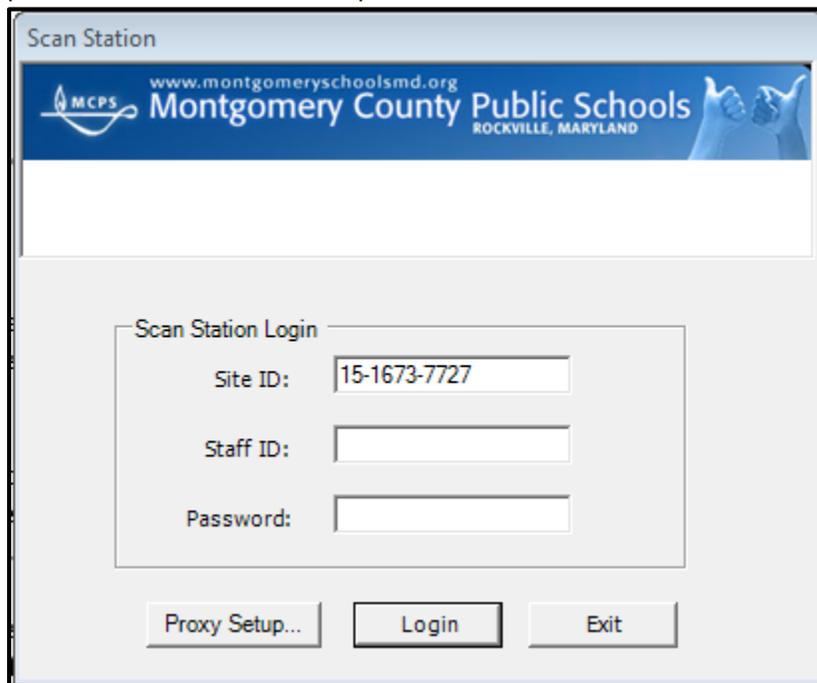


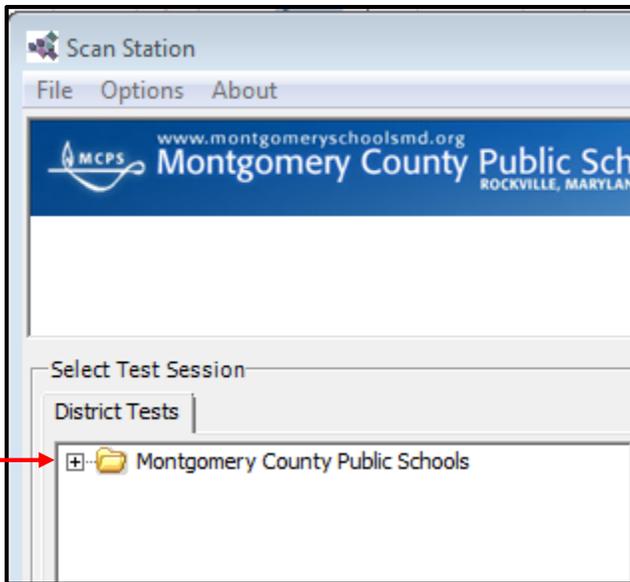
# Scanning Achievement Series Answer Sheets

1. Before scanning answer sheets, teachers must first bubble in the *Teacher Use Only* section on student answer sheets. This is the place where teachers will bubble in the scores they have graded for students' BCR/ERC responses on a given assessment. Both selected response items and BCR/ERC items are scored by the Brother scanner at the same time.
2. Login to the designated Achievement Series computer in your building.
  - a. Username: scantron
  - b. Password: scantron
3. Launch the Scan Station application. Likely there is a shortcut for this application on the desktop of the computer.
4. Enter in the required login credentials. If you don't know your own Achievement Series credentials, email the Help Desk for assistance to look up the information and reset your password.
  - a. **Site ID:** Your school has a site id specific for just itself
  - b. **Staff ID:** Either enter in your school's generic scan operator staff ID or your personal Achievement Series staff ID.
  - c. **Password:** Either enter in your school's generic scan operator password or your personal Achievement Series password.

