

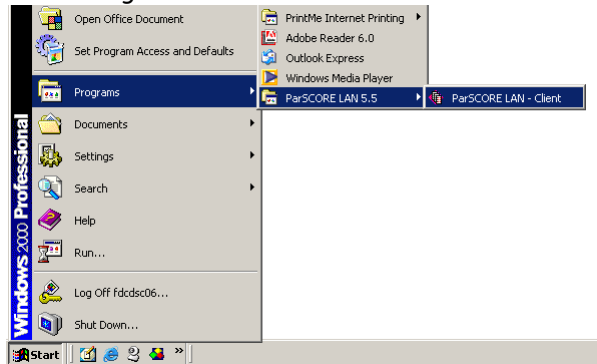
Running Scantron ParLAN 5.5 for the First Time: Nine Basic Steps

Last updated: Monday, November 19, 2007

Step One: Launch the ParSCORE LAN Client

Go to **Start > Programs > ParSCORE LAN 5.5 > ParScore LAN – Client.**

Figure 1
Start > Programs > ParScore LAN 5.0 > ParSCORE LAN - Client

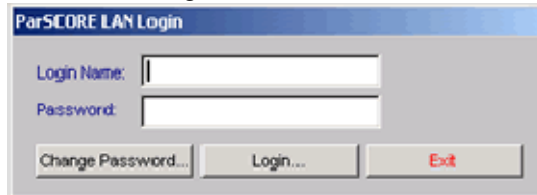


For the ParSCORE LAN Client to work properly, you must be connected to the Scantron server (see the instructions on how to map to the Scantron network drive in the "How to Install Scantron's ParSCORE Software on Your Campus Computer" at <http://fdc.fullerton.edu/technology/scantron/>) **AND** you must use the same drive letter you used when you first mapped to the Scantron network drive and installed the ParSCORE software.

Step Two: Login

On the ParSCORE LAN Login window, key in your Scantron Login Name and Password.

Figure 2
ParScore LAN Login Window



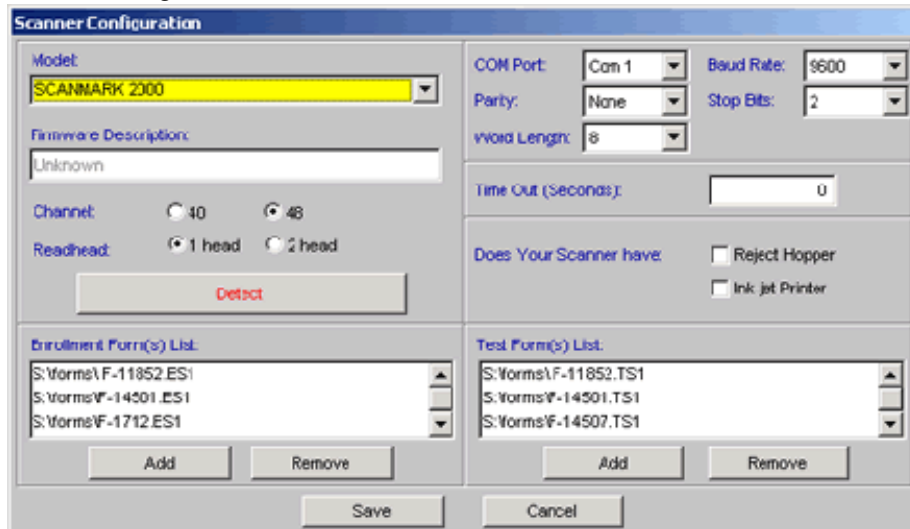
To request a Scantron Login Name or to reset your password, please contact Susan Gaitan at either sgaitan@fullerton.edu or (714) 278-4725.

Step Three: Configure the Scanner (Optional)

You should do this next step only if your computer is physically connected to a Scantron scanner – in other words, if there is a Scantron scanner sitting next to your computer.

To test the communications between your computer and the scanner, go to **Options > Scanner Configuration...** and clicking on the red **Detect** button.

Figure 3
Scanner Configuration Window



If you get an error message, check the cable connections and then click on **Detect** again. If that doesn't work, change the COM Port and then click on **Detect**.

