The Center for Teaching, Learning, & Technology

Instructional Technology Workshops

Scantron: Get Results

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Faculty and Staff Development Programs

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Before you begin

1. You must make sure the software is installed on your computer prior to using the scanner.

Marking the form (95677)

1. If there are multiple versions of the exam:
   a. The **Key ID** portion of the form must be filled out for Answer Key and all student Answer Sheets.

   ![Key ID Image]

   b. The instructor also needs to fill out ‘**# of Keys**’ section in the Answer Key.

   ![Answer Key Info Image]

2. If there is only one version of the exam then the above mentioned sections in the form can be ignored.

3. The instructor needs to fill in **Item Count** in order to tell the scanner how many questions there are in the test. (e.g. 050 for 50)

   ![Item Count Image]

4. The instructor also needs to fill out the **Scoring & Printing Options** as following:

   ![Scoring & Printing Options Image]

   a. Mark **Multiple Answer Scoring** if there are more than one answer to select for a question.

   b. **Correct Answer** will display the Correct Answer if wrong, **Mark X** for wrong answer OR **Total Only** to display total.

   *Note: You can only mark ONE of these options.*
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5. The student can fill out the **Student ID Number** if required by the Instructor.

**STUDENT ID NUMBER**

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21| 22| 23| 24| 25| 26| 27| 28| 29| 30| 31| 32| 33| 34| 35| 36| 37| 38| 39| 40 |
| 41| 42| 43| 44| 45| 46| 47| 48| 49| 50| 51| 52| 53| 54| 55| 56| 57| 58| 59| 60 |

**Loading the answer sheets**

1. If you are using different versions of a test, make sure the proper version is marked on the Answer Key sheet and the student answer sheets.
2. Make sure the correct options under **Scoring and Printing Options** are selected.
3. Place the Answer Key & Answer Sheets on the input tray facing up. The barcode lines must match with that of the scanner. The Answer Key(s) should be the first item(s) in the stack.
4. Adjust the input tray width so that the paper does not tilt while scanning.
5. Press "**Press to Load**" button to make sure the Answer sheets are loaded properly.

**Connecting the hardware (First Time)**

1. Connect the power and USB cable to the scanner.
2. Connect the other end of the USB cable to the computer.
3. Turn on the Scanner and allow the installation of hardware to be completed.
4. On the scanner, **press and hold both buttons** until the **background menu** shows up.
5. Keep pressing **Next** until you get to the **Mode** menu.
   a. Select **Change**.
      i. Change it to **SelfScore** if you would like to print the score on the answer sheets.
      ii. Change it to **OMR Only** if you are using the software to analyze data.
   b. Exit the background menu. The scanner is now in standby mode.

**Using the software**

**Initializing**

1. Open the Remark Classic OMR 4 software. **Start > All Programs > Remark Classic OMR 4 > Remark Classic OMR Data Center.**
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![OMR/Image Scanner Properties dialog box](image)

3. Click on the Auto Detect Scanner button. The software will scan for the scanner, and display the model connected to the computer. Press OK to exit.

4. Go to Tools > OMR Scanner > OMR Scanner Properties. The values should match the following.

![OMR Scanner Properties dialog box](image)

5. Click OK to exit.
Opening a Template

1. Click on the Templates button.

   ![Templates Button](image)

2. Select Open Form Template.

3. Browse to Templates\Scantron\OMR-Image and select the correct template. *(Suggested form template is 95677)*

Reading the form

1. Click on Easy Scan. If prompted, Click OK on the next screen. (If Easy Scan is greyed out then click on Read Wizard.)

   ![Easy Scan Button](image)

2. Without any delay, press Yes for “Perform Test Scoring” on your scanner.

3. After all answer sheets have been fed, go to Tools and select End Read or press the Stop icon next to Easy Scan button. Press the appropriate button on the scanner to finish reading. All of the answer sheets will have printed information and the software will have data imported from the forms.

Working with the data

1. Click on Analysis button to start working with the data.

   ![Analysis Button](image)

2. Click on Easy Grade to bring up Remark Quick Stats window.

   ![Easy Grade Button](image)

3. Click on Reports to generate reports from the test results.

   ![Reports Button](image)

4. Click Display Reports to go to the next step.

5. Depending on the type of report you are interested in, select the appropriate option.
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a. If you would like to generate multiple reports from the data, select Report Batch.

b. To save the report as PDF, select Export Report. To email the PDF, select Email report.

Choosing a benchmark

With the Remark Quick Stats – Easy Grade window still open:

1. Click on Grade Wizard button in the top left corner.

2. In the Getting Started window check the box that says Test contains one or more learning objectives.

3. Select the Learning Objectives option from the left hand side menu.

4. Enter a name for the Learning Objective and click Add.

5. Available Questions is now enabled. Select the question and press the arrows to move them to Learning Objectives section.

6. To define a benchmark, select the box that says Define Benchmark Value and enter the Benchmark percentage.

7. Press Finish to return to Remark Quick Stats window. Depending on whether you want to save the same answer key for later use, you can choose Yes or No.

8. Generate desired report.