



Schoolnet

ScanIt Installation and User Guide

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This edition applies to Release 15.2 of the Schoolnet software and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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Preface

Use this guide to assist you while navigating Schoolnet. This guide is based on the Schoolnet online help, which you can also use to learn the Schoolnet Student Information System (SIS) and to serve as a reference.

The Schoolnet online help is updated as Schoolnet is updated. Not all versions of the Schoolnet online help are available in a printable guide. For the most up-to-date information, click Help on any page in Schoolnet.

Referenced Sections

This guide is based on the Schoolnet online help, and may include references to sections that are not contained within the guide. See the Schoolnet online help for the referenced section.

Security Permissions

Depending on your security permissions, only certain procedures may be available to you.

Navigation

This guide uses the > symbol to move down a menu path. If instructed to “Click File > New > Window,” begin by clicking File on the menu bar. Then, click New and then Window. The option noted after the > symbol will always be on the menu that results from your previous selection.

1: Get Started

This topic explains how to install, configure, and load documents with ScanIt 6.2 for use with OMR and plain paper scanners.

Overview

ScanIt is Schoolnet's scanning software and management application that can be used to scan student answer sheets. ScanIt works in conjunction with Assessment Admin, Schoolnet's proprietary web-based formative assessment application which enables districts to implement comprehensive assessment programs. For assessments that are administered using bar-coded plain paper and Optical Mark Recognition (OMR) answer sheets, ScanIt uploads student responses and includes a built-in error resolution feature to ensure all required pages of an assessment are scanned into Assessment Admin. ScanIt recognizes all answer sheets layouts that have been generated by Assessment Admin.

School districts using Schoolnet 14.4 or later automatically receive ScanIt 6.2. With this version of ScanIt, several improvements were made to support new Schoolnet plain paper answer sheets including:

- Streamlined page header design provides students with more space per page for answers to open response questions.
- Supports open response questions for up to ten (10) response pages for each question per student.
- Supports answer sheets for rubric-based open response items including sheets with and without teacher comments.
- Point value limit for an open response question has been increased from ten (10) to nine hundred ninety nine (999) points.
- Supports a wide range of OMR forms and custom forms that are purchased separately from a third party vendor.
- Plain-paper answer sheets used by the older versions of ScanIt are not compatible.

ScanIt supports the following test item types:

- Inline response
- Tasks
- Matching (up to 18 question stems and 18 answer choices)
- Multiple Choice
- True/False
- Gridded
- Open response (up to 10 response pages for each question per student)

Hardware Support

In order to avoid errors during the scanning process, be sure to only use scanners or printers that meet the following technical specifications for any computer and scanner combination that is running ScanIt 3.0 or later application which is the version that is compatible with IMS 11.0 Schoolnet ScanIt can work plain paper or OMR scanners:

Processor/Computer	14 GHz Processor
Operating System	<ul style="list-style-type: none"> • Microsoft Windows XP SP2 32-bit • Microsoft Windows Vista 32-bit • Microsoft Windows 7 32-bit
Virtual Machine	<ul style="list-style-type: none"> • 32-bit Windows XP in either VMware Fusion or Parallels Desktop on the Mac • Microsoft Virtual PC • XP-mode on Windows 7
Memory	512 MB RAM (1 GB recommended)
Disk Space	800 MB
Display	XGA (1024 x 768 pixel) resolution

Suggested Plain Paper Scanners

Schoolnet does not support specific plain-paper scanners, as many makes and models of TWAIN-compliant scanners will work successfully with Schoolnet. However, the following scanners are suggested (but not required):

- Brother MFC 7340 (discontinued but still available by resellers)
- Brother MFC-J6910DW
- Brother MFC- 8480
- Fujitsu FI-6130 (discontinued but still available by resellers)
- Fujitsu Fi-6130Z as a locally connected scanner
- Scantron InSight 20
- Scantron InSight 30
- Canon DR-9080C (discontinued but still available by resellers)

At this time, the following Scantron scanners are **NOT** plain-paper compatible with Schoolnet ScanIt:

- InSight 4
- OpScan 3
- OpScan 4
- OpScan 4U

Printer Support

Most printers can be used to for printing answer sheets in a generated PDF format. In order for these pages to properly scan, be sure that the pages properly print.