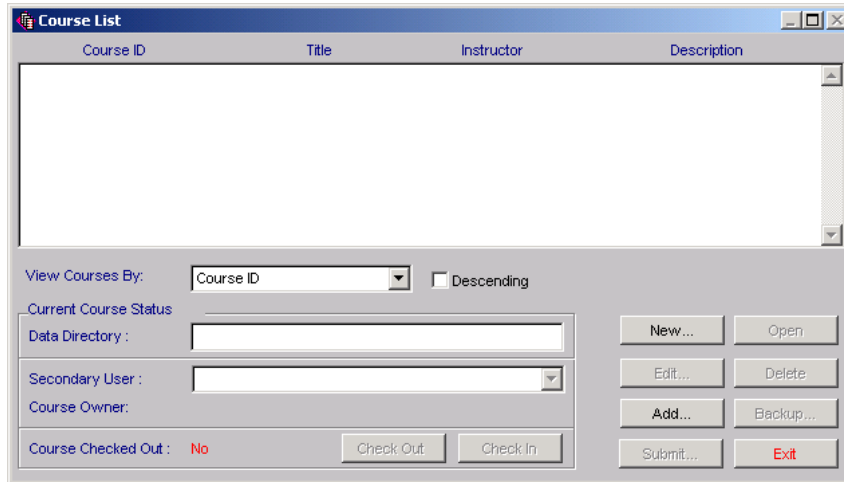
Also, it is a good idea to remove from the enrollment and test forms lists any forms that you are not using. To do this, just highlight the form(s) you wish to remove and click on the **Remove** button.

Finally, click on the **Save** button to close the Scanner Configuration window.

Step Four: Create a Class

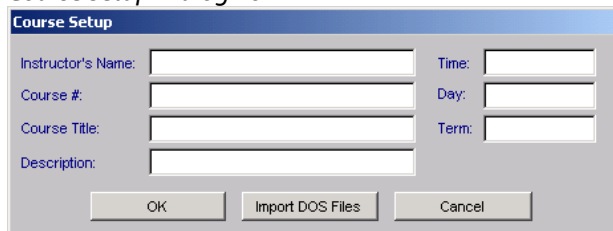
When you login to ParSCORE LAN, the first thing you see is the Course List window.

Figure 4
Course List Window



To create a new course, click on the **New** button. The Course Setup dialog box appears.

Figure 5
Course Setup Dialog Box

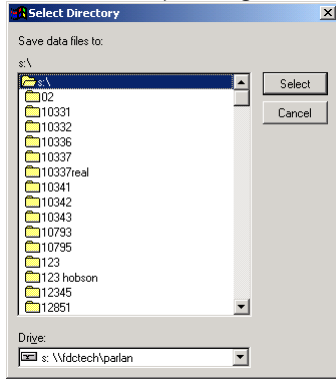


The only required information is the course number (50 characters maximum) and the course title (20 characters maximum), both of which can be anything you want. You are the only person who is ever going to see this information.

When you have finished setting up your course, click on the **OK** button.

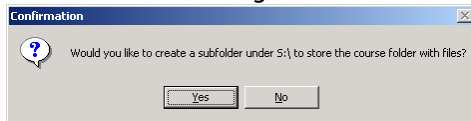
Scantron then asks you where you would like to store your course's files. You can choose any directory or drive you want (other than a floppy drive – the course files will fail if they are saved to A:\), but it is **highly** recommended that you simply choose Scantron's default directory by clicking on the **Select** button.

Figure 6
Select Directory Dialog Box



Scantron then asks you if you would like to create a subfolder. Click on the **Yes** button.

Figure 7
Create Subfolder Dialog Box



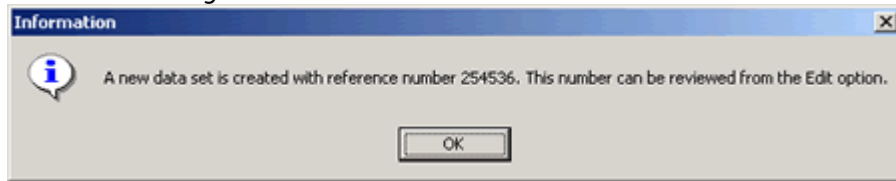
The Create Folder dialog box appears. Key in any folder name you wish. Creating a folder name that has meaning to you but is not easily recognized by others provides the best grade security i.e. avoid giving it your name or the name of your course. Do not use any spaces or special characters. Then click on the **OK** button.

