

## Slugging Answer Documents and Teacher Headers

- Launch AEIS IT
- Open the Class Roster
  - Click on the Open (file folder) icon on the toolbar
  - The blue bar at the top of the screen should read Class Roster: ## of ## records
- Select the classes for which you want to slug answer documents/teacher headers
  - Hold the CTRL key to select more than one class
- Click on the Records icon on the toolbar and select Show Subset (it has a picture of the funnel pointing downward)
  - You should have only the selected files on the screen
  - You may slug student answer documents for more than one grade level/subject at a time
  - You must separate grade levels (and subjects in secondary) in order to slug teacher headers
- Click on the Tools (hammer) icon on the toolbar
  - Select SLUG Header Sheets for teacher headers and enter the test information
    - District benchmarks will always use the first day of the testing window (regardless of when the campus gives the benchmark) for the test date
    - Benchmark I will use test numbers 01 for English and 03 for Spanish
    - Benchmark II will use test numbers for 02 for English and 04 for Spanish
    - Test date and number can be anything you choose for campus assessments. The information entered on the header must match information used on the test key
  - Select SLUG Student Sheets for student answer documents
    - Select Yes when asked if you want to print the teacher name and period number on the top of the answer document. This is how you will sort the answer documents after they are printed.