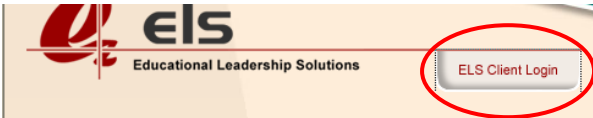


HOW TO PRE-SLUG A TEST IN ELS – EZ ASSESSMENT

1. Go to www.k12els.com

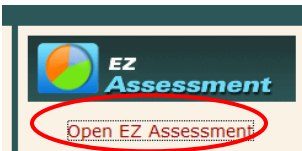
2. Click on ELS Client Login



3. Login using the appropriate School Code

Pearl High School – 6120012
Pearl Junior High School – 6120016
Pearl Upper Elementary – 6120010
Northside Elementary – 6120004
Pearl Lower Elementary - 6120008

4.



5.

6. Choose Folder (most likely General) ①

Choose Test: (Click on teacher, then choose the test you are giving) ②

If you don't see your test, check another folder)

Choose Teacher: (should be there for whoever is logged in) ③

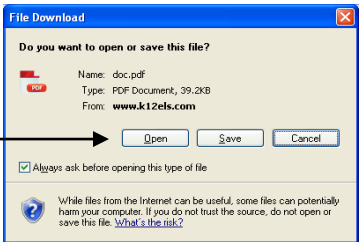
Choose Testing class: ④

Choose period: ⑤

Choose Class . . . then press Add to List (repeat for each class) ⑥

7. Click...Create PDF

8. Click...Open



9. Load Scantrons (face down with the blue box pointing to the left)

10. Print