

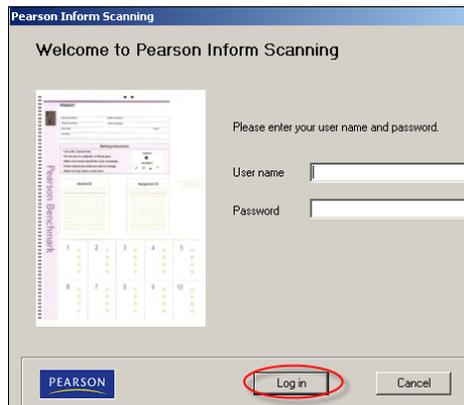
Step 1: Log in to the scanning computer

- 1.1** Log in to the computer attached to the Pearson Inform scanner (media center) using the user name **scanner** and password **scanner1**.

Note: During a testing window, you can leave the computer logged in all day and only the first person scanning will need to do this step.

Step 2: Run Scanning Software

- 2.1** Double click the Inform Scanning icon  located on the computer desktop. If you do not see the icon, go to Start/All Programs/Pearson Inform/Inform Scanning
- 2.2** Enter your Pearson Inform user name and password.
- 2.3** Click Log in.

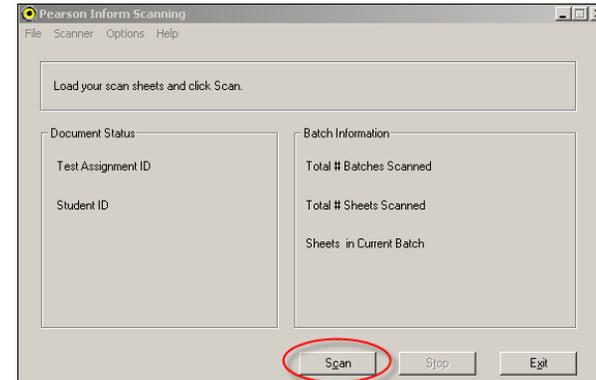


Step 3: Scan Answer Sheets

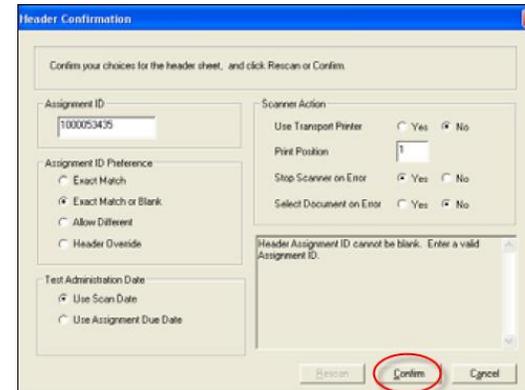
- 3.1** Press the "Press to Load" button on the scanner then insert the answer sheets into the scanner feed tray FACE UP. Line up the dashes on the scanner tray with the black dashes on the answer sheets.

Note: All the answer sheets must be for the same assessment/Assignment ID (i.e. "Algebra 2 Midyear" or "Science Grade 3-Unit 4"). However, you can scan multiple classes at the same time.

- 3.2** Click Scan on the computer screen and the first answer sheet will scan and the Header Confirmation screen will display.



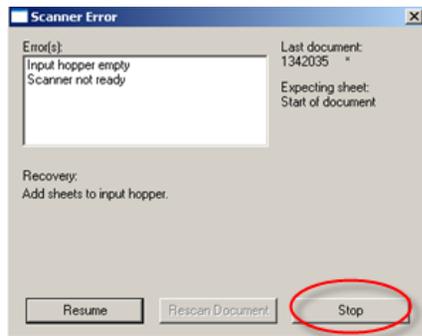
- 3.3** Click Confirm to accept the Assignment ID from the scanned answer sheet. The remaining answer sheets will scan.



Note: Do not change the assignment ID unless you have been instructed to do so.

- 3.4** When the "Input hopper empty" message displays, load additional answer sheets for that assessment/Assignment ID into the feed tray and **click** Resume.

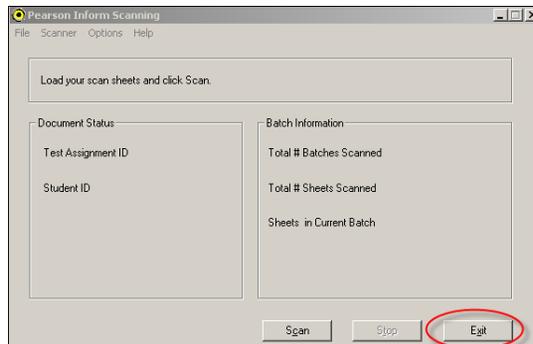
3.5 If you do not have additional answer sheets for that assessment/Assignment ID **click** Stop.



3.6 To scan a different assessment/Assignment ID, repeat step 3.

Note: Make sure you **click** Stop before scanning a new assessment.

3.7 **Click** Exit when you are done scanning.



Helpful Hints

1. If you have a student answer sheet that was not pre-slugged by the computer, you must bubble in the student's 7-digit student ID. You may leave the 10-digit Assignment ID blank *only* if you are scanning it with other answer sheets that have the same Assignment ID. In that case, place the student's answer sheet at the bottom of the stack and scan as usual. If you are not scanning other answer sheets, then you must bubble in the 10-digit Assignment ID.
2. You may re-scan a student answer sheet at any time and the computer will store the most recent data only.
3. Do not write on the answer sheets with highlighter or marker. If this happens, transfer the answers to a blank answer sheet and bubble the student ID and assignment ID as described in hint #1 above.
4. If a student changes an answer, make sure it is erased completely.
5. If the scanner rejects a student answer sheet, try to scan it a second time. If it still does not scan, note the error message and contact Monica Neal x2025 or Barb Heining x8126.