CIM: Scan-It Installation and Scanning Plain Paper Tests
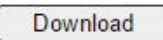
Quick Start Guide

This Quick Start Guide will help you Install ScanIt software on your computer and successfully scan plain paper tests into CIM. You may need administrative privileges to the computer to perform software installations. See **Appendix A** for PC requirements.
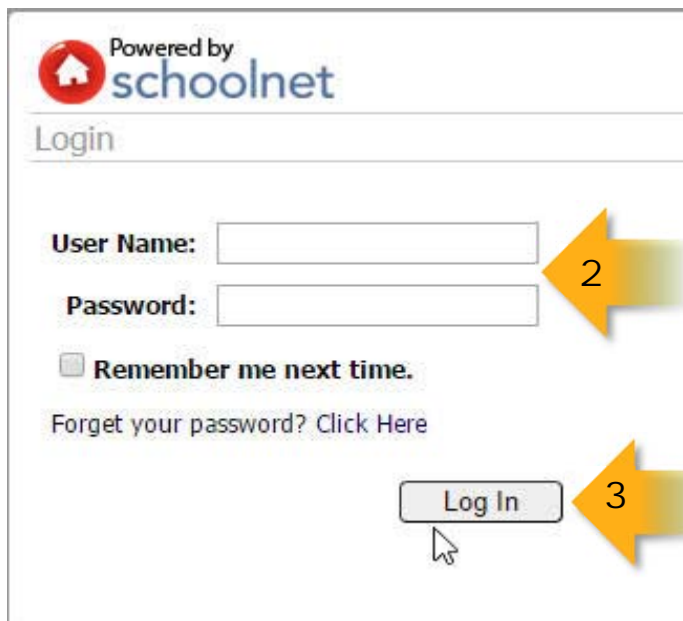
Installing ScanIt

1. Go to http://support.schoolnet.com/releases/downloads/Default.aspx

2. Log in with:
   Username: support
   Password: Iloveschoolnet

3. Click Log In .

4. Click the Download button on the correct version of ScanIt.

   Note: *The current version for SY 15-16 7.0.2. Located on the Outreach tab "**Assessment Admin (ScanIt Plain Paper Scanning Resources)**" for updated information.*

Powered by
schoolnet
Login

User Name:
Password:
☐ Remember me next time.
Forget your password? Click Here
Log In

2
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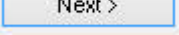
Name: ScanIt
Version: 7.0.2 (Release)
File: ScanItSetup702.msi (926 KB)
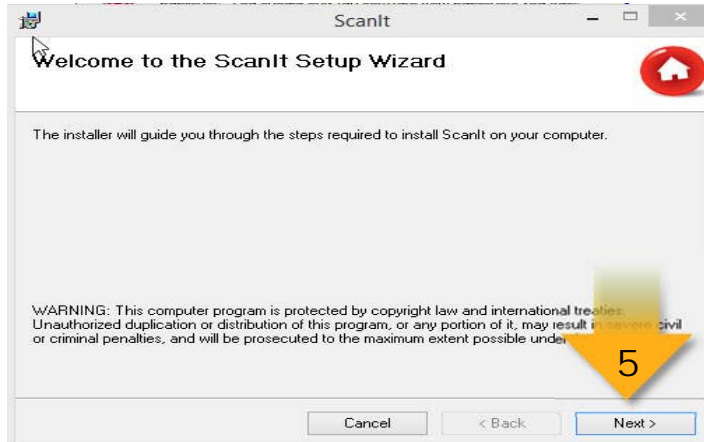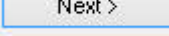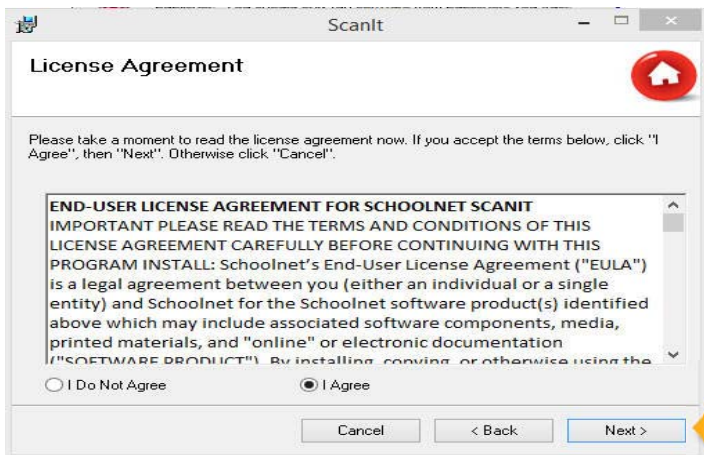Publisher: Schoolnet, Inc
Date: 6/18/2014
Download   **4**

