

Scantron Station

Instruction Guide

Western
Carolina
UNIVERSITY

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*****IMPORTANT NOTICE*****

This computer contains software that deletes anything saved or changed after it is rebooted. If you want to save a file, you need to use the “thaw space” under My Computer, your H drive folder, or a removable disk, USB drive, etc.

Students and/or Grad-Students are not allowed to scan tests according to FERPA regulations.

*****IMPORTANT NOTICE*****

You must login to the computer with your username and password (this is you WCU email username and password).

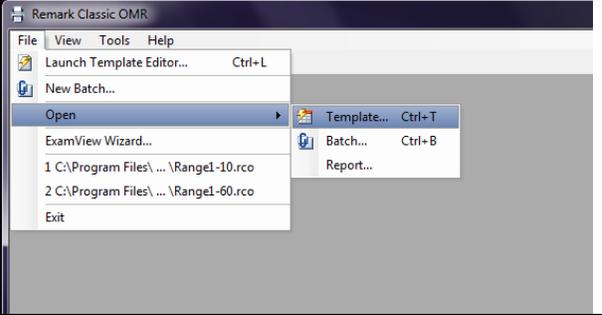
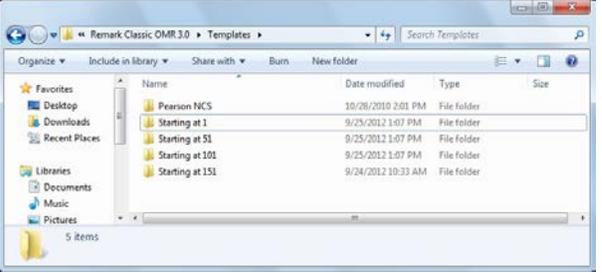
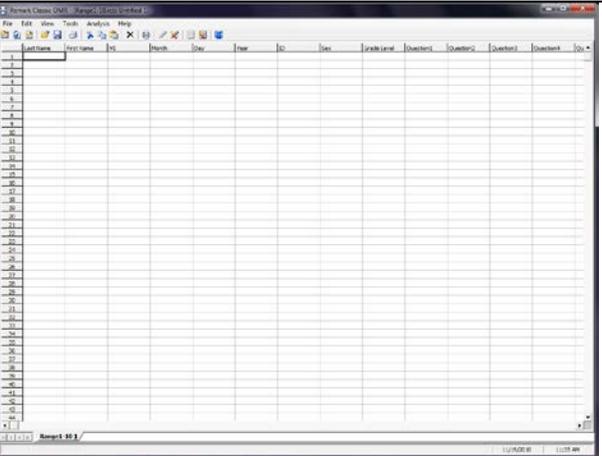
Opening the Program

<p>Double-click the Remark Classic OMR shortcut on the Desktop.</p>	 <p>The image shows a desktop shortcut icon for 'Remark Classic OMR'. The icon is a printer with a document and a mouse cursor over it. Below the icon, the text 'Remark Classic OMR' is displayed.</p>
<p>The Remark Classic program will open and this is what will display on the desktop.</p>	 <p>The image is a screenshot of a Windows window titled 'Remark Classic OMR'. The window has a menu bar with 'File', 'View', 'Tools', and 'Help'. The main area of the window is a solid grey color. The taskbar at the bottom shows the system clock as 11:32 AM.</p>

Once the program has started, the correct template will need to be selected. There are standard templates created and saved to the computer, or a new template can be created if it is needed.

You can use a Scantron sheet for more than one test. For instance, the first test could use questions 1-25, the second 51-75, and so on. There are folders that contain the necessary templates for this. If you have any questions, check the “Troubleshooting and Important Tips” page.

