

ParSCORE

Instructions to Create Course, Submit Answer Key, Enroll Students and Score Assessments

Login

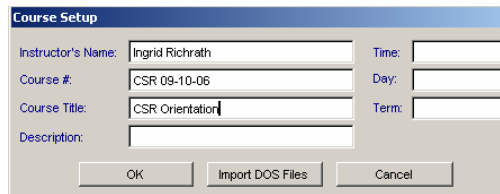


1. On the Desktop, click **ParScore** icon.
2. Enter *Login Name* and *Password*.
3. Click **Login**.

Create Course

4. Click **New**.
5. Type in:

- Instructor's Name
- Course #
- Course Title



Course Setup

Instructor's Name:	Ingrid Richrath	Time:	
Course #:	CSR 09-10-06	Day:	
Course Title:	CSR Orientation	Term:	
Description:			

OK Import DOS Files Cancel

6. Click **OK**
7. Select a folder to save the files to and click **Select**.
8. In the Confirmation window, click **Yes** – to create a new subfolder.
9. Type a folder name and click **OK**.



Create Folder

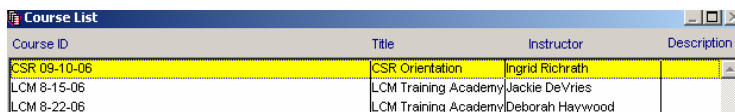
Enter the new folder name: CSR

OK Cancel

10. In the Information window, click **OK**. It is NOT necessary to note the reference number.

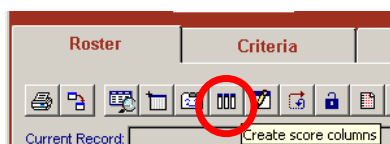
Submit Answer Key

11. Select the course and click **Open**.



Course ID	Title	Instructor	Description
CSR 09-10-06	CSR Orientation	Ingrid Richrath	
LCM 8-15-06	LCM Training Academy	Jackie DeVries	
LCM 8-22-06	LCM Training Academy	Deborah Haywood	

12. Click **Roster** tab.
13. Click **Create Sort Columns** icon.

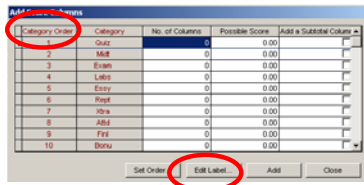


ParSCORE

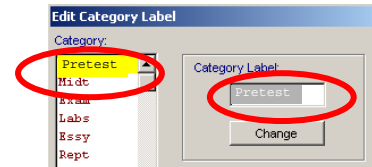
Instructions to

Create Course, Submit Answer Key, Enroll Students and Score Assessments

14. Select 1 in the Category Order and click **Edit Label**.



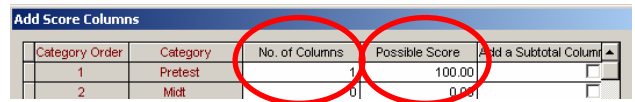
15. Change the label to either **Pretest** or **Posttest**.



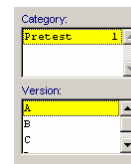
16. Click **Change**. Verify the change occurred in the Category column on the left side.

17. Click **OK**.

18. Change # of columns to **1** and Possible Score to **100**.






19. Click **Add**.

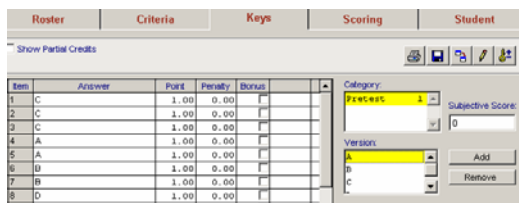


20. Go to **Keys** tab and verify *Category* and *Version* are correct.

21. Click **Scan Keys**.

22. On the Scanmark ES 2010 machine , wait for it to indicate "User Program – Feed Form." Insert the Scantron *answer key* into the machine. The answer key should face up – where you can read the sheet which is facing right side up towards you.

23. On the Scanmark ES 2010 machine , press **End**  on the machine. The answer key will now be displayed on the computer screen.



ParSCORE

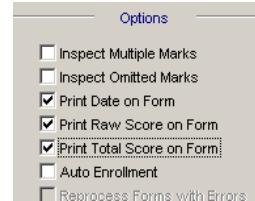
Instructions to Create Course, Submit Answer Key, Enroll Students and Score Assessments

Enroll Students and Score Assessments

24. Click the **Scoring** tab and verify appropriate *Category* is selected.

25. Under *Options*, check:

- **Print Date on Form**
- **Print Raw Score on Form**
- **Print Total Score on Form**



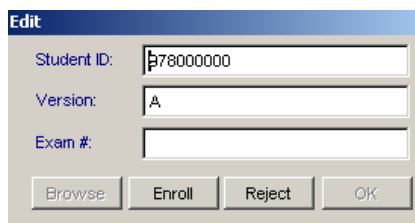
Option	Checked
Inspect Multiple Marks	<input type="checkbox"/>
Inspect Omitted Marks	<input type="checkbox"/>
Print Date on Form	<input checked="" type="checkbox"/>
Print Raw Score on Form	<input checked="" type="checkbox"/>
Print Total Score on Form	<input checked="" type="checkbox"/>
Auto Enrollment	<input type="checkbox"/>
Reprocess Forms with Errors	<input type="checkbox"/>

26. Click **Score**.



27. On the Scanmark ES 2010 machine, wait for it to indicate “User Program – Feed Form.” Insert the *score sheet* for one student into the machine. The score sheet should face up – where you can read the sheet which is facing right side up towards you.

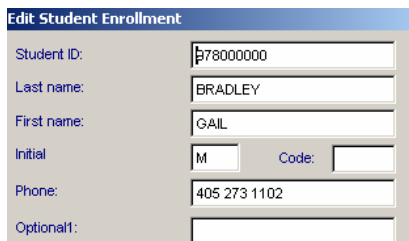
28. In the *Edit* window, you are asked to either Enroll or Reject the student. Click **Enroll**.



Field	Value
Student ID:	0778000000
Version:	A
Exam #:	

Buttons: Browse, Enroll, Reject, OK

29. Verify the student information is correct.



Field	Value
Student ID:	0778000000
Last name:	BRADLEY
First name:	GAIL
Initial:	M
Code:	
Phone:	405 273 1102
Optional:	

30. Click **OK**.

31. Feed the remaining student’s scantrons *one-by-one* until finished with the batch.

32. On the Scanmark ES2010 machine, click **End**.

33. Click **Close Course, Exit, Exit**.