



Users Guide

UGBS301 Version 1.08

To ensure accurate results:

- Use forms from Academy Technologies.
- Place dark marks that cover the bubble completely.
- Erase cleanly.
- Use a #2 pencil or dark (black or blue) pen.

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Hardware Installation

The BubbleScan 301 connects to a Windows computer via USB and requires the installation of the USB Drivers. This is a two step installation. The following explains how to do this under Windows XP:

1. Insert the BubbleScan CD into your CD-ROM drive.
2. Connect the power cord to the BubbleScan. The green LED at the top of the BubbleScan will turn on.
3. Connect the USB cable from the BubbleScan to your PC. Remember this USB port and use the same port every time you connect the BubbleScan..
4. Your PC should detect the new hardware and either install it automatically or prompt you. If prompted, select
 - a. **'Install from a list or specific location (Advanced)'**.
 - b. **'Search removable media'**.
 - c. **<Finish>** to complete the **USB Serial Converter** installation.

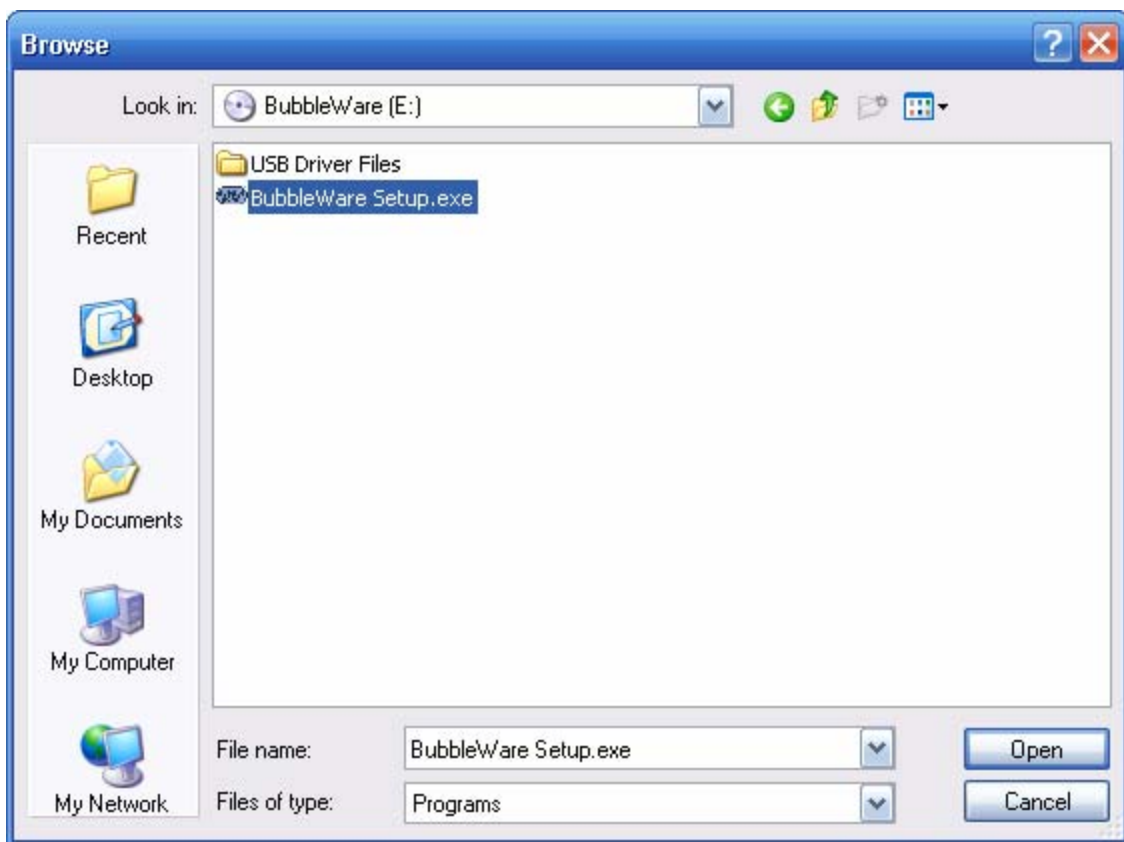
Then repeat this process (a-c) to install the **USB Serial Port**.

Your new hardware is now ready for use.

Software Installation

Your CD contains installation files for BUBBLEWARE software. With BubbleWare you can capture and score test data, generate student, summary and analysis reports for printing and/or exporting.

