

## Scanning an Exam

Just like printing off answer sheets, scanning an exam into DataDirector simply involves following the instructions that appear on your screen – a four-step process that will lead you toward the reports and data to help your class achieve.

### Step 1: Log in

1. Click the DataScanner icon on the scan station.
2. Enter your DataDirector username and password.



The 'DataScanner - Login' dialog box contains the following fields and options:

- Username:** A text input field containing the text 'admin'.
- Password:** A password input field containing ten asterisks '\*\*\*\*\*'.
- Remember my username and password
- Login** button
- Cancel** button

### Step 2: Select your exam

1. Use the exam selector at the top of the screen or the Exam ID box to locate your exam.

The 'Select an Exam' dialog box features several filter sections and a table of exams.

- Subject Area:** A list of subjects with checkboxes, including English Language Arts, Foreign Language, and Mathematics.
- Academic Year:** A list of years with checkboxes, with 2007-2008 selected.
- Grade:** A list of grades from Pre-K to 12 with checkboxes.
- Scope:** A list of scope options with checkboxes, including District, High Point, and User-Created.
- Quick Search:** An 'Exam ID' input field containing '1640' and a 'Go' button.
- Show:** A dropdown menu set to 'All Exams'.
- Sorted By:** A dropdown menu set to 'Exam Date'.
- In:** A dropdown menu set to 'Descending Order'.
- Table:** A table with columns 'Exam ID', 'Title', 'Description', 'Author', and 'Exam Date'. The row for Exam ID 1640 is highlighted.

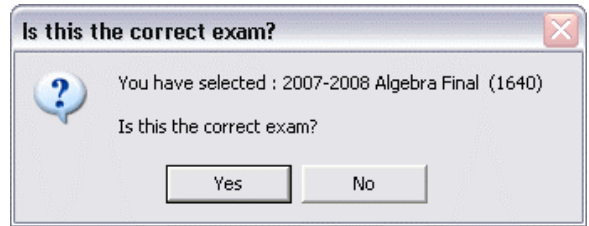
| Exam ID | Title  | Description                              | Author           | Exam Date  |
|---------|--|--|------------------|------------|
| 1617    | 2007-2008 Reading Lions (Foro Abierto) Grade ... | 2007-2008 Reading Lions (Foro Abierto... | DataDirector ... | 12/14/2007 |
| 1640    | 2007-2008 Algebra Final                          |  | Roy Chang        | 11/13/2007 |
| 1633    | TEST   |  | DataDirector ... | 11/07/2007 |
| 1626    | 2007-2008 Rubric Practice                        |  | DataDirector ... | 11/06/2007 |
| 1627    | 2007-2008 Item Bank Test                         |  | DataDirector ... | 11/06/2007 |
| 1623    | 2007-2008 7th History Test                       | an Item Bank exam                        | DataDirector ... | 11/02/2007 |
| 1620    | 2007-2008 Practice test                          | part 1                                   | DataDirector ... | 10/31/2007 |
| 1593    | Ed's Exam  |  | Roy Chang        | 10/30/2007 |
| 1602    | 2007-2008 Kristin's Practice                     |  | DataDirector ... | 10/24/2007 |
| 1607    | R 1.2  |  | DataDirector ... | 10/24/2007 |
| 1608    | Algebra 1  |  | DataDirector ... | 10/24/2007 |

Hint: The Exam ID is located in the lower left corner of each answer document.

Site ID: 1000 Exam ID: 441

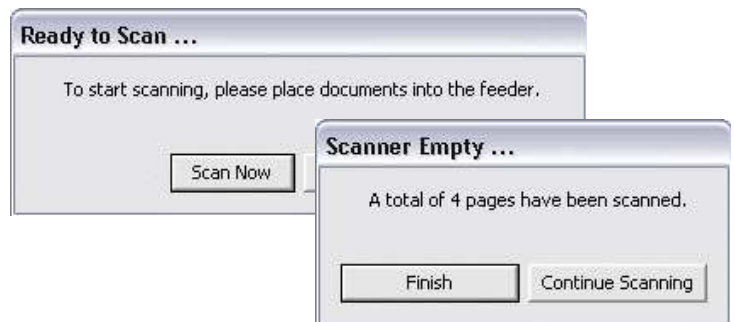
Achieve! Data Solutions, LLC  
www.AchieveData.com

2. Confirm that you've selected the appropriate exam. Your student answer documents should **exactly match** the template on the screen.



