**STI** Education Data Management Solutions

*STIAssessment v4.0*

# *Pre-Slugging Forms*

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**Revised by:** Documentation
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# Contents

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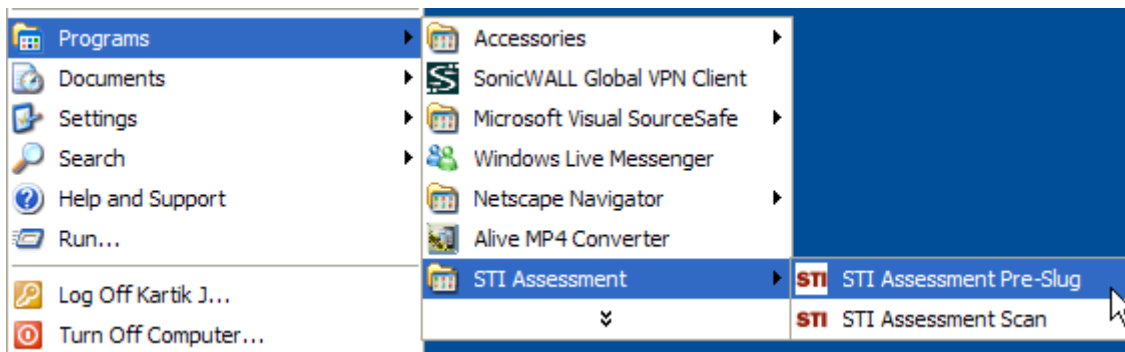
# STIAssessment Pre-Slugging

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.

## Launch Program

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



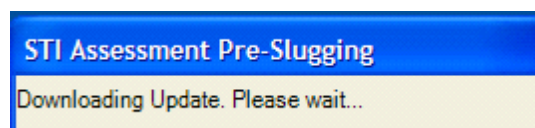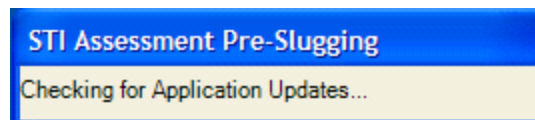### *Automatic Application Updates*

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

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# Supported Forms

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



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.



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

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# 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.
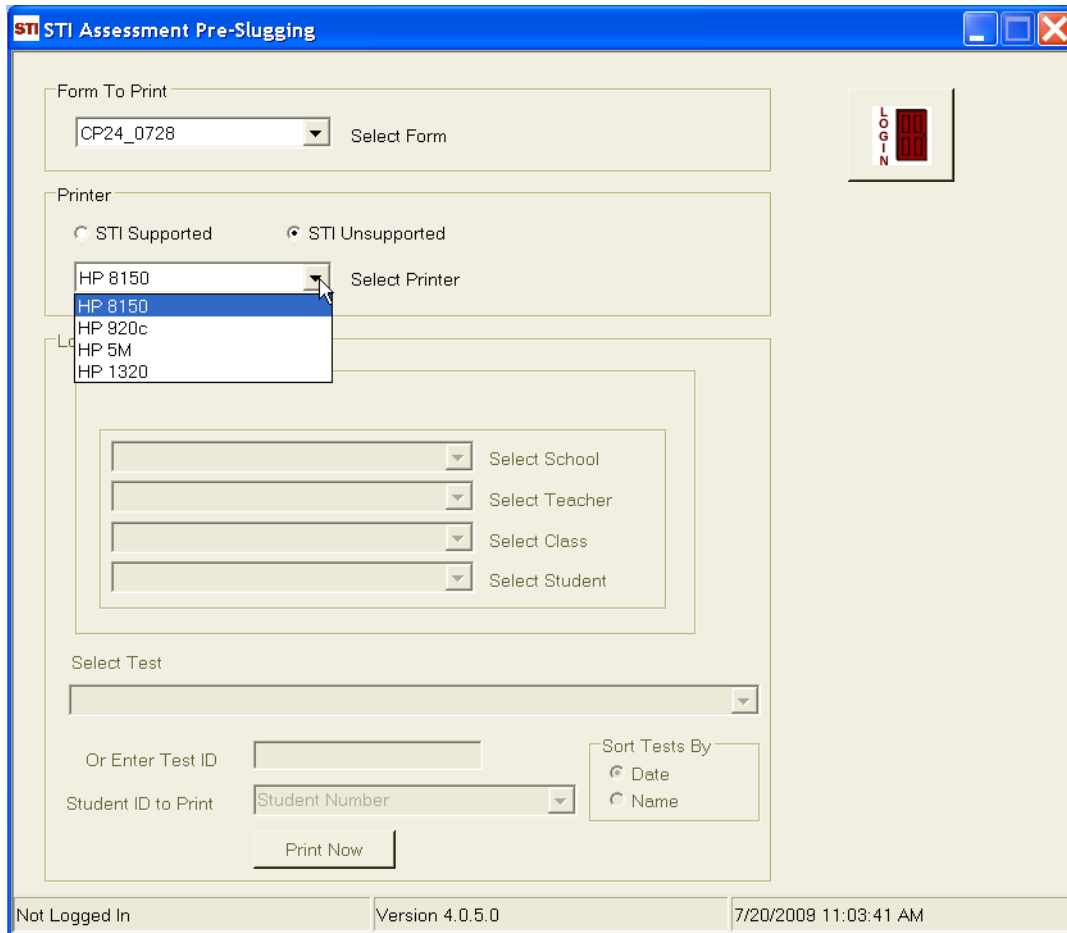
# Login: District Administrator.