Figure 8
Create Folder Dialog Box



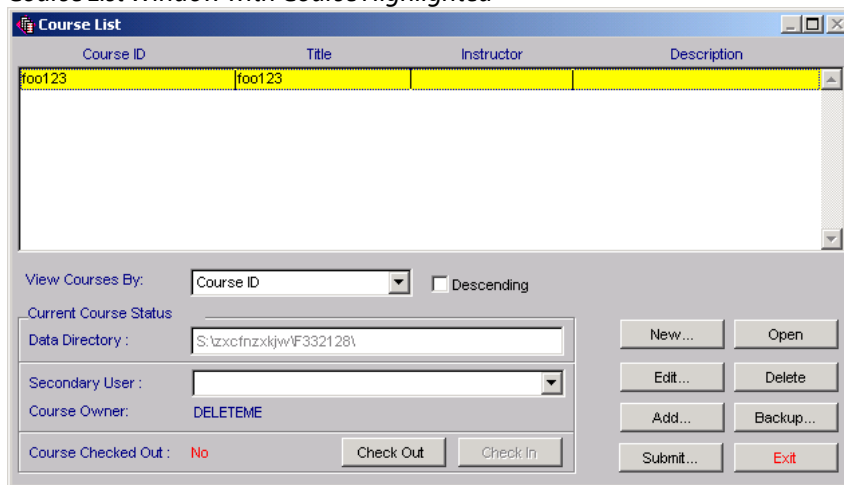
Scantron then displays a dialog box mistakenly titled **Information**. Unfortunately, the Information dialog box contains absolutely no useful information whatsoever. Click on the **OK** button.

Figure 9
Information Dialog Box



The Course List window reappears, this time with your new course highlighted in yellow.

Figure 10
Course List Window with Course Highlighted

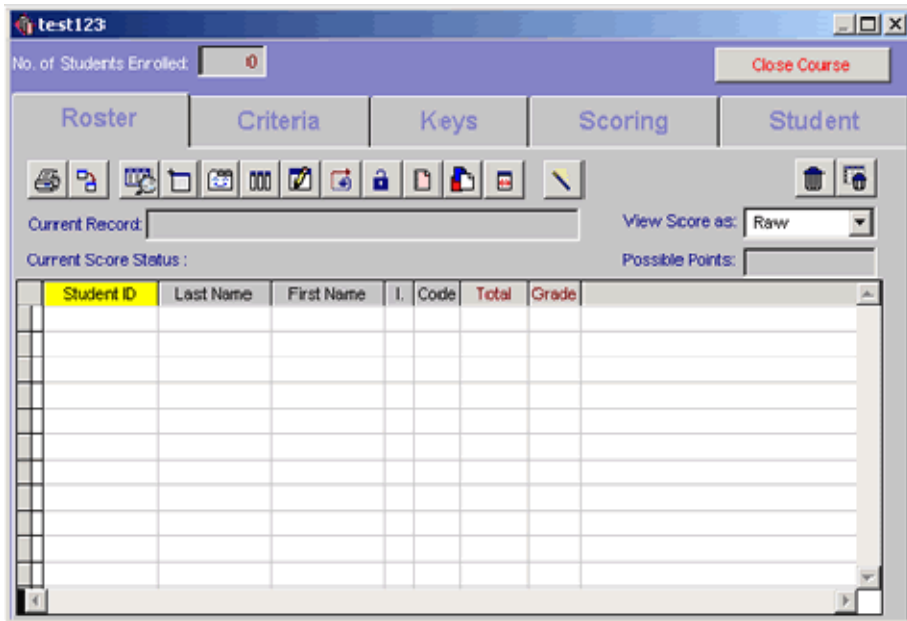


You can always edit your Course Setup information by highlighting your course – clicking on it once to ensure that it is highlighted in yellow – and then clicking on the **Edit** button.

Step Five: Open Your Course and Add Scoring Columns

On the Course List screen, double-click the course you wish to open. The Roster appears. The roster contains rows and columns that hold student data, test scores, and grades that you input.

Figure 11
Roster



You won't be able to do any scanning until you first add at least one score column to your roster. Click on the **Add Score Columns** icon (the one that looks like three columns).



The Add Score Column dialog box appears.