Supported OMR Scanners

The following scanners use Optical Mark Recognition (OMR) to read from specially designed forms that are purchased separately from a scanner vendor. It is expected that ScanIt will generally work with any Scantron or NCS scanner with a serial port connection.

Scanmark Series	OpScan Series****	InSight Series****	Apper-son
Scanmark ES2010	OpScan 2	InSight 4 (OMR Only)*	Apperson Advant- age 1200
Scanmark ES2260	OpScan 3**	InSight 4 (OMR with Imaging; this model has a USB port)	
Scanmark ES2800	OpScan 4**		
Scanmark 4000	OpScan 4ES*	InSight 4ES	
Scanmark 5500	OpScan 4U	InSight 30***	
Scanmark 6500	OpScan 6**		
	OpScan 8**		

*These models will only work with a USB emulated serial port. Please reference the document “Configuring the USB emulated Serial Port for NCS Pearson Scanners” for directions.

**These scanners only have a serial port. To connect these scanners to a computer that does not have a serial port, please use USB-serial converter Keyspan Adapter (part number is USA-19HS). This is the only converter that has been tested and approved for use with these scanner models.

***To use this model with ScanIt as an OMR scanner, port name “L_port_twain” must be selected within ScanIt’s Scanner Configuration.

**** Need to install the Pearson Runtime Module from the Schoolnet Support Downloads Site in order for OMR forms to be recognized in ScanIt.

Install ScanIt

Basic Installation

1. From **My Schoolnet Dashboard**, click **Add Content**. Select **ScanIt Starter** from the list of available web parts. Next, click **Download for Windows** and proceed to Step 4. Alternately, you may download the software from our [support site](#).
2. Log in using the credentials supplied by Schoolnet.
3. Click **Install**.
4. Click **Run** to begin the installation process.

5. Click **Next** after accepting the copyright agreement.
6. Confirm the folder location where you would like ScanIt to be installed. For most users, the default option is preferred.

Tip: If you are installing this application using an Administrator computer profile, you may wish to install the application for Everyone, so that all user profiles will have access to the program. If you are installing the application on your personal computer or using your network login, use Just me.

7. Click **Next** to continue.
8. Click **Next** to start the installation. An installation progress bar displays.
9. Click **Close** to close the window once the installation is complete.

Additional Installation

For school districts using NCS Pearson or Apperson scanners, additional downloads are required in order to complete the installation process.

NCS Pearson Scanners

1. Go to [Support Center](#).
2. Enter your credentials supplied by Schoolnet.
3. Click **Install** to download ScanIt NCS Pearson Support Module.
4. Click **Run** to begin the installation process.
5. Click **Next**.
6. Confirm the folder location of where you would like ScanIt to be installed. For most users, the default option is preferred.

Tip: If you are installing this application using an Administrator computer profile, you may wish to install the application for “Everyone,” so that all user profiles will have access to the program. If you are installing the application on your personal computer or using your network login, use the default “Just me” selection.

7. Click **Next** to continue.
8. Click **Next** to start the installation. An installation progress bar displays.
9. Click **Close** to close the window when the installation is complete.

Apperson Firmware


When using Apperson scanners, there are two files that must be downloaded separately in order for ScanIt to work properly with Schoolnet:

1. Go to [Support Center](#).
2. Enter your credentials supplied by Schoolnet.
3. Right-click the **firmware_setup.exe (v4.01)** link select **Save As**.
4. Select the folder location where you would like Apperson Firmware to be installed and click **Save**.

You must completely uninstall the Firmware Updater used to apply any version prior to version 5.1R before attempting to install the new Firmware Updater and apply the firmware. Apperson Firmware Updater (v4.01 or greater) must be used to apply this firmware.

