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Introducing Edusoft Scanning and Grading

Much as students may dislike them, tests are an important tool that tell us (and them) how well students are absorbing the concepts and information that’s presented in class. Therefore, grading exams is an important part of a teacher’s day-to-day workload.

For Benchmark exams and Teacher Tools tests that are created or aligned with Edusoft, the task of grading tests and recording test scores becomes a simple process of scanning and uploading answer sheets. Once the answer sheets are uploaded, you can view the results online.

The Edusoft Assessment Management System (Edusoft) grading and scanning solution consists of three elements:

- Answer sheets printed from the Edusoft Benchmark Exams or Teacher Tools modules.
- The Edusoft Grader software, which handles the scanning and uploading of answer sheets.
- A readily available off-the-shelf scanner that’s commonly used in home offices or small businesses.

Because your scanner is the key piece of equipment when you grade exams with Edusoft, the scanner you use must be compatible with the Edusoft Grader. Edusoft currently supports the Brother DCP-8080DN, but there are other scanner models that you may be able to use. See Scanner requirements on page 4.

Teachers are not the only beneficiaries of the Edusoft scanning solution. School and district administrators can also scan answer sheets and see the results immediately.
This guide describes the entire process—from installing the scanner to uploading your answer sheets. These are the steps involved:

- The first step is to set up your scanner and connect it to its own dedicated computer. See *Installing and Configuring a Scanner* on page 3.
- Next, you download, install, and configure the Edusoft Grader software. See *Installing the Edusoft Grader* on page 7.
- After setting up the scanner and installing the Edusoft Grader, you scan answer sheets and upload them to Edusoft, where the answer sheets are graded. See *Grading Exams with Edusoft* on page 13.

For information about view grading results and resolving scanning errors, see “Viewing grading results,” in the *Edusoft Admin Tab Guide*, for more information.
Installing and Configuring a Scanner

Because your scanner is a vital ingredient when you grade exams with Edusoft, the scanner you use must be compatible with Edusoft Grader. Edusoft currently supports the Brother DCP-8080DN.

This chapter describes how to install and configure your scanner. These are the steps involved:

- Make sure your scanner is a model that’s supported by Edusoft and that you have a computer available to connect it to. See Scanner requirements on page 4.
- Make sure the computer meets the requirements for having the scanner connected to it. See Scanner requirements on page 4.
- Install the scanner and prepare it for action. See Installing and unlocking your scanner on page 5 and your scanner documentation.
- Install the scanner software and connect the scanner to the computer. See Installing software and connecting your scanner on page 6 and your scanner documentation.
- Print a test page to make sure the scanner is connected and working properly. See your scanner documentation.

After you install and configure your scanner, the next step is to download and install the Edusoft Grader software. See Installing the Edusoft Grader on page 7.
Scanner requirements

Because a scanner is a vital component in the grading of exams with Edusoft, districts must purchase a scanner that is compatible with the Edusoft Grader. We recommend that districts purchase a minimum of one scanner for each school.

The scanner must be connected to and installed on a dedicated PC-compatible computer (not a Macintosh®). Although you can use the computer and scanner for other purposes, we recommend that you reserve them for scanning exams so they’re available when needed.

You cannot use the scanner to print overhead transparencies on acetate sheets. Running acetate sheets through the scanner damages it and makes scanning impossible.

Hardware requirements
- One of the scanners listed below.
- PC-compatible computer (not a Macintosh®).

