Scanning Step by Step Guide

Overview

Download Scanner Client

Step 1: Download NIMBLE scanner client software

Scan Your Tests

Step 1: Launch scanner client

Step 2: Select school and scanner

Step 3: Position pages for scanning and start scanning

View Scanning Summaries

Step 1: Select scanning sessions to review

Step 2: View images of scanned pages

Step 3: Review pages with errors, rescan if possible

Enter Student Responses Manually*

Step 1: Enter identifying code from answer sheet

Step 2: Enter student responses to selected-response questions

Step 3: Review and score open-response questions and enter the score

Step 4: Submit form for reporting

**Manual Entry is only available for teachers. District Administrators, School Administrators, and Administrative Assistants do not have access this portion of the system at this time.*

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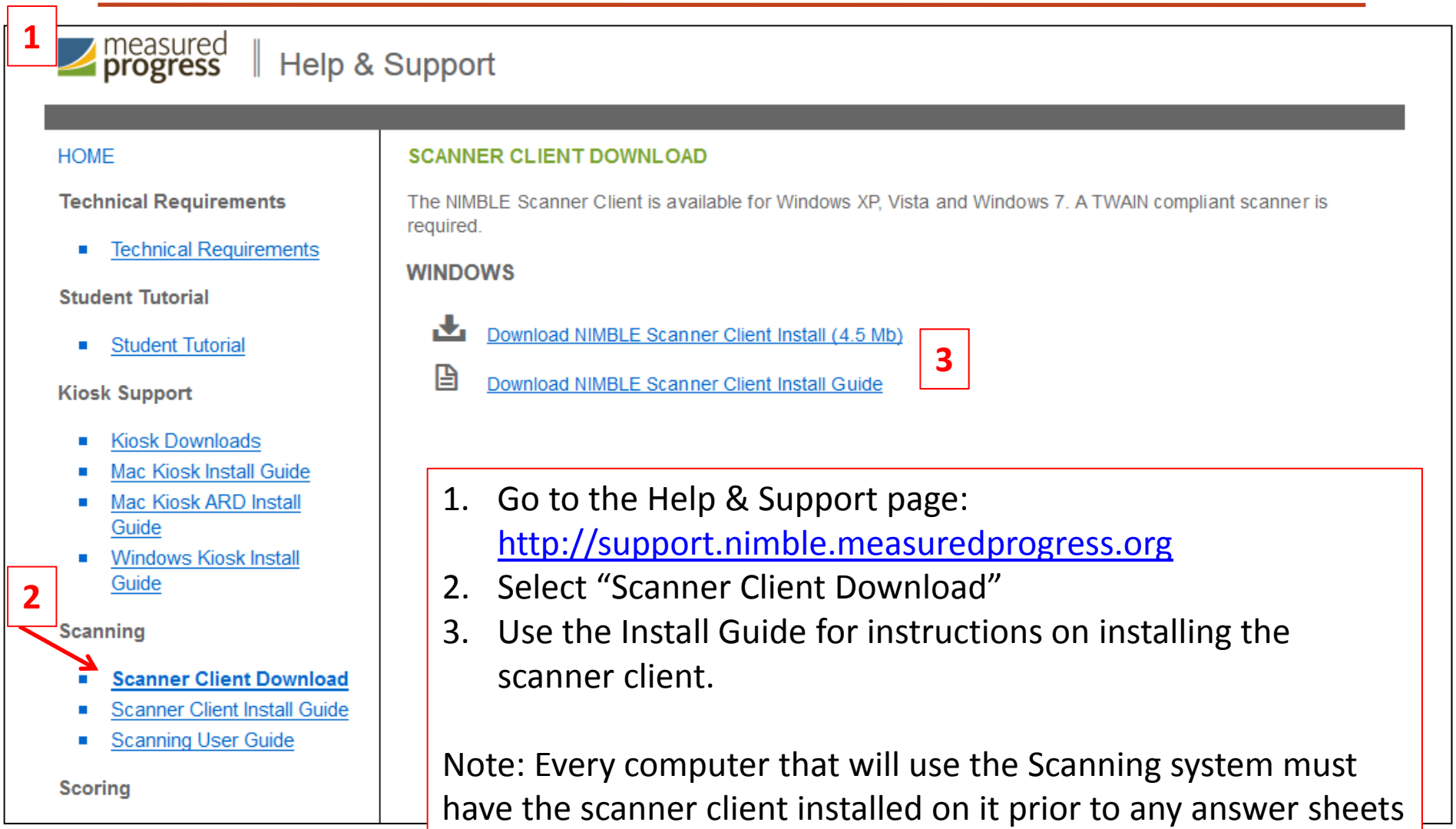
Scanning Setup



1. Go to the Help & Support page: http://support.nimble.measuredprogress.org
2. Select “Scanner Client Download”
3. Use the Install Guide for instructions on installing the scanner client.

Note: Every computer that will use the Scanning system must have the scanner client installed on it prior to any answer sheets being scanned.

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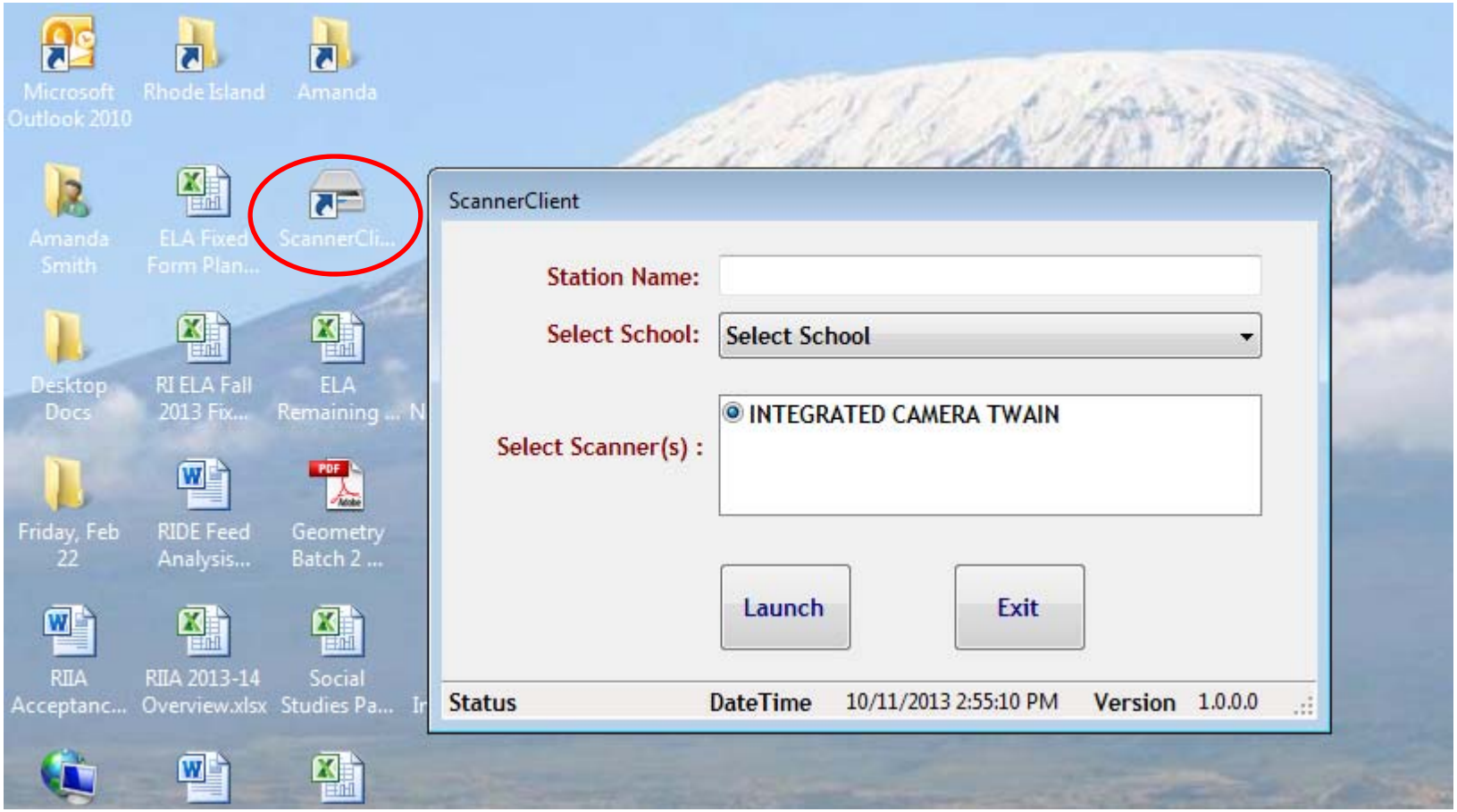
Scanning Setup

Step 3: Once installed, the scanner client icon will appear on the desktop. Open the application, select your school, and select a scanner. Enter a name under “Station Name”. This is the name of the scanner that will appear in the Scanning system. Click “Launch”.



