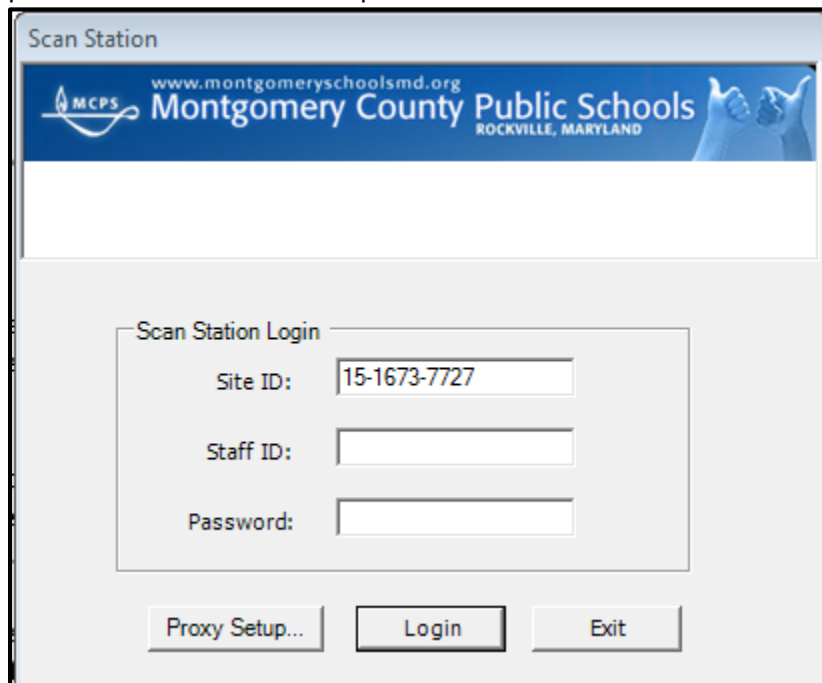


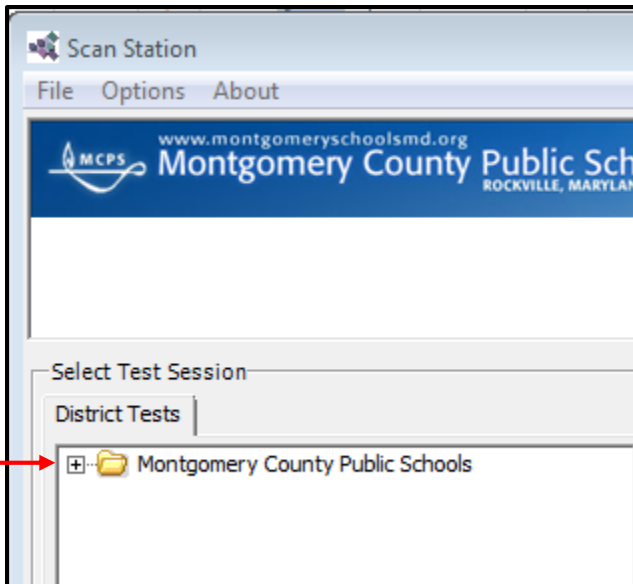
# Printing Achievement Series Answer Sheets

1. Login to the designated Achievement Series computer in your building.
  - a. Username: scantron
  - b. Password: scantron
2. Launch the Scan Station application. Likely there is a shortcut for this application on the desktop of the computer.
3. Enter in the required login credentials. If you don't know your own Achievement Series credentials, email the Help Desk for assistance to look up the information and reset your password.
  - a. **Site ID:** Your school has a site id specific for just itself
  - b. **Staff ID:** Either enter in your school's generic scan operator staff ID or your personal Achievement Series staff ID.
  - c. **Password:** Either enter in your school's generic scan operator password or your personal Achievement Series password.

