

# LSO4 Scanning Studio

## Quick-Start User's Guide

### Version: 4.05.01

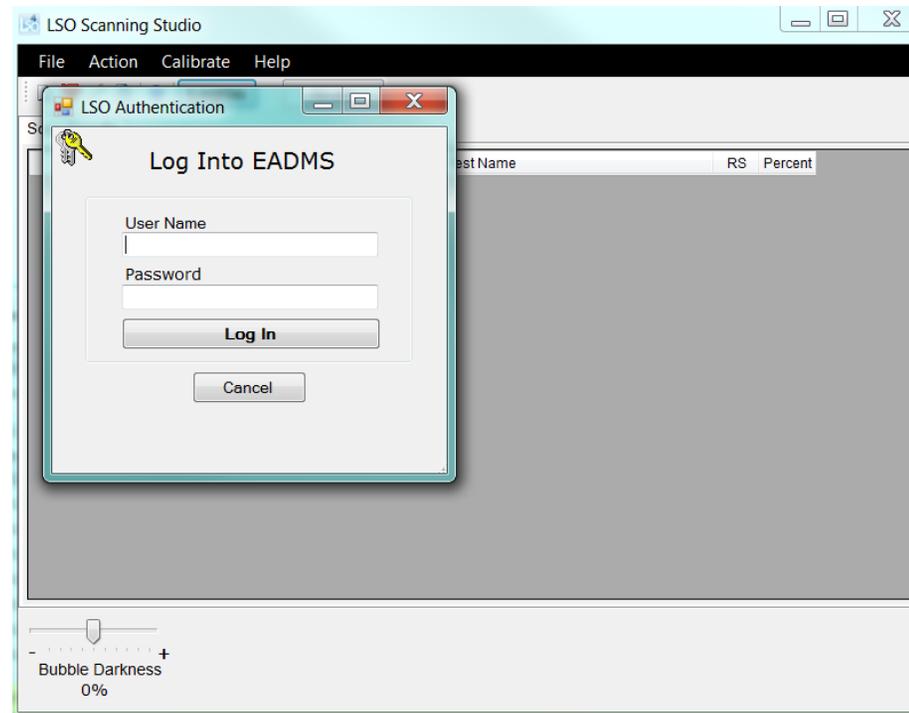
#### How to start the program:

