Scanning with Dell Scanners

Once students have completed their assessments, the answer sheets are to be scanned using your Dell 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 Home button.
3. Select Scan, then Scan to Network Folder.
4. Select Address Book, then select the address created for Performance Matters.
5. Select the gear icon to specify scan settings as follows.
   - Resolution = 200 dpi or greater
   - File Type = Multi-page TIF
   - Color = gray scale or color
6. Select Scan. The scanner will establish a connection with the FTP server and begin scanning.