Using Scantron ParSCORE 7: Basic Steps

Last updated: Friday, February 12, 2016

IMPORTANT NOTES:
- Fill out the account request form [http://goo.gl/forms/crlMPNRpcV](http://goo.gl/forms/crlMPNRpcV)
- See [this document](#) for the form numbers which will work with ParSCORE 7.
- Student must bubble the version number on the Scantron form. If you are using a single version, students must bubble in A. Do NOT leave version blank.
- For best results use Scantron-brand forms.
- View additional important information on backing up at the end of this handout.

Step One: Login in to the computer on the AD domain.
- Login to the computer on the AD domain using your email user name and password. (Your computer must be connected to the AD network to be able to use Scantron ParSCORE.)

Step Two: Launch the ParSCORE LAN Client
- Go to Start > All Programs > Scantron > ParScore 7 (or click the desktop icon)

Non-AD account users will prompt to login.

If you have a non-AD account make sure to change your password at first login. You can change the password by entering the login information and click Change Password and complete the form which will request both your old and new password.
**Step Three: Create a Class**

When you login to ParSCORE LAN, the first thing you see is the Course List window.

To create a new course, click on the **New** button (see picture above). The **Course Setup** dialog box appears.

The only required fields are the course number (15 characters maximum) and the course title (20 characters maximum), both of which can be anything you want. You are the only person who is ever going to see this information. You may find it is useful to include the course section number and semester so it is easier to find a specific course in your Course List.

When you have finished setting up your course, click on the **OK** button.
The Course List window reappears. Your new course appears on the Course List.

You can always edit your Course information by highlighting your course – clicking on it once to ensure that it is highlighted in blue – and then clicking the Edit button.

**Step Four: Open Your Course**

On the Course List screen, double-click the course you wish to open. The Roster appears. The roster contains rows and columns that will hold student names and test scores.
Step Five: Add Scoring Columns

Before you can do any scanning you must add at least one score column to your roster. Click the **Add Score Columns** icon (the icon that looks like three columns).

The **Add Score Column** dialog box appears.

Select a category and then key in the number of columns you would like to add to your roster. Next, click the **Add** button. For example, three quizzes and one midterm are shown in the picture below. [Tip: Avoid clicking the **Close** button - it closes the **Add Score Column** screen without making any changes.] You can add a maximum of 10 test categories and 99 score columns, including column subtotals.
Step Six: Create/Scan an Answer Key

To create an answer key, click on the **Keys** tab.

In the category list, highlight the item for which you are creating the key and then, in the version list, highlight the version. If you are giving four versions of the same test, you will need four different keys – one for version A, one for version B, and so on. **Important**: If you are only giving one version of your test, be sure to remove the other versions from the version list by highlighting each version individually and clicking the **Remove** button.

You are now ready to create your key, and there are two ways to do this:

1. Scanning an answer key from a Scantron form. (**HIGHLY** recommended, but your *computer must be physically connected to a Scantron scanner for this to work.*)
2. Manually entering the answer key on your keyboard

**To scan an answer key from a Scantron form**, take a Scantron form and bubble in the correct answers. In the “Test Form” area of the key, bubble in the appropriate letter for that key (“A” for the key to version A, “B” for the key for version B, and so on). You must key in a letter in the Test Form area of each key.

Place your key in the Scantron machine.

Click the **Scan Keys** button.

Scantron processes the key.

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There will be a short wait while Scantron uploads the form definitions from the server to the scanner. Green lights on the scanner flash in sequence.

When the scan is complete, press the **End** button.
This returns you to the **Keys** screen.

**Important:** If you are only giving one version of your test, be sure to remove the other versions from the version list by highlighting each version individually and clicking the **Remove** button. This is to avoid a runtime error when scanning test forms that do not have a marked test version.

[OPTIONAL] Manually entering an answer key is an alternative to scanning a key.

**To manually enter an answer key on your keyboard**, click on the **Edit Answer Keys** button.
You can manually edit any question’s answer, point value, or penalty points by clicking on the appropriate cell. You can also edit points and penalty by clicking on the **Edit Points and Penalty** icon located in the upper right corner.

The **Edit Answer Keys** dialog box appears. Click the **Add** button, the **Add Answer Keys** dialog box appears.

Enter the number of questions you would like to add, and click the **OK** button.
The **Edit Answer Keys** dialog box reappears, this time with the number of questions you just added.

Click any cell to edit that cell’s contents. When you are finished, click the **OK** button.
Step Seven: Score Student Quizzes

Click the **Scoring** tab to open the **Scoring** screen.

Be sure to check **Inspect Multiple Marks** and **Inspect Omitted Marks** boxes. This stops the grading process if the scanner encounters any forms that have multiple or omitted marks, giving you the opportunity to inspect and, if necessary, correct these common student errors.

Check **Auto Enrollment** for the first test that you give in each class. This will automatically enter the students in the roster. On all subsequent tests, **Auto Enrollment** should be **unchecked**.

Place the form in the scanner, next click the **Score** button.

Scantron will, once again, upload the form definitions from the server to the scanner. Then it will begin scanning your forms.

The two most common errors that may occur during a scan are **enrollment errors** and **grading errors**.

An enrollment error occurs when a student enters a student id of the incorrect length. When Scantron encounters an invalid ID length it stops the scan and displays an edit screen.
Click the **Edit** button, correct the student id, and then click the **OK** button. On the next screen, click the **Continue** button.

