



## Printing Scantron Forms for Achievement Series

From a district computer click on start menu, programs, ScanStation

Login using the following:

Site ID  
Staff ID  
Password

1. Select the classroom or district tab and highlight the test to print forms.
2. Select Forms
3. Click on Student ID, Student Name and Test ID box to print this information (Lower right corner)
4. Use as entered or change data in the lower left corner
5. Choose students or select all students to print answer documents
6. To sort student sheets so they print alphabetically, click on tan bar above last name
7. Click on Print. This will create pdfs
8. Go to File-Print. Do Not click the printer icon on the toolbar.
9. Select a Laser Printer. Make sure page scaling says none and auto-rotate is not checked.
10. Click Ok
11. Blank answer documents may be created by unchecking student id and name boxes.

**Scantron Tech Support                      800-445-3141**  
**District Contact – Dianne –Assessment Assistant                      587-7178 or**  
**DCanoles@d303.org**  
**For additional information, use the online HELP link**