

Scantron Machines: Instructions

Scantron Machine 88p+ (Machine #1)

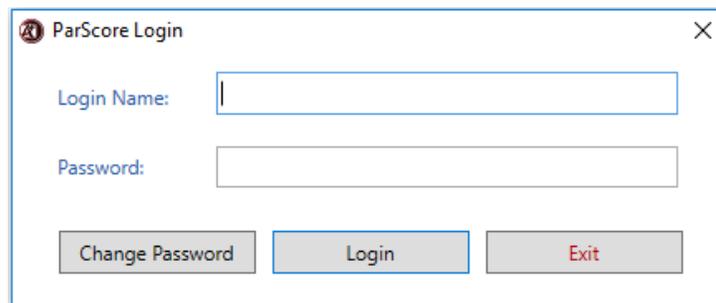
Scantron Form 882-E (Green)

- Step 1 – Mark the answer key
 - 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
 - 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”



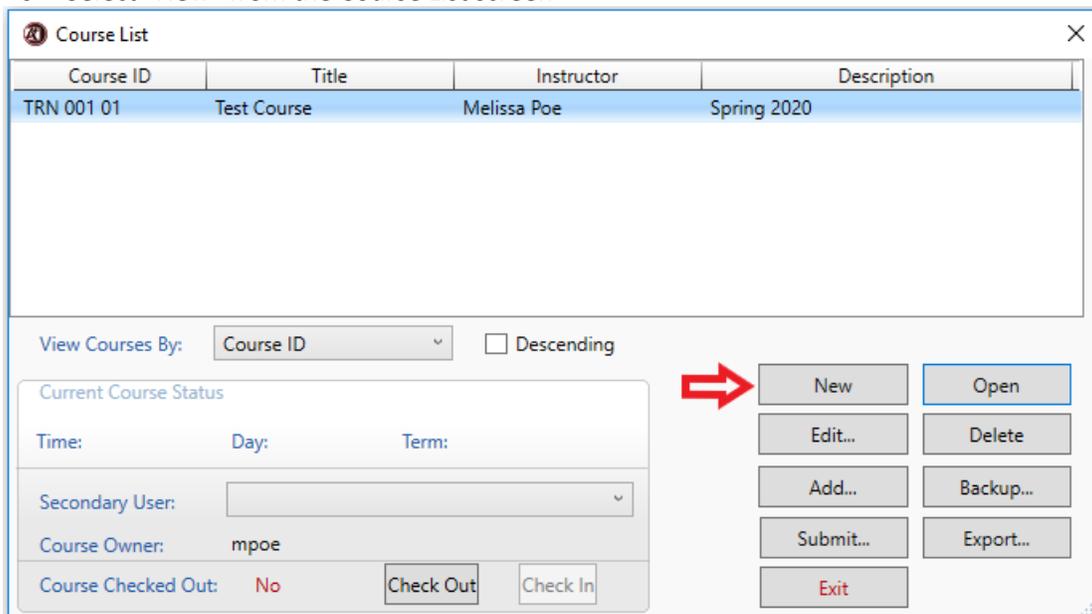
ParScore Login

Login Name:

Password:

Change Password Login Exit

- **Creating A New Course**
 - Select “New” from the Course List screen



Course List

Course ID	Title	Instructor	Description
TRN 001 01	Test Course	Melissa Poe	Spring 2020

View Courses By: Descending

Current Course Status

Time: Day: Term:

Secondary User:

Course Owner: mpoe

Course Checked Out: No

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

Course Setup

Instructor's Name: Time:

Course ID: Day:

Course Title: Term:

Description:

- 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
Sp20 PSY 001 01	Intro to Psychology	SSHA Staff	
TRN 001 01	Test Course	Melissa Poe	Spring 2020

View Courses By: Descending

Current Course Status

Time: Day: Term:

Secondary User:

Course Owner: mpoe

Course Checked Out: No

• **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 Course Attendance Reports Options View Help

Test Course

No. of Students Enrolled:

Roster Criteria Keys Scoring Student

Current Record:

Current Score Status:

Student ID	Last Name	First Name	Initial	Code	Total	Grade
100000000	Garcia	Anna				
111111111	Smith	James				
222222222	Johnson	Mary				
333333333	Williams	John				
444444444	Jones	Patricia				
555555555	Brown	Robert				
666666666	Davis	Jennifer				
777777777	Miller	Michael				
888888888	Wilson	Linda				
999999999	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

