Preslugging an Answer Document



PCG Terms

Preslug – the process of pre-bubbling the student's information on an answer document
Form Type - the scan sheet form number
QBA – Question Based Assessment (QBA) contains the actual test questions and responses in PCG
Quick Tests – only the answer keys are entered into the PCG, but the tests reside outside of the application



From the Main Menu, select Preslug Scan Sheets.



In the navigation tree, drill down to the desired teacher's folder. The viewing screen will display scan sheet options.

Click the **Form Type** drop box and select the appropriate scan form for the test.

Please note: Forms beginning with "D2SC F" are plain paper forms.

When preslugging Scantron forms, you may need to use horizontal and vertical printing alignment options to move the student ID bubbles on the page.

Click the lookup icon to select the Test.



A test selection screen will open with folders for QBAs and Quick Tests. Drill down to the appropriate test and click the paper icon to select the test. The title of the test will turn red to show that it is selected. To preview the test, click the title of the test.

Click the green check mark to add the selected test to the scan sheet options. The window will close and the test will be displayed on screen.

In the Print Sort Option field, you can select how you want the preslugged documents sorted:

- By Teacher, by Class, by • Student – This is the default sorting option. All of a teacher's answer documents are alphabetized by student name within each class.
- By Teacher, by Student • Answer documents would be preslugged by teacher
- 1 4th GRADE MATHEMATICS 09-10 TC5 G4 MATH 09-10 TC5 G4 MATH SP 09-10 TC5 G4 MATHGT ADAMS ADAMS 109-10 TC5 G4 MATHGT ADAMS ADAMS 4th Math - Fractions Adams G3 Math - bb Adams G4 Math - bb2 brevard Brevard Classroom Welcome | Logout PCG Education ADAMS, SHANNON Main Menu Refres Sav Preslug Scan Sheets Set scan sheet options ... ×F C Display Options: Display All D2SC F-4 (60 Q, Non-Alt A-E) 4 🔄 Preslug By Campus . E ADAMS, SHANNON Test Q Save Preslug Selections slug By Grade Leve Additional Label: Copies Per Student Horizontal Printing Adjustment: Negative values move printing to the left, while positive values Vertical Printing Adjustment: while positive values move printing dowr rint Sort Option: By Teacher, by Class, by Student -Print Test Page Print Blank Print Forms

Select Non

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Trusted sites | Protected Mode: Off

and alphabetized by student name regardless of which class the student is in.

By Student – Answer documents would be preslugged in alphabetical order by student name • regardless of teacher or class selected.

Select All

ADAMS 124 1-402-10400-READING

ADAMS 124 2-402-80400-HOMEROOM ADAMS 124 3-402-11400-ENGLISH

ADAMS 124 4-402-20400-MATHEMAT

ADAMS 124 5-402-30400-SCIENCE

- By Gender, by Student Answer documents would be preslugged by females in alphabetical ٠ order followed by males in alphabetical order.
- By Grade Level, by Student Similar to the "By Student" option except that the grade level is • included.

Main Menu	Home ADAMS, SHANNO	N (X)						
Preslug Scan Sheets	Refresh							
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Select the classes to preslug.

To save this group for future preslugging, click the Save Preslug Selections. Click Save.

Note: Saving your preslug selections will save the classes selected for the Release QBA utility.



To preview the test form, select **Print Test Page.**

To print student's test forms, select **Print Forms**.

Note: Page scaling should be set to "none". Errors may occur during scanning if the printed scan sheets are not aligned correctly.

Do not photocopy scan sheets for student use.

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MARKING INSTRUCTIONS • Use a number 2 pencil only. • Make a dark mark that fills the oval completely. • Erase cleanly any mark you wish to change. • Make no stray marks.											۲	Student ID Number							
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Sample plain-paper answer document



Sample Scantron answer document (to be printed on pre-printed/purchased forms).