

# Installing and Configuring the Edusoft Grader

## About the Edusoft Grader

The Edusoft Grader is software that runs on the computer where the scanner is connected. This software manages the scanning and uploading of answer sheets. You don't need to install the software anywhere else.



You must be able to log in to Edusoft (this means you have a user name and a password) to download the Edusoft Grader. If you don't have an Edusoft user name or password (or if you've forgotten them), contact your local Edusoft administrator for assistance.


When you log in to the Grader you must use a permanent password—not the temporary four-digit password assigned to you. To create a permanent password, log in to the Edusoft Web site and follow the instructions on your screen to change your password.

## Downloading the Edusoft Grader


The first step in installing the Edusoft Grader is to download its installer file from the Edusoft Web site. The installer is approximately 12 MB in size. Downloading the Edusoft Grader software could take 5 minutes or longer, depending on the speed of your Internet connection.

### To download the Edusoft Grader:

- 1 Log in to Edusoft. Click the Admin tab. On the Admin home page, scroll down to the Grading section in middle of the page and click the **Download, install and configure** link for the Edusoft Grader.

 **Grading**

- View status of scanned answersheets by session or by test
- Find and fix scanning failures
- Select test view to identify any students still missing scores
- [Download, install, and configure](#) the Edusoft Grader

 Click this link to go to the Edusoft Grader page.

The Edusoft Grader page contains instructions for installing a scanner, as well as downloading, installing, configuring, and using the Edusoft Grader.

- 2 Scroll down to **Step 3: Downloading the Edusoft Grader** and click the **Click here** download link.

### Step 3: Downloading the Edusoft Grader

Once the scanner is successfully installed on your computer, you can download the Edusoft Grader. The Edusoft Grader is the software that captures the test image and uploads the document to Edusoft for grading.

1. To Start the download process, [Click Here](#) \_\_\_\_\_ Click this link to download the Edusoft Grader.
2. In the File Download box, click **Save**. Note the location and click **Save** to copy this computer.

- 3 Click **Save** and choose a location in the Save As dialog box for storing the Edusoft Grader installation file. Click **Save**. Make a note of the location.

## Installing the Edusoft Grader

You use the file you downloaded from the Edusoft Web site to install the Edusoft Grader software. Installing the Edusoft Grader should take only a minute or two.

### To install the Edusoft Grader:

- 1 Locate the `edusoftgrader` file you just downloaded and double-click it to start the installer.
- 2 Follow the instructions on your screen to choose an installation folder. You can use the default folder or choose another folder in your file system. If you start to choose another folder and then change your mind, you can click **Restore Default Folder** to use the default folder.

**Tip:** In most cases, the default location is a reasonable choice.

- 3 Follow the instructions on your screen to choose a shortcut folder. The shortcut folder is the location of the product icon that starts running the Edusoft Grader. Choose **On the Desktop**.
- 4 Review the installation location and click **Install** to begin.
- 5 Click **Done** to close the installer window.

## Configuring the Edusoft Grader

The first time you run the Edusoft Grader, it displays an Options page where you must enter information about the location of the scanner. You can also provide information about how this computer communicates with the Internet (if needed) and about your local Edusoft administrator.

### To configure the Edusoft Grader:

- 1 Start the Edusoft Grader.

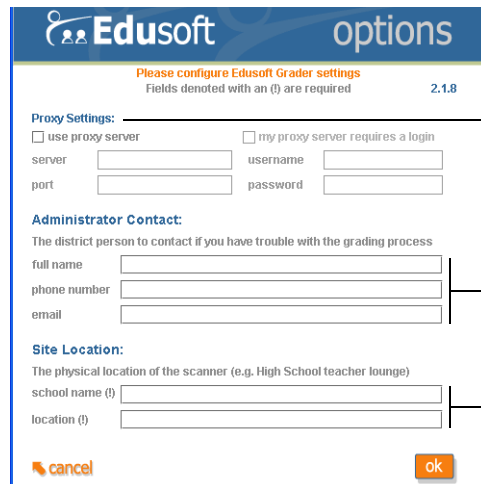


- If there's a shortcut on the desktop, double-click it.
- Otherwise, click Start > Programs > Edusoft Grader > Edusoft Grader.

Both the Grader Login and Options pages appear. The Options page is on top, which means that you must enter data before you can log in to the Edusoft Grader.

- 2 Scroll down to the Site Location area, and enter your school name and a description of where the scanner is located.

These two pieces of information are required before you can use the Edusoft Grader.



Before you enter any information in the Proxy Settings area, check with your local system administrator to see if you actually use a proxy server and what the settings are

This contact information appears in the Help page all Grader users see when they click the Grader's **need help?** link.

You must enter your school name and scanner location before you can log in to the Grader.

- 3 In the Administrator Contact area, type the name, phone number, and mail address of the person teachers should contact if they need help scanning answer sheets.

- 4 If your network uses a proxy server, turn on the **use proxy server** setting (click its check box) and enter your server and port information. If the proxy server requires a login, turn this setting on and enter your user name and password.

Your local system administrator can give you the proxy server and port information if it's required. If you need a user name and password to access the proxy server, your system administrator can provide this as well.

- 5 Click **OK**.

**Tip:** If you need to change any of this information, click **Advanced Options** from the Edusoft Grader Login screen.

## Logging in to the Edusoft Grader

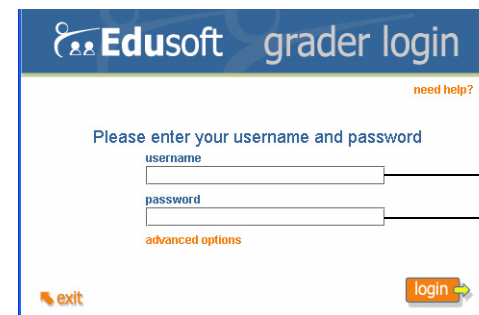
Once the Grader has been configured, you can log in using your Edusoft user name and password. You must log in on the computer where the Grader is installed (logging in from another computer won't enable you to use the Grader).



Remember, you must log in to the Edusoft Web site to create a permanent password.

### To log in to the Edusoft Grader:

- 1 Start the Edusoft Grader if it isn't already running.
- 2 In the Edusoft Grader Login screen, enter your user name and password. Click **login**.



Enter your easyGrader user name.

Enter your easyGrader password. If you don't have a user name or have forgotten your password, contact your easyGrader administrator.