



## Optical Character Recognition (OCR) for the EYE-TA

This feature allows teachers to automatically upload EYE-TA scores into the online system, saving them the time and effort of manually uploading them.

To start, click on the 'Generate Checklist' icon in the Progress Overview section of the EYE system.

**Progress Overview**

Class:

0 ← No. of students NOT completed

A7 Item number

Completed In progress Not started

**Generate Checklist**

**Upload Evaluation File**

**List of Children**

**Activity Dashboard**

Enter per Item Enter per Child

Awareness of Self and Environment Social Skills and Approaches to Learning Cognitive Skills Language and Communication Physical Development

A1 A2 A3 A4 A5 A6 A7 A8 B1 B2 B3 B4 B5 B6 B7 B8 C1 C2 C3 C4 C5 C6 C7 C8 D1 D2 D3 D4 D5 D6 D7 D8 E1 E2 E3 E4 E5 E6 E7 E8 E9 E10

Total Children = 14

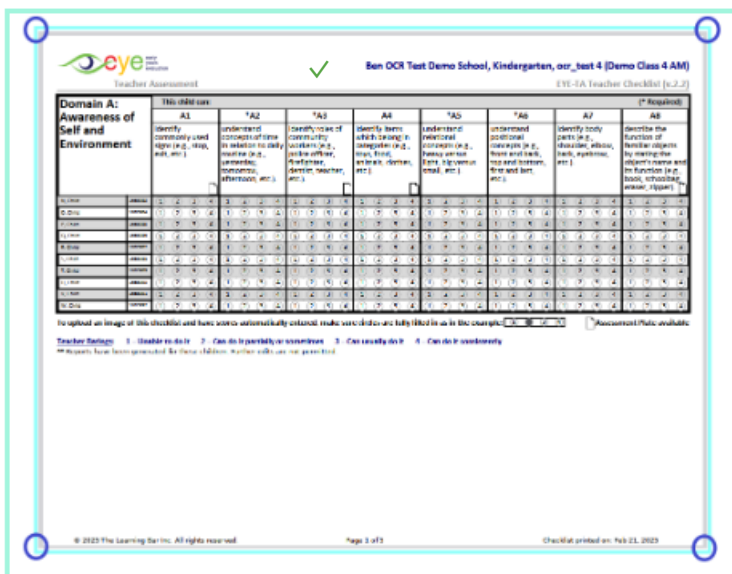
\* indicates a required item. Items in grey are available for data entry, but are not required in order to produce domain and RTI results.

Download and print a copy of this checklist. Next to each child’s name, you’ll see a system-generated number—this is NOT their student identification number; rather, it's a way for the system to match the child with the scores being uploaded.

Please indicate the scores on this version of the Teacher Checklist using dark ink (black or blue). You can fully fill in the circle or use an “X” to indicate scores.

When your data collection is complete, take a picture of each completed page. Here are some things to note about taking pictures with your mobile phone.

- Ensure images are aligned horizontally.
- Make sure images are clear and of high quality.
- Avoid shadows in the images.
- Zoom in enough to minimise the background beyond the checklist.
- Avoid selecting multiple scores for an item, as this will leave the score blank when uploaded to the system.

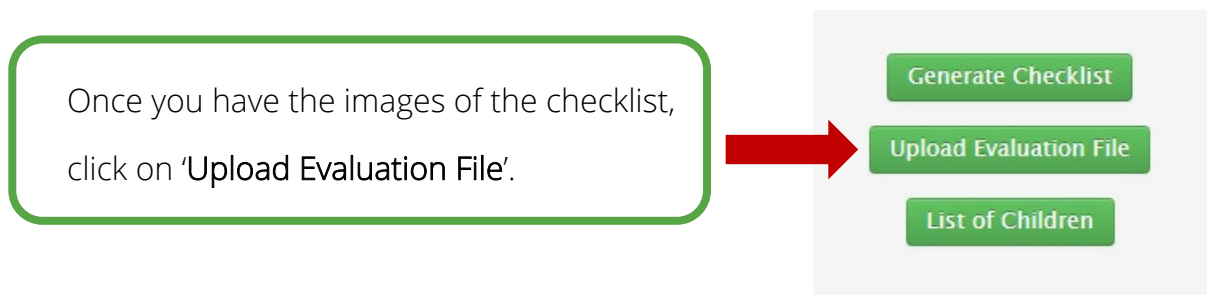


Ensure document edges and corners are fully visible.

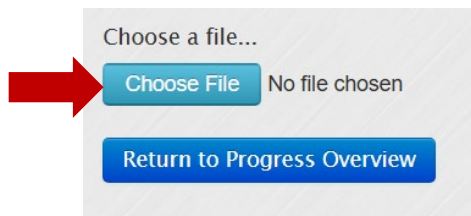
Please follow your school's data privacy policies regarding taking/storing images of sensitive information on private devices.

If you use your mobile phone to take photos of your Teacher Checklist and want to upload them to the Online Data Entry site on your computer, you will need to email the pictures to your work email account and save them on your computer.

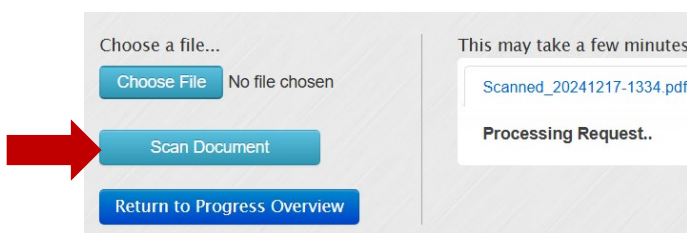
Alternatively, you can also scan the completed checklist pages using your school's photocopier. Typically, these scans would be sent to your work email account as a PDF, which you can then save on your computer. You can have separate PDF files (one for each domain) and upload each of these individually to the system, or you can upload one single PDF file with the multiple pages- both options work!



Once you click on 'Upload Evaluation File,' you will be directed to a screen where you can select the file (s) you want to upload. The system will guide you through the process of uploading them. Click on 'Choose File' and select the images of the Teacher Checklist or scanned PDF you want to upload from your computer.



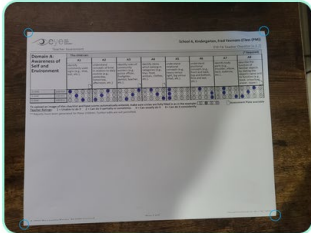
After choosing the file to upload, click on 'Scan Document'. The system may take a few minutes to process the file. If there are any issues with the upload, an error message will appear explaining the problem.



Carefully review the data once the scores are visible to ensure their accuracy. If any scores are missing or need to be edited, you can do this directly in this section.

Choose a file...  
Browse... No file selected.  
Scan Document  
Return to Progress Overview

fredPMDomA.jpg



**Upload Complete.** Scores ready to be saved for Domain Awareness of Self and Environment

Participants Uploaded: 3

Child's name:	A1	A2	A3	A4	A5	A6	A7	A8
D, Child	N/A	3	N/A	2	1	2	2	3
E, Child	2	2	3	3	1	4	2	2
F, Child	3	1	2	4	1	4	4	1

Some scores were undetectable for:  
D, Child

Confirm Scores and Save

You may now click the button on the left to return to the assessment.

In this example, the system could not detect scores for Child D. If this happens, the scores will appear as N/A. You can add them here manually- just click on the box and type in the score for A1 and then A3.

Once you have reviewed the results, click on the 'Confirm Scores and Save'. From here, you'll be directed back to the **Progress Overview** page.

*Note: You can always switch to manually adding the scores if you wish.*