

## DataDirector 4.0 Scanning Instructions

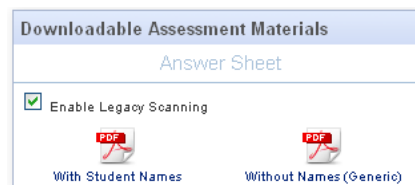
1. Check to ensure that you are working with Version 1.3 of DataScanner.

- If you are not using version 1.3, please contact your system administrator and ask them to download and apply the update before proceeding.



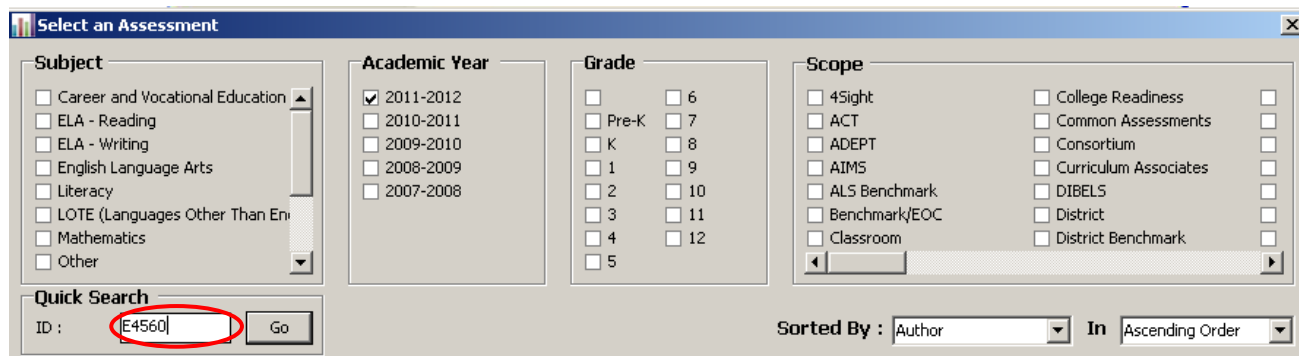
2. Check the bottom of your answer sheet.

- If you finalized and printed your Answer Sheet prior to December 22, 2011:
  - Ensure that the "Enable Legacy Scanning" option has been selected in **DataDirector** before scanning your Answer Sheets. You will see an Exam ID at the bottom of your sheet next to the Site ID.



Site ID: 9999999 **Exam ID: 4560**

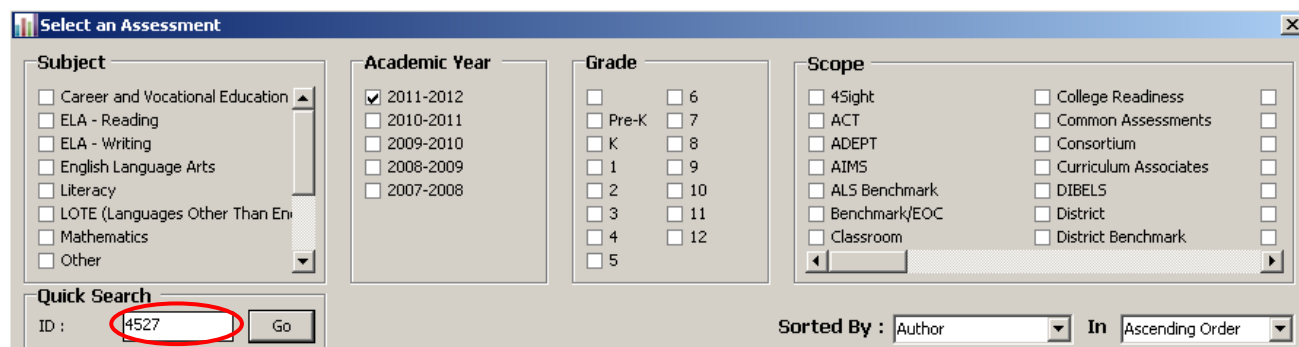
- Place an "E" in front of this ID when searching for your Assessment in DataScanner.



- If you finalized and printed your Answer Sheet after January 1, 2012:
  - No extra steps within **DataDirector** are required. Download and print your Answer Sheets as usual.
  - You will see an Assessment ID at the bottom of your sheet next to the Site ID.

Site ID: 9999999 **Assessment ID: 4527**

- Enter your Assessment ID exactly as it appears when searching for your Assessment in DataScanner. Enter **ONLY** this ID number when searching for your Assessment in DataScanner – do not add any extra letters.



3. Continue to scan your document normally.

Questions? Please contact your Account Manager or call *DataDirector* Customer Support at 877-411-1629. 1