

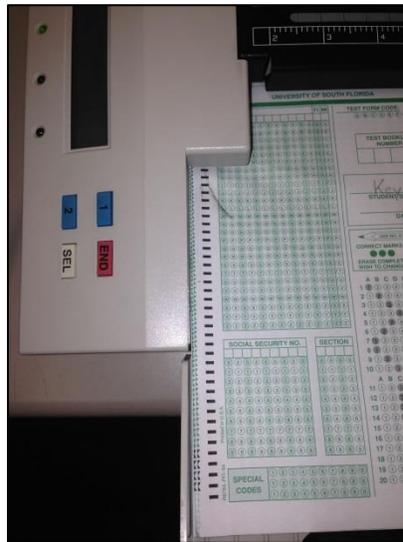
# Scantron Operating Instructions

## Getting Started:

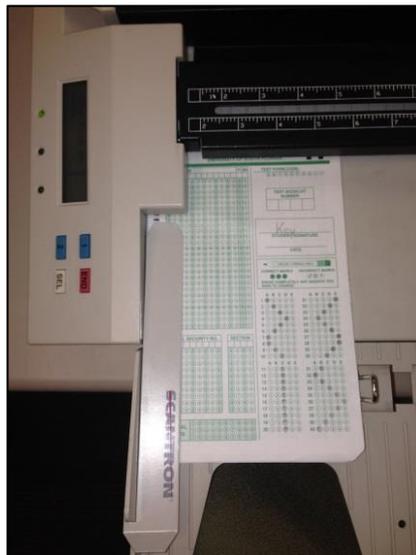
1. Remove the cover and turn on the Scantron machine. The ON/OFF switch is located on the back on the machine towards your right.
2. Log in to the computer with your Bayboro account credentials

## Loading the Answer Sheets:

1. Place your Scantron 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.

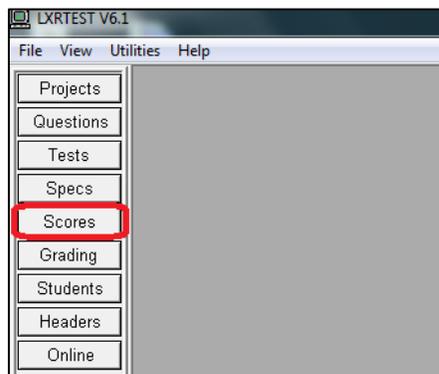


## Scanning the Answer Key and Response Forms:

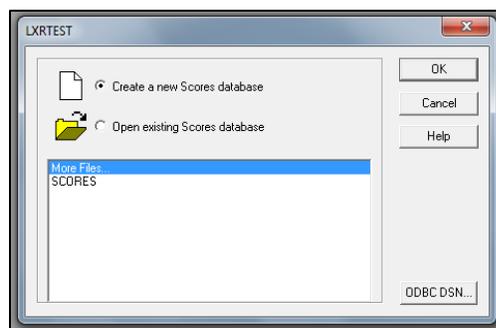
1. Open the LXR Test application by double-clicking the icon on the desktop



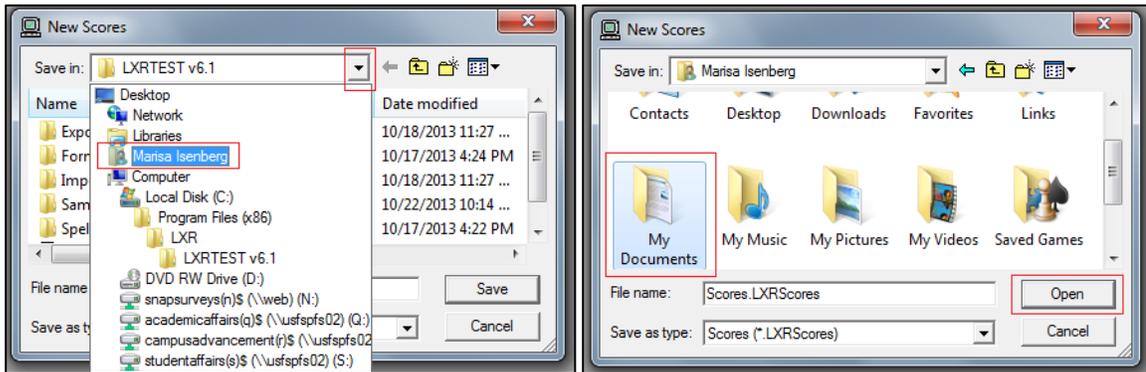
2. On the left panel, click **Scores**



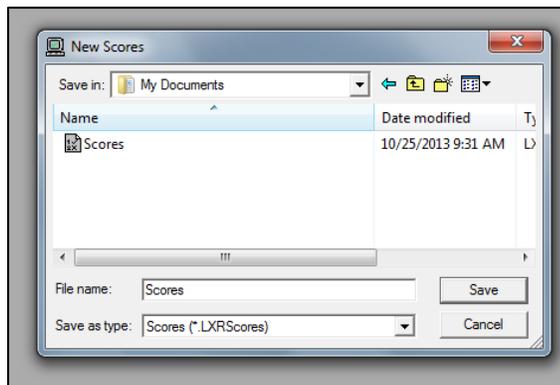
3. A popup box will appear, Click on **Create a New Score Database**, and click **OK**.



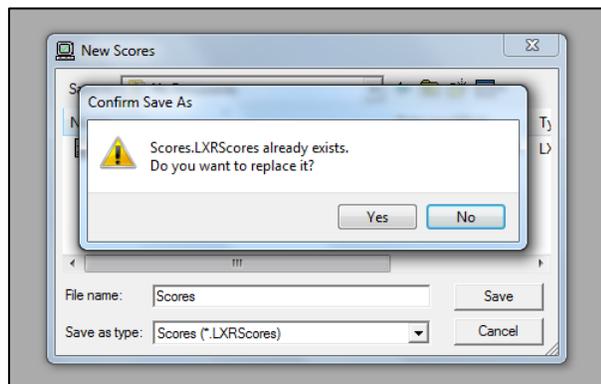
- a. A new popup box will appear, make sure the **Save In** box at the top says **My Documents**
- If it says **My Documents**, click **Open** and move on to **Step B**
  - If it does not, click the drop down arrow, and select your name. Select **My Documents** and click **Open**