Double-click the LSO4 icon on your desktop



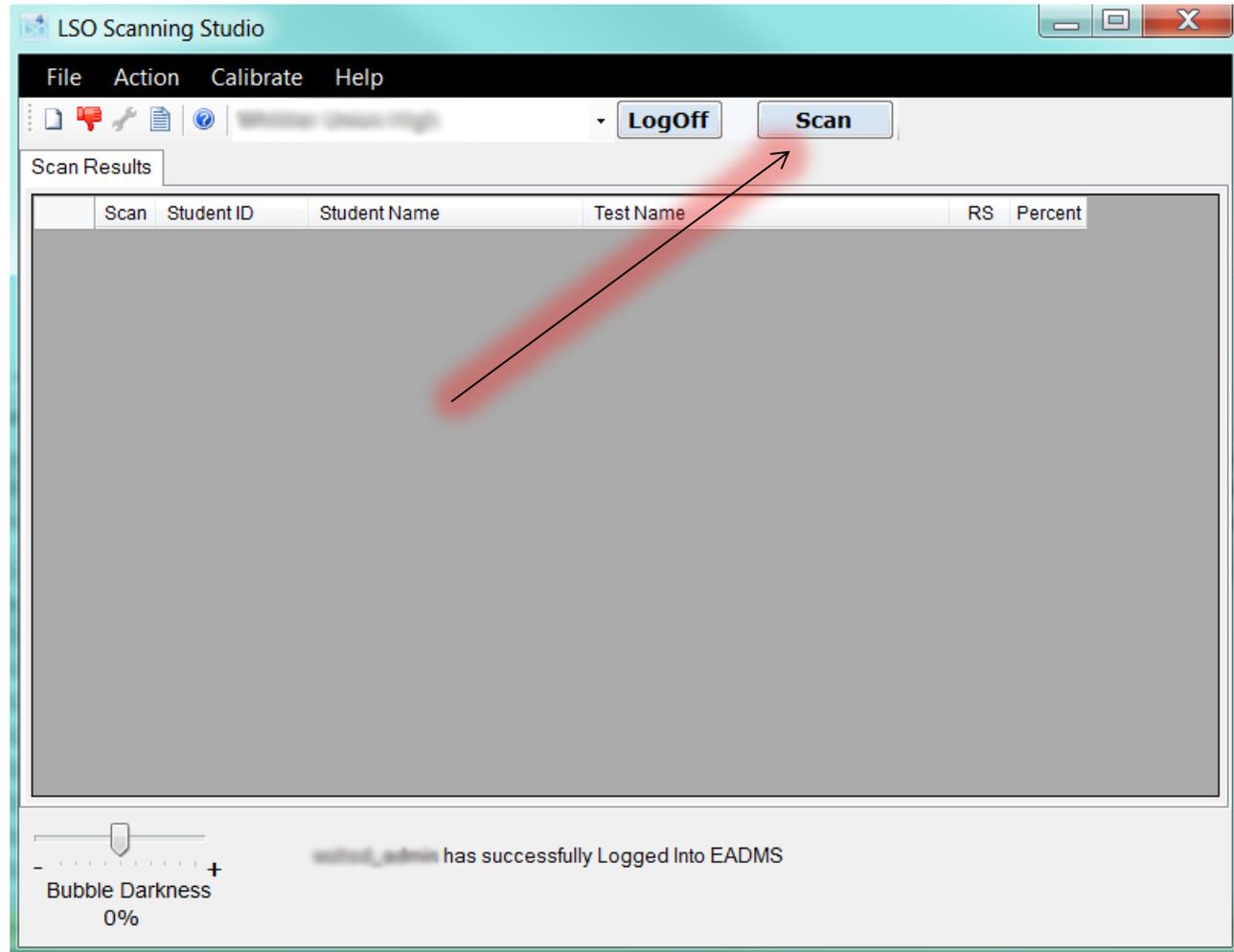
#### How to Log On:

Enter your EADMS user account name & password



### How to Start Scanning:

Put your scan sheets face down into the feeder, then press the **SCAN** button



## What does the Main Display show:

As each sheet is scanned, it is scored and the results show up in the **Scan Responses Grid**.

Backgrounds of the responses indicate:

- White = correct answer
- Red = incorrect
- Pink = blank or multiple marks detected

Responses for test questions that are supposed to have multiple correct answers are not colored red, if all the correct choices were marked.

The screenshot shows the LSO Scanning Studio application window. The title bar reads "LSO Scanning Studio". The menu bar includes "File", "Action", "Calibrate", and "Help". Below the menu bar, there are icons for file operations and a "LogOff" button. A "Scan" button is also visible. The main area is titled "Scan Results" and contains a table with the following data:

	Scan	Student ID	Student Name	Test Name	RS	Percent	1	2	3	4	5	6
▶	1	163727	Andrew Stevens	Scan Sheet Calibration	15	12.50	A	B	B,C	B	A	B
	2	123797	Chris Stevens	Scan Sheet Calibration	13	10.83	A	B	D	C	D	C
	3	163727	Andrew Stevens	Scan Sheet Calibration	15	12.50	A	B	B,C	B	A	B
	4	0	Unknown Student	Scan Sheet Calibration	13	10.83	A	B	D	C	D	C
	5	163727	Andrew Stevens	Scan Sheet Calibration	15	12.50	A	B	B,C	B	A	B
	6	0	Unknown Student	Scan Sheet Calibration	13	10.83	A	B	D	C	D	C