### Step 3: Scan your exam

1. Load your answer documents and click "Scan Now."
2. After all documents are scanned, click "Finish" or "Continue" to scan more documents for the same exam.



**Do not** scan documents for a different exam.

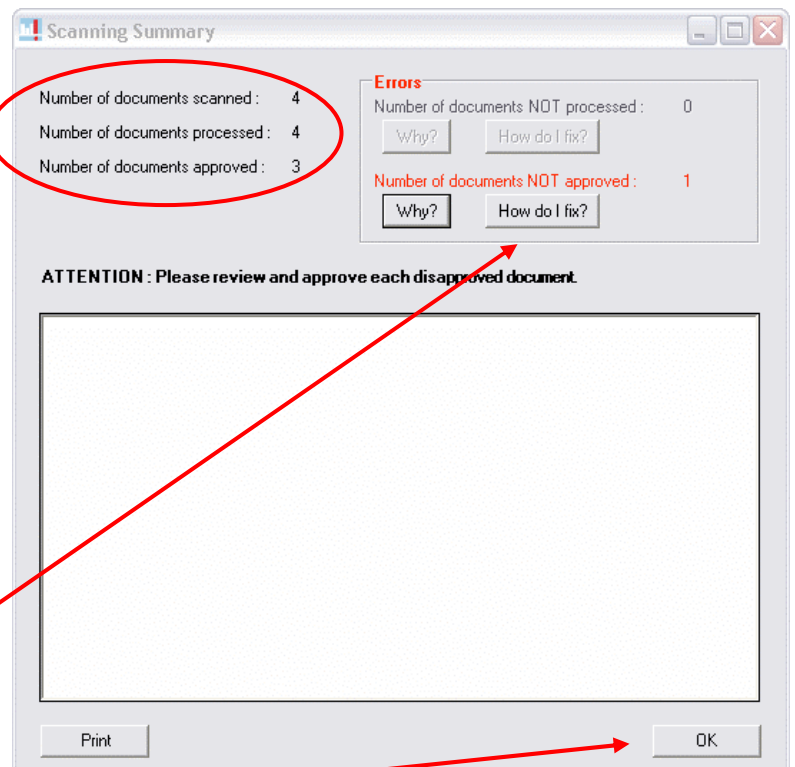
3. Review the Scanning Summary:

**Scanned** – # of sheets identified by the scanner

**Processed** – # of recognized DataDirector documents

**Approved** – # of answer documents ready to commit to DataDirector

4. If necessary, fix any answer documents that were not approved.



Otherwise, click "OK."

## Step 4: Review, Approve, & Commit Your Results

1. If necessary, review unapproved answer documents. You can find these documents by clicking the maroon drop down menu, as indicated below.

**Exam Information (Exam ID)**  
2007-2008 Reading Lions (Foro Abierto) Grade 3 Unit 1 (1617)

**Summary**

| Description                      | Total | % of Total |
|----------------------------------|-------|------------|
| Documents Scanned                | 1     | 100%       |
| Documents Successfully Processed | 1     | 100%       |
| Documents Approved               | 0     | 0%         |

**Documents Filter**  
Disapproved Documents

**Approve this document**

**Document Detail**

| Form | Period | Teacher ID | Student ID |
|------|--------|------------|------------|
|      |        | 7760       | 1358676    |
| 1.   | A      | 3.         | D          |
| 2.   | B      | 4.         | C          |
| 1.   | B      | 3.         | C          |
| 2.   | B      | 4.         | A          |
| 1.   | C      | 3.         | B          |
| 2.   | D      | 4.         | D          |
| 1.   | Y      | 3.         | Y          |
| 2.   | Y      | 4.         | N          |
| 1.   | 143    | 2.         | 122        |
| 1.   |        |            |            |

2. If you'd prefer to leave unapproved documents in their current state, simply click "Approve this document." All yellow student responses will be graded as incorrect.

