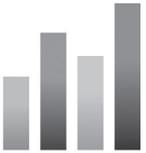


DATA MANAGER™ 

# **Optical Mark Recognition User Guide**

Version 3

# Acknowledgments

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## Overview

If you are using Optical Mark Recognition (OMR) to test students, *DataManager* allows you to scan answer documents and submit a data file to Riverside Insights for scoring. Riverside Insights Scoring Service™ runs the file through a validation and scoring process and produces your score reports.

The OMR scanning solution requires these components:

- Answer documents, including header sheets or barcode labels for sorting, from one of the following test administrations: *Iowa Assessments*™, *CogAT*®, combination (*Iowa/CogAT*), or *Logramos*®
- A Scantron® scanner and software (see [Scanner and System Requirements](#))
- Scantron ScanTools® Plus software or ScanTools® Prisma™ (see [Connect Your Scanner and Install Software](#))
- The OMR application, which allows Riverside Insights Scoring Service to process the file containing the scanned answer document

This online help describes the OMR process from setting up and installing the scanner to sending the scanned results to Riverside Insights Scoring Service.

## Complete Process

The complete process consists of these steps:

1. Set up your scanner and install Scantron ScanTools Plus software. See [Connect Your Scanner and Install Software](#).

---

**Important:** The following three steps require Administrator or above access. Links to their instructions can be found in the [online help for Administrators and Account Holders](#) or the [online help for all roles](#).

---

2. *If barcodes are being used*, then create and submit data files (location, staff/user, and student files) to Riverside Insights to be imported into *DataManager*. See [Create and Submit Data Files](#) online help.
3. Specify OMR scanning options in *DataManager* Administration. See [Manage OMR Scanning Options](#).
4. Create a test event. See [Build Rosters from OMR Scanning](#) and [About Test Events](#) in the [DataManager Assessments Help](#).
5. *If barcodes are being used*:
  - a. Create a test assignment (within a test event that has already been created). See [Create Test Assignments for OMR](#).
  - b. Print barcode labels. See [Print Barcode Labels](#).

6. Prepare answer documents. See [Prepare Answer Documents for Scanning](#).
7. Scan your answer documents. See [Create Scanning Sessions](#).
8. View results from your scanning sessions and resolve scanning errors. See [View Results](#).
9. Send your scanning results to scoring. See [Send to Scoring](#).

## Chapter 1. Installing the Scanner

### About Installing the Scanner

This section provides information about Optical Mark Recognition (OMR) scanner and computer requirements, setting up your scanner, and installation of the necessary software.

---

**Note:** If you are not sure about how to install new applications, contact your administrator for assistance before you proceed.

---

Overview of the scanner and software installation process:

- Verify that your scanner is a supported model. See [Scanner and System Requirements](#).
- Verify that the computer connected to the scanner meets the requirements. See [Scanner and System Requirements](#).
- Set up the scanner. See [Set Up Your Scanner](#) and your scanner documentation.
- Install the scanner software and connect the scanner to the computer. See [Connect Your Scanner and Install Software](#) and your scanner documentation.
- Scan a blank answer document to make sure the scanner is connected and working properly. See your scanner documentation.

## Scanner and System Requirements

DataManager Optical Mark Recognition (OMR) requirements for [scanners](#), [systems](#), and [barcode labels](#) are provided below. You may also need a [USB adapter](#).

### Scanner Requirements

The scanner must be directly connected to a dedicated PC-compatible computer (not a Macintosh®). Networked scanners cannot be used.

---

**Note:** Do not use the scanner to print overhead transparencies on acetate sheets. Running acetate sheets through the scanner damages it and makes scanning impossible.

---

The table below lists the Scantron®-supported scanners.

Scanner	Requires barcode reader attachment	Supports interruption of scanning to correct errors*
iNSIGHT™ 20 OMR Scanner		
iNSIGHT™ 4ES OMR Scanner		
iNSIGHT™ 30 OMR Scanner		
iNSIGHT™ 70 OMR Scanner		X
iNSIGHT™ 150 OMR Scanner		X
OpScan® 4ES OMR Scanner	X	X
OpScan® 6/8 OMR Scanner	X	X
OpScan® 15 OMR Scanner	X	X
OpScan® 16 OMR Scanner	X	X

\*Allows you to determine whether the scanner will stop scanning or continue scanning when a scanning error is encountered. To select your preference, see [Manage OMR Scanning Options](#).

**Note:** The scanner must be compatible with the software you are using, ScanTools® Plus version 8.0 or higher or ScanTools® Prisma™. (See System Requirements below.)

## System Requirements

The table below lists the minimum system requirements for OMR.

Operating System	Web Browser	Software
Windows® 7 and up	<ul style="list-style-type: none"> <li>● Microsoft® Internet Explorer 9 or higher, JavaScript™ enabled</li> <li>● OR Firefox™ (latest version)</li> <li>● OR Chrome™ (latest version)</li> </ul>	<ul style="list-style-type: none"> <li>● ScanTools® Plus, version 8.0 or higher</li> <li>● OR ScanTools® Prisma™</li> <li>● Adobe Reader® 9.4.0 or higher (for viewing the scanner user's guide)</li> </ul>

## Additional Minimum System Recommendations

- Processor: 2 GHz or faster
- Memory: 2 GB RAM or more
- Hard drive space: 40 GB hard drive with 20 GB available space
- CD-ROM drive (for installation of ScanTools software)
- USB 2.0 (for OMR processing)
- 1024 x 768 or higher screen resolution
- High speed Internet connection
- Barcode reader attachment (*required for OpScan scanners only*)

## Barcode Label Requirements

If you are printing barcode labels through OMR, the following requirements apply:

- Barcode labels must be formatted to print on Avery® address label templates according to one of the following specifications:
  - 30 labels per sheet, 3 columns across, 10 rows down; each label 1" x 2 5/8"; Avery product numbers 48160, 48460, and 48960 or equivalent (5160)
  - 21 labels per sheet, 3 columns across, 7 rows down; each label 1 1/2" x 2 13/16"; Avery product number 5360

- Use low-gloss or non-reflective toner for printing. This is especially important if you are using OpScan OMR printers. (For detailed instructions on formatting and printing, see [Print Barcode Labels.](#))

## USB Adapter

If you are connecting an older scanner with a serial or parallel port to a new computer that only has USB ports, you will need a converter. ScanTron recommends the following converter which is available for purchase on [their web site](#):

- Keyspan USB Adapter
- USB (PC connection) converter to RS232. For use with Windows 7, Vista (32 bit), XP, ME, 2000, 98 and Mac Operating System.
  - Item Number: ADP31
  - One per package
  - For use with OpScan 2, 3, 4, 4U, 4XP, 5, 6, 7, or 8, and iNSIGHT 2 or 4

## Set Up Your Scanner

### To set up your scanner:

- Follow the instructions provided by the scanner manufacturer to unpack your scanner. Place the scanner near the computer to which you will connect it. The instructions generally follow this order to unpack and assemble the scanner:
  - Check the carton components.
  - Install the drum unit assembly.
  - Release the scanner lock.
  - Install the power cord.

---

**Note:** Verify the computer is running the appropriate operating system.

---

## Connect Your Scanner and Install Software

The software that comes with your scanner enables the computer to communicate with the scanner and manage scanning sessions. Two separate CD-ROMs are provided in the scanner box. One sets up the scanner, and the other installs ScanTools®.

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**Note:** Use the Microsoft® Windows® version of the CDs (not the Macintosh® version).

---

### To connect a Scantron (iNSIGHT™ or OpScan®) scanner and install ScanTools software:

1. Connect the USB cable that came with the scanner to the USB connector on the scanner.
2. Turn on the scanner.
3. Turn on your computer and log on to Windows.
4. Click **Cancel** to close the **Found New Hardware Wizard** dialog box.
5. Insert the scanner software CD into your CD drive and follow the instructions on your screen to install the scanner software.
6. Continue to follow the instructions on your screen to connect the scanner to the computer. For additional information, refer to the user's guide on the CD or the [Scantron](#) website.
7. When the scanner is installed, insert the ScanTools software CD into your CD drive and follow the instructions on your screen to install this software.
8. Continue to follow the instructions on your screen to install ScanTools and scan a test page to ensure the scanner is connected. For additional information, refer to the user's guide on the CD or the [Scantron](#) website.
9. Continue to [Prepare for Scanning](#).

## Chapter 2. Preparing for Scanning

### About Preparing for Scanning

This section describes how to set up Optical Mark Recognition (OMR) scanning options in *DataManager™*, how to manage and apply the scanning options, and how to prepare the answer documents for scanning.

---

**Important:** To use OMR, you must have a *DataManager* user name and password. If you do not have a *DataManager* user name or password, contact your administrator for assistance before you proceed.

---

#### Overview of the preparing for scanning process

- Set your OMR scanning options. See [Manage OMR Scanning Options](#).
- Create your test event. See [DataManager Assessments Help](#).

---

**Note:** If you are building a roster from the scanning session, then you must select this option when you create your test event. See [Build Rosters from OMR Scanning](#). If you are *not* building a roster from the scanning session, then you must create a test assignment. See [Create Test Assignments for OMR](#).

---

- If you are using barcodes, print the barcode labels and apply them to answer documents. See [Print Barcode Labels](#).
- Prepare the answer documents for scanning by doing the following:
  - If you are scanning test booklets and answer folders, cut the documents. See [Slit Answer Documents](#).
  - Check that the answer documents are properly marked. See [Check Answer Documents before Scanning](#).
  - Organize the answer documents in the proper order and assemble the answer documents into batches of up to 50 sheets. See [Arrange Answer Documents in Proper Order and in Batches](#).

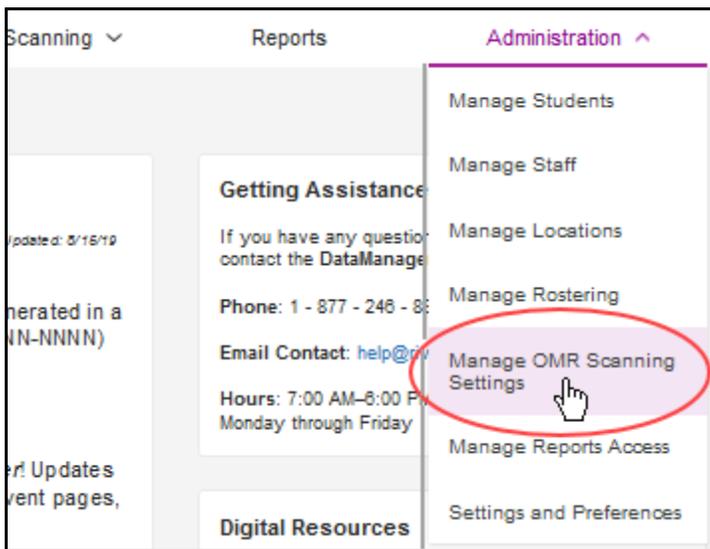
## Manage OMR Scanning Options

**Role:** Account Holder or Administrator

DataManager™ customer accounts can be set up for OMR scanning when the contract is created or at a later time. Scanning options must be selected and saved before creating an OMR test event. While options may be edited at any time, edits apply only to test events created *after* the scanning options are saved.

### To set up or edit an OMR scanning account:

1. In the *DataManager* header, click **Administration > Manage OMR Scanning Settings**.



The Manage Optical Mark Recognition Scanning Options page opens.

[Download](#) Scandef file for Offline Scanning with ScanTools® Plus  
[Download](#) Scandef file for Offline Scanning with ScanTools® Prisma™

**Manage Optical Mark Recognition Scanning Options**

Processing Type	Validate Scanned Files against the Test Event Roster
Bar Code Reading	Use bar code reader on the scanner
Bar Code Printing	Do Not Print Student ID Number on Bar Codes
Bar Code Label Type	Avery® 5360 (21 per sheet)

**RosterFile/Answer Document Merge Rules**

Field	Roster	Answer Document
Last Name	<input checked="" type="radio"/>	<input type="radio"/>
First Name	<input checked="" type="radio"/>	<input type="radio"/>
Middle Initial	<input checked="" type="radio"/>	<input type="radio"/>
Date of Birth	<input checked="" type="radio"/>	<input type="radio"/>

2. In the **Processing Type** field, select one of the following options to specify whether the scanned documents are to be compared to the roster associated with the test event.
  - **Do not Validate Scanned Files against the Test Event Roster** allows for the option to build a roster from an offline scanning session following the administering of a test; see [Build Rosters from OMR Scanning](#).

---

**Note:** This option relies on information bubbled-in by students on answer documents and scanned into .dat files with header sheets used to divide classes or test groups into organizational hierarchies. When you select this option, all other fields become unavailable. Click **Save** to complete the task.

---

- **Validate Scanned Files against the Test Event Roster** allows for the validation of information on barcode labels that have already been created (see [About Data Files and Rosters](#)); allows for the remaining fields in this section and the **Roster File/Answer Document Merge Rules** sections to become available).
3. In the **Bar Code Reading** field, select one of the following options to specify whether barcodes are to be printed and used to identify the student information during scanning:
    - Do not use the bar code reader on the scanner imports student data from the answer document rather than the barcode
    - Use bar code reader on the scanner imports student data from the barcode label rather than the answer document.

---

**Important:** Select [Use bar code reader on the scanner](#) in all cases except when you need to add new students to the roster for testing. Scan these answer documents separately, after changing this selection to **Do not use the bar code reader on the scanner**, and then change the setting back to the default ([Use bar code reader on the scanner](#)).

