

*STIAssessment v4.0*

# ***Pre-Slugging Forms***

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**Revised by:** Documentation  
**Date:** July 31, 2009  
**Version:** 4.0

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## STIAssessment Pre-Slugging

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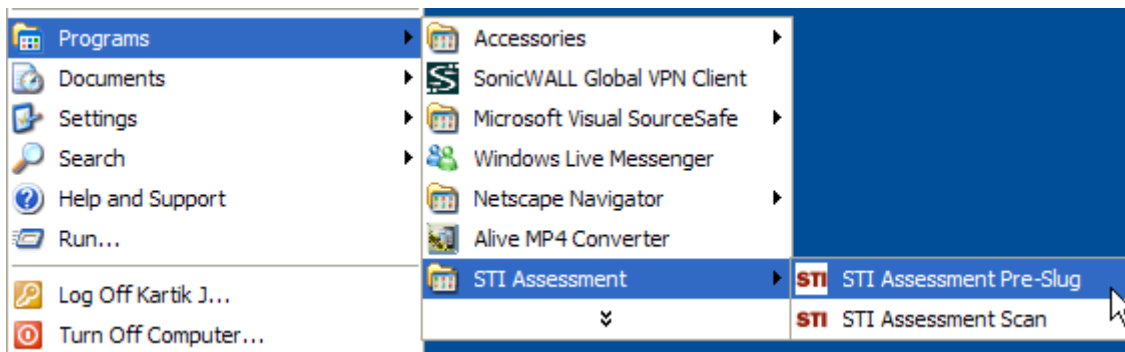
STIAssessment Pre-slugging allows users to pre-mark student identification numbers and other information on STI supported forms. Any available application updates are automatically installed whenever the user starts the application. This ensures that the user always has the most current version of the application without having to manually install it.

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### Launch Program

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The first step in pre-slugging is to launch the program.

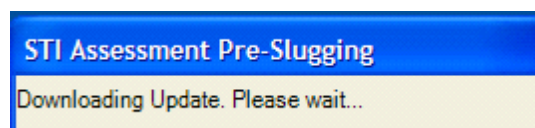
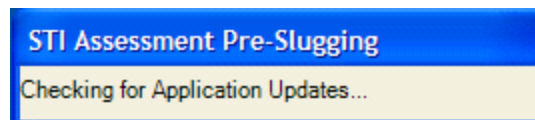


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### Automatic Application Updates

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Once the program is launched, it checks for and installs any updates.



## Supported Forms

A drop-down menu allows the user to select the forms to be pre-slugged.

The screenshot shows the 'STI Assessment Pre-Slugging' application window. The 'Form To Print' dropdown menu is open, displaying a list of form IDs: CP24\_0728, CP24\_0769, CP25\_0587, and CP26\_0584. The 'Printer' dropdown is set to 'HP 1300'. The 'Login to Pre Slug' section includes a 'Who, Where' box with four dropdowns: 'Select School', 'Select Teacher', 'Select Class', and 'Select Student'. Below this is a 'Select Test' dropdown, an 'Or Enter Test ID' text box, a 'Student ID to Print' dropdown set to 'Student Number', and a 'Sort Tests By' section with radio buttons for 'Date' and 'Name'. A 'Print Now' button is located at the bottom of the form area. The status bar at the bottom of the window displays 'Not Logged In', 'Version 4.0.8.0', and '7/31/2009 1:00:57 PM'.

The supported forms are as follows:

- ◆ **CP24\_0728:** 4-choice, 30 item form
- ◆ **CP24\_0769:** 4-choice, 80 item form
- ◆ **CP25\_0587:** 5-choice, 30 item form
- ◆ **CP26\_0584:** 5-choice, 80 item form

Note: If you have any leftover **CP25\_0586** forms, you may still use them—select form **CP26\_0584** on the menu.

## STI Supported Printers

Supported printers are listed in the **Select Printer** pull-down menu. All supported printers were actually used during development of the application and are thus verified to work properly with the program.

