# PARSCORE VERSION 7

# (SCANTRON) GUIDE



**UPDATED JANUARY 2013**

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# Introduction

This guide has been designed to walk you through the process of creating the grading structure of your course in the ParScore system so that you can import and score test answers from students and generate a list of course grades across all evaluation measures.

# Obtaining Assistance

**For the School of Health and Life Sciences and Community Services**

If you require assistance during your use of the ParScore system, please contact:
- Kim Radigan (Pod H5) – x2410, kradigan@conestogac.on.ca

If Kim is unavailable, please contact the ITS Desk at x3444 (ask for Rosy or Sam)

To set up a new account, please contact the ITS Desk at x3444 itsdesk@conestogac.on.ca (ask for Rosy or Sam).

For training on how to use ParScore (the manual is an excellent source), contact Kim or the ITS Desk.

If you require ParScore sheets:
- Nursing programs – contact Kim Radigan
- Community Safety programs – contact Melissa Haynes
- Liberal Studies programs – contact Cathy Schmied

**For the School of Business & Hospitality**

If you require assistance during your use of the ParScore system, please contact:
Eugenia Graci in the Business Administration Office. jgraci@conestogac.on.ca.

If Eugenia is unavailable, please contact the ITS Desk at x3444 (ask for Rosy or Sam).

To set up a new account, please contact the ITS Desk at x3444 itsdesk@conestogac.on.ca (ask for Rosy or Sam).

## Section 1: Giving a Test

## Step 1: Creating the Answer Keys Sheet



Answer keys must also be filled in completely and correctly for proper grading. Please ensure the following for success:

- Fill out bubbles clearly with a number 2 pencil
- You must fill in a Test Form version. If you only have one version of your test, fill in "A" as default
- Do NOT fill out Exam Number, ID number or anything on the reverse side of the sheet

## Step 2: Student Score Sheet

On the Student Enrollment Side:
- Students fill in the Last Name and First Name section.
- The Instructor's Name
- All other sections must be blank.
- Additionally, *students must leave at least 1 space between their last and first name*.

On the Score Sheet Side:

Students **MUST** fill-in the following information

- I.D. Number     (*7 digits, starting from the left)*
- Test form        *(version A, B, C or D)*
- Name and Subject



Additionally, the following problems may occur with sheets that are filled out improperly:

- Student answers are not read
  - Bubbles may not be filled out correctly.  Ensure bubbles are filled out completely with a number 2 pencil.  Checkmarks, circles, or any other variation may not be read by the machine
- More than one answer is flagged
  - Ensure changes in answer are erased completely.  Instructor may have to input student's choice manually into system when prompted

***Please see Appendix A for full page examples of proper ParScore answer sheet completion.***

## Section 2: Working on the Scantron PC

The Scantron PC/Scanner is located in the mailroom on the 4<sup>th</sup> floor.  A second Scantron PC/scanner is located in the mailroom in 1B04.

## Logging In

To start ParScore, double-click on the Parscore icon  which should be located on the desktop.  Parscore version 7 uses your network credentials to login.  Thus, if you have successfully logged into your workstation and have a parscore account, parscore will start automatically.

To set up a new account, please contact the ITS Desk at x3444 itsdesk@conestogac.on.ca (ask for Rosy or Sam).

## Setting Up Your Course

This allows the user to define their course.  Eg. BIOL1010 (Biological Sciences) taught by George Bell.

The next window is *"Course List"*.

**Step 1:**

If the course you are scanning needs to be set-up click on "*New*".
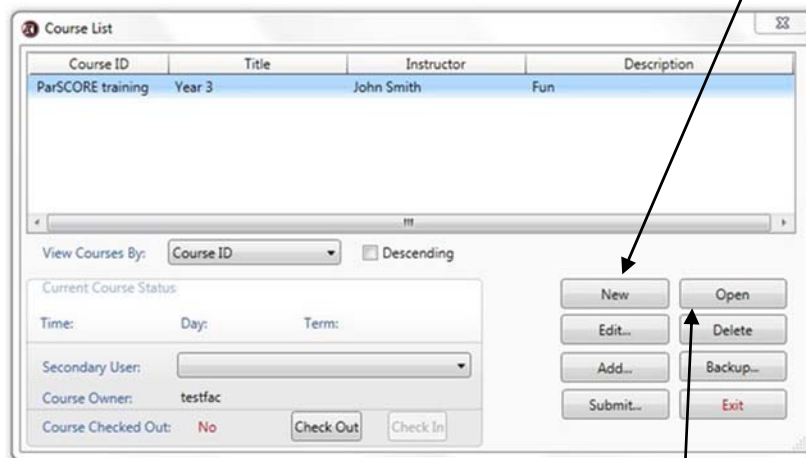


**Step 2:**

Fill in the following information:

- Instructor's Name
- Course #
- Course Title
- Description
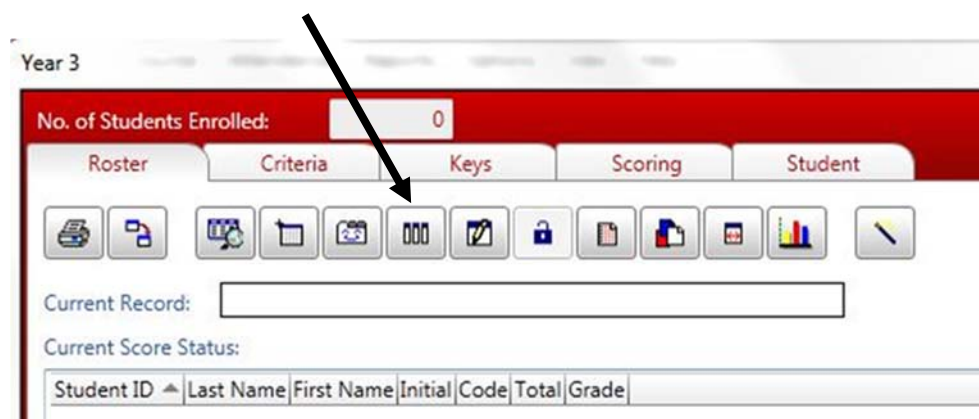


If you are entering an existing course click on "*Open*", then enter the answer key(s) for the test.

