



SchoolCity

Answer Sheet Printing, Scoring and Reporting Guide

District Common Finals & NV EOC Finals

Logging into SchoolCity (Suite)

You can log in to the SchoolCity Web site (<https://suite.schoolcity.com/prod24/sc/washoeschools>) from any computer that has Internet access and an Internet browser, such as Internet Explorer or Chrome. Use the same user name and password that you use to sign in to your district Windows account.



Note: A link to the SchoolCity website is also available on the Department of Assessment webpage: <http://www.washoeschools.net/Page/346>.

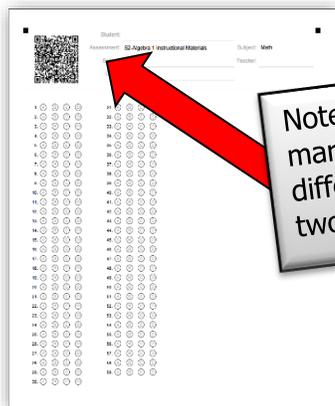
If you experience difficulty logging in to your account you may e-mail AssessmentSupport@washoeschools.net or call Assessment Support at 348-0248.

Selecting Answer Sheets

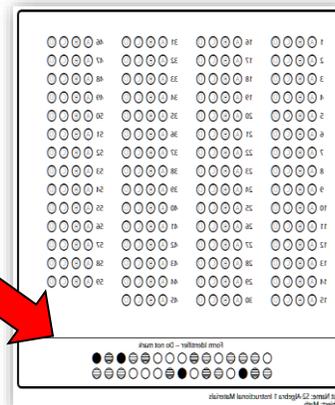
About SchoolCity Answer Sheets

Before you administer an exam, you must print the answer sheets that students will use to record their responses. SchoolCity offers two answer sheet types: **SchoolCity** or **GradeCam**. The type of answer sheet you choose will depend upon your preferred scoring method (paper scanner or web/document camera), and what is available at your school site. All schools are equipped with a Brother scanner setup to scan SchoolCity answer sheets. The **SchoolCity** answer sheet can only be scored using a paper scanner. The **GradeCam** answer sheet can only be scored by a web camera or document camera (with proper software).

SchoolCity Answer Sheet



GradeCam Answer Sheet



Note the registration mark location and style differences between the two answer sheets.

Viewing Answer Sheets

Tip: Maximize your browser window to ensure all options are visible in the viewing window.

From the Launchpad, select **Assessments (1)** and click on the **District (2)** tab. From the **Collection (3)** drop down menu, filter for **“District Common Finals”** and/or **“NV End of Course Finals”**, then, select the appropriate semester collection. Finally, click the **Refresh (4)** button to populate the filtered selection(s).

The screenshot shows the 'Manage Assessments' interface. A red arrow labeled '1' points to the 'Assessments' tab in the top navigation bar. Another red arrow labeled '2' points to the 'District' tab in the bottom navigation bar. A third red arrow labeled '3' points to the 'Collection' dropdown menu, which is open and shows 'District Common Math Finals' selected. A fourth red arrow labeled '4' points to the 'Refresh' button on the right side of the filter area.

Once you have filtered the **District** tab to show the **District Common Finals** and/or **NV End of Course Finals**, you will see the list of final exams available for you to print. Teachers will only have access to assessments for courses that they teach. In the list of assessments, select the printer icon  for the answer sheet you would like to create.

#	Assessment Name	# of Items	Start Date	End Date	Status	Progress	Activity	Type	Created By	Last Modified	Functions
1	16-17-- Final Exam_Scanning Pilot Test	5	10/18/2016	01/16/2017	●	259	In Progress	AKO	Curtright, Rebecca	11/14/2016	
2	Sample Algebra 1 Final Exam	5	11/14/2016	06/14/2017	●		Published	AKO	Curtright, Rebecca	11/14/2016	



TIP: Answer sheets may also be accessed by selecting the “Print Answer Sheet” tile found on the Launchpad and then selecting the assessment you need to print.

Next, select the Answer Sheet Type, **SchoolCity** for paper scanning or **GradeCam** for document camera scanning.

