



PCG*Education*TM
EdPlanTM: Assessment II
User Guide

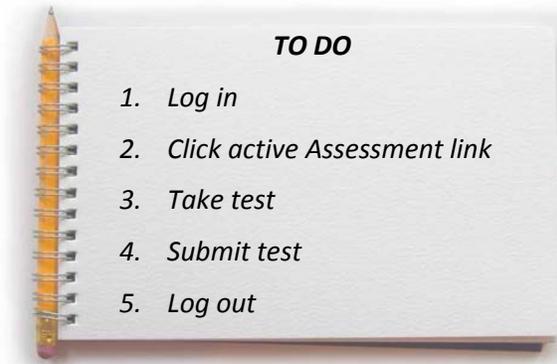
October 19, 2012
v1.2

EdPlan™: Assessment II

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Taking Online Assessments



EdPlan™ Terms

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.

1. Type the following URL in your browser:
<https://txhouston.d2sc.com>, and press enter.
2. 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.
5. Click on the **Assignments** link.



Please Enter Your Login Information

PCG Education™

User Name

Password

[Recover Password](#)

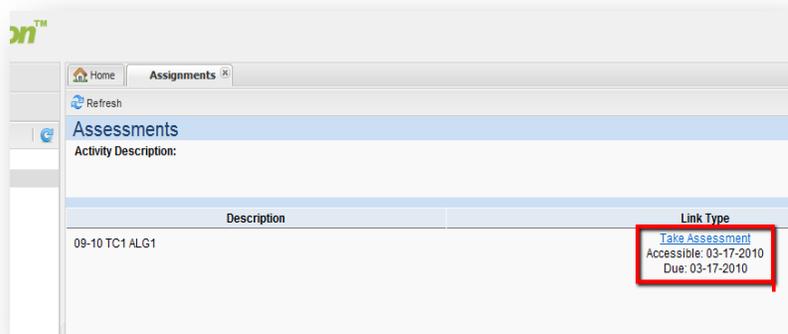


- Click on the **Assessments** link under the class in which you need to take a test.



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

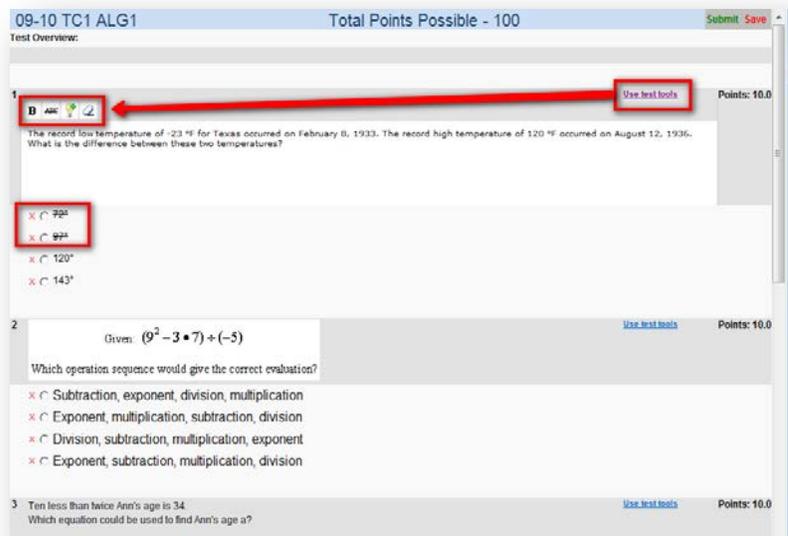
If necessary, scroll down until you find the available assessment (it will be a blue hyperlink), then click on it



- 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.



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.

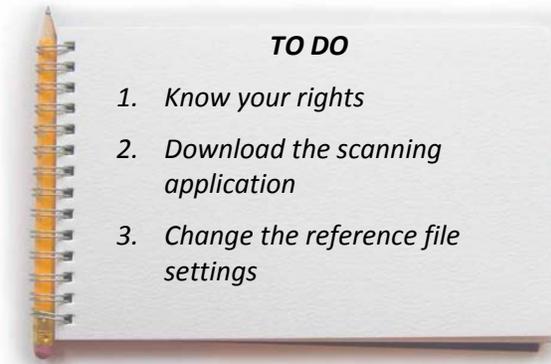
IF YOU CLOSE THE WINDOW WITHOUT SAVING, NONE OF YOUR ANSWERS WILL BE SAVED.

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



EdPlan™ Terms

Reference – location to set up scanner default settings

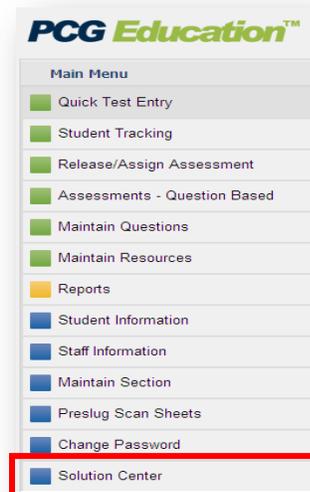
MFP – Multi-function Printer

TIF – Tagged Image File Format

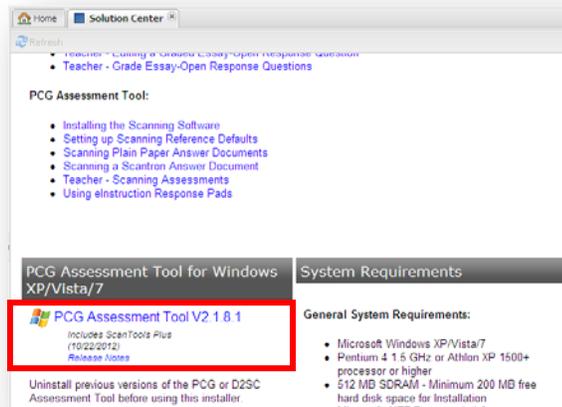
COM Port – used to specify how scanner is connected to your computer (i.e., COM1, COM2, USB, etc.)

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.

