UTIPS Scantron Installation

Requirements:
Software: Windows XP or Windows 2000 with Microsoft .Net Framework Ver. 1.1 or 2.0
Hardware: Scantron Classroom Wizard 1212-801.

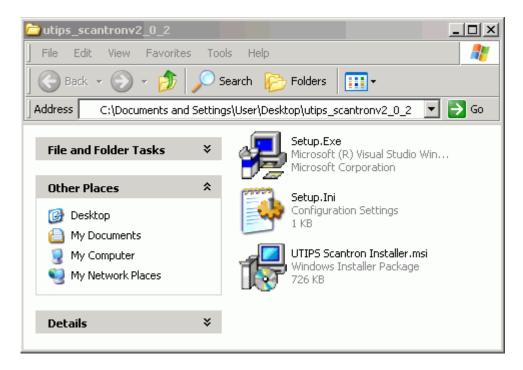We will install the Utips Scantron application using the following steps.

- Obtain current version of Utips Scantron software.
- Extract the compressed .zip file.
- Run Setup.Exe.
- Configure Utips account and proxy settings.
- Configure Scantron settings
- Scan tests.

Step 1 - Download Utips Scantron software from http://install.utips.org.

The current version of the Utips Scantron software is kept for download at
http://install.utips.org in the "Scantron" folder. Download the software to a location that
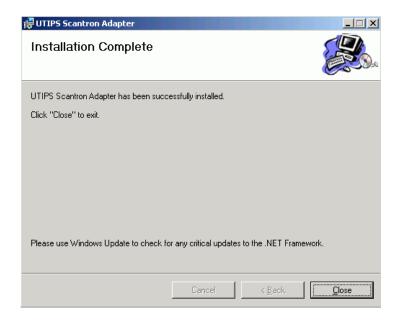you will remember

Step 2 - Extract the compressed .zip file.

Extract the Scantron software by double clicking on the .zip file and selecting "Extract Here"
from the options.

Step 3 - Run Setup.Exe

Double click on the Setup.exe file and pick the default installation options. Once the Installation is complete select "Close" to finish the installation

Step 4 - Configure Scantron settings

Make sure your Scantron Classroom wizard is powered on and connected to the 9-pin serial port on the back of the computer. Click on the "OMR Config" tab. Click on the "Auto Detect Port 1-4" under the ORM Communication section. This will detect the scanner on the serial port. Next click on the "Auto Detect OMR Scanner" under the OMR Settings. This will detect the scanner version.
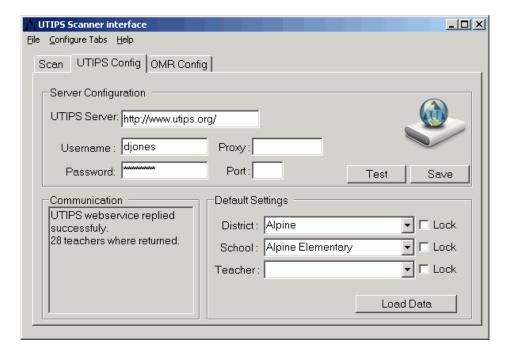
** Many of the older Palm PDA products use the 9-pin serial port. If you experience problems detecting the scanner you will need to uninstall the Palm Desktop application.

Step 5 - **Configure Utips account and proxy settings.**

Locate the "Utips Scanner Adaptor" from your start menu and run the program. Click on the "UTIPS Config" tab. If your Utips server is not http://www.utips.org then enter in the correct server for your region. Enter in the username and password for your account. Click on the "Test" button to test the connection. Under the Default Settings section select the district, school and teacher name from the drop down lists. If you wish to prevent the district, school and teacher name from being changed during the scanning process check the "Lock" boxes next to the drop down boxes.

*** If your school or region requires you to do so you may have to enter in the proxy server and port assigned by your network administrator. ****

Step 6 – Scan Test

With the other steps complete we are now ready to scan tests. Click on the Scan tab and Select the District school and teacher that the test results will be sent to. Finally put in the test ID and select the "Scan" button.