Answer Sheet Types:

Subject: Math | Year: 2016-2017

Answer Sheet Type: SchoolCity GradeCam

Answer Sheet Template: Individual Student Class Roster

Bubble Size: Normal Large

Subject: Math | Year: 2016-2017

Answer Sheet Type: SchoolCity GradeCam

Note: Answer documents will print as either 1-page or 2-page documents depending on the type of answer document selected, as well as the number and/or types of items on the assessment.

TIP: Before you distribute answer sheets to students, make sure the answer sheets are good, clean copies, undistorted and square on the page.

You will choose from five answer document types:

SchoolCity – Must have compatible Brother 8080 or 8150 scanner.

1. SchoolCity → Individual Student Answer Sheets (See Page 5)

Print Answer Sheets ⓘ

Assessment: Sample 2-Page Ans Doc

Subject: Math | Year: 2018-2019

Answer Sheet Type: SchoolCity GradeCam

Answer Sheet Template: Individual Student Class Roster

Bubble Size: Normal Large

Print Answer Sheets Generic Bubble Sheet

SchoolCity – Must have compatible Brother 8080 or 8150 scanner.

2. SchoolCity → Individual Student → Generic Bubble Sheet (See Page 5)

Print Answer Sheets ?
Assessment: Sample 2-Page Ans Doc
Subject: Math | Year: 2018-2019

Answer Sheet Type: SchoolCity GradeCam
Answer Sheet Template: Individual Student Class Roster
Bubble Size: Normal Large

Print Answer Sheets Generic Bubble Sheet

IMPORTANT: Print a **SchoolCity > Individual > Generic Bubble Sheet for each assessment to be used for late enrollments and make-up administrations. Provide a copy to the school test coordinator.*

SchoolCity – Must have compatible Brother 8080 or 8150 scanner.

3. SchoolCity → Class Roster Answer Sheets (See Page 6)

Print Answer Sheets ?
Assessment: Sample 2-Page Ans Doc
Subject: Math | Year: 2018-2019

Answer Sheet Type: SchoolCity GradeCam
Answer Sheet Template: Individual Student Class Roster
Bubble Size: Normal Large

Print Answer Sheets

GradeCam – Must have document camera.

4. GradeCam → Individual Student Answer Sheets (See Page 10)

Print Answer Sheets ?
Assessment: Sample 2-Page Ans Doc
Subject: Math | Year: 2018-2019

Answer Sheet Type: SchoolCity GradeCam

Print Answer Sheets Generic Bubble Sheet

GradeCam – Must have document camera.

5. GradeCam → Generic Bubble Sheet (See Page 10)

Print Answer Sheets ?
Assessment: Sample 2-Page Ans Doc
Subject: Math | Year: 2018-2019

Answer Sheet Type: SchoolCity GradeCam

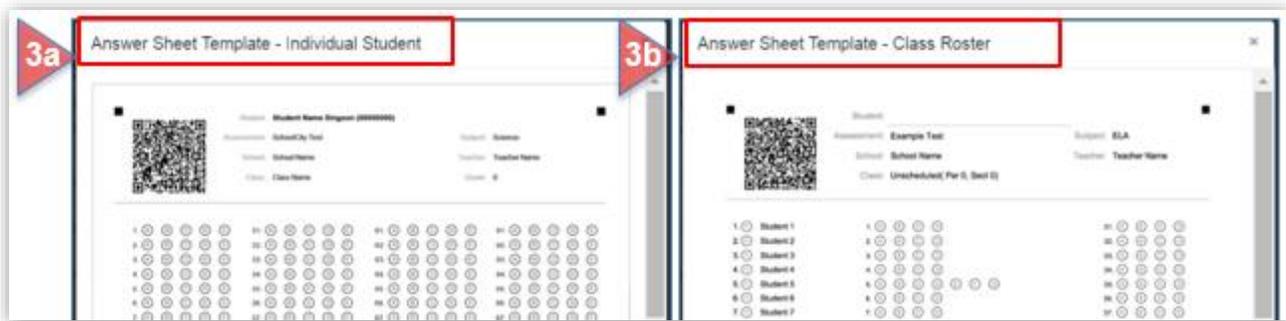
Print Answer Sheets Generic Bubble Sheet

IMPORTANT: Print a **GradeCam > Generic Bubble Sheet for each assessment to be used for late enrollments and make-up administrations. Provide a copy to the school test coordinator.*

Printing SchoolCity Answer Sheets (Paper Scanner Scoring)

SchoolCity answer sheets offer two templates: **Individual Student** and **Class Roster Templates**. Teachers may choose which answer sheet template to use.

