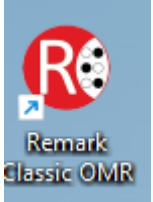# Scantron Directions

Bubble Sheets

- Use one of the bubble sheets as the Answer Key.
    - For the name of the Answer Key, use **Key Answer** (Last Name - Key, First Name - Answer).

Scanning

- Log in to the computer. (Remember, you must log out when you are done.)

- Run the **"Remark Classic OMR"** application. This should be located on the upper left corner of the desktop.
- The scanner should turn on automatically. Otherwise you can push the **POWER** button on the Scantron Scanner.
- Make note of the form of Bubble Sheets you are using…the form number is located on the back of your Bubble Sheets. Then, load your Bubble Sheets with the answer key on top.
    - Make sure the Bubble Sheets are loaded all the same with Side 1 up.

- In the **"Remark Classic OMR"** software, click the picture of the folder.
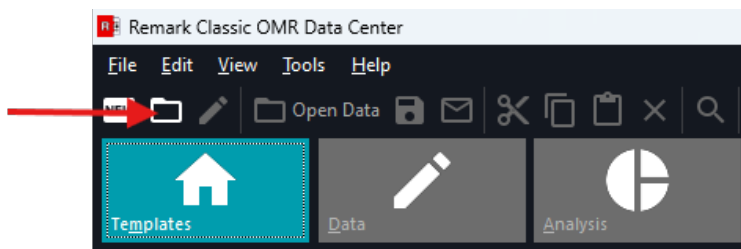
- Choose the template representing the Bubble Sheet Form number you are using that you wrote down earlier from the back of the sheets.
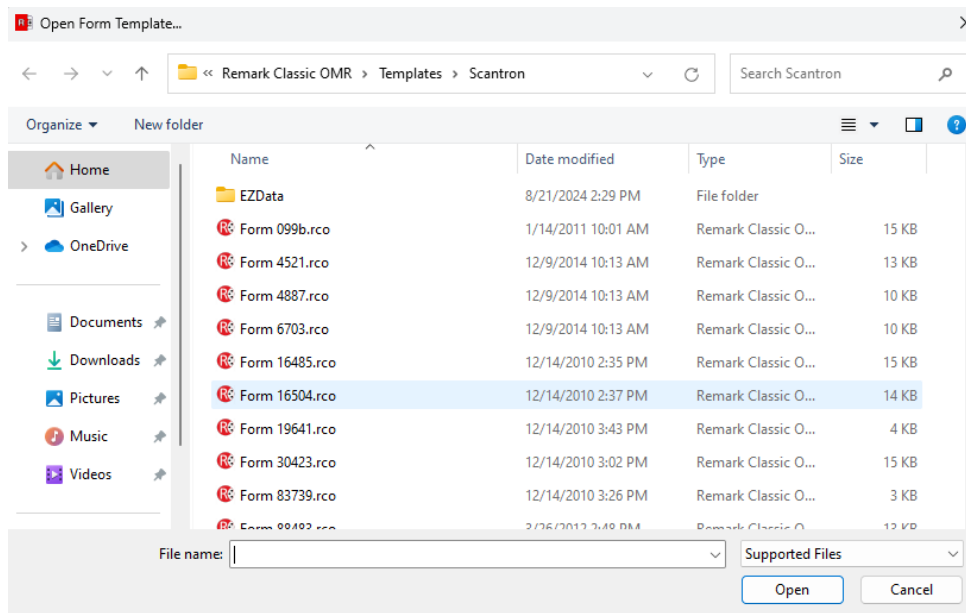
- Another window will open up - Click the Read option.
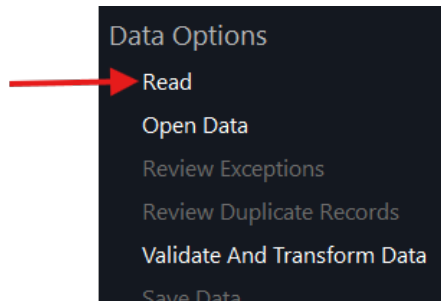
- After you click Read, the following window will open. Make sure that the scanner source is set to ScanTools Prisma.You can choose to print on the bubble sheets by selecting **"Print on forms at position (mm)".** If you choose to print, please select the print option(s) you would like and hit "Insert".
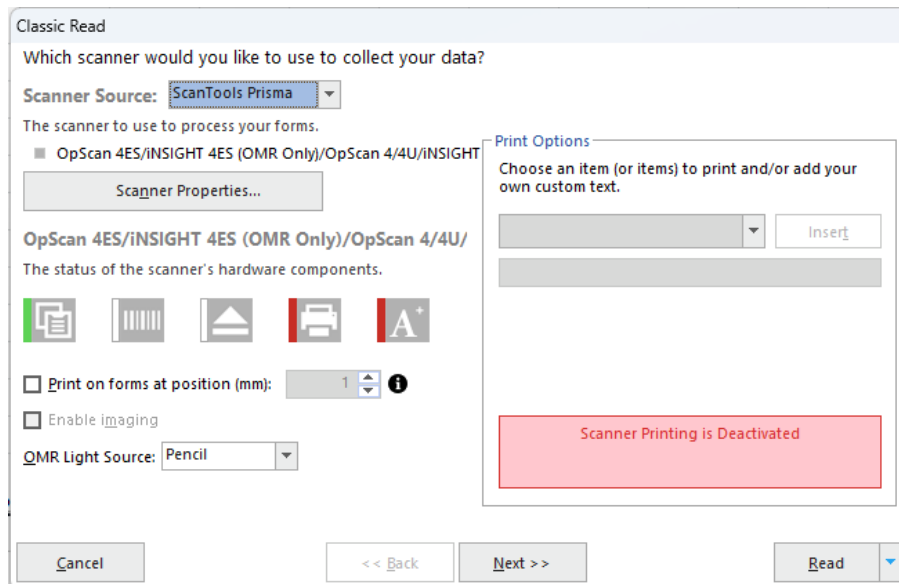
- Press **NEXT**

