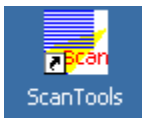
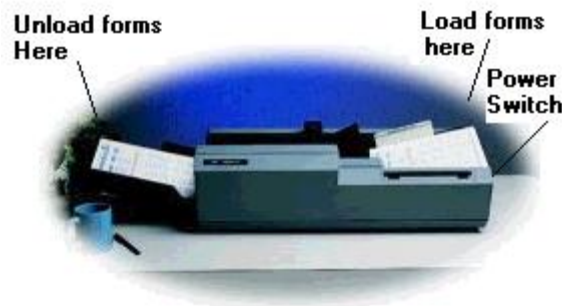


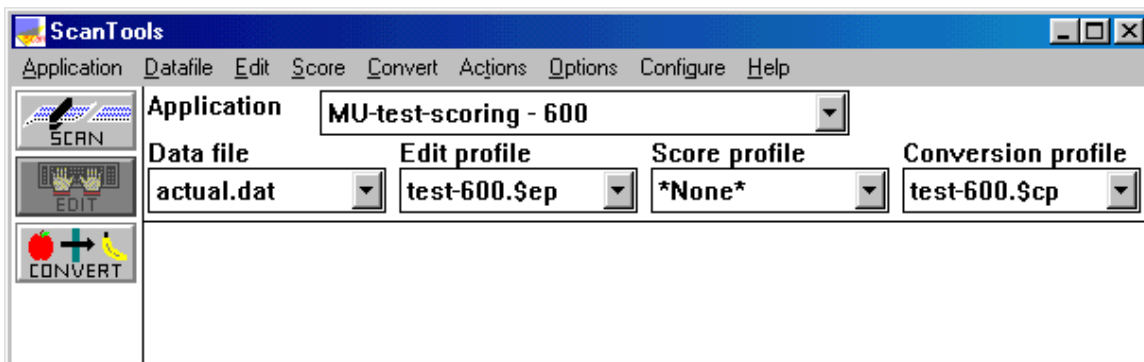
Scanning a test

First you will need to power on the scanner and load the test forms as shown below

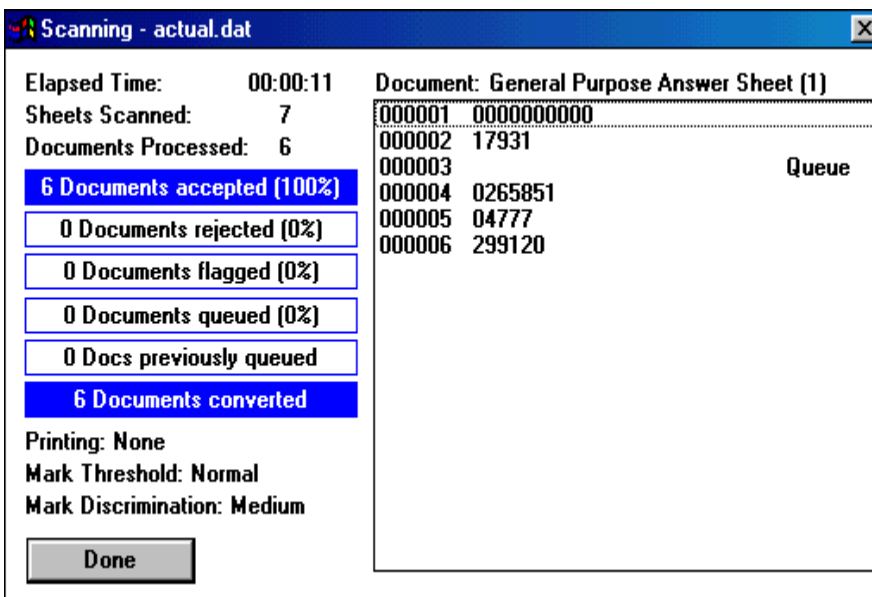


Double click on the "ScanTools" icon in the upper right hand side of the screen.

Make sure the Application has "MU-test-scoring - 600" selected in the drop down menu.



Then click on the scan button.

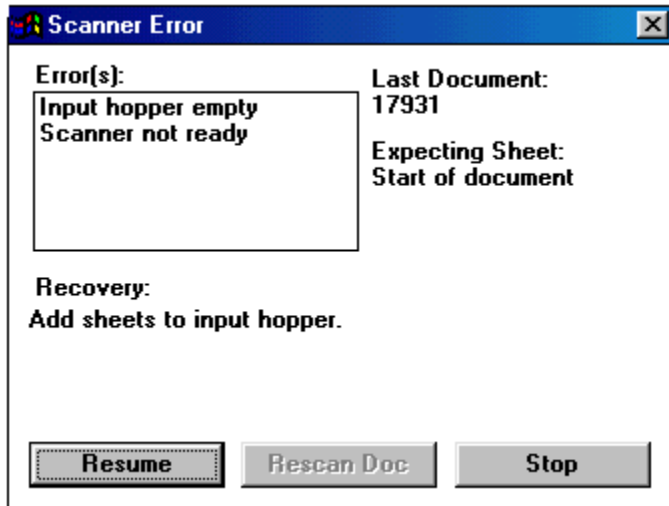


The following window will be displayed to the screen while scanning forms.

