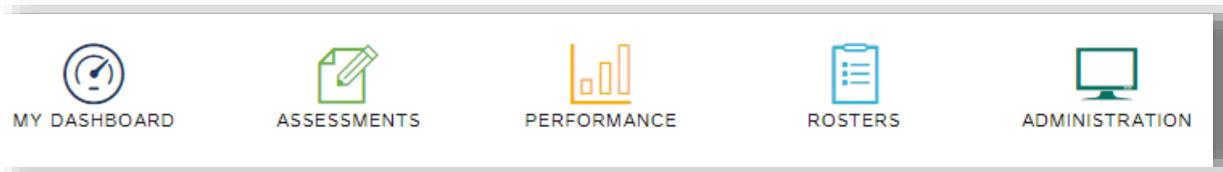


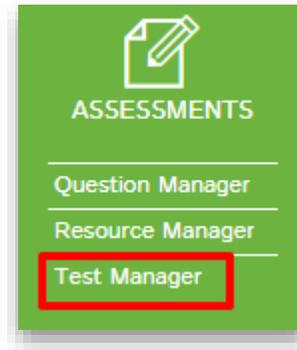
Preslugging Scan Sheets



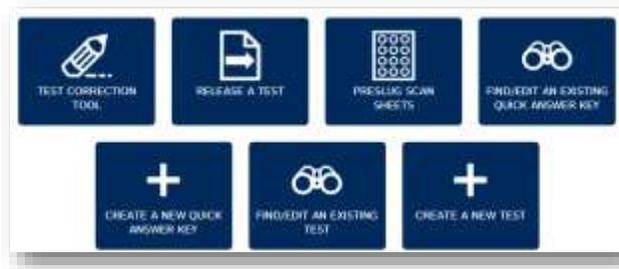
Open the Google Chrome internet browser 

Enter www.houstonisd.org/edplan

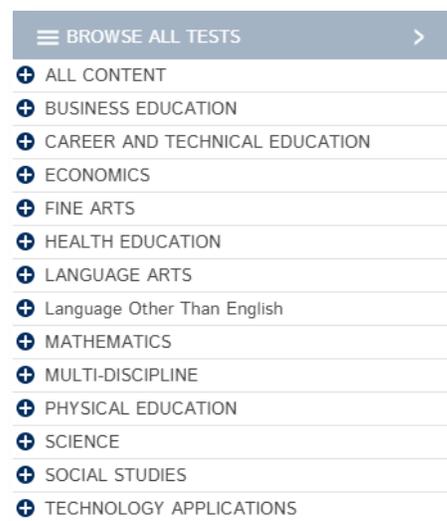
From the **Task Bar** select **Assessments**, and then **Test Manager**.



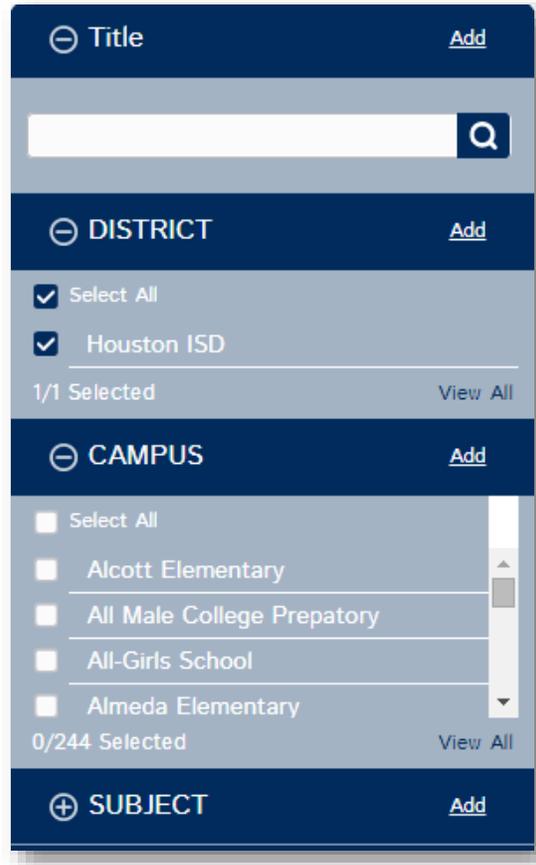
Select **PreSlug Scan Sheets**.



