

Print Answer (Bubble) Sheets

The screenshot shows the "Teacher Dashboard" interface. At the top, there are links for "Show more filters" and "Reset filters". Below this is a yellow filter bar with two sections: "Select students" and "Select assessments".

Select students: Course (Gr 4 Math (gr4math)), Class (Grade 4 Math Section 4 ...), and Select Student(s) (Select Students).

Select assessments: District/Set (Key West Central School ...), Subject (--any--), Grade (4), and Assessment (Gr 4 Math Unit 3 Quiz 1...).

Below the filters are three main action buttons: "PRINT" (Click to print your answer sheets), "ASSIGN" (Click to assign an online assessment), and "CHECK" (Click to confirm scans via Answer Entry).

At the bottom, there is a row of six report icons: "Individual Student", "Class Summary", "Item Analysis", "Class Comparison", "Student-Standards", and "RTI Progress Monitoring".

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 either clicking the "Reports" button on the home screen or navigating to Reports > Teacher Dashboard from the menu bar located at the top of most screens.
2. Once at the dashboard" (see above), use the first row of filters to select the students for which you'll be printing answer sheets. Please note that "Course" and "Class" are mandatory drop-downs. The "Select Students" option allows you to select individual students.

By manipulating the second row of filters, you are locating a particular assessment (or assessments) to print answer sheets for. "District" and "Assessment" are the mandatory fields here. Remember you have the option of selecting multiple assessments from the last drop-down.

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

Print Answer Sheets

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

Standard Special

29 students selected search text

<input type="checkbox"/>	Class ^ v	UID ^ v	Last Name ^ v	First Name ^ v
<input checked="" type="checkbox"/>	Grade 4 Math Section 4 Jones	900000046	Acheson	Jessie
<input checked="" type="checkbox"/>	* Grade 4 Math Section 4 Jones	900000084	Ainslie	Ted
<input checked="" type="checkbox"/>	* Grade 4 Math Section 4 Jones	900000078	Buhl	Tabatha
<input checked="" type="checkbox"/>	* Grade 4 Math Section 4 Jones	900000072	Corman	Javier
<input checked="" type="checkbox"/>	* Grade 4 Math Section 4 Jones	900000018	Cowling	Mallory
<input checked="" type="checkbox"/>	* Grade 4 Math Section 4 Jones	900000083	Culligan	Neil
<input checked="" type="checkbox"/>	* Grade 4 Math Section 4 Jones	900000085	DeLaughter	Mathew

* Indicates student already has answers for this assessment

Number of extra blank sheets to print:

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 first three sheets are those that are most common. They are: "FASTeST Small Bubbles," "FASTeST Big Bubbles," (larger bubbles for younger students) 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.

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