1. Insert the CD into your PC's CD-ROM drive.



2. Click <Start>– <Run>– then browse to your CD-ROM drive. Select the file '**BubbleWare Setup.exe**'. Click <Open>.
3. Click <OK>.
4. Follow the prompts until the software is installed on your PC.

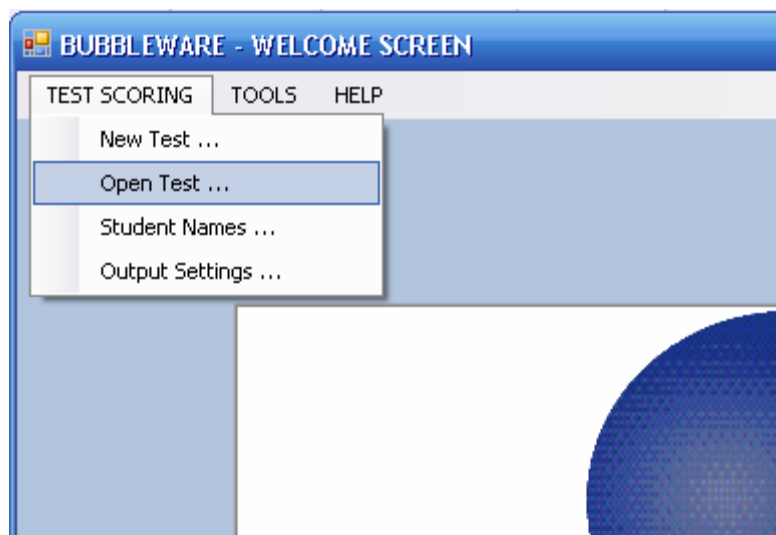
Scoring Tests

A **Test** in BubbleWare consists of the following:

- a. **Output Settings.** The information displayed on screen and included when printing or exporting reports is freely configurable.
- b. **Student Names** (optional). Student IDs and names can be copied from the clipboard or text files, or can be entered manually.
- c. **Answer Key.** The answer key is scanned in using an answer form and can subsequently be further configured with sections/groups and individual point values.
- d. **Test Data.** Data collected from the students' (paper) forms.

TEST			
Output Settings	Student Names	Answer Key	(Scanned) Test Data
Saved separately	Saved separately	Saved separately	Saved with TEST

BubbleWare stores the first three modules separately. When you save Test Data, BubbleWare will associate Output Settings, Student Names and Answer Key with the actual Test Data as a TEST. A saved TEST can be loaded from the initial WELCOME screen.



This modularity allows you to, for instance, use one answer key to administer the same test to multiple classes and store each data set as an individual test (Quiz 3, Mrs. Miller, Quiz 3 Mr. Smith,...). It also allows you to apply a changed answer key to previously saved test data (maybe you decide after the fact that a question should not be counted or more points should be awarded for a particular question).

Before scanning your first test form, you should take the time to set up one or more Output Settings profiles and one or more Student Names lists. This can be done without the OMR scanner attached.

