

The Center for Teaching, Learning, & Technology

Instructional Technology Workshops



Scantron: Get Results

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Faculty and Staff Development Programs



**Colston Hall Room 226
718-289-5100 ext. 3142**

SCANTRON OPSCAN 4ES / REMARK CLASSIC OMR 4 QUICK GUIDE

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.



A rectangular box with a pink border. At the top, it says "KEY ID" in bold. Below that, there are four circles labeled "A", "B", "C", and "D" in a row.

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



A vertical rectangular box with a pink border. At the top, it says "ANSWER KEY INFO." Below that, it says "# OF KEYS". Underneath, there is a section labeled "ITEM COUNT" with a grid of circles for marking. To the right of the grid, there are four circles labeled "2", "3", and "4".

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)



A vertical rectangular box with a pink border. At the top, it says "ITEM COUNT". Below that, there is a grid of circles for marking, with numbers 0 through 9 in each row.

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



A rectangular box with a pink border. On the left, it says "SCORING & PRINTING OPTIONS:". To the right, there are four radio buttons with labels: "RESCORE", "MULTIPLE ANSWER SCORING", "CORRECT ANSWER", and "MARK X". Below these, there is a label "TOTAL ONLY" and a note "MARK ONLY ONE" in blue.

- 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.

Scantron: Get Results

- The student can fill out the **Student ID Number** if required by the Instructor.

STUDENT ID NUMBER									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

Loading the answer sheets

- 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.
- Make sure the correct options under **Scoring and Printing Options** are selected.
- 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.
- Adjust the input tray width so that the paper does not tilt while scanning.
- Press **“Press to Load”** button to make sure the Answer sheets are loaded properly.

Connecting the hardware (First Time)

