# **Scantron Operating Instructions**

## **Getting Started:**

- 1. Remove the cover and turn on the Scantron machine. The ON/OFF switch is located on the back on the machine towards your right.
- 2. Log in to the computer with your Bayboro account credentials

## Loading the Answer Sheets:

- 1. Place your Scranton Form USF #8784 Answer Key on top of the Response Forms and place the stack in the loading tray.
- 2. Align the stack so that the heavy, black vertical marks on the left side of the forms are facing the display on the front of the scantron machine. See the picture below.



3. Place the scantron weight on the left side of the top of the stack. See the picture below.



# Scanning the Answer Key and Response Forms:

1. Open the LXR Test application by double-clicking the icon on the desktop



2. On the left panel, click **Scores** 

🛄 LXRTEST V6.1	
File View Ut	ilities Help
Projects	
Questions	
Tests	
Specs	
Scores	
Grading	
Students	
Headers	
Online	

3. A popup box will appear, Click on **Create a New Score Database**, and click **OK**.



- a. A new popup box will appear, make sure the Save In box at the top says My Documents
  - i. If it says My Documents, click Open and move on to Step B
  - ii. If it does not, click the drop down arrow, and select your name. Select **My Documents** and click **Open**

New Sc	cores	<b>X</b>	Iľ	🛄 New Scores					x
Save in:	]] LXRTEST v6.1	← 🗈 📸 💷 🗕	Ш	Save in: 🚺 N	Narisa Isenberg		-	🗈 💣 🌆 🔻	
Name	I Desktop I Network Libraries	Date modified ^	l	Contacts	Desktop	Downloads	Favorites	Links	^
Derr Derr Derr Derr Derr Derr Derr Derr	Marisa Isenberg Computer Local Disk (C:) Program Files (x86) LXR	10/17/2013 4:24 PM ⊨ 10/18/2013 11:27 10/22/2013 10:14 10/17/2013 4:22 PM ←	l	My	My Music	Mv Pictures	My Videos	Saved Games	Ξ
✓ File name	LXRTEST v6.1 DVD RW Drive (D:) snapsurveys(n)\$ (\web) (N:)	Save	l	Documents File name:	Scores.LXRSco	pres		Open	•
Save as ty	academicattairs(q)\$ (\\usfspfs02) (Q:) ampusadvancement(r)\$ (\\usfspfs02) ampusadvancement(r)\$ (\\usfspfs02) (S:) amputattairs(s)\$ (\\usfspfs02) (S:)	Cancel		Save as type:	Scores (*.LXRS	icores)	•	Cancel	

b. Leave the file name as is and click **Save**.

Save in: My Documents	▾ ⇔ 🗈 💣 💷	
Name	Date modified	Ţ
图 Scores	10/25/2013 9:31 AM	D
<		۴
File name: Scores	Save	

\* Note \* After your first scoring on a scantron computer, you will be asked to replace, click Yes

S Confirm	Save As	
	Scores.LXRScores already exists. Do you want to replace it?	р Т
	Yes	No
•	m	Þ
ile name:	Scores	Save

#### 4. **\*\*Optional Step\*\***

If you <u>do not require students to enter their U#</u>, you <u>need</u> to follow this step.

The 'Scores' box will now appear. Leave this window open and navigate back to the top of your screen and click on: Reader  $\rightarrow$  Reader and Form Set Up  $\rightarrow$  Form Setup Tab

Reader and Form Setup	
Reader Setup Form Setup	
Form Selection: SS-10521 SWT90459 T4887 TRADOC 560	Student ID: C Read from OMR sheet C Automatically assign ID
UPS-2160 USF7909 USF8784	Test Version Number:       C       Read from OMR sheet       C       Assign this version:
Form Description: 200 Questions, 5 Responses, 2 Sides, University of South Florida (R8784-PFI-54321)	Feed from OMR Read from OMR sheet using this field:
	Use current test ID number
	OK Cancel Apply Help

Click Automatically Assign ID in the Student ID box and click OK

5. On the menu bar, navigate to **Reader**  $\rightarrow$  Click **Read Answer Key** 

LXRTEST V6.1 - SCORES									
File Edit Viev	v Select Rea	ader Scor	e Window	Utiliti	ies Hel	р			
Projects Questions Tests Specs Scores Grading Students	SCOF Test(s): Test ID: 0 Heading 1:	Reader a Read Res Read An	nd Form Set sponse Form swer Key X Sile(s):	up s					
Headers	Headers Heading 2:								
Online	S	ID	Student Na	me	Туре	V 0	Ra		

6. The **Read Answer Key Form Box** will now pop up.

Read Answer Key Form	
Receiving Bank:       Browse         Specify a question file to receive the questions we are about to create in the edit box above       C       Open	s k (
Receiving Test: Browse Specify a test file to receive your newly created test items in the edit box above	
Default Objective: ANSWER_KEY Read Form Cancel	