STI Assessment Pre-Slugging

Form To Print  
CP24\_0728 Select Form

Printer  
 STI Supported  STI Unsupported  
HP 1300 Select Printer  
HP 1300  
HP 4350n (Tray 1)  
HP 4350n (Tray 2)

Who, Where  
Select School  
Select Teacher  
Select Class  
Select Student

Select Test

Or Enter Test ID  
Student ID to Print Student Number  
Sort Tests By  
 Date  
 Name

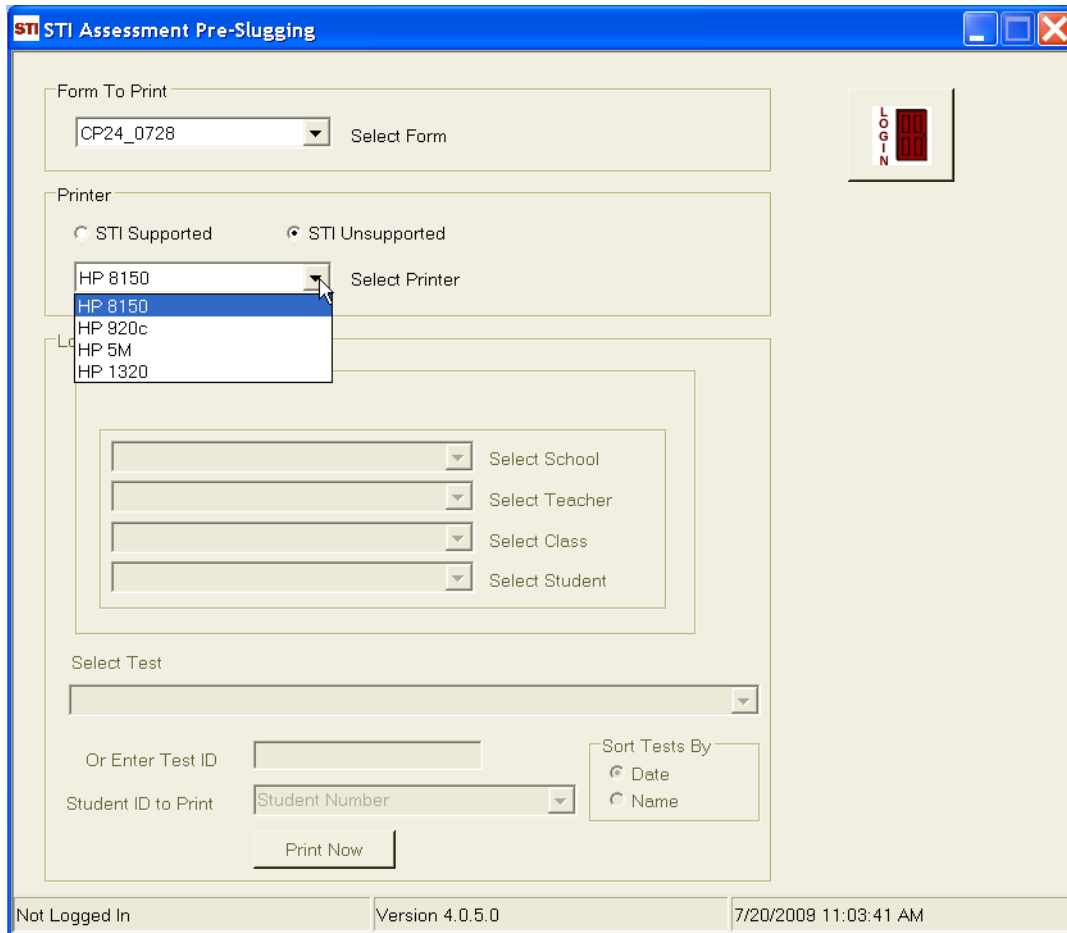
Print Now

Not Logged In Version 4.0.5.0 7/20/2008 11:03:01 AM

*Note: STIAssessment Pre-slugging automatically disables the answer choices corresponding to constructed-response items on the forms. However, this feature will work **only** for STI-supported printers.*