Choosing the Template and Scanning

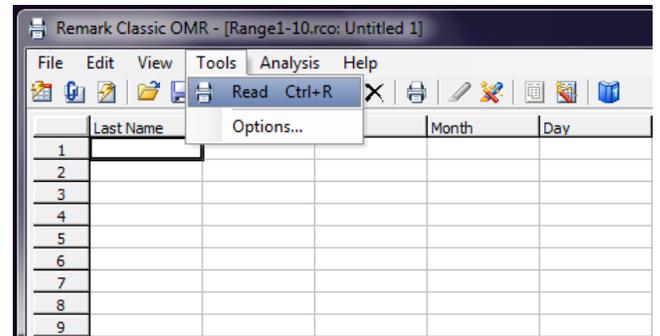
<p>To open a template click “File” in the menu bar, then click “Open”, and then click “Template”</p>	
<p>The “Open Template...” box will appear. There are different folders that contain different ranges. The most used templates are under “Starting at 1”. If you are re-using a Scantron sheet, you can choose to begin your test at 51, 101, or 151. The range does not have to exactly match the number of questions. If you have a 15 question test then select “Starting at 1” then “Range1-20.rco”. After the correct template has been selected, click “Open”.</p>	
<p>After the template is selected, this screen comes up. Now the sheets can be scanned.</p>	

Next, load the sheets FACEUP in the Scantron tray. ENSURE THAT THE ANSWER KEY IS ON TOP (the letters k-e-y need to be bubbled in under Last Name).

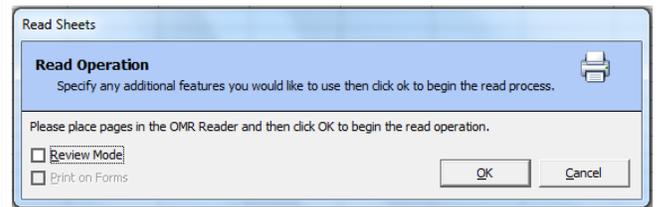
Important Tip:

Be sure to fan the sheets before they are loaded into the scanner. This will reduce the chance that the machine will jam.

Once the sheets have been loaded into the Scantron machine, go to the menu bar and click “Tools” then click “Read”



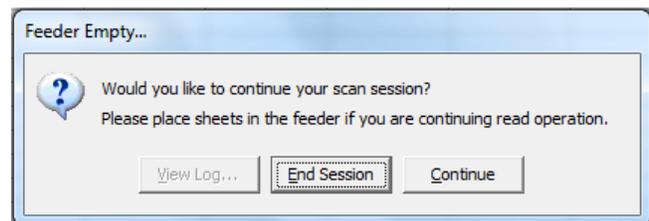
The “Read Sheets” box will open. Click the “OK” button and leave the “Review Mode” checkbox blank.



The sheets will then begin to scan. Wait until they are all finished.
If the sheets have more than 100 questions they do not need to be flipped.
If you encounter any issues here see troubleshooting page.

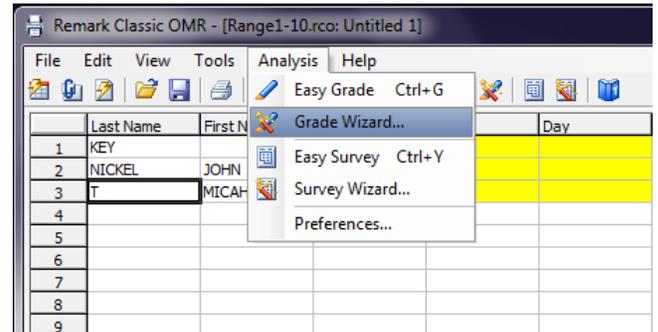
When all the sheets have been scanned the “Feeder Empty...” box will appear.

Click “End Session”



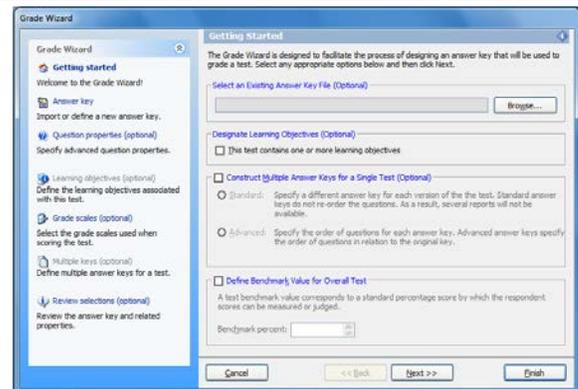
Grading the sheets

In the menu bar click “Analysis” then click “Grade Wizard”

