

Transferring Class Data from Your ParSCORE 5.5 Account to ParSCORE 6.5

Last updated: Monday, February 02, 2009

As of February 28, the ParScore 5.5 server will be turned OFF. All faculty should be using ParScore 6.5 which was introduced in Fall 08. **Faculty should no longer be using ParScore 5.5 to score tests.** Departments that have Scanmark scanners have upgraded to the new version of ParScore.

If you would like to have continued access to the test data from courses you created in prior semesters using ParScore 5.5, you will need to transfer the data to the new server on which ParScore 6.5 is installed by February 28, 2009. Please follow the steps below:

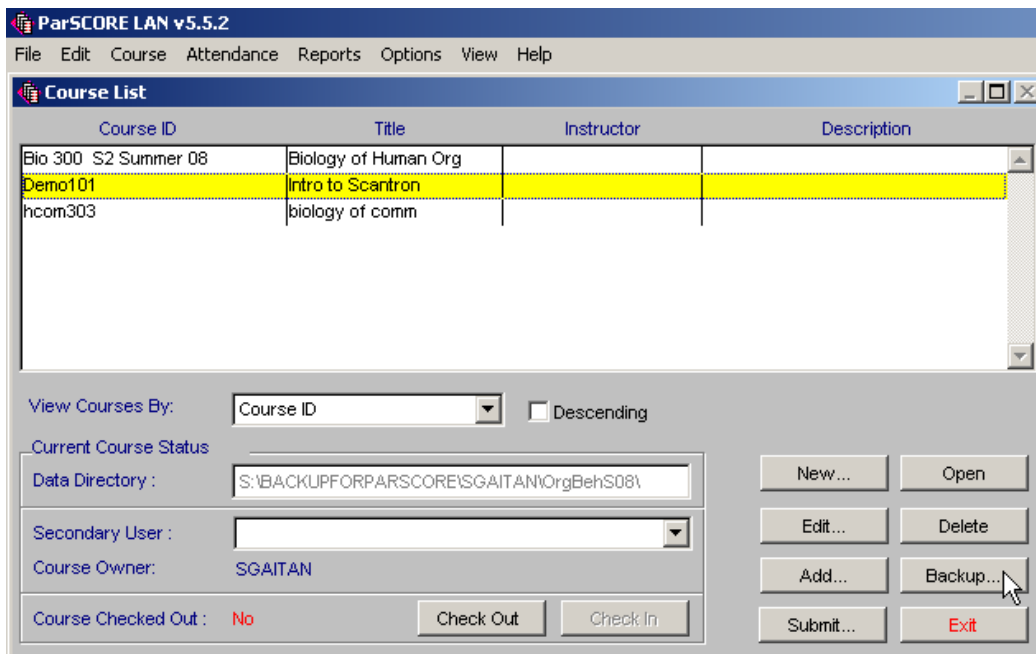
Step One: Backup your data from the ParScore 5.5 server

To backup the data from parScore v5.5, **login to a computer with version 5.5 installed.** This may be your campus computer (if you previously installed v. 5.5 on this computer), a computer in the college (ask your college IT tech), or a computer located in the FDC.

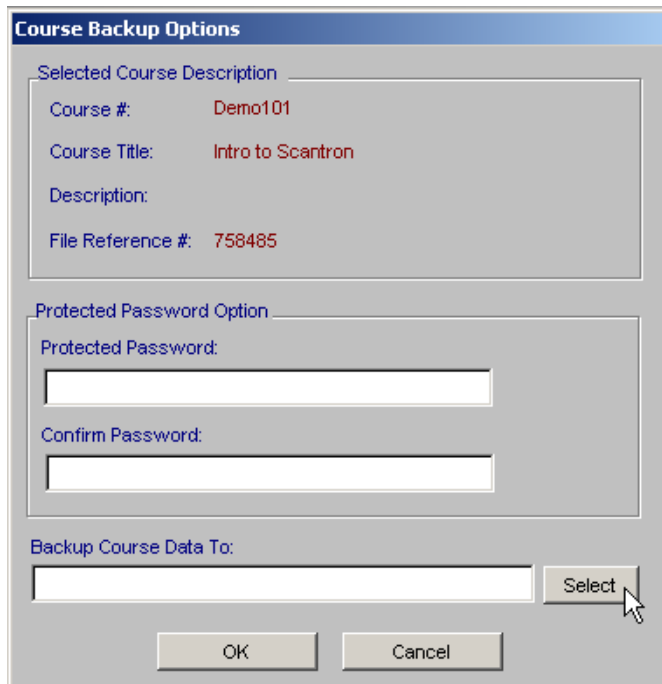
NOTE: If you are interested in saving this old data, back up NO LATER THAN February 28, 2009. Access to v. 5.5 data will NOT be available after February.