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



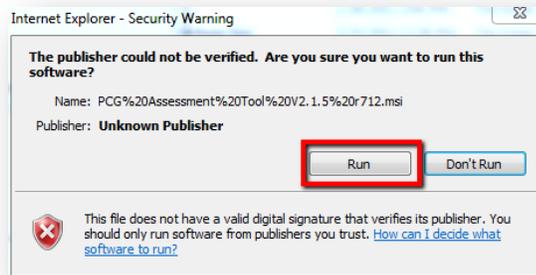
3. On the **Solution Center** screen, scroll down and click the latest version of the **PCG Assessment Tool**.



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



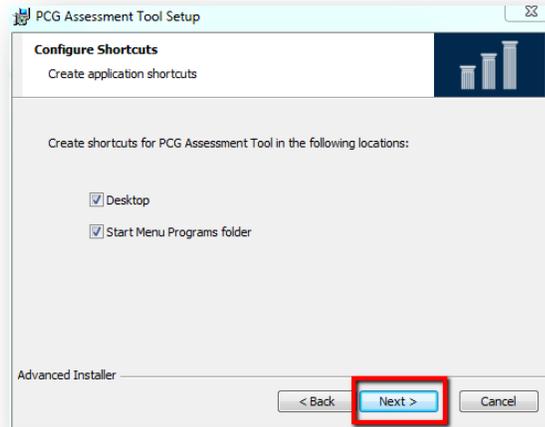
5. At the prompt, *“The publisher could not be verified. Are you sure...?”*, click **Run**.



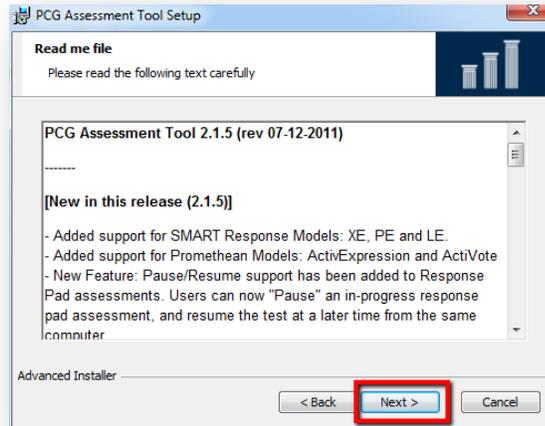
6. At the **Welcome to the PCG Assessment Tool Setup Wizard** screen, click **Next**.



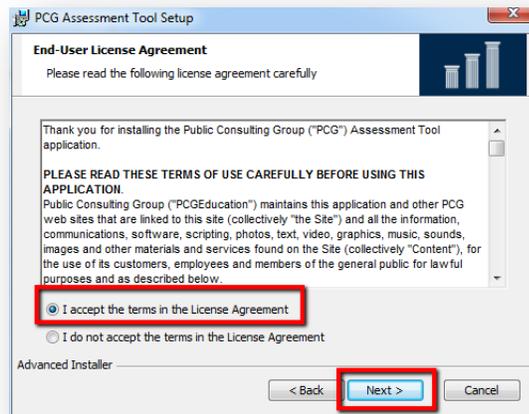
7. At the **Configure Shortcuts** screen, click **Next**.



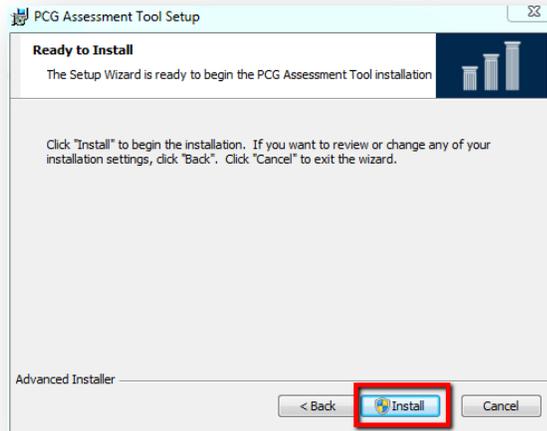
8. At the **Read me file** screen, click **Next**.



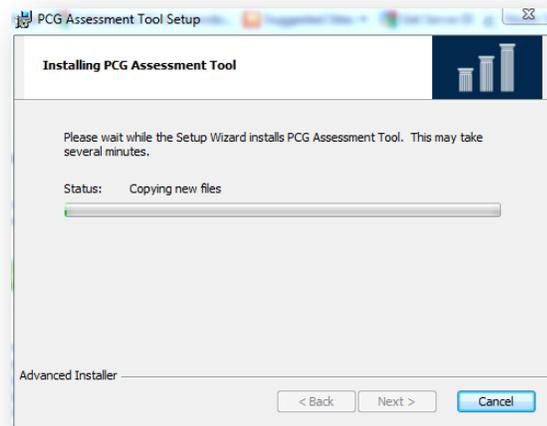
9. At the **End-User License Agreement** screen, click **Next**.



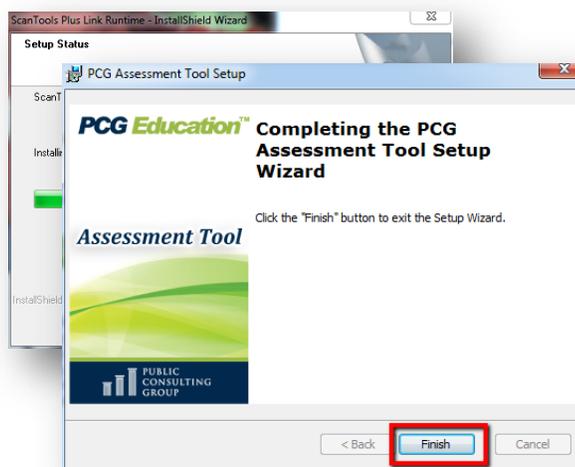
10. At the **Ready to Install** screen, click **Install**.



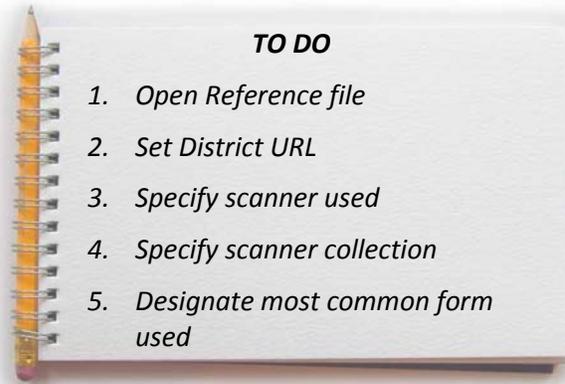
11. The **Installing PCG Assessment Tool** screen will show status of the installation.



