Scantron Equipment Quick Start Guide

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Loading the Scanner



- 1. Depress and hold the button labeled **Press to Load**
- 2. In the right tray, place forms face up with the black marks on the left and bottom
 - a. Answer key(s) should be on top
 - b. Do not fill above the Maximum Sheet Level line. You will have the opportunity to add more forms later.

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3. Release Press to Load Button

Opening Software and Scanning Completed Forms

- 1. Login to the computer using your ESF credentials
- 2. Open Remark Classic OMR Software
- 3. Click **Open Other Templates**



- 4. Navigate to the OMR-Image folder
 - a. ... \Remark Classic OMR\Templates\Scantron\OMR-Image
- 5. Select the form number that matches the number on your sheets
 - a. The ESF form is 298758-1
- 6. Click Read



- 7. Choose your Printing Options
 - a. Check Enable Imaging
 - i. What this does: saves an image of the scanned form and helps when reviewing documents
 - b. Optional: to print directly on the bottom right of the form,
 - i. Check **Print on forms at position (mm)** and choose a number larger than 5
 - ii. Under Print Options, select the options you want printed
 - Example: record number, text, or percent total score (only if you have one test version and the key is the first form you scan)
 - 2. Click Insert



8. Click Next

a. *Optional*: If you would like to save each scanned form with a unique file name such as Form Number and Name, use the **Name Builder**

Classic Read			
How would you like us	to handle your imag	ge archiving?	
Begin image names with:	[Template Name]		-
Des <u>t</u> ination folder:	C:\Users\Scantron\D	ocuments\Remark Classic OMR\Images	
	Name Buil <u>d</u> er		
	Save images in a s	ubfo. See on the form template's name	
Saved <u>i</u> mage as:	TIF	T C C C C C C C C C C C C C C C C C C C	
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	Save <u>m</u> ulti-page form	templates as multi-page image files	
Please note that in corresponding for	nage names will also co m template page if app	ontain the date and time of when they were processed as well as the plicable.	
i.e. C:\Users\Scant 2016-02-29_15-31-	ron\Documents\Remar 51-27.tif	k Classic OMR\Images\Form 221666 (1-5)\[Template Name]	
<u>C</u> ancel	<	< <u>B</u> ack <u>N</u> ext >> <u>R</u> ead	•

9. Click Next

a. Recommendation: Ensure Disable Review Exceptions is selected in blue or uncheck all the options so that all scanning happens all at once. You will have the ability to review all this same data once the forms are scanned.

Classic Read									
Would you like to	perform on-the-fly reviewing of your data?								
Clean Your Data Review any data exceptions encountered during the read process. Disable Review Exceptions Customized exception searches On-the-fly data review (suspends processing)									
<u>Multiple respo</u>	onses								
Blank respons	jes								
Barcode regio	ns								
Input regions									
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10. Click Read

- 11. Forms will scan and, if there are errors, a notification will pop up. Follow directions under **Recovery Recommendation**.
 - a. The following notification appears when the input tray is empty.
 - i. To keep scanning, add more sheets and click Resume Scan.
 - ii. If there are no more sheets, click End Scan.

Scanner St	atus
Scanner Retur	Status ns the current scanner and session status and provides recovery recommendations.
	Status Messages
¥	> Input hopper empty. > Scanner not ready. > Expected sheet: Start of document (1)
	Recovery Recommendation
	Add sheets to the input hopper.
	Re <u>s</u> ume Scan <u>E</u> nd Scan

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Example Output under Data Tab

Reviewing Responses (Optional)

Also known as Reviewing Exceptions, this step allows you to review the raw data for entries that might be of interest such as multiple responses and blank responses.

1. Under Data Tab, Click Review Exceptions



- 2. Select the options you would like to review
- 3. Click Next

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12. Review and, if desired, make changes

- a. The example below shows a response that processed as blank. The associated image is from that person's form and question number.
- b. This feature is also useful if you'd like to review where multiple responses were recorded.

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Options	1	4	5	1	2	3	4	5	1	2	3	4	5	1	2
Choose one or more of the review	2	4	5	1	2	з	4	5	1	2	3	4	5	BLANK	
options below to dynamically change the	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2
way we search your data for exceptions.	4	4	5	1	2	3	4	5	1	2	з	4	5	BLANK	BLANK
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13. When done, click **End Review**

Analyzing and Grading

Do you want Quick Grade or Advanced Grade?