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



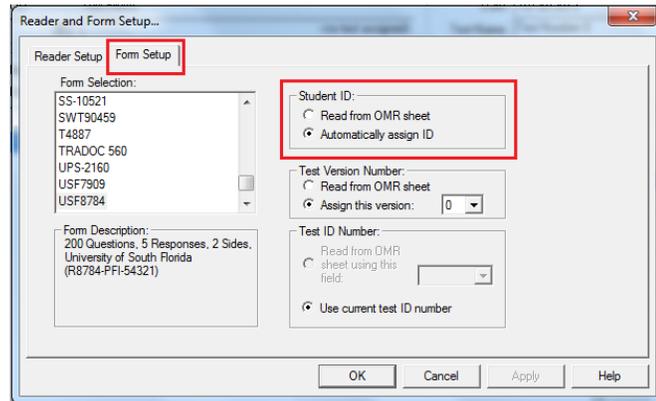
**\* Note \*** After your first scoring on a scantron computer, you will be asked to replace, click **Yes**



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

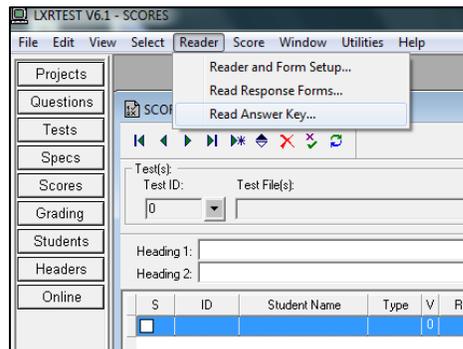
If you **do not require** students to enter their U#, you **need** to follow this step.

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

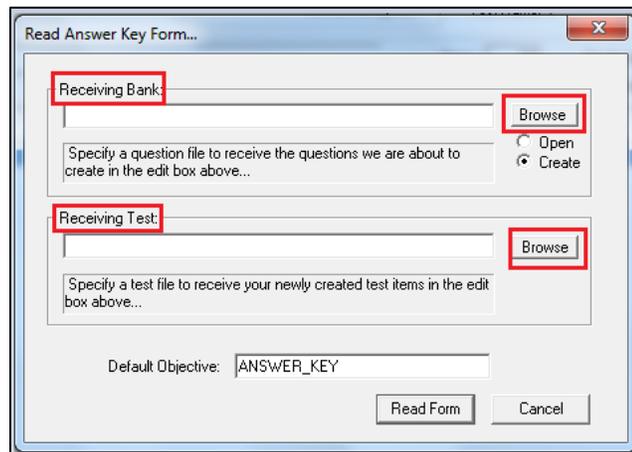


Click **Automatically Assign ID** in the **Student ID** box and click **OK**

5. On the menu bar, navigate to **Reader → Click Read Answer Key**

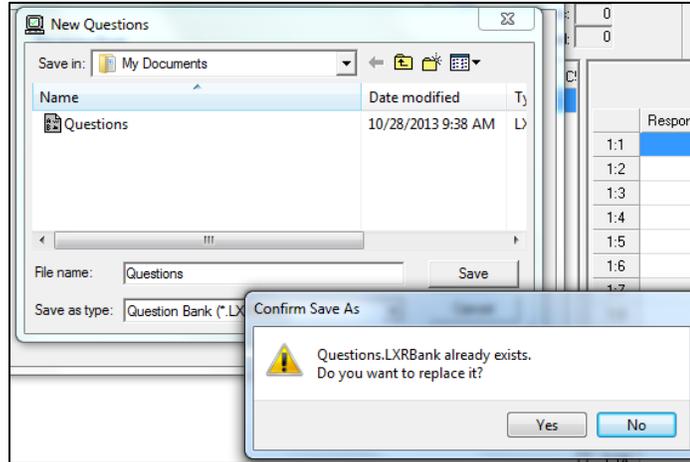


6. The **Read Answer Key Form Box** will now pop up.



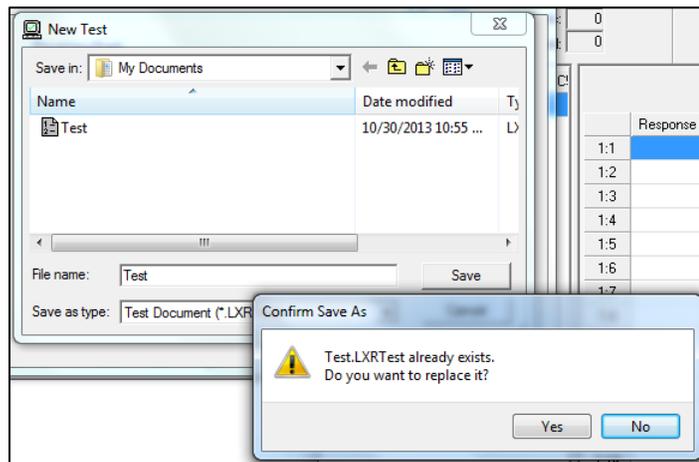
- Click **Browse** next to the **Receiving Bank** box, a pop up will appear, leave the file name the same (**Questions**) and click **Save**

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

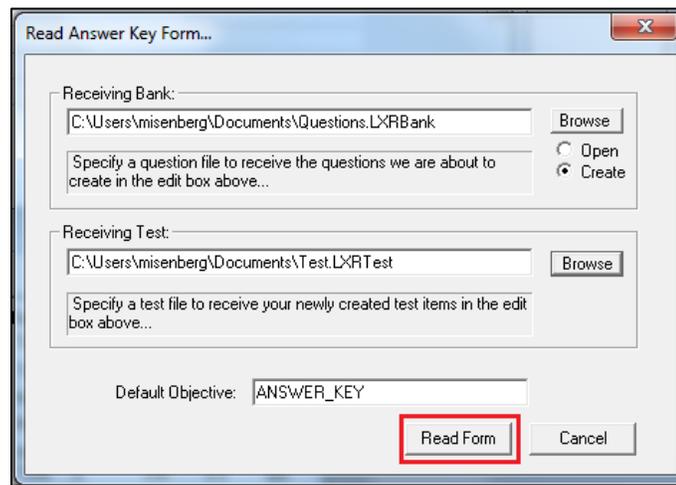


- Click **Browse** next to the **Receiving Test** box, a pop up will appear, leave the file name the same (**Test**) and click **Save**

