

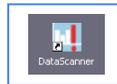
## How to Scan Answer Documents using DataScanner

### IMPORTANT REMINDERS

- Before printing actual student scan sheets, **TEST ALL SCANNERS AND PRINTERS**. To do this, print a sample set of test sheets, fill in the responses and scan the results. Did the tests scan correctly? Was DataScanner able to read responses as expected?
- Appropriately printed answer documents are essential to scan successfully:
  1. Plain white copy paper – Use letter or legal sheets, depending on test length
  2. Print to a laser printer (not ink or bubble jet)
  3. Print from Adobe Reader (7.0 or later) and ‘Fit’ or ‘Shrink’ to printable area
- Verify that you are using the most current version of DataScanner (1.2.2).
- Scanner glass, rollers and drums need to be cleaned occasionally to help prevent sheets from getting twisted, crumpled or lumped together.
- The more available PC Memory, the faster documents will scan and process.

### STEP 1: LOG-IN

1. Double click the **DataScanner** icon on the scan station PC desktop.



2. Enter your DataDirector username and password and click **Login**.

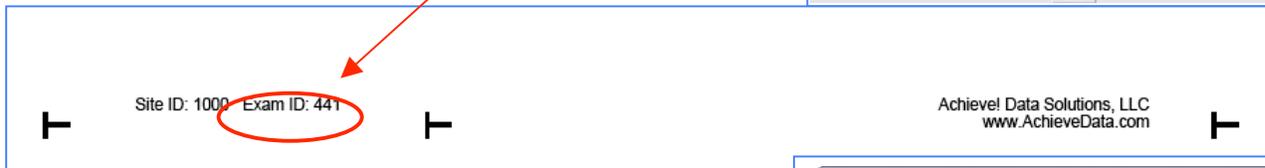
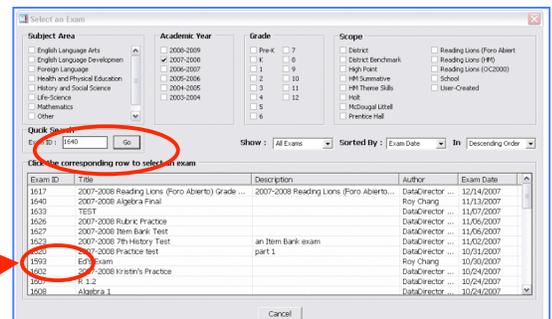


3. If your account is associated with multiple sites or groups, click the appropriate site. If you are affiliated to only your school site, proceed to the next step.

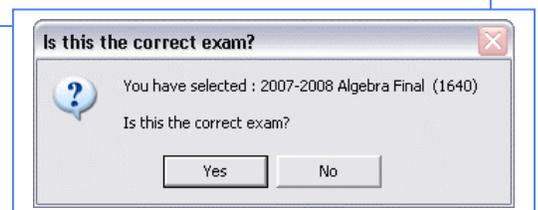
### STEP 2: SELECT AN EXAM

1. Use the exam selector at the top of the screen or Exam ID box to locate your exam.

**Tip:** The Exam ID is located in the lower left corner of each answer document. Type the number in the Quick Search box and click **Go**. Once the test appears, click the appropriate exam title.



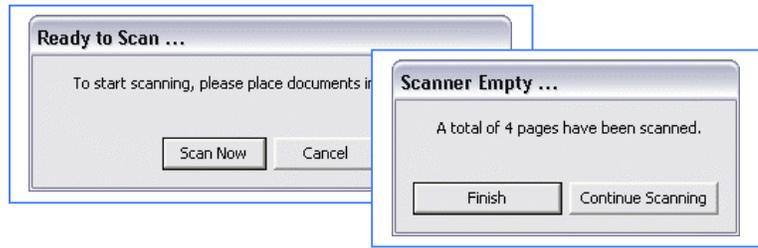
2. Confirm that the appropriate exam has been selected. Ensure that your student answer documents exactly match the template on the screen. Cross referencing the Exam ID with your student answer documents and the test template is the most dependable method.



### STEP 3: SCANNING

1. Load the answer documents according to your scanner's specifications and click **Scan Now**.

2. After all documents are scanned, click **Finish**, or click **Continue** to scan more documents for the same test. Do not scan documents for a different test.

