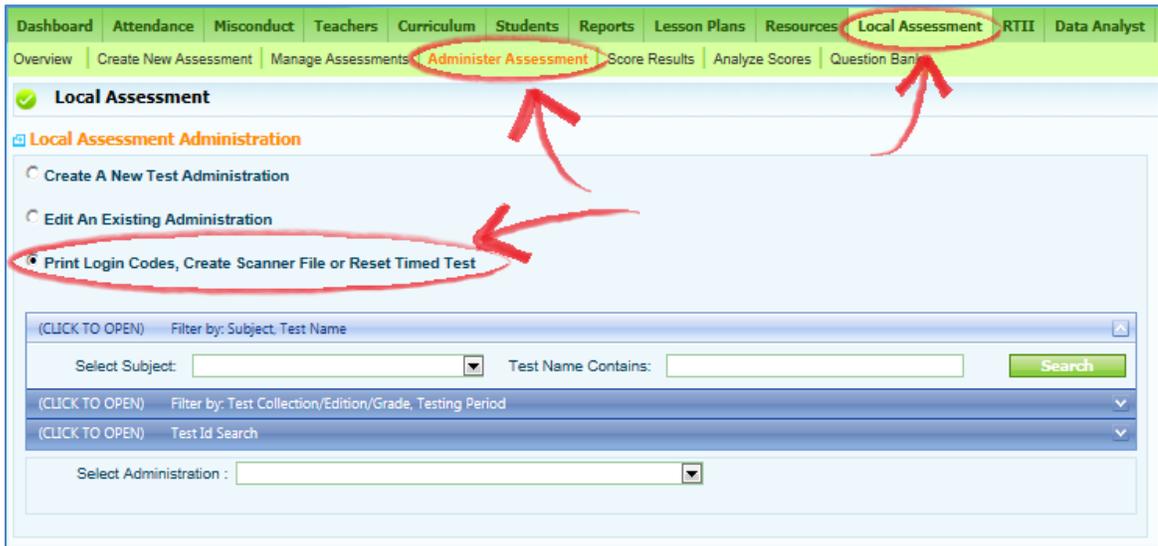
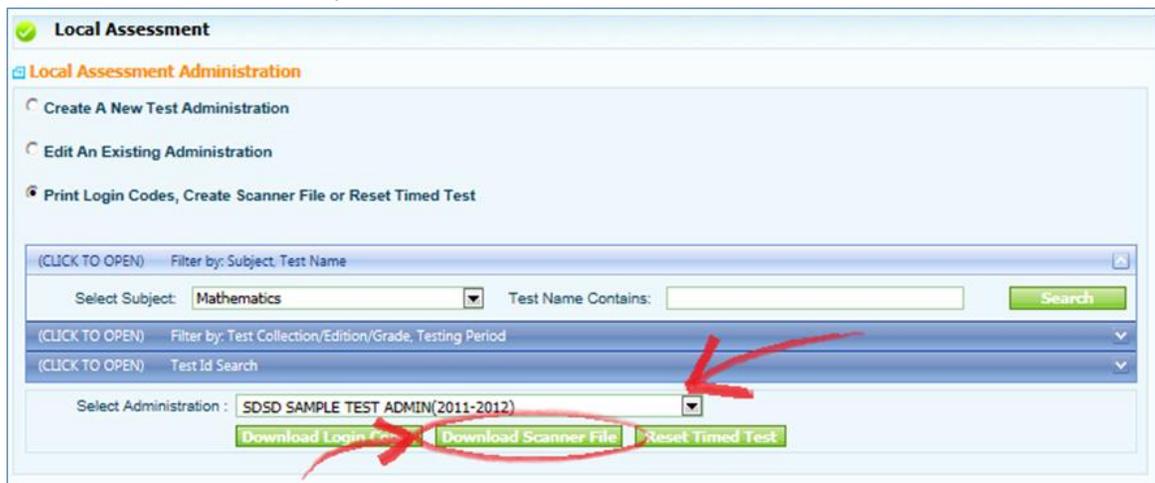


