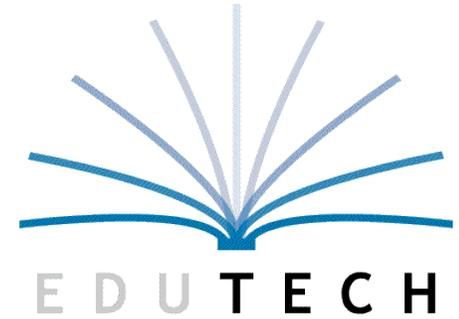


Regents & NYSITELL Scanning



Educational
Technology Service
Genesee Valley
Wayne-Finger Lakes

Objectives



- Discuss NYSITELL Scanning
- Go over the scanning process for both NYSITELL & Regents from beginning to end
- Increase your familiarity with the process and equipment

Disclaimer



- ❑ We will be discussing and going over items that pertain to the processing of the NYSITELL assessment
- ❑ Any questions regarding the administration of, contents, or reason for change will need to be directed to SED.

Agenda



❖ **New - NYSITELL Scanning**

- ❖ Considerations/Discussion
- ❖ System Updates
- ❖ Q&A

❖ **Scanning Process (*NYSITELL & Regents*)**

- ❖ Teleform Workstation Overview
- ❖ Receive Answer Sheets (Regents)
- ❖ Download Answer Sheets (NYSITELL)
- ❖ Retrieve Forms From FTP
- ❖ Form Import (Teleform Designer)
- ❖ Scanner Setup
- ❖ Scan Answer Sheets (Teleform Scan Station)
- ❖ Process Scanned Forms (Teleform Reader)
- ❖ Verify Assessments (Teleform Verifier)

❖ **Processing Scanned Files**

- ❖ File Management
 - ❖ File location
 - ❖ File naming

❖ **Loading Files To ASAP (*NYSITELL & Regents*)**

- ❖ Accessing ASAP
- ❖ Loading .CSV & .RLD Files

❖ **Scanning Demo**

❖ **Q&A**

NYSITELL Scanning

What's New – NYSITELL Scanning



What: New answer sheet format that is scanned (like regents assessments)

When: Beginning February 2018

Items To Note:

- Very similar to Regents Scanning
- NYSITELL is a one page assessment & Regents is a two page assessment

Discussion Starters:

- How is regents scanning currently done at your district?
- Who will be the contact person for NYSITELL Scanning?

New Level 0 Permissions:

- Access forms need to be filled out and turned in for access to NYSITELL data

New Level 0 Permissions



<https://www.edutech.org/resources/data-warehouse/reporting-tools>

Notice the new permissions on the Level 0 access form. These permissions will need to be updated for anyone that will need access to NYSITELL data in Level 0.

Please provide access to the following (Select the appropriate security level for each):

Level 0:

	No Access	Read	Write	Lock
HR Staff Snapshot Data (Used for TSDL and BEDS PMF data collections)				
HR Staff Assignment Data (Used for TSDL and PMF data collection)				
HR Staff Evaluation Data				
HR Staff Tenure				
HR Staff Attendance				
Student Basic (Demographics and Enrollment)				
Student Program Services <input type="checkbox"/> FRPL				
Student Course (CIA, SCEE, SSC)				
Student Assessment (Assmt Fact, Assmt Acc Mod)				
Student Attendance (Day Calendar, Stu Daily Attend)				
Student Special Ed (SE Event, SE Snapshot)				

ASAP - Regents ASAP - NYSITELL FTP Site



NYSITELL II

New York State Identification Test For English Language Learners

Administer Level II within 10 days of enrollment as follows:
Grade K from February 1 to June 30, Grade 1 from July 15 to January 31

Level II
Answer
Sheet
Grades
K-1

Student _____ Grade K 01

District _____ School (if placed) _____

IEP or 504 Plan Accommodations
(Fill in as many as apply.)

Flexibility in scheduling (timing N/A)

Flexibility in setting

Method of presentation
(excluding Braille, Large type, Test read)

Other

Large type

Test read

Date Tested (MMDDYYYY)

0																			
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			

Tested but unable to answer any questions

Listening

Reading

Writing

Speaking

Reason Not Tested

Administrative Error

Use a No. 2 pencil or blue or black ink. Make no stray marks. Shade circles completely as shown here: ○ ● ○ ○ ○ To change an answer, cross out first choice and fill in new choice: ○ ✕ ○ ●

Listening

- A B C
- A B C
- A B C
- A B C
- A B C
- A B C
- A B C
- A B C
- A B C
- A B C

PRINT Listening Transcriber's Name: _____

Reading

- A B C
- A B C
- A B C
- A B C
- A B C
- A B C
- A B C
- A B C
- A B C
- A B C

PRINT Reading Transcriber's Name: _____

Writing

- 0 1
- 0 1 2
- 0 1 2
- 0 1 2 3 4

PRINT Writing Scorer's Name: _____

Speaking

- S1. 0 1
- S2. 0 1 2
- S3. 0 1 2
- S4. 0 1 2
- S5. 0 1 2
- S6. 0 1 2

PRINT Speaking Scorer's Name: _____

If the student's name isn't pre-printed on the line at the top, write it on the line AND write the local STUDENT ID in this box.

Local Student ID _____



N Y 9 9 0 1 0 1 0 0 0 0

19002



Do not write on bar code

Sample NYSITELL Answer Sheet

The Scanning Process

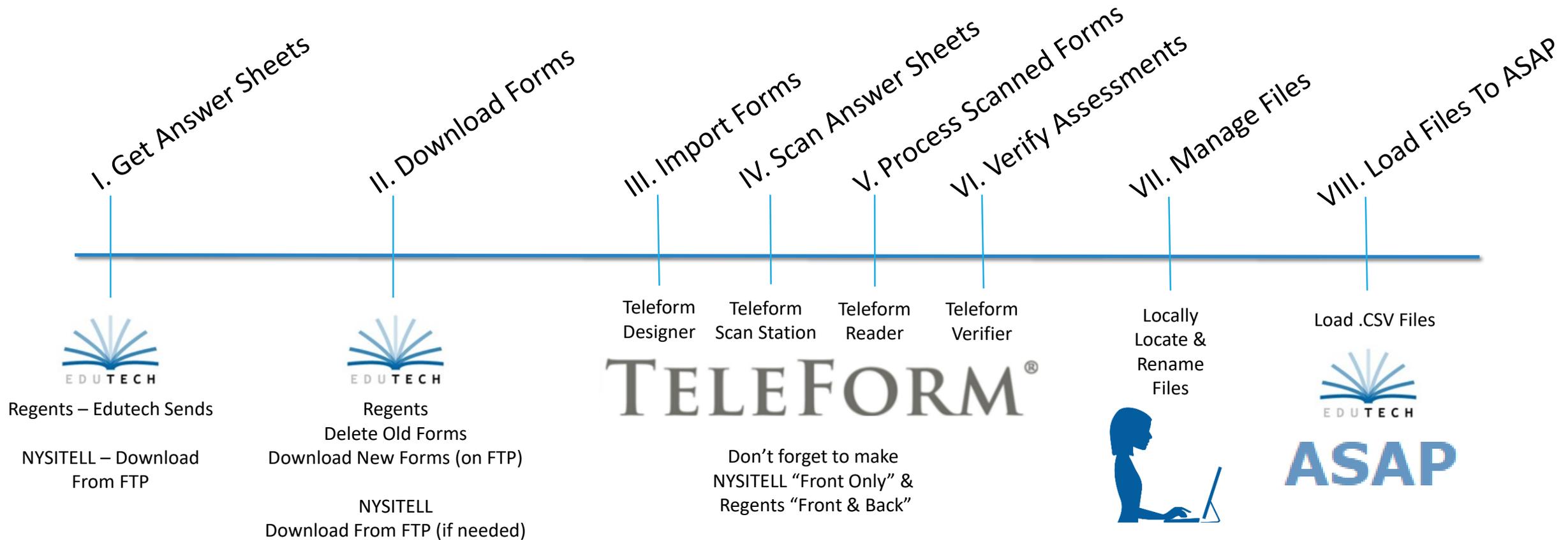
Teleform Workstation Overview



Although additional modules are included in your workstation license, the modules used during the Regents & NYSITELL scanning process are listed below:

Designer	The Designer module provides a user interface to build form templates.
Scan Station	Scans forms into batches that are processed by the Reader and Verifier modules.
Reader	Processes the scanned forms, interpreting the fields on the form.
Verifier	Allows correction of any errors detected in the Reader. Corrected records are written to the 'Export' file.

