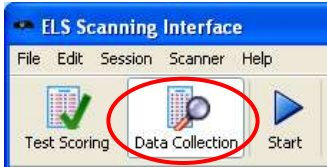


HOW TO SCAN AND UPLOAD IN ELS – EZ ASSESSMENT

1. Click on the ELS Scanning Interface Icon:



2. Click on Data Collection:



3. Scan all answer documents
(Load Scantrons into the scanner, then press start)



4. Click on Results Export:



5. Save the file (I usually save it on the desktop)

6. Click on Upload to PM



7. The k12els.com website should have automatically come up
Log In

8. Click on teacher

Update the test date

- Make sure you remember the date you first scanned so make-up tests can be entered correctly

Put the name of the test here

Click on Browse

- Find the file you just saved

Click Save

EZ Assessment Uploads

Show Listing Add New

Test + Session > Teacher

From Upload File

Teacher From Upload File

Period From Upload File

Test Date 11/16/2012 mm/dd/yyyy

Notes/Description Eng. II 2nd 9 Weeks Midterm

Choose File Browse

Save Cancel

9. You must MANUALLY correct and rows or columns that are highlighted in red or yellow

Review and edit the test records below as necessary, then choose one of the following options:
[Records shaded red must be completed before choosing 'Finish Upload']
[Records shaded yellow contain multiple answer questions (ie: more than one letter)]

- Click on edit answers and make the appropriate changes

10	X	edit answers
11	X	edit answers
12	X	edit answers
13	X	edit answers

10. Finish Upload

Review and edit the test records below as necessary, then choose one of the following options:
[Records shaded red must be completed before choosing 'Finish Upload']
[Records shaded yellow contain multiple answer questions (ie: more than one letter)]

Finish Upload Preview Later Delete Upload