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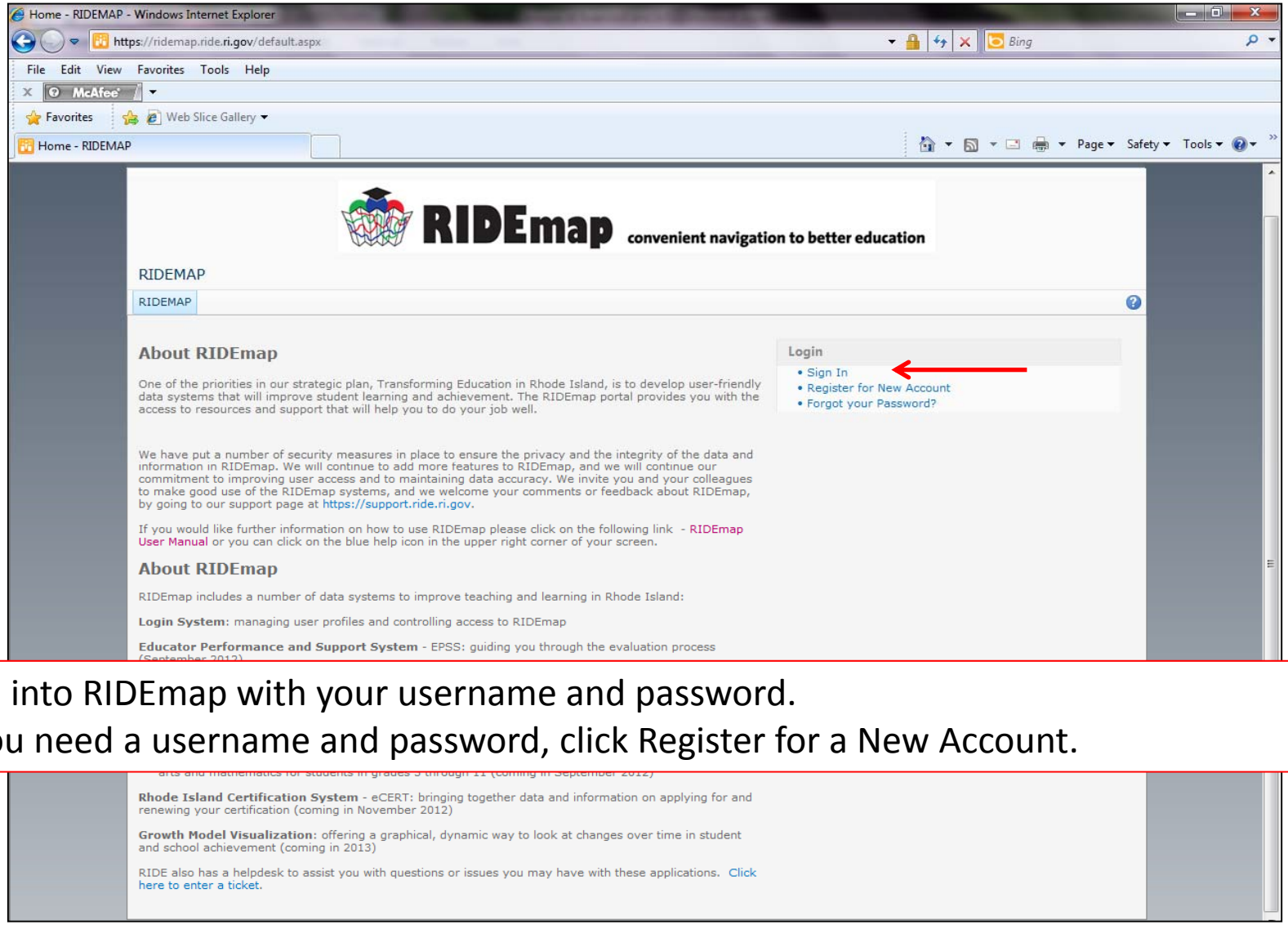
Login



Sign into RIDEmap with your username and password.
If you need a username and password, click Register for a New Account.

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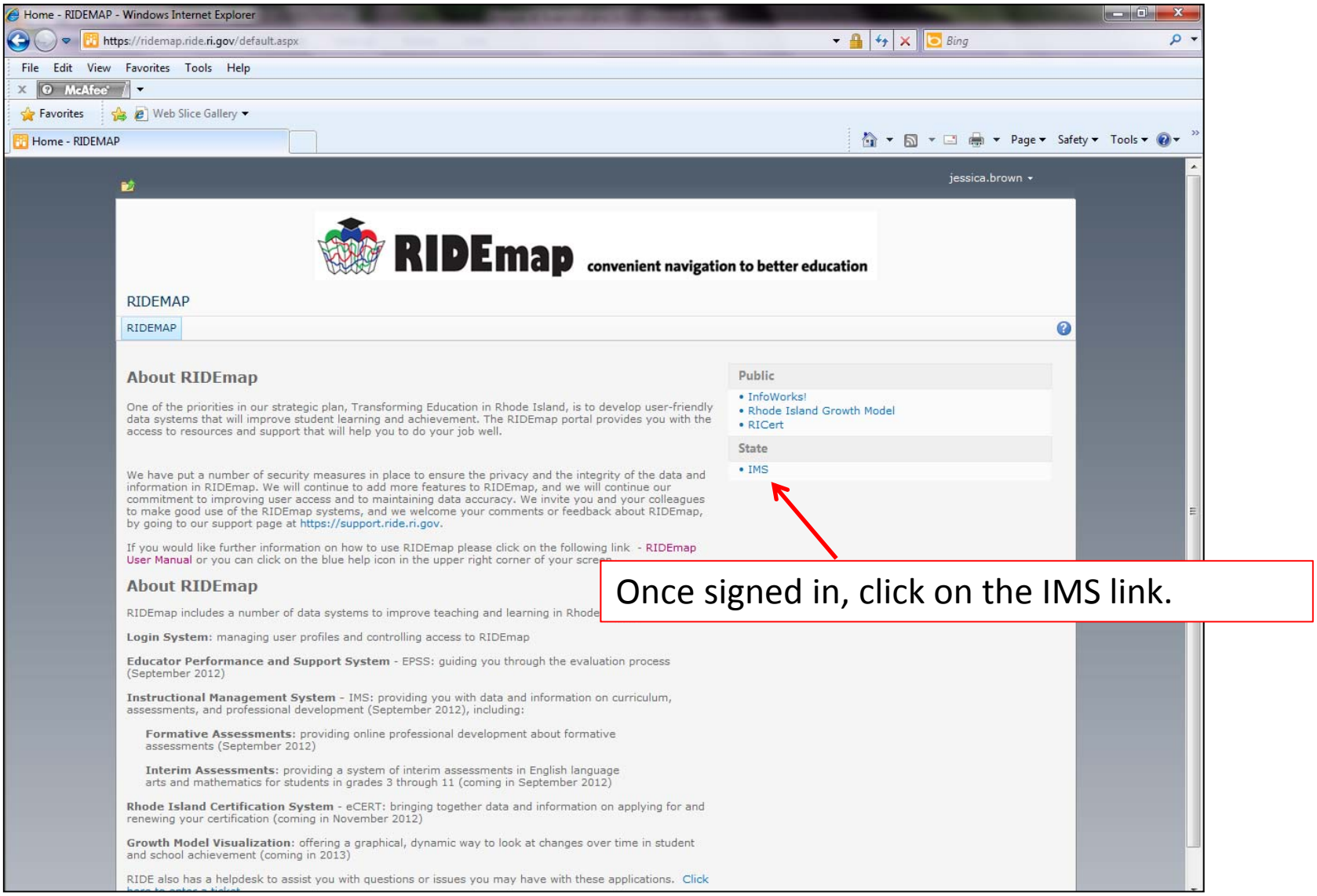
Login



Once signed in, click on the IMS link.

