

Printing Answer Sheets

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Want to see this feature in action? Click here for a how-to video: <https://vimeo.com/226474353/0f80e100e8>

Once you have created an answer sheet, you can print copies to distribute to the class. If you are using answer sheets that have each student's name printed on them you will print each individual answer sheet. If you are using generic answer sheets, where no student, test or class information is on the form, you may print one for each student or one answer sheet and photocopy it. Start out on the specified class and choose the test you would like to print. You will be directed to the "Test" page where you can create your answer key and see test data. When you are ready to print, select "Print Tests" at the top right of the page.

Once you click "Print Tests" you are directed to the "Distribute Tests" page. Here you can choose your

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Online URL: <https://support.gravic.com/remark/kb/article/printing-answer-sheets-230.html>

for you.

Note: If you are using Student ID bubble areas for a **single sided form**:

- Choose the number of desired answer sheets under Blank Copies. You can print one per student or print just one and photocopy it.
- [Optional] If you plan to scan the answer key, include an extra copy in the print operation. You can then bubble in and scan the key along with the students' tests for grading purposes. Bubble in all zeros for the Student ID number to indicate the answer key.

If you are using Student ID bubble areas for a **multi-page form** (including two page forms printed duplex):

- Choose the number of desired answer sheets under Blank Copies. You must use this box to print one per student (you cannot print just one and photocopy it or increment the number of copies in your printer window).
- [Optional] If you plan to scan the answer key, include an extra copy in the print operation. You can then bubble in and scan the key along with the students' tests for grading purposes. Bubble in all zeros for the Student ID number to indicate the answer key. To print an answer key, check the box to "Include the answer key" under Download Preferences. If needed, you can also print blank copies of the test (where students might take the test and be added to the system later). When you have defined all of your printing specifications, select "Download Answer Sheets".

Once you select "Download Answer Sheets", you will be directed to the "Download Tests" page. Here you will find a PDF of your tests, including your answer sheet and the blank copies you selected to be printed. The Answer Key will be located on the first page, followed by an answer sheet for each student and then all the blank copies are located at the end. You can either save this PDF to a folder to print later, or you can print it directly from the PDF viewer in Remark Test Grading Cloud Edition.

