

## Before Submitting Scantrons for Scanning and Scoring

1. Make sure all scantrons have the student's name and **LOCAL** student ID bubbled. Ethnicity and program information are not necessary.
2. Make sure all scantrons are turned the same direction and there are no sticky notes, staples, or paper clips on any of the sheets (unless separating languages).
3. Elementary only – make sure English and Spanish testers have been separated into two different stacks and labeled (separate folders, paper clip together and label with a sticky note on the top document, etc.)
4. Make sure the test has been released to your class. **NO STUDENTS CAN RECEIVE SCORES UNLESS THIS STEP IS COMPLETED.** More detailed instructions can be provided by your campus scanning contacts. A brief explanation is given below.
  - a. Log in to D2SC at <https://gpisd.d2sc.com>
  - b. Select Student Tracking from the main menu
  - c. On the left side of the screen, drill down to the class to which you wish to release the test. Click on that class to populate the right side of the screen.
  - d. Click on any of the categories (Benchmark, Six Weeks Assessment, or Campus Assessment) to highlight the category. Then right click on that column and select Release QB assignment.
  - e. An Add Assignment box will pop up. Left click in the Assessment box, and a drop down menu will appear. Select the appropriate test. This will populate the Title also.
  - f. Make sure the Scoring Category and Grading Period matches the appropriate category for the test.
  - g. The Max Score, Grade Weight, and Due Date will prepopulate
  - h. In the Delivery Box, select All Questions, Not Timed if the tests will be scanned or All Questions, Bubble Sheet Form if the students will enter their answers online.
  - i. Make sure the Assess Mastery box is checked.
  - j. At the bottom of the screen, select the students to whom the test should be released. This is especially important if there are English and Spanish testers in the same class. If all students are taking the same test, click on Select All.
  - k. If the assessment is to be released to more than one section for the same teacher, click on the classes tab, and select the classes to whom you want the assessment released.
  - l. Once the appropriate students and/or classes have been selected, click on the disk icon at the top of the screen to save the release.
  - m. The next screen asks you to click **CANCEL** to save your release and exit the process. Click **OK** to continue releasing more assessments to your classes.
  - n. Contact \_\_\_\_\_ if you encounter problems while releasing the assessment.