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User Guide
M-DCPS Scanning

Version 18.04

CHARTER SCHOOLS VERSION ONLY

This document provides step-by-step instructions for scanning student answer sheets from the Miami-Dade County Public Schools (M-DCPS) to the Performance Matters Unify platform for scoring of assessments.

This document includes the following.

The first set of instructions, Local Install for Unify Test Uploader Instructions is for Charter Schools Only. After the script is downloaded, then the Edit the Scans section should be followed starting at the bottom of page 4.

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Local Install for Unify Test Uploader Instructions

DIRECTIONS FOR CHARTERS SCHOOL ONLY

1. **In order for the installation to be successful, a user with administrative privileges needs to run the installer, otherwise the installation will fail.**

2. Download the PMSSCAN_LOCAL.zip file from the Assessment, Research, and Data Analysis Website.

3. Locate the file on your computer once you have downloaded it, and right click on the file, and select "Extract All".

4. In the "Extract Compressed (Zipped) Folders Screen, make sure there is a checkmark next to "Show extracted files when complete." Do not change any other option in this window. Click Extract.
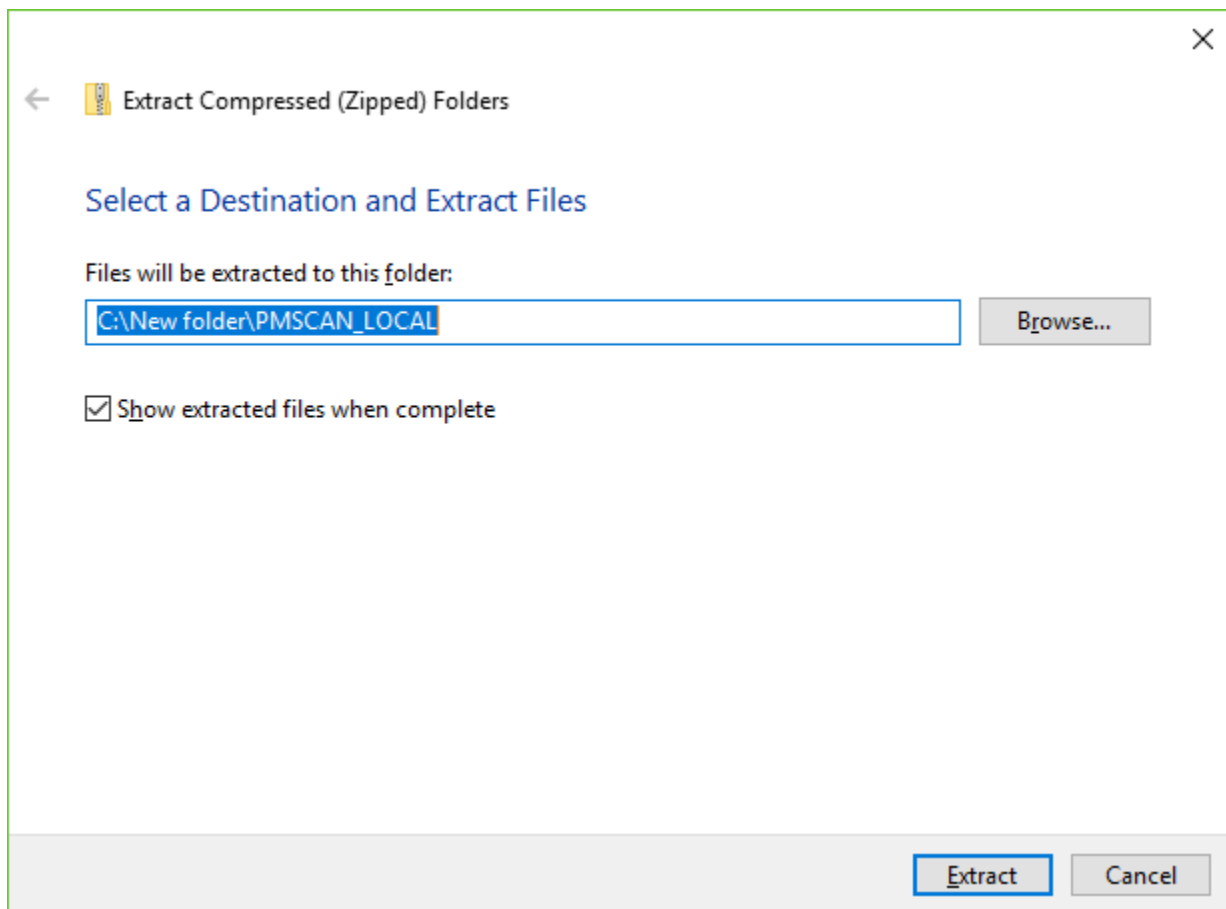
5. Once extracted, the files will appear in a new window. Right click on the "pmscan_installer_local" file and choose "**Run As Administrator**".
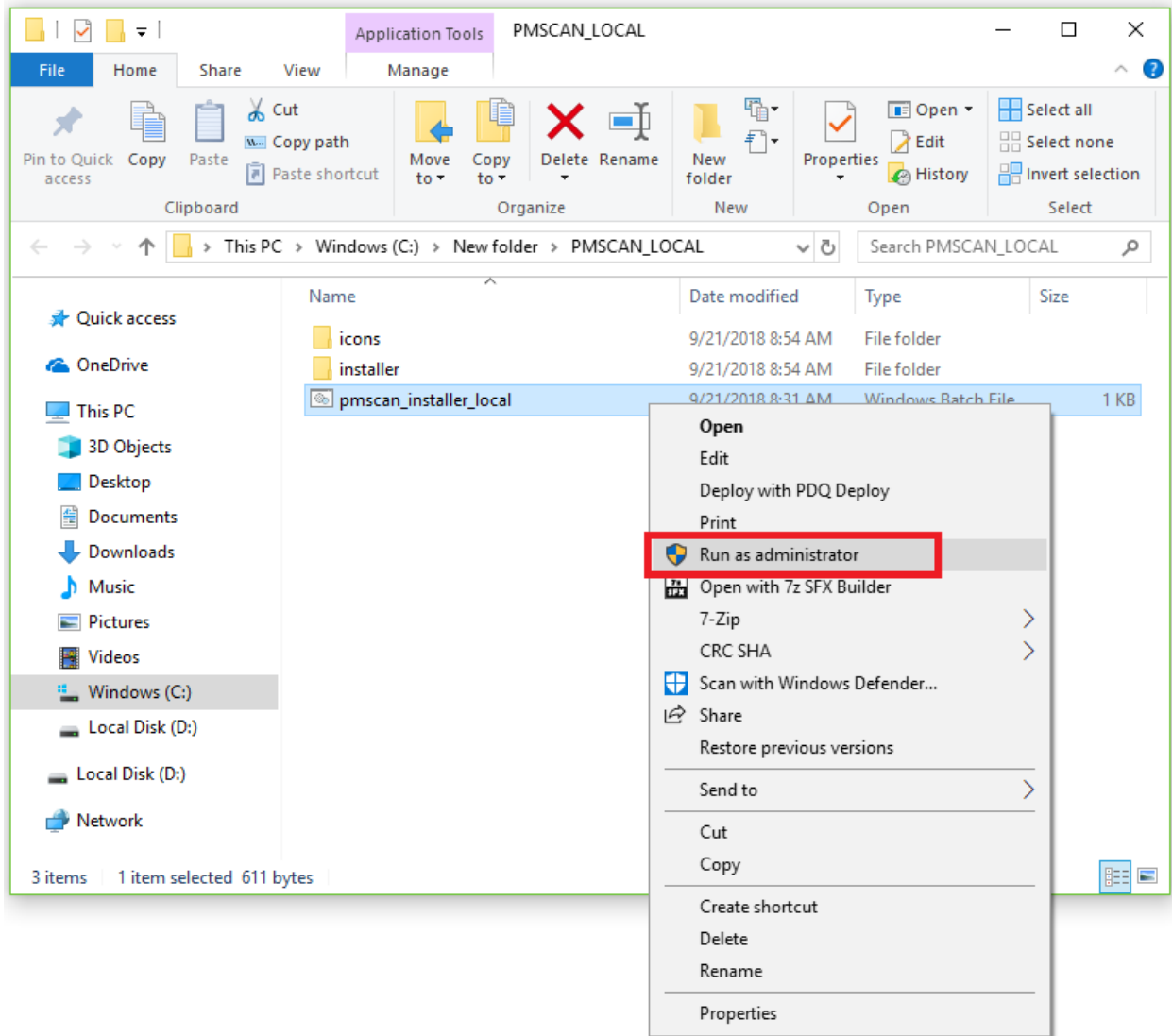
6. Once the installer finishes (should be a few seconds), the user will see the same icons used throughout the District for scanning/uploading. **Note: If the user does not have administrative privileges to copy folders to the computer, the install will fail and the shortcuts will not appear.**

Set Up Local Scanner on Workstation

Follow these steps to set up a local scanner on your workstation for use with Performance Matters Scan Engine.

> ✎ **NOTE**
>
> If your workstation desktop already has the shortcuts described below, this section can be skipped. If the setup has been tested and verified, then see "Scan to Performance Matters from Workstation" on page 7 for details on how to scan.