Select the course you wish to back up on your **Course List** page. Courses must be backed up **one at a time.**

Click the **Backup** button, located in the lower right-hand corner of the page.

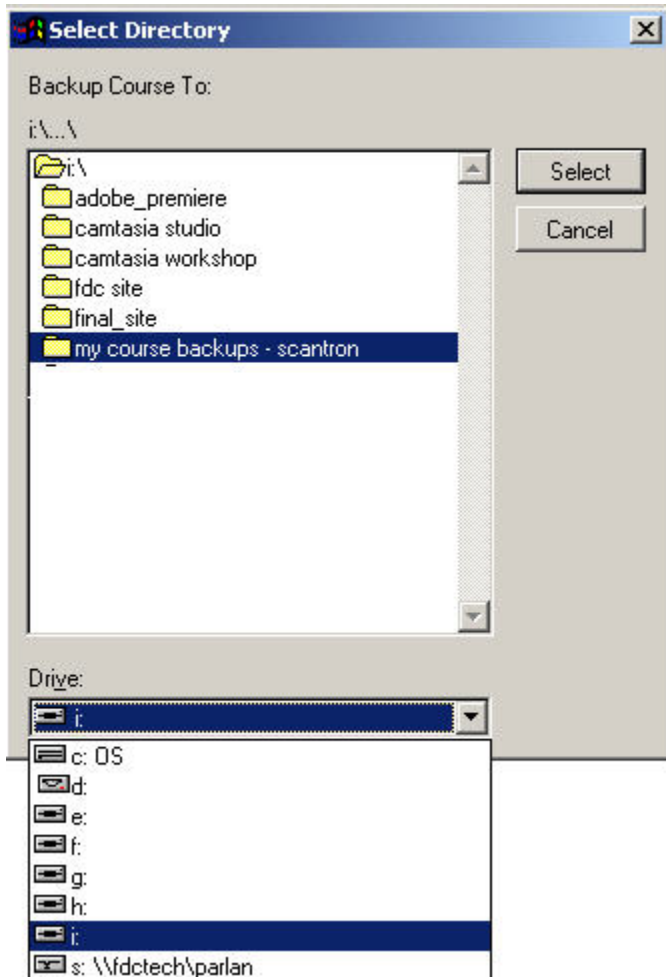


The **Course Backup Options** dialog box displays. Click the **Select** button in the lower right-hand corner.

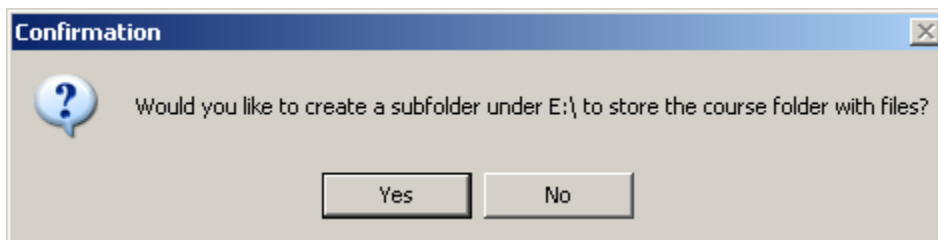


The image shows a dialog box titled "Course Backup Options" with a blue header bar. It is divided into three sections. The first section, "Selected Course Description", contains the following text: "Course #: Demo101", "Course Title: Intro to Scantron", "Description:", and "File Reference #: 758485". The second section, "Protected Password Option", contains two empty text input fields labeled "Protected Password:" and "Confirm Password:". The third section, "Backup Course Data To:", contains an empty text input field and a "Select" button with a mouse cursor pointing to it. At the bottom of the dialog box are two buttons: "OK" and "Cancel".

Next , click the drop-down arrow next to the Drive box at the bottom of the page. Select the *drive* where you wish to save the backup file. For example, your USB drive or the C: drive (your computer). Next, in the folder display area (upper box), navigate to the specific folder on the drive where you wish to save the backup. For example, My Course Backups. **Important: Do NOT save it on the default S: drive.**



Once you select the drive and folder, ParScore will ask if you wish to create a subfolder. Select **Yes**.