-
- Then press **READ**

-
- When you have completed scanning Bubble Sheets, click **END SCAN**. The scan should have ended successfully with data from the test showing on the screen.
- Check to make sure that the data captured is correct.
- Here is what our sample example looks like with answer and blank boxes filled in:
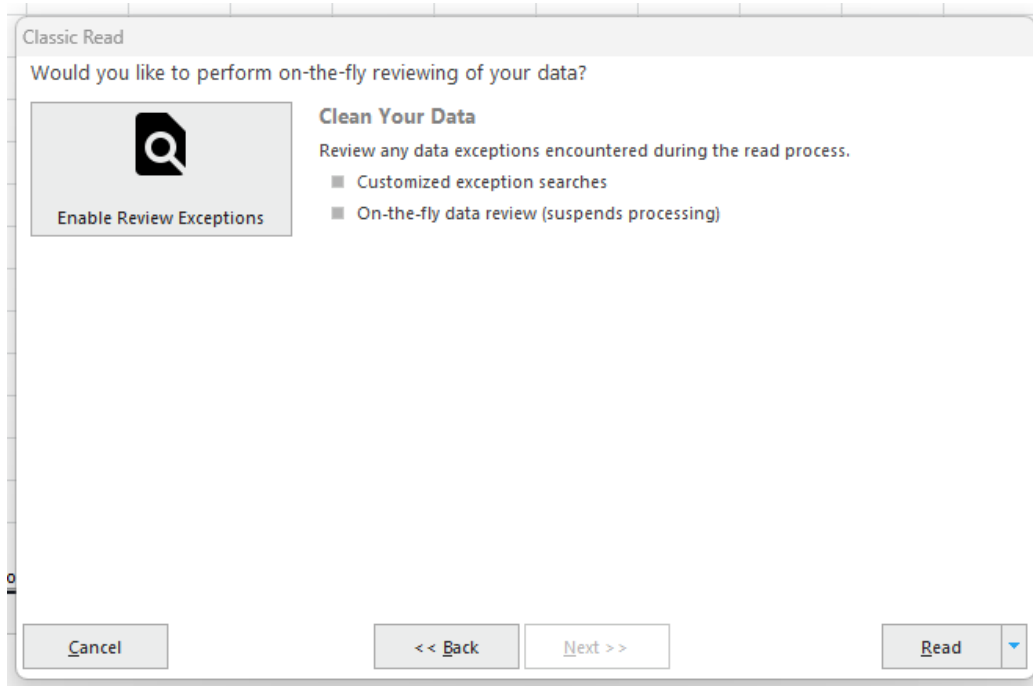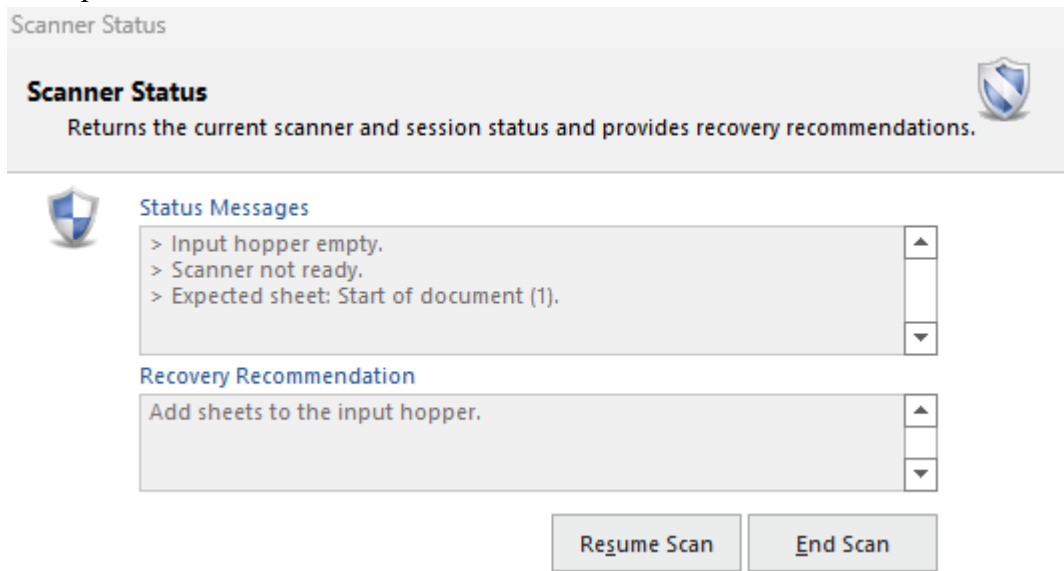
	Student Name	Sex	Grade Level	Month	Day	Year	ID	Special Code	Question1	Question2	Question3	Question4	Question5	Question6	Question7	Question8	Questio
1	KEY ANSWER	BLANK	BLANK	BLANK					A	B	C	D	D	A	B	C	D
2	PERSONC TEST	BLANK	BLANK	BLANK			333333		D	D	D	D	D	A	B	C	D
3	PERSONB TEST	BLANK	BLANK	BLANK			222222		B	B	B	D	E	A	B	C	D
4																	

-

Grading and Saving

- To review grading, click the **QUICK GRADE button** at the top of the **"Remark Classic OMR"** application.
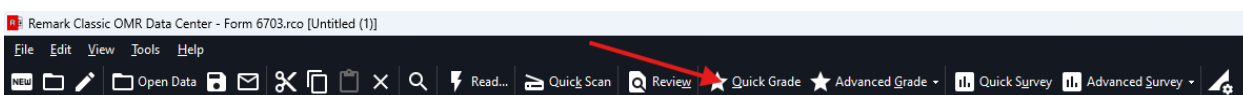
- A new window will open. It has been recommended that the forms used most often will be **105 – Student Response** and basic results from **Export Gradebook**.

-
- If you click on **Export Excel**, you will be shown those Class and Student Report options as seen above. You can also click on **Export Gradebook**. (Please see other report examples further down in the instructions.)

-

- Please check to make sure the results are correct.
- To save, click **EXPORT REPORT**
    - Choose the format you would like to save the report to, PDF is by default.
    - Click **EXPORT.**
    - Choose a location you would like to save the file to. For Faculty and Staff we recommend drive H. For others we recommend saving to the desktop.
    - Name the document and click **SAVE.**
    - The window will close automatically.