Scanning Process *(Regents & NYSITELL)*



Receive Answer Sheets (Regents)



As soon as pre-printed answer sheets are received from EduTech, make sure that pre-printed answer sheets are included for the students in all courses who will be taking Regents Exams that will be scanned.

If any assessments are missing please contact EduTech Support as soon as possible to have answer sheets sent to the district.

DO NOT copy blank answer sheets to distribute to multiple students. Answer sheets are bar coded and matched up according to unique numbers on each answer sheet.

Download Answer Sheets (NYSITELL)



NYSITELL Answer Sheets will be downloadable from the FTP Site.

1. Every District & NYSITELL Level will have its own answer sheet
2. NYSITELL answer sheets will be one sided (regents are two sided)
3. Student Name & ID will be manually entered on each answer sheet

Retrieve Forms From FTP Site



Answer sheet templates, also referred to as “forms,” will be posted on the EduTech FTP Site and must be downloaded onto the scanning workstation and loaded into Teleform. You will receive an email notification when Regents & NYSITELL forms are ready on the EduTech Test Scoring FTP site.

Before downloading the current forms, you will want to remove all older templates from the folder. The filename of each template form includes a date that will indicate the test administration period for which the forms are applicable; you should move or delete all out-of-date templates.

New Form Import



After downloading new forms off of the EduTech FTP site, you need to import them into the Teleform Designer module.

Regents Form Import:

You will need to import new templates for every regents assessment and administration.

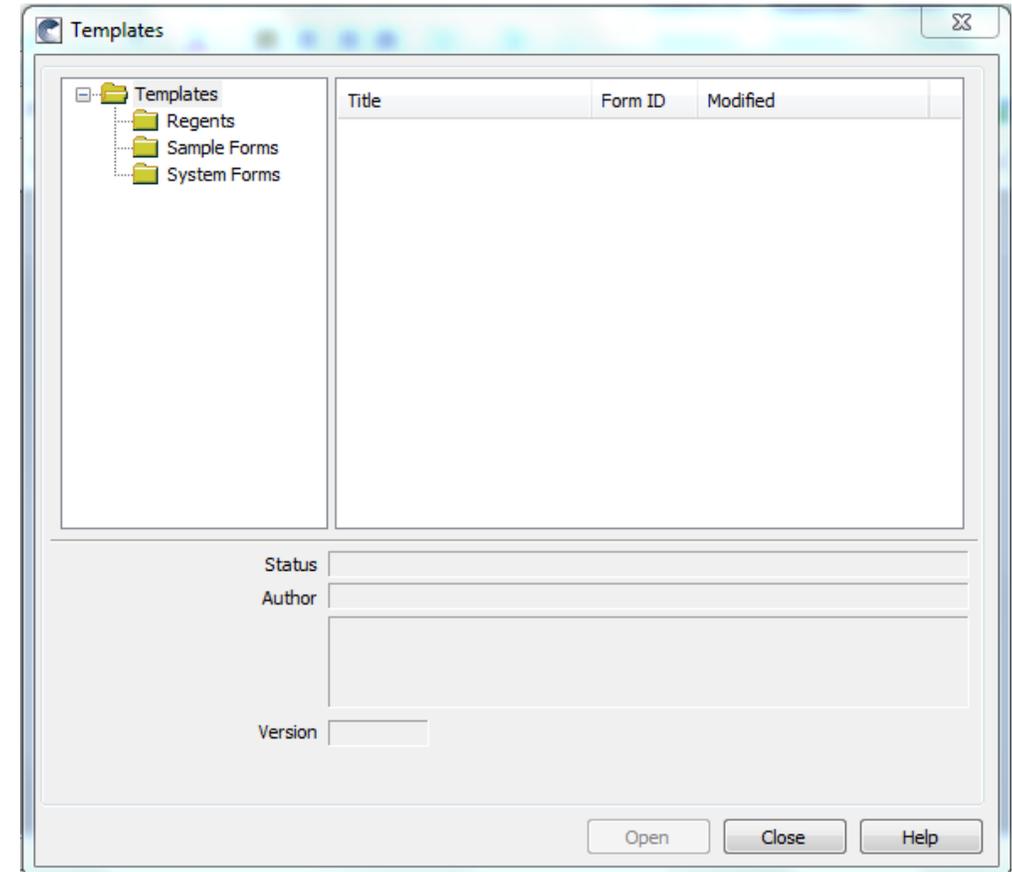
NYSITELL From Import:

These templates will not need to be imported for each administration

New Form Import Directions



1. Open Teleform Designer
2. File > Templates (templates screen opens showing template folders)
 - You will want to delete any old forms from the *Regents* folder before importing the new forms.

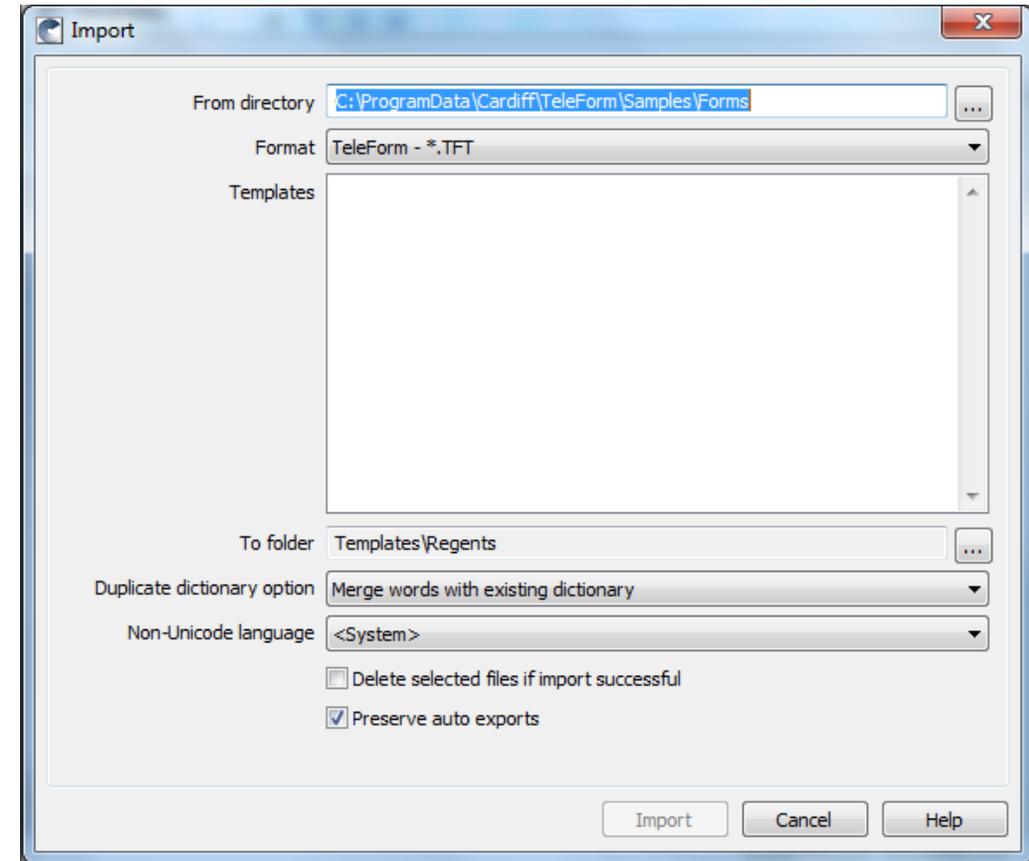
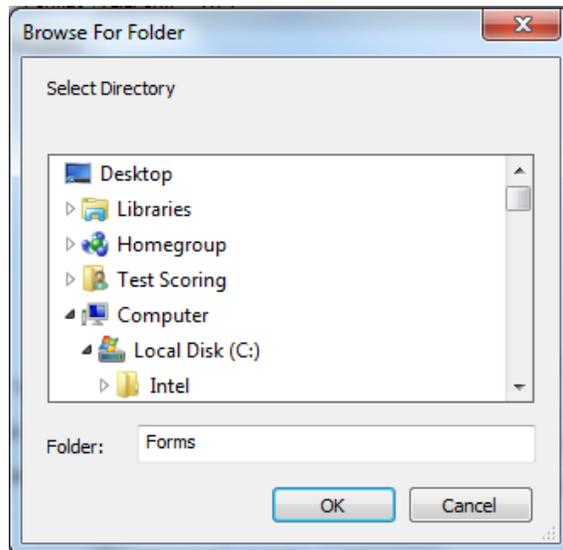