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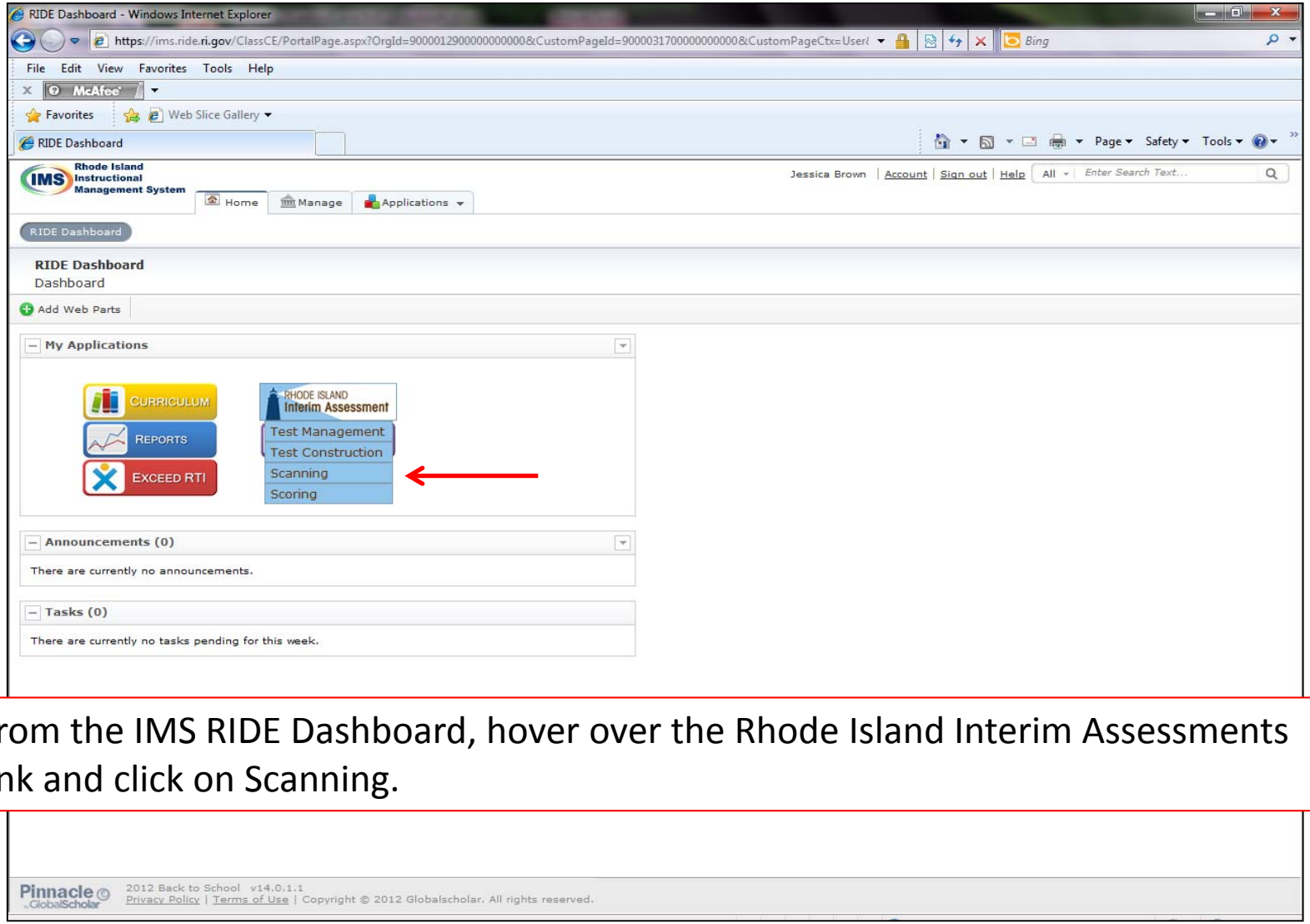
IMS Dashboard



From the IMS RIDE Dashboard, hover over the Rhode Island Interim Assessments link and click on Scanning.

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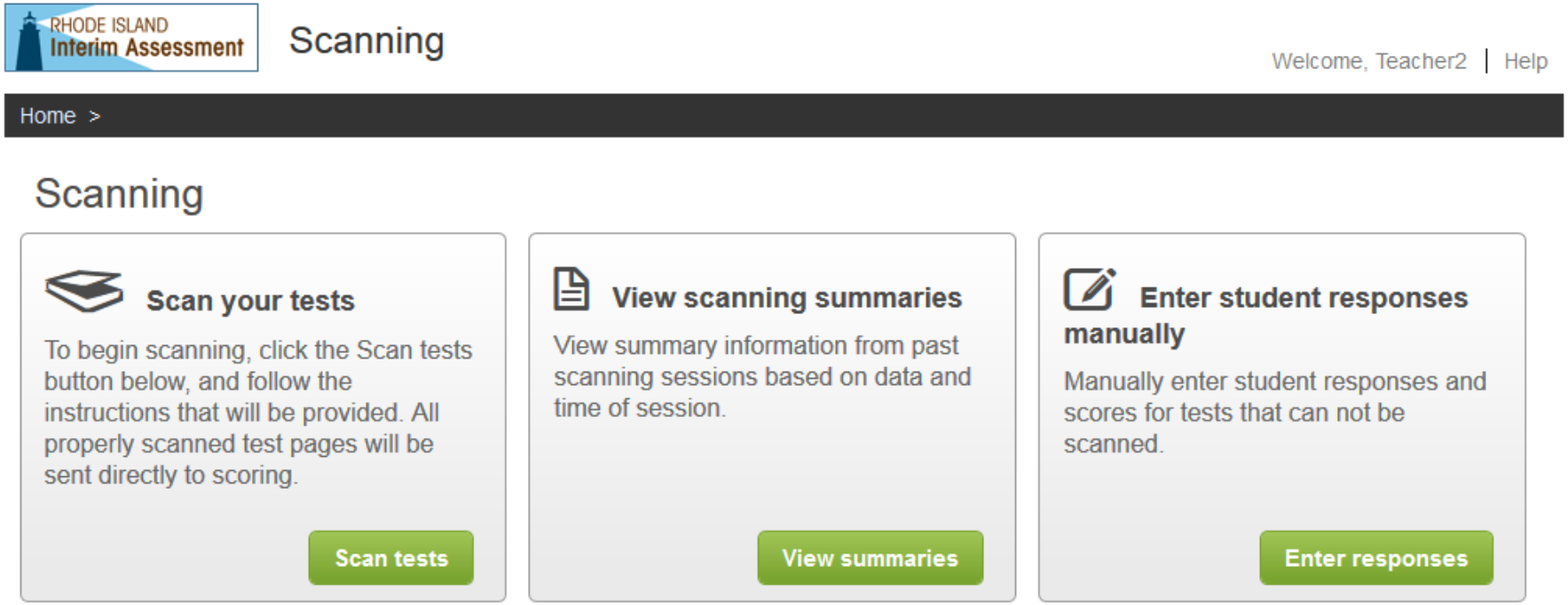
Scanning Homepage



The Scanning homepage has three options:

1. Scan your tests: Scan student answer sheets
2. View scanning summaries: See pages that have already been scanned
3. Enter student responses manually: Enter student work from pages that cannot be scanned.

The following screens start with the steps in “Scan your tests”.