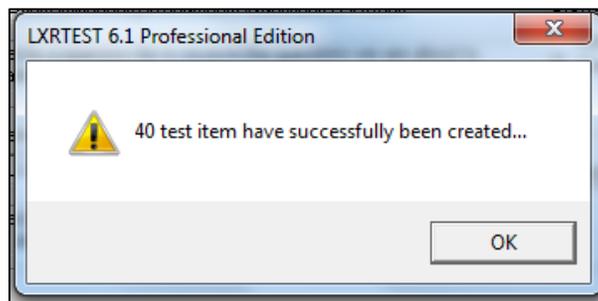
\* **Note** \* After your first scoring on a scantron computer, you will be asked to replace, click **Yes**



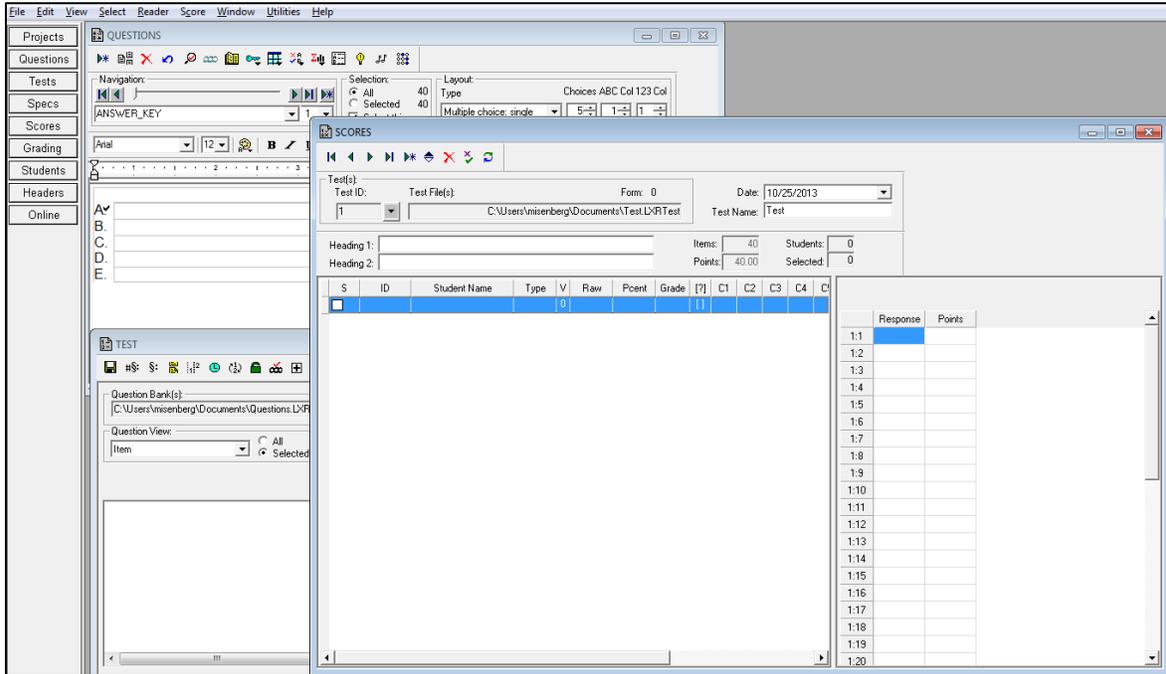
9. Once your window looks like the picture below, click **Read Form**



10. Once the Answer key has been read, a popup will let you know how 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.

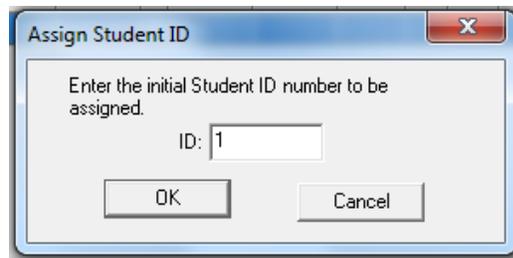
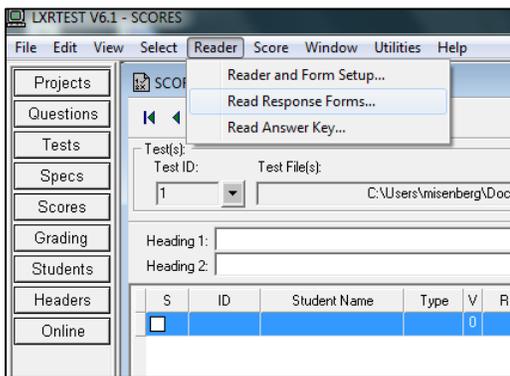


11. The 'Questions' box and the 'Test' box have now popped up on your screen, click on the 'Scores' box to bring that window back to the front

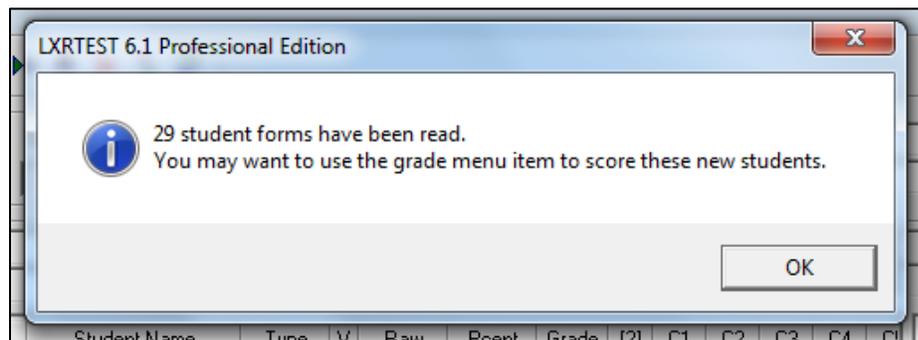


12. On the menu bar, Select **Reader** → Click **Read Response Forms** and the reader will now start automatically

- a. If you selected **Automatically Assign ID**, a popup box will appear, make sure the number '1' is in the box and click **OK**