Software requirements
- Microsoft® Windows® XP or Vista operating system
- A browser: Internet Explorer 6.0 or later
- Adobe® Reader 6, 7, or 9
- Internet access

Edusoft currently supports these scanners:

<table>
<thead>
<tr>
<th>For this Windows version</th>
<th>Edusoft supports these Brother scanners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows XP or Windows Vista</td>
<td>DCP-8080DN</td>
</tr>
<tr>
<td></td>
<td>MFC-8460N</td>
</tr>
<tr>
<td></td>
<td>DCP-8060¹</td>
</tr>
<tr>
<td></td>
<td>DCP-8040¹</td>
</tr>
</tbody>
</table>

¹ These scanners are discontinued, but are still supported by Brother and Edusoft.
² These scanners are being phased out and should be replaced by a newer model.
Installing and unlocking your scanner

The manual that accompanies your scanner explains how to unpack the scanner and set it up. If your scanner is a Brother MFC-8080DN, you’ll find the information you need in the Brother Quick Setup Guide MFC-8080DN. The Quick Setup Guide explains how to set up the scanner and install the software (they’re called drivers) that communicates between the computer to the scanner.

To install and unlock your scanner:

1 Follow the instructions in your scanner documentation to unpack your scanner and locate it near the computer where you plan to connect it.

   Tip: Make sure the computer is running the appropriate operating system version.

   Unpacking and assembling the scanner includes:
   - Installing the Automatic Document Feed (ADF) Support
   - Installing the Drum Unit Assembly
   - Loading paper in the paper tray

2 Follow the instructions in your scanner documentation to release the scanner lock. The scanner lock on the MFC series is located at the back left side under the document cover.

3 Follow the instructions in your scanner documentation to install the power cord.

   You can also install a phone line to take advantage of the MFC-series faxing features, but a phone line connection to the scanner is not required for scanning.

   The next step is to install the software that comes with the scanner and connect the scanner to the computer. See Installing software and connecting your scanner, next.
Installing software and connecting your scanner

Before you physically connect the scanner to the computer, you must install the software that comes with the scanner. This software enables the computer to communicate with the scanner. The software is on a CD-ROM in the scanner box.

**Tip:** Be sure to use the Windows version of the CD (and not the Macintosh version).

The scanner *Quick Setup Guide* contains different sets of instructions for installing software and connecting the scanner depending on the version of Windows on the computer and the type of cable used to connect the scanner to the computer. Before you install the software, check to see what version of Windows and which type of cable you plan to use (USB or parallel interface). The Edusoft scanning capabilities work equally well with either type of cable.

**Note:** You can expect the software installation to take about 20 minutes. Although you can expect Windows XP or Vista to recognize the scanner when you connect it, it might not scan properly unless you install the software that comes with your scanner.

**To install software and connect your scanner:**

1. Switch off the scanner and unplug from the AC outlet. If you’ve already connected it to the computer, disconnect it.
2. Insert the CD into your CD drive and follow the instructions on your screen and in the *Quick Setup Guide* to install the scanner software.
   The next step depends on your Windows version and the type of cable you plan to use to connect the scanner to the computer (USB or Parallel interface). See the *Quick Setup Guide* for detailed instructions.
3. After the initial steps, follow the instructions in the *Quick Setup Guide* and on your screen to connect the computer and scanner and to print a test page.

**Tip:** If you connect the scanner to the computer before installing the necessary software, you may need to disconnect it before installing the software and reconnect when the installer asks you to do so.
Installing the Edusoft Grader

The Edusoft Grader software performs two key tasks: it manages the scanning of answer sheets by the scanner and their uploading to Edusoft. You install the Edusoft Grader software on the computer where the scanner is connected. You don’t need to install the software anywhere else.

You must be able to log in to the Edusoft Web site (this means you have a user name and a password) to be able to download the Edusoft Grader.

If you don’t have an Edusoft user name or password (or if you’ve forgotten them), contact your local Edusoft administrator for assistance.

You must have permission to install new software on the computer where the scanner is connected. If you have questions about computer permissions, contact your system administrator.

This chapter describes how to install and configure the Edusoft Grader software. These are the steps involved:

- Log in to the Edusoft Web site and download the Edusoft Grader installation file. See Downloading the Edusoft Grader on page 8.
- Use the file you downloaded to install the Grader software. See Installing the Edusoft Grader on page 9.
- Start the Edusoft Grader and enter information about how the computer connects, where it’s located, and the person to contact for help with scanning problems. See Configuring the Edusoft Grader on page 10.
Installing the Edusoft Grader

The first step in installing the Edusoft Grader is to download its installer file from the Edusoft Web site. The installer is approximately 12 MB in size.