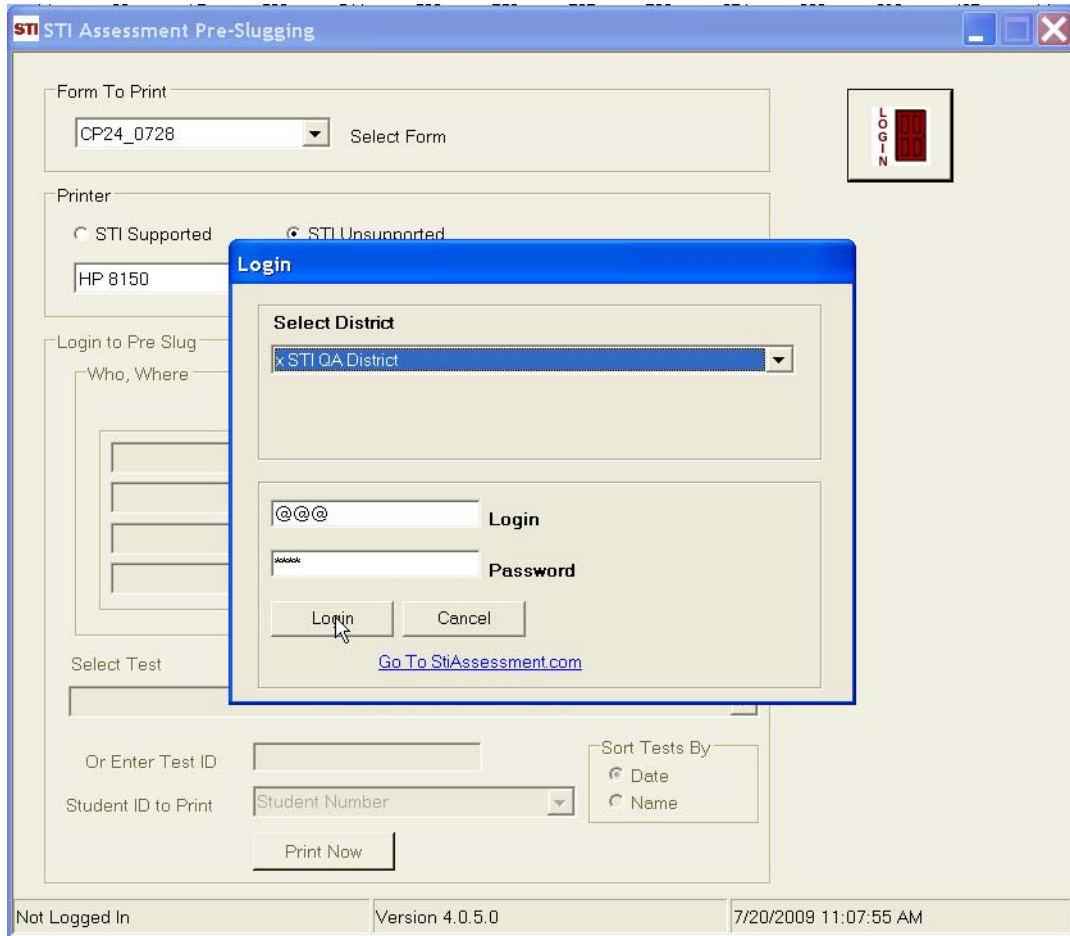
## STI Unsupported Printers

“Unsupported” printers are ones that were not available during development of the application. Usually, unsupported printers are older models that may still be available in schools but are otherwise extremely hard to find.



## Login: District Administrator.

Most of the time, pre-slugging is done by the district administrator (DA) at the district office. The following screenshot shows the DA login window.



## Class-Level Slugging Option

Forms may be pre-slugged for selected classes as well as for the entire district, as shown in the following screenshot.

The drop-down test menu will list all the district assessments that have been published, along with any tests created by the selected teacher (in this case, *Jessica Bender*). Only district administrators have the ability to perform class-level or district-level pre-slugging. For school administrators (SA's) and teachers, the radio buttons for these options will not be visible.

The screenshot shows the 'STI Assessment Pre-Slugging' application window. The interface includes the following elements:

- Form To Print:** A dropdown menu set to 'CP24\_0728' with a 'Select Form' button.
- Printer:** Radio buttons for 'STI Supported' and 'STI Unsupported' (selected), and a dropdown menu set to 'HP 8150' with a 'Select Printer' button.
- Ready Section:**
  - Who, Where:** Radio buttons for 'Class Level Slugging' (selected) and 'District Level Slugging'.
  - Select School:** Dropdown menu showing 'O MIDDLE SCHOOL'.
  - Select Teacher:** Dropdown menu showing 'BENDER, JESSICA (8880)'.
  - Select Class:** Dropdown menu showing 'MATH 7 (MA7)'.
  - Select Student:** Dropdown menu showing 'All'.
- Select Test:** Dropdown menu showing 'Gr 8 Lang Arts--Quotation Marks with CR (TestID: 219149)'.
- Or Enter Test ID:** An empty text input field.
- Student ID to Print:** Dropdown menu showing 'Student Number'.
- Sort Tests By:** Radio buttons for 'Date' (selected) and 'Name'.
- Print Now:** A button to execute the pre-slugging process.