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



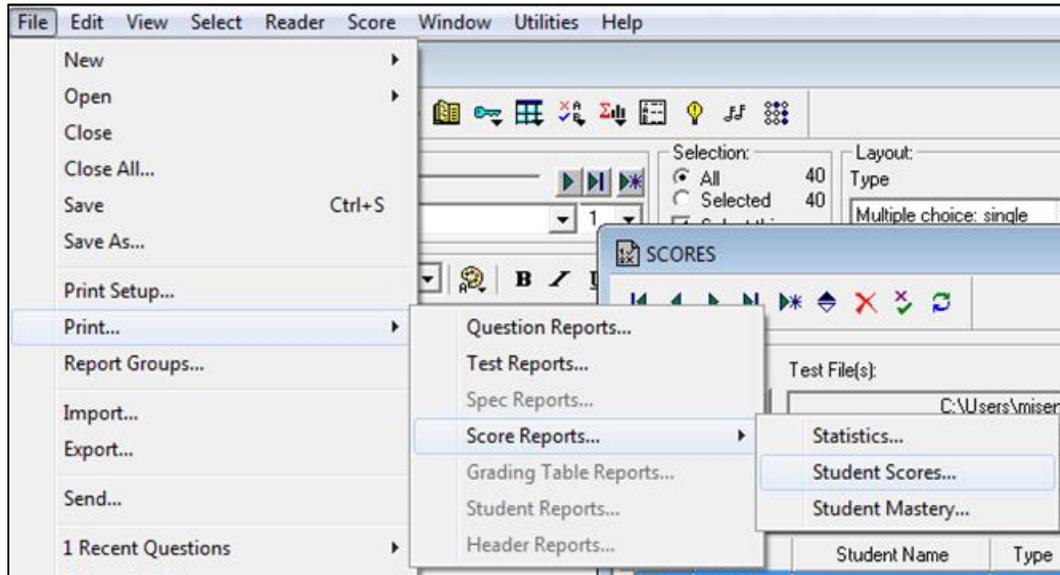
14. To alphabetize your students' names, double-click where it says **Student Name**.

A screenshot of the "SCORES.LXRSCORES" application interface. The window title is "SCORES.LXRSCORES". Below the title bar is a toolbar with various navigation icons. The main area contains several input fields and a table. The "Test(s):" section includes "Test ID:" (value: 1), "Test File(s):" (value: C:\Users\misenberg\Documents\Test.LXRTest), "Form:" (value: 0), "Date:" (value: 2/ 3/2014), and "Test Name:" (value: Test). Below this are "Heading 1:" and "Heading 2:" fields, and "Items:" (value: 40) and "Points:" (value: 40.00) fields. The table below has columns: S, ID, Student Name, Type, V, Raw, Pcent, Grade, [?], C1, C2, C3, C4, C5. The "Student Name" column header is highlighted with a red box. The first row of data is highlighted in blue and contains: S: [checkbox], ID: 000002, Student Name: ISENBERG, M, Type: [blank], V: 0, Raw: 3.00, Pcent: 7.50, Grade: [blank], [?]: [ ], C1: [blank], C2: [blank], C3: [blank], C4: [blank], C5: [blank]. The second row contains: S: [checkbox], ID: 000001, Student Name: PEA, G, Type: [blank], V: 0, Raw: 7.00, Pcent: 17.50, Grade: [blank], [?]: [ ], C1: [blank], C2: [blank], C3: [blank], C4: [blank], C5: [blank]. The third row contains: S: [checkbox], ID: 000003, Student Name: WILLIS, R C, Type: [blank], V: 0, Raw: 10.00, Pcent: 25.00, Grade: [blank], [?]: [ ], C1: [blank], C2: [blank], C3: [blank], C4: [blank], C5: [blank].

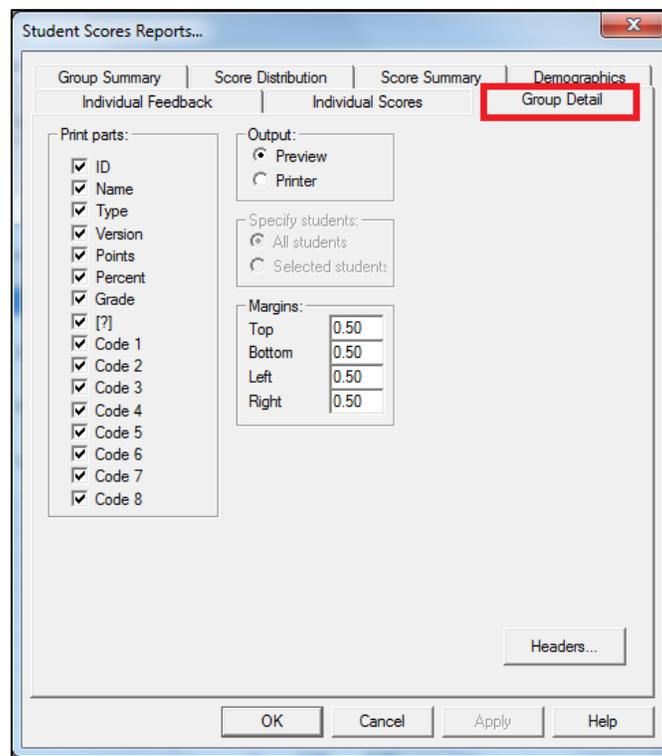
## Printing

To Print Percentage Scores:

1. Navigate to **File** → **Print** → **Score Reports** → Click **Student Scores**

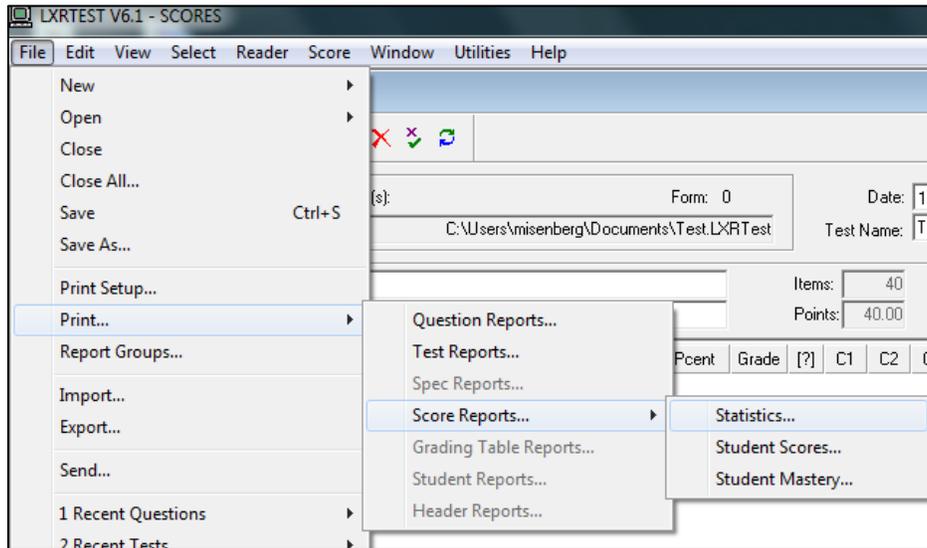


2. Select the **Group Detail** Tab → Click **OK** and the print preview will appear, if this is correct press **Print**.

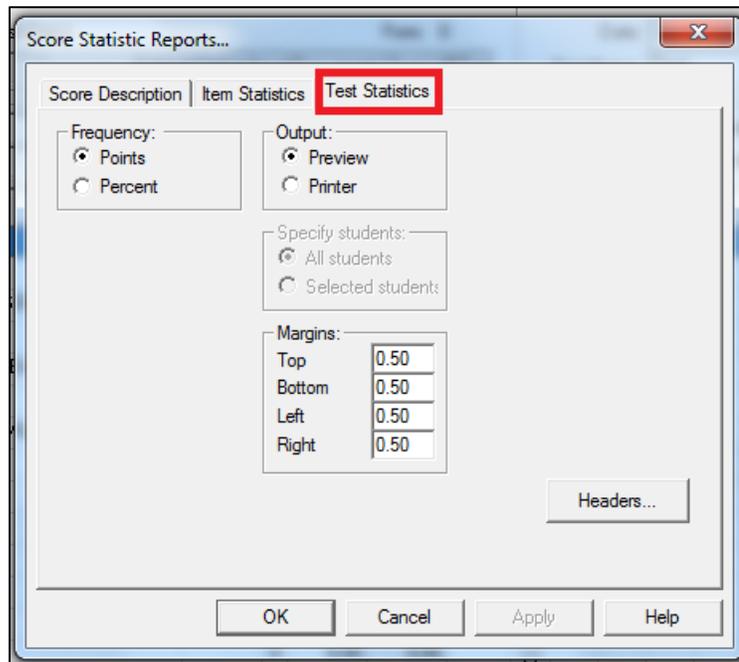


To Print Statistical Graph:

1. Navigate to **File** → **Print** → **Score Reports** → Click **Statistics**

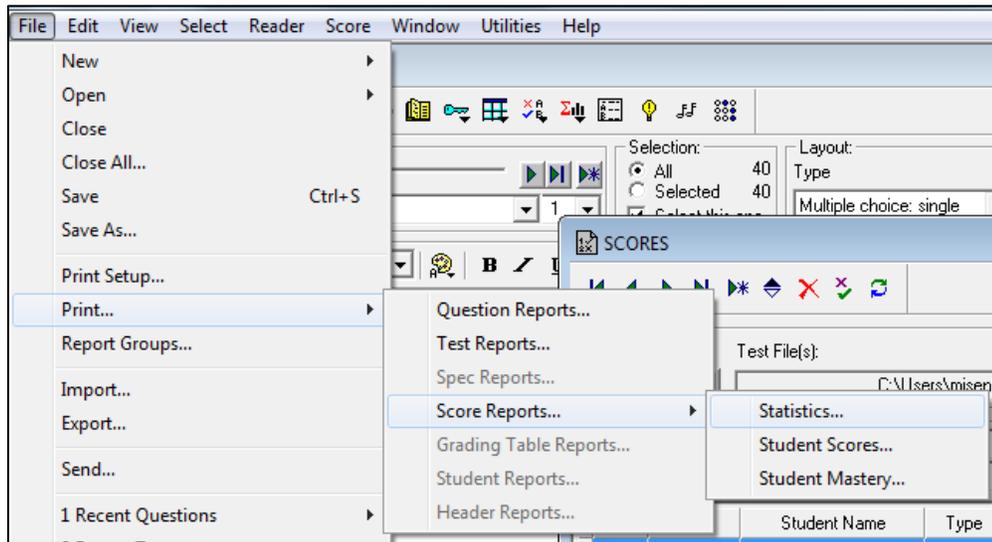


2. Select the **Test Statistics** Tab → Click **OK** and the print preview will appear, if this is correct press **Print**.

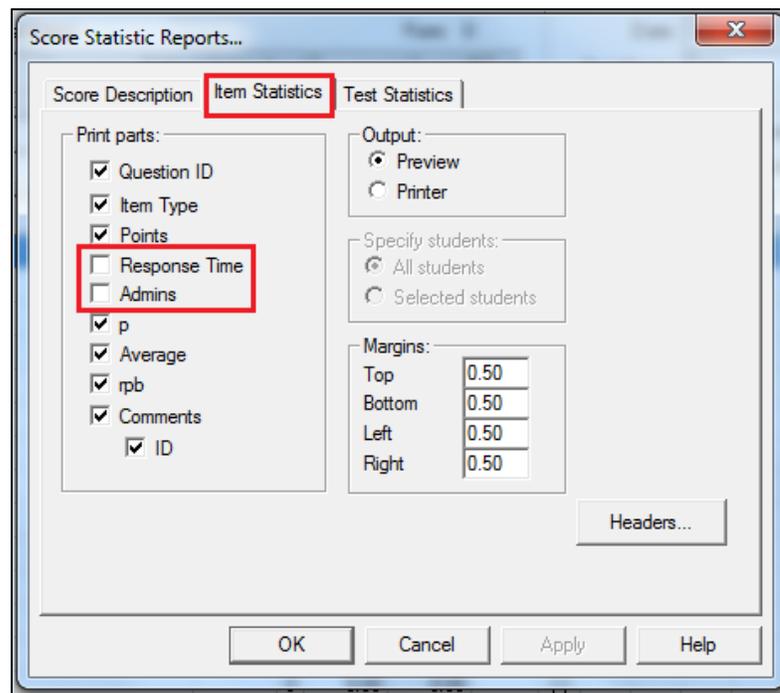


To Print Item Statistics:

1. Navigate to **File** → **Print** → **Score Reports** → Click **Statistics**

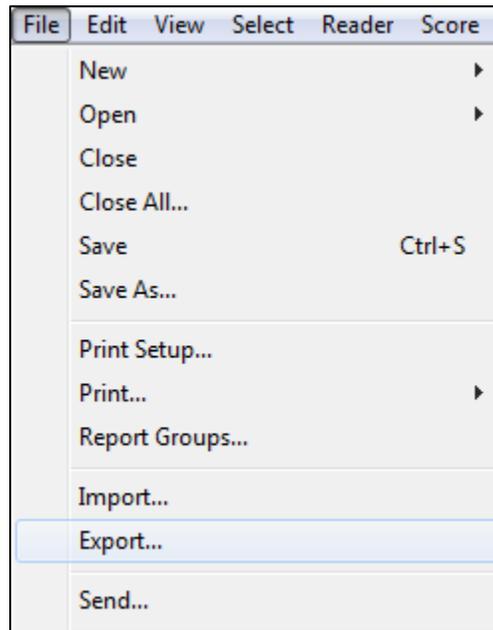


2. Select the **Item Statistics** tab and uncheck 'Response Time' and 'Admins' then click **OK**. The print preview will now appear, if it is correct, press **Print**.