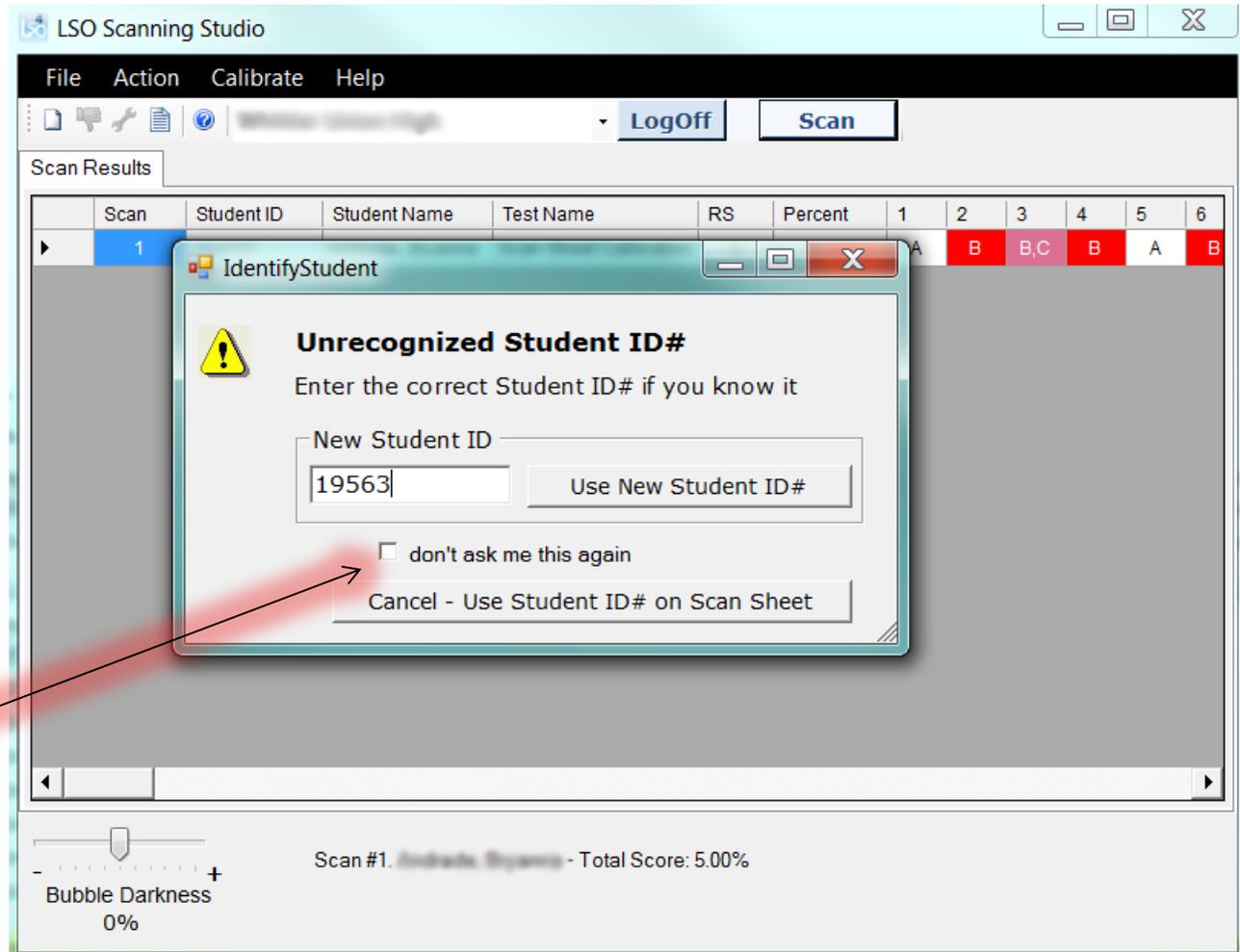
Below the table is a large grey area, likely a preview of the scanned sheet. At the bottom of the window, there is a "Bubble Darkness" slider set to 0% and a status bar that reads "Scan #6 Edited. Unknown Student - Total Score: 10.83%".

## What happens if a Generic sheet is scanned?

A window pops-up asking you to enter the **Student ID**.

Type in the correct ID# and either press the **Use New Student ID#** button or press the **Enter** key on the keyboard.

If you are scanning a large number of **Generic** sheets, you can choose to disable this pop-up and then deal with missing **Student ID's** in the **Editor**.



## How does the Editor Work?

The **Editor** window opens automatically when scanning is done if it has detected any blank answers, multiple marks, or missing student ID's. The Editor displays the exact image that was scanned.

A **red arrow** points to where the problems are. Bubbles colored **yellow** indicate where marks have been detected.