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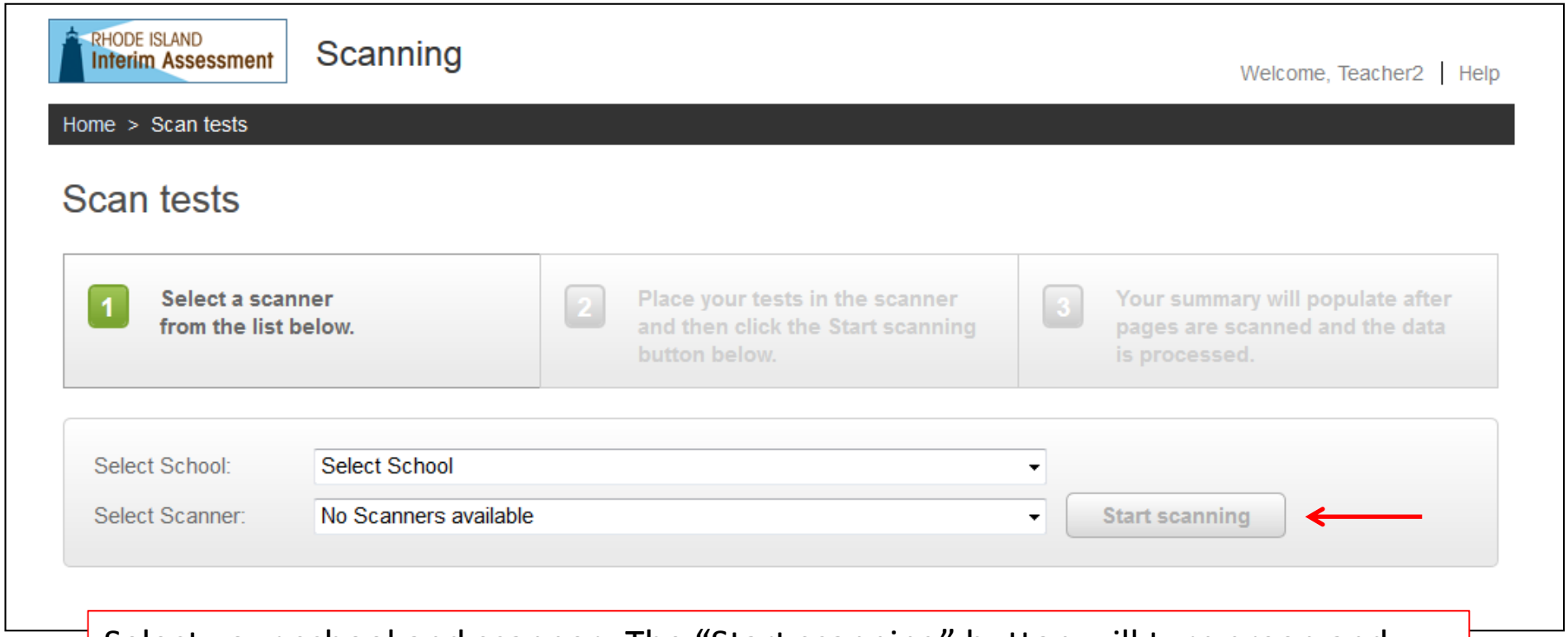
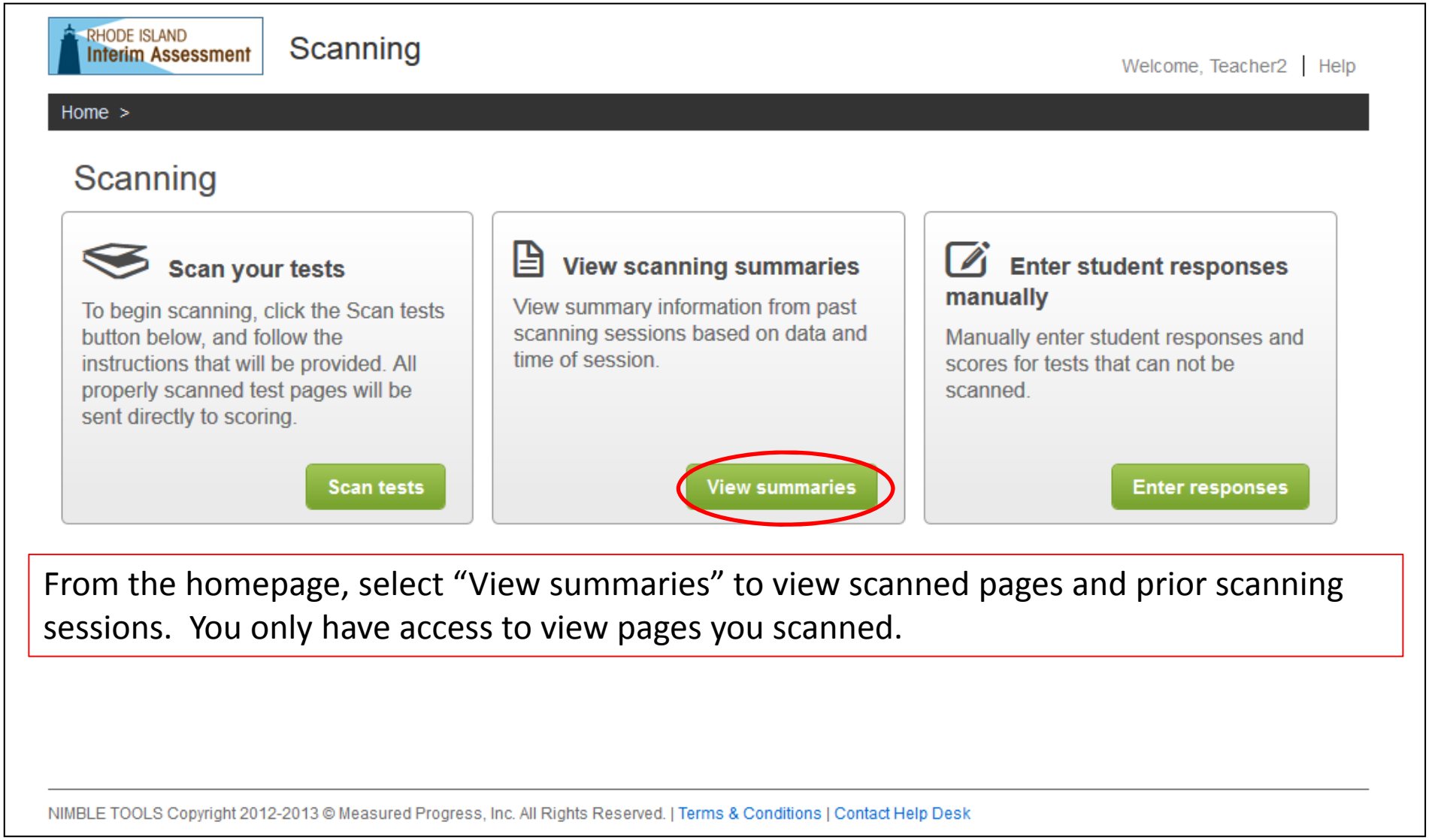
Scan Tests



Select your school and scanner. The “Start scanning” button will turn green and activate.
Place answer sheets in the scanner tray and click “Start scanning”. A progress bar will notify you that scanning is process.

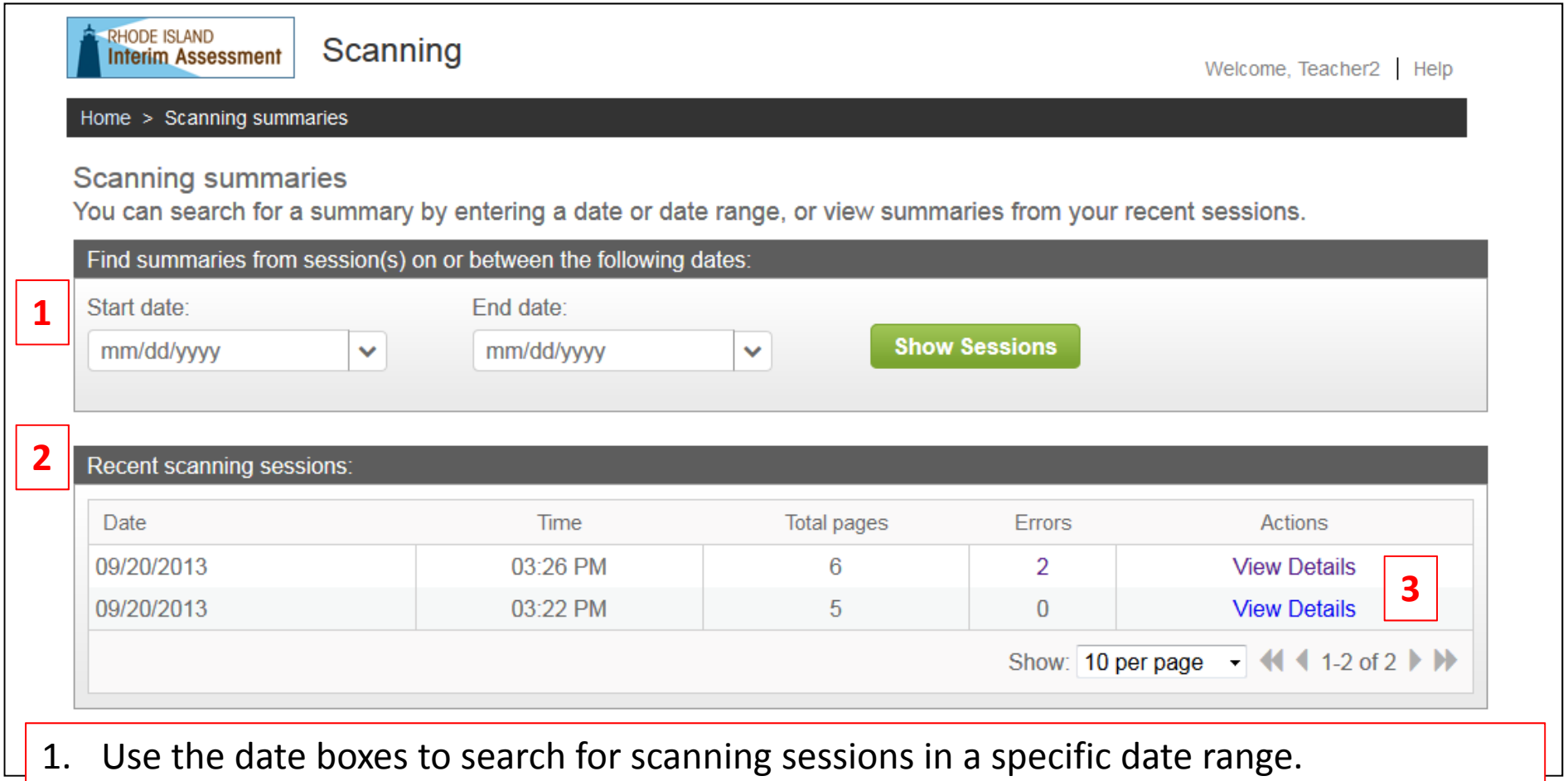
Note: The scanner client must be launched prior to selecting the school and scanner on this screen. If no scanners are listed under “Select Scanner”, double check that the scanner client has been launched.

Scanning Homepage



From the homepage, select "View summaries" to view scanned pages and prior scanning sessions. You only have access to view pages you scanned.

Scanning Summaries



1. Use the date boxes to search for scanning sessions in a specific date range.
2. Recent scanning sessions are automatically displayed, including the total number of pages and pages with errors, if any.
3. Click “View Details” to learn more about a scanning session.

