

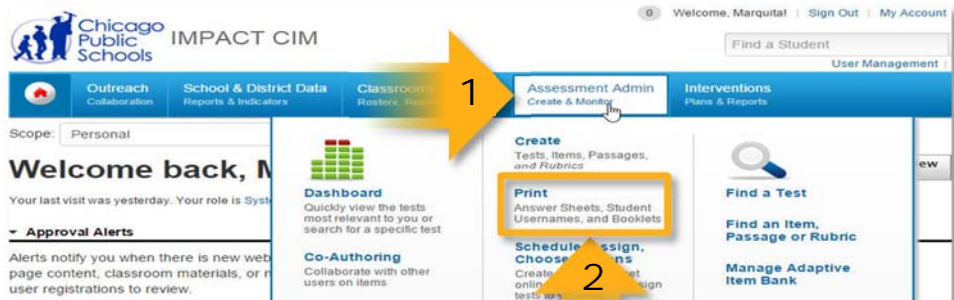
# CIM: PRINTING PLAIN PAPER ANSWER SHEETS (ADMINISTRATORS)

## Quick Start Guide

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

### Navigate to Test Dashboard

1. Hoverover **Assessment Admin** in the menu bar.



2. Click **Print**.

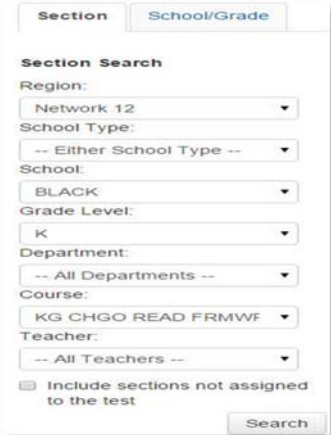

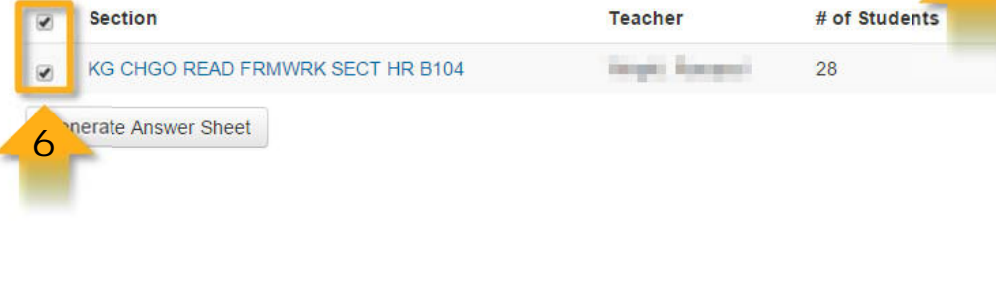
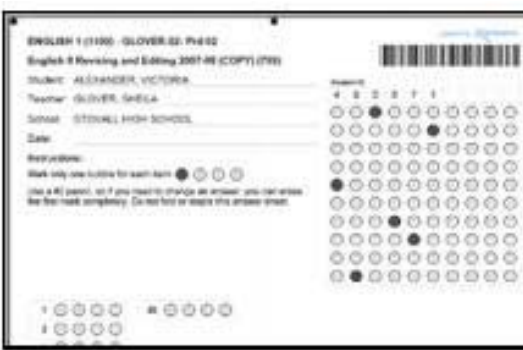
3. Locate the desired test. Click on the **Test Name** to access Test Details.


*Note: All tests ready to be Scheduled and In Progress are displayed.*

	Test Name	Subject	Grade Level
	CPS Quarter 1 Benchmark Literacy Grade K SY15-16	English Language and Literature	K
	CPS Quarter 1 Benchmark Literacy Grade K SY15-16 - Spanish	English Language and Literature	K
	CPS Quarter 1 Benchmark Literacy Grade 1 SY15-16	English Language and Literature	1

4. Click on icon to generate Answer Sheet.













	Test Name	Subject	Grade Level
	CPS Quarter 1 Benchmark Literacy Grade K SY15-16	English Language and Literature	K
	CPS Quarter 1 Benchmark Literacy Grade K SY15-16 - Spanish	English Language and Literature	K
	CPS Quarter 1 Benchmark Literacy Grade 1 SY15-16	English Language and Literature	1

<p><b>Print Answer Sheet</b></p> <p>5. Use the section search to filter for the desired section(s).</p>	
<p>6. Check the desired section(s).</p>	
<p>7. Click the <b>Generate Answer Sheet</b> button.</p>	
<p>8. A PDF file is created that includes a cover sheet, answer sheet for each student in the section, plus a blank sheet that can be used for a new student. If you need additional blanks, reprint this last page rather than photocopying it.</p>	

**Print Test Booklets** – If the test booklet does not require any formatting or other changes you can print it in PDF format from your profile by clicking  icon. If you would like to add additional instructions, go to the Tests Detail Screen and print an editable Word version instead. For Benchmark tests, this option is not available until the official Start Date of the test.

### Navigate to Test Booklets

1. Click a test name to go to the Test Detail screen.

	Test Name	Subject	Grade Level
   	CPS Quarter 1 Benchmark Literacy Grade K SY15-16	English Language and Literature	K
   	CPS Quarter 1 Benchmark Literacy Grade K SY15-16 - Spanish	English Language and Literature	K
   	CPS Quarter 1 Benchmark Literacy Grade 1 SY15-16	English Language and Literature	1

2. Click on **Download Test (Word)** editable or **(PDF)** version underneath Test Actions.

▼ **Test Actions**

- [Copy Test](#)
- [Answer Sheets](#)
- [Score Test](#)
- [View Usernames](#)
- [Download Test \(pdf\)](#)
- [Download Test \(Word\)](#)
- [Download Answer Key](#)
- [Cover sheet](#)






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[Preview Online Test](#)

## Appendix A:

### What You Can Print

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

	<p>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.</p>
	<p>Download instructions, if available, in PDF format for the test. This typically applies to tests that have scoring rubrics for open response items.</p>
	<p>Generate “plain paper” answer sheets. This includes the question bubbles as well as the student information and Test ID at the top.</p>
	<p>Generate “pre-slug files” for OMR forms. This is used with third party software, such as Slugger, to add students IDs to pre-printed answer sheets. For details, refer to Activity Sheet: Pre-Slugging OMR Forms.</p>
	<p>View student usernames (Student IDs) that can be exported to Excel and printed.</p>