Setting up your Lexmark Scanner and Downloading vCapture Software

The vCapture software in necessary to scan locally using a Lexmark scanner. Please note that the following instructions are for Lexmark models 646, 656, and 466 only. If you have another type of image based scanner you would like to use for scanning Acuity assessments, please email the Periodic Assessment team at periodicassessment@schools.nyc.gov with the scanner information for alternate instructions. In order to download vCapture, you must install software to make your Lexmark scanner TWAIN compliant. To download the software follow the instructions below:

1. Sign into the computer that is connected to the Lexmark Scanner with an **Administrator username and password** (administrative privileges are required in order to load software onto DOE computers).

2. Go to the Acuity section of the Periodic Assessment Web site http://schools.nyc.gov/Accountability/ResourcesforEducators/PeriodicAssessments/Acuity and scroll down to School Based Scanning. Click Lexmark TWAIN Driver listed under Image Based Scanning (or go to www.lexmark.com and click on Drivers and Downloads).

3. Search for **Lexmark_Network_TWAIN_scan.exe** and save the file to the desktop of the computer that is networked with the Lexmark Scanner.

   * If you do not have administrator privileges or your Lexmark scanner is not properly networked, please call the DIIT Support Desk at (718) 935-5100.

4. Double click on the Lexmark icon on the desktop to run the application.

5. The Drivers and Utilities Screen will appear. Click the “+” next to the **Scan Drivers** to expand the menu (if another “+” appears, click on it until you see the fully expanded menu).

6. Select the device that describes your Lexmark Scanner. If you do not know which printer is the correct scanner, you can confirm the correct device using the IP address of the scanner. (The IP address of your Lexmark Scanner is located in the upper left hand corner of the control screen on the scanner.)

   * If the installation application doesn’t automatically display your Lexmark scanner, you can manually find it with the IP address. Click the **Add MFP** button. Enter the IP address in the pop up window. Click **OK**.

7. Click **Finish**.

8. An **Installation Progress** pop up will appear. Once installation is finished click **Done**.

9. Installation of the TWAIN Driver is now complete. You will need to restart your computer before proceeding to next steps.

10. Sign into the computer again with the administrator user name and password. Log in to Acuity as a School Administrator or Test Coordinator or Teacher.

11. Select **Additional Help** from the main menu.

12. In a new window, the **NYC Acuity Support** page will appear.

13. Under the Quick Links menu on the left hand side of the page, click on **vCapture Express for Acuity.**

14. In a new window, the **Scanning Software Downloads** page will appear.

15. Complete the required fields to access the software:

    - First Name
    - Last Name
    - Title
    - School DBN (District, Borough, School)
    - Email
    - Number of Computers vCapture will be installed on

16. Click **Submit** to register.

17. Once registered, click on the **vCaptureExpressSetup.exe** to download the software.

18. Choose to **Run** the file.

19. You may be asked to install the DotNet20Prereq on your computer before running the installation of the software. You must have administrative rights on the computer to download the software.

20. Open the Installation Instructions pdf. Save this document to your computer for future reference. This document is always available in Acuity's Additional Help.

Step 1: Creating a Test Assignment

Test Assignments must be made before student answer sheets can be downloaded and before any student can take an assessment online. Assignments can be made for an entire grade level all at once. However, any students who are added to classes after the test assignment is made will still need to be assigned the assessment. The test assignments can only be made once the tests have been assigned to all of the users.

1. Log in as a School Administrator or Test Coordinator

2. Go to the menu and select **TESTS**

3. Select **Assignments**

4. Select **Assign Diagnostic Tests** or **Assign Predictive Tests**

5. Choose the Subject, Grade Level and Assessment.

6. Click **Create New Assignment**.

7. To assign custom assessments, go to **TESTS** and select **Custom** and then **Assign**.

   You will need to choose the subject and then **Show Existing Tests**. From the list of assessments displayed, find the correct assessment. Depending on how many Customized ITAs (CITAs) have been created at your school, the list of assessments may go on for multiple pages. Use the arrows at the top of the list to scroll between pages. In the rightmost column, select **View/Assign**

   NOTE – When choosing the assessment, please make sure that you are choosing the correct CITA. You may click on the name of the assessment to see the skills assigned to that assessment. If you need to view the actual assessment booklet to make sure you are choosing the correct one, please leave the assignment process, go to Tests/PreviewPrint and verify the correct assessment before proceeding.

8. Click **Create New Assignment**.

9. Enter an Assignment Name that is descriptive of the assessment being assigned (For example - Grade 4 Everyday Math ITA #1).

10. Enter the assessment start date and end date.

11. Choose “Online and Offline” or “Offline Only” from the **Overall Test Delivery** drop-down menu (NOTE – choosing “Online and Offline” means students will be able to access the assessment from home or a public computer during the assigned window, so choose this option only if you will be administering the assessment online; if administering online be sure to limit the assignment window to the date you will actually be administering).

12. Enter a Student Report Access Date (NOTE – leaving this field blank will prevent students from accessing their report online).