Download Script Files

In order to scan to Unify from your workstation, you will need to download the Unify Scanning Software.

Follow these steps to set up the required script files on your workstation.

1. Access the Interim Assessment website at http://oada.dadeschools.net/IAP/IAP.asp.
2. Download and read the **Unify Scanner Installation Procedures** available under the heading **Unify (Performance Matters) Scanning**.
3. Click the **Unify Scanning Script (Download Script)** link to download the software.
4. You should see the following 4 new icons on your desktop.
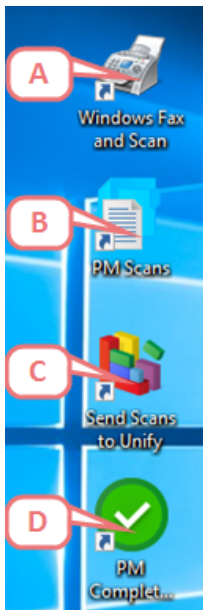
- A. **Windows Fax and Scan** - Program used to scan the answer sheets.
- B. **PM Scans**- Shows all scanned documents that are ready to be sent to Performance Matters. Enables you to open the folder to verify how many scans you are going to submit.
- C. **Send Scans to Unify** - Uploads to Unify all the scanned documents currently listed in the **PM Scans** folder.
- D. **PM Completed Scans** - Stores scanned documents that were successfully submitted to Unify. Files listed in this folder indicate a successful transmission of the scanned documents to Unify.

Edit Scan Settings

Follow these steps to correctly set your scan settings after the Unify Scanning Software is successfully downloaded.
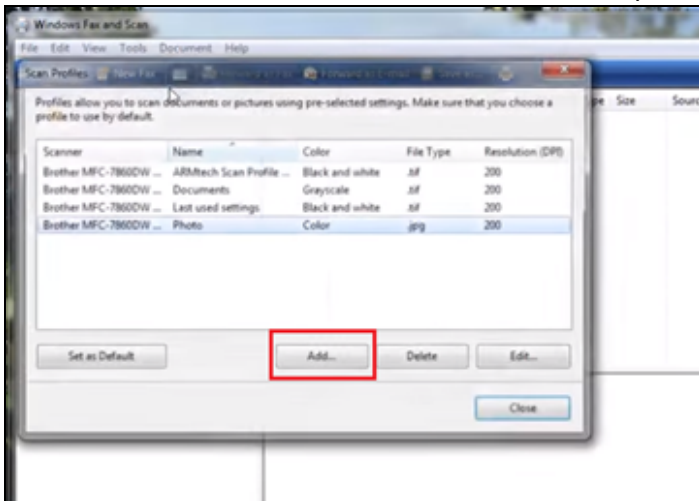
1. Click the **Windows Fax and Scan** shortcut on your desktop to launch the program. This opens the Windows Fax and Scan window
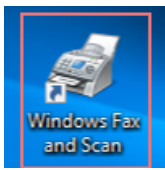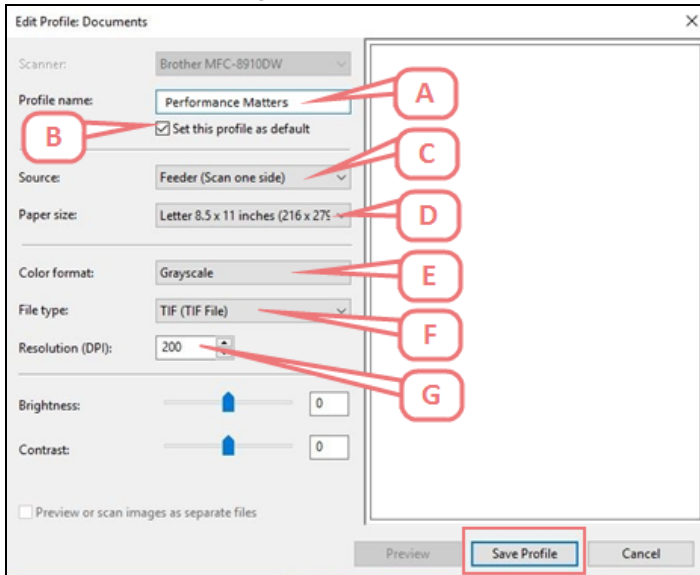
2. Select **Tools** and click **Scan Settings** in the Windows Fax and Scan window. This opens the Scan Profiles window.
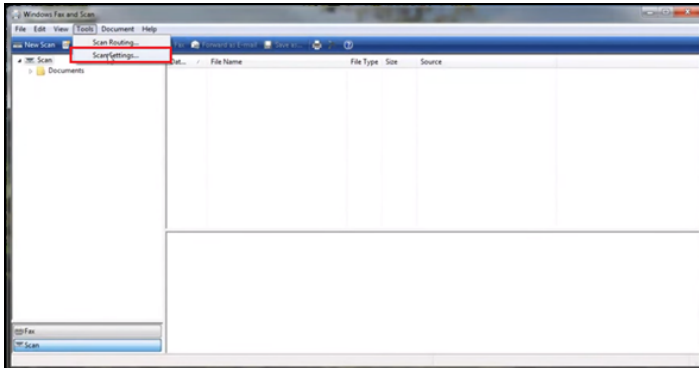
3. Click **Add** in the Scan Profiles window. This opens the Edit Profile Documents window.