Figure 12
Add Score Columns Dialog Box

Category Order	Category	No. of Columns	Possible Score	Add a Subtotal Column
1	Quiz	1	0.00	<input type="checkbox"/>
2	Midt	0	0.00	<input type="checkbox"/>
3	Exam	0	0.00	<input type="checkbox"/>
4	Labs	0	0.00	<input type="checkbox"/>
5	Essay	0	0.00	<input type="checkbox"/>
6	Rept	0	0.00	<input type="checkbox"/>
7	Xtra	0	0.00	<input type="checkbox"/>
8	Attd	0	0.00	<input type="checkbox"/>
9	Final	0	0.00	<input type="checkbox"/>
10	Bonu	0	0.00	<input type="checkbox"/>

Select a category and then key in the number of columns you would like to add to your roster. Then click on the **Add** button. [Remember, the **Close** button 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: Enroll the Students (Optional)

There are three ways to enter student enrollment information into the roster:

1. Auto enrolling the students by scanning their information from a Scantron form (**highly** recommended)
2. Importing the student enrollment information from a file (.dat, .pos, or comma delimited .txt files)
3. Manually entering each student's enrollment information

Auto enrollment is the easiest of the three options and is discussed in a later step. **Please skip to step seven if you intend to *auto enroll* your students.**

To import student enrollment information from a file, click on the **Import scores from a file** icon and follow the on-screen prompts.

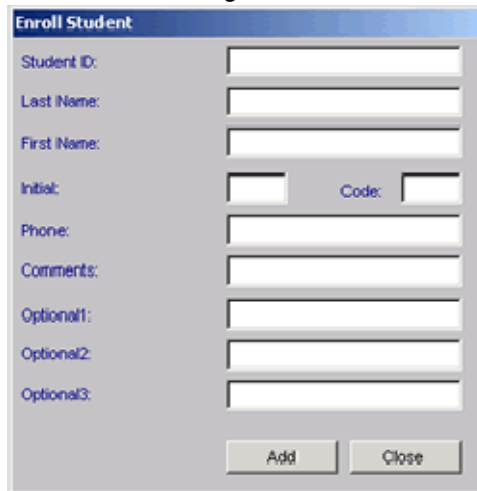


To manually enter each student's enrollment information, click on the **Add a student record** icon.



The Enroll Student screen appears.

Figure 13
Enroll Student Dialog Box

A screenshot of a software dialog box titled "Enroll Student". The dialog box has a blue header bar with the title. Below the header, there are several input fields: "Student ID:" with a text box; "Last Name:" with a text box; "First Name:" with a text box; "Initial:" with a small text box, followed by "Code:" with another small text box; "Phone:" with a text box; "Comments:" with a text box; "Optional1:" with a text box; "Optional2:" with a text box; and "Optional3:" with a text box. At the bottom of the dialog box, there are two buttons: "Add" and "Close".

Key in the appropriate information for each student and click on the **Add** button. [Remember, the **Close** button closes the Enroll Student screen without making any changes.]

Step Seven: Create an Answer Key

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

Figure 14
Keys Screen

Item	Answer	Point	Penalty
------	--------	-------	---------

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. If you are only giving one version of your test, remove the other versions from the version list by highlighting each version individually and clicking on 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

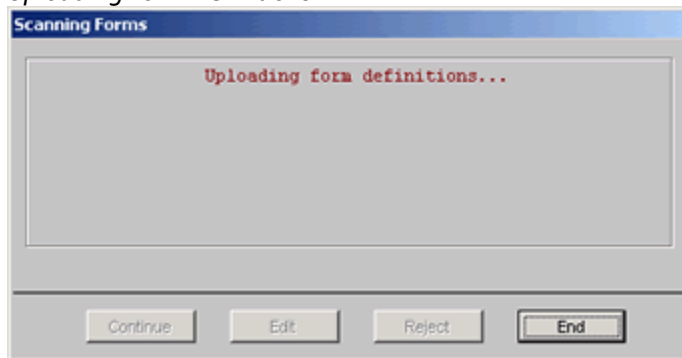
To scan an answer key from a Scantron form, take a Scantron form and bubble in the correct answers. In the “Test Form” area of the key, bubble in the appropriate letter for that key (“A” for the key to version A, “B” for the key for version B, and so on). You must key in a letter in the Test Form area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

Then, click on the red **Scan Keys** button on the Keys tab.



