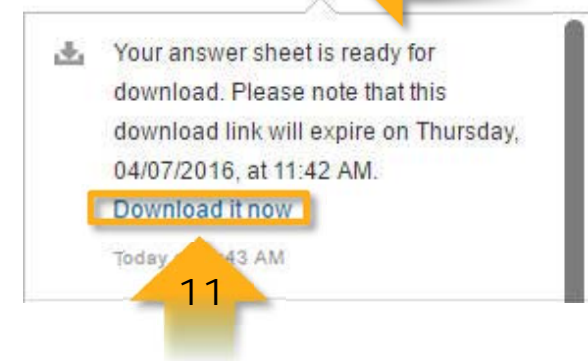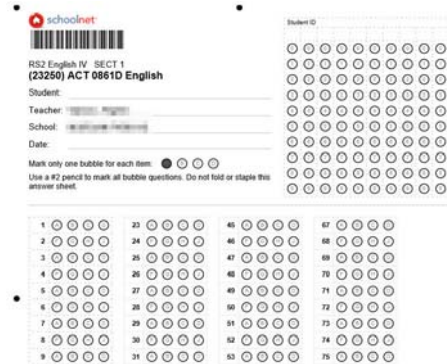
8. CIM will begin generating the Answer Sheet. ***Note: A status indicator is located at the top of the page.***	0 Welcome, Marquita! Your file is being created. We will let you know here when it is ready. Please note that your file, once ready, will only be available for download for 24 hours. **8**
9. Once complete, a number will appear, letting you know that the answer sheet is ready for download.	1 Welcome, Marquita!	Sign Out	My Account	Help Find a Student　　　　　Go User Management	System **9**
10. Click on the RED circle. Your answer sheet is ready for download. **11.** Click on **Download it now.**	**10** e, Marquita! 0 Your answer sheet is ready for download. Please note that this download link will expire on Thursday, 04/07/2016, at 11:42 AM. Download it now Today 43 AM **11**

12. A PDF file is created that includes a cover sheet and a blank sheet that can be used for any student.

Appendix A:

What You Can Print

Depending on the test, the following options are available in your Assessment Admin Teacher Profile.

⬇	Download a test booklet. This generates a PDF file for downloading and printing. A word file format is available from the Test Detail. Printing test booklets is not available for Answer Key Only tests.
i	Download instructions, if available, in PDF format for the test. This typically applies to tests that have scoring rubrics for open response items.
☑	Generate "plain paper" answer sheets. This includes question bubbles with the student information and Test ID at the top of each page or just the first page.