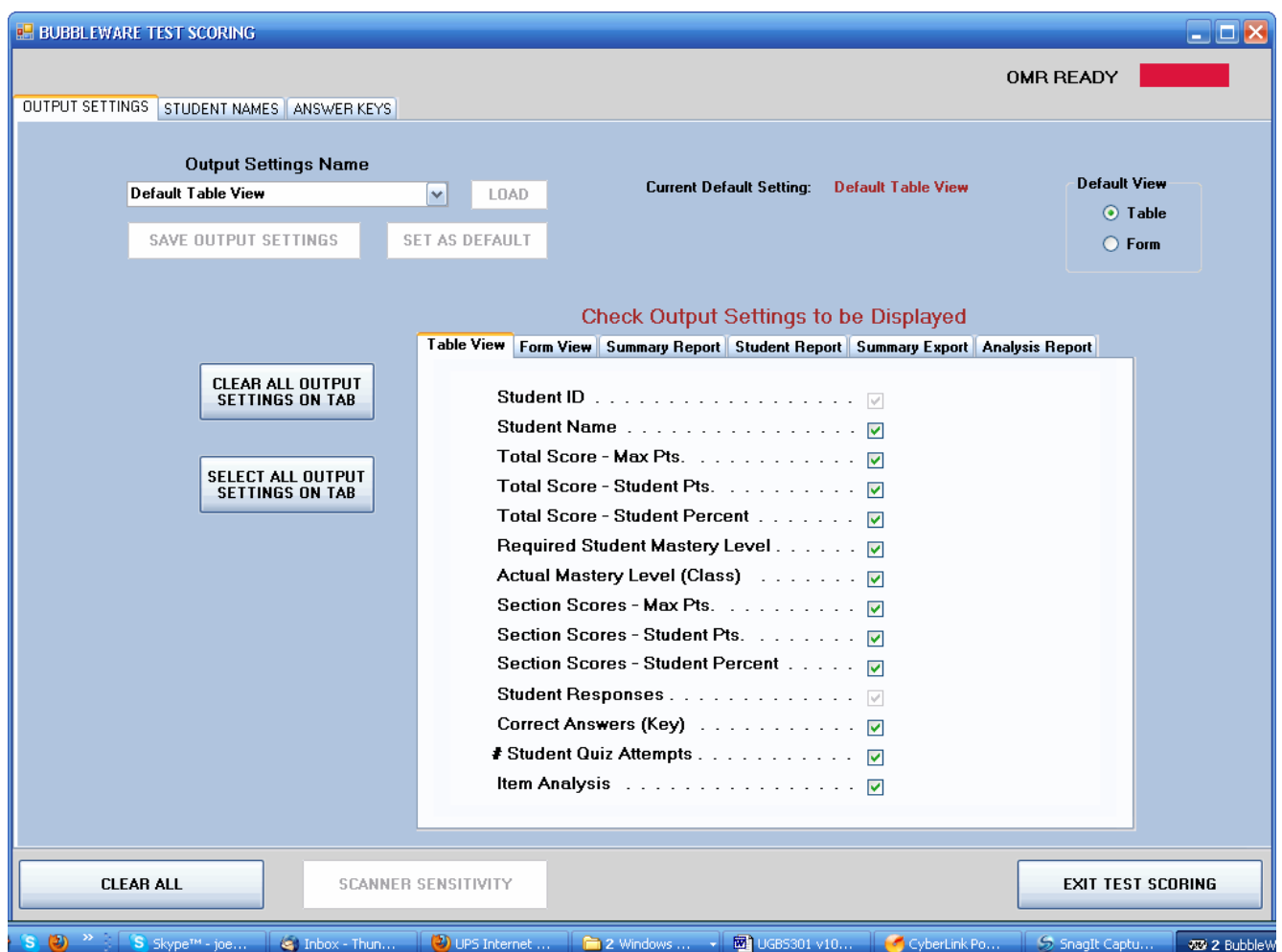
Output Settings

The Output Settings menu lets you decide how you want BubbleWare to display your data and what data you want to be in the reports you later generate.

When scanning test forms BubbleWare can display scanned data either in Table View or in Form View. **Table View** adds each scanned test form into a table and should be the preferred method when teachers scan an entire batch of test forms. **Form View** displays only the data from the currently scanned form. It is useful when students scan their own test forms.

BubbleWare can handle many different Output Settings profiles, but most likely you will be using one or two. To configure your default Output Settings profile:

1. From the Test Scoring menu select OUTPUT SETTINGS.
2. Select and deselect the displayed options as desired.
3. When you have completed the configuration save your OUTPUT SETTINGS either under the default name provided (Default Table View or Default Form View) or under a new name.
4. If you want the newly saved OUTPUT SETTINGS to become your default, click on SET AS DEFAULT.



Note: Printing the Item Analysis table as part of the Summary Report, requires that Item Analysis be selected in Table View.

Student Names List

The Student Names list contains the student IDs and student names.

If all of your students have unique ID numbers, then we recommend using just one Student Names list. If student IDs are only unique within a class or group then you can set up one or more class/group lists now.

