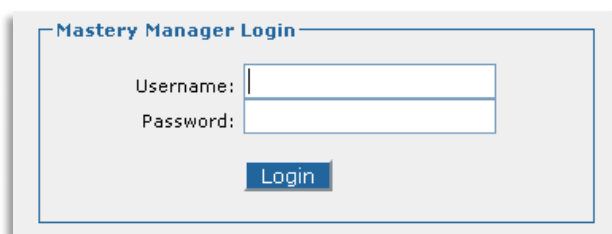


Printing Student Answer Forms from the Mastery Manager website

- 1) Open the Mastery Manager Login page at <https://anoka.masterymanager.com/login> in Internet Explorer or Firefox.



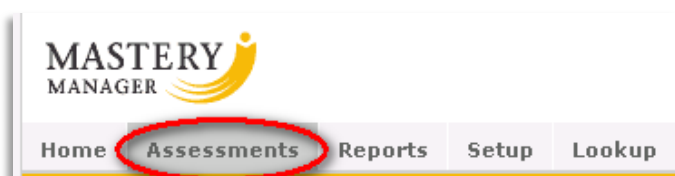
Mastery Manager Login

Username:

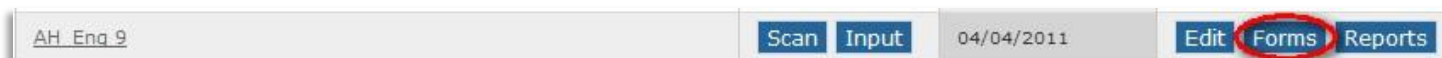
Password:

Login

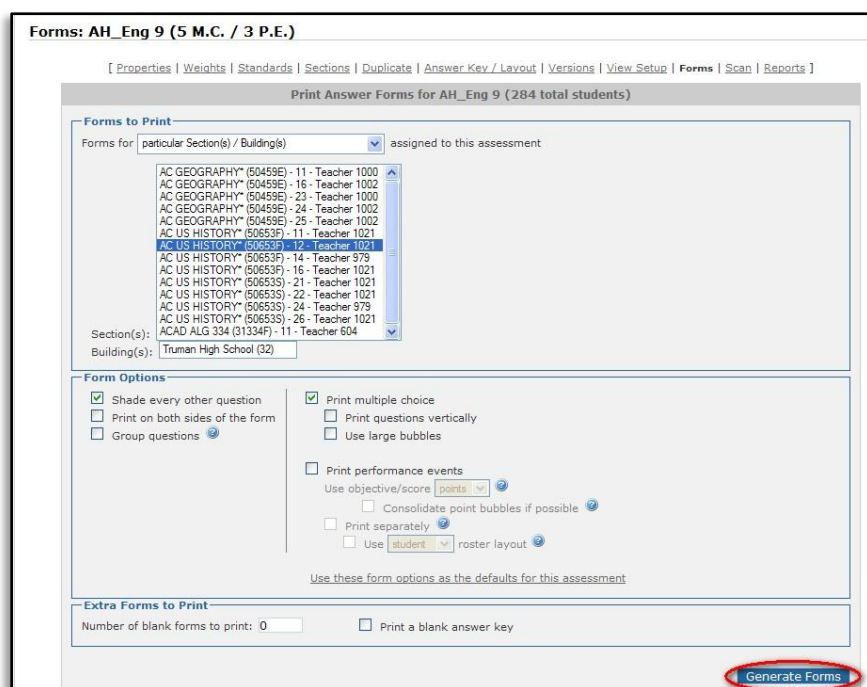
- 2) Login using your normal Anoka-Hennepin **Active Directory** username and password.
- 3) Select the **Assessments** tab in the top navigation menu.



- 4) Select the **Forms** button next to the test you would like to print answer sheets for.



- 5) Select your section and building. Choose other options like Shading and Print M.C. and others if desired then select **Generate Forms**.



Forms: AH_Eng 9 (5 M.C. / 3 P.E.)

[Properties | Weights | Standards | Sections | Duplicate | Answer Key / Layout | Versions | View Setup | **Forms** | Scan | Reports]

Print Answer Forms for AH_Eng 9 (284 total students)

Forms to Print

Forms for: particular Section(s) / Building(s) assigned to this assessment

AC GEOGRAPHY* (50458E) - 11 - Teacher 1000
 AC GEOGRAPHY* (50458E) - 16 - Teacher 1002
 AC GEOGRAPHY* (50458E) - 23 - Teacher 1000
 AC GEOGRAPHY* (50458E) - 24 - Teacher 1002
 AC GEOGRAPHY* (50458E) - 25 - Teacher 1002
 AC US HISTORY* (50653F) - 11 - Teacher 1021
AC US HISTORY* (50653F) - 12 - Teacher 1021
 AC US HISTORY* (50653F) - 14 - Teacher 579
 AC US HISTORY* (50653F) - 16 - Teacher 1021
 AC US HISTORY* (50653S) - 21 - Teacher 1021
 AC US HISTORY* (50653S) - 22 - Teacher 1021
 AC US HISTORY* (50653S) - 24 - Teacher 579
 AC US HISTORY* (50653S) - 26 - Teacher 1021
 ACAD ALG 334 (31334F) - 11 - Teacher 604

Section(s):
 Building(s):

Form Options

☒ Shade every other question
☐ Print on both sides of the form
☐ Group questions

☒ Print multiple choice
☐ Print questions vertically
☐ Use large bubbles

☐ Print performance events
 Use objective/score: points
☐ Consolidate point bubbles if possible
☐ Print separately
☐ Use roster layout

Use these form options as the defaults for this assessment

Extra Forms to Print

Number of blank forms to print: ☐ Print a blank answer key

Generate Forms

6) Select **Download PDF**.

