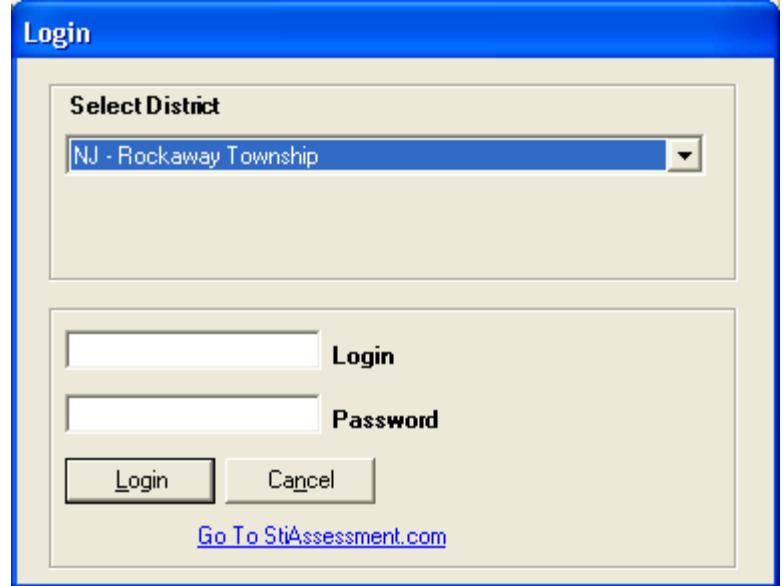


DIRECTIONS FOR PRE-SLUGGING

1. Double click on the icon **STI Pre-Slug** to start the pre-slugging program
2. When the program loads click on the **Login** button in the upper right corner of the program box

3. In the Login box make sure that **NJ-Rockaway Township** is selected in the **Select District** box
4. Enter your STI username and password in the appropriate boxes and click **OK**



Login

Select District

NJ - Rockaway Township

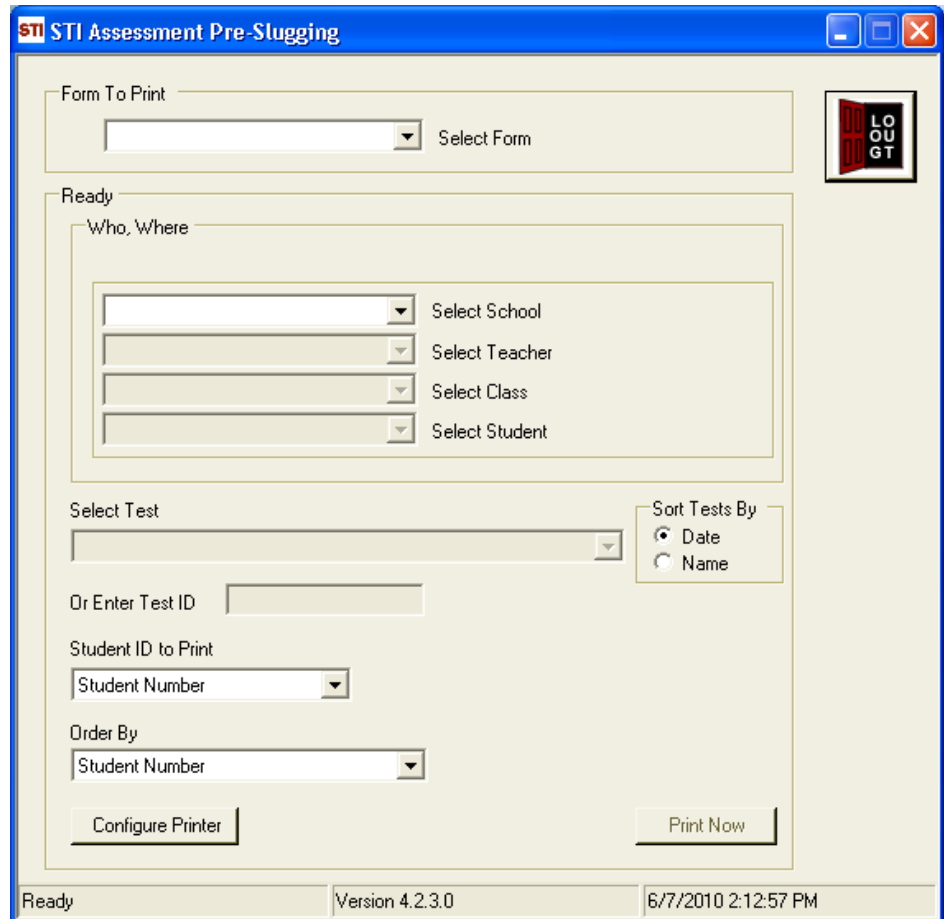
Login

Password

Login Cancel

[Go To StAssessment.com](http://Go.To.StAssessment.com)

5. In the **Form To Printed** box click the down arrow to open the drop down menu and select the correct form for the test being administered
6. In the **Ready** section under **Who, Where** click the down arrows to open the drop down menus next to each of the selection School, Teacher, Class & Student and select the correct entry for each item
7. Under **Select Test** click on the down arrow to open the drop down menu to select the name of the test being administered
8. Click on **Print Now**



