

## About Edusoft answer sheets

Before you administer an exam, you print the answer sheets that students will use to bubble their answers. If an exam has short answer questions, teachers must grade those answers before the answer sheets can be scanned and scored. Teachers may need to score long answer questions on students' individual answer sheets before scanning them, or on one teacher score sheet for all students, depending on the option chosen on the exam section.

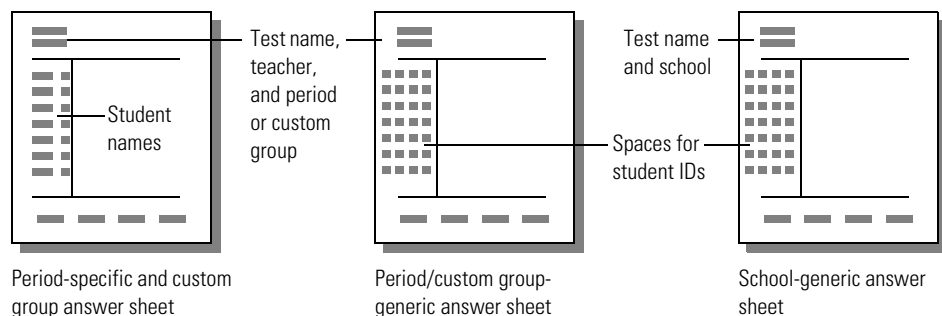
**Note:** After you print answer sheets, the types of edits you can make to an exam are very limited. However, you can copy the test and edit the copy.

You can print three types of answer sheets:

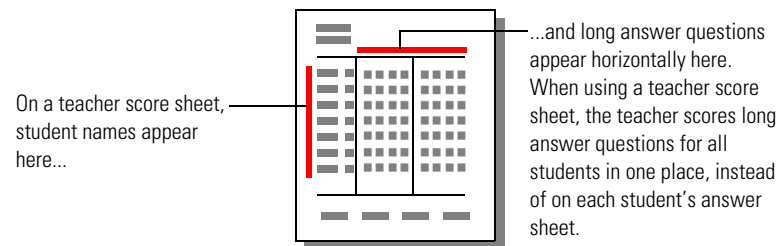
- *Period-specific* answer sheets are identified by teacher and period, and include a list of the students in the period. You can print them for specific courses, teachers, and periods.
- *School-wide generic* answer sheets are not associated with a teacher or period. They can be used by any student taking the assessment.
- *Custom group* answer sheets are like period-specific ones, but are for the members of a custom group, regardless of teacher, course, or period.

Regardless of the answer sheet type, *Teacher score sheets* are created automatically if a test section specifies it. Teachers can use these score sheets to grade long answers for all students in one place instead of on individual students' answer sheets.

**Note:** Period-specific and custom group answer sheets also contain a generic page that you can use for students who are not listed in the roster for a course or in a custom group.



Teacher score sheets may be printed with any type of student answer sheets.



**Tip:** Before you distribute answer sheets to students, make sure the answer sheets are good, crisp copies and square on the page.

## Viewing answer sheets

- 1 In Teacher Tools or Benchmark Exams, click the link or icon for **Assessments**.
- 2 In the Assessment Locker, select an assessment and click **Print Answer Sheets**.

You can also print answer sheets from the assessment's Test Details page.

**Print Answer Sheets**

Select school: Cherry Tree Middle School — Choose a school.

**i** Your test uses a student answer sheet and 1 teacher score sheet — This area indicates whether there is a teacher score sheet for this test.

- Per Period** - Print student answer sheets and teacher score sheets for the students in one or more class periods.
  - Include generic answer sheets for each period
- School-wide Generic** - Print generic answer sheets that can be used for any student in the school. — Choose the type of answer sheet you want to print.
- Custom Group** - Print student answer sheets and teacher score sheets for the students in one or more custom groups.

- 3 On the Print Answer Sheets page, choose a school (if you have access to more than one), choose the type of answer sheet you want to print.
- 4 To print answer sheets for one or more periods:
  - Choose **Per Period**, and click **Continue**.

- Administrators: On the Select Courses page, click the check boxes for one or more courses and click **Continue**.
- On the Select Periods page, click one or more check boxes to select teachers or periods. Click **Continue**.

Teachers: If you select your name, you get answers sheets for all the periods for each course you selected. You can also select individual periods.

Administrators: If you select a teacher, you get answers sheets for all the teacher's periods for the courses you selected. You can also select individual periods.

- 5 To print school-wide generic answer sheets, choose **School-wide Generic**. Click **Continue**.
- 6 To print answer sheets for custom groups:
  - Choose **Custom Group**. Click **Continue**.
  - Select one or more custom groups, and click **Continue**.

After a brief pause, Adobe Reader starts in your browser window and Edusoft displays the PDF file containing all the answer sheets you selected.

## Printing or saving answer sheets

You can tell that the Adobe Reader is loaded because its toolbar appears near the top of the Edusoft window. Once you've generated your answer sheets, you can either print the answer sheet file or save it to your hard drive for printing later.

**Tip:** If you are working with a large number of answer sheets, you might want to save the PDF file to your computer before printing.

### To print or save answer sheets:

- 1 To print an answer sheet, click the Print icon and follow the instructions on your screen.



The Print icon is part of the Adobe Reader just above the top of the PDF page.

- 2 To save a set of answer sheets page for printing later, click the Save icon and follow the instructions on your screen to name the file and select a location.



The Save icon is part of the Adobe Reader just above the top of the PDF page.

