Scanning with Ricoh Scanners

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

To do this, follow these steps.

1. Load the answer sheets to be scanned and sent.
2. From the device, press the Scanner button.

3. Select the Folder tab.

4. Under the Folder tab, select the button created for Performance Matters.

5. Select the Send File Type / Name button.

6. Under the Send File Type / Name menu, select the File Name button.

7. Enter the file name using the naming convention defined by your district. Then press OK twice.

8. Press the Start button.

9. The scanner will establish a connection with the FTP server and begin scanning.