

**ACUITY**<sup>™</sup>  
Assessment Focused on Learning

## vCapture Express for Acuity

Installation and User  
Instructions

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# What is vCapture Express for Acuity?

vCapture Express for Acuity is an application that can print Acuity assessment forms (optionally with pre-populated data from Acuity roster files) and scan and capture data from completed test forms for export to the Acuity system. The vCapture software is only installed on the computer attached to the scanner.

## System Requirements

vCapture Express for Acuity has been designed for the following operating systems:

- Windows 2000
- Windows XP

### Minimum Supported Requirements

- All image based scanners using TWAIN scanner drivers. Most popular image based scanners include:
  - Fujitsu
  - Brother
- 256 MB RAM
- 100 MB free hard drive space
- Pentium 3 or greater – 500 Mhz or more
- True Color Video Card (24 or 32 bits – 16.8 Million colors) – 1024x768

# Installation Instructions

The instructions for installing vCapture Express for Acuity contain the following sections.

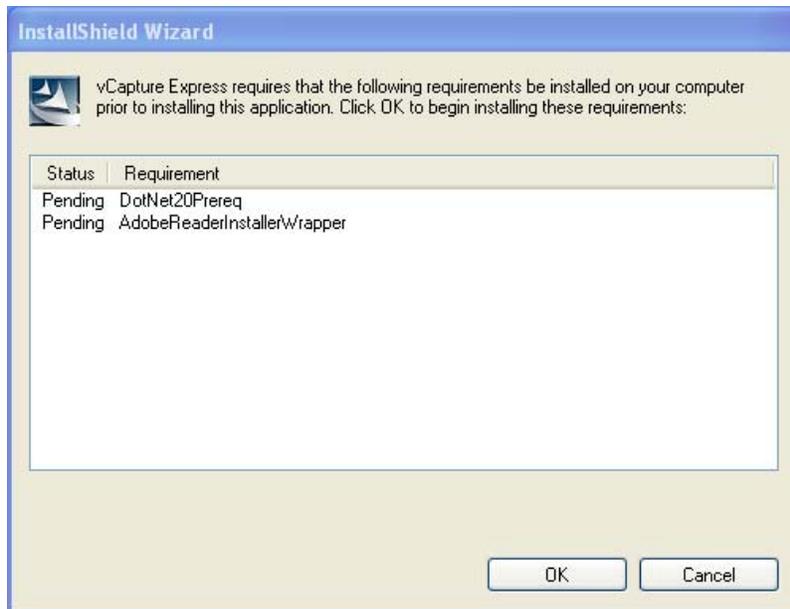
- 1.1 Launching the Installer
- 1.2 Prerequisites
- 1.3 Installer Screens
- 1.4 Uninstalling

## 1.1 Launching the Installer

To install vCapture Express for Acuity, double-click the installer icon, vCaptureExpressSetup.exe. This launches the installer application that will install vCapture Express for Acuity.

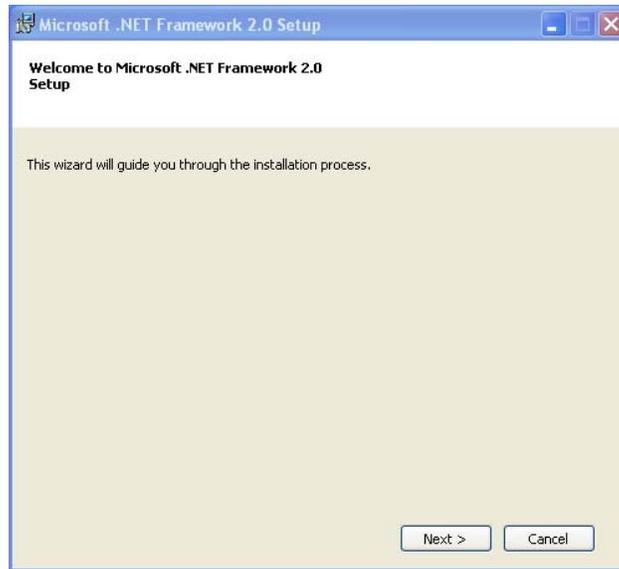
## 1.2 Prerequisites

vCapture Express for Acuity requires the .NET 2.0 Framework and Adobe Acrobat Reader 5.2 or later. If either prerequisite is not detected when the installer is launched, the Prerequisites dialog appears and prompts the user to install the necessary prerequisite.



### **.NET 2.0 Framework**

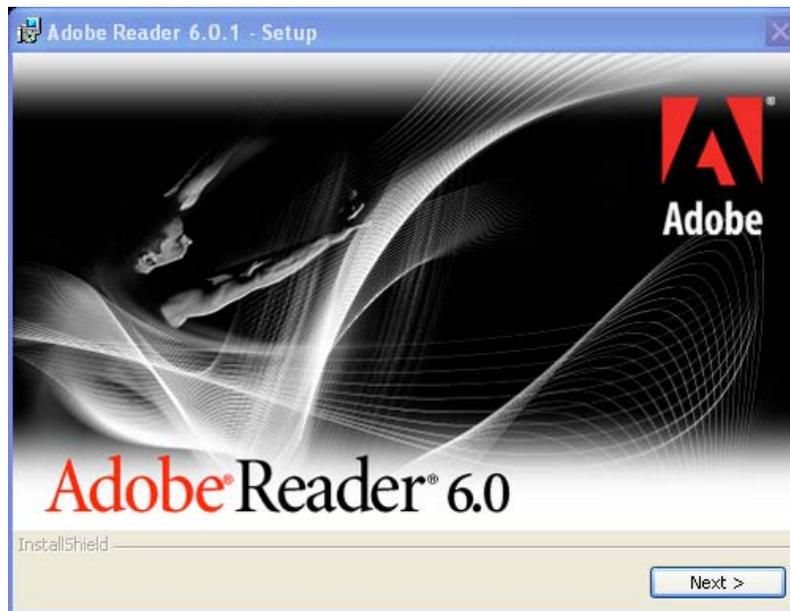
vCapture Express for Acuity requires the .NET 2.0 Framework. If the installer detects that the .NET 2.0 Framework is not installed, the user is prompted to install it. This launches the .NET 2.0 Framework installer.



Click **Next** and follow the prompts and instructions to install the .NET 2.0 Framework.

### **Adobe Acrobat Reader**

vCapture Express for Acuity requires Adobe Acrobat Reader 5.2 or later in order to print Assessment test forms. If the installer detects that Adobe Acrobat Reader 5.2 or later is not installed, the user is prompted to install Adobe Acrobat Reader. (Adobe Acrobat Reader 5.2 will be installed on Windows 98, Adobe Acrobat Reader 6.0 will be installed on Windows 98 SE and Windows 2000 or later). This launches the Adobe Acrobat Reader installer.



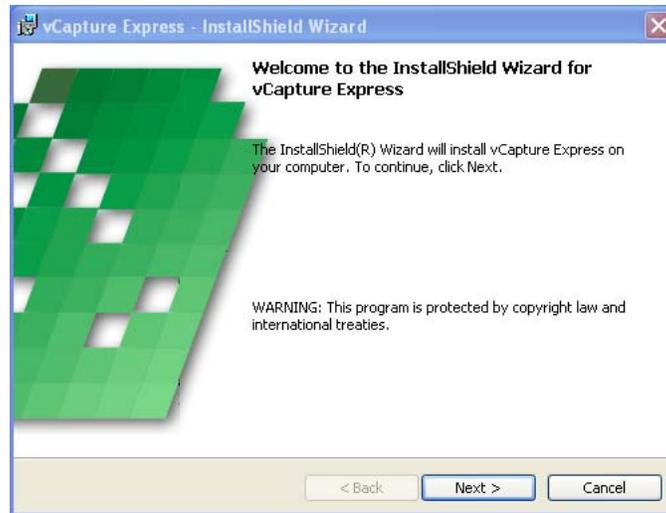
Click **Next** and follow the prompts and instructions to install Adobe Acrobat Reader.

## 1.3 Installer Screens

After installing any prerequisites, the installer will display the primary vCapture Express for Acuity installer screens.

### Welcome Screen

The welcome screen introduces the user to the vCapture Express for Acuity installer.



Click **Next** to proceed with the installation.

### License Agreement

The license agreement screen prompts the user to accept the terms of the vCapture Express software license agreement.



Read the terms of the software license agreement, click **I accept the terms in the license agreement**, and click **Next** to continue with the installation.

Optionally, click **Print** to print out the terms of the software license agreement.

### Choose Destination Folder

The destination folder screen prompts the user to accept or change the location in the file system where vCapture Express for Acuity will be installed.

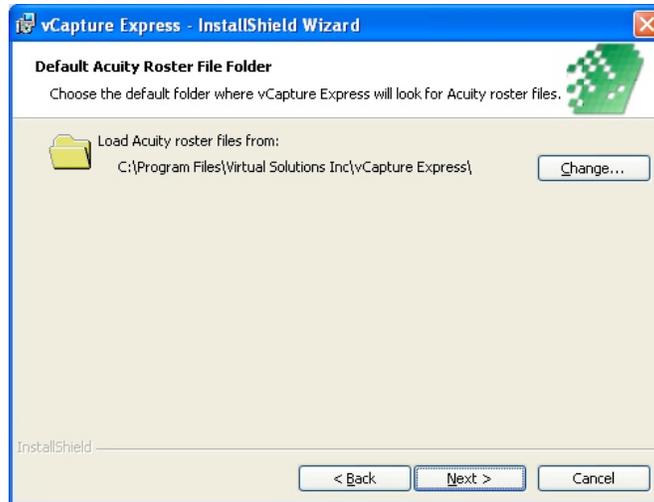


To change the location from the default, click the **Change** button and select a folder in the file system where vCapture Express for Acuity will be installed.

To accept the default location, or once the location has been changed, click **Next** to continue with the installation.

### Choose Default Roster File Location

The default roster file screen prompts the user to accept or change the location in the file system where vCapture Express for Acuity will look for Acuity roster files. This location will not prevent the user from browsing for roster files when vCapture Express for Acuity is run, it is simply the first place that the user will be taken to when loading roster files.

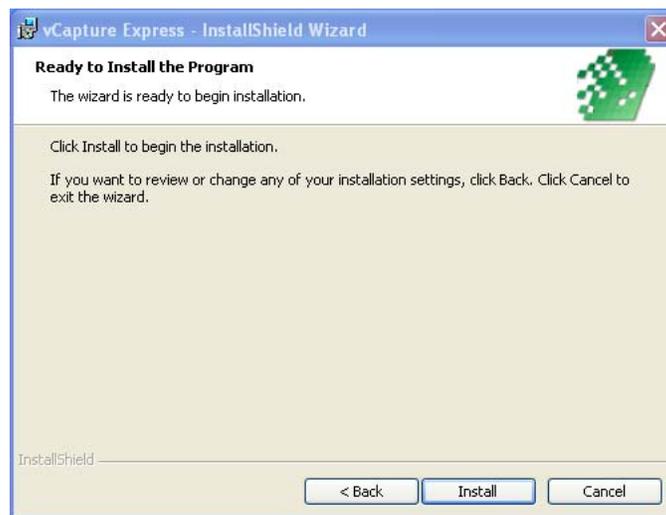


To change the location from the default, click the **Change** button and select a folder in the file system where vCapture Express for Acuity will look for Acuity roster files.

To accept the default location, or once the location has been changed, click **Next** to continue with the installation.

### Ready To Install Screen

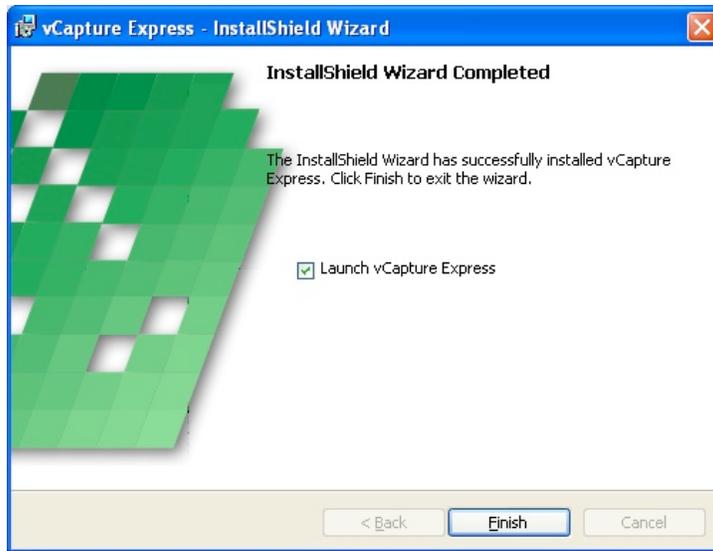
The ready to install screen tells the user that the installer is prepared to install vCapture Express for Acuity.



Click **Install** to proceed with the installation.

### Finished Install

The finished install screen informs the user that the installer has completed.



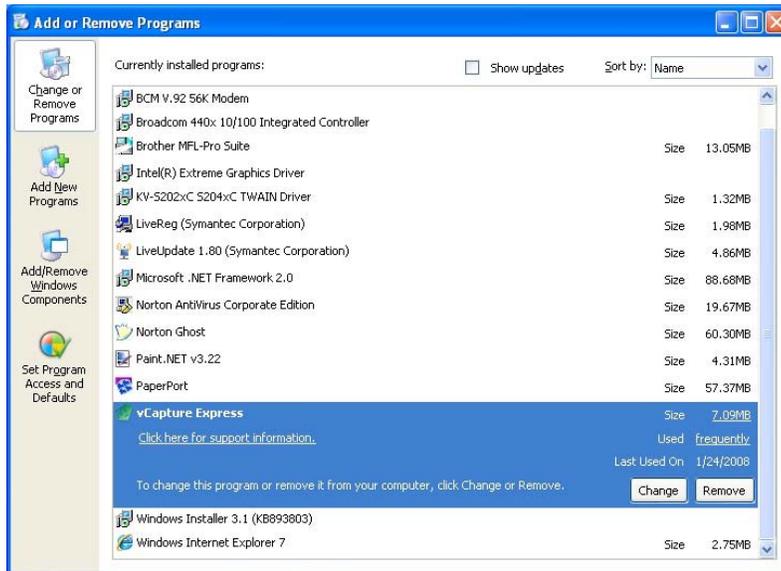
Click **Launch vCapture Express** to close the installer and immediately start vCapture Express for Acuity.

Click **Finish** to close the installer.

# 1.4 Uninstalling

To uninstall vCapture Express for Acuity from a computer, do the following.

1. In Windows, go to the **Add or Remove Programs** control panel.
2. Find the entry for **vCapture Express** and click the **Remove** button.



3. Follow the prompts to remove vCapture Express for Acuity.

## 2 Getting Started

To get started with vCapture Express for Acuity quickly, read the quick start topics in this section.

- 2.1 Launching the Application
- 2.2 Welcome Screen
- 2.3 Loading a Roster File
- 2.4 Printing Forms
- 2.5 Scanning and Processing Completed Forms

## 2.1 Launching the Application

There are two ways to launch vCapture Express for Acuity: Use the installed shortcut or launch the executable from Windows Explorer.

