Please note that students must fill out an ID number and the test version (A) on the answer sheet (just like the answer key) in order for the forms to be read and graded by the scanner.

(Students should use their Villanova Student IDs and not Social Security numbers.)

At present, only one kind of form can be read by the scanner (ScanMark ES 2260) located in the basement of St. Augustine Center, room 18. They are form number F-17355-PAR-L. The new forms can be ordered from the Scantron Online Store. Villanova University's existing customer number is 00324847. Please use this customer number when ordering forms online.
TO SCAN AND GRADE EXAMS:

1. Turn on the Scanner first, the monitor second and the computer third.

2. Login to the computer at the “ctrl + alt + delete screen” with your VU username and password.

3. Search for and then launch the ParSCORE program using the search feature near the start menu in the lower left.

4. Login to ParSCORE with the credentials provided by CLAS IT (can be different than your LDAP username and password).

5. At the Course List dialog box, hit the “New…” button to create a new course.

Fill in the instructor name, course number, course title, etc. and then hit “OK.”

“Course #” and “Course Title” are required.
6. Once the course has been created, double click on the course in the course list dialog box to open the course.

Under the “Roster” tab, use the match sticks icon (“Create Score Columns”) to create a new score column in the category you want.

For example, add one column to Exam or Quiz or Midt and then choose “Add” (see picture below).

7. Under the “Keys” tab, select the test from the “Category” box.

At this time, you also want to make sure that the “Subjective Score” box is set to “0.”

Make sure that the test form bubble is filled out on the answer key (i.e. test version “A”).

_The students must also have version A filled out for grading to take place._
Place the test key in the scanner and then choose “Scan Keys”

(you can either use the RED END BUTTON on scanner or the “End” button in the ParSCORE interface).

8. Under the “Scoring” tab, highlight the test from the “Category” box. Check off:
   - “Inspect Multiple Marks”
   - “Inspect Omitted Marks”
   - “Auto Enroll.”

To set up the Student ID lengths go to “Options” along the top menu choose “Enrollment Setup” and then choose “Length of Student ID (1…10).”

If you are not using names go to “Options” along the top menu choose “Enrollment Setup” and then choose “Allow for Blank Names.”

9. Place the test forms in the scanner and hit the “Score” button.

(Remember to load tests with black bar code toward you, depress the hopper. After you start the scan process, the scanner will be loading the form styles. When the form styles have finished loading, depress the hopper again at this time to return it to its upright position. The wheels of the feeder will already be turning and this will help cut down on jamming. If the bubble sheets don’t seem to be feeding, make sure that they are pushed as far left in the paper tray as far as possible.)
If the scanner has a read error and it stops scanning, use the **BLUE NUMBER 2 BUTTON** on the scanner to continue.

10. Once all tests have finished scanning, hit the **RED END BUTTON** on scanner or the “End” button in the ParSCORE interface.

11. Go to the Roster tab to verify that the tests have been scanner and grades applied.
   (*Note: If there are no grades under the Roster tab, check for criteria.*)
   Double clicking on categories in the roster will sort the data according to that column.

12. Generate reports at this time (see next page).
   (*Note: Use the “View Score as:” on the right most side under the trash cans to see scores in percents, etc. The way the score is viewed will affect the way reports are generated).*

13. To end the program, close the course and exit. ParSCORE will automatically save.

14. Exit out of ParSCORE completely when finished, turn off the monitor and turn off the scanner.
REPORTS:
To access all of the available report functions within ParSCORE, use “Reports” along the top menu.
(All of these examples are loose guidelines, please experiment with reports as their capability has increased.)

“Reports” →

1. **Roster Report** - (If you just need the grades!) Choose the Category Selection. Under the “Report Layout” tab check off “Print Average Score.”

![Roster Report On Selective Categories](image)

2. **Class Response Report** - Check off “Print Answer Keys” and maybe “Print Student Names.” Hit “Preview” and, if it asks, say “OK” to only first 50 responses.

![Class Response Report On Quiz1 Version A](image)

3. **Item Analysis Report** - select /highlight the test category (Exam 1) and version (Version A). Choose standard or detailed → Preview.

![Standard Item Analysis Report On Quiz1 Version A](image)