



RICHARDSON INDEPENDENT SCHOOL DISTRICT

*Where all students learn, grow and succeed.*

## Training for the Lexmark Scanning & Grading System for Elementary

Matt Hollingsworth, Susan Howard, September 2011



# What Is It?

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- ▶ 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?

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- ▶ 2 Primary Uses:
  - ▶ **Benchmark / Simulation** 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 / Simulations:** Assess. Ctr. prints & delivers
  - ▶ **Ad Hoc:** Printed on campus





# How To Print “Blank” Scansheets

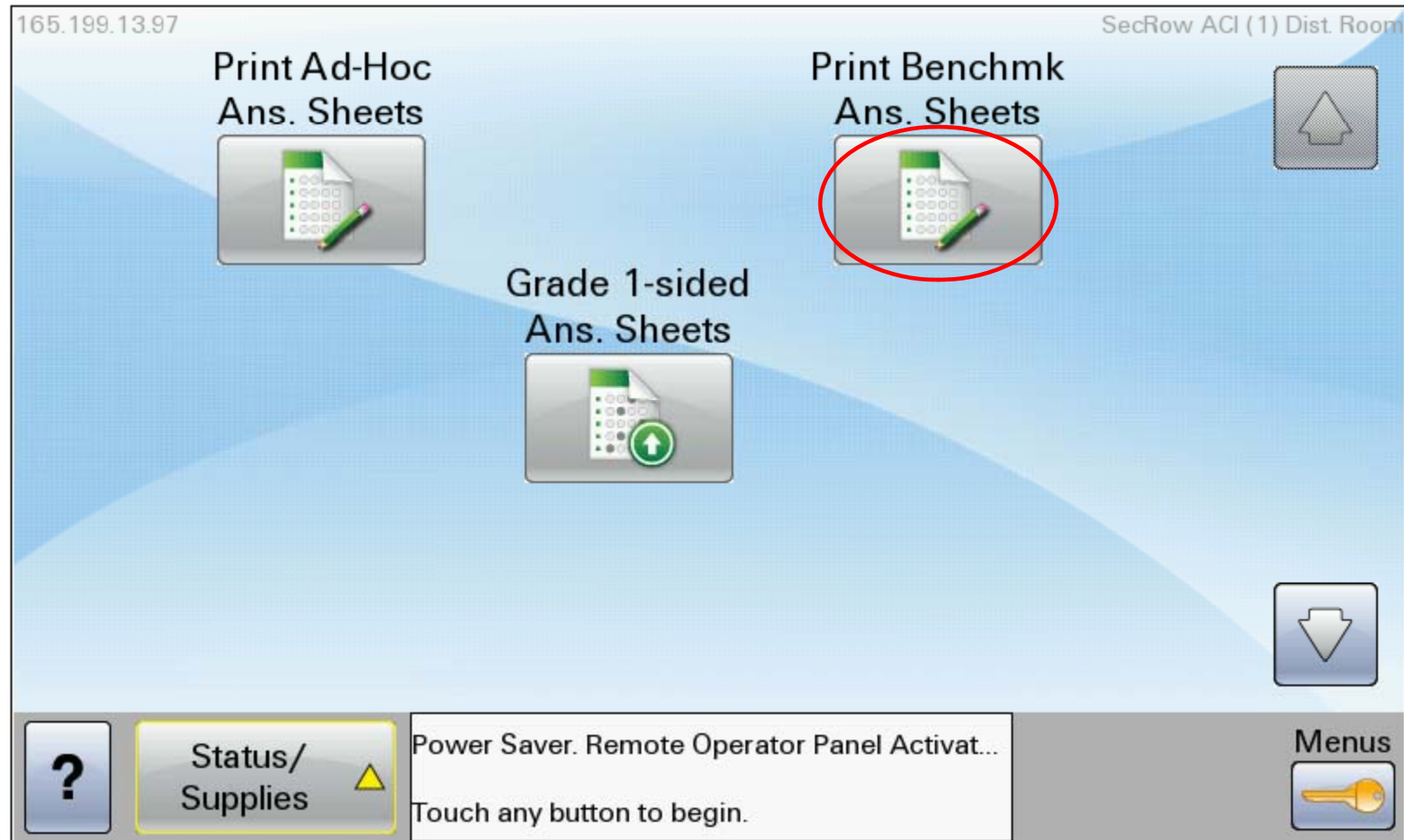
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- ▶ Use “blank” scansheets for students who:
  - ▶ Did not receive a pre-printed scansheet OR
  - ▶ Who received a pre-printed scansheet for the wrong test
  
- ▶ Print blank scansheets on campus
  - ▶ No blank scansheets provided with the scansheet shipment





# Print Blanks: 1






# Print Blanks: 2

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Choose An Action

Print Class(es)	<input type="radio"/>
Print Blank Bubble Sheet(s)	<input checked="" type="radio"/>

BackNext





# Print Blanks: 3

How many blank bubble sheets should be printed for each test?