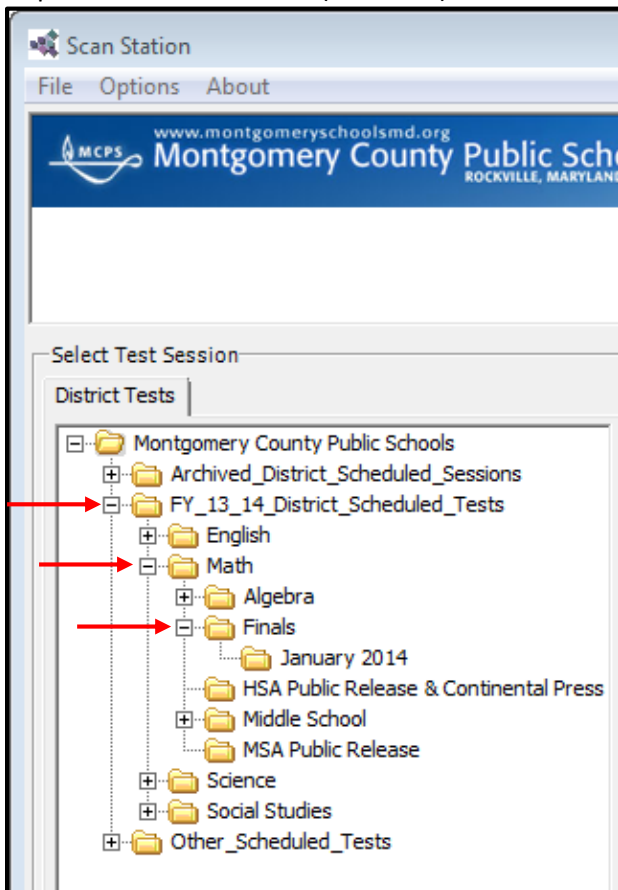


The screenshot shows the 'Scan Station' application window. At the top, there is a blue header with the MCPS logo, the website 'www.montgomeryschoolsmd.org', and the text 'Montgomery County Public Schools ROCKVILLE, MARYLAND'. Below the header is a large white rectangular area. Underneath that is a 'Scan Station Login' section with three input fields: 'Site ID' containing '15-1673-7727', 'Staff ID' (empty), and 'Password' (empty). At the bottom of the login section are three buttons: 'Proxy Setup...', 'Login', and 'Exit'.

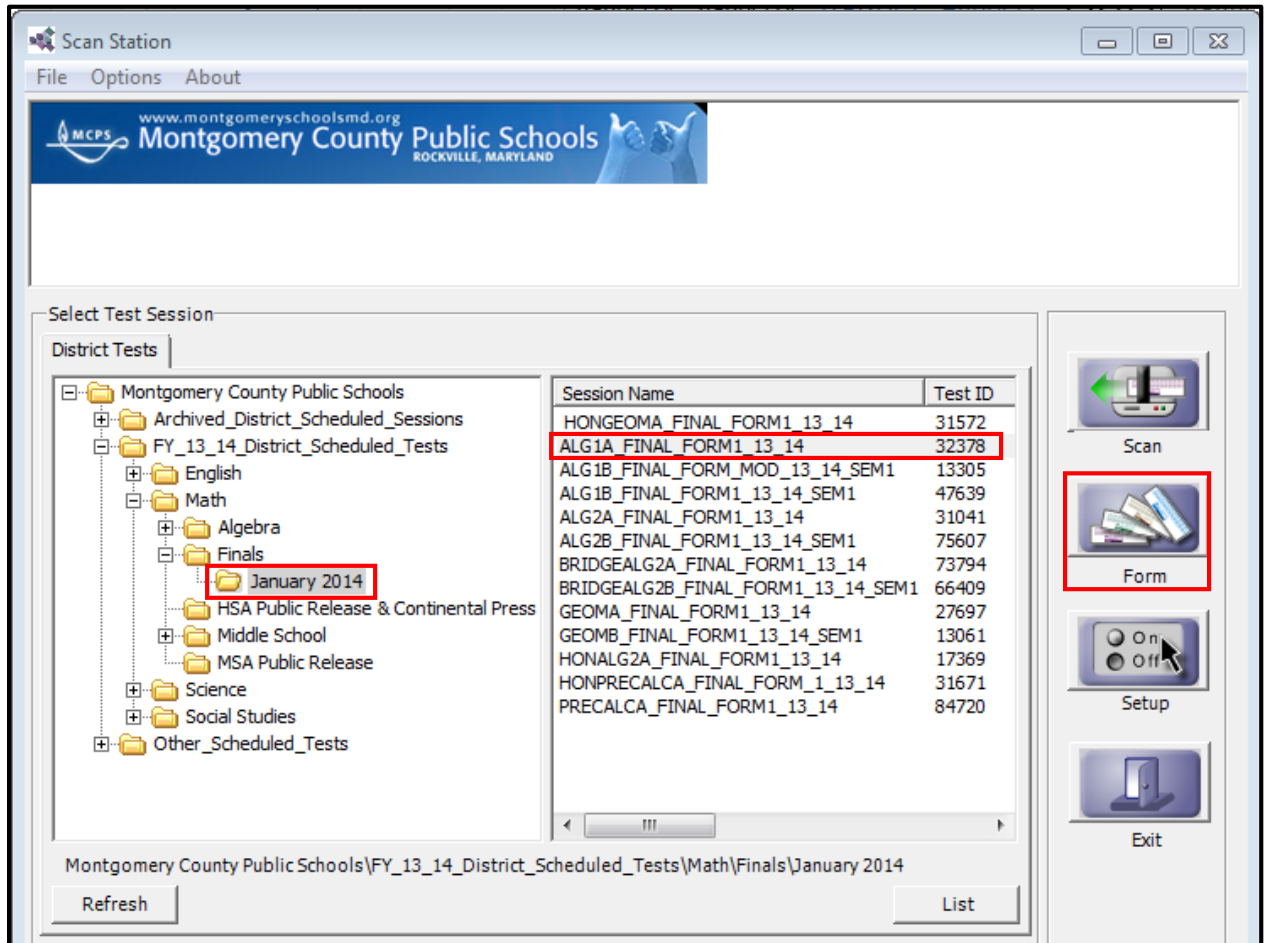
4. The Scan Station window will appear. Click on the **District Tests** tab.
5. Click on the plus sign + next to the *Montgomery County Public Schools* folder. As a result, additional folders will appear below and the plus sign + will turn into a minus sign -.