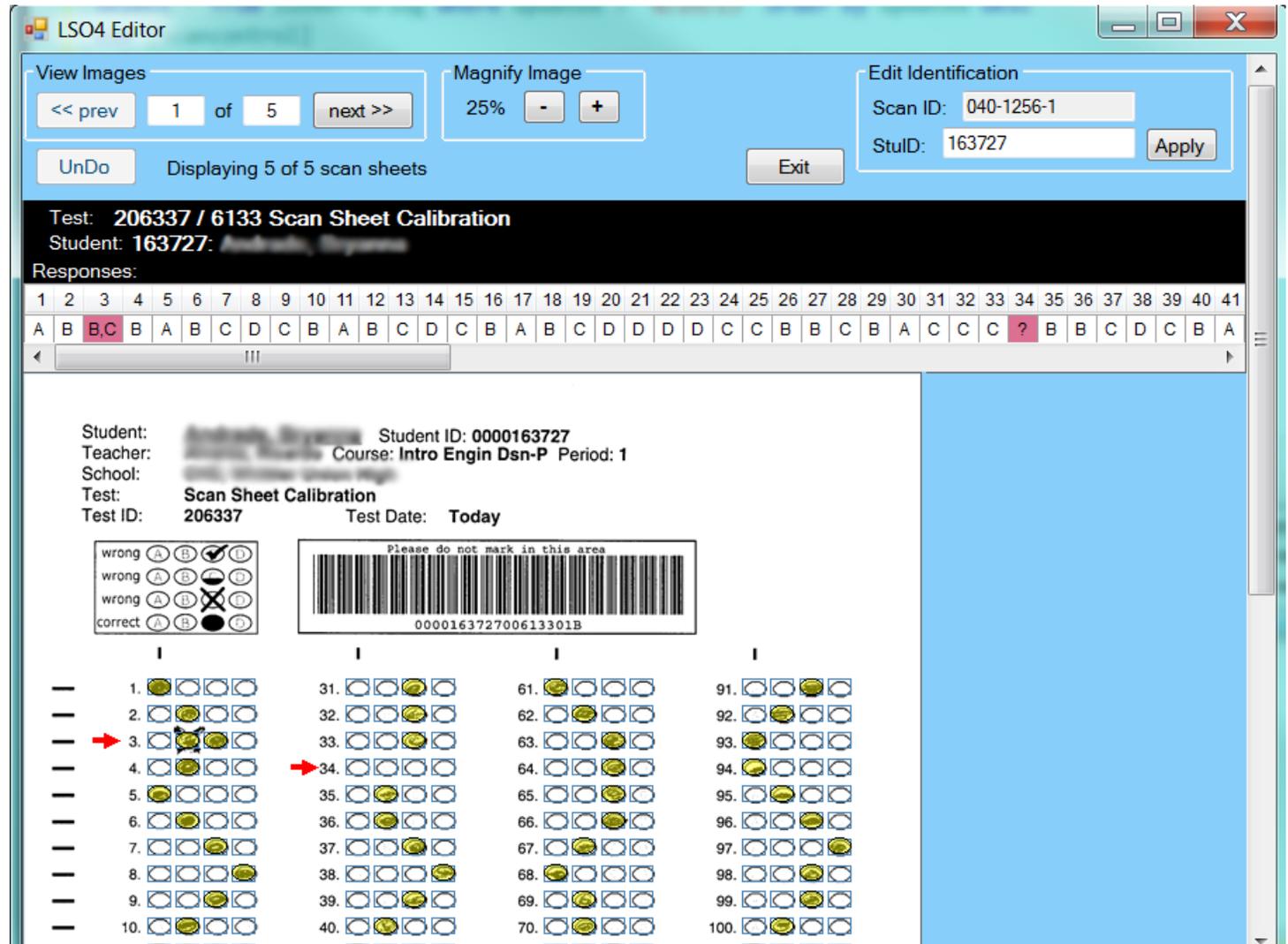
To **"turn off"** a mark, click on the yellow mark. To **"turn on"** a mark, click within the square surrounding the blank bubble.

Look at the **Middle Top** of the page. Here you can **Zoom Out** or **Zoom In** to better view the image detail.

Look at the **Top Left Corner**. Here you can see how many sheets are in the queue waiting to be edited. The first time the Editor pops-up, only those sheets needing to be edited are in the queue. Press the **<<Prev** and **Next>>** buttons to navigate from page to page.

As you make changes on a page, you can **move to the next page** and make changes there. When done editing all pages, press the **Exit** button to save your all your changes and exit the Editor (you do not have to press Exit to save changes before moving to another page – the Editor keeps track of your changes and saves them all at once when you're done).

