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.

	W Damada Classia OMD A Tamalat	Countria	Cl. Cauch Cauch	
\rightarrow \checkmark \uparrow	Kemark Classic OMR > Templatic	es > Scantron ~	G Search Scantr	on A
Organize 👻 New fold	er			≣ - □
A Home	Name	Date modified	Туре	Size
Callen/	🚞 EZData	8/21/2024 2:29 PM	File folder	
	🚯 Form 099b.rco	1/14/2011 10:01 AM	Remark Classic O	15 KB
OneDrive	🚯 Form 4521.rco	12/9/2014 10:13 AM	Remark Classic O	13 KB
	🚯 Form 4887.rco	12/9/2014 10:13 AM	Remark Classic O	10 KB
📔 Documents 🖈	🛞 Form 6703.rco	12/9/2014 10:13 AM	Remark Classic O	10 KB
🛓 Downloads 🖈	🛞 Form 16485.rco	12/14/2010 2:35 PM	Remark Classic O	15 KB
🔁 Pictures 🔹 🖈	🚯 Form 16504.rco	12/14/2010 2:37 PM	Remark Classic O	14 KB
🕖 Music 🔹 🖈	🛞 Form 19641.rco	12/14/2010 3:43 PM	Remark Classic O	4 KB
Videos 🖈	🛞 Form 30423.rco	12/14/2010 3:02 PM	Remark Classic O	15 KB
	🛞 Form 83739.rco	12/14/2010 3:26 PM	Remark Classic O	3 KB
	@ Earm 00/02 rea	2/26/2012 2-40 DM	Pomark Classic O	10 VD
File n	ame:		 Supported Fi 	les

- 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".

Classic Read	
Which scanner would you like to use to collect your data?	•
Scanner Source: ScanTools Prisma 🔻	
The scanner to use to process your forms.	Print Online
OpScan 4ES/iNSIGHT 4ES (OMR Only)/OpScan 4/4U/iNSIGHT	Choose an item (or items) to print and/or add your
Sca <u>n</u> ner Properties	own custom text.
OpScan 4ES/iNSIGHT 4ES (OMR Only)/OpScan 4/4U/	▼ Inser <u>t</u>
The status of the scanner's hardware components.	
🔲 Print on forms at position (mm): 🛛 1 🌲 🕄	
Enable imaging	Scopper Printing is Departicuted
OMR Light Source: Pencil	Stanner Finting is Deactivated
<u>C</u> ancel << <u>B</u> ack	<u>N</u> ext >> <u>R</u> ead ▼

- Press NEXT

In the Design	1						
Nould vo) u like to perform o	n-the-fly reviewi	ing of your	data?			
Enable	u like to perform o	n-the-fly reviewi Clean Your I Review any da Customize On-the-fly	ng of your Data ta exceptior ed exceptior y data reviev	r data? ns encountered n searches w (suspends pr	l during the r ocessing)	ead process.	
<u>Cance</u> nen pre	ess READ	< <	: <u>B</u> ack	<u>N</u> ext > >			Read
canner St Scanner Retur	atus r Status rns the current sc	anner and ses	sion stat	us and prov	ides recov	ery recomme	endations.
<u>و</u>	Status Message > Input hopp > Scanner not > Expected sh	es er empty. : ready. eet: Start of d	ocument	(1).			
Ŷ	Status Messagi > Input hopp > Scanner not > Expected sh Recovery Recor	es er empty. : ready. eet: Start of d nmendation	ocument	(1).			•
V	Status Messagi > Input hopp > Scanner not > Expected sh Recovery Recor Add sheets to	es er empty. t ready. eet: Start of d nmendation the input hop	ocument oper.	(1).			

- 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:

	<u>R</u> EVIEW × ✓	A															
	Student Name	Sex	Grade Level	Month	Day	Year	ID	Special Cod	Question1	Question2	Question3	Question4	Question5	Question6	Question7	Question8	Questio
1	KEY ANSWER	BLANK	BLANK	BLANK					А	в	с	D	D	A	в	с	D
2	PERSONC TEST	BLANK	BLANK	BLANK			333333		D	D	D	D	D	A	в	с	D
3	PERSONB TEST	BLANK	BLANK	BLANK			222222		в	в	в	D	E	A	в	с	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.)