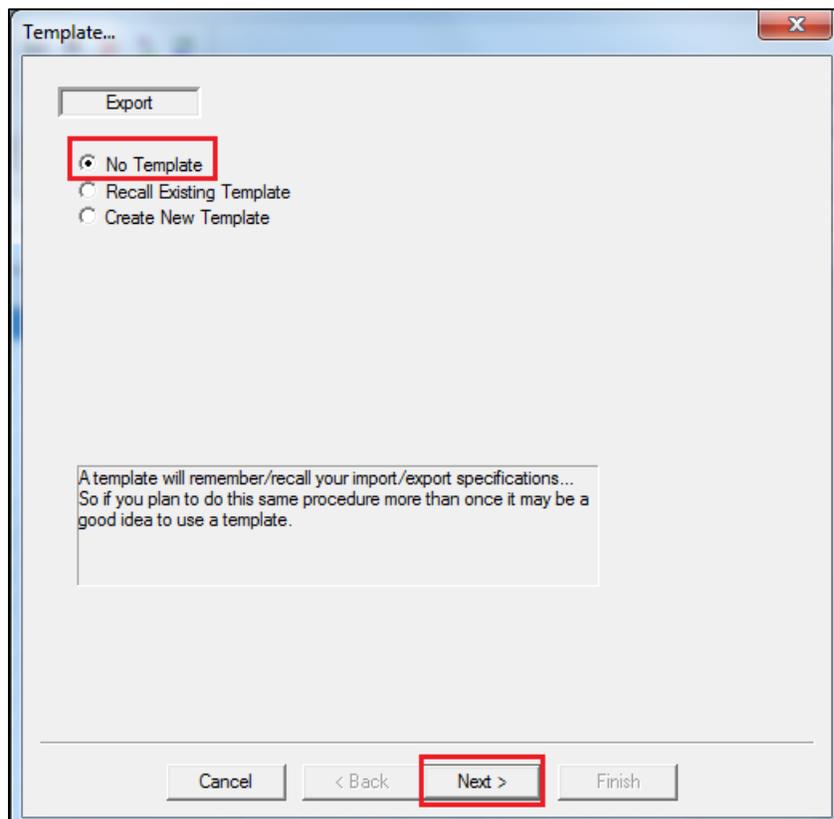


## Export to Excel

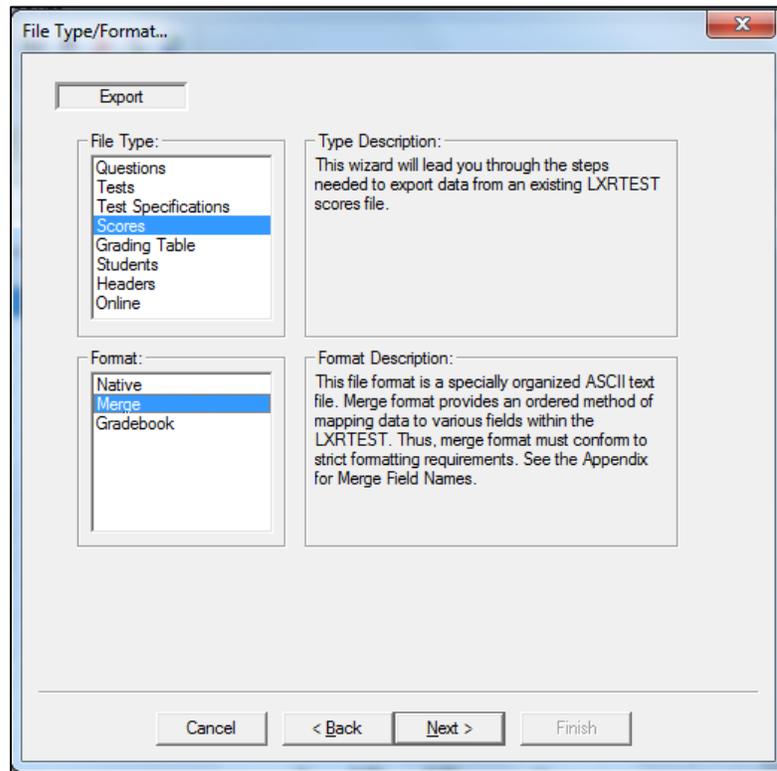
1. Navigate to **File** → Select **Export**



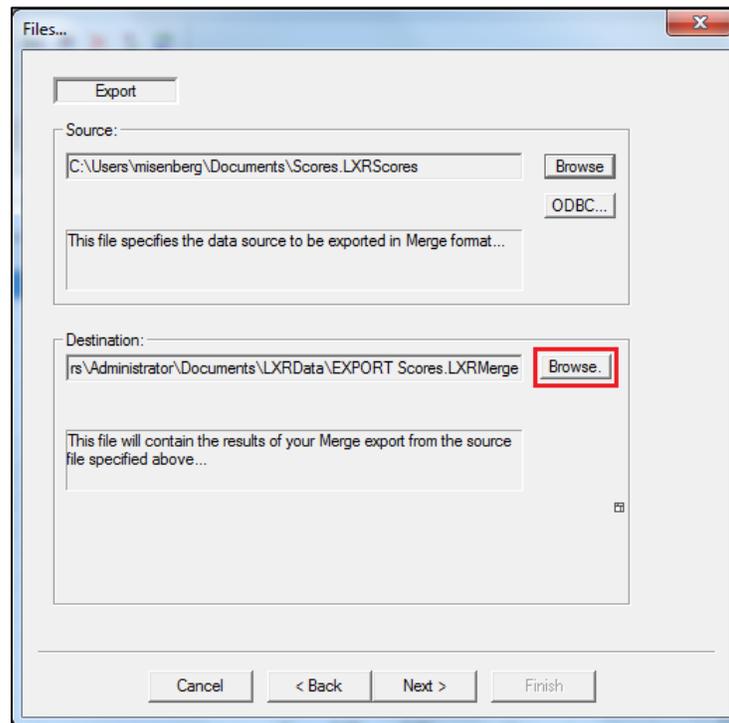
2. Verify that 'No Template' is selected and click **Next**



