

Bubble Sheet Download

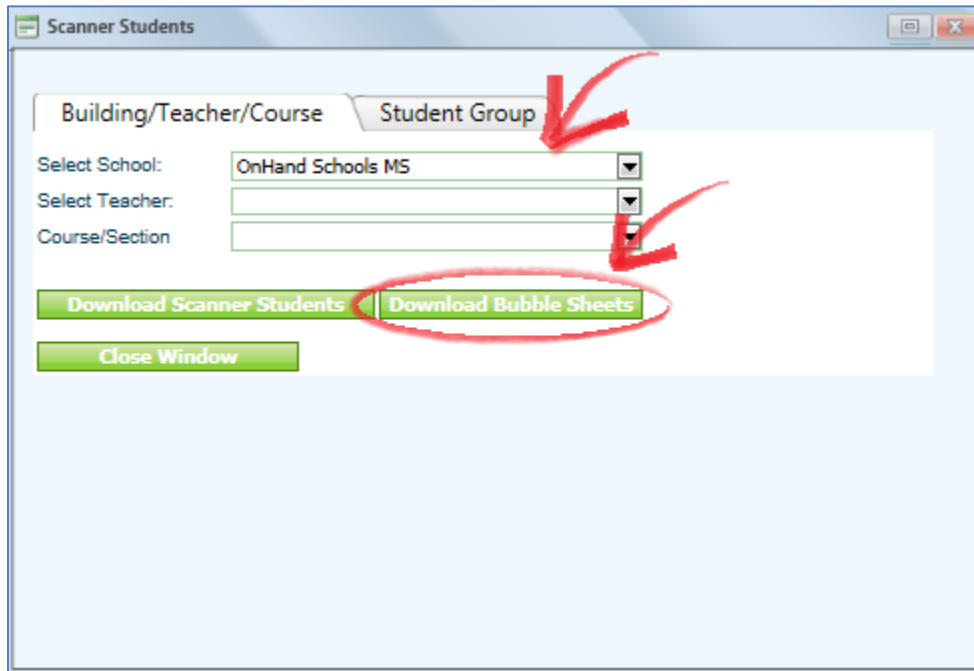
1. After creating a test and test administration, click on the “Local Assessment” tab and “Administer Assessment” submenu. Click the “Print Login Codes, Create Scanner File or Reset Timed Test” radio button.

The screenshot shows the 'Local Assessment' tab selected in the top navigation bar. Below it, the 'Administer Assessment' submenu is active. The 'Print Login Codes, Create Scanner File or Reset Timed Test' radio button is selected. The search section includes filters for Subject, Test Name, Test Collection/Edition/Grade, Testing Period, and Test Id Search. A 'Search' button is present.

2. Search for the administration using the various search options. Select the administration in the “Select Administration” dropdown. Click the “Download Scanner File”.

The screenshot shows the search results for 'Mathematics'. The 'Select Administration' dropdown is set to 'SDSD SAMPLE TEST ADMIN(2011-2012)'. The 'Download Scanner File' button is highlighted with a red arrow.

3. In the popup window, select the appropriate filters using the series of dropdown boxes. Once the filters are applied, click the “Download Bubble Sheets” button.



Notes:

- Printing must be done in black and white
- Bubble sheets must be printed with at least 300 DPI

Bubble Sheet Upload

1. Click on the “Local Assessment” menu and “Score Results” submenu item. Search for the test and test administration using the various search options. After the administration is selected, click on the “Upload Bubble Sheet” link.

The screenshot shows the 'Local Assessment' page with the 'Score Results' submenu selected. The 'Assessment' dropdown is set to 'SDSD Sample Test' and the 'Test Administration' dropdown is set to 'SDSD SAMPLE TEST ADMIN(2011-2012)'. The 'Upload Bubble Sheet' link is highlighted in the 'Scoring Options' section.

Dashboard Attendance Misconduct Teachers Curriculum Students Reports Lesson Plans Resources **Local Assessment** RTII Data Analyst

Overview Create New Assessment Manage Assessments Administer Assessment **Score Results** Analyze Scores Question Bank

Local Assessment

Score Assessment

(CLICK TO OPEN) Filter by: Subject, Test Name

Select Subject: **Mathematics** Test Name Contains: Search

(CLICK TO OPEN) Filter by: Test Collection/Edition/Grade, Testing Period

(CLICK TO OPEN) Test Id Search

Assessment : **SDSD Sample Test**

Test Administration : **SDSD SAMPLE TEST ADMIN(2011-2012)**

Scoring Options

- ▶ Score Individual Results Online ----> continue to the student search and scoring screens.
- ▶ Score Class Results Online
- ▶ Print Login Codes
- ▶ Download Scoring Spreadsheet Template
- ▶ Upload Spreadsheet
- ▶ Upload Bubble Sheet**

Test Options

- ▶ Print Answer Key
- ▶ Print Sample Student Test
- ▶ Print Tests For All Unscored Students Linked To Administration

2. Click the “Browse...” button, select the file to be uploaded, and click the “Upload” button to submit the file for processing.

The screenshot shows the 'Local Assessment' page with the 'Upload' button highlighted. The 'Test Id' is 500399, 'Test Name' is SDSD Sample Test, 'Administration Id' is 280, and 'Administration Name' is SDSD SAMPLE TEST ADMIN(2011-2012). The 'Upload' button is highlighted with a red arrow.

Local Assessment

Test Id: 500399
Test Name: SDSD Sample Test
Administration Id: 280
Administration Name: SDSD SAMPLE TEST ADMIN(2011-2012)

Please select a bubble sheet file (PDF or TIF) to upload

Browse... **Upload**

- In the grid below the upload area, the uploaded document will be listed. The “Status” column will contain the word “Completed” once processing has completed. To refresh the grid, click the “Refresh” button above. Once processing has completed, click the “View Results” link.

Upload ID	Document	Open-Ended Included	Status
1	SKMBT_C45213101010211.tif	True	Completed

- On the next page, verify that all the results scanned properly. If the barcodes could not be read, select the student in the dropdown box in the “Student Name” column. Make any corrections in the text boxes for the answers. Once everything appears to be correct, click the “Commit Results” button to save the results to the local assessment results.

Local Assessment

Upload Name: SKMBT_C45213101010211.tif
 Test Id: 500399
 Test Name: SDSD Sample Test
 Administration Id: 280
 Administration Name: SDSD SAMPLE TEST ADMIN(2011-2012)

Commit Results

Student Name	Include In Committed Data	Empty Answers Found	Question1	Question2	Question3	Question4	Question5	Question6
View ANDERSON, ALBERT (102238)	<input checked="" type="checkbox"/>	True	B	C	D	B	C	

Notes:

- Answers should be filled in with #2 pencil
- Any markings on the bubbles, no matter what color, may cause misreadings
- Any foreign markings in the corner checker boxes or the barcodes may cause errors during processing
- Supported file type for upload is a multi-paged TIFF (.tif)
- Scanning must be done at 300 DPI
- Scanning quality must be clear and definitive. Grainy images may cause misreadings
- Scanning images must be as straight as possible. Crooked images may result in misreading of the scanned bubble sheets
- It is recommended to scan documents in small batches to prevent large-scale processing errors