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



Setting up Scanning Reference Defaults

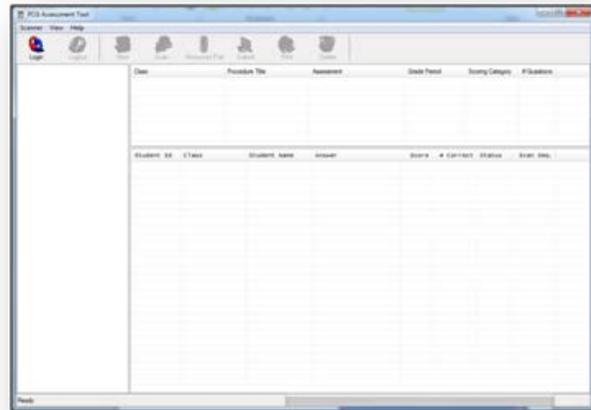


EdPlan™ Terms

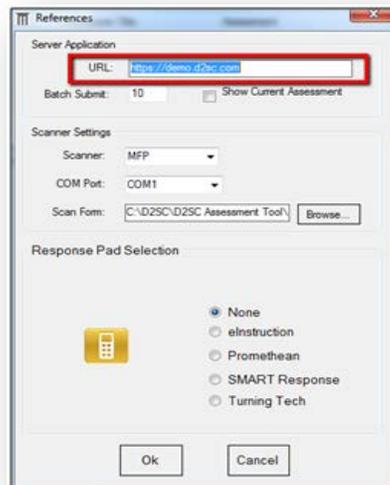
PCG Assessment Tool – Application that is installed locally (on your computer) and is used for scanning and handheld response pads.

Reference – Screen where default scanning settings are saved.

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



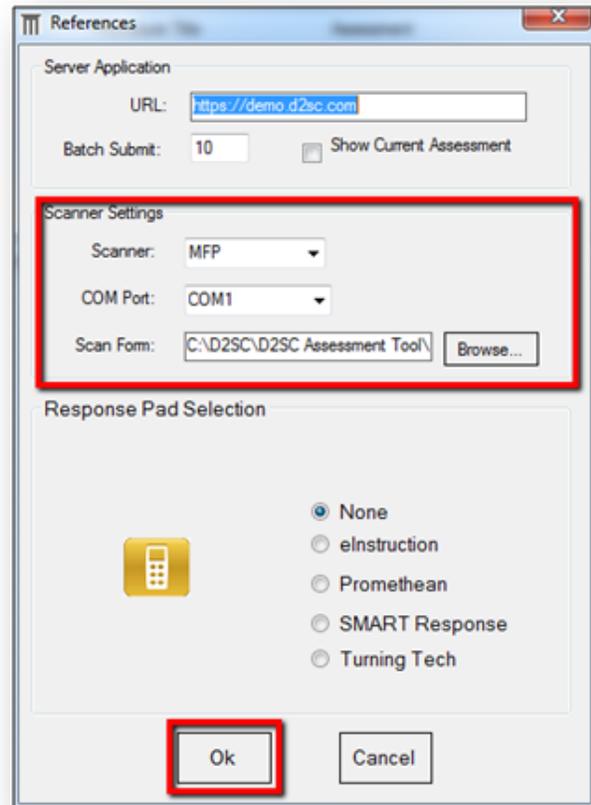
3. In the URL line, type your EdPlan™ web address:
<https://txhouston.d2sc.com> .



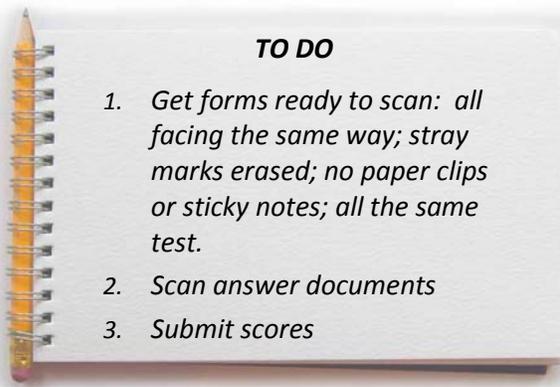
4. **Under Scanner Settings:**

- a. Click on the *Scanner* drop box and select your scanner type:
 - Select **MFP** if using a multi-function 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.



Scanning Plain Paper Answer Documents



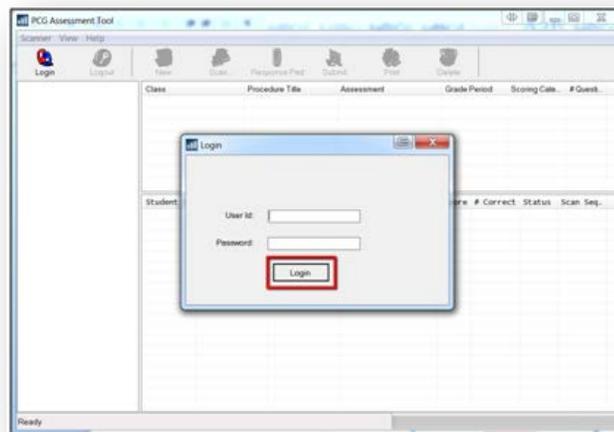
EdPlan™ Terms

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

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

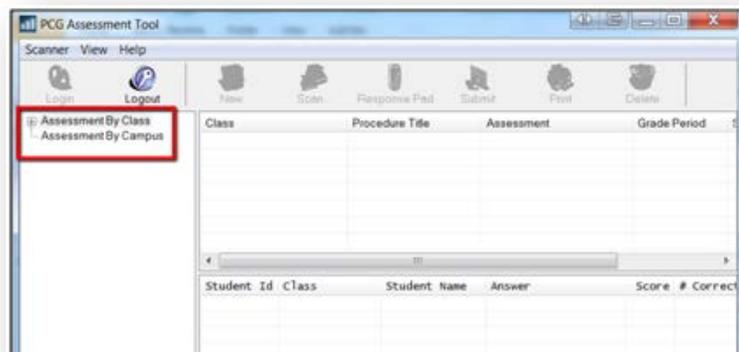
Submit – Send the data to EdPlan™ database