If you make any mistakes in editing and want to start over, press the **Undo** button, This button works only for the page in view, but it will remove all the changes made.



## How do you enter a missing Student ID in the Editor?

The **Editor** detects a missing Student ID and indicates this in **red**.

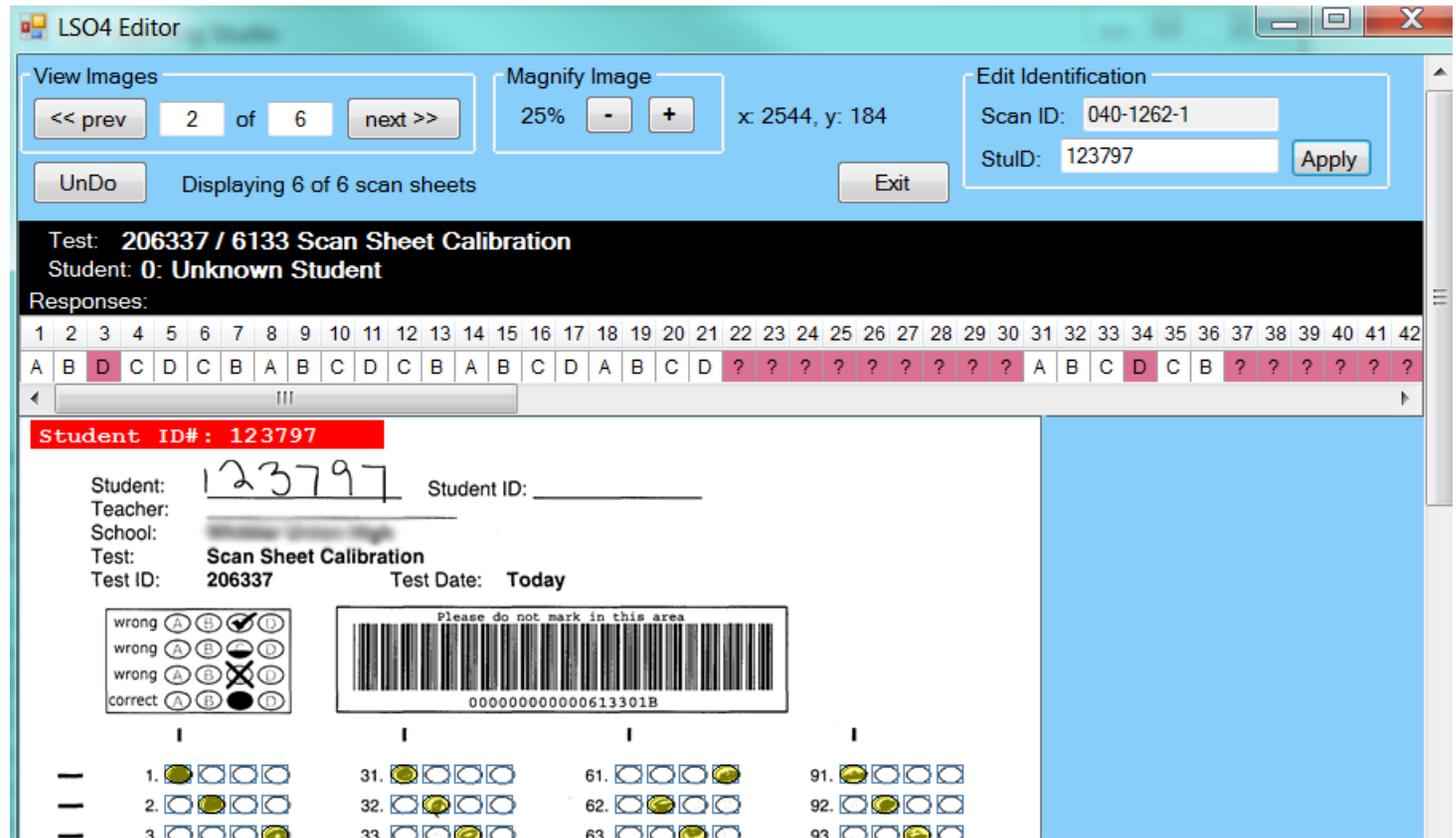
Type in the correct **Student ID** in the **Edit Identification** area in the **Upper Top Right** of the Editor.