---

4. In the **Bar Code Printing** field, select one of the following options to specify whether the student identification number is printed on the barcode:
  - Do not Print Student ID Number on Bar Codes
  - Print Student ID Number on Bar Codes
5. For the **Bar Code Label Type** field, select the label type you are using, either **Avery® 5160, 48160, 48460, 48960 or equivalent (30 per sheet)** or **Avery® 5360 (21 per sheet)**.
6. If the **Roster File/Answer Document Merge Rules** section is available, specify for each field whether the roster file (barcode) or the scanned data from the answer document should be used to update student data.
7. Click **Save** to save the OMR scanning options. When test events are created for this account, the saved OMR scanning options are applied.

## Build Rosters from OMR Scanning

**Role:** Account Holder or Administrator

After setting up your OMR scanning options in *DataManager* Administration, you must create a test event. If your account is set up to build a roster from the OMR scanning session, then you must select this option when you create your test event.

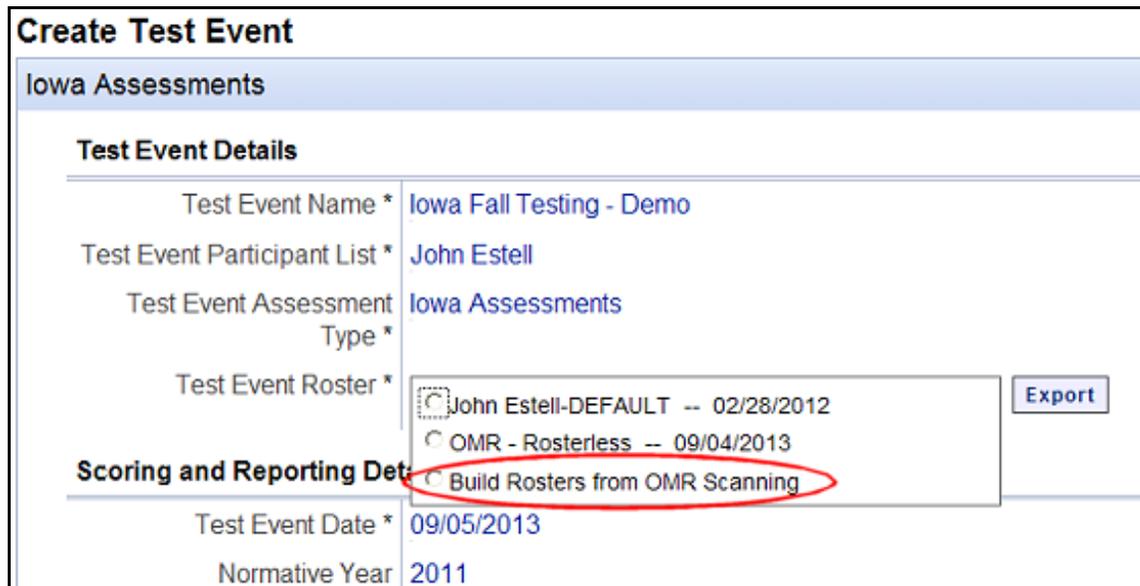
For more information about selecting the option to build a roster from the OMR scanning session, see below. For complete details about how to create a test event, see the [DataManager Assessments Help](#).

### To build a roster from OMR scanning:

- In the **Test Event Roster** field of the **Create Test Event** page, select **Build Rosters from OMR Scanning**.

**Note:** In order for the **Build Rosters from OMR Scanning** option to be available when creating a test event, the OMR account settings in Administration must be set to **Do not Validate Scanned Files against the Test Event Roster**. (See [Manage OMR Scanning Options](#).)

For complete details about how to create a test event, see [About Test Events](#).



Iowa Assessments	
<b>Test Event Details</b>	
Test Event Name *	Iowa Fall Testing - Demo
Test Event Participant List *	John Estell
Test Event Assessment Type *	Iowa Assessments
Test Event Roster *	<input checked="" type="radio"/> John Estell-DEFAULT -- 02/28/2012 <input type="radio"/> OMR - Rosterless -- 09/04/2013 <input type="radio"/> Build Rosters from OMR Scanning
<b>Scoring and Reporting Details</b>	
Test Event Date *	09/05/2013
Normative Year	2011

After the answer documents in the test event scanning session are scanned, the information is used to create a roster.

**To view and manage a roster created from OMR scanning:**

- On the **Manage Rosters** page within **DataManager Administration**, locate the new roster, which is named with the test event name and date. See [Manage Rosters](#) in the [DataManager Administration Help](#) for more information.

## Create Test Assignments for OMR

**Role:** Account Holder or Administrator

After setting up your OMR scanning options in *DataManager* Administration, you must create a test event. For details about creating a test event, see [Create and Managing Test Events](#) in the [Assessments online help](#).

Next, if you are *not* building a roster from the OMR scanning session, you must create a test assignment. The process of creating a test assignment for OMR differs significantly from the process of creating a test assignment for other administration modes (plain paper scanning and online testing). The steps below detail the creation of a test assignment for OMR.

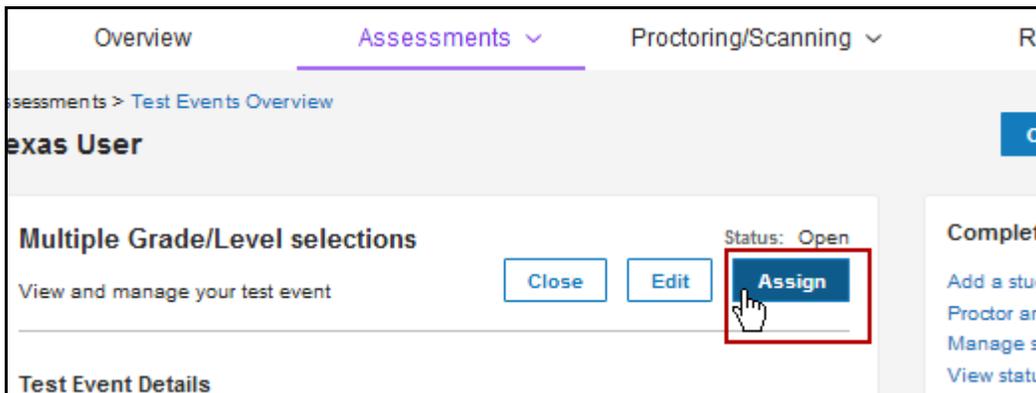
- [Assign an OMR Test by Location and Grade](#)
- [Assign an OMR Test by Student](#)

### Assign an OMR Test by Location and Grade

**Note:** If a student has been assigned to a test individually, the individual student-level assignment will take precedence over test assignments created by location and grade.

#### To assign OMR testing by location and grade:

1. Access the Test Assignment Home Page using one of the following two paths.
  - If you just created a test event and are viewing the Test Event Details page, click the **Assign** button.

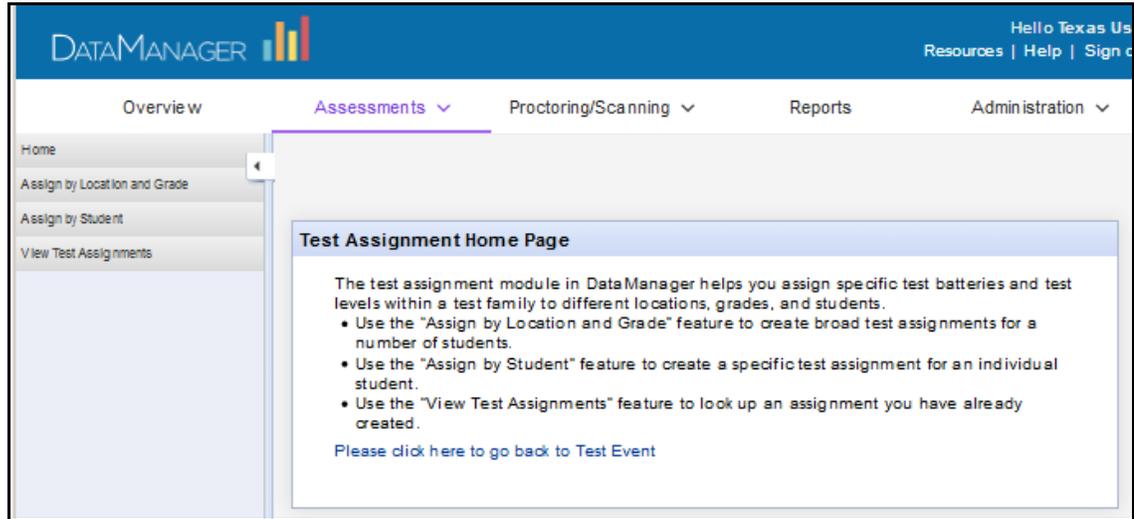


Otherwise:

- a. From any page, select the **Assessments** menu, then the **Test Events** link. The Test Event Overview page opens.
- b. Locate the test event for this test assignment. See [Find a Test Event](#) for instructions.

- c. In the **Actions** column of your test event, click **Assign**.

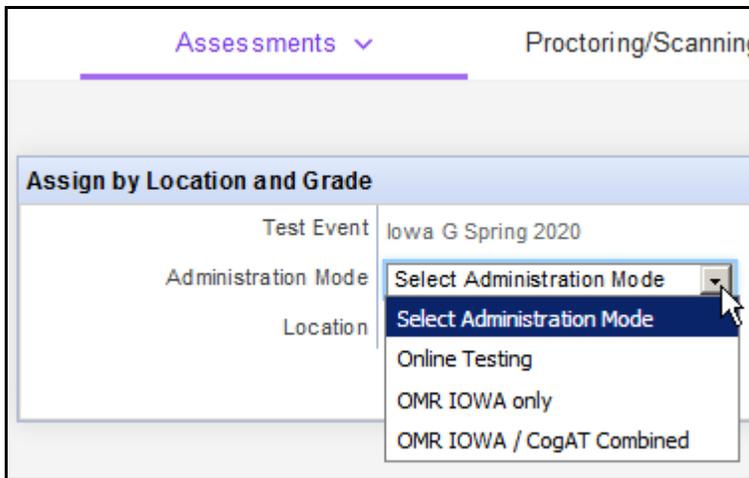
The Test Assignment Home Page opens.



2. In the left navigation menu, click **Assign by Location and Grade**.

The Assign by Location and Grade page opens. The **Test Event** field is prepopulated with the event you identified at the start of this procedure. This field cannot be edited.

3. In the **Administration Mode** list, select one of the OMR options available to you (based on your purchased products).

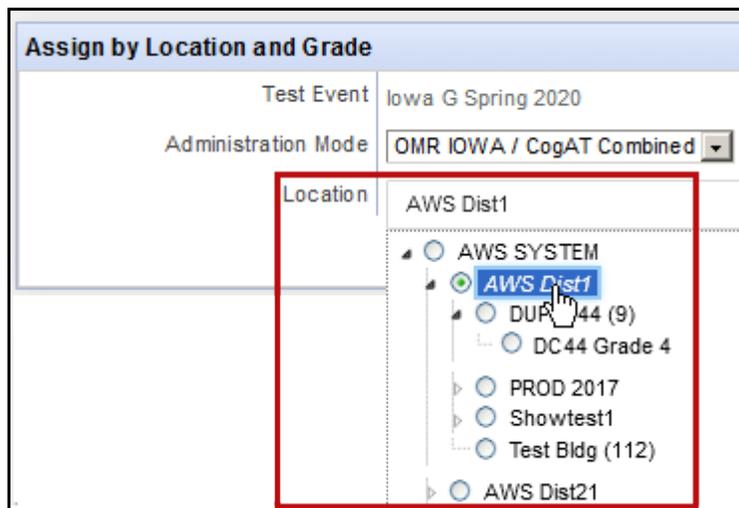


**Important:** The **Administration Mode** must match the types of answer documents being scanned. If the incorrect Administration Mode is selected, significant errors will occur. For example:

- If you have *Iowa Assessments/CogAT* combined answer documents and you scan them, but you select an **Administration Mode** of **OMR Iowa only**, then the OMR application ignores the *CogAT* portion of the answer documents.
- If you select an **Administration Mode** of **OMR Iowa/CogAT Combined** and then scan only *CogAT* answer documents, the OMR application reports the *Iowa Assessments* portion as incomplete and produces errors for all scanned documents.

The name of the location associated with the test event appears in the **Location** field.

4. Click the name of the current location to display the location hierarchy. Test assignments can be created for all locations at or below your location. We recommend that you select a district-level location.
  - a. Click the right arrow (▶) to expand the hierarchy. Click the down arrow (▲) to collapse the hierarchy.
  - b. Keep the current location or select a new location level.



All available assignments for your mode and location appear in a list below.

**Assign by Location and Grade**

Test Event: Iowa G Spring 2020  
 Administration Mode: OMR IOWA / CogAT Combined  
 Location: AWS Dist1

---

**Test Assignments and OMR Scanning**

When scanning OMR answer documents, you can use the test assignment functionality in DataManager to specify certain information for scoring. Information from student records and from settings made in the grid below can be used to create barcodes, effectively eliminating the need for students to mark information directly into the answer documents.

- Using the check boxes below, select the grades being tested.
- Then select the Iowa form, CogAT form and the CogAT test level that will be used for each grade. If you are only testing with one of the two assessments, you can ignore the section for the assessment that is not being administered. If you are using mixed forms, indicate one of the form designations. The form that is marked on the document will be used to score that document. Best practice is to always mark the test form and level on each document as needed.
- Click Save when you are finished.
- Barcodes can be printed by clicking on the barcode icon in the actions column. Once printed, apply the barcodes in the space provided on the student answer documents.

