Miami Dade County Public Schools
Gateway to Data

Instructions for Scanning and Scoring with Plain Paper Forms

Before scanning using Plain Paper Forms, you must install the G2D Scanning Software 5.0.7. 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 5.0.7 must have a TWAIN (TW) driver installed before getting started. If you are experiencing difficulties with your scanner, please contact G2D Support at 305-995-2345 for assistance.
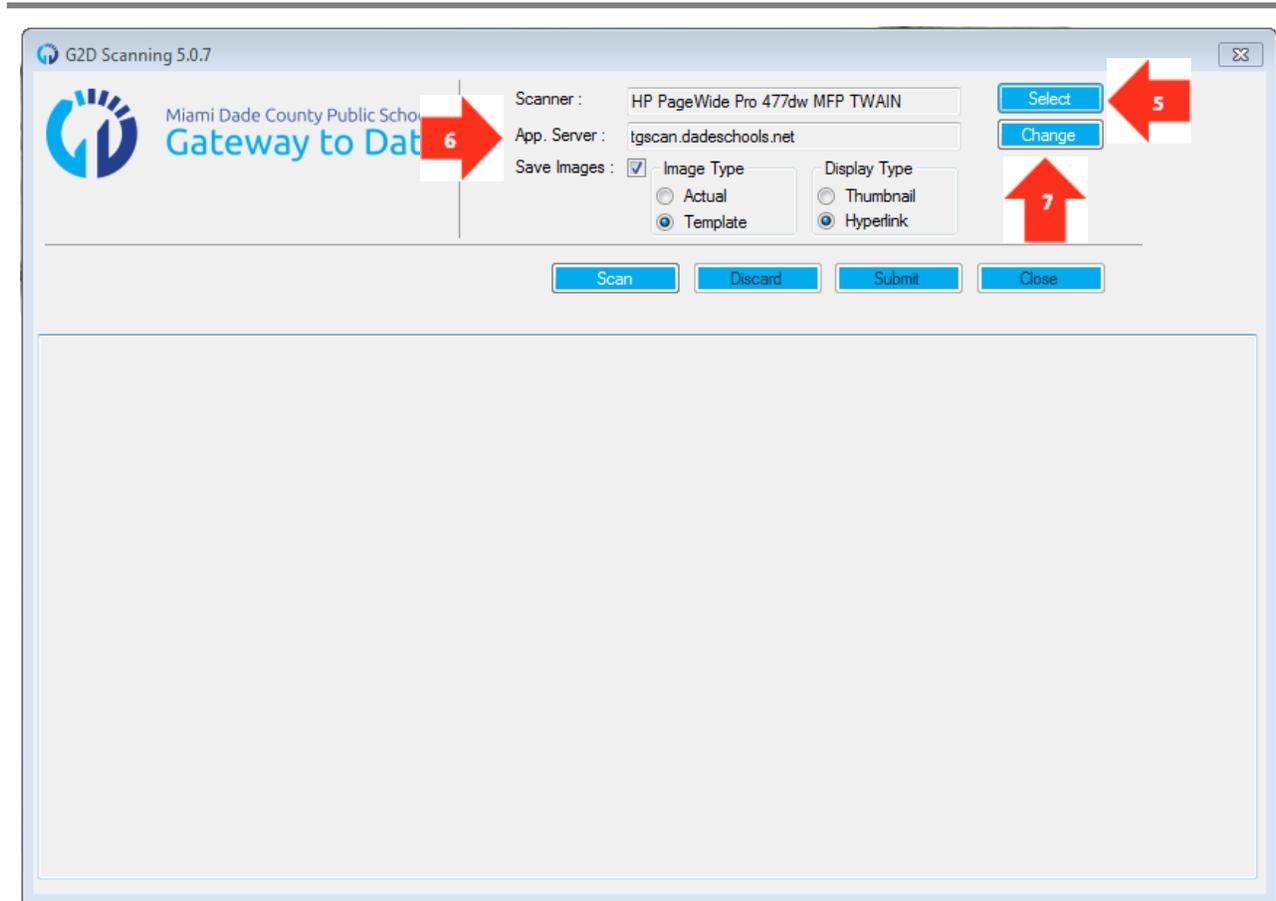
Scan Using Plain Paper Forms (PPS)