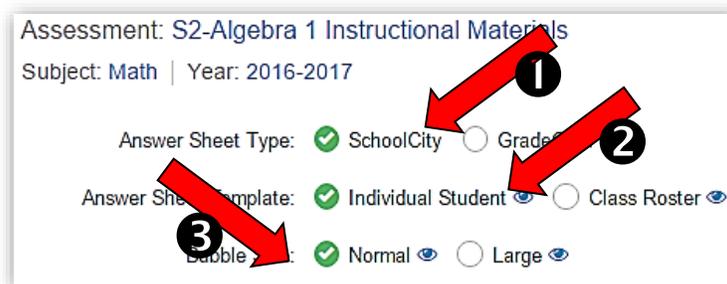
- The **Individual Student** template is unique for each student with the student's information at the top of the page. Each student receives his/her own answer sheet. This option also allows for a generic answer sheet to be printed for students not yet on the roster. (See image 3a)
- The **Class Roster** template lists all student names on one sheet with only the test information at the top of the page. All students receive the same answer sheet. Each student bubbles in the "Y" bubble next to his/her name and proceeds with the test. (See image 3b)



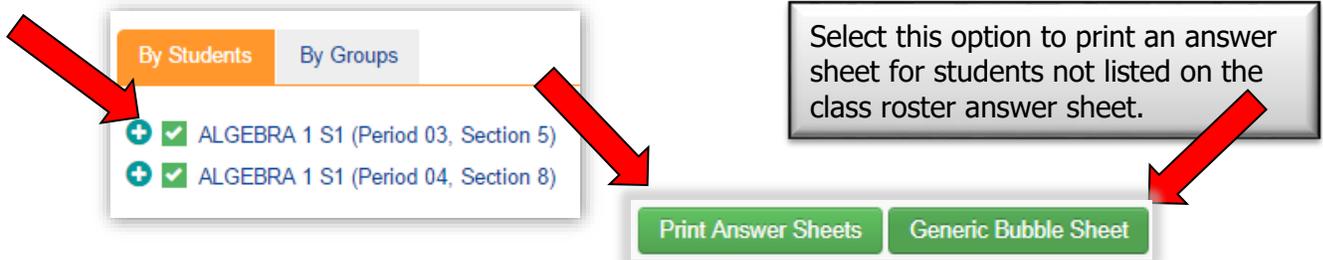
Generating Individual Student Answer Sheets

Individual Student answer sheets are identified by the student, assessment name, subject, school, teacher, and class (including period), and grade of the student. *This option can be used to print a generic (blank) answer sheet for any student not yet showing in the system or listed on the appropriate class period answer sheet.*

- Select the **School City Answer Sheet Type (1)**, **Individual Student Answer Sheet Template (2)**, and **Normal Bubble Size (3)**. These are typically default settings.



- In the tab, **By Students**, select all of the class periods you would like to print answer sheets for. Then, select the **Print Answer Sheets** button at the bottom right corner of the screen.



