## Santron - Getting Started

## **Step 1: Login to the Computer**

Login to the computer using your campus user name and password. If you have problems make sure the domain is set to UTULSA.

## Step 1: Start the Remark Software

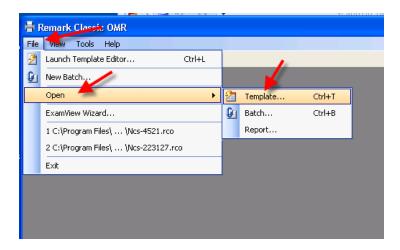


Start Remark Classic OMR 3.0. If you cannot find the icon on the desktop look on **Start/All Programs/Remark Classic OMR**.

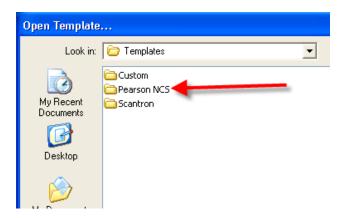
## **Step 3: Select the Template**

Select the template that corresponds to your form.

### Click File / Open / Template.

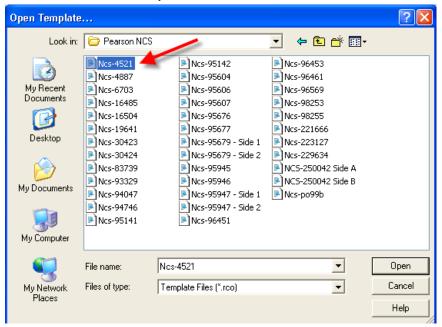


Double click **Pearson NCS** of click it and click Open.

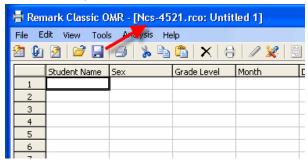


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Click Ncs-4521 and click Open.

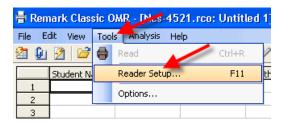


After the template is selected then the correct template is displayed in the top bar.

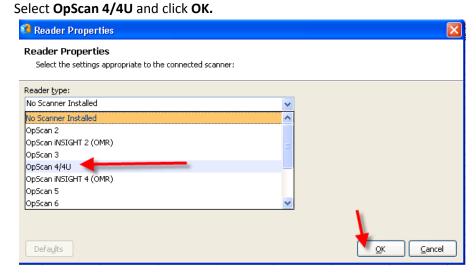


## Step 4: Set up the Reader

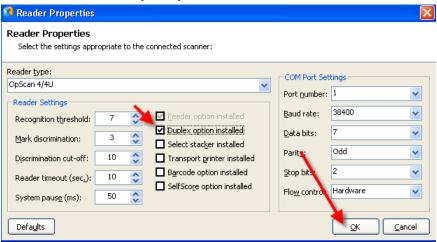
You need to define the scanner to the software. Do this by clicking **Tools / Reader Setup...** 



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Click the box next to **Duplex option installed.** Click **OK.** 



## **Step 5: Insert Forms in Scantron**

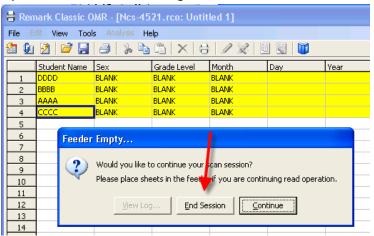
Mark the answer key with an AAAA or 0000. Put the answer key on top. Place your forms (face up, top first) in the Scantron tray. Push the "Press to Load" button and let up. This positions the forms. If you have a lot of forms you will want to split them up. Multiple groups can be read during the same session.

## **Step 6: Read the Forms**

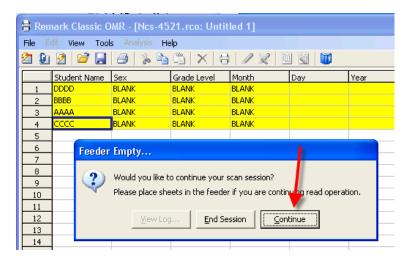
To begin scanning the forms click **Tools / Read**. Click **OK** on the Read Operations menu. As the reader is scanning the forms they will who up the tool window.