6. Then click on the plus sign + next to the *FY\_13\_14\_District\_Scheduled\_Tests* folder. As a result, more folders will appear below.
7. Last click on the plus sign + next to the subject folder that contains the assessment you want to print. Continue to click on the plus sign + next to folders that contain the assessment you want to print answer sheets for (i.e. Finals).

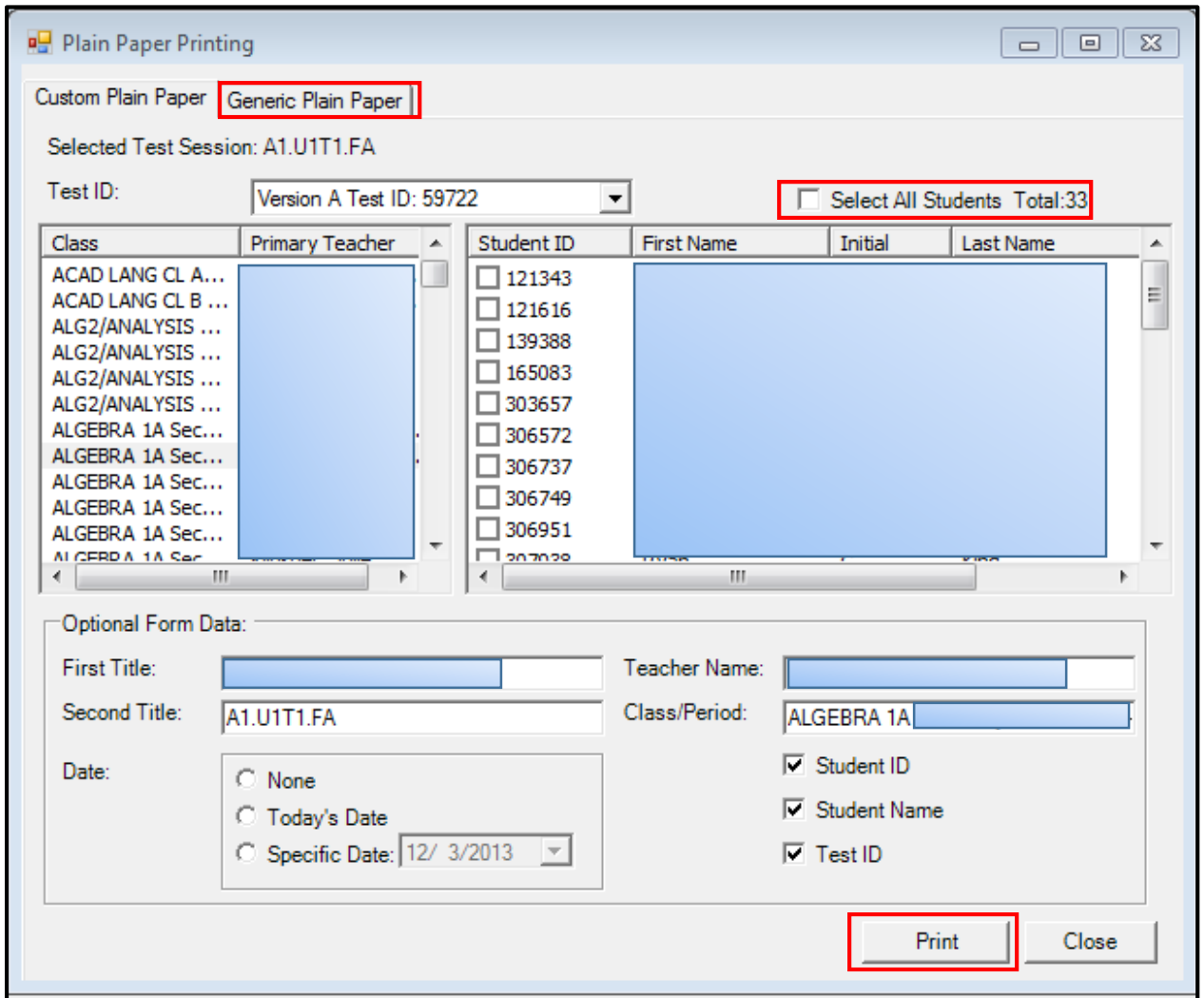


8. Once you have drilled down to the lowest folder your assessment is contained inside of, click on the name of that folder (i.e. January 2014) As a result, a list of all available assessments for printing answer sheets for will appear in the right side column under the heading *Session Name*.
9. Click on the name of the assessment you want to print answer sheets for. Then click on the **Forms** button on the right side of the window.

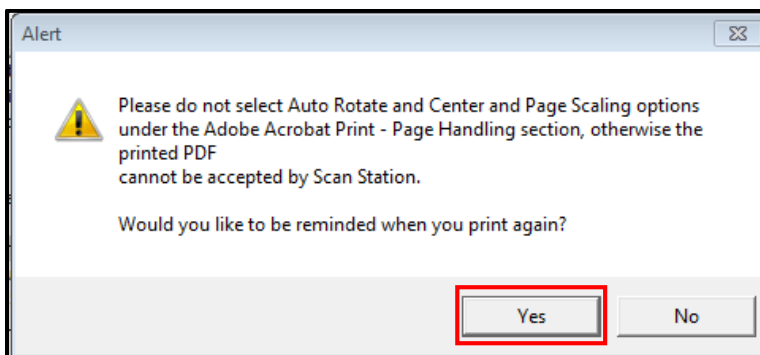


10. Select the **Custom Plain Paper** tab in the new dialog box that appear, if that isn't the default selection chosen already.
11. Click on the name of the teacher, course and class period that contain the students you want to print answer sheets for. As a result, a list of all students in the selected class period will display on the right side of the dialog box, organized in order by student ID.
12. Individually click check marks inside the checkboxes next to the names of the students you want to print answer sheets for. If you want to print answer sheets for the entire class period, click a check mark inside the checkbox next to the option of **Select All Students**, shown at the top-right corner of the dialog box.

13. Click the Print button.