New Form Import Directions



3. Right click on the *Regents* folder. Select **Import** (the Import window opens)

4. Click on the **Browse** button next to the 'From directory' text box (the browse for folder window displays).

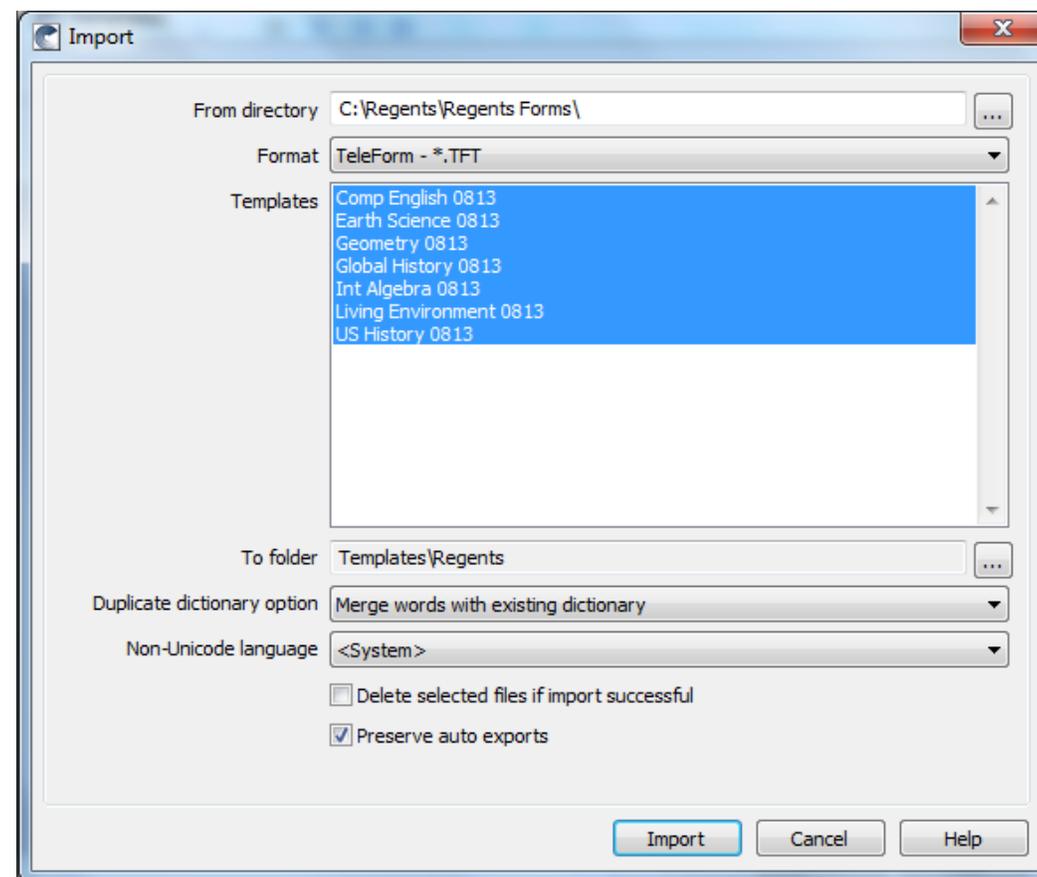




New Form Import Directions

5. In the Browse for Folder window, navigate to and select the folder where the forms were saved when downloaded off of the EduTech FTP server. Click 'OK'.

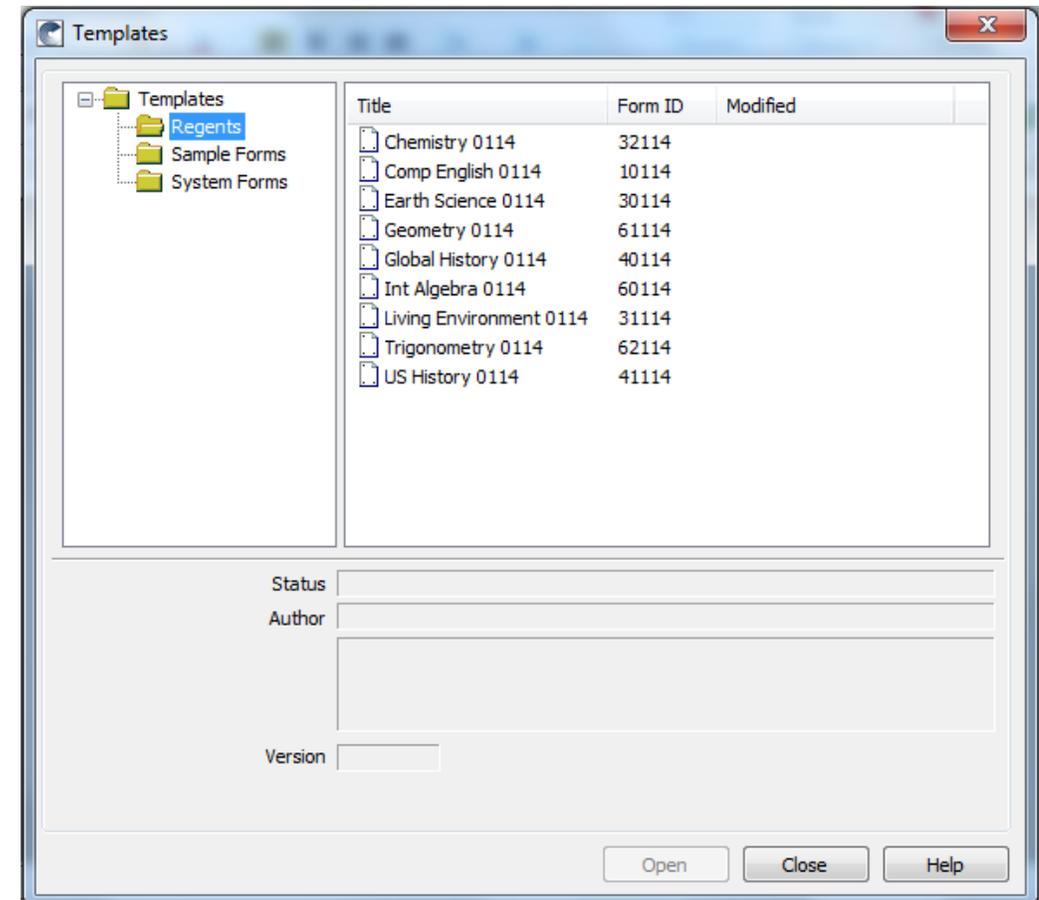
6. Make sure that **TeleForm - *.TFT** is selected in the 'Format' drop-down list. All templates saved in the selected folder will now display in the 'Templates' list in the Import window. Select the files you wish to import. (HINT: You can select multiple files a one time by holding down the CTRL key and selecting the files.)