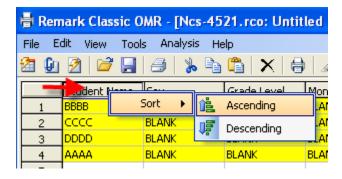
If you are finished with reading forms then click **End Session.** 



If you split the forms up or had a form that didn't read correctly you may add them now. Click **Continue** to read more forms with the same grading batch.

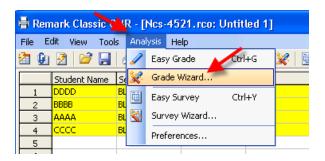


The data can be sorted by using a right mouse click on the column heading. Your answer key should end up in the first grid row if you labeled it as suggested above.

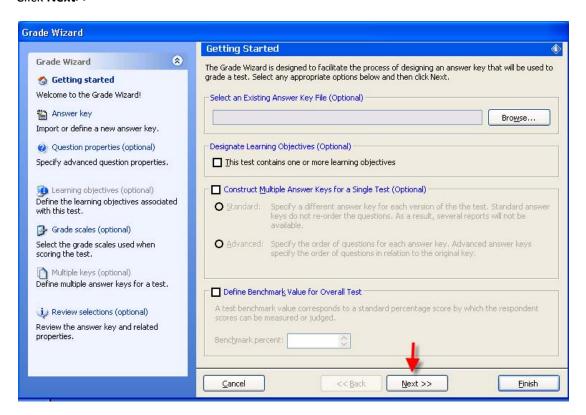


## Step 7: Grading

Begin the grading process by clicking Analysis / Grade Wizard.

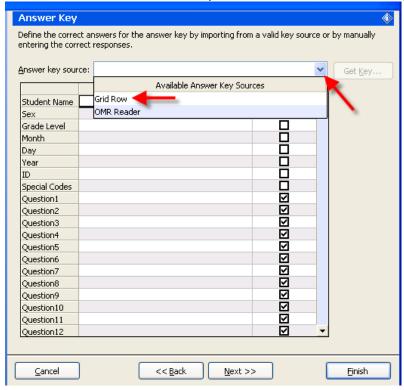


#### Click Next>>

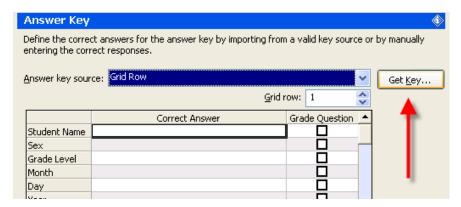


Select Grid Row for the answer key source.

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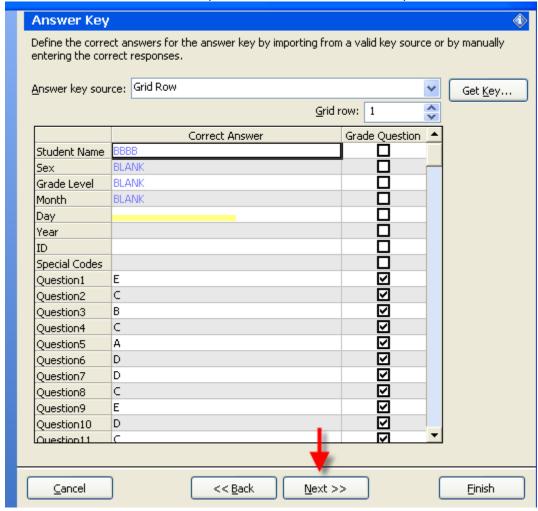


Make sure the grid row is set. This is the row in the data set with the answer key. This should usually be set to 1 if you used AAAA. **Click Get Key...** 

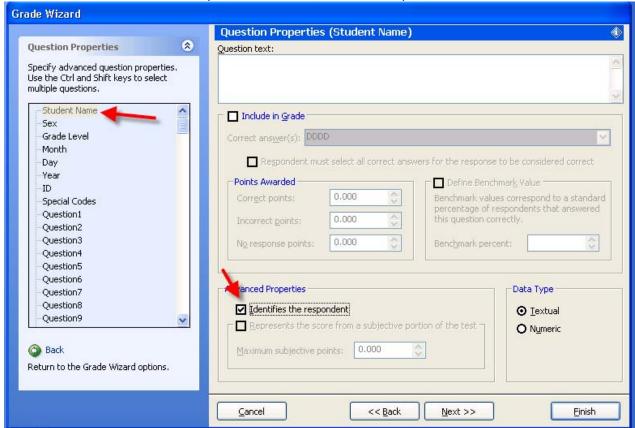


You should be able to see the answer key data. Click Next>>.