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

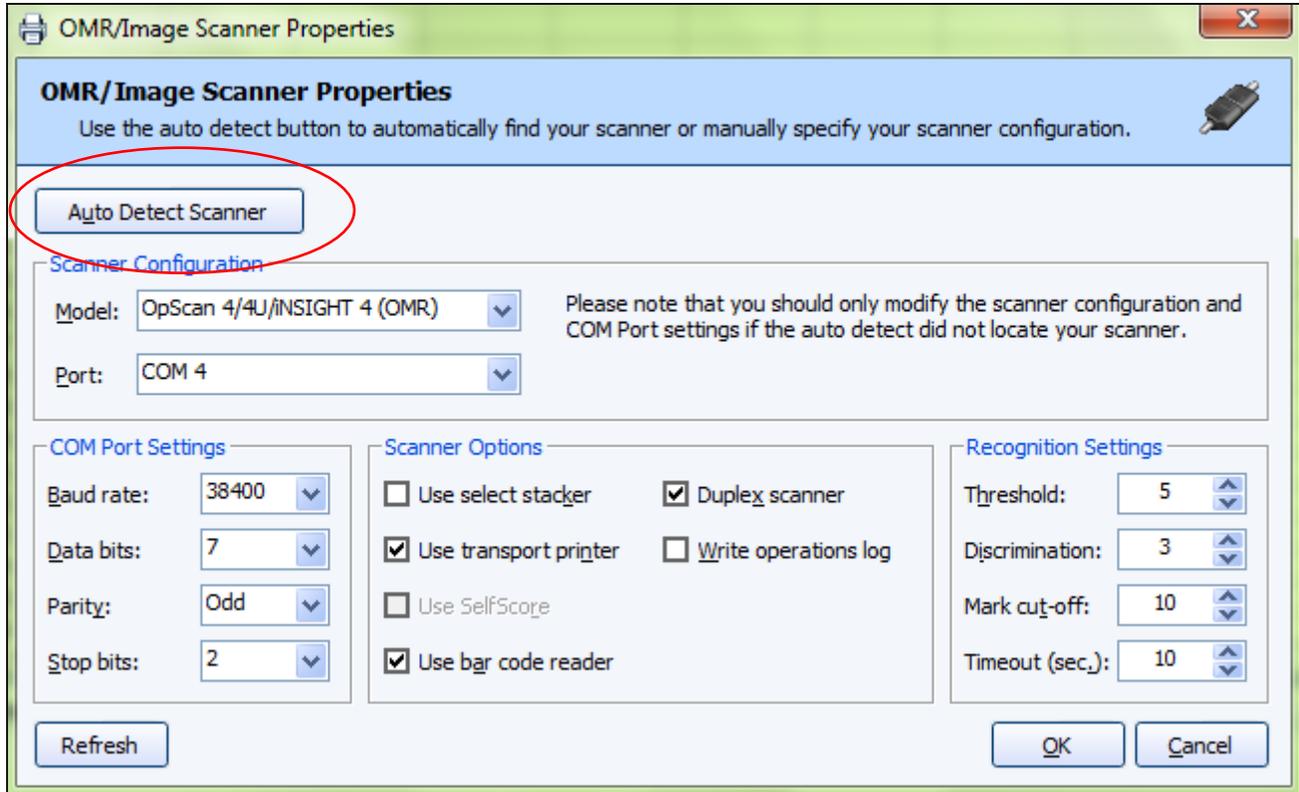
Using the software

Initializing

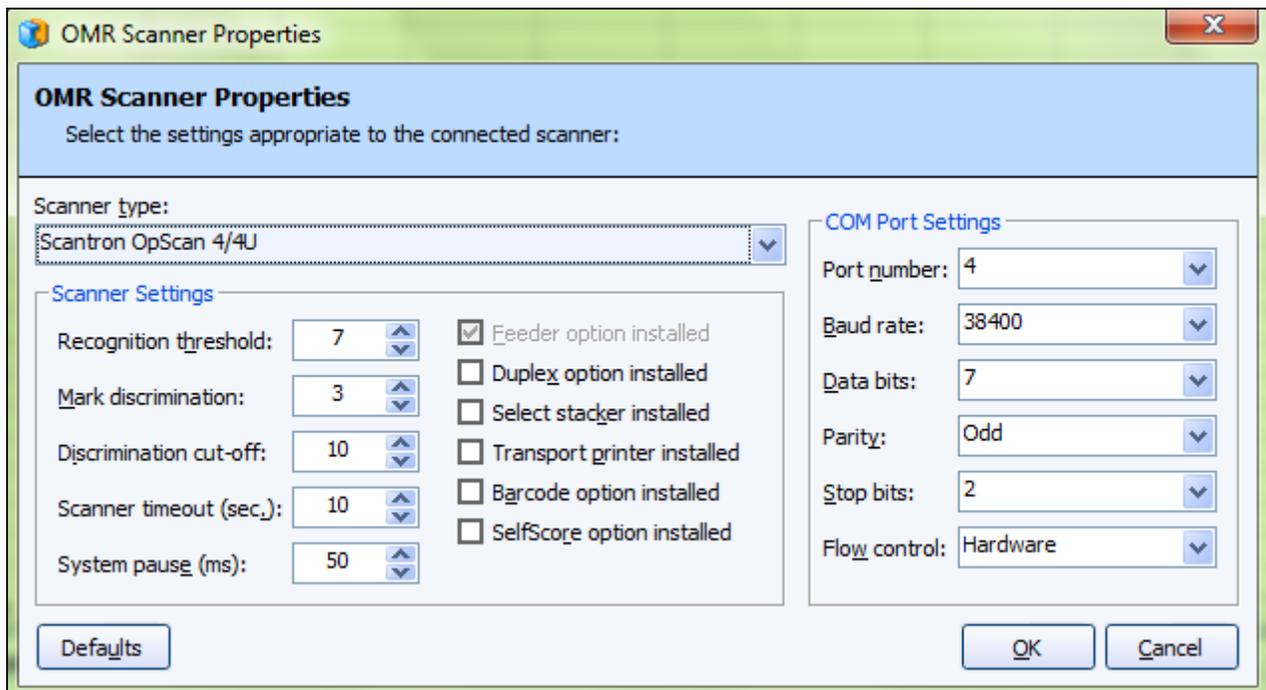
- Open the Remark Classic OMR 4 software. **Start > All Programs > Remark Classic OMR 4 > Remark Classic OMR Data Center.**

Scantron: Get Results

- Go to **Tools > OMR/Image Scanner > OMR/Image Scanner Properties**.



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

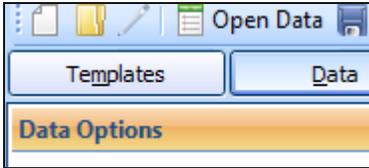


- Click OK to exit.

