

ReadyResults.net

2014

ReadyResults.net Scan Client

For help, send email to:

help@readyresults.net

or call:

877-456-1547

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Overview

The *ReadyResults.net Scan Client* is a PC application installed locally on your computer and linked through the Internet to ReadyResults.net. It allows you to scan Pearson assessments locally and upload the data to ReadyResults.net for reporting.

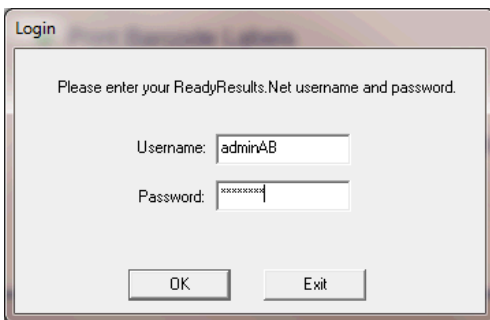
Prerequisites

In order to scan your Pearson tests locally you need the following:

- A PC with Internet access.
- An OMR scanner installed locally on the PC.
 - The scanner must be compatible with the Scantron ScanTools Plus software. Models such as the OpScan and Insight lines are supported.
 - The scanner needs to have a dual-sided pencil read head.
 - Optional and recommended is a bar code reader attachment on the scanner.
- A ReadyResults.net account with permission to scan.
- The Pearson OMR-compatible booklets and answer documents.
- The ReadyResults.net Scan Client software installed on the PC where the scanning will be done.

Logging into ReadyResults.net Scan Client

Start the *ReadyResults.net Scan Client* software on your PC and log in with your ReadyResults.net Username and Password.



The screenshot shows a 'Login' dialog box with the following content:

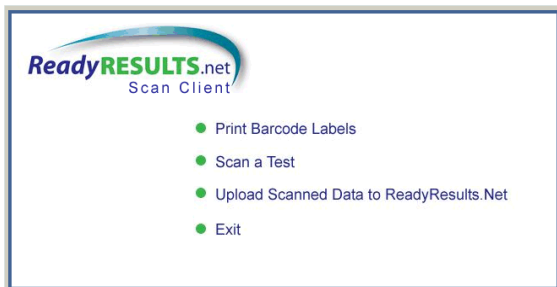
Please enter your ReadyResults.Net username and password.

Username:

Password:

Buttons: OK, Exit

Barcode/No Barcode Considerations



If your scanner has a barcode attachment, we suggest you use it. It will help you avoid database errors that come from mis-bubbling names and ID numbers. If your scanner does not have a barcode attachment or you have a student who is not in the ReadyResults.net database, you can scan tests that have student information bubbled-in.

If you have a barcode attachment on your scanner:

1. Before scanning and uploading test data, you should update ReadyResults.net online with your current student information. Open your Web browser and log into ReadyResults.net online using a Web browser. Log in using your same Username and Password.
2. Load your class rosters onto ReadyResults.net. To do so, click **Utilities**. From the **Student Records** menu, choose **Import Student Information** and follow the online directions. For more information on loading class rosters, refer to the document available in ReadyResults.net titled, "Importing Student Information." To find it, go to the Home page of ReadyResults.net and click the **Help Documents** link on the left sidebar.

If you need assistance with this process, please don't hesitate to get in touch with the ReadyResults Help Line.

3. Return to *ReadyResults.net Scan Client*.
4. Choose the first option, **Print Barcode Labels**. Follow the steps outlined in "Printing Barcode Labels" on page 3 to print barcode labels and affix them to the answer documents.

If you do not have a barcode attachment:

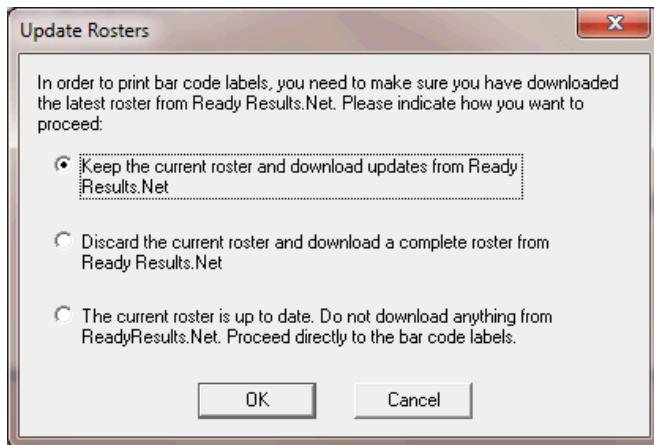
1. Before scanning and uploading test data, you should update ReadyResults.net online with your current student information. Open your Web browser and log into ReadyResults.net online using your Web browser and the same Username and Password.
2. Load your class rosters onto ReadyResults.net. To do so, click **Utilities**. From the **Student Records** menu, choose **Import Student Information** and follow the online directions. For more information on loading class rosters, refer to the document available in ReadyResults.net titled, "Importing Student Information." To find it, go to the Home page of ReadyResults.net and click the **Help Documents** link on the left sidebar.

