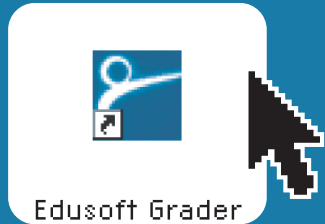


**1** Double-click the Edusoft Grader icon on the desktop.



**2** Type your username and password, and click **login**.

A login form with a white background and rounded corners. It has two input fields: "username" and "password". Below the password field is a link for "advanced options". To the right of the form is an orange "login" button with a white arrow pointing to the right.

If you don't know your username or password, ask the site administrator for help.

**3** Put your answer sheets face up into the scanner.

- Don't push any buttons on the scanner!
- Count your answer sheets.
- Don't bend or fold answer sheets.
- Make sure students have bubbled their names or ID numbers.
- Do not scan more than fifty answer sheets at a time.

**4** Click **scan** and watch the answer sheets scan.



**5** Click **upload** and wait until all the answer sheets are uploaded.



If you forget to upload your scans, they won't grade!

If you want to scan another batch, click **scan more**.

# Help me!

School administrator's name:

School administrator's contact info:

Edusoft customer service:

**1-866-4-EDUSOFT (866-433-8763)**