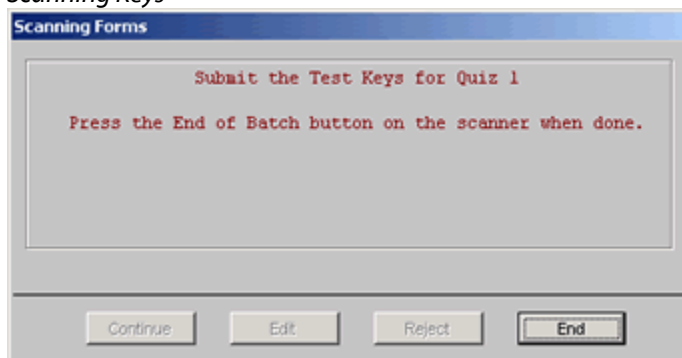
Scantron uploads the form definitions from the server to the scanner

Figure 15
Uploading Form Definitions



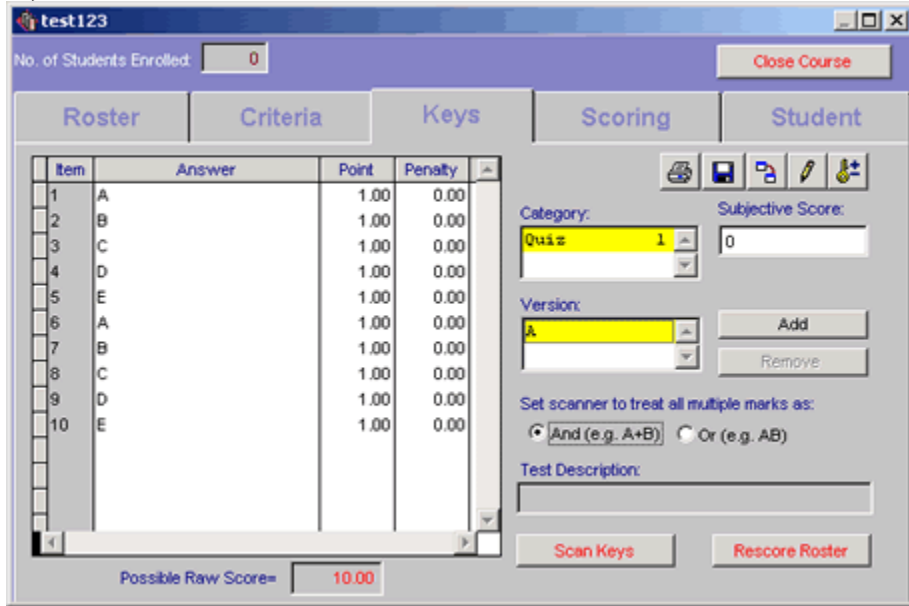
and then scans your answer key.

Figure 16
Scanning Keys



When the scan is complete, press the red **End** button on the front of the scanner to stop the scan. This returns you to the Keys screen.

Figure 17
Keys Screen



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.



The Edit Answer Keys dialog box reappears, this time with the number of questions you just added.

Figure 20
Edit Answer Keys Dialog Box

Category: Quiz 1 Number of items: 10
Version: A

No.	Answer	Point	Penalty
1	A	1.00	0.00
2	B	1.00	0.00
3	C	1.00	0.00
4	D	1.00	0.00
5	E	1.00	0.00
6	A	1.00	0.00
7	B	1.00	0.00
8	C	1.00	0.00
9	D	1.00	0.00
10		1.00	0.00

Possible Raw Score= 10.00

Buttons: Add, Delete, OK, Cancel

Click on any cell to edit that cell's contents. When you are finished, click on the **OK** button.

Step Eight: Score Student Tests

Click on the Scoring tab to open the Scoring screen.

Figure 21
Scoring

Make sure to check **Inspect Multiple Marks** and **Inspect Omitted Marks**. 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.

If you have not already enrolled students in the roster (see step six), you can enroll them in the roster by checking **Auto Enrollment**. [Note: you should only check **Auto Enrollment** for the first test that you give. On all subsequent tests, **Auto Enrollment** should be **unchecked**.]

When you are ready to score the students' tests, click on the red **Score** button.