Export Excel		
Select the reports to export to Excel.		
Available Reports	i	▲ ▲
 101 - Student Statistics Report 103 - Class Frequency Distribution Report 105 - Student Response Report 111 - Class Learning Objective Report 112 - Student Achievement Report 201 - Detailed Item Analysis Report 203 - Item Analysis Graph Report 204 - Condensed Item Analysis Report 206 - Condensed Test Report 310 - Test Statistics Report 320 - Test Item Statistics Report 		•
Select All Deselect All	Next	Cancel

- 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:

Export Excel
Select the reports to export to Excel.
Available Reports
 101 - Student Statistics Report 103 - Class Frequency Distribution Report 105 - Student Response Report 111 - Class Learning Objective Report 112 - Student Achievement Report 201 - Detailed Item Analysis Report 203 - Item Analysis Graph Report 204 - Condensed Item Analysis Report 206 - Condensed Test Report 310 - Test Statistics Report 320 - Test Item Statistics Report
Select All Next Cancel

Student Response Report

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

students:	p a cont	500	Quastici	Outerlois	Queenora	Quanot	Quant	Quanton	C outerio	Quallon	Onenono	(Woll)	Quanona	Chiamon	Ouenous	outono A5	on an on a second	Undation 1	Culomon a	a oneno	0. on one	On another	10 10 Ma	\$
Answer Key :	23	100.00		A	в (c o	D	A	в	с	D	E	A E	s c	D	E	A	в	с	D	E	F.	A	A
PERSONC TEST 333333	20	86.98	в	D	0	0	D	A	в	C	D	E	A	C	D	E	۸	в	C	D	E	F	A	A
PERSONB TEST 222222	20	88.98	в	в	в	8	E	A	в	C	D	E	A	S.	D	E	A	в	C	D	E	F	A	A
Average:	20.00	88.98	в	0	50 (0 10	50	100	100	100	100 1	00 1	100 10	10 100	100	100	100	100	100	100	100	100	100 1	100

What **Export Excel** looks like:

Student	Statistics	Repo	rt			
Generated By R	emark® From G	ravic, Inc.				
				Br	enchmark:	86 96%
			Overall			00.5070
Student Name	ID	Grade	Tot	al		Percent
PERSONC TEST	333333	В	20.00 /	23.00	86.96	
PERSONB TEST	222222	В	20.00 /	23.00	86.96	
Mean		В	20.	00	86.96	

What Export Gradebook looks like:

2010	10101010	12 12 12 12 12 12 12 12 12 12	. 10. 10. 10. 10. 10. 10. 10. 10. 10.	1040 1040 1
Gradebook Export				
Gradebook <u>f</u> ormat:	Standard	Ŧ		
	Gradebook Export Pa	rameters		
	Decimal places:	2		
	Include the answe	er key as the first row		
		-		
			<u>E</u> xport	<u>C</u> ancel

How the data will appear in excel:

	А	В	С	D	E
1	KEY		100	23	
2	PERSONC	333333	86.96	20	
3	PERSONB	222222	86.96	20	
4					
5					

Other Report options:

C	Class Frequency Distribution Report											
Ge	nerated By	R	emark® Fi	rom Gravic,	h	nc.						
Overall						ſ	Vean Score:	86.96%				
Grade	Percer	nt	Score	Raw	S	core	Frequency	Percent				
Α	90.00	-	100.00	20.70	-	23.00	0	0.00				
В	80.00	-	89.99	18.40	-	20.70	2	100.00				
С	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				
100.00 _												
80.00 -			_									
60.00 -			_									
40.00 -			_									
20.00 -			_									
0.00 +												
	А		в	с			D	F				

Test Statistics Report

Generated By Remark® From Gravic, Inc.

	Overall	Extra Credit	Ohiective	Subjective
Score Data	Overall	Extra credit	Objective	Subjective
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	20.00	0.00	0.00	0.00
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	e Report	t												
Generated By Remark [®] From Gravic, Inc.															
Student Name	ID	Total	percent	Grade	Quartionit	Durestion	Dutestion	DutestionA	Questionits	Questionta	Question	Dutestions	Dutestion	Questionid	Question11
Answer Key		23.00	1		Α	В	С	D	D	A	В	С	D	E	A
PERSONC TEST	333333	20.00	86.96	B	D	D	D	D	D	A	В	С	D	E	A
PERSONB TEST	222222	20.00	86.96	В	В	В	В	D	E	А	В	С	D	E	A
Mean		20.00	86.96	В	0.00	50.00	0.00	100.00	50.00	100.00	100.00	100.00	100.00	100.00	100.00

Co	Condensed Test Report														
Gen	erated By Remark® From Gravi	c, Inc.													
	Total Possible Points:	23.00			Median:	20.00		Max	imum Score:	20.00					
	Total Students:	2			Mean Score:	20.00		Min	imum Score:	20.00					
	Standard Deviation:	0.00		Т	est Reliability:	-		Ran	ge of Scores:	0.00					
	Quanting	Correct Response Frequency					New Distants	Correct Group respons							
NO.	Question	Answer	А	В	С	D	E	F	G	н	1	J	Non Distractor	Total %	Upper 27%
1	Question1	А	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	В	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	С	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	А	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	В	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	С	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	А	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	С	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	В	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	С	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	А	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	BCDEFGHIJ	100.00	-

Class Loarn		hiactiva Dana	t								
Class Learning Objective Report											
Generated By Remark® From Gravic, Inc.											
		Overall (Includ	es Bonus Points)	Objective	Subjective						
Learning Objective	Grade	Total	Percent	Total	Total						
Overall	В	20.00 / 23.00	86.96	20.00 / 23.00	-						

Student Achievement Report

Generated By Remark® From Gravic, Inc.