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



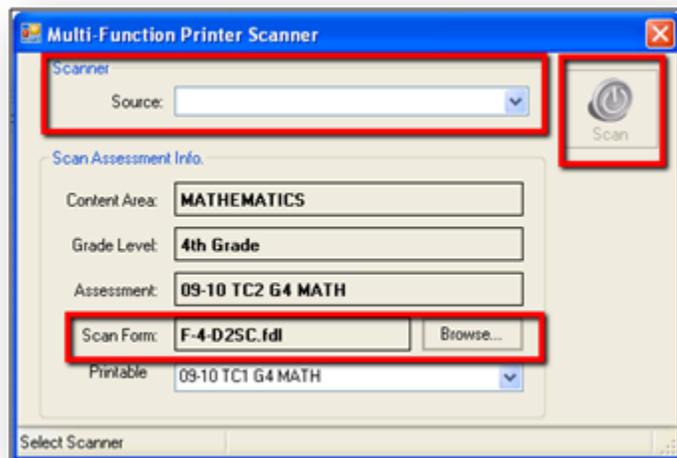
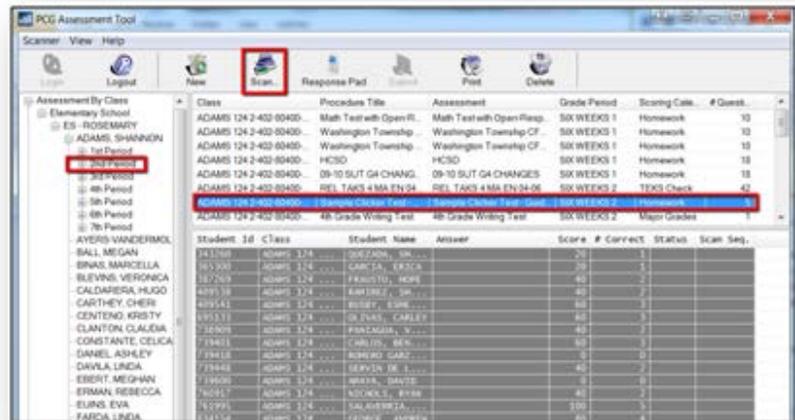
The navigation tree on the left side of the screen will display two scanning options:

- **Assessment by Class** – scanning all “like” tests for one class together
- **Assessment by Campus** – scanning all “like” tests for one campus together



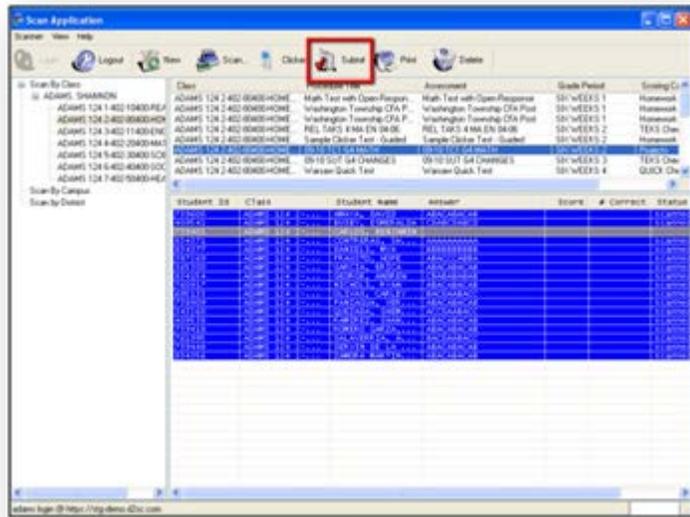
Assessment by Class

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

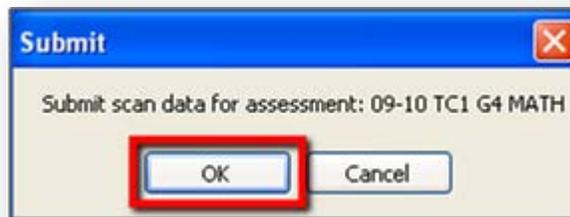


As the answer sheets are scanned, rows will turn blue. When all sheets have been scanned, close the window by clicking on the 'x'.

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



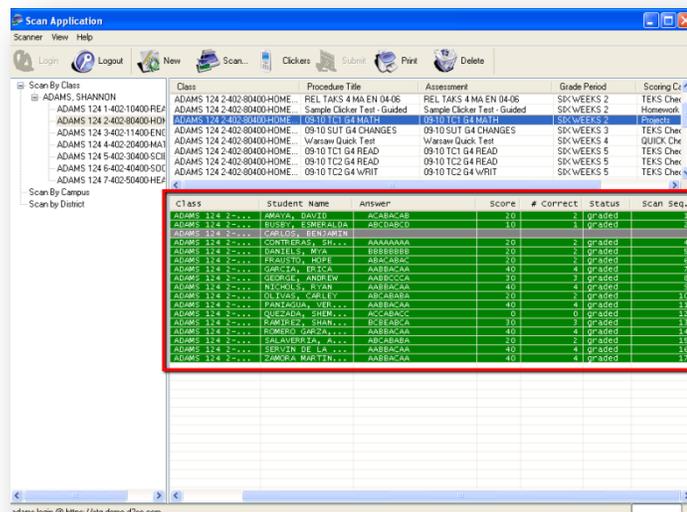
- A confirmation message will appear. Click 'OK' to submit or 'Cancel' to cancel.



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

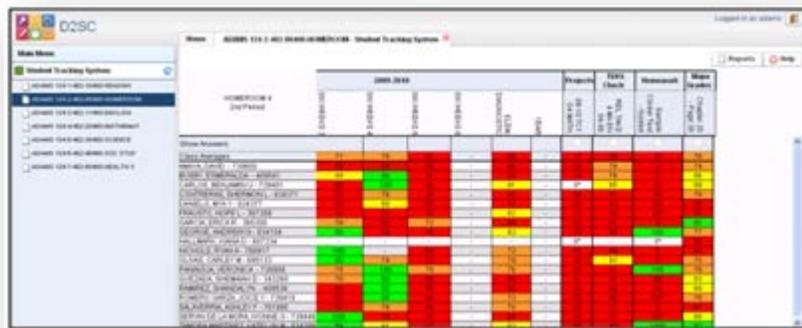
When the tests have been graded, the rows will turn green and the scores will show in the **Score** column.

