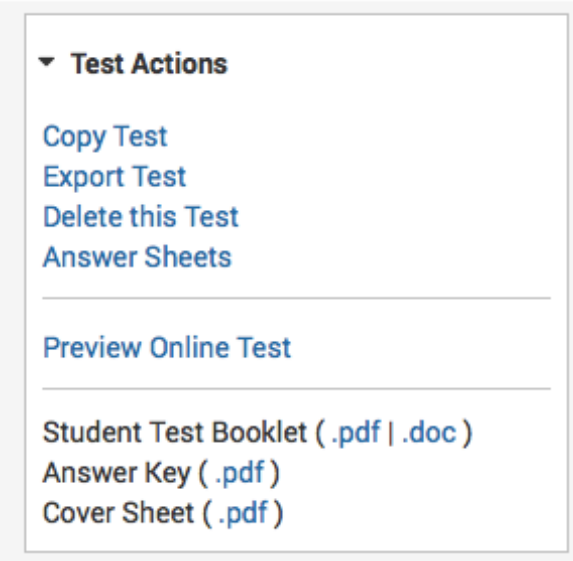
ScanIt Instructions for Toshiba Copiers

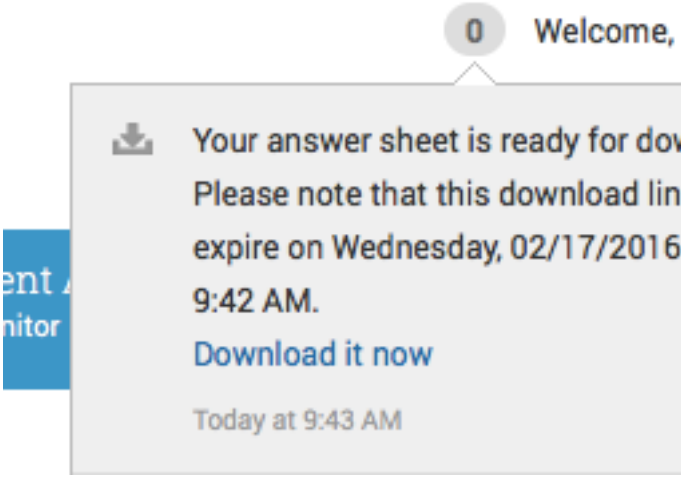
Generating Answer Sheets from SchoolNet

1. After scheduling your test, select “Answer Sheets” under Test Actions on the Test Details page.



2. For each course, select the course name and select “Generate Answer Sheets”.

3. Check the notifications center at the top to access the generated answer sheets.

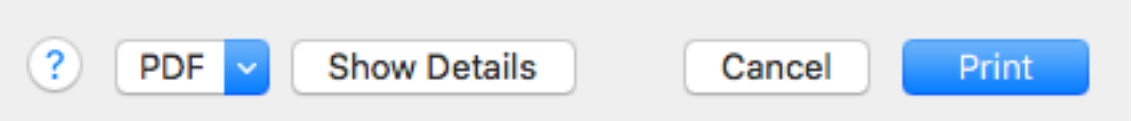


4. Follow the directions below for printing the answer sheets.

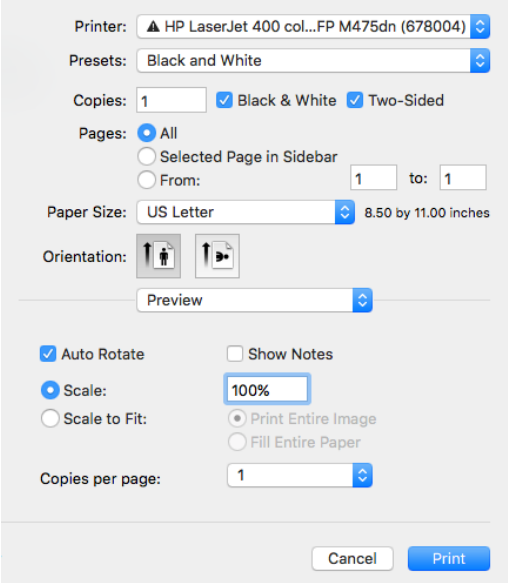
Printing Answer Sheets from MacBook

When printing SchoolNet answer sheets from a MacBook please select the following setting.

1. Select “Show Details”

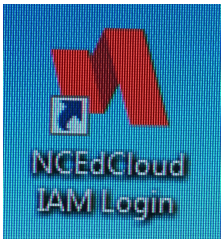


2. Change the Scale settings to “Scale” and enter “100%”.

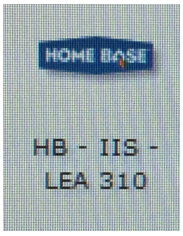


Toshiba Copier Instructions

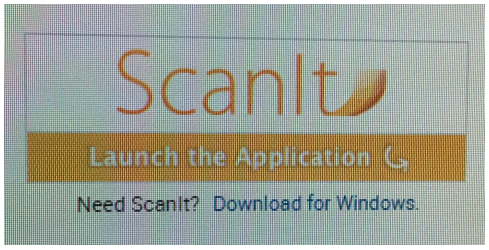
1. Launch NCEdCloud IAM by selecting the icon on the desktop next to the copier.
2. Login using your NCEdCloud credentials.



3. Select the **SchoolNet** (HB - IIS - LEA 310) icon.

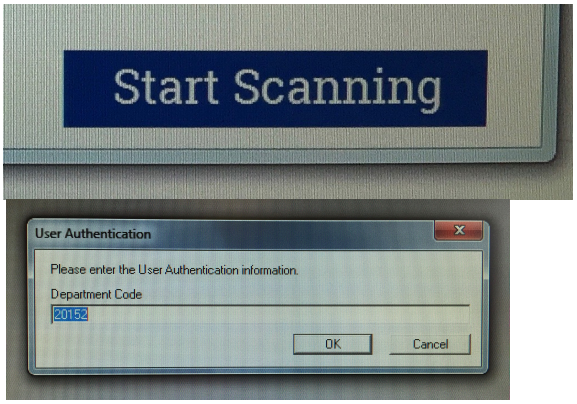


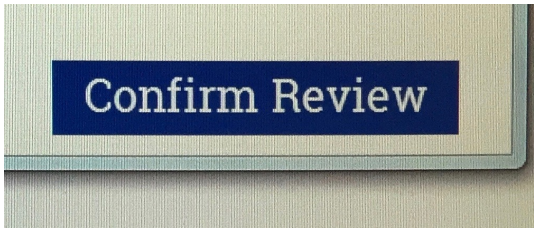
4. Select the **ScanIt Launch the Application** icon.



5. Load answer sheets into top tray of copier.

6. Select **Start Scanning,** enter you copier code and then select **OK.** The answer sheets will begin to feed through the copier.



7. When scanning is complete, review each answer sheet and correct any errors. (*Any answer sheets or answer sheet responses that the scanner cannot fully interpret, displays in a list under the Review Recommended and Requires Manual Entry tabs.*)

8. Select Confirm Review to score answer sheets.