The status bar at the bottom of the window displays 'Ready', 'Version 4.0.5.0', and the date/time '7/20/2009 11:09:40 AM'.



## District Level Slugging

At the district level, pre-slugging can be done for pre-defined mappings, which may correspond to certain grades (for example, all the fourth-graders in a particular district’s elementary schools) or other custom arrays (for example, all the seventh-graders in middle schools, but not in junior-high schools, or all the students in Gifted programs). Only those mappings that have been checked off for *Scanning* in STIAssessment will appear in the *Select Mapping* list.

STI Assessment Pre-Slugging

Form To Print  
 CP24\_0728 Select Form

Printer  
 STI Supported  STI Unsupported  
 HP 8150 Select Printer

Ready  
 Who, Where  
 Class Level Slugging  District Level Slugging

8th Grade Students - Math Select Mapping  
 All Select Student

Select Test  
 Gr 8 Lang Arts--Quotation Marks with CR (TestID: 219149)

Or Enter Test ID

Student ID to Print Student Number

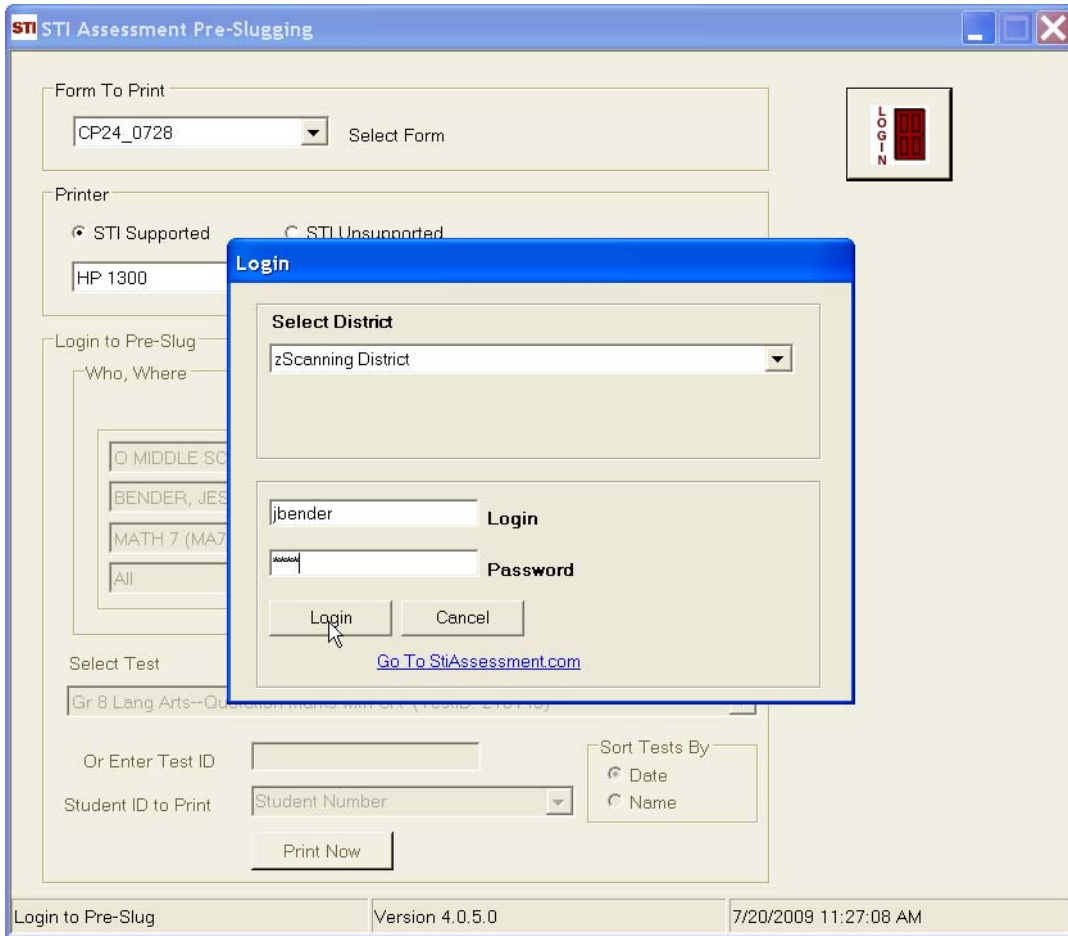
Sort Tests By  
 Date  Name

Print Now

Ready Version 4.0.5.0 7/20/2009 11:10:58 AM

## Teacher Login and Test Selection

The following screenshots shows the login window and test-selection screen for a teacher or school administrator (SA).



STI Assessment Pre-Slugging

Form To Print  
 CP24\_0728 Select Form

Printer  
 STI Supported  STI Unsupported  
 HP 1300 Select Printer

Ready

Who, Where

O MIDDLE SCHOOL Select School  
 BENDER, JESSICA (6880) Select Teacher  
 MATH 7 (MA7) Select Class  
 All Select Student

Select Test  
 Gr 8 Lang Arts--Quotation Marks with CR (TestID: 218149)

Or Enter Test ID

Student ID to Print Student Number

Sort Tests By  
 Date  Name

Print Now

Ready Version 4.0.5.0 7/20/2009 11:28:17 AM

A teacher is able to pre-slug only those students who belong to his or her classes; the school and teacher pull-downs will show only his or her school and name. A school administrator has the ability to obtain a list of teachers for his or her school and pre-slug students belonging to different teachers' classes.

## Test-Sorting Options

There are two ways of sorting tests: by *Test Name* or by *Date Created*. Based on the selected option, tests are sorted in the ascending order.