Tip: The length of time it takes you to download it will depend on the speed of your Internet connection. The faster your connection, the less time the download takes.

To download the Edusoft Grader software:
1. Log in to the Edusoft Web site. Click the Admin tab. On the Admin home page, scroll down to the Grading section in the middle of the page and click the Download, install and configure link.

2. Scroll down to Step 3: Downloading the Edusoft Grader and click the Click Here download link.

3. Click Save in the File Download dialog box, and choose a location in the Save As dialog box for storing the Edusoft Grader installation file. Click Save.

Tip: Make a note of this location. You'll use this file to install the Edusoft Grader. The name of the file is edusoftgrader_2_1_9.exe. Downloading the Edusoft Grader software could take 5 minutes or longer, depending on the speed of your Internet connection.
About automatic Edusoft Grader updates

Edusoft automatically updates your Grader whenever a new version is available. As soon as you log in to the Edusoft Grader, it detects that a new version is available and initiates the update process immediately.

As soon as the update is downloaded to your computer, the Edusoft Grader displays an update notice.

The new version is active as soon as you restart the Edusoft Grader.

Installing the Edusoft Grader

You use the file you downloaded from the Edusoft Web site to install the Edusoft Grader software. Installing the Edusoft Grader should take only a minute or two.

To start installing the Edusoft Grader:

1. Locate the edusoftgrader.exe file you just downloaded and double-click it to start the installer.

After a brief pause while the installer prepares to run, the Edusoft Grader Installer window appears.

2. Follow the instructions on your screen to choose an installation folder.

You can use the default folder or choose another folder in your file system. If you start to choose another folder and then change your mind, you can click Restore Default Folder to use the default folder.

- To use the default folder, click Next.
- To look for a different folder on your computer, click Choose and locate a folder in the Browse for Folder window.
- To go back to the default folder, click Restore Default Folder.
Tip: In most cases, the default location is a reasonable choice.

3 Follow the instructions on your screen to choose a shortcut folder.

The shortcut folder is the location of the product icon that starts running the Edusoft Grader. We strongly suggest that you use On the Desktop.

4 Review the installation location and click Install to begin.

After a brief pause, the installer tells you that the Edusoft Grader has been installed.

5 Click Done to close the installer window.

The Edusoft Grader icon appears on your desktop. You’re ready to start the Edusoft Grader and configure it now. See Configuring the Edusoft Grader, next.

### Configuring the Edusoft Grader

The first time you run the Edusoft Grader, it displays an Options page where you must enter information about the location of the scanner. You can also provide information about how this computer communicates with the Internet (if needed) and about your local Edusoft administrator.

Before you enter any information in the Proxy Settings area, check with your local system administrator to see if you actually use a proxy server and what the settings are. Your system administrator can also tell you if a login is required for the proxy server and provide you with a user name and password.

The Edusoft Grader administrator contact is the person in your district to contact if people have trouble scanning and grading exams. If you are not the administrator contact, be sure to get the correct name, phone number, and email address of the contact person. The contact information appears in the Edusoft Grader Help page (the page that appears when you click the need help? link from the Edusoft Grader).

The school and site location describe the physical location of the scanner and computer. You must enter this information before you use the Edusoft Grader.

Tip: The Options page appears each time you start the Edusoft Grader until you enter administrator contact and location information.

**To configure the Edusoft Grader:**

1 Start the Edusoft Grader.

- If there’s a shortcut on the desktop, double-click it.
- Otherwise, click Start > Programs > Edusoft Grader > Edusoft Grader.
The Edusoft Grader Login screen and Options page appear. The Options page is on top, which means that you must either enter data and click OK or click Cancel before you can log in to the Edusoft Grader.

The boxes marked with an exclamation point (!) are required.

