

## Use Scanview

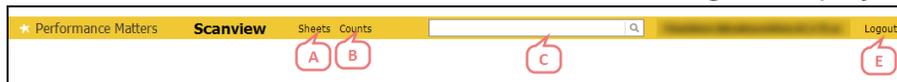
Scanview is a web-based administration tool that your district will use in order to review and troubleshoot issues that arise during the use of the Performance Matters Scan Engine. This tool will allow you to see an overview of all scans to which your role has access and let you drill down to look at specific scan sheets.

## Navigating Scanview

Once you log into Scanview, you will see three major areas of the screen: the header, the folder tree, and the scan list. What appears in these areas are determined by your role restrictions.

## Header Bar

The header bar, where the Performance Matters logo is displayed, has a few options.

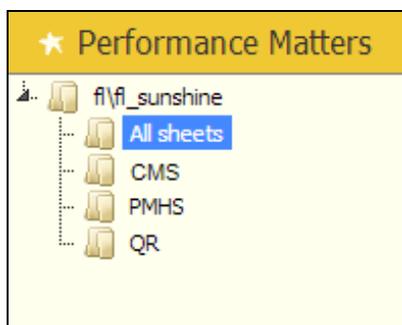


A	Sheets - displays lists of all scan batches and sheets; default view
B	Counts - displays daily and monthly summary of usage statistics; learn more below in <a href="#">Viewing Counts Summary on page 5</a>
C	Search - finds scan sheets by test name
D	Logout - exits Scanview

## Folder Tree

Along the left of the screen, you will find the folder tree. Click on your district name to expand and collapse the tree view. Sub-folders under your district will be 'All sheets' as well as one for each building (based on the locations of your scanners) to which you have access. Most sub-folders are named based on a school acronym or location ID. These sub-folders are created dynamically based on the file names of the images being sent to Performance Matters.

By default, all sheets are shown. Click on a location sub-folder to limit the view to only scans for that location.



## Recent Scans List

The Recent Scans summary report is a detailed view of recent scanning activity for the folder or sub-folder currently selected. This chart is in descending order by scanning date. From this list you can drill down to a view of scans for a particular scanning batch, a particular test, or even a single student scan sheet.

The information in the lists are organized as follows.

The screenshot shows a table with columns for Scan Batch ID, Scan Sheet ID, Scan Status, Test ID, Test Event ID, Student ID and Name, Scanned Answers and Scan Sheet Count, and Teacher ID and Name. Callouts A through H are placed below the table to identify these columns.

A	Scan Batch ID (clickable)
B	Scan Sheet ID (clickable)
C	Scan Status
D	Test ID (clickable)
E	Test Event ID
F	Student ID and Name
G	Scanned Answers and Scan Sheet Count
H	Teacher ID and Name

## Role Restrictions

The location sub-folders, scan batches, scan sheets, and tests that appear in your views are restricted by your role. The table below describes what you should expect to see.

District Admins District Users	Will see all current school year scan activity for the entire school district, including all locations and all tests Also will be the only ones to view full scan batch failures
Principals Building Users	Will see only scans meeting these criteria: - tests from the current school year - scan sheets, tests, and students for your building - tests not set as "Private" to another user - problem sheets only if no scan from the batch is restricted and at least one scan from the batch is successful - sheets that do or do not have teacher names
Teachers	Will only see scans meeting these criteria: - tests from the current school year - scan sheets, tests, and students belonging to you - tests not set as "Private" to another user

# Viewing a Scan Batch

To review a single scan batch, click on the Scan Batch ID from a Recent Scans page. A scan batch represents a single load of scan sheets that are run through your scanner. In most cases a district will scan one class at a time, but a scan batch could include multiple tests.

The scan batch view shows the same information that was presented on the Recent Scans page, however this time the view is isolated to the scan batch you have selected. The scan batch view is a great way to review how the system scored the scan sheets you submitted. This view will show you if any sheet contained a multiple answer or if a student left an answer blank.

- An \* represents when a student filled in multiple answers for a given question.
- A blank represents when a student did not fill in an answer for a given question.

