

Instructions for using the Scantron and ParScore

Important: Do not exit PARSCORE without fully logging out and do not shut off the computer in the ParScore room.

Ahead of time:

1. Make the keys for the exams.
2. Make sure all Scantron forms are facing the same way.
3. Bring a pencil and eraser with you to the ParScore room.

Scantron Basics:

1. Log on to the computer with your Kerberos login and password.
2. Open ParScore (located under the Start menu). You should be logged in to ParScore automatically. If not, email QuestromHelp@bu.edu.
3. Turn on the Scantron machine.
4. You'll see the Course List screen every time you open ParScore.
 - a. Add new courses, or access any courses to which you have primary or secondary access.
 - b. Add a TA to your course.
5. Open the appropriate course.
6. Create a Score Column.
7. Scan your keys.
8. Scan your exams. You can review or edit student responses from the computer in the Scantron room, or any networked computer with ParScore installed.
9. ***When you're done, exit ParScore before logging off the computer.***

The Parscore Interface

1. The Roster tab contains student and test data for your course. This will be empty the first time you open a new course.
 - a. **To populate your roster with student and test information, you'll need to create a Score Column.**
2. The Criteria tab contains grading criteria for each course. You can edit your criteria at any time, and can save and re-use criteria from class to class.
3. The Keys tab contains answer keys for all tests in the course. It is populated when you scan or import answer keys.
4. Use the Scoring tab to customize scoring for your tests.
5. The Student tab contains student information for the course.

Setting up a New Course:

1. To set up a new course, click "New."
 - a. Fill out the Course Setup window and click "OK". **The course default saves to the H: drive.**
 - b. You'll be able to access your course content and scores from your office computer or any networked computer with ParScore software installed. Email QuestromHelp@bu.edu to get ParScore installed on your computer.

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Creating a Score Column:

1. From the Roster tab, click on the “Create Score Columns” button (the button with three columns on it).
2. In the pop-up that appears:
 - a. Select the appropriate category.
 - b. Enter “1” as the Number of Columns.
 - c. The “Possible Score” should be the raw score (the number of questions) for your exam.
 - d. Click “Add” to add this column to your roster.
3. From the “Options” menu at the top of your screen, select “Enrollment Setup”.
 - a. Enter the length of the student ID.
 - i. This should be 8, if you are using the BU ID number without the U.
 - b. Check “Allow Blank Name” and hit “Ok”.

Scanning your Keys (and Editing Them):

1. From the “Keys” tab, click on the “Scan Keys” button on the right.
 - a. A window will pop up that says “processing keys”, then “Add the sheets to the input hopper.”
 - b. Place your keys in the scanner in the direction indicated, with the black “timing marks” on the bottom. Press “Continue.”
 - c. Click the “End” button on the computer screen when you’re done.
2. You’ll be able to see all scanned keys in the main window on the left.
3. Add or remove answer key versions, if necessary, using the “Add” and “Remove” buttons on the right.
4. Use the buttons on the top right to:
 - a. Print Answer Key Report
 - b. Save Answer Keys to file
 - i. Saves as a ParScore file, can only be opened with ParScore software.
 - c. Import Answer Key file
 - i. Can import the following file types: .pxk, .psk, .csv, .tol, .mdb
 - d. Edit Points and Penalty
 - e. Edit Answer Keys

Scanning your Exams:

1. Click on the “Scoring” tab.
2. Select “Inspect Multiple Marks,” “Auto Enrollment,” and “Inspect Omitted Marks” and then click the “Score” button at the bottom of your screen.
3. You’ll be prompted to load the sheets to the input hopper, as you were with the keys. Press Continue to scan your keys.
 - a. If you get a “Multiple Mark Error” or an “Invalid ID Length Error,” click “Edit” to edit the recorded answer or ID length. Click “Ok” and “Continue” to continue scanning.
 - b. When you’re done scanning, click the “End” button on the screen.
4. Go to the “Roster” tab to see your students’ test scores.

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To Check or Change a Student's Responses:

1. From the "Roster" tab, click to highlight the test score that you'd like to check.
2. Click on the "Browse or rescore test data for a specific student" button at the top of your screen (it looks like a notebook page with red dots on it).
3. You'll see a pop-up appear that has the student ID, version, and exam number, as well as that student's responses.
4. Change a response by clicking on the student's response and then typing in the new response. Click "Rescore" when you're done.

Exporting Data from ParScore:

Using the Export Wizard

1. From the "Options" menu, click on "Export Wizard."
2. Use the Export Wizard to export student enrollment information and score column information.
 - a. Select the information you'd like to export from the "Student Enrollment Info" section and the "Score Column Info" section.
 - i. Use the Control key to select more than one option at a time.
 - b. Selected categories will appear in the "Export Order" section on the right.
 - i. Use the up /down arrows to change the display order.
3. The export can be saved as the following file types: Microsoft Access (ACCDB), Comma delimited text file (CSV), Space delimited text file (TXT), or Tab delimited text file (TXT).
 - a. **You can open all of these file type in Excel.**

Exporting Student Response Data

1. From the "Options" menu, click on "Export Student Response Data."
2. Use this option to export all of your students' responses for an assignment.
3. Select the desired assignment from the list on the left.
4. Click the "Export Student Response Data With" checkbox, and then click on the information you'd like to export along with the scores.
 - a. Use the Control key to select more than one category.
5. Select your Export File Format. ITS recommends selecting "New," which saves your file as a CSV file.
 - a. **You can open a CSV file in Excel**

To View the Grade Distribution in Microsoft Excel:

1. Go to your class "Roster" tab.
2. Select a Score column by clicking on one of the data points, and click on the "View the grade distribution in Microsoft Excel" button (it looks like a bar chart).
3. In the pop-up that appears, click on the bar chart icon again.
4. Excel will open with your score distribution chart.
 - a. You can save and/or edit the chart in Excel as you normally would.

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Adding a TA to your course:

1. Email Questrom ITS (questromhelp@bu.edu) to set up a ParScore account for your TA. Please include your TA's name and email address in the message.
2. From the Course List screen, select the appropriate course.
3. Select your TA's user name from the dropdown list next to "Secondary User." You should see a message that says, "Secondary user name has been updated."
Note: If your TA is not listed, email Questrom ITS (questromhelp@bu.edu) to set up a ParScore account for your TA.
4. Assigning your TA as a Secondary User for your course allows your TA to scan keys and exams, change or edit students' responses, export data, etc.
 - a. Your TA will only have access to the course you added them to as a secondary user. To give them access to more than one course, you'll have to add them as a secondary user to each course.
 - b. The TA will NOT be able to remove you as a user, or add other people to the course.
 - c. To remove a TA from the secondary user role, click on the "Secondary User" dropdown, and select the blank space at the top of the dropdown. You'll see a message that says "Secondary user name has been removed."

Helpful Hints:

1. Give your TA access to your course so he/she can do the scanning for you.
2. Look for very low scores and find the actual exam to confirm the answers and that the correct version is being scored (if you have more than one version). Erase any mistakes and try again – it will go over the original scores.
3. If a student left the ID number, name, or test version blank, find out the data from the professor and manually enter it into ParScore BEFORE the professor prints out the student test reports.