5. Navigate to **firmware_setup.exe** and click **Run**.
6. Click **Yes** to allow the program to make changes to your computer.
7. Click **Next** to start the installation.
8. Click **Install**. An installation progress bar displays.
9. Click **Finish**.
10. Repeat Steps 1-9 to download the **ADV1200V5_1.S10** file. This file works with the Apperson Firmware Updater product.

2: Open and Connect to ScanIt

1. After ScanIt is installed, look for the shortcut to launch ScanIt on your desktop.
2. Double-click the ScanIt shortcut () to launch the application.

If you have not created a shortcut on your desktop, you can find the application through your computer's program menu by entering "ScanIt".

3. Enter your Schoolnet site credentials and click **Login** to proceed.

Configure ScanIt

Users may encounter errors during the scanning process if using 1) scanners that are not recommended by Schoolnet or 2) scanners/printers that do not conform to general Schoolnet hardware guidelines.

Please confirm that your printer/scanner combination works successfully with Schoolnet ScanIt during the implementation process to avoid issues when administering tests to students.

To configure Plain Paper Scanners:

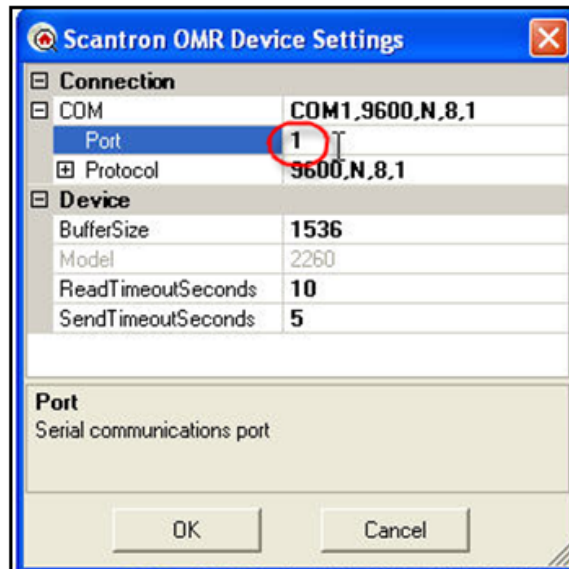
1. Click **Configure Scanner**, first-time users only.
2. Select your scanner from the list of sources. If your scanner is not listed, be sure it is properly installed and turned on. For best results, use recommended scanners and printers:
 - Plain Paper Scanners: **Brother MFC 7340:** or **Fujitsu fi-6130:** are recommended
 - OMR Scanners: SCANMARK ES2010, SCANMARK ES2260, SCANMARK, ES2800, SCANMARK 4000, SCANMARK 5500, and SCANMARK 6500 are recommended.
3. For Scantron Clarity Scanner, enter TWAIN driver settings options:
 - Resolution = 300 DPI
 - Image Type = Black and White
 - Brightness = 25
 - Contrast = 100
4. If your scanner is not a Scantron Clarity, keep the default TWAIN settings.
5. Place a sample answer sheet in the scanner, click **Scan**.

To configure Scantron and Apperson 1200 OMR Scanners:

In order to configure ScanIt with Optical Mark Recognition (OMR) or bubble sheet scanners, you must first determine your computer's port number .

1. For Windows: Control Panel > All Control Panel Items > Administrative Tools > Computer Management > Device Manager

2. Select **Ports** option from the Device Manager List. The number that is adjacent to the Communications Port (COM1, COM2, COM3) indicates the COM port number for your computer. It's a good idea to make a note of this number as you will need to map it to ScanIt.



3. ScanIt Starter > Launch the Application.

Users who have integrated online tests with Assessment Admin and PowerTeacher must first sign into PowerTeacher to access Schoolnet.

4. Select Apperson Forms from the drop-down.
5. Click **Configure Scanner**.
6. Enter the communications port number, and click **OK**.

