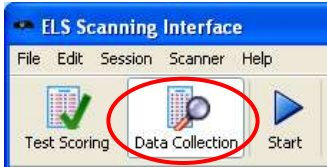# HOW TO SCAN AND UPLOAD IN ELS – EZ ASSESSMENT

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

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

   - **Click on edit answers and make the appropriate changes**

10. **Finish Upload**