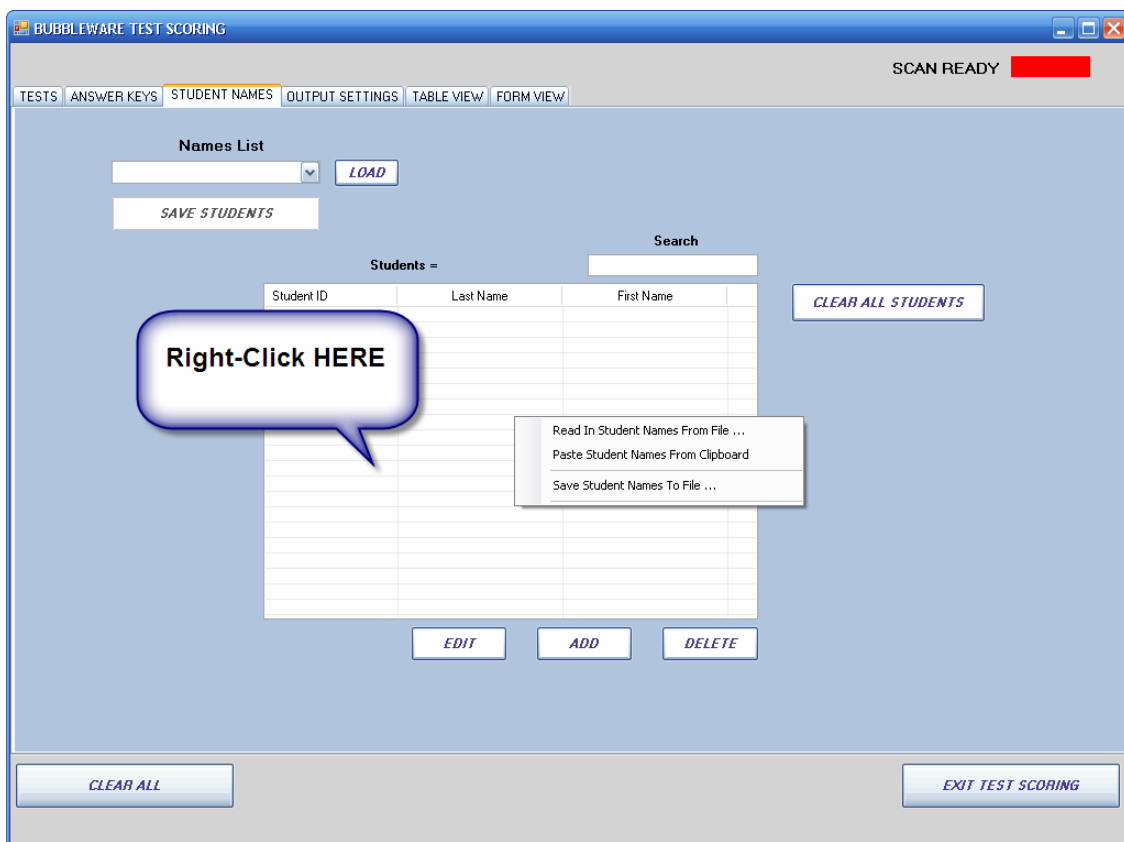
BubbleWare offers several methods of importing student data. The methods are selected by right-clicking into the table area. Student data must be of the format:

Student ID <tab> Last Name <tab> First Name <CR>

1. Read In Student Names from File If you have a tab delimited text file with all the student data, select this option to import the data into BubbleWare.
2. Paste Student Names from Clipboard If you have student data in a spreadsheet or another place, select and copy that data to the clipboard. Then right-click the table area of the BubbleWare Student Names List menu and paste the student data by selecting Copy from Clipboard.
3. Once imported, student names can be edited, deleted or new names can be added through the respective buttons below the names list.

Assign a name and save your Student Names List. If this is the only list you will be using for all your tests, make this list the default. If you are using multiple names lists, you may want to keep the 'Blank Names List' as your default.

If you later add student names to the Student Names List make sure to SAVE updated lists to make sure the program recognizes added or edited names.



Answer Key

Answer Keys can be programmed and edited without the OMR scanner attached. However, it is easiest to program a new Answer Key by simply scanning a master form.

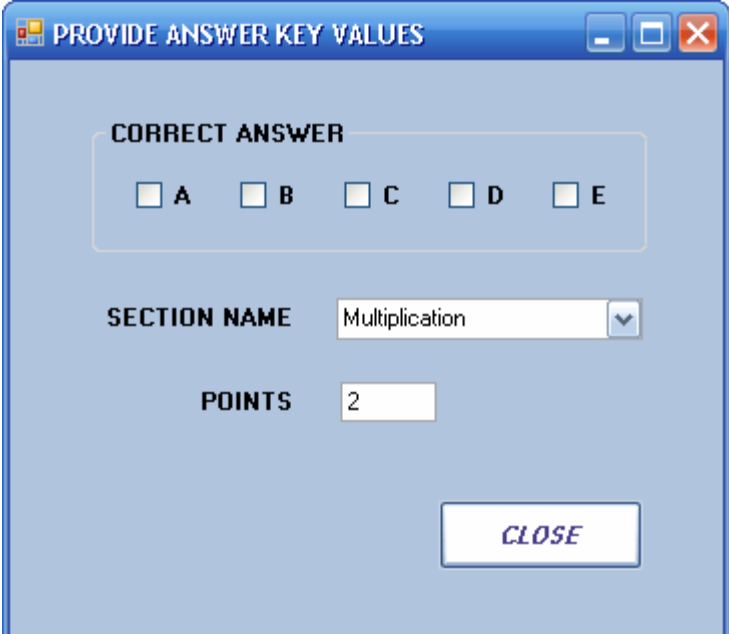
To create a new Answer Key:

1. If you want to change the currently selected Output Settings and Student Names List click on the respective TAB (top of screen) and load the desired settings or list.
2. Select/deselect **REQUIRE NAMES**. If selected, BubbleWare will verify that every test form scanned has an ID that is in the active Student Names List. Test forms with IDs that are not in the active Student Names List will be rejected.
3. From the drop-down box select the form you will be using. The **form ID** is printed on the test form.
4. Scan the master form to populate the answer **key** table. BubbleWare currently only supports one test version. If you are using the 100question form (BS03-01-06-100) BubbleWare will prompt you to scan a second form after you have scanned the front and back of the first form. Follow this message if your test consists of up to 200 questions. Otherwise ignore it (press X to close the pop-up message).
5. If desired **edit** the answer key assigning different point values or sections. CTRL + click allows you to select multiple questions. SHIFT + click selects multiple contiguous questions

CTRL-click to select multiple entries.

SHIFT-click to select multiple contiguous entries.

6. The EDIT button will bring up a new window where you can edit all the selected questions. For instance to assign the first 10 questions to a group called 'Chapter 1', click on question 1, press and hold SHIFT and click on question 10. Click <EDIT>. Type 'Chapter 1' into field labeled 'Section Name'. Click <CLOSE>.



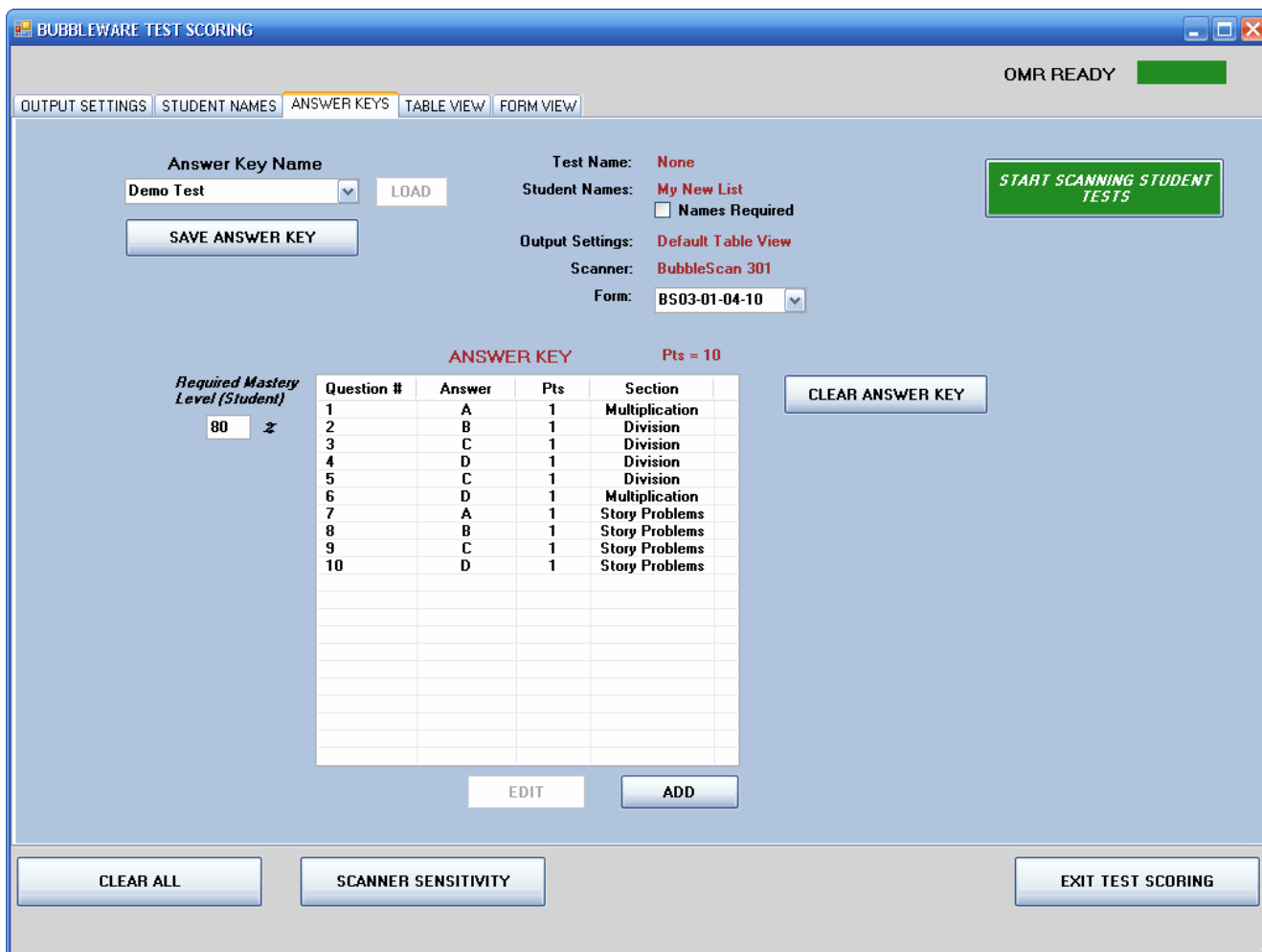
7. If desired, enter a STUDENT MASTERY LEVEL. Scores below this level will later show in red.
8. If you plan to use this Answer Key again or if you are planning to save the test once you have scanned in all test forms, assign a name and save your Answer Key.
9. You are now ready to score tests. Click on < Start Scanning Student Tests>. BubbleWare will bring up the 'Default View' specified in the active Output Settings.