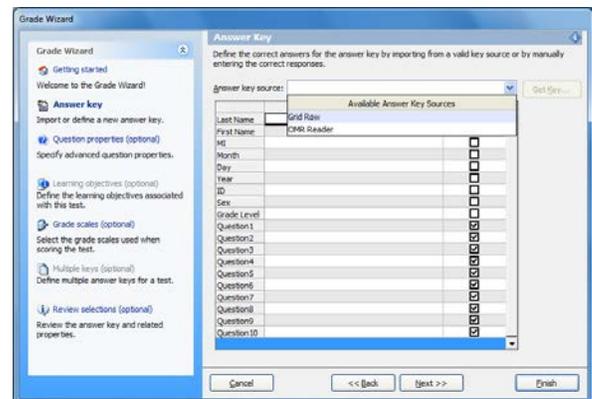


The “Grade Wizard” box will now come up. There are several sections to this box and the first one to display is “Getting Started”.

Nothing needs to be done here, click the “Next >>” button.

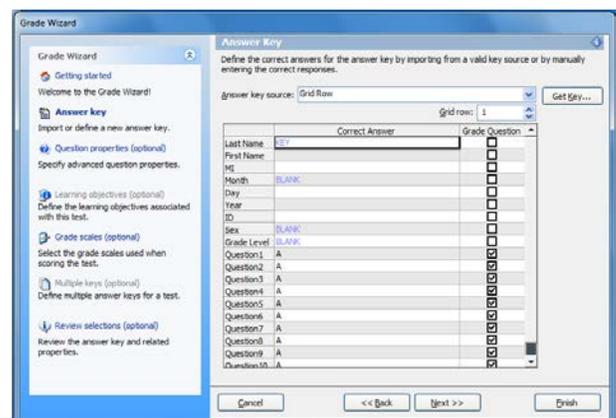


Next the “Answer Key” page will display. Next to where it says “Answer key Source:” click the down arrow to display two options: “Grid View” or “OMR Reader”



Select “Grid Row” and then click the “Get Key” button to the right and the correct answers will fill in.

Click the “Next >>” button



“Question Properties” will open next. This page sets how the program identifies who filled out the sheets. On the left is a list of different properties. By default, only “Last Name” is selected. To select more than one hold the Shift key and click another option (most common is identifying by both first and last name). After that, check the “Identifies the respondent” box in the “Advanced Properties” section.

After the box is checked click “Next >>”

Next, the “Overall Grade Scale Default” page will open. Nothing needs to be done here.

Click the “Next >>” button.

Grade	Percent (Pct.)	Total (Pts.)
1	A	90
2	B	80
3	C	70
4	D	60
5	F	0
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		

“Review Selections” will open. Nothing needs to be changed on this page

Click the “Finish” button at the bottom of the page to exit the “Grade Wizard”.

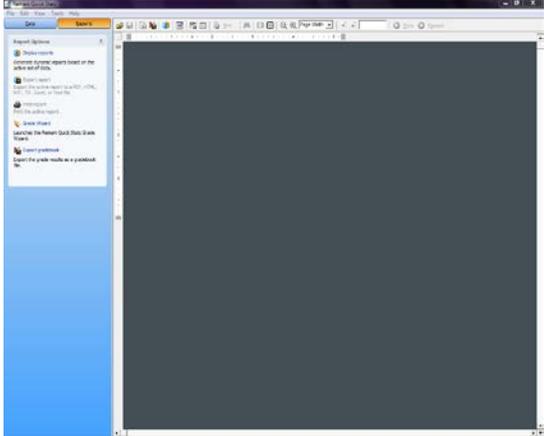
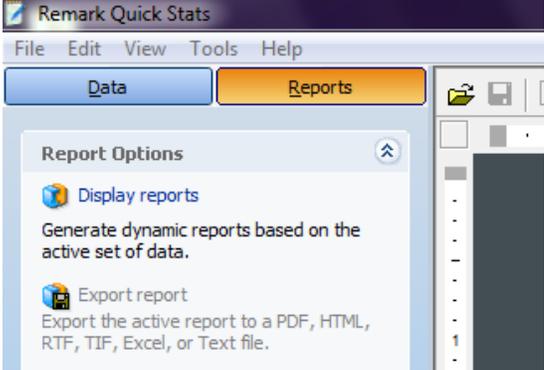
	Correct Answer	Grade Question	ID	Subjective	Correct Points	Incorrect Points	No Resp. Points
Last Name	1007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.000	0.000	0.000
First Name		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000	0.000	0.000
MI		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000	0.000	0.000
Month	BLANK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000	0.000	0.000
Day		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000	0.000	0.000
Year		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000	0.000	0.000
ID		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000	0.000	0.000
Sex	BLANK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000	0.000	0.000
Grade Level		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.000	0.000	0.000
Question1	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.000	0.000	0.000
Question2	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.000	0.000	0.000
Question3	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.000	0.000	0.000
Question4	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.000	0.000	0.000
Question5	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.000	0.000	0.000
Question6	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.000	0.000	0.000
Question7	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.000	0.000	0.000
Question8	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.000	0.000	0.000
Question9	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.000	0.000	0.000
Question10	A	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1.000	0.000	0.000

