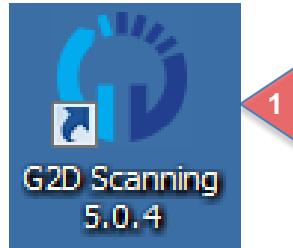




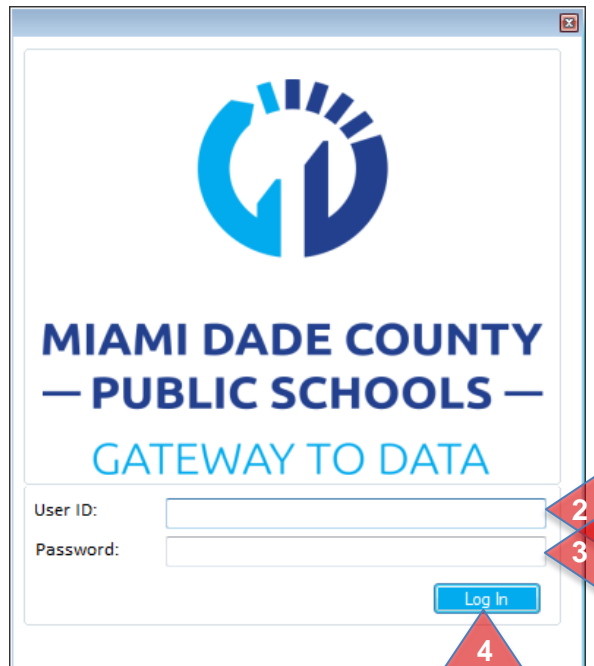
Scanning Plain Paper Forms

Before scanning using Plain Paper Forms, you must install the G2D Scanning Software 5.0.4. Please uninstall any previous versions of either Elements PPS or G2D Scanning Software before installing the new version. In addition scanner to be used with G2D Scanning Software 5.0.4 must have a TWAIN (TW) driver installed before getting started. If you are experiencing difficulties with your scanner, please contact G2D support for assistance.

Scan Using Plain Paper Forms (PPS)



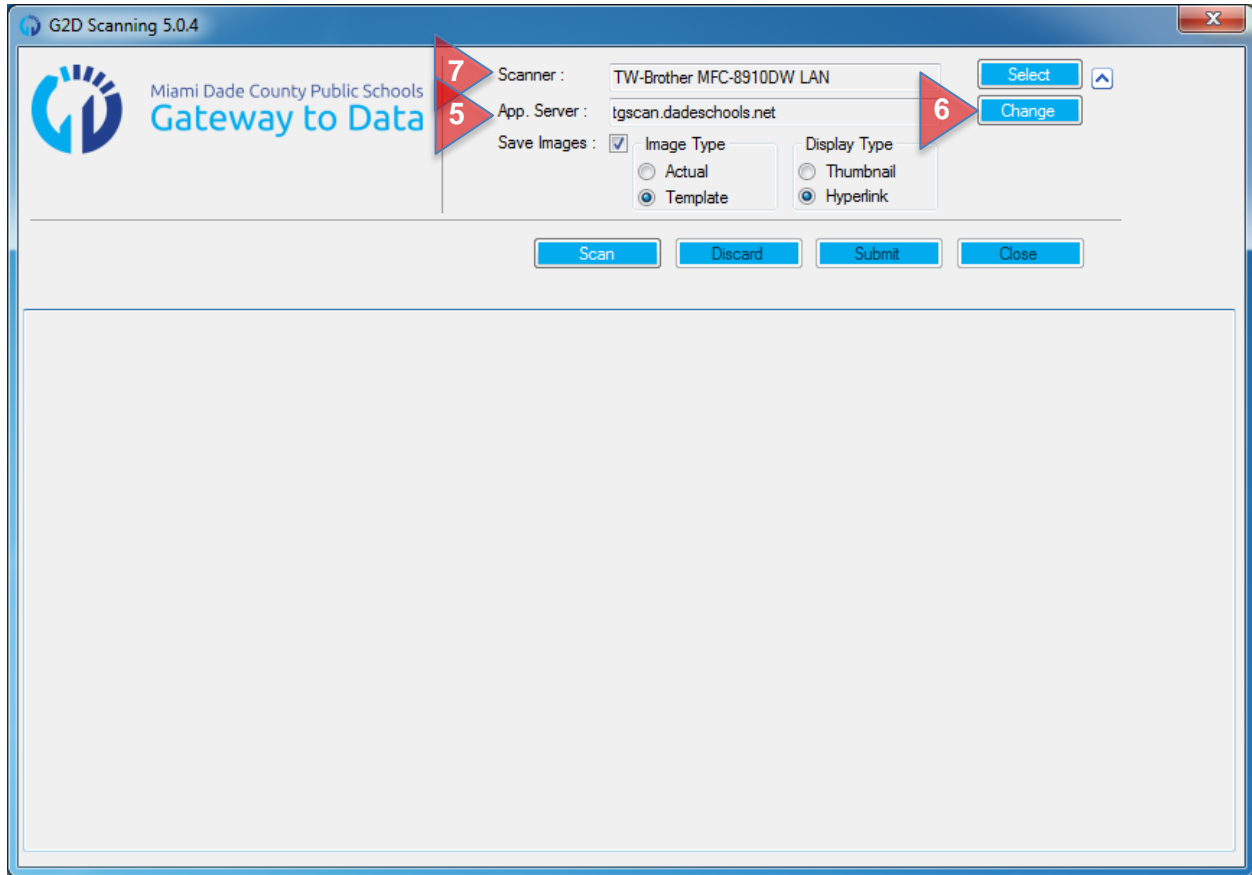
1. Click the G2D® Scanning Software 5.0.4 (PPS) icon.



