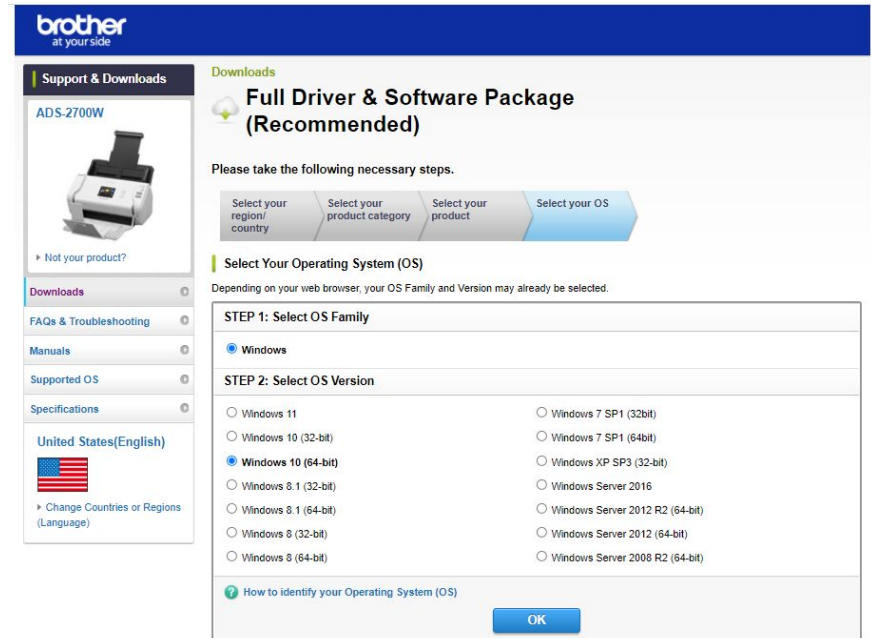


## Scanning MDTP Answer Sheets

**Note:** The instructions in **Parts 1 and 2** are specific to the Brother ADS-2700W scanner and will vary for other brands and models.

**Part 1: Setting up the Scanner** (skip Part if your scanner is already installed).

- 1) Go to [support.brother.com/windows](http://support.brother.com/windows) or [support.brother.com/mac](http://support.brother.com/mac) to download the scanner software (follow the same process to locate the information for your scanner).
- 2) Select **“Document Scanner”** then **“ADS-2700W”**.
- 3) Follow the instructions to download the software to the computer.



The screenshot shows the Brother support website interface for downloading software. The main heading is "Full Driver & Software Package (Recommended)". Below this, there are four steps to follow: "Select your region/country", "Select your product category", "Select your product", and "Select your OS". The "Select your OS" step is currently active, showing a list of operating systems to choose from. The selected option is "Windows 10 (64-bit)".

**brother**  
at your side

**Support & Downloads**

ADS-2700W

Downloads

FAQs & Troubleshooting

Manuals

Supported OS

Specifications

United States(English)

Change Countries or Regions (Language)

**Downloads**

**Full Driver & Software Package (Recommended)**

Please take the following necessary steps.

Select your region/country | Select your product category | Select your product | Select your OS

**Select Your Operating System (OS)**

Depending on your web browser, your OS Family and Version may already be selected.

**STEP 1: Select OS Family**

Windows

**STEP 2: Select OS Version**

Windows 11

Windows 10 (32-bit)

Windows 10 (64-bit)

Windows 8.1 (32-bit)

Windows 8.1 (64-bit)

Windows 8 (32-bit)

Windows 8 (64-bit)

Windows 7 SP1 (32bit)

Windows 7 SP1 (64bit)

Windows XP SP3 (32-bit)

Windows Server 2016

Windows Server 2012 R2 (64-bit)

