



# Scanner Set-up Quick Reference Card

## Scanning Process/Set-Up

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. 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.

The first step in the scanning process is to make sure the District or School has a scanner and the most recent ScanIt software installed and configured.

This document provides instructions on the basic set-up and configuration. Access the **ScanIt Installation and User Guide** for more detailed instructions.

## Preparing for Scanning (Overview)

Complete the following setup before using ScanIt:

1. Download and install the most recent version of the ScanIt application to your computer
2. Configure ScanIt to operate with your scanner (either plain paper scanner or OMR scanner)
3. Connect the scanner directly to your computer (a hard-wire connection rather than a network connection)
4. Verify that the computer has an internet connection and a minimum of 1 GB of available memory
5. Turn the scanner on
6. Open the ScanIt application on your computer

## Review ScanIt Computer Requirements

1. Confirm that the intended computers for use with ScanIt meet the minimum hardware requirements:

Processor/Computer	1.4 GHz Processor
Operating System	Microsoft Windows XP SP2 32-bit Microsoft Windows Vista 32-bit Microsoft Windows 7 32-bit
Memory	512 MB RAM (1 GB recommended)
Disk Space	800 MB
Display	XGA (1024 x 768 pixel) resolution

ScanIt cannot run natively on 64-bit platforms or on the Mac OS. On these platforms, a Virtual Machine can be installed with a Windows XP 32-bit OS, and ScanIt can be supported through the virtual machine. ScanIt can be installed on 32-bit Windows XP in either VMware Fusion or Parallels Desktop on the Mac or on Microsoft Virtual PC or in XP-mode on Windows 7.

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## Set up ScanIt at All Scan Stations

If you are using a Schoolnet supported scanner, confirm that you have installed the proper software from the Schoolnet Support downloads site <http://support.schoolnet.com/releases/>

The log in credentials for the Schoolnet Support download site is:

User Name: support

Password: iloveschoolnet

## 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:
  - o Plain Paper Scanners: Brother MFC 7340: or Fujitsu fi-6130: are recommended
  - o 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:
  - o Resolution = 300 DPI
  - o Image Type = Black and White
  - o Brightness = 25
  - o 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.

**NOTE POWERSCHOOL USERS** - Users who have integrated online tests with Assessment Admin and PowerTeacher must first sign into PowerTeacher to access Schoolnet.

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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.

## Printer Settings

In general, you can use any printer that can print an answer sheet accurately from Schoolnet.

Use the following settings with Adobe Reader (up to version 9):

- Page Scaling: None
- Auto-Rotate and Center: checked
- Zoom: 100%

Use the following settings with Adobe Reader (versions 10+):

- Size Options: Actual Size
- Orientation: Auto Portrait/Landscape

## Loading Documents for Scantron and Paper Scanners

Load answer sheets into your Scantron or plain paper scanner.

1. Place answer sheets in a firmly lined stack

Tap the stack against a table to make sure the pages line up.

2. Place the answer sheets into the scanner's feeder with the appropriate side facing up

ScanIt does not require forms to feed into the scanner in a particular direction (top first or bottom first), but the sheets

must face the same direction, as indicated by your scanner (upside down or face down).

## Loading Documents for Apperson 1200 OMR Scanner

Load answer sheets into your Apperson 1200 OMR scanner.

1. Press the green Scan button on the scanner

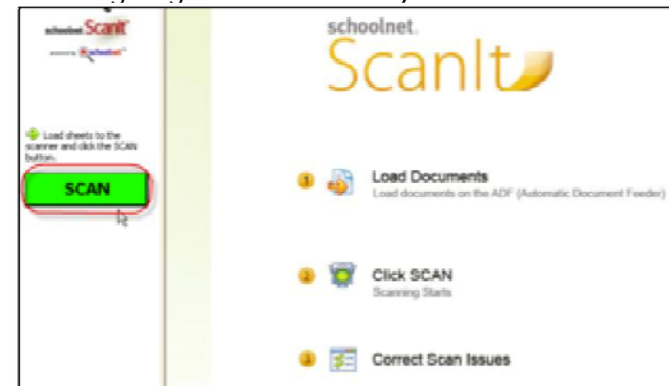
The scanner display changes from "Ready" to "Data collection mode."

2. After approximately 30 seconds, verify that the scanner display reads "Click to scan"
3. Feed answer sheets into the scanner individually

## Scanning Documents

The scanning speed for documents depends on the speed of your scanning hardware. Processing and upload time depends on your computer memory, internet connection speed, and number of sheets requiring review.