### Launching vCapture Express for Acuity from the installed shortcut

1. Click on the **Start** button in the Windows task bar.
2. Click on **All Programs** from the pop up menu.
3. Find the **vCapture Express** directory from the list and click on it.
4. Click on **vCapture Express** from the resulting list to launch the application.



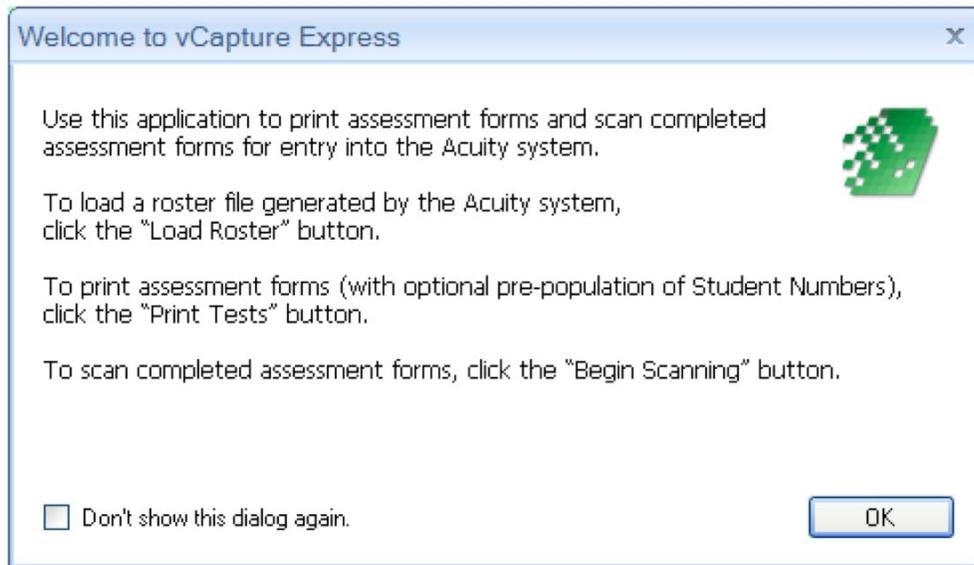
### Launching vCapture Express for Acuity from Windows Explorer

1. Type **WinKey-E** to launch a new Windows Explorer window.
2. In the Address bar type C:\Program Files\Virtual Solutions Inc\vCapture Express (or the location chosen at install time if different).
3. Double click the executable **vCapture Express.exe** to launch the application.

## 2.2 Welcome Screen

After launching vCapture Express for Acuity, the splash screen appears while the application initializes.

When the application has initialized, the main application window appears, with the **Welcome Screen** appearing over it.



The **Welcome Screen** explains the three main tasks that can be accomplished directly with vCapture Express for Acuity.

1. Loading an Acuity roster file into vCapture Express for Acuity
2. Printing test forms for the Acuity assessment system.
3. Scanning and processing completed assessment forms.

To prevent the **Welcome Screen** from appearing on subsequent launches of vCapture Express for Acuity, click the checkbox labeled **Don't show this dialog again**.

Click the **OK** button or the **X** button in the upper right hand corner of the **Welcome Screen** to close it and proceed with using vCapture Express for Acuity.

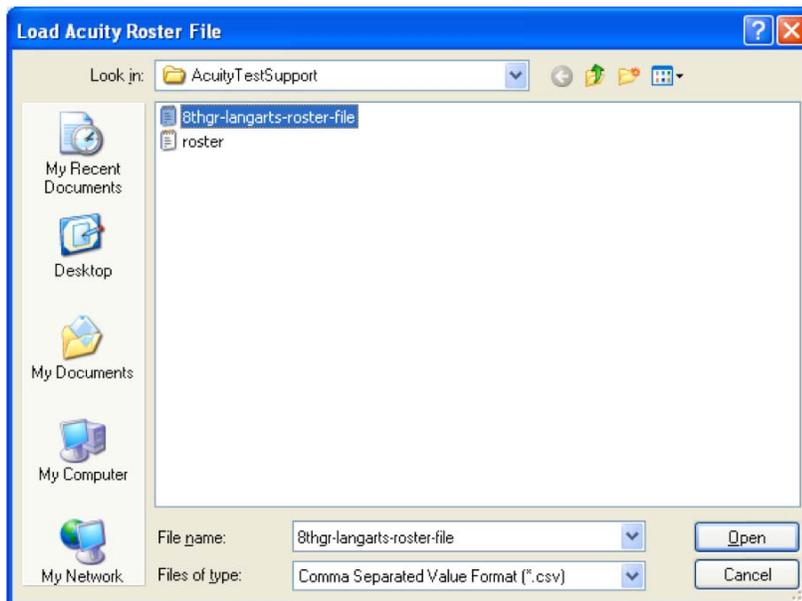
## 2.3 Loading an Acuity Assignment Roster File

There are a number of ways to load an Acuity assignment roster file into vCapture Express . When printing or scanning, the application always presents an option to load a roster file at that time. However, the easiest way to load a roster file is presented here.

1. A roster file must have previously been created from the Acuity assessment system. See the Acuity Administrator Guide for details. When saving the Acuity assignment roster file to the scanning station, use a naming convention that will allow you to identify the assignment easily.
2. Click the **Load Roster** button from the main vCapture Express for Acuity toolbar.



3. The **Load Acuity Roster File** appears. The default directory was specified at install time. If the desired roster file is not at this default directory, browse to the directory on the file system where the desired roster file is located.

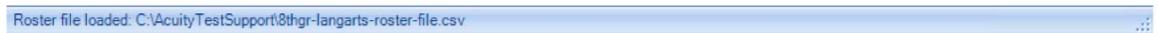


4. Select the desired roster file and click **Open**.

5. If the roster file is correctly formatted, a message box appears to confirm this.



6. Click **OK** to confirm that the roster file was loaded.
7. The status bar at the bottom of the screen is updated with the path of the loaded roster file.



## 2.4 Printing Student Answer Sheets

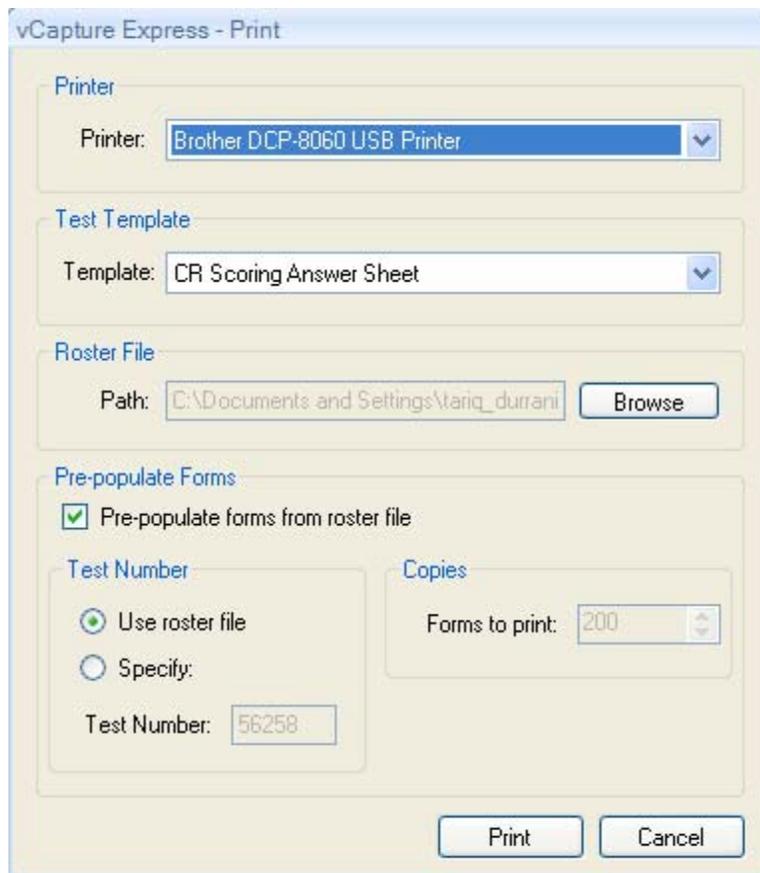
There are number of options for the printing of Acuity assessment answer sheets with vCapture Express for Acuity. To see the full range of options, look at the How To... section later in this document.

This section describes the most common options for printing Acuity assessment answer sheets with a loaded Acuity roster file from vCapture Express for Acuity.

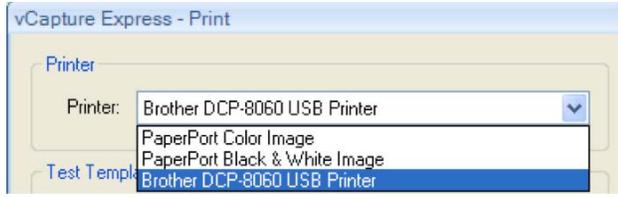
1. Click the **Print Tests** button from the main vCapture Express for Acuity toolbar.



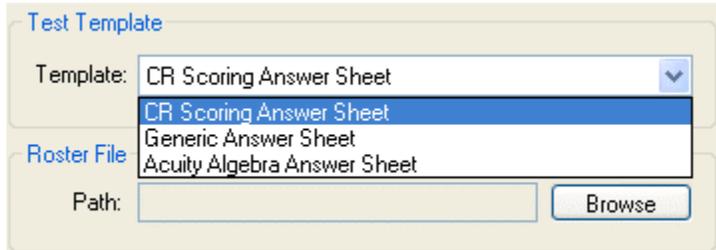
2. The **vCapture Express – Print** dialog appears with a number of options to choose.



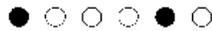
3. In the **Printer** section, the current default printer is selected. To choose a different printer, click on the drop down arrow and select the desired printer.



- In the **Test Template** section, the current test template to be printed is selected. To choose a different test template to print, click on the drop down arrow and select the desired test template.



- In the **Roster File** section, the path to the currently loaded Acuity roster file is displayed (if no roster file is loaded, this path is blank). To load an Acuity roster file, click **Browse** and choose the desired roster file.
- Once a roster file is loaded, the checkbox **Pre-populate forms from roster file** is checked. With this box checked, the student number and test number of each printed form will be filled out with one line from the roster file.



## McGraw-Hill Benchmark Assessment System

Name: DEBRA BELLNYC

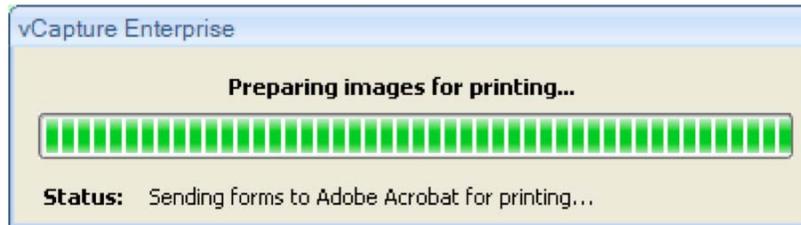
Date: \_\_\_\_\_

Student Number												Test Number										
						6	0	0	7	0	7							5	9	0	4	5
0	0	0	0	0	0	0	●	●	0	●	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	●	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	●	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

Student ID: 600707 Test ID: 59045  
 School: ANYC Training School 1  
 TeacherName: MRWILSONNYC  
 Class: WILSON MIR.  
 Subject: Mathematics Grade: 3rd Grade

- The **Test Number** section is set to **Use roster file** to indicate that the pre-printed test number will be pulled from the lines of the roster file.

8. In the **Copies** section, the **Forms to print** counter is disabled and the number of lines in the loaded roster file is displayed.
9. Click **Print** to initiate the printing process. This brings up a dialog that displays the progress in preparing the forms that will be printed and sending the forms to Adobe Acrobat Reader for printing.



10. Once the forms have been prepared, Adobe Acrobat Reader is launched and the forms are sent to that application for printing.
11. When the forms have been spooled to the printer, the progress dialog disappears and printing will begin when the printer is ready.

## 2.5 Scanning and Processing Completed Forms

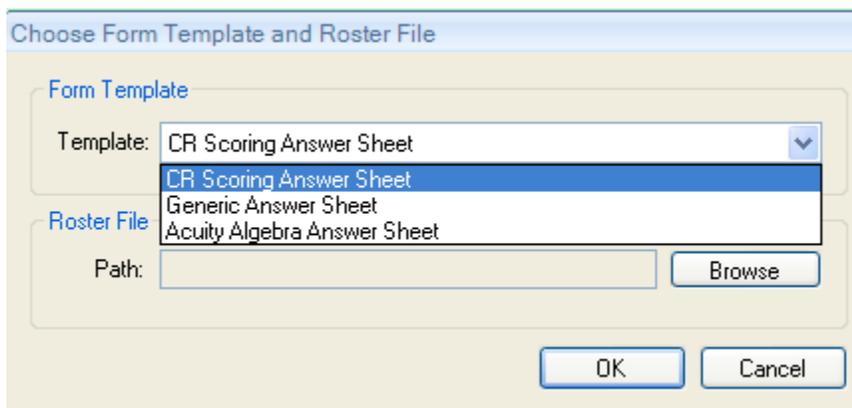
The primary use of vCapture Express for Acuity is to scan filled out assessment answer sheets and capture the information for export into the Acuity assessment system. This section describes one straightforward way to use vCapture Express for Acuity to accomplish this.

### Scan completed assessment answer sheets into vCapture Express for Acuity

1. Prepare a stack of paper assessment answer sheets that are all of the same template type and have been filled out. Place the paper on a scanner that is attached to the computer on which is installed vCapture Express for Acuity.
2. Within vCapture Express for Acuity, click the **Begin Scanning** button from the main vCapture Express for Acuity toolbar.



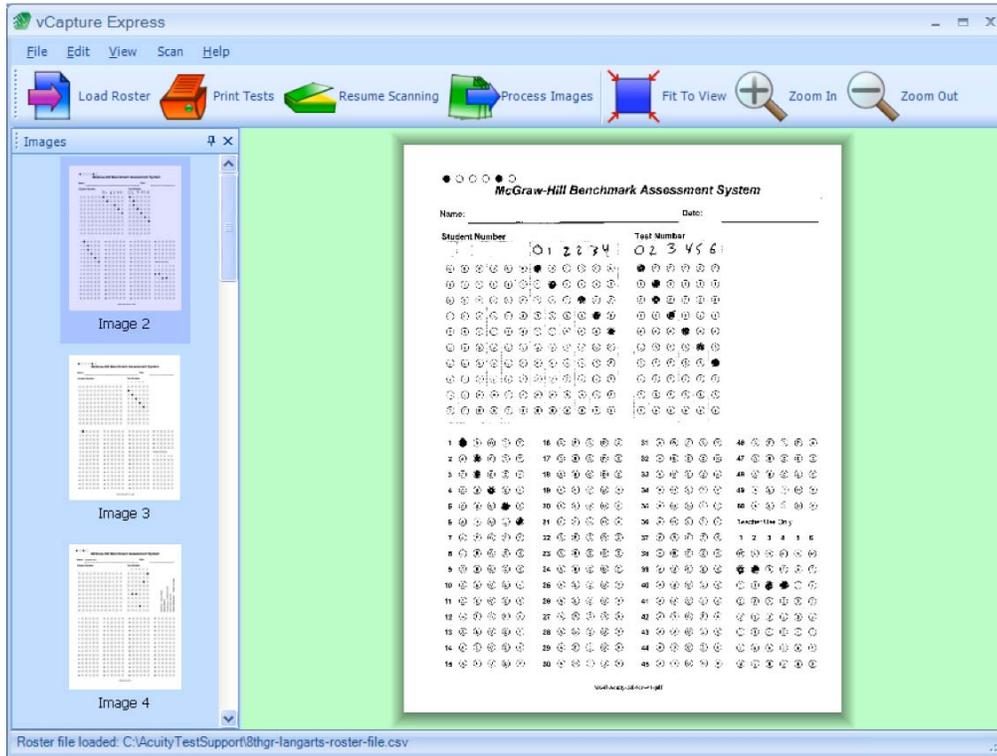
3. The **Choose Form Template and Roster File** dialog appears.
4. In the **Form Template** section, choose the test template that matches ALL of the paper assessment tests to be scanned (All the tests to be scanned MUST be of the same template type).



