

# 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

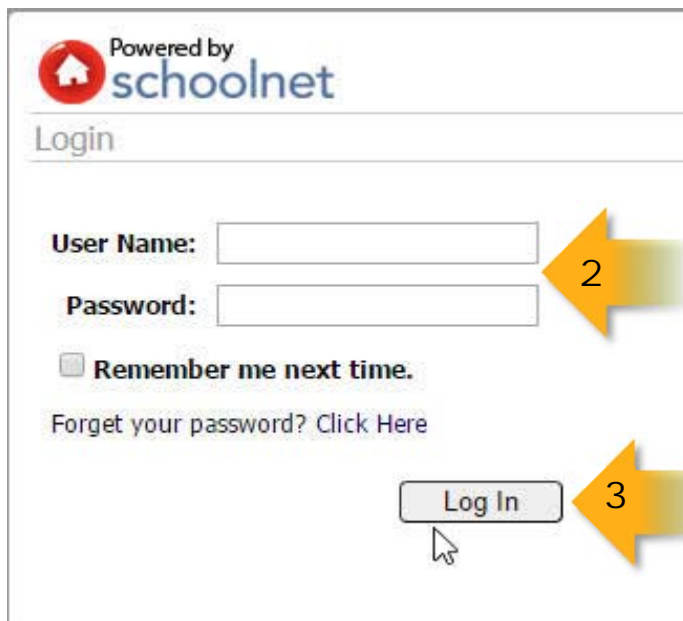
1. Go to  
<http://support.schoolnet.com/releases/downloads/Default.aspx>

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

3. Click 

4. Click the  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](#)

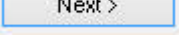
**Name:** ScanIt  
**Version:** 7.0.2 (Release)  
**File:** ScanItSetup702.msi (926 KB)  
**Publisher:** Schoolnet, Inc  
**Date:** 6/18/2014