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.
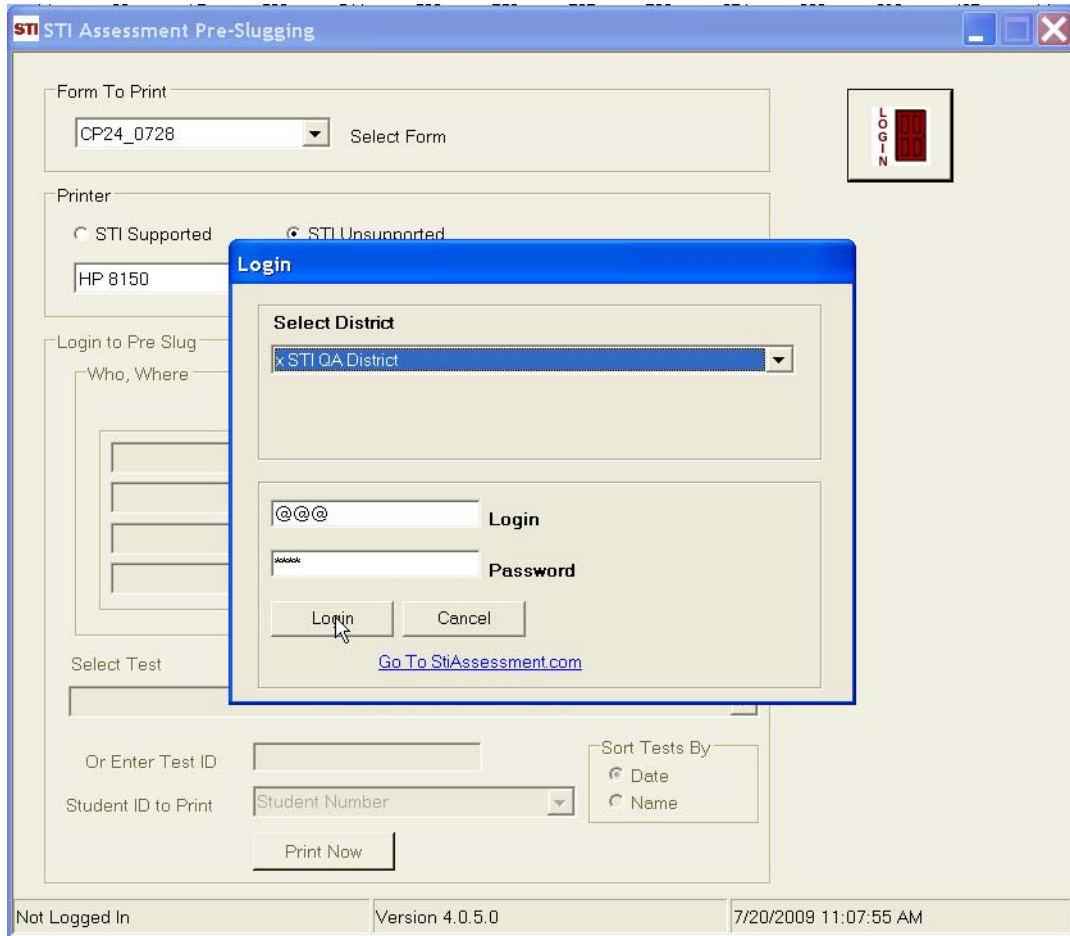
## *Class-Level Slugging Option*