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Click the **box** next to "Identifies the respondent". If you used the ID field then click ID on the left before selecting the box.



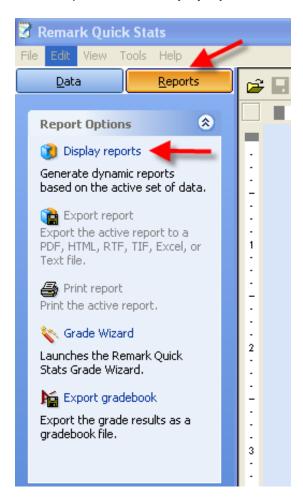
#### Click Finish.

#### Click No.



# **Step 8: Display Reports**

On the Reports tab click **Display reports**.

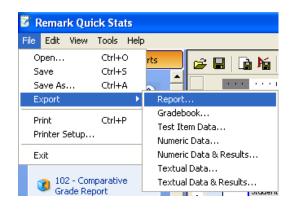


Click on the desired report.

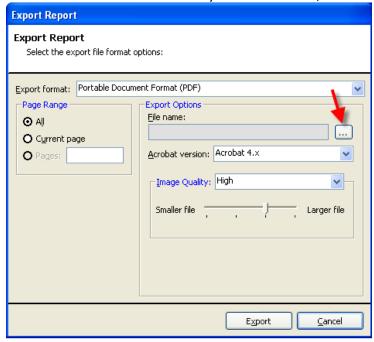


## **Export the report to PDF format and save to Filer.**

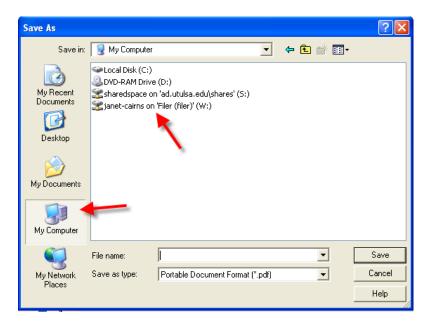
While viewing the report click File, Export, Report...



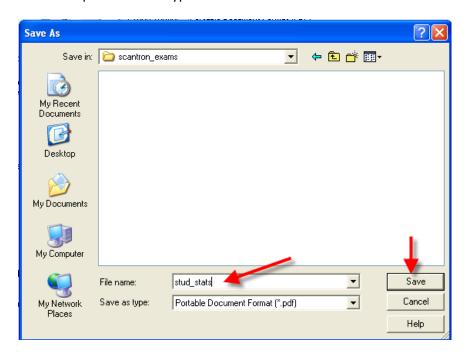
Click the box near filename.



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Create or open a folder. Type a file name and click **Save**.



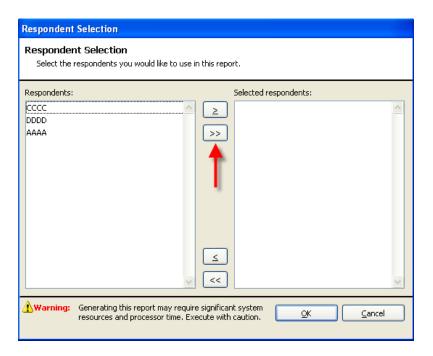
Repeat the process for other reports.

Suggested reports are:

101 103 104

## For Report 301

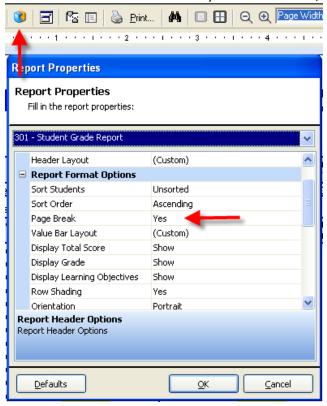
Click the double arrow to select all students then click **OK**.



Use the Properties option to set the paging and display.

Page Break will show either one student per page when Yes is selected or compress the list when it is set to No.

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Show Questions determines that all answers will be displayed or incorrect only, etc.

