UHCL Scantron Workstation – Basic Exam Processing/Printing

Welcome to UHCL's new Scantron system! Remark Classic OPM's scanning and reporting software is a powerful system with many options. In these instructions, we'll stick to the most used features.

Part 1 – Getting Started

1. Press down on the "Press to Load" button while placing the sheets facing up into the document feeder, with the barcoded edge facing toward you.
2. Power on the Scantron unit, wake the printer from its "sleep" cycle, and log into the computer workstation.
3. If you don't see the Remark application icon on the desktop, use the search field in the lower left corner of your Windows desktop to locate Remark.

Part 2 – Scanning/Scoring Exams Using Remark Classic OMR

1. Open the Remark Classic application on the workstation's desktop.
2. Locate and click the File menu on the Remark main page to open it, and then select the **Open Form Template option**.
3. At the resulting Open Form Template screen, double-click the **Scantron folder** to open it. Double-click the Form 4521 template file to open it.
4. You'll be returned to the Remark Classic OMR screen. Locate and click the **Read option** (either at the top or on the left side menu).
5. At the Classic Read screen, click the Read button in the lower right corner to begin scanning your exams. **NOTE: If you see a message pop up that says, "No barcode reader found on scanner," click OK to proceed.**
6. Your pages will begin scanning. **NOTE:** Don't be alarmed by the "BLANK" data cells. The job isn't yet finished. Once scanning ends, click the **End Scan button** to continue processing your scans.
7. You'll then see the exam data screen. Click the **Quick Grade option at the top of the screen** to quickly score your exams.
8. The Quick Grade window will open and display each student's score and letter grade. You may then use the options listed to the left of the results screen to see different analyses of student performance. The default page is the 101 – Student Statistics Report.

Part 3 – Printing Your Results

1. Select the report type you want to save (e.g., 101 – Student Statistics). **NOTE:** See the information at the end of this document about your report options and the data each provides.
2. Click the printer icon at the top of the screen.
3. Make sure the selected printer is HP LaserJet Pro M501 PCL 6 at the resulting screen. Then, click the Print button.
4. Repeat Steps #1-3 above to print any other reports you need.

Part 4 – Ending Your Session/Signing Out

1. Close any individual report windows you may have open in Remark Classic OMR.
2. At the final screen, click the File menu and select the Exit option. **Don't forget to take your Scantron forms with you when you leave!**

3. At the resulting Save Changes screen, click the Don't Save option to continue.
4. Close any other open applications or windows you used. Then make sure that you sign out of the workstation so that the next user doesn't accidently start a session as you.

Scantron Report Types

Scantron's Remark Classic software enables users to run many different reports. To learn more about all the available report types, visit Remark Software's webpage, Grading Assessments with Remark Classic OMR. There you'll find clickable links for each type of report, divided under the headings Class and Student Reports, Item Analysis Reports, Test and Item Statistic Reports, and Changed Answer Reports.

For this condensed tutorial document, below are the tests that best replicate the reports you're used to receiving from the old Scantron system. **If you require additional types of data, please use the link provided above to learn more about other report types or schedule an appointment with your designated instructional designer to discuss your Scantron report needs.**

Old Scantron Output	New Scantron/Remark Report
Summary of each individual student's answers and grade information from the test.	150 – Student Grade
Students correct/incorrect responses and percentage score	105 – Student Response Report
Basic statistics (e.g., mean, standard deviation, KR20)	310 – Test Statistics Report
Item Analysis	204 – Condensed Item Analysis Report
Analysis of Item Discriminating Power	320 – Test Item Statistics Report
Frequency Distribution	105 – Student Response Report, sorting data as follows: (1) Sort Students by Total Score, and (2) Sort Order is Descending
Analysis of Item Difficulty	100 – Test Analysis Report