If you need help with this process, please don't hesitate to contact the ReadyResults Help Line.

3. Bubble-in student information on answer documents. Use a number 2 pencil. Please bubble in the following: student names, student ID numbers, and student demographics (optional).
4. Return to *ReadyResults.net Scan Client*.
5. Log into ReadyResults.net online using a Web browser.
6. Because there could be mis-bubbled names/ID numbers, you need to review the uploaded data and correct it if necessary. Refer to "Correcting Mismatched Information" on page 10 for directions on doing this.
7. You can then create reports using ReadyResults.net. Refer to "Creating Reports" on page 11.

Printing Barcode Labels

1. Choose **Print Barcode Labels** (if you have a bar code attachments) from the main dialog box. The "Update Rosters" dialog appears:



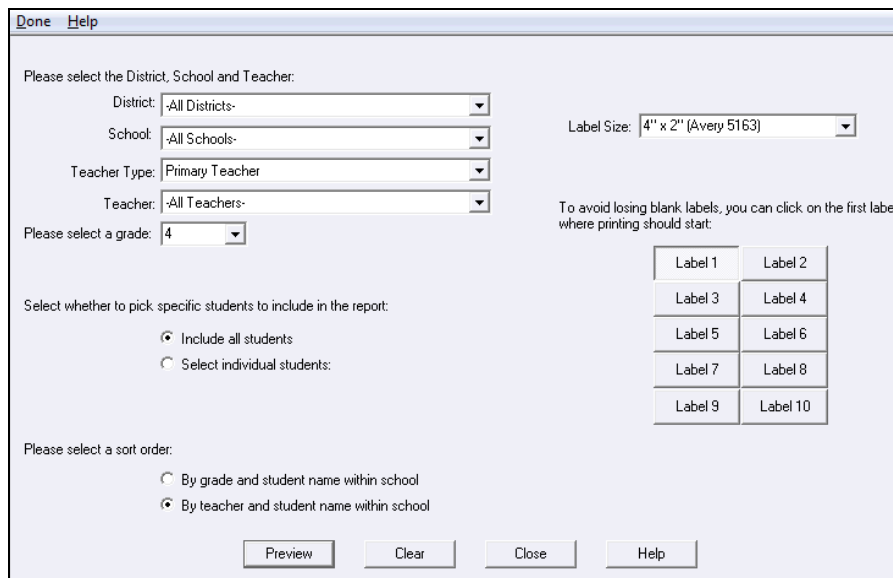
2. Select one of the options available, depending on whether you need to update the ReadyResults Scan Client with student data from ReadyResults.net.

Keep the current roster and download updates from ReadyResults.net—Select this option if you would like to download the latest student information from ReadyResults.net. If you recently imported student information to ReadyResults.net, choose this option. If this is your first time using *ReadyResults.net Scan Client*, choose this option.

Discard the current roster and download a complete roster from ReadyResults.net—Choose this if you already have data on *ReadyResults.net Scan Client*, but you are not sure whether it is accurate, and you want to begin afresh with just the information from ReadyResults.net.

The current roster is up to date. Do not download anything from ReadyResults.net. Proceed directly to the barcode labels.—Use this option if the information already in *ReadyResults.net Scan Client* is already updated.

3. Click **OK** to proceed. Information is downloaded (if you selected the first or second option) and the following screen appears:



4. Select a District, School, Teacher, and Teacher for the students for whom you are printing labels.

Please select the District, School and Teacher:

District:

School:

Teacher Type:

Teacher:

5. Select a grade.

Please select a grade:

6. Select which students to include.

Select whether to pick specific students to include in the report:

Include all students

Select individual students:

7. If you choose **Select individual students**, click the **Select >>** button that appears.

Select individual students:

No students selected

A new dialog box appears.