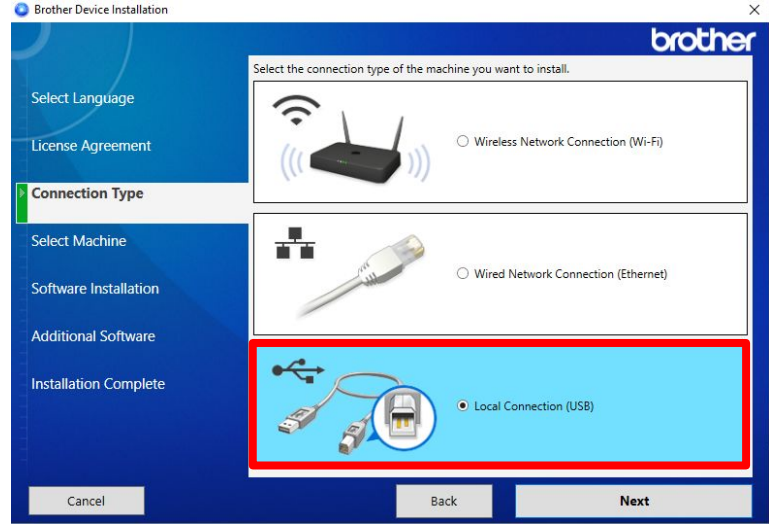
Windows Server 2012 (64-bit)

Windows Server 2008 R2 (64-bit)

How to identify your Operating System (OS)

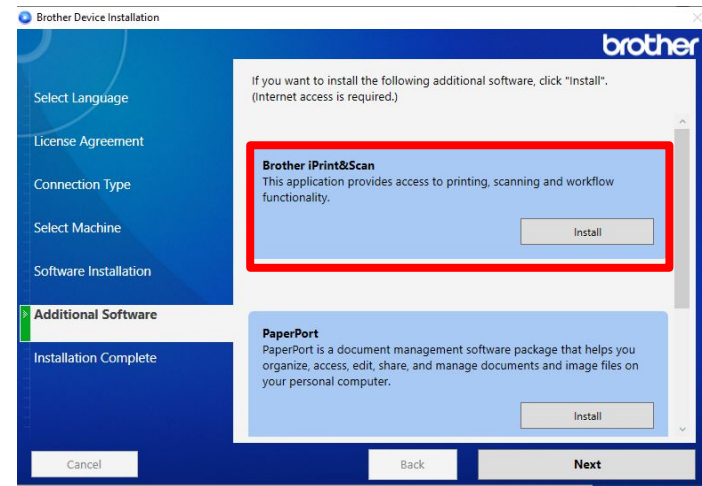
OK

4) Turn on and connect the scanner to the computer before selecting the “**Local Connection (USB)**” option (or the option that is suited to your situation).



**Part 2: Setting the Scanner to Convert documents to PDF** (Skip this part if your scanner is already set to save as PDF).

Install the “**Brother iPrint&Scan**” program. This is the program to scan answer documents and allow the user to edit and save the scanned documents as one PDF file.



## Part 3: Preparing Answer Documents for Scanning

Before scanning answer sheets, check the following:

- 1) Make sure all sheets are facing the same way and the same direction.
- 2) Check that all students are in the correct class period.
- 3) Make sure bubbles are completely filled and darkened.
- 4) Erase any extraneous marks.
- 5) Do not obscure the scan code or barcode.
- 6) Make sure the five black squares on the page perimeter are visible.

MDTP Mathematics Diagnostic Testing Project

School Name: Harmonia  
 Teacher Name: Fitzgerald Mitzi  
 Class/Period: Math 185  
 Test Name: Algebra 1/Integrated Math 1 Readiness Test (AMR45A19)  
 Assignment Date: October 26, 2022  
 Student Name: braham butler  
 Student ID: 10