## Creating Scoring Columns within your Course

This is where you enter the number of tests in your course (tests, quizzes, exams, etc). Eg. George Bell will be grading students in BIOL1010 with 2 quizzes, 1 midterm exam, and 1 final exam.

**Step 1:**

Click on **"Create scoring columns"** (6<sup>th</sup> icon from the left).
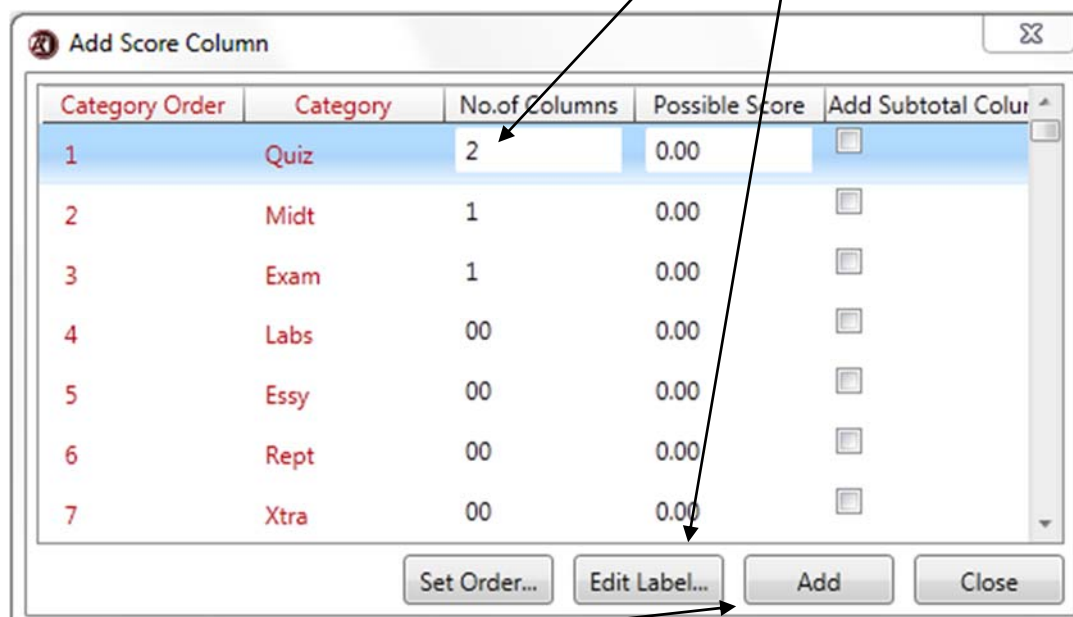


**Step 2:**

Enter the number of columns you require for each category. For example, a course with 2 quizzes, 1 midterm, and 1 final exam would state 2, 1, 1 in the "**No. of Columns**" column.

Category names can be changed from the default by clicking "**Edit Label**".



**Step 3:**

Click **"Add".**

ParScore returns to the previous screen with the columns added.

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## Setting up the Answer Key for Each Category within your Course
This is where you enter an answer key for a particular test within your course. Eg. George Bell is ready to set up his answer key for Quiz 1 in BIOL1010. This step would be repeated with all his other quizzes and exams.

**Step 1:**
Press the "***Keys***" tab.
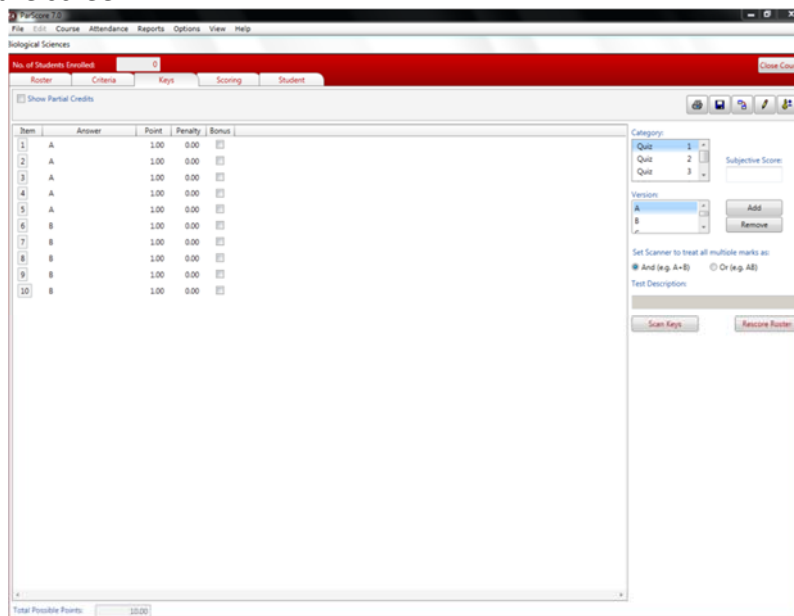


**Step 2:**
Select the category you are entering the answer key for and press ***"Scan keys"***. **If there is more than one version, all answer key versions may be scanned at one time.

