

# Mastery Manger Instructions:

## Printing Mastery Manager Answer Forms

1. Go to [www.masterymanager.com](http://www.masterymanager.com) and login.
2. Click in the **Assessments** option at the top of the page.
3. Find the assessment you're working with and click on the **Forms** option.
4. Click on the "print for:" pull down menu and choose the particular section(s) building(s) option.
5. Click on the "sections: pull down menu and choose the sections that you want printed.
6. Click on **Generate Forms**.
7. Click on **Download PDF** and the Click **open**.
8. To print, select the file option up top and choose **Print**.

You must print the forms on laser printer, so you may need to do it in the IMC. Make sure the students don't make marks near the bar code in the top left corner or near the dot in the bottom right corner.

## Scanning Mastery Manger Answer Forms

1. Go to [www.masterymanager.com](http://www.masterymanager.com) and login.
2. Click on the **Assessments** option at the top of the page.
3. Find the assessment you're working with and click on the **Scan** option.
4. Make sure the "Device:" in Image Scanner (Kodak Scanner: a bunch of numbers)
5. Click **Scan**.
6. Make sure the "Form Type:" is Plain Paper Forms.
7. Put your forms in face down with the top going in first.
8. Click **Start**.

Be patient while it is scanning, if there is a problem with one of the forms that students form comes up and you will have to scan it again. On the screen it tells you which forms have gone through as they get sent to mastery manager.