

# Using DataScanner

## Step One

Access the computer at your site with the DataScanner Software. You can locate this computer by asking an Administrator at your site.

The computer will have a scanner attached as well as the DataScanner Icon on the computers desktop.



## Step Two

Login to DataScanner.

1- Double Click on the DataScanner Icon and Login using your DataDirector Username and Password.

A screenshot of a Windows-style dialog box titled "DataScanner - Login". It contains two text input fields labeled "Username" and "Password". Below the fields is a checkbox labeled "Remember my username and password". At the bottom are two buttons: "Login" and "Cancel".

**Username**

**Password**

Remember my username and password

Login Cancel



## Step Four

Select the exam you want to scan into DataScanner.

1- Use the Exam ID number located in the lower left hand corner of the **Student Answer Document** to determine the Exam ID.

2- Select the exam by using the mouse and click on the exam.

**Select an Exam**

**Subject Area**

- English Language Arts
- History and Social Science
- Mathematics
- Science

**Academic Year**

- 2010-2011
- 2009-2010

**Grade**

- 7
- 8
- 9
- 10
- 11
- 12

**Scope**

- District Benchmark
- School
- User-Created

**Quick Search**

Exam ID :

Show :  Sorted By :  In

Click the corresponding row to select an exam

Exam ID	Title	Description	Author	Exam Date
385	Common Assessment Quarter # 2	World War II Multiple Choice Questions	Eric Smith	02/19/2010
512	Chapter 3 Test-Math Analysis	Logs and exp	Joseph Zyburt	11/20/2009
594	This is the Title		Eric Smith	11/19/2009
593	Title of Exam		Eric Smith	11/19/2009
591	Test Exam	Here is a sample exam	Eric Smith	11/19/2009
583	Test Exam	Something	Eric Smith	11/19/2009
595	Tite		Eric Smith	11/19/2009
582	Sample Exam	Demonstrate how to create an exam us...	Eric Smith	11/18/2009
556	Common Assessment	Quarter 1	Eric Smith	11/17/2009
555	Common Assessment	Quarter 1	Eric Smith	11/17/2009
557	Sample Exam	To show others how to create an exam...	Eric Smith	11/17/2009

## Step 5

The exam will pop up in the background, and you can verify the correct exam has been selected exam for scanning.

If it is the correct exam, select **Yes**.

If it is not the correct exam, select **No**.

ables in this section.)

**Is this the correct exam?**

? You have selected : Test Exam (591)

Is this the correct exam?

**Step 6**  
Once you have verified the correct exam, you are ready to scan your exam.

1- Locate the scanner connected to the computer  
**(Figure 1)**

2- Load the exams facedown with question #1 to be scanned first . The scanner can hold up to 50 exams in the tray.**(Figure 2)**

3- Select **Scan Now** when the exams are ready to be scanned  
**(Figure 3)**



Figure 1



Figure 2

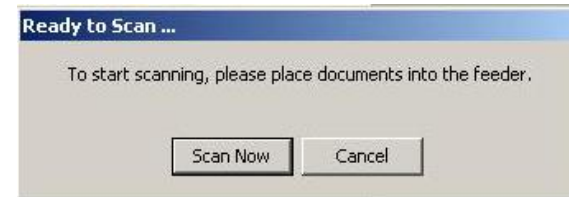


Figure 3

**Step 7**  
Once the scanner has completed you can select **Finish** if you have scanned all the exams, or **Continue Scanning** if you have more exams to scan.