- Choose **Quick Grade** if you only have one test version and it was the first form scanned.
- Choose **Advanced Grade** if you have more than one test version and answer key and you want the grade analysis to combine all the versions into one report.

Quick Grade

Click **Quick Grade** on the right side of the top ribbon.



Move on to the Grade Reporting Section

Advanced Grade

- 1. Click the Analysis tab
- 2. Click Advanced Grade



- 3. Define grading parameters by using the 5 tabs on the left
 - a. Test Options
 - i. Edit Grade Scale \rightarrow you can define percentages and letter grades
 - ii. Use a test benchmark \rightarrow this will show up on the final reports
 - iii. Use custom report headers → these will show up on every report you view/save/export

Advanced Grade					
Test Options	Basic Test Options				
Answer Key	Answer key file:				
Question Properties	Open an existing answer key f	le if you would like to p	oreload the advanced gra	de settings based on a previous	ly saved configuration.
Learning Objectives	Overall test grade <u>s</u> cale:	<u>E</u> dit Grade Scale	\leftarrow	Overall test scaled score	: <u>E</u> dit Scaled Score
Test Versions	Use a test benchmar <u>k</u> :	Class Average 🔹			
	Use custom report <u>h</u> eaders				
7	Top- <u>L</u> eft report header:	Date		•	
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b. Answer Key

- i. If you have one answer key, select that here and click **Import Key...**
- ii. Multiple test versions? Move on to Test Versions

Advanced Grade				
Test Options	Define/Import Test	Answer Key		
Answer Key	Import <u>a</u> nswer key from:	Data Set (Grid) Row	▼ 1 ▲ Import Ke	y
Question Properties		P Correct Answer	Grade As Objectiv	e Grade As Subjective 📥
Learning Objectives	Name			
	Gender			
Test Versions	Grade Level			
	Month			
	Day			
	Year			
	ID			
	Special Codes			
	Question1		×	
	Question2		×	
	Question3		×	
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c. Test Versions

i. Check **Define multiple test versions** if you have multiple answer keys



ii. Click Standard (Multiple Keys)

iii. Select which field identifies the test version

Advanced Grade										
Test Options	Define Multiple Te	Define Multiple Test Versions								
Answer Key			Standard Test Versions							
Question Properties		G	Define a different answer key for each version of the the test.							
Learning Objectives	<u>S</u> tandard (Multiple Keys) (<u>A</u> dvanced (Question Order)	Question order maintained							
Test Versions	Test Versions									
	which guestion's ansi	wer identifies the								

- iv. For each version:
 - a. Click Create Version
 - b. Select where the answer key comes from
 - c. Click Import Key

Advanced Grade	
Test Options Answer Key	Define Multiple Test Versions Define multiple test versions
Question Properties Learning Objectives	Standard Test Versions Standard (Multiple Keys) Advanced (Question Order) Standard Test Versions Define a different answer key for each version of the the test. Image: Standard Control of the test of tes
Test Versions	Which guestion's answer identifies the test versions: Special Codes Create Version Answer Keys (2)
	Import answer key from: Data Set (Grid) Row 2 Import Key Key 1 Key 1 Key 1 Ge66665 Question 1 1 Question 2 2 2 A generalized and the set of the
	Questions 3 Question4 4 Question5 5 5 Content Four 2
A ⁺	<u>D</u> elete Key 2 □ Sa <u>v</u> e ▼ <u>G</u> rade <u>C</u> ancel

d. Click Grade

i. Save your Answer key if reusing in future, otherwise select no

Grade Reports

- 1. After Quick Grade or Advanced Grade finish, Remark Quick Stats opens
 - a. Here you can review the different reports. Make notes of which ones you find interesting because you can use **Report Batches** to export and save all the reports of your choice to a pdf or other format.
 - b. Report suggestions:
 - i. Class and Student Reports
 - 1. 101
 - 2. 105
 - 3. 150
 - ii. Item Analysis Reports
 - 1. 206