1. Click the G2D® Scanning Software 5.0.7 (PPS) icon.
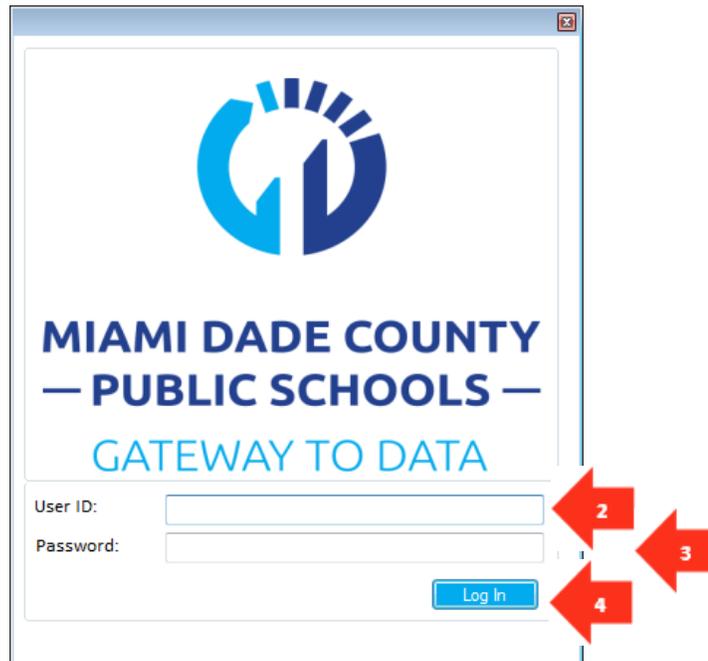
2. Enter your **G2D User ID**. This is your MDCPS employee number.

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 correct scanner is selected by reviewing which scanner is listed. The scanner listed should have a prefix of "TW". The initial scan window will not have a scanner selected.
6. Confirm the App Server is pointing to **tgscan.dadeschools.net**
7. If the wrong App Server is listed click on the **Change** button to enter the correct address.
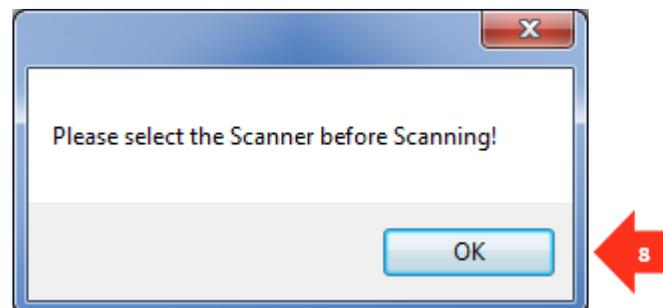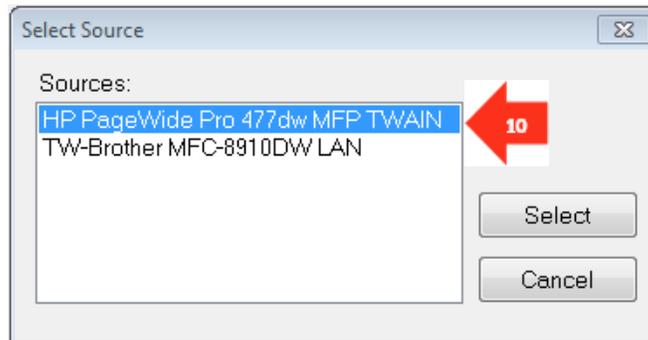

