### Getting Started

Log into the computer connected to the **Fujitsu** scanner and open **PlainPaperScanner-TWAIN**

### Logging In

*If prompted* for the “SchoolObjects URL” enter:

https://lamar.schoolobjects.com

**Note:** Be sure to include the “https” at the start of the URL

*Login* using you’re the 16 digit Scan App Password you created in Eduphoria Aware. To learn how to create a Scan App Password visit: http://bit.ly/CreateScanPassword

### Scanning

Follow the instructions on the screen to scan.

**Make sure your pages are face down!**

![Scanning Instructions](image)

### Scanner Source

Choose the FUJITSU Scanner and press **Select**.

When prompted, about an **Unsupported Scanner**, click **Yes**.

![Unsupported Scanner](image)

### Scan Results

The Status section will display scanning results:

- **Correctly scanned** – pages scanned without issue
- **Correctly scanned with warnings**
  - Student may have double-bubbled
  - Student may have not completely erased
  - Students may have left answers blank
- **Unreadable or blank**
  - Pages loaded into scanner face up instead of face down
  - Barcode on sheet is damaged
  - Not an Eduphoria scan sheet

Select **Response Editor** to view any errors. If there are no errors, click **Next**.
Eduphoria! Response Editor

Once your tests have been scanned using the Eduphoria Scanning Application, you can view errors and warnings using the Response Editor.

Each test displayed within the Response Editor has a symbol in the bottom right hand corner indicating the test’s current status.

Use the Response Editor to view scanned tests, and manually override scanned responses, as needed.

Manually override any answers that need to be changed.

Click "Close" when finished.

Only show documents with warnings and errors.
**Eduphoria! Reports**

### Accessing Test Data

Log in to Eduphoria by visiting:  
https://lamar.schoolobjects.com

- Select **Aware** from the menu  
- Click on the **Analyze** tab on the right sidebar and navigate to the test

Use **Report Options** and **Viewing Options** to create needed reports.

### Viewing Options

<table>
<thead>
<tr>
<th><strong>Don’t Color Results</strong></th>
<th><strong>Color Results</strong></th>
<th><strong>Compare Across Tests</strong></th>
<th><strong>Compare Across Groups</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Results will be displayed without any color <strong>Default View</strong></td>
<td>Color-coded results will be displayed based on set passing standards</td>
<td>Compare data for individual students across test</td>
<td>Compare and sort data across various parameters <strong>Default View</strong></td>
</tr>
</tbody>
</table>

### Report Options

<table>
<thead>
<tr>
<th>Where Students Are Now</th>
<th>Where Students Were</th>
<th>State Results</th>
<th>District Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>View results for the class students are in currently. <strong>Default View</strong></td>
<td>Administrative report to view student assessment history</td>
<td>Report for tests administered by the state.</td>
<td>Report of all students across the district that took a specific test.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Campus Summary</th>
<th>Teacher Summary</th>
<th>Course/Section Summary</th>
<th>Student Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report of all students across the campus that took a specific test.</td>
<td>Summary report of all teacher’s courses broken down by sub pops.</td>
<td>Summary report of one course/section broken down by sub pops.</td>
<td>Summary of test data by student <strong>Default View</strong></td>
</tr>
</tbody>
</table>

### Data Views

- **Student Scores**- Summary of student scores and data **Default View**
- **Student Objective Breakdown**- Student scores with percent mastery by objective. This view only exists if objectives are associated with each question.
- **Student SE Breakdown**- Student scores with percent mastery by student expectation. This view only exists if student expectations are associated with each question.
- **Student Individual Responses**- Student’s responses for each question

### Exporting or Printing Reports

After selecting your report, you have two options:

- **Export to Excel**- sends data to excel where it can be edited and sorted further
- **Print to PDF**- turns report into a PDF for saving and/or printing