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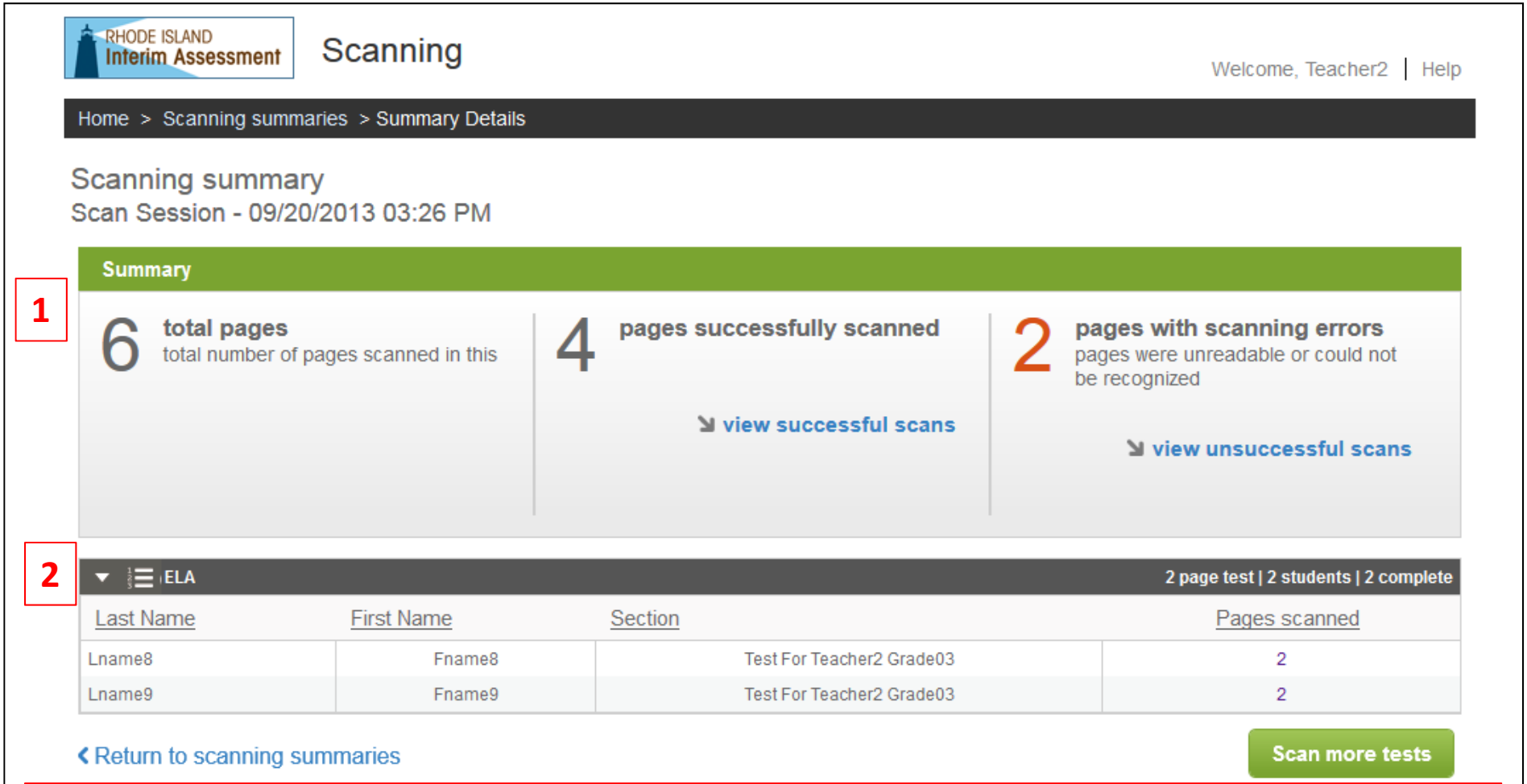
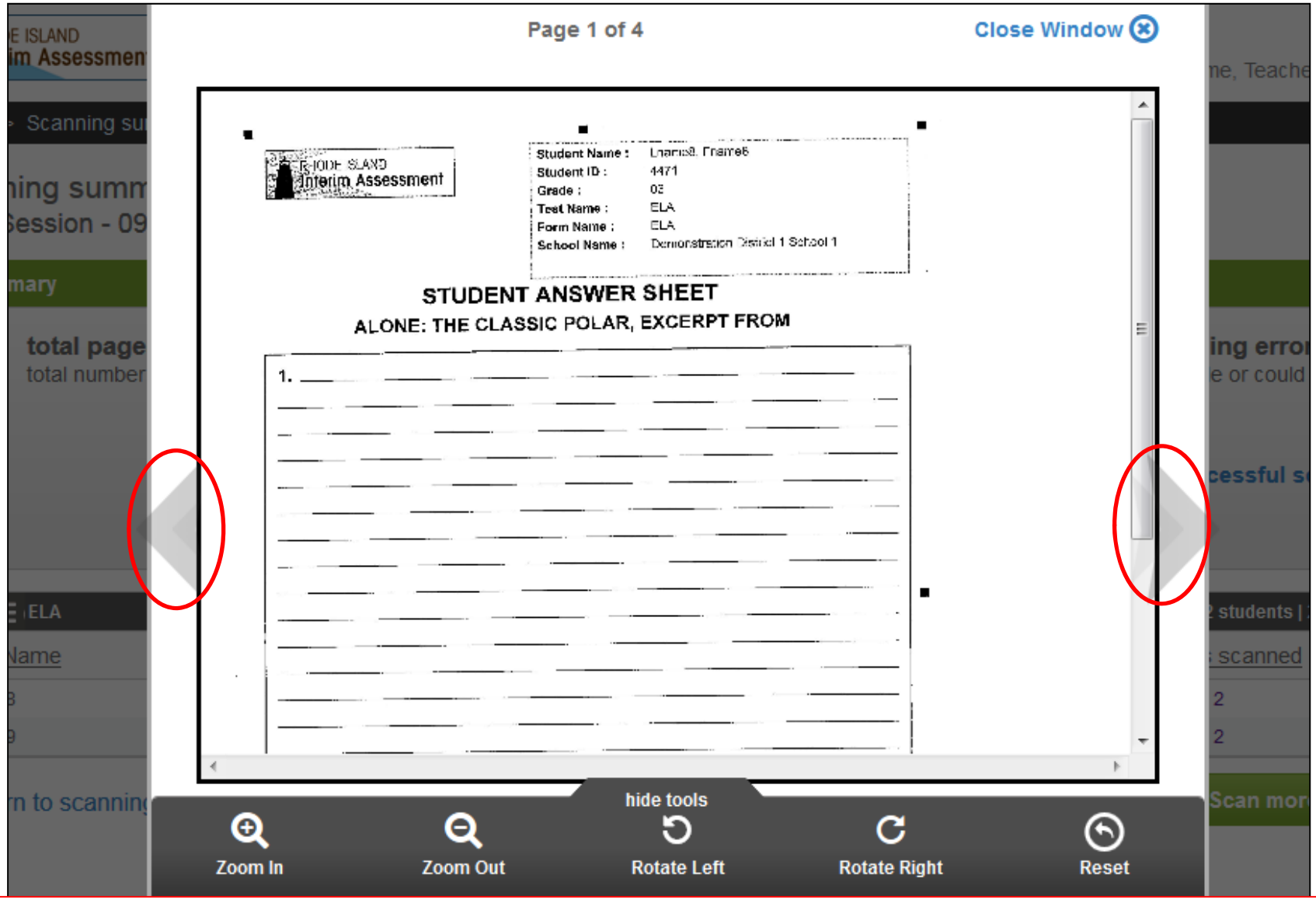
Scanning Summaries