Scoring a Test

From the Welcome screen, select NEW TEST. (Or OPEN TEST if you are editing a previously scanned test.)

BubbleWare will load the default Output Settings and default Names List.

Select an existing key from the drop-down list or create a new one (see previous ANSWER KEY instructions).

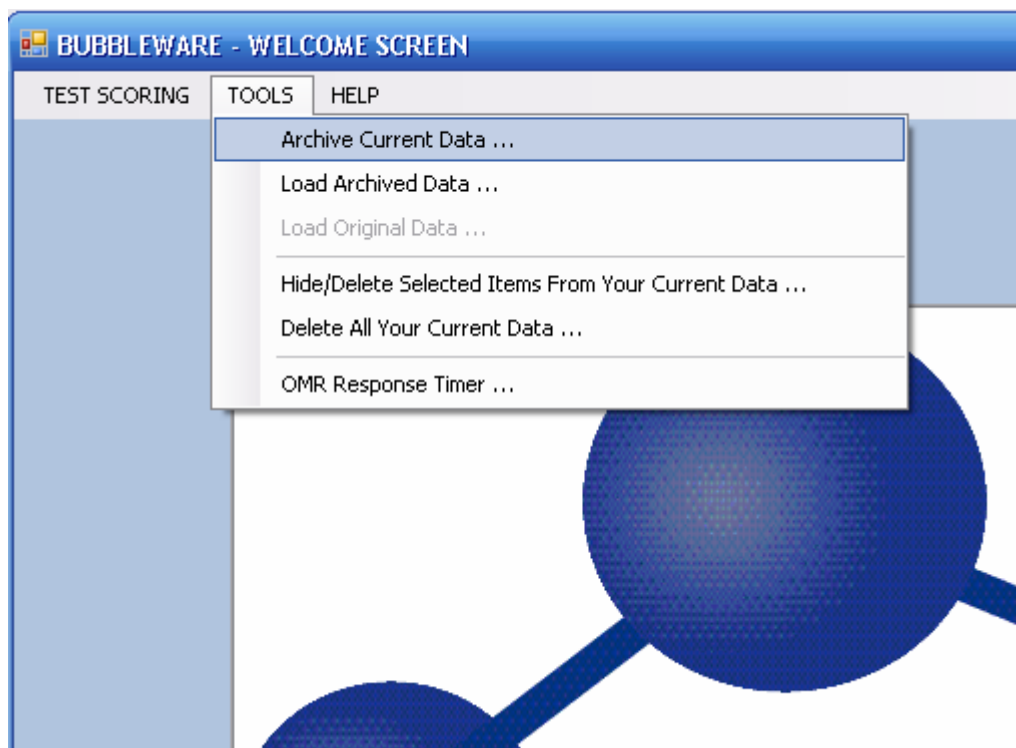


Click on START SCANNING STUDENT TESTS. The default view (TABLE or FORM) will appear.

