HOW TO SCAN (Illuminate help site: http://goo.gl/gvHlgz)

Where to Start
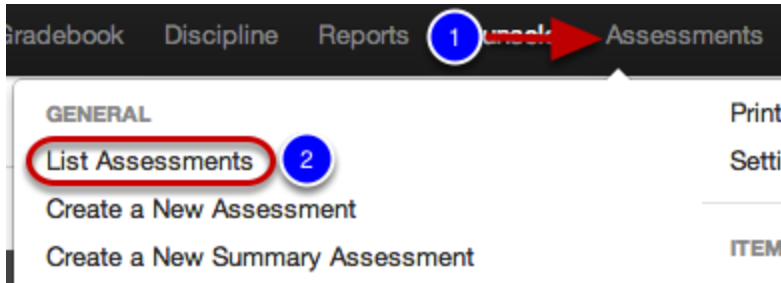
1. Click Assessments.
2. Under General, select List Assessments.
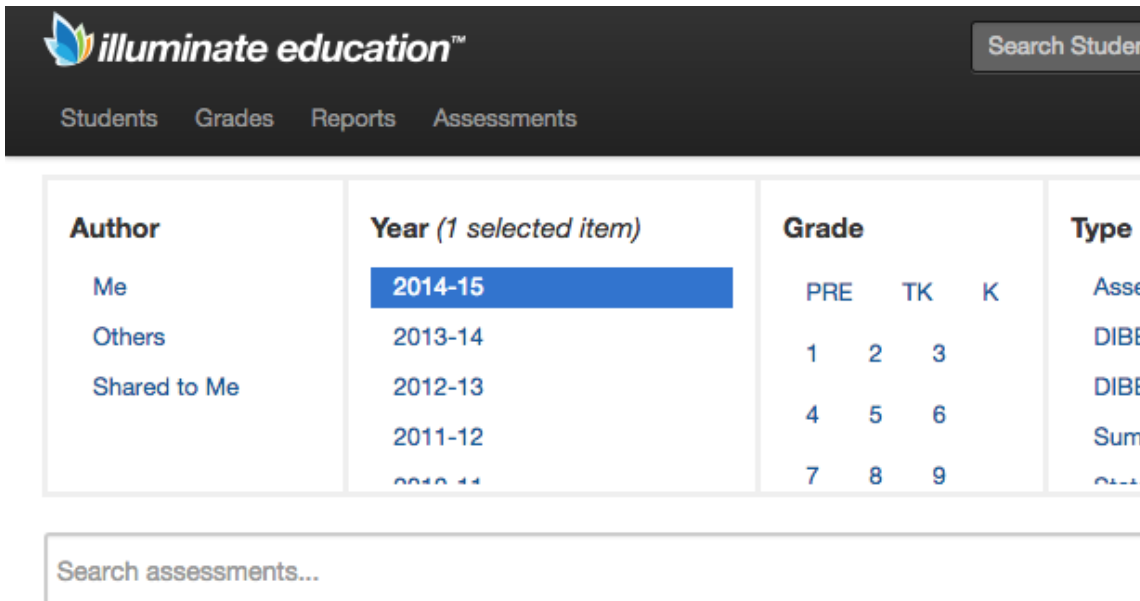
1. When viewing your assessment list you may click the **scan** icon to enter the scanning screen, or...

2. You may opt to open the assessment by clicking on its **name** and then clicking **Scan Student Responses** on the screen that appears thereafter.

Pick a Scanning Mode

There are 2 different scanning modes. Whichever mode you pick, you should stick with it for your entire scanning sessions (i.e., do not jump back and forth between modes during your scanning session).

Pick **Teacher Mode** if you want all students' results to display on the screen as they are scanned. This will also allow you to click **Show** which will list the questions a specific student answered incorrectly.

Student ID	Correct	Possible	Percent Correct	Incorrect Responses
110430	0	5	0	Show
26185	5	5	100	Show
100758	2	5	40	Show
109356	1	5	20	Show

Note: Some privacy is offered because only the student ID is displayed.