New Form Import Directions

7. Once you have selected the desired templates, click **Import**. The imported files will show in the Templates window.

8. Click **Close**.



Scanner Setup

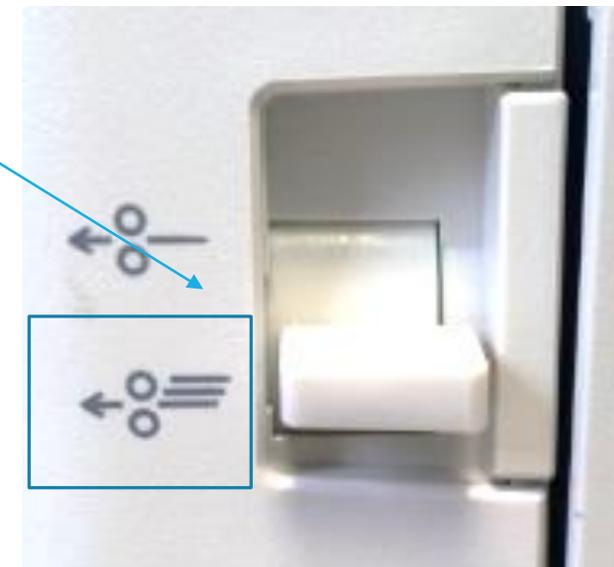
Scanner Setup



Before starting the scanning process, you want to ensure that your scanner is set up correctly. To do so, check the following:

- Ensure that the scanner is plugged in with the power turned on.
- Ensure that the scanner is connected to the workstation computer with the USB cable.
- Make sure that the stack control lever is set to pull multiple pages. This switch is located below the power light indicator. The toggle should be down for this setting.
- Open the scanner trays for feeding and collecting the answer sheets. Make sure that the bottom tray – for feeding the answer sheets into the scanner – is set for the width of the answer sheets.

NOTE: Your scanner can only scan 100 sheets in a single batch. If you need to process more than 100 sheets for an exam, break the batch into sections of 100 sheets or less and load the first section. You will be able to scan multiple sections into one batch.



Scanning With Scan Station

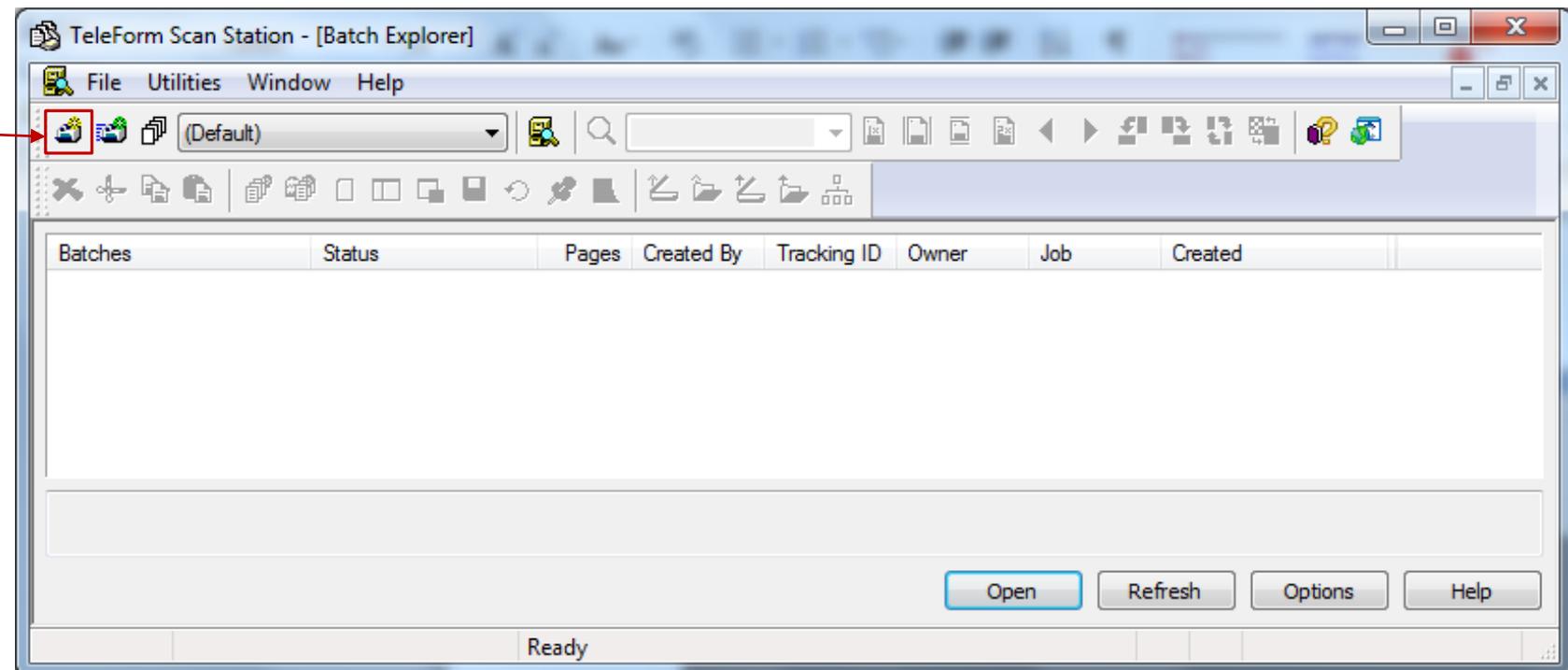
Scanning With Scan Station



Once you have reviewed the answer sheets and verified that your scanner is set up correctly, you can begin the scanning process. To do so:

1. Open **Scan Station**.

2. Click the **New Batch** icon on the top left-hand side of the screen and a new batch window will appear.

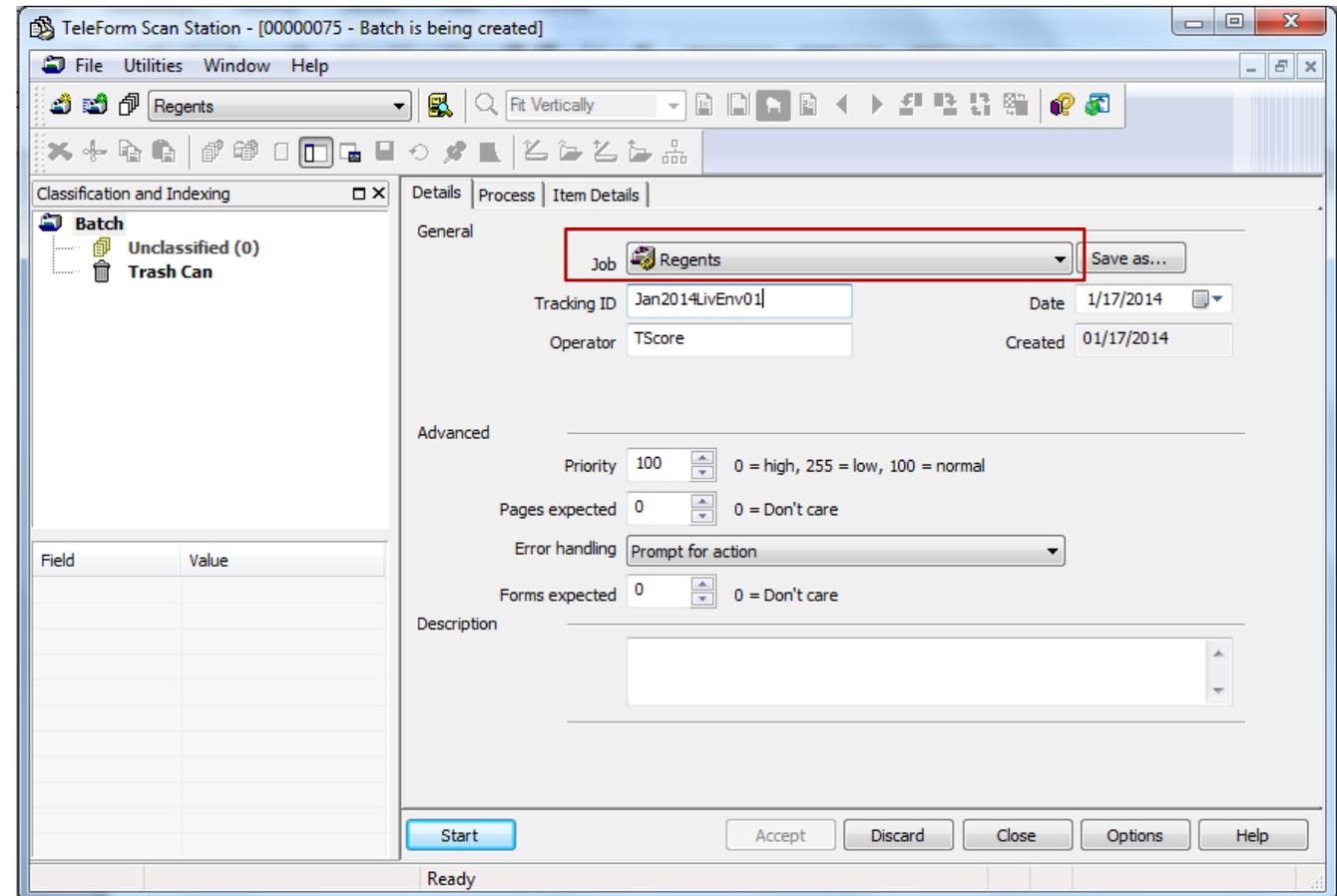


Scanning With Scan Station



3. Under the **Details** tab complete the following:

- Select **Regents** in the 'Job' drop-down list for **both Regents and NYSITELL Scanning**
- Enter a name for the job in the 'Tracking ID' window. The name should help identify the batch by including the test name and date. An example would be "Jan2017LivEnv01".
- Enter a user name in the Operator window. The user name will default to the login name for your workstation.



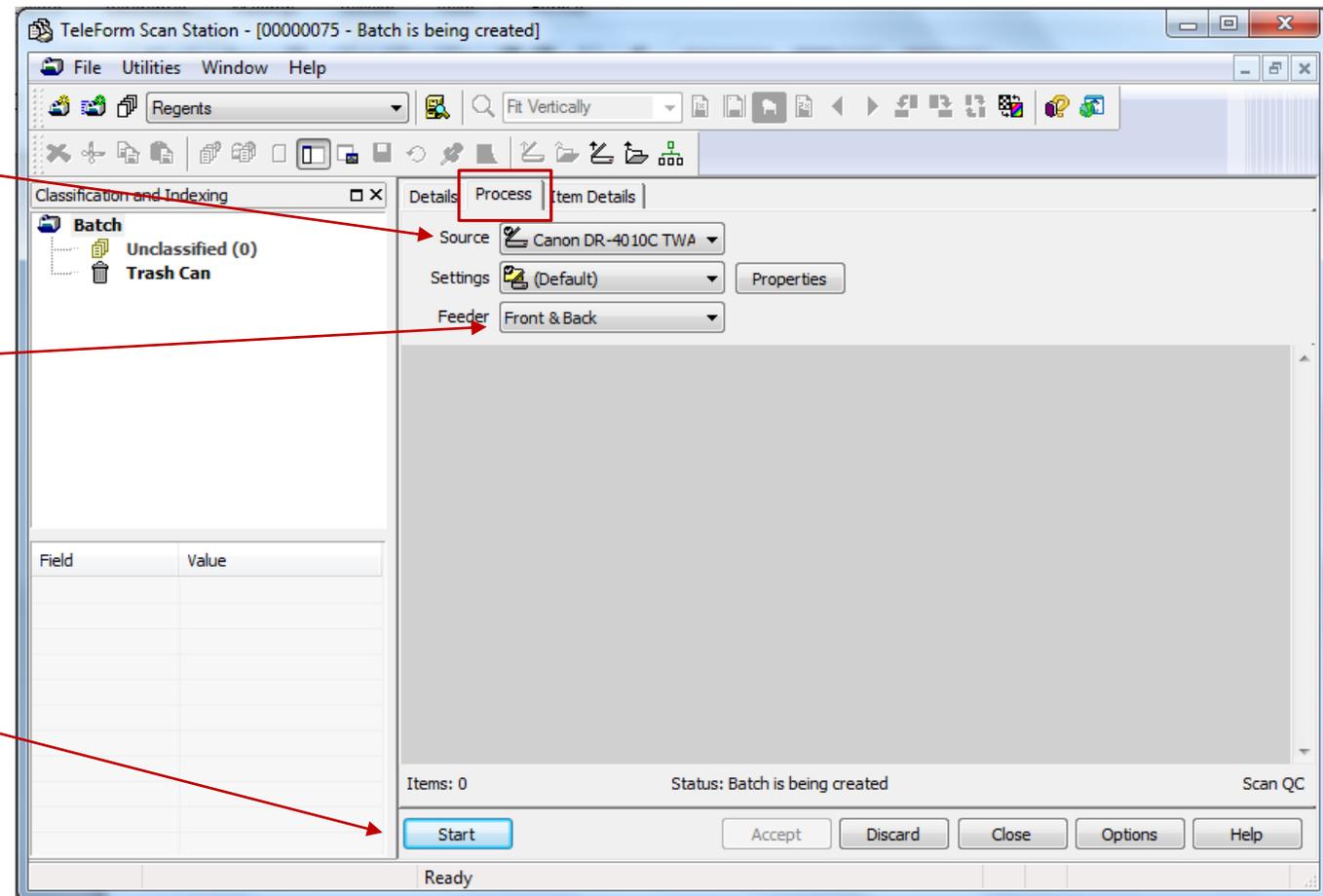
Scanning With Scan Station



4. Click the **Process** tab and complete the following:

- Select your Canon scanner from the 'Source' drop-down list.
- Make sure that **Front & Back** is selected in the 'Feeder' drop-down list for **both Regents & NYSITELL Scanning**

