



Instructions for Printing out Answer Sheets in

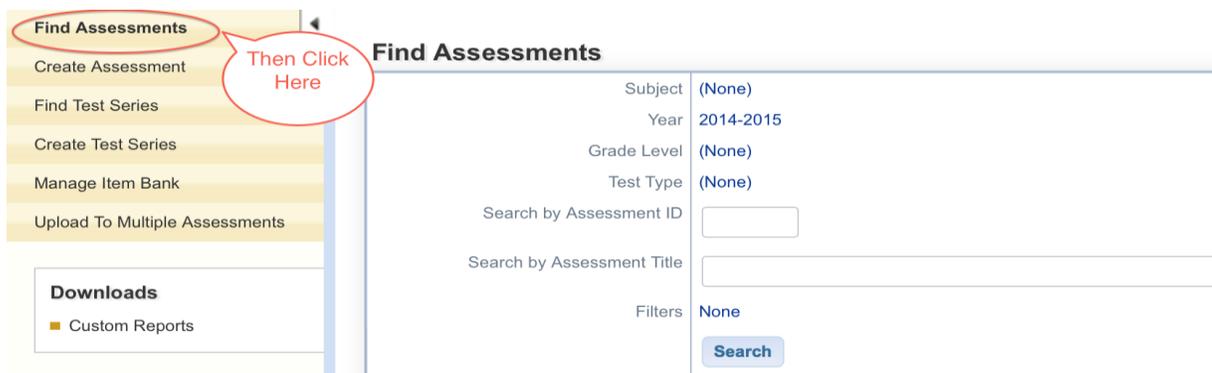


1. **Log in.** The APS DataDirector website is - www.achievedata.com/aps

User Name- APS employee #

Password- Set by user

2. Within the **Assessments** module, select **Find Assessments**.



3. **Find your assessment.** In the search fields, select/enter desired search criteria. Recommended fields are below. The more fields entered in, the narrower your result.

- a. Year: **2014-2015**

- b. Grade Level: **2**

- c. Search by Assessment Title: **key word in assessment (e.g.- quarterly test)**

**If you are in folder view, you must click on "shared assessments" folder before you can click "search" OR you can "Switch to list view" in upper right corner.*

Find Assessments

[Switch to list view](#)

Subject (None)
Year 2014-2015
Grade Level 2
Test Type (None)

Search by Assessment ID

Search by Assessment Title

Filters None

This is what your screen will look like in "Folder View".

[Shared Assessments](#)

- Albuquerque Public Schools (District)
- Personal Folders

ID	Title	Author	Date	Actions
8274	2014-2015 Fall Grade 2 Math Quarterly Test 4- Modules 1-3	Test Administrator	09/01/2014 - 12/19/2014	 

OR

Houghton Mifflin Harcourt

Find Assessments

[Switch to folder view](#)

Subject (None)
Year 2014-2015
Grade Level 2
Test Type (None)

Search by Assessment ID

Search by Assessment Title

Filters None

This is what your screen will look like in "List View".

ID	Title	Author	Date	Actions
8274	2014-2015 Fall Grade 2 Math Quarterly Test 4- Modules 1-3	Test Administrator	09/01/2014 - 12/19/2014	 

* You will now see the Assessment Title(s) that match your search.

4. **Select the Test** (click on title) for which you would like to print answer sheets. You will now be in the **Assessment Overview Page**. Scroll down to the bottom.

Assessments

- Find Assessments
- Create Assessment
- Find Test Series
- Create Test Series
- Manage Item Bank
- Upload To Multiple Assessments

Assessment

- Overview
- Edit Assessment
- Sharing
- Data Entry
- Edit Reporting Clusters
- Alternate Versions
- Summary Assessment

Additional Options

- Report Downloads

Assessment Overview

Available Assessments: 2014-2015 Fall Grade 2 Math Quarterly Test 4- M

2014-2015 Fall Grade 2 Math Quarterly Test 4- Modules 1-3

Assessment ID	8274
Subject Area	Mathematics
Type	District Benchmark
Grade Levels	2
Exam Date	Sep 1, 2014 - Dec 19, 2014 (, 2014-2015)

No Students Tested

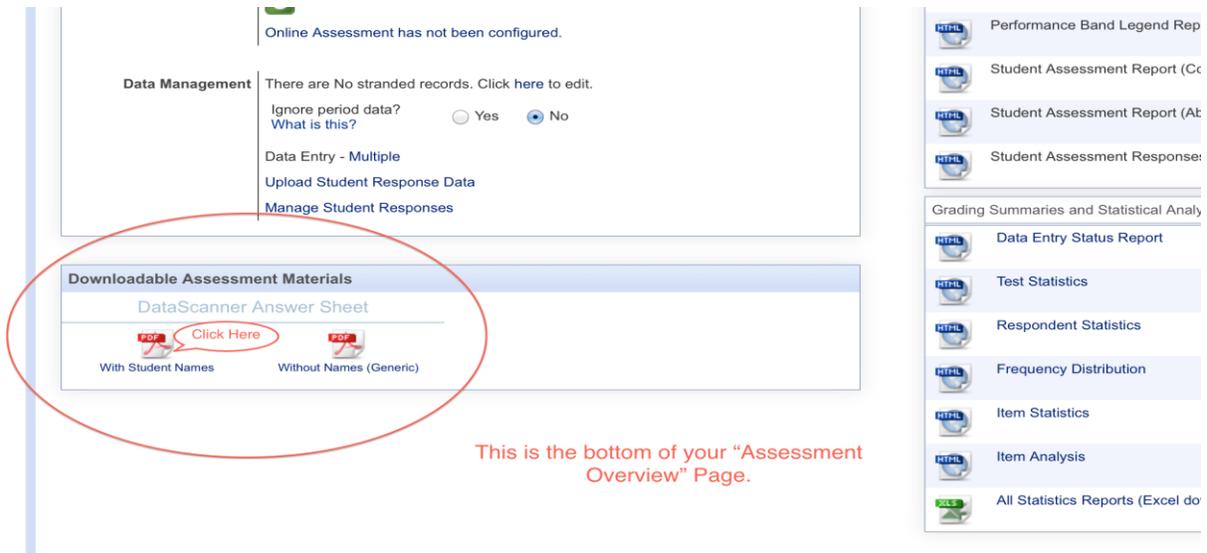
No data is available for your 2014-2015 students.