Bubble Sheet Download

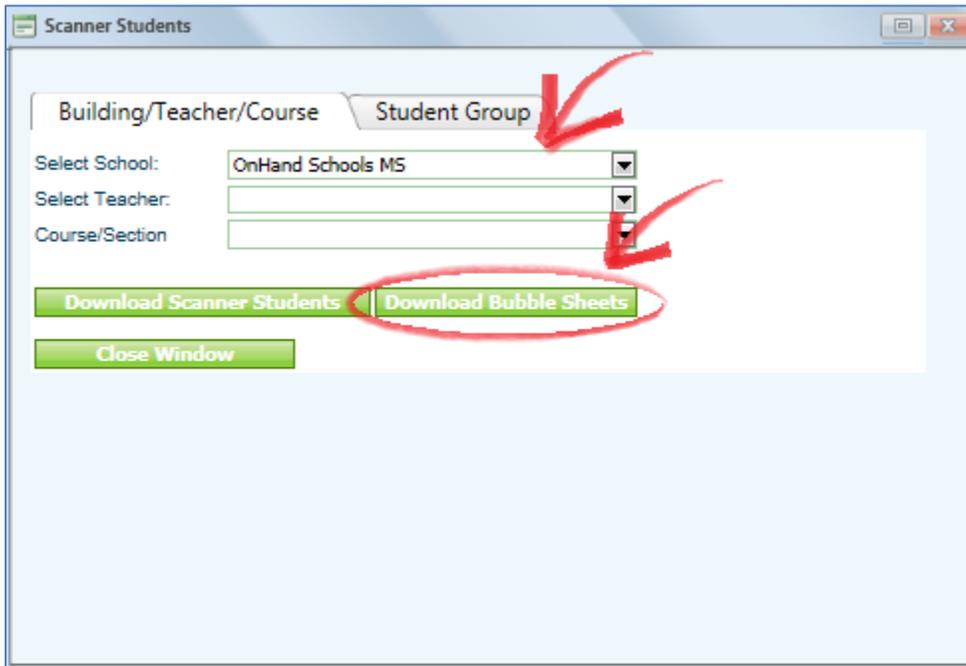
1. After creating a test and test administration, click on the “Local Assessment” tab and “Administer Assessment” submenu. Click the “Print Login Codes, Create Scanner File or Reset Timed Test” radio button.



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



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

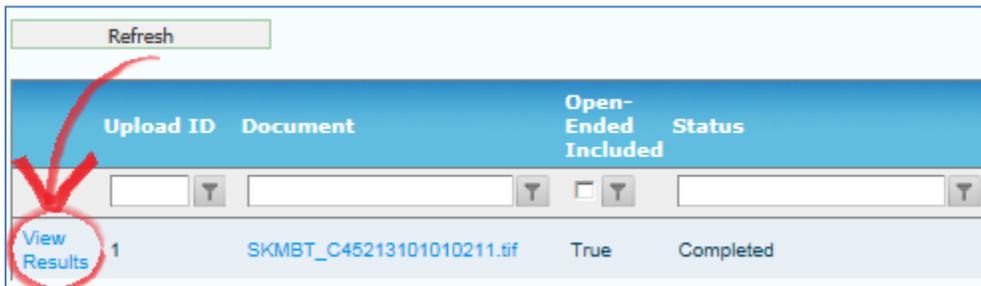
1. Click on the “Local Assessment” menu and “Score Results” submenu item. Search for the test and test administration using the various search options. After the administration is selected, click on the “Upload Bubble Sheet” link.

The screenshot shows the 'Local Assessment' interface. At the top, a navigation bar includes 'Local Assessment' and 'Score Results', both circled in red. Below this, search filters are visible: 'Select Subject: Mathematics' and 'Test Name Contains:'. The 'Assessment' dropdown is set to 'SDSD Sample Test' and 'Test Administration' is 'SDSD SAMPLE TEST ADMIN(2011-2012)'. Under 'Scoring Options', 'Upload Bubble Sheet' is circled in red. Other options include 'Score Individual Results Online', 'Score Class Results Online', 'Print Login Codes', 'Download Scoring Spreadsheet Template', and 'Upload Spreadsheet'.

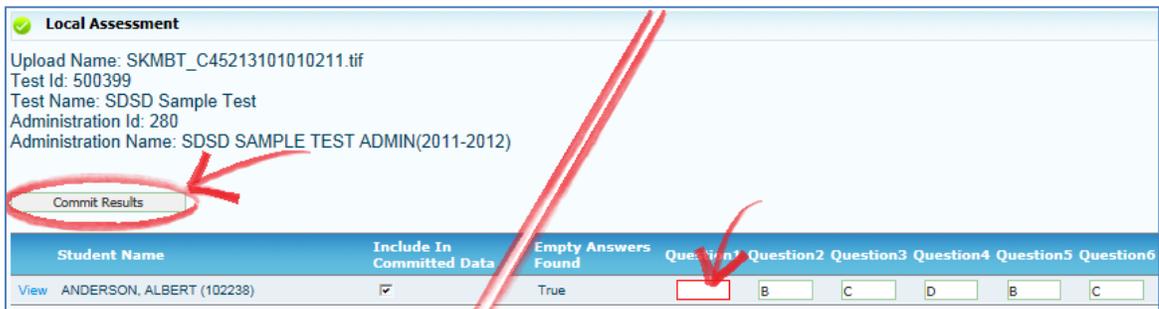
2. Click the “Browse...” button, select the file to be uploaded, and click the “Upload” button to submit the file for processing.

The screenshot shows the file upload section of the 'Local Assessment' interface. It displays the following information: 'Test Id: 500399', 'Test Name: SDSD Sample Test', 'Administration Id: 280', and 'Administration Name: SDSD SAMPLE TEST ADMIN(2011-2012)'. Below this, there is a text prompt: 'Please select a bubble sheet file (PDF or TIF) to upload'. A file input field is followed by a 'Browse...' button and an 'Upload' button, both of which are circled in red.

- 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.



- 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.



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