The Teaching Assistant software is used to print and grade multiple choice answer sheets. These sheets can then be given to each student to use to answer test questions. The questions may be printed or electronically presented to the students.

Printing Tests

1. Go to an equipped Kyocera copier. At this time ours is located in the Counselor's Suite.
2. Press the **Applications Button** on the key pad. This will start the software.
3. You will be presented with the Application main Screen. There can be many choices on this screen but we will only be concerned with the Grade Test and Print Test. On the screen, please press Print Test.
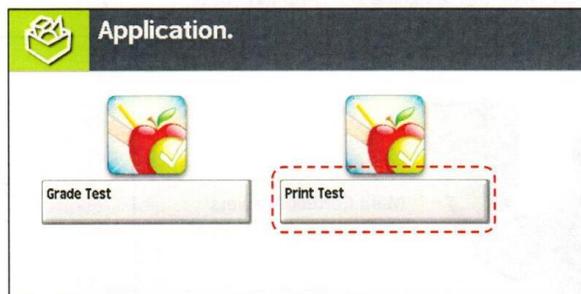
4. You will be presented with the Print Setup Screen.
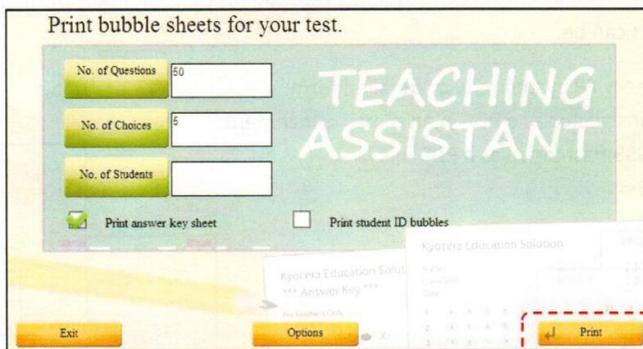
5. At this point you need to enter the values for your particular test. To enter a value click on the box and enter the correct number for your test.
   a. Number of Questions: 2-500
   b. Number of Choices: 2-8 (A-H, T/F or First 2 Bubbles)
   c. Number of Students: No Limit (number of students taking test)
   d. Print Answer Key
   e. Print Student ID Bubbles
6. Options Button (Save after choices are made)
   a. Title
   b. Info
   c. # of ID Bubbles
7. When all choices are made, click the PRINT button.
8. Press EXIT on the screen