2 If your network uses a proxy server, turn on the **use proxy server** setting (click its check box) and enter your server and port information.

A proxy server provides a level of security between your school’s computer network and the Internet. Your local system administrator can give you the proxy server and port information if it’s required.

3 If the proxy server requires a login, turn this setting on and enter your user name and password.

If you need a user name and password to access the proxy server, your system administrator can provide this as well.

**Note:** If your proxy server requires a user name and password for logging in, it will be a different user name and password than you use for logging in to the Edusoft Web site. Be sure to check with your school’s system administrator for more information.

4 In the Administrator Contact area, type the name, phone number, and email address of the person teachers should contact if they need help scanning answer sheets.

5 In the Site Location area, enter your school name and a description of where the scanner is located.
These two pieces of information are required before you can use the Edusoft Grader.

6. **Click OK.**

You return to the Edusoft Grader Login screen.

**Tip:** If you need to change any of this information, click Advanced Options from the Edusoft Grader Login screen.

You are now ready to log in to the Edusoft Grader and start scanning answer sheets. See *Grading Exams with Edusoft* on page 13.
Grading Exams with Edusoft

There are three main ingredients required to get the results of student exams into Edusoft: student answer sheets, a scanner, and the Edusoft Grader software. The scanner does the physical scanning of the answer sheets, and the Edusoft Grader manages the whole scanning and uploading process.

When you scan answer sheets, the scanner converts each page into a separate digital image that it stores temporarily on the computer where it is connected. The Edusoft Grader software on the same computer effectively bundles the images into separate batches and uploads them to Edusoft.

This chapter describes how to start the Edusoft Grader, scan answer sheets, and upload them to Edusoft. These are the steps involved:

- Start the Edusoft Grader and log in. See *Getting started with the Edusoft Grader* on page 14.
- Check that the answer sheets are properly filled out and assemble them into batches of no more than 50. See *Preparing answer sheets for scanning* on page 15.
- Load the first batch of answer sheets into the scanner’s feed tray and start scanning them. Once a batch of answer sheets has been scanned, upload them to Edusoft. See *Scanning and uploading answer sheets* on page 18.
Getting started with the Edusoft Grader

The Edusoft Grader is software that runs on the computer where the scanner is connected. This software manages the scanning and uploading of answer sheets.

You must have an Edusoft user name and password to log in to the Edusoft Grader. If you don’t have a user name or have forgotten your password, check with your Edusoft administrator.

To get started with the Edusoft Grader:

1. Start the Edusoft Grader.
   - If there’s an Edusoft Grader shortcut on the desktop, double-click it.
   - Otherwise, click Start > Programs > Edusoft Grader > Edusoft Grader.

   The Edusoft Grader Login screen appears.

   Note: If this is the first time anyone is using the Edusoft Grader on this computer, the Options page appears on top of the Login screen, which means you must enter site location information and click OK before you can log in to the Edusoft Grader. See Configuring the Edusoft Grader on page 10 for more information.

2. Enter your Edusoft user name and password. Click login.

   If Edusoft detects a communication problem with the scanner, you’ll have a chance to remedy the problem before continuing. In some cases, you may need to log out of the Edusoft Grader and log back in again.
The Edusoft Grader Scanning page appears.

Click this link to see how to contact the administrator responsible for the scanner and Edusoft Grader.

This page gives you some guidelines for preparing batches of answer sheets.

3 Make a note of the time.

Edusoft organizes the answer sheets you scan and upload into sessions, each of which is identified by the time at which you logged in. A session lasts for as long as you are logged in to the Edusoft Grader. If you log out for some reason—either because you deliberately logged out or the Edusoft Grader sensed that it had been idle for a while and logged you out—the session ends. You begin a new session as soon as you log in again.

**Note:** Session times are recorded for the Pacific time zone. This means that a session you start at 10:00 A.M. in Mississippi or Texas will have a time of 8:00 A.M.

