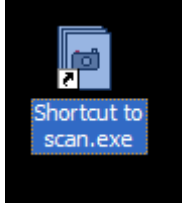


OSC Regents Scanning Program Procedure

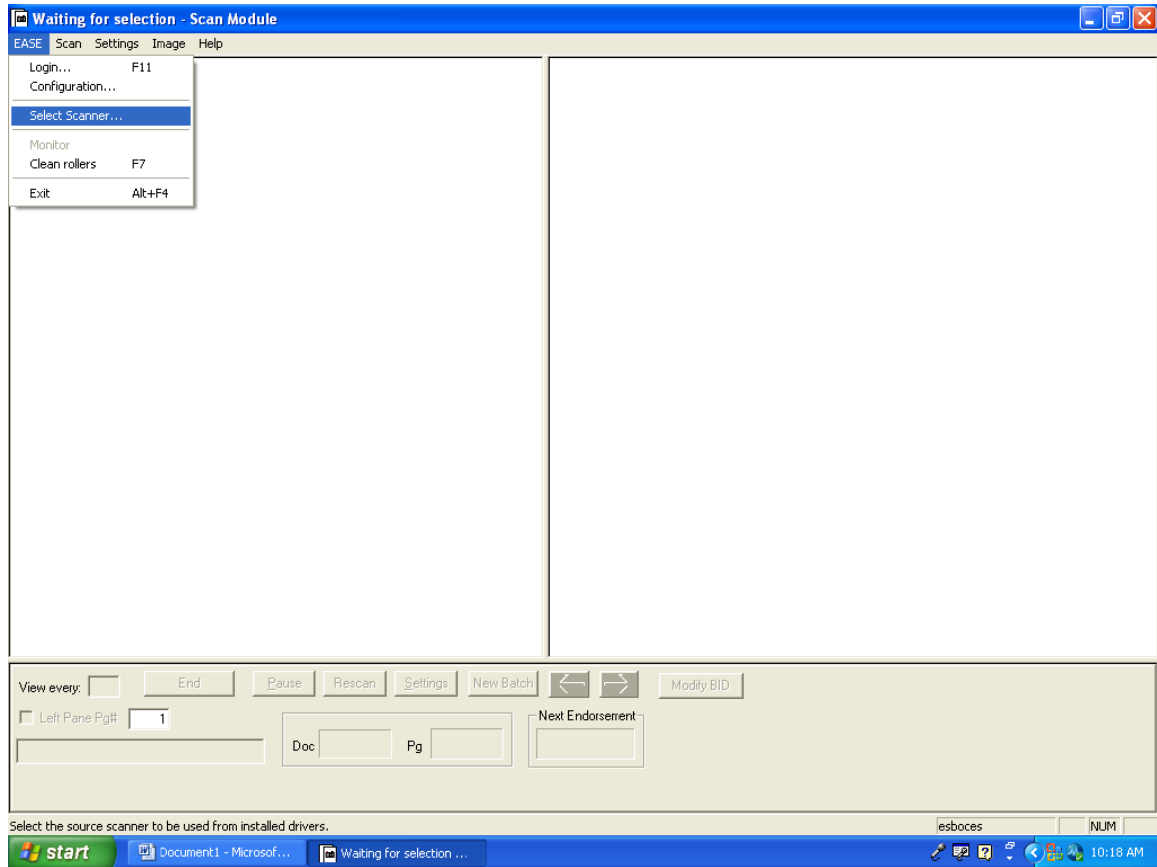
- Click on following Desktop Icon to open program.



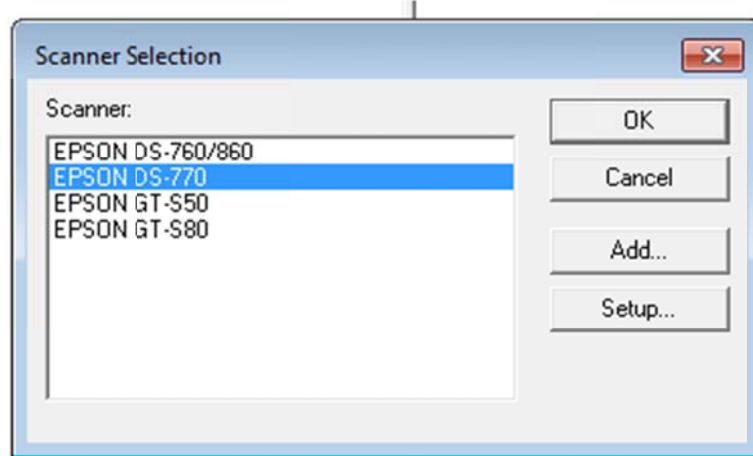
- EASE Login – Enter District User ID and Password.
DO NOT Change Password!!