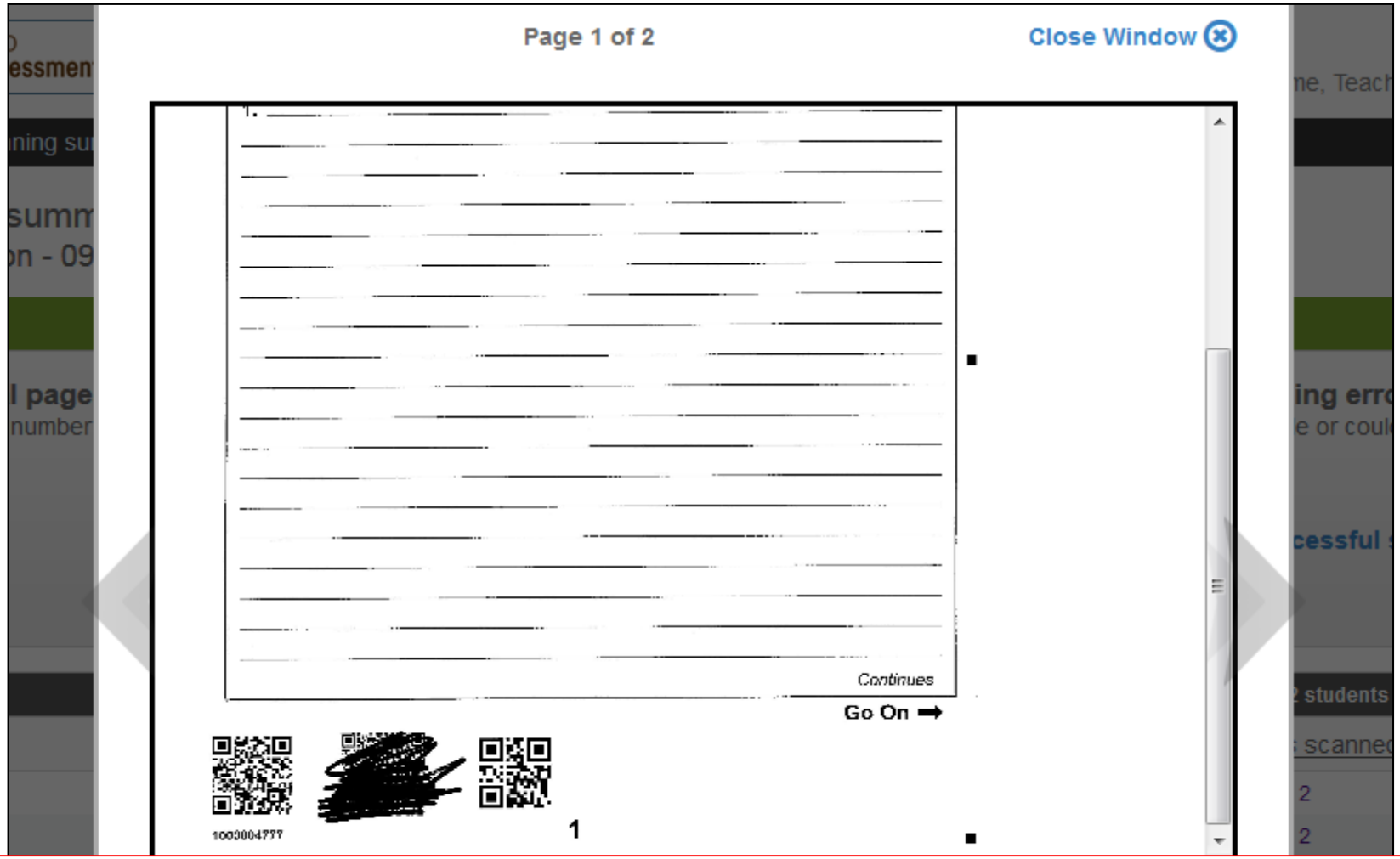
1. View a summary of how many pages were scanned successfully and unsuccessfully. Click the links to view the actual pages.
2. Click the test name to open a list with the number of pages scanned by student. Click the number in the “Pages scanned” column to see the pages for that student.

Successful Scans



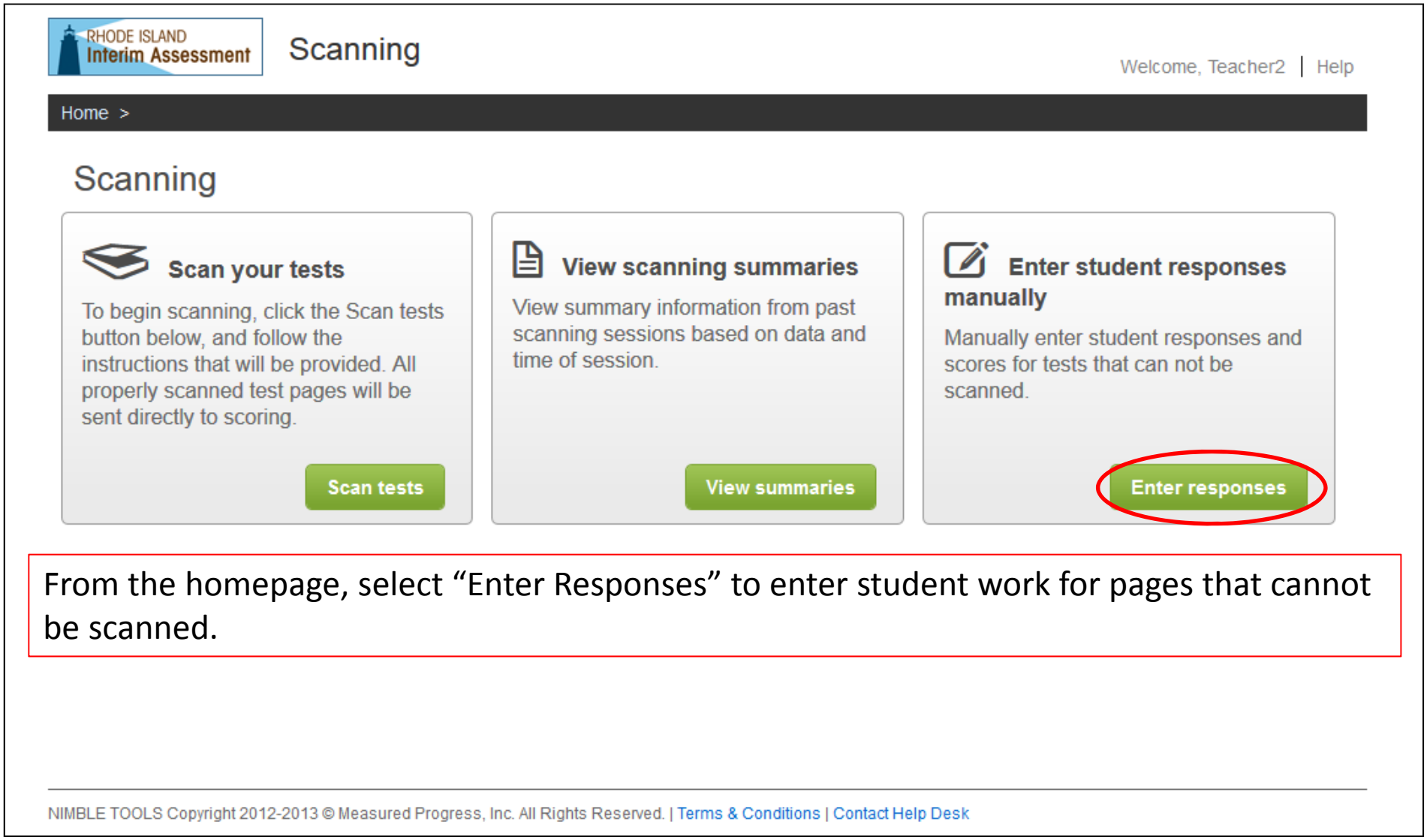
Use the arrows on the left and right to move through scanned pages. The tools at the bottom allow you to reposition the scan for better viewing.

Unsuccessful Scans



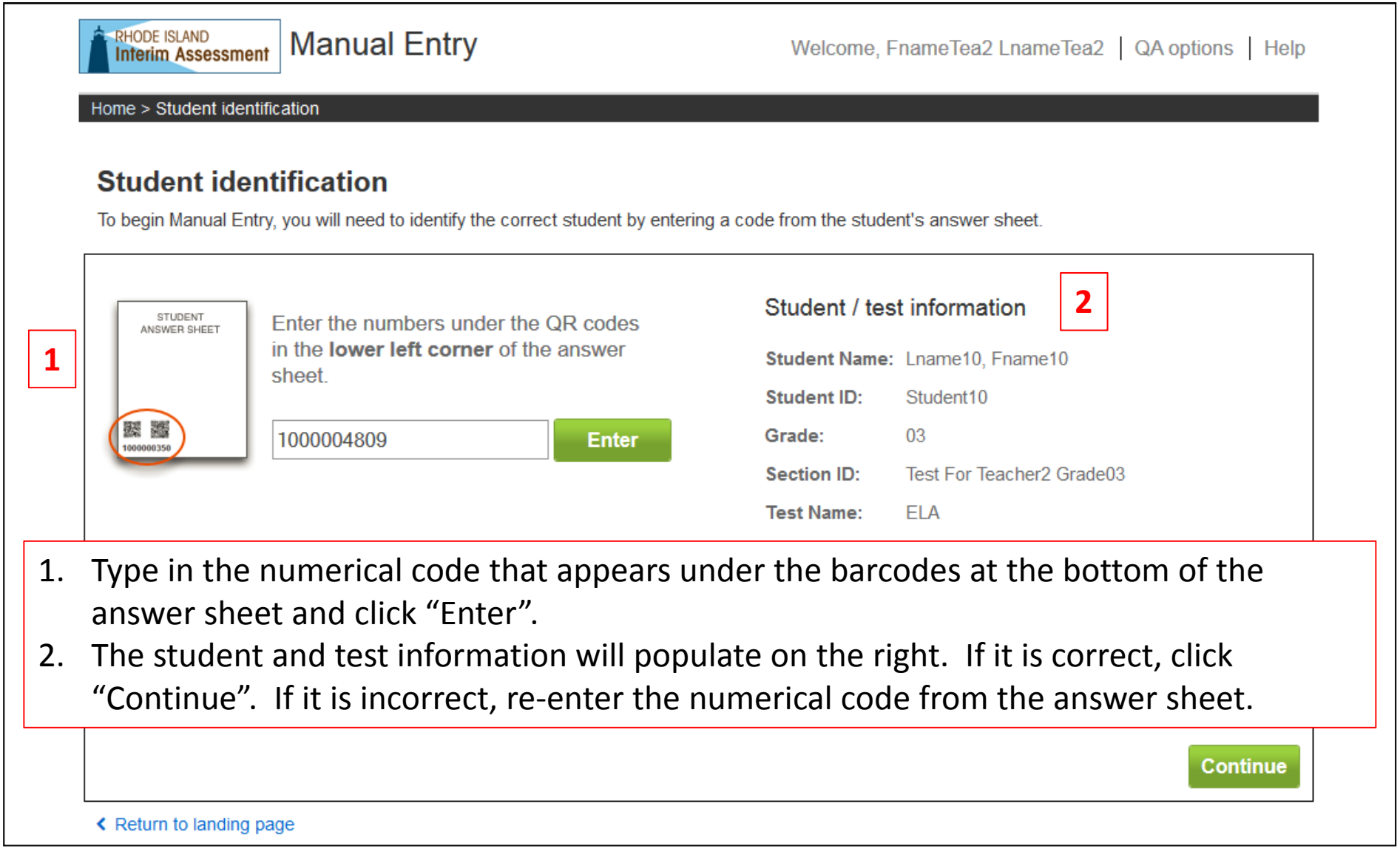
Two common reasons for unsuccessful scans are pencil marks on the barcode (shown here) and the pages being fed into the scanner so the blank side was scanned rather than the side with student responses and barcodes. Review each page to determine why it has errors and rescan if possible.