Now scan one test form after the other. Remember that the scanned side is facing down. If you are using the double-sided 100 question test form, make sure to scan the sides in the right sequence. The side with the student ID facing down is scanned first. If you are scanning a test that requires two 100 question test forms, scan them in sequence. BubbleWare will not verify the student ID on the second form.

Database Maintenance

Select various database functions from the Tools menu of the Welcome Screen.



Archive Current Data ... will prompt you to make a copy of the current database. You should archive your database before you hide/delete items.

Load Archived Data ... allows you to load a previously archived database. Please note that loading an archived database will only TEMPORARILY replace the current database. The next time you start BubbleWare, the current database will automatically be loaded again.

Hide/Delete Selected Items From Your Current Data ... allows you to hide or delete database modules such as Output Settings profiles, Names Lists, Answer Keys, or Tests. This is a good way to clean out unused items (e.g. at the beginning of a term) or to simply hide from the drop down lists items that are not currently needed.

Please heed the warning messages on the screen.

Because a 'TEST' consists of student data, output settings, names list and answer key, deleting any of the latter modules will also delete any TEST that uses the module.

For instance, if Test "Demo 10 Question Test" uses output settings "My Output Settings", deleting "My Output Settings" will also automatically delete test "Demo 10 Question Test". The reason for this is that test "Demo 10 Question Test" requires output settings "My Output Settings".

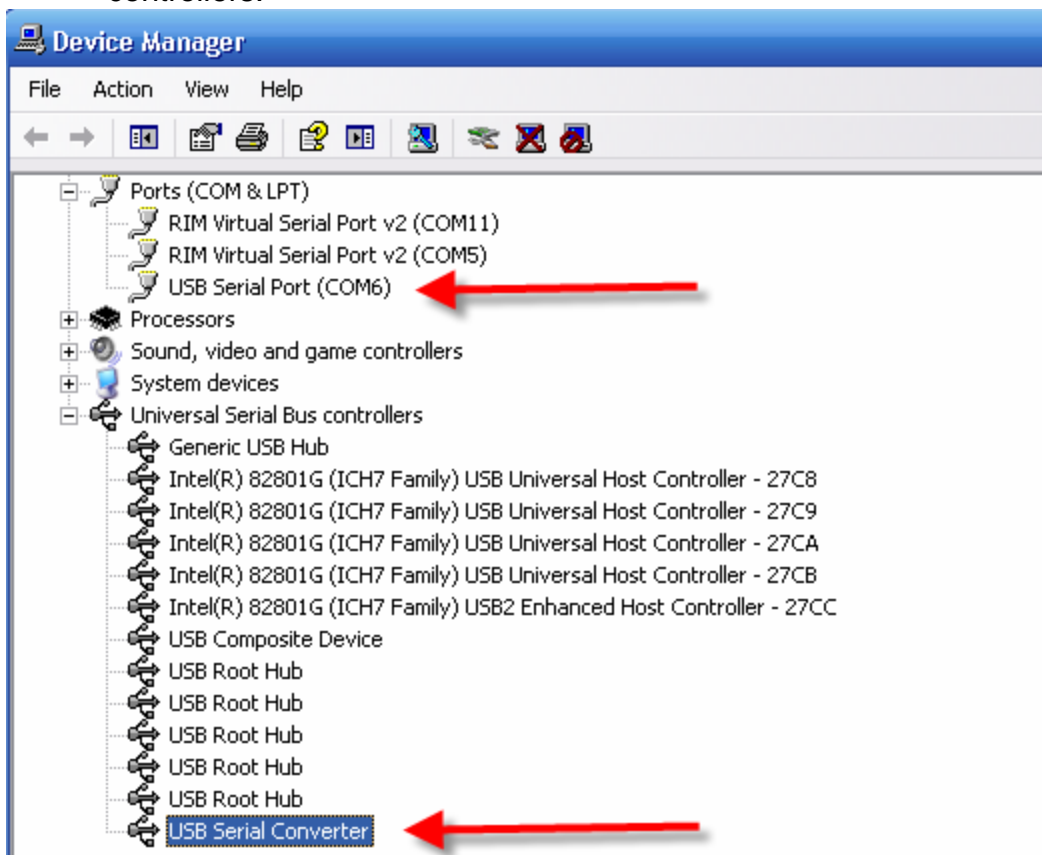
However, deleting the test "Demo 10 Question Test" will not delete output settings "My Output Settings". The reason for this is that output settings "My Output Settings" can exist independently and does not require test "Demo 10 Question Test".