- Close the **QUICK GRADE** window.
- To save the raw data, click **SAVE DATA AS** and save to either drive H if available or as an alternative to the desktop.
    - Please select the file format.
    - You will also need to name the file prior to saving.
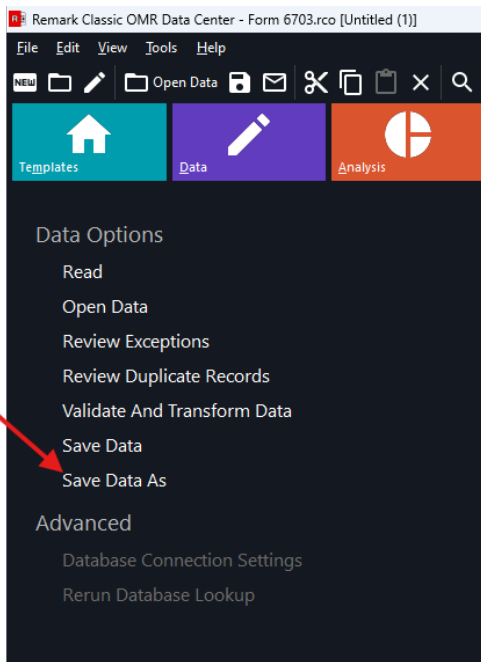
- Once you are complete, close the **"Remark Classic OMR"** application.
- If you have saved the files to the desktop, you should see them on the desktop. You will want to save these files to your Google Drive and or other storage device.
- To sign out, click on the **Blue Windows Icon**, click on your **Name**, the **3 dots** in the top right corner and select **Sign Out**:

-
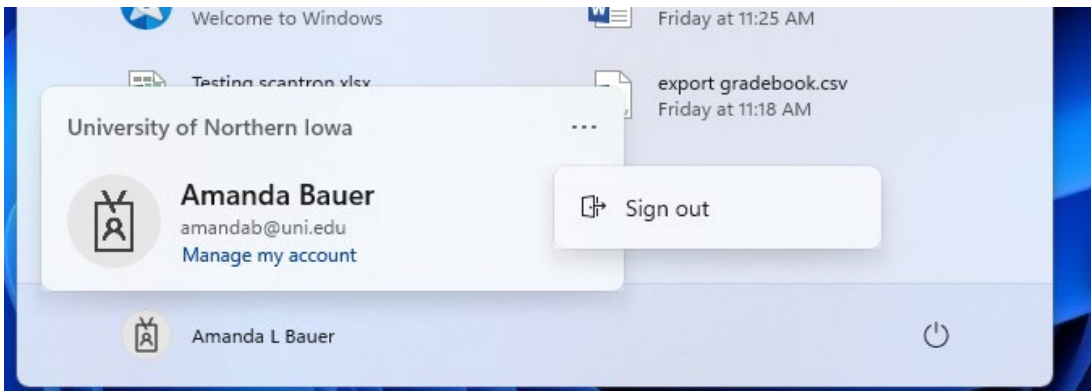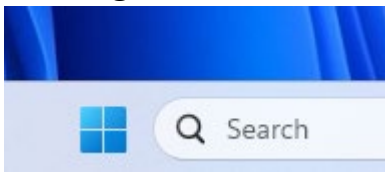
Please note that you can perform further analysis with the scanned data, if you choose to do so, but the instructions above get you a simple grading report and a RAW data export.

REPORT Examples:

Student Response Report

Legend: Correct:☐   Incorrect:☐   Partial Credit:☐   Unanswered or Other Incorrect Response:☐   Multiple Responses: *

Students:	Total Score	Percent Score	Grade	Question1	Question2	Question3	Question4	Question5	Question6	Question7	Question8	Question9	Question10	Question11	Question12	Question13	Question14	Question15	Question16	Question17	Question18	Question19	Question20	Question21	Question22	Question23
Answer Key:	23	100.00		A	B	C	D	D	A	B	C	D	E	A	B	C	D	E	A	B	C	D	E	F	A	A
PERSONC TEST 333333	20	86.96	B																							
PERSONB TEST 222222	20	86.96	B																							
Average:	20.00	86.96	B	0	50	0	100	50	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100

What **Export Excel** looks like:

Student Statistics Report
Generated By Remark® From Gravic, Inc.