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



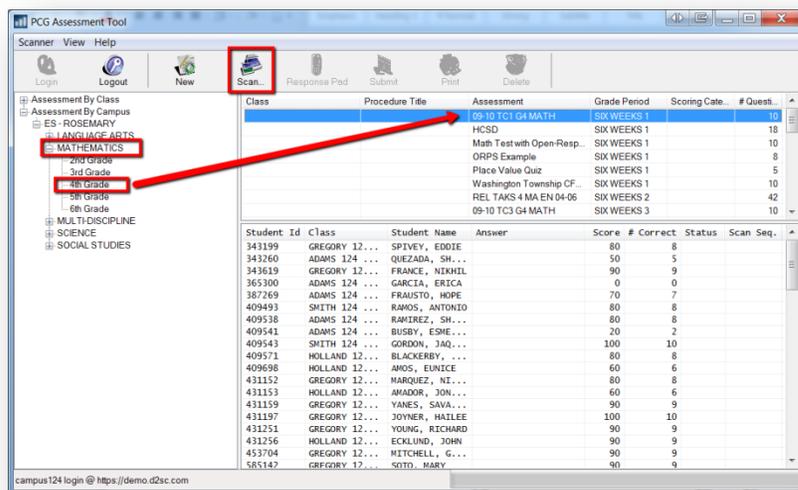
Note:

- 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

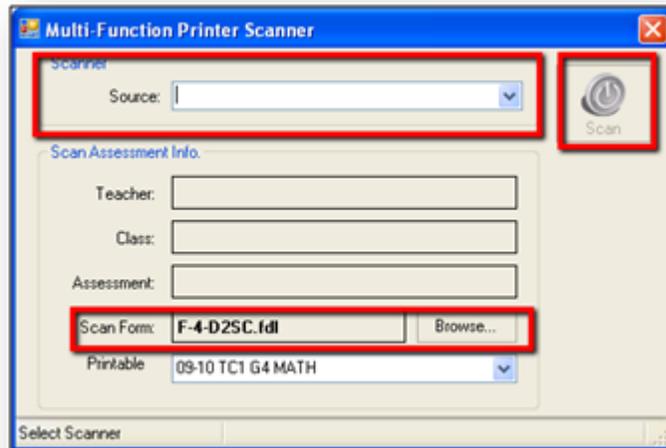


Assessment by Campus

1. In the navigation tree on the left, double-click **Assessment by Campus** to expand this section.
2. Click on the '+' sign for the campus to expand the campus section.
3. 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.



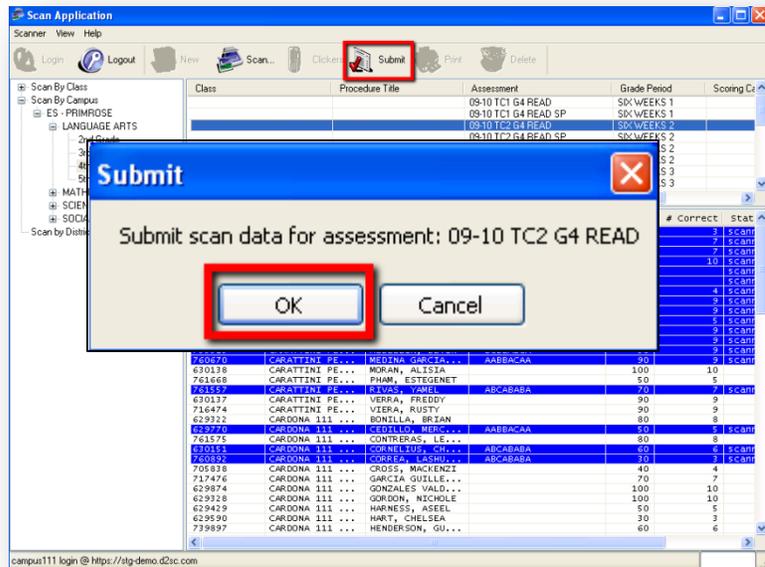
6. In the dialog box that opens,
 - a. Choose the scanner from the drop-down list. For Brother Scanners, be sure to choose the TWAIN (TW) option.
 - b. In the dialog box that opens, browse to select the correct **Scan Form**. Be sure it is the same form as the printed form.
 - c. Click the **Scan** button.



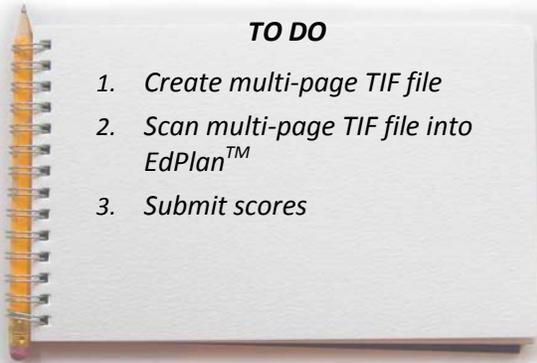
As the answer sheets are scanned, rows will turn blue. When all sheets have been scanned, close the window by clicking on the 'x'.

