



User Guide

October 19, 2012 v1.2



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Taking Online Assessments

TO DO

1. Log in

- 2. Click active Assessment link
- 3. Take test
- 4. Submit test
- 5. Log out

EdPlan[™] Terms

Please Enter Your Login Information

PCG Education

User Name

Password

Save – Using the **Save** button only saves any answers that have been entered. It does NOT score.

Submit – Using the **Submit** button completes the testing session and scores the test. The test may not be reopened.

Exit – Using the **Logout** button properly closes the session with the server.

- Type the following URL in your browser: <u>https://txhouston.d2sc.</u> <u>com</u>, and press enter.
- Log in as a student, using the login and password you have been given.
- 3. Click Submit.
- 4. Click on the student's folder to show the contents.
- Click on the Assignments link.





6. Click on the

Assessments link under the class in which you need to take a test.



 The right side of the screen will display all assessments assigned in that class, both available and completed.

> If necessary, scroll down until you find the available assessment (it will be a blue hyperlink), then click on it

 Answer each question by clicking in the bubble to the left of the answer you think is correct.

> The red 'x' beside an answer choice will mark out that answer choice if you want to eliminate it from consideration.

The 'Use Test Tools' link allows you to use highlighting, bolding, and striking out text to help decide which answer is best.

	Assignments 🗵	
	2 Refresh	
e	Assessments	
	Activity Description:	
	Description	Link Type
	09-10 TC1 ALG1	Take Assessment Accessible: 03-17-2010 Disc. 02, 17, 2010
		Due. 03-17-2010





Note: If you need to stop the test for some reason, click the **Save** button at the upper right corner of the screen, then close the window.

IF YOU CLOSE THE WINDOW WITHOUT SAVING, NONE OF YOUR ANSWERS WILL BE SAVED.

9. When you are finished, click on the **Submit** button at the upper right of the screen. (You may need to scroll back up to the top to see it.) Be sure to click on Submit only one time. Do NOT double-click.

You will see the screen refresh, then your score will be displayed.

10. To exit the program, be sure to click on the **Exit** icon at the upper right corner of the screen (the door). If you just close the window without clicking on the exit icon, you will not be logged out of the application.



Installing the Scanning Software

TO DO

1. Know your rights

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- 2. Download the scanning application
- 3. Change the reference file settings

EdPlan[™] Terms

Reference - location to set up scanner default settings

- MFP Multi-function Printer
- TIF Tagged Image File Format

COM Port – used to specify how scanner is connected to your computer (i.e., COM1, COM2, USB, etc.)

Note: Before you begin to download the scanning application, please verify with your technology department that you have full rights to save to the C:\directory and that Microsoft.NET Framework 4.0 or higher is installed on the computer.

- Launch your D2SC website: <u>https://txhouston.d2sc.com</u>, and login with your user name and password.
- 2. From the **Main Menu**, scroll down and click **Solution Center**.



 On the Solution Center screen, scroll down and click the latest version of the PCG Assessment Tool.





4. At the prompt, "Do you want to run or save this file?", click **Run**.

 At the prompt, "The publisher could not be verified. Are you sure...?", click Run.





File Download - Security Warning

17

Do you want to run or save this file?

Name: PCG Assessment Tool V2.1.8.1.msi

From: secure.d2sc.com

Type: Windows Installer Package, 92.1MB



7. At the **Configure Shortcuts** screen, click **Next**.



8. At the **Read me file** screen, click **Next**.



9. At the End-User License Agreement screen, click Next.





10. At the **Ready to Install** screen, click **Install**.



11. The Installing PCG Assessment Tool screen will show status of the installation.



12. When the Scan Tools Link runtime has completed the installation, click Finish.





Setting up Scanning Reference Defaults

TO DO

- 1. Open Reference file
- 2. Set District URL
- 3. Specify scanner used
- 4. Specify scanner collection
- 5. Designate most common form used

EdPlan[™] Terms

PCG Assessment Tool – Application that is installed locally (on your computer) and is used for scanning and handheld response pads.

Reference – Screen where default scanning settings are saved.

- 1. Launch the PCG Assessment Tool.
- 2. From the Main Menu, click **Scanner** and then **Reference**.

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	States 10	Class	Student Lans	inser	Barry & Garr	ant Hallos	Scatt Sec.
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 In the URL line, type your EdPlan[™] web address: <u>https://txhouston.d2sc.com</u>.

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4. Under Scanner Settings:

- a. Click on the *Scanner* drop box and select your scanner type:
 - Select MFP if using a multifunction printer or scanner used for plain paper scanning
 - Select **TIF-File** if scanning from a multi-page TIF file.
- b. Click on the *COM Port* drop box and select how the scanner is connected to the computer (usually COM1).
- c. Click the **Browse** button and select the form most commonly used.
 - For **MFP** or **TIF-File**, select the desired .fdl file

Note: By defaulting the most commonly used form, the user does not have to specify a form during the scanning process unless a different form is used.

d. Click the **OK** button.