5. Click the **Start** button. The scanner will begin scanning, displaying as they are scanned.



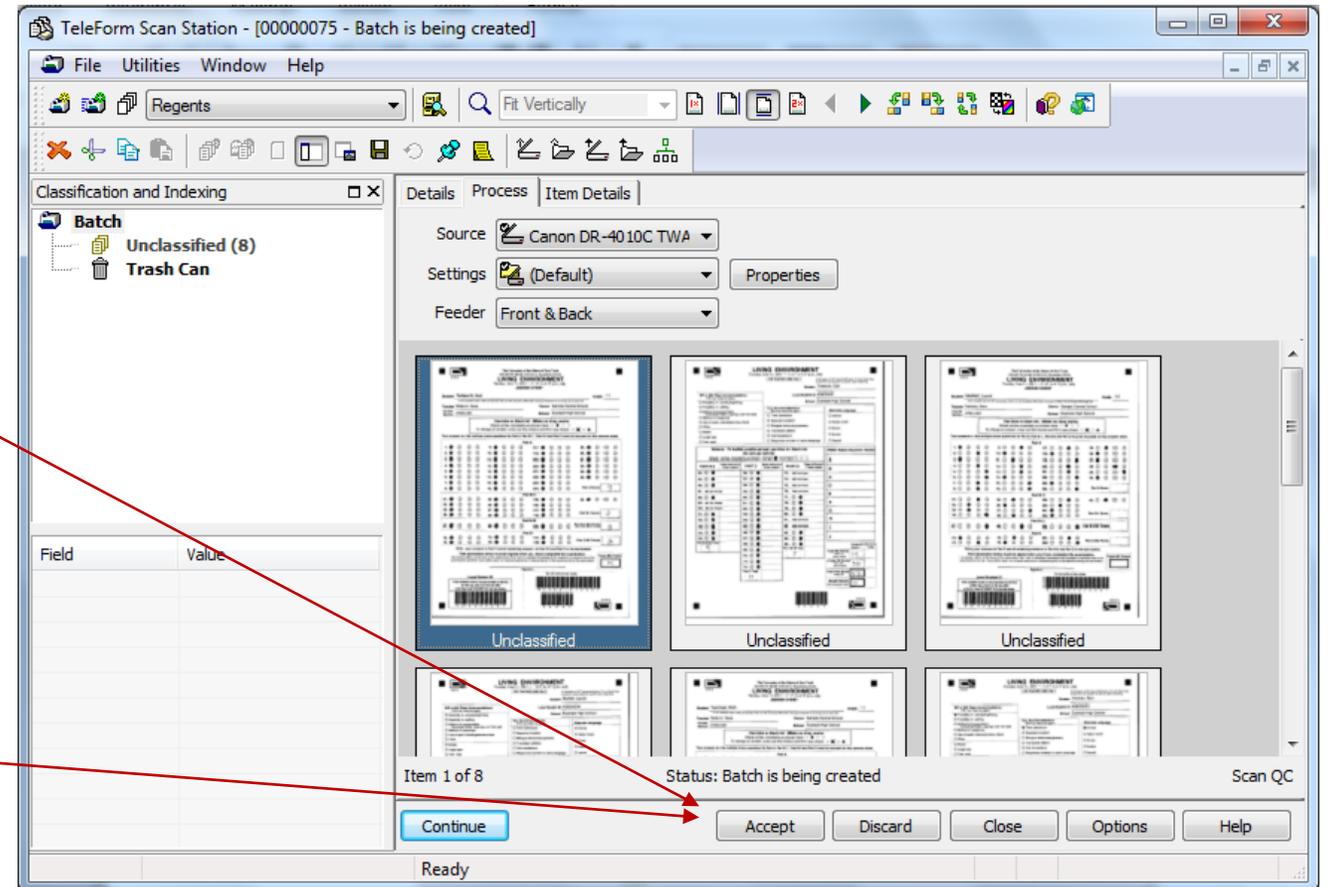
Scanning With Scan Station



6. When scanning is finished, complete one of the following:

- If you have scanned all answer sheets for the assessment, click the **Accept** button
- If you are processing more than 100 sheets and have an additional batch (or batches) to scan, place the next batch of answer sheets in the scanner and click **Continue**. Repeat this process until all answer sheets are scanned and then click **Accept**.

7. Open **Teleform Reader**

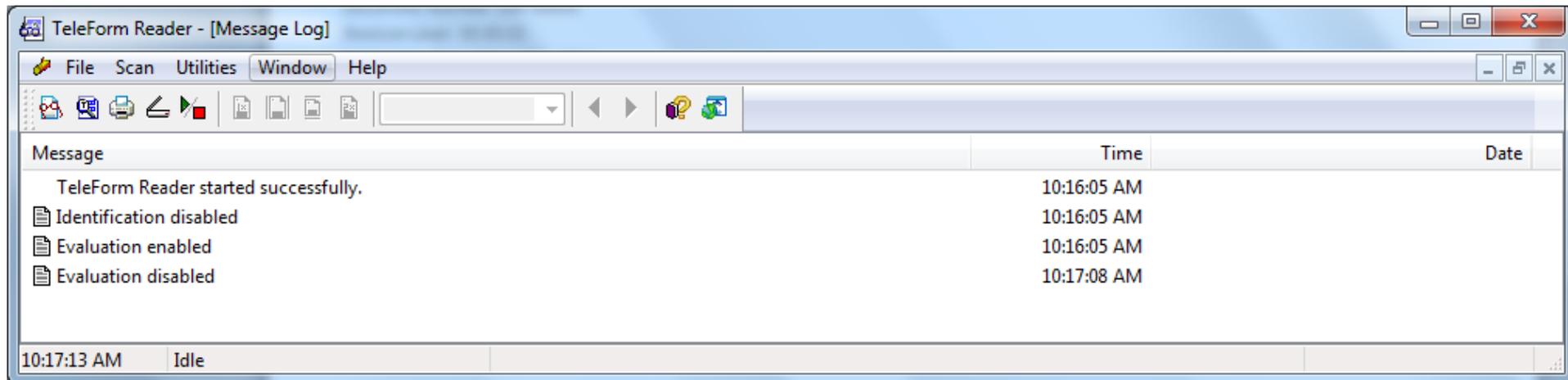


Teleform Reader

Teleform Reader



The Reader module must run after scanning to ensure that the scanned answer sheets are interpreted and processed correctly. If the Reader module was opened and enabled when you selected the **Accept** button in the Scan Station module, it will read images automatically. As the module processes the images, the status of the Reader will change in the status bar at the bottom of the window.



The Reader will just keep reading images in the batch until the end. No user action is necessary. Once all answer sheets are read you can close the Reader module. If you are going to scan answer sheets for another Regents exam you can leave the module open.

Teleform Verifier



Teleform Verifier

To review the scanned answer sheets, Open **Teleform Verifier**. There are two ways to view data in the Verifier: Batch Management and Image Management. Both options are available under the Utilities menu.

The 'Batch Management Dialog' displays when select **Utilities>Batch Management Dialog**. It shows all batches that processed through the Reader, including the number of pages scanned, the number of sheets that need review, and the status of the batch. The status of the batch will show if it is being evaluated by the Reader, ready for correction, ready to be committed, or completed.

In the Batch Management Dialog box, you can verify that the number of answer sheets scanned match what was tallied before scanning using the Scan column. The Scan column displays the number of files, or images, created for a batch.

The screenshot shows the 'Batch Management Dialog' window in TeleForm Verifier. The window has a menu bar (File, Options, Utilities, Window, Help) and a toolbar with various icons. The main area contains a table with the following data:

Batch	Scan	Eval	Need Review	Eval OK	Unclassified	Priority	Status	Tracking ID	Owner	Job
Non-Batch Images			0	0	0	100	Ready for correction			
Research			0	0	0	100	Ready for correction			
00000075	8	8	0	0	8	100	Ready for extraction QC	Jan2014LivEnv01	All	Regents
00000076	6	6	2	1	0	100	Ready for correction	Jan2014Chem01	All	Regents

On the right side of the dialog, there are several buttons: Process, Auto-Assign, Properties, Refresh, Options, and Help.

