Preparing answer sheets for scanning
Before you scan an answer sheet, take a second to review it and make sure:
- The student name is bubbled and it matches the name printed on the top of the answer sheet.
- Answer bubbling is dark enough to read clearly.
- There are no stray marks on the answer sheet, especially around the perimeter of the sheet or across the bottom, near the optical block code.
- The answer sheet is in one piece, with no tears, bends, folds, spindles, or mutilations.
- The answer sheet is a good, crisp copy and is square on the page.

Batching answer sheets
When you prepare a batch of answer sheets, make sure that:
- There are no more than 50 answer sheets in a batch. Count the number of answer sheets in each batch so that you can tell when all answer sheets have been scanned. This is a limitation of the scanner’s feed tray.
- Answer sheets go into the scanner’s feed tray facing right side up and head first. The scanner only reads the side of the page that’s facing up. Any pages that are facing down scan as blanks.

Answer sheet do’s and don’ts
This sample answer sheet illustrates the most common causes of scanning errors.

DO: Write student’s name.
DON’T: Bend, fold, or tear answer sheets.
DO: Darken bubbles completely.
DON’T: Tamper with the block code.
DO: Bubble in the name or ID number.
DON’T: Make stray marks in areas that are bubbled.
DON’T: Write along the edge of the page.
Scanning and uploading answer sheets

The Edusoft Grader handles the scanning and upload process seamlessly. All you need to do is load answer sheets into the scanner’s feed tray and let the Edusoft Grader do the rest. First, the Edusoft Grader tells the scanner to scan the batch of answer sheets in its feed tray.

To scan and upload answer sheets:
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 Edusoft user name.
   - Enter your Edusoft password. If you don’t have a user name or have forgotten your password, contact your Edusoft administrator.
3. Click scan in the Edusoft Grader. Make a note of the time.
   - Click to begin scanning the answer sheets in the scanner’s feed tray.
4. Review the number of scanned answer sheets and click either back or upload.
   - If the number is not correct, reload the batch of answer sheets and click back to rescan them.
   - If the number is correct, click upload to begin uploading the answer sheets to the Edusoft system. Answer sheets are not uploaded unless you click upload.
   - The Edusoft Grader displays progress information as it uploads the answer sheets, and lets you know when the uploading is completed.
5. Once the current batch of answer sheets has been uploaded, click scan more to scan another batch of answer sheets, or click view results to view the results that have been uploaded to the Edusoft system.
   - Enter your Edusoft user name.
   - Enter your Edusoft password.
   - If you don’t have a user name or have forgotten your password, contact your Edusoft administrator.

Tip: You can also view scanning results by logging in to the Edusoft Web site from any computer. Click the Admin Tab and click the Grading link. Viewing results on another computer frees up the Grader computer for others to use.

The Edusoft Grader tells you the number of answer sheets you’ve scanned in this batch.

You make a note of the time because Edusoft identifies scanning sessions by time. You can scan as many batches as you wish during a session, and have as many sessions as you have time for in a day.