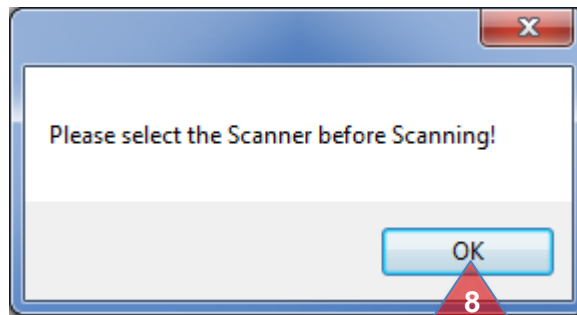
2. Enter your **G2D User ID**. This is your MDCPS employee number.
3. Enter your **G2D password**. This is your G2D password not your portal password.
4. Click the **Log In** button.



Scanning Plain Paper Forms



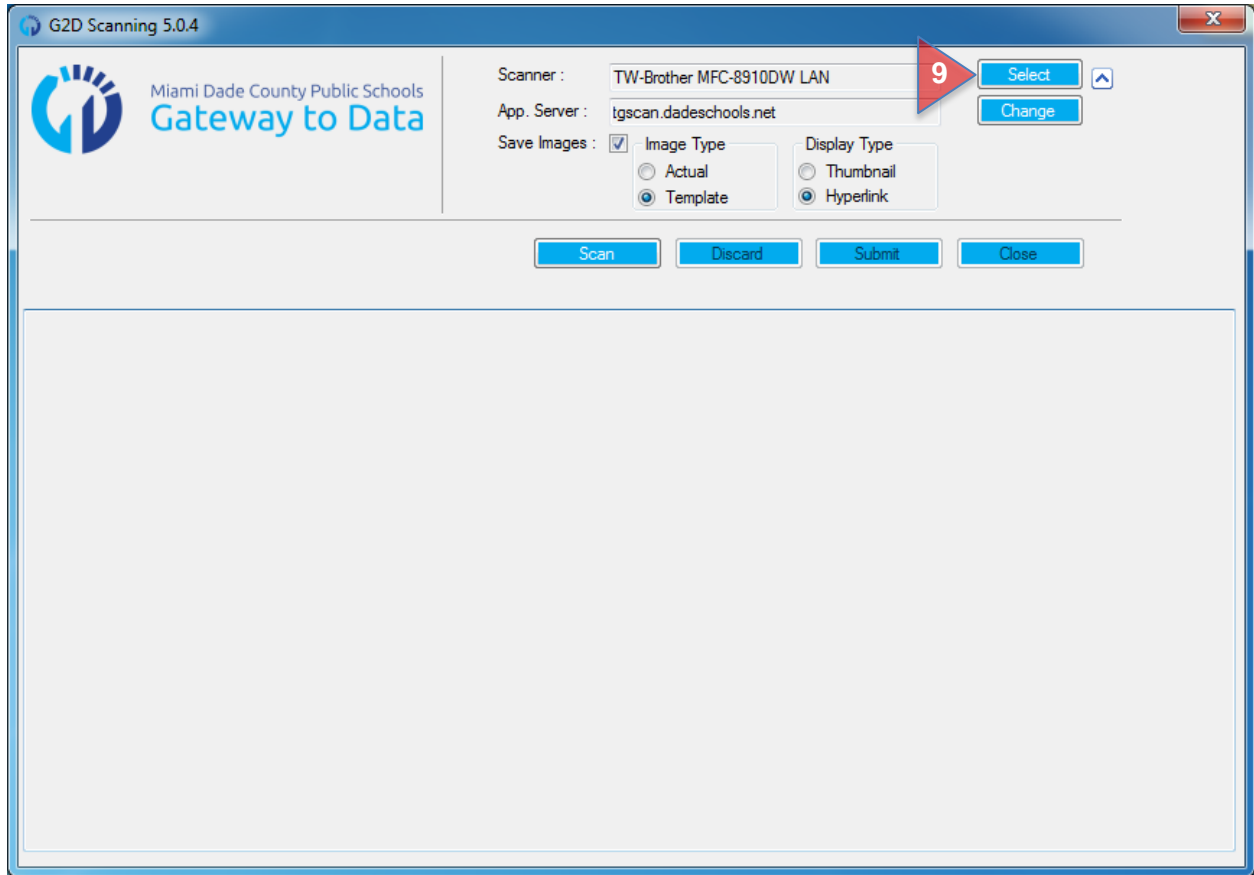
5. Confirm the App Server is pointing to tgscan.dadeschools.net
6. If the wrong App Server is listed click on the **Change** button to enter the correct address.
7. Confirm the correct scanner is selected by reviewing which scanner is listed. The scanner listed should have a prefix of "TW". In the image shown above no scanner is selected.