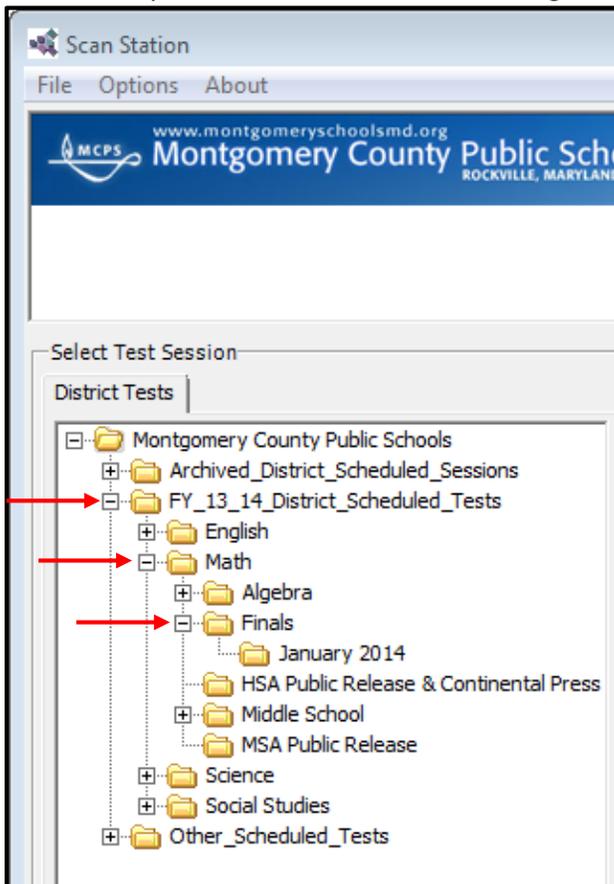


The image shows a screenshot of the 'Scan Station' application window. At the top, there is a blue header with the MCPS logo, the website 'www.montgomeryschoolsmd.org', and the text 'Montgomery County Public Schools ROCKVILLE, MARYLAND'. Below the header is a white area. The main content area is titled 'Scan Station Login' and contains three input fields: 'Site ID' with the value '15-1673-7727', 'Staff ID', and 'Password'. At the bottom of the window are three buttons: 'Proxy Setup...', 'Login', and 'Exit'.

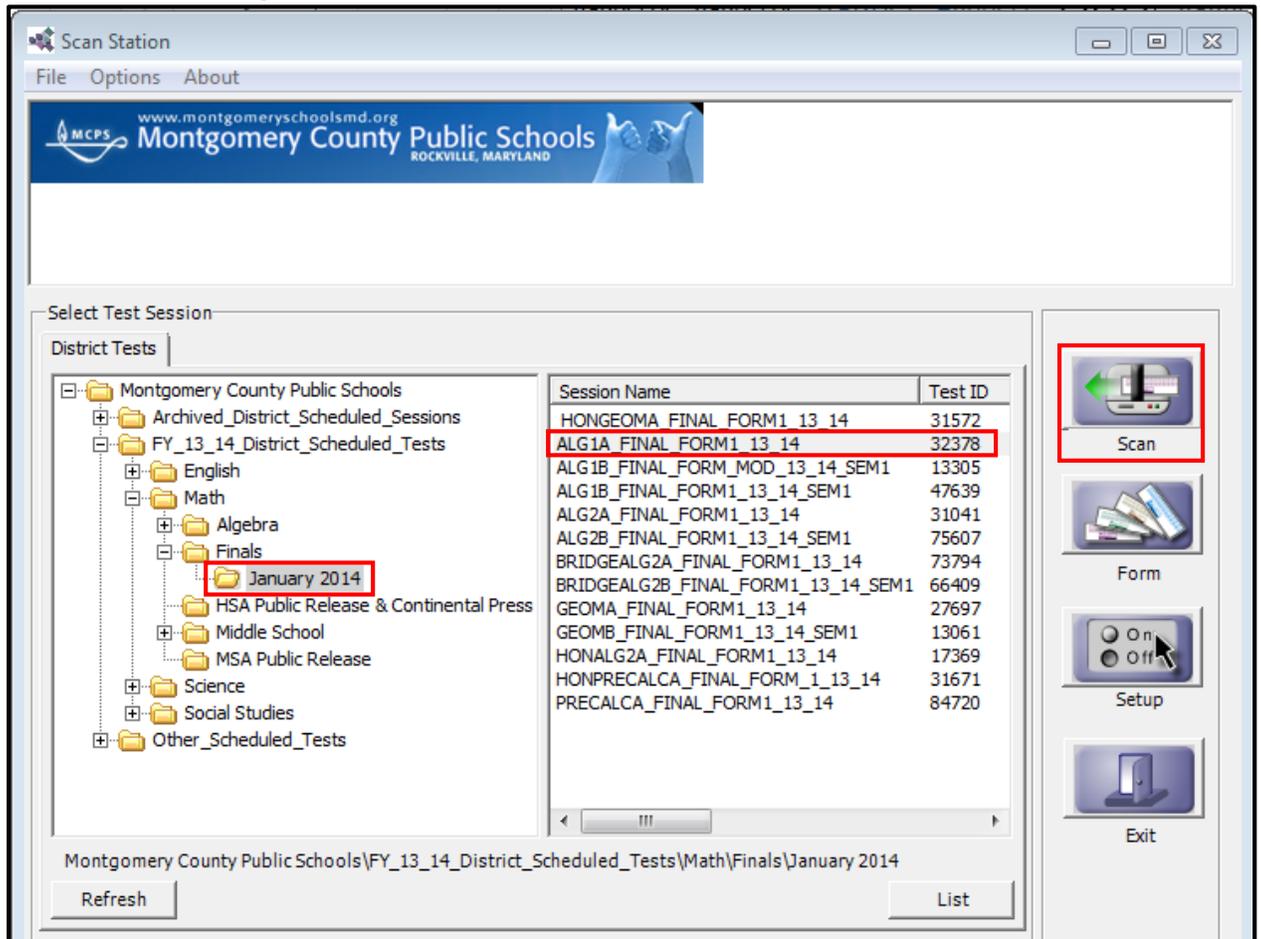
5. The Scan Station window will appear. Click on the **District Tests** tab.
6. Click on the plus sign + next to the *Montgomery County Public Schools* folder. As a result, additional folders will appear below and the plus sign + will turn into a minus sign -.