Next, the “Save Answer Key” window will pop up. Click the “No” button.

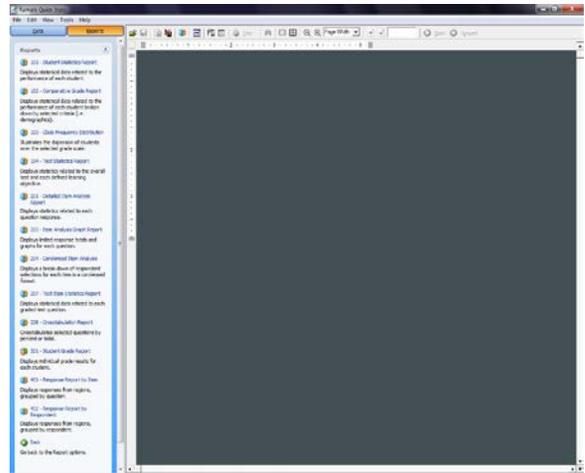
Now the sheets have been graded. In order to view the results, a report will need to be generated. There are many different types of reports that each show the data in different ways. The most common report is the “301 Student Grade Report”.

Also, when the sheets have been scanned and graded that data can be manipulated further. This is useful if the data needs to be sorted or filtered in any way. The steps to do so are detailed on page 11.

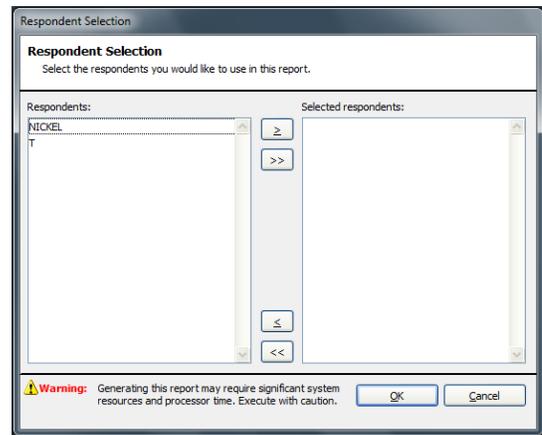
Generating a Report

<p>After the sheets have been graded, the “Remark Quick Stats” window will open.</p>	
<p>In the left column there are two main buttons: “Data” and “Reports”. By default the “Reports” button is selected. Under “Reports” click the “Display reports” link.</p>	

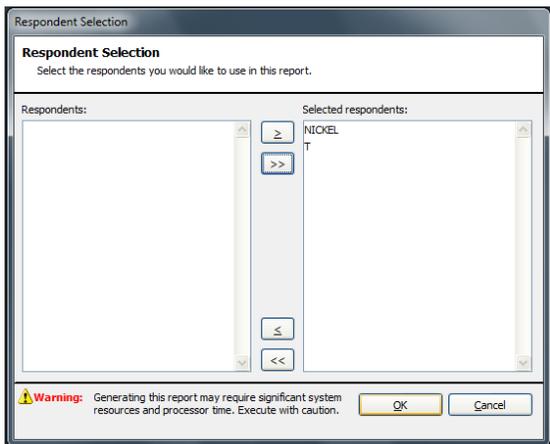
Now all of the different types of reports will be displayed. Under the name of each report is a brief description of what that report will show. The 301 Student Grade Report will be used in these instructions.