Category Order	Category	No. of Columns	Possible Score	Add Subtotal Color
1	Quiz	00	0.00	<input type="checkbox"/>
2	Midt	00	0.00	<input type="checkbox"/>
3	Exam	00	0.00	<input type="checkbox"/>
4	Labs	00	0.00	<input type="checkbox"/>
5	Essy	00	0.00	<input type="checkbox"/>
6	Rept	00	0.00	<input type="checkbox"/>
7	Xtra	00	0.00	<input type="checkbox"/>

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.

- **Student Enrollment**

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 (**Scantron Form F-288-PAR-L**). 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 ssha.curriculum@ucmerced.edu 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.

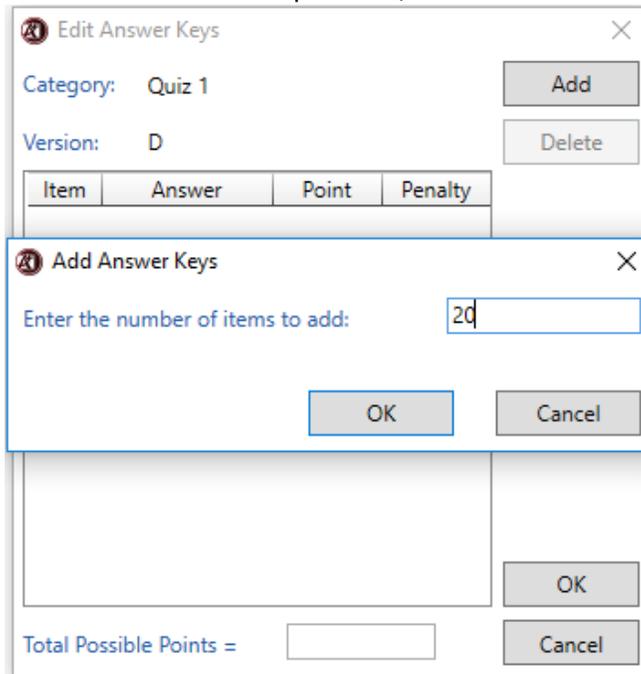
- **Adding the Answer Key**

- Select the “Keys” tab
- Select the Category for the Answer Key you are adding (located on the right-hand side of the screen)

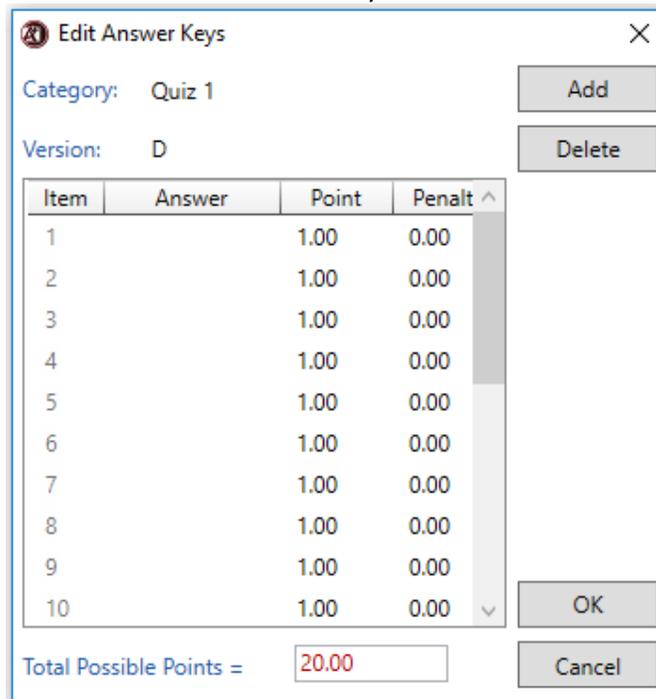
Make sure you have the correct answers and Test Form field (A, B, C, or D) marked. The test form indicates the version of the Answer Key. If you only have one version, be sure that only Version A is selected, and other versions are removed. **Please note: “Subjective Score” is only for essay points. “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; re-check 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

