

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 checkboxes for various subjects, with 'English Language Arts' selected.
- Academic Year:** A list of checkboxes for years, with '2007-2008' selected.
- Grade:** A list of checkboxes for grades from Pre-K to 12.
- Scope:** A list of checkboxes for different exam scopes, with 'District' selected.
- 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.

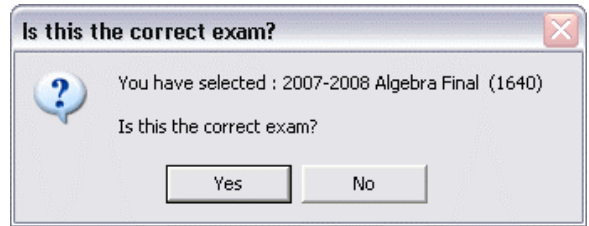
Exam ID	Title	Description	Author	Exam Date
1617	2007-2008 Reading Lions (Foro Abierto) Grade ...	2007-2008 Reading Lions (Foro Abierto...	DataDirector ...	12/14/2007
1640	2007-2008 Algebra Final		Roy Chang	11/13/2007
1633	TEST		DataDirector ...	11/07/2007
1626	2007-2008 Rubric Practice		DataDirector ...	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

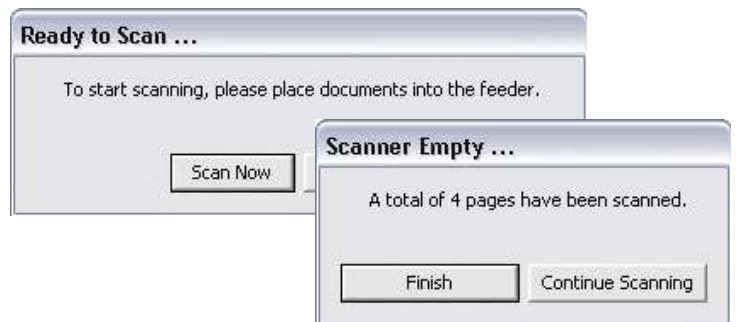
Achieve! Data Solutions, LLC
www.AchieveData.com

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.

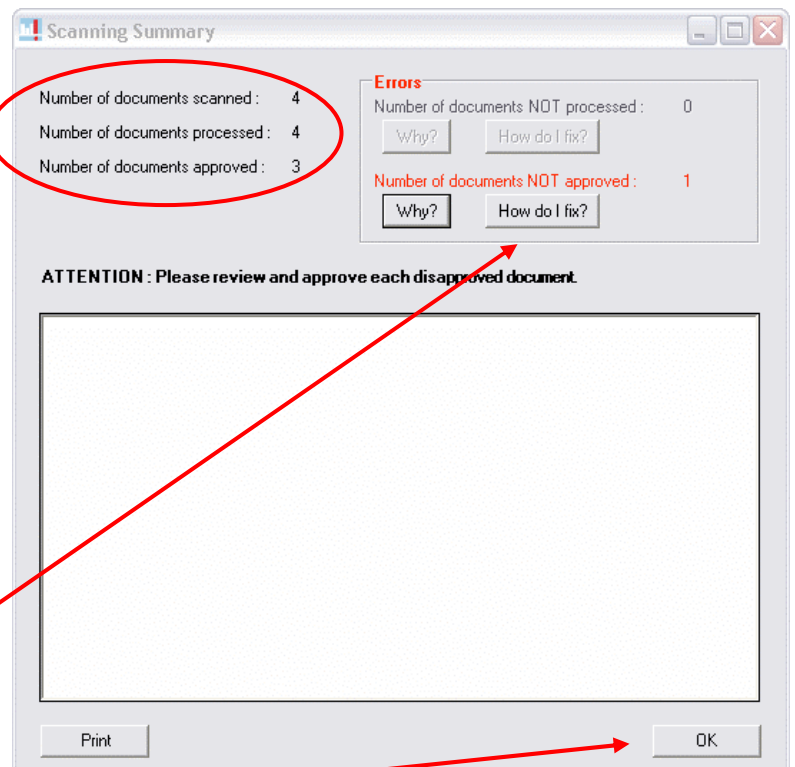
3. Review the Scanning Summary:

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.

DataScanner 1.2.2

File Select Action View Go Logout Help

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

Commit Results **Clear Data and Start Over**

Summary

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

Bubble Sensitivity
Reset to Default 60

Documents Filter
Disapproved Documents

Approve this document Page 1 of 1

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.			

Username: ADMIN Role: ADMINISTRATOR Site Id: 14 Site: BATHGATE ELEMENTARY (ALL STUDENTS) Pages analyzed / scanned: 1/1 Page 1 of 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

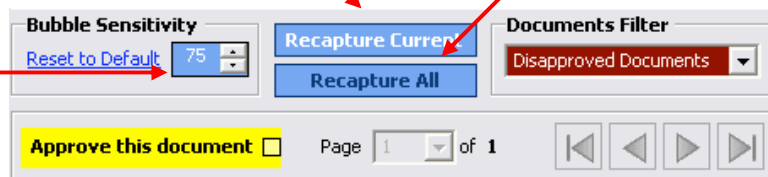
Form	Period	Teacher ID	Student ID
		100008436	308684
1.	A,B	3.	A
2.	B,D	4.	C
1.	A	3.	A
2.	B,D	4.	C

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

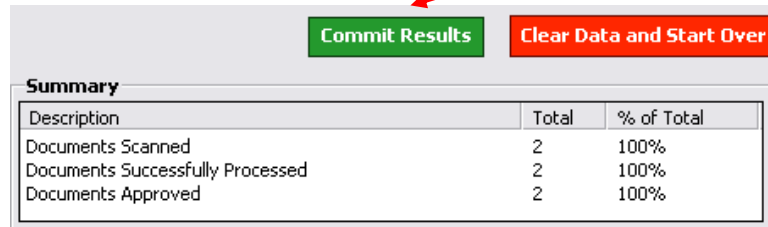
Documents Filter
 Disapproved Documents

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 a 'Summary' section. At the top of this section are two buttons: a green 'Commit Results' button and a red 'Clear Data and Start Over' button. Below the buttons is a table with the following data:

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