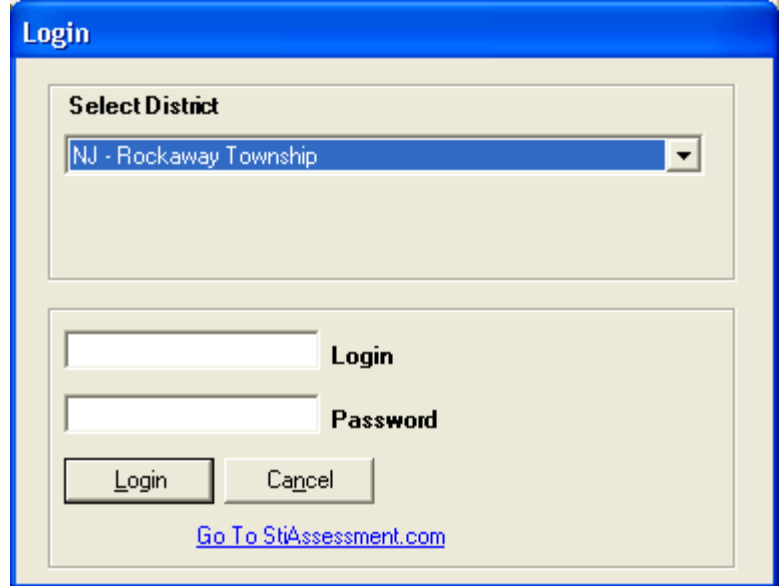


DIRECTIONS FOR SCORING STI ASSESSMENTS

1. Double click on the icon **STI Scanning** to start the scanning program
2. When the program loads click on the **Login** button in the upper right corner of the program box

3. In the Login box make sure that **NJ-Rockaway Township** is selected in the **Select District** box
4. Enter your STI username and password in the appropriate boxes and click **OK**