5. In the **Roster File** section, if the Acuity roster file that matches the tests to be scanned is not currently loaded, click the **Browse** button and choose the desired Acuity roster file.
6. Click the **OK** button to begin scanning on the computer's default scanner. The toolbar will change with the **Begin Scanning** button becoming the **Stop Scanning** button. It may take a few moments for the scanner to warm up.



- Once the scanner begins scanning, the images will begin to appear in vCapture Express one at a time.



- When the scanner has finished scanning, the **Stop Scanning** button becomes the **Resume Scanning** button, and the **Process Images** button is enabled.

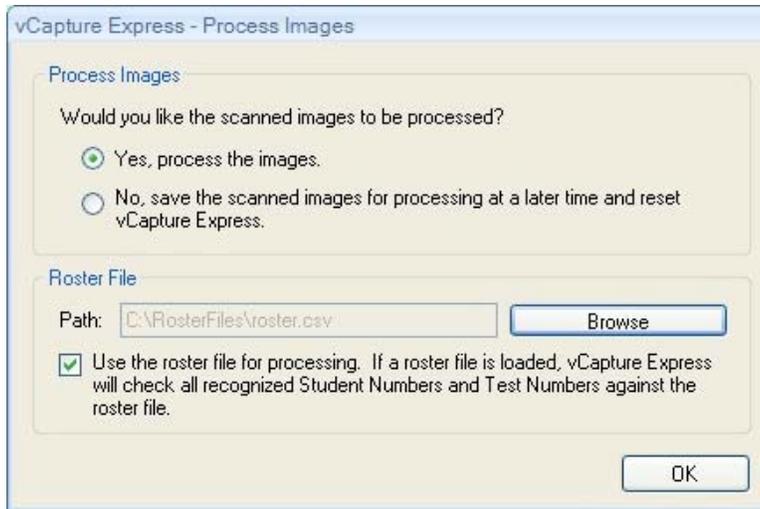


**Once scanning is completed, process the images to export the data**

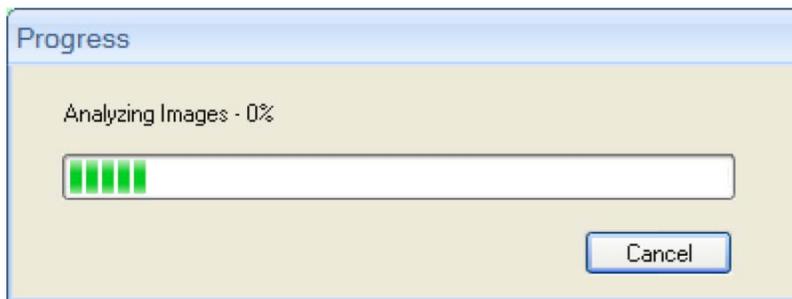
- Click the **Process Images** button to begin the data export process.



- The **Process Images** message box appears. Click **OK** to begin processing.



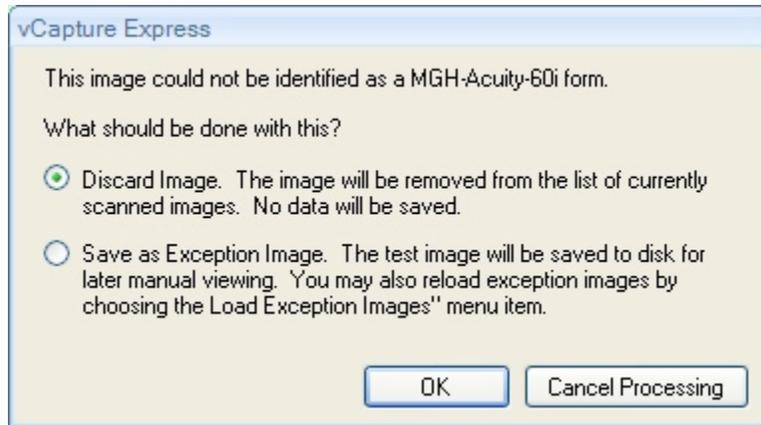
3. The **Processing Progress** dialog appears and displays the progress through the steps of Preparing Images, Analyzing Images, Reading Data, and Completing.



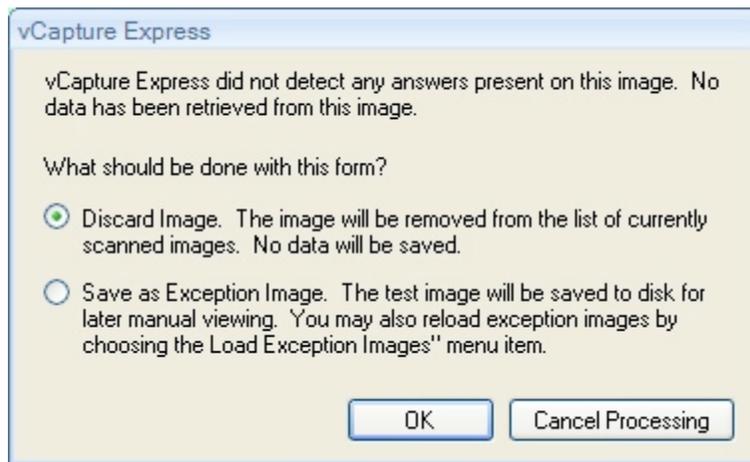
4. If there are any data validation errors, the **Invalid Data** message box appears. Click **OK** to continue.



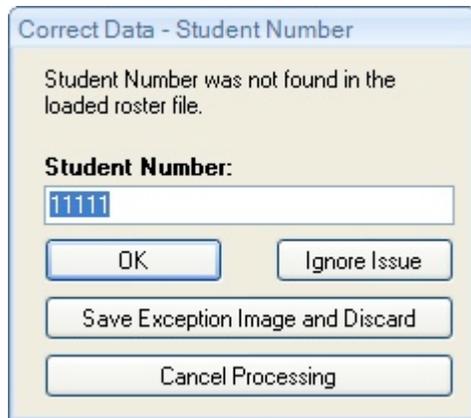
5. For each image that has data validation errors, one or more of the following data validation dialogs will appear.
  - a. If a scanned answer sheet is not of the same test template type chosen at the beginning of scanning, the **Invalid Identification** dialog appears. Choose **Discard Image** and click **OK** to remove this image from the current list of images to be exported.



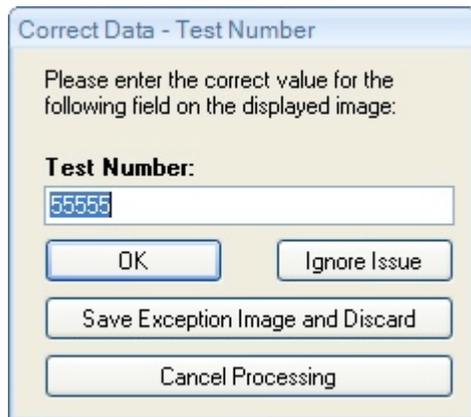
- b. If a scanned test has no filled in answers that can be detected, the **No Answers** dialog appears. Choose **Discard Image** and click **OK** to remove this image from the current list of images to be exported.



- c. If a scanned test has a student number that does not appear in the loaded Acuity roster file, the **Correct Data – Student Number** dialog appears. Enter the correct value for the student number of the image that is presented, and click **OK**, or click **Ignore Issue** if the capture student number is correct.



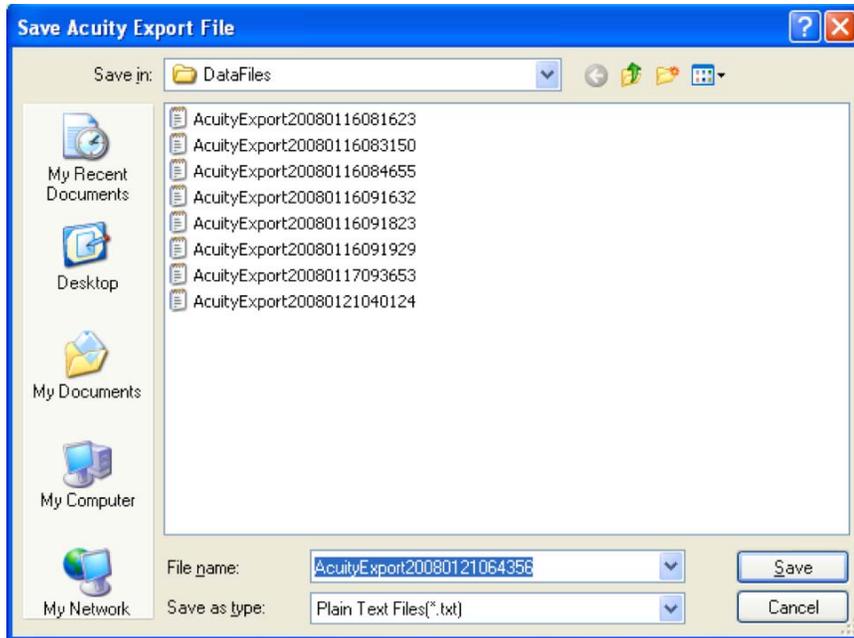
- d. If a scanned test has a test number that does not appear in the loaded Acuity roster file, the **Correct Data – Test Number** dialog appears. Enter the correct value for the test number of the image that is presented, and click **OK**, or click **Ignore Issue** if the capture test number is correct.



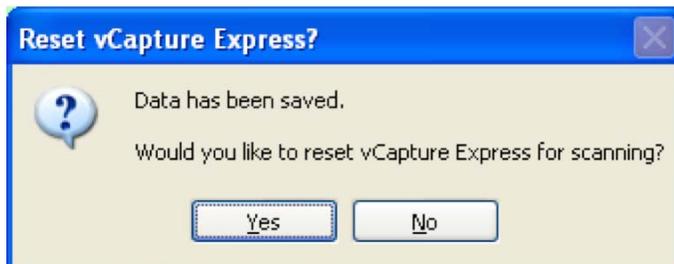
6. After all data has been validated, or if there are no validation errors, the **Data Capture Complete** message box appears. Click **OK** to choose an export file location.



7. The **Save Acuity Export File** dialog appears. Choose a location and file name (or accept the defaults) and click **Save**.



8. The **Reset vCapture Express** dialog appears. Click **Yes** to reset vCapture Express for Acuity and complete the data export process.



9. Upload the saved data file into Acuity. In the Acuity assessment system, use the Upload Scanned Answer Sheet menu to load the data file into Acuity for scoring. See the Acuity Administrator Guide for details.

## 3 How To...

To learn how to accomplish various tasks with vCapture Express for Acuity, read the “how to” topics in this section.

- Load a Roster File
- Print Blank Test Forms
- Print Test Forms Pre-Populated From an Acuity Roster File
- Choose a Scanner
- Change a Scanner’s Configuration
- Resume Scanning
- Save Exception Images
- Discard Exception Images
- Load Exception Images
- Discard All Current Images

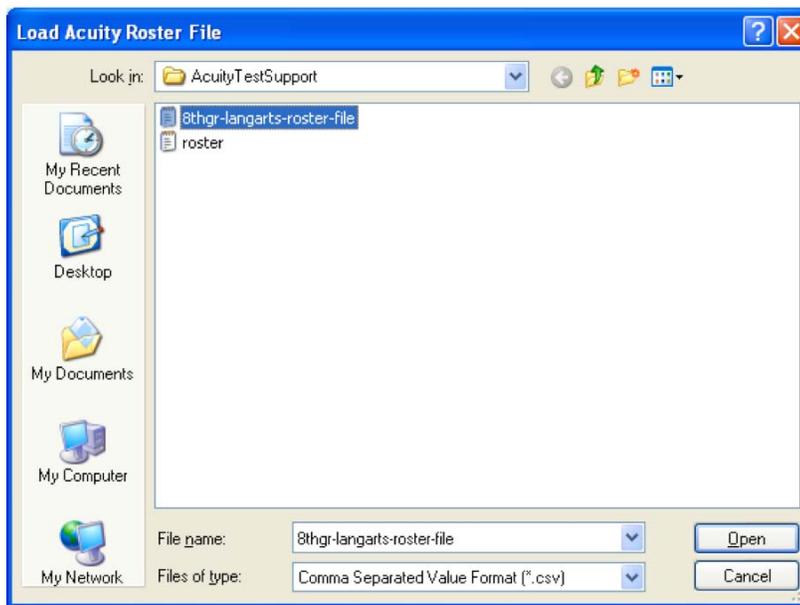
## 3.1 Load a Roster File

To load an Acuity roster file into vCapture Express for Acuity, perform the following steps.

1. A roster file must have previously been created from the Acuity assessment system.
2. Click the **Load Roster** button from the main vCapture Express for Acuity toolbar.



3. The **Load Acuity Roster File** appears. The default directory was specified at install time. If the desired roster file is not at this default directory, browse to the directory on the file system where the desired roster file is located.



4. Select the desired roster file and click **Open**.
5. If the roster file is correctly formatted, a message box appears to confirm this.



6. Click **OK** to confirm that the roster file was loaded.

The status bar at the bottom of the screen is updated with the path of the loaded roster file.

