

## Scanning Answer Sheets

Learn how to use ScanIt to scan student test answer sheets. ScanIt is Schoolnet's scanning software and management application.

This document assumes that a scanner and attached computer are already set up and all the end user needs to do is launch ScanIt and start scanning. For more information, refer to the *ScanIt Installation and User Guide* which is available from the Help (?) link on your Schoolnet site. There is a link to system requirements in the footer of your site. For best practices on printing answer sheets, see *Printing Assessments and Support Material Quick Reference Card*.

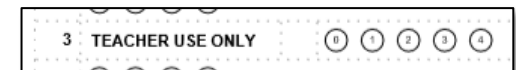
**Note:** You may run across videos or documentation about document camera answer sheet scanning. They apply to you only if you see **Answer Sheet Scanning** as an option under **Assessments** in the sidebar navigation. This is a separately offered module not available on all sites and not covered in this document.

## The Scanning Workflow

Scanning answer sheets involves loading documents, scanning documents and correcting any scanning issues.

*Steps for scanning:*

1. Score any open response items directly on the answer sheets (or opt to enter scores online **after** scanning).
2. Collect the answer sheets into a neat stack.
3. Make sure the scanner is turned on and connected to the computer where ScanIt is installed.
4. Open and log in the ScanIt application.



5. Select the form type: plain-paper, Apperson, or other.
6. Place the sheets in the scanner and start scanning.
7. Review any scanning errors and confirm review.

### Step 1: Launch ScanIt

The scanning speed for documents depends on the speed of your scanning hardware. Processing and upload time depends on your computer memory, internet connection speed and number of sheets requiring review.

1. Turn on the scanner.
2. On a computer attached by a cable directly to the scanner, launch ScanIt, either from the home page if available, or from the desktop icon.



3. If presented with a login screen, enter the same username and password you use to get into Schoolnet and click **Login**.

The URL to your Schoolnet site should already be set up.

## Step 2: Loading Documents

### Plain Paper and Scantron Scanners

Load answer sheets into your Scantron or plain paper scanner. The number of pages you can scan at one time depends on your scanner model.

1. Place answer sheets in a firmly lined stack, tapping the stack against a table to make sure the pages line up
2. Place the answer sheets into the scanner's feeder with the appropriate side facing up
3. You can feed papers into the scanner top first or bottom first, but the sheets must face the same direction, as indicated by your scanner (upside down or face up).

### Apperson 1200 OMR Scanner

Load answer sheets into your Apperson 1200 OMR scanner.

1. Press the green Scan button on the scanner
  - a. The scanner display changes from "Ready" to "Data collection mode."
2. After approximately 30 seconds, verify that the scanner display reads "Click to scan"
3. Feed answer sheets into the scanner individually

## Step 3: Scanning Documents

Once the first stack is loaded, start the scanning:

1. In ScanIt, click the blue **Start Scanning** button.
2. If the scanner is installed correctly and configured with ScanIt, scanning begins automatically.
3. Your scanning progress appears in the pane on the bottom of the ScanIt screen, including the total number of sheets scanned, processed, and uploaded, as well as sheets that require review or manual entry.
4. Take the stack of scanned sheets out of the scanner, keeping in the same order in case you need to use them for reference.

Sheets Scanned	Sheets Processed	Sheets Uploaded	Sheets Failed	Items to Confirm
3	3	0	0	4

### Step 4: Reviewing Scanning Issues

Refer to the original answer sheets to resolve any identified issues with scanning.

#### Items to Confirm

If your scanner cannot process an item, that item appears in the Items to Confirm pane.

Requires Manual Entry (0)		Items To Confirm (2)				
Sheet #	Student ID	Item #	Item Label	Image	Answer	Reason
1	887954685	3	3			Multiple responses
1	887954685	4	4			Blank response

Use the Sheet #, Student ID and Item # columns to identify the original answer sheet for review. Follow your school's policy on what to do if a student filled in a bubble too lightly to be read, did not adequately erase an initial answer or included a stray pencil mark that is reading as an answer. As appropriate, you can indicate the intended answer or leave as is to score as scanned.