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Scanning Plain Paper Answer Documents

TO DO

1. Get forms ready to scan: all facing the same way; stray marks erased; no paper clips or sticky notes; all the same test.

- 2. Scan answer documents
- 3. Submit scores

EdPlan[™] Terms

Plain Paper Answer Documents – Answer documents that were printed and pre-slugged from the $EdPlan^{TM}$ system.

Scan Form – The form that was printed and pre-slugged

Submit – Send the data to $EdPlan^{TM}$ database

1. Launch the PCG Assessment Tool.

 Click the Login button and login with your EdPlan[™] username and password.



The navigation tree on the left side of the screen will display two scanning options:

- Assessment by Class scanning all "like" tests for one class together
- Assessment by Campus scanning all "like" tests for one campus together





Assessment by Class

- In the navigation tree on the left, expand the Assessment by Class section by clicking on the '+' sign.
- Open the list of classes and click on the appropriate class. Tests that have been released to this class will display in the upper portion of the screen. (Campus Administrators will need to choose a teacher, then choose a class.)
- Click on the test to scan, and then click the Scan button.
- 4. In the dialog box that opens:
 - a. Choose the scanner from the drop-down list. For Brother Scanners, be sure to choose the TWAIN (TW) option.
 - b. In the dialog box that opens, browse to select the correct
 Scan Form. Be sure it is the same form as the printed form.
 - c. Click the **Scan** button.

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Grade Level	4th Grade		
Assessment	09-10 TC2 G4 MATH		
Scan Form:	F-4-D2SC.fdl	Browse	
Printable	09-10 TC1 G4 MATH	~	



As the answer sheets are scanned, rows will turn blue. When all sheets have been scanned, close the window by clicking on the '**x**'.

5. Click the **Submit** button at the top center of the screen.



 A confirmation message will appear. Click 'OK' to submit or 'Cancel' to cancel.



After clicking **OK**, the tests will be submitted for grading.

When the tests have been graded, the rows will turn green and the scores will show in the **Score** column.

7. To scan another class, click on that class and repeat the process.





Note:

- The scores are immediately uploaded to the web application.
- To view the scores, log in to the web application, go to Student Tracking and select the class.
 Scores will be displayed in the viewing screen.
- You can run reports based on this assessment or look at individual results



Assessment by Campus

- In the navigation tree on the left, double-click
 Assessment by Campus to expand this section.
- Click on the '+' sign for the campus to expand the campus section.
- Click on the '+' sign for the subject area to expand this section.
- 4. Click on the desired test grade level.
- Click on the test to scan, and then click the Scan button.

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- 6. In the dialog box that opens,
 - a. Choose the scanner from the drop-down list. For Brother Scanners, be sure to choose the TWAIN (TW) option.
 - b. In the dialog box that opens, browse to select the correct
 Scan Form. Be sure it is the same form as the printed form.
 - c. Click the Scan button.

As the answer sheets are scanned, rows will turn blue. When all sheets have been scanned, close the window by clicking on the '**x**'.

- 7. Click the **Submit** button at the top center of the screen.
- A confirmation message will appear. Click 'OK' to submit or 'Cancel' to cancel.

After clicking **OK**, the tests will be submitted for grading.

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When the tests have been graded, the rows will turn green and the scores will show in the **Score** column.

9. Repeat the steps to scan answer documents for another campus or test.

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Scan By Cans Scan By Campus B: ES - PRIMPICSE	Care	Po	cedure Title	Assessment 0510 TC1 G4 READ 0510 TC1 G4 READ SP	Grade Period SIX/WEEKS 1 SIX/WEEKS 1	Scoring Cr.
2nd Grade 3nd Grade 4th Grade 5th Grade		1	_	09-10 TC2 G4 READ SP 09-10 TC2 G4 WRIT 09-10 TC2 G4 WRIT 09-10 TC2 G4 WRIT SP 09-10 TC3 G4 READ 09-10 TC3 G4 READ SP	SECWEEKS 2 SECWEEKS 2 SECWEEKS 3 SECWEEKS 3	
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Scan by Distant	Studint 1	CINES	SCUGERC Name	Antiker	peore a co	Prece stat
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	630136	CHRATTINI PE	MORIAN, ALISIA		100	10
	261057	CARATTENE PE-	REVAL VARIES	ADCADADA	10	1.1 grade
	630137	CARATTINI PE	VERA, FREDOV		90	
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	761575	CARDONA 111	CONTRERAS, LEAST	AMERICAN	80	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
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	705828	CARDONA 111	CROSS, MACKEN21	COLUMN COLUMN	40	4
	212426	CAR DOMA 111	GAPCIA GUILLE		70	10
	629728	C4000MA 111	GOWDON, NICHOLE		100	10
	632429	CARDONA 111	HARNESS, ASEEL HART, CHELSEA		50	1
	739697	CARDONA 111	HENDERSON, GU		40.	6
	K.					381

Note:

- The scores are immediately uploaded to the web application. To view the scores, log in to the web application, go to Student Tracking and select the class.
- Scores will be displayed in the viewing screen.
- You can run reports based on this assessment or look at individual results.





