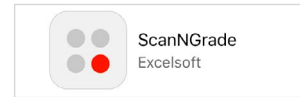# Using the ScanNGrade Mobile Scanning App

You can use a mobile phone or tablet and the ScanNGrade app to scan and upload students' bubble sheets. ScanNGrade can only be used to upload bubble sheets that have been printed from the Learning Assessment system (LA). Your device should have at least a 5-megapixel camera.
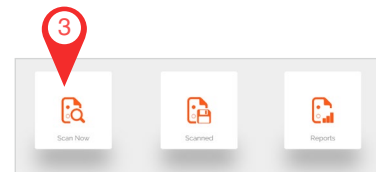

Getting Started

1. Open the App Store or Google Play, and type **ScanNGrade** into the search bar. The app is from Excelsoft Technologies. Download the app.

2. Tap the **ScanNGrade icon**. Enter **LDSAdmin** as the username and **ICS3333** as the password. Tap **LOGIN**.

   Note: Both the username and password are case sensitive.

3. Tap **Scan Now**. Allow the app to access your camera.

Scanning

4. Hold your device 12–18 inches (30–45 centimeters) above the bubble sheet. Make sure that the entire bubble sheet shows in the screen. Tap the **camera icon** to take the picture. If successful, a success message will display and a chime will sound. If not successful, try again, adjusting the angle of your device or the distance from the sheet.

5. In the pop-up message, tap **Scan next sheet**. Repeat until all bubble sheets have been scanned.

6. When the last sheet has been scanned, tap **View scanned sheets**.
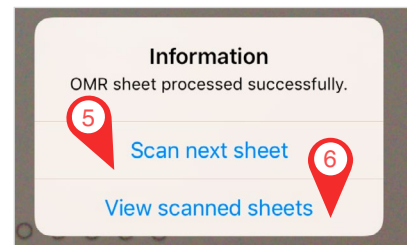
Reviewing Scanned Sheets

Each scanned sheet is listed in the left-hand panel, with an ID number and scan date. A scanner icon indicates that the scan has not been uploaded yet, and a cloud icon indicates that the scan has been uploaded.

7. As needed, tap the **red icon** in the lower corner to scan more sheets.

8. To switch between using WiFi and mobile data for your upload, tap the **double arrow** at the top right of the screen. Then tap the **settings icon**, and make your selection.

9. To check each scan for errors, tap the **scan ID** in the left panel. The bubble sheet will show in the center of the screen.
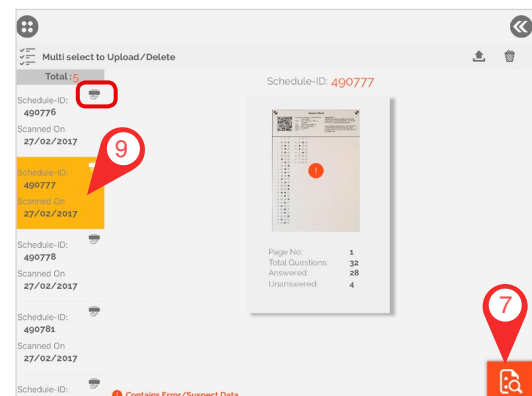
Troubleshooting Scanned Sheets

If the app finds a problem with a scan, a red warning sign will appear on the photo of the bubble sheet. A warning message will also appear in red at the bottom of the screen.

10. Tap the **bubble sheet photo**.

    A digitized version of the bubble sheet will display to the left.

    A black circle or red ring indicates a possible problem. The answer may have been marked too lightly, only partially filled in, and so forth.

11. Compare the bubble sheet to the digitized version and ensure that the student's answer was correctly recognized. If there is a black circle on the correct answer choice, you do not need to make any changes.

    If you do need to make a correction, first tap the blue **Review button**. On the digital version of the bubble sheet, tap the answer you think was intended. The answer will turn blue, meaning it has been manually changed. Tap the black circle or red ring so that it is no longer marked. Then tap the green **Save button**, and tap **Save**.

    Note: You can also make corrections to the scans in the teacher portal online (la.ldschurch.org) after you upload the bubble sheets.

12. Tap the **back arrow** to return to the screen showing your scans.
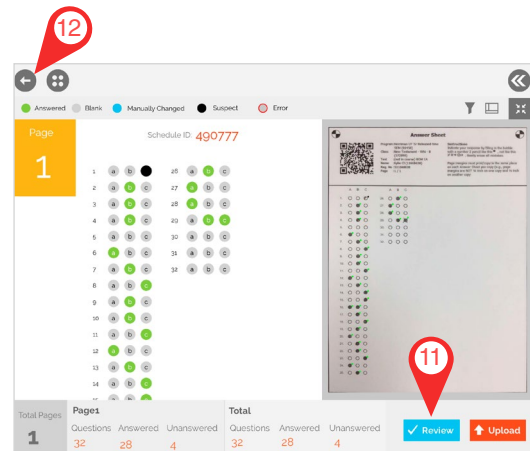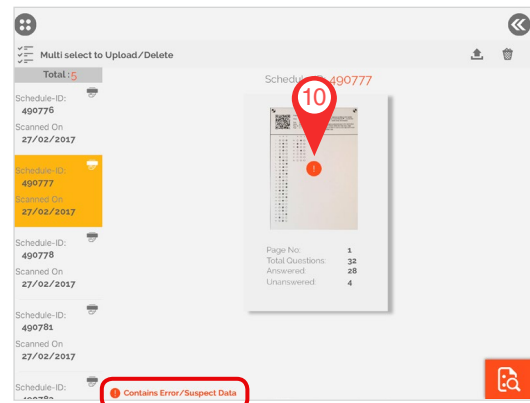
Uploading Scanned Sheets

13. Tap **Multi select to Upload/Delete** to upload multiple scans at once.

14. Tap individual scan IDs in the left panel, or check **All**. Then tap the **upload icon**. When a scan has been uploaded, the scanner icon will be replaced by a cloud icon.

    Shortly after you upload the bubble sheets, the results will appear in the teacher portal online (la.ldschurch.org).

15. Tap individual scan IDs or tap **Multi select to Upload/Delete** to select scans to delete after uploading. Tap the **basket icon** to delete the selected scans.