1\_

1	2	3
4	5	6
7	8	9
←	0	



Back

Next



# Print Blanks: 4

Please select the name of the test you'd like to print

2011-04 SC 7th Grade Science EOC 44-23	<input checked="" type="radio"/>
2011-04 SC 7th Grade Science-M EOC 44-24	<input type="radio"/>
2011-04 SS 7th Grade Soc Stds EOC 45-25	<input type="radio"/>
2011-04 SS 7th Grade Soc Stds PreAP EOC 45-26	<input type="radio"/>
2011-04 SS 7th Grade Soc Stds-M EOC 45-27	<input type="radio"/>



# Print Blanks: 5



## 2011-09 SS Testing Test TC 1-01

Name:	Teacher:
Student #:	Teacher Email:
Course:	Building:
Course #:	Period:
Grade Level:	

Like This: ☐ Not like this: ☒ ☐ ☐

- |               |               |               |
|---------------|---------------|---------------|
| 1. A B C D E  | 11. A B C D E | 21. A B C D E |
| 2. F G H J K  | 12. F G H J K | 22. F G H J K |
| 3. A B C D E  | 13. A B C D E | 23. A B C D E |
| 4. F G H J K  | 14. F G H J K | 24. F G H J K |
| 5. A B C D E  | 15. A B C D E | 25. A B C D E |
| 6. F G H J K  | 16. F G H J K | 26. F G H J K |
| 7. A B C D E  | 17. A B C D E | 27. A B C D E |
| 8. F G H J K  | 18. F G H J K | 28. F G H J K |
| 9. A B C D E  | 19. A B C D E | 29. A B C D E |
| 10. F G H J K | 20. F G H J K | 30. F G H J K |

Teacher's Use Only

Spanish ☐ Year 1 LEP ☐

Printed 09/01/2011 01:22 PM



DO NOT WRITE IN  
BARCODE AREA!!!



# How To Scan In Answer Sheets

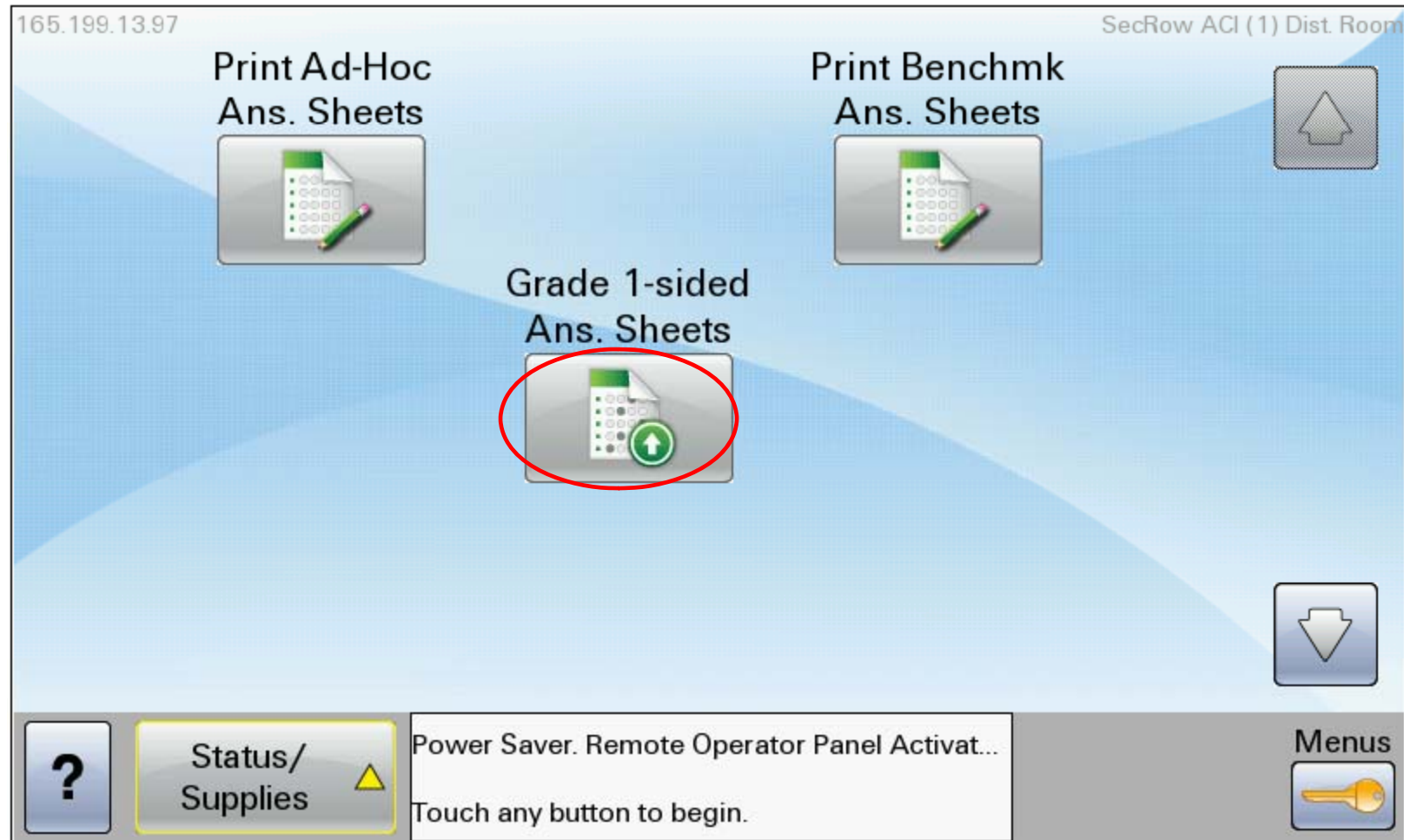
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- ▶ Scan completed answer sheets on campus
- ▶ Do not need to wait until end of testing window
  - ▶ Scan as you go
- ▶ No teacher headers – system tied in to student roster database
- ▶ Hand-enter Student ID, Student Name for blank scansheets





