

Creating an Aware Scanning Password and Using the Brother PlainPaper Scanner

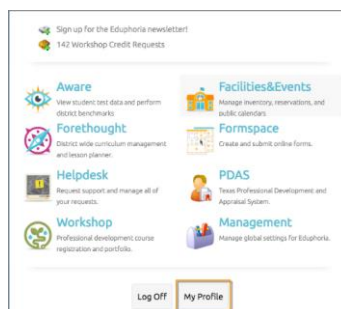
The user must complete steps 1-6 below for the initial setup of your Brother Scanner. Once you have created your App Password, you do not need to do this again.

1. Log into the computer attached to the Brother Scanner you will be using.
2. Log into to Eduphoria using your district login credentials.



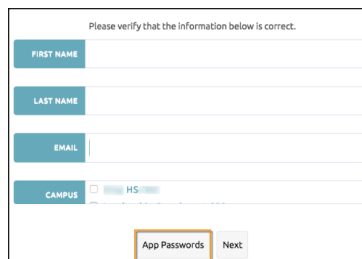
Eduphoria login form with fields for USERNAME and PASSWORD, and a Sign In button.

3. Click **My Profile**.



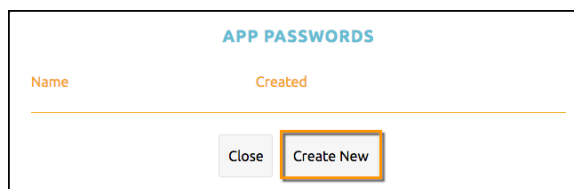
Eduphoria dashboard showing various tools and links. The 'My Profile' button is highlighted.

4. Click **App Passwords**.



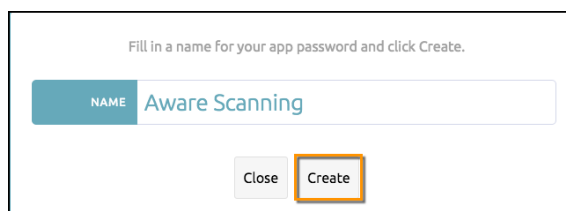
App Passwords verification form with fields for FIRST NAME, LAST NAME, EMAIL, and CAMPUS. The 'App Passwords' button is highlighted.

5. Click **Create New**.



App Passwords 'Create New' form with a Name field and a 'Create New' button.

6. Type the Name "Aware Scanning" then click **Create**.



App Passwords 'Create' form with a NAME field containing 'Aware Scanning' and a 'Create' button.

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At this point, you will be provided with a URL, Username and Password you can use to log in for the desktop application.

YOU MAY NOT CHANGE THE PASSWORD.

Keep this information in a safe place as this is the **ONLY** time you will see it. It will save this password in the app so you should not have to enter it every time.

You can use the following to log into your SchoolObjects mobile and desktop apps.

SERVER	https://abilene.schoolobjects.com
USERNAME	first.last@abileneisd.org
PASSWORD	fjpk pitu qdia liny

Close

Aware PlainPaper Scanner

Before answer documents can be scanned, the scanning application needs to be installed on the computer connected to the scanner.

Submit a technology support request if the scanner application is not installed.

Once the software is loaded, double-click on the **SchoolObjects: Plain Paper Scanner** icon on the desktop -**or**- locate **Aware Plain Paper Scanner** in your software list.

Upon the first login to the scanner application, the end-user must enter the server location. For Abilene ISD this address is:
<https://abilene.schoolobjects.com>

Click **Next**.

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Enter the username (full email address) and password for the account with the "App Aware Scanner."

Click **Next**.

Read and follow the instructions on the screen.
(Place answer documents face up.)

Select **Next**.

Select the scanner you wish to use.

Click **OK**.

The answer documents will begin scanning through the scanner.

After scanning, the window will display counts for your scanned documents. To view the documents and any possible errors, select **Response Editor**.

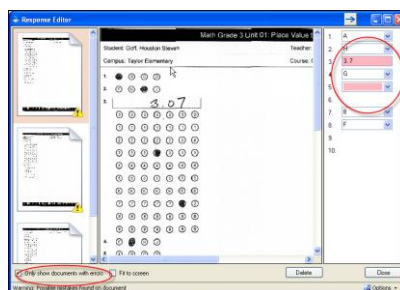
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This will open a new response editor window which will allow you to view the scanned documents as well as repair any incorrectly bubbled items.

To see only sheets with possible errors select **Only show documents with errors** in the bottom left hand corner.

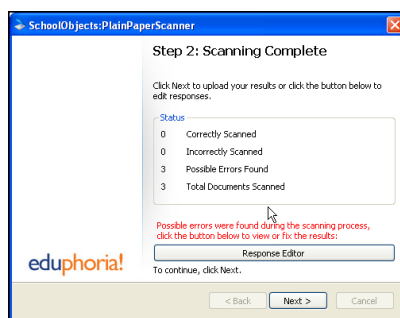
To repair any possibly misbubbled items, select the colored question in the right pane and use the drop down list or text box to correctly select the student's intended answer choice.

When finished repairing, select **Close**.



When you are finished, the window will return to the scanning complete window.

Select **Next** again to upload the data to the Eduphoria server.



The window will inform you when the results have been uploaded to the server.

If you need to scan more documents, select **<Back**. If you are finished scanning documents, select **Finish** to close the window.