Once the type of Report has been selected, the “Respondent Selection” box will open.

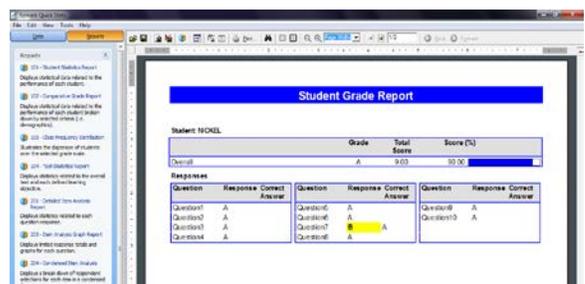


Next, all of the people that will have a report generated on them need to be moved to the right column “Selected respondents”. To move one person at a time, select the name in the left “Respondents” column and then click the “>” button. To move everyone click the “>>” button. To move people back to the left “Respondents” column, use the “<” or “<<” buttons to move them one at a time or all at once.



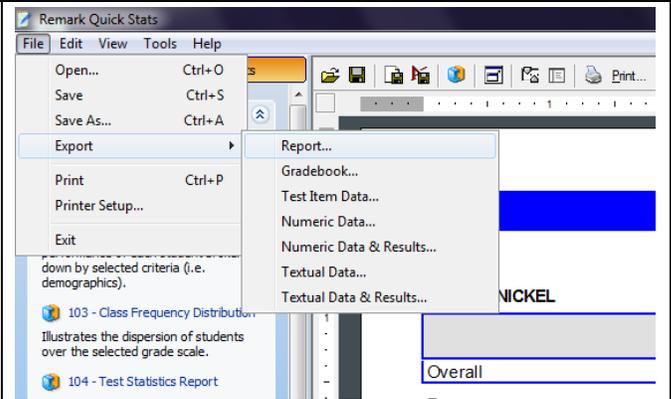
When everyone is where they should be, click the “OK” button

Now the first student will be displayed to preview what the rest of the Reports will look like. If a different report is needed, select the desired one from the list in the left column and follow the above steps.

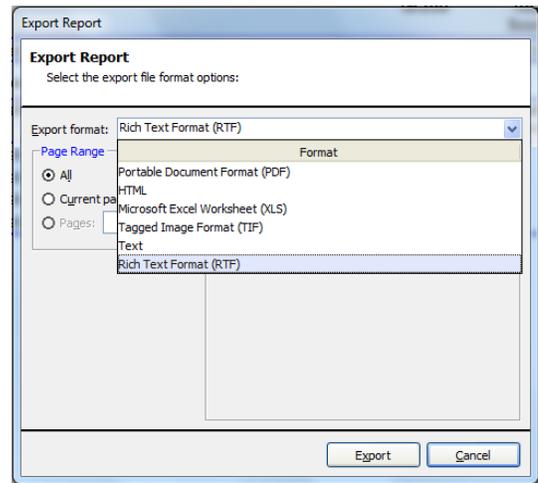


Once the report has been generated, it will need to be saved.

Go to the menu bar and click “File”, then click “Export”, and then click “Report”

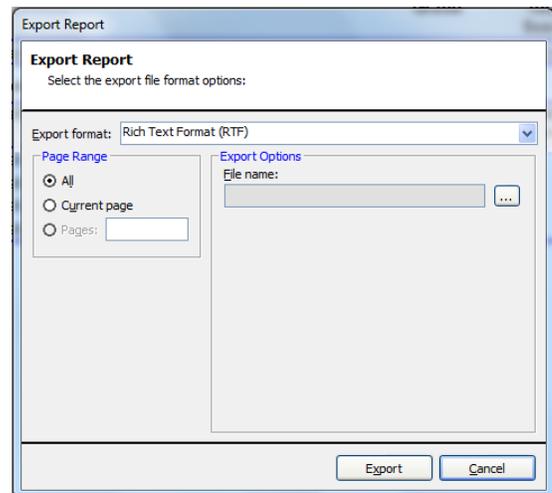


The “Export Report” box will open. Next to where it says “Export format:”, click the down-arrow to display the different types of formats that the report can be saved as. By default “Rich Text Format (RTF)” is selected. This will open in Microsoft Word, but any will work. The only difference between these options is the file size and what program will open the report.