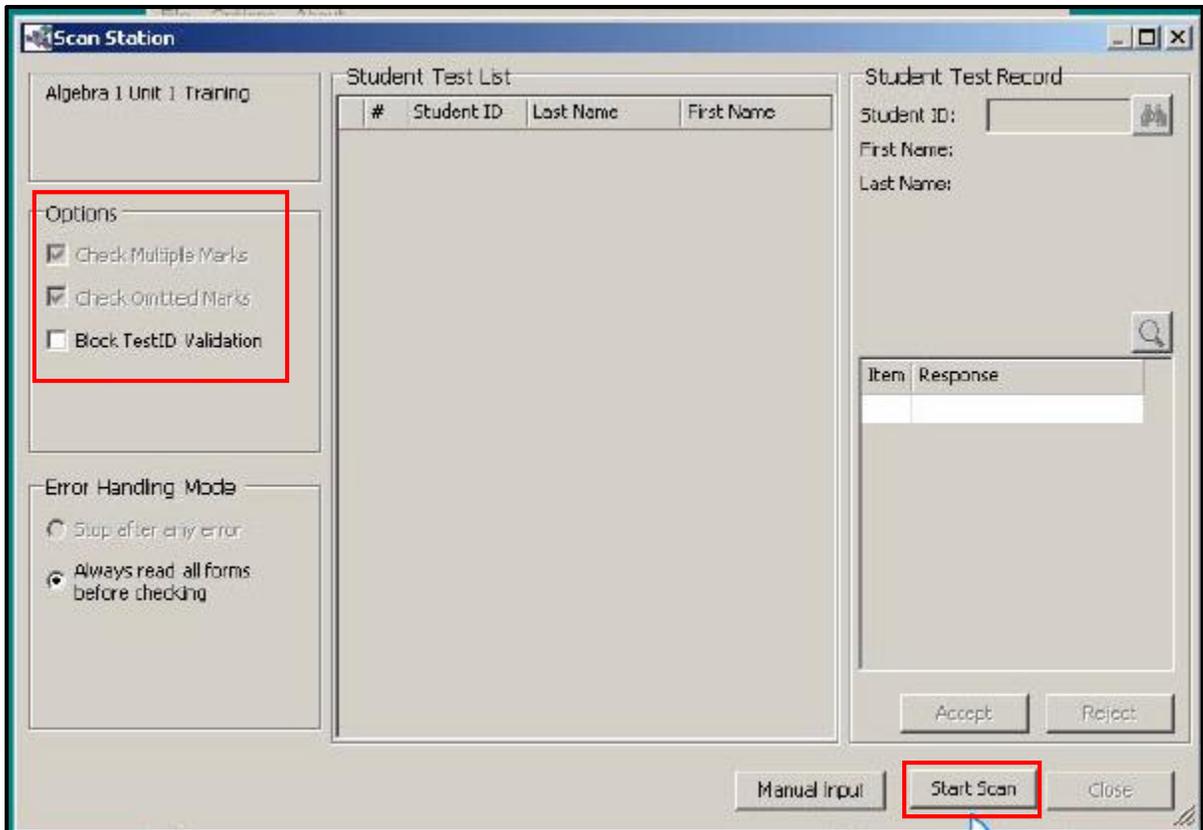
7. Then click on the plus sign + next to the *FY\_13\_14\_District\_Scheduled\_Tests* folder. As a result, more folders will appear below.
8. Last click on the plus sign + next to the subject folder that contains the assessment you want to scan answer sheets against. Continue to click on the plus sign + next to folders that contain the assessment you want to scan answer sheets against (i.e. Finals).