Scanning Homepage



From the homepage, select “Enter Responses” to enter student work for pages that cannot be scanned.

Manual Entry



1. Type in the numerical code that appears under the barcodes at the bottom of the answer sheet and click “Enter”.
2. The student and test information will populate on the right. If it is correct, click “Continue”. If it is incorrect, re-enter the numerical code from the answer sheet.

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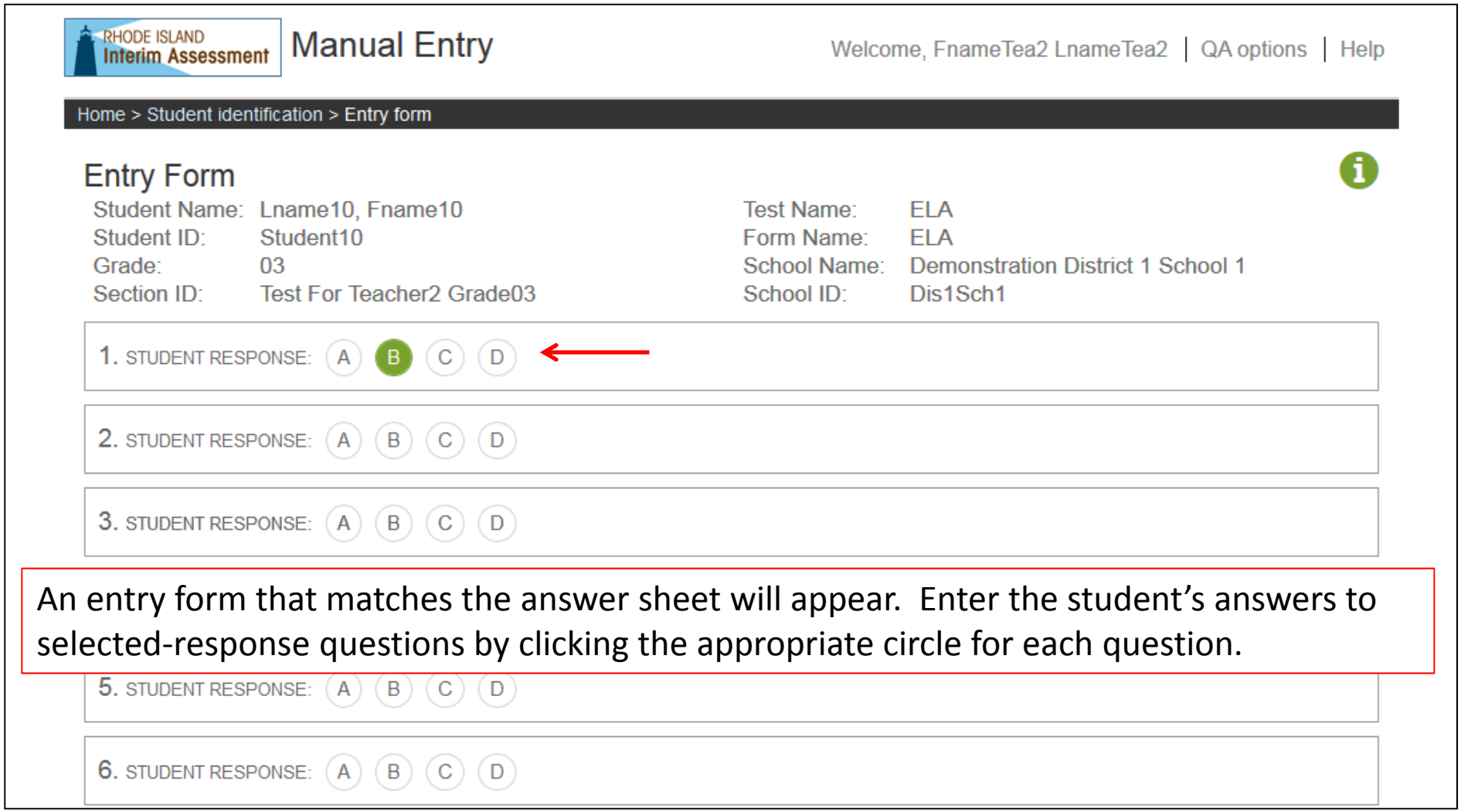
Manual Entry



An entry form that matches the answer sheet will appear. Enter the student's answers to selected-response questions by clicking the appropriate circle for each question.

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Manual Entry

3. STUDENT RESPONSE: A B C D

4. STUDENT RESPONSE: A B C D

5. STUDENT RESPONSE: A B C D

6. STUDENT RESPONSE: A B C D

7. STUDENT RESPONSE: A B C D

8. STUDENT RESPONSE: A B C D

9. STUDENT RESPONSE: A B C D AND A B C D

10. YOUR SCORE: B 0 1 2 3 4 Item review

Return to student identification Cancel Continue

Open-response questions must be scored. Click “Item review” to open the scoring materials for that question.

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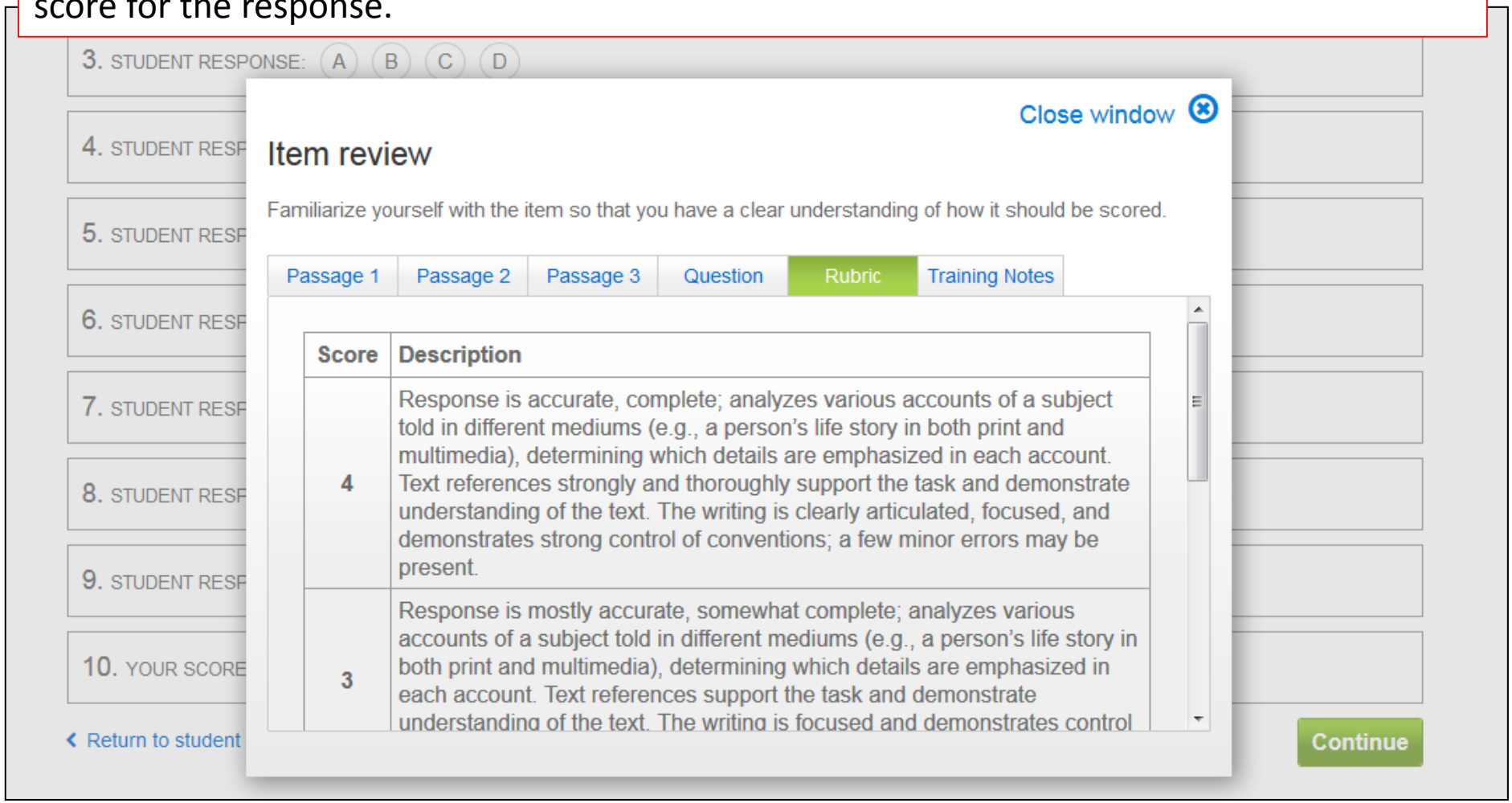
Manual Entry

Scoring materials include any passages or stimuli, the question, scoring rubric, and training notes, if available. Review the student's response and the scoring materials, and choose a score for the response.