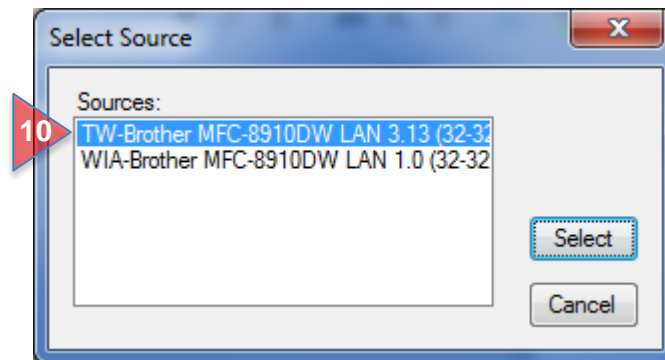
8. If you attempt to scan without a scanner selected, a warning pop up window will remind you to select a scanner. Click **OK** to remove message then select a scanner before proceeding.



Scanning Plain Paper Forms



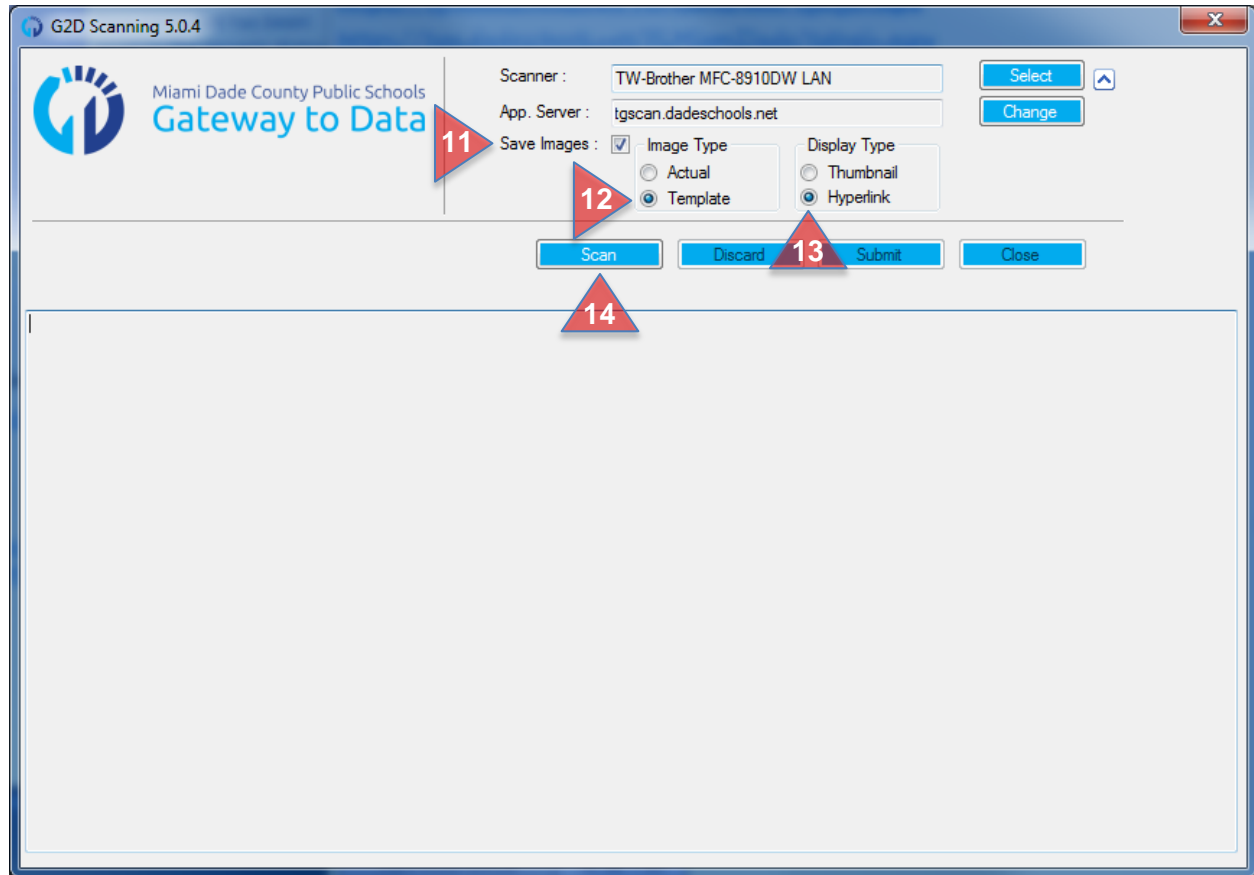
9. If no scanner is listed or you need to change scanners, click on the **Select** button to choose the appropriate scanner.



10. The Select Source window will open, select the scanner driver that has “**TW**” in its name for the scanner you are using



Scanning Plain Paper Forms



11. To help troubleshoot problems with bubblesheets leave the Save Images box checked.
12. Select **Template** for Image Type.
13. Select **Hyperlink** for Display Type.

Prepare your bubblesheets for scanning by making sure they are all facing the same direction and are loaded into the scanner as per the scanner manufacturers Instructions. In addition, do not overload the automatic document feeder (ADF). Load your scanner with the appropriate number of bubblesheets by consulting with the scanner manufacturers manual to determine the maximum amount of bubblesheets you can place in the scanner's **ADF**. As a best practice it is generally recommended to load less than 30 into the ADF.

14. Once all the documents are loaded into the **ADF** click on **Scan** button.



Scanning Plain Paper Forms