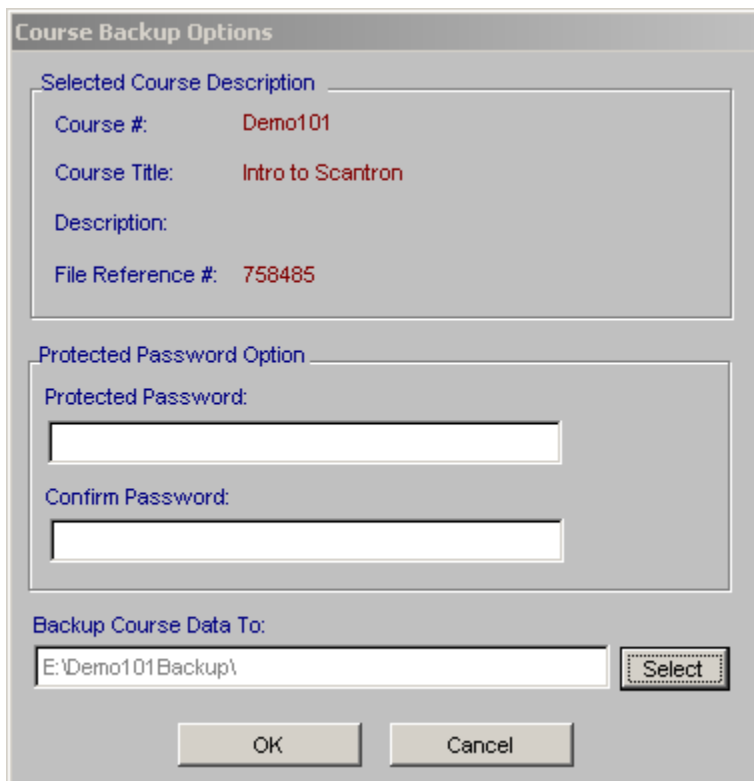


Name the folder. Click **OK**.



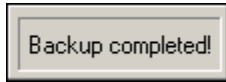
The image shows a 'Create Folder' dialog box. It has a blue title bar with the text 'Create Folder'. Below the title bar, there is a label 'Enter the new folder name:' followed by a text input field containing 'Demo101Backup'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

The file path appears in the **Course Backup Options** screen. Click **OK**.



The image shows a 'Course Backup Options' dialog box. It has a grey title bar with the text 'Course Backup Options'. The dialog is divided into three sections. The first section, 'Selected Course Description', contains the following information: Course #: Demo101, Course Title: Intro to Scantron, Description: (empty), and File Reference #: 758485. The second section, 'Protected Password Option', contains two text input fields: 'Protected Password:' and 'Confirm Password:'. The third section, 'Backup Course Data To:', contains a text input field with the path 'E:\Demo101Backup\' and a 'Select' button to its right. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

ParScore confirms the Backup is complete.



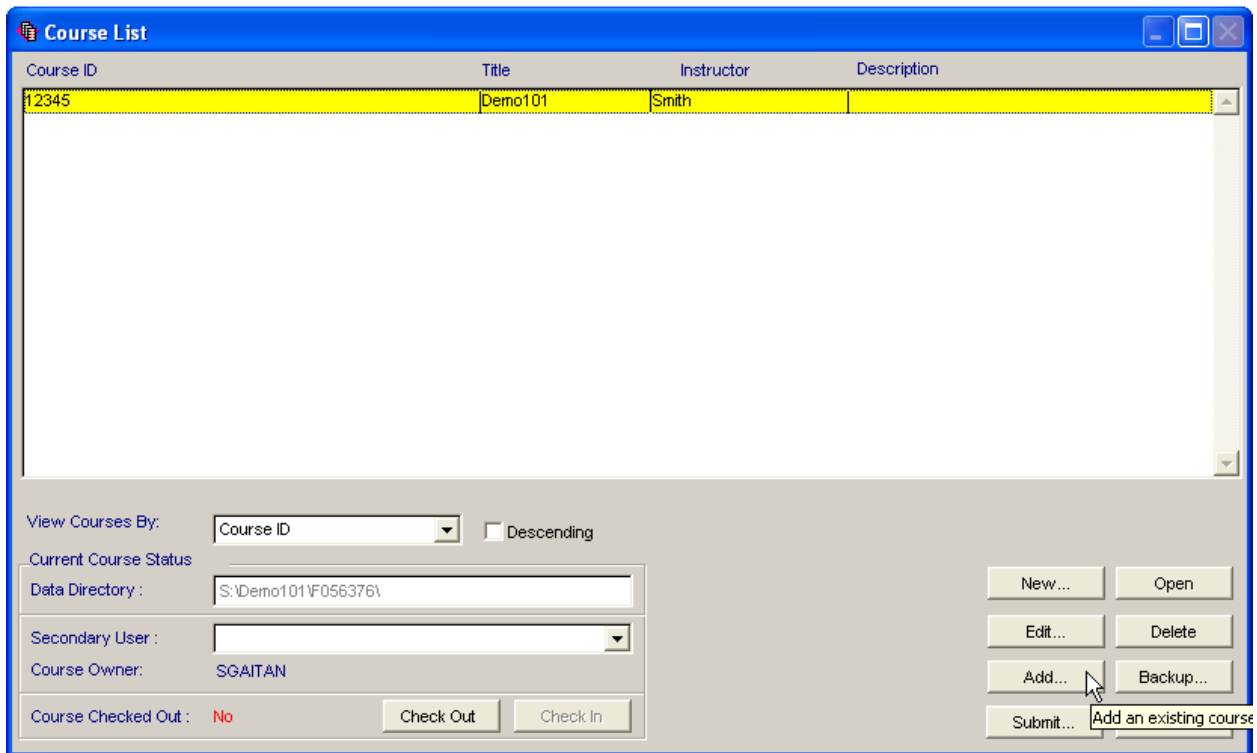
REPEAT the process for any additional courses you wish to transfer to the new server.