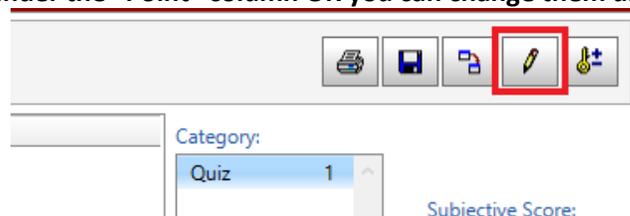
- Entering the Key Manually
 - Select the Category and Version of the key you want to add
 - Select the “Edit Answer Keys” icon in the upper right corner
 - Select “Add”
 - Enter the number of questions, select “OK”



- Enter each answer manually



- **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**



- Select “Apply” when finished

- The new values of each question will appear

No. of Students Enrolled:

Roster Criteria Keys Scoring Student

Show Partial Credits

Item	Answer	Point	Penalty	Bonus
1	A	4.00	0.00	<input type="checkbox"/>
2	B	4.00	0.00	<input type="checkbox"/>
3	C	4.00	0.00	<input type="checkbox"/>
4	D	4.00	0.00	<input type="checkbox"/>
5	A	4.00	0.00	<input type="checkbox"/>
6	C	4.00	0.00	<input type="checkbox"/>
7	E	4.00	0.00	<input type="checkbox"/>
8	D	4.00	0.00	<input type="checkbox"/>
9	C	4.00	0.00	<input type="checkbox"/>
10	B	4.00	0.00	<input type="checkbox"/>

- **Scoring the Tests**

- Select the “Scoring” tab

- 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
- 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**

- Select the “Reports” pull-down menu

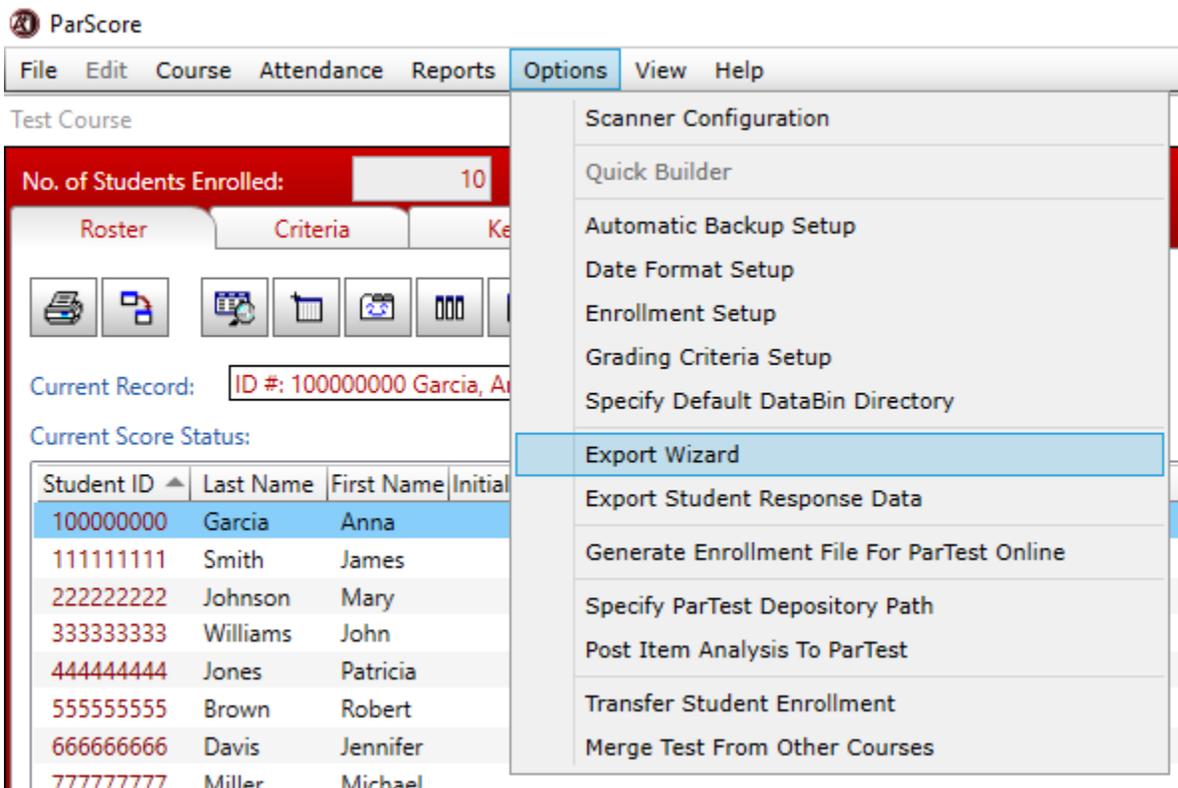
The screenshot shows the ParScore software interface. The menu bar includes File, Edit, Course, Attendance, Reports, Options, View, and Help. The Reports menu is open, displaying a list of report options. In the background, the 'Roster' tab is active, showing a table of student records. The 'Current Record' field displays 'ID #: 10000000'.