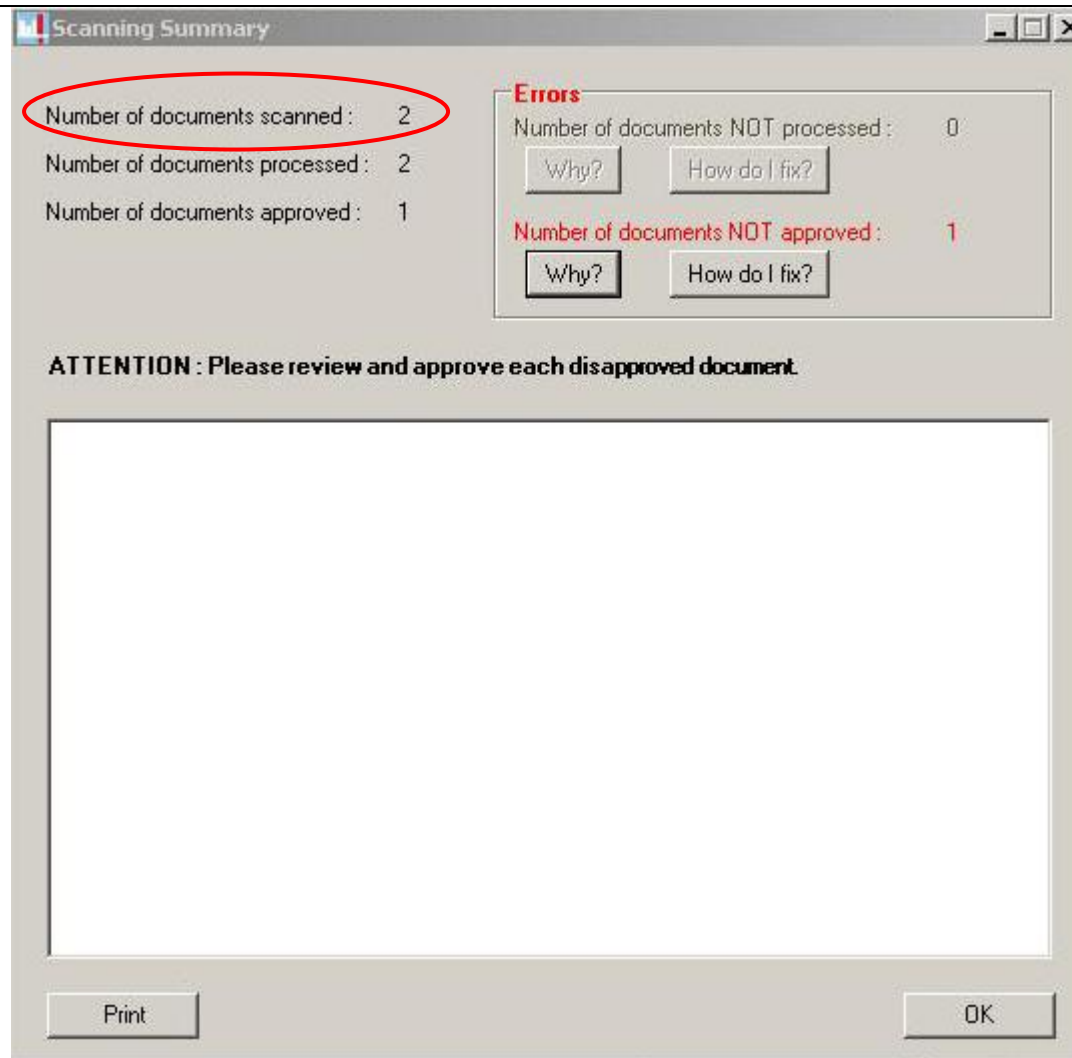
## Step 8

A scanning summary window will appear when the scanning is complete.

1- Verify the number of exams scanned.

2- Errors in scanning can be fixed after acceptance of the scanning.

3- Select **OK**



## Step 9

Any exams not approved will be shown in the window. You can verify they results were recorded correctly or make changes directly on the exam grid by selecting the question and replacing the answer with what the student intended.

- 1- Make corrections to the exams.
- 2- Approve the document.
- 3- Commit the Results
- 4- The exams have been sent to DataDirector and the results can be reviewed.

The screenshot shows an exam review interface for 'La Costa Canyon High' with student 'Gout, Austin'. It includes a marking grid, a summary table, and a document detail grid. Three callout boxes highlight key actions:

- Step 1- Make changes to exam if necessary.** Points to a grid where answers are being corrected (e.g., '6', '6', 'B').
- Step 2- Approve the Document** Points to the 'Approve this document' checkbox.
- Step 3- Commit Results** Points to the 'Commit Results' button.

Description	Total	% of Total
Documents Scanned	2	100%
Documents Successfully Processed	2	100%
Documents Approved	1	50%

Form	Period	Teacher ID	Student ID
5	6	100000399	950382

1	2	3	4
C	A	B	D
Y			
6	6	B	
3			