Benchmark: 86.96%

			Overall		
Student Name	ID	Grade	Total	Percent	
PERSONC TEST	333333	B	20.00 / 23.00	86.96	
PERSONB TEST	222222	B	20.00 / 23.00	86.96	
Mean		B	20.00	86.96	

What **Export Gradebook** looks like:

Gradebook Export

Gradebook format: Standard ▼

Gradebook Export Parameters

Decimal places: 2 ▲▼

☑ Include the answer key as the first row

Export   Cancel

How the data will appear in excel:

	A	B	C	D	E
1	KEY		100	23	
2	PERSONC	333333	86.96	20	
3	PERSONB	222222	86.96	20	
4					
5					

Other Report options:

Class Frequency Distribution Report
Generated By Remark® From Gravic, Inc.

Overall					Mean Score: 86.96%	
Grade	Percent Score		Raw Score		Frequency	Percent
A	90.00 - 100.00		20.70 - 23.00		0	0.00
B	80.00 - 89.99		18.40 - 20.70		2	100.00
C	70.00 - 79.99		16.10 - 18.40		0	0.00
D	60.00 - 69.99		13.80 - 16.10		0	0.00
F	0.00 - 59.99		0.00 - 13.80		0	0.00

Test Statistics Report

	Overall	Extra Credit	Objective	Subjective
Score Data				
Number of Graded Items	23	0	23	0
Total Possible Points	23.00	0.00	23.00	0.00
Maximum Score	20.00	0.00	0.00	0.00
Minimum Score	20.00	0.00	0.00	0.00
Statistics				
Mean Score	20.00	0.00	20.00	-
Mean Percent Score	86.96	-	86.96	-
Benchmark	-	-	-	-
Range of Scores	0.00	0.00	0.00	0.00
Standard Deviation	0.00	0.00	0.00	-
Variance	0.00	0.00	0.00	-
Percentiles				
Percentile 25%	-	-	-	-
Median	20.00	-	-	-
Percentile 75%	-	-	-	-
Inter Quart. Rng.	-	-	-	-
Confidence Intervals				
1%	20.00	-	-	-
5%	20.00	-	-	-
95%	20.00	-	-	-
99%	20.00	-	-	-
Test Reliability				
Kuder-Richardson Formula 20	-	-	-	-
Kuder-Richardson Formula 21	-	-	-	-
Coefficient (Cronbach) Alpha	-	-	-	-
Standard Error of Measurement	-	-	-	-

Student Response Report

Student Name	ID	Total	Percent	Grade	Question1	Question2	Question3	Question4	Question5	Question6	Question7	Question8	Question9	Question10	Question11
Answer Key		23.00			A	B	C	D	D	A	B	C	D	E	A
PERSONC TEST	333333	20.00	86.96	B	D	D	D	D	D	A	B	C	D	E	A
PERSONB TEST	222222	20.00	86.96	B	B	B	B	D	E	A	B	C	D	E	A
Mean		20.00	86.96	B	0.00	50.00	0.00	100.00	50.00	100.00	100.00	100.00	100.00	100.00	100.00

Condensed Test Report

Total Possible Points: 23.00		Median: 20.00		Maximum Score: 20.00	
Total Students: 2		Mean Score: 20.00		Minimum Score: 20.00	
Standard Deviation: 0.00		Test Reliability: -		Range of Scores: 0.00	

