ZipGrade: Creating and Printing Custom Answer Sheets

**Please be aware that by entering student data you are now entering FERPA territory. Keep input data to a minimum

- Create your Classes under the **Classes** tab.
- **Students** tab: Enter student names and assign them to a class.
    - There is an upload CSV file option, but this method will include more data; if you use this method, delete all unnecessary information.
    - ZipGrade will automatically create a student ID; this is fine as it is not their Naz ID.
    - We do not recommend including an External Reference for FERPA reasons, but typically this is an email address.
- Go to **Answer Sheets**
    - Scroll to bottom and select “Custom Answer Sheet Wizard”.
    - Select “New Answer Sheet” at the top.
    - Enter the name, select Next.
    - Select what info you want on the Answer Sheet. You can add teacher’s name in the “Other 1” box. Select Next.
    - If you have multiple versions of the test, then proceed. If you don’t, you can deselect “Include Key Version Section”. Select Next.
    - Select the type of questions. Add them in order as they appear in your test!!! For MC questions, you can edit your choices (i.e. get rid of E for a set number of Qs). Select the number of questions of this type. Repeat for each type of question you have.
    - When done, select Publish.
- Go to **Quizzes**
    - Create New Quiz
    - Create Answer Key
- Go back to **Classes**
    - Select “Answer Sheet Packets” for the class you need.
    - Select the Form you want to use.
    - Print.
    - Repeat the process for each class you need a custom Answer Sheet for.