Roster file loaded: C:\AcuityTestSupport\8thgr-langarts-roster-file.csv

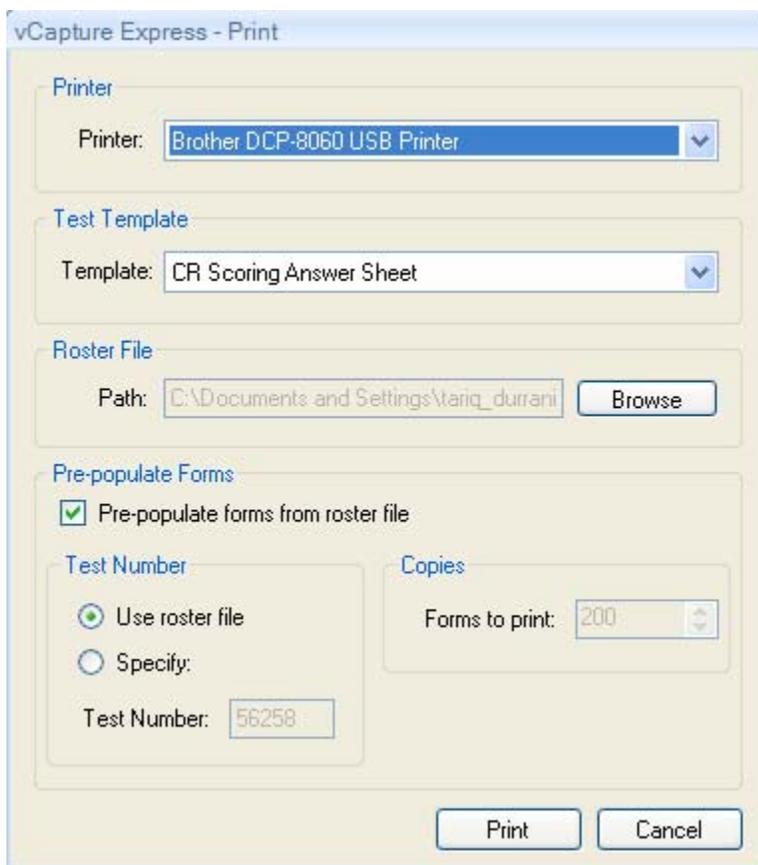
## 3.2 Print Blank Test Forms

To print blank test forms in vCapture Express for Acuity, perform the following steps.

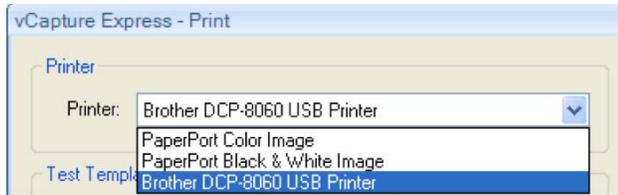
1. Click the **Print Tests** button from the main vCapture Express for Acuity toolbar.



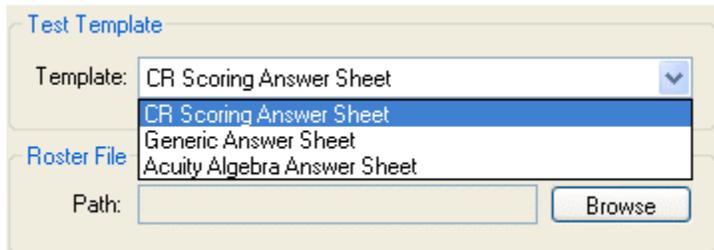
2. The **vCapture Express – Print** dialog appears with a number of options to choose.



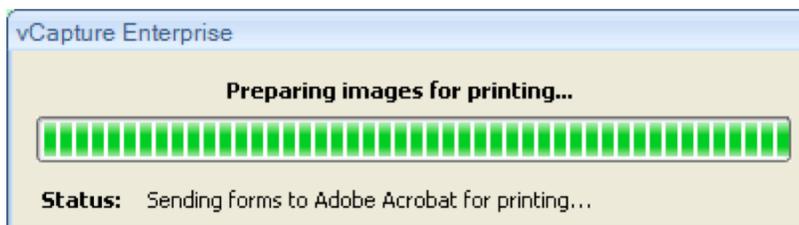
3. In the **Printer** section, the current default printer is selected. To choose a different printer, click on the drop down arrow and select the desired printer.



- In the **Test Template** section, the current test template to be printed is selected. To choose a different test template to print, click on the drop down arrow and select the desired test template.



- If a roster file is loaded in the **Roster File** section, uncheck the checkbox **Pre-populate forms from roster file** (if no roster file is loaded, this option is disabled).
- In the **Test Number** section, leave the **Test Number** box blank.
- In the **Copies** section, set the **Forms to print** counter to the number of forms that should be printed.
- Click **Print** to initiate the printing process. This brings up a dialog that displays the progress in preparing the forms that will be printed and sending the forms to Adobe Acrobat Reader for printing.



- Once the forms have been prepared, Adobe Acrobat Reader is launched and the forms are sent to that application for printing.
- When the forms have been spooled to the printer, the progress dialog disappears and printing will begin when the printer is ready.

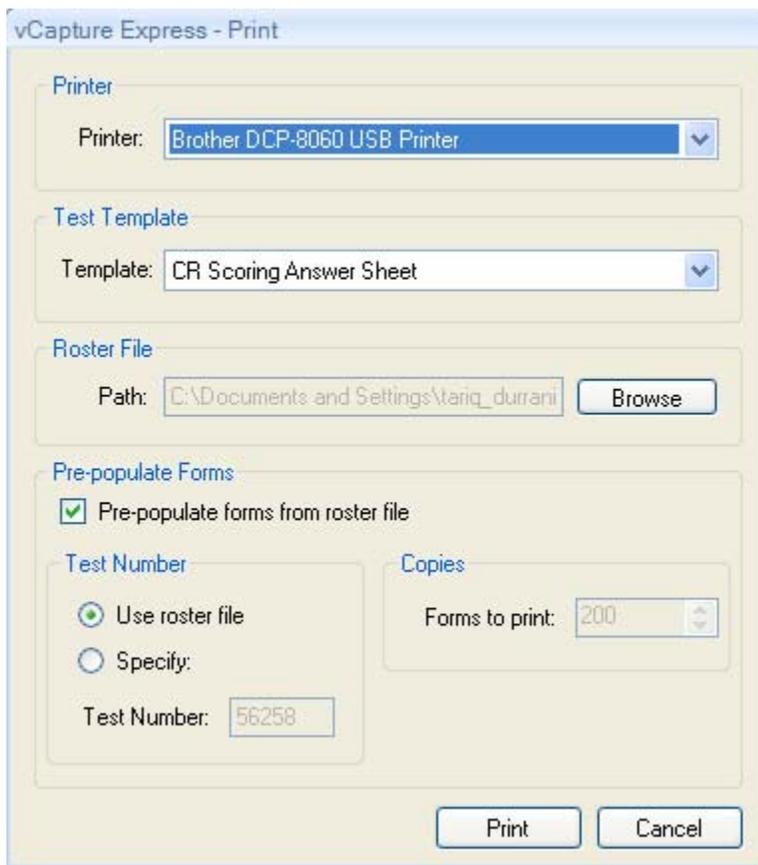
### 3.3 Print Test Forms Pre-Populated From an Acuity Roster File

To print test forms with pre-populated data from an Acuity roster file in vCapture Express for Acuity, perform the following steps.

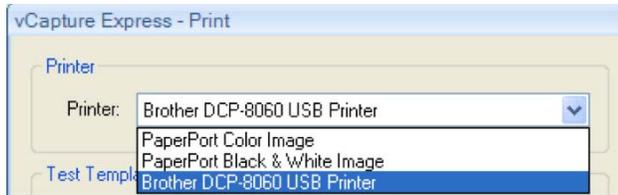
1. Click the **Print Tests** button from the main vCapture Express for Acuity toolbar.



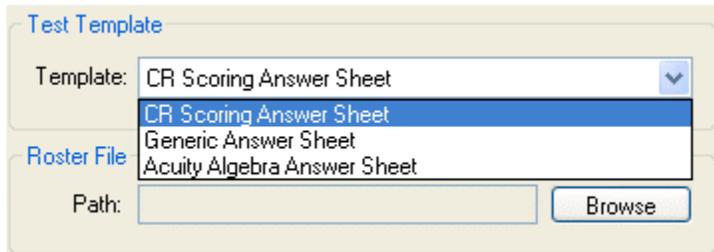
2. The **vCapture Express – Print** dialog appears with a number of options to choose.



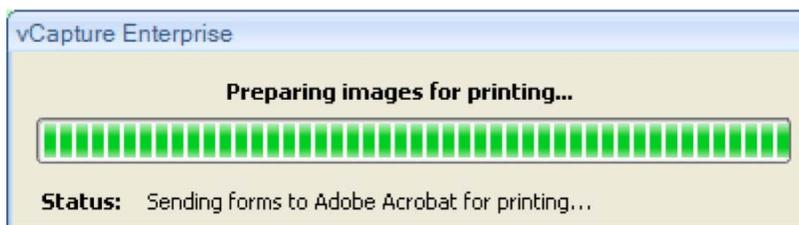
3. In the **Printer** section, the current default printer is selected. To choose a different printer, click on the drop down arrow and select the desired printer.



- In the **Test Template** section, the current test template to be printed is selected. To choose a different test template to print, click on the drop down arrow and select the desired test template.



- In the **Roster File** section, the path to the currently loaded Acuity roster file is displayed (if no roster file is loaded, this path is blank). To load an Acuity roster file, click **Browse** and choose the desired roster file.
- Once a roster file is loaded, the checkbox **Pre-populate forms from roster file** is checked. With this box checked, the student number and test number of each printed form will be filled out with one line from the roster file.
- The **Test Number** section is set to **Use roster file** to indicate that the pre-printed test number will be pulled from the lines of the roster file.
- In the **Copies** section, the **Forms to print** counter is disabled and the number of lines in the loaded roster file is displayed.
- Click **Print** to initiate the printing process. This brings up a dialog that displays the progress in preparing the forms that will be printed and sending the forms to Adobe Acrobat Reader for printing.

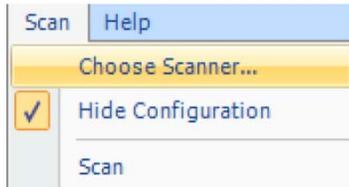


- Once the forms have been prepared, Adobe Acrobat Reader is launched and the forms are sent to that application for printing.
- When the forms have been spooled to the printer, the progress dialog disappears and printing will begin when the printer is ready.

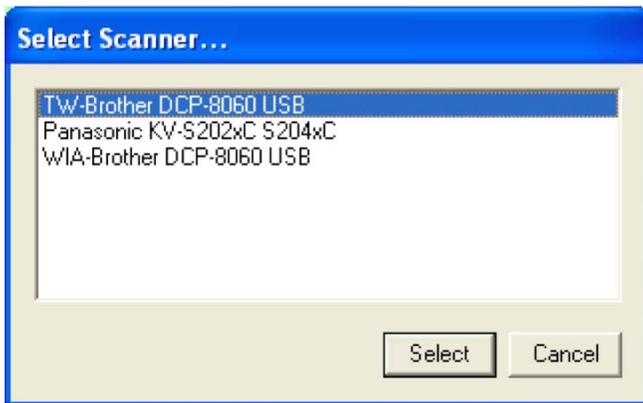
## 3.4 Choose a Scanner

To choose a scanner to use from vCapture Express for Acuity, perform the following steps.

1. Select **Choose Scanner** from the **Scan** menu.



2. Clicking the menu item brings up the **Select Scanner** dialog.

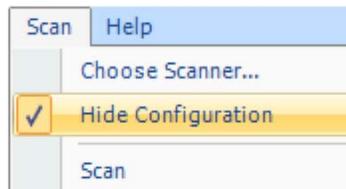


3. Choose the scanner to be used and click **Select** to make the choice.

## 3.5 Change a Scanner's Configuration

To change a scanner's configuration before scanning, perform the following steps.

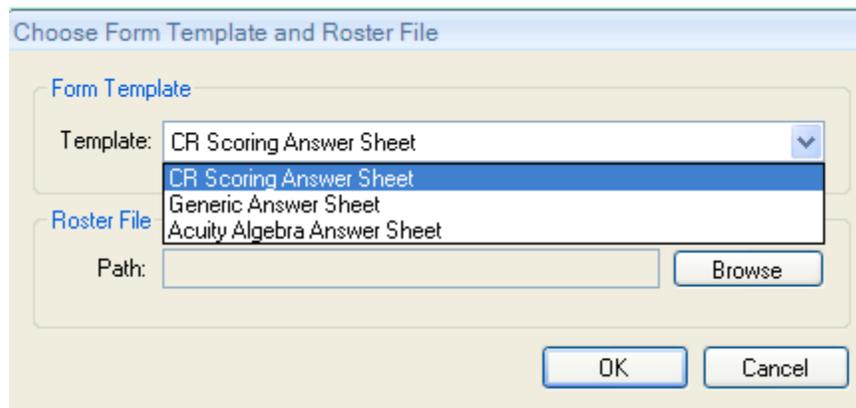
1. Select **Hide Configuration** from the **Scan** menu to toggle whether the scanner's configuration dialog should appear when scanning is initialized. The default is for this to be toggled on such that the configuration will not appear.



2. Click the **Begin Scanning** button from the main vCapture Express for Acuity toolbar.



3. The **Choose Form Template and Roster File** dialog appears. Choose the desired **Template** and optionally browse for a roster file.



4. Click **OK**. The current scanner's **Configuration** dialog will appear. Change any settings that the scanner provides, and proceed through the dialog.
5. Scanning will proceed as described elsewhere in this file, with the selected scanner configuration.

## 3.6 Resume Scanning

To resume scanning after scanning has stopped, or after an error with the scanner, perform the following steps.

1. When the scanner has finished scanning, the **Stop Scanning** button on the main toolbar becomes the **Resume Scanning** button.



2. Click **Resume Scanning** on the main toolbar to proceed with scanning.
3. The toolbar will change with the **Resume Scanning** button becoming the **Stop Scanning** button. It may take a few moments for the scanner to warm up.

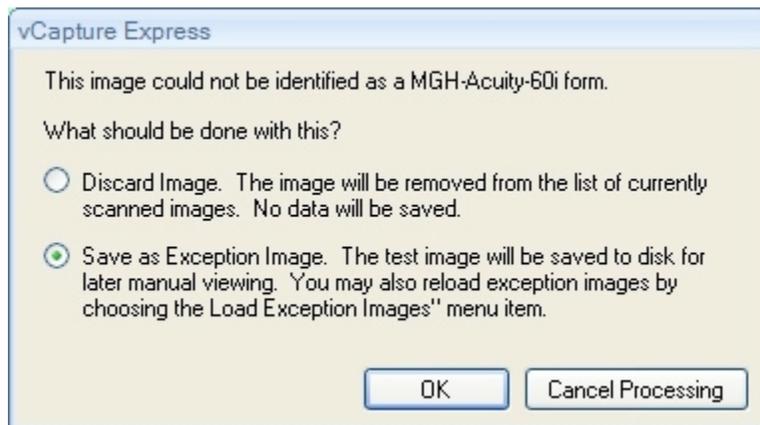


## 3.7 Save Exception Images

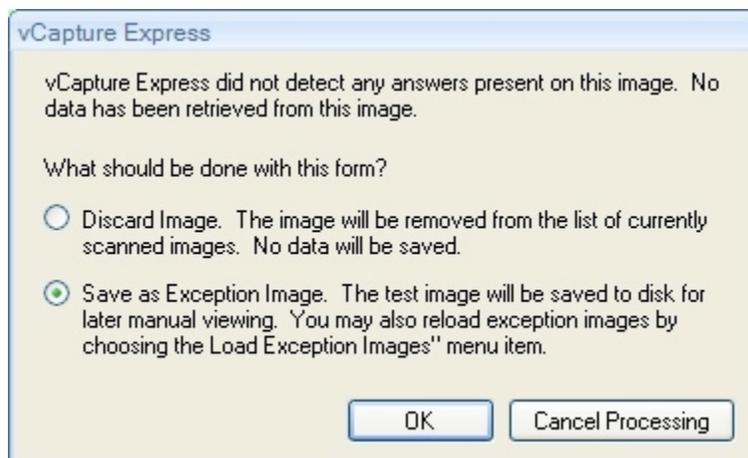
During the processing of the scanned images, data validation exceptions may occur. One of the options for dealing with a data validation exception is to save the exception image for later processing. This removes the image from the current group of images, excludes the image from the export file, and saves the image to the file system.