# Scan Answersheets: 1





# Scan Answersheets: 2



Load scansheets in the automatic document feeder, face up, top-first as shown.

If grading an Ad-Hoc test, place answer key on top of student tests.

Press 'Next' to start grading.



Next



# Scan Answer Sheets: 3

Scanning...

Scanning page 1

Cancel  
Job



# Scan Answer Sheets: 4

There are 2 blank sheets.

Would you like a contact sheet printed out to assist with data entry?

Yes	<input type="radio"/>
No	<input checked="" type="radio"/>



Next

Name: GARCIA, LINA  
Student #: 123456  
Course:  
Course #:  
Grade Level:

Teacher: C. ADYER  
Teacher Email:  
Building:  
Period:

I like This: ☒ Not like this: ☒ ☐

Name: FEARLE, KATHY  
Student #:  
Course:  
Course #:  
Grade Level:

Teacher: SMITH  
Teacher Email:  
Building:  
Period:

Like This: ☐ Not like this: ☒ ☐



# Scan Answer Sheets: 5

## Status

Saving Scans... DONE

Page Validation Begin...

Page Validation Completed

Grading Test 1 of 2

Grouping Classes... DONE

A 'blank' sheet was detected. Do you want to enter this student's identifying information? If you choose "No" then the student will be identified as "N/A" in all output.

Yes	
No	
Name: <i>SONIA LINA</i>	Teacher: <i>CTHARS</i>
Student #: <i>123456</i>	Teacher Email:
Course:	Building:
Course #:	Period:
Grade Level:	



Next



# Scan Answer Sheets: 6

Please enter the student's ID #

abc 123    âäå¥    !@# \$%^ &\* '() - \_ = +    한글

~	1 !	2 @	3 #	4 \$	5 %	6 ^	7 &	8 *	9 (	0 )	- _	= +
q	w	e	r	t	y	u	i	o	p	,	"	Backspace
@	a	s	d	f	g	h	j	k	l	;	:	< >
↑A	↑A	z	x	c	v	b	n	m	,	.	<	>
.com	.org	\	/ ?	Space				Clear	[ {	]	}	

Please enter the student's FULL name: LAST NAME, FIRST NAME

abc 123    âäå¥    !@# \$%^ &\* '() - \_ = +    한글

~	1 !	2 @	3 #	4 \$	5 %	6 ^	7 &	8 *	9 (	0 )	- _	= +
q	w	e	r	t	y	u	i	o	p	,	"	Backspace
@	a	s	d	f	g	h	j	k	l	;	:	< >
↑A	↑A	z	x	c	v	b	n	m	,	.	<	>
.com	.org	\	/ ?	Space				Clear	[ {	]	}	

Next





# Scan Answer Sheets: 7

## Status

Page Validation Begin...  
Page Validation Completed  
Grading Test 1 of 2  
Grouping Classes... DONE  
Saving Class Scans... DONE  
Grading Class 1 of 2...