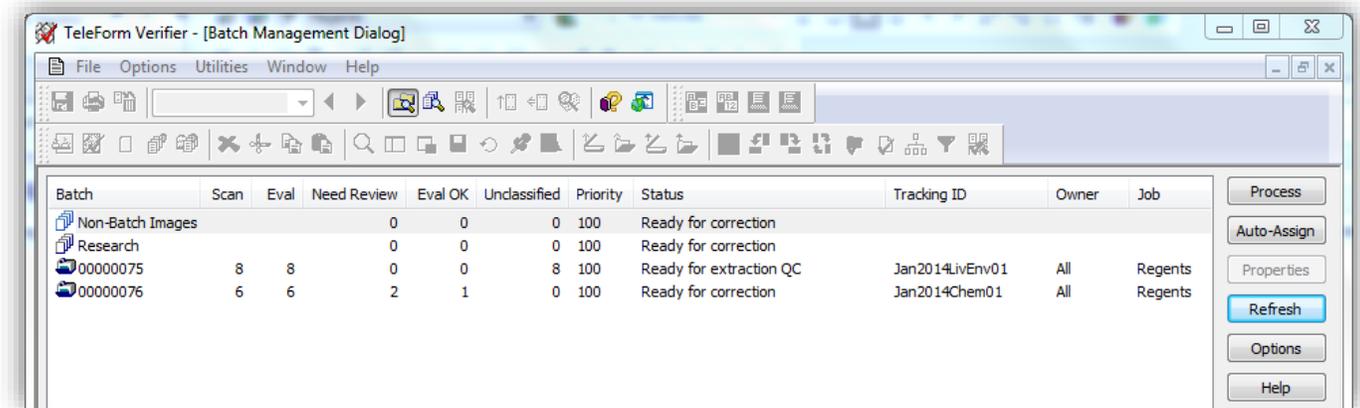
Teleform Verifier

NOTE: You may notice an asterisk (*) next to the Batch number. The asterisk generates when the number of pages expected, as you may have entered under the Details tab in the Scan Station module (see section 6.4.2), do not match the actual number of pages scanned.

The 'Image Management Dialog', available by selecting **Utilities>Image Management Dialogue**, shows all images waiting correction for a form. This view is usually used when an answer sheet is bookmarked due to missing scores or to update unclassified answer sheets.

To correct errors in a batch:

1. Navigate to the Batch Management Dialog; double click on a batch for which there are pages that Need Review.
2. The Verifier will display an image of the answer sheets that need correction. The items in question will be highlighted.





Corrected Responses

Many of the responses needing review in Verifier result from a student and/or teacher bubbling in one answer and then changing or correcting that answer.

In these instances, Teleform may also highlight a '**best guess**' for the item response.

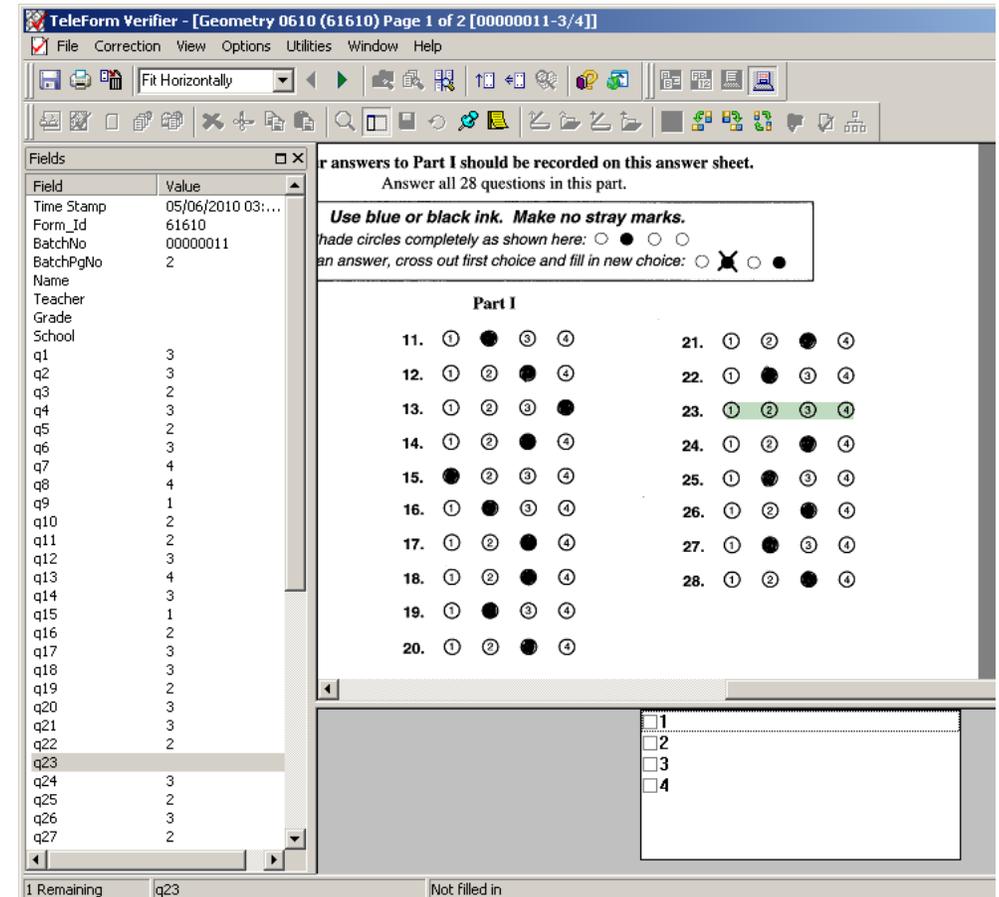
1. If the Teleform best guess is correct, you can click the Tab button to accept the Teleform choice and move on to the next item response in question.
2. If the best guess is not correct, you can change the value by clicking in the correct multiple choice option in the image itself or by selecting the desired check box in the bottom window.

Once you have the correct response selected, select **Tab** key to verify the change and move to the next item response in question.

Missing Student Response

You may also come across items for which the answer was **left blank** or for which **multiple responses were selected**. When these instances occur in the multiple choice portion of an assessment, the answer must be left blank. For these questions:

1. Make sure that all check boxes in the bottom window are unchecked. Select the **TAB** key on your keyboard.
2. A Field Validation message will appear. Select the **'Accept value and set field status to OK'** radial button. The student response will remain blank.



TeleForm Verifier - [Geometry 0610 (61610) Page 1 of 2 [00000011-3/4]]

File Correction View Options Utilities Window Help

Fit Horizontally

Fields

Field	Value
Time Stamp	05/06/2010 03:...
Form_Id	61610
BatchNo	00000011
BatchPgNo	2
Name	
Teacher	
Grade	
School	
q1	3
q2	3
q3	2
q4	3
q5	2
q6	3
q7	4
q8	4
q9	1
q10	2
q11	2
q12	3
q13	4
q14	3
q15	1
q16	2
q17	3
q18	3
q19	2
q20	3
q21	3
q22	2
q23	
q24	3
q25	2
q26	3
q27	2

Answers to Part I should be recorded on this answer sheet.
Answer all 28 questions in this part.

