Scantron Machines Instructions

Scantron Machine 88p+

Scantron Form 882-E (Green)

- Step 1 Mark the answer key
 - Mark the key using the same form marked by students
 - Find the *key marking row* directly above question 1
 - Mark the scoring option that you prefer
 - Mark the correct answer to each question
- Step 2 Score the test
 - Turn the scantron machine on using the power switch located on the back right side of the machine
 - Press Start
 - Feed the answer key
 - Feed the tests *one at a time*
 - Turn the machine off

Scantron Machine OpScan 4ES Scanner

Scantron Form F-288-PAR-L (Red Enrollment Form) and F-289-PAR-L (Red Form)

- Turn on both Scantron machine and computer.
- Select "ucmuser" no password is required.
- Double click the desktop program "ParScore."
- Enter your Login Name and password; both are the first letter of your first name and your entire last name.
- Select "Login"

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ParScore Login			×
Login Name:			
Password			
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• Creating A New Course

• Select "New" from the Course List screen

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Course ID	Trie		instructor	Descript	ion
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• Enter the (required)Information for the Course Setup

- Instructor (20 characters)
- Course ID # (15 characters)
- Course Title (20 characters)
- Description (30 characters)
- Time (10 characters)
- Day

Optional Optional

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Required

Required

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- Optional
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(5 characters) Term (10 characters)

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Course ID:	PSY 001		Days	
Course Title:	Introduction to PSY		Term	
Description				
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- Select "OK" when finished
- You will be returned to the Course List screen.

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Course 10	Title	Instructor	Description	
PSY 001	Introduction to PSV	SSHA Stall		
SSHA #1	Test	Megan Topete		
55HA 071812	Test Course	Angela Dixon		
Test	Tester	Angela Dixon	Teach Awesomeness	
TEST 001	Intro to Par Score			
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Opening a Course

ParScore 70 File Edit Course Attendance Reports Options View Help

- o Select the course for which you wish to score an assignment
- EITHER: Select the "Open" button OR: Double click the course The "Course Backup Options" box will appear. With this box, you can create a password to back up your files onto your flash drive, or press cancel to continue. Please note, this is optional, but it is recommended that you back up your course information regularly and store it on a flash drive, as we will periodically clear the desktop of all files.

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	Course Backup Options	
	Course ID Course ID ECON162/MGMT165 Description	
	Test Test Course Title: Corporate Finance mess	
	Description	
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	Current Course Status Open Open	
	Time: Day Contern Password: Delete	
	Secondary User: Backup.	
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	Course Checked Out: 1 Cill/Sers/Public/Documents/Scantron/ParScore\ Select	
	OK Cancel	

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Adding Score Columns

• From the "Roster" tab, select the "Create Score Columns" icon on the tool bar

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o. of Students Enrolled:	10	Close Cou
Roster Criteria	Keys Scoring Student	
urrent Record: ID #: 114156500	Davis,	View Score as: Raw
urrent Score Status:		Possible Points:
Student ID Last Name 🔺 First N	ame Initial Code Exam1 Total Grade	
114156500 Davis	13.00 13.00 F	
114341001 Edwards	33.00 33.00 F	
100068924 Fabros	29.00 29.00 F	
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100123485 Miller	41.00 41.00 F	
113034105 Rich	21.00 21.00 F	
031141718 Smithers	21.00 21.00 F	
400231001 Wellington	17.00 17.00 F	
201134115 White	33.00 33.00 F	
101034303 Wilson	17.00 17.00 F	
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You have the option of setting up all of your tests, quizzes, midterms, and other assignments at this time. You can also set them up individually. Please note, "No. of Columns" = number of assignments. The program will create one column for each assignment. If you wish to do your assignments individually, enter "1" under "No. of Columns" beside the type of assignment you are scoring. Enter the total value of the assignment

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• Select "Add" when finished

<u>Student Enrollment</u>

In order for ParScore to score a Scantron, it needs to have Enrollment Records for each student. The easiest way to create your student list is to use the Red Enrollment Form (Scantron Form F-288-PAR-L). Use this form for your first assignment, and follow the instructions for scanning in the "Scoring" section below, and be sure to select "Auto Enrollment" in your scoring options. If a student misses the first assignment, or you need to add a student later, you can enter their names manually. When you scan their test later, ParScore will not recognize the name or student ID, and will prompt you to add the student to the course manually

- Adding the Answer Key
 - Select the "Keys" tab
 - Select the Category for the Answer Key you are adding (located on the right hand side of the screen)

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- Make sure you have the correct answers and Test Form field (A, B, C, or D) marked. The test form indicates the version of the Answer Key. If you only have one version, be sure that only Version A is selected, and other versions are removed. <u>Please note:</u>
 <u>"Subjective Score" is only for essay points. "Subjective Score" should be blank, as we do not use forms with essay options. Any number besides '0' in the "Subjective Score" section will cause inconsistencies with the grades, both on the test form and in the results
 </u>
 - Scanning the Key
 - Select the "Scan Keys" button (located at the bottom right side of the screen)
 - Wait for the words "Feed Form" to display on your Scanner's LCD window
 - Place the answer key with the barcode facing the bottom of the scanner on the Scantron machine feeder tray.
 - Select the "START" button on the scanner's LCD window