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.

## *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.

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# Teacher Login and Test Selection

The following screenshots shows the login window and test-selection screen for a teacher or school administrator (*SA*).
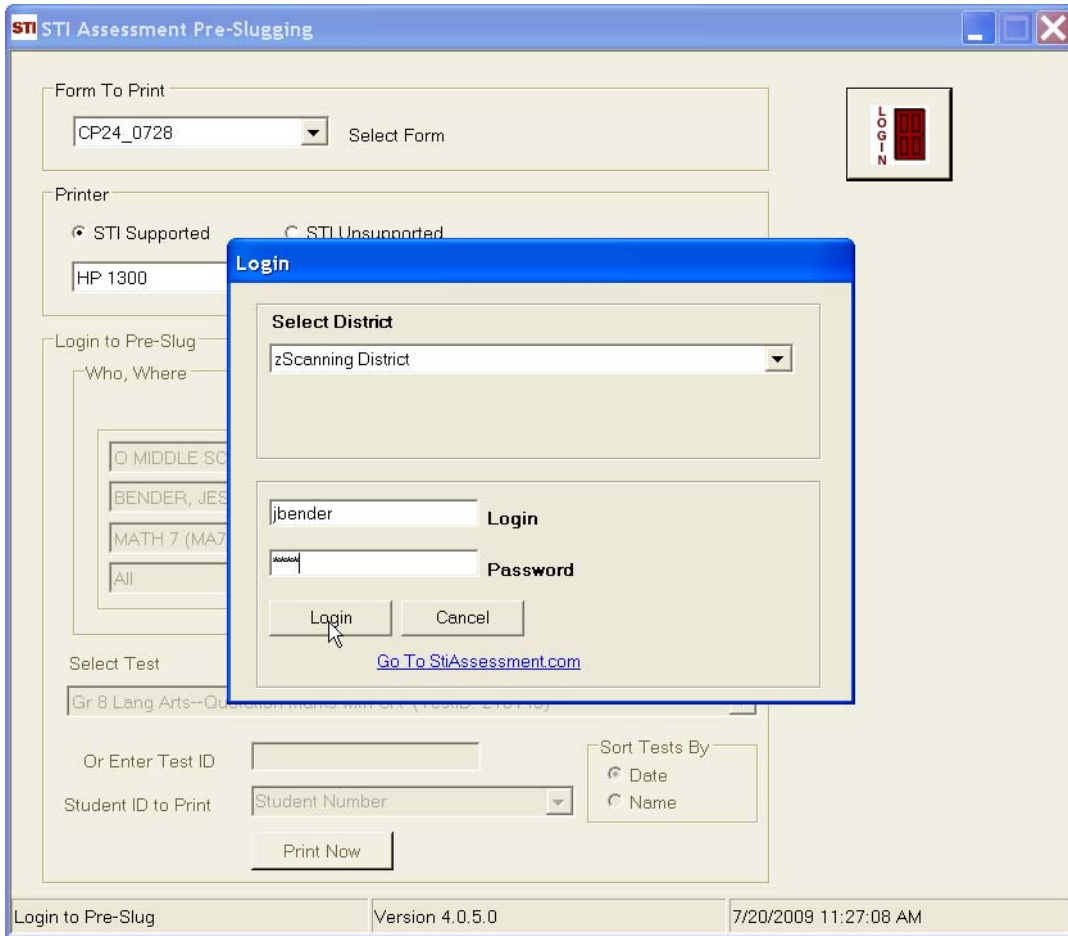
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A teacher is able to pre-slug only those students who belong to his or her classes; the school and teacher pull-downs will show only his or her school and name.  A school administrator has the ability to obtain a list of teachers for his or her school and pre-slug students belonging to different teachers' classes.