Student ID	Last Name	First Name
100000000	Garcia	Anna
111111111	Smith	James
222222222	Johnson	Mary
333333333	Williams	John
444444444	Jones	Patricia
555555555	Brown	Robert
666666666	Davis	Jennifer
777777777	Miller	Michael
888888888	Wilson	Linda
999999999	Anderson	Thomas

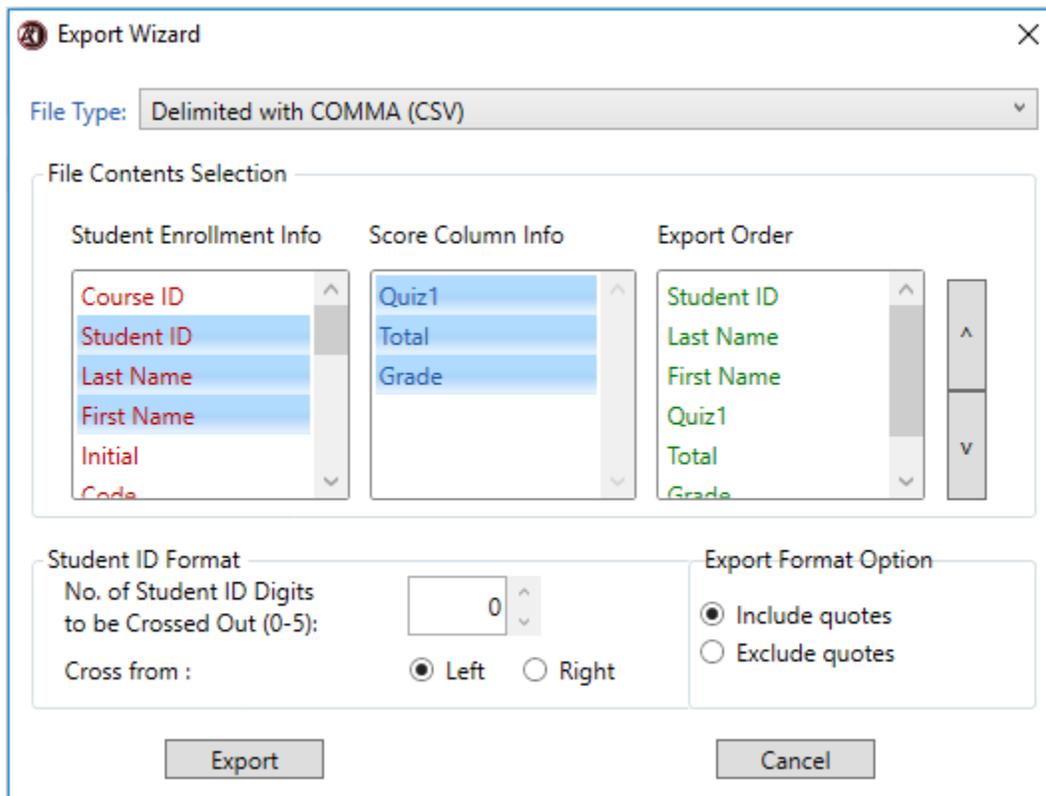
- Select the report(s) you want to print or preview (See documents in COB2 215 for samples of reports)

- **Exporting Test Results**

- Select the “Options” pull-down menu
- Select “Export Wizard”



- 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



**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
- 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.)

- 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 ssha.curriculum@ucmerced.edu if you have any questions or concerns. ****