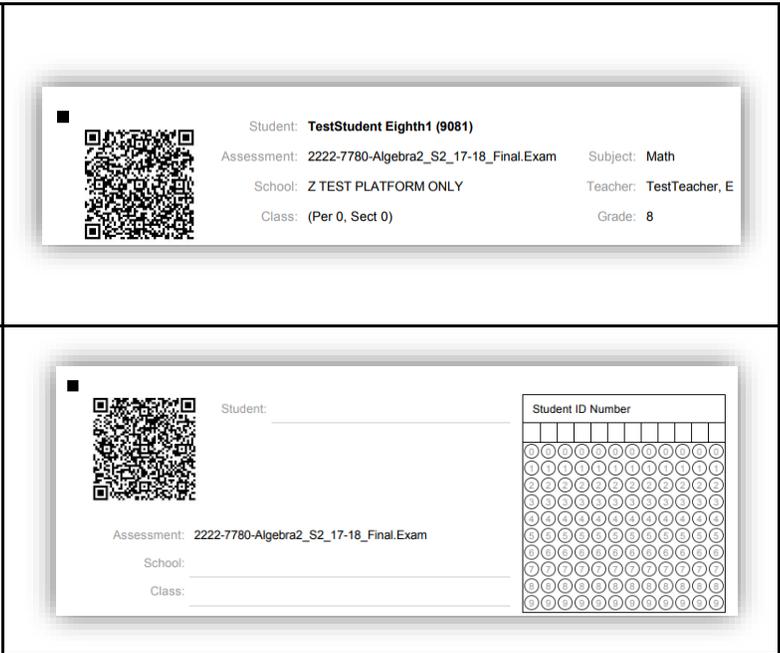
Individual SchoolCity Answer Sheet

Before starting the test, **teachers must match the answer sheet to the correct student.** Monitor students during the test administration to **make sure students are using the answer sheet with their name on it.**

Individual Generic Answer Sheet

**Use the Generic answer sheet for make-up administrations.*

The student's 7-digit local ID (student number) from Infinite Campus must be coded, left-justified, for the Student ID Number. Ensure that the student has also written their name on the answer sheet.



A *pdf* file of the answer document will open in a new window. Scrolling over the top of the window will bring up a menu bar where you can download  or print the answer sheets .



Generating Class Roster Answer Sheets

Class Roster answer sheets are identified by the assessment name, subject, school, teacher, and class (including period), and include a list of the students in the period. You may print them for specific courses, teachers, and periods.

- Select the **(1)Class Roster Answer Sheet Template (2)** and **Normal Bubble Size (3)**. These are typically default settings.

Assessment: **Sample Algebra 1 Final Exam**

Subject: **Math** | Year: **2016-2017**

Answer Sheet Type: **SchoolCity**

Answer Sheet Template: Individual Student **Class Roster**

Bubble Size: **Normal** Large

- In the tab, **By Students**, select all of the class periods you would like to print answer sheets for. Then, select the **Print Answer Sheets** button at the bottom right hand corner of the screen.

By Students
By Groups

ALGEBRA 1 S1 (Period 03, Section 5)

ALGEBRA 1 S1 (Period 04, Section 8)

Print Answer Sheets

- SchoolCity Class Roster Answer Sheets will print as a 1-page or 2-page answer documents depending on the course:

A *pdf* file of the answer document will open in a new window. Scrolling over the top of the window will bring up a menu bar where you can download  or print the answer sheets .



Scanning Answer Sheets Using a Paper Scanner Brother Model 8080 and 8150

Preparing Answer Sheets for Scanning

Before you scan an answer sheet, review the document and check for the following:

- The **student name** is bubbled and it matches the name printed on the top of the answer sheet.
- Answer **bubbling is dark** enough to read clearly.
- There are **no stray marks** on the answer sheet, especially around the perimeter of the sheet or near the optical block code.
- The answer sheet is in one piece, with no tears, bends, folds, spindles, or mutilations.