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

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



Scanning from a Multi-Page TIF File

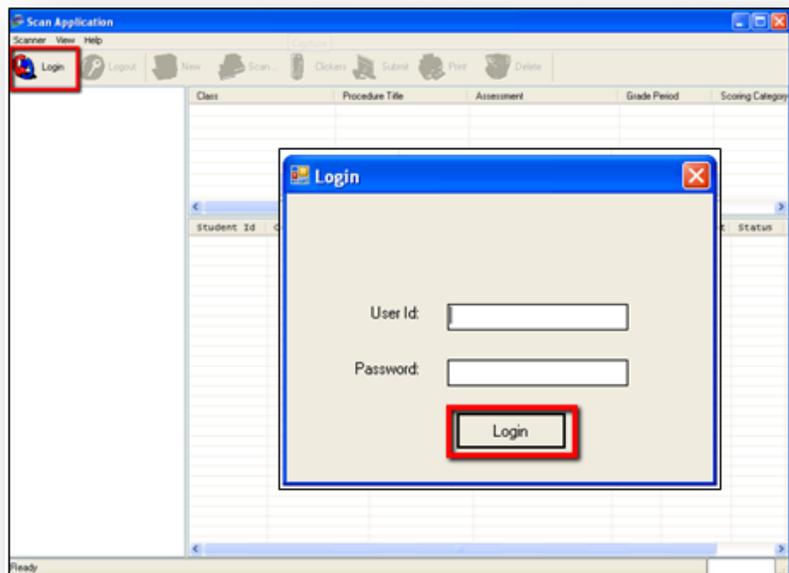


EdPlan™ Terms

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

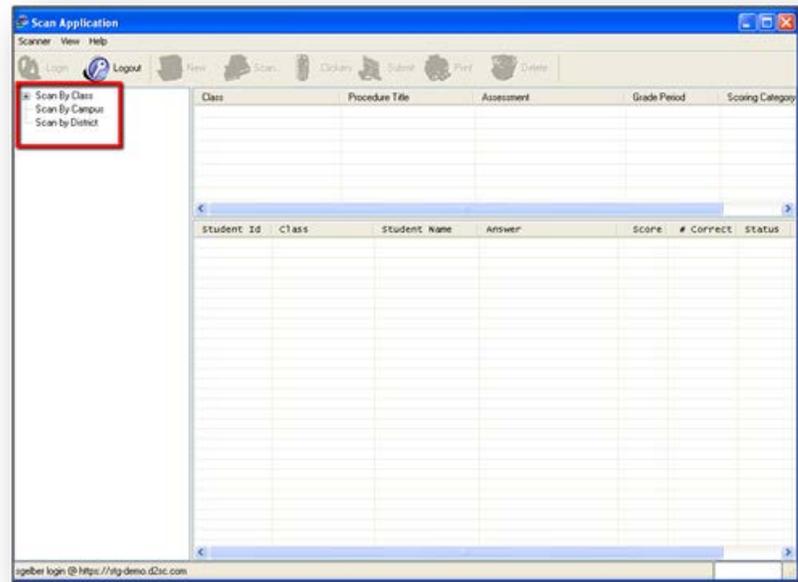
Submit – Send the data to EdPlan™ database

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



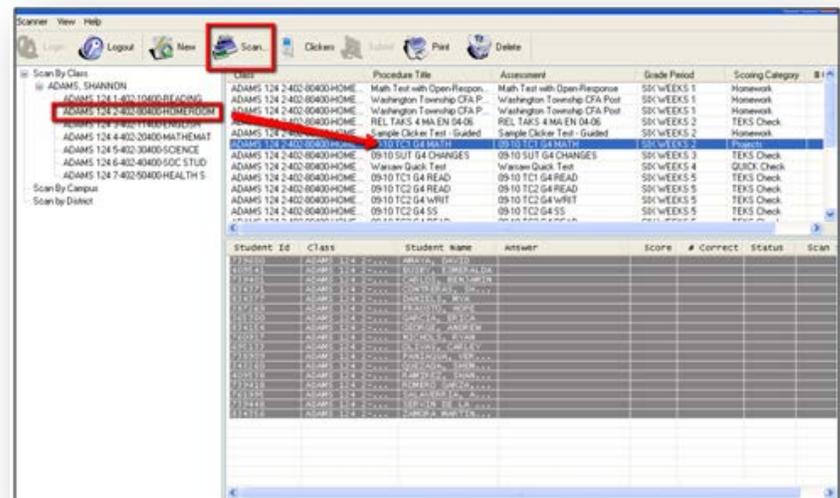
The navigation tree on the left side of the screen will display three scanning options:

- **Scan by Class** – scanning all “like” tests for one class together
- **Scan by Campus** – scanning all “like” tests for one campus together

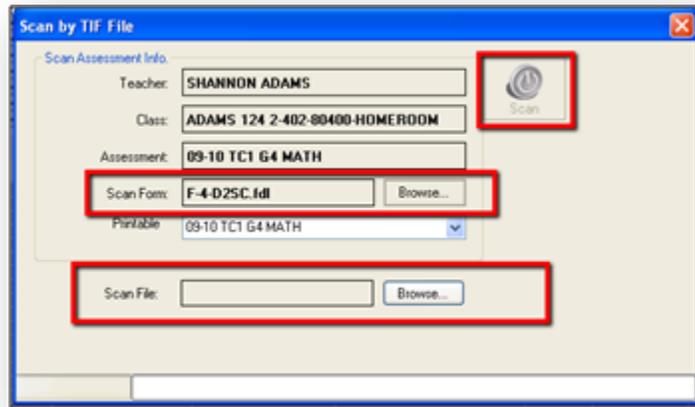


Scan by Class

1. In the navigation tree on the left, expand the **Scan by Class** section by clicking on the ‘+’ sign.
2. 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.
3. Click on the test to scan, and then click the **Scan** button.

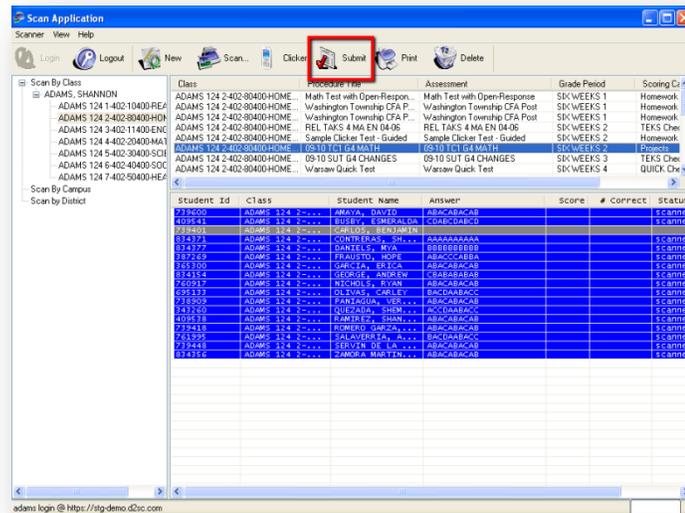


4. In the dialog box that opens:
 - a. Browse to select the correct **Scan Form**. Be sure it is the same form as the printed form.
 - b. Click the **Browse** button to find the saved TIF file for this test.
 - c. Click the **Scan** button.



