### Scantron Machine 88p+ (Machine #1)

Scantron Form 882-E (Green)

- Step 1 Mark the answer key
  - o Mark the key using the same form marked by students
  - Find the key marking row directly above question 1
  - Mark the scoring option that you prefer
  - Mark the correct answer to each question
- Step 2 Score the test
  - Turn the Scantron machine on using the power switch located on the back-right side of the machine
  - o Press Start
  - Feed the answer key
  - Feed the tests *one at a time*
  - Optional: Run an Item Analysis Form through the machine
  - Turn the machine off

## Scantron Machine OpScan 4ES Scanner (Machine #2)

Scantron Form F-288-PAR-L (Red Enrollment Form) and F-289-PAR-L (Red Form)

- Turn on both Scantron machine and computer
- Enter ".\ucmuser" no password is required
- Double click the desktop program "ParScore"
- Enter your Login Name and password; both are the first letter of your first name and your entire last name
- Select "Login"

ParScore Login		>
Login Name:		
Password:		
Change Passw	vord Login Exit	

### • Creating A New Course

• Select "New" from the Course List screen

🕲 Course List				×
Course ID	Title	Instructor	Descriptio	on
TRN 001 01	Test Course	Melissa Poe	Spring 2020	
View Courses By:	Course ID	Descending		
Current Course Stat	us		New	Open
Time	Dav: Te	rm:	Edit	Delete
	buy. It			
Secondary User:		~	Add	Backup
Course Owner:	mpoe		Submit	Export
Course Checked Ou	it: No Che	ck Out Check In	Exit	

- o Enter the (required) Information for the Course Setup
  - Instructor (20 characters) Optional Course ID # (15 characters) Required Required **Course Title** (20 characters) Description (30 characters) Optional Time (10 characters) Optional Day (5 characters) Optional Ontional (10 charactors) Torm

<ul> <li>Term</li> </ul>	(10 characters)	Optional		
🕲 Course Setup				×
Instructor's Name:	SSHA Staff		Time:	
Course ID:	Sp20 PSY 001 01		Day:	
Course Title:	Intro to Psychology		Term:	
Description:			]	
	ОК	Close		

- Tip: Add the term information under the description or with the course ID. This would allow users to see the term information while viewing the Course List Screen.
- Select "OK" when finished
- You will be returned to the Course List screen

🕲 Course List					×
Course ID	Title	Instructor		Description	on
Sp20 PSY 001 01	Intro to Psychology	SSHA Staff			
TRN 001 01	Test Course	Melissa Poe	Spring	3 2020	
View Courses By:	Course ID	~ Descending	ſ		
Current Course Stat	us			New	Open
Time:	Day:	Term:	[	Edit	Delete
Secondary User:		~	[	Add	Backup
Course Owner:	mpoe			Submit	Export
Course Checked Ou	it: No C	Check Out Check In		Exit	

### Opening a Course

- Select the course for which you wish to score an assignment
- EITHER: Select the "Open" button OR: Double click the course.
- The "Course Backup Options" box will appear. With this box, you can create a password to back up your files onto your flash drive, or press cancel to continue. Please note that it is recommended that you back up your course information regularly and store it on a flash drive, as we will periodically clear the desktop of all files

## Adding Score Columns

• From the "Roster" tab, select the "Create Score Columns" icon on the tool bar

ParScore										
File Edit Co	ourse Atten	dance Reports	Options	View	Help					
est Course										
No. of Student	s Enrolled:	10								
Roster	Crite	eria 🔨 Ke	eys	Sco	oring	Stud	ent			
8	<b>1</b>	ı 🖾 🚥	2				<b>N</b>	]		
Current Record	d: ID #: 100	0000000 Garcia, A	nna							
Current Score	Status:									
Student ID 🔺	Last Name	First Name Initia	Code Tot	al Grade						
100000000	Garcia	Anna								
111111111	Smith	James								
222222222	Johnson	Mary								
333333333	Williams	John								
44444444	Jones	Patricia								
555555555	Brown	Robert								
666666666	Davis	Jennifer								
7777777777	Miller	Michael								
888888888	Wilson	Linda								
9999999999	Anderson	Thomas								

- You have the option of setting up all of your tests, quizzes, midterms, and other assignments at this time. You can also set them up individually. Please note, "No. of Columns" = number of assignments. The program will create one column for each assignment. If you wish to do your assignments individually, enter "1" under "No. of Columns" beside the type of assignment you are scoring. Enter the total value of the assignment
- Select "Add" when finished

Add Score Column X						
Category Order	Category	No.of Colu	mns Possible S	core Add Subt	otal Colur 🔿	
1	Quiz	00	0.00		_	
2	Midt	00	0.00			
3	Exam	00	0.00			
4	Labs	00	0.00			
5	Essy	00	0.00			
6	Rept	00	0.00			
7	Xtra	00	0.00		>	
		Set Order	Edit Label	Add	Close	

 If you need to edit or delete a score column, use the "Edit Specific Score Column Setup" option. This option allows you to change the number of possible points, add a test date or description, or delete the score column.