Batching Answer Sheets

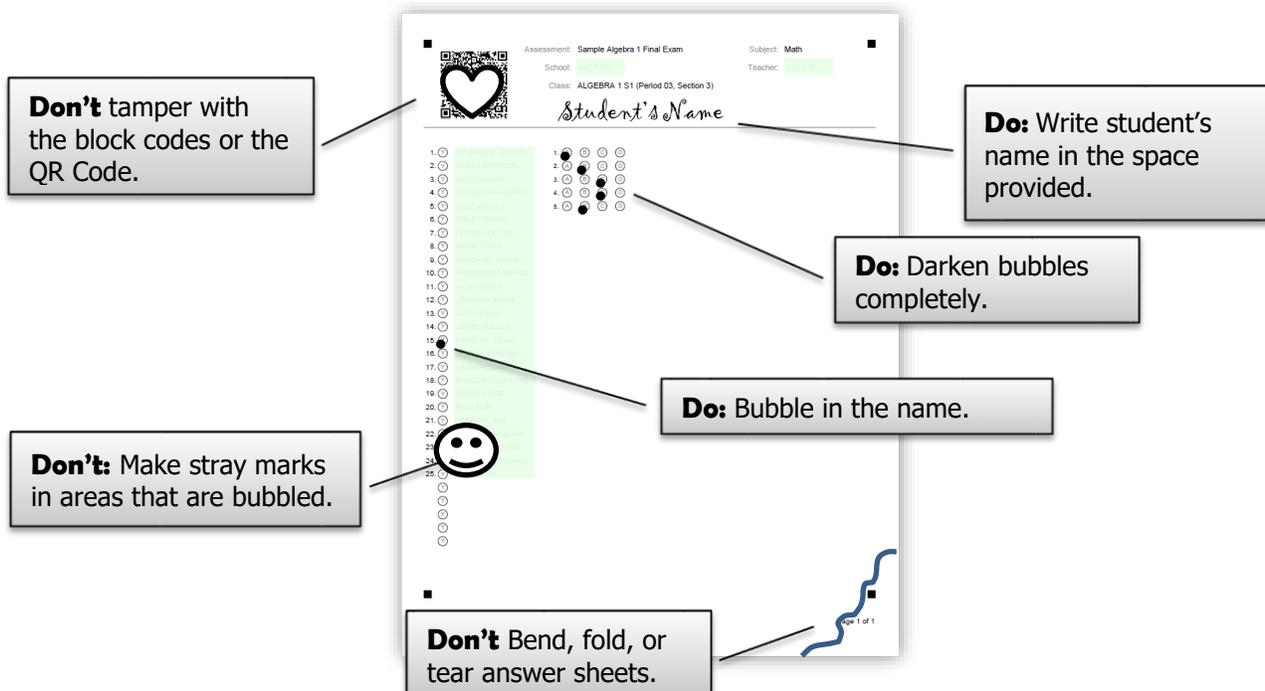
When you prepare a batch of answer sheets to scan, make sure that:

- There are **no more than 50** answer sheets in a batch (scanned at the same time). Count the number of answer sheets in each batch so that you can tell when all answer sheets have been scanned. *This is a limitation of the scanner's feed tray.*
- Answer sheets go into the scanner's feed tray **facing right side up**.

Note: The scanner only reads the side of the page that's facing up. Any pages that are facing down will scan as blanks.

Answer Sheet DO's and DON'Ts

This sample answer sheet illustrates the most common causes of scanning errors.

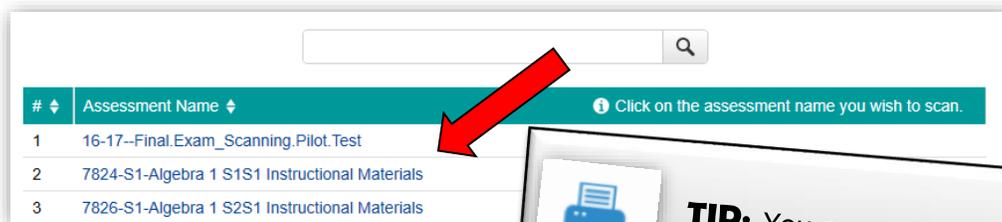


Scanning and Uploading Answer Sheets

NOTE: PDF scanning for later upload to SchoolCity is not permitted for district common finals and NV EOC finals. Answer sheets from district common finals and NV EOC finals must be scanned using the SchoolCity Scan or GradeCam applications only. Scanning or creating an electronic copy of used answer sheets in any other system is a violation of test security.

Each school site should have at least one compatible Brother (model 8080 or 8150) scanner and computer system to use for SchoolCity scanning. Use the **SchoolCity SCAN** application to handle the scanning and data upload process seamlessly. This application may be re-downloaded from SchoolCity as needed.

- Start **SchoolCity SCAN** if it isn't already running.
- Login to the **SchoolCity SCAN** application using your Windows user name and password.
- From the given list, select the assessment you wish to scan.

