Educational Technology Service
Genesee Valley
Wayne-Finger Lakes

EDU**TECH**

IN-DISTRICT NYSITELL SCANNING:
SYSTEM MODIFICATIONS

- **TELEFORM SCAN STATION JOB CONFIG**
- **FOLDER STRUCTURE ON HARD DRIVE**

Copyright Information

EduTech is a registered mark of Genesee Valley / Wayne-Finger Lakes BOCES. EduTech is an equal opportunity employer, m/f/v/d.

Change History

Rev #	Date	Author	Section	Nature of Change
1	1/4/18	LS		Original Document

Table of Contents

1   Executive Summary

This document describes the system modifications needed to add the processing for the NYSITELL Version 2.0 to the Edutech In-District Scanning Service.

2   Audience

This document is intended to be used by any district staff with responsibilities related to performing In-District Scanning. District Technical support staff may also be involved based on local workstation security.

3   Introduction

The In-District Scanning Service is an Edutech Service which provides hardware, software and training necessary to perform scanning at the district of New York State Regents exams and as of 2/1/2018, the NYSITELL Version 2.0.

There are multiple steps required in the scanning process; Scheduling, software and hardware installation, training, the scanning of assessments, loading scan data files for scoring and obtaining score reports.

Edutech has installed the equipment needed, and trained district users. Edutech will continue to provide phone support via the Edutech Help Desk. District users will scan the assessment answer sheets and create a data file. That data file will be loaded to the ASAP web application which scores the scan record and provides score reports.

4 Teleform Scan Station Job Configuration Change

Both Regents answer sheets and NYSITELL answer sheets will now be scanned on the same equipment. Teleform Scan Station controls how the scanner captures images of the answer sheets and then creates the Teleform batches containing those images to be processed further.

During the Teleform install at your district, a Job configuration was setup called Regents. This Job Configuration is set so the scanning equipment will default to scanning both sides of the answer sheet at 300 dpi.   Even though there are two different types of answer sheets to be scanned now, **the Regents Job configuration will be used for both.**
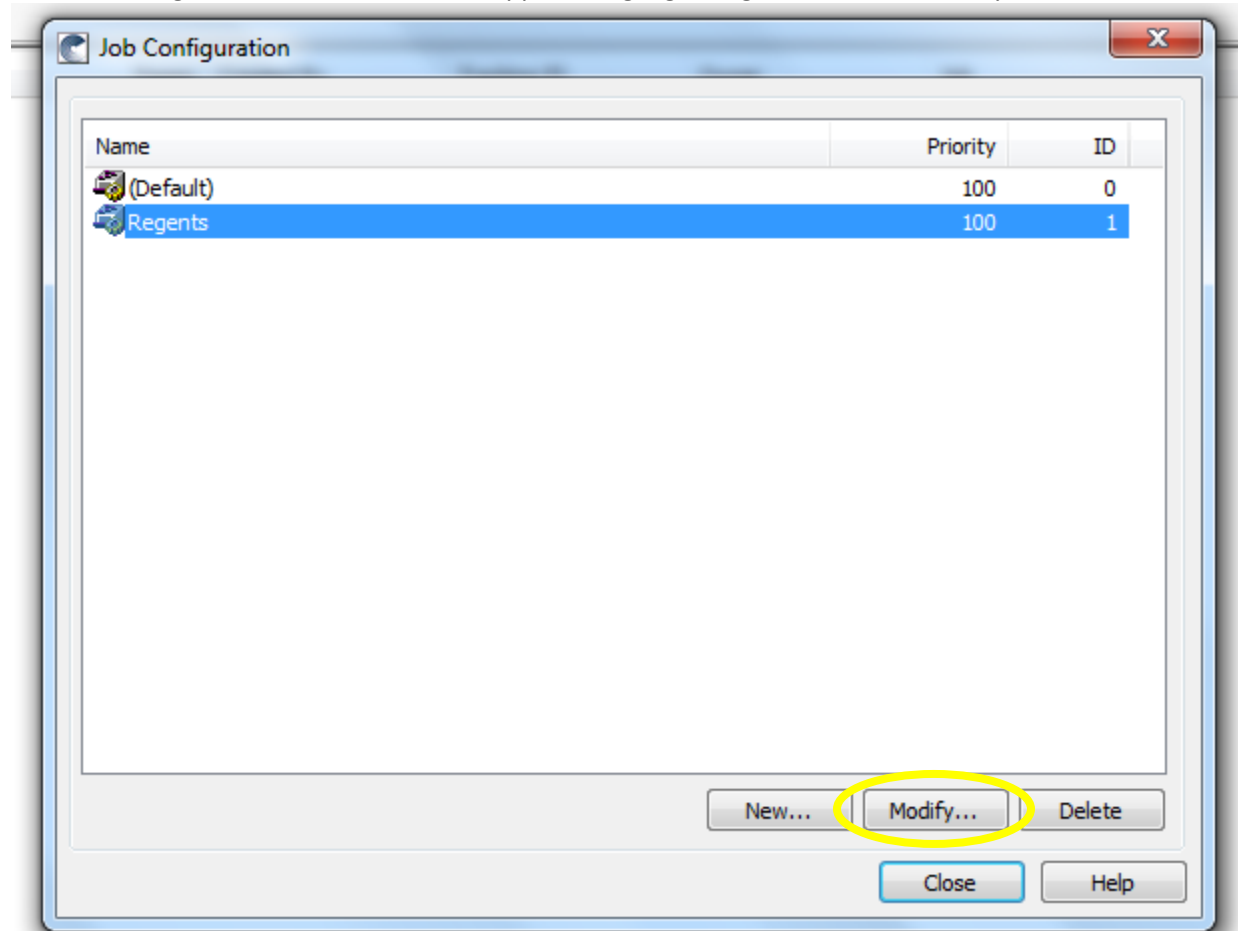
The following change must be made to the Regents Job Configuration:

    Open Scan Station
    Click on File in the upper left
    From the File Menu, select Job Configuration
    The Job Configuration screen below will appear. Highlight Regents and click Modify.

Now the Job Properties - Regents screen will appear (on the General Tab)
Click on the Page Handling Tab.
Click the box to check on the "Check for and remove blank pages" option under Blank Page Removal
Make sure there is still a check in the box for "Defer linking until all pages have evaluated in the
 Page Linking section.
Click OK. Then back at the Job Configuration screen click Close.
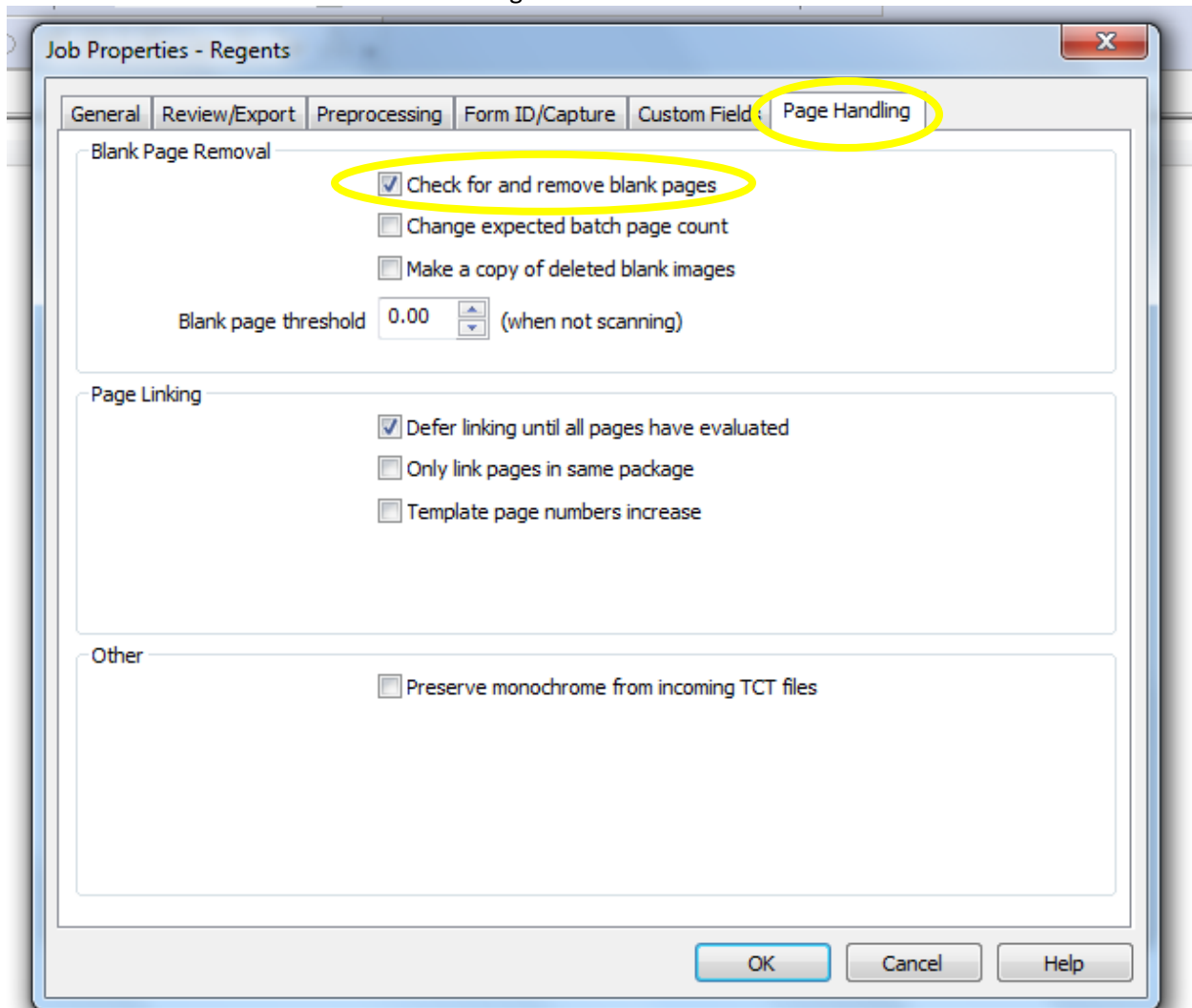
From the File menu, select exit to close Scan Station for now.

Note! The first time you create a new batch:
 On the new batch General Tab, be sure the Job = Regents

5   Folder Setup Needed on Hard Drive of Teleform Workstation

Committed batches create export file(s) that are saved to the C: drive of the Teleform workstation.

5.1   Existing Folder Setup for Regents

Regents scan output files will go into a folder named C:\Regents which will already exist on the workstation. This is the recommended folder structure in C:\Regents:

```
C:\Regents
        \Forms    (folder where .TFT answer sheet templates are downloaded)
        \Archive  (folder where Regents scan files from a prior test administration can be moved)
```

If more than one district is sharing a scanner, then the folder setup would be as follows:

```
C:\Regents
        \Forms
        \District A
                \Archive
        \District B
                \Archive
```

After District A has scanned and committed a batch, the file(s) to be processed will be found in C:\Regents. Once they have been uploaded for processing, District A needs to move the file(s) to C:\Regents\District A District B would do the same.

5.2   NYSITELL Folder Setup

NYITELL scan output files will go into a folder named C:\NYSITELL. **This folder MUST be added.**
To add a new folder, click on the Computer icon on the desktop or the System Folder icon on the taskbar.
>   Right click on C: and from the pop-up menu, click New, then Folder
>   Type the name NYSITELL over New Folder.

This is the recommended folder structure in C:\NYSITELL:

```
C:\NYSITELL
        \Forms    (folder where .TFT answer sheet templates are downloaded)
        \Archive  (folder where NYSITELL scan files previously processed can be moved)
```

If more than one district is sharing a scanner, then the folder setup would be as follows:

```
C:\NYSITELL
        \Forms
        \District A
                \Archive
        \District B
                \Archive
```

After District A has scanned and committed a batch, the file(s) to be processed will be found in C:\NYSITELL. Once they have been uploaded for processing, District A needs to move the file(s) to C:\NYSITELL\District A District B would do the same.