### Requires Manual Entry

If the scanner cannot process answer sheets due to damaged paper, an invalid student ID or an obscured bar code, the sheets are listed in the “Requires Manual Entry” pane in ScanIt.

If possible, repair the form and re-scan it. Otherwise, navigate in Schoolnet to **Assessments > Score Responses** to enter student responses manually. If this link is not available, locate a test, click its title and in the Test Detail, click **Score Test**.

If you have a new student and manually bubbled in their Student ID, you may have to wait for the student to appear in Schoolnet before you can scan their answer sheet.

### Step 5: Uploading Answers to Schoolnet

To upload the scanned forms to Schoolnet, click **Confirm Review**. Once uploaded, the results appear in Schoolnet immediately. In some school or district level published and custom reports, results may not be reflected until the next day.


### Schoolnet Scanning Tip Sheet

This document provides instructions and troubleshooting tips for ScanIt. Please post this guide as well as the *Scanning Answer Sheets Quick Reference Card* beside each scanner. Schoolnet quick reference cards and other resources are available at <https://schoolnet.tms.pearson.com>.

### Printing Answer Sheets

A prerequisite to successful scanning is properly printed answer sheets. For details, refer to *Printing Assessments and Support Material Quick Reference Card*. You may wish to print and post this document next to printers that will be used for printing answer sheets.

## Initial Use of Scanner for Schoolnet Answer Sheets

If you are using a scanner that has not previously been used to scan Schoolnet answer sheets, refer to the *ScanIt Installation and User Guide*, located in the Help and Support Library which you can access by clicking  in the upper right of your Schoolnet site.

## Issue Reporting

If you encounter a problem that cannot be solved by recalibrating or any of the troubleshooting suggestions below, please send an email to \_\_\_\_\_. Include the following information:

- The name of the school
- Your name and contact information
- The username of person with the issue
- The type of paper you are using—plain paper or OMR
- The steps required to reproduce the issue

Save and attach the ScanIt log. There is a **View Log** link in the lower left corner of the screen. If possible, scan and send the answer sheet with the information outlined above.

- For hardware (printer and scanner) questions, contact: \_\_\_\_\_.
- For network issues, contact: \_\_\_\_\_.

### Troubleshooting

If the scanner has been used before for scanning Schoolnet answer sheets but you are now experiencing issues, confirm the following:

- Scanner is properly connected and turned on prior to scanning
- The green light indicates "on"
- In the event of poor reads or forms not recognized, use paper guides and make sure the forms are feeding straight

It does not matter which end goes in first, as long as the bubble side of the answer sheet faces the correct way according to scanner requirements.

### Frequently Asked Questions

**Q:** *ScanIt is not reading the responses scored on the answer sheet. I see that the student bubbled in the answers, but ScanIt says the responses are blank.*

**A:** This could be a configuration error. When configuring the scanner, select the TWAIN driver, which usually has "TW," not "WIA," in the name.

**Q:** *I received a ScanIt error: "An error was encountered preparing the image."*

**A:** Microsoft .Net 3.5 and updates are not installed. Your computer needs Microsoft .NET Framework 3.5 and all related updates. To check if you have the correct software:

- Click **Start**
- Click **Control Panel**
- Click **Programs**
- Click **Programs and Features**
- Make sure you have Microsoft .Net Framework 3.5, and check that you have installed all updates

**Q:** *I received a ScanIt error: “An error occurred when trying to save document.”*

**A:** Either the computer lost a network connection or you are attempting to rescan a scan sheet that is already in the current batch. Verify your network’s connectivity and check that you are scanning answer sheets only once.

**Q:** *I received a ScanIt error: “No Markers Found.”*

**A:** The plain paper answer sheets printed incorrectly. Check your printer settings to avoid a repeat of the same error. Typically timing mark errors are caused by scaling issues, missing marks or insufficiently dark marks.

**Q:** *I received a ScanIt error: “Student ID could not be recognized.”*

**A:** If this is a manually entered Student ID, check the number and also that the bubbles are adequately darkened in. For brand new students, verify that the student is visible in Schoolnet – if not, it may be necessary to scan the sheet the next day.