Instructions
ScanIt 7.0.2
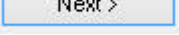
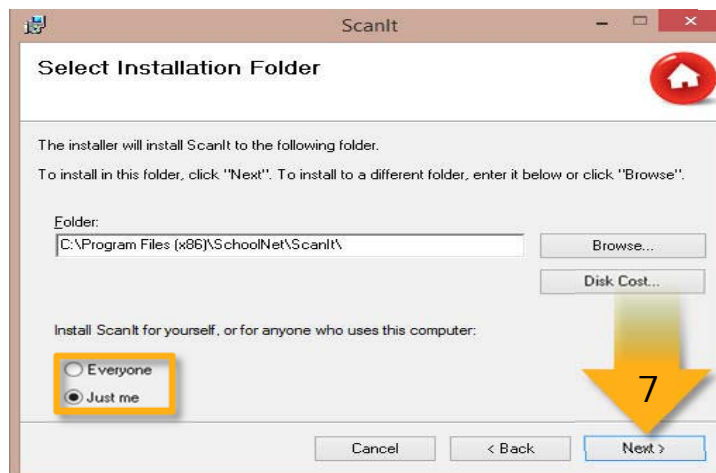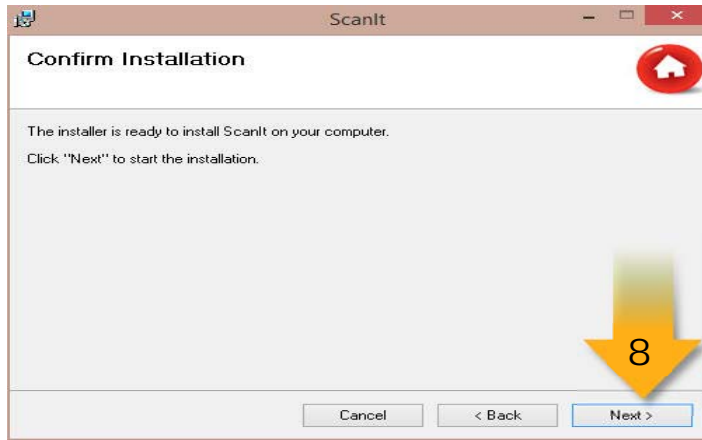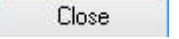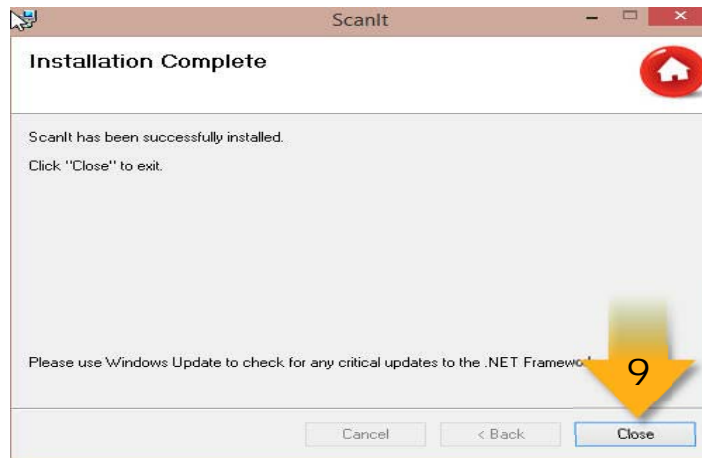|	
Run ScanIt Software Installer **5.** Click `Next >` on the **Welcome to the ScanIt Setup Wizard**.	ScanIt — Welcome to the ScanIt Setup Wizard. The installer will guide you through the steps required to install ScanIt on your computer. WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under... **5** Cancel < Back Next >
6. Click `Next >` on the **License Agreement** page after you select **I Agree.**	ScanIt — License Agreement. Please take a moment to read the license agreement now. If you accept the terms below, click "I Agree", then "Next". Otherwise click "Cancel". END-USER LICENSE AGREEMENT FOR SCHOOLNET SCANIT IMPORTANT PLEASE READ THE TERMS AND CONDITIONS OF THIS LICENSE AGREEMENT CAREFULLY BEFORE CONTINUING WITH THIS PROGRAM INSTALL: Schoolnet's End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and Schoolnet for the Schoolnet software product(s) identified above which may include associated software components, media, printed materials, and "online" or electronic documentation ("SOFTWARE PRODUCT"). By installing, copying, or otherwise using the... ○ I Do Not Agree ◉ I Agree Cancel < Back Next > **6**
7. Click `Next >` on the **Select Installation Folder** page. *Note: If you are installing this application using an Administrator computer profile, you may wish to install the application for **Everyone**, so that all user profiles will have access to the program. If you are installing the application on your network log in, use the default **Just Me** selection.*	ScanIt — Select Installation Folder. The installer will install ScanIt to the following folder. To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse". Folder: C:\Program Files (x86)\SchoolNet\ScanIt\ Browse... Disk Cost... Install ScanIt for yourself, or for anyone who uses this computer: ○ Everyone ◉ Just me **7** Cancel < Back Next >