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# 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.

## 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 *Information*NOW or STIOffice)
- Student State ID
- Alternative Student Number
- STI-Assigned ID (unique student ID generated in STIAssessment)

# Printing

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



*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.
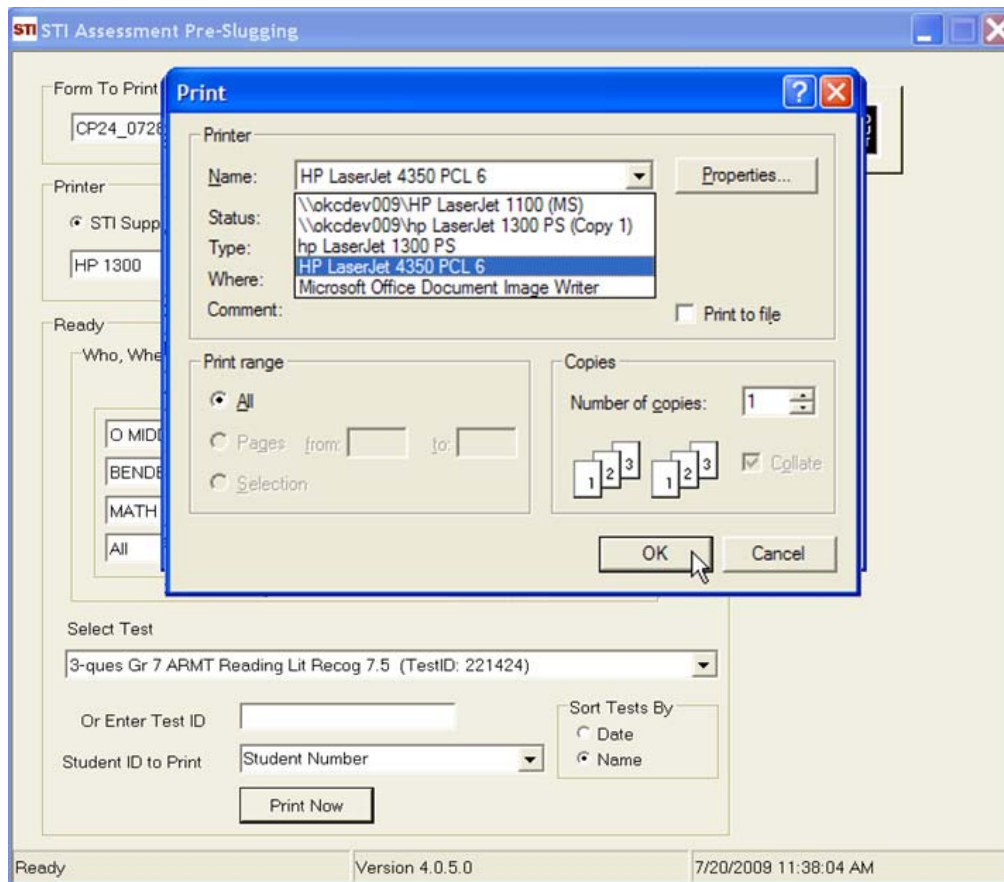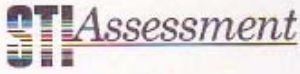


## *Note on Tests with Constructed-Response Items*

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

## CP24_0769: 4-choice, 80-item form

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

## CP25_0587: 5 choice, 30-Item Form

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

## 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.