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


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 (Scanl Plain Paper Scanning Resources)” for updated information.
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.
8. Click on the **Confirm Installation** page.

9. Click 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 .

14. The Scan pane will indicate your scanning progress.
### Correct Scan Issues

#### 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”.

#### 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.
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.

<table>
<thead>
<tr>
<th>Schoolnet ScanIt Hardware Minimum Hardware Requirements</th>
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<tbody>
<tr>
<td><strong>Processor/Computer</strong></td>
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<tr>
<td><strong>Operating System</strong></td>
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<tr>
<td><strong>Memory</strong></td>
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<tr>
<td><strong>Disk Space</strong></td>
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<td><strong>Internet Connectivity</strong></td>
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