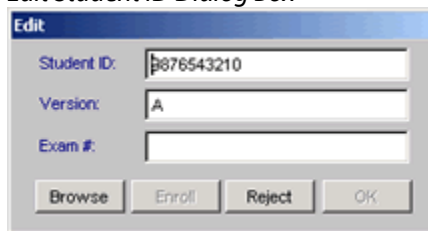


Scantron will, once again, upload the form definitions from the server to the scanner. Then it will begin scanning your forms.

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 an invalid student id. By default, Scantron only accepts 9 digit student ids. When Scantron encounters an invalid ID (or one that is blank), it stops the scan and displays an edit screen.

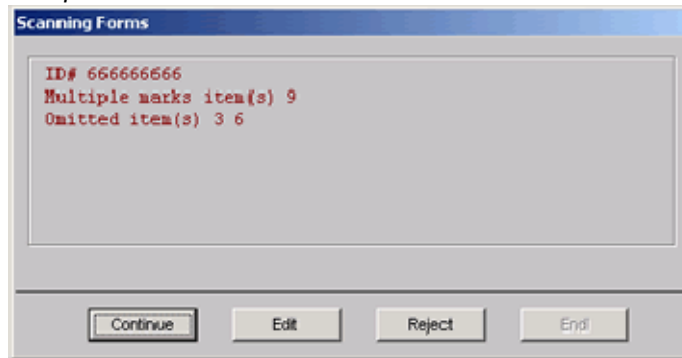
Figure 22
Edit Student ID Dialog Box



Correct the student id, and then click on the **OK** button. On the next screen, click on the **Continue** button.

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

Figure 23
Multiple and Omitted Marks



Examine the student's test form. If the student did indeed omit an answer or bubble in multiple answers, click on 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 on the **Edit** button.

The Edit screen appears.

Figure 24
Edit Student Response Dialog Box

Item	Response
1.	B
2.	A
3.	
4.	D
5.	E
6.	
7.	B
8.	C
9.	CD
10.	E

Edit the student's answers, then click on the **OK** button. This returns you to the error screen. Click on the **Continue** button to continue scoring the other students' exams.

When your scan has completed, click on the red **End** button on the front of the Scanner. This returns you to the Scoring screen.

Click on the Roster tab to see the students' results.

Figure 25
Roster

Student ID	Last Name	First Name	I. Code	Quiz1	Total	Grade
123456780	AHMED	SHARIQ		2.00	2.00	F
666666666	CRISPEN	PATRICK	D	5.00	5.00	F
987654310	DUCK	DONALD		7.00	7.00	C

Step Nine (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. Select your desired options.

Figure 26
Report > Roster Report

Report Heading:

Category Selection

All Categories

Total and Grade

Selective Categories

Quiz1 (selected)

Quiz2

Quiz3

Quiz4

With Total and Grade

Sorting order

None

Student ID

Last name

First name

Code

Total

Grade

Ascending

Descending

Student Codes

Print All Student Codes

Print Selective Student Codes

?? (selected)

CR

I

W

Orientation

Portrait

Landscape

Report Format

Print Without Student Name

No. of Student ID Digits to be Crossed Out (0-5): 0

Cross From: Left Right

Score Format

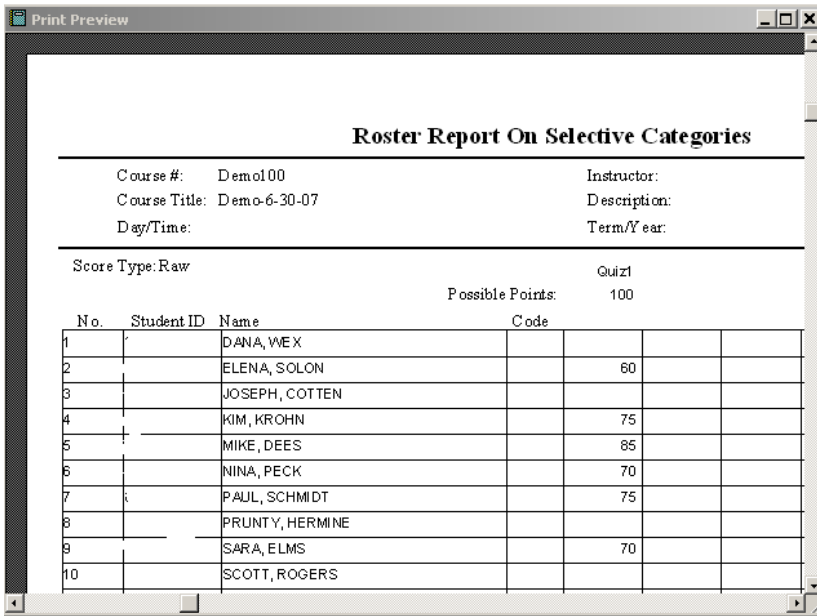
No Decimal Places

Two Decimal Places

Print Preview Cancel

The report lists all the students and their quiz scores.

