

eDoctrina®

How-To Guide

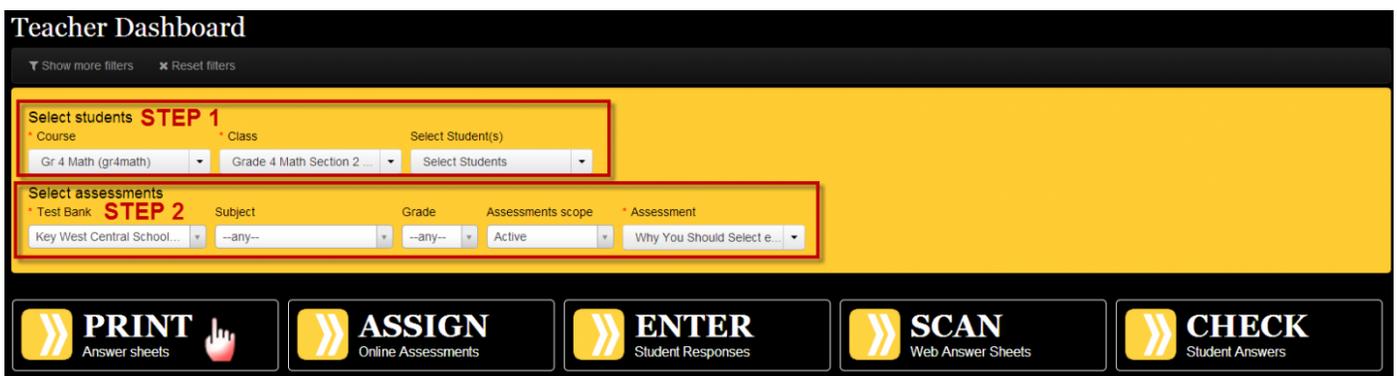
“Printing Answer Sheets”

03.B. Print Answer (Bubble) Sheets

Once an assessment has been created, educators will want to print out accompanying answer sheets. This process is simple and allows users to print sheets for one student, all students in one class, or all those enrolled in a particular course.

To begin printing answer sheets:

1. Get to the "Teacher Dashboard" screen by clicking the "Answer Sheets" button on the home screen.
2. Once on the dashboard (see below), use the first row of filters to select the students you'll be printing answer sheets for. Please note that "Course" and "Class" are mandatory drop-downs. The "Select Students" option allows you to select individual students but this is **NOT** a mandatory filter. Leave filter as "Select Students" if printing for multiple students.

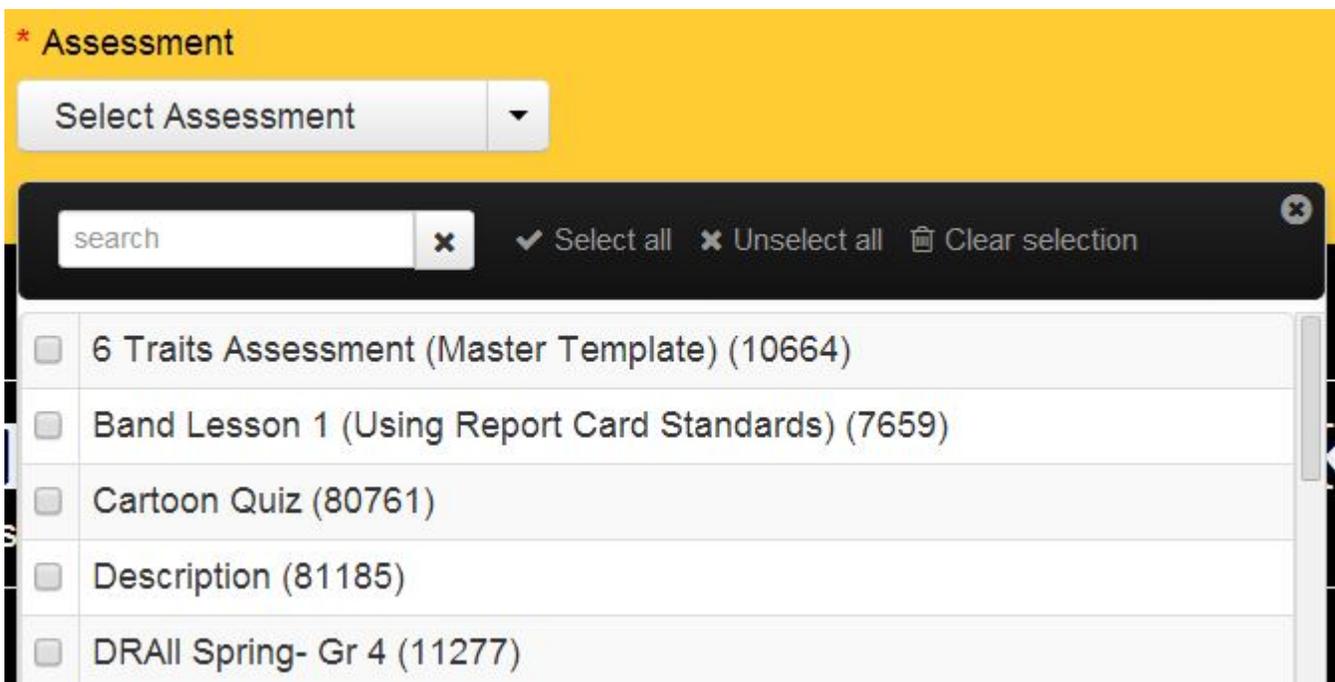


The screenshot shows the "Teacher Dashboard" interface. At the top, there are links for "Show more filters" and "Reset filters". Below this, there are two main filter sections highlighted with red boxes:

- Select students STEP 1:** This section includes a "Course" dropdown menu set to "Gr 4 Math (gr4math)", a "Class" dropdown menu set to "Grade 4 Math Section 2 ...", and a "Select Student(s)" dropdown menu set to "Select Students".
- Select assessments STEP 2:** This section includes a "Test Bank" dropdown menu set to "Key West Central School...", a "Subject" dropdown menu set to "--any--", a "Grade" dropdown menu set to "--any--", an "Assessments scope" dropdown menu set to "Active", and an "Assessment" dropdown menu set to "Why You Should Select e...".

At the bottom of the dashboard, there are five action buttons: "PRINT Answer sheets" (with a hand icon), "ASSIGN Online Assessments", "ENTER Student Responses", "SCAN Web Answer Sheets", and "CHECK Student Answers".

By manipulating the second row of filters, you are locating a particular assessment to print answer sheets for. "District" and "Assessment" are the mandatory fields here. When selecting an assessment, use the easy search option to type in the name or assessment ID!



The screenshot shows the "Assessment" selection interface. At the top, there is a "Select Assessment" dropdown menu. Below this, there is a search bar with a search icon and a close icon. To the right of the search bar are three buttons: "Select all", "Unselect all", and "Clear selection". Below the search bar, there is a list of assessments with checkboxes next to them:

- 6 Traits Assessment (Master Template) (10664)
- Band Lesson 1 (Using Report Card Standards) (7659)
- Cartoon Quiz (80761)
- Description (81185)
- DRAII Spring- Gr 4 (11277)

3. When done filtering, click "Print" and the "Print Answer Sheets" pop-up screen will open (see below).

Print Answer Sheets

Only suitable sheet types All sheet types

FASTeST Small Bubbles
FASTeST Big Bubbles
Flex Rubric
Music Rubric
100 Points
FASTeST Large Bubble Capital Letters

Standard

21 students selected

✕

<input type="checkbox"/>	Class ↓^A ↓^Z	UID ↓^A ↓^Z	Last Name ↓^A ↓^Z	First Name ↓^A ↓^Z
<input checked="" type="checkbox"/>	Grade 4 Math Section 2 Bruiser	900000028	Avans	Fernando
<input checked="" type="checkbox"/>	Grade 4 Math Section 2 Bruiser	900000035	Beisner	Rosalinda
<input checked="" type="checkbox"/>	Grade 4 Math Section 2 Bruiser	900000042	Briles	Ted
<input checked="" type="checkbox"/>	* Grade 4 Math Section 2 Bruiser	900000032	Carignan	Ted
<input checked="" type="checkbox"/>	Grade 4 Math Section 2 Bruiser	900000041	Caso	Sofia
<input checked="" type="checkbox"/>	Grade 4 Math Section 2 Bruiser	900000024	Coldwell	Clayton
<input checked="" type="checkbox"/>	Grade 4 Math Section 2 Bruiser	900000023	Coloma	Neil
<input checked="" type="checkbox"/>	Grade 4 Math Section 2 Bruiser	900000025	Engram	Esmeralda
<input checked="" type="checkbox"/>	Grade 4 Math Section 2 Bruiser	900000040	Flohr	Erik
<input checked="" type="checkbox"/>	Grade 4 Math Section 2 Bruiser	900000029	Holts	Jerri
<input checked="" type="checkbox"/>	Grade 4 Math Section 2 Bruiser	900000037	Johnson	Bermudes
<input checked="" type="checkbox"/>	Grade 4 Math Section 2 Bruiser	900000026	Keitt	Javier
<input checked="" type="checkbox"/>	Grade 4 Math Section 2 Bruiser	900000034	Klippel	Loraine
<input checked="" type="checkbox"/>	Grade 4 Math Section 2 Bruiser	900000033	Lones	Mathew

* Indicates student already has answers for this assessment

✓

4. Across the top of this menu are a number of different answer sheets that are pre-loaded within eDoctrina. The list that shows here is district-dependent, so some sheets will not be viewable by some users. The most commonly used answer sheets include: "FASTeST Small Bubbles," "FASTeST Big Bubbles," (larger bubbles for younger students), "100 Points" (used when test contains teacher-scored questions worth more than 10 pts.) and "Flex Rubric (customizable rubric-based sheet)." Choose one and click it.

5. Immediately below, users have the ability to edit the list of students whose answer sheets will be printed if necessary.

6. If all looks good, click "Print" to generate an Adobe PDF file that includes the answer sheets.

Hint: By clicking on the "More Printing Options" button on the bottom right corner of the screen, a user can print blank answer sheets for students.

Note: Users are reminded to use a black and white laser printer to print bubble sheets.