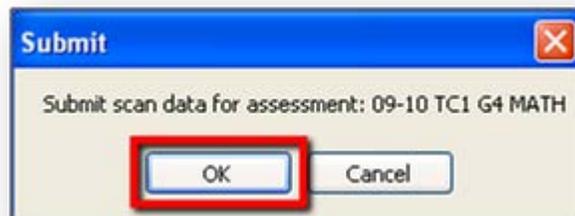
As the answer sheets are scanned, rows will turn blue. When all sheets have been scanned, close the window by clicking on the 'x'.

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



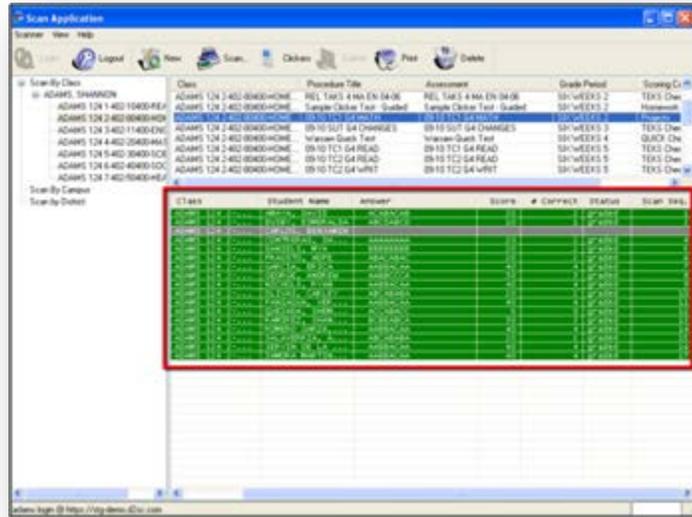
6. A confirmation message will appear. Click 'OK' to submit or 'Cancel' to cancel.

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



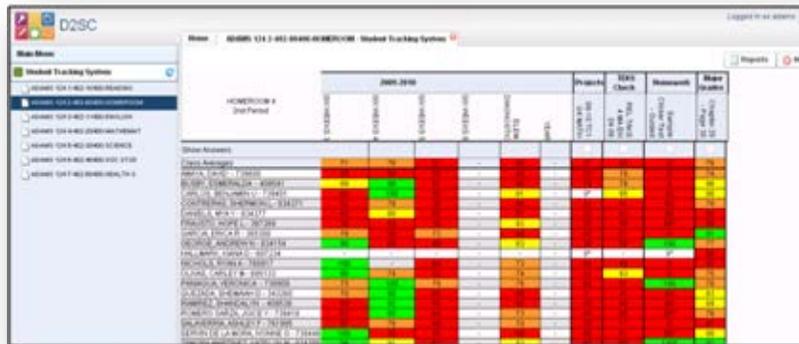
When the tests have been graded, the rows will turn green and the scores will show in the **Score** column.

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



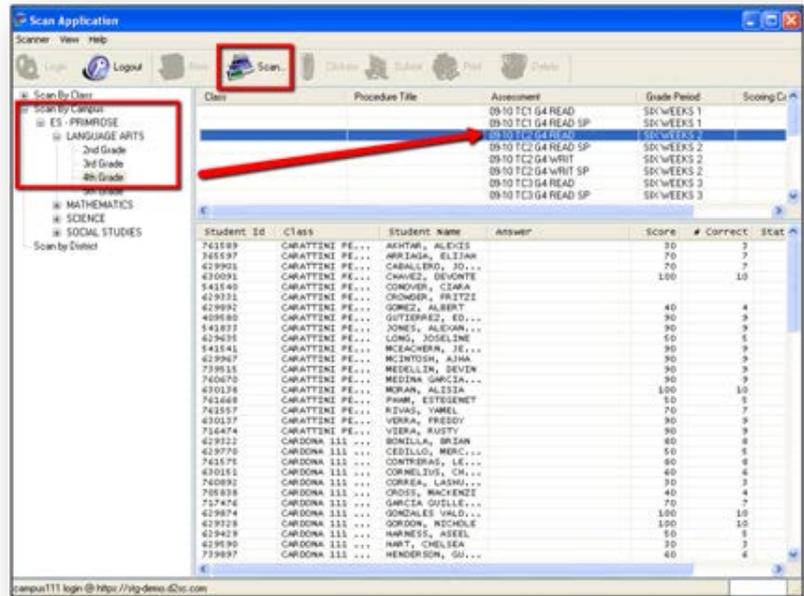
Note:

- 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.

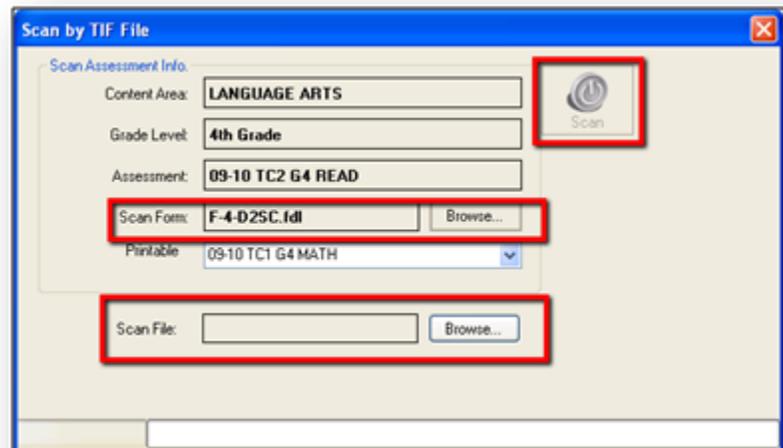


Scan by Campus

1. In the navigation tree on the left, double-click **Scan by Campus** to expand this section.
2. Click on the '+' sign for the campus to expand the campus section.
3. 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.