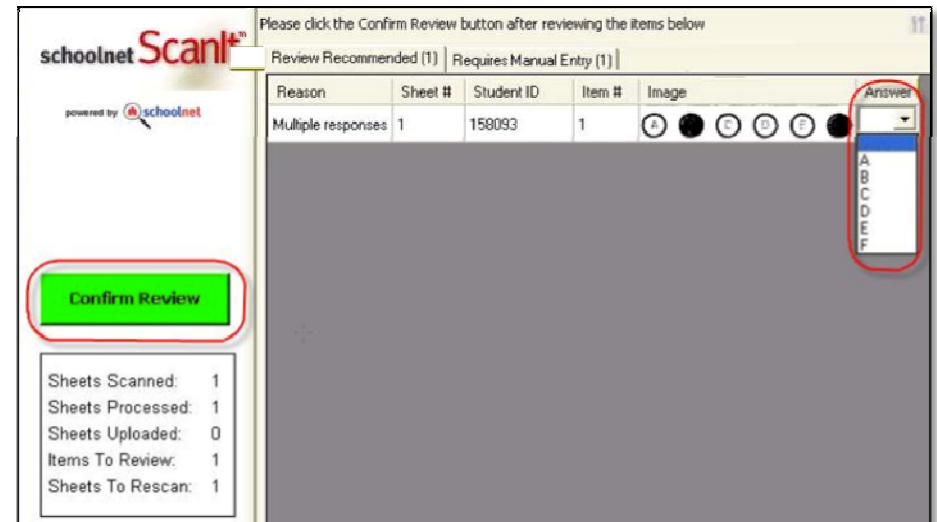
1. Click the green Scan button on the ScanIt screen. If the scanner is installed correctly and configured with ScanIt, scanning begins automatically.



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- Your scanning progress appears in the pane on the left side of the ScanIt screen, including the total number of sheets scanned, processed, and uploaded, as well as sheets that require review or manual entry

Sheets Scanned:	1
Sheets Processed:	1
Sheets Uploaded:	0
Items To Review:	1
Sheets To Rescan:	1



## Correcting Scanning Issues

Answer sheets that the scanner cannot process are listed in ScanIt under the "Review Recommended" or "Requires Manual Entry" panes.

### Review Recommended

If your scanner cannot process an item because a bubble wasn't shaded properly, that item appears in the Review Recommended pane of ScanIt.

Use the Sheet #, Student ID, and Item # columns to identify the original answer sheet. Then, from the Answer menu in ScanIt, select a response based on the student's original answer sheet.

If you choose not to override any student responses, then the score for the item appears in Schoolnet as "No Response."

Below is the ScanIt display for a plain-paper scanner:

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Below is the ScanIt display for an OMR scanner:

The screenshot shows the Schoolnet ScanIt interface. On the left, there is a logo and a message: "At least one test item needs to be reviewed for possible correction. After reviewing items, click the Confirm Review button to reset the ScanIt software." Below this is a green "Confirm Review" button. On the right, there is a table with columns: Sheet #, Student ID, Item #, Answer, and Reason. The table shows two rows of data. Below the table, there is a summary box with the following information:

Review Recommended	Requires Manual Entry
[2]	[0]

Sheet #	Student ID	Item #	Answer	Reason
2	7007203	2		Multiple responses
2	7007203	4		Multiple responses

Sheets Scanned: 2  
Sheets Processed: 2  
Sheets Uploaded: 1  
Items To Review: 2  
Sheets Failed: 0

## Requires Manual Entry

If the scanner cannot process answer sheets due to damaged paper, an invalid student ID, or an obscured bar code, the sheets are listed in the "Requires Manual Entry" pane in ScanIt.

If possible, repair the form and re-scan it. Otherwise, use the score feature in Assessment Admin to enter student responses manually.

The screenshot shows the "Requires Rescan or Manual Entry" pane in ScanIt. It contains a table with the following data:

Reason	Sheet #	Student ID
Unable to identify sheet	8	123456789
Unable to identify student	23	123456789
No student responses on entire sheet	30	123456789
Page missing in multi-page test	39	123456789

## Scoring Open Response Questions

For open response questions, sign in to Schoolnet and score the questions using Assessment Admin.

## Uploading Answers to Schoolnet

To upload the scanned forms to Schoolnet, click **Confirm Review**.

Once uploaded, the answer sheet results appear in the Classrooms and Assessment Admin modules and on the Student Profile in Schoolnet.