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6 E 7 E	1.00	0.00		
7 E 8 A	1.00	0.00		
9 8	1.00	0.00		
0 C	1.00	0.00		
1 C	1.00	0.00		
2 A	1.00	0.00		
3 A	1.00	0.00		
4 C	1.00	0.00		
5 E	1.00	0.00		

←NOTE: SUBJECTIVE
SCORE MUST ALWAYS BE
<u>SET AT O.</u>

- ParScore will display an Edit screen for anything found invalid on the key. Select "End" when finished, on your Scanner's LCD window
- Entering the Key Manually
 - Select the "Edit Answer Keys" icon in the upper right corner
 - Select "Add"
 - Enter the number of questions, select "OK"

Show Partial Credits		Close Co
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• Enter each answer manually

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×			HP Support Assistant No pending action. EX Review actions Postpone for: 20 minutes
Total Possible Points: 0.00			
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• NOTE: If you would like to change the points value for any/all questions you can adjust them individually under the "Point" column OR you can change them using the



• Select "Apply" when finished.

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• The new values of each question will appear.

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Scoring the Tests Scoring" tab

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Roster Criteria Keys Scoring Student	
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- Select the Category that matches the test you are scoring. Select the "scoring options," (which include inspect multiple marks, inspect omitted marks, print date on form, print raw score, print total score, etc)
- \circ $\,$ Place forms to be scored/scanned on the Scantron feeder tray
- \circ $\;$ Select the "Score" button to begin the scanning process
- During scanning, an "Edit" box will be displayed for anything found incorrect on the form(s), including students who are not yet enrolled in the course or incorrect student ID numbers. It will offer you the chance to correct the errors. Press the "End" button on the screen to complete the process

- For multiple batches, after scanning load another stack; then press "START" on the Scantron machine.
- Once all forms have been scanned, select "END" on the screen.
- Select the "Roster" tab to view the results

• Printing Results

• Select the "Reports" pull-down menu

t o. of Students Enrolled: Roster Criteria Criteria Criteria Criteria Criteria Criteria	Coptions View Help Report Print Page Setup Guide Answer Key Report Class Response Report Consolidated Item Analysis Report Course List Report		Close C
2. of Students Enrolled: Roster Criteria	Print Page Setup Guide Answer Key Report Class Response Report Consolidated Item Analysis Report Course List Report		
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Barrier Diff Current Record: ID #: 114156500 Current Score Status: Student ID Student ID Last Name A First I 114156500 Davis 114156500 Davis 114156500 Davis 114141001 Edwards 100068924 Fabros 100023485 Miller 113034105 Rich 031141718 Smithers 400231001 Wellington 201134115 White	Class Response Report Consolidated Item Analysis Report Course List Report		
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turrent Score Status: Student ID Last Name ▲ First I 114156500 Davis 114341001 Edwards 100068924 Fabros 100086403 Husbands 100123485 Miller 113034105 Rich 031141718 Smithers 400231001 Wellington 201134115 White			
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400231001 Wellington 201134115 White	Student Enrollment Report		
201134115 White	Student Profile Report		
	Student Test Report		
101034303 Wilson	Subtest Reports And Charts		
	Test Score Distribution Chart		
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 Select the report(s) you want to print or preview (See documents in SSM 200 for samples of reports)

• Exporting Test Results

- Select the "Options" pull-down menu
- Select "Export Wizard"

Edit Course Attendance Reports	Options View Help Scanner Configuration	
of Students Enrolled: 10 Roster Criteria Key	Quick Builder	Close 0
	Automatic Backup Setup Date Format Setup Enrollment Setup	
irrent Record: ID #: 114156500 Davis, irrent Score Status: Student ID Last Name A First Name Initie	Grading Criteria Setup Specify Default DataBin Directory	View Score as: Raw Possible Points:
114156500 Davis 114341001 Edwards 100068924 Fabros	Export Wizard Export Student Response Data	
100086403 Husbands 100123485 Miller	Generate Enrollment File For ParTest Online Specify ParTest Depository Path	
113034105 Rich 031141718 Smithers 400231001 Wellington	Post Item Analysis To ParTest	
201134115 White 101034303 Wilson	Transfer Student Enrollment Merge Test From Other Courses	
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- Select the "Delimited with COMMA (CSV)" for the File Type, then select "Export" to save as a CSV to your flash drive
- Select the information you want exported (recommended: last/first name, student id, score). Hold Ctrl Button down on the keyboard to make multiple selections
- Again, please note, that it is recommended that you back up your course information regularly and store it on a flash drive, as we will periodically clear the desktop of all files.

. of Students Enrolled:	10		Close Cour
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		3) Export Wizard	
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irrent Score Status:		File Type: Delimited with COMMA (CSV)	Possible Points:
Student ID Last Name 🔺 First Nam	ne Initial Code Exam1	File Contents Selection	
114156500 Davis	13.00	Student Enrollment Information Score Column Information	
114341001 Edwards	33.00	Course ID Exam1	
100068924 Fabros	29.00	Course ID Exam1 Total	
100086403 Husbands	81.00	Last Name Grade	
100123485 Miller	41.00	First Name	
113034105 Rich	21.00	Initial •	
031141718 Smithers	21.00		
400231001 Wellington	17.00	Student ID Format	
201134115 White	33.00	No. of Student ID Digits 0	
101034303 Wilson	17.00	Cross from :	
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