Batch 421958										
Scan batch 421958 received 07/17/2014 16:36:46 in fl/fl_sunshine/PMHS_000053.pdf										
1	7261858	1	Archived	3025437	FL - Sunshine	3006576	3007944	1	4423677396	0013935722 true 3025778 a b b a
2	7261859	2	Archived	3025437	FL - Sunshine	3006576	3007944	1	4423691724	0013935722 false 3025778 b c b *
3	7261860	3	Archived	3025437	FL - Sunshine	3006576	3007944	1	4423677376	0013935722 true 3025778 b d b

# Viewing a Single Test

To review all scans for a particular test, use the search bar or click on the test ID from any scan list page. When you select a particular test, the system will return any scan batch that included a scan sheet for the test you entered. If a scan batch includes multiple tests, the system will gray out the lines for tests that do not belong to the test name/ID you selected.

Sunshine County Public Schools 3025437 Shimkus.ScanPractice2 3006576										
Scan batch 421955 received 07/17/2014 16:28:12 in fl/fl_sunshine/PMHS_000046.pdf										
1	7261851	1	Archived	3025437	FL - Sunshine	3006573	3007941	1	4423693494	0013935276 false 3025780 a * a c b a b c a b c d c b c
2	7261852	2	Archived	3025437	FL - Sunshine	3006576	3007944	1	4423677273	0013935278 false 3025857 a b c d c
Scan batch 421956 received 07/17/2014 16:34:23 in fl/fl_sunshine/PMHS_000048.pdf										
3	7261853	1	Archived	3025437	FL - Sunshine	3006576	3007944	1	4423677334	0013935722 false 3025778 c c c c c
4	7261854	2	Archived	3025437	FL - Sunshine	3006574	3007942	1	4423683093	0013935280 false 3279693 a b c d a
Scan batch 421957 received 07/17/2014 16:35:45 in fl/fl_sunshine/PMHS_000050.pdf										
5	7261855	1	Archived	3025437	FL - Sunshine	3006576	3007944	1	4423677325	0013935722 true 3025778 a * c a b
6	7261856	2	Archived	3025437	FL - Sunshine	3006576	3007944	1	4423677292	0013935722 true 3025778 a a b b c
7	7261857	3	Archived	3025437	FL - Sunshine	3006576	3007944	1	4423677410	0013935722 true 3025778 a b c d a

# Viewing a Single Scan Sheet

From any of the review pages, you have the ability to view any single scan sheet. This view can be reached by clicking on the scan sheet ID that begins each record. This view displays the scanned image as well as how the system scored this particular sheet.

Many times, in order to diagnose why a particular question was marked as blank or multiple answers, you will need to take a look at the original scan sheet. Reviewing a student's answer sheet will normally answer any questions you may have, including why a particular scan sheet failed to process.

The blue text found on this page reviews how the scan sheet was interpreted by the Scan Engine. Here you will see what answers were recorded as well as the student and test IDs.

Sheet 7261859																																																																																						
Batch #21958 page 2																																																																																						
Sheet status: Archived. File has been transferred to long term storage																																																																																						
No error message																																																																																						
This sheet has no unsaved changes.																																																																																						
<b>Responses</b>					<table border="1"> <tr> <td>School Name:</td> <td>Sandpiper Middle</td> <td>Test ID:</td> <td>3006576</td> </tr> <tr> <td>Test Name:</td> <td>Shimkus.ScanPractice2</td> <td>Test Event ID:</td> <td>3007944</td> </tr> <tr> <td>Teacher Name:</td> <td>Barksdale, Julie</td> <td>Client ID:</td> <td>3025437</td> </tr> <tr> <td>Student Name:</td> <td></td> <td>Barcode:</td> <td>0013935722</td> </tr> </table>					School Name:	Sandpiper Middle	Test ID:	3006576	Test Name:	Shimkus.ScanPractice2	Test Event ID:	3007944	Teacher Name:	Barksdale, Julie	Client ID:	3025437	Student Name:		Barcode:	0013935722																																																													
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8	teacher_id	3025778																																																																																				
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# Adjusting a Scan Sheet

When viewing a single scan sheet, you have the ability to adjust the data in most of the fields. (District ID and Test ID are not editable.)

## Identifying Information

Identifying information, such as Test Event ID or Teacher ID, can be updated by clicking into the appropriate text box and making the necessary change. To correct a missing or invalid Student ID, click the magnifying glass to the right of the text box. A pop-up window allows you to search for and select a student by name.

