

Triumph College Admissions Scanning Documentation

This scanning software is **only** for use with Triumph College Admissions scan sheets.

Overview

The scanning process consists of two steps:

- 1) Scanning the forms
- 2) Loading the data

Step 1. Scanning

The scanning software is designed for two brands of scanners, NCS and Scantron. Please select the correct version of the software for your scanner.

Scanners must have dual sided read capability.

Scantron

This software works with Scantron ES 2260, SM4000, and SM5000. ES2800 may work if it has dual sided option.

Setting Up the Scanner

1. Select a Com Port from the drop down menu until the white status bar reads, "Open Com Port x OK."
2. Click the "Upload Definitions" button and wait until the white status bar reads "Upload OK."

- If the white status bar reads "Com Port x not found" then go back to step one and choose a different Com Port.

Scanning Forms

1. Click the "Scan Forms" button and begin feeding the scanner scan sheets.
2. When you are done scanning, push the "End" button on the scanner.

Wrapping Up

When you are finished with the program, select the "Ok" button

NCS

This software works with any of the Opscan models 2,3,4,5/6,7/8,10,10E,21,9010M.

The first time you run the program you must update the scanner configuration.

The default settings are:

Model: Opscan 5/6

Com Port: COM2

Baud Rate: 38400

Time Out: 10

Data Bits: 7

Parity: Odd

Stop Bits: 2

Write Operations Log: True

Change these settings to match your Scanner's configuration.

Scanning Forms:

Load the forms to be scanned.

Click the Scan Forms button.

The forms will begin scanning.

If an error occurs or the if all of the forms have been scanned a Dialog box with an error message will pop up. Follow the directions to correct the error.

ScanTools users can use our .sds application file to create a data file, then use our dattocsv converter to create a csv file. Please contact TCA technical support for more

information about using this option.

Step 2. Loading the Data

To upload the CSV file created in Step 1 do the following:

- a) Log in as administrator
- b) If you are a district administrator, select the correct school.
- c) Choose the test type (e.g. SAT)
- d) Leave the Use Test Order box checked.
- e) Click the browse button and find the file you created in Step 1.
- f) Click the submit button.

If you have many students (more than 100), it may be necessary to break the file into several pieces to load the data before the script times out. Be careful if you view the file in Excel; it may change gridded fractions to dates that will be scored as incorrect answers.

Support

For further assistance using
these programs email
support@tcaprep.com or call
technical support (888) 837-
8007

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