The Edusoft Grader is now ready to scan your first batch of answer sheets. Before you do so, however, it’s a good idea to make sure that the answer sheets are ready for scanning. See *Preparing answer sheets for scanning*, next.

### Preparing answer sheets for scanning

You can think of this section as an ounce of prevention. Despite what seems like a lot of rules and suggestions, it all boils down to common sense: the better the copies you start with, the easier it will be to scan them. Although Edusoft lets you fix many scanning errors after the fact, you can save yourself some work by preparing good quality answer sheets, looking over the answer sheets as students hand them in or before scanning, and organizing them neatly into batches for scanning.

- Preparation for scanning begins when you first create the answer sheets. See *About printing and copying answer sheets* on page 16 for tips on printing and copying answer sheets.

- You can fix certain types of scanning errors, but it’s easier to prevent them to begin with. See *Checking answer sheets before scanning* on page 16 for tips on how to spot potential scanning problems.

- You scan answer sheets in groups of no more than 50. See *Batching answer sheets* on page 18 for tips on assembling answer sheets into batches.
About printing and copying answer sheets

Before you distribute answer sheets to students, make sure the answer sheets are good, crisp copies and are square on the page. Here are some tips that will make scanning easier after students complete the answer sheets:

- You can only scan answer sheets that have been printed within the past year. If you use answer sheets that are more than a year old, you get an error message and you will have to transfer answers and/or scores to newly printed answer sheets.

- If an exam uses a teacher score sheet, it will automatically be printed with the student answer sheets. However, you can scan the teacher score sheet separately from the student answer sheets. For example, you may be ready to scan the student answer sheets, but you want to grade the exam section that uses the teacher score sheet at a later time.

- When you print answer sheets, be sure to use a high-quality laser printer to print the master answer sheet. Do not create answer sheets on an ink-jet or dot-matrix printer.

- When you copy answer sheets, be sure to use a high-quality copier to make copies. Do not use a high-capacity, low-quality duplication system such as risograph.

- When you copy answer sheets, make sure that the copies are the same size as the original (not reduced or enlarged) and are not distorted in any way. The Edusoft Grader relies on the four squares in the corners of the answer sheet (registration marks) for orientation. If they are in the wrong position or are distorted in any way, scanning may fail.

Checking answer sheets before scanning

Before you scan an answer sheet, take a second to review it and make sure:

- The student name is bubbled and it matches the name printed on the top of the answer sheet.
- Answer bubbling is dark enough to read clearly.
- There are no stray marks on the answer sheet, especially around the perimeter of the sheet or across the bottom, near the optical block code.
- The answer sheet is in one piece, with no tears, bends, folds, spindles, or mutilations.
- The answer sheet is a good, crisp copy and is square on the page.

The most common causes of scanning errors are:

- Missing information (student name or ID not bubbled)
- Incomplete bubbling
- Stray marks on the page
- Unreadable block code along the bottom of the answer sheet
- Distortions and fuzziness caused by poor quality printing or copying.
You may be able to correct many of these problems before scanning.

This sample answer sheet illustrates the most common causes of scanning errors.

After you review the individual answer sheets, the next step is to divide them up into batches. You can scan as many batches of answer sheets as you wish during a session, but you must divide them up into batches first.

**Tip:** Although you can combine answer sheets for different exams, teachers, and periods into a single batch, you may find it easier to resolve errors later if all answer sheets in a batch are for the same teacher and exam.
Batching answer sheets

When you prepare a batch of answer sheets, make sure that:

- There are no more than 50 answer sheets in a batch.
  This is a limitation of the scanner’s feed tray.
- All answer sheets are facing in the same direction.
  This makes it easier to read the answer sheet image if you need to view it to correct a scanning error.
- Answer sheets go into the scanner’s feed tray facing right side up and head first.
  The scanner only reads the side of the page that’s facing up. Any pages that are facing down scan as blanks. Although the Edusoft Grader can read upside down pages without any difficulty, scanning them head first makes the scanned images easier to read when you look at them online.