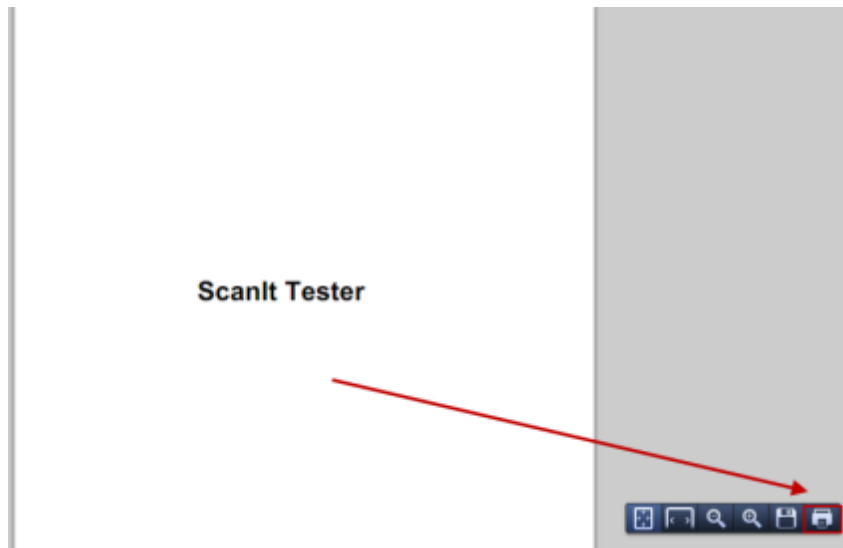
Test ScanIt

Before you begin using your scanner, you may wish to test it to ensure it is working properly. Testing ScanIt may also be useful when troubleshooting your device.

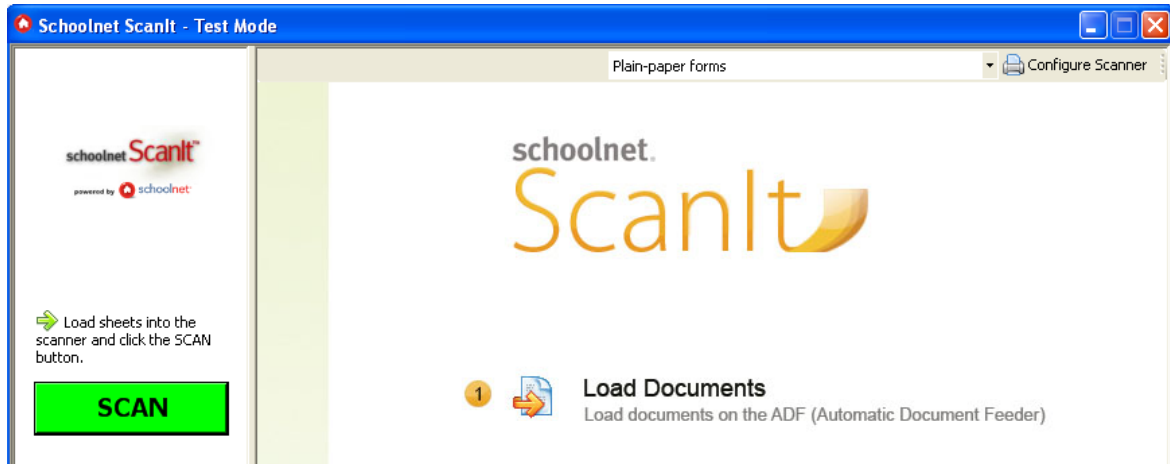
Note: ScanIt's Test Mode supports the testing of plain paper forms only.

To test your device:

1. Go to [Support Center](#).
2. Enter your credentials supplied by Schoolnet.
3. Click **ScanIt Test Sheet (PDF)**.
4. Print the test page. Hover over the lower, right corner of the document to review additional document options.



5. Open the ScanIt desktop application. In the User Name field, enter “test” and leave the **Password** and **District** fields blank.
6. Click **Login** to continue.
7. After ScanIt has opened, ensure that you are in Test Mode by checking the application header, as shown below.



