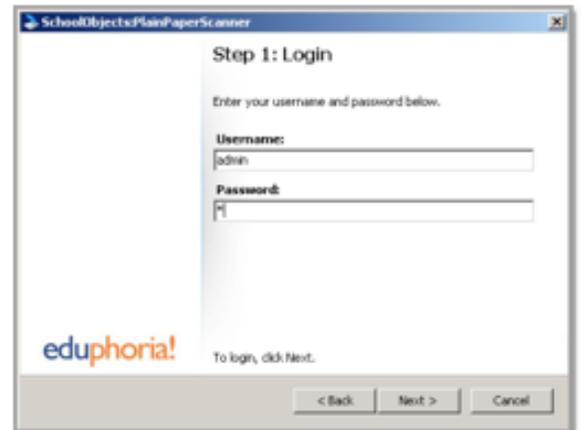## Scanning Student Answer Sheets into Aware

Double-click on the **Aware Scanner** icon on the desktop
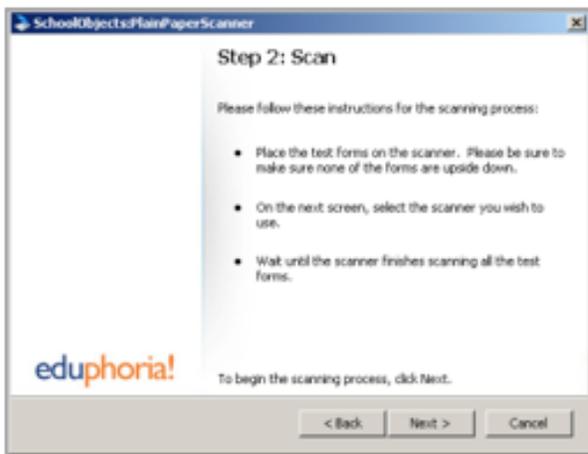
- Click **Next**

Step 1: Login:
Enter an email and password for Eduphoria

- Click **Next**

Place the test forms on the scanner (Face-up)

- Click **Next**

Make sure the correct scanner is selected and

- click **OK.**

Clicking **OK** will begin the scanning process. A status bar will complete for each document.

The scanning status will display the number of documents scanned, incorrectly scanned, possible errors found, and total documents scanned.

To view or fix possible errors, click the **Response Editor** button
OR
Click **Next** to upload results

On the *Response Editor* screen, a scanned image of the answer documents will be visible. They can be examined and answer responses fixed prior to uploading the results into Aware.

A list of scanned documents will appear on the right. All correct, incorrect, and possible errors will appear in this list.

Documents with Possible Errors Found have been recognized correctly as potential answer documents, but they have mistakes. There could be double-bubbled responses or questions with no response at all. But the student and test has been properly recognized.

Incorrectly Scanned documents have not been recognized as potential answer sheets by the scanner application. These documents are either damaged physically or have marks on the bottom code bars that prevent proper recognition.

To see only the answer documents with errors, select the option *Only show documents with errors*, located in the lower left corner of the window. Select the option *Fit to screen* to see the full answer document.

If an answer choice is color coded red, the student did not select an answer, or the answer choice was not bubbled dark enough. Upon viewing the answer document, an answer can be chosen for the student by selecting the answer from the drop-down menu for that question. If the answer choice is color coded yellow, the student bubbled in two answers. The system however will automatically select the largest and darkest bubble. This answer choice can also be changed prior to uploading. If an open-ended response is included on the test, the teacher can fill in the answer online after scanning. Those should NOT be scored in this process.

To delete an answer document, click the **Delete** button. This will clear a document from this scan. However it will need to be corrected and re-scanned in order to be included in the final data set.

- Once all errors are fixed, click the **Close** button to return to the scanning wizard
- Click **Next** then **Finish** to upload answer documents

Note: Clicking on the **Options button will list other options available when viewing the answer documents. A single answer document image or all the answer document images can be saved to a specific location.