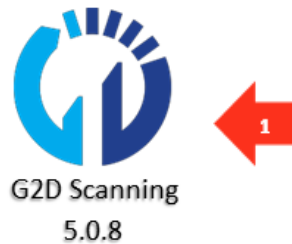




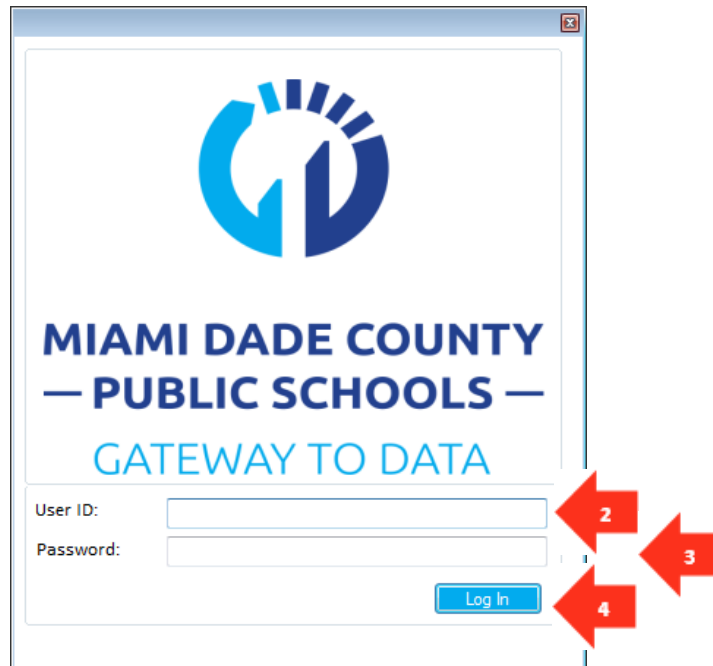
Instructions for Scanning and Scoring with Plain Paper Forms

Before scanning using Plain Paper Forms, you must install the G2D Scanning Software 5.0.8. 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 5.0.8 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)



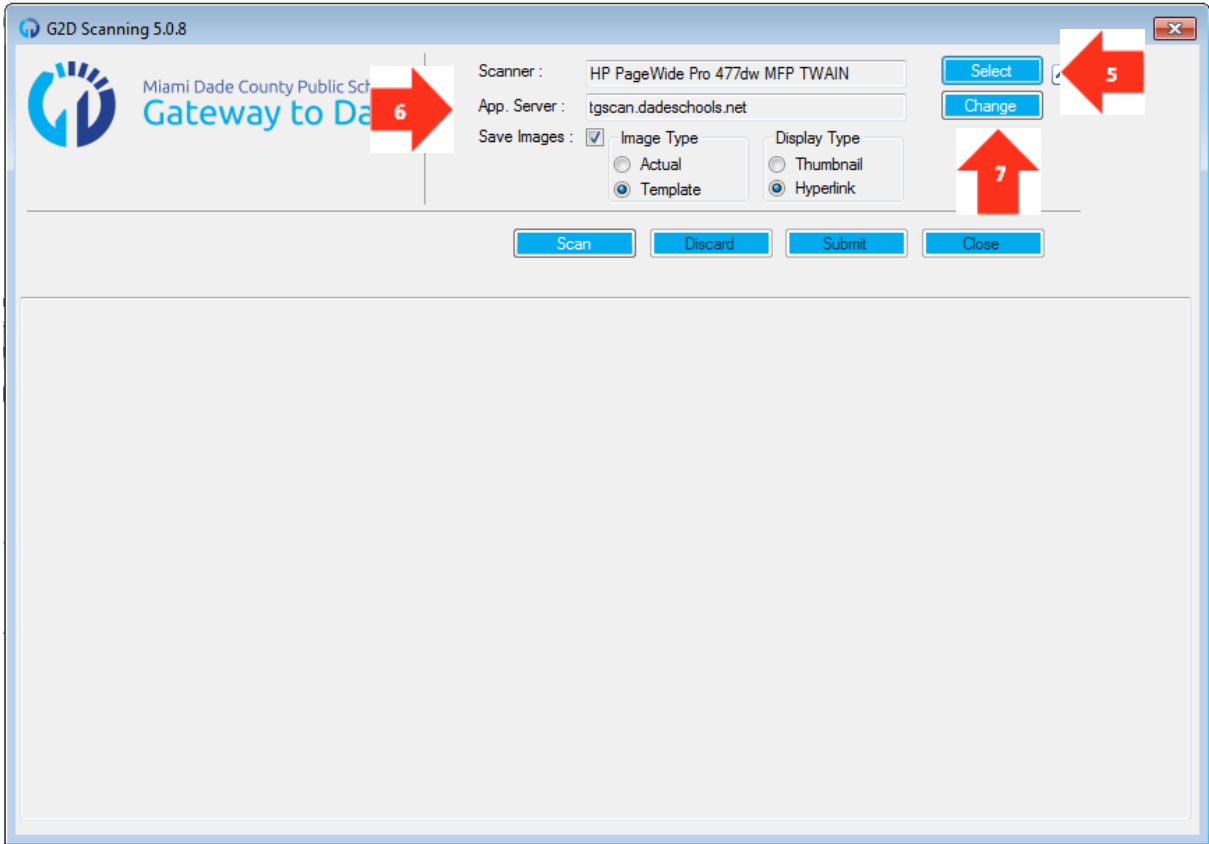
1. Click the G2D® Scanning Software 5.0.8 (PPS) icon.



