

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*.

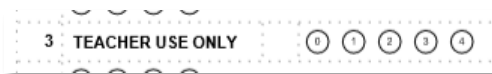
Note: You may run across videos or documentation about document camera answer sheet scanning. They apply to you only if you see **Answer Sheet Scanning** as an option under **Assessments** in the sidebar navigation. This is a separately-offered module not available on all sites and not covered in this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

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).

Scanning Answer Sheets

Apperson 1200 OMR Scanner

Load answer sheets into your Apperson 1200 OMR scanner.

1. Press the green **Scan** button on the scanner

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

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

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

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.