[Click here for more information on using the Test Assignment feature for OMR scanning.](#)

Grade	Iowa Assessments Form	CogAT Form	CogAT Test Level	Actions
<input type="checkbox"/> K - Kindergarten	Select Test Group	Select Test Group	Select Level	
<input type="checkbox"/> 1 - One	Select Test Group	Select Test Group	Select Level	
<input type="checkbox"/> 2 - Two	Select Test Group	Select Test Group	Select Level	
<input type="checkbox"/> 3 - Three	Select Test Group	Select Test Group	Select Level	
<input type="checkbox"/> 4 - Four	Select Test Group	Select Test Group	Select Level	
<input type="checkbox"/> 5 - Five	Select Test Group	Select Test Group	Select Level	
<input type="checkbox"/> 6 - Six	Select Test Group	Select Test Group	Select Level	
<input type="checkbox"/> 7 - Seven	Select Test Group	Select Test Group	Select Level	
<input type="checkbox"/> 8 - Eight	Select Test Group	Select Test Group	Select Level	
<input type="checkbox"/> 9 - Nine	Select Test Group	Select Test Group	Select Level	
<input type="checkbox"/> 10 - Ten	Select Test Group	Select Test Group	Select Level	
<input type="checkbox"/> 11 - Eleven	Select Test Group	Select Test Group	Select Level	
<input type="checkbox"/> 12 - Twelve	Select Test Group	Select Test Group	Select Level	

Save    Reset

5. Complete the information for the test assignment as follows:
  - a. In the **Grade** column, click the check box next to the grade(s) you want to test.
  - b. Select the test form(s) and level(s) for each grade you have checked.

---

**Note:** Options on this page vary according to test and administration mode. The above example shows the options available for a combination OMR *Iowa Assessments* and *CogAT* assignment. An OMR Logramos assignment shows check boxes for grades K -8 and one column for selecting the Logramos Form.

---

6. Click **Save**. A confirmation message opens.
7. Click **OK**. A message box confirms that the test assignment was saved, and the following buttons appear in the **Actions** column for each grade that is assigned a test:

- View Assignment Details ()
- Print bar codes for local OMR scanning ()

	Grade	Iowa Assessments Form	CogAT Form	CogAT Test Level	Actions
<input type="checkbox"/>	K - Kindergar	Select Test Group ▼	Select Test Group ▼	Select Lev ▼	
<input type="checkbox"/>	1 - One	Select Test Group ▼	Select Test Group ▼	Select Lev ▼	
<input type="checkbox"/>	2 - Two	Select Test Group ▼	Select Test Group ▼	Select Lev ▼	
<input type="checkbox"/>	3 - Three	Select Test Group ▼	Select Test Group ▼	Select Lev ▼	
<input type="checkbox"/>	4 - Four	Select Test Group ▼	Select Test Group ▼	Select Lev ▼	
<input type="checkbox"/>	5 - Five	Form G ▼	Form 8 ▼	Level 10 ▼	 
<input type="checkbox"/>	6 - Six	Select Test Group ▼	Select Test Group ▼	Select Lev ▼	
<input type="checkbox"/>	7 - Seven	Select Test Group ▼	Select Test Group ▼	Select Lev ▼	
<input type="checkbox"/>	8 - Eight	Form G ▼	Form 8 ▼	Level 12 ▼	 
<input type="checkbox"/>	9 - Nine	Select Test Group ▼	Select Test Group ▼	Select Lev ▼	
<input type="checkbox"/>	10 - Ten	Select Test Group ▼	Select Test Group ▼	Select Lev ▼	
<input type="checkbox"/>	11 - Eleven	Select Test Group ▼	Select Test Group ▼	Select Lev ▼	
<input type="checkbox"/>	12 - Twelve	Select Test Group ▼	Select Test Group ▼	Select Lev ▼	

■ Test Assignment is saved.

8. To return to the Test Assignment Home Page, click **Home** in the left navigation menu.

**See Next:**

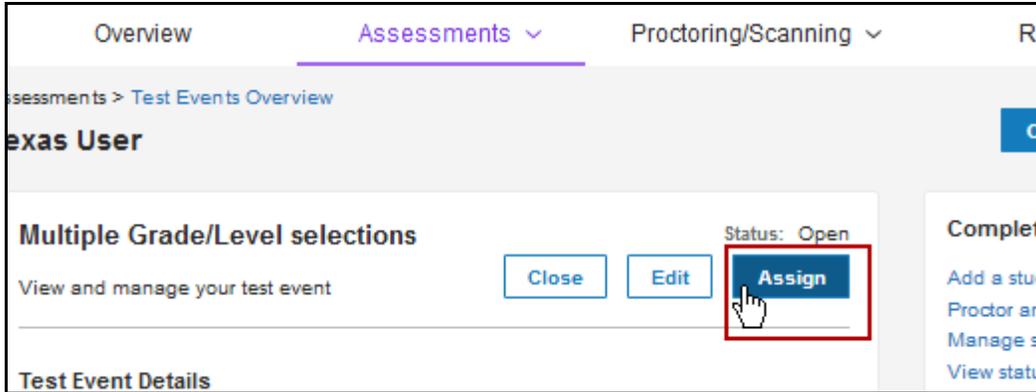
[Print Barcode Labels](#)

[Prepare Answer Documents for Scanning](#)

**Assign an OMR Test by Student**

**To assign an OMR test by student:**

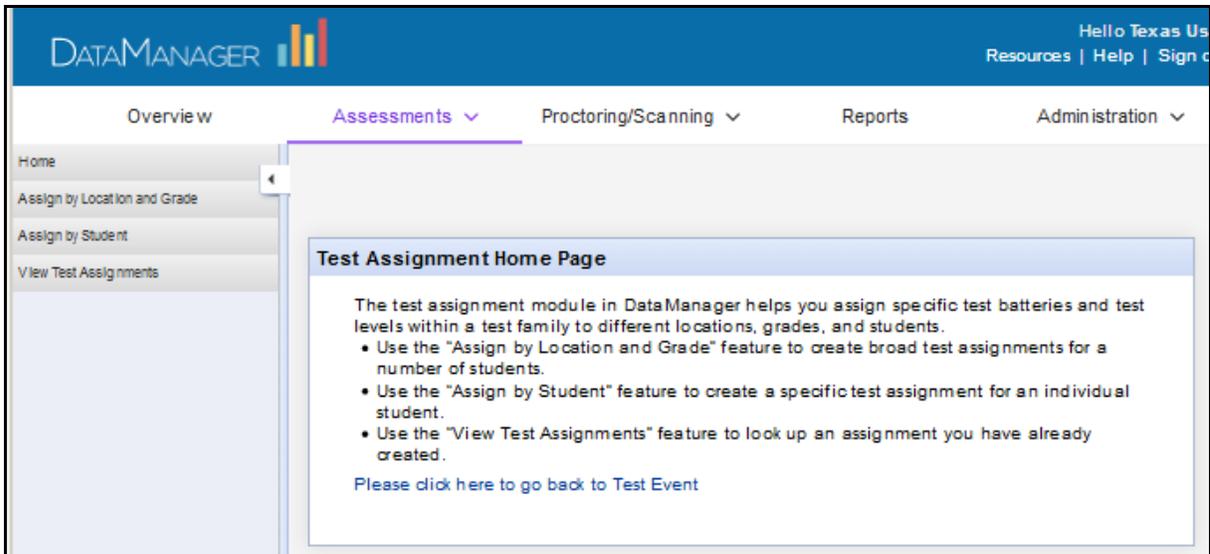
1. Access the Test Assignment Home Page using one of the following two paths.
  - If you just created a test event and are viewing the Test Event Details page, click the **Assign** button.



Otherwise:

- a. From any page, select the **Assessments** menu, then the **Test Events** link. The Test Event Overview page opens.
- b. Locate the test event for this test assignment. See [Find a Test Event](#) for instructions.
- c. In the **Actions** column of your test event, click **Assign**.

The Test Assignment Home Page opens.



2. In the left navigation column, click **Assign by Student**. The Assign by Student page opens.

The screenshot shows a web interface titled "Assign by Student". It is divided into two main sections: "Search Student" and "Test".

**Search Student**

Student ID	(None)
Location	AWS SYSTEM
First Name	(None)
Last Name	(None)
Date of Birth	MM [v] DD [v] Year [v]

[Search]

**Test**

Test Event	Iowa G Spring 2020
Administration Mode	Select Administration Mode [v]
Test Group	Select Test Group [v]
CogAT Form	Select CogAT Form [v]
Level	Select Level [v]

3. In the **Search Student** area, enter and/or select one or more of the following search criteria to narrow your results.

---

**Note:** Click **(None)** to type a field value.

---

- In the **Student ID** field, type all or part of the student's identification number in the box.
  - In the **Location** field, click the name of the current location to display the location hierarchy. Click the right arrow to expand the hierarchy, the down arrow to collapse the hierarchy.
  - In the **First Name** or the **Last Name** field, type all or part of the student's first or last name in the corresponding box.
  - In the **Date of Birth** list, click the down arrow and select the month, day, and year.
4. Click **Search**. The student information table lists the results that meet your search criteria.

### Assign by Student

**Search Student**

Student ID	(None)
Location	AWS SYSTEM
First Name	(None)
Last Name	ash
Date of Birth	MM <input type="text"/> DD <input type="text"/> Year <input type="text"/>

**Test**

Test Event	Iowa G Spring 2020
Administration Mode	<input type="button" value="Select Administration Mode"/>
Test Group	<input type="button" value="Select Test Group"/>
CogAT Form	<input type="button" value="Select CogAT Form"/>
Level	<input type="button" value="Select Level"/>

Student ID	Last Name	First Name	MI	DOB	Grade	Test Group	Level	Battery/ SubTest	Test Admin Type	Assignment Type	Admin Mode	Actions
<input type="radio"/>	9644	AKAASH	KASHYAP	K	02/05/2003	7 - Seven						
<input type="radio"/>	9547	ASHLEY	SAN AGUSTIN	S A	06/21/2004	4 - Four						
<input type="radio"/>	9733	ASHLEY	SANCHEZ	S	04/18/2002	9 - Nine						
<input type="radio"/>	9811	ASHTON	HOWSER	H	12/04/1999	11 - Eleven						

5. Click the option button next to the Student ID to select the student you want to test.
6. In the **Test** area above the student table, complete the information for the test assignment.

**Note:** Fields and options vary according to test event specifications and student location. Use the descriptions below as a guide.

- In the **Administration Mode** list, select one of the following OMR administration modes: **OMR Iowa only**, **OMR CogAT only**, **OMR Iowa/CogAT Combined**, or **OMR Logramos**.
- In the **Iowa Assessments Form** list, select the form to be administered to this student (Form E, F, or G).
- In the **Test Group** field, select **Logramos Third Edition**.

- In the **CogAT Form** list, select 7 or 8. The **CogAT Test Level** field populates with available levels..
- In the **CogAT Test Level** list, select the level to be administered to this student.

---

**Note:** If you selected **OMR Iowa only**, only the **Iowa Assessments Form** list is available; if you selected **OMR CogAT only**, only the **CogAT Test Level** list is available; if you selected **OMR Logramos**, only the **Test Group** list is available.

---

7. Click **Assign**. A confirmation message opens.
8. Click **OK**. A message confirms that the changes were saved. The student information table reflects the updated student's test assignment information.

## Print Barcode Labels

---

**Role:** Account Holder or Administrator

---

DataManager™ OMR customers have the option of printing and applying barcodes for each student participating in a test event rather than having each student complete this information manually. To use this feature, you must set your OMR administration preferences to allow for reading and printing barcodes (see [Manage OMR Scanning Options](#)). These barcodes must then be printed and applied to the student answer documents prior to scanning.

---

**Note:** In addition to the procedure provided below, you can print barcodes from the **Assign by Location and Grade** page or the **Assign by Student** page at the time the test assignment is created.

---

### Before You Begin

Make sure you have prepared all the necessary materials for this procedure:

- Verify that your scanner's feeder tray contains the required label sheets corresponding to your barcode size and Avery® template.
  - Make sure that your label sheets are oriented to your printer's top-bottom, left-right directions and alignment
- 

**Important:** Barcode labels cannot be adjusted to fit alternative sheet sizes at printing time.

---

- Use one of the following combinations:
  - 30 labels per sheet, 3 columns across, 10 rows down; each label 1" x 2 5/8"; Avery product numbers 48160, 48460, and 48960 or equivalent (5160)
  - 21 labels per sheet, 3 columns across, 7 rows down; each label 1 1/2" x 2 13/16"; Avery product number 5360
- Use low-gloss or non-reflective toner for printing. This is especially important if you are using Opscan® OMR printers.

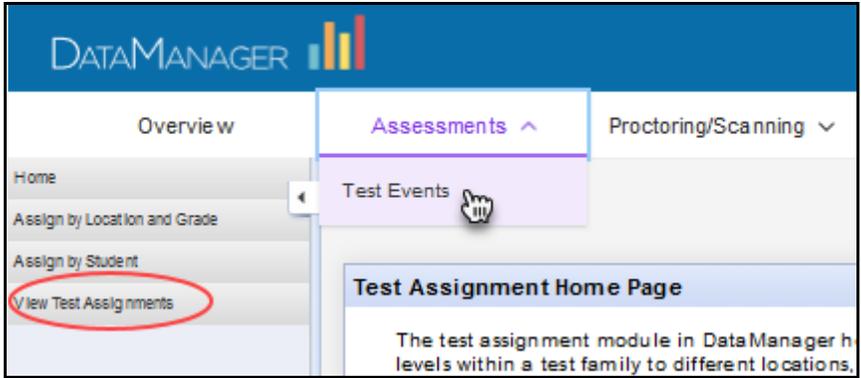
### To obtain and print barcodes for student answer documents:

1. Click the **Assessments** heading at the top of any page, then select **Test Events**.

The Test Event Overview page opens. All of your open test events are listed in a table.