**Step 3:**
Once the answer key(s) have been scanned press "***End***" **on the scanner**, the answers will now be displayed on the screen.



Always double check that the ***total possible points*** on ParScore matches the number of questions you had scored on your answer key.

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## Scoring Students' Tests/Quizzes

This is where you score all of your student's ParScore sheets.  Eg. George Bell has 30 students in BIOL1010 and he is ready to score their Quiz 1.

**Step 1:**
Press the **"Scoring"** tab.



**Step 2:**
Select the appropriate grading category for your test that you defined in your course set up.
**Also under "Options" select **"Inspect  Multiple Marks, Inspect Omitted Marks, Auto Enrollment"**.

**Step 3:**
Press **"Score"**.

Note: The scanner has been set-up not to allow blank names.

**See Section 1: Giving a Test and Appendix A of this document for reference.**

If any of the above information is missing the following screen will pop up.  This will allow you to enter the missing information manually by clicking **Edit.**  Once the missing information has been entered click on **"OK".**
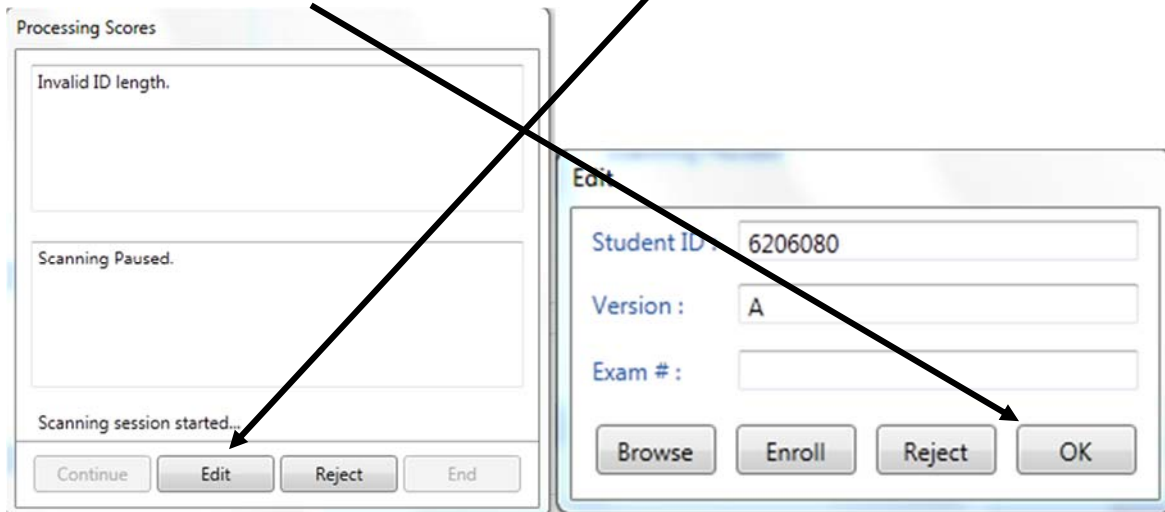


**Step 4:**
After all of the answer sheets have been scanned, press **"END"** on the scanner.

**Step 5:**
Click on the **"Roster"** tab on the screen.  This will show all the tests you just scored.  The Student ID, Last Name, First Name, Quiz mark and Total appear on the screen. On the far right "**View Score as**" will change the marks from Raw score to Percent score if desired.

Double-clicking on a column heading will sort the data accordingly.
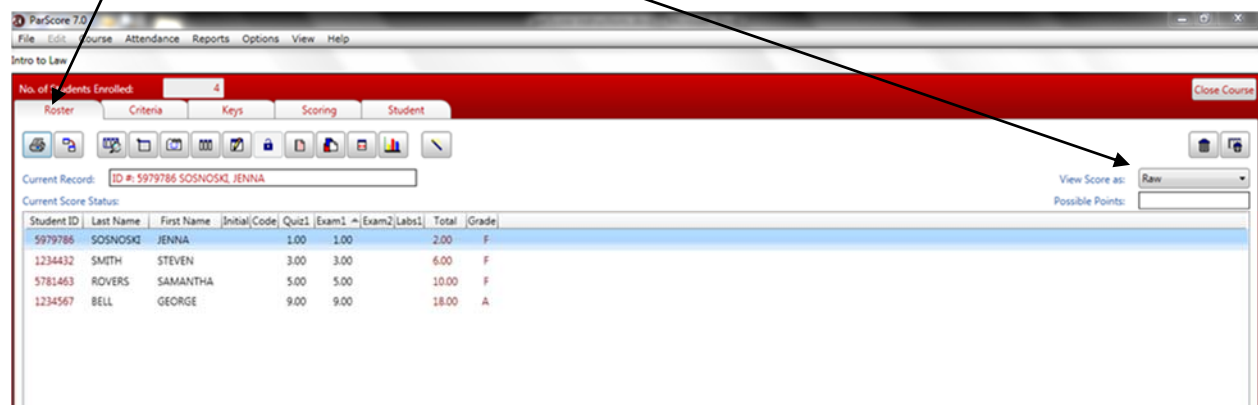
## Changing Answers on a Test Previously Scanned

Use this section if you need to go back and change the answer to a question. Eg. George Bell realized that he accidently scored question 5 with answer "A" but the answer could actually be "A" or "C".