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4. Enter the following information in the Edit Profile Documents window.

A. **Profile name**: Performance Matters

B. **Set this profile as default**: Make sure this box is checked

C. **Source**: Feeder (Scan one side)

D. **Paper size**: Letter 8.5 x 11 inches

E. **Color format**: Grayscale

> ✎ **NOTE**
> If Grayscale is not an option, then select **Color**.

F. **File type**: TIF (TIF File)

G. **Resolution (DPI)**: 200

5. Click the **Save Profile** button to save.
6. Verify that **Performance Matters** is now displayed in your **Scan Profiles** window. After you have verified the new profile is showing, click **Close**.
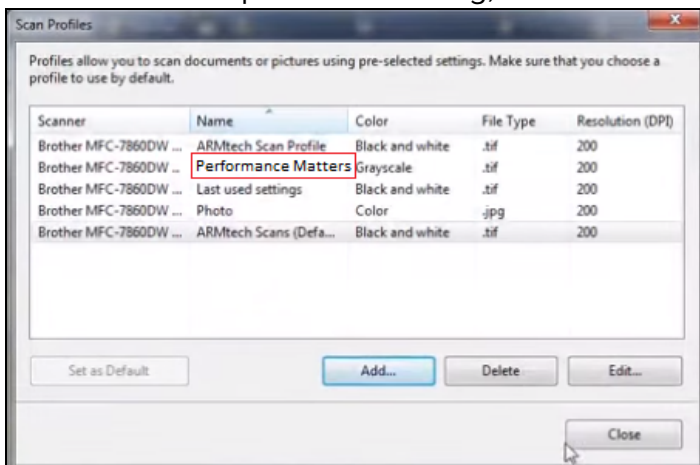
Test the Connection

At this point the setup is now complete and you can proceed with testing your setup. Please print a sample answer sheet, fill in the answer bubbles with a pencil, and scan the answer sheet using the profile you just created.

1. Print the sample answer sheet on the last page of this user guide or download at http://oada.dadeschools.net/IAP/IAP.asp.
2. Fill in the answer bubbles with a pencil. Leave the Student ID blank for testing the setup.
3. For details on how to scan, see "Scan to Performance Matters from Workstation" below.

Scan to Performance Matters from Workstation

Once students have completed their assessments, the answer sheets are to be scanned using your scanner. The scan will be sent to Performance Matters for scoring and reporting.

> 💡 **TIP**
>
> If the Windows shortcuts shown below are not displayed on your desktop, first complete the scanner setup. For more information, see "Set Up Local Scanner on Workstation" on page 4

Scan Answer Sheets

To scan from a local scanner on your workstation, simply follow these steps. This process will be repeated for every scan file you wish to send to Performance Matters.

1. Place the answer sheet(s) face up and top first in the automatic document feeder.
2. On the workstation connected to the scanner, click the **Windows Fax and Scan** shortcut on your desktop to launch the program. This opens the Windows Fax and Scan window.
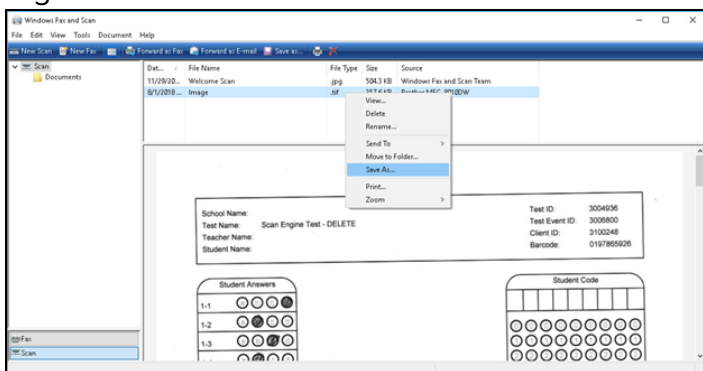

