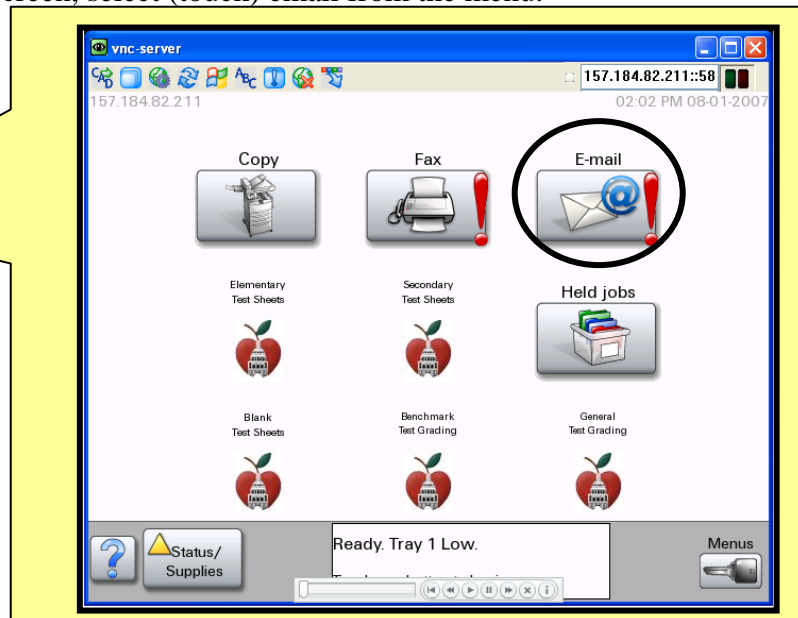


## Scanning Teacher-Developed Assessments

1. Place the original documents in the automatic document feeder face-up. (Adjust the paper guides when using the ADF.)



2. On the benchmark scanner touch screen, select (touch) email from the menu.



3. Enter your email address (use your full AISD email address).



4. Click Options – click subject if you want one for your email- click advanced options – click Custom Job – click ON (this will allow you to continue to click on automatic feed so if there is a jam or you have multiple pages and continue scanning). Click Done.
5. Touch Email It.
6. Allow all documents to scan. Take originals when you are finished. Check your email. When you receive the document, click on it and save it so you can attach it to your SLO entry.