**Step 1:**
Click on the "***Keys***" tab.

**Step 2:**
Click on the question that you want to change, type in the new answer:
- Type in "***\****" for all the answers in a question to be correct
- For more than one response, type in the correct answers with no spaces in-between "***ACD***". Any student who has selected A, C or D will get a mark.
- For two answers in a question to be marked correct, type in "***A+C***". Students must have both A & C for the mark.
- To delete a question, delete the answer, tab over to the Point column and change to "0". The test will now be worth one mark less. ***(Possible Raw Score)***

**Step 3:**
After the necessary changes have been made click on the ***"Rescore Roster"*** button and all the students' marks will be updated.
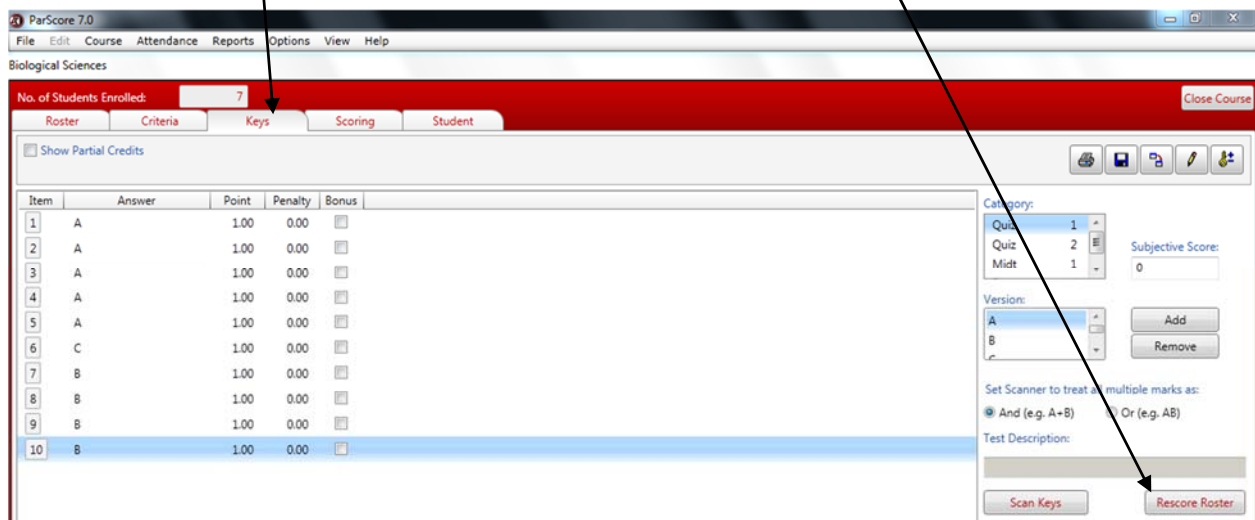
## Troubleshooting

***The machine states that I have a paper jam.***
- Check to see if the hardware is jammed and remove any jammed paper
- Check to see if any of the ParScore sheets are stuck together or crinkled.  If so, remove them and scan them  individually at the end or enter them manually
- Check to see if there is an accumulation of paper dust on the roller and reader.  If so, support can be provided to clean the hardware.  Support will be provided during high volume times to complete cleaning on a daily basis.

***My answer key is not reading.***
- Refer to Giving a Test section on page 4 and Appendix A for examples and ensure that you Answer Key is filled in correctly
- Check that the machine is clear of paper dust

# Section 3: Working on Parscore at your Desk

At this point, you can return to your own computer to complete the following various manipulations, reports, corrections and exporting to Gradebook.

## Exporting to Gradebook

Start Parscore and open the Course you want to export and click **Export Wizard.**
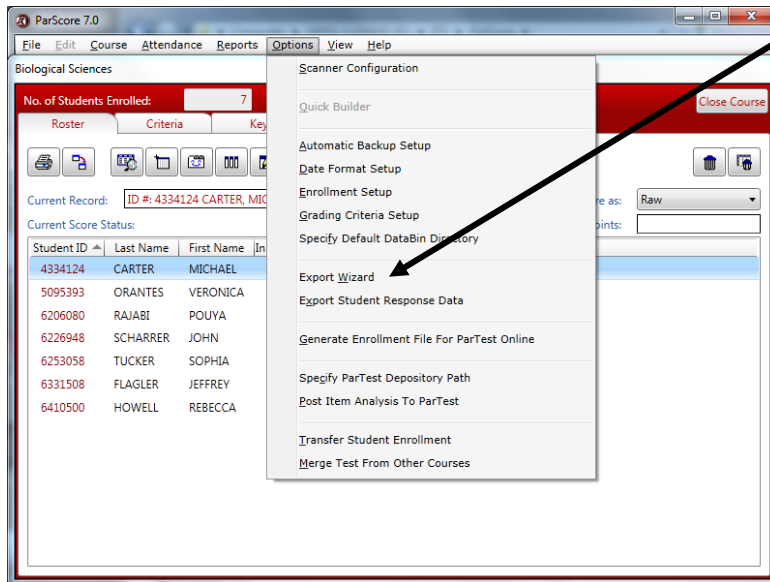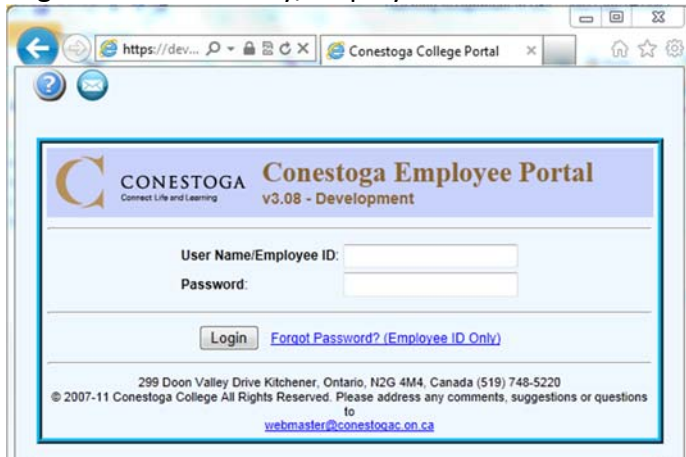