3. Select **New Scan** in the Windows Fax and Scan window.
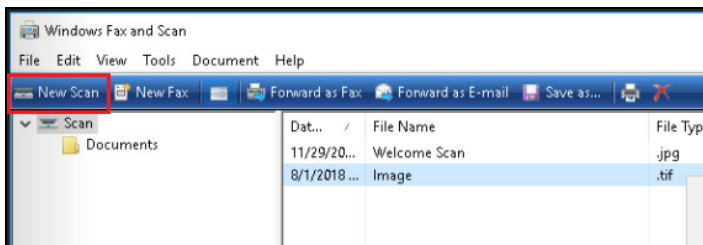
4. Verify that the correct scanner is selected, the Profile is set to **Performance Matters**, and the Source is set to **Feeder (Scan one side)**.
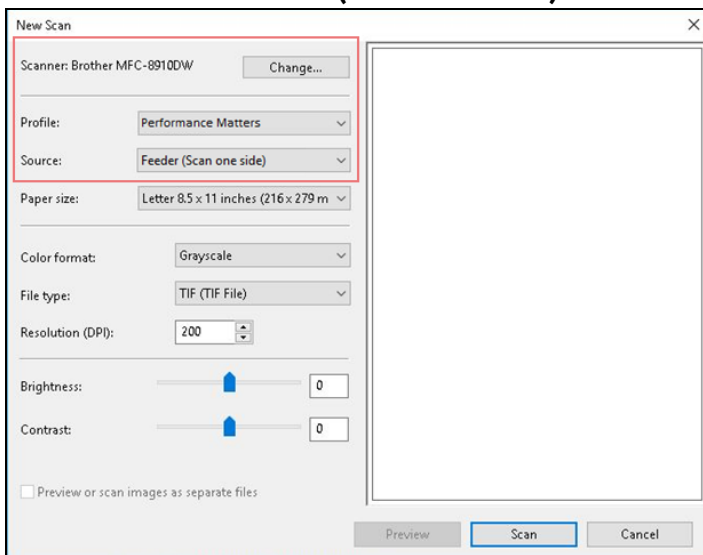
5. Click **Scan**. You will see the new image file in the Windows Fax and Scan application if scanning is successful.
6. Right-click on the new file and select **Save As**.

7. From the **Save As** window, navigate to your desktop and select **PM Scans**. Type the file name according to the district-recommended naming conventions and click **Save**.
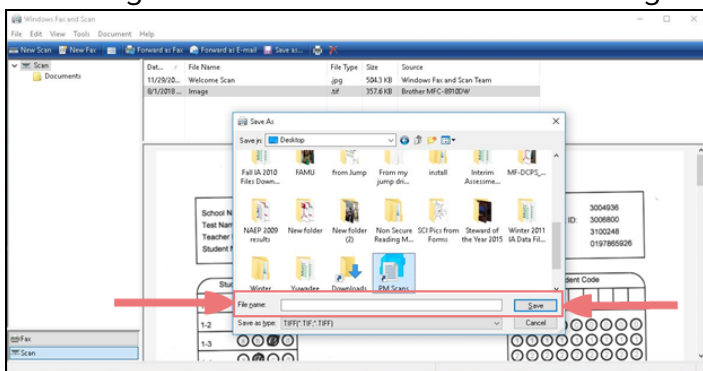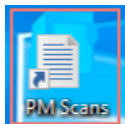

> ✎ **NOTE**
>
> Your district recommends this file naming convention:
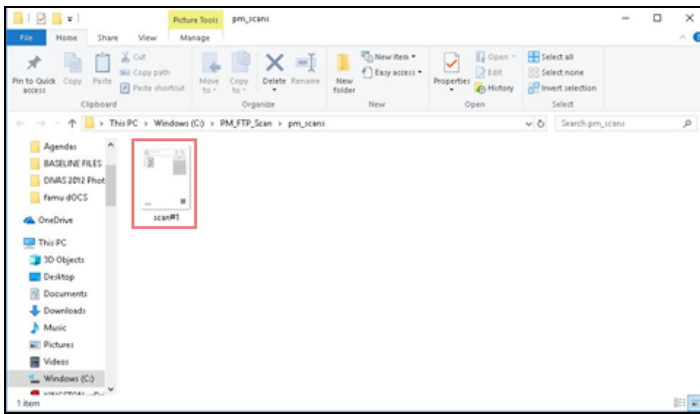> - Acronym for your school or location followed by the underscore _ and the current date and time.
>
> For example, if your school is Smith High School and you scanned on 01/01/2018 at 1 pm, the file name you enter will be the following:
> - SHS_01012018 1300