- ▶ When scanning and grading is complete, it goes back to the home screen

165.199.13.97

SecRow ACI (1) Dist. Room

Print Ad-Hoc  
Ans. Sheets



Print Benchmk  
Ans. Sheets



Grade 1-sided  
Ans. Sheets





# Scansheet DOs and DON'Ts (1)

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- ▶ DO Use pencils on answer sheets
  - ▶ System will read darkest bubble for each question
- ▶ DO ensure students' answer sheets have correct test printed at top
  - ▶ Print blank scansheets as needed
- ▶ DO have students enter griddable items on scansheets
  - ▶ No need for teachers to hand-enter students' griddable answers
- ▶ **DO PROTECT THE BARCODE**
  - ▶ Marks on the barcode may cause answer sheet to be unreadable & unscorable
  - ▶ Teacher will need to hand-bubble a new answer sheet and scan if this occurs





## Scansheet DOs and DON'Ts (2)

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- ▶ **DON'T copy any scansheets**
    - ▶ Print multiple blank scansheets from the Lexmark machine, do not make copies (can distort the barcode)
  
  - ▶ **DON'T print scansheets on colored paper**
    - ▶ Scansheets on colored paper can be “read” incorrectly when scanning resulting in grading errors
    - ▶ Use white copy paper only
  
  - ▶ **DO use “Spanish” bubble at bottom of scansheet if ...**
    - ▶ Teacher bubbles this if student takes the Spanish version of a Benchmark / Simulation
  
  - ▶ **DO use “Year 1 LEP” bubble at bottom of scansheet if ...**
    - ▶ Teacher bubbles this if student is in first year of U.S. school system and not an English speaker
- 





# Notes on Scanning

- ▶ System will alert you if there is a barcode error
  - ▶ E.g. if there are marks in a barcode

Page errors were found. See printed report for details. Would you like to continue and grade the valid pages only?

Yes	<input type="radio"/>
No	<input checked="" type="radio"/>

## Page Validation Errors

2011-09-06 11:22:46

Page	Message
3	Barcode Read Error after student: T■■■■■, CHARLIE M



# Notes on Scanning

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- ▶ Answer sheets must be scanned before the Due Date to be included in DAR Tools
  - ▶ Online reports (“Instant Reports”) available for any answer sheets scanned even after testing window
  
- ▶ Maintain the completed answer sheets on campus for 2 weeks
  - ▶ Keep in a secure area – contain student information
  - ▶ Shred 2 weeks following completion of the test
  
- ▶ System will grade the most-recently-scanned answer sheet
  - ▶ Can re-scan a student’s answer sheet multiple times if needed





# How Do I Get Reports?

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<http://aci/bir>

- ▶ **“Benchmark Instant Reports”**
- ▶ Accessible on the RISD Intranet, data available immediately after scanning
- ▶ Login with your campus password
- ▶ **Training for Principals for new reports coming later in September**
- ▶ DAR Tools produced within 2 working days of testing window

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





# What else do I need to know?

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- ▶ **Who pays for the paper?**
    - ▶ The Assessment Center is providing pre-printed scan sheets for all Benchmarks and Simulations. Campuses are responsible for printing Ad Hoc answer sheets and blank sheets as needed.
  - ▶ **Who pays for the toner?**
    - ▶ The device comes with one toner cartridge installed, rated at about 18,000 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: ~\$400 per cartridge.
  - ▶ **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.
  - ▶ **Energy Use?**
    - ▶ Please leave the device on during the day so we can communicate with it remotely for updates.
    - ▶ It will go into an energy saving mode when left idle.
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# What about the Scantron Scanner?

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- ▶ The Assessment Center will no longer provide support for the Scantron scanners.
  - ▶ You may use it as you wish if it is still functional.
- ▶ Campuses may keep their Scantron/AEIS-IT 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.







# Ad Hoc Tests - Overview

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- ▶ Ad Hoc tests are custom, teacher-specific tests
- ▶ Scansheets printed on campus
- ▶ Teacher fills out answer key and scans with student scansheets
- ▶ Teacher receives an email with links to reports & data
- ▶ Data is not visible online
- ▶ Use for class quizzes, custom tests, etc.

**Look for more detailed Ad Hoc tutorial  
online soon**

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# Who Can I Call For Help?

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- ▶ 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
- ▶ Online: **<http://aci/bir/help>** (Tutorials, FAQ's, etc.)
- ▶ Reports: **<http://aci/bir>**
- ▶ We love feedback, questions, problems, issues, ideas!





# Hands-On

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- ▶ Time to practice!