All test scan sheets must have an id filled in for each sheet. If an ID number is missing the scanning process will stop with an error message. You can then either choose to manually correct the ID column on the test sheet and rescan each of the evaluations or simply repair the ID number when prompted and hit return.

Also, if an exam gets stuck in the scanner, the only option is to remove it gently as possible.

Once all the forms have been scanned through the scanner a scanner error message will be displayed to the screen.

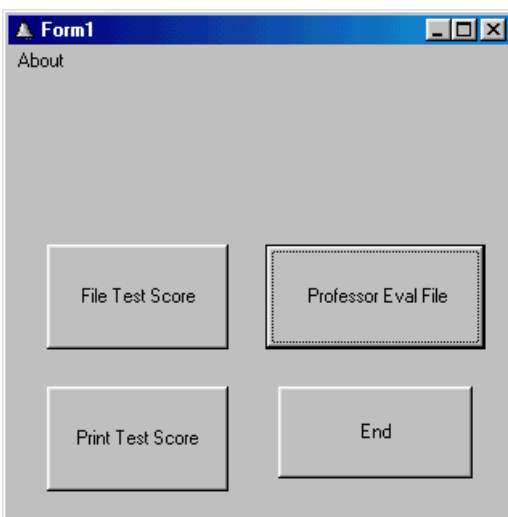


Click on the STOP button

If you are printing exam results



Open the "Print Menu" icon, also located on the upper right corner of the desktop

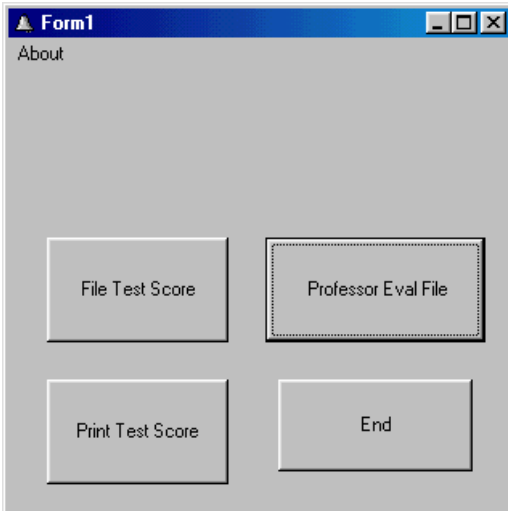


Click on the "File Test Score" button and then click on the "Print Test Score" button. The results will then be sent to the default printer immediately.

If you are emailing the exam results



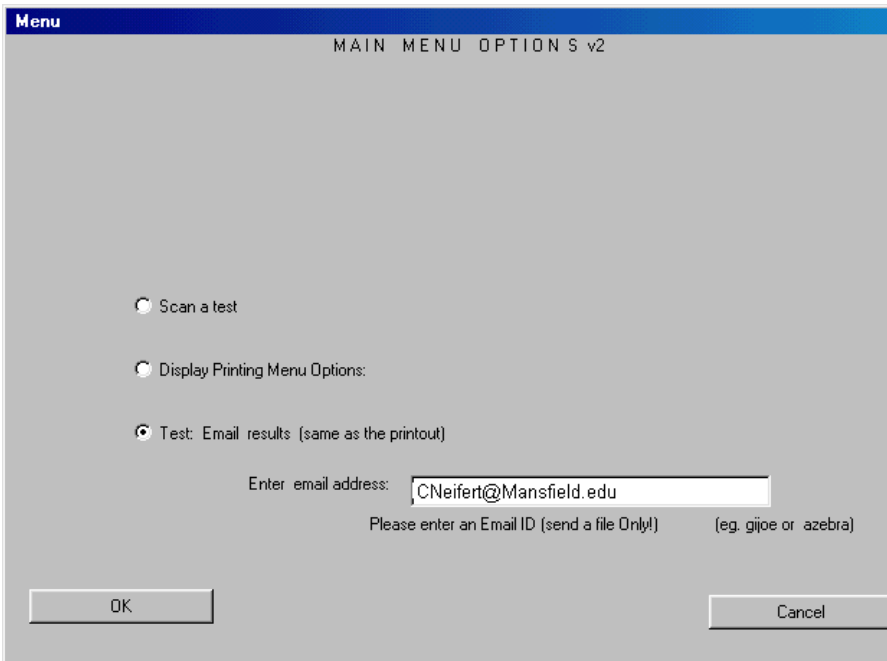
Open the “Print Menu” icon, also located on the upper right corner of the desktop



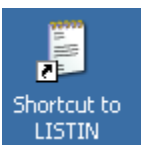
Click on the “File Test Score” button



Then open the “MainMenu” icon in the upper right hand corner of the desktop. You may be asked if you are certain you want to run this program, click on run.



Be sure to select the “Test: Email results” radio button and enter the email address of the Professor as shown on the request form and click on the OK button.



To double check the results that were just emailed, you can click on the “Shortcut to LISTIN” icon on the desktop. This will show the attachment the professor has just been emailed. If you notice the wrong results were emailed, make sure you are clicking the “File Test Score button” as shown above.