Answer Grids in *Acces*

Acces has a variety of methods for including answer grids. Before going over those methods, we need to tell you how to set the "answer grid style". The last page of this document is a reference to all of the styles now built into *Acces*. You'll notice the default style is for the SAT, and you'll want to change that, since you are trying to get students ready for TAKS.

Grid style

The answer grid style is controlled with a typesetting command, not with a check box or pull-down menu. Nevertheless, the style is easy to change. Follow these steps:

1. Run *Acces* and select problems as usual, or open a document that you've already created.
2. Go to Layout menu > TeX options. In the global command field, type something like:

   `\answergridstyle=7`
3. Press OK and continue as usual.

Later on, the answer grid style will be part of a dialog box, so it will not be necessary to type any commands.

Note: You can save the Global commands as defaults, so that it is not necessary to type them for each new document. To do that, type them once into a document, then choose File menu > Preferences. Check the box labeled "save document settings as defaults", then press OK.

After setting the style, you are ready to turn on answer grids. The simplest method is to include grids for ALL problems on a one-column test/worksheet. You can follow these steps:

1. Go to Layout menu > Document type. Set the document type to "Test/Worksheet".
2. Go to Layout menu > Multiple choice. Set layout option to "hidden". This will effectively turn multiple-choice problems into free response.
3. Go to Layout menu > Main options. Be sure # columns is set to 1. For answer space position, choose "right" or "left". For answer type, choose "grid in".

Note: We do not advise, in the Main options dialog box, putting answer spaces on a two-column document. Since answer spaces have to be put on the right or left side, the columns will get very narrow. This limitation will likely go away in a future version of *Acces*, when we add more layout options.

If you want to add an answer grid to just a few problems (not all of them), there are several methods.

Method #1.

This method involves splitting an *Acces* document into two or more separate documents (or files). You can think of these as "logical parts". Each part can have its own layout options. Further, you can set the starting page and problem numbers, so that the parts, when printed and joined together, appear to be just one document.

As an example, assume you are creating a 20-problem test, and you want answer grids on the last 5 problems. Do this:

1. Start an *Acces* document and select the first 15 problems. Preview the document and see how many pages it is (the test only, not the answer key).

2. Start a second *Acces* document and select the last 5 problems. Change its layout options so that answer grids appear (see method above).

3. Go to Layout menu > Page options, and type the starting page number.

4. Go to Layout menu > Numbering, and type the starting problem number, which is number 16 in this example.

5. Print both documents, then join the pages to make a complete test.

Method #2.

Acces has a new typesetting command for placing an answer below a problem, regardless of whether answers are turned on for the rest of the document. It also has a command for suppressing answer choices, so it's unnecessary to edit the problem and strip away the choices by hand. Using one or both of these commands, you can insert grids problem-by-problem or for all problems in a document.

Assuming you have selected or written problems and you have set the document type to test/worksheet OR standardized test, do this:

1. Go to the problem row where you want to insert an answer grid.

2. Go to the Commands column and type:

   ```
   \nochoices \answerbelow\answergrid
   ```

3. Repeat the commands for each problem where you want to suppress the choices and include a grid.

Note: If you want to include some space between each problem and answer grid, you can change the above commands slightly. Type something like:

```
\nochoices \answerbelow{\medskip\answergrid}
```

Method #3.

This is a nifty method if all of your grid-in answers are grouped together, say, at the end of your test. The method is presented mostly for advanced users, becuase it makes use of TeX as a programming, not just a typesetting, language.

Assume you have a 20 question test and you want the first 10 to be multiple-choice and the last 10 to have answer grids. You can go to Layout menu > TeX options and type:

```
\answergridstyle=7
\everyproblem{
  \ifnum\probno>10
    \nochoices \answerbelow\answergrid
  \fi}
```

The `\everyproblem` command runs a little "program" that checks the problem number. If it's greater than 10, then the extra typesetting commands are inserted. One very significant advantage is that the "program" generalizes your document style. You can re-arrange, add, delete, or edit problems, and regardless of what you do, questions after number 10 will have answer grids.

Note: If your grids are in the middle of the test, the `\everyproblem` command gets a little more complicated. Please contact us if that situation should arise; we'll give more instructions as needed.

Finally, we should point out that you will need to be careful about which problems you select. Grids only make sense with problems that have numerical answers, which can be bubbled in and machine scored. Further, the answer should match the style of grid. Some grids have a bubble for a plus/minus symbol, fraction bar, decimal point, and even a percent symbol. Others are restricted to two or three significant digits. You should be conscious of all these things when you insert an answer grid.