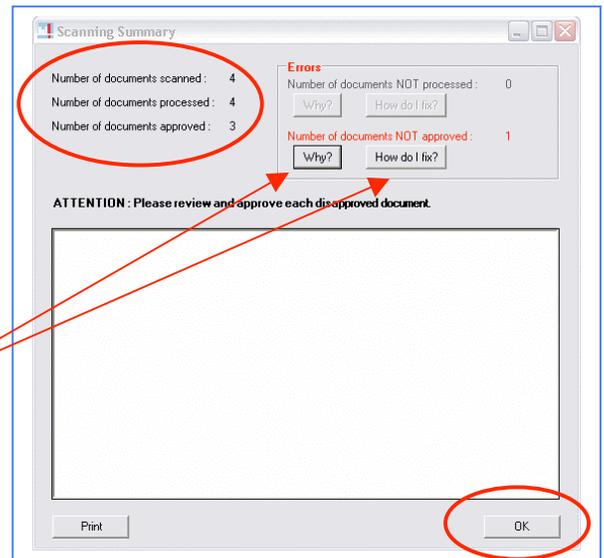


3. Review the Scanning Summary:

1. *Scanned* – the number of sheets identified by the scanner
2. *Processed* – the number of recognized DataDirector answer documents
3. *Approved* – the number of answer documents ready to commit to DataDirector

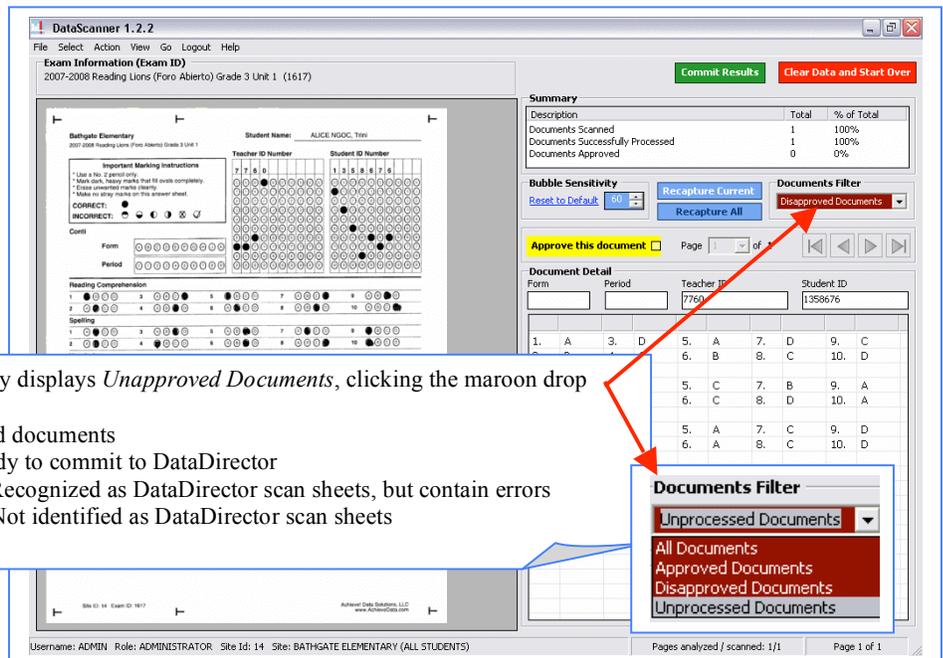
4. For information on why or how to fix answer documents that did not process or approve, click **Why?** or **How Do I Fix?** Or, refer to the *Troubleshooting Tips* sections.

5. Click **OK**.



### STEP 4: REVIEWING, APPROVING AND COMMITTING RESULTS

1. **Reviewing Documents:** DataScanner automatically displays unapproved answer documents.

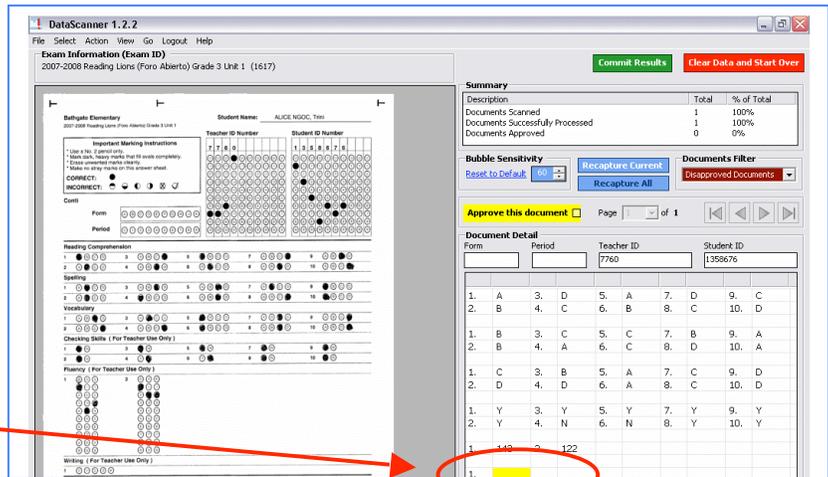


**Tip:** While DataScanner automatically displays *Unapproved Documents*, clicking the maroon drop down menu reveals other options:

- *All Documents:* All scanned documents
- *Approved Documents:* Ready to commit to DataDirector
- *Disapproved Documents:* Recognized as DataDirector scan sheets, but contain errors
- *Unprocessed Documents:* Not identified as DataDirector scan sheets

2. **Approving Documents;** Unapproved answer documents contain yellow flagged student responses. This occurs, for example, when a student double bubbles, bubble too faintly or leaves a blank response. You have a few options.