**Bar Code**  
 Do not obscure

**Scan Code**  
 Do not obscure  
 E3CFBxBDC4

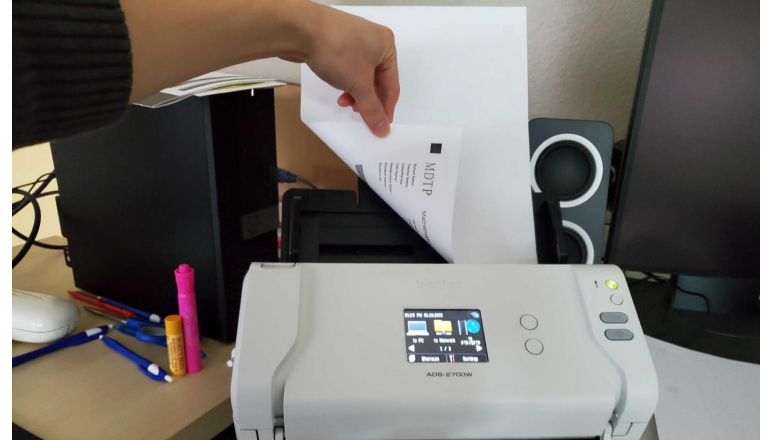
STUDENT ANSWERS

1	A	B	C	D	E	24	A	B	C	D	E
2	A	B	C	D	E	25	A	B	C	D	E
3	A	B	C	D	E	26	A	B	C	D	E
4	A	B	C	D	E	27	A	B	C	D	E
5	A	B	C	D	E	28	A	B	C	D	E
6	A	B	C	D	E	29	A	B	C	D	E
7	A	B	C	D	E	30	A	B	C	D	E
8	A	B	C	D	E	31	A	B	C	D	E
9	A	B	C	D	E	32	A	B	C	D	E
10	A	B	C	D	E	33	A	B	C	D	E
11	A	B	C	D	E	34	A	B	C	D	E
12	A	B	C	D	E	35	A	B	C	D	E
13	A	B	C	D	E	36	A	B	C	D	E
14	A	B	C	D	E	37	A	B	C	D	E
15	A	B	C	D	E	38	A	B	C	D	E
16	A	B	C	D	E	39	A	B	C	D	E
17	A	B	C	D	E	40	A	B	C	D	E
18	A	B	C	D	E	41	A	B	C	D	E
19	A	B	C	D	E	42	A	B	C	D	E
20	A	B	C	D	E	43	A	B	C	D	E
21	A	B	C	D	E	44	A	B	C	D	E
22	A	B	C	D	E	45	A	B	C	D	E
23	A	B	C	D	E						

Make sure that the five black squares are visible.  
 Erase any extraneous marks.

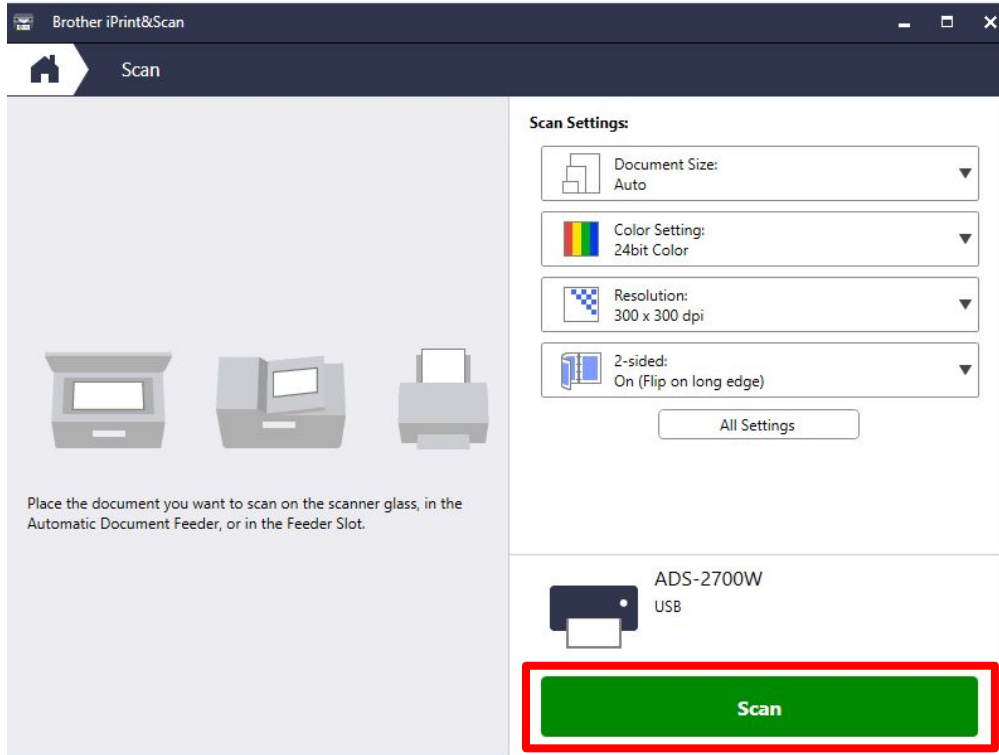
**Part 4:** Scan the completed MDTP answer sheets to convert the answer sheets for one class into one PDF file. This file will be loaded to the MDTP platform.