Under File Type choose Delimited with Comma, under IISE Information click Student ID
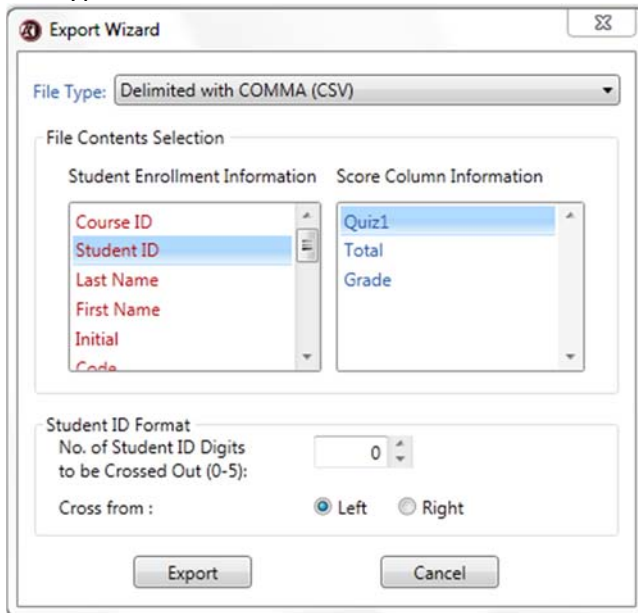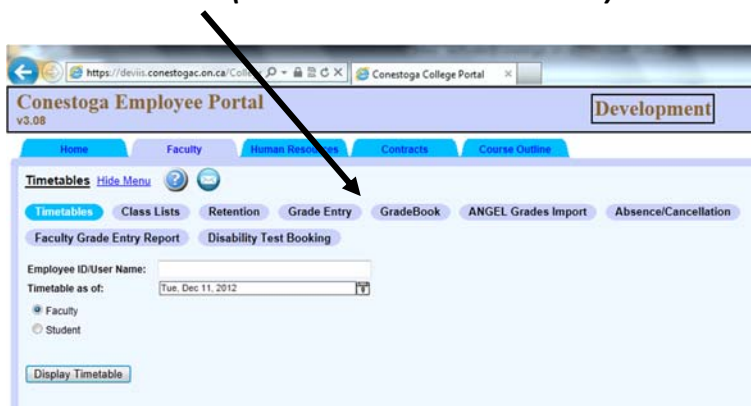


Click under column information on your scanned test – i.e. quiz 1, click Export
Save file to your desktop or g: drive with a descriptive name

Login onto the Faculty/Employee Portal



Click on *GradeBook*        *(Corrected on Mar 19ᵗʰ 2015)*
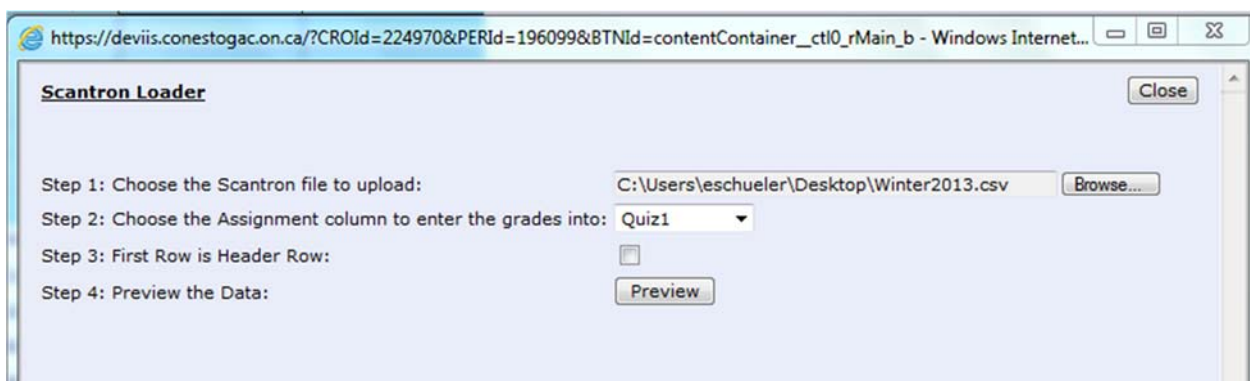


Click on **Scantron/Update**
Choose the file you had saved previously
Choose Assignment
Unclick First Row is Header
Click on **Preview** (get grades)