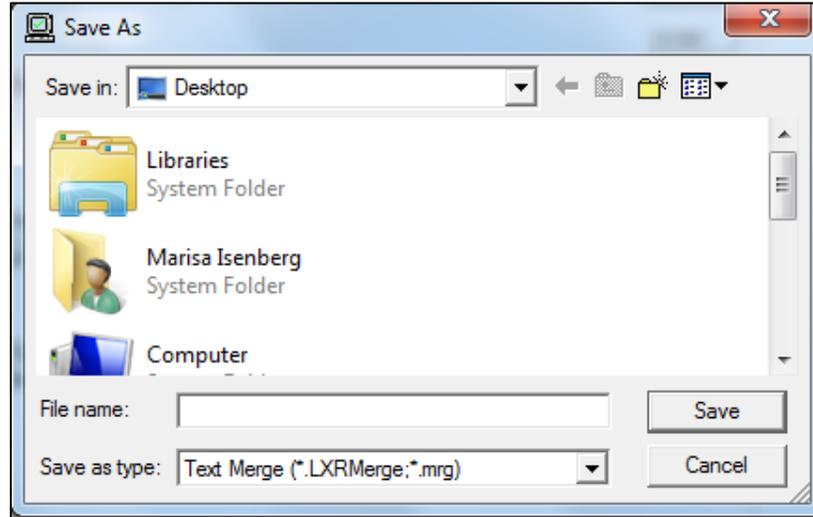
3. Select **Scores** in the 'File Type' box and **Merge** in the 'Format' box and click **Next**



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



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



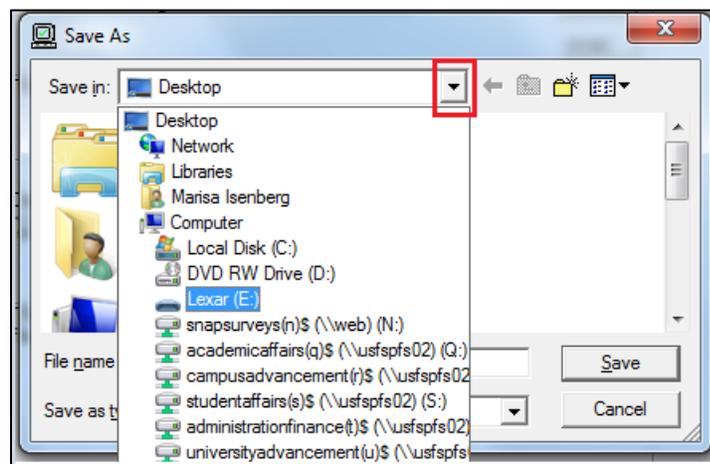
a. **Email the exported file:**

- 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.

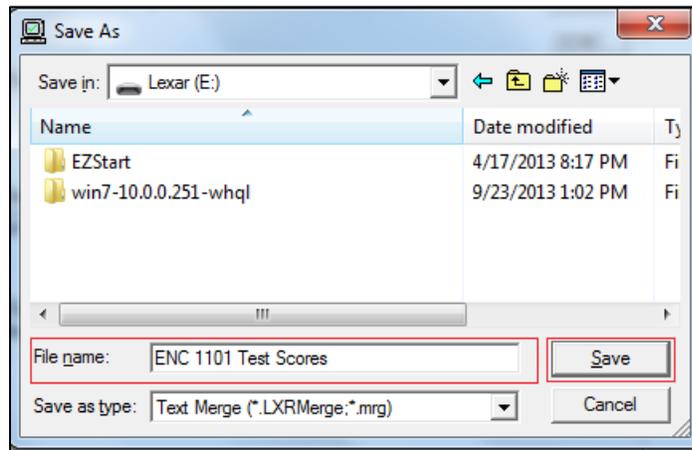
**\*\* If you do not need to save to your flash drive, please move on to Step 6 \*\***

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

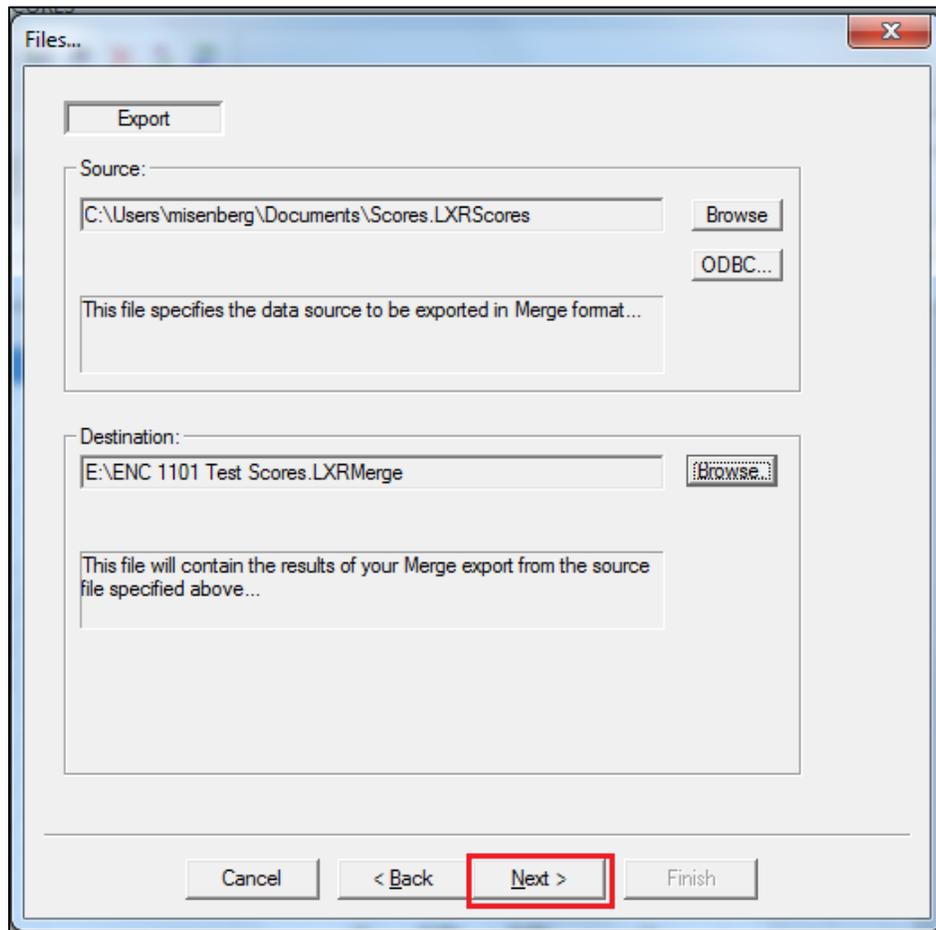
- i. Insert your flash drive into the front slot of the computer if you have not already
- ii. Click the drop down arrow next to the 'Save in' box and select your flash drive from the list