Login

Select District

NJ - Rockaway Township

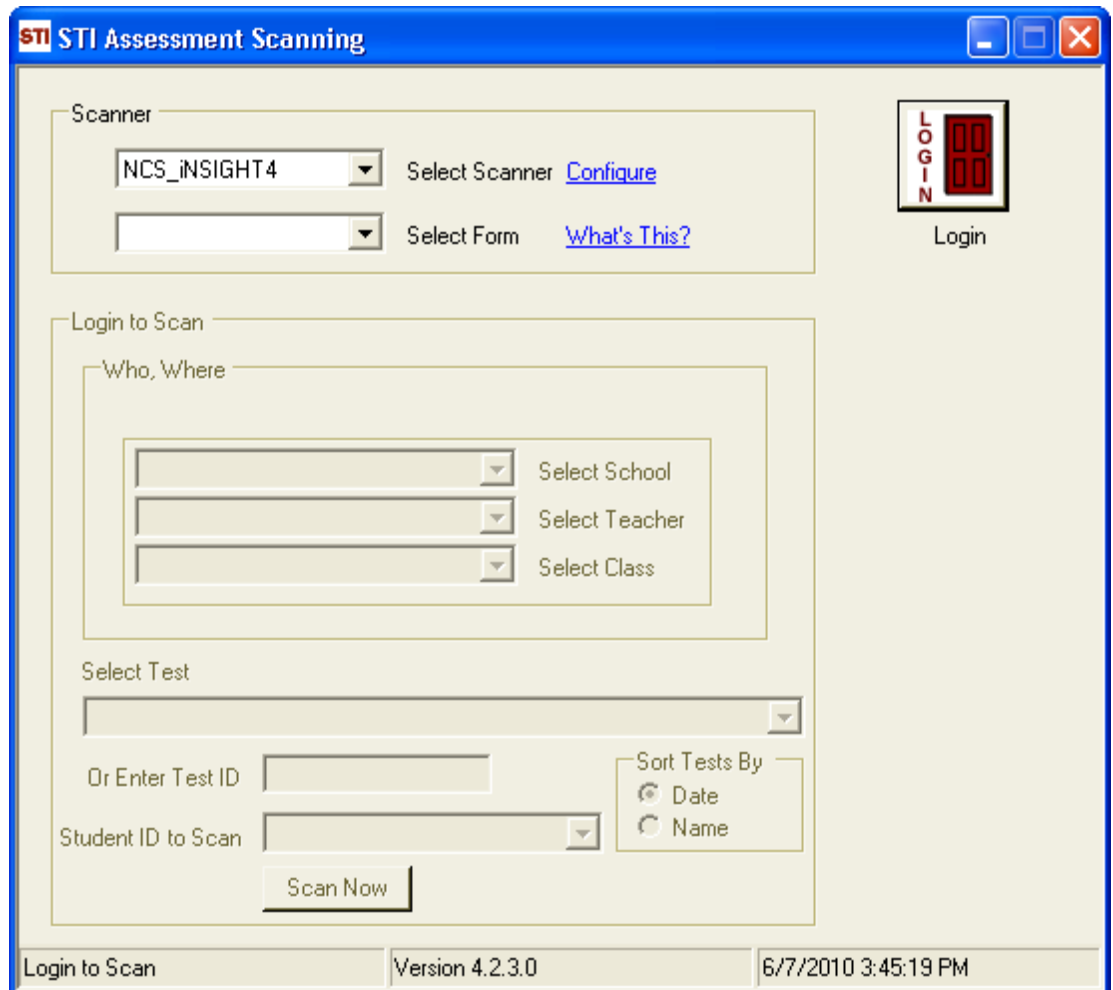
Login

Password

Login Cancel

[Go To StAssessment.com](http://Go.To.StAssessment.com)

5. In the **Scanner** by the **Select Scanner** box click the down arrow to open the drop down menu and select **NCS_iNSIGHT 4**
6. by the **Select Form** box click the down arrow to open the drop down menu and select the correct form for the assessment being administered
7. In the **Login to Scan** box section under **Who, Where** click the down arrows to open the drop down menus next to each of the selection School, Teacher & Class and select the correct entry for each item
8. Under **Select Test** click on the down arrow to open the drop down menu to select the name of the test being administered
9. Under **Student ID to Scan** click on the down arrow to open the drop down menu and select Student Number
10. Click on **Scan Now**



STI STI Assessment Scanning

Scanner

NCS_iNSIGHT4 Select Scanner [Configure](#)

Select Form [What's This?](#)

Login

Login to Scan

Who, Where

Select School

Select Teacher

Select Class

Select Test

Or Enter Test ID

Student ID to Scan

Sort Tests By

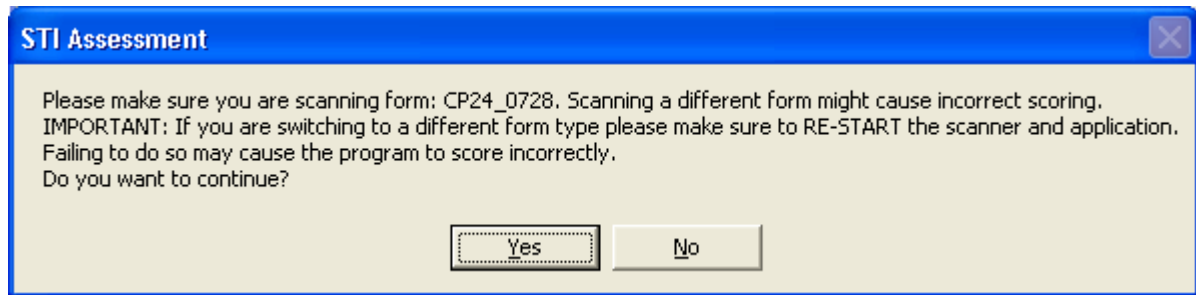
Date

Name

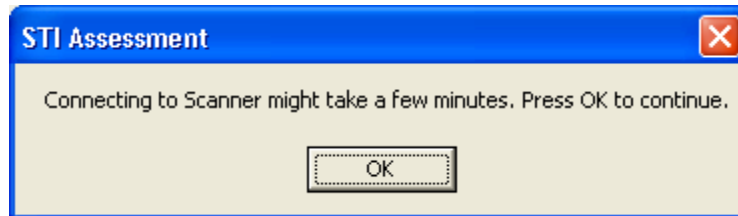
Scan Now

Login to Scan Version 4.2.3.0 6/7/2010 3:45:19 PM

11. The following message will appear reminding you to make sure you have the correct forms in the scanner. First make sure the scanner is on. If nothing is displayed on the control panel of the scanner press the On button on the lower right corner of the scanner. Place your pre-slugged forms into the input bin on the right side of the scanner by pressing down on the Press to Load button and inserting the forms face up and top of the form pointing to the left.



12. Click **Yes**
13. The following message will appear telling you that the software is connecting to the scanner
14. Click **OK**



15. The forms will then be fed through the scanner and scored. The students name and score will be displayed briefly on the screen as each test is read.
16. Repeat instructions from step 7 on to score another class
17. When all classes have been completed log out of the scanning software