Alva, Kareena (100758)
2 correct out of 5 possible
40%

Pick **Student Mode** if you want each student's scores to display on the screen as they are scanned. Press **Enter** on your keyboard after scanning to clear the screen so the next student who scans will not see how other students performed.

Scan Answer Document(s)
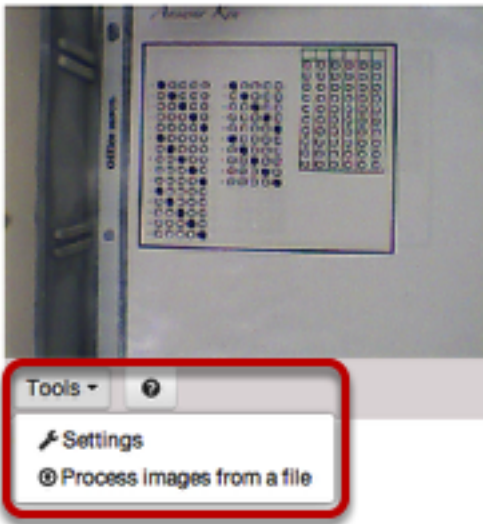
On your computer screen you should see what your camera "sees" (i.e., if you see yourself on the screen, it means your document/web camera is pointed at you). When you are ready to scan your first answer document, you should do the following:

1. *IF* your camera is not displaying in the scanning window, click the **Tools** button. This will provide a link to your **Settings** select the camera you want to use and other camera settings (e.g., to "flip" the camera if the image on your screen shows your answer document upside down based on how you want to place it). For more information on GradeCam Settings, **Click Here**.

2. Place your answer document so that the entire black box (as outlined **above**) appears clearly (and upright) in the camera window. Since the image is not mirrored, moving the answer document to your right will move it to the left on the screen, and vice versa. Please view our **Scanning Troubleshooting**lessons for more details if you are having trouble.

**Return to Teacher Mode?** ✖

You are turning back to teacher mode, confidential data will be showed on this mode. Proceed?

Yes   Cancel

IF you are scanning in **Teacher Mode**, you can scan student sheets consecutively after the sheet is registered by GradeCam (signified by a beep and the addition of the student's score to the list).

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IF you are scanning in **Student Mode**, once the sheet has been registered, press **Enter** on your keyboard to clear the screen before the next student scans (thus keeping results confidential). When finished with your last student, click **Teacher Mode** and then **Yes** (as shown above).

Autosave when scanning within an assessment

Saved ☑ Autosave Saved a few seconds ago
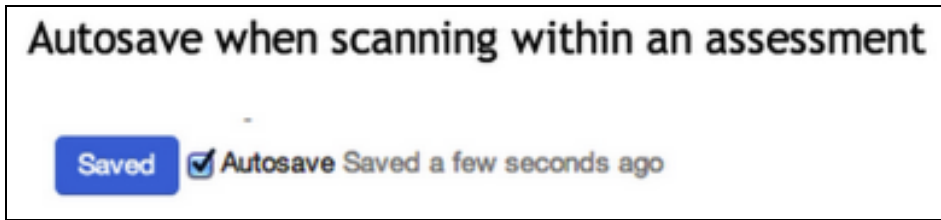
Note that GradeCam also has an Autosave feature that you can opt in/out of when scanning assessments. If you opt out of using this feature, make sure to press Save & View Results > Save as Assessment to keep the results. *Note: This feature does NOT work with On The Fly Assessments.*

When Finished Scanning

1 Scan Answer Keys	2 Scan Student Responses	3 Save & View Results

Sheet 3 Scanned: Student 99527

Student ID	Correct	Possible	Percent Correct	Incorrect Responses
99527	1	5	20	Show
17509	1	5	20	Show
99694	0	5	0	Show

When finished scanning click **Save & View Results** to save the results. If you do not click this button, the results will not be saved. It is suggested that users save response every 20-30 minutes.

Note: You can always return to the scan more student response.

Next Steps

If you experience any problems scanning, please see the **Scanning Troubleshooting** lessons for additional support. Also, for additional resources on Scanning- See Illuminate U's lesson: U300- Find, Print and Scan Assessments