8. Click [Next >] on the **Confirm Installation** page.	
9. Click [Close] once the Installation is Complete.	
Scanning Completed Answer Sheets **10.** Click on the **ScanIt** icon on your desktop. *Note: To learn more about generating Answer Sheets for CIM tests. See "Printing Plain Paper Answer Sheets" Administrators or Teachers view.*	

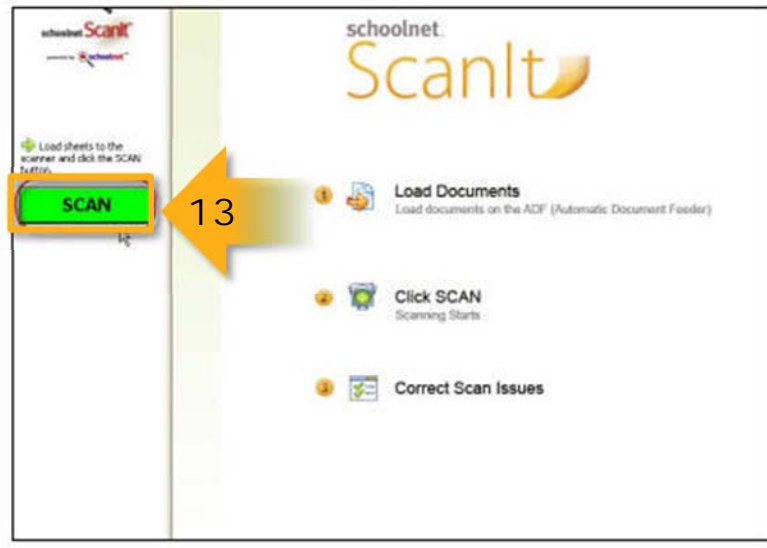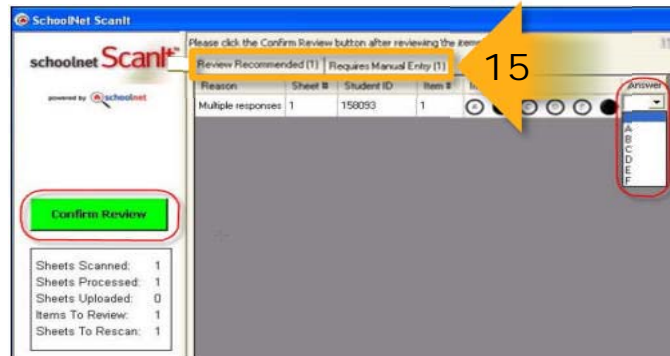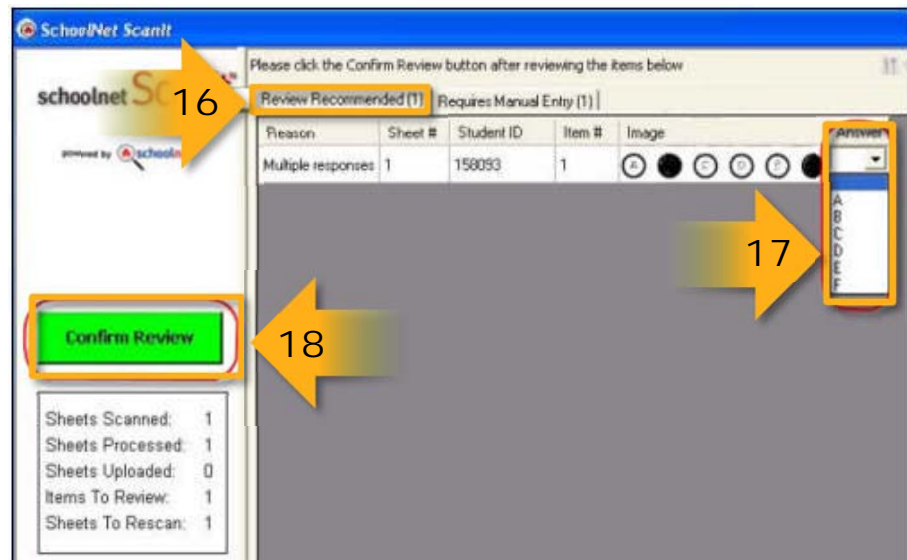|	
11. Enter your CPS log in credentials. *Example: Domain|Username (Note: make sure a forward slash is used after the domain name and that no spaces are entered before the username).* *The District: https://cim.cps.k12.il.us*	
12. Load answer sheets in a firmly lined stack into the scanner. **13.** Click ![SCAN].	
14. The Scan pane will indicate your scanning progress.	