To save an image as an exception image, perform the following steps.

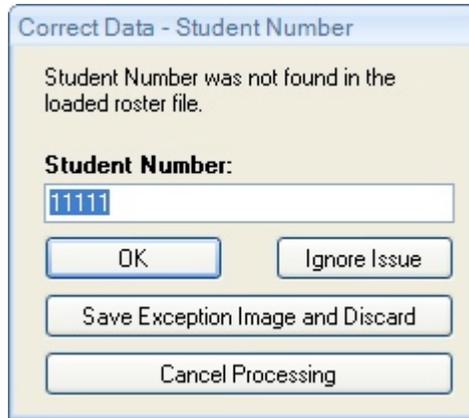
1. For each image that has data validation errors, one or more of the following data validation dialogs will appear.
  - a. If a scanned test is not of the same test template type chosen at the beginning of scanning, the **Invalid Form Type** dialog appears. Choose **Save as Exception Image** and click **OK**.



- b. If a scanned test has no filled in answers that can be detected, the **No Answers** dialog appears. Choose **Save as Exception Image** and click **OK**.



- c. If a scanned test has a student number that does not appear in the loaded Acuity roster file, or if the student number is invalid, the **Correct Data – Student Number** dialog appears. Click **Save Exception Image and Discard**.



Correct Data - Student Number

Student Number was not found in the loaded roster file.

**Student Number:**

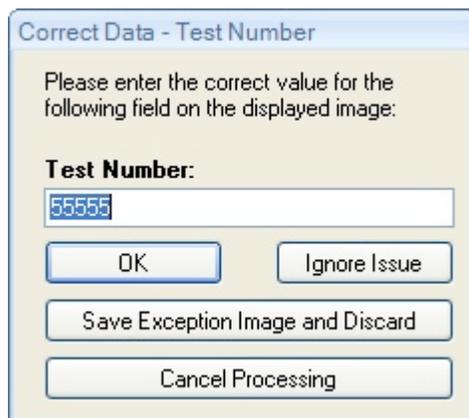
11111

OK Ignore Issue

Save Exception Image and Discard

Cancel Processing

- d. If a scanned test has a test number that does not appear in the loaded Acuity roster file, or if the test number is invalid, the **Correct Data – Test Number** dialog appears. Click **Save Exception Image and Discard**.



Correct Data - Test Number

Please enter the correct value for the following field on the displayed image:

**Test Number:**

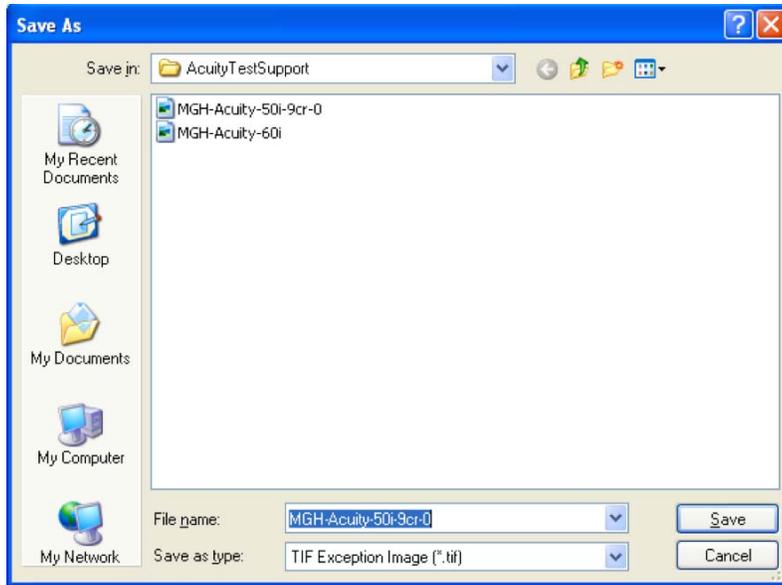
55555

OK Ignore Issue

Save Exception Image and Discard

Cancel Processing

2. The **Save As Exception** dialog appears. Choose a name for the exception image and browse to the desired folder in which to save the image.



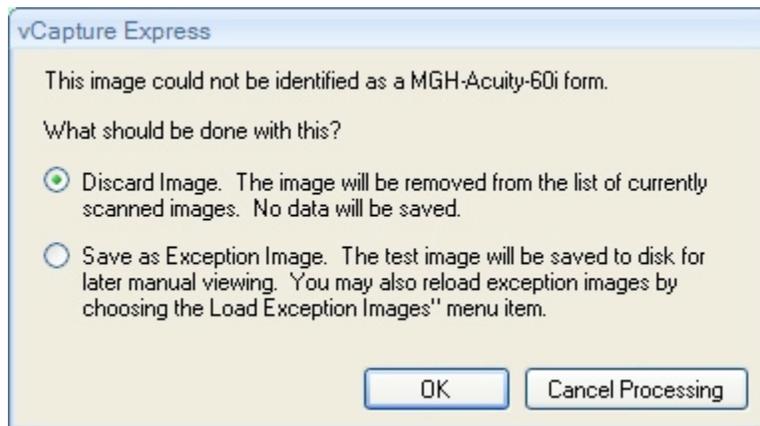
3. Click **Save** to save the image and return to processing other images.

## 3.8 Discard Exception Images

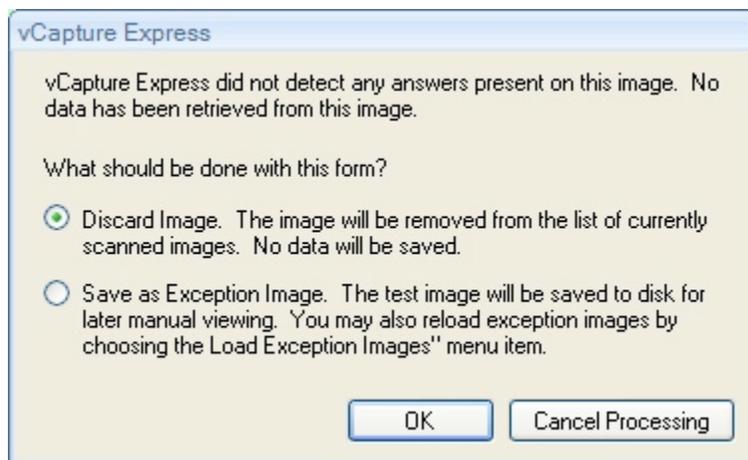
During the processing of the scanned images, data validation exceptions may occur. One of the options for dealing with a data validation exception is to discard the exception images. This removes the image from the current group of images, excludes the image from the export file, and indicates that the images can be safely discarded without being saved.

To discard an exception image during processing, perform the following steps.

1. For each image that has data validation errors, one or more of the following data validation dialogs will appear.
  - a. If a scanned test is not of the same test template type chosen at the beginning of scanning, the **Invalid Form Type** dialog appears. Choose **Discard Image** and click **OK**.



- b. If a scanned test has no filled in answers that can be detected, the **No Answers** dialog appears. Choose **Discard Image** and click **OK**.



- c. If a scanned test has a student number that does not appear in the loaded Acuity roster file, or if the student number is invalid, the **Correct Data – Student Number** dialog appears. There is no option in this dialog to simply discard the image. It must be saved as an exception, as described in the previous section.

Correct Data - Student Number

Student Number was not found in the loaded roster file.

**Student Number:**

11111

OK Ignore Issue

Save Exception Image and Discard

Cancel Processing

- d. If a scanned test has a test number that does not appear in the loaded Acuity roster file, or if the test number is invalid, the **Correct Data – Test Number** dialog appears. Click There is no option in this dialog to simply discard the image. It must be saved as an exception, as described in the previous section.

Correct Data - Test Number

Please enter the correct value for the following field on the displayed image:

**Test Number:**

55555

OK Ignore Issue

Save Exception Image and Discard

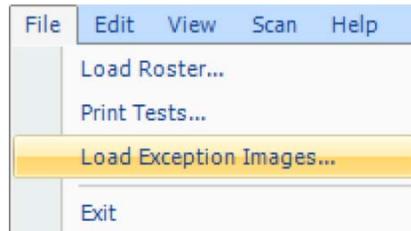
Cancel Processing

2. If the **Discard Image** option was chosen, that image is now removed from processing and no data will be exported for it.

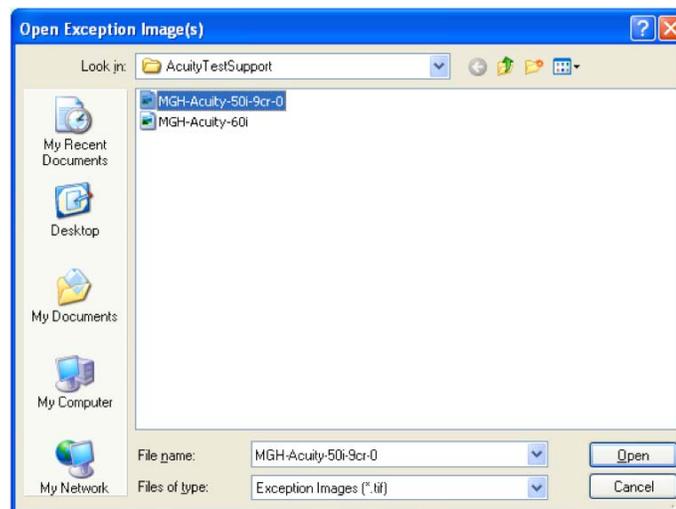
## 3.9 Load Exception Images

To load exception images that were previously saved into vCapture Express for Acuity, perform the following steps.

1. Select **Load Exception Images...** from the **File** menu to choose previously scanned .tif images that will be processed by vCapture Express for export to Acuity.



2. Clicking the menu item brings up the **Open Exception Image** dialog.



3. Select one or more images to load into vCapture Express for Acuity and click **Open**.
4. Each image is loaded into vCapture Express for Acuity as if it had just been scanned.



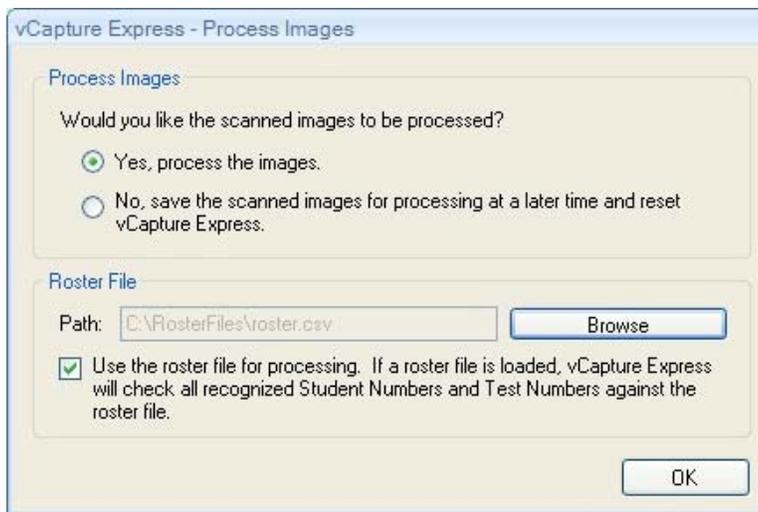
## 3.10 Discard All Current Images

After scanning is complete, the **Process Images** button is enabled on the main toolbar. At this time, to discard all the images loaded in vCapture Express for Acuity, rather than processing them, perform the following steps.

1. Click the **Process Images** button.



2. The **Process Images** message box appears.



3. Click the radio button next to **No, save the scanned images for processing at a later time and reset vCapture Express.**
4. Click the **OK** button.
5. vCapture Express for Acuity will save the images to the Archive path and reset.

## 4 Reference

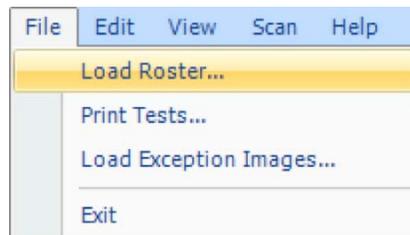
This section contains reference descriptions of the menus, tools, and dialogs in vCapture Express for Acuity.

The main sections of this reference are as follows.

- File Menu
- Edit Menu
- View Menu
- Scan Menu
- Help Menu
- Main Toolbar
- Validation Dialogs

## 4.1 File Menu

The file menu contains options for interacting with files and closing vCapture Express for Acuity.

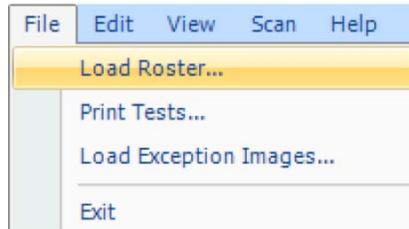


The file menu contains the following options.

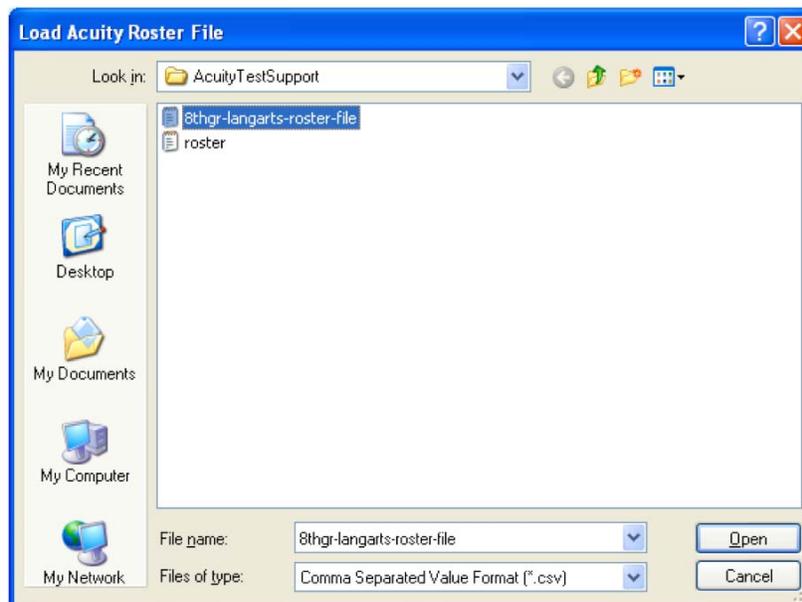
- Load Roster
- Print Tests
- Load Exception Images
- Exit

## 4.1.1 Load Roster...

Select **Load Roster...** from the **File** menu to choose an Acuity roster file that vCapture Express for Acuity will use for pre-populating printed tests or validating scanned test data.



Clicking the menu item brings up the **Load Acuity Roster File**. The default directory was specified at install time. If the desired roster file is not at this default directory, browse to the directory on the file system where the desired roster file is located.



Select the desired roster file and click **Open**. If the roster file is correctly formatted, a message box appears to confirm this.



