

# Guide on How to Scan in Student Answer Sheets Using a PDF

Student answer sheets can be scanned in to Illuminate by creating a PDF file for all your answer sheets and loaded into Illuminate.

Click on **“View Assessments”** and select the assessment you want to access.

Capistrano Unified School District  
2019-2020

Hi Ann

Today is Thursday, September 12, 2019

View Assessments

Create an Assessment

Create Flexible Assessment

Create a Custom Report

View Reports

SBA Reports 2018-19

Search for a Student

Del Obispo Writing Program

Go to data dashboard

Reset Shared Tiles

Edit Layout

Capistrano Unified School District  
2019-2020

## View Assessments

Create

All Assessments

2019-20 cfa

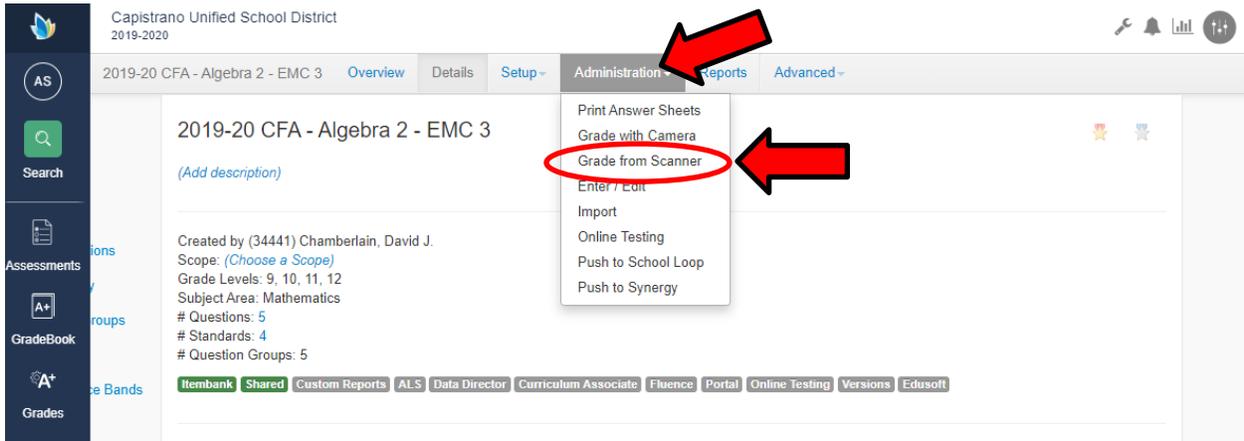
Search

+ Add Filters

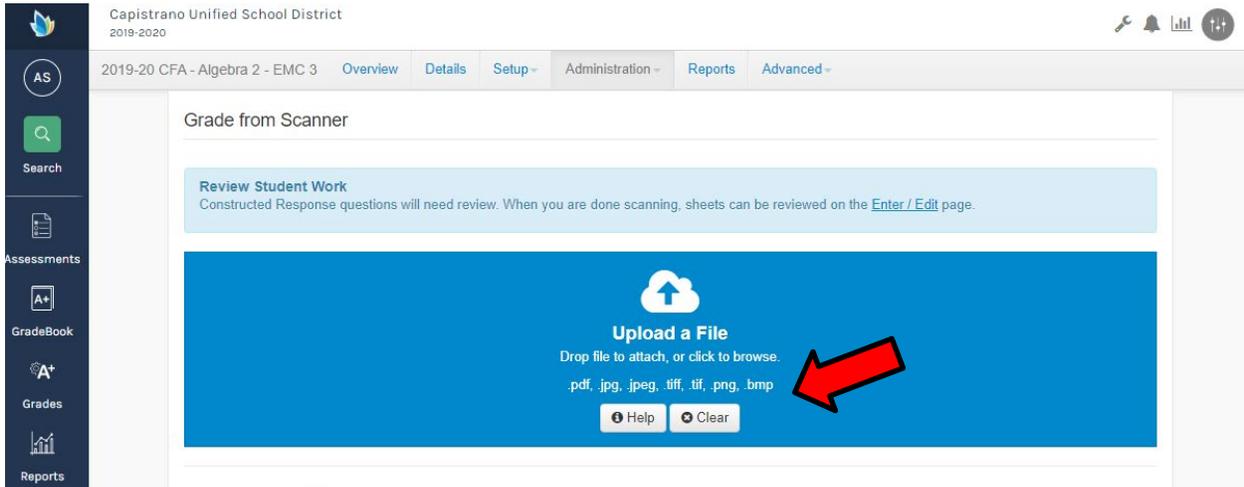
Only Show Assessments With Data

Title	Type	ID	Owner	Date Created	Last Accessed	Current Data	Actions
2019-20 CFA - Algebra 2 - EMC 3	Assessment	90059	Chamberlain, David J.	August 29, 2019			Action
2019-20 CFA - Algebra 2 - EMC 2	Assessment	90058	Chamberlain, David J.	August 29, 2019			Action
2019-20 CFA - Geometry - EMC 3	Assessment	90057	Chamberlain, David J.	August 29, 2019			Action

Click on “Administration” and select “Grade from Scanner”.



Click on “Upload a File” and load your PDF of Student Answer Sheets.



To view each answer sheet click on “Action” and select “Review All Sheets”.

The screenshot shows the Illuminate Education web interface. At the top, there is a navigation bar with the logo and a search bar. Below that, there are tabs for "Students", "GradeBook", "Reports", and "Assessments". The main content area is titled "10th grade Benchmark Quiz 1" and has sub-tabs for "Overview", "Details", "Setup", "Administration", "Reports", and "Advanced". The current view is "Grade by Scanner > Review Scanned Sheets".

On the left side, there is a table with the following data:

	Answer
1	A
2	B
3	B
4	B
5	B
6	A
7	A
8	B
9	B
10	B
11	A
12	B
13	B
14	A
15	A
16	A

At the bottom of this table are buttons for "Save", "Autosave", and "Mark As Reviewed".

On the right side, there is a preview of the scanned sheet for a student. The title is "10th grade Benchmark Quiz 1". The student ID is (74...), and it is labeled as "Version 1". The scanned sheet shows a grid of bubbles for each question, with some bubbles filled in black, indicating the student's answers. The grid is titled "10th grade Benchmark Quiz 1" and has a student ID of (74...).