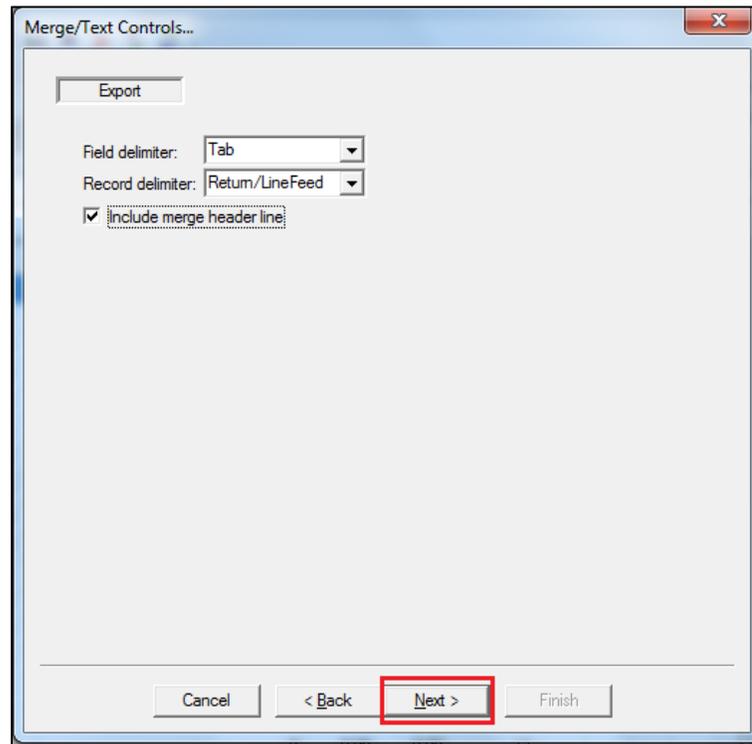
iii. Name your file and click **Save**



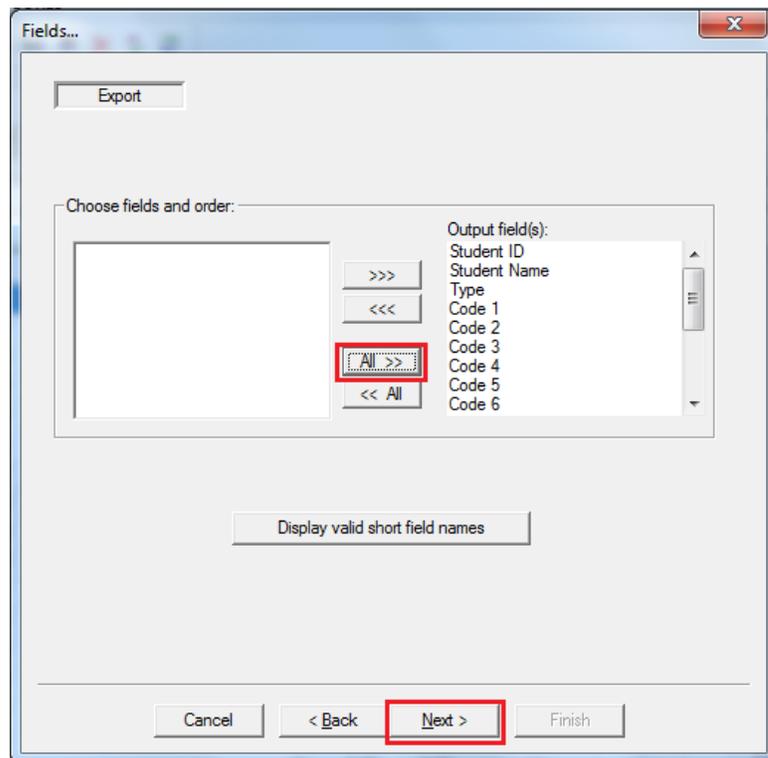
6. Once you have selected your destination, click **Next**



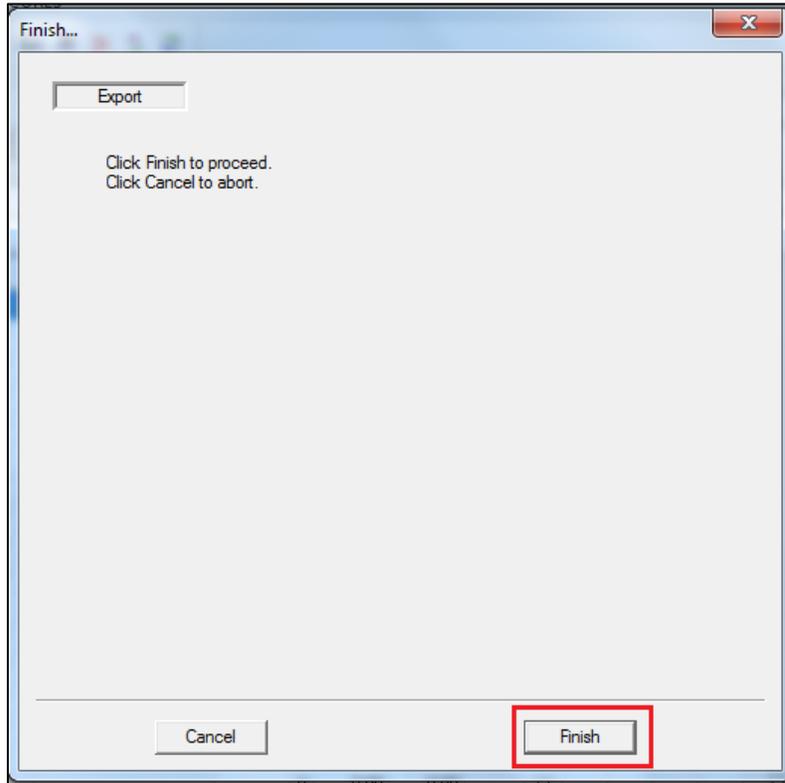
7. Click **Next**



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**



9. Click **Finish**



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**