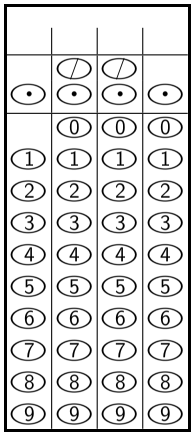
We hope this information helps. Please contact us if you have any questions.

Thanks for using *Acces*!

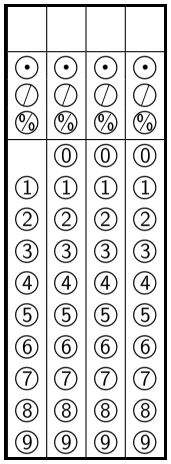
`support@educaide.com`

Acces' answer grids

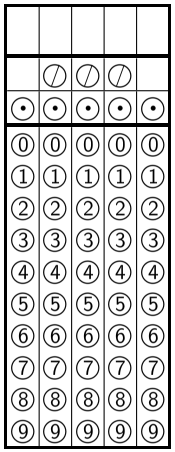
SAT
style = 0



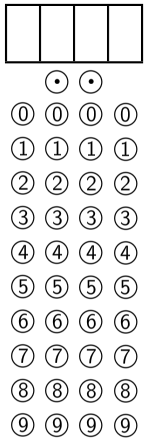
Florida
style = 1



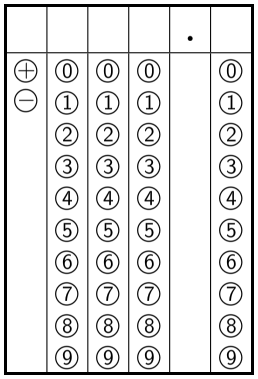
Maryland
style = 2



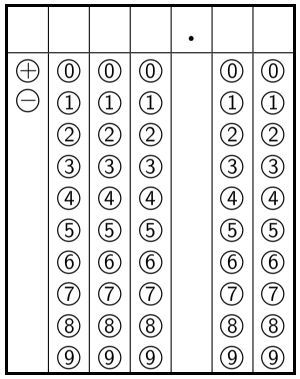
Alberta
style = 3



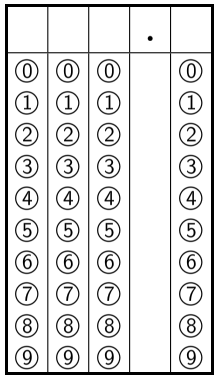
Texas A (EOC)
style = 4



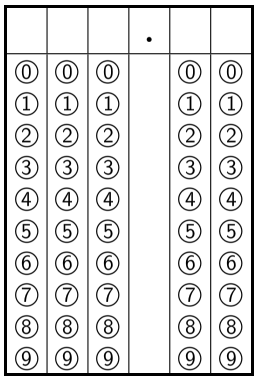
Texas B
style = 5



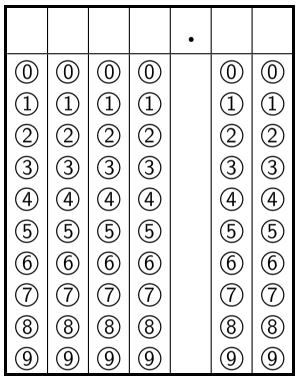
Texas C
style = 6



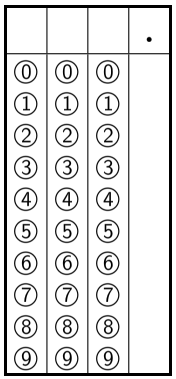
Texas D
style = 7



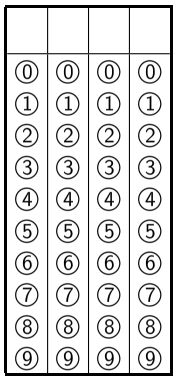
Texas E
style = 8



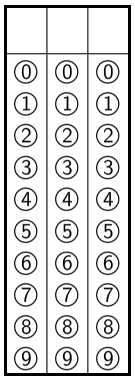
Texas F
style = 9



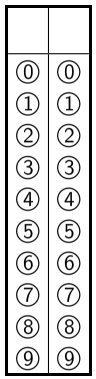
Texas G
style = 10



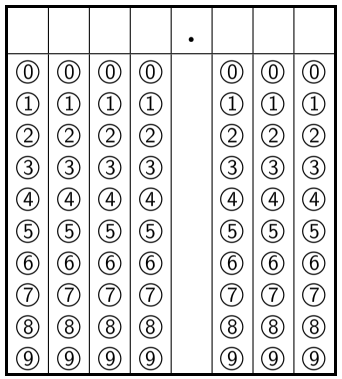
Texas H
style = 11



Texas I
style = 12



Texas J
style = 13



To set the style in *Acces*, go to Layout menu > TeX options. Type `\answergridstyle=#` in the Global commands field, where `#` is the style number shown above.