A Guide for Galileo® K-12 Online: Using Plain-Paper Scanline

**PURPOSE**

Galileo provides districts/charter schools the ability to print bubble sheets (answer and grading sheets) and worksheets. These are scanned into Galileo using the *Scanline* application and an ATI-supported scanner.

Please note, only districts/charter schools that have the *Scanline* plain-paper component of Galileo can scan tests into Galileo to be automatically scored.

**SCANNING OFFLINE TESTS**

Once students have taken an offline test, the tests bubble sheets may be scanned into Galileo. Once scanned into Galileo, Galileo will automatically score the multiple choice, true/false and yes/no items.

**STEPS**

1. Make sure that the scanner is hooked to the computer and the *Scanline* application is downloaded onto the computer you will be using to scan tests.
2. Collect completed offline tests, answer sheets, grading sheets, and worksheets. Make sure that the bubble sheets (answer sheets, grade sheets, and worksheets) are all facing the same direction. (Test title must be fed first into the scanner; all pages are facing up.)
3. Go through the answer sheets and worksheets to make sure:
   - Students have bubbled-in answers clearly.
   - Students have not written on barcodes or mutilated tests.
   - Worksheets are scanned in the order in which you would like them displayed in Galileo.
4. Scan completed answer sheets, grade sheets, and worksheets into the computer with *Scanline*. Individual student responses will soon be uploaded to Galileo.

3. If necessary, verify the settings. (Refer to the *Scanline Plain-Paper* manual for details.)
4. Place the answer sheets, grading sheets, and worksheets on the scanner. The test title must be fed first into the scanner. All pages are facing up.
5. Click the **Scan Answer Sheets** button.

6. The scanner will scan the sheets.

7. If a problem is encountered while scanning you will be notified after all sheets have been scanned.

Now that offline tests have been scanned the data is uploaded and users may view the tests, score any items that need manual scoring, and generate reports.

**POSSIBLE PROBLEMS**
Problems that you may encounter:
- Blank bubble sheet (if this option is selected).
- Problem reading barcode.
- Answer sheet positioned incorrectly in the scanner.

If you encounter a problem, address the issue and then rescan the answer sheet if appropriate.

If a particular sheet did not scan properly, you may click on the sheet in the **View History** tab and an image of the sheet will appear. Now you may locate the sheet in your scanned pile and identify the issue. You may also click on the **Send Image to ATI** button.

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**VIEW HISTORY TAB**

Scanline will keep a history of each of answer sheets scanned. You can retrieve information on any bubble sheet or worksheet you scanned by date.

**SETUP TAB**

Scanline allows you the ability to adjust certain features to better suit your needs.

- **Prompt User when closing the application** - If checked, this enables a pop-up window to appear notifying the user that they are exiting the application.

- **Reject Answer Sheets with more than the following percentage of unanswered questions** - If checked this ensures that blank answer sheets are not scored and recorded as an assessment for the student in question.

For details on the other options on this tab, refer to the **Scanline Plain-Paper** manual.