Select Students

Please select the students to include in the report:

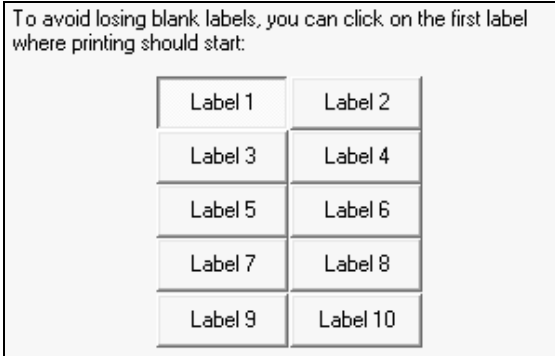
| Student | ID | Primary Teacher | School | District |
|--|----------|-----------------|----------|------------|
| <input type="checkbox"/> LastNameA,FirstNameA | 00000000 | TeacherA | SchoolAB | DistrictAB |
| <input checked="" type="checkbox"/> LastNameB,FirstNameB | 11111111 | TeacherA | SchoolAB | DistrictAB |
| <input checked="" type="checkbox"/> LastNameC,FirstNameC | 22222222 | TeacherA | SchoolAB | DistrictAB |

8. Select students so that a checkmark appears next to their names, and click **OK**.

9. Select a type of label to use.

Label Size:

10. Select a first label. The buttons represent the labels as they will be printed. Select the first label on the first page where the report should begin.



11. Select a sort order. The sort order determines the order in which the labels are printed.

Please select a sort order:

By grade and student name within school

By teacher and student name within school

12. Click **Preview** to see the labels that will print.



13. Click **Print** from the top of the window. *Note:* Make sure your printer cartridge is relatively new, so that the barcodes get printed properly. Also, please print in High Quality mode (not Draft). Otherwise, the barcode may not get picked up by the scanner.
14. Affix the labels to the test answer documents correctly. Place the barcode labels on the front page of the answer document in the space provided. The upper left corner of the barcode should be aligned with the upper left corner of the space provided. The barcode reader on the scanner is movable and needs to be positioned in such a way as to read the label. If you place the labels as shown here and keep the barcode reader on the scanner with the notch mark at 2.25", the labels will be read.

The image shows a student identification sheet for an Intermediate 1 test. The form is divided into several sections:

- 1. STUDENT NAME:** LAST NAME (Roth, Brian), FIRST NAME (D), MI (J).
- 2. DATE OF BIRTH:** Month (1), Day (9), Year (98).
- 3. GENDER:** Male.
- 4. RACE/ETHNICITY:** White.
- 5. GRADE:** 10.
- 6. STUDENT NUMBER:** 908090407.
- 7. FOR TEACHER USE ONLY:** SPECIAL SERVICES (None), SPECIAL CONDITIONS (None), ENGLISH PROFICIENCY STATUS (None), EC STATUS (None).
- 8. BARCODE:** *908090407*
- 9. SCHOOL INFORMATION:** Roth, Brian, D, Grade: 10; Teacher: G10 Green Street High Sch; School: Green Street High School.

15. It is suggested but not required that you bubble in the names and IDs of the students. This is helpful if, for some reason, the barcode is not read properly.

Organizing the Answer Documents for Scanning

Before scanning, make sure the test answer documents are prepared with either a barcode label or bubbling for student names and ID's. Then proceed to organize them by following these steps:

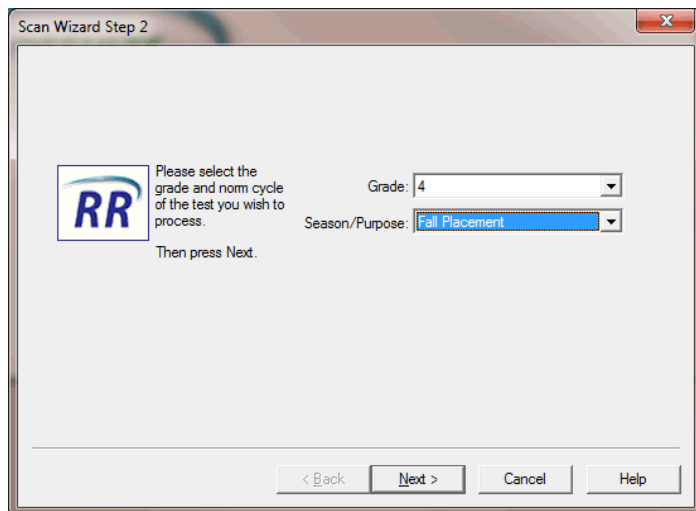
1. Keep the answer documents organized by teacher and grade. If you want reports by teacher, keep all the answer documents for one teacher together. Begin by providing each teacher with a labeled folder with his/her answer documents. Ask each teacher to return the folder to you once the tests have been administered. If a student takes the test after the answer documents have been collected, that's OK. Just make sure to have the teacher send the answer document back to you in an envelope with the teacher's name and grade. You do not need to alphabetize the answer documents or count them. ReadyResults.net Scan Client will do that for you.
2. Separate the pages of the answer documents. The scanners have an automatic feed and will read both sides of a sheet at once. However, you do need to separate the pages of the answer documents or cut their bindings. A heavy-duty paper cutter (called a guillotine) is best. Take care not to mix up the answer documents once they are cut.
3. Prepare the header Identification Sheets, which are used to identify the school and teacher names. Bubble in the **School Name** on the front of the Identification Sheet. Bubble in the teacher name in the **Teacher** field on the back. Bubble in each teacher's name on a separate Identification Sheet. When scanning, each Identification Sheet will be followed by a stack of student answer documents. Separate each teacher's stack of student answer documents with its own Identification Sheet.
4. Stack the answer documents. Each teacher's stack of answer documents needs to be preceded by an Identification Sheet. Make sure the school name is bubbled in on the front of the Identification Sheet and the teacher's name is bubbled in on the back. When scanning, you will scan the Identification Sheet followed by that teacher's student answer documents.