8. Load the test sheet into the scanner.
9. Click the green **Scan** button. To determine that ScanIt is working properly, the test sheet scan is counted in the **Sheets Scanned** counter.

If the scan fails, check to make sure you have:

- Loaded the test sheet properly into the scanner.
- Printed the sheet without changing any of the default print settings, such as page scaling.
- Configured your scanner properly.

If you have checked these items and the scan is still not working properly, there may be a problem with your scanner. Consult your scanner's manual for possible troubleshooting options.

The Scanning Process

Before scanning, verify the scanner is connected to a computer that is turned on. Please ensure the scanner is connected directly to the computer, rather than via network connection. The computer will need an active Internet connection from broadband or cable modem source, and at minimum 1 GB available memory for data import optimization.

Scanning with ScanIt consists of three distinct steps:

1. Load Documents.

Scantron and plain paper scanner: Place the answer sheets in a firmly lined stack. You may want to tap the stack against the table or desk to make sure all the pages line up as closely as possible. ScanIt does not require forms to feed into the scanner in a particular direction (top first or bottom first), though the sheets will need to be facing the same way. Place the form stack into the scanner's feeder with the appropriate side facing up.

Apperson 1200 scanner: To prepare scanner for this process, click **Scan**. The scanner display changes from the Ready to Data Collection mode. After approximately 30 seconds, the display reads, Click to Scan.

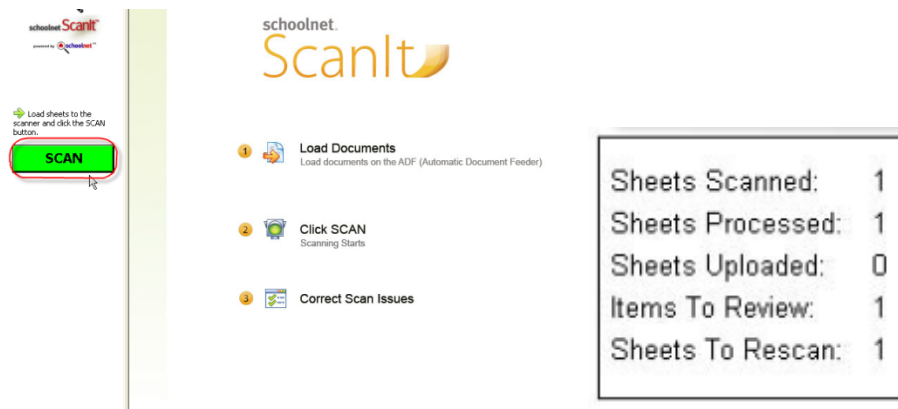


2. Scan.

- After you have loaded the documents to your scanner, click **Scan** on the left side of the screen. If your scanner is installed correctly and configured with ScanIt, scanning automatically starts.
- Monitor the scanning counter pane. On the left side of the screen, your scanning progress displays the total number of sheets scanned, processed and uploaded, or sheets that require review or manual entry. Sheet scanning speed is dictated by the speed of your scanning hardware. However, processing and upload times are dependent on

computer memory, Internet connection speed, and volume of failed sheets and/or items requiring review.

- Answer sheets scanned without issue are included in the **Sheets Uploaded** counter pane and are not listed on the right side of the screen. Once uploaded, the results are immediately available for viewing in Classroom, Assessment Admin, and Student Profile.