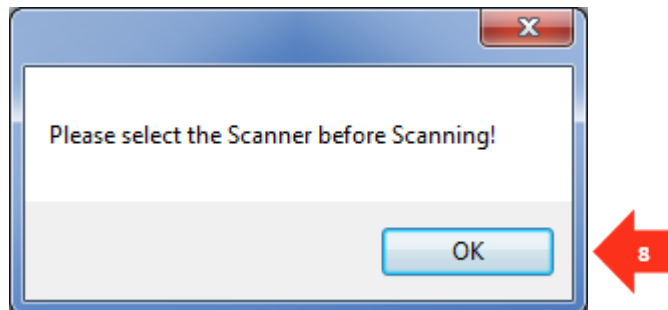
2. Enter your **G2D User ID**. This is your MDCPS employee number.
3. Enter your **G2D password**. This is your G2D password NOT your portal password.
4. Click the **Log In** button.



Scanning Plain Paper Forms



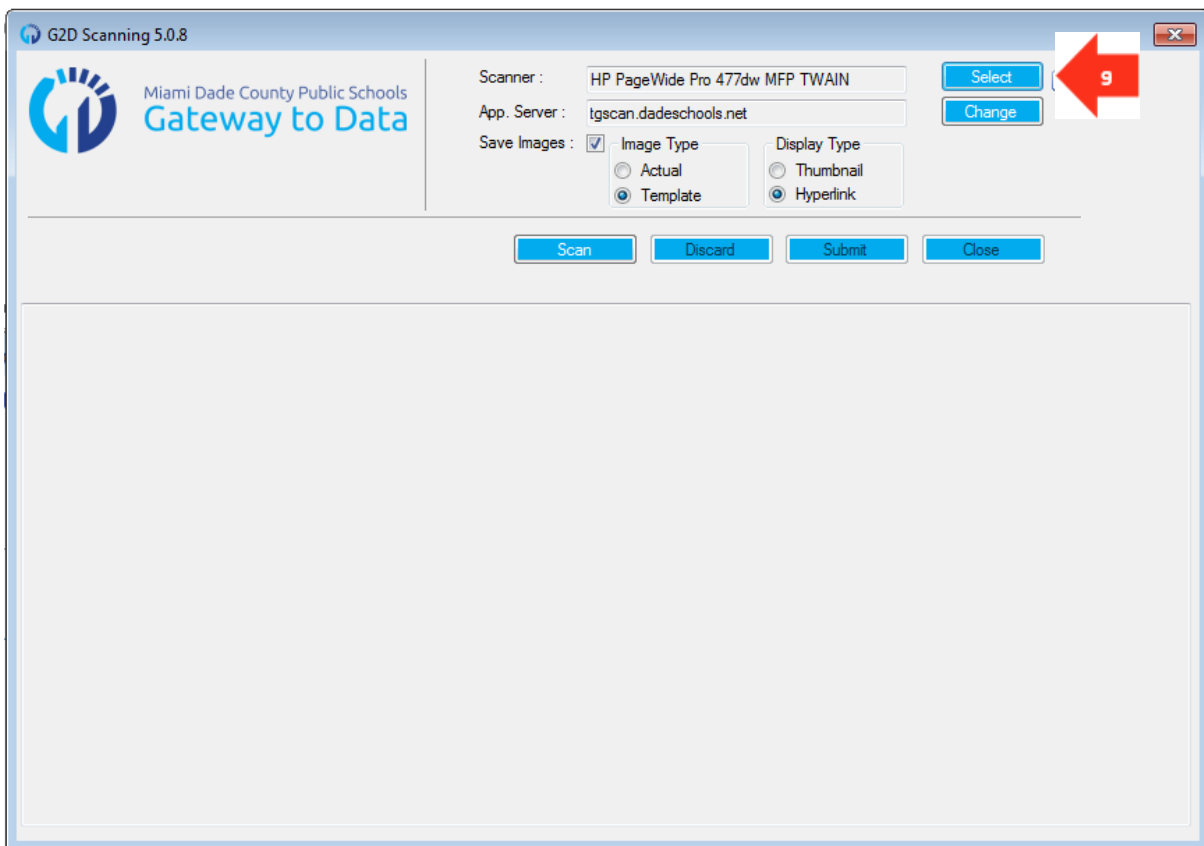
5. Confirm the correct scanner is selected by reviewing which scanner is listed. The scanner listed should have a prefix of “TW”. The initial scan window will not have a scanner selected.
6. Confirm the App Server is pointing to tgscan.dadeschools.net
7. If the wrong App Server is listed click on the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



