

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.

DON'T: Bend, fold, or tear answer sheets.

DO: Write student's name.

DO: Darken bubbles completely.

DON'T: Make stray marks in areas that are bubbled.

DO: Bubble in the name or ID number.

DON'T: Tamper with the block code.

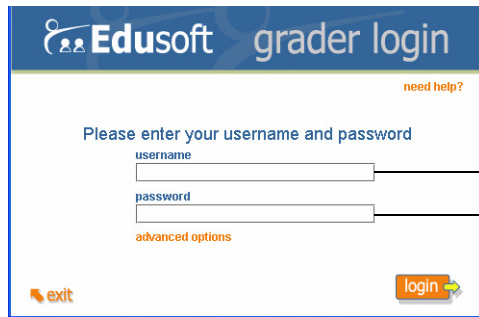
DON'T: Write along the edge of the page.

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.

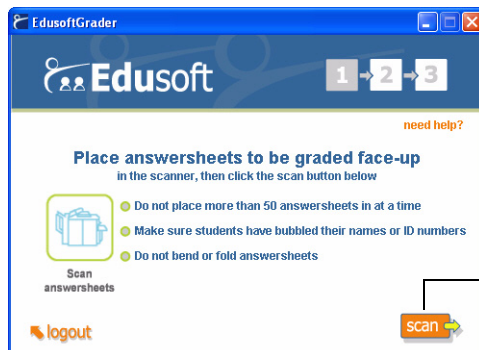
To scan and upload answer sheets:

- 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.

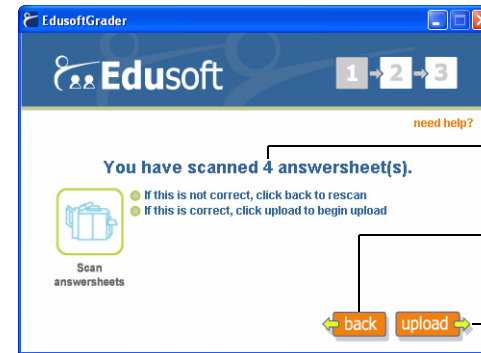
- 3 Click **scan** in the Edusoft Grader. Make a note of the time.



Click to begin scanning the answer sheets in the scanner's feed tray.

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.

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



This is the number of answer sheets that were scanned in the current batch.
Click to return to the previous screen and rescan this batch of answer sheets.
Click to upload this batch of answer sheets to the Edusoft system.

- 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.

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.