



Printing Reports using Achievement Series

Go to www.achievementseries.com and click on "Staff Members."

Login using the following:

Site Id
Staff ID
Password

1. Use Classroom drop down menu to select course and section ID
2. Select either the Classroom Gradebook or District Gradebook tab
3. Click on red A+ under desired exam section for those results
4. Bar Graph window opens
5. To print this view, click on pdf tab (Right side above close button)
6. For Table view click on Switch to Table (center right below close button)
7. Click on pdf tab
8. When print window opens click print.

Scantron Tech Support
District Contact – Dianne –Assessment Assistant

800-445-3141
587-7178 or DCanoles@d303.org

For additional information, use the online HELP link