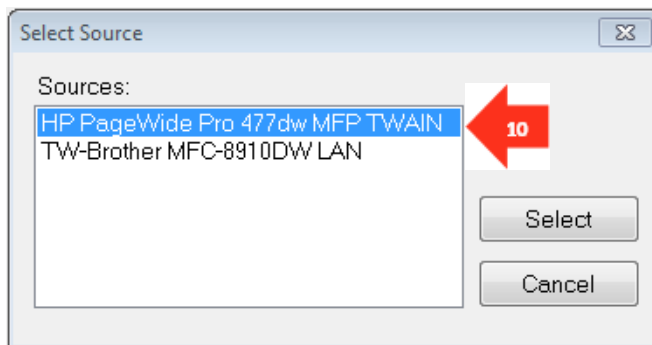
8. If you attempt to scan without a scanner selected, a warning pop up window will remind you to select a scanner. Click **OK** to remove message then select a scanner before proceeding.



Scanning Plain Paper Forms



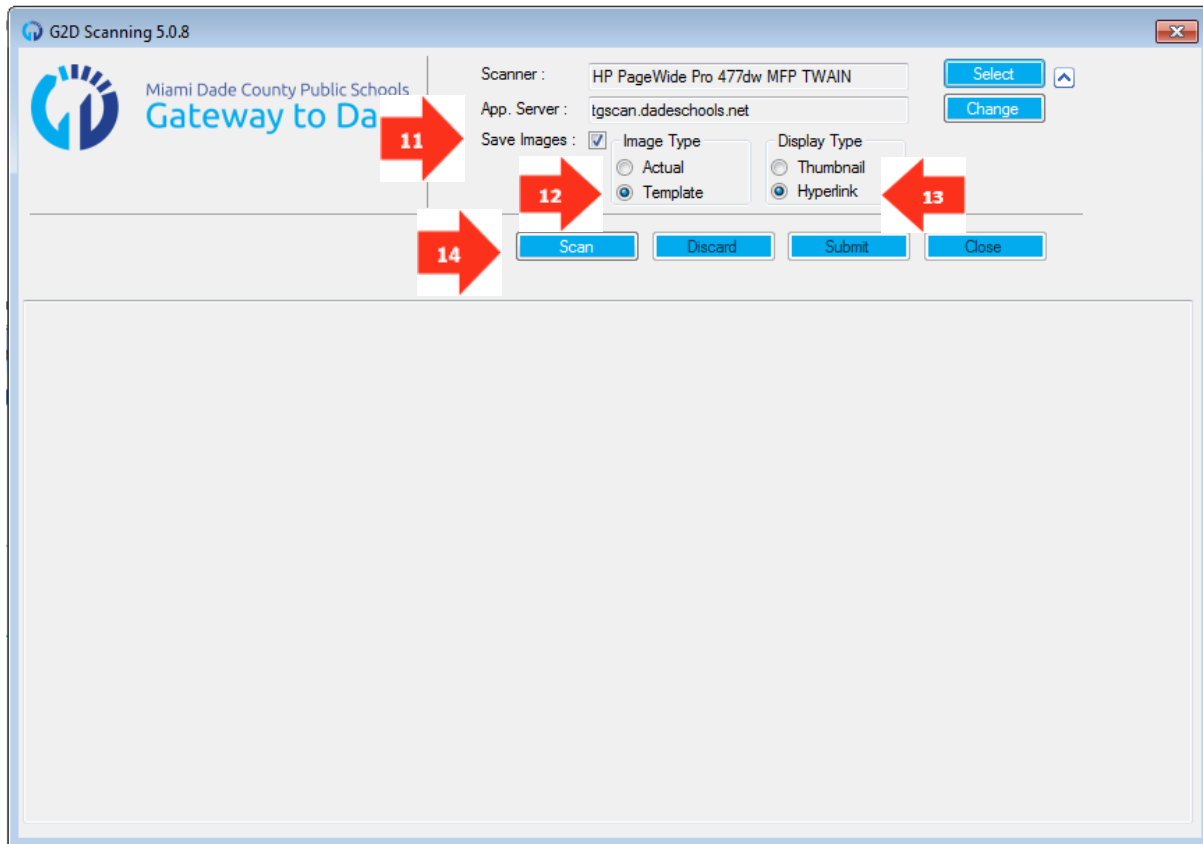
9. If no scanner is listed or you need to change scanners, click on the **Select** button to choose the appropriate scanner.