Scanning the Documents

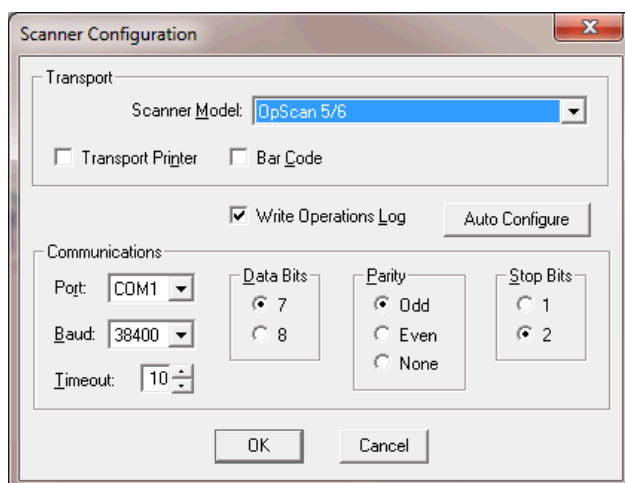
Once tests are arranged and prepared with barcode labels or appropriate bubbling, you can scan in some or all of them. To scan answer documents:

1. Click **Scan a Test** from the main screen in *ReadyResults.net Scan Client*.
2. Select a test type from the list and click **Next**.

3. Make selections regarding the test administration and click **Next**.



4. Make more selections regarding the test administration. These vary depending on the type of test you are scanning. Click **Next** to proceed.
5. Make selections regarding the student information to be used. Click **Next** to proceed.
6. On the “Scanner Configuration” dialog box, select appropriate options for your scanner. If you have a barcode attachment on the scanner, make sure to check that box. Leave the other settings as they are.

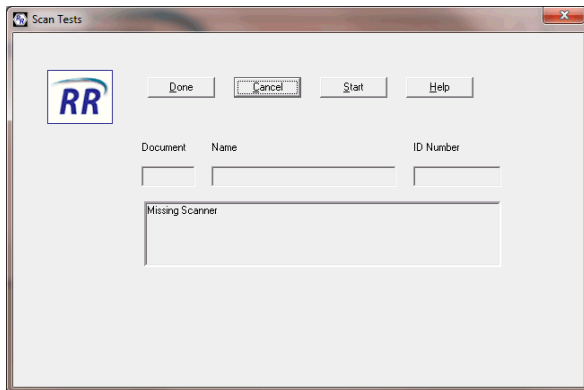


Notes:

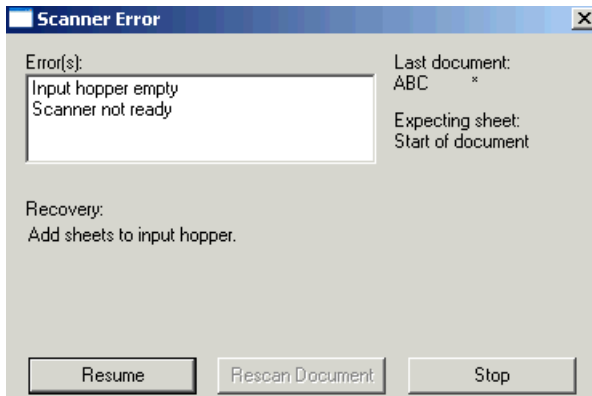
- If you are not sure which “Port” is attached to your scanner, you may have to go through the selection process more than once before the scanner is detected.
 - If there is an error in the Scanner Configuration dialog box settings, but the dialog box does not appear automatically, you can get back by unplugging the scanner from the computer by detaching the cable. The configuration dialog box will then appear. Once the configuration is set up correctly, reattach the cable.
7. Place documents in scanner hopper. The sheets are fed from the right. The black timing marks that look like railroad tracks should be on the edge closest to you. Start with School/Teacher header sheet. Put students’ answer documents underneath. The page that shows the student name and where the barcode label is placed is the first student page that is scanned.