8. If you attempt to scan without a scanner selected, a warning pop up window will remind you to select a scanner. Click **OK** to remove message then select a scanner before proceeding.
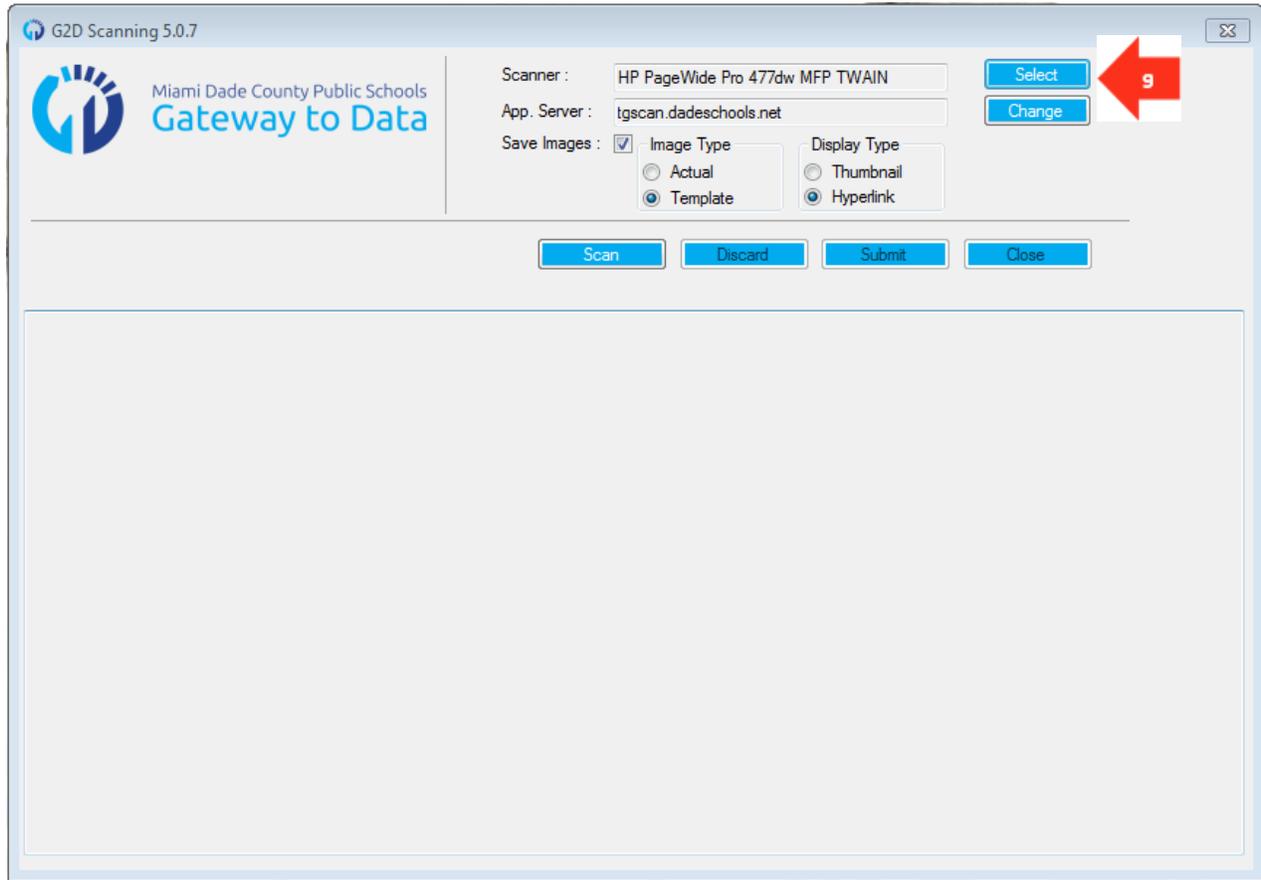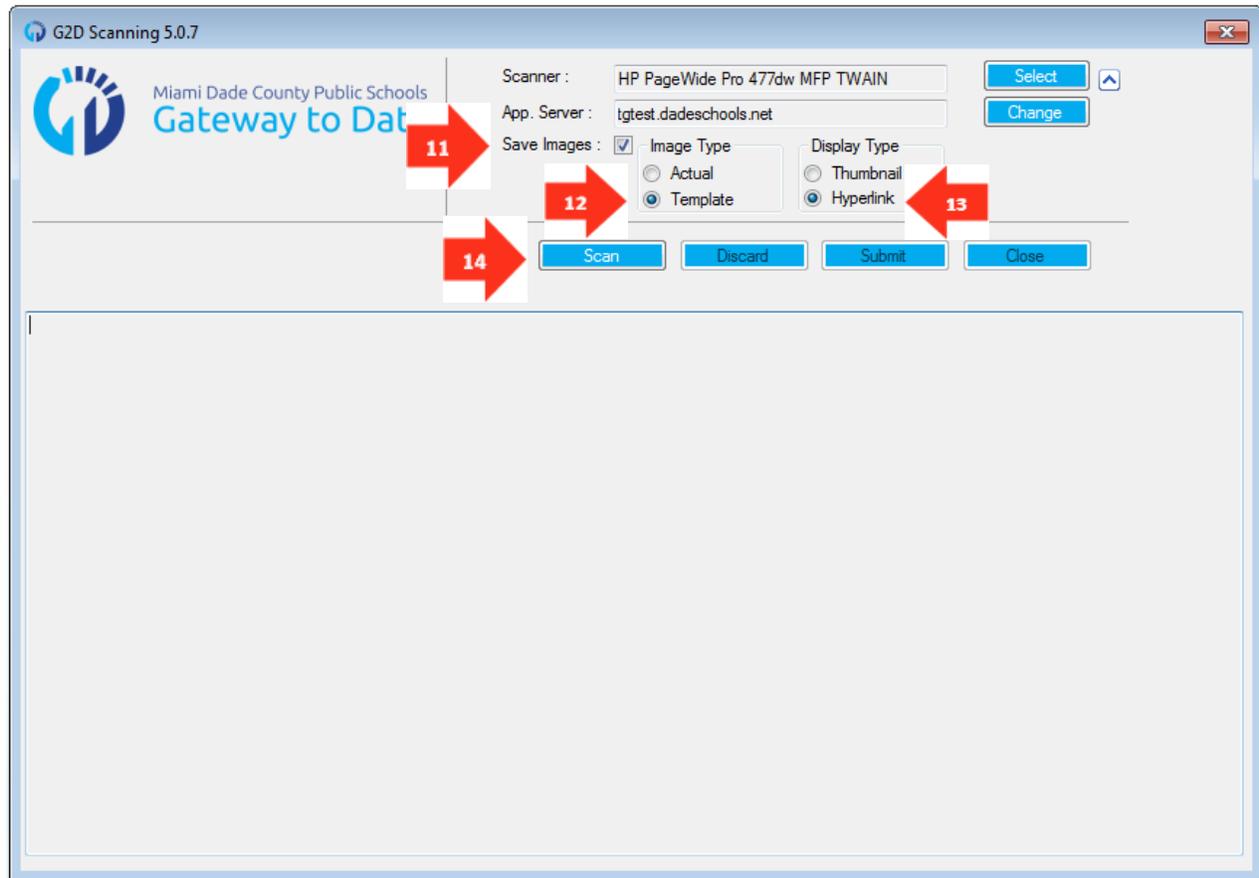
9. If no scanner is listed or you need to change scanners, click on the **Select** button to choose the appropiate scanner.