- 7. Click **Browse** next to the **Receiving Bank** box, a pop up will appear, leave the file name the same (**Questions**) and click **Save** 
  - \* Note \* After your first scoring on a scantron computer, you will be asked to replace, click Yes

New Questions			23		0	
Save in: My Documents	•	+ 🗈 💣 📰 →			_	
Name		Date modified	Ту			
ी Questions		10/28/2013 9:38 AM	D			Response
					1:1	
					1:2	
					1:3	
					1:4	
۰ III			P.		1:5	
File name: Questions		Save			1:6	
					1.7	_
Save as type: Question Bank (*.LX	Confirm Save As	ALC: UNK				
	Questi Do you	ons.LXRBank already e 1 want to replace it?	xists.			
			Y	/es	N	•

- 8. Click **Browse** next to the **Receiving Test** box, a pop up will appear, leave the file name the same **(Test)** and click **Save** 
  - \* Note \* After your first scoring on a scantron computer, you will be asked to replace, click Yes

New Test			× 1		0	
Save in: My Documents	•	← 🗈 💣 💷 ▼				
Name		Date modified	Ту			
1 Test		10/30/2013 10:55	D			Response
			- 11		1:1	
			- 11		1:2	
			- 11		1:3	
					1:4	
			•		1:5	
File name: Test		Save			1:6	
Save as type: Test Document (*.LXR	Confirm Save /	As			1.7	
	🛕 Test. Do y	LXRTest already exists ou want to replace it?				
				Yes		No

9. Once your window looks like the picture below, click Read Form

Read Answer Key Form	×
Receiving Bank: C:\Users\misenberg\Documents\Questions.LXRBank	Browse
Specify a question file to receive the questions we are about to create in the edit box above	⊂ Open ● Create
Receiving Test: C:\Users\misenberg\Documents\Test.LXRTest	Browse
Specify a test file to receive your newly created test items in the edit box above	
Default Objective: ANSWER_KEY	
Read Form	Cancel

- 10. Once the Answer key has been read, a popup will let you know have many items have been successfully created. Please make sure this number matches the number of questions you have on your Answer Key, and then click **OK**.
  - a. If the number is incorrect, you need to find which number it did not read, and make the bubble darker by using a No.2 pencil. You must exit the program and start over if it reads the form incorrectly. Please see the 'Scantron Errors' Document attached.



11. The '**Questions'** box and the '**Test'** box have now popped up on your screen, click on the '**Scores**' box to bring that window back to the front

<u>File Edit Vie</u>	Eile <u>Edit View Select Reader Score Window Utilities H</u> elp							
Projects	QUESTIONS							
Questions	🕨 🛤 🗙 🖉 🖉 🚥 🛍 🖛 🎞 👯	<b>Ξψ 🖽 🕴 μ 🗰</b>						
Tests Specs Scores	Navigation:	Selection: C All 40 Type Choices ABC Col 123 Col C Selected 40 Multiple choices single V 5÷ 1÷ 1 ÷						
Grading	Arial • 12 • 🙉 B 🖌 !							
Students	X · · · 1 · · · · 1 · · · · 2 · · · 1 · · · ·							
Headers		Test ID: Test File(s). Form: 0 Date: 10/25/2013						
Online	A.	C:\Users\miserberg\Documents\TestLXRTest     Test Name: Test						
	C. D.	Heading 1:         Items:         40         Students:         0           Heading 2:         Points:         40.00         Selected:         0						
	E	S         ID         Student Name         Type         V         Raw         Pcent         Grade         [7]         C1         C2         C3         C4         C           Image:						
		Response Points						
	TEST TEST	1.2						
		1:3						
	Question Bank(s): C:\Users\misenberg\Documents\Questions.LXF	1.5						
	Question View:	1.6						
	Item C All Selected							
		1:9						
		1:10						
		1:13						
		1:14						
		1:15						
		1:17						
		1:18						
		1:19						

- 12. On the menu bar, Select **Reader** → Click **Read Response Forms** and the reader will now start automatically
  - a. If you selected **Automatically Assign ID**, a popup box will appear, make sure the number '1' is in the box and click **OK**

LXRTEST V6.1	- SCORES	
File Edit View	v Select Reader Score Window Utilities Help	
Projects	Reader and Form Setup	
Questions	Read Response Forms	
	Read Answer Key	
lests	Test(s): Test D: Test File(s)	Assign Student ID
Specs		
Scores		Enter the initial Student ID number to be
Grading	Heading 1:	assigned.
Studente	Heading 2	ID: 1
Students		
Headers	S ID Student Name Type V R	
Online		

13. Once the forms have been read, a popup will appear. If the number of student forms is correct, you are ready to print.