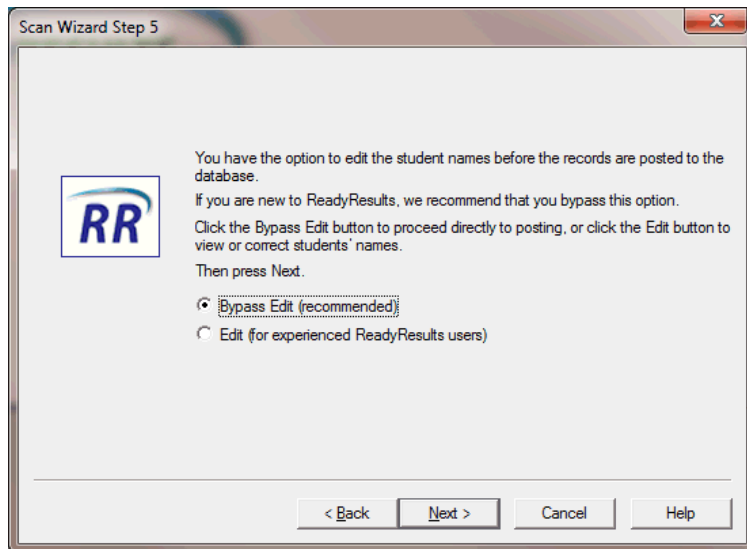
8. Click **OK** to proceed. The “Scan Tests” dialog box appears.
9. Click **Start** to begin scanning test sheets.



10. You will see each student’s name and ID number as the scanner finishes scanning a test. An * next to the student’s name indicates that the barcode label has not been read.
11. When the scanner’s hopper is empty, you will get an error message. Click **Stop** if you have finished scanning at this time. Or, click **Resume** after placing more answer documents in the hopper. (You can also press a button on the scanner to resume scanning.)



12. The “Scan Tests” dialog box appears again. Click **Done**. A message indicates that the test was scanned.
13. Click **Edit** and then **Next**.



14. In the resulting window, verify that all the student scan records have a valid ID. If any IDs are missing or are wrong, correct them before proceeding.
15. Click **Next** to complete the scan process.

Uploading the Data to ReadyResults.net

After you have scanned in test data, you need to upload it to ReadyResults.net. The upload process uploads all the test data that has not yet been uploaded, as well as any new student information that was scanned in from the test sheets. Once the data is in ReadyResults.net, you can create reports, etc.

To upload all the data from ReadyResults.net Scan Client to ReadyResults.net:

1. Click **Upload Scanned Data to ReadyResults.net** from the main screen.
2. The “Upload to ReadyResults.net” dialog box appears. Click **Next**.
3. The data is uploaded and a message appears saying that the upload is complete.

Correcting Mismatched Information

If you scanned without using barcodes, some students may not have matched properly. This happens if bubbled names do not match exactly to the names already in the database. In that case, you would end up with two records for the same student. If you have Administrator access to ReadyResults.net, you can manually match these students. To do so:

1. Log into ReadyResults.net online using a Web browser.
2. Click **Utilities** from the top menu bar.
3. From the **Student Records** menu, choose **Student** followed by **Edit, Merge or Delete (District Level)**.
4. Use the Filter options to select the District, School, Grade, and Teacher Type you scanned.
5. Examine the student names for any duplicates (names that clearly refer to the same person but are not an exact match). One name may have an ID and one name may not.
6. If you discover any such student names, you may merge them by clicking the **From** button on the name without an ID, clicking the **To** button on the name with an ID, and clicking **Merge**. For more information on merging, refer to the document available in ReadyResults.net titled, “Managing the Database and Student Records Online at the District Level.”

Creating Reports using ReadyResults.net

Once test data is uploaded to ReadyResults.net online, you can create reports.

1. Click **Select a Test for Reporting** from the top menu bar. A list of tests appears.
2. Click on the test that you scanned. The Create Reports page appears.
3. Select a **Reporting Group** and **Report Type**. Then click **Preview Report**.

For more information on creating reports, refer to the online document: “Viewing, Printing, and Customizing Reports.” That document, as well as other Help documents can be found online on the **Home** page under **Help Documents** on the left sidebar.