Figure 27



Roster Report On Selective Categories

Course #: Dem0100 Instructor:
Course Title: Demo-6-30-07 Description:
Day/Time: Term/Year:

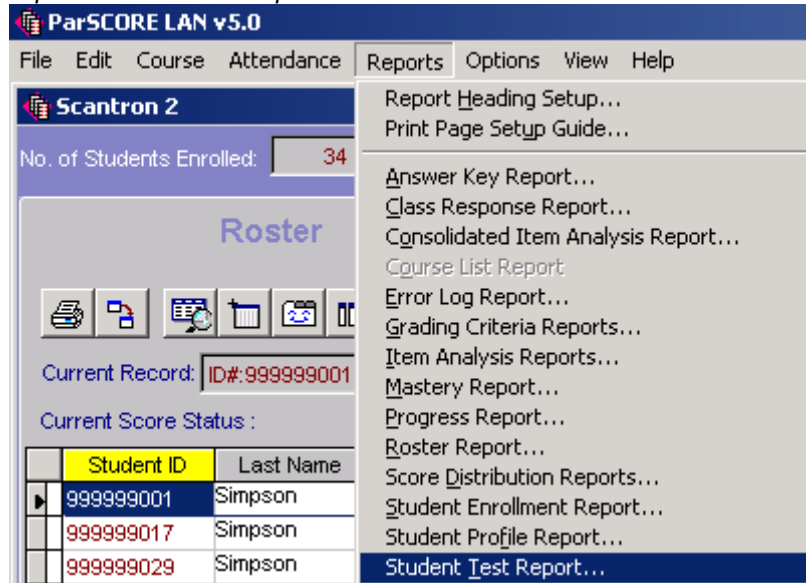
Score Type: Raw Quiz1
Possible Points: 100

No.	Student ID	Name	Code			
1		DANA, WEX				
2		ELENA, SOLON		60		
3		JOSEPH, COTTEN				
4		KIM, KROHN		75		
5		MIKE, DEES		85		
6		NINA, PECK		70		
7		PAUL, SCHMDT		75		
8		PRUNTY, HERMINE				
9		SARA, ELMS		70		
10		SCOTT, ROGERS				

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.

Figure 28

Report > Student Test Report



ParSCORE LAN v5.0

File Edit Course Attendance Reports Options View Help

Scantron 2

No. of Students Enrolled: 34

Roster

Current Record: ID#: 99999001

Current Score Status :

Student ID	Last Name
99999001	Simpson
99999017	Simpson
99999029	Simpson

Report Heading Setup...
Print Page Setup Guide...
Answer Key Report...
Class Response Report...
Consolidated Item Analysis Report...
Course List Report
Error Log Report...
Grading Criteria Reports...
Item Analysis Reports...
Mastery Report...
Progress Report...
Roster Report...
Score Distribution Reports...
Student Enrollment Report...
Student Profile Report...
Student Test Report...

This opens the Student Test Report dialog box.

Figure 29
Student Test Report Dialog Box

The screenshot shows the 'Student Test Report' dialog box. The 'Category' list box is set to 'Quiz 1'. Under 'Report Type', 'Standard Test Report' and 'Two Student Reports Per Page' are selected. Under 'Sort By', 'Student ID' is selected, and under 'Order By', 'Ascending' is selected. In the 'Student ID Format' section, the number of digits to be crossed out is 0, and 'Left' is selected for 'Cross From'. The 'Print Answer Keys' checkbox is checked. The 'Print' button is highlighted.

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.

