## **DataDirector**<sup>™</sup>

## How to Print Answer Sheets

## **PRINTING**

- 1. Go to Exams.
- 2. Click the **title** of the exam.

3. Select **With Student Names** in the left navigation bar or scroll to the bottom of the screen – click **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 appropriate options (e.g. teacher name, term, grade, period) and click **Generate Answer Sheet**.

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?

GOOD

- 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 ( $8\frac{1}{2} \times 14$ ), do *not* print the test on letter paper ( $8\frac{1}{2} \times 11$ ).
- 5. A typical scan sheet will have  $\frac{1}{2}$  inch margins at the top and bottom and  $\frac{1}{4}$  inch on the sides.

Imp * Use a No. 2 pr * Max dark, have * Drase unamole * Make no stray CORRECT: INCORRECT:														
Appel Peri	od 2 🔘 (	30000	0000	0000			000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000		000 000 000 000 000		000000000000000000000000000000000000000	
leading and L	iterary And	ilysis												
0000	9 6	0000	11	00	90	0	15	0	00	0	21	00	30	0
0000	) 7	0000	12	00	90	0	17	0	00	0	22	00	90	8
0000	) •	0000	10	00	90	0	18	0	00	0	23	00	90	8
0000	) ,	0000	14	00	90	0	19	0	00	0	24	00	00	8
0000	) 8	0000	15	00	00	0	59	0	00	0	25	00	00	8
anguage corr	entione													
0000	) 3	0000	5	00	90	0	7	0	00	0		00	90	0
0000	) 4	0000	6	00	00	0		0	00	0	10	00	00	0
Writting														
0000	) )	0000	5	00	00	0	7	0	00	0	,	00	90	8
0000	9 <b>4</b>	0000	6	00	90	0		0	00	0	19	00	30	0
Listening														
0000	) 2	0000	8	00	90	0	4	0	00	0	\$	00	00	8

Important Marking Instructions • Use also Spontal and • Use also Spontal and • Use also Spontal and • State and the Spontal Spontal Spontal • Water on Day parts at the Annual Annual • Construct. • Important Spontal Spontal • Other S								Pamber     7								
	Period 2	00		00	D				30	00	000		30 90 90			0
kad	ling and Literar	y Anai	lyeis		_		_		_		_		_			_
_	0000		0000	- 11	0	000	-		0	86	0	21	0	86	0	_
	0000	-	0000	10	0	000	_	-	0	00	0	20	0	00	0	_
	0000	-	0000	- 10	0	000	_		0	00	0	20	0	00	0	_
	0000	•	0000	- 14	0	000	-	-	0	00	0	24	0	00	0	_
-	0000		0000		0	000	2	*	0	00	0		0	9.6	0	-
ang	a a a a a		0000		0	0.07			0	0.0			0		0	-
_	0000	-	0000	÷	-00	000	-	-	0	00	0		0	00	0	_
	0000	•	0000	•	0	000		•	0	00	0	*	0	0.0	0	-
	0000		0000		0	0.07	5		0	0.0	-0		0	0.0	0	-
	0000	÷	0000	÷	- 0	000	5	÷	0	00	0		0	0.0	0	-
late	nina	-	0000	-	-		_	-	-		-	-	-		-	-
_	0000	2	0000	,	0	000	5	4	0	00	10		0	0.0	0	-
-	0000		0000	-	-		~	-	~		-	-	~		<u> </u>	-

Print
Printer: [hp Laserjet 4300 (000166AC8... ?)
Presets: Standard
Presets: Standard
Copies & Pages
Copies & P

A4 200	Importan Imp	t Mari ciy, citatite ta der ta der	Hanah Guanar 1 King Instructions III over compilate Control of the Control Sciences attent.	<b>1</b>		Observer Traver         Advance / Marcia           Taracher // Franker         Taracher // Franker         Taracher // Franker           Bill of Pranker         Taracher // Franker         Taracher // Franker           Bill of Pranker         Taracher // Franker         Taracher // Franker           Bill of Pranker         Taracher // Franker         Taracher // Franker           Bill of Pranker         Taracher // Franker         Taracher // Franker           Bill of Pranker         Taracher // Franker         Taracher // Franker           Bill of Pranker         Taracher // Franker         Taracher // Franker           Bill of Pranker         Taracher // Franker         Taracher // Franker           Bill of Pranker         Taracher // Franker         Taracher // Franker           Bill of Pranker         Taracher // Franker         Taracher // Franker           Bill of Pranker         Taracher // Franker         Taracher // Franker           Bill of Pranker         Taracher // Franker         Taracher // Franker           Bill of Pranker         Taracher // Franker         Taracher // Franker           Bill of Pranker         Taracher // Franker         Taracher // Franker           Bill of Pranker         Taracher // Franker         Taracher // Franker           Bill of Pranker         Taracher /						
~	Period 2	0(		00	0							
Re	ading and Literar	y Ana	lyeis									_
÷	0000	÷	0000		- 6							
;	0000		0000		ē		Aig	zci	nσ	$T^{2}$	'c	
÷	0000		0000	14	0	1	VII.	551	пg	T	3	-
	0000	160	0000	18	0						R	8
La	nguage convertil	and										
1	0000	,	0000	•	0	000	,	00	000	•	000	0
3	0000	4	0000	•	0	000	•	00	000	10	000	0
Wr	ng occo	-		-	0			0.0				
-	0000	-	0000	÷	0	000		00	000	<u>.</u>	000	<u> </u>
i.	tenina	•	0000	·	-	000	· ·	00		~	000	
1	0000	3	0000		0	000		00	000		000	0