Step Two: Upload the courses you backed up in Step 1 to ParScore 6.5.

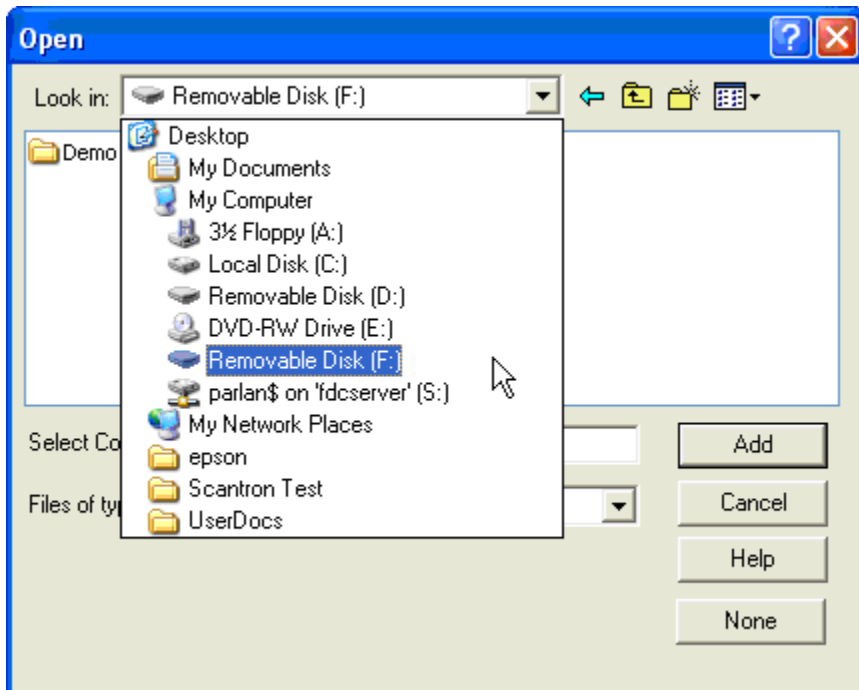
Login to a computer with version 6.5 installed. This may be the computer connected to your Scantron machine OR your own computer OR the dedicated FDC workstation. If you have NOT yet installed ParScore 6.5 on your own computer, download instructions from: <http://fdc.fullerton.edu/technology/scantron/index.html> [Note: If your PC has v. 5.5 installed, you will need to remove it before you can upload v. 6.5.]

Your course list displays. The first time you login in the course list will be blank.

