Scanning Instructions
For Plain Paper Scantron

How to add an email address to the copier:

*Fax/Scan *Address Reg. *Input New Address *Email *Enter Email Name

*Enter Address and register *Index etc-can enter into favorite

folder

Before you scan:

*Make a new folder on your desktop and label it scans (or something

similar to scans)

How to Scan:

*Scan button *Select your email folder * Be sure the resolution is set to 300 dpi and file type is TIFF *Scan documents to your email *The email will come to you from CISD scan *Save it in the scan folder on your desktop (this is the folder you will browse for in the DMAC scanning upload)

How to Upload:

*Log on to DMAC using your campus plain paper account *Click on TEKScore *hover over Scanning (at the top) and then down to Upload *Choose File (find the file in your scan folder on your desktop) and then click open *Upload *Your tests should be there (check for the yellow +) and click Score All *After your tests have been scored, you can check your reports at the top

How to Print Plain Paper Forms:

*TEKScore *Test Forms *Campus *Teacher-Grade-Semester *Search   *Select Classes *Print Plain Paper Forms *Don't run the test, just click outside of the box in the gray area *Choose the test key # and font size 11 and print

How to Print a Blank Scantron:

*TEKScore *Hover over Test Keys *Go to List and find the Test Key you are looking for and look across at the symbols *Click on   *Change Font to 11 and Print