If you'd prefer to fix the student responses, you can make manual corrections by clicking the yellow text box and typing the appropriate response.

**Document Detail**

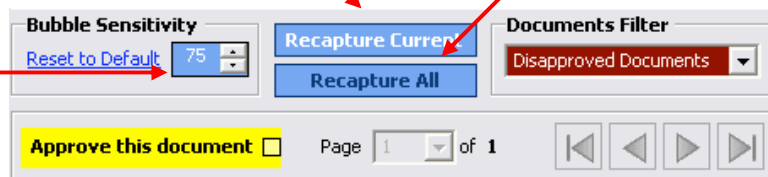
| Form | Period | Teacher ID | Student ID |
|------|--------|------------|------------|
|      |        | 100008436  | 308684     |
| 1.   | A,B    | 3.         | A          |
| 2.   | B,D    | 4.         | C          |
| 1.   | A      | 3.         | A          |
| 2.   | B,D    | 4.         | C          |
| 1.   |        | 3.         | A          |
| 2.   |        | 4.         | C          |
| 1.   |        | 5.         | C          |
| 2.   |        | 6.         | D          |
| 1.   |        | 7.         | B          |
| 2.   |        | 8.         | C          |
| 1.   |        | 9.         | C          |
| 2.   |        | 10.        | C          |

If you suspect the scanner is not identifying the bubbles, you can make adjustments on the fly. In the section labeled “Bubble Sensitivity”...

-click the down arrow to decrease the sensitivity for faint bubbles

-click the up arrow to increase the sensitivity for dark bubbles

Then, click “Recapture Current” or “Recapture All” to save your adjustment.



3. If student responses appear on the left of the screen, but are blank or undetected on the right, it’s likely a registration mark problem. Each answer sheet has 6 little “Ts” on it, as seen in the example below. If those “Ts” are cut off, the answer sheet will not fully process.

**Summary**

| Description                      | Total | % of Total |
|----------------------------------|-------|------------|
| Documents Scanned                | 2     | 100%       |
| Documents Successfully Processed | 2     | 100%       |
| Documents Approved               | 0     | 0%         |

**Bubble Sensitivity**

Reset to Default 75

Recapture Current

Recapture All

**Documents Filter**

Disapproved Documents

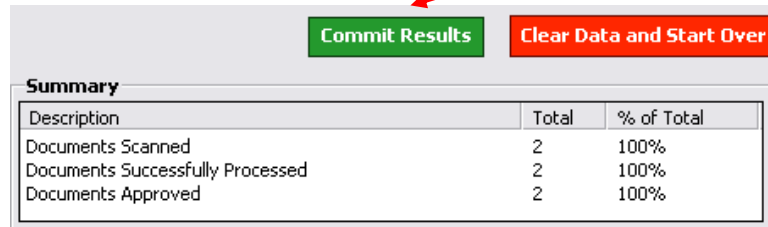
Approve this document  Page 1 of 2

**Document Detail**

| Form | Period | Teacher ID | Student ID |
|------|--------|------------|------------|
|      |        | 100008436  | 308684     |

|    |   |    |    |    |   |     |   |
|----|---|----|----|----|---|-----|---|
| 1. | A | 3. | 5. | 7. | B | 9.  | C |
| 2. |   | 4. | 6. | 8. | C | 10. |   |

4. Check the “Summary” section to verify that all answer sheets have been processed and approved. When that’s completed, click “Commit Results” to send the results immediately to DataDirector.



The screenshot shows a software interface with two buttons at the top: a green button labeled "Commit Results" and a red button labeled "Clear Data and Start Over". Below the buttons is a section titled "Summary" containing a table with three columns: "Description", "Total", and "% of Total". The table contains three rows of data. A red arrow points from the text above to the "Commit Results" button.

| Description                      | Total | % of Total |
|----------------------------------|-------|------------|
| Documents Scanned                | 2     | 100%       |
| Documents Successfully Processed | 2     | 100%       |
| Documents Approved               | 2     | 100%       |