2. Click **Assign** in the row of the event for which you want to print barcodes

The Test Assignment Home Page opens.



3. In the Navigation menu, click **View Test Assignments**. The View Test Assignments page opens. OMR assignments that were set up for barcodes are indicated by a barcode icon in the **Actions** column.

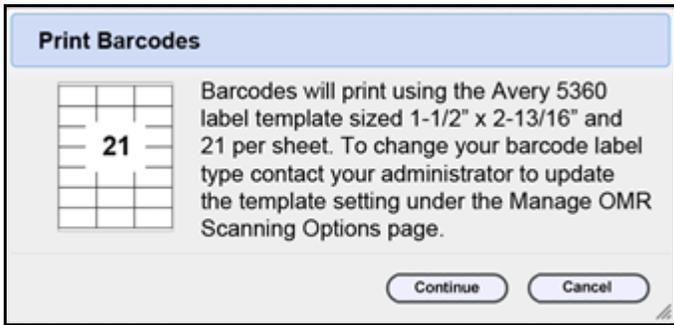
**View Test Assignments**

Test Event: Post-screening for CogAT Screening  
 Location: John F. Kennedy School

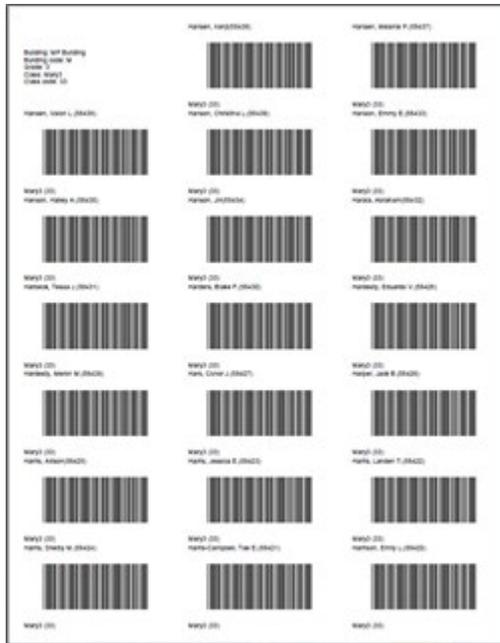
[Export All](#)

Assignment ID	Assignment Type	Location	Grade	Test Group	Level	Administration Mode	Battery/Quotest	Test Admin Type	Actions
159590	LocGro	John F. Kennedy School	6 - Six	CogAT Post-Screener Form B	Level 12	Online	Verbal, Quantitative, Nonverbal	Proctor Led Audio	
159591	LocGro	John F. Kennedy School	5 - Five	CogAT	Level 11	OMR CogAT Only			
159593	LocGro	John F. Kennedy School	7 - Seven	CogAT	Level 15/16	OMR CogAT Only			

4. In the **Actions** column of your test assignment, click the barcode label for the assignment. A confirmation box displays the label size your system is configured to use.



5. Click **Continue** to proceed. A **File Download** dialog box appears.
6. Click **Open**. Adobe Reader opens the PDF that contains the barcodes of all students set up for this test assignment.



7. (Optional) To save this file, click **File** in the top menu bar, point to **Save As**, and click **PDF**. Follow your browser's prompts to specify a location and name for the barcode file.
8. Print the barcode labels according to the requirements noted in the [Before You Begin](#) section of this page.

---

**Important:** For **Page Sizing & Handling** in the Acrobat Print options, select **Actual size**.

---

9. Apply each label to its corresponding answer document.  
Continue with [Prepare Answer Documents for Scanning](#).

## Prepare Answer Documents for Scanning

Student answer documents provide the source of information to be scanned. The documents must be in scannable condition in order for the information to be read correctly by the scanner. To prepare answer documents for scanning, perform the following tasks, which are detailed below:

- [Slit Answer Documents](#)
- [Check Answer Documents before Scanning](#)
- [Arrange Answer Documents in Proper Order and in Batches](#)

### Slit Answer Documents

Only individual, loose-leaf sheets can be scanned. If you are scanning answer documents that contain seams, such as test booklets (*Iowa Assessments*™ or *CogAT*® Levels 5, 5/6, 7–8) or answer folders (*Iowa Assessments* Levels 9–17/18), then you must cut the documents to prepare them for scanning.

It is recommended that you use a slitter machine for this process.

#### To slit answer documents for scanning:

→ Cut the answer documents according to the slitter machine instructions.

**Important:** ✓ When cutting the answer documents, be careful not to cut into any of the following:

1. – answer circles
  2. – barcodes (the series of vertical bars located on the inside seam of the page)
  - timing tracks (the horizontal black bars running along the side of the page)
  - "skunk marks" (the black bars running along the top of the page)
- ✓ Cut the inside seam of the pages no more than 1/8 of an inch.
- ✓ After cutting answer documents, keep all pages of a student's answer document together in the correct order sequence that it appeared prior to cutting.

### Check Answer Documents before Scanning

#### To check the answer documents:

1. Inspect each answer document for damage. Look for tears, creases, or water damage. If damage is extensive, transfer the student name and answers to a new answer document. Have another staff member verify the transfer.
2. Examine each answer document for proper marking, and verify the following:

- Marks are made using a No. 2 pencil.
  - Dark response marks are made in the answer circles.
  - Changed answers are erased completely.
3. Erase all stray marks completely.

A stray mark is any mark that is not intended to be used for any scoring purpose. Stray marks can interfere with document processing, causing delays or affecting student results. Check for marks in these areas:

- 3.
  - marks covering answer circles that are not responses
  - marks covering the timing tracks on the side of the page
  - marks covering the "skunk marks" on the top of the page



## Arrange Answer Documents in Proper Order and in Batches

### To arrange the answer documents:

1. Keep all pages of each student's answer document together and in sequential order.
2. Divide the answer documents into batches containing no more than the maximum sheet capacity of your scanner (usually 40 to 50 sheets). You can scan multiple batches of answer documents during a session, but note the following:

**Important:** When dividing multi-page answer documents into batches, keep all pages of a student's answer document together. Do **not** split a multi-page answer document for a single student across more than one batch.

**Tip:** Although you can combine answer documents for different assessments and classes into a single batch, you may find it easier to resolve errors later if all answer documents in a batch are for the same assessment.

## Chapter 3. Scanning

### About Scanning

Scanning is performed offline using ScanTools®, your scanner, and scanner software. These components work together to transfer data from student answer documents to a file that can be imported by Riverside Insights Scoring Service, scored, and made available for reporting.

Note the following about scanning:

- The scandef must be downloaded the first time you intend to work offline and whenever a new form is added to OMR.
- If Scoring Services receives two different versions of an answer document for the same student in separate scanning sessions, the most recent answer document automatically overwrites the previous one.

### Overview of the scanning process

- Open the test event into which you will be scanning and create the scanning session. See [Create Scanning Sessions](#).
- Load each batch of answer documents into the scanner's feed tray and scan them. See [Scan Answer Documents](#).
- Create the .dat file and send it to Scoring Services. See [Scan Answer Documents](#).

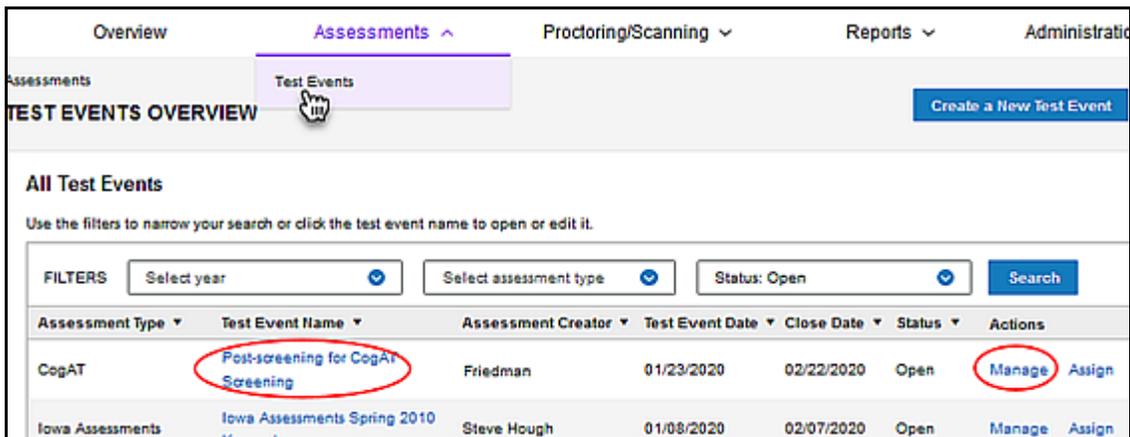
## Create Scanning Sessions

**Role:** Account Holder, Administrator, or Teacher

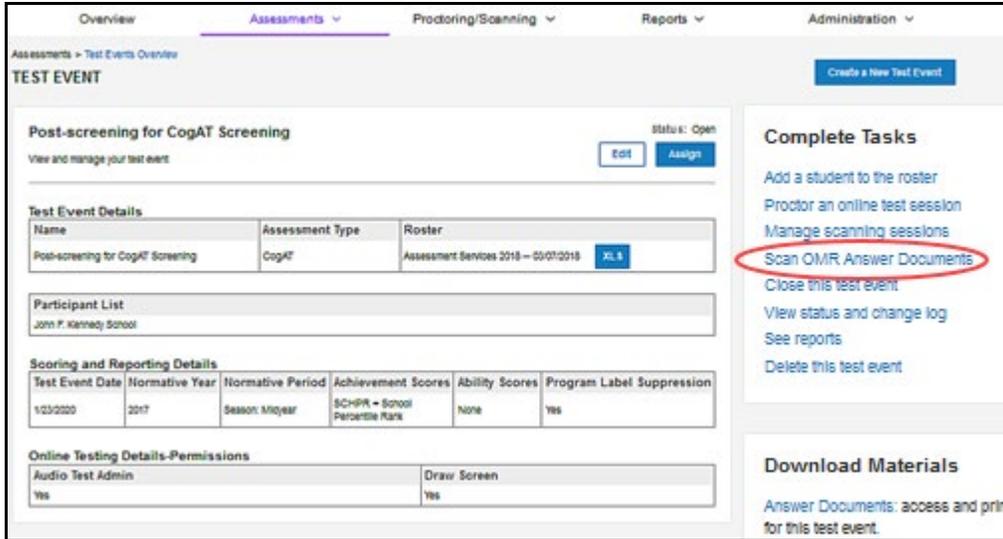
A scanning session must be created to scan documents using *DataManager*™ Optical Mark Recognition (OMR). All answer documents included in a scan session are sent to Riverside Insights Scoring Service™ in one transfer file. The scan session provides a way to organize a group of answer documents by grade or class.

To create a scanning session:

1. Click **Test Events** from the **Assessments** header of *DataManager*. The Test Events Overview page opens.
2. Find the test event to which your session belongs and click its test event name or the **Manage** link in the **Actions** column.

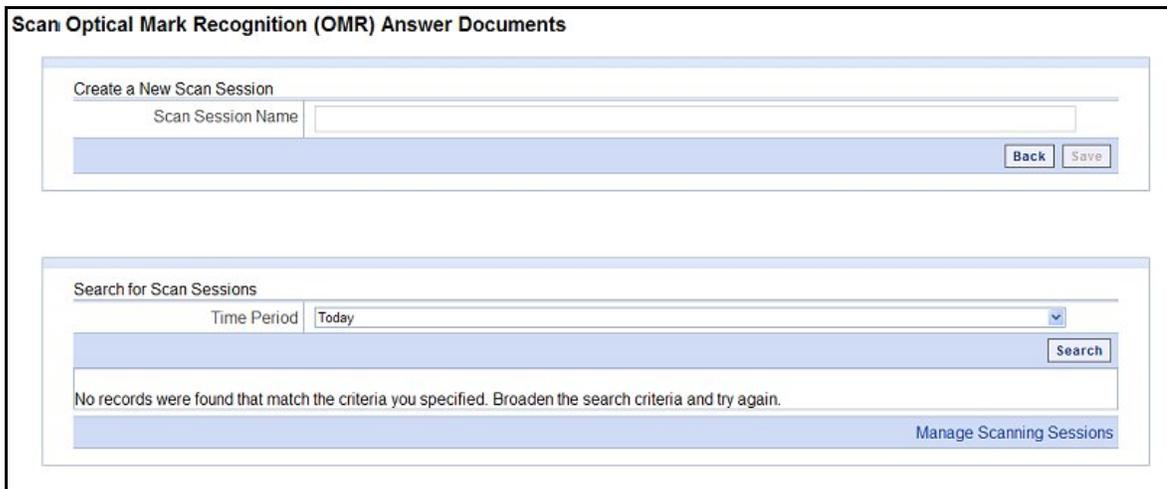


The Test Event page for that event opens.



- From the **Complete Tasks** box column on the right, select **Scan OMR Answer Documents**.

The Scan Optical Mark Recognition (OMR) Answer Documents page opens.



- In the **Create a New Scan Session** box, enter a name for the scan session. The scan session name allows you to identify the scanning session when viewing results in *DataManager*.

**Note:** The maximum value for the session name is 36 characters. Alphanumeric with special characters and spaces are allowed.

- Click **Save** to save the scan session. The saved session is available in the **Search for Scan Sessions** box.
- Do one of the following:

- To return to the **Edit Test Event** overview page, click **Back**.
- To scan documents and import the results, continue with [Scan Answer Documents](#).

## Scan Answer Documents

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**Role:** Account Holder or Administrator

---

OMR customers scan answer documents into a single data file that is sent to Riverside Insights Scoring Service.

