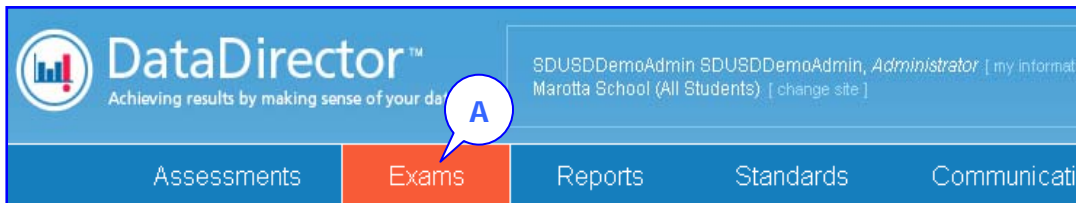




PRINTING EXAM ANSWER SHEETS

This job aid provides step-by-step instructions for printing exam answer sheets from DataDirector with student and teacher names bubbled in (“pre-slugged”).

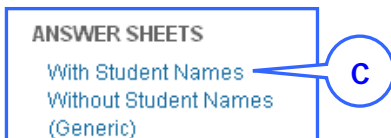
- 1) Open **DataDirector** (www.achievedata.com/sdusd) and login. [Hint: Use your employee ID for the username and district password for the password.]
- 2) Click on **Exams** (Step A).



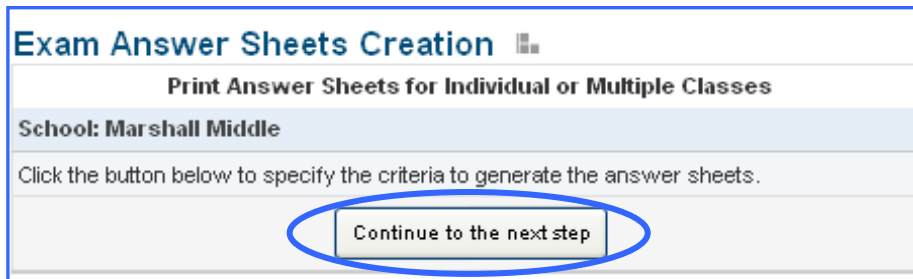
- 3) Click on the **exam title** for which you want print answer sheets (Step B). [Hint: Use the Subject Area, Grade, or Scope filters or search by Exam ID to shorten the list.]

Status	Title	ID	Author	Exam Date	Share	Hide	Duplicate	Delete	
	2008-09 Math Benchmark 3 - GRADE 6	2511	Testing Admin DataDirector	03/23/2009 - 04/03/2009					<input type="checkbox"/>
	2008-09 Math Benchmark 6 - GRADE 6	1482	Testing Admin DataDirector	01/20/2009 - 02/06/2009					<input type="checkbox"/>
	2008-09 Math Benchmark 1 - GRADE 6	1033	DataDirector Admin	10/20/2008 - 10/24/2008					<input type="checkbox"/>

- 4) Click on **With Student Names** (Step C) located on the left side of the screen under the **Answer Sheets** heading.



- 5) Click on **Continue to the next step**. It will take a few moments for the next window to open.



The **Exam Answer Sheets Creation** window (shown below) allows you to specify which students to print answer sheets for. [Hint: To select a single criterion in a category, click on it. Multiple criteria can be selected by dragging the mouse or using Ctrl + click (Command for Macs)].

- 6) **Teacher(s)**: All teachers are automatically selected so nothing needs to be done.
- 7) **Term(s)**: Select the *current* term(s) (Step A).
- 8) **Grade(s)**
 - Elementary Schools**: Select the appropriate grade level for the exam. For example, if the exam is to be given to 3rd graders, select 3.
 - Secondary Schools** (Optional): If relevant, select the grade level of the exam (Step B). For example, the **Grade** option would not be relevant for an Algebra exam because students in various grade levels may be enrolled in an Algebra course. However, if the exam is a 10th grade English test, then it would be relevant to select 10.
- 9) **Period(s)**
 - Elementary Schools**: Nothing needs to be selected.
 - Secondary Schools**: (Optional): Leave blank to include all periods. To print answer sheets for students in one or more periods, select the desired period(s).
- 10) **Course(s)**
 - Elementary Schools**: Nothing needs to be selected.
 - Secondary Schools**: Using Ctrl + click (Cmd for Macs), select all relevant courses (Step C). Assessment Services will provide course lists for district exams.
- 11) Click on **Generate Answer Sheet** (Step D). [Hint: To print answer sheets for individual students, select **I want to pick the students individually** (located to the left of Step D), then on **Generate Answer Sheet** (Step D). Select the desired student(s) and click on **Generate Answer Sheet**.]