Use blue or black ink. Make no stray marks.
Shade circles completely as shown here: ○ ● ○ ○ ○
For an answer, cross out first choice and fill in new choice: ○ ✕ ○ ●

Part I

11. ① ● ③ ④	21. ① ② ● ④
12. ① ② ● ④	22. ① ● ③ ④
13. ① ② ③ ● ④	23. ① ② ③ ④
14. ① ② ● ④	24. ① ② ● ④
15. ● ② ③ ④	25. ① ● ③ ④
16. ① ● ③ ④	26. ① ② ● ④
17. ① ② ● ④	27. ① ● ③ ④
18. ① ② ● ④	28. ① ② ● ④
19. ① ● ③ ④	
20. ① ② ● ④	

1 Remaining q23 Not filled in



Missing Teacher Response

If a score is missing or double-bubbled in the teacher scored portion of the assessment, a score must be retrieved from the test booklet. You will need to set up a process at the district for resolving these issues.

In the meantime, you can bookmark the item response for which you are awaiting teacher input in order to continue verifying the rest of the batch.

Missing Teacher Response



1. Click on the pushpin icon on the top of the page
2. Click OK to accept, attaching note is optional
3. All records bookmarked for research will remain as “Needs Review” and the batch status will remain “Ready For Correction”
4. After corrections have been found switch back to the Batch Management dialog, reopen the batch and make corrections
5. Remove the bookmark by clicking the pushpin icon again and selection YES to confirm you want the bookmark removed
6. Select the TAB key to move to the next bookmarked item

The screenshot shows the TeleForm Verifier application window. The main window displays a table of test results for 'Geometry 0610 (61610) Page 2 of 2 [00000011-3/4]'. The table has columns for 'Part', 'Question ID', 'Score', and 'Status'. A red arrow points to a pushpin icon in the toolbar. An 'Add / Remove Bookmark' dialog box is open, asking 'Add bookmark for later correction?' and 'Pressing OK will close the form/doc.'. The dialog has 'Attach a Note', 'OK', and 'Cancel' buttons. The status bar at the bottom shows '1 Remaining' and 'q35'.

Part	Question ID	Score	Status
Part II	29	2	0 1 ●
	30	2	0 1 ●
	31	2	0 ● 2
	32	2	● 1 2
	33	2	0 ● 2
	34	2	0 1 ●
Total - Part II			
Part III	35	4	0 1 2 3 4
Part IV	36		
Maximum Total			

Fields List:

Field	Value
q6	3
q7	4
q8	4
q9	1
q10	2
q11	2
q12	3
q13	4
q14	3
q15	1
q16	2
q17	3
q18	3
q19	2
q20	3
q21	3
q22	2
q23	3
q24	3
q25	2
q26	3
q27	2
q28	3
Student_ID	070050045
District_ID	431701060004
Registration_ID	44630003
IEP_Accom_Codes	
LEP_Accom_Codes	
q29	2
q30	2
q31	1
q32	0
q33	1
q34	2
q35	

Entering Student ID's/Missing ID's



NYSITELL:

All NYSITELL answer sheets will need the Student ID manually entered.

Regents:

For each student who completed an extra answer sheet (or one that was not preprinted with student information), the Teleform Verifier will highlight the field, prompting you to enter the student's ID number. To enter a student ID, simply type the 9 digit ID written in the field on the assessment answer sheet and select the TAB key. If the student ID was not written on to the answer sheet, you will have to look it up in your student management system.

Committing Batches



1. When all errors in a batch are corrected, the Batch Management screen appears.
2. The batch status will show as “**Ready to be committed**”.
3. Right click on the batch and select **Commit**.

The data file will be added to the workstation (*C:\NYSITELL or C:\Regents*)

File Management

File Management



1. Remove all old data files from the assessment folder
2. Rename the files to include a district indicator (if needed)

File Management



After committing a scanned batch in Teleform Verifier, a .CSV data file will be created in your assessment folder for the particular assessment.

Regents: These files will be automatically named. For example, a file name **“JA17CEdddd.csv”** was created for answer sheets scanned from the January, 2017 (JA17) Comprehensive English (CE) exam. The ‘dddd’ portion of the name is a placeholder. The place holder can be used to add a district identifier (if needed)

NYSITELL: These files will be automatically named one of the following. We recommend that you add the date to the file name.

“NYSITELL-III-VIII-mmddyyy.csv” AND/OR “NYSITELL-II-mmddyyyy.csv”

Loading To ASAP

Accessing ASAP



The Assessment Scoring and Analysis Program, ASAP, is located online at <https://asap.edutech.org/>.

Note – there is a new popup window when logging in to ASAP that prompts you to select either Regents or NYSITELL

Do you want to process Regents or NYSITELL

- Regents
- NYSITELL

Your UserID and Password are the same for ASAP as they are for Level 0.

You must be granted permission to access ASAP by a district level administrator.

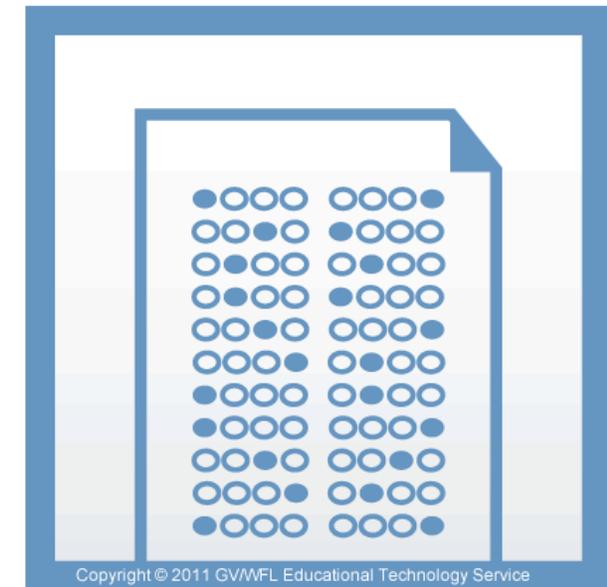
If you are unable to log in to ASAP, have your administrator complete the Level 0 Warehouse Security Modification form and submit it to EduTech. This form is available here:

<https://www.edutech.org/resources/data-warehouse/reporting-tools>

Loading .CSV Files



1. Once you have logged in to ASAP, click the **Teleform Imports/Scrubbing** button.
2. On the Test Data Import Tab, select the **Choose File** button, browse to the folder in which your data files are saved (*C:\Regents* or *C:\NYSITELL*), and pick the .CSV file you want to process.
3. Click the **Open** button. On the Test Data Import Tab screen, click the **Upload Data** button.
4. Next, click on the **Batch Pick** Tab. You will see a list of batches by exam that are waiting to be processed.



Loading .CSV Files



5. Single-click on the batch you want to process.

The “Exploding Records” screen will display while the data is processing. During the processing, the following three steps are taking place:

Data "Scrubbing": Level 0 is checked for the student demographics and course/teacher information

Scoring: The scale score (Regents) or Performance Level (NYSITELL) is being determined from the score conversion table

Exploding: A Record for each student response is built that includes whether the response was right or wrong and the number of points awarded for that question

ASAP Processing

A screenshot of the ASAP Processing web interface. At the top, there is a blue box with the text "ASAP Processing". Below this, a navigation bar contains a blue arrow pointing left with the text "Back to Main Menu", and two tabs: "Test Data Import" and "Batch Pick", with the latter being highlighted. The main content area is titled "Data Scrubbing" and is divided into two columns. The left column is titled "Click on a test to process:" and contains a single green link: "Sample Central School Regents Physical Setting/Chemistry 00002143". The right column is titled "Tests not ready for processing:" and contains a single red link: "Sample Central School Regents Comprehensive English 00002258".

6. Click **Done With Batch. Press To Continue** and you'll return to the Test Data Import tab screen

SCANNING DEMONSTRATION

Q & A



DataWarehouseExtracts@EduTech.org

Help Desk: 1-800-722-5797