Troubleshooting

Error Message: **OMR SCANNER NOT FOUND**

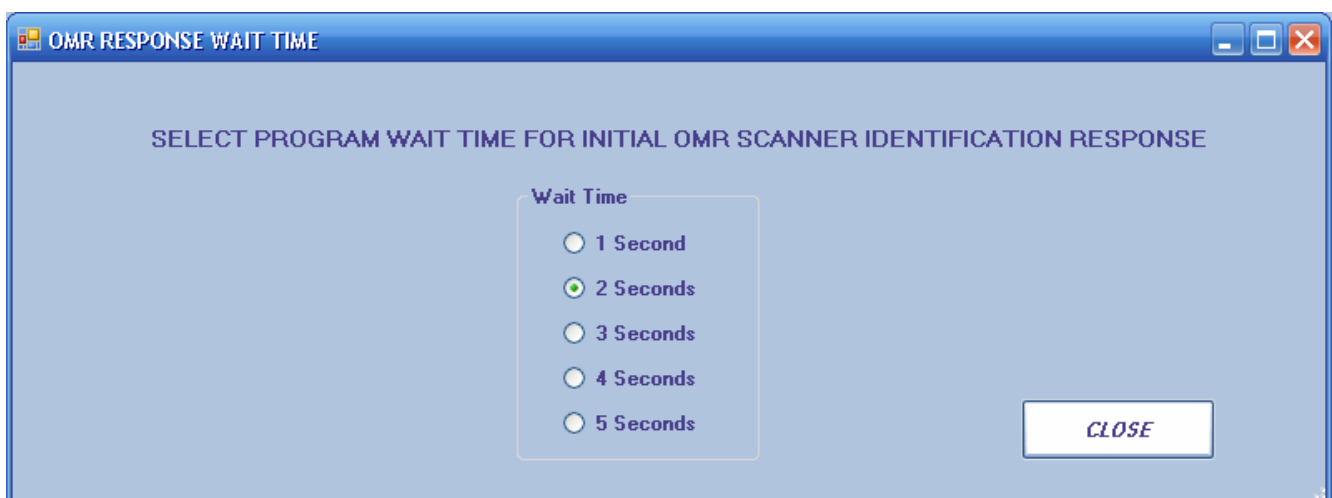
BubbleWare is unable to establish communication with the attached OMR scanner.

- Is the BubbleScan 301 connected to the correct USB port? Once the USB Drivers are installed on your PC and you have multiple USB ports on your PC, you should always use the same USB port.
- Are the USB drivers installed? You should have been prompted to install them the first time you connected the BubbleScan 301 to the PC. If you are unsure, check the Device Manager (Start – Control Panel – System – Hardware - Device Manager) for an entry for a USB Serial Port under Ports (COM & LPT) and USB Serial Converter under Universal Serial Bus controllers.



If no such entry exists, unplug the BubbleScan 301, power cycle the PC, then repeat the instructions under **HARDWARE INSTALLATIONS**.

- Increase the OMR Response Timer (BubbleWare – Tools – OMR Response Timer).



Academy Technologies Warranty Information US & Canada Only

Effective July 1, 2009

All BubbleScan 301 units purchased from Academy Technologies come with a **one-year warranty coverage**.

The original warranty period may be extended for up to 4 more years by purchasing such coverage from Academy Technologies while the BubbleScan unit is (1) still under the original warranty, (2) under warranty extension, or (3) within 30 days after a paid repair¹ has been performed on the BubbleScan unit by Academy Technologies.

OUR COMMITMENT

During the warranty period:

- We will ship a replacement from our stock of refurbished (or at our discretion new) BubbleScan units should your BubbleScan 301 fail during normal use (US/Canada Ground shipping included).
- We will make available to you via Internet any upgrades to the BubbleWare Software bundled with the BubbleScan 301.
- We will provide you with free technical support via E-mail or our toll-free number (888-456-SCAN).

YOUR COMMITMENT

During the warranty period:

- You will pay fees for warranty extensions in full when due ².
- Before exchanging a unit, you will first contact Academy Technologies to verify product failure and to obtain an RMA number.
- You will promptly and at your expense return the defective BubbleScan unit within 1 week after receiving the replacement or pay a rental fee of \$39/week.

Notes:

¹) Currently \$299.00 per out-of-warranty repair.

²) Currently \$139/year payable on net30 terms or via credit card. Failure to pay fees for warranty extensions when due will invalidate coverage.

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