The screenshot shows the 'STI Assessment Pre-Slugging' application window. It contains several sections for configuring a print job:

- Form To Print:** A dropdown menu set to 'CP24\_0728' with a 'Select Form' button.
- Printer:** Radio buttons for 'STI Supported' (selected) and 'STI Unsupported', followed by a dropdown menu set to 'HP 1300' and a 'Select Printer' button.
- Ready:** A section titled 'Who, Where' containing four dropdown menus: 'O MIDDLE SCHOOL' (Select School), 'BENDER, JESSICA (6660)' (Select Teacher), 'MATH 7 (MA7)' (Select Class), and 'All' (Select Student).
- Select Test:** A dropdown menu showing '3-ques Gr 7 ARMT Reading Lit Recog 7.5 (TestID: 221424)'.
- Or Enter Test ID:** An empty text input field.
- Student ID to Print:** A dropdown menu set to 'Student Number'.
- Sort Tests By:** Radio buttons for 'Date' and 'Name' (selected).
- Print Now:** A button to execute the print command.

The status bar at the bottom of the window displays 'Ready', 'Version 4.0.5.0', and the date/time '7/20/2009 11:29:05 AM'.

## Student ID to Print

Users have the option to select which type of student ID to use on forms. Choices include:

- Student Number (unique student ID imported from *InformationNOW* or STIOffice)
- Student State ID
- Alternative Student Number
- STI-Assigned ID (unique student ID generated in STIAssessment)

The screenshot shows the 'STI Assessment Pre-Slugging' application window. It features several configuration sections:

- Form To Print:** A dropdown menu currently showing 'CP24\_0728' with a 'Select Form' button next to it.
- Printer:** Radio buttons for 'STI Supported' (selected) and 'STI Unsupported'. Below is a dropdown menu showing 'HP 1300' and a 'Select Printer' button.
- Ready - Who, Where:** A group of four dropdown menus:
  - 'O MIDDLE SCHOOL' (Select School)
  - 'BENDER, JESSICA (8660)' (Select Teacher)
  - 'MATH 7 (MA7)' (Select Class)
  - 'All' (Select Student)
- Select Test:** A dropdown menu showing '3-ques Gr 7 ARMT Reading Lit Recog 7.5 (TestID: 221424)'. Below it is a text input field for 'Or Enter Test ID'.
- Student ID to Print:** A dropdown menu with a list of options: 'Student Number' (highlighted), 'Student State ID', 'Alternative Student Number', and 'STI-Assigned ID'.
- Sort Tests By:** Radio buttons for 'Date' and 'Name' (selected).