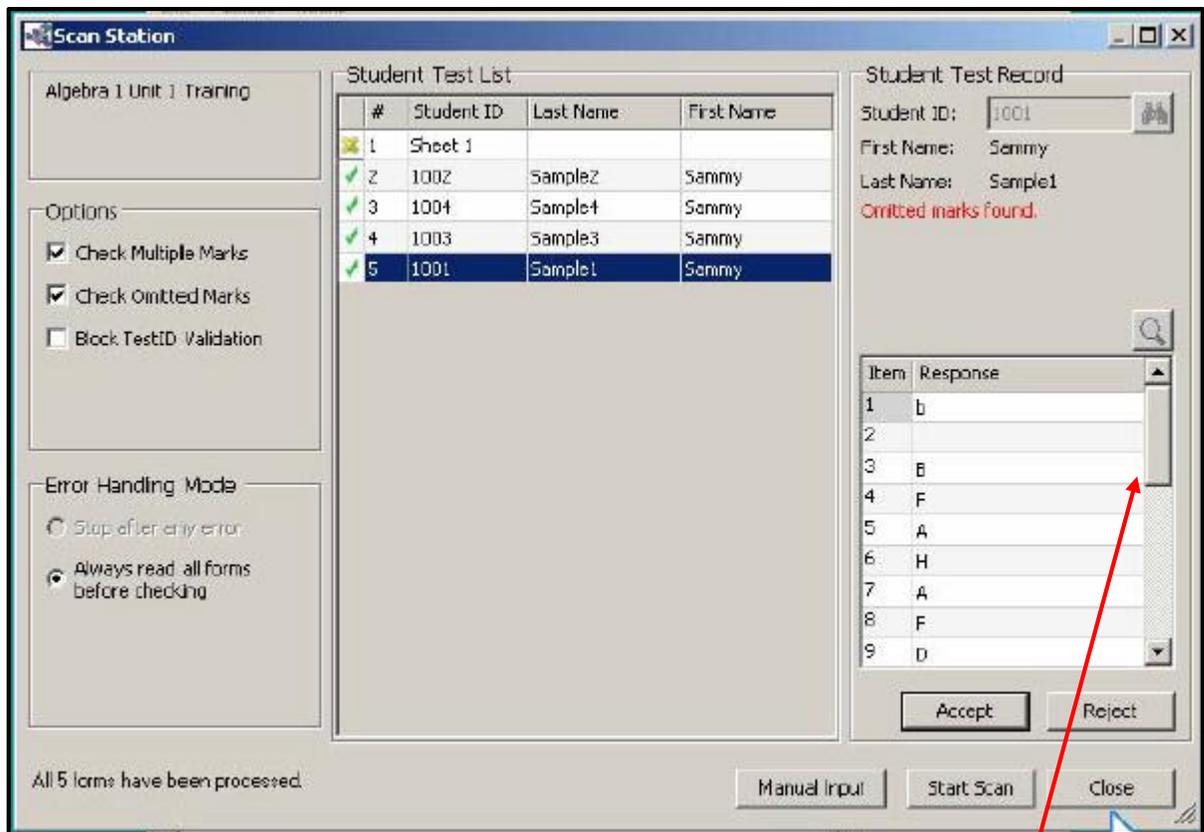
9. Once you have drilled down to the lowest folder your assessment is contained inside of, click on the name of that folder (i.e. January 2014) As a result, a list of all available assessments for scanning answer sheets against will appear in the right side column under the heading *Session Name*.
10. Click on the name of the assessment you want to scan answer sheets against. Then click on the **Scan** button on the right side of the window.



