

## 04.B.2 Print Answer (Bubble) Sheets

Once an assessment has been created, educators will want to print out the 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.

Click here to view the [Help Video](#)

To begin printing answer sheets, navigate to the **Teacher Dashboard** by clicking the "Answer Sheets" button on the home screen or find the link to the **Teacher Dashboard** under **Quick Links** in the navigation bar.

*Please keep in mind that your Home Page may look different then the one shown above*

The Teacher Dashboard offers many tools that are useful for teachers. It is important to know that many of these tools require selection of student(s) and assessment(s).

The screenshot shows the 'Teacher Dashboard' interface. At the top, there are options to 'Hide more filters' and 'Reset filters'. Below this, there are two main filter sections. The first section, 'Select students', includes dropdowns for 'School' (Coral Reef Elementary S...), 'School year' (2016-2017), 'Course' (Grade 4 Math (grade04ma...)), 'Class' (Grade 4 Mathematics Per...), and 'Select Student(s)' (All Students). It also has checkboxes for 'Show students with data only' and 'Show classes linked to test only', and a 'Show Values As' dropdown set to 'Include %'. The second section, 'Select assessments', includes dropdowns for 'Test Bank' (Key West Central School...), 'Subject' (--any--), 'Grade' (--any--), 'Assessments scope' (Active), 'School Year' (2016-2017), 'Test type' (--any--), 'Start Date', 'End Date', and 'Creator' (Select Creator). Below these filters is an 'Assessment' dropdown set to 'Select Assessment'. At the bottom, there are five action buttons: 'PRINT Answer sheets', 'ASSIGN Online Assessments', 'ENTER Student Responses', 'SCAN Web Answer Sheets', and 'CHECK Student Answers'. Red circles with numbers 1, 2, and 3 are overlaid on the image. Circle 1 is on the 'Select students' filter row. Circle 2 is on the 'Select assessments' filter row. Circle 3 is on the 'PRINT' button, with a red arrow pointing to it from the left.

1. 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.
2. Manipulating the second row of filters will help to locate the assessment to print answer sheets for. **Test Bank** and **Assessment** are the mandatory fields here. When selecting an assessment, use the easy search option to type in the name, the assessment ID, or any tags that have been entered for the desired assessment.

**\* Assessment**

Online Assessment 101 (...)

search

Math Test 4 (160143)

Math Test 4 (160154)

Online Assessment 202 (160228)

Online Assessment 303 (160233)

Regents Examination August 2015 (Laurens COPY) (159610)

Physical Setting Earth Science

**Online Assessment 101 (159999)**

**Search by "Name", "Assessment ID#", or "tags"**

**"Click" or "Click & Drag" the desired assessment over to the right**

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

**Print Answer Sheets**

WebCam/IS/Android/iT Choices FASTeST Small Bubbles FASTeST Big Bubbles Flex Rubric 5 cols Flex Rubric 6 cols 100 Points FASTeST Large Bubble Capital Letters

Search  District  School  School Year

Master course  Course  Class

Show assigned students only  Show SLO students only

Records 1-100 of 100 100 record(s) selected  20 50 100 records per page

ID	UID	School	Course	Class	First Name	Last Name
646122	10000001	Survey School	SurveyCourse01	SurveyClass	Survey	Account001
646123	10000002	Survey School	SurveyCourse01	SurveyClass	Survey	Account002
646124	10000003	Survey School	SurveyCourse01	SurveyClass	Survey	Account003
646125	10000004	Survey School	SurveyCourse01	SurveyClass	Survey	Account004
646126	10000005	Survey School	SurveyCourse01	SurveyClass	Survey	Account005
646127	10000006	Survey School	SurveyCourse01	SurveyClass	Survey	Account006
646128	10000007	Survey School	SurveyCourse01	SurveyClass	Survey	Account007

Only print questions  to  Number of extra blank sheets to print  Do not print cover pages

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 specific, 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. When all selections have been made and answer sheets are ready to be generated, select one

to the two `Print Answer Sheets` buttons available on this pop-up window. The option to print that hard copy of the actual test is available from this pop-up window as well (if the questions have been entered into eDoctrina).

## Only suitable sheet types

6. By default, the option will be selected. It is important to note that if there is a "Teacher Scored" question that is valued at more than 10 points, the *100 Points* answer sheet may be the only suitable answer sheet for that specific assessment.
7. Although the group of students listed in the pop-up window are selected from filtering on the Teacher Dashboard, the ability to search for a specific student is available here. Simply enter the student ID# or part of their first or last name.
8. By default, all students will be selected/checked so they will have an answer sheet generated for them. If desired, the teacher can modify these selections to only print answer sheets for a specific subset of students.
9. 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 and/or choose to include only specific range of questions.

*NOTE: For quality, users are reminded to use a black and white laser printer to print bubble sheets.*