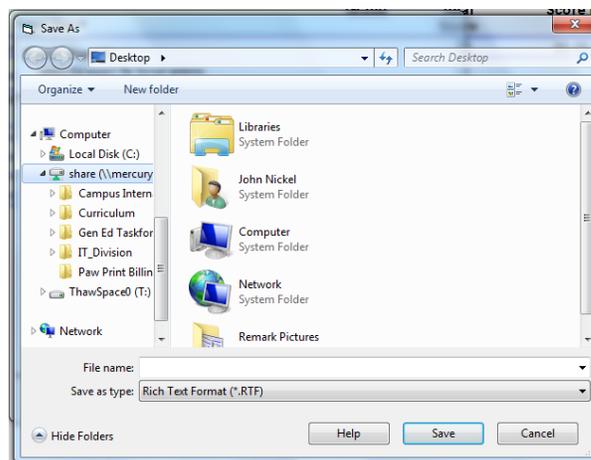


Once the format has been selected, the file needs to be named and its save location chosen. The best options are the H drive or a USB drive. By default the file will save to the Desktop.

Click the “...” button in the “Export Options” area to name and save the report.

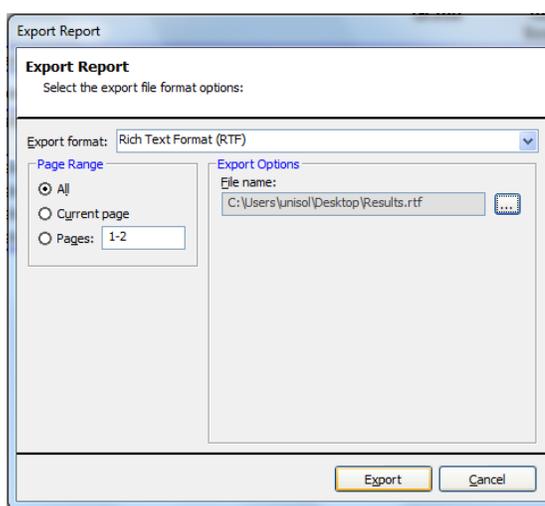


The “Save As” box will open. The leftmost side of the box contains the different locations where a file can be saved. USB drives and the H drive are under Computer - use the left scroll bar to move through the different locations they are shown. Once the location has been selected, type the name of the report next to “File Name” at the bottom of the box and click the “Save” button.

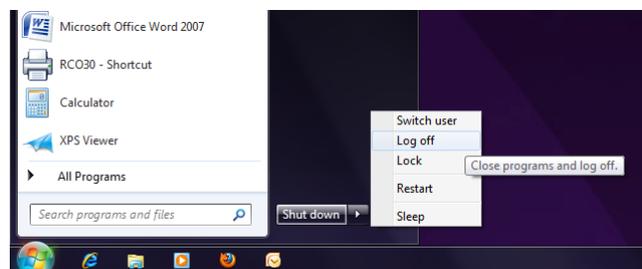


The “Save As” box will close. Next, click on the “Export” button at the bottom of the “Export Report” box. It is good to double-check that the reports are where they should be before closing out of the Remark software. Once the reports are saved, the Remark Software can be closed out. Click “No” if the program asks to save anything other than reports.

Note: by default all reports will save to the desktop which is the location shown in the image.