9. Press the **Copy** button on the Keypad machine returns to normal function and closes the application.

Grading Tests

1. Go to an equipped Kyocera copier. At this time ours is located in the Counselor's Suite.
2. Press the **Applications Button** on the key pad. This will start the software.
3. You will be presented with the Application main Screen. On the screen, please press Grade Test.
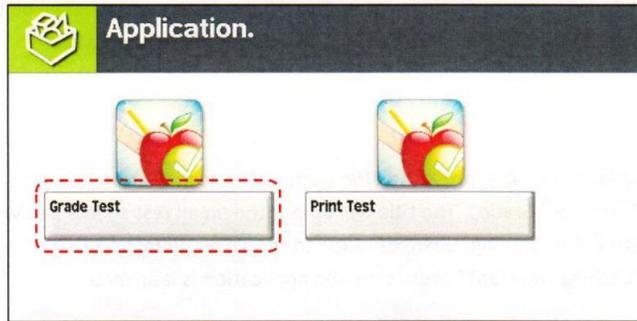
4. Arrange the tests so they are all facing the same side and aligned in the same way.
5. Place the answer key in the stack aligned in the same manner. The answer key does not have to be on top, but it makes it easier to find later.
6. Place the entire stack (unless too many sheets) in the feeder with the writing side up and the top at the back of the printer into the document feeder. This is in "portrait" orientation.
7. Press the Green button on the keypad of the Scan button on the panel.
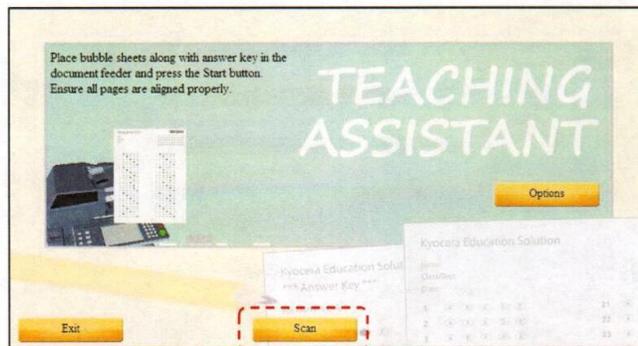
8. If there were too many for one scan, you will have to press the Scan More button after the first set is completed. Once all are scanned, press the Finished button.
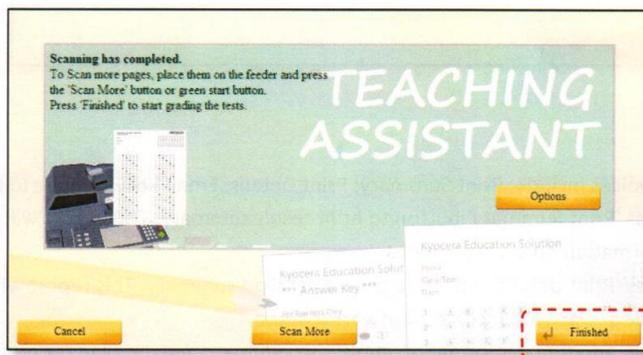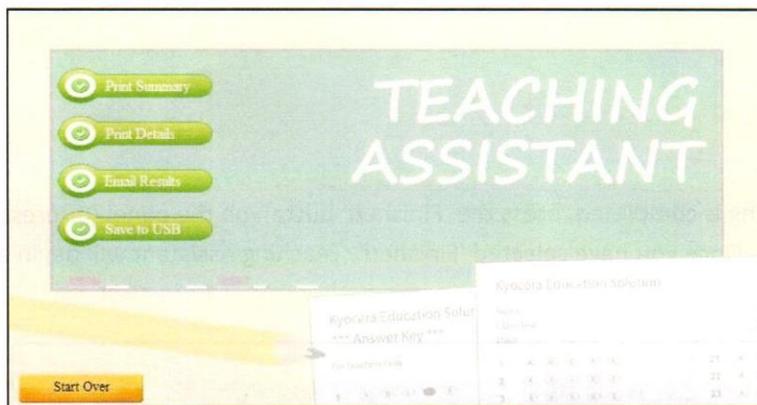
9. The copier will then go through an Analyzing screen for a few moments. The copier is making sure that all have been scanned properly and that the signatures are picked up correctly. After some time, the screen will go away.
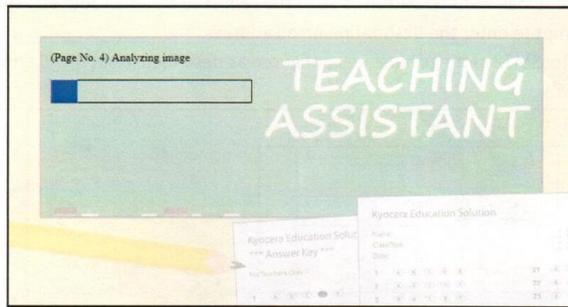
10. When the analyzing is completed, you will be presented with 4 options for Report Generation. Your screen should look similar to the following.

11. The Four Choices include: Print Summary, Print Details, Email Results and Save to USB.
    a. Print Summary will provide a report that shows information on the student scores.
    b. Print Details will provide a printed report for each student with the incorrect answered highlighted.
    c. Email Results will send an email to an address.
    d. Save to USB will store the results onto a USB drive. This will be a CVS file.

Good Luck and Happy Testing!!!