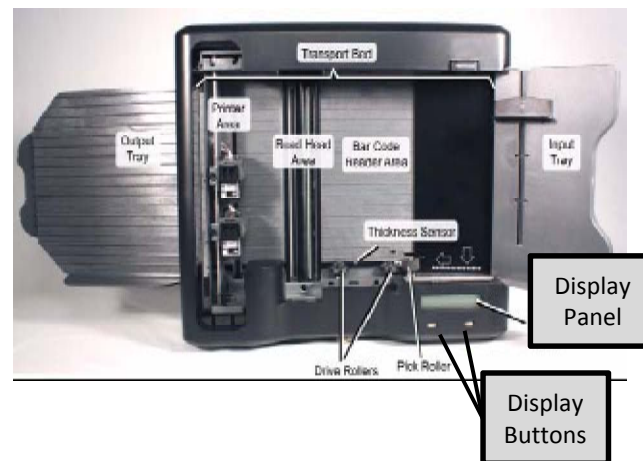


Opscan 4ES / Insight 4ES Self-Score Scanner - Instructions for Self-Scoring

Adjust Scanner Mode for Self-Scoring

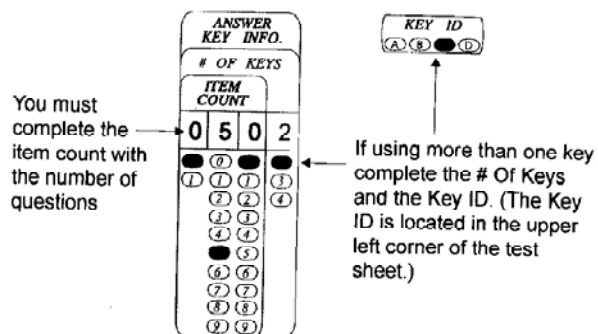
1. To check the scanner mode hold down both display buttons until "Background Menu" appears.
2. Press the button under the word "Next" to check the mode.
3. If mode is set to "OMR Only" or any other mode, press the button under the word "Change" until "Mode=Self-Score" appears.
4. Press the button under the word "Next" until "Background Menu" appears.
5. Press the button under the word "Exit", "Perform Test Scoring" should now display. You are ready to scan in "Self-Score" mode.



Self-Score Scanning Instructions

1. Create an Answer Key

- A. Mark the correct answers on a blank scantron form
- B. Fill in the Answer Key info



C. Fill in the Scoring & Printing Options

PRINTING & SCORING OPTIONS:

RESCORE MULTIPLE ANSWER SCORING
 CORRECT ANSWER MARK X TOTAL ONLY,
 MARK ONLY ONE

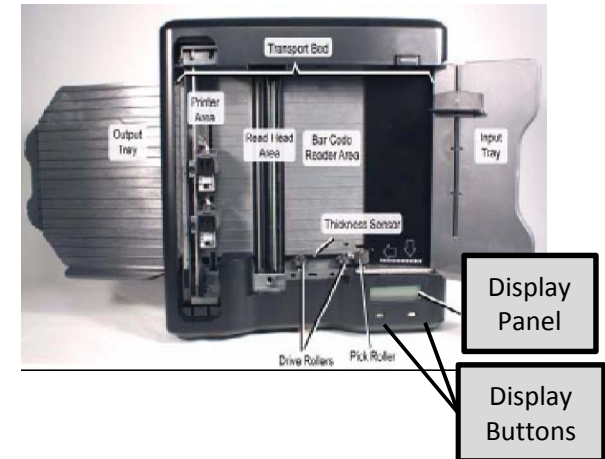
2. Scan Answer Key & Tests (Follow the Prompts in the Display panel)

- A. Feed Test Key prompt:
Load the prepared Answer Key and press the ↓start ↑ button.
- B. Feed Optional Letter Grade Key or Answer Sheet prompt:
Load the answer documents and press the ↓start ↑ button.
- C. Feed Answer Sheet or Results Sheet prompt:
If necessary continue to load and "start" until all answer documents have been scanned.
- D. After all answer documents have been scanned:
Load the results sheet (General Test Item Analysis From - ½ sheet) and press the ↓start ↑ button.

Opscan 4ES / Insight 4ES Self-Score Scanner - Instructions for Scanning & Upload to SISWEB

Adjust Scanner Mode for Use with Computer

1. To check the scanner mode hold down both display buttons until "Background Menu" appears.
2. Press the button under the word "Next" to check the mode.
3. If mode is not set to "OMR Only", press the button under the word "Change" until "Mode=OMR Only" appears.
4. Press the button under the word "Next" until "Background Menu" appears.
5. Press the button under the word "Exit". You are ready to scan in "OMR Only" mode.



Scanning & Upload Instructions

Scanning

1. Open the Distributed Scanning Software
2. Logon using your SISWEB User Name & Password, then click "Submit".
3. Load the answer documents into the Scanner's Input Hopper.
4. Select the "Scan" button.
5. 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)
6. Select the "Scan" button.
7. 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".
8. Correct Errors if Needed (Remove the documents with errors, make corrections and place them back into the Input Hopper, then select Resume.
9. Continue inserting answer documents into the Scanner's Input Hopper until all are scanned. Select "Stop" to complete the scanning process.

Upload Process

10. Open (Blue) SISWEB and logon.
11. Select the "Assessment Upload" option (Student/Testing/Assessment Upload).
12. Enter the following information
 - Assessment Date (For Generic documents, this will be the date you entered when scanning - Step 11)
(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 H:\FAST)
13. Select "Load Assessment File".
14. If you see any errors (in RED), select "Error Report" (See pg 20-21 in the FAST Manual for instructions on identifying & correcting Errors)
15. Once all Errors have been identified, the validated records can be uploaded - Click "Load All" or "Load Partial" at the bottom of the screen.
16. Once all answer documents have been uploaded, exit SISWEB. You are finished.