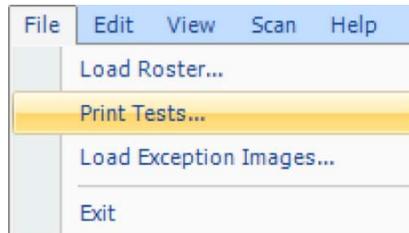
Click **OK** to confirm that the roster file was loaded.

The status bar at the bottom of the screen is updated with the path of the loaded roster file.

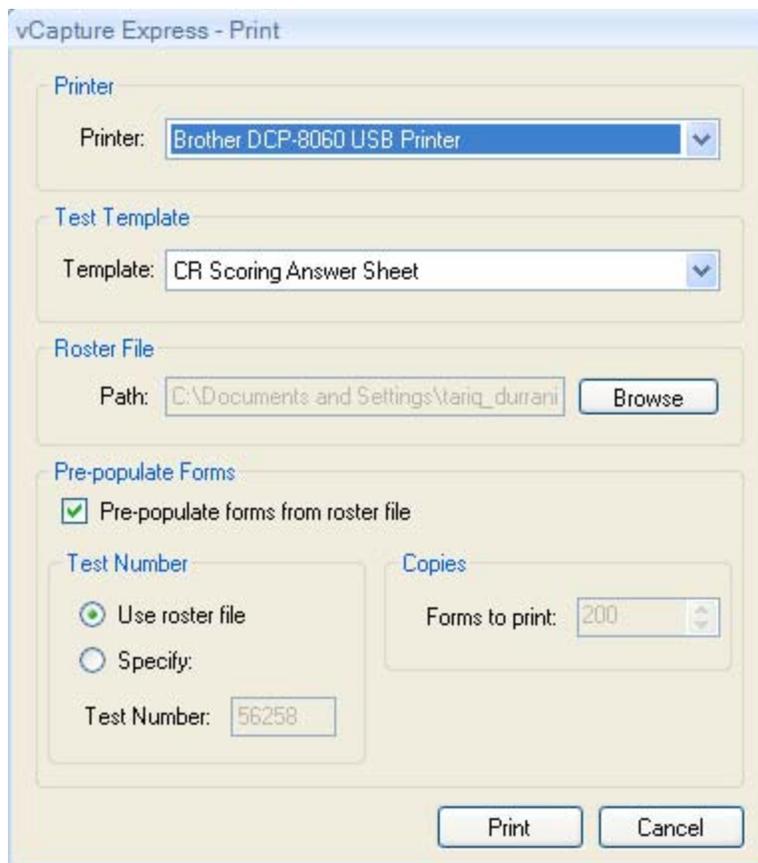
Roster file loaded: C:\AcuityTestSupport\8thgr-langarts-roster-file.csv

## 4.1.2 Print Tests...

Select **Print Tests...** from the **File** menu to print Acuity assessment test forms with or without pre-populated Student Numbers and Test Numbers.



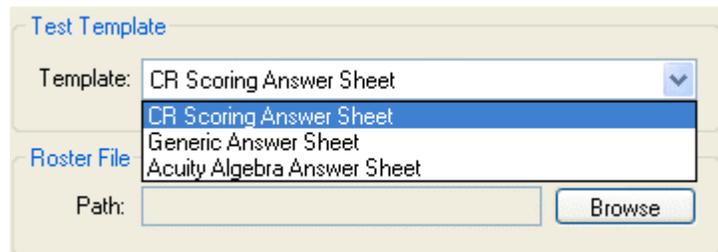
Clicking the menu item brings up the **vCapture Express – Print** dialog.



In the **Printer** section, the current default printer is selected. To choose a different printer, click on the drop down arrow and select the desired printer.



In the **Test Template** section, the current test template to be printed is selected. To choose a different test template to print, click on the drop down arrow and select the desired test template.



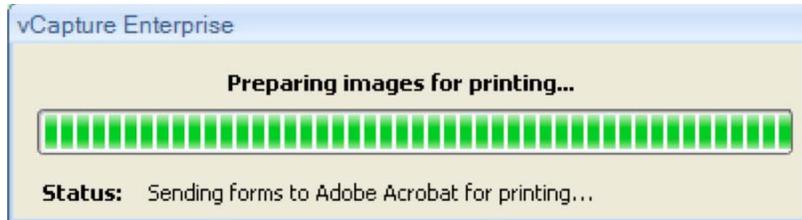
In the **Roster File** section, the path to the currently loaded Acuity roster file is displayed (if no roster file is loaded, this path is blank). To load an Acuity roster file, click **Browse** and choose the desired roster file.

Once a roster file is loaded, the checkbox **Pre-populate forms from roster file** is checked. With this box checked, the student number and test number of each printed form will be filled out with one line from the roster file.

If a roster file is loaded, the **Test Number** section is set to **Use roster file** to indicate that the pre-printed test number will be pulled from the lines of the roster file. To override the test number(s) from the roster file, or if there is no roster file loaded, set the **Test Number** section to **Specify** and type in the desired test number.

In the **Copies** section, if a roster file the **Forms to print** counter is disabled and the number of lines in the loaded roster file is displayed. If no roster file is loaded, enter the desired number of forms to print.

Click **Print** to initiate the printing process. This brings up a dialog that displays the progress in preparing the forms that will be printed and sending the forms to Adobe Acrobat Reader for printing.

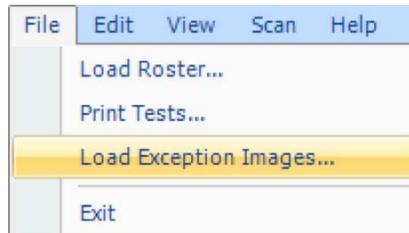


Once the forms have been prepared, Adobe Acrobat Reader is launched and the forms are sent to that application for printing.

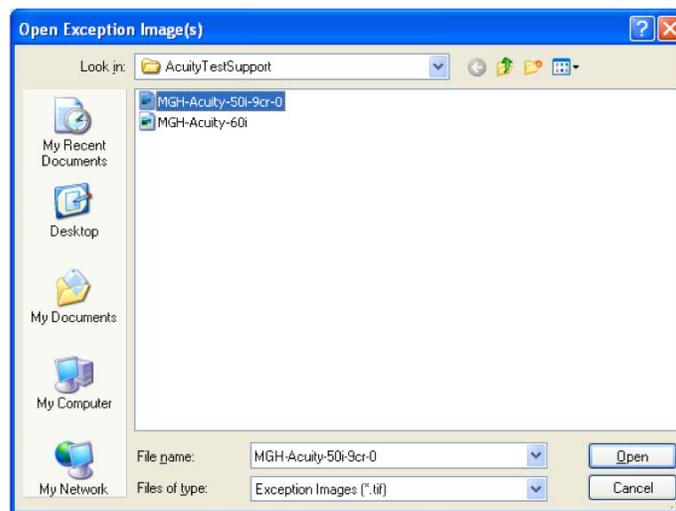
When the forms have been spooled to the printer, the progress dialog disappears and printing will begin when the printer is ready.

## 4.1.3 Load Exception Images...

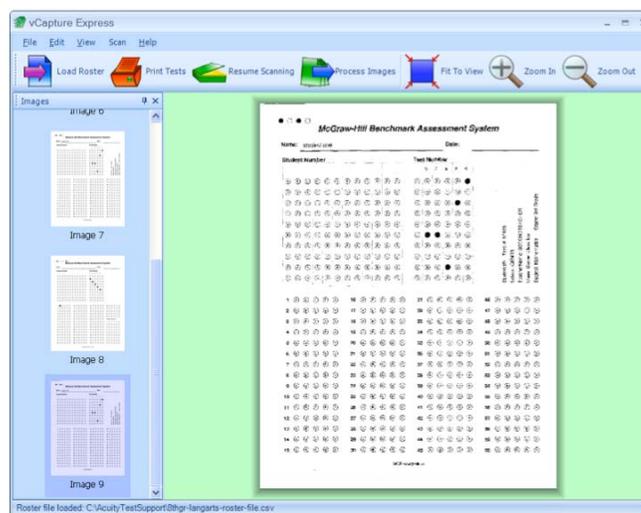
Select **Load Exception Images...** from the **File** menu to choose previously scanned .tif images that will be processed by vCapture Express for export to Acuity.



Clicking the menu item brings up the **Open Exception Image** dialog.

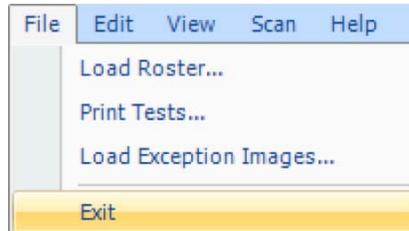


Select one or more images to load into vCapture Express for Acuity and click **Open**. Each image is loaded into vCapture Express for Acuity as if it had just been scanned.

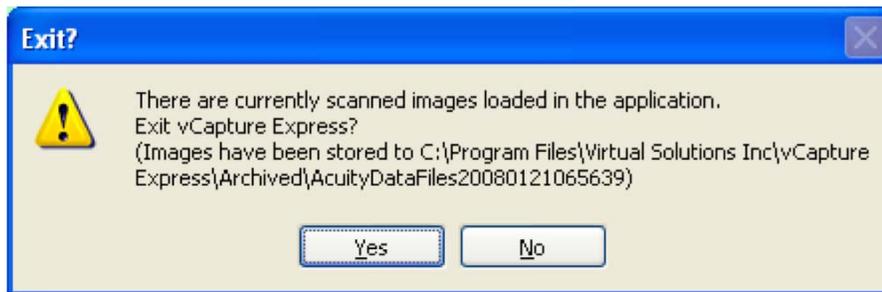


## 4.1.4 Exit

Select **Exit** from the **File** menu to close the vCapture Express for Acuity application.



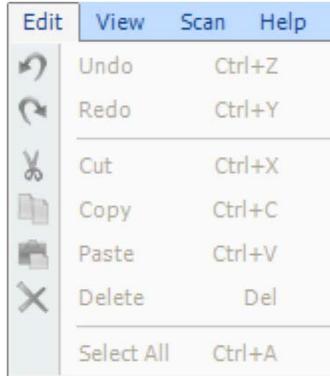
If there are currently images loaded in vCapture Express for Acuity, a message box appears to warn that these images will not be processed (but they are saved to disk for later processing).



Click **Yes** to proceed with closing vCapture Express for Acuity.

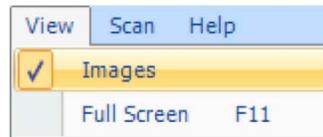
## 4.2 Edit Menu

In vCapture Express for Acuity, all items under the **Edit** menu are disabled at all times.



## 4.3 View Menu

The view menu contains options for changing the layout and appearance of windows in vCapture Express for Acuity.

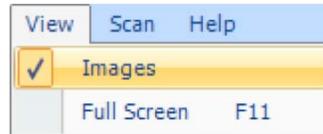


The view menu contains the following options.

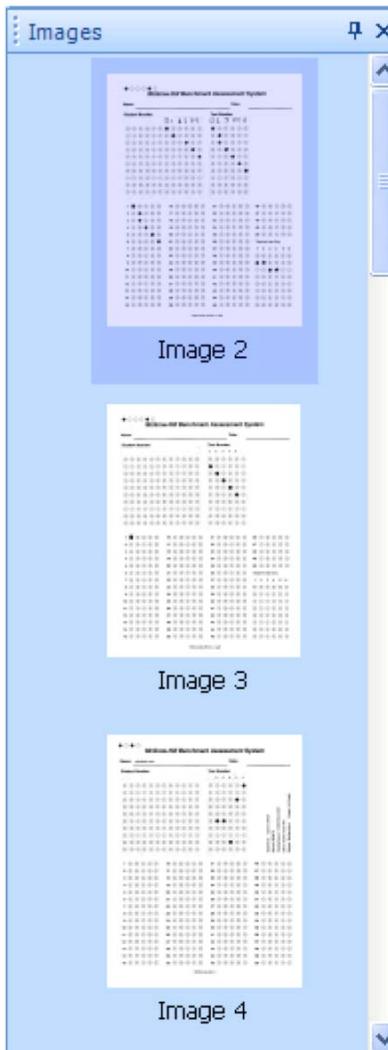
- Images
- Full Screen

## 4.3.1 Images

Select **Images** from the **View** menu to toggle the appearance of the Images sidebar.

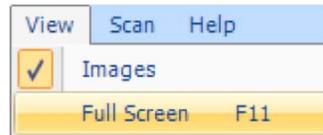


When **Images** is selected, the Images sidebar appears in the main window to display the images that have been scanned.



## 4.3.2 Full Screen

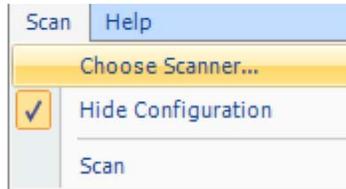
Select **Full Screen** from the **View** menu to cause the vCapture Express for Acuity main window to take over the entirety of the computer screen.



Hit the **F11** key to toggle between full screen and standard window mode.

## 4.4 Scan Menu

The scan menu contains options for related to scanning in vCapture Express for Acuity.

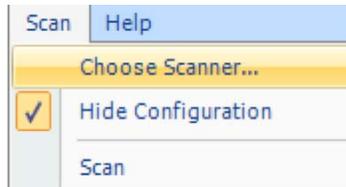


The scan menu contains the following options.

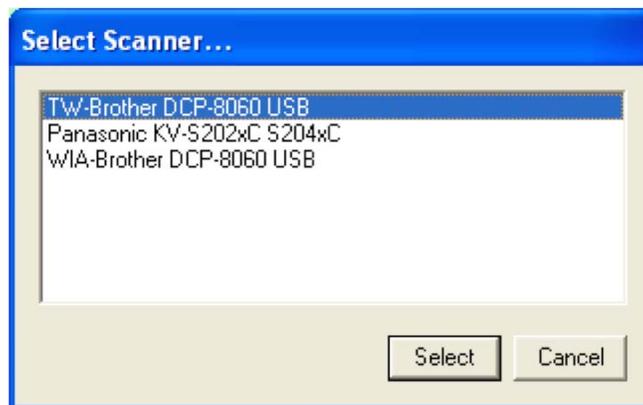
- Choose Scanner
- Hide Configuration
- Scan

## 4.4.1 Choose Scanner...

Select **Choose Scanner** from the **Scan** menu to change which scanner will be used by vCapture Express for Acuity if more than one scanner is available.



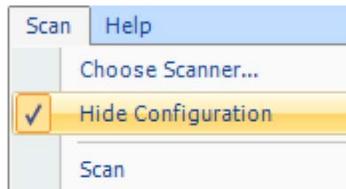
Clicking the menu item brings up the **Select Scanner** dialog.



Choose the scanner to be used and click **Select** to make the choice.

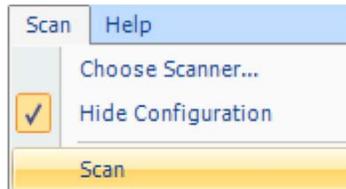
## 4.4.2 Hide Configuration

Select **Hide Configuration** from the **Scan** menu to toggle whether the scanner's configuration dialog should appear when scanning is initialized. The default is for this to be toggled on such that the configuration will not appear.