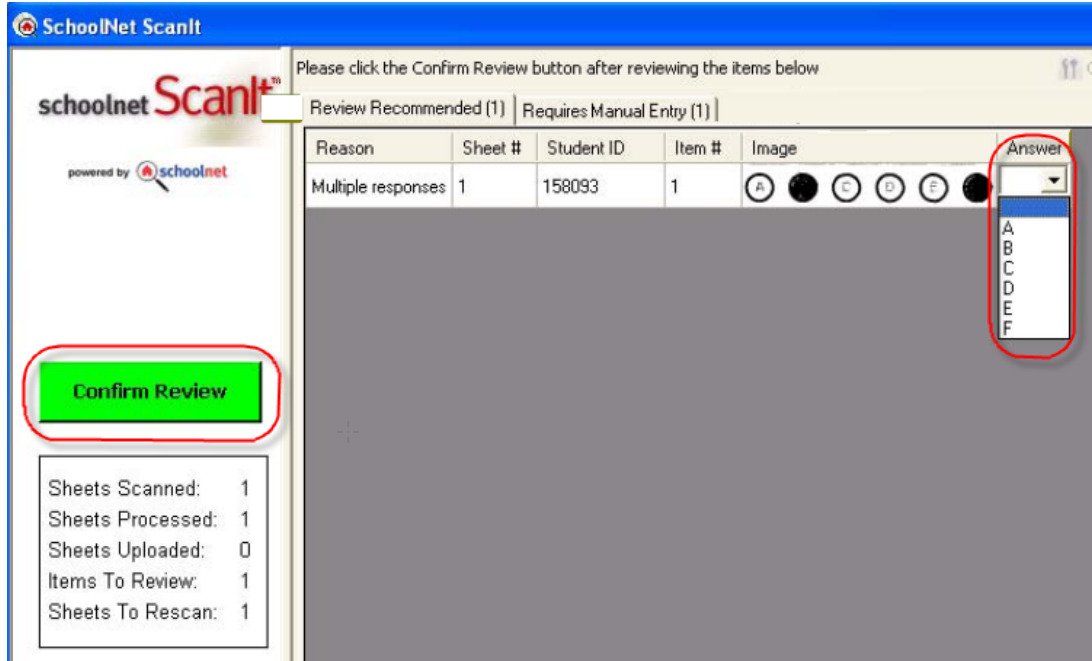
3. Correct Scan Issues.

Any answer sheets or answer sheet responses that cannot be fully interpreted by your scanner appear on the Review Recommended and Requires Manual Entry pages.

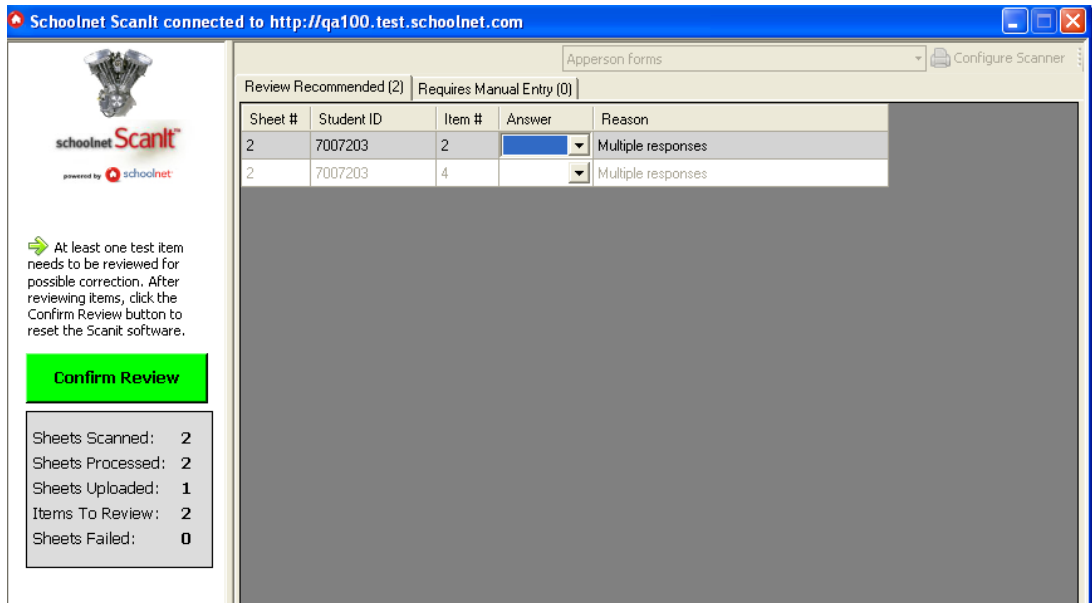
- **Review Recommended** includes answer forms with bubble(s) that are not shaded properly, responses that are not erased entirely, or multiple scores on rubric-based items. Scanners identify these situations as having multiple responses to one item. Any item response the scanner is not able to process is listed on the page of the scanning screen. Select a new **Answer** from the drop-down to correct the scanner's interpretation of a student's response. If you do not override student responses that appear on the page, the students' scores for these items appear in Schoolnet as No Response. Once you have finished updating items for review, click **Confirm Review** to load these scanned forms to Schoolnet.