Scantron: Get Results

Opening a Template

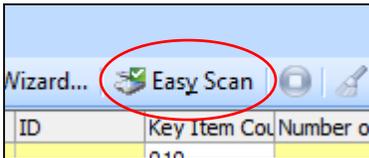
1. Click on the **Templates** button.



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

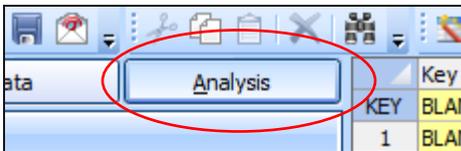
1. Click on **Easy Scan**. If prompted, Click **OK** on the next screen. (If Easy Scan is greyed out then click on **Read Wizard**.)



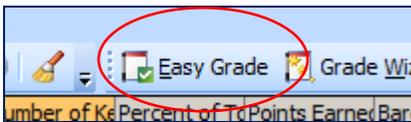
2. Without any delay, press **Yes** for “**Perform Test Scoring**” on your scanner.
3. After all answer sheets have been fed, go to **Tools** and select **End Read** or press the **Stop** icon next to Easy Scan button. Press the appropriate button on the scanner to finish reading. All of the answer sheets will have printed information and the software will have data imported from the forms.

Working with the data

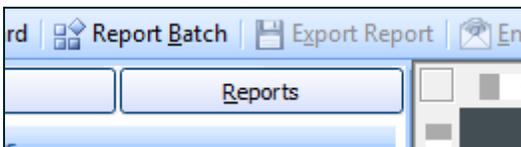
1. Click on **Analysis** button to start working with the data.



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



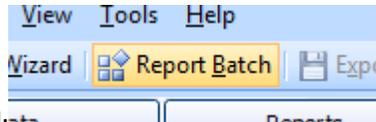
3. Click on **Reports** to generate reports from the test results.



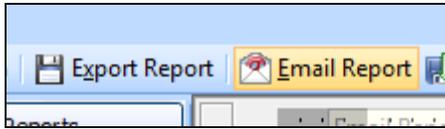
4. Click **Display Reports** to go to the next step.
5. Depending on the type of report you are interested in, select the appropriate option.

Scantron: Get Results

- a. If you would like to generate multiple reports from the data, select **Report**



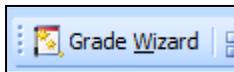
- b. To save the report as PDF, select **Export Report**. To email the PDF, select **Email report**.



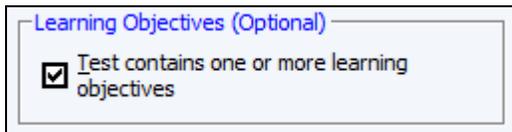
Choosing a benchmark

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

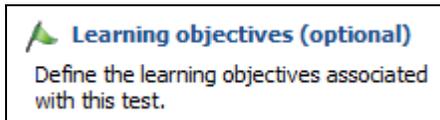
1. Click on **Grade Wizard** button in the top left corner.



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



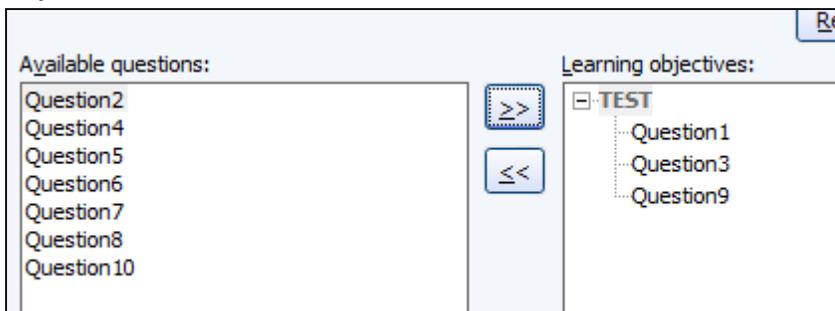
3. Select the **Learning Objectives** option from the left hand side menu.



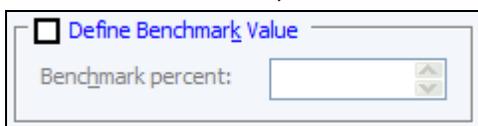
4. Enter a name for the Learning Objective and click **Add**.



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.