10. The Select Source window will open, select the scanner driver that has "TW" or "TWAIN" 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 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.



Scanning Plain Paper Forms

The screenshot shows the G2D Scanning 5.0.8 software interface. At the top left is the Miami Dade County Public Schools Gateway to Data logo. To the right, there are configuration fields for Scanner (HP PageWide Pro 477dw MFP TWAIN), App. Server (tgscan.dadeschools.net), and Save Images options (Image Type: Actual, Template; Display Type: Thumbnail, Hyperlink). Below these are buttons for Select and Change. A row of buttons includes Scan, Discard, Submit, and Close. A table below the buttons lists scanned forms with columns for #, Form ID, Test ID, Student ID, Test Form, Scores, Scanned Answers, and Error. Red arrows point to specific columns in the table: 17 points to the # column, 18 to Form ID, 19 to Test ID, 20 to Student ID, 21 to Test Form, 22 to Scores, 23 to Scanned Answers, and 24 to Error.

#	Form ID	Test ID	Student ID	Test Form	Scores	Scanned Answers	Error
1	11230	8119219023914	XXXXXXXXXXXX*	***	View Answers	Scanned Answers	
2	11231	8119219023914	XXXXXXXXXXXX*	***	View Answers	Scanned Answers	Error reading form

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.



Scanning Plain Paper Forms

The screenshot shows the G2D Scanning 5.0.8 application window. The top left features the Miami Dade County Public Schools Gateway to Data logo. The top right contains scanner configuration fields: Scanner (HP PageWide Pro 477dw MFP TWAIN), App. Server (tgscan.dadeschools.net), Save Images (checked), Image Type (Template selected), and Display Type (Hyperlink selected). Below these are buttons for Select, Change, Scan, Discard, Submit, and Close.

#	Form ID	Test ID	Student ID	Test Form	Scores	Scanned Answers	Error
1	11230	8119219023914	0373610*****	***	View Answers	Scanned Answers	
2	11231	8119219023914	0373610*****	***	View Answers	Scanned Answers	

Below the table, a red arrow points to a red box containing the number 25, which is positioned above a '#' symbol in the table's column.

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.



Scanning Plain Paper Forms

The screenshot displays the G2D Scanning 5.0.8 software interface. At the top, it shows the Miami Dade County Public Schools Gateway to Data logo and the text "Miami Dade County Public Schools Gateway to Data". The interface includes fields for Scanner (HP PageWide Pro 477dw MFP TWAIN), App. Server (tgsan.dadeschools.net), and Save Images (Image Type, Actual, Thumbnail). There are buttons for Select, Change, Submit, and Close. A window titled "THINKGATE" is open, showing a scanned bubble sheet for "Exam 4 sample-open 0041 - Air Base" with "Test ID: 874693619999" and "Students: 33". The bubble sheet includes marking instructions and a list of student names with corresponding bubbles. To the right of the bubble sheet, a table shows "Scanned Answers" and "Error" columns. A red arrow points to the number "26" in the "Error" column, indicating a scanning error.

