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

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

   ![login icon]

   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.

   ![upload icon]

   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)