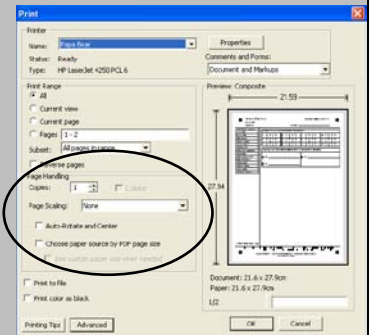


Printing Answer Documents and Scanning 9 Week Assessments Using Edusoft

Printing 9 Week Assessment Answer Document

- ❑ **Step 1:** Log in to Edusoft at <http://www.edusoft.com/>.
- ❑ **Step 2:** Click on the Benchmark Exams tab.
- ❑ **Step 3:** Make sure the Show selector displays *Current*.
- ❑ **Step 4:** In the left pane, choose the *2011-12 Assessments* folder.
- ❑ **Step 5:** Choose the desired subject folder in the left pane. (*Math Oct 11*, etc.)
- ❑ **Step 6:** In the right pane, choose the desired *assessment*. (*05 Math SPN 9-WK Oct 11*) The *Print Answer Sheets* button will appear at the bottom right.
- ❑ **Step 7:** At the Print Answer Sheets screen, choose *Per Period* and remove the check in the *Include Generic* box. Click *Continue*.
- ❑ **Step 7:** At the *Select Courses* screen, choose the appropriate course. Click *Continue*.
- ❑ **Step 8:** At the *Select Periods* screen, choose all appropriate classes. Click *Continue*.
- ❑ **Step 9:** Print the 9 Week Assessment Answer sheet using the Print icon in the browser window. **DO NOT use File, Print, as this will print the web page, not the answer document.**
- ❑ **Step 10: IMPORTANT!** Before printing, make sure in the print dialog window under **Page Handling** that **Page Scaling** is set to **NONE** and that the checkbox on **Auto Rotate and Center** is removed. If this is not done before printing, your assessments will not be graded and you will have to re-run the answer documents correctly, rebubble them and rescan them.



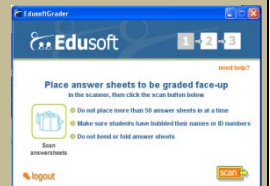
Verify your Scanning Station(s) and Scan Assessments

Print an Answer Document you can use to verify your Scanning Station.

- ❑ **Step 1:** Make sure the power cord is firmly seated in the scanner socket at rear.
- ❑ **Step 2:** Make sure the power cord is plugged in to a working surge suppressor.
- ❑ **Step 3:** Make sure the surge suppressor is turned on.
- ❑ **Step 4:** Make sure the scanner is plugged in to the Scanning Station computer via a USB cable.
- ❑ **Step 5:** Turn on the Scanning Station computer if it is not already on. (Windows 7 users **MUST** use the Edusoft(3-digit campus code)/saisd login. (Burbank is edusoft002, etc.)
- ❑ **Step 6:** Once the computer has started completely, launch the Edusoft Grader software from the shortcut on the desktop and log in using **your** Edusoft login.
- ❑ **Step 7:** Place your completed Scanning Test Answer document on the scanner, face up.
- ❑ **Step 8:** In the Edusoft Grader software, click the orange *Scan* button. **DO NOT** press any buttons on the scanner.
- ❑ **Step 9:** Once the documents have been scanned by the software, click *Upload*. Answer documents will **NOT** be graded unless you click *Upload*.



Check your cables!



Best Practices for Scanning Answer Documents

Before you scan an answer sheet, take a second to review it and make sure:

- ❑ The correct answer document was printed and used with the correct assessment.
- ❑ The student name is bubbled and it matches the name printed on the top of the answer sheet.
- ❑ Answer bubbling is dark enough to read clearly.
- ❑ There are no stray marks on the answer sheet, especially around the perimeter of the sheet or across the bottom, near the optical block code.
- ❑ The answer sheet is in one piece, with no tears, bends, folds, spindles, or mutilations.
- ❑ The answer sheet is a good, crisp copy and is square on the page.

After you review the individual answer sheets, the next step is to divide them up into batches. You can scan as many batches of answer sheets as you wish during a session, but you must divide them up into batches first.

When you prepare a batch of answer sheets, make sure that:

- ❑ There are **no more than 50 answer sheets** in a batch. This is a limitation of the scanner's feed tray.
- ❑ **Answer sheets go into the scanner's feed tray facing right side up and head first.** Any pages that are facing down scan as blanks.
- ❑ Once the current batch of answer sheets has been uploaded, click *Scan More* to scan another batch of answer sheets, or click *View Results* to view the answer sheets that have been uploaded to Edusoft.

If you continue to scan and upload additional batches of answer sheets, they are all part of the same scanning session. This is the way Edusoft identifies scanned batches, by session. Make note of the date and time you scanned. This information is useful in case you need to resolve an error.

NOTE: If you experience any difficulty, please contact the Curriculum Management Department.

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