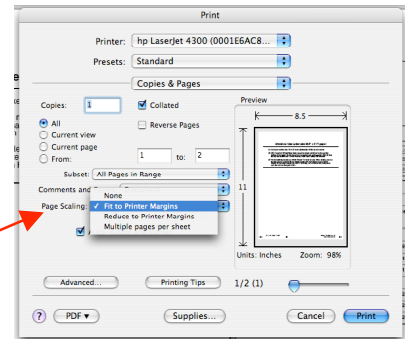


## How to Print Answer Sheets

### PRINTING

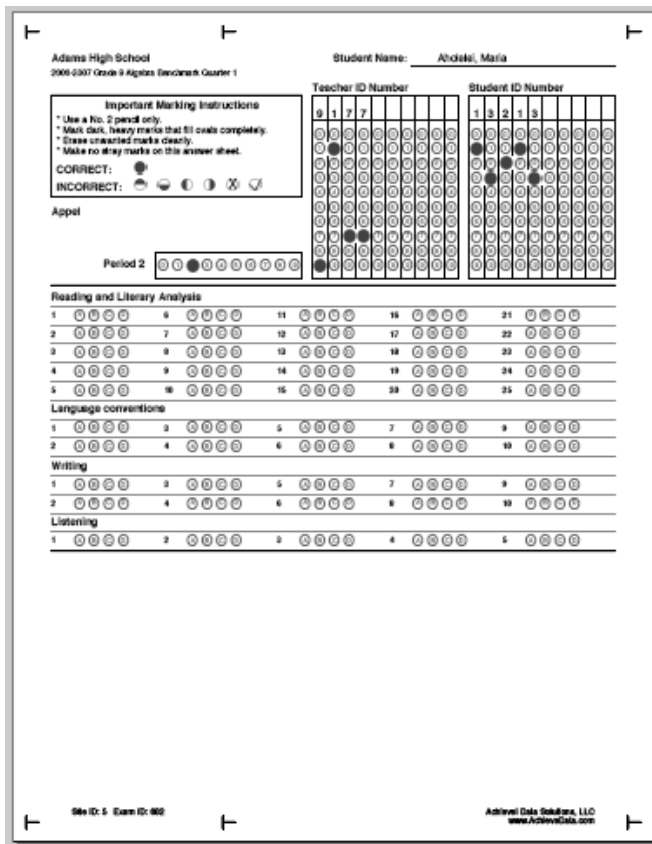
1. Go to **Exams**.
2. Click the **title** of the exam.
3. Scroll to the bottom of the screen – click **Generate Answer Sheets With Student Names**.
4. Select your site (this is *only* if you have access to more than one site). Otherwise, skip to No. 5.
5. Select a particular class(s) and click **Generate Answer Sheet** (e.g. click teacher name and a period).
6. Save the document to your desktop or somewhere else on your computer.
7. Open the document using Adobe Acrobat Reader.
8. Go to File>Print.
9. Look for the Page Scaling option. If not selected, choose Fit to Printer Margins, Reduce to Printer Margins, Fit to Printable Area (selections vary), then, print the documents.



### IMPORTANT PRINTING REMINDERS

1. Did you print to a laser printer? Do not photocopy answer sheets.
2. Did you print using Adobe Reader 7.0 or higher?
3. Are all 6 registration marks clearly and darkly printed at the top and bottom of the page?
4. If you create a long test that requires legal paper (8 ½ x 14), do *not* print the test on letter paper (8 ½ x 11).
5. A typical scan sheet will have ½ inch margins at the top and bottom and ¼ inch on the sides.

**GOOD**



**BAD**