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

Detailed Item Analysis Report

Generated By Remark® From Gravic, Inc.

Question1												
Response	Frequency	Percent	Point Biserial	Graph								
Α	0	0.00		100.00								
В	1	50.00		-								
с	0	0.00		80.00								
D	1	50.00		-								
E	0	0.00		- 60.00								
F	0	0.00		40.00								
G	0	0.00		-								
н	0	0.00		20.00								
I	0	0.00		-								
J	0	0.00										
				ABCDEFGHIJ								
Total	2	100.00										
Question2												
Response	Frequency	Percent	Point Biserial	Graph								
А	0	0.00		100.00								
В	1	50.00		-								
С	0	0.00		80.00								

C	0	0.00	-	80.00									
D	1	50.00	-										
E	0	0.00	-	60.00									
F	0	0.00	-	40.00									
G	0	0.00	-	40.00									
н	0	0.00	-	20.00			-						
I	0	0.00	-										
J	0	0.00	-	0.00 +		,		1	1	1	1	-	
				A	В	С	D	E	F	G	Н	I	1
Total	2	100.00											

Item Analysis Graph Report

Concentrad Du	, Demonik®	l Francia In	•				
Generated by	Remark~	From Gravic, in	ic.				
Question1				Question?			
Questioni		Posponso	Porcent	Questionz		Posponso	Percent
		_ Kesponse	Percent 0.00			_ Kesponse	0.00
		P	50.00			P	50.00
		— В	0.00			— В	0.00
			50.00				50.00
		E E	0.00			E	0.00
		- E	0.00			E	0.00
		G	0.00			G	0.00
		- u	0.00			- u	0.00
			0.00				0.00
		- 1	0.00			-	0.00
Correct Answer:	Δ		0.00	Correct Answer	в		0.00
Confect Answer				Concer Answer			
Ouestion3				Question4			
		Response	Percent			Response	Percent
		А	0.00			А	0.00
		в	50.00			в	0.00
		с	0.00			с	0.00
		– D	50.00			- D	100.00
		E	0.00			E	0.00
		- F	0.00			- F	0.00
		G	0.00			G	0.00
		н	0.00			- н	0.00
		1	0.00			I.	0.00
		_ 1	0.00			– 1	0.00
Correct Answer:	С			Correct Answer:	D		
Question5				Question6			
		 Response 	Percent			_ Response	Percent
		A	0.00			A	100.00

Condensed Item Analysis Report

Generated By Remark® From Gravic, Inc.

Question1			Question2			
Response	Frequency	Percent	Response	Frequency	Percent	
Α	0	0.00	А	0	0.00	
В	1	50.00	В	1	50.00	
C	0	0.00	С	0	0.00	
D	1	50.00	D	1	50.00	
E	0	0.00	E	0	0.00	
F	0	0.00	F	0	0.00	
G	0	0.00	G	0	0.00	
Н	0	0.00	н	0	0.00	
L	0	0.00	I	0	0.00	
J	0	0.00	J	0	0.00	
Question3			Question4			
Response	Frequency	Percent	Response	Frequency	Percent	
Α	0	0.00	A	0	0.00	
В	1	50.00	В	0	0.00	
С	0	0.00	С	0	0.00	
D	1	50.00	D	2	100.00	
E	0	0.00	E	0	0.00	
F				•		
	0	0.00	F	0	0.00	
G	0	0.00	F	0	0.00	
G H	0 0 0	0.00 0.00 0.00	F G H	0	0.00 0.00 0.00	
G H I	0 0 0	0.00 0.00 0.00 0.00	F G H I	0 0 0 0	0.00 0.00 0.00 0.00	
G H I J	0 0 0 0	0.00 0.00 0.00 0.00 0.00	F G H I J	0 0 0 0 0	0.00 0.00 0.00 0.00 0.00	
G H I J	0 0 0 0	0.00 0.00 0.00 0.00 0.00	F G H I J	0 0 0 0 0	0.00 0.00 0.00 0.00 0.00	
G H J	0 0 0 0	0.00 0.00 0.00 0.00 0.00	F G H I J	000000000000000000000000000000000000000	0.00 0.00 0.00 0.00 0.00	
G H J Question5	0 0 0 0	0.00 0.00 0.00 0.00 0.00	F G H I J Question6	000000000000000000000000000000000000000	0.00 0.00 0.00 0.00	
G H J Question5 Response	Frequency	0.00 0.00 0.00 0.00 0.00 Percent	F G H I J Question6 Response	Frequency	0.00 0.00 0.00 0.00 Percent	

Test Item Statistics Report

Generated E	By Remark® Fro	m Gravic, Inc.						
Questi	on		Summa	ry Statistics			Test F	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	