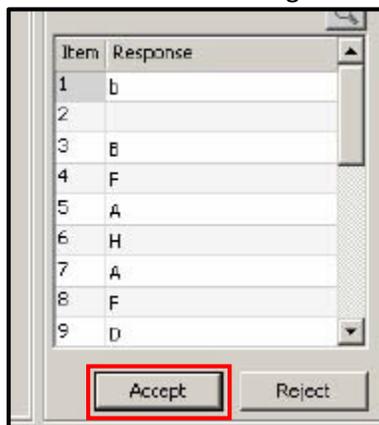
11. A new window will appear showing that Scan Station is now prepared to list students' answer sheets as they are scanned.
12. Place a class set of student answer sheets (no more than 30 sheets at a time) into the scanner's tray, face up and with the top of the answer sheets pointing down.
13. Check inside the *Options* area on the left side of the Scan Station window that the checkboxes for *Check Multiple Marks* and *Check Omitted Marks* have been checked. By default they should already be selected.
14. Then click on the **Start Scan** button.



15. As students' answer sheets are pulled through the scanner their names will begin to appear listed in the center column.
- A green check mark indicates that a student answer sheet was scanned successfully.
  - A red X indicates that a student answer sheet was not able to be read and therefore, was not scanned successfully. In most cases, putting the answer sheet through the scan process again will yield a successful result. If however, you are not able to successfully scan an answer sheet, please refer to the *Scan Station Troubleshooting Guide* for assistance to learn what could be causing the problem and how to resolve it.
  - A red circle indicates that there is one or more omitted responses, for an item(s) on an answer sheet.
  - A red series of dots ... indicates that there are one or more items that have multiple responses marked on an answer sheet.
  - It's possible that an answer sheet could have both an omitted response for an item and multiple responses marked for another item. Whichever mistakes appears first on the answer sheet will determine the error code displayed in the Scan Station window.



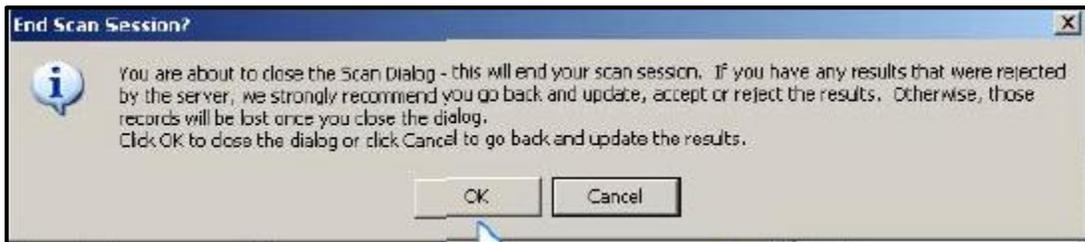
16. When a red circle or red series of dots ... does appear next to a student's name, click on their name. Then use the scroll bar provided in the lower-right corner to look through the student's marked responses to each item on the answer sheet scanned to identify where s/he has either omitted a response to an item and/or marked multiple responses for an item.
17. If after consulting with a student it is determined which answer choice s/he intended to select, you can click inside the response cell across from the assessment item and delete the extra and unwanted answer response so that only one response is listed for the item. If a student has omitted a response for an item, there are no changes you can make. In either case, for omitted or multiple responses on an answer sheet, click the **Accept** button. The red circle or red series of dots ... will now change into a yellow check mark.



18. If you have multiple class sets of answer sheets to scan for the same assessment, you can load the next class set into the scanner's tray and click on the **Start Scan** button. Repeat this process for all answer sheets that need to be scanned against the current selected assessment in Scan Station.
19. After all answer sheets have been scanned against the current selected assessment, click on the **Close** button.



20. As a result of clicking the Close button, an *End Scan Session* dialog box will appear reminding you that you are going to end the current scanning session and any answer sheets that were not successfully scanned and updated/accepted after correcting an omitted or multiple responses error identified will be lost and results will not be uploaded to the Achievement Series website. Click the **Ok** button to close the dialog box, to end the scanning session and to return to the Scan Station main window.



21. If you have answer sheets for another assessment you need to scan, use the folder structure on the left side of the window to locate it. Once you have located the assessment, click on its name and click on the **Scan** button to begin the scanning process again.
22. Once you have finished scanning all answer sheets, click on the **Exit** button to close the Scan Station application.