- *Option 1:* Ignore yellow student responses and simply select the



**Document Detail**

Form: [ ] Period: [ ] Teacher ID: 100008436 Student ID: 308684

1.	A,B	3.	A	5.	C	7.	B	9.	C
2.	B,D	4.	C	6.	D	8.	C	10.	C

**Document Detail**

Form: [ ] Period: [ ] Teacher ID: 100008436 Student ID: 308684

1.	A	3.	A	5.	C	7.	B	9.	C
2.	B,D	4.	C	6.	D	8.	C	10.	C

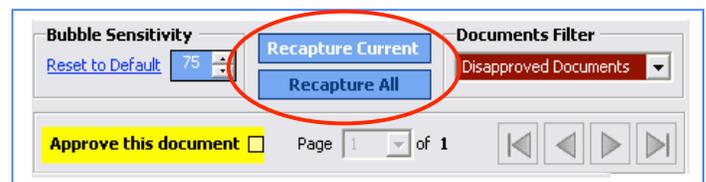
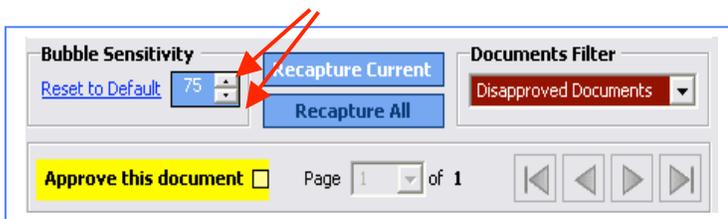
box. All yellow student responses on the right of the screen will be graded as incorrect.

- *Option 2:* Make manual corrections to student responses by clicking the yellow text response box on the right and typing the appropriate response (upper or lower case).

Click

Type

- *Option 3:* If the bubbles are and not identified by DataScanner, you can do on the fly adjustments. In the section Bubble Sensitivity ...
  - decrease the sensitivity for faint bubbles by clicking the **down arrow**.
  - increase the sensitivity for dark bubbles by clicking the **up arrow**.
 Click **Recapture Current** or **Recapture All** to instantly adjust the sensitivity.



- *Option 4:* DataScanner can be set to automatically approve answer documents with blank responses. To do this, go to **File -> Configuration -> Other**. Select the option to **Approve Blank Answers**. This is not necessarily a recommended feature because faintly bubbled responses may not be detected by DataScanner and may display as blank when in fact the student did respond to the question. Use with caution.

3. **Registration Marks (T's):** If student responses appear on the *left* of the screen but are blank or undetected on the *right*, this likely indicates DataScanner does not recognize all 6 registration marks (T's).

In the example below, the image is clearly seen on the *left* of the screen. However, DataScanner does not recognize the answer doc or the student responses on the *right*. Why? The printer or scanner cut off the upper left T mark. This sheet will not process or approve.

**Tip:** Missing, cutoff or out of margin T's will prevent answer docs from being detected by DataScanner. This is likely a printing issue. Answer sheets must be 'Fit' or 'Scaled' to printer margins before printing to successfully scan.

Description	Total	% of Total
Documents Scanned	2	100%
Documents Successfully Processed	2	100%
Documents Approved	0	0%

Form	Period	Teacher ID	Student ID
		100008436	308694

1.	A	3.	5.	7.	B	9.	C
2.		4.	6.	8.	C	10.	

- Committing Results:** Check the *Summary* section to verify that all answer docs have been *processed* and *approved*. When all the documents are ready, click **Commit Results** (green button) to send the results immediately to DataDirector.

Description	Total	% of Total
Documents Scanned	2	100%
Documents Successfully Processed	2	100%
Documents Approved	2	100%

### STEP 5: ACCESSING THE RESULTS

1. Login to DataDirector.
2. Go to **Exams** and select the appropriate exam.
3. Select any of the reports available to view and analyze student results.
4. You may also access exam reports from the *Pre-built Reports* section in **Reports**.