13. Click on **Save and Proceed to Next Step**.

14. Select Grade Level and School name.

15. NOTE – Do NOT select Calculator or Untimed Test in the Test Accommodations area. These features only work for students that have been tagged to have these accommodations. If you have accidentally selected one of these, press and hold the Ctrl key and click on it again to deselect.

16. Click on **Search for Students**

17. Scroll to the bottom of the page and click the check box next to the grade. If you would like to choose only certain students, click the “+” sign to the left of the grade to view the classes within that grade. You can then click the “+” next to a class to see the students in that class. Click the check box next to each class or student to select.

18. Click **Assign Selected.** Scroll back down to the bottom of the page. Verify that you now have the assigned grade, classes, and/or students listed in the right column labeled “Assigned Students.” Click the “+” sign next to the grade in the right column to drill down to a class and then to the students to verify the assignment. **If there are no entries in the RIGHT column labeled “Assigned Students,” then NO students have been assigned this assessment**.

Step 2: Generating Student Roster files for pre-coding/Pre-slugging

The following step-by-step process is used for creating pre-coded answer sheets and scanning bubble sheets into the Acuity Assessment System. You will be using both a software program call vCapture and the Acuity Assessment System. Prior to beginning this process you need to make sure the test assignments have been created and know the date range for which they were created. In additional, the Lexmark scanner must be connected to the PC on which the vCapture software has been installed.

1. Log into Acuity with your username and password
2. Once the test assignments have been created by your Test Coordinator, Go to **Tests** and then **Scoring and Scan Processing**.
3. Locate the **Generate Assignment Roster File** link and click on it.
4. Please select the appropriate filters pertaining to the test assignment(s), select the date range of the assignment(s), and select Search.
5. Create a roster file name. When naming roster file, try using a name that corresponds to the assignment (example: Grade 4EverydayMathITA1). Click on the check box under select and click on **Generate Roster File**.
6. Please select the correct date range in which the test assignments were created and select **Search**.
7. Once the file has been processed a blue link will appear under Filename/Status, click on blue link and save the file to a location you can easily return to so you can find it for Step 3.

Step 3: Printing Student Answer Sheets

1. Launch the vCapture Application from Start Programs or an icon on your desktop.

2. To pre-code the answer sheets with student data, click on **Load Roster**. Find the .CSV file (Roster file) you created and saved to your PC from step 2 from the directory dialog box, and select **OK**.

3. Next, click on **Print Answer Sheets**.

4. Choose the printer you would like to print from and choose the template (answer sheet) you would like to use (CR Scoring or Generic) and select **Print**.

Step 4: Administering the Assessment

If your students are using blanks answer sheets, please instruct them to fill in their Student IDs and the Test ID of the assessment they are taking. In order to scan using your Lexmark scanner, you must print the blank answer sheet yourself. You may not use blank answer sheets provided by CTB/McGraw-Hill.

Step 5: Scanning Completed Assessments

1. To begin scanning, select **Scan** on the top menu and select **Choose Scanner** to choose the appropriate scanner.

2. Uncheck the **Hide Configuration** button.

3. A pop up window will appear with the names of all available scanners. Choose the Lexmark Scanner.

4. Repeat this process every time you print or scan answer sheets

5. Select **Begin Scanning** and choose the appropriate template under **Form Template** that you are scanning (CR Scoring or Generic) and select **OK**.

   Note** It is important to choose the correct template according to which answer sheet you are scanning. If the wrong template is chosen then all answer sheets scanned will be unrecognizable after processing.

6. Once all images have been scanned, select **Process Images**. Choose to process images now or to process at a later time. You can also choose to validate against a roster file to help in the exception processing by selecting **Browse** under **Roster File** and choosing the corresponding roster file.

7. Select **OK** to process the images from the previous step

8. Correct any data that caused an exception (dialog box will appear allowing to correct invalid data or image) during the processing of images. Once all images have processed save the output file that is created by vCapture with a name corresponding to what was scanned and in a location that is easy to remember.

Step 6: Uploading Scanned Data in Acuity

1. Log into Acuity.

2. Go to **Tests** and then **Scoring and Scan Processing**.

3. Click on **Upload Scanned Answer Sheets**.

4. Choose **Custom** or **Non Custom** from the Assessment Type pull down menu**.**

5. Select **Browse** to locate the output file from step 5 in the previous section under **Printing Answer Sheets and Scanning** using vCapture and select **Upload**.

6. Once uploaded, select **Scoring and Scan Processing** on the left side of the screen and then select **Scan Results Upload Status**.

7. Choose the corresponding dates of when the output file was uploaded (the file name can also be entered if known) and select **Search**.

8. Correct for any validation errors that occurred by clicking on the Batch ID link all the way to the left of your upload results row.

9. Remember that a single validation error is linked to a scanned data record for a single student. If these errors are not corrected then no information pertaining to that student or students will be available in reports.

Step 7: Accessing the Classroom Matrix Report

1. Click **Reports** on the Main Menu
2. Click **Item Analysis Reports**
3. Click **Classroom Matrix Report**
4. Select a **Subject**
5. Select a **Class**
6. Select an **Assessment** (Custom)
7. Click **Get Report**
8. An Excel File download pop up will appear
9. Click **Open** to have the report open in Excel
10. Click **Save** to save the report to your local computer