The status bar at the bottom indicates 'Ready', 'Version 4.0.5.0', and the date/time '7/20/2009 11:34:01 AM'.

## Printing

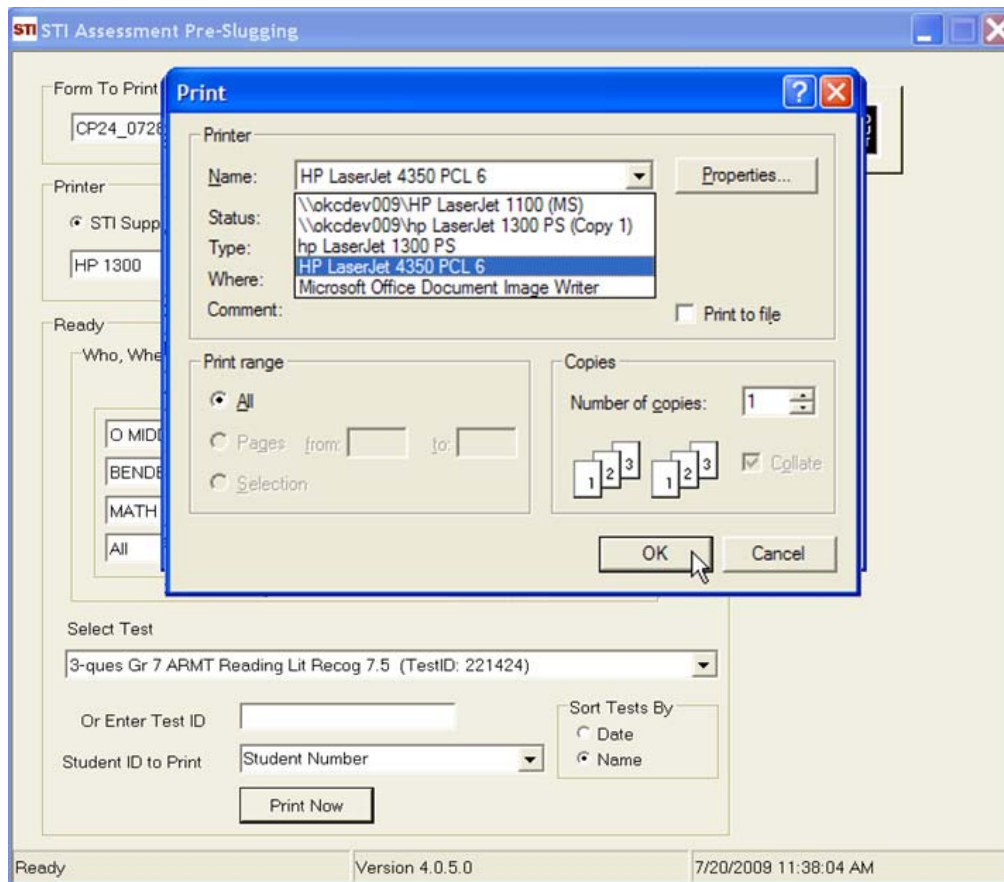
Once all the settings have been selected, the user clicks the **Print Now** button. A confirming popup appears.

The screenshot displays the 'STI Assessment Pre-Slugging' application window. The main interface includes a 'Form To Print' dropdown set to 'CP24\_0728', a 'Printer' section with 'STI Supported' selected and 'HP 1300' chosen, and a 'Ready' section with 'Who, Where' selected. A 'Select Test' dropdown is set to '3-ques Gr 7 ARMT Reading Lit Recog 7.5 (TestID: 221424)'. Below this, there are fields for 'Or Enter Test ID', 'Student ID to Print' (set to 'Student Number'), and a 'Sort Tests By' dropdown (set to 'Name'). A 'Print Now' button is visible at the bottom of the main window. A confirmation dialog box titled 'STI Pre-slugging' is overlaid on the main window, containing the text: 'Please make sure that the paper guide on the tray is set to LETTER and the form CP24\_0728 is aligned properly on printer HP 1300. IMPORTANT: Failure to do so may cause the application to print incorrectly. Do you wish to continue?' with 'Yes' and 'No' buttons.