**05-06 MATH Grade 5 BM1**  
Exam Given: Dec 2nd, 2005  
05-06 MATH Grade 5

Showing results for your 2005-2006 students

Report
School Exam Report
Classroom Exam Report
Classroom Performance Summary Report
Student Exam Report (Complete)*
Student Exam Report (Abbreviated)*
Student Exam Responses*
Parent Letter*
Spanish Parent Letter*
Exam Student Feedback*

Total Number of Students Tested: 104

Scores:	Max	Min	Median	Mean
	25.00	7.00	16.50	16.77

# of Students

Category	# of Students
Below Basic	27
Basic	15
Proficient	36
Advanced	21
Extremely Proficient	5

Status	Edit	Description
✓		05-06 MATH Grade 5 BM1
		Description: 05-06 MATH Grade

## TROUBLESHOOTING TIPS

### Unapproved Documents

#### Why does this happen?

Documents are not approved if bubble marks are not recognized by DataScanner.

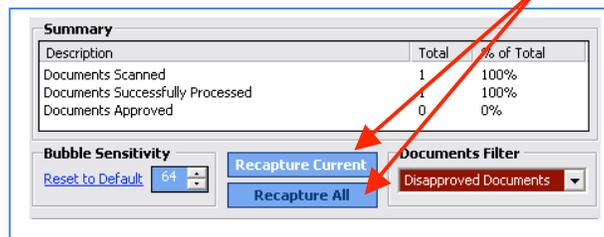
Causes include:

- Bubbles filled too lightly
- Incomplete bubbles
- Multiple responses in a question
- Questions not bubbled at all (blank)
- Missing information (Student ID, Teacher ID)
- Scanner has skewed or twisted the sheet during scanning
- DataScanner did not recognize the scan sheet (could not locate the 6 registration marks)

#### How to Troubleshoot

Try these recommendations to help with your unapproved answer documents:

- *Sensitivity*: Adjust the scanner sensitivity by clicking the **Up Arrow** (for darker bubble issues) and the **Down Arrow** (for lighter bubble issues). Then click **Recapture Current** or **Recapture All**. This will reprocess the answer documents at a different sensitivity setting without having to physically rescan.



- *Manual Corrections*: Click any responses on the right of the screen that are yellow and manually type the appropriate response.
- *Rescan*: Click the red button **Clear Data and Start Over**, then rescan.
- *Adjust Sheet Feed Guides*: At times scanner sheet feed guides need to be readjusted. It is helpful to move them back and forth a few times. Replace the documents on the automatic document feeder and rescan.
- *Printing*: Check to ensure the documents were printed correctly:
  1. Was a laser printer used? Was the ink/toner low?
  2. Was Adobe Reader 7.0 or higher used to print?
  3. Were the documents **scaled** or **fit** to printer margins?
  4. Was appropriate paper used - 8 1/2 x 11 or 8 1/2 x 14?
  5. Are all 6 T's dark, visible and free of extra markings on the answer documents?
- *Clean Scanner*: Overtime scanners collect dirt, pencil residue and other particles. These elements can cause the machine to twist, crumple or lump sheets. Clean the scanner glass and rollers periodically.
- *Software Update*: Update to the most recent version of DataScanner: 1.2.2
- *Restart DataScanner*: Like any software application, it can be helpful to refresh the application by closing and then reopening it.

- *Calibrate DataScanner*: From the main DataScanner menu:
  1. Click **File** -> **Configuration** -> **Preferences** -> **Calibrate**
  2. Follow the calibration directions.
  3. Click **Save Settings**.
  4. Click **Save**.
  5. Rescan **ALL** documents.

## Unprocessed Documents

### *Why does this happen?*

Documents will not process if registration marks (T's) could not be identified.

Causes include:

- Scanner TWAIN driver not installed or enabled on the dedicated PC
- Poorly printed answer documents (margins too small, too big, etc.)
- Unclear, missing or marked T's
- Incorrectly fed documents (upside down, backwards, etc.)
- Scanner has skewed or twisted the documents during scanning
- Scanner sheet feed guides are stuck

### *How to Troubleshoot*

Try these recommendations to help with your unapproved answer documents:

- *TWAIN Driver*: Ensure the scanner TWAIN driver has been installed and enabled. Then, in DataScanner click **File** -> **Select** -> **Scanner** -> and select the appropriate scanner TWAIN driver. If you do not see a TWAIN driver option, more than likely the driver has not been enabled and/or installed.
- *Rescan*: Click the red button **Clear Data and Start Over**, then rescan.
- *Adjust Sheet Feed Guides*: At times scanner sheet feed guides need to be readjusted. It is helpful to move them back and forth a few times. Replace the documents on the automatic document feeder and rescan.
- *Printing*: Check to ensure the documents were printed correctly:
  1. Was a laser printer used? Was the ink/toner low?
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