



Scanning Process Quick Reference Card

Scanning Process

The first step in the scanning process is to verify your District or School has a scanner and the most recent ScanIt software installed. Information can be found on the Reference card

Preparing for Scanning with Schoolnet

Learn how to use ScanIt to scan student test answer sheets. ScanIt is Schoolnet's scanning software and management application. Use the Assessment Admin module in Schoolnet to create answer sheets and print them on your local printer.

Preparing for Scanning

Scanning answer sheets involves three steps: loading documents, scanning documents, and correcting scanning issues.

1. Turn the scanner on
2. Open the ScanIt application on your computer

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

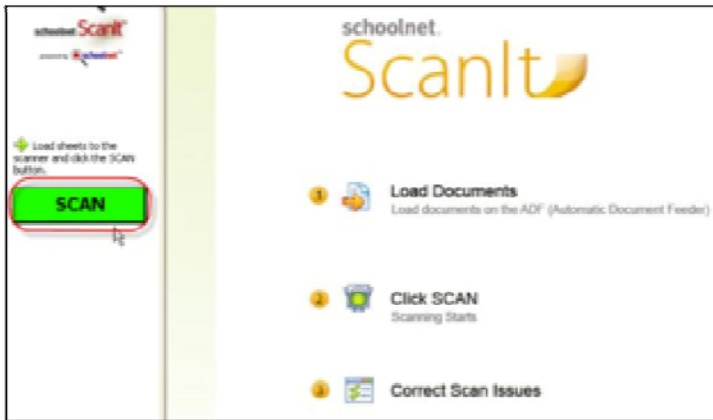
Schoolnet: Scanning Process

Scanning Documents

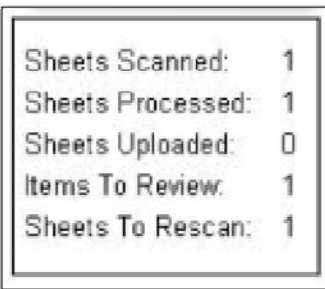
The scanning speed for documents depends on the speed of your scanning hardware. Processing and upload time depends on your computer memory, internet connection speed, and number of sheets requiring review.

1. Click the green Scan button on the ScanIt screen

If the scanner is installed correctly and configured with ScanIt, scanning begins automatically.



2. 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



Correcting Scanning Issues

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

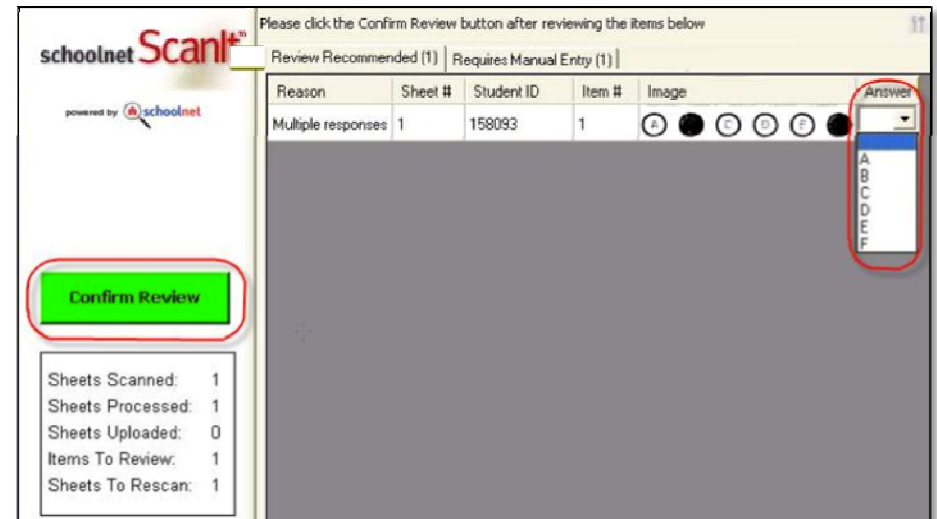
Review Recommended

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:



Schoolnet: Scanning Process

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, both with "Multiple responses" in the Reason column. Below the table, there is a summary box with the following statistics:

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.