Scanning with Brother Scanners

Once students have completed their assessments, the answer sheets are to be scanned using your Brother 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 Scan button.
3. Use the arrows to select "Scan to FTP." Press OK.
4. Use the arrows to select the profile created for Performance Matters. Press OK.
5. As long as the profile has been set up correctly, select "Mono Start" or "Color Start."
6. The scanner will establish a connection with the FTP server and begin scanning.