**Performance Matters Unify**

**Scanning Options for Offline testing**

* Scanning utilizing network attached Multi-Function Printers (MFP).

**NOTE**: If your devices support File Transfer Protocol (FTP) over Secure Connection (SSL) this will be your simplest option.

We discovered that Ricoh devices do not support FTP over SSL.

* + To utilize this function, you will be required to setup a contact on the MFP with the contact being a SFTP account.
	+ Performance Matters has supplied instructions on how to setup and use several different types of devices. These instructions are on the http://powerschool.misd.net/performancematters/website.
* Scanning utilizing local computer, **non-network** attached scanners.
	+ To utilize this function the district would take advantage of batch scripts created by Performance Matters to simplify this process. Instructions for how to set this up as well as use this method are available on the <http://powerschool.misd.net/performancematters/>
		- The user would could scan the file to their local machine in any way that is available to them.
		- The user would download their districts executable from our website
			* **NOTE:** Districts may choose to pre install the file on all staff’s machines or shared scanning stations.
* Advanced Option (would require district technology department support)
	+ Districts may be able to simplify this process by utilizing automated processes using shared network folders or local FTP servers.
	+ MISD staff would work with your technology department to assist in identifying district specific solutions.
* GradeCam Option
	+ Limited version of GradeCam is included with Performance Matters (One page only)
	+ GradeCam must be selected as the offline scanning option when creating the assessment then GradeCam specific answer sheets will be created.
	+ GradeCam plugin will need to be loaded on the devices similar to how it was in Data Director.