Scanning from a Multi-Page TIF File

TO DO

- 1. Create multi-page TIF file
- Scan multi-page TIF file into EdPlan[™]
- 3. Submit scores

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EdPlan[™] Terms

Scan Form – The form that was printed and pre-slugged

 $\textbf{Submit} - \texttt{Send the data to } \texttt{EdPlan}^{\texttt{TM}} \texttt{ database}$

- 1. Launch the PCG Assessment Tool.
- 2. Click the Login button and login with your username and password.

Logn D Logox	New Scan	Clokers 🍂 Submit 🚒	Print Delete		
	Class	Procedure Title	Assessment	Grade Period	Scoring Callegor
	-	Login]
	Student Id C				t Status
		User Id:			
		Password:			
			Login		
	L				_



The navigation tree on the left side of the screen will display three scanning options:

- Scan by Class scanning all "like" tests for one class together
- Scan by Campus scanning all "like" tests for one campus together

		1.0	- CE	a a run			
 Scan By Class Scan By Camput Scan by District 	Class		Procedure Title	Assessment	Grade Pe	nod S	coring Categor
						_	
	Student Id	class	Student Name	Answer	Score	# Correct	STATUS

Scan by Class

- In the navigation tree on the left, expand the Scan by Class section by clicking on the '+' sign.
- Open the list of classes and click on the appropriate class. Tests that have been released to this class will display in the upper portion of the screen.
- Click on the test to scan, and then click the Scan button.





- 4. In the dialog box that opens:
 - Browse to select the correct Scan Form.
 Be sure it is the same form as the printed form.
 - b. Click the Browse button to find the saved TIF file for this test.
 - c. Click the **Scan** button.

As the answer sheets are scanned, rows will turn blue. When all sheets have been scanned, close the window by clicking on the '**x**'.

 Click the Submit button at the top center of the screen.

 A confirmation message will appear. Click 'OK' to submit or 'Cancel' to cancel.

After clicking **OK**, the tests will be submitted for grading.

Teacher:	SHANNON ADAMS	Ø			
Class:	ADAMS 124 2-402-80400-HOMEROOM				
Assessment	09-10 TC1 G4 MATH				
Scan Form	F-4-D2SC.Idl	Browse			
Pintable	09-10 TC1 G4 MATH	×			
Scan File:		Browse			







When the tests have been graded, the rows will turn green and the scores will show in the **Score** column.

7. To scan another class, click on that class and repeat the process.



Note:

- The scores are immediately uploaded to the web application. To view the scores, log in to the web application, go to Student Tracking and select the class.
- Scores will be displayed in the viewing screen.
- You can run reports based on this assessment or look at individual results.





Scan by Campus

- In the navigation tree on the left, double-click
 Scan by Campus to expand this section.
- Click on the '+' sign for the campus to expand the campus section.
- Click on the '+' sign for the subject area to expand this section.
- 4. Click on the desired test grade level.
- 5. Click on the test to scan, and then click the **Scan** button.
- 6. In the dialog box that opens:
 - Browse to select the correct Scan Form.
 Be sure it is the same form as the printed form.
 - b. Click the Browse button to find the saved TIF file for this test.
 - c. Click the **Scan** button.



an by TIF File		×
Content Area:	LANGUAGE ARTS	
Grade Level	4th Grade	
Assessment:	09-10 TC2 G4 READ	
Scan Form	F-4-D2SC.Idl Browse	
Printable	09-10 TC1 G4 MATH	
Scan File:	Browse	



As the answer sheets are scanned, rows will turn blue. When all sheets have been scanned, close the window by clicking on the '**x**'.

 Click the Submit button at the top center of the screen.

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	and the second se				0510 TC1 G4 READ	SDCWEEKS 1	
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					09410 TC2 04 READ	50:W(1052	
					0510 TC2 G4 HEAD SP	505 WEER5 2	
					0910 TC2 04 WRIT SP	SDCWEEKS 2	
					09-10 TC3 G4 READ	SOCWEEKS 3	
					09-10 TC3 64 READ SP	SDCWEEKS 3	
H MATHEMATICS	4						3
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	429922	C#0086 111		INILLA, BRIAN		80	
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	717474	CARDONA 111	· · · · ·	WCEA GOELLE		70	
	629874	C#008A 111		DADALES VALD		100	30
	629429	Cast0086 111		BAFES, ASEEL		50	5
	629590	CARDONA 111	10	WRT, CHELSEA		30	3
	719897	C44.00MA 111	ALC: 10	ENDERSON, GU		60	6 1
	<						30

8. A confirmation message will appear. Click '**OK**' to submit or 'Cancel' to cancel.

After clicking **OK**, the tests will be submitted for grading.

When the tests have been graded, the rows will turn green and the scores will show in the **Score** column.

9. Repeat the steps to scan answer documents for another campus or test.







Note:

- The scores are immediately uploaded to the web application. To view the scores, log in to the web application, go to Student Tracking and select the class.
- Scores will be displayed in the viewing screen.
- You can run reports based on this assessment or look at individual results.