# <u>Student Enrollment</u>

In order for ParScore to score a Scantron, it needs to have Enrollment Records for each student. Either method will produce similar results, though only option two would allow users to upload grades directly to CatCourses.

- The most direct way to create your student list is to use the Red Enrollment Form (<u>Scantron Form</u> <u>F-288-PAR-L</u>). Use this form for your first assignment, and follow the instructions for scanning in the "Scoring" section below, and be sure to select "Auto Enrollment" in your scoring options. If a student misses the first assignment, or you need to add a student later, you can enter their names manually. When you scan their test later, ParScore will not recognize the name or student ID, and will prompt you to add the student to the course manually.
- Instructors can email <u>ssha.curriculum@ucmerced.edu</u> to request for their roster to be added to their ParScore account. Once a request is submitted, please expect up to 2-3 business days for the request to be processed; we will notify the instructor when the roster has been added. Please note that this is the only option that will allow users to upload grades to CatCourses. If you need to add a student later, you can enter their names manually. When you scan their test later, ParScore will not recognize the name or student ID, and will prompt you to add the student to the course manually.
- Adding the Answer Key
  - Select the "Keys" tab
  - Select the Category for the Answer Key you are adding (located on the right-hand side of the screen)

Make sure you have the correct answers and Test Form field (A, B, C, or D) marked. The test form indicates the version of the Answer Key. If you only have one version, be sure that only Version A is selected, and other versions are removed. Please note: "Subjective Score" is only for essay points. "Subjective Score" should be blank, as we do not use forms with essay options. Any number besides '0' in the "Subjective Score" section will cause inconsistencies with the grades, both on the test form and in the results. Please also note that if the student listed the test number on the Scantron form, the subjective score will automatically reflect the test number; recheck the "Subjective Score" after loading the Scantrons to ensure that it did not automatically change from 0. It should always be 0.



- Scanning the Key
  - Select the "Scan Keys" button (located at the bottom right side of the screen)
  - ParScore will display an Edit screen for anything found invalid on the key. Select "End" when finished, on your Scanner's LCD window

- Entering the Key Manually
  - Select the Category and Version of the key you want to add
  - Select the "Edit Answer Keys" icon in the upper right corner
  - Select "Add"

•

9

10

Total Possible Points =

• Enter the number of questions, select "OK"

		question	is, sciect					
🛛 Edit Ans	wer Keys			×				
Category:	Add							
Version:	Version: D							
Item	Answer	Point	Penalty					
🗷 Add Ans	wer Keys			×				
Enter the nu	umber of items	to add:	20					
		0	к	Cancel				
				OK				
				OK				
Total Possib	le Points =			Cancel				
Enter ea	ch answer r	nanually						
🕲 Edit Ansv	wer Keys			×				
Category:	Quiz 1			Add				
Version:	D			Delete				
Item	Answer	Point	Penalt ^	]				
1		1.00	0.00					
2		1.00	0.00					
3		1.00	0.00					
4		1.00	0.00					
5		1.00	0.00					
6		1.00	0.00					
7		1.00	0.00					
8		1.00	0.00					

• NOTE: If you would like to change the point value for any/all questions you can adjust them individually under the "Point" column OR you can change them using the "Edit" icon

0.00

0.00

OK

Cancel



1.00

1.00

20.00

Select "Apply" when finished

Edit Points and Penalty     X     X					
☑ Replace Points with 4					
On All Items					
On Items From: To:					
Replace Penallty with 0					
On All Items					
On Items From: To:					
Apply Cancel					

