

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## HOW TO SCAN 4SIGHT TESTS

### Purpose

To scan completed 4Sight tests and to upload data into the Success for All Member Center

Ensure the following URLs are not under a proxy server

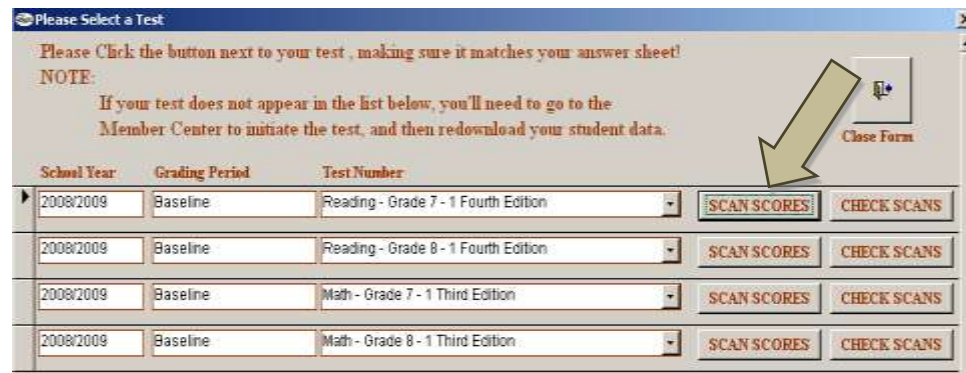
<b>65.220.47.149</b>	members.successforall.net/.org/.com
<b>65.220.47.153</b>	www.successforall.net/.org/.com
<b>65.220.47.157</b>	test.successforall.net/.org/.com
<b>65.220.47.158</b>	scan.successforall.net/.org.com

**Open the 4Sight software.**



Click the **Scan Tests**

Select the appropriate test and  
Click **Scan Scores**.



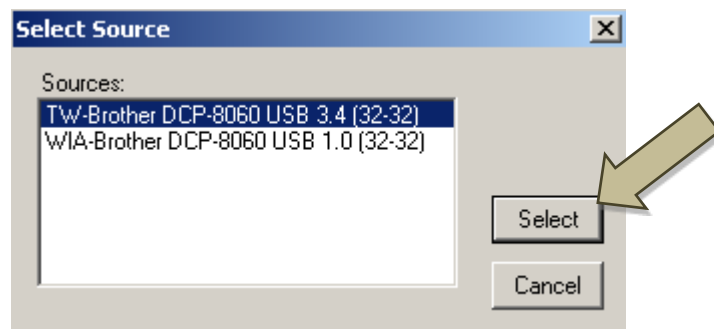


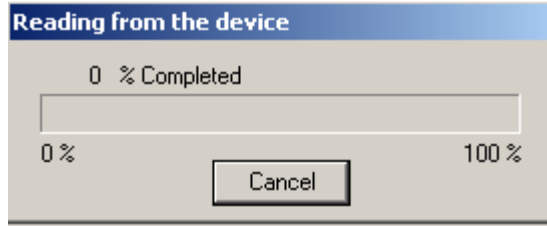
Place the answer sheets **face up** in the feeder tray of the scanner, with the **top of the answer sheet feeding** into the machine first.

Ensure the answer sheets are aligned and the guides on the side of the feeder tray are snug against the answer sheets.

**(DO NOT MIX DIFFERENT TESTS)**

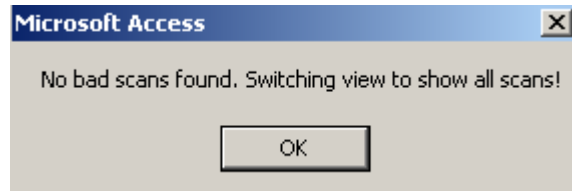
Select the **TW-Brother DCP-8060** option





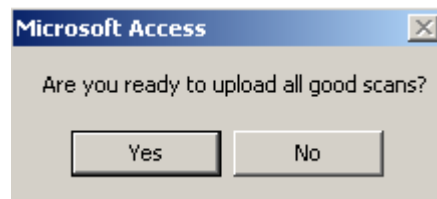
Scanning will start **automatically**. Once completed, the scans will automatically center.