- 1) Press the power button to turn on your scanner.
- 2) Ensure that each class period is correctly prepared (see **Part 3**).
- 3) Place each batch on the paper feeder with the text pointing down to the tray and the top of the page feeding into the scanner (as shown in the screen capture at the right).



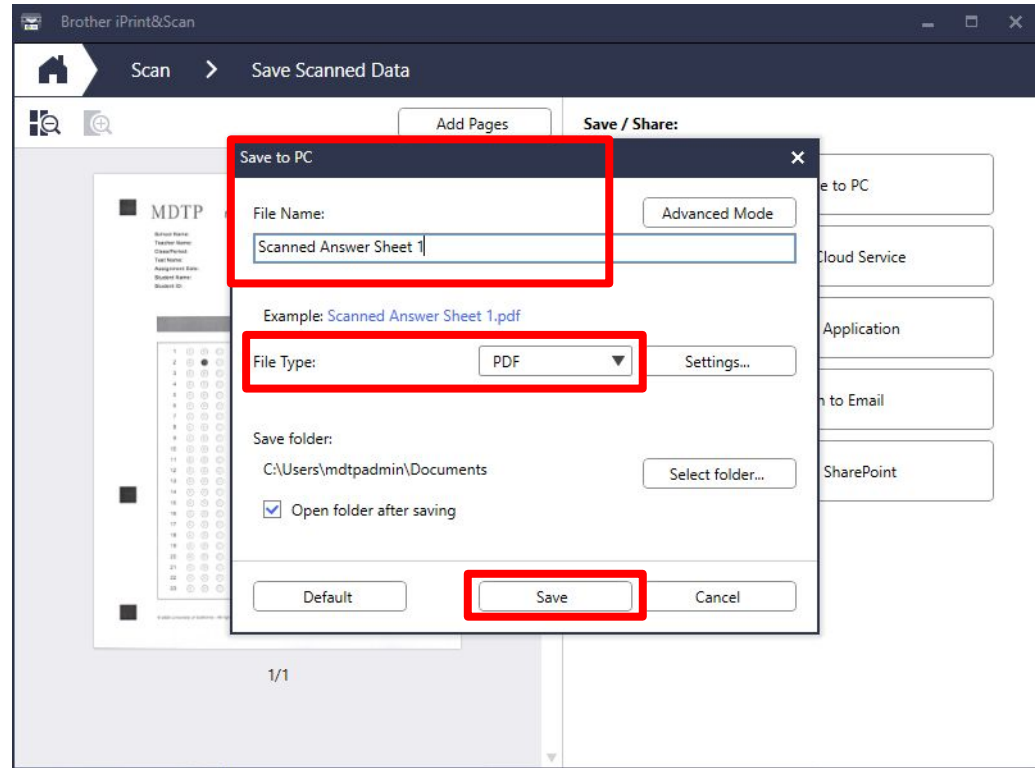
**NOTE: Be sure to clean your scanner regularly for accurate results.**

- 4) Scan each batch of answer sheets separately to create one file for each class period.
- 5) Select “**Scan**” or “**Start Scan**” on the computer screen to start scanning your answer sheets.



**Note:** A message on the display screen on the scanner that says “waiting for pc” may appear.

- 6) After the batch has been scanned, a dialog box will open. Select a **location** (such as Save to PC). Select a **File Name** and Select **“PDF”** as the file type, then select **“Save”**.
- 7) Open each saved file after scanning and check on the quality of the scan prior to uploading into MDTP platform (see **“Uploading Student Answer Sheets After Scanning”** tutorial).
- 8) Re-scan the answer sheets if the scanned quality is poor (blurry, stray marks in margins, files not facing the correct direction, marks are not clearly bubbled (see **Part 3** for instructions to prepare answer documents)).



## FAQ

**Q: *How clean should the scanned file be?***

**A:** The cleaner the scan, the less manual verifying we will have to do. The most important parts of the document are the multiple choice options, scan code, bar code, and the black squares on the perimeter of the answer sheets.

**Q: *Why do extra marks appear on the scanned file that are not present on the original paper?***

**A:** Try cleaning the scanner to see if this fixes the issue.

**Q: *If a teacher scan the answer sheets themselves, how long does the teacher need to keep the paper answer sheets?***

**A:** MDTP recommends that teachers keep the paper answer sheets as backup for six months.