14. To alphabetize your students' names, double-click where it says **Student Name**.

1./ 2X														
I	<b>α ∢ ▶ Ν № ⇔ <mark>X</mark> Ş β</b>													
Γ.	- Test(s):													
	Test ID: Test File(s): Form: 0 Date: 2/ 3/2014													
	1 C:\Users\misenberg\Documents\Test.LXRTest Test Name: Test													
					_									
	Headin	a 1:							Item	s: 🗌	40	:	Studer	nts: [
	Haadin	a 2:							Poir	its: 🗖	40.00		Selecte	ed F
_	neauin	iy 2. j									10.00			
	S	ID	Student Name	Туре	V	Raw	Pcent	Grade	[?]	C1	C2	C3	C4	C!
		000002	ISENBERG, M		0	3.00	7.50		[]					
		000001	PEA, G		0	7.00	17.50							
		000003	WILLIS, R C		0	10.00	25.00		[]					

# Printing

## To Print Percentage Scores:

1. Navigate to File  $\rightarrow$  Print  $\rightarrow$  Score Reports  $\rightarrow$  Click Student Scores

File Edit View Select Reader Score	Window Utilities Help				
New					
Open 🕨	🕅 🗫 🎞 🌾 Xu 💷 🛈 Ef	800			
Close		000			
Close All	NI N Al	40 Type			
Save Ctrl+S Save As		1 40 Multiple choice: single			
Print Setup		▶* <b>♦ X 3 3</b>			
Print	Question Reports				
Report Groups	Test Reports	Test File(s):			
Import	Spec Reports	C:\Users\miser			
Export	Score Reports >	Statistics			
	Grading Table Reports	Student Scores			
Send	Student Reports	Student Mastery			
1 Recent Questions	Header Reports	Student Name Type			

2. Select the **Group Detail** Tab → Click **OK** and the print preview will appear, if this is correct press **Print**.

Print parts:       Output:         ID       Image: Preview         Image: Version       Specify students:         Image: Version       Image: Preview         Image: Version       Image: Preview         Image: Preview       Image: Preview <th>Group Summary Individual Feedback</th> <th>Score Distribution Score Summary Demographics Individual Scores Group Detail</th>	Group Summary Individual Feedback	Score Distribution Score Summary Demographics Individual Scores Group Detail
	Print parts:	Output: Printer Specify students: All students Selected students Margins: Top 0.50 Bottom 0.50 Left 0.50 Right 0.50 Headers

## To Print Statistical Graph:

LXRTEST V6.1 - SCORES			
File Edit View Select Re	ader Score W	/indow Utilities Help	
New Open Close	+   	< 3 0	
Save Save As	Ctrl+S (s	;): C:\Users\misenberg\Docume	Form: 0 Date: 10 ents\Test.LXRTest Test Name: Te
Print Setup	L		Items: 40
Print	۲.	Question Reports	Points: 40.00
Report Groups		Test Reports Spec Reports	Pcent Grade [?] C1 C2 C
Export		Score Reports	Statistics
Send		Grading Table Reports Student Reports	Student Scores Student Mastery
1 Recent Questions	+	Header Reports	
2 Recent Tests			

1. Navigate to File  $\rightarrow$  Print  $\rightarrow$  Score Reports  $\rightarrow$  Click Statistics

2. Select the **Test Statistics** Tab → Click **OK** and the print preview will appear, if this is correct press **Print**.

Score Statistic Reports	Fast 1	×
Score Description Item St	atistics Test Statistics	
Frequency: Points Percent	Output: Preview Printer Specify students: All students Selected student: Margins:	
E () / ()	Top         0.50           Bottom         0.50           Left         0.50           Right         0.50	
		Headers
	OK Cancel	Apply Help

## To Print Item Statistics:

File	Edit	View	Select	Reader	Score	Window	/ Utilities	Help				
	New				•	1						
	Open				+	l in a	- III X8	Σuti (ē)	ta 🕕	888		
	Close						÷ 14 **	همگا ❤`	1 30	000		
	Close All							N De C	Selection: - All Selecte	s.d	40 Type	
	Save				tri+5		-	1	Colored	20 4 - 1	Multiple choic	e: single 📃 🤻
	Save As											
	Print S	etup				<b>-</b> 2	BZ		( N N	կ 🕨	* 🗢 🗙 🌫 😅	
	Print				•	Qu	uestion Rep	orts		⊢		
	Report	t Group	s			Te	st Reports				Test File(s):	
	Impor	t			Spec Reports		r		C.	Ulsers\miseqb		
	Export				ore Reports		+		Statistics	E I		
				Grading Table Reports				Student Scores				
	Send					St	udent Repo	rts			Student Mastery.	. [
	1 Rece	nt Que	stions		×	He	eader Repor	ts	,		Student Name	Туре

1. Navigate to File  $\rightarrow$  Print  $\rightarrow$  Score Reports  $\rightarrow$  Click Statistics

2. Select the **Item Statistics** tab and uncheck 'Response Time' and 'Admins' then click **OK**. The print preview will now appear, if it is correct, press **Print**.