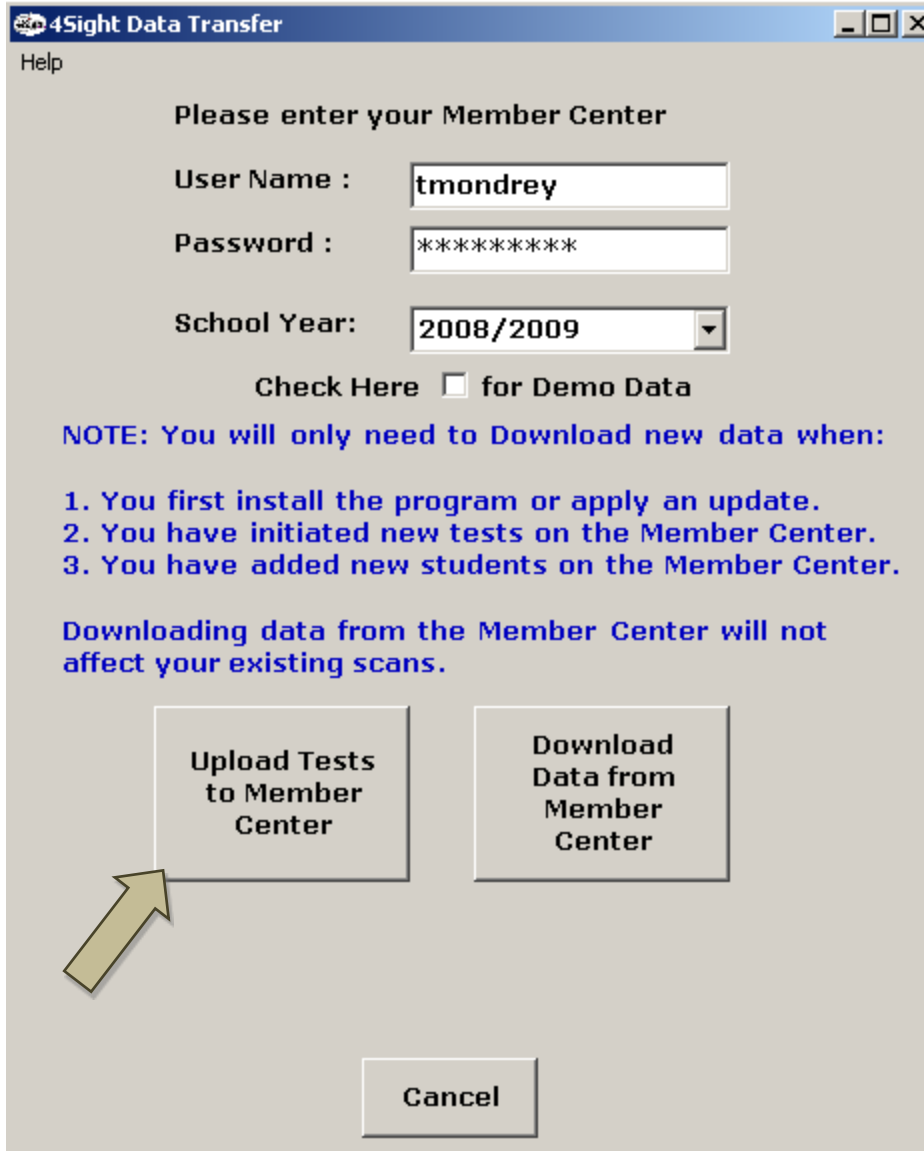
If no errors in scanning occur, click **Okay to Continue**.



When ready to upload data, Click the **Upload Icon**.

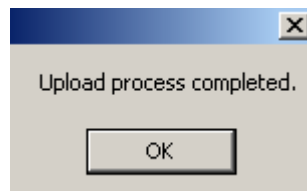
Click **Yes to Continue**.





Enter the Username and Password. Click **Upload to Member Center**.

A prompt will appear when the uploading has succeeded.



\*Tests scores will generally be accessible within one day of uploading to Member Center.

Troubleshooting:

If you receive an error when scanning the tests, i.e. Check if the Device is On, Check the I/F connection, turn off the Brother Multifunction Scanner and turn off the computer. Before restarting the computer, turn the Brother Multifunction Scanner on. Once the Brother Multifunction Scanner

**References:**

[Video Demonstration Part 1](#)

[Video Demonstration Part 2](#)