How to Get a Test Graded - Portrait

1. Compile the test batch (Put your key sheet on top followed by the student test forms)
2. Scan the compiled test batch
   a. Scan using only Ricoh copiers
   b. Ensure that the scan settings match those noted below

The Scan settings are usually located on the left-hand side of the printer screen (NOTE: different Ricoh models may have a slightly different looking screen). The below imagine is a sample of what this screen may look like

![Scanner Settings Screen]

1. Place forms in tray.
2. Click on Original Feed Type to get the scan settings menu

In each of the examples below, note the orientation of the R on each page. Note how it is rotated or upright.

If scanning 50 question tests and the pages enter the scanner starting with the top of the page, no changes need to be made to the scanner settings. Check that the printer settings match what is shown below (Default on most printers).

Simply put the forms in the scanner and hit scan.
If scanning 50 question tests and the pages enter the scanner starting with the side of the page:

1. Select Original Feed Type.
2. Change the Original Orientation to the pages that have the R's are upright.
3. Original Settings should be set to 1 Sided Original

If scanning 100 or 200 question tests:

If you have any questions as to where to locate the scan settings please contact the Help Desk and we can assist you with locating and selecting the correct settings for your Ricoh model

If your pages are fed into the scanner with the top of the page entering first, use the method below (Typical default settings):
1. Original Orientation is set to Original Orientation (Default)
2. 2-sided should be selected if using the 100 or 200 question answer sheets
3. Page Opening Orientation is set to Top to Top (Default)
4. Note: Below is an example of the settings needed on Ricoh Printers. The correct settings are highlighted in yellow. Your model may differ from these images.

If your pages are fed into the scanner with the side of the page entering first, use this method:

1. Original Orientation is set to show the R's upright rather than laying on their side
2. 2-sided should be selected if using the 100 or 200 question answer sheets
3. Page Opening Orientation is set to Top to Top (Default)
4. Last Page set to 2 sided
5. Note: Above is an example of the settings needed on Ricoh Printers. The correct settings are highlighted in yellow. Your model may differ from these images.

Please check your scanned test batch and make sure that it has been scanned in portrait orientation. Please see the sample below

a. NOTE: If your scanned test batch PDF is not in portrait orientation, our program can still grade the test using the old method. Processing will take slightly longer though.
Submit the scanned test batch using the Sysaid self-service portal.

1. The portal can be accessed by going to https://millersvilleuniversity.sysaidit.com/servicePortal/
2. Click on the Test Scoring icon
   a. Complete all the fields on the submission form
   b. Attach the scanned test batch at the bottom of the submission form

3. The Help Desk will score the test batch and e-mail the results back through Sysaid
   a. Test results will be sent as an Excel document
   b. Results can be printed or downloaded to your computer

Show me

How to submit a test for scoring

Request help

The Help Desk can be reached by email at help@millersville.edu, or by phone at (717) 871-7777. You can also submit a service request by going to https://millersvilleuniversity.sysaidit.com/servicePortal/