After previewing the data click **Save & Close**

- Save & Close

# Printing Reports

**Step 1:**
Click on the *"Printer"* icon.
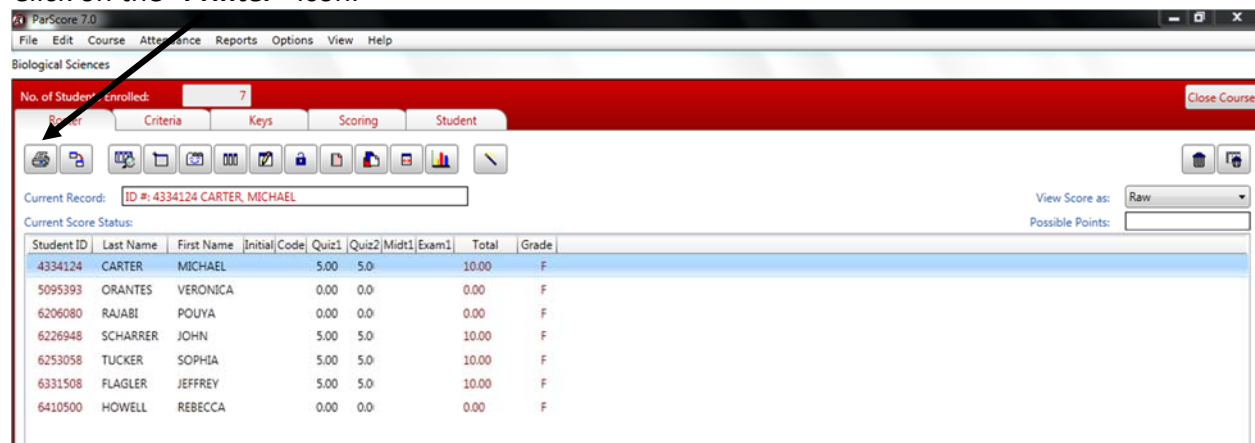


**Step 2:**
Type in the "**Report Heading**".  Eg. BIOL1010

**Step 3:**
Click "**Report Layout**".



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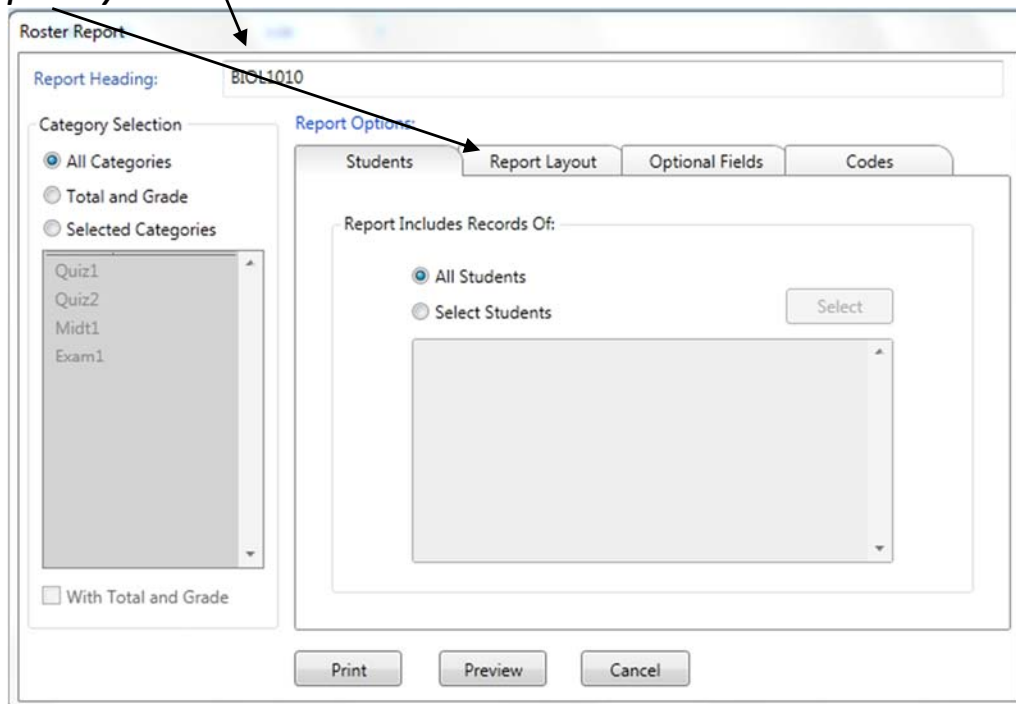
**Step 4:**
Designate your report type by selecting your *“Category Selection”, “Report Format”,* and *“Sorting Order”.*



