**ASQ Scanner Instructions**

1. **Prepare ASQ questionnaires**
2. Remove ASQ from registration packet and write student ID on the first page of each ASQ in the top left corner. Ensure these numbers are large and easy to read.
3. Remove staple from ASQ.
4. Make sure ASQ is in correct order and place in pile.
5. Repeat for each ASQ.
6. **Scan ASQ questionnaires**
7. Place pile into the Xerox machine auto-feeder neatly.
8. Click All Services -> Email.
9. Add your email either by clicking add recipient or search for your email in the address book.
10. On the E-mail tab, under Color Scanning choose “Color”.
11. On the E-mail tab, under 2 Sided Scanning choose “2 Sided”
12. On the E-mail tab, under Original Type choose “Photo & Text”
13. On the E-mail tab, under Scan Presets choose “for OCR”.
14. On the E-mail options, under File Format choose “JPEG”.
15. On the Advanced Setting tab click Resolution-> “600 dpi”.
16. On the Advanced Setting tab click Quality -> Set file size to maximum.
17. **Prepare JPEG files for scanning**
18. Check email and download the attachments. Unzip the JPEG images to any temporary location.
19. Run the ASQ scanner program.
20. Go to “C:\\ASQ Scanner“ directory which has just been created and move all the JPEG images into that directory.
21. Select all the files then right click and click “rotate counter-clockwise”.
22. **Extract data using the ASQ scanner program**
23. In the ASQ scanner program go to File -> Load Images.
24. Click “Scan”.
25. View the Student ID number on the first page and write it in the text box on the left-hand side of the program labeled “Student ID:”.
26. Review the extracted info by clicking each image and checking to make sure the answers in the choice boxes next to each question are correct for each student. NOTE: The program does not check to see if the “Check if this is a concern” option is checked and must be done manually.
27. Go through each page and check to see if there is answers in the written portion of the ASQ, if there is write the answers in the text box located next to the question.
28. Once you have reviewed the extracted data and are sure everything including the text answers, choice box, and check box answers are correct, click “Export”.
29. Repeat until every student is complete.
30. Close the program. The output.csv file is located in the “C:\\ASQ Scanner” directory.