Prior to scanning, your scanner, software, and ScanTools® must be installed and configured to the specifications laid out in [About Preparing for Scanning](#). If you are using barcode labels, you should roster students at least one week in advance to ensure the labels are available for printing.

**Important:** If you are creating rosters from header sheets and answer documents (rather than barcode labels), the answer documents are not being verified for accuracy. Any of the following issues will cause the import of the scan session to fail:

- Mixed test documents (for example, *Logramos*® documents included in an *Iowa Assessments*™ or *CogAT*® test event)
- Missing header sheets
- Misplaced header sheets
- Partial-page scans

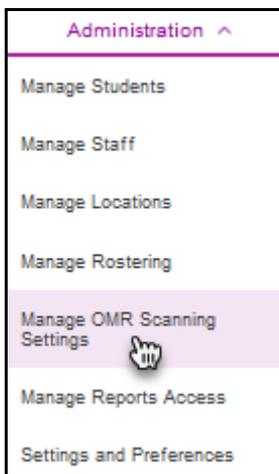
---

**Note:** Always use the ScanTools software to control the scanner. Do not press the buttons on the scanner. ScanTools interfaces with the scanner and notifies you when scanning is complete.

---

### To scan answer documents:

1. Click **Administration** in the *DataManager* header, then select **Manage OMR Scanning Settings**.



The Manage Settings page opens.

Manage Optical Mark Recognition Scanning Options		
Processing Type	Validate Scanned Files against the Test Event Roster	
Bar Code Reading	Use bar code reader on the scanner	
Bar Code Printing	Do Not Print Student ID Number on Bar Codes	
Bar Code Label Type	Avery® 5360 (21 per sheet)	
RosterFile/Answer Document Merge Rules		
Field	Roster	Answer Document
Last Name	<input checked="" type="radio"/>	<input type="radio"/>
First Name	<input checked="" type="radio"/>	<input type="radio"/>
Middle Initial	<input checked="" type="radio"/>	<input type="radio"/>
Date of Birth	<input checked="" type="radio"/>	<input type="radio"/>

- Download the `scandef` file required for scanning. (Click the **Download** link for the scanning software you are using, ScanTools® Plus or ScanTools® Prisma™, in the upper right corner of the page.)

---

**Note:** This `scandef` file is specific to *DataManager* and must be downloaded as part of your initial OMR administrative setup and whenever a new form is added to OMR.

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- Place the first batch of answer documents into the scanner’s feed tray, as follows:
  - If your batch contains answer booklets, set the batch of answer documents in the scanner so that each answer document scans backward—from the last page (the page containing the student’s name, identification number, and demographic information) to the first page.
  - Align the timing marks on the side of the answer documents with the indicated marks on the scanner's feed tray.
  - If you are using an OpScan® scanner and using barcodes, verify that the red light in the barcode reader attachment is pointed directly at the answer documents' barcodes.
- In the ScanTools **Application** list, select the `scandef` file, which has a file extension of `.StxAppDef`, and scan your answer documents.
- On your computer's file manager, locate and rename the file containing the scanned documents, as follows:
  - Find the file that was generated during the scan session. This file has a `.dat` extension and is stored on your computer in the ScanTools Plus\Applications folder or the ScanTools Prisma\Applications folder.
  - Rename the file using a unique file name that allows you to distinguish it from other scan sessions.

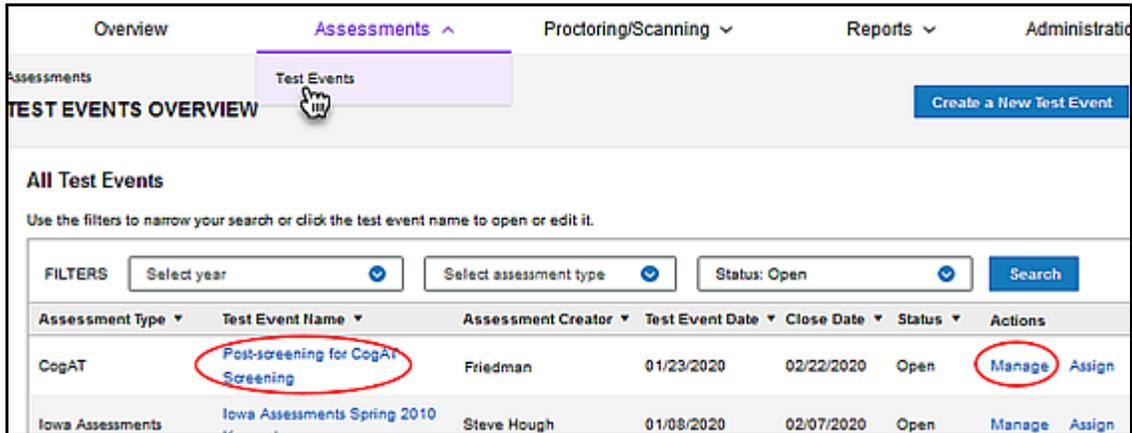
**Important:** The file extension (`.dat`) **must not** be changed.

---

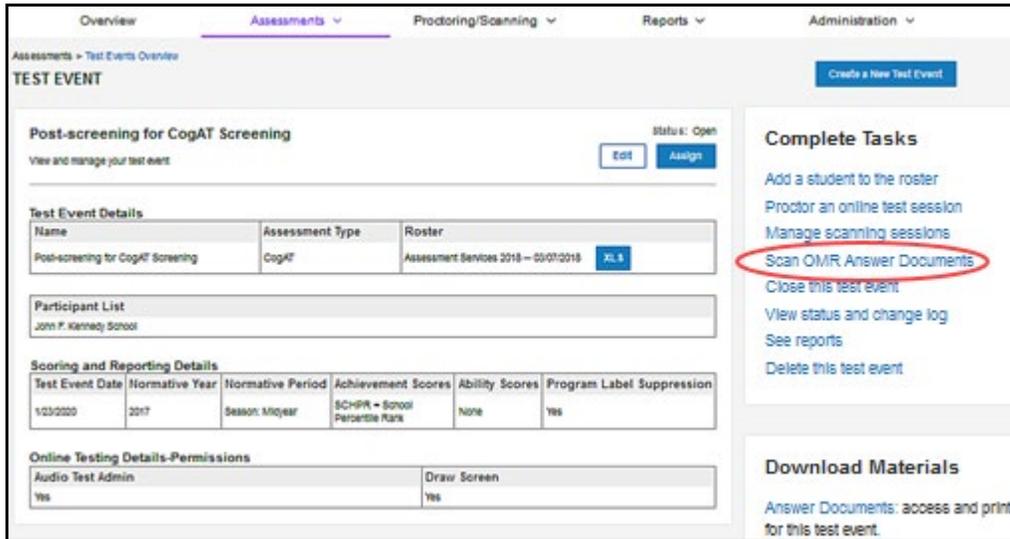
**Note:** To ensure that each file is scored separately, you must rename each `.dat` file with a unique file name. If you do not rename the file, the next scan session is added to this same file.

---

6. When your scanning is completed, sign in to *DataManager* and locate your scanning session as follows:
  - a. Select **Test Events** from the **Assessments** header or site map (or from the card on the Overview page).
  - b. Find the test event to which your session belongs and click its test event name or the **Manage** link in the **Actions** column.

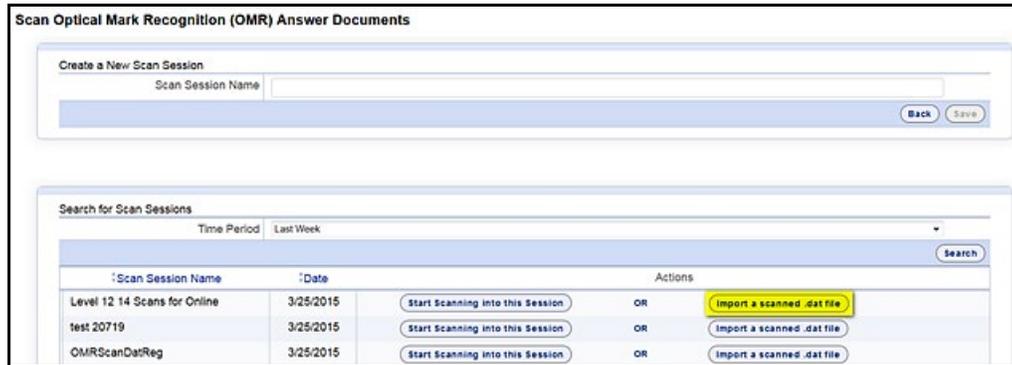


The Test Event page for that event opens.



- c. In the **Complete Tasks** column, click **Scan OMR answer documents**.

The Scan Answer Documents page opens.



- Display scan sessions according to time period by selecting an option in the **Time Period** list and clicking **Search**. The scan sessions that were created within the selected time period appear.
- Sort the scan session list by clicking the arrows in the **Scan Session Name** column or the **Date**. The list of scan sessions is displayed in ascending or descending order.
- In the **Scan Session Name** box, scroll through the list to find the scan session to which you want to import your file.
- In the **Actions** column of the line containing the session to be scanned, click **Import a scandef.dat file**.

An **Offline Scan Import** page appears.

7. Locate and select the `.dat` file to be imported and click **Import**.



After the file has been imported, a message appears stating whether the file imported successfully.

8. Do one of the following:

- If the import is successful, see [About Viewing Scanning Results](#) for details about viewing and accessing the imported scanning results.

---

**Note:** The message stating that the import was successful also states the number of records that were scanned. This record total counts building and class header sheets as records, unlike the record total displayed on the **Scan Session Summary** page, which only counts student records. For example, if five student records are successfully scanned along with two header sheets, then the import message states “number of records scanned: 7.” However, in the **Records Received** column on the **Scan Session Summary** page, the total displayed is 5.

---

- If the import is not successful, verify that the [answer documents are properly prepared for scanning](#), rescan the answer documents, and import the file again.

## Chapter 4. Viewing Results

### About Viewing Scanning Results

After you have scanned all of your answer documents, you must view them in *DataManager* OMR to verify that the answer documents have uploaded or imported correctly for all students.

This section describes how to review your scanned answer documents and resolve any errors that occurred in the scanning process.

#### Overview of the process for viewing results

- Access scanned answer documents. See [Access Scanning Results](#).
- View the **Scan Session Details** page. See [View the Scan Session Details Page](#).
- Delete any incorrectly scanned or duplicate scanning sessions from *DataManager*. See [Delete Incorrectly Scanned Test Sessions or Answer Documents](#).
- Validate the scanned answer documents to ensure that the answer document image matches what was scanned into *DataManager*. See [Edit Successful Student Scans](#).
- Resolve errors caused by scanned answer documents on which the student could not be identified. See [Resolve Failed Student Scans](#).
- Resolve errors caused by scanned answer documents on which the test could not be identified. See [Resolve Failed Test Scans](#).

## Access Scanning Results

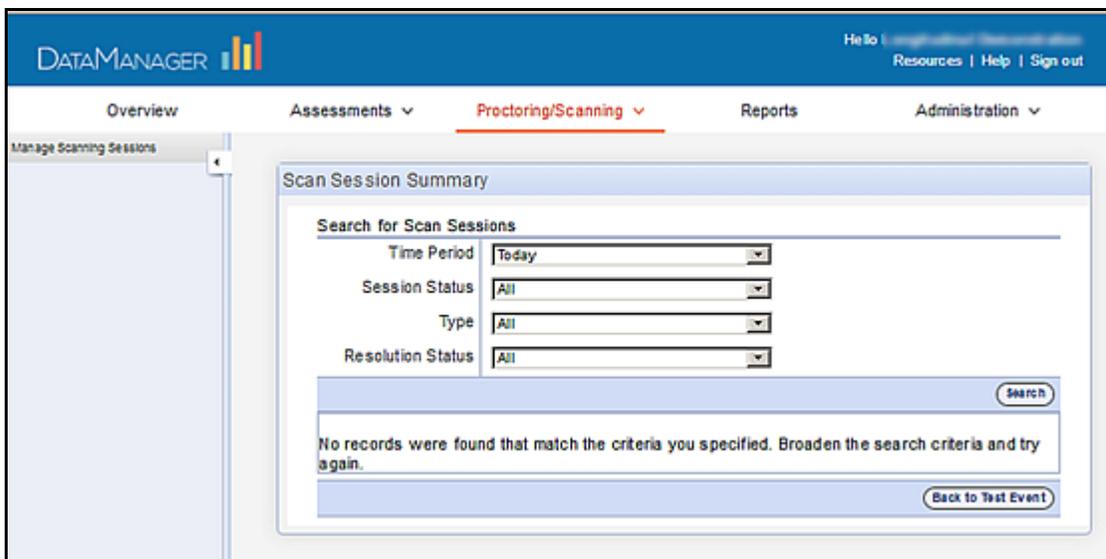
**Role:** Account Holder, Administrator, or Teacher

Scanning results are available on the **Scan Session Details** page in Riverside Insights *DataManager*.

### To access your scanning results:

**Note:** If you just finished scanning and the Scan Session Summary page is open, skip to step 2.

1. Click the **Scanning** header from any page on the *DataManager* platform.
2. The Scan Session Summary page opens.



3. Enter the following information in the drop-down fields:
  - a. In the **Time Period** list, select the time period in which the scan session took place (for example, today, last week, or last month).
  4. b. In the **Session Status** list, select the option that applies to the scan sessions you wish to view: **All**, **Completed**, **Send to Scoring**, or **Send Changes to Scoring**.
  - c. In the **Type** list, select **Optical Mark Recognition**.
  - d. In the **Resolution Status** list, select the status of the scan session you wish to view: **All**, **Scan Sessions with Unresolved Scans**, or **Scan Sessions with Successful Scans**
  - e. Click **Search**. Scanning sessions that meet your criteria are listed below.