The screenshot shows the G2D Scanning 5.0.4 application window. At the top, there are settings for the scanner (TW-Brother MFC-8910DW LAN), application server (tgscan.dadeschools.net), and save options (Image Type: Actual, Template; Display Type: Thumbnail, Hyperlink). Below the settings is a toolbar with buttons for Scan, Discard, Submit, and Close. A table of scanned forms is displayed below, with red callout boxes 17-24 pointing to specific columns. The table has the following columns: #, Form ID, Test ID, Student ID, Test Form, Scores, Scanned Answers, and Error. The data rows are as follows:

#	Form ID	Test ID	Student ID	Test Form	Scores	Scanned Answers	Error
1	-1					Scanned Answers	Invalid form nu...
2	34	872322619965	2	***	View Answers	Scanned Answers	
3	-1					Scanned Answers	Error reading for...
4	35	872303219965	123456789*****	***	View Answers	Scanned Answers	
5	36	872316819965	123456789*****	***	View Answers	Scanned Answers	
6	36	872316819965	*****	***	View Answers	Scanned Answers	
7	36	872316819965	#303816***** CAUTION: error with bubbles	***	View Answers	Scanned Answers	
8	37	872302219965	123456789*****	***	View Answers	Scanned Answers	
9	-1					Scanned Answers	Error reading for...
10	129756	885546520494	123456789*****	***	View Answers	Scanned Answers	
11	129756	885546520494	12345789*****	***	View Answers	Scanned Answers	
12	129756	885546520494	123456789*****	***	View Answers	Scanned Answers	
13	129756	885546520494	123456789*****	***	View Answers	Scanned Answers	
14	129756	885546520494	123456789*****	***	View Answers	Scanned Answers	
15	129689	898663020494	123456789*****	***	View Answers	Scanned Answers	

