

Assessment Computer Unit (ACU) Scanning Guide

1. Go to the ACU unit at your school site.



2. Double click the LSO 4 Icon. The color on your icon may be different.



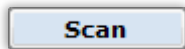
3. Log into EADMS with your EADMS username and password.



4. Load your papers into the ACU scanner. They should be facing down. You should see the blank side of the assessment.



5. Click Scan.



6. As it scans results will appear. White means correct. Red means incorrect. Pink means blank or multiple marks.

Scan	Student ID	Student Name	Test Name	RS	Percent	1	2	3	4	5	6
1	163727	Andrade, Bryanna	Scan Sheet Calibration	15	12.50	A	B	C	D	A	B
2	123797	Olive, Gabriela	Scan Sheet Calibration	13	10.83	A	B	C	D	A	B
3	163727	Andrade, Bryanna	Scan Sheet Calibration	15	12.50	A	B	C	D	A	B
4	0	Unknown Student	Scan Sheet Calibration	13	10.83	A	B	C	D	A	B
5	163727	Andrade, Bryanna	Scan Sheet Calibration	15	12.50	A	B	C	D	A	B
6	0	Unknown Student	Scan Sheet Calibration	13	10.83	A	B	C	D	A	B

7. If the scan sees multiple or blank answers an editor will pop up. This is new for experienced EADMS users.



8. In the editor you can manually enter answers for assessments.