15. Any answer sheets or responses that cannot be fully interpreted by the scanner will appear in the following tabs: **"Review Recommended"** and/or **"Requires Manual Entry"**.	
Correct Scan Issues **16.** Any item response that the scanner is not able to process will be listed under **Review Recommended** tab. **17.** Use the drop-down on the right to indicate which answer response should be selected. **18.** Click **Confirm Review** on the left side of the screen.	

19. Any sheet that fails to scan will appear in the **Requires Manual Entry** tab.
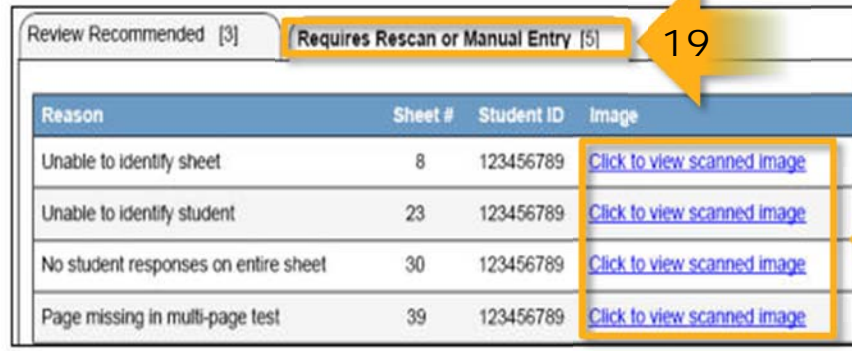
Failure include: Severely damaged scan sheets, incorrect/invalid student IDs, obscured answer sheet bar codes.
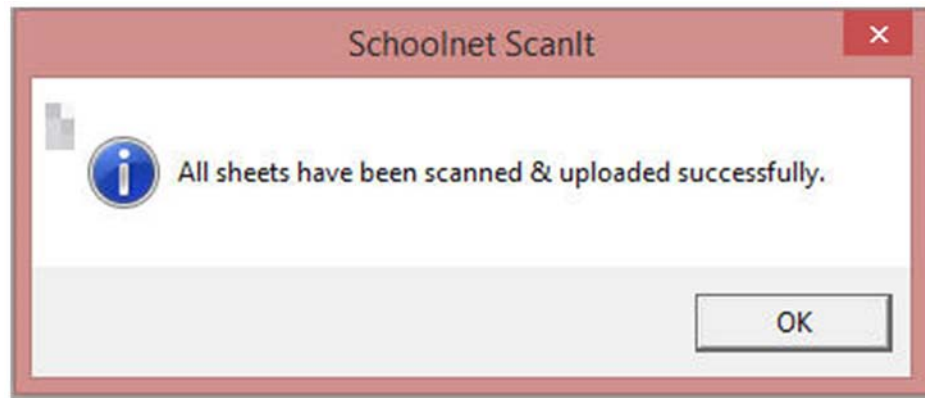
20. Click to view scanned image.

If you are able to repair the form, do so and rescan. Otherwise, you can score the assessment online manually.

Review Recommended [3]	Requires Rescan or Manual Entry [5]	**19**		
Reason		**Sheet #**	**Student ID**	**Image**
Unable to identify sheet		8	123456789	Click to view scanned image
Unable to identify student		23	123456789	Click to view scanned image
No student responses on entire sheet		30	123456789	Click to view scanned image
Page missing in multi-page test		39	123456789	Click to view scanned image

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21. If everything scans successfully, you will receive a confirmation message. Assessment Results are now available for all students in Assessment Admin and the Student Profile.

Note: See *Scoring Tests in IMPACT CIM* for more information on manual online scoring.

Schoolnet ScanIt

All sheets have been scanned & uploaded successfully.

OK

Appendix A:

Minimum PC Requirements to Install ScanIt

- Active internet connection from broadband, LAN or cable modem source (wireless is not recommended); confirm there are no firewalls preventing access to *.schoolnet.com sites.
- Hardware Requirements:

ScanIt will run on computers that meet the following minimum requirements.

Schoolnet ScanIt Hardware Minimum Hardware Requirements

Processor/Computer	1.4 GHz
Operating System	Windows 7 (some scanner drivers may require a 32-bit OS)
Memory	1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit) or better
Disk Space	800 MB
Display	XGA (1024 x 768 pixel) resolution or better
Internet Connectivity	Active internet connection from broadband, LAN, or cable modem source (wireless is not recommended), ports 80 and 443 open, and no firewalls preventing access to *.schoolnet.com sites.