

InspiroScan Function Information

Revised 9/22/17

Important information:

- The location of InspiroScan Functions has changed:
 - Drop off and Pick Up in Savitz Hall, 3rd Floor, Room 306 in the Academic Success Center
 - Hours for drop off and pick up for Fall and Spring Semester are Monday through Friday 9:00-4:00 with additional late night hours on Tuesday and Wednesday by appointment.
 - All InspiroScan Job requests must be accompanied by the InspiroScan Cover Sheet
- Instructions for printing the InspiroScan Bubble Sheet can be found at the end of this document
- InspiroScan Bubble Sheet can be printed using a laser printer, your office printer, or it can be sent to Rowan's Duplicating Center. If using Duplicating, mention in the comments or Special Instructions to set the Page Scaling to None.
- Photocopied forms will not work.
- Forms with holes in them will not work.
- Forms with writing or damage on the Registration Marks (the "T" shapes at the corners of the forms) will not work.
- The following errors will render a Bubble Sheet unable to be scanned:
 - student does not complete their Banner ID#, Name (first and last)
 - student chooses 2 answers on one line
 - student doesn't completely erase an answer that has been changed
 - student leaves a blank space in a required field

Any sheet that is not scan-able will be omitted and returned to the instructor. It will then need to be corrected and re-scanned or graded by hand.

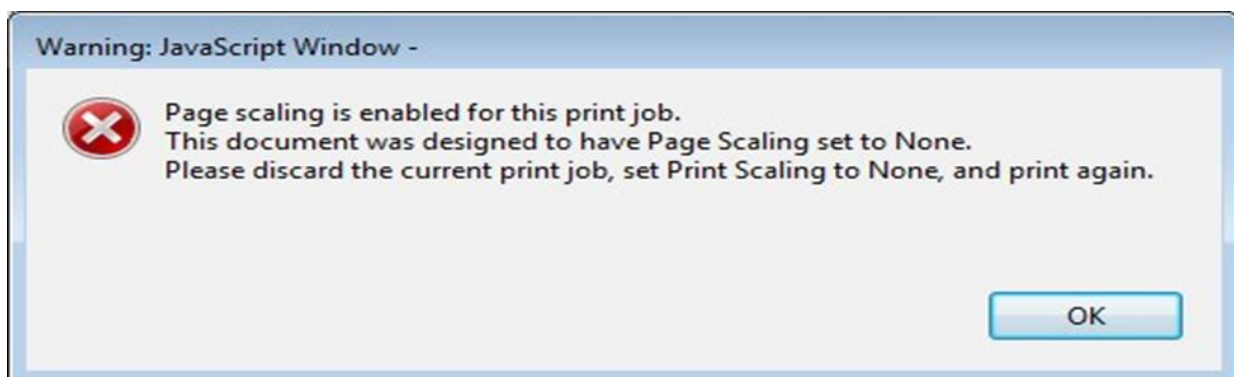
- Blank answers on the student sheet(s) will be marked as incorrect.
- The answer key cannot include blank answers.
- Bubble Sheets may be completed using black pen, blue pen, or #2 pencil. Be sure that the marks completely fill the bubbles. It is recommended to use #2 pencil and carefully and completely erase any changed answers.
- The email you receive with your results will be from testingservices@rowan.edu and the email subject line will be Completed InspiroScan Report
- Emails containing student information, including their name and Banner ID, are subject to FERPA guidelines. As such, completed InspiroScan Job emails will only be sent to Rowan Faculty and Staff email accounts.
- All report output will be sent to your Rowan e-mail address. This will give you immediate access to your information and also the option to print the report at your local printer.
- For your answer sheet the Banner ID# is 000000001, Last Name – KEY and First Name: professor last name. There should be no space in last or first name area.

- Options for receiving the completed tests are as follows and the requested return method should be selected on the InspiroScan Job Cover Sheet:
 - Hold for pick up.
 - Throughout Fall and Spring Semester you can pick up the completed tests as follows: Monday through Friday from 9:00 to 4:00 additional late night hours are available Tuesday and Wednesday by appointment.
 - Return the materials in a sealed envelope to your departmental mailbox via interoffice mail.

Printing InspiroScan Forms

1. Open the Rowan University home page: www.rowan.edu
2. Select the drop down menu QuickLinks at the top right corner of the page
3. Select Self Service/Banner
4. Select Access Banner Services
5. Login using your User ID and PIN
6. Select Faculty Services
7. Scroll down to find and then select InspiroScan Documents
8. From the category InspiroScan Bubble Sheet choose Click Here
9. Right click on the image and select Print
10. Do NOT choose Fit to page, or any other scaling setting
11. Enter the number of copies of the Bubble Sheet that are needed
12. Press Print

If you receive this Warning, then your Page scaling is NOT set to None. See below examples of setting Page Scaling.



See next page for an example of an INVALID print page for InspiroScan Bubble Sheet. Note that the page scaling was not set to None.