17. # Column provides the order of the scans.
18. **Form ID** is an internal identifier not generally used by end users.
19. **Test ID** provides the number of the test ID listed on the bubblesheet.
20. **Student ID** from the bubble sheet. If it was a student form or a properly filled out blank it will display the entire student ID. If it was a roster form it will only display the position number of the bubble filled in next to student name.
21. **Test Form**, future feature not used at the moment.
22. **Scores**, provides a hyperlink **View Answers** that allows you to view the answers captured by the scan for multiple choice questions for the student on non-secure tests. If there is a # sign instead of a letter this indicates that there are multiple marks for an item.
23. **Scanned Answers**, provides a hyperlink to the scanned image of the entire bubblesheet to help the user review the document and to help determine the cause of a scanning error.
24. **Error**, will provide a brief error message for any issues incurred during the scanning process.



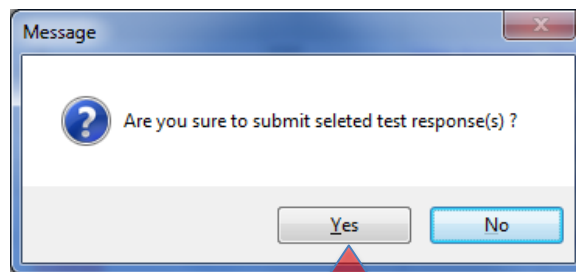
Scanning Plain Paper Forms

The screenshot shows the G2D Scanning 5.0.4 application window. At the top left is the Miami Dade County Public Schools Gateway to Data logo. The top right contains configuration fields: Scanner (TW-Brother MFC-8910DW LAN), App. Server (tgscan.dadeschools.net), and Save Images (checked). Below these are buttons for Select, Change, Scan, Discard, Submit, and Close. The main area is a table with columns: #, Form ID, Test ID, Student ID, Test Form, Scores, Scanned Answers, and Error. A red callout '27' points to the checkboxes in the first column of the table.

#	Form ID	Test ID	Student ID	Test Form	Scores	Scanned Answers	Error
<input type="checkbox"/>	1	-1				Scanned Answers	Invalid form nu...
<input checked="" type="checkbox"/>	2	34	872322619965	2	***	View Answers	Scanned Answers
<input type="checkbox"/>	3	-1				Scanned Answers	Error reading for.
<input checked="" type="checkbox"/>	4	35	872303219965	0248068*****	***	View Answers	Scanned Answers
<input checked="" type="checkbox"/>	5	36	872316819965	6118319*****	***	View Answers	Scanned Answers
<input checked="" type="checkbox"/>	6	36	872316819965	*****	***	View Answers	Scanned Answers
<input type="checkbox"/>	7	36	872316819965	#303816***** CAUTION: error with bubbles	***	View Answers	Scanned Answers
<input checked="" type="checkbox"/>	8	37	872302219965	0618319*****	***	View Answers	Scanned Answers
<input type="checkbox"/>	9	-1				Scanned Answers	Error reading for.
<input checked="" type="checkbox"/>	10	129756	885546520494	0338512*****	***	View Answers	Scanned Answers
<input checked="" type="checkbox"/>	11	129756	885546520494	0272415*****	***	View Answers	Scanned Answers
<input checked="" type="checkbox"/>	12	129756	885546520494	0251297*****	***	View Answers	Scanned Answers
<input checked="" type="checkbox"/>	13	129756	885546520494	0337690*****	***	View Answers	Scanned Answers
<input checked="" type="checkbox"/>	14	129756	885546520494	0328685*****	***	View Answers	Scanned Answers
<input checked="" type="checkbox"/>	15	129689	898663020494	0322105*****	***	View Answers	Scanned Answers

27. Select the bubblesheets you wish to submit by checking the box on the first column next to each bubblesheet row or select all by checking the top box.