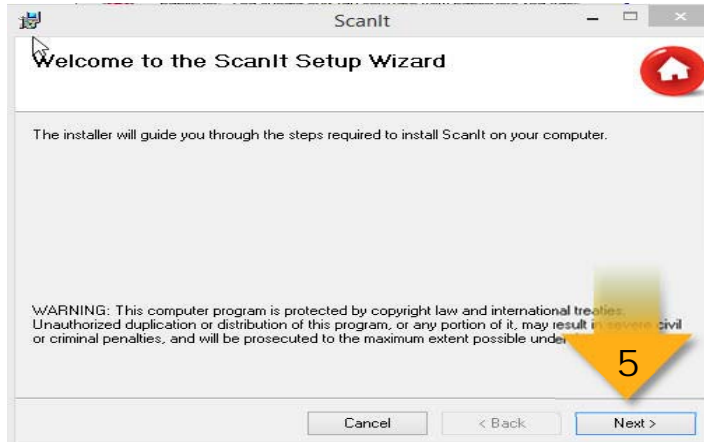


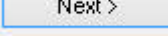
### Instructions

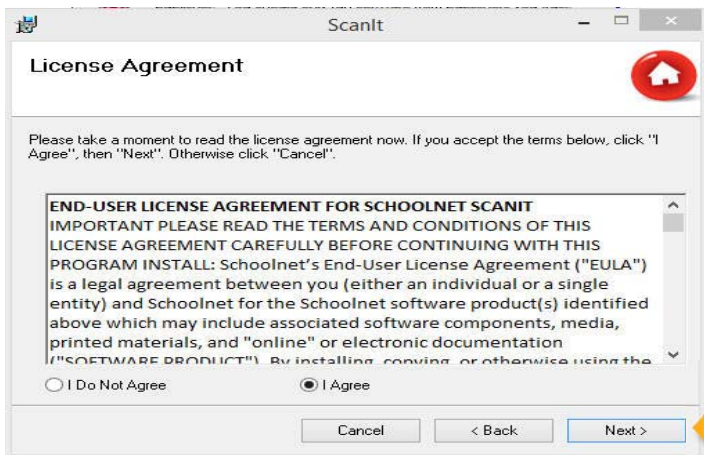
ScanIt 7.0.2

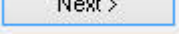
## Run ScanIt Software Installer

5. Click  on the **Welcome to the ScanIt Setup Wizard**.

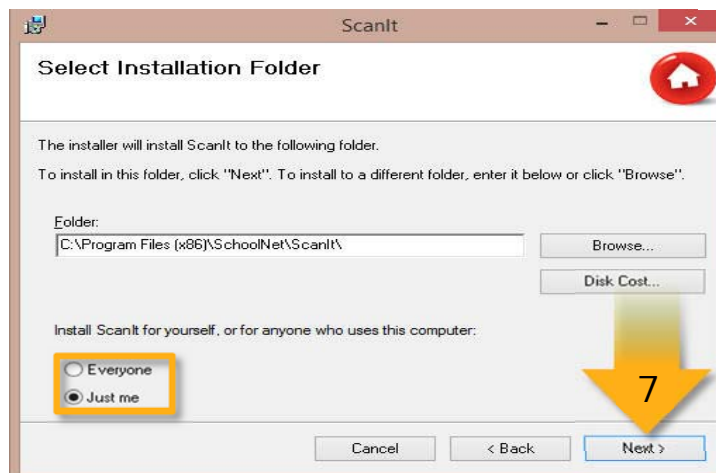


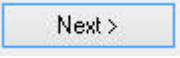
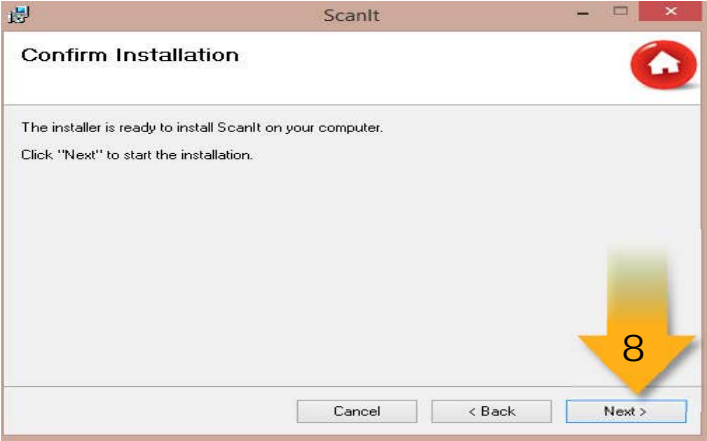
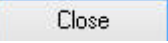
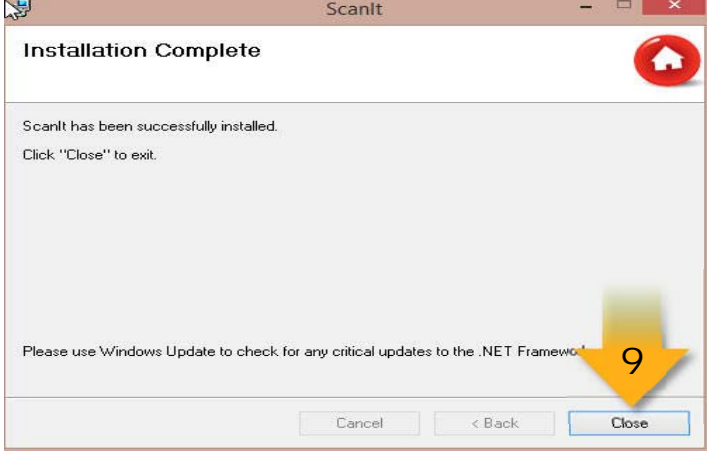

6. Click  on the **License Agreement** page after you select **I Agree**.



7. Click  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.*

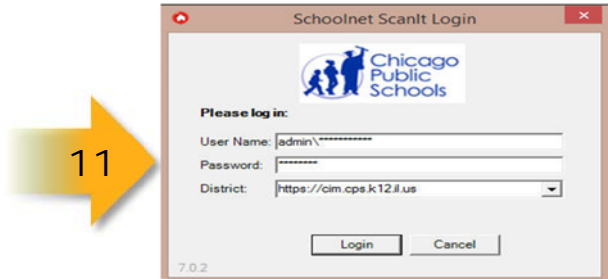


<p>8. Click  on the <b>Confirm Installation</b> page.</p>	
<p>9. Click  once the Installation is Complete.</p>	
<p><b>Scanning Completed Answer Sheets</b></p> <p>10. Click on the <b>ScanIt</b> icon on your desktop.</p> <p><i>Note: To learn more about generating Answer Sheets for CIM tests. See "Printing Plain Paper Answer Sheets" <a href="#">Administrators</a> or <a href="#">Teachers</a> view.</i></p>	