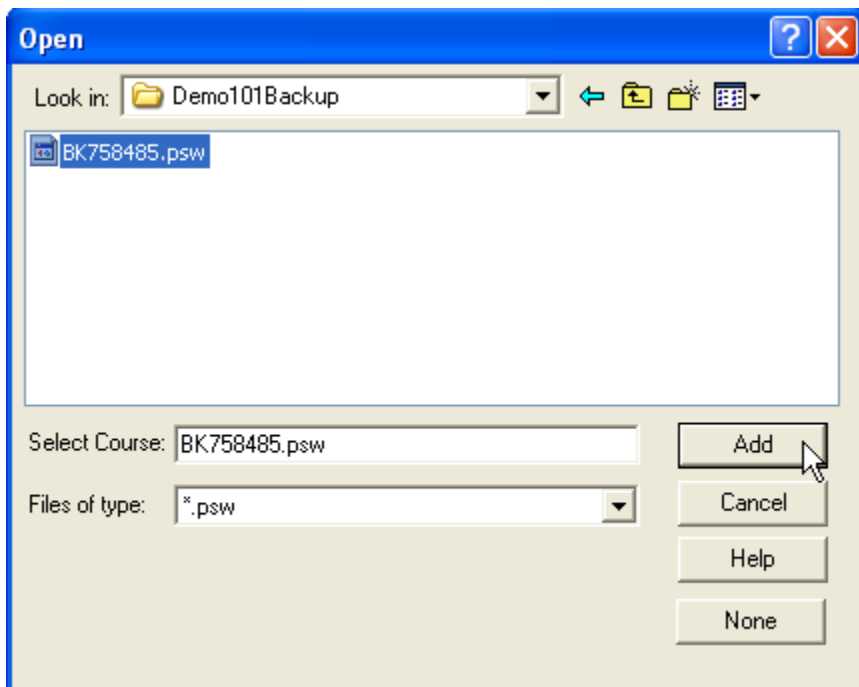
To begin the course upload process, click the **Add** button, located in the lower right-hand corner of the page.



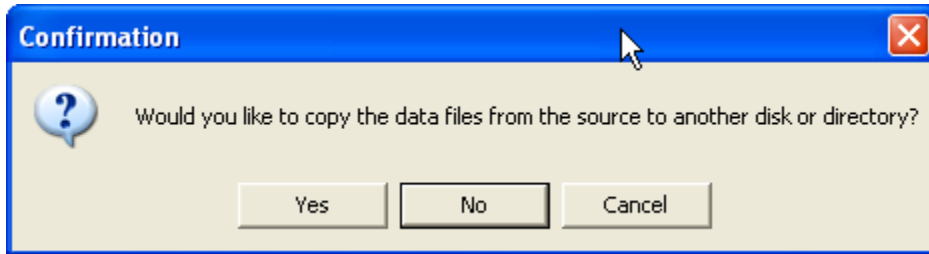
Navigate to the drive where the course backup file is located. For example: Navigate to your USB drive.



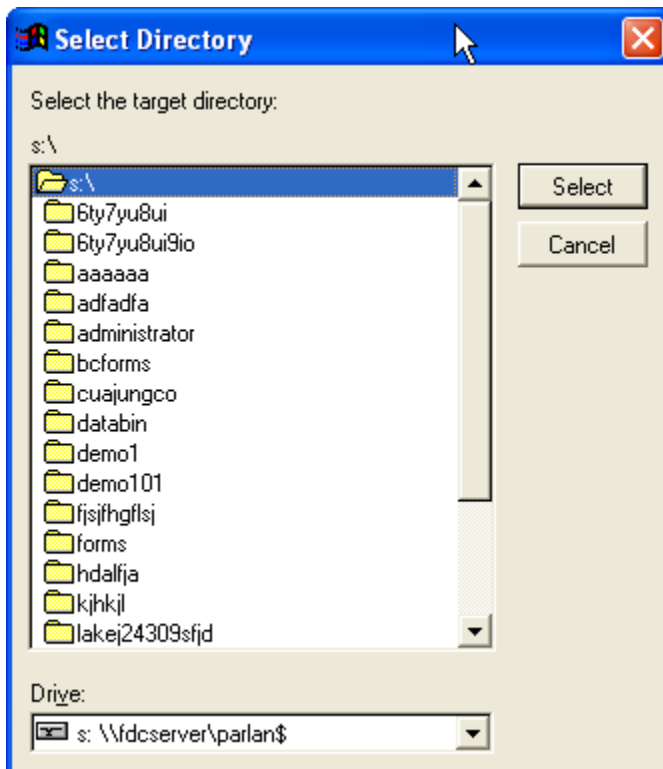
Navigate to the course folder on that drive and select the file with the **psw** file extension. If the file extension does not display, you can find it in the box at the bottom of the window named **Files of Type**. Click **Add**.