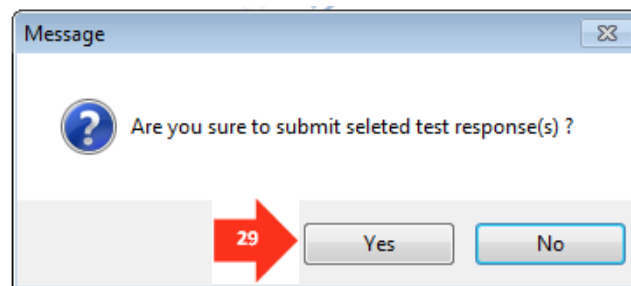
26. **Scanned Answers**, provides a hyperlink to the scanned image of the entire bubble sheet to help the user review the document and help determine the cause of a scanning error.



Scanning Plain Paper Forms

#	Form ID	Test ID	Student ID	Test Form	Scores	Scanned Answers	Error
<input type="checkbox"/>	1	11230	8119219023914	0373610*****	***	View Answers	Scanned Answers
<input type="checkbox"/>	2	11231	8119219023914	0373610*****	***	View Answers	Scanned Answers

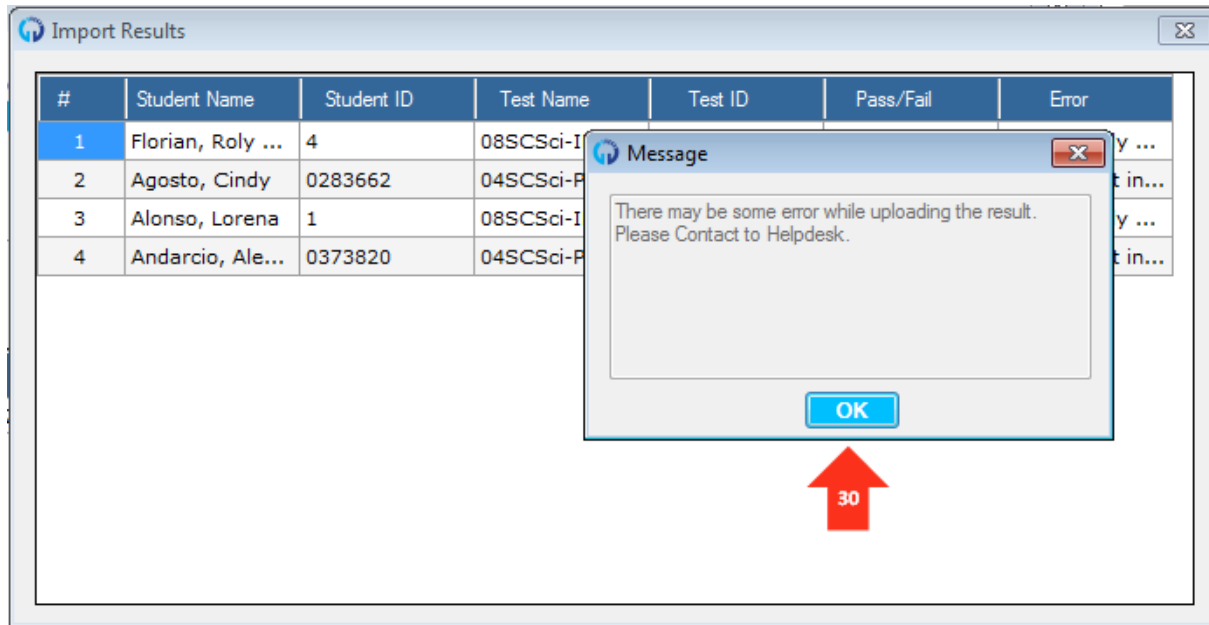
27. Select the bubble sheets you wish to submit by checking the box on the first column of each row or select all by checking the top box.
 - a. Un-click bubble sheet to not Submit it.
28. Click on the **Submit** button.



29. A pop-up window will open requesting to confirm your submission. Click on the **Yes** button.



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 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