8. Double-click the **PM Scans** shortcut on your desktop to open the folder.


9. Confirm that your new scan file is showing.

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10. Double-click the **Send Scans to Unify** shortcut on your desktop. This will send the scanned documents to Performance Matters for scoring and reporting.
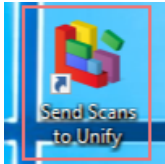

11. Watch for a confirmation message that the scans have been sent to PM. The terminal screen that opens will tell you how many files are getting transferred, show the file names, and will provide a confirmation message when complete. Press any key to exit after transmission is confirmed.
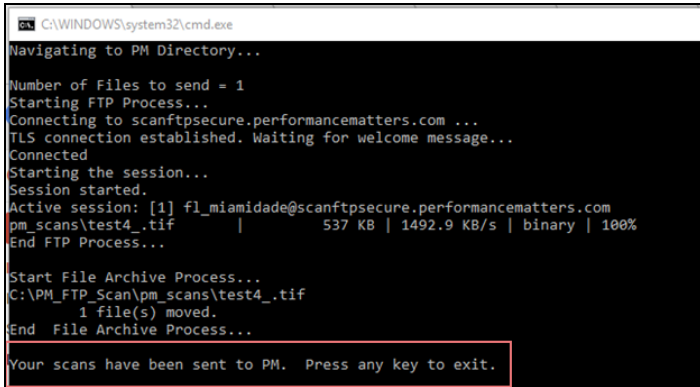
12. After successful transmission, the scanned files are automatically moved to the **PM Completed Scans**. Double-click the **PM Completed Scans** shortcut on your desktop to confirm your successful scan.
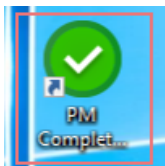
Files listed in this folder indicate a successful transmission of the scanned files to Unify. Confirm that the scan you named and sent is listed here.
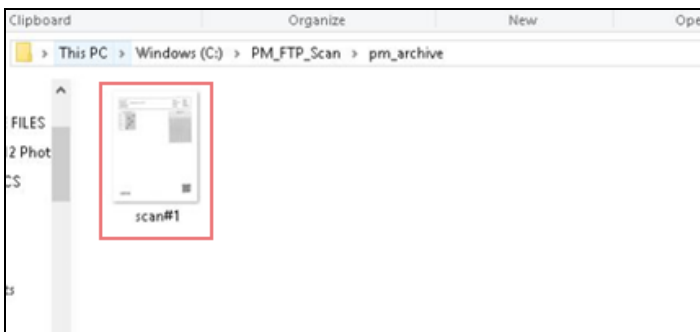
> 💡 **TIP**
> Scanned files will remain in the **PM Completed Scans** folder until deleted. The district-recommended housekeeping is that the test chairperson should delete the scanned files at the end of the school year.

Additional Notes

At this point the scanning is now complete.

> 💡 **TIP**
> If you are a teacher scanning sheets for your students, you can check MyUnify and Student Item Analysis (SIA) after 15-30 minutes to review the scores. Please allow an additional 15 minutes during high volume scanning.

If necessary, you can login to the Unify-Performance Matters platform to access Scanview in order to view the scanned answer sheets and check for scanning errors.

- Once logged into Unify, you can access Scanview by clicking on the blue Unify icon in the top left of your screen. Select **Scanview** from the drop-down menu.

- For general guidance on using Scanview, see "Use Scanview" below.
  - You can also download the Scanview QuickDoc here: http://oada.dadeschools.net/IAP/IAP.asp.
- For tips on successful scanning, see "Successful Scanning" on page 15.

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.

Navigate 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 "View Counts Summary" on page 14
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.
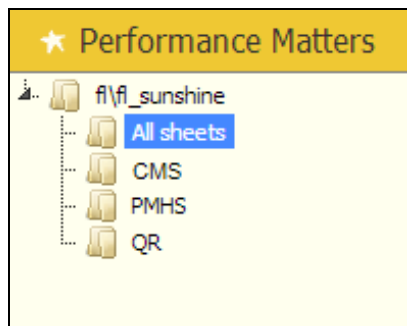
Recent Scans List

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 scan batch, a particular test, or even a single student scan sheet.

The information in the lists are organized as follows.

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

View 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.

View 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.

View 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.

Adjust 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.
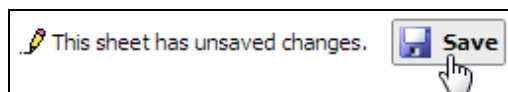

Student Responses

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.

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

View 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.

View 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.

Successful Scanning

Here is a list of common errors and issues that can arise when scanning, the possible causes, and methods of prevention/solution.

