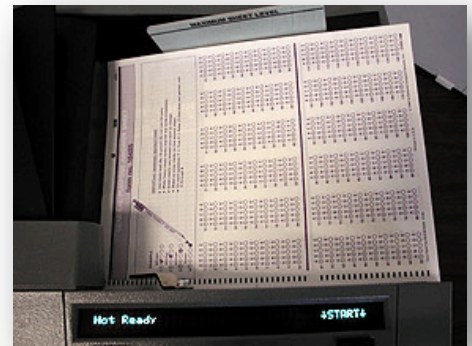


SCANTRON TUTORIAL


Forms Required: NCS (National Computer Systems) Scanner Documents **Form No. 16485** (the “purple” form), which are available for purchase at the Ole Miss Bookstore.

FIRST, stack the response sheets with the “**Answer/Key sheet**” on the **top** and place them in the scanner hopper as shown.

NOTE: To keep from SKEWING, make sure that the silver magnetic sheet holder is snug against the scantrons.

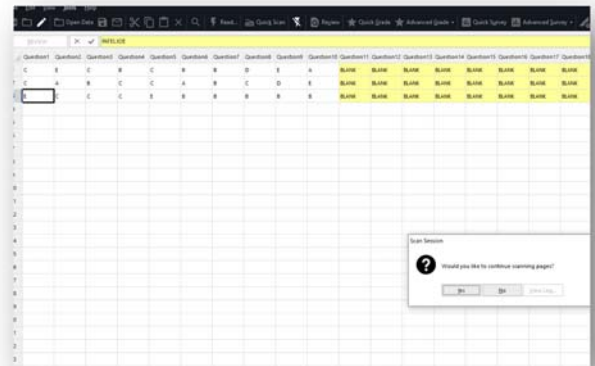



DATA ACQUISITION:

– Click on the  “**Remark**” **Scanner** program icon on the desktop to launch the scanner software.

– Click the **Folder**  icon on the toolbar to choose the template for the form. *(It should open to My Documents, but if not, choose Documents from the left of the open dialogue box.)*

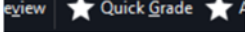
– Select the file **NCS-16485** and Open.

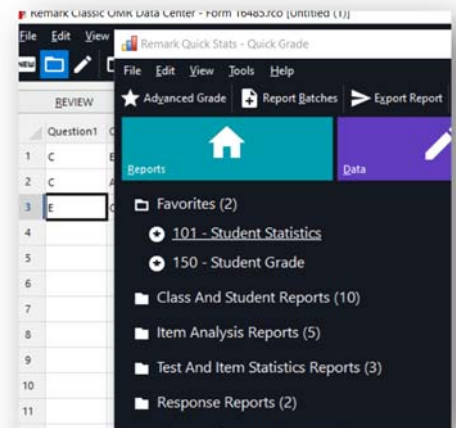


– Next click the **Quick Scan** icon  to read the scantron tests.

– After the scantrons run, select **No** to end the scan session.

GRADING:

– Click **Quick Grade**. 
This will open a new window displaying report options.



See the IT Consultants for password.

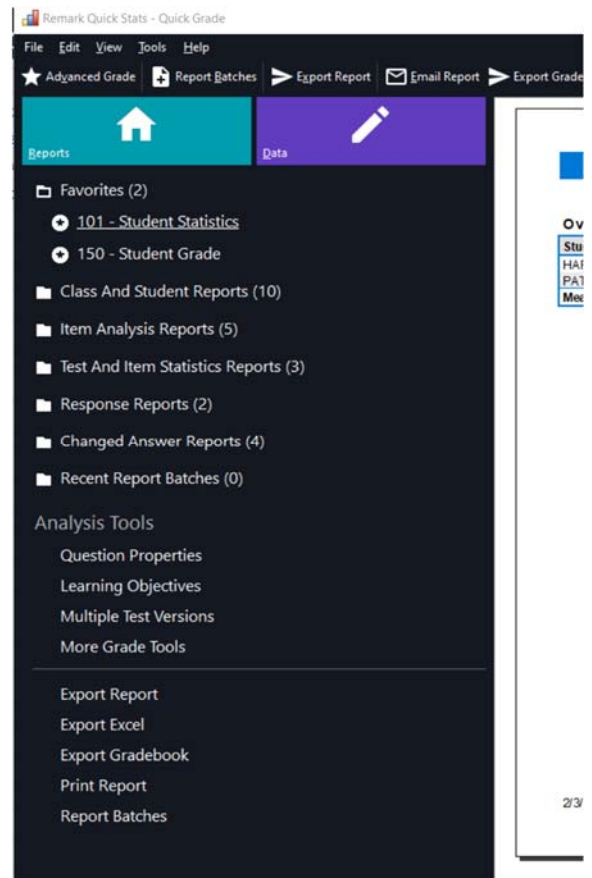
If the lab consultant is not available, please check with FTDC in Weir 101.

PRINTING REPORTS:

You have several choices in what data reports you would like to print.

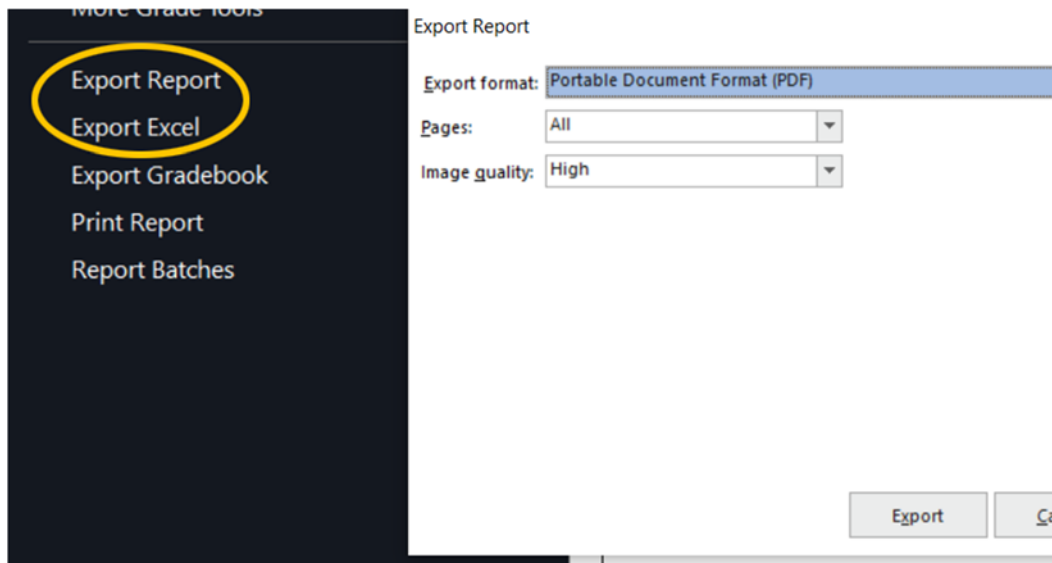
- **Favorites** displays the two most frequently used reports:
 - **101 – Student Statistics Report** – Displays statistical data related to the performance of each student.
 - **150 – Student Grade Report** – Displays individual grade results for each student.

– Select the section to expand all options, then click on the header of each report you would like, and click the printer icon.



EXPORTING REPORTS:

You can export any of the reports to various formats by choosing the **Export Report** or **Export Excel**.



Emailing: You can email the reports using your email account. Outlook is not set up on this computer.

See the IT Consultants for password.

If the lab consultant is not available, please check with FTDC in Weir 101.