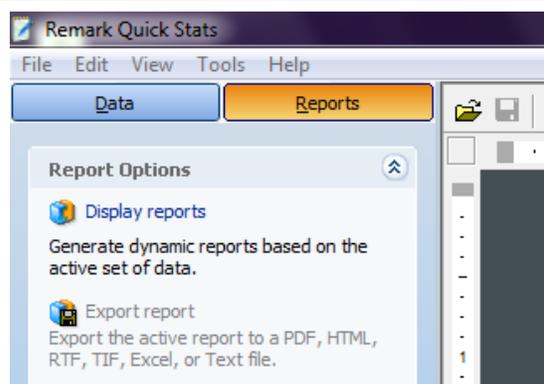
Finally, log out of the computer by clicking on the “Start” logo at the very bottom left of the screen, then click the arrow next to “Shut Down”, and select “Log Off”.



Using the Data Tab

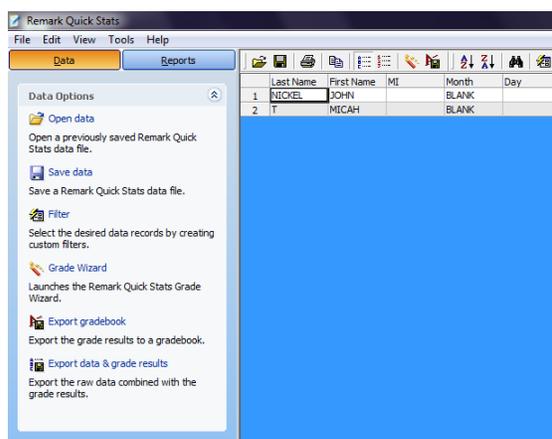
Once the sheets have been scanned, you can re-arrange and use the information on the sheets in many different ways. This is done through the Data tab. For this example, we will filter the information gathered from the sheets.

Click the Data button after the sheets have been scanned to continue.

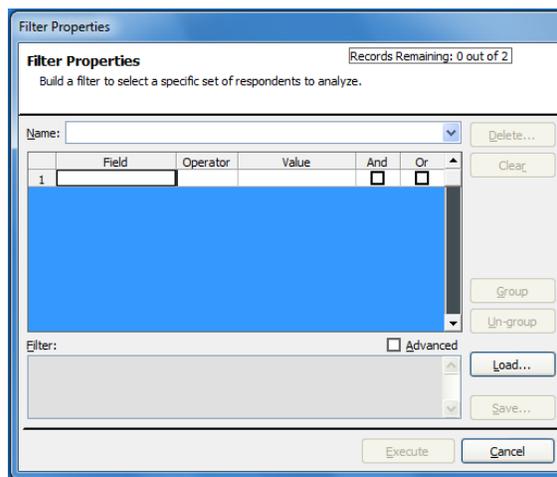


This is what will now be displayed. There are new options on the left side as well as a list of all the records that were scanned in the middle of the window.

Click on Filter on the left side to continue



The "Filter Properties" box will open. This takes a field from the sheet and then uses an operator (equal to, greater than, less than, etc.) to compare it to another value.



Click the down arrow under “Field” to bring up a list of options to filter by. For this example, “Last Name” will be used.

Filter Properties Records Remaining: 0 out of 2

Filter Properties
Build a filter to select a specific set of respondents to analyze.

Name: Delete...

	Field	Operator	Value	And	Or
1	Last Name			<input type="checkbox"/>	<input type="checkbox"/>

Clear

Group
Un-group

Filter: Advanced

Load...
Save...

Execute Cancel

Next click the down arrow under “Operator” to bring up the list of operators. For this example, “Is Equal to (=)” will be used.

Filter Properties Records Remaining: 0 out of 2

Filter Properties
Build a filter to select a specific set of respondents to analyze.

Name: Delete...

	Field	Operator	Value	And	Or
1	Last Name	Is Equal to [=]		<input type="checkbox"/>	<input type="checkbox"/>

Clear

Group
Un-group

Filter: Advanced

Load...
Save...

Execute Cancel

Next click the down arrow under “Value”. The items that show up in the Value column are dependent on what is selected in the Field column. For this example, “Last Name” was selected in the “Field” column, so “NICKEL” and “T” are the options that appear in the “Value” column.

For this example, “NICKEL” will be used.

Filter Properties Records Remaining: 0 out of 2

Filter Properties
Build a filter to select a specific set of respondents to analyze.

Name: Delete...