Score Statistic Reports	
Score Description Item Statistics Print parts:	Test Statistics          Output:          • Preview             • Printer           Specify students:             • All students           Selected students             • Selected students           Selected students             Margins:           O.50          Bottom          0.50          Right          0.50          Headers
ОК	Cancel Apply Help

#### Export to Excel

1. Navigate to File  $\rightarrow$  Select Export

File	Edit	View	Select	Reader	Score
	New				+
	Open				•
	Close				
	Close	All			
	Save			(	Ctrl+S
	Save A	\s			
	Print S	Setup			
	Print				•
	Repor	t Group	s		
	Impor	t			
	Export				
	Send				

2. Verify that 'No Template' is selected and click Next



3. Select Scores in the 'File Type' box and Merge in the 'Format' box and click Next

File Type/Format		x
Export File Type: Questions Tests Test Specifications Scores Grading Table Students Headers Online	Type Description: This wizard will lead you through the steps needed to export data from an existing LXRTEST scores file.	
Format: Native Merce Gradebook	Format Description: This file format is a specially organized ASCII text file. Merge format provides an ordered method of mapping data to various fields within the LXRTEST. Thus, merge format must conform to strict formatting requirements. See the Appendix for Merge Field Names.	
Cancel	< Back Next > Finish	

4. Leave the 'Source' as is. Select **Browse** next to the 'Destination' box to select where you would like to save the exported file.

Files	×
Export	
- Source:	
C:\Users\misenberg\Documents\Scores.LXRScores Browse	
ODBC	
This file specifies the data source to be exported in Merge format	
Detienting	
rs\Administrator\Documents\LXRData\EXPORT Scores.LXRMerge Browse.	
This file will contain the results of your Merge export from the source	
file specified above	
63	
Cancel < Back Next > Finish	

5. Once you click **Browse**, a pop up box will appear.

Save As				x
Save in: 📃 I	Desktop 💌 🗲 🖡	<b>نے</b> 🖻		
Lib Sys	raries tem Folder			•
Ma Sys	<b>risa Isenberg</b> tem Folder			
	mputer			-
File name:			Save	
Save as type:	Text Merge (*.LXRMerge;*.mrg)		Cancel	

#### a. Email the exported file:

- i. Make sure the 'Save in' box says 'Desktop' then click Save
- ii. The exported file will be located on the desktop. You can open your USF email using Internet explorer or Firefox and email yourself the file.
- \*\* If you do not need to save to your flash drive, please move on to Step 6 \*\*

#### b. Save exported file to a flash drive:

- i. Insert your flash drive into the front slot of the computer if you have not already
- ii. Click the drop down arrow next to the 'Save in' box and select your flash drive from the list



iii. Name your file and click Save

Save As	×	
Save in: Lexar (E:)	← 🗈 📸 🖬 -	
Name	Date modified	т
January EZStart	4/17/2013 8:17 PM	Fi
🕌 win7-10.0.0.251-whql	9/23/2013 1:02 PM F	Fi
•	•	
File name: ENC 1101 Test Scores	<u>S</u> ave	
Save as type: Text Merge (*.LXRMerge;*.mrg)	▼ Cancel	

6. Once you have selected your destination, click Next

Files	×
Source: C:\Users\misenberg\Documents\Scores_LXBScores	
This file specifies the data source to be exported in Merge format	
Destination: E:\ENC 1101 Test Scores.LXRMerge	
This file will contain the results of your Merge export from the source file specified above	
Cancel < <u>B</u> ack <u>N</u> ext > Finish	

#### 7. Click Next

Merge/Text Controls	×
Export	
Field delimiter: Tab	
Record delimiter: Return/LineFeed	
Include merge header line	
Cancel < <u>B</u> ack <u>N</u> ext > Finish	

8. Select the fields you would like to export by highlighting the field and clicking the **Right Arrow**. If you would like to export **all fields**, click the **All** button, then select **Next** 

Fields Export	×
Choose fields and order: Output field(s): Student ID Student Name Type Code 1 Code 2 Code 3 Code 4 Code 5 Code 6	THE
Display valid short field names	
Cancel < <u>B</u> ack <u>N</u> ext > Finish	

## 9. Click Finish

Finish	x
Export	
Click Finish to proceed. Click Cancel to abort.	
Cancel	

10. The following message will appear:



11. You can now open the exported file using Microsoft Excel

# **Common Errors**

1. If you receive the message below, your Response form would have popped out to the right side of the Scantron machine. Take that form and place it back on the top of your stack of unread response forms and click **OK** 