## 4.4.3 Scan

Select **Scan** from the **Scan** menu to initiate the process of scanning test forms into vCapture Express for Acuity for processing and export.



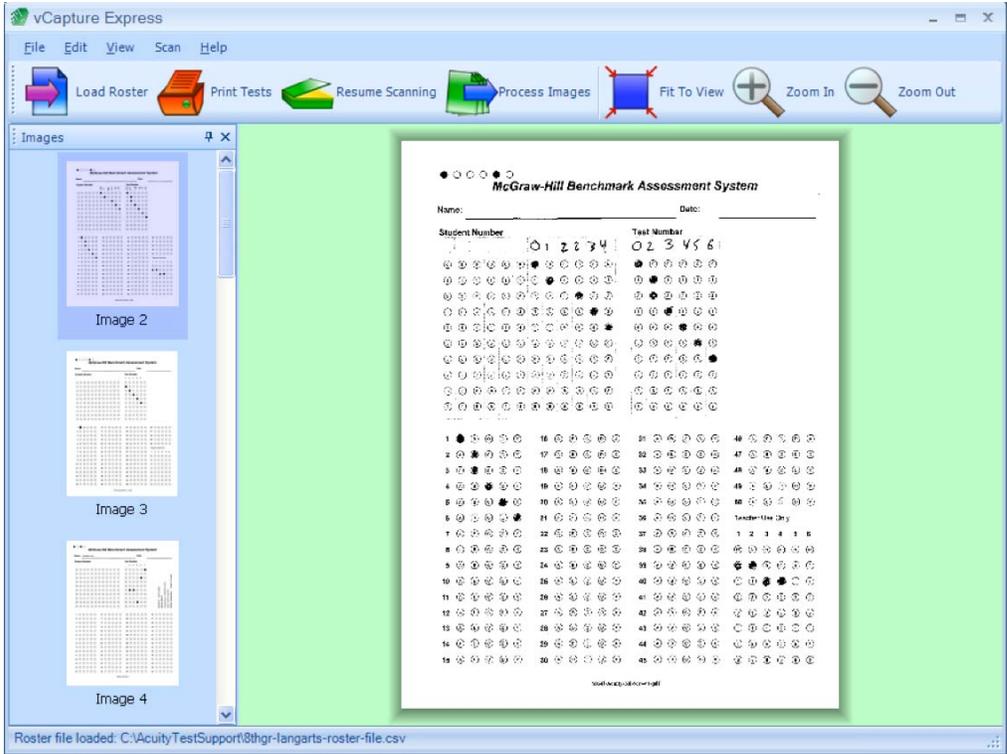
Clicking the menu item brings up the **Choose Form Template and Roster File** dialog.

In the **Form Template** section, choose the test template that matches ALL of the paper assessment tests to be scanned (All the tests to be scanned MUST be of the same template type).

In the **Roster File** section, if the Acuity roster file that matches the tests to be scanned is not currently loaded, click the **Browse** button and choose the desired Acuity roster file. Click the **OK** button to begin scanning on the computer's default scanner. The toolbar will change with the **Begin Scanning** button becoming the **Stop Scanning** button. It may take a few moments for the scanner to warm up.



Once the scanner begins scanning, the images will begin to appear in vCapture Express one at a time.

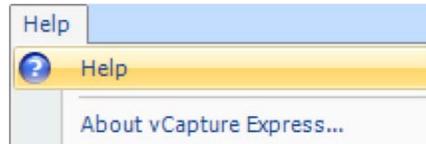


When the scanner has finished scanning, the **Stop Scanning** button becomes the **Resume Scanning** button, and the **Process Images** button is enabled.



## 4.5 Help Menu

The help menu contains options for learning about vCapture Express for Acuity.

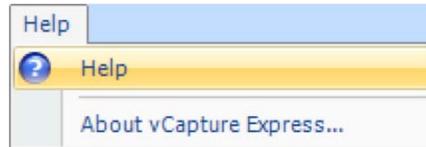


The help menu contains the following options.

- Help
- About vCapture Express

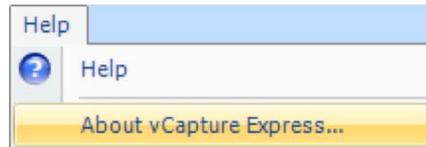
## 4.5.1 Help

Select **H**elp from the **H**elp menu to open the help file for vCapture Express for Acuity.

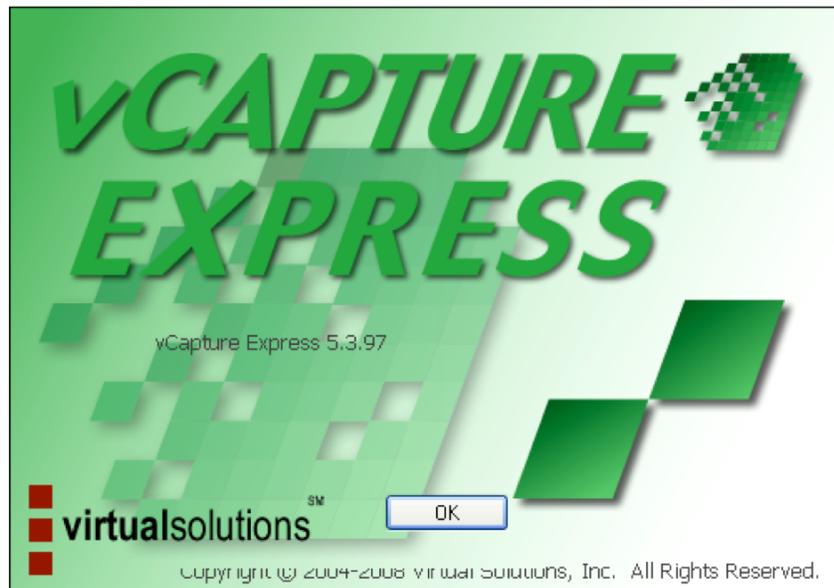


## 4.5.2 About vCapture Express

Select **About vCapture Express** from the **Help** menu to see information about vCapture Express for Acuity.



Clicking this menu item brings up the About dialog with information regarding the particular version of vCapture Express.



Click **OK** to return to the application.

## 4.6 Main Toolbar

The main toolbar appears at the top of the main window of vCapture Express for Acuity below the main menu.



The main toolbar contains the following buttons.

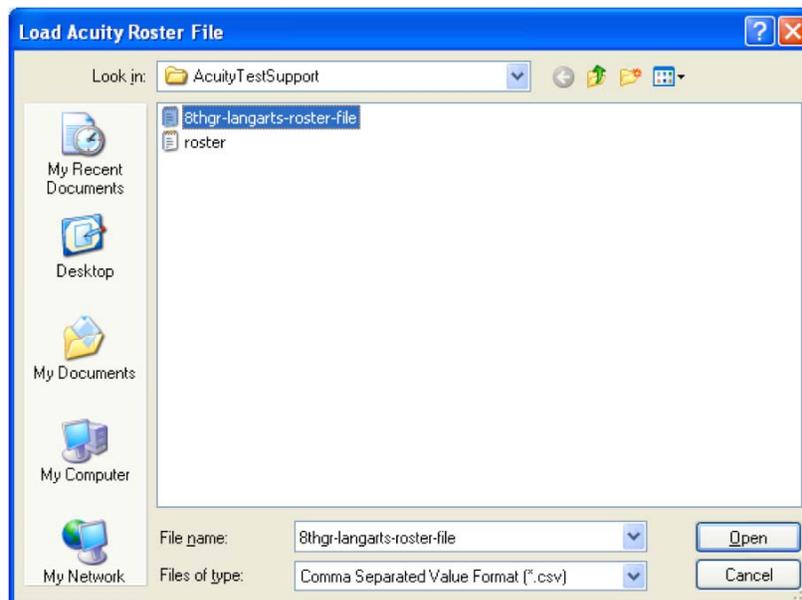
- Load Roster
- Print Tests
- Begin Scanning
- Process Images
- Fit To View
- Zoom In
- Zoom Out

## 4.6.1 Load Roster

Click the **Load Roster** button from the main toolbar to choose an Acuity roster file that vCapture Express for Acuity will use for pre-populating printed tests or validating scanned test data.



Clicking the toolbar item brings up the **Load Acuity Roster File**. The default directory was specified at install time. If the desired roster file is not at this default directory, browse to the directory on the file system where the desired roster file is located.



Select the desired roster file and click **Open**.  
If the roster file is correctly formatted, a message box appears to confirm this.



Click **OK** to confirm that the roster file was loaded.

The status bar at the bottom of the screen is updated with the path of the loaded roster file.

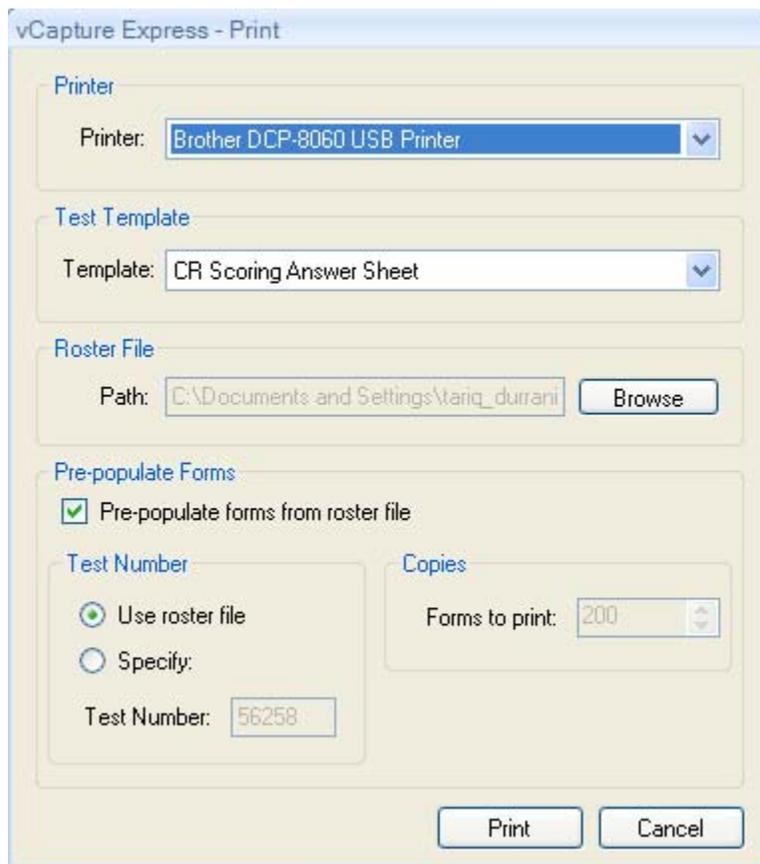


## 4.6.2 Print Tests

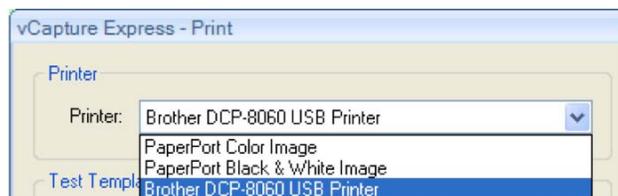
Click the **Print Tests** button on the main toolbar to print Acuity assessment test forms with or without pre-populated Student Numbers and Test Numbers.



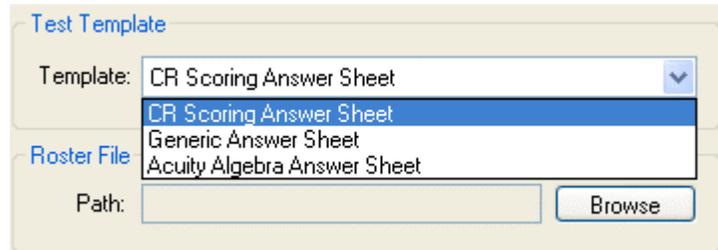
Clicking the toolbar button brings up the **vCapture Express – Print** dialog.



In the **Printer** section, the current default printer is selected. To choose a different printer, click on the drop down arrow and select the desired printer.



In the **Test Template** section, the current test template to be printed is selected. To choose a different test template to print, click on the drop down arrow and select the desired test template.



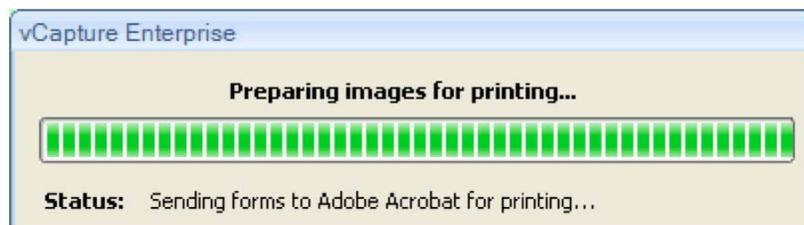
In the **Roster File** section, the path to the currently loaded Acuity roster file is displayed (if no roster file is loaded, this path is blank). To load an Acuity roster file, click **Browse** and choose the desired roster file.

Once a roster file is loaded, the checkbox **Pre-populate forms from roster file** is checked. With this box checked, the student number and test number of each printed form will be filled out with one line from the roster file.

If a roster file is loaded, the **Test Number** section is set to **Use roster file** to indicate that the pre-printed test number will be pulled from the lines of the roster file. To override the test number(s) from the roster file, or if there is no roster file loaded, set the **Test Number** section to **Specify** and type in the desired test number.

In the **Copies** section, if a roster file the **Forms to print** counter is disabled and the number of lines in the loaded roster file is displayed. If no roster file is loaded, enter the desired number of forms to print.

Click **Print** to initiate the printing process. This brings up a dialog that displays the progress in preparing the forms that will be printed and sending the forms to Adobe Acrobat Reader for printing.



Once the forms have been prepared, Adobe Acrobat Reader is launched and the forms are sent to that application for printing.

When the forms have been spooled to the printer, the progress dialog disappears and printing will begin when the printer is ready.

## 4.6.3 Begin Scanning/Stop Scanning

Click the **Begin Scanning** button on the main toolbar to initiate the process of scanning test forms into vCapture Express for Acuity for processing and export.



Clicking the toolbar button brings up the **Choose Form Template and Roster File** dialog.

The dialog box has a title bar 'Choose Form Template and Roster File'. It contains two sections: 'Form Template' with a dropdown menu showing 'CR Scoring Answer Sheet', and 'Roster File' with a text field for 'Path:' and a 'Browse' button. At the bottom are 'OK' and 'Cancel' buttons.