14. An Alert dialog box will appear reminding you **NOT** to select *Auto Rotate and Center* and *Page Scaling* options in the Adobe Acrobat print settings window. It also asks if you'd like to be reminded to not do these things when you choose to print again. It is strongly recommended that you click the **YES** button to receive this alert message before printing answer sheets each time.



15. A PDF window will appear displaying student answer sheets to be printed. Click on the **File** menu shown in the upper-left corner and from the drop-down list, click on the option to **Print**.
16. On the Adobe Acrobat print settings page, remember to check that the correct options for Auto Center and Rotate and Page Scaling have been selected. Then select the high-volume printer your Achievement Series computer has specifically been calibrated to from the drop-down list of available printers (likely there is only the one, correct printer option), to print student answer sheets and click the **Print** button.
17. After student answer sheets have been printed, you can close the PDF page by clicking on the red X in the upper-right corner.
18. If you wish to immediately print another class period of student answer sheets, navigate to the correct class period on the left side of the *Plain Paper Printing* dialog box and click on its name. Then repeat steps 12-18 again.
19. When you are done printing all student answer sheets for the given assessment, click on the **Close** button on the *Plain Paper Printing* dialog box from the Scan Station application to return to the window that will enable you to either print answer sheets for another assessment or to close out of the application altogether.
20. To print answer sheets for another assessment, use the folder organization on the left side of the dialog box to locate the name of the assessment if needed and then click on the name of the assessment on the right side and last the **Forms** button to begin the process.
21. To close the Scan Station application, click on the **Exit** button.