STI STI Assessment Pre-Slugging

Form To Print

Select Form

Ready

Who, Where

Select School

Select Teacher

Select Class

Select Student

Select Test

Sort Tests By

Date

Name

Or Enter Test ID

Student ID to Print

Student Number

Order By

Student Number

Configure Printer

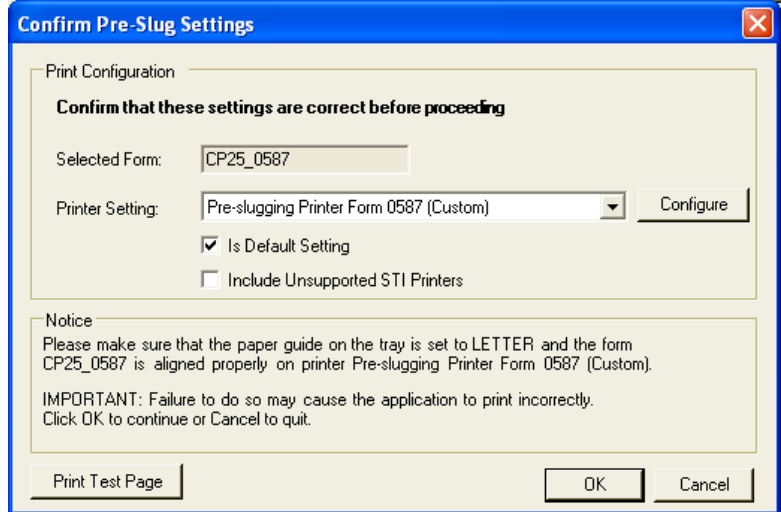
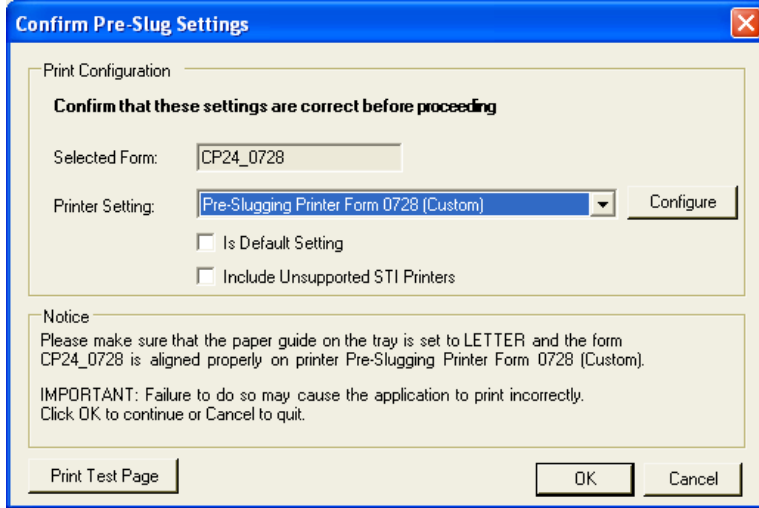
Print Now

Ready

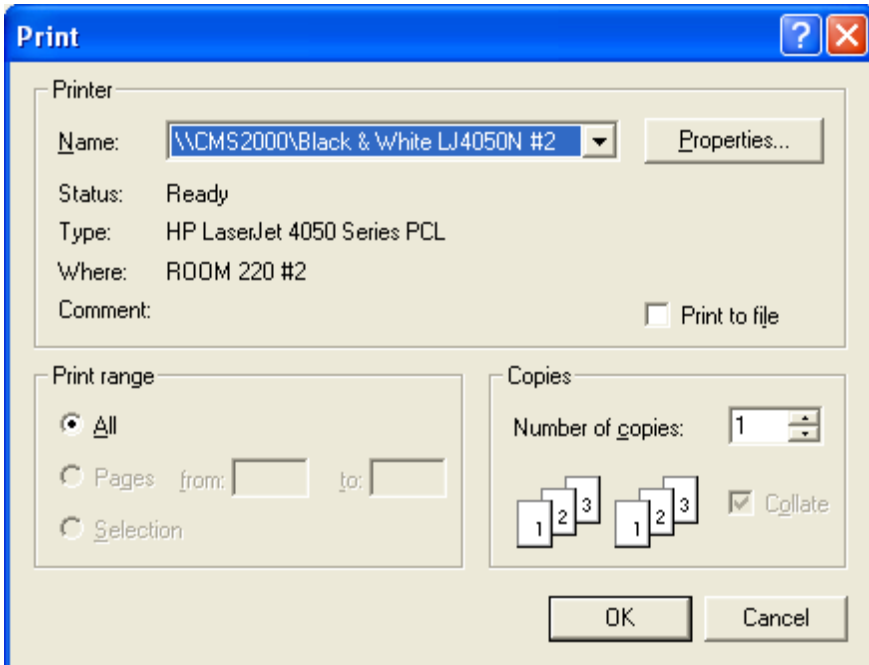
Version 4.2.3.0

6/7/2010 2:12:57 PM

9. In the **Confirm Pre-Slugging Settings** box make sure the correct printer is selected in the **Printer String** box. For form 0728 it is **Pre-Slugging Printer Form 0728 (Custom)** and for form 0587 it is **Pre-Slugging Printer Form 0587 (Custom)**
10. click **OK**



11. At this point make sure that the forms are in the LaseJet 4050 printer and ready to be printed. The forms should be placed in tray 1 by opening the fold down tray and inserting the forms face up & the top of the form facing the printer. To prevent the pre-slugging to occur o white paper if the tray runs out of forms pull the tray 2 drawer out of the printer slightly.
12. In the **Print** box click **OK**. The forms for that class will be pre-slugged.



13. After that class is completed repeat from step 6 on to select you next class and select your next class to be pre-slugged
14. When finished pre-slugging all of your classes log out of the pre-slugging program