Scanning with Canon Scanners

Once students have completed their assessments, the answer sheets are to be scanned using your Canon scanner. The scan will be sent to Performance Matters for scoring and reporting.

To do this, follow these steps.

1. Place the document(s) face up in the automatic document feeder or face down on the scanner glass.
2. From the device, press the Main Menu button.
3. Use the arrows to select "Send/Fax."
4. Use the arrows to select Address Book or One-touch.
5. Use the arrows to select the address created for Performance Matters.
6. Press Start.
7. The scanner will establish a connection with the FTP server and begin scanning.