Preventing Scan Engine Issues

Ensure Printer Has Proper Toner/Ink Levels

If the scan sheets are printed on a printer with low toner or ink levels, the scan engine will not be able to interpret the image.
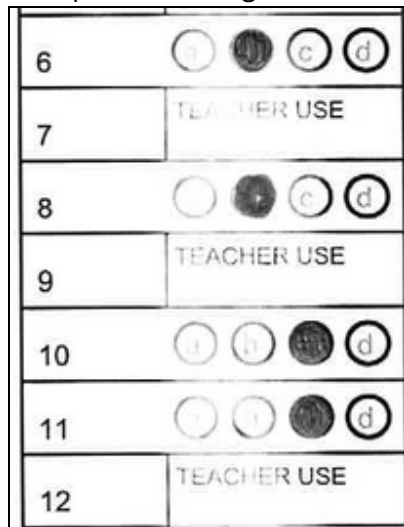
Avoid Black and White Scanner Setting

To ensure scan sheets are not rejected, set the scanner for the optimum setting of gray-scale at 300 dpi. When the scanner is set to black and white, a couple of issues arise.

- Numbers/letters within the bubbles appear too dark, so scan engine cannot determine if they are marked answers.

- Since dots appear as either black or white, the output becomes too grainy.
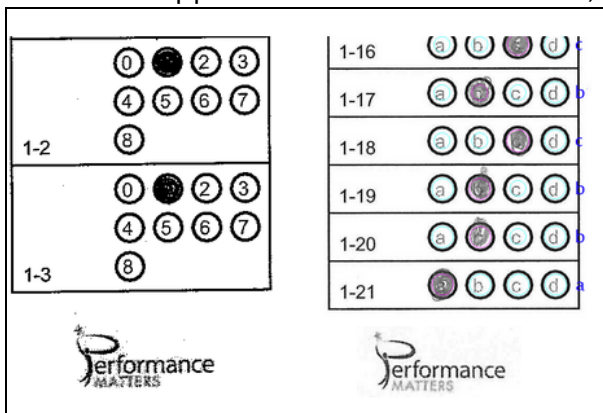
Avoid Using Black Sharpies to Mark Bubbles

Use pencil to mark bubbles. Using a black sharpie causes multiple issues that result in failed scans. Here are some examples.

- Incorrectly marked answers cannot be corrected using white-out. Doing so results in the scan engine not finding all bubbles expected on the answer sheet.
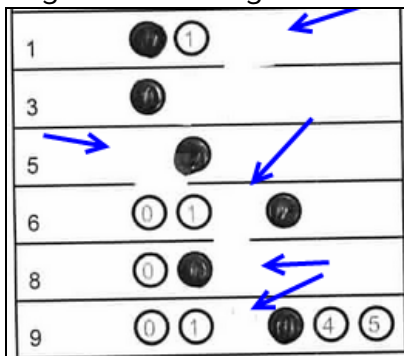
- The dark fill prevents scan engine from seeing the circles around the bubbles.
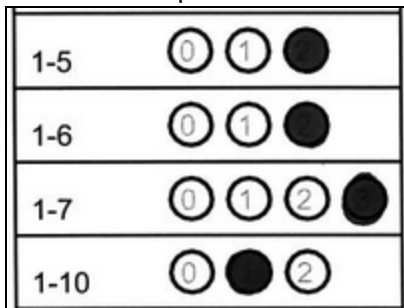
- Marks on multiple bubbles prevents scan engine from recording the correct answer. Use a pencil so mistakes can be erased!
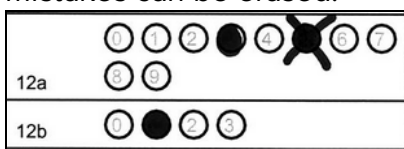
Avoid Marks Outside Bubbles

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Dark markings far outside of the bubble circles and/or crossing the question divider lines will result in a failed scan.
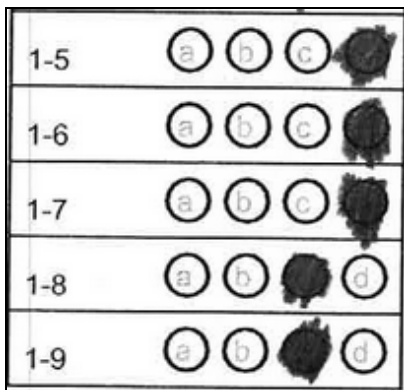
Ensure Scanner is Working Properly

If the scanner has a dirty glass, streaks will appear through the scan sheet. If the line doesn't touch the bar code region or the bubbles, it will process. Otherwise it will result in a failed scan.
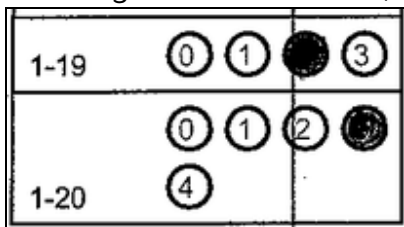
Scanners pulling in multiple sheets at once need to be serviced.