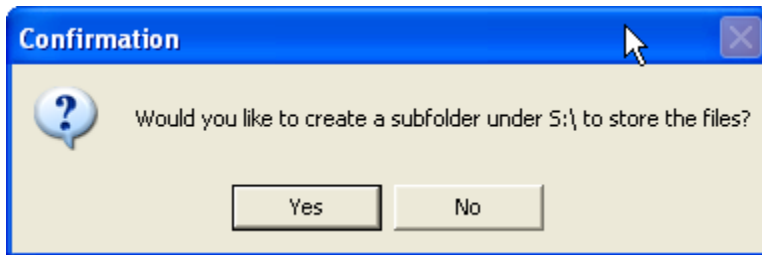
The confirmation box displays, asking if you would like to copy the data files to another disk or directory. Select **Yes**.



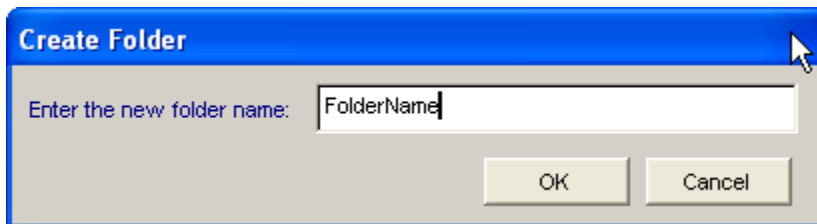
The **Select Directory** window displays. To save it on the server, select **S:/** and click the **Select** button.



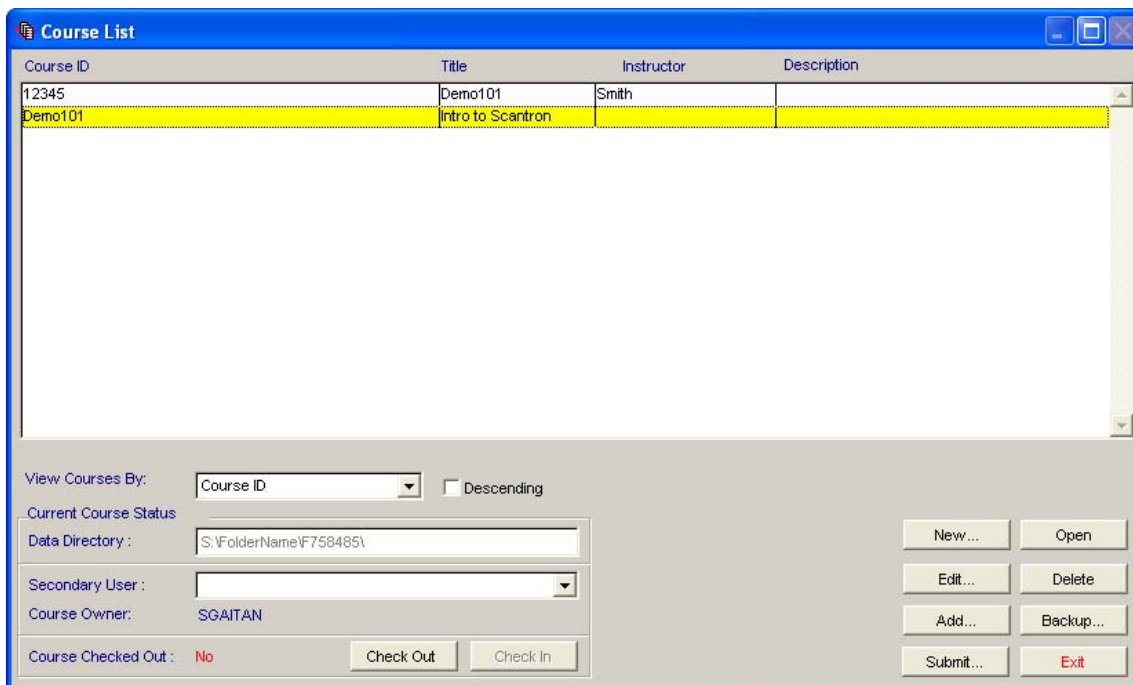
The **Confirmation** window displays and asks if you would like to create a subfolder. Select **Yes**.



The **Create Folder** window displays. Name the folder. **Note:** For grade security, it is recommended that you name the folder with something that has meaning **ONLY** for you. Do **NOT** name it with the course name or number or your name.



ParScore uploads the course from the backup file and the course appears in your **Course List**. To enter your uploaded course, double-click it.



REPEAT the process for any other courses you wish to transfer to the new server.