Scan Session Summary						
Search for Scan Sessions						
Time Period	Last Month					
Session Status	All					
Type	Optical Mark Recognition					
Resolution Status	All					
Search						
Scan Session Name	Type	Date	Records Received	Records/Pages Processing	Records/Pages Unresolved	Status
16270 Retest	OMR	8/25/2013	5	0	0	Completed
16273- same students scanned	OMR	8/23/2013	3	0	0	Completed
16273-test	OMR	8/22/2013	2	1	0	Send to Scoring
16294 Level 9 machine scorable test	OMR	9/9/2013	1	0	0	Send to Scoring
16319 combined document.	OMR	8/23/2013	1	0	0	Completed
16337 test	OMR	8/25/2013	1	0	0	Send to Scoring
CogAT screening Lower Level	OMR	8/13/2013	3	0	0	Completed
CogAT UL scenarios	OMR	8/26/2013	0	0	5	In-Progress
combined 2	OMR	8/22/2013	0	3	0	In-Progress
						1 2 3 4 5 >
Back to Test Event						

**Note:** You can sort the list of scan sessions using the arrows in the **Scan Session Name**, **Type**, and **Date** columns. If the list contains multiple pages, you can navigate through the pages using the arrows in the bottom right corner of the page.

For a complete list of **Status** displays with brief descriptions, click here. To return to the Edit Test Event page, click **Back to Test Event**.

Status	Description
Not Started	The scanning session has been created, but document scanning has not yet started.
In-Progress	<i>DataManager</i> is still processing the scanned pages in the session to identify the test event, form, building, and student information.
Send to Scoring	The scanning session has been processed by <i>DataManager</i> and is ready to send to Riverside Scoring Service™.
Send Changes to Scoring	Unresolved scans have been resolved since the scanning session was sent to Riverside Scoring Service; the session is ready to send to scoring, including the newly resolved scans.
Scheduled	The scanning session is scheduled to be sent to Riverside Scoring Service. Scanning sessions are consolidated into batches and sent twice a day.
Sending	<i>DataManager</i> is in the process of transferring the scanning session to

Status	Description
	Riverside Scoring Service.
Completed	The scanning session has been successfully sent to Riverside Scoring Service.

4. In the **Scan Session Name** column, click the scanning session you want to review. The Scan Session Details page appears. See [View the Scan Session Details Page](#).

## View the Scan Session Details Page

**Role:** Account Holder, Administrator, or Teacher

From the Scan Session Details page in *DataManager™*, you can delete an entire scanning session, delete student answer documents that have scanned successfully, identify student answer documents that have scanned successfully, or identify failed scans. Account Holders and Administrators can also edit the answer strings of a successful scan and resolve failed scans.

**Scan Session Details**

Test Event	CogAT Fall
Test(s)	CogAT 7 Complete - Level 13/14, CogAT 7 Complete - Level 8, CogAT 7 Screening Form - Level 5/6, CogAT 7 Screening Form - Level 9
Scan Session	BA-16443
Date	8/28/2013

Scanning Summary	Records Received	Records/Pages Deleted	Records/Pages Processing	Records/Pages Unresolved
1 Batch of Scans	4	0	0	7

[Delete Entire Scan Session](#)

▸ Scans for which the location cannot be identified [1]

▸ Scans for which the Grade cannot be identified [1]

▸ Scans for which the CogAT test level cannot be identified [5]

▾ Successful students scanned in this session [4]

#	Student Name	Student ID	Class	Test	Action
1	Lewis, Terry	1008	Class6	CogAT 7 Complete - Level 13/14	Delete
2	Penn, Megan	1006	Class4	CogAT 7 Complete - Level 13/14	Delete
3	Genz, Maggie	1001	Class2	CogAT 7 Complete - Level 13/14	Delete
4	Penny, David	1005	Class3	CogAT 7 Complete - Level 13/14	Delete

[Back to Scan Session Summary](#)
[Back to Test Event Overview](#)

**Note the following:**

- The top of the **Scan Session Details** page provides information about the scanning session, including the name of the test event, the test(s) included, the scanning session name, and the date of the scanning session.
- The **Test(s)** field displays the test, form, and level captured from the scanned answer documents.
- The **Scanning Summary** section displays the counts for each batch of scans included in the scan area, including the number of pages scanned, the number of deleted scans, the number of scans processing, and the number of unresolved scans.
- The remaining sections of the page vary depending on the administration mode (*Iowa Assessments, CogAT, Combined, or Logramos*) and whether there are failed scans. One or more of the following sections may be displayed:

- Scans for which the location could not be identified
  - Scans for which the Grade could not be identified
  - Scans for which the Iowa/CogAT/Logramos test level could not be identified
  - Scans for which students could not be identified
  - Scans for which Student's Date of Birth could not be identified
  - Scans for which the Iowa form could not be identified
  - Successful students scanned in this session
- In the **Successful students scanned in this session** section, a flag icon  in the second column indicates that the scanned answer document for the student in that row has multiple answer marks for one or more items or has no answer selected for one or more items.

The caution flag is provided to alert you that a student may have attempted to erase an answer selection and did not do so completely or that a student inadvertently skipped one or more test questions. You do not have to review records with these flags, but you may want to do so if you suspect that a students' intended responses were not captured accurately by the scanner. Items with multiple marks or no response will be scored and reported as incorrect.

---

**Note:** You can sort the **Successful students scanned in this session** list using the arrows in the number (#), **Student Name**, **Class**, and flag () columns.

---

The next steps depend on the information you see on the Scan Session Details page.

**To resolve issues and validate the scanning session:**

- See [Delete Incorrectly Scanned Test Sessions or Answer Documents](#), [Edit Successful Student Scans](#), [Resolve Failed Student Scans](#), or [Resolve Failed Test Scans](#).

**To send the scanning session to scoring:**

- Click **Back to Summary**. The Scan Session Summary page appears. See [Send to Scoring](#).

## Delete Incorrectly Scanned Test Sessions or Answer Documents

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### **Role: Account Holder, Administrator, or Teacher**

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In the event a session is scanned incorrectly or an answer document is scanned in the wrong session, *DataManager™* provides the option of deleting a scanning session or deleting an answer document for an individual student.

#### **To delete a scanning session:**

1. On the **Scan Session Details** page, click **Delete Entire Scan Session** in the **Scanning Summary** area. A confirmation message appears.
2. Click **Delete**. The scanning session is deleted.

#### **To delete a student's answer document from a session:**

1. Find the row containing the student's name in the **Successful students scanned in this session** area and click **Delete this Record** in the **Action** column. A confirmation message appears.
2. Click **Delete**. The student's answer document is deleted from the session.

## Edit Successful Student Scans

**Role:** Account Holder or Administrator

Account holders and administrators can edit successful student scans, including:

- [Answer strings](#) and
- [Student demographic information](#)

### Edit Answer Strings

To edit the answer strings of a successful student scan:

1. In the **Successful students scanned in this session** area of the **Scan Session Details** page, click the name of the student whose answer document you want to edit.

#	Student Name	Student ID	Class	Test	Action
1	Lewis, Terry	1008	Class6	CogAT 7 Complete - Level 13/14	Delete
2	Penn, Megan	1006	Class4	CogAT 7 Complete - Level 13/14	Delete
3	Genz, Maggie	1001	Class2	CogAT 7 Complete - Level 13/14	Delete
4	Penny, David	1005	Class3	CogAT 7 Complete - Level 13/14	Delete

The **Student Answer Record** appears with the answer strings for the first test expanded.

CogAT 7 Complete - Level 13/14 Student Answer Record 3 of 3

Last Name: Lewis  
 First Name: Terry  
 Student ID: 1008

Student Demographics

Administrator Values

Answer Strings

Error Validation: Detect Multiple Marks, Detect Embedded Blanks, Apply to All Student Answer Records

\*= Multiple Answers Selected  
 n/a= No Answer Selected

Expand All

VERBAL BATTERY TEST 1: VERBAL ANALOGIES

1. <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e <input checked="" type="radio"/> * <input type="radio"/> n/a	7. <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e <input checked="" type="radio"/> * <input type="radio"/> n/a	13. <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e <input checked="" type="radio"/> * <input type="radio"/> n/a	19. <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e <input checked="" type="radio"/> * <input type="radio"/> n/a
2. <input type="radio"/> j <input type="radio"/> k <input type="radio"/> l <input type="radio"/> m <input type="radio"/> n <input checked="" type="radio"/> * <input type="radio"/> n/a	8. <input type="radio"/> j <input type="radio"/> k <input type="radio"/> l <input type="radio"/> m <input type="radio"/> n <input checked="" type="radio"/> * <input type="radio"/> n/a	14. <input type="radio"/> j <input type="radio"/> k <input type="radio"/> l <input type="radio"/> m <input type="radio"/> n <input checked="" type="radio"/> * <input type="radio"/> n/a	20. <input type="radio"/> j <input type="radio"/> k <input type="radio"/> l <input type="radio"/> m <input type="radio"/> n <input checked="" type="radio"/> * <input type="radio"/> n/a
3. <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e <input checked="" type="radio"/> * <input type="radio"/> n/a	9. <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e <input checked="" type="radio"/> * <input type="radio"/> n/a	15. <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e <input checked="" type="radio"/> * <input type="radio"/> n/a	21. <input type="radio"/> a <input type="radio"/> b <input type="radio"/> c <input type="radio"/> d <input type="radio"/> e <input checked="" type="radio"/> * <input type="radio"/> n/a
4. <input type="radio"/> j <input type="radio"/> k <input type="radio"/> l <input type="radio"/> m <input type="radio"/> n <input checked="" type="radio"/> * <input type="radio"/> n/a	10. <input type="radio"/> j <input type="radio"/> k <input type="radio"/> l <input type="radio"/> m <input type="radio"/> n <input checked="" type="radio"/> * <input type="radio"/> n/a	16. <input type="radio"/> j <input type="radio"/> k <input type="radio"/> l <input type="radio"/> m <input type="radio"/> n <input checked="" type="radio"/> * <input type="radio"/> n/a	22. <input type="radio"/> j <input type="radio"/> k <input type="radio"/> l <input type="radio"/> m <input type="radio"/> n <input checked="" type="radio"/> * <input type="radio"/> n/a

Each test item in the answer string area contains circles for each answer choice (for example, a, b, c, d) plus a circle with an asterisk (\*) and a circle with "n/a."

- The \* circle is filled in if multiple marks were detected for the item.
  - The n/a circle is filled in for embedded blanks. (*Embedded blanks* are questions with no answer choice filled in that lie between questions with answer choices that are filled in; questions with no answer choice filled in that are at the beginning or end of the test are not considered *embedded blanks*.) For example, in a test with 50 questions, if the answer document contains answers to only questions 5, 15, and 18 and the remaining questions contain no answers, then the **Scan Details** page will show the n/a circle filled in only for questions 6 through 14, 16, and 17. The n/a circles will **not** be filled in for questions 1 through 4 or questions 19 through 50 because they are at the beginning and end of the test.
2. View answer strings for other tests by selecting one of the following options:
- Click **Expand All** to view answer strings for all of the tests.
  - Click **Click here to expand this group** to view answer strings for an individual test.

---

**Note:** To filter the answer string results, click **Detect Multiple Marks**, **Detect Embedded Blanks**, **Apply to this Student Only**, and/or **Apply to All Student Answer Records** above the answer string result and select the criteria you want to use. Depending on the criteria you select, fewer answer string results may appear.



3. Compare answers recorded on the answer document to the scanned answer strings. If an answer scanned incorrectly, correct the answer string for that item by manually clicking the answer choice that matches the answer on the original answer document.
4. Do one of the following:
- Click **Save Answer Strings** at the bottom of the answer strings section to save your changes. A confirmation dialog box appears. Click **Ok**.
  - Click **Cancel** to disregard your changes.
5. After you receive confirmation of your saved changes, click **Back to Scan Details** at the bottom of the page to return to the **Scan Session Details** page. See [Viewing the Scan Session Details Page](#).

## Edit Student Demographic Information

### To edit the student demographic information:

1. In the **Successful students scanned in this session** area of the **Scan Session Details** page, click the name of the student whose demographic information you want to edit. The **Student Answer Record** appears.
2. Click **Student Demographics**. The demographic information for the student appears.

Student Demographics	
Date Of Birth	10/10/1998
Gender	F
Additional ID	N/A
Level	Level 15/16
Race	N/A
Ethnicity	Not Hispanic or Latino
Program	N/A

[Edit Student Demographics](#)

3. Click **Edit Student Demographics**. The **Edit Student** page appears.
4. Edit the student information and click **Save Student**. The student demographic information is updated and the **Student Answer Record** page appears.
5. Click **Back to Scan Details** at the bottom of the page to return to the **Scan Session Details** page. See [Viewing the Scan Session Details Page](#).

To do the following...	Follow these instructions...
Delete this student record from the scanning session	<p>a. In the <b>Edit option(s)</b> column, click <b>Delete this Record</b> to delete the scanned student record. A dialog box appears asking you to confirm the deletion.</p> <p>b. Click <b>Yes</b>.</p> <p>c. Complete the student name and identification number on the answer document and rescan the student answer document in another scanning session.</p>
Search for the unidentified student in the roster	<p>a. In the <b>View/Fix</b> column, click <b>Search for a Student</b> to locate a student already in the roster to match to this scan. A <b>Viewing Print After Scan</b> page appears.</p> <div data-bbox="331 451 1497 821" data-label="Image"> </div> <p>b. Enter a name in the <b>First Name</b> or <b>Last Name</b> field or enter a student identification number in the <b>StudentID</b> field, and then click <b>Search Student</b>. The student records that match your entry will appear in a list below these fields.</p> <p>c. In the <b>Actions</b> column of the row containing the student to be associated with the scan, click the <b>Save Record/Affiliate Scan</b> button.</p>
Add this student to the roster	<p>a. In the <b>View/Fix</b> column, click <b>Enter this Student</b> to add the student to the roster. A <b>Viewing Print After Scan</b> page opens.</p>

**Reason For Failure:** The student could not be identified. Search for the student and click on Save Record/Affiliate Scan to correct this error.