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Troubleshooting Scanview Errors

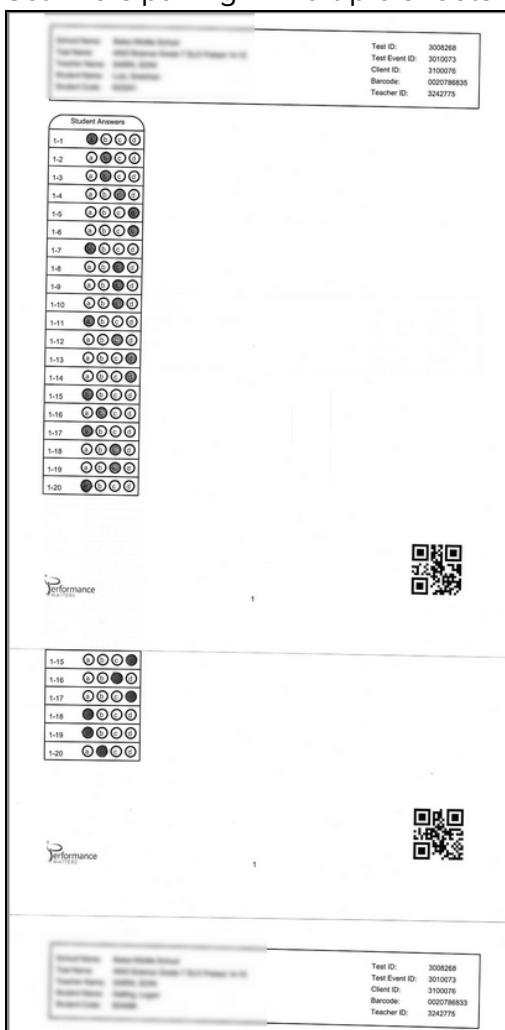| Issue	Possible Cause(s)	Solution(s)
Student ID and Name columns are blank	A student used a blank answer sheet, but neglected to bubble in their Student ID.	Access the scan sheet via Scanview and fill in the correct Student ID.
Error message: Page is blank	The stack of scan sheets were accidentally loaded into the hopper upside down.	Reload the stack of scan sheets with the proper side up and scan again.
Error message: Cannot find a known client id	The student answer sheet did not have bar code information.	Ensure you use pre-slugged or blank answer sheets with the bar code included (downloaded from Test Center).
	The student has marked in the bar code region.	Erase any marks present in the bar code and scan again.
	The scan sheet was folded in the bar code region.	Unfold the scan sheet and scan again.
Error message: No Enabled Interpreter recognized the image	QR code is not readable.	Confirm the scanner is set to gray-scale or color, sheets are correct side up, and QR code is visible.
Error message: Mating failed- Bubble Cluster	Bubbles are not readable.	Check answer sheet for dark marks or poor bubble quality. See "Preventing Scan Engine Issues" on page 15.
Error message: Server/Redwood error	Temporary loss of internet connection to server.	Verify local internet connectivity. This will most likely be corrected by scanning again.
Error message: Image has unfamiliar resolution	Image is either compressed or scan settings are incorrect.	Confirm scan settings on web interface match required settings.
Error message: Unsupported Image Type	Image file cannot be processed.	Confirm your scanner is set to send TIF or PDF files.

Issue	Possible Cause(s)	Solution(s)
Error message: No decode delegate for this image format	A non-image file was sent.	Confirm your scanner is set to send TIF or PDF files.

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Student Answers

1-1	(a)	(b)	(c)	(d)
1-2	(a)	(b)	(c)	(d)
1-3	(a)	(b)	(c)	(d)
1-4	(a)	(b)	(c)	(d)
1-5	(a)	(b)	(c)	(d)

Student Code

(0)	(0)	(0)	(0)	(0)	(0)	(0)
(1)	(1)	(1)	(1)	(1)	(1)	(1)
(2)	(2)	(2)	(2)	(2)	(2)	(2)
(3)	(3)	(3)	(3)	(3)	(3)	(3)
(4)	(4)	(4)	(4)	(4)	(4)	(4)
(5)	(5)	(5)	(5)	(5)	(5)	(5)
(6)	(6)	(6)	(6)	(6)	(6)	(6)
(7)	(7)	(7)	(7)	(7)	(7)	(7)
(8)	(8)	(8)	(8)	(8)	(8)	(8)
(9)	(9)	(9)	(9)	(9)	(9)	(9)

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