**Note:** When switching between forms, make sure to restart the application and the printer in order to reset any form-specific settings.

## Select Printer Location

The final step is to select the printer for pre-slugging. If there are multiple printers available on the network, check that the printer selected from the print menu is indeed the model specified in the pre-slugging set-up.

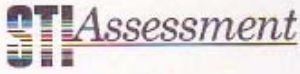


### **Note on Tests with Constructed-Response Items**

STIAssessment Pre-slugging automatically disables the answer choices corresponding to constructed-response item on the forms. However, this feature will work **only** for STI supported printers.

# Appendix A: Sample Pre-Slugged Forms

## CP24\_0728: 4-choice, 30-Item Form



**NAME** DUNN, SAMANTHA(221887355)  
**TEST** Mar 18 Scanner Test (Test ID: 204103) ...  
**DATE** 8/19/2007 **PERIOD** LANGUAGE 4 7 (5...

0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9

1	A	B	C	D
2	A	B	C	D
3	A	B	C	D
4	A	B	C	D
5	A	B	C	D
6	A	B	C	D
7	A	B	C	D
8	A	B	C	D
9	A	B	C	D
10	A	B	C	D
11	A	B	C	D
12	A	B	C	D
13	A	B	C	D
14	A	B	C	D
15	A	B	C	D
16	A	B	C	D
17	A	B	C	D
18	A	B	C	D
19	A	B	C	D
20	A	B	C	D
21	A	B	C	D
22	A	B	C	D
23	A	B	C	D
24	A	B	C	D
25	A	B	C	D
26	A	B	C	D
27	A	B	C	D
28	A	B	C	D
29	A	B	C	D
30	A	B	C	D

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# CP24\_0769: 4-choice, 80-item form

On this form, some answer choices have been disabled for constructed-response items.

**STI Assessment**

NAME WILLIAMS, TYUS(78847995)

TEST Copy of K CR Test Aug 4 (Test ID: 204984) ..

DATE 8/19/2007 PERIOD SCIENCE 6 7 (55...

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

1  A  B  C  D

2  T  F  C  D

3  T  F  C  D

4  T  F  C  D

5  A  B  C  D

6  T  F  C  D

7  A  B  C  D

8  T  F  C  D

9  T  F  C  D

10  T  F  C  D

11  T  F  C  D

12  T  F  C  D

13  T  F  C  D

14  T  F  C  D

15  T  F  C  D

16  T  F  C  D

17  T  F  C  D

18  T  F  C  D

19  T  F  C  D

20  T  F  C  D

21  T  F  C  D

22  A  B  C  D

23  A  B  C  D

24  A  B  C  D

25  T  F  C  D

26  T  F  C  D

27  T  F  C  D

28  T  F  C  D

29  T  F  C  D

30  T  F  C  D

31  T  F  C  D

32  T  F  C  D

33  T  F  C  D

34  T  F  C  D

35  T  F  C  D

36  T  F  C  D

37  T  F  C  D

38  T  F  C  D

39  T  F  C  D

40  T  F  C  D

41  T  F  C  D

42  T  F  C  D

43  T  F  C  D

44  T  F  C  D

45  T  F  C  D

46  T  F  C  D

47  T  F  C  D

48  T  F  C  D

49  T  F  C  D

50  T  F  C  D

51  T  F  C  D

52  T  F  C  D

53  T  F  C  D

54  T  F  C  D

55  T  F  C  D

56  T  F  C  D

57  T  F  C  D

58  T  F  C  D

59  T  F  C  D

60  T  F  C  D

61  T  F  C  D

62  T  F  C  D

63  T  F  C  D

64  T  F  C  D

65  T  F  C  D

66  T  F  C  D

67  T  F  C  D

68  T  F  C  D

69  T  F  C  D

70  T  F  C  D

71  T  F  C  D

72  T  F  C  D

73  T  F  C  D

74  T  F  C  D

75  T  F  C  D

76  T  F  C  D

77  T  F  C  D

78  T  F  C  D

79  T  F  C  D

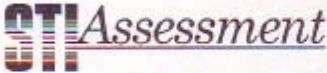
80  T  F  C  D

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STI - CP24-0769 (C3.F3)

## CP25\_0587: 5 choice, 30-Item Form

On this form, some answer choices have been disabled for constructed-response items.