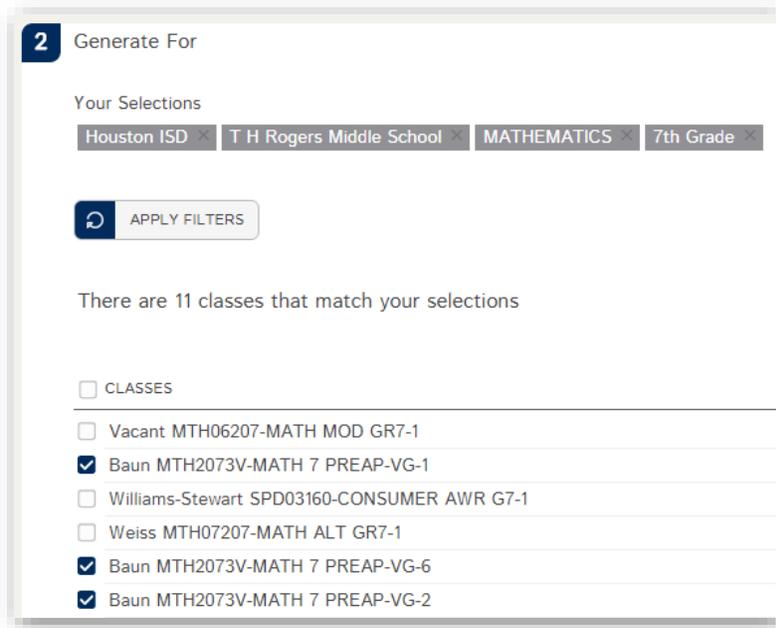
Select the **content area**, **grade level**, **test type**, and **test**.



Drill down and select the required filters. Once you have made a selection, click **Add**. Click **Refresh** to see additional options.



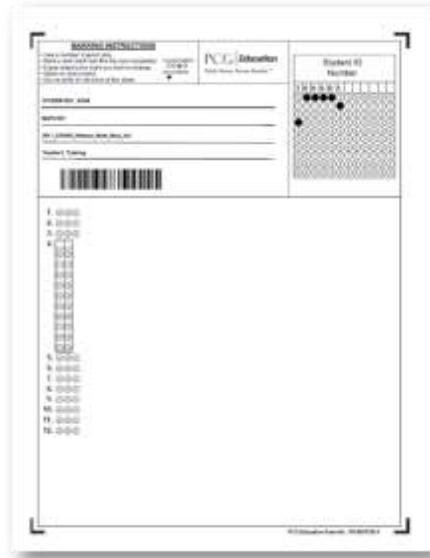
At the right, you will see all of your selections. Apply the filters. Select the classes to Preslug or Release to.



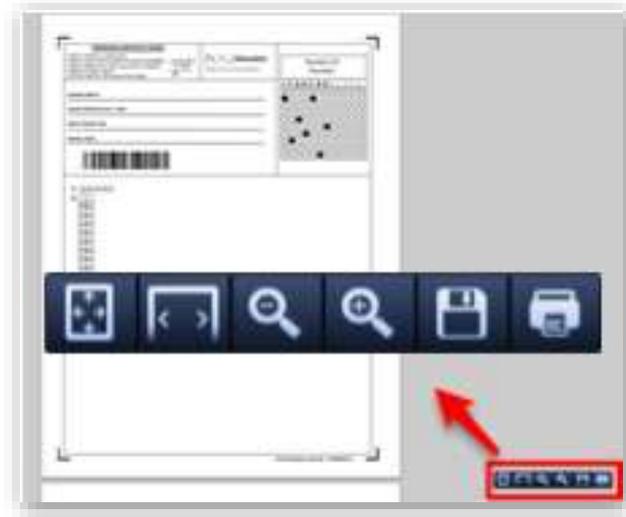
Scroll to the bottom right to see the following options:



Click **Generate Preslug Scan Sheets** to create the scantrons.



Move the mouse to the lower right quadrant of the window to print or save.



Review the print settings.

Page Scaling: None

Fit to Page: Do not select

*Do not photocopy the scan sheets
for student use.*