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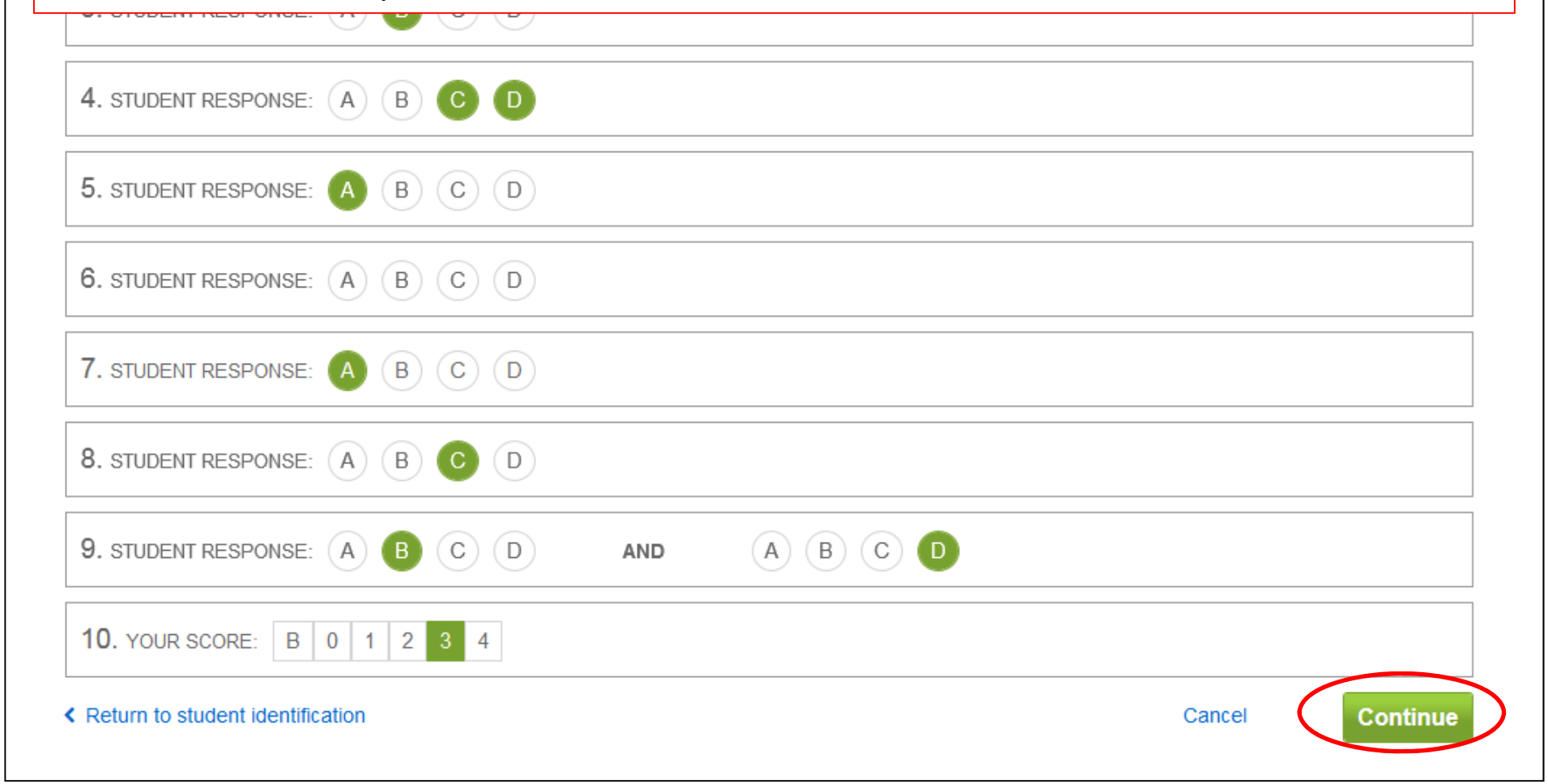
Manual Entry

Close the Item Review window and select your score in the entry form. When you've entered all of the responses and scores, click "Continue".



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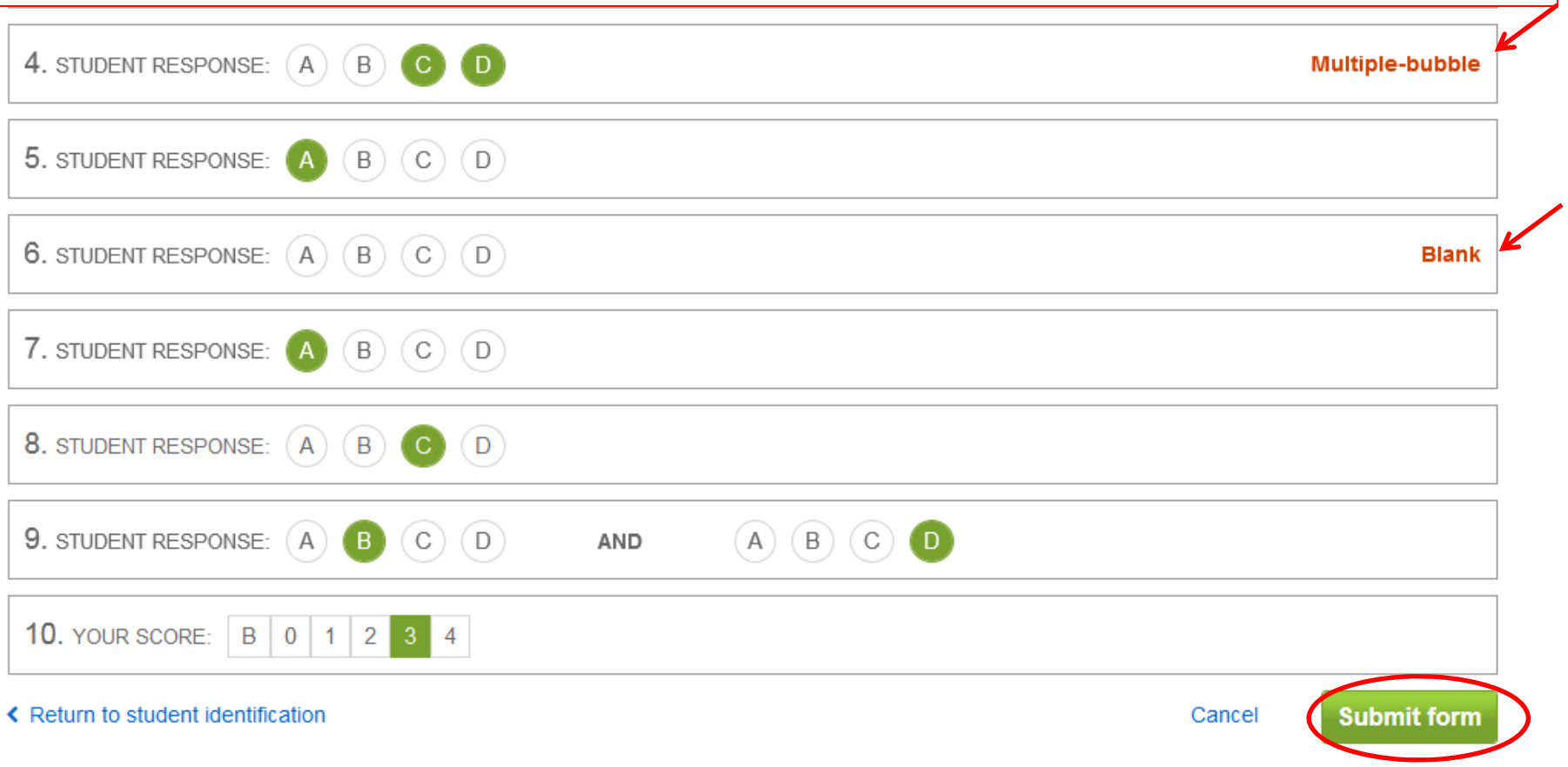
Manual Entry

The system will alert you if you left any questions blank or selected more than one response. Review the student's work and make any changes, if necessary. When you are satisfied, click "Submit form". The form will be sent through the system to be included in reports for the test.



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