[Edit performance bands](#)

Reports related to this assessment

- [District Assessment Report](#)
- [District Assessment Report](#)
- [District Assessment Report](#)
- [School Assessment Report](#)

5. Within the **Downloadable Assessment Materials** Section, choose the DataScanner Answer Sheets PDF icon with Student Names (recommended).

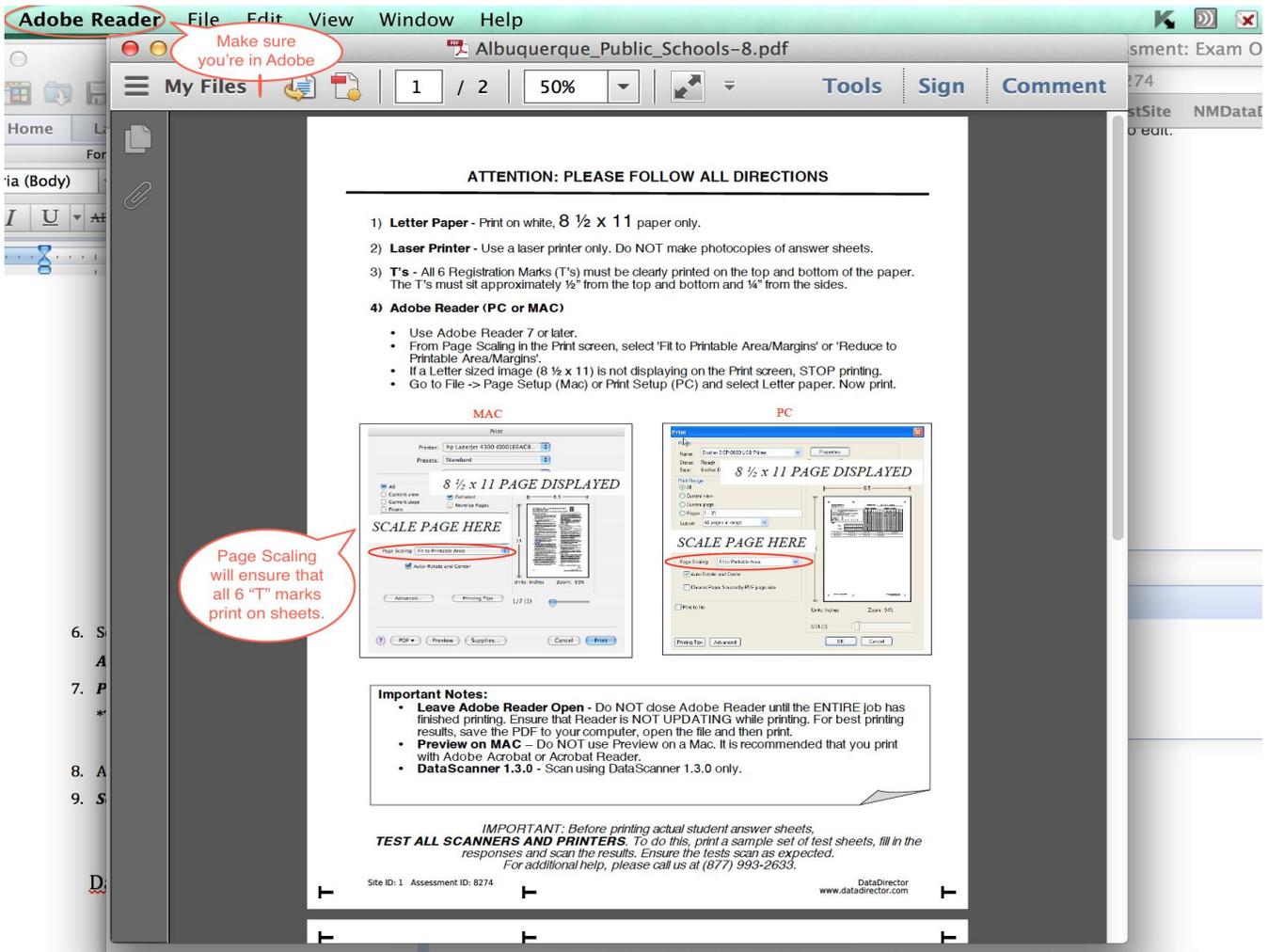


This is the bottom of your "Assessment Overview" Page.

6. Select the students for whom you would like to print for (follow the prompts). Click **Generate Answer Sheet** to download file.

7. **Print** your PDF answer sheets from **Adobe** and following **ALL** directions on page 1 of download.

*This step is critical! Following all of these steps will ensure successful scanning.



8. After students have completed the paper/pencil test, the teacher will fill in the answer sheet.
9. ***Scan your answer sheets*** via DataScanner (requires a PC) using the Fujitsu scanner at your school.

Resources for Support:

1. DataDirector Help Link: located in upper right corner of DataDirector
Access to help documents: ***How to-*** Print an Answer Sheet for Scanning and ***Scanning***

2. Visit the APS assessment website:
<http://apsassessment.wordpress.com>