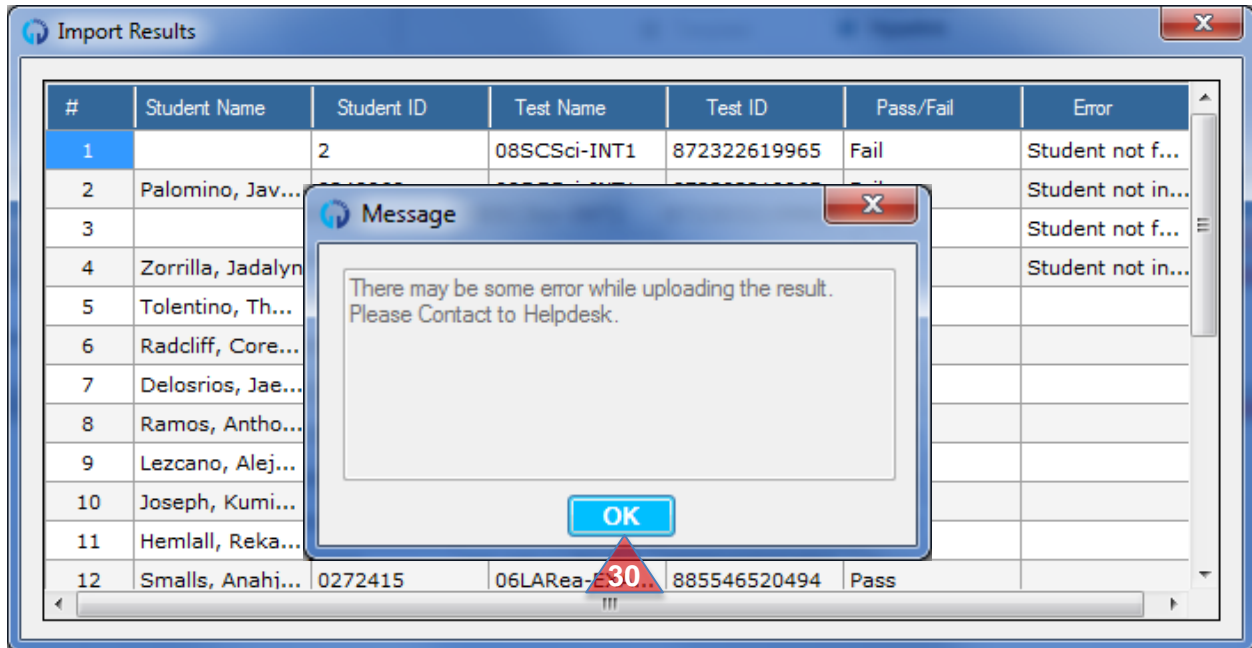
28. Click on the **Submit** button.



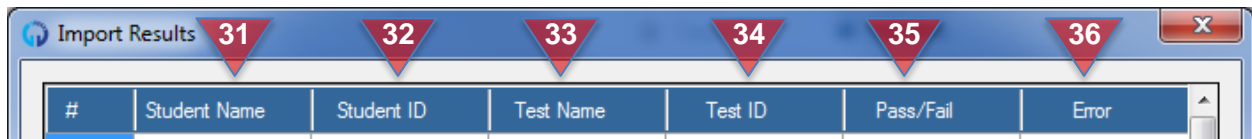
29. A window will pop oen requesting to confirm your submission, Click on the **yes** button.



Scanning Plain Paper Forms



30. If there are any errors found on the upload the system will prompt you with a message. Click the **OK** button to remove the message.



- 31. **Student Name**, lists the names of the students.
- 32. **Student ID**, displays the student ID of this upload.
- 33. **Test Name**, Displays the test name.
- 34. **Test ID**, displays the test ID.
- 35. **Pass/Fail**, indicates if the upload was succesful.
- 36. **Error**, provides a brief message of the error.

Note: If you click on the on the name of one of the column headers it will sort the list based on the column. Additionally, if you need to expand a column to be able to read the contants simply grab the divider bar on the column header and drag. For example; to read the error message you would grab the divider bar between Pass/Fail and Error and drag it to the left.

Related Topic Reference Guides

- ✓ Scanning Plain Paper Forms
- ✓ Troubleshooting – Plain Paper Scanning
- ✓ Technology Platform Implementation Technical Considerations