



RICHARDSON INDEPENDENT SCHOOL DISTRICT

Where all students learn, grow and succeed.

Introducing the Lexmark Scanning & Grading System

Matt Hollingsworth, Susan Howard, August 2011



What Is It?



- ▶ Replaces AEIS-IT and Scantron™ system
- ▶ Lexmark Multi-Function Device
 - ▶ Scanner
 - ▶ Printer
 - ▶ Copier (currently disabled)
- ▶ Custom software application
 - ▶ Scanning, grading, printing test answer docs





What Do I Do With It?

- ▶ No actions on-campus required until first Benchmarks (and/or CUTs for Secondary)
 - ▶ Device is fully configured and setup remotely

- ▶ 2 Primary Uses:
 - ▶ **Benchmark** and **Common Unit Tests (CUT)** scanning and grading
 - ▶ “**Ad Hoc**” (custom teacher / class tests)

- ▶ Scanning student answer sheets on campus
 - ▶ Do not need to return documents to the Assessment Center

- ▶ Printing student answer sheets:
 - ▶ **Benchmarks:** Assessment Center prints and delivers
 - ▶ **CUTs:** Printed on campus
 - ▶ **Ad Hoc:** Printed on campus





When Is Training?

Elementary:

- ▶ **Operations Training**
 - ▶ *Who:* Campus primes doing printing & scanning
 - ▶ *Where:* Assessment Center
 - ▶ *When:* 9/8, 9/12, or 9/19 4-5 p.m.
- ▶ **Reports Training**
 - ▶ *Who:* Principals and campus administrators
 - ▶ *Where:* TBD
 - ▶ *When:* last week in Sep.

Secondary:

- ▶ **Scanning Refresher**
 - ▶ *Who:* ISes and Campus Lexmark contacts
 - ▶ *Where:* Assessment Center
 - ▶ *When:* 9/21 at 1:30 p.m. during IS Meeting
- ▶ **Reports Training**
 - ▶ *Who:* Curr. Directors & Specialists, Administrators
 - ▶ *Where:* TBD
 - ▶ *When:* TBD





How Do I Get Reports?

<http://aci/bir>

- ▶ Accessible on the RISD Intranet
- ▶ Teacher grade reports, item analysis, student summary reports
- ▶ Data available immediately after scanning
- ▶ Login with your campus password

**Updated online reporting system coming for
October Benchmarks.**





What else do I need to know?

- ▶ **Who pays for the paper?**
 - ▶ The Assessment Center is providing pre-printed scan sheets for all Benchmarks. Campuses are responsible for printing Ad Hoc answer sheets, CUTs (secondary) answer sheets, and blank sheets for new enrollees.
- ▶ **Who pays for the toner?**
 - ▶ The device comes with one toner cartridge installed, rated at about 9,000 pages. Two high-capacity cartridges (36,000 pages) will be provided over a 5 year period. Additional cartridges during the 5 year period will be a campus expense.
- ▶ **Can I use it as a copier?**
 - ▶ The copier function is currently disabled. Use of the device as a copier is discouraged due to the use of toner and paper. You may, however, scan documents to a USB thumb drive.



What about the Scantron Scanner?



- ▶ The Assessment Center will no longer provide support for the Scantron scanners.
- ▶ Campuses may keep their scanner or return it to the warehouse.
- ▶ The Scantron/AEIS-It dedicated computer does not need to be returned.
- ▶ Scan sheets and teacher headers are still available in the warehouse.





Who Can I Call For Help?

- ▶ Matt Hollingsworth, Lexmark system project and technical prime
 - ▶ Location: Assessment Center
 - ▶ Office: x30536
 - ▶ Cell: 214-415-1920
 - ▶ Susan Howard also providing help and support
 - ▶ Location: Assessment Center
 - ▶ Office: x30579
 - ▶ Reports: **<http://aci/bir>**
 - ▶ We love feedback, questions, problems, issues, ideas!
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