 $\circ$  ~ The new values of each question will appear

No.	of Stu	dents	Enrolled:	10				
	Rost	er	Criteria	Key	s	Scorir	ng	Student
	Show	v Part	ial Credits					
lte	em		Answer	Point	Penalty	Bonus		
1		А		4.00	0.00			
2		В		4.00	0.00			
3		С		4.00	0.00			
4		D		4.00	0.00			
5		А		4.00	0.00			
6		С		4.00	0.00			
7		E		4.00	0.00			
8		D		4.00	0.00			
9		С		4.00	0.00			
10	1	R		4 00	0.00			

• Scoring the Tests

ParScore

Select the "Scoring" tab

File Edit Course Attendance Reports Options View Help	
Test Course	
No. of Students Enrolled: 10 Roster Criteria Keys Scoring Student	
Category Selection           Category         Number of Versions           Quiz1         4             Test Description:	Options  I Inspect Multiple Marks I Inspect Omitted Marks I Inspect Omitted Marks I Inspect Omitted Marks I Print Date on Form I Print Raw Score on Form I Print Raw Score on Form I Print Raw Score on Form I Auto Enrollement Reprocess Forms with Errors  Warning The maximum number of characters that you can print depends on your scanner and should be considered when you select printing options. If your selections exceed the maximum allowed length, the printed output will be truncated.
Score Method    Score from Scanner  Select File  Select File	Error Log
	Score

- Select the Category that matches the test you are scoring. Select the "scoring options," (which
  include inspect multiple marks, inspect omitted marks, print date on form, print raw score, print
  total score, etc)
- Place forms to be scored/scanned on the Scantron feeder tray
- o Select the "Score" button to begin the scanning process
- During scanning, an "Edit" box will be displayed for anything found incorrect on the form(s), including students who are not yet enrolled in the course or incorrect student ID numbers. It will offer you the chance to correct the errors. Press the "End" button on the screen to complete the process
- For multiple batches, load another stack of forms after the previous has completed scanning; then press "START" on the Scantron machine
- Once all forms have been scanned, select "END" on the screen
- Select the "Roster" tab to view the results

### Printing Results

o Select the "Reports" pull-down menu

#### ParScore

File	Edit	Course	Attend	lance	Repor	rts	Options View Help	
Test Course						Rep	oort Heading Setup	
No.	of Stude	ents Enrol	led:			Prin	t Page Setup Guide	
	Roster		Crite	ria		Ans	wer Key Report	
_						Clas	ss Response Report	
₿	3 P		5 1	3		Con	solidated Item Analysis Report	<b>N</b>
						Cou	irse List Report	
Cur	rrent Red	cord:	D #: 100	000000		Erro	or Log Report	
Cur	rrent Sco	ore Status	:			Gra	ding Criteria Reports	
St	udent ID	) 🔺 Last	Name	First N		Iter	n Analysis Reports	
1	000000	00 Gar	cia	Anna		Mas	stery Report and Chart	
1	1111111	11 Smi	th	Jame		Prog	gress Report	
2	2222222	22 Joh	nson	Mary		Ros	ter Report	
3	3333333	33 Will	iams	John		Sco	re Distribution Report	
4	4444444	44 Jone	es	Patric				
5	5555555	55 Brov	wn	Robei		Stu	dent Enrollment Report	
6	6666666	56 Dav	is	Jennit		Stu	dent Profile Report	
7	777777	77 Mill	er	Micha		Stu	dent Test Report	
8	888888	88 Wils	ion	Linda		Sub	test Reports And Charts	
9	99999999	99 And	lerson	Thom		Test	t Score Distribution Chart	

 Select the report(s) you want to print or preview (See documents in COB2 215 for samples of reports)

### • Exporting Test Results

- Select the "Options" pull-down menu
- Select "Export Wizard"

### ParScore

File Edit Course Attendance Reports	Options View Help
Test Course	Scanner Configuration
No. of Students Enrolled: 10	Quick Builder
Roster Criteria Ke	e Automatic Backup Setup
Current Record: ID #: 10000000 Garcia, Ar	Date Format Setup Enrollment Setup Grading Criteria Setup Specify Default DataBin Directory
Current Score Status:	Export Wizard
Student ID 🔺 Last Name   First Name   Initial	Export Student Response Data
10000000 Garcia Anna	
111111111 Smith James	Generate Enrollment File For ParTest Online
22222222 Johnson Mary	Specify ParTest Depository Path
33333333 Williams John	Post Itom Applysis To ParTest
44444444 Jones Patricia	
555555555 Brown Robert	Transfer Student Enrollment
666666666 Davis Jennifer	Merge Test From Other Courses
777777777 Miller Michael	

