

# General Test Grading with the Lexmark Scanner

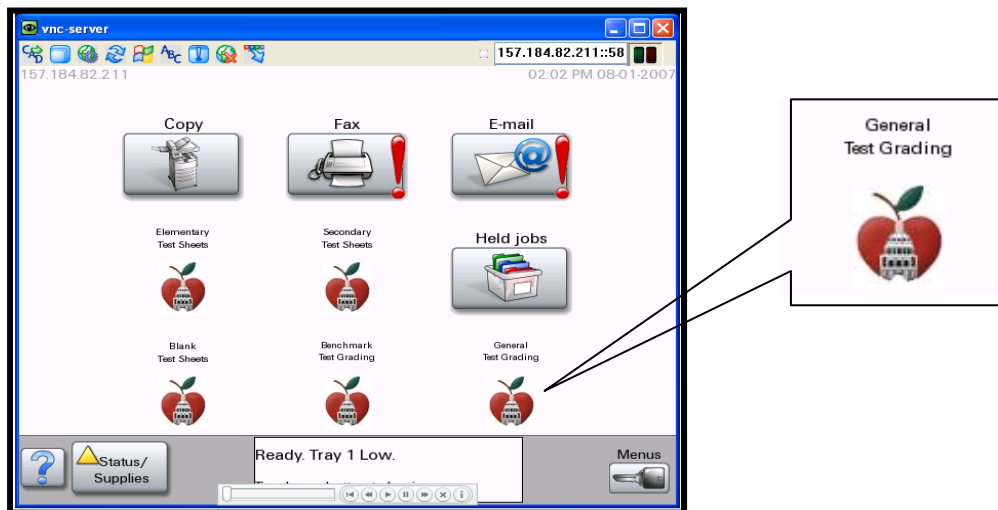


## Before Scanning

- 1) Print blank or pre-slugged bubble sheets for your students (same as used for benchmarks)
- 2) Students take the assessment and record their answers on the bubble sheets
- 3) The teacher fills in the correct answers on a blank bubble sheet, which will be used as the key.
- 4) Place the key on the TOP of the stack of student answer sheets before scanning.
- 5) Place the documents in the document feeder and follow the directions on the user screen.

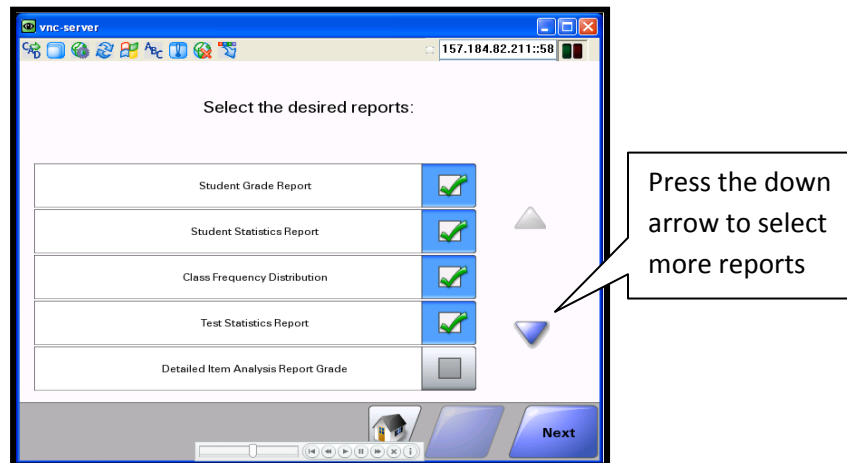
## Scanning Details

1. Select the “General Test Grading” icon from the User Screen



2. Enter your User ID
  - a. For AISD employees who entered on or after February 2007 your user name is your EID
  - b. For AISD employees who entered before February 2007, your user name is your short name (Ex: MKing1)
  - c. If you cannot remember your user name, enter “guest”, then on the next page type in your email address
3. Press the “Next” button on the touch screen, or the green Enter button on the key pad.

4. Choose the report(s) that you would like



5. Press the “Next” button on the touch screen, or the green Enter button on the key pad
6. Choose to “Print Results”, “Email Results” or both (Note: Since you must attach electronic documents to your SLOs, Email is suggested). If you choose the “Email Results” option, you will receive two emails.
  - a. The first will have a PDF of all of the reports that you requested
  - b. The second will have a csv (coma separated value) file that can be used in Excel (right-click the file and select “Open With” then select Excel)
7. Press the “Next” button on the touch screen, or the green Enter button on the key pad
8. Enter a file name (A date and time stamp will be automatically added to your file name)
9. Place answer sheets and key into the auto document feeder
  - a. All documents should be facing up
  - b. **Answer key must be on top**



10. Scan Documents and check email for results/errors