**11. Enter your CPS log in credentials.**

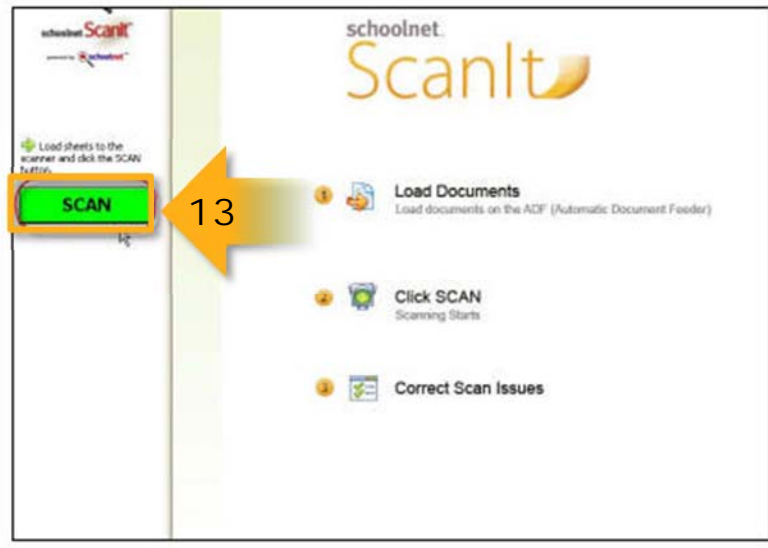
*Example:  
Domain\Username (Note: make sure a forward slash is used after the domain name and that no spaces are entered before the username).*