**Selecting “*With Total and Grade*” prints a cumulative report of all the students' marks to-date.

For additional reports, click on "**Reports**" and select report.
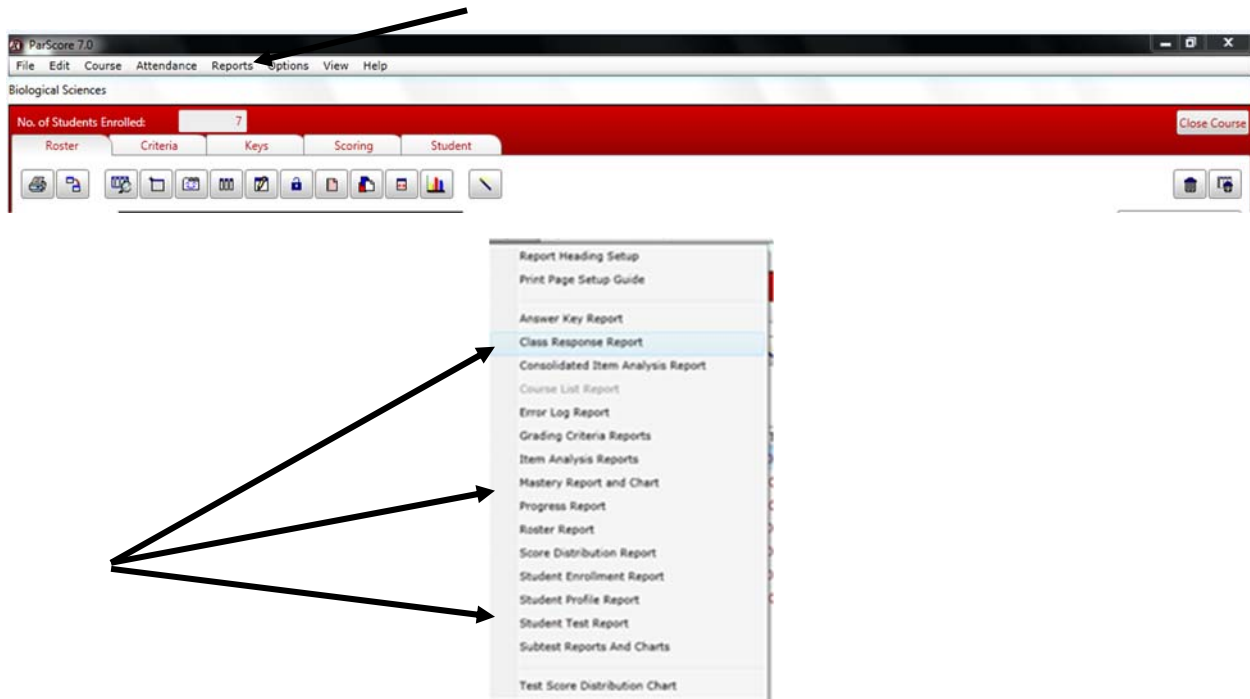


**Eg. Class Response Report**

This report shows the answers selected by each student. Select *"Print Answer Key"* & *"Print Student Names".* If there is more than one version for a test, each version has to be printed separately.
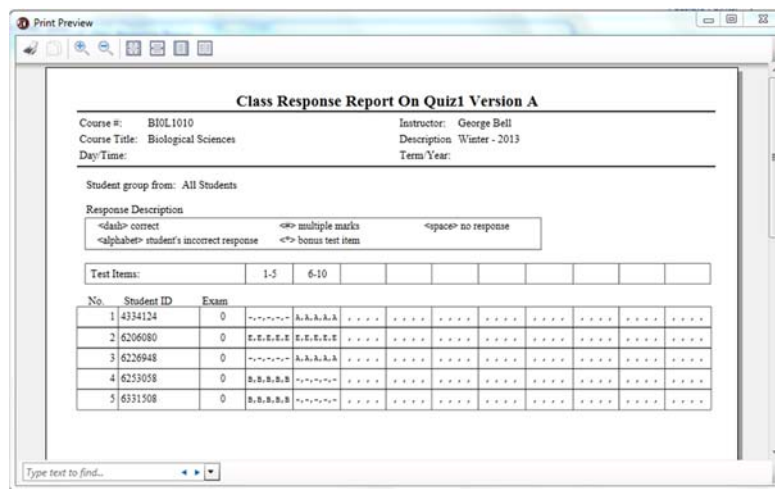
## Eg. Item Analysis Report

Allows you to look at and analyze how students answered each questions.  For each version a separate report needs to be printed.



## Eg. Score Distribution Percentile Report
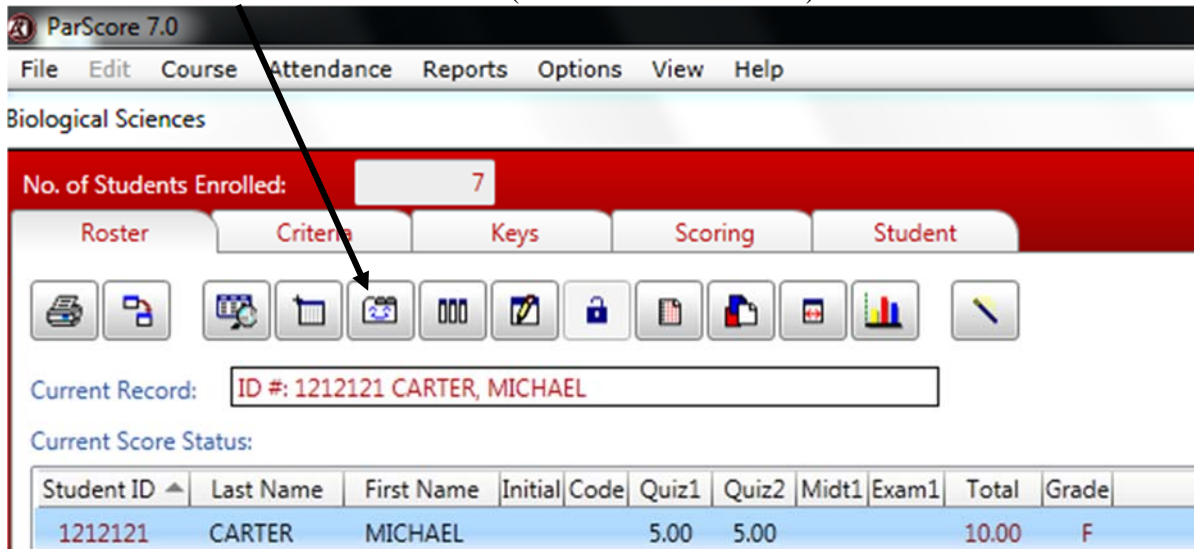
## Editing Student Information

When a student number is missing or a name is spelled incorrectly.