Press the **Apply** button. This accepts the new Student ID.

The screenshot shows the LSO4 Editor window. At the top, there are navigation controls: 'View Images' with '<< prev', '2 of 6', and 'next >>' buttons; 'Magnify Image' with '25%' and zoom in/out buttons; and 'Edit Identification' with 'Scan ID: 040-1262-1' and 'StuID: 0' fields, and an 'Apply' button. Below this, it says 'UnDo' and 'Displaying 6 of 6 scan sheets'. The main area displays 'Test: 206337 / 6133 Scan Sheet Calibration' and 'Student: 0: Unknown Student'. A 'Responses:' table shows 42 columns and 2 rows of bubbles. The first row contains letters A through Z, and the second row contains letters A through Z, with some cells containing question marks. A red bar at the top of the response area says 'Student ID#: 0'. Below this, there are fields for 'Student:', 'Teacher:', 'School:', 'Test: Scan Sheet Calibration', and 'Test ID: 206337'. A 'Test Date: Today' field is also present. A barcode is shown with the text 'Please do not mark in this area' and the number '00000000000613301B'. At the bottom, there are four columns of question bubbles, each with a number (1-6, 31-36, 61-66, 91-96) and a set of four bubbles.

## How do you know the new Student ID has been accepted?

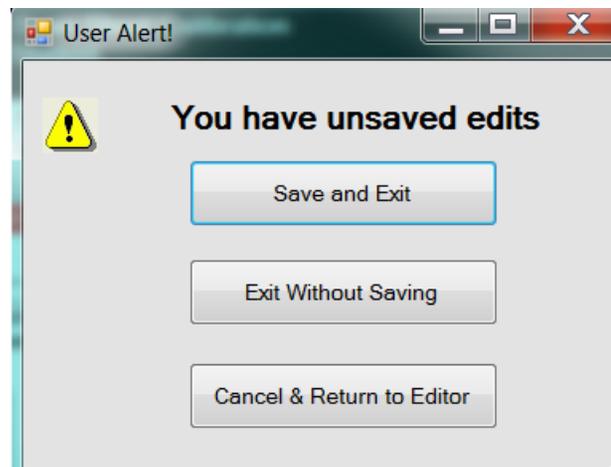
The **Editor** displays the new **Student ID** in **red** after you press the **Apply** button.



## What happens when you press the Exit button?

If you haven't made any changes in the **Editor**, pressing the **Exit** button immediately returns you to the main LSO4 screen.

If you've made changes, you have an option to **save** them or **exit without saving**.



## How do you examine scan sheets that don't have any detected problems, or how do you get back into the Editor?

Pressing the red “fix-it” wrench brings the Editor back up. All scan sheets will be available when bringing up the Editor this way.

Note that some sheets may not be displayed in the Editor when it pops-up automatically, however, manually bringing up the Editor always displays all sheets.

Pressing the **Scan** button clears out everything that was scanned before. Once cleared out, it cannot be edited (without re-scanning).

The screenshot shows the LSO Scanning Studio application window. The title bar reads "LSO Scanning Studio". The menu bar includes "File", "Action", "Calibrate", and "Help". Below the menu bar, there are icons for a folder, a wrench, a document, and a magnifying glass, followed by a "LogOff" button and a "Scan" button. The main area is titled "Scan Results" and contains a table with the following data:

	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	B,C	B	A	B
	2	123797	Oliva, Gabriela	Scan Sheet Calibration	13	10.83	A	B	D	C	D	C
	3	163727	Andrade, Bryanna	Scan Sheet Calibration	15	12.50	A	B	B,C	B	A	B
	4	0	Unknown Student	Scan Sheet Calibration	13	10.83	A	B	D	C	D	C
	5	163727	Andrade, Bryanna	Scan Sheet Calibration	15	12.50	A	B	B,C	B	A	B
	6	0	Unknown Student	Scan Sheet Calibration	13	10.83	A	B	D	C	D	C

Below the table is a large grey rectangular area. At the bottom of the window, there is a control panel with a slider labeled "Bubble Darkness" set to "0%". To the right of the slider, it says "Scan #6 Edited. Unknown Student - Total Score: 10.83%".