No.	Question	Correct Answer	Response Frequency										Non Distractor	Correct Group response	
			A	B	C	D	E	F	G	H	I	J		Total %	Upper 27%
1	Question1	A	0.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	CEFGHIJ	0.00	-
2	Question2	B	0.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	ACEFGHIJ	50.00	-
3	Question3	C	0.00	50.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	AEFGHIJ	0.00	-
4	Question4	D	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	ABCEFGHIJ	100.00	-
5	Question5	D	0.00	0.00	0.00	50.00	50.00	0.00	0.00	0.00	0.00	0.00	ABCFGHIJ	50.00	-
6	Question6	A	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	BCDEFGHIJ	100.00	-
7	Question7	B	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ACDEFGHIJ	100.00	-
8	Question8	C	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ABDEFGHIJ	100.00	-
9	Question9	D	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	ABCEFGHIJ	100.00	-
10	Question10	E	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	ABCDFGHIJ	100.00	-
11	Question11	A	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	BCDEFGHIJ	100.00	-
12	Question12	B	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ACDEFGHIJ	100.00	-
13	Question13	C	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ABDEFGHIJ	100.00	-
14	Question14	D	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	ABCEFGHIJ	100.00	-
15	Question15	E	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	ABCDFGHIJ	100.00	-
16	Question16	A	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	BCDEFGHIJ	100.00	-
17	Question17	B	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ACDEFGHIJ	100.00	-
18	Question18	C	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	ABDEFGHIJ	100.00	-
19	Question19	D	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	ABCEFGHIJ	100.00	-
20	Question20	E	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	ABCDFGHIJ	100.00	-
21	Question41	F	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	ABCDEGHIJ	100.00	-
22	Question61	A	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	BCDEFGHIJ	100.00	-
23	Question62	A	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	BCDEFGHIJ	100.00	-

Class Learning Objective Report

Learning Objective	Grade	Overall (Includes Bonus Points)		Objective	Subjective
		Total	Percent	Total	Total
Overall	B	20.00 / 23.00	86.96	20.00 / 23.00	-

Student Achievement Report

Student Name	ID	Overall	Benchmark: 86.96%
		Percent	Achievement Gap
PERSONC TEST	333333	86.96	0.00
PERSONB TEST	222222	86.96	0.00
Mean		86.96	-

Detailed Item Analysis Report

Question1

Response	Frequency	Percent	Point Biserial	Graph
A	0	0.00		
B	1	50.00		
C	0	0.00		
D	1	50.00		
E	0	0.00		
F	0	0.00		
G	0	0.00		
H	0	0.00		
I	0	0.00		
J	0	0.00		
Total	2	100.00		

Question2

Response	Frequency	Percent	Point Biserial	Graph
A	0	0.00		
B	1	50.00		
C	0	0.00		
D	1	50.00		
E	0	0.00		
F	0	0.00		
G	0	0.00		
H	0	0.00		
I	0	0.00		
J	0	0.00		
Total	2	100.00		

Item Analysis Graph Report

Question1

Response	Percent
A	0.00
B	50.00
C	0.00
D	50.00
E	0.00
F	0.00
G	0.00
H	0.00
I	0.00
J	0.00

Correct Answer: A

Question2

Response	Percent
A	0.00
B	50.00
C	0.00
D	50.00
E	0.00
F	0.00
G	0.00
H	0.00
I	0.00
J	0.00

Correct Answer: B

Question3

Response	Percent
A	0.00
B	50.00
C	0.00
D	50.00
E	0.00
F	0.00
G	0.00
H	0.00
I	0.00
J	0.00

Correct Answer: C

Question4

Response	Percent
A	0.00
B	0.00
C	0.00
D	100.00
E	0.00
F	0.00
G	0.00
H	0.00
I	0.00
J	0.00

