

HOW TO USE THE SCANTRON

1. Turn on Computer (tower on the floor).
2. Password is "**password**" (lower case).
3. Double Click the "big" **R** (icon).
4. Put the paper feeder and catcher in place and turn on the Scantron – switch is on the back right corner.
5. Open "**form template**"
6. Choose form **16504**
7. Make sure students have put **801** on their tests in the proper area.
8. Load all the tests with answer sheet on top. Make sure they are under the binder correctly.
9. Choose **Easy Scan** (this will run the whole batch of tests through the Scantron).
10. After step 9 choose "**Easy Grade**".
11. **Display Reports.** Look for blanks and check scans a change if necessary. Sometimes the student did not darken the answer dot correctly.
12. **301- Student Grade Report.**
13. Menu opens, click on the **double arrow**, will transfer items to the right side.
14. **Print** (will print on the big zerox machine).
15. When closing program say "**yes**" to save.
16. Enter class, test name, date i.e. **May11_Final1_050712** (This example is for the Final1 Exam for the May 2011 class taken on May 7, 2012).