Downloading Reports - Report Batches

1. Click Report Batches

Remark Quick Stats - Advanced Grade ELE EDIT VIEW TOOLS HELP Advanced Gra	Export Report 🗠 🖶 💽 🗖 👫 🔅 🚳 O Page Widt	
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101 - Student Statistics	ALLRIGHT 0123456789 A 200 / 200 10000 QUARTER RIGHT 4545067450 F 50 / 200 25:00 XXXI	Total Score Yes
Jun 102 - Comparative Grade	ALL RIGHT 0134557555 F 100 / 2/0 3/0/00 ALL RIGHT 01345675 A 200 / 2/0 10/0/0 ALL RIGHT 01355555 F 100 / 2/0 3/0/0 ALL RIGHT 015555555 F 100 / 2/0 3/0/0 ALL RIGHT 015555555 F 100 / 2/0 3/0/0 ALL RIGHT 015555555 F 100 / 2/0 3/0/0 ALL RIGHT 01555555555555555555555555555555555555	Extra Credit Yes 문
<u>102 - Comparative Grade</u>	ALLRIGHT 0123466789 A 220 / 220 10000	Percent Score Yes
<u>ы</u> 103 - Class Frequency	ALLWRONG F C / 200 000	Achievement Gap No
Distribution		Z Score No
🏨 105 - Student Response		T Score No
Ju. 107 - Demographic Grade		ETS Score No
		Deviation IQ No
L 112 - Student Achievement		Percentile No
<u>ы</u> 150 - Student Grade		Objective Perce No
Ju 160 - Student Response	2292016 Budent Statistics Report Page 1	Correct No
Similarities		Incorrect No
Similarities		Missing

2. Click Next

Report Batches				
Report batch file:				
Open an existing report batch file if	you would like to preload settings based on a previou	usly saved configuration.		
Optionally choose fields below	v on which to filter your data, generating a new report	t for each		
Value.				
Filter reports by (<u>1</u> st):		-		
Filter reports by (2nd):		-		
Filter reports by (3rd):		-		
	-			
<u>C</u> ancel	K Back Next >	<u>F</u> inish v		

3. Select reports and use the arrows to select or deselect reports

F <u>i</u> lter:	;	Selected reports:			
Primary 👻		Selected R	Reports	Filter	-
Available reports:		101 - Student St	atistics	Primary	
Available reports.		105 - Student R	esponse	Primary	
		150 - Student G	rade	Primary	
101 - Student Statistics		206 - Condense	d Test	Primary	
102 - Comparative Grade					
103 - Class Frequency Distribution					
105 - Student Response					
107 - Demographic Grade					
112 - Student Achievement					
150 - Student Grade					
160 - Student Response Similarities					
201 - Detailed Item Analysis					
203 - Item Analysis Graph					
204 - Condensed Item Analysis	<				
206 - Condensed Test					
220 - Integrated Item Analysis	«				-
Reports with a red bullet may re Choose the appro	equire use opriate sel	er input before they lections when prom	can be generate pted.	d.	
Cancel	ck	Next >		<u>F</u> inish	-

4. Click Next

5. Click Next

Report Batches	
Print Reports:	Send To OneNote 2010 💌
Number of copies:	1
<u>T</u> wo-sided printing:	None
	Display the Print Setup window before printing each report
	\sim
<u>C</u> ancel	▲ Back Next > Finish ▼

6. Select Export reports as:

	Report Batches			
	☑ Display the reports upon completion			
-	Export reports as:	Portable Document Format (PDF)	•	

7. Click the 3 dots to pick a file location and name for the output

Report Batches					
✓ Display the r	eports upon com	pletion			
Export report	ts as: Portable D	ocument Format (PDI	F)	-	
✓ Merge all sel	ected reports into	a single file			
Save all re <u>p</u> o	rts to a single fold	der			
Base <u>f</u> ile name:				(
Image <u>q</u> uality:	High		-		
<u>C</u> ancel		≮ <u>B</u> ack	<u>N</u> ext >	!	<u>F</u> inish

- 8. Click Finish
- 9. Click **ok**

Updated January 2017

Save an Excel File with Grades

- 1. Click the Data tab
- 2. Click Export Numeric Data & Grade Results
- 3. Follow the prompts to save your file as a comma separated file (.csv)



Saving Files to use again in Remark software

To save the raw data:

- Go to the Data tab
- Click Save Data As
 - Select .rmx to open in remark later
 - Select .csv to open in other programs



To reopen the original data:

 you must pick a template in the Templates tab, then you can "open Data" under the Data tab



To save graded reports in Remark Quick Stats (to open in Remark at a later date):

- Click File → Save
- Choose .rqs file extension



More Help

User Manual is located Program Files \rightarrow Remark Classic OMR \rightarrow Documentation

Contact Heidi Webb (Moon 9D) and/or Ellen Edgerton (Moon 101)