Tip: Use the corresponding sheet #, Student ID, and item number to assist you in locating the original form to clarify the student's response.

The following figure demonstrates Review Recommended for a plain-paper scanner.



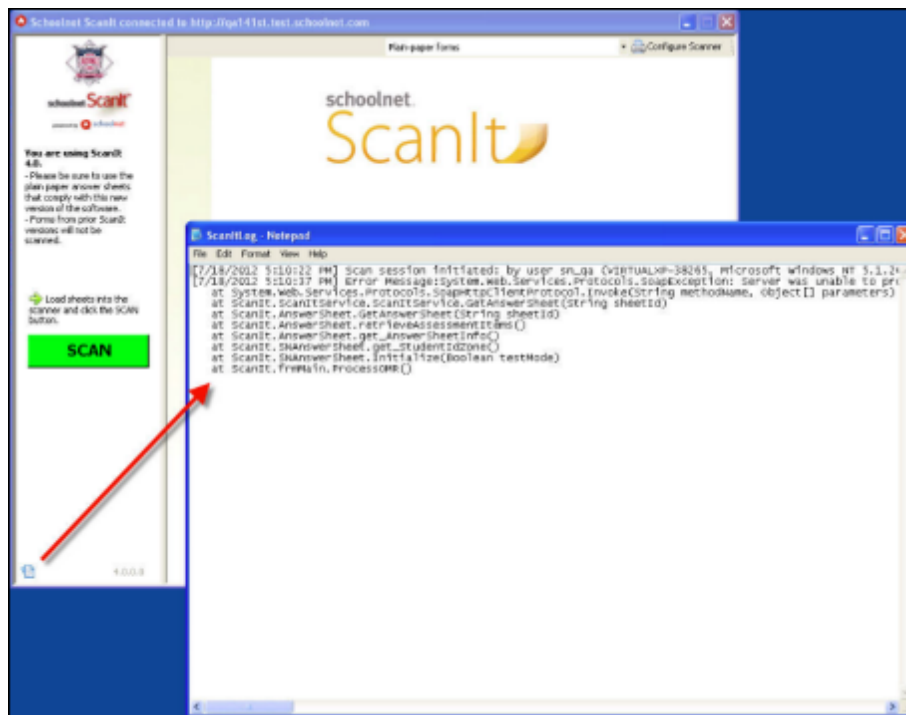
The following figure demonstrates Review Recommended for an OMR scanner.



- **Requires Manual Entry** includes sheets that fail to scan. Reasons for sheet scanning failure include severely damaged scan sheets, incorrect/invalid student IDs, and obscured answer sheet bar codes. Repair the form(s) and re-scan. Otherwise, use of the online Score feature in Assessment Admin to enter student responses online.

For open response questions that are not scored with rubrics, be sure to view your students' work in Assessment Admin and enter scores online.

- Troubleshoot Scan Issues: ScanIt also includes a built-in tracking utility that stores information about successful and unsuccessful scans. To access the log file, click the icon in the lower left corner as shown here.



Tip: Rubrics with row(s) that contain errors cannot be corrected within ScanIt. You must resolve rubric errors in Assessment Admin or manually adjust the answer sheet and re-scan.