**Step 1:**

Click **"Browse or edit a student record"** (fifth icon from the left).



**Step 2:**

Correct the information.

# Score Adjustment

This is where you can make final adjustments to the score of the test. Eg. George Bell decides that question 32 on his quiz was badly worded and he is removing it from his quiz. His quiz is now out of 39 marks instead of 40.

Click on the Roster Tab and the "**Score Wizard**" icon.
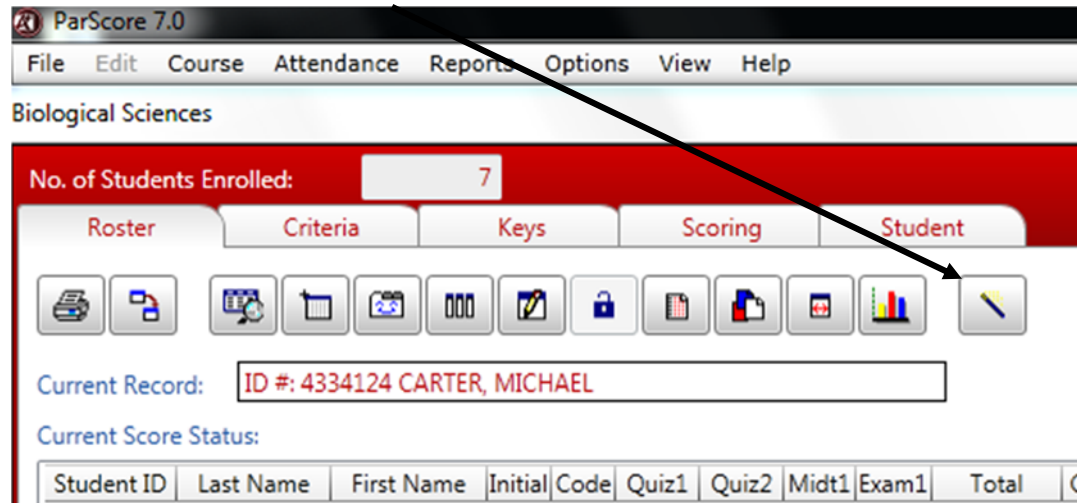


This will bring up the Score Wizard and click on **Raw Score Ajustment**



The score can be adjusted up or down from this screen. Make the appropriate changes and click on "**Apply**".
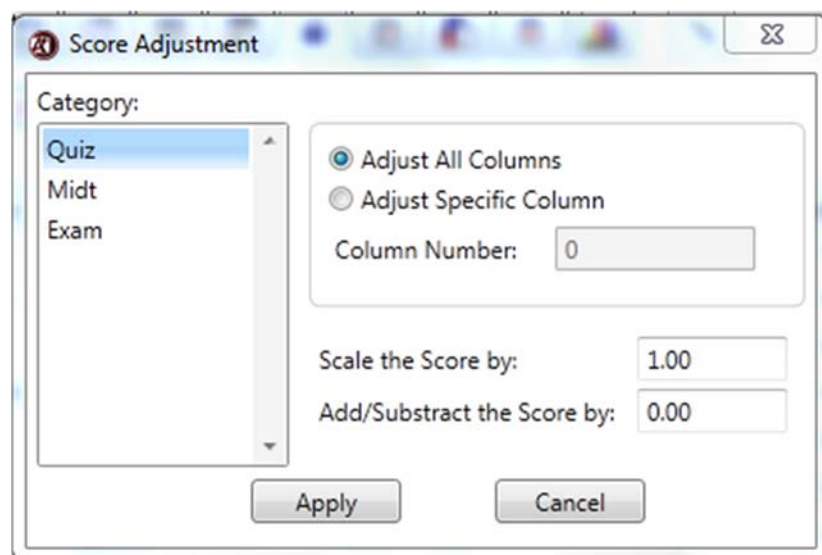
# Appendix A



ParSCORE™ SCORE SHEET

**Answer Keys**

Test Form: you must select at least one Test Form

Do Not Use

Do Not Use

Follow the Directions: Do not use a Pen

Do not use the Reverse Side

Student Sheet

SCORE SHEET

Required   Required   Required

NAME John Smith

SUBJECT Biology Sciences

DATE _____   HOUR/DAY _____

**I.D. NUMBER** 5 0 1 0 5 0 1

**TEST FORM**

**EXAM #**

Optional

**DIRECTIONS**

USE NO. 2 PENCIL ONLY

- MAKE DARK MARKS
- ERASE COMPLETELY TO CHANGE
- EXAMPLE: [A] [B] [C] � [E]

Incorrect Shading

Correct Shading

# ParSCORE™
## STUDENT ENROLLMENT SHEET

INSTRUCTOR **Required**

CLASS

HOUR/DAY

**DIRECTIONS**

USE NO. 2 PENCIL ONLY

- MAKE DARK MARKS
- ERASE COMPLETELY TO CHANGE
- EXAMPLE: [A] [B] [C] ▬ [E]

**I.D. NUMBER**

**Do Not Use**

**AREA CODE**

**PHONE NUMBER**

**Do Not Use**

**Do Not Use**

**Leave a space between last name and first name**

**LAST NAME**  S m i t h   J o h n   **FIRST NAME**   **M.I.**   **CODE**