Scanning and uploading answer sheets

The Edusoft Grader handles the scanning and upload process seamlessly. All you need to do is load answer sheets into the scanner’s feed tray and let the Edusoft Grader do the rest.

Always use the Edusoft Grader to initiate scanning—do not press the buttons on the scanner. The Edusoft Grader will tell the scanner to start scanning and will let you know when scanning is completed.

- First, the Edusoft Grader tells the scanner to scan the batch of answer sheets in its feed tray. When scanning is complete, the Edusoft Grader tells you how many pages it scanned.
- Next, you check the number of answer sheets scanned and either upload the batch or rescan it if it looks like some answer sheets are missing.
- After you scan and upload a batch of answer sheets, you can either continue scanning the next batch of answer sheets or look at the results of the upload.

To scan and upload answer sheets:

1. Load the answer sheets, face up, head first, into the scanner’s feed tray.
2 Click **scan** in the Edusoft Grader.

![Click to begin scanning the answer sheets in the scanner’s feed tray.]

3 Make a note of the time.

Edusoft identifies scanning sessions by time. You can scan as many batches as you wish during a session, and have as many sessions as you have time for in a day. The Edusoft Grader tells you the number of answer sheets you’ve scanned in this batch.

![This is the number of answer sheets that were scanned in the current batch.]

4 Review the number of scanned answer sheets and click either **back** or **upload**.

- If the number is not correct, reload the batch of answer sheets and click **back** to rescan them.
  
  The rescanned answer sheets simply replace the ones you scanned the first time, so there’s no worry about potential duplicates.

- If the number is correct, click **upload** to begin uploading the answer sheets to Edusoft.

  **Answer sheets are not uploaded unless you click upload.**
The Edusoft Grader displays progress information as it uploads the answer sheets, and lets you know when the uploading is completed.

5 Once the current batch of answer sheets has been uploaded, click **scan more** to scan another batch of answer sheets, or click **view results** to view the results that have been uploaded to Edusoft.

- If you continue to scan and upload additional batches of answer sheets, they are all part of the same scanning session. This is the way Edusoft identifies scanned batches, by session.
- If you log out (or are logged out automatically after a period of inactivity), the current scanning session ends. Although you can certainly scan more answer sheets—starting almost immediately, if you wish—the next batch of answer sheets you scan will be part of a new session, identified by the new log in time.

**About viewing scanning results**

After you scan answer sheets, you may be able to view the results immediately. The amount of time required to complete grading depends on the size of your assessment wave and Edusoft system traffic. If you are part of a large assessment wave, you should plan to wait until tomorrow morning before checking for results.

Although you can view results from the computer where the scanner is connected, doing so ties up the computer and prevents other Edusoft users from scanning. Instead, you may want to move to another computer and log in to the Edusoft Web site as usual before checking for results.

See “Viewing grading results,” in the *Edusoft Admin Tab Guide* for information about viewing results and resolving scanning errors.
1. Double-click the Edusoft Grader icon on the desktop.

2. Type your username and password, and click login.

3. Put your answer sheets face up into the scanner.

4. Click scan and watch the answer sheets scan.

5. Click upload and wait until all the answer sheets are uploaded.

Help me!

- If you forget to upload your scans, they won’t grade!
- Count your answer sheets.
- Don’t push any buttons on the scanner.
- Make sure students have bubbled their names or ID numbers.
- Do not scan more than fifty answer sheets at a time.

If you forget to upload your scans, they won’t grade!

If you don’t know your username or password, ask the site administrator for help.

School administrator’s name:

School administrator’s contact info:

Edusoft customer service:

1-800-323-9540 Option 4

Double-click the Edusoft Grader icon on the desktop.

Type your username and password, and click login.

Put your answer sheets face up into the scanner.

Click scan and watch the answer sheets scan.

Click upload and wait until all the answer sheets are uploaded.

If you want to scan another batch, click scan more.

If you forget to upload your scans, they won’t grade!