**Tip:** Instructors can set/change the intended ID length by clicking **Options > Enrollment Setup**. Most instructions choose a length of 4 or 9 numbers.

A grading error occurs when a student either omits an answer or bubbles in multiple answers for the same question. When either of these errors occurs, Scantron stops the scan and displays the following error message.

Examine the student’s test form. If the student did indeed omit an answer or bubble in multiple answers, click the **Continue** button to continue grading the other students’ tests. However, if the scanner was unable to read the student’s answers and you’d like to manually change those answers, click the **Edit** button. The Edit screen appears.
Edit the student’s answers, then click the OK button. This returns you to the error screen. Click the Continue button to continue scoring the other students’ exams. When your scan has completed, click the End button. This returns you to the Scoring screen.

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**Step Eight: Review your students’ results**

Click the Roster tab to see the students’ results.
Step Nine: Logout using these steps. **VERY IMPORTANT**

Skipping this logout sequence may result in inability to access your courses.

Click the Close Course tab.

If you wish to access another course, double-click the course name to enter the course or to create a new course, click New.
If you are finished with Scantron and have closed all the courses, click the Exit button.

Next logout from the computer.
Step Ten (optional): Print Results

To print the grades of all students on one spreadsheet, select the Roster Report Reports > Roster Report... This opens the dialog box below. Click the Report Layout tab and select your desired options.

The printed report will list all the students and their test scores.
To print individualized student test reports, go to Reports > Student Test Report. The student test report provides details about students’ answers to individual test questions.

In the Category column, choose the quiz or exam whose test reports you would like to print. Choose Standard Test Report and Two Student Reports Per Page. This prints two test reports on each page, conserving paper.

You can sort the student test reports by student ID, last name, student name, or student score. You can also cross out up to five digits in each student’s ID from either the left or the right.

Finally, check Print Answer Keys and then click on the Print button. This will print an individual score sheet for each student showing both the key and the student’s answers for each question.

Note: To preview the report before printing, click the Preview button.
Step Eleven (optional): Export Results to Excel

To export the grades, go to Options > Export Wizard

This opens the **Export Wizard** dialog box. Select *Delimited with COMMA (CSV)* from the *File Type* drop down menu. Select your data options. Click the **Export** button.
This opens the **Save As** dialog box. Name your file and browse to the location where you wish to save it. Best choices are your thumb drive or the Desktop. **Click Save.**

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**Step Twelve (Optional): Review available reports.**

Reports that are frequently useful to faculty include:

- Item Analysis report
- Score Distribution report (text or histogram)
- Class Response report (particularly helpful in reviewing grades with students while maintaining privacy)

Select the desired report from the **Reports** menu. Select your options. See example of **Item Analysis** options below.

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![Item Analysis Report](image.png)
BE GREEN – USE PRINT PREVIEW. See example of Item Analysis report below.

**Quiz 1**

**Standard Item Analysis Report On Quiz1 Version A**

<table>
<thead>
<tr>
<th>No.</th>
<th>Correct Group Responses</th>
<th>Total Possible Points</th>
<th>Median Score</th>
<th>Highest Score</th>
<th>Instructor</th>
<th>Description</th>
<th>Term/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>90.91% 100.00% 66.67%</td>
<td>20.00</td>
<td>16.00</td>
<td>19.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>81.82% 100.00% 33.33%</td>
<td>4.03</td>
<td>14.36</td>
<td>14.36</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>72.73% 100.00% 33.33%</td>
<td>11</td>
<td>11</td>
<td>11.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>63.64% 100.00% 33.33%</td>
<td>4.03</td>
<td>4.00</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>72.73% 100.00% 33.33%</td>
<td>4.03</td>
<td>4.00</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>9.09% 0.00% 0.00%</td>
<td>4.03</td>
<td>4.00</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>72.73% 66.67% 33.33%</td>
<td>4.03</td>
<td>4.00</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>54.55% 100.00% 33.33%</td>
<td>4.03</td>
<td>4.00</td>
<td>4.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Score Distribution Histogram Report On Quiz1**

<table>
<thead>
<tr>
<th>No. of students in this group: 11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student group from: All Students</td>
</tr>
<tr>
<td>Total Possible Points: 20.00</td>
</tr>
<tr>
<td>Standard Deviation: 4.03</td>
</tr>
</tbody>
</table>

**Score Distribution**

Example of Score Distribution report in Histogram mode below.
Example of Class Response report.

![Class Response Report](image)

**IMPORTANT INFORMATION**

**Back up Courses**

The course Files should be backed up on a regular basis. There are two ways to back up courses.

**While in Course List:**

**Auto Back up:**
1. Select Options
2. Select Automatic Back up Setup
3. Put a check in the box “Backup Course Data Before Opening the Course”
4. Click OK
5. When opening the course, you will be prompted for the location to back files up to; with or without a password

**Manual Back up:**
1. Highlight the Course
2. Select Backup
3. Type a password (optional)
4. Backup files to another location (like your flash drive)

If the course is corrupted, you can restore your files using the backup files.
**Restore Course:**
1. Click **Add**
2. Browse to the location where you stored the backup file
3. Select the file and click **Open**
4. Enter a password if you are asked
5. The course is added.