5	student_code	4423690878	<b>Student Search:</b>
6	barcode	0000058381	9 values
7	inverted	false	ben
8	1 1	MULT	442369364610
9	2 2	MULT	1234567902 8
10	3 3	a	4423696952 8
11	4 4	MULT	442367650210
12	5 5	c	1234567904 8
13	6 6	MULT	442367619510
14	7 7	MULT	442365818810
15	8 8	A	4423680877 5
			442367797210

## Student Responses

Student responses can also be adjusted. If, for instance, the scan came back with a blank, you can use this page to make the necessary corrections. Simply click in the response text field to change it. For items that contain more than one correct response, MULT will be displayed in the text box, and the responses will be displayed to the right of the box. Click on MULT to update. Answers must be separated by commas, but no spaces.

Responses			Responses		
1	district_id	3025437 FL - Sunshine	1	district_id	3025437 FL - Sunshine
2	test_id	3008885	2	test_id	3008885
3	test_event_id	3010273	3	test_event_id	3010273
4	page_num	1	4	page_num	1
5	student_code	4423680710	5	student_code	4423680710 Cole, Sarah
6	barcode	0000058446	6	barcode	0000058446
7	inverted	true	7	inverted	true
8	teacher_id	3025855 Owen, Leigh	8	teacher_id	3025855 Owen, Leigh
9	1 1	A,B,C	9	1 1	MULT A,B,C
10	2 2		10	2 2	
11	3 3	A A	11	3 3	A A
12	4 4	A A	12	4 4	A A
13	5 5	A A	13	5 5	A A
14	6 6		14	6 6	

Be sure to click the Save button before exiting to apply your changes.

This sheet has unsaved changes. Save

## Viewing Failed Scans

Within Scanview, you have the ability to limit your view to only the scan sheets that have failed. This is a great way to do error checking at the end of the day or week. To do this, simply select the checkbox

labeled 'Show only problem sheets' found in the gray toolbar just below the header bar.

Show only problem sheets

**Recent Scans**  
From All Clients

Scan batch 238758 received 04/02/2015 15:19:41 in fl/fl_sunshine/image201				
1	3813112	8	Archived	FL - Sunshine 3008886 3010274 1
Scan batch 238757 received 04/02/2015 15:18:55 in fl/fl_sunshine/image201				
2	3813103	7	Archived	FL - Sunshine 3008885 3010273 1
Scan batch 238756 received 04/02/2015 15:18:05 in fl/fl_sunshine/image201				
3	3813092	12	Archived	FL - Sunshine 3008884 3010272 2
Scan batch 238755 received 04/01/2015 19:58:57 in fl/fl_sunshine/image201				
4	3813080	2	Archived	FL - Sunshine 3008881 3010269 2
Scan batch 238740 received 03/05/2015 18:17:35 in fl/fl_sunshine/image201				
5	3813017	2	Archived	FL - Sunshine 3008838 3010221 2
6	3813019	4	Archived	FL - Sunshine 3008838 3010221 2
Scan batch 238735 received 03/05/2015 17:05:54 in fl/fl_sunshine/image201				
7	3812994	11	FailedDelivery	FL - Sunshine 3008838 3010221 1
Scan batch 238733 received 02/27/2015 20:34:55 in fl/fl_sunshine/image201				
8	3812952	1	FailedProcessing	Remote error: null
9	3812953	2	FailedProcessing	Remote error: null
10	3812954	3	FailedProcessing	Remote error: null
11	3812955	4	FailedProcessing	Remote error: null
12	3812956	5	FailedProcessing	Remote error: null
13	3812957	6	FailedProcessing	Remote error: null
14	3812958	7	FailedProcessing	Remote error: null
15	3812959	8	FailedProcessing	Remote error: null

## Viewing Counts Summary

Click on Counts in the header bar to see a quick summary of your recent scanning activity. In the center pane you will see three separate summary reports. These reports will show you a daily breakdown, daily breakdown by location, and a monthly breakdown of your scanning success rates. Remember, these statistics will summarize only those scans to which your role has access.

**Usage Statistics**  
Received in [Redacted]

**Daily Summary**

**8/28/2014**  
? 0/3 0.00%

**8/28/2014**  
DOC082814.pdf 0/3 0.00%

**Monthly Summary**

	8/01/2014	7/01/2014	6/01/2014
<span style="background-color: #ccc; padding: 2px;">[Redacted]</span>	0/6 0.00%	0/2 0.00%	31/42 73.81%