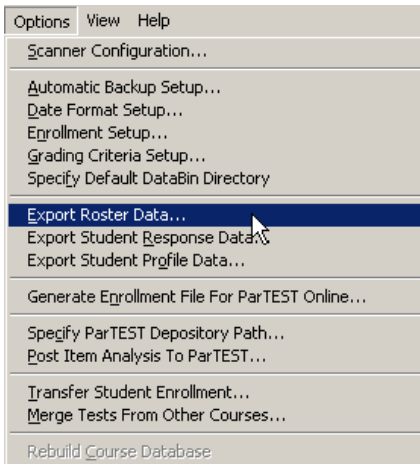
You can sort the student test reports by student ID, last name, student name, or student score. You can also cross out up to five digits in each student's ID from either the left or the right.

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.

Step Ten (optional): Export Results to Excel

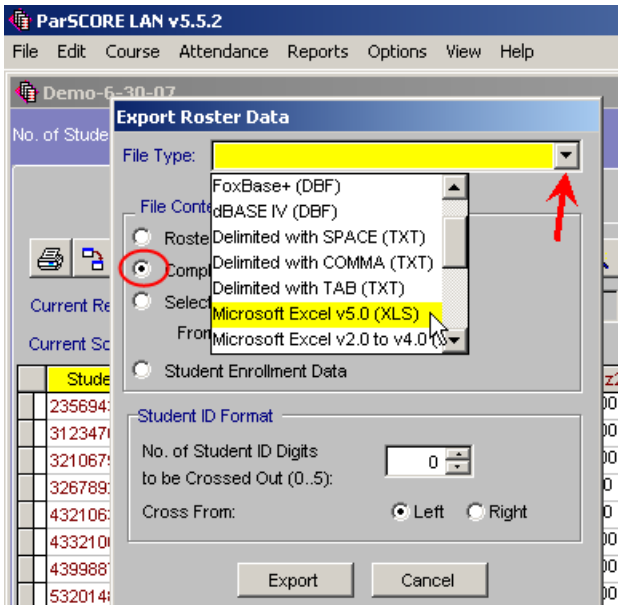
To export the grades, go to **Options > Export Roster Data ...**

Figure 30
Options > Export Roster Data



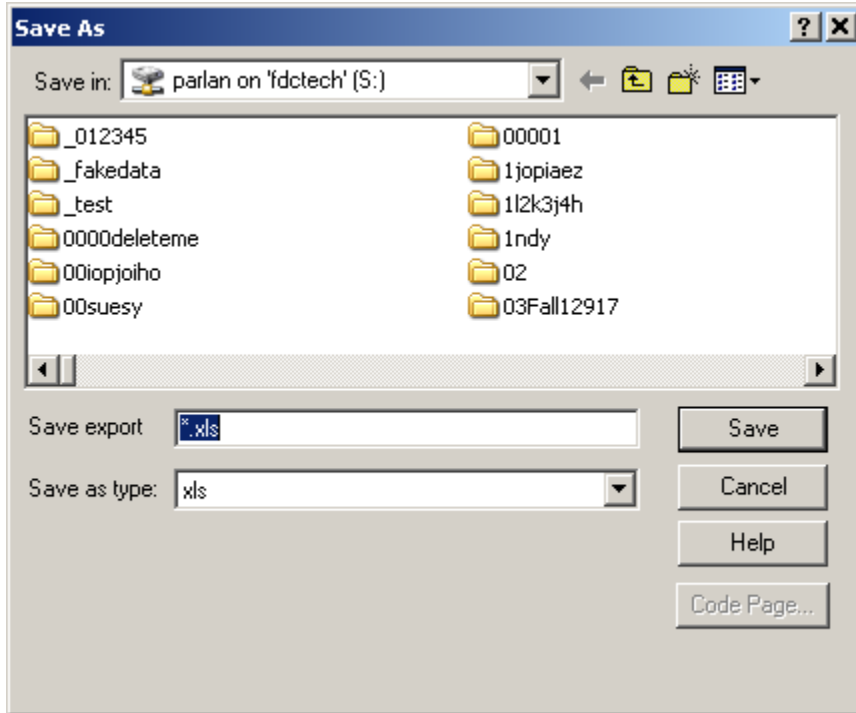
This opens the Export Roster Data dialog box. Select Excel 5.0 from the File Type drop down menu and Complete Roster from the radio buttons. Click the Export button.

Figure 31
Options > Export Roster Data



This opens the Save As dialog box.

Figure 32
Options > Export Roster Data



Change the **Save in:** location to the desktop OR to your USB flash drive (1) .

Name the file in the **Save export** box (2) then click Save.

Figure 33
Options > Export Roster Data