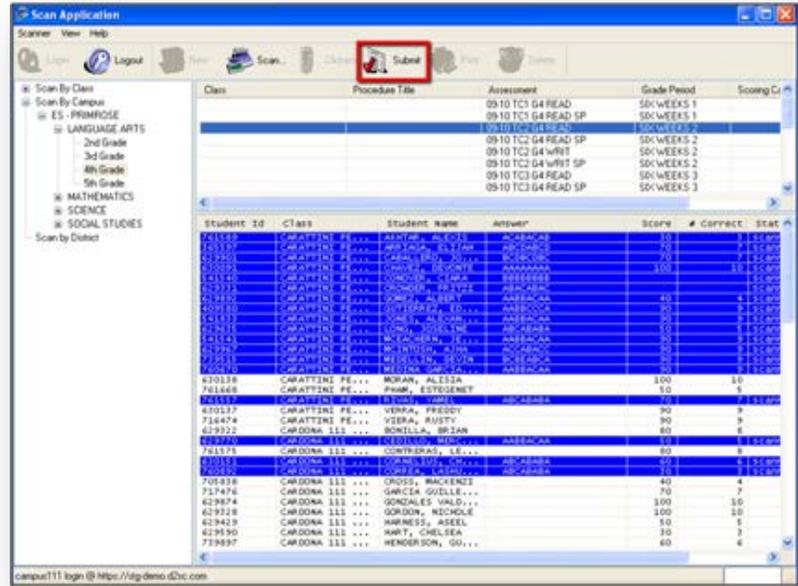


6. In the dialog box that opens:
 - a. Browse to select the correct **Scan Form**. Be sure it is the same form as the printed form.
 - b. Click the **Browse** button to find the saved TIF file for this test.
 - c. Click the **Scan** button.



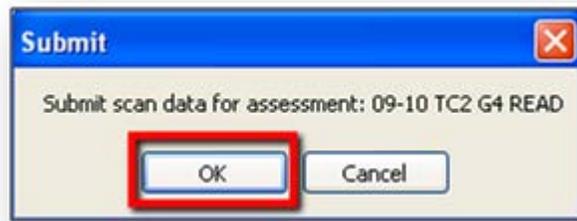
As the answer sheets are scanned, rows will turn blue. When all sheets have been scanned, close the window by clicking on the 'x'.

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



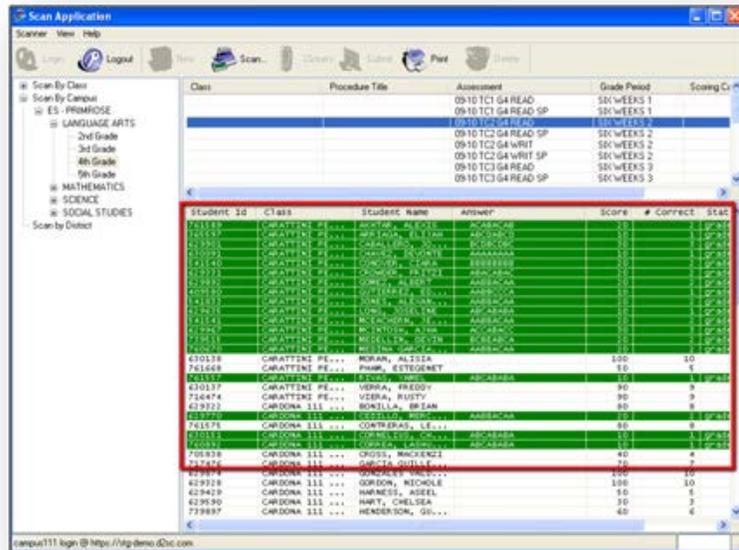
8. A confirmation message will appear. Click 'OK' to submit or 'Cancel' to cancel.

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



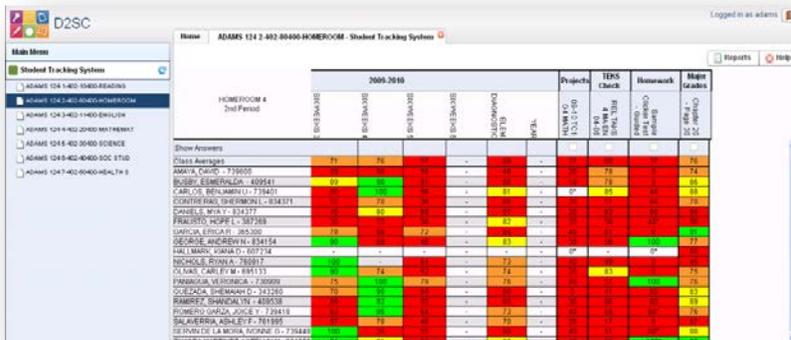
When the tests have been graded, the rows will turn green and the scores will show in the **Score** column.

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.



Show Answers	2009-2010						Projects	IBIS Check	Homework	Mean Grades
	SPRING 2010									
Class Averages	71	76	83	83	83	83	83	83	76	
AMYIA CASO - 773022	72	72	72	72	72	72	72	72	72	
BUSBY, ESMERALDA - 609541	78	78	78	78	78	78	78	78	78	
CARLOS BENJAMIN J. - 779420	88	88	88	88	88	88	88	88	88	
CONTRERAS, CHEROKEE - 7814371	78	78	78	78	78	78	78	78	78	
CANDELE, MYA Y. - 834377	83	83	83	83	83	83	83	83	83	
FRANCO, HOPE L. - 807268	72	72	72	72	72	72	72	72	72	
JAYSON, ERIC P. - 885369	77	77	77	77	77	77	77	77	77	
GEORGE, ANDREW N. - 834124	83	83	83	83	83	83	83	83	83	
SARILIMAN, KIMMY T. - 657778	77	77	77	77	77	77	77	77	77	
NICHOLS, RYAN A. - 780817	77	77	77	77	77	77	77	77	77	
OLIVIA, CAROL M. - 895113	78	78	78	78	78	78	78	78	78	
FRANCISCA DE ROSA - 700899	75	75	75	75	75	75	75	75	75	
QUEZADA, SHEKHAN D. - 932283	70	70	70	70	70	70	70	70	70	
RAMIREZ, SHANITA TN - 489538	77	77	77	77	77	77	77	77	77	
ROMERO GARCIA, ANICE T. - 779418	77	77	77	77	77	77	77	77	77	
SALAZAR, ADRIAN F. - 791895	78	78	78	78	78	78	78	78	78	
SEBASTIAN DE LA ROSA, ROSAN D. - 779443	77	77	77	77	77	77	77	77	77	
MARIA ANGELES LACELIN M. - 834151	77	77	77	77	77	77	77	77	77	