Forms: AH_Eng 9 (5 M.C. / 3 P.E.)

[[Properties](#) | [Weights](#) | [Standards](#) | [Sections](#) | [Duplicate](#) | [Answer Key / Layout](#) | [Versions](#) | [View Setup](#) | **Forms** | [Scan](#) | [Reports](#)]

Print Answer Forms for AH_Eng 9 (23 selected students)

IMPORTANT PRINTING INSTRUCTIONS

In your printer options window please ensure the following settings are selected:

1. PAGE SCALING set to NONE or SCALE set to 100%
2. UNCHECK options such as AUTO ROTATE & CENTER, SCALE TO FIT or any settings which may alter the position or scale of the printed page.

PLAIN PAPER FORMS USERS: Please check the last pages that printed to ensure there is no streaking due to the toner running low. If you encounter streaking please replace the toner cartridge and reprint any answer forms with streaks on them.

PLAIN PAPER ANSWER FORMS THAT ARE STREAKED OR HAVE BEEN ALTERED DURING PRINTING CANNOT BE READ BY THE SCANNER.

Download PDF

Go Back

7) Select **OK**.

Opening AH_Eng9.pdf

You have chosen to open

 **AH_Eng9.pdf**

which is a: Adobe Acrobat 7.0 Document
from: <https://www.masterymanager.com>

What should Firefox do with this file?

☒ **Open with** AcroExch (default) ▼

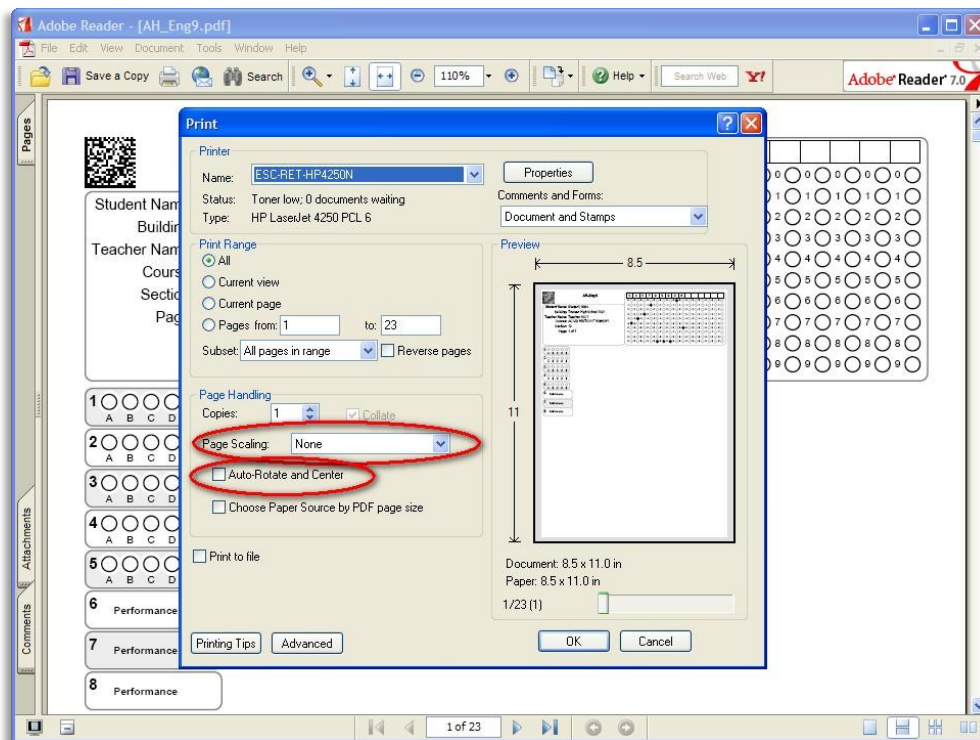
☐ Save to Disk

☐ Do this automatically for files like this from now on.

OK Cancel

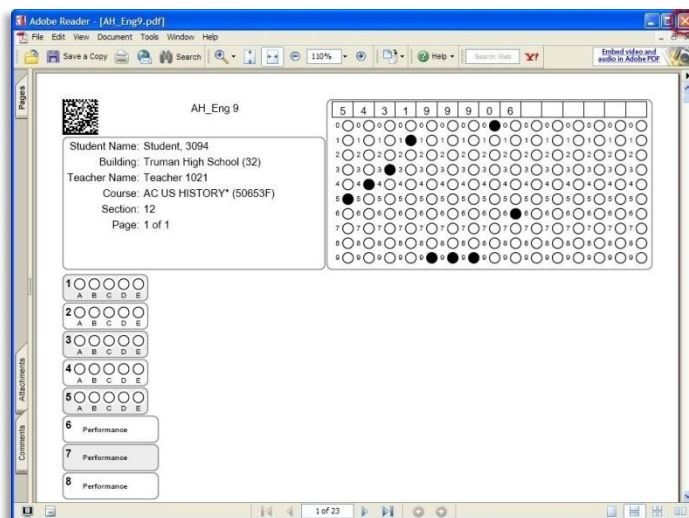
8) Under the File menu, select **Print**

9) At this step, double check that **Page Scaling** is set to None and **Auto-Rotate and Center** is unchecked




10) Click **OK** to print to any laser printer.

11) **Close** the PDF window.



Tips) Printers do not need to be calibrated with this system, but printing answer sheets with the correct Adobe Reader settings is still **critical**. ***Page Scaling None & Auto-Rotate and Center unchecked**

Printed answer sheets should have a **half inch** between the 2-D barcode  and the upper left corner of the paper. You can print answer sheets double sided to save paper and scan them back in if you have tests that are 2 or more pages.