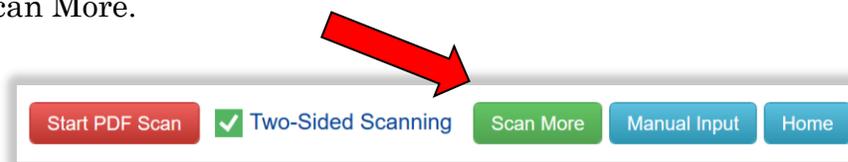


- Place your answer sheets right side up in the scanner, select Two-Sided Scanning if necessary, then click the Scan button.



Note: It is best to scan individual classes in separate batches.

- For 2-page scanning, after scanning the first page, place second page in the scanner and select Scan More.



Important: When scanning 2-page answer sheets, **do not upload results until both pages have been scanned** and you can see the results for all items in the review pane.

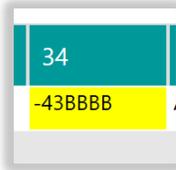
Upon completion of scanning, **SchoolCity SCAN** will display the scanning results for each of the answer sheets. Review and correct highlighted errors as follows:

- **Yellow:** The student’s response is unreadable, the student bubbled more than one answer on a multiple choice item, or there are blank bubbles left on a gridded response item. Click in the box to view the scanned error and enter the student’s intended response. You may need to refer to the student’s printed answer sheet to resolve this error.

Assessment Name: 16-17--Final.Exam_Scanning.Pilot.Test

#	Student ID	Student Name	1	2	3
1	21-10000	ATKINSON, JAMES	MLT	D	C
2	21-10941	SHOEMAKER, JEFFREY	A	B	C
3	21-10172	BARTHEL, ROSA MIA	B	MLT	C

Click inside the highlighted box to update the answer to the student’s intended response shown on the printed answer document.



Blank spaces in a gridded response item will be highlighted as well. Use the viewing pane or the student’s answer document to verify the blanks were recorded in the proper spaces, update the intended response if needed. Blank spaces do not necessarily mean a student’s response will be marked as incorrect.

Note: Clicking the **Review Errors** button will navigate through each error found. Using this option will ensure that you have not missed any scanned errors.

- **Red Student ID:** The student information is unreadable. Click in the highlighted box (1) and find the student through the “Search Student” (2) dialog box.

Assessment Name: 16-17--Final.Exam_Scanning.Pilot.Test

Student ID	Student Name	1	2	3	4	5
[Redacted]		B	B	B	B	B

Search Student

- **Red Test ID:** The Test ID is unreadable. Rescan the document and try using the **Bulk Scan** option if the issue continues to occur.
- To upload your results, click on the **Upload Results** button located at the bottom of the window.
- Once the current batch of answer sheets has been uploaded, click **Scan More** to scan another batch of answer sheets, or log into the SchoolCity website (“Suite” for teachers) to view results that have been uploaded to the SchoolCity system.

Printing GradeCam Answer Sheets (Web Based Document Camera Scoring)

Caution: Only choose GradeCam answer sheets for final exams if you have successfully used this option for prior classroom assessments. The following directions assume that the GradeCam has been installed and working on your computer.

- Select the **GradeCam** Answer Sheet Type.

Subject: Math | Year: 2016-2017

Answer Sheet Type: SchoolCity GradeCam



- Then in the **By Students** tab below, select all of the class periods you would like to print answer sheets for. Then select the **Print Answer Sheets** button at the bottom right hand corner of the screen.

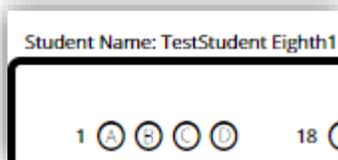
By Students | By Groups

- ALGEBRA 1 S1 (Period 03, Section 5)
- ALGEBRA 1 S1 (Period 04, Section 8)

Print Answer Sheets **Generic Bubble Sheet**

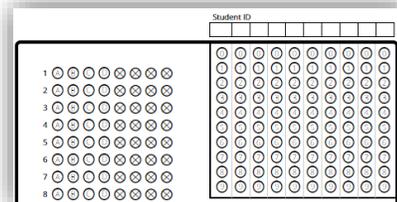


GradeCam Individual Answer Sheet



Before starting the test, **teachers must match the answer sheet to the correct student.** Monitor students during the test administration to **make sure students are using the answer sheet with their name on it.**

GradeCam Generic Answer Sheet



A *pdf* file of the answer document will open in a new window. Scrolling over the top of the window will bring up a menu bar where you can download  or print the answer sheets .