Roster *	Napa Roster -- 08/08/2013
Location / Class *	<input type="checkbox"/> St Maine
Grade	
First Name *	(None)
Last Name *	(None)
Middle Name	(None)
Unique Student Id *	(None)
DOB (MM/DD/YYYY) *	(None)
Gender *	(None)
Ethnicity - Hispanic or Latino	(None)
Race	(None)
Program Codes	(None)

\* Required fields

Back to Scan Details Save Record/Affiliate Scan

- b. In the **Location/Class** list, select the location level to which you want to assign the student. You must assign the student to a class-level location. Click the right arrow (▶) to expand the hierarchy. Click the down arrow (▲) to collapse the hierarchy. The **Grade** field automatically displays the grade number based on the class-level location.
- c. For the **First Name** and **Last Name** fields, click **(None)**, and then type the student's first and last names.
- d. In the **Unique Student Id** field, click **(None)**, and then type a unique student identification number in the box. The unique student ID may be up to 10 characters in length. You may use any combination of the following characters:
  - A–Z
  - 0–9
  - Blanks or dashes
- e. In the **DOB (MM/DD/YYYY)** field, click **(None)**, and then type the student's date of birth. You must enter the date of birth in MM/DD/YYYY format.

---

**Note:** If you enter a date of birth that is out of range for obtaining age-based scores, a warning message appears. Verify the date of birth you entered is correct.

---

- f. In the **Gender** field, click **(None)**, and then select the student's gender.
- g. (Optional) In the **Ethnicity - Hispanic or Latino** field, click **(None)**, and then select **Y** or **N** to indicate if the student is Hispanic or Latino.

- h. (Optional) In the **Race** field, click **(None)**, and then select all applicable races.
- i. (Optional) In the **Program Codes** field, click **(None)**, and then select the program codes that apply to the student.
- j. Click the **Save Record/Affiliate Scan** button to affiliate this student record to the scan.

## Resolve Failed Scans

**Role:** Account Holder, Administrator, or Teacher

When a scan fails, the **Scan Session Details** page provides the reason. The sections below detail various ways that scans fail and provide instructions to resolve these failed scans.

- [Student Scan Cannot Be Identified](#)
- [Other Failed Test Scans](#)

### Student Scan Cannot Be Identified

Student scans fail because the student name and/or ID circles are not marked, the student name and/or ID circles are marked incorrectly, or the student has not been added to the student roster in *DataManager*. When a student’s scan fails, the **Scan Session Details** page displays a section titled **Scans for which the student cannot be identified**. If there are no failed student scans, you will not see this section.

Scans for which the student cannot be identified [1]				
Print After Scan	Reason For Failure	Test	View/Fix	Edit option(s)
366227	DataManager could not identify the student associated with this record. To resolve this error, delete the record and rescan the answer document or test booklet with the student name gridded or click on "enter this student" or "search for this student" links to enter the student now or find a student already entered in DataManager to affiliate the record with.	CogAT 	Search for a Student or Enter this Student	Delete this Record

#### To correct a failed student scan:

1. Click the **Scans for which the student cannot be identified** section heading to see the list of student records that cannot be identified.
2. Locate and review the student answer document corresponding to the failed scan.
3. Refer to the table below to resolve the failed scan(s).
4. After you have saved your changes, do one of the following:
  - Resolve the next failed student scan in the list.

- Click **Back to Scan Details** to go back to the **Scan Session Details** page. See [Viewing the Scan Session Details Page](#)

### Other Failed Test Scans

When a test fails to scan correctly, the **Scan Session Details** page displays a section titled **Scans for which <reason for failed scan stated here>**. If there are no failed test scans, you will not see this section.

#### To correct a failed test scan:

1. Click the **Scans for which <reason for failed scan stated here>** section heading to see the list of records that failed.
2. Locate and review the student answer document corresponding to the failed scan.
3. Refer to the table below to resolve the failed scan(s).

If the reason for failure is:	Do the following:															
Location assignment could not be identified	<p>a. In the <b>Edit option(s)</b> column, click <b>Delete this Record</b> to delete the scanned record. A dialog box appears asking you to confirm the deletion.</p> <table border="1" data-bbox="362 949 1528 1148"> <thead> <tr> <th colspan="5" data-bbox="362 949 1528 982">Scans for which the location cannot be identified [1]</th> </tr> <tr> <th data-bbox="362 982 472 1041">Print After Scan</th> <th data-bbox="472 982 583 1041">Student Name ↕</th> <th data-bbox="583 982 1339 1041">Reason For Failure</th> <th data-bbox="1339 982 1425 1041">View/Fix</th> <th data-bbox="1425 982 1528 1041">Edit option(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="362 1041 472 1148">366209</td> <td data-bbox="472 1041 583 1148">Unknown</td> <td data-bbox="583 1041 1339 1148">DataManager could not identify a location assignment for this student. To resolve this error, delete the record and rescan the answer document or test booklet with a Building Identification Sheet and a Grade/Class Identification Sheet indicating the student's building and grade/class assignment.</td> <td data-bbox="1339 1041 1425 1148"></td> <td data-bbox="1425 1041 1528 1148">Delete this Record</td> </tr> </tbody> </table> <p>b. Click <b>Yes</b>.</p> <p>c. Complete the location assignment for this answer document including the corresponding header sheets (Building Identification Sheet and Grade/Class Identification Sheet) and rescan the student answer document in another scanning session.</p>	Scans for which the location cannot be identified [1]					Print After Scan	Student Name ↕	Reason For Failure	View/Fix	Edit option(s)	366209	Unknown	DataManager could not identify a location assignment for this student. To resolve this error, delete the record and rescan the answer document or test booklet with a Building Identification Sheet and a Grade/Class Identification Sheet indicating the student's building and grade/class assignment.		Delete this Record
Scans for which the location cannot be identified [1]																
Print After Scan	Student Name ↕	Reason For Failure	View/Fix	Edit option(s)												
366209	Unknown	DataManager could not identify a location assignment for this student. To resolve this error, delete the record and rescan the answer document or test booklet with a Building Identification Sheet and a Grade/Class Identification Sheet indicating the student's building and grade/class assignment.		Delete this Record												

If the reason for failure is:	Do the following:										
<p><i>Iowa Assessments</i> Form cannot be identified</p>	<p>a. Click the <b>Scans for which the Iowa Assessment Form cannot be identified</b> section heading to see the list of student records.</p> <div data-bbox="360 420 1474 718" style="border: 1px solid black; padding: 5px;"> <p>▼ Scans for which the Iowa Assessments Form cannot be identified [1]</p> <table border="1"> <thead> <tr> <th>Print After Scan</th> <th>Student Name ↓</th> <th>Reason For Failure</th> <th>View/Fix</th> <th>Edit option(s)</th> </tr> </thead> <tbody> <tr> <td>348768</td> <td>Unknown</td> <td>DataManager could not identify the Iowa Assessments Form associated with this record. To resolve this error, delete the record and rescan the answer document with the correct Form (E or F) identified or click on "assign a form" to select the form now.</td> <td>Assign a Form</td> <td>Delete this Record</td> </tr> </tbody> </table> </div> <p>b. In the <b>View/Fix</b> column, click <b>Assign a Form</b>. A <b>Viewing Print After Scan</b> page appears.</p> <div data-bbox="354 781 1528 1173" style="border: 1px solid black; padding: 5px;"> <p><b>Viewing Print After Scan# 348768</b> <span style="float: right;">Delete this Failed Scan</span></p> <p><b>Reason for Failure:</b> The Iowa Assessments Form could not be identified</p> <p>Select a Test Form to Resolve this Error</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p><input type="radio"/> Form E      <input type="radio"/> Form F</p> </div> <p style="text-align: right;"> <input type="button" value="Save Changes for this Record"/>    <input type="button" value="Save Changes/Apply to All Record in this Category"/> </p> <p><a href="#">Back to Scan Details</a></p> </div> <p>c. Select the form of the test that was administered (<b>Form E</b> or <b>Form F</b>) and click <b>Save Changes for this Record</b> to apply the change to the current record or <b>Save Change/Apply to All Record in this Category</b> to apply the change to all the records listed in this section.</p>	Print After Scan	Student Name ↓	Reason For Failure	View/Fix	Edit option(s)	348768	Unknown	DataManager could not identify the Iowa Assessments Form associated with this record. To resolve this error, delete the record and rescan the answer document with the correct Form (E or F) identified or click on "assign a form" to select the form now.	Assign a Form	Delete this Record
Print After Scan	Student Name ↓	Reason For Failure	View/Fix	Edit option(s)							
348768	Unknown	DataManager could not identify the Iowa Assessments Form associated with this record. To resolve this error, delete the record and rescan the answer document with the correct Form (E or F) identified or click on "assign a form" to select the form now.	Assign a Form	Delete this Record							

**If the reason for failure is: Do the following:**

CogAT level cannot be identified

- a. Click the **Scans for which the CogAT test level cannot be identified** section heading to see the list of student records.

Scans for which the CogAT test level cannot be identified [1]				
Print After Scan	Student Name ↓	Reason For Failure	View/Fix	Edit option(s)
348775	Unknown	DataManager could not identify the Cognitive Abilities Test (CogAT) level associated with this record. To resolve this error, delete the record and rescan the answer document with the correct level identified or click on "assign a level" to select the level now.	Assign a Level	Delete this Record

- b. In the **View/Fix** column, click **Assign a Level**. A **Viewing Print After Scan** page appears.

**Viewing Print After Scan# 348775** Delete this Failed Scan

**Reason for Failure:** The Cognitive Abilities Test(CogAT) Level could not be identified

Select a Test Level to Resolve this Error

Level 10     
  Level 11     
  Level 12     
  Level 13/14  
 Level 15/16     
  Level 17/18

[Back to Scan Details](#)

- c. Select the level of the test that was administered and click **Save Changes for this Record** to apply the change to the current record or **Save Change/Apply to All Record in this Category** to apply the change to all the records listed in this section.

If the reason for failure is:	Do the following:										
<p>Student date of birth not identified</p>	<p>a. Click the <b>Scans for which the Student's Date of Birth cannot be identified</b> section heading to see the list of student records.</p> <div data-bbox="354 422 1528 592" style="border: 1px solid black; padding: 5px;"> <p>Scans for which the Student's Date of Birth cannot be identified [1]</p> <table border="1"> <thead> <tr> <th>Scan Id</th> <th>Student Name</th> <th>Reason For Failure</th> <th>View/Fix</th> <th>Edit option(s)</th> </tr> </thead> <tbody> <tr> <td>968853</td> <td>Edward, John</td> <td>DataManager could not identify a valid date of birth for the student associated with this record. To resolve this error, delete the record and rescan the answer document with a valid date of birth or click on "Assign a DOB" to enter the DOB now.</td> <td>Assign a DOB</td> <td>Delete this Record</td> </tr> </tbody> </table> </div> <p>b. In the <b>View/Fix</b> column, click <b>Assign a DOB</b>. A <b>Viewing Print After Scan</b> page appears.</p> <div data-bbox="354 653 1406 974" style="border: 1px solid black; padding: 5px;"> <p><b>Reason for Failure:</b> The date of birth of the student is not valid</p> <p>Select a valid DOB to Resolve this Error</p> <div style="border: 1px solid gray; padding: 5px; width: 80%; margin: 5px auto;"> <input style="width: 90%; height: 20px;" type="text"/> </div> <p style="text-align: right;"><input type="button" value="Save"/></p> <p><a href="#">Back to Scan Details</a></p> </div> <p>c. Enter the correct date of birth for the student in the proper format <b>(MM/DD/YYYY)</b> and click <b>Save</b>.</p>	Scan Id	Student Name	Reason For Failure	View/Fix	Edit option(s)	968853	Edward, John	DataManager could not identify a valid date of birth for the student associated with this record. To resolve this error, delete the record and rescan the answer document with a valid date of birth or click on "Assign a DOB" to enter the DOB now.	Assign a DOB	Delete this Record
Scan Id	Student Name	Reason For Failure	View/Fix	Edit option(s)							
968853	Edward, John	DataManager could not identify a valid date of birth for the student associated with this record. To resolve this error, delete the record and rescan the answer document with a valid date of birth or click on "Assign a DOB" to enter the DOB now.	Assign a DOB	Delete this Record							

If the reason for failure is:	Do the following:																		
District not assigned	<p>a. In the <b>Action</b> column of the Scanning Summary area, click <b>Assign a District</b>. A <b>Viewing Print After Scan</b> page appears.</p> <div data-bbox="354 422 1528 865" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Scanning Summary</th> <th style="width: 20%;">Action</th> <th style="width: 15%;">Records Received</th> <th style="width: 15%;">Records/Pages Deleted</th> <th style="width: 15%;">Records/Pages Processing</th> <th style="width: 15%;">Records/Pages Unresolved</th> </tr> </thead> <tbody> <tr> <td>1 Batch of Scans</td> <td></td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>2 Batch of Scans</td> <td style="text-align: center;"> <a href="#">Assign a District</a>  <a href="#">Delete this Batch of Scans</a> </td> <td style="text-align: center;">0</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 5px;"> <a href="#">Delete Entire Scan Session</a> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <a href="#">Back to Scan Session Summary</a> <a href="#">Back to Test Event Overview</a> </div> </div> <p>b. Select a district from the hierarchy and click <b>Save Changes for this Batch</b>.</p> <div data-bbox="354 932 1528 1306" style="border: 1px solid black; padding: 5px;"> <p><b>Reason for Failure:</b> No Districts could be affiliated for the scanned building / class header sheets</p> <p>Select a District to Resolve this Error</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <ul style="list-style-type: none"> <li> <input type="radio"/> OMR E2E NDQA Sys                     <ul style="list-style-type: none"> <li> <input checked="" type="radio"/> OMR E2E NDQA Dist                             </li> <li> <input type="radio"/> OMR E2E NDQA Dist2                             </li> </ul> </li> </ul> </div> <div style="text-align: right; margin-top: 5px;"> <a href="#">Save Changes for this Batch</a> </div> <div style="margin-top: 5px;"> <a href="#">Back to Scan Details</a> </div> </div>	Scanning Summary	Action	Records Received	Records/Pages Deleted	Records/Pages Processing	Records/Pages Unresolved	1 Batch of Scans		0	1	0	0	2 Batch of Scans	<a href="#">Assign a District</a> <a href="#">Delete this Batch of Scans</a>	0	1	0	0
Scanning Summary	Action	Records Received	Records/Pages Deleted	Records/Pages Processing	Records/Pages Unresolved														
1 Batch of Scans		0	1	0	0														
2 Batch of Scans	<a href="#">Assign a District</a> <a href="#">Delete this Batch of Scans</a>	0	1	0	0														

Scans with duplicate students

a. Click the **Scans with Duplicate Students** section heading to see the list of student records.

