

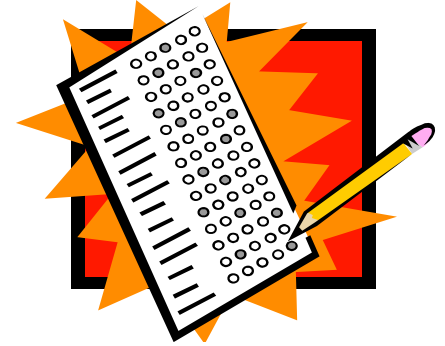
Formative Assessment System for Teachers (FAST) - Easy Scanning Guide

Before you begin

1. Sign on to the computer using your username to login to your site's server.
2. Turn on the Scanner and check it for the proper cartridge (If equipped) - for NCS Pearson OpScan 4U cartridge should be WHITE "OpScan 4U/18 STD COMM".
3. Open the Distributed Scanning Software (Program/Scantron/Distributed Scanning from the menu).

Scanning Instructions

4. Logon to the program using your SISWEB User Name & Password, then click "Submit".
5. Load the answer documents into the Scanner's Input Hopper.
6. Select the "Scan" button.
7. Select the type of Answer document you will scan (Generic or Pre-ID), and enter the following (Generic only):
 - Exam Date (Date when the assessment was given)
 - School Code (3 Digits)
 - Exam ID (Add a zero in front if less than 4 digits)
8. Select the "Scan" button.
9. Name your file for scanning (All data files **cannot** be named with periods in the filename. We recommend using underscore in replace of the extra periods), then click "Save".
10. Correct Errors if Needed (Remove the documents with errors, make corrections and place them back into the Input Hopper, then select "Resume".
11. Continue inserting answer documents into the Scanner's Input Hopper until all are scanned. Select "Stop" to complete the scanning process.



Upload Process

12. Open (Blue) SISWEB and logon.
13. Select the "Assessment Upload" option (Student/Testing/Assessment Upload).
14. Enter the following information
 - Assessment Date (For Generic documents, this will be the date you entered when scanning - Step 8)
(For Pre-ID this must match the date on the back of the answer documents)
 - School (Should default - otherwise, use drop down box to search)
 - File (Select the file to Upload - Typically located in default H:\FAST)
15. Select "Load Assessment File".
16. If you see any errors (in RED), select "Error Report" (See pages 20-21 in the FAST Manual for instructions on identifying & correcting Errors).
17. Once all Errors have been identified, the validated records can be uploaded - Click "Load All" or "Load Partial" at the bottom of the screen.
18. Once all answer documents have been uploaded, exit SISWEB. You are finished.

Verifying Data (Available within 24 hours after Upload)

- Open SISWEB Reports.
- From Reports drop down menu, select "Testing Reports", the "Performance Profile".
- Enter the student ID #, and Under "Exam" and "Score History", check the "Assessments" box.
- Select "Generate Report" then verify that scores are available for teachers to view.

Printing Pre-ID Answer Documents

1. Sign on to the computer using your username to login to your site's server.
2. Open the Distributed Scanning Software (Program/Scantron/Distributed Scanning from the menu).
3. Logon to the program using your SISWEB User Name & Password, then click "Submit".
4. Select the "Print Answer Documents" button.
5. Complete the following three sections
 - School Site (Check the box next to your school site)
 - Exam Information
 - A. *Exam Date* - Enter the earliest date the exam could be administered within your testing window; this may not be the actual test date for all students but it should be within 2 weeks.
 - B. *Exam Subject* and *Exam Type* - These sections will narrow down your search for the correct Exam.
 - C. *Get Exams* - Click this button to populate the Exam List.
 - D. *Exam List* - Select an Exam from the list available.
 - Student Selection Criteria (Enter one or more of the following: grade, course, selection, and/or student number(s). Track is optional.)
6. The Print Confirmation screen will appear. Please confirm the selection criteria chosen on the prior screen. Exam ID is critical as this will be used to score the assessments.
7. Make corrections if needed. Once everything is correct, select "Submit to Print Shop" or "Print Local" .
8. If you chose:
 - Submit to Print Shop: Enter the "Requested Completion Date", and any "Instructions to Print Shop", Then select "Submit". You will receive a confirmation e-mail . Please print this e-mail and attach it to your **Print Shop Request Form**.
 - Print Local: Your site will need to have a compatible laser printer and the Pre-Id Assessment Forms (Warehouse Item # 130692).
 - A. The "Form Message" will display, select "OK" to continue
 - B. Start by Printing a test Form - Choose the default "Range" of 1 to 1, and Select Print. The "Print" screen will appear. Select the designated Laser printer and load the answer documents, then select "OK" to print a test page.
 - C. Correct Printer Alignment - If the bubbles do not line-up, select the "Printer Alignment" button and move the marks up or down using the arrows on your screen. This is a trial and error process, so it may take several attempts before your answer documents
 - D. Select "OK" to print your new alignment, and repeat the Printer alignment process until bubbles line up properly.
 - E. Once alignment process is completed, and the bubbles line up, choose the "All" radial button and select "Print". This will print all your answer documents.
9. Once all your documents have printed, you may exit the program. You are finished.