10. The Select Source window will open, select the scanner driver that has "TW" or "TWAIN" in its name for the scanner you are using

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 bubble sheets 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 bubble sheets by consulting with the scanner manufacturers manual to determine the maximum amount of bubble sheets 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.

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 unique test ID number, read from the bubble sheet.
20. **Student ID** from the bubble sheet. If it was a Student Form or a properly filled in Blank Form, it will display the entire student ID. If it was a Roster Form, it will display the position number of the Student Name within the roster list.
21. **Test Form,** future feature not used at the moment.
22. **Scores,** provides a hyperlink **View Answers** that allows you to view the responses captured by the scan for multiple choice questions on non-secure tests. If there is a # sign instead of a letter, this indicates that there are multiple responses for an item.
23. **Scanned Answers**, provides a hyperlink to the scanned image of the entire bubble sheet to help the user review the document and help determine the cause of a scanning error.
24. **Error,** will provide a brief error message for any issues incurred during the scanning process.

25. **View Answers** hyperlink window allows you to view the responses captured by the scan for multiple choice questions on non-secure tests. If there is a # sign instead of a letter this indicates that there are multiple responses for an item.

26. **Scanned Answers**, provides a hyperlink to the scanned image of the entire bubble sheet to help the user review the document and help determine the cause of a scanning error.
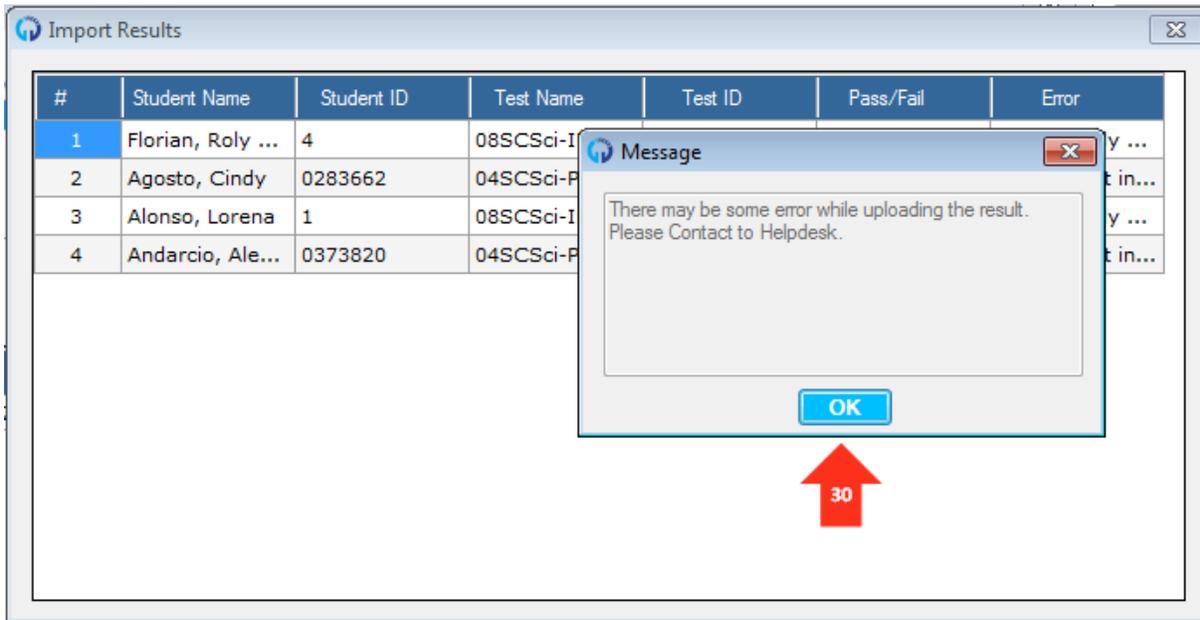
27. Select the bubble sheets you wish to submit by checking the box on the first column of each
    row or select all by checking the top box.
       a. Un-click bubble sheet to not Submit it.
28. Click on the **Submit** button.
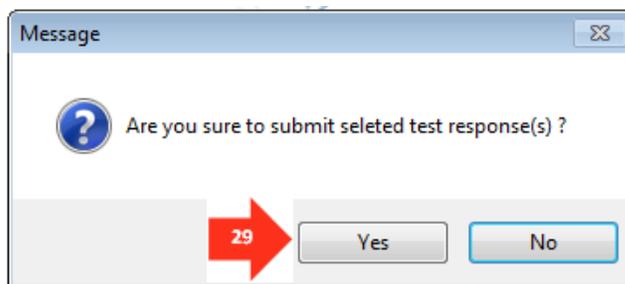
29. A pop-up window will open requesting to confirm your submission. Click on the **Yes** button.

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 student name.
32. **Student ID,** displays the student ID of this upload.
33. **Test Name,** Displays the name of the assessment.
34. **Test ID,** displays the unique test ID.
35. **Pass/Fail,** indicates if the upload was successful or not.
36. **Error,** provides a brief message if the upload encountered an error.

Note: If you click on the header of a column, it will sort the list based on that column. Additionally, if you need to expand a column to be able to read the contents, 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