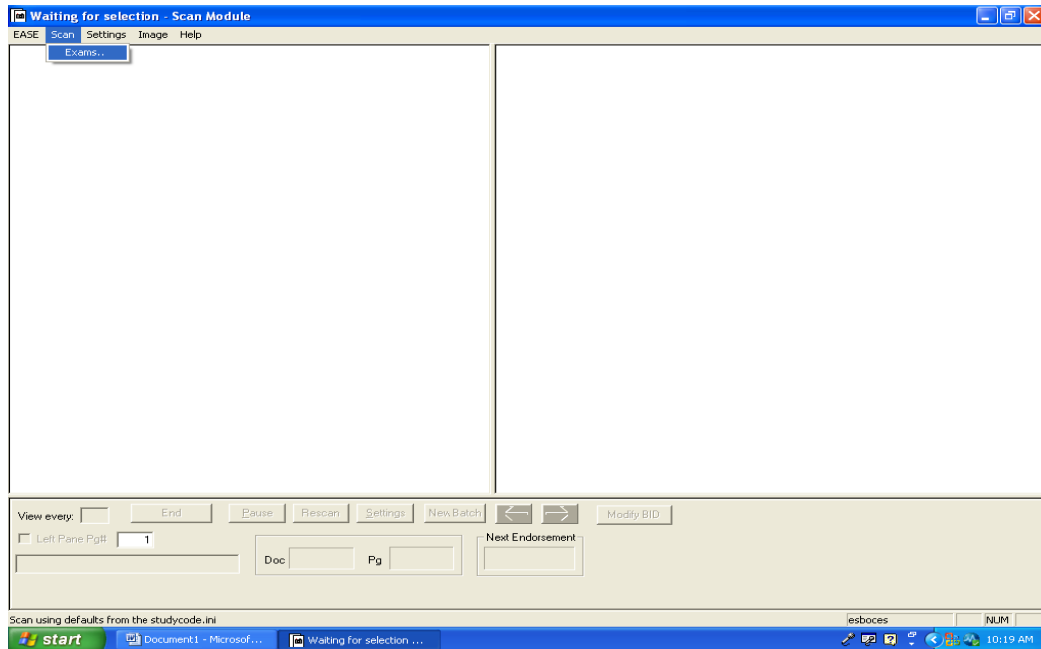
- At the Waiting for selection – Scan Module Screen
Select EASE from the Top Menu and Select Scanner.



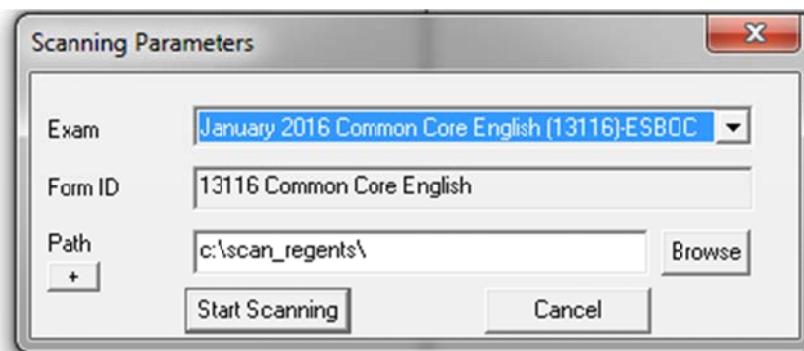
- Highlight your scanner model and say OK.



- At the Waiting for selection – Scan Module Screen Select SCAN, and Highlight Exam.



- Load Scan Sheets into scanner – Note what test name you’re scanning! Sheets are loaded face down and upside down.
- At the Scanning Parameters screen – select from the Exam dropdown menu and highlight the correct Regents exam to scan. Click on the Start Scanning button below.



- After scanning the first batch of sheets, you have three option buttons below. Select one of two to continue. Click on “End” if you have no more answer sheets to scan. Click on “Resume” after you have loaded more answer sheets for that batch.

The screenshot shows the EASE ES Boces software interface. The top window title is "EASE ES Boces - Next batch to c:\scan_regents\T02031411001020". The interface is split into two main panels displaying scanned documents.

The left panel shows the "INTEGRATED ALGEBRA JANUARY 2011 ANSWER SHEET" for student **ELVIS PRESLEY** at **Sam Houston HS**. It includes a grid of 30 multiple-choice questions (1-30) and a signature line.

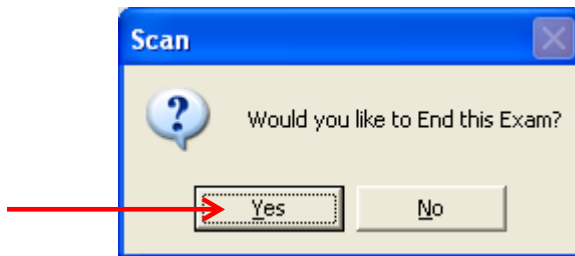
The right panel shows the "INTEGRATED ALGEBRA JANUARY 2011" score sheet for the same student. It includes a table for Part I (1-30 questions) and Part II (31-39 questions), and a section for the student's score and grade.

At the bottom of the interface is a control panel with the following elements:

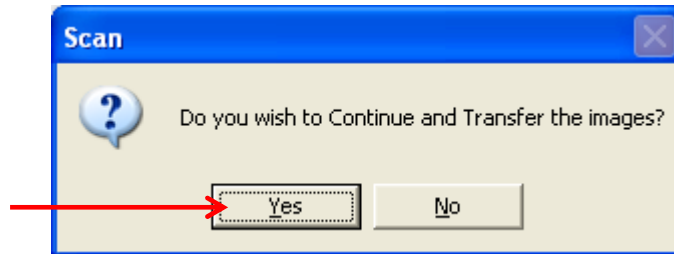
- Buttons: **End**, **Resume**, **Rescan**, **Settings**, **New Batch**, **Modify BID**
- Fields: **Left Pane Pg#** (1), **Doc** (7), **Pg** (1), **Next Endorsement** (0)
- Status: **No paper in the feeder**

A red arrow points to the **Resume** button, and another red arrow points to the **End** button.

- When you are all done click on “End” and the following options will come up:
- “Would you like to end this exam?” Select “Yes” if you are done scanning this batch.



- If you say “YES,” then “Do you wish to Continue and Transfer the Images” comes up. Say “YES”.



- The images are now on their way to OSC and the following window will appear to confirm the number of pages, **images**, and **name of exam**.