*The District:  
<https://cim.cps.k12.il.us>*



**12. Load answer sheets in a firmly lined stack into the scanner.**

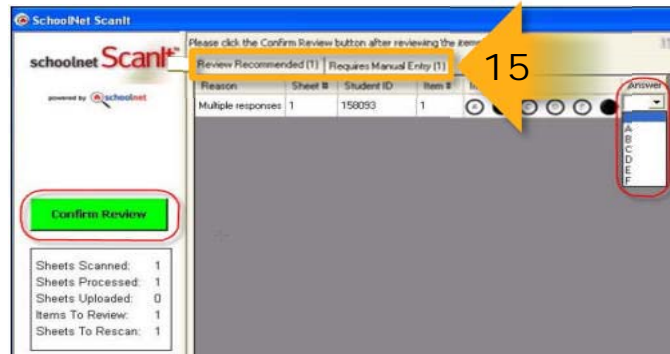
**13. Click .**



**14. The Scan pane will indicate your scanning progress.**

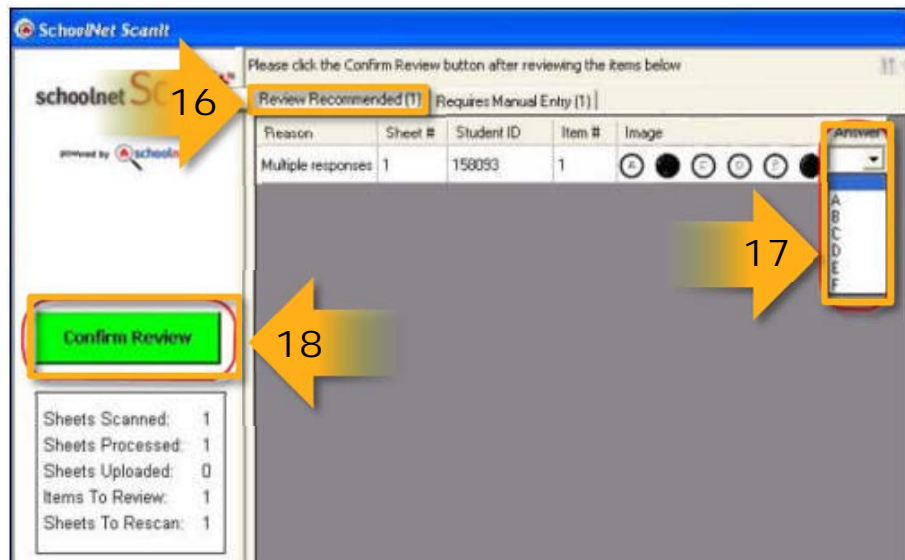


15. Any answer sheets or responses that cannot be fully interpreted by the scanner will appear in the following tabs: **“Review Recommended”** and/or **“Requires Manual Entry”**.



### 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.

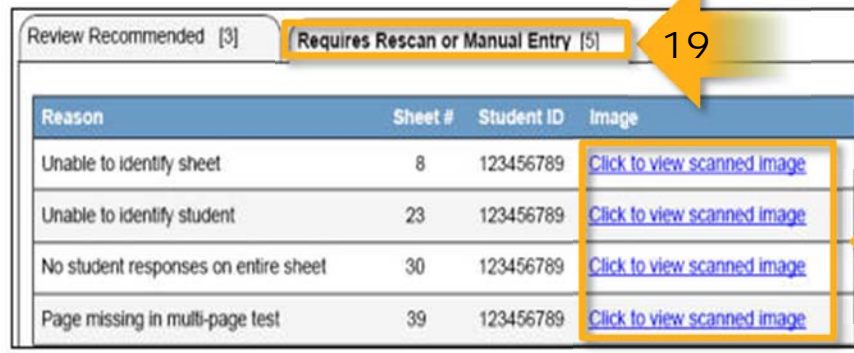
*Failure include: Severely damaged scan sheets, incorrect/invalid student IDs, obscured answer sheet bar codes.*

**20.** Click to view scanned image.

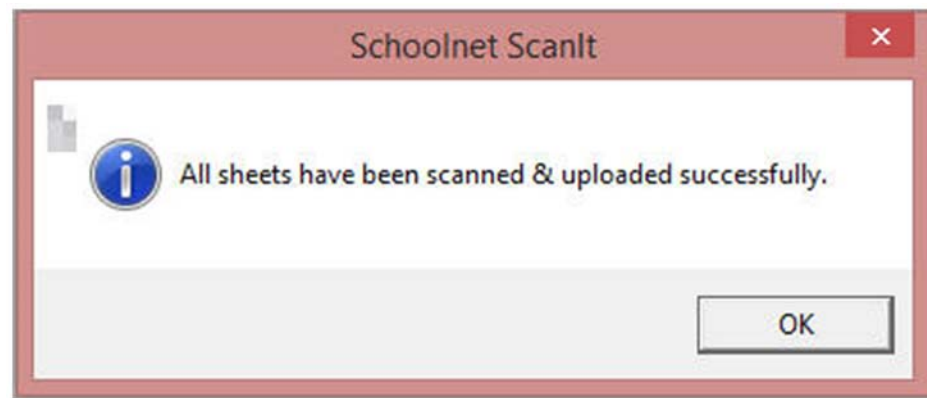
*If you are able to repair the form, do so and rescan. Otherwise, you can score the assessment online manually.*

**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.



Reason	Sheet #	Student ID	Image
Unable to identify sheet	8	123456789	<a href="#">Click to view scanned image</a>
Unable to identify student	23	123456789	<a href="#">Click to view scanned image</a>
No student responses on entire sheet	30	123456789	<a href="#">Click to view scanned image</a>
Page missing in multi-page test	39	123456789	<a href="#">Click to view scanned image</a>





## 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**

<b>Processor/Computer</b>	1.4 GHz
<b>Operating System</b>	Windows 7 (some scanner drivers may require a 32-bit OS)
<b>Memory</b>	1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit) or better
<b>Disk Space</b>	800 MB
<b>Display</b>	XGA (1024 x 768 pixel) resolution or better
<b>Internet Connectivity</b>	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.