- Select the "Delimited with COMMA (CSV)" for the File Type, then select "Export" to save as a CSV to your flash drive
- Select the information you want exported (recommended: last/first name, student id, score). Hold Ctrl Button down on the keyboard to make multiple selections
- Again, please note that it is recommended that you back up your course information regularly and store it on a flash drive, as we will periodically clear the desktop of all files

Export      V	Wizard			×
File Type:	Delimited with	CON	/MA (CSV)	Ŷ
File Con	tents Selection –			
Student Enrollment Info Score Column Info				Export Order
Cour	Course ID ^		Quiz1	Student ID ^
Student ID		Total	Last Name ^	
Last Name		Grade	First Name	
First Name			Quiz1	
Initia	I			Total
Code		$\sim$	× .	Grade
Student ID Format No. of Student ID Digits to be Crossed Out (0-5): Cross from :			0 🗘 O Left O Right	Export Format Option Include quotes Exclude quotes
	Export			Cancel

\*\*Please save documents on a flash drive, or send them to yourself in an email, as documents on the desktop will be deleted periodically.

# Backing Up A Course

The "Course Backup Options" option is located on the course selection screen. With this option, you can create a password to back up your files onto your flash drive. Please note that it is recommended that you back up your course information regularly and store it on a flash drive, as we will periodically clear the desktop of all files.

- Log into ParScore
- On the course selection screen, highlight the course you want to back up and select the "Backup..." option
- o Select yes to confirm
- Here, you have the options to select the location to save the backup, and to protect the backup with a password. Click ok to back up the course

### **Uploading ParScore Grades in CatCourses**

- 1. Grade assignments in ParScore according the standard instructions (using either the F-288-PAR-L or F-289-PAR-L forms)
- 2. Export the data from ParScore into a .csv file (e.g. export.csv)
  - a. Select "Options" in the ParScore Menu and then click on "Export Wizard" and select the following fields: Last Name, Optional1, [Assignment Name] (e.g. Quiz 1, Exam 1, Midterm 1, etc.)

Type: Delimited with CO	MMA (CSV)	
Student Enrollment Info	Score Column Info	Export Order
Phone ^	Quiz1	Last Name
Comment	Total	Optional1 ^
Optional1	Grade	Quiz1
Optional2		
Optional3		v
Ontional/		×
udent ID Format No. of Student ID Digits to be Crossed Out (0-5):	0	Export Format Option Include quotes
Cross from :	● Left ○ Right	<ul> <li>Exclude quotes</li> </ul>

- b. Open the *CatCourses Import File Template\** (please see *The CatCourses Import Format* section below for more information) located on the desktop.
- c. Add an additional column(s) heading with the name of an existing CatCourses Assignment(s), or a new assignment name that you'd like to add into the gradebook. (*Note: If you add a new assignment name, you should check the Assignments tool after you import and move it to the correct group.*)
- d. From the ParScore export.csv file copy the data under the **Last Name** row header and paste it below the **Student** column of the **CatCourses Import File Template**
- e. From the ParScore export.csv file copy the data under the **Optional1** row header and paste it below the **SIS Login ID** column in the *CatCourses Import File Template*
- f. From the ParScore export.csv file copy the data under the **[Assignment Name]** row header and paste it below the **[Assignment Name]** column in the *CatCourses Import File Template*.
- g. Save the document as an .csv file (e.g. import.csv)

- 3. Go to the gradebook for your course in Canvas, and import the .csv file.
  - a. Go to desired course
  - b. Click Grades
  - c. Click Import
  - d. Browse to choose import.csv.
  - e. Click Upload Data

**\*The CatCourses Import Format:** There are currently 5 required columns that must be in your CSV file in this order. They all must contain the following headers, which are case sensitive, but there does not have to be data populated under every column in order to import:

- **Student**: In CatCourses, this contains the student's First Name Last Name. You can leave this blank for the import, or use just a portion of the name in the import. A partial name can come in handy for troubleshooting if there are UCMNetIDs in ParScore that aren't in CatCourses, which is why we recommend adding the last name under Student in the process above.
- **ID**: The student's internal Canvas ID. You can leave this column blank.
- SIS User ID: The student's sourcedid.id from Banner. You can leave this column blank.
- **SIS Login ID**: The student's UCMNetID. Note, these do not have to be in the same order as they are listed in CatCourses.
- Section: You can leave this blank.

\*\*Please feel free to contact <u>ssha.curriculum@ucmerced.edu</u> if you have any questions or concerns. \*\*