

Quick Reference Guide to Scantron

Create Answer-Key-Only Test

Access www.achievementseries.com

Click on "Staff Members" and enter:

Site ID

Staff ID and Password

Select **District Tests** tab, and **Create** from Test Draft on left

Select **Answer Key** and subject folder

Provide Name for Test-click **Next**

Standards (skip for now) - Click **Next**

For each question: Select Answer Type, Choices,

Correct Answer, and Points then click **Add**

Create all items; click **next**

Set Dates (end date 6/10/09)

DO NOT Select any classes

Click **Done**

Go to **Scheduled Test, list** and choose test.

Click on **students tab**, click on **allowed student access** and choose **all students** button

To share with other teachers- follow handout

Click **close**

Log Off

To Print Forms (Use a Laser Printer)

From your "start" menu, click (All) Programs, select Scan Station and enter same info as above.

Select **District Test**

Select Test

Click Form Button

Select section and students (can check all)

Check Student ID, Student Name and Test ID

Click **Print** (creates PDF)

Click **File, Print** (Make sure auto rotate is **NOT** checked and Page Scaling reads **NONE**)

Click Okay

Scanning

From your "start" menu, click (All) Programs, and Open Scan Station and enter:

Site ID

Staff ID

Password

Click Login

Select District Test

Select Test

Select Scan

Confirm that boxes are checked

(Multiple Marks and Omitted Marks)

Click Start Scan

Verify:

Green = Okay: no correction needed

Red or Gray = Needs correction

(Check for issue and correct)

Select Update

(All checks should be green or yellow)

Accept

Close

OK

Achievement Series Reports

Access www.achievementseries.com and enter:

Site ID

Staff ID

Password

Select Classroom Area

Select a Section

Select District Gradebook

From Class Average row, Select red **A+** for test

Menu appears with four report choices across top

"Test Scores – Standards – Item Analysis – Response"

Test Scores are lists of students with total scores

Standards report is produced when standards are assigned to each item (results by standard)

Item Analysis is results for each item with distractor information

Response is the responses (or scores) on each item for each student

Each report is available in bar graph or table format