Correct Answer: D
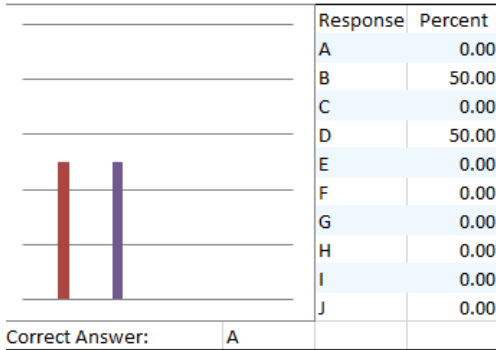
Question5
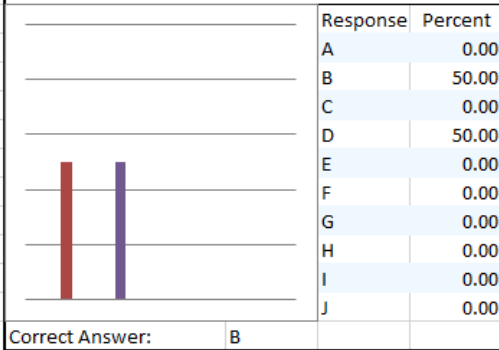
Response	Percent
A	0.00
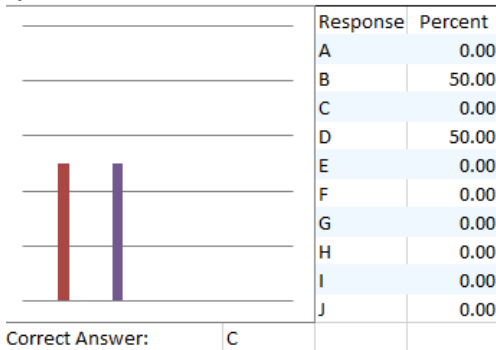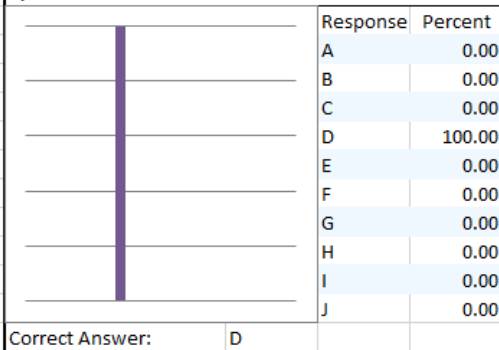
Question6

Response	Percent
A	100.00

Condensed Item Analysis Report

Generated By Remark® From Gravic, Inc.

Question1

Response	Frequency	Percent	
A	0	0.00	
B	1	50.00	
C	0	0.00	
D	1	50.00	
E	0	0.00	
F	0	0.00	
G	0	0.00	
H	0	0.00	
I	0	0.00	
J	0	0.00	

Question2

Response	Frequency	Percent	
A	0	0.00	
B	1	50.00	
C	0	0.00	
D	1	50.00	
E	0	0.00	
F	0	0.00	
G	0	0.00	
H	0	0.00	
I	0	0.00	
J	0	0.00	

Question3

Response	Frequency	Percent	
A	0	0.00	
B	1	50.00	
C	0	0.00	
D	1	50.00	
E	0	0.00	
F	0	0.00	
G	0	0.00	
H	0	0.00	
I	0	0.00	
J	0	0.00	

Question4

Response	Frequency	Percent	
A	0	0.00	
B	0	0.00	
C	0	0.00	
D	2	100.00	
E	0	0.00	
F	0	0.00	
G	0	0.00	
H	0	0.00	
I	0	0.00	
J	0	0.00	

Question5

Response	Frequency	Percent
A	0	0.00

Question6

Response	Frequency	Percent
A	2	100.00

Test Item Statistics Report

Generated By Remark® From Gravic, Inc.

Question		Summary Statistics				Test Reliability	
Question	Points	Graded	Correct	Incorrect	Missing	Point Biserial	Percent Correct
Question1	1.00	2	0	2	0	-	0.00
Question2	1.00	2	1	1	0	-	50.00
Question3	1.00	2	0	2	0	-	0.00
Question4	1.00	2	2	0	0	-	100.00
Question5	1.00	2	1	1	0	-	50.00
Question6	1.00	2	2	0	0	-	100.00
Question7	1.00	2	2	0	0	-	100.00
Question8	1.00	2	2	0	0	-	100.00
Question9	1.00	2	2	0	0	-	100.00
Question10	1.00	2	2	0	0	-	100.00
Question11	1.00	2	2	0	0	-	100.00
Question12	1.00	2	2	0	0	-	100.00
Question13	1.00	2	2	0	0	-	100.00
Question14	1.00	2	2	0	0	-	100.00
Question15	1.00	2	2	0	0	-	100.00
Question16	1.00	2	2	0	0	-	100.00
Question17	1.00	2	2	0	0	-	100.00
Question18	1.00	2	2	0	0	-	100.00
Question19	1.00	2	2	0	0	-	100.00
Question20	1.00	2	2	0	0	-	100.00
Question41	1.00	2	2	0	0	-	100.00
Question61	1.00	2	2	0	0	-	100.00
Question62	1.00	2	2	0	0	-	100.00