Scanning and Uploading Answer Sheets

NOTE: PDF and IMAGE scanning for later upload to GradeCam is not permitted for district common finals and NV EOC finals. Answer sheets from district common finals and NV EOC finals must be scanned using the SchoolCity Scan or GradeCam applications only. Scanning or creating an electronic copy of used answer sheets in any other system is a violation of test security.

Guidelines: Final exam answer sheets **must not** be scored with students present.

- Make sure the document camera is plugged in to your computer and operational.
- In the Assessments tab, click the corresponding camera icon for the test that is to be graded.



SCORE

- Scan using document camera
- Enter scores for performance based (A+)
- Score constructed response items

TIP: To score answer sheets, you may also select the “Score” tile found on the Launchpad and then selecting the assessment you need to print.

- Place the answer sheet under the document camera (1) until you see a green box around the responses and then hear a beep.
- The student’s score will appear on the screen. Continue placing answer sheets under the camera until all documents are scored.
- Scan both sides of the answer sheets.
- Click the “Upload Results” (2) to submit the students’ scores.

Student ID	Student Name	Score
2	[Redacted]	2

Total Sheets Scanned = 1

Upload Results

Overview of Data Reports in SchoolCity

SchoolCity offers the reports shown in the table below. At any time you may access more information about reports and step-by-step tutorials for accessing reports by clicking on the Help icon  (*question mark*) located in the upper right corner of the menu bar.

Note: Due to test security required for district level exams some reports may not be available or may only be available during limited times during the testing cycle. Reports marked (*) in the table below may contain student item responses and/or correct answers for test items. These reports must not be released to students or parents. **If reports marked (*) are to be printed/circulated for school use (PLCs, remediation, etc.), all student responses and correct answers must be digitally blocked from view prior to printing.**

#	Report Name	Description
1	Test Results	The Test Results Report displays student level overall performance data for the selected assessment. This report includes all available score values (Raw Score, Percent Correct, Performance Level), as well as demographic information. The Test Results Report also shows distribution of students across Performance Levels, Average Raw Score and Average Percent Correct.
2	Student Response*	The Student Response Report displays student level data by item for the selected assessment. This report includes item number, item type, student response, and student overall percent correct.
3	Standard Analysis	The Standard Analysis Report displays student level data by individual standard for the selected assessment. This report includes the Raw Score and Percent Correct for each standard, as well as the Average Percent Correct
4	Objective Analysis	The Objective Analysis Report displays student level data by individual objective for the selected assessment. This report includes the Raw Score, Percent Correct for each objective, and the Average Percent Correct
5	Question Groups	The Question Groups Report displays student level data by individual group for the selected assessment. This report includes the Raw Score and Percent Correct for each group, as well as the Average Percent Correct
6	Feedback Cards*	Feedback Cards are designed for distribution to students for the selected assessment. Feedback Cards provides students with their Raw Score, Percent Correct and Performance Level. It also lists the items the student answered incorrectly showing their answer, the correct answer and the standards not mastered. Users have the option to hide the correct response and/or standards from displaying on the Feedback Cards.
7	Item Analysis*	The Item Analysis Report displays summary data for each item on the selected assessment. This report includes item number, item type, Percent Correct, Correct Answer(s) and Incorrect/Partial Correct distribution. The Item Analysis Report also includes links to Resources aligned to the standard(s) for each item.
8	Demographics Profile	The Demographics Profile Report displays assessment data by demographic group of the test takers for the selected assessment. This report includes number of students in each demographic group, as well as the percentage that falls into each Performance Level.
9	Summary*	The Summary Report displays summary data for the selected assessment. Summary data can be viewed by item, by standard, by class, by teacher, by grade level and by school, depending upon the user's access level.

Viewing a “Test Results” Report

- Within SchoolCity, click the **Reports** menu item.
- Select the **Test Results** report from the reports chart.
- Notice the assessment listed at the top of the screen. Click on this arrow next to the assessment title to expand the window allowing you to select a different assessment.

Note: You will only see assessments where scores are available to you.

- Click the **Apply** button.