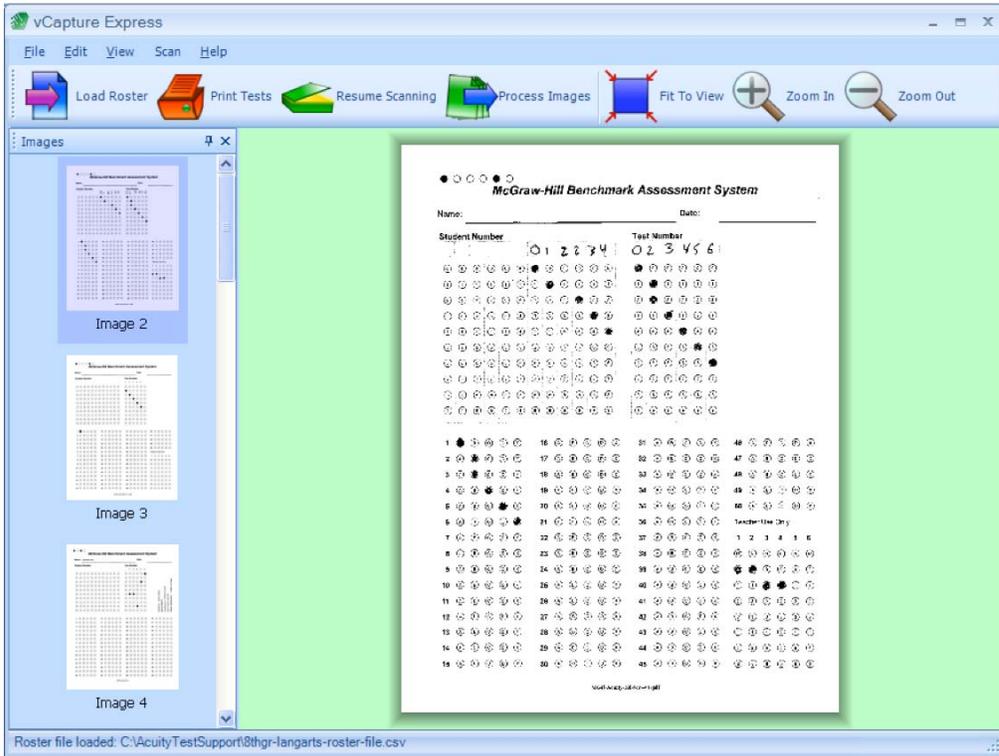
In the **Form Template** section, choose the test template that matches ALL of the paper assessment tests to be scanned (All the tests to be scanned **MUST** be of the same template type).

This screenshot shows the same dialog box as above, but the dropdown menu for 'Form Template' is expanded, showing three options: 'CR Scoring Answer Sheet' (highlighted), 'Generic Answer Sheet', and 'Acuity Algebra Answer Sheet'. The 'Roster File' section and buttons remain the same.

In the **Roster File** section, if the Acuity roster file that matches the tests to be scanned is not currently loaded, click the **Browse** button and choose the desired Acuity roster file. Click the **OK** button to begin scanning on the computer's default scanner. The toolbar will change with the **Begin Scanning** button becoming the **Stop Scanning** button. It may take a few moments for the scanner to warm up.



Once the scanner begins scanning, the images will begin to appear in vCapture Express one at a time.



When the scanner has finished scanning, the **Stop Scanning** button becomes the **Resume Scanning** button, and the **Process Images** button is enabled.

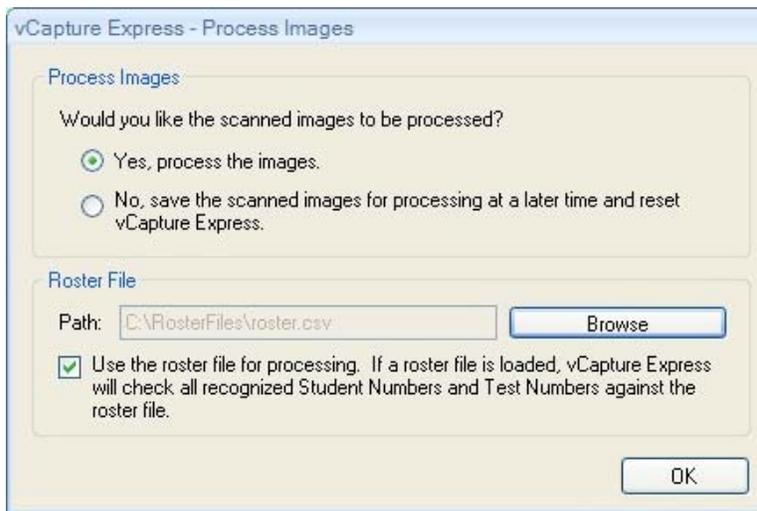


## 4.6.4 Process Images

Click the **Process Images** button on the main toolbar to begin the data export process.

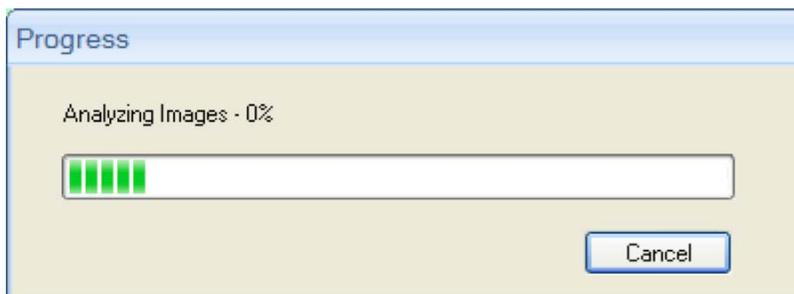


The **Process Images** dialog appears. Choose **Yes** to process the images at this time. Choose **No** to save the images for later processing and remove them from vCapture Express for Acuity.



If a roster file is loaded, keep the **Roster File** checkbox checked to have all Student Numbers and Test Numbers validated against the roster file. Uncheck this check box to not validate that the Student Numbers and Test Numbers appear in the roster file (use this option if more than a few student numbers being processed do not appear in the loaded roster file).

The **Processing Progress** dialog appears and displays the progress through the steps of Preparing Images, Analyzing Images, Reading Data, and Completing.



If there are any data validation errors, the **Invalid Data** message box appears. Click **OK** to continue.

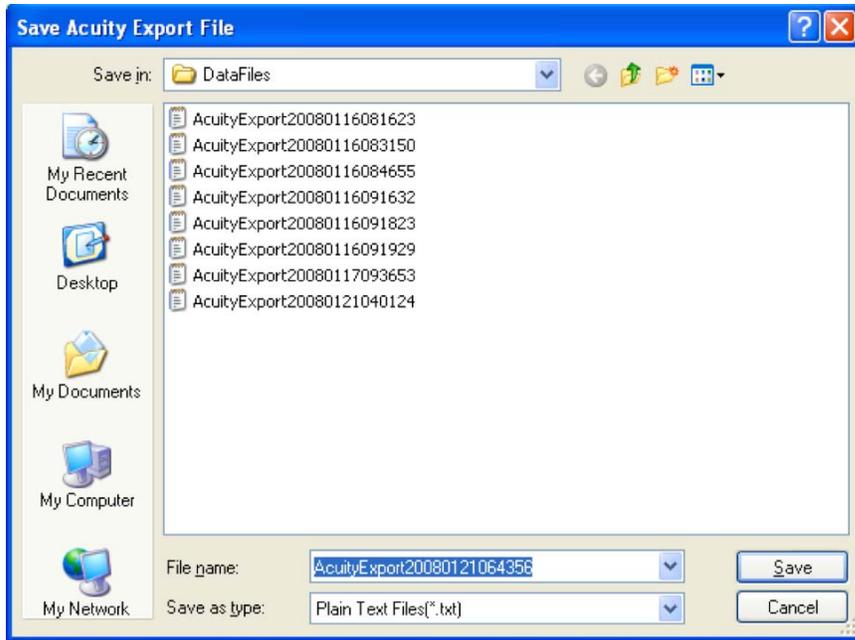


For each image that has data validation errors, one or more of the data validation dialogs will appear.

After all data has been validated, or if there are no validation errors, the **Data Capture Complete** message box appears. Click **OK** to choose an export file location.



The **Save Acuity Export File** dialog appears. Choose a location and file name (or accept the defaults) and click **Save**.



The **Reset vCapture Express** dialog appears. Click **Yes** to reset vCapture Express for Acuity and complete the data export process.



## 4.6.5 Fit To View

When an image is loaded in vCapture Express for Acuity, the **Fit To View** button can be clicked to reset the view of the image to include the entire image.



## 4.6.6 Zoom In

When an image is loaded in vCapture Express for Acuity, the **Zoom In** button can be clicked to increase the size of the image in the main view.



## 4.6.7 Zoom Out

When an image is loaded in vCapture Express for Acuity, the **Zoom Out** button can be clicked to decrease the size of the image in the main view.



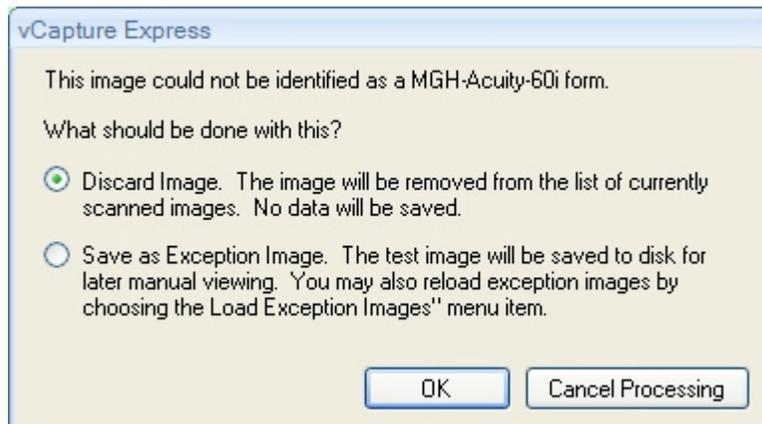
## 4.7 Validation Dialogs

During the processing of images in vCapture Express for Acuity, various types of validations of the images or data on the images may fail. These failures cause one of the following four types of dialogs to be presented.

- Invalid Form Type Dialog
- No Answers Dialog
- Invalid Student Number Dialog
- Invalid Test Number Dialog

## 4.7.1 Invalid Form Type Dialog

During the processing of images in vCapture Express for Acuity, if a test form is determined to be a form type other than the one that was expressly chosen in the **Begin Scanning** dialog, the **Invalid Form Type** dialog appears.

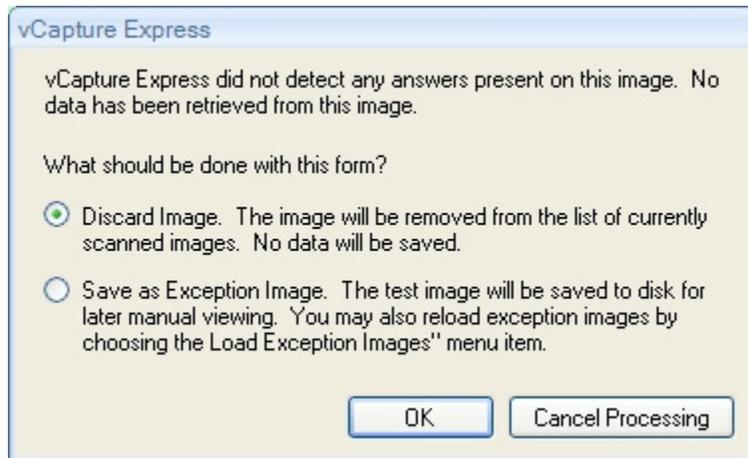


### Options when the Invalid Form Type dialog is presented

1. Choose **Discard Image** and click **OK**. This will remove the image from being processed and no result will be output for this image in the export file.
2. Choose **Save as Exception Image** and click **OK**. This will remove the image from being processed but save the image to a user-chosen location for loading and processing at a later time. No result will be output for this image in the export file at this time.
3. Click **Cancel Processing**. This will return vCapture Express for Acuity to the post-scan state and discard any processing that has occurred to this point.

## 4.7.2 No Answers Dialog

During the processing of images in vCapture Express for Acuity, if a test form is determined to have zero answer bubbles filled out, the **No Answers** dialog appears.

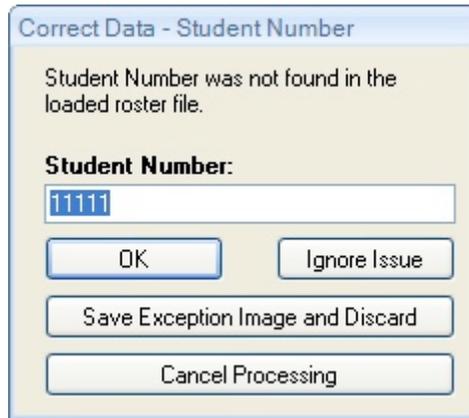


### Options when the No Answers dialog is presented

4. Choose **Discard Image** and click **OK**. This will remove the image from being processed and no result will be output for this image in the export file.
5. Choose **Save as Exception Image** and click **OK**. This will remove the image from being processed but save the image to a user-chosen location for loading and processing at a later time. No result will be output for this image in the export file at this time.
6. Click **Cancel Processing**. This will return vCapture Express for Acuity to the post-scan state and discard any processing that has occurred to this point.

## 4.7.3 Invalid Student Number Dialog

During the processing of images in vCapture Express for Acuity, a number of validations can fail that are related to the Student Number that is read from a test form. If any of these validations fail, the **Correct Data – Student Number** dialog appears.



### Validations that can fail and present this dialog

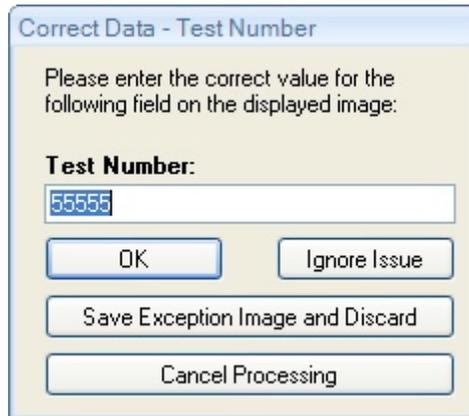
1. If an Acuity roster file is loaded, and the **Use Roster File for Validations** checkbox was checked in the **Process Images** dialog, the student number is validated to insure that it appears in the roster file.
2. The student number must not be blank.
3. The student number must not have any blank spaces in the middle.
4. The student number must not have any columns that have multiple bubbles filled in.

### Options when the Correct Data – Student Number dialog is presented

7. Enter the correct student number in the text box and click **OK**. This will cause the entered student number to appear in the final export file in place of the read value.
8. Click **Ignore Issue** to accept the read value in the export file.
9. Click **Save Exception Image and Discard** to save the image to the file system and remove it from processing. It will not appear in the export file.
10. Click **Cancel Processing** to return to the post scan state and discard and processing that has occurred.

## 4.7.4 Invalid Test Number Dialog

During the processing of images in vCapture Express for Acuity, a number of validations can fail that are related to the Test Number that is read from a test form. If any of these validations fail, the **Correct Data – Test Number** dialog appears.



### Validations that can fail and present this dialog

5. If an Acuity roster file is loaded, and the **Use Roster File for Validations** checkbox was checked in the **Process Images** dialog, the test number is validated to insure that it appears in the roster file.
6. The test number must not be blank.
7. The test number must not have any blank spaces in the middle.
8. The test number must not have any columns that have multiple bubbles filled in.

### Options when the Correct Data – Test Number dialog is presented

11. Enter the correct test number in the text box and click **OK**. This will cause the entered test number to appear in the final export file in place of the read value.
12. Click **Ignore Issue** to accept the read value in the export file.
13. Click **Save Exception Image and Discard** to save the image to the file system and remove it from processing. It will not appear in the export file.
14. Click **Cancel Processing** to return to the post scan state and discard and processing that has occurred.