	Field	Operator	Value	And	Or
1	Last Name	=	NICKEL T	<input type="checkbox"/>	<input type="checkbox"/>

Clear

Group
Un-group

Filter: Advanced

Load...
Save...

Execute Cancel

Finally, click the execute button to view the results of the Filter. For this example, the “And” and “Or” checkboxes were not used. These would be used if more than one filter was used (for instance, Last Name = NICKEL And Last Name = T).

Filter Properties

Records Remaining: 1 out of 2

Build a filter to select a specific set of respondents to analyze.

Name: [dropdown] Delete...

	Field	Operator	Value	And	Or
1	Last Name	=	NICKEL	<input type="checkbox"/>	<input type="checkbox"/>

Clear

Group

Un-group

Load...

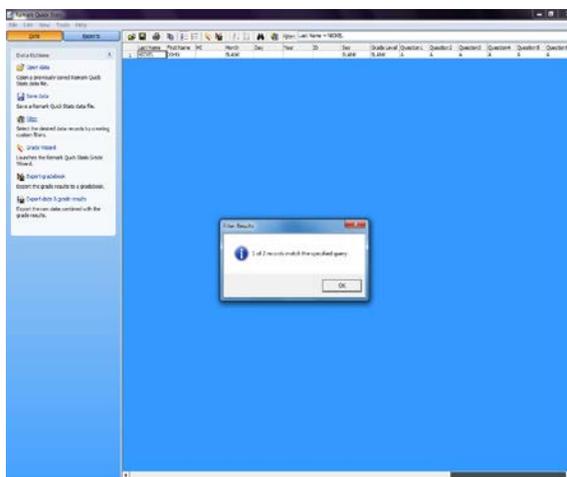
Save...

Filter: [Last Name] = NICKEL Advanced

Execute Cancel

The “Filter Results” box will appear to tell how many records match the Filter that was created. In this example only one record matched (the record where “Last Name = NICKEL”).

From here, more reports can be run from the filtered data by returning to the Report tab and following the same steps detailed in the **Generating Reports** section of these instructions.



To display all of the records again (in other words, to remove the filter), go to the top of the “Remark Quick Stats” window. To the right of the word “Filter:” the current filter that is being applied to the data is displayed (in this example it is Last Name = NICKEL). This area is right above the records that are displayed. There, type “Primary” in that space. This will remove the previous filter and show all of the records that were scanned.

Day	Year	ID	Sex	Grade Level	Question1
			BLANK	BLANK	A

Troubleshooting and Important Tips:

- Fan the sheets before they are scanned. This spreads them out and reduces that chance that the machine will jam.
- If the Scantron machine does jam, carefully pull the jammed sheets out and scan them one at a time. The Remark program displays the sheets that have been successfully scanned. If the machine jams, compare what the program lists to the last papers that went through the scanner. This makes sure that every sheet gets scanned properly and none are missed. Also, ordering the sheets alphabetically helps keep track of what has been scanned in the event of a jam.
- When the Scantron machine stops scanning, a message appears on the computer that gives the options to End Session or to Continue. If you need to scan more sheets, hit continue. Sometimes when the machine jams, this message takes a long time to appear or does not appear at all. If this happens, turn the Scantron machine off and back on again. This should cause the message to re-appear.
- If message “Invalid ID Form Marks” pops up, that means that the machine is not scanning the tests correctly. The most probable reason is that the scanning lenses are dirty and it is causing it to “read” things that aren’t there. If this occurs, please call 227-7487 to report this issue to the IT Help Desk.
- You can use a scantron sheet more than one time! There are new templates that allow tests to start at questions 51, 101, and 151. Your key just needs to start at the same number you’re grading from (i.e. if you’re grading answers 50 - 75 be sure your key is only filled in for questions 50 -75).
 - Note: any reports that are generated will always start with number “1”. Don’t fret! That’s still the first number on your key (if your test starts at 51, it will show up as 1 in your reports, 52 will be 2, and so on).

Support:

- Please call the IT Services Help Desk at 227-7487 if you run into any other issues or need further assistance.
- If you are using the Scantron station in the Technology Commons, please talk to the Lab Assistants at the Technology Commons Desk