Scans with Duplicate Students [1]				
Scan Id	Student Name	Reason For Failure	View/Fix	Edit option(s)
966850	Unknown	DataManager could identify other students potentially matching with this record. To resolve this error, delete the record and rescan the answer document or test booklet with the correct student id / name gridded or click on "Resolve Duplicates" link to edit the student id and/or student names of the scanned or matching students to eliminate the discrepancy.	Resolve Duplicates	Delete this Record

b. In the **View/Fix** column, click **Resolve Duplicates** to edit or delete the duplicate student record. A **Viewing Scans ID** page appears.

Viewing Scan Id # 966850 Delete this failed scan

**Reason For Failure:** The scanned student might be a duplicate. Edit the scanned or the matching student details to correct this error.

**Scanned Student**

First Name	Last Name	StudentID	DOB	Gender	Action
		103	08/10/2007	M	<a href="#">Edit</a>

**Matching Students**

First Name	Last Name	StudentID	DOB	Gender	Action
Matt	George	103	1/16/2007	M	<a href="#">Edit</a>

[Back to Scan Details](#)

c. Locate the line containing the student record to be edited or deleted and click the **Edit** button. The **Edit Duplicate Student's Data** box appears.

Viewing Print After Scan # 966850 Delete this Failed Scan

**Edit Duplicate Student's Data**

**Reason For Failure:** The Scanned student might be a duplicate. Edit the student details to correct this error.

First Name [\(None\)](#)

Last Name [\(None\)](#)

Middle Name [\(None\)](#)

Unique Student Id

DOB (MM/DD/YYYY) \*

Gender \* [Male](#)

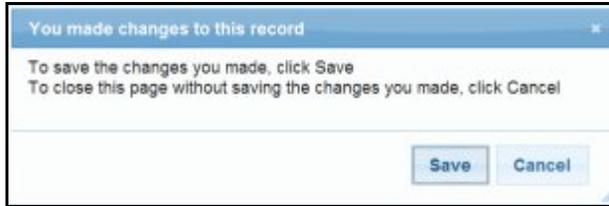
[Back to Resolve Duplicates](#) [Save Student](#)

d. Do one of the following:

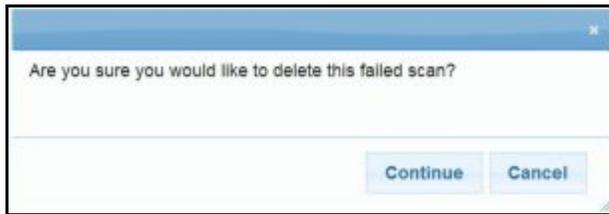
- To edit the student data record, type the student's data, such as last name, first name, or student identification, and then click the **Save Student** button.
- To delete the student data record, click the **Delete this Failed Scan** button.

A confirmation box opens.

4. Do one of the following:
  - If you are saving changes, click **Save**.



- If you are deleting the scan, click **Continue**.



---

**Note:** If you delete the scan, correct the reason for the failed scan on the answer document and rescan the answer document in another scanning session.

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5. After you have saved your changes, do one of the following:
  - Resolve the next failed test scan by using the navigation arrows at the top of the page.
  - Click **Back to Scan Details** to go back to the **Scan Session Details** page. See [View the Scan Session Details Page](#).

## Chapter 5. Sending to Scoring

### About Sending to Scoring

When you have resolved failed scans, you are ready to send the scanning session results to Riverside Insights Scoring Service for scoring and report generation. Note the following about scoring:

- Send scanning session results to scoring in the same order in which they were scanned to ensure that the most current version of all answer documents is used for scoring and report generation. If Riverside Insights Scoring Service receives two different versions of an answer document for the same student in separate scanning sessions, the answer document in the last scanning session sent to scoring automatically overwrites the answer document sent in the previous scanning session.
- If possible, resolve all scanning errors before sending your scanning results to scoring. Unresolved answer documents are not included in the transfer when a scanning session is sent to scoring. If you resolve a failed scan *after* the session has been successfully sent to scoring, then the **Status** of the scanning session changes to **Send Changes to Scoring**. Clicking **Send Changes to Scoring** sends *all* successfully scanned answer documents in the session to scoring, including the newly resolved scans.
- After sending results from your scanning session to scoring, you can continue working in *DataManager* (or log off).

### Overview of the process for sending scanning session results to scoring

- Send scanning session results to Riverside Insights Scoring Service. See [Sending Scanning Session Results to Scoring](#).
- If necessary, resolve issues with the transfer of scanning session results.
- Confirm that the scanning session results were successfully sent to Riverside Insights Scoring Service by verifying that the **Status** of the session has changed to **Completed**.

## Send Scanning Session Results to Scoring

**Role:** Account Holder, Administrator, or Teacher

Send scanning session results to scoring in the same order in which they were scanned to ensure that the most current version of all answer documents is used for scoring and report generation. If Riverside Insights Scoring Service™ receives two different versions of an answer document for the same student in separate scanning sessions, the answer document in the last scanning session sent to scoring automatically overwrites the answer document sent in the previous scanning session.

### To send scanning session results to scoring:

1. On the **Scan Session Summary** page, locate the scanning session that you want to send to scoring. In the **Status** column, click **Send to Scoring**. The status changes to **Sending**.

**Note:** The amount of time required to send a scanning session to scoring depends on the number of pages in the scanning session and the *DataManager*™ system traffic. You do not need to remain logged in to *DataManager* for the scanning session to transfer.

2. Review the status of the scanning session that you sent to scoring.
  - If the **Status** of the scanning session is **Completed**, then your scanning session was successfully sent to scoring.
  - If the **Status** of the scanning session remains **Send to Scoring**, then the scanning session did not transfer successfully to scoring.

For a complete list of **Status** displays, click [here](#).

Status	Description
Not Started	The scanning session has been created, but document scanning has not yet started.
In-Progress	<i>DataManager</i> is still processing the scanned pages in the session to identify the test event, form, building, and student information.
Send to Scoring	The scanning session has been processed by <i>DataManager</i> and is ready to send to Riverside Scoring Service™.
Send Changes to Scoring	Unresolved scans have been resolved since the scanning session was sent to Riverside Scoring Service; the session is ready to send to scoring, including the newly resolved scans.
Scheduled	The scanning session is scheduled to be sent to Riverside Scoring Service. Scanning sessions are consolidated into batches and sent twice a day.

Status	Description
Sending	<i>DataManager</i> is in the process of transferring the scanning session to Riverside Scoring Service.
Completed	The scanning session has been successfully sent to Riverside Scoring Service.

3. If necessary, resolve issues with the scanning session transfer to scoring:
- If a scanning session does not transfer successfully on the first attempt, click **Send to Scoring** again and review the status.
  - If a scanning session does not transfer successfully on the second attempt, divide the scanning session into two or more scanning sessions and rescan the answer documents. (Do not split a multi-page answer document for a single student across more than one scanning session.) Sending scanning sessions with fewer pages may resolve the issue. See [Arrange Answer Sheets in Batches](#).
  - If a scanning session still does not send successfully, contact *DataManager* Support Center for assistance.  
Phone: 877-246-8337 (Monday through Friday 7 A.M. – 6 P.M. Central Time)

## Edit Student Records After Scoring and Reporting

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**Role:** Account Holder or Administrator

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You can make changes to student demographic data (such as date of birth or program coding) or location data (such as grade, class, or school) even after scoring and reporting have occurred. You can apply these changes to the current test event by accepting the *DataManager* prompt to overwrite previously saved data.

These types of roster changes should be applied only if deemed absolutely necessary, including the following reasons:

- To correct errors in data that you catch after testing. For example, you discover after a testing event closes that the school's IT department failed to include the race/ethnic coding data.
- To ensure that a relocated student's test results are available to his current teacher. For example, after testing takes place, a student is moved into a new class, and you want the student's testing results to be grouped with the testing data of his new class.

Before editing the student demographic or location/grade data, be aware of the following considerations:

- Change the grade/level of a student *only if the grade/level was originally entered incorrectly*. The grade/level must reflect the student's grade/level at the time of testing. If you change the grade/level of a student, reopen the test event, and then close the test event with the new grade/level applied, then the student's test scores are recalculated based on the newly edited grade/level. This changes the historical data of the student.
- Do not delete student records due to no data, even if a student leaves the district.
- If you want to provide a new teacher in a new grade level access to a student's historical data, then the best option is to add the new teacher as the teacher for the student's grade/level the last time he or she tested. For example, Ms. Adams is a 6th grade teacher, and she wants to review her new class's 5th grade test data. To provide her with access to this data, the school's *DataManager* administrator can add her as a 5th grade teacher to the students.

### To edit a student record after a test event is closed:

1. In the **Administration** section of *DataManager*, [search for and locate the student](#) to be edited and [edit the student's demographic and/or location data](#) as necessary.
2. [Find the closed test event](#) and reopen it.

**Spring CogAT 6th grade classes** Status: Closed

View and manage your test event

Reopen

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**Test Event Details**

Name	Assessment Type	Roster
Spring CogAT 6th grade classes	CogAT	Assessment Services 2018 -- 03/07/2018 <span style="float: right;">XLS</span>

**Participant List**

McCabe

**Scoring and Reporting Details**

Test Event Date	Normative Year	Normative Period	Achievement Scores	Ability Scores	Program Label Suppression
4/22/2019	2017	Season: Spring	SCHPR = School Percentile Rank	(None)	No

**Online Testing Details-Permissions**

Audio Test Admin	Draw Screen
Yes	Yes

The Edit Test Event page refreshes allowing you to edit some information.

3. Click the **Close** button for the test event.

Status: Open

Close Edit Assign

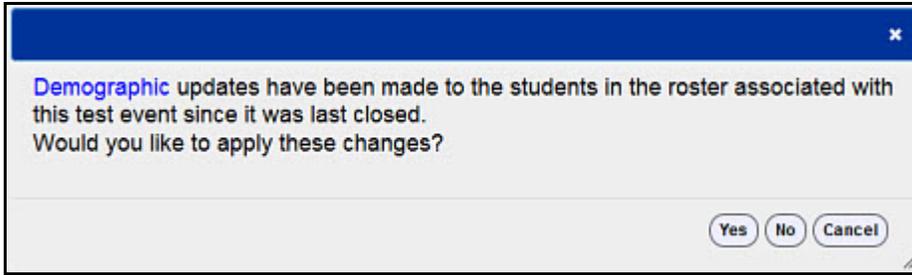
A prompt appears stating that the roster has been updated since the test event was last closed. The prompt example below appears if edits were made to both location/grade and demographic data.

✕

**Location/grade and Demographic** updates have been made to the students in the roster associated with this test event since it was last closed.  
Would you like to apply these changes?

Apply demographic changes only
Apply location/grade changes only
Apply all Changes
Do not apply changes
Cancel

The prompt example below appears if edits were made to demographic data only.



4. If you wish to see the specific data changes that were made, click the blue text. An Excel file opens displaying the details of the specific data that have been edited.

	A	B	C	D
1	Student Id	Data	Current Value	Previous Value
2	23	First Name	Brad	Bradd
3	23	Admin Code A	Y	
4	27	Last name	Kyle	Kile
5	27	Grade	3	2
6	27	Middle Name		Se
7	30	School/Building	Cornell Elementary	St. Marys Elementary
8	30	Class	Mrs. Smith	Mr. George
9	30	Class code	3345	

5. In the prompt box, select one of the following options to continue.

For edits to both location/grade and demographics date:

- **Apply demographic changes only** – closes the test event with only the demographic edits applied
- **Apply location/grade changes only** – closes the test event with only the location/grade edits applied
- **Apply all changes** – closes the test event with both demographic and location/grade edits applied
- **Do not apply changes** – closes the test event with none of the edits applied
- **Cancel** – returns you to the **Edit Test Events** page

For edits to only location/grade or demographics data:

- **Yes** – closes the test event with the demographic or location/grade edits applied
- **No** – closes the test event with none of the edits applied
- **Cancel** – returns you to the **Edit Test Events** page