NAME LOPEZ, ZACKARY(593875570)  
 TEST Copy of K CR Test Aug 4 (Test ID: 204984)...  
 DATE 8/19/2007 PERIOD SOCIAL STUDIES ...

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

1  A  B  C  D  E

2  T  F  G  H  I

3  T  F  G  H  I

4  T  F  G  H  I

5  T  F  G  H  I

6  T  F  G  H  I

7  T  F  G  H  I

8  T  F  G  H  I

9  T  F  G  H  I

10  T  F  G  H  I

11  T  F  G  H  I

12  T  F  G  H  I

13  T  F  G  H  I

14  T  F  G  H  I

15  T  F  G  H  I

16  T  F  G  H  I

17  T  F  G  H  I

18  T  F  G  H  I

19  T  F  G  H  I

20  T  F  G  H  I

21  T  F  G  H  I

22  T  F  G  H  I

23  T  F  G  H  I

24  T  F  G  H  I

25  T  F  G  H  I

26  T  F  G  H  I

27  T  F  G  H  I

28  T  F  G  H  I

29  T  F  G  H  I


30  T  F  G  H  I

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STI - CP25-0587 (C3,F3)

## CP26\_0584: 5-choice, 80-Item Form

This sample actually shows form CP25\_0586, which differs from CP26\_0584 only in the old-style STI logo that appears at the top of the page.



**NAME** LOPEZ, ZACKARY(593875570)  
**TEST** Mar 18 Scanner Test (Test ID: 204103)...  
**DATE** 8/19/2007 **PERIOD** SOCIAL STUDIES ...

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

1	A	B	C	D	E	21	A	B	C	D	E	41	A	B	C	D	E	61	A	B	C	D	E
2	A	B	C	D	E	22	A	B	C	D	E	42	A	B	C	D	E	62	A	B	C	D	E
3	A	B	C	D	E	23	A	B	C	D	E	43	A	B	C	D	E	63	A	B	C	D	E
4	A	B	C	D	E	24	A	B	C	D	E	44	A	B	C	D	E	64	A	B	C	D	E
5	A	B	C	D	E	25	A	B	C	D	E	45	A	B	C	D	E	65	A	B	C	D	E
6	A	B	C	D	E	26	A	B	C	D	E	46	A	B	C	D	E	66	A	B	C	D	E
7	A	B	C	D	E	27	A	B	C	D	E	47	A	B	C	D	E	67	A	B	C	D	E
8	A	B	C	D	E	28	A	B	C	D	E	48	A	B	C	D	E	68	A	B	C	D	E
9	A	B	C	D	E	29	A	B	C	D	E	49	A	B	C	D	E	69	A	B	C	D	E
10	A	B	C	D	E	30	A	B	C	D	E	50	A	B	C	D	E	70	A	B	C	D	E
11	A	B	C	D	E	31	A	B	C	D	E	51	A	B	C	D	E	71	A	B	C	D	E
12	A	B	C	D	E	32	A	B	C	D	E	52	A	B	C	D	E	72	A	B	C	D	E
13	A	B	C	D	E	33	A	B	C	D	E	53	A	B	C	D	E	73	A	B	C	D	E
14	A	B	C	D	E	34	A	B	C	D	E	54	A	B	C	D	E	74	A	B	C	D	E
15	A	B	C	D	E	35	A	B	C	D	E	55	A	B	C	D	E	75	A	B	C	D	E
16	A	B	C	D	E	36	A	B	C	D	E	56	A	B	C	D	E	76	A	B	C	D	E
17	A	B	C	D	E	37	A	B	C	D	E	57	A	B	C	D	E	77	A	B	C	D	E
18	A	B	C	D	E	38	A	B	C	D	E	58	A	B	C	D	E	78	A	B	C	D	E
19	A	B	C	D	E	39	A	B	C	D	E	59	